Document Title:	NEEShub – Project Editor Guide	Document Number:	NEES-XX-000
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Brief Description:	Quick start guide for the Project Editor.		

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Change History

Description and Version	Created / Updated By	Date of Change
Created quick start guide.	Created / Kari Nasi	11/29/2010
Revised quick start guide.	Updated / Kari Nasi	12/6/2010

Introduction

The Project Editor is a capability within the Project Warehouse that allows you to create new projects or modify existing projects. The Project Editor uses a similar tab and field structure as the Project Display, Figure 1, making it easy to navigate and use.

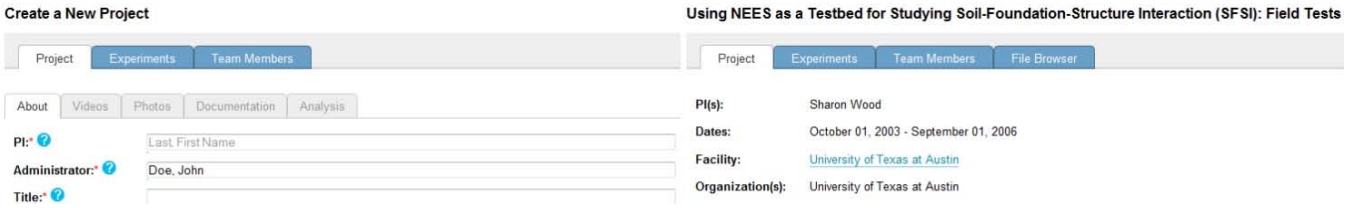


Figure 1: (Left) Project Editor (Right) Project Display

Throughout the Project Editor, there is field level help indicated by a small white question mark inside a blue circle. If you have questions about a label, place your mouse over the white question mark and a help pop-up will appear, Figure 2.

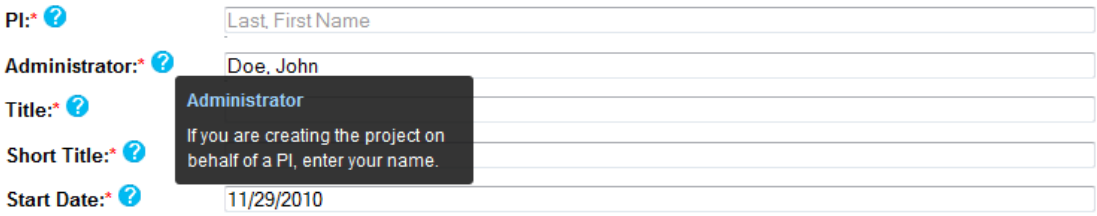


Figure 2: Help Pop-up

Additional Resources

Project Explorer for NEES (PEN) – (http://nees.org/resources/pen)

- Project modification between local computer and warehouse
- Bulk file upload for created projects
- File organization

Web Services – (http://nees.org/resources/restws)

- Intended for users with IT skills
- Project creation/updating
- Bulk file upload

SynchroNEES – (http://nees.org/resources/synchronees)

- Provides user interface for group Dropbox
- Flexible file space

(At this time the Project Editor does not have delete functionality. This functionality will be added in a future release; until then please open a support ticket if deletion is needed.)

Project

Begin by creating a new project. Select the menu option Project Warehouse > Create Project, Figure 3.

Figure 3: Creating a Project

After selecting "Create Project," you will be directed to the About tab under the Project, Figure 4. You must first save your new project before you can create experiments or modify team members. To save your new project, complete all of the required input fields on the About tab and select Preview/Save Project.

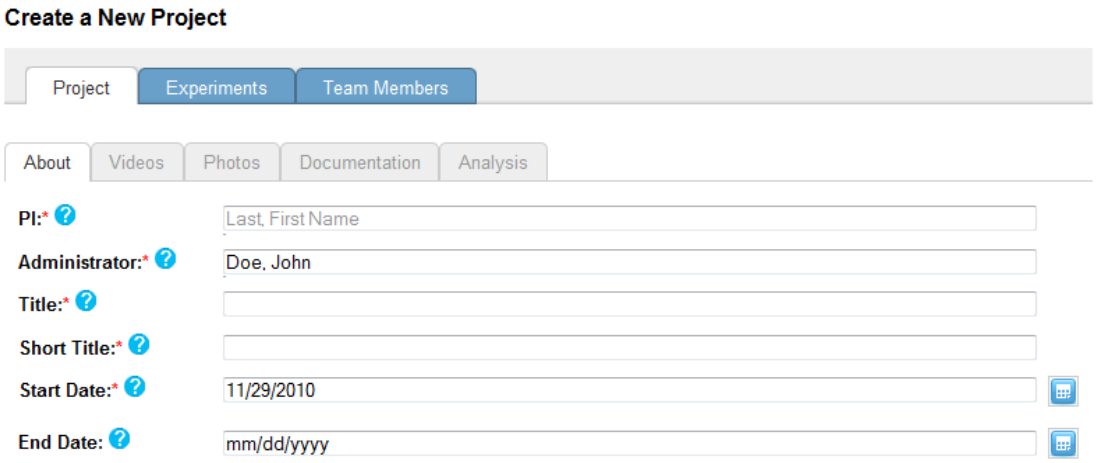


Figure 4: Project - About Tab

Warnings

The Project Editor will provide a warning when you try to access details of the project that are not available. For example, if you try to edit the experiments before saving your project, the Project Editor will provide a warning prompting you to save your project first, Figure 5.

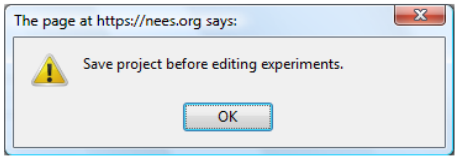


Figure 5: Project Editor Warning

Required Input Fields

Input fields with red asterisks are required by the Project Editor, Figure 6. All other input fields are optional. Not providing a required field yields an error.

Figure 6: Required Input Field

PI(s)/Administrator

By default, you are the Administrator of the project. If you are uploading the data on behalf of another person, enter their name in the PI(s) field. If you have more than one PI on your project, enter the name of the primary PI in the PI(s) field. Additional PIs can be entered using the Team Members tab. All PIs must be registered NEEShub users. The PI and Administrator fields have an auto-suggest option that can help you identify NEEShub users. Begin by typing the name of the PI or Administrator. Suggested names will appear below the field, Figure 7.

Figure 7: Auto-suggest for PI or Administrator

Short Title

The content of the short title is displayed inside the tree of the Project Display. The maximum number of characters is sixty (60). Please refrain from using acronyms or prefixes such as NEESR.

Multiple Value Fields

Input fields with a plus button allow you to add multiple values for a single field. In Figure 8, the displayed project has two (2) organizations. A third organization, University of Minnesota, can be added by selecting the plus button.

Figure 8: Multiple Value Fields

If you make a mistake, click the minus button to delete a value. Additional multiple value fields include the Sponsor and Website at the Project level and Equipment at the Experiment level.

Project Photo

Add a project photo by completing the fields on the right side of the page. The grayscale NEES logo shows where the image will appear in the Project Display, Figure 9.

Figure 9: Project Photo

Status

Select if the project is a NEES or non-NEES initiative. Most NEES projects will be created by the curator, Stanislav Pejsa (spejsa@purdue.edu). Please check with Stanislav prior to creating a NEES project to see if your project has already been created.

Security Level

Set the security level by choosing public, protected, or private. By default, projects are private and only team members will be able to view the project.

Experiment

To create a new experiment, go to the Experiments tab and click "Create New Experiment," Figure 10.

Figure 10: Create New Experiment

After selecting "Create New Experiment," you will be directed to the About tab under the Experiment, Figure 11. Similar to the Project tab, you must first save your new experiment before you can access the information in the additional tabs. To save your new experiment, complete all of the required input on the About tab and select Save About.

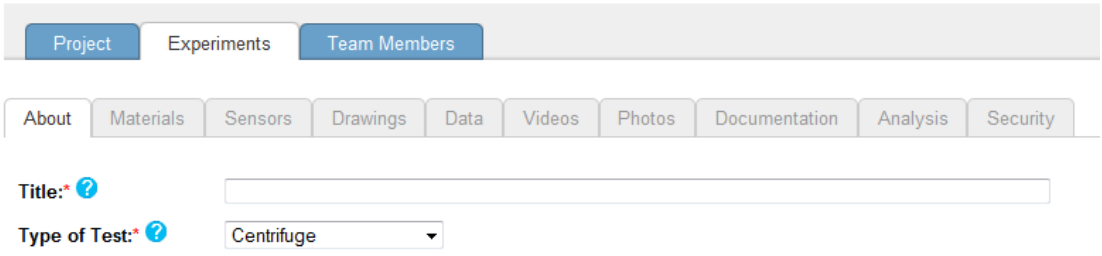


Figure 11: Experiment - About Tab

There are ten (10) tabs at the experiment level. Materials describe the properties of the test specimen. Drawings, Videos, Photos, Documentation, and Analysis upload files to their respective directories.

Adding Equipment

There is a link between the Facility and Equipment of an experiment. First select the experiment's facility. Once the facility is selected, a list of equipment for that facility will appear, Figure 12.

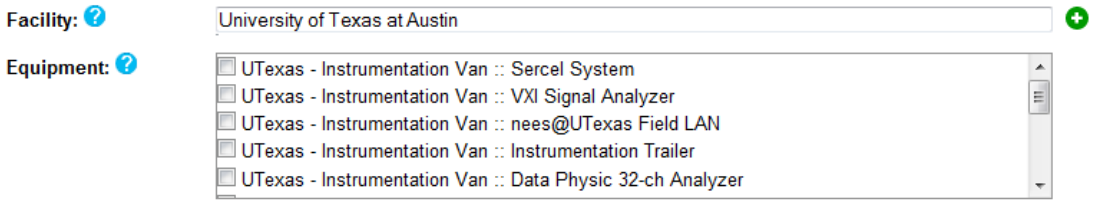


Figure 12: Adding Equipment

Sensors

Use the links on the left of your screen to create sensors lists and upload sensors. To upload multiple sensors, use the Excel file called, "SensorLocation," Figure 13. You must create a sensor list before uploading sensors.

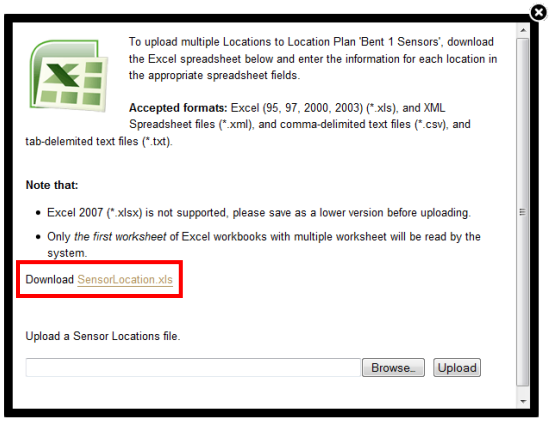
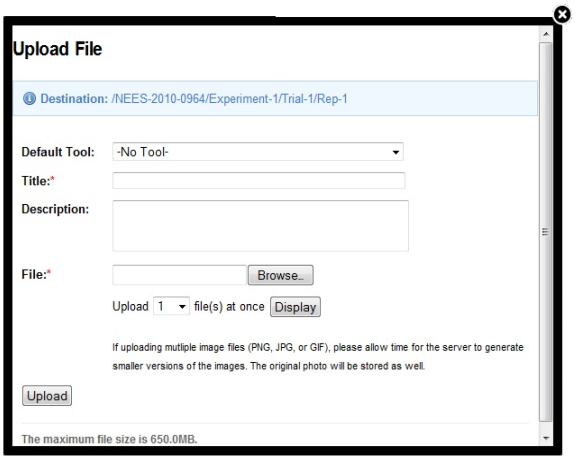


Figure 13: Multiple Sensor Upload

File Upload

When uploading files, the title is a required field. All other fields are optional. Up to fifteen (15) files can be uploaded at once using the Project Editor. A unique title will be generated for multiple file uploads; however, the same description will be used for each file, if a description is provided.



Drawings

Drawing files should be any photo file type. Currently the BMP photo file type is not supported in NEEShub. Drawings are further categorized into four groups: Drawing, Drawing – Sensor Layout, Drawing – Specimen, and Drawing – Setup.

Data

The Data tab can be used to upload or edit data files. Use the links on the left of your screen to create new trials and repetitions. By default, the first repetition for a trial is created automatically, along with the Converted, Corrected, Derived, and Unprocessed data directories for that repetition, Figure 14. When uploading files under the Data tab, the Default Tool option will appear. If applicable, select the tool that should be used to open the file. Currently inDEED is the only tool available.

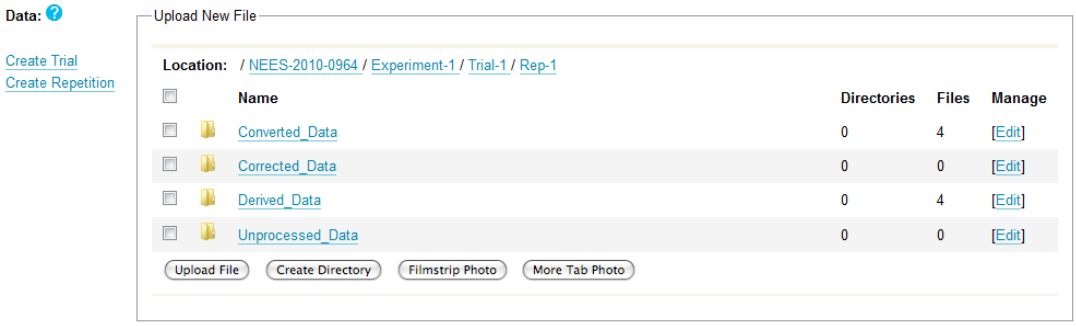


Figure 14: Data Directories at the Repetition Level

Descriptions for the four data types are provided below:

Unprocessed Data (Raw): Data as they come out of the data acquisition (DA) system. Preferably, these data should be stored in volts or the applicable electrical unit, in tab delimited ASCII files. If data from the DA are provided in engineering units, then the researcher should also provide the calibration values used to process the data, the configuration files for the DA, and any other file required to understand the DA process.

Converted: Data in ASCII[1] format (tab columns), converted from volts to engineering units, and without zero offsets (if applicable). If the DA outputs data meeting this description these files will simply be duplicates of the files under unprocessed data.

Corrected: Data in ASCII[1] (tab separated columns) format in engineering units and may be corrected to exclude noise, malfunctioning sensors, calibration errors, etc.

Derived: Files that include the corrected data plus columns of data that are functions of existing columns. This data may be re-sampled if appropriate. Derived data is what the researcher wants to show to the world.

If applicable, photos and video may also be included under data. If the photo or video is unaltered, then it should be categorized as Unprocessed data. If the photo or video has been altered, then it could be categorized under Corrected or Derived data. Corrected data could be a photo or video that has had lens distortion correction, while Derived data may be a photo or video that has been edited for a presentation.

Videos

Videos have two options: movie file (i.e. *.mov, *.avi, *.wmv) or frames. If you have a video consisting of frames from a tool such as RDV, zip or tar the directory that holds the images and upload the zip or tar file. Do not upload individual image files.

Photos

Photos are separated into two groups: Data or Other. Data-photos are photo files located in the data directories (Converted, Corrected, Derived, or Unprocessed). To view the Other photos, select the “Other” radio button at the top of the Photo tab, Figure 15.

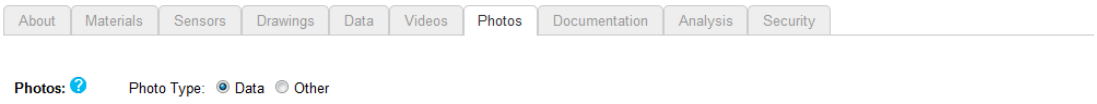


Figure 15: Photo Types

[1] ASCII format is preferable. Tools in the Hub have been programmed to work with ASCII format. Other formats may be accepted but may not be supported by Hub tools.

Filmstrip photos appear at the top of the Experiment pages in the Project Display. To select the filmstrip photos, use the "Filmstrip Photo" button in the Photos tab of the Project Editor, Figure 16.

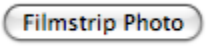


Figure 16: Filmstrip Photo Button

Security Level

The privacy level of an experiment is not connected to the project or other experiments in a project. By default, experiments are private and only team members will be able to view the experiment.

Team Members

All team members must be registered NEEShub users. If you have grant privileges, you have the ability to add or delete people in a project. To add a new team member, use the Add Team Member field at the top of the page. The field will automatically suggest registered NEEShub users as you type your member's name.

Additionally, grant privileges allow you to edit the roles and permissions for team members, Table 1.

Table 1: Team Member Roles

Role	Description
View	(Default Role) Team member can view all files in the project and/or experiment
Create	Team member can create new experiments
Edit	Team member can change descriptions, upload files, etc. for the project and/or experiment
Delete	Team member can delete files and experiments
Grant	Team member can add/delete members to the project and control access to experiments

Users with grant permission can also control who has access to the project and who has access to each experiment, Figure 17. For example, you can limit the access to a newly created experiment until initial data verification has been completed. After which you may make the experiment accessible to all team members. It is important to note that data that is not available to all group members is not available to be read by the tools on NEEShub.

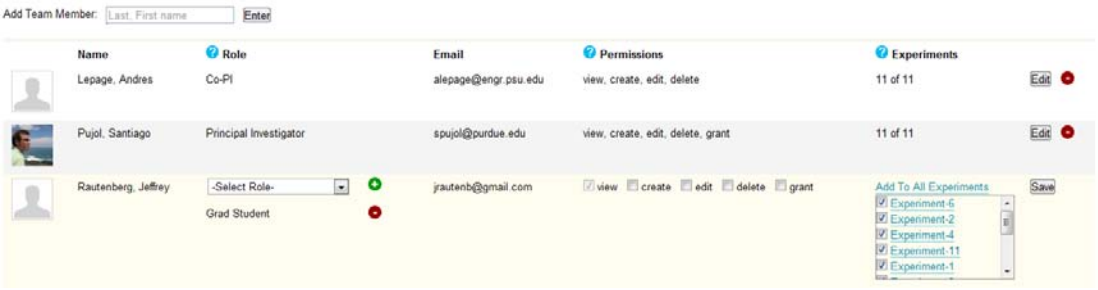


Figure 17: Editing Team Members

Editing Projects

After creating your project or experiment, you can easily edit it later. From the main menu on NEEShub, click "My Projects" and select the project you would like to update. On the right side of the page, a link appears that says, "Edit this Project," Figure 18. A similar link appears for experiments. After clicking the link, you will be redirected to the Project Editor. It should be noted, that you must be logged in to NEEShub for the edit link to appear on your project and experiment pages.

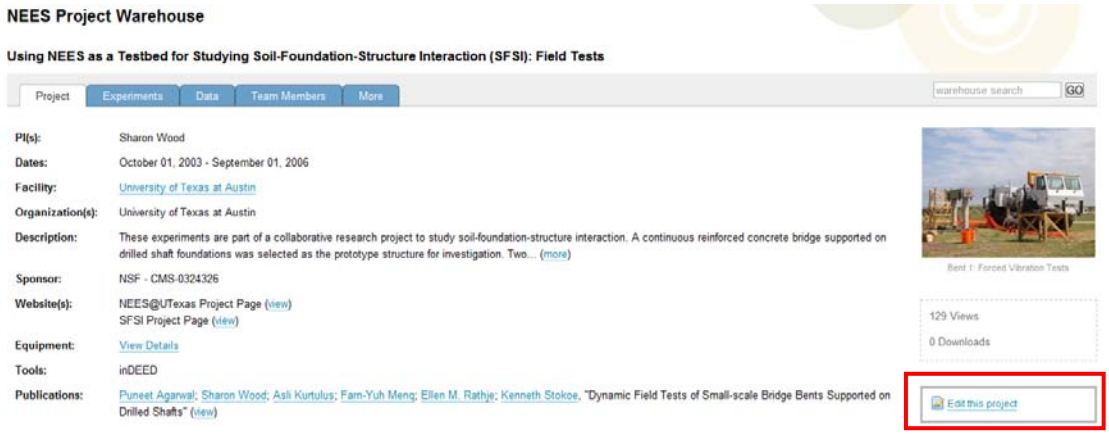


Figure 18: Edit Project Link