



FREP IMS TRAINING ACTIVITY (Release 3.2): Add Riparian Checklist(s)

1. Please sign on to FREP IMS (<http://testapps18.for.gov.bc.ca/frep/>) and follow the steps, being careful to check off each step when completed.
2. Have two completed Riparian field checklists to work from, preferably from this field season.
3. Your regular IDIR username and password should be enough to give you appropriate access to the TEST environment. If not (that is, if you find that Save buttons are greyed out and you can't follow the steps) call APPHELP at 250 387-8888.)

Step	Action to take	Results	Comments/Notes	Completed?
Log On and Select a Site from the District Random List				
1.	To log on: <ul style="list-style-type: none"> • Open a new Browser window • Use the URL above to display the MoFR (Test) Logon screen. • Select Government Employee. • In the Username field, enter the username provided to you. • In the Password field, enter the password provided to you (password is case sensitive). • Click Next. • At the Security Alert, click Yes. 	The Welcome to FREP IMS screen opens.		<input type="checkbox"/>
2.	From the District Random List tab, select District Random List .	FREP100 opens.		<input type="checkbox"/>

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3.	Read the Help File for this page: <ul style="list-style-type: none"> • At the top right, in the black bar, click the Help link. 	The FREP IMS Help file opens at the appropriate page.		<input type="checkbox"/>
4.	Read the topic, especially the Tips about using this page. Close the Help file when ready, using the X at the top right of the Help window.	The FREP IMS help file is closed you are looking at the application.		<input type="checkbox"/>
5.	In the District Random list page, select the assigned district: <ul style="list-style-type: none"> • In the Master List field, use 2007/2008 • In the Org Unit field, select the District you are working on. • In the Years Since Harvest Complete field, select Any. • Click Go. 	A list of approximately 300 sites for this district displays.		<input type="checkbox"/>
Accept a Site on the List				
6.	You need to select a site from this list on which you will complete your Riparian checklist. Because this is the TEST environment, other people may have already selected the first few in the list. Thus you need to select a site where no one has yet indicated that they have done an assessment. Here's how: <ul style="list-style-type: none"> • At the far right of a row that has no checklists yet (i.e. no Yes link in the Existing Checklists column), click Site Details. 	The FREP110 Site Details screen opens. NOTE THE OPENING ID SELECTED HERE:		<input type="checkbox"/>
7.	<ul style="list-style-type: none"> • In the Accept column of the FREP110 screen, click the Riparian radio button. • Reject the site for stand level biodiversity, making sure you select a rejection reason. • Click Save. 	The information is saved and the screen re-displays.		<input type="checkbox"/>

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8.	<ul style="list-style-type: none"> Return to the District List by clicking the Back button in the middle of this screen (NOT THE BROWSER BACK BUTTON) 	<p>The FREP 100 District Random List screen displays, with</p> <ul style="list-style-type: none"> the Reviewed box checked for the selected site a <u>Yes</u> link in the Existing Checklists column for the selected site. 		<input type="checkbox"/>
9.	<ul style="list-style-type: none"> In the Existing Checklist column of the District Random List, click the <u>Yes</u> link for your selected opening. 	<p>The page displays Riparian (2007) in the Existing Checklist column for the selected row.</p>		<input type="checkbox"/>
FREP 301 – Administration				
10.	<ul style="list-style-type: none"> Click the <u>Riparian (2007)</u> link. 	<p>The Riparian checklist opens at FREP 301Administration.</p>		<input type="checkbox"/>
11.	<p>Complete this screen:</p> <ul style="list-style-type: none"> In the Evaluation Date field, use the calendar icon to select the date noted on your Riparian checklist. Click the Save button in this segment of the screen before proceeding. Complete the Access type, time spent on block area, select an Access Type, and enter the number of hours of access time and hours spent on the block. Enter the number of people on the block – note that you must enter at least 1 in this field. Click the Save button in this segment of the screen before continuing. 	<p>The information is saved and the system calculates total # of hours based on the # of people entered.</p> <p>NOTE: Plans are for the Administration screen to be used to track time in the field, access hours, etc. For the 2008/2009 field season, these are being tracked on a paper card that will be sent to Branch for compilation.</p>		<input type="checkbox"/>

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12.	Identify the Evaluation Team: <ul style="list-style-type: none"> Verify the District User Drop list displays the name of the district you are working on. In the Evaluator field, select a name from the drop down list and click Add as Team Lead. In the Evaluator field, select a name of someone else from the drop down list and click Add as Team Member. 	The Add as Team Lead button greys out, and the name of the Team lead displays in both the Header at the top of the screen. The Selected Evaluators segment of this screen displays the names of both the Team Lead and the Team Member.		<input type="checkbox"/>
FREP230 – Stream/Opening Page				
13.	Click the Stream/Opening Tab.	The FREP 230 Stream Opening screen displays, corresponding to page 1 of your field cards.		<input type="checkbox"/>
14.	Read the Help File for this page: <ul style="list-style-type: none"> At the top right, in the black bar, click the Help link. 	The FREP IMS Help file opens at the appropriate page.		<input type="checkbox"/>
15.	Read the topic, especially the Tips about using this page. Close the Help file when ready, using the X at the top right of the Help window.	The FREP IMS help file is closed you are looking at the application.		<input type="checkbox"/>
16.	<ul style="list-style-type: none"> Complete the Stream/Opening screen as per page 1 of your field cards, starting with the Range Use Plan field and moving downward. <p>TIP: Your selection of Stream Class in Field will affect the responses you can give in the Channel Width field and the Retention area.</p> <ul style="list-style-type: none"> Photos: For this exercise, please pretend you have taken one photo. You will upload the photo later in this exercise. 	You should see a Save Successful message. If not, the error messages should be clear enough so that you can correct the problems and save the page successfully.		<input type="checkbox"/>

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	<ul style="list-style-type: none"> When you've completed all remaining sections of this screen, click Save at the bottom or top of the screen. 			
FREP 231 – Field Data Page				
17.	<ul style="list-style-type: none"> Click the Field Data tab. 	The FREP 231 Field Data screen displays, corresponding to pages 2 and 4 of your checklist.		<input type="checkbox"/>
18.	Read the Help File for this page: <ul style="list-style-type: none"> At the top right, in the black bar, click the Help link. 	The FREP IMS Help file opens at the appropriate page.		<input type="checkbox"/>
19.	Read the topic, especially the Tips about using this page. Close the Help file when ready, using the X at the top right of the Help window.	The FREP IMS help file is closed you are looking at the application.		<input type="checkbox"/>
20.	<ul style="list-style-type: none"> Enter the Point Indicator numbers from your paper checklist. If you check Stream is Dry you will be prevented from entering Point Indicators for the four Question 9 items. <p>TIP: Note that numbers and 0s, are counted in the calculation of the mean; blanks are allowed but ignored.</p> <p>You will not be able to manually enter a Mean; these calculations are done for you when you save the screen, which can be done at any time.</p> <ul style="list-style-type: none"> Enter the Continuous Indicator numbers from Page 3 of your field card in the Notes and Total columns. Use commas to separate numbers entered in the Notes column. 	You should see a Save Successful message. If not, the error messages should be clear enough so that you can correct the problems and save the page successfully.		<input type="checkbox"/>

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	<p>TIP: You will need to enter a number in the Total column for each row where any data is provided in the Notes column.)</p> <ul style="list-style-type: none"> When you're finished, click Save. 			
FREP 233 – Questions Page				
21.	Click the Questions Tab.	The FREP 233 Questions screen displays, corresponding to the questions pages of your field cards.		<input type="checkbox"/>
22.	Read the Help File for this screen: <ul style="list-style-type: none"> At the top right, in the black bar, click the Help link. 	The FREP IMS Help file opens at the appropriate page.		<input type="checkbox"/>
23.	Read the topic, especially the Tips about using this page. Close the Help file when ready, using the X at the top right of the Help window.	The FREP IMS help file is closed you are looking at the application.		<input type="checkbox"/>
24.	<ul style="list-style-type: none"> Click Expand All to view all questions. 	Sub questions appear for each major question.		<input type="checkbox"/>
25.	<ul style="list-style-type: none"> Note that the morphology selections available reflect the one you chose in the Opening screen. Click the appropriate radio buttons/check boxes to answer all questions as per the paper checklist. Click Save at the bottom of the screen. 	The information is saved and a Save Successful message displays at the top of your screen. Any questions answered as No are listed at the bottom of the screen under the Cause of No Answers table.		<input type="checkbox"/>

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26.	<ul style="list-style-type: none"> At the bottom of the Questions screen, check off the Cause of No Answers boxes as per your checklist. Click Save No Answers. 	You should see a Save Successful message. If not, the error messages should be clear enough so that you can correct the problems and save the page successfully.		<input type="checkbox"/>
FREP 234– Specific Impacts Page				
27.	<ul style="list-style-type: none"> Click the Specific Impacts tab. 	The FREP 234 Specific Impacts screen opens.		<input type="checkbox"/>
28.	<ul style="list-style-type: none"> Document all impacts, as per your checklist, including Other impacts, if required. Click Save. 	You should see a Save Successful message. If not, the error messages should be clear enough so that you can correct the problems and save the page successfully.		<input type="checkbox"/>
FREP 235– Final Comments Page				
29.	<ul style="list-style-type: none"> Click the Final Comments Tab. 	The FREP 235 Final Comments screen opens.		<input type="checkbox"/>
30.	<ul style="list-style-type: none"> Type comments as per your checklist. Click Save. 	You should see a Save Successful message. If not, the error messages should be clear enough so that you can correct the problems and save the page successfully.		<input type="checkbox"/>

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Step	Action to take	Results	Comments/Notes	Completed?
		<p>NOTE: For the 2008/09 field season you will see that the format of this page online is different from the paper version. You may scan and attach the paper Final Comments page, or add required information here or in the FREP IMS Notes page.</p>		
Attachments and Notes				
31.	<p>You may make up to 10 attachments to the online checklist, to a maximum size of 1MB each. Procedures require that you attach your Validation checklist, key photos and a scanned map.</p> <p>For this exercise, if you don't have any real pictures saved electronically, pick any picture that you can find easily on your local or shared drive. To add the picture as an attachment:</p> <ul style="list-style-type: none"> Click the Attachments tab. 	The FREP303 Attachments screen opens.		<input type="checkbox"/>
32.	<ul style="list-style-type: none"> In the Description field, enter a short description of the photo. Then use the Browse button to search for and select the picture and any other document you wish to attach. Click Save. 	A Save Successful message displays at the top of your page.		<input type="checkbox"/>
33.	<p>If you wish to add remarks to your checklist, you may use the Notes feature to do so.</p> <ul style="list-style-type: none"> Click the Notes tab and enter a few lines of text in the space provided. 	A Save Successful message displays at the top of your page		<input type="checkbox"/>

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	<ul style="list-style-type: none"> Click Save. 			
Submit				
34.	<ul style="list-style-type: none"> Submit this checklist, using the Submit button. 	<p>You should see a Save Successful message. If not, the error messages should be clear enough so that you can correct the problems and save the page successfully.</p> <p>You may need to move among the screens to make some corrections.</p> <p>An UnSubmit button becomes visible when submission is successful, but it is greyed out so you can't choose it. If you submit in error, you'll need to call the Help Desk and have them unsubmit for you.</p>		<input type="checkbox"/>
Add a second checklist on the same stream				
35.	<p>You happen to have completed a second checklist on another reach of the same stream.</p> <ul style="list-style-type: none"> With your Riparian checklist open, click the Add New Checklist button at the top of the screen (does not matter which screen you're on). 	<p>An empty Riparian checklist opens, with header information and Sample #2 in the bottom right of the header section.</p>		<input type="checkbox"/>
36.	<ul style="list-style-type: none"> If you have time, you may complete this second checklist. If not, move to the next step. 	<p>You are able to complete each screen of the checklist with appropriate information.</p>		<input type="checkbox"/>

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Step	Action to take	Results	Comments/Notes	Completed?
Accepted Sites				
37.	Display the Accepted Sites page.	<p>The FREP 200 Accepted Sites screen displays, including the Opening ID used in this test, with the two samples clearly identified.</p> <p>Sample (1) is highlighted in green, indicating that it has been submitted to the database.</p>		<input type="checkbox"/>
38.	<p>Read the Help File for this screen:</p> <ul style="list-style-type: none"> • At the top right, in the black bar, click the Help link. 	The FREP IMS Help file opens at the appropriate page.		<input type="checkbox"/>
39.	<p>Read the topic, especially the Tips about using this page.</p> <p>Close the Help file when ready, using the X at the top right of the Help window.</p>	The FREP IMS help file is closed you are looking at the application.		<input type="checkbox"/>

Congratulations! You have completed your activity. Please return to the FREP IMS Training Center and select another one.