



# MVEIRB Document Search User Guide

Slave Geological Province Database and Data Collection Project

**VERSION: 1.0**

DATE: 2026-03-31

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## 1. APPLICATION OVERVIEW

Using the Document Manager application, team members can search for and find specific documents, or groups of documents related to a project.


Document properties and Keywords may be used to search for, find and filter results.

The Document Search function is the default function that opens when opening the Document Manager Application. This is found at the URL below. Once you open the portal page, click on the “Document Manager” Icon to open the application.

[SGP Regional Database Portal](#)

## 2. STEP-BY-STEP USER GUIDE TO SEARCHING DOCUMENTS

Logging in to the Document Manager application opens the following page which, by default, is the Document Search page.



**Doc Search** [File Upload](#)

**Format**

**Valued Component Type**

**Jurisdiction**

**Keywords**

Search
Reset
Copy Search Link

Showing **259** out of **259** results

Copy Link	ID	File Name	Record Title	Source	Link
<a href="#">🔗</a>	191	Droit_petrolier_et_gazier_Oil_and_Gas_Right_	CIRNAC Oil and Gas Rights	Crown-Indigenous Relations and N...	<a href="https://open.canada.ca/data/en/dataset">https://open.canada.ca/data/en/dataset</a>
<a href="#">🔗</a>	268	Bathurst_seasonal_range_overlap.pdf	Annual Variation in the Seasonal Range Overlap Between the E	Wek'èezhìi Renewable Resources ...	<a href="https://wrrb.ca/annual-variation-season">https://wrrb.ca/annual-variation-season</a>
<a href="#">🔗</a>	293	1383443.pdf	Snowpack trends across Canadas largest river basin using thre	ESS Open Archive	<a href="https://essopenarchive.org/users/10235">https://essopenarchive.org/users/10235</a>
<a href="#">🔗</a>	129	Federal Contaminated Sites.zip	Federal Contaminated Sites	Crown-Indigenous Relations and N...	
<a href="#">🔗</a>	65	map_01_-_plan_area_0-scaled.jpg (2560x1856	Dehcho Territory	Dehcho Land Use Planning Commit...	<a href="https://dehchoands.org/wp-content/upl">https://dehchoands.org/wp-content/upl</a>
<a href="#">🔗</a>	279	remotely-sensed-trends-in-vegetation-productiv	Remotely sensed trends in vegetation productivity and phenolog	Canadian Science Publishing	<a href="https://cdnsiencepub.com/doi/10.1139">https://cdnsiencepub.com/doi/10.1139</a>
<a href="#">🔗</a>	199	MovementAreaFiles_Caribou_Canada_Bathurs	Bathurst Caribou Identified Routes and Range Data	Global Initiative on Ungulate Migration	<a href="https://www.cms.int/gium">https://www.cms.int/gium</a>

From here, records can be searched using Keywords and/or the following properties in refiner fields:

- **Format:** The structure and details of the data you are looking for.
- **Valued Component Type:** The identified valued component the data is associated with.
- **Jurisdiction:** The relevant or responsible authority for the data.

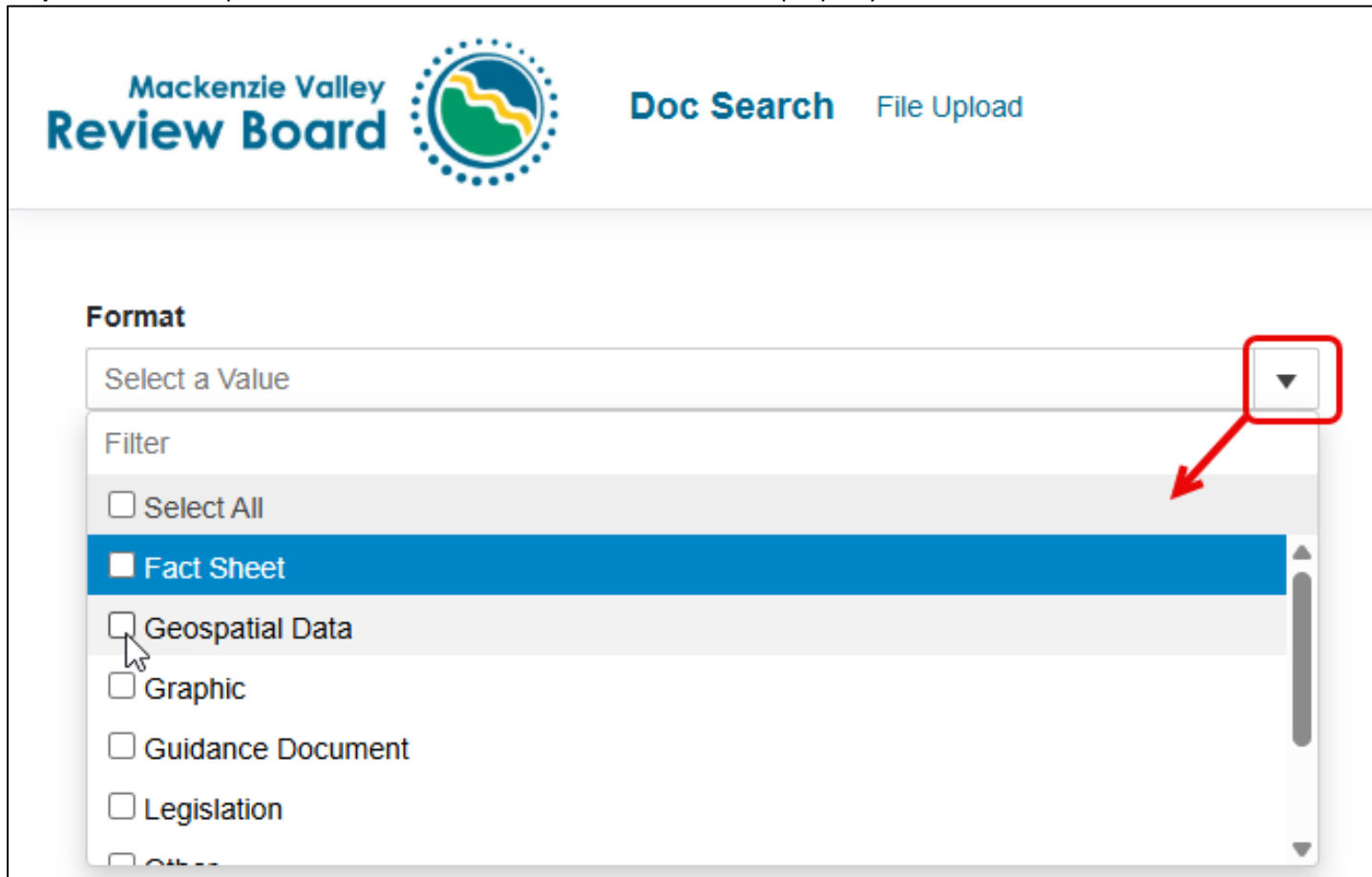
These properties/refiners are used to help narrow search results, especially in situations where they may be many records in the repository.

## SEARCH BY PROPERTY

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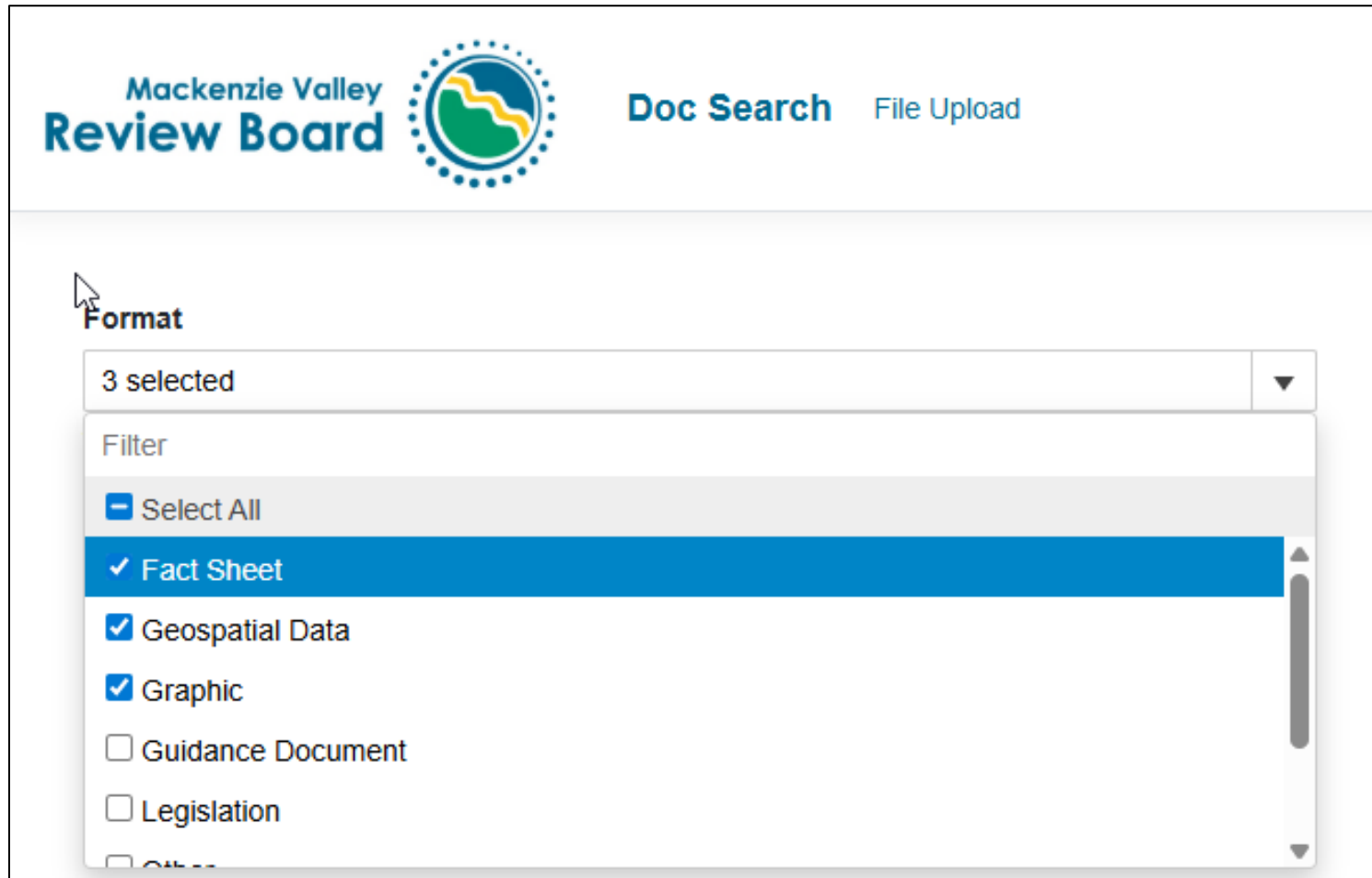
Search by Format, Valued Component Type, or Jurisdiction

**Step 1:** Click on drop-down menu icon inside the field of the chosen property.



**Step 2:**

Choose one or more selections from the drop-down menu. Then, click outside the selection window to close the window.



**Step 3:**

Click on the “Search” button.

Mackenzie Valley  
**Review Board**

**Doc Search** File Upload

**Format**

3 selected ▼

**Valued Component Type**

Select a Value ▼

**Jurisdiction**

Select a Value ▼

**Keywords**

Search Reset Copy Search Link

A table of search results opens containing all documents matching the search criteria. Top row of table shows headings of various properties of the files. All the individual documents/data are represented in rows underneath.

**Mackenzie Valley Review Board** Doc Search File Upload

Format: 3 selected

Valued Component Type: Select a Value

Jurisdiction: Select a Value


Keywords: [ ]

Buttons: Search, Reset, Copy Search Link

Showing 106 out of 106 results

Copy Link	ID	File Name	Record Title	Source	Link
	191	Droit_petrolier_et_gazier_Oil_and_Gas_Right_...	CIRNAC Oil and Gas Rights	Crown-Indigenous Relations and N...	<a href="https://open.canada.ca/data/en/dataset">https://open.canada.ca/data/en/dataset</a>
	129	Federal Contaminated Sites.zip	Federal Contaminated Sites	Crown-Indigenous Relations and N...	
	65	map_01_-_plan_area_0-scaled.jpg (2560x1856)	Dehcho Territory	Dehcho Land Use Planning Commit...	<a href="https://dehcholands.org/wp-content/upl">https://dehcholands.org/wp-content/upl</a>
	199	MovementAreaFiles_Caribou_Canada_Bathurs	Bathurst Caribou Identified Routes and Range Data	Global Initiative on Ungulate Migration	<a href="https://www.cms.int/gjum">https://www.cms.int/gjum</a>
	294	fact_sheet_bluenose-east_caribou_en.pdf	Barren Ground Caribou in the NWT - Bluenose-East Herd	GNWT	<a href="https://www.cclmportal.ca/sites/default/">https://www.cclmportal.ca/sites/default/</a>
	260	Catchmentbasin - 0-5m scale.zip	Sub-basins	GNWT	<a href="https://www.apps.geomatics.gov.nt.ca/">https://www.apps.geomatics.gov.nt.ca/</a>
	262	Rivers.zip	Water Courses	GNWT	<a href="https://www.maps.geomatics.gov.nt.ca/">https://www.maps.geomatics.gov.nt.ca/</a>

At this point, options include:

- Scroll - to find a document/document
- Refine Search - using another property and/or Keyword, and hitting “search” again
- Filter Results – using filter  feature on any column
- Reset to clear the search results and criteria, and start a different search process

## SEARCH BY MULTIPLE PROPERTIES

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To search for a more specific set of documents/data, set 2 or 3 of the properties / refiner fields in the same way by opening the drop-down menus and choosing any relevant selections. Once you have made your selections, hit search again for a further refined set of results.

---



**Doc Search** File Upload

**Format**

3 selected ▼

**Valued Component Type**

Select a Value ▼

**Jurisdiction**

Select a Value ▼

**Keywords**

[Search](#) [Reset](#) [Copy Search Link](#)

## SEARCH BY KEYWORDS

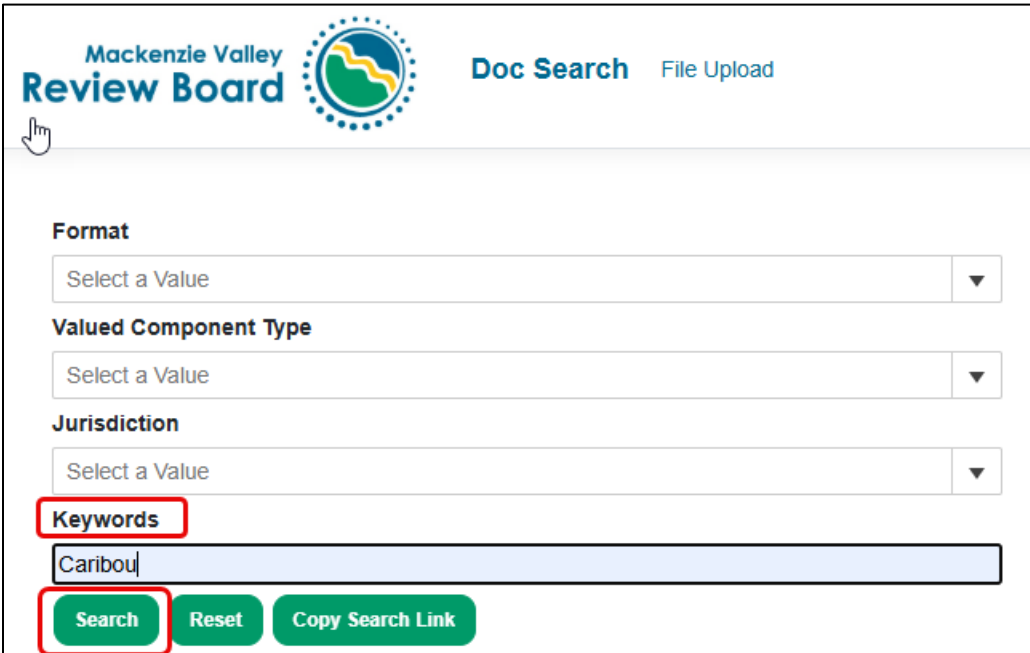
---

Keyword search looks for individual words or phrases within the properties of the documents/records (e.g. “File Name”, “Record Title” etc.), as well as within any text in the body of the documents/records themselves (excludes words that are rendered as images rather than text, e.g. some words will appear in data). A good comparison would be to a simple web search (e.g., google) where you type in keywords to narrow down to a result

**Step 1:** Click within the Keyword field and enter:

- An individual word
- Two or more words separated by spaces – search will look for documents that contain all of the entered words
- Two or more words enclosed within “quotation marks” – search will look for documents that contain the entire phrase

**Step 2:** Click on “Search” button.



Mackenzie Valley  
**Review Board**

**Doc Search** File Upload

**Format**  
Select a Value

**Valued Component Type**  
Select a Value

**Jurisdiction**  
Select a Value

**Keywords**  
Caribou

**Search** **Reset** **Copy Search Link**

A table of search results opens containing all documents matching the entered keyword(s).

**Note:** Keyword search can be used by itself or in combination with property searches.

It is usually advantageous to first narrow down the search using one or two properties. For example, choosing Surgeon may result in many records, but if it previously filtered on a jurisdiction like New Jersey, and you are looking for geospatial data, then it can then return a more refined search result.

## 3. FURTHER APPLICATION FEATURES AND TIPS

### **PIN A COLUMN**

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Pin a column (typically the “File Name” column or the “Record Title” column) to keep that column visible and stationary while scrolling to the right to view the remaining property fields.

Click on the pin icon in the relevant column heading. The pin icon will darken and orient vertically. Simply click on the icon again to unpin. You can drag pinned headings to order how you would like to view the results as you scroll horizontally.

**Format**

3 selected ▼

**Valued Component Type**

Select a Value ▼

**Jurisdiction**

Select a Value ▼

**Keywords**

[Search](#) [Reset](#) [Copy Search Link](#)

Showing 106 out of 106 results

Copy Link ✕	ID ✕ ▼	File Name ✕	Record Title ✕ ▼
<a href="#">🔗</a>	191	Droit_petrolier_et_gazier_Oil_and_Gas_Right_	CIRNAC Oil and Gas Rights
<a href="#">🔗</a>	129	Federal Contaminated Sites.zip	Federal Contaminated Sites
<a href="#">🔗</a>	65	map_01_-_plan_area_0-scaled.jpg (2560×1856	Dehcho Territory
<a href="#">🔗</a>	199	MovementAreaFiles_Caribou_Canada_Bathurs	Bathurst Caribou Identified Routes and Range Data
<a href="#">🔗</a>	294	fact_sheet_bluenose-east_caribou_en.pdf	Barren Ground Caribou in the NWT - Bluenose-East Herd
<a href="#">🔗</a>	260	Catchmentbasin - 0-5m scale.zip	Sub-basins
<a href="#">🔗</a>	262	Rivers.zip	Water Courses

## FILTERING RESULTS

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Search results can be filtered by any column (each representing a property of the files).

**Step 1:** Click on the filter icon within relevant column heading.

A filter pop-up window will appear.

**Step 2:** Deselect "Select All".

**Step 3:** Select one or more choices from the menu.


**Step 4:** Click on "Apply".

For example, files can be filtered to display all those with the same Source property.

The screenshot shows a table with columns: Record Title, Source, and Link. A filter dropdown menu is open over the 'Source' column. The menu includes sorting options (Ascending, Descending), a search input field, a 'Select All' checkbox, and a list of source names with checkboxes. The 'Apply' button is highlighted with a red callout box labeled '4'.

Record Title	Source	Link
CIRNAC Oil and Gas Rights		<a href="#">/data/en/dataset</a>
Annual Variation in the Seasonal Range Overlap Between the E		<a href="#">ariation-season</a>
North Slave Climate Data		<a href="#">nce.ca/Journal.a</a>
Snowpack trends across Canadas largest river basin using a re		<a href="#">org/users/10235</a>
Federal Contaminated Sites		
Dehcho Territory		<a href="#">/wp-content/upl</a>
Remotely sensed trends in vegetation productivity and phenolog		<a href="#">com/doi/10.1139</a>
Bathurst Caribou Identified Routes and Range Data		<a href="#">m</a>
1994-1997 Traditional Knowledge Annual Report		<a href="#">cc/sites/ecc/files</a>
Barren Ground Caribou in the NWT - Bluenose-East Herd		<a href="#">ca/sites/default/</a>
Sub-basins		<a href="#">atics.gov.nt.ca/a</a>
Water Courses	GNWT	<a href="https://www.maps.geomatics.gov.nt.ca/">https://www.maps.geomatics.gov.nt.ca/</a>
Diavik Aquatic Effects Monitoring Program 2021	Rio Tinto	
MT Power Gen Facilities	GNWT	

The search results table will now display as a filtered version. Filter icon will appear blue on any column/columns being currently filtered.

**Mackenzie Valley Review Board**  **Doc Search** File Upload

**Format**  
 Select a Value ▼

**Valued Component Type**  
 Select a Value ▼

**Jurisdiction**  
 Select a Value ▼

**Keywords**  
 Caribou

**Search** **Reset** **Copy Search Link**

Showing 4 out of 259 results

File Name	Record Title	Source	Link
FO_EBSA.zip	Ecologically and Biologically Significant Areas	Fisheries and Oceans Canada	<a href="https://open.canada.ca/data/en/dataset">https://open.canada.ca/data/en/dataset</a>
ABSTRACT_-_2012-13_CIMP_RESULTS_WO	Community and scientific monitoring of the Great Slave Lake ec	Environment Canada	<a href="https://nwt.discoveryportal.enr.gov.nt.ca">https://nwt.discoveryportal.enr.gov.nt.ca</a>
1342.pdf	Arctic Large Aquatic Basin Climate Change Assessment Part 2:	Fisheries and Oceans Canada	<a href="https://waves-vagues.dfo-mpo.gc.ca/lib">https://waves-vagues.dfo-mpo.gc.ca/lib</a>
0169.pdf	Climate Change Assessment in the Arctic Basin Part 1: Trends	Fisheries and Oceans Canada	<a href="https://waves-vagues.dfo-mpo.gc.ca/lib">https://waves-vagues.dfo-mpo.gc.ca/lib</a>

**Note:** the original search results will be retained (4 results in the example above), allowing them to be filtered, filtered further by other properties, and unfiltered without losing the original cache of results.

**Note:** Multiple columns may be filtered concurrently to further narrow search results

**Note:** To remove a filter, click on the blue filter icon and select 'Clear' in the dialogue box

## VIEWING DOCUMENTS/DATA

Mackenzie Valley Review Board Doc Search File Upload

Format: 3 selected

Valued Component Type: Select a Value

Jurisdiction: Select a Value

Keywords:

Search Reset Copy Search Link

Showing 106 out of 106 results

Copy Link	ID	File Name	Record Title
	191	Droit_petrolier_et_gazier_Oil_and_Gas_Right_	CIRNAC Oil and Gas Rights
	129	Federal Contaminated Sites.zip	Federal Contaminated Sites
	65	map_01_-_plan_area_0-scaled.jpg (2560x1856)	Dehcho Territory
	199	MovementAreaFiles_Caribou_Canada_Bathurst	Bathurst Caribou Identified Routes and Range Data
	294	fact_sheet_bluenose-east_caribou_en.pdf	Barren Ground Caribou in the NWT - Bluenose-East Herd
	260	Catchmentbasin - 0-5m scale.zip	Sub-basins
	262	Rivers.zip	Water Courses

Clicking on the highlighted File Name of a document/drawing will open that file in a new tab in your browser.

## DOWNLOADING DOCUMENTS/DATA

One or more documents/data can be chosen and downloaded from search results to the user's device using the following steps.

Showing 21 out of 259 results

Copy Link	ID	File Name	Record Title
	191	Droit_petrolier_et_gazier_Oil_and_Gas_Right_	CIRNAC Oil and
	268	Bathurst_seasonal_range_overlap.pdf	Annual Variation
	21	North Slave Climate Data.zip	North Slave Clim
	293	1383443.pdf	Snowpack trends
	129	Federal Contaminated Sites.zip	Federal Contami
	65	map_01_-_plan_area_0-scaled.jpg (2560x1856)	Dehcho Territory
	279	remotely-sensed-trends-in-vegetation-productiv	Remotely sensec
	199	MovementAreaFiles_Caribou_Canada_Bathurst	Bathurst Caribou
	115	98.pdf	1994-1997 Tradit
	294	fact_sheet_bluenose-east_caribou_en.pdf	Barren Ground C
	260	Catchmentbasin - 0-5m scale.zip	Sub-basins
	262	Rivers.zip	Water Courses
	158	diavik_-_aemp_annual_report_-_2021_mar_31	Diavik Aquatic Ef
	15	MT Power Corp Facilities	MT Power Corp

1

2

3

Download Selected Documents  Enable Editing

Clear Messages

Downloading: North Slave Climate Data.zip ....

Downloading: Bathurst\_seasonal\_range\_overlap.pdf ....

**Step 1:** Within the row of the document/drawing to be downloaded, click inside the cell of the unnamed column on the far left. The entire row will highlight, indicating that file has been selected. To highlight and select multiple rows, hold down the shift key and click on consecutive rows. The “Download Selected Documents” button will be enabled and light up.

**Step 2:** Click on the “Download Selected Documents” button. The document/documents will download to your device and messages will be generated at the bottom of the page regarding the status of the download.

**Step 3:** Click on the “Clear Messages” button to delete the download status messages.

## **VIEWING DOCUMENT/DATA PROPERTIES (ADMINISTRATOR ONLY)**

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Clicking on the highlighted Record Title of a document/drawing will open a window in the MVEIRB SharePoint library showing the properties of the given file.

**This is an administrator only feature.** Not all users have this capability.

**Format**

**Valued Component Type**

**Jurisdiction**

**Keywords**


Showing 259 out of 259 results

Copy Link	ID	File Name	Record Title
	268	Bathurst_seasonal_range_overlap.pdf	Annual Variation in the Seasonal Range Overlap Between the E
	293	1383443.pdf	Snowpack trends across Canadas largest river basin using thre
	129	Federal Contaminated Sites.zip	<b>Federal Contaminated Sites</b>
	191	Droit_petrolier_et_gazier_Oil_and_Gas_Right_	CIRNAC Oil and Gas Rights <input type="button" value="Click to Open Record Properties"/>

 Edit all

Mackenzie ... > SGP Databa... > **Federal Contaminated Sites.zip**

### Federal Contaminated Sites.zip

 Content Type


Socioeconomic Environment

 Name \*

Federal Contaminated Sites.zip

 Record Title \*

Federal Contaminated Sites

 Source \*


Crown-Indigenous Relations and Northern Affairs Canada

 Jurisdiction \*

Federal Government

 Format \*

Geospatial Data

 PublicationDate \* ⓘ


12/3/2025

 Methodology

Enter value here

 TemporalRangeStart ⓘ

Enter value here

 TemporalRangeEnd ⓘ

Administrators have the ability (within the Properties window open in SharePoint) to edit the properties, view and manage versions, view and manage with whom the file is shared, delete the item and other advanced functions.

## ENABLE EDITING

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This is an **administrator only** feature that facilitates editing of the properties of a file from within the search results table.

With this feature enabled, any property of any file may be edited.

**Note:** Any files where the properties typically required to be defined are not complete will appear with a red highlight in the far-left unnamed column and the cells with missing information will appear with red outline.

Format

Select a Value

Valued Component Type

Select a Value

Jurisdiction

Select a Value

Keywords

Search Reset Copy Search Link

Showing 259 out of 259 results

Status	ID	File Name	Record Title
No Edits Made	268	Bathurst_seasonal_range_overlap.pdf	Annual Variation in the Seasonal Range Overlap Between the E
No Edits Made	293	1383443.pdf	Snowpack trends across Canadas largest river basin using thre
No Edits Made	129	Federal Contaminated Sites.zip	Federal Contaminated Sites
No Edits Made	191	Droit_petrolier_et_gazier_Oil_and_Gas_Right_	CIRNAC Oil and Gas Rights
No Edits Made	21	North Slave Climate Data.zip	North Slave Climate Data
No Edits Made	65	map_01_-_plan_area_0-scaled.jpg (2560x1856	Dehcho Territory
No Edits Made	279	remotely-sensed-trends-in-vegetation-productiv	Remotely sensed trends in vegetation productivity and phenolog
No Edits Made	199	MovementAreaFiles_Caribou_Canada_Bathurst	Bathurst Caribou Identified Routes and Range Data
No Edits Made	115	98.pdf	1994-1997 Traditional Knowledge Annual Report
No Edits Made	294	fact_sheet_bluenose-east_caribou_en.pdf	Barren Ground Caribou in the NWT - Bluenose-East Herd
Edits Pending	260	Catchmentbasin - 0-5m scale.zip	Sub-basins
No Edits Made	262	Rivers.zip	Water Courses
No Edits Made	158	diavik_-_aemp_annual_report_-_2021_mar_31	Diavik Aquatic Effects Monitoring Program 2021

Download Selected Documents  Enable Editing Save Edits

**Step 1:** Click inside the “Enable Editing” check box. An editing status column will appear second from the left.

**Step 2:** Click inside the cell to be edited. The cell will become outlined in blue, and the status will change to “Edits Pending”. Enter edits.

**Step 3:** When all edits have been made, click on “Save Edits” button. Editing status will change to “Edits Saved” in a green font.

Uncheck the “Enable Editing” check box to exit editing mode.