

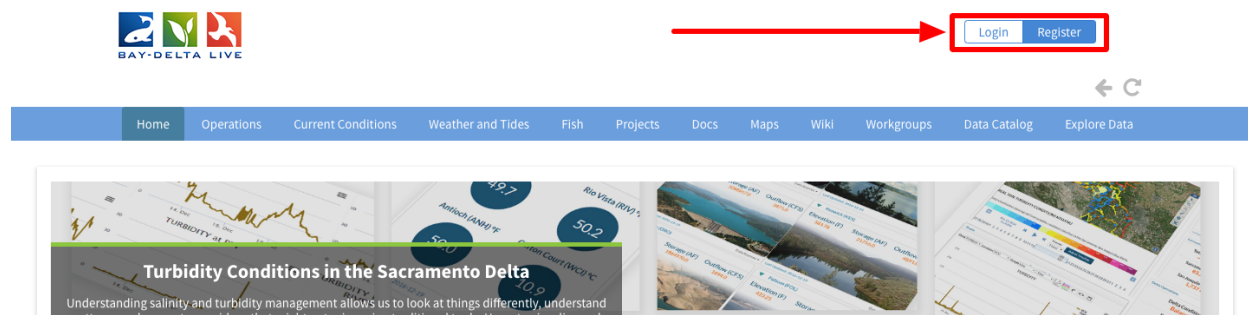
How to Add a New Project Tutorial

Welcome to the “Add a New Project” video tutorial.

In this tutorial, you will learn how to:

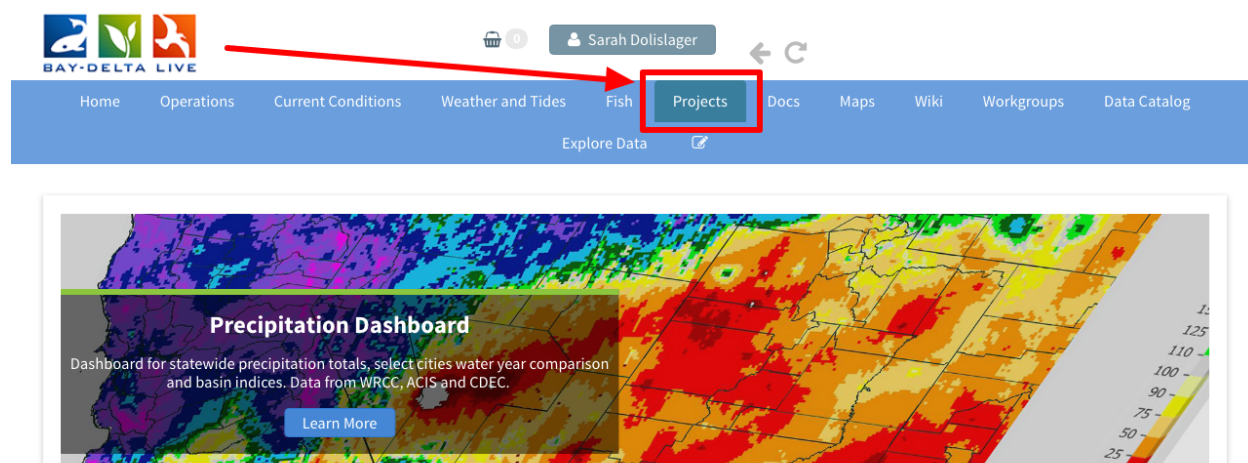
- Add a project on Bay-Delta Live
- Fill out the project’s metadata in the Editor form

First, always be sure you are logged in by using the “login” button at the top of the screen.

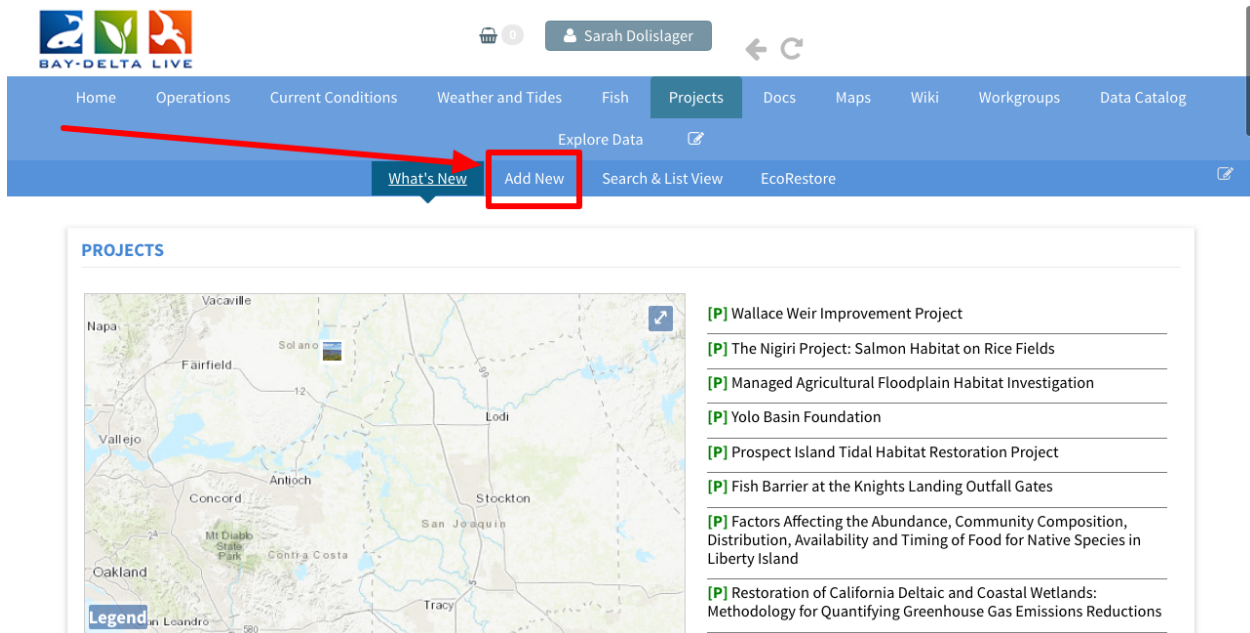


Let’s go through the simple steps of adding a new project.

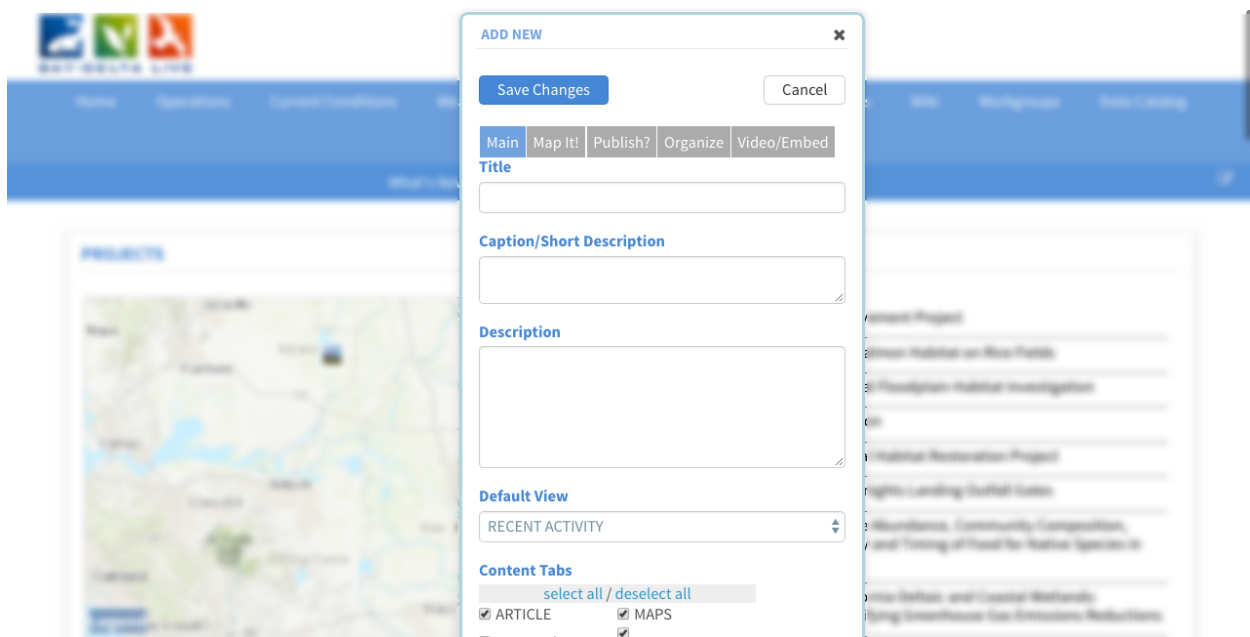
Once you are logged in, go to the project library by clicking on the “Projects” link in the top bar.



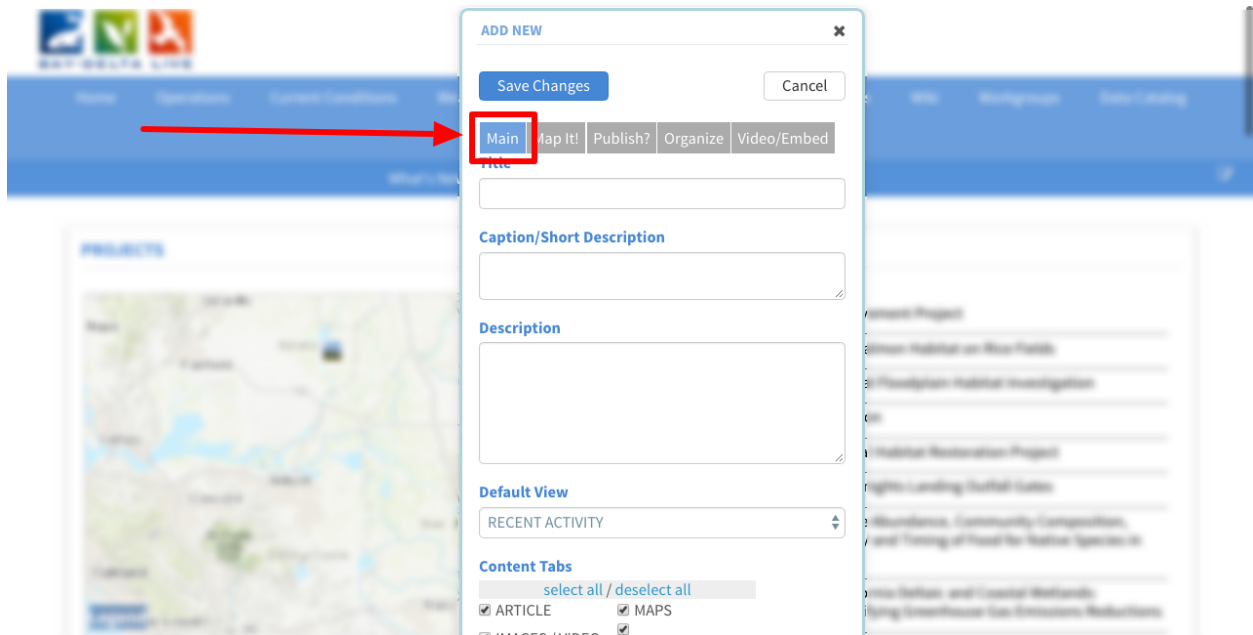
To add a new project, click on “Add New” in the sub-navigation.



This brings you to the metadata editor form. It's important to fill this form out with as much information as possible.

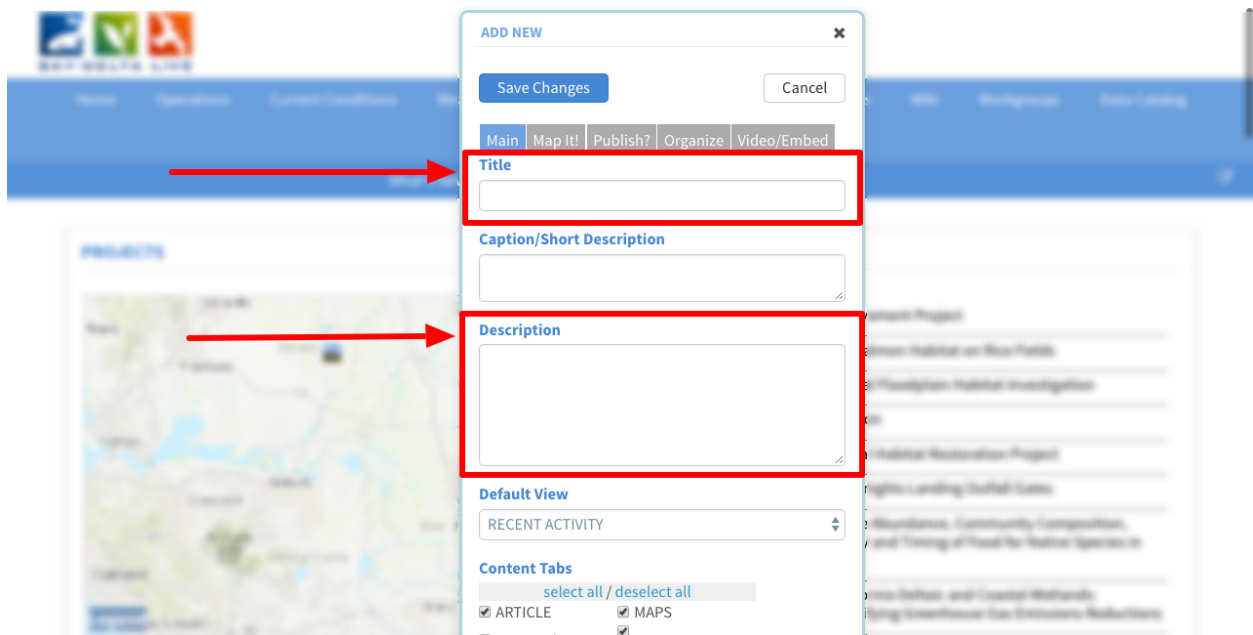


Let's go through the tabs and sections of the Editor Form.
The first tab is the "Main Tab."



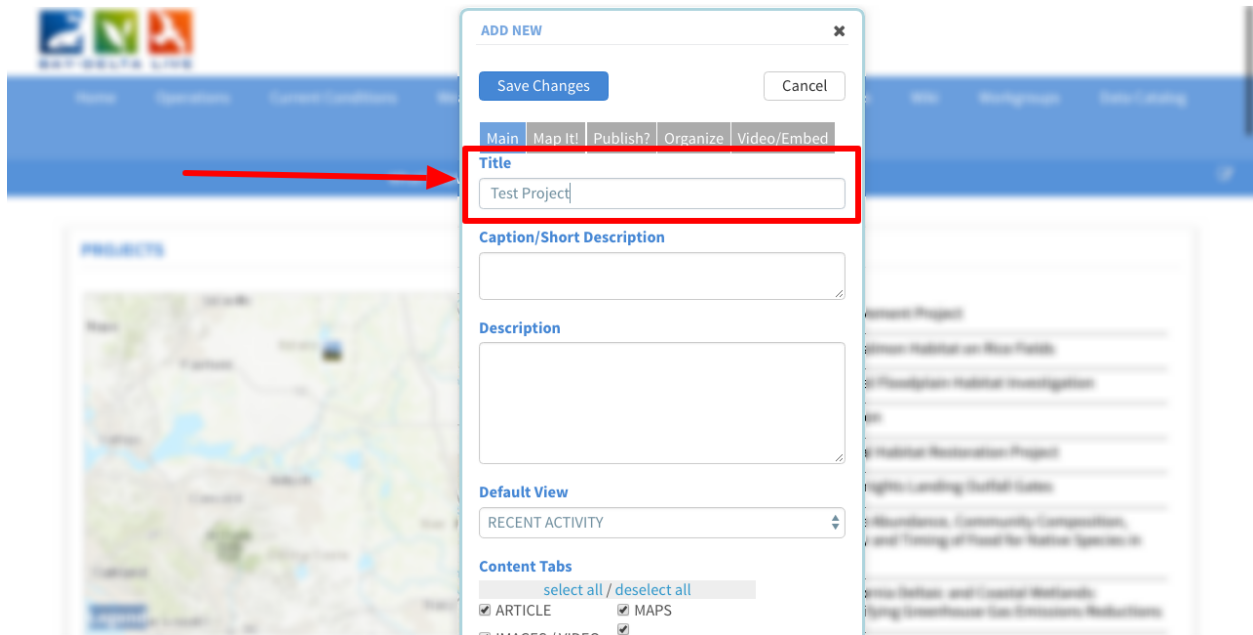
A screenshot of a web application interface. In the foreground, a modal window titled "ADD NEW" is open. It has a blue header bar with a close button (X) on the right. Below the header, there are two buttons: "Save Changes" (blue) and "Cancel" (white). A red arrow points to the "Main" tab, which is highlighted with a red box. Other tabs visible are "Map It!", "Publish?", "Organize", and "Video/Embed". Below the tabs, there are several sections: a "Title" field, a "Caption/Short Description" field, a "Description" field, a "Default View" dropdown menu set to "RECENT ACTIVITY", and a "Content Tabs" section with checkboxes for "ARTICLE", "MAPS", and "IMAGES / VIDEO". The background shows a blurred map and a list of projects.

This is where you will enter a Title and Description.



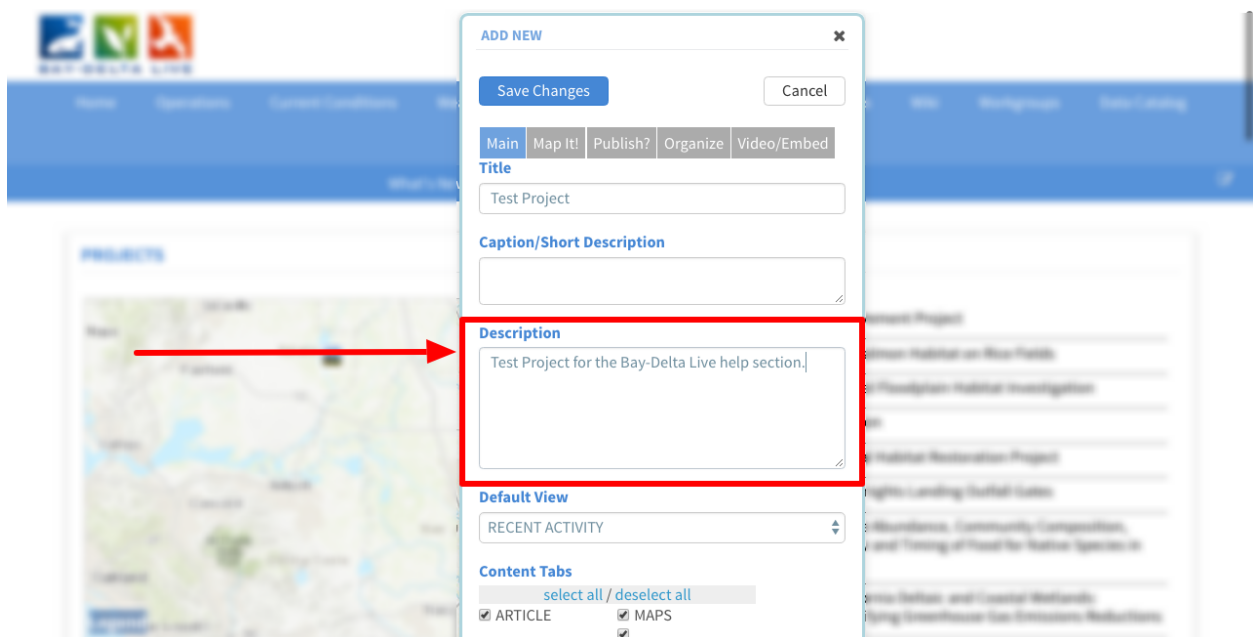
A screenshot of the same "ADD NEW" modal window. Two red arrows point to the "Title" and "Description" text input fields, which are both highlighted with red boxes. The "Title" field is above the "Caption/Short Description" field, and the "Description" field is below it. The rest of the form, including the tabs and the "Content Tabs" section, remains visible in the background.

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



The screenshot shows the 'ADD NEW' form in the Bay-Delta Live system. The 'Title' field is highlighted with a red box and a red arrow pointing to it. The text 'Test Project' is entered in the 'Title' field. The 'Caption/Short Description' field is empty. The 'Description' field is empty. The 'Default View' is set to 'RECENT ACTIVITY'. The 'Content Tabs' section shows 'ARTICLE' and 'MAPS' selected, with 'IMAGES / VIDEO' also visible.

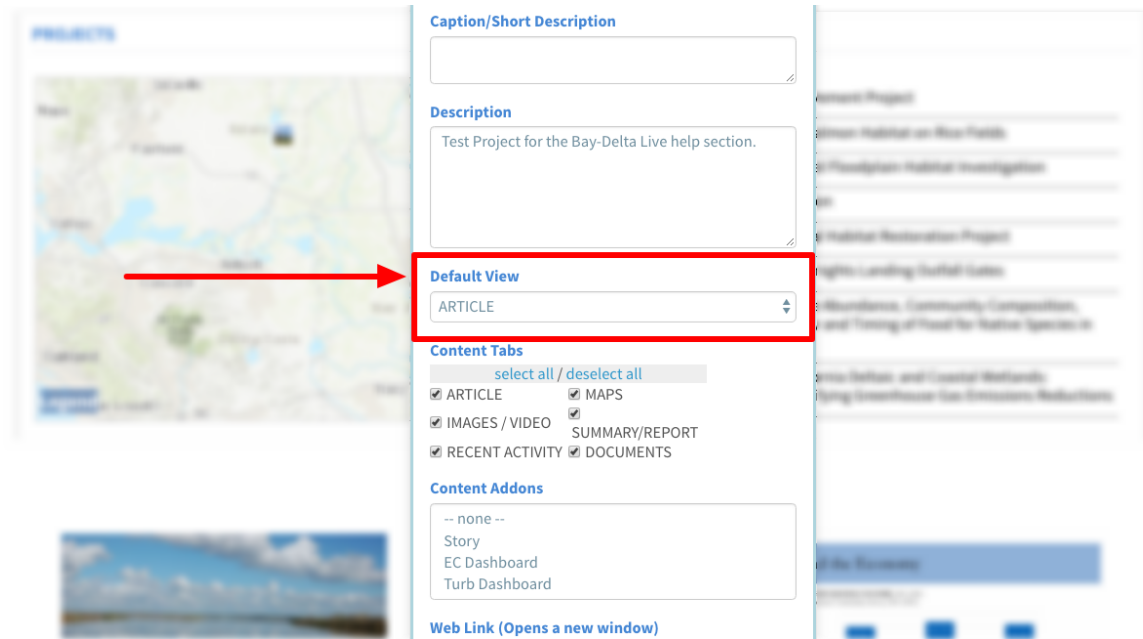
Your project will be easier to find using the search tool if you fill out the description. Every word here will act as a keyword when search.



The screenshot shows the 'ADD NEW' form in the Bay-Delta Live system. The 'Description' field is highlighted with a red box and a red arrow pointing to it. The text 'Test Project for the Bay-Delta Live help section,' is entered in the 'Description' field. The 'Title' field contains 'Test Project'. The 'Caption/Short Description' field is empty. The 'Default View' is set to 'RECENT ACTIVITY'. The 'Content Tabs' section shows 'ARTICLE' and 'MAPS' selected, with 'IMAGES / VIDEO' also visible.

The “Default View” drop-down menu determines the page people will first see when they open up the project.

“Article” is a good option because you can customize that page to showcase important project data and provide regular updates.

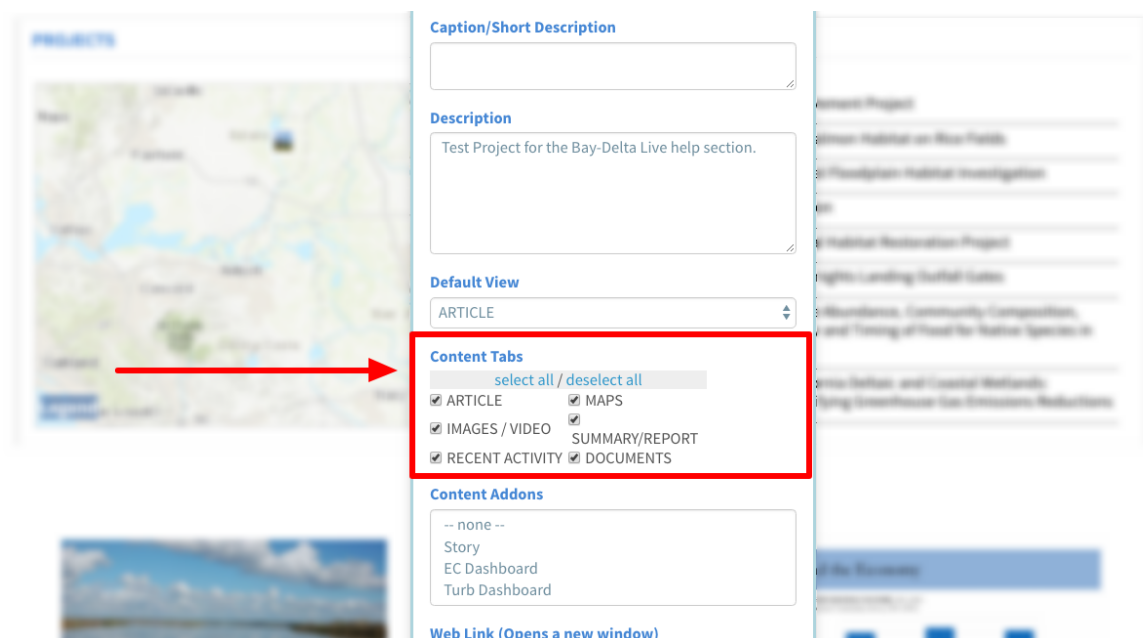


This screenshot shows a project configuration interface. On the left is a map of the San Francisco Bay Area. On the right is a form with several sections: "Caption/Short Description" (a text box), "Description" (a text box containing "Test Project for the Bay-Delta Live help section."), "Default View" (a dropdown menu with "ARTICLE" selected), "Content Tabs" (a section with a "select all / deselect all" button and checkboxes for ARTICLE, MAPS, IMAGES / VIDEO, SUMMARY/REPORT, RECENT ACTIVITY, and DOCUMENTS), "Content Addons" (a list with "-- none --", Story, EC Dashboard, and Turb Dashboard), and "Web Link (Opens a new window)". A red arrow points from the map to the "Default View" dropdown menu.

The “Content Tabs” are the different page options of the project.

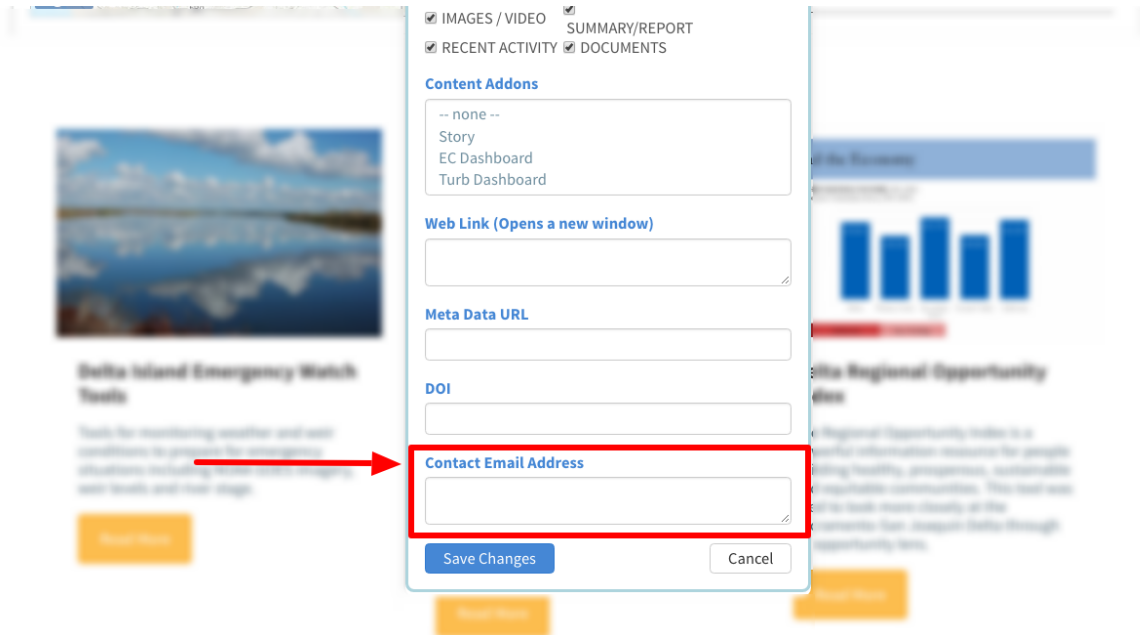
All of the options are automatically checked. You can uncheck any of the options if you want to leave a specific feature out.

If you are not sure which ones you want, leave them all checked and make changes later.



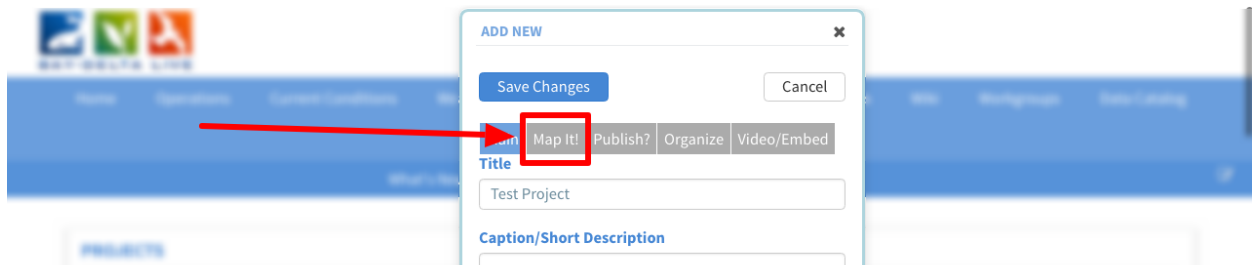
This screenshot is identical to the one above, showing the project configuration interface. However, a red arrow points from the map to the "Content Tabs" section, which is highlighted with a red box. The "Content Tabs" section includes a "select all / deselect all" button and checkboxes for ARTICLE, MAPS, IMAGES / VIDEO, SUMMARY/REPORT, RECENT ACTIVITY, and DOCUMENTS, all of which are checked.

You can then enter any project contacts in the designated slot.



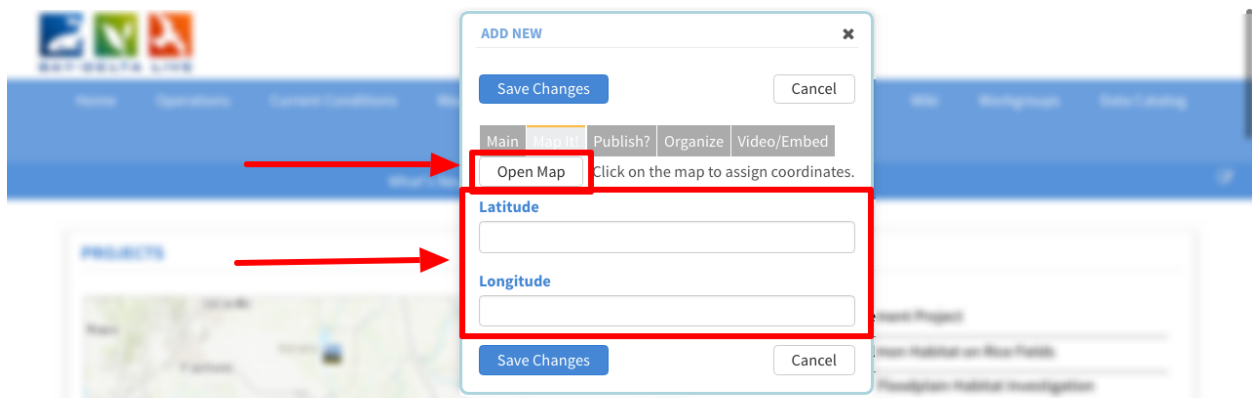
The screenshot shows a web interface with a sidebar on the left containing a map and a main content area on the right. A modal window titled 'ADD NEW' is open in the center. The modal has several sections: 'IMAGES / VIDEO' and 'SUMMARY/REPORT' with checkboxes; 'RECENT ACTIVITY' and 'DOCUMENTS' with checkboxes; 'Content Addons' with a dropdown menu; 'Web Link (Opens a new window)' with a text input; 'Meta Data URL' with a text input; 'DOI' with a text input; and 'Contact Email Address' with a text input. A red box highlights the 'Contact Email Address' field, and a red arrow points to it from the left. Below the modal are 'Save Changes' and 'Cancel' buttons.

Next, go to the “Map It” tab.



The screenshot shows the same web interface as before. The modal window 'ADD NEW' is open, and the 'Map It!' tab is highlighted with a red box. A red arrow points to the 'Map It!' tab from the left. The modal also shows 'Save Changes' and 'Cancel' buttons, and a 'Title' field with the text 'Test Project'.

You can input a latitude and longitude, or click on the “Open Map” button to select a specific point on the map.



The screenshot shows the same web interface as before. The modal window 'ADD NEW' is open, and the 'Open Map' button is highlighted with a red box. A red arrow points to the 'Open Map' button from the left. Below the button are two text input fields for 'Latitude' and 'Longitude', which are also highlighted with a red box. A red arrow points to the 'Latitude' field from the left. Below these fields are 'Save Changes' and 'Cancel' buttons.

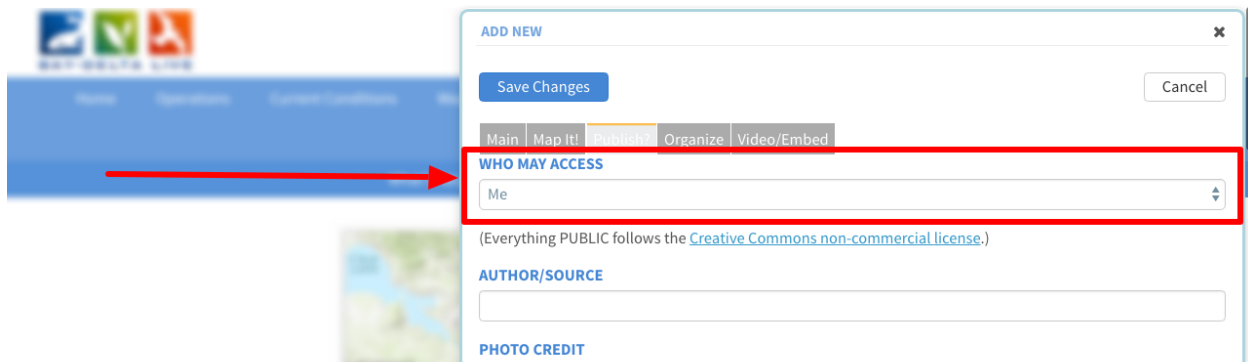
Once you select a point on the map, you will see the values show up in the form.

The screenshot shows the BAY-DELTA LIVE web application. At the top, there is a navigation bar with links: Home, Operations, Current Conditions, Wiki, Workgroups, and Data Catalog. Below this is a 'What's New' section. The main area displays a map of the Sacramento-San Joaquin River Delta. A red arrow points from a location on the map to the 'ADD NEW' form. The form has a close button (X) in the top right corner. It contains a 'Save Changes' button and a 'Cancel' button. Below these are tabs: Main, Map It!, Publish?, Organize, and Video/Embed. The 'Map It!' tab is selected. Below the tabs, there is a text prompt: 'Click on the map to assign coordinates.' Below this prompt are two input fields: 'Latitude' and 'Longitude'. The 'Latitude' field contains the value '38.69118393616026' and the 'Longitude' field contains '-121.66682603435547'. Both fields are highlighted with a red box. At the bottom of the form are 'Save Changes' and 'Cancel' buttons.

Then go to the "Publish" Tab.

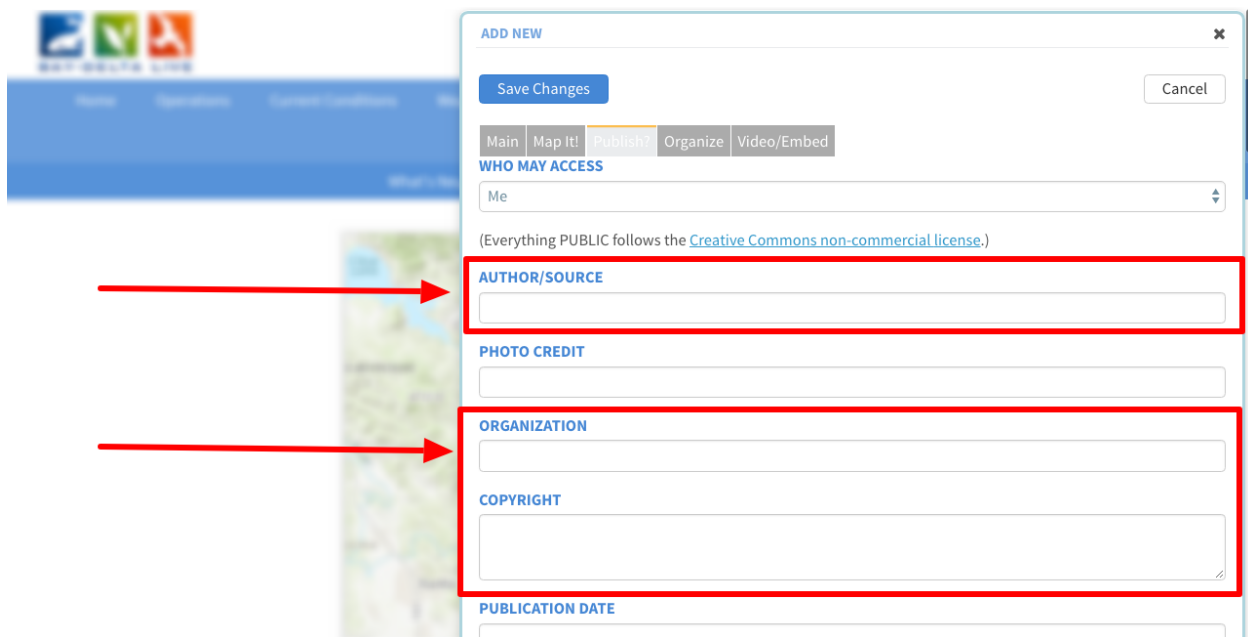
This screenshot shows the same 'ADD NEW' form as the previous one, but with the 'Publish?' tab selected. A red arrow points from the 'Main' tab to the 'Publish?' tab. The 'Publish?' tab is highlighted with a red box. The 'Latitude' and 'Longitude' fields still contain the same values: '38.69118393616026' and '-121.66682603435547' respectively. The 'Save Changes' and 'Cancel' buttons are still present at the bottom of the form.

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, then select, “Me.”



The screenshot shows the 'ADD NEW' form with a red box highlighting the 'WHO MAY ACCESS' dropdown menu. The dropdown is currently set to 'Me'. A red arrow points from the 'Publish' tab in the background to the dropdown menu. The form also includes a 'Save Changes' button, a 'Cancel' button, and a 'Creative Commons non-commercial license' link.

Next, fill out the Author or Source, organization, and any necessary copyright information in the respective boxes.



The screenshot shows the 'ADD NEW' form with red boxes highlighting the 'AUTHOR/SOURCE', 'ORGANIZATION', and 'COPYRIGHT' fields. Red arrows point from the background to each of these fields. The form also includes a 'Save Changes' button, a 'Cancel' button, and a 'Creative Commons non-commercial license' link.

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

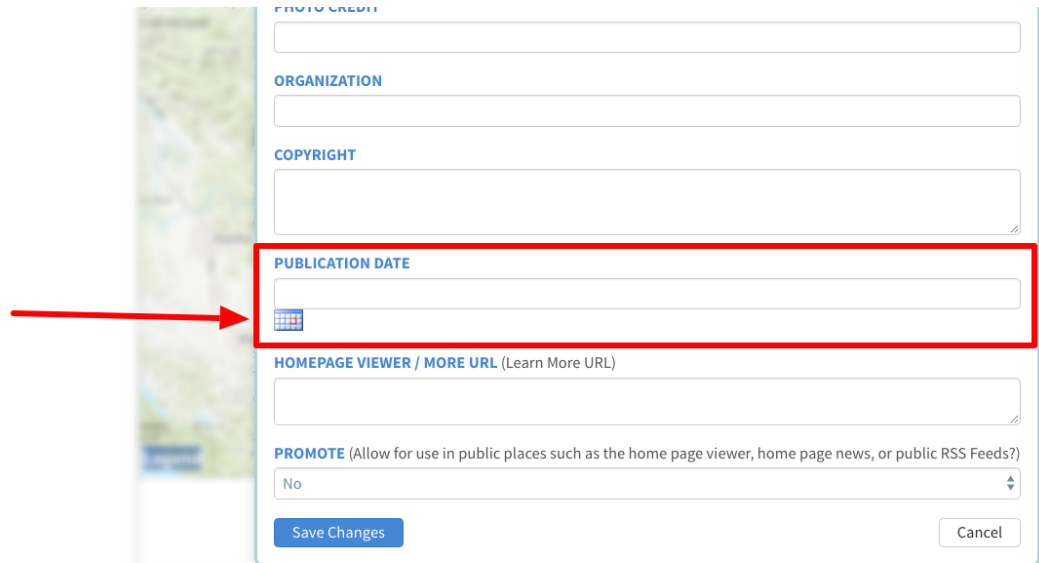


PHOTO CREDIT

ORGANIZATION

COPYRIGHT

PUBLICATION DATE

HOME PAGE VIEWER / MORE URL (Learn More URL)

PROMOTE (Allow for use in public places such as the home page viewer, home page news, or public RSS Feeds?)

No

Save Changes Cancel

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.

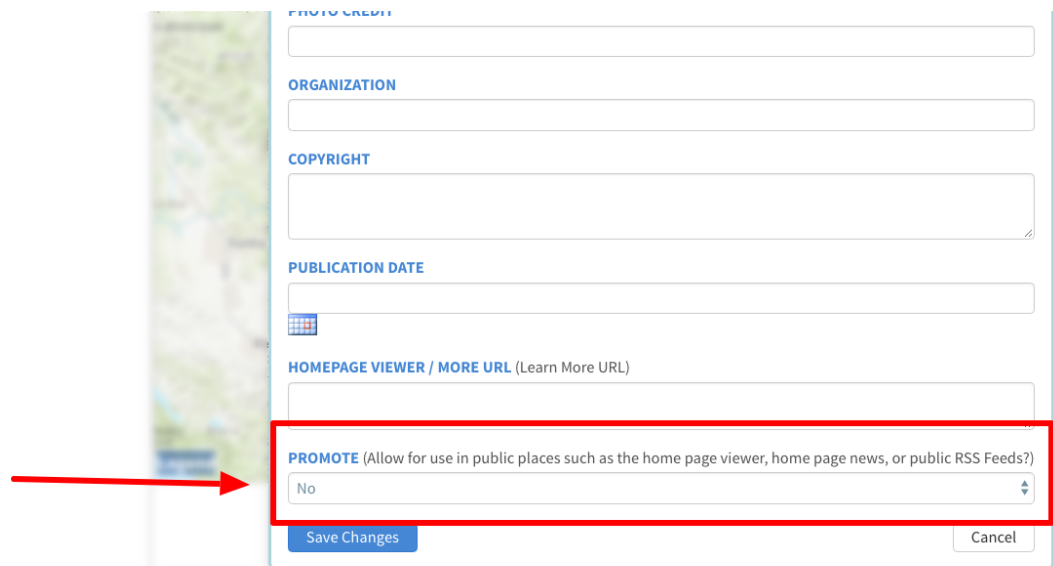


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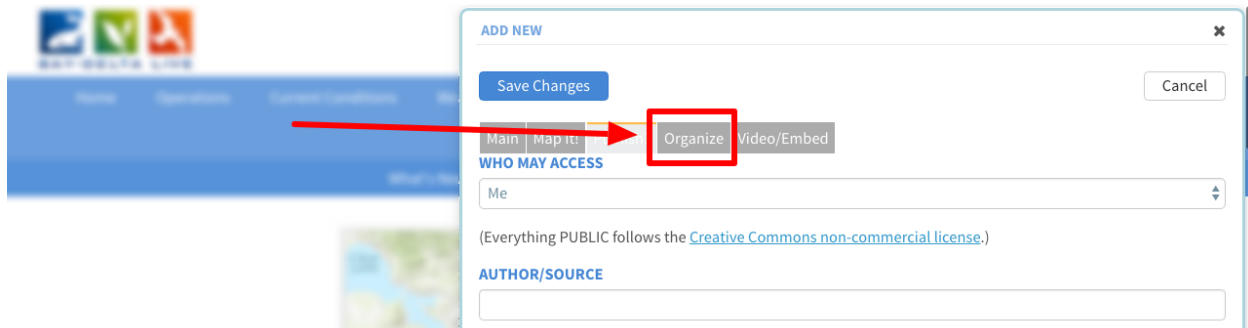
HOME PAGE VIEWER / MORE URL (Learn More URL)

PROMOTE (Allow for use in public places such as the home page viewer, home page news, or public RSS Feeds?)

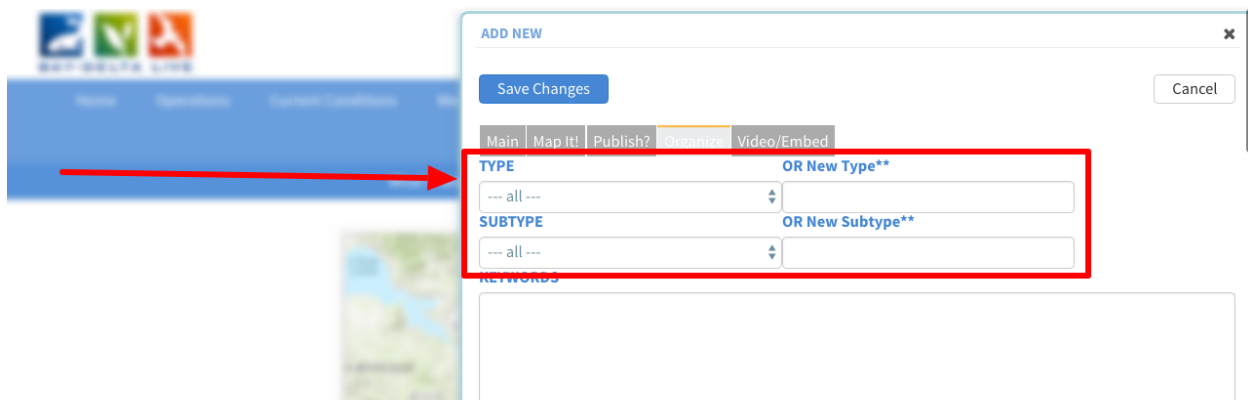
No

Save Changes Cancel

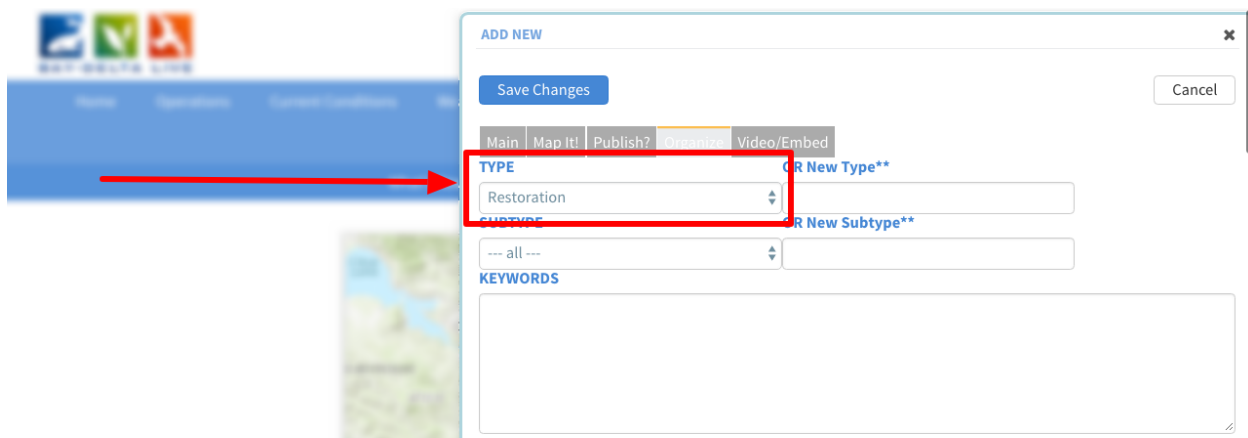
Then go to the “Organize” tab.



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

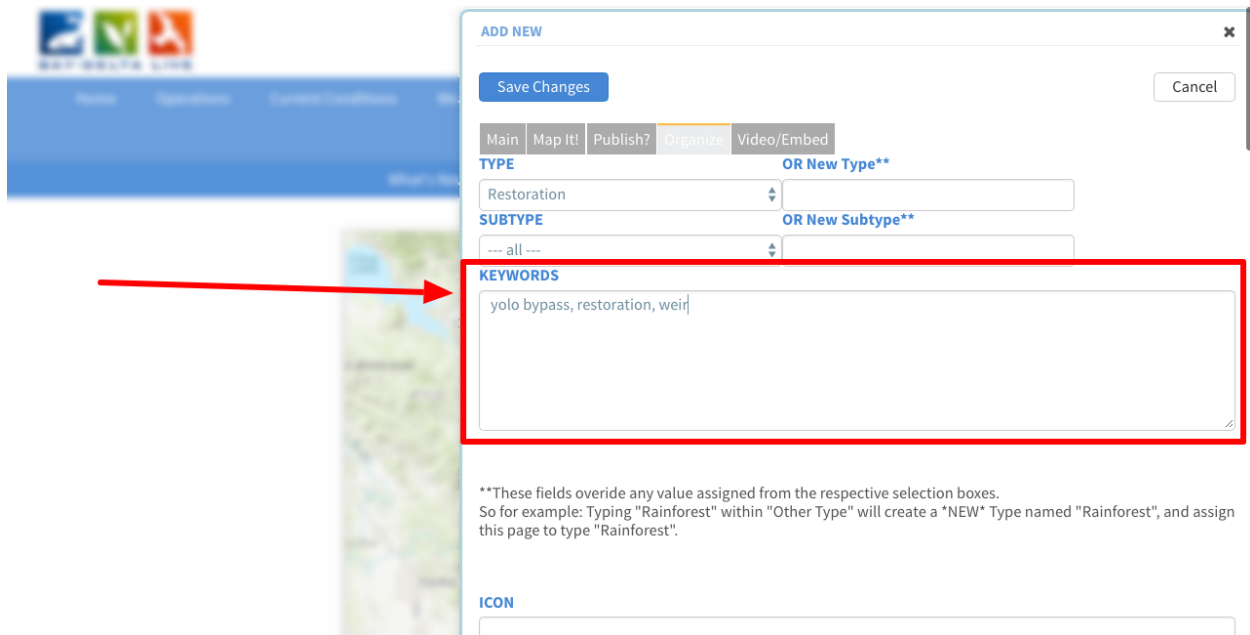


For example, if you are creating a project page for your restoration project, click on the Type drop-down menu and choose, “Restoration.”



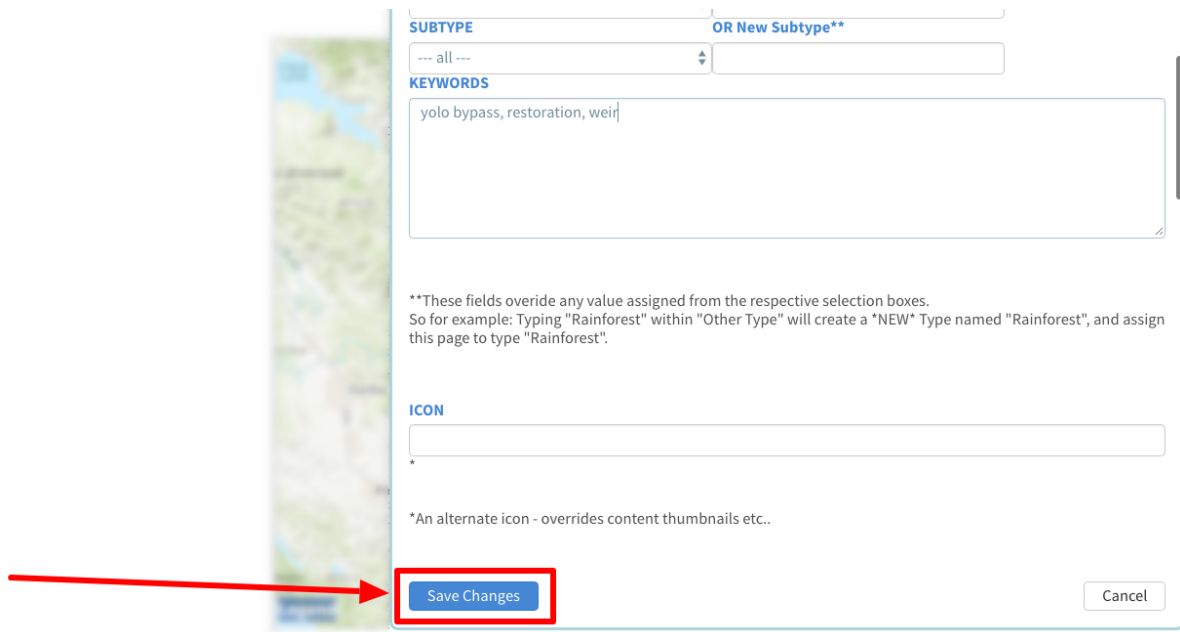
You can also input all applicable keywords into the Keyword box, separating each by a comma. These keywords help people find your project in the database when using the search function.

Remember, all of this can be edited later.



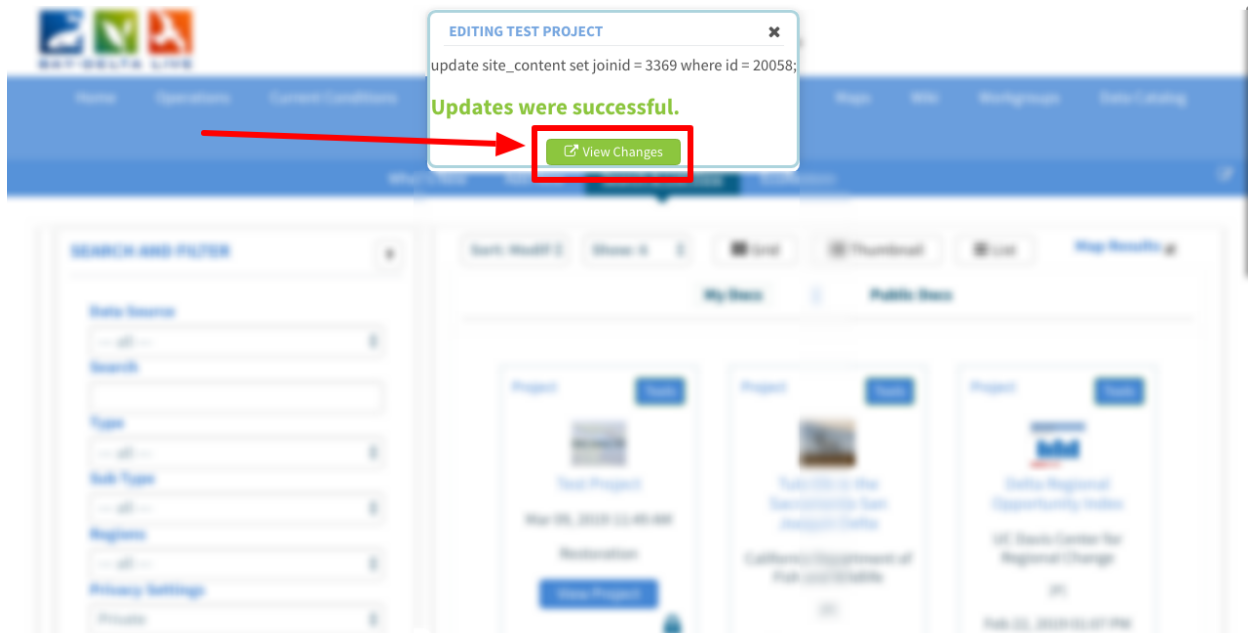
The screenshot shows the 'ADD NEW' form with a red arrow pointing to the 'KEYWORDS' text area. The form includes a 'Save Changes' button at the top left and a 'Cancel' button at the top right. Below these are tabs for 'Main', 'Map It!', 'Publish?', 'Organize', and 'Video/Embed'. The 'TYPE' dropdown is set to 'Restoration' with an 'OR New Type**' link. The 'SUBTYPE' dropdown is set to '--- all ---' with an 'OR New Subtype**' link. The 'KEYWORDS' text area contains the text 'yolo bypass, restoration, weir'. Below the text area is a note: '**These fields override 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".' The 'ICON' field is empty.

When you are done, click, “save changes.”

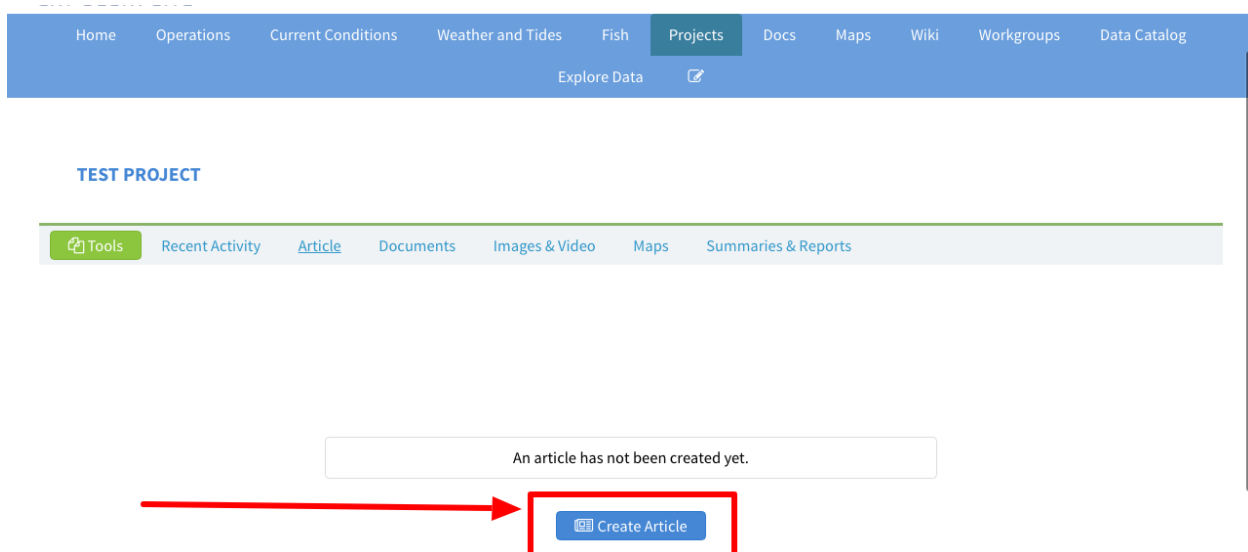


This screenshot shows the same 'ADD NEW' form, but with a red arrow pointing to the 'Save Changes' button at the bottom left. The 'KEYWORDS' text area still contains 'yolo bypass, restoration, weir'. The 'SUBTYPE' dropdown is still set to '--- all ---'. The 'ICON' field is still empty. The note about overriding values is still present.

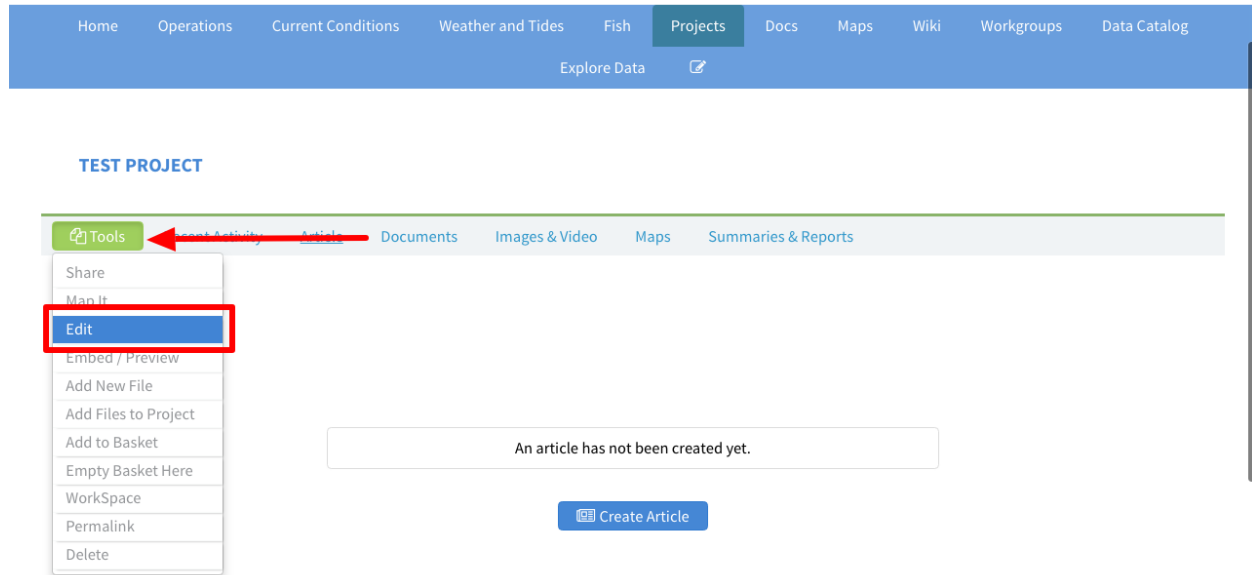
A box will appear after you save your changes with an option to view your new project. Click, “View Changes.”



Since we chose “article” from the “Default View” drop-down menu, it opens up to the article page. You can click on the “Create Article” button to add important project updates and photos into an article page.



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.”



The metadata editor form pops up and you can edit any of the information. Be sure to click “save changes” when you’re done.

This concludes the “Add a New Project” tutorial.