

HIGHER LEVEL PLANNING ORDER REPORT GENERATION

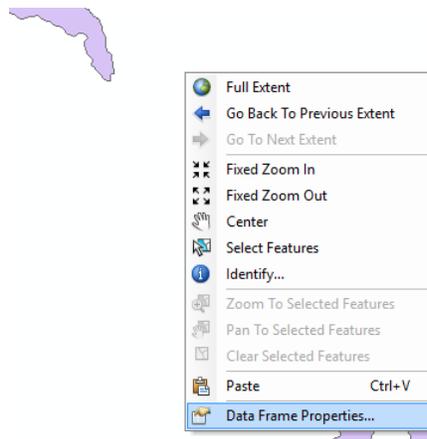
How- to documentation for generating reports using the HLPO Reporting Suite

CREATE FOLDER FOR REPORT

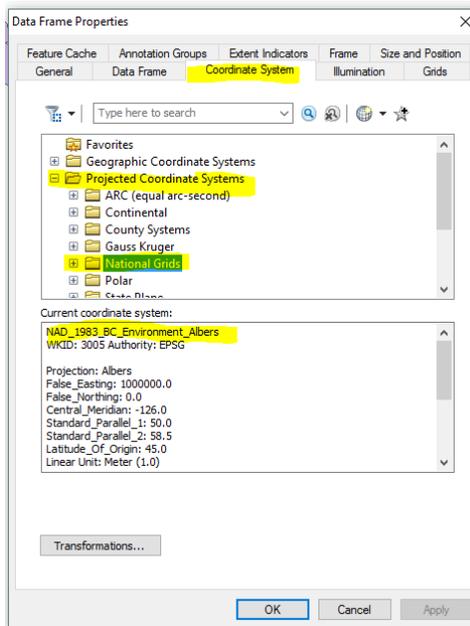
- 1- In file explorer, go to your shapefile location
- 2- Create HLP Report folder for the reports you would like to run

PREPARE SHAPEFILE IN ARCMAP

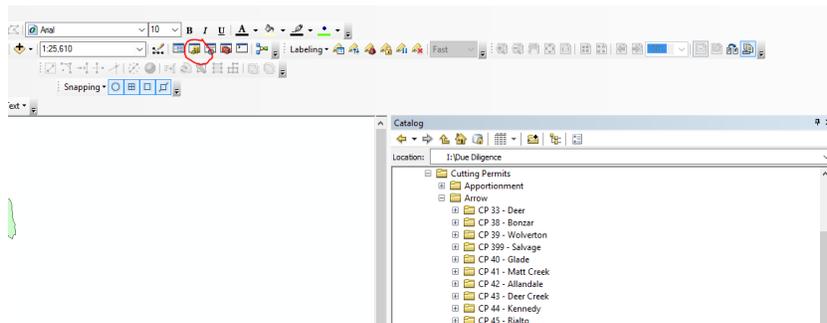
- 1- Open ArcMap
- 2- Right click data frame and select 'Data Frame Properties'



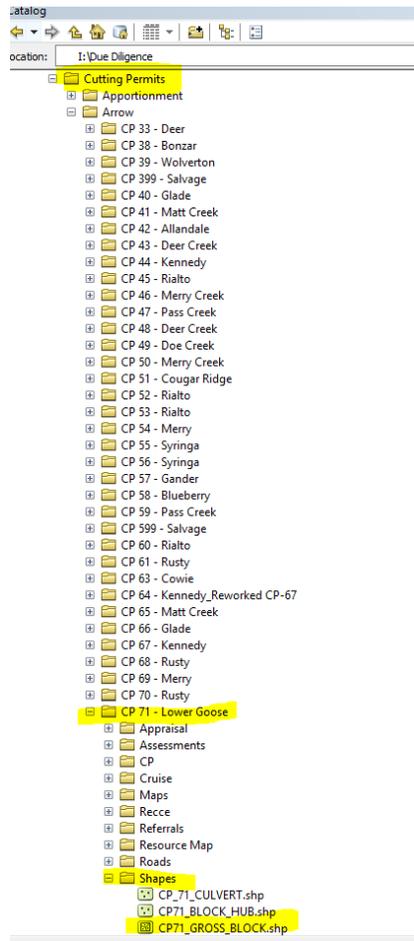
- 3- Select the 'Coordinate System' tab. Under the 'Projected Coordinate System' folder, in the 'National Grids' subfolder, Canada folder, select NAD_1983_BC_Environment_Albers



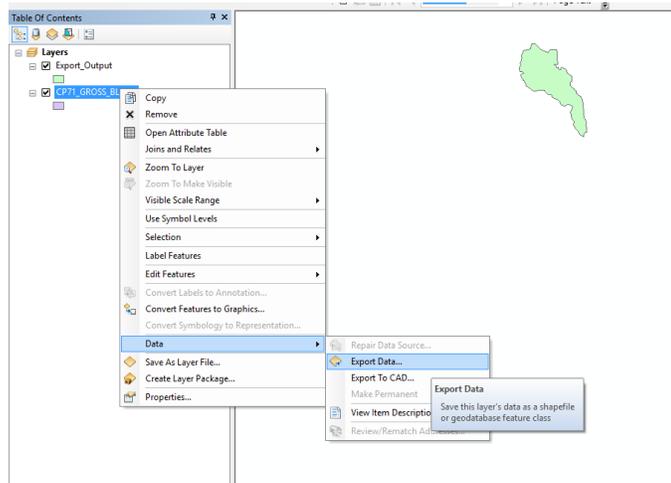
4- Open ArcCatalog



5- In ArcCatalog, go to location of shapefile you would like to run report for:



- 6- Click and drag in shapefile
- 7- In table of contents, right- click shapefile and select 'Data' and 'Export Data...'

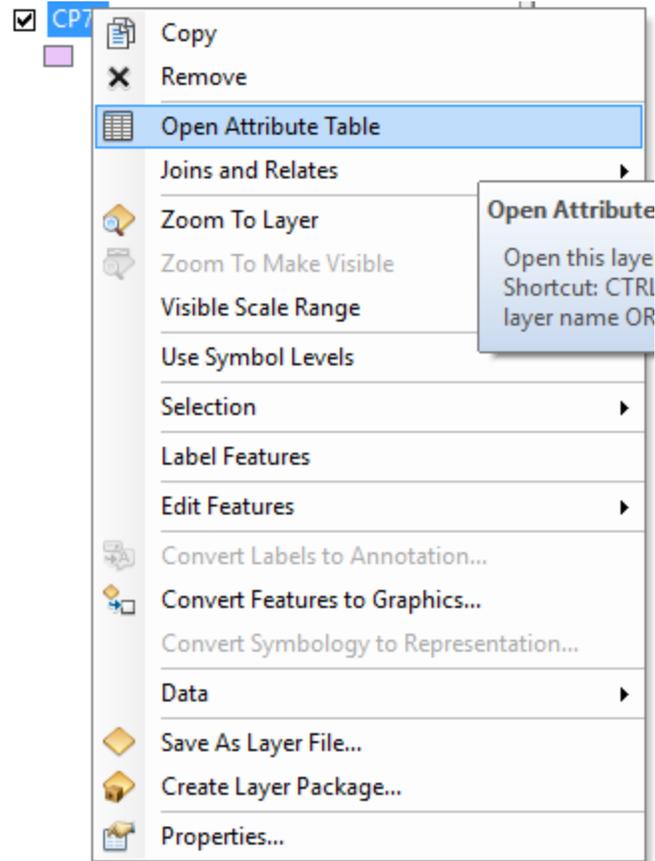


- 8- In the 'Export Data' window, ensure that under 'Use the same coordinate system as: **the data frame**' is selected.

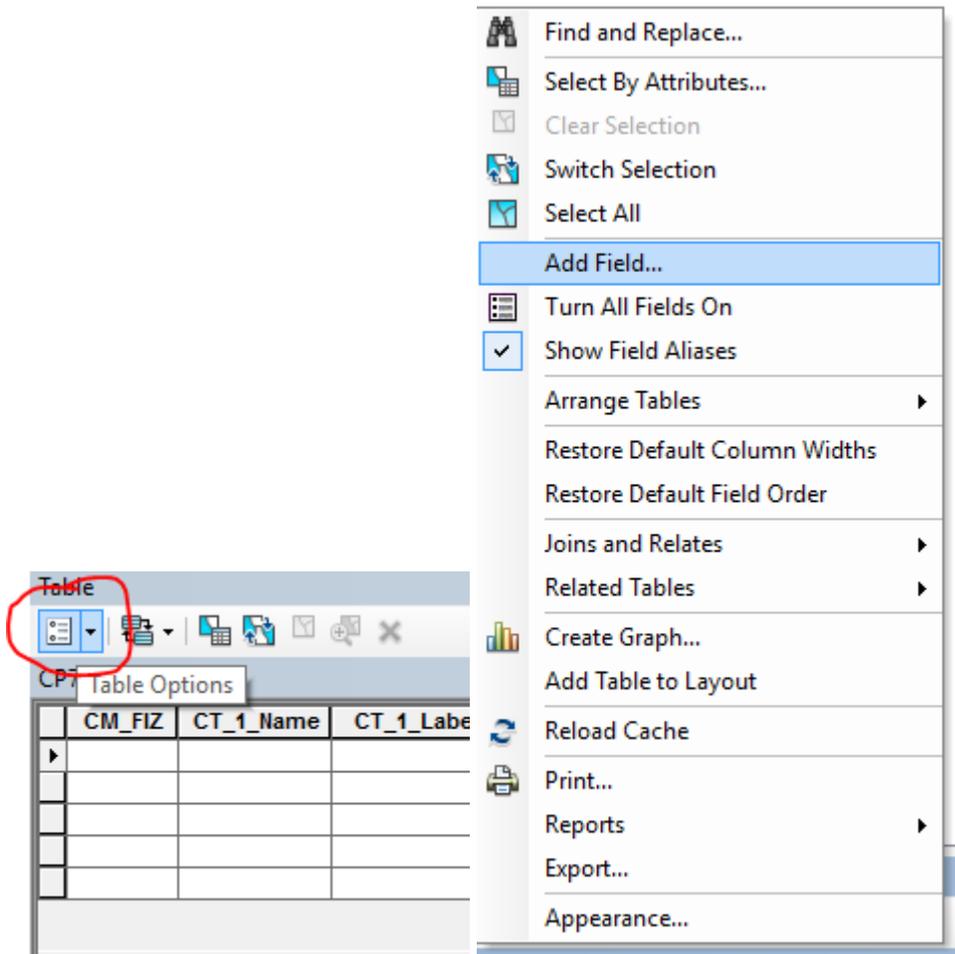
Under the 'Output feature class', toggle to the folder you created in step two.

Press 'OK'

- 9- Right click on your newly created shapefile and select attribute table:

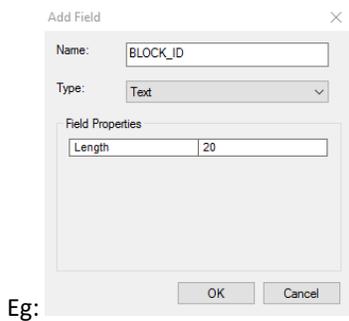


- 10- In the attribute table, select table options and 'Add Field'



8- Add 3 fields with the exact naming, types and sizes as below:

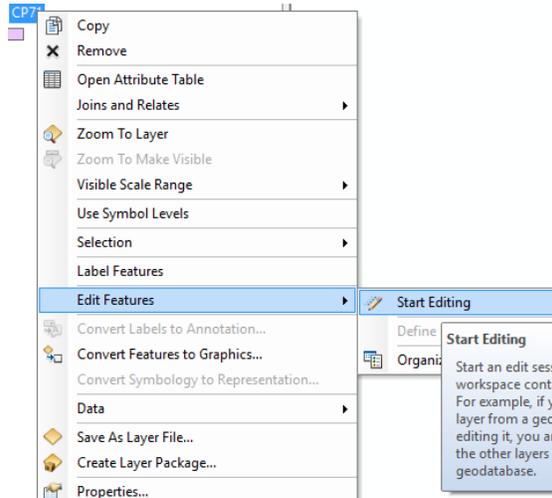
Name	BLOCK_ID	PERMIT_ID	LICENCE_ID
Type	Text	Text	Text
Length	20	15	15
Comments	Unique numbers only	Alpha numeric	Alpha numeric



Eg:

9- Fill in info on fields created:

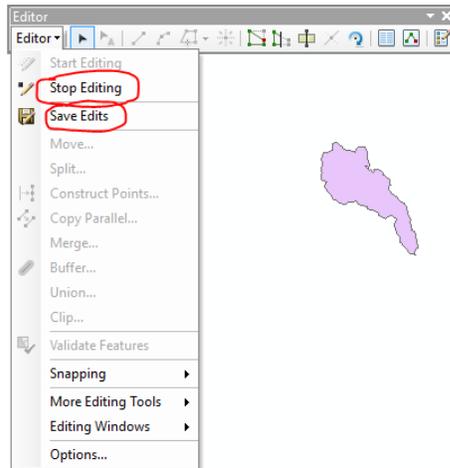
- Start editing session in Arcmap:
 - o Under table of contents right click the cutting permit shapefile, select 'Edit Features', 'Start Editing'



- In attribute table, fill in newly created blocks with appropriate info:

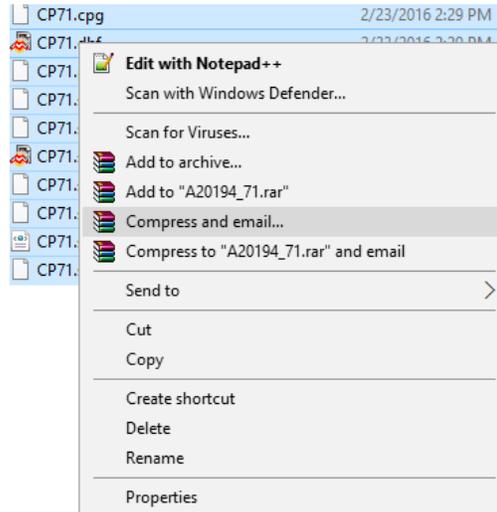
BLOCK_ID	PERMIT_ID	LICENCE_ID
6	71	KLC
1	71	KLC
3	71	KLC
4	71	KLC
5	71	KLC

- Under editor toolbar, save edits and stop editing:



11- Compress shapefile:

12- In file explorer, go to the folder where shapefile is located (I:\Due Diligence\HLPO\Reports) and compress file (make sure to select all files in the folder):



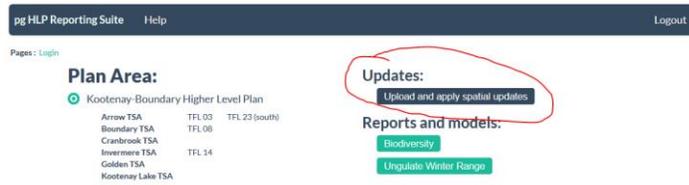
UPLOAD SHAPEFILE

Go to: <http://www.kootenayspatial.ca>

Username:

Password:

Select 'Upload and apply spatial updates'



Go to: http://www.kootenayspatial.ca/pg_hlpo/help/HLPO%20Reporting%20Suite.html

And follow steps for performing report

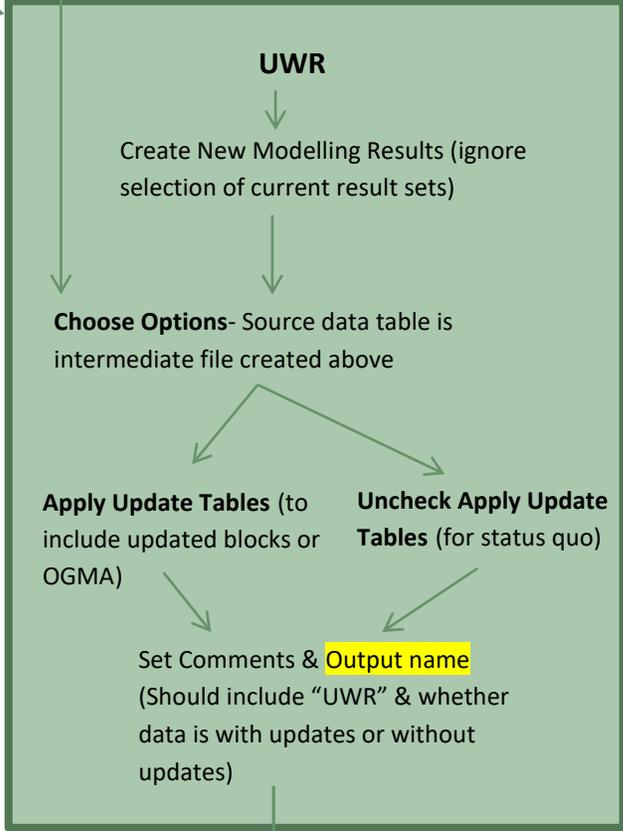
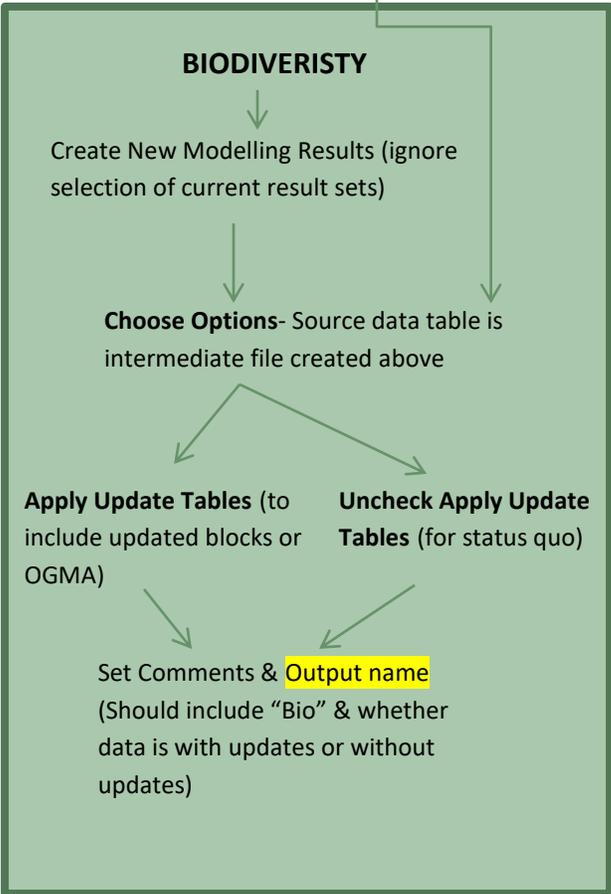
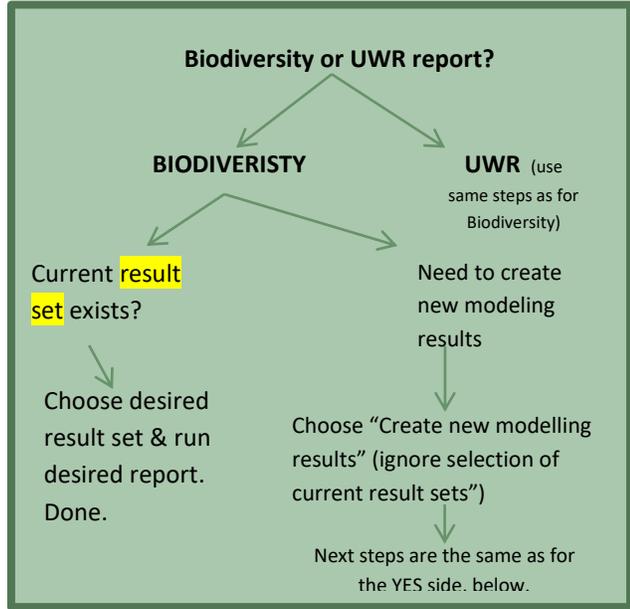
WORKFLOW FOR HLPO TOOL

NEED TO UPLOAD SPATIAL UPDATES? (CUTBLOCKS OR OGMA)

YES

NO

- Choose "Upload and apply spatial updates"
- Choose cutblock or OGMA
 - Select upload file
 - Choose **source resultant** (metadata would be handy here)
 - Run- creates "session ID"
 - Finished
 - Database overlay
 - Assign name to **output table** (= "intermediate file") (naming convention?)



New **results set** to be used in reporting