

RESULTS Quick Reference Card 1

RESULTS

Reporting Silviculture Updates and Land Status Tracking System

Navigating RESULTS

Accessing RESULTS

RESULTS can be accessed by any computer that meets MOF Standards and is connected to the Internet.

You can access RESULTS by going to: <http://www.for.gov.bc.ca/his/results>. Providing you have been granted RESULTS security access, select 'RESULTS Application' to launch the RESULTS application. RESULTS will automatically recognize users based on their MoF USERID or BceID.

Understanding Security

Ministry and other government staff must have a valid IDIR account and Licensees must have a valid BceID in order to apply for access to the specific security roles in RESULTS. Once you know what you will be doing in RESULTS, obtaining the correct role is done by completing the 'Application Access form for ESF and RESULTS' and is also found at the above web site.

Security level	Authorised Function	User Groups
ESF BROWSER/	Authority to review all ESF submissions	Licensees/Government
ESF SUBMITTER	Authority to review and submit ESF submissions.(Licensees must also have RESULTS UPDATE to upload RESULTS data, or RESULTS DECLARATION to upload milestone declarations).	Licensees/Government
RESULTS VIEW ONLY	Authority group allows General Inquiry mode.	Licensees/Government
RESULTS REPORTING	Authority group allows General Inquiry mode with access to Reporting.	Licensees/Government
RESULTS UPDATE	Authority group allows General Inquiry, Reporting, and Data Update mode. This role is made for MoF staff creating changes to existing RESULTS information, creating and submitting standard proposals, and submitting standard unit amendments.	Licensees/Government
RESULTS DECLARATION	Authority group allows General Inquiry, Reporting, Data Update, and Milestone Declaration mode. Role is made for MoF that require all the previous roles as well as those required to declare milestone obligations met.	Licensees/Government
RESULTS APPROVAL	Authority group allows General Inquiry, Reporting, Data Update, and Milestone Declaration mode. Role made for district managers, or their designates who can approve/reject proposed standards and opening amendment requests.	Government

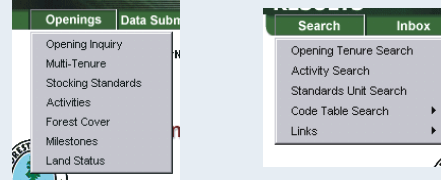
Using Tabs to find your way around!

RESULTS has a series of tabs in the top navigation bar. Each tab represents a separate function in RESULTS. When you click a tab, you are offered a series of choices. It's helpful to think of these tabs as

offering you a series of forms to choose from. When you select one of the choices from the drop-list, the corresponding form will display.



Integration is a fundamental concept of RESULTS. By using searches and drop-down menus, users may easily navigate to all the RESULTS components. Note that users will still require authority to access applications linked to RESULTS like SPAR and FTA.

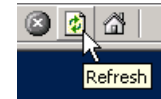


Getting Web Savvy!

If you have not worked much with web applications the following tips will improve your web savvyness and allow you to use RESULTS with ease:



* To access RESULTS, you need to go through your Web Browser and enter the URL. To save you time and typing you should add RESULTS to your "favorites" the first time you use it.



* You should always start a fresh browser session before using RESULTS. - hit the refresh button before you start your new session.

* Always complete each task before leaving your workstation unattended in case you lose your Internet connection. RESULTS will time-out after 30 minutes of inactivity, you will be re-directed to the RESULTS Homepage and any unsaved data will be lost.

* RESULTS will sometimes take a few moments to process tasks, but the cursor will not change to the hourglass when the application is thinking. Instead, the spinning globe in the top right of the browser indicates when the application is still thinking.

* Use the navigation tabs in RESULTS to move around NOT the browser buttons at the top of the page.

* Use the Tab key to move from field to field. Don't use your Enter key instead of your Tab key as this may submit a form rather than moving you between fields.



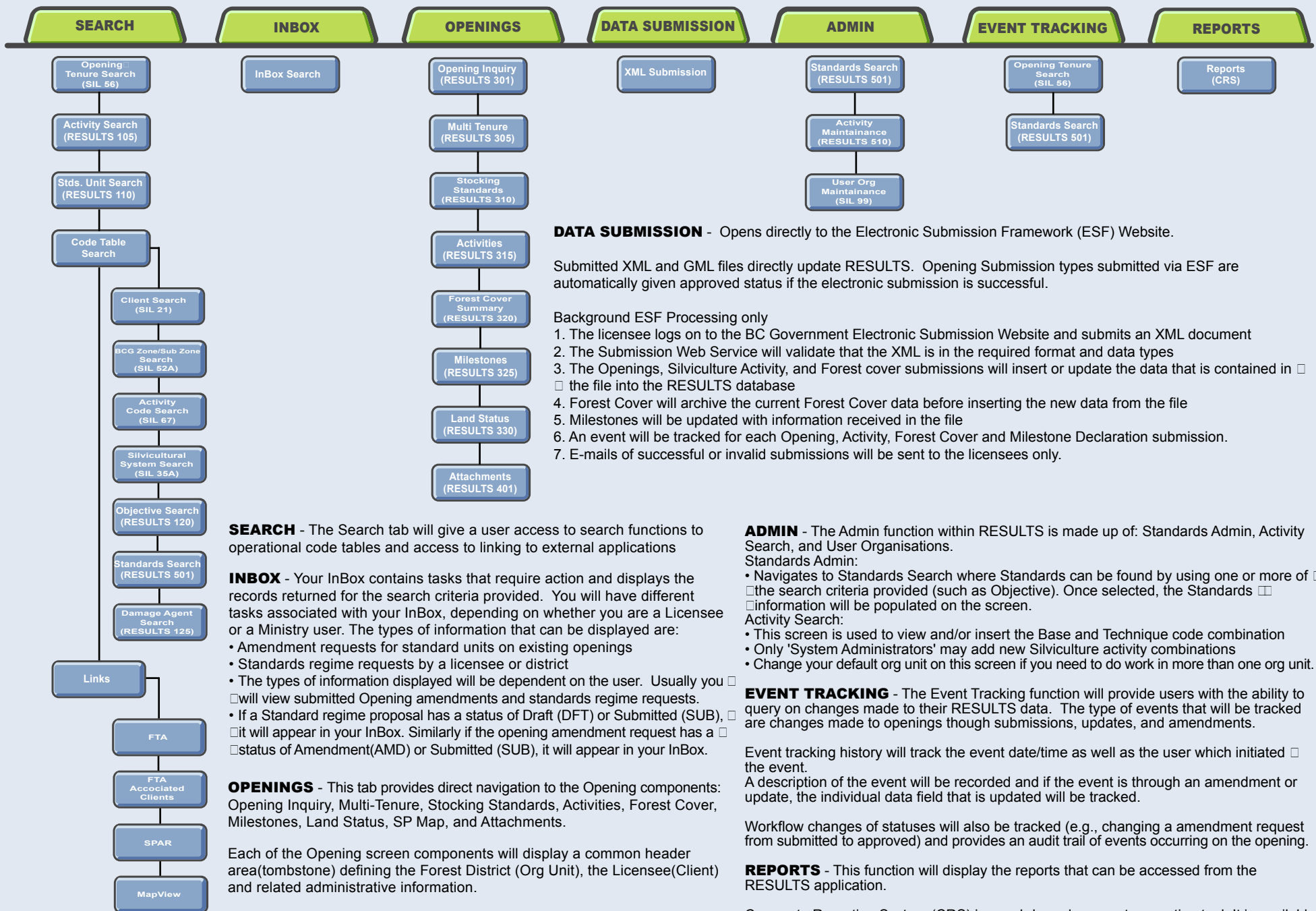
* Use the delete button carefully. In a web-based application, you will not receive a prompt to continue if you use the delete button. Therefore, once you click delete, your information will be deleted without a warning. You cannot use the back button to restore your information.

Contact Information

If you are having technical difficulties, or have business related questions regarding application, tutorial, on-line help or documentation please contact: The Business Application Support Center through:

Email FORHISP.APPHELP@gems5.gov.bc.ca
Phone 250-387-8888

They are available Monday - Friday, 8:00 - 4:30 except over the lunch hour (12:00 - 1:00)



DATA SUBMISSION - Opens directly to the Electronic Submission Framework (ESF) Website.

Submitted XML and GML files directly update RESULTS. Opening Submission types submitted via ESF are automatically given approved status if the electronic submission is successful.

Background ESF Processing only

1. The licensee logs on to the BC Government Electronic Submission Website and submits an XML document
2. The Submission Web Service will validate that the XML is in the required format and data types
3. The Openings, Silviculture Activity, and Forest cover submissions will insert or update the data that is contained in the file into the RESULTS database
4. Forest Cover will archive the current Forest Cover data before inserting the new data from the file
5. Milestones will be updated with information received in the file
6. An event will be tracked for each Opening, Activity, Forest Cover and Milestone Declaration submission.
7. E-mails of successful or invalid submissions will be sent to the licensees only.

SEARCH - The Search tab will give a user access to search functions to operational code tables and access to linking to external applications

INBOX - Your InBox contains tasks that require action and displays the records returned for the search criteria provided. You will have different tasks associated with your InBox, depending on whether you are a Licensee or a Ministry user. The types of information that can be displayed are:

- Amendment requests for standard units on existing openings
- Standards regime requests by a licensee or district
- The types of information displayed will be dependent on the user. Usually you will view submitted Opening amendments and standards regime requests.
- If a Standard regime proposal has a status of Draft (DFT) or Submitted (SUB), it will appear in your InBox. Similarly if the opening amendment request has a status of Amendment(AMD) or Submitted (SUB), it will appear in your InBox.

OPENINGS - This tab provides direct navigation to the Opening components: Opening Inquiry, Multi-Tenure, Stocking Standards, Activities, Forest Cover, Milestones, Land Status, SP Map, and Attachments.

Each of the Opening screen components will display a common header area(tombstone) defining the Forest District (Org Unit), the Licensee(Client) and related administrative information.

From the opening screens you can perform inquiry and selected update functions. You can also view the rendered maps, Mapview and Attachments for Mof staff only, the FTA application for corresponding tenure information.

ADMIN - The Admin function within RESULTS is made up of: Standards Admin, Activity Search, and User Organisations.

Standards Admin:

- Navigates to Standards Search where Standards can be found by using one or more of the search criteria provided (such as Objective). Once selected, the Standards information will be populated on the screen.

Activity Search:

- This screen is used to view and/or insert the Base and Technique code combination
- Only 'System Administrators' may add new Silviculture activity combinations
- Change your default org unit on this screen if you need to do work in more than one org unit.

EVENT TRACKING - The Event Tracking function will provide users with the ability to query on changes made to their RESULTS data. The type of events that will be tracked are changes made to openings though submissions, updates, and amendments.

Event tracking history will track the event date/time as well as the user which initiated the event.

A description of the event will be recorded and if the event is through an amendment or update, the individual data field that is updated will be tracked.

Workflow changes of statuses will also be tracked (e.g., changing a amendment request from submitted to approved) and provides an audit trail of events occurring on the opening.

REPORTS - This function will display the reports that can be accessed from the RESULTS application.

Corporate Reporting System (CRS) is a web-based corporate reporting tool. It is available to Ministry staff and Licensees for information reporting and operational support.