

Spatial Temporal Activity Recorder (STAR)

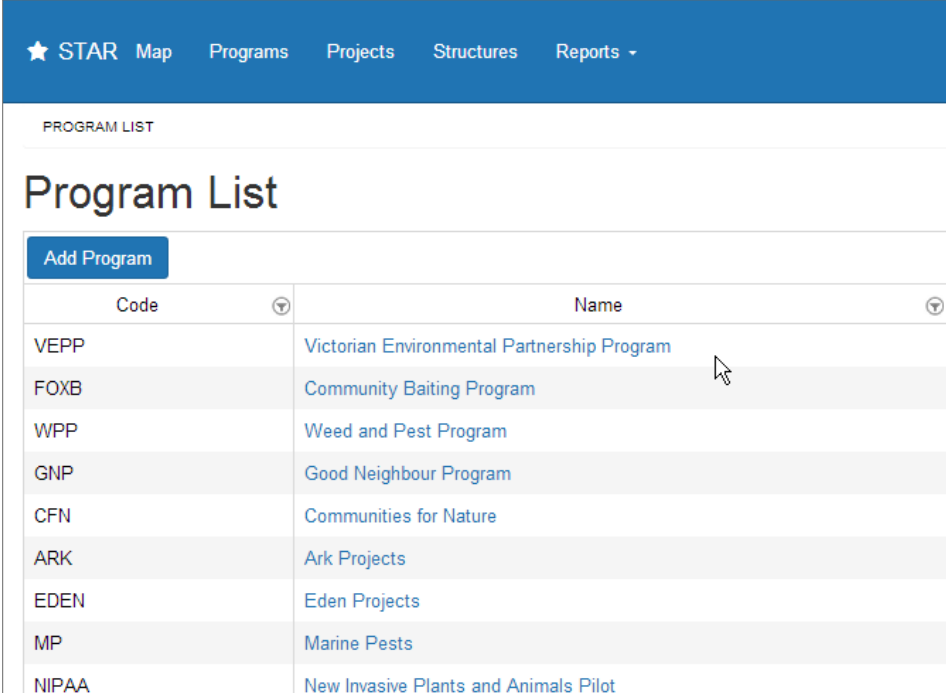
How to add a project

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 screenshot shows the STAR application interface. At the top, there is a navigation menu with the following items: STAR (with a star icon), Map, Programs, Projects, Structures, and Reports (with a dropdown arrow). Below the navigation menu, the page title is "PROGRAM LIST". The main content area is titled "Program List" and contains a table with two columns: "Code" and "Name". A blue button labeled "Add Program" is positioned above the table. The table lists several programs, each with a code and a name. A mouse cursor is hovering over the "Name" column header.

Code	Name
VEPP	Victorian Environmental Partnership Program
FOXB	Community Baiting Program
WPP	Weed and Pest Program
GNP	Good Neighbour Program
CFN	Communities for Nature
ARK	Ark Projects
EDEN	Eden Projects
MP	Marine Pests
NIPAA	New Invasive Plants and Animals Pilot

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 screenshot shows the 'Edit Program' page in the STAR system. On the left, there is a sidebar menu under 'Program Mgt.' with the following items: 'Return to Programs List', 'Program Details', 'Project List' (highlighted in blue), 'Program Attachments', and 'Program Permissions'. The main content area shows the 'Edit Program' form with fields for Name, Publish, Code, and Description. A 'Save Program' button is visible at the bottom right.

The Add Project button is at the top of the list of projects associated with the selected program.

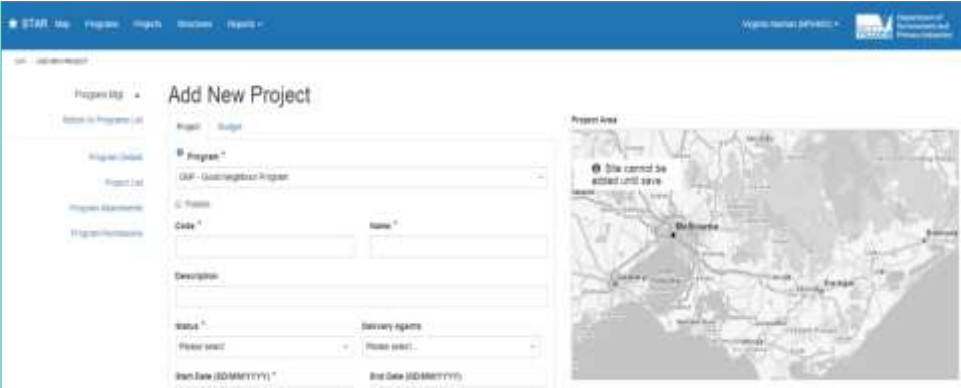
The screenshot shows the 'Project List' page. At the top left, there is a sidebar menu with 'Project List' highlighted. To the right of the sidebar is a blue 'Add Project' button. Below the button is a table with two columns: 'Code' and 'Name'. The table contains the following data:

Code	Name
GNP-PPW-BRNP-2013-14	Brisbane Ranges National Park GN Woody Weed Program
GNP-NE-DEPI-Hme-JHil-rab	NE-DEPI- Hume- Jacks Hill Rabbits
GNP-NE-DEPI-Hme-JRes-pig	NE DEPI Hume-Jills Reserve pigs
GNP-NE-DEPI-Hme-Bucket berries	NE DEPI Hume Bucket Res blackberry
GNP-NE-PV-EN-HPlain	NE Parks VIC - HoleyPlains weeds
GNP-NE-PV-EN-bail	NE Parks VIC; Eastern - Bail of Water wetland
GNP-GB-DEPI-Hme-BknWell	GB DEPI Hume Broken Wells
GNP-GB-DEPI-Hme-Nur	GB DEPI Hume Nursery Rhyme

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 for advice on completing the remaining fields.



The screenshot shows a web application interface for adding a new project. The page title is "Add New Project". On the left, there is a "Programs" menu with options like "Return to Programs List", "Program Details", "Project List", "Programs Admin/Info", and "Programs Overview". The main form area includes a "Program" dropdown menu currently set to "GMP - Goodneighbor Program". Below this are fields for "Code" and "Name", a "Description" text area, and "Status" and "Delivery Agmt" dropdown menus. At the bottom, there are "Start Date (YYYYMM)" and "End Date (YYYYMM)" fields. On the right side of the form, there is a "Project Area" map showing a geographical region with a red dot indicating a location. A message above the map states "Site cannot be added until save". The top navigation bar includes "STAR" and "Home" links, and the top right corner shows the user's name "Wynne Thomas (Public)" and the "Department of Environment and Planning" logo.

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.

ID	Name	Project Type	Status	Approved Budget	Start Date	End Date
FOUR-014	Forest Riparianity	FOUR-014-01	Completed	\$1,000,000.00	01/01/2015	03/31/2016
FOUR-015	Forest Riparianity (Sub-Project)	FOUR-015-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-016	Forest Riparianity	FOUR-016-01	Approved	\$0.00	01/01/2015	03/31/2016
FOUR-017	Forest Riparianity	FOUR-017-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-018	Forest Riparianity	FOUR-018-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-019	Forest Riparianity	FOUR-019-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-020	Forest Riparianity	FOUR-020-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-021	Forest Riparianity	FOUR-021-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-022	Forest Riparianity	FOUR-022-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-023	Forest Riparianity	FOUR-023-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-024	Forest Riparianity	FOUR-024-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-025	Forest Riparianity	FOUR-025-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-026	Forest Riparianity	FOUR-026-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-027	Forest Riparianity	FOUR-027-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-028	Forest Riparianity	FOUR-028-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-029	Forest Riparianity	FOUR-029-01	Completed	\$0.00	01/01/2015	03/31/2016
FOUR-030	Forest Riparianity	FOUR-030-01	Completed	\$0.00	01/01/2015	03/31/2016

The User can select the Program the project will be associated with from the drop-down menu on the Add New Project page.

Add New Project

Project: Budget

Program *

Please select...

- VEPP - Victorian Environmental Partnership Program
- FOXB - Community Baiting Program
- WFP - Weed and Pest Program
- GNP - Good Neighbour Program
- CFN - Communities for Nature
- ARK - Ark Projects
- EDEN - Eden Enterprise

See [Adding Project Details](#) for advice on completing the remaining fields.

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

ADD NEW PROJECT

Add New Project

Project Budget

Program *

Please select...

Publish

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.

Create Project

Project Budget

Program *

TFD001 - Test for Demonstration

Publish

Code * Name *

Description

Status * Please select...

Start Date (DDMMYYYY) *

Objectives

Project Area Description

Project Manager * Lead Agency * Please select... Please select...

Save Project

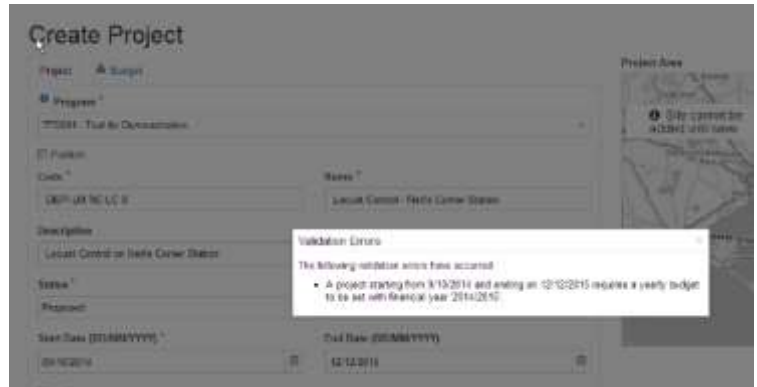
Validation Errors

The following validation errors have occurred

- Code must be supplied
- Name must be supplied
- Status must be supplied
- Lead Agency must be supplied
- Start Date must be supplied
- Project Manager must be supplied

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.

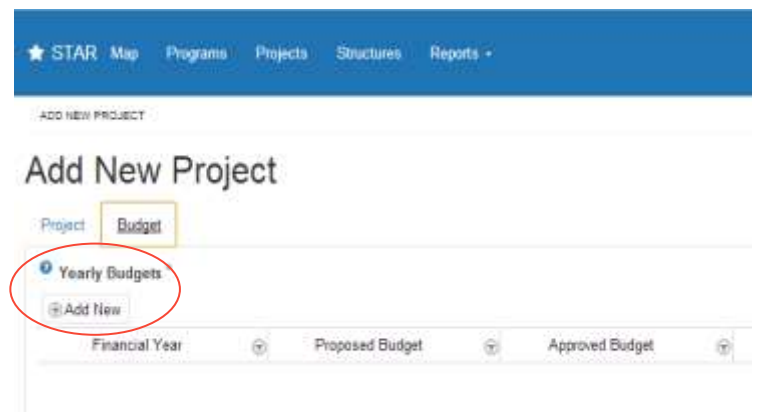


A Proposed or Approved budget figure must be entered for each financial year of the project.

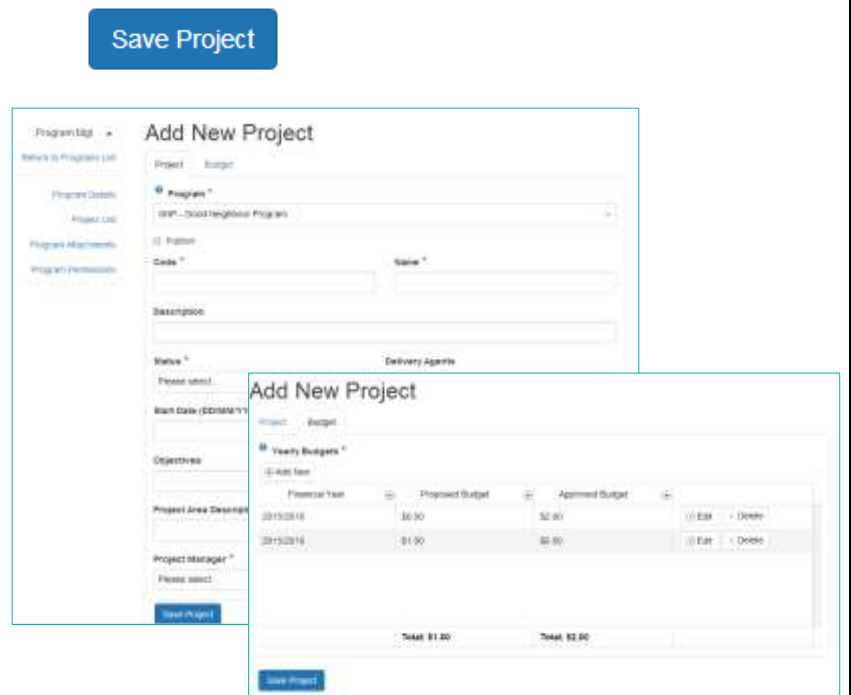
The 'Add New' button in the Yearly Budgets* table allows users to enter budget details for each financial year of the project.

\$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.



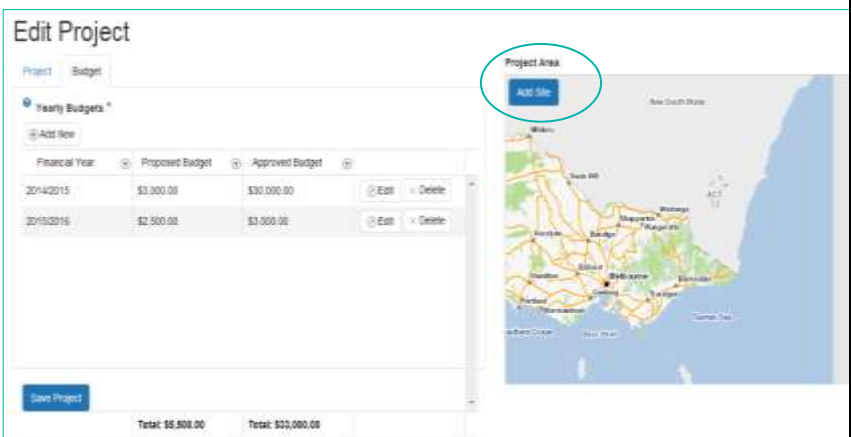
Clicking the 'Save Project' button saves the project details to the system. Users can add a Project Area (site).

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](#).



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