

<i>Training Sheet Title:</i>	<b>Parent Submission Functionality: How to Submit a Child (Amendment) Submission, by Linking the form to a Parent Submission.</b>
<i>Date this update is effective:</i>	<b>May 8<sup>th</sup>, 2013</b>
<i>Useful for:</i>	<b>ALL Portal Users</b>

- 1 – Type**
- 2 – Validate**
- 3 – Set!**

- At the top of your new form **Enter the Parent Submission ID** you wish to link your new submission to in the field provided.



Submission Name: *name not set*  
Submission Title: **ID: 8255 - General Communication Form 2011-Sept-15 - MaryThurow**

**Parent Submission**

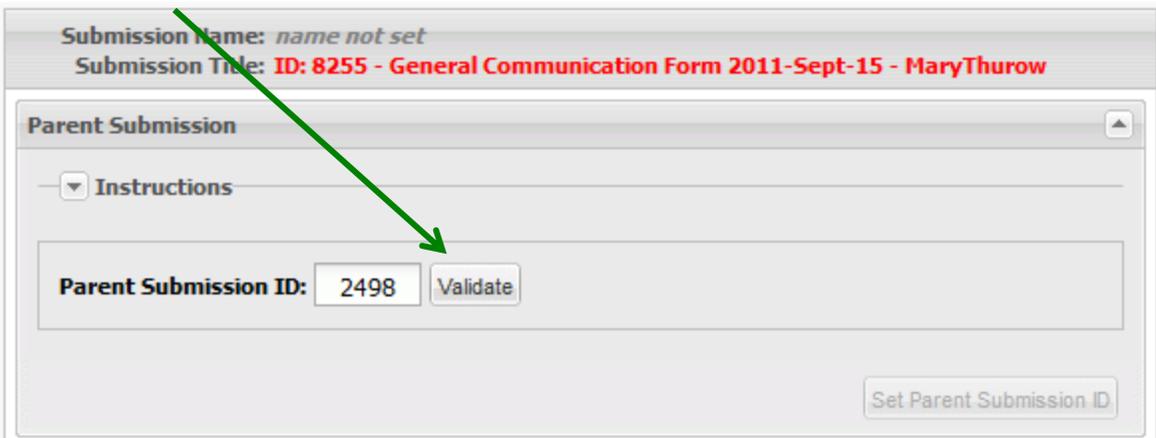
Instructions

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

Set Parent Submission ID

The validate button will activate once a number has been entered.

- Click the **Validate** button.



Submission Name: *name not set*  
Submission Title: **ID: 8255 - General Communication Form 2011-Sept-15 - MaryThurow**

**Parent Submission**

Instructions

Parent Submission ID:  Validate

Set Parent Submission ID

The Parent Submission's **TITLE** is displayed in red as a visual check that the correct Parent Submission ID was entered.

Submission Name: *name not set*  
Submission Title: **ID: 8255 - General Communication Form 2011-Sept-15 - MaryThurow**

Parent Submission

Instructions

Parent Submission ID:   **ID: 2498 - Forestry Referral - GraemeMcIntosh**

The **Set Parent Submission ID** button will also be activated.

3. **Click the Set Parent Submission ID button** to formally link your submission to the Parent that you've validated. *The page will refresh and new information is displayed at the top of your form.*

The page will refresh, you will see the Title and Name of your submission and its parent.

Submission Name: *name not set*  
Submission Title: **ID: 8255 - Amendment to ID: 2498 - General Communication Form 2011-Sept-15 - MaryThurow**  
Parent Name: **WF A20020 CP006 Blk 15 Haines Lake**  
Parent Title: **ID: 2498 - Forestry Referral - GraemeMcIntosh**

Parent Submission

Instructions

Parent Submission ID:   **ID: 2498 - Forestry Referral - GraemeMcIntosh**

**Note: Setting the Parent is a 3 step process! If you miss one of the steps it will not work and you will have to resubmit! A submission cannot be linked after it is already submitted – so check the top of your form before you continue to the next node!!!**

**1 – Type**  
**2 – Validate**  
**3 – Set!**

Note: If you enter an invalid Parent ID, you will get an error message.

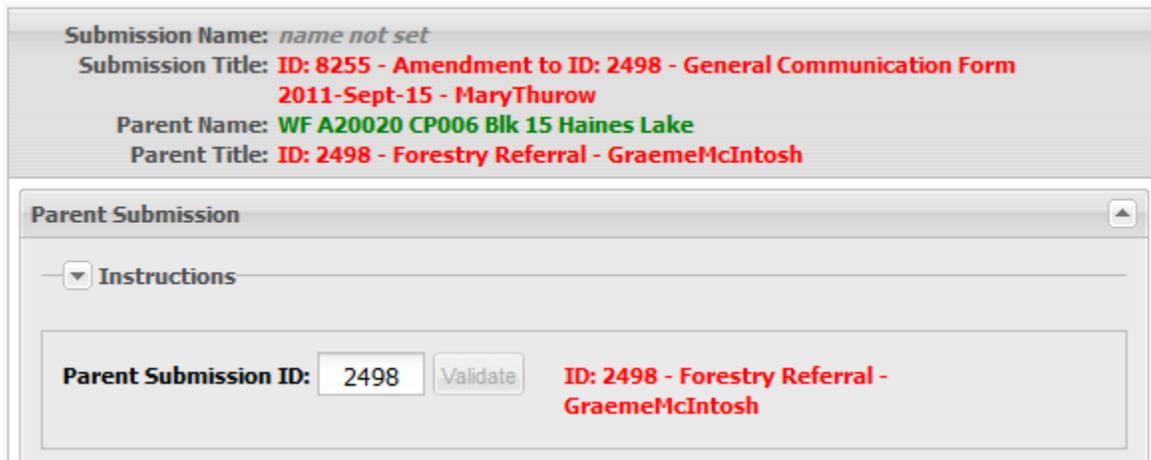


The screenshot shows a window titled "Parent Submission ID". Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains a text input field with "598", a "Validate" button, and a red error message: "Not a valid Parent Submission ID!". A red arrow points from the top right of the window down to the error message. At the bottom right of the window is a greyed-out button labeled "Set Parent Submission ID".

The **Set Parent Submission ID** button will remain inactive (greyed out) until an appropriate Parent Submission ID is validated.

If you accidentally set the wrong Parent, you can delete the text in the Parent ID box, validate and set your submission back to having no Parent ID.

Take advantage of the **Title** and **Name** fields at the top of each form for clarity on whether or not your submission is properly linked to a parent! For more information on Submission Title and Submission Name, see the document downloads page at [www.tngportal.ca/doc\\_links.php](http://www.tngportal.ca/doc_links.php).



The screenshot shows a form with the following fields and values:

- Submission Name: *name not set*
- Submission Title: **ID: 8255 - Amendment to ID: 2498 - General Communication Form 2011-Sept-15 - MaryThurrow**
- Parent Name: **WF A20020 CP006 Blk 15 Haines Lake**
- Parent Title: **ID: 2498 - Forestry Referral - GraemeMcIntosh**

Below this information is a window titled "Parent Submission" with an "Instructions" dropdown. The main content area contains a text input field with "2498", a "Validate" button, and a red error message: "ID: 2498 - Forestry Referral - GraemeMcIntosh".