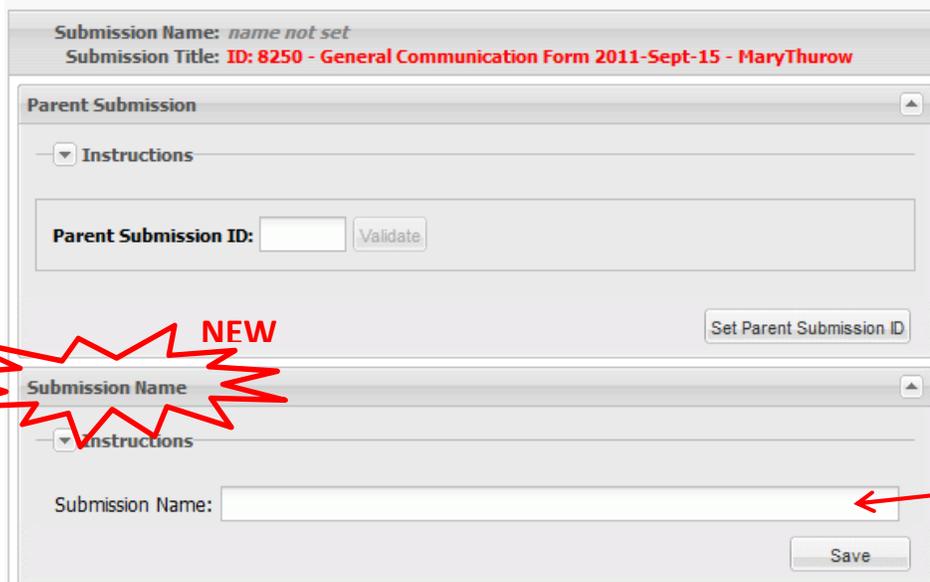


<i>Training Sheet Title:</i>	<b>How to NAME your Submission</b>
<i>Date Effective:</i>	<b>May 7<sup>th</sup>, 2013</b>
<i>Useful for:</i>	<b>ALL Portal Users</b>

**The TNG Portal has been upgraded in an effort to make it simpler for every submission to be properly NAMED.**

**Improvement: Now you input a submission NAME while you're filling out the form.**



Submission Name: *name not set*  
Submission Title: **ID: 8250 - General Communication Form 2011-Sept-15 - MaryThurow**

Parent Submission

Instructions

Parent Submission ID:

**NEW**

Submission Name

Instructions

Submission Name:

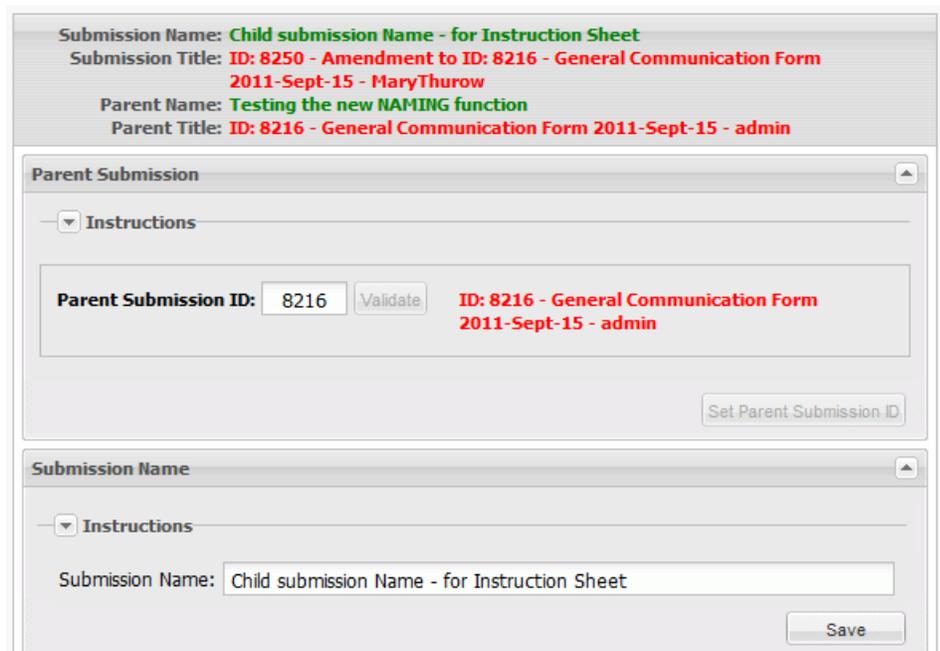
A new Naming Node has been added to the Portal's forms, and it looks like this when you're first filling the form:

New Naming Node:  
**Enter Submission Name**

**Naming a Submission is tied to Parent/Child submission Status:**

Once you Validate and Set the Parent Submission ID, the page will refresh and the Parent's Name and Title will be displayed at the top of your form.

The user now enters a NAME for this submission, and once he/she hits **Save**, the page will refresh a second time to display all the pertinent Name and Title information, as in this screen shot **(red/green text above)**.



Submission Name: **Child submission Name - for Instruction Sheet**  
Submission Title: **ID: 8250 - Amendment to ID: 8216 - General Communication Form 2011-Sept-15 - MaryThurow**  
Parent Name: **Testing the new NAMING function**  
Parent Title: **ID: 8216 - General Communication Form 2011-Sept-15 - admin**

Parent Submission

Instructions

Parent Submission ID:   **ID: 8216 - General Communication Form 2011-Sept-15 - admin**

Submission Name

Instructions

Submission Name:

**The Submission NAME is green text - customized tag created by user**

The Submission NAME appears gray before it has been customized

**The Submission TITLE is red text – Title is automatically created by concatenating Submission ID - Amendment ID (if it exists)- Form type - Submitter.**

What  
should the  
NAME be?

KEY: If you don't see GREEN text you have not NAMED your submission...Do so before you Hit submit. Click on SAVE to refresh and Set your name.

Here are some examples of proper PARENT SUBMISSION NAMES:

- a. For TFA Engagements, please include the Engagement Level, the company / proponent, and a location keyword:
  - i. **EL4 Amarc Resources Drilling by Scum Lake**
  - ii. **EL3 BCTS MPB Salvage - Gaspard - A90185 Blks 1-4 A91346 Blk 1**
  - iii. **EL2\_HoweMeadowFenceReplacement** or **EL2 Howe Meadow Fence Replacement – Crazy Creek** (Spaces are allowed in the submission name)
- b. For Forestry Referrals, where relevant, please use Licensee, License, CP and Blocks etc. to describe the submission:
  - i. **WFT - A20020 CP 899 Blks 1-9 Scum Lake**
  - ii. **Tolko Q – A20010 CP 10 Blk Q0381 – Tingley Creek**

Each CHILD SUBMISSION also has to be named! Here are some sample Amendment or Child Submission Names:

2) Examples of TNG submitted amendments:

- a. **Assigned to Gene Cooper**
- b. **Project cancelled – incomplete submission. Please resubmit entirely as a new parent.**
- c. **TNG Response from Trina with request to meet**
- d. **Aug 26-10 Field trip summary attached, with Next Steps for review.**

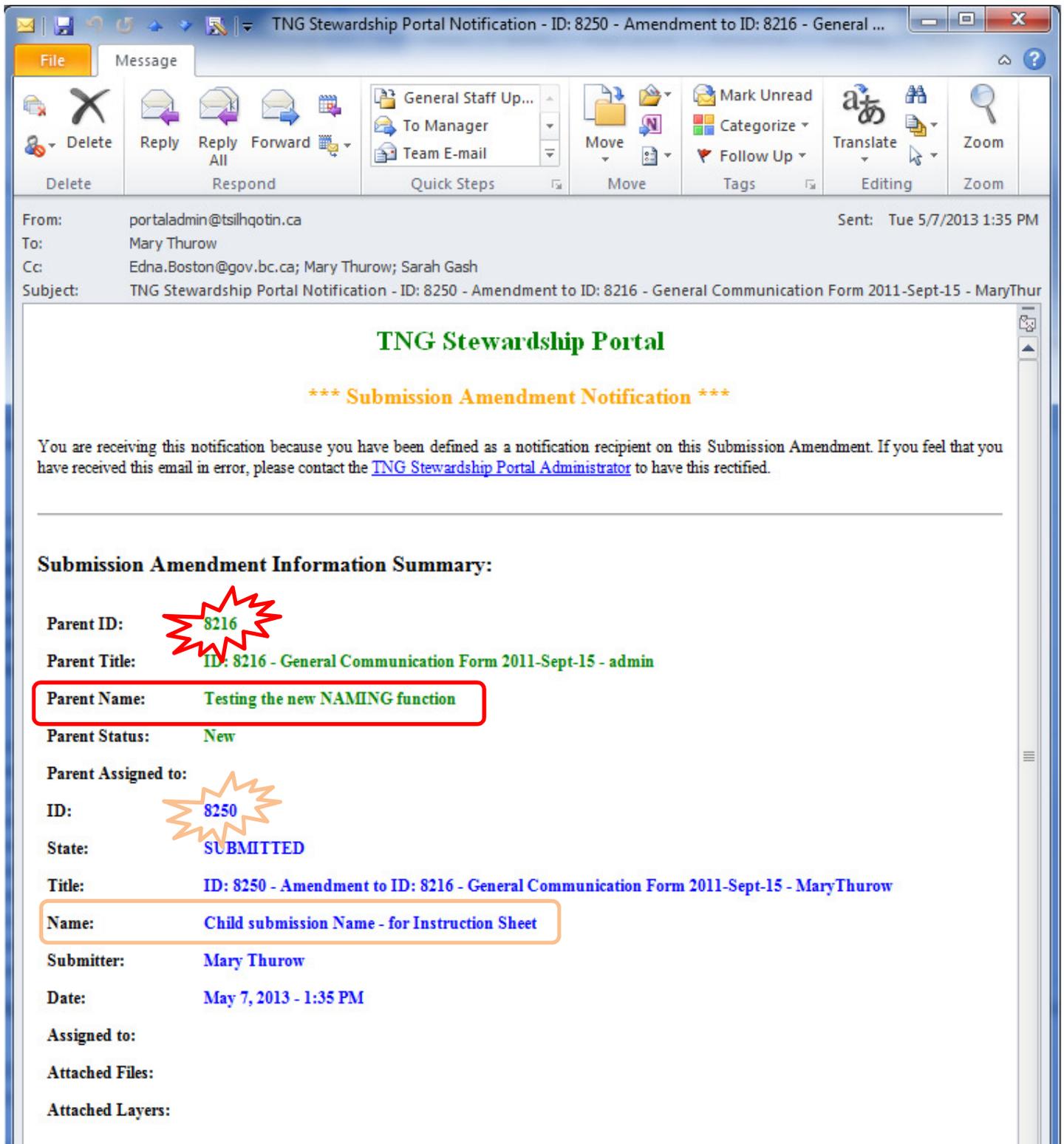
3) These child submissions might come in from the Proponent or Government

- a. **Revised project shapefiles attached**
- b. **Updated block shapes attached in PDF map and Shapefile.**

Child  
submissions  
too? YES!

**Email Screenshots:**

Notice that the Submission NAME is included on the email that is sent out by the TNG Portal.



Utilize the TITLE to see who submitted the submission(s), and which form(s) were/was used.

Here is a "real" example of how the Naming Node's improvements impact the Portal's Notification emails:

## TNG Stewardship Portal

### \*\*\* Submission Amendment Notification \*\*\*

You are receiving this notification because you have been defined as a notification recipient on this Submission Amendment. If you feel that you have received this email in error, please contact the [TNG Stewardship Portal Administrator](#) to have this rectified.

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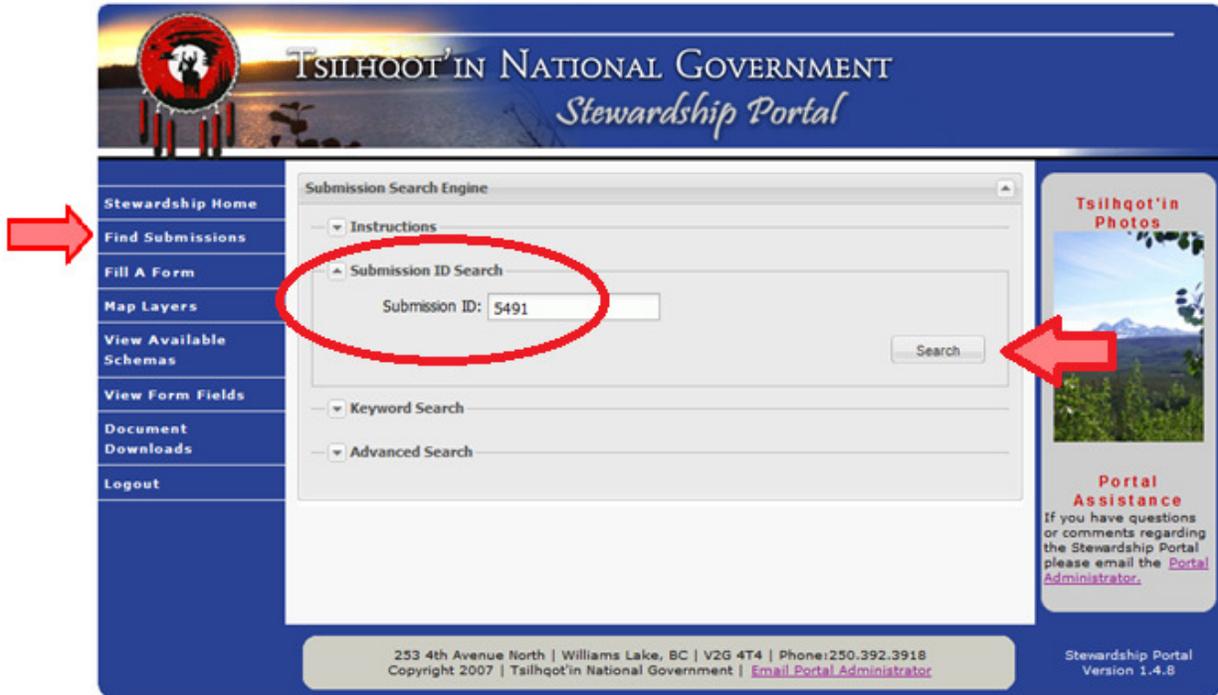
#### Submission Amendment Information Summary:

Parent ID: 4764  
Parent Title: ID: 4764 - Forestry Referral - PaulKoch  
Parent Name: Tolko blocks C0501-504, C0512, WE0014-0020 - Groundhog Creek 4500 Road  
Parent Status: In Progress  
Parent Assigned to: Gene Cooper  
ID: 8201  
State: SUBMITTED  
Title: ID: 8201 - Amendment to ID: 4764 - General Communication Form 2011-Sept-15 - GeneCooper  
Name: Comments on WE0017, WE0019 and WE0020 of CP895  
Submitter: Gene Cooper  
Date: April 29, 2013 - 4:07 PM  
Assigned to: Gene Cooper  
Attached Files:  
Attached Layers:

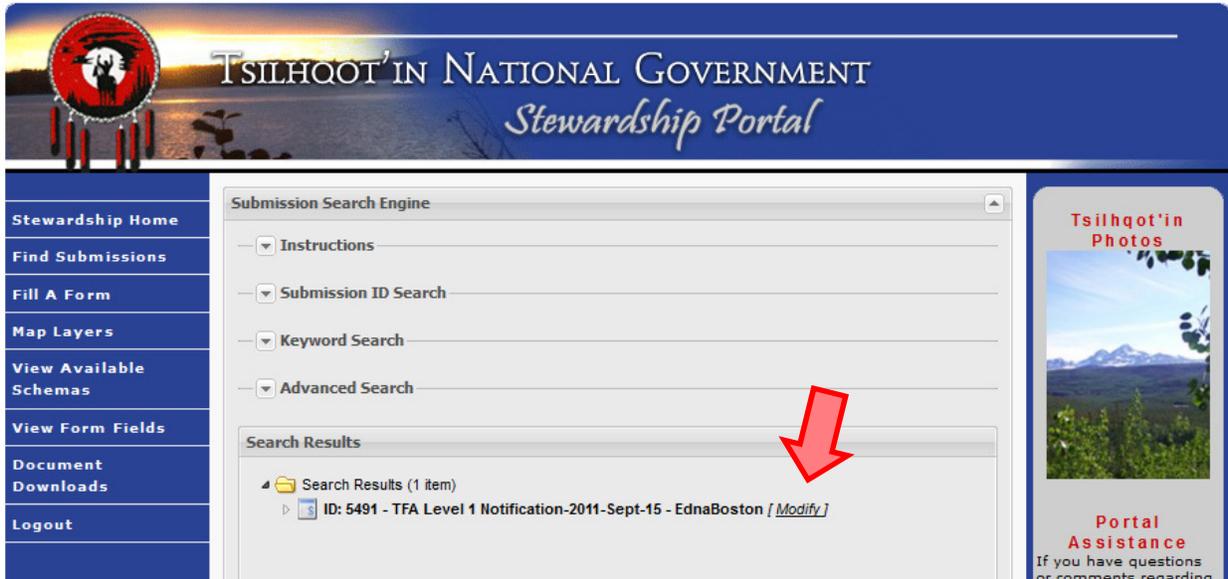
**You can still edit the name AFTER your form is submitted – the NAME and Due Date are the only things that are editable after being submitted.**

**To CHANGE the submission's NAME after it is submitted – follow the old methodology.**

- 1) Click the Find Submissions Button. Enter the Submission # (5491 in this case) and click Search, as per the screen shot below.

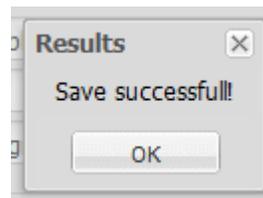


- 2) When you get the results of your search, click the [Modify] text behind the default name.



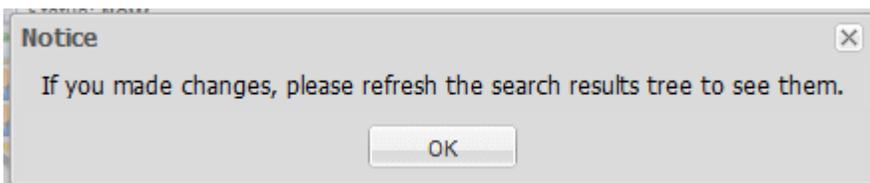
- 3) In the Submission Attributes box that pops up, Enter a proper name and hit **SAVE**.

4) You will be notified that your Save was successful.



5) Then you need to close the Submission Attributes box.

6) And it will even tell you how to view your new NAME to verify that it took effect.



That's it!

If you have questions please refer to the Instructions on the forms (Instructions exist for each node), review the how-to documents and training materials at [www.tngportal.ca/doc\\_links.php](http://www.tngportal.ca/doc_links.php), or contact Edna Boston (Edna.Boston@gov.bc.ca), Sarah Gash (sarah@tsilhqotin.ca), or Mary Thurow ([mary@tsilhqotin.ca](mailto:mary@tsilhqotin.ca)).

### *Summary - What's in a NAME?*

*A Submission Name helps locate information quickly either with use of the search tools, or by allowing users to simply scan a list of submissions, or child submissions for the information they are looking for. It helps users decide which parent submission (or amendment) to look at. The new tree structure allows users to look within the submissions at their attachments, and if you know what the document's name is, you can even use the new search to locate the document directly. To demonstrate, simply look at submissions that have lots of children, or went in near the start of the TFA, or have had lots of discussion between the Proponent and Licensee (An example for BCGovernment users might be ID 2181). Imagine trying to find a particular document in all those amendments, or trying to locate a specific referral all submitted in the same week by the same staff member. Without proper naming the user ends up having to open up each of the forms and scan every submission for the answers they need.*