

HOW TO ADD A NEW PROJECT

In this tutorial, you will learn how to:

- Add a new project
- Fill out the project's metadata in the Editor

First, let's go through the simple steps of adding a new project.

Always be sure you are logged in by using the "Log In" or "Sign Up" buttons at the top of the screen.



Once you are logged in, go to the project library by clicking on the "Ecosystems Projects" icon on the homepage of the "Projects" link at the top of the screen.

A. 7.				- States		Sarah Dolislag	ger 🏟 🕎 (0) My Basket Help 🤗 Search
	BAY-DELTA LIVE						7+2,
		Home Explore Bata	- Sperat	s Maps & GIS	Photos, Videos, Docs	Data Catalog Wi	iki Community
					The delta smelt is a sm size of 2-3 inches (55- 7 reach lengths up to 5 in blue sheen on the later. Like	Delta Smelt III slender-bodied fish, wi Omm standard length) alt hes (130mm). Live delta s Is ides and appear some bler members of the Learn More	th a typical adult hough some may smelt have a steel what translucent.
			0 0	• • • • •			
		Explore Data C	Daily Deperations	Snowpack / Runoff	Water Quality Fish	Data Visualizations	Data Catalog
		Ecosystem Projects	Scientific Studies GIS/Map Layers	Delta Atlas	Photos / Videos / Docs Salinity Conditio	1641 Interactive	Links
1.11.17		The second	the second	Street,	110 -		

To add a new project, click on the "Add New" button in the sub-navigation.



The Editor form will pop up. It's important to fill this form out with as much information as possible.

			Sarah Dolislager 😧	F 👾 (0) My Basket Help 🔍 Search
A. A.		NEVV X		6017
	BAY-DELTA LIVE	Main Map It! Publish? Organize Video/Embed		7+2 +0=
	Home Explore Data C	peration	atalog Wiki	Community
		What's		
		Caption/Short Description	í	
	Projects			
			hights Landing Outfal	Gates
		Description		
	The IES THE		vement Project	
	A DEAL TO A STREET		al Floodplain Habitat I	Investigation
			Imon Habitat on Rice	Fields
			Abundance, Commu	nity Composition, Distribution, Availability and
	and the second sec	Default View	e Species in Liberty Is	sland
		RECENT ACTIVITY \$	Preserve	
		Content Tabs	opulation dynamics m	odels in hypothesis testing: advantages over
		select all / deselect all)	viva, nuscrated with application to longin shere
		ARTICLE MAPS		
		SUMMARY/REPORT		
		Content Addons		
		none		
		Story EC Dashboard		Red Fleet
		Turb Dashboard	-	
	Strik We Warm.	Web Link (Opens a new window)	the state	New Synday Dataset Schweitzunge b
	IMAGE COMING SOON		20	
			and a	
		Meta Data URL	11th	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
			and the	2 5 5 1 (2000) (2000) (2000) 5 5 7 1 (2000) (2000) (2000) (2000)
	Yolo Bypass Fish Passage Fish Ba	rrier a Contact Email Address		BDL Map and Data Services
	Projects Information Hub Landin	g Outf	stand how	Information
	This project page is designed to showcase the The propo	ised proje		Web services provide the technical means to
	number or projects in the Yolo Bypass to ease positive fi passage to Sacramento River or exclude fish the existin	In Darrie Ing KLOG Save Changes Cancel	v physical ality	distribute scientific data directly from data system to data system without human
	from cul de sacs. salmon er as well as	try into t repairing an crosson and on the light-	t native fishes	intervention, making the data available in near real-time. Several types of data can be
	Pead More	the lower Yolo Bypass. The reg	(CLC), including	exchanged using web services, including

This is where you can enter a Title, Caption, and Description.



For this example, we'll title this one, "Test Project."

			Sarah Dolislager 🏟 🕎 (0) My Basket Help 🔍 Search
	IVE	Main Map It! Publish? Organize Video/Embed	+ ← ⊂ ≡
	Home Explore Data Operations	Title Test Project	atalog Wiki Community
Projects		Caption/Short Description	
1	T JAK	Description	hights Landing Outfall Gates
1	6 153 900		vement Project
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			al Floodplain Habitat Investigation
	Marked Lange		Ilmon Habitat on Rice Fields
		6	Abundance, Community Composition, Distribution, Availability and respectes in Liberty Island
		Default View	Preserve
1 miles		RECENTACTIVITY	opulation dynamics models in hypothesis testing: advantages over
		Content Tabs select all / deselect all	sions for modeling survival, illustrated with application to longfin smelt)
		ARTICLE MAPS	
		SUMMARY/REPORT	
		Content Addons	
		- none Story EC Dashboard Turb Dashboard	Northan Northans
IMAGE		Web Link (Opens a new window)	
	and a start of the	Meta Data URL	

Your project will be easier to find using the search tool if you fill out the description. Every word here will act as a keyword when searched.

			Sarah Dolislager 🤹 🕎 (0) My Basket Help 🔍 Search		
All the	BAY-DELTA LIVE	New X Main Map It! Publish? Organize Video/Embed	+ + + € =		
	Home Explore Data Operations	Title Test Project	Catalog Wiki Community		
	Projects	Caption/Short Description	, 		
		Description	nights Landing Outfall Gates		
	LA LES THE	This project is a test for the Bay-Delta Live Tutorials.	vement Project		
			I Floodplain Habitat Investigation		
			ilmon Habitat on Rice Fields Abundance, Community Composition, Distribution, Availability and e Species in Liberty Island		
		Default View			
		RECENT ACTIVITY \$	Preserve		
		Content Tabs	sions for modeling survival, illustrated with application to longfin smelt		
		select all / deselect all)		
		RECENT ACTIVITY			
		Content Addons			
		none	Norton Wartenster		
		EC Dashboard			
	Turb Dashboard	The local basis			
	IMAGE COMING SOON	Web Link (Opens a new window)			
	All Shanness	Meta Data URL			

The "Default View" drop-down menu decides the page people will first see when they open up your project.

		A MARKAN AND A MARKAN	Sarah Dolislager 🗔 🕎 (0) My Basket Help 🔍 Search		
Alte	BAY-DELTA LIVE	Main Map It! Publish? Organize Video/Embed	+ + € ⊂ ≡		
	Home Explore Data Operations What's	Title Test Project	Catalog Wiki Community		
	Projects	Caption/Short Description			
	THE STREET STREET	Description	nights Landing Outfall Gates		
	LES SEA	This project is a test for the Bay-Delta Live Tutorials.	/ement Project		
			al Floodplain Habitat Investigation		
			Ilmon Habitat on Rice Fields > Abundance, Community Composition, Distribution, Availability and re Species in Liberty Island		
		Default View			
	A STATISTICS AND	RECENT ACTIVITY \$	Preserve		
		Content Tabs select all / deselect all @ ARTICLE @ MAPS	pulation dynamics models in hypothesis testing: advantages over sions for modeling survival, illustrated with application to longfin smelt)		
		IMAGES / VIDEO SUMMARY/REPORT RECENT ACTIVITY OCUMENTS			
		Content Addons			
IMAGE COMING SOON		none Story EC Dashboard Turb Dashboard			
	IMAGE COMING SOON	Web Link (Opens a new window)			
		Meta Data URL			

Essentially, this menu decides what your project's homepage is.

"Article" is a good option because you can customize that page to showcase the project's information.

			Sarah Dolislager 🏟 🕎 (0) My Basket Help 🔍 Search
243×	BAY-DELTA LIVE	NEW X Main Map It! Publish? Organize Video/Embed	+ c≡
	Home Explore Data Operations	Title Test Project	Catalog Wiki Community
	Projects	Caption/Short Description	,
	TRUE WITCH	Description	hights Landing Outfall Gates
	LON ILS MARKET	This project is a test for the Bay-Delta Live Tutorials.	vement Project
	A PORT AND A PORT AND		al Floodplain Habitat Investigation
			Imon Habitat on Rice Fields
		6	Abundance, Community Composition, Distribution, Availability and
		Default View	Percention
		ARTICLE	nulation dynamics models in hypothesis tecting: advantages over
		Content Tabs	sions for modeling survival, illustrated with application to longfin smelt
		ARTICLE MAPS	
IMAGE COMING SOON		- none Story EC Dashboard Turb Dashboard	
	IMAGE COMING SOON	Web Link (Opens a new window)	
		Meta Data URL	

The "Content Tabs" are the different pages of the project.

		Sarah Dolislager 🏟 🕎 (0) My Basket Help 🔍 Search		
BAY-DELTA LIVE	Main Map It! Publish? Organize Video/Embed	+ + + + + + + + + + + + + + + + + + +		
Home Explore Data Op	Title Test Project	Catalog Wiki Community		
Projects	Caption/Short Description			
TRATING.	Description	hights Landing Outfall Gates		
A Star Star	This project is a test for the Bay-Delta Live Tutorials.	/ement Project		
		al Floodplain Habitat Investigation		
		Ilmon Habitat on Rice Fields Abundance, Community Composition, Distribution, Availability and es Species in Liver Visland		
	Default View	Preserve		
	Content Take	pulation dynamics models in hypothesis testing: advantages over		
	select all/deselect all)		
	ARTICLE MAPS MAPS			
	Content Addons			
IMAGE COMING SOON	none Story EC Dashboard Turb Dashboard			
	Web Link (Opens a new window)			
	Meta Data URL			

All of the options are automatically checked. You can un-check any of the options if you want to leave a specific feature out.

If you are not sure which ones you want, leave them all checked and you can come back and edit it later.

You can then enter any contact of the project in the in the designated slot.

Projects	Caption/Short Description	
Projects		
	Description	hights Landing Outfall Gates
A LA ALA	This project is a test for the Bay-Delta Live Tutorials.	/ement Project
		al Floodplain Habitat Investigation
		Ilmon Habitat on Rice Fields
		Abundance, Community Composition, Distribution, Availability and
the state of the s	Default View	re Species in Liberty Island
	ARTICLE	Preserve
	Content Tabs	opulation dynamics models in hypothesis testing: advantages over sions for modeling survival, illustrated with application to longfin smelt
	select all / deselect all)
	RECENT ACTIVITY	
	Content Addons	
	none Story Ecr Dashboard Turb Dashboard	
IMAGE COMING SOON	Web Link (Opens a new window)	
	Meta Data URL	
Yolo Bypass Fish Passage Fish Part	Contact Email Address	BDL Map and Data Services
Projects Information Hub Landing Outf		stand how Information
This project page is designed to showcase the The proposed projet number of projects in the Yolo Bypass to ease positive fish barrier passage to Saramento River or exclude fish the existing RUCO from cul de sacs. as well as repairing and the sace of the sace of the same same same same same same same sam	Save Changes Cancel arrerosion site on the tighter of the Cache-Lindeev Complex (Web services provide the technical means to distribute scientific data directly from data ality systems to data system without human native fishes intervention, making the data available in near 1.1.0. including

Next, go to the "Map It" tab.

15.72		State of the second	Sarah Dolislager 🏟 🐺 (0) My Basket Help 🔍 Search
	BAY-DELTA LIVE	NEW	+ + C ≡
	- this - Explore Data - operation	Map It! Publish? Organize Video/Embed	Catalog Wiki Community
	<u>What's</u>	Title	
	Projects	Test Project	
		Caption/Short Description	nights Landing Outfall Gates
		A.	
	Description	rement Project	
		This project is a test for the Bay-Delta Live Tutorials.	al Floodplain Habitat Investigation
			almon Habitat on Rice Fields
			2 Abundance, Community Composition, Distribution, Availability and

You can input the latitude and longitude of the project location.



Or, you can click on the "Open Map" button to select a specific point on the map.





Then go to the "Publish" tab.

67 - 12		The second			and the second second	Sarah Dolislager	🔹 🐺 (0) My Basket Hel	p Search	
	BAY-DELTA LIVE			NEW	×		7+271	+¢≣	
		Home Explore	Data Operations	Main hap f	Publish? Organize Video/Embed	Catalog Wiki	Community		
			What's New	Open Map	Click on the map to assign coordinates.	elp			
			100 1 100 100 100 100 100 100 100 100 1	Latitude					
				Longitude		S. al			
			ALL A	Save Change	S			Children States	a a
								100	

Under the "Who May Access" drop-down menu, there are two options: "Me" and "Public/Everyone."

If you want to keep the projects private until you're done editing the project the select, "Me."

	Sarah Dolislager 🤹 👾 (0) My Basket H	elp 🧠 Search
BAY-DELTA LIVE	NEW	+¢≣
Home Explore Data Operations	Main Map It! Publish? Organize Video/Embed	
	WHO MAY ACCESS	
	Me ¢	
	(Everything PUBLIC follows the <u>Creative Commons non-commercial license</u> .) AUTHOR/SOURCE	
	ORGANIZATION	
	COPYRIGHT	· · · · · · · · · · · · · · · · · · ·



Next, fill out the Author/Source and the copyright information in the respective boxes.

If you have a specific publication date, click on the calendar icon and choose a date.

	Sarah Dolislager 🏟 🐺 (0) My Basket Help 🔍 Search
BAY-DELTA LIVE	NEW x ← C III
Home Explore Data Operations	Main Map It! Publish? Organize Video/Embed
<u>What's</u>	WHO MAY ACCESS
	(Everything PUBLIC follows the <u>Creative Commons non-commercial license</u>) AUTHOR/SOURCE
	ORGANIZATION
	COPYRIGHT
	HOMEPAGE VIEWER / MORE URL (Learn More URL)
Call Branch	PROMOTE (Allow for use in public places such as the home page viewer, home page news, or public RSS Feeds?) No
	Save Changes Cancel
and the second s	

You can choose how and where to promote your project if you made it public. Remember, if you're keeping it private for now you can always come back and edit this information to promote it later.

		State of the second	Sarah Dolislager 🏟 🕎 (0) My Basket Hel	p C Search
BAY-DE		NEW	×	← C :≡
	Home Explore Data Operations	Main Map It! Publish? Organize Video/Embed		
	<u>What's Nev</u>	WHO MAY ACCESS		
Projec	rts	Me (Everything PUBLIC follows the <u>Creative Commons non-comm</u>	mercial license.)	
-	A PART AND A PART OF	AUTHOR/SOURCE		
		ORGANIZATION		
		COPYRIGHT		
				h, Availability and
1		PUBLICATION DATE		vantages over
		2016-11-02		ion to longfin smelt
		HOMEPAGE VIEWER (MORE LIRI (Learn More LIRI)		
_				No house
-				
		PROMOTE (Allow for use in public places such as the home pa	ge viewer, home page news, or public RSS Feeds?)	a ana ana ana ana ana ana ana ana ana a
IM	AGE COMING SOON		·	
		Save Changes	Cancel	Bannas Pagas Paga 100
	State State State State	200	200	1939 B (M) 1939 BOD (M) 1948 BOD (M) 1948 BOD (M) 1948 BOD (M)
This	project page is designed to showcase the The proposed project c	onsists of constructing a The research goal is to unde	rstand how Web services provide the t	technical means to

Then go to the "Organize" tab.

			Sarah Dolislager 🏟 🕎 (0) My Basket He	lp Q Search
Ale	BAY-DELTA LIVE	NEW	×	+¢≣
	Home Explore Data Operations	Main Map It! Publish? Organize Vic remuee		
	<u>What's t</u>	WHO MAY ACCESS		
	·	Me	\$	
	Projects	(Everything PUBLIC follows the Creative Commons non-co	ommercial license.)	
		AUTHOR/SOURCE		
	A the Mark	ORGANIZATION		
		COPYRIGHT		
				1, Availability and
		PUBLICATION DATE		vantages over
		2016-11-02		on to longth smelt
		HOMEPAGE VIEWER / MORE URL (Learn More URL)		
				Web Templar
		PROMOTE (Allow for use in public places such as the home	e page viewer, home page news, or public RSS Feeds?)	a sana sana sana sana sana sana sana Ganana Sana Sana Sana Sana Sana Sana
	IMAGE COMING SOON	No	Ŧ	
		Save Changes	Cancel	
				No 0 00 100 0 00 100 000 000 100 000 0000 100 000 0000
				an na Una
	This project page is designed to showcase the The proposed project number of projects in the Yolo Bypass to ease positive fish barrier.	t consists of constructing a The research goal is to un	Iderstand how Web services provide the distribute scientific data d	technical means to lirectly from data

This is where you can specify a type and subtype so that people can find your project when using the search function.

15.72		Sarah Dolislager	🚯 🕎 (0) My Basket Help 🔍 Search
	BAY-DELTA LIVE	NEW	×
	Home Explore Data Operations	Main Map It! Publish? Organize Video/Embed	
		TYPE OR New Type**	
		all +	
	Projects	SUBTYPE OR New Subtype**	
		""These fields overide any value assigned from the respective selection boxes. So for example: Typing "Rainforest" within "Other Type" will create a "NEW" Type	named "Rainforest", and assign this page to type "Rainforest".
		ICON	
	IMAGE COMING SOON	* * * * * * * * * * * * * * * * * * *	Cancel
	This project page is designed to showcase the The proposed project co	nsists of constructing a The research goal is to understand how	Web services provide the technical means to

For example, if you are creating a project page for your restoration project, click on the "Type" drop-down menu and choose, "Restoration."

		in the second		Sarah Dolislager 🏟 🕎 (0) My Baske	et Help	
A Contraction	BAY-DELTA LIVE	NEW			×	
	Home Evilore Data	Operations Main Map It!	Publish? Organize Video/Emb	ed		
		Туре		DR New Type**		
		Restoration	÷			
	Projects	JOBITPE		OR New Subtype**		
		KEYWORDS	Ÿ			
		"These fields ov So for example: T	ride any value assigned from the resp	lective selection boxes. " will create a "NEW" Type named "Rainforest", and	d assign this page to type "Rainforest".	
		ICON				
		* *An alternate ico) - overrides content thumbnails etc			
	IMAGE COMING SOON	Save Changes			Cancel	
					Markin Annual Paper Paper 1 0 1 0 2 0 1 0 3 0 1 0 1 0 1 0 2 0 0 0 3 0 0 0 4 0 0 0 5 0 0 0 6 0 0 0	,
	This project page is designed to showcase the The	proposed project consists of constructin	g a The research goal is to	understand how Web services provi	de the technical means to	

You can also input all applicable keywords into the Keyword box, separating each by a comma. These keywords help people find your project in the database when using the search function.

67 12				Sarah Dolislager 🏟 🕎 (0) My Basket	Help	
Alton	BAY-DELTA LIVE	NEW			×	
	Home Explore Data Opera	Main Map It! Publis	h? Organize Video/Embed			
		TYPE	OR N	ew Type**		
	<u></u>	Restoration	\$			
	Projects	SUBTYPE	ORN	ew Subtype**		
	,	all	\$			
		KEYWORDS keyword, keyword, keyw	vord			
		**These fields overide any So for example: Typing "R	value assigned from the respective ainforest" within "Other Type" will d	eselection boxes. create a "NEW" Type named "Rainforest", and	assign this page to type "Rainforest".	
		ICON				
		*An alternate icon - overn	ides content thumbnails etc			
	IMAGE COMING SOON	Save Changes			Cancel	
					Mill BARNO PARNO PARNO Area 1 0 0 COLO 1 0 0	J
	This project page is designed to showcase the The proposed	project consists of constructing a	The research goal is to und	erstand how Web services provid distribute scientific s	e the technical means to	

Remember, all of this can be edited later.

When you are done, click, "save changes."

			State -		Sarah Dolislager 🐇	🌢 🕎 (0) My Basket	t Help 🔍 Search	
All and a second		- Contraction of the local division of the l	NEW					
	Contraction of the local division of the loc						^	
	Home Explore	Data Operations	Main Map It! Publish	Organize Video/Em	bed			
		What's New	ТҮРЕ		OR New Type**			
			Restoration	4	OR New Subtracts			
	Projects		all		OK New Subtype			
		A CONTRACTOR OF THE	KEYWORDS					
	1 A REL		keyword, keyword, keywo	rd				
			**These fields overide any v So for example: Typing "Rai	alue assigned from the res nforest" within "Other Typ	pective selection boxes. e" will create a "NEW" Type n	amed "Rainforest", and	assign this page to type "Rainforest".	
			ICON					
			*An alternate icon - overrid	es content thumbnails etc				
	IMAGE COMING SOON		Save Changes				Cancel	
	Alter Street						NI NUM NUM NUM 1 40 1 40 1 40 1 40 1 20 1 40 1 20 400 400 1 200 400 400 1 200 400 400 1 200 400 400	J
	This project page is designed to showcase the	The proposed project con	sists of constructing a	The research goal is t	o understand how	Web services provid	le the technical means to	
	Comments of projects in the Yolo Munder to 6356	the will be been parried on the				um tributo ccientífico	COLUMN TRUTTOM (1913	

A box will appear after you save your changes with an option to view your new project.

Click, "View Changes."



Since we chose, "article" from the "Default View" drop-down menu, it opens up to that page.

Home	Explore Data Operati	ons Projects	Maps & GIS	Photos, Videos, Docs	Data Catalog	Wiki	Community	
Test Project								List Next
Tools Recent Activity Article	Hope Summarice	Reports						
Edit Article								
Welcome to HTML editor guide. Re	eplace this text w	th Main Pro	ject Title					
Replace this text with your introductory paragraph								
Replace this text with your next su	ıb-heading							
Replace this text with the content for this sub-heading	ng							
Replace this text with your next su	ıb-heading							
Replace this text with the content for this sub-heading	ng							
							Caption: YYYYYY	
							Caption: 2000000	
	Replace this te	t with your	next sub-he	ading				
	Replace this text with t	e content for this	sub-heading					
	Next paragraph							

If you would like to go back and edit any of the project metadata, hover over the TOOLS menu on the left-hand side and choose, "Edit."

		Home	Explore Data	Operations	Projects	Maps & GIS	Photos, Videos, Docs	Data Catalog	Wiki	Community	
💮 Test Project											List Next
Tools	it, tuticle Decumente Im	nages & Video	Maps Su	ummaries & Repo	orts						
Share Edit Add New File Add Files to Project Add to Basket Empty Basket Here WorkSpace Permalink Delete	Edit Article Welcome to HTML editor Replace this text with your introduct Replace this text with the content for Replace this text with the content for Replace this text with the content for	or guide. ory paragraph our next s r this sub-hea our next s	Replace this sub-heading ding sub-heading	text with t	4ain Proj	ect Title					
										Cantion: XXXXXX	
										Capiton, Johnoon	1
			Replace this Next paragra	this text w text with the cor aph	ith your n	next sub-he	ading				

This concludes the "Add a New Project" tutorial.