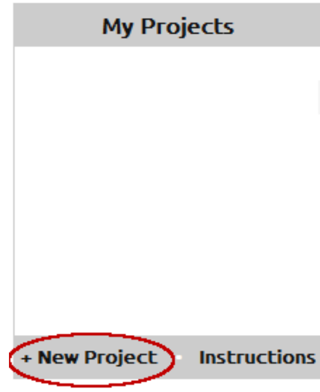
Guide for Entering New Projects

Create the Project

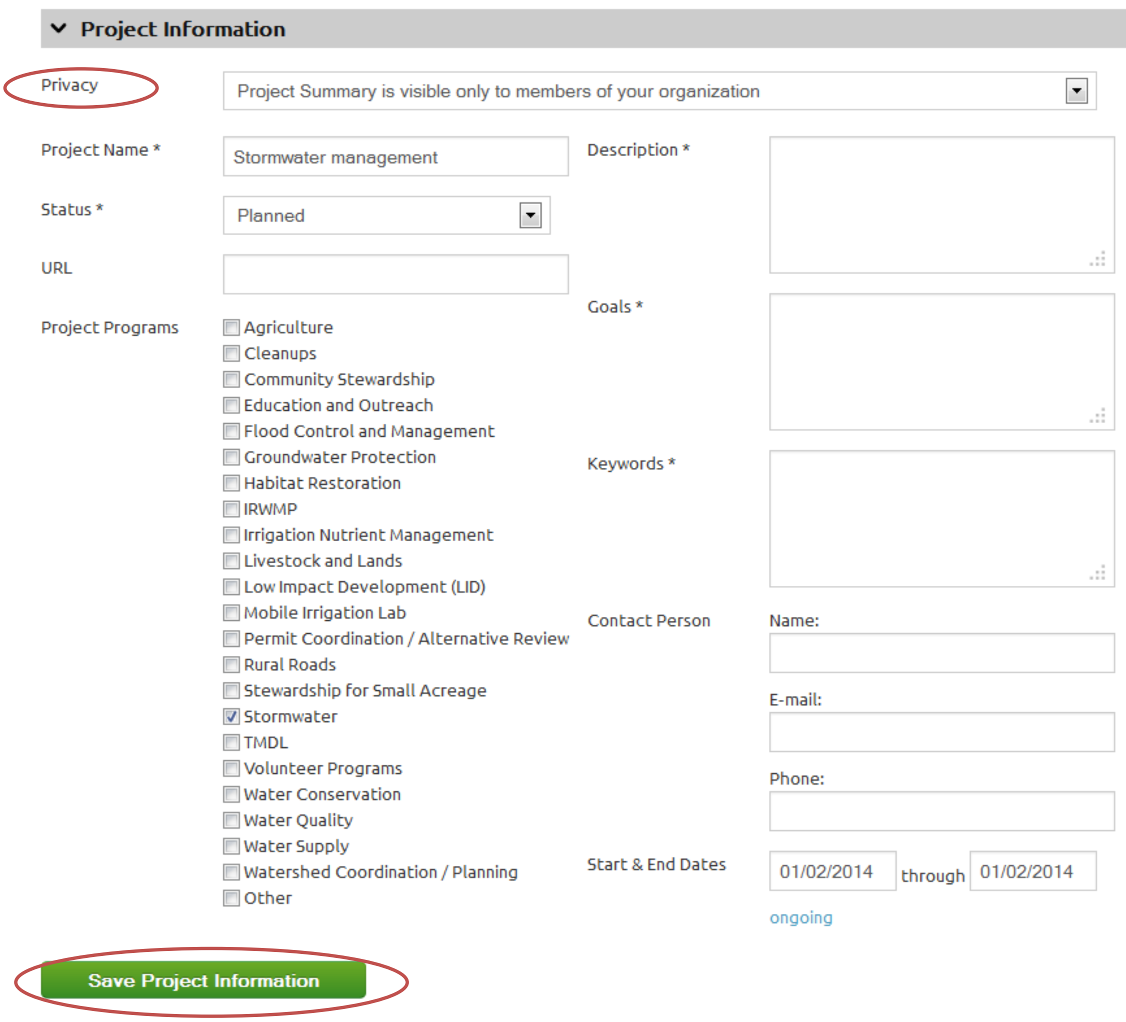


1. Log in
2. Go to My Dashboard
3. Click on + New Project at the bottom of the My Projects section
4. Enter a name for the project and click continue.

Project Information

Fill in all of the fields in the Project Information section and click the green "Save Project Information" button. Move your mouse over any field name to view help information/ field descriptions.

Privacy – After adding the project to CCAT, a project summary page including the project title, partners, description, goals, funders, documents, photos, contact information and map of project actions will be available for viewing. Set the Privacy option to specify who will have permission to view the project summary and see the project on the map. There are 3 options: members of your organization only, any logged in CCAT member, anyone.



Climate & Emissions Reporting

If relevant for your project, use CalEEMod to generate an emissions report and fill in this section. When finished click "Save Emissions Information."

Climate & Emissions Reporting

Use CalEEMod to generate an emissions report, then enter some key values here. You may also attach the CalEEMod report for later reference. For more information, refer to the Key Project Information Needed CalEEMod guide, and to the CalEEMod Guildance Document.

Reporting Timeframe: Annual

Land Use Size: 0 acres

Emissions

	Unmitigated Total CO2e	Mitigated Total CO2e
Construction:	0	0
Operational:	0	0

Proposed Mitigation Strategies

- [ ] Energy efficiency
- [ ] Renewable energy
- [ ] Alternative energy
- [ ] Biodiesel use
- [ ] Water conservation
- [ ] Waste and Recycling
- [ ] Transportation reductions

Upload the CalEEMod report

No report has been uploaded.
You may upload the report using the upload box below.

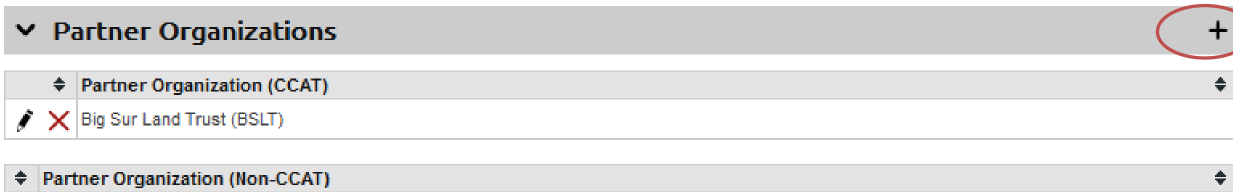
Browse... No file selected.

Save Emissions Information

Partner Organizations

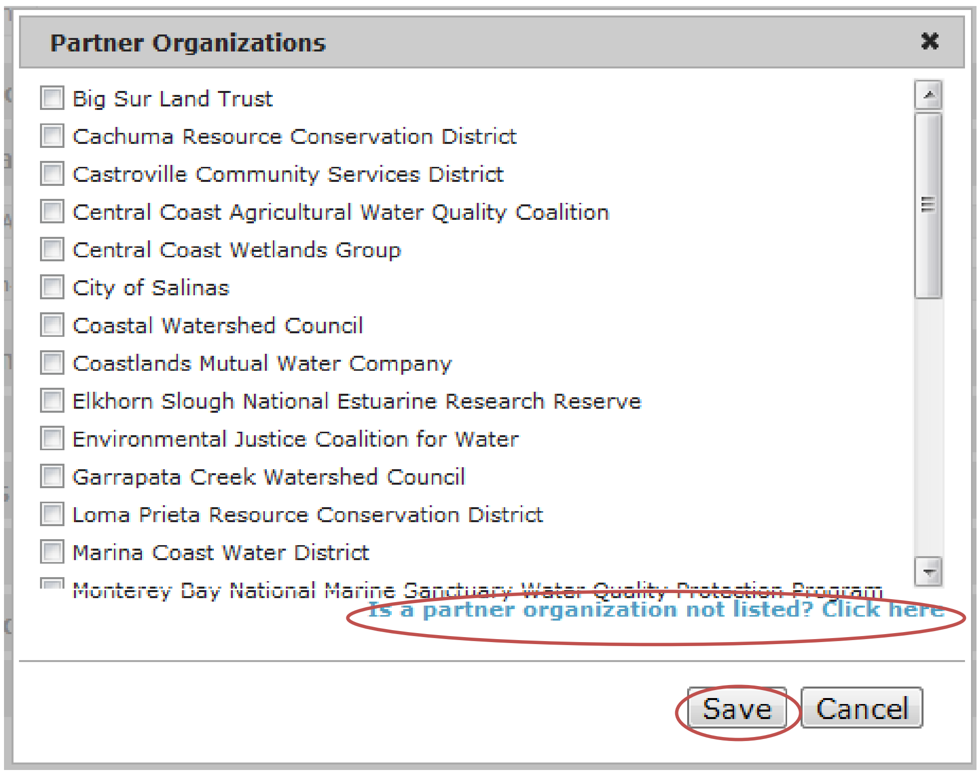
View and edit the list of organizations related to the project. The display is separated into two tables, those who are members of the CCAT system and those who are not.

To add partners, click on the + icon. To edit a partner, click on the pencil. To delete a partner click X.



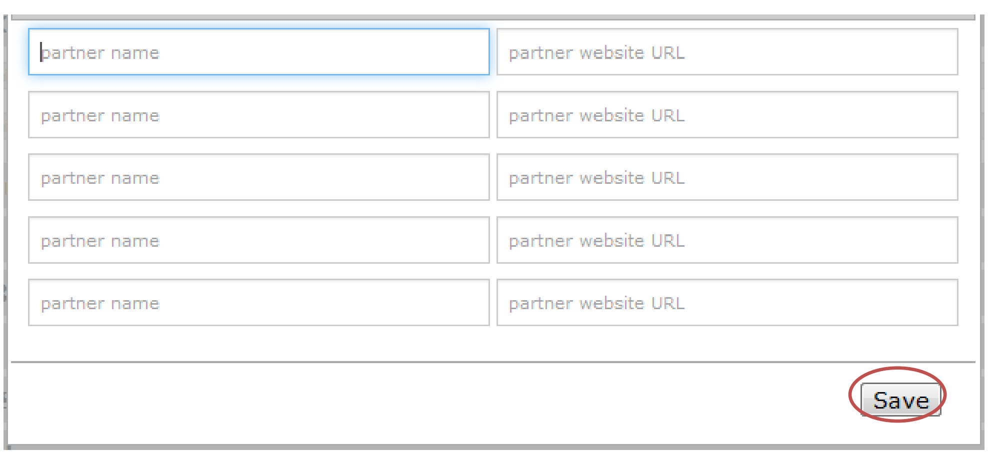
Click the checkboxes to select partner(s). Click Save.

If a partner is not in the list, click on the link at the bottom of the list to add.



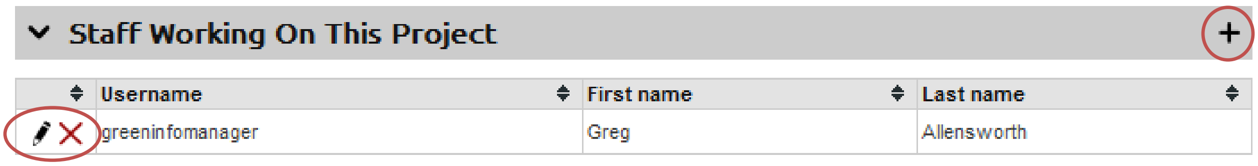
Add a partner name and website URL for each Non-CCAT Partner Organization.

Click Save.



Staff Working On This Project

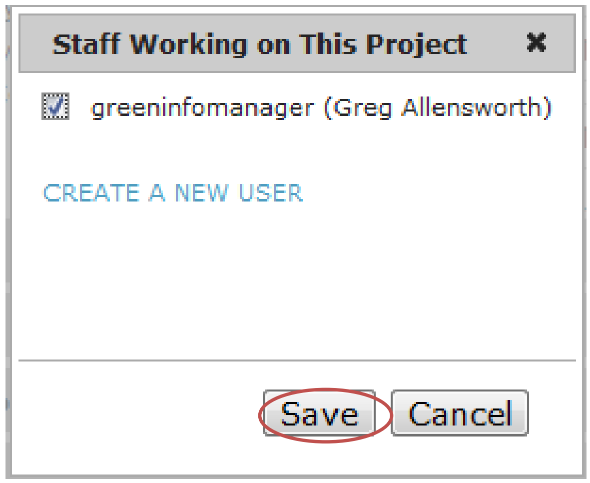
View and edit the list of staff users who have access to the project. Click on the + to add a new staff person, the pencil icon to edit a user, and the X to remove a user from the project.



Click the checkboxes to select user(s).

Click Save.

If a user is not in the list, click on the link at the bottom of the list to add.

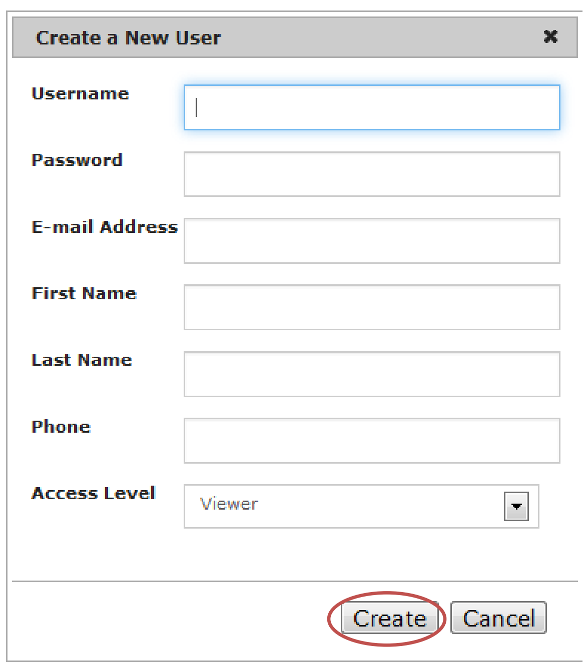


Create a new user:

Add user details and select an access level.

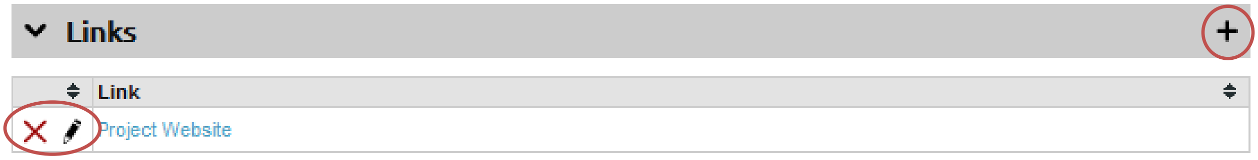
Viewers cannot edit the project. Editors have permission to edit the project. Managers have full access to the project and an option to delete the project.

Click Create.



Links

View and edit the list of websites related to the project. Click on the + to add a new website, the pencil icon to edit website name or URL, and the X to remove a website..

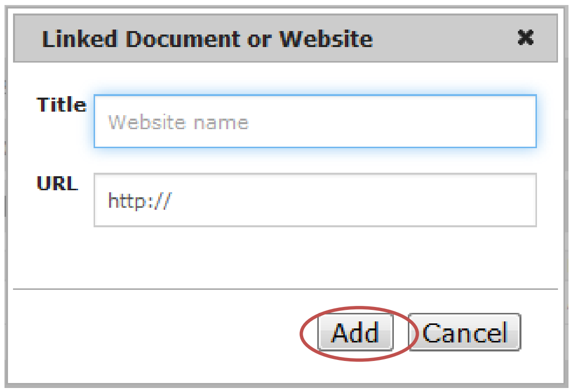


Adding/Editing a website.

Choose a title for display on the Project Summary Page.

Enter the URL.

Click Add.

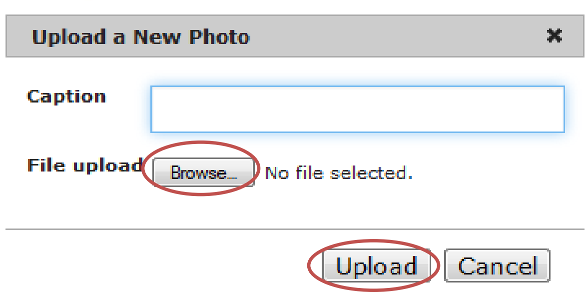


Photos & Images

View and edit the list of photos and images related to the project. Click on the + to add a new image and the X to remove an image from the project.

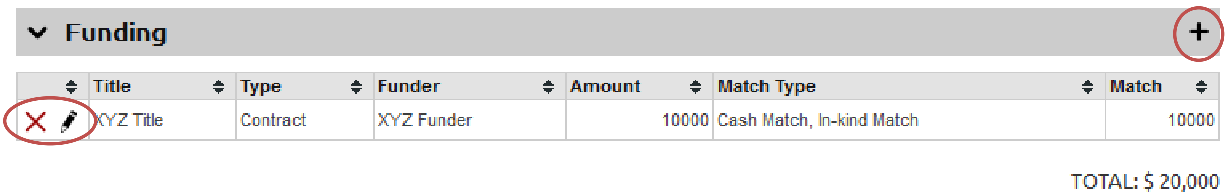
To add an image, enter a caption and click Browse… to select a file from your computer.

Click Upload.



Funding

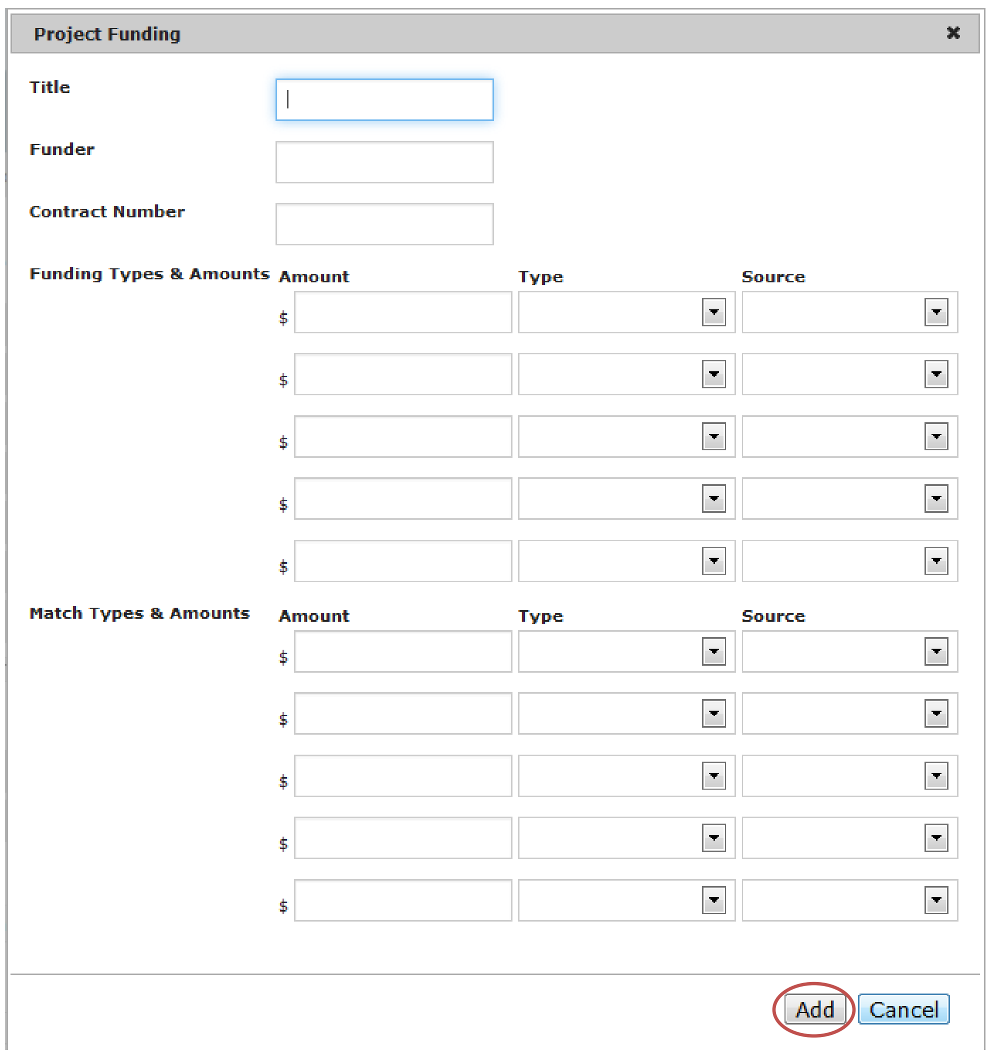
View and edit the list of project funding sources. Click on the + to add a new funding source, the pencil to edit a funding source and the X to remove a funding source from the project.



Adding New Project Funding:

Fill in details.

Click Add.



Actions & Map Locations

From workshops and outreach to planning and implementation, a project may have a variety of actions and related locations. For a detailed view of what's happening and where, we're asking project managers to provide details regarding each project action and location. For each project action, you'll submit the following information:

1. Action details such as title, type of action, status, extents, outcomes, etc.
2. Action Location(s)
3. Action Assessment(s)

The project actions and locations will appear on the master map (visibility to other users depends on the project privacy settings that you specified earlier) and will also appear in the custom report creation tool.

In the table provided, view and edit the list of project actions and locations. Click on the + to add a new project action, the pencil to edit an action, and the X to remove an action from the project.

Actions & Map Locations +

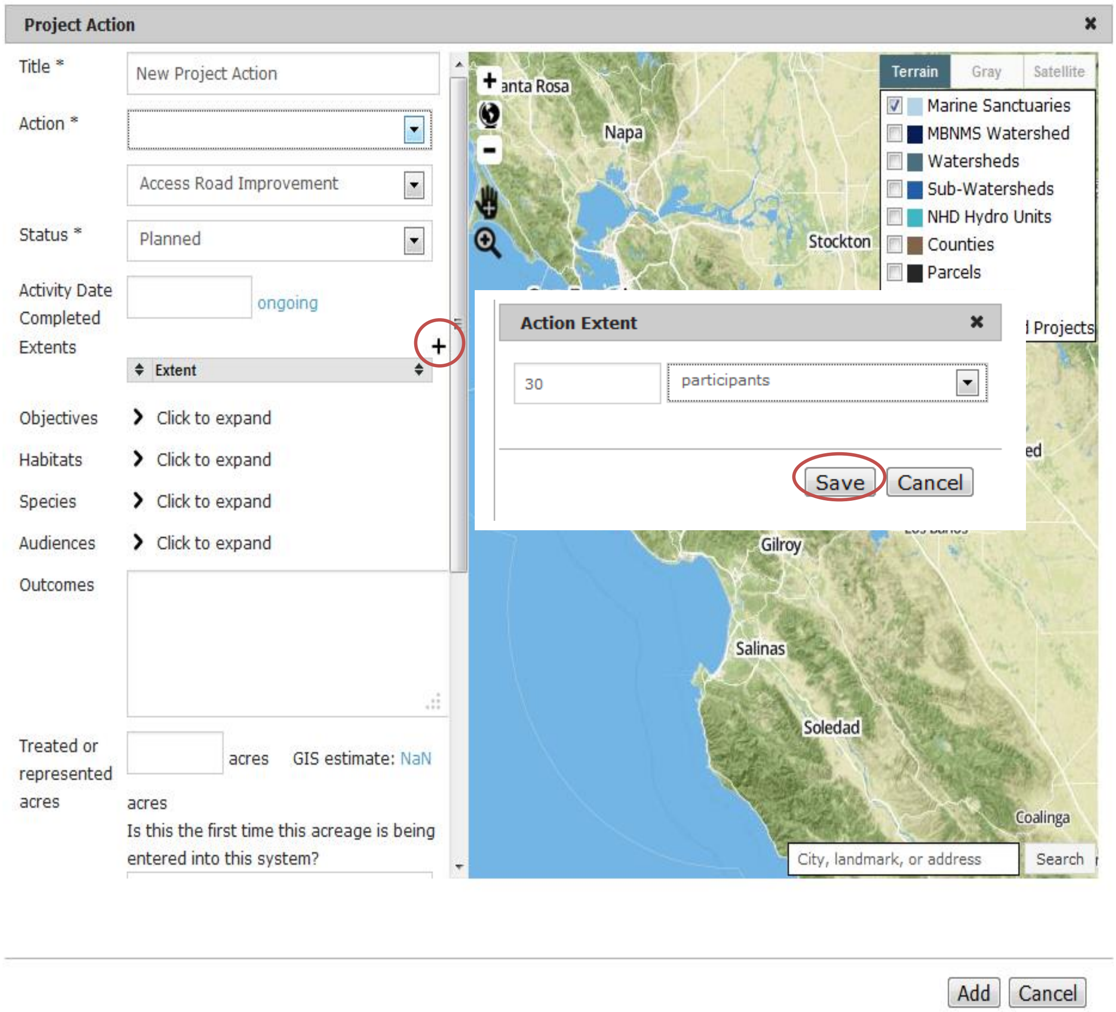
	Title	Type	Name	Date	Locs	Assms
	Invasive species management workshop	Education/Outreach	Workshop/class	07/31/2013	1	1
	Planting native species	Implementation	Critical Area Planting	06/30/2013	1	0
	Buckthorn removal	Other	Other	05/20/2013	7	1

1. Adding Project Action Details

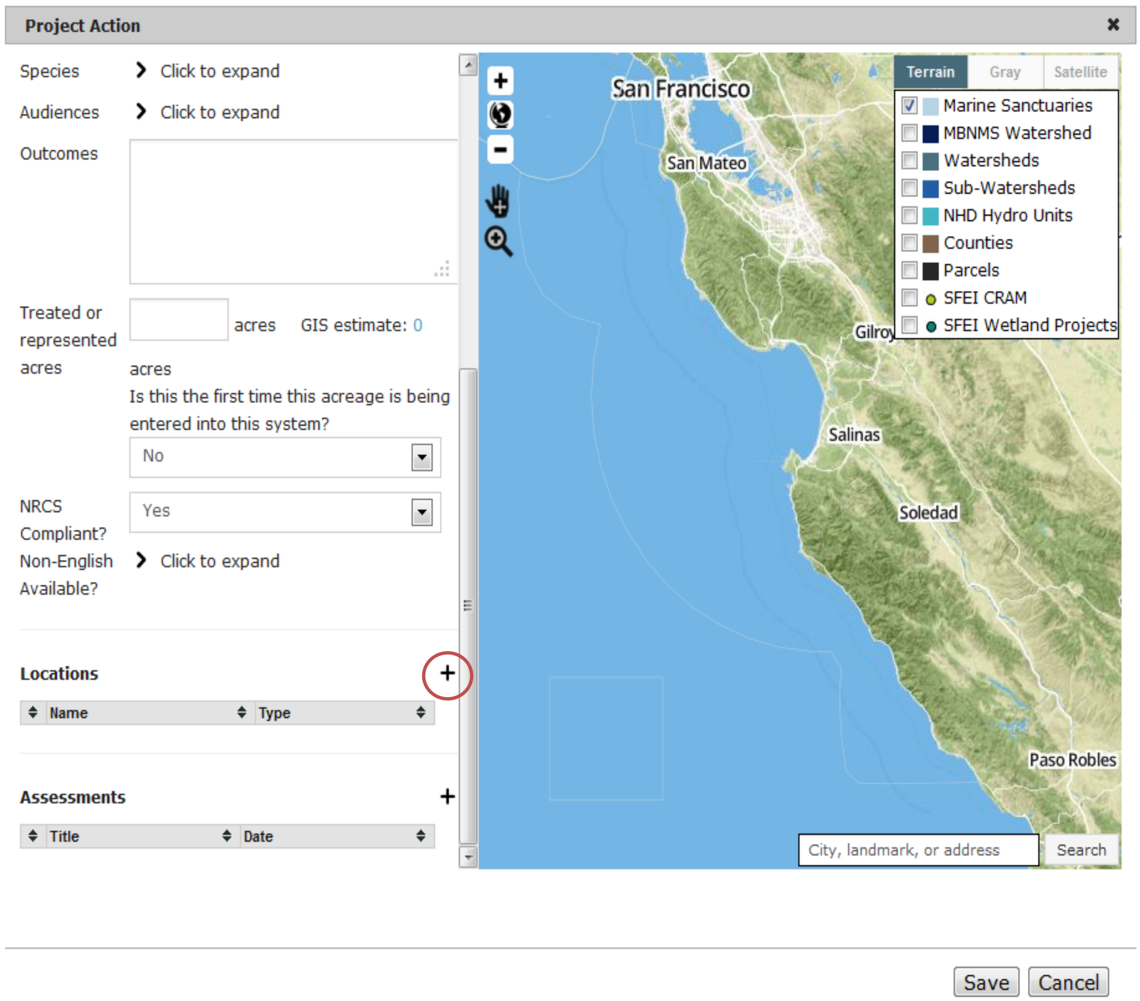
Fill in Project Action details. Hold mouse over the fields for more information.

To add action extents, click on the +.

Fill in the quantity and unit (eg. 30 participants) and click Save.



2. Adding Location(s) to the action

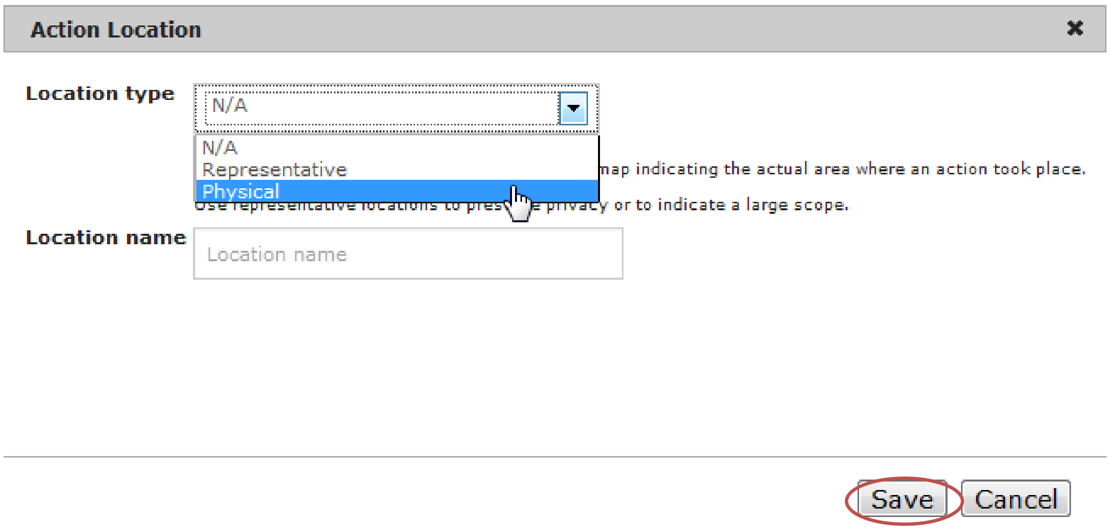


Scroll down to the Locations table

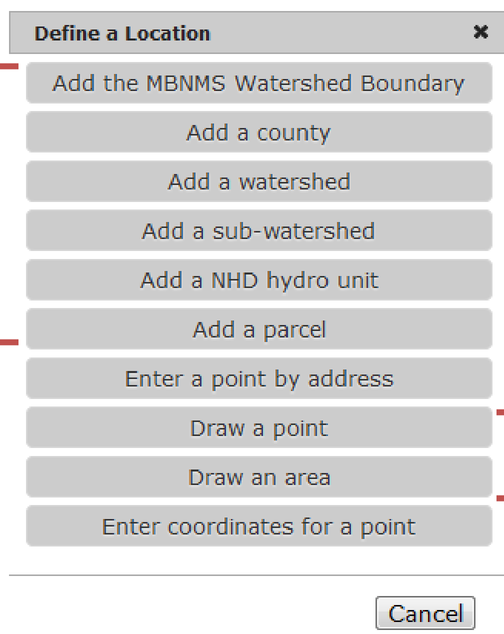
Click the + button

Setting the Location Type

Select "**Physical**" if you have detailed location information for the actual area where an action took place. If the project area is large in scope (eg. 80 water quality monitoring sites throughout the county) or you wish to preserve privacy and just show a generalized location on the map, select "**Representative**." Add a location name and click "Save."



To use existing boundaries such as a parcel or sub-watershed to define a project location, choose one of these options. You'll next have an option to click on the map to select a shape to use for the project boundary. See example below.

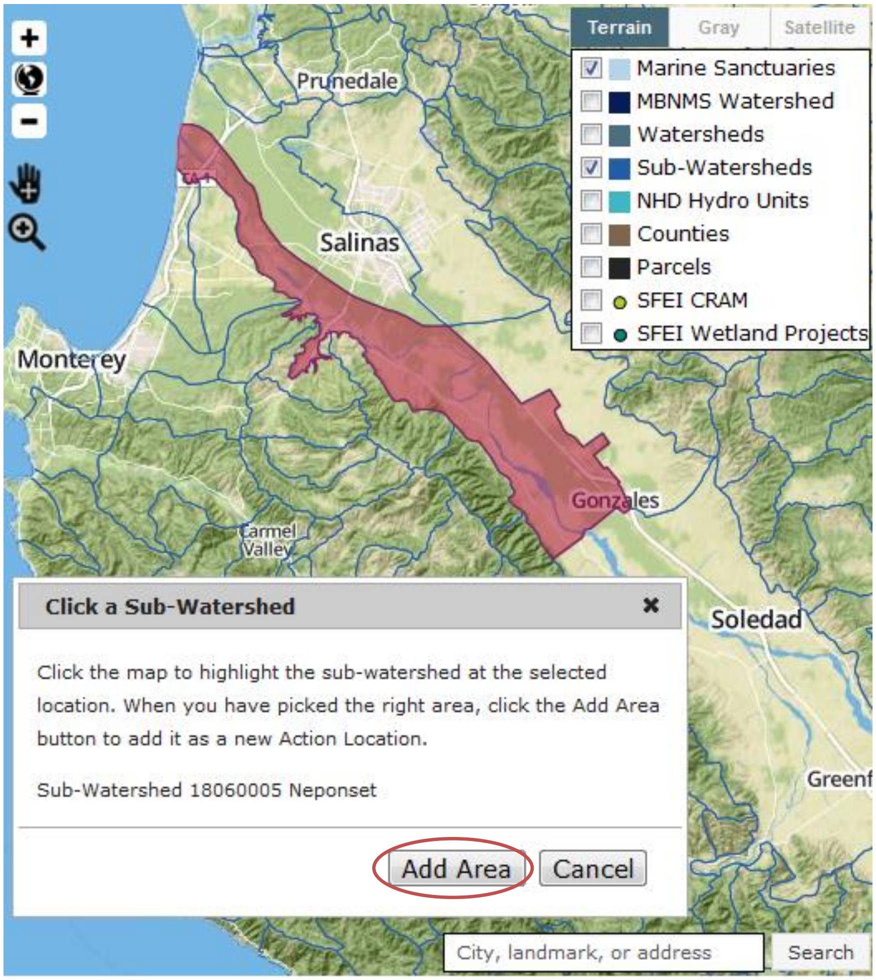


To manually draw the project location, choose one of these options.

Using existing boundaries (parcels, watersheds) to define a project location

Click on the map to highlight and select a boundary to use for the action location. When finished, click the "Add Area" button.

Tip: Drag the "Click a Sub-Watershed" dialog down a bit to see map options for turning on reference layers to help guide your location selection.

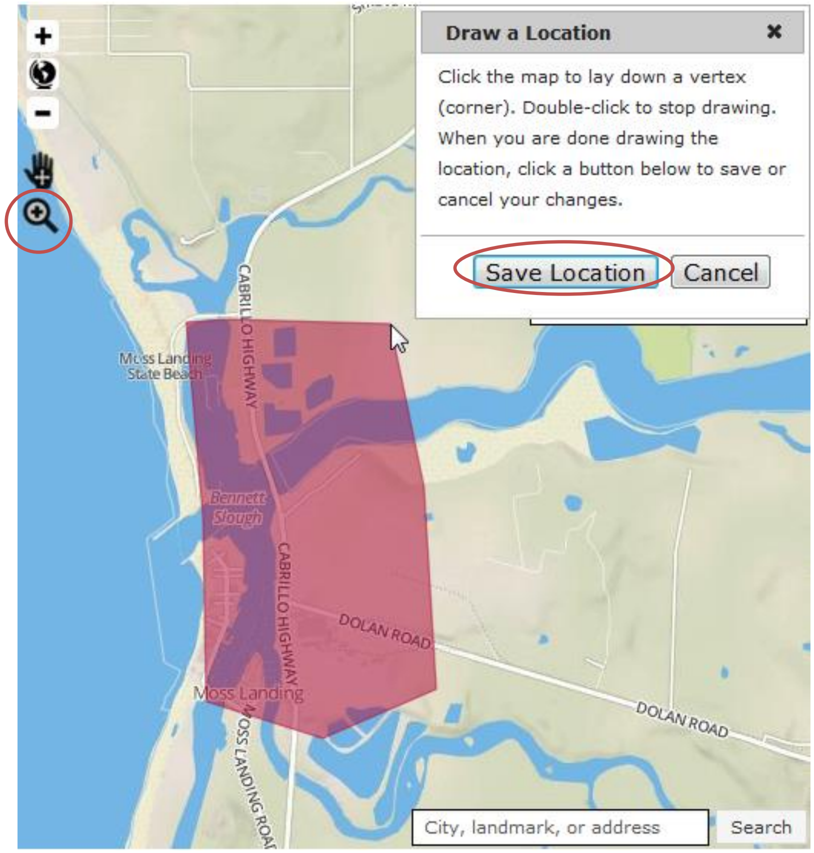


Manually drawing project locations

Click on the map to start drawing. Double click to stop drawing.

When finished, click the "Save Location" button.

Tip: Use the magnifying glass to quickly zoom to the general project area before beginning the drawing.

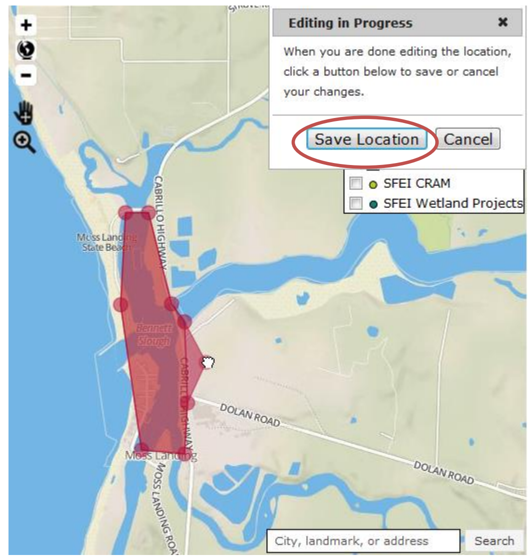


Editing Action Locations

After adding locations, they will appear on the map, outlined in red and also in the Locations table.

Locations +

	Name	Type
	Bennett Slough	Physical



Click to delete a location

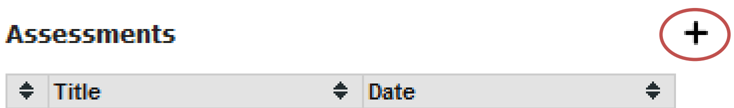
Click to edit the location name or type.

Click to edit the location shape. After activating the shape edit tool, all of the vertices will appear and dragging them will change the shape. When finished click "Save Location." See example to the right:

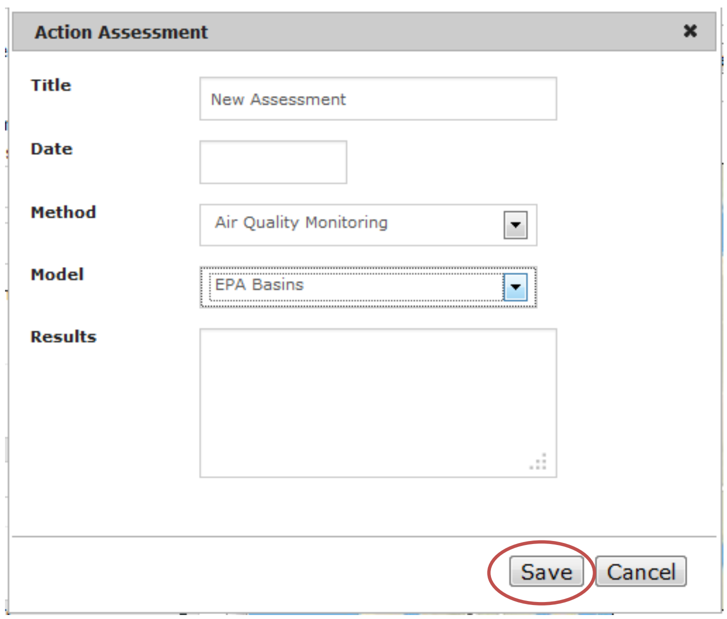
Click to zoom to the action location.

3. Adding Assessments to the Action

Scroll down to the Assessments table and click the +.

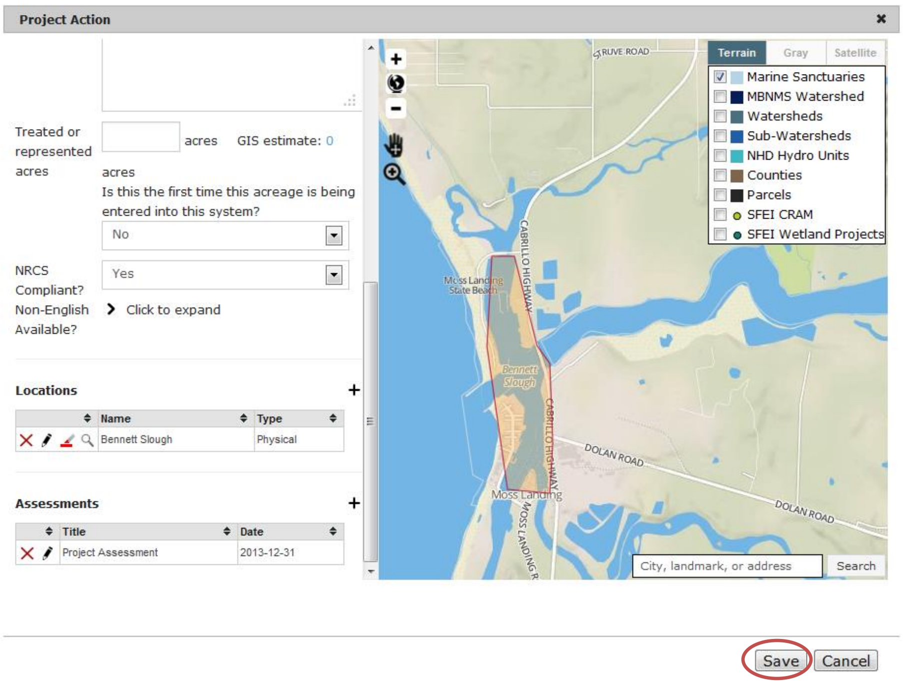


Next, fill in the Action Assessment table and click “Save” when finished



Save the Project Action

Finally, when finished adding the action details, location(s) and assessment(s), click “Save” at the bottom of the window.



Comments

To encourage coordination among organizations working in similar regions, we’ve set up a project comments feature. If your project privacy settings allow other users to view your project, users may view and add comments via the Project Summary Page.

Project Summary Page

When finished adding data for the project, click the “Save Project Information” button at the bottom of the page. Next, you can click on the “View Project Summary” link to view a formatted project information page as well as download a PDF version of the Project Summary.