The NOAA Coral Reef Project Database:

*New & Improved System for FY 2005*

# User Guide Tutorial

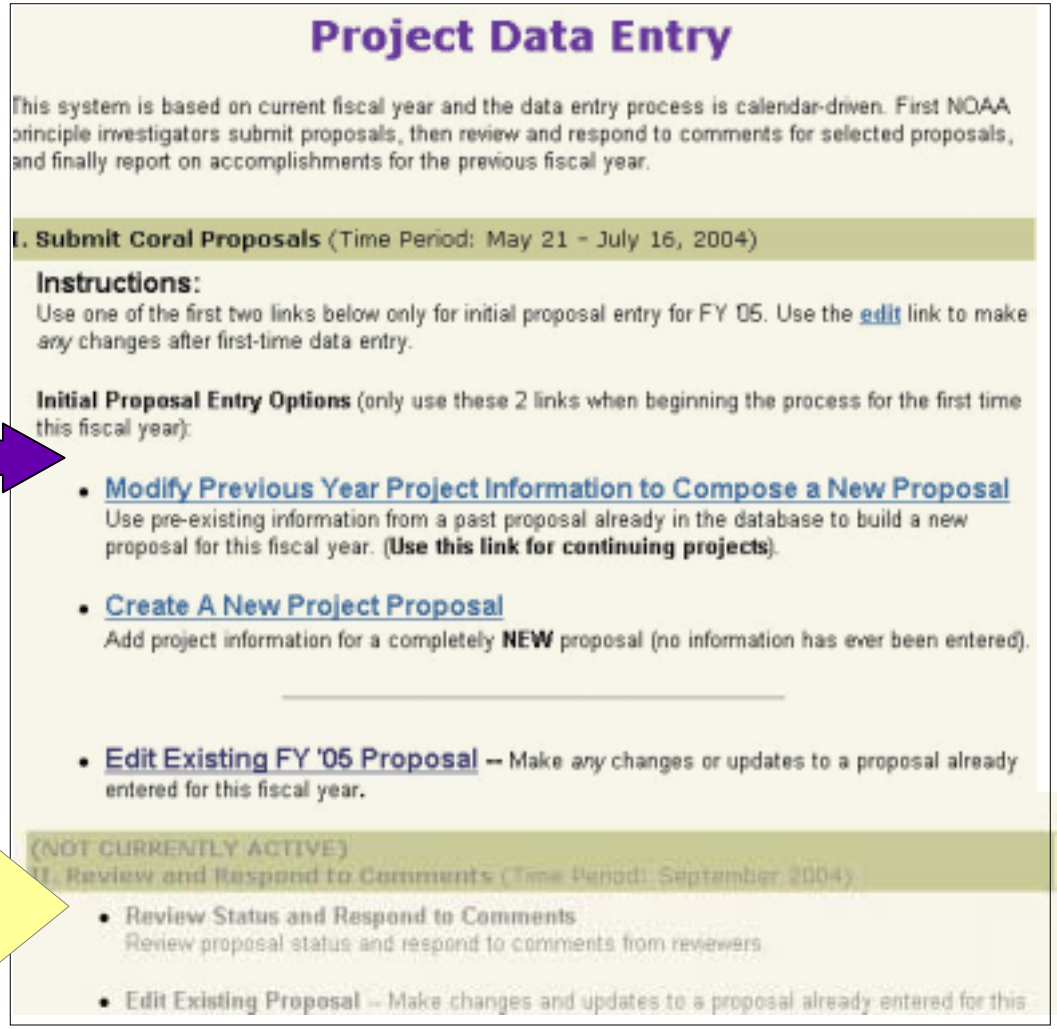
# NOAA Coral Reef Project Database – Home:

http://www2.nos.noaa.gov/coralprojects

- **Internal Web Site, NOAA only**
- **Access to 3 major features:**
  1) Data Entry
  2) View/Print
  3) Supporting Information
- **NOTE: Internet Explorer** is recommended

# Project Data Entry – Main Page:

- Calendar driven
- All phases on one page, links will be activated during different time periods



## Project Data Entry

This system is based on current fiscal year and the data entry process is calendar-driven. First NOAA principle investigators submit proposals, then review and respond to comments for selected proposals, and finally report on accomplishments for the previous fiscal year.

**I. Submit Coral Proposals** (Time Period: May 21 - July 16, 2004)

**Instructions:**
Use one of the first two links below only for initial proposal entry for FY '05. Use the edit link to make *any* changes after first-time data entry.

**Initial Proposal Entry Options** (only use these 2 links when beginning the process for the first time this fiscal year):

- Modify Previous Year Project Information to Compose a New Proposal
  Use pre-existing information from a past proposal already in the database to build a new proposal for this fiscal year. (**Use this link for continuing projects**).
- Create A New Project Proposal
  Add project information for a completely **NEW** proposal (no information has ever been entered).
- Edit Existing FY '05 Proposal -- Make *any* changes or updates to a proposal already entered for this fiscal year.

(NOT CURRENTLY ACTIVE)
**II. Review and Respond to Comments** (Time Period: September 2004)

- Review Status and Respond to Comments
  Review proposal status and respond to comments from reviewers
- Edit Existing Proposal -- Make changes and updates to a proposal already entered for this

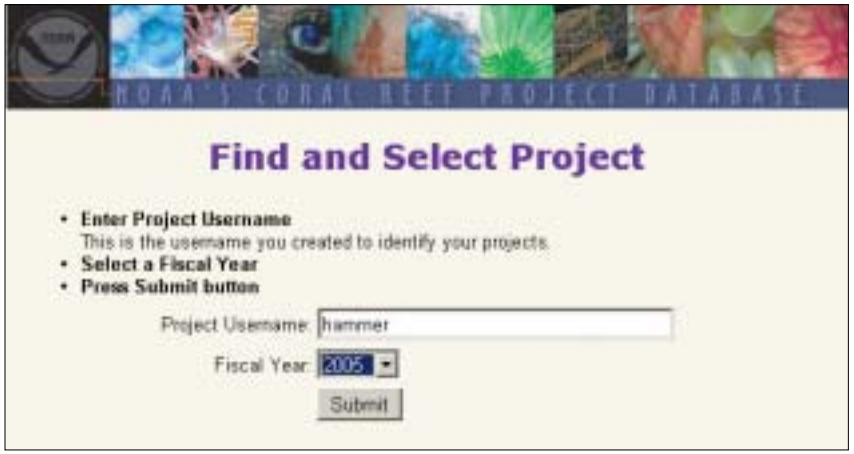
**PHASES NOT CURRENTLY ACTIVE:**

**II. Review and Respond to Comments**
(Time Period: September 2004)

**III. Report on Past Year Accomplishments**
(Time Period: September 2004)

# New Login Screens

**1. System Login** - Use your NOAA e-mail password. Enter once, system will remember it during session.

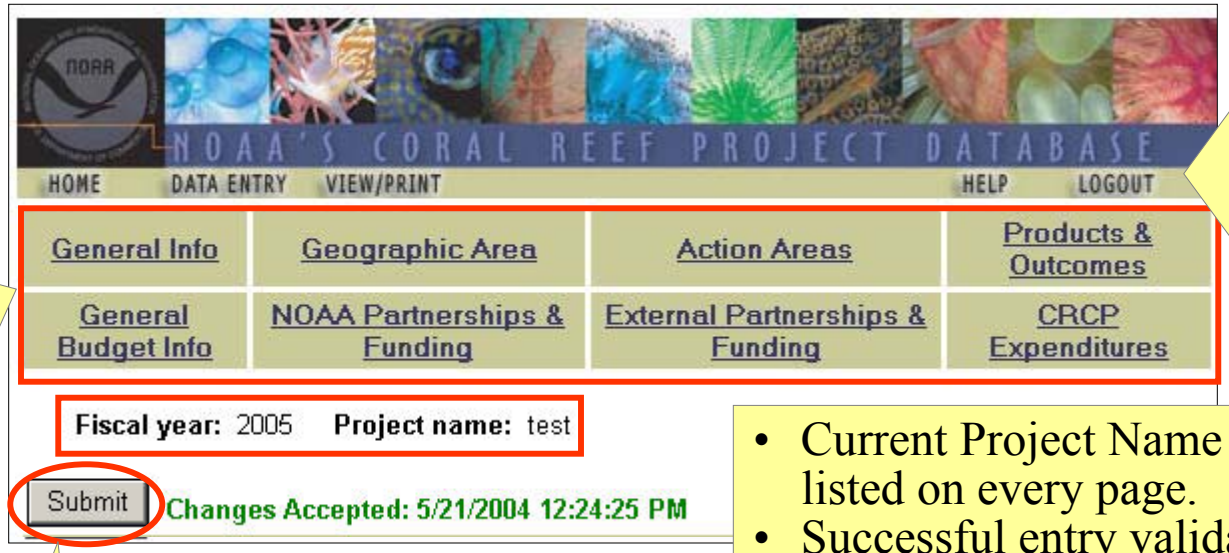



**2. Project Username –**

- This same name will be used repeatedly for all of the projects you enter.
- The purpose of this name is to restrict others from modifying your project proposal information.

# Some New Features

- Standard Navigation on every data entry page
- Move to any section using the links to section names




- Home
- Data Entry
- View/Print
- Help
- Logout

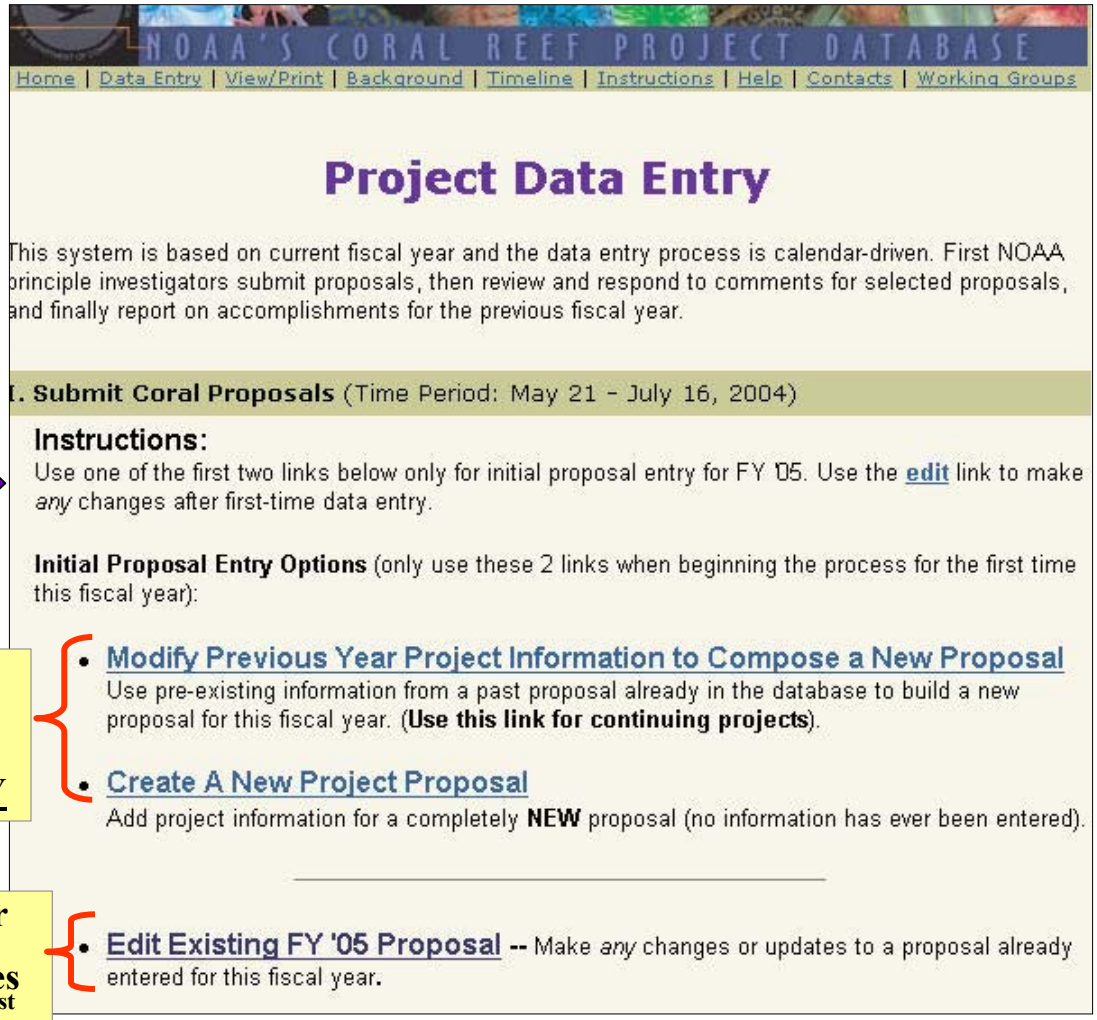
- Current Project Name and fiscal year listed on every page.
- Successful entry validation appears in green -- "Changes Accepted"

- **Submit** button MUST be pressed before leaving a page. Failure to press this button will result in **ALL** data being lost!
- If you can only partially complete a form, **press the Submit button** at any time. To continue entering information, select the **Edit Existing Project** from the main Data Entry page.

# Project Data Entry – 3 Entry Options:

1) Modify
2) New
3) Edit

**(for initial entry only)**

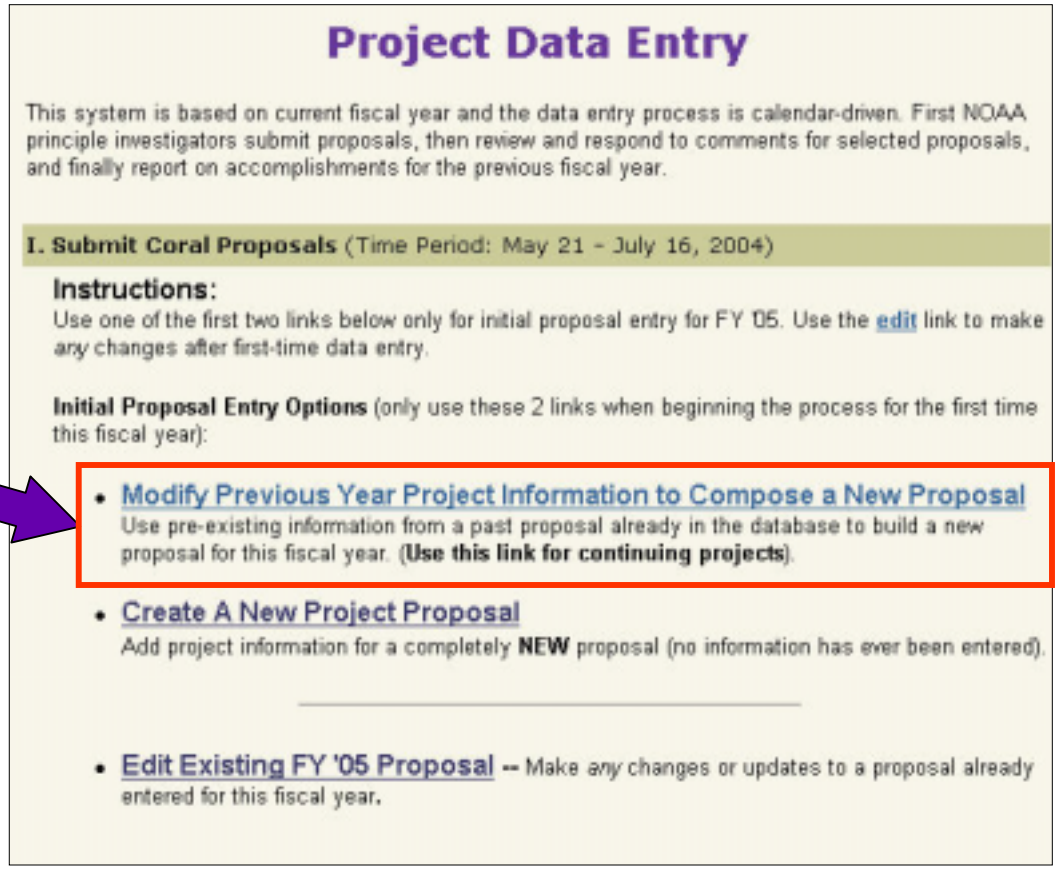



**Use First Time ONLY**

**Use for ALL changes after 1st time**

# Project Data Entry – Initial Entry Option:

- **Modify** Pre-existing Information from Past Proposal to Compose a New Proposal



*Initial Proposal Entry ONLY:*

# 1) Modify Previous Year Project Information to Compose a New Proposal:

Use pre-existing information from a past proposal already in the database to build a new proposal for this fiscal year. (Use this link **ONLY** for continuing projects).

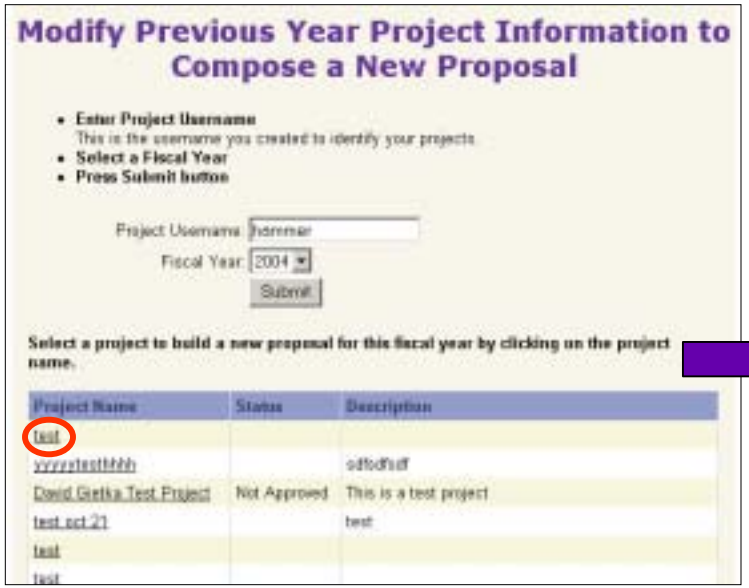
**Instructions:**

- Follow link from main Project Data Entry page to **Modify Previous Year Project**
- When prompted, enter your NOAA e-mail and password to access the system
- Enter Project User Name, select Fiscal Year, and press the Submit button to generate a list of the past years projects
- Select the project you wish to modify and submit as a new proposal
- Review fields that are automatically filled on the General Information Page
- Make changes as necessary to reflect activities proposed for this fiscal year
- Press Submit button

*Initial Proposal Entry ONLY:*

# 1)Modify Previous to Compose New:

- Select continuing project name from list
- System passes pre-existing information to build upon for current fiscal year
- System links the projects for tracking purposes
- Review old information and make any necessary edits
- Press Submit button



**Modify Previous Year Project Information to Compose a New Proposal**

- **Enter Project Username**
  This is the username you created to identify your projects
- **Select a Fiscal Year**
- **Press Submit button**

Project Username: hammer

Fiscal Year: 2004

Submit

**Select a project to build a new proposal for this fiscal year by clicking on the project name.**

| Project Name | Status | Description |
|---|---|---|
| test | | |
| yyyytesthhh | | sdfsdfsdf |
| David Gretka Test Project | Not Approved | This is a test project |
| test oct 21 | | test |
| test | | |
| test | | |

**Enter a user name:** *(NOTE: Be sure to select something easy to remember, this same name will be used repeatedly for all of the projects you enter).* (75 character limit)

hammer

(*INFORMATION REQUIRED FOR THIS FIELD)

**Enter the project name:** *(NOTE: Spell out the entire project name including suffixes. Do not abbreviate unless part of the official name).* (125 character limit)

test

(*INFORMATION REQUIRED FOR THIS FIELD)

**Fiscal year:**

2005

**Select Working Group:**

(*INFORMATION REQUIRED FOR THIS FIELD)

**Enter the NOAA project manager contact information:**

**First Name:**

Alison

**Last Name:**

Hammer

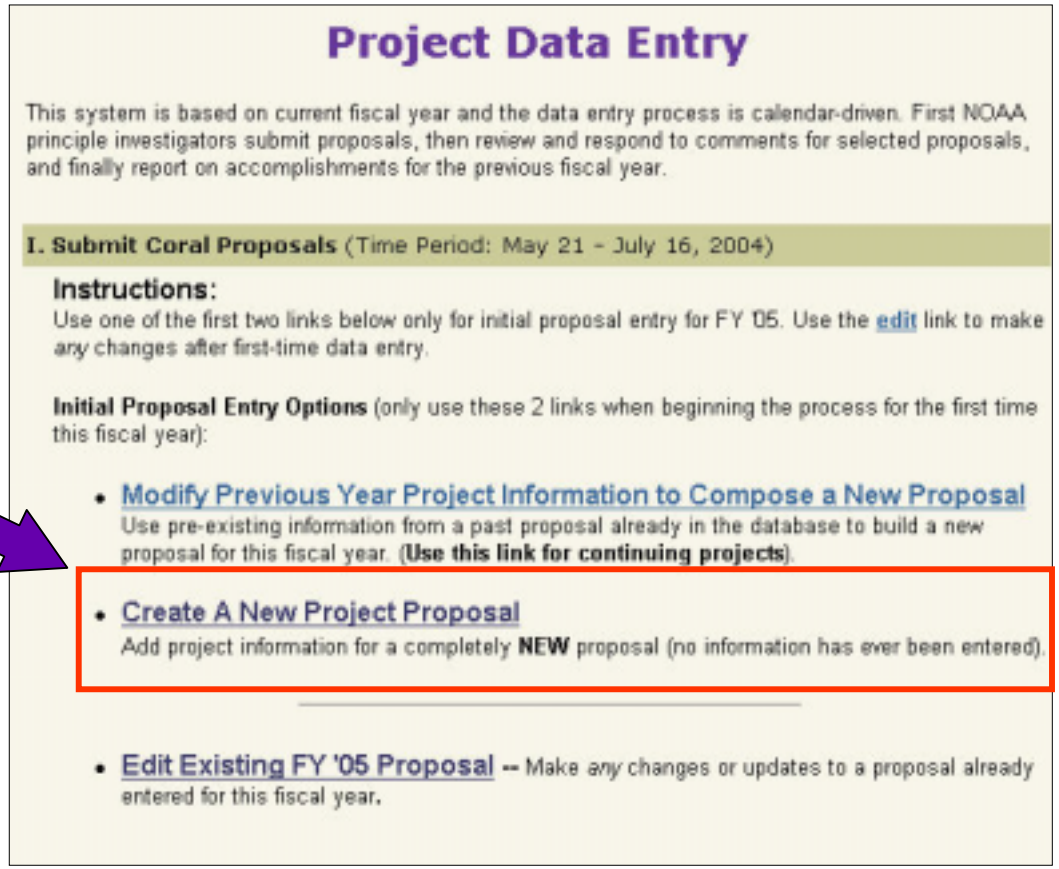
**Office:**

NOS / Coastal Services Center - CSC

**Mailing Address1:**

# Project Data Entry – Initial Entry Option:

- Create a **New** Project Proposal



*Initial Proposal Entry ONLY:*

# 2) Create a New Project Proposal - Add project information for a completely **NEW** proposal (no information has EVER been entered)

**Instructions:**

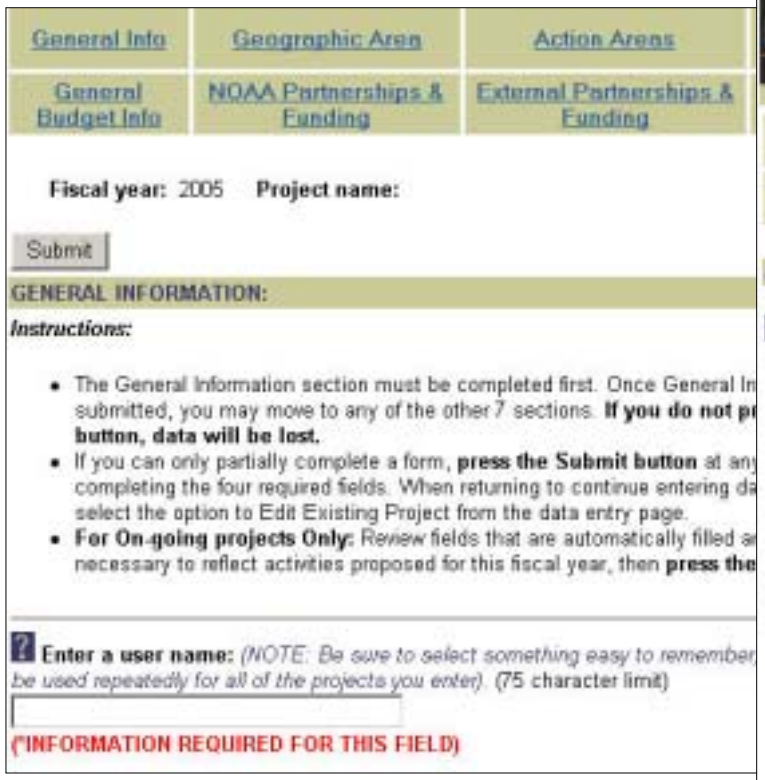
- Follow link from main Project Data Entry page to **Create a New Project Proposal** (this will add project information for a completely NEW proposal)
- When prompted, enter your NOAA e-mail and password to access the system
- The General Information section must be completed first
- Once General Information data is submitted, you may move to any of the other 7 sections
- If you do not press the Submit button, data will be lost. (NOTE: In this event, try using **browser's BACK** button to recover lost information)

*Initial Proposal Entry ONLY:*

# 2) Create a New Project Proposal -

## Add project information for a completely **NEW** proposal (no information has EVER been entered)

- Blank slate, no previous information exists
- Must answer 4 required fields in General Information section
- Then can move among various sections in any order
- Press Submit button



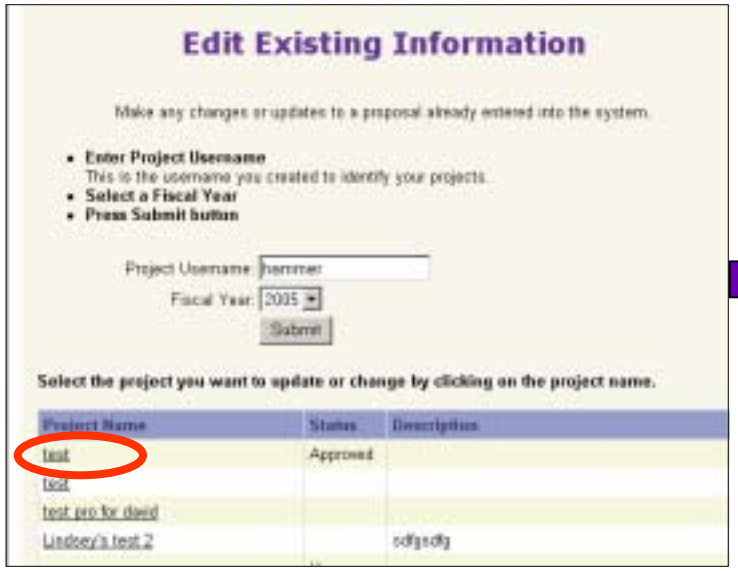
# **Edit Existing FY '05 Proposal** – Make ***ANY*** changes or updates to a proposal already in system

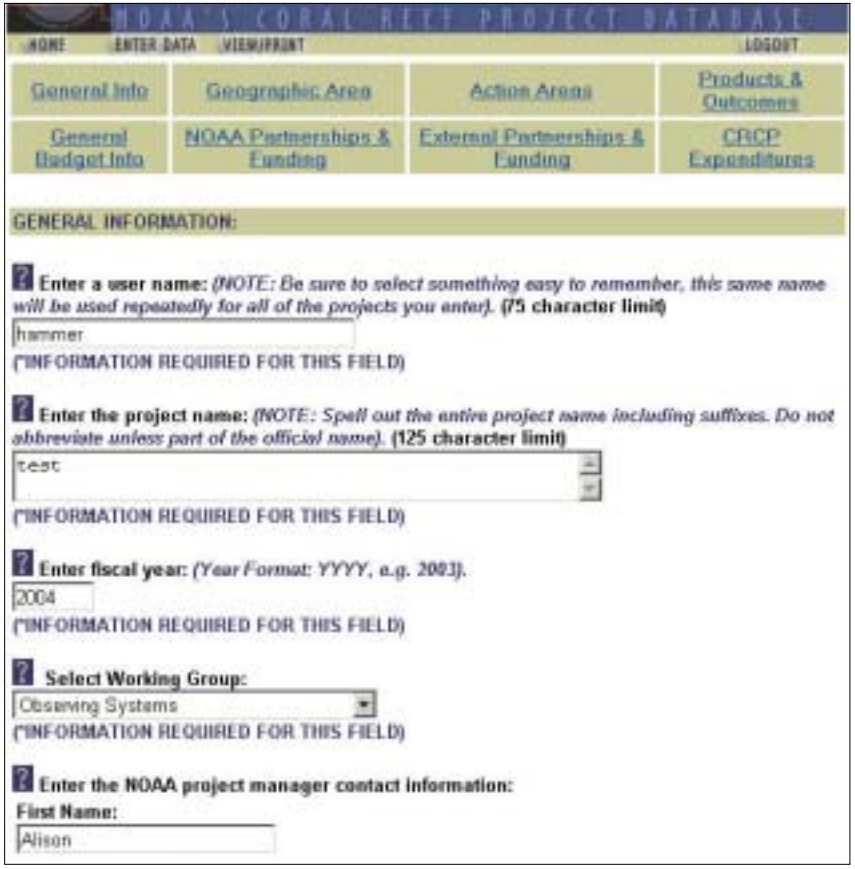
**Instructions:**

- From main Project Data Entry page follow link to **Edit Existing Proposal**
- When prompted, enter your NOAA e-mail and password to access the system
- Enter **Project User Name** (this is your previously selected, personal user name), select **Fiscal Year,** and press the **Submit button** to generate a list of projects to edit
- Click the name of the proposal to edit information that has been previously entered
- Edit proposal sections as necessary and press the **Submit button**

# Edit Existing FY '05 Proposal – Make *ANY* changes or updates to a proposal already in system

- Edit existing information for current fiscal year
- This information has been entered previously using one of the initial entry methods



# Project Data Entry – For 4 Sections Allowing Multiple Responses:

**Instructions for sections with multiple responses (e.g. NOAA Partnerships, non-NOAA Partnerships, CRCP expenditures, and Products and Outcomes):**

- Complete all the questions and press the **Submit button.**
- After the submit button is pressed, a grid showing a record of the entry will appear at the top of the page (this is the confirmation that information was successfully entered. (**NOTE: "Changes Accepted"** does **NOT** appear on these pages).
- To **ADD** another entry, complete the form again and press the Submit Button, it will automatically appear in a grid at the top of the page.
- To **EDIT** an entry, press the "edit" link next to the entry, make the necessary changes and press the submit button.
- To **DELETE** an entry, press the delete link.

# Project Data Entry – For 4 Sections Allowing Multiple Responses:

- Add multiple items from same page
- Instant feedback – immediately see entries in grid at top of page
- Easily Edit and Delete items using links

PRODUCTS AND OUTCOMES

*Instructions:*

- Complete all the questions and **press the Submit button**.
- After the submit button is pressed a record of the entry will appear at the top of the page.
- To **add** additional entries, complete the form again and press the Submit Button until all information has been added.
- To **edit** an entry, press the "edit" link next to the entry, make the necessary changes and p the submit button.
- To **delete** an entry, press the link for delete.

| Product/Outcome Name | Estimated Completion Date | CoRIS? | | |
|---|---|---|---|---|
| test product | 2007 | | Edit | Dele |
| test product 2 | 2010 | | Edit | Dele |

**List all significant outcomes, products, and services that will be completed during the proposed fiscal year with associated milestones and estimated completion dates:**

**Enter Product or Outcome Name:** (150 character limit)

**Estimated Product or Outcome Completion Date:**

**Month:**

**Year:** (YYYY, e.g. 2005)

**Milestones (include estimated month and year of completion for each milestone)** (2000 character limit:)

NOAA PARTNERSHIPS & FUNDING

*Instructions:*

- Complete all the questions and **press the Submit button**.
- After the submit button is pressed a record of the entry will appear at the top of the page.
- To **add** additional entries, complete the form again and press the Submit Button until all information has been added.
- To **edit** an entry, press the "edit" link next to the entry, make the necessary changes and press the submit button.
- To **delete** an entry, press the link for delete.

| NOAA Office | Relationship | Amount | | |
|---|---|---|---|---|
| National Geophysical Data Center | test | 30.00 | Edit | Delete |
| Pacific Islands Fisheries Science Center - PIFSC | test | 4000.00 | Edit | Delete |

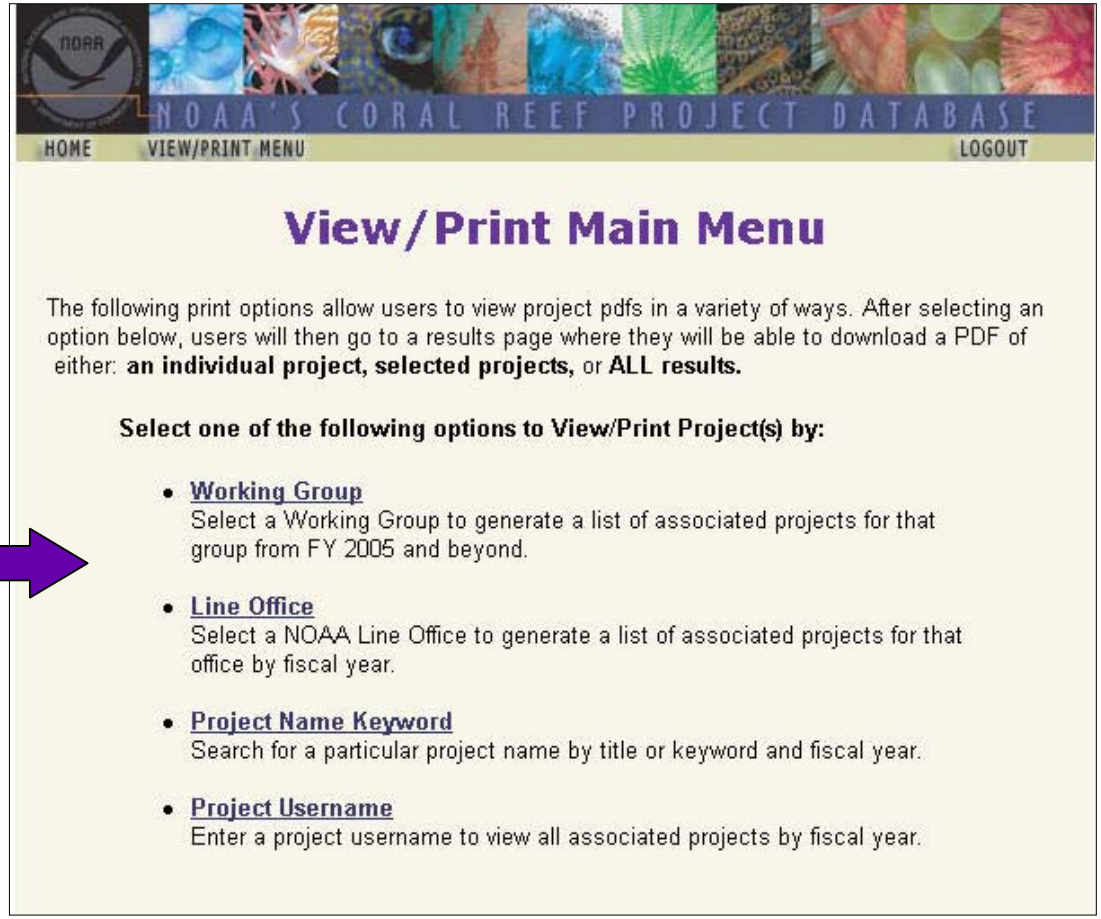
**Name of NOAA office coordinating with:**

**Describe relationship (include description of in-kind services if applicable)** (2000 character limit):

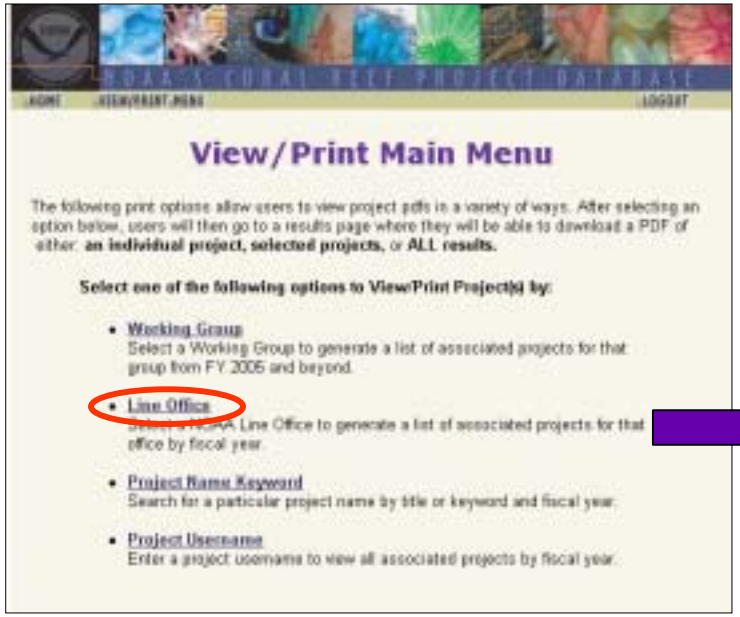
**If the partner office will contribute funding to implement this project during the proposed fiscal year (other than from the NOAA Coral Reef Conservation Program), identify amount ($):**

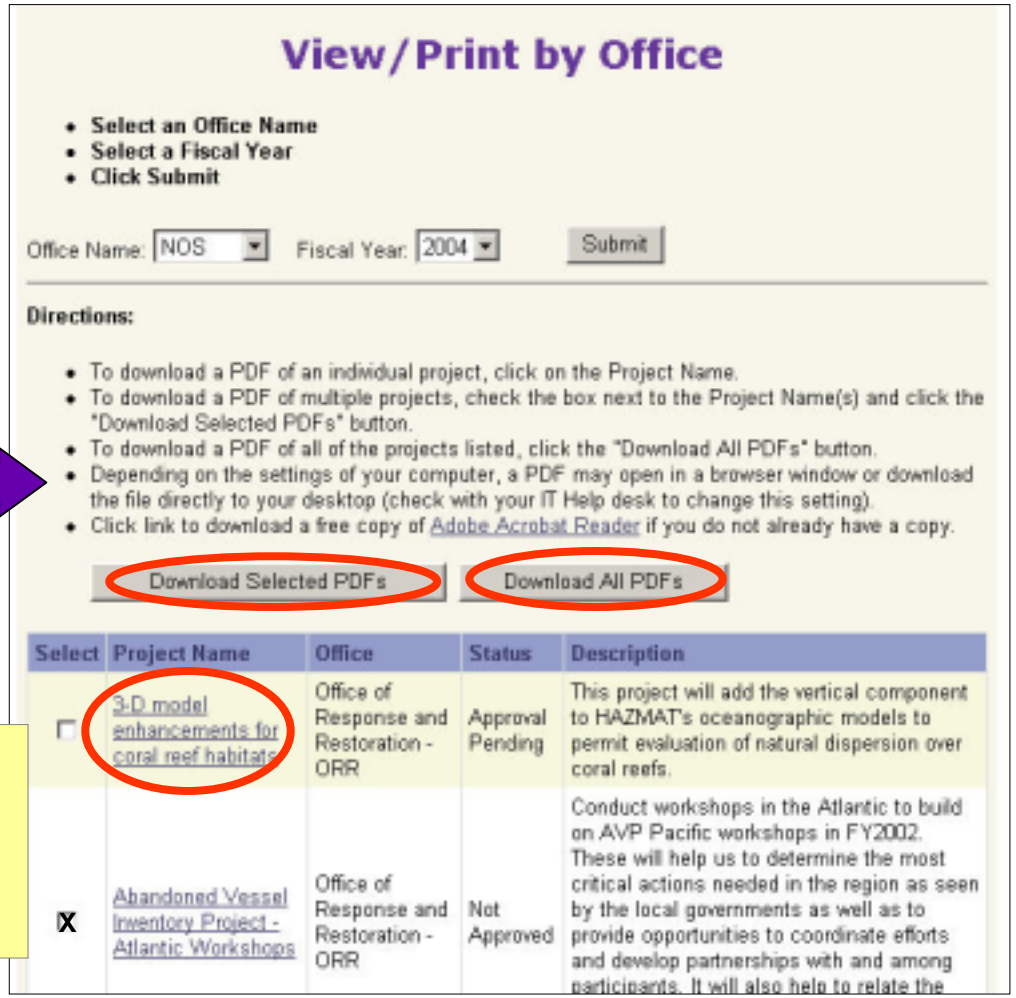
Submit

# **View/Print Projects** - More robust printing capability (sort results, download PDFs directly, search using keywords)



# View/Print Projects – Sorted 4 ways (Working Group, NOAA Line Office, Project Name Keyword Search, or Project Username)




**Print PDFs 3 different ways:**

- One at a time
- Selected
- All

# View/Print Projects – Print directly to PDF

NOAA Coral Reef Conservation Program - Internal

FY 2004 1292

3-D model enhancements for coral reef habitats

GENERAL INFORMATION

**Project Status:** Approval Pending

**NOAA project manager contact information:**

Gary Shigenaka
NOS/Office of Response and Restoration - ORR
7600 Sand Point Way NE
Seattle, WA 98115
206-526-6402
gary.shigenaka@noaa.gov

**Office Responsible for Project Implementation:** NOS/Office of Response and R
- ORR

**New or on-going project:** New

**What year of the project is this proposal for:**

**Total projected duration (in years) of this project:** 1

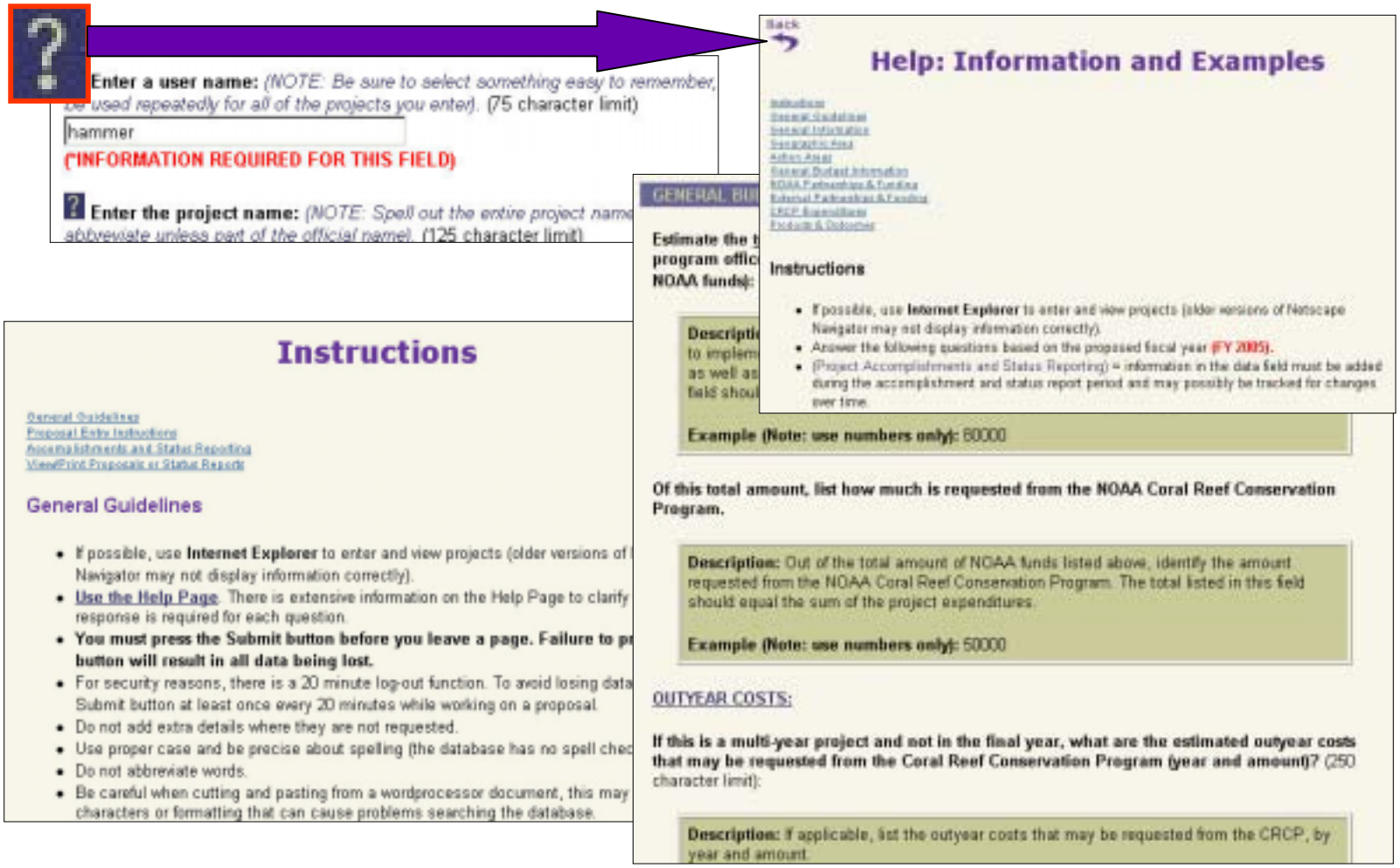
**Abstract: Brief Paragraph summarizing the project, including information on the proposed fiscal year:**

- Streamlined report format
- Can save files
- Prints past fiscal year projects as completed implementation plans rather than proposals
- NOTE: Careful when using **PRINT ALL.** File sizes can be very large!! (e.g. all FY 2004 NOS project, etc.)

# IF ALL ELSE FAILS…

## Read the Instructions and Use Help Page

- Click on ? to link to specific information on Help page
- Includes comprehensive instructions, descriptions, and examples



# For More Information - Contact:

## Process and Content Questions:

**Lindsey Williams**
NOAA, NOS
e-mail: lindsey.c.williams@noaa.gov
phone: 301-713-2989 x119

**Liz Fairey**
NOAA, NMFS
e-mail: liz.fairey@noaa.gov
phone: 301-713-3459 x121

## Technical Questions:

**E-mail: coralprojects@noaa.gov**

or call:

**David Gietka**
NOS, Special Projects

**Tony Reyer**
NOS, Special Projects
phone: 301-713-3000 x199