



TSILHQOT'IN NATIONAL GOVERNMENT  
*Stewardship Portal*

# Tsilhqot'in Stewardship Planning Portal Training / Practicing Workshop:

## Topics:

- Submitting
- Searching
- Viewing



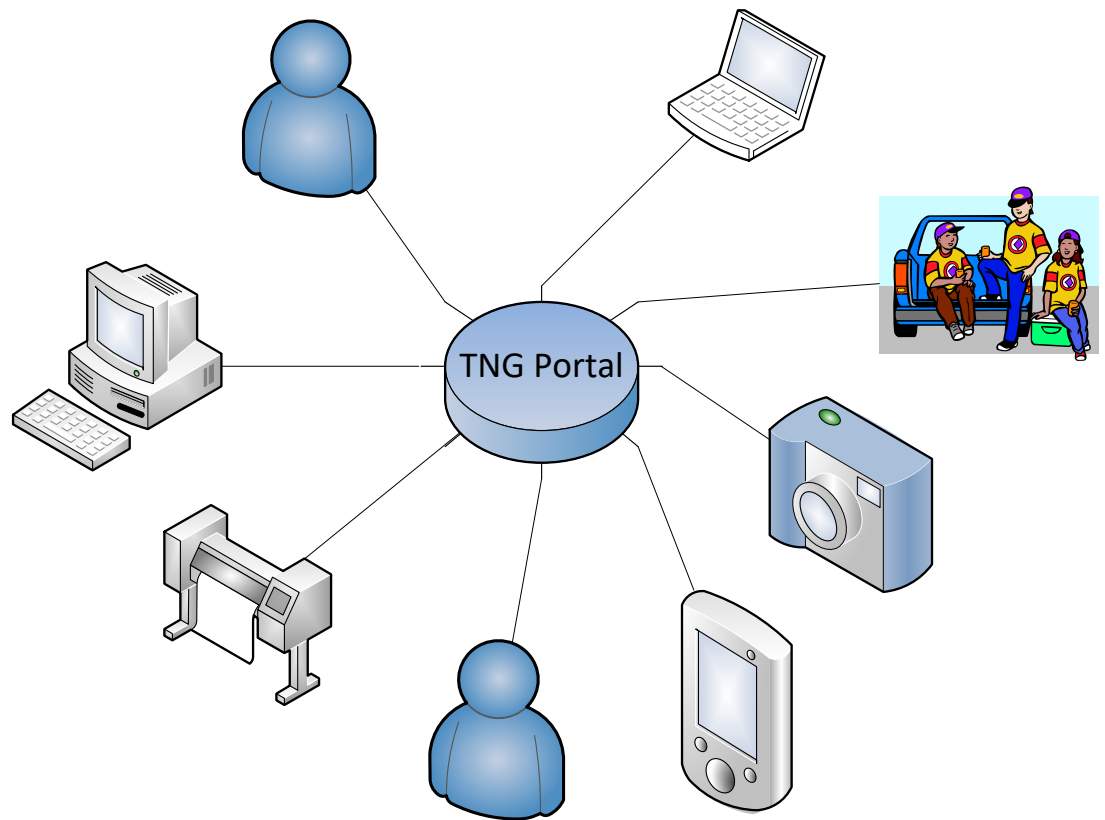
# Tsilhqot'in Stewardship Planning Portal Training

October 11, 2017



# TSILHQOT'IN NATIONAL GOVERNMENT *Stewardship Portal*

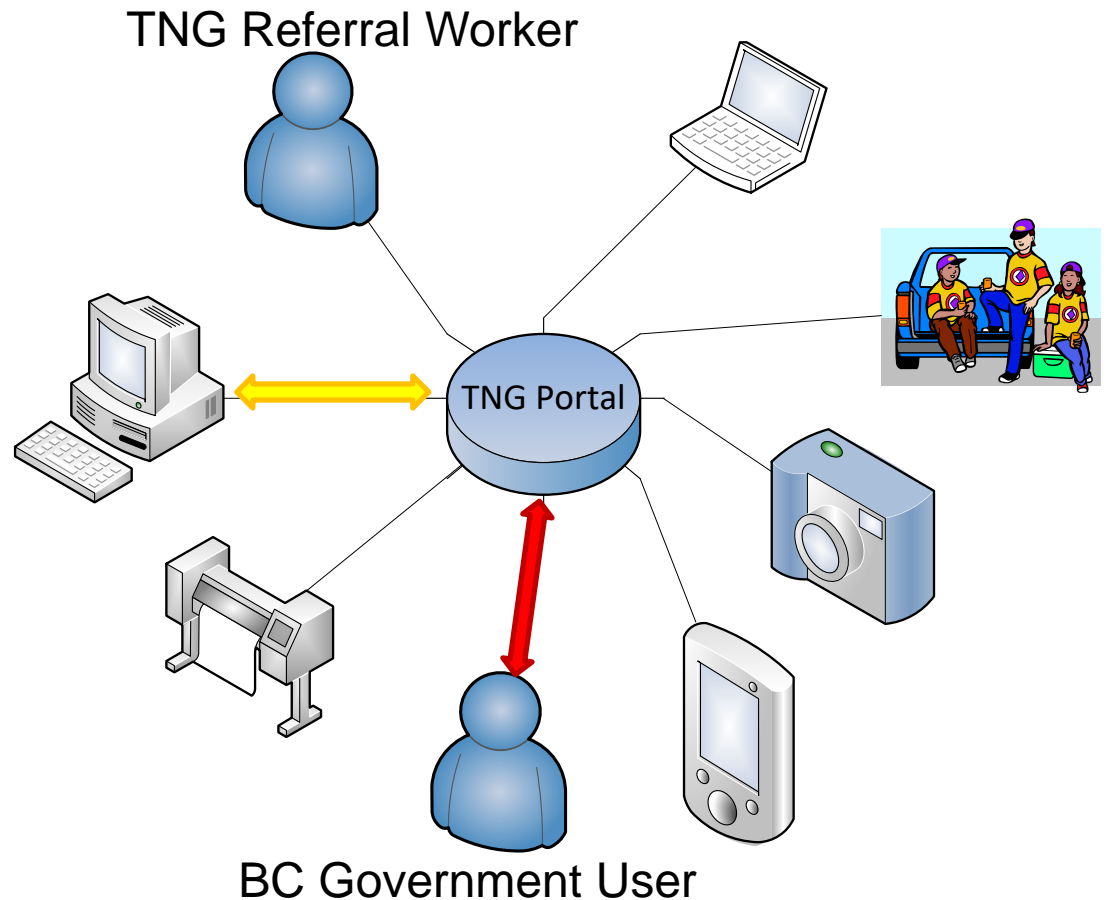
The TNG  
Portal is the  
permanent  
record for all  
things related  
to Referrals for  
Tsilhqot'in  
National  
Government.





# TSILHQOT'IN NATIONAL GOVERNMENT *Stewardship Portal*

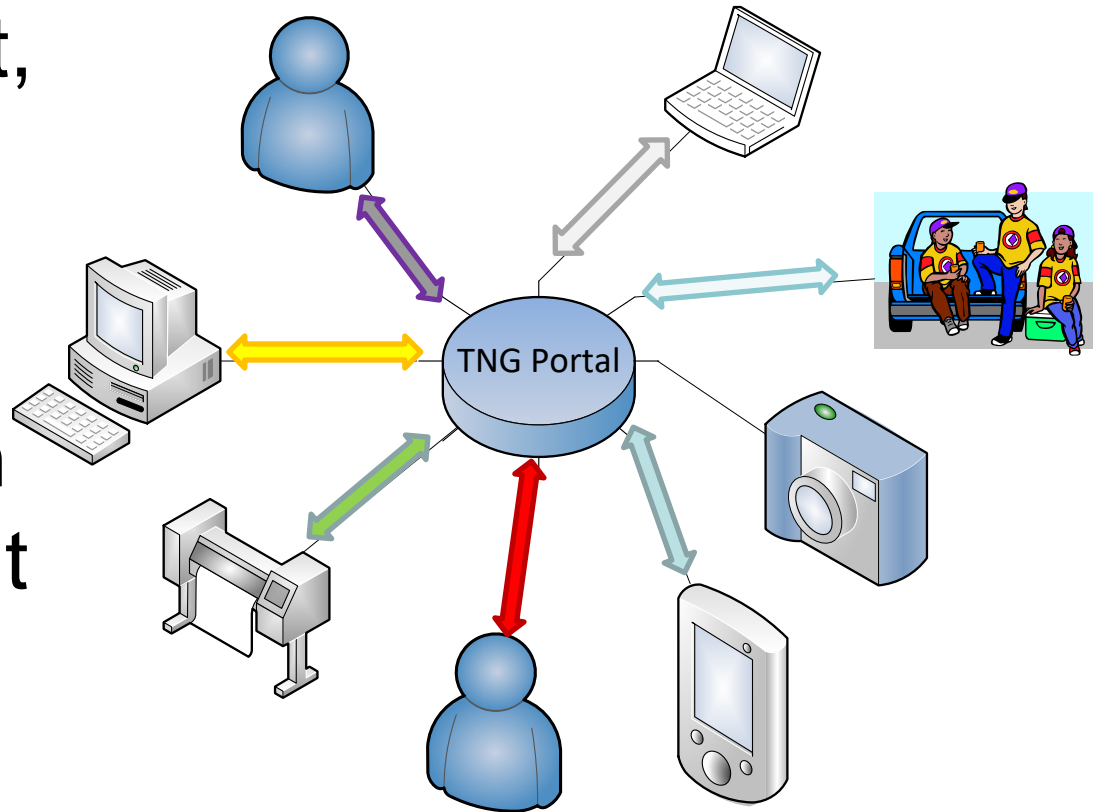
Information is posted to the Portal. We call these packages of information a **Portal Submission.**





# TSILHQOT'IN NATIONAL GOVERNMENT *Stewardship Portal*

Every submission  
and all its content,  
attachments,  
shapefiles,  
permissions and  
email notification  
settings represent  
a record in a  
database



## View of DATABASE

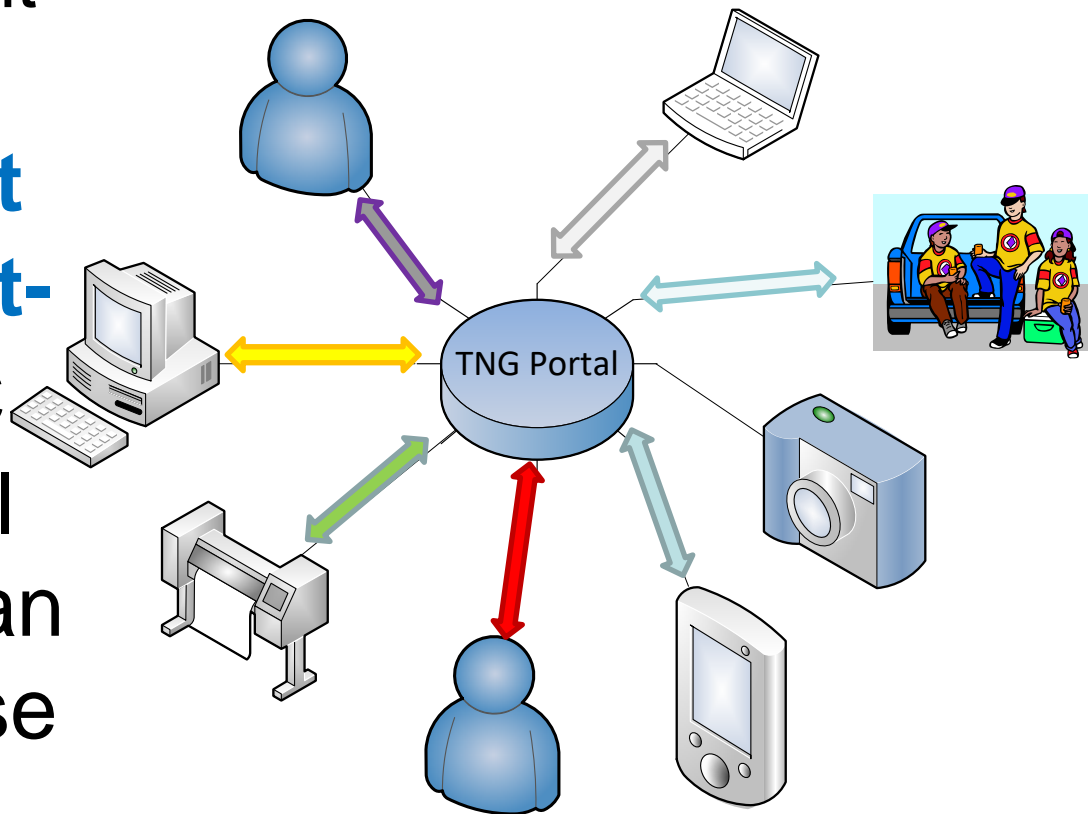
Submission ID	Parent ID	Title	Name	Submittor	Submission Date / Time	Assigned To	Status	Attached Files ( Delimited by ' ' )
13271	-1 ID: 13271 - TFA Engagement Request 2011-Sept-15 - MurraySpeed	EL2_A20019_CP55W	Murray Speed	08/09/2016 02:50 PM	Sally Sellars	Under Monitor	cp55w_app.pdf   AOA_A20019 CP 5	
13272	-1 ID: 13272 - TFA Engagement Request 2011-Sept-15 - RogerRitsema	EL3 Eberding Timber Narcosli A78603 CP5	Roger Ritsema	08/17/2016 04:26 PM	Gene Cooper	Under Monitor	TNG_A78603_CP5_Referral_Letter.p	
13273	-1 ID: 13273 - TFA Level 1 Notification 2011-Sept-15 - RogerRitsema	EL1 West Fraser Millis Alexandria Road Per	Roger Ritsema	08/10/2016 02:21 PM	Gene Cooper	Under Monitor	No files attached	
13274	-1 ID: 13274 - General Communication Form 2011-Sept-15 - JaniceSapp	Forest Enhancement Program	Janice Sapp	08/10/2016 04:43 PM	Sarah Gash	New	Toosey.pdf   Alexis Creek.pdf   Esd	
13275	-1 ID: 13275 - TFA Engagement Request 2011-Sept-15 - BevWassenaar	EL2_A20019_CP55W	Bev Wassenaar	08/09/2016 02:50 PM	Sally Sellars	Under Monitor	cp55w_app.pdf   AOA_A20019 CP 5	
13277	-1 ID: 13277 - TFA Engagement Request 2011-Sept-15 - BevWassenaar	EL3 Eberding Timber Narcosli A78603 CP5	Bev Wassenaar	08/17/2016 04:26 PM	Gene Cooper	Under Monitor	TNG_A78603_CP5_Referral_Letter.p	
13278	-1 ID: 13278 - TFA Engagement Request 2011-Sept-15 - MurraySpeed	EL1 West Fraser Millis Alexandria Road Per	Murray Speed	08/10/2016 02:21 PM	Gene Cooper	Under Monitor	No files attached	
13279	-1 ID: 13279 - TFA Engagement Request 2011-Sept-15 - RogerRitsema	Forest Enhancement Program	Roger Ritsema	08/10/2016 04:43 PM	Sarah Gash	New	Toosey.pdf   Alexis Creek.pdf   Esd	
13281	-1 ID: 13281 - TFA Level 1 N							
13282	-1 ID: 13282 - TFA Engagement Request 2011-Sept-15 - RogerRitsema							
13298	-1 ID: 13298 - TFA Engagement Request 2011-Sept-15 - BevWassenaar							
13300	-1 ID: 13300 - TFA Level 1 N							
13308	-1 ID: 13308 - Forestry Refe							
13309	-1 ID: 13309 - Forestry Refe							
13312	-1 ID: 13312 - TFA Engagement Request 2011-Sept-15 - MurraySpeed							
13313	-1 ID: 13313 - TFA Engagement Request 2011-Sept-15 - RogerRitsema							
13317	-1 ID: 13317 - TFA Engagement Request 2011-Sept-15 - RogerRitsema							
13336	-1 ID: 13336 - TFA Engagement Request 2011-Sept-15 - RogerRitsema							
13337	-1 ID: 13337 - Forestry Refe							
13350	-1 ID: 13350 - TFA Engagement Request 2011-Sept-15 - RogerRitsema							
13351	-1 ID: 13351 - TFA Level 1 N							
13353	-1 ID: 13353 - Forestry Referrals 2011-Sept-15 - ShammaCawston	A20010 U11 New Road - should be a child to Shamma Cawston	Shamma Cawston	08/30/2016 05:10 PM	Sally Sellars	Under Monitor	A20010CPU11RoadReferralAnaham.	
13358	-1 ID: 13358 - TFA Engagement Request 2011-Sept-15 - JonathanPatterson	5002670 Engagement Request	Janice Sapp	09/28/2016 03:48 PM	Gene Cooper	Under Monitor	ZnB_EL2_5002670_TNG_Eng_Reque:	
13359	-1 ID: 13359 - TFA Engagement Request 2011-Sept-15 - EmilyWatson	Gibraltar Notice of Work 090004201601 - 6 c	Emily Watson	09/01/2016 02:24 PM	JP Laplante	New	090004201601_NOW & Maps.pdf	
13360	-1 ID: 13360 - TFA Engagement Request 2011-Sept-15 - IanHannah	EL3_FTA_ER_BCTS_Tibbles_A61585	Ian Hannah	09/01/2016 03:41 PM	Lennon Solomon	Under Monitor	A61585 Location Map.pdf   A61585 I	
13363	-1 ID: 13363 - General Communication Form 2011-Sept-15 - NonitaJohnny		Nonita Johnny	09/02/2016 09:25 AM		New	No files attached	
13367	-1 ID: 13367 - TFA Engagement Request 2011-Sept-15 - JonathanPatterson	Water File 5002678_Change Approval	Janice Sapp	09/27/2016 02:56 PM	Gene Cooper	Under Monitor	ZnB_EL2_5002678_TNG_Eng_Reque:	
13368	-1 ID: 13368 - TFA Engagement Request 2011-Sept-15 - EmilyWatson	EL2 Twilight Fence 46X on road right of way	Emily Watson	09/07/2016 09:37 AM	Lennon Solomon	Under Monitor	Puhallo_Tolko 46W.pdf   RAAD AO/	
13371	-1 ID: 13371 - TFA Engagement Request 2011-Sept-15 - RogerRitsema	EL2 MFLNRO Narcosli Creek Grazing Licence	Roger Ritsema	09/07/2016 01:48 PM	Gene Cooper	Under Monitor	EL2_RAN077759_Narcosli_TNG_fina	
13372	-1 ID: 13372 - Forestry Referrals 2011-Sept-15 - ShammaCawston	NOI A20019 CP 013 Blocks C0509, C4002-C4C	Amy Harrison	02/01/2017 02:26 PM	Gene Cooper	In Progress	ConnectivityReplacementMap.pdf	
13382	-1 ID: 13382 - TFA Level 1 Notification 2011-Sept-15 - RogerRitsema	EL1 West Fraser Mills Twan Lake Road Tran:	Roger Ritsema	09/14/2016 05:50 PM	Gene Cooper	Under Monitor	No files attached	
13385	-1 ID: 13385 - Forestry Referrals 2011-Sept-15 - NicoleLarson	A76729-CP14T-Aneko-RPP	Nicole Larson	09/20/2016 10:10 AM	Sally Sellars	Under Monitor	14T_InformationSharingProcess.do	
13386	-1 ID: 13386 - Forestry Referrals 2011-Sept-15 - MichaelTomlinson	ECF -FLTC - Unit R3 Eagle Lake	Michael Tomlinson	09/19/2016 11:16 AM	Lennon Solomon	Under Monitor	ECF Unit R3 FBIW.doc   ECF Unit R3	
13390	-1 ID: 13390 - Forestry Referrals 2011-Sept-15 - NicoleLarson	A76729_CP15U_Aneko_RPP	Nicole Larson	09/20/2016 10:09 AM	Sally Sellars	Under Monitor	15U_FNReferral.pdf   15U_Referral	
13391	-1 ID: 13391 - Forestry Referrals 2011-Sept-15 - NicoleLarson	A76729_CP16U_Aneko_RPP	Nicole Larson	09/20/2016 10:47 AM	Sally Sellars	Under Monitor	16U_1_MooseMap.pdf   16U_2_Mo	
13400	-1 ID: 13400 - TFA Engagement Request 2011-Sept-15 - JasonKerlev	Moose Management Plan-Non-Status Road	Jason Kerlev	09/21/2016 07:55 PM	Luke Duxtator	New	moose_management_plan.pdf	





The TFA Engagement  
Form:

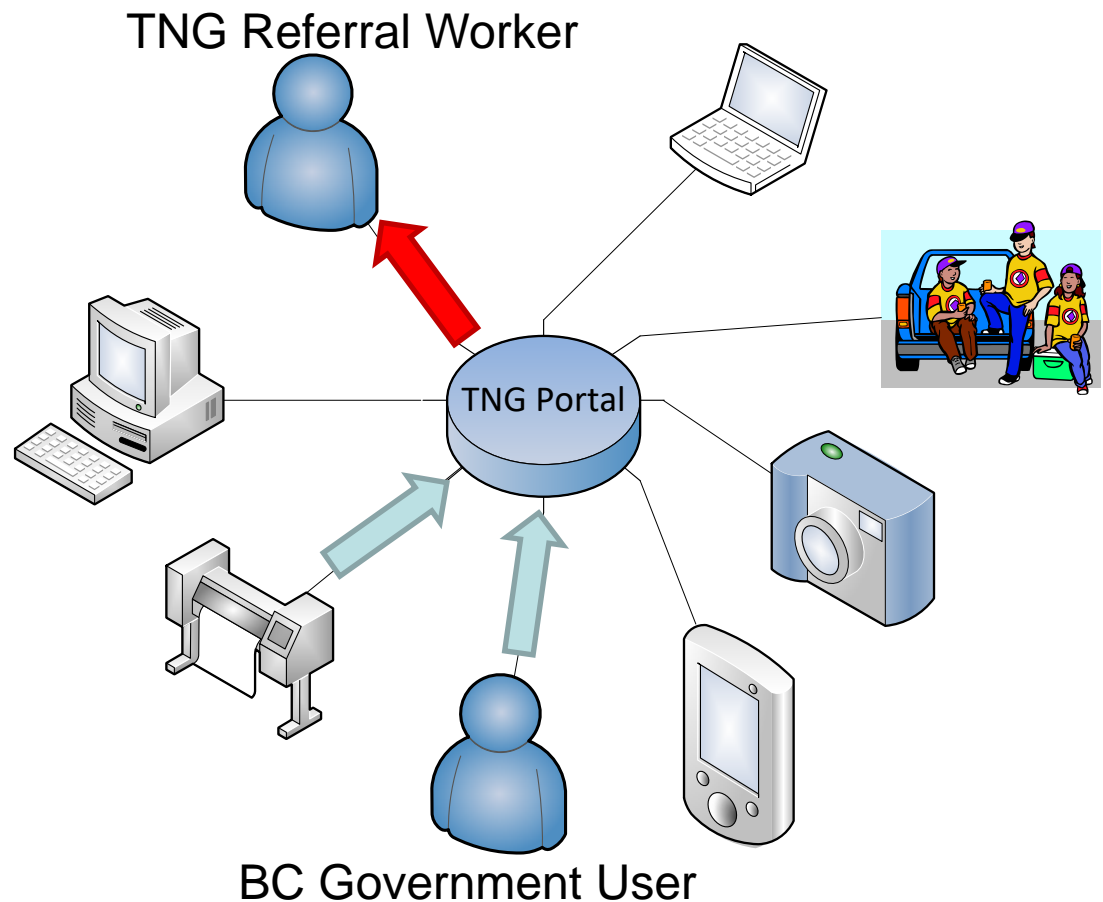
**“TFA Engagement  
Request 2011-Sept-  
15”** is the form BC  
Government Portal  
users use to make an  
entry to the database  
and initiate a new  
TSA Engagement.





# TSILHQOT'IN NATIONAL GOVERNMENT *Stewardship Portal*

Every week  
each new TSA  
Engagement is  
assigned to a  
Referral Worker  
at TNG during  
our Monday  
afternoon  
Referral Group  
meetings.







TSILHQOT'IN NATIONAL GOVERNMENT  
*Stewardship Portal*

## **MAKING A PORTAL SUBMISSION**

# MAKING A PORTAL SUBMISSION



## Tsilhqot'in National Government Stewardship Portal

- Stewardship Home
- Find Submissions**
- Fill A Form**
- Map Layers
- View Available Schemas
- View Form Fields
- Document Downloads
- Logout

### Welcome to The Stewardship Portal

You have successfully logged in to The Stewardship Portal. The list below outlines the functions that are accessible from the menu on the left.

- Find Submissions**

This function allows you to search through the Submissions in the Portal. Use this function to identify the appropriate submission to which you should add an attachment/addendum. Note that you will not see submissions from other users unless you the appropriate have permissions.
- Fill A Form**

Information is submitted to the Stewardship Portal by filling in a form. For example, to initiate a Forestry Referral, click on **Fill A Form** and select the **Forestry Referral** Form from the list.
- Map Layers**

To view the spatial layers that you are permitted to see, click on the **Map Layers** link. You will be able to search through the list of layers by name and select which layers you would like to see in the Map Viewer, and then you can launch the Map Viewer from here.
- View Available Schemas**

The Stewardship Portal requires that all shapefiles submitted meet specific formatting requirements, known as schemas, which have already been established. If you are having trouble uploading shapefiles to the portal, please view the schema requirements for the data-type you are trying to upload.
- View Form Fields**

Click on **View Form Fields** to see all the fields on each form. It is a good idea to ensure you have all the relevant information ready to enter into the portal so you don't make an incomplete submission.
- Document Downloads**

Download shapefile templates and blank forms from the **Document Downloads** page. A user ID is not required for access to this page.
- Logout**

Please ensure you end your Stewardship Portal Session by logging out.

### Tsilhqot'in Photos



### Portal Assistance

If you have questions or comments regarding the Stewardship Portal please email the [Portal Administrator](#).

253 4th Avenue North | Williams Lake, BC | V2G 4T4 | Phone:250.392.3918  
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Stewardship Portal  
Version 1.6.8



To initiate a NEW  
TSA Engagement  
select the **TFA**  
**Engagement**  
**Request 2011-**  
**Sept-15** form and  
click

**Fill Form**

### Fill A Form

In this section, you can select a Form to be filled for submitting various types of data. For example, to initiate a Forestry Referral, please select the Referral form from the list below. Upon completing the form, please click the Submit button.

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

TFA Engagement Request 2011-Sept-15

Fill Form

### 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: 11484 - General Communication Form 2011-Sept-15 - SallyMASellars

Resume DRAFT



To Reopen and work on a submission you have already initiated and held in **Draft**, select it in the drop down menu under **Resume Work on Draft Submission** and click **Resume DRAFT**.

### Fill A Form

In this section, you can select a Form to be filled for submitting various types of data. For example, to initiate a Forestry Referral, please select the Referral form from the list below. Upon completing the form, please click the Submit button.

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

TFA Engagement Request 2011-Sept-15

Fill Form

### 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: 11484 - General Communication Form 2011-Sept-15 - SallyMASellars

Resume DRAFT



## Note:

The Submission ID has already been generated.

This is a **Parent Submission** no need to link it to another submission.

**Name your submission in this format:**

EL2 Fence Replacement Crazy Creek

Click **Save** – or else edits will be lost!

A screenshot of a web form for submitting information. The form has several sections: "Submission Name" (with a pre-filled title "ID: 14553 - TFA Engagement Request 2011-Sept-15 - admin"), "Parent Submission ID" (with a "Validate" button and a red message "NOT LINKED to another Submission"), "Submission Name" (with an empty text field), and "Content" (with a text area containing a note about the form's use for TFA Engagements). A red arrow points from the "Note" text to the "Parent Submission ID" field. Another red arrow points from the "Note" text to the "Save" button. A third red arrow points from the "Note" text to the "Content" section. The form also includes a "Brief Overview of Project" section with a dropdown menu showing "Tahoma" and a rich text editor.



Fill in the field  
of the Content  
Node with  
details.

(See example)

At the bottom of  
the node click  
the **Save** button

Brief Overview of Project:  **B** *I* U | **A** *A* | |

Mineral Exploration IP/Drilling/Trail Construction - Red Sky - Colorado Resources - south and east of Pyper Lake

Location:

Proponent:

Legal Description of Application Area:

Size in Hectares:

Engagement Contact:

Lead Agency:

Government File Number:

Other Comments:  **B** *I* U | **A** *A* | |

Ongoing engagement underway with the Tsi Del Del (Alexis Creek Band) at Redstone.





## Due Date Calculator:

Select the Level and Zone for your Engagement.

The Start Date and Completion Date will automatically be calculated based on the TSA Guidelines.

A screenshot of a web form titled 'Due Date Calculator'. It has a tabbed interface with the 'Instructions' tab selected. Below the tab, there is a dropdown menu labeled 'Level & Zone:' with the text 'Please select one...'. Below this are two text input fields: 'Start Date:' and 'Completion Date:'. Each input field has a small calendar icon to its right. At the bottom right of the form is a 'Save' button.

TSA Level and Zone	Working Days
Any Level - Zone D Exclusively	No Time Limit Set
Level 2 - Zone A, Level 4 Criteria	20
Level 2 - Zone B and/or C	20
Level 3 - Zone B and/or C	40
Level 4 - Zone B and/or C	60
Level 5 - Any Zone	No Time Limit Set
Tsilhqot'in Engagement - Any Zone	30



## File Attachment Loader:

1. Browse to file you wish to load

2. Add Meta Data

3. Upload File

\***NO SPACES** in filenames

\*Maximum of 30 characters

\***NO** non-alphanumeric characters

A screenshot of the "File Attachment Loader" web interface. It includes a "Instructions" dropdown, a table for "Files attached to this submission" with columns "Link", "File Name", and "Meta Data", a "File Uploader" section with a "Browse" button, and a "File Meta Data" section with an "Upload File" button. Red arrows point from the numbered steps on the left to the corresponding UI elements: from step 1 to the "Browse" button, from step 2 to the "File Meta Data" text area, and from step 3 to the "Upload File" button.

File Attachment Loader

Instructions

Files attached to this submission

Link	File Name	Meta Data
------	-----------	-----------

File Uploader (DO NOT USE FOR SHAPEFILES)

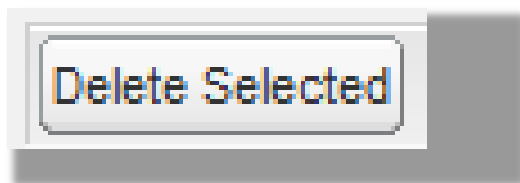
Click browse to select a file...

File Meta Data:

Add file description here (optional)



You can **DELETE** a file attachment if you realize you attached the wrong file or want to edit it and reattach.

A screenshot of the "File Attachment Loader" web interface. A red arrow points from the text "DELETE" in the previous block to the "Delete Selected" button in the "Files attached to this submission" section. The interface includes an "Instructions" dropdown, a table of attached files, a "File Uploader" section with a "Browse" button, and a "File Meta Data" section with an "Upload File" button.

**File Attachment Loader**

Instructions

Files attached to this submission

Link	File Name	Meta Data
Delete Selected		

File Uploader (DO NOT USE FOR SHAPEFILES)

Click browse to select a file... **Browse**

File Meta Data:  
Add file description here (optional)

**Upload File**



## Shapefile Loader:

Browse to the DBF, SHP, and SHX files to complete your shapefile submission.

A successful shapefile load will appear in the list.

A screenshot of the "Shapefile Loader" web interface. It has a title bar and a close button. Below the title bar are two expandable sections: "Instructions" and "Spatial Schema Definitions". Below these is a section titled "Spatial files attached to this submission" which contains a table with columns "Link" and "Layer". The table is currently empty. At the bottom is the "Shapefile Uploader" section, which contains three rows of input fields for DBF, SHP, and SHX files, each with a "Browse" button. A red arrow points from the text "A successful shapefile load will appear in the list." to the "Shapefile Uploader" section. At the bottom right of the uploader section is an "Upload Shapefile" button.

Link	Layer
------	-------

**Shapefile Uploader**

DBF:

SHP:

SHX:



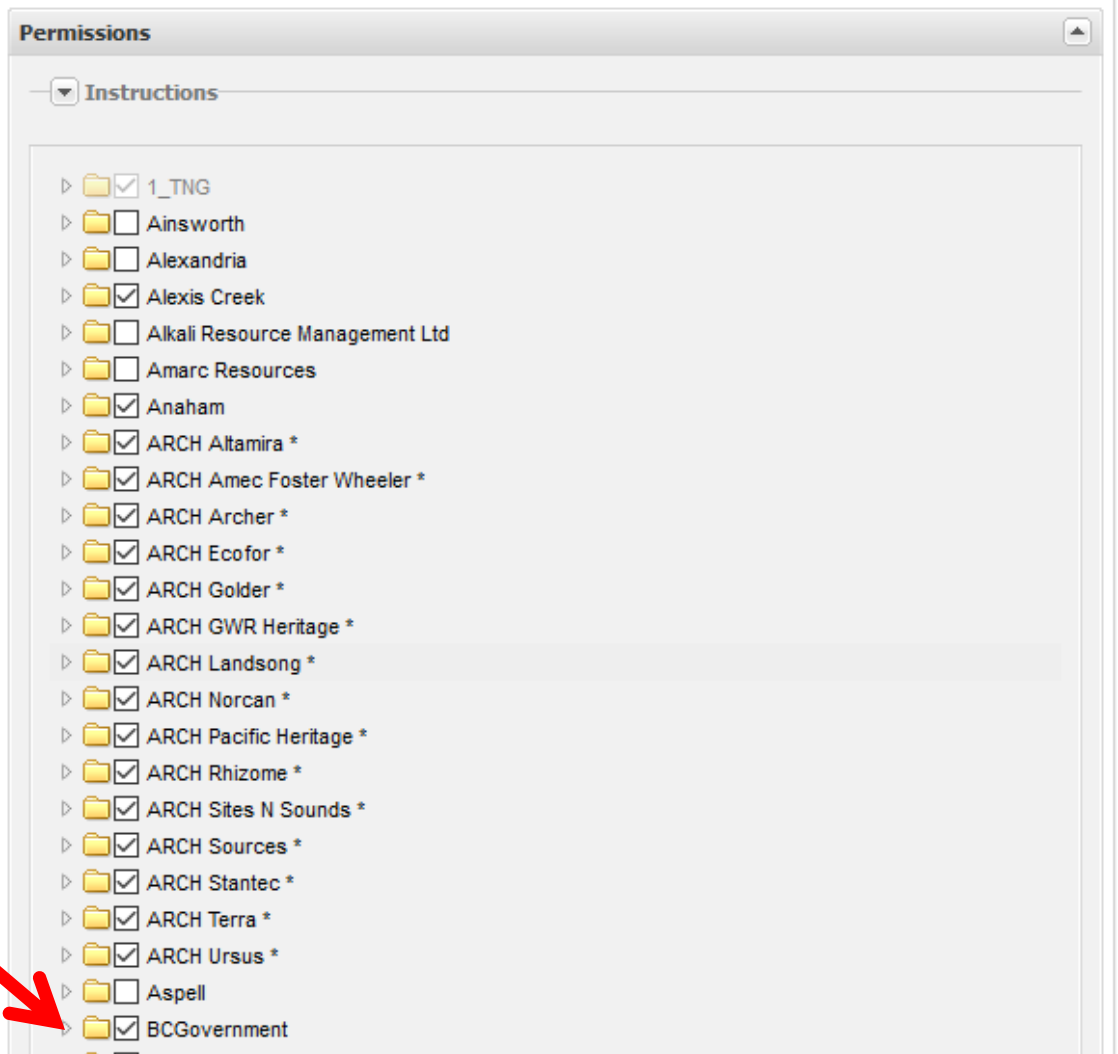
## Permissions:

For the most part you accept the default permission.

You are part of the

**BCGovernment**

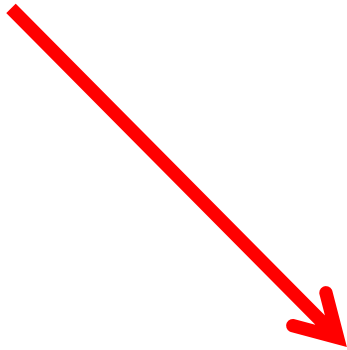
User Group





## Email Notifications:

Autocompletes when  
you start typing



Send Email Notification

☐ Instructions

Delete Selected

Recipient	Comment
portaladmin@tsilhqotin.ca	Required by Stewardship Portal
Devon.Lyons@gov.bc.ca	Defined by this Submission
Erika.Driedger@gov.bc.ca	Defined by this Submission
portaladmin@tsilhqotin.ca	Defined by this Submission

Add Recipients Manually:

sarah@tsilhqotin.ca

Add Recipient

Add Recipients from:

Parent Submission Other Amendments





## The Submission Control:

Submission Control

☐ Instructions

[Delete this Draft](#) [Hold as Draft](#) [Submit to Stewardship Portal](#)

**Delete this Draft**

**Hold as Draft**

**Submit to Stewardship Portal**



TSILHQOT'IN NATIONAL GOVERNMENT  
*Stewardship Portal*

## SEARCHING and RETRIEVAL

# SEARCHING and RETRIEVAL



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Stewardship Portal  
Version 1.6.8



## Find Submissions

Submission Search Engine

— ▾ Instructions —

▴ Submission ID Search

Submission ID:

Search

— ▾ Keyword Search —

— ▾ Advanced Search —

Search by  
Submission ID  
number (DBID)

Keyword Search

Advanced Search



## Find Submissions: Submission ID Search

A screenshot of a web application titled "Submission Search Engine". It features a search interface with several sections. The "Submission ID Search" section is highlighted with a red oval. This section contains a text input field labeled "Submission ID:" and a "Search" button. Other sections include "Instructions", "Keyword Search", and "Advanced Search", each with a dropdown arrow.

Do you know the exact number (Submission ID) of the Portal Submission you are looking for?

If you do, type it into the Submission ID field and click Search.



**Find Submissions:    Keyword Search**

A screenshot of a web application titled "Submission Search Engine". It features four search options: "Instructions", "Submission ID Search", "Keyword Search", and "Advanced Search". The "Keyword Search" option is highlighted with a red oval. The "Submission ID Search" section includes a text input field labeled "Submission ID:" and a "Search" button.

Submission Search Engine

— ▾ Instructions

▴ Submission ID Search

Submission ID:

Search

— ▾ **Keyword Search**

— ▾ Advanced Search

**Now expand the Keyword Search option by clicking on the arrow next to Keyword Search.**





# TSILHQOT'IN NATIONAL GOVERNMENT Stewardship Portal

## Keyword Search:

Customize search criteria as broadly or narrowly as you wish.

- ✓ Enter keyword(s) and click the fields to look within for those fields.
- ✓ Specify Submission status to search by.
- ✓ Specify type of submission (Parent or Child (amendment) to search .

**Keyword Search**

Keyword(s): Enter one or more keywords separated by commas

Search Fields:

<input type="checkbox"/>	Field Name
<input checked="" type="checkbox"/>	Submission Name
<input checked="" type="checkbox"/>	Submission Title
<input checked="" type="checkbox"/>	Submitter Name
<input type="checkbox"/>	Submission Assigned To
<input checked="" type="checkbox"/>	Submission Content
<input checked="" type="checkbox"/>	Submission File Name
<input type="checkbox"/>	Submission File MetaData
<input checked="" type="checkbox"/>	Submission Layer Name

Submission Status:

<input type="checkbox"/>	Submission Status
<input checked="" type="checkbox"/>	In Progress
<input checked="" type="checkbox"/>	New
<input checked="" type="checkbox"/>	Proposal Cancelled By Proponent
<input checked="" type="checkbox"/>	Under Monitor

Include in Results:

Submissions ☒ Amendments ☒

Search



**Experiment with a variety of  
Keyword Searches.**

**Toggle on and off the searching  
criteria.**

**Find submissions based on WHO  
submitted it, then WHO it is  
assigned to, or a word in the  
Subm.ission Name**

A screenshot of a web application's search interface. At the top, there's a section titled "Keyword Search" with a small upward arrow icon. Below the title is a text input field labeled "Keyword(s):" with placeholder text "Enter one or more keywords separ". Underneath is a section labeled "Search Fields:" followed by a list of search criteria, each with a checked checkbox: "Field Name", "Submission Name", "Submission Title", "Submission Date", "Submitter Name", "Submission Assigned To", "Submission Content", "Submission File Name", and "Submission File MetaData". A red bracket is drawn around this list. Below the search fields is a section labeled "Submission Status:" followed by another list of status options, each with a checked checkbox: "Submission Status", "Expired", "In Progress", "Insufficient Capacity", and "New".



What if you want  
help AFTER this  
training session?

Instructions are  
available for  
each type of  
search.

Simply expand the  
**Instructions** Tab.

A screenshot of the 'Submission Search Engine' interface. It has a title bar with a close button. Below the title bar are three tabs: 'Instructions', 'Submission ID Search', and 'Keyword Search'. The 'Instructions' tab is selected and its content is collapsed. A red circle highlights the 'Instructions' tab label. Below the tabs is a text input field labeled 'Keyword(s):' with the placeholder text 'Enter one or more keywords separated by commas'.A screenshot of the 'Submission Search Engine' interface with the 'Instructions' tab expanded. A red arrow points from the text 'Simply expand the Instructions Tab.' to the 'Instructions' tab label, which is circled in red. The expanded content shows the title 'HOW TO USE THE SEARCH FUNCTION:' followed by two sections: 'Submission ID Search:' and 'Keyword Search:'. Each section has a list of numbered steps. A large red arrow points from the top screenshot to this one, indicating the transition from the collapsed to the expanded state.

**Submission Search Engine**

**Instructions**

**HOW TO USE THE SEARCH FUNCTION:**

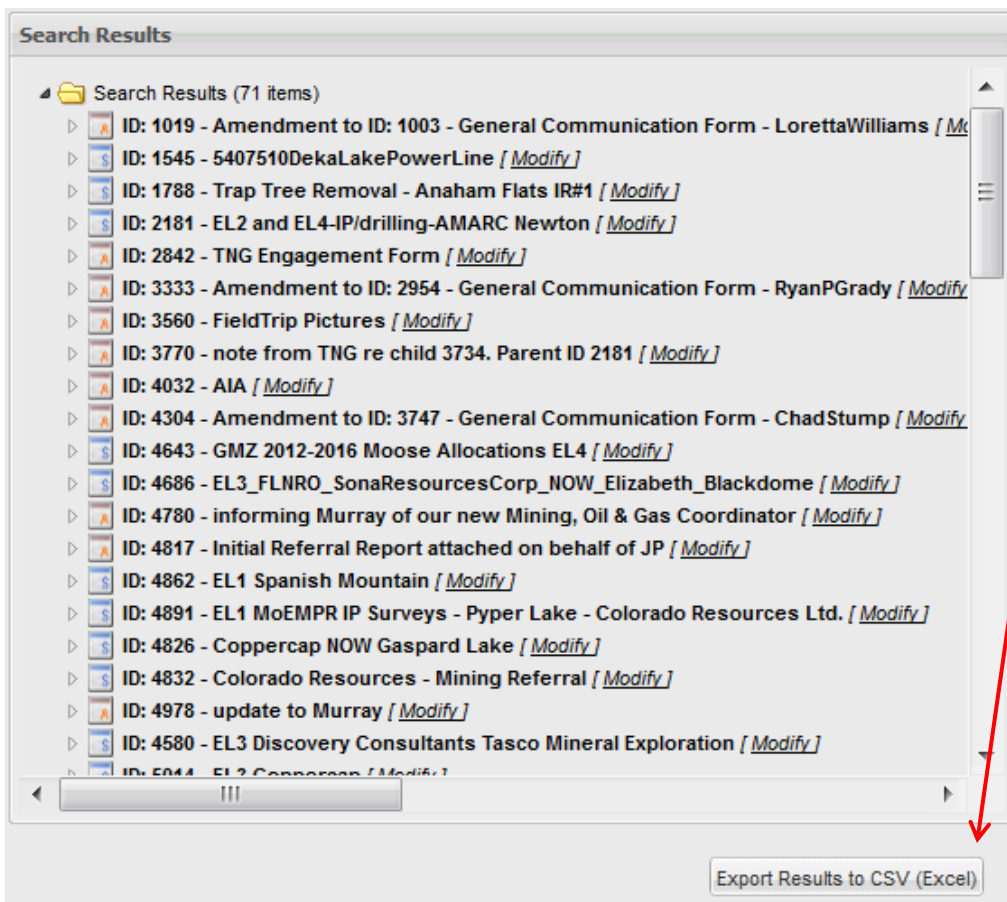
**Submission ID Search:**

1. Type DBID to search by Submission ID.
2. Click "Search" Button.

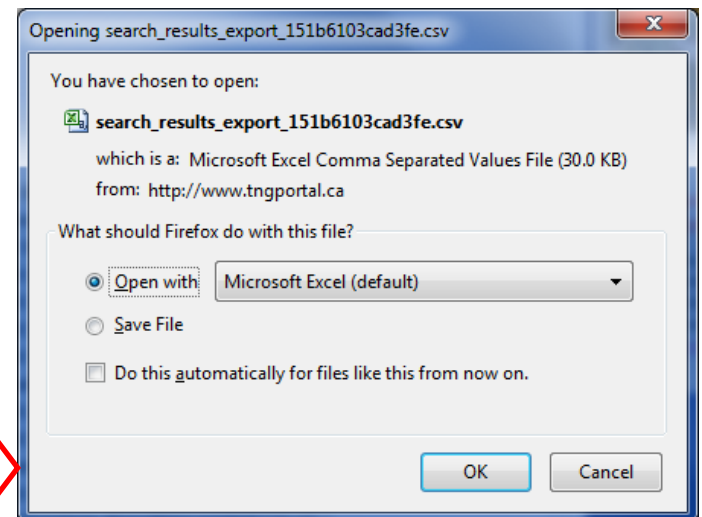
**Keyword Search:**

1. Type keyword(s) to search by (seperated by commas if they are distinct keywords).
2. Search Fields:
  - a) Check field(s) to include in search.
  - b) To turn on/off all fields check "Field Name".
3. Submission Status:
  - a) Check status(es) to include in search.
  - b) To turn on/off all fields check Submission Status.
4. Include in Results:

## Reporting on Multiple Search Results



- Search results can also be exported to Excel (csv format) and manipulated in Excel to create a tidy report.





TSILHQOT'IN NATIONAL GOVERNMENT  
*Stewardship Portal*

## SUBMISSION VIEWING



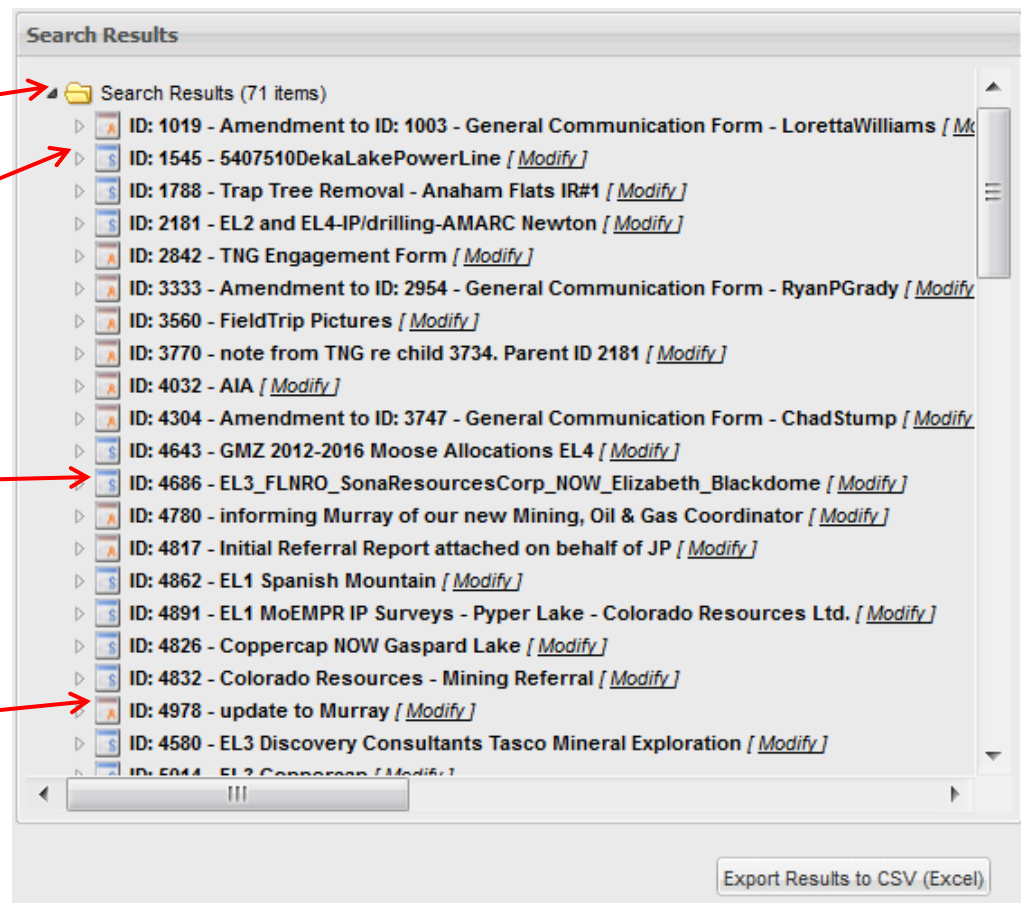
## What to do with the Results of your Search:

✓ Search Results display in “Tree” format:

✓ Click on arrow beside submissions to expand or collapse details

✓ Blue “S” in icon denotes Parent “Submission”

✓ Red “A” in icon denotes Child or “Amendment”.



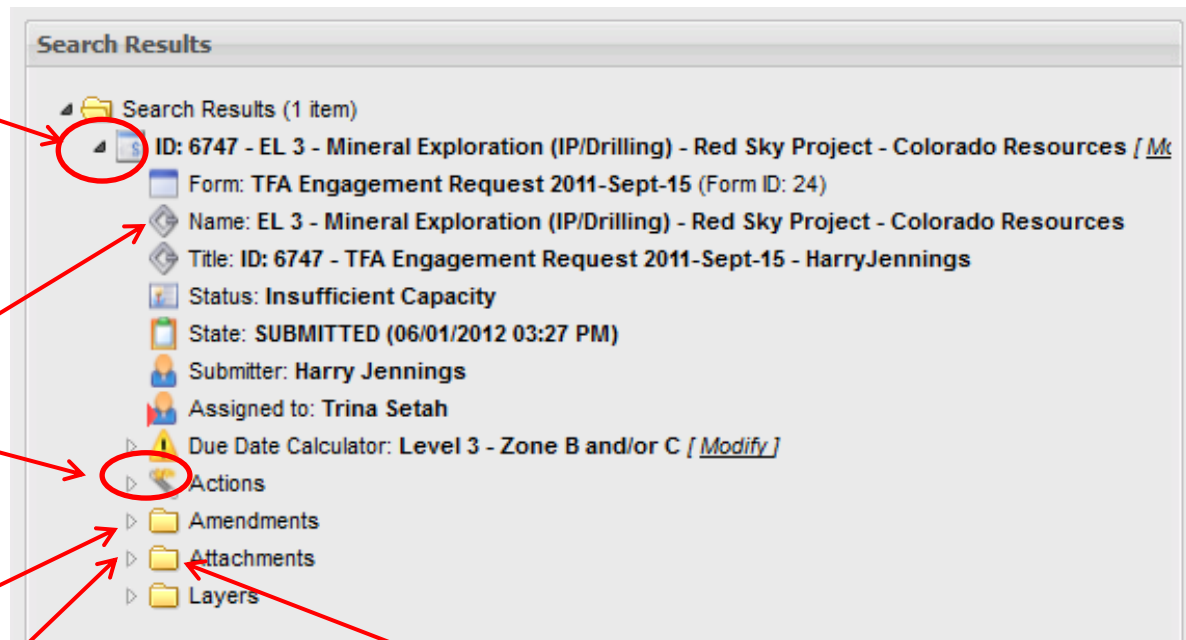




## How to Navigate Search Results (cont.):

- ✓ Expanded Search Results "Tree"
- ✓ Display the Submission Details:
  - Name
  - Actions

Amendments  
Attachments



*Click on the triangle  
beside the Attachments  
icon, and open up  
documents.*



# TSILHQOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

### Search Results

#### Search Results (1 item)

##### ID: 6747 - EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resource

Form: **TFA Engagement Request 2011-Sept-15** (Form ID: 24)

Name: **EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resource**

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

ID: 6763 - Assigned to Christine Tether [[Modify](#)]

ID: 6990 - MEM Notification of Decision - Mine#1620996201202 - Red Sky Project

#### Attachments

[1620996201202ER\\_PortalFinal\\_2012.docx](#)

[1620996201202\\_NOW.pdf](#)

[1620996201202\\_coloradoclaimsmmap.pdf](#)

[1620996201202\\_redsky\\_property.pdf](#)

[1620996201202\\_RedSky\\_prop\\_drilling.pdf](#)

#### Layers























[SID:6747 \[May 31 2012\] ProjectB\\_RedSky](#)



# TSILHQOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

### Search Results

-  Submitter: **Harry Jennings**
-  Assigned to: **Trina Setah**
- ▶  Due Date Calculator: **Level 3 - Zone B and/or C** [[Modify](#)]
- ▶  Actions
- ▲  Amendments
  - ▶  **ID: 6763 - Assigned to Christine Tether** [[Modify](#)]
  - ▲  **ID: 6990 - MEM Notification of Decision - Mine#1620996201202 - Red Sky Project**
    -  Form: **General Communication Form 2011-Sept-15** (Form ID: 27)
    -  Parent ID: **6747**
    -  Name: **MEM Notification of Decision - Mine#1620996201202 - Red Sky Project**
    -  Title: **ID: 6990 - Amendment to ID: 6747 - General Communication Form 2011-S**
    -  Status: **New**
    -  State: **SUBMITTED (08/10/2012 09:00 AM)**
    -  Submitter: **Harry Jennings**
    -  Assigned to: **Not Assigned**
    - ▶  Actions
    - ▲  Attachments
      -  [MEMNoOfDec-RedSky 1620996201202.docx](#)
  - ▲  Attachments
    -  [1620996201202ER\\_PortalFinal\\_2012.docx](#)
    -  [1620996201202\\_NOW.pdf](#)
    -  [1620996201202\\_coloradoclaimsmap.pdf](#)



# TSILHQOT'IN NATIONAL GOVERNMENT *Stewardship Portal*

## VIEWING CONTENT



In Actions click on  
**View Form Data** —→  
to view content of Submission.

**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**

- [View Form Data](#)
- [Export to PDF](#)
- [Preview as WebPage](#)
- [View or Set Submission Attributes](#)
- [View or Set Permissions](#)
- [View or Set Notifications](#)
- [View History](#)

Amendments

Attachments

Layers



# TSILHQOT'IN NATIONAL GOVERNMENT

## Stewardship Portal

ID: 6747 - EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resources

Submission Name: **EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resources**

Submission Title: **ID: 6747 - TFA Engagement Request 2011-Sept-15 - HarryJennings**

Parent Submission ID

Parent Submission ID:

**NOT LINKED to another Submission**

Submission Name

Submission Name: EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resources

Content

**Please note: Effective Sept 15 2011, this form is only to be used for TFA Engagements, Levels 2-5. For Level 1 Notifications, use the form "TFA Notifications 2011-Sept-15"**

Brief Overview of Project:

Tahoma

**B I U A A A ab**

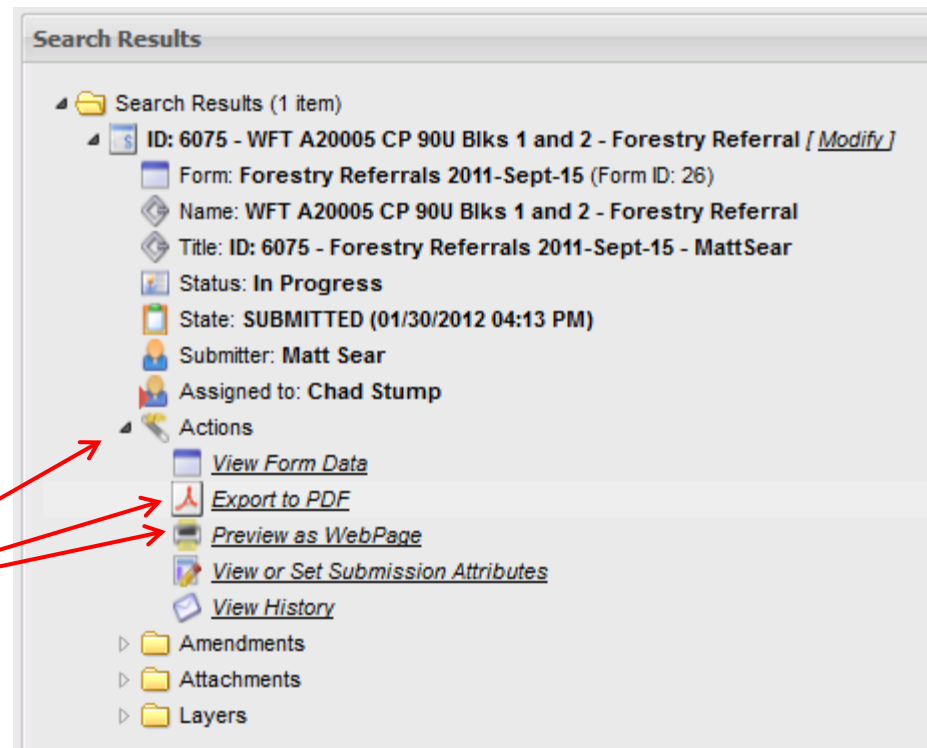
Mineral Exploration IP/Drilling/Trail Construction - Red Sky - Colorado Resources - south and east of Pyper Lake





## Viewing an entire existing Submission:

- A great way to view a referral is to start with the “**Export to PDF**” or “**Preview as WebPage**” viewing options, available under the “Actions” arrow.







## ««« SUBMISSION »»»

### SUMMARY

Submission ID	6075
Name	WFT A20005 CP 90U Blks 1 and 2 - Forestry Referral
Title	ID: 6075 - Forestry Referrals 2011-Sept-15 - MattSear
Submission State	SUBMITTED
Submission Date (MM/DD/YYYY)	01/30/2012 04:13 PM
Submittor	Matt Sear ( <a href="mailto:matt.sear@westfraser.com">matt.sear@westfraser.com</a> )
Assigned To	Chad Stump ( <a href="mailto:chad@tsilhqotin.ca">chad@tsilhqotin.ca</a> )
Status	In Progress

### CONTENT

	Please remember to attach shape files WITH THE DBID FILLED IN, as well as a completed block info sheet, overview map, and site plan map when available.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------



## What's the deal with Submission NAMES anyway? (Green Text)

### AMENDMENTS

Amendment ID	6111
Name	Amendment with form filled in and maps re attached.
Title	ID: 6111 - Amendment to ID: 6075 - Forestry Referrals 2011-Sept-15 - MattSear
Amendment Date (MM/DD/YYYY)	02/06/2012 03:11 PM
Amendment ID	7024
Name	Decision Pending..WFM CP 90U
Title	ID: 7024 - Amendment to ID: 6075 - General Communication Form 2011-Sept-15 - NicoleStrand
Amendment Date (MM/DD/YYYY)	08/22/2012 03:22 PM
Amendment ID	7042
Name	PDFs attached showing modified block boundary due to lithic scatter located. Waiting for shapefiles. MT
Title	ID: 7042 - Amendment to ID: 6075 - General Communication Form 2011-Sept-15 - MattSear
Amendment Date (MM/DD/YYYY)	08/31/2012 03:52 PM



## What is in a NAME?:

- ✓ A submission name is a custom-entered quick summary of the submission.
- ✓ A Submission name is one of only a few attributes that can be entered on the form AND / OR edited after a form is submitted.
- ✓ **Proper naming helps locate information quickly** – either with the search tool, or by allowing users to quickly scan a list of submissions or child submissions for the particulars of a submission.
- ✓ It helps users decide which parent submission (or child submission) is most likely to contain the information they are seeking.
- ✓ The new tree structure allows users to view the Submission ID and Name, before delving into the details, saving time and effort.
- ✓ Without proper naming the user must expand the details of each submission, and potentially open documents, and forms to get a better understanding of what is in the contents, costing time and frustration, before finding the submission they wish to view.



## We have covered:

- ✓ Making a TSA Engagement
- ✓ Searching to find a submission
- ✓ Where to find the Instructions
- ✓ Viewing details of a submission
- ✓ Viewing attachments

.Questions?