Ministry of Forests and Range

SPAR Basics

Participant Guide

Version 1.0

SPAR

Release 4.0
Fall 2007

Table of Contents

Topic 1—Introduction & Course Overview

Purpose

This course will provide you with an overview of the Seed Planning and Registry System (SPAR) version 4.0. The emphasis of the training session will be on using SPAR to perform searches and generate reports.

Learning Objectives

Upon completion of this course you will be able to:

- Describe the intent of the SPAR System;
- Understand authority levels in SPAR and how to access SPAR;
- Navigate around SPAR and conduct a search in SPAR;
- Generate various reports in SPAR; and,
- Understand linkages to other systems from SPAR.

Course Structure

This course is a one and a half hour learn-linc session. The session includes demonstrations of how to work in the system as well as an opportunity to ask questions. There are practice scenarios in each of the topics for you to practice concepts after the training is completed.

Target Audience

This training is intended for:

- New users of SPAR; and,
- Existing SPAR users who require a refresher.

Explanation of Icons

Training Icon	Description
	This symbol denotes a key point. This is an important point that you should pay close attention to.
	This symbol denotes a warning or caution. This is important information or training around tasks that you "should not do" or "be very careful doing".
	When you see this symbol, there is a practice exercise which will allow you to try out activities in the TEST environment.

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MINISTRY OF FORESTS AND RANGE

Topic 2—Getting Started with SPAR

Overview

SPAR is a web-based information management system that provides ministry and non-ministry clients with direct on-line access to a provincial registry of forest tree seed and a comprehensive seedling ordering system for meeting annual reforestation needs.

The SPAR application has the following components:

- **Tree Seed and Vegetative Lot Registry:** entry and maintenance of seedlot and vegetative lot information and queries. Functions such as allocation transactions (reserve and surplus) and inventory adjustments to seed balances are also available.
- **Seedling Requests**—seedling requests, direct seed withdrawals, cone and seed processing, testing, and other services. Requests are entered through SPAR and downloaded to the Cone and Seed Processing System (CONSEP) at the Tree Seed Centre. Seedling requests include selection of suitable lots according to the Ministry of Forests and Range' seed and vegetative material transfer guidelines.
- **Search**—the ability to conduct broad and detailed searches
- **Reporting** includes generating standard SPAR reports through submission screens. Reports may be submitted in various formats, including .pdf, .doc, and .csv.
- **Application and data custodianship**, including maintenance of SPAR tables by the Tree Improvement Branch.

Accessing SPAR and Understanding Security Levels

For Non-Ministry users:

1. To access SPAR, private sector clients must have a BC Electronic ID (BCeID). For information on obtaining a BCeID go to the MFR BCeID Information page at:
   http://www.for.gov.bc.ca/his/efm/BCeIDRequest.htm

2. Once you have a BCeID, SPAR access can then be obtained by going to the Electronic Forest Management Application Access Form for SPAR at:

   http://www.for.gov.bc.ca/his/efm/access/spar.htm

Security Level	Authorized Actions
View & Report	View seedlot and vegetative lot information online and download or print reports.
Silviculture Supervisor	View seedlot and vegetative lot information online and download or print reports. View, enter, update, approve and report on seedling requests for their agency. Allocate lots owned by their agency as reserved or surplus.
Private Nursery	View seedlot and vegetative lot information online and download or print reports. Enter sowing dates for their nursery. View and report on seedling requests assigned to their nursery.
Orchard Manager	Register new seedlots collected in an orchard. Enter and update parent trees in an orchard.

For Ministry of Forests and Range staff:

Access can be obtained by submitting your IDIR User ID and the required security level to the **SPAR Administrator** via email (FORHTIP.SEEDHELP@gov.bc.ca).

The three security levels available to district and regional staff are:

Security Level	Authorized Actions
View & Report	View seedlot and vegetative lot information online and download or print reports.
Silviculture Staff	View seedlot and vegetative lot information online and download or print reports. View, enter and update and report on seedling requests.
Silviculture Supervisor	View seedlot and vegetative lot information online and download or print reports. View, enter, update, approve and report on seedling requests. Register new seedlot collections

The following two security levels are also available to a select group.

Security Level	Authorized Actions
Orchard Manager	Register new seedlots collected in an orchard. Enter and update parent trees in an orchard.
Forest Genetics	Add or update parent tree information.

Accessing SPAR

Once you have obtained both a user id and password, you are ready to logon to SPAR. SPAR is a web-based application. This means that you can enter the SPAR URL http://apps.for.gov.bc.ca/spar in your internet browser, and you will automatically be able to log on to SPAR.

You can also access SPAR from: http://www.for.gov.bc.ca/hti/spar/index.htm

Test Environment

There is a test environment available for you to practice and train in.

Tips for Using Web-based Systems

We have tried to make SPAR as user-friendly as possible. However, because SPAR is a web-based application, there are some limitations that restrict your actions. You should be aware of the following:

- **Complete your Tasks**—always try to complete a task and save before leaving your computer for an extended period of time, in case you lose your connection and your work.
- **Use Mouse & Tab Key**—web applications are primarily designed for navigation by mouse. Do not use the Enter Key to navigate through the fields or make a selection. Instead, use the Tab Key or mouse to move through the fields and use the navigation buttons provided in the application, such as the Search button.
- **Do not use the Back and Forward arrows in your Web Browser**—stead, use the window specific navigation that is provided or use the Main Menu.
- **Using Radio Buttons**— Remember that radio buttons have an "either/or" relationship. You can only click one on at a time!

Monitor sizes and screen resolution may differ from computer to computer. A display setting of 1024 x 768 is suggested. If you have trouble seeing the forms in the system, it may be necessary to select the "Full Screen" option. If you are using Internet Explorer, simply press the F11 key to view your browser in "Full Screen" mode. Press F11 again to return to "Normal" mode.

**Setting up your Acrobat Reader to correctly print SPAR Reports**

To make sure that your SPAR reports open as PDF files (which you can then print) you may need to change the preferences within Acrobat Reader. Note that once these changes have been made, you will have to restart your computer for the changes to take effect.

1. Open Acrobat Reader.

    o   If you are having trouble finding Acrobat Reader on your computer, try navigating to your Start menu. Next, navigate to All Programs and select Acrobat Reader.

2. Navigate to the **Edit** menu and select **Preferences**. A window labeled Preferences is displayed.

3. Click on the **Internet Category**

④ Unclick the check box labeled "**Display PDF in browser**".
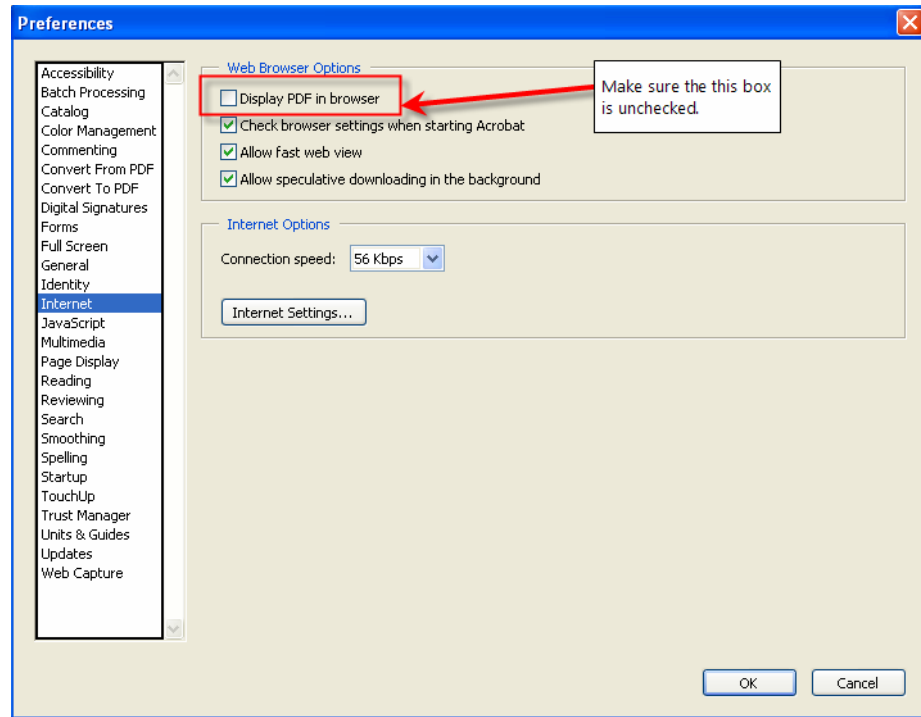
Topic 3—Finding Your Way Around

Overview

SPAR has been designed to allow you to easily navigate from form to form and between fields within a form. Once you have worked with SPAR a few times, you will find that it is intuitive to use.

The Homepage

The Homepage is the first thing you will see when you log onto SPAR. It has been designed so that you can quickly navigate to a number of places. There are nine tabs located across the top of the page. These tabs can be thought of as menus. When you click each tab, a sub-menu appears.

Sample Homepage
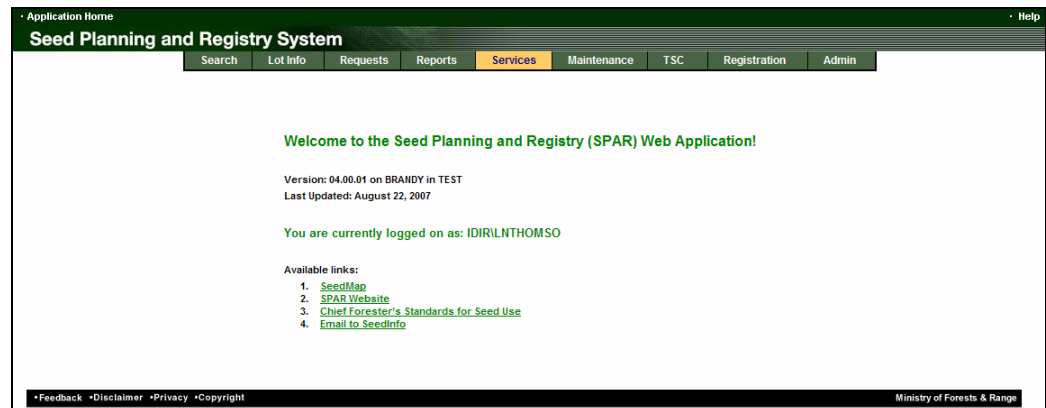
Menus

You will want to become familiar with the menus which are applicable to your use of SPAR. You should use the menus, along the top of the window, to move from one function of SPAR to the next. Each menu has a drop-down list that displays the forms for that menu. Simply click the name of the form that you wish to display.

The menus are:

- **Search**—the Search menu contains many Search Forms which include combinations of search fields to allow users to perform detailed and specific searches.
- **Lot Info**—the Lot Info menu contains many forms which allow you to find specific Seedlot and Vegetative Lot information. These forms are useful if you wish to locate suitable seed and vegetative lots, view seed and vegetative lot information, examine seed and vegetative lot tests, explore the transaction history for an owner's portion of a seed or vegetative lot, and move lot portions between reserved and surplus.


- **Requests**—the Request menu allows you to Add, Update, View, Delete or Cancel a Seedling Request. The Request forms also allow you to match seed to your planting site; and view lot detail information, transfer guide exceptions and sowing rule exceptions. In addition, the Request forms will allow you to view the status and activity of the Seedling Request.

- **Reports**—the Report menu produces reports based on information stored in the SPAR database. Reports include information on Seedlot and Vegetative Lots, Seedling Requests and other SPAR transactions. these reports are useful if you need to view or export data

- **Services**—the Services menu is used by Tree Seed Centre staff for Cone/Seed Processing requests, Direct Withdrawal, Seed Sale Requests, etc.

- **Maintenance**—this menu is used by headquarters for maintaining the SPAR System.

- **TSC**—the TSC menu is used by Tree Seed Centre staff to maintain client contact information, maintaining and producing invoices. etc.

- **Registration**—the Registration menu allows you to apply for registration of a Seedlot or Vegetative Lot.

- **Admin**—this menu is primarily used by headquarters. Nursery users will also use this menu if they wish to add or update their sowing dates.

Remember; always use the menu and sub-menu options to move around SPAR. Do **not** use the back and forward arrows in your internet browser.

Sample of Menu Options

The following screen print shows the Search Menu Options. The search functionality is discussed in more detail in the next lesson.
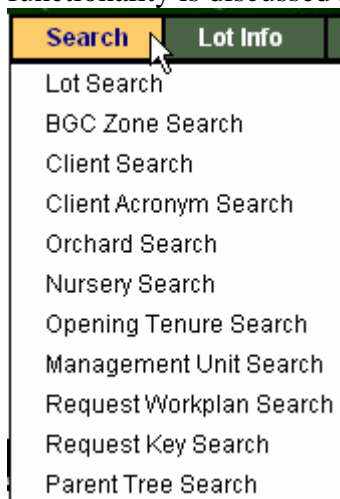
Sub-Menus

Some of the menu options have additional sub-menus. Sub-menus are easily recognizable because they are indicated with an arrow (pointing to the right) beside the menu option. An example of the Seedlot Sub-menu is shown below:
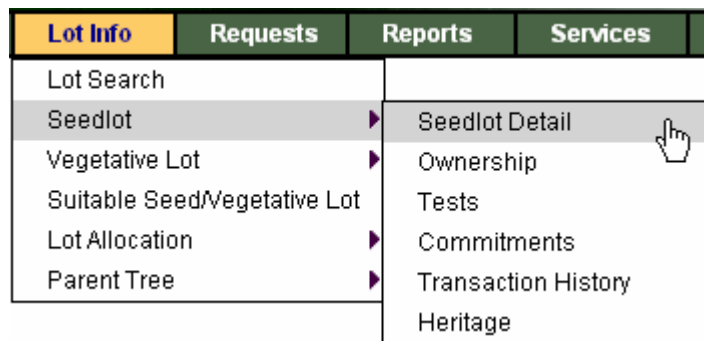
If you are ever lost within SPAR, you can return to the SPAR home page at any time by clicking on the words 'Application Home'. These words will always appear in the top left of the application regardless of which SPAR window you have displayed.
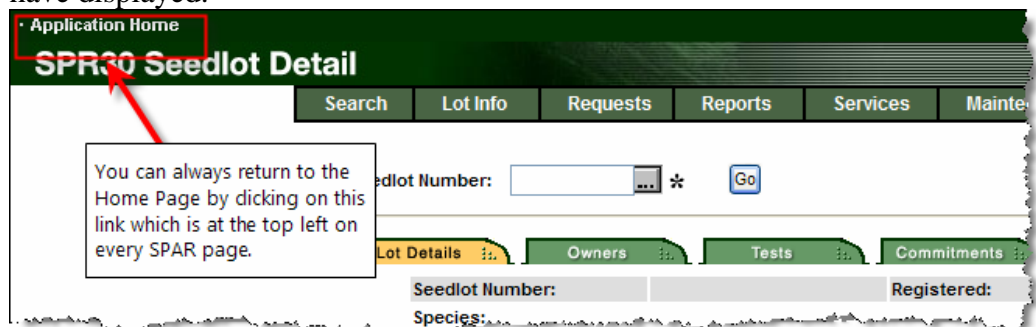
Moving Between Fields

Each window in SPAR is made up of a variety of fields. Fields are used to enter data or display data in SPAR. You can easily move between fields in SPAR:

- **To move forward...** use the Tab key on your keyboard to move forward from field to field or use your mouse.
- **To move backwards...** use the Shift + Tab key (simultaneously) on your keyboard to move backwards from field to field or use your mouse.

Fields

The following field information will assist you in learning how to enter data into SPAR.

Drop-down lists

If a field has a down arrow to the right, click on the arrow to view and select from a list of options. You can also simply enter the first letter of the information you wish to find and the drop-down list will display the first entry with that letter. For example, you can simply enter a "W" and the drop down list will populate with the first entry starting with a "W".

Text fields

The text fields are open for entry of numeric quantities or text, depending on the field. Some of the text fields work similarly to the dropdown lists, e.g. in a Client Name field, if you enter a "W" and click the Search button, you'll see all client names starting with "W"

Many of the text fields have a Search Button beside them.

Seach button allows you to search for information to enter into the text field.
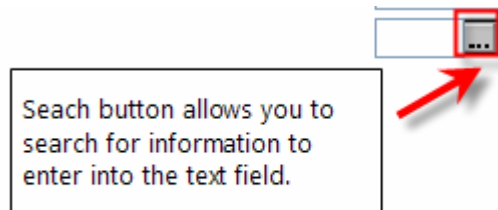
Mandatory Field

If the field is mandatory, it will have an asterisk beside it.

• **At least one of Client or**   **Error Messages**
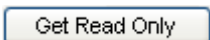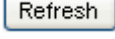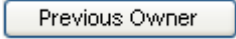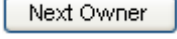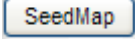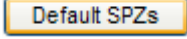
If you have entered data incorrectly, an error message will be generated at the top of the Form which will provide helpful advice on how to fix the data entry error.

Understanding Buttons
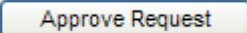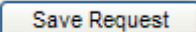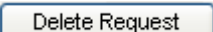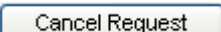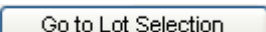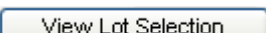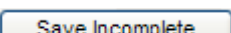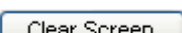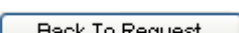
SPAR includes a number of buttons. When you click a button, an action is performed. The buttons are named intuitively; however, a quick review of these

buttons will help you if you are a first time SPAR user.

Button	Description
...	Clicking this button will take you to a detailed Search Form. This allows you to search for data.
Search	Clicking this button will allow you to generate results for the Search.
Details	Clicking this button will allow you to find out more information about the row of data that it accompanies.
Go	Click this button to generate the results for the Form.
Get	Click this button to populate the Seedling Request Form, in an editable format, with details for the Request Key entered.
Get Read Only	Click this button to populate the Seedling Request Form, in a read-only format, with details for the Request Key entered.
Refresh	Click this button to refresh the data. The result data, in the bottom portion of the form, will be refreshed to correspond to your selection.
Previous Owner Next Owner	Click these buttons to view the data for the previous or next owner. The Previous Owner button and the Next Owner button allow you to navigate through the results for each owner. The owners are listed in alphabetical order.
SeedMap	Click this button to open SeedMap and show the source location of a Class B or B+ lot
Default SPZs	Click this button to auto fill the SPZ A or Area of Use of a Lot, SPZ B and BCG fields with the appropriate seed planning zones when the latitude and longitude co-ordinates have been entered.
TG	Click this button to navigate to the Transfer Guide Exceptions Form. Here, you can view additional information about Transfers.
DT	Click this button to navigate to Seedlot or Request Details. Here, you can view additional information.
SR	Click this button to navigate to the Sowing Rule Exceptions Form. Here, you can view additional Information about the Sowing Rules applied to the Seedling Request.

Topic 3—Finding Your Way Around

Button	Description
Save	Click this button to save the data you have entered on this form. If you receive a warning, instead of saved data, then you should verify that the data you entered in the fields is correct.
Confirm Save	Click this button to Confirm the Save of the Seedling Request.
⊙ ○	Radio buttons have an "either/or" relationship. This means that you must click one or the other. You cannot select both!
Submit	Clicking this button will generate the report.
Add New Request	Click this button to add a new seedling request to SPAR.
Approve Request	Click this button to approve a new seedling request. You must have the appropriate authority to do this.
Save Request	Click this button to save a new seedling request to SPAR.
Delete Request	Click this button to delete a seedling request.
Cancel Request	Click this button to cancel a seedling request.
Go to Lot Selection	Click this button to go to the Lot Selection Form in order to select a lot for the request.
View Lot Selection	Click this button to view the Lot Selection Form for a request.
Save Incomplete	Click this button to save an incomplete seedling request information without submitting it
Clear Screen	Click this button to clear the screen that you are working on.
Back To Request	Click this button to navigate back to the Seedling Request Form for the request.
Cancel	Click this button to Cancel the Seedling Request Confirmation form and return to the previous form.

Each window in SPAR has a help feature. Simply click the "Help" button in the top right hand corner of the application. **· Help**

This will display the Help Form for that specific window. If you would like to view the index for all the help forms, click the "Show" button on each form.

Show

Click this link to display the entire Help Table of Contents.

Use:

In the Help Form you will see a mock-up of the Forms. you can click on the underlined field name to obtain more detailed information on the field.

If you minimize the Help file after reading a page, it may appear that nothing has happened the next time you click the help button. That's because while the Help page has opened, it is still minimized. Look at the status bar at the bottom of your window and click the Internet Explorer icon to open the Help page you selected.

Sample Online Help Guide Page

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Topic 4—Searching for Seedlot & Vegetative Lot Details

Overview

SPAR includes robust search functionality. Searches are useful for locating data in preparation for:

- Gathering criteria to complete a Request;
- Gathering criteria needed for a Report; or
- Research and planning activities.

Search Functionality in SPAR

The following types of searches can be performed using SPAR:

- Lot Search
- BGC Zone Search
- Client Search
- Client Acronym Search
- Orchard Search
- Nursery Search
- Opening Tenure Search
- Management Unit Search
- Request Work plan Search
- Request Key Search
- Parent Tree Search

You can access some of the search functions from the Requests and Reports menu by clicking on the Search Icon ▣ which is beside searchable fields. Depending on your task, your experience, and what combination of criteria you want to use, doing a Search first may be most helpful.

Performing a Search

The basic steps for performing a search in SPAR are similar, regardless of the type of search you are conducting.

① Select the Search you wish to perform by navigating to the **Search** Menu.

② Select the **Search Form** that meets your needs.

③ Enter the data that you have into the Search Form.

- On some of the Search forms there are mandatory fields. (The Help page for the specific form tells you if there are mandatory fields for that form.)
- You do not have to enter data into all of the other Search fields. Each form is designed so that you can enter minimal data and still generate search results.
- The more search fields entered, the more precise your search results become. Generally, you can enter data into whichever fields and in whatever order you like.
- If you require detailed help on a specific Search Form, click on the name of the Search Form in the left bar of the Online Help Guide. There is a "How To" section for each form!

④ Click the **Search** button. The results will display in the bottom half of the search form.

⑤ Navigate through the search results by using the navigation that appears in the top right of the search results.

- This allows you to see how many rows of data have been returned.
- You should use the **Next** and **Previous** links to navigate through the pages of results. The **Next** link will take you to the next page and the **Previous** link will take you back one page.

If you did not receive any search results, you should return to the search parameter window and input new search parameter field data. You should try making your search broader by entering fewer parameter fields.

Sample Search – Using the Lot Search

The **Lot Search** is commonly used to find a seedlot or vegetative lot by Species, and other criteria such as Owner Agency, Seed Planning Zone, etc. The results of this search list the seed or vegetative lots that meet the criteria entered in the form fields.

You can access this search from both the *Search > Lot Search* screen and the *Lot Info> Lot Search* screen. However most searches are only available under the Search menu.

① Select the **Search** tab.

| Search | Lot Info | Requests | Reports | Services | Maintenance | TSC | Registration | Admin |
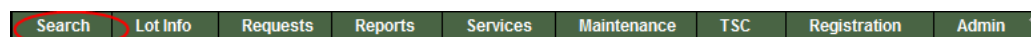
② Select **Lot Search** from the options.

Topic 4—Searching for Seedlot & Vegetative Lot Details
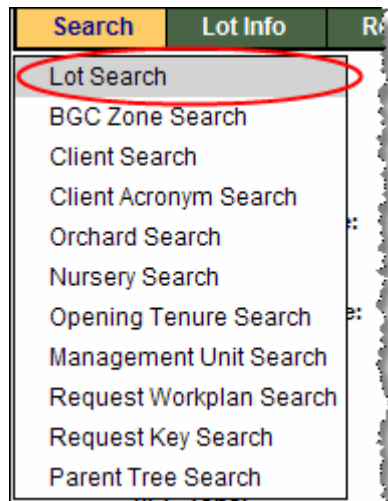
3. Enter your search criteria as follows:

- **Species** = PLI
- **SPZ** = NE

On this search, it is mandatory to enter either a client or a species.

4. Click the **Search** button.

⑤   Examine the search results.

Sort Order

Potential Trees displayed in thousands; Seedlot Quantity is displayed in grams; Vegetative Lot Quantity is displayed in thousands of cuttings.   **20 rows returned**

③   ①   ②   ④

Lot No.	SPZ	Class	Genetic / Worth	Germ %	Crown/ Private	Agency	Mean Elev.	Latitude	Longitude	Orchard / Location	Coll. Year	Potential Trees	Quantity	
63019	NE*	A	G+17	93	C	BCTS 00	822	50 42	119 12	313 - GRANDVIEW	2006	1015.8	9305	Details
61154	NE*	A	G+16	96	P	FEDCO 00	809	50 47	119 10	313 - GRANDVIEW	2001	17.3	145	Details
61201	NE*	A	G+16	96	C	CANOE 00	834	50 43	119 09	313 - GRANDVIEW	2003	40.4	314	Details
61186	NE*	A	G+16	93	P	WEYER 11	823	50 44	119 09	313 - GRANDVIEW	2002	176	1593	Details
61204	NE*	A	G+16	90	C	BCTS 00	838	50 43	119 10	313 - GRANDVIEW	2004	21.3	207	Details
61209	NE*	A	G+16	90	C	BCTS 00	835	50 44	119 09	313 - GRANDVIEW	2005	222.6	2354	Details
63003	NE*	A	G+15	97	C	BCTS 00	906	50 41	119 08	337 - GRANDVIEW	2005	39	309	Details
63003	NE*	A	G+15	97	C	PRT 05	906	50 41	119 08	337 - GRANDVIEW	2005	13.1	104	Details
63020	NE*	A	G+15	94	C	BCTS 00	905	50 41	119 10	337 - GRANDVIEW	2006	27.7	281	Details
63020	NE*	A	G+15	94	C	PRT 05	905	50 41	119 10	337 - GRANDVIEW	2006	9.2	94	Details
60755	NE*	A	G+07	99	C	BCTS 00	948	51.00	119.00	307 - KALAMALKA	2003	985.1	8183	Details

Take note of the following:

- In the above screen print, we have only shown you 11 of the 20 rows returned.

- Seedlots and Vegetative lots are sorted together. Results display and sorted as follows:

  o   ① Genetic Worth value for G (Growth) - descending sort (i.e. G+17 is listed before G+16. Note: most Class B+ lots (superior provenance) also have a GW value for G. Therefore, Class B+ lots may be intermixed with Class A lots.

  o   ② Germination Percent (seedlots) and Rooting Success (vegetative lots) – descending sort (i.e. for the same GW 96% germination listed before 93%).

  o   ③ Seedlot Number or Vegetative Lot ID - ascending sort (i.e. 61204 before 61209 when both have the same GW = G + 16 value and the same Germination of 90%).

  o   ④ Agency - alphabetical sort; location code - ascending sort (i.e. Seedlot 603003 lists BCTS 00, PRT 05. Therefore, if a lot is owned by more than one owner, it comes up on the Lot Search list more than once and displays the quantity owned by each owner.

If a **Coastal Seed Planning Zone** is entered as a search filter, the search will bring up a list of both Genetic Class A and B lots if they are available, unless the Genetic Class filter is used.

If an **Interior Seed Planning Zone** is entered as a search filter, the list will automatically be limited to either showing only Class A or B lots. This is because there are different sets of zones for Class A and B lots.

Note: the codes EK, CT, CP, and QL are found in both the Class A and B lots Seed Planning Zone lists, so in those cases the search may display both Class A and B lots, unless the Genetic Class filter is used.

Practice Exercise A: Conduct a Lot Search

Practice Exercise Instructions

Logon to the Test SPAR Environment

- SPAR in Test: http://testapps.for.gov.bc.ca/spar/

Use your own BCeID account or IDIR account. Request access to the test environment by sending an email to Seedhelp (FORHTIP.SEEDHELP@gov.bc.ca)

Practice using the Lot Search by completing the searches below.

Search 1:

Search for lots which match the following criteria:

- Species = FDI
- SPZ = TOD

Search 2

Refine Search 1 to also include an elevation range of 800 to 1200 meters. This narrows your search and reduces the number of results displayed.

Search 3

Search for another species, using whichever filters you like. However, ensure the Owner Agency filter is set to your agency. Record the Lot No.'s that appear in the search results.

Topic 4—Searching for Seedlot & Vegetative Lot Details

Obtaining Detailed Information

The search results also allow you to quickly navigate to additional details. For example, in the Lot Search results, clicking the **Details** button navigates you directly to the **Lot Details** screen.

Lot No.	SPZ	Genetic Class / Worth	Germ %	Crown/ Private	Agency	Mean Elev.	Latitude	Longitude	Orchard / Location	Coll. Year	Potential Trees	Quantity	
63019	NE*	A G+17	93	C	BCTS 00	822	50 42	119 12	313 - GRANDVIEW	2006	1015.8	9305	Details

In addition, you will notice that there are other screens within SPAR that you can use to quickly navigate to the **Lot Search** function. These screens contain the Seedlot or Vegetative Lot ID field followed by the search icon.

⬛ - Click this icon to navigate to the corresponding search function.

Practice Exercise B: Examining Lot Details

Practice Exercise Instructions

Practice the following:

- using the search icon to navigate between forms
- viewing additional lot details

by completing the steps below. If you have any questions, highlight these to the instructor.

Step 1: Navigate to a field with an adjacent search icon
- Select **Lot Info** from the main menu of tabs.
- From the **Lot Info** tab, select **Seedlot** and then **Seedlot Detail**
- You are now on the **Seedlot Details** screen.

Step 2: Use the Search Icon
- The Seedlot Number field displays as the first field. This is a **mandatory** field that must be populated in order for information to display on this screen. Click the **Search Icon** next to this field.
- You are now on the **Lot Search** screen.
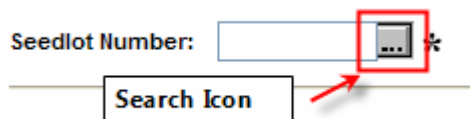
Topic 4—Searching for Seedlot & Vegetative Lot Details

Step 3: Use the Lot Search

- Enter the following on the Lot Search screen: Lot Type = Seedlot; Species = PLI; & Seed Planning Zone = SA.
- Click the **Search** button.
- Results are displayed in the bottom portion of the screen. Select one of the Seedlots that you wish to view the details of by clicking on the **Select** button associated with that lot.
- You are now back on the **Seedlot Details** screen.
- Take note that now there are details about the lot on this screen.

Step 4: Examine additional information about the Lot

You may have noticed that the Lot Details screen displays a series of tabs. These tabs provide additional information about the lot. You can click each tab to see its corresponding details.

- The tab you are on is yellow.
- Remaining tabs are green.

You should explore the details on these tabs by clicking on each tab in SPAR.

- **Lot Details**—this is used for viewing information about a specific lot. This is useful if you are trying to locate suitable lots.
- **Owners**—this is used for viewing ownership information about a specified lot.
- **Tests**—this is used for viewing test information about a specified lot. Results display the ranked current tests, the unranked current tests and the non-current tests for the specified lot.
- **Commitments**—this is used for viewing commitment information about a specific lot. This is useful if you are trying to find what commitments have been made against an owner's portion of a lot.
- **Transaction**—this is used for viewing transaction information about the specific lot. This is useful if you are trying to find what transactions have been made against an owner's portion of a lot.
- **Heritage**—this is used for viewing heritage information about a specified lot. Lot heritage is the parental relationship between lots. A lot may be derived from one or more parent "lots" either because the parent lot was split or because several parent lots were combined. A lot may also have child lots by the same process. Lot heritage information is mandatory if the owner agency wishes to register the lot for reforestation.

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Topic 5—Locating Suitable Lots

Overview

SPAR allows you to locate suitable seedlots and vegetative lots that meet transfer guidelines for a particular planting site.

Locating Suitable Lots

The Suitable Seed/Vegetative Lot screen is used to locate seed based on applied Seed Transfer Guidelines. The results of this form will match the Planting Location information that you enter. The following steps illustrate how to find a suitable lot.

① Click on the Lot Info tab and select Suitable Seed/Vegetative Lot.

Lot Info	Requests	R
Lot Search		
Seedlot	▶	
Vegetative Lot	▶	
Suitable Seed/Vegetative Lot		
Lot Allocation	▶	
Parent Tree	▶	
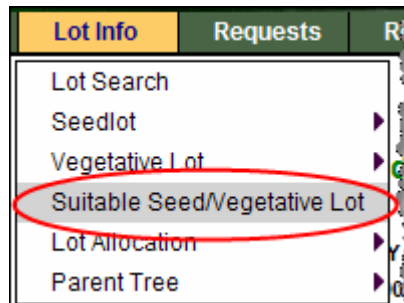
② Ensure the **Active/Expired** drop list is set to Active Only. This is a mandatory field.

③ Enter the **Species** that you wish to find information on. This is a mandatory field.

④ Enter the **Elevation Range** (minimum & maximum elevations) that you wish to find information on. These are mandatory fields.

⑤ Enter the **Latitude** that you wish to find information on. This is a mandatory field.

⑥ Enter the **Longitude** that you wish to find information on. This is a mandatory field.

⑦ Select the **Seed Planning Zone B** that you wish to find information on or click the **Default SPZ button**, this will automatically fill the fields with the correct Seed Planning Zone values. If you enter an SPZ which does not match the co-ordinates you will get the following error message.

  • **Coordinates entered are not within the SPZ B zone entered.** .

⑧ Enter data into the remaining fields to narrow your results.

Lot Type:	Both ▼		Active/Expired:	Active Only ▼	*		
Species:	PLI-lodgepole pine ▼		*				
Elevation:	900	* to 1100	*				
Latitude:	53	27	*	Longitude	124	18	*	Default SPZs

Seed Planning Zone A: BV-Bulkley Valley ▼

Seed Planning Zone B: CHL-Chilcotin ▼ *

Geographic Area: ▼

BGC Zone: SBS   BGC Subzone: mc   Variant: 3

Clicking on the **Default SPZs** button when the Elevation, Latitude and Longitude are filled in will automatically fill the Seed Planning Zone and BGC fields with the correct

No. of Seedlings (000's): [   ]

Specific Lot(s): [...] [...] [...] [...] [...]

Crown/Private: [▼]   Registered: Yes ▼

Owner Agency: [   ] [...]

Cutting Quantity: [   ]   Production Year: 2008

Seed Quantity: [   ]

Go

⑨   Click the **Go** button. Results are displayed in the bottom portion of the screen.

Seedlot Quantity is displayed in grams; Vegetative lot Quantity is displayed in No. of Cuttings (in thousands)   **406** rows returned

Lot No.	SPZ	Genetic Class & Worth	Germ. %	C/P	Agency	Mean Elev.	Orchard No. / Location	Coll. / Prod. Year	Reserve Trees (000's)	Surplus Trees (000's)		
61196	BV*	A G+12	98	C	BCTS 00	862	219 - VERNON	2004	5.4	0	TG	DT
61196	BV*	A G+12	98	P	WFM 05	862	219 - VERNON	2004	29.8	0	TG	DT
61300	BV*	A G+12	97	C	BCTS 00	865	219 - VERNON	2005	143.4	0	TG	DT
61300	BV*	A G+12	97	P	WFM 05	865	219 - VERNON	2005	54	0	TG	DT
63010	BV*	A G+12	95	C	BCTS 00	861	219 - VERNON	2006	497.2	0	TG	DT
63010	BV*	A G+12	95	P	CANFOR 27	861	219 - VERNON	2006	68.4	0	TG	DT
63010	BV*	A G+12	95	P	WFM 05	861	219 - VERNON	2006	233	0	TG	DT
63010	BV*	A G+12	95	P	WFM 06	861	219 - VERNON	2006	43.4	0	TG	DT
61191	BV*	A G+12	94	C	BCTS 00	874	219 - VERNON	2003	7.9	0	TG	DT

Note that while 406 rows of data were actually returned, the screen print above only shows 9.

⑩   Use the radio buttons in the **Display** area to change the display to match your needs. Recall that a set of radio buttons has an "either/or" relationship. You can only select one or the other on, not both. Always remember to click the **Refresh** button after you change a radio button. This refreshes the results.

In this screen, there are two sets of radio buttons as follows:

- **Trees OR Quantity**—if you select the **Trees** radio button, results display the number of potential trees. If you select the **Quantity** radio button, results display seedlots in grams of seed and vegetative lots in number of cuttings (measured in thousands).

- **Orchard No. /Location OR Lat/Long**—if you select **Orchard No. /Location** you will see the Orchard Number or the Location. If you select **Lat/Long** you will see the Latitude and Longitude values.

You can explore a lot further by clicking the **DT** button corresponding to the lot. This button navigates you to the **Lot Details** screen. The **TG** button is explained in the next section.

Note – Seed Planning Zones

The entry of a Seed Planning Zone A and B will depend:

- on whether you are seeking data for coastal or interior Seed Planning Zones; and,
- the species for interior Seed Planning Zones.

Seed Planning Zone Type	Should SPZ A & B be entered?
Coastal Seed Planning Zone (including GL, M and SM)	• Both the SPZ A and SPZ B can be entered (they will be the same), regardless of species. • If you only enter the code in one field, the system will automatically enter the code in the other.
Interior Seed Planning Zone (all SPZ's except GL, M and SM)	• SPZ B is always mandatory, but SPZ A is only entered for those species that have Class A zones (Sx, Pli, Fdi, Lw and Pw). SPZ A is left blank for all other interior species. • For Interior Sites (i.e. SPZ B is a Class B interior zone), if BGC zone is entered (either with subzone/variant or without), the list of suitable seed/vegetative lots may expand to include lots from different SPZ's but with the same BGC zone.

If you do not enter a Biogeoclimatic Code (BGC), the system issues a warning that lots from other SPZ's cannot be listed.

Seed Planning Zone Type	Should Biogeoclimatic Code be entered?
Same Seed Planning Zone	NO - to display a list of suitable seed/vegetative lots from the same Seed Planning Zone, you do **not** have to enter a Biogeoclimatic code into this form.
Other Seed Planning Zone	YES- to display a list of suitable seed/vegetative lots from other Seed Planning Zones, you must type in a valid biogeoclimatic code into this form. **Seed Transfer Guidelines** are then applied to determine if the lot is suitable for seed planning zones other than the one entered on this form.

Practice Exercise C: Locating Suitable Lots

Exercise Instructions

Now it is time for you to practice finding a suitable lot for the following planting site:

- Species = Sx
- Seed Planning Zone A = NE
- Seed Planning Zone B = WK
- Elevation = 1700 to 1900
- Latitude = 50 01
- Longitude = 116 58

Topic 6—Links to Other Systems

Overview

SPAR links to a number of other systems

- **Chief Forester's Standards Website**
- **SeedMap**—Links to SeedMap are available on various SPAR screens will open SeedMap in a new browser window.
- **SPAR Website**—Links to the SPAR Communication Site which contains the latest information on the SPAR application. This site has links to the SPAR Test and Production Application.
- **Email to SeedInfo—**an email link to the seed help.

Chief Forester's Standards

There is a link on the homepage of SPAR to the Chief Forester's Standards Webpage.

The Chief Forester's Standards describe the requirements for using tree seed when reforesting Crown land in British Columbia. They include the requirements for registering, storing, selecting and transferring tree seed used to establish free growing stands under the Forest and Range Practice Act (FRPA).

In addition to containing an html and pdf version of the Chief Forester's Standards, there are links to many other helpful resources related including chief forester policies, training materials frequently asked questions and other reference materials.
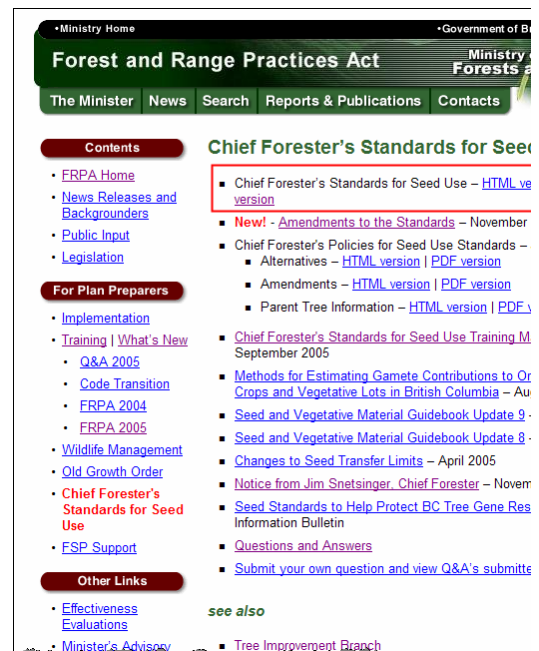
SeedMap

In addition to link to the SeedMap application on the homepage of SPAR, a number of other screens in SPAR have a Seedmap button that will open SeedMap directly or use spatial data to determine or

verify Seed Planning Zones.

The following table lists the different screens of SPAR that have direct links to SeedMap and how the link works.

Screen	What happens?
SPAR Homepage 1. **SeedMap**	This link will open SeedMap at its lowest level of resolution i.e. the entire Province is shown. You can use the zoom tools to change the resolution of the map and the map layers to examine particular features on the map
Seedlot Detail & Vegetative Lot Detail screens, SeedMap	The SeedMap link in the Source Information section shows the source location of a Class B or B+ lot with the Seed Planning Zone Natural Stand Layer and the BEC zone/ subzone layer.
Seedlot Registration	For Class B and B+ lots the latitude, longitude, SPZ and BEC information is verified spatially
Suitable Seedlot/Vegetative Lot Search and Seedling Request Default SPZs	The "Default SPZs" link will use the latitude and longitude coordinates entered to determine the appropriate seed planning zones and default them in SPZ A, SPZ B and BCG fields. The SeedMap link will open SeedMap with the BEC zone/subzone layer and elevation contours.
Seedling Request, Suitable Seedlot/Vegetative Lot	If a user wants to enter SPZ A, SPZ B or BGC data that does not match the spatial data, an override comment must be entered.

Results

A report can be generated in SPAR which identifies all lots and the number of trees planted per lot (total and outside their respective transfer limits) by cut block. The Report also identifies the grand total of all trees planed and the percentage of all trees planted.

Topic 7—Reports

Overview

There are numerous reports available in SPAR. These can be generated to meet various business needs. Note that during your work with SPAR you may have noticed a "print" icon. This icon allows you to print the current screen you are working on. This functionality is different than the report functionality discussed in this lesson.

Reporting in SPAR

The Report function produces reports based on information stored in the SPAR database. The following is a list of the reports available in SPAR. For additional information about these reports, please see the **Reports Matrix** available in Appendix A.

Seedlot Reports
- Seedlot Listing Report Summary
- Seedlot Detail Report
- Seedlot Balance by Agency Report
- Seedlot Usage Report
- Orchard Report
- Seed Planning Report 1: by Elevation
- Seed Planning Report 2: by Elevation and Latitude
- Inventory – Percent Select Seed/Veg. Material by Genetic Class Report

Vegetative Lot Reports
- Vegetative Lot Listing Report
- Vegetative Lot Detail Report
- Vegetative Lot Balance By Agency Report
- Inventory—Percent Select Seed/Vegetative Material by Genetic Class

Parent Tree Reports
- Parent Tree Short Form Report
- Parent Tree Detail Report

Nursery Reports
- Latest Sowing Date Report – you can **not** access this report unless you have been granted Private Nursery Access.
- Nursery Seed Activity Report – you can **not** access this report unless you have been granted Private Nursery Access.

- Nursery Commitment Report

Seedling Request Reports
- Seedling Request Short Form Report
- Seedling Request Status Report
- Seedling Request Confirmation Report
- SPAR Summary Report

Extracts
- Seedlot Extract Report
- Vegetative Lot Extract Report
- Seedling Request Extract Report
- Seedling Request Short Form Extract Report
- Seedling Request Extract for Non-Ministry Use Report
- Parent Tree Extract

Seed Use Reports
- Seedlings Requested by Species & Genetic Class Report
- Seedlings Requested by Species & SPZ Report
- Seedlings Requested by Region, District, Species and Genetic Class Report
- Seedlings Requested by Species & Improved Class Report
- RESULTS Planting Data

Genetic Gain Reports
- Genetic Worth of Seedlings Requested by Species & SPZ Report

Species Plans
- Species Plan Timeline Report
- Table Summary Reports—Seed Planning Units by Species & SPZ's Report; Management Units by Species, and SPU's Report; and Seed Planning Units by Species & MU's Report.

Areas of Use Reports
- Tested Parent Tree Area of Use
- Seed Planning Units

For detailed help on a report, visit the **SPAR Online Help Guide**. This guide provides "field-by-field" information on all report parameters and outputs.

Generating a Report in SPAR

Finding a Report

All reports are available from the Report Tab in SPAR. When you navigate to this tab, you will notice that the reports are divided into sub-menus by the categories listed above. The screen print below shows a sample menu.

Report Parameters

The first step in generating a report is to complete the Report Parameter screen. This screen is very similar to a search screen in SPAR. Basically, you enter parameters which narrow your report results to be as specific as you require. Generally, the more parameters you enter, the more specific your report will be.

If a report parameter is mandatory it will be marked with an asterisk. You must complete the mandatory parameters otherwise SPAR will not allow you to generate the report.

A sample report parameter screen is shown on the next page.

Topic 7—Reports

Report Delivery & Formats

On the screen print above, notice that there is a field titled **"Delivery Type"**. This refers to how you would like the report to be delivered to your desktop. You have two options:

- **DIR**—this is an acronym for "direct". Selecting this option will display the report within a few seconds once you click the Submit button.
- **EML**—this is an acronym for "email". Selecting this option allows SPAR to generate the report and send it to you in an email. Note that the report arrives in your in-box moments after you click the Submit button.
  - o Your email address should default, otherwise you type your email address into the **"Recipient Address"** field.

There is another field titled **"Export Format"**. This refers to the format of the report. You have two options:

- **PDF**—the report is formatted as PDF and will open in Adobe Acrobat Reader.
- **DOC**—the report is formatted as a Word Document and will open in Word.
  - o **Note for the Seedlot Listing Report and the Parent Tree Reports there is an additional format option of XLS**. If this is selected the report is formatted as an Excel Spreadsheet and will open in Excel.

The **"Delivery Type"** and **"Export Format"** fields are common to most

reports. Exceptions are noted below.

Exceptions:

The **Extract Reports** cannot be delivered directly to your desktop. The parameter screen for these reports only allows you to deliver the report to your email. These extract reports are intended for use in Microsoft Excel or other spreadsheet software, so they have a .csv (comma separated value) format.

The **Species Plans—Table Summary Reports and the Tested Parent Area of Use and Seed Planning Units Reports** cannot be delivered via email. These reports do not provide you with a Delivery Type or Export Format. These reports will be delivered directly to your desktop as PDF files.

Report Results

The data you receive in a report corresponds to the parameters you enter. If you forget which parameters you have entered, refer to the summary of parameters on the first page of each report. Remember, the SPAR Online Help Guide includes field-by-field help for each display field of a report.

Practice Exercise J: Generating Reports

Exercise Instructions

Navigate to the Reports tab and practice generating reports. Try to display a report as a PDF file and then try emailing a different report to yourself. If you have any questions, highlight these to the instructor.

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Appendix A—Report Matrix

Seedlot Reports

Report Name	Description	Details
Seedlot Listing Report Summary Who uses this report? Seedlot Owners & Agencies	This Report is used to extract general Seedlot information as well as Seedlot Ownership and Seedlot Balance Information.	Results differ between the Short Form and Long Form: ●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.
Seedlot Detail Report Who uses this report? Anyone wishing to have customized information about a specific Seedlot	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.	Results include information on: ●ownership, ●collection location, ●extraction information, ●storage information, ●heritage, ●test results, ●commitments, and ●transactions.
Seedlot Balance by Agency Report Who uses this report? Anyone wishing to find information on Seedlots or Species available by each Agency	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.	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.
Seedlot Usage Report Who uses this report? An Agency who wishes to monitor the use of its lot by other divisions or agencies	This Report is used to identify the Seedlot 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.	Results display all Seedlots used by a Request Agency.
Orchard Report Who uses this report? Anyone wishing to know which lots are available from Orchards	This Report is used to list general Seedlot information as well as balance (original, available, and used) information for those lots originating from an Orchard.	Results are displayed for each Orchard. The results are sorted by Orchard ID, Collection Year, and Lot Number.
Seed Planning Report 1: by Elevation Who uses this report? Anyone wishing to find Seedlots at specific elevations.	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.	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.

Appendix A—Report Matrix

Report Name	Description	Details
Report Name	Description	Details
Seed Planning Report 2: by Elev and Lat Who uses this report? Anyone completing Seed Planning who wishes to find Seedlots at specific elevations & latitudes	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.	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.
Inventory – Percent Select Seed/Veg. Material by Genetic Class Report Who uses this report? Anyone conducting seed planning for a given species or zone.	This report is used to provide high level inventory information for the province.	Results display the inventory levels, based on criteria you have entered, listed by genetic class.

Vegetative Lot Reports

Report Name	Description	Details
Vegetative Lot Listing Report Who uses this report? Anyone wishing to find out more about Vegetative Lots available	This report is used to identify which Vegetative Lots are available.	Results list general Vegetative Lot information, Vegetative Lot ownership and Vegetative Lot balances (reserved and surplus) information. The report results are sorted by Vegetative Lot Number in ascending order. Multiple lines of information are printed for each Vegetative Lot.
Vegetative Lot Detail Report Who uses this report? Anyone wishing to have customized information about a Vegetative Lot.	This Report lists detailed information about a particular Vegetative Lot. The report allows you to select only those sections you wish to report on.	Results include information on: ● ownership, ● commitments, and ● transactions.
Vegetative Lot Balance By Agency Report Who uses this report? Anyone wishing to find information on Vegetative Lot or Species available by each Agency.	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.	Results display all of the Vegetative Lots, or portions of Vegetative Lots, owned by an Agency. Results are sorted by Owner Agency, Species, Production Year, Age Class, and Vegetative Lot in alpha-numeric order.

Report Name	Description	Details
Inventory - Percent Select Seed/Vegetative Material by Genetic Class Who uses this report? Anyone conducting seed planning for a given species or zone.	This report provides high level inventory information for the province. The parameters for this report are broad, allowing users a range of options for generating this report to fit their needs. For example, a user may wish to generate a report showing the inventory of pine for a given area.	This report displays the inventory levels, based on criteria you have entered, listed by genetic class. 5. This report allows you to view inventory information. You cannot update any of the fields on this report.

Parent Tree Reports

Report Name	Description	Details
Parent Tree Short Form Report	This Report is used to display summary Parent Tree Information.	Results display the following information for the parent tree: ●Species ●Tested ●SPU ●SPZ A ●Elevation Range ●Latitude Range ●Genetic Quality Value
Parent Tree Detail Report	This Report is used to display detailed Parent Tree Information.	Results display the following information for the parent tree: ●General Characteristics; ●Source Information; ●Area of Use; ●Orchard Information; and, ●Genetic Quality.

Nursery Reports

Report Name	Description	Details
Latest Sowing Date Report Who uses this report? Private Nursery Users or Ministry of Forests and Range Headquarters Staff	This Report is available to Private Nursery users and Ministry of Forest headquarters staff, for the purpose of checking entries in the SPAR Sowing Date table.	Results display Sowing Date information for each nursery. You have 2 report options: ●Ministry Default Dates - to generate the results with default sowing dates for Coastal or Interior Nurseries ●Nursery Dates - to generate the results with sowing dates specific for a nursery. ●
Nursery Seed Activity Report Who uses this report? Nursery staff interested in activity information.	This report is used to display nursery activity information including dates and request information.	The results of this report are sorted by Nursery.

Appendix A—Report Matrix

Report Name	Description	Details
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 list 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 Who uses this report? Anyone wishing to verify information on a Seedling Request form or check information on a Seedling Request Code Sheet.	This report is used to verify the entry of information on the Seedling Request forms. The report is formatted to enable checking of information with a Seedling Request Code Sheet.	Lists all request information entered on the Seedling Request Screens, the Seed or Vegetative Lot selected and all overrides for a specific request.
SPAR Summary Report Who uses this report? Anyone wishing to view quantities of requested seedlings.	This report is used to examine Seedlings Requested in a variety of formats.	Results can vary based on the display selected. Options include displaying total requested seedlings by: ●Species, Stock Type, and Stock Age ●Stock Type, Container, and Stock Age ●Planting Year, Planting Season, and Funding Source ●Stock Age and Stock Type ●Planting Year, Planting Season, Stock Age, and Stock Type ●Funding Source, Planting Year, and Planting Season

Extract Reports

Note: All extract reports are generated as file type .csv.

Report Name	Description	Details
Seedlot Extract Report Who uses this report? Seedlot Owners who need to access/filter an extensive amount of information for their Seedlots. This report is useful if you need to import the data file into other applications (i.e. Plant Wizard).	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 will receive a large amount of data which you can manipulate to meet any custom needs you may have.
Vegetative Lot Extract Report Who uses this report? Vegetative Lot Owners who need to access/filter information for their Vegetative Lot. This report is useful if you need to import the data file into other applications (i.e. Plant Wizard).	This data extract provides all data for active registered Vegetative Lots. The Vegetative Lot details are listed by owner.	You will receive a large amount of data which you can manipulate to meet any custom needs you may have.
Seedling Request Extract Report Who uses this report? This report can be used by anyone who wishes to know all details related to a seedling request.	This data extract provides all data for a seedling request. This report is useful if you need to import the data file into other applications (i.e. Plant Wizard).	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: ●Seedling Request Short Form Extract Report ●Seedling Request Extract for Non Ministry Use Report ●
Seedling Request Short Form Extract Report Who uses this report? In general, this report contains all information most users should require about a seedling request.	This data extract provides general seedling request information. This report is useful if you need to import the data file into other applications (i.e. Plant Wizard).	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.

Appendix A—Report Matrix

Report Name	Description	Details
Seedling Request Extract for Non Ministry Use Report Who uses this report? This report is useful if you are a Nursery User.	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.	You will notice that the parameters on this report are more limited than the other extract reports. This report is useful to run on a regular basis to check Sowing Dates & Variance Indicators and determine whether updates are needed.
Parent Tree Extract Report Who uses this report? This report should be used by individuals wishing to access an extensive amount of information about Parent Trees. This report is intended for SPAR users with MS Access.	This report is useful if you need to import the data file into another application. **Note:** You will receive a large amount of data which you can manipulate to meet any custom needs you may have.	Report details are listed by Parent Tree. Due to the amount of data in extract reports, they are generated as file type .csv or .xml and are accessible only via email attachment. Therefore, you must enter a "Recipient Address". This is the address you would like the report emailed to. The .csv file will be delivered as four separate emails (each with one attachment). These files may be opened in Excel .xml file will be delivered as one email with one attachment.

Seed Use Reports

Report Name	Description	Details
Seedlings Requested by Species & Genetic Class Report Who uses this report? Anyone wishing to find out additional information about Seedlings Requested for a specified Sowing Year.	This report is useful for determining information on Class A & B (including B & B+) seed ordered for a given sowing year.	Lists seedlings requested by species and genetic class.
Seedlings Requested by Species & SPZ Report Who uses this report? Anyone wishing to find out additional information about Seedlings Requested for a specified Sowing Year.	This report is useful for determining information on seed ordered by species for each seed planning zone in a given sowing year.	Displays a listing of Seedling Requests categorized by Species and Seed Planning Zone.
Seedlings Requested by Region, District, Species and Genetic Class Report Who uses this report? Regions / Districts wishing to know the quantity of seed ordered for their organizational unit.	This report is useful for determining information on seed ordered by each organizational unit for a given sowing year.	Results include Seedling Requests categorized by Region, District, and Species within a given Sowing Year.
Seedlings Requested by Species & Improved Class Report Who uses this report? Anyone wishing to obtain a high level report of Seedlings Requested by Species and Class for a specified Sowing Year.	Use this report to determine information on Class A, B, and B+ seed ordered for a given sowing year. The percentage of improved seed is also calculated.	Results list Seedling Requests categorized by Species and Genetic Class within a given Sowing Year.
RESULTS Planting Data Who uses this report? Anyone wishing to obtain a high level report of Seedlings planted in a given year.	This report is useful for determining information on Class A, B, and B+ seedlings planted for a given year or timeline.	The report shows differing details depending on whether the user selects to show: ●Seedlings Planted by Species and Genetic Class - this will provide the user with seedlings planted by Class A and B distinction. ●Seedlings Planted by Species and Improved Class - this will provide the user with seedlings planted by Class A, B+, and B distinction. ●Seedlings Planted by Region, District, Species and Genetic Class - this will provide the user with seedlings planted by Class A and B distinction and will provide useful summaries by District and Region.

Appendix A—Report Matrix

Genetic Gain Reports

Report Name	Description	Details
Genetic Gain of Seedlings Requested by Species & SPZ Report Who uses this report? This report is used primarily by headquarters staff.	This report calculates the weighted average genetic worth and number of seedlings requested for each species and seed planning zone.	Displays the seedling use by genetic class and seed planning zone. This report can be based on Sowing Year and/or Planting Year.

Species Plans

Report Name	Description	Details
Species Plan Timeline Report Who uses this report? Anyone conducting species planning tasks.	Use this report during species planning activities.	This report displays the expected production and genetic gain by Orchard.
Table Summary Reports Who uses these reports? Anyone wishing to examine summary level information on Seed Planning Units and/or Management Units.	Use these reports to obtain summary level information.	Report results vary depending on the report option selected. There are three options: ●Seed Planning Units by Species and Seed Planning Zone. ●Management Units by Species, Seed Planning Zone and Seed Planning Unit. ●Seed Planning Units by Management Unit, Species, and Seed Planning Zone.

Area of Use Reports

Report Name	Description	Details
Tested Parent Tree Area of Use Who uses this report? Anyone needing information on the "areas of use" referred to in the Chief Foresters Standards	This report generates a PDF which lists the Tested Parent Tree Areas of Use (referred to in the Chief Forester's Standards for Seed Use) for both the interior and coastal areas of BC.	Results include the following: ●Species (Code & Common Name) ●Tested Parent Tree Area of Use ●Seed Planning Zone ●Elevation Range ●Latitude Range Note: This report does not provide you with a Delivery Type or Export Format. It will be delivered directly to your desktop as a PDF file.
Seed Planning Units	This report lists the Seed Planning Units for which Species Plans are developed by the Forest Genetics Council.	Results include the following: ●Seed Plan Unit ●Species ●Seed Planning Zone ●Elevation Range ●Latitude Range

Report Name	Description	Details
		Note: This report does not provide you with a Delivery Type or Export Format. It will be delivered directly to your desktop as a PDF file.

Print Reports

Note: If you wish to show these results to another individual, or keep a copy a copy a copy for future reference, simply click the Print button after you generate the search.

Report Name	Description	Details
Lot Search Print Who uses this report? If you are generating a Lot Search, you may find it help to use this report.	This report is a print out of the parameters & results of the Lot Search.	This report is available in .pdf format only.
Request Key Search Print Who uses this report? If you are generating a Request Key Search, you may find it helpful to use this report.	This report is a print out of the parameters & results of the Request Key Search.	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.
Suitable Seed/Vegetative Lot Print Who uses this report? If you are checking SPAR for suitable lots (i.e. for future potential seed collections), you may find if helpful to use this report.	This report is a print out of the information on the Suitable Seed/Vegetative Lot form.	This report is available in .pdf format only. This report contains all of the information on the Suitable Seed/Vegetative Lot form. Note: Information for each toggle is displayed in the report regardless of which toggle you selected on the form when generating your results.
Lot Selection Print 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.	This report is a print out of the information on the Lot Selection form.	This report is available in .pdf format only. This report contains all of the information on the Lot Selection form. Note: Information for each toggle is displayed in the report regardless of which toggle you selected on the form when generating your results.