

How to Make Assets Searchable on Bay-Delta Live

In this tutorial, we will go through:

- three different ways people might search for files or projects in the Bay-Delta Live database and;
- how to edit the metadata of files or projects to correlate with these three search options.

Before working in Bay-Delta Live, be sure you are logged in, using the log-in button at the top of the screen.



Each of the Bay-Delta Live asset libraries have built-in search functions. For example, this is what the built in search function looks like in the project library.

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People might search for assets by typing keywords in the search box.

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	Author: Peter Moyle and Jon Durand
	Publication Date: 2016-07-29 Modified: May 31, 2019 10:26 AM
Tadele Sa	Keywords: freshwater tidal habitat, fish populations, delta, flow, Yolo Bypass, Suisun Marsh, food supply, Cache-Liberty Complex, Yolo, nasa_jpl_wq, homepg, Research, mobileproject,

For instance, if we want to search for all projects that include SMELT, we'll type SMELT into the search box and then click "search."

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Regions		Publication Date: 2017-10-20 Modified: May 31, 2019 10:24 AM
all	\$	Keywords: Cache Slough, Tidal Restoration, Tidal, Cache Slough Region, Prospect Island, DWR,
Privacy Settings		CDFW, freshwater tidal wetland, subtidal habitats, ecosystem, restoration, vegetation
Private	\$	delta smelt, chinook salmon, food web, National Environmental Policy Act, Ecosystem Restoration, Tidal Restoration, mobile.project.bdl, ecorestore, homepagemap,yolobypassdash

The "search box" correlates with the titles and keywords that you assign to the various files or projects. Therefore, the results will show projects that have "smelt" in the title or as a designated keyword in the project information.

You can fill out the title and keywords in the metadata editor form of a file or project.

Let's do this for a project as an example.

Go to the Project library from the homepage by clicking on the "Projects" link in the top bar.



CALIFORNIA CURRENT ENVIRONMENTAL CONDITIONS

Find the project you'd like to edit and hover over the Tools button until a drop-down menu appears.

Choose, "edit."

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There are two main places that correlate with the "search box" in the metadata editor form.

The first is the TITLE box on the Main tab

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The second is the KEYWORD box under the Organize tab.

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Be sure these are filled out so that people can find your items when searching for specific keywords.

When you are done, click "save changes."

Web Link (Opens a new window)	
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 Save Changes	Cancel

Another way people might search for files or projects by using the Type or Subtype dropdown menus in the built-in search function.

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For instance, if someone wanted to make the smelt search more specific, they could choose, "research" from the Type drop-down menu and the results will adjust to include items that were specified as "research" projects.

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The Type and Subtype drop-down menus of the search function correlate with those chosen in the file or project metadata editor form.

For example, let's select a Type for a project.

Find the project you'd like to edit and hover over the Tools button until a drop-down menu appears. Choose, "edit."



The Type and Subtype assignments are located under the "Organize" tab.

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We'll select, "research" as the Type for this project.

This means that if "research" is selected as a Type in the search function, this project will show up among the results.

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grizzly island, restoration	habitat	
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A third way people might search for files or projects by using the map feature in each library.

Let's use the project library as an example.

From the homepage, click on the "Projects" link in the top bar to open up the project library.



CALIFORNIA CURRENT ENVIRONMENTAL CONDITIONS

It opens up to the "What's New" tab, which shows a map on the left-hand side.

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You can see that there are icons on the map. These are populated because people georeferenced their projects by entering the latitude and longitude in the project information.

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Let's go through an example and set a location for a project page. Find the project by clicking on "Search & List" view in the sub-navigation of the project library.



Find the project you'd like to edit and hover over the Tools button until a drop-down menu appears. Choose, "edit."

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all	\$	Restoration	Add to Basket	[P]	May 31, 2019 10:25 AM
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Click on the "Map It!" tab.

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You can enter the latitude and longitude coordinates or click "Open Map" to select a specific point on the map.

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Once you select a location on the map, the latitude and longitude coordinates will show in the form.

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Click "save changes."

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As long as your project is public, it will show up on the map so people can search using geolocation.

We've gone through three ways people might search for files or projects in the Bay-Delta Live database and how you can set up your documents or projects so that they are searchable and complete. You can follow these steps to edit the information of your files, maps, or projects at any time.