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

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4- Open ArcCatalog

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

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Arrow
E CP 38 - Bonzar
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E CP 40 - Glade
H CP 41 - Matt Creek
CP 42 - Allandale CP 43 - Deer Creek
CP 44 - Kennedy
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🗷 🚞 CP 47 - Pass Creek
🗄 🧰 CP 48 - Deer Creek
E CP 49 - Doe Creek
CP 50 - Merry Creek CP 51 - Course Ridge
CP 51 - Cougar Ridge CP 52 - Rialto
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🗷 🚞 CP 55 - Syringa
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E CP 57 - Gander
CP 58 - Blueberry CP 59 - Barr Creek
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E CP 64 - Kennedy_Reworked CP-67
E CP 65 - Matt Creek
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CP 68 - Rusty
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CP71 BLOCK HUB.sbp
CP71 GROSS BLOCK.shp

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

Table Of Contents		÷ ×		
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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:

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

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	M	Clear Selection	L
	<u></u>	Switch Selection	L
	Y	Select All	L
		Add Field	1
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8- Add 3 fields with the exact naming, types and sizes as below:

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

	Add Field			\times
	Name:	BLOCK_ID		
	Туре:	Text		~
	Field Prope	rties		
	Length		20	
-			ОК	Cancel
Eg:				

9- Fill in info on fields created:

- Start editing session in Arcmap:
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Edi	itin	g'			
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		Properties			

- 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

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- Under editor toolbar, save edits and stop editing:



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- 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):

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CP71.		Scan with Windows Defender	
CP71.		Scan for Viruses	
💐 CP71.		Add to archive	
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CP71.		Send to	>
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		Rename	
		Properties	

UPLOAD SHAPEFILE

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

Username:

Password:

Select 'Upload and apply spatial updates'

pg HLP Reporting Suite Help	Logou			
Pages : Login				
Plan Area:			Updates:	
 Kootenay-Boundar 	ry Higher	Level Plan	Upload and apply spatial updates	
Arrow TSA Boundary TSA Cranbrook TSA	TFL 03 TFL 08	TFL 23 (south)	Reports and models:	
Invermere TSA Golden TSA Kontenev Lake TSA	TFL 14		Ungulate Winter Range	

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

And follow steps for performing report

