**Aimee Dewan Tasks 7/28/16**

1. Add Metadata to the following documents. Ask Karly to help you figure out which content tabs to turn off. Which tab to default to.

<http://srwp.opennrm.org/docs/2585>

<http://srwp.opennrm.org/docs/2584>

<http://srwp.opennrm.org/docs/2583>

<http://srwp.opennrm.org/docs/2582>

<http://srwp.opennrm.org/docs/2581>

<http://srwp.opennrm.org/docs/2580>

<http://srwp.opennrm.org/docs/2579>

<http://srwp.opennrm.org/docs/2578>

<http://srwp.opennrm.org/docs/2575>

<http://srwp.opennrm.org/docs/2574>

<http://srwp.opennrm.org/docs/2573>

<http://srwp.opennrm.org/docs/2572>

<http://srwp.opennrm.org/docs/2571>

<http://srwp.opennrm.org/docs/2570>

<http://srwp.opennrm.org/docs/2569>

<http://srwp.opennrm.org/docs/2568>

<http://srwp.opennrm.org/docs/2567>

<http://srwp.opennrm.org/docs/2566>

<http://srwp.opennrm.org/docs/2565>

<http://srwp.opennrm.org/docs/2564>

<http://srwp.opennrm.org/docs/2563>

<http://srwp.opennrm.org/docs/2562>

<http://srwp.opennrm.org/docs/2561>

<http://srwp.opennrm.org/docs/2560>

<http://srwp.opennrm.org/docs/2559>

<http://srwp.opennrm.org/docs/2558>

<http://srwp.opennrm.org/docs/2557>

<http://srwp.opennrm.org/docs/2556>

\*\*Use This document as an example: <http://srwp.opennrm.org/docs/2576>

\*\*\*Watch the help videos on BDL.

To Add Metadata:

(It helps if you open the document you are editing, either on the Summaries and Results Tab or Download it)

Tools->Edit

Main:

-Change the Title, add a description (abstract or first paragraph of the introduction)

-Default View: For documents change to Summary Report

Map it:

Add Location information whenever possible (the above documents can all be placed within the Feather River Watershed)

Publish:

Add in an Author/Source

Publication date: Needs to be a month, day year. If you are only given month and year default to day 1 of the month.

Organize:

Add Key Words, some documents have keywords near the start of the report, otherwise use words from the title (subject, location, etc) to fill in this section

1. Vegetation wiki SRWP. Get species list from Nicole. Use only open source or non-copyright data/information/images.
2. <https://picasaweb.google.com/107521149717650730589> Add images and metadata to srwp.opennrm.org. Make sure Karly and Nicole have not added these images yet. KEYWORD location and sub-region
3. Add these SAC RIVER reports for sac river.

<http://www.waterboards.ca.gov/centralvalley/water_issues/swamp/water_quality_reports/index.shtml#sacrivbasin>

1. Images and other items form Chuck 7/26/16- Flood Photos, check you email.
2. Make sure the resource library is correct. See email for actual database.
3. The 15 focal species for the state of the knowledge report on nursery functions of West Coast estuaries.
4. Add all fish to Caestuaries wiki that are relevant to Cache Collaborative and DJFMP.
5. Develop Generic Help—HTML.
6. GIS work for Nicole.