



TSILHQOT'IN NATIONAL GOVERNMENT  
*Stewardship Portal*

**Tsilhqot'in National Government**

**Part-time Community Natural Resource Worker**

**Stewardship Planning Portal Training**

**October 2013**



Website Address: **www.tngportal.ca**

**Assignment 1: Log In and Review Features**

Click on the **Portal Login** button on the left side of the website homepage.



Your **Username** is your first name and your last name, no spaces and is case sensitive:

**Example:** BlaineGrinder, GeneCooper, SallySellars etc.

**Passwords** are confidential and case sensitive. Please see Mary or Sarah for a reminder if you have forgotten yours.

A screenshot of the login form. The title is "Stewardship Portal Login". It contains two input fields: "Username:" and "Password:". Below the fields is a button labeled "LOGIN".

Stewardship Portal Login	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="LOGIN"/>	



## Review pages:

Click on **Document Downloads** page

A blue rectangular button with the text 'Document Downloads' in white.

**Find:** [How to Name your Portal Submission](#) \*\*UPDATED May 2013\*\*

Click on link to open pdf document. Review document. (Hint review and remember where this is. You might need it later!)

Click browser back  button to return to **Document Downloads**

Is there a document for linking a child to a parent?

---

What is the date on the document for Creating an Advanced Search?

---

What does WMS mean (this acronym is defined in one of the descriptions of the user help documents: \_\_\_\_\_)



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### Assignment 2: Find Submission

Click on **Find Submission** page. 

**Find Submissions**

List the 3 ways to search for submissions.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What happens if you click on the arrow beside “Keyword Search”?

---

---



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### **Assignment 2: Find Submission**

#### **Keyword Search**

Find All submissions with “Harry Jennings” in it.

- Click on Keyword Search
  1. Type Harry Jennings in Keyword Search field
  2. Check all Search fields on
  3. Check all Submission Status' on
  4. Check all Results on
  5. Click Search

How many submissions does it find? \_\_\_\_\_

Keyword Search

Keyword(s): Harry Jennings

Search Fields:

- Field Name
- Submission Name
- Submission Title
- Submission Date
- Submitter Name
- Submission Assigned To
- Submission Content
- Submission File Name
- Submission File MetaData

Submission Status:

- Submission Status
- Expired
- In Progress
- Insufficient Capacity
- New

Include in Results:

Submissions

Amendments

Search



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### Assignment 2: Find Submission

#### Keyword Search – Narrow the search criteria

Find All submissions submitted by “Harry Jennings” and a Parent Submission.

1. Type Harry Jennings in Keyword Search field
2. Narrow the search to only Submitter Name by checking all boxes off except Submitter Name. (Hint: click field name at the top twice to turn on all and all off so you don't have to click each field off).
3. Check all Submission Status' on
4. Check Amendments off
5. Click Search

How many submissions does it find? \_\_\_\_\_

Keyword Search

Keyword(s): Harry Jennings

Search Fields:

- Field Name
- Submission Name
- Submission Title
- Submission Date
- Submitter Name
- Submission Assigned To
- Submission Content
- Submission File Name
- Submission File MetaData

Submission Status:

- Submission Status
- Expired
- In Progress
- Insufficient Capacity
- New

Include in Results:

Submissions

Amendments

Search



# TSILHOOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

### Assignment 2: Find Submission

#### Keyword Search – Narrow the search criteria further

Find All submissions submitted by “Harry Jennings”, Parent Submission, and Status is “Insufficient Capacity”.

1. Type Harry Jennings in Keyword Search field
2. Narrow the search to only Submitter Name by checking all boxes off except Submitter Name. (Hint: click field name at the top twice to turn on all and all off so you don't have to click each field off)
3. Check all Submission Status' off except “Insufficient Capacity”
4. Check Amendments off
5. Click Search

How many submissions does it find? \_\_\_\_\_

Write down the Submission ID of last record \_\_\_\_\_

Keyword Search

Keyword(s): Harry Jennings

Search Fields:

- Field Name
- Submission Name
- Submission Title
- Submission Date
- Submitter Name
- Submission Assigned To
- Submission Content
- Submission File Name
- Submission File MetaData

Submission Status:

- Submission Status
- Expired
- In Progress
- Insufficient Capacity
- New

Include in Results:

Submissions

Amendments

Search



## Assignment 2: Find Submission

Navigate back to Submission ID Search

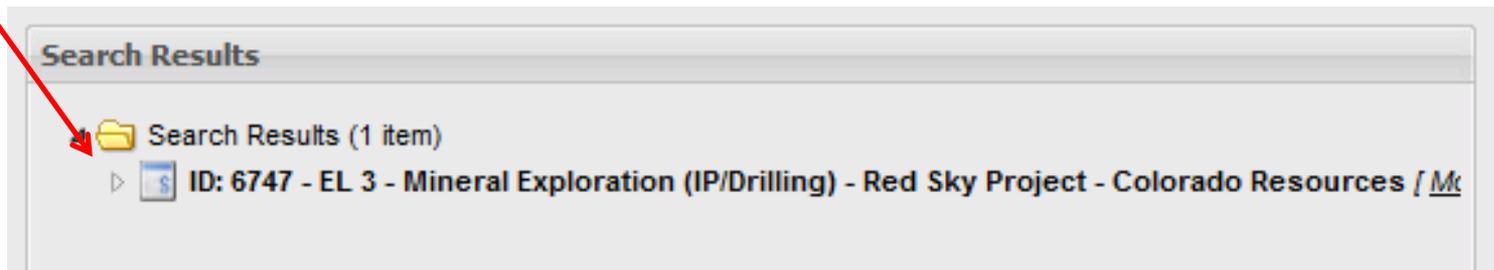
Enter Submission ID: **6747** Click Search button.

The screenshot shows a web interface titled "Submission Search Engine". It has a dropdown menu for "Instructions" and a section for "Submission ID Search". Inside this section, there is a text input field labeled "Submission ID:" and a "Search" button. A red arrow points from the text "Click Search button." in the instructions above to the "Search" button.



### Assignment 3: Navigation of a Submission

Expand the contents of Submission ID **6747**.  
Click on the arrow adjacent to the blue "S" symbol.





# TSILHQOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

### Search Results

- ▲  Search Results (1 item)
  - ▲  **ID: 6747 - EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resources** [ [M](#) ]
    -  Form: TFA Engagement Request 2011-Sept-15 (Form ID: 24)
    -  Name: EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resources
    -  Title: ID: 6747 - TFA Engagement Request 2011-Sept-15 - HarryJennings
    -  Status: **Insufficient Capacity**
    -  State: **SUBMITTED (06/01/2012 03:27 PM)**
    -  Submitter: **Harry Jennings**
    -  Assigned to: **Trina Setah**
    - ▷  Due Date Calculator: **Level 3 - Zone B and/or C** [ [Modify](#) ]
    - ▷  Actions
    - ▷  Amendments
    - ▷  Attachments
    - ▷  Layers



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### Assignment 3: Navigation of Submission Tree

What level of engagement is this submission? \_\_\_\_\_

How many amendments have been made on this submission? \_\_\_\_\_

How many attachments are there? \_\_\_\_\_

What is the government file number on this submission? **(Hint you need to open and review the form content to get this information)** \_\_\_\_\_



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### Assignment 4: Reviewing a submission

Use skills covered so far to find and review submission ID **8933**.

Try to download both documents. What happens with the one with the space in the name (Copy TFA\_QuickSteps\_Sept15\_2011.pdf)?

---

---

---

Solution:

Save document to folder on your PC, rename it with corrected name (no spaces and the original extension (\*.pdf)). It will be associated with the right software now and you should be able to open the saved copy properly.



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### Assignment 4: Reviewing a submission

#### Review Form Content

Which expandable element in the submission tree contains the form content?

\_\_\_\_\_

Who is the Engagement Contact? \_\_\_\_\_

Engagement Level? \_\_\_\_\_

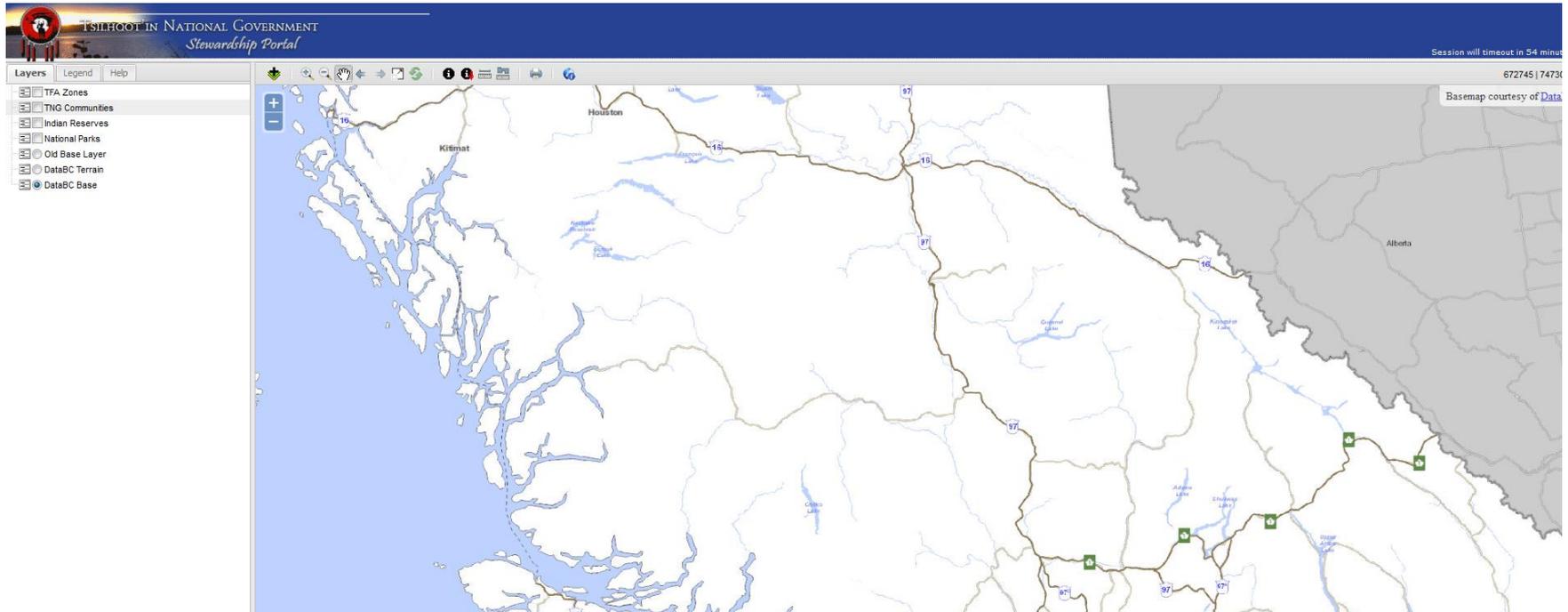


## Assignment 5: Review a submission in Maplayers

Click on Maplayers page link



Maplayers opens up with default layers visible.

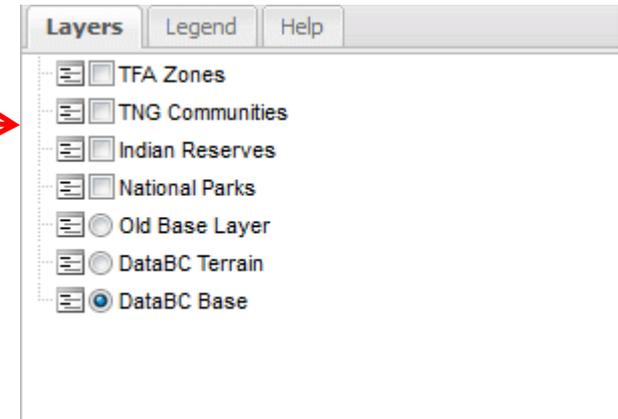




## Assignment 5: Review a submission in Maplayers

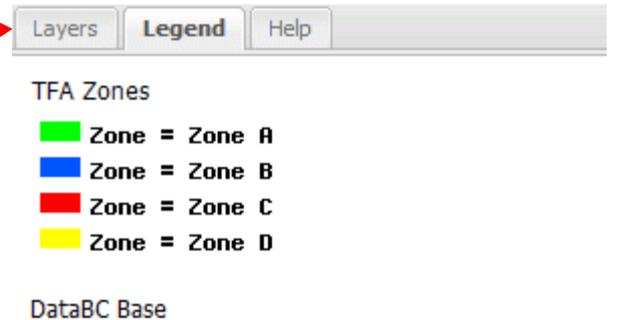
### Review Table of Contents

Default layers listed in order of drawing last to first  
Toggle on and off layers by clicking on radio buttons



### Review Legend

Toggle between tabs to view other information.  
Legend is updated as layers are turned on or off.





## Assignment 5: Review a submission in Maplayers

### Review Help Menu: Help topics on final tab of Table of Contents



#### :: Top Toolbar

-  Use this tool to add layers from a variety of sources including Web Map Services or Stewardship Portal Layers. Highlight data to add and click: Add Layers.
-  Use this tool to zoom in to an area. Click and drag to define area to zoom to.
-  Use this tool to zoom out from an area. Click and drag to define area to zoom out from.
-  Use this tool to pan around the map. Click and drag to define pan direction.
-  Use this tool to zoom to previous extent.
-  Use this tool to zoom to next extent.
-  Use this tool to zoom to full extent.
-  Use this tool to refresh all map layers and reset the session timeout.
-  Use this tool to identify/query active layer. Highlight active layer select identify and click on feature.
-  Use this tool to drilldown identify/query all visible layers. Click on feature location.
-  Use this tool to measure distance and length.
-  Use this tool to measure area.
-  Use this tool to create a digital file for saving or printing.
-  Use this tool to source information about OpenMap framework.

#### :: Bottom Toolbar

To zoom in or out, click on the drop-down menu to select from a list of predefined scales.



#### :: Layers Tab

Layers visible in Maplayers are listed on this tab.

Click on the Layers tab to view and manipulate layers added to the spatial viewing pane.

Click and drag layers up and down in the list to modify the drawing order in the spatial viewing pane.

To add layers click 

Select from either BC Government Web Map Services or Stewardship Portal Layers

Use filter field menu windows to define search for data.

Once layers are listed on Layers tab, check or uncheck layers to add or remove from spatial viewing pane.

Right click on individual layers to Zoom to Layer Extent, Refresh Layer, or Remove Layer.

#### :: Legend Tab

Click on the Legend Tab to view symbology for visible layer data.



# TSILHQOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

### Review a submission in Maplayers

#### Tools:

-  Use this tool to add layers from a variety of sources.
-  Use this tool to zoom to an area. Click and drag to define area to zoom to.
-  Use this tool to zoom out from an area. Click and drag to define area to zoom out from
-  Use this tool to pan around the map. Click and drag to define pan direction.
-  Use this tool to zoom to previous extent.
-  Use this tool to zoom to next extent.
-  Use this tool to zoom to full extent.
-  Use this tool to refresh all map layers and reset the session timeout
-  Use this tool to identify/query active layer. Highlight active layer select identify and click on feature.
-  Use this tool to drilldown identify/query all visible layers. Click on feature location.
-  Use this tool to measure length.
-  Use this toll to measure area.
-  Use this tool to create digital file for saving or printing.
-  Use this tool to source information about [OpenMap](#) framework.



## Assignment 5: Review a submission in Maplayers

**Add submission to maplayers :**

Click on add submission button 

Select **Stewardship Portal Layers** tab

Select **Layer Name** as filter type

Type submission ID **8933** in **filter field** at the bottom of the Add Data window, and press enter.

Highlight layer(s) you wish to add and  
Click **Add Layers**.

**Add Data**

Web Map Services: **Stewardship Portal Layers**

Add layers by Submission

ID	Layer Name	Schema
2381	SID:8933 [Oct 09 2013] SampleShapePoly	tfa_polyfeb15

Layer Name:  Clear Filter **Add Layers**



## Assignment 5: Review a submission in Maplayers

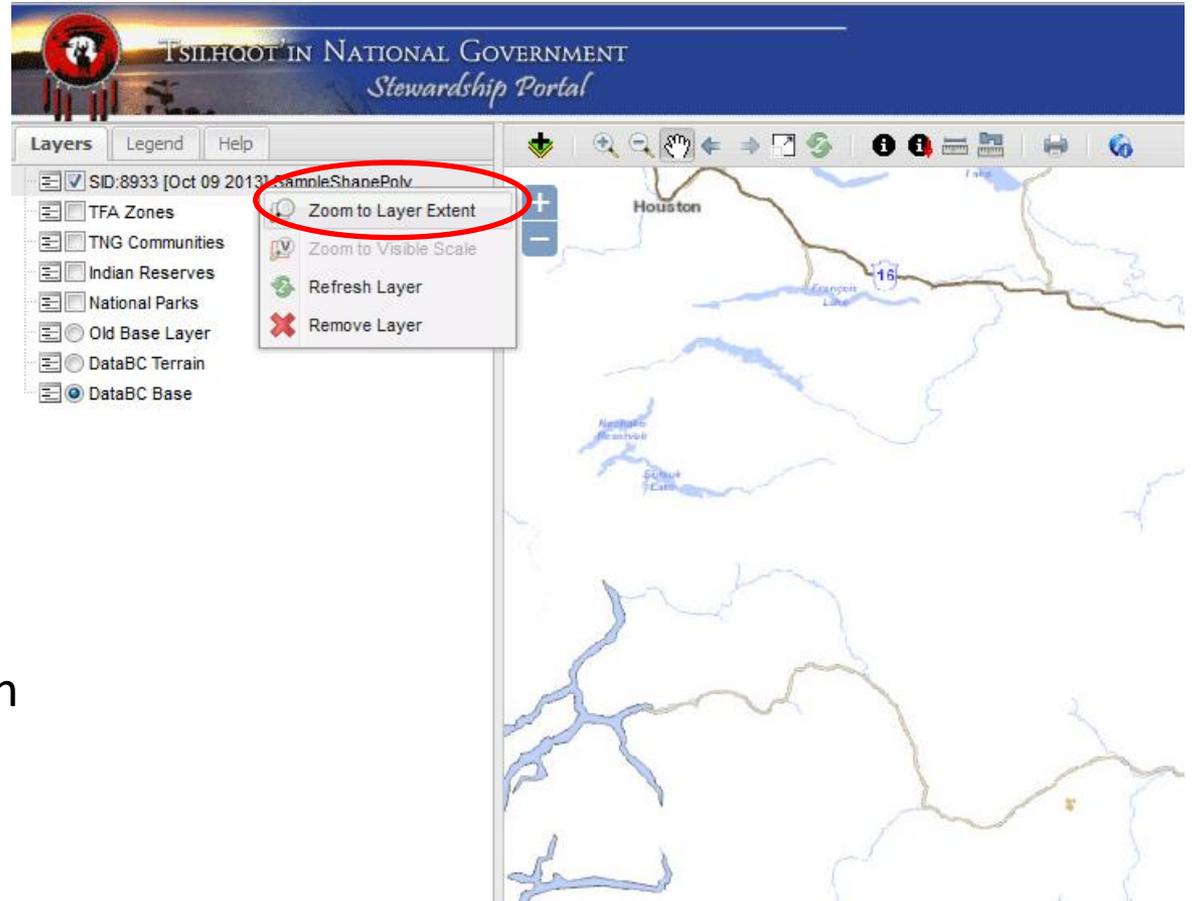
### Zooming in and out:

Right click on submission in Table of Contents, Select Zoom to Layer Extents.

Toggle between the radio button base data (DataBC Terrain, DataBC Base)

Scale can be modified with the zoom keys  or with the scale bar at the bottom of the Maplayers window.

Scale: 1 : 20,000 





# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### **Assignment 5: Review a submission in Maplayers**

#### **Zooming in and out:**

What happens to the data in DataBC Base when you zoom from 1:20,000 to 1:50,000 and then 1:100,000?

---



## Assignment 5: Review a submission in Maplayers

### Add layers from Webmap Services | TNG Layers.

Click Add Data button,   
This time select Web Map Services.

Use drop down menu to select TNG Layers (scroll down.)

Select multiple layers at once by holding down the Ctrl key, and highlighting layers.

**Add Data**

**Web Map Services** | Stewardship Portal Layers

TNGLayers

Title	Name
Anaham Draft Consultative Area	Anaham_CA
Toosey Consultative Area	Toosey_CA
Tsidel del Consultative Area	Tsidel del_CA
Xeni Gwetin Consultative Area	XeniGwetin_CA
Stone Consultative Area	Stone_CA
Rights Area Outlined	RightsAreaOutlined
Rights Area Filled	RightsAreaFilled
Title Area Outlined	TitleAreaOutlined
Title Area Filled	TitleAreaFilled
JRC Dash Creek Boundary	JRCDash_Bndry
Yanah Boundary	Yanah
Forest District	ForDist

Select filter field... | Type filter and press <enter> | Clear Filter | Add Layers



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### **Assignment 5: Review a submission in Maplayers**

Select

- Logged Blocks Outlined
- Proposed Blocks Outlined
- AOA Chilcotin District

#### **Layer drawing order:**

Reorder maplayers by highlighting, in the Table of Contents, the layer you want to move and dragging and dropping it to the order you wish to place it.

Experiment with adding other layers from the different Categories listed in Web Map Services.

What happens to the drawing of layers if you reorder Table of Contents?

---

Does any of the blocks in ID 8933 overlap with High Potential AOA? (Use legend to define AOA classification) \_\_\_\_\_

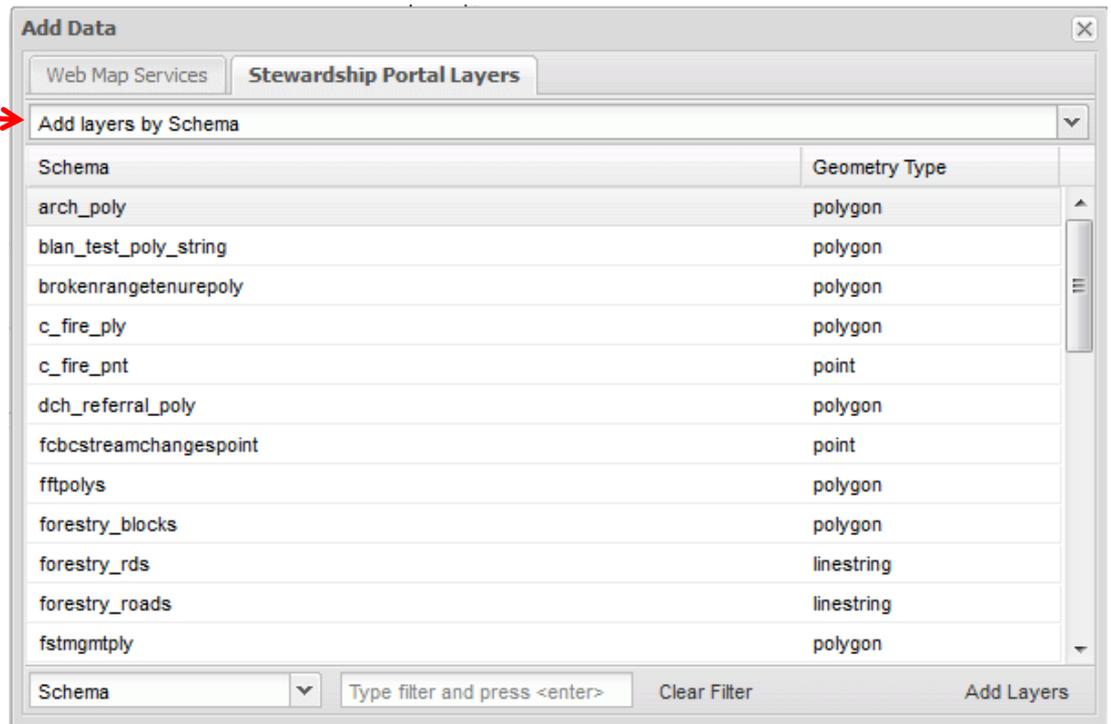


## Assignment 5: Review a submission in Maplayers

### Add Stewardship Portal Layers by schema:

Return to Stewardship Portal Layers tab and select Add layers by Schema from drop down menu.

Select forestry\_blocks, mining\_polymay2011, and tfa\_polyfeb15 schemas to view other referrals that have been submitted in the same area.





# TSILHOOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### Assignment 5: Review a submission in Maplayers

#### Querying data layers to review proximity:

Use the information button to query layers of data.

-  Queries the layer highlighted in the Table of Contents
-  Drill down query all layers checked on in Table of Contents.

Toggle on and off the layers of data.

What happens if you query  layer not highlighted? \_\_\_\_\_

Make note of DBID of the TFA\_polyfeb15 submission with Proponent Colorado Resources \_\_\_\_\_

Now add the shapefile for this submission (Hint add Portal Map Layer by submission).

Which block in submission **8933** straddles the boundary of the Colorado Resource, and the TFA\_polyfeb15 submission noted above? (Hint block number is in the id\_name attribute of TFA\_polyfeb15) \_\_\_\_\_



# TSILHQOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

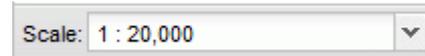
### Assignment 5: Review a submission in Maplayers

#### Printing:

Turn all layers off except DBID **8933, 6747**.

Zoom to 1:20,000 by clicking on dropdown menu

At bottom of Maplayers window.



Add WMS Layers:

- Imagery, ortho-image: bc\_bc\_xb1m\_bcalb\_1995\_2003
- Base Mapping & TRIM: Water Bodies – Polygons BCGOV (1:20) and  
Water - Lines (1:20)

Click on  to open window for exporting map to image. Enter title for map, and your  me. Select page size and format (png or jpg – either works)

Click Export Map to create map, then click Download to open image of map you created.

Print using Explorer File | Print function or save to harddrive.

**Close Maplayers**



## Assignment 6: Making an Amendment or Child Submission

Return to Portal Website tab  
Select Fill a Form from Table of Contents.

Select  
**General Communication Form 2011-Sept-15**  
from the top dropdown menu.

Click on Fill Form.

Form will open for edit .

Fill A Form

Forestry Referral  
Forestry Referral  
TUS Data Loading  
TFA Engagement Request 2011-Sept-15  
TFA Level 1 Notification 2011-Sept-15  
Forestry Referrals 2011-Sept-15  
**General Communication Form 2011-Sept-15**  
Mining Industry Form 2011-Sept-15  
General Communication Form  
TFA Engagement Level Change 2011-Sept-15  
MOF Range Referral Form  
MOF Minor Timber Harvesting Form  
ILMB Water License Form  
ILMB Land Act Referral Form  
Mass Portal Activity Uploading Form  
Forests For Tomorrow Referral Form  
Changes In and About a Stream  
Field Trip Photo Loading  
Forest Management 2013-Sept-17  
Engagement Level Change  
TFA Engagement Request Form

Please select a form to fill in from the drop-down list below and click 'Display Form'.

General Communication Form 2011-Sept-15

Fill Form



## Assignment 6: Making an Amendment or Child Submission

### Linking Child Submission to Parent Submission:

#### Three steps to link:

1. Enter Parent Submission ID
2. Click Validate button (Confirm the correct name is listed)
3. Click Set Parent Submission ID button

A screenshot of a web form titled "Parent Submission". The form has a "Instructions" dropdown menu. Below it is a field labeled "Parent Submission ID" with a text input box and a "Validate" button. The input box and the "Validate" button are circled in red and blue respectively. At the bottom right of the form is a "Set Parent Submission ID" button, which is circled in green.



## Assignment 6: Making an Amendment or Child Submission

### Linking Child Submission to Parent Submission:

Enter Submission ID 8933, Validate, and Set Parent Submission ID.  
What happens to the title/name of the submission?

---

---

### Naming your Child Submission:

Add intuitive name and click **Save**. (Field trip comments, Final recommendations etc.).

A screenshot of a web application dialog box titled "Submission Name". It has a close button in the top right corner. Below the title is a dropdown menu labeled "Instructions". Below that is a text input field with the label "Submission Name:". At the bottom right is a "Save" button.

What happens to the title/name of the submission?

---



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### **Assignment 6: Making an Amendment or Child Submission**

#### **Linking Child Submission to Parent Submission:**

How do you unlink a child submission before it is submitted?

---

Can you rename a submission before it is submitted? \_\_\_\_\_

Can you rename a submission after it is submitted? \_\_\_\_\_



## Assignment 6: Making an Amendment or Child Submission

### Entering Form Content:

Select the type of content your submission will have

Can you select more than one content type checkboxes? \_\_\_\_\_

Content

Instructions

**Remember to properly validate and set the parent submission when using this form to make a child submission.**

My comment describes the attached file or files.:

I am sending in files or shapefiles that were MISSED in the original submission.:

I'm sending in shapefiles or files that REFLECT CHANGES since the parent submission originated.:

Mine is a GENERAL COMMENT.:

I'm sending in a FINAL RESPONSE to close this referral.:



## Assignment 6: Making an Amendment or Child Submission

### Entering Form Content:

Enter comments or recommendations.

Click the **Save** button.

If you do not Save you will lose your content.

Comments or Notes.:  **B** *I* U <sup>A</sup> <sub>A</sub>



## Assignment 6: Making an Amendment or Child Submission

### Saving your child submission to Draft

If you get called away or need to confirm some information you can Save your submission to **Draft** so you can further edit at a later date before submitting.

Make note of your Submission ID

Scroll to the bottom of the form, Click on Hold as Draft

Submission Control \*\* Required \*\*

Instructions

Delete this Draft      Hold as Draft      Submit to Stewardship Portal

A screenshot of a web form titled "Submission Control \*\* Required \*\*". Below the title is a dropdown menu labeled "Instructions". At the bottom of the form are three buttons: "Delete this Draft" (red text), "Hold as Draft" (blue text), and "Submit to Stewardship Portal" (green text). A red arrow points from the text above to the "Hold as Draft" button.



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### Assignment 6: Making an Amendment or Child Submission

#### Retrieving your draft submission

Return to Fill A Form page and select your amendment submission from the drop down menu. Submissions are listed in chronological order.

Click on **Resume DRAFT**.

Scroll down and review content. Make corrections if necessary.

#### **Resume Work on a DRAFT Submission**

In this section, you can continue work on a previously started Submission that was saved as a DRAFT.

To resume work on a DRAFT submission, select a DRAFT submission from the drop-down box below and click 'Resume DRAFT'.

ID: 6216 - Amendment to ID: 8102 - General Communication Form 2011-Sept-15 - GeneCooper

Resume DRAFT



## Assignment 6: Making an Amendment or Child Submission

### Attaching documents

Scroll down to the Attachment node

Browse to a file you wish to add to the submission

Add Description of File in the **File Meta Data** field.

Click **Upload File**.

The screenshot shows a web form titled 'Attachments'. It includes a 'Instructions' dropdown menu, a section for 'Files attached to this submission' with a 'Delete Selected' button and a table with columns for 'Link', 'File Name', and 'Meta Data'. Below this is a 'File Uploader (DO NOT USE FOR SHAPEFILES)' section. This section contains a text input field with the placeholder 'Click browse to select a file...' and a 'Browse' button. Below that is a 'File Meta Data:' section with a text input field containing the placeholder 'Add file description here (optional)'. At the bottom right of the form is an 'Upload File' button. Three red arrows point from the text instructions on the left to the 'Browse' button, the 'File Meta Data' input field, and the 'Upload File' button respectively.



## Assignment 6: Making an Amendment or Child Submission

### Setting Permissions

What happens when you click on the arrows next to the User Groups

---

---

---

What does the \* next to a user group mean?

---

---

---

The screenshot shows a 'Permissions' window with a list of user groups. Each group has a folder icon, a checkbox, and an expandable arrow (a right-pointing triangle). A red arrow points from the text 'click on the arrows next to the User Groups' to the arrow next to the 'BioMassFeasibility' group.

User Group	Checked	Expanded
1_TNG	<input checked="" type="checkbox"/>	▶
Ainsworth	<input type="checkbox"/>	▶
Alexis Creek *	<input checked="" type="checkbox"/>	▶
Amarc Resources	<input type="checkbox"/>	▶
Anaham	<input checked="" type="checkbox"/>	▶
Archaeology	<input type="checkbox"/>	▶
Aspell	<input type="checkbox"/>	▶
BCGovernment *	<input checked="" type="checkbox"/>	▶
BioMassFeasibility	<input type="checkbox"/>	▶
CC Wood	<input type="checkbox"/>	▶
Colorado Resources	<input type="checkbox"/>	▶
Coppercap Claims	<input type="checkbox"/>	▶
Esdilagh FN Licensee	<input type="checkbox"/>	▶
ForestsTomorrow	<input type="checkbox"/>	▶
Gibraltar Phase 3	<input type="checkbox"/>	▶
Nazko Band	<input type="checkbox"/>	▶
Nemiah *	<input checked="" type="checkbox"/>	▶
Pioneer	<input type="checkbox"/>	▶
Public	<input type="checkbox"/>	▶
RedBluff	<input type="checkbox"/>	▶
Sigurdson	<input type="checkbox"/>	▶
Stone *	<input checked="" type="checkbox"/>	▶
Tolko	<input type="checkbox"/>	▶
Toosey	<input type="checkbox"/>	▶
Transition Metals	<input type="checkbox"/>	▶



## TSILHOOT'IN NATIONAL GOVERNMENT *Stewardship Portal*

### **Assignment 6: Making an Amendment or Child Submission**

Select any additional users/groups you want to have access your amendment submission

When might you want to remove permission from all groups except TNG and community users?

---



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### **Assignment 6: Making an Amendment or Child Submission**

To quickly assume the permission of the Parent submission, click on **Add Parent Submission Permissions to this Submission**

Do not forget to **Save**

An asterisk (\*) on a group name indicates that only some group members have permissions.

**Add Parent Submission Permissions to this Submission**

Save



## Assignment 6: Making an Amendment or Child Submission

### Email Notification:

Add email recipients manually or from **Parent Submission** or **Other Amendments**.

If you add an email address manually, what happens when you begin typing?

---

---

---

#### Email Notification

Instructions

Delete Selected

Recipient	Comment
Edna.Boston@gov.bc.ca	Required by Stewardship Portal
portaladmin@tsilhqotin.ca	Required by Stewardship Portal
sarah@tsilhqotin.ca	Defined by this Submission

Add Recipients Manually:

Enter a name or email address

Add Recipient

Add Recipients from:

Parent Submission Other Amendments



## Assignment 6: Making an Amendment or Child Submission

Quickly review your amendment submission and once you are confident in content, permissions and email notifications click on **Submit your amendment**

A screenshot of a web interface titled "Submission Control \*\* Required \*\*". It features a dropdown menu labeled "Instructions" and three buttons: "Delete this Draft" (red text), "Hold as Draft" (blue text), and "Submit to Stewardship Portal" (green text). A red arrow points from the top right towards the "Submit to Stewardship Portal" button.

**Congratulations! You are done!**

Your Child submission has been submitted, all email notifications have been sent and all those with permission can view your submission.



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### **Assignment 7: Preparing Portal Information to update your chief**

Return to the Main Portal (close the MapLayers tab or leave it open and just go back to the original Portal Tab in Firefox)

Let's create a nice letter-size printout of all activity on the referrals we have been reviewing so far (SID:8933 and SID:6747)

1. Advanced Search operators:
  1. OR
  2. AND
  3. IN

[Submission ID] = 8933 OR [Submission ID] = 6747

[Submission ID] IN (8933,6747)

*To get the amendments of above...* [Parent ID] = 8933 OR [Parent ID] = 6747



# TSILHQOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

### Search Results

- Search Results (2 items)
  - ID: 6747 - EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Reso
  - ID: 8933 - Training Submission - TFA Engagement [ [Modify](#) ]

[Export Results to CSV \(Excel\)](#)

search\_results\_export\_152570b9194e30.csv - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Submission	Parent ID	Title	Name	Submittor	Submitt	Assigned	Status	Attached	Attached	Notificati	Schedulin	Schedulec	Scheduled	Completion	Date
2	6747	-1	ID: 6747 -	EL 3 - Min	Harry Jen	#####	Trina Seta	Insuffici	16209962	SID:6747 [	Harry.Jen	Level 3 - Z	6/4/2012	8/1/2012		
3	8933	-1	ID: 8933 -	Training S	ng portal	#####		New	Copy TFA_	SID:8933 [	sarah@tsi	Level 2 - Z	#####	#####		



# TSILHQOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

Submission ID	Parent ID	Title	Name	Submittor	Submission Date / Time	Assigned To	Status
6747	-1	ID: 6747 - TFA Engagement Request 2011-Sept-15 - HarryJennings	EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resources	Harry Jennings	6/1/2012 15:27	Trina Setah	Insufficient Capacity
6763	6747	ID: 6763 - Amendment to ID: 6747 - General Communication Form 2011-Sept-15 - SharmonAlphonse	Assigned to Christine Tether	Sharmon Alphonse	6/4/2012 16:43	Christine Tether	Under Monitor
6990	6747	ID: 6990 - Amendment to ID: 6747 - General Communication Form 2011-Sept-15 - HarryJennings	MEM Notification of Decision - Mine#1620996201202 - Red Sky Project - Colorado Resources	Harry Jennings	8/10/2012 9:00		New
8933	-1	ID: 8933 - TFA Engagement Request 2011-Sept-15 - SarahGash	Training Submission - TFA Engagement	tng portal admin	10/9/2013 11:41		New



# TSILHQOT'IN NATIONAL GOVERNMENT

## *Stewardship Portal*

### Assignment 7: Advanced Search

1- Write down the query you would use to find all Submissions assigned to you:

---

---

2- Write down the query you would use to find all Amendments submitted since August 1<sup>st</sup> 2013:

---

---

3- What's an easy way to search out EVERYTHING that you have access to:

---

---

4- Practice with queries, export to Excel, and see what you can do with the information. Email your xls file to someone 😊.



## Questions?:

1. Instructions on the form:  
Click on arrow to expand or Collapse form node instructions.
2. Document Download Page.  
Lots of helpful documents and Quickstep guides to help you With common problems.
3. Portal Administration: **Mary and Sarah are always happy to help!**

The screenshot shows a web form titled "Parent Submission". The "Instructions" section is expanded, indicated by a red circle around the "Instructions" header. The instructions text reads: "If you wish to 'make a child' and link this submission with a previously made submission, follow these steps: 1. Enter the ID of the 'parent' submission you wish to link this submission to. 2. Click on the Validate button. A result will appear to the right of the validate button. 3. When you have found the correct parent submission to link to, click Set Parent Submission ID. Alternatively, if you are starting a new submission and therefore DO NOT wish to link this submission to a previously made submission, leave the Parent Submission ID field blank." Below the instructions, there is a "Parent Submission ID:" label, a text input field containing "8933", a "Validate" button, and a red text result: "ID: 8933 - TFA Engagement Request 2011-Sept-15 - SarahGash". At the bottom right, there is a "Set Parent Submission ID" button.

**Congratulations!** You have completed the TNG Stewardship Planning Portal Training.

## Questions?