

<i>Training Sheet Title:</i>	How to NAME your Submission
<i>Date Effective:</i>	September 20, 2011
<i>Useful for:</i>	ALL Portal Users

Once you've submitted your Engagement Request or Referral Form (no longer held in draft), follow these quick steps to assign a NAME to your submission for easier searching for everyone's benefit.

- 1) Locate the Submission ID in the email you receive from the Portal. In this example, the Submission ID is 5491

TNG Stewardship Portal Notification - ID: 5491 - TFA Level 1 Notification-2011-Sept-15 - EdnaBoston
portaladmin@tsilhqotin.ca
Sent: Tue 9/20/2011 8:56 AM
To: Edna.Boston@gov.bc.ca
Cc: Mary Thurow

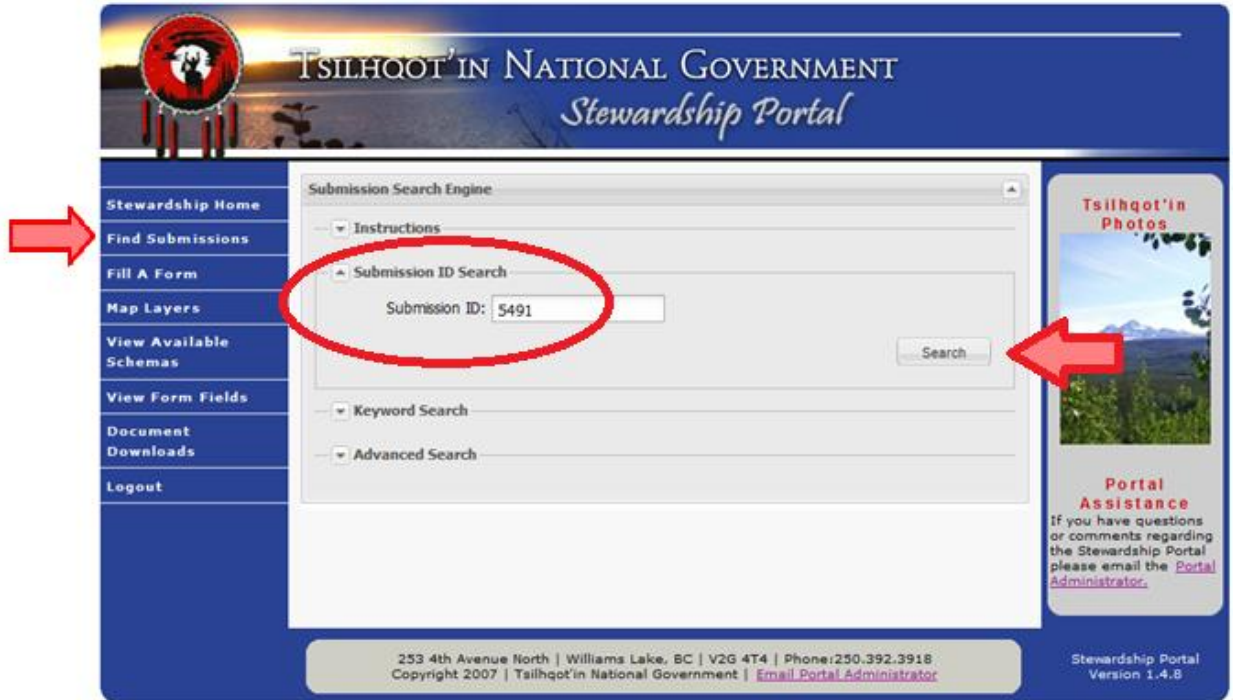
TNG Stewardship Portal
***** Submission Notification *****

You are receiving this notification because you have been defined as a notification recipient on this Submission. If you feel that you have received this email in error, please contact the [TNG Stewardship Portal Administrator](#) to have this rectified.

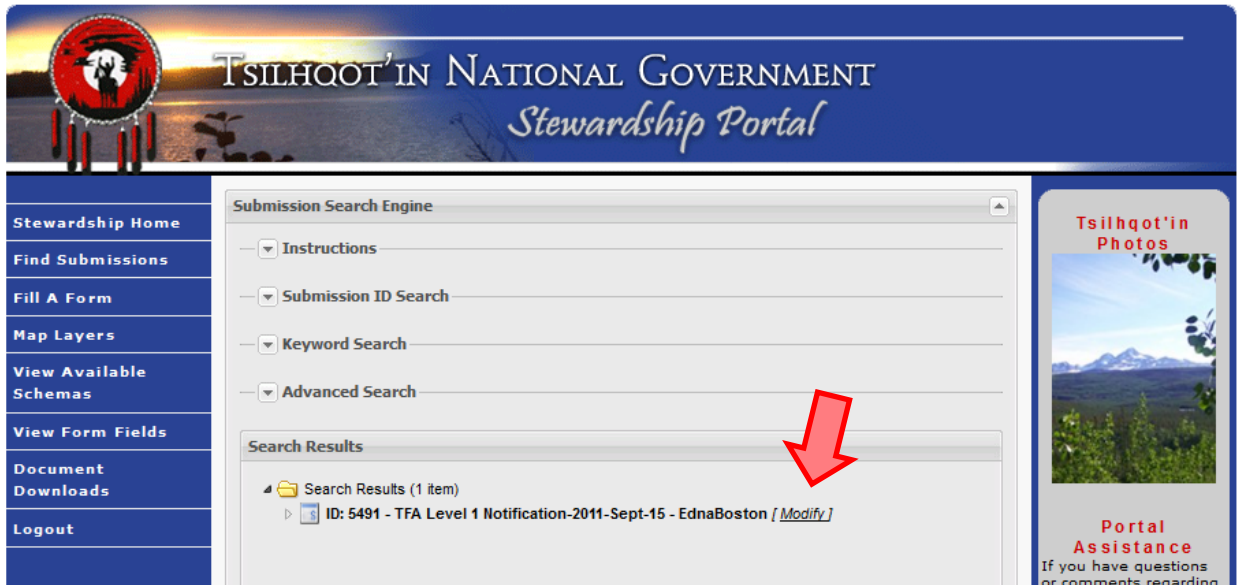
Submission Information Summary:

Parent ID:
Parent Title:
Parent Name:
Parent Status:
Parent Assigned to:
ID: **5491**
State: **SUBMITTED**
Title: **ID: 5491 - TFA Level 1 Notification-2011-Sept-15 - EdnaBoston**
Name:
Submitter: **Edna Boston**
Date: **September 20, 2011 - 8:56 AM**
Assigned to:
Attached Files:
Attached Layers:

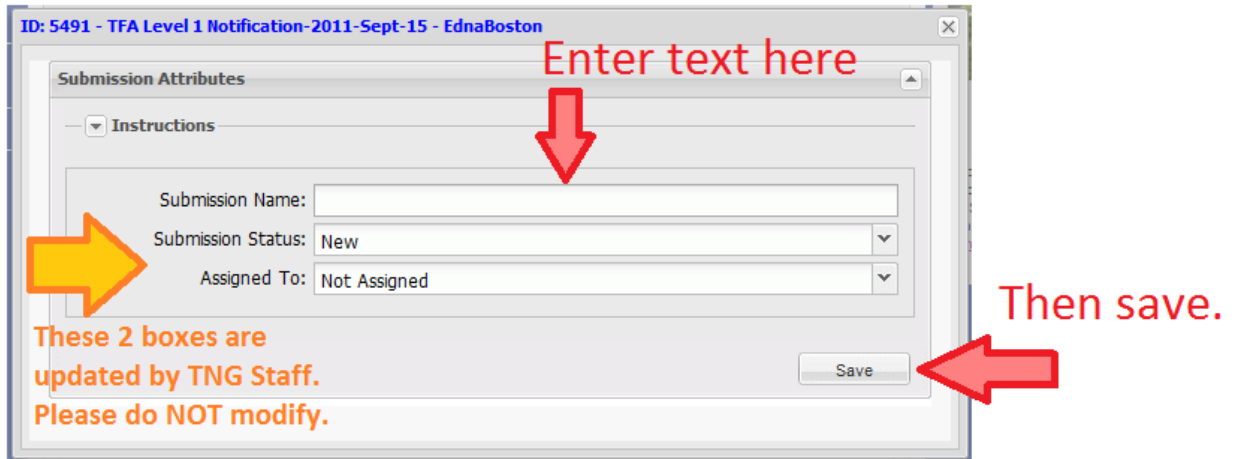
- 2) Click the Find Submissions Button. Enter the Submission # (5491 in this case) and click Search, as per the screen shot below.



- 3) When you get the results of your search, click the [Modify] text behind the default name.



- 4) In the Submission Attributes box that pops up, Enter a proper name and hit **SAVE**.



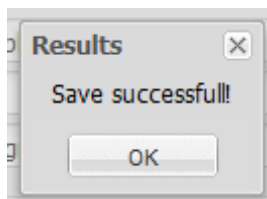
Here are some examples of proper PARENT SUBMISSION NAMES:

- a. For TFA Engagements, please include Engagement Level and a description:
 - i. EL4 Amarc Resources Drilling by Scum Lake
- b. For Forestry Referrals, where relevant, please use Licensee, License, CP and Blocks etc. to describe the submission:
 - i. WFT A20020 CP 899 Blks 1-9 Scum Lake

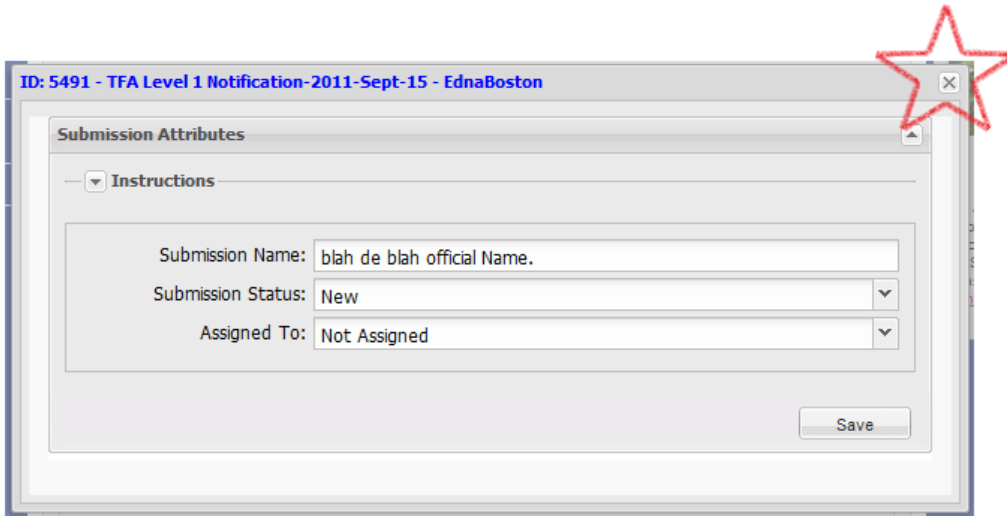
Each CHILD SUBMISSION also has to be named! Here are some sample Amendment or Child Submission Names:

- c. Here are the NAMES of submissions that could come in from someone at TNG:
 - i. Project cancelled – incomplete submission. Please resubmit entirely as a new parent.
 - ii. Formal request for additional background information attached as per chat with Justin Calof Sept 25-11. Due Date adjusted + 1 week.
 - iii. Aug 26-10 Field trip summary attached, with Next Steps for review.
- d. These child submissions might come in from the Proponent or Government
 - i. Revised project shapefiles attached.
 - ii. Manager’s final decision attached.

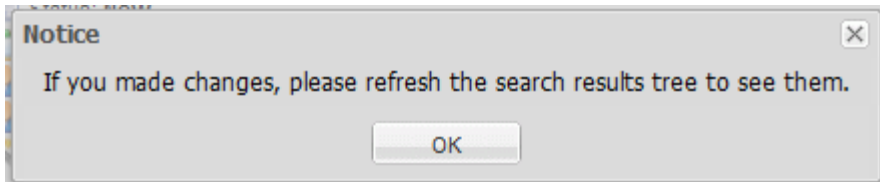
5) You will be notified that your Save was successful.



6) Then you need to close the Submission Attributes box.



7) And it will even tell you how to view your new NAME to verify that it took effect.



8) That's it!

Summary:

What's in a NAME?

It helps locate information quickly either with use of the search tools, or by allowing users to simply scan a list of submissions, or child submissions for the information they are looking for. It helps users decide which parent submission (or amendment) to look at. The new tree structure allows users to look within the submissions at their attachments, and if you know what the document's name is, you can even use the new search to locate the document directly. To demonstrate, simply look at submissions that have lots of children, or went in near the start of the TFA, or have had lots of discussion between the Proponent and Licensee (An example for BCGovernment users might be ID 2181). Imagine trying to find a particular document in all those amendments, or trying to locate a specific referral all submitted in the same week by the same staff member. Without proper naming the user ends up having to open up each of the forms and scan every submission for the answers they need.