

TNG Portal, and ArcGIS Mapping Step by Step Instructions

Steps for Submitting a New Engagement Request to the TNG under the Tsilhqot'in Framework Agreement.



1. Once you have successfully logged on to the TNG Portal, go to fill a form webpage and click on the drop down menu:

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

2. Select the TFA Engagement Request 2011-Sept-15 Form, and click “Fill Form” button. You will be directed to a new TFA Engagement Request form, and assigned a Submission ID.
3. Fill in the boxes as completely as possible and click on the “**SAVE**” button
4. Use the “**Instructions**” sections to source help topics for each section of the form.
5. In Due Date Calculator node select Engagement Level and TFA Zone combination from the drop down menu:

Due Date Calculator

Instructions

Level & Zone: Any Level - Zone D Exclusively

Start Date: 09/19/2011

Completion Date:

Save

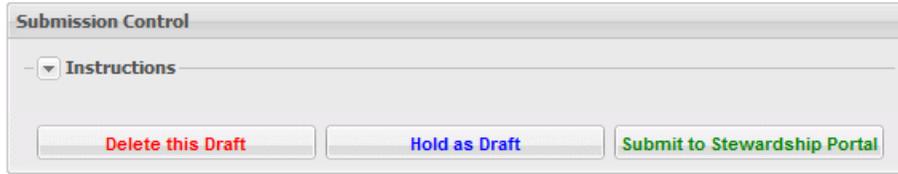
6. Start Date and Completion Dates will auto-populate with the selection of Level and Zone. Accept defaults unless extenuating circumstances permits you to customize dates.
7. To attach files to this Engagement Request scroll down the page to the document upload wizard:

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The screenshot shows a web interface for file attachments. At the top, there's a title bar 'File Attachments'. Below it is a dropdown menu labeled 'Instructions'. The main content area is divided into two sections. The first section is titled 'Files attached to this submission' and contains a 'Delete Selected' button above a table with three columns: 'Link', 'File Name', and 'Meta Data'. The table is currently empty. The second section is titled 'File Uploader (DO NOT USE FOR SHAPEFILES)'. It features a text input field with the placeholder 'Click browse to select a file...' and a 'Browse' button to its right. Below this is another text input field labeled 'File Meta Data:' with the placeholder 'Add file description here (optional)'. At the bottom right of this section is an 'Upload File' button.

8. Click on the **“Browse”** button to find the file you wish to attach.
9. Click in the field provided to type in meta data or a description of the file you are attaching
10. Click on **“Upload File”**. You will be notified as soon as the file has been successfully uploaded, and you will be able to see the file in the **“Files attached to this submission”** section. You will also be emailed with details if your file was not successfully uploaded. Use this email to troubleshoot why your file did not load.
11. To delete a file, highlight the file in the **“Files attached to this submission”** and click on the **“Delete”** button.
12. To download a file, click on the blue circle with arrow, on left-hand side of filename.
13. Scroll down past the Shape File Loader and click on the **“Next Page”** button at the bottom of the first page.
14. Allow the permissions tree to appear, and accept default permissions unless you are aware of a particular user or user group that should be either added or removed from the permissions for this particular submission. Expand or collapse the permissions for the user group by clicking on the arrow button next to the user group listed in the permission tree. Add or remove a user or user group by clicking on the radio button next that user or user group. Click **“Save”** to accept and save changes
15. Scroll down the page to review the email notifications listed. Add new email recipients by clicking in the **“Add Recipients Manually”** field.
16. Begin typing email address of individual to be added. The portal will auto-complete if the address exists in the database. The Portal will check for incorrect email format.
17. Scroll down to the **“Submission Control”** section to either **“HOLD as DRAFT”**, **“SUBMIT to Stewardship Portal”**, or **“DELETE this DRAFT”**:

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18. Click on the “**Hold as Draft**” button, to hold this submission for further work. It has not been submitted, so TNG will not be able to view it, only individuals from your Government user group can access it.
19. For you or other individuals in your user group to access this draft submission, go to the “**Fill A Form**” webpage and click on the drop-down menu in the “**Resume Work on Draft Submission**” section:

Resume Work on a DRAFT Submission

In this section, you can continue work on a previously started Submission that was saved as a DRAFT.

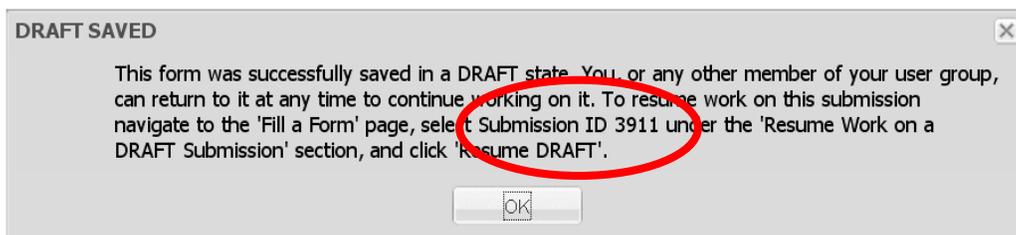
To resume work on a DRAFT submission, select a DRAFT submission from the drop-down box below and click 'Resume DRAFT'.

ID: 5480 - TFA Engagement Request-2011-Sept-15 - admin

Resume DRAFT

**** Users that share common permissions groups can edit and submit each others DRAFT submissions. For example: If 'Sally Sawyer' and 'Louie Lumberjack' are both members of the 'ABC Mills' permissions group, they will be able to edit and submit each others DRAFT submissions.**

20. Select the submission in this list that you wish to resume work on and click the “**Resume DRAFT**” button. The submission ID, the Form type, and the name of the initiator of the submission is listed for your reference purposes.
21. You will be directed to the form for this submission.
22. Enter any information or edits to the content, and click “**SAVE**”.
23. Revise Engagement Level, and therefore due date, and click “**SAVE**”.
24. Add any additional documents or files as per instructions above.
25. You, or the GIS Specialist assigned to this task, should now be ready to upload shape files to this submission having completed the following:
 - shape files are created with the associated TFA schema – available for download on the Document Download Portal webpage:
http://www.tngportal.ca/themes/tng/documents/Shapefiles/Sample_TFA_Engagement_Request_Shapefiles.zip
 - DBID attribute is populated with the submission id given to you when you initiated the submission, and noted in the **DRAFT SAVED** notice.
 - All other attributes are filled in as well as possible, with appropriate information.



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26. To upload shape files scroll down the page to the **Load Shape Files** section:

The screenshot shows a web form titled "Load Shape Files". It contains several sections: "Instructions" and "Spatial Schema Definitions" (both with expandable arrows), a table for "Spatial files attached to this submission" with a "Layer" column, and a "Shapefile Uploader" section. The uploader section has three rows for DBF, SHP, and SHX files, each with a text input field containing the instruction "Click browse to select a shapefile's [file type]", a "Browse" button, and a larger "Upload Shapefile" button at the bottom right.

27. Click on the **“Browse”** button next to the DBF field to find the DBF file component of the shape file you wish to upload. Do the same for the SHP and SHX files for the same shape file.
28. Click on the **“Upload Shape file”** once all 3 essential files are properly selected. This button will remain grayed out until the 3 files meet the requirements of the Portal.
29. Once all required files, documents, and shape files have been properly attached and you are satisfied that this Engagement Request is complete and is ready for review by TNG, click the **“Submit to Stewardship Portal”** button. This submission will now be viewable by TNG and all others included in the permissions. Email notifications will be sent to all those recipients listed in the email notifications section and TNG can now review this engagement request.
30. After you make your submission go back to the home page of the portal and click on find submissions type in the parent id that you have – go to it and rename it. Name your new submission with the following information:
 - Engagement Level (EL)
 - Submission Descriptionfor example: EL2 Range Tenure Renewal

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Steps for Submitting an Amendment/Child Submission to an Existing Engagement Request, to the TNG under the Tsilhqot'in Framework Agreement.



1. If you need to submit an amendment or child submission to an existing submission click on the Fill a Form webpage and select the appropriate form to complete. Usually you will select the General Communication form, unless you are submitting revisions to your original TFA Engagement Request Form.
2. At the top of the form you will see the “**Parent Submission**” section:

3. Enter in the ID number of the Parent Submission you wish to submit an amendment for in the field for “**Parent Submission ID:**”
4. Click on the Validate button.
5. If this submission ID is a parent submission and/or actually exists the details of that id will appear next to the “**Validate**” button so you can confirm that it is the right one.
6. If this is the right parent submission ID, click on the “**Set Parent Submission ID**” button.
7. Enter information into the content section as required; attach files and shape files if needed; and click the “**Hold as Draft**”, “**Delete Draft**” or “**Submit to Stewardship Portal**” as outlined above.

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Things to remember when attaching files to a form:

- Don't submit **anything** unless you have **everything**: for example, are all the files uploaded, are the shapefiles uploaded?
- Only draft submissions can be deleted; once a submission is made into the portal it cannot be deleted.
- Once you delete a **draft** submission that DBID number will not be reassigned.
- Instructions on each page can be collapsed or expanded.
- File naming conventions:
 - a. No spaces
 - b. No non-alphanumeric characters (\$#%&!) etc.
 - c. Maximum character length of 36 characters – aim for no more than 30.
 - d. Dashes and under-scores are accepted
- If you exceed the filename length, the system will “hang” and you will have to press the web browser back button and resume your draft.
- **Remember once you submit your final submission into the portal please remember to go back in and name it.** (include Engagement Level, Zone, and a brief description)
- When submitting shape files, be sure to include the individual .shp, .shx, and .dbf. Do not compress them into a zip file and attach as one file to the document upload wizard.
- Ensure you've filled in the DBID attribute in the shape file with the Parent Submission ID before you submit the shape files.
- No multipart shapefiles (ask your GIS'er if in doubt). Single part geometry only.
- Shape files need to be in Albers projection (although you do not need to submit the .prj file.)
- Maximum 20 Megs TOTAL attachment file size per submission. If you have additional documents that add up to more than 20 megabytes, attach them separately in a child submission if you're not successful in reducing the file's size.

Please see TNG Checklist for list of attachments required for a complete Engagement Request Portal Submission:

http://www.tngportal.ca/themes/tng/documents/UserHelpDocuments/TNG_Portal_TFAChecklist.pdf

If you have any problems or questions please first refer to the help topics for each section, or reference documents available on Document Download. If you still have questions please contact:

Edna Boston,

Ministry of Aboriginal Relations and Reconciliation

Resource Coordination Officer

Email: Edna.Boston@gov.bc.ca

250-398-4422

Or contact Portal Administration at TNG:

Mary Thurow mary@tsilhqotin.ca or

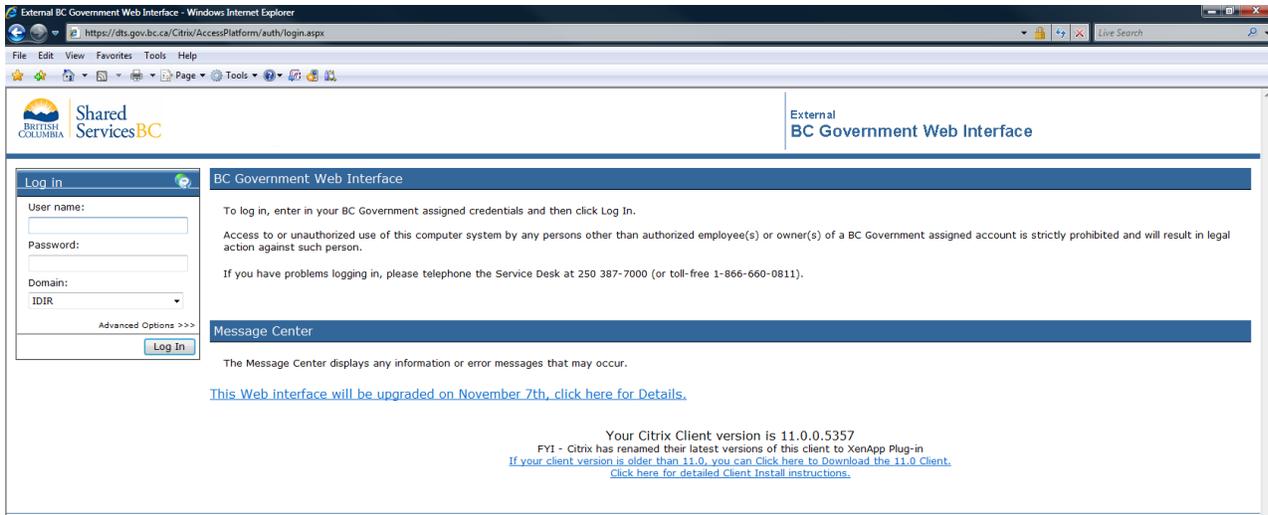
Sarah Gash sarah@tsilhqotin.ca

250-392-3918

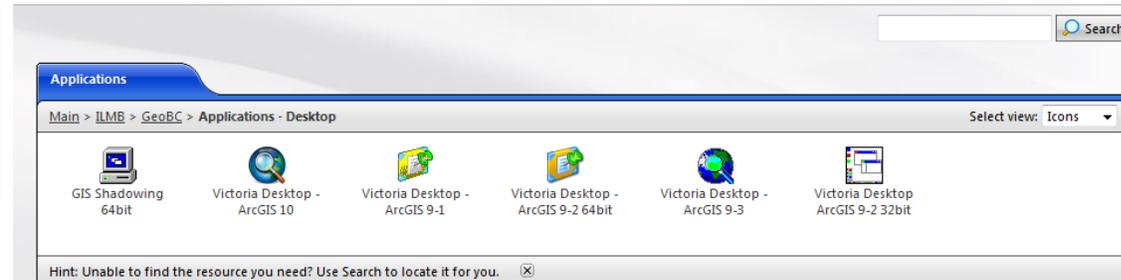
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ArcGIS Mapping Instructions-Shapefile conversion to TNG TFA Schema

- Step 1 Go to External BC Government Interface
 Use your user name and password to log in



- Step 2 Depending on which ArcGIS program you are using, click on it



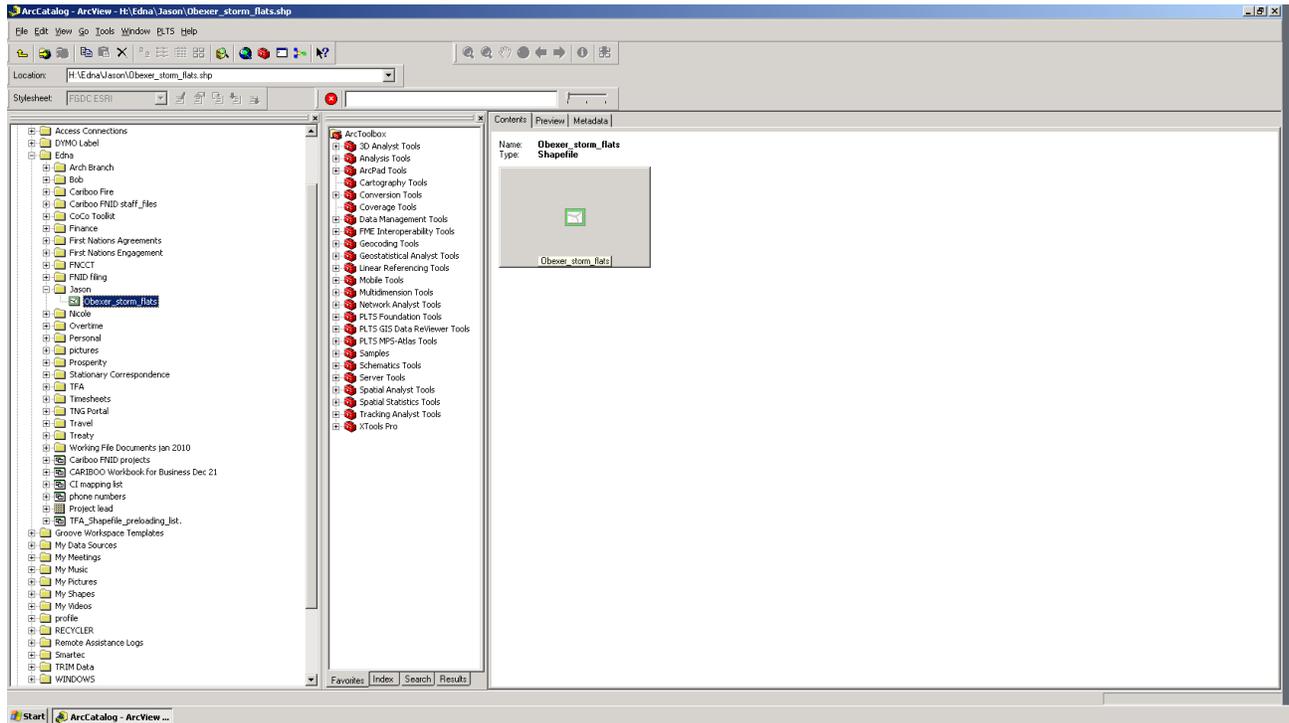
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Step 3 Click on programs (see diagram below) choose ArcCatalog



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Step 4 Open up ArcCatalog

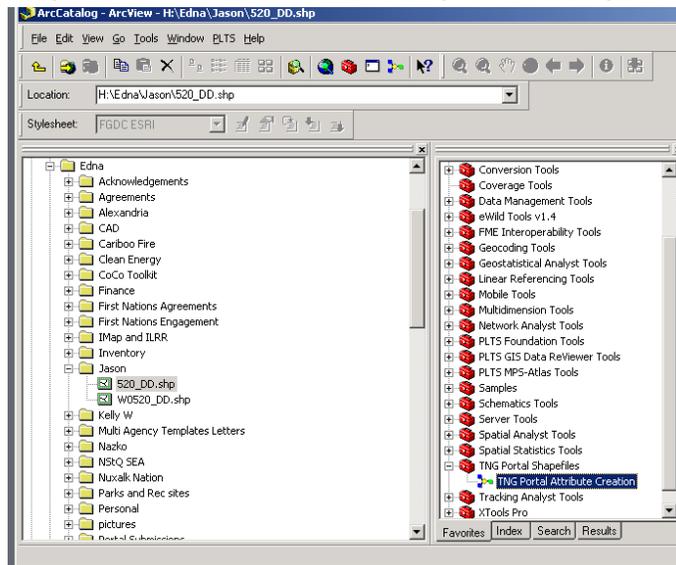


Step 5 You will need to create a blank shapefile, so right click on your directory and create a blank shapefile. Ensure you select NAD83 Albers projection.

Step 6 Click on the red tool box



Step 7 Once you have the toolbox opened you need to load the TNG Portal Shapefiles toolbox right click on the Arc Toolbox click on add toolbox, you will have to ensure that you have the toolbox saved in your directory.

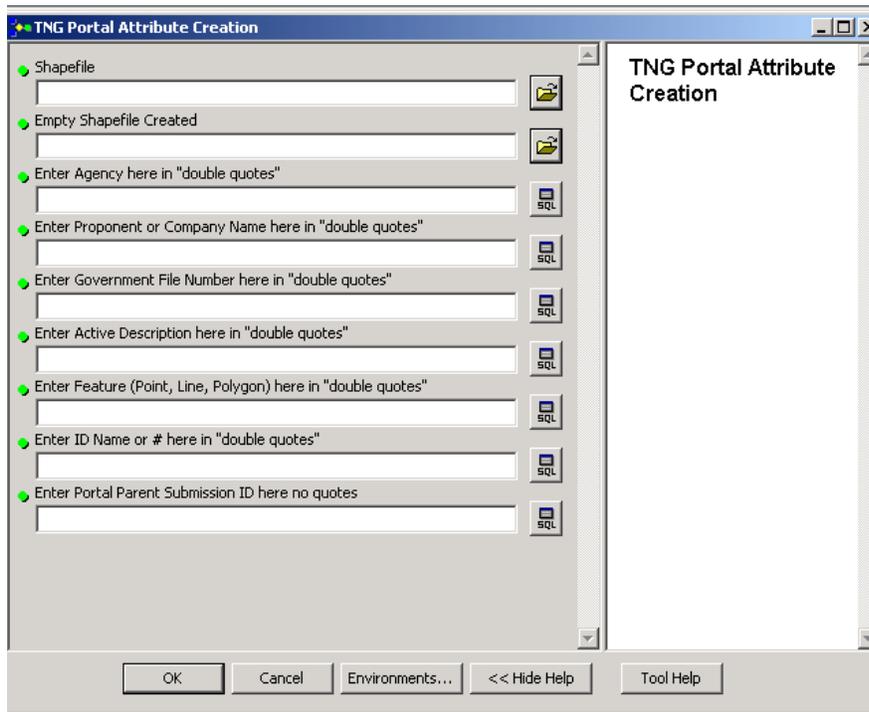


Created by: Mary Thurow, Sarah Gash and Edna Boston

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Step 8 Once you have double clicked on the toolbox you can start filling in the attributes:



Step 9 If all else fails – Call Edna Boston 250-398-4422