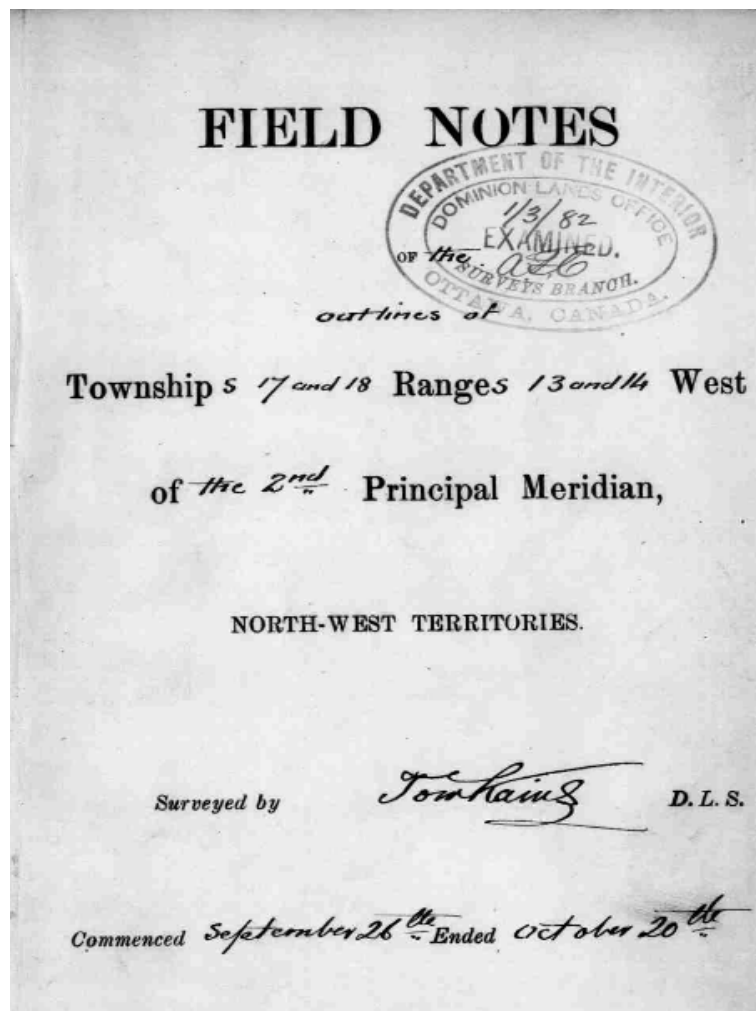




Field Book Retrieval Procedures



May 27, 2008

DISCLAIMER

The materials in this training manual are for demonstration purposes only. The authorization forms are subject to change at any time without notice. Use of outdated authorization forms may result in transactions being rejected or delayed.

Always look to the web site for the most recent versions of the authorization forms.

Information Services Corporation of Saskatchewan will not be responsible for loss resulting from the use of outdated authorization forms.

The characters and events depicted in this manual are fictional. Any similarity to real events or persons (whether living or deceased) is unintentional.

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Document Revision History

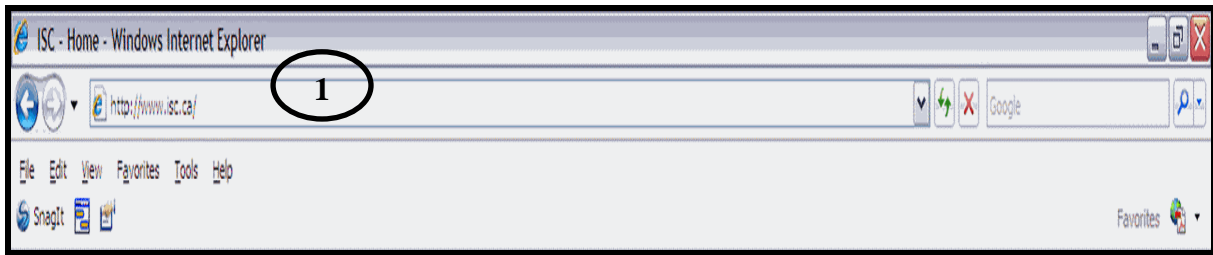
Date of this revision: May 27, 2008

Version Number	Revision Date	Summary of Changes	Pages Changed
1.0	May 27, 2008	Original Release.	N/A

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Navigation Procedure

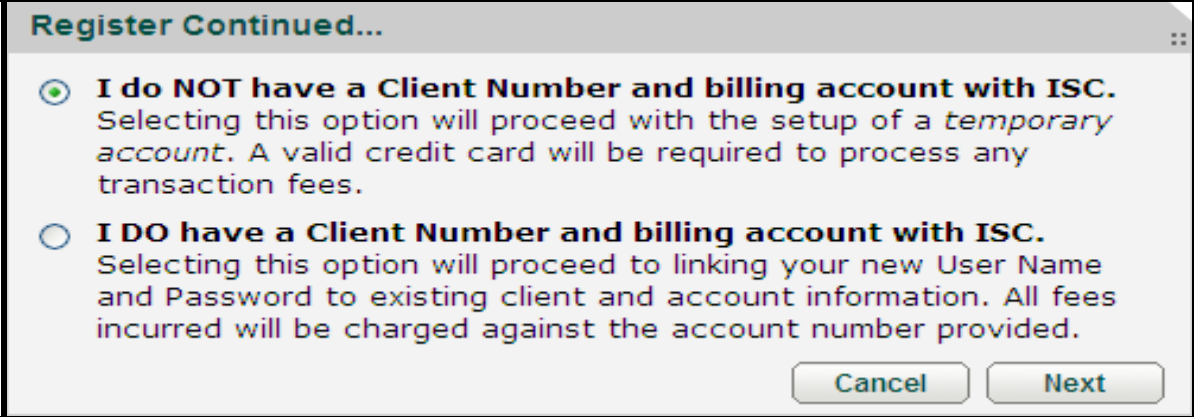


- 1 Access ISC Website by opening a windows browser and typing in www.isc.ca into the address bar.

Log in Procedure

A screenshot of the ISC 'Sign-In' web form. The form contains several input fields: 'User Name:', 'Password:', 'Client Number:', 'Account Number:', 'Account Password:', and 'Client Reference:'. Each of the first three fields has an asterisk (*) to its right. Below these fields is a checkbox labeled 'Remember User Name, Client Number And Account Number'. At the bottom of the form, there is a line of text: 'By signing in, you accept ISC's [Terms and Conditions](#) (dated Dec 10, 2005)'. Below this text are two buttons: 'Sign-In' and 'New User'. A black circle with the number '1' is drawn around the 'New User' button.

- 1 Under the Sign-in box, click on **New User** to create a new account.



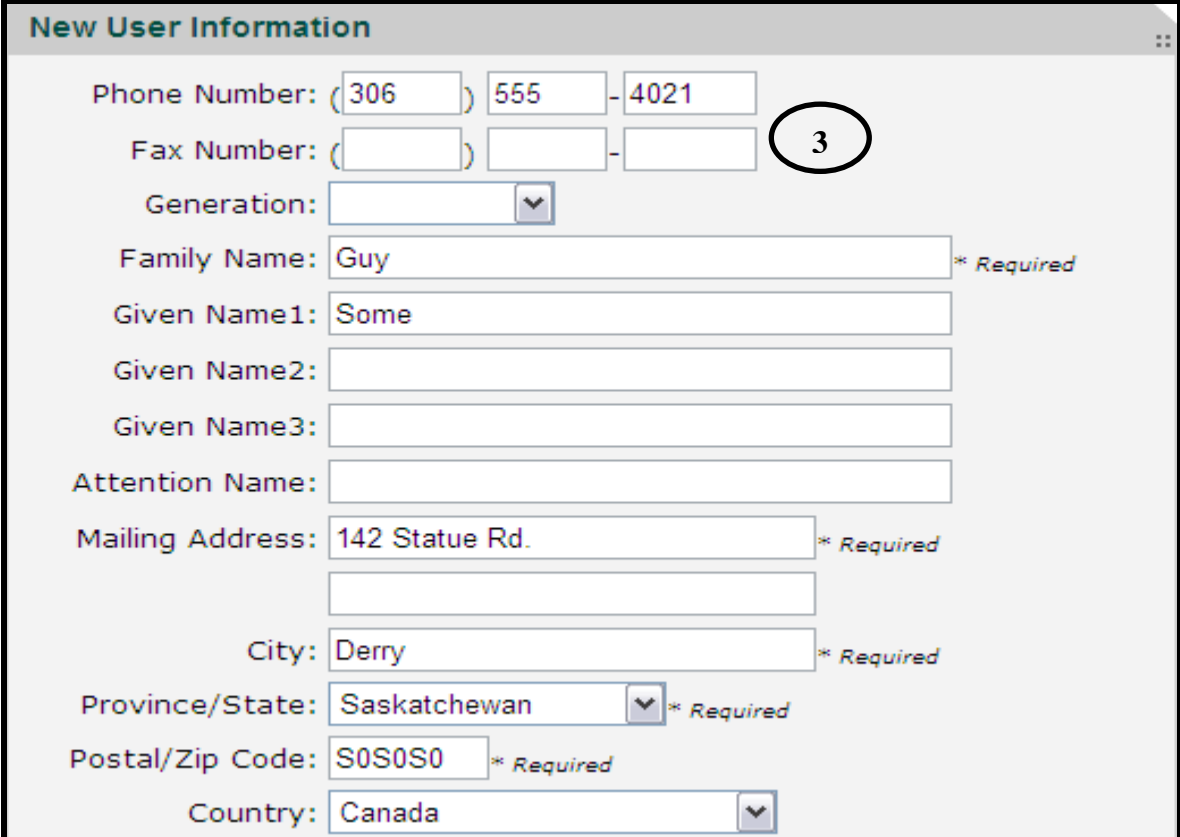
Register Continued...

☒ **I do NOT have a Client Number and billing account with ISC.**
 Selecting this option will proceed with the setup of a *temporary account*. A valid credit card will be required to process any transaction fees.

☐ **I DO have a Client Number and billing account with ISC.**
 Selecting this option will proceed to linking your new User Name and Password to existing client and account information. All fees incurred will be charged against the account number provided.

Cancel Next

- 2 Select the "I do NOT have a Client Number and billing account with ISC" radio button (this button is selected by default) and click **Next**. This will allow you to start your account and access the Field Books.



New User Information

Phone Number: (306) 555-4021

Fax Number: () - ()

Generation: []

Family Name: Guy * Required

Given Name1: Some

Given Name2: []

Given Name3: []

Attention Name: []

Mailing Address: 142 Statue Rd. * Required

[]

City: Derry * Required

Province/State: Saskatchewan * Required

Postal/Zip Code: S0S0S0 * Required

Country: Canada

- 3 The New User Information page will appear. Fill in all required fields.

Sign-In Information

User Name: * Required

Password: **4** * Required

Confirm Password: * Required


This e-mail address will only be used if you forget your Password.

E-mail Address: * Required

Confirm E-mail Address: **5** * Required

NOTE: When creating User Names and Passwords, use only letters(A-Z, a-z), numbers(0-9), or a hyphen(-). Usernames must be 4 to 40 characters long. Passwords are CASE SENSITIVE and must be 6 to 16 characters long. User Names and Passwords may not include spaces.

To ensure the security of our system, we ask that you type your code (displayed below) in the text box. This code is an image that cannot be read by a machine. It prevents automated programs from requesting access to our system.

 **6** * Required

misuse or criminal activity, it will be used to support disciplinary and/or legal proceedings.

TRADEMARKS AND COPYRIGHT

ISC owns and operates the ISC Web Site. Information Services Corporation of Saskatchewan, ISC and all related words, domain names and logos are the trademarks and the property of ISC. All other trademarks, product names and company names or logos cited herein are the property of their respective owners.

☒ **7** I Accept The Above Terms & Conditions. **7**

- 4** Choose a user name and password for your account.
- 5** Enter in personal or work e-mail address.
- 6** Enter the text in the picture into the field.

- 7 Read terms and conditions, then click the check box on the left and **Register** to accept terms and conditions of the ISC website.

Register Confirmation

You have successfully registered with Information Services Corporation of Saskatchewan.

The User Name, Password and Client Number provided below will be required to access ISC Online Services in the future. Please print out this page and store it in a secure location for future reference.

8

User Name: someguy
Password: notsecure
Client Number: 999999999

Account Number: notsecure
Account Password: 999999999

Phone Number: (306) 555-4201
Fax Number:
Generation:
Family Name: Guy
Given Name1: Some
Given Name2:
Given Name3:
Attention:
Address: 142 Statue Rd.
City: Derry
Prov/State: Saskatchewan
Postal Code: S0S0S0
Country: Canada

10

E-mail Address: someguy@someplace.

Sign-in

- 8 Confirmation of registry will appear on screen displaying client number and account information.
- 9 Right click on the confirmation screen. A menu tool bar will display on screen. Select print option. This allows you to print confirmation page and store for your reference.
- 10 Click on **Sign-in**. A new screen will appear displaying sign in information.

Sign-In

User Name: * Required

Password: 11 * Required

Client Number: * Required

Account Number:

Account Password:

Client Reference:

12 ☒ Remember User Name, Client Number And Account Number.

NOTE: User names and Passwords may not include spaces.

We have changed the [Terms and Conditions](#) governing ISC's Web Site, effective 10-Dec-05. By signing in, you agree to accept the changes.

13

11

Enter your password.

12

Click the check box beside “Remember User Name, Client Number And Account Number” to have this information stored.

13

Click **Sign-in**.

[Home Page](#)
[Fee Schedule](#)
[Help](#)

Land Registry
[Quick Search](#)
[Search](#)
[Grant Search](#)
[General Record Search](#)
[Map Search Application](#)

Online Submission
[OLS Home Page](#)

Saskatchewan Personal Property Registry
[SPPR Application](#)

Writ Registry
[Writ Registry Search](#)

Survey Plans
[Plan Search](#)
[Change Order Search](#)
[Support Document Search](#)
[Request Status Search](#)
[Map Search Application](#)
[Field Book Search](#)

Map Search
[Map Search Application](#)

Packet Information
[Quick Check](#)
[Detailed Check](#)

Client Information
[Account Balance](#)
[Account Payment](#)
[Messages](#)
[Logout/Change User](#)
[Change Password](#)
[Change E-mail Address](#)
[Forgot Password](#)

Welcome to ISC Online Services

Here you will find the Land Registry, Saskatchewan Personal Property Registry, Writ Registry, and Geomatic services offered online by ISC.

For the latest information about ISC and our services, just click on the **News** or **Corporate** tabs above.

For help with our applications or processes, click on the **Help** function when available or click on the **Support** tab above.

To access our Online Services click on the menu to the left or the links below.

<p>Land Registry</p> <p>Quick Search</p> <p>Search</p> <p>Grant Search</p> <p>General Record Search</p> <p>Work Status</p> <p>Map Search Application</p>	<p>Saskatchewan Personal Property Registry</p> <p>SPPR Application</p>	<p>Writ Registry</p> <p>Writ Search</p>	<p>Geomatics Services</p> <p>Plan Search</p> <p>Change Order Search</p> <p>Support Document Search</p> <p>Request Status Search</p> <p>Map Search Application</p> <p>Field Book Search</p>
---	---	--	---

14 The ISC Online Services screen will appear. Click on **Field Book Search** under Survey Plans or Geomatics Services. The default field book menu page will display.



Information Services Corporation
OF SASKATCHEWAN

Registry

Geomatics

Customer Service

Sign-In

Forms

News

Corporate

Support

Signed-In Client #: 999999999 (Guy, Some) [Site Map](#)

Field Book Search

Field Book Search

Search By: Township, Range, Meridian

Township: 01 * Required

Range: 01 * Required

Meridian: 1 * Required

Search **Clear**

[Contact](#) | [Site Map](#) | [Legal](#) | [Privacy](#)

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Township, Range, Meridian Search

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Registry
Geomatics
Customer Service

Sign-In Forms News Corporate Support

Signed-In Client #:999999999 (Guy, Some) Site Map Field Book Search

Field Book Search

Search By: Township, Range, Meridian 1

Township: 01 * Required

Range: 01 * Required

Meridian: 1 * Required

2 Search Clear

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1 Use the drop down menu under the “Search By:” field to select Township, Range, Meridian and enter your search criteria.

2 Click **Search**. The search information will appear on an index page displaying all information in regards to township, range, and meridian search within a 1-year period.

Field Book Search Results

Search By: Township, Range, Meridian
With Criteria: Township = 46
Range = 26
Meridian = 2

Index Book

1 record found

Township	Range	Meridian	View Image
46	26	2	3

1 record found

Field Book List

7 records found

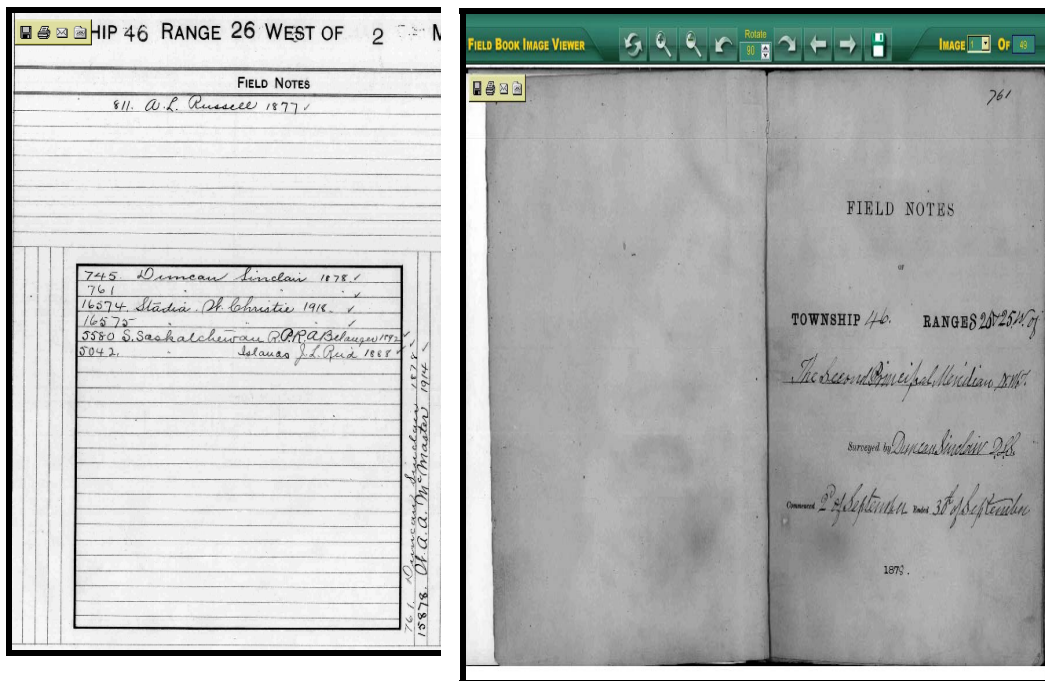
Field Book Number	View Image	Book Type Code	Remarks
15878		Eastern	-
761		Eastern	-
761		Interior	-
5580		Interior	-
16574		Interior	-
745		Interior	-
16575		Interior	-
5042		Interior	-
811		Northern	-

7 records found

Request Output Export to CSV Back to Search

3 To view the Index Book for the search, click the View Image icon under the Index tab. To view the Field Book for the search, click the View Image icon under the Field

Book List tab. The first Index page or Field Book page will display depending on which item you choose to view.



- 4 Click the next page arrow in the toolbar viewer to display additional pages.
- 5 You may also enter in the desired page by clicking on the drop down menu to the right of the image heading.
- 6 To leave the Field Book Image Viewer, close the window. The page will return to index search page.

Field Book Search

Information Services Corporation OF SASKATCHEWAN

Registry
Geomatics
Customer Service

Sign-In Forms News Corporate Support

Signed-In Client #: 999999999 (Guy, Some) Field Book Search

Field Book Search

Search By: Township, Range, Meridian **1**

Township: 01 * Required

Range: 01 * Required

Meridian: 1 * Required

2 Search Clear

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- 1** Use the drop down menu under the “Search By:” field to Field Book Number and enter the Field Book Number.
- 2** Click **Search**. The search information will appear on an index page displaying all search results with book number specified.

Information Services Corporation OF SASKATCHEWAN

Registry
Geomatics
Customer Service

Sign-In Forms News Corporate Support

Signed-In Client #: 999999999 (Guy, Some) Field Book Search Details

Field Book Search Results

Search By: Field Book Number
With Criteria: Field Book Number = 761

Field Book Details

3 records found

T-R-M	Field Book Number	View Image	Surveyor Name	Start Date	End Date	Comment
46-25-2	761		Sinclair, Duncan	02-Sep-1878	30-Sep-1878	-
46-26-2	761		Sinclair, Duncan	02-Sep-1878	30-Sep-1878	-
46-26-2	761		Sinclair, Duncan	02-Sep-1878	30-Sep-1878	-

3 records found

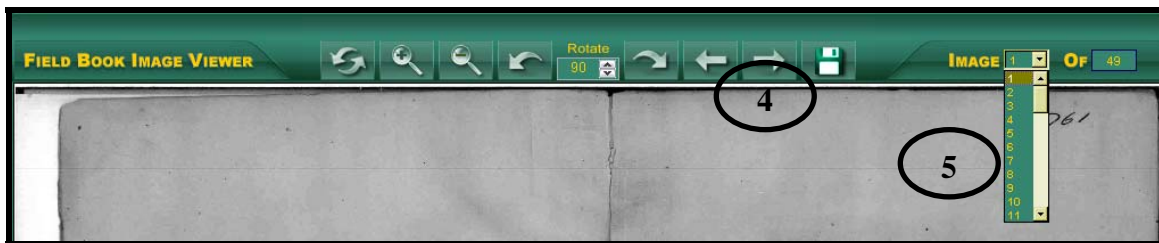
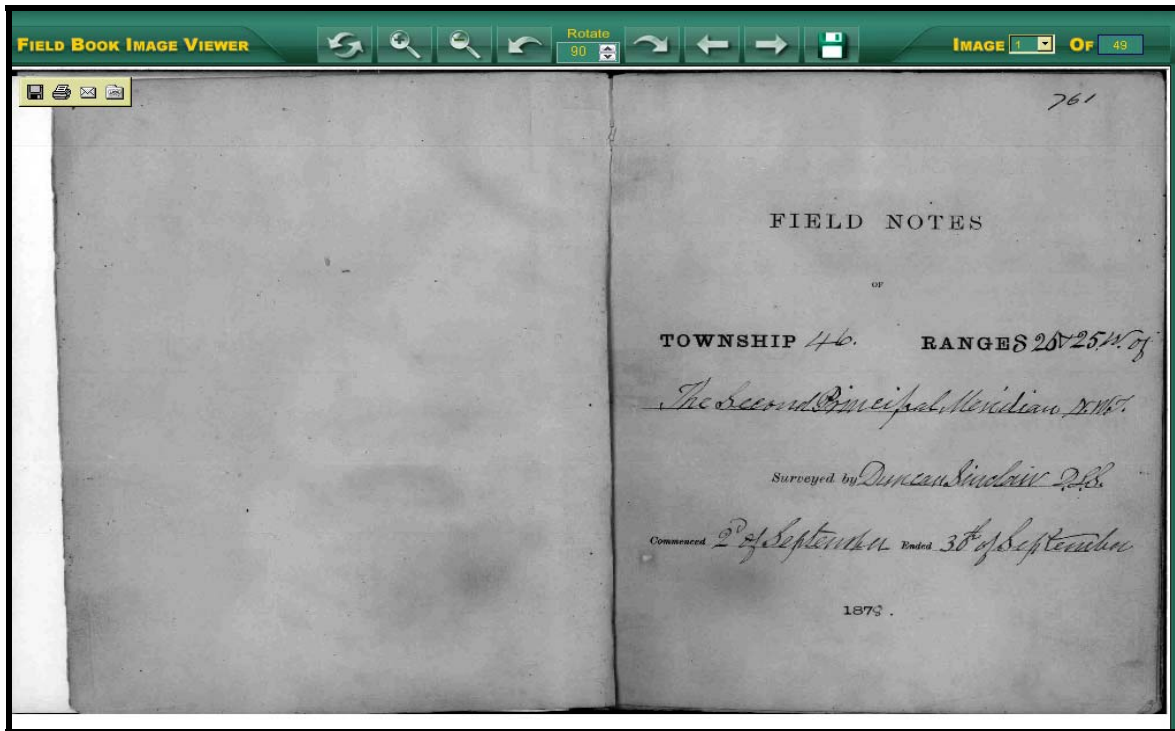
Request Output Export to CSV

Back to Search

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3

To view the Field Book for the search, click the View Image icon under the Field Book Details tab. The first Field Book page will display.



4

Click the next page arrow in the toolbar viewer to display additional pages.

5

You may also enter in the desired page by clicking on the drop down menu to the right of the image heading.

6

To leave the Field Book Image Viewer, close the window. The page will return to index search page.

Date/Surveyor Search

Information Services Corporation OF SASKATCHEWAN

Registry
Geomatics
Customer Service

Sign-In Forms News Corporate Support

Signed-In Client #: 999999999 (Guy, Some) Field Book Search

Field Book Search

Search By: Date / Surveyor Name 1

Start Date: (dd-MMM-yyyy format)

End Date: (dd-MMM-yyyy format)

Surveyor Name:

* Maximum Date range is one year per search.
For search by date, both a start and end date are required.
For search by Surveyor Name, start and end date are not required.

2

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- 1 Use the drop down menu under the “Search By:” field to Date/Surveyor Name and enter the search criteria.

NOTE All results will be within a 1-year span of date entered. If the span is greater than one year you will receive an error message.

- 2 Click **Search**. The search information will appear on an index page displaying all search results with the name and date(s) specified.

Field Book Search Results

Search By: Date / Surveyor Name
With Criteria: Start Date = 20-Sep-1881
End Date = 26-Oct-1881
Surveyor Name = Kains, Tom

Field Book Details

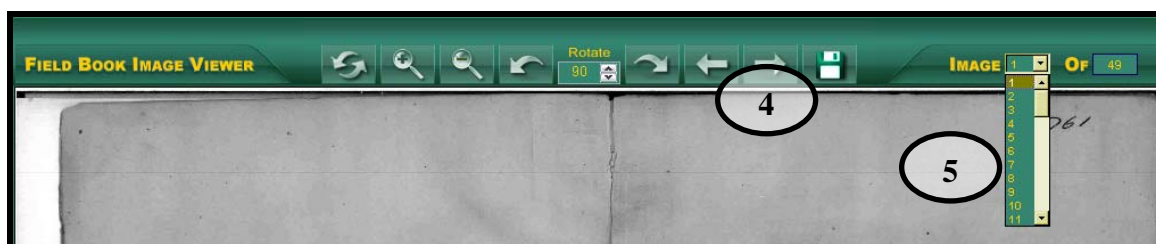
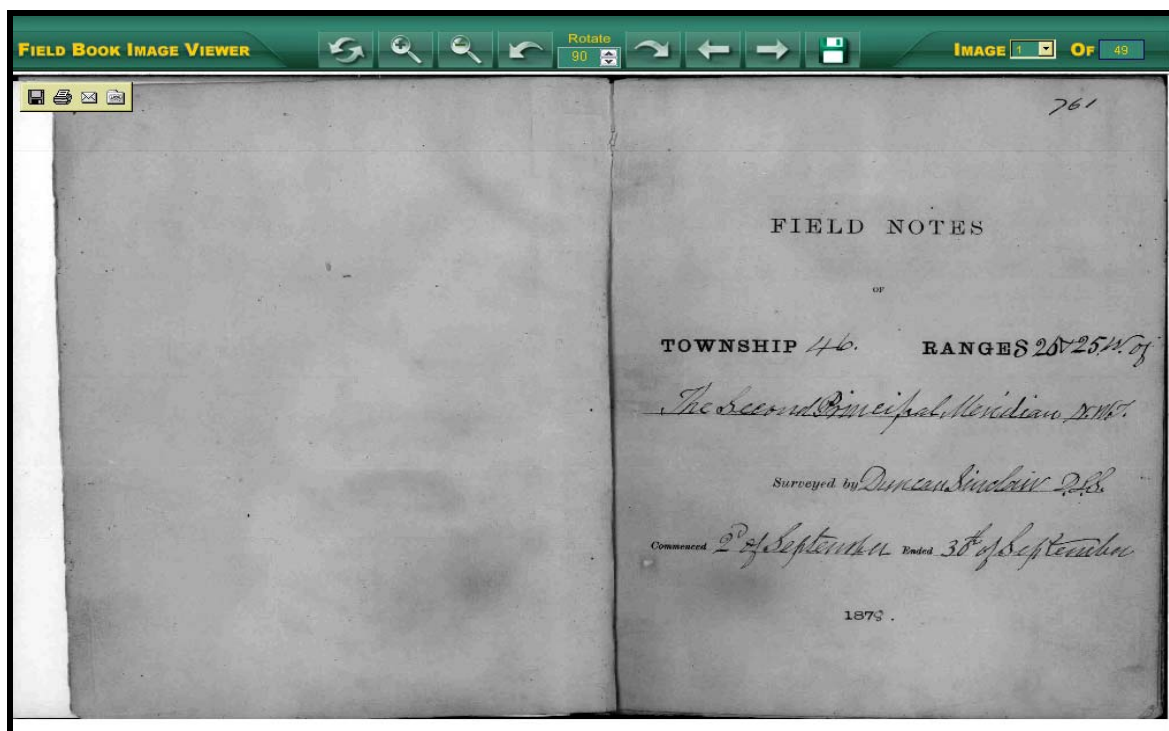
5 records found Page 1 2

T-R-M	Field Book Number	View Image	Surveyor Name	Start Date	End Date	Comment
17-13-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
17-14-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
17-14-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
17-15-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
17-15-2	1356		Kains, Tom	06-Oct-1881	11-Oct-1881	-
17-16-2	1356		Kains, Tom	06-Oct-1881	11-Oct-1881	-
17-16-2	1356		Kains, Tom	06-Oct-1881	11-Oct-1881	-
18-13-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
18-14-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
18-14-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
18-15-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
18-16-2	1356		Kains, Tom	06-Oct-1881	11-Oct-1881	-
19-12-2	1354		Kains, Tom	10-Sep-1881	24-Sep-1881	-
19-13-2	1354		Kains, Tom	10-Sep-1881	24-Sep-1881	-
19-13-2	1354		Kains, Tom	10-Sep-1881	24-Sep-1881	-
19-13-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
19-14-2	1354		Kains, Tom	10-Sep-1881	24-Sep-1881	-
19-14-2	1354		Kains, Tom	10-Sep-1881	24-Sep-1881	-
19-14-2	1355		Kains, Tom	26-Sep-1881	20-Oct-1881	-
19-15-2	1354		Kains, Tom	10-Sep-1881	24-Sep-1881	-

5 records found Page 1 2

- 3 To view the Field Book for the search, click the View Image icon under the Field Book Details tab. The first Field Book page will display.

NOTE If you do not happen to see desired number on the first page, click the next page link located at top and bottom right corner of index results page.



- 4 Click the next page arrow in the toolbar viewer to display additional pages.
- 5 You may also enter in the desired page by clicking on the drop down menu to the right of the image heading.
- 6 To leave the Field Book Image Viewer, close the window. The page will return to index search page.

Manipulation of Image Viewer

Click on the desired function to allow you to manipulate the image:



Zoom in allows you to enlarge the image.



Zoom out allows you to shrink the image.



Rotate right turns page to the right (default 90 degrees).



Rotate left turns page to the right (default 90 degrees).



Rotator function allows you to choose the degree of rotation.



Next image allows you to flip to the next page of document.



Last image allows you to return to previous page.



Reset image undoes all edits performed on the original image.



Save image allows you to save the one page image you are viewing.



Page drop down function allows you to choose the desired page without flipping through.

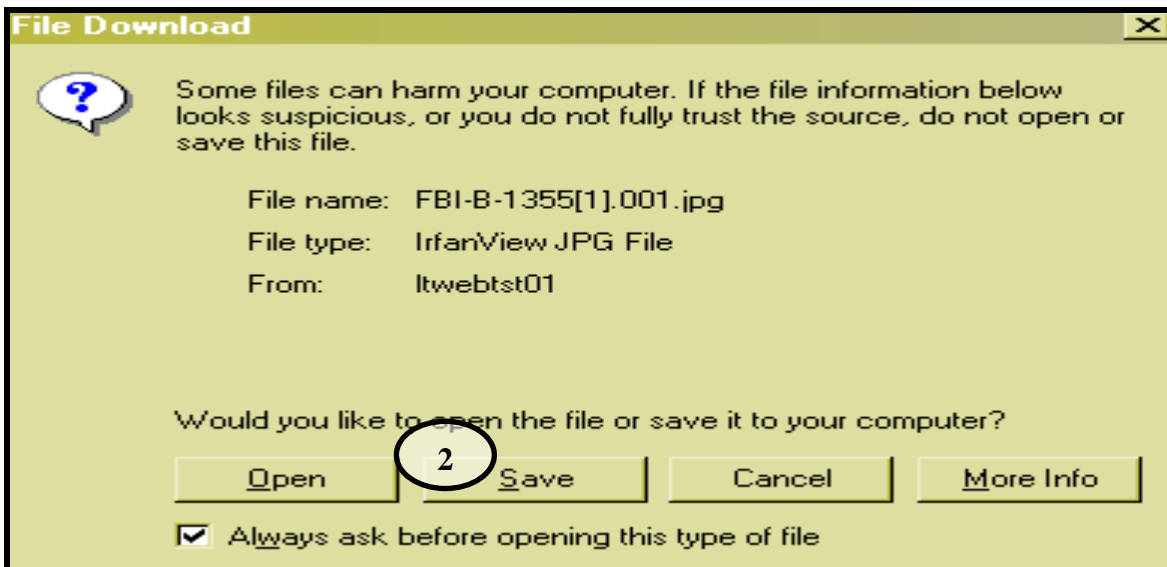


Back to search returns you to the field book search menu page.

Saving Images



- 1 Insert step information here. Copy the row above and the two cells in this row and paste below for more steps, or press tab four times. Insert numbers into picture and into the cell to the left. Remove borders once finished.



- 2 Click **Save**. The “Save As” menu will open allowing you to chose where you would like to save your page. Choose your destination and select save. The page desired will be saved in the folder you select.

Custom Orders for Field Books

Once desired book is located, you can place an order for the entire book by placing a custom order.

Field Book Search Results

Search By: **Field Book Number**
With Criteria: Field Book Number = 761

Field Book Details

records found

T-R-M	Field Book Number	View Image	Surveyor Name	Start Date	End Date	Comment
46-25-2	761		Sincclair, Duncan	02-Sep-1878	30-Sep-1878	-
46-26-2	761		Sincclair, Duncan	02-Sep-1878	30-Sep-1878	-
46-26-2	761		Sincclair, Duncan	02-Sep-1878	30-Sep-1878	-

records found

1 [Request Output](#) [Export to CSV](#)

[Back to Search](#)

- 1** While the index metadata page is on your screen, click **Request Output**. The Customer Information form will appear.

Client Information

Client Name: Guy, Some
Client Number: 999999999

Street: * Required

City: **2** * Required

Province/State:

Postal/Zip Code:

Country: * Required

E-mail Address: * Required

Phone Number: * Required

- 2** Enter all of the required information.

The screenshot shows a web form titled "Customer Order Form". It has a yellow background. On the left, there are labels: "Media Type:", "Delivery Method:", and "Order Request:". To the right of "Media Type:" is a dropdown menu with "Paper" selected; a circled "3" is next to it. To the right of "Delivery Method:" is a dropdown menu with "Pick-Up" selected; a circled "4" is next to it. Below these is a large text area for "Order Request:" with a circled "5" in the center. Below the text area, it says "You may enter up to 5000 characters: 5000 characters left". At the bottom right, there is a green button labeled "Submit Request" with a circled "6" next to it. Below the text area, there is a line of text: "For information on applicable fees, check out [Geomatics Services](#) or contact the Geomatics Distribution Centre at 1-866-420-6577 or saskmaps@isc.ca for further assistance."

- 3 Continue to fill in the Custom Order Form. Choose Media Type (Paper, CD, or DVD) from the drop down menu.
- 4 Choose delivery method (Pick-Up, Canada Post, Courier) from the drop down menu.
- 5 Type in an Order Request.
- 6 Click **Submit Request**. GDC will receive and email with order attached and confirmation will be sent to customer with order number for follow up if needed.

Exporting to Text Files

Field Book Search Results

Search By: Field Book Number
With Criteria: Field Book Number = 761

Field Book Details

records found

T-R-M	Field Book Number	View Image	Surveyor Name	Start Date	End Date	Comment
46-25-2	761		Sinclair, Duncan	02-Sep-1878	30-Sep-1878	-
46-26-2	761		Sinclair, Duncan	02-Sep-1878	30-Sep-1878	-
46-26-2	761		Sinclair, Duncan	02-Sep-1878	30-Sep-1878	-

records found

Request Output Export to CSV

Back to Search

1 While the index metadata page is on your screen, click **Export to CSV**. The File download box will appear.

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: FBI-B-1355[1].001.jpg
File type: IrfanView JPG File
From: Itwebtst01

Would you like to open the file or save it to your computer?

Open Save Cancel More Info

☒ Always ask before opening this type of file

2 Click **Open** if you would like to see the results open in a spreadsheet, or click **Save** to save the file.