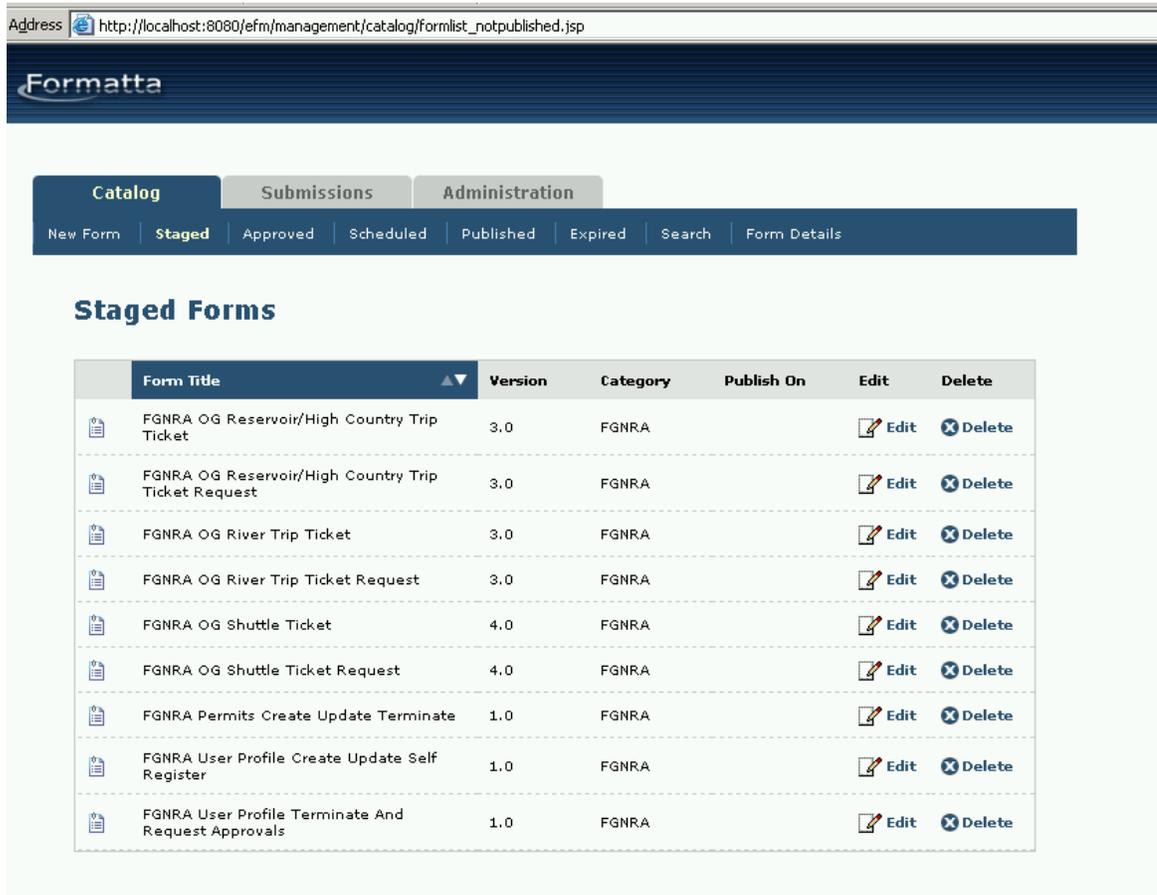# Flaming Gorge

The Flaming Gorge application has 9 forms: To access the forms Sign In to the E-Forms Manager using the username and Password. Go to Catalog → staged section of E-Forms Manager.

- The first 6 forms are related to the **Trip Ticket Request** and **Trip Ticket** (request confirmation)
- **FGNRA Permits Create/Update/Terminate**, allows Permits Manager to create, update or terminate a permit.
- **FGNRA User Profile Create Update Self Register**, allows an end user to do a self-registration or update his/her existing profile.
- **FGNRA User Profile Terminate and Request Approvals** allows FS-Administrator to terminate an existing profile or approve the self-registered request for create new profile or update profile.

For Test purposes, the application has 2 users: 'Permits Manager' and 'FS-Administrator'.

Also for Test purposes, the FG_Permits table in database is loaded with sample data as below:

PermitNo #	CompanyName	PointOfContact	FsMgr	emailId	status
9158	Trout Creek Files	Robert Taylor	Robert Taylor	sgattewar@formatta.com	ACTIVE
2301	Colletts Mountain Report	Michelle Simpson	Michelle Simpson	sgattewar@formatta.com	ACTIVE
9156	Spinner Fall	John Walker	John Walker	sgattewar@formatta.com	ACTIVE
9998	The Testers	Tim Brown	Tim Brown	sgattewar@formatta.com	ACTIVE
9999	FGNRA	Nan Gale	Nan Gale	sgattewar@formatta.com	ACTIVE

The above table will be usually populated using the **FGNRA Permits Create/Update/Terminate** form.

In order to test the forms start with the following sequence:
1) Permits Manager creates a permit for a company using **FGNRA Permits Create/Update/Terminate** form.
2) Outfitters/Guides self registers themselves by creating a 'New Profile' belonging to the company who has been assigned a Permit Number using the **FGNRA User Profile Create Update Self Register form**.
3) FS-Administrator signs the request for New User/Outfitter/Guide and approves it by submitting the **FGNRA User Profile Terminate and Request Approvals** form.
4) With the newly created profile, the Outfitter /Gide can now make a Trip Ticket Request for
   High Country using '**FGNRA OG Reservoir/High Country Trip Ticket Request'** form,
   OG River using '**FGNRA OG River Trip Ticket Request'** form, and
   OG Shuttle using '**FGNRA OG Shuttle Ticket Request'** form

Sample Screenshots and Examples with Forms usage:

Permits Create/Update/Terminate Form

- Using this form, the Permits Manager can create a New Permit, Update the information associated with an existing permit or Terminate an existing permit.
- The form thus consists of three types of Actions: New Permit, Update Permit, and Terminate Permit.
- **New Permit:** For creating a New Permit
  Enter the name of the company for which we would like to create a new permit. There is a single permit number for each company. Thus, we cannot use an

existing company name to create a new permit. After entering the company name in the field, check if the company name already exists.
See the snapshot below for an example:
If the company name already exists, we would get the following message.

Re enter a new company name and click the 'Check if Company Exists' button again.

'FGNRA2' does not exist in the database. Hence, we can create a new permit for a company with name 'FGNRA2'. Fill in the rest of the details as below:

☒ New Permit   ☐ Update Permit   ☐ Terminate Permit

New Permit: Company Name: FGNRA2   Check If Company Exists

Point Of Contact: James Wilson   Permit No: 5678

FS Manager: James Wilson   Status: Active

FS Email ID: jwilson@fs.fed.us

…

Submitted By: Permits Manager   Date: 08/14/2008

Special Notes: Testing Creating Update of Permit

Click the sign button to sign it with Permits Manager's userid and password.

Formatta E-Forms Manager

Please enter your username and password below to sign this form:

User ID : permitsmanager

Password : ●●●●●●●●●●●●●●

Submit   Cancel

On clicking Submit, Tracking Number will be displayed. A New Permit is now created.

Signature: Manager, Permits   Click here to submit the form.   08-14 13:50:37 GMT

Sign   Submit

Tracking Number: 206

- **Update Permit:** For Updating an Existing Permit, Click the 'Update Permit' action, fill in the Company Name in the Update Profile section and click the green colored Autofill button to populate the form with the Company's Existing information.

Action:

☐ New Permit   ☒ Update Permit   ☐ Terminate Permit

New Permit: Company Name: [_____] [Check If Company Exists]

Point Of Contact [_____]   Permit No [_____]

FS Manager [_____]   Status [_____▼]

FS Email ID [_____]

> Click here to pre-populate your company information.

Update Permit: Company Name: [FGNRA2]   [...]

	Existing	**New**
Permit No	5678	
Point Of Contact	James Wilson	[_____]
FS Manager	James Wilson	[_____]
FS Email ID	jwilson@fs.fed.us	[_____]
Status	Inactive ▼	[_____▼]

Make the necessary changes to the Permit information in the New Section. Then Sign and submit the form to update the Permit information

Update Permit: Company Name: FGNRA2 ...

	Existing	New
Permit No	5678	
Point Of Contact	James Wilson	James D.Wilson
FS Manager	James Wilson	
FS Email ID	jwilson@fs.fed.us	
Status	Inactive	

Terminate Permit: Company Name: [ ] ...

Permit No [ ]   Status [ ]

Submitted By	Permits Manager	Date	08/14/2008
Special Notes	Testing Update of a Permit		

Signature: [ ]   Date: [ ]

Sign   **Submit**

Formatta E-Forms Manager

Please enter your username and password below to sign this form:

User ID : permitsmanager
Password : ●●●●●●●●●●●●●●●

Submit   Cancel

Signature: Manager, Permits   Date: 2008-08-14 14:42:08 GMT

Sign   **Submit**

Tracking Number:

Similar procedure can be repeated for Terminating a Permit.

FGNRA User Profile Create Update Self Register:

New Outfitter/ Guide can register himself belonging to a company that has been assigned a permit number using this form. They can also update their profile once they have been created.

In the form, to create a new profile, Jeff Moore (new outfitter) enters the name of his company and clicks the green colored button to populate the company's permit number. He then enters the rest of details as below.

Signs and submits the form with rest of the details. The form is then sent to the FS-Administrator for approval of his request.

FGNRA User Profile Terminate and Request Approvals:

The FS-Administrator will receive an email for New Profile Creation Request Approval with the pre -populated 'FGNRA User Profile Terminate and Request Approvals form' as an attachment.

Subject:	User Profile Creation/Updation approval Request(Ticket Number: 208)
✉ Message	📄 FGNRA User Profile Terminate And Request Approvals.pff (133 KB)

Please approve the User Profile Creation or User Profile Updation Request. Also assign the roles and status

The tracking number for this transaction is 208. Attached, please find the requested User Profile Create/Update form.

Thank You.

The FS- Administrator opens the form in the attachment, assigns Roles and Status to the User, fills in the FS-Service Approval section at the bottom of the page, signs, and submits the form.

Company Name: FGNRA2   ...   Permit No: 5678

Action:

☒ New   ☐ Update   ☐ Terminate

New Profile:

First Name: Jeff

Last Name: Moore

Email: jmoore@fs.fed.us

User Name: jmoore

Password: ●●●●●●

Role: ○ Admin   ◉ Outfitter

Status: Active

. . . .

Terminate Profile:

User Name: _____   Status: _____

Submitted By: Jeff Moore

Special Notes: Test Create new Profile

Forest Service Approval:

☒ Approve   ☐ Deny   Reason for Denial:

Signature: _____   Date:

Sign   **Submit**

Formatta E-Forms Manager

Please enter your username and password below to sign this form:

User ID : fs-admin

Password : ●●●●●●●●

Submit   Cancel

Tracking Number:

Forest Service Approval:

☒ Approve ☐ Deny Reason for Denial:

Signature: Administrator, FS   Date: 2008-08-14 15:11:57 GMT

Sign   **Submit**

Tracking Number: 209

A New profile for Jeff Moore has now been created. We can follow the same process of Update of Profile.

For Terminate of profile, only the FS-Admin has the right to terminate an outfitter/guides profile. FS- Administrator terminates the outfitter's profile using 'FGNRA **User Profile Terminate and Request Approvals'** form by filling out the 'Terminate Profile' section.

Creating a Trip Ticket Request:

The Outfitter /Guide with his new profile been created, can now make a trip ticket request using one of the three trip ticket request forms.

The Outfitter clicks the green auto fill button to enter his login information. Once the Username and Password is verified, the Company Name and the Permit No: and Send Trip Ticket To: is pre populated. The Outfitter then fills in rest of the details and submits the request.

FLAMING GORGE OUTFITTER/GUIDE RESERVOIR/HIGH COUNTRY TRIP TICKET REQUEST

Company Name: [   ] ... Permit No: [   ]

Send Trip Ticket To: [   ]

Trip Start Date: [/ /]

Departure Time: [:] [▼]

Location: [   ]

Guide Name: [   ]

Total Charge for Trip: $ [   ]

Formatta E-Forms Manager   [✕]

Please enter the Username and Password

Username : jmoore
Password : ●●●●●●

Submit   Cancel

| Company Name: | FGNRA2 | | ... | Permit No: | 5678 |

Send Trip Ticket To: jmoore@fs.fed.us

Trip Start Date: 08/14/2008   Trip End Date: 08/14/2008

Departure Time: 3 :45 PM ▾   Number of Clients: 1

Location: 345 South St,Weatherly, PA 18255

Guide Name: Jeff Moore   Camping: Yes ☒ No ☐

Total Charge for Trip: $ 299.99   Invoice Number: 3456

Client Name	Client Email or Postal Address
Jason Wright	jwright@gmail.com , PA

Special Notes: Test Trip Ticket Request

Additional Cc's: [   ] [   ]

Submitted By: Jeff   Date: 08/14/2008

Tracking Number

211

Submit

 A Trip ticket is now sent to Jeff Moore at the email address he entered. In the above example, it is 'jmoore@fs.fed.us'

Sample Trip Ticket is as follows:

FLAMING GORGE OUTFITTER/GUIDE
RESERVOIR/HIGH COUNTRY
TRIP TICKET

Reservoir/ High Country Trip Ticket Number: 211

Company Name: FGNRA2   **Permit No**: 5678

Trip Start Date: 08/14/2008   **Trip End Date:** 08/14/2008

Departure Time: 3 :45   PM ▼   **Number of Clients:**   1

Location: 345 South St,Weatherly, PA 18255

Guide Name: Jeff Moore   **Camping:** Yes ☒   No ☐

Client Name	Client Email or Postal Address
Jason Wright	jwright@gmail.com , PA

Special Notes: Test Trip Ticket Request

Submitted By: Jeff   **Date:** 08/14/2008