SPAR Reports Matrix

Seedlot Reports

Report Name	Description	Details
Seedlot Listing Report Summary Who uses this report? Seedlot Owners & Agencies.	This report is used to extract general Seedlot information as well as Seedlot Ownership and Seedlot Balance Information.	Results differ between the Short Form and Long Form: ●The Short Form Report displays one line of information per Seedlot. ●The Long Form Report displays multiple lines of information for each Seedlot and information on the amounts owned by each agency. Note: This report has an additional Export Format option of XLS.
Seedlot Detail Report Who uses this report? Anyone wishing to have customized information about a specific Seedlot.	This report is used to generate detailed information on specific Seedlots. The report allows you to select only those sections you wish to report on.	Results include information on: ●Ownership, ●Collection Location, ●Extraction Information, ●Storage Information, ●Heritage, ●Test Results, ●Commitments, ●Transactions, and, ●Area of Use.
Seedlot Balance by Agency Report Who uses this report? Anyone wishing to find information on Seedlots or Species available by each Agency.	This report is used to find Seedlot Balances for a specific Agency or all Agencies. The Report lists Original Balance, Reserve Available, Surplus Available, Total Available and Total Used.	Results display a list of Seedlots or portions of Seedlots owned by an Agency. Results group Seedlots by species for each Agency. Species are listed in ascending alphabetical order.
Seedlot Usage Report Who uses this report? An Agency who wishes to monitor the use of its lot by other divisions or agencies.	This report is used to identify the Seedlot amounts used by an Agency during a specified date range. This report is useful for monitoring the use of an Agency's Lot by other Divisions or Agencies.	Results display all Seedlots used by a Request Agency.
Orchard Report Who uses this report? Anyone wishing to know which lots are available from Orchards.	This report is used to list general Seedlot information as well as balance (original, available, and used) information for those lots originating from an Orchard.	Results are displayed for each Orchard. The results are sorted by Orchard ID, Collection Year, and Lot Number.
Seed Planning Report 1: by Elevation Who uses this report? Anyone wishing to find Seedlots at specific elevations.	This report is used to identify total committed, available and used quantities of a Lot. Subtotals for Class A and Class B lots are provided as well as totals by Seed Planning Zone.	Results display Seedlots by elevation, in ascending order, within a given Species and Seed Planning Zone. The report is sorted by Owner Agency, Species, Seed Planning Zone and Elevation.

Report Name	Description	Details
Seed Planning Report 2: by Elev and Lat Who uses this report? Anyone completing Seed Planning who wishes to find Seedlots at specific elevations & latitudes.	This report is used to identify total available and used quantities as well as original balance. Subtotals for Class A and Class B lots are provided in addition to totals by Seed Planning Zone.	Results list the quantities of Seedlots that are available by elevation and latitude band within a given Species and Seed Planning Zone. This report should be used with caution as it requires latitude and elevation bands and can be difficult to interpret.
Seedling Request Monitoring Report Who uses this report? Seedlot Owner Agencies who list surplus seed on SPAR. Tree Seed Centre staff to monitor pending Seedling Requests for surplus seed.	This report is used by Seedlot Owner Agencies to monitor which Request Agencies have selected surplus seed in Seedling Requests. This report is used by the Tree Seed Centre to check for pending Seedling Requests for surplus seed so that the Seedlot Owners can be notified and requests can be approved.	There are 2 options for this report: ●By Request Status (Pending, Approved, Active, and Complete) ●Approved, Active and Complete Requests Note: This report has an additional Export Format option of XLS.
Inventory – Percent Select Seed/Veg. Material by Genetic Class Report Who uses this report? Anyone conducting seed planning for a given Species or Zone.	This report is used to provide high level inventory information for the province.	Results display the inventory levels, based on criteria you have entered, listed by genetic class.

Vegetative Lot Reports

Report Name	Description	Details
Vegetative Lot Listing Report Who uses this report? Anyone wishing to find out more about Vegetative Lots available.	This report is used to identify which Vegetative Lots are available.	Results list general Vegetative Lot information, Vegetative Lot ownership and Vegetative Lot balances (reserved and surplus) information. The report results are sorted by Vegetative Lot Number in ascending order. Multiple lines of information are printed for each Vegetative Lot.
Vegetative Lot Detail Report Who uses this report? Anyone wishing to have customized information about a Vegetative Lot.	This report lists detailed information about a particular Vegetative Lot. The report allows you to select only those sections you wish to report on.	Results include information on: ●Ownership, ●Commitments, ●Transactions, and ●Area of Use History.

Report Name	Description	Details
Vegetative Lot Balance By Agency Report Who uses this report? Anyone wishing to find information on Vegetative Lot or Species available by each Agency.	This report is used to display Vegetative Lot Balances for a specific agency or all agencies. The report lists Original Balance, Reserve Available, Surplus Available, Total Available and Total Used.	Results display all of the Vegetative Lots, or portions of Vegetative Lots, owned by an Agency. Results are sorted by Owner Agency, Species, Production Year, Age Class, and Vegetative Lot in alpha-numeric order.

Parent Tree Reports

Report Name	Description	Details
Parent Tree Reports	This report is used to display Parent Tree information.	You have 2 report options: ●Parent Tree Short Form Report ●Parent Tree Detail Report Short Form Report results display the following information for the Parent Tree: ●Species ●Tested ●SPU ●SPZ A ●Elevation Range ●Latitude Range ●Genetic Quality Value Detail Report results display the following information for the Parent Tree: ●General Characteristics; ●Source Information; ●Area of Use; ●Orchard Information; and, ●Genetic Quality. Note: These reports have an additional Export Format option of XLS.

Nursery Reports

Report Name	Description	Details
Nursery Commitment Report Who uses this report? Nursery staff interested in Seedling Request information.	This report is used to display Seedling Request Information specific to the requirements of Nursery Staff.	The report provides one line of information for each request. The information is sorted by Species and Planting Year/Season.
Nursery Seed Activity Report Who uses this report? Nursery staff interested in activity information.	This report is used to display nursery activity information including dates and request information.	The results of this report are sorted by Nursery.
Latest Sowing Date Report Who uses this report? Private Nursery Users or Ministry of Forests and Range Headquarters Staff.	This report is available to Private Nursery users and Ministry of Forests and Range Headquarters Staff, for the purpose of checking entries in the SPAR Sowing Date table.	Results display Sowing Date information for each Nursery. You have 2 report options: ● Ministry Default Dates - to generate the results with default sowing dates for Coastal or Interior Nurseries ● Nursery Dates - to generate the results with sowing dates specific for a nursery.

Seedling Request Reports

Report Name	Description	Details
Seedling Request Short Form Report Who uses this report? Anyone wishing to find out information about requests against specific agencies.	This report is used to display Seedling Request information in an easy to read format.	Results list one line of information per Seedling Request.
Seedling Request Status Report Who uses this report? Anyone wishing to find out the current status of a Seedling Request.	This report can be used to view the current status of a request. The report includes some request information and detailed date information for activities related to seed withdrawal, processing and shipping for each Seedling Request.	Results list the current status of Seedling Requests and activities conducted at the Tree Seed Centre.
Seedling Request Confirmation Report Who uses this report? Anyone wishing to verify information on a Seedling Request form or check information on a Seedling Request Code Sheet.	This report is used to verify the entry of information on the Seedling Request forms.	Lists all request information entered on the Seedling Request Screens, the Seed or Vegetative Lot selected and all overrides for a specific request.

Report Name	Description	Details
SPAR Summary Report Who uses this report? Anyone wishing to view quantities of requested seedlings.	This report is used to examine Seedlings Requested in a variety of formats.	Results can vary based on the display selected. Options include displaying total requested seedlings by: - Species, Stock Type, and Stock Age - Stock Type, Container, and Stock Age - Planting Year, Planting Season, and Funding Source - Stock Age and Stock Type - Planting Year, Planting Season, Stock Age, and Stock Type - Funding Source, Planting Year, and Planting Season

Extract Reports

Note: All Extract Reports are generated as file type .csv except the Parent Tree Extract Report which can be generated as file type .csv or .xml. Note: The Parent Tree Extract Report may only be delivered via email.

Report Name	Description	Details
Seedlot Extract Report Who uses this report? Seedlot Owners who need to access/filter an extensive amount of information for their Seedlots.	This data extract provides all data for active registered Seedlots. The Seedlot details are listed by owner. This is useful if you wish to filter information for your Seedlot. This report is useful if you need to import the data file into other applications (i.e. Plant Wizard).	You will receive a large amount of data which you can manipulate to meet any custom needs you may have.
Vegetative Lot Extract Report Who uses this report? Vegetative Lot Owners who need to access/filter information for their Vegetative Lot.	This data extract provides all data for active registered Vegetative Lots. The Vegetative Lot details are listed by owner. This report is useful if you need to import the data file into other applications (i.e. Plant Wizard).	You will receive a large amount of data which you can manipulate to meet any custom needs you may have.
Seedling Request Extract Report Who uses this report? This report can be used by anyone who wishes to know all details related to a Seedling Request.	This data extract provides all data for a Seedling Request. This report is useful if you need to import the data file into other applications (i.e. Plant Wizard). Note: The Seedling Request	There are 2 options for this report: - Seedling Request Extract - Seeding Request Extract Overrides The Seedling Request Extract is a very comprehensive report and includes a great deal of details. If you wish to view a

Report Name	Description	Details
	Extract Overrides Report will only display requests which have overrides. There is one row of data for each override. This report only displays override details for a request and does not display complete details of the Seedling Request.	higher level report, you should use either the: ●Seedling Request Short Form Extract Report ●Seedling Request Extract for Nurseries Report Remember that the data in this report is derived from the **actual** Seedling Request. Do not confuse this with data from the actual Seedlot details used to fill the request.
Seedling Request Short Form Extract Report Who uses this report? In general, this report contains all information most users should require about a Seedling Request.	This data extract provides general Seedling Request information. This extract provides less information than the Seedling Request Extract Report noted above. This report is useful if you need to import the data file into other applications (i.e. Plant Wizard). Note: The Seedling Request Short Form Extract Overrides Report will only display requests which have overrides. There is one row of data for each override. This report only displays override details for a request and does not display complete details of the Seedling Request.	There are 2 options for this report: ●Seedling Request Short Form Extract ●Seedling Request Short Form Extract Overrides Remember that the data in this report is derived from the **actual** Seedling Request. Do not confuse this with data from the actual Seedlot details used to fill the request.
Seedling Request Extract for Nurseries Report Who uses this report? This report is useful if you are a Nursery User.	This data extract is designed to allow Nursery Users (non-ministry users) to easily gather several pieces of information in a single report for the Seedling Requests requested by their Agency or assigned to their Nursery. This report includes the Sow Date & Action Dates.	You will notice that the parameters on this report are more limited than the other extract reports. This report is useful to run on a regular basis to check Sowing Dates & Variance Indicators and determine whether updates are needed.
Parent Tree Extract Report Who uses this report? This report should be used by individuals wishing to access an extensive amount of information about Parent Trees.	This report is useful if you need to import the data file into another application. **Note:** You will receive a large amount of data which you can manipulate to meet any custom needs you may have.	Report details are listed by Parent Tree.

Seed Use Summary Reports

Report Name	Description	Details
Seed Use Reports Who uses this report? Anyone wishing to find out additional information about Seedlings Requested for a specified Sowing Year.	This report is useful for determining seed ordered for a given Sowing Year.	Report results vary depending on the report option selected. There are 4 options: ●Seed Use – Seedlings Requested by Species and Genetic Class ●Seed Use – Seedlings Requested by Species and SPZ ●Seed Use – Seedlings Requested by Region, District, Species and Genetic Class ●Seed Use – Seedlings Requested by Species and Improved Class
Genetic Gain of Seedlings Requested by Species & SPZ Report Who uses this report? This report is used primarily by Headquarters Staff.	This report calculates the weighted average Genetic Worth and number of seedlings requested for each Species and Seed Planning Zone.	Displays the seedling use by Genetic Class and Seed Planning Zone. This report can be based on Sowing Year and/or Planting Year.
RESULTS Planting Data Who uses this report? Anyone wishing to obtain a high level report of seedlings planted in a given year.	This report is useful for determining information on Class A, B, and B+ seedlings planted for a given year or timeline.	The report shows differing details depending on whether the user selects to show: ●Seedlings Planted by Species and Genetic Class - this will provide the user with seedlings planted by Class A and B distinction. ●Seedlings Planted by Species and Improved Class - this will provide the user with seedlings planted by Class A, B+, and B distinction. ●Seedlings Planted by Region, District, Species and Genetic Class - this will provide the user with seedlings planted by Class A and B distinction and will provide useful summaries by District and Region.

Area of Use/SPU Reports

Note: All Area of Use / SPU Reports are delivered directly to your desktop as a PDF File. These reports do not provide you with a Delivery Type or Export Format.

Report Name	Description	Details
Table 1: Tested Parent Tree Area of Use Who uses this report? Anyone needing information on the "areas of use" referred to in the Chief Forester's Standards for Seed Use.	This report generates a table which lists the Tested Parent Tree Areas of Use (referred to in the Chief Forester's Standards for Seed Use) for both the interior and coastal areas of BC.	Results include the following: ●Species (Code & Common Name) ●Tested Parent Tree Area of Use ●Seed Planning Zone ●Elevation Range ●Latitude Range

Report Name	Description	Details
Table 2: Seed Planning Units	This report lists the Seed Planning Units for which Species Plans are developed by the Forest Genetics Council.	Results include the following: ●Seed Plan Unit ●Species ●Seed Planning Zone ●Elevation Range ●Latitude Range
Table 3, 4, and 5: Table Summary Reports Who uses these reports? Anyone wishing to examine summary level information on Species, Seed Planning Zones, Seed Planning Units and/or Management Units.	Use these reports to obtain summary level information.	Report results vary depending on the report option selected. There are three options: ●Seed Planning Units by Species and Seed Planning Zone. ●Management Units by Species, Seed Planning Zone and Seed Planning Unit. ●Seed Planning Units by Management Unit, Species, and Seed Planning Zone.

Print Reports

Note: If you wish to show these results to another individual, or keep a copy for future reference, simply click the **Print** button after you generate the search.

Report Name	Description	Details
Lot Search Print Who uses this report? If you are generating a Lot Search, you may find it help to use this report.	This report is a print out of the parameters & results of the Lot Search.	This report is available in .pdf format only.
Request Key Search Print Who uses this report? If you are generating a Request Key Search, you may find it helpful to use this report.	This report is a print out of the parameters & results of the Request Key Search.	This report is available in .pdf format only. This report contains all of the information on the Request Key Search form as well as some additional information.
Suitable Seed/Vegetative Lot Print Who uses this report? If you are checking SPAR for suitable lots (i.e. for future potential seed collections), you may find it helpful to use this report.	This report is a print out of the information on the Suitable Seed/Vegetative Lot form.	This report is available in .pdf format only. This report contains all of the information on the Suitable Seed/Vegetative Lot form. Note: Information for each toggle is displayed in the report regardless of which toggle you selected on the form when generating your results.

Report Name	Description	Details
Lot Selection Print Who uses this report? This report is useful if you are using the Lot Selection screen and wish to retain a copy of your results.	This report is a print out of the information on the Lot Selection form.	This report is available in .pdf format only. This report contains all of the information on the Lot Selection form. Note: Information for each toggle is displayed in the report regardless of which toggle you selected on the form when generating your results.