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| **Spatial Temporal Activity Recorder (STAR)** |
| **How to add a project** |

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| **Add a Project from the Quick Menu** | |
| To add a project or to view or edit an existing project associated with a Program a user:   * selects ‘Programs’ from the main menu at the top of the screen, then * selects the Program name hyperlink from the table.   Clicking the program Name hyperlink from the table will open the selected program. |  |
| The selected program page is displayed with ‘Project List’ available from the quick menu.  A user can click the ‘Project List’ hyperlink to add a project to the program and to see the list of projects associated with that program. |  |
| The Add Project button is at the top of the list of projects associated with the selected program. |  |
| Selecting Add Project will open an Add New Project page. With the quick menu still available on the left of the screen.  The name of the Program that the project is associated with will already be populated.  See [Adding Project Details](https://delwpvicgovau-my.sharepoint.com/personal/lucia_suarezcarvajal_delwp_vic_gov_au/Documents/KDS/Foundation%20Systems/STAR/STAR%20How%20to%20guides/HowTo_Add_A_Project_Dec15.docx#_Adding_Project_Details) for advice on completing the remaining fields. |  |

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| **Add a Project from the Main Menu** | |
| Selecting Projects from the main menu at the top of the screen will open the list of all projects recorded in STAR.  The Add Project button is at the top of the list of projects.  Selecting ‘Add Project’ button will open the ‘Add New Project’ page. |  |
| The User can select the Program the project will be associated with from the drop-down menu on the Add New Project page.  See [Adding Project Details](https://delwpvicgovau-my.sharepoint.com/personal/lucia_suarezcarvajal_delwp_vic_gov_au/Documents/KDS/Foundation%20Systems/STAR/STAR%20How%20to%20guides/HowTo_Add_A_Project_Dec15.docx#_Adding_Project_Details) for advice on completing the remaining fields. |  |

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| **Adding Project Details** | |
| The addition of a new project (whether accessed via the Main menu or the Quick menu) requires completion of a form – most of the fields are mandatory.  The ‘Publish’ check box is optional.  A project must be published in order for its activities to be created. If not checked the project is only visible to the project manager and any other user where permissions are granted.  The check box is used when a project is past its inception or draft stage.  Checking the box allows the project to be viewed by other STAR users. |  |
| “Add New Project’ has two tabs for entering information about the project: ‘Project’ and ‘Budget’.  Each tab has some mandatory and some non-mandatory fields.  Mandatory fields are indicated by an \*  Fields are either completed by selecting options in the drop-down boxes or by entering text.  All mandatory fields should be entered before clicking the Save button.  Each tab has a Save button.  The map is displayed in grey until the Project is saved.  See Project Filed Descriptions for a description of the information that should be entered in these fields. |  |
| The ‘Publish’ check box on the Project Tab is checked by default.  This enables:   * the project map feature to be drawn * the Project to be viewed by other STAR users, and * activities belonging to the project to be added.   The Project should only be unchecked when it is in its inception or draft stage.  If not checked:   * the project is only visible to the project manager responsible for the project and to specified users where ‘permission’ is granted, and * Spatial features added to the map will not be able to be viewed |  |
| If users try to save the project without filling in mandatory fields an error message appears, and the field is flagged.  The error box must be closed to enable users to fill out mandatory fields. |  |
| The Budget tab contains mandatory fields and must be completed before the project can be successfully saved.  The error box must be closed to enable users to enter budget details. |  |
| A Proposed or Approved budget figure must be entered for each financial year of the project.  The ‘Add New’ button in the Yearly Budgets\* table allows users to enter budget details for each financial year of the project.  $0.00 values are allowed – however these must be entered.  A validation error message will appear if the budget is not filled out for each financial year of the project. |  |
| The Project can be saved from the Project or Budget tab. |  |
| Clicking the ‘Save Project’ button saves the project details to the system Users can add a Project Area (site).  When Save is clicked the page will refresh and will read 'Edit Project’.  The map changes from grey to colour and an ‘Add Site’ button appears on the map allowing the user to outline the project area.  Note: spatial features added to the map will not be visible unless the ‘Publish’ check box is checked on the Project Tab.  Users can now draw a map of the project area– see [Drawing Tools](https://delwpvicgovau-my.sharepoint.com/personal/lucia_suarezcarvajal_delwp_vic_gov_au/Documents/KDS/Foundation%20Systems/STAR/STAR%20How%20to%20guides/HowTo_Add_A_Project_Dec15.docx#_Drawing_tools). |  |

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