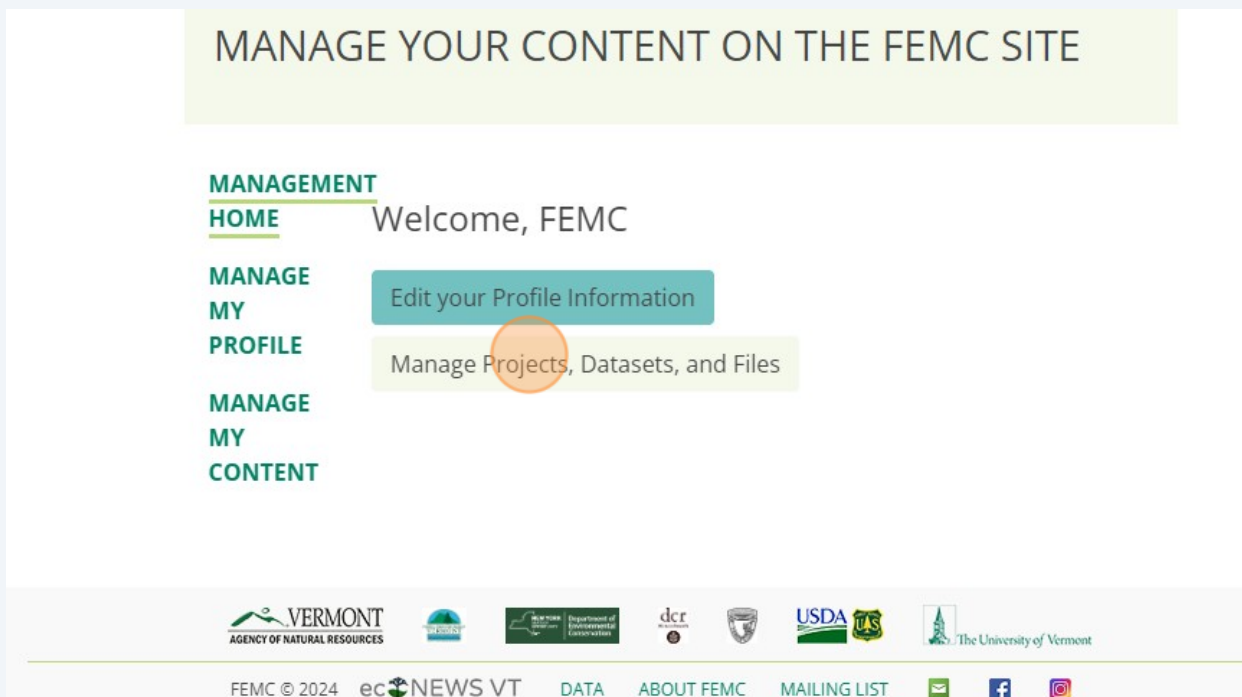


Create New Project in FEMC Data Archive

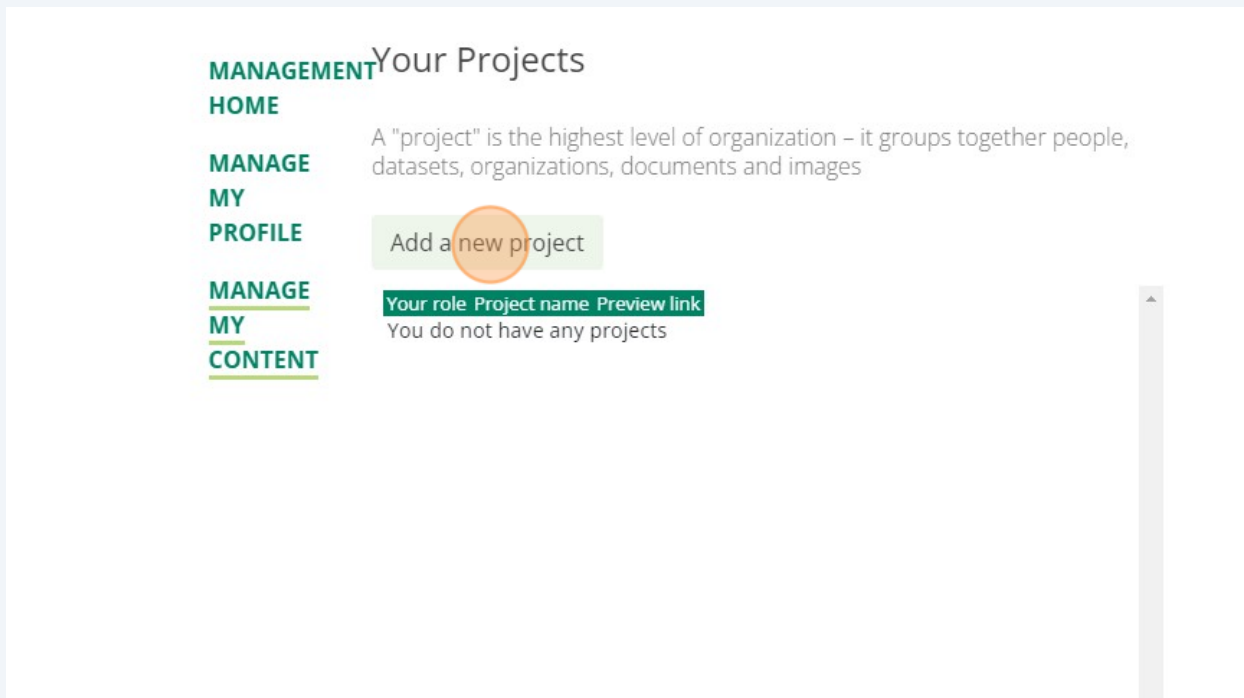
Follow these steps to create a new project page in the FEMC Data Archive. The project page is the central location for all items connected to a project, grouping together datasets, publications, people, and organizations. Steps in creating a project page include adding project dates, a description, and selecting tags. Once the project page is created, you will be able to connect additional files to the project.

1 Navigate to <https://www.uvm.edu/femc/manage/portal/landing>

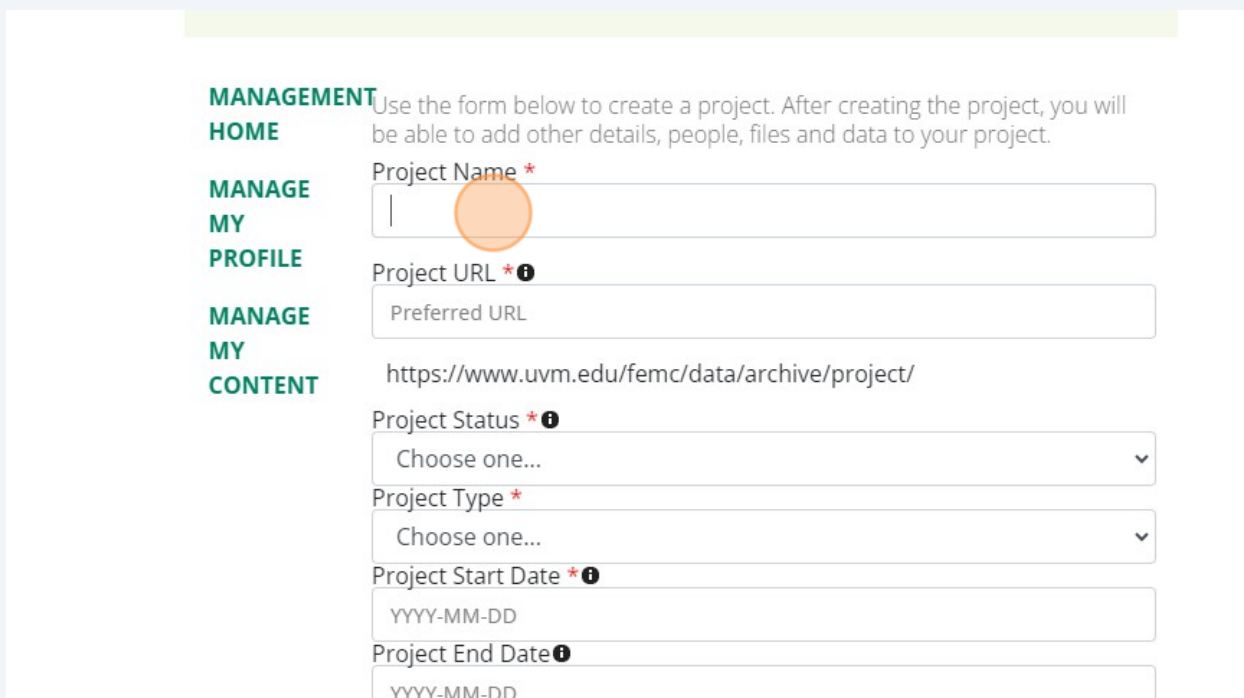
2 Click "Manage Projects, Datasets, and Files"



3 Click "Add a new project"



4 Fill in the Project Name field with a meaningful title. The project URL will be auto-generated, but you have the ability to make adjustments.



5

Click the dropdowns to select appropriate responses for project status and project type.

The screenshot shows a web form for creating a project. On the left, there is a vertical navigation menu with the following items: HOME, MANAGE MY PROFILE, MANAGE MY CONTENT, and a partially visible MANAGE MY PROFILE. The main form area contains the following fields: Project Name (text input with value 'FEMC Test Project'), Project URL (text input with value 'femc-test-project'), Project Status (dropdown menu with 'Choose one...' selected), Project Type (dropdown menu with 'Choose one...' selected), Project Start Date (text input with placeholder 'YYYY-MM-DD'), Project End Date (text input with placeholder 'YYYY-MM-DD'), and Project Description (text area with placeholder 'Description of the project'). An orange circle highlights the Project Status dropdown, and a blue circle highlights the Project Type dropdown.

6

Select project type from the drop-down list: Monitoring, Research, Outreach and Extension, or Other.

This screenshot is similar to the previous one, but the Project Status dropdown menu is now open, and 'Proposed' is selected. The Project Type dropdown menu remains at 'Choose one...'. The rest of the form fields are the same as in the previous screenshot.

7

Enter the Project Start and End Dates using the date picker

MANAGE
MY
PROFILE

MANAGE
MY
CONTENT

FEMC Test Project

Project URL * ⓘ
femc-test-project

https://www.uvm.edu/femc/data/archive/project/

Project Status * ⓘ
Proposed

Project Type * ⓘ
Monitoring project

Project Start Date * ⓘ
YYYY-MM
Jul 2024

Project End Date ⓘ
2024

Su	Mo	Tu	We	Th	Fr	Sa
				3	4	5
7				10	11	12
14				17	18	19
21				24	25	26
28	29	30	31			

8

Enter a project description.

MY
PROFILE

MANAGE
MY
CONTENT

Project Status * ⓘ
Proposed

Project Type * ⓘ
Monitoring project

Project Start Date * ⓘ
2024-08-01

Project End Date ⓘ
2026-07-31

Project Description * ⓘ
Description of the project

9 Click the "Objectives for the project" field to add information.

MY PROFILE

MANAGE MY CONTENT

59/1500 Objectives ⓘ

Objectives for the project

Project Citation ⓘ

10 Click the "Project Citation" field to add citation information.

MANAGEMENT HOME

MANAGE MY PROFILE

MANAGE MY CONTENT

71/1000 Project Citation ⓘ

How you want others to cite your project

Make this project public * ⓘ

Publish Do Not Publish

Create Project

VERMONT AGENCY OF NATURAL RESOURCES

Department of Environmental Conservation

dcr

USDA

The University of Vermont

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11

To make the project public, select Publish; if you are not ready to make your project public, you can select Do Not Publish.

MANAGE MY PROFILE

MANAGE MY CONTENT

Project Citation ⓘ

FEMC Test Project 2024 (In Progress)

36/1000

Make this project public * ⓘ

Publish Do Not Publish

Create Project

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12

Click the Create Project button to save your project.

MY PROFILE

MANAGE MY CONTENT

Project Citation ⓘ

FEMC Test Project 2024 (In Progress)

Make this project public * ⓘ

Publish Do Not Publish

Create Project

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13

Once you have created a project, you will be taken to a new screen where additional details can be added to the project.

14

Tags are used to link related projects to each other when searching for data. Begin typing to see a dropdown list to select relevant terms.

The screenshot displays a project management interface with a left-hand navigation menu and a main content area. The navigation menu includes sections for MANAGEMENT, HOME, MANAGE MY PROFILE, MANAGE MY CONTENT, and Project Management Home. The main content area contains several form fields: Project Type (Proposed), Project Type (Monitoring project), Project Start Date (2024-08-01), Project End Date (2026-07-31), and Project Description (A test project to show the steps of creating a new project.). There are also options to Change Logo and Change Feature Image. A Tags section features an input field with the text 'Add tags' and an 'Add' button. A Themes section has a 'Change Themes' link. The Project Links section is partially visible at the bottom.

15 Select appropriate tags. Multiple tags can be selected.

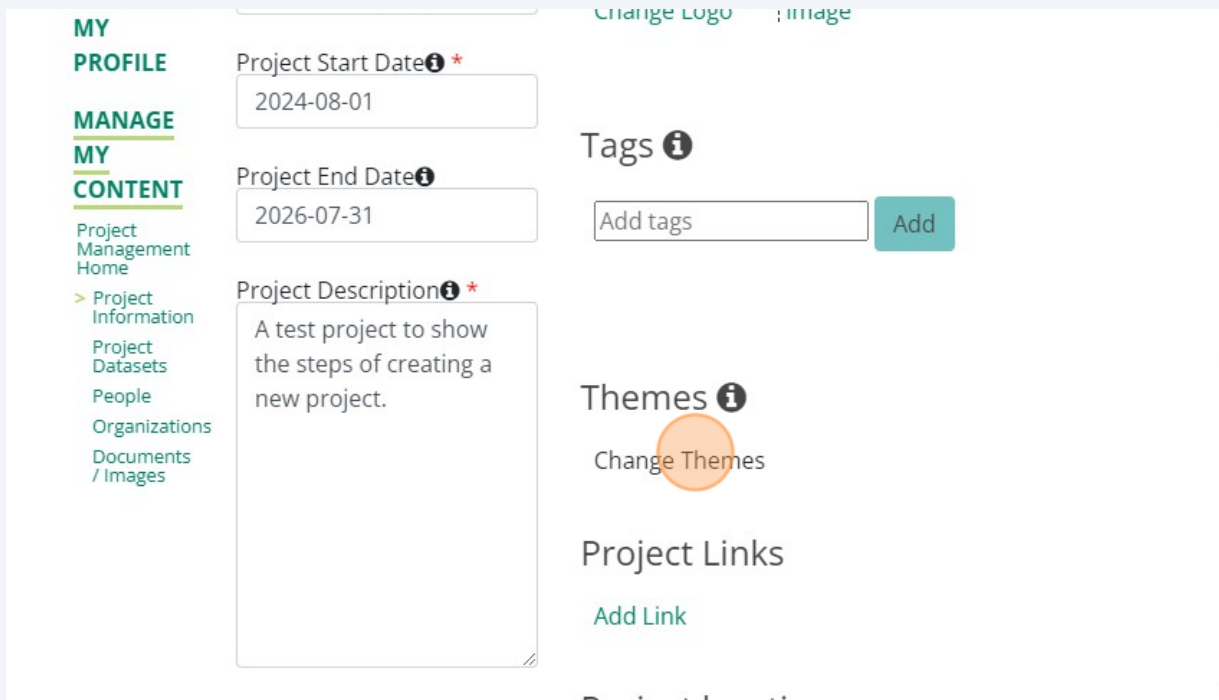
The screenshot shows a project management interface with a sidebar on the left containing navigation links: MANAGE MY PROFILE, MANAGE MY CONTENT, Project Management Home, Project Information, Project Datasets, People, Organizations, Documents / Images. The main content area includes fields for Project Start Date (2024-08-01), Project End Date (2026-07-31), and Project Description (A test project to show the steps of creating a new project.). The 'Tags' section is titled 'Tags' with an information icon. It features a search input field containing 'monitoring' and an 'Add' button. Below the search field, a list of tags is displayed: avian monitoring, biomonitoring, bird, bird habitat, forest health monitoring, forest health monitoring (highlighted with a blue box and an orange circle), long term monitoring, long-term monitoring, long-term soil monitoring, monitoring, photomonitoring, precipitation monitoring.

16 Click the "Add" button to save the new tags.

The screenshot shows the same project management interface as in step 15. The 'Project type' dropdown is set to 'Monitoring project'. The 'Tags' section now shows the 'forest health monitoring' tag in the search input field, and the 'Add' button is highlighted with an orange circle. Below the 'Tags' section, there is a 'Themes' section with an information icon and a link 'Air -> General Change Themes'. At the bottom, there is a 'Project Links' section with an 'Add Link' button.

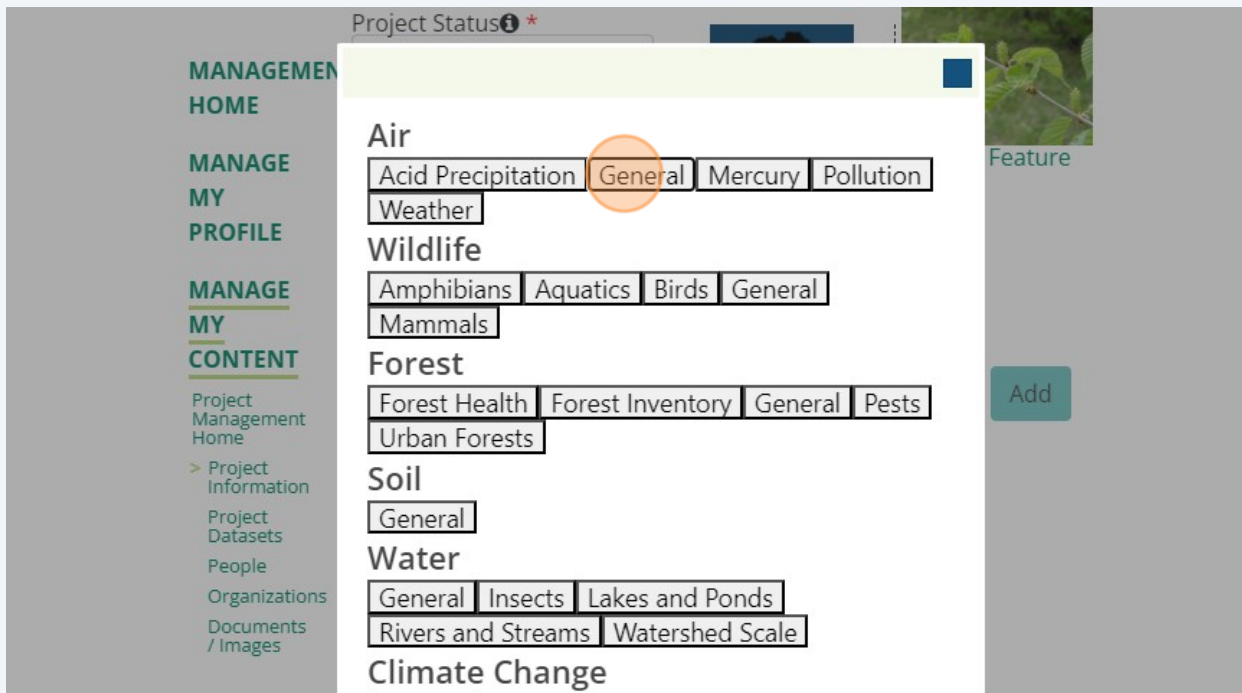
17

Themes are used to sort projects into more general categories. Themes include Air, Climate, Forest, Soil, Water, and Wildlife.

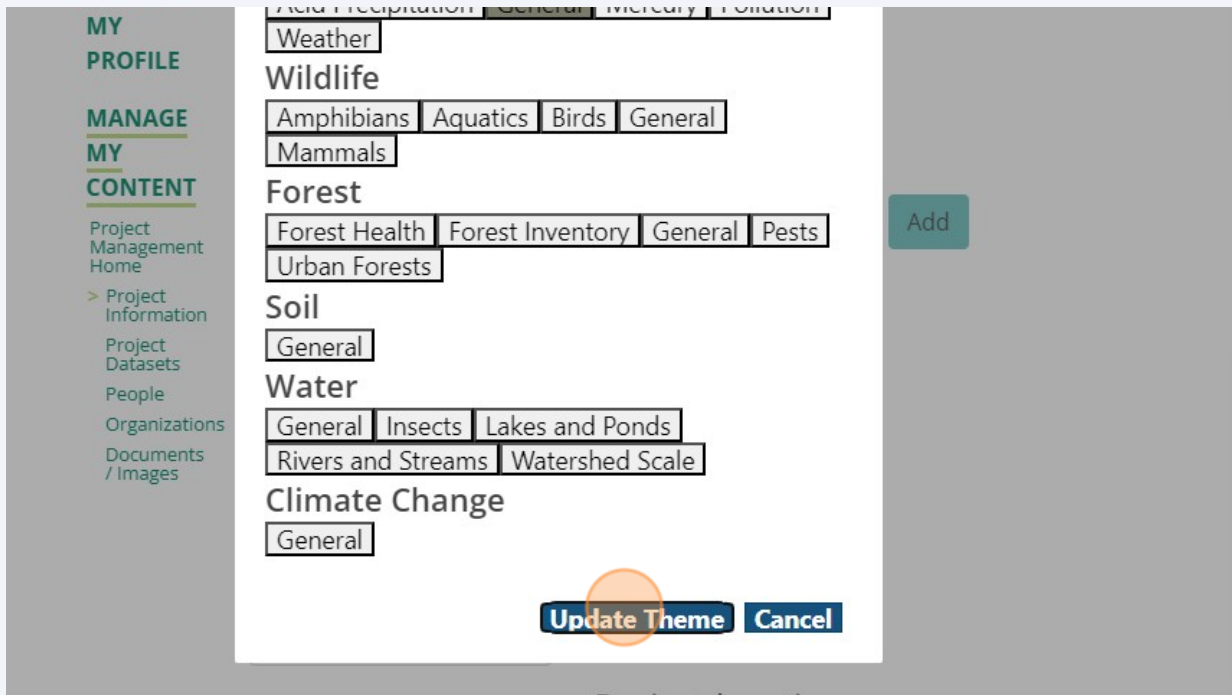


18

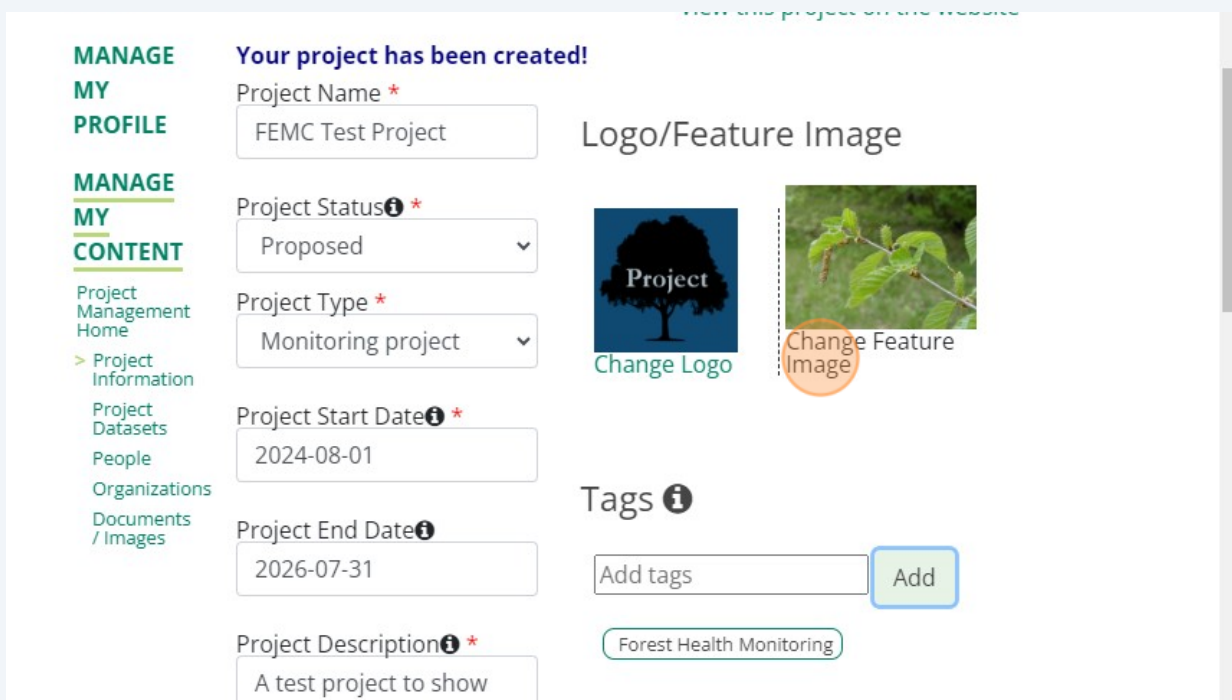
Subcategories can be selected within each theme.



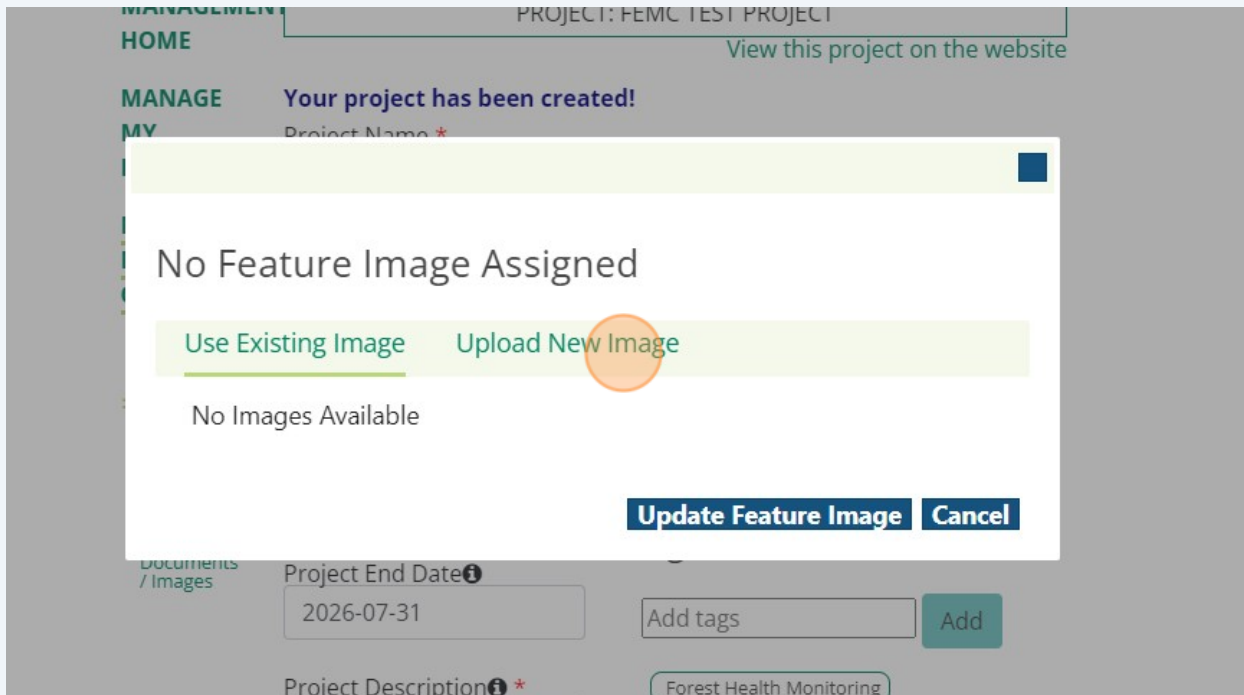
19 Click "Update Theme" to save changes.



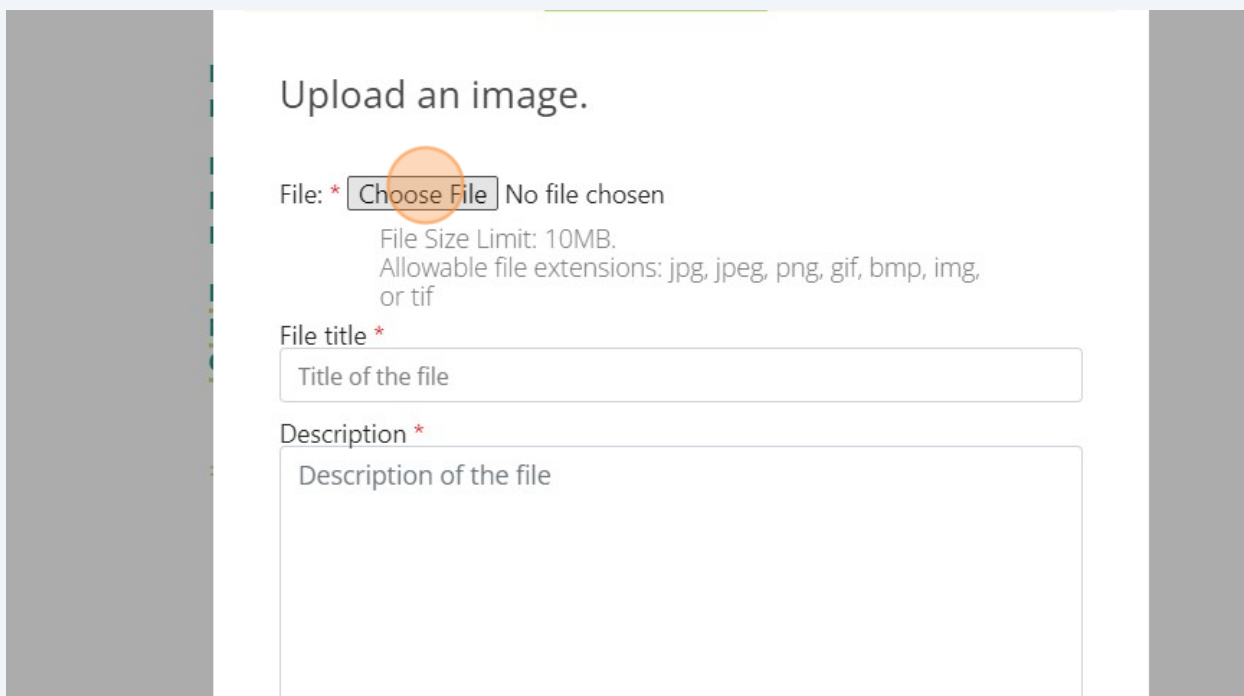
20 To set an image or logo to be associated with the project, you can add files. The steps are the same for both adding a logo and a feature image.



21 Click "Upload New Image"



22 Choose a file to upload a new image.



23 Add information about the image including a title, description, and creator.

Upload an image.

File: * LKopacki.png
File Size Limit: 10MB.
Allowable file extensions: jpg, jpeg, png, gif, bmp, img, or tif

File title *

Description *
Description of the file

24 Click "Update Feature Image" to save the image.

Creator

Creation Date

4/300

Make project public *

25 Click "Submit Changes" to save the project.

The screenshot displays a web-based project management interface. On the left is a sidebar with navigation links: 'MY PROFILE', 'MANAGE MY CONTENT', 'Project Management Home', 'Project Information', 'Project Datasets', 'People', 'Organizations', and 'Documents / Images'. The main content area shows a 'Project Citation' section with the text 'FEMC Test Project 2024 (In Progress)'. Below this is a 'Make project public' section with two radio button options: 'Publish' and 'Do Not Publish' (which is selected). A green 'Submit Changes' button is highlighted with an orange circle. To the right, a map shows a location error: 'No spatial coverage data set for the project'. The footer contains logos for VERMONT, dcr, and USDA.