



## ECAS APPRAISAL DATA SUBMISSION PROCESS:

# Quick Reference Sheet

Basic Steps in the Submission Process (Licensee).....	2
Basic Steps in the Ministry Review Process (District)...	3
Basic Steps in the Ministry Review Process (Region).....	4
Basic Steps in the BCTS Submission Process .....	5
Tips on Using Online Help.....	7

This document is intended as a quick overview of business steps. If you need more detailed assistance, please follow these ordered steps:

1. Search the online help file for the answer you need. Refer to the Tips at the back of this document for guidance.



Remember the 3-minute rule: If it takes longer than 3 minutes to find what you need in Help, pick up the phone -- but not before!

2. For a procedural question, please take a few minutes to consult the appropriate procedure/system manuals using the following links:
  - ♦ Interior Appraisal Manual ([IAM](#))
  - ♦ Coast Appraisal Manual ([CAM](#))
  - ♦ ECAS project webpage ([ECAS](#))
3. Contact your local regional or district appraisal person for guidance on using the system.
4. Contact the ECAS Help Desk
  - ♦ E-mail: [FORHVAP.ECASHELP@gems3.gov.bc.ca](mailto:FORHVAP.ECASHELP@gems3.gov.bc.ca)
  - ♦ Phone:
    - In Victoria: 250 387-4747
    - Outside of Victoria: 1-877-387-4747

## Basic Steps in the Submission Process (Licensee)

Step	Details	Role	Online Help Topic
1. Log on to ECAS	<p>To log on to ECAS enter the following URL in your Browser's address line:  <a href="https://apps.nrs.gov.bc.ca/ext/ecas/">https://apps.nrs.gov.bc.ca/ext/ecas/</a></p> <p>If you've logged on successfully, you'll see the Welcome screen of ECAS with three tabs at the top: Inbox, Submissions, Administration.</p>	ECAS Licensee ECAS View Only ECAS RPF/RFT Submit	First Steps for all New Users
2. Add a new ADS in ECAS	<p>You can use your own in-house technology to create the ADS and then transfer it to ECAS (XML upload) or you can create it within ECAS itself (direct entry).</p> <p>You must complete the Reference Information screen first because:</p> <ul style="list-style-type: none"> <li>data entered here is required elsewhere in the ADS.</li> <li>when you save this screen, the system creates a unique identification number for your ADS; if you don't do this, you could lose information entered in other screens.</li> </ul> <p>Complete all screens that apply to your ADS.</p>	ECAS Licensee ECAS RPF/RFT Submit	<p>Add a New ADS</p> <p>XML Upload: Add an ADS Created on My Own System</p> <p>Enter a Coast ADS Directly into ECAS</p> <p>Enter an Interior ADS Directly into ECAS</p>
3. Complete the Attachments Screen	<p>Every ADS must include supporting documentation. Click the Attachments tab to display the Attachments screen, where you may attach documents individually or in .zip file format.</p> <p>FOR COAST: At a minimum, the two following documents must be attached:</p> <ul style="list-style-type: none"> <li>Appraisal map</li> <li>Cruise Compilation information as per Cruising Manual.</li> </ul> <p>FOR INTERIOR: At a minimum, the three following documents must be attached:</p> <ul style="list-style-type: none"> <li>Appraisal map</li> <li>Detailed cycle time calculation</li> <li>One of either the Cruise Compilation or Comparative Cruise information as per Cruising Manual.</li> </ul>	ECAS Licensee ECAS RPF/RFT Submit	<p>Add an Attachment to a Coast ADS</p> <p>Add an Attachment to an Interior ADS</p>
4. Submit the ADS	<p>Once you have attached all required documentation, and included any necessary comments, click the Acknowledgements tab to complete the submit process.</p> <p>When you save this screen, the data is validated by the system. An Email is sent to you to confirm whether or not the submission passed the validation process.</p>	ECAS RPF/RFT Submit	<p>Submit an ADS</p> <p>Recall an ADS Submitted to the Ministry</p>

## Basic Steps in the Ministry Review Process (District)

Step	Details	Role	Online Help Topic
1. Log on to ECAS.	<p>To log on to ECAS enter the following URL in your Browser's address line:  <a href="https://apps.nrs.gov.bc.ca/ext/ecas/">https://apps.nrs.gov.bc.ca/ext/ecas/</a></p> <p>If you've logged on successfully, you'll see the Welcome screen of ECAS with three tabs at the top: Inbox, Submissions, Administration.</p>	ECAS District ECAS View Only	First Steps for all New Users
2. Receive and review the ADS	<p>When a submission is successful, it arrives in your <b>Inbox</b>. You need to check the <b>Rcvd</b> box and then, at the bottom of the page, click <b>Mark File as Received</b>.</p> <p>You open the ADS using the <b>Details</b> button and use the tabs at the top to move through the "pages" of the submission.</p> <p><b>COAST ONLY:</b> Make sure to add your cruise analysis and tenure attachments.</p>	ECAS District	<p>Search for an ADS</p> <p>Understanding the Inbox</p> <p>DISTRICT: Receive and Review an ADS</p>
3. Document the results of your review	<p>Once you have reviewed the ADS, you must navigate to the Control screen of the ADS and document the results of your review. You may:</p> <ul style="list-style-type: none"> <li>• <b>Send the ADS to the Region</b>, indicating that you are accepting the submission as complete on behalf of the District Manager and you are sending the ADS to the Region for review.</li> <li>• <b>Request Clarification</b>, indicating that the submission is not complete or ready to transfer. In effect, you are asking the licensee to clarify the submission in areas where you have questions or comments, or require additional information.</li> <li>• <b>Send the ADS to the Region with Issue</b>, which causes the ADS to be directed to the appropriate Regional Officer, indicating that you still have some issues requiring a Regional determination.</li> <li>• <b>Recall the ADS from the Licensee/ RPF/RFT</b>. If in DCL status, District can recall back to Receive status.</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• You can correct the <b>Appraisal Effective Date</b> (CP document signed date) and <b>Appraisal Expiry Dates</b> during your review.</li> <li>• Prior to sending appraisal to Region, the timber mark must exist in FTA, otherwise, the ADS will not go through.</li> </ul>	ECAS District	<p>DISTRICT: Send an ADS</p> <p>to the Region</p> <p>DISTRICT: Request Clarification from the Licensee</p> <p>DISTRICT: Send an ADS</p> <p>to the Region with Issue</p>

## Basic Steps in the Ministry Review Process (Region)

Step	Details	Role	Online Help Topic
1. Log on to ECAS	<p>To log on to ECAS enter the following URL in your Browser's address line:  <a href="https://apps.nrs.gov.bc.ca/ext/ecas/">https://apps.nrs.gov.bc.ca/ext/ecas/</a></p> <p>If you've logged on successfully, you'll see the Welcome screen of ECAS with three tabs at the top: Inbox, Submissions, Administration.</p>	ECAS Region ECAS View Only	First Steps for all New Users
2. Respond to the ADS sent by the District	<p>When a district reviewer has indicated in ECAS that he has either accepted an ADS or sent it to the Region for review, you will receive an Email indicating that a submission is in your <b>Inbox</b>.</p> <p><b>COAST ONLY</b> must complete the Grade % (ECAS 44) screen.</p>	ECAS Region	<p>Understanding the Inbox</p> <p>Respond to an ADS from the District</p>
3. Document the results of your review	<p>Once you have reviewed the ADS, you must navigate to the Control screen of the ADS and document the results of your review. You may:</p> <ul style="list-style-type: none"> <li>• <b>Transfer to GAS</b>, indicating that you are accepting the submission as complete. If you transfer the submission, it is automatically sent to the General Appraisal System (GAS).</li> <li>• <b>Return the ADS to the District</b>, which causes the ADS to be directed back to the District for their attention.</li> <li>• <b>Request Clarification</b>, indicating that the submission is not complete or ready to transfer. In effect, you are asking the licensee to clarify the submission in areas where you have questions or comments, or require additional information.</li> <li>• <b>Recall the ADS from the Licensee/RPF/RFT</b>. If in CLR status, Region can recall it back to Send to Region with Issue status.</li> </ul>	ECAS Region	<p>REGION: Transfer an ADS</p> <p>from the District to GAS</p> <p>REGION: Request Clarification from the Licensee</p> <p>REGION: Return an ADS</p>

## Basic Steps in the BCTS Submission Process

To fully process a BCTS Appraisal Data Submission (ADS), two submissions, or passes for the same appraisal are required in ECAS:

Pass	What Happens in ECAS	Timing	Online Help Topic
<b>1</b>	<p>On your first pass, you will have created an ADS the same way as all other licensees, outlined below.</p> <p>First pass information is used by the Region to calculate your Upset Rate in GAS.</p>	<b>PRIOR TO</b> the sale of timber	Complete the First Pass
<b>2</b>	<p>On your second pass, you are updating an existing submission with the sale specific information such as</p> <ul style="list-style-type: none"> <li>• sale date</li> <li>• term</li> <li>• bonus bid(s)</li> <li>• rate adjustment method</li> <li>• request statements (if applicable).</li> </ul>	<b>AFTER</b> the sale of timber	Complete the Second Pass

## First Pass Steps

Step	Details	Role	Online Help Topic
1. Log on to ECAS	<p>To log on to ECAS enter the following URL in your Browser's address line:  <a href="https://apps.nrs.gov.bc.ca/ext/ecas/">https://apps.nrs.gov.bc.ca/ext/ecas/</a></p> <p>If you've logged on successfully, you'll see the Welcome screen of ECAS with three tabs at the top: Inbox, Submissions, Administration.</p>	ECAS BCTS ECAS View Only ECAS BCTS Submit	First Steps for all New Users
2. Add a new ADS in ECAS	<p>You can use your own in-house technology to create the ADS and then transfer it to ECAS (XML upload) or you can create it within ECAS itself (direct entry).</p> <p>You must complete the Reference Information screen first because data entered here is required elsewhere in the ADS.</p> <p>Complete all screens that apply to your ADS.</p>	ECAS BCTS ECAS BCTS Submit	<p>Overview (BCTS) Add a New ADS</p> <p>XML Upload: Add an ADS Created on My Own System</p> <p>Enter a Coast ADS Directly into ECAS</p> <p>Enter an Interior ADS Directly into ECAS</p>

## Basic Steps in the BCTS Submission Process

Step	Details	Role	Online Help Topic
3. Complete the Attachments Screen	<p>Every ADS must include supporting documentation. Click the Attachments tab to display the Attachments screen, where you may attach documents individually or in .zip file format.</p> <p>FOR COAST: At a minimum, the two following documents must be attached:</p> <ul style="list-style-type: none"> <li>• Appraisal map</li> <li>• Cruise Compilation information as per Cruising Manual.</li> </ul> <p>FOR INTERIOR: At a minimum, the three following documents must be attached:</p> <ul style="list-style-type: none"> <li>• Appraisal map</li> <li>• Detailed cycle time calculation</li> <li>• One of either the Cruise Compilation or Comparative Cruise information as per Cruising Manual.</li> </ul>	ECAS BCTS ECAS BCTS Submit	<p>Add an Attachment to a Coast ADS</p> <p>Add an Attachment to an Interior ADS</p>
4. Submit the ADS	<p>Once you have attached all required documentation, click the <b>Acknowledgements</b> tab to complete the submit process.</p> <p>When you save this screen, the data is validated by the system. An Email is sent to you to confirm whether or not the submission passed the validation process.</p>	ECAS BCTS Submit	<p>Submit an ADS</p> <p>Recall an ADS Submitted to the Ministry</p>

## Second Pass Steps

1. Use the **Acknowledgements** screen to change the status of the ADS, indicating that this ADS is ready for the second pass.
2. Fill in the **BC Timber Sales** screen with sale details.
3. Use the **Attachments** screen to indicate that you have included the required attachments.
4. Return to the **Acknowledgements** screen to re-submit the ADS so that GAS can be updated with the sales details.

## Tips on Using Online Help

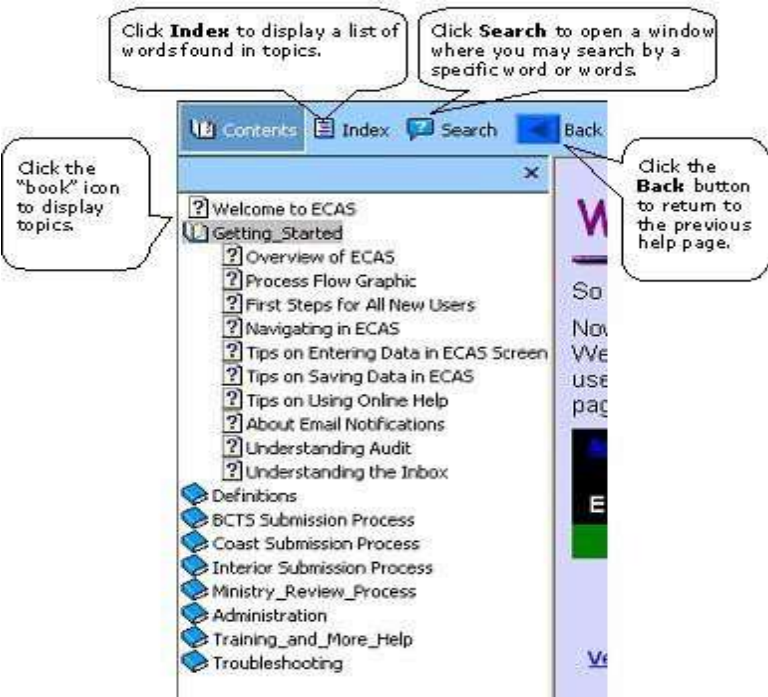




Once you've logged on to ECAS, you can access online help from any screen by clicking **Help** at the top right of your computer screen. (Okay, we know it's hard to find -- we're working on it!).

When you click **Help**, one of two things will happen, depending on where you are:

- ♦ If you are on the Welcome screen of ECAS, the welcome page of ECAS help displays, including a table of contents (at left) from which you may select.
- ♦ If you are on any other ECAS screen, the help page for that particular screen displays, providing detailed information on each field of data. Click on the specific field for details. These help pages also provide other useful hints such as general information on how the screen is used, and links to related help topics.

### Searching for Help on a Specific Topic

- ♦ As mentioned above, you can use the Help file Table of Contents just like you would for a paper manual:

Search for Help on a Specific Topic	Using Help Pages
<p>You can use Help's Table of Contents to look for a topic, but you can also search for a specific word that will lead you to the right topic:</p>  <p>The screenshot shows the ECAS Help Table of Contents. Callouts include: 'Click the "book" icon to display topics.' pointing to the book icon; 'Click <b>Index</b> to display a list of words found in topics.' pointing to the Index button; 'Click <b>Search</b> to open a window where you may search by a specific word or words.' pointing to the Search button; and 'Click the <b>Back</b> button to return to the previous help page.' pointing to the Back button. The table of contents lists topics such as 'Welcome to ECAS', 'Getting Started', 'Overview of ECAS', 'Process Flow Graphic', 'First Steps for All New Users', 'Navigating in ECAS', 'Tips on Entering Data in ECAS Screen', 'Tips on Saving Data in ECAS', 'Tips on Using Online Help', 'About Email Notifications', 'Understanding Audit', 'Understanding the Inbox', 'Definitions', 'BCTS Submission Process', 'Coast Submission Process', 'Interior Submission Process', 'Ministry_Review_Process', 'Administration', 'Training_and_More_Help', and 'Troubleshooting'.</p>	<p>You'll notice a number of guideposts in Help pages:</p> <ul style="list-style-type: none"><li> Notes like this highlight procedural information or direct you to tips.</li><li> Watch out for this guy! He will warn you of things you really should not do.</li><li> Look for this symbol to find a direct link to related procedures, either the CAM or the IAM. This symbol is also often located at the bottom of the Help page.</li><li> This image is located at the bottom of help pages. Click to display related topics of interest.</li></ul>