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Tutorials

HOW TO MAKE ITEMS SEARCHABLE

When you create a new project or upload a new document/image, it is important to fill out as much information for the item as possible.

In this tutorial, you will:

- Learn how to best fill out the Editor when uploading new items so your items are searchable
- Learn how to go back and edit the information of existing projects or photos/videos/docs.

An example of the Editor window is shown to the right.

NEW

MAIN | MAP IT! | PUBLISH? | ORGANIZE | VIDEO/EMBED

TITLE

CAPTION

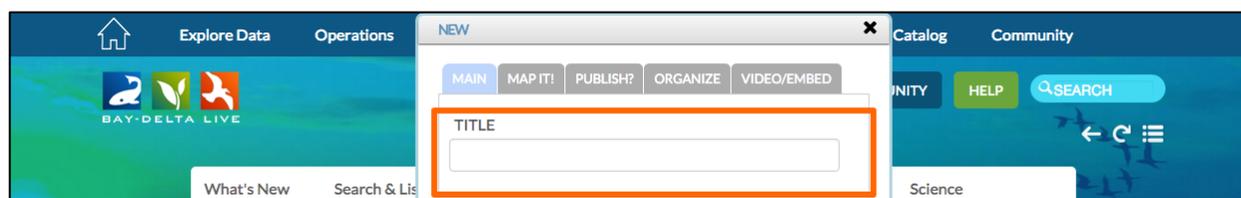
DESCRIPTION

VIEW BY

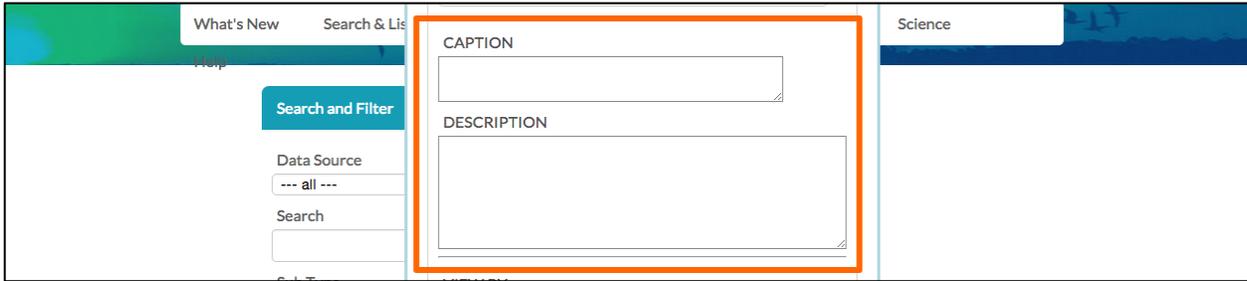
RECENT ACTIVITY

MAIN TAB

Fill out the title of your item:



Insert a caption or description:



What's New Search & List Science

Search and Filter

Data Source
--- all ---

Search

CAPTION

DESCRIPTION

Insert contact information:



APPLY TOOLS

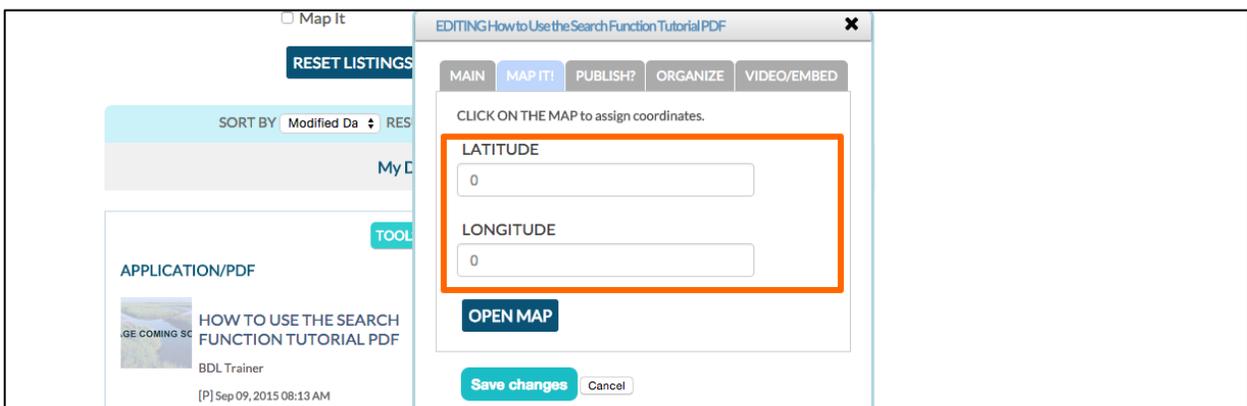
APPLICATION/PDF

HOW TO USE THE BASKET FUNCTION PDF

CONTACT

MAP TAB

Another way to help people find your project and/or document is to map it. You can enter the latitude and longitude here:



Map It EDITING How to Use the Search Function Tutorial PDF

MAIN MAP IT! PUBLISH? ORGANIZE VIDEO/EMBED

CLICK ON THE MAP to assign coordinates.

LATITUDE

0

LONGITUDE

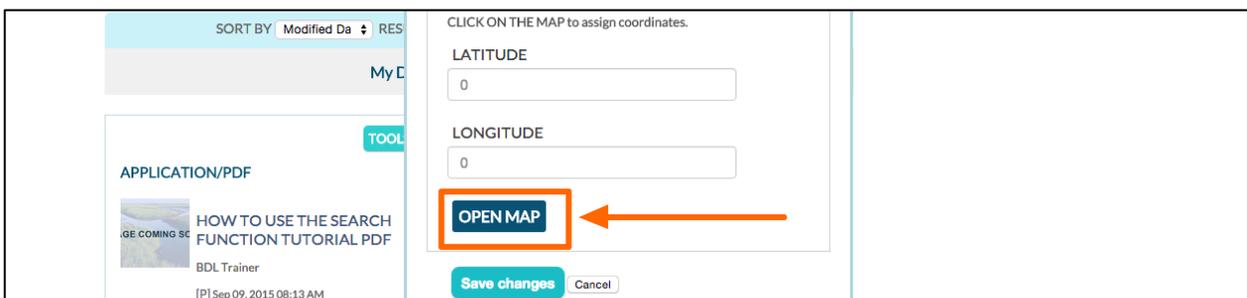
0

OPEN MAP

Save changes Cancel

OR

Click, "open map" to select a point on the map. The system will calculate the longitude and latitude.



CLICK ON THE MAP to assign coordinates.

LATITUDE

0

LONGITUDE

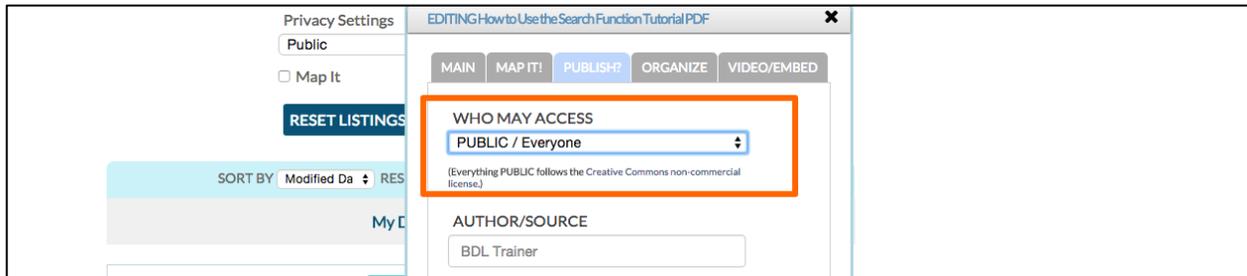
0

OPEN MAP

Save changes Cancel

PUBLISH TAB

Make your project “public” under the “Who May Access” drop-down menu if you want it to be searchable.



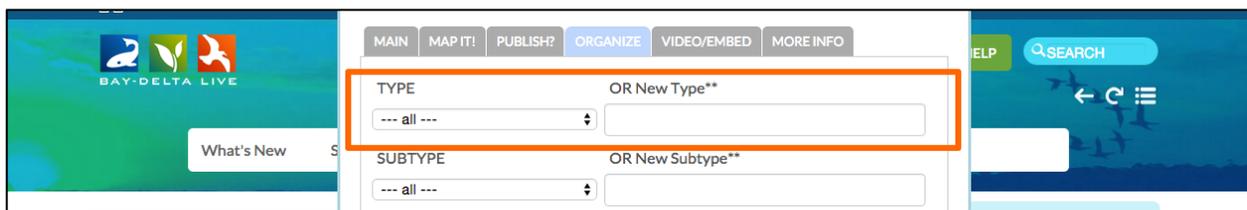
Fill out an “Author/Source” and publication date.



ORGANIZE TAB

The information in this tab is really important to help make your project searchable. This information directly correlates with the search function in the different assets.

You can choose a “type” in this drop-down menu.



For Photos/Videos/Docs: This refers to the type of file you are uploading.

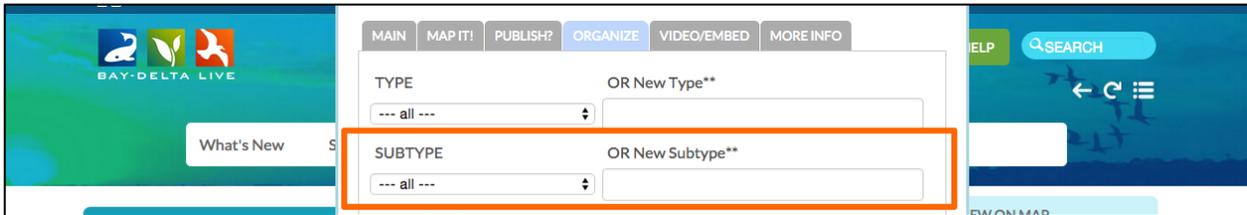
- Image/Jpeg for photos.
- Youtube or mpg for videos.
- PDFs

For Projects: This refers to the type of project you are uploading.

A few examples:

- Education
- Monitoring
- Research
- Restoration

You can choose a “sub-type” in this drop-down menu.



A few examples --

For Photos/Videos/Docs:

- Archive
- Article
- Data

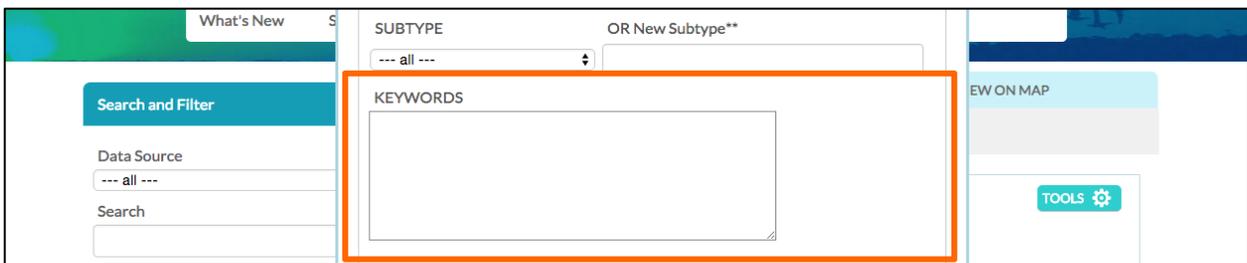
For Projects:

- General
- Science Project
- Species

The keyword box: you can type words here that pertain to the document. When people type keywords into the search box, the system searches for these words.

You can type as many keywords as your project needs, separating each one by a comma.

An example: salmon, restoration, floodplains, Nigiri concept, Yolo Bypass



MORE INFO TAB

Fill out the details of the project or document such as who's involved, start date, completion date, and organization info. Fill out as many sections of this tab as you can.

The screenshot shows the 'MORE INFO' tab in the Bay-Delta Live system. The interface includes a navigation bar with tabs: MAIN, MAP IT!, PUBLISH?, ORGANIZE, VIDEO/EMBED, and MORE INFO. The 'MORE INFO' tab is active. On the left, there is a 'Search and Filter' sidebar with options for Data Source, Search, Type, Sub Type, Regions, and Privacy Settings. The main content area contains several input fields, some of which are highlighted with orange boxes: 'Who's Involved', 'Project ID', 'Principal Investigator', 'Approved Budget', 'Notes', 'Start Date', 'Completion Date', and 'Organization'. The 'Organization' field is a dropdown menu. On the right, there is a 'VIEW ON MAP' button and a 'TOOLS' menu. Below the map, there is a project card for 'CENTRAL VALLEY FLOODPLAIN HABITAT INVESTIGATION' by Jacob Katz, dated June 16, 2015, with a 'View Project' button. Another project card for 'THE NIGIRI CONCEPT: SALMON HABITAT ON RICE FIELDS' is partially visible below it.

Edit the Information of an Existing Project, Photo, Video, or Document:

First, find the item in your library.

For instance, I'll go to my "Test Project."

Then hover over the TOOLS menu and choose, "Edit."

The screenshot shows the 'Document Library' interface. At the top, there are navigation buttons: 'What's New', 'Search & List View', 'Document Library', 'My Projects', and 'Add New'. Below the navigation, there is a 'Search and Filter' sidebar on the left. The main content area shows a list of projects. The 'TEST PROJECT' is highlighted, and its 'TOOLS' menu is open, showing options: View, Share, Edit (highlighted with an orange box), Duplicate, Add to Basket, Empty Basket Here, Permalink, and Delete. An orange arrow points from the 'Edit' option to the 'TEST PROJECT' card. The 'TEST PROJECT' card shows a thumbnail, the title 'TEST PROJECT', and the date 'Jul 29, 2015 05:41 PM'. Below the card is a 'View Project' button.

This will bring you to the same information form you filled out when you uploaded or created the item.

You can edit the information and click, “save changes.”

The screenshot shows a web interface for editing project information. The main content area contains three text input fields: "WEB LINK (Opens a new window)", "META DATA URL", and "CONTACT". Below the "CONTACT" field, there are two buttons: "Save changes" and "Cancel". An orange arrow points to the "Save changes" button. The interface includes a sidebar on the left with "PRC" and "Subs" links, a top right "TOOLS" menu, and a footer with "About Bay-Delta Live" and "Data P".

This concludes the “How to Make Items Searchable” tutorial.
For more help tools, visit www.baydeltaalive.com/help