



# **Tsilhqot'in National Government**

**Natural Resource Worker**

**Stewardship Planning Portal Training**

**April 2019**



# What is the TNG Stewardship Planning Portal?



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

- CMS – Content Management System.
- Simplifies processes of filing, tracking, and storing data for more effective retrieval, review and communication.

## **Interactive display of map data**

- Makes power of GIS accessible to assist in planning and decision making for Natural Resource Workers.



## Developed by Geoborealis Spatial Data Management

- Prince George based developer. Scott Emmons with Volker Schunicht
- Other users (Northern Shuswap Tribal Council (NSTC)(new), Carrier Sekani Tribal Council (CSTC), Musqueam (new), and Dawson Creek City Water Services.



Celebrating 10,000 Portal submissions – 2007 to 2014  
Devon, Sarah, Scott, Mary and Volker



## Web interface enables the ability to:

- Upload/download, view, query, store, and print spatial and non-spatial content from any internet-connected computer.
- Makes reviewing spatial and non-spatial data possible from remote locations (where internet is available).

## Permanent Record

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



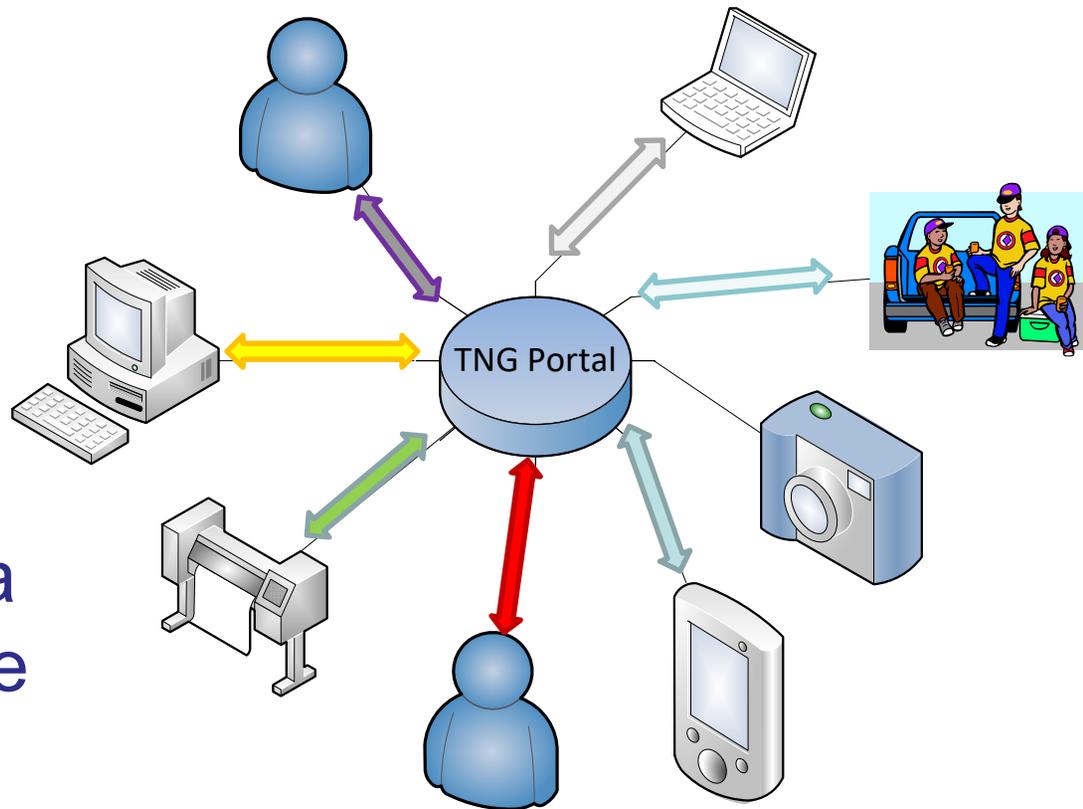
## Concerning Referrals, proponent is responsible for data entry

- 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: The organization of information origin is responsible for data entry.

## Based on open source technology....

- Allowing for complete **customizability**. The Portal has gone through a number of revisions over the years to meet our organizational needs.
- **Quality service** – as this is “our Portal”, designed for TNG's use, we have the ability to request revisions that suit our needs.
- **Cost saving** – initial implementation and set up is complete. No annual fees or software upgrades required except where we request. **NO ANNUAL FEES!**

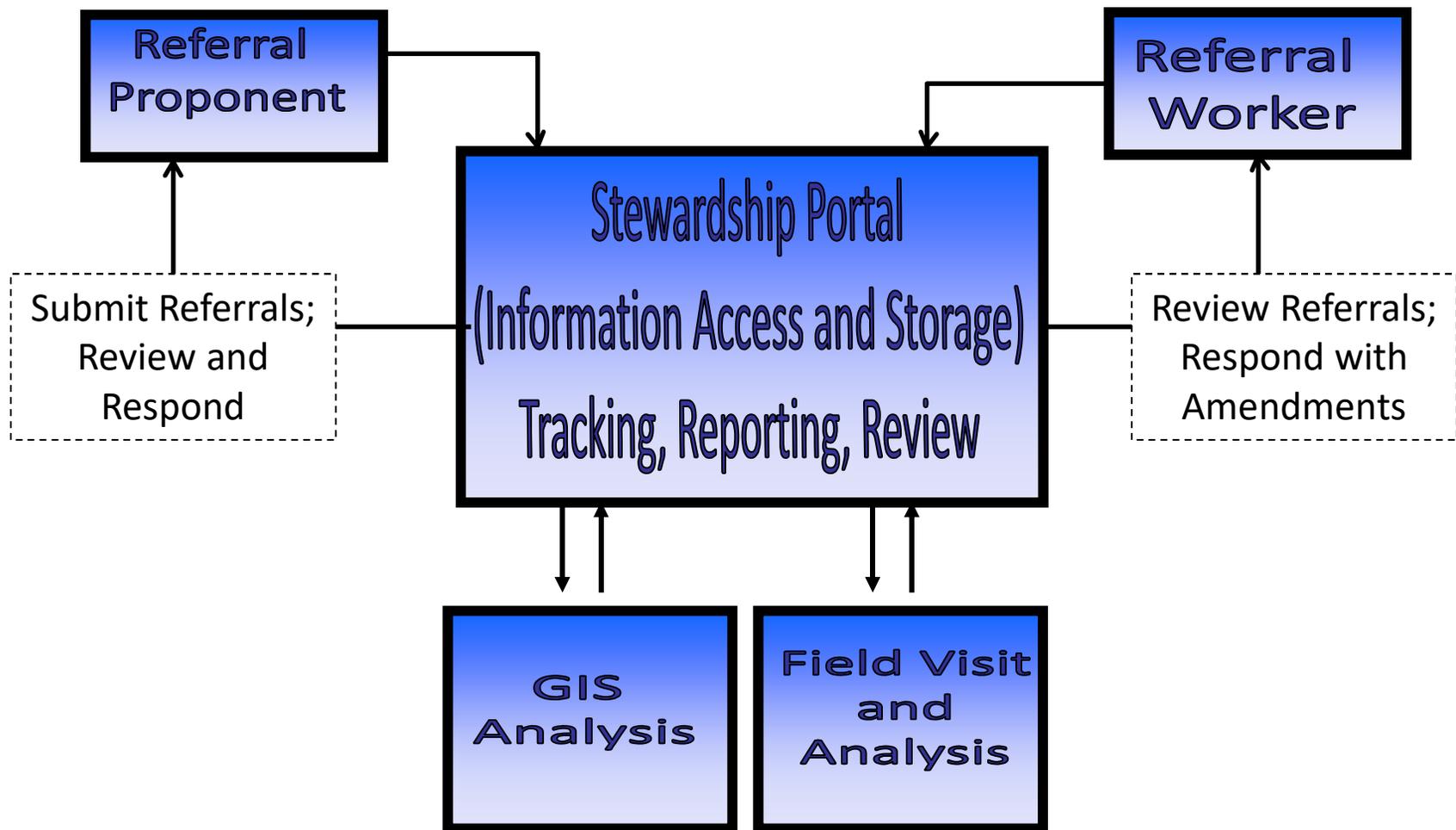
Every submission and all its content, attachments, shapefiles, permissions and email notification settings represent a record in a database



# 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

## 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.

Switch to Backgrounder for  
Search and Retrieval Review



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:** GeneCooper

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

A login form titled "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  
Where you look for help documents



**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 it called?

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

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## Assignment 2: Find Submission

Click on Find Submissions Tab on the right hand side

**Find Submissions**

Click on arrows to expand and collapse options.  
Review options for searching.



## 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"?

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## 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



## 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



## 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

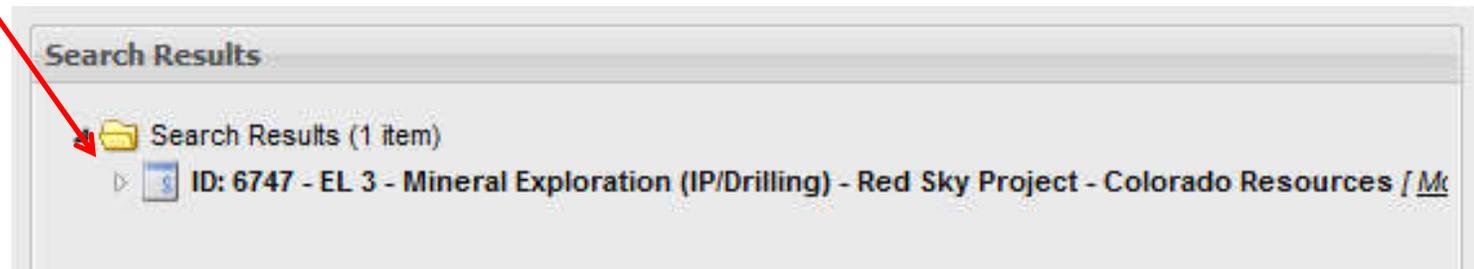
Enter Submission ID: **6747** Click Search button.

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.





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



**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\\_coloradoclaimsmap.pdf](#)
      - [1620996201202\\_redsky\\_property.pdf](#)
      - [1620996201202\\_RedSky\\_prop\\_drilling.pdf](#)
    - Layers
      - SID:6747 [May 31 2012] ProjectB\_RedSky**



**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](#)



### 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 in the parent submission? \_\_\_\_\_

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

Access the Form in “Actions – View Form data”

Switch to Backgrounder for  
Submission Content Viewing



## 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)?

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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.



Search Results

- Search Results (1 item)
  - ID: 8933 - Training Submission - TFA Engagement [ [Modify](#) ]
    - Form: TFA Engagement Request 2011-Sept-15 (Form ID: 24)
    - Name: Training Submission - TFA Engagement
    - Title: ID: 8933 - TFA Engagement Request 2011-Sept-15 - SarahGash
    - Status: New
    - State: SUBMITTED (10/09/2013 11:41 AM)
    - Submitter: tng portal admin
    - Assigned to: Not Assigned
    - Due Date Calculator: Level 2 - Zone B and/or C [ [Modify](#) ]
    - Actions
    - Amendments
    - Attachments
      - [Copy TFA\\_QuickSteps\\_Sept15\\_2011.pdf](#)
      - [TFA\\_QuickSteps\\_Sept15\\_2011.pdf](#)
    - Layers

Export Results to CSV (Excel)



## 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? \_\_\_\_\_

Switch to Background for  
Map Layers



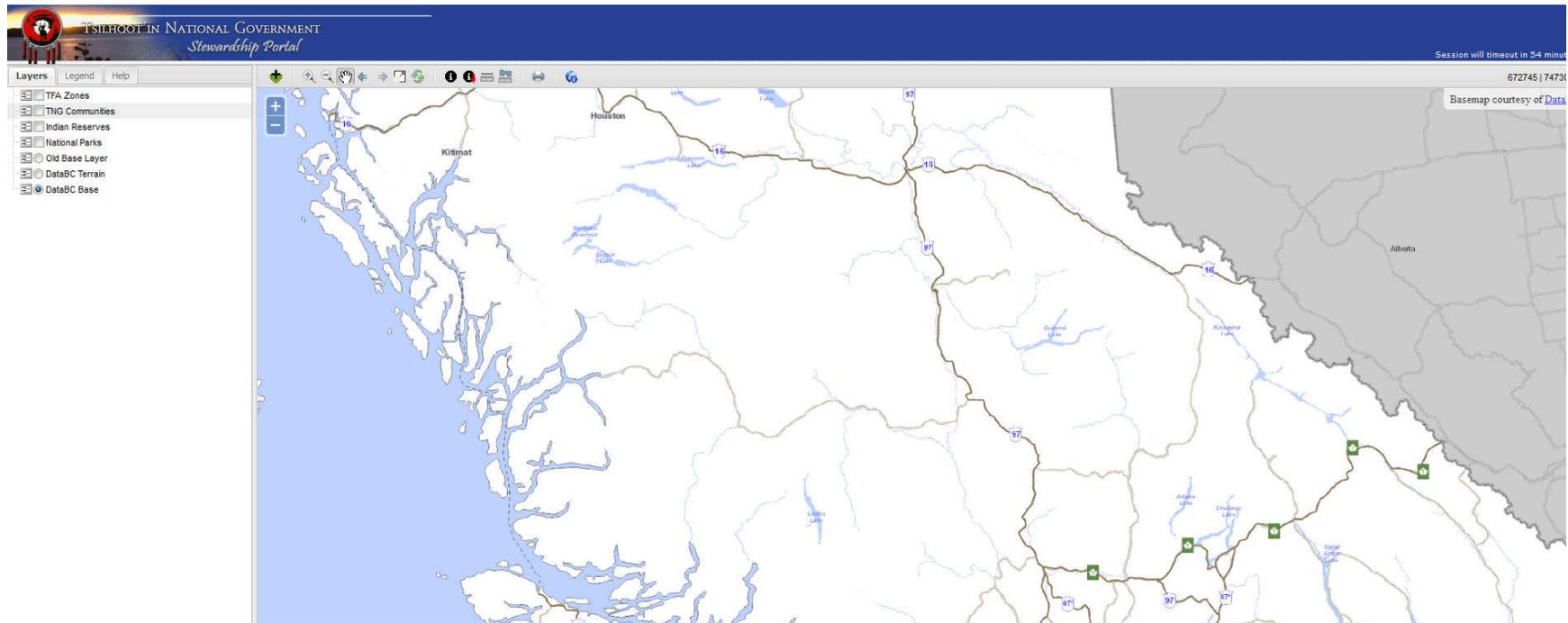
## Assignment 5: Review a submission in Maplayers

Click on Maplayers page link



Map Layers

Maplayers opens up with default layers visible.





## Assignment 5: Review a submission in Maplayers

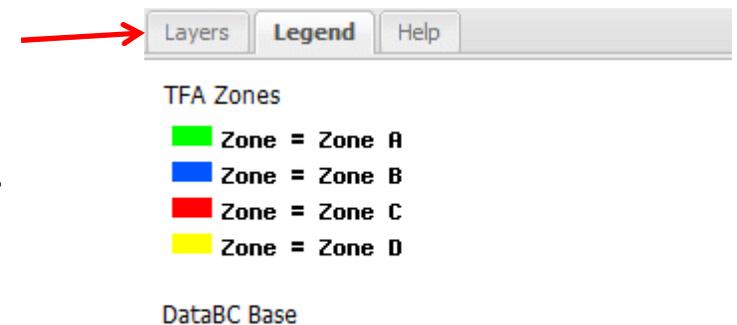
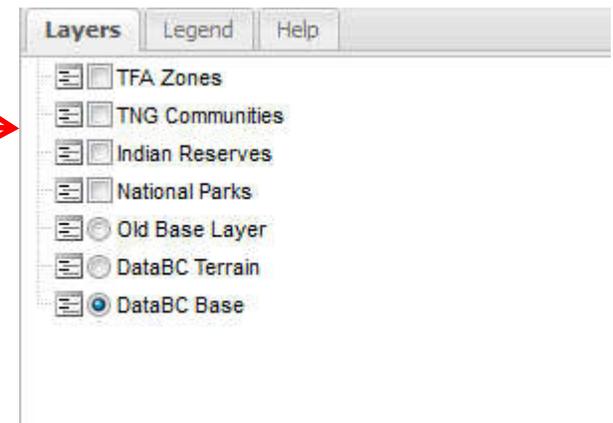
### Review Table of Contents

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

Drag and drop to new position in list to reorder drawing..

### Review Legend

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

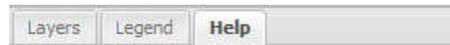




## Assignment 5: Review a submission in Maplayers

### 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.



## 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 :

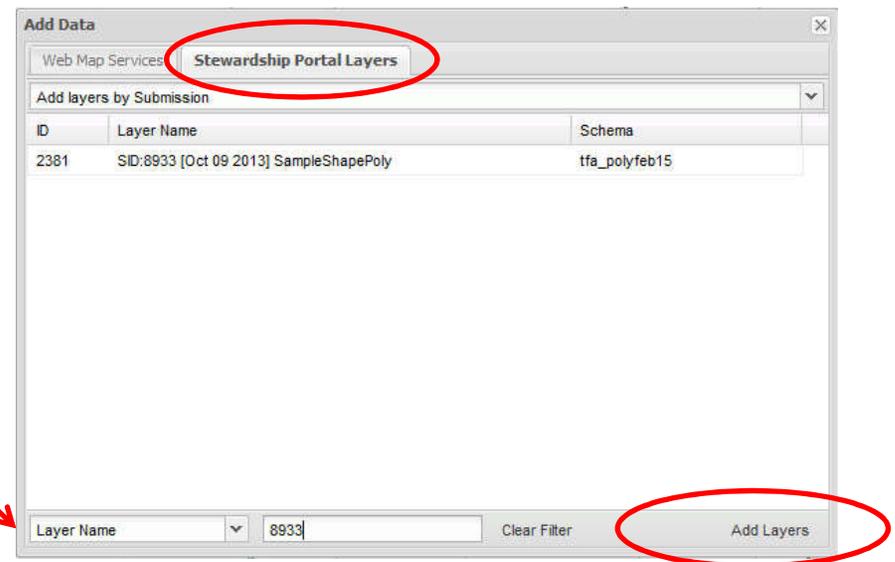
Click on add submission button 

Select **Stewardship Portal Layers** tab and then the “Add layers by Submission” drop down menu item.

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**.





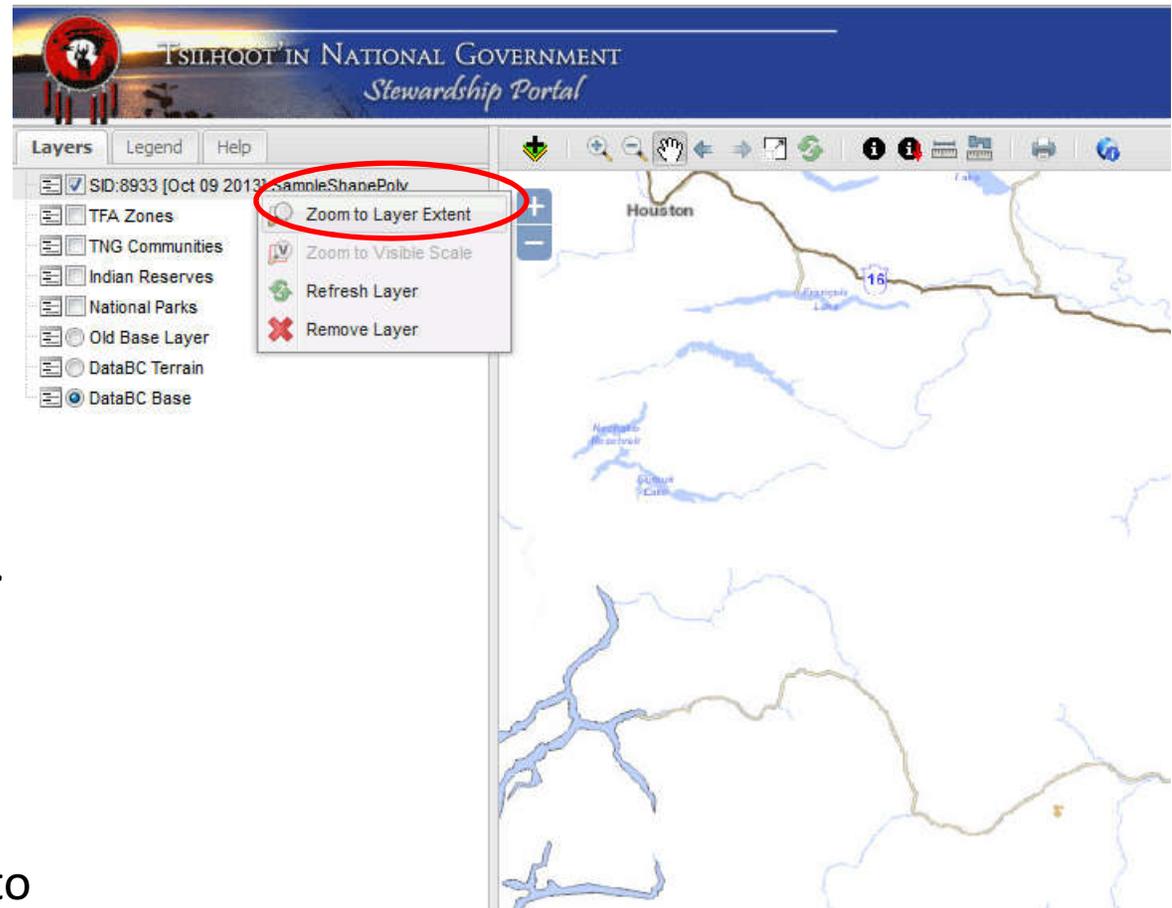
## Assignment 5: Review a submission in Maplayers

### Zooming in and out:

When adding data to Maplayers, to save time refreshing, be mindful of the order you do things.

1. Add Referral Shapefile.
2. Zoom to extent of Referral Shapefile.
3. Add additional layers.

The more data that needs to be drawn the longer it will take to refresh.





## Assignment 5: Review a submission in Maplayers

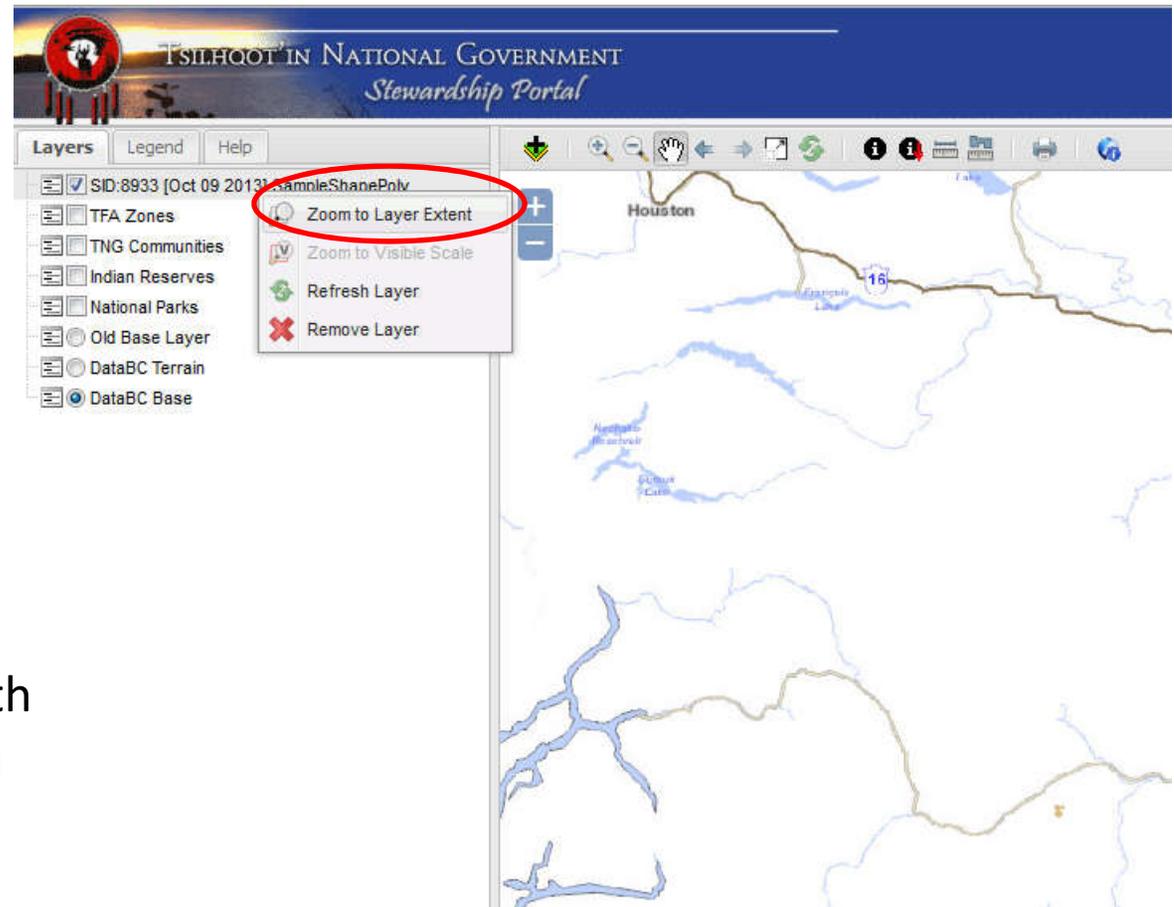
### Zooming in and out:

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 also be modified with the zoom  or with the scale bar at the bottom of the Maplayers window.

Scale: 1 : 20,000





## **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 Options for adding public data – WMS or Web Map Services.**

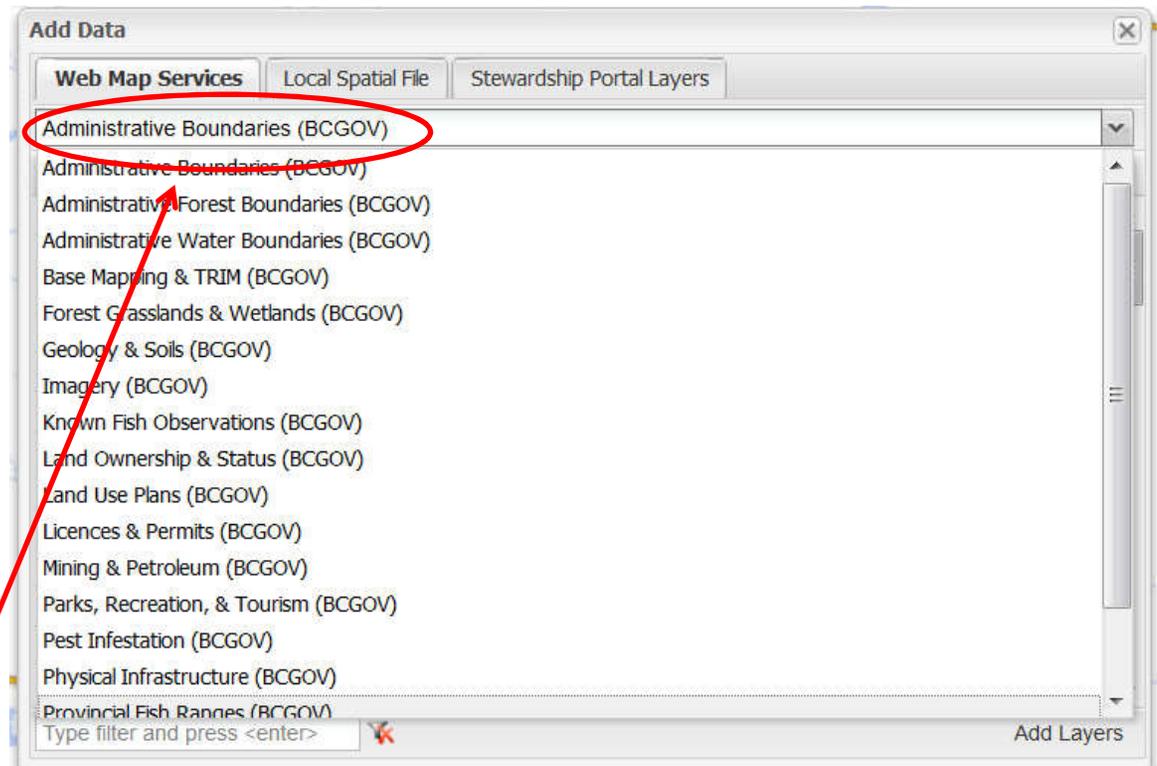


Click Add Data button, This time select Web Map Services.

Use drop down menu to view options for data categories.

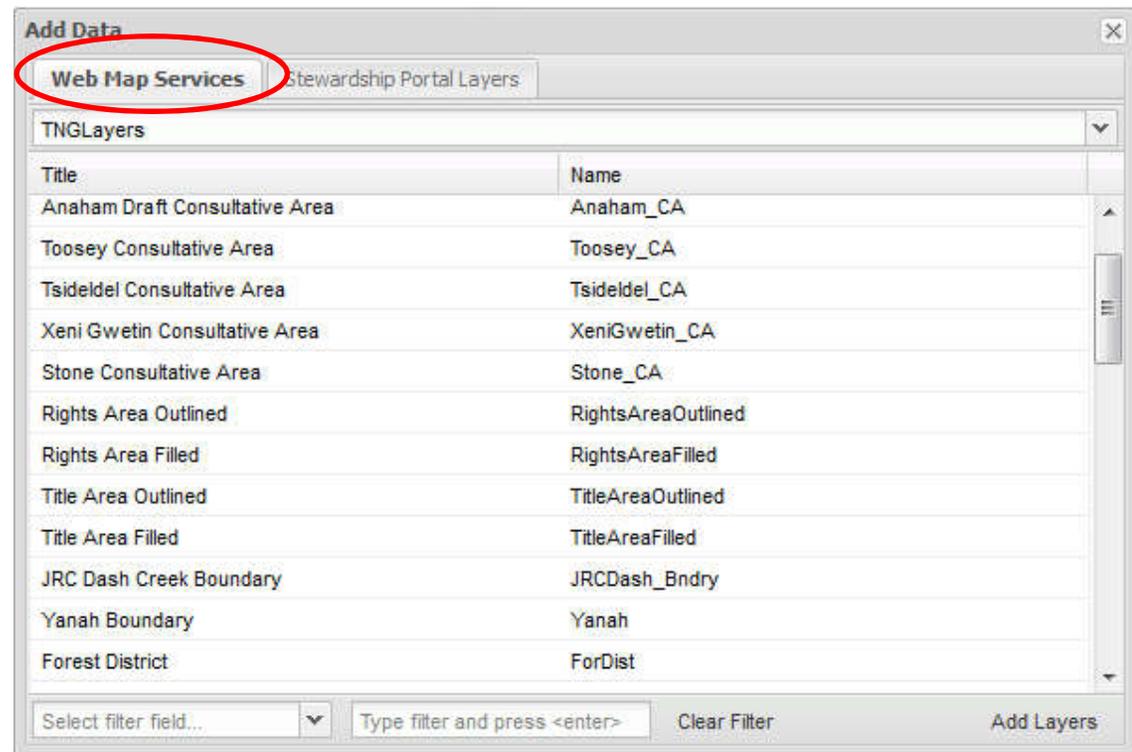
Once you select a category by clicking on it, a menu of that category opens.

To reselect a category just click on category selection.





**Assignment 5: Review a submission in Maplayers**  
**Add layers from Webmap Services | TNG Layers.**  
Click Add Data button,   
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.





## 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.

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



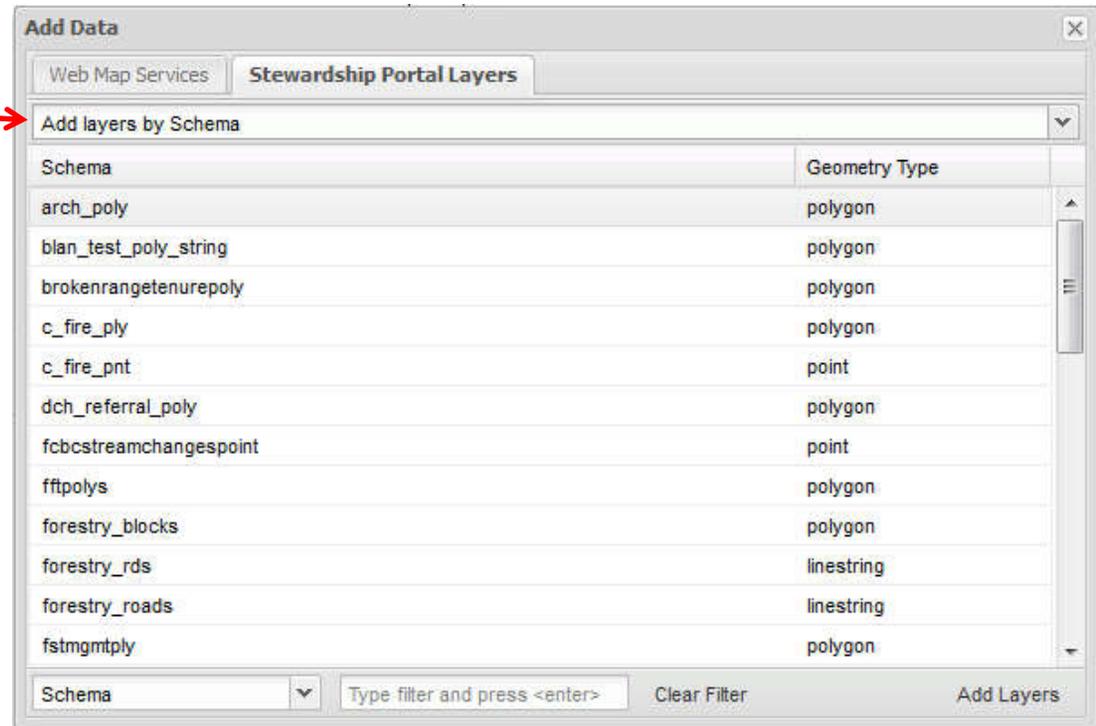
## Assignment 5: Review a submission in Maplayers

### Add Stewardship Portal Layers by schema:

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

Select tfa\_polyfeb15 schema to see other TSA referrals that have been submitted in the same area.

Note other schema options: Forestry\_blocks, mining





## Assignment 5: Review a submission in Maplayers

### Add Consolidated Submission Layers:

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

Select Layer Name, and type in 9099 in filter box, and enter. Only shapefiles submitted under 9099 will be visible. Submitted by fiscal year, and grouped by categories

**Add Data**

Web Map Services | Local Spatial File | **Stewardship Portal Layers**

Add layers by Submission

ID	Layer Name	Schema
2879	SID:9099 AID:10710 [Feb 03 2015] 2011-12-Cutblks2	consolidatedpolys
2880	SID:9099 AID:10711 [Feb 03 2015] 2012-13-OtherLines	consolidatedlines
2881	SID:9099 AID:10711 [Feb 03 2015] 2012-13-Pnts	consolidatedpoints
2882	SID:9099 AID:10711 [Feb 03 2015] 2012-13-Roads	consolidatedlines
2883	SID:9099 AID:10712 [Feb 03 2015] 2012-13-OtherPolys	consolidatedpolys
2884	SID:9099 AID:10714 [Feb 03 2015] 2012-13-Cutblk1	consolidatedpolys
2885	SID:9099 AID:10715 [Feb 03 2015] 2012-13-Cutblk2	consolidatedpolys
2886	SID:9099 AID:10717 [Feb 03 2015] 2013-14-OtherLines	consolidatedlines
2887	SID:9099 AID:10717 [Feb 03 2015] 2013-14-Pnts	consolidatedpoints
2888	SID:9099 AID:10717 [Feb 04 2015] 2013-14-Roads	consolidatedlines
2889	SID:9099 AID:10718 [Feb 04 2015] 2013-14-OtherPolys	consolidatedpolys
2891	SID:9099 AID:10720 [Feb 04 2015] 2013-14-Cutblks1	consolidatedpolys
2892	SID:9099 AID:10721 [Feb 04 2015] 2013-14-Cutblks2	consolidatedpolys

Layer Name: [v] 9099 [Clear Filter] [Add Layer]



## 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 submission ID of the TFA\_polyfeb15 submission with Proponent Colorado Resources \_\_\_\_\_ (must scroll down)

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) \_\_\_\_\_

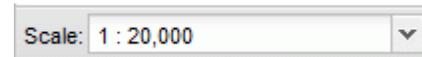


## Assignment 5: Review a submission in Maplayers

### 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 name. 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**

Switch to Backgrounder for  
Making a Submission



## Assignment 6: Making an Amendment or Child Submission

### Initiating a 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 text input field labeled "Parent Submission ID" and a "Validate" button. The input field and the "Validate" button are circled in red and blue respectively. At the bottom right of the form, there 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?

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## Assignment 6: Making an Amendment or Child Submission

### Naming your Child Submission:

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

A screenshot of a web form titled "Submission Name". It features a dropdown menu labeled "Instructions" with a downward arrow. Below this is a text input field labeled "Submission Name:". At the bottom right of the form is a "Save" button.

What happens to the title/name of the submission?

---



## 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.

Formatting in MicroSoft Word is not compatible. You will get error if you try to do this. Notepad works.

A screenshot of a web form titled "Comments or Notes:". The form has a dropdown menu with "Tahoma" selected. To the right of the dropdown is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Increase Font Size (A+), Decrease Font Size (A-), Text Color (A), and Bulleted List. Below the toolbar is a large, empty text area. At the bottom right of the form is a "Save" button.



## 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.



## 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 table for "Files attached to this submission" with columns for "Link", "File Name", and "Meta Data", and a "File Uploader" section. The "File Uploader" section contains a "Browse" button, a "File Meta Data" field with the placeholder text "Add file description here (optional)", and an "Upload File" button. Red arrows point from the text on the left to the "Browse" button, the "File Meta Data" field, and the "Upload File" button.

Link	File Name	Meta Data
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**File Uploader (DO NOT USE FOR SHAPEFILES)**

Click browse to select a file...

File Meta Data:  
Add file description here (optional)



## Assignment 6: Making an Amendment or Child Submission

### Setting Permissions

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

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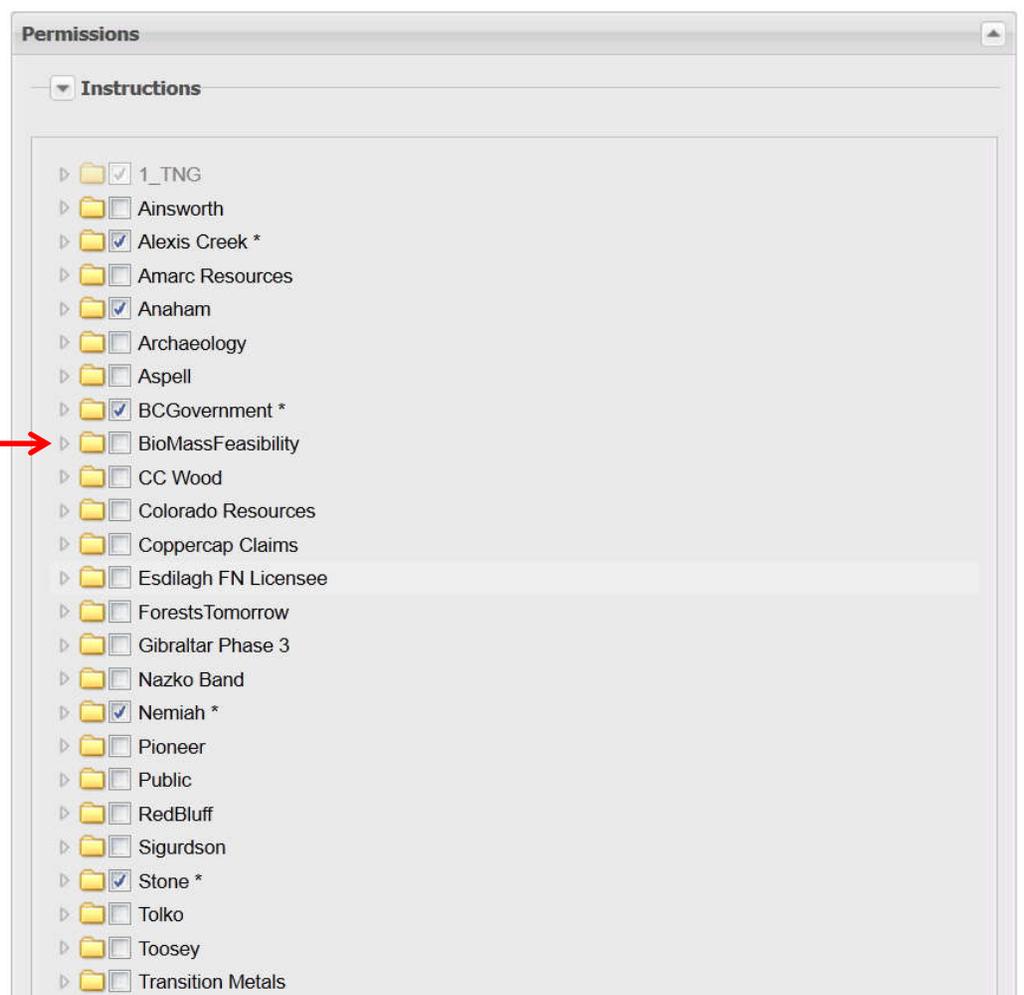
---

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

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## **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?

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## 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**.

Add [sarah@tsilhqotin.ca](mailto:sarah@tsilhqotin.ca)

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

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#### 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 to Stewardship Portal**

A screenshot of a web interface titled "Submission Control \*\* Required \*\*". Below the title is a dropdown menu labeled "Instructions". At the bottom of the panel 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 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.

# Advanced Search Help



## Assignment 7: Advanced Search

On the Main Portal webpage select Find Submission

[Find Submissions](#)

Click on **Advanced Search Option**.

This opens the equation builder.

What you need to know about Equation building:

Equations are made up of:

Fields [**Submission ID**],

Operators (**=, OR, AND, IN, etc.**),

and Values or Variables (**8933**)

Equations can be simple or complex.



## Assignment 7: Advanced Search

These expressions return the same results:

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

[Submission ID] IN (8933,6747)

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

*To get amendments and Parent IDs for these submissions...*

([Submission ID] = 8933 OR [Parent Submission ID] = 8933) OR ([Submission ID]  
= 6747 OR [Parent Submission ID] = 6747)

Other ideas for Advanced Searches?

---



## Assignment 7: Advanced Search

Other ideas for Advanced Searches?

---

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).

For this we would want to include Parent ID 8933 and 6747, as well as all amendments in our Advanced Search Query.



## Assignment 7: Advanced Search

([Submission ID] = 8933 OR [Parent Submission ID] = 8933) OR ([Submission ID] = 6747 OR [Parent Submission ID] = 6747)

Click **Search**.

You can also click **Save Search** if you want to save your search for future use. Prompted for a Saved Search name which will be added to your list. Cannot edit syntax of saved searches, so good idea to have a word document saved with expressions/names for future reference. This way you can modify if required. Saved Searches are only available to the user logged in. Mine will be different than yours.



## Assignment 7: Advanced Search

How many Amendments do each of the Parent Submissions have?

Remember:



Parent or Submission is a Blue "S"



Amendment or child submission is a Red "A"

Number of Amendments for 8933? \_\_\_\_\_

Number of Amendments for 6747? \_\_\_\_\_



## Assignment 8: Preparing an Excel Report on specific submissions

Search Results

Search Results (13 items)

- ▶ ID: 6747 - EL 3 - Mineral Exploration (IP/Drilling) - Red Sky Project - Colorado Resources
- ▶ ID: 6763 - Assigned to Christine Tether [[Modify](#)]
- ▶ ID: 6990 - MEM Notification of Decision - Mine#1620996201202 - Red Sky Project - Colora
- ▶ ID: 8933 - Training Submission - TFA Engagement [[Modify](#)]
- ▶ ID: 8955 - training report [[Modify](#)]
- ▶ ID: 8951 - Joyce response [[Modify](#)]
- ▶ ID: 9117 - Test from Mary [[Modify](#)]
- ▶ ID: 9118 - Amendment to ID: 8933 - Forest Management 2013-Sept-17 - MauroCalabrese [[Modify](#)]
- ▶ ID: 9122 - Hi Mauro [[Modify](#)]
- ▶ ID: 9123 - Test from Rob [[Modify](#)]
- ▶ ID: 9119 - mauro you are so cool [[Modify](#)]
- ▶ ID: 9127 - Amendment to ID: 8933 - Forestry Referrals 2011-Sept-15 - MaryThurrow [[Modify](#)]
- ▶ ID: 7043 - Super cool [[Modify](#)]

Export Results to CSV (Excel)



# 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



## Assignment 7: Advanced Search

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

---

2- Write down the query you would use to find all Amendments submitted since June 1, 2014:

---

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 😊.



## Assignment 7: Advanced Search

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

[Parent Submission ID] = -1 AND [Submission Assigned To] = 'name'

2- Write down the query you would use to find all Amendments submitted since June 1, 2014:

[Parent Submission ID] <> -1 AND [Submission Date] >= '2014-06-01'

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

Use Keyword search, everything ticked, enter "\*"

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

Also review Document Download page for How to Create Advanced Search Queries for examples of some useful queries....



## Where to find HELP?:

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: Sarah and Jodie are always happy to help!

A screenshot of a web form titled 'Parent Submission'. The 'Instructions' section is expanded, showing a list of steps for linking a submission to a parent submission. The 'Parent Submission ID' field contains the value '8933', and the 'Validate' button is visible. The result of the validation is displayed as 'ID: 8933 - TFA Engagement Request 2011-Sept-15 - SarahGash'. A 'Set Parent Submission ID' button is located at the bottom right of the form.

Parent Submission

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**.

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:   ID: 8933 - TFA Engagement Request 2011-Sept-15 - SarahGash

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

## Questions?