TSILHQOT'IN NATIONAL GOVERNMENT
Stewardship Portal

Training Sheet Title:	***Parent Submission Functionality: How to Submit a Child (Amendment) Submission, by Linking the form to a Parent Submission.***	*1 – Type* *2 – Validate* *3 – Set!*
Date this update is effective:	***May 8th, 2013***	
Useful for:	***ALL Portal Users***	

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

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

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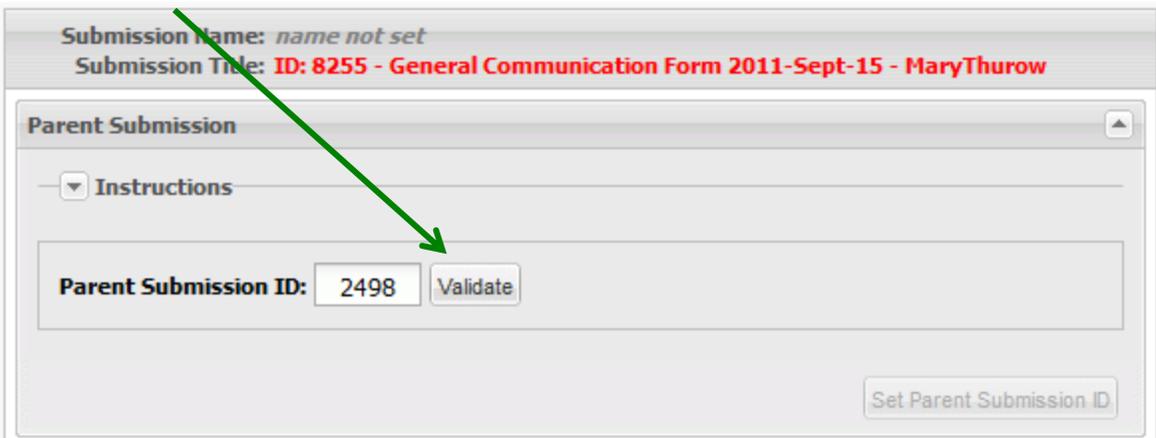
The Parent Submission's **TITLE** is displayed in red as a visual check that the correct Parent Submission ID was entered.

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.

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!

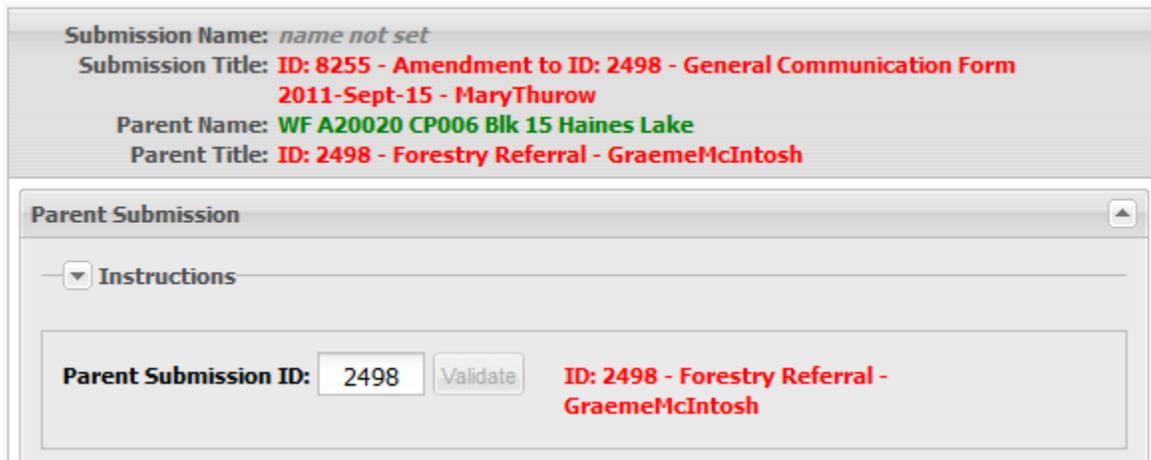Note: If you enter an invalid Parent ID, you will get an error message.

The **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 <u>delete the text</u> 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.