Extending an FSP in the FSP Tracking System (FSPTS)

November 2013

Detailed User Guides are available:

- Extending an Approved FSP User Guide: http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/userguides/Extending-FSP.pdf

Extend an FSP using FSPTS

- Search for approved FSP

- Request to "Extend FSP" (Information screen)

- Complete Extension Description (Extension Request Screen)

- Insert new expiry date and attach extension request document (Extension request Screen)

- Submit to MoFLNRO (Extension request screen)

How to review an FSP extension

- Identify the FSP using the InBox or Search menu

- Using the Workflow screen DDM can approve or reject extension request

- DDM must go to Extension request screen via the Workflow screen to attach approval document

- Once approval document is attached, DDM can complete Workflow screen approval

Business Rules – Review & Approval

- Email is sent to MoFLNRO mail list when FSP, amendment or extension is submitted
- Email is sent to FSP Submitter when:
  - The FSP, amendment or extension is approved
  - The FSP, amendment or extension is rejected
  - The DDM provides an Opportunity to be Heard (OTBH)
  - The DDM requests clarification
- History button (next to Go button on every screen) contains audit trail of major activities in the submission process