

WC Lands Files Tracker tool

User guide

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1. Introduction

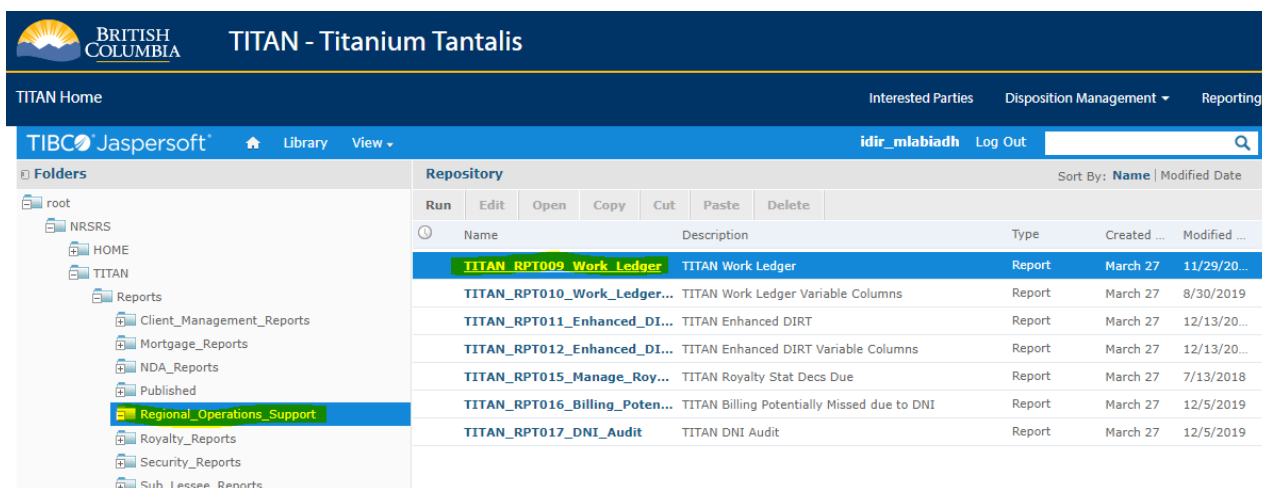
This document provides instructions on how to run WC Lands Files Tracker tool. The tool generates the monthly lands files tracking report for West Coast (WC) region. Users need to download input spreadsheets from TANTALIS/TITAN and the Authorization Tracking system (ATS) prior to running the tool.

2. Download input spreadsheets

Follow the instructions below to download the TITAN and ATS reports required to run the tool. The tool uses milestone dates from ATS and TANTALIS to generate the list of Applications in each stage of the file life cycle and calculate the metrics.

2.1. TITAN Work-ledger report

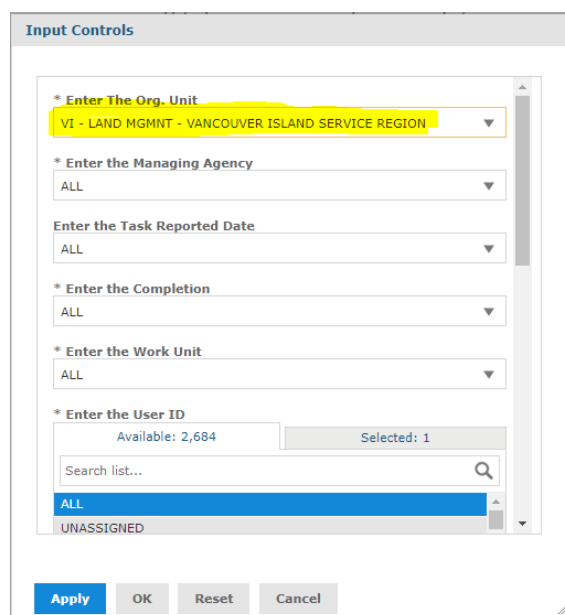
Connect to TITAN portal through this link: <https://apps.nrs.gov.bc.ca/int/titan/Reporting.xhtml>, and select the *TITAN_RPT009_Work_Ledger* from the *Regional_Operations_Support* folder



The screenshot displays the TITAN - Titanium Tantalus web application. The top navigation bar includes the British Columbia logo and the title 'TITAN - Titanium Tantalus'. Below the navigation bar, there are tabs for 'TITAN Home', 'Interested Parties', 'Disposition Management', and 'Reporting'. The main content area is divided into a left sidebar and a right pane. The sidebar shows a folder tree under 'TITAN', with 'Regional_Operations_Support' selected. The right pane displays a table of reports with columns: Name, Description, Type, Created, and Modified. The table lists several reports, with 'TITAN_RPT009_Work_Ledger' highlighted.

Name	Description	Type	Created	Modified
TITAN_RPT009_Work_Ledger	TITAN Work Ledger	Report	March 27	11/29/20...
TITAN_RPT010_Work_Ledger...	TITAN Work Ledger Variable Columns	Report	March 27	8/30/2019
TITAN_RPT011_Enhanced_DI...	TITAN Enhanced DIRT	Report	March 27	12/13/20...
TITAN_RPT012_Enhanced_DI...	TITAN Enhanced DIRT Variable Columns	Report	March 27	12/13/20...
TITAN_RPT015_Manage_Roy...	TITAN Royalty Stat Decs Due	Report	March 27	7/13/2018
TITAN_RPT016_Billing_Poten...	TITAN Billing Potentially Missed due to DNI	Report	March 27	12/5/2019
TITAN_RPT017_DNI_Audit	TITAN DNI Audit	Report	March 27	12/5/2019

Change the Org. Unit to *VI – LAND MGMNT – VANCOUVER ISLAND SERVICE REGION* and keep the rest of parameters by default. The User ID and Task Description should be set to *ALL* by default.



The screenshot shows the 'Input Controls' dialog box. It contains several dropdown menus and a search field. The 'Enter The Org. Unit' dropdown is set to 'VI - LAND MGMNT - VANCOUVER ISLAND SERVICE REGION'. The 'Enter the Managing Agency' dropdown is set to 'ALL'. The 'Enter the Task Reported Date' dropdown is set to 'ALL'. The 'Enter the Completion' dropdown is set to 'ALL'. The 'Enter the Work Unit' dropdown is set to 'ALL'. The 'Enter the User ID' section shows a search field with 'ALL' selected from a list of 2,684 available users. At the bottom, there are buttons for 'Apply', 'OK', 'Reset', and 'Cancel'.

2.2. ATS reports

Connect to ATS portal through this link: <https://apps.nrs.gov.bc.ca/int/ats> and run ATS reports as detailed below. **Note that ATS reports must run on Firefox internet browser.**

2.2.1. ATS Processing Time Report

Select *Processing Time Report* from the Reports header and set the report parameters as follow:

- **Region:** West Coast
- **Business Area:** Lands
- **Authorization Type:** All
- **Project Status:** All
- **Application Received Date – To:** last day of the reporting month. E.g. 31-May-2023 for May 2023 report. From- this date can be set to as far back as required for reporting.
- **Detailed**

Finally, click on Generate Report and save the downloaded spreadsheet “.xls” file in your folder.

The screenshot displays the FCBC Authorization Tracking System (ATS) web application. The left sidebar contains navigation links for Home, Add New, Upload, Search, Reports, and Administration. The main content area is titled 'PROCESSING TIME REPORT' and includes several dropdown menus for configuring the report: Region (West Coast), Intake Office (Victoria), Decision-making Office (Courtenay), Business Area (Lands), Authorization Type (All), and Project Status (All). Below these, there are date pickers for 'Application Received Date' (From: 31-May-2003, To: 31-May-2023) and radio buttons for 'Detailed' (selected) and 'Parameter Form'. A 'Generate Report' button is located at the bottom.

B.C. HOME
Ministry of Agriculture and Lands
FCBC Authorization Tracking System

FCBC Authorization Tracking System (ATS)
You are here: > FCBC ATS Home > Processing Time Report
You are logged in as: Labiadh, Moez

PROCESSING TIME REPORT

Region: Port Alberni - MOFR - DO NOT SELECT, Port McNeill - MOFR - DO NOT SELECT, Revelstoke-MOFR - DO NOT SELECT, Skeena, South Coast, Thompson Okanagan, Victoria, **West Coast**

Intake Office: Victoria, Nanaimo, Courtenay, Haida Gwaii, Port Alberni, Campbell River, Port McNeill

Decision-making Office: Courtenay, Port McNeill, Port Alberni, Nanaimo (District), Nanaimo, Haida Gwaii, Campbell River

Business Area: All, Fish and Wildlife, Water, Ministry of Agriculture and Lands, **Lands**, Ministry of Environment, Forests, Systems

Authorization Type: **All**, DMA Approval - Amendment, 10 Year POA, 3 Year POA, AG Classified Water Days Transfer, Access to a Controlled Access Highway, Addition to Reserve Referral Request, Adventure Tourism

Project Status: **All**, Active, Closed

* Application Received Date From: 31-May-2003 To: 31-May-2023

Detailed (selected) Parameter Form (unselected)

Generate Report

2.2.2. ATS Bring Forward report

Select *Bring Forward* from the Reports header and set the report parameters as follow:

- **Authorization Assigned to:** All
- **Date Range** – To: last day of the reporting month. E.g. 31-May-2023 for May 2023 report. From this date can be set to as far back as required for reporting.
- **Data Dump**

Finally, click on Generate Report and save the downloaded spreadsheet “.xls” file in your folder.

The screenshot shows the 'BRING FORWARD' report generation interface. On the left is a sidebar with navigation links: Home, Add New, Upload, Search, and Reports (highlighted). Under Reports, there is a list of report types including Project Summary, List Due Date/Renewals, Authorization Report, Project Authorization Tracking Report, Authorization On Hold, Bring Forward (highlighted), Authorization Action Item Report, Project Action Item Report, Enquiry Report, and Enquiry Update Report. The main content area is titled 'BRING FORWARD' and includes the following fields: 'Authorization Assigned To:' with a dropdown menu set to 'All'; 'Date Range:' with 'From:' and 'To:' date pickers both set to '31-May-2023'; and two radio button options: 'RTF' (unselected) and 'Spreadsheet' (unselected), followed by 'Data Dump' (selected) and 'Parameter Form' (unselected). A 'Generate Report' button is at the bottom.

2.2.3. ATS On Hold report

Select *Authorization On Hold* from the Reports header and set the report parameters as follow:

- **Region:** West Coast
- **Business Area:** Lands
- **Spreadsheet**

Finally, click on Generate Report and save the downloaded spreadsheet “.xls” file in your folder.

The screenshot shows the 'AUTHORIZATION ON HOLD REPORT' generation interface. The sidebar is identical to the previous screenshot, with 'Reports' highlighted and 'Authorization On Hold' selected under the Reports list. The main content area is titled 'AUTHORIZATION ON HOLD REPORT' and includes the following fields: 'Region' with a dropdown menu showing a list of regions (Port Alberni - MOFR - DO NOT SELECT, Port McNeill - MOFR - DO NOT SELECT, Revelstoke-MOFR - DO NOT SELECT, Skeena, South Coast, Thompson Okanagan, Victoria, and West Coast (highlighted)); 'Business Area' with a dropdown menu showing a list of business areas (All, Fish and Wildlife, Water, Ministry of Agriculture and Lands, Lands (highlighted), Ministry of Environment, Forests, and Systems); and two radio button options: 'RTF' (unselected) and 'Spreadsheet' (selected), followed by 'Data Dump' (unselected) and 'Parameter Form' (unselected). A 'Generate Report' button is at the bottom.

3. Run the tool

The executable (.exe) file of the tool is located here (monthly_landfiles_tracker_v1.2.exe):
\\spatialfiles.bcgov\Work\lwbc\visr\Workarea\moez_labiadh\TOOLS\Land Files Tracker Tool

Feel free to make a copy elsewhere.

Double click on the .exe file to launch the tool.

Note that the tool will take some time to launch (0.5 to 1 min depending on your computer).


Once launched, use the “Select...” buttons to upload the input TITAN and ATS reports downloaded in the previous steps.

Then click on “Generate a tracking Report”.

The tool will then take few seconds to run. If the program runs successfully, an output Excel file (.xlsx) will be created in the

same folder where the tool is located.

By default the output will be named as follow: <todaydate>_landFiles_tracker.xlsx.

 20230620_landFiles_tracker.xlsx

