CTA CABINS Map Database
Local Officer User’s Guide

January 2013
CREE GEOPORTAL

The entry point to all CTA applications is the Cree GeoPortal (www.creegeoportal.ca)

Log in to the system (the green box) with the credentials you have been assigned. Enter your **username** and **password**, then click **Login**.

The green log-in box will then display **your username**, signaling a successful log in.

To access the Cree Trappers’ Association section of the GeoPortal, locate the CTA zone of the page. Click ‘**Visit this section**’
In the Cree Trappers’ Association section of the GeoPortal, you will see all of the CTA applications. Note that the Climate Change application is accessible directly from the GeoPortal home page.

This manual provides instructions for the CTA Cabins Map and Database. To launch the application click on Click here to view the map.

CTA Cabins Map Database

![CTA Cabins Map Database](image-url)
The CTA Cabins Map Database is used exclusively by the authorized officers of the CTA.

The database contains information on:

- Traplines and impacts from various activities
- Funding sources
- Beneficiary / Tallyman
- Cabin location
- Cabin insurance status

CTA officers can:

- View and search database
- Add cabin locations
- Edit cabins data including cabin location and insurance status

Cabin locations are displayed on the map as dots. The cabins(dots) are colour coded to represent the insurance status of the cabin.

- ○ Cabin has valid insurance
- ● Cabin insurance has expired
- ◼ Cabin has no insurance

Other colour coding represents:

- □ Cabin is 'selected’
- ● Cabin is displayed in search results
- ▼ Cabin data has been modified and saved

View Database

The information panel is used to view cabin data and to search for cabins.

There are three tabs in the information panel.

Search Cabins is displayed by default.

Search Results is empty until you perform a search.

The View or add Cabin panel will be empty until a cabin is selected by clicking on the map or clicking on a search result.
Selecting a Cabin

Clicking on any cabin(dot) on the map will display the cabin’s data in the View or Add Cabin panel.

The information panel displays:

- The community and Trapline where the cabin is located
- The year the cabin was registered
- The cabin Id – generated by the Database
- The precise location of the cabin in metres and longitudinal and latitudinal coordinates
- The types of impacts affecting the trapline
- The funding source for the cabin
- The insurance status of the cabin (none, expired, insured) and the insurance value
- The cabin insurance expiry date
- Any notes regarding the cabin and related information

The CTA officer can:

- **Edit** the information
- **Add a New Cabin**
- **Delete** the cabin information (Deleting a record is permanent, proceed carefully)
Editing Cabin Data

Click on the **Edit** button.

The Cabin data can now be edited.

**NOTES:**

- **Fiscal year** – the format must be followed as it appears in the field – year / year.

- **Community** – cannot be changed (NOTE: clicking on the map, on another community’s trapline will change the community displayed in this field).

- **Trapline** – cannot be changed (NOTE: clicking on the map, on another community’s trapline will change the trapline displayed in this field).

- **Location** – longitude and latitude can only be changed by clicking on the map.

The **Insurance Expiration Date** can be changed by typing a new date (following the format) or by using the calendar widget.

Relocating a Cabin

Clicking on the map in **EDIT** mode will display the new location as crosshairs.

The community and trapline fields will be highlighted and the **Location** data will be updated.

Modify all the cabin data as needed, check or uncheck

- Impacted Type
- Funding Source
- Insurance Status
Modify the **Insurance Value** by typing in the fields.

<table>
<thead>
<tr>
<th>Insurance Value:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
</tr>
<tr>
<td>2000</td>
</tr>
</tbody>
</table>

Type any **Notes** to clarify the modifications, or to include any other important information.

**Notes:**

Coordinates adjusted with corrections received in fax February 23rd

Click **Cancel** to revert to discard any changes. Click **Save** to save the new information to the database.

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### Adding a New Cabin

Click in the **Add New Cabin** button in the **View or Add Cabin** tab.

To add a new cabin, indicate the cabin’s location by clicking on the map. Crosshairs will appear at clicked location.

**Fiscal Year** – ie. 2013/2014. **NOTE:** The database will only accept this date format.

The **Community** and **Trapline** where the new cabin is located will be filled in automatically.

The **Location** of the cabin will also be filled in automatically.

Fill in the remaining fields:

**Cabin CTA Id:**

The **CABIN CTA Id** must be entered in the following format: WK-04/05-07

WK – the **Community** (Waskaganish)
04/05 – the **Fiscal Year** (2004/2005)
07 – the seventh (7th) cabin entered in the 04/05 fiscal year in Waskaganish
Community Abbreviations:

<table>
<thead>
<tr>
<th>Community</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waswanipi</td>
<td>WA</td>
</tr>
<tr>
<td>Ouje-Bougoumou</td>
<td>OJ</td>
</tr>
<tr>
<td>Mistissini</td>
<td>MI</td>
</tr>
<tr>
<td>Waskaganish</td>
<td>WK</td>
</tr>
<tr>
<td>Nemaska</td>
<td>NE</td>
</tr>
<tr>
<td>Eastmain</td>
<td>EM</td>
</tr>
<tr>
<td>Wemindji</td>
<td>WE</td>
</tr>
<tr>
<td>Chisasibi</td>
<td>CH</td>
</tr>
<tr>
<td>Whapmagoostui</td>
<td>WH</td>
</tr>
<tr>
<td>Washawsibi</td>
<td></td>
</tr>
</tbody>
</table>

Determining the Numerical Order of the Cabin Id

Cabins are entered into the system in numerical order.

To determine the numerical order for the new cabin Id, search the database for cabins registered in the community where the new cabin is to be located (performing a search is explained in detail in the following section).

Take note of the last cabin entered in that community for the particular fiscal year. Label the new cabin with the **next number up**.

Example:
Most recent cabin Id - WK-04/05-07
New cabin Id - WK-04/05-08

**Fur Officer** – Enter your name.

**Beneficiary** – Enter the name of the trapper the cabin belongs to. Indicate if the beneficiary is the Tallyman by checking the box.

Indicate the **Impacted Type** and **Funding Source** by clicking on the checkboxes that apply to the cabin that you are entering into the database.
Cabin Insurance

Indicate if the cabin is insured.

Enter the value of the insurance.

Enter an expiry date by:
- typing - use the format **2000-12-31**, the database will only accept this format
- using the calendar widget

Save the New Cabin to the Database

Click **Cancel** to discard the new cabin.

Click **Save** to save the cabin location and information to the database.

**NOTE:** At any time you want perform a different function, you must either **Cancel** or **Save** the current operation.

Searching the Cabins Database

Perform a search for a cabin or cabins by choosing criteria for your search in the **Search Cabins** panel. (Click the **Search Cabins** tab)

The number of results returned by your search will depend on the number of criteria you choose. More detailed criteria will help you narrow down your search for a specific cabin.

For instance, searching for cabins in Waskaganish for **any** fiscal year and **All** traplines will give you 41 cabins, all the cabins in Waskaganish. Searching for cabins in the fiscal year 2009/2010 will give you only 1 result. (see example below)
**Search Criteria**

Design your searches by choosing from the following criteria:

- **Keyword** – enter any words or numerical information about the cabin(s) you are looking for.
- **Fiscal Year** – The year the cabin was registered (it will could you narrow your search considerably).
- **Community** – The community where the cabin is located.
- **Trapline** – The trapline on which the cabin is located.
- **Impacted Type** - Displays cabins that have been affected by
  - Hydro activities
  - Forestry activities
  - Mining activities
  - And other activities
- **Funding Source** – Displays cabins sorted by the types of funding
- **Insurance Status** – Displays cabins based on the status of their insurance
  - valid
  - expired
  - does not have insurance

**Search**

Press **RESET** to clear your search criteria. Press **SEARCH** to search for cabins based on the criteria you choose.

**Displaying Search Results**

A list of cabins that match the search criteria is generated by the database and is displayed under the **Search Results** tab.

- Cabins matching the search criteria.
Example Search #1

Criteria for this example search:
- the Fiscal year – Any
- Community – Waskaganish
- Trapline - All

Search Results #1

In this example, 41 cabins were found that matched the search criteria.

Example Search #2

Criteria for this example search:
- the Fiscal year – 2009/2010
- Community – Waskaganish
- Trapline – All
- Insurance Status – has no insurance
Search Results #2

In this example, only 1 cabin was found that matched the search criteria.

Click on the Cabin Id to view the details of this record.

Viewing a Result

The cabin record is displayed under the View or Add Cabin tab.

The record can now be modified as needed.
Click the Search Cabins tab to perform a new search.
Closure

Please send questions or comments about the application or this guide to

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