

Frequently Asked Questions

1. What is an Agency?

The IAP Program Application is designed to co-ordinate and manage invasive plant data in B.C. This has been accomplished by assigning records (data) to individual Agencies. Each Agency must assign an individual responsible for:

- Registering its Agency for access to the IAP Program Application.
- Maintaining a current list of users from its Agency whom have access to the application (i.e. individual's name and user role).
- Each Agency must manage and keep current the IDIRs & BCeIDs of the individuals working for them.
- Ensuring the integrity of the data its Agency enters into the application

Sample Agencies:

- Ministry of Forests
- Cariboo Regional District
- Thompson Nicola Regional District
- Ministry of Transportation and Highways
- North East Invasive Plant Council

2. How do I determine which Agency I should be registered with?

- If you are an employee of any government agency - federal, provincial or municipal - then that organization will be an Agency and will need to register in the IAPP Application.
- If you are a self-employed contractor or work for a contracting company then the work you will be performing will need to be evaluated on a case by case basis. For example, if you have a contract with the Ministry of Transportation (MOT) then that Ministry will be the Agency. MOT will want to have the work it is paying for entered into the IAPP Application – Data Entry under their Ministry so they can summarize and report inventory / treatment / monitoring activities and reconcile their budget.
- If your organization is large enough that you generate or receive funding from outside sources (i.e. from those groups not registered (or will not become registered in the future) as Agencies in the IAPP Application), then your organization will be an Agency. It is possible that in varying cases these different scenarios will apply, therefore, you will be registered as a member with more than one Agency.

For tracking your individual work under an Agency, see the User Roles & Protected Data, Tracking Data section in Module 2.1

What if I am a member of more than one Agency?

If you work for more than one Agency then you must select the agency you wish to work under, for a given session, when you log on to the IAP Program Application.

3. How do I access the IAP Program Application?

To gain access to the IAP Program Application, you must either be a staff member or contractor of a provincial government agency (Ministry), or be part of a registered agency. Follow the steps outlined in the table below:

Your Employer is:	Step 1: Obtain an ID	Step 2: Request access to IAPP
A B.C. Government Ministry (staff or contractor)	You must have an IDIR	Navigate to http://www.for.gov.bc.ca/his/efm/access/iaapp.htm and use the electronic form.
Any non-government agency	You must have a Business BCeID (also known as a "User Name"). If you don't have a BCeID, your Program Manager may direct you to apply for one. Visit here for details: http://www.for.gov.bc.ca/his/efm/bceidRequest.htm	Once you have a BCeID, navigate to http://www.for.gov.bc.ca/his/efm/access/iaapp.htm and use the electronic form.

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4. The Site Selection Extract only allows me to query for one plant species at a time. Why?

The **Site Selection Extract** can only be generated for a single IAP species at a time. This is due to the large volume of data that this extract generates and the complex selection parameters that would be required to generate data for multiple species. Recall that a single site may have multiple species/IAPs. Each IAP may be surveyed multiple times and may have multiple treatments applied over time. These may be mechanical, chemical and/or biological. In addition, each IAP treatment may be monitored one or many times. This results in a significant amount of data for a single IAP. Therefore, this extract is limited to one IAP. If the extract allowed for multiple IAPs, the extract would take a significant amount of time to generate, thus slowing your computer to an unreasonable level. Future enhancements are being considered to generate a report which would allow a similar query for multiple IAPs.

5. Can I search the application by UTM co-ordinates?

If you know the UTM co-ordinates of the Site you are intending to display, you can access the Site through the IAPP-Map Display:

- Open IAPP Map Display, click Find Location, click UTM Coordinate and click OK.
- The map will refresh to the location of the entered UTM coordinates.
- Use the Identify tool to show more details of the area/displayed Site.
- For more information on the Site, access the IAPP-Data Entry module by clicking IAPP Link: More Data.

6. I have a contract with an Agency and need to enter my data under that Agency. How can I track work that I have performed amongst their records?

Paper File IDs are intended to reflect how an Agency stores/retrieves the paper field forms if they choose not to use the recommended Site IDs for this purpose. However, it is possible to add any information in this Paper File ID (recall this unformatted field may be slow to query upon). For example, if a contractor wants to track the data they have entered for an Agency, they could possibly add their company name or a code in the Paper File ID. This field is displayed in the Extracts which may be sorted and appropriate data accessed.

Note: The intended use of the Paper File ID is under the discretion of the Agency. Any use by an employee or contractor should be discussed with the individual responsible for the Agency's data in the IAPP Application.

7. I have a Program Manager Security Role but cannot edit a Site. Why?

A Site is the only IAPP record that is not associated with an Agency. All Agencies in the IAPP Application are considered to be able to perform work on all Sites. The key factor for consideration on the ground is the jurisdiction. Since there is no Agency associated with Site, its edit capabilities are different and cannot be assigned to anyone other than the person who entered the data.

8. How do I print a map?

Use the Print Button in the IAPP Application – Map Display. This button opens a form (in the information panel) for you to specify:

- a title for the map;
- the paper size you wish the map to be printed on. Choose 8.5" X 11.0" unless you have a larger format printer;
- a scale for your printed map. At present you can only select "Current Scale" for the output.

When you are ready to generate the map, click the OK Button. Be patient while the map generates. This process could take anywhere from 10 seconds to a minute depending on the complexity of the map and the speed of your internet connection.

→ Important Note: You must have Adobe Acrobat Reader installed on your computer in order to print maps.

9. I cannot find the data I am looking for. What can I do?

Often the problem with finding data deals with issues regarding legacy data. Legacy data is data that existed prior to the development of the IAP Program Application. In the past, some of the data that is collected today was not recorded or was missing. Default data has been added to the IAPP application for these missing pieces. For

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example, if a record did not have a date, the IAP Program Application assigned it a date of 1900-01-01; if areas or other numeric data was missing the number -1 was inserted. If you come across data that doesn't seem quite right, this may be why. Legacy sites that did not have valid UTM or spatial data will not be available in the Map Display application. In this case, instead of zooming to the site, the Map Display application will open to the initial provincial extent view (once the Map link is clicked in the IAP Program Application).

10. The Extracts will not display properly for me. Why?

When using the Generate Extract button a pop-up File Download window displays. The file will be delivered in an Excel spreadsheet format (a .xls file). You must have Excel 98 or higher installed on your machine in order to open the file. Click the Save button to save the file to your computer. Click the **Open** button and via the next dialog box navigate to the location on your computer where you wish to save the file; or click the **Close** button to close the File Download window. You will notice that Excel misinterprets some of the mapsheets containing the capital letter E as exponential numbers. For example, instead of displaying "082E030" it displays "8.2E+31". Therefore, you may wish to open the extract in .csv file format in a text editor such as WordPad, in which case the proper mapsheet will be displayed.

11. Can the IAPP Application accept data from electronic field devices?

At present this is not an option. Plans are underway to implement a "back-end" batch upload as part of Version 2.0 which is not expected until the winter of 2008/2009.

12. The web page will not display when I click on the url link. Why?

This could mean that the system is either offline temporarily or your password has expired. For the former wait for a bit, 30 minutes to an hour and try again. If this continues, check the status of your password by accessing the links supplied on the Invasive Alien Plant Program web site.

13. My Agency has many records from the past. Can I get them electronically added to the IAPP Application so I do not have to enter them individually?

This is currently being investigated as part of the initiative mentioned in point 12.