

SPAR REPORTS MATRIX

SEEDLOT REPORTS

Report Name	Description	Details
<p>Seedlot Listing Report Summary</p> <p>Who uses this report? Seedlot Owners & Agencies</p>	<p>This Report is used to extract general Seedlot information as well as Seedlot Ownership and Seedlot Balance Information.</p>	<p>Results differ between the Short Form and Long Form:</p> <ul style="list-style-type: none"> • The Short Form Report displays one line of information per Seedlot. • The Long Form Report displays multiple lines of information for each Seedlot and information on the amounts owned by each agency.
<p>Seedlot Detail Report</p> <p>Who uses this report? Anyone wishing to have customized information about a specific seedlot</p>	<p>This Report is used to generate detailed information on specific Seedlots. The report allows you to select only those sections you wish to report on.</p>	<ul style="list-style-type: none"> • Results include information on: • ownership, • collection location, • extraction information, • storage information, • heritage, • test results, • commitments, and • transactions.
<p>Seedlot Balance by Agency Report</p> <p>Who uses this report? Anyone wishing to find information on Seedlots or Species available by each Agency</p>	<p>This Report is used to find Seedlot Balances for a specific Agency or all Agencies. The Report lists Original Balance, Reserve Available, Surplus Available, Total Available and Total Used.</p>	<p>Results display a list of Seedlots or portions of Seedlots owned by an Agency. Results group Seedlots by species for each Agency. Species are listed in ascending alphabetical order.</p>

Report Name	Description	Details
<p>Seedlot or Vegetative Lot Usage Report</p> <p>Who uses this report? An Agency who wishes to monitor the use of its Lot by other divisions or agencies</p>	<p>This Report is used to identify the Seedlots or Vegetative Lots and amounts used by an Agency during a specified date range. This report is useful for monitoring the use of an Agency's Lot by other Divisions or Agencies.</p>	<p>Results display all Seedlots or Vegetative Lots used by a Request Agency.</p>
<p>Orchard Report</p> <p>Who uses this report? Anyone wishing to know which lots are available from Orchards</p>	<p>This Report is used to list general Seedlot/Vegetative Lot information as well as balance (original, available, and used) information for those lots originating from an Orchard.</p>	<p>Results are displayed for each Orchard. The results are sorted by Orchard ID, Collection Year, and Lot Number.</p>
<p>Seed Planning Report 1: by Elevation</p> <p>Who uses this report? Anyone wishing to find Seedlots at specific elevations</p>	<p>This report is used to identify total committed, available and used quantities of a Lot. Subtotals for Class A and Class B lots are provided as well as totals by Seed Planning Zone.</p>	<p>Results display Seedlots by elevation, in ascending order, within a given species and seed planning zone. The report is sorted by Owner Agency, Species, Seed Planning Zone and Elevation.</p>
<p>Seed Planning Report 2: by Elev and Lat</p> <p>Who uses this report? Anyone completing Seed Planning who wishes to find Seedlots at specific elevations & latitudes</p>	<p>This Report is used to identify total available and used quantities as well as original balance. Subtotals for Class A and Class B lots are provided in addition to totals by Seed Planning Zone.</p>	<p>Results list the quantities of Seedlots that are available by elevation and latitude band within a given species and Seed Planning Zone. This report should be used with caution. For more accurate seed planning reporting, use of the Species Plan Information Reporting Tool (SPIR) is recommended.</p>

VEGETATIVE LOT REPORTS

Report Name	Description	Details
<p>Vegetative Lot Listing Report</p> <p>Who uses this report? Anyone wishing to find out more about Vegetative Lots available</p>	<p>This report is used to identify which Vegetative Lots are available.</p>	<p>Results list general Vegetative Lot information, Vegetative Lot ownership and Vegetative Lot balances (reserved and surplus) information.</p> <p>The report results are sorted by Vegetative Lot Number in ascending order. Multiple lines of information are printed for each vegetative lot.</p>
<p>Vegetative Lot Detail Report</p> <p>Who uses this report? Anyone wishing to have customized information about a vegetative lot.</p>	<p>This Report lists detailed information about a particular Vegetative Lot. The report allows you to select only those sections you wish to report on.</p>	<p>Results include information on:</p> <ul style="list-style-type: none"> • ownership, • commitments, and • transactions.
<p>Vegetative Lot Balance By Agency Report</p> <p>Who uses this report? Anyone wishing to find information on Vegetative Lot or Species available by each Agency</p>	<p>This Report is used to display Vegetative Lot Balances for a specific agency or all agencies. The report lists Original Balance, Reserve Available, Surplus Available, Total Available and Total Used.</p>	<p>Results display all of the Vegetative Lots, or portions of Vegetative Lots, owned by an Agency.</p> <p>Results are sorted by Species, Production Year, Age Class, and Vegetative Lot in alpha-numeric order.</p>
<p>Latest Sowing Date Report</p> <p>Who uses this report? Private Nursery Users or Ministry of Forests Headquarters Staff</p>	<p>This Report is available to Private Nursery users and Ministry of Forests headquarters staff, for the purpose of checking entries in the SPAR Sowing Date table.</p>	<p>Results display Sowing Date information for each nursery. You have 2 report options:</p> <p>Ministry Default Dates - to generate the results with default sowing dates</p>

Report Name	Description	Details
		for Coastal or Interior Nurseries Nursery Dates - to generate the results with sowing dates specific for a nursery.
Nursery Commitment Report Who uses this report? Nursery staff interested in seedling request information.	This Report is used to display Seedling Request Information specific to the requirements of Nursery Staff.	The report provides one line of information for each request. The information is sorted by Species and Planting year/season.

SEEDLING REQUEST REPORTS

Report Name	Description	Details
Seedling Request Short Form Report Who uses this report? Anyone wishing to find out information about requests against specific agencies	This report is used to display Seedling Request information in an easy to read format.	Results lists one line of information per Seedling Request.
Seedling Request Status Report Who uses this report? Anyone wishing to find out the current status of a Seedling Request	This report can be used to view the current status of a request. The report includes some request information and detailed date information for activities related to seed withdrawal, processing and shipping for each Seedling Request.	Results list the current status of Seedling Requests and activities conducted at the Tree Seed Centre.
Seedling Request Confirmation Report	This report is used to verify the entry of information on the	Lists all request information entered on the Seedling Request

Report Name	Description	Details
Who uses this report? Anyone wishing to verify information on Seedling Request form or check information on a Seedling Request Code Sheet.	Seedling Request forms. The report is formatted to enable checking of information with a Seedling Request Code Sheet.	Screens, the Seed or Vegetative Lot selected and all overrides for a specific request.

EXTRACT REPORTS

Report Name	Description	Details
<p>Seedlot Extract Report</p> <p>Who uses this report? Seedlot Owners who need to access/filter an extensive amount of information for their seedlots.</p> <p>This report is useful if you need to import the data file into other applications (i.e. Plant Wizard)</p>	<p>This data extract provides all data for active registered seedlots. The seedlot details are listed by owner. This is useful if you wish to filter information for your seedlot. You can access this report either as an excel or csv file.</p> <ul style="list-style-type: none"> • If you generate the file in excel then the Species Field is mandatory. • If you wish to generate this file without any parameters then you are required to run it as file type - csv & delivery type – email 	<p>You will receive a large amount of data which you can manipulate to meet any custom needs you may have.</p>
<p>Vegetative Lot Extract Report</p> <p>Who uses this report? Vegetative Lot Owners who need to access/filter information for their</p>	<p>This data extract provides all data for active registered vegetative lots. The vegetative lot details are listed by owner. You can access this report either</p>	<p>You will receive a large amount of data which you can manipulate to meet any custom needs you may have.</p>

Report Name	Description	Details
<p>vegetative lot.</p> <p>This report is useful if you need to import the data file into other applications (i.e. Plant Wizard)</p>	<p>as an excel or csv file.</p> <ul style="list-style-type: none"> • If you generate the file in excel then the Species Field is mandatory. • If you wish to generate this file without any parameters then you are required to run it as file type - csv & delivery type – email 	
<p>Seedling Request Extract Report</p> <p>Who uses this report? This report can be used by anyone who wishes to know all details related to a seedling request.</p> <p>This report is useful if you need to import the data file into other applications (i.e. Plant Wizard)</p>	<p>This data extract provides all data for a seedling request. You can access this report either as an excel or csv file.</p> <p>The first section of this report provides all of the details of the seedling request that was entered.</p>	<p>This is a very comprehensive report and includes a great deal of details. If you wish to view a higher level report, you should use either the:</p> <ul style="list-style-type: none"> • Seedling Request Short Form Extract Report • Seedling Request Extract for Non Ministry Use Report
<p>Seedling Request Short Form Extract Report</p> <p>Who uses this report? In general, this report contains all information most users should require about a seedling request.</p> <p>This report is useful if you need to import the data file into other applications</p>	<p>This data extract provides general seedling request information. You can access this report either as an excel or csv file.</p>	<p>Remember that the data in this report is derived from the actual seedling request. Do not confuse this with data from the actual seedlot details used to fill the request.</p>

Report Name	Description	Details
(i.e. Plant Wizard)		
<p>Seedling Request Extract for Non Ministry Use Report</p> <p>Who uses this report? This report is useful if you are a Nursery User.</p>	<p>This data extract is designed to allow nursery users (non-ministry users) to easily gather several pieces of information in a single report for the seedling requests requested by their agency or assigned to their nursery. This report includes the Sow Date & Action Dates.</p> <p>You can access this report either as an excel or csv file.</p>	<p>You will notice that the parameters on this report are more limited than the other extract reports.</p> <p>This report is useful to run on a regular basis to check Sowing Dates & Variance Indicators and determine whether updates are needed.</p>

PRINT REPORTS

Report Name	Description	Details
<p>Lot Search Print</p> <p>Who uses this report? If you are generating a Lot Search, you may find it help to use this report.</p>	<p>This report is a print out of the parameters & results of the Lot Search. If you wish to show these results to another individual, or keep a copy for future reference, simply click the Print button after you generate the search.</p>	<p>This report is available in .pdf format only.</p>
<p>Request Key Search Print</p> <p>Who uses this report? If you are generating a Request Key Search, you may find it helpful to use this report.</p>	<p>This report is a print out of the parameters & results of the Request Key Search. If you wish to show these results to another individual, or keep a copy for future reference, simply click the Print button after you</p>	<p>This report is available in .pdf format only. This report contains all of the information on the Request Key Search form as well as some additional information.</p>

Report Name	Description	Details
	generate the search.	
<p>Suitable Seed/Vegetative Lot Print</p> <p>Who uses this report? If you are checking SPAR for suitable lots (i.e. for future potential seed collections), you may find it helpful to use this report.</p>	<p>This report is a print out of the information on the Suitable Seed/Vegetative Lot form. If you wish to show these results to another individual, or keep a copy for future reference, simply click the Print button after you generate the results in this form.</p>	<p>This report is available in .pdf format only. This report contains all of the information on the Suitable Seed/Vegetative Lot form.</p> <p>Note: Information for each toggle is displayed in the report regardless of which toggle you selected on the form when generating your results.</p>
<p>Lot Selection Print</p> <p>Who uses this report? This report is useful if you are using the Lot Selection screen and wish to retain a copy of your results.</p>	<p>This report is a print out of the information on the Lot Selection form. If you wish to show these results to another individual, or keep a copy for future reference, simply click the Print button after you generate the results in this form.</p>	<p>This report is available in .pdf format only. This report contains all of the information on the Lot Selection form.</p> <p>Note: Information for each toggle is displayed in the report regardless of which toggle you selected on the form when generating your results.</p>