

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*.

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
- **Projects** – displays a map or list of the projects and allows users to add or share projects
- **Community** – displays a list of Individuals and Organizations
- **Search** – provides various criteria to find projects of interest
- **Profile** – allows users to manage their profile information and access the User Guide

How to View Announcements and Events

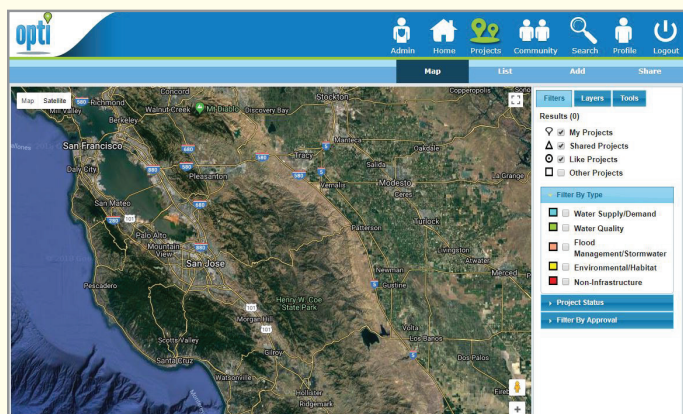
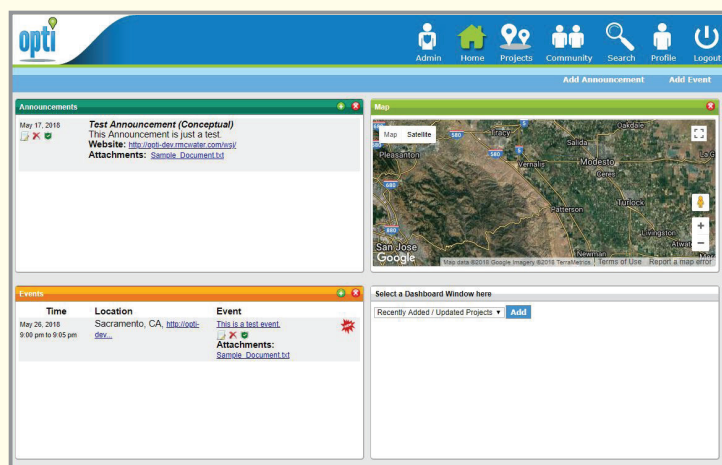
Announcements and Events are posted in the **Home** page.

- Click on an Announcement or Event hyperlink to view the details and download attachments.
- Click on **Add Announcement** or **Add Event** in the sub-navigation bar to add a new announcement or event.

How to Become a Community Member

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

- Click on the **Profile** icon to open your account information.
- Fill out all the required fields and click the *Become a Community Member* button at the bottom of the **Contact Info** 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 View Project Details

To view project details and update your project:

- Click on the **Projects** icon in the navigation bar.
 - In the Map view, mouse over your project 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 **Details** in the sub-navigation bar to view and edit project information.

How to Add a New Project

To add a project to *Opti*:

- Click on the **Projects** icon in the navigation bar
- Click **Add** in the sub-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 and after submission.

- Click on the **Projects** icon in the navigation bar
- Click on **Share** in the sub-navigation bar to open the Share Tool.