# CSIR Website User Manual


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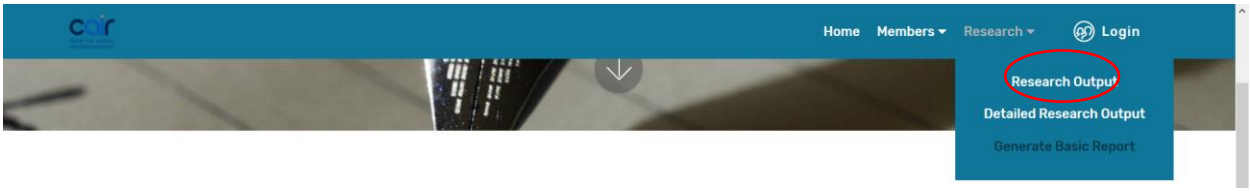
# 1 Introduction

The CAIR website is tool for managing the research outputs produced by the Center of Artificial Intelligence Research (CAIR) members in South Africa. The tool will allow CAIR members to easily add, modify and delete entries their research outputs. Node administrators can create, modify and delete research outputs for any CAIR members in the same node. They can also access basic and detailed information of all the research outputs for CAIR members in the same Node. Global administration can create accounts for CAIR members and Administrators and can also create new Nodes. Non CAIR members can use the website to view and download basic research outputs. They can also download a basic report with the list of all the research outputs produced by CAIR members.

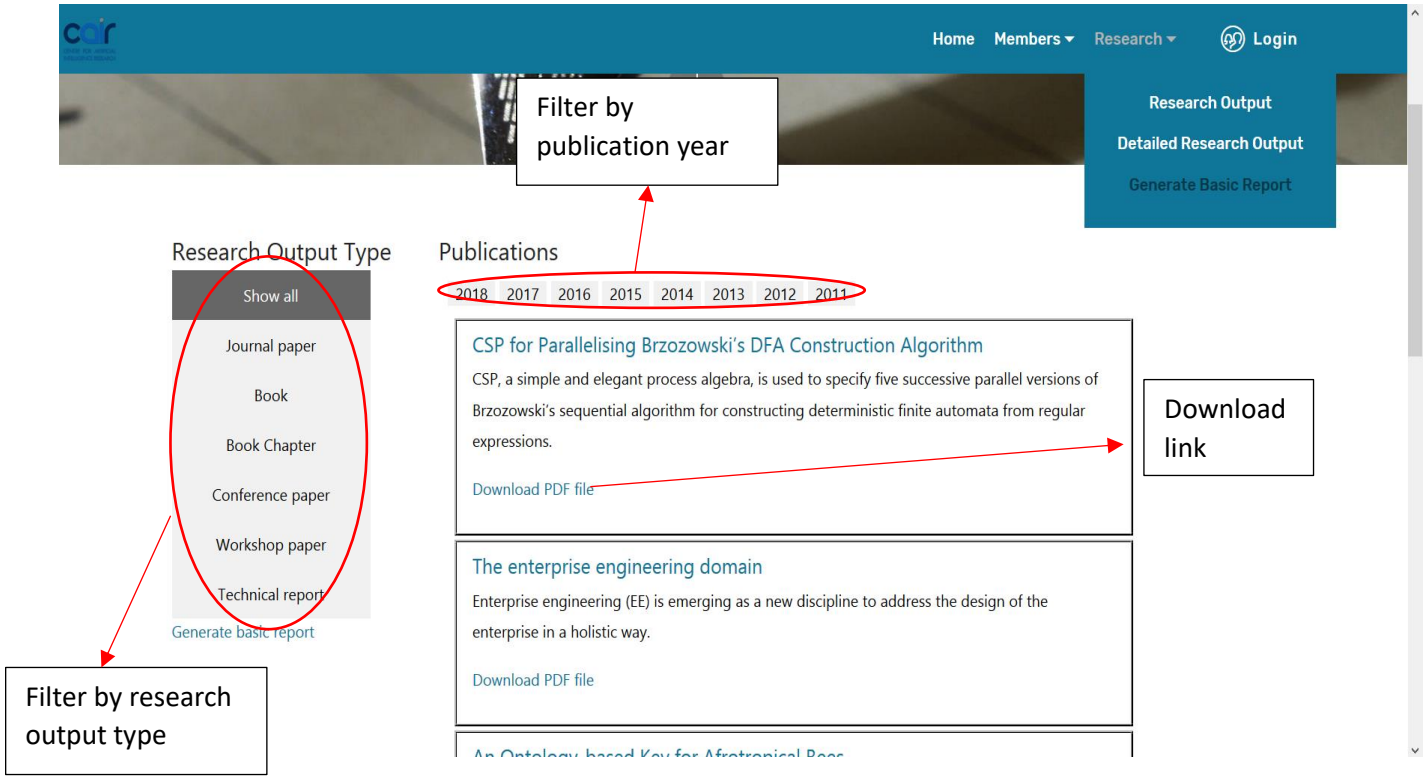
CAIR members, Node administrators and Global administrators can do anything that non CAIR members can do.

This document will guide through the necessary steps on how to use the different functionalities provide by the website.

# 2 Access and navigate through research output page

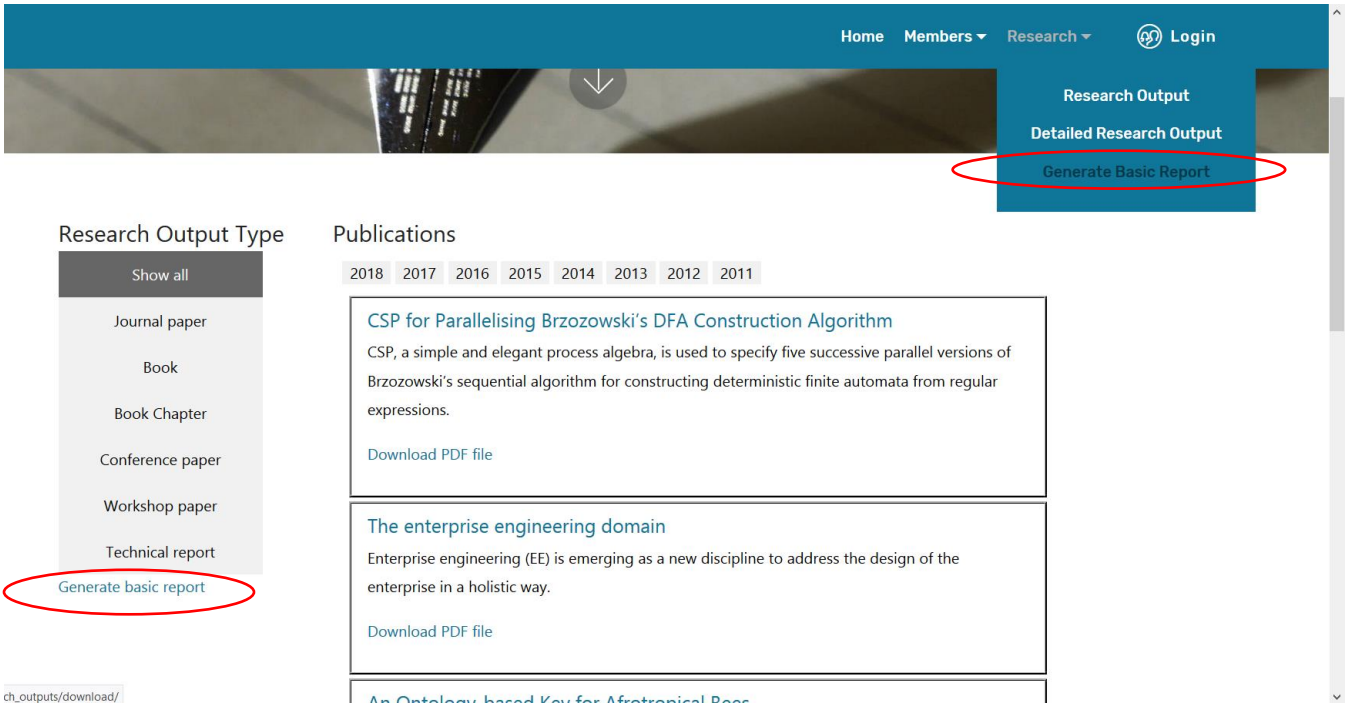



1. Click on the research output tab




2. Click on the buttons on the left side of the screen to filter by their research output type.
3. Click on the button on the top of the screen to filter by their publication year.
4. Click on the "Download PDF file" to download the pdf file.
5. Click on title of the research output to view the research output

# 3 Download research output report



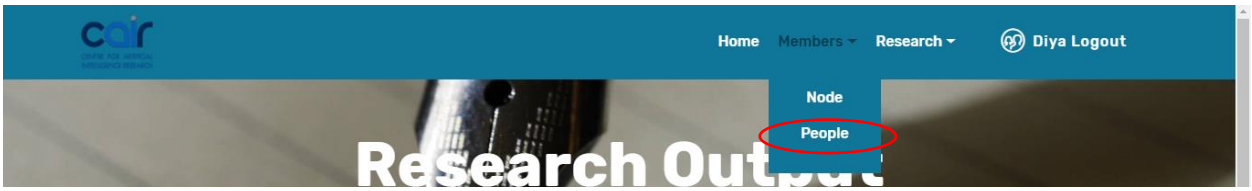

1. Click on the generate basic report tab.
2. Click on the "Download PDF" button.

Or

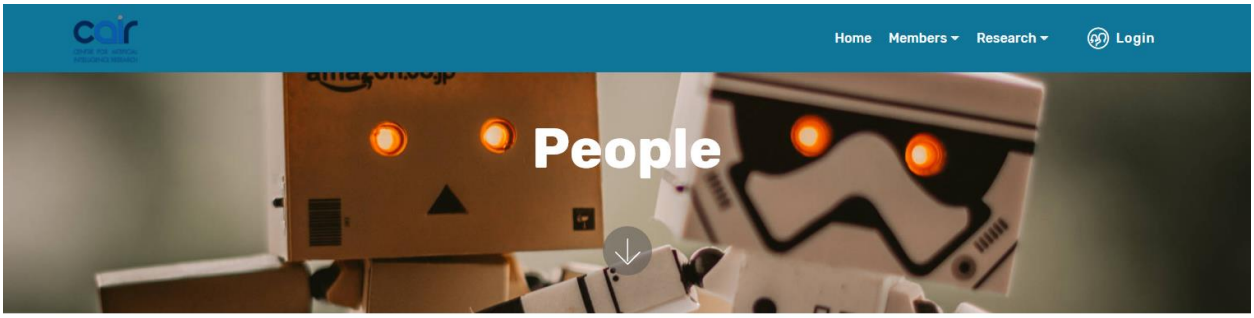
1. Click on the "generate basic report" link.

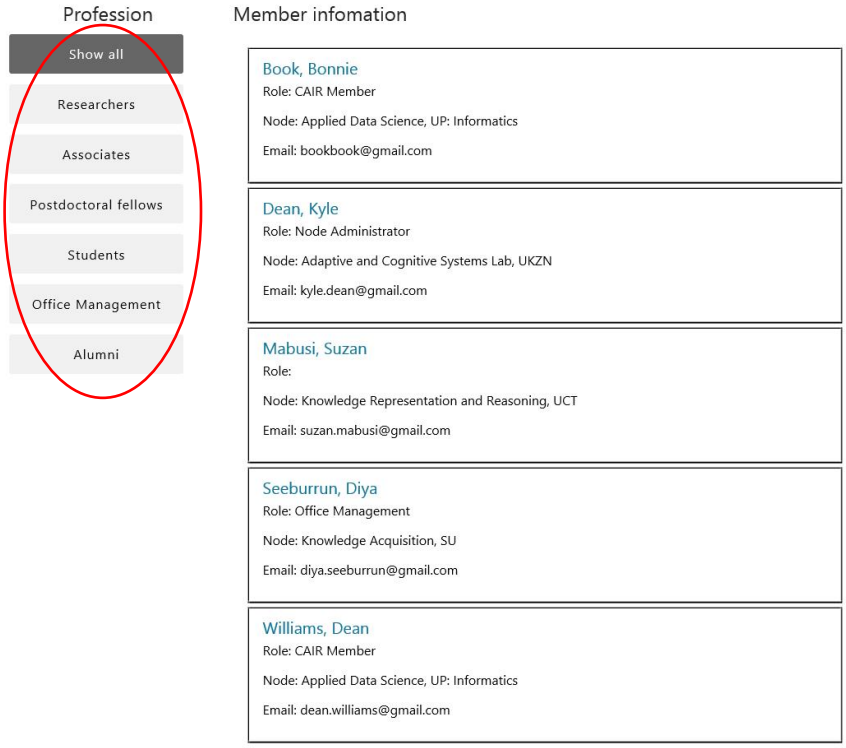
# 4 Access and navigate through members page

## 4.1 Navigate through people's page



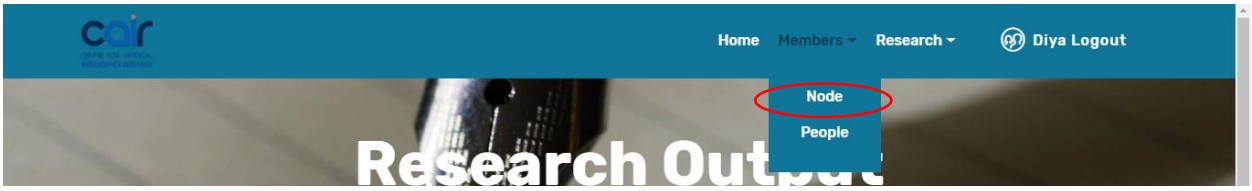

1. Click on the "People" tab.



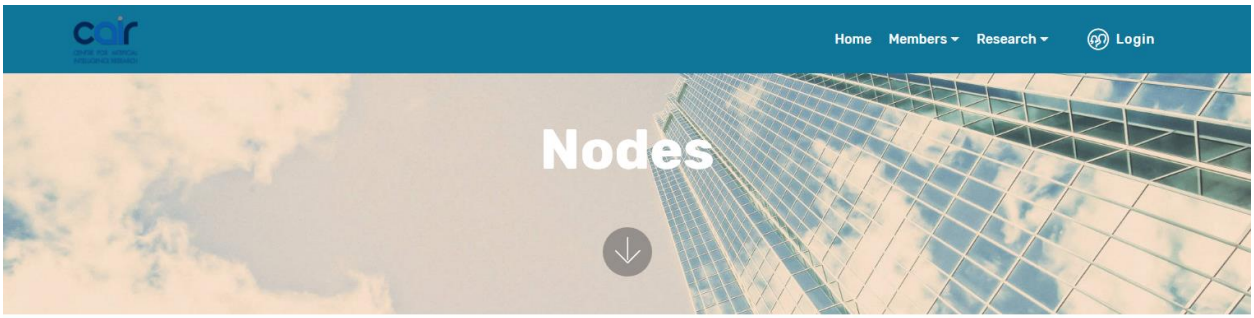



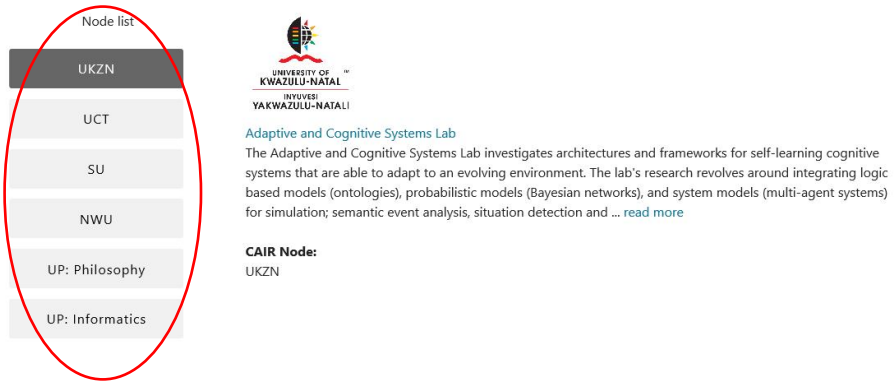

2. Click on the buttons on the right hand side of the page to filter through the research outputs by their profession.

## 4.2 Navigate through the node's page




1. Click on the "Node tab"

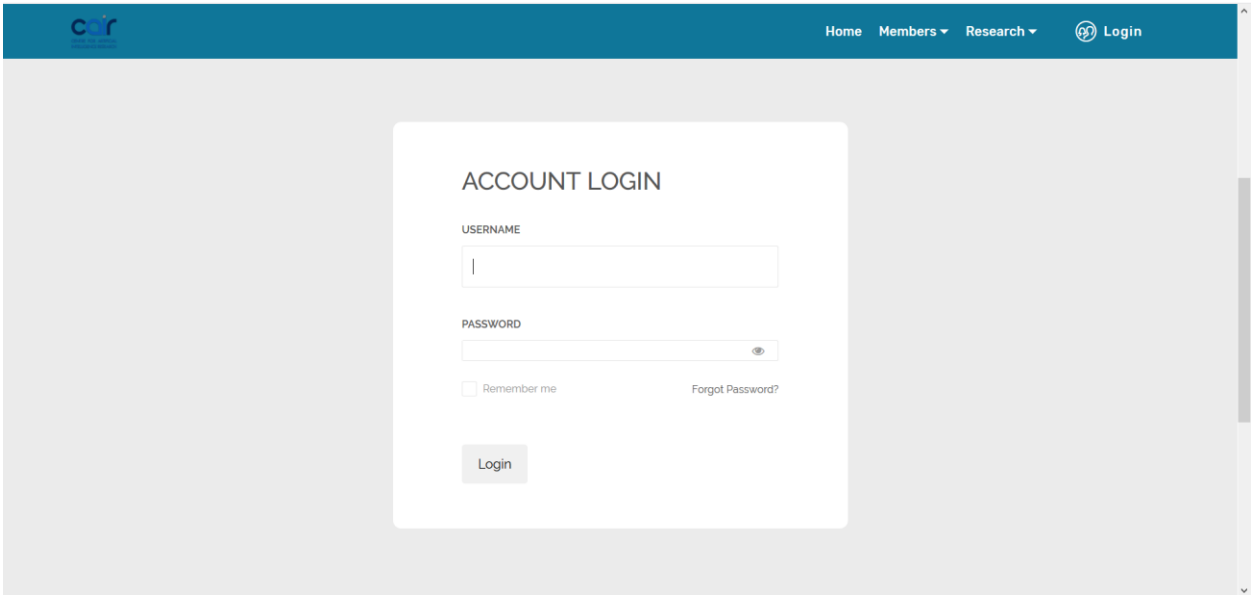



2. Click on the different buttons on the page to filter through the nodes by the University they are based in.

# 5 Login as a CAIR member or as a Node administration


1. Click on the login tab.




2. Enter username in the username field.
3. Enter password in the password field.
4. Click on login button.

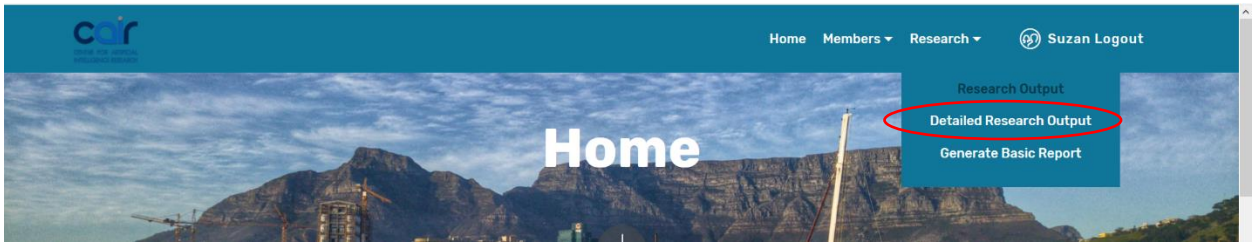
## 5.1 Reset password

1. Click on the “Forgot password

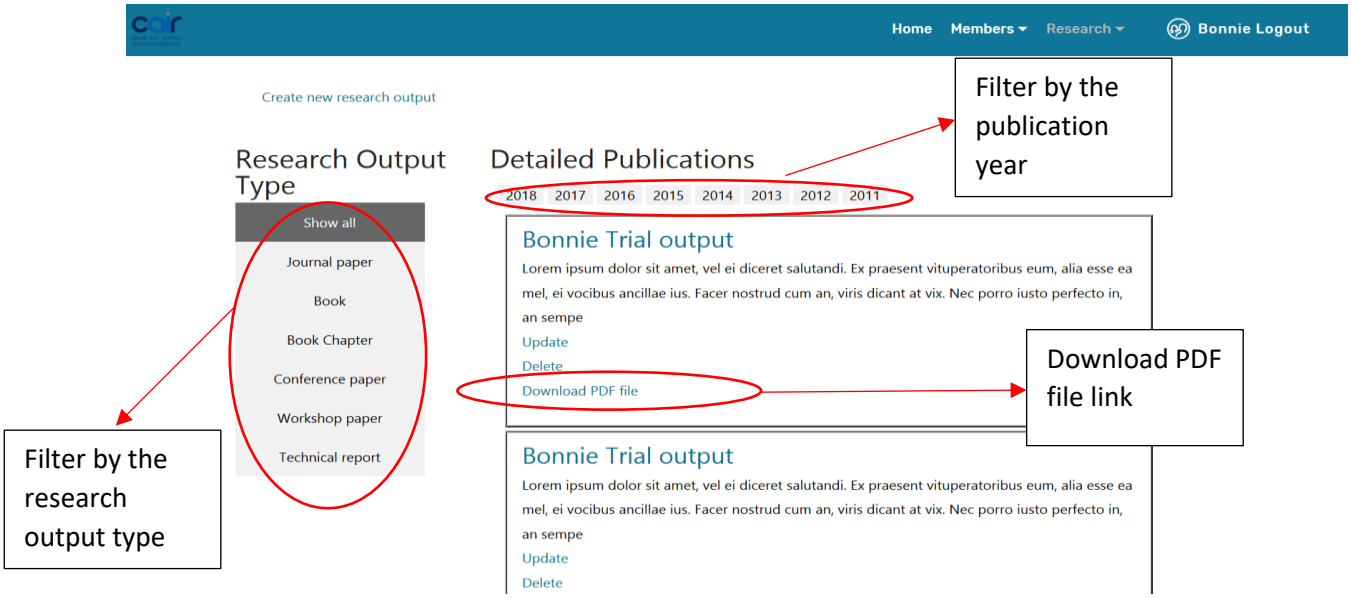

2. Enter email address in email address field
3. Click on the “Reset Password” button.

# 6 Access and navigate through page detailed research outputs page

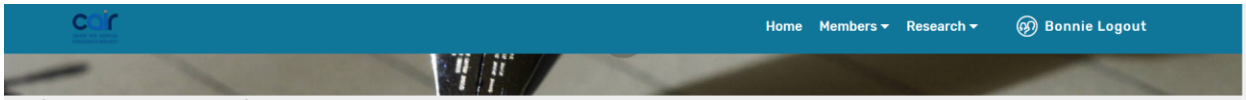
1. If user is not logged in, then page will redirect user to log in page.




2. Click on the detailed research output tab




3. Click on the different buttons on the page to filter through the research output that the user is the author of. If user is a Node admin, they can view all the detailed research outputs from their node.
4. Click on the “Download PDF file” to download the pdf file.
5. Click on title of the detailed research output to view the detailed research output. The page shown below should appear showing whether a research output has been verified or not.




# Title: Bonnie Trial output

**Author:** Book, Bonnie

**Coauthor:** Book, Bonnie & Mabusi, Suzan & Seeburrun, Diya

**Publication type:** Paper

**Year:** 2018

**Upload date:** Aug. 23, 2017

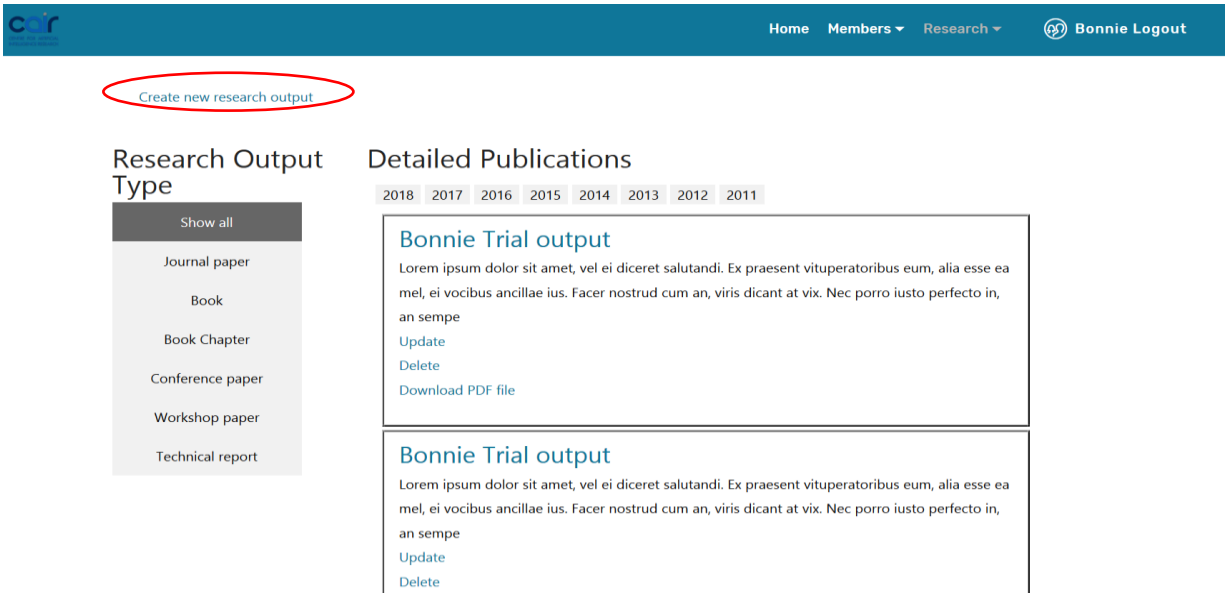
**Proof of verification:** Verified

**Verification link:** http://www.verified.co.za

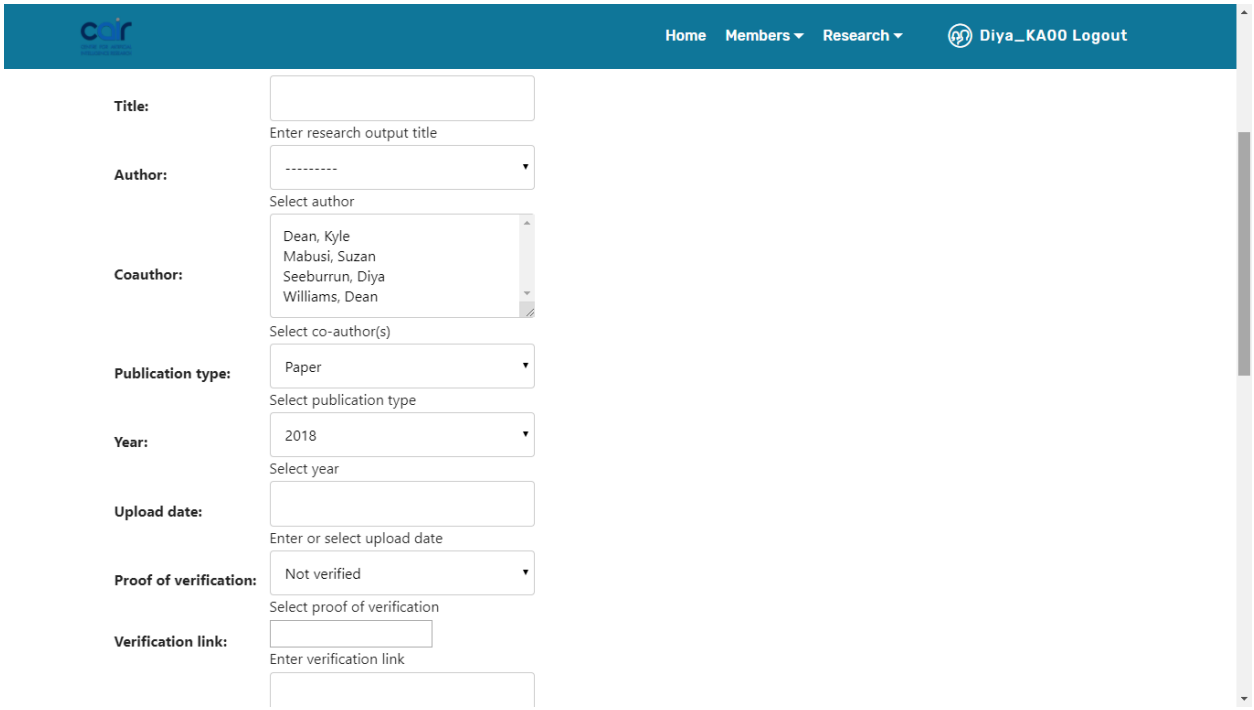
**Abstract:** Lorem ipsum dolor sit amet, vel ei diceret salutandi. Ex praesent vituperatoribus eum, alia esse ea mel, ei vocibus ancillae ius. Facer nostrud cum an, viris dicant at vix. Nec porro iusto perfecto in, an sempe

**Content:** Lorem ipsum dolor sit amet, vel ei diceret salutandi. Ex praesent vituperatoribus eum, alia esse ea mel, ei vocibus ancillae ius. Facer nostrud cum an, viris dicant at vix. Nec porro iusto perfecto in, an semper mollis detraxit cum. Nam cu labores argumentum, vis et idque offendit ocurreret, vis at modo referrentur. Primis alterum moderatius id mei. Nam quodsi feugiat liberavisse ne, sit ut soleat ancillae platonem, quem liber omittam ea sea. Nibh liber alterum eu est. Ad nam appetere vulputate complectitur, ne veri dicant voluptatum sea. Mel oblique mandamus constituto te, vidisse principes ex qui. Vim audire appareat id, vim quas impedit omittantur ne, minimum albucius maluisset has ea. Summo reprimique cu ius, id epicuri pertinax efficiantur has. Quem impedit ad pri, eos erat dicant laboramus ei. Ne eum cibo autem aperiri, albucius qualisque liberavisse nam ex. Et vim stet moderatius. Nam in mazim congue tincidunt, eos et movet qualisque aliquando, eam ne modo ancillae vituperatoribus. Eum tantas iriure tritani ex, nam et feugait inimicus, iudico semper ex eam. Sit ex novum atomorum cotidieque, in ullum causae epicurei his. Postea salutatus constituam vim eu, duo stet veri democritum no. Per eu doctus facilisis gubergren, ius dico vidit ea, duo ei etiam tibique elaboraret. Pri ex invenire electram. Ex vis voluptua officiis mnesarchum. Eos latine appetere eu. Idque dolorum qui an, vel nemore luptatum hendrerit eu, nec et ipsum sonet voluptatibus. Tota pertinax at has, no viris senserit constituam has. Omnes facete pri eu, ea aeque denique mea, no duis solet accusamus usu. Vix ea alienum omnesque. Mei no odio integre.

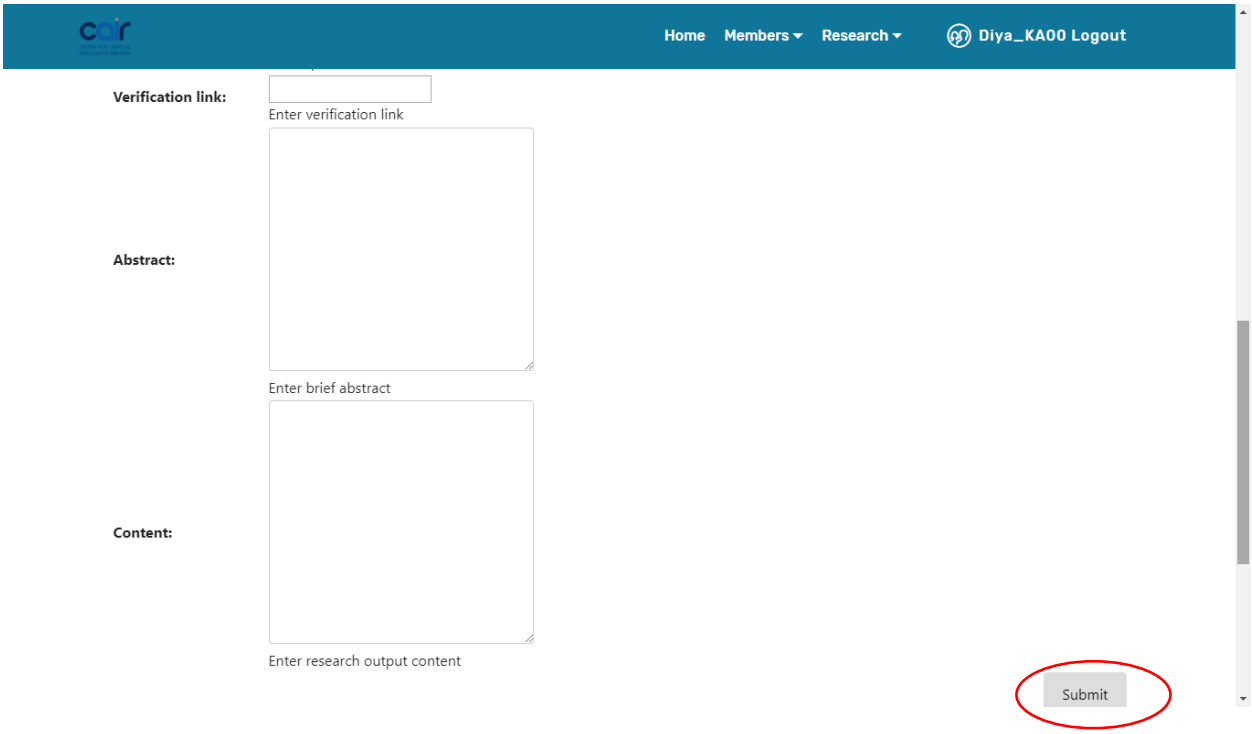
# 7 Create new research output




1. Click on the “create new research output” link.

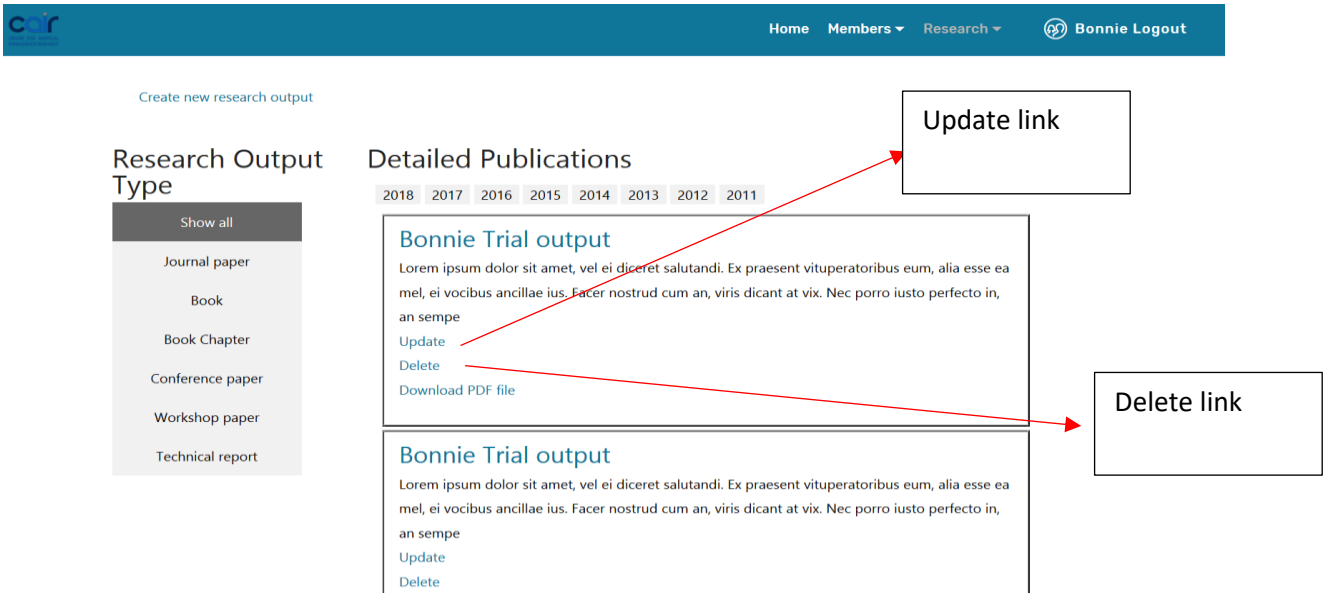



2. Fill in all the required fields.

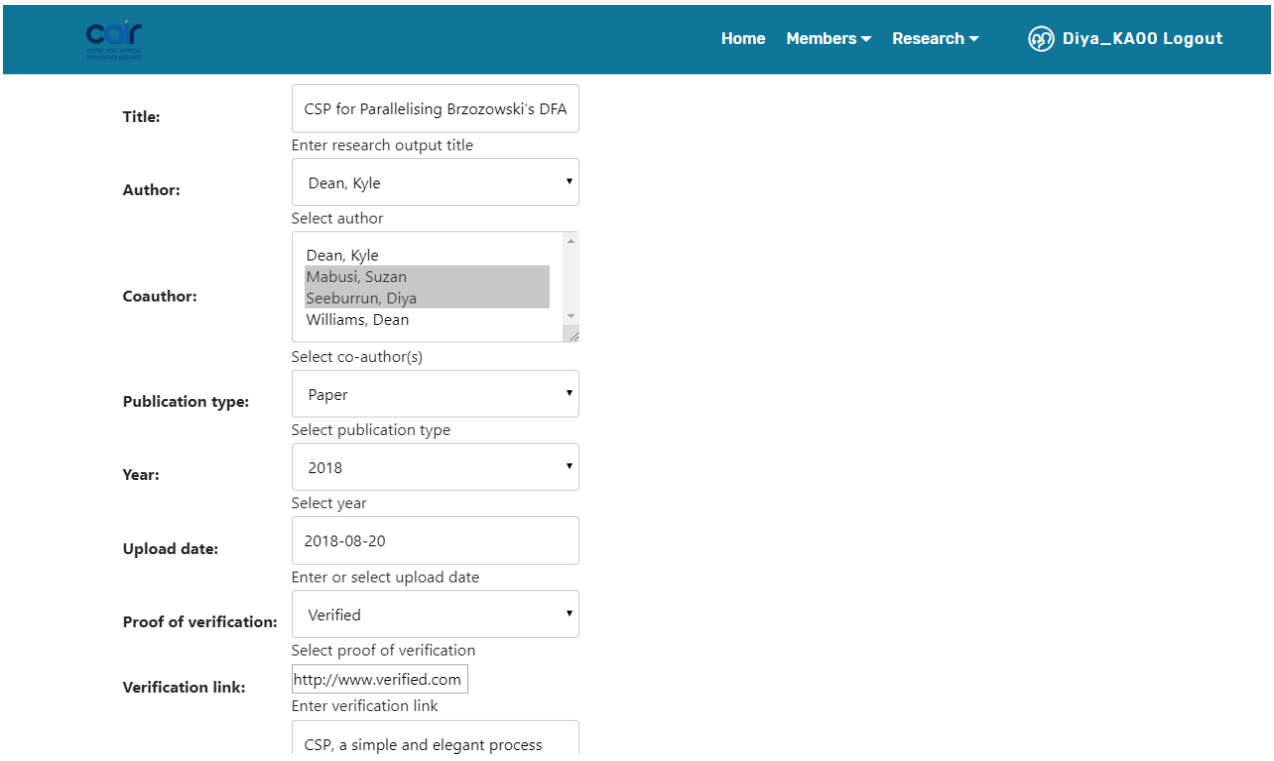



3. Click on “submit” button.

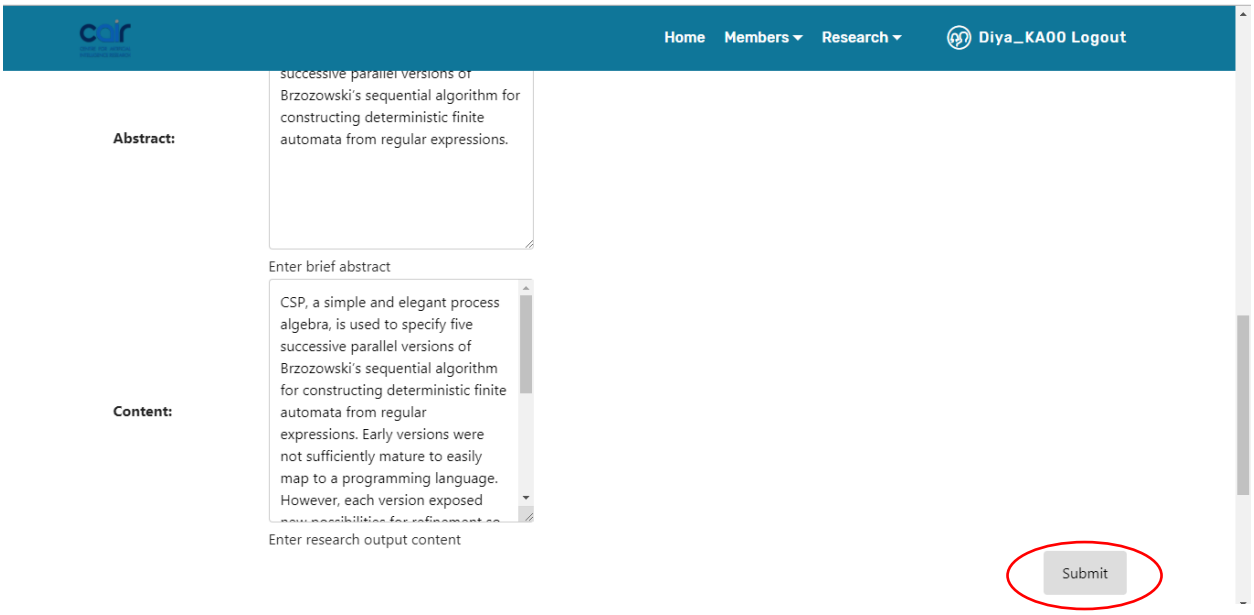
# 8 Modify and delete research output




1. On the detailed research output page, click on the “delete” link on the desired research output.



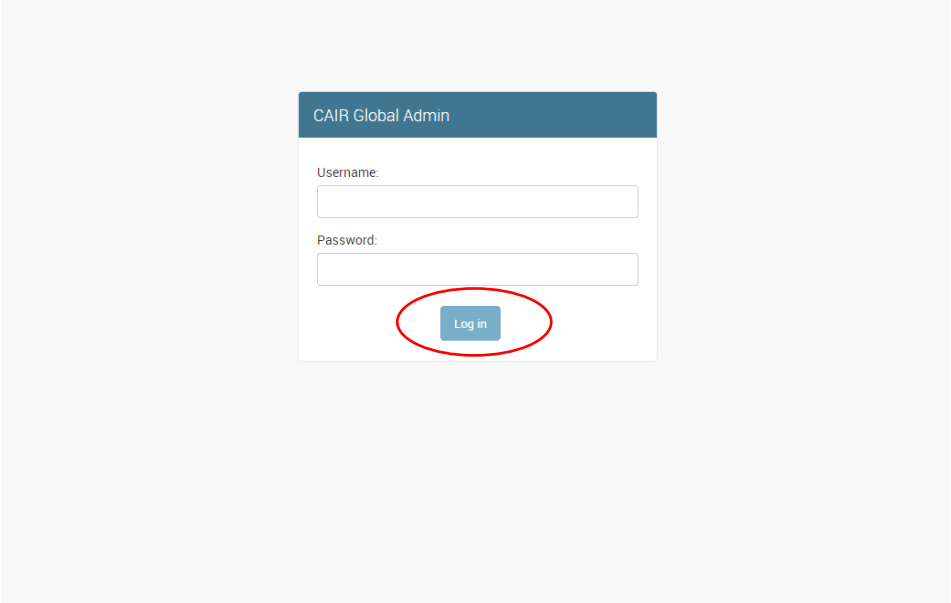

2. Make the necessary changes in the research output form.




3. Click on “submit” button.
4. On the detailed research output page, click on the “delete” link on the desired research output as shown in the screenshot for step 1.

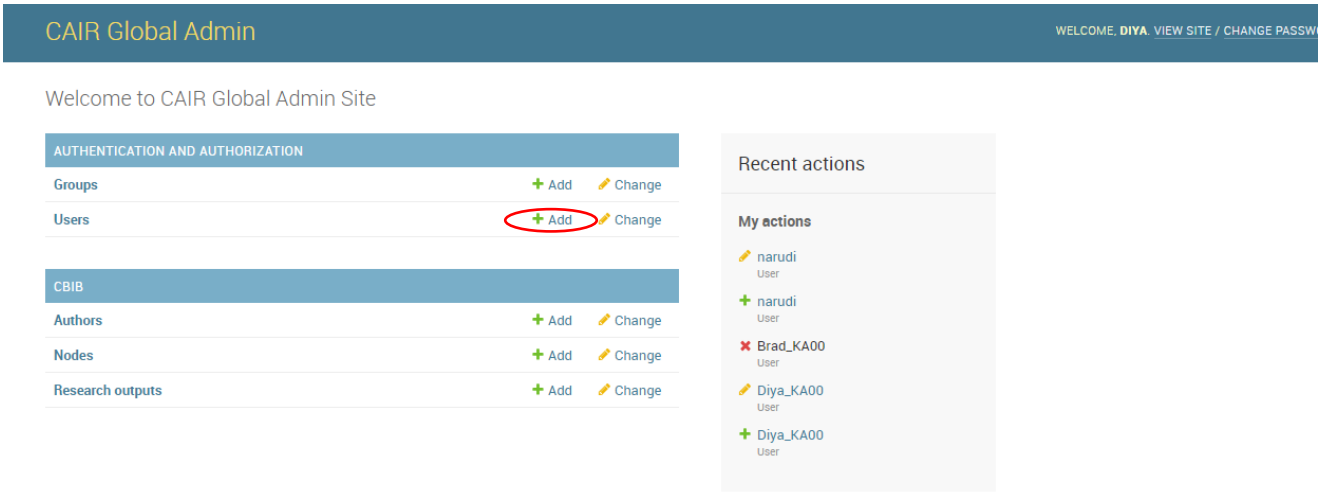
# 9 Login as Global Administration

1. Click on the login tab.
2. Click on the “Go to Global Admin Login Page”.

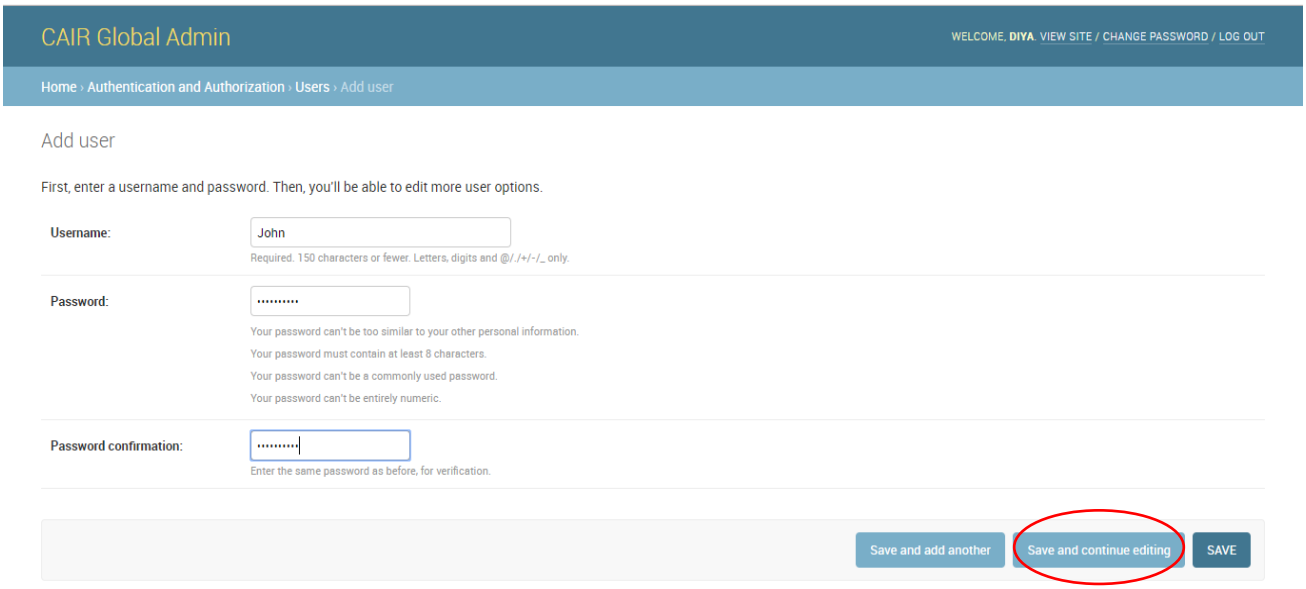



3. Enter username in the username field.
4. Enter password in the password field.
5. Click on login button.

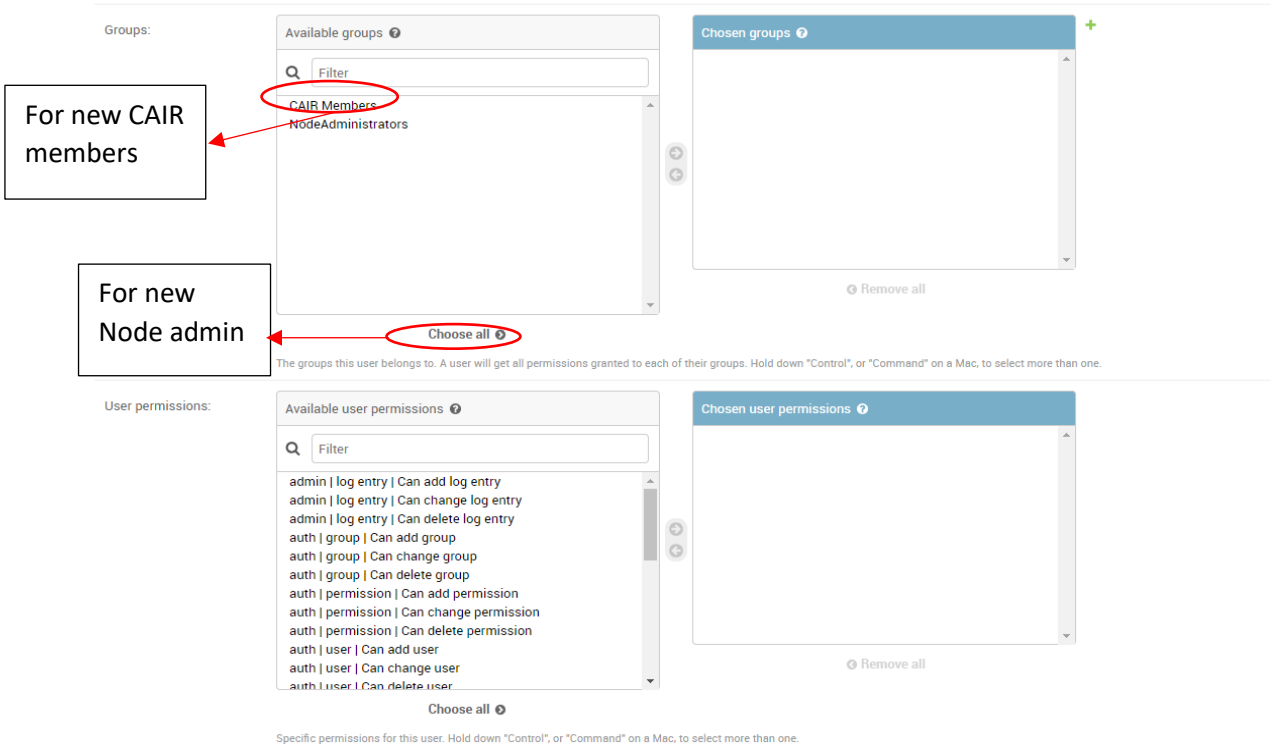
# 10 Add new CAIR Members and new Node Administrator




1. Click on the “Add” button on the Users row.

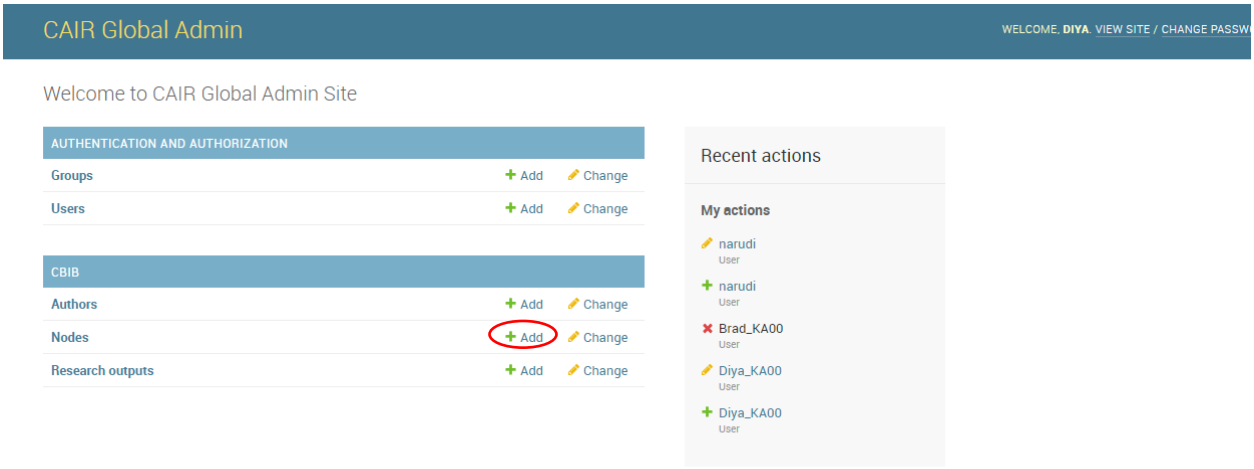



2. Enter the username and password for the new user.
3. Click on the “save and continue editing” button.

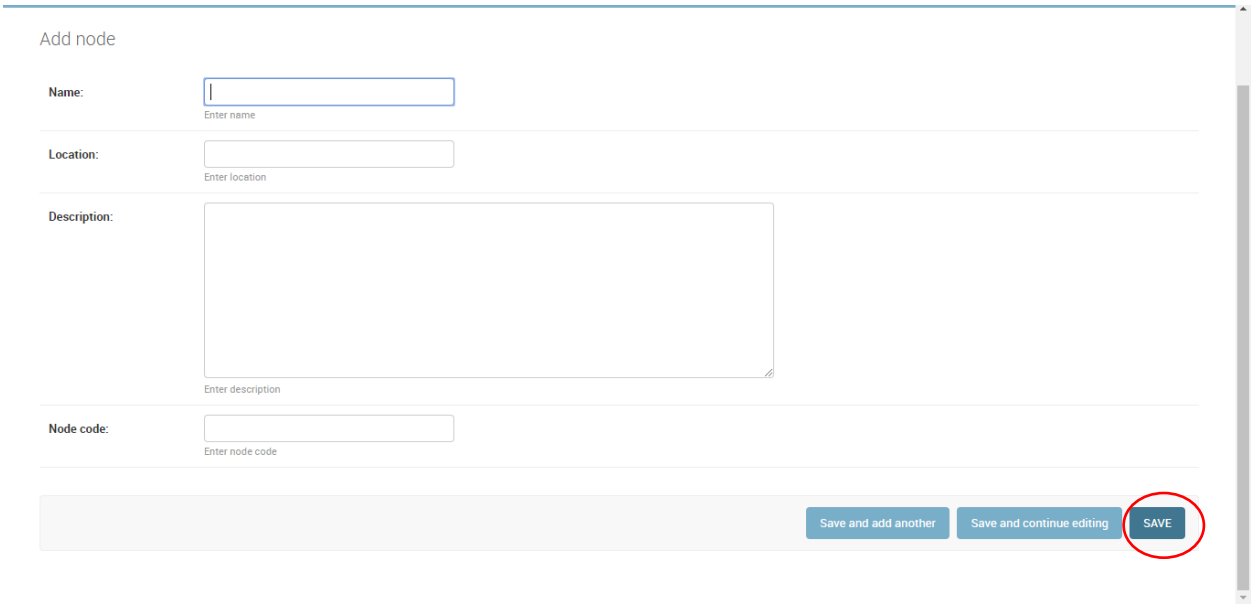



4. If the new user is just a CAIR member, then choose the CAIR member option.
5. If the new user is a node administrator, then press on the “choose all”
6. Press on the “Save” button.

# 11 Add new Nodes

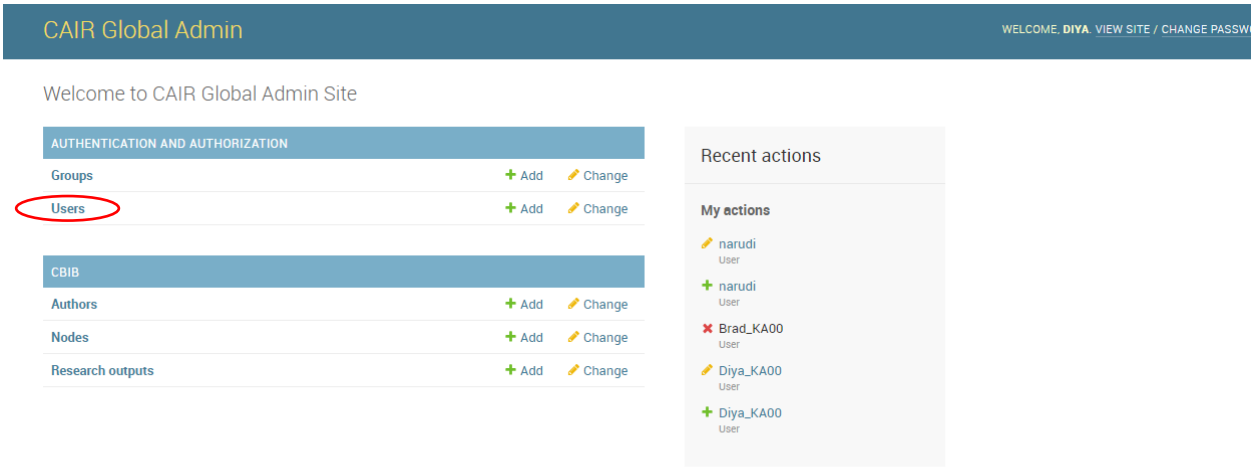



1. Click on the “Add” button on the Nodes row.

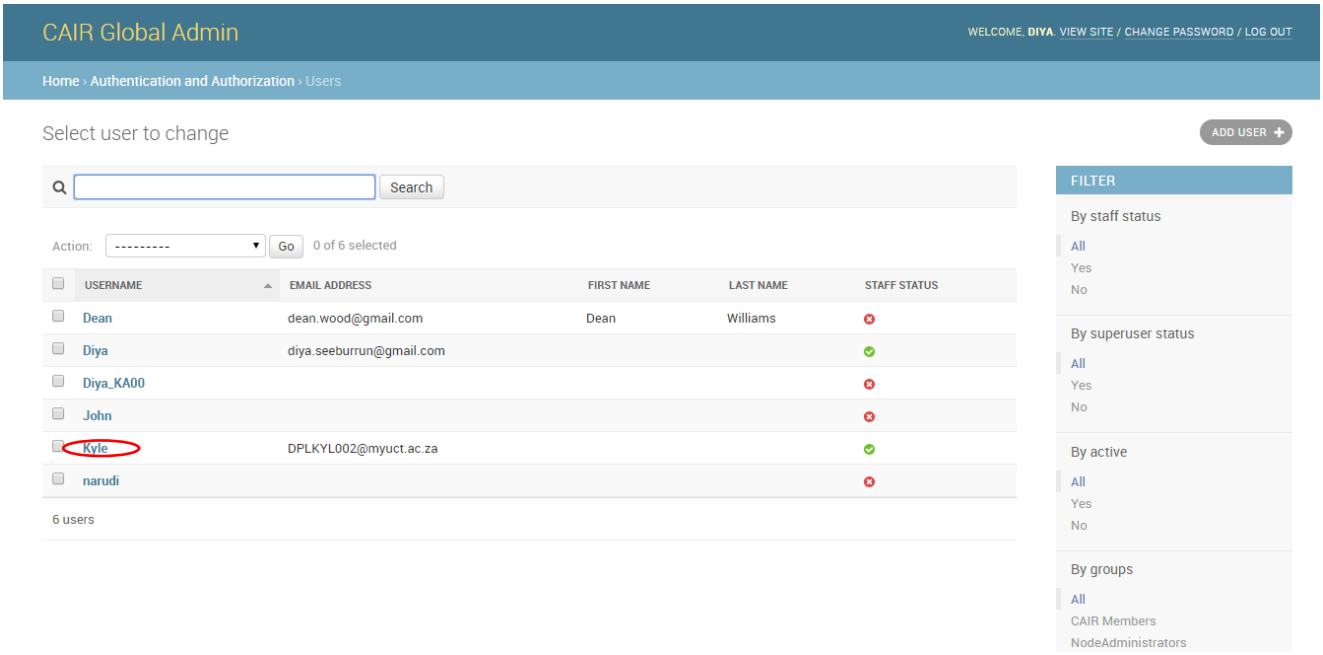



2. Fill in the appropriate fields.
3. Press on the “Save” button.

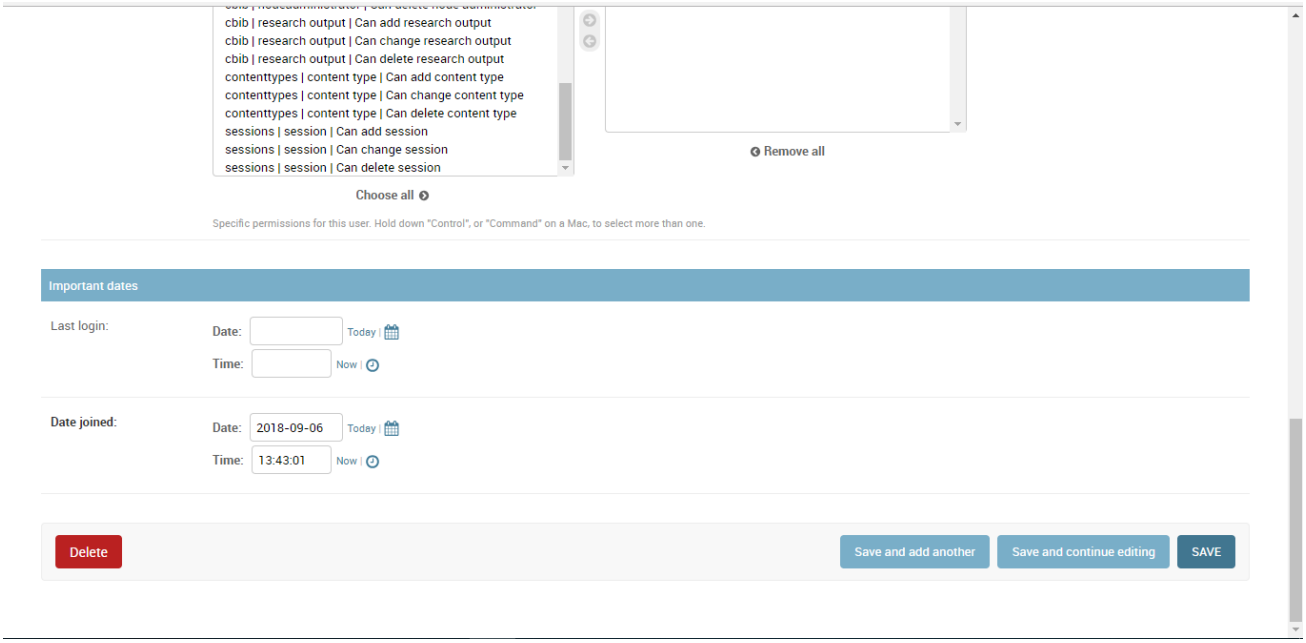
# 12 Modify or delete a user




1. Click on the “User” link

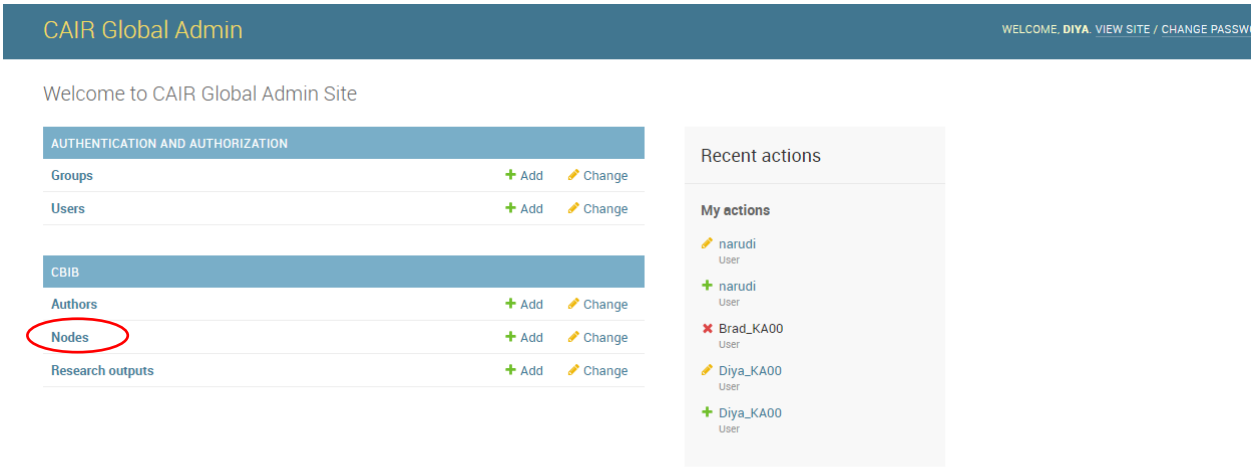



2. Click on the user you want to modify or delete.

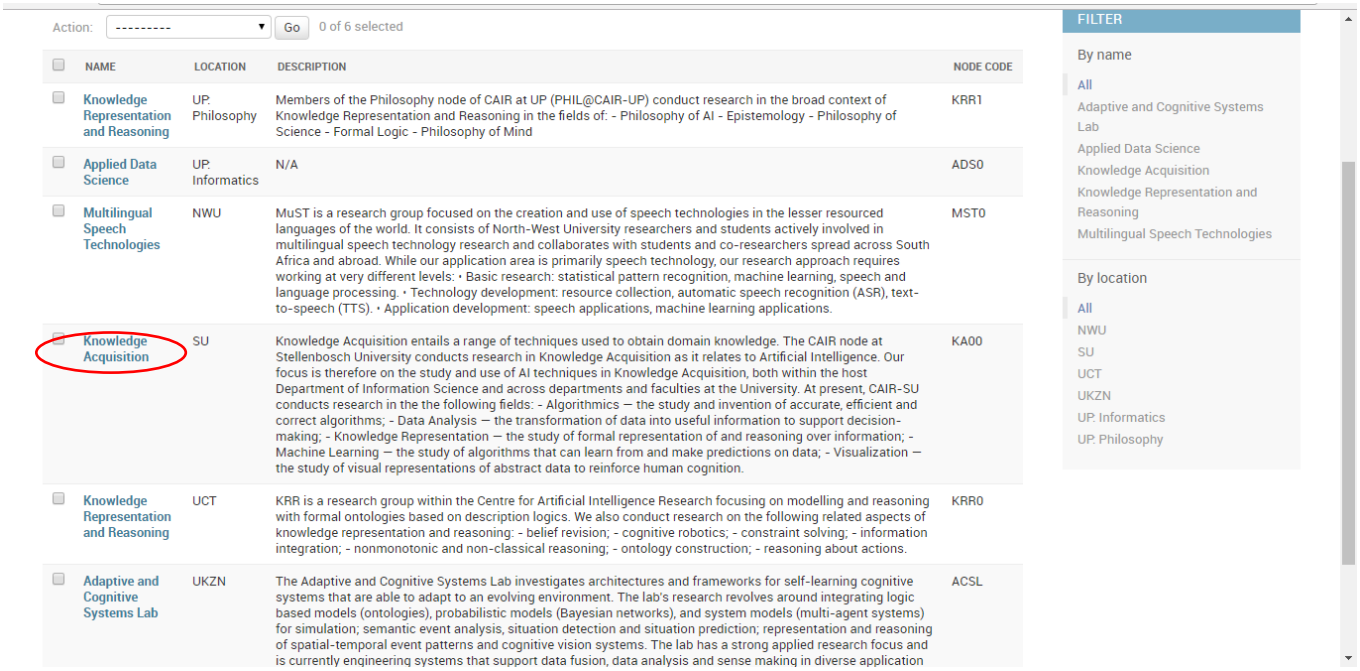



3. To modify a user, make the necessary changes and click on the “Save” button to save the changes.
4. To delete a user, click on the “Delete” button to delete user.

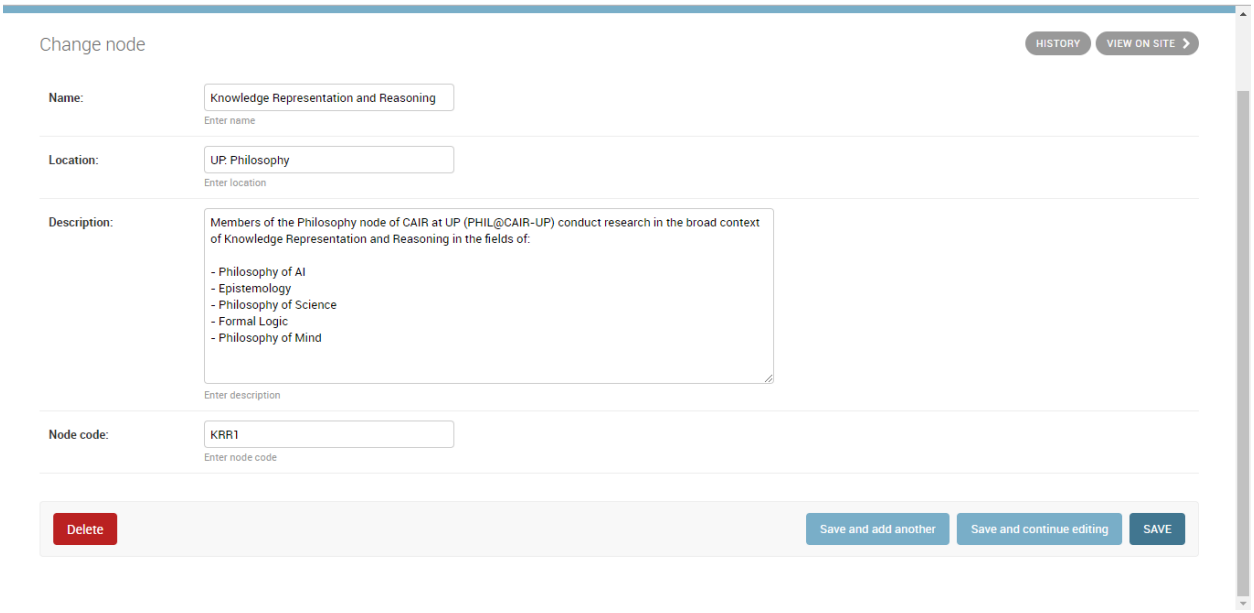
# 13 Modify and delete nodes




1. Click on “Nodes” link.




2. Click on the node you want to modify or delete.




3. To modify a node, make the necessary changes and click on the “Save” button to save the changes.
4. To delete a node, click on the “Delete” button to delete user.