



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
- ? Risk 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 FORHISP.ADEHELP@gov.bc.ca for access.

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

Common Functions

1

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.

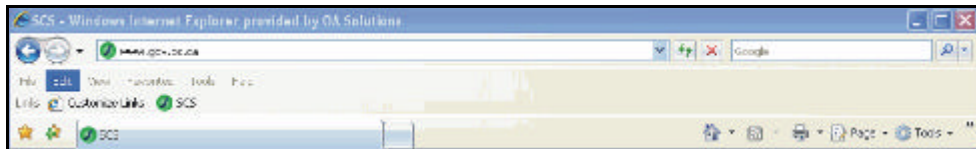
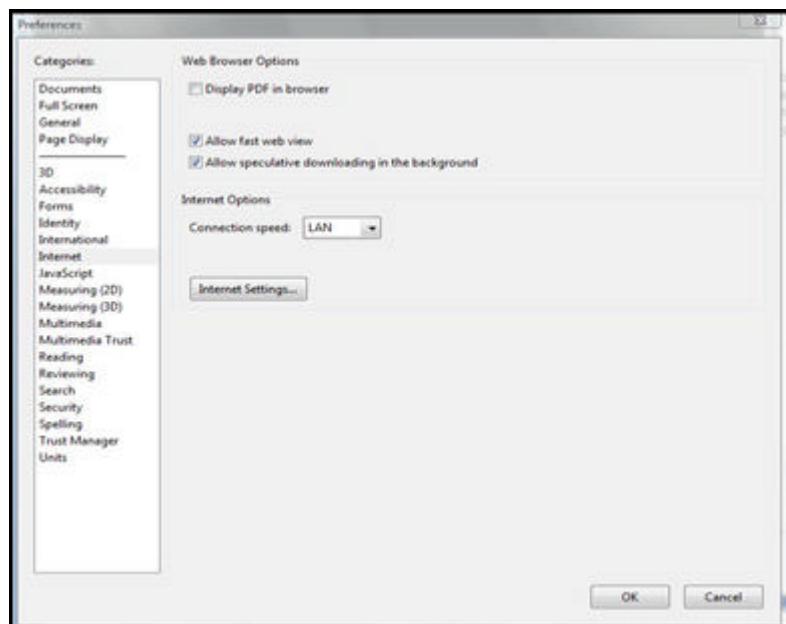


Figure 1.1 Internet Browser Toolbar.

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.



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.

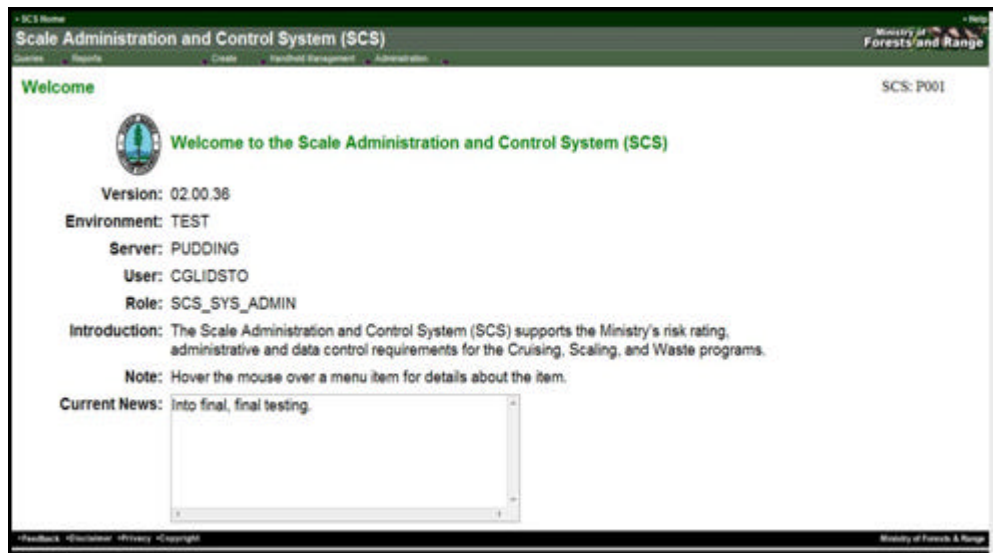


Figure 1.2 Welcome to SCS Screen (Home Screen).

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.



Figure 1.3 SCS Screen Header.

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.

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	Allows the User to choose one of the following queries: <ul style="list-style-type: none"> • Clients • Scalers • Scale Sites • Timber Cruise Plans • Mark Site Designations • Scaler Risk Assessments • Scale Site Risk Assessments • Timber Cruise Assessments • Waste Risk Assessments
Reports	Allows the User to choose from the following reports: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 style="list-style-type: none"> • Upload Check Scale • Upload Site Inspections • Download Questions

Item	Explanation
Administration	<p>Allows the User (depending on their role) to access:</p> <ul style="list-style-type: none">• Work Bench (expiring authorizations)• Maintenance of:<ul style="list-style-type: none">• Templates• Conditions• Signature Blocks• Exams/Upgrades• Appointment Types• Valid Licence Attributes• Authorization Clauses• System

1.5 SCS Home Page – Screen Body

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

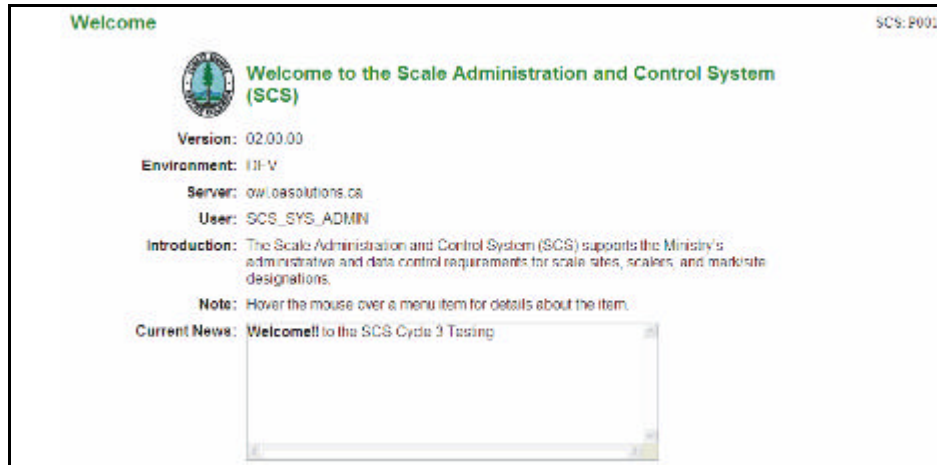


Figure 1.5 SCS Home Page Screen Body.

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



Figure 1.6 SCS Footer.

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 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).



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).

Queries - Scalers - Results						
Result List: 5 records						
Licence #	Reg / Dist	Last Name	First Name	Middle Name	Licence Type	Scaler (Client / Loc)
6004	Chilliwack Forest District	BOOTH	CLIFFORD		Scaling	00041430 / 00
6009	North Island - Central Coast Forest District	WAITE	GARRY	ROY	Scaling	00041591 / 00
600D	Columbia Forest District	DAREYSHIRE	DENICE	SYLVIA	Scaling	00053140 / 00
600E	Arrow Boundary Forest District	KOODRIN	RICHARD	STEVEN	Scaling	00094729 / 00
600F	Arrow Boundary Forest District	BRALN	MARTIN	JOHN ALAN	Scaling	00110277 / 00

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.

The screenshot shows the 'Scaler Record' screen in the 'Scale Administration and Control System (SCS)'. The 'Summary' tab is selected and highlighted with a white background. The record details are as follows:

License #:	6004
Scaler (Client / Loc):	00041430 / 00
Reg / Dist:	Chilliwack Forest District
License Type:	Scaling
Effective Date:	1005-04-08
Expiry Date:	
Scaler Cloth Taken?	Yes
License Status:	VALID

Other tabs visible include: Details, Authorizations, Check Scales, Scale Management, Approvals, and Performance Reporting. The 'Details' tab is currently selected.

Figure 1.9 Summary Tab.

The screenshot shows the 'Scaler Record' screen in the 'Scale Administration and Control System (SCS)'. The 'Address' tab is selected and highlighted with a white background. The contact information is as follows:

Company Name:	Address Line 1:	4074 100 AVENUE
Last Name:	Address Line 2:	
First Name:	Address Line 3:	
	City:	SURREY
Bus. Phone #:	Province:	BC
Res. Phone #:	Country:	CANADA
Cell Phone #:	Postal Code:	V1C1T4B
Fax #:		
E-mail:		

Other tabs visible include: Details, Authorizations, Check Scales, Scale Management, Approvals, and Performance Reporting. The 'Details' tab is currently selected.

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).

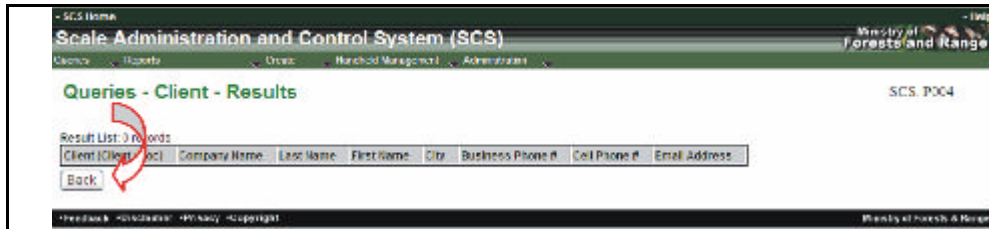


Figure 1.11 Back Button.

1.11 Reset Button

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

The screenshot displays the 'Scale Administration and Control System (SCS)' interface. The main heading is 'Scale Site Register Report'. Below this, there is a description: 'Description: This report lists all scale sites, authorized or unauthorized, by District, Region or the whole Province, and provides additional scale site authorization details.' The interface is divided into several sections for configuring the report:

- Choose your report parameters:** This section contains a table with 'Parameter' and 'Search Data' columns. The parameters include: Reg. Dist (set to 'R00 - Campbell River Forest District'), Scale Type (set to 'Piece Scale'), Include Authorized Scales (set to 'Yes'), Scale Site # (empty), Site Status (set to 'Cancelled'), From Date (set to '20050702'), and To Date (set to '20050705').
- Choose your sort order:** This section has two columns: 'Primary Sort' (set to 'Scale Site Number') and 'Secondary Sort' (set to 'Scale Site Name').
- Provide Report Output Options:** This section includes: File Format (set to 'PDF'), Email Recipient (empty), Print Report (set to 'Yes'), and a 'Send / View Report' button. A red arrow points to a 'Reset' button located at the bottom right of this section.

At the bottom of the screen, there are navigation links: 'Feedback', 'Disclaimer', 'Privacy', and 'Help', along with the text 'Ministry of Forests & Range'.

Figure 1.12 Screen Before Reset Button Clicked.

Scale Administration and Control System (SCS)

Menu: Home | Reports | Create | Inventory Management | Administration

Scale Site Register Report

SCS: R007

Description: This report lists all scale sites, authorized or unauthorized, by District, Region or the whole Province, and provides additional scale site authorization details.

Choose your report parameters.

Parameter	Search Data
Reg List:	All
Scale Type:	All
Include Authorized Scales:	All
Scale Site #:	
Site Status:	All
From Date:	
To Date:	

Choose your sort order.

Primary Sort	Secondary Sort
Scale Site Number	

Provide Report Output Options

Parameter
File Format:
Email Recipient:
Preview Report: Yes <input checked="" type="radio"/> No <input type="radio"/>

Send / View Report Reset

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

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).

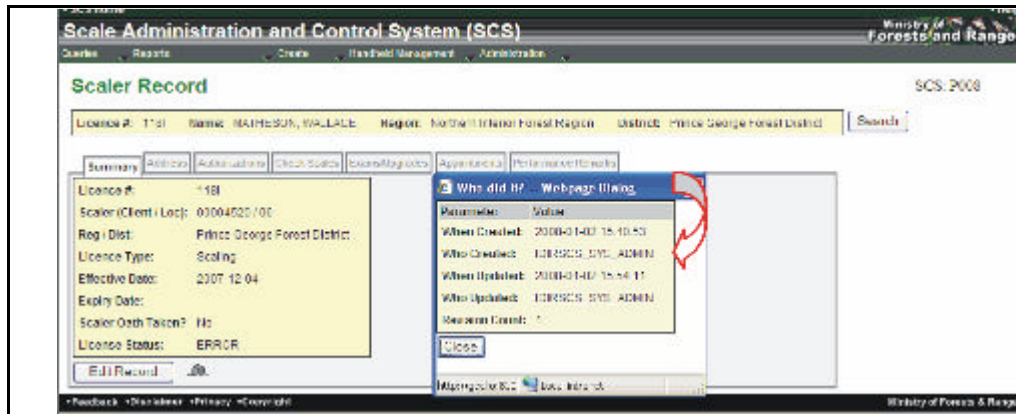


Figure 1.14 Who Did It Pop-up.

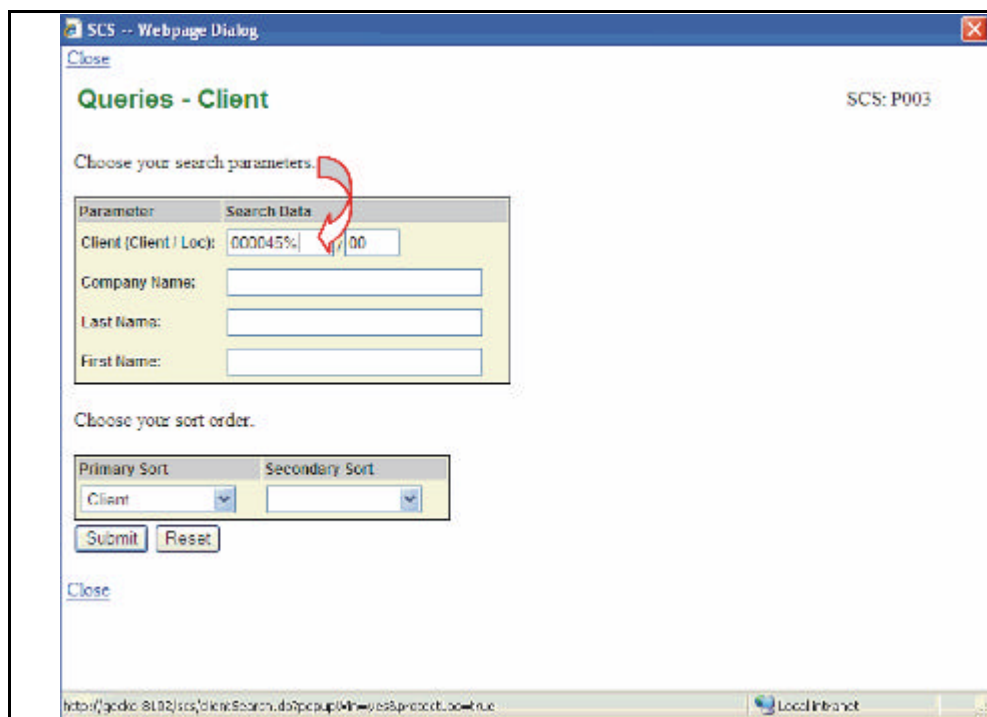


Figure 1.15 Query Pop-up Window.

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).

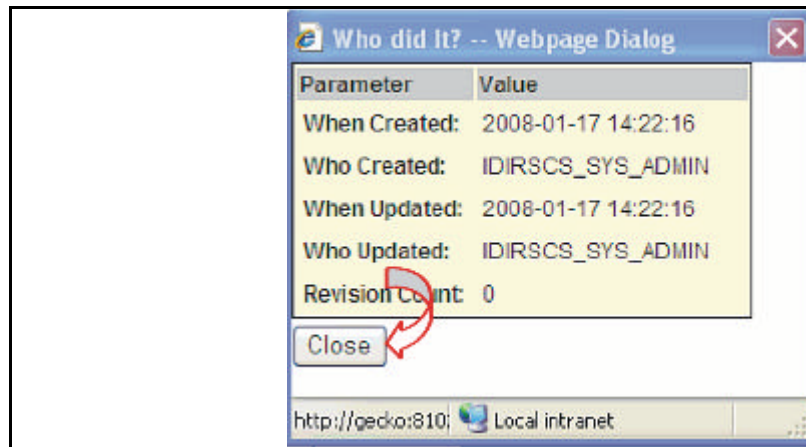



Figure 1.16 Close Button.

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).

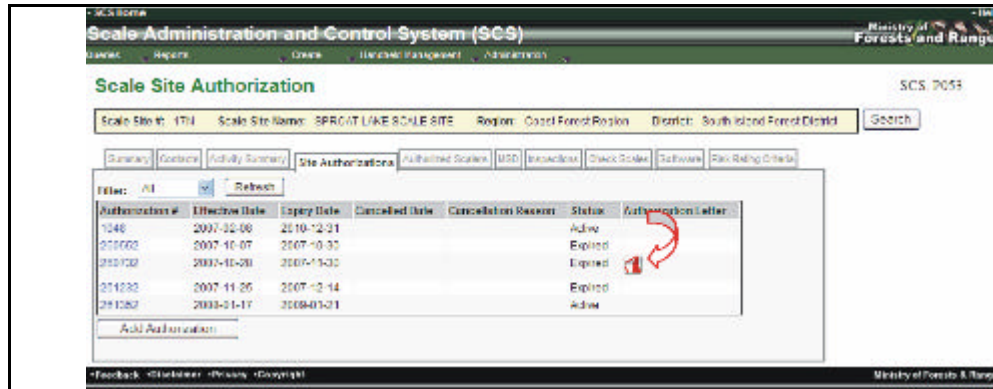


Figure 1.17 Letter Icon.

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 on 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).



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

2

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.

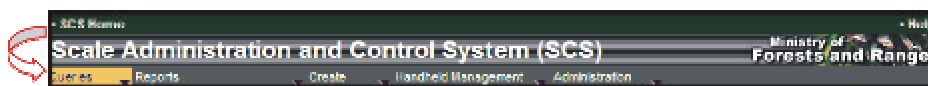


Figure 2.1 Queries Menu Access.

Queries Menu	Unique Screen Number	Explanation
Clients	SCS:P003	Allows the User to search the database for a specific client utilizing the following search criteria: <ul style="list-style-type: none">• Client (Client/Loc)• Company Name• Last Name• First Name The results are displayed in column format in the sequence selected on screen P004.
Scalers	SCS:P005	Allows the User to search for a specific scaler(s) using the following search criteria: <ul style="list-style-type: none">• 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.

Queries Menu	Unique Screen Number	Explanation
Scale Sites	SCS:P043	Allows the User to search for specific scale sites using the following search criteria: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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):	<input type="text"/> / <input type="text"/>
Company Name:	<input type="text"/>
Last Name:	STOCks
First Name:	<input type="text"/>




Figure 2.2 Search Data Parameter – Case Insensitivity.

Result List: 5 records

Client (Client / Loc)	Company Name	Last Name	First Name	City	Business Phone #	Cell Phone #	Email Address
00019185 / 00		STOCKS	THERESA	NELSON			
00019312 / 00		STOCKS	THERESA	NELSON			
00053341 / 00		STOCKS	MURRY	SAWICHTON			
00051821 / 00		STOCKS	TERRANCE	KAMLOOPS			
00112428 / 00		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).

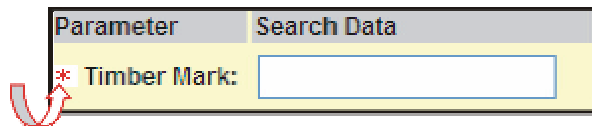


Figure 2.6 Mandatory Fields.



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.

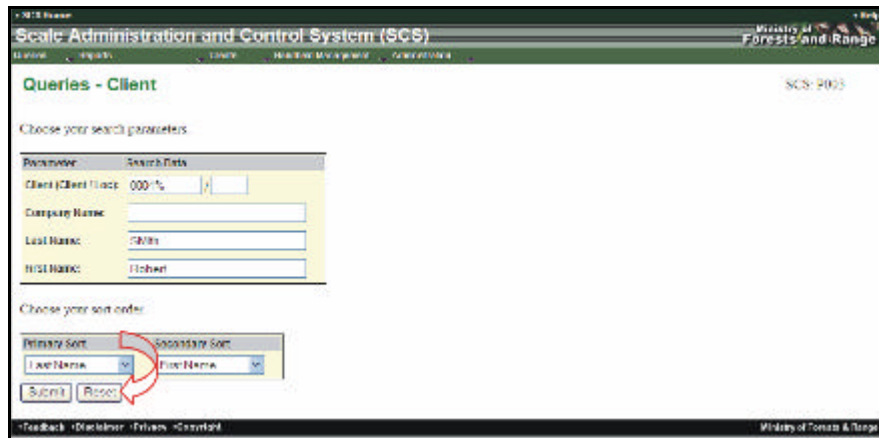
Choose your sort order.

Primary Sort	Secondary Sort
Last Name	First Name

Figure 2.8 Queries Sort Order Example.

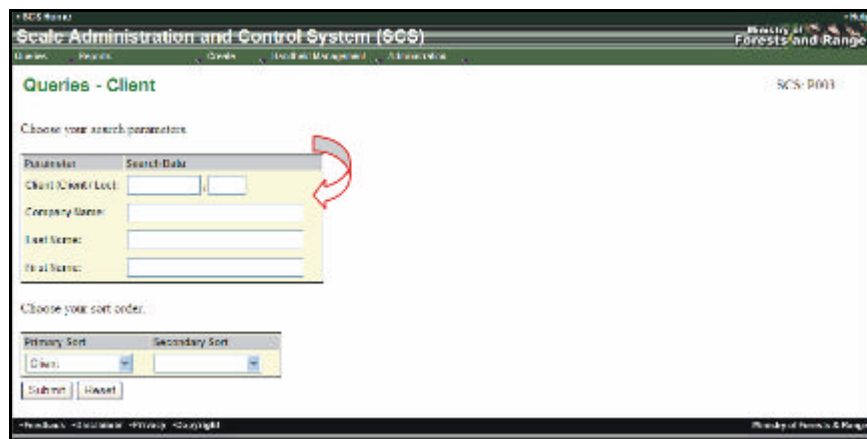
2.6 Resetting Parameters in a Query

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).



The screenshot shows the 'Queries - Client' interface of the 'Scale Administration and Control System (SCS)'. The page has a green header with the system name and 'Ministry of Forests and Range'. Below the header, there's a navigation bar with 'Home', 'Queries', 'Clients', 'Licenses Management', and 'About Us'. The main content area is titled 'Queries - Client' and includes a 'Choose your search parameters' section. This section has a table with 'Parameter' and 'Search Data' columns. The parameters are: 'Client (Client Type)' with a dropdown set to '000/1', 'Company Name' with a text input, 'Last Name' with a dropdown set to 'N/A', and 'First Name' with a dropdown set to 'Robert'. Below this is a 'Choose your sort order' section with 'Primary Sort' and 'Secondary Sort' dropdowns, both set to 'Last Name'. At the bottom of the form are 'Submit' and 'Reset' buttons. A red curved arrow points from the 'Reset' button back to the search parameters section. The footer contains 'Feedback', 'Disclaimer', 'Privacy', and 'Copyright' links, along with the 'Ministry of Forests & Range' logo.

Figure 2.9 Resetting a Query.

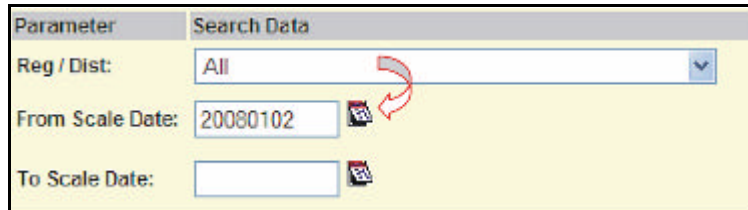


This screenshot shows the same 'Queries - Client' interface after a reset. The search parameters are now empty: 'Client (Client Type)' is set to '000/1', 'Company Name' is empty, 'Last Name' is set to 'N/A', and 'First Name' is empty. The 'Sort' dropdowns remain the same. A red curved arrow points from the 'Reset' button back to the search parameters section, indicating the reset action. The rest of the interface, including the header, navigation bar, and footer, is identical to Figure 2.9.

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).



The screenshot shows a web form titled "Search Data" with a "Parameter" tab. It contains three input fields: "Reg / Dist:" with a dropdown menu showing "All", "From Scale Date:" with the value "20080102", and "To Scale Date:" which is empty. Each date field has a small calendar icon to its right. A red curved arrow points from the "From Scale Date" field towards the "To Scale Date" field.

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.

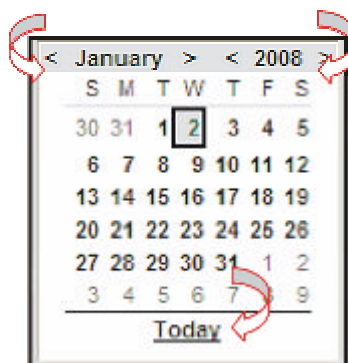


Figure 2.12 Calendar.

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).

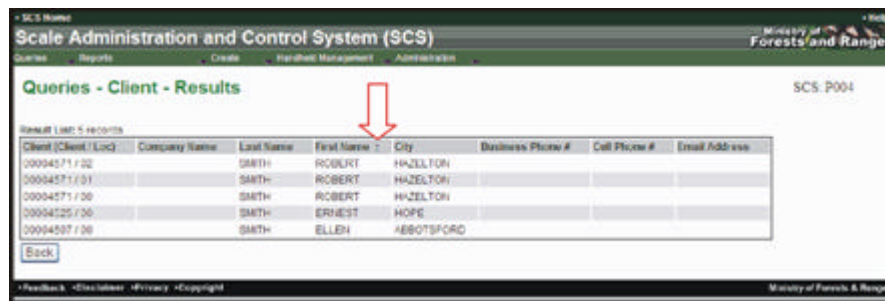
Parameter	Search Data
Client (Client / Loc):	<input type="text"/> / <input type="text"/>
Company Name:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>

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).



SCS Name: Scale Administration and Control System (SCS) Ministry of Forests and Range

Queries - Client - Results SCS P004

Result List 5 records

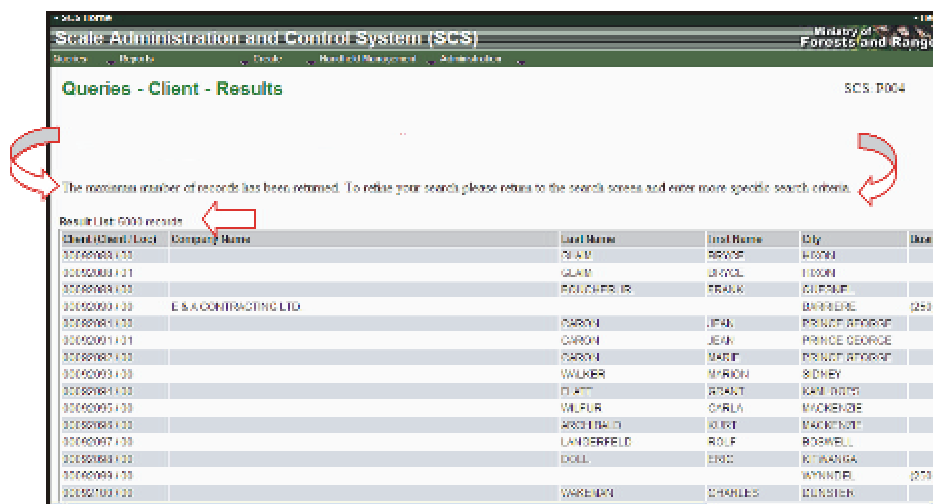
Client (Client / Loc)	Company Name	Last Name	First Name	City	Business Phone #	Cell Phone #	Email Address
00004571 / 02		SARTH	ROBERT	HAZELTON			
00004571 / 01		SARTH	ROBERT	HAZELTON			
00004571 / 00		SARTH	ROBERT	HAZELTON			
00004525 / 00		SARTH	ERNEST	HOPE			
00004507 / 00		SARTH	ELLEN	ABBOTSFORD			

Back

Ministry of Forests & Range

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).



SCS Name: Scale Administration and Control System (SCS) Ministry of Forests and Range

Queries - Client - Results SCS P004

The maximum number of records has been returned. To refine your search please return to the search screen and enter more specific search criteria.

Result List 5000 records

Client (Client / Loc)	Company Name	Last Name	First Name	City	Phone
00000000 / 00		BLAU	BRUCE	EDMONT	
00000000 / 01		GLAM	DAVID	EDMONT	
00000000 / 00		POUCHER	TRAVIS	EDMONT	
00000000 / 00	E & A CONTRACTING LTD			BARRE	(250)
00000000 / 00		CARON	JEAN	PRINCE GEORGE	
00000000 / 01		CARON	JEAN	PRINCE GEORGE	
00000000 / 00		CARON	MARIE	PRINCE GEORGE	
00000000 / 00		WALKER	MARION	SIDNEY	
00000000 / 00		CLARK	BRANT	KAM LOO	
00000000 / 00		WILFUR	CHARL	MACKENZIE	
00000000 / 00		ROGIBALD	KURT	MACKENZIE	
00000000 / 00		LANDERFELD	ROLF	BOHEM	
00000000 / 00		DOLL	ERIC	KAM LOO	
00000000 / 00			WYNNE	(250)	
00000000 / 00		WAREMAN	CHARLES	EDMONT	

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).

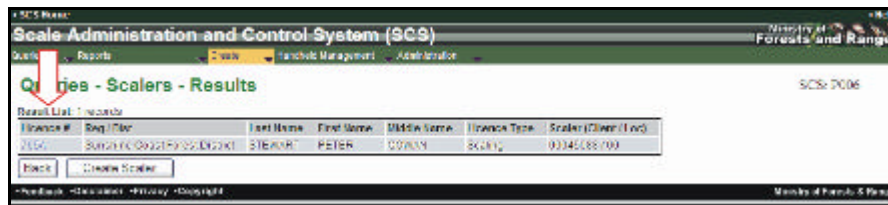


Figure 2.16 Hyperlink Example.



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).

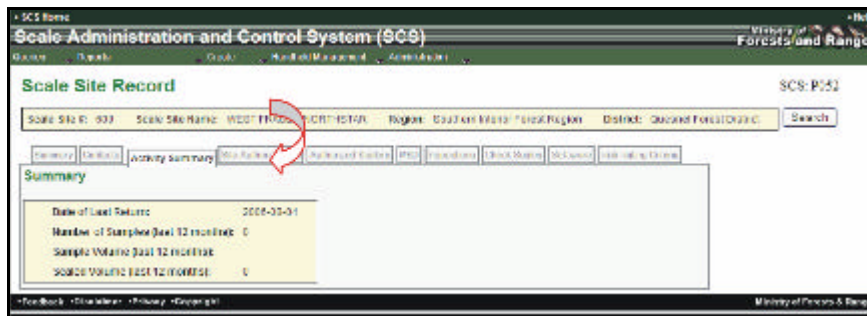


Figure 2.18 Accessing Tabs.

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.



Scale Administration and Control System (SCS)

Queries - Scalers - Results

Result list: 10 records

License #	Area Dist	Last Name	First Name	Middle Name	License Type	Scaler (Client/Load)
0000	Rocky Mountain Forest District	STROM	CLAYN	DELL	Scaling Woods	0004000/100
0001	Quebec Forest District	BOYER	BRUCE	VERNON	Scaling	0004000/100
0002	Rocky Mountain Forest District	DOERING	GEORGE	DAVID	Scaling Woods	0004000/100
0003	Rocky Mountain Forest District	CLINE	PATRICK	GEORGE	Scaling Woods	0004000/100
0004	Rocky Mountain Forest District	FERGUSON	ROBERT	WILLIE	Scaling	0004000/100
0005	Rocky Mountain Forest District	WATLAND	CHRISTIE	ROTH	Scaling Woods	0004000/100
0006	Rocky Mountain Forest District	FLUNDERS	DANIEL	GEORGE	Scaling	0004000/100
0007	Rocky Mountain Forest District	HUNTER	WYNN	WYNN	Scaling	0004000/100
0008	Rocky Mountain Forest District	GLYNN	LINDA	JOHN	Scaling	0004000/100
0009	Rocky Mountain Forest District	CLINE	CLAYN	LOUISE	Scaling	0004000/100

Create Scaler

Figure 2.19 Queries – Scalers - Results.

Generating Letters

3

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

BRITISH COLUMBIA
Ministry of Forests and Range
Province of British Columbia

Page 1 of 3

SCALER AUTHORIZATION

Authorisation Number	10107
Location Name	2104
Authorisation Date	December 01, 1985

Presented to the Forest and Range Division

SCALER AUTHORIZATION
OF
134 (W2 WOOD ROOMS LOGYARD)
PORT ALBERNI, BC V2V1S4
to Scale and Clearly Timber

at 134 (W2 WOOD ROOMS LOGYARD)
177 (SPRINT LAMP SCALING SITE)

for a period commencing December 01, 1985 and ending December 01, 1985 subject to the following conditions:

- ORDERLY SCALING**
The scaler shall be authorized to scale only those logs which are clearly marked and identified by a unique resin number and so identified.
- SCALE PROCEEDURES - UNIQUE RETURN NUMBER**
The scaler shall ensure that all logs are clearly marked with a unique resin number and so identified.

Figure 3.1 Generate Letter – Scale Site Authorization.

Scale Site Authorization

Scale Site #: 171 Scale Site Name: SPRING LAKE SCALE SITE Region: Southern Interior Forest Region District: Okanogan Forest District

Scale Site Authorization

Authorization #: 1048
Scale Site #: 171
Effective Date: 2007-02-08
Expiry Date: 2010-12-31
Expected Annual Scale Volume: 75000
Cancellation Date:
Cancellation Reason:
Status: Active

Conditions

Condition #	Title	Mandatory?	Description
28	CHECK SCALE DETAILS RETAINED AT SITE	Y	The record of scale details (detailed log logging) must be retained at the scale site and be available for Forest Service review upon request.

Buttons: Edit Record, Delete, Create Letter

Figure 3.2 Example of Crating a Letter.

Scale Site Authorization

Scale Site #: 171 Scale Site Name: SPRING LAKE SCALE SITE Region: Southern Interior Forest Region District: Okanogan Forest District

Scale Site Authorization

Authorization #: 1048
Scale Site #: 171
Effective Date: 2007-02-08
Expiry Date: 2010-12-31
Expected Annual Scale Volume: 75000
Cancellation Date:
Cancellation Reason:
Status: Active

Conditions

Condition #	Title	Mandatory?	Description
28	CHECK SCALE DETAILS RETAINED AT SITE	Y	The record of scale details (detailed log logging) must be retained at the scale site and be available for Forest Service review upon request.

Buttons: Edit Record, Delete, Create Letter

Figure 3.3 Viewing a Generated Letter.

Conditions

4

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.

The screenshot displays the 'Scale Administration and Control System (SCS)' interface. The main window is titled 'Scale Site Authorization - Edit'. It contains several input fields: 'Authorization #', 'Scale Site #', 'Effective Date', 'Expiry Date', 'Expected Annual Scale Volume', and 'Cancellation Date'. A red arrow points from the 'Conditions' section to the 'Scale Site #' field. The 'Conditions' section includes a table with columns 'Condition #', 'Title', 'Mandatory?', and 'Description'. Below the table are 'Add' and 'Search' buttons. At the bottom, there is a 'Template' dropdown menu set to 'SRMA-201-95A' and an 'Apply' button. The footer of the window shows 'Ministry of Forests & Range'.

Figure 4.1 Adding Conditions.

SCS Home

Scale Administration and Control System (SCS)

Home Reports Users Scaled Management Administration

Scale Site ID: 2005 Scale Site Name: Testing Scale Site Region: Southern Interior Forest Region District: Kamloops Forest District

Scale Site Authorization

Authorization ID: 015350
 Scale Site ID: 2005
 Effective Date: 2005-01-01
 Expiry Date: 2007-01-01
 Cancelled Annual Scale Volume: 500
 Cancellation Date:
 Cancellation Reason:
 Status: Active

Conditions

Condition ID	Item	Requirement	Description
00	CLICK ON SCALE - DETAILS	Yes	The record of scale details is created by logging in to the system and be available for
01	REVIEWED AT SITE	Yes	Forest Service review is required.
02	Scale Site	Yes	Yes
03	Scale Site	Yes	Condition Text for Scale Site
04	Scale Site	Yes	Condition Text for Scale Site
05	Scale Site	Yes	Condition Text for Scale Site
06	Scale Site	Yes	Condition Text for Scale Site
07	Scale Site	Yes	Condition Text for Scale Site
08	Scale Site	Yes	Condition Text for Scale Site
09	Scale Site	Yes	Condition Text for Scale Site
10	Scale Site	Yes	Condition Text for Scale Site
11	Scale Site	Yes	Condition Text for Scale Site
12	Scale Site	Yes	Condition Text for Scale Site
13	Scale Site	Yes	Condition Text for Scale Site
14	Scale Site	Yes	Condition Text for Scale Site
15	Scale Site	Yes	Condition Text for Scale Site
16	Scale Site	Yes	Condition Text for Scale Site
17	Scale Site	Yes	Condition Text for Scale Site
18	Scale Site	Yes	Condition Text for Scale Site
19	Scale Site	Yes	Condition Text for Scale Site
20	Scale Site	Yes	Condition Text for Scale Site
21	Scale Site	Yes	Condition Text for Scale Site
22	Scale Site	Yes	Condition Text for Scale Site
23	Scale Site	Yes	Condition Text for Scale Site
24	Scale Site	Yes	Condition Text for Scale Site
25	Scale Site	Yes	Condition Text for Scale Site
26	Scale Site	Yes	Condition Text for Scale Site
27	Scale Site	Yes	Condition Text for Scale Site
28	Scale Site	Yes	Condition Text for Scale Site
29	Scale Site	Yes	Condition Text for Scale Site
30	Scale Site	Yes	Condition Text for Scale Site
31	Scale Site	Yes	Condition Text for Scale Site
32	Scale Site	Yes	Condition Text for Scale Site
33	Scale Site	Yes	Condition Text for Scale Site
34	Scale Site	Yes	Condition Text for Scale Site
35	Scale Site	Yes	Condition Text for Scale Site
36	Scale Site	Yes	Condition Text for Scale Site
37	Scale Site	Yes	Condition Text for Scale Site
38	Scale Site	Yes	Condition Text for Scale Site
39	Scale Site	Yes	Condition Text for Scale Site
40	Scale Site	Yes	Condition Text for Scale Site
41	Scale Site	Yes	Condition Text for Scale Site
42	Scale Site	Yes	Condition Text for Scale Site
43	Scale Site	Yes	Condition Text for Scale Site
44	Scale Site	Yes	Condition Text for Scale Site
45	Scale Site	Yes	Condition Text for Scale Site
46	Scale Site	Yes	Condition Text for Scale Site
47	Scale Site	Yes	Condition Text for Scale Site
48	Scale Site	Yes	Condition Text for Scale Site
49	Scale Site	Yes	Condition Text for Scale Site
50	Scale Site	Yes	Condition Text for Scale Site
51	Scale Site	Yes	Condition Text for Scale Site
52	Scale Site	Yes	Condition Text for Scale Site
53	Scale Site	Yes	Condition Text for Scale Site
54	Scale Site	Yes	Condition Text for Scale Site
55	Scale Site	Yes	Condition Text for Scale Site
56	Scale Site	Yes	Condition Text for Scale Site
57	Scale Site	Yes	Condition Text for Scale Site
58	Scale Site	Yes	Condition Text for Scale Site
59	Scale Site	Yes	Condition Text for Scale Site
60	Scale Site	Yes	Condition Text for Scale Site
61	Scale Site	Yes	Condition Text for Scale Site
62	Scale Site	Yes	Condition Text for Scale Site
63	Scale Site	Yes	Condition Text for Scale Site
64	Scale Site	Yes	Condition Text for Scale Site
65	Scale Site	Yes	Condition Text for Scale Site
66	Scale Site	Yes	Condition Text for Scale Site
67	Scale Site	Yes	Condition Text for Scale Site
68	Scale Site	Yes	Condition Text for Scale Site
69	Scale Site	Yes	Condition Text for Scale Site
70	Scale Site	Yes	Condition Text for Scale Site
71	Scale Site	Yes	Condition Text for Scale Site
72	Scale Site	Yes	Condition Text for Scale Site
73	Scale Site	Yes	Condition Text for Scale Site
74	Scale Site	Yes	Condition Text for Scale Site
75	Scale Site	Yes	Condition Text for Scale Site
76	Scale Site	Yes	Condition Text for Scale Site
77	Scale Site	Yes	Condition Text for Scale Site
78	Scale Site	Yes	Condition Text for Scale Site
79	Scale Site	Yes	Condition Text for Scale Site
80	Scale Site	Yes	Condition Text for Scale Site
81	Scale Site	Yes	Condition Text for Scale Site
82	Scale Site	Yes	Condition Text for Scale Site
83	Scale Site	Yes	Condition Text for Scale Site
84	Scale Site	Yes	Condition Text for Scale Site
85	Scale Site	Yes	Condition Text for Scale Site
86	Scale Site	Yes	Condition Text for Scale Site
87	Scale Site	Yes	Condition Text for Scale Site
88	Scale Site	Yes	Condition Text for Scale Site
89	Scale Site	Yes	Condition Text for Scale Site
90	Scale Site	Yes	Condition Text for Scale Site
91	Scale Site	Yes	Condition Text for Scale Site
92	Scale Site	Yes	Condition Text for Scale Site
93	Scale Site	Yes	Condition Text for Scale Site
94	Scale Site	Yes	Condition Text for Scale Site
95	Scale Site	Yes	Condition Text for Scale Site
96	Scale Site	Yes	Condition Text for Scale Site
97	Scale Site	Yes	Condition Text for Scale Site
98	Scale Site	Yes	Condition Text for Scale Site
99	Scale Site	Yes	Condition Text for Scale Site
100	Scale Site	Yes	Condition Text for Scale Site

Edit Record Delete Create Link

Home Reports Users Scaled Management Administration

Ministry of Forests & Range

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.

Scale Administration and Control System (SCS)

Scale Site Authorization - Edit

Scale Site Authorization

Administration #: 1000

Scale Site #: 1001

Effective Date: 2008/4/1

Expiry Date: 2008/4/30

Expected Annual Scale Volume: 40000

Cancellation Date:

Cancellation Reason:

Conditions

Condition #	Title	Mandatory?	Description
SRAN 001 SFA			

Buttons: Back, Cancel, Save Record

Figure 5.1 Templates.

This page is intentionally left blank.

Reports

6

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.

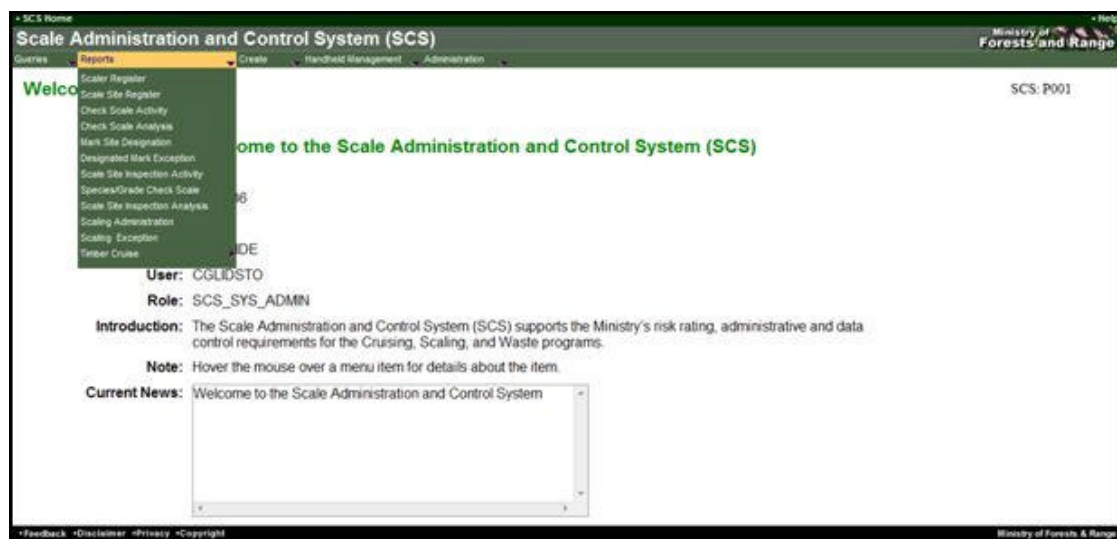


Figure 6.1 Reports.

Scaler Register Report

Description: This report lists all scalers, ordered as requested, by District, Region or the whole Province and provides additional scaler license and maintenance details.

Choose your report parameters:

Parameter	Search Data
District	All
Region	All
Activation Status	All
Applicant Type	All

Choose your sort order:

Primary Sort	Secondary Sort
Scaler License	Scaler Name

Provide Report Output Options:

Parameter	Search Data
Report Format	PDF
Report Content	
Print Report	<input type="checkbox"/> Yes <input type="checkbox"/> No

Search View Report Print

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.

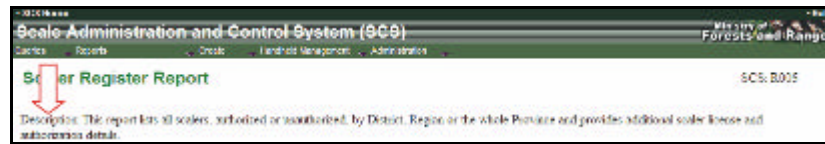


Figure 6.3 Report Description Example.

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.

The screenshot shows the 'Scale Site Register Report' interface within the 'Scale Administration and Control System (SCS)'. The page title is 'Scale Site Register Report' and the version is 'SCS 3007'. A description states: 'This report lists all scale sites, authorized or unauthorized, by District, Region or the whole Province, and provides additional scale site authorization details.' Below this, there are three sections for user input:

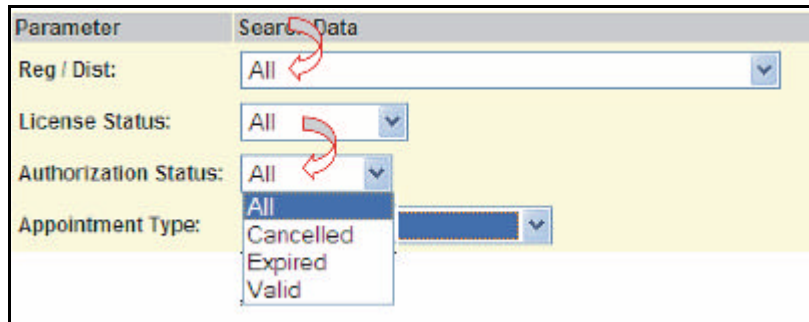
- Choose your report parameters:** This section contains a table with two columns: 'Parameter' and 'Search Data'. The parameters listed are: 'Reg/Dist' (with a dropdown menu set to 'All'), 'Scale Type' (with a dropdown menu set to 'All'), 'Include Authorized Scales' (with a dropdown menu set to 'All'), 'Scale Shift' (with a text input field), 'Site Status' (with a dropdown menu set to 'All'), 'From Date' (with a date picker), and 'To Date' (with a date picker). A red curved arrow points from the 'Scale Type' dropdown to the 'Include Authorized Scales' dropdown.
- Choose your sort order:** This section contains two dropdown menus: 'Primary Sort' (set to 'Scale Site Number') and 'Secondary Sort' (set to 'Scale Site Number').
- Provide Report Output Options:** This section contains a 'Parameters' table with a 'File Format' dropdown set to 'PDF', an 'Email Recipient' text input field, and a 'Preview Report' section with 'Yes' and 'No' radio buttons. Below these are 'Send/View Report' and 'Cancel' buttons.

The footer of the page includes 'Feedback', 'Help', 'Privacy', and 'Copyright' links, and the 'Ministry of Forests & Range' logo.

Figure 6.4 Report Parameters.

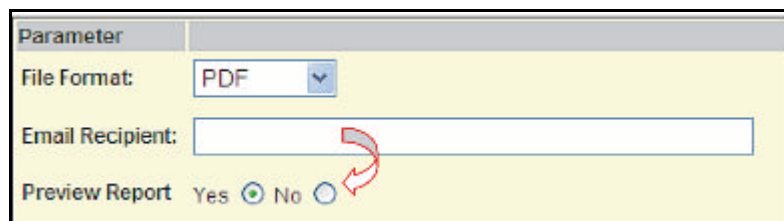
6.5 Mandatory Fields and Default Values

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.



The screenshot shows a form titled 'Parameter' with a 'Search Data' button. Below the button are four drop-down menus: 'Reg / Dist:' with 'All' selected, 'License Status:' with 'All' selected, 'Authorization Status:' with 'All' selected, and 'Appointment Type:' with 'All' selected. A red arrow points to the 'All' option in the 'Appointment Type' menu, which is currently open, showing options: 'All', 'Cancelled', 'Expired', and 'Valid'. Another red arrow points to the 'All' option in the 'Reg / Dist' menu.

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

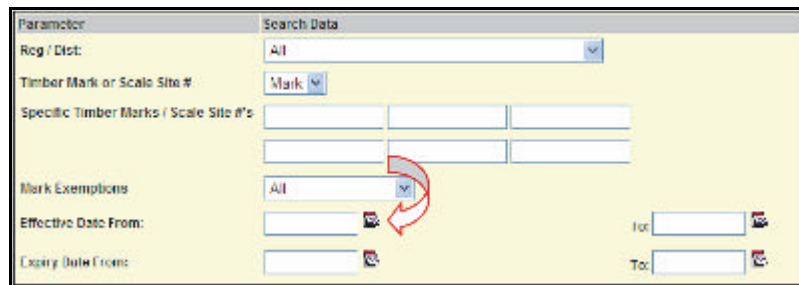


The screenshot shows a form titled 'Parameter' with three radio buttons: 'File Format:' with 'PDF' selected, 'Email Recipient:' with an empty text box, and 'Preview Report' with 'Yes' selected. A red arrow points to the 'Yes' radio button, which is currently selected.

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).

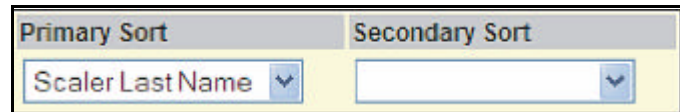


The screenshot shows a web form titled "Search Data" with a "Parameter" tab. The form contains several input fields: "Reg / Dist:" with a dropdown menu set to "All"; "Timber Mark or Scale Site #" with a "Mark" dropdown; "Specific Timber Marks / Scale Site #'s" with three empty text boxes; "Mark Exemptions" with a dropdown set to "All"; "Effective Date From:" with a text box and a calendar icon; and "Expiry Date From:" with a text box and a calendar icon. To the right of these are "To:" fields for both date ranges, each with a calendar icon. A red curved arrow points from the "Effective Date From:" field to the "Expiry Date From:" field.

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.

The screenshot shows the 'Scale Site Register Report' interface within the 'Scale Administration and Control System (SCS)'. The interface includes a description of the report, a section to 'Choose your report parameters' with dropdowns for Region, Scale Type, Include Authorized Scales, Scale Status, and date ranges, and a section to 'Choose your sort order' with Primary and Secondary sort dropdowns. Below these is the 'Provide Report Output Options' section, which includes a dropdown for File Format (set to PDF), a text field for Email Recipient, and radio buttons for Preview Report (Yes/No). At the bottom are buttons for 'Send / View Report' and 'Cancel'.

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

File Format: PDF

Email Recipient:

Preview Report Yes ☐ No ☒

Figure 6.10 Report File Format.



Ministry of Forests and Range

Province of British Columbia

Forest Administration and Management Division

Scaler Register Report

Page:

1 of 1

Created:

2009-01-01

Printed:

2009-01-01

User:

J. Smith

Name	Unit	Unit Name	Upgrade	As	SR	Type	Associated Type	Number	Day	Date	Location	Unit	SR	Policy Date
CHARTER: 00000000 CHARTER: 00000000 POLICE: 00000000 GOLD RIVER, BC 00000000 CHARTER: 00000000														

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).

The screenshot shows the 'Scaler Register Report' form in the SCS system. The form is titled 'Scaler Register Report' and includes a description: 'This report lists all scalers, authorized or unauthorized, by District, Region or the whole Province and provides additional scale license and authorization details.' Below the description, there are sections for 'Choose your report parameters', 'Choose your sort order', and 'Provide Report Output Options'. The 'Choose your report parameters' section contains a table with the following values: 'Region/Dist' is 'RST - Carleton Place District', 'License Status' is 'Cancelled', 'Authorization Status' is 'Valid', and 'Authorization Type' is 'Check Scaler - Cancelled'. The 'Choose your sort order' section shows 'Primary Sort' as 'Scaler Last Name' and 'Secondary Sort' as 'License #'. The 'Provide Report Output Options' section shows 'File Format' as 'MS Excel', 'Email Register' as 'loosier@gov.bc.ca', and 'Printed Report' as 'Yes'. A red arrow points to the 'Reset' button at the bottom of the form.

Figure 6.12 Report Parameters Before Reset.

The screenshot shows the 'Scaler Register Report' form after the parameters have been reset. The form is titled 'Scaler Register Report' and includes the same description as Figure 6.12. The 'Choose your report parameters' section now shows 'Region/Dist' as 'All', 'License Status' as 'All', 'Authorization Status' as 'All', and 'Authorization Type' as 'All'. The 'Choose your sort order' section remains the same. The 'Provide Report Output Options' section now shows 'File Format' as 'PDF', 'Email Register' as 'loosier@gov.bc.ca', and 'Printed Report' as 'Yes'. A red arrow points to the 'Reset' button at the bottom of the form.

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).

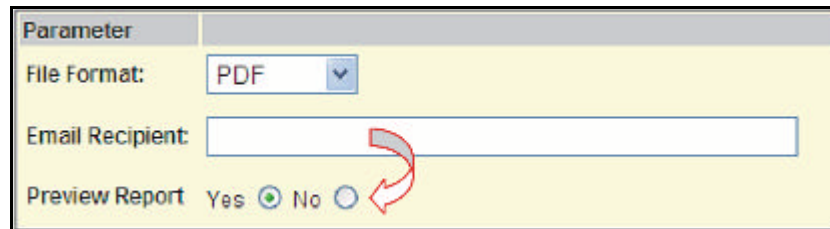


Figure 6.14 Report Preview.

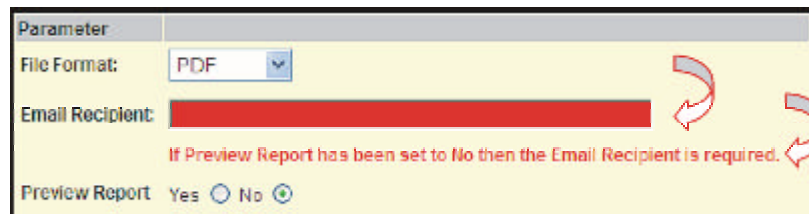


Figure 6.15 Report Preview Recipient Requirement.

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).

BRITISH COLUMBIA
Ministry of Forests and Range
Province of British Columbia
Page 1 of 1

CHECK SCALE ADVISORY LETTER

License Number 5104
Check Scale Num. 203263
January 17, 2008

BRIAN DEMOREST
3051 MATTHEW ROAD
NANOOSE BAY, BC V9P5B2

Dear BRIAN DEMOREST

A check scale was performed on timber previously scaled by you, and bearing the parcel identity of
Load Arrival # 0 Weigh Slip #

This check scale was performed by ROBERT MCCABE on March 15, 2007 at the SPROAT LAKE SCALE
SITE scale 17N.
The results of the check were within acceptable Ministry Standards.

Minor Differences in grade Overall scaling good

Yours truly,

** Authorization **
** Previously Issued **
Osoyoos Shuswap Forest District

cc:
ralph.smith

Figure 6.16 Creating a Report from Scale Site Record.

7

Scale Administration and Control System (SCS)

1

7.1 Create List

Create Menu	Unique Screen Number	Explanation
Scaler	SCS:P007	<p>Allows the User to create a scaler from an existing client record requiring some or all of the following Scaler details:</p> <ul style="list-style-type: none"> • Licence # (generated by SCS) • Scaler (Client/Loc) • Regional District • Licence Type • Effective Date • Scaler Oath Taken? <p>Appointment OR Exam/Upgrade details, must be entered: Appointment details:</p> <ul style="list-style-type: none"> • Appointment (LOV) • Province Wide? (LOV) • Effective Date • Expiry Date <p>OR Exam details:</p> <ul style="list-style-type: none"> • Exam/Upgrade (LOV) • Completed By Date <p>Note: <i>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.</i></p>
Scaler Site	SCS:P045	<p>Allows the User to create a new Scale Site requiring the data details as follows:</p> <ul style="list-style-type: none"> • Scale Site # (generated by SCS) • Scale Site Name • Owner (Client/Loc) – Note if the Scale (Client/Loc) is not known then a Search may be performed to locate it. • Region/District (LOV) • Timber Brand • Latitude (Degrees, Minutes, Seconds) • Longitude (Degrees, Minutes, Seconds) • Description of Site Location Site Type • Site Type (Weight, Piece, SFP, Cruise)

Create Menu	Unique Screen Number	Explanation
Mark Site Designation	SCS:P068	<p>Allows the User to create a Mark Site Designation for some or all of the following information:</p> <ul style="list-style-type: none"> • MSD # (generated by SCS) • Timber Mark • Mark Holder (Client/Location) – generated by SCS depending on the Timber Mark entered • Mark Holder Name – generated by SCS depending on the Timber Mark entered • Mark Status – generated by SCS depending on the Timber Mark entered • Geographic Location • Population • Effective Date • Expiry Date • Reg/District • District Wide? • Est. Volume • Est. Truck Loads • Timber Description • Transportation Date Description • Other Requirements
Scaler Authorization	SCS:P063	<p>Allows the User to create a Scaler Authorization from the following information and to be able to add Scale Site Conditions.</p> <ul style="list-style-type: none"> • Authorization # (generated by SCS) • Authorized Scaler Licence # - Note if the Authorized Scaler is not known then a Search may be performed to locate it • Effective Date • Expiry Date • Region/District • District Wide? <p>Conditions are added by clicking the “Add Conditions” button.</p>
Scale Site Authorization	SCS:P060	<p>Allows the User to create a Scale Site Authorization using the following information.</p>

Create Menu	Unique Screen Number	Explanation
		<ul style="list-style-type: none">• Authorization # (generated by SCS)• Scale Site # - Note if the Scale Site # is not known then a Search may be performed to locate it• Effective Date• Expiry Date• Expected Annual Scale Volume <p>Conditions are added by clicking the "Add Conditions" button or using a Template.</p>

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

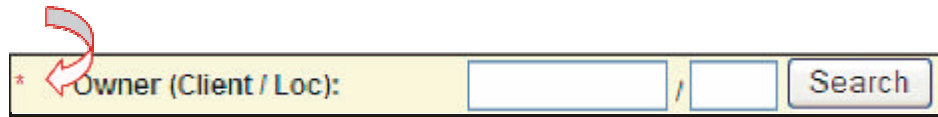
With each Create function the parameters will differ depending on which function the User is accessing. For example, Create Scaler requires that the scaler, Reg/Dist., Licence Type, Effective Date and Scaler Oath Taken, etc. be populated (i.e., are mandatory - **see red asterisk ***) (see Figure 7.2).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

Figure 7.2 Create Scaler Parameters.

Figure 7.3 Create Scaler Authorizations.

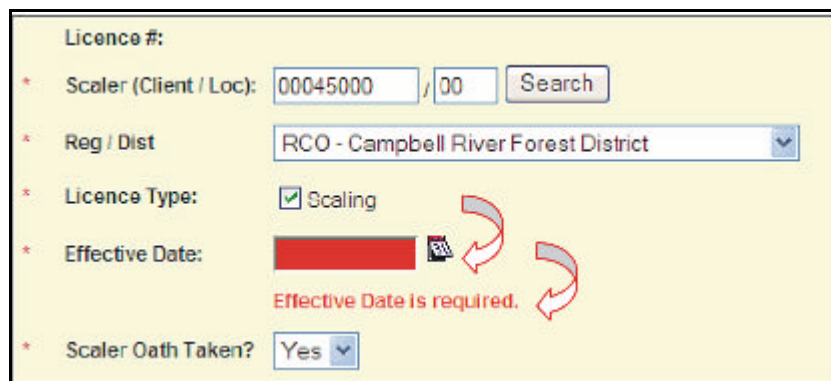
7.4 Mandatory Fields

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).



* Owner (Client / Loc): /

Figure 7.4 Create – Mandatory Field.






Licence #:

* Scaler (Client / Loc): 00045000 / 00

* Reg / Dist

* Licence Type: ☒ Scaling

* Effective Date:   
Effective Date is required.

* Scaler Oath Taken?

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).

Close

Queries - Client

SCS: P003

Choose your search parameters:

Parameter	Search Data
Client (Client + Loc):	000046% <input type="text" value="100"/>
Company Name:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>

Choose your sort order:

Primary Sort	Secondary Sort
Client <input type="text" value="v"/>	<input type="text" value="v"/>

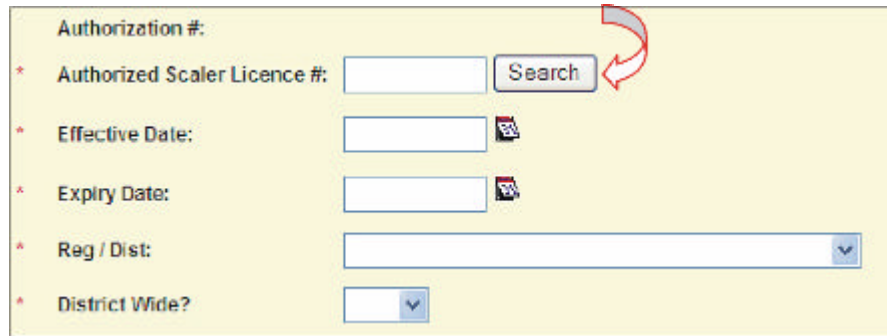
Close

http://geda01002/scss/clientSearch.do?popUp=true&noProtection=true Local intranet

Figure 7.6 enter fig name here.

Client (Client/ Loc)	Company Name	Last Name	First Name	City	Business Phone #	Cell Phone #	Email Address
00104520 / 00		MATHESON	WALLACE	PRINCE RUPERT			
00101921 / 00		GLISTAFSON	ASHLEY	WAPLE RIDGE			
00100920 / 00	A. BRADY AND SONS LTD.			CANIMUK / NW-4	(250)296-6811		
00104520 / 00		SOUTH	ERNEST	HOPE			
00104520 / 00	PUNTEDGE HOLDINGS LTD.			COURTENAY			
00104520 / 00		MUSHALLEN	GEORGE	WAPLE RIDGE			
00104520 / 00		STEVENSON	GORDON	VICTORIA			

Figure 7.7 Wildcard Results.



Authorization #:

* Authorized Scaler Licence #: Search

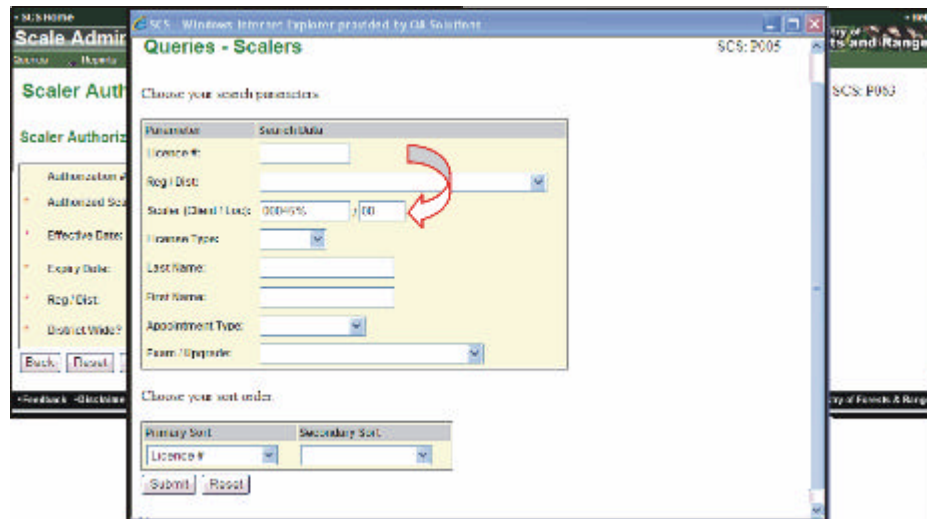
* Effective Date:

* Expiry Date:

* Reg / Dist:

* District Wide?

Figure 7.8 Create – Search Button.



Scale Admin

Queries - Scalers

SCS: P005

SCS: P009

Choose your search parameters:

Parameter Search Value

Licence #:

Reg / Dist:

Scaler (Client / Loc):

Licence Type:

Last Name:

First Name:

Appointment Type:

Exam / Upgrades:

Choose your sort order:

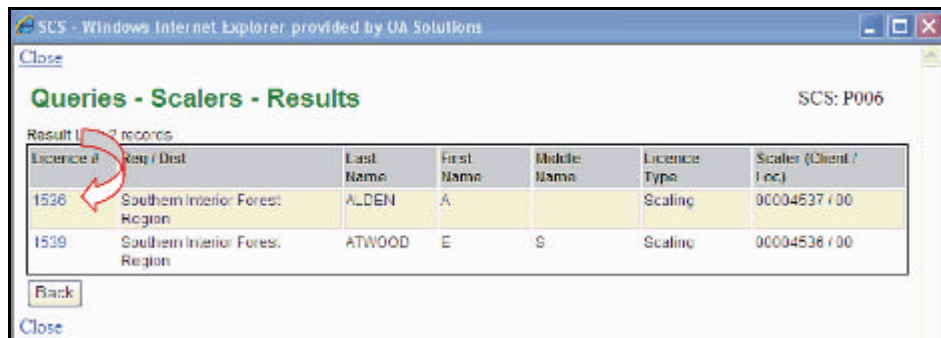
Primary Sort: Secondary Sort:

Submit Reset

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).



The screenshot shows a web browser window titled "SCS - Windows Internet Explorer, provided by UA Solutions". The page has a "Close" button in the top left. The main heading is "Queries - Scalers - Results" in green, with "SCS: P006" in the top right. Below the heading, it says "Result 1 of 2 records". A table displays the results with the following columns: Licence #, Req / Dist, Last Name, First Name, Middle Name, Licence Type, and Scaler (Client / Loc). The first row shows Licence # 1536, which is a blue hyperlink, pointing to a red arrow. The second row shows Licence # 1539. Below the table is a "Back" button and another "Close" button.

Licence #	Req / Dist	Last Name	First Name	Middle Name	Licence Type	Scaler (Client / Loc)
1536	Southern Interior Forest Region	ALDEN	A.		Scaling	00004537 / 00
1539	Southern Interior Forest Region	ATWOOD	E.	S.	Scaling	00004538 / 00

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).

Figure 7.11 Create Menu – Query Close Button.

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

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.

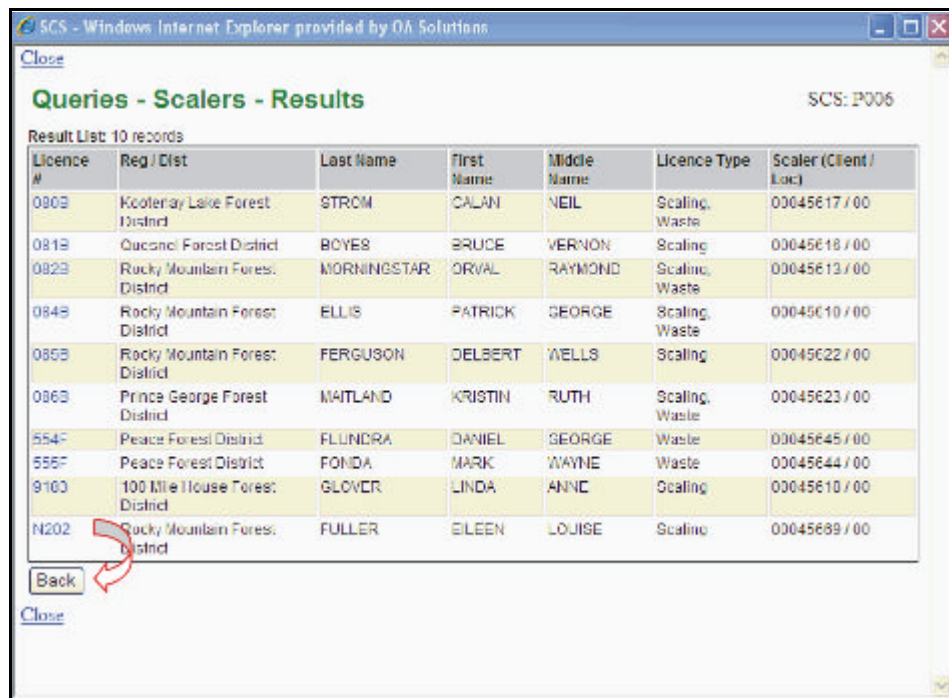


Figure 7.13 Create Menu – Back Button.

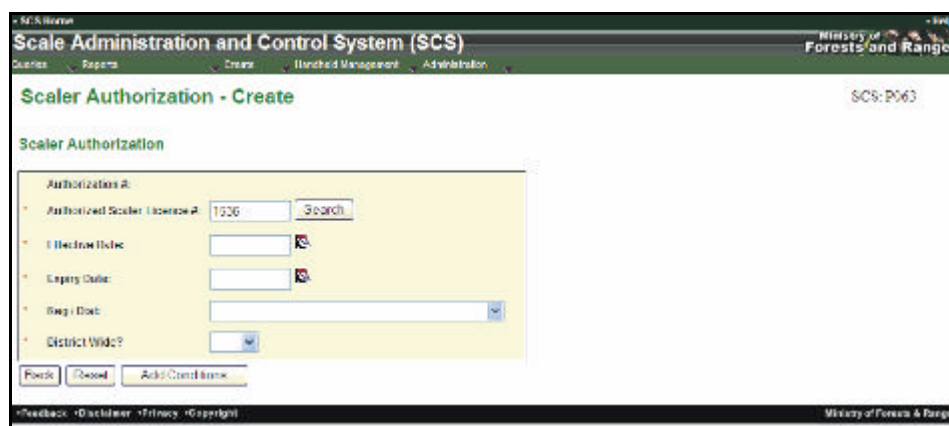


Figure 7.14 Create Menu – Back Button.

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).

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scaler Authorization - Create SCS P063

Scaler Authorization

Authorization #:

* Authorized Scaler Licence #: 1506 Search

* Effective Date: 2008/10/01

* Expiry Date: 2008/10/01

* Reg / Dist: RSI - Okanagan Shuswap Forest District

* District Wide? Yes

Back Reset Add Conditions

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

Figure 7.15 Create Menu – Reset Button.

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scaler Authorization - Create SCS P063

Scaler Authorization

Authorization #:

* Authorized Scaler Licence #: Search

* Effective Date:

* Expiry Date:

* Reg / Dist:

* District Wide?

Back Reset Add Conditions

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

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).

Scaler - Create

Scaler Information

Licence #: Scaler/Client/Loc: 00004560 / 00 Search

Reg/Dist: RSI-Cascades Forest District

Licence Type: ☒ Scaling

Effective Date: 20071204

Scaler Oath Taken? No

Please select one of the following:

Appointment: Check-Interior Province Title: Yes Effective Date: 20071213 Expiry Date: 20090107

Exam/Upgrade: Completed By:

Back Reset Save Record

Figure 7.17 Create Menu – Save Record.

Scaler Record

Licence #: 7021 Name: VILLI, VIL District: Southern Interior Forest Region District: Cascades Forest District Search


Appointment Type	Scaling System	Reg/Dist	Province Title	Effective Date	Expiry Date	Cancelled	Cancelled Reason
Check	Interior	Yes	2007-12-13	2009-01-07			

Add Appointment

Edit Delete

Figure 7.18 Create Menu – Save Record Results.

7.11 Who Did It?

The “Who Did It Icon”  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., IDIRSCS_SYS_ADMIN).
Who Updated	The User who last updated the record.
Revision Count	The number of times the record has been revised.

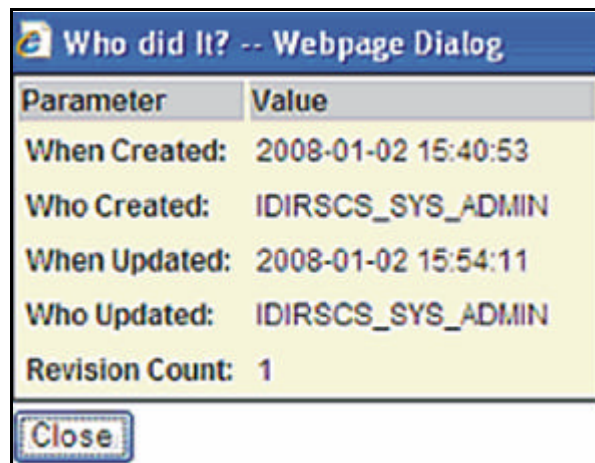



Figure 7.19 Who Did It  – Pop-up Window.

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.

The screenshot shows the 'Scaler Authorization - Create' form in the SCS application. The form has a yellow background and contains the following fields and controls:

- Authorization ID: A text input field.
- Authorized Scaler License #: A text input field with a 'Search' button next to it.
- Effective Date: A date picker set to 2008/01/08.
- Expiry Date: A date picker set to 2009/01/08.
- Region: A dropdown menu showing 'HST - Kootenai Forest District'.
- District Wide?: A checkbox with 'Yes' and 'No' options.
- Buttons: 'Back', 'Cancel', and 'Add Conditions'.

A red arrow points to the 'Add Conditions' button.

Figure 7.20 Add Conditions Button.

7.13 Creating Templates

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.

Scaler Authorization - Create SCS: P064

Scaler Authorization

Authorization #:

Authorized Scaler Licence #: 850F Search

Effective Date: 20000109

Expiry Date: 20000100

Reg./Dist: RSI - Kamloops Forest District

District Valid?: Yes

Job Functions

☐ Piece
☐ Weigh
☐ Split

Special Forest Products

☐ Log
☐ Cants
☐ Headwood
☐ Fire Wood
☐ Mining Timbers
☐ Posts and Rails
☐ Roadcut
☐ Bolt, Blocks, Blows
☐ Shakes
☐ Stakes and Sticks
☐ Christmas Trees

Conditions

Condition #	Title	Mandatory?	Description	
77	SCALERS OBLIGATION - CONDITION OF SCALE	Yes	The scaler must ensure the conditions of scale for the scale site are met and report to the Forest Service where they are not met.	Remove
78	LOGS IN OR DUMP? REQUIREMENT	Yes	A completed "Trade Site Ledger" or "Scaler's Log" must be forwarded to the District Office as directed by the District Scaling Supervisor.	Remove
79	WEIGHING OF TRUCKS	Yes	All loaded trucks 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 timber must not be scaled without first contacting the local Forest Service Office for instructions.	Remove
1243	Selenium SA	Yes	Condition Test for SA	Remove
1252	Selenium SA	Yes	Condition Test for SA	Remove
1262	Selenium SA	Yes	Condition Test for SA	Remove

Condition #: Add Search

Template: Apply

Back Reset Save Record

Figure 7.21 Conditions Added.

Condition #	Title	Mandatory?	Description	
77	SCALING OBSERVATION - CONDITION OF SCALE	Yes	The scaler must ensure the conditions of scale for the scale site are met and report to the Forest Service where they are not met.	Remove
78	LEDGER OR DIARY REQUIREMENT	Yes	A completed "Scale Site Ledger" or "Scaler's Diary" must be forwarded to the District Office as directed by the District Scaling Supervisor.	Remove
79	WEIGHING OF TRUCKS	Yes	All loaded trucks 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 timber must not be scaled without first contacting the local Forest Service Office for instructions.	Remove
1245	Selenium SA	Yes	Condition Test for SA	Remove
1262	Selenium SA	Yes	Condition Test for SA	Remove
1282	Selenium SA	Yes	Condition Test for SA	Remove
76	PRIOR TO SCALING - CONDITIONS	No	Before scaling at each site the scaler must familiarize himself with the conditions of scale for the site and ensure each timber mark has been approved for scaling at that site.	Remove

Figure 7.22 Remove Conditions.

Handheld Management

8

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.

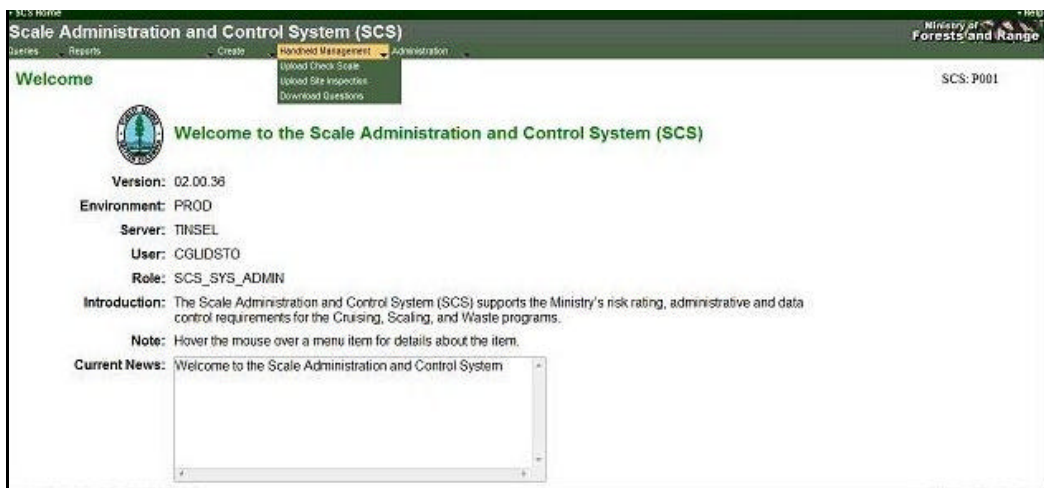


Figure 8.1 Handheld Management Menu.

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).

Figure 8.2 Check Scale Parameters.

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	<p>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.</p> <p>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.</p>
Remove from List	<p>Allows the User to remove the record from the list and refreshes the Work Bench screen.</p>

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 Administration and Control System (SCS)

Work Bench

Expiring Scaler Authorizations
Zero records found

Expiring Scale Site Authorizations

Authorization #	Effective Date	Expiry Date	Scale Site #	Scale Site Name		
203812	2001-10-03	2009-10-03	6591	E. W. COHEN	Remove from List	Add
279512	2008-10-07	2009-10-06	1417	GREG SCHACHER	Remove from List	Add
264440	2007-10-10	2009-10-09	127	TEAL CEDAR MOBILE	Remove from List	Add
242374	2005-05-30	2009-10-15	C16	TADPOLE TOWING VIRTUAL	Remove from List	Add
212892	2008-10-15	2009-10-15	20N	WORK CHANNEL & AREA WS	Remove from List	Add
221529	2007-10-25	2009-10-25	H53	MILESTONE LOG HOME'S	Remove from List	Add
264806	2007-10-26	2009-10-25	42K	BYRONIA AC LTD	Remove from List	Add
188187	2005-01-01	2009-10-31	305	TOLKO NICOLA VALLEY DIV	Remove from List	Add
264873	2007-11-02	2009-11-01	N27	MCPHILLIPS MILL	Remove from List	Add

Expiring Mark Site Designations

Authorization #	Effective Date	Expiry Date	Timber Mark		
339702	2007-10-05	2009-10-03	B3491	Remove from List	Add
339703	2007-10-05	2009-10-03	B3491	Remove from List	Add
339799	2007-11-06	2009-10-03	B3491	Remove from List	Add
361433	2006-12-13	2009-10-03	NCOOM	Remove from List	Add
383562	2005-10-05	2009-10-03	T0513E	Remove from List	Add
383583	2005-10-05	2009-10-03	T0513E	Remove from List	Add
383584	2005-10-05	2009-10-03	T0513E	Remove from List	Add
383585	2005-10-05	2009-10-03	T0513E	Remove from List	Add
383586	2005-10-05	2009-10-03	T0513E	Remove from List	Add
383587	2005-10-05	2009-10-03	T0513E	Remove from List	Add
383588	2005-10-05	2009-10-03	T0513E	Remove from List	Add
386328	2006-12-27	2009-10-03	T0513E	Remove from List	Add

Figure 9.2 Hyperlinks in Work Bench.

Scale Administration and Control System (SCS)

Scale Site Authorization

Scale Site #: 6591 Scale Site Name: E. W. COHEN Region: Southern Interior Forest Region District: Central Cariboo Forest District

Scale Site Authorization

Authorization #:	203812
Scale Site #:	6591
Effective Date:	2001-10-03
Expiry Date:	2009-10-03
Expected Annual Scale Volume:	10
Cancellation Date:	
Cancellation Reason:	
Status:	Active

Conditions

Condition #	Title	Mandatory?	Description

Edit Record Delete Create Letter

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).

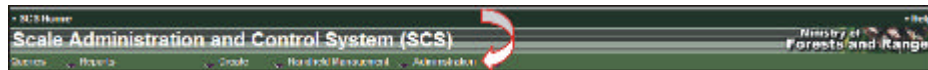


Figure 10.1 Administration Maintenance Menu.

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.

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	<p>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.</p> <p>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."</p>
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.
Delete	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).

Sort Order	Condition Name	Type	Site Type	Expiry Date
0	COMPLIANCE WITH FOREST ACT	SCA		9999-12-31
0	FAILURE TO COMPLY WITH CONDITIONS	SCA		9999-12-31
0	SCALES PROCESSED	SCA		9999-12-31
0	SCALE PROCEDURES: UNIQUE RETURN NUMBER	SCA		9999-12-31
0	SCALE PROCEDURES: SCALED PARCELS	SCA		9999-12-31
0	ACCURATE RECORDS RETAINED BY SCALES	SCA		9999-12-31
0	PROMPT TO SCALED CONDITIONS	SCA		9999-12-31
0	SCALES OBLIGATION: LOCATION OF SCALE	SCA		9999-12-31
0	LEDGER OR DIARY REQUIREMENT	SCA		9999-12-31
0	WEIGHING OF TRUCKS	SCA		9999-12-31
0	UNARMED TRIMMER	SCA		9999-12-31
0	RESPONSIBILITY OF WEIGHMASTER	SCA		9999-12-31
0	MOVING SCALED AND UNSCALED TRIMMER	SCA		9999-12-31
0	NOTATION ON SCALED LOGS	SCA		9999-12-31
0	SCALE MAINTENANCE	SCA		9999-12-31
0	ILLEGIBLE MARKS	SCA		9999-12-31
0	IDENTIFICATION OF SCALED LOGS	SCA		9999-12-31
0	LOGS NOT MEETING STRATA SPECIFICATION	SCA		9999-12-31
0	AUTHORITY TO BYPASS THE WEIGHT SCALE	SCA		9999-12-31
0	FOREST SERVICE RIGHT OF ACCESS	SCA		9999-12-31
0	DEVIATIONS FROM SAMPLE PLANS/REPORTING	SCA		9999-12-31
0	CANCELLATION/SUBSTITUTION OF SAMPLES	SCA		9999-12-31
0	TERMINATION ON SUSPENSION/CANCELLATION	SCA		9999-12-31
0	CANCELLATION OF PRIOR AUTHORIZATIONS	SCA		9999-12-31
0	COMPLIANCE WITH FOREST ACT	SCA	P, S, W	9999-12-31
0	FAILURE TO COMPLY WITH CONDITIONS	SCA	P, S, W	9999-12-31
0	CHECK SCALE - RETAIN PROVISION	SCA	P, S, W	9999-12-31
0	CHECK SCALE - DETAILS RETAINED AT SITE	SCA	P, S, W	9999-12-31

Figure 10.2 Hyperlinks on a Maintain Authorization Conditions.

Sort Order	Condition Name	Type	Site Type	Expiry Date
0	COMPLIANCE WITH FOREST ACT	SCA		9999-12-31
0	FAILURE TO COMPLY WITH CONDITIONS	SCA		9999-12-31
0	SCALES PROCESSED	SCA		9999-12-31
0	SCALE PROCEDURES: UNIQUE RETURN NUMBER	SCA		9999-12-31
0	SCALE PROCEDURES: SCALED PARCELS	SCA		9999-12-31
0	ACCURATE RECORDS RETAINED BY SCALES	SCA		9999-12-31
0	PROMPT TO SCALED CONDITIONS	SCA		9999-12-31
0	SCALES OBLIGATION: LOCATION OF SCALE	SCA		9999-12-31
0	LEDGER OR DIARY REQUIREMENT	SCA		9999-12-31
0	WEIGHING OF TRUCKS	SCA		9999-12-31
0	UNARMED TRIMMER	SCA		9999-12-31
0	RESPONSIBILITY OF WEIGHMASTER	SCA		9999-12-31
0	MOVING SCALED AND UNSCALED TRIMMER	SCA		9999-12-31
0	NOTATION ON SCALED LOGS	SCA		9999-12-31
0	SCALE MAINTENANCE	SCA		9999-12-31
0	ILLEGIBLE MARKS	SCA		9999-12-31
0	IDENTIFICATION OF SCALED LOGS	SCA		9999-12-31
0	LOGS NOT MEETING STRATA SPECIFICATION	SCA		9999-12-31
0	AUTHORITY TO BYPASS THE WEIGHT SCALE	SCA		9999-12-31
0	FOREST SERVICE RIGHT OF ACCESS	SCA		9999-12-31
0	DEVIATIONS FROM SAMPLE PLANS/REPORTING	SCA		9999-12-31
0	CANCELLATION/SUBSTITUTION OF SAMPLES	SCA		9999-12-31
0	TERMINATION ON SUSPENSION/CANCELLATION	SCA		9999-12-31
0	CANCELLATION OF PRIOR AUTHORIZATIONS	SCA		9999-12-31
0	COMPLIANCE WITH FOREST ACT	SCA	P, S, W	9999-12-31
0	FAILURE TO COMPLY WITH CONDITIONS	SCA	P, S, W	9999-12-31
0	CHECK SCALE - RETAIN PROVISION	SCA	P, S, W	9999-12-31
0	CHECK SCALE - DETAILS RETAINED AT SITE	SCA	P, S, W	9999-12-31
0	LEDGER OR DIARY REQUIREMENT	SCA	P, S, W	9999-12-31
0	WEIGHING OF TRUCKS	SCA	P, S, W	9999-12-31
0	UNARMED TRIMMER	SCA	P, S, W	9999-12-31
0	RESPONSIBILITY OF WEIGHMASTER	SCA	P, S, W	9999-12-31
0	MOVING SCALED AND UNSCALED TRIMMER	SCA	P, S, W	9999-12-31
0	NOTATION ON SCALED LOGS	SCA	P, S, W	9999-12-31
0	SCALE MAINTENANCE	SCA	P, S, W	9999-12-31
0	ILLEGIBLE MARKS	SCA	P, S, W	9999-12-31
0	IDENTIFICATION OF SCALED LOGS	SCA	P, S, W	9999-12-31
0	LOGS NOT MEETING STRATA SPECIFICATION	SCA	P, S, W	9999-12-31
0	AUTHORITY TO BYPASS THE WEIGHT SCALE	SCA	P, S, W	9999-12-31

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).




The screenshot shows a web form titled "Template Details" with a yellow background. It contains four fields: "Template #:" with the value "1061", "* Template Name:" with the value "BRIAN-001-SSA", "* Type:" with the value "Scale Site Authorization", and "* Reg / Dist:" with a dropdown menu showing "RCO - Chilliwack Forest District". A red curved arrow points to the asterisk next to "Template Name".

Template #:	1061
* Template Name:	BRIAN-001-SSA
* Type:	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.

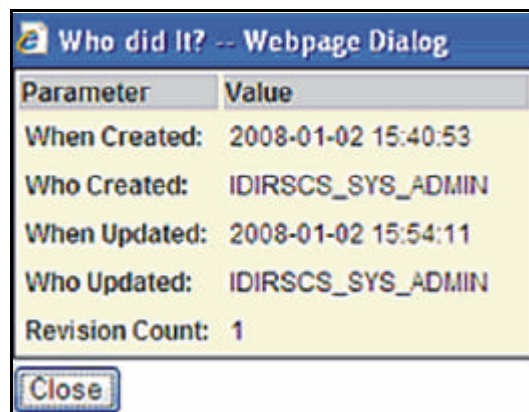


Figure 10.5 Who Did It? Pop-up Window.

Functions

11

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

11.1 Client

11.1.1 Search for a Client

The screenshot displays the 'Queries - Client' interface within the 'Scale Administration and Control System (SCS)'. The header includes 'SCS Home', 'Ministry of Forests and Range', and a 'Help' link. A navigation bar contains 'Queries', 'Reports', 'Create', 'Handheld Management', and 'Administration'. The main content area is titled 'Queries - Client' with a reference code 'SCS: P003'. It prompts the user to 'Choose your search parameters.' and provides a table for search data:

Parameter	Search Data
Client (Client / Loc):	0000456%
Company Name:	
Last Name:	Congo
First Name:	KEN

Below the search parameters, it prompts to 'Choose your sort order.' and shows a table for sort sequences:

Primary Sort	Secondary Sort
Client	

At the bottom of the search section are 'Submit' and 'Reset' buttons. The footer contains links for 'Feedback', 'Disclaimer', 'Privacy', and 'Copyright', along with the 'Ministry of Forests & Range' logo.

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 Scalars

11.2.1 Search and View for a Scaler

The screenshot shows the 'Scale Administration and Control System (SCS)' interface. The main heading is 'Queries - Scalars'. Below this, there is a section titled 'Choose your search parameters.' which contains a form with the following fields: 'Licence #', 'Reg. Dist.', 'Scaler (Class / Loc)', 'License Type', 'Last Name', 'First Name', 'Appointment type', and 'Form / Upgrade'. Below the search parameters, there is a section titled 'Choose your sort order' with 'Primary sort' and 'Secondary sort' dropdowns. At the bottom of the form are 'Submit' and 'Reset' buttons. The footer of the page includes 'Feedback', 'Disclaimer', 'Privacy', 'Copyright', and 'Ministry of Forests & 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

SCS Home
Scale Administration and Control System (SCS)
Ministry of Forests and Range

Scaler - Create
SCS:P007

Scaler Information

Licence #:
* Scaler (Client/Loc): 00024560 / 00 Search
* Reg. Dist: [Dropdown]
* Licence Type: ☒ Scaling
* Effective Date: 20070701
* Scaler Oath Taken? No ☒

Please select one of the following:

* Appointment: [Dropdown] or * Exam / Upgrade: Weighmaster Endorsement [Dropdown]
* Province Wide? [Dropdown] Completed By: 20071207
* Effective Date: [Dropdown]
* Expiry Date: [Dropdown]

Back Cancel Save Record

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

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

Scale Administration and Control System (SCS)

Ministry of Forests and Range

Scaler Record

SCS: P008

Search

Summary Address Authorisation Check Status Renewal/Upgrade Appointment Performance Record

Licence #: 0004
 Scaler (Client) ID: 0001110000
 Reg. Dist: Chilwech Forest District
 Licence Type: Scaling
 Effective Date: 1992-04-08
 Expiry Date:
 Scaler Oath Taken? Yes
 Licence Status: VALID

Edit Record

Ministry of Forests & Range

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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scaler Record SCS: P010

Licence #: 1010 Name: 1 DEVEN, CORNE IIS Region: Coast Fraser Region District: Campbell River Forest District Search

Summary Address Address Details Address Details

Company Name:	Address Line 1:
Local Name:	Address Line 2:
First Name:	Address Line 3:
Bus. Phone #:	City:
Res. Phone #:	Province:
Cell Phone #:	Country:
Fax #:	Postal Code:
Mobile:	

Feedback - Questions - Privacy - Copyright Ministry of Forests & Range

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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Queries Reports Create Purchased Management Administration

Scaler Record SCS: P011

License #: 8010 Name: L OFAFN, CORNELIUS Region: Coast Forest Region District: Campbell River Forest District Search

Summary Address Authorizations Check Scales Events/Upgrades Appointments Performance Records

Filter: All Refresh

Authorization #	Effective Date	Expiry Date	Authorized Sites	District	Authorized District	Status	Authorization Letter
108010	1992-11-20	1992-12-31	10A	No	RCD - Campbell River Forest District	Expired	

Add Authorization

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

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

The screenshot shows the 'Scaler Authorization - Create' interface. At the top, there's a navigation bar with 'Home', 'Reports', 'Create', 'Handbook Management', and 'Administration'. The main title is 'Scaler Authorization - Create' with a sub-header 'Scaler Authorization'. Below this is a form with the following fields: 'Authorized Scaler License #' with a 'Search' button, 'Effective Date' with a calendar icon, 'Expiry Date' with a calendar icon, 'Job / Loc' with a dropdown menu, and 'District Wide?' with a checkbox. At the bottom of the form are 'Back', 'Reset', and 'Add Conditions' buttons. The footer of the page includes 'Ministry of Forests & Range' and 'Copyright'.

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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scaler Authorization SCS: P065

Authorized Scaler

Licence #:	7420	Name:	ADOLPH, GILBERT	Region:	Southern Interior Forest Region	District:	100 Mile House Forest District
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Scaler Authorization

Authorization #:	167635
Authorized Scaler Licence #:	7420
Effective Date:	1994-04-01
Expiry Date:	2020-12-31
Cancellation Date:	
Cancellation Reason:	
Reg / Dist:	R01 - 100 Mile House Forest District
District Wide?	Yes

Job Functions

Piece Scale

Special Forest Products

Conditions

Condition #	Title	Mandatory?	Description
<input type="button" value="Edit Record"/> <input type="button" value="Delete"/> <input type="button" value="Create Link"/>			

Ministry of Forests and Range

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

The screenshot displays the 'Scaler Authorization - Edit' window within the 'Scale Administration and Control System (SCS)'. The window has a title bar with 'SCS Home' and 'Ministry of Forests and Range'. Below the title bar is a navigation menu with 'Queries', 'Reports', 'Data', 'Maintenance', and 'Administration'. The main content area is titled 'Scaler Authorization - Edit' and 'Scaler Authorization'. It contains a form with the following fields: 'Authorization ID' (110251), 'Authorized Scaler Licence #' (0009) with a 'Search' button, 'Effective Date' (1903/1/20), 'Expiry Date' (1906/1/20), 'Cancellation Date' (empty), 'Cancellation Reason' (empty text area), 'Max Units' (empty), and 'District Value?' (No). The window also has a 'Save' button at the bottom right.

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

Scale Administration and Control System (SCS)

Menu: Reports Create Handfield Management Administration

Scaler Record SCS:P012

Licence #: 0004 Name: NORTH CUMMINS Region: Cross Forest Region District: Chikwaka Forest District

Summary Add Licence Add Licence # Check Scales Add Licence # Add Licence # Add Licence #

Check Scale Statistics

Volume %	Used 10 Checked	Used 10 Monitor	All
Volume			
Value			

Check Scale Summary

Filter: All Refresh

Check Scale #	Primary Licence #	Secondary Licence #	Primary Check Licence #	Secondary Check Licence #	Original Scale Date	Check Scale Date	Price Dtl.	Volume Variance %	Value Variance %	Worked?	Check Scale Type	Good Practices?	Vt
Add Check Scale													

Feedback - Statistics - Privacy - Copyright Ministry of Forests & Range

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

The screenshot shows the 'Check Scale - Create' interface. At the top, there's a header bar with 'Scale Administration and Control System (SCS)' and 'Ministry of Forests and Range'. Below this, a navigation bar includes 'Home', 'Reports', 'Users', 'Licence Management', and 'Administration'. The main content area is titled 'Check Scale - Create' and contains a form. The form has a 'Return Type' section with two radio buttons: 'Log Tally' (selected) and 'Sample Log Tally'. Below this are two rows of input fields. The first row is labeled 'Check Scale' and has two input fields. The second row is labeled 'Original Scale' and also has two input fields. At the bottom left of the form is a 'Next' button. The bottom of the screen features a footer with links for 'Feedback', 'Disclaimer', 'Privacy', and 'Copyright', along with the 'Ministry of Forests & Range' logo.

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

Scale Administration and Control System (SCS)

Ministry of Forests and Range

Scaler Record

License #: 4204 Name: BOSTON, G. (TODD) Region: Coast Fraser Region District: Chilliwack Forest District Search

Scaler Exams/Upgrade Licences Performance Performance Details

Filter: All Refresh

Type	Description	Completion Date	Edit	Delete
Exam Upgrade 1	Upgrade	1999-11-22	[Edit]	[Delete]
Scaler Examination	Exam	1997-04-05	[Edit]	[Delete]

Add Exam/Upgrade

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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

The screenshot shows the 'Exams / Upgrades - Create' screen in the SCS system. At the top, there is a header bar with 'Scale Administration and Control System (SCS)' and 'Ministry of Forests and Range'. Below this, there is a search bar with the following fields: 'Licence #', 'Name', 'Region', and 'District'. The values entered are '6004', 'BOOTH, CLIFFORD', 'Coast Forest Region', and 'Chilliwack Forest District' respectively. A 'Search' button is to the right of these fields. Below the search bar, there is a section titled 'Exams / Upgrade' with a dropdown menu for 'Exam / Upgrade' and a 'Completed By' field with a user icon. At the bottom of this section are 'Back', 'Reset', and 'Save Record' buttons. The bottom of the screen has a footer with '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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scaler Record - Edit SCS:P009

Licence #: 1036 Name: ALDEN, A Region: Southern Interior Forest Region District: Southern Interior Forest Region Search

Summary Exams Authorizations Check Status Complaints/Inquiries Appeals/Rebels Performance Records

Licence #: 1036
 Scaler (Client / Loc): 00004537 / 00
 Req / Dist: [Dropdown]
 Licence Type: ☒ Scaling ☐ Wildlife
 Effective Date: 19460526
 Expiry Date: 20501231
 Scaler Oath Taken? Yes

Back Reset Save Record Delete Record

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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scaler Record - Edit SCS: P009

Licence #: 1536 Name: ALDEN, A Region: Southern Interior Forest Region District: Southern Interior Forest Region Search

Summary Address Authorizations Check Scales Exam/Upgrades Appointments Performance Reports

Licence #: 1536
Scaler (Client / Loc): 00004537 / 00
Reg / Dist: [dropdown]
Licence Type: ☒ Scaling ☐ Waste
Licence Issue Date: 19160620
Expiry Date: 20501231
Scaler Oath Taken? Yes

Back Reset Save Record Delete Record

To delete 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 "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

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

SCS Home
Scale Administration and Control System (SCS)
Queries Reports Create Batch Management Administration
Ministry of Forests and Range

Scaler Appointment - Create SCS: P019

Licence #: 0000 Name: 0000000000000000 Region: 000000000000 District: 000000000000 Search

Scaler Appointment

Licence Attribute #:
Region/Dist:
Appointment:
Province Wide?:
Effective Date:
Expiry Date:

Back Cancel Save Record

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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" button.
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

SCS Home
Scale Administration and Control System (SCS)
Ministry of Forests and Range

Queries Reports Scales Handheld Management Administration

Scaler Record SCS: P014

Licence #: R05F Name: DAMERON, ROBERT Region: Northern Interior Forest Region District: Fort Nelson Forest District Search

Summary Address Authorizations Check Scales Check/Upgrade Appointments Performance Records

Appointment Type	Cusching System	Reg/Title	Purposes	License Date	Expiry Date	Cancellation Date	Cancellation Reason
Operator Interior		RNI - Fort Nelson Forest District	No	1990-11-01	1997-10-31		

Add Appointment Edit Delete

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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

SCS Home
Scale Administration and Control System (SCS)
Ministry of Forests and Range

Queries Reports Create Handheld Management Administration

Scaler Appointment - Edit SCS: P019

Licence #: 618E Name: DAVIDSON, ROBERT Region: Northern Interior Forest Region District: Fort Nelson Forest District Search

Scaler Appointment

Licence Attribute #: 3028

Reg / Dist: RNI - Fort Nelson Forest District

Appointment: Operator - Interior

Province Wide?: No

Effective Date: 19961101

Expiry Date: 19971031

Cancellation Date:

Cancellation Reason:

Back Reset Save Record

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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

Scale Administration and Control System (SCS)

Ministry of Forests and Range

Scaler Record

SCS: P014

Search

Summary Address Authorizations Check Scales Check/Upgrade Appointments Performance Records

Appointment Type	Caching System	Reg/Unit	Purposes	License Date	Expiry Date	Cancellation Date	Cancellation Reason
Operator	Interior	RNL - Fort Nelson Forest District	No	1990-11-01	1997-10-31		

Edit Delete

Add Appointment

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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

Scaler Record

License #: 6020 Name: LEPAGE, RONALD Region: Southern Interior Forest Region District: Okanagan Shuswap Forest District Search

Issue #	Date Of Incident	Issue Type	Suspension Start Date	Suspension End Date	Associated Check Scale #	Description
548	2007-04-10	No Action				Photo exam in Prince Rupert in 1992. Presumptive code implemented that time. As there has been no activity until the 2010 exam, the license has been updated to active endorsement only.

Add Performance Remarks

License Cancelled Date:

Save Record

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

Scaler Record

License #: 6020 Name: LEPAGE, RONALD Region: Southern Interior Forest Region District: Okanagan Shuswap Forest District

Summary Address Authorizations Check Scale Escalation/Procedural Appointment Performance Remarks

Issue #	Date Of Incident	Issue Type	Suspension Start Date	Suspension End Date	Associated Check Scale #	Description
548	2007-04-10	No Action				Photo exam in Prince Rupert in 1992. Presumptive code not demonstrated that time. As there has been no activity until the 2010 exam, the license has been updated to active endorsement only.

Add Performance Remark

License Cancelled Date:

Save Record

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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scaler Record SCS:P015

Licence #: 2002 Name: LEAPLE RONALD Region: Southern Interior Forest Region District: Chimayo Shumay Forest District Search

Summary Actions Add/Amendments Check Status Exam/Upgrades Appointments Performance Remarks

Action #	Date Of Incident	Action Type	Suspension Start Date	Suspension End Date	Associated Check Scale#	Description
001	2007-01-10	An Action				Work was in Prince Rupert in 1995. Free time code and endorsement had time. As there has been no activity until the 2002 act in the licence has been updated to include endorsement only.

Add Performance Remark

Licence Cancelled Date:

Save Record Print Record

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

Scale Administration and Control System (SCS)

Ministry of Forests and Range

Scaler Record SCS:P015

Licence #: 0002 Name: L PRAPR RCVN 01 Region: Southern Interior Forest Region District: Okanagan Shuswap Forest District Search

Summary Appointments Check Scales Exam/Upgrades Appointments Performance Remarks

Action #	Date Of Incident	Action Type	Suspension Start Date	Suspension End Date	Associated Check Scale #	Description
001	2007-01-10	An Action				Work done in Prince Rupert in 1985. Free timed road and enforcement that time. As there has been no activity until the 2002 act in the licence has been updated to include enforcement only.

Add Performance Remark

Licence Cancelled Date:

Save Record

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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

Scale Administration and Control System (SCS)

Ministry of Forests and Range

Scaler Record

SCS: P015

Licence #: 6930 Name: LEPAGE, RONALD Region: Southern Interior Forest Region District: Okanagan Shuswap Forest District Search

Summary Address Appointment Check Scale Equipment/Logbook Appointment Performance Remarks

Licence #	Date of Incident	Incident Type	Suspension Start Date	Suspension End Date	Appointment Check Scale #	Description
348	2007-10-10	No Action				Scaler was in Prince Rupert in 1985. The record was closed and re-opened for time as there have been no updates until the 2007 work. The licence has been updated to interior endorsement only.

Add Performance Remarks

Licence Cancelled Date:

Save Record

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

Scaler Record

Search: Licence # P014 Name: 102111 C111002 Region: Good Forest Region District: Central District Detail: Search

Summary Address Performance **Check Scales** Scale/Logistics Reporting Performance Monitor

Check Scale Statistics

Variance %	Last 12 Checked	Post 12 Months	All
Volume			
Value			

Check Scale Summary

Filter: All Refresh

Check Scale #	Primary Licence #	Secondary Licence #	Primary Check Licence #	Secondary Check Licence #	Original Scale Date	Check Scale Date	Piece Diff	Volume Variance %	Value Variance %	Replaced?	Check Scale Type	Good Practices?	On St
Add Check Scale													

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

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

Scaler Record

License #: 9004 Name: COOTI, C. IT 000 Region: Good Forest Region District: Chikwe Forest District Search

Summary Address Administration **Check Scales** General Information Financials

Check Scale Statistics

Volume % 1 and 10 Checkered Part 12 Months All

Volume

Value

Check Scale Summary

Filter: All [v] [Go]

Check Scale #	Primary Licence #	Secondary Licence #	Primary Check Licence #	Secondary Check Licence #	Original Scale Date	Check Scale Date	Place	Volume	Value	Replaced?	Check Scale Type	Good Practices?	Vol
Add Check Scale													

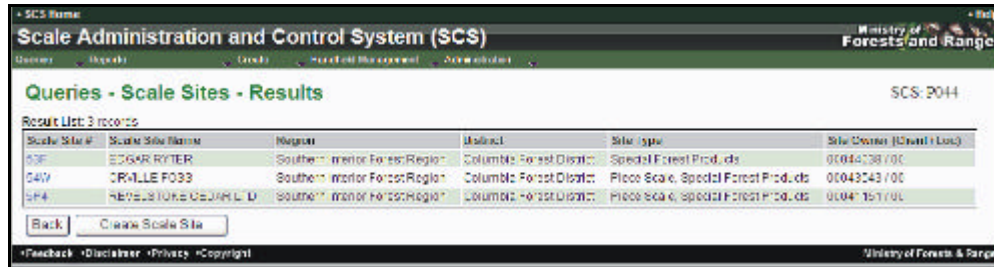
Feedback - Statistics - Privacy - Copyright Ministry of Forests & Range

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).

12.1 Scale Site

12.1.1 View Scale Site Record – Summary



Scale Site #	Scale Site Name	Region	District	Site Type	Site Owner (Email / Loc)
036	EDGAR RYTER	Southern Interior Forest Region	Columbia Forest District	Special Forest Products	00040138 / 00
047	CRATTLE F033	Southern Interior Forest Region	Columbia Forest District	Peace Scale, Special Forest Products	00043043 / 00
044	HEVENSIDE COUNTRY LTD	Southern Interior Forest Region	Columbia Forest District	Peace Scale, Special Forest Products	00041751 / 00

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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scale Site # 008 Scale Site Name: WEST FRASER NORTHSTAR Region: Southern Interior Forest Region District: Queenal Forest District Search

Summary Contacts Activity Summary Site Administration Authorized Scales MSD Repertoire Check Scales Software Tax/Rating Details

Site Type

Scale Site #: 008
 Scale Site Name: WEST FRASER NORTHSTAR
 Owner (Client/ Loc): 00140992 / 03
 Reg / Dist: R81 Queenal Forest District
 Timber Brand: QOU009
 Latitude: ---
 Longitude: ---
 Description of Site Location: NORTHSTAR ROAD QUEENSLAND

Priority Site Type
 Primary Weigh Scale
 Secondary Piece Scale
 Tertiary

Edit Record

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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

SCS Home
Scale Administration and Control System (SCS)
Ministry of Forests and Range

Queries Reports Create Harvest Management Administration

Scale Site Record SCS:P018

Scale Site #: 2585 Scale Site Name: Teeling Scale Site Region: Southern Interior Forest Region District: Kootenay Forest District Search

Summary Contacts Facility Summary Site Authorizations Authorized Scales WSD Inspections Check Scales Software Risk Rating Criteria

Site Owner

Client #: 00045630 Client Location Code: 00

Site Owner Information

Contact Info	Address
Company Name: WHATSHAM CATTLE CO. LTD.	Address Line 1: O.D. DAVIDSON & COMPANY
Last Name:	Address Line 2: BARRISTERS & SOLICITORS
First Name:	Address Line 3: 4TH FLOOR, 3205-32ND STREET
Bus. Phone #:	City: VERMION
Res. Phone #:	Province: BC
Cell Phone #:	Country: CANADA
Fax #:	Postal Code: V1V1M4
Email:	

Primary Site Contact

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?
Primary Contact					

Additional Site Contacts

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?
Add Site Contact					

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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)

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scale Site Record SCS: P045

Scale Site #: 2555 Scale Site Name: Testing Scale Site Region: Southern Interior Forest Region District: Kamloops Forest District [Search]

Summary Contacts Active Summary SCS Authorizations Authorized Users PDD Inspections Check Status Software Risk Rating Criteria

Site Owner

Client #: 0004500 Client Location Code: 00

Site Owner Information

Contact Info	Address
Company Name: WHATSHAM CATTLE CO. LTD.	Address Line 1: C/O DAVIDSON & COMPANY
Last Name:	Address Line 2: BARRISTERS & SOLICITORS
First Name:	Address Line 3: 4TH FLOOR, 3216-32ND STREET
Bus. Phone #:	City: VERNON
Res. Phone #:	Province: BC
Cell Phone #:	Country: CANADA
Fax #:	Postal Code: V1T2W4
Email:	

Primary Site Contact

Contact Name Contact Role Phone # Fax # Email Address Access to Site Information?

Primary Contact

Additional Site Contacts

Contact Name Contact Role Phone # Fax # Email Address Access to Site Information?

Add Site Contact

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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 Management System

Search Client Reports Admin Links

Client Information Client Location Client Contact Select Client Links

Client Number: 0004500 Client Name: Client Alias: Type: Status:

Search Go Clear Add Contact Print

CLIENT06 - Contact List 0 records returned

Location	Contact Name	Contact Type	Phone	Email
----------	--------------	--------------	-------	-------

Search Clear

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

The screenshot shows the 'CLIENT11 - Contact' form. At the top, there is a 'Filter Contacts For Location: 00' dropdown. Below this are 'Location: 00' and 'Contact Type:' dropdowns. The form includes fields for 'Contact Name', 'Phone' (with area code, number, and extension), 'Cell Phone', 'FAX', and 'Email'. At the bottom are 'Save', 'Cancel', and 'Add' buttons. The footer contains 'Feedback', 'Disclaimer', 'Privacy', 'Copyright', and 'Ministry of Forests & Range'.

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

The screenshot shows the 'Client Management System' interface. At the top, there are tabs for 'Search', 'Client', 'Reports', 'Admin', and 'Links'. Below these are sub-tabs for 'Client Maintenance', 'Client Location', 'Client Contact', 'Related Client', and 'Notes'. A message 'Save successful.' is displayed. Below the message, client information is shown: 'Client Number: 0024067', 'Client Name: WESTWOOD FIRE LTD.', 'Client Acronym: WESTWOOD', 'Type: Corporation', and 'Status: Active'. There are buttons for 'Go', 'Clear', 'Re-History', and 'Print'. Below this is the 'CLIENT11 - Contact' form, which is identical to the one in the previous screenshot, but with 'Contact Type' set to 'Scale Site Contact' and 'Contact Name' set to 'JOE SMITH'.

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.

Scale Administration and Control System (SCS)

Home | Overview | Reports | Create | Field Management | Administration

Scale Site Record

SCS: P048

Scale Site #: BSK Scale Site Name: WESTWOOD FIBRE SORT Region: Southern Interior Forest Region District: Arrow Boundary Forest District [Search]

[Summary] [Contacts] [Activity Summary] [Site Authorizations] [Authorized Trainers] [HQS] [Inspections] [Check Traces] [Forecasts] [Risk Rating]

Site Owner

Client #: 00024007 Client Location Code: 00

Site Owner Information

Contact Info	Address
Company Name: WESTWOOD FIBRE LTD.	Address Line 1: 201705 LAVAL CRES
Last Name:	Address Line 2:
First Name:	Address Line 3:
	City: KAMLOOPS
Bus. Phone #: (250) 372-7055	Province: BC
Res. Phone #:	Country: CANADA
Cell Phone #:	Postal Code: V2C5P2
Fax #: (250) 372-8363	
Email:	

Primary Site Contact

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?
[Primary Contact]					

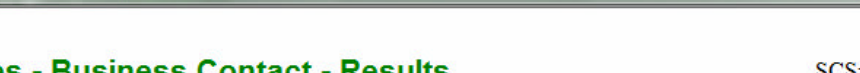
Additional Site Contacts

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?
[Add Site Contact]					

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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.



SCS - Windows Internet Explorer

[Close](#)

Queries - Business Contact - Results

SCS: P106

Result List: 1 records

Client Contact Id	Name	Client Number / Loc	Business Phone #	Email Address
2520	JOE SMITH	00024007 / 00	(222) 222-2222	

[Back](#)

[Close](#)

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

Scale Administration and Control System (SCS)

Scale Site # 55K Scale Site Name: WESTWOOD FIBRE SORT Region: Southern Interior Forest Region District: Arrow Boundary Forest District Search

Scale Site Primary Contact - Create

Client Contact ID: 2520 Search

Contact Role: Operator

Access to Site Information: Yes

Effective Date: 20090901

Expiry Date:

Back Reset Save Record

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

Scale Administration and Control System (SCS)

Scale Site # 55K Scale Site Name: WESTWOOD FIBRE SORT Region: Southern Interior Forest Region District: Arrow Boundary Forest District Search

Scale Site Record

Client # 60024007 Client Location Code: 00

Site Owner Information

Company Name: WESTWOOD FIBRE LTD.	Address Line 1: 281 TOS LAVAL CRES
Last Name:	Address Line 2:
First Name:	Address Line 3:
City: KASLOOPS	Province: BC
Bus. Phone #: (250) 372-7665	Country: CANADA
Res. Phone #:	Postal Code: V2C5P2
Cell Phone #:	
Fax #: (250) 372-8303	
Email:	

Primary Site Contact

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?
JOE SMITH	Operator	(222) 222-2222			Yes

Primary Contact Edit Remove

Additional Site Contacts

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?
--------------	--------------	---------	-------	---------------	-----------------------------

Add Site 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 Administration and Control System (SCS)

Scale Site #: 179 Scale Site Name: STRATLAND SCALE SITE Region: Coast Tawari Region District: South Island Forest District

Scale Site Record

Site Owner

Client #: 15142228 Client Location Code: JV

Site Owner Information

Contact Site:	Address:
Company Name: CLAUD THUNDERLANDS PT LTD.	Address Line 1: 65 FRONT STREET
Last Name:	Address Line 2: 5TH FLOOR
First Name:	Address Line 3:
Bus. Phone #: (250) 755-3540	City: NUNAVUT
Res. Phone #:	Province: BC
Cell Phone #:	Country: CANADA
Fax #: (250) 755-3540	Postal Code: V8N5 1R
Email:	

Primary Site Contact

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?
GERALD WATKINS	Contact Role	(250) 305-0310	(250) 305-0222	GWATKINS@coastalforest.ca	Yes

Additional Site Contacts

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?
JOHN BRYANSON	Fire Warden	(250) 384-0000	(250) 385-1243	JBRYANSON@conservation.ca	Yes
TONY SALLERES	Therapist	(250) 385-0333	(250) 385-0334	TS@conservation.ca	Yes

Buttons: Add Site Contact, Edit, Print

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).

12.1.6 Delete Contact - Primary Contact/Additional Site Contacts

Scale Site Record SCS:P048

Scale Site #: 1791 Scale Site Name: SYMPHONY SCALE SITE Region: Cowichan Forest Region District: South Island Forest District

Site Owner

Client #: 0043858 Client Location Code: 30

Site Owner Information

Contact Info	Address
Company Name: GARDEN THINGIES LTD.	Address Line 1: 85 FRONT STREET
Legal Name:	Address Line 2: 5TH FLOOR
First Name:	Address Line 3:
	City: NANAIMO
Sec. Phone #: (250) 755-2510	Province: BC
ACS Phone #:	Country: CANADA
Cell Phone #:	Postal Code: V9R2P8
Fax #: (250) 755-2540	
Email:	

Primary Site Contact

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?	
GERALD HOFFET	Owner Role	(250) 385-4343	(250) 385-9999	GHOFFET@000000000000	Yes	Edit Remove

Additional Site Contacts

Contact Name	Contact Role	Phone #	Fax #	Email Address	Access to Site Information?	
SYMPHONY HUBBARD	Pres. Manager	(250) 394-5555	(250) 394-4343	SHUBBARD@sympson.ca	Yes	Edit Remove
TOM SAWYER	The role	(250) 305-4223	(250) 305-4224	TS@paseolutions.ca	Yes	Edit Remove

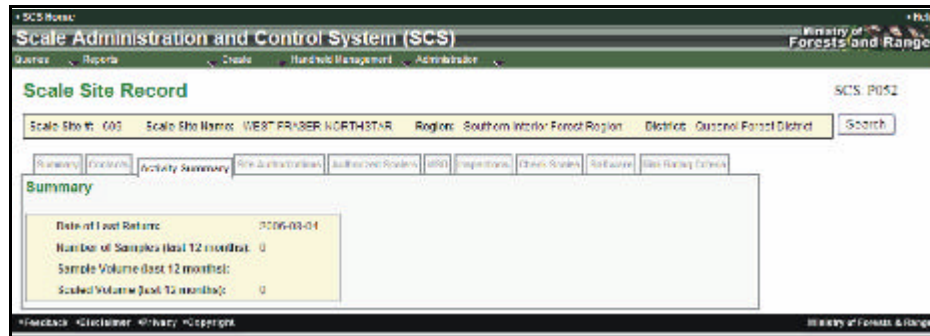
[Add Site Contact](#)

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



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:

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scale Site Authorization SCS: P053

Scale Site #: 658 Scale Site Name: WEST FRASER NORTHSTAR Region: Southern Interior Forest Region District: Okanagan Forest District Search

Summary Contacts Activity Summary Site Authorizations Authorized Scales MSD Movements Check Scales Software Risk Rating Criteria

Filter: All Refresh

Authorization #	Effective Date	Expiry Date	Cancelled Date	Cancellation Reason	Status	Authorization Editor
671	2006-05-17	2016-04-30			Active	

Add Authorization

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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 SCS:P062

Scale Site #: 2075 Scale Site Name: Tuley Scale Sta. Region: Southern Interior Forest Region District: Kamloops Forest District

Scale Site Authorization

Authorization #:	207504
Scale Site #:	2075
Effective Date:	2006-07-01
Expiry Date:	2006-07-01
Expected Annual Scale Volume:	900
Cancellation Date:	
Cancellation Reason:	
Status:	Active

Conditions

Condition #	Title	Mandatory?	Description
20	CHECK SCALE - OCTALIC RETAINED AT SITE	Yes	The record of scale details (detailed log listing) must be retained at the scale site and be available for Forest Service review upon request.
250	unknown	Yes	Yes
1252	Selection CSA	Yes	Condition Test for Selection CSA
1251	Selection CSA	Yes	Condition Test for Selection CSA
1251	Selection CSA	Yes	Condition Test for Selection CSA
27	CHECK SCALE - RET / SCS	Yes	The user must verify scale points retained for the authorization and enter in the same position and then as originally supplied in the Manual Scale check sheet to be performed.
28	HOLDING TO COMPLY WITH CONDITION	Yes	This authorization is suspended or suspended in the User Manager for scale to comply with these conditions.

End Record Details Cancel Print

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".

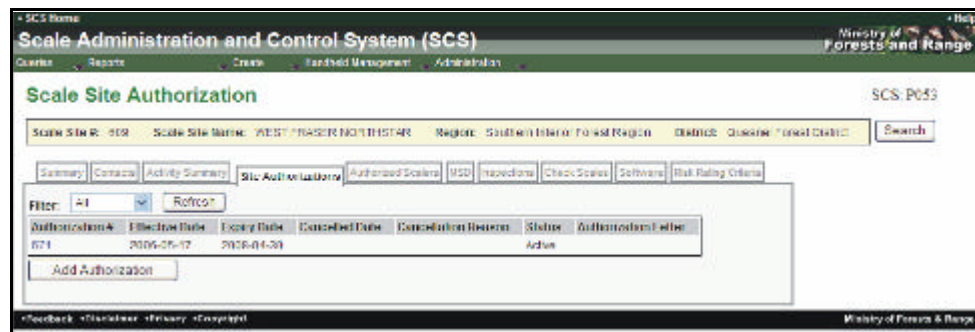
14. Edit “Scale Site Authorization” and/or “Conditions”.

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



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.

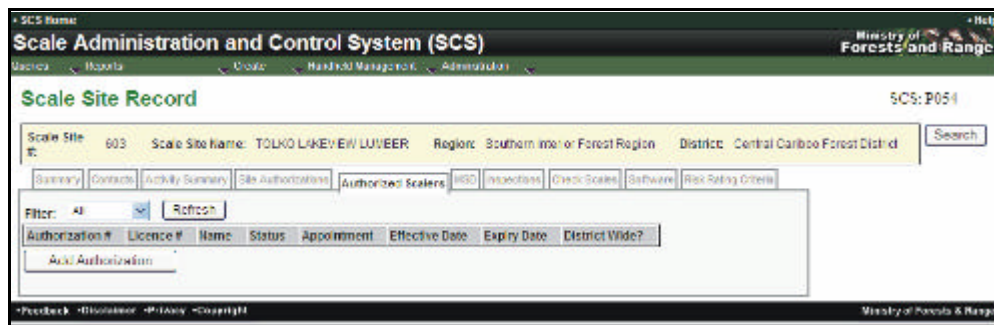
12.1.11 Delete Site Authorizations

The screenshot shows the 'Scaler Authorization' screen in the SCS system. At the top, there's a header with 'Scale Administration and Control System (SCS)' and 'Ministry of Forests and Range'. Below this, there's a 'Scaler Authorization' section with a table of authorized scalers. The table has columns for 'License #', 'Name', 'Region', and 'Status'. One record is visible: License # 1001, Name CCGCL, C. INC., Region Northern Interior Forest Region, and Status Authorized Forest Officer. Below the table, there's a 'Scaler Authorization' section with a detailed view of a specific authorization record. The record shows: Authorization # 100007, Authorized Scaler License # 1001, Effective Date 1999-09-24, Expiry Date 2001-09-24, Cancellation Date, Cancellation Reason, Flag/Date, and District Name. Below this, there's a 'Job Functions' section with a 'Price Scale' field. At the bottom, there's a 'Conditions' section with a table of conditions and buttons for 'Edit Record', 'Delete', and 'Create New'.

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



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

Scale Administration and Control System (SCS)

Ministry of Forests and Range

Scale Site #: 2595 Scale Site Name: Trading Scale Site Region: Southern Interior Forest Region District: Kamloops Forest District

Scale Site Authorization

Authorization #: 261332
 Scale Site #: 2595
 Effective Date: 2006-01-01
 Expiry Date: 2009-01-01
 Expected Annual Scale Volume: 500
 Cancellation Date:
 Cancellation Reason:
 Status: Active

Conditions

Condition #	Title	Mandatory?	Description
28	CHECK SCALE - DETAILS RETAINED AT SITE	Yes	The record of scale details (detailed log listing) must be retained at the scale site and be available for Forest Service review upon request.
463	unknown	Yes	bed
1242	Selenium SSA	Yes	Condition Tied for Selenium SSA
1251	Selenium SSA	Yes	Condition Tied for Selenium SSA
1261	Selenium SSA	Yes	Condition Tied for Selenium SSA
27	CHECK SCALE - SET ASIDE PROVISION	Yes	The most recently scaled parcel or load is to be untouched and kept in the same position and form as originally scaled to permit a Forest Service check scale to be performed.
26	FAILING TO COMPLY WITH CONDITION	Yes	This authorization may be suspended or cancelled by the District Manager for failure to comply with these conditions.

Edit Record Delete Create Letter

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Ministry of Forests & Range

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

Scale Administration and Control System (SCS)

Scale Site # 030 Scale Site Name: SCLES BALVANCE LTD. Region: Northern Interior Forest Region District: Fort Nelson Forest District Search

Summary Contacts Activity Summary Site Authorizations Authorized Scales **MSD** Inspections Check Scales Software Risk Rating Criteria

Designated Marks (Valid)

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. 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

Scale Administration and Control System (SCS)

Scale Site # 030 Scale Site Name: SCLES BALVANCE LTD. Region: Northern Interior Forest Region District: Fort Nelson Forest District Search

Summary Contacts Activity Summary Site Authorizations Authorized Scales **MSD** Inspections Check Scales Software Risk Rating Criteria

Designated Marks (Valid)

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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Scale Site Record SCS: P056

Scale Site #: 500 Scale Site Name: BOLES SAWMILL LTD. Region: Northern Interior Forest Region District: Fort Nelson Forest District Search

Summary Contacts Activity Summary Site Authorizations Authorized Scales MSD Inspections Check Scales Software Risk Rating Criteria

Inspection #	Inspection Type	Site Type	Inspection Date	Inspector #	Follow up Inspection?
--------------	-----------------	-----------	-----------------	-------------	-----------------------

Add Inspection

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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

Scale Administration and Control System (SCS) Ministry of Forests and Range

Control Reports Tools Handheld Management Administration

Site Inspection - Create SCS:P072

Scale Site #: 500 Scale Site Name: SOLES SALVAGE LTD. Region: Northern Interior Forest Region District: Fort Nelson Forest District

Site Inspection

Inspection Type: [v]

Site Type: ☐ Timber Harvest ☐ Special Forest Products ☐ Weigh Scale

Next

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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).

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

Check Scale #	Primary Licence #	Secondary Licence #	Primary Check Licence #	Secondary Check Licence #	Original Scale Date	Check Scale Date	Place Diff.	Volume Variance %	Value Variance %	Replaced?	Check Scale Type	Good Practices?	Within Standard?
109231	0010		213E		2006-03-31	2006-03-31	0	2.0	0.0	No	First Check Scale	Yes	Yes
109208	0010		213E		2006-03-31	2006-03-31	0	2.0	2.1	No	First Check Scale	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

Check Scale - Create SCS: P078

Check Scale #

Return Type:

Check Scale: 072/11102 (7200) 1

Original Scale: 072/11102 (7200) 1

UNEC SCALE TYPE:

Check Scale License #: 0747

Original Scale License #: 0747

Second Scale License #: 0000

Load Antenna:

Weight Slip #: 1000

Thinner Mark: 175015

Scale Site #: 071

Followed Good Practices? ☐

Original within Standard? ☐

Check Hookover Original?

Population:

Structure:

Mean:

Input/Output:

Standard:

Mean:

Check Scale Comment:

	Original Scale	Check Scale
DATE of Scale:	2004-07-05	2004-07-05
Scale Return #:	210	210
Tree Scale:	999	1100
Roots (cm):	1000	1000
Length (cm):	404.0	410.0

Use Values:

Species Product Grade Summary

Species	Species Grade	Product Code	Original Pkcs	Original Net Volume	Check Scale Pkcs	Check Scale Net Volume
205401	Orig 0000	1329	0	0.000	23	24.517
100000	Orig 0004	1329	0	0.000	2	1.000
100000	Orig 0000	1329	51	20.000	39	23.515

Print | Reset | Save Record

Ministry of Forests and Range

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

SCS Home Ministry of Forests and Range - Help

Scale Administration and Control System (SCS)

Home Reports Cases Scaled Management Administration

Check Scale - Create SCS: P075

Return Type: ☒ Log Entry ☐ Sample Use Only

Check Scale: MUN MUN

Original Scale:

Next

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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

The screenshot shows the 'Scale Administration and Control System (SCS)' interface. At the top, there's a header with 'Scale Administration and Control System (SCS)' and 'Ministry of Forests and Range'. Below the header, there's a navigation bar with 'Queries', 'Reports', 'Create', 'Record Management', and 'Administration'. The main content area is titled 'Scale Site Record' and includes a search form with fields for 'Scale Site #', 'Scale Site Name', 'Region', and 'District'. Below the search form are several tabs: 'Summary', 'Contacts', 'Activity Summary', 'Site Authorizations', 'Authorized Boards', 'MSO', 'Inspections', 'Check Dates', 'Software', and 'Risk Rating Criteria'. The 'Software' tab is selected, displaying a 'Software Use List' with columns for 'Software Program', 'Version', 'Release', 'Release Type', and 'Release Date'.

To view the Site Software Use for a Scale Site:

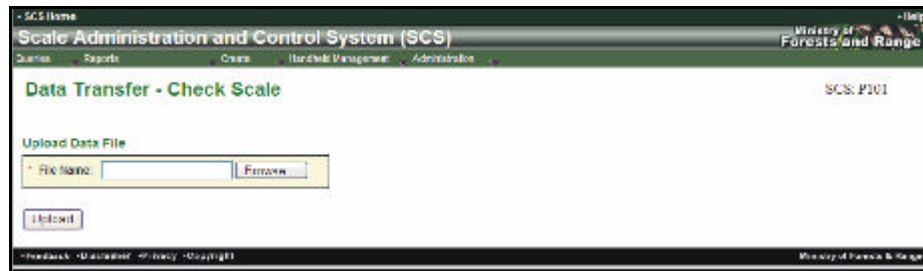
1. Select "Queries" menu.
2. Select "Scale Site" from the drop-down list.
3. SCS displays "Queries - Scale Sites" screen (SCS:P043).
4. Enter Search Parameters and choose sort order.
5. Click "Submit".
6. SCS returns Queries - Scale Sites - Results (SCS:P044).
7. Click "Scale Site #" hyperlink for a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

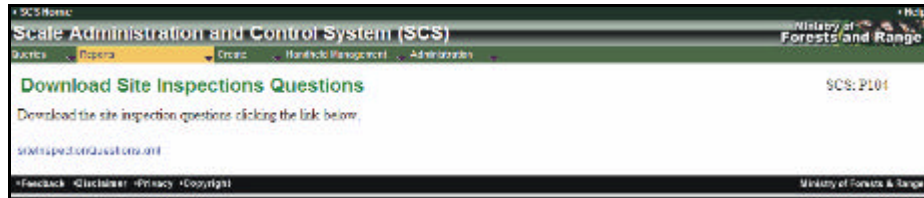


To transfer Site Inspection data from the handheld into the database:

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.

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.

SCS Home • Help

Scale Administration and Control System (SCS)

Queries Reports Create Handheld Management Administration

Maintain Templates

SCS: P080

Templates

Filter:

Template Name	Type	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
DJA	Scaler Authorization	RNI - Fort St. James Forest District
DPG/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
Island 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
Weighmaster	Scaler Authorization	RNI - Peace Forest District
Weight Scale Site Authorization	Scale Site Authorization	RSI - Quesnel Forest District
msd	Mark Site Designation	RCO - Haida Gwaii Forest District

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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.

Serial Number	Condition Name	Type	Status Type	Expiry Date
0	Weighing Of Cars/Requirement	SIA	P, S	
0	Screening Requirement	SIA	S, W, F	1991-01-11
0	Adding Item To Scale	SIA	P, S, W	1991-01-11
4	Weighing Of Trucks	SIA	P, S, W	1991-01-11
0	Unmarked Timber	SIA	P, S, W	1991-01-11
0	Cancellation/Substitution Of Samples	SIA	P, S, W	1991-01-11
0	Characterization Of Sample Loads	SIA	P, S, W	1991-01-11
0	Waterproof Logo On Sealed Baggies	SIA	P, S, W	1991-01-11
0	Only Samples In Sample Bags	SIA	P, S, W	1991-01-11
0	Sample Bags Maintenance	SIA	P, S, W	1991-01-11
0	Identification Of Sealed Loads	SIA	P, S, W	1991-01-11
0	Scaling Forms	SIA	P, S, W	1991-01-11
0	Responsibility Of Weighmaster	SIA	P, S, W	1991-01-11
0	Adequate Station Layout	SIA	P, S, 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 usable.

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.

Scale Administration and Control System (SCS) Ministry of Forests and Range

Queries Reports Create Handheld Management Administration

Maintain Questions SCS: P079

Questions

Sort Order	Question Id	Inspection Type	Question
1	21	Minor Regular Major	Site Active?
2	42	Regular Major	Ledgers completed in compliance with the Site Authorization and the Forest Act section 95(7)?
2	58	Regular Major	Compliant with bucking order as per Scaling Regulation section 4?
2	55	Regular Major	Scale data retained on site in compliance with the Forest Act section 95(7)?
2	54	Regular Major	Parcel of timber retained for check scaling in compliance with Forest Act section 94(4) & (5)?
2	43	Regular Major	MFR samples processed in compliance with the Site Authorization and Scaling Regulation section 5?
2	44	Regular Major	Load integrity maintained in compliance with the Forest Act section 97(4) and the Scaling Regulation section 11?
2	45	Regular Major	Loads scaled in the specified time in compliance with the Site Authorization?
2	46	Regular Major	Logs spread adequately for scaling in compliance with the Site Authorization?
2	47	Regular Major	Section tests completed daily, documented and in compliance with the Site Authorization?
2	48	Regular Major	Site numbering loads in compliance with the Site Authorization?
2	49	Regular Major	Loads stratified according to sample plan specifications and in compliance with the Site Authorization and Scaling Regulation section 5?
2	50	Regular Major	Compliant with scalers authorization requirement of Forest Act section 93.1, 94(1)?
2	51	Regular Major	Scaler compliant with the Forest Act section 96, Scaling Regulation section 6, Policy and Site Authorization?
2	52	Regular Major	Compliant with Forest Act section 94 (1) timber marks designated to be scaled at this site?
2	53	Regular Major	Compliant with timber marking and transportation requirements as prescribed by the TMTR
3	57	Major	All outstanding anomalies reviewed and the reasons for them identified?
3	59	Major	Does the site have any scale returns in error in HBS?
3	58	Major	Are there any missing scale returns for this site?
3	60	Major	In reviewing the scale data are there any irregular patterns that could trigger an investigation?

[Add Question](#)

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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.

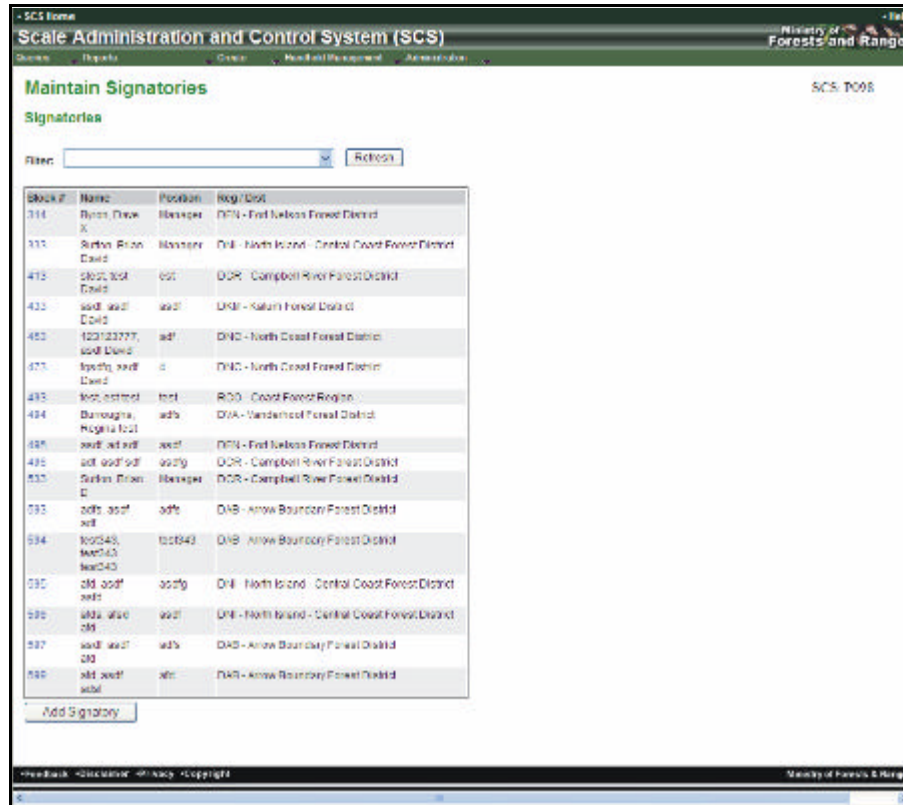


Figure 15.4 Maintain Signatories.

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.

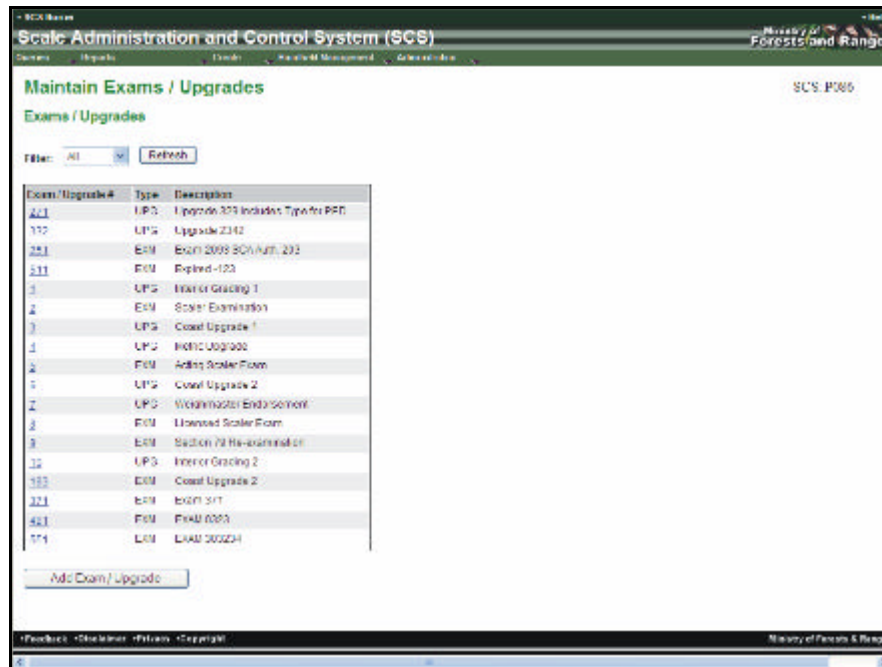


Figure 15.5 Maintain Exams/Upgrades.

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.



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.

Scale Administration and Control System (SCS)

Maintain Valid Licence Attributes

Valid Licence Attributes

Filter: All Refresh

Granting System Code	Appointment Type	Appointment Type Description
00001	1111	SCS Operator
00001	A	Adaptor
00001	C	Check
00001	F	Forest Service
00001	O	Operator
00001	A	Adaptor
00001	C	Check
00001	F	Forest Service
00001	O	Operator
Not Applicable	A	Adaptor
Not Applicable	C	Check
Not Applicable	F	Forest Service
Not Applicable	O	Operator

Add Attribute

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 Valid Licence Attributes" screen (SCS:P092) 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 Attribute 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.

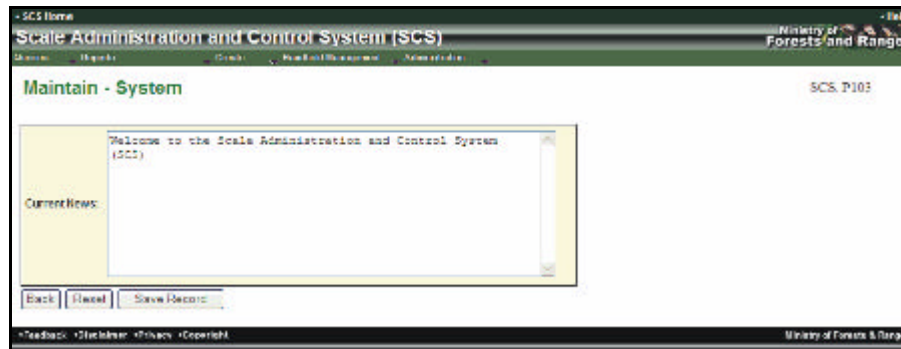


Figure 15.8 Maintain System Message Screen.

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