Idaho Department of Lands
Agency Guidance Document
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Timber Sale Website User Guide

In accordance with Executive Order 2020-02, Transparency in Agency Guidance Documents, guidance documents promulgated by the department are not new laws. They represent an interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

Agency Contact

Timber Management Bureau Chief

Contents

Search for Sales

On the timber sale website https://web.idl.idaho.gov/timbersale/search.aspx, there are 3 ways to search for a Timber Sale:

1) Enter an Area Name, Sale Name or Sale Type

2) Date Range of a Timber Sale with a Sale Plan or Auction Date within the specified date range

3) All Timber Sales within a Supervisory Area.

    a. You can search on multiple supervisory areas by choosing one or more checkboxes on the left hand side.

    b. Or you can search on a specific supervisory area by choosing the area on the map on the right hand size. When you hover over the map, the supervisory area and office name in that area will appear to the right of the map.

Search Timber Sales

Search timber sales by using one of the three options below, or more than one for a more specific search.

(1) Name Search
Enter an Area Name, Sale Name or Sale Type.

[Area Name, Sale Name or Sale Type]

(2) Date Range Search
Choose a Sale Plan Date or an Auction Date.

[Start Date] 🔲   [End Date] 🔲

(3) Supervisory Area Search
Hover over an area on the map to view its name, then click on an area name to view details. Or, to choose more than one area, check multiple boxes.

☐ Priest Lake
☐ Kootenai Valley
☐ Pend Oreille
☐ Mica
☐ Cataldo
☐ St. Joe
☐ Ponderosa
☐ Clearwater
☐ Craig Mountain
☐ Maggie Creek
☐ Payette Lakes
☐ Southwest
☐ South Central
☐ Eastern

Figure 1: Homepage Search

There are also two Quick Searches on the left hand menu called:
- All Salvage Sales
- All Sales with Auction Dates

When you click on either of these titles, the search will automatically initiate.

Quick Searches

All Salvage Sales

All Sales with Auction Dates

Figure 2: Quick Search

Timber Sales Results

The search results page will display the following information on a Timber Sale:

- Sales Name
- Location of Sale
- Area Name
- Sale Plan Date
- Auction Date – Date Sale is scheduled for Auction
- Sale Type – Salvage or Timber
- Sale Status:

   Draft: Sale documents are being prepared.
   Pending: Documents are being reviewed by Land Board
   Active: Sale is live (prior to oral auction).
   Scheduled for Auction: Auction is scheduled
   Sold: Sale has been sold

IDL Timber Auction

Listed below are the results of your search - click on a Sale Name to view details. You may sort the list by clicking on a column heading. Hover over a column heading for a short description.

Search for *sale*

Results Per Page 10

Displaying **1 - 4 of 4.**

Sale Name	Location	Area Name	Sale Plan Date	Auction Date	Sale Type	Sale Status
Sale Name	Sale Location	Cataldo	Summer 2008	11/12/2007	Timber Sale	Sold
Laura's Test Sale	Green Hills	Cataldo	Summer 2008	11/1/2007	Timber Sale	Sold
Sale Name	Sale Location	Cataldo	Summer 2008		Timber Sale	Draft
november 6 sale	blah blah	Eastern	Summer 2008		Timber Sale	Draft

Modify Search   New Search

Figure 3: Search Results

You can sort the data in each column by clicking a column heading.

To view the details and associated documents for a particular Sale, click on the Sale Name.

Sale Details

The sale details will include the Sale Name, Sale Number, Sale Volume and Sale Date.

The sale documents are arranged in Presale and Post Sale categories. Click on the word (show) and a list of sale documents will appear and include the document title and the pdf file. If you click on the pdf file, the document will open in a new window. If the sale is in a Draft or Pending Sale status a 'Draft' watermark will appear at the top of each page of the pdf document.

Figure 4: Sale Documents

Subscribe to Active Timber Sales

You are able to receive emails on Timber Sales that become 'Active'. When you are logged in (See Instructions on how to Create an Account), go to the Sale Detail page and select the "Subscribe" button. Once you click this, you will receive an email when this specific Timber Sale becomes Active.

Figure 5: Subscribe to Active Sales

At any time you would like to unsubscribe to this sale notification, you can log into your account and click 'Unsubscribe' link in the Active Sale Subscription Area.
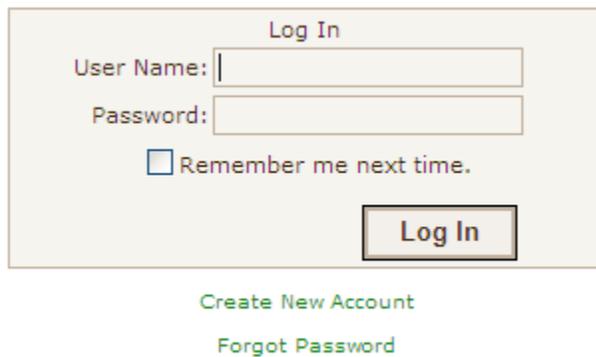
Post-Sale Documents

Once the Sale is in a sold status, there are 2 types of documents:
- Documents available for the public to view
- Documents available for the Purchaser to view

If you are the Purchaser of the Timber Sale, you must logon to view the post-sale documents.

Login/Create an Account

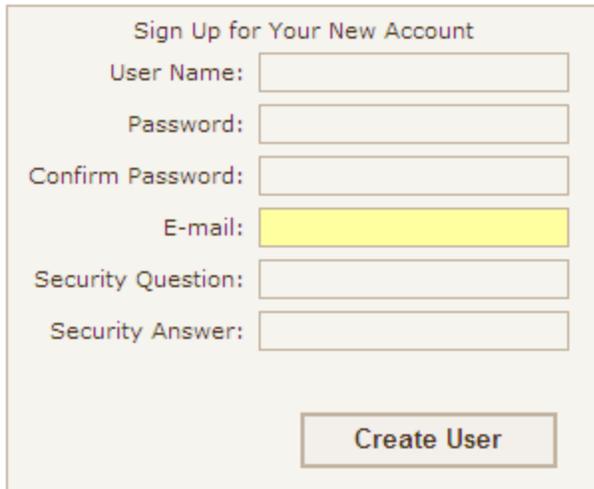To create an account, click on the 'Create New Account' on the Login/Create an Account page.

Figure 6: Logon Page

To set up an account, the following information is required:
- User Name
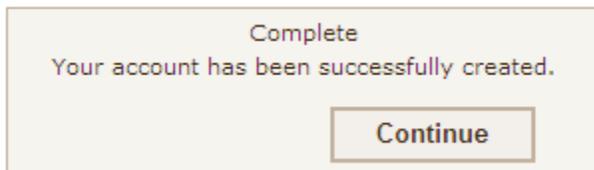- Password
- Confirm Password
- E-mail
- Security Question
- Security Answer

And click 'Create User'

Figure 7: New Account Setup

You will receive confirmation that you successfully created your user account and click 'Continue' to be directed to the Sale Search page.

Figure 8: Created Account Confirmation

Modify Your Account & Sign up for Notifications

Go to the 'User Account' main menu item once you have logged in. Here you can perform four functions:

1. Change Password
2. Update email Address
3. Unsubscribe to Active Sale Subscriptions
4. Region Notifications

Change Password
Enter your old and new password and click ''Change Password' to register your new password.

Figure 9: Change Password

Update email Address

Enter your new email address a click 'Update Email' to register your new email address

Figure 10: Update Email

Unsubscribe To Active Sale Subscriptions

At any time you would like to unsubscribe to this sale notification, you can click on the 'Unsubscribe' link in the Active Sale Subscription Area.

Figure 11: Unsubscribe to Active Sale

Region Notifications

You are able to receive email notifications when Timber Sales in a specific Supervisory sale have an updated document added. You can receive email notifications on a Daily, Weekly or Monthly timeframe. Go to the Region Notification section, and check the checkboxes for the Supervisory Area you want to be notified and specify the timeframe.
You can update or change this at anytime.

Region Notifications

Priest Lake — Weekly
Kootenai Valley — Weekly
Pend Oreille — Weekly
Mica — Weekly
Cataldo — Weekly
St. Joe — Weekly
Ponderosa — Weekly
Clearwater — Weekly
Craig Mountain — Weekly
Maggie Creek — Weekly
Payette Lakes — Weekly
Southwest — Weekly
South Central — Weekly
Eastern — Weekly

Update Subscriptions

Figure 12: Region Notifications