



NStQ Stewardship Portal

Introduction to the NStQ Stewardship Portal

Summary

- NStQ Stewardship Portal Overview
- User Access
- Content Management System
- OpenMap
- Additional Resources

NStQ Stewardship Portal: Overview

The screenshot displays the Northern Secwepemc te Qelmuw Stewardship Portal. At the top, it features logos for T's'escen' (Canim Lake), St'wecem'ic Xgat'tem (Canoe-Dog Creek), X'ats'ul'i/C'metem' (Soda-Deep Creek), and T'exele (Williams Lake). The main header reads "Northern Secwepemc te Qelmuw Stewardship Portal".

Stewardship Portal

Weyik

Welcome to the Northern Secwepemc te Qelmuw Portal, this portal will be more effective and efficient for the NStQ Natural Resource staff to deal with Referrals in a timely manner. The NStQ Portal is a significant step toward empowering the NStQ communities.

The Northern Secwepemc te Qelmuw (NStQ) Natural Resource is a coordinated effort between T's'escen' (Canim Lake), St'wecem'ic Xgat'tem (Canoe-Dog Creek), X'ats'ul'i/C'metem' (Soda-Deep Creek) and T'exele (Williams Lake) communities to achieve self governance and to continue to develop and maintain our relationship with our traditional territory as stewards of the land.

The NStQ Natural Resource staff is comprised of Natural Resource Managers, Natural Resource Referral Coordinators.

Each of the NStQ communities works in autonomy respecting their community traditions but collaborate on areas of common interest.

Portal Access

A user account is needed to log into the Stewardship Portal. Click on the link below, download and complete the word document then email it to the portal administrator to receive access to the portal.

1. Download [Access Form](#)
2. Email Completed Access Form as attachment to [Portal Administrator](#)

Photos



Portal Assistance

If you have questions or comments regarding the Stewardship Portal please email the [Portal Administrator](#).

Northern Secwepemc te Qelmuw
Soda Creek: (250) 889-2323 | Williams Lake: (250) 296-3507
Canim Lake: (250) 387-2253 | St'wecem'ic Xgat'tem: (250) 440-5648

Stewardship Portal
Version 1.7.3

NStQ Stewardship Portal: Overview

- The Stewardship Portal is a web-based referrals management and land use planning support tool providing a single point of access to project information for NStQ natural resource staff, as well as BC government and industry (e.g. forestry, mining, range) representatives.
- The Portal was developed by Geoborealis Spatial Data Management, a Prince George, BC company owned and operated by Scott Emmons and Volker Schunicht. However, the Portal software is open-source with no annual fees.
- The NStQ Stewardship Portal software is identical to that utilized by the Tsilhqot'in National Government, the Carrier Sekani Tribal Council, Musqueam First Nation, and Dawson Creek City Water Services. However, only registered NStQ, government and industry users have access to the NStQ Portal. User access to Portal submissions is permission based and only users with permission may view submission information.

NStQ Stewardship Portal: Overview

- Under contract to NStQ, O-Netrix Solutions (an IT firm located in Williams Lake, BC) provides hosting and domain registration services for the Stewardship Portal.
- The NStQ Joint Resources Committee Coordinator acts as administrator for the Portal. The Portal administrator provides account and user services. The administrator also reviews Portal submissions and assigns submissions to appropriate community staff for follow-up.

NStQ Stewardship Portal: Overview

- The NStQ Stewardship Portal is made up of two main parts:
 1. Content Management System: provides simplified uploading, downloading, tracking, and storage of project information for effective notification, review, and communication by natural resource staff.
 2. OpenMap: provides interactive access to map data (including project shapefiles, territory boundaries, and a range of web map services). Users may view and analyze data as well as create and print maps.


NStQ Stewardship Portal: User Access

The NStQ Stewardship Portal may be found at: www.nstqportal.org

With the exception of the publically accessible Document Downloads page, users require an account to access the Portal. Please download the NStQ Stewardship Portal Access Request Form by clicking on the Download Access Form link on the right sidebar. You may then email the completed form to the Portal Administrator who will set-up an account for you.

Once your account has been set-up, the Portal Administrator will contact you by phone to provide your username and password.

NStQ Stewardship Portal: User Access

Once you have a Portal account, you may click the  button to login and access your account.

NStQ Stewardship Portal: Content Management System

The screenshot shows the homepage of the Northern Secwepemc te Qelmuw Stewardship Portal. The header features logos for 'T'axos' and 'T'exelc' alongside the text 'Northern Secwepemc te Qelmuw Stewardship Portal'. A left-hand navigation menu includes links for 'Stewardship Home', 'Find Submissions', 'Fill A Form', 'Map Layers', 'View Available Schemas', 'View Form Fields', 'Document Downloads', and 'Logout'. The main content area is titled 'Welcome to The Stewardship Portal' and provides instructions for users. It lists several key functions: 'Find Submissions', 'Fill A Form', 'Map Layers', 'View Available Schemas', 'View Form Fields', 'Document Downloads', and 'Logout'. A right-hand sidebar contains a 'Photos' section with a photo of a woman and a 'Portal Assistance' section with contact information. The footer includes contact details for Soda Creek, Williams Lake, and Canim Lake, along with the portal version number 1.7.3.

Stewardship Home
Find Submissions
Fill A Form
Map Layers
View Available Schemas
View Form Fields
Document Downloads
Logout

Welcome to The Stewardship Portal

You have successfully logged in to The Stewardship Portal. The list below outlines the functions that are accessible from the menu on the left.

- **Find Submissions**
This function allows you to search through the Submissions in the Portal. Use this function to identify the appropriate submission to which you should add an attachment/addendum. Note that you will not see submissions from other users unless you have the appropriate permissions.
- **Fill A Form**
Information is submitted to the Stewardship Portal by filling in a form. For example, to initiate a Forestry Referral, click on **Fill A Form** and select the **Forestry Referral Form** from the list.
- **Map Layers**
To view the spatial layers that you are permitted to see, click on the **Map Layers** link. You will be able to search through the list of layers by name and select which layers you would like to see in the Map Viewer, and then you can launch the Map Viewer from here.
- **View Available Schemas**
The Stewardship Portal requires that all shapefiles submitted meet specific formatting requirements, known as schemas, which have already been established. If you are having trouble uploading shapefiles to the portal, please view the schema requirements for the data-type you are trying to upload.
- **View Form Fields**
Click on **View Form Fields** to see all the fields on each form. It is a good idea to ensure you have all the relevant information ready to enter into the portal so you don't make an incomplete submission.
- **Document Downloads**
Download shapefile templates and blank forms from the **Document Downloads** page. A user ID is not required for access to this page.
- **Logout**
Please ensure you end your Stewardship Portal Session by logging out.

Photos

Portal Assistance
If you have questions or comments regarding the Stewardship Portal please email the [Portal Administrator](#).

Northern Secwepemc te Qelmuw
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Stewardship Portal
Version 1.7.3

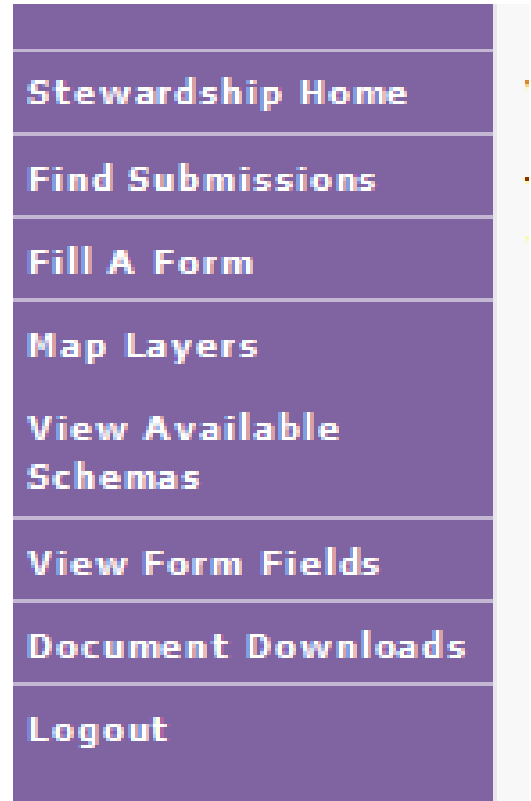
- The content management portion of the Stewardship Portal allows users to submit new project applications (called “Submissions”), review existing Submissions, upload and attach subsequent work product to existing Submissions, and communicate with other users involved with a Submission.

NStQ Stewardship Portal: Content Management System

Once a user logs in to the Portal they may navigate using the buttons on the left sidebar.

Buttons:

- **Stewardship Home:** links to Portal homepage. When logged in, the homepage contains descriptions of each of the sidebar buttons.
- **Find Submissions:** This function allows users to search through Portal Submissions. This function may be used to identify the appropriate submission to which you should add an attachment/addendum. Note that you will not see submissions from other users unless you have the appropriate permissions.



NStQ Stewardship Portal: Content Management System

Buttons (continued)

- **Fill a Form:** Information and subsequent work product regarding project applications is submitted to the Stewardship Portal by filling the appropriate form.
- **Map Layers:** This button opens OpenMap in a new window or tab.
- **View Available Schemas:** The Stewardship Portal requires that all shapefiles submitted meet specific formatting requirements, known as schemas. If you are having trouble uploading shapefiles to the portal, please review the schema requirements for the data-type you are trying to upload.
- **View Form Fields:** Click on View Form Fields to see all the fields on each form. It is a good idea to ensure you have all the relevant information ready to enter into the portal to avoid making an incomplete submission.

NStQ Stewardship Portal: Content Management System

Buttons (continued)

- **Document Downloads:** Download Portal instruction documents, maps, and NStQ policies from the Document Downloads page. A user ID is not required for access to this page.
- **Logout:** Please ensure you end your Stewardship Portal Session by logging out.

NStQ Stewardship Portal: OpenMap


The screenshot displays the Northern Secwepemc te Qelmuw Stewardship Portal's OpenMap interface. The top header features logos for the Secwepemc, Nuxalk, and Tsq'ecwem' (Canim Lake) bands, alongside the text "Northern Secwepemc te Qelmuw Stewardship Portal". A session timeout notice in the top right corner states "Session will timeout in 60 minutes".

The interface includes a "Layers" panel on the left with the following options:

- Texelo (Williams Lake Band)
- Xats'u'll/Cmetem' (Soda/Deep Creek)
- Stwecem'oi/Xgat'tem (Canoe/Dog Creek)
- Tsq'ecwem' (Canim Lake)
- DataBC Terrain
- ESRI Satellite Imagery
- ESRI Terrain
- OpenStreetMap

The main map area shows a geographical view of the region with several colored overlays: a red outline, a blue outline, a purple outline, and a green outline. These outlines likely represent different stewardship areas or bands. The map includes labels for various locations such as Prince George, Quesnel, Kamloops, Salmon Arm, Merritt, Vernon, Revelstoke, and Calgary. A scale bar at the bottom left indicates distances in kilometers (0, 100, 200) and a scale of 1 : 3,466,743. The bottom right corner notes "Basemap courtesy of OpenStreetMap" and "Powered by OpenMap 2.4.1".

NStQ Stewardship Portal: OpenMap

- OpenMap allows Portal users to view spatial data submitted to the Portal.
- OpenMap automatically opens with the 4 NStQ Community territory boundaries loaded as layers. Users may select from 4 preloaded basemap layers.
- Using the Add Data  button, users may add search for and add spatial data submitted to the Portal. However, users may only add data for which they have permission.
- Using the Add Data button, users may also add local spatial files or Web Map Services as layers.
- The Help tab provides a description of additional tools available for spatial analysis.

NStQ Stewardship Portal: Additional Resources

For instructions on gaining access to the Portal or submitting Applications to the Portal, please visit the NStQ Stewardship Portal Documents Downloads page (http://nstqportal.org/doc_links.php)

For assistance in using the Portal or to address any problems you may encounter, please contact the Portal Administrator (jrccordinator@xatsull.com)