Guide for Searching, Registering and Managing Research Projects, Calls and Events through DROPLET

This document is a DRAFT version of the DROPLET User's Guide. We welcome your comments on its contents - Please send us your feedback at DROPLETadmin(at)epa.ie

Contact Us:

EPA DROPLET Administrator: DROPLETadmin(at)epa.ie

The "(at)" in the droplet email address is replacing the "@" sign to protect privacy and minimise unwanted emails to this address

Contents

Introduction 3

Public homepage of DROPLET 3

DROPLET shortcuts & useful links 4

Public users on DROPLET 6

Explore Research: Research project map 6

Explore Research: Research table viewer ..... 7~~8~~

Explore Research: Download DROPLET projects ..... 9~~10~~

Connect to Research: Events ..... 9~~10~~

Connect to Research: Funding ..... 11~~12~~

Registered users on DROPLET ..... 12~~13~~

Funding organisations ..... 12~~13~~

Researchers ..... 12~~13~~

Who has this access? ..... 13~~14~~

How do I register on DROPLET? ..... 14~~15~~

Funding organisations ..... 14~~15~~

Researchers ..... 14~~15~~

How to logon ..... 15~~16~~

What do I do if I forget my password? ..... 15~~16~~

Funding organisation homepage ..... 16~~17~~

How to create a new funding call on DROPLET ..... 17~~18~~

Editing a funding call ..... 19~~20~~

How to create a new Research Event on DROPLET ..... 22~~23~~

Additional abilities as a funding organisation DROPLET manager ..... 24~~25~~

Registered researchers homepage ..... 26~~27~~

How to create a new research project on DROPLET ..... 27~~28~~

Upload information for research projects on DROPLET ..... 27~~28~~

Submitted project information Processing and Summary page ..... 33~~34~~

Hide, edit or delete information ..... 34~~35~~

Final important upload rules ..... 36~~38~~

User Specific Downloads ..... 36~~38~~

Introduction

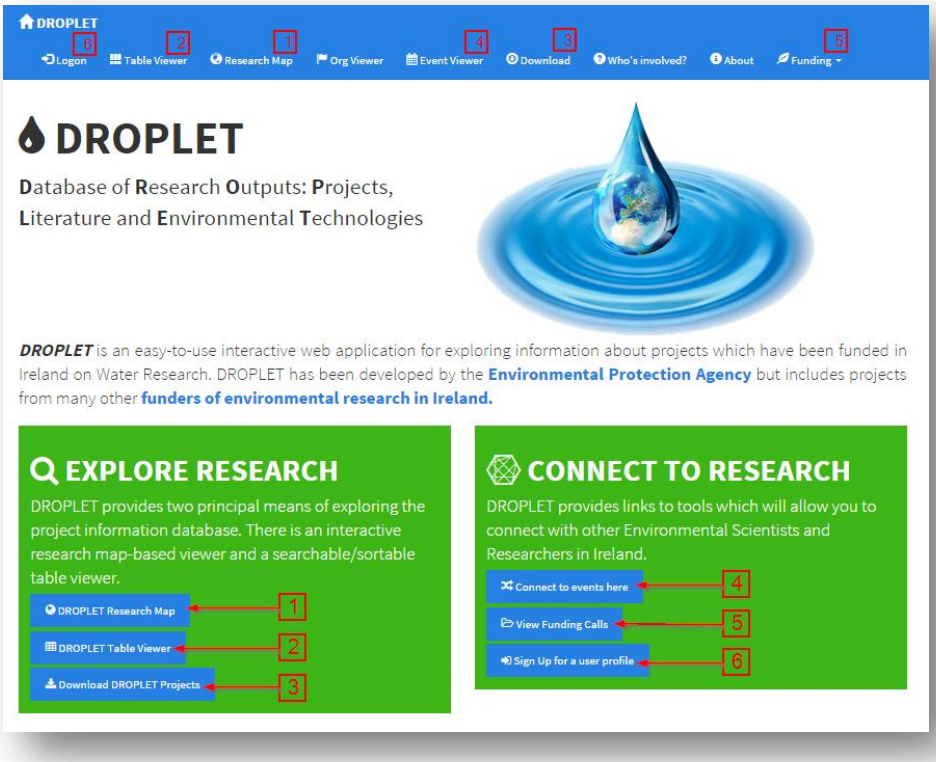
The online **D**atabase of **R**esearch **O**utputs: **P**rojects **L**iterature and **E**nvironmental **T**echnologies (**DROPLET** http://erc.epa.ie/DROPLET/), is a **searchable and editable** database of water related research projects, calls and events. This website provides a one-stop area where users can explore projects funded nationally, in the past and present, and where users can be up to date on all national and international calls and events.

Public homepage of DROPLET

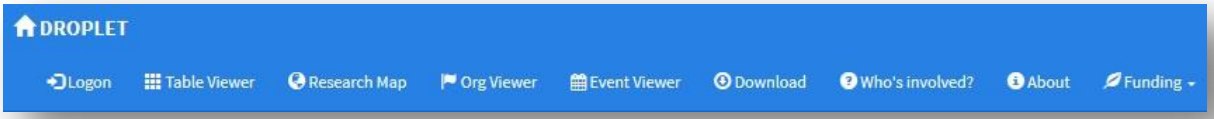
The homepage for all visitors to DROPLET is displayed below. The homepage is interactive, simple and will engage visitors to explore the key information portals of the website. These are:

1. Research Project Map
2. Research Table Viewer
3. Project information download
4. Research events
5. Funding Calls
6. User profile sign up

Figure 1: Homepage on DROPLET

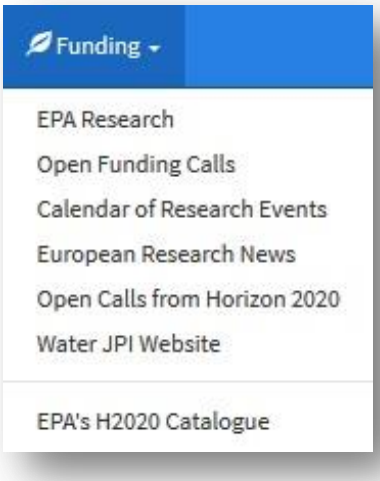
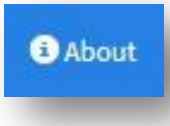


DROPLET shortcuts & useful links



On the top menu bar, you have access to the following links:

Table Viewer	Table Viewer, which brings you to the ***Research table viewer*** section
Research Map	Research Map, which brings you to the ***Research map viewer*** section
Org Viewer	Org. Viewer: which brings you to a list of the Research Funding organisations listed in DROPLET
Event Viewer	Event viewer: which bring you to the DROPLET ***calendar of research and funding events***
Who's involved?	Who is Involved: which gives you a description of the Research Funding organisations listed in DROPLET
Download	Download, which brings you the ***Download DROPLET projects*** section

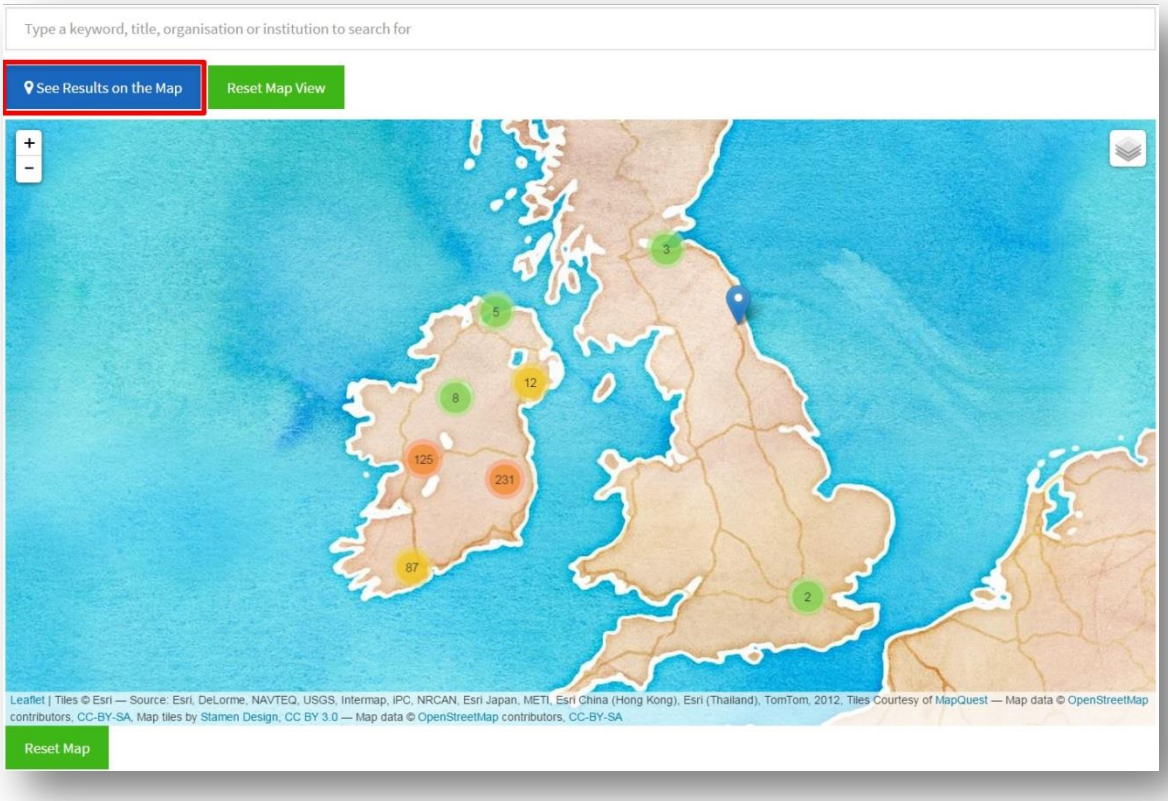
  	Funding, which brings you to the ***DROPLET Funding*** section, as well as provides you with links to the EPA Research, Horizon 2020 and Water JPI webpages
	Logon, which brings you to the ***DROPLET Log on*** page
	About, which gives you information on how to contact us
	Home, which brings you back to the ***DROPLET home*** page

Public users on DROPLET

Explore Research: Research project map

You can explore the map of research institutions and organisations by zooming in using the arrow keys on the map, or by clicking on any of the map pins.

Figure 2: Map viewer page

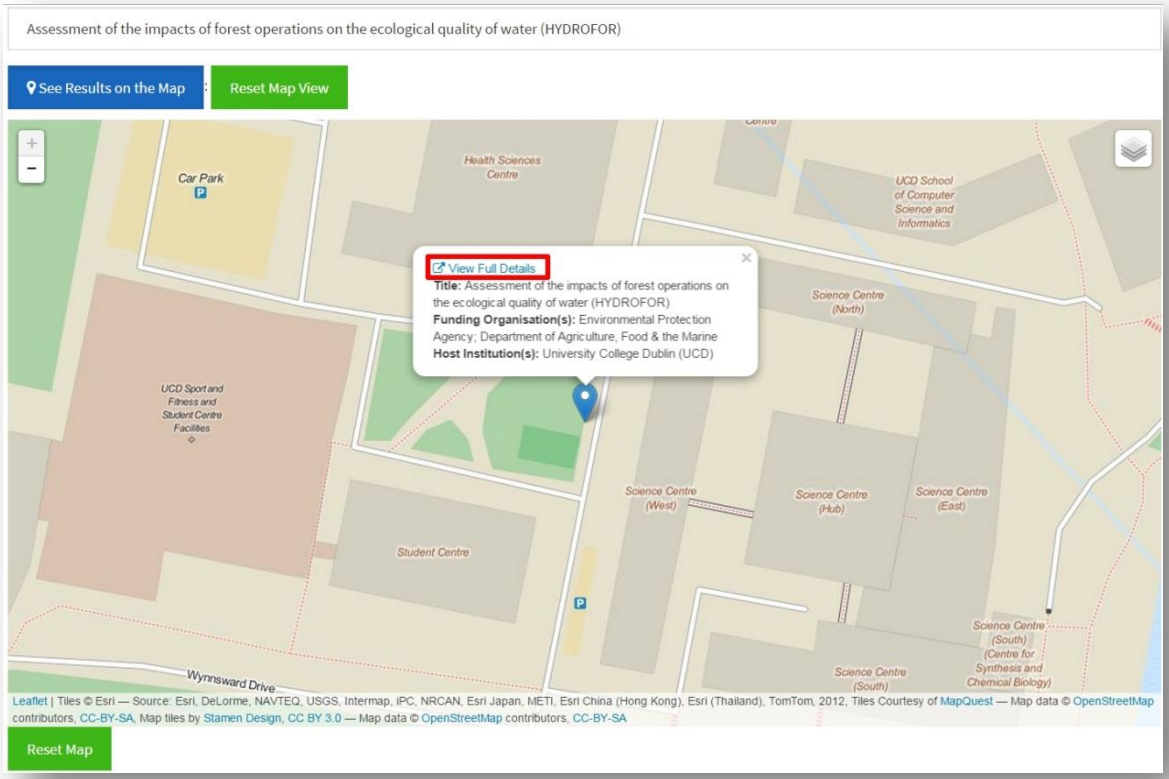


Alternatively you can search by entering key words into the search bar above the research map. Once your key words have been entered into the search bar, a dropdown menu of projects relating to that word will appear. Select the project you are interested in and click on the 'See Results on the Map' button.

The map view will zoom to the project pin of the project which has been selected in the key word search bar.

You can then click on the project pin, a text box will appear, giving a short summary and the option to view more details (**Figure 3**)

Figure 3: Zoom to pin view of research map



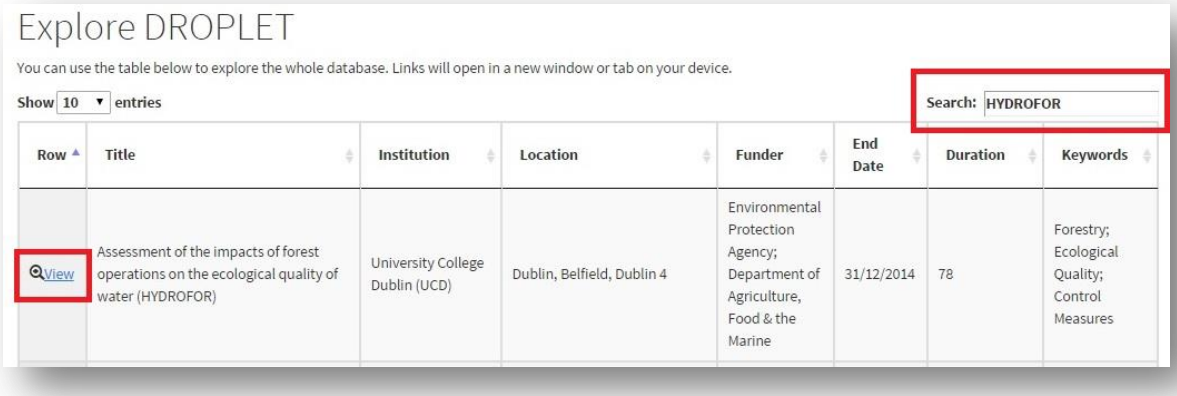
Clicking on 'View Full Details' will open a new page which contains a table with full details of the project as well as links to further information and published material. (**Figure 5**)

Explore Research: Research table viewer

The 'Table Viewer' enables users to search for projects on DROPLET by typing in key words and figures through the search bar (**Figure 4**).

Clicking on 'View' will also open the full project summary details and links of the research project, in a new web page (**Figure 5**)

Figure 4: Table viewer search results



Explore DROPLET

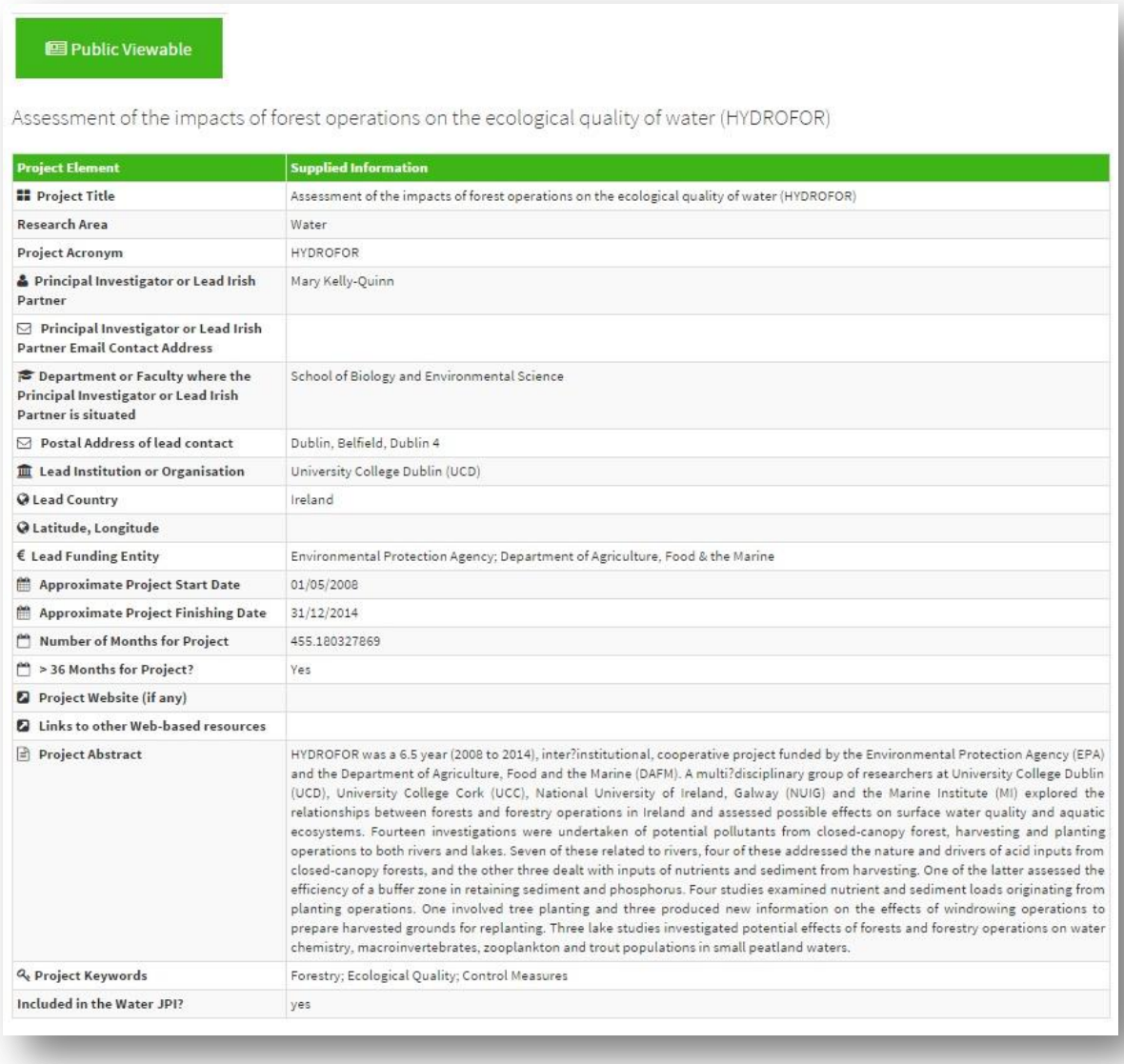
You can use the table below to explore the whole database. Links will open in a new window or tab on your device.

Show 10 entries

Search: HYDROFOR

Row	Title	Institution	Location	Funder	End Date	Duration	Keywords
View	Assessment of the impacts of forest operations on the ecological quality of water (HYDROFOR)	University College Dublin (UCD)	Dublin, Belfield, Dublin 4	Environmental Protection Agency; Department of Agriculture, Food & the Marine	31/12/2014	78	Forestry; Ecological Quality; Control Measures

Figure 5: Full details project information page

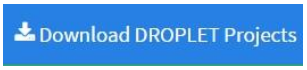


Public Viewable

Assessment of the impacts of forest operations on the ecological quality of water (HYDROFOR)

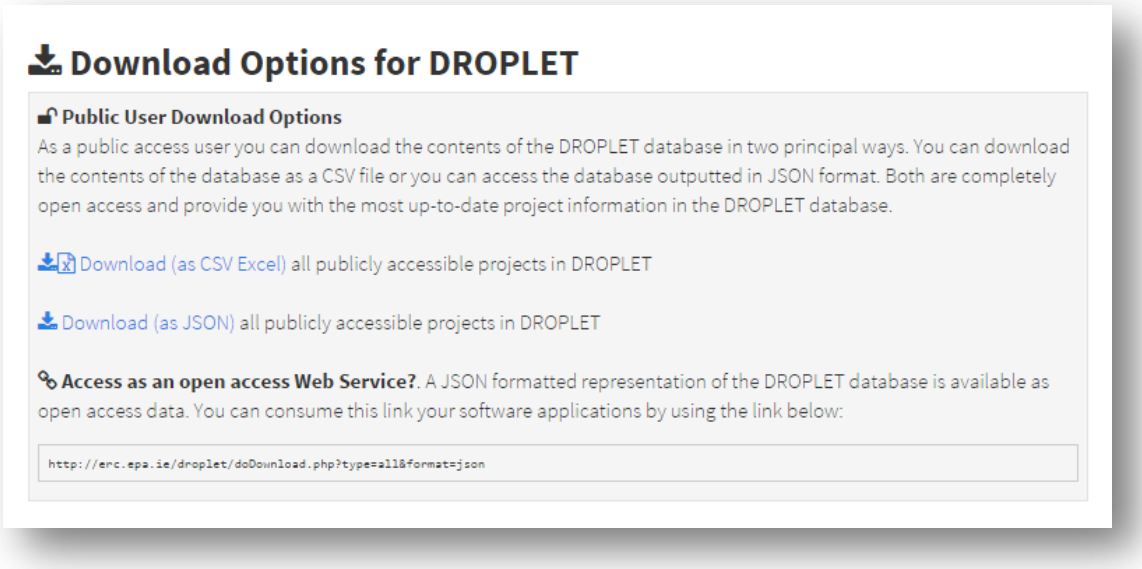
Project Element	Supplied Information
Project Title	Assessment of the impacts of forest operations on the ecological quality of water (HYDROFOR)
Research Area	Water
Project Acronym	HYDROFOR
Principal Investigator or Lead Irish Partner	Mary Kelly-Quinn
Principal Investigator or Lead Irish Partner Email Contact Address	
Department or Faculty where the Principal Investigator or Lead Irish Partner is situated	School of Biology and Environmental Science
Postal Address of lead contact	Dublin, Belfield, Dublin 4
Lead Institution or Organisation	University College Dublin (UCD)
Lead Country	Ireland
Latitude, Longitude	
€ Lead Funding Entity	Environmental Protection Agency; Department of Agriculture, Food & the Marine
Approximate Project Start Date	01/05/2008
Approximate Project Finishing Date	31/12/2014
Number of Months for Project	455.180327869
> 36 Months for Project?	Yes
Project Website (if any)	
Links to other Web-based resources	
Project Abstract	HYDROFOR was a 6.5 year (2008 to 2014), inter?institutional, cooperative project funded by the Environmental Protection Agency (EPA) and the Department of Agriculture, Food and the Marine (DAFM). A multi?disciplinary group of researchers at University College Dublin (UCD), University College Cork (UCC), National University of Ireland, Galway (NUIG) and the Marine Institute (MI) explored the relationships between forests and forestry operations in Ireland and assessed possible effects on surface water quality and aquatic ecosystems. Fourteen investigations were undertaken of potential pollutants from closed-canopy forest, harvesting and planting operations to both rivers and lakes. Seven of these related to rivers, four of these addressed the nature and drivers of acid inputs from closed-canopy forests, and the other three dealt with inputs of nutrients and sediment from harvesting. One of the latter assessed the efficiency of a buffer zone in retaining sediment and phosphorus. Four studies examined nutrient and sediment loads originating from planting operations. One involved tree planting and three produced new information on the effects of windrowing operations to prepare harvested grounds for replanting. Three lake studies investigated potential effects of forests and forestry operations on water chemistry, macroinvertebrates, zooplankton and trout populations in small peatland waters.
Project Keywords	Forestry; Ecological Quality; Control Measures
Included in the Water JPI?	yes

Explore Research: Download DROPLET projects

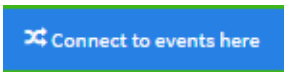
You have the ability to download research project information, which is made publically available, as a CSV or JSON file by clicking on the 'Download DROPLET Projects' button: 

on the DROPLET homepage. This will bring you to the public user download page where all projects made 'Publically available' by the managers of DROPLET are downloadable. (**Figure 6**)

Figure 6: Public user download view

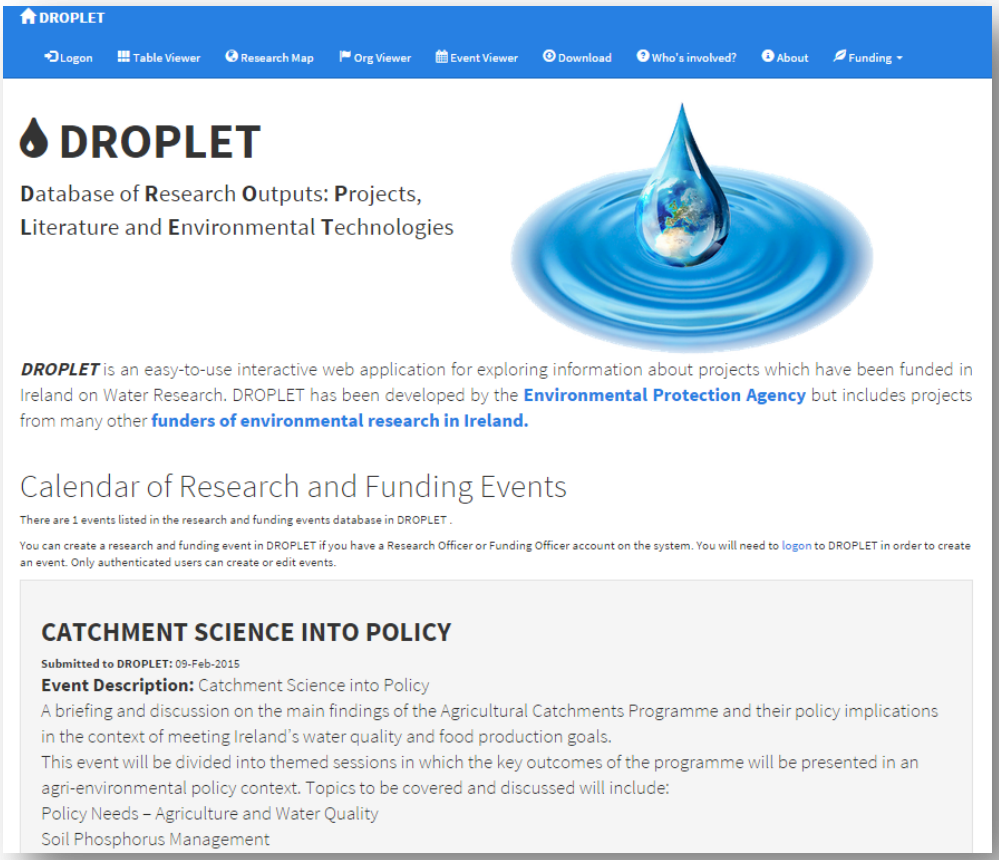


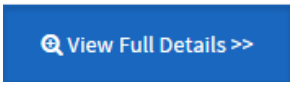
Connect to Research: Events

By clicking on the 'Connect to Events here' button: 

on the homepage, you will be able to access a listing of water-related research events with links to the event information and registration webpage.

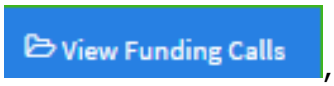
Figure 7: DROPLET calendar of research and funding events



By clicking on the 'View Full Details' button: 

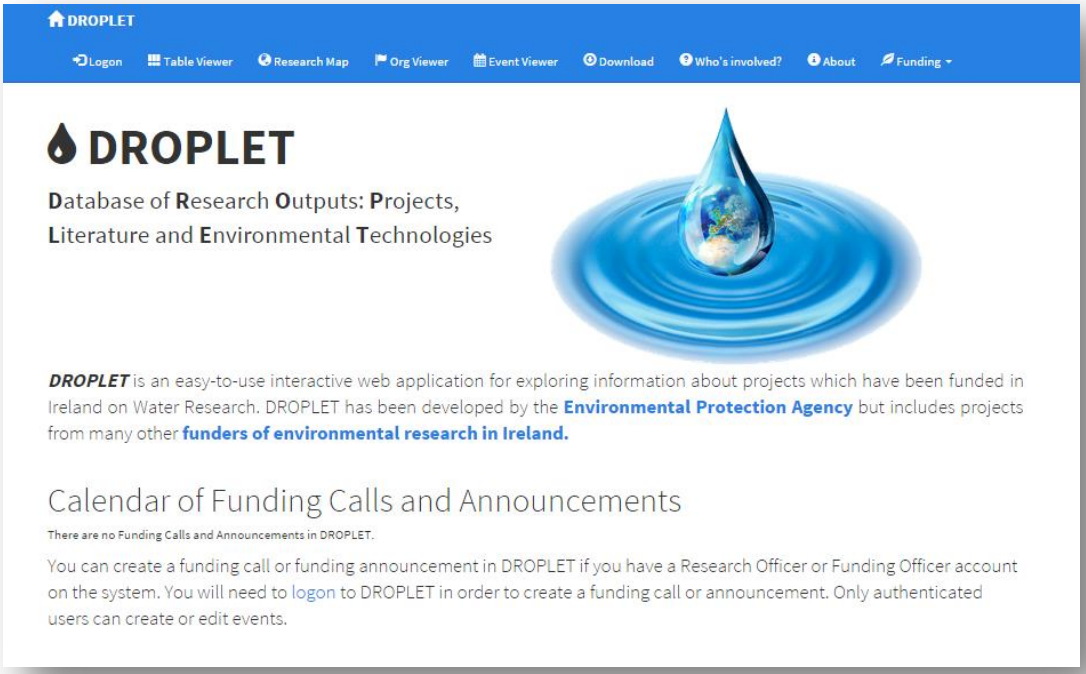
, below the event you wish to view, you will be brought to a webpage with the full details and links of the event.

Connect to Research: Funding

By clicking on the 'View Funding Calls' button: 

, on the DROPLET homepage, you will be able to access a listing of water-related funding calls and announcements.

Figure 8: DROPLET calendar of funding calls and announcements



Registered users on DROPLET

DROPLET is intended for the long-term use of managing information on research projects, calls and events. This can be done by actively uploading and editing information on the database through the easy-to-use interactive webpages.

Funding organisation DROPLET managers and researchers have the ability to **register** and **log on** to their own **user profile**. Depending if you are a funding organisation or a researcher; your user profile will enable you to **manage, edit and upload** information on research projects, calls and events. You can also **hide** information that you have uploaded which will remain on your user profile, but will be hidden from public view or from the view of other registered managers.

As DROPLET is managed by funding organisations and researchers, it prevents fragmentation and duplication of information. It is a one-stop area for exploring information on projects funded nationally, in the past and present, and for accessing and advertising up to date information on all national and international calls and events.

By registering as a funding organisation manager or as a researcher, you are given the ability manage the information on the DROPLET database. All the information can be easily managed, edited and stored on your own DROPLET user profile which is unique to you.

Funding organisations

As a **Funding Organisation** DROPLET manager, your unique profile enables you to:

- Upload, edit and store information on your funding organisations projects, calls and events
- Choose if this information which you have uploaded is made public or private.
- Download all the information that has been uploaded by you on your own profile (publically available/private).
- Download all information that has been made publically available on DROPLET by other registered users and managers.

Researchers

As a **Researcher,** your unique profile enables you to:

- Upload, edit and store information on your research projects.
- Choose if this information which you have uploaded is made public or private.
- Download all the information that has been uploaded by you on your own profile (publically available/private).

- Download all information that has been made publically available on DROPLET by other registered users and managers.

This means managers can easily **access** and **share** information as well as use your unique profile to store all public and private information uploaded and managed by you.

Who has this access?

Funding organisation DROPLET managers and researchers can register their details through the 'sign up' portal of the DROPLET homepage (**Figure 1**). This sign-up will need to be verified by an administrator in order to be sent your unique logon details (user name and password).

Funding organisations DROPLET manager will have access to a user profile, which will enable them to manage and upload information on research projects, funding calls and research or funding events, without the need for verification on these uploads by an administrator.

Researchers will have a user profile with the ability to upload their own projects, subject to verification by a DROPLET administrator.

How do I register on DROPLET?

Funding organisations

Funding organisations will need to identify one person (DROPLET manager) that will be updating and managing projects funded by their organisation or institute on DROPLET.

A DROPLET administrator will create initial logon details for funding organisation DROPLET managers to access their user profiles.

The details needed to create a new funding organisation manager are:

- Full name
- Organisation
- Email address
- A preferred username for DROPLET Log On (5-15 characters)

Any requests for a funding organisation user profile should be made known to an EPA DROPLET administrator who will then upload these details to create the new user profile.

An email will be sent to the person whose profile has been created containing their **private password.**

Researchers

If you would like to register as a researcher, simply click on 'Sign Up for a user profile' on the DROPLET Homepage (**Figure 1**) and enter your details:

- Full name
- Organisation
- Email address
- A preferred username for DROPLET Log On (5-15 characters)

Once your account has been verified, an email will be sent containing your **private password.**

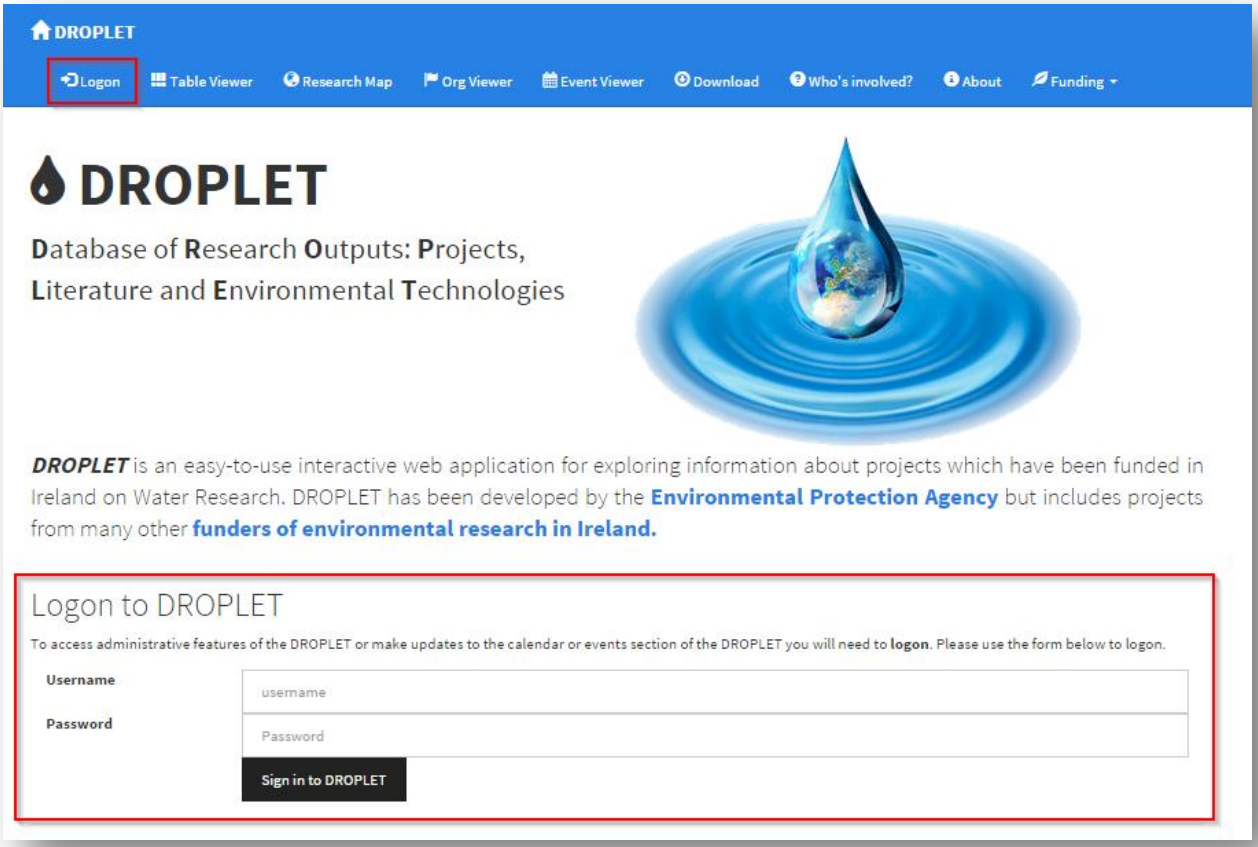
****You MUST use the password generated by DROPLET. Consequently you should **keep this email safe and private.**
****This is a unique **password** that will need to be kept or remembered along with your **user name** for the **Logon** to DROPLET.

*****NOTE:** The Funding Organisation DROPLET manager is responsible for the updating and management of their own projects, calls and events information which they themselves will up load using the appropriate DROPLET online fields. This information is not subject to verification from a DROPLET Administrator and will be the sole responsibility of the Funding Organisation DROPLET manager.

How to logon

Once you have received the email with your username and private password, you can click on 'Logon' at the top left of the DROPLET homepage and fill in your details. (**Figure 9**)

Figure 9: Log on DROPLET Homepage



You will need to remember your **'User Name'** and **'Password'** to logon.

Once you have logged on you will be brought to the Funding Organisation home page. (**Figure 10**)

What do I do if I forget my password?

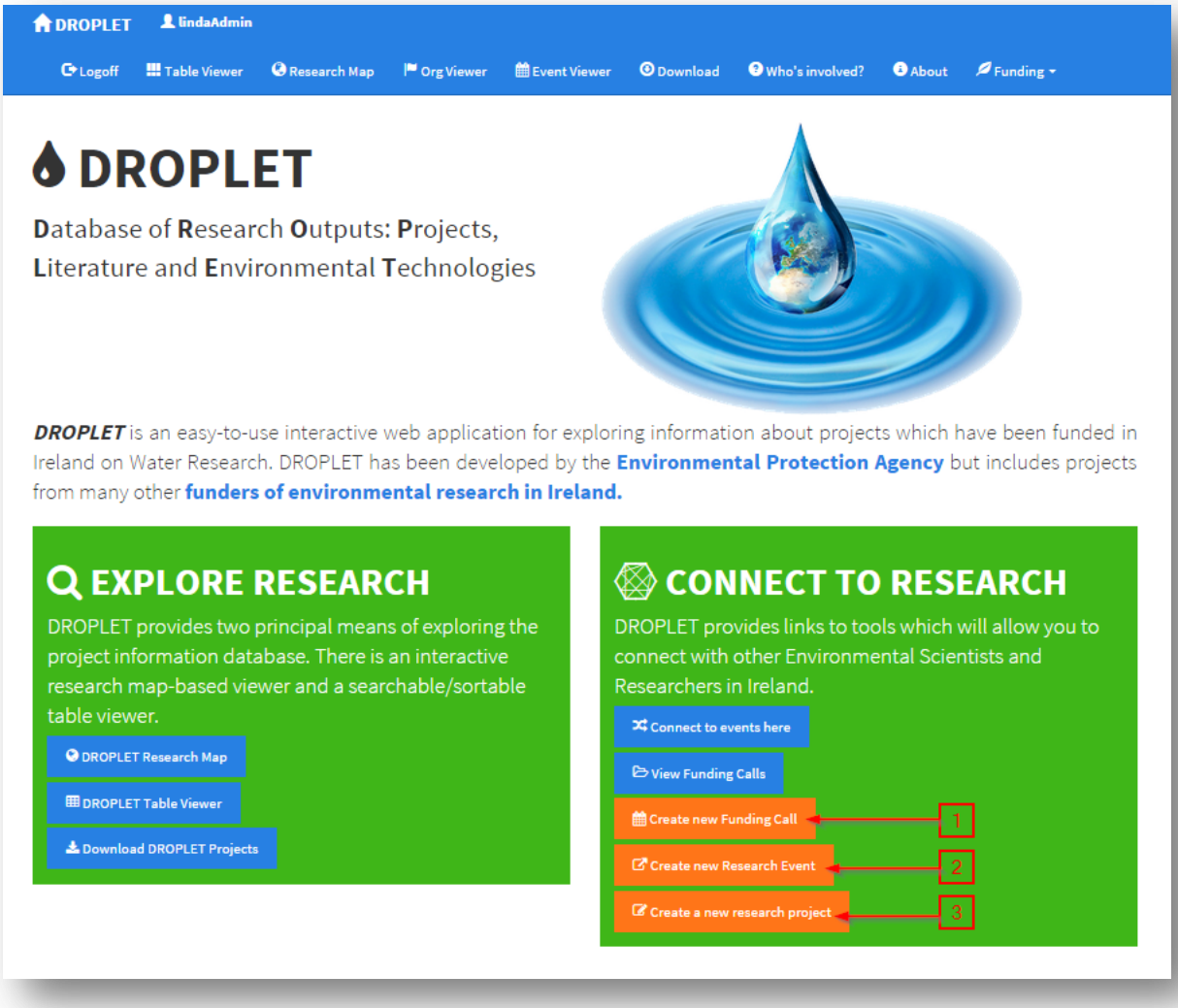
If you forget your password or Logon details, you can email DROPLETadmin(at)epa.ie and your Logon details will be resent.

Funding organisation homepage

When you log on as a manager, you will see that there are additional abilities to create and manage **three portals** on the database (**Figure 10**)

1. Create New Funding Call
2. Create New Research Event
3. Create New Research Project

Figure 10: DROPLET Main Page for funding organisation



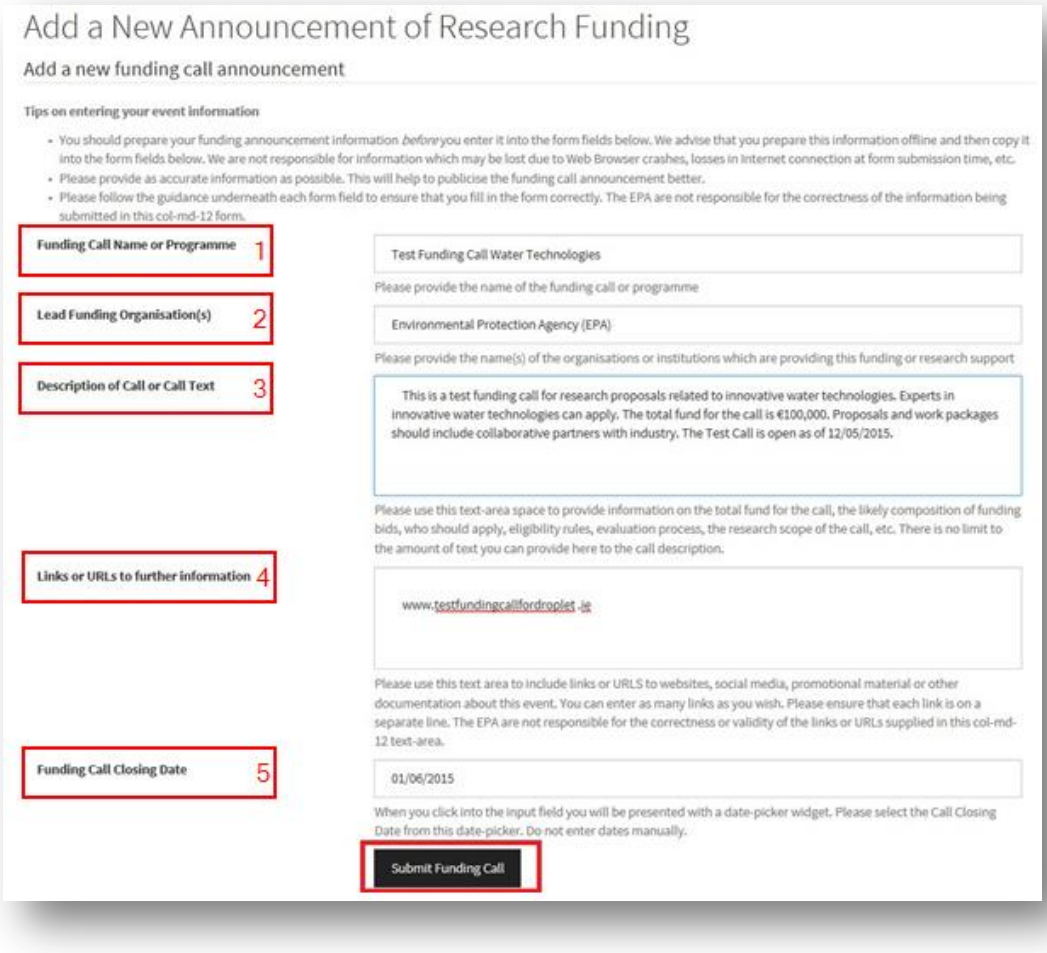
How to create a new funding call on DROPLET

As a manager of the information on DROPLET, you have the ability to upload and advertise the research calls of your funding organisation, by completing the following online submission fields (**Figure 11**):

1. **Funding Call Name or Programme**
   Please provide the name of the funding call or programme
2. **Leading Funding Organisations**
   Please provide the name(s) of the organisations or institutions which are providing this funding or research support
3. **Description of Call or call text**
   Please use this text-area space to provide information on the total fund for the call, the likely composition of funding bids, who should apply, eligibility rules, evaluation process, the research scope of the call, etc. There is no limit to the amount of text you can provide here to the call description.
4. **Links or URLs to further information**
   Please use this text area to include links or URLS to websites, social media, promotional material or other documentation about this entry. You can enter as many links as you wish. Please ensure that each link is on a separate line. The EPA is not responsible for the correctness or validity of the links or URLs supplied in this area.
5. **Funding Call Closing Date**
   When you click into the input field you will be presented with a date-picker widget. Please select the Call Closing Date from this date-picker. Do not enter dates manually.

NOTE: It is advised that you prepare and collate the following information before filling in the online fields. Please ensure the text submitted does not contain any punctuations or symbols that cannot be typed on a keyboard. Please ensure you do not copy and paste text from a pdf.

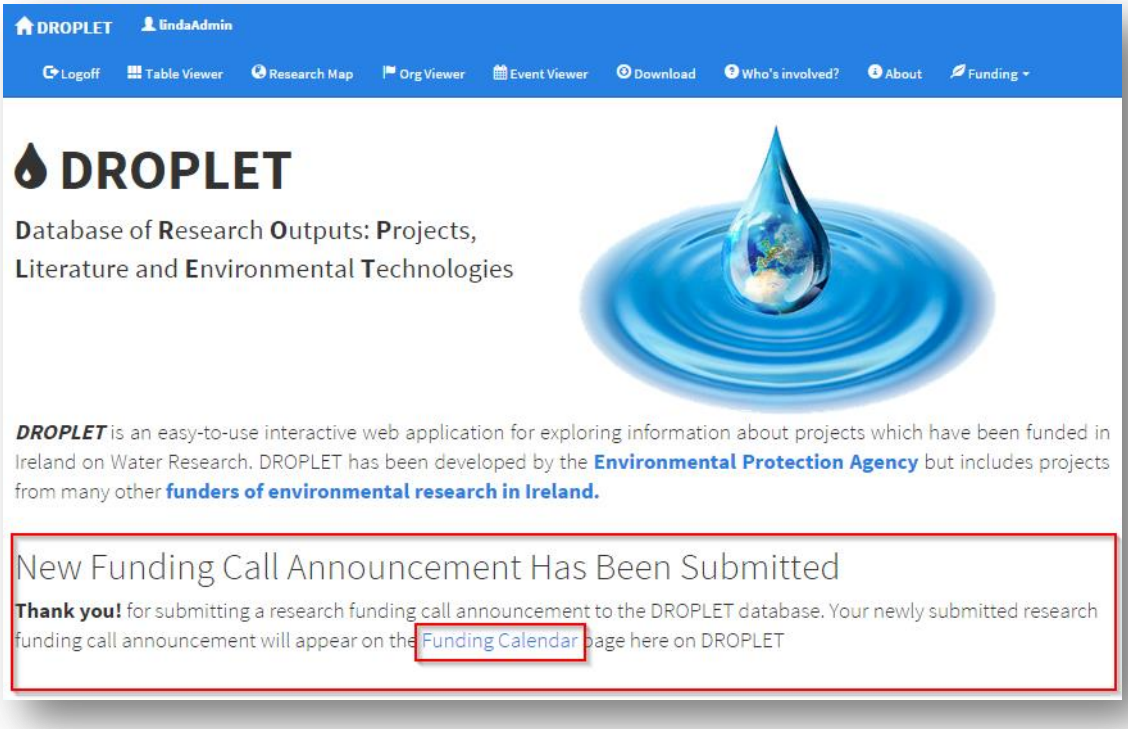
Figure 11: Example online submission field upload of a test funding call



Once you click 'Submit Funding Call' you will be directed to a confirmation submission page (**Figure 12**). The information submitted is now publically available and will appear on the DROPLET Funding Calendar.

To view the Call in the 'Funding calendar' simply click the link, which will show you the content of the call, as a public user of DROPLET would see it, on the funding calls page.

Figure 12: Confirmation page of Funding Call Submission



Editing a funding call

You can manage this information on your funding call in 2 ways.

1. Edit this funding call through your user profile by clicking 'View Full Call Announcement', this will give you the options to either edit or delete the Funding Call (**Figure 14**)
2. Once you click 'Edit Funding Call' you can edit the content of your call through the original submission fields (**Figure 15**).

Figure 13: Summary DROPLET call page as seen by funding organisation

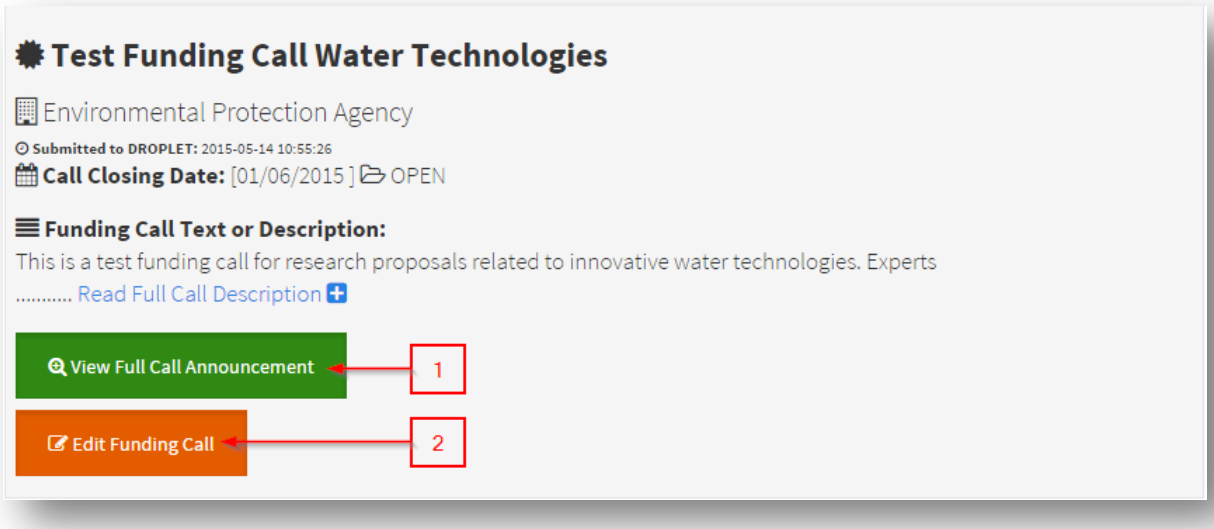


Figure 14: Funding Call full page with edit and delete applications

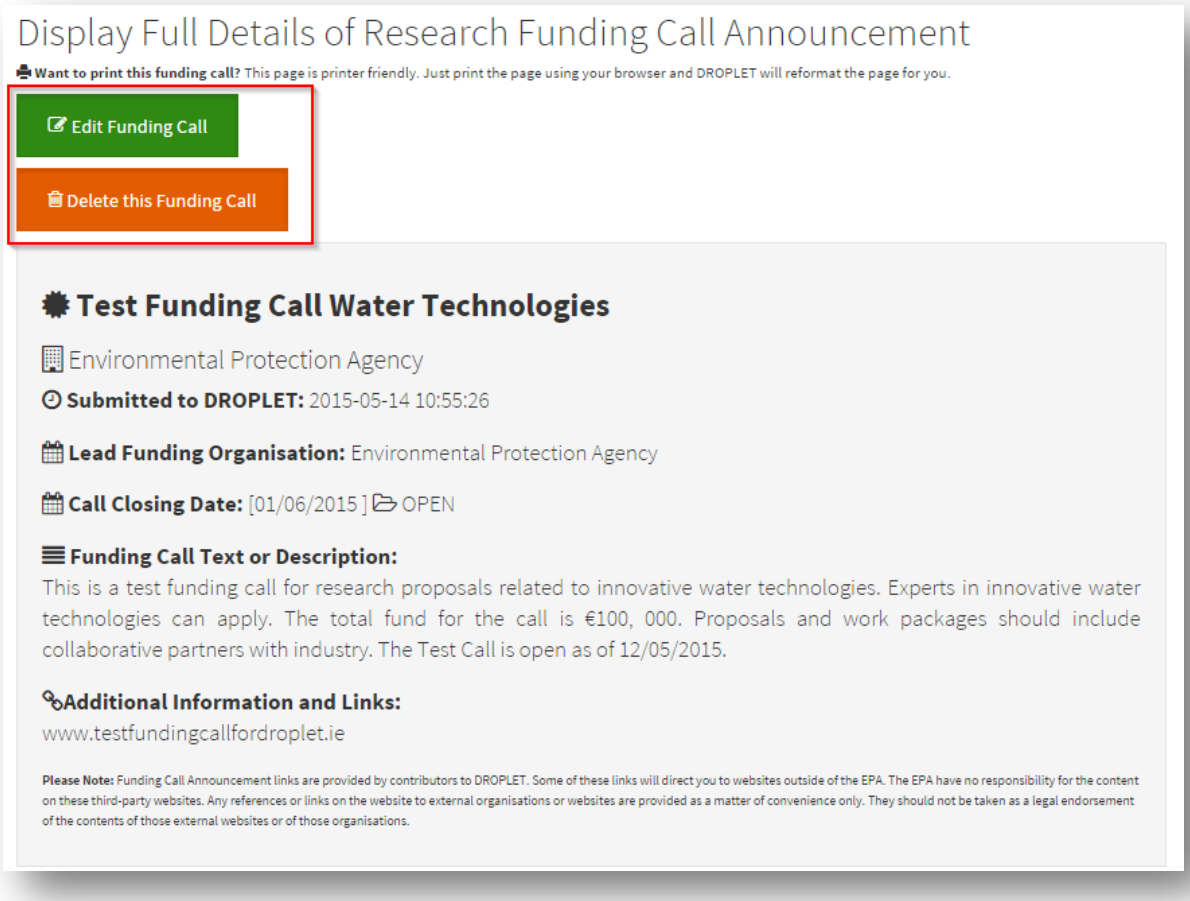
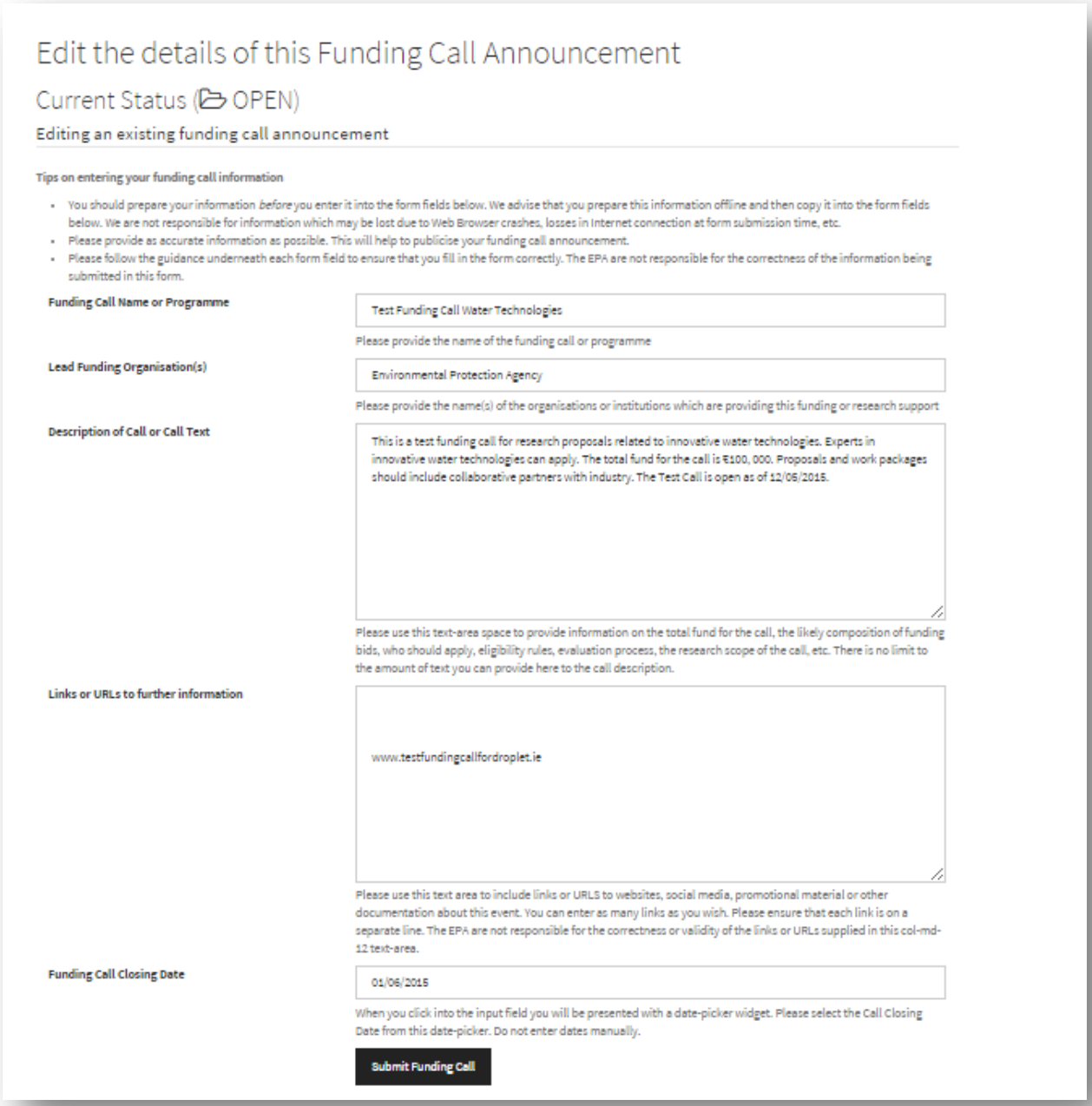


Figure 15: Edit the details of a funding call



How to create a new Research Event on DROPLET

**NOTE: It is advised that you prepare and collate the following information before filling in the online fields. Please ensure the text submitted does not contain any punctuations or symbols that cannot be typed on a keyboard. Please ensure you do not copy and paste text from a pdf.

Simply click on the 'Add a New Research or Funding Event' button on the Funding Organisation menu and fill in the information using the instructions, formats and dropdown menus in the online fields (**Figure 16**)

1. **Event Title**
2. **Event Host(s)**
   Please enter the name of host(s) of the event. Please only enter the name of the principal host(s) or organiser(s) as additional information can be supplied in the event description below
3. **Event Location**
   Please enter details about the location of this event. To assist potential delegates and attendees in finding the location of the event please provide accurate address location information.
4. **Event Start Date**
   Please enter the start date of the event. Please enter the date in the format dd/mm/yyyy (day month year). Do not enter times.
5. **Event End Date**
   Please enter the end date of the event. Please enter the date in the format dd/mm/yyyy (day month year). Do not enter times.
6. **Is Event Registration Required?**
   Drop down selection of: 'Yes Registration is required' and 'No Registration is not required'
7. **Is this a free event?**
   Drop down selection of: 'Yes, event is free to attend' and 'No, a fee must be paid to attend'
8. **Event Description**
   Please use this text area to provide an overall description of the event. There is no word or character limit in this text area. However as a guide 100 or 200 words are usually sufficient.
9. **Event Links**
   Please use this text area to include links or URLS to websites, social media, promotional material or other documentation about this event. You can enter as many links as you wish. Please ensure that each link is on a separate line. DO NOT provide any supporting text with the URLs or links. The system will only accept links.
10. **Event Keywords**

Please enter some keywords to help describe your event. You are encouraged to provide at least 3 keywords. Please separate keywords with comma or semi-colon characters.

Figure 16: Example of an Event upload and display

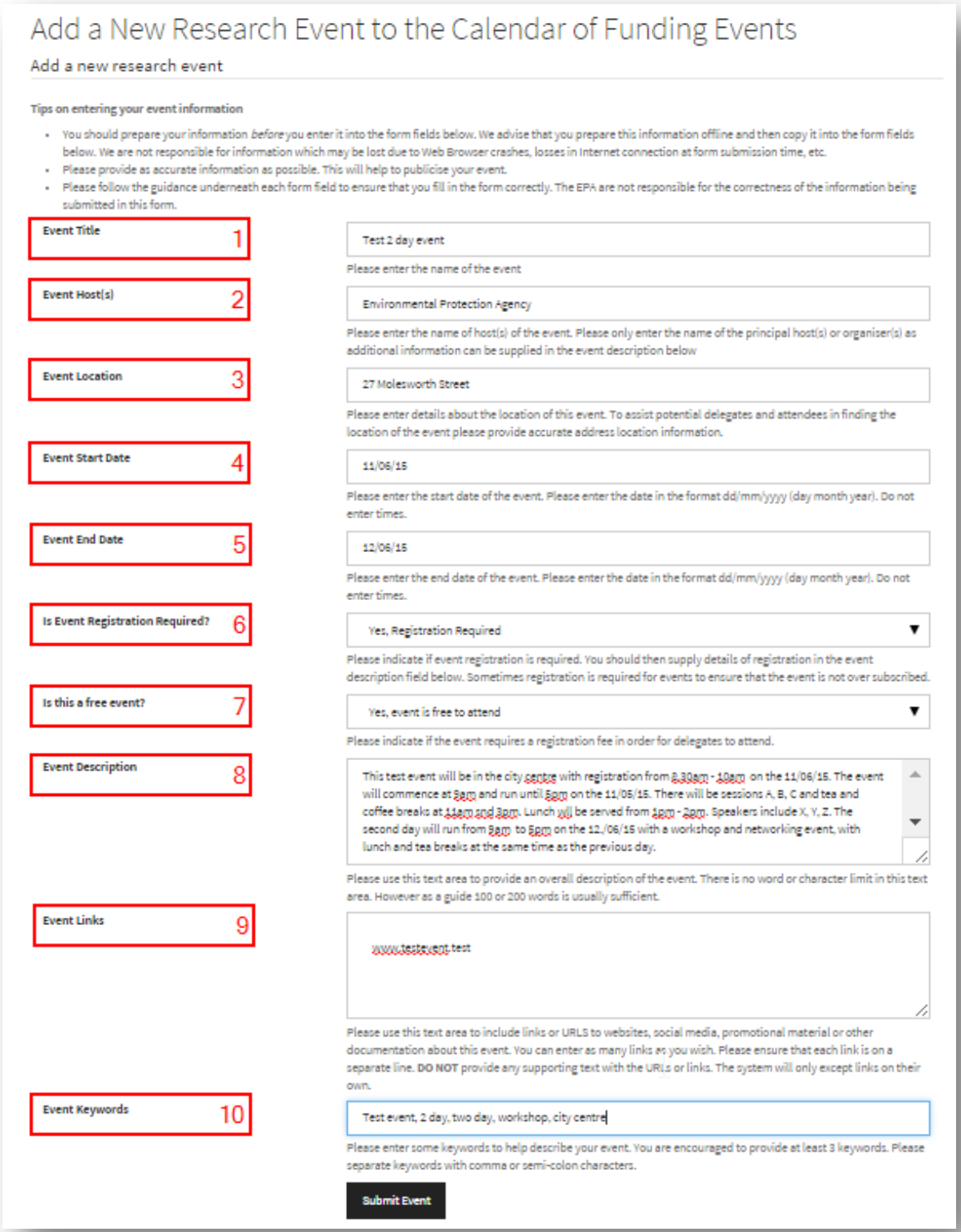
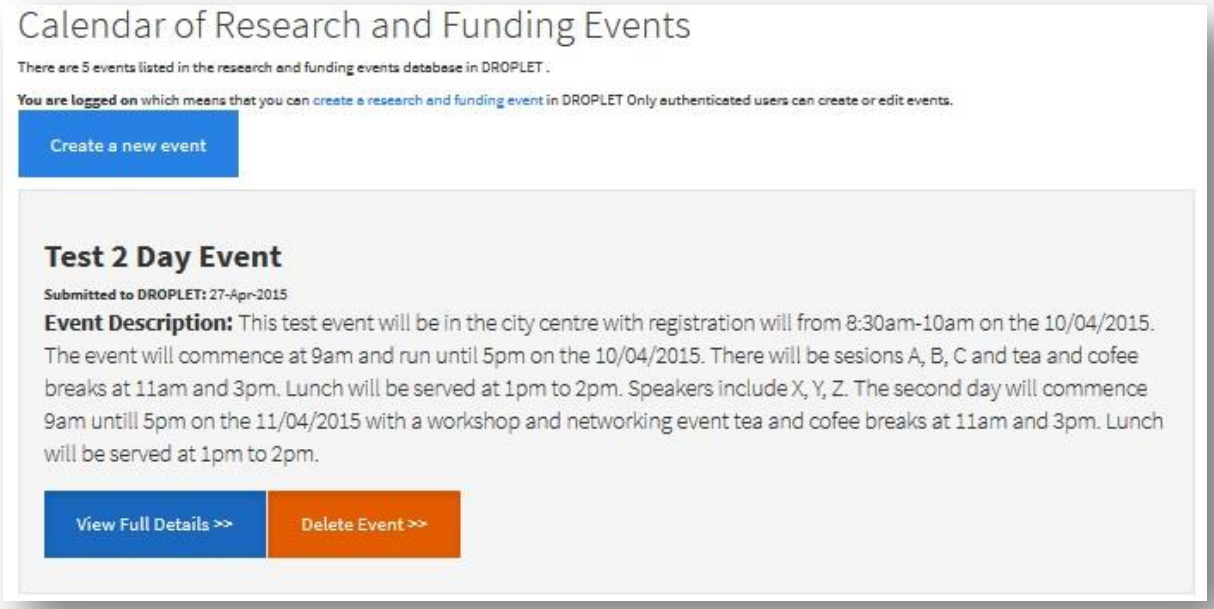


Figure 17 shows the editable view for the Funding organisation DROPLET managers who created the event.

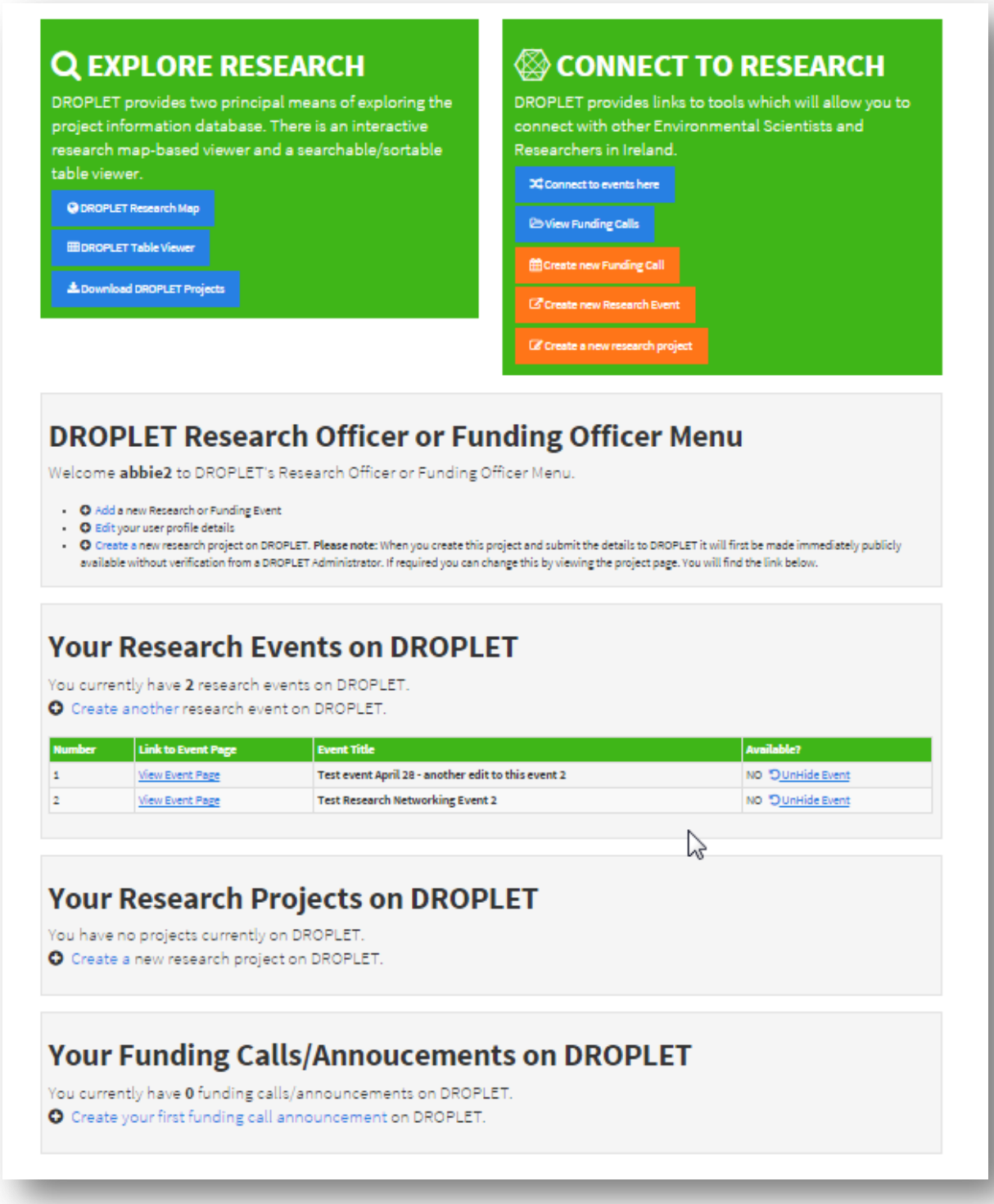
Figure 17: Display of a newly uploaded Research Event



Additional abilities as a funding organisation DROPLET manager

Once you are logged on, you can edit your profile details and view tables that enable quick and easy access to control the content of your projects and events directly from the homepage (**Figure 18**)

Figure 18: Homepage view as a logged on user

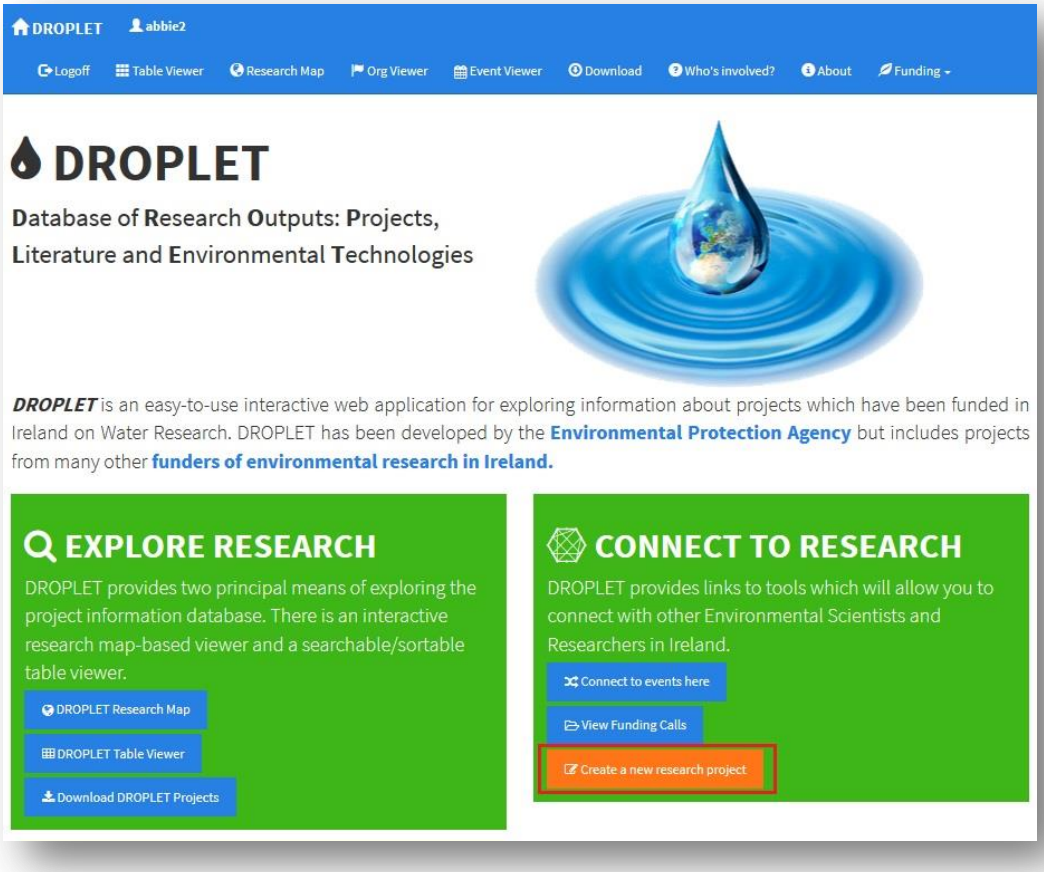


Registered researchers homepage

When you log on as a researcher, you will see that there is the ability to create and manage **your research projects** on the DROPLET database. (**Figure 19**)

1. Create New Research Project

Figure 19: Researcher Homepage



How to create a new research project on DROPLET

Registered Users (i.e. a Funding Organisation DROPLET managers or a Researcher), with a unique user profile, have the ability to upload information on research projects.

Simply click on the 'Create new research project on DROPLET' section of the homepage once logged on, and fill in your research project information using the instructions, formats and dropdown menus in the online fields.

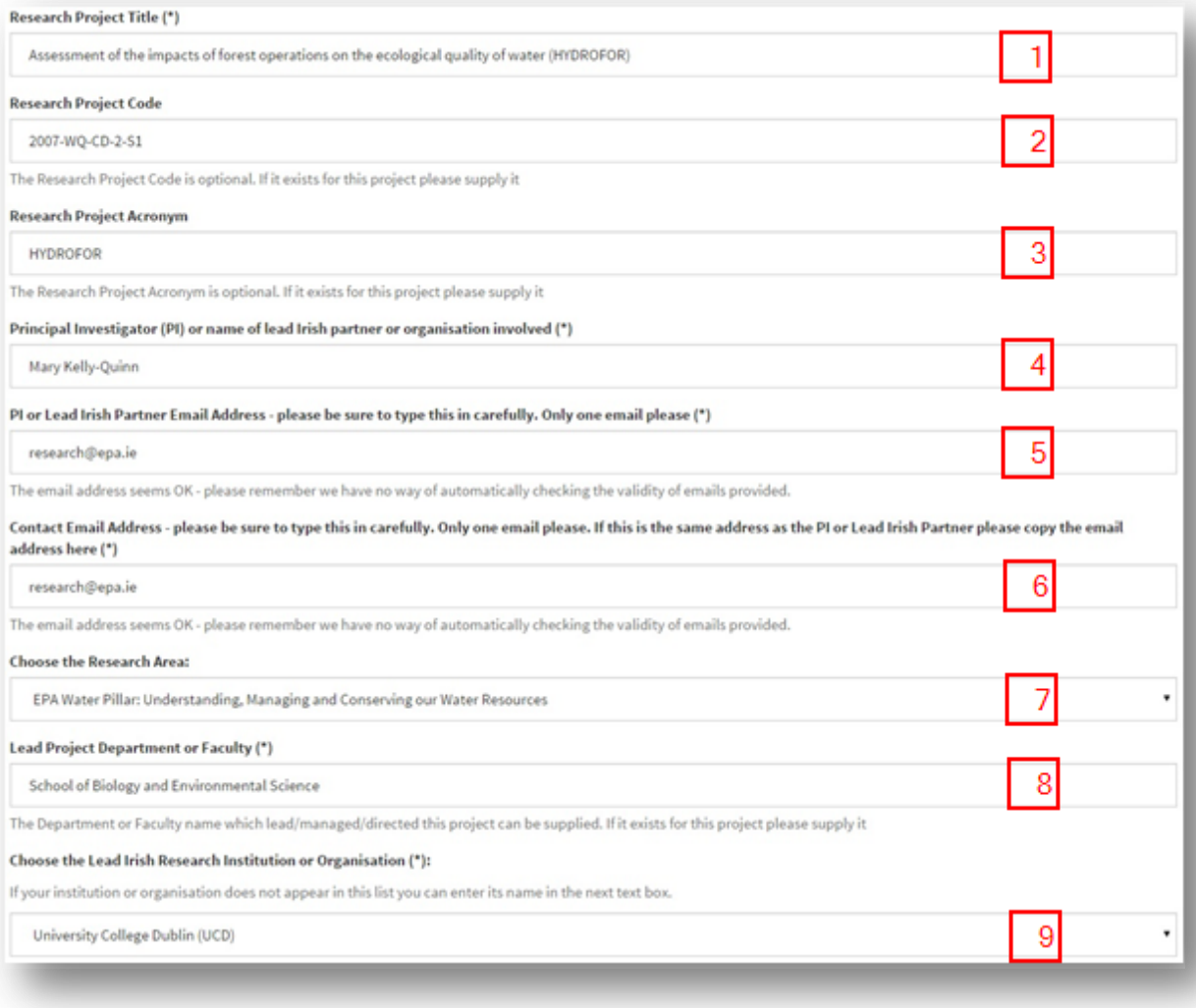
Upload information for research projects on DROPLET

NOTE: It is advised that you prepare and collate the following information before filling in the online fields. Please ensure the text submitted does not contain any punctuations or symbols that cannot be typed on a keyboard. **Please ensure you do not copy and paste text from a pdf.**

The following information fields are provided on the submission pages of DROPLET, fields marked with an asterisk (*) are mandatory (**Figure 20**):

1. **Research Project Title***
2. **Research Project Code**
   The research project Code is optional; if it exists please apply it
3. **Research Project Acronym**
   The research project Code is optional; if it exists please apply it
4. **Principal Investigator (PI) or Lead Irish Partner or Organisation involved***
5. **PI or Lead Irish Partner Email Address***
   Type carefully, only one email
6. **Contact Email Address**
   Type carefully, only one email, if this is the same as PI or Lead Partner Email please copy the email address
7. **Choose the Research Area**
   Dropdown menu selection
8. **Lead Project Department or Faculty**
   The Department or Faculty name which lead/managed/directed this project can be supplied. If it exists for this project please supply it
9. **Choose the Lead Irish Research Institution or Organisation (*):**
   Dropdown menu selection

Figure 20: How to create a new project example (part 1)



10. Map selection

This information is used to provide a map-based visualisation interface to allow users to explore the DROPLET database. For this functionality to work, DROPLET requires an approximate (latitude, longitude) value to be associated with every project. Please select the location of the lead organisation or institution. You can only select ONE location. You can use the map controls to select locations outside of Ireland (**Figure 21**)

In order to enable the project to show on the Research Map of DROPLET, the location of the organisation undertaking the research must be manually selected. This is simply done by zooming on the location of the organisation, (University College Dublin is shown in this example) and dropping the pin by clicking on this location (**Figure 22**). You can also click on 'Use my current location' to quickly access and use the coordinates of the location you are at on the map.

Figure 21: Full map view of Ireland

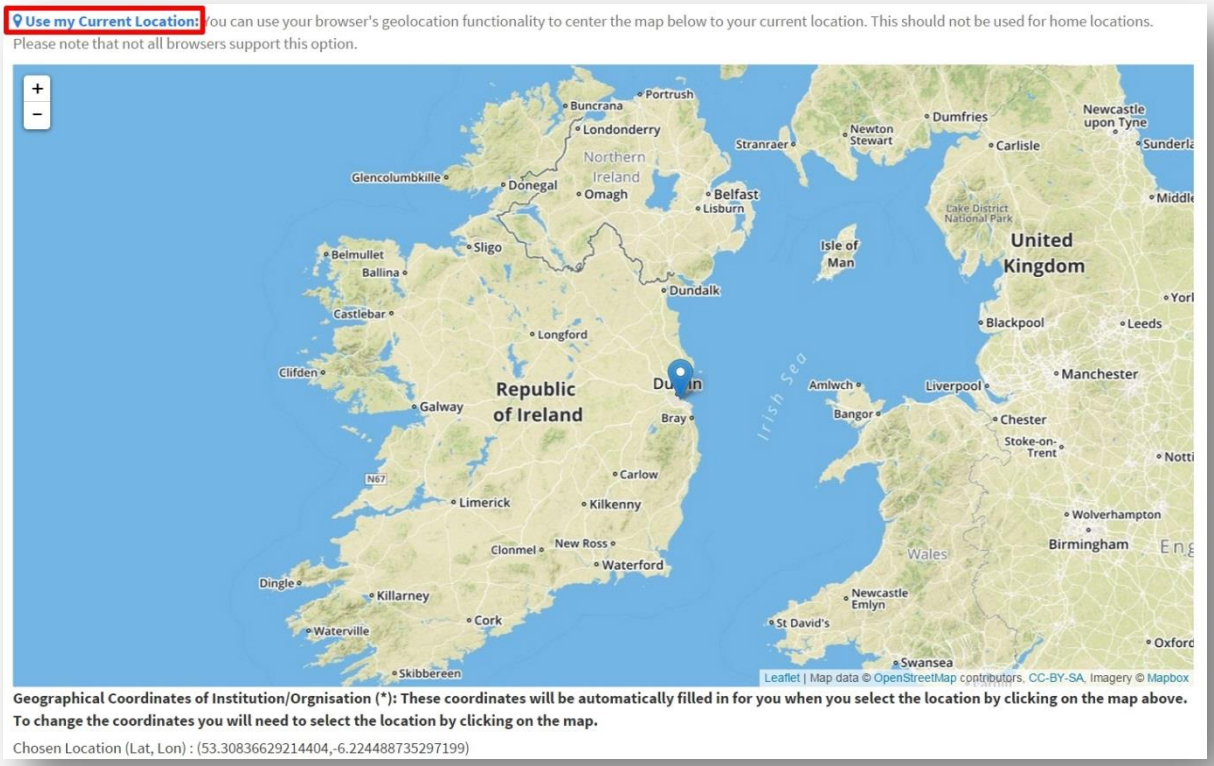
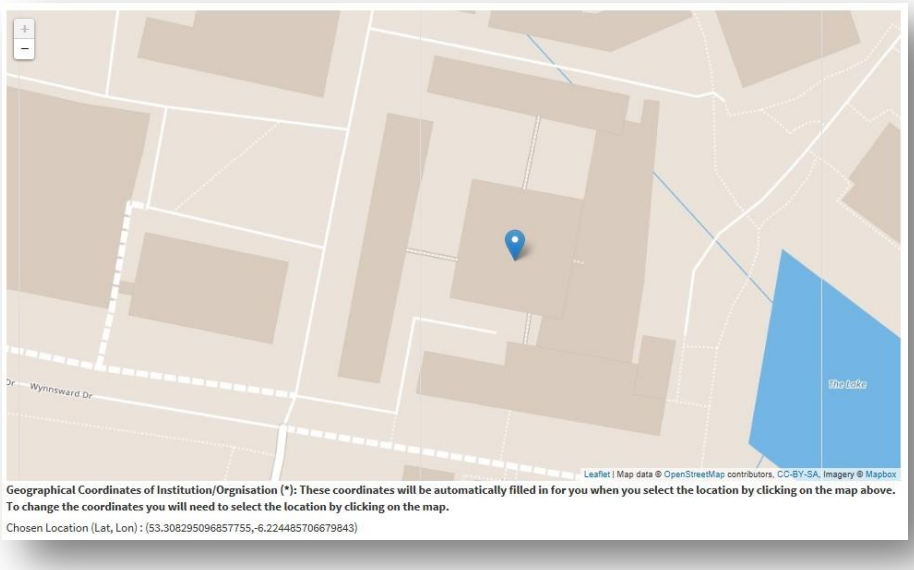


Figure 22: Example zoomed in location on organisation conducting research (University College Dublin) and Pin drop.



11. **Other Lead Irish Research Institutions or Organisations**

    Please enter the names of any lead Irish Research Institutions or Organisations. If you wish to include multiple entries, please separate the entries using a semi-colon ***;***

12. **Postal Contact Address Information for Lead institution or organisation involved (*)**
13. **Lead Country (Choose one only) (*):**

    Dropdown menu selection

14. **Principal Funding Entity (Choose one only) (*):**

    Dropdown menu selection

15. **Other Principal Funding Entity**

    Please enter the names of any additional principal funding entities. If you wish to include multiple funding entities please separate the entries using a semi-colon ***;***

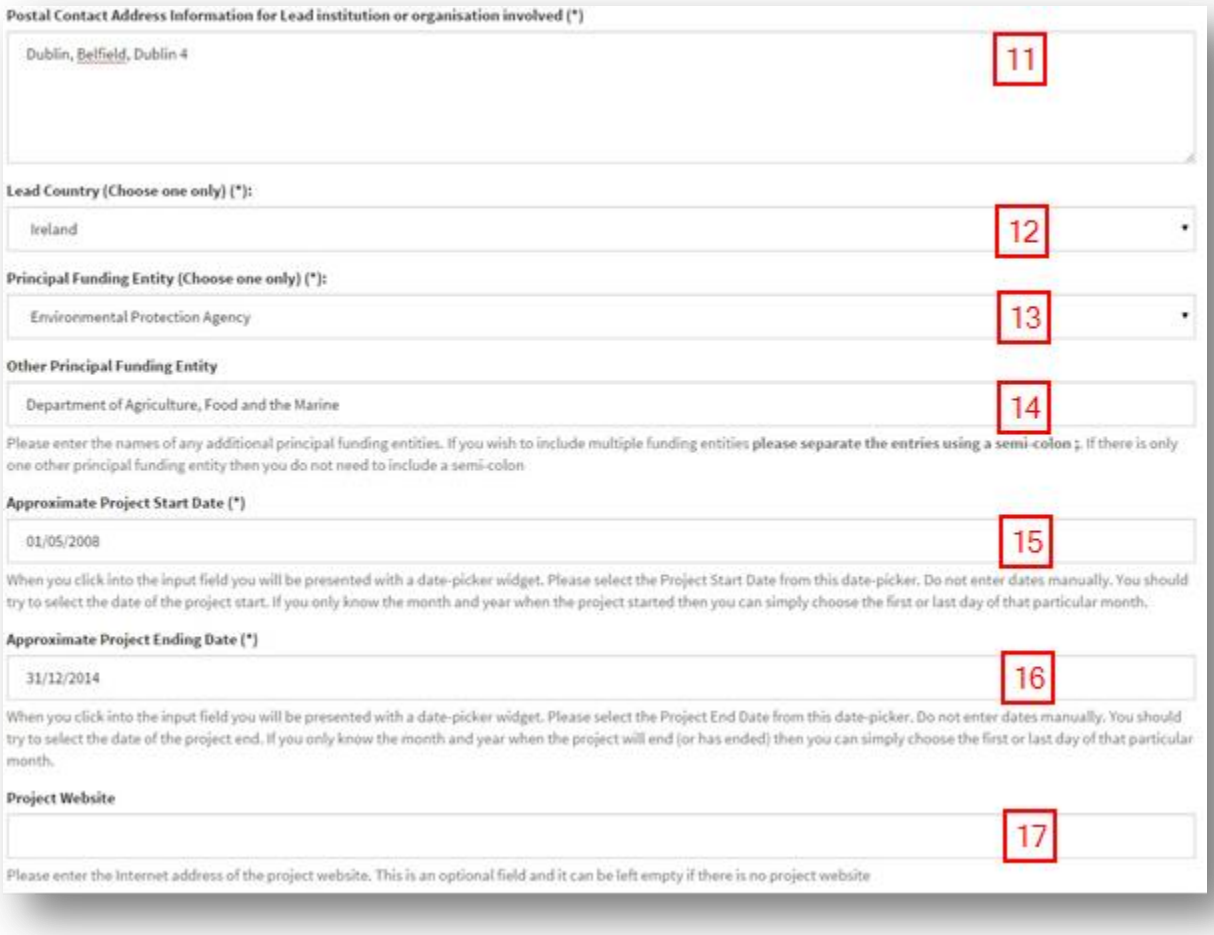
16. **Approximate Project Start Date (*)**

    When you click into the input field you will be presented with a date-picker widget. Please select the Project Start Date from this date-picker. Do not enter dates manually. You should try to select the date of the project start. If you only know the month and year when the project started then you can simply choose the first or last day of that particular month.

17. **Approximate Project Ending Date (*)**

    *When you click into the input field you will be presented with a date-picker widget. Please select the Project End Date from this date-picker. Do not enter dates manually. You should try to select the date of the project end. If you only know the month and year when the project will end (or has ended) then you can simply choose the first or last day of that particular month.(***Figure 23***)*

Figure 23: Example of a Project upload and display continued



18. **Project Website**

    Please enter the Internet address of the project website. This is an optional field and it can be left empty if there is no project website

19. **Project Reports or other outputs Links**

    Please enter the Internet addresses of any additional links to online resources of related material. This is an optional field and it can be left empty if there are no additional linkages

20. **Project Abstract or Project Summary/Description statement (*)**

    Content for this field can be copied and pasted directly from Word Processing tools such as Google Docs, LibreOffice and Microsoft Word. However please be aware that this textarea will not render any formatting (bullet lists, font styles, indentation, etc).

21. **Is this project included in the Water JPI?:**

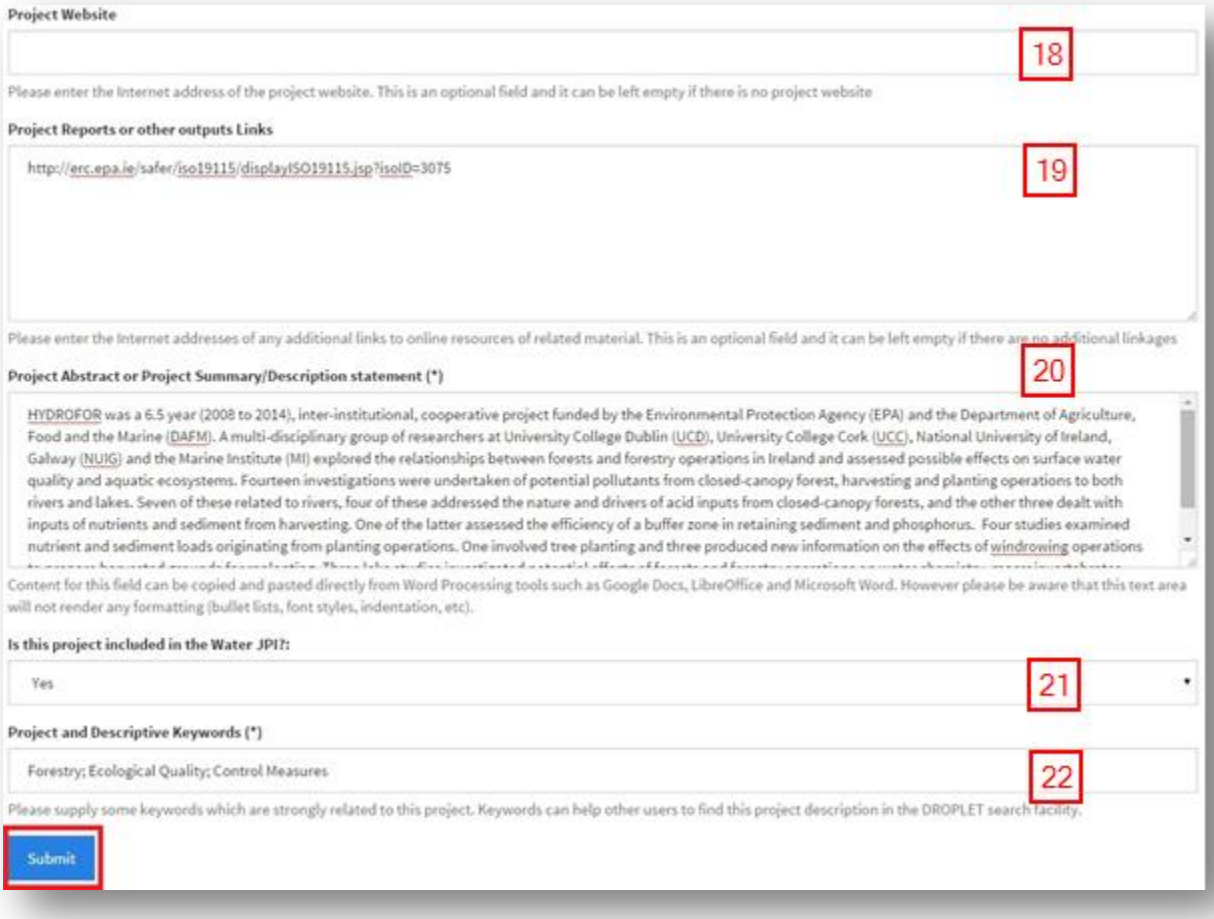
    Dropdown menu 'yes' or 'no'

22. **Project and Descriptive Keywords (*)**

    Please supply some keywords which are strongly related to this project. Keywords can help other users to find this project description in the DROPLET search facility. Once the final fields have been filled, and you

have double checked the information is correct and key fields are filled (*) click 'Submit' (**Figure 24**)

Figure 24: Example of a Project upload and display continued

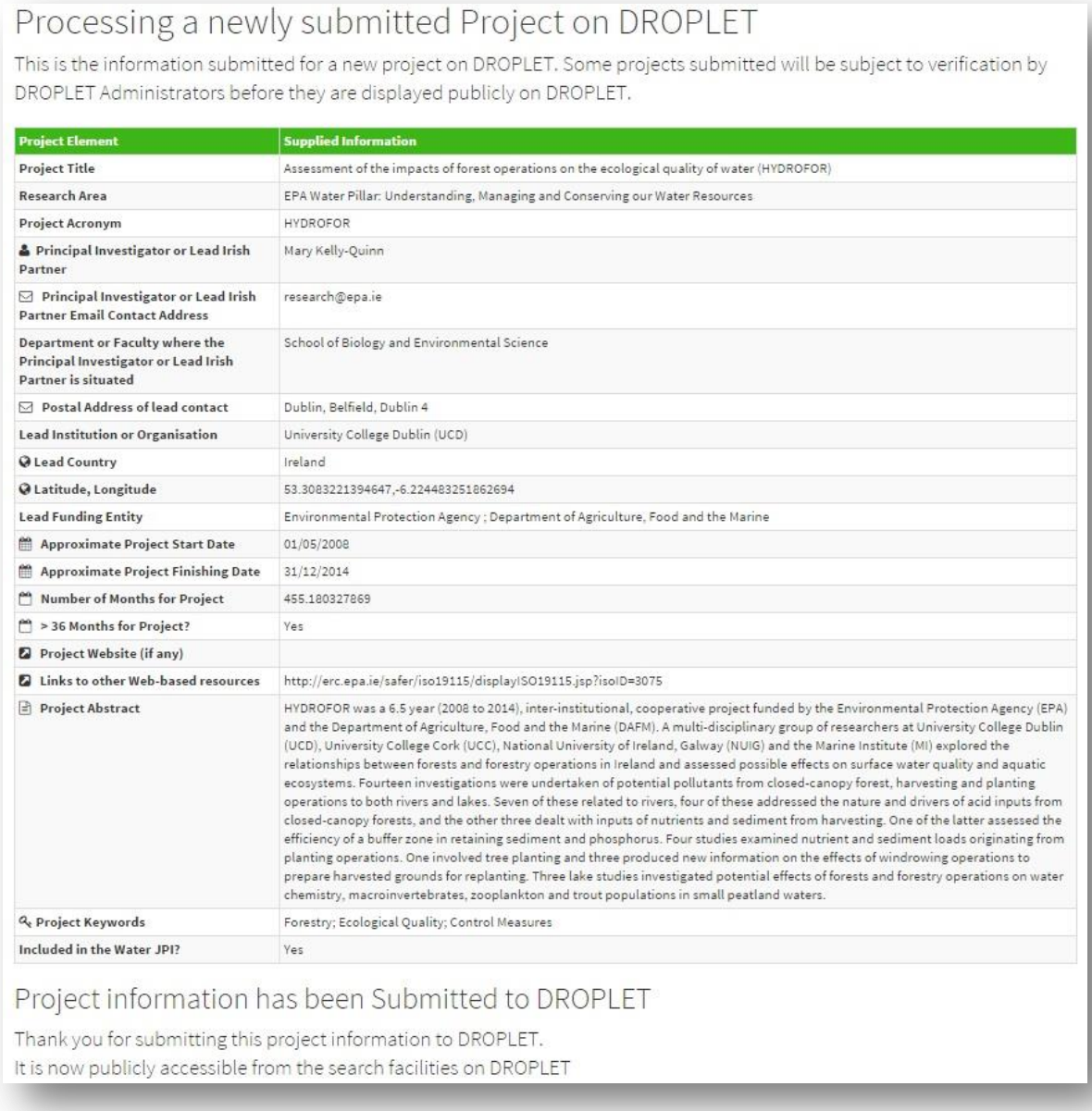


Submitted project information Processing and Summary page

The 'Submit' button will bring you to a summary and confirmation page that this information is now publically available to view and download.

This page has the complete details submitted in the online submission fields as well as any links that were uploaded to view fully published reports.(**Figure 25**)

Figure 25: Submitted Project information Processing and Summary page



Processing a newly submitted Project on DROPLET

This is the information submitted for a new project on DROPLET. Some projects submitted will be subject to verification by DROPLET Administrators before they are displayed publicly on DROPLET.

Project Element	Supplied Information
Project Title	Assessment of the impacts of forest operations on the ecological quality of water (HYDROFOR)
Research Area	EPA Water Pillar: Understanding, Managing and Conserving our Water Resources
Project Acronym	HYDROFOR
Principal Investigator or Lead Irish Partner	Mary Kelly-Quinn
Principal Investigator or Lead Irish Partner Email Contact Address	research@epa.ie
Department or Faculty where the Principal Investigator or Lead Irish Partner is situated	School of Biology and Environmental Science
Postal Address of lead contact	Dublin, Belfield, Dublin 4
Lead Institution or Organisation	University College Dublin (UCD)
Lead Country	Ireland
Latitude, Longitude	53.3083221394647,-6.224483251862694
Lead Funding Entity	Environmental Protection Agency ; Department of Agriculture, Food and the Marine
Approximate Project Start Date	01/05/2008
Approximate Project Finishing Date	31/12/2014
Number of Months for Project	455.180327869
> 36 Months for Project?	Yes
Project Website (if any)	
Links to other Web-based resources	http://erc.epa.ie/safer/iso19115/displayISO19115.jsp?isoID=3075
Project Abstract	HYDROFOR was a 6.5 year (2008 to 2014), inter-institutional, cooperative project funded by the Environmental Protection Agency (EPA) and the Department of Agriculture, Food and the Marine (DAFM). A multi-disciplinary group of researchers at University College Dublin (UCD), University College Cork (UCC), National University of Ireland, Galway (NUIG) and the Marine Institute (MI) explored the relationships between forests and forestry operations in Ireland and assessed possible effects on surface water quality and aquatic ecosystems. Fourteen investigations were undertaken of potential pollutants from closed-canopy forest, harvesting and planting operations to both rivers and lakes. Seven of these related to rivers, four of these addressed the nature and drivers of acid inputs from closed-canopy forests, and the other three dealt with inputs of nutrients and sediment from harvesting. One of the latter assessed the efficiency of a buffer zone in retaining sediment and phosphorus. Four studies examined nutrient and sediment loads originating from planting operations. One involved tree planting and three produced new information on the effects of windrowing operations to prepare harvested grounds for replanting. Three lake studies investigated potential effects of forests and forestry operations on water chemistry, macroinvertebrates, zooplankton and trout populations in small peatland waters.
Project Keywords	Forestry; Ecological Quality; Control Measures
Included in the Water JPI?	Yes

Project information has been Submitted to DROPLET

Thank you for submitting this project information to DROPLET.
It is now publicly accessible from the search facilities on DROPLET

****NOTE:** If you are a Funding Organisation DROPLET manager, when you create this project and submit the details to DROPLET it will be made publically available immediately and without verification from a DROPLET Administrator

Hide, edit or delete information

As a manager of the information on DROPLET, you will have the ability to Edit, Delete, Hide or Make Publically Available, the information which you uploaded on your research projects (**Figure 26**)

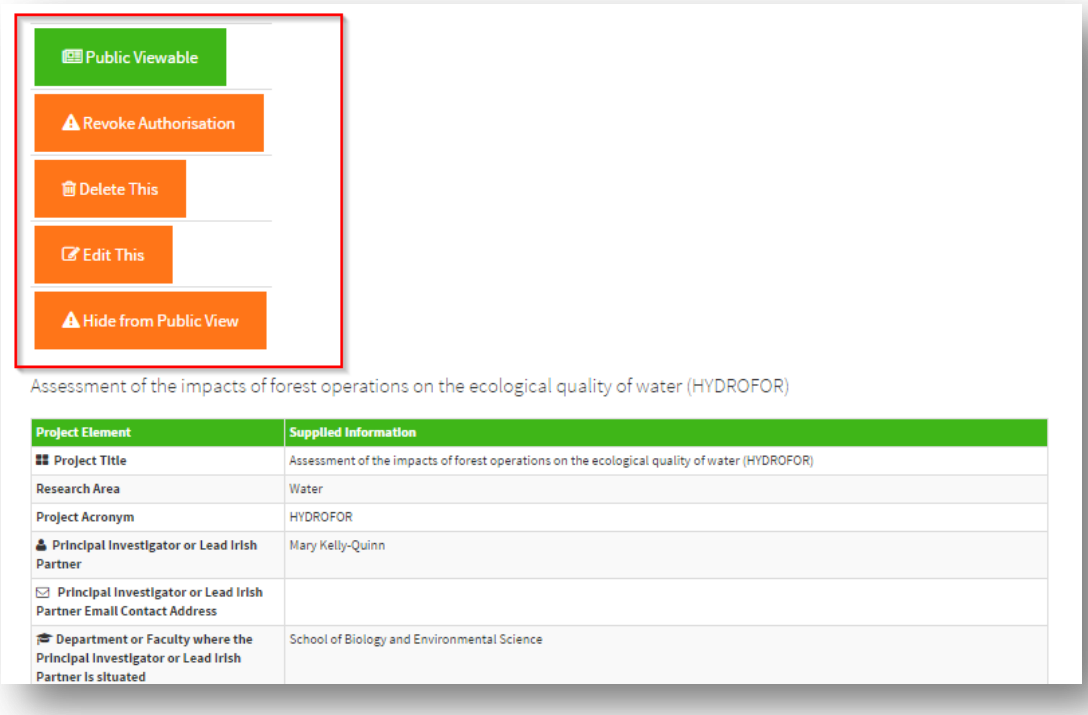
This can be done on the full research project summary page which you can get to by clicking 'View full details' in the **Research Map and Table viewer** or by clicking on the 'View' icon in the **Table Viewer**.

All projects are Publically Viewable when they are first submitted on DROPLET.

To Edit an Existing Project Description on DROPLET simply click 'Edit This'. This will bring you to the same submission fields seen in uploading new projects. You can edit the information in these fields on your own projects through your user profile and resubmit the edited version for public view.

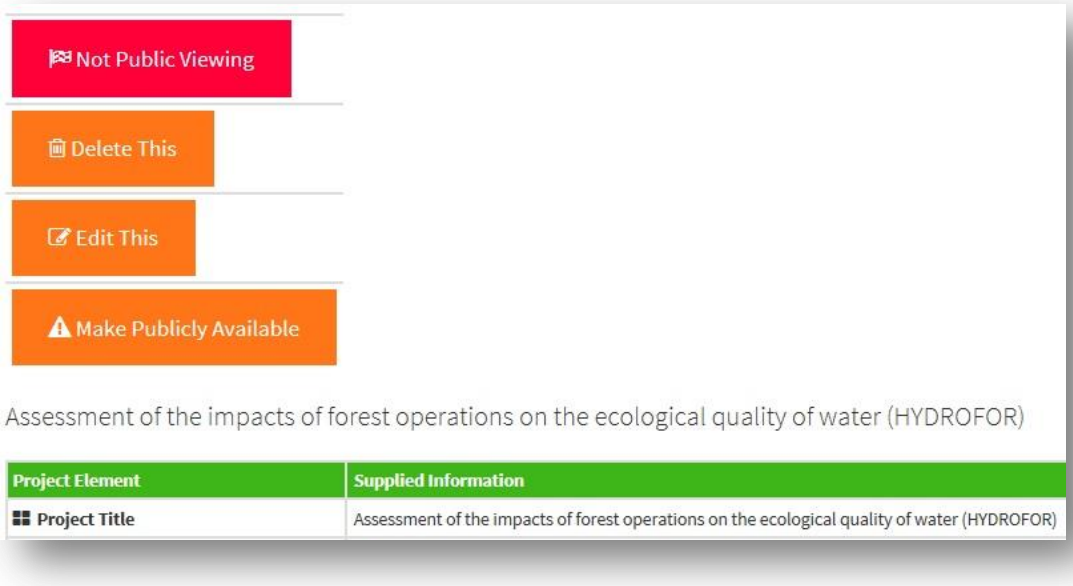
To Delete a project you can simply select 'Delete This' and the project will be deleted from DROPLET.

Figure 26: Edit, Delete and Hide your own research projects



By clicking **Hide from Public View**, you can make any projects which you would like to keep private and downloadable only by you on your own DROPLET profile (**Figure 27**). This means that they are *not publically viewable or downloadable*. Alternatively you can make your own hidden projects publically available.

Figure 27: Hidden project view



These functions will only exist on the projects that you uploaded onto DROPLET through your user profile. You will not have the ability to edit, delete, hide or unhide research projects of other users or managers.

****NOTE:** Hidden project information is not publically viewable or downloadable but may be downloaded by the creator of the project through their own user profile.

Final important upload rules

When uploading information on projects please keep in mind the following:

- The online fields will not recognise symbols or punctuations that are not available on a computer keyboard (bullet points, bullet numbering, inserted symbols).
- Do not copy and paste information from a pdf format as the punctuation and symbols will not be recognised.
- Ensure you have all the information needed for the online fields with an asterisk (*) as this is the minimum information needed to be able to submit and upload.
- Ensure the information you are uploading is correct as it will be made publically available and downloadable once submitted.
- Ensure information that you have submitted but that you do not want to be made publically available or downloadable is changed to 'hidden' through your user profile.

User Specific Downloads

As a 'logged on' DROPLET manager, you are able to download your own projects as a CSV or JSON file. This will include project information that you have hidden from public view. Your own hidden project information will not be downloadable by anyone else.

You can also download all publically available project information on DROPLET as a CSV or JSON file (**Figure 28**). Any hidden information by other managers of DROPLET will not be downloadable.

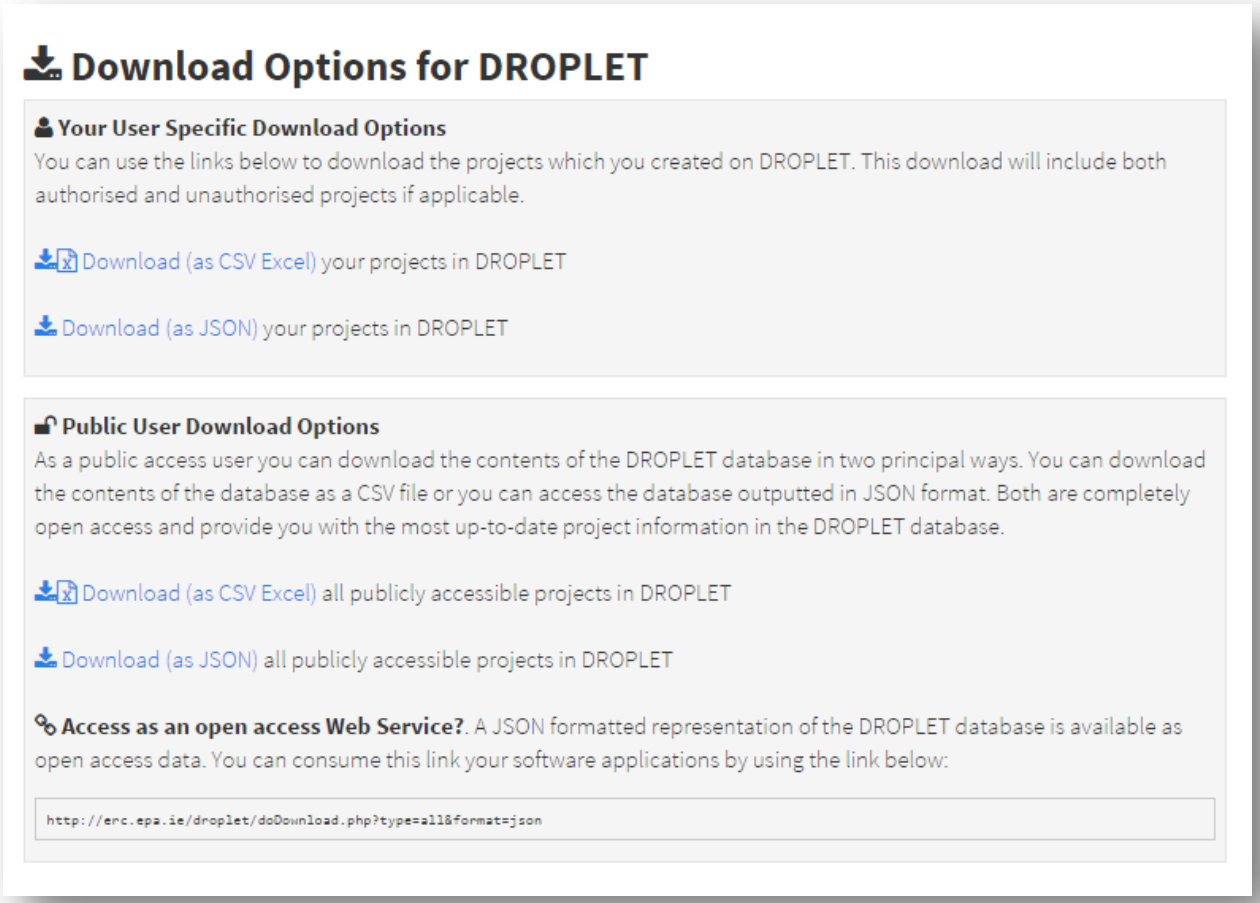



Figure 28: User specific download view