



<i>Training Sheet Title:</i>	<i>Ec Dev Form Instructions</i>
<i>Date Effective:</i>	<i>June 20, 2016</i>
<i>Useful for:</i>	<i>ALL Portal Users</i>

At the top of the **Ec Dev Form-2016-Mar-30**, There is a field for adding Portal IDs of previously submitted Ec Dev opportunities that are being replaced by this new submission:

In most circumstances, this top field on this form will be left blank. Only when the new submission is replacing an existing submission does this field need to be filled in. This is to encourage users to submit Economic Development initiatives even when final details are not confirmed.

Additionally, the TNG Portal is not the only place where Economic Development information will be stored. Therefore, for this Economic Development Form, it may be reasonable to try and REPLACE previously submitted information into the Portal, instead of simply AMENDING pre-existing information via a CHILD submission.

As a project changes we need to be able to clearly stipulate when we should STOP reviewing a submission Use the top field on this form if you know information in a prior submission needs to be disregarded. This will assist TNG's staff in keeping track of the most current information available. We anticipate this being used when a CHILD submission is no longer applicable / correct. If in doubt, please contact the TNG Portal Administrator(s).

As with all forms:

1. Fill in all of the content fields below to the best of your ability. Click the **Save** button.
Tip: Always SAVE the form fields before moving on to upload attachments. If you haven't SAVED the form fields and you encounter an error, the information you've typed in will be lost.
2. Upload shapefiles, and attachments if applicable; review and add permissions, and email notification as necessary.

Notes: You can only edit the contents of these fields if the submission is "Held in Draft". Once you actually Submit it to the Portal, edits are NOT possible.