



FREP IMS TRAINING ACTIVITY (Release 3.2): Add Stand Level Biodiversity Checklist

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 completed Stand Level Biodiversity field cards to work from, preferably from the current 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.	<p>In the District Random list page, select the assigned district:</p> <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 2+. • Click Go. 	A list of approximately 300 sites for this district displays.		<input type="checkbox"/>
Accept a Site on the List				
4.	<p>You need to select a site from this list on which you will complete your Stand Level Biodiversity 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:</p> <ul style="list-style-type: none"> • At the far right of an opening row that has no checklists yet (i.e. no <u>Yes</u> link in the Existing Checklists column), click Site Details. 	<p>The FREP110 Site Details screen opens.</p> <p>NOTE THE OPENING ID SELECTED HERE:</p>		<input type="checkbox"/>
5.	<ul style="list-style-type: none"> • In the Accept column of the FREP110 screen, click the Stand Level radio button. • Reject the site for Riparian, making sure you select a rejection reason. • Click Save. 	The information is saved and the screen re-displays.		<input type="checkbox"/>
6.	<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) 	The FREP 100 District Random List screen displays, with		<input type="checkbox"/>

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		<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. 		
7.	<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. 	The page displays Biodiversity (2007) in the Existing Checklist column for the selected row.		<input type="checkbox"/>
FREP 301 – Administration				
8.	<ul style="list-style-type: none"> Click the Biodiversity (2007) link. 	The Stand Level Biodiversity checklist opens at FREP 301Administration.		<input type="checkbox"/>
9.	<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 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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10.	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"/>
FREP 210 Opening screen				
11.	Click the Opening tab of the checklist.	The FREP 210 screen re-displays, which corresponds to Form C, side 1 of your paper checklist.		<input type="checkbox"/>
12.	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"/>
13.	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"/>
14.	Complete this screen: <ul style="list-style-type: none"> From Section 11: Location Description, and # of Patch reserves in block, # of patch reserves sampled. Section 11: Compare the number written in the Gross Area field on the paper checklist with the number displayed in the Gross Area field of the system. If the number on the paper differs, use the FREP WTP Override field to document the gross area identified on the paper checklist. 	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. PLEASE NOTE THE NAR displayed for you on this page:		<input type="checkbox"/>

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	<ul style="list-style-type: none"> • From Section 12: Innovative Practices: select yes, no or don't know and enter a comment. • From Section 14 Evaluator Opinion: Select a Rating and add a Rationale. • From Section 13: Invasive Plants: Select Yes. • Enter Comments as required. • Click the Save button at the bottom or top of the page. 	IF ENTERED, NOTE THE FREP WTP OVERRIDE VALUE HERE:		
15.	<ul style="list-style-type: none"> • Select at least one species/distribution code combination and click Save Species at the right side of the row. 	<p>The species and distribution codes are saved and display as expected.</p> <p>In the future, there will be no Invasive Plants list here – invasive plant data entry will be done using Report a Weed.</p>		<input type="checkbox"/>
FREP 211-Add Stratum				
16.	<p>Now you need to identify and document strata associated with this checklist (Section 5s in the field forms):</p> <ul style="list-style-type: none"> • Click the Stratum Summary tab to display that screen. 	The FREP 211 Stratum Summary screen displays, with a blank stratum summary form.		<input type="checkbox"/>
17.	<p>Read the Help File for this page:</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"/>

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Step	Action to take	Results	Comments/Notes	Completed?
18.	<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>	<p>The FREP IMS help file is closed you are looking at the application.</p>		<input type="checkbox"/>
19.	<p>Enter information for your first stratum, making sure that you fill in all appropriate information on this page.</p> <p>TIP: The type of stratum that you select dictates what must be completed. Certain areas of the page will be unavailable depending on the selection you make in the Stratum Type field.</p> <ul style="list-style-type: none"> When you've entered all information appropriate to the selected stratum type, click Save Stratum. 	<p>The FREP 211 screen re-displays.</p> <p>You should now 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>A tab with the stratum name, as entered in the Stratum ID field, also displays at the top left.</p> <p>ENTER THE STRATUM ID USED HERE:</p>		<input type="checkbox"/>
FREP 212-Add Plot(s) for the first stratum				
20.	<p>Now you need to detail the plot information collected for this stratum.</p> <ul style="list-style-type: none"> Click the Plots tab. 	<p>The FREP 212 – Plots screen opens, corresponding to Form A cards. A blank plot form is presented, with your stratum name visible in the Stratum ID field.</p>		<input type="checkbox"/>
21.	<p>Read the Help File for this page:</p> <ul style="list-style-type: none"> At the top right, in the black bar, click the Help link. 	<p>The FREP IMS Help file opens at the appropriate page.</p>		<input type="checkbox"/>

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22.	<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>	<p>The FREP IMS help file is closed you are looking at the application.</p>		<input type="checkbox"/>
23.	<p>Complete the first Plot screen (Form A field cards):</p> <ul style="list-style-type: none"> • If it is not already displayed, from the Stratum ID drop down, select the Stratum you entered in Step 20 above. <p>Complete the Plot Identification area:</p> <ul style="list-style-type: none"> • Fill in the Plot # • Select an Evaluator • Enter UTM values or, if required, check the No UTM Signal Available box. <p>Complete the Plot Information segment:</p> <ul style="list-style-type: none"> • If appropriate to your plot, check Trees Exist. • Make sure you fill in one of BAF, Fixed Area Radius, or Full Count. • If appropriate to your plot, check CWD in Transect. • Complete the Bearing First Leg and 2nd Leg fields. • Enter Comments in the comments field at the bottom of this page. • Click the Save Plot button at the bottom of this segment of the screen. 	<p>The information is saved and, depending on your selections, Stand Table and/or Coarse Woody Debris segments display at the bottom of the screen.</p>		<input type="checkbox"/>
24.	<ul style="list-style-type: none"> • Complete the stand/cwd tables, now visible at the bottom of the page, as appropriate. 	<p>You should now see a Save Successful message.</p>		<input type="checkbox"/>

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	<p>TIP: You add additional trees/logs using either the Add New Row button, or by tabbing in the Comments field to the next row.</p> <p>TIP: If you have indicated that this is a clear cut stratum, you will only be allowed to enter CWD. In addition, if you have indicated that this is a Full Count plot, you will only be allowed to enter stand information into the first plot. These are just two of the many business rules that apply to this page.</p> <ul style="list-style-type: none"> Use the Save Stand and/or Save CWD buttons to save the rows of information. 	<p>If not, the error messages should be clear enough so that you can correct the problems and save the page successfully.</p>		
25.	<ul style="list-style-type: none"> If you have more than one plot to add to this stratum, click the Add New Plot button. 	<p>An empty plot screen displays, with the Stratum ID and Type visible at the top left.</p>		<input type="checkbox"/>
26.	<ul style="list-style-type: none"> Document the number of plots required for this stratum. TIP: For the purposes of this training exercise, make it easy on yourself by not bothering to add more than 2 or 3 trees/logs for each plot – you'll get the idea! 	<p>You are able to document all plots associated with the selected stratum.</p>		<input type="checkbox"/>
Add Additional Strata/Plots				
27.	<p>Follow the instructions outlined above and add at least one more stratum and its associated plot(s). It's a good idea to experiment with different combinations of stratum types and plot information to see where various rules are applied. We suggest that you document at least one clear cut, one dispersed and one patch stratum type.</p>	<p>You were able to enter additional strata and plots.</p>		<input type="checkbox"/>

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	<p>It is certainly possible to document all strata and then add all plots, however, this can be a bit risky if you enter the wrong plots against a stratum. We suggest then that you add your first stratum and plots and then move on to your next stratum and plots.</p> <p>Please also enter at least one patch stratum with no plots, as outlined in Step 29 below.</p>			
DEALING WITH FORM C, SIDE 2 – Strata with no plots				
28.	<p>Following the format of Form C, Side 2, Section 16, enter each row as a new stratum, but with no plots. Please try this, whether or not you have any of these among your field cards.</p> <ul style="list-style-type: none"> • To display a new stratum form, make sure you are on the Stratum Summary tab and select Add New Stratum, • In the first segment of the Stratum Summary form, fill in the Stratum ID, Stratum Type, (Mapped Stratum) Size as per your paper form (if you've got one). • In the # of Plots in Stratum field, enter 0. • In the BEC segment of the electronic form, enter a BEC value, as provided on paper. • In answer to the question: Stratum locations and size consistent with Map? Click Yes. • In the Tick one of section, select Patch Reserve. • In the Patch Location segment, select one of the Patch Locations, if provided on paper • In the % of trees in reserve windthrown row, select the value provided on paper in the Windthrow% column. 	You were able to enter all strata as per this screen.		<input type="checkbox"/>

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	<ul style="list-style-type: none"> In the Reserve Constraints segment enter the number found on paper in the Total Constrained % column in that field in this section. In the Ecological Anchors segment, enter the information provided on paper – a check on the paper should be represented as 1 where a count is required or Yes where Yes/No is required. Click Save Stratum. 			
Attachments and Notes				
29.	<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 or maps 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"/>
30.	<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. Click Save. 	A Save Successful message displays at the top of your page.		<input type="checkbox"/>
31.	<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. Click Save. 	A Save Successful message displays at the top of your page		<input type="checkbox"/>

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Step	Action to take	Results	Comments/Notes	Completed?
Submit a Checklist and check Accepted Sites				
32.	<p>Now you're ready to submit this checklist to the database.</p> <ul style="list-style-type: none"> Click the Submit button at the top of the screen. 	<p>You should now 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>		<input type="checkbox"/>
33.	<ul style="list-style-type: none"> Correct all problems and submit again. 	<p>You should see a Submit Successful message when the strata numbers are consistent to the edit rule and any other errors are fixed.</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"/>
34.	<p>Now let's be sure we can tell this checklist has been submitted.</p> <ul style="list-style-type: none"> From the Accepted Sites tab, select Accepted Sites. 	<p>The FREP 200 Accepted Sites screen displays, including the site you worked on. That site is highlighted in a lovely shade of green to indicate that it has been submitted.</p>		<input type="checkbox"/>

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