



FREP IMS TRAINING ACTIVITY: Target a Site (Release 3.2)

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. Your regular IDIR username and password should work. 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"/>
3.	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. • Click Go. 	A list of approximately 200 sites for this district displays.		<input type="checkbox"/>

RIs 3.2 Training Activity: Target a Site

Step	Action to take	Results	Comments/Notes	Completed?
Target a site from the random list (1)				
4.	<p>You have evaluated all the random sites you are going to visit on behalf of the FREP program and now you wish to “target” a site to respond to a district priority. In this instance, the site happens to be on the random list:</p> <ul style="list-style-type: none"> • Scroll down the list to an opening that you would like to target for a riparian evaluation. • Click the Site Details button. 	The FREP 110 Site Details page opens.		<input type="checkbox"/>
5.	<ul style="list-style-type: none"> • In the Riparian column, click the Target radio button. • Enter a Rationale. • Reject the opening for Stand Level Biodiversity, select Other as the Rejection Reason and enter an explanation in the Rationale field. • Click Save. 	The Site Details page re-displays with your reason for targeting Riparian and indicating that Stand level has been rejected.		<input type="checkbox"/>
6.	<ul style="list-style-type: none"> • Click the (appropriate) Back button. 	<p>The District Random List displays, with a <u>Yes</u> link in the Existing Checklists column for the opening you selected.</p> <p>NOTE THE OPENING ID USED HERE:</p>		<input type="checkbox"/>

RIs 3.2 Training Activity: Target a Site

Step	Action to take	Results	Comments/Notes	Completed?
Target a site from the random list (2)				
7.	<p>Your DM has also asked you to evaluate a licensee for stand level biodiversity. In this exercise, you are going to target the requested site, using the Add Target Site feature, but you will discover that the Opening is already on the random list, and currently rejected:</p> <ul style="list-style-type: none"> From the Accepted Sites tab, select Accepted Sites. 	The FREP 200 Accepted Sites page displays.		<input type="checkbox"/>
8.	<ul style="list-style-type: none"> Click Add Target Site. 	The SIL056 Opening Tenure Search Page opens.		<input type="checkbox"/>
9.	<ul style="list-style-type: none"> In the Opening field, enter the opening number used in step #6 above. Click Search. 	The opening information displays at the bottom of the SIL 56 page.		<input type="checkbox"/>
10.	<p>Now you're going to attempt to select this opening for targeting, even though you've already done so for Riparian using the District Random List function:</p> <ul style="list-style-type: none"> At the far right, click the Select button. 	<p>A message displays, indicating that the targeted site is already on the district random list for this year,</p> <p>and</p> <p>The Site Details page opens, showing that you have already selected this site for targeting for Riparian and rejected it for Stand Level.</p>		<input type="checkbox"/>
11.	<ul style="list-style-type: none"> In the Stand Level column, click the Target button, remove the Rejection Reason and provide the following Rationale: "Was rejected, but changed to targeted" Click Save. 	A Save Successful message displays at the top of the screen.		<input type="checkbox"/>

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12.	<ul style="list-style-type: none"> Return to both the Random List and the Accepted Sites screens for this year and district. Verify that you can clearly tell, on both the District Random List and in the Accepted Sites screens that this opening has been targeted for stand level and riparian. <p>TIP: Use the Ctrl+F feature to search for the opening ID specifically, on both lists.</p>	A (T) displays beside this opening for both Riparian and Stand Level on the Accepted Sites and District Random List screens.		<input type="checkbox"/>
Targeting a Site that's not on the District Random				
13.	<p>Your DM has also asked you to evaluate a specific licensee for Riparian. In this exercise, the Opening in question is definitely not on the random list.</p> <ul style="list-style-type: none"> From the Accepted Sites tab, select Accepted Sites. 	The FREP 200 Accepted Sites page displays.		<input type="checkbox"/>
14.	<ul style="list-style-type: none"> Click Add Target Site. 	The SIL056 Opening Tenure Search Page opens.		<input type="checkbox"/>
15.	<ul style="list-style-type: none"> If you know of a specific opening number for your district, search for it using the Opening ID field Otherwise, use the SIL 056 page to search for a site by client, tenure or and any other criteria you wish to enter. <p>NOTE: Remember that this is a test database and the opening numbers may not be up to date with what's live in RESULTS, so you may have to search around a bit.</p>	<p>A list of sites displays.</p> <p>NOTE THE OPENING ID USED:</p>		<input type="checkbox"/>
16.	<ul style="list-style-type: none"> At the far right of the row which identifies the site you want, click the Select link. 	The FREP 110 Site Details page displays.		<input type="checkbox"/>

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17.	<ul style="list-style-type: none">• In the Riparian column, click the Target button.• Enter a Rationale.• Enter Other Comments, if desired.• Click Save.	The new riparian site displays on the Accepted Sites list, and on the District Random List, with a "T" beside it.		<input type="checkbox"/>

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