



# **TNG Stewardship Planning Portal**

## **Training Session**

**April 11<sup>th</sup>, 2019**

# **Backgrounder**



# What is the Stewardship Portal?

## Interactive web-based land-use information management and planning support system

- simplifies processes of filing, tracking, and storing data for more effective retrieval, review and communication of referral data

## Interactive display of map data

- Makes power of GIS accessible to assist in planning and decision making



**Web interface enables the ability to:**

- Upload/download, view, query, store, and print spatial and non-spatial content from any internet-connected computer

**Permanent Record**

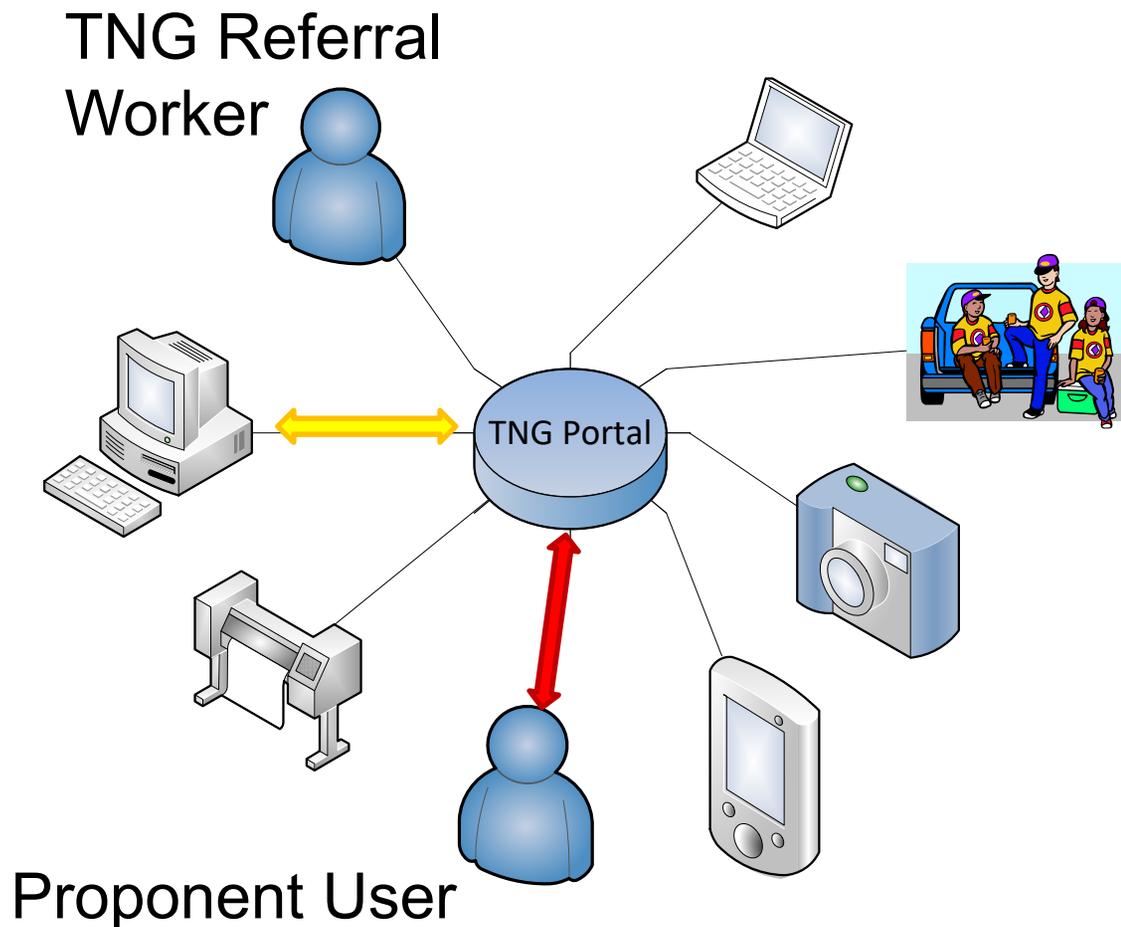
- The Portal acts as a permanent record of all communication & information relating to referrals, outliving changes in staff, email accounts, and varying personal filing systems.

**Cumulative database of land use**

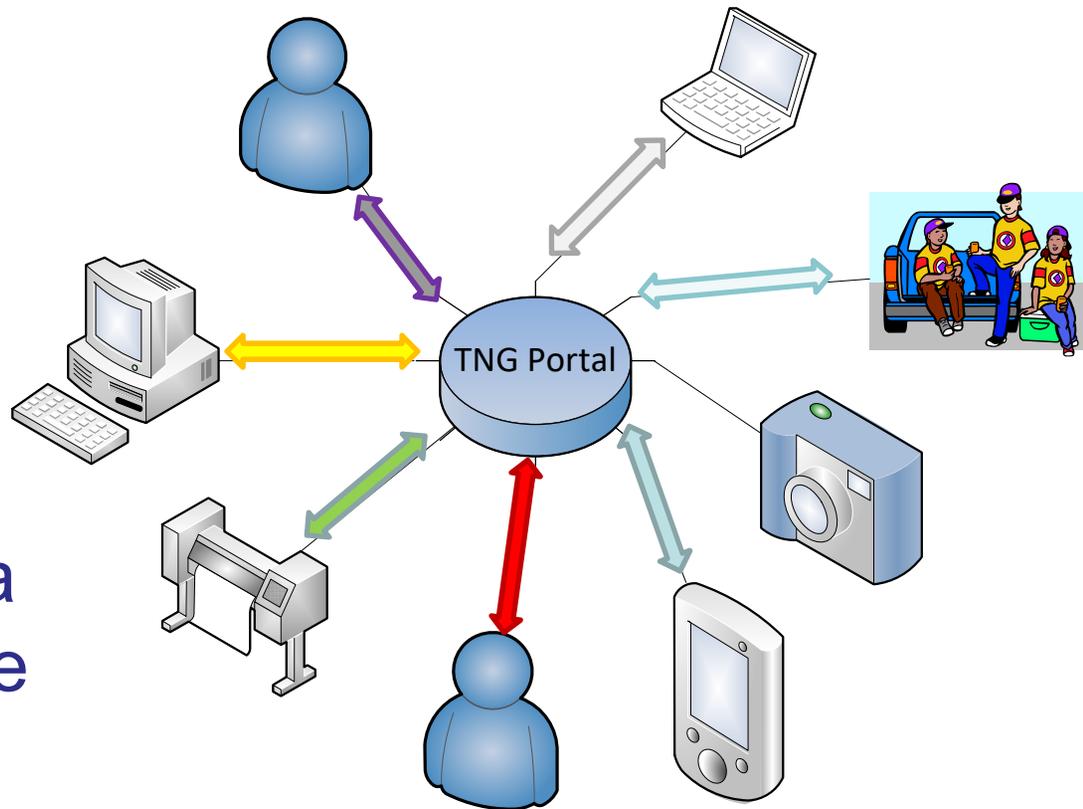
- Over time the data and information has built up to show a progression of activity, which can help us assess new activities. Portal has been in use since 2007

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

## Portal Submission.



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 Mills 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	Toosev.pdf   Alexis Creek.pdf   Esd
13275	-1	ID: 13275 - TFA Engagement Request 2011-Sept-15 - BevWassenaar						df   MPlanMaps.pdf
13277	-1	ID: 13277 - TFA Engagement Request 2011-Sept-15 - BevWassenaar						df   SignedTNGTSAer
13278	-1	ID: 13278 - TFA Engagement Request 2011-Sept-15 - MurraySpeed						81W_AssociatedRoac
13279	-1	ID: 13279 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						1414-WLP-A-5-7-8-;
13281	-1	ID: 13281 - TFA Level 1 Notification 2011-Sept-15 - RogerRitsema						ed
13282	-1	ID: 13282 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						llgold_Placer_TNG.p
13298	-1	ID: 13298 - TFA Engagement Request 2011-Sept-15 - JaniceSapp						ent_Request (2).pdf
13300	-1	ID: 13300 - TFA Level 1 Notification 2011-Sept-15 - JaniceSapp						ed
13308	-1	ID: 13308 - Forestry Referrals 2011-Sept-15 - ShammaCawston	A20010 U11 New Road - should be a child to	Shamma Cawston	08/30/2016 05:10 PM	Sally Sellars	Under Monitor	TNG NOI.pdf   A2001
13309	-1	ID: 13309 - Forestry Referrals 2011-Sept-15 - JonathanPatterson	5002670 Engagement Request	Janice Sapp	09/28/2016 03:48 PM	Gene Cooper	Under Monitor	TNG NOI.pdf   A2001
13312	-1	ID: 13312 - TFA Engagement Request 2011-Sept-15 - MurraySpeed						i49_TNG_Eng_Reque:
13313	-1	ID: 13313 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						i60_TNG_Eng_Reque:
13317	-1	ID: 13317 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						SSS.docx   A94488_A
13336	-1	ID: 13336 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						aise Map.pdf   CP013
13337	-1	ID: 13337 - Forestry Referrals 2011-Sept-15 - ShammaCawston	A20010 U11 New Road - should be a child to	Shamma Cawston	08/30/2016 05:10 PM	Sally Sellars	Under Monitor	on Initiation Letter.p
13350	-1	ID: 13350 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						U_R17008_Amd_27.p
13351	-1	ID: 13351 - TFA Level 1 Notification 2011-Sept-15 - RogerRitsema						ed
13353	-1	ID: 13353 - Forestry Referrals 2011-Sept-15 - ShammaCawston	A20010 U11 New Road - should be a child to	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 Doxtator	New	moose_management_plan.pdf



# What is unique about the Portal?

- ❑ **Proponent is responsible for data entry**
  - Removes the administrative responsibility of data entry from the First Nations staff
  - Reduces the FN's data management costs
  - Significantly decreases the potential for data entry error.
  
- ❑ **Is accessible over the internet**
  - Makes reviewing spatial and non-spatial data possible from remote locations (where internet is available).



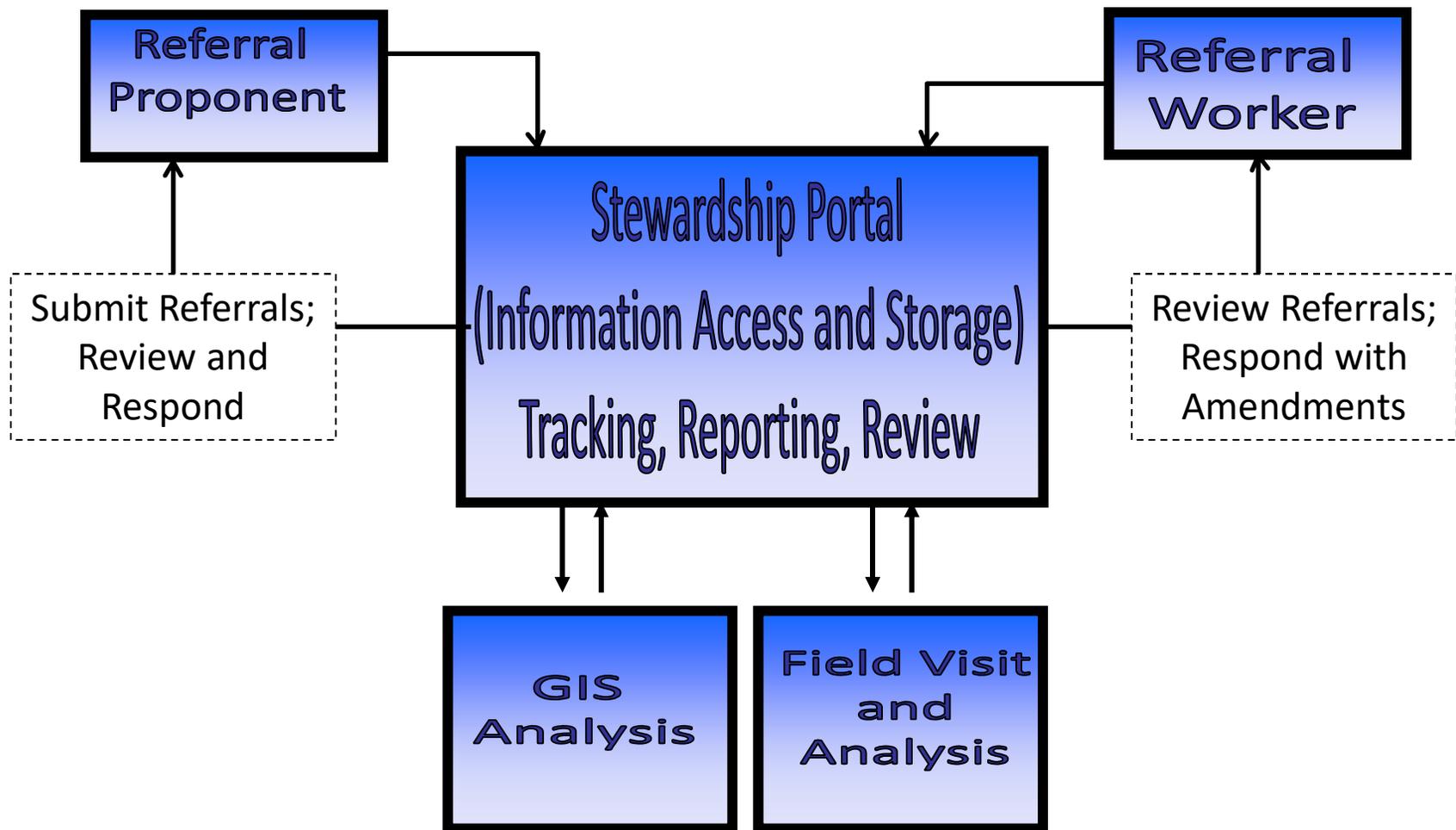
**□ Based on open source technology....**

- Framework and structured coding is available free of cost to anyone who wants it. We do however rely on the developer for improvements and support on a consultant model.

**□ Is flexible/customizable to meet a variety of needs and uses**

- This is “our Portal”, it is designed for TNG’s use, we have the ability to request revisions that suit our needs.

## Referral Process: (Simplified Version)





## Portal Training Terminology

### Glossary of Key Terms

#### **Proponent**

- ✓ Company, government or individual who puts forward a proposal for land use. Examples are forestry licensee, BC government, or mining companies.
- ✓ Typically, there is a link between the Proponent and the Form they use on the Portal.



## Glossary of Key Terms (cont.)

### Forms

- ✓ Forms are used to enter data into the Portal.
- ✓ TFA Engagement Request Form is used by Government
- ✓ Forestry Referral Form & Forest Management Form are used by West Fraser, Tolko and other licensees  
(BCTS switched to the TSA form once the TSA came into effect).
- ✓ Custom forms can be built for other Portal uses.
  - ✓ The Mining Form for Industry created June 2011
- ✓ Each Form consist of a series of **NODES**.



## Glossary of Key Terms (cont.)

### Nodes

- ✓ Nodes perform separate, independent functions. Each node is an independent block of code. It takes a combination of Nodes to make a Form.
  - Parent Submission ID node
  - Content node
- ✓ Nodes have expandable instructions, and the nodes themselves are collapsible.
- ✓ If you need help, look for a triangle near the top left of a node for instructions.



## Parent Submission

- ✓ the first submission on a particular referral/engagement. Almost always submitted by the proponent.

## Child Submission

- ✓ Any subsequent submissions that are linked to a parent. Also called an “amendment”
- ✓ You can not make a “**child submission**” or “**amendment**” to another child submission.
- ✓ All referral responses by TNG staff should be **Child Submissions**.



## Glossary of Key Terms (cont.)

### **User Group**

- ✓ a collection of users that usually work for the same company/group.
- ✓ Belonging to a particular user group has some influence on your ability to access submissions.
- ✓ We have 6 TNG Community Groups. SOME of these users have access to the TUS, not all. Referral Workers have permissions defaulted on.
- ✓ Members of a user group have default access to co-group member's submissions (submitted and draft).



## Examples of Portal User Groups:

- **1\_TNG**
- **Community User Groups (Alexandria, Anaham, Nemiah, Toosey, Stone, Alexis Creek)**
- **Tolko**
- **West Fraser**
- **BC Government - largest group**



## Glossary of Key Terms (cont.)

### Permissions

- ✓ Permissions give a user access to view, download, and respond to Portal submissions.
- ✓ There are 3 types of permissions that are set when a username is created:
  - Always Granted (TNG)
  - Granted by Default but removable (Community RW)
  - None (Licensees)
- ✓ Permissions allow us to determine who can see what, and protect confidential data.



## **SEARCHING and RETRIEVAL**

# SEARCHING and RETRIEVAL



## 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  
Copyright 2007 | Tsilhqot'in National Government | [Email Portal Administrator](#)

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 window titled "Submission Search Engine". The window has a light gray background and a standard title bar. It contains several sections: "Instructions" (collapsed), "Submission ID Search" (expanded), "Keyword Search" (collapsed), and "Advanced Search" (collapsed). The "Submission ID Search" section is highlighted with a red oval and contains a text input field labeled "Submission ID:" and a "Search" button.

**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 window titled "Submission Search Engine". The window has a light gray background and a standard Windows-style title bar. It contains several sections: "Instructions" (collapsed), "Submission ID Search" (expanded), and "Advanced Search" (collapsed). The "Submission ID Search" section has a text input field labeled "Submission ID:" and a "Search" button. The "Keyword Search" option is circled in red, indicating it should be expanded.

Expand the Keyword Search option by clicking on the arrow next to Keyword Search.



## 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:

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

Submission Status:

- Submission Status
- In Progress
- New
- Proposal Cancelled By Proponent
- 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. The title is "Keyword Search". Below the title is a text input field for "Keyword(s):" with the placeholder text "Enter one or more keywords separ". Below that is a section for "Search Fields:" containing 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 highlights this list. Below the search fields is a section for "Submission Status:" containing a list of status options, each with a checked checkbox: "Submission Status", "Expired", "In Progress", "Insufficient Capacity", and "New".



## Search Results

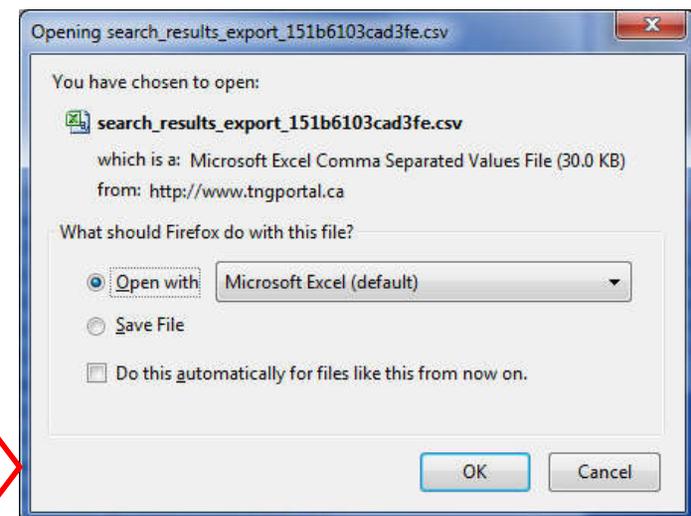
Search Results

Search Results (71 items)

- ID: 1019 - Amendment to ID: 1003 - General Communication Form - LorettaWilliams [ [Modify](#) ]
- ID: 1545 - 5407510DekaLakePowerLine [ [Modify](#) ]
- ID: 1788 - Trap Tree Removal - Anaham Flats IR#1 [ [Modify](#) ]
- ID: 2181 - EL2 and EL4-IP/drilling-AMARC Newton [ [Modify](#) ]
- ID: 2842 - TNG Engagement Form [ [Modify](#) ]
- ID: 3333 - Amendment to ID: 2954 - General Communication Form - RyanPGrady [ [Modify](#) ]
- ID: 3560 - FieldTrip Pictures [ [Modify](#) ]
- ID: 3770 - note from TNG re child 3734. Parent ID 2181 [ [Modify](#) ]
- ID: 4032 - AIA [ [Modify](#) ]
- ID: 4304 - Amendment to ID: 3747 - General Communication Form - ChadStump [ [Modify](#) ]
- ID: 4643 - GMZ 2012-2016 Moose Allocations EL4 [ [Modify](#) ]
- ID: 4686 - EL3\_FLNRO\_SonaResourcesCorp\_NOW\_Elizabeth\_Blackdome [ [Modify](#) ]
- ID: 4780 - informing Murray of our new Mining, Oil & Gas Coordinator [ [Modify](#) ]
- ID: 4817 - Initial Referral Report attached on behalf of JP [ [Modify](#) ]
- ID: 4862 - EL1 Spanish Mountain [ [Modify](#) ]
- ID: 4891 - EL1 MoEMPR IP Surveys - Pyper Lake - Colorado Resources Ltd. [ [Modify](#) ]
- ID: 4826 - Coppercap NOW Gaspard Lake [ [Modify](#) ]
- ID: 4832 - Colorado Resources - Mining Referral [ [Modify](#) ]
- ID: 4978 - update to Murray [ [Modify](#) ]
- ID: 4580 - EL3 Discovery Consultants Tasco Mineral Exploration [ [Modify](#) ]
- ID: 5044 - EL2 Coppercap [ [Modify](#) ]

Export Results to CSV (Excel)

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





# 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”.

Search Results

Search Results (71 items)

- ▶ ID: 1019 - Amendment to ID: 1003 - General Communication Form - LorettaWilliams [ [Modify](#) ]
- ▶ ID: 1545 - 5407510DekaLakePowerLine [ [Modify](#) ]
- ▶ ID: 1788 - Trap Tree Removal - Anaham Flats IR#1 [ [Modify](#) ]
- ▶ ID: 2181 - EL2 and EL4-IP/drilling-AMARC Newton [ [Modify](#) ]
- ▶ ID: 2842 - TNG Engagement Form [ [Modify](#) ]
- ▶ ID: 3333 - Amendment to ID: 2954 - General Communication Form - RyanPGrady [ [Modify](#) ]
- ▶ ID: 3560 - FieldTrip Pictures [ [Modify](#) ]
- ▶ ID: 3770 - note from TNG re child 3734. Parent ID 2181 [ [Modify](#) ]
- ▶ ID: 4032 - AIA [ [Modify](#) ]
- ▶ ID: 4304 - Amendment to ID: 3747 - General Communication Form - ChadStump [ [Modify](#) ]
- ▶ ID: 4643 - GMZ 2012-2016 Moose Allocations EL4 [ [Modify](#) ]
- ▶ ID: 4686 - EL3\_FLNRO\_SonaResourcesCorp\_NOW\_Elizabeth\_Blackdome [ [Modify](#) ]
- ▶ ID: 4780 - informing Murray of our new Mining, Oil & Gas Coordinator [ [Modify](#) ]
- ▶ ID: 4817 - Initial Referral Report attached on behalf of JP [ [Modify](#) ]
- ▶ ID: 4862 - EL1 Spanish Mountain [ [Modify](#) ]
- ▶ ID: 4891 - EL1 MoEMPR IP Surveys - Pyper Lake - Colorado Resources Ltd. [ [Modify](#) ]
- ▶ ID: 4826 - Coppercap NOW Gaspard Lake [ [Modify](#) ]
- ▶ ID: 4832 - Colorado Resources - Mining Referral [ [Modify](#) ]
- ▶ ID: 4978 - update to Murray [ [Modify](#) ]
- ▶ ID: 4580 - EL3 Discovery Consultants Tasco Mineral Exploration [ [Modify](#) ]
- ▶ ID: 5044 - EL3 Coppercap [ [Modify](#) ]

Export Results to CSV (Excel)



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

✓ Expanded Search Results “Tree”

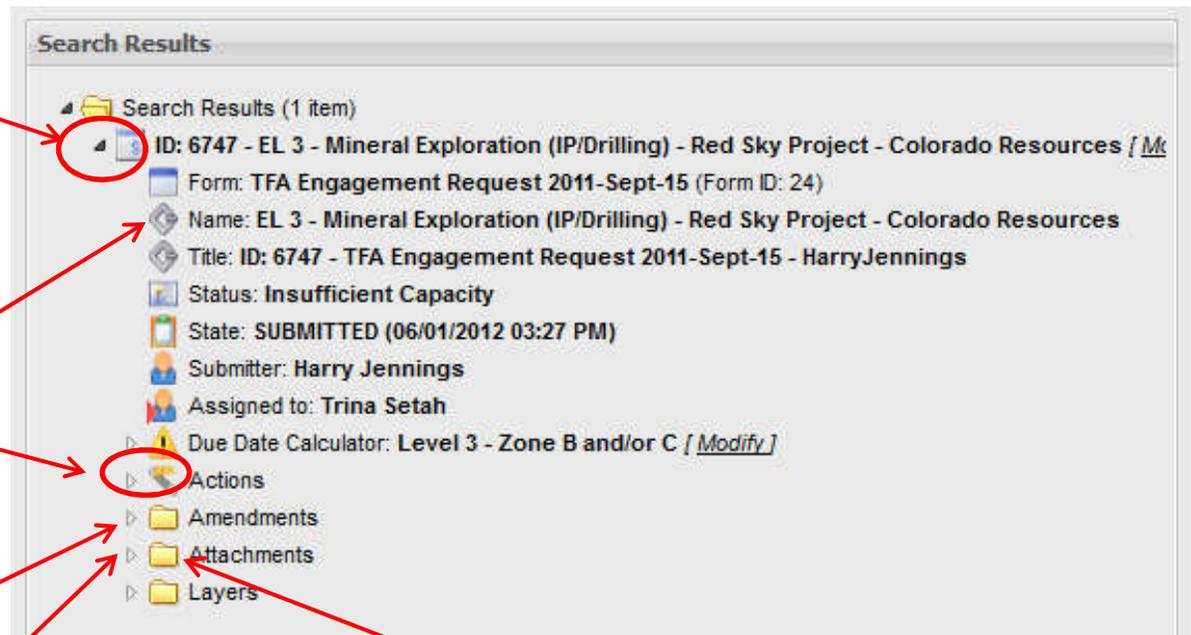
✓ Display the Submission Details:

Name

Actions

Amendments

Attachments



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



**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](#)

Switch to Practical



## 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



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:  **B** *I* U | **A** **A** | |

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



## Viewing an 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.

Search Results

- Search Results (1 item)
  - ID: 6075 - WFT A20005 CP 90U Blks 1 and 2 - Forestry Referral [[Modify](#)]
    - Form: Forestry Referrals 2011-Sept-15 (Form ID: 26)
    - Name: WFT A20005 CP 90U Blks 1 and 2 - Forestry Referral
    - Title: ID: 6075 - Forestry Referrals 2011-Sept-15 - MattSear
    - Status: In Progress
    - State: SUBMITTED (01/30/2012 04:13 PM)
    - Submitter: Matt Sear
    - Assigned to: Chad Stump
    - Actions
      - [View Form Data](#)
      - [Export to PDF](#)
      - [Preview as WebPage](#)
      - [View or Set Submission Attributes](#)
      - [View History](#)
    - Amendments
    - Attachments
    - Layers

export-submission.php (application/pdf Object) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Stewardship Portal - Submission Sear... × export-submission.php (application/... × Explore Music - Popular - Grooveshark × +

www.tngportal.ca/export-submission.php?format=PDF&SubID=6075

Most Visited Getting Started Latest Headlines

1 / 2 100%



## ««« 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 complete block info sheet, overview map, and site plan map when available.

Switch to Practical



# MAPLAYERS



## Maplayers:

**TSILHQOT'IN NATIONAL GOVERNMENT**  
*Stewardship Portal*

Session will timeout in 59 minutes

879486 | 872889

Layers Legend Help

- TSA Zones
- TNG Communities
- Indian Reserves
- Timber Supply Areas
- National Parks
- DataBC Base

Map showing Prince George, Kamloops, Kelowna, Hope, Vancouver, and Trail. Includes a scale bar for KILOMETERS.



## Maplayers:

Layers Legend Help | 1068228 | 777801

- Dasiqox Tribal Park - Out
- TSA Zones
- TNG Communities
- Indian Reserves
- Timber Supply Areas
- National Parks
- DataBC Base

Basemap courtesy of [DataBC](#)



## Maplayers:

Results

polygon_id	layer_id	submission_id	agency	proponent	file_
53547	2981	10959	Ministry of Fore...	B.C. Timber Sal...	104

Switch to Practical



## **MAKING A SUBMISSION**



## Make a Submission:

### 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 Form ▼

Fill Form



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 - SallyMASellers

Resume DRAFT



## 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". It includes a "Instructions" dropdown menu. Below it is a text input field labeled "Parent Submission ID" and a "Validate" button. At the bottom right, there is a "Set Parent Submission ID" button. The input field, the "Validate" button, and the "Set Parent Submission ID" button are circled in red, blue, and green respectively, corresponding to the steps in the list.



**Note:**

The Submission ID has already been generated.

**Name your submission** with some detail so you can pick it out of a list. "Response" is not helpful.

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

The screenshot shows a web form with several sections. At the top, it displays "Submission Name: name not set" and "Submission Title: ID: 14553 - TFA Engagement Request 2011-Sept-15 - admin". Below this is a "Parent Submission ID" section with a text input field, a "Validate" button, and the text "NOT LINKED to another Submission". A "Set Parent Submission ID" button is also present. The "Submission Name" section has a text input field. A "Save" button is located at the bottom right of the form. A "Content" section at the bottom contains a text area with a rich text editor toolbar. Red arrows point from the text on the left to the Submission ID field, the Submission Name field, and the Save button.



Fill in all the details of your submission including – Naming your submission; linking to a parent; entering content; adding file attachments; and uploading shapefiles.

Assigning permissions, and adding email addresses for notification.

And Submitting.

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.:

Comments or Notes.:  **B** *I* U **A** **A** **A** **ab**



## 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

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



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

A screenshot of a web interface titled "File Attachment Loader". It features a "Files attached to this submission" section with a "Delete Selected" button and a table with columns for "Link", "File Name", and "Meta Data". Below this is a "File Uploader" section with a "Browse" button and a "File Meta Data" section with an "Upload File" button. A red arrow points from the text on the left to the "Delete Selected" button in the screenshot.

**File Attachment Loader**

Instructions

Files attached to this submission

Delete Selected

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)



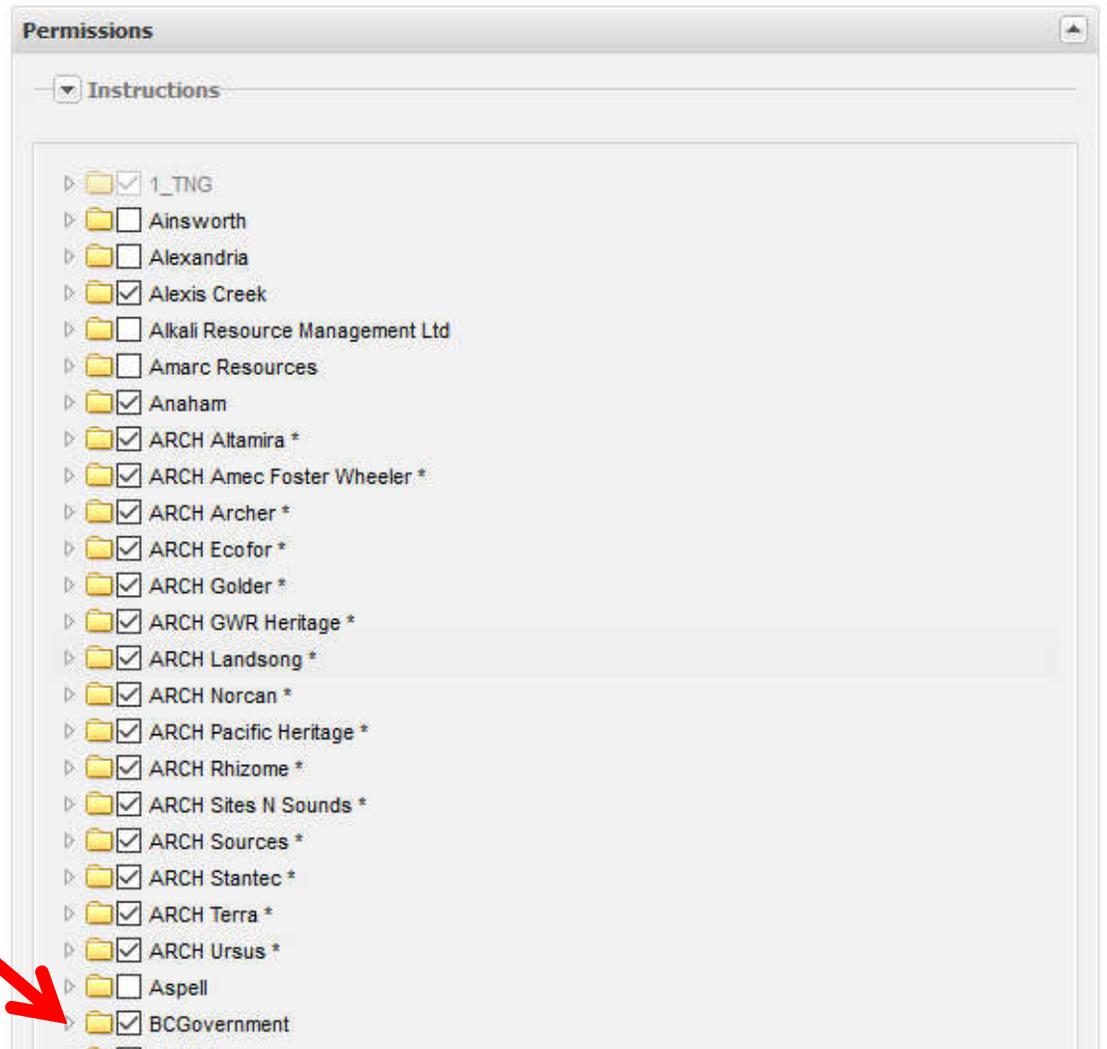
## Permissions:

For the most part you accept the default permission.

You are part of the

**1\_TNG**

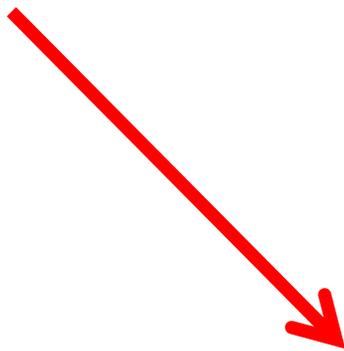
User Group





## 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**



## **Make a Submission:**

A submission can be held in Draft if you wish to add more detail at a later time.

Once a submission has been made:

All email notifications are automatically sent out;  
All users who have permission can access the submission;



## User Help and Training materials?:

In the form Instruction dropdown topics

Parent Submission ID

Instructions

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**.

[Making an Amendment or Child Submission](#)

Click on link above to download a pdf document with detailed explanation of how to link a submission to a Parent Submission.

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.

Parent Submission ID:   **NOT LINKED to another Submission**



## User Help and Training materials?:

Document Download Page

Comprehensive Training Materials,  
Task Specific User Help Documents,  
Links to templates and much much  
more.

Stewardship Home
Find Submissions
Fill A Form
Map Layers
View Available Schemas
View Form Fields
<b>Document Downloads</b>
Logout



## Portal Administration Contacts:

Jodie Jim, Tsilhqot'in National Government  
[Jodie@tsilhqotin.ca](mailto:Jodie@tsilhqotin.ca)

Sarah Gash, Tsilhqot'in National Government  
[sarah@tsilhqotin.ca](mailto:sarah@tsilhqotin.ca)

TNG front desk: 250-392-3918

TNG's Referral Workers : Gene/Lennon/Linda/Josh/Tamara/Liz