opti quick start guide

opti **helps you locate, connect, share, and integrate IRWMP project information within your IRWM Community. This Quick Start Guide will assist you to jump start the use of *opti*. For more detailed instructions, please refer to the User Guide by clicking on the Help icon in the navigation bar.**

How to Gain Access to opti

opti is a public system. On the login screen, input the required information and click on the *Register* button. Once your account has been successfully created, you may enter your email and password in the "Existing Users" box and click *Login*.

How to Navigate opti

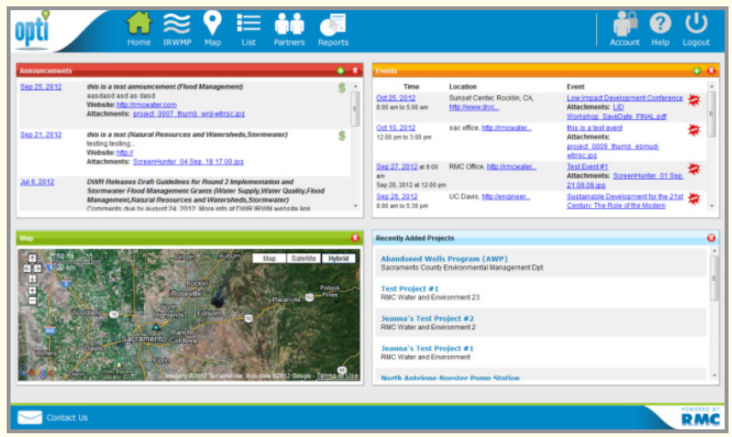
Once logged into ***opti***, information and tools are accessible via the navigation bar. Click on the icons to display different modules in your screen. Modules provided are:

- **Home –** displays Announcements, Events, and Recently Added Projects
- **New (+)** – click here to add a new project
- **Map –** displays a map of the projects
- **List –** displays a list of the projects
- **Partners –** displays a list of Community Members and Organizations
- **Reports –** provides access to predefined reports and a custom search tool

How to View Announcements and Events

Announcements and Events are posted in the **Home** page.

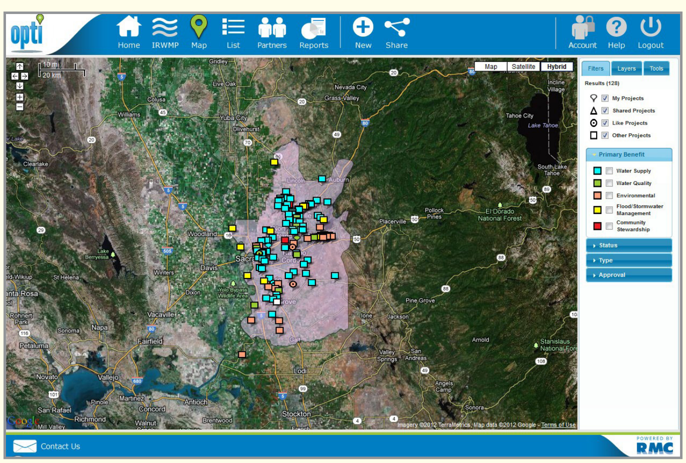
- Click on an Announcement or Event hyperlink to view the details and download attachments.
- Click on the "+" icon in the dashboard banner to add a new Announcement or Event to the site.



How to Become a Community Member

To add and submit projects to ***opti***, you must first become a Community Member.

- Click on the **Account** icon to open your profile information.
- Fill out all the required fields and click the *Become a Community Member* button at the bottom of the window. You will receive an email when your request has been authorized.



NOTE: your project will not be visible to the public until you have submitted it to the administrator and it has been accepted for publication.

How to Add a New Project

To add a project to ***opti***:

- Click on the **Map** icon in the navigation bar to view a map of projects.
- Then, click on the **New** icon in the navigation bar. If you are a Community Member, the project entry screens will open.
- Fill out the project information and click the *Save* button.
- You may continue to update project information prior to and after submitting the project to the administrator.

How to Share a Project

The Share Tool allows a select group of users to be able to view and edit your project prior to submission.

- Click on the **Map** or **List** icon to access the projects.
- Click on the **Share** icon in the navigation bar to open the Share Tool.

How to View Project Details

To view project details and update your project:

- Click on the **Map** or **List** icon in the navigation bar.
  - In the Map view, mouse over your project on the map and click on the project title when it appears.
  - In the List view, filter the list to show "My Projects" and select your project.
- A new window will open with the project details.
- Click on the *Details* tab on the left hand panel to view and edit project information.