

# REVENUE BRANCH

# Scale Administration and Control (SCS) User Guide

December 1, 2009



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# Overview

The Scale Administration and Control System (SCS) supports the Ministry's risk rating, administrative and data control requirements for the Cruising, Scaling and Waste programs. The system implements a Scale Data Control Audit functionality, allows the integrated inspection and check scale uploads, provides reporting and documentation abilities and enhances the Mark-Site Designation to serve Timber Transport and Timber Marking requirements. It is integrated with HBS and complies with the Freedom of Information and Protection of Privacy Act (FOIPP).

The SCS is used for the following purposes:

Management of scalers by:

- ? Tracking licences, appointments, authorizations and training history;
- ? Maintaining a control table of training required for licence types and reporting scalers who have not completed upgraded training requirements;
- ? Tracking scaling activity (i.e., volume) by scaler, and
- ? Rick assessment of scalers using the Risk Rating Tab.

Management of scale sites by:

- ? Tracking site detail, owner and operator information;
- ? Issuing site authorizations and conditions of scale;
- ? Tracking scaling activity (by volume) by scale site, and
- ? Risk assessment of Scale Sites using the Risk Rating Tab.

Management of check scales and site inspections by:

- ? Tracking site inspection detail;
- ? Tracking check scale detail;
- ? Monitoring compliance;

Management of Cruising and Waste Risk Assessments.

#### Login and Getting Started

The Scale Control System URL will be:

http://apps27.for.gov.bc.ca/scs/

This is the same URL as the SCS1 address. The Ministry User will be authenticated through SiteMinder and authorized through WebADE when SCS is accessed. Login will occur when you login to your computer for the day, just as now when you login SCS is available without a separate login process. The system will know from your username what your role is and the Welcome Screen with specific Workbench details will display accordingly.

Non-Ministry users will be authenticated using a BCeID and must contact <u>FORHISP.ADEHELP@gov.bc.ca</u> for access.

We suggest that you save the SCS web address to your Favourites or desktop for ease of use.

# **Common Functions**

In SCS, all tasks start from the Scale Administration and Control System (SCS) -Welcome screen (SCS:P001). When login is completed, the first screen displayed will be the Welcome Screen.

#### **1.1 Internet Browser Toolbar**

The Microsoft Internet Browser Toolbar should not be used for navigating throughout the Scaler Administration and Control System(see Figure 1.1). Navigational tools are provided within the application that allows the User to move from screen to screen. Use of the Internet Browser Toolbar may cause errors within the application.

🖉 SCS - Windows Internet Explorer provided	by OA Solutions		X
0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 -		🛛 🖅 🗶 Groups	
This edit Davi Hacantina Toola Faca Lirlis 🕐 Castonice/Links 🥥 SCS			
🙊 🏟 🔕 scs		∰ • @ · ⊕ • D	Page - 🍈 Tools - "

Figure 1.1 Internet Browser Toolbar.

#### Adobe Settings

Adobe Reader has preferences that determine if a requested PDF will return into your web browser or popup an Adobe Reader window. By default the Adobe Reader preference is set to open PDFs in your web browser which makes it difficult to navigate to the report or letter you are trying to view. To change this default behaviour, open your version of Adobe Reader and navigate to the Edit – Preferences item.

eferences	Contraction in the second second second	22
Categories:	Web Browser Options	
Documents Full Screen General	Display PDF in browser	
Page Display	Allow fast web view	
30	2 Allow speculative downloading in the background	
Accessibility Forms	Internet Options	
Identity International Internet	Connection speed: LAN	
JavaScript Measuring (20)	Internet Settings	
Measuring (3D) Multimedia	[	
Multimedia Trust Reading		
Reviewing		
Search Security		
Spelling Trust Manager		
Units		
		OK Cancel
		100

Go to Internet category on the left hand side of the page and then uncheck the 'Display PDF in Browser' box. Click OK.

#### 1.2 SCS Home Screen

The Welcome screen displays a unique screen number, menu items, and hyperlinks to other government sites and provides information about the Scale Administration and Control (SCS) System (see Figure 1.2). The screen also displays information about the application such as the current version of SCS, which server the application resides on, notes and current news.

+ ICI Rome		- Relp
Scale Administratio	n and Control System (SCS)	Forests and Range
Welcome		SCS: P001
٩	Welcome to the Scale Administration and Control System (SCS)	
Version:	02.00.36	
Environment:	TEST	
Server:	PUDDING	
User:	CGLIDSTO	
Role:	SCS_SYS_ADMIN	
Introduction:	The Scale Administration and Control System (SCS) supports the Ministry's risk rating, administrative and data control requirements for the Cruising, Scaling, and Waste programs.	
Note:	Hover the mouse over a menu item for details about the item.	
Current News:	Into final, final testing.	
-Paedhack «Dischalmar Hirtnerg «D	Approx 200	Ministry of Foresch & Range

Figure 1.2 Welcome to SCS Screen (Home Screen).

#### 1.3 SCS Screen Header

The SCS Header will appear on each screen within the application. This includes the SCS Home Link, on-line RoboHelp and the SCS Menu items (see Figure 1.3). The Menu items displayed are dependent on the role of the User.



Item	Explanation
SCS Home	Links to the SCS Home Page (Welcome). When clicked from anywhere within the application the User will be returned to this page.
Help	Links to SCS Help function. When clicked from anywhere within the application SCS Help will be displayed for the page you are on.
SCS	Scale Administration and Control System (SCS) application name.
Menu	When clicked the menu items provide quick access through drop-down lists to specific functions depending on menu choosen.

Figure 1.3 SCS Screen Header.

Menu items displayed in drop-down lists will be dependent on the role of the User.

#### 1.4 SCS Menu Items



Figure 1.4 SCS Menu Items.

Menu Item availability is dependent on the User's role. Each menu item (see Figure 1.4), when clicked, displays a drop-down list allowing the User to choose the function required.

Item	Explanation
Queries	<ul> <li>Allows the User to choose one of the following queries:</li> <li>Clients</li> <li>Scalers</li> <li>Scale Sites</li> <li>Timber Cruise Plans</li> <li>Mark Site Designations</li> <li>Scaler Risk Assessments</li> <li>Scale Site Risk Assessments</li> <li>Timber Cruise Assessments</li> <li>Waste Risk Assessments</li> </ul>
Reports	Allows the User to choose from the following reports: Scaler Register Scale Site Register Check Scale Activity Check Scale Analysis Mark Site Designation Scale Site Inspection Activity Species/Grade Check Scale Scale Site Inspection Analysis Scaling Administration Scaling and Billing Exceptions Timber Cruise
Create	Allows the User to create: • Scaler • Scale Site • Mark Site Designations • Scale Authorization • Scale Site Authorization • Timber Cruise Plans
Handheld Management	Allows the User to <i>upload</i> the following: <ul> <li>Upload Check Scale</li> <li>Upload Site Inspections</li> <li>Download Questions</li> </ul>

Item	Explanation
Administration	<ul> <li>Allows the User (depending on their role) to access:</li> <li>Work Bench (expiring authorizations)</li> <li>Maintenance of: <ul> <li>Templates</li> <li>Conditions</li> <li>Signature Blocks</li> <li>Exams/Upgrades</li> <li>Appointment Types</li> <li>Valid Licence Attributes</li> <li>Authorization Clauses</li> <li>System</li> </ul> </li> </ul>

#### 1.5 SCS Home Page – Screen Body

The SCS body displays information about the Scale Administration and Control System (see Figure 1.5).

Welcome		SCS: P001
	Welcome to the Scale Administration and Control System (SCS)	
Version:	02.00.00	
Environment:	DEV	
Server:	owleasolutions.ca	
User:	SCS_SYS_ADMN	
Introduction:	he Scale Administration and Control System (SCS) supports the Ministry's dministrative and data control requirements for scale sites, scalars, and markisite esignations.	
Note:	Hover the mouse over a menu item for details about the item.	
Current News:	Welcomet to the SCS Cycle 3 Testing	
	1	

Figure 1.5 SCS Home Page Screen Body.

Item	Explanation
Screen Number	Displays the screen number. Each screen in SCS will display a unique number in the upper right hand corner of the screen body. The screen number will be dependent on the location within the application. For example, the Welcome screen is number SCS: P001.
Welcome	Displays the logo and title of the application.
Version	Displays the current version of SCS that the User is accessing.
Environment	Displays the environment where the system currently resides.
Server	Displays the server that SCS resides on.
User	Displays the current User logged into SCS.
Introduction	Provides a description of SCS.
Note	Display SCS notes.
Current News	Displays all current news or information about SCS that the System Administrator has entered.

#### 1.6 SCS Screen Footer

C <sup>-Fladback</sup> -Disclaimer -Privacy -Copyright	Ministry of Forests & Range

Figure 1	.6 SCS	Footer.
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Item	Explanation
Feedback	When clicked "Feedback" opens into an MS Mail window that is automatically addressed to: FORHISP.adhelp@gov.bc.ca. The email can include a provider's feedback or a request for email assistance for the application.
Disclaimer	When clicked "Disclaimer" links to the BC Government Disclaimers for Warranty and Limitation of Liabilities policies.
Privacy	When clicked "Privacy" Links to the BC Government Privacy Statement in accordance with the <i>Freedom of</i> <i>Information and Protection Office Privacy Act</i>
Copyright	When clicked "Copyright" Links to the BC Government Copyright policy.
Ministry of Forests and Range	When clicked the "Ministry of Forests and Range" the links to the Home Page of the Ministry website.

#### 1.7 Hovering

Holding the mouse over a menu item will display details about the item.

#### 1.8 Hyperlinks

Some screens within SCS have hyperlinks that navigate to another screen within the SCS application. Hyperlinks are displayed in blue throughout the application. Clicking on the hyperlink will display further information (see Figure 1.7).

		and Con	trol System (SCS	5)		Forests and Ran
10.00	Reports		landheid Nanagement 💦 Admini	etralian 🔪		
	s - Scalers - R		herstheid Managemenn Asteini Frestfræme Westliv fræme		Scalar (Client / Loc)	SCS: 1006

Figure 1.7 Hyperlinks.

For example, the "Scaler – Queries – Result" screen (SCS:P006) displays a hyperlink from the Licence # field to the Scaler Record (see Figure 1.7). When the hyperlink is clicked, a new screen will be displayed (see Figure 1.8).

				in the second second second		
Licence #	Reg/Dist	Last Name	First Name	Middle Name	Licence Type	Scaler (Client / Loc)
6004	Chilliwack Forest District	BOOTH	CLIFFORD		Bealing	00041430700
6009	North Island - Central Coast Forest District	WAITE	GARRY	ROY	Scaling	00041591700
600D	Columbia Forest District	DAREYSHIRE	DENICE	SYLVIA	Scaling	00053140/00
800E	Arrow Boundary Forest District	KOODRIN	RICHARD	STEVEN	Scaling	00094728/00
600F	Arrow Boundary Porest District	BRAUN	MARTIN	JOHN ALAN	Scaling	00110277700

Figure 1.8 Hyperlink Example Results – Licence Number.

#### 1.9 Tabs within Records

Some screens display Tabs. For example, the "Scaler Record "and Scale Site Record both display detailed information by clicking on a Tab (see Figures 1.9 and 1.10). Note that the tab that is being accessed is lower than the other tabs and the tab title is bolded with a white background. Tabs not being accessed appear to be greyed out.



Figure 1.9 Summary Tab.

Jorlea 🔍 Reper	• v	ireale 🔍 Handhel	d Haragement	Administration	-			
Scaler Re	cor							SCS: P010
Licance #: 801	D Name LOEWE	N CORRELED	Region: Cossi	Connet Connet	Distant. Case	onel Hiver Forest District	Search	
Encence at the t	M	A LORALINE	mighter, const.	r anon megain.	Daniel Carry	President constructions	- I	
Senrary Levis	ress - Trunters R	tool Soules Baaral	ALCO ALCON	trana Determ	ov tena la			
Contact Info	and the second law	Address	in the second data and the					
Company Name	ĸ	Address Line 1	: 14074 109 4	VENUE				
Last Name:	LOEWEN	Address Line 2		100000				
First Name:	CORNELIUS	Address Line 3	£					
2005026		City:	SURREY					
Bus, Phone #:		Province:	BC .					
Hers. Phone #:	(804) 585-5258	Country:	CANALIA					
Cell Phone &		Postal Code:	ValCAB					
Lut A:								
Levals								

Figure 1.10 Address Tab.

#### 1.10 Back Button

Some screens will display a "Back" button. This button navigates to the previous page (see Figure 1.11).



Figure 1.11 Back Button.

#### 1.11 Reset Button

The "Reset" button clears all fields that have been entered manually (see Figures 1.12 and 1.13).

Scale Administra	tion and Control System (SCS)	Forests and Rang
Scale Site Regis	ter Report	SCS: R007
Description: This report lists denils Choose your report peneral	all scale sites, authorized or unauthorized, by District, Region or the whole Pr	unince, and provides additional scale site authorization
Parameter	Search Data	
RegiDist	RCO Campbell River Forest District	
Scale Type:	Piece Scale	
Include Authorized Scalers:	Yes	
Scale Site 4:		
Site Status:	Canceled W	
From Date:	20030102	
To Date:	20080105	
	Secondary Soft	
Scale Site Number 💌	Scale Site Name M	
Provide Report Output Opt		
Parameter		
File Format DDF		
Email Recipion:		
Franew Report Yes 🛞 No	o N	
	Back	
Send/ViewReport	THERE	

Figure 1.12 Screen Before Reset Button Clicked.

Queries Reports		ontrol System (SCS)	Forests and Ra
Scale Site Reg	ister Report		SCS: R007
Description: This report I details Choose your report page		thaniard or unauthorized, by District, Region or the whole Provin	er, and provides additional scale are authorization
Parameter	Search Data		
Regillist	All		
Scale Type:	AL		
Include Authorized Scaler	s: AL		
Scale Site #			
Site Status:	Al Y		
From Date:	2	2	
To Date	5		
Choose your sort order Primary Sort	Secondary Sort	_2	
Scale Site Number 👻		M	
Provide Report Output O	Options		
Parameter			
Deformat: PDF	<b>v</b>		
Email Recipient:			
Preview Report Yes ③	No O		

Figure 1.13 Screen After Reset Button Clicked.

#### 1.12 Pop-up

A pop-up displays either information relevant to a function or allows the User to perform another function, such as a query. For example "Who Did It" icon (which appears as a detective's hat) displays information about the creation of the record (see Figure 1.14). Another example would be a search button. Clicking this button will display a query pop-up window (see Figure 1.15).

artes Reports	CrudeHandbeld	Naragement Administration	
Scaler Rec	ord		SCS: P008
Licence & Trail	Name: MAIHESON, WALLACE No	gon: Northern Interior Forest Region - District: Prince George Forest District	Smach
		Appendia Appendia Performance/Templa	t.
Licence #	1161	🙆 Who did H? - Webpage Uniting	
Scaler (Client) Los	tj: 00004520706	Parameter Volce	
Reg   Dist.	Frince George Forest District	When Created: 2000-01-02 15 40:53	
Licence Type:	Scaling	Who Greated TOTESCS_SYS_ADMIN	
Effective Date:	2007 12 04	When Updated: 2008-01402 15:54 11	
Expliny Date:	0.000000000	Who Updated: EDRISCS SYS ADMIN	
Scaler Oath Taken	12 140	Received Count: 1	
License Status:	ERROR	Close	
EdiRecord		Hannanine But Mana Mara da	

Figure 1.14 Who Did It Pop-up.

4,001100	lient	SCS: P003
~		
Choose your search	1 parameters.	
Parameter	Search Data	
Client (Client / Loc):	000045% 00	
Company Name:		
Last Name:		
First Name:		
	9	
Choose your sort o	rder.	
Primary Sort	Secondary Sort	
Client		
Submit Reset		
- 11000L		
Close		

Figure 1.15 Query Pop-up Window.

#### 1.13 Close Button

In the SCS application the "Close button' appears inside a pop-up window allowing the User to close the window when completed (see Figure 1.16).

Parameter	Value
When Created:	2008-01-17 14:22:16
Who Created:	IDIRSCS_SYS_ADMIN
When Updated:	2008-01-17 14:22:16
Who Updated:	IDIRSCS_SYS_ADMIN
Revision Count:	0
Close	

Figure 1.16 Close Button.

#### 1.14 PDF Letter Icon

The Letter Icon when displayed, indicates that a completed letter can be displayed by clicking on the icon. For example, if a Scale Site Authorization letter has been generated, the letter icon will be displayed in the "Scale Site Authorization" screen beside the Authorization it is related to (see Figure 1.17).

Scale Site It: 1711 Scale Site Name: SPRO/TL/KE SCALE SITE Region: Coast Forest Region: District: South Island Forest Dist	nd Gearch
Summary Jostech Activity Sciences Ste Authoritations Authorited Scales (USD) Inspection. Onex Scales Schware Ste Reihy Otheria	
	14
Mer: Al Rebest	
Authorization # Effective Bale Lappy Bale Cancelled Bale Cancellation Research Status Authorization Letter	
1046 2007-02-06 2010-12-31 Adve	
200662 2007-10-07 2007-10-30 Expliced	
255/32 2007-10-20 2007-15-30 Expred	
251232 2007 11 25 2507 12 14 Expired	
211582 2003-01-17 2008-01-21 Adve	

Figure 1.17 Letter Icon.

#### 1.15 Wildcard

SCS queries allow the use of a wildcard for Searches. The Wildcard - % - can be inserted to match any character and can be placed in the beginning, middle or end of a search item (see Figure 1.15). Further information the Wildcard is available in Section 2.3.

#### 1.16 Filter

A filter allows the user to display a specific type of information on the screen instead of all of the information (see Figure 1.18).

Scale	Site Authoriza	ation						SCS: P05.
Scale Site	A 500 Scale Ste	Name: SOLES	SALVAGE CTD.	Report Nothern Inte	rici Farwit P	lagen - Dalrich Forl Nation	Ferrer District	Search
		_					-	
Sennary	Canada Adulty Same	Autho	rizatione Autorited	Scelox USD Avpent	Ins (here)	Roley Schuse Risk Roley Orley	ta.	
							Contraction of the second s	
R 4	🛩 🛛 Retrost	N					100	
R 4	Refrest	N	Cancelled Date	Cancellation Reason	Status Action	Authorization Letter		
R 4		N	Cancelled Date	Cancellation Reason	Status	Authorization Letter		

Figure 1.18 Filter.

#### 1.17 Refresh

The "Refresh" button will update the currently displayed screen to reflect a chosen filter (see Figure 1.18).

# SCS Queries

Queries are accessed from the drop-down list of the "SCS – Queries" Menu (see Figure 2.1). Each query has a specific set of search criteria that the User may select depending on the query type. Some Query screens have a sort function where sorting can be determined before the query is submitted. Additionally, sorting can be performed on the query results. Queries accessibility is dependent on User role.



	Unique Screen	
Queries Menu	Number	Explanation
Clients	SCS:P003	<ul> <li>Allows the User to search the database for a specific client utilizing the following search criteria: <ul> <li>Client (Client/Loc)</li> <li>Company Name</li> <li>Last Name</li> <li>First Name</li> </ul> </li> <li>The results are displayed in column format in the sequence selected on screen P004.</li> </ul>
Scalers	SCS:P005	Allows the User to search for a specific scaler(s) using the following search criteria: • Licence # • Reg/Dist Scaler (Client/Loc) • Licence Type • Last Name • First Name • Appointment Type • Exam/Upgrade The results are displayed in column format in the sequence selected on screen P006.

Figure 2.1 Queries Menu Access.

2

	Unique Screen	
Queries Menu	Number	Explanation
Scale Sites	SCS:P043	Allows the User to search for specific scale sites using the following search criteria: • Scale Site # • Reg/Dist • Site Type • Scale Site Name • Site Owner (Client/Loc)
Timber Cruise Plans	SCS:P029	Allows the User to search for specific Timber Cruise Plan using: Plan # Cruise Type Cruise Method Licensee (Client/Loc) Reg/Dist Tenure Licence # Cutting Permit # Cruise Block(s) Cruiser Participants Date Field Check Recommended? Compilation Check Required? Maturity
Mark Site Designations	SCS:P066	Allows the User to search for a specific Mark Site Designation by searching by the Timber Mark. The results are presented on screen P067.
Scaler Risk Assessments	SCS:P124	Allows the User to search for a Scaler Risk Assessment using: • Assessment ID • Level • Complete • Licence # • Reg/Dist • Scaler (Client/Loc) • Licence Type
Scale Site Risk Assessment	SCS:P126	Allows the User to search for a Scale Site Risk Assessment using: • Assessment ID • Level • Complete • Licence # • Reg/Dist • Site Type • Scale Site name • Site Owner (Client/Loc)

Queries Menu	Unique Screen Number	Explanation
Timber Cruise Risk Assessment	SCS:P128	Allows the User to search for a specific Timber Cruise Risk Assessment using: Plan # Cruise Type Cruise Method Licensee (Client/Loc) Reg/Dist Tenure Licence # Cutting Permit # Cruise Block(s) Cruiser Participants Date Field Check Recommended? Compilation Check Required? Maturity
Waste Risk Assessment	SCS:P130	Allows the User to search for a specific Waste Risk Assessment using: • Risk Assessment ID • Risk Assessment Completed • Risk Level • Waste Assessment Status • Licensee (Client/Loc) • Reg/Dist • Forest File ID • Timber Mark • Cut Block • Cutting Permit • Survey Dates The results are presented on screen P131.

#### 2.1 Query Buttons

Queries Menu	Explanation
Reset	When clicked returns the User to the default state by clearing all of the fields the User had entered.
Submit	When clicked SCS searches the Client data base and displays the result.

#### 2.2 Search Screen – Case

Search screens are case insensitive allowing the User to use either caps, lower case or a combination of both, for example, STOcks will return Stocks, STOCKS, and/or stocks (see Figures 2.2 and 2.3).

Parameter	Search Data
Client (Client / Loc):	<i>I</i>
Company Name:	
Last Name:	STOcks
First Name:	

Figure 2.2 Search Data Parameter – Case Insensitivity.

Result List: 5 records							
Client (Client / Loc)	Company Name	Lasmame	First Name	City	Business Phone #	Cell Phone #	Email Address
00019185700		STOCKS	THERESA	NELSON			
00019312700		STOCKS	THERESA	NELSON			
00053341700		STOCKS	MURRY	SAMUCHTON			
00051821/00		STOCKS	TERRANCE	KAMLOOPS			
00112428700		STOCKS	KENNETH	KELOWNA			

Figure 2.3 Results for Search Data – Case Sensitivity Example.

#### 2.3 Wildcards

The search screens in the Queries Menu allow the User to utilize the wildcard - "%" (see Figures 2.4 and 2.5) except for the "Mark Site Designations" query.

Parameter	Search Data
Client (Client / Loc):	00009% / 00
Company Name:	
Last Name:	Jones
First Name:	B%

Figure 2.4 Queries Wildcard.

Result List: 1 records							
Client (Client / Loc)	Company Name	Last Name	First Name	City	Business Phone #	Cell Phone #	Email Address
00009549/00		JONES	BARRY	VERNON			

Figure 2.5 Queries Wildcard Results Example.

#### 2.4 Mandatory Fields

Some search criteria is mandatory when submitting a query. If a field is required a red asterisk \* will appear beside the field name. If the User fails to enter the mandatory field the query screen will be displayed with a message explaining that the field is required (see Figures 2.6 and 2.7).

Parameter	Search Data
Timber Mark:	

Figure 2.6 Mandatory Fields.

	5
Timber Mark is	s required. 🎸
Parameter	Search Data
* Timber Mark:	
Submit Res	et

Figure 2.7 Mandatory Field Required Message.

#### 2.5 Query Sort Order

Sort operations can be chosen from the Queries screen before the results are displayed (see Figure 2.8). The Primary Sort defaults to the first item in the list or the User can choose from the drop-down list. The Secondary list is optional and defaults to a blank (which means that only the Primary sort sequence will apply) or the User can choose from the drop-down list. However, once the query has been submitted most tables may be sorted by clicking the column title in the query results for either ascending or descending order.

	Choose your sort order.		
G	Primary Sort	Secondary Sort	5
9	Last Name 🔽	First Name	

Figure 2.8 Queries Sort Order Example.

#### 2.6 Resetting Parameters in a Query

The Reset button allows the User to clear ALL search criteria before the query has been submitted and allows the User to start again (see Figures 2.9 and 2.10).

· NOL BARRY			• Brig
Scale Admin	istration and C	ontrol System (SCS)	Forests and Range
tanini jingatu	, Lines	Balance Bookpland Contractions	100000000000000000
Queries - Cl	lient		SCS: 9003
Choose your search	) parameters		
Parameter	Search Data		
Client (Client 1) oct:	0001% /		
Company Name			
Last Name:	SMIN		
HIST Hame:	Bohert		
Choose year sort of Primary Sort	oder Socandary Som Proc Neme	E Contraction of the second seco	
·Feedback ·Discisioner	Privace Commist		Ministry of Foreast & Range

Figure 2.9 Resetting a Query.

• NCS Manue	Bresto at 25 - 5 - 5
Scale Administration and Control System (SCS)	Forests and Range
Queries - Client	SCS: P003
Choose your search parameters.	
Parameter Search Balar Chard Clean Clean C	
Lad Serve:	
Choose your sort order.	
Primary Sort Secondary Sort	
Civit. H	
Submit Reset	
-Penduny -Container -Privacy -Congright	Planisky of Ferry & Kinger

Figure 2.10 Queries Parameters After Reset.

#### 2.7 Entering Dates

Some queries may require the input of dates to assist in the narrowing of a search. The format for all dates in SCS is YYYYMMDD. The User may type in the date or click on the calendar icon next to a date field (see Figure 2.11).

Parameter	Search Data	
Reg / Dist:	All	~
From Scale Date:	20080102	
To Scale Date:		

Figure 2.11 Query Dates.

## 2.8 Calendar Quick Keys

Quick Key	Explanation
< Month >	When < is clicked the previous month is displayed. When > is clicked the next month will be displayed – see Figure 2.12.
< Year >	When < is clicked the previous year is displayed. When > is clicked the next year will be displayed – see Figure 2.12.
Today	When clicked moves you to the current date – see Figure 2.12.

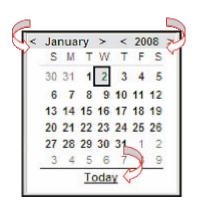


Figure 2.12 Calendar.

#### 2.9 Query Parameters

Each query screen will display a set of parameters depending on the query that the User chooses (see Figure 2.13). Parameters can either be entered manually or through a drop-down list on the field. Mandatory fields are displayed with a red asterisk \* (note only the Mark Designation Query has a mandatory field).

Parameter	Search Data
Client (Client / Loc):	
Company Name:	
Last Name:	
First Name:	

Figure 2.13 Queries Parameters Example.

#### 2.10 Query Results and Column Sorting

Upon completion of the query the User will receive a screen displaying the results. The results, displayed in columns, can be sorted in ascending or descending order, by clicking on the column header.

When the column is clicked, an arrow, next to the column header, indicates what order the column is currently sorted by, for example, an upwards arrow indicates that the sort is ascending and a downwards arrow indicates the sort is in descending order (See Figure 2.14).

Queries - Cl	ient - Resul	ts	Г	1				SC5: P004
lenult Lint: 5 records	and the second se							
Client (Client / Loc)	Company Name	Last Name	First Name z	City	Dusiness Phone #	Coll Physics #	Ernall Address	
00004571702		CANTH	ROBERT	HAZELTON				
00004571/01		SMITH	ROBERT	HAZELTON				
00004571/00		SMITH	ROBERT	HAZELTON				
00004525700		DMTH	ERHEST	HOPE				
		DATH	ELLEN	ABBOTSFORD				

Figure 2.14 Queries Results – Sorting Columns.

If the results of query exceed 5000 entries the SCS system will notify the User that the search exceeds the maximum return and that the search should be refined. Only the first 500 records will be displayed (see Figure 2.15).

ecolo Autom	istration and Control System (	SCS)		Forests and R	am
Auerica 🔄 Reporta	👃 Desile 👘 Hand ett Nonsyment 💡	Administration			
Queries - C	lient - Results			SCS: P00	4
1					
1					
				X	
The maximum must	ber of records has been returned. To refine your se	anch please return to the search screen and	enter more specific s	earch orberia. M	
	A			$\sim$	
Result   Ist 5000 rec:	uda (				
Clent (Clent/Loci	Compary Harris	Last Harres	Linst Name	QIV.	l u
0000000000000		01 A V	<b>REVOE</b>	HISTORY	
00052008701		GLAM	URACE.	HIDON	
00092093100		POLICHER IR	FRANK	OUESNE -	
00092090700	E & A CONTRACTING LTD.		10000	BARRERE	- 6
00000000000000000000000000000000000000	E & A CONTRACTING LTD	CARON	JEAN		¢
	E & A CONTRACTING LTD	CARON CARON		BARRERE	¢
00099091100	E & A CONTRACTING LTD		JEAN	BARRERE PRINCE SEORGE	¢
00092091701 00092091701	E S A CONTRACTING LTD	CARON	JEAN JEAN	BARRERE PRINCE AFORGE PRINCE GEORGE	6
00092091/00 00092091/01 00092091/00	E & A CONTRACTING LTD.	CARON CARON	JEAN JEAN MARIE	BARRERE PRINCE AFORAE PRINCE GEORGE PRINCE AFORAE	¢
00092091/01 00092091/01 00092091/00 00092093/00	E & A CONTRACTING LTD	CARON CARON WALKER	JEAN JEAN MARIE MARION	BARRERE PSINCE AFORGE PRINCE CEORCE PRINCE AFORGE SIDNEY	¢
000689081/10 00092091/01 00092091/00 00092093/00 00092093/00 00052081/10	E & A CONTRACTING LTD.	CARON CARON WALKER DIATT	JEAN JEAN MARIE MARION SCANT	BARNERE PRINCE AFORGE PRINCE GEORGE PRINCE AFORGE SIDNEY KAN DOTS	5
3000801811/30 000020011/31 300080187/30 00002003/30 300080181/30 00002095/00	E & A CONTRACTING LTD	CARON CARON WUKER DIATT WUFUR	JEAN JEAN MARIE MARIE MARION REART CARLA	BARRERE PRINCE GEORGE PRINCE GEORGE PRINCE GEORGE SIDNEY KAN DOCS MICKENZE	6
00002001/01 00002001/01 00002009/00 00002009/00 00002009/00 00002009/00 00002009/00 00002009/00 00002009/00	E & A CONTRACTING LTD	CARON CARON WALKER D.ATT WALFUR ASCHIDALD	JEAN JEAN MARIE MARION REANT CARLA OJET	BARRERE PRINCE GEORGE PRINCE GEORGE PRINCE REGERE SIDNEY KAN DOTS MACKENZE MACKENZE	6
300000001/01 30000001/01 30000003/00 3000003/00 30000003/00 30000003/00 30000003/00 30000007/00	E & A CONTRACTING LTD.	CARON CARONI WILLER DIATI WILFUR ARCEIDALD LANDERFELD	LEAN JEAN MARIE MARION REANT CARLA KURT ROLF	BARRERE PRINCE GEORGE PRINCE GEORGE PRINCE GEORGE SIDNEY KAN INDES MACKENSE BASKELL	6

Figure 2.15 Query Results Exceeding 5000 Records.

#### 2.11 Hyperlinks and Queries

Some result screens within SCS have hyperlinks that navigate to another screen within the SCS application. These fields are displayed in blue (see Figure 2.16). For example, when Scaler Query results are displayed the Licence #, highlighted in blue, can be clicked to display the corresponding Scaler Record (see Figure 2.17).



Figure 2.16 Hyperlink Example.

Scale Administration and	Control System (SCS)	Ministry of Control Range
laurius Reporta Couste		
Scaler Record		SCS. P008
Ilcance & 717A Narra VART, PE	TER Region: Coast Forest Region District Sunchine Coast Forest District	
Sammary Concess Contrage Check	Roman Committing water (Appointments) Performance Recenting	
Licence at real		
SEBIER (CRENT, LOOP, UUU45USS (UU		
Regif Dist euronine Gaast-ore	st ur san at	
Lotence Mod: scoling		
Effective Date: 1383-06-21		
Expline Dates 2045-12-31		
Scaler Oath Takes? I res		
Dicesse Status: WOD		
EdiRecord A		
Feedback (Cachelmer (Privacy (Copyright		Ministry of Foreign & Range

Figure 2.17 Hyperlink Results Example.

#### 2.12 Tabs and Queries

Some of the hyperlinks will display screens with more than one tab. To move between tabs, click on the tab heading (see Figure 2.18). The tab that is being accessed is lower than the other tabs and the tab title is darker. Tabs not being accessed only appear to be greyed out and change this appearance when accessed (see Figure 2.16 and 2.17).

Scale Administration and Control System (SCS)	-Help
Ganny Bando - Band of Ranament - Annotation -	
Scale Site Record	SCS: P052
Some Skiller 600 Scale Skielmanner Webrith/DSS TOTH-ISTAN Regione Southern Maria Feleschungten Distinct Gaussiel Foreichung Geweiter Distinct Gaussier Sale Manner Webrith/ Sale Sale Skieler (State Sale Skieler State Sale Skieler S	c. Search
Date of Last Returns         D007-03-01           Number of Sampher (Net 12 monthing)         0           Sampher Warms (Last 12 monthing)         0	
-Teodock (Elasialeur (Priony (Engergin)	Ministry of Perceto & Range

Figure 2.18 Accessing Tabs.

#### 2.13 Queries – Create New Record

When submitted, the query results screen may allow the User to create a new record. For example, a query may allow the User to create new records by clicking on the Create button (see Figure 2.19). The create button will depend on what query function the User initiated. For example, the Queries – Scaler – Results screen (SCS: P006) screen allows the User to create a Scaler if required.

uonten 💡	Reports Oreals	: Indució M	reported	Administration	ř.		
Querie	s - Scalers - Resu	Its					SCS. P006
Result List	10 records	100000000000000000000000000000000000000		2000000	10. 20	and the second sec	
Scence #	Reg Dist	Last liamo	First Name	Alidelo Same	Elicense Type	Scaler (Client/Loc)	
1415	Restmonument and Forest Bished	STROM	CALAN .	NEL	States Waste	00045617100	
3315	Guesner Forest Drafield.	SUMES	BRUCE	VERNON	Scoling .	00046616100	
1120	Rocky Mountains Terent Disting	NORNINGSTAT	DITAR.	RATHOND	Galina Vaole	00045812100	
2240	Rocky Boundain Forest District	CLUS	PATRICIC	GEORGE	Scaling Waste	00045640100	
1115	Racky Bountain Forest District	FERGUSCH	DELBERT	WELLS	Scaling	01011022101	
0378	Frince George Forest District	MAITLAND	KRISTIN	RI/TH	Scaling Waster	00040628/00	
754-	Frace Faller, Dight	FLUNDRA	DAN EL	CEORCE	WESK	00045645100	
2227	Passe harea.D	FUNDA	WWK.	WORL	Waste	00045644100	
1111	100 U ket Louis" sourch fish U CO."	SLOYCE.	LINDA	AND	Sality	00045610100	
1207	Rach Mountain Taxo District	CULICIT	DUCEN	LOUISE	Staling	00045666100	

Figure 2.19 Queries – Scalers - Results.

# **Generating Letters**

Generating a letter (see Figure 3.2) allows the User to customize letters including signatory blocks, file format, email and copy recipients Letters, once they have been generated, are displayed on the screen(see Figure 3.1) or may be available to view whenever a letter icon is displayed (see Figure 3.3). Letters that are available are listed in the table below.

Letter	Generated from this Screen
Check Cruise Advisory Letter	SCS:P078
Check Scale Advisory Letter	SCS:R004
Mark Site Designation Letter	SCS:R011
Scaler Authorization Letter	SCS:R003
Scale Site Authorization Letter	SCS:R006

徽	COLUMBIA	Ministry of Porests and Range Province of British Columbia		Fage 1 of 3
		SCALER AUTHORIZATION		
			Authoritation Num. Lisense Blain Authorisation Dokr	101007 7007 December 21, 158
Perent	Listine Pervisi Aut. Ehunday authorse			
SER. ST	<u>HOMAS</u> , of HERMIN, BO VEV854			
to Scale (	and Classify Thread			
et e Becki	134 (#2 W000 ROOMREDGYA 125 (SPRONTLARE SOLE STR			
tera pari	or commenting <u>December 31, 1986</u> w	ed working <u>Descention (CC, 1991)</u> welges the tokewing	prend doors	
1	OTOBREY SOVERIS			
	The scale is in the nuclear as enderly unique return number and as identifie	manier by last organic field meeting and on had in t d	ter avangend a	
2	SCALE PROCEDURES -UNIQUE RE	TURN NUMBER		
	The state between thesisting and an inter-	a sterio de resolució agoinst the logica human 200	INCOMPACT.	

Figure 3.1 Generate Letter – Scale Site Authorization.

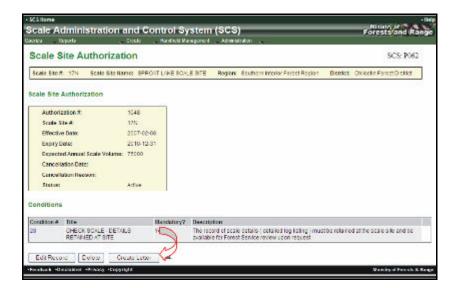


Figure 3.2 Example of Crating a Letter.

erica 🖉 Report		and the second se	ntrol System	the second s	-			Forests and Rang
Scale Site	Authoriz	ation						SCS-7051
Scale Silver, 17	H Sculy Sta	Nume: 57/30	AT LAKE SCALE SITE	Biglon Soul?	View, Pagier	District: South stars	Fund Dated	Search
Sehmery Conic	da Advite Sum	ary Chestelle	Autorised D	calors (100) Inspect	ona CheckS	color Setware Risk Reling	Criteria-	
All AL	w heres			11000		West West		
* colectories	Percetus (para	Figury Cath	Cancelled Date - Ca	Incolation Beason	Status .	Aut on Letter		
10-0	2007-02-08	211242-31			Active			
		2007-10-30			Claired	M		
250552	2007-10-07				latened i	411		
	2007-10-07	207/11:30						
		2007-11-30			Lored			
280/52	2007 10:28				100000			
280752 281252	2007-10-28 2007-11-25 2008-01-17	2007-12-14			Land			

Figure 3.3 Viewing a Generated Letter.

# Conditions

When a User is creating or editing Scaler Authorization, Site Authorization or Mark Site Designation conditions can be added. For example, the conditions required for a Scale Site Authorization are added using the drop down menu at the bottom of the screen. Conditions are linked to the document being created. That is, only conditions for a Scale Site Authorization will be shown if that is the document being created (see Figures 4.1 and 4.2). Templates can also be used to create documents. See Section 15.3 for instruction on using, adding and maintaining your own Templates. Only the role of System Administrator can create new conditions.

	and Control System (SCS) Drot: Factor Rescord Adversale	Forest and Range
Scale Site Authoriza		SCS. P061
Scale Site Authorization		
Authoritation R	442	
* BURK Site Ki	eus Swarch	
Offective Detec	20060421 23	
* Expiry Dola	20100435 00-	
* Expected Annual Scale Volume:	493000	
Carecellation Balter	<b>E</b>	
Concession Research		
Condition# This Hendeliny?		
Canditive #:	Add Search	
Template: BRIAN-001-BSA	Apply	
Back Sever Save Record		
Paulback (Disablear (Palsary Copy	ntati	Ministry of Parriets & Reage

Figure 4.1 Adding Conditions.

Δ

Scale S	ite Authorization				SC5: P062
Scale Site 4	k 2505 Scole Sile Norrec T	wing Scale Sile	Region: Southers Interfer Forwart Region	Dhilrich: Kantospa Forwa Diality	1
icale Site	Authorization				
Autor	ration dt - Sif 133	9			
Scale 8	inen: 2000				
Enocity	CLMAX 2018 0	1.11			
Entrel	100 2023	1.67			
Inch	Annual State Volume: 502				
Case	all an Owler				
	den Denner				
Status					
Jana.					
anditions	2				
T DODRAL	1636	Mancatoryr	texatinos.	~	
20	CHECK SCALE - DETAILS RETAINED AT SITE	Yes	The record of acale details ( detailed log listin Foreal Senior review posting year)	s in the state at the state at a state and	be available for
881	WERE A	1005	v=	N	
1242	Gelenium 05A	Yes	Concilion Text for Selentum SSA	8	
201	Botonikan 884	¥00	Concilion Text for Berenkunt 884	107	
1201	Selenium SSA CHECK SCALE - NET WRITE	Yes	Condition Text for Selentum SSA the mean recently or and particle strategy is for		
S	PROVISION	-	iniginale scaled to permit a Forest Service sh		
	PALURE TO DOMPLY WITH CONDITION	Yes	This with cluster may be suspended or care out differs	celled by the District Manager for failure to	comply with these

Figure 4.2 Conditions – Scale Site Authorization.

# **Applying Templates**

# 5

A Template is a collected group of Conditions that have a particular use. Using Templates saves time when adding more than one condition. Each template is associated to a Scale Site, Scaler or Mark Site Designation and can be applied to a particular type of Scale Site (Piece, Weight, SFP or Cruise) and district of region(see Figure 5.1). For further details see Administration – Maintenance – Maintain Templates in SCS. See Section 15.3 of this guide for information on creating templates.

- 303 forme Scale Administration Genes — Repris	and Cor	itrol Bystem (SCS)	Forests and Range
Scale Site Authoriza	tion - Ed	SCS: P051	
Scale Site Authorization			
Authoritation 4:	1628		
* Scale Silv it:	086	Search	
* Effoctive Data:	20080421	2	
· Expliny Date:	20080430	<b>6</b> -	
* Expected Annual Scele Volume:	41110		
Cancellation Date:		6	
Cancellation Researc			
Conditions		12	
Condition # Title Mandatory?	Description		
Condition R	Add	Sauch	
Template: BRIAN 001 SSA	• App		
Sack Reset Save Record	1		
Produck Chaldens Divery Cop.	eight .		Ministry of Perests & Range

Figure 5.1 Templates.

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# Reports

Reports are accessed from the "SCS – Reports" menu and accessibility of what reports that are displayed will be dependent on the User role. When the Reports menu item is selected a list of Reports will be displayed from the menu drop-down list (see Figure 6.1). Each report screen will:

- ? Display a description of the type of report to be generated and a unique screen number (see Figure 6.2).
- ? Have a specific set of criteria that the User may select depending on the type of report desired.
- ? Will allow the User to choose options for the output of the report, for example, whether to have the report viewed/sent in PDF or Excel format.

Some Reports screens allow the User to choose a report sort function where sorting can be determined before the report is sent or viewed.

+ SCS Home			- Help
Scale A	Administratio	n and Control System (SCS)	Forests and Range
Gueries 🚬	Reports	Create Handheld Management Administration	and the second s
Welco	Scaler Register Scale Side Register Drech Sold Achilty Drech Sold Acabyes Mark Side Designation Designated Black Toocelin Solar Side Inspection Acts Scale Side Inspection Acts Scale Side Inspection Acts Scales Administration Scales De Incoder Tenter Cruise User:	NAY AMI AN AND AN AND AN AND AN AND AN AND AN AND AND	SCS: P001
		SCS SYS ADMIN	
	Introduction:	The Scale Administration and Control System (SCS) supports the Ministry's risk rating, administrative and data control requirements for the Crussing, Scaling, and Waste programs.	
	Note:	Hover the mouse over a menu item for details about the item.	
	Current News:	Welcome to the Scale Administration and Control System	
Teedback	Disclaimer «Privacy «Co	A DEFINITION OF	Winistry of Forests & Range

Figure 6.1 Reports.

6

eres espera		are y Handheld Mana	generic Administration	
Scaler Regis	ter Report			SCS: R00
Neoription This repo athenisation details	et lists of scale s	onhorized or monthe	rized, by District, Region or the whole Provinc	e and provides additional scales license and
hoose your report of				
	Search Date			
	14		8	
COMPANYARY	A -			
Authorization Status	AL M			
Appointment Types	74			
Theose your set and				
Frank Sel	Sconday	Sel		
Stale Lac Nave				
	12000			
hovide Report Outpo	a Oberte			
Ream Para				
HIR HOUSE PU				
Fruit Rocipient				
Preview Report 1915	S 84 D			

Figure 6.2 Report Parameters Example.

# 6.1 Reports List

Report Menu	Unique Screen Number	Explanation
Scaler Register	SCS:R005	This report lists all scalers, authorized or unauthorized, by District, Region or the whole Province and provides additional scaler licence and authorization details.
Scale Site Register	SCS:R007	This report lists all scale sites, authorized or unauthorized, by District, Region or the whole Province and provides additional scale site authorization details.
Check Scale Activity	SCS:R008	This report displays a summary of how many check scales have been done, number of scalers checked and supporting information.
Check Scale Analysis Report	SCS:R001	This report is a summary of check scales by Organizational Unit or Check Scaler licence number.
Mark Site Designation	SCS:R010	This report displays all designations by Timber Mark and or Scale Sites.
Designated Mark Exception	SCS:R002	This report displays all the non-designated Timber Marks that appear at scale sites by District, Region or the whole province.
Scale Site Inspection Activity	SCS:R012	This report displays the number of authorized sites, the number of sites inspected, whether they are Active/Inactive, the number of CIMS flagged Issue and ERA cases opened and categorized by Weight, Piece or SFP types.
Species/Grade Check Scale Analysis Report	SCS:R013	This report displays the volume of an original scale compared to the volume of check scale segregated by species and grade.
Scale Site Inspection Analysis	SCS:R009	This report provides summary totals for inspections and their questions that were completed within a selected period.
Scaling Administration	SCS:R015	This report displays the number of authorizations, appointments and Mark Site Designations in an Organizational unit.
Scaling Exceptions	SCS:R016	This report displays exceptions that occurred on the date of scale pertaining to authorizations for Scalers, Scale Sites and a Scaler's relationship to a Scale Site.

# 6.2 Report Buttons

Button	Explanation
Report	When clicked the report is generated according to the parameters, sort order (if applicable) and output options the User has chosen.
Reset	When clicked returns the User to the default state by clearing all of the fields the User may have entered.

#### 6.3 Report Description

Each Report chosen from the menu will display a description (see Figure 6.3). The description explains the nature and what will be displayed in the results.

Scale Administ	ation and Control System (SCS)	Forests and Radio
Capitos Reports	Crosto Fiendhold Nenepancet Administration	
Sever Registe Description This report attacements details	r Report cas al scales, autorized or asauthorized, by District, Region or the who	SCS: B005

Figure 6.3 Report Description Example.

#### 6.4 Report Parameters

Each Report screen will display a set of parameters dependent on the type of report the User chooses. Some of the parameters fields will be pre-populated (see Figure 6.4). Pre-populated fields will include those fields with drop-down lists and radio button. A value may be selected from a drop-down list to replace the pre-populated value.

SCS Nome		10 10001	-10 Ministry of The State
		ntrol System (SCS)	Foreste and Ran
arens , Departs	Danke	Final di Receptor di Admission	
Scale Site Reg	gister Report		SCS 3007
	ties all scale size, with	orized or unarthorized, by District, Region or the whol	e Province, and provides additional scale site authoritation
details.			
L'hoose your report par	THE PARTY		
100 miles	New York Commence		
Parameter	Search Data		
Reg (Dist:	A1	·····	
Scale Type:	AL	N	
Include Authorized Scale	en: Al M	\$	
Scale 510.7.			
Site Status	A1		
STO SERIE			
From Dane:	0		
To Dola:	6		
hoose your sort order			
Primery Sort	Secondary Sort		
Scale Ste Number 🖉		<u> </u>	
Provide Report Output	0.00		
rionae sepan oupa.	opacias		
Paraneter			
File Format PDF			
fmal Recipient			
Preview Report Tree 6			
Send/ViewReport	t Sanat		
Pardanak (Discharger (P			Ministry of Ferredu & Ko
the second se	and the second second second		ternining of Fermile &

Figure 6.4 Report Parameters.

#### 6.5 Mandatory Fields and Default Values

In Reports, all default values can be overridden by selecting another from the drop-down list (see Figure 6.5) - or in the case of a radio button (see Figure 6.6) - by selecting another radio button. Leaving all the defaults unchanged will return the maximum number of report lines of data, which may result in extended processing times and large reports.

Parameter	Searc	
Reg / Dist:	All 🖉	*
License Status:	All 🔽 💌	
Authorization Status:	All V	
Appointment Type:	All Cancelled	
	Expired Valid	

Figure 6.5 Report – Default Value and Drop-down Down List Example.

Parameter			
File Format:	PDF	*	
Email Recipient:	-	5	
Preview Report	Yes 💿 N	40 0 0	

Figure 6.6 Report – Radio Buttons.

#### 6.6 Report Date Fields

Some queries may require the input of dates to assist in the narrowing of a search. The format for all dates in SCS is YYYYMMDD (see Figure 6.7). The User may type in the date or click on the calendar icon next to a date field (see Figure 6.8).

Parameter	Search Data		
Reg / Dist:	All	~	
Timber Mark or Scale Site #	Mark 👻		
Specific Timber Marks / Scale Site #'s			
Mark Exemptions	AI		
Effective Date From:		To:	5
Expiry Date From:		Tα	2

Figure 6.7 Report Calendar.

#### 6.7 Report Sort Order Parameters

Sort operations can be chosen for some Reports before the results are viewed by the User (see Figure 6.9). The Primary Sort defaults to the first item in the drop-down list or the User may choose from the drop down list for the Primary sort item. Each drop-down list will vary depending on the report being generated. The Secondary list is optional and defaults to a blank (which means that only the Primary sort sequence will apply) or the User can choose from the drop-down list on the Secondary sort as well.

Primary Sort	Secondary Sort
Scaler Last Name 💙	~

Figure 6.8 Sort Order.

#### 6.8 Report Output Options

SCS allows the User to choose delivery options when generating a report. The User can choose the desired file format PDF or MS Excel, whether or not they require a copy to be sent to a recipient by email and if they wish to preview the report results on their screen (see Figure 6.10).

Option	Explanation
File Format	The report can be generated to either an MS Excel or PDF format. The MS Excel format is not available for all reports. If a MS Excel format is requested a prompt will be displayed so the User can either "save" or "open" the report. If a PDF format is requested the report is displayed on the screen and can be saved once it has been displayed.
Email Recipient	Enter the email address if the Preview Report is set to "No".
Preview Report	If a PDF format is requested the report is displayed on the screen and can be saved once it is displayed. The report can be sent to an email recipient. If the User clicks the "Yes" button the email recipient is ignored.

cale Adminis	tration and Control System (SCS)	Forests and Rans
	gister Report	SCS. R007
Description. Tas repor Istals. Jacose your report pa	t fats all wale sites, authorized or unauthorized, by District, Region or the who sameters.	it Province, and provides additional scale site authorization
Parameter	Search Data	
Heg / Drst	AI	
scale Type:	Al 👻	
Include Authorized Sca	lers: Al x	
Scale Site A		
Sita Statuci	Al w	
From Date:		
To Date:	2	
hoose your sort orde	r.	
Primary Sort	Secondary Sort	
Scale Sile Number	( <u> </u>	
rovide Report Output	Options	
Perameter		
File Format: PDF		
Crout Recipient:		
Presiew Report Yes	B N= C	
Send / View Reput	t. Recet	

Figure 6.9 Report Example.

#### 6.9 Report File Format

On some Reports the User can choose to have the report submitted to either a PDF or MS Excel document by clicking on the drop-down in the file format (see Figures 6.11 and 6.12).

Parameter	D
File Format:	PDF 4
Email Recipient:	
Preview Report	Yes 💿 No 🔿

Figure 6.10 Report File Format.

COTIMEN				Scale /	4drams	nse of British Colo Instrum and Manage calar Register Reps	e nami, diyab	<b>9</b> 0)		Page Sector Report to An U		200 200-200 200-200 200-200
International Colors	-	Lol familigale	-LMM An	s calle	Tue	Associational "yes-	a second		A thereine	10×1		
Cherto, Constanti Activitati, Constanti Activitati, Constanti Activitati Acti	34		104			Rate-tell		-	NOUR ADDRESS	-		Roly, Self
Creation Continued Creation Continues The Madual Motion Survey of Reveal Motion Theory Theory Made School Prime S School Continues School Continues	27		94	M	Braine	NOWE-FIELD	3877	DCR	CAPPELL & REARING	34	**	388-301
orania: delicita Alcanacia, faver Los fue Statutos et vortos Statutos et vortos Statutos Rati.	1011		34	54	scare	6080-1008	108204 108204		Alter Cover Not Sheck to Alter Cover Not Sheck to		1.1.	180-561 80-561
Clark a Calabon Bath Market Instance In Calabon Calabon Calabon Sector S	34		01	м	Bairy	Rader Sold	14100 14200 14200	DOM:	HEROCI, AMERICA B. ANTI LATA MARKING HOL (2017) ANTI ANTI ANTI ANTI ANTI (2017) ANTI ANTI ANTI ANTI ANTI (2017) ANTI ANTI ANTI ANTI ANTI ANTI (2017) ANTI ANTI ANTI ANTI ANTI ANTI (2017) ANTI ANTI ANTI ANTI ANTI ANTI ANTI (2017) ANTI ANTI ANTI ANTI ANTI ANTI ANTI (2017) ANTI ANTI ANTI ANTI ANTI ANTI ANTI ANTI	103	5 5 5	999-241 999-251 976-27
Pagri Dini - Campini Linementi Malan	Even Prim	(Date)		na neto		: scaler Lat: Yone : Hone						

Figure 6.11 Report Results – PDF Format.

## 6.10 Resetting Parameters in a Report

The Reset button allows the User to clear ALL search criteria before the query has been submitted (see Figures 6.14 and 6.15).

-scs lone Scale Admini	stration and Control Sys	item (SCS)	-lice Privacy of Percepts and Range
Neres Reports	Crosto 🚽 Fanchelt Vana		
Scaler Regis	ter Report		SC8 8005
Description This repo nucleorization details Choose your report p		dred, by Estaint, Hegina or the whole Provid	ice and provides additional scaler license and
Ferenetar	Search Dota		
Regi Des	PISE-Chilcole Forest District	×	
License Status:	Concelled in		
Autorization Statum	Valid 🖌		
Assertment lives	CheckScaler Cancelled M		
Choose your sent and Remary Sort	Security Ant		
Provide Report Carps	nt Opticies		
Parameter		63	
File Format VS	IDeal M		
Graal Recipient. 100	us en I gov be co		
Preview Report Yva	ON2 8		
Seat/ViewEep	of Reser	12	
Teratera Container	Annaca (Ceonica)		Manaky at Tenera & Rang

Figure 6.12 Report Parameters Before Reset.

scale Adminia	stration and Control System (SCS)	-Ite Ministry of Fore stational Range
ueres Reports	Create Identifield Identifiant Administration	
Scaler Regis	ter Report	SC3: 1005
nathorization details.	et lies all scales, authorized or manhorized. By Dienier, Region or the whole i	trovince and provides additional scaler linease and
Choose year report p	Search Deta	
HIGHES		
Icesse Status		
Authorization Statum		
Appointment Type		
Choose your set ord	e.	
Forwary Star Scaler Last Name	Secondary Sort	
Provide Report Outpo	and the second se	
Fatanota: NeTwinet PD		
	The second secon	
Final Recipient	N N	
Preview Report Yva	@ Hu R	
Sand/ViewEep	a the second	
		Tenative di Ispecta de De

Figure 6.13 Report Parameters After Reset.

# 6.11 Preview Report

The User may desire to have the report displayed once it has completed. The default setting for the report is "yes" (see Figure 6.16).

If Preview Report has been set to "No" then the Email Recipient is a required field. If the field is not completed, SCS will return a message informing the User to add a recipient and highlight the field in red (see Figure 6.17).

Parameter		
File Format:	PDF V	
Email Recipient:		
Preview Report	Yes 💿 No 🔿 🏳	

Figure 6.14 Report Preview.

Parameter	
File Format:	PDF
Email Recipient	
	If Preview Report has been set to No then the Email Recipient is required. $\checkmark$
Preview Report	Yes 🔾 No 💿

Figure 6.15 Report Preview Recipient Requirement.

## 6.12 Send/View Report

The "Send/View Report" button allows the user to generate the Report according to the parameters set (see Figure 6.15).

#### 6.13 Printing a Report

Reports may be printed once they are generated. To print a PDF report, click the print icon on the report header. If the report has been exported to MS Excel, printing is then dependent on your Ministry desktop configuration.

#### 6.14 Creating a Letter from a Scale Site Record

Some screens in a Scale Site Record allow the User to "Create a Letter". For example, a "Check Scale Advisory Letter Option" can be created when entering a Check Scale (see Figure 6.18).



Figure 6.16 Creating a Report from Scale Site Record.

# Create

When the Create tab is clicked a list of Create items will be displayed in a drop-down list (see Figure 7.1). Each create item allows the User to create new records and enter specific information. Create menu items accessibility is dependent on User role.



Figure 7.1 Create Menu Access.

7

## 7.1 Create List

Create Menu	Unique Screen Number	Explanation
Scaler	SCS:P007	Allows the User to create a scaler from an existing client record requiring some or all of the following Scaler details:
		<ul> <li>Licence # (generated by SCS)</li> <li>Scaler (Client/Loc)</li> <li>Regional District</li> <li>Licence Type</li> <li>Effective Date</li> <li>Scaler Oath Taken?</li> </ul>
		Appointment <i>OR</i> Exam/Upgrade details, must be entered: Appointment details:
		<ul> <li>Appointment (LOV)</li> <li>Province Wide? (LOV)</li> <li>Effective Date</li> <li>Expiry Date</li> </ul>
		OR Exam details:
		<ul><li>Exam/Upgrade (LOV)</li><li>Completed By Date</li></ul>
		<b>Note:</b> The Scaler must have either passed the Licensed Scaler's exam, the Acting Scaler's exam or is being appointed as an Acting Scaler without having written the exam.
Scaler Site	SCS:P045	Allows the User to create a new Scale Site requiring the data details as follows:
		<ul> <li>Scale Site # (generated by SCS)</li> <li>Scale Site Name</li> <li>Owner (Client/Loc) – Note if the Scale (Client/Loc) is not known then a Search may be performed to locate it.</li> <li>Region/District (LOV)</li> <li>Timber Brand</li> <li>Latitude (Degrees, Minutes, Seconds)</li> <li>Longitude (Degrees, Minutes, Seconds)</li> <li>Description of Site Location Site Type</li> <li>Site Type (Weight, Piece, SFP, Cruise)</li> </ul>

Create Menu	Unique Screen Number	Explanation
Mark Site Designation	SCS:P068	Allows the User to create a Mark Site Designation for some or all of the following information:
		<ul> <li>MSD # (generated by SCS)</li> <li>Timber Mark</li> <li>Mark Holder (Client/Location) – generated by SCS depending on the Timber Mark entered</li> <li>Mark Holder Name – generated by SCS depending on the Timber Mark entered</li> <li>Mark Status – generated by SCS depending on the Timber Mark entered</li> <li>Geographic Location</li> <li>Population</li> <li>Effective Date</li> <li>Expiry Date</li> <li>Reg/District</li> <li>District Wide?</li> <li>Est. Volume</li> <li>Est. Truck Loads</li> <li>Timber Description</li> <li>Transportation Date Description</li> <li>Other Requirements</li> </ul>
Scaler Authorization	SCS:P063	Allows the User to create a Scaler Authorization from the following information and to be able to add Scale Site Conditions.
		<ul> <li>Authorization # (generated by SCS)</li> <li>Authorized Scaler Licence # - Note if the Authorized Scaler is not known then a Search may be performed to locate it</li> <li>Effective Date</li> <li>Expiry Date</li> <li>Region/District</li> <li>District Wide?</li> </ul> Conditions are added by clicking the "Add Conditions" button.
Scale Site	SCS:P060	Allows the User to create a Scale Site Authorization
Authorization		using the following information.

Create Menu	Unique Screen Number	Explanation
		<ul> <li>Authorization # (generated by SCS)</li> <li>Scale Site # - Note if the Scale Site # is not known then a Search may be performed to locate it</li> <li>Effective Date</li> <li>Expiry Date</li> <li>Expected Annual Scale Volume</li> <li>Conditions are added by clicking the "Add Conditions"</li> </ul>
		button or using a Template.

### 7.2 Buttons

Button	Explanation
Back	When clicked the back button allows the User to return to the previous screen.
Reset	When clicked returns the User to the default state by clearing all of the fields the User may have entered.
Save Record	When clicked SCS saves and displays created record.
Add Conditions	When clicked allows the User to add conditions to a Mark Site Designation, Scaler Authorization and Scale Site Authorization.
Search	When clicked returns a pop-up Queries window.

### 7.3 Create Parameters

With each Create function the parameters will differ depending on which function the User is accessing. For example, Create Scaler requires that the scaler, Reg/Dist., Licence Type, Effective Date and Scaler Oath, etc. be populated (i.e., are mandatory - see red asterisk \*) (see Figure 7.2). - in comparison to the parameters required in creating a Scaler Authorization (see Figure 7.3).

- XXII Harne	- Belg Alexandria (1975) - Belgi
Scale Administration and Control System (SCS)	Forests and Range
Server Repuls Service Enclosi Disageneri Salmaelosian .	
Scaler - Create	SCS, P007
Scaler Information	
Licence &	
Roder Klovel Look	
Pag/Dat	
Contract Type P Coultry	
* Effective Date:	
<ul> <li>Scaler Oph Tekon?</li> </ul>	
Please select one of the following	
- Automment 🦉 🕫 - Exam rupprade	4
- Province-Wide?	<u>)</u>
Cifective Date:	
Equity Date:	
Bank Reset Save Report	
Penediasa - Discriment - Privacy - Rooppright	Ministry of Forests & Kinge

Figure 7.2 Create Scaler Parameters.

<ul> <li>SCS Home</li> </ul>		• Help
Scale Administr	ation and Control System (SCS)	Forests and Range
Onarios Republi	Envis Exclude Nersepinian Administration	
Scaler Authoriz	ation - Create	SCS: P063
Scaler Authorization		
Authorization #: Authorization #: Lifective Date: Lifective Date: Reg / Nat: Bistrict Wide? Bock Reset Add	cenditions	
-Feedback -Disatsimar -Prive	ey Copyright	Ministry of Forcesis & Borge

Figure 7.3 Create Scaler Authorizations.

### 7.4 Mandatory Fields

Mandatory fields a red asterisk \* beside the field name (see Figure 7.4). If the User fails to enter the mandatory field the screen will display a message explaining that the field is required and that field will be highlighted in red (see Figure 7.5).

* Cowner (Client / Loc):	/	Search

Figure 7.4 Create – Mandatory Field.

	Licence #:	
*	Scaler (Client / Loc):	00045000 / 00 Search
x	Reg / Dist	RCO - Campbell River Forest District
*	Licence Type:	Scaling
*	Effective Date:	
		Effective Date is required.
*	Scaler Oath Taken?	Yes 💌

Figure 7.5 Mandatory Effective Date Field Required Message.

### 7.5 Wildcard

The search button displayed the in the "Create" screens allow the User to utilize the wildcard - "%".

The search button displayed in the "Create" screens allows the User to utilize the wildcard - "%" (see Figures 7.6 and 7.7). Note that the Search button (see Figure 7.8) - when clicked, displays a search pop-up for entry (see Figure 7.9).

SCS Webpage Dialog	
Queries - Client	SCS: P003
Choose your search parameters Parameter Search Data Client (Client (Loc): 000045% (100 Company Name: Last Name: First Name: Choose your sort order	
Primary Sort Secondary Sort Client	
Submit, [Reset] Nosc	
tp //gedix/01/02/sts;kilent:Search.do/cogup///h=vesbcrotexticx=brue	Si Local Atranet

Figure 7.6 enter fig name here.

Client (Client / Loc)	Company Name	Last Name	First Name	City	Business Phone #	Cell Phone #	Email Address
00004520700		<b>MATHESON</b>	WALLACE	PRINCE RUPERT			
00004521(00		GLISTAFISON	ABHLEY	VAPLE RIDGE			
00004524700	A BRACE AND SONST IT			CANPART RM-R	(280)28.69411		
00004525700		SMITH	ERNEST	HOPE			
00104525700	PUNTLEDCE HOLDINGS LTD.			COURTENW			
00004528700		NUSSALLEN	CEORCE	MAPLE RIDCE			
00104529/00		STEVENBON	CORDON	MCTORIA			

Figure 7.7 Wildcard Results.

2	Authorization #:	
*	Authorized Scaler Licence #:	Search 💋
•	Effective Date:	
×	Expiry Date:	
h	Reg / Dist:	×
•	District Wide?	¥

Figure 7.8 Create – Search Button.

Scale Admir	6505 Winness letterer Typlater provided by OB Solutions	SCS-POIS
auto , Reela	Queries - Scalers	SCS: P005 Kans
Scaler Auth	Choose your search parameters	SCS: P063
Scaler Authoriz	Punameter Seurch Data	
Authorization # Authorization # Effective Date: Exploy Date: Reg/Dist	I Constanti I Regi Dist Statien (Clansi I Las): 0004/516. / 100 Historian Type: Last Name: Find Name:	
District Wide?     Buck: Desut	Aposintment Type:	
Seedback -Dischine	Choose your sort order.	Ty of Fernetic & Rev
	Primary Sort Secondary Sort	
	Licence #	
	Submit	

Figure 7.9 Create Search Pop-up Screen.

### 7.6 Hyperlinks

Some screens within SCS have hyperlinks that navigate to another screen within the SCS application. These fields are displayed in blue. For example, when Scaler Query results are displayed the Licence Number highlighted in blue can be clicked to display the corresponding Scaler Record (see Figure 7.10).

	ies - Scalers - Res	ults				SCS: P006
icence	e Reg / Dest	Last Name	First Name	Middle Nama	Licence Type	Scaler (Client / Loc)
536 🔇	Southern Interior Forest Region	ALDEN	A		Scaling	00004537/00
539	Southern Interior Forest Region	ATWOOD	E	S	Scaling	00004538700

Figure 7.10 Create Query Results Displaying Hyperlinks.

### 7.7 Close

The Close button allows the User to close the Client query pop-up window and return to the previous screen (see Figure 7.11). However, clicking a hyperlink will automatically close the window and return the user back to the appropriate Create screen (see Figures 7.11 and 7.12).

If you close a query without selecting a result row from the query Result List, then the appropriate screen field will NOT be populated (see Figure 7.13).

Queries - C	lient	SCS: P003
hoose your search	i parameters.	
Parameter	Search Data	
Client (Client / Loc):	7	
Company Name:		
Last Name:		
First Name:		
Choose your sort o	rder.	
	Secondary Sort	
Primary Sort		
	• •	
Ctent Submit Reset		
Ctent Submit Reset		
Ctent Submit Reset		

Figure 7.11 Create Menu – Query Close Button.

antiva Reports	ion and Control System (SCS) Crais Bastaki Baraparent Administ	Ministry of Porests and Range
Scaler Authoriza	tion - Create	SCS: P063
Scaler Authorization		
Authorizztion %		
<ul> <li>Authorized Sculer Licer</li> </ul>	Search Search	
Effective Date		
<ul> <li>Expiry Date:</li> </ul>		
• Reg (Dist:		
District Wide?		
Dack Reset Add	anditions	

Figure 7.12 Close Screen – Return to Previous Screen After Clicking the Hyperlink.

December 1, 2009

### 7.8 Back

The back button allows the User to return to the previous screen (see Figure 7.13 and 7.14).

If you return from a search without selecting a result row from the query Result List, then the appropriate screen field will NOT be populated.

Licence	Reg/Dist	Last Name	First Name	Middle Name	Licence Type	Scaler (Client /
909	Kootenay Lake Forest Distoct	STROM	CALAN	NEIL	Scaling, Waste	00045617/00
0818	Quesnel Forest District	BOYES	BRUCE	VERNON	Scaling	00045618/00
0823	Rocky Mountain Forest District	MORNINGSTAR	ORVAL	RAYMOND	Scaling, Waste	00045613/00
0843	Rocky Mountain Forest District	ELLIS	PATRICK	GEORGE	Scaling, Waste	00045610700
0858	Rocky Mountain Forest District	FERGUSON	DELBERT	WELLS	Scaling	00045622700
0863	Prince George Forest District	MAITLAND	KRISTIN	RUTH	Scaling, Waste	00045623/00
5549	Peace Forest District	FLUNDRA	DANIEL	SEORGE	Waste	00045645700
556F	Peace Forest District	FONDA	MARK	WAYNE	Waste	00045644/00
9100	100 Mile House Forest District	GLOVER	LINDA	ANNE	Scaling	00045610/00
N202	Socky Mountain Fores: District	FULLER	EILEEN	LOUISE	Scaling	00045689/00

Figure 7.13 Create Menu – Back Button.

Scale Administration a	Ninsey of Forests and Range	
Scaler Authorization -	Create	SCS: P063
Scaler Authorization		
Authorization &		
* Anthonized Scaler Liberce & 10	36 Gearch	
* Effective like	R.	
* Exprey Date:	<b>D</b> -	
Beg (Dat		
* District Wide?		
Earth Resel Add Condition		
Feedback (Dischilmer (Frinacy (Copyre	ni -	Ministry of Forests & Pange

Figure 7.14 Create Menu – Back Button.

### 7.9 Reset

The Reset button allows the User to clear **ALL** search criteria before the query has been submitted and allows the User to start again (see Figures 7.15 and 7.16).

- SCA Rome Scale Administration	h and C	Ninstry of Range	
Buaka 🖉 Reparta	Ousk	- Hardbeld Management - Administration	
Scaler Authorization	n - Crea	te	SCS P063
Scaler Authorization			
Autorization &			
<ul> <li>Autorized Scider Ficence 4:</li> </ul>	1536	3carch	
* I Bechve Bale:	2000108	P-	
<ul> <li>Expiry Date:</li> </ul>	20080108	9	
Reg / Dist	RSI - Okan	agan Shuawap Forwat District 🛛 💌	
* Defined Wide?	Yes ~		
Usek Hesst d Cenet	ans		
·Feedback (Discipliner @thacy Cop	eyright .		Minkerry of Forward & Range

Figure 7.15 Create Menu – Reset Button.

	n and Control System (SCS)	Nimstry of Forests and Range
Quality Reports	Cosole Reactived Management Administration	
Scaler Authorization	on - Create	SCS-P063
Scaler Authorization		
Authorization #:		
4 Authorized Scaler Licence	t Seouth	
* Effective fisher	2. 2.	
Expliny Date:	2	
* Reg/fiel:		
District Wide7	<u> </u>	
Bark Reset Artit Con	Home	
Peedback -Ossistance -Privace -	adviriant.	Manusky of Forests & Hange

Figure 7.16 Create Menu – Screen After Reset.

### 7.10 Save Record

The Save Record button saves the completed entry on the screen (see Figures 7.17 and 7.18). For example, when creating a Scaler the Appointment details, if added, will appear in the Appointment Tab in the Scaler Record (see Figure 7.18).

Storee Scale Administration and Control System (SCS)	Forests and Raege
Scaler - Create Scaler Information	5CS: 7007
Licence #       Scaler (Clent / Loc):     00004560     /00     Search       Reg / Bist     RSI-Cascades Forest District     Image: Clean of the search       Licence Type:     Image: Clean of the search     Image: Clean of the search       Scaler Oath Taken?     No     Image: Clean of the search	
Appointment: Check-Interior     Privatice Tridet? Yes     Carrysteted By     Carrysteted By     Carrysteted By     Date: 20071213     Date: 20090107     Date: 20090107     Date: Save Record	Munity of Foresh & Range

Figure 7.17 Create Menu – Save Record.

Scale Adr				and the second se	The state of the s	and the state of t		_	_	Ninistry of Foreststand Range
aleres Rep			Greate	<ul> <li>Hurdhold Nav</li> </ul>	openent Ad	ninistration 🔬				
Scaler Ro	ot Name			nagion: Southe		-	sinct Cascades Fores	Listic	Search ]	SCS. P014
Appaintment	Granking System	Reg /	Province Wode?	Lilectre	Expery liste	Cancel Inn Date	Caracellation Reason		1	
Check .	Interior		Yes	2007-12-13	2018-01-07	Q		Edt	Delete	
Add Appo		ay -Cop	ariate.							Ministry of Forestil & Range

Figure 7.18 Create Menu – Save Record Results.

### 7.11 Who Did It?

The "Who Did It Icon"  $\stackrel{\text{(A)}}{\longrightarrow}$  allows the User to view the creator of the record, who last updated it and the date and time of the update (see Figure 7.19).

Parameter	Value
When it was Created	Date and Time the record was created (i.e., 2008-01-02 – 11:42:53).
Who Created	The User who Created the record (i.e., IDIRSCS_SYS_ADMIN).
When Updated	The date and time the record as last update (i.e., IDIR SCS_SYS_ADMIN).
Who Updated	The User who last updated the record.
Revision Count	The number of times the record has been revised.

🙆 Who did It? Webpage Dialog							
Parameter	Value						
When Created:	2008-01-02 15:40:53						
Who Created:	IDIRSCS_SYS_ADMIN						
When Updated:	2008-01-02 15:54:11						
Who Updated:	IDIRSCS_SYS_ADMIN						
<b>Revision Count:</b>	1						
Close							

Figure 7.19 Who Did It 🔎 – Pop-up Window.

### 7.12 Add/Remove Conditions

When the basic data has been added to the Scaler Authorization, Scale Site Authorization or Mark Site Designation the user clicks the "Add Conditions" button (see Figure 7.20). SCS then validates the date entered, returning any error messages. If the data is error free the relevant screen will be displayed that will allow Conditions to be entered (see Figure 7.21).

A Condition may be removed (if they are not mandatory) by clicking the "Remove" button – on that condition (see Figure 7.22).

The Mark Site Designation function "Add Condition" button will be greyed out pending the entry of a Timber Mark.

<ul> <li>SCS Home</li> </ul>		- Relp
Scale Administra	ation and Control System (SCS)	Forests and Range
Usona Ileanta	🖕 Greate 💫 Handheld Management 🖉 Administration 👡	
Scaler Authoriz	ation - Create	SCS P063
Scaler Authorization		
Authorization #:		
Authorized Scaler Lice	nce R  850F   Search	
· Effective Date:	20080109	
Expiry Date:	B 000000	
• Heg/Dist:	RSI- Const District	
District Wide?	Yes	
Back Fiesel Aud	Conditions	
·Peedarch ·Discisioner ·Prive	ky (Capyright	Ninistry of Ference & Range

Figure 7.20 Add Conditions Button.

A Template is a group of Authorization Conditions gathered for a particular purpose. Creating templates where the Conditions will be the same every time (for example, Scale Site Authorization – Piece) is efficient and time saving. Each template is associated to a Scale Site type, Scaler (piece or weight) or Mark Site Designation and Region or District by adding the pertinent conditions and then naming it. Templates can then be used for authorizations rather than having to add conditions every time. Non-applicable conditions can be removed from an authorization by clicking the Remove button beside the conditions.

cale Ac	Iministration and	<b>Control Syst</b>	tem (SCS)	ests and Ra
rine . An	oparte. Creale	Handhelt Manage	arant Administration	
caler /	Authorization - Cr	eate		SCS: P064
caler Aut	horization			
Authoriz	atos #			
Authoriz	ed Scaler Licence # 850F	Search		
Effective	Bate: 2000010	9 <b>B</b>		
Expline D				
Rep/Dis		-		
		emioops Forest Distri	ict Mil	
District	Vidu? Yes 💌			
b Funct	ions			
Fiece				
Weigh				
ste				
	and Developments			
ecial Fo	rest Products			
	rest Products			
Coge	rest Products			
]Loga ]Corits ]Deadhea	d			
]Loga ]Conts ]Deadhea ]Fire Wood	d 1			
] Loga ] Carls ] Deathea ] Fire Woo ] Nining Tir	d 1 mbors			
Copy Conts Deadtwar Fine Wood IN ning Tir Poets an Rootbudi	d 1 mbors 4 Radis			
Copy Conts Deadtwar Free Wood I Nining Tir Posts and Rootbudk Rootbudk	n mbors 1 Rails			
Carls Carls Deathan Frie Wood Nong Til Posts and Rootbudi Bolts Bio Shakes Stakes an	d 1 mbors 1 Radis dis. Blanks			
Conts Conts Deadhan Fine Wood I Mining Tir Posts and Rootbudt TBolts, Bio Shakes	d 1 mbors 1 Rails dis. Blonks 1d Stidla			6
) Loga I Cants I Teadhan I Tea Woor I Nining Tir I Posts an I Rootsudi I Bolts, Bio I Shakes I Shakes I Christma	d 1 Inters IRadis dis Blanis Id Stada STocs			5
Logy Conts Deadtwo Prie Wood Nining Tri Posts and Rootsudi Bots, Bio Shakes Stakes at Christma nditione	d Inters I Rails dis Blanks S Trees	Mandatory	Description	2
ILoga ICants Ine Wood Inform The Posts and Roots Bio Roots Bio Stakes IContstma IContstma IContstma	d Inters I Rails dis Blanks S Trees	Mandatory? Yes	Description This scalar must onsure the conditions of scale for the scale site are met and report to the Foreal Service where they are notimed	Патрия
Coge Cants Deathan Fire Wood Posts and Roots and Roots and Stakes Stakes an Information ordition #	d smbors siRaits ds. Blands sTress sTress stresstres		The scalar must ensure the conditions of scale for the scale site are met and report to the Forest Banks where they are not must a completed "Date site Lodge" or "Scalar's Derry" must be knowed at the the balant	Remove Remove
Coga Conts Incortos Incortos Processon Recetual Recetual Recetual Recetual Recetual Sectos Stakes Stakes or Contesma condition or Contesma	d 1 mors dis Bionis dis Bionis a Trees a Collers OBLICATION Collers OBLICATION Collers OBLICATION	Yes	The scalar must ensure the conditions of scale for the scale site are met and report to the Forest Service where they are not met A completed Table Set Ledger for Table's Dary "must be knowled to the Definit Office as directed by the Definit Scaling Supervisor. All loaded bucks must be weighted entering the site and reweighted empty after.	
Coge Conts Deadtess Deadtess Deadtess Prestant Roots and Rootsuik	d b mbors fiRails dis.Blanks id.Stats s Trees s Trees s Trees s CouleRes OBLICATION - CONDITION OF SCALE LEDGER OR DAMAY RECURRENEENT	Yes Yes	The scalar must ensure the conditions of scale for the scale site are met and report to the Forest Bence where they are not met. A completed "Disks bite Ledge" or "Disks"'s Deny" must be knowned to the Dohot Others as dense by the Dohot Boshing Scalarias used. All loaded trucks must be weighted eleting the site and reweighted empty after unloading and prior to leaving the scalar stated without hist contacting the local Forest Loade of summitted times must not be scalar without hist contacting the local Forest.	[ Remove ]
Durge Conts Devotes In a two- In a two-	d smoors siRaits dis.Bitonis si Statas s Tress Soulers oblication colubrition of scale benefic for bulky regularevent weight nis of TRUCKS	Vos Yes Yes	The scalar must ensure the conditions of scale for the scale site are met and report to the Forest Benke where they are not mult a completed Toole Cale Loging from Stoker's Deny must be browned to the Defined Office as detected by the Defined Scalary Stokerway. All looded tools must be weighted entering the site and reweighted empty after unicable grant prior to low/in the scalary stoker.	Remove Remove
Clogy Conts Deactas In a two Posts an Posts an Posts an Rectual Eots, Bio States States at Internation States at Internation Continue T Containe T Containe T Containe T Containe T Containe Con	d shoers shalls ds. Blands ds. Blands sheess sheess blackers constraints c	Yes Yes Yes Yes Yes Yes	The scalar must ensure the conditions of scale for the scale site are met and report to the Foreial Service where they are notimal A completed Toole Sele Leader of Tooler's Toory must be baroarded to the Defined Office as detected by the Defined Scaling Storeway. All loaded toolers must be weighted ensuring the site and reweighted empty after uncacing and prior to teaving the scaling station. Loade of unmarked trader must be backed without that contacting the local Forest Service Office Tool for SA Condition Ted for SA	Remove Remove
Clogy Conts Deactas In a two Posts an Posts an Posts an Rectual Eots, Bio States States at Internation States at Internation Continue T Containe T Containe T Containe T Containe T Containe Con	d shorrs iRails ds.Biznes sites sites stress st	Y65 Yes Yes Yes Yes	The scalar must ensure the conditions of scale for the scale site are met and report to the Foreial Service where they are not must a completed Toole bit Leader for "Scalar" they "must be broaded to the Definition Once as detected by the David Scaling Scalarway. All loaded thus must be explored ensuring the site and reweighed empty after uncoding and prior to leading the scaling station. Loade of ennanthied Indiar must not be scaled without first contacting the local Foreign General Once is monitorium. Condition Test for SA	Remove Remove Remove Remove
Logx Conts Deadtaon Fire Wood INning Tit Poets and Rootbudk Bolts, Blo Shekes Stakes an	d shoers shalls ds. Blands ds. Blands sheess sheess blackers constraints c	Yes Yes Yes Yes Yes Yes	The scalar must ensure the conditions of scale for the scale site are met and report to the Foreial Service where they are notimal A completed Toole Sele Leader of Tooler's Toory must be baroarded to the Defined Office as detected by the Defined Scaling Storeway. All loaded toolers must be weighted ensuring the site and reweighted empty after uncacing and prior to teaving the scaling station. Loade of unmarked trader must be backed without that contacting the local Forest Service Office Tool for SA Condition Ted for SA	Remove Remove Remove Remove Remove

Figure 7.21 Conditions Added.

Create

Condition #	Tida	Wandatory?	Description	
17	SCAD RECEIVATION - CONDITION OF SCALE	1 ни	The scale must ensure the conditions of scale to the scale site are met and report to the Forest Service where they are not met.	Remove
78	LEDGER OR DIVRY RECUREMENT	Yes	A completed "Scale 3 to Lodger" or "Scale"s Dian," must be forwarded to the District Office as checked by the District Scaling Supervisor	Denove
78	WEIGHING OF TRUCKS	Yes	All loaded hucks must be weighed entering the site and reweighed empty after unloading and prior to leaving the scaling station.	Remove
80	UNMARKED TIMBER	Yes	Loads of unmarked limber must not be scaled without first contacting the local Forest Service Office for instructions.	Renove
1243	Selectum SA	Yes	Concilian Text for SA	Remove
1282	Selenium SA	Yes	Condition Text for BA	Remove
1282	Selenium BA	Yes	Concition Text for 8A	Renove
76	PRIOR TO SCALING -	No	Before scaling at each site the scalar must familiarize himself with the conditions of scale for the site and ensure part timber mark has been approved for scaling at that site.	Remove

Figure 7.22 Remove Conditions.

## Handheld Management

Handheld Management is accessed from the "SCS – Handheld" menu and accessibility of what is displayed will be dependent on the User role (see Figure 8.1). Handheld management allows the data transfer of VM files and XML files to transfer data from the handheld device to or from the database. To upload, the data must be at a local location accessible from the User's workstation.

Scale Administratio	n and Control System (SCS)	Ninatry of Forests and Range
Welcome	lipping Chucki Scale Lipping Size Inspection Download Questions	SCS: P001
	Welcome to the Scale Administration and Control System (SC	S)
Version:	02.00.36	
Environment:	PROD	
Server:	TINSEL	
User:	CGLIDSTO	
Role:	SCS_SYS_ADMN	
	The Scale Administration and Control System (SCS) supports the Ministry's risk rating, ad control requirements for the Cruising, Scaling, and Waste programs.	ministrative and data
Note:	Hover the mouse over a menu item for details about the item.	
Current News:	Welcome to the Scale Administration and Control System	

Figure 8.1 Handheld Management Menu.

### 8.1 Handheld Management List

Data Transfer	Screen Number	Explanation
Check Scale	SCS:P101	Allows the User to upload Check Scale data from VM file structures.
Site Inspections	SCS:P102	Allows the User to upload Site Inspection data.
Inspection Questions	SCS:P104	Allows the User to download Site Inspection Questions.

### 8.2 Buttons

Button	Explanation
Browse	Allows the User to navigate, locate and add files that need uploading.
Upload	Allows the User to upload the files listed in the Upload File Name field.
Download	Allows the User to hyperlink to the .xml files.

### 8.3 Parameters

In each of the Upload Parameters screen there is only one mandatory Parameter (indicated by the red asterisk \* before the field name) to complete – the File Format (see Figures 8.2 and 8.3).

+ SCS Home			+ Help
Scale Admi	nistration and Co	ontrol System (SCS)	Forests and Range
Queries Reports	Canara Canara	liarchait liaraganant 🖉 Adhirichailte	
Data Trans	fer - Check Scal	0	SCS P101
Upload Data File			
* File Name:	Brow		
Uplead			
·Feedback ·Diacteline	e -Privacy -Copyright		Ministry of Faresta & Range

Figure 8.2 Check Scale Parameters.

Scale Administration and Control System (SCS) Game Rents Control System (Administration	Forests and Range
Data Transfer - Site Inspection Upload Data File	SCS: P102
* File Rame	
Upload	
Headauk Gialamar Hysay Cuproli	Ministry of Parents & Range

Figure 8.3 Site Inspection Parameters.

# **Administration - Work Bench**

9

### 9.1 Work Bench

Work Bench screen accessed from the Administration menu (see Figure 9.1, SCS:P002) displays expiring authorizations. An expiring authorization is one that has an expiry date within 30 days of today's date. The User can choose to extend the authorization by a fixed period of five (5) years (only for Site Authorizations) or any other value up to five (5) years by clicking the "Add" button. Upon returning to the Work Bench screen (SCS:P002) the authorization that has just been added will not be present. The User may also remove the authorization which will effectively leave it to expire at the expiry date. Upon returning to the Work Bench screen the removed authorization will not be listed. See Chapter 14 – Work Bench Functions for more information on the functions of this page.



Figure 9.1 Work Bench Menu.

### 9.2 Buttons

Queries Menu	Explanation
Add	Allows the User to extend an expiring Scale Site Authorization and Mark Site Designation. For example, If the item is a Site Authorization then clicking "Add" will present the Site Authorization screen SCS:P065 showing that the expiry date has automatically been updated by 5 years. If the User wants to change this date, then the details may be edited by clicking the "Edit Record" button. The Add button must not be used with Scaler Authorizations. They must be created new on expiry.
	This item will not appear on the Work Bench screen again. If the item remains untouched it will continue to display until an extension has been added or the current date is greater than the expiry date and it has expired.
Remove from List	Allows the User to remove the record from the list and refreshes the Work Bench screen.

### 9.3 Hyperlinks

Some fields displayed in the Work Bench screen are hyperlinked to other screens within the application. These fields are displayed in blue (see Figure 9.2). For example, when any of the Authorization # hyperlinks from the Expiring Scaler Authorization screens are clicked the Scaler Authorization screen (SCS:P065) is displayed (see Figure 9.2).

When an authorization number hyperlink is clicked it will return to the Edit Authorization screen. There the User can Edit, Delete or Create a Letter for this Authorization (see Figure 9.3).

Scale Adm		n and Co		stem (SCS)	-				Forests and	Range
Work Ber									SCS: P002	1
Expiring Scale Zero records for		ins								
Expiring Scale	Site Authoriz	ations								
Authorization #	Effective Date	Expiry Date	Scale Site #	Scale Site Name				2		
203612	2001-10-03	2000-10-03	65N	E.W.COHEN		Remove from List	A01			
270512	2008-10-07	2009-10-05	5457	GREG SCHACHER	6	Remove from List	Add			
254440	2007-10-10	2009-10-09	L27	TEAL CEDAR, MOBILE		Remove from List	Add			
242374	2005-05-30	2009-10-15	C16	TADPOLE TOWING VIRTUAL	6	Remove from List	Add			
212892	2908-10-15	2009-10-15	2CN	WORK CHANNEL & AREA WO	8	Remove from List	Add			
223529	2007-10-25	2009-10-25	H53	MILESTONE LOG HOME'S	6	Remove from List	Add			
264808	2007-10-26	2009-10-25	42K	0790789 BC LTD		Remove from List	A00			
188197	2005-01-01	2009-10-31	305	TOLKO NICOLA VALLEY DIV	E	Remove from List	Add			
264973	2007-11-02	2000-11-01	N27	MCPHILLIPS MLL		Remove from List	Add			
Expiring Mark	Site Designat	tions								
Authorization #	Effective Date	Expery Date	Tember Mark							
339702	2007-10-05	2009-10-03	83401	Remove from List	Add	1				
339703	2007-10-05	2009-10-03	83401	Remove from List	Add	1				
339799	2007-11-06	2000-10-03	83401	Remove born List	Add	1				
361433	2006-12-13	2009-10-03	NCOCM	Remove from List	Add	Ĩ				
383582	2005-10-05	2009-12-03	T0613E	Remove from List	Add	No. of Concession, Name				
383583	2005-10-05	2009-10-03	T0513E	Remove from List	Add	1				
383584	2005-10-05	2009-10-03	T0513E	Remove from List	Add					
383585	2005-10-05	2009-10-03	T0513E	Remove from List	Add	1				
383595	2005-10-05	2009-10-03	T0513E	Remove from List	Add					
383587	2005-10-05	2009-10-03	T0513E	Remove from List	Add	ž.				
303508	2005-10-05	2009-10-03	T0513E	Remove from List	Add	3				
386328	2006-12-27	2009-10-03	T0513E	Remove from List.	Add	-				
and the second second second	a bar on family in such	Charles and a strend of		true&idSelected=203612		in the second se		Local intranet   Protected Mr		100%

Figure 9.2 Hyperlinks in Work Bench.

Scale Site Aut	thorization	SCS: P062
Scale Site #: 65N S	Scale Site Name: E. W. COHEN Region: Southern Interior Forest Region District: Central Cariboo F	orestDiated
cale Site Authorizat	tion	
Authorization #:	203012	
Scale Site #:	6574	
Effective Date:	2001-10-03	
Expiry Date:	2009-10-03	
Expected Annual Sc	cale Volume: 10	
Cancellation Date:		
Cancellation Reason		
Status:	Active	

Figure 9.3 Edit Scale Site Authorization Screen.

# Administration - Maintenance

10

Administration items are accessed from the SCS Menu. When the Administration – Maintenance menu item is clicked a list of Maintenance items will be displayed (see Figure 10.1).



Maintenance Menu	Unique Screen Number	Explanation
Templates	SCS:P080	Allows the User to view, create, delete or edit a list of SCS application template. The delete button is only available to a User with the role of System Administrator. The list of Templates can be filtered by type from a drop-down and/or sorted by any of the column headers.
Conditions	SCS:P083	Allows the User to view a list of SCS conditions. The create, edit and delete button is only available to a User with the role of System Administrator. The list of Conditions can be filtered by type from a drop-down and/or sorted by any of the column headers.
Questions	SCS:P079	Allows the User to view a list of SCS questions. All questions are displayed and no filter is involved. The create, edit or delete button is only available to a User with the role of System Administrator.
Signature Blocks	SCS:P098	Allows the User to view, create or edit a SCS Signatory block. The list of Signatories can be filtered by type from a drop-down list. The delete button is only available to a User with the role of System Administrator.

Figure 10.1 Administration Maintenance Menu.

Maintenance Menu	Unique Screen Number	Explanation
Exam/Upgrades	SCS:P086	Allows the User to view, create, or edit an SCS exam result. The list of Templates can be filtered by type from a drop-down list. The delete button is only available to a User with the role of System Administrator.
Appointment Types	SCS:P089	Allows the User to view, create an Appointment Type. All conditions are displayed and no filter is involved. The delete button is only available to a User with the role of System Administrator.
Valid Licence Attributes	SCS:P092	Allows the User to view, create or edit Valid Licence Attributes is displayed and no filter is involved. The delete button is only available to a User with the role of System Administrator.
Authorization Conditions	SCS:P095	Allows the User to create or edit Valid Licence Attributes is displayed and no filter is involved. The list of Conditions can be filtered by type from a drop-down list. The delete button is only available to a User with the role of System Administrator.
Systems		Allows a User with the role of System Administrator to add Current News to the SCS application.

### 10.1 Buttons

Maintenance Buttons	Explanation
Refresh	When clicked the currently displayed screen will be updated and reflect the chosen filter.
Add	When clicked the User can create records.
Delete	When clicked the User is prompted to confirm the deletion. Once confirmed the record is removed from the screen. The delete button is only available to a User with the role of System Administrator.
	Sometimes a record is associated to a Scaler, for example, an Exam/Upgrade #. In this case, SCS will return a message to the User stating: "The current record has been associated to a Scaler. Please set an expiry date for this Exam/Upgrade."
Reset	When clicked returns the User to the default state by clearing all of the fields the User may have entered.
Save Record	When clicked the record the User was editing or creating will be added.
Dele te	The delete button is only available to a User with the role of System Administrator.
Edit Record	When clicked the User can change the record.

### 10.2 Hyperlinks

Some screens within SCS have hyperlinks to that navigate to another screen within the SCS application. These fields are displayed in blue (see Figure 10.2). For example, when the Maintain Authorization Conditions screen (SCS:P083) is displayed the "Condition #" highlighted in blue can be clicked to display a pop-up window with the corresponding condition details (see Figure 10.3).

aters D	dministration and Control System (SCS) south Create Handrell Management Adminatiation	*			Forests and Ran
Maintai	n Conditions				SCS: P083
Condition	5				
litter: All	· Retreat				
Sort Order	Condition Name	Type	Site Type	Expiry Date	
0	COMPLIANCE WITH FOREST ACT	SCA		0999-12-31	
0	FAILURE TO COMPLY WITH CONDITIONS	904		9999-12-31	
0	ORDERLY SCALING	SCA		9999-12-31	
0	SCALE PROCEDURES-UNIQUE RETURN NUMBER	9CA		9999-12-31	
0	SCALE PROCEDURES-SCALED PARCELS	SCA		9099-12-31	
0	ACCURATE RECORDS RETAINED BY SCALER	SCA		9999-12-31	
0	PRIOR TO SCALING- CONDITIONS	SCA		9999-12-31	
0	SCALERS OBLIGATION- CONDITION OF SCALE	SCA		9999-12-31	
0	LEDGER OR DIARY REQUREMENT	SCA		9099-12-31	
0	WEIGHING OF TRUCKS	SCA		9999-12-31	
8	UNWARKED TIMBER	SCA		9999-12-31	
٥.	RESPONSIBILITY OF WEIGHMASTER	SCA		9999-12-31	
0	MIXING SCALED AND UNISCALED TIMBER	SCA		9999-12-31	
0	NOTATION ON SCALED LOGS	SCA		9999-12-31	
0	SCALE MALFUNCTIONS	BCA		9999-12-31	
0	LLEGIBLE MARK	SCA		9999-12-31	
0	IDENTIFICATION OF SCALED LOADS	9CA		9999-12-31	
0	LOADS NOT MEETING STRATA SPECIFICATION	SCA		9999-12-31	
0	AUTHORITY TO BYPASS THE WEIGHT SCALE	SCA		9099-12-31	
0	FOREST SERVICE RIGHT OF ACCESS	SCA		9999-12-31	
0	DEVIATIONS FROM SAMPLE PLAN- REPORTING	SCA		9999-12-31	
0	CANCELLATION/SUBSTITUTIONS OF SAMPLES	SCA		9999-12-31	
0	TERMINATION ON SUSPENSION/CANCELLATION	BCA		9999-12-31	
0	CANCELLATION OF PRIOR AUTHORIZATIONS	SCA		2999-12-31	
•	COMPLIANCE WITH FOREST ACT	SEA	P.S.W	9999-12-31	
0	ENLURE TO COMPLY WITH CONDITIONS	SLA	户,泉,安	9999-12-31	
0	CHECK SCALE - SET ASIDE PROVISION	SIA	P.S.W	0000-12-31	
	CHECK SCALE - DETAILS RETAINED AT SITE	SIA	P.5.W	9999-12-31	

Figure 10.2 Hyperlinks on a Maintain Authorization Conditions.

	Administration and Control System (SCS)					Forests and Range		
	ain Conditions					5CS P084		
militie					Condition De			
on one of the	009				Conception (ve	tants		
- 4	u - (Rateat.)				Condition #			
	and a second				Type: Tota	Scale Autoration COMPLIANCE WITH FOREST ACT		
otors	Er Condition Name CONFLIANCE WITH FOREST ACT	SCA	the type	Expiry Date 1995-10-21	Mandatory?			
	FALLINE TO COMPLY WITH CONDITIONS	9CA		1096-12-21	Bort Order			
	ORDERLY SCALNO	SCA		100012310				
	SCALE PROCESSINES UNIQUE RETURN NUMER	BCA		1008-12-21	Effective Dele			
	ECAL PROCEDURES SCALED PARCELS	BCA		1000122011	Expiry Date:			
	ACCURATE RECORDS RETAINED BY SCALER	BCA		1000-12-21		all scaling shall be conducted in	- A	
	FILEA TO SCALING CONCIDENTS	804		-	Condition Text	accompanies with Fart 6 of the Footent Let. the Staling Repulation, the	1	
	SCALERS OR GATION CONDITION OF SCALE	BCA		1009-12-21		Fromes Decrice Scaling Samuel and	3	
	LEDGEN ON DUNTY REQUIREMENT	BCA.		88843.01	-	Recentry policies and provedures .		
	WEIGHNING FRUCKS	BCA		8999-12-21	Edit Conditio	n. [Delete] A		
	LINGWARKED THREE A	SCA		MIN-12-21	-			
	REPONDED TY OF WEIGHWAITER	BGA		8889-12-21				
	MITTING SCALED AND UNSCALED TIME!	BCA		BHH-13.21				
	NOTATION ON INCALED LOOP	BCA.		0000-12-21				
	SOUL INFUNCTIONS	SCA.		9999-15-21				
	LEOBLEMAN	BCA.		1009-12-21				
	CONTRICTOR OF BEALED LONGS	BCA.		866-1231				
	LONDS NOT MEETING STRATA SPECIFICATION	804		0000-10-01				
	AUTHORITY TO BY WARE THE WEIGHT BOALS	SCA.		1006-0221				
	FOREST SERVICE RIGHT OF ACCESS	SCA		9999-15-01				
	DEVIATIONS FROM SAMPLE PLAN. REPORTING	BCA.		8998-12-21				
	CANCELLATION BUBSTITUTIONS OF SAMPLES	SCA		9996-13-01				
	TERMINATION ON BUSINESSION CANCELLATION	BCA.		8999-10-21				
	CANCELLATION OF PRICE AUTHORIZATIONS	SCA.		1009-12-21				
	COMPLIANCE WITH FOREST ACT	84	1.2.4	886-10-27				
	FALLING TO COMPLY WITH CONDITIONS	SiA .	产发展	8899-12-31				
	CHECKSCALE-BETAILOR PROVINCE	84	P.3.H	8896-10-27				
	DHECK BOALE - DETAILS RETAINED AT \$15	BA	P.5.W	8999-12-21				
	LEDGER OR DURY REQUIREMENT	14	P.S.H	885-10-21				
	annekong hegunasant	BA.	P.5.W	1999-12-21				
	BUCKING FRIDA TO SCH.E	84	P.5.W	1105-12-21				
	SCK-IND FORMS	BiA	P.5.W	8999-12-21				
	BCALING AMEABASICEMANCE	214	P.S.H	8899-10-21				
	and operator, consumptions	BA	P.5.W	8999-12-21				
	ADEQUATE STATE NO LEVEL	\$14.	P.S.H	8995-12-21				
	HOTICE HE STARTENC OF SCALING	BA.	P.5.W	8899-12-21				
	INATERPROCE TAGE ON BOALED PARCELS	514	P.S.H	8995-12-31				
	Unitwifiled Longs - Instituctions	EIA.	P.5.W	8899-12-21				
	DENTFICATION OF SCALED LOADS	SIA	P.S.H	8998-12-21				
	SCALING MUST ME REFORE DECKING	EA	P.5.91	8890-12-31				
	WEIGHING OF TRUCKS	54	书末;将	896-12-21				
	AUTHORITY TO EVENING THE WEIGHT BOALS	SA.	产制制	8899-12-21				

Figure 10.3 Result of Clicking Hyperlink.

### 10.3 Mandatory Fields

Mandatory fields are identified with a red asterisk \* beside the field name. If the User fails to enter the mandatory field the query screen will be displayed with a message explaining that the field is required (see Figure 10.4).

Te	emplate Detail	S
	Template #:	1061
*	emplate Name:	BRIAN-001-SSA
*	Туре:	Scale Site Authorization
*	Reg / Dist:	RCO - Chilliwack Forest District

Figure 10.4 Administration Mandatory Fields.

### 10.4 Who Did It?

The "Who Did It" Icon allows the User to view the creator of the record, who last updated it and the time of the update (see Figure 10.5).

Parameter	Value
When it was Created	Date and Time the record was created. Example: 2008-01-02 – 11:42:53
Who Created	The User who Created the record. Example: - IDIRSCS_SYS_ADMIN
When Updated	The date and time the record as last updated. Example: 2008-01-02 – 11:42:53
Who Updated	The User who last updated the record. Example: 2008-01-02 – 11:42:53
Revision Count	The number of times the record has been revised.

🙆 Who did It? Webpage Dialog					
Parameter	Value				
When Created:	2008-01-02 15:40:53				
Who Created:	IDIRSCS_SYS_ADMIN				
When Updated:	2008-01-02 15:54:11				
Who Updated:	IDIRSCS_SYS_ADMIN				
Revision Count:	1				
Close					

Figure 10.5 Who Did It? Pop-up Window.

## **Functions**

# 11

This section describes step-by-step instructions for performing specific tasks.

### 11.1 Client

### 11.1.1 Search for a Client

- SCS llome		- Help Nicisary of 20 - Market
Scale Admir	istration and Control System (SCS)	Forests and Range
Queries - C Choose your search	ient	SCS: P003
Parameter	Scarch Data	
Client (Client / Loc): Company Name:	0000486% /	
Last Name:	Dogo	
First Name:	KEN	
Choose your sort o	rder. Secondary Sort	
Client Submit Reset	9 9	
-Peedback -Disclaime	-Регион -Соругари	Viensity of Parents & Range

To search for a client to determine their Client # and Location Code:

- 1. Select "Queries" menu.
- 2. Select "Clients".
- 3. SCS displays the Queries –Client screen (SCS: P003).
- 4. Enter search parameters.
- 5. Select sort sequences.
- 6. Click 'Submit" button.
- 7. SCS displays "Queries Client Results" screen (SCS:P004).

### 11.2 Scalers

### 11.2.1 Search and View for a Scaler

SES Home		- Internet of Parts of Parts and Range		
	istration and Control System (SCS)			
kerke Reports	Create Handhold Hanagament Administration	600 2001		
Queries - Se	calers	SC3: P005		
Choose your search	parameters.			
Parameter	Search Data			
Licence #:	6004			
Reg   Dist	RCO - Chilliwack Forest District			
Scaler (Chent / Loca	, 02			
License Type:	Scaling 💌			
Last Name:	Dooth			
First Name:				
Appointment type:				
From Hipgrade	<b>X</b>			
Choose your sort of	nder			
Emmary Sort	Secondary Sort			
Submit Reset				
S III III IOSSEI				
Peedback Disclosure	-Privacy -Copyright	Ministry of Foresta & Range		

To search for and view Scaler records that match parameters defined by the User:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays the Queries Scaler screen (SCS: P005).
- 4. Enter search parameters.
- 5. Select sort sequences.
- 6. Click 'Submit" button.
- 7. SCS displays "Queries Scaler Results" screen (SCS: P006).
- 8. Click "Licence #" hyperlink for a specific record.
- 9. SCS displays "Scaler Record" screen (SCS:P008).
- 10. To view specific Scaler information click on the appropriate Tab.

There is another way to search for a Scaler, and that is with the Scaler Record Screen:

- 1. On the Scaler Record screen (P012), click Search.
- 2. SCS displays SCS:P005.
- 3. Follow the steps above 4 -10.

### 11.2.2 Create a Scaler

eries Reports	Create	Inscheit Veragement	Administration	6		Forests and Rans
Scaler - Creat	e					SCS: P007
Uconco # Scoler (Clent / Loc) Reg / Dist Licenco Type: Effective Date Scalor Oath Takon	✓ Scaling     20050101	Search	R			
Appointment: Province Wide? Effective Date: Expiry Date: Back: Faxist Science:	Non-Card	a .	Exam / Upgrodie Completed By:	Weighmacter Endorsement	M	

To create a Scaler function allows the User to create a new Scaler Record:

- 1. Select "Create" menu.
- 2. Select "Scalers".
- 3. SCS displays "Scaler Create" screen (SCS:P007).
- 4. Search for Scaler (Client/loc) (must be in CLIENT) by clicking the search button and following the steps for "Search for Client" beginning at step 4 or enter a valid Client number.
- 5. Enter all **mandatory** data and any non-mandatory fields and/or Search for Scaler (Client/Loc).
- 6. Enter either the "Appointment" or "Exam Upgrade" information.
- 7. Click 'Save Record" button.
- 8. SCS displays the "Scaler Record" screen (SCS:P008).

### 11.2.3 Edit Scaler

SC5 Home	• Be
Scale Administration and Control System (SCS)	Forests and Range
ecres 🖕 Records 💫 🖕 Create 👡 Handheld Management 🖕 Administration 🦕	
Scaler Record	SCS: P008
Incence & 1004 Name (2001) CLI TORD Region CostToned Region Dalactic Chilesoft Credit Search	
Summary Antonese Authoritesiane Coasis States Coasis/Epgendes Appointments Performance Senants	
LICARCIN R: BDD4	
Scaler (Client (Loc): 00011400 (00	
Reg/ Dat Chill weck Forest District	
Licence Type: Scaling	
Effective Date: 1960-04-08	
Expiry Data:	
Scaler Oath Taken? Yes	
Ficence Status: VAFUD	
Edit Record	
Peerback -Osconator -House -Ospanat	
COMPACT CONTRACTOR OF A CONTRACTOR OF	Missility of Poresh-& Rea

To edit Scaler's Information:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. Search for "Scaler" that requires editing.
- 4. SCS returns "Queries Scalers- Results" screen (SCS:P006).
- 5. Click **'Licence #'**' hyperlink for a specific record.
- 6. SCS returns the "Scaler Record Summary Tab" screen (SCS:P008).
- 7. Click "Edit Record" button.
- 8. SCS displays "Scaler Record Edit" screen (SCS:P009).
- 9. Edit applicable fields.
- 10. Click 'Save Record" button.
- 11. SCS displays updated "Scaler Record' screen (SCS:P008).

### 11.2.4 View Scaler Address

Windty of Forests and Rang skn
SCS: P010
gen District: Campbell Stor Forest Flight Search
In mark by Turna va

To review a Scaler's Address:

- 1. Select "Queries" menu.
- 2. Select "Scalers" from the drop-down list.
- 3. Search for "Scaler" that requires viewing.
- 4. SCS returns "Queries Scalers Results" screen (SCS:P006).
- 5. Click "Licence #" hyperlink for a specific record.
- 6. SCS displays the "Scaler Record Summary Tab" screen (SCS:P008).
- 7. Click "Address" Tab.
- 8. SCS displays "Scaler Record Address" (SCS:P010).

# 11.2.5 View Scaler Authorizations Authorization Detail and Authorized Scale Site

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caler Re	cord							SCS: P011
icence #: 801	D Name: 1.06	EWEN, CORNE	UUS Regio	n: Coast Fore	stRegion District: Cam	phel River F	oreal District	Search
Summery Adds	Authorizatio	al Check Sock	e Exeres/Uppred	es Appointer	n Performance Remarks			
iter: All	Reliest	- Personal and a second		-				
itten: [								
Authorization #	Effective Date	Expiry Date	Authorized Sites	District Wide?	Authorized District	Status	Authorization Letter	
Authorization P		1992-12-31	18A	No	RCO - Campbell River	Expired		
108010	1992-11-20	Tables Land			Forest District			

To Review a Scaler's Authorizations:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler" that requires viewing.
- 5. SCS returns "Queries Scalers Results" screen (SCS:P006).
- 6. Click "Licence #" hyperlink for a specific scaler.
- 7. SCS displays the "Scaler Record Summary Tab" screen (SCS:P008).
- 8. Click "Authorizations" Tab.
- 9. SCS displays the "Authorizations" screen (SCS:P011) with a list of Authorizations.
- 10. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 11. Click "**Authorization** #" hyperlink SCS to see Authorization details as displayed on the "Scaler Record Authorization" screen (SCS:P065).
- 12. Click "**Authorized Sites**" hyperlink to see Authorized Sites details as displayed on the "Scale Site Record" SCS:P046.

### 11.2.6 Create Scaler Authorizations

Scale Administ	tration and C	Control System (SCS)	Ninstry of Porests and Range
Scaler Authori			SCS: P063
Scaler Authorizatio Authorization 1: Authorization 1: Bitective Date: Expiry Date:		Scarch	
Heq (Dist:     District Wide?		×	
Dack Reset Ad	dd Conditions		Mins by of Potesta & Resp

To create an Authorization for a Scaler's Record:

- 1. Select "Create" menu.
- 2. Select "Scaler Authorization".
- 3. SCS displays the "Scaler Authorization Create" screen (SCS:P063).
- 4. Click "Search" to search for the "Scaler Authorization".
- 5. Enter **mandatory** and any non-mandatory fields and/or Search for Scaler (Client/Loc) Enter.
- 6. Click "Add Conditions" button.
- 7. SCS displays "Scaler Authorization Create" screen (SCS:P064).
- 8. Enter Job Functions, Scale Sites.
- 9. Enter Conditions. Conditions can be entered in 3 ways:
  - ? If you know the Condition number it can be entered manually,
  - ? Search for the Condition,
  - ? Add a Template.
- 10. Click "Save Record" button
- 11. SCS returns to "Scaler Authorization" screen (SCS:P065) displaying added authorizations.

# 11.2.7 Edit Scaler Authorizations



To edit an Authorization associated to a Scaler's Record:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays "Queries Scalers" screen (SCS:P005).
- 4. Enter mandatory and any non-mandatory fields.
- 5. Click 'Submit" button.
- 6. Click "Authorizations" Tab.
- 7. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 8. Click "Authorization #" hyperlink for a specific authorization
- 9. SCS displays "Scaler Authorization" screen (SCS:P065).
- 10. Click "Edit Record" button
- 11. SCS displays "Scaler Authorization Edit" screen (SCS:P064).
- 12. Edit fields as applicable.
- 13. Click "Save Record" button
- 14. SCS displays "Scaler Authorizations" screen (SCS:P065).

# 11.2.8 Cancel Scaler Authorizations

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ter er	, Barra	. Onte	, Hartsof Rangement, Administration, Sciences	
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Scal	er Authorization			
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	Cancellation Date:		2	
			-	
	Cancellation Reason:			
			2	
18	Rog ( Dist:		×	
	District VAde?	No v		

To cancel an Authorization associated to a Scaler's Record.

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 4. Search for "Scaler" that requires viewing.
- 5. Click **'Licence #**" hyperlink for a specific scaler.
- 6. SCS displays the "Scaler Record" screen (SCS:P008).
- 7. Click "Authorizations" Tab.
- 8. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 9. Click "Authorization #" hyperlink.
- 10. SCS displays "Scaler Authorization" screen (SCS:P065).
- 11. Click "Edit Record" button
- 12. SCS displays "Scaler Authorization Edit" screen (SCS:P064).
- 13. Enter "Cancellation Date" and "Cancellation Reason".
- 14. Click "Save Record" button
- 15. SCS displays "Scaler Authorizations" screen (SCS:P065).

# 11.2.9 View Scaler - Check Scales

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	r Record				an Bainct Ch			Sear	-	s	C5. P012	
Check : Nature Volume Volue	Advector Advertación Scale Statistica Scale Statistica Scale Summary	-		pgrudica Apoximientik	Performaneo Romaña							
		Primary	Secondary	Original Scale Date	Check Scale Date	Piece	Volume	Value	Replaced?	Check	Good	

To view Check Scales:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click 'Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Check Scales" Tab.
- 9. SCS displays "Scaler Record" screen (SCS:P012).
- 10. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 11. SCS refreshes "Scaler Record" screen (SCS:P012).

# 11.2.10 Create Check Scale Record

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	icale - Create		SCS P075
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	LICH .	HIW .	
Check Sca	de:		
Original Sc	cale:		
Next			
-Feeback -Dire	lature -Privace (Copyright		Ministry of Foresh & Forg

To Create a Check Scale Record for a Scaler:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click **'Licence #'** hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Check Scales" Tab.
- 9. SCS displays "Scaler Record Check Scales screen (SCS:P012).
- 10. Click "Add Check Scale" button.
- 11. SCS displays "Check Scale Create" screen (SCS:P075).
- 12. Enter "Return Type".
- 13. Select "DN' and "DDV "for "Check Scale" and "Original Scale".
- 14. Click "Next" button.
- 15. SCS displays "Check Scale Create" screen (#2) screen (SCS:P076).
- 16. Enter mandatory and any non-mandatory fields.
- 17. Click "Save Record" button.
- 18. SCS displays "Check Scale" screen (SCS:P078).

#### 11.2.11 Edit Check Scales

To Edit Check Scales Information for an individual Scaler and the detail associated with one or more check scale.

Check Scales can only be edited for Return Type = Log Tally.

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click 'Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS : P008).
- 8. Click "Check Scales" Tab.
- 9. SCS returns "Scaler Record" screen (SCS:P012).
- 10. User clicks "Check Scale #" hyperlink for Check Scale.
- 11. SCS displays "Check Scale" screen (SCS:P078).
- 12. Click "Edit Record" button.
- 13. SCS returns "Check Scale Edit" screen (SCS:P077).
- 14. Edit fields.
- 15. Click "Save Record" button.
- 16. SCS displays "Check Scale" screen (SCS:P078) with changes.

#### 11.2.12 Delete Check Scales (only System Administrator Role)

To delete a Check Scale:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click "Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Check Scales" Tab.
- 9. SCS returns "Scaler Record" screen (SCS:P012).
- 10. User clicks "Check Scale #" hyperlink for Check Scale.
- 11. SCS displays "Check Scale" screen (SCS : P078).
- 12. Click "Edit Record" button
- 13. SCS returns "Check Scale Edit" screen (SCS:P077).
- 14. Edit fields.
- 15. Click "Delete" button.
- 16. SCS prompts: "Are you sure you want to delete this record?".
- 17. Click "OK" to delete the record.
- 18. SCS removes the record from view and refreshes "Scaler Record" screen (SCS:P012).

# 11.2.13 View Exams/Upgrade Tab



To View the Exams and/or Upgrades for a given Scaler:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. Click "Submit" button.
- 6. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 7. Click "Licence #" hyperlink for a specific record.
- 8. SCS displays the "Scaler Record" screen (SCS:P008).
- 9. Click "Exams/Upgrade" Tab.
- 10. SCS displays "Exams/Upgrade Tab screen (SCS:P013).
- 11. If required, Choose "Filter" from the drop-down list, Click "Refresh".

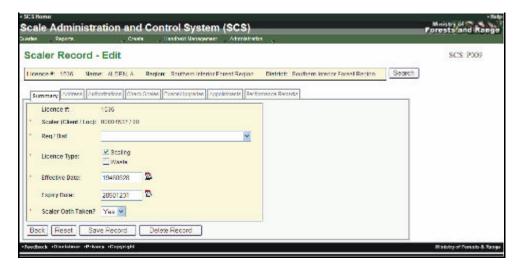
#### 11.2.14 Add Exam Upgrades

Scale Admin	histration and Co	ntrol System (SCS)			Vinsey of Porests and Range
Sharen , Heards		Handehillerepeert _ Administration _			THE PERSON NEW YORK
Exams / Up	ogrades - Create				SCS- POLB
Licence #: 6004	Name: BOOTH CLIFFORD	Region: Coast Forest Region Dist	ariet: Chill Wadk Porest District	Search	
Exams / Upgrade	r.				
* Exam/Upgrade:		¥.			
Completed By:	B				
Back Reset	Save Record				
-feedback -Okalahaar	e officiery officiers and				Ministry of Forests & Range

To add Exam / Upgrades when the Scaler has completed an exam or an upgrade:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. Click "Submit" button
- 6. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 7. Click 'Licence #'' hyperlink for a specific record.
- 8. SCS displays the "Scaler Record" screen (SCS:P008).
- 9. Click "Exam/Upgrade" Tab.
- 10. SCS displays "Exams/" screen (SCS:P013).
- 11. Choose "Filter" and Refresh
- 12. Click "Add Exam/Upgrade" button.
- 13. Screen displays Exams/Upgrades Create" screen (SCS:P018).
- 14. Enter Exam/Upgrades fields.
- 15. Click 'Save Record" button
- 16. SCS displays "Scaler Record Exam Upgrade Tab" screen (SCS:P013).

# 11.2.15 Edit Exams/Upgrades



To edit an existing Exam/Upgrade record for an individual Scaler:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click **'Licence #**" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Exams/Upgrade" Tab.
- 9. SCS displays "Scaler Record Exams/Upgrade Tab" screen (SCS:P013).
- 10. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 11. Click "Edit" button for the Exam/Upgrade to be changed.
- 12. SCS displays "Exams/Upgrades Edit" screen (SCS:P018).
- 13. Edit "Completed by Date" field.
- 14. Click "Save Record" button.
- 15. SCS displays "Scaler Record, Exam/Upgrade Tab" screen (SCS:P013).

#### 11.2.16 Delete Exam/Upgrades – System Administrator Role Only

SCS Nome Scale Administration and Control System (SCS) Uncode Uncode Uncode Administration	Binstry of Forests and Range
Scaler Record - Edit           Usence th: 1536         Name: ALDEN, A         Region: Southern Interior Forest Region: District: Southern Interior Forest Region:           Summary         Address         Address         Cred Scales         Enemaligendes         Appointments         Performance Remarks	SCS: P009
Licence ft:       1536         Scaler (Client/Loc):       00004537700         Rog (Dist       Image: Client C	
-Pordback -Discharger -Privacy -Copyright	Ministry of Porusia & Hange

To delete an existing Exam / Upgrade record for an individual Scaler:

- 1. Select "Queries" me nu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click **'Licence #**' hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Exams/Upgrade" Tab.
- 9. SCS displays "Scaler Record Exams/Upgrade" Tab screen (SCS:P013).
- 10. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 11. Click "Delete" button for the Exam/Upgrade to be deleted.
- 12. SCS prompts "Are you sure you want to delete this record?"
- 13. Click "OK" to delete the record.
- 14. SCS removes the record from view and refreshes "Scaler Record Exams/Upgrade Tab" screen (SCS:P013).

# 11.2.17 View Scaler Appointments

					scs)				Forests and Ran
des og Bepols Scaler Reco	rd	Create	andreid	lianageneri 👃	Administration				SCS: P014
Licence #: 6004	Name: BO			m: Coast Fore		District Chilliwas	k Forest District	Search	
Appointment 0	arating System	likep/ Dist	Province Wide?	Lifective Date	Expiry Date	Concellation Date	Cancellation fee	900	

To view a list of Appointments for an individual Scaler:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click "Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Appointments Tab" screen (SCS:P014).

#### 11.2.18 Add Scaler Appointments

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Scale Admi Janka (Reports	Instration and Co	ntrol System (SCS) Birdel Vesepneri - Acrition	nta 🔪	Forestaland Ray
Scaler App	oointment - Create	•		SCS: P019
Licence A: 1904	Nume: 100101,0101004	Region: Coost Local Region	Balack Chilweck Lower Colum	Seauh
Scaler Appoints	nent			
Licence Attribut	n A			
Rcg/Dist		<b>M</b>		
* Appointment		w.		
* Province Wide?	× 1			
* Effective Date:				
Expliny Date:	<b>B</b>			
Back   Densel	Save Record			
-Feedback -Dischim	er +Privacy +Opperignt			Winkery of Fernera is F

To Create an Appointment Record for a Scaler when an Appointment has been granted:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click 'Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Appointments" screen (SCS:P014).
- 10. Click "Add Appointment" but ton.
- 11. SCS displays "Scaler Appointment Create" screen (SCS:P019).
- 12. Enter "Scaler Appointment" details.
- 13. Click "Save Record" button.
- 14. SCS displays "Scaler Record Appointments Tab" screen (SCS:P014).

# 11.2.19 Edit Scaler Appointment

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caler R	ecord								SCS: P014
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<u></u>			19775	1.00		4		2	20
Summary Ad	trees Auth	orbations Credi Sceles, Econolipy	Appo	intments Ferl	trease Revents	1			
Appointment Type	Knichter System	Reg/line	Ponnos Wide?	1 Hechive Date	Lapuyitate	Cancellation Date	Cancellation Response		
	Interior	RNI - Fort Neison Forest District	No	1995-11-01	1997-10-31			Edit	Delete
Operator									

To edit the information contained in an existing Appointment record:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click **'Licence #**' hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Appointments Tab" screen (SCS:P014)
- 10. Click "Edit" button
- 11. SCS displays "Scaler Appointment Edit" screen (SCS:P019)
- 12. Edit fields as applicable.
- 13. Click "Save Record" button.
- 14. SCS displays "Scaler Record Appointments" screen (SCS:P014).

# 11.2.20 Cancel Scaler Appointment

Scaler Appoin	tment - E	dit							SCS: P019
Licence N: 609E Na	me: DAVIDSO	N ROBERT R	egion: North	em Interior For	st Region	District Fort	Nelson Forest Dist	id Search	
caler Appointment									
Licence Attribute 4:	3009								
Reg ( Dist:	RNI-FortNel	Ison Forest Dish	ct	*					
Appointment:	Operator - Inte	iono	~						
Province Wide?	No M								
Effective Date:	19961101	<b>D</b>							
Expiry Date:	19971031	2							
Cancellation Date:		₽							
Cancellation Reason:	-	1999		4					
				9					

To cancel an Appointment:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click 'Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Appointments Tab" screen (SCS:P014).
- 10. Click "Edit" button for the Appointment to be changed.
- 11. SCS displays "Scaler Appointment Edit" screen (SCS:P019).
- 12. Enter "Cancellation Date" and "Cancellation Reason".
- 13. Click "Save Record" button
- 14. SCS displays "Scaler Record Appointments" screen (SCS:P014) displaying Cancellation Date and Reason.

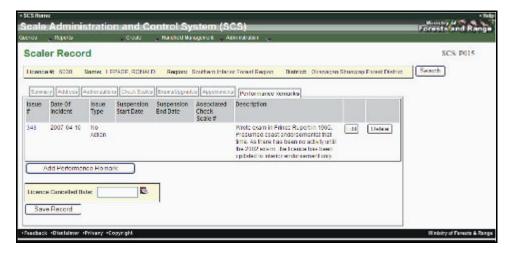
# 11.2.21 Delete Scaler Appointment – System Administrator Role Only

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Scaler R	ecord								SCS. PCI
licence #: 5/	IFE Nor	DES DAVIDSON BORERT Reg	ion: Northe	in Interior Form	d Region I	Natrict: Fort Ne	ison Forest District	Search	
00 Add						28		-	-
Serency Ad	ionas Auth	orbations Credi Sceles, DomeSipp	Appo	intments Ferl	breance Recerci				
Apportment	Kinching System	Seq/filed	Ponnos Wide?	1 Heclive Date	Liquivillate	Cancellation Date	Campellation Research		
Type			No	1990-11-01	1997-10-31			Edit	Delete
Type Operator	Interior	RNI - Fort Neison Forest District		1200-11-01	1001 10 01			Barrier I	C. C

To Delete an Appointment:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS: P006).
- 6. Click **'Licence #'**' hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Appointments Tab" screen (SCS:P014).
- 10. Click "Delete" button.
- 11. SCS prompts "Are you sure you want to delete this record?"
- 12. Click "OK" to delete record.
- 13. SCS removes the record from view and refreshes "Scaler Record Appointments Tab" screen (SCS:P014).

#### 11.2.22 View Performance Remarks



To view the Performance Remarks for a Scaler:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS: P006).
- 6. Click 'Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Performance Remarks" screen (SCS:P015).

# 11.2.23 Add Performance Remarks



To view the Performance Remarks for a Scaler.

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS: P006).
- 6. Click "Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Performance Remarks" screen (SCS:P015).
- 10. Click "Add Performance Remark" button.
- 11. SCS displays "Scaler Record Performance Remarks Create" screen (SCS:P017).
- 12. Enter mandatory and any non-mandatory fields.
- 13. Click "Save Record" button.
- 14. SCS returns to "Scaler Performance Remark" screen (SCS:P016).

#### 11.2.24 Edit Performance Remarks



To Edit or Update a Performance Remark for a selected Scaler record:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler"
- 5. SCS displays "Queries Scalers Results" screen (SCS: P006).
- 6. Click **'Licence #'** hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Performance Remarks" screen (SCS:P015)
- 10. Click "Edit" button for a Performance Remark
- 11. SCS displays "Scaler Record Performance Remarks Edit" screen (SCS: 017).
- 12. Edit fields as applicable.
- 13. Click "Save Record" button.
- 14. SCS returns to "Scaler Performance Remark" screen (SCS:P016).

# 11.2.25 Delete Performance Remarks – System Administrator Role Only



To Delete a Performance Remark for a selected Scaler record:

- 1. Select "Queries" menu on Home Page (SCS:P001).
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS: P006).
- 6. Click **'Licence #**" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Performance Remarks" screen (SCS:P015).
- 10. Click "Delete" for a Performance Remark.
- 11. SCS prompts "Are you sure you want to delete this record?"
- 12. Click "OK" to delete record.
- 13. SCS removes the record from view and refreshes "Scaler Record Performance Remarks" screen (SCS:P015) with record removed.

# 11.2.26 Cancel Scaler Licence – System Administrator Role Only



To Cancel the licence of an individual Scaler:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS: P006).
- 6. Click **'Licence #'**' hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Appointments" Tab.
- 9. SCS displays "Scaler Record Performance Remarks" screen (SCS:P015).
- 10. Enter "Licence Cancellation Date".
- 11. Click "Save Record" button.
- 12. SCS refreshes "Scaler Record Performance Remarks Tab" (SCS:P015) displaying Licence Cancelled Date.

# 11.2.27 View Scaler – Check Scales (Tab) and Check Scale Details

Scale Administratio			S)	=	=	=	_	M nutr Forest	and Ran	ge
Scaler Record								s	CS. P012	
Titoence & 8004 Minner, 19	COLL CLETCORD Reg	nine Critical Forest (Ren	prin - Dodrich: Ch	Invested in	meet Deeloc	Внак	-h			
Summary Address Address	Direck Serks Easus	Jogastica Auguminicata	Performance Remarka	1		=0;				
Check Scale Statistics										
Variance % Last 10 Checked Volume Value	Past 12 Months All									
Check Scale Summary		÷								
check ocale outlining										
Filter: Al 🖉	Refesh									
Check Primary Secondary Scale Ucence Ucence# # #	Primary Secondary Check Check Licence Licence #	Original Scale Date	Check Scale Date	Piece Diff.	Volume Variance N	Value Variance Si	Replaced?	Check Scale Type	Good Practices?	1
Add Check Scale										
Feedback (Discharger (Privery (C	o tyright							Writter	of Foresta & Re	ī

To view Check Scale Information:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS returns "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click **'Licence** #" hyperlink for a specific record.
- 7. Click "Check Scales" Tab.
- 8. SCS displays the "Check Scaler Record Check Scales Tab" screen (SCS:P012).
- 9. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 10. SCS displays "Scaler Record Check Scales Tab" screen as filtered.
- 11. Note the Licence Status on the Summary Tab (SCS:P008) is changed to "Cancelled".

# 11.2.28 Create Check Scale Record

acres , Republ			System (SCS					1	onest	fand Ran
Scaler Record									s	CS: P012
Licence & 4004 Name	e poorti, ci m	OSD Reg	un: Coast Forast Reg	on Dodnet: Ch	Deack (1)	rast Dialiti	Sean	th		
Summery Approx Action	outrant Charles	wes thrul	Appendia Appendicuto	Performenced Researcher			-22			
Check Scale Statisti										
Variance % Fast 50 Ches	ked Past 12 l	lonitis All	c.							
Volume										
Value			2							
Check Scale Summa	ry									
	_									
	v Refresh	k.								
Hilan. All			manufacture in the second	Check Scale Bate	Pince	Volume	Value	Replaced?	Check	Good
Chack Primary Second		Secondary	CONCELLER SCREW FORM			Variance	Variance		Scale	Practices?
		Secondary Check Licence #	California Acaele Inana		014,	5	9		Type	
	e# Check	Check.	Condition actions forme		DHIT,				Type	

To Create a Check Site Record:

- 1. Select "Queries" menu.
- 2. Select "Scalers".
- 3. SCS displays "Queries Scalers" screen (SCS:P005).
- 4. Search for "Scaler".
- 5. SCS displays "Queries Scalers Results" screen (SCS:P006).
- 6. Click 'Licence #" hyperlink for a specific record.
- 7. SCS displays the "Scaler Record" screen (SCS:P008).
- 8. Click "Check Scales" Tab.
- 9. SCS displays "Scaler Record Check Scales screen (SCS:P012).
- 10. Click "Add Check Scale" button.
- 11. SCS displays "Check Scale Create" screen (SCS:P075).
- 12. Enter "Return Type".
- 13. Select "DN' and "DDV "for "Check Scale" and "Original Site".
- 14. Click "Next" button.
- 15. SCS displays "Check Scale Create" screen (#2) screen (SCS:P076).
- 16. Enter mandatory and any non-mandatory fields.
- 17. Click "Save Record" button.
- 18. SCS displays "Check Scale" screen (SCS:P078).

# **Scale Site Functions**

12

# 12.1 Scale Site

#### 12.1.1 View Scale Site Record – Summary

Juorios	- Scale Sites - R	eulte			SCS: 2044
esuit List: 3		caulta			505.2011
Scale Sta#	Scale Site Name	Region	Undirect	Sile (spe	Sile Owner (Crent / Loc)
53F	EDGAR RYTER	Southern merior Forest Region	Columbia Forest District	Special Ecrest Products	00044138700
54.77	ORVILLE F033	Southern Interior Forest Region	Columbia Forest District	Piece Scale, Special Forest Products	00043543700

To view the Scale Sites Record for a selected Scale Sites and the details for a specific Scale Site Authorization:

- 1. "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter "Search" criteria.
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click "Scale Site #" hyperlink (blue) for a specific record
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046) Tab.
- 9. Click individual "Tabs" to navigate Scale Site Record information.

# 12.1.2 Edit Scale Site Record – Summary

eres Reports	Coula 👷 Bashabillaraganani , Administration 💡	
Scale Site Record		SC5: P046
Scale Site # . 608 Scale Site	Name: WEST FRASER NORTHSTAR Region: Southern Interior Forest Region Dilatrics: Queenel Forest District	Search
Summery Contacts Activity Su	marg/ Stic Authorizations/ Automized Scalery (1952) Expedience/ Cross Scalery (Sertimate) (Tais Raing Orlica)	
Site Type		
Scale Site H Scale Site Home: Owner (Client / Loop Rig / Disc Timber Brand Latitude: Latitude: Langlade: Description of Site Locatio	ers WEST FRADER NORTHESTAR SON40962/03 RBI: Quester ForestDistrict DOUSD9 MORTHISTAR ROAD QUESNEL	
Priority Site Type Primary Weigh Scale Secondary Piece Scale Tectory Eck Flacond 24		

To edit a Scale Site Summary Tab for a selected Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click 'Scale Site' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046) Tab.
- 9. Click "Edit Record".
- 10. SCS displays "Scale Site Record Edit" screen (SCS:P047).
- 11. Edit fields as applicable.
- 12. Click "Save Record".
- 13. SCS displays Scale Site Record Summary Tab" screen (SCS:P046).

#### 12.1.3 View - Contacts

nea 🔍 Reporta 🔍 Creata 🔪	farcheld Veragemen	t Administration		
cale Site Record				SCS: P018
iode Sile &: 2585 Side Sile Name: Tasking	Scole Sile — Regi	arc Stuthern Interor Friest Region	Balnet: Kamloops Fored Dishid	Search
Summy Contacts Adulty Summy Site Autorth	Hore Julhodowd Sc	alers 160 Inspectors Chark Scales	Software Rick Racing Ontwin	
ite Owner				
Client #: 03045630 Client Location Code	00			
ite Owner Information				
ontact info	Address			
Company Name: WHATSHAN CATTLE CO. LTD.		C/O DAVIDBON & COMPANY		
and Name:		EARRISTERS & SOLICITORS		
inst Name;		4TH FLOOR, 3205-32ND STREET		
	City	VERNON		
Bus, Phone #:	Province	EC .		
ies. Phone II: Cell Phone II:		CANADA V112M		
an Philip e: ar #:	PHANA CITCH	2.11XW8		
mait				
rimary Site Contact			-	
antact Name Contact Role Phone∉ Tax €	Email Address	Access to Site Information?		
Primary Contact				
and the second second				
dditional Site Contacts				
Contact Name Contact Role Phone # Fax #	Email Address	Access to Site Information?		
Concernation and the second second				
Add Site Contact				

To view a specific Scale Site's contacts:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click 'Scale Site #' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record" screen (SCS:P046).
- 9. Click "Contacts" Tab to view Site Owner and Site Owner Information (SCS:P048).

# 12.1.4 Create Contact - Primary Contact/Additional Site Contacts (Tab)

	landheid Vasagemen	t Administration	
Scale Site Record			SCS: P048
Score Site 4: 2505 Scale Site Name: Texing:	Scale Site Regis	an Southern Interior Forest Region Distinct Ramioops Forest District	Search
Samuel Connects Activity Samuely 540 Automatic	Actional Sta	akra (MSD) Insectional Crysk Scatta, Scriwert, Hall Helms Union,	
Site Owner			
Client 9: 000-5500 Client Location Code:	00		
Site Owner Information			
Contact info	Address		
Company Name: WHATSHAN CATTLE CO. LTD.	Address Line 1:	C/D DAV/DSON & COMPANY	
Last Name:	Address Line 2:	E/RRISTERS & SOLICITORS	
First Name:	Address Line 3:	4TH FLOOR, 3205-32ND STREET	
	City:	VERNON	
Bus. Phone #:	Provinces	EC.	
Res. Ptone 4:	Country:	CANADA	
Cell Phone &	Postal Code:	941204	
l ax #t			
limel:			
Primary Site Contact			
Contact Name Contact Role Phone # Fax #	Email Address	Access In Site Information?	
Primary Contact			
Additional Site Contacts			
Contact Name Contact Role Phone # Fax #	Final Address	Access in Site information?	
Add the Connect III			
Add She Contact			

To add a Primary (or Additional Site) Contact for a selected Scale Site it will be added from the CLIENT Management System. Contacts must first be created in the CLIENT Management System in order for them to be carried over to the appropriate SCS screen.

In the CLIENT Management System:

Click on the Client tab and enter the CLIENT number of the site (copy and paste from SCS) and click Go:

Client	Managem	ant Sue	tem	_		
Search	Clent	Reports	Admin	Links		
Detter	anania   Cherties	and Card	Context ( Date	ad Cherk   Suite		
	Clevel Number			Chent Barnet		
	Client Acronym	0		Typer		Statum:
Trank.				aat) ( . Baa Kamay ) (	Had.	
CLIENTOS	- Contact List					
Location	Cer	daul Name	Contait Ty	per Phone	Ernal	# records returned
(here)				(100 C		

2. Click on the Add button and the Client Contact screen will become available for populating.

CLIENT11 - Contact				
Filter Contacts For Location: 00 -		•	****回回回回	
Location: 00 -	- *	Contact Type:	• •	
Contact Barnet				
Phone ( )				
Cel .				
FAX: ( )				
Enat				
	Save Trent A	M		

3. Select Contact Type – Scale Site Contact, along with the contact name and other information, then click Save.

Clinet M						
Chent N	lanagement Sy	stem				
Search	Charit Reports	Admin	Links			
Cient Ventere	etce Clert Location Clev	nt Contact ( Batal	ed Clerk   finites	5		
+ Save succes	estul.					
3	Client Number: 00024007		Client Name	WESTWOOD FIRELT	n.	
	Nent Acronyme WESTWOO	-		Corporation	Satur: A	244
			10000			
There .		Ge 0	ear Reutlebry	Past		
-						
Location: 00-		8	• •		Scale Sile Contact	* *
		8				
Location: 00-	SWTH			Contect Type:		
Location: 00- Contact Name: 302	SWTH			Contect Type:		
Location: 00- Contact JOE Rame: 202 Phone: (222 Cell	SWTH			Contect Type:		
Location: 00- Contact 302 Rame: 202 Phone: (222 Cell Phone: (	SWTH			Contect Type:		
Location: 00- Contact Job Rame: 200 Phone: (200 FAX: (	SWTH			Contact Type:		
Location: 00- Contact Job Rame: 200 Phone: (200 FAX: (	SWTH			Contact Type:		
Location: 00- Contact JOE Name: 200 Phone: (200 Phone: (200 Phone: (200 Phone: (200 Phone: (200	SWTH			Contact Type:		

- 4. This can be done for as many Site Contacts as needed. This information is now available to SCS for Site Contacts.
- 5. Navigate to the Scale Site through the Query tab and click the contacts tab for the site you want to add the contact to.
- 6. For Primary Contact click the Primary Contact button. For additional site contacts click the Additional Contacts button on screen P048.

cale Administration and C	ontrol System (SCS)	Forests and Range
cale Site Record		SCS. P048
Scale Site #: 85K Scale Site Name: WE	TWOOD FIBRE SORT Region: Southern Interior Forest Region District: Arrow Boundary Fo	of District
Comment Designation of Comments of Comments	Terranea Automatical (City) (Superson) (Corra Yunan (Cathoura (Sin Surra	
ite Owner		
Chent #: 00024007 Client Location	adar 00	
lite Owner Information		
Contact Info	Address	
Company Nerve: WESTWOOD FIERE LTD.	Address Line 1: 201705 LAVAL CREII	
Last Name:	Address Line 2:	
First Name:	Address Line 3	
	City: KAMLOOPS	
Bus. Phone #: (250) 372-7055	Province: BC	
Res. Phone # Cell Phone #	Coentry: CANACA Postal Code: V2C1P2	
Fax # (2501 372-8303	Postal Code: V2C5P2	
(mail		
rimary Site Contact		
Contact Name Contact Role Phone # 1	ax# Email Address Access to Site Information?	
Primary Contact		
dditional Site Contacts		
Contact Name Contact Rule Phone #	a # Email Address Access to Site Information?	
Add Site Contact		
Add and Contact		

7. Search for the Client Contact ID (generated in CLIENT) by searching by the Client number of the site. Then choose the contact ID by clicking on the blue hyperlink of the Client Contact ID.

Close					
Queries -		SCS: P106			
Result List: 1 recor Client Contact Id	ds Name	Client Number / Loc	Business Phone #	Email Address	
2520	JOE SMITH	00024007 / 00	(222) 222-2222	Lindi Hadrooo	
Back				10	
Dack					

8. Enter information to the following screen and click Save Record.

cale Site Primary	Contact - Create				SCS: P049
cale Site # 15K Scale Site	Name: WESTWOOD FIBRE SORT	Region: Southern Interior Forest Region	District: Arrow Boundary Forest District	Search	
Contacta Contacta	ner ( No. 100 and a start of the	en (TEE) (enperieren (Const Lanes) (Secto	own Post Nation		
e Contact					
Client Contact Id:	2520 Search				
	Operator				
Contact Role:					
		-			
Access to Site Information:	Yes +				
Effective Date:	20090901				
Expiry Date:					

9. The Site Contact (Primary or Additional) will now show in the Contacts tab of the Scale Site Record.

Scales Administration and Control System (SCS) areas Administration and Control System (SCS) areas Administration Costs Standard Management Administration	Hinsey of Forests and Range
Scale Site Record	SCS: P048
Scale Site R: 55K Scale Site Rame: WEBTWOOD FIBRE SORT Region: Southern Interior Forest Region District: Arrow Boundary Forest District Search	
Laurier, Contacts Author General) Edu Authorization (Autorizat Laures (1922) Inspectives (Dana Laures Sector) (Dan Sector)	
Site Owner	
Client # 60024007 Client Location Code: 00	
Site Owner Information	
Contact Info Address	
Company Name: WEST/VOOD FERE LTD. Address Line 1: 291 T05 LAWA, CRES Last Name: Address Line 2: First Name: Address Line 3:	
City: KAILOOPS	
Bas. Phase #: (251) 372-7055 Province: BC Res. Phase #: Country: CANADA	
Cell Phone # Postal Code: V2CSP2	
Fex.# (250) 372-4303 Email:	
Primary Site Contact	
Contact Name Contact Role Phone # Fax # Email Address: Access to Site Information?	
JOE SMITH Operator (222) 222-2222 Yee Edit Remove	
Frenoy Contact	
Additional Site Contacts	
Contact Name Contact Role Phase # Fax # Email Address Access to Site Information?	
Add Sile Contact	

Additional site Contacts may be entered in the same way but there can be only one Primary Site Contact.

# 12.1.5 Edit Contact - Primary Contact/Additional Site Contacts

Scale Site & 17N							SCS: P048
	Scale St	e Norre: S1804	TLAKE SCALE STO	Region: Cool FarestR	egion Diebiot S	outh labered Forest Direct of	Search
ite Owner	ta Activity Da	anay in Adda	ann Staroth I	caren (P22) (mijedom) (dhe	o Sizina (Sizili - Lea)	lation they	
CIGNER UP14385	8 U	on Location Code	00 3				
ite Owner Inf	omation						
ortect info			Address				
	SLAND TIME	ERLANDO GPUTO		1: COFRONT STREET			
Last Name Text Name			Address Line	21 STH FEDOR			
THE REAL PROPERTY AND IN THE REAL PROPERTY AND INTERPOPERTY AND			CON	EXMAND			
lus. Phone #:	(200) 755-35	12	Province.	BC .			
tes. Phone #1			Country:	CANNON			
Cell Phone A			Postal Code:	VERS IN			
	256175935	43					
lineit							
rimary Site C	ontact						
Contact Harne	Context Role	Please	Fas#	Dina 1 Addresse	Access to Site Information?		
	Contact Role	(250) 305-(3/3	(250) 305-6888	GUOTTAT@casolutions.cs	Yes	Eat Nerrow	
SHOLD SOTTED							
Finer Serve		12					
Princy Gara	Contacts	84 - C			Access to Site Information?		
Firmer Ourse	Contacts Contacts Role		Tax #	Email (ddrees	and the second s		
	Contac Role	Phone #				Edd Barrow	
Frincy Gora Idditional Bits Centace Name	Corrac Bole Sola Fire Warder	t Phone #		akarongawakitera s		Edil Remove	

To edit a Primary or Additional Site Contact for a selected Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Site" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click 'Scale Site #' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record" screen (SCS:P046).
- 9. Click "Contacts" Tab.
- 10. SCS displays "Scale Site Record" screen (SCS "P048).
- 11. Scroll to 'Primary Contact" or "Additional Site Contacts".
- 12. Click "Edit" button next to the contact to be edited.
- 13. SCS displays "Scale Site Primary Contact Edit" or "Scale Site Contact Edit" screen (SCS:P050).

- 14. Edit fields.
- 15. Click "Save Record".
- 16. SCS displays "Scale Site Record" screen (SCS:P048).

#### Scale Administration and Control System (SCS) Forests and Rang Scale Site Record SCS. PO48 Scale Sile & 171 Scale Stellame SPROATLAKE SCALE SITE Region: Coust Farest Region: District: South Mand Farest District. Search Institute Connects Article Institute ( in the other manes in the other instead in the other institute and in the other institute institu She Owner Clickt # 00143858 Client Location Code: 30 Site Owner Information Contect info Address Company Name: SLAVE THIDERLANDS GP LTD. Address Line 1: 65 TRONT STREET Lest same: Address Line 2: STHINLOOK Address Time 3: City: NAMABIC And Same Disa, Pisera K. (250) 195-25 10 Province BC Ros, Pisera K. (250) 195-25 10 Province BC Ros, Pisera K. (2000) C. (2000) Cell Piscera K. (2000) Country: CANADA Powel Code: VBRG48 Tus A (250) 755-3540 Emor: Primary Site Contact Contact Name Contact Prices Frag P Final Address Access to San Note Final Address In San CERVID INCIPEE CANCEL (250) 305 4945 (250) 305 9999 CHICPPUT (2003) 189150. Yos Est Remove Additional Site Contacts Contract Name Contract Phone # Fax # Frankl Address Access to Site Mole Molecularity New New 1200 394 5050 1200 399 4343 Stechnologiauxidiansce Yes Entl Remove Second Second Second Yes 1200 394 5050 1200 399 4343 Stechnologiauxidiansce Yes Entl Remove Tote Second Second The rate (250) 305 4333 (250) 305 4344 Tote Second Yes Entl Nonrow Add Sile Contact ck (Disclaimer (Privara (Doparight

# 12.1.6 Delete Contact - Primary Contact/Additional Site Contacts

To remove a Primary or Additional Site Contact from a selected Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Site" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click 'Scale Site #' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record" screen (SCS:P046).
- 9. Click "Contacts" Tab.
- 10. SCS displays "Scale Site Record" screen (SCS"P048).
- 11. Click "Remove" button for the contact to be removed from the Scale Site.
- 12. SCS prompts: "Are you sure you want to delete this record?"
- 13. Click 'OK".

14. SCS removes the record from view and refreshes "Scaler Site Record" (SCS:P048) with contact removed.

#### 12.1.7 View Activity Summary

• SC5 Home			• 11:4
Scale Administra	ation and Co	ontrol System (SCS) Fo	rests and Range
Queries 🔍 Reports	- Create	, Hardned Banagement 🖉 Administration 🔪	
Scale Site Reco	ord		SCS P052
Scale Sho tt: COS Sca	le She Name: WEST	FRABER NORTHISTAR Region: Southern Interior Forest Region District: Quesnol Forest Distric	a Search
Summary	Sty Summary Ste 2 in	tractorilina) (authorized Roders) (4901) [Corportions] (these Society (Software) (606 Ramp Critery)	
Rate of Last Rature Number of Samples ( Sample Volume dast	(inst 12 months) 0	06-08-01	
Scaled Volume (List)	12 montha(c = 0		
"Forchack Circlaimer Witha	ny Voperigité		IT BIR BY of Forents & Range

To view Scale Site Activity:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Site" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click **'Scale Site #**' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Activity Summary" Tab.
- 10. SCS displays "Scale Site Record Activity Summary" screen (SCS:P052).

#### **12.1.8 View Site Authorizations**

To view a list of Authorizations for a selected Scale Site and the details for a specific Scale Site Authorization:

SCS: P053
Search

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Site" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click 'Scale Site #' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Site Authorization" Tab.
- 10. SCS displays "Scale Site Authorization Site Authorizations Tab" screen (SCS:P053).

# 12.1.9 Edit Site Authorizations

Scale Site Authorization     Solid Site Authorization       Solid Site A: 2013     Solid Site Name: Touring South Site     Magnet: Solid Site Name: Touring South Site       Scale Site Authorization     201222       Scale Site Authorization N     201222       Scale Site Authorization N     2016-7-41       Scale Site South Value:     2006-7-41       State Value:     2006-7-41       State Site Authorization N     2006-7-41       State Value:     2006-7-41       State:     Active       Condition Necroer     State:       Conditions     Tale       Condition Necroer     Yes       South Site Value:     Yes	Admin	istration and (		ystem (SCS)	Forests and Rar
Scale Sile Authorization           Authorization II         201322           Scale Sile Authorization II         201322           Scale Sile Authorization II         2000-01-01           Digsty Desc         2000-01-01           Experies Usic         2000-01-01           Experies Usic         2000-01-01           Experies Date         2000-01-01           Experies Date         2000-01-01           Experies Date         2000-01-01           Cancellations Date         Cancellations Date           Cancellations Date         Cancellations Comparison           Cancellations Date         Cancellations Comparison           Cancellations Comparison         Mandatory Comparison           Cancellations Comparison         Tele           Cancellations Comparison         Tele Notation Comparison           Cancellations Comparison         Tele Notation Comparison           Cancellation Comparison         Yes           Cancellation Comparison         Tele Notation Comparison Comparison Comparison           Cancellation Comparison         Yes           Cancellation Comparison Compar	e Site A	uthorization	- 2020/00/20		SCS P052
Authomaction N     201332       Scale Stock     2005       Encode Stock     2006-01-01       Expected Annual Stock Values:     2006-01-01       Cancellations Resource	an n. 2015	Scale Site Name: T	uing State Size	Region: Southern Here Perest Region - District: Kaminous Parest District	
Scale Silve P     2007       Experime Under     2006-01-01       Cancellation Table     2006-01-01       Cancellation Table     Arctive       Status     Arctive       Cancellation Table     Table	inte Author	nation			
Entrative Uole:     2006-07-01       Expected Annual Such Valence:     2006-07-04       Expected Annual Such Valence:     200       Cancellines:     Intelline:       Cancellines:     Active       Cancellines:     Yes       The record of cancel active debate (debate) (debated big: bating 1 mod be whethed at its active active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its active debate (debated big: bating 1 mod be whethed at its acting 1 mod be whethed bits ac	Authorization N 201332		<b>C</b>		
Expected Annual Such Violance:     2006-01-01       Expected Annual Such Violance:     500       Cancellation Researce:     Active       Status:     Active       Condition #     Mandatory?       Condition #     Cancellation # Condition #       Condition #     Mandatory?       Condition #     Violation # Condition # Condit # Condit # Condition# Condit # Condition# Conditi# Condition# C	Scale Sheift 2595				
Expected Annual Such Vidence: 300 Cancellation Tark Cancellation Researc Strate: Active Conditions Conditions Conditions Conditions Cancellati	Effective Bate: 2008-01-01		141		
Cancellation Take Cancellation Researc Status: Active Condition® Condition	ity Date:	2009-0	1-61		
Cancel Hebran Reason: Status: Active Condition # Condition # Condi	Acted Armor	Scole Volume: 500			
Stema:         Active           Conditions         Tris         Mandatory?         Recorptions           20         CI_EDCK_COLEDCTALC         Yes         The recorptions colds in year include           20         REFLAY_EDCAT_STE         Yes         The recorption access	cellation for	IK .			
Stema:         Active           Conditions         Tris         Mandatory?         Recorptions           20         CI_EDCK_COLEDCTALC         Yes         The recorptions colds in year include           20         REFLAY_EDCAT_STE         Yes         The recorption access	and share the				
Conditions         Mandatory?         Description           20         CLIDCKCOLL-OCTALS         Yes           20         CLIDCKCOLL-OCTALS         Yes           REFLACEDATIONS         Yes         Provestigation way upon meased					
Condition # Title INtradiationy? Description 20 CLIDEKCONE-OCTINES Yes Therecord of acreschebde (debied kg. being ) must be relatived at the scale at a scale be available PGTANED AT STE PowerStandow means upon meaned		Co. all			
20 CLECK SCALE-OCTALS Yes The record of scale debits (debited kg listing ) must be related the scale dis and be available RETAILED AT SITE Formet Sender relate upon recuest	one				
RETAILED AT SITE Power Sender review upon request	ni Tile	1	Vandatory?	Description	
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1251 Salentam 254 Yea Condition Text for Solentiam 55A					
T281 Bookum 685, Yos Constitution (cd. for Solonium 685)					
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28 FALLINE TO COMPLY WITH YES This sufficience to suspended an exercised by the Diethod Management Research element with			903		o centry with these
CONDITION CONDITION	FALLE	(TDP)			

To edit or add an additional Scale Site Authorization for a selected site:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Site" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click **'Scale Site #**' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record" screen (SCS:P046).
- 9. Click "Site Authorization" Tab.
- 10. SCS displays "Scale Site Authorization" (SCS:P053).
- 11. Click "Authorization #" hyperlink.
- 12. SCS displays "Scale Site Authorization" (SCS:P062).
- 13. Click "Edit Record".

14. Edit "Scale Site Authorization" and/or "Conditions".

15. Click "Save Record".

Note: After editing, the User can create an authorization letter by clicking on the "Create Letter" button:

- 1. SCS displays "Scale Site Authorization Letter Options" screen(SCS:R006)
- 2. Enters the following:
  - ? Organization Parameters,
  - ? Select Letter Signature,
  - ? Show Scale Site Authorization Signature,
  - ? Report Output Options.
- 3. Click "Send/View Report" button.
- 4. SCS displays the letter.
- 5. Close the browser to return to the application.

#### 12.1.10 Create Site Authorizations

risa 🧠 Repor	te .	Create	Fardheid Manager	nent Administration				
cale Site	Authoriz	ation						SCS: P053
cure Sile R 1	scale Ste	Marine WEST	TASER NOTTHS	TAR Region: Shid	iem titlero	Forest Region District: (	Duesner Forest Clattic	Search
			-		-		and the second se	70 8
Salmay Con	aca Advity Sunn	Sic Auto	Autora Autora	ed Scalara 950 mapes	fors Chec	x Scales Software Risk Raing (	Criteria	
Her: All	- Refres					2		
whon/shon#	Effective Bulle	Excerviture	Concelled Date	Cancellation Reason	Shelips	Authorization Letter		
24	2005-05-17	2008-04-39			Active			

To create a new Scale Site Authorization for a selected Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Site" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click '**Scale Site** #' hyperlink for a Scale Site.
- 8. SCS displays "Scale Site Record Summary Tab" (SCS:P046).
- 9. Click "Site Authorization" Tab.
- 10. SCS displays "Scale Site Authorization Site Authorizations Tab" screen (SCS:P053).
- 11. Click "Add Authorization" button.
- 12. SCS displays "Scale Site Authorization Create" screen (SCS:P060).
- 13. Complete mandatory and any non-mandatory fields.
- 14. Click "Add Conditions" button.
- 15. SCS displays "Scale Site Authorization Create" screen with Conditions (SCS:P061).
- 16. Enter Condition(s) manually or by searching.
- 17. Click "Add" and/or "Apply" a template.
- 18. Click "Save Record".
- 19. CS displays "Scale Site Authorization" screen (SCS:P062) screen with added condition. Delete Site Authorizations.

# 12.1.11 Delete Site Authorizations

Statemen Scale Administration and Control System (SCS) Administration English English System (SCS)	Poresta and Range
Scaler Authorization	5CS. 7065
Boenes R. 1007 Name SEIGEL CI HE Regist (Anthen Harter FavailRegion Bas	Ice: FortNetson Forest District
Scalar Authorization Authorization Authorization Effective Concern 1805 Chiecke Date Chiecke Date Chiecke Date Chiecke Service Ray/Date Ray/Date Ray/Date Ray/Date Ray/Date Vec	
lob Functions	
Piece Scale	
Special Forest Products Conditions	
Castinue IIte Mandaray? Decotorion	
Zerdinels -Claulainer (Fritary -Cappigid)	Minutes of Parents & Bang

To Delete a Scaler Authorization:

- 1. Select "Queries" menu.
- 2. SCS displays "Queries Scale Site" screen (SCS:P043).
- 3. Enter "Search" fields.
- 4. Click "Submit" button.
- 5. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 6. Click "Scale Site #" hyperlink for a specific record.
- 7. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 8. Click "Authorized Scalers" Tab.
- 9. SCS displays "Scale Site Record Authorized Scalers" screen (SCS:P054).
- 10. Click "Authorization #" hyperlink.
- 11. SCS displays "Scaler Authorization" screen (SCS:P065).
- 12. Click "Delete" button.
- 13. SCS prompts: "Are you sure you want to delete this record?
- 14. Click "OK" to delete record.
- 15. SCS removes the record from view and refreshes "Scale Authorization Site Authorizations Tab" screen (SCSP011).

#### 12.1.12 View Authorized Scalers Record

SCS Rume Scale Administration and Control System (SCS) acres (Roots Control System (SCS)	Forests and Range
Scale Site Record	SCS: P054
Scale SHe         603         Scale Site Name:         TOLKO LAKEVEN/ LUVEER         Region:         Southern interior Forest Region         District:         Central:           Summary         Contract:         Authorized Scale of S	Cariboo Forest District Search
Authorization # Licence # Name Status Appointment Effective Date Expiry Date District Wilde?	

To view the current Scaler Authorizations for a selected Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Site" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click **'Scale Site #**' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Authorized Scalers" Tab.
- 10. SCS displays "Scale Site Record Authorized Scalers Tab" screen (SCS:P054).
- 11. For details of the Authorization click either the "**Authorizations** #" or "**Licence** #" hyperlinks.

#### 12.1.13 Edit Authorized Scalers Record

Coolo C	ite Authorization			SCS: P062
scale s	ate Authorization			30.3. 2002
Scale Site P	t 2595 Scale Sile Name: Te	esting Scale Sile	Region: Southern Interior Forest Region - Distinct: Kemicopy Porest Distinct	
cale Site i	Authorization			
Authoria	ation # 261332			
Scale S	de #: 2515	8		
Effective		1-01		
Lange V	lute: 2009-0	1-01		
Interio	et Annual Scale Volume: 500			
0.000				
Cancell	ation Date:			
Cancell				
Cancell Cancell	ution Date: ation Reason:			
Concell Concell Status	ation Data: ation Reason: Active			
Cancell Cancell Status onditions	ation Data: ation Reason: Active	Mandatory?	Description	
Cancell Concell Status onditions	ation Debe: alion Rencon: Active	Mandatory? res	Description The record of scale data is ( detailed leg isting ) must be retained at the scale size and by Transit Service review upper regional	e avariadie far
Cancell Concell Status onditions ondition ¥ 8	aton Bate aton Researc Active	Yes Yex	The record of scale dota is ( detailed log listing ) must be retained at the scale site and by	e avatiadie tor
Cancell Cancell Status Conditions Condition V 8 K1 1242	Advention Detection allow Revenue: Advention Advention RestAnceD at Strite and New at Scient un SSA	Yes Yes	The record of scale details ( detailed leg listing ) must be retained at the scale site and or from 3 Sectors review upon request lead Condition Text for Selen um SSA	e avariable for
Cancell Cancell Status Condition V 8 61 1242 1251	Advertiser	Yes Yes Yes	The record of scale details ( detailed log listing ) must be retained at the scale site and be from the verse review upon request, bod Condition Ted for Selenium SSA Condition Ted for Selenium SSA	e avali abie tar
Concell Concell Status Condition ¥ 8 (K) 1242 1251 1291	Adue Adue Tide CHECK SCALE - DETALS NETANDEX STATE WINNER Seien um SSA Seien um SSA Seien um SSA	Yes Yes Yes Yes Yos	The record of scale details ( detailed leg listing ) must be retained at the scale site and of Forwall Service review upon request lead Condition Text for Selenium SSA Condition Text for Selenium SSA Condition Text for Selenium SSA	
Concell Concell Status Condition ¥ 8 (K) 1242 1251 1291	Advertiser	Yes Yes Yes	The record of scale details ( detailed log listing ) must be retained at the scale site and be from the verse review upon request, bod Condition Ted for Selenium SSA Condition Ted for Selenium SSA	
Cancell Concell Status Conditions	Adue Adue Tide CHECK SCALE - DETALS NETANDEX STATE WINNER Seien um SSA Seien um SSA Seien um SSA	Yes Yes Yes Yes Yos	The recent of scale details ( detailed leg i sting ) must be retained at the scale site and or howed Sectors review upon records bed Condition Text for Selen um SSA Condition Text for Selen um SSA Condition Text for Selen um SSA The most recently scales parent or lead is to be untrouched and kept in the same position	

To edit an Authorized Scaler for a selected Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites".
- 3. SCS displays "Queries Scale Site" screen (SCS:P043).
- 4. Enter "Search" fields.
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click **'Scale Site #**' hyperlink.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Authorized Scaler" Tab.
- 10. Click "Authorization #" hyperlink for a specific record Scale Site.
- 11. SCS displays "Scaler Authorization" screen (SCS:P064).
- 12. Click "Edit Record" button

- 13. Edit fields as applicable.
- 14. Click "Save Record".
- 15. SCS displays "Scaler Authorization" screen (SCS:P065) with changes.

After editing, the User can create an authorization letter by clicking on the "Create Letter" button:

- 1. SCS displays "Scale Site Authorization Letter Options" screen(SCS:R006).
- 2. Enters the following:
  - ? Organization Parameters,
  - ? Select Letter Signature,
  - ? Show Scale Site Authorization Signature,
  - ? Report Output Options.
- 3. Click "Send/View Report" button.
- 4. SCS displays the letter.
- 5. Close the browser to return to the application.

#### 12.1.14 Create Authorized Scaler Record

Conditions that are mandatory will be displayed.

To Create a Scaler Authorization:

- 1. Select "Queries" menu.
- 2. SCS displays "Queries Scale Site" screen (SCS:P043).
- 3. Enter "Search" fields.
- 4. Click "Submit" button.
- 5. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 6. Click 'Scale Site #' hyperlink for a specific record
- 7. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 8. Click "Authorized Scalers" Tab.
- 9. SCS displays "Scale Site Authorization Authorized Scalers Tab" (SCS:P054).
- 10. Click "Add Authorization" button.
- 11. SCS displays "Scaler Authorization Create" screen (SCS:P063).
- 12. Enter mandatory and any non-mandatory fields.

- 13. If required use the "Search" feature.
- 14. Click "Add Conditions" button.
- 15. SCS displays "Scaler Authorization Create" screen (SCS:P064).
- 16. Enter the "Job Functions", "Special Forest Products" if required.
- 17. Enter the "Job Site" (this is **mandatory**).
- 18. Click "Search" button to locate Condition or enter the Condition manually.
- 19. Click "Add" button.
- 20. SCS adds the "Condition" to the Condition list.
- 21. Choose Template and click "Apply" button if required.
- 22. Click "Save Record".
- 23. SCS displays "Scaler Authorization" screen (SCS:P065) displaying added conditions. OR
- 1. Select "Create" menu.
- 2. SCS displays "Scaler Authorization Create" screen (SCS:P063).
- 3. Follow steps 12 23 above.

#### 12.1.15 View/Search Mark Site Designations

ACA Rome Scale Administration and Control System (SCS) Lacke Brook Control System (Administration	Forests and Range
Scale Site Record	SCS: P055
Scale Site #: 500 Scale Site Name: SCLES 34UV/GELTO. Region: Northern Interfor Forest Region District Fort Nelson Forest Dist	fct Search
Semmery Contects (Adulty Summery Sile Autostrations, Autostrati Soviers, NED Impediate (Stack Solite) Software (Rel Reing Otleck)	
Designated Marks (Valid)	
Add Mark She Designation	
Featura - Giodaine - Prinary - Copyright	Ninesty of Forests & Bang

- 1. Select "Queries" menu.
- 2. Select "Scale Site" from the drop-down list.
- 3. SCS displays Queries Scale Sites screen (SCS:P043).
- 4. Click "Submit".
- 5. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 6. Click "Scale Site #" hyperlink for a specific record.
- 7. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 8. Click "MSD" Tab.
- 9. SCS displays "Designated Marks (Valid)" screen (SCS:P055).

#### 12.1.16 Add Mark Site Designation



- 1. Select "Queries" menu.
- 2. Select "Scale Site" from the drop-down list.
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Click "Submit".
- 5. CS returns "Queries Scale Sites Results" screen (SCS:P044).
- 6. Click 'Scale Site #' hyperlink for a specific record.
- 7. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).

- 8. Click "MSD" Tab.
- 9. SCS displays Designated Marks (Valid) (SCS:P055).
- 10. Click "Add Mark Site Designation" button.
- 11. SCS displays "Mark Site Designation Create" screen (SCS:P068).
- 12. Enter Timber Mark and Update.
- 13. Mark Holder and Mark Status details automatically update.
- 14. Enter mandatory and any non-mandatory fields.
- 15. If required use the "Search" feature.
- 16. Click "Add Conditions" button.
- 17. SCS displays "Mark Site Designation Create" screen (SCS:P069).
- 18. If, "Not-District-Wide" enter scale site(s) (can user search) and click "Add" for each Scale Site.
- 19. SCS refreshes "Mark Site Designation Create" screen (SCS:P069) with the addition of "Enter Species Content", "Exemptions", and Conditions.
- 20. Enter data as required in "Species Content" and Exemptions".
- 21. Add "Conditions" either manually searching or applying a Template.
- 22. SCS refreshes "Mark Site Designation Create" screen (SCS:P069) with added Species Content, Exemptions and Conditions.
- 23. Click "Save Record".
- 24. SCS displays "Mark Site Designation" screen (SCS:P070).

#### OR

- 1. Select "Create" menu.
- 2. Select "Mark Site Designation" from the drop-down list.
- 3. SCS displays "Mark Site Designation Create" screen (SCS:P068).
- 4. Complete Steps 12 24 above.

#### 12.1.17 View Scale Site Inspections and Inspection Details



- To View Scale Site Inspections and Inspection Details for a Scale Site:
- 1. Select "Queries" menu.
- 2. Select "Scale Site" from the drop-down list.
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter Search Parameters and choose sort order.
- 5. Click "Submit".
- 6. SCS displays "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click '**Scale Site** #' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Inspections" Tab.
- 10. SCS displays the Scale Site Record Inspections Tab" screen (SCS:P056).
- 11. Click "Inspection #" hyperlink.
- 12. SCS displays "Site Inspection Details" screen (SCS:P074).

#### 12.1.18 Create Inspections



To create a Scale Site Inspection record for a specific Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Site" from the drop-down list.
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter Search Parameters and choose sort order.
- 5. Click "Submit".
- 6. SCS returns "Queries Scale Sites Result" screen (SCS:P044).
- 7. Click 'Scale Site #' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Inspections" Tab.
- 10. SCS displays the Scale Site Record Inspections Tab" screen (SCS:P056).
- 11. Click "Add Inspection" button.
- 12. SCS displays "Site Inspection Create" screen (SCS:P072).
- 13. Enter mandatory and any non-mandatory fields.
- 14. Click "Next" button
- 15. SCS displays "Site Inspection Minor (Major or Regular) screen (SCS:P073).
- 16. Enter **mandatory** and any non-mandatory fields ensuring all Questions are completed.
- 17. Click "Save Record".
- 18. SCS displays "Site Inspection Create" screen (SCS:P073) with Inspection Details.
- 19. SCS displays "Inspection Minor (Major or Regular) screen (SCS:P074).

ana Acete Des Site Inpection - Minor Inspection Report Details	alc Hendhole	Neregorian , Ad	rinistration			Forests and Ran
allen mane						
nspection Report Details						SC5: P074
SCARE SIZE T	500			1		
Scale Site ligner	SOLES SALVAG	C LTD				
Scale Site Location:	DI KORR FORTH	FI SON				
Scale Sile Owner:	BOLLEB BALWIC	ELID				
SteType	Flece Scale					
Enlow-up to Inspection #						
Sile Operator (if different from owner):						
Site Operator present durning inspection	785					
hispector #	SUS1621					
Impection #	2241					
Inspection Dates	5008-01-01					
			- 8			
hisbection 7	2341					
Impection Date:	2000-01-01					
General Comments:						
	12		100	- 63		
auestions					- 14	
e Guerson		Response	10			
. SD4 cui To		Anewer Not Applicable	Comments			
. 324 661 10		tollow-Up				
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		No	Status Status	10.000		
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2. Timber Marked OK 2		Not Applicable				
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7 Question		Resource				
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1 Site Operating		Not Applicable Tollare Up				
		forcarred?	Action Required	Due Date	Complete?	
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A Georgian		Response	Internet and			
5. This is day a rest and will be deleted.		Anewer Bit Athlicable	Connecto			
		Tollow Up				
		Required?	Action Required	Due Dele	Complete?	
		140				
Back Edit Second Seed (M	Irv Report					

#### 12.1.19 Edit a Scale Site Inspections

To edit Scale Site Inspections for a specific Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Site" from the drop-down list.
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Search for "Scaler Site".
- 5. Click "Submit" button.
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click **'Scale Site #**' hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Inspections" Tab.

- 10. SCS displays the Scale Site Record Inspections Tab" screen (SCS:P056).
- 11. Click 'Inspection #" hyperlink for a specific record.
- 12. SCS displays the "Inspection Minor (Major or Regular) screen (SCS:P074).
- 13. Click "Edit Record" button.
- 14. SCS displays "Site Inspection Minor (Major or Regular) screen (SCS:P073).
- 15. Update "General Comments".
- 16. Click "Save Record'.
- 17. SCS displays "Site Inspection Minor (Major or Regular)" screen (SCS:P074) with changes.

#### 12.1.20 View Scale Site Check Scales

nina 🔿	Reports		Cruit	Handheld	Nangement	Administration	- N						
Scale	Site R	ecord										SC	CS: P057
Scale Sit	e #: 600	Scale Site	ame: 301	ES 3ALWOE	LTD. Regi	and Northern In	terfor Fo	rest Region	District	Fort Nelson I	Forest Dis	tict Sea	arch -
	1		-	1		1		-			1		
Dummur;	Contacta	Acting Summ		2	dimuse Sources	MSU Inspecto	Che	ick Scales	Reference Ha	Linking Criteria	I		
liter:	ai.	*	Refresh	J									
Chock Scale #	Primary Licence	Secondary Licence #	Primary Check Licence	Secondary Check Licence#	Original Scale Date	Check Scele Date	Piece Diff.	Volume Variance %	Value Variance	Replaced?	Check Scale Type	Good Practices?	Within Standard?
109231	G910		213E		2006-03-31	2006-03-31	0	2.0	0.0	No	First Check Scale	Y89	Yes
			213E		0000 00 04	2006-03-91	0	2.0	2.1	No	First	Yes	Yes

To view Check Scale information for Check Scales conducted at a specific Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Sites" from the drop-down list.
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter Search Parameters and choose sort order-
- 5. Click "Submit".
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click "Scale Site #" hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Check Scale " Tab.
- 10. SCS displays the Scale Site Record Check Scale Tab" screen (SCS:P057).
- 11. Click "Check Scale #" hyperlink for Details for a specific record.

- 12. SCS displays "Check Scale" screen (SCS:078).
- 13. Click "Back" to return to Scale Site Record" screen (SCS:P057).

#### 12.1.21 Edit Check Scale

cale /		tion and		stem (SCS)			Forestandin
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Check	k Scale - Ci	reate					SCS. P076
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	and the second se	000		000			
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	nel Scare:	8/2UNTHE2					
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	k Soder Licence #	0747					
	nel Scaler Licence	100000					
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	er Vark:	IT SO IS					
SOR	0.544.81	21/					
Follow	wed Good Practice	69					
	inal within Standard	17 14					
100							
	A Replaces Origina	12					
	larce:						
Street							
		-					
rupe					1		
Seran	107:						
Teat							
					10		
Cher	k Scaler Comment						
		22					
					-		
		Original Scal	le .	Check Scale			
	of Scale:	2004-07-05		2004-07-06			
	e Getan A	212		215			
	(Dolat):	We		1105			
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species	Product Grad	e Summary					
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		1999	5	6.502	23	24317	
	Glade 4	1.929			2	1.068	
	Ungroded	1.3 05	51	38,588	39	23.671	

To edit a Check Scale Information:

Can only edit "Return Type" of "Log Tally"

- 1. Select "Queries" menu.
- 2. Select "Scale Sites" from the drop-down list.
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter Search Parameters and choose sort order.
- 5. Click "Submit".
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).

- 7. Click 'Scale Site #" hyperlink for a specific record.
- 8. SCS displays the "Scaler Record Summary Tab" screen (SCS:P008).
- 9. Click "Check Scales" Tab.
- 10. SCS displays "Scaler Record Check Scales" screen (SCS:P057).
- 11. Click "Check Scale #" hyperlink.
- 12. SCS displays "Check Scale" screen (SCS:P078).
- 13. Click "Edit Record" button.
- 14. SCS displays "Check Scale Edit" screen (SCS:P077).
- 15. Edit fields as required.
- 16. Click "Save Record" button.
- 17. SCS displays "Check Scale" screen (SCS:P078) displaying changes.

#### 12.1.22 Add Check Scale

cale Admi		Control System (SCS)	Forests and Range
Check Sca	le - Create		SCS P075
Return Type:	€ Log Tally © Sample Loc Tally		
Check Scales	UCH .	VUU	
Original Scale			
Nan	-		
Feedback -Dischie	er -Privary -Copyright		Weinstry of Ferretic & Rat

- 1. Select "Queries" menu.
- 2. Select "Scale Sites" from the drop-down list.
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter Search Parameters and choose sort order.
- 5. Click "Submit".
- 6. SCS returns "Queries Scale Sites Results" screen (SCS:P044).
- 7. Click 'Scale Site #' hyperlink for a specific record.
- 8. SCS displays the "Scaler Record Summary Tab" screen (SCS:P008).
- 9. Click "Check Scales" Tab.
- 10. SCS displays "Scaler Record Check Scales" screen (SCS:P057).
- 11. Click "Add Check Scale" button.
- 12. SCS displays "Check Scale Create" screen (SCS:P075).
- 13. Enter mandatory and any non-mandatory fields.
- 14. Click "Next button".
- 15. SCS displays "Check Scale Create screen" (#2) screen (SCS:P076).
- 16. Enter mandatory and any non-mandatory fields.
- 17. Click "Save Record" button.
- 18. SCS displays "Check Scale" screen (SCS:P078).

#### 12.1.23 View Scale Site Software – Not Functional

eners Reports	~	Croale 🔍 Handrold M	reported 💡	Administration			sts and Rang
Scale Site R	ecord						SCIS P058
Scale Sile 500	Scale Site Name:	SOLES CALVAGE UTD.		Northern Interior Corest. Region	District	Fort Netson Forest District	Search
Summary Contacts	Activity Summary	Sta-Autorizations Auto	rized Boarers	W80 Inspectients Check Board	Software	Fisk Rating Criteria	
Software Use List							
Scaling Program	Version Rester	on Return Type Ret	uur Corait				

To view the Site Software Use for a Scale Site:

- 1. Select "Queries" menu.
- 2. Select "Scale Site" from the drop-down list.
- 3. SCS displays "Queries Scale Sites" screen (SCS:P043).
- 4. Enter Search Parameters and choose sort order.
- 5. Click "Submit".
- 6. SCS returns Queries Scale Sites Results (SCS:P044).
- 7. Click "Scale Site #" hyperlink for a specific record.
- 8. SCS displays "Scale Site Record Summary Tab" screen (SCS:P046).
- 9. Click "Software" Tab.
- 10. SCS displays "Scale Site Record Software" screen (SCS:P058).

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# Handheld Management Functions 13

# 13.1 Upload Check Scale



To transfer Check Scale data from the handheld into the database:

- 1. Select "Handheld Management" menu.
- 2. Select "Upload Check Scale".
- 3. SCS displays "Data Transfer Check Scale" screen (SCS:P101).
- 4. Click "Browse" to locate sendvm file.
- 5. Click "Upload" button.
- 6. SCS displays "Data Transfer Check Scale" screen (SCS:P101) displaying the message "Transfer was successfully completed".

# 13.2 Upload Site Inspection

To transfer Site Inspection data from the handheld into the database:

Scale Administration and Control System (SCS)	Forests and Rang
Anne I Nyste Cours - New Colleage Administration - Data Transfer - Site Inspection	SCS- P102
Uproad bata File	
* File Name: Enouries	
Upload	
-Perfaux -Disables -P-hac -Caprigl	Ministry of Parents & Rat

To transfer Site Inspection data from the handheld into the database:

- 1. Select "Handheld Management" menu.
- 2. Select "Upload Site Inspection".
- 3. SCS displays "Data Transfer Site Inspection" screen (SCS:P102).
- 4. Click "Browse" to locate site\_insp file.
- 5. Click "Upload" button.
- 6. SCS displays "Data Transfer Check Scale" screen (SCS:P102) displaying the message "Transfer was successfully completed".

# 13.3 Download Questions – (Not Currently Being Used)

To download Site Inspection Questions:



To data transfer Site Inspection Questions:

- 1. Select "Handheld Management" menu.
- 2. Select "Download Questions".
- 3. SCS displays "Download Site Inspection Questions" screen (SCS:P104).
- 4. Click the "siteInspectionQuestions.xml" hyperlink.
- 5. SCS displays the MS "Save As" dialog screen.
- 6. Choose location to save.
- 7. Click "Save" button.
- 8. Message states "Download" complete.
- 9. Click "Close".

# Administration - Work Bench Functions

14

Work Bench allows a User to view expiring Mark Site Designations, Site Authorizations and Scaler Authorizations that have been associated to a User's Region or district. It is the responsibility of the User to update expiring designation/authorizations additions or deletions.

		n and Co		tem (SCS)	Ford	sts and
Work Ber		Cicale	- Handheld Mane	gement Administration		SCS: PO
Expiring Scale	er Authorizatio	ns				
	Effective Date			# Scaler Name	1	
263044	2007-12-30	2008-01-25	0031	INTERNATIONAL FOREST PRODUCTS.	Remove from Ltd	Add
202721	2008-01-09	2008-01-31	9710	LIDSTONE, CYNTHIA GAL	Remove from List	Add
2831402	2008-01-07	2008-01-31		WED, GARY DAVID	Remove from List	Add
253101	2008-01-17	2008-01-31	0020	WED, GARY DAVID	Remove from List	Add
253081	2008-01-01	2008-01-31	0031	INTERNATIONAL FOREST PRODUCTS,	Remove from List	Add
203045	2007 12 30	2008 01 31	0031	INTERNATIONAL FOREST PRODUCTS.	Nemove from Ltaf	Add
263005	2008-01-17	2008-01-31	CONE	OLIVER GRANT	Remove from List	Add
283004	2000-01-17	2008-01-01	CUTE.	OLIVER GRANT	Remove from List	Add
263002	2008-01-17	2008-01-31	001E	OLIVER, GRANT	Remove from List	Add
249483	2005-02-04	2008-01-31	7620	LECKIE, BRINN	Remove from List	Add
263121	2008-01-01		0020	WIED, GARY DAVID	Remove from List	400
262701	2001-01-00	2000-02-04	\$710	CIDSTONE, CYNTHIA GAE	Remove from List	Add
258663	2007-02-02	2008-02-01		JOHNNE, CECILIA	Remove from List	Add
249517	2005 02 02		545F	EINVRSON, WARK ADRIAN	Kennine komi tel	Add
202984	2000-00-26	2008-02-05	C63A	TONS MICHAEL GRAYSON	Remove from List	Add
253541	2005-07-11	2008-02-05	erta	TOUS MICHAEL GRASSON	Remove from List	Add
216290	2003-82-08	2008-02-05	683A	FOMS MICHAEL GRAYSON	Remove from List	Add
216470	2003-02-12	2008-02-11	623E	MARTIN, TAYLOR MAURICE	Remove from List	Add
Ixpiring Scale	site Authoriz	ations				50 50
Automation 4	Ellectus Ible		Scale Sile #	Scale Sile Name	and the second	
179	2000-02-10	2008 02 09	570	THREE DOG MILL Remove from List	Add	
3420	2000-04-01	2008-02-12	546	KOZEK SAWVILLS Remove from List	Add	
Expiring Mark	Site Designat	tions		<u>8</u> 9		
Authorization #	a statistic to be a set of the se	Expiry Date	Timber Mark			
2403127	2004-03-15	2008-01-18	EDEXG	Remove from List Add		
2374739	2002-10-23	2008-01-18	EBEXD	Remove from List Add		
2381079	2002-02-24	2008-01-18		Remove from List Acid		
0170946 2374739	2002-10-23	2008-01-18	EBEXD	Remove from List Add		
2381079	2002-02-21	2008-01-18	EBEKD	Remove from List Acd		
2379298	2002-10-23	2008-01-18	COCXG	Remove from List Add		
2379288	1993-09-29	2008-01-18	EBEXG	Remove from List Add		
2374657	1098-01-20	2008-01-18	EBEXD	Remove from List Acri		
2374799	2002 10 23	2008 01 18	EBEXD	Memory kuminal And		
	2002-10-23 2002-02-21	2008-01-18 2008-01-18		Remove from List Add		
2384079 2379259	2002-02-21	2008-01-18	EBEXD FHFXB	Remove from List Add Remove from List Add		
2381079 2579299 2370298	2002-02-21 2002-10-20	2008-01-18 2008-01-18	EBEXD FHFXB	Remove from List         Add           Remove from List         Add           Remove from List         Add           Remove from List         Add		
2381079 2576299 2370298 2374697	2002-02-21 2002-10-23 1098-00-29	2008-01-18 2008-01-18 2008-01-18	EBEXD FHEXIG EBEXC EBEXD	Remove from List         Acid		
2381079 2370258 2370258 2374657 2381030	2002-02-21 2007-10-20 1098-00-20 1098-01-20	2008-01-18 2008-01-18 2008-01-18 2008-01-18	EBEXD EBEXC EBEXC EBEXD	Remove from List         Add		
2381079 2576299 2370298 2374697	2002-02-21 2002-10-23 1095-00-29 1095-01-20 2003-03-03	2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18	EBEXD FHEXD EBEXC EBEXD EDEXD EDEXD	Remove from List         Acid		
2381079 21/20/49 2370258 2374637 2381030 2174547 2174547	2002-02-21 2002-10-21 1098-09-29 1098-01-20 2003-03-03 2003-03-03	2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18	EBEXD FHEXIG EBEXC EBEXD EDEXD COEXD FORCO	Remove from List         Acid		
2381079 2375249 2375288 2374667 2381090 2374567 2391090 2374567 2391090 2374567	2002-02-21 2007-10-21 1098-00-29 1098-01-20 2003-03-03 2003-03-03 2003-01-18	2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18	EBEXD HIR XIG EBEXD EBEXD EDEXD FOR XID NBEXQ	Remove from List         Acd		
2391079 2376249 2376298 2374657 2381090 2174597 2105716 2405745	2002-02-21 2002-10-23 1098-00-29 1098-01-20 2003-03-03 2003-03-03 2003-01-18 2003-01-18 2005-01-24	2018-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18	EBEXD HIR XIG EBEXD EBEXD EDEXD FOR XID NBEXQ	Remove from List     Acd		
2381079 2370298 2370298 2374667 2381090 2374587 2105716 2405745 2405745 2373301	2002-02-21 2002-10-23 1098-02-29 1098-01-20 2003-03-03 2003-03-03 2003-03-148 2005-03-24 2005-03-24	2018-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18	EBEXD EBEXD EBEXD EBEXD EBEXD EBEXD EBEXD EBEXD EBEXD NDEXQ NDEXQ NDEXQ	Remove from List         Acd		
2381079 2370298 2370298 2374667 2381090 2374597 2405716 2405745 2373301 2402107	2002-02-21 2010-10-21 1098-03-29 1098-01-20 2003-03-03 2003-01-18 2005-01-24 2005-01-24 2005-01-24 2005-01-24	2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-19 2008-01-19 2008-01-21	EBEXD EBEXG EBEXG EBEXD EBEXD EDEXD EDEXD NOEXQ NOEXQ NOEXQ ECFNH	Remove from List     Acid		
2381079 23.762498 2376298 2374667 2381090 23.74597 2405746 2405746 2405745 2375391 2405167 24.15674	2002-02-21 2010-10-21 1098-00-29 1098-01-20 2003-01-03 2003-01-15 2003-01-24 2005-01-24 2005-01-24 2005-01-24 2005-01-24	2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-18 2008-01-21 2008-01-22	EBEXD EDEXG EDEXG EDEXD EDEXD EDEXD EDEXD NOEXQ NOEXQ NOEXQ ECFNH ECFNZ	Remove from List         Acd		
2370238 2374697 2381090 2371597	2002-02-21 2010-10-20 1098-00-29 1098-01-20 2003-03-03 2003-01-18 2003-01-24 2005-01-24 2005-01-24 2005-01-24 2003-02-03 2004-06-10 2007-09-04	2018-01-18 2018-01-18 2008-01-18 2008-01-18 2009-01-18 2009-01-18 2009-01-18 2009-01-19 2009-01-19 2009-01-22 2009-01-22	EBEXD FHEXB EBEXD EBEXD EBEXD EBEXD ECCND NOEXQ NDEXQ NDEXQ NOEXQ ECFNH ECFNZ LCONZ	Remove from List         Acid           Remove from List         Acid		

Figure 14.1 Workbench Screen P002.

# 14.1 Remove Scaler Authorization

A Scaler Authorization may be removed from the "Expiring Scaler Authorization" list. It should not be extended but deleted and a new authorization created.

- 1. Select "Administration" menu.
- 2. Select "Work Bench".
- 3. SCS displays "Work Bench" screen (SCS:P002).
- 4. Click "Remove from List" button for a specific Expiring Scaling Authorization.
- 5. SCS prompts: "Are you sure you want to delete this record?"
- 6. Click "OK" to delete record.
- 7. SCS removes the record from view and refreshes "Work Bench" screen (SCS:P002) with record removed.

After the completion of extending the date of the Scaler Authorization, the entry will no longer be displayed on the "Work Bench" screen (SCS:P002).

# 14.2 Adding Scale Site Authorizations

Adding a Scale Site Authorization allows the User to extend the Scale Site Authorization for five more years.

- 1. Select "Administration" menu.
- 2. Select "Work Bench".
- 3. SCS displays "Work Bench" screen (SCS:P002).
- 4. 4) Click "Add" button next to a specific "Expiring Scale Site Authorization".
- 5. SCS displays "Scale Site Authorization" screen (SCS:P062) displaying the new expiry date listed under "Scale Site Authorization" and removes the Scale Site from the "Expiring Scale Site Authorizations" list (SCS:P002) screen.

# 14.3 Deleting Scale Site Authorizations

Deleting a Scale Site Authorization may be removed from the "Expiring Scale Authorization" list.

- 1. Select "Administration" menu.
- 2. Select "Work Bench".
- 3. SCS displays "Work Bench" screen (SCS:P002).
- 4. Click "Remove from List" button for a specific "Expiring Scale Site Authorizations".
- 5. SCS prompts: "Are you sure you want to delete this record?"
- 6. Click "OK" to delete record.
- 7. SCS removes the record from view and refreshes "Work Bench" screen (SCS:P002) with record removed.

# 14.4 Adding Expiring Mark Site Designations

Adding an Expiring Mark Site Designations allows the User to extend the Scaler Authorization for five more years.

- 1. Select "Administration" menu.
- 2. Select "Work Bench".
- 3. SCS displays "Work Bench" screen (SCS:P002).
- 4. Click "Add" button next to a specific "Expiring Mark Site Designation".
- 5. SCS displays "Mark Site Designation" screen (SCS:P070) displaying the new expiry date listed under "Scaler Authorization" and removes the Scaler from the "Expiring Scale Site Authorizations" list (SCS:P064) screen

After the completion of extending the date of the Scaler Authorization, the entry will no longer be displayed on the "Work Bench" screen (SCS:P002).

# 14.5 Deleting Expiring Mark Site Designations

Deleting a Mark Site Designation may be removed the Expiring Scale Authorization list.

- 1. Select "Administration" menu.
- 2. Select "Work Bench".
- 3. SCS displays "Work Bench" screen (SCS:P002).
- 4. Click "Remove from list" button for a specific "Expiring Mark Site Designations".
- 5. SCS prompts: "Are you sure you want to delete this record?"
- 6. Click "OK" to delete record.
- 7. SCS removes the record from view and refreshes "Work Bench" screen (SCS:P002).

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# Administration – Maintenance Functions 15

The Maintenance Menu allows User to the maintain Templates, Conditions, Questions, Signatures Blocks Exam / Upgrades, Appointment Types, Valid Licence Attributes, Authorization Clauses and System. They can be viewed, edited, created or deleted according to the User's role.

### **15.1 Maintain Templates**

Maintain Templates allows the Actor to view, edit and/or create a Template.

eries Reports	Create	🗸 Handheld Management 🗸 Administration	CCC 7000
Maintain Templ	ates		SCS: P080
emplates			
ilter: All	Refresh		
ilter: All	T T T T T T		
Femplate Name	Туре	Reg / Dist	
Acting Scaler DSI	Scaler Authorization	RCO - South Island Forest District	
Authorization to Scale (DAB)	Scaler Authorization	RSI - Arrow Boundary Forest District	
DCC scaler Authorization	Scaler Authorization	RSI - Central Cariboo Forest District	
ALC	Scaler Authorization	RNI - Fort St. James Forest District	
OPG/Acting Scaler	Scaler Authorization	RNI - Prince George Forest District	
DPG/Piece Scale	Scaler Authorization	RNI - Prince George Forest District	
DPG/Weigh Scale	Scaler Authorization	RNI - Prince George Forest District	
DRM Scaler Authorization	Scaler Authorization	RSI - Rocky Mountain Forest District	
DSC Scale Site	Scale Site Authorization	RCO - Sunshine Coast Forest District	
DSI Scaler Piece	Scaler Authorization	RCO - South Island Forest District	
sland Timberlands	Scale Site Authorization	RCO - Campbell River Forest District	
MSD	Mark Site Designation	RCO - Sunshine Coast Forest District	
Piece	Scale Site Authorization	RSI - Columbia Forest District	
Scaler Auth. Pce. Scale	Scaler Authorization	RCO - Sunshine Coast Forest District	
Scaler Authorization	Scaler Authorization	RNI - Peace Forest District	
Scaler authorization	Scaler Authorization	RSI - Columbia Forest District	
Neighmaster	Scaler Authorization	RNI - Peace Forest District	
Weight Scale Site Authorization	Scale Site Authorization	RSI - Quesnel Forest District	
nsd	Mark Site Designation	RCO - Haida Gwaii Forest District	
Add Template			

Figure 15.1 Maintain Templates.

# **15.2 View Templates**

To View Templates:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Templates".
- 3. SCS displays Maintain Templates screen (SCS:P080).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS refreshes specified filtered Templates screen if filtered (SCS:P080).
- 6. Click "Template Name" hyperlink.
- 7. SCS displays "Template Details/Conditions" screen (SCS:P081).

# 15.3 Add Templates

To add Templates:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Templates".
- 3. SCS displays "Maintain Templates" screen (SCS:P080).
- 4. Click "Add Template" button.
- 5. SCS "Maintain Templates Create" screen (SCS:P082).
- 6. Enter mandatory and any non-mandatory Detail fields.
- 7. SCS displays "Maintain Templates Create" screen (SCS:P082).
- 8. SCS displays a list of "Template Conditions".
- 9. Enter mandatory fields.
- 10. SCS displays a list of "Template Conditions".
- 11. Click checkbox to select "Template Conditions".
- 12. Click "Save Record".
- 13. SCS displays "Maintain Templates" screen (SCS:P081) with added template.

# 15.4 Edit Template

To edit templates:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Templates".
- 3. SCS displays "Maintain Templates Templates" screen (SCS:P080).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS refreshes specified filtered Templates screen (SCS:P080).
- 6. Click **'Template Name**'' hyperlink for specified template.
- 7. SCS displays "Maintain Templates" screen (SCS:P081).
- 8. Click "Edit Template" button.
- 9. SCS displays "Maintain Templates Edit" screen (SCS:P082).
- 10. Edit the fields as required.
- 11. Click "Save Record" button.
- 12. SCS displays "Maintain Templates" screen (SCS:P081) with Template details and Conditions with specified changes.

### **15.5 Delete Templates**

To delete templates:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Templates".
- 3. SCS displays "Maintain Templates Templates" screen (SCS:P080).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS refreshes specified filtered "Templates" screen (SCS:P080).
- 6. Click '**Template Name**" hyperlink for specified template.
- 7. SCS displays "Maintain Templates" screen (SCS:P081).
- 8. Click "Delete" button.
- 9. SCS prompts: "Are you sure you want to delete this record?"
- 10. Click "OK" to delete record.
- 11. SCS removes the record from view and refreshes "Maintain Templates Templates" screen (SCS:P080).

# 15.6 Maintain Conditions

Maintain Conditions allows the Actor to view, edit and / or create Conditions.

SES linne		- Ba			
Scale A	dministration and Control S	Visiting of Forests and Rang			
Jarlas R	leoorlo Dreate Handheid k	ar igened	Administration		
Maintai	n Conditions				SCS: P083
Condition	18				
1					
Filter: All	Refresh				
Surf Order	Canaddison Marcine	Inte	Site fore	Lapary Dale	
0	Ceduer Co. Stars Reprinement	SIA	P. 3		
0	Screading Requirement	SIA	3. W, F	1001-01-11	
0	Bucker of Price To Scale	81A	P. 8. W	1001-01-11	
4	Weighting Of Trucks	SIA	P. 8 W	1021-01-11	
Û.	Unmarked Timber	SIA	P 3 W	1091-01-11	
0	Cance let on Gubstitutions Of Samples	EIA	P. 8.W	1001-01-11	
u .	Disarisentification Of Sample Loads	SIA	P. G.W	1991-01-11	
0	Waterproof Logs On Scaled Parcels	SIA	0, 9, W	1991-01-11	
н	Only Samples in Sample Yard	134	P. S.W.	388 140 141 1	
0	Bample Vard Valdenance	SIA	P.S.W	1991-01-11	
0	identification Of Scaled Loads	SIA	P. S.W	1991-01-11	
0	Boating Forms	SIA	P. S. W	1981-01-11	
0	Responsion to on wards master	SIA	P. 9, W	1991-01-11	
0	Adequate ElaTitor Level	SIA	P. 3. W	1991-01-11	

Figure 15.2 Maintain Conditions.

### 15.7 View Conditions

To view Conditions:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Conditions".
- 3. SCS displays "Maintain Templates Conditions" screen (SCS:P083).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS refreshes specified filtered "Conditions" screen (SCS:P083).
- 6. Click "Condition Name" hyperlink.
- 7. SCS displays "Conditions Details " screen (SCS:P084).

# 15.8 Add Conditions – Role of System Administrator Only

To add conditions:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Conditions".
- 3. SCS displays "Maintain Templates Conditions" screen (SCS:P083).
- 4. Click "Add Condition" button.
- 5. SCS displays "Maintain Conditions Create" screen (SCS:P085).
- 6. Enter mandatory and any non-mandatory fields.
- 7. Click "Save Record" button.
- 8. SCS displays "Conditions Details" screen (SCS:P084) with added Condition.

### **15.9 Edit Conditions**

To edit Conditions:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Conditions".
- 3. SCS displays "Maintain Questions- Conditions" screen (SCS:P083).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS refreshes specified filtered "Conditions" screen (SCS:P083).
- 6. Click "Condition Name" hyperlink for specified template.
- 7. SCS displays "Condition Details" screen (SCS:P084).
- 8. Click "Edit Condition" button.
- 9. SCS displays "Maintain Conditions Edit" screen (SCS:P085).
- 10. Edit fields as applicable.
- 11. Click "Save Record" button.
- 12. SCS displays "Maintain Conditions Conditions" screen (SCS:P085) with specified changes.

# 15.10 Delete Conditions – Role of System Administrator Only

If a condition has been associated to a Site Authorization, Scaler Authorization or Mark Site Designation it cannot be deleted. The User can, however, expire the Condition and it will no longer be usuable.

To delete Conditions:

- 1. Select "Administration" menu.
- 2. Select "Maintain Conditions".
- 3. SCS displays "Maintain Conditions" screen (SCS:P083).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS displays "Condition Details" screen (SCS:P083).
- 6. Click "Condition Name" hyperlink for specified condition.
- 7. SCS displays "Condition Details" screen (SCS:P084).
- 8. Click "Delete" button.
- 9. SCS prompts: "Are you sure you want to delete this record?"
- 10. Click "OK" to delete record.
- 11. SCS removes the record from view and refreshes SCS displays "Maintain Conditions - Conditions" screen (SCS:P083).

# **15.11 Maintain Questions**

Maintain Questions allows the User to view Questions related to Site Inspections. All other functions can only be performed by a User with the role of System Administrator.

laintai	n Questi	ions		SCS: P079
uestion	•			
ort Order	Question Id	Inspection Type	Question	
	21	Minor Regular Major	Site Active?	
	<u>42</u>	Regular Major	Ledgers completed in compliance with the Site Authorization and the Forest Act section 95(7)?	
	<u>56</u>	Regular Major	Compliant with bucking order as per Scaling Regulation section 42	
	55	Regular Major	Scale data retained on site in compliance with the Forest Act section 95(7)?	
	24	Regular Major	Parcel of timber retained for check scaling in compliance with Forest Act section 94(4) & (5)?	
	43	Regular Major	MFR samples processed in compliance with the Site Authorization and Scaling Regulation section 5?	
	<u>44</u>	Regular Major	Load integrity maintained in compliance with the Forest Act section 97(4) and the Scaling Regulation section 112	
	45	Regular Major	Loads scaled in the specified time in compliance with the Site Authorization?	
	<u>46</u>	Regular Major	Logs spread adequately for scaling in compliance with the Site Authorization?	
	<u>47</u>	Regular Major	Section tests completed daily, documented and in compliance with the Site Authorization?	
	48	Regular Major	Site numbering loads in compliance with the Site Authorization?	
	<u>49</u>	Regular Major	Loads stratified according to sample plan specifications and in compliance with the Site Authorization and Scaling Regulation section 5?	
	50	Regular Major	Compliant with scalers authorization requirement of Forest Act section 03.1, 94(1)?	
	<u>51</u>	Regular Major	Scaler compliant with the Forest Act section 96, Scaling Regulation section 6, Policy and Site Authorization?	
1	52	Regular Major	Compliant with Forest Act section 94 (1) timber marks designated to be scaled at this site?	
	53	Regular Major	Compliant with timber marking and transportation requirements as prescribed by the TMTR	
	<u>57</u>	Major	All outstanding anomalies reviewed and the reasons for them identified?	
	<u>59</u>	Major	Does the site have any scale returns in error in HBS?	
	58	Major	Are there any missing scale returns for this site?	
	<u>60</u>	Major	In reviewing the scale data are there any irregular patterns that could ingger an investigation?	
Add Que			27	

Figure 15.3 Maintain Questions.

# 15.12 View Questions

To view Questions:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Questions".
- 3. SCS displays "Maintain Questions Questions" screen (SCS:P079).
- 4. Click "Question Id" hyperlink for specified question.
- 5. SCS displays "Inspection Question Details" screen (SCSP108)

### 15.13 Add Question

To Add Questions:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Questions".
- 3. SCS displays "Maintain Questions Questions" screen (SCS:P079).
- 4. Click "Add Question" button.
- 5. SCS displays "Maintain Questions Create Details" screen (SCS:P107).
- 6. Enter mandatory and any non-mandatory fields.
- 7. Click "Save Record" button.
- 8. SCS displays "Inspection Questions Details" screen (SCS:P108).
- 9. Edit fields as applicable.
- 10. Click "Save Record" button.
- 11. SCS displays "Maintain Questions" screen (SCS:P108) with added Question.

# 15.14 Edit Question

To edit Questions:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Questions".
- 3. SCS displays "Maintain Questions Questions" screen (SCS:P079).
- 4. Click "Question Id" hyperlink for specified question.
- 5. SCS displays "Maintain Questions Edit" screen (SCS:P108).
- 6. Click "Edit Record" button.
- 7. SCS displays "Maintain Questions Questions" screen (SCS:P107) with Inspection Question Details.
- 8. Edit fields as required.
- 9. Click "Save Record" button.
- 10. SCS displays "Maintain Questions" screen (SCS:P108) with specified edits.

### 15.15 Delete Question – System Administrator Role Only

- 1. Select "Administration" menu.
- 2. Select "Maintenance Questions".
- 3. SCS displays "Maintain Questions Questions" screen (SCS:P079).
- 4. Click 'Question Id' hyperlink for specified question.
- 5. SCS displays "Inspection Question Details" screen (SCS:108).
- 6. Click "Delete" button.
- 7. SCS prompts: "Are you sure you want to delete this record?"
- 8. Click "OK".
- 9. SCS displays "Inspection Question Details" screen (SCS:108) with Question removed.

# 15.16 Maintain Signature Block

Maintain Signature Blocks allows the User to view Signature Blocks that are displayed on letters. The role of System Administrator is the only role capable of Creating or Deleting Signatories.

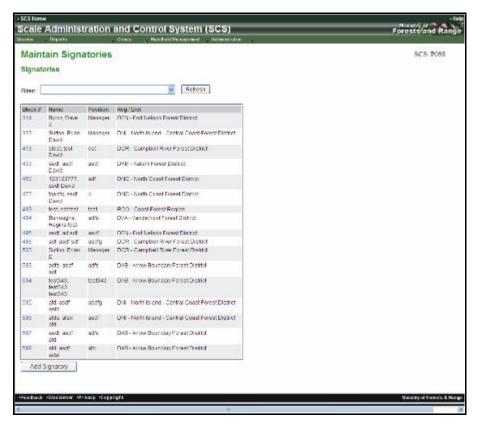


Figure 15.4 Maintain Signatories.

### 15.17 View Signature Blocks

To View Signature Blocks:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Signature Blocks".
- 3. SCS displays "Maintain Signatories" screen (SCS:P098).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS refreshes "Maintain Signatories" screen (SCS:P098) filtered as specified.
- 6. Click **'Block** #'' hyperlink.
- 7. SCS displays "Signatory Detail" screen (SCS:P099).

# 15.18 Add Signatory

To add Signature Blocks:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Signature Blocks".
- 3. SCS displays "Maintain Signatories" screen (SCS:P098).
- 4. Click "Add Signatory' button.
- 5. SCS displays "Signatory Detail" screen (SCSP100).
- 6. Enter mandatory and any non-mandatory fields.
- 7. Click "Save Record" button.
- 8. SCS displays "Signatory Detail" screen (SCS:P099) with added Signatory.

#### 15.19 Delete Signatory

To Delete Signature Blocks:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Signature Blocks".
- 3. SCS displays "Maintain Signatories" screen (SCS:P098).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS refreshes specified filtered Signatories screen (SCS:P098).
- 6. Click **'Block** #" hyperlink.
- 7. SCS displays "Signatory Detail" (SCS:P099).
- 8. Click "Delete" button.
- 9. SCS prompts: "Are you sure you want to delete this record?"
- 10. Click "OK" to delete record.
- 11. SCS removes the record from view and refreshes "Maintain Signatories (SCS:P098).

# 15.20 Edit Signatory

To edit Signature Blocks:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Signature Blocks".
- 3. SCS displays "Maintain Signatories" screen (SCS:P098).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS refreshes specified filtered Signatories screen (SCS:P098).
- 6. Click **'Block #**'' hyperlink.
- 7. SCS displays "Signatory Detail" screen (SCS:P099).
- 8. Click "Edit Signatory" button.
- 9. SCS displays "Maintain Signatories Edit" screen (SCS:P100).
- 10. Edit fields as applicable.
- 11. Click "Save Record" button.
- 12. SCS returns to Maintain Signatories (SCS:P099) displaying changes.

### 15.21 Maintain Exam/Upgrades

Maintain Exam/Upgrades allows the User to view, edit and/or create Exams and Upgrades that will be related to a Scaler.

Maintain Ex	ams	/ Upgrades	SCS P086
Doams / Upgrai	368		
Dec Al .	C.E.e	iveb	
for all a	100	icon .	
Sam/Regnals#	Type	Description	
2/1	LP3	Lipgrade 329 Includes Type for PED	
172	UP3	Upgisde 2342	
251	ERN	Expri 2003 BC/ Autr. 203	
511	EW	Expliced -123	
1	UPS	Interior Gracing 1	
2	EW	Scaler Examination	
2	UPS	Coast Upgrade 1	
1	UPD	Herne Ubgrade	
2	FIN	Acting Scaler From	
÷	UPS	Cossil Upgrade 2	
z	UPD	Weighmaster Endorsoment	
2	ECU	Licensed Scaler From	
1	ERM	Section 79 Re-examination	
12	UP3	Interior Gracing 2	
183	EXN.	Coast Upgrade 2	
171	ERN	EQUI 3/T	
421	FEN	FXAU 0323	
574	Lou	EXAB 303254	
Add Exam / U	pgrade		

Figure 15.5 Maintain Exams/Upgrades.

### 15.22 View Exams/Upgrades

To view Exam/Upgrades:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Exam/Upgrades".
- 3. SCS displays "Maintain Exams/Upgrades" screen (SCS:P086).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS displays "Maintain Exams/Upgrades" screen (SCS:086) filtered as specified.
- 6. Click "Exam / Upgrade #" hyperlink.
- 7. SCS displays "Exam / Upgrade Detail" screen (SCS:P087.

#### 15.23 Add Exams/Upgrades

To Add Exam / Upgrades:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Exam/Upgrades".
- 3. SCS displays "Maintain Exams/Upgrades" screen (SCS:P086).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS displays "Maintain Exams/Upgrades" screen (SCS:086) filtered as specified.
- 6. Click "Add Exam/Upgrade" button.
- 7. SCS displays "Exam / Upgrade Detail" screen (SCS:P088).
- 8. Enter mandatory and any non-mandatory fields.
- 9. Click "Save Record" button.
- 10. SCS displays "Exam/Upgrade Detail" screen with specified Exam/Upgrade Number and details (SCS:P087).

### 15.24 Edit Exams/Upgrades

To edit Exam/Upgrades:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Exam/Upgrades".
- 3. SCS displays "Maintain Exams/Upgrades" screen (SCS:P086).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS displays "Maintain Exams/Upgrades" screen (SCS:086) filtered as specified.
- 6. Click **'Exam / Upgrade #**" hyperlink.
- 7. SCS displays "Exam/Upgrade Detail" screen (SCS:P087).
- 8. Click "Edit Record" button.
- 9. SCS displays "Maintain Exams/Upgrades Edit" screen (SCS:P088).
- 10. Edit fields as applicable.
- 11. Click "Save Record" button.
- 12. SCS displays "Exam/Upgrade Detail" screen (SCS:P087) with changes.

### 15.25 Delete Exams/Upgrades

If the record has been associated to a Scaler, it cannot be deleted. The record, however, can be expired.

To delete Exam/Upgrades:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Exam/Upgrades".
- 3. SCS displays "Maintain Exams/Upgrades" screen (SCS:P086).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. Click "Exam/Upgrade #" hyperlink.
- 6. SCS displays "Exam/Upgrade Detail" screen (SCS:P087) filtered as specified.
- 7. Click **'Exam/Upgrade #**' hyperlink.
- 8. SCS displays "Exam/Upgrade Detail" (SCS:P087).
- 9. Click "Delete" button.
- 10. SCS prompts" "Are you sure you want to delete this record?"
- 11. Click "OK" to delete record.
- 12. SCS removes the record from view and refreshes "Maintain Exams/Upgrades" screen (SCS:P086).

# **15.26 Maintain Appointments**

Maintain Appointments allows the User to view, edit and/or create Appointments.

Scale Administration and Control System (SCS)				
			Forests and Range	
antes Heperte	, Orste	, Hardret Management (), Advance des (),	70735037112200	
Maintain Ap	pointment Type	5	SCS 7089	
Appointment Typ	oes.			
Appointment Type	Appointment Description			
111.	Soler-Appointment/272			
1000	Hanager			
K	Adapt			
c	Chock			
DRDC	Clark Scene			
Ŧ	Forest Service			
<b>5</b> 1	Operator			
AddAppoints	nert Type			
People - Madalane	<ul> <li>Housey Housestight</li> </ul>		Wainky of Faresis & Harp	

Figure 15.6 Maintain Appointments.

# 15.27 View Appointment Types

To view Appointment Types:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Appointment Types".
- 3. SCS displays "Maintain Appointment Types" screen (SCS:P089).
- 4. Click "Appointment Type" click column header to sort.
- 5. Click "Appointment Type" hyperlink.
- 6. SCS displays "Appointment Type Detail" screen (SCS:P090).

# 15.28 Add Appointment Types – System Administrator Role Only

To add Appointment Types:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Appointment Types".
- 3. SCS displays "Maintain Appointment Types" screen (SCS:P089).
- 4. Click "Add Appointment Type" button.
- 5. SCS displays "Appointment Type Detail" screen (SCS:P091).
- 6. Enter mandatory and any non-mandatory fields.
- 7. Click "Save Record" button.
- 8. SCS displays "Appointment Type Detail" screen (SCS:P090) with specified Appointment Type and details.

### **15.29 Edit Appointment Types**

To edit Appointment Types:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Appointment Types".
- 3. SCS displays "Maintain Appointment Types" screen (SCS:P089).
- 4. Click "Appointment Type" hyperlink.
- 5. SCS displays "Appointment Type Detail" screen (SCS:P090).
- 6. Click "Edit Appointment" button.
- 7. SCS displays "Maintain Appointment Type Edit" screen (SCS:P091).
- 8. Edit fields as applicable.
- 9. Click "Save Record" button.
- 10. SCS displays "Maintain Appointment Types Appointment Type Details" screen (SCS:089) with changes.

### 15.30 Delete Appointment Types – System Administrator Role Only

To delete Appointment Types:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Appointment Types".
- 3. SCS displays "Maintain Appointment Types" screen (SCS:P089).
- 4. Click "Appointment Type" column header to sort.
- 5. Click "Appointment Type" hyperlink.
- 6. SCS displays "Appointment Type Detail" screen (SCS:P090).
- 7. Click "Delete" button.
- 8. SCS prompts: "Are you sure you want to delete this record?"
- 9. Click "OK" to delete record.
- 10. SCS removes the record from view and refreshes "Maintain Appointment Types" screen (SCS:P089).

# **15.31 Maintain Valid Licence Attributes**

Maintain Valid Licence Attributes allows the User to view, edit and/or create Valid Licence Attributes.

erica Reporta	🗸 Create	Hundheld Management Administrator	Forests and Rang
Maintain Valid Licence Attributes			SC5: P092
niter: M	· Refeat		
Granting System Code	Appointment Type	Appointment Type Description	
00457	1111	Scaler / ppointment 272	
Coast	A	Ading-s	
Chast	0	Chack	
Coust	*	Forwal Service	
Case	0	Operator	
interior.	Δ.	Ading x.	
Interka	C	Check	
interior.	÷	Forest Bervice	
Inknox	0	Operator	
Not Applicable	A	Adinpy	
Not Applicable	C	Chirdi	
	3	Farest Service	
Not Applicable	0	Operator	

Figure 15.7 Maintain Valid Licence Attributes.

# 15.32 View Valid Licence Attributes

To view Valid Licence Attributes:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Valid Licence Attributes".
- 3. SCS displays "Maintain Valid Licence Attributes" screen (SCS:P092).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS displays "Maintain Valid Licence Attributes" screen (SCS:092) filtered as specified.
- 6. Click "Grading System Code" hyperlink.
- 7. SCS displays "Valid Licence Attribute Detail" screen (SCS:P093).

# 15.33 Add Valid Licence Attributes

To add Valid Licence Attributes:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Valid Licence Attributes".
- 3. SCS displays "Maintain Valid Licence Attributes" screen (SCS:P092).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS displays "Maintain V alid Licence Attributes" screen (SCS:092) filtered as specified.
- 6. Click "Add Attribute" button.
- 7. SCS displays "Maintain Valid Licence Attributes Create" screen (SCS:P094).
- 8. Enter **mandatory** and any non-mandatory fields.
- 9. Click "Save Record" button.
- 10. SCS displays "Valid Licence Attribute Detail" screen (SCS:P093) with specified Licence Attributes details.

# 15.34 Edit Valid Licence Attributes

To edit Valid Licence Attributes:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Valid Licence Attributes".
- 3. SCS displays "Maintain Valid Licence Attributes" screen (SCS:P092).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS displays "Maintain Valid Licence Attributes" screen (SCS:092) filtered as specified.
- 6. Click "Grading System Code" hyperlink.
- 7. SCS displays "Valid Licence Attribute Detail" screen (SCS:P093).
- 8. Click "Edit Attribute" button.
- 9. SCS displays "Maintain Valid Licence Attributes Edit" screen (SCS:P094).
- 10. Edit fields as applicable.
- 11. Click "Save Record".
- 12. SCS displays "Valid Licence Attribute Detail" screen with specified changes.

#### 15.35 Delete Valid Licence Attributes – System Administrator Role Only

To delete Valid Licence Attributes:

- 1. Select "Administration" menu.
- 2. Select "Maintenance Valid Licence Attributes".
- 3. SCS displays "Maintain Valid Licence Attributes" screen (SCS:P092).
- 4. If required, Choose "Filter" from the drop-down list, Click "Refresh".
- 5. SCS displays "Maintain Valid Licence Attributes" screen (SCS:092) filtered as specified.
- 6. Click "Grading System Code" hyperlink.
- 7. SCS displays "Valid Licence Attrib ute Detail" screen (SCS:P093).
- 8. Click "Delete" button.
- 9. SCS prompts: "Are you sure you want to delete this record?"
- 10. Click "OK" to delete record.
- 11. SCS removes the record from view and refreshes "Maintain Valid Licence Attributes" screen (SCS:P092).

# 15.36 Maintain System

Maintain System allows the System Administrator to change the current news that will be displayed on the SCS Welcome Page.

- SCS flome					- Belg
Scale Administration and Control System (SCS)					Forests and Range
Sharen Hayaha	Greeks	- Barlehllbragened	Admentation		
Maintain - Sys	stem				SCS. P103
Welco (SCS)		Administration and	d Control System	201	
Current News:					
				8	
Back Recei S	ave Record				
*Teedback +Statisteer +P	there Coperisht				Ministry of Forests & Range

Figure 15.8 Maintain System Message Screen.

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