

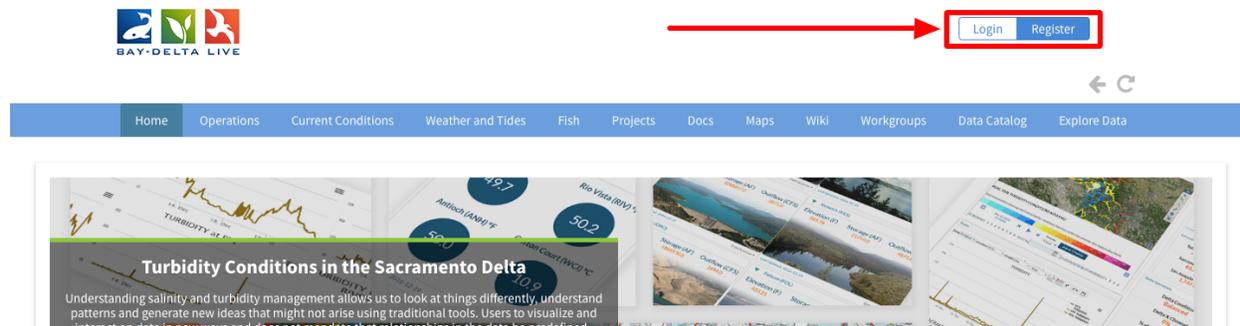


How to Make Assets Searchable on Bay-Delta Live

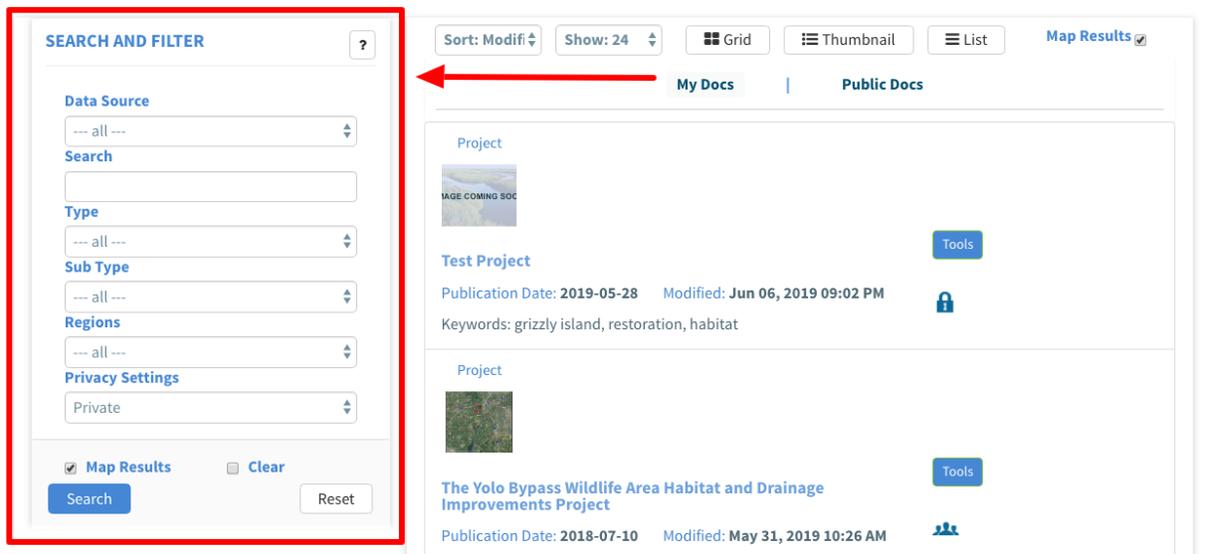
In this tutorial, we will go through:

- 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.

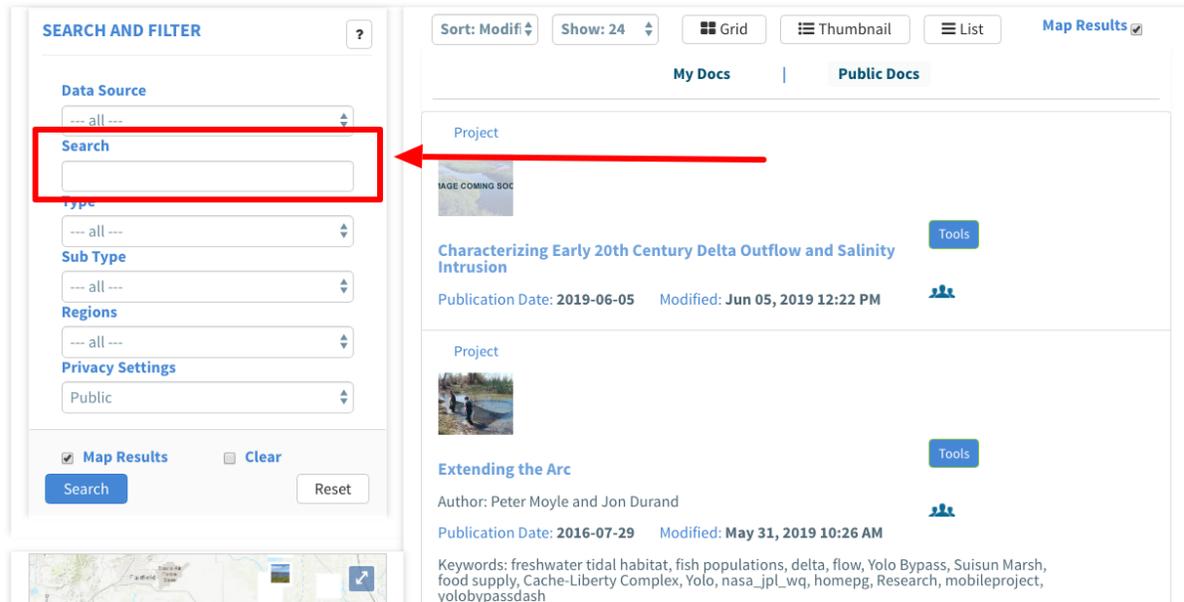
Before working in Bay-Delta Live, be sure you are logged in, using the log-in button at the top of the screen.



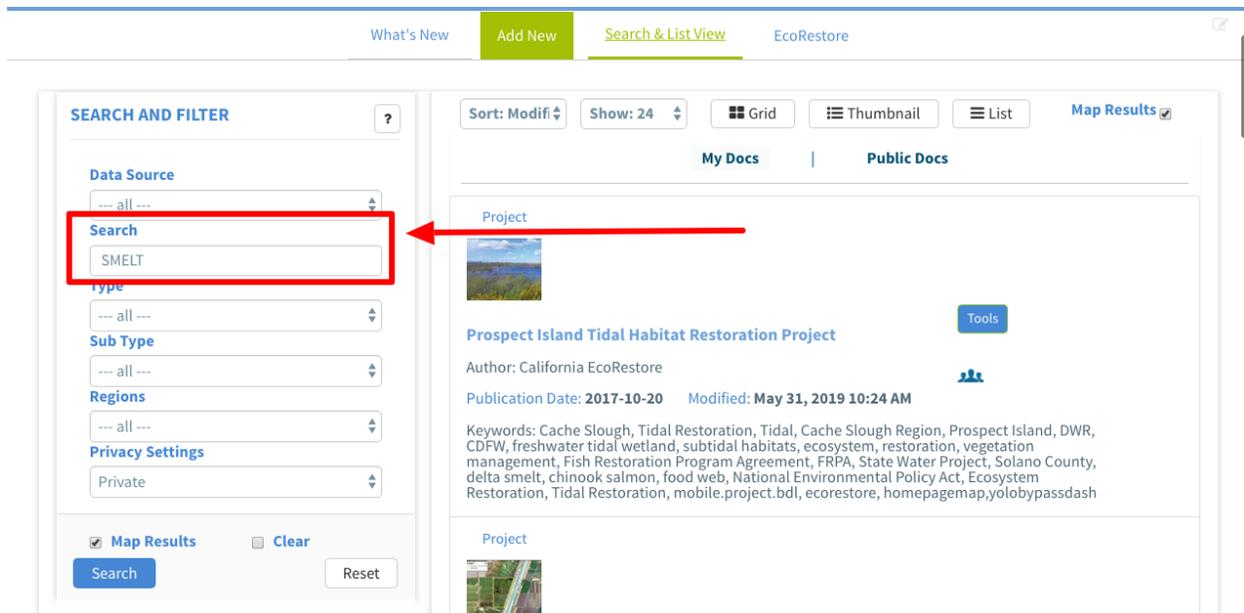
Each of the Bay-Delta Live asset libraries have built-in search functions. For example, this is what the built in search function looks like in the project library.



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



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."

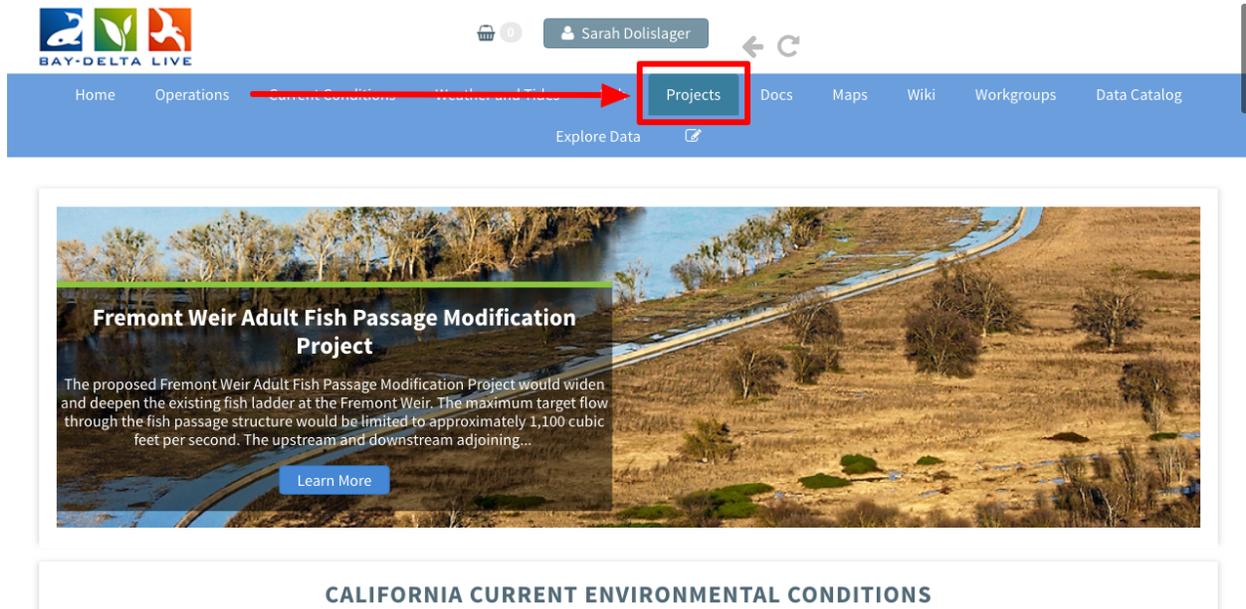


The "search box" correlates with the titles and keywords that you assign to the various files or projects. Therefore, the results will show projects that have "smelt" in the title or as a designated keyword in the project information.

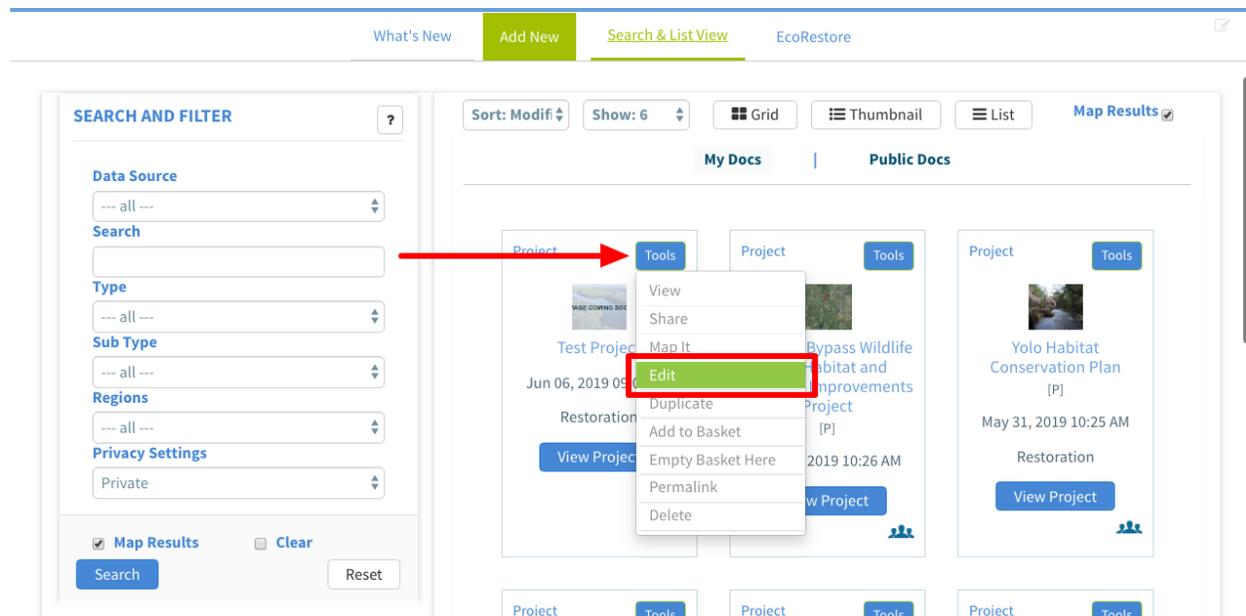
You can fill out the title and keywords in the metadata editor form of a file or project.

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.

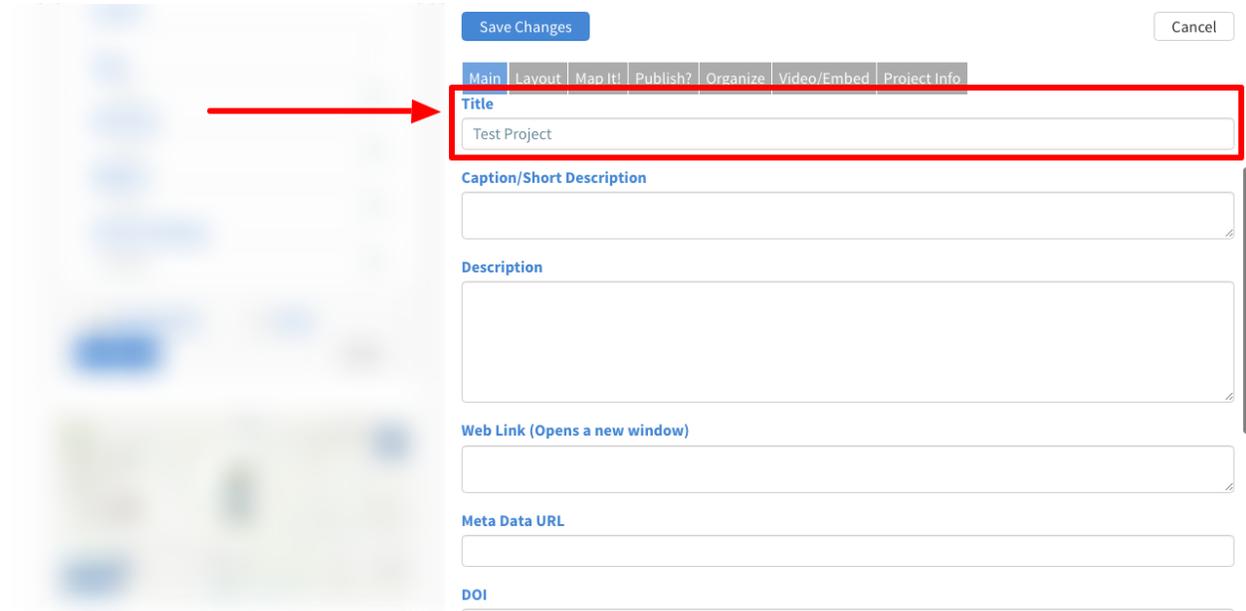


Find the project you'd like to edit and hover over the Tools button until a drop-down menu appears. Choose, "edit."



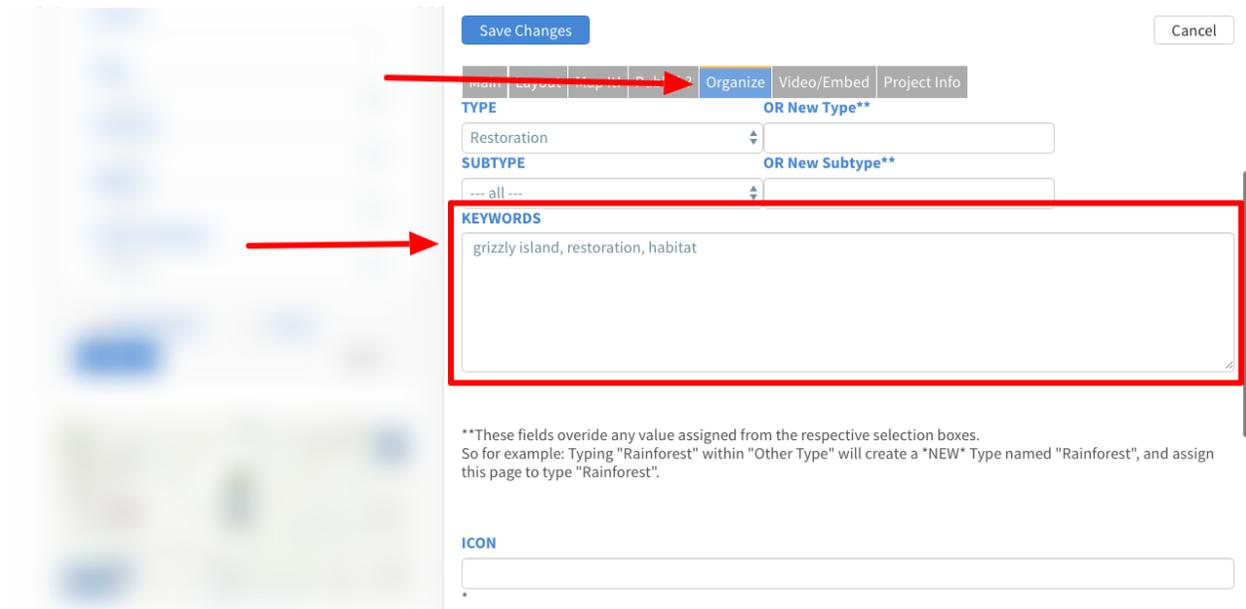
There are two main places that correlate with the “search box” in the metadata editor form.

The first is the TITLE box on the Main tab



The screenshot shows the metadata editor interface. At the top, there are buttons for "Save Changes" and "Cancel". Below these are several tabs: "Main", "Layout", "Map It!", "Publish?", "Organize", "Video/Embed", and "Project Info". The "Main" tab is selected. A red arrow points to the "Title" field, which contains the text "Test Project". Below the title field are sections for "Caption/Short Description", "Description", "Web Link (Opens a new window)", "Meta Data URL", and "DOI".

The second is the KEYWORD box under the Organize tab.



The screenshot shows the metadata editor interface with the "Organize" tab selected. A red arrow points to the "Organize" tab. Below the tabs are sections for "TYPE" (with a dropdown menu showing "Restoration" and "OR New Type**"), "SUBTYPE" (with a dropdown menu showing "--- all ---" and "OR New Subtype**"), and "KEYWORDS" (with a text box containing "grizzly island, restoration, habitat"). Below the keywords section 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'." Below the note is an "ICON" field.

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

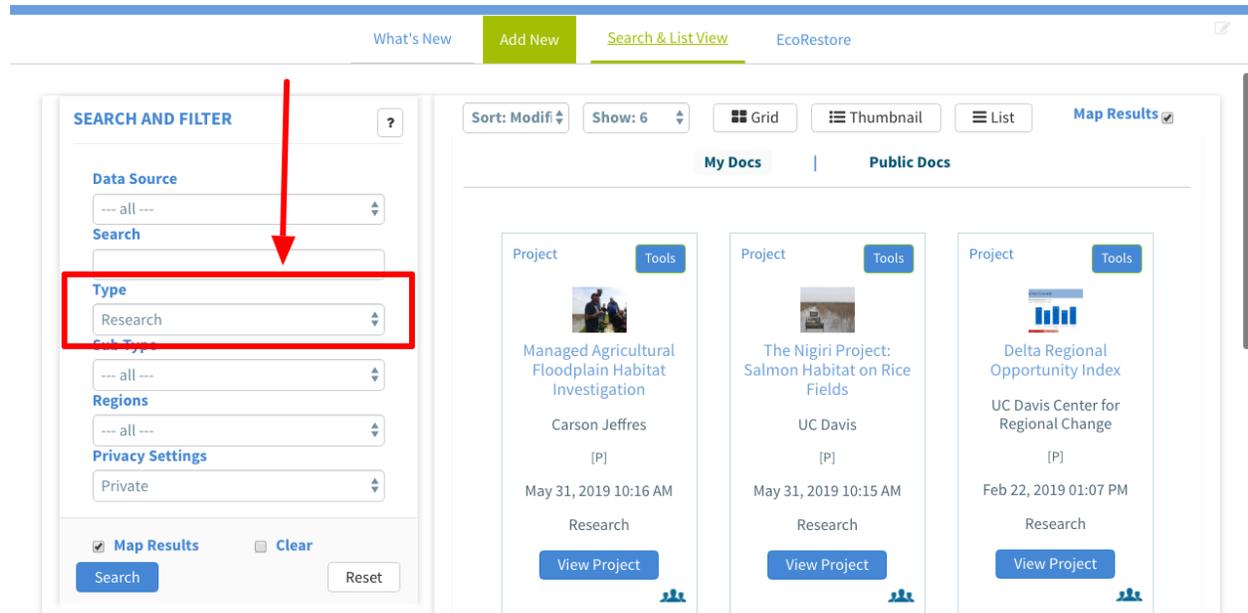
When you are done, click “save changes.”

The image shows a portion of a web form. It includes several text input fields with labels: "Web Link (Opens a new window)", "Meta Data URL", "DOI", and "Contact Email Address". Below these fields is a blue button labeled "Save Changes" and a grey button labeled "Cancel". A red arrow points from the left towards the "Save Changes" button.

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

The image shows a search interface with a navigation bar at the top containing "What's New", "Add New", "Search & List View", and "EcoRestore". Below the navigation bar is a "SEARCH AND FILTER" sidebar on the left. This sidebar contains several filter sections: "Data Source" (dropdown), "Search" (text input), "Type" (dropdown, highlighted with a red box and a red arrow), "Sub Type" (dropdown), "Privacy Settings" (dropdown), and "Map Results" (checkbox). The main content area on the right shows a list of project cards under the heading "My Docs | Public Docs". Each card includes a "Project" title, a thumbnail image, a "Tools" button, a date, a category (e.g., "Restoration"), and a "View Project" button. The first card is titled "Test Project" with a date of "Jun 06, 2019 09:02 PM". The second card is titled "The Yolo Bypass Wildlife Area Habitat and Drainage Improvements Project" with a date of "May 31, 2019 10:26 AM". The third card is titled "Yolo Habitat Conservation Plan [P]" with a date of "May 31, 2019 10:25 AM".

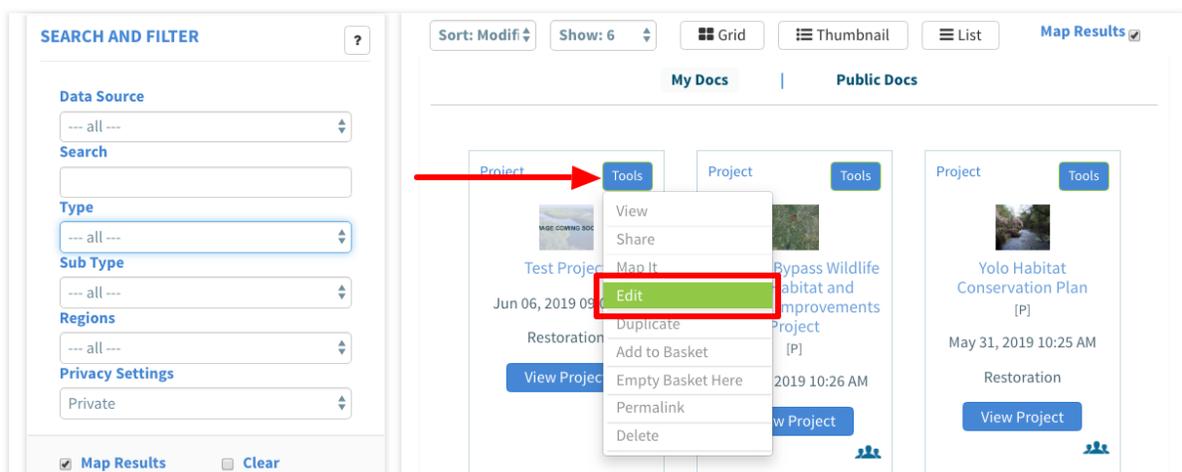
For instance, if someone wanted to make the smelt search more specific, they could choose, “research” from the Type drop-down menu and the results will adjust to include items that were specified as “research” projects.



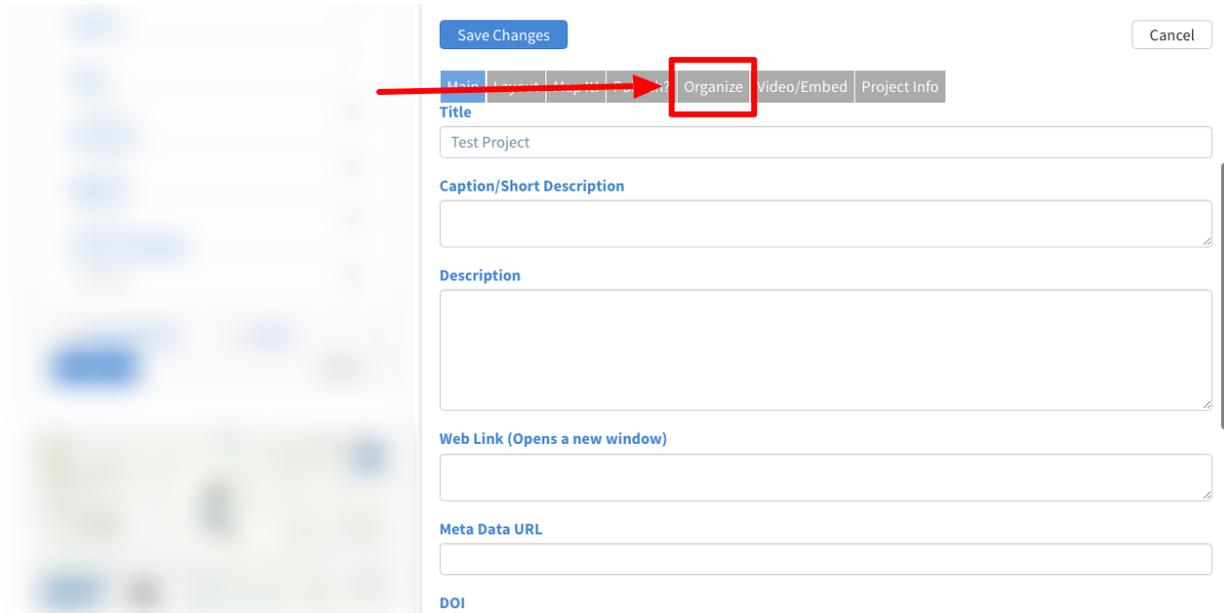
The Type and Subtype drop-down menus of the search function correlate with those chosen in the file or project metadata editor form.

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.



Save Changes Cancel

Main Organize Video/Embed Project Info

Title
Test Project

Caption/Short Description

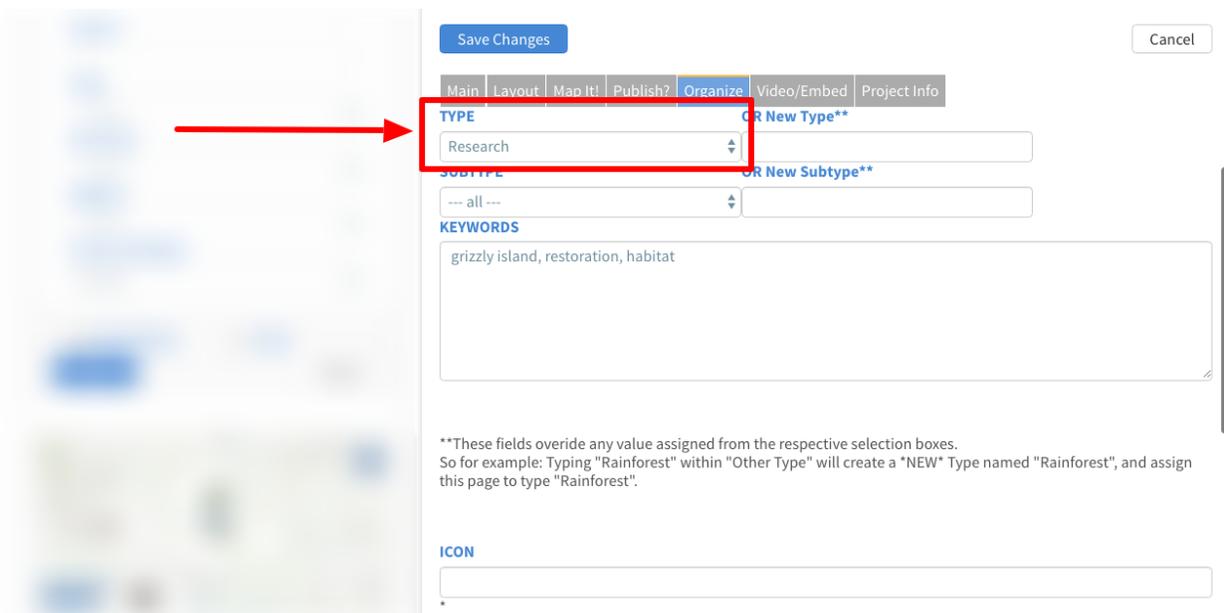
Description

Web Link (Opens a new window)

Meta Data URL

DOI

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.



Save Changes Cancel

Main Layout Map It! Publish? Organize Video/Embed Project Info

TYPE OR New Type**
Research

SUBTYPE OR New Subtype**
--- all ---

KEYWORDS
grizzly island, restoration, habitat

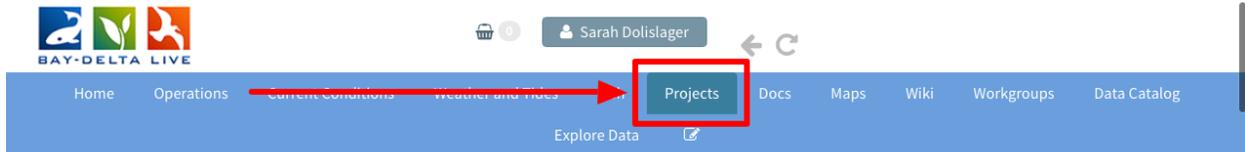
**These fields override any value assigned from the respective selection boxes.
So for example: Typing "Rainforest" within "Other Type" will create a *NEW* Type named "Rainforest", and assign this page to type "Rainforest".

ICON

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.



Fremont Weir Adult Fish Passage Modification Project

The proposed Fremont Weir Adult Fish Passage Modification Project would widen and deepen the existing fish ladder at the Fremont Weir. The maximum target flow through the fish passage structure would be limited to approximately 1,100 cubic feet per second. The upstream and downstream adjoining...

[Learn More](#)

CALIFORNIA CURRENT ENVIRONMENTAL CONDITIONS

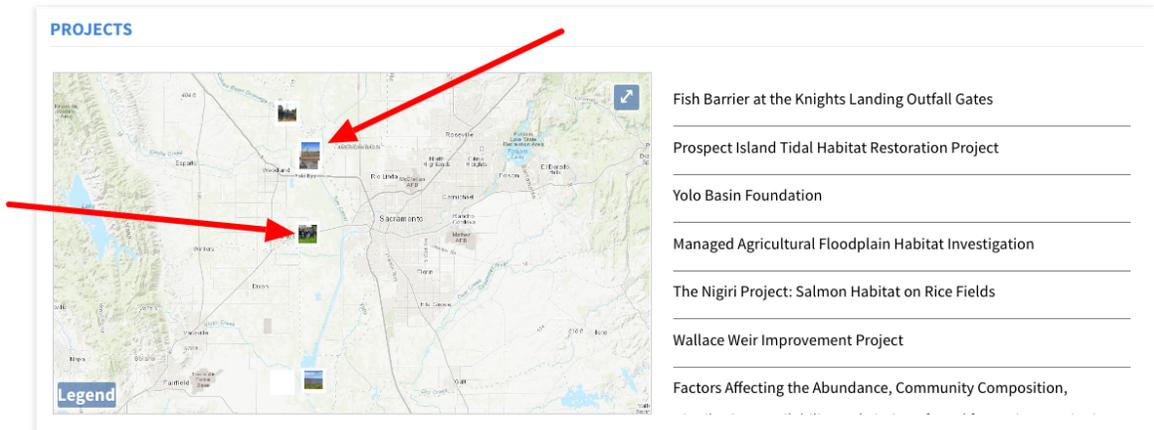
It opens up to the "What's New" tab, which shows a map on the left-hand side.



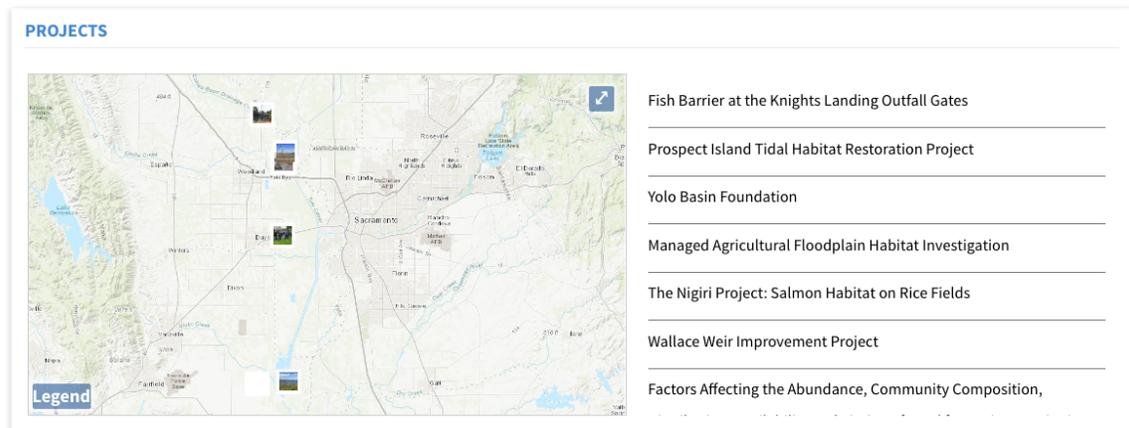
PROJECTS

- Fish Barrier at the Knights Landing Outfall Gates
- Prospect Island Tidal Habitat Restoration Project
- Yolo Basin Foundation
- Managed Agricultural Floodplain Habitat Investigation
- The Nigiri Project: Salmon Habitat on Rice Fields
- Wallace Weir Improvement Project
- Factors Affecting the Abundance, Community Composition,

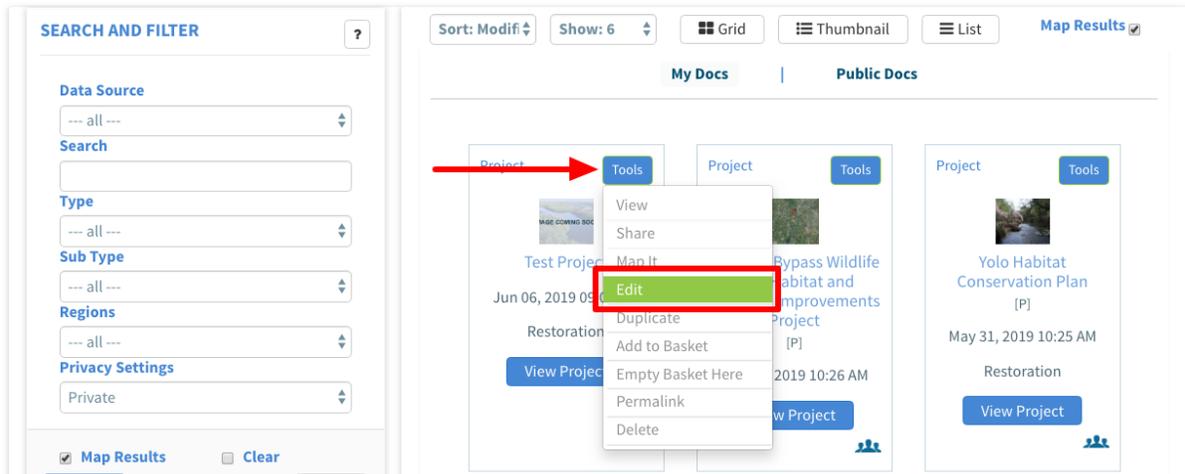
You can see that there are icons on the map. These are populated because people georeferenced their projects by entering the latitude and longitude in the project information.



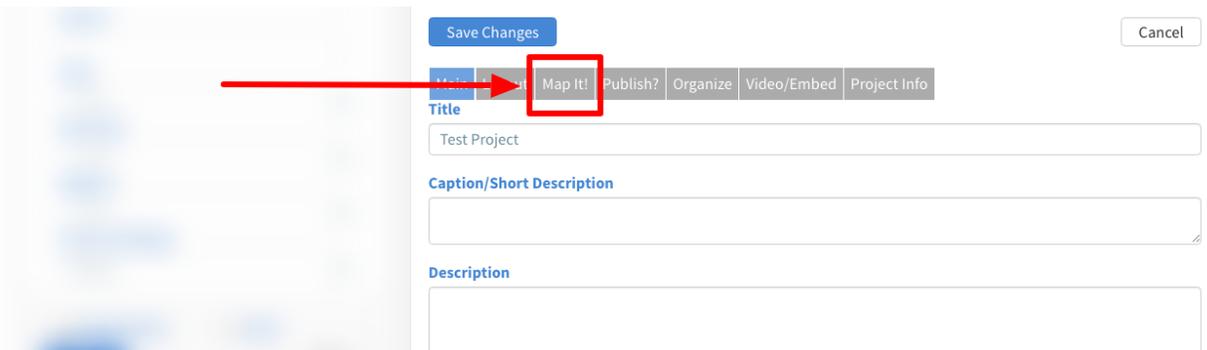
Let's go through an example and set a location for a project page. Find the project by clicking on "Search & List" view in the sub-navigation of the project library.



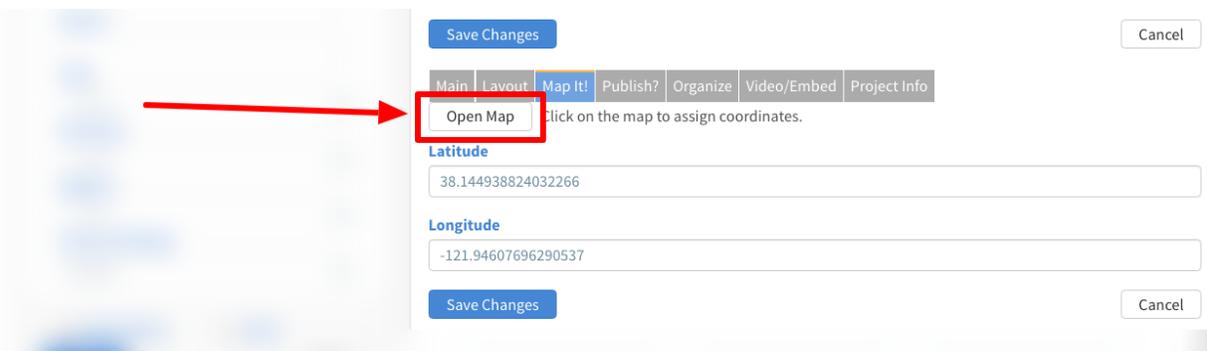
Find the project you'd like to edit and hover over the Tools button until a drop-down menu appears. Choose, "edit."



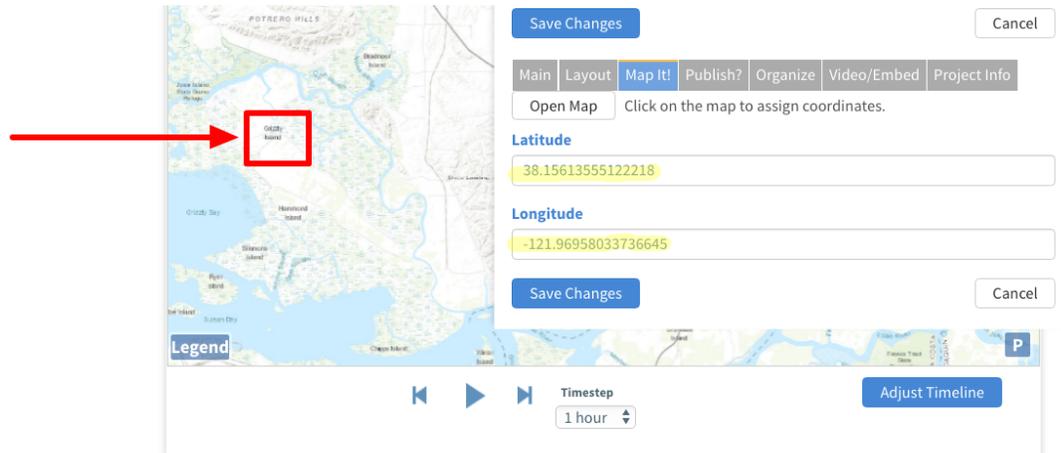
Click on the "Map It!" tab.



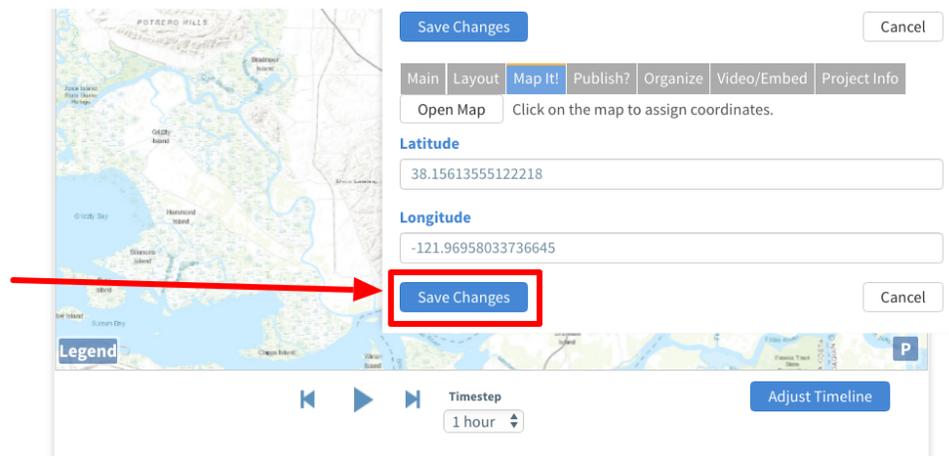
You can enter the latitude and longitude coordinates or click "Open Map" to select a specific point on the map.



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



Click “save changes.”



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.