



Science Directorate Information System (SDIS)

Getting started

June, 2012

Read these notes first! They are essential reading for using SDIS and entering your 2012 ARAR update online.

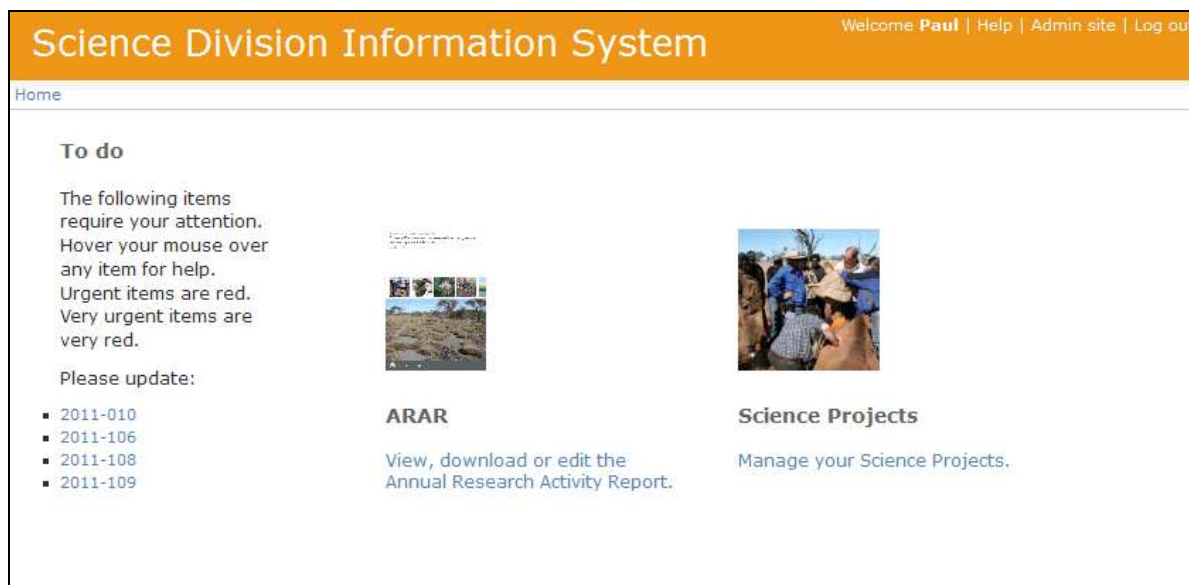
- This is our first cut at SDIS. It is a work in progress. You may encounter glitches. So fill yourself with goodwill as you use it. The SDIS team are keen to hear constructive feedback on all aspects of the system. For anything else – talk to management ☺.
- SDIS works best in  Firefox or Chrome  browsers. SDIS does not currently work with Internet Explorer (IE) V8 or below. See below for instructions on installing Firefox.
- To access SDIS, click on <http://sdis.dec.wa.gov.au> If your default browser is not Firefox, don't just click on the link or IE might start up. Start Firefox first, then copy and paste, or type this address into Firefox.
- If this is the first time you've accessed SDIS, you'll be presented with the login screen. To authenticate yourself with SDIS, use your normal DEC username and password.
- Main concept: SDIS is about science projects. The ARAR is one document reporting on project progress. Two other documents about projects are Science Concept Plans (SCPs) and Science Project Plans (SPPs). At this stage, SDIS only supports the updating of ARAR. Support for SCPs and SPPs will come later.
- For instructions on how to provide project updates see *How to provide a project update* below.
- If something doesn't work as expected, or fails, or seems illogical, it is not your fault. This is a new system and there will be teething issues, and bugs. This is normal. If anything looks daft, please let Paul or Florian know, because it probably *is* daft.
- The ARAR content for 2012 has been pre-populated from last year's ARAR. It also contains empty placeholders for new SPPs that have been approved since then.
- If team membership has changed, this will need to be updated. See *How to change team membership* below.
- If the title of a project is incorrect, or in the wrong program, or shouldn't be there, let Glenda know. (If you don't see your project at all, check with Glenda whether there is an approved SPP for it. SCPs are not reported on.)
- When the system is fully functional, changes to project content or status will result in an email automatically being sent to the appropriate person. This isn't yet enabled. For now, update your content. The Program Leader will regularly check the status of each project and will know if you haven't updated anything.
- If you want to know who made SDIS happen, see *Who to blame* below. If you have ideas for how to improve SDIS, talk to Paul or Florian.

Installing Firefox





- Click on the following link, or copy and paste into IE: <http://www.firefox.com>
- Click on the button that looks like this:
- Follow the instructions for installing Firefox.

How to provide a project update





- If you've put in the right address and logged in OK you should see the following screen. If not, email Paul or Florian for help.



- There are three ways to find your project:
 1. Projects awaiting your, or your team members', input are displayed under the **To do** list. For Program Leaders, any project updates awaiting review are displayed here too. Click on any of the links to be taken straight to *Report Update* page.
 2. Click on the ARAR link. This will display the ARAR page. Click on the 2012 link. (Links to pdfs of previous ARARs are on the right). This will display the whole ARAR report in an accordion-style display. Click on any of the gray headings to expand them. Click on Research Activities, find your Program, then your project. (Projects needing content are coloured red. Projects your PL has reviewed and accepted are coloured green.) Click on the *Edit* link. This brings up the *Report Update* page.
 3. Click on the *Manage your Science Projects* link. All the projects you are a team member of are displayed. Click on a project. This displays the *Science Project* page. Then expand the *Annual Activity Report preview* heading. Click on the *Edit* link. This brings up the *Report Update* page.
- From the *Report Update* page you can do a bunch of stuff:
 - If you're a team member an **Update** button will be visible. Click on that to update content. A new page will appear show the ARAR fields you can update. The **Save** button is at the bottom of the page. It can take a few goes to populate all the required information. Update and save as often as you want.

- The supervising scientist will see a  [Submit](#) button. When the content for a project is ready, the supervising scientist should click that button. This tells the Program Leader the new content is ready for review.
- If you're a Program Leader (PL), you'll see two buttons,  [Approve](#) and  [Request revision](#) (if the supervising scientist has clicked *Submit*, that is). If you're happy with the content, click *Approve*. If the content needs more work, leave a comment and click *Request revision*. (A PL can also edit content themselves for any projects in their Program.)
- At any time PLs, supervising scientists or team members can click the  [Comment](#) button to leave a comment about any part of the project update. (You can delete your own comments, but not anyone else's.)
- Refer to the Science Division Activity Report stylesheet for style guidelines specific to the ARAR.

Changing team membership

- You edit team membership, including supervising scientist, from the *Science Project* page. To get there, click the *Home* link in the breadcrumbs, or on the main banner. Click on the *Manage your Science Projects* link. Find your project and click on the link.
- Team membership is displayed at the top of the page. Click  [Edit](#) or  [Delete](#) to change existing details. Click  [Add team member](#) or  [Add collaborator](#) to add new team members.
- If a team member is not present in the dropdown list of recognised staff, let Florian or I know. If any of their details, e.g. spelling, are incorrect, let us know as well.

Who to blame

Here are the people responsible for making SDIS happen:

Project sponsor: Margaret Byrne (A/Director, Science Division)

Steering Committee: Margaret Byrne, Colin Yates, Glenda Lindsey, Paul Gioia

Project manager, documentation, business analysis: Paul Gioia

Developer: Florian Mayer

Data administrator: Glenda Lindsey

Legacy data entry: Glenda Lindsey, Paul Gioia, Florian Mayer

Infrastructure and application support: Adon Metcalfe, Ashley Felton