



FREP IMS TRAINING ACTIVITY (Release 4): Accept a Site and Add Water Quality Checklist

1. Please sign on to FREP IMS (<http://testapps18.for.gov.bc.ca/frep/>) and follow the steps below, being careful to check off each step when completed.
2. Ensure you have a set of Water Quality field cards to work from, preferably from this field season.
3. Ensure that you have update level access to FREP IMS in test. If you don't you'll find that Save buttons are greyed out and you can't edit information. To request access go to the FREP IMS Training website [<http://www.for.gov.bc.ca/hfp/frep/ims/training.htm>] and click Need Access?

Step	Action to take	Results/Notes	Trainee Comments	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.	Select the assigned district: <ul style="list-style-type: none"> • In the Master List field, use 2008/2009 • In the Org Unit field, select the District you are working on. • In the Years Since Harvest Complete field, select 0-2. • Click Go. 	A short list of sites for this district displays – the number will vary because this is a test environment. Note: for Water Quality, the sites must be under 2 years since harvest completion. If no sites appear on your list when you select 0-2, that's because you're working with incomplete test data. Please just re-select Any and you will get a good list to work form.		<input type="checkbox"/>
Accept a Site on the List				
4.	<ul style="list-style-type: none"> • At the far right of an opening row that has no checklists yet (no <u>check</u> in the Reviewed column), click Site Details. 	The FREP110 Site Details screen opens. NOTE THE OPENING ID SELECTED HERE:		<input type="checkbox"/>
5.	<ul style="list-style-type: none"> • In the Accept column of the FREP110 screen, click the Water Quality radio button. • Reject the site for Stand-level Biodiversity and Riparian, making sure you select a rejection reason. • Click Save. 	The information is saved and the screen displays a Save Successfully message.		<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 <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"/>

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		<ul style="list-style-type: none"> A correct count of the number of water checklists accepted displays at the top of the list of sites 		
7.	<ul style="list-style-type: none"> In the Existing Checklist column of the District Random List, click the Yes link for your selected opening. 	The page displays Water (2008) in the Existing Checklist column for the selected row.		<input type="checkbox"/>
FREP 301 – Administration Screen				
8.	<ul style="list-style-type: none"> Click the Water (2008) link. 	The Water Quality 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 Water Quality checklist. <u>If desired</u>, in the Access type, time spent on block area, select the 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 – you must enter at least 1 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 (if used).</p> <p>Note: The timecard information may eventually be integrated in this screen, or potentially a separate tab.</p>		<input type="checkbox"/>
10.	<p>Identify the Evaluation Team:</p> <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. 	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 and the Selected Evaluators segment.		<input type="checkbox"/>

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	<p>Note: there may be no names in the drop down list because this is a test database. However, you must add a team lead to be able to submit a checklist. To get past this, change the District User Drop List selection to DAB, and then you'll be able to select a Team Lead in the Evaluator field.</p>			
FREP 250 – Sample Area Screen				
11.	Click the Sample Area tab (Form 1).	The 250 Sample Area screen opens.		<input type="checkbox"/>
12.	<ul style="list-style-type: none"> Complete the first two or three fields on this screen. Attempt to save the screen. 	You should see a number of error messages, explaining which fields are required.		<input type="checkbox"/>
13.	<ul style="list-style-type: none"> Enter information into all sections of this screen (required or not) Click Save at the bottom or top of the screen. 	You should see a Save Successful message. If not, the error messages should be clear enough for you to correct the problem(s) and save the page successfully.		<input type="checkbox"/>
FREP 251 – Sample Site Screen – Add Sample Site				
14.	<p>Complete this screen:</p> <ul style="list-style-type: none"> Click the Sample Site tab (Form 3). 	The FREP 251 Sample Site screen displays, with a number of fields at the top and the Site Type segment at the bottom of the screen.		<input type="checkbox"/>
15.	<ul style="list-style-type: none"> In the Sample Site ID field, enter 1. Complete the remaining fields <u>at the top of the Sample Site screen</u> (from Site Type to Watershed) Click Save Sample. 	You should be presented with an error message clearly indicating that component information must be filled in.		<input type="checkbox"/>
16.	<p>Complete information on the first component:</p> <ul style="list-style-type: none"> In Column 1, select Road Surface, L, US In Columns 2 and 3, select None. 	Columns 4, 5, 8 and 9 should be unavailable to you for data entry.		<input type="checkbox"/>

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17.	<ul style="list-style-type: none"> Click Save Sample at the top or bottom of the page. 	<p>You should see a Save Successful message. If not, the error messages should be clear enough for you to correct the problem(s) and save the page successfully. And:</p> <ul style="list-style-type: none"> A new “tab” with the Sample Site ID number (1) displays on the screen. 0s should display in the auto-calculated columns 6, 7, 11, 12 and 13. 		<input type="checkbox"/>
18.	Click the Add New Row button.	A second row displays for your completion.		<input type="checkbox"/>
19.	<p>Complete information on the second component:</p> <ul style="list-style-type: none"> In Column 1, select Fill over culvert or bridge. In Column 2, select Little (0.2) In Column 3, select Half (0.5) In Column 4, enter 1. In Column 5, enter 2. In Column 8 (LxW), enter 5. In Column 8 (Portion erodible), enter All (1.0). In Column 9, enter 6. Click Save Sample. 	<p>Automated calculations should display as follows:</p> <p>Sub totals, mass wasting:</p> <ul style="list-style-type: none"> Column 6 (C4-C5) total should be -1. Column 7 (C6xC3) total should be -0.5. <p>Sub totals, surface erosion:</p> <ul style="list-style-type: none"> Column 10 (C8 –Net x Col 9) = 30 Column 11 (C2xC10) total should be 6.0. Column 12 (C3xC11) total should be 3.0. 		<input type="checkbox"/>

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		Totals should be: <ul style="list-style-type: none"> For Fill over culvert or bridge component, Column 13 (C7+C12) should be 2.5. Grand total (sum of all items in Column 13) should be 2.5. 		
20.	<ul style="list-style-type: none"> Click the Add New Row button. 	The third row displays for your completion.		<input type="checkbox"/>
21.	Complete information on a third component: <ul style="list-style-type: none"> In Column 1, select Surface Heavily Disturbed by livestock. In Column 2, select A Lot (0.8). In Column 3, select All (1.0). Do not fill out anything else for this component for the moment, Click Save Sample. 	You should see an error message clearly explaining that you need to complete the rest of the row.		<input type="checkbox"/>
22.	<ul style="list-style-type: none"> Fill in the remaining information for this row, with data of your choice. Click Save Sample. 	A Save Successful message displays. The system automatically recalculates all totals correctly, and a Range “tab” displays next to the Assessments tab for this sample.		<input type="checkbox"/>

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23.	Complete information on a fourth component. Click Add New Row and: <ul style="list-style-type: none"> • In Column 1, select Mass failure scars. • In Column 2, select A Lot (0.8). • In Column 3, select All (1.0). • Leave Columns 4 and 5 blank. • In Column 8 (l_{xw}), enter 5. • In Column 8 (portion erodible) select A Lot. • In Column 9, enter 10. • Click Save Sample. 	You should see an error message clearly explaining that you must complete the row.		<input type="checkbox"/>
24.	<ul style="list-style-type: none"> • Fill in the remaining information for this row, with data of your choice. • Click Save Sample. 	A Save Successful message displays. The system automatically recalculates all totals correctly.		<input type="checkbox"/>
25.	<ul style="list-style-type: none"> • Delete the first component using the Delete Component button. 	You should be presented with a warning message before deletion occurs. Once it is successful the system should automatically recalculate correctly.		<input type="checkbox"/>
FREP 252 Assessment				
26.	<ul style="list-style-type: none"> • Click the Assessment tab. 	The 252 Assessment screen opens.		<input type="checkbox"/>
27.	<ul style="list-style-type: none"> • Check at least one Observed Condition and one Solution for each segment of the 5 segments of this screen. • Click Save Sample. 	You should see a Save Successful message. Note: the ID #s of the conditions/solutions selected:		<input type="checkbox"/>

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FREP 253 Range Indicators				
28.	<ul style="list-style-type: none"> Click the Range tab. 	The 253 Range Indicators screen opens.		<input type="checkbox"/>
29.	<ul style="list-style-type: none"> Check one condition in at least 3 of the 5 segments of this screen. 	A question displays at the bottom of the screen.		<input type="checkbox"/>
30.	<ul style="list-style-type: none"> Answer No to the question about potential compromise of water quality at the bottom of the screen. Click Save Sample. 	You should see an error message clearly indicating that if you have said No to the question, you must enter a comment.		<input type="checkbox"/>
31.	<ul style="list-style-type: none"> Answer Yes to the question about potential compromise of water quality at the bottom of the screen. Click Save Sample. 	You should see a Save Successful message.		<input type="checkbox"/>
FREP 254 – Water Summary Screen				
32.	<ul style="list-style-type: none"> Click the Summary tab. 	The 254 Water Summary screen opens.		<input type="checkbox"/>
33.	<p>The Summary screen displays information for each of the Sample Sites (form 3s, FREP 251 screens) entered, including:</p> <ul style="list-style-type: none"> Sample Site ID: reflects the identification number entered by the evaluator in the Sample Site ID field Type of Disturbance: reflects selections made in the Site Type field Total Volume Fine Sediment Generation: reflects value displayed in Grand Total Fine Sediments Generated from Site field Fine Sediment Generation Potential Class: reflects value displayed in the Site Rating field 	The screen reflects the appropriate values from the 251 screen(s).		<input type="checkbox"/>

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	<ul style="list-style-type: none"> • Local Water Quality Impact for Fish Bearing Streams: reflects value displayed in the Fish Impact Rating field • Local Water Quality Impact for Drinking Water: reflects value displayed in the Drinking Water Rating field • Conditions Leading to Sediment Generation and Potential Improvements in Management: reflects the Observed Conditions/Solutions entered in the Assessment screen • Presence of Range Characteristics Compromising Water Quality: reflects the answer to the question made in screen 253 			
Attachments				
34.	Now you need to add a picture to your checklist. <ul style="list-style-type: none"> • Click the Attachments tab. 	The FREP 303 Attachments screen opens.		<input type="checkbox"/>
35.	<ul style="list-style-type: none"> • Search for and add an attachment, preferably a .jpg file. 	The attachment is saved. If you received an error message about the file being too large, you were able to find out how to compress the picture using online Help.		<input type="checkbox"/>
Notes				
36.	Display the Notes page by clicking the Notes Sites tab.	The FREP 302 Notes screen opens.		<input type="checkbox"/>
37.	Type a few words into this screen and save.	You should see a Save Successful message.		<input type="checkbox"/>

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Add More Sample Site				
38.	<ul style="list-style-type: none"> You have more than one sample site (form 3) to add to this checklist. To add a additional form 3s: Click the Sample Site tab. 	The 251 Sample Site Details screen opens, with the first sample created above identified as a “tab” labelled 1.		<input type="checkbox"/>
39.	<ul style="list-style-type: none"> Click the Add Sample Site button. 	A clean Form 3 displays.		<input type="checkbox"/>
40.	<ul style="list-style-type: none"> Complete the fields in this screen, varying your choices in the Details section of the screen. Click Save Sample. 	You should see a Save Successful message. If not, the error messages should be clear enough for you to correct the problem(s) and save the page successfully.		<input type="checkbox"/>
41.	<ul style="list-style-type: none"> Complete the Assessment screen for this Sample Site. 	You were able to successfully complete and save the Assessment screen for this second sample.		<input type="checkbox"/>
42.	<ul style="list-style-type: none"> If required, complete the associated Range Indicators screen 	You were able to successfully complete and save the Range Indicators screen for this sample.		<input type="checkbox"/>
43.	<ul style="list-style-type: none"> Review the Summary information and verify that it accurately reflects the data in your two sample sites. 	The Summary screen correctly displays data from the two sample sites.		<input type="checkbox"/>

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Step	Action to take	Results/Notes	Trainee Comments	Completed?
Submit Checklist				
44.	<ul style="list-style-type: none"> Click the Submit button at the top of the screen. 	<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. You may no longer edit this checklist unless you have System Admin authority (Branch staff).</p>		
45.	Return to the Accepted Sites page.	The row with the Water Quality Opening ID used in this test is highlighted, indicating that this checklist has been submitted to the database.		

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