GENERAL USER GUIDELINES:
STEPS FOR CREATING/MODIFYING DST-DATA IN THE METADATABASE

Step 1:
Go to: http://henvinet.nilu.no/
Under "HENVINET TOOLS" on the left menu click "Metadatabase". Review the information on this page.
Click "Go to the MDB login".
Attention: Cookies must be allowed on your Internet browser (your security must be set to Medium).

Step 2:
either
a) Click "Sign-up" if you are a first-time user of the Metadatabase. Enter you details and proceed to Step 3
or
b) login if you already are a registered user and proceed to Step 3

Step 3:
Click "Create Data"
Select "decision support tools" from the "select Metadatabase" drop-down list
Click "DST"

Step 4:
Start entering the data of your DST in the two page form (see also 'IMPORTANT' at the end of this document for an explanation of the fields).

In this form you see several *fields* and their *attributes*. A *field* is for example "Specific stressor" (4th on page 2/2) and its *attributes* are "NOX", "Nanoparticles","Pesticides".

Select <u>one</u> or <u>more</u> (by clicking whilst keeping the Ctrl key pressed on your keyboard) attributes from each field that describe your DST (see also Step 5).

You can add additional attributes to a field for better describing your DST.

Example : In the field "Contact".
  i)   press "Add/Edit Contact".
  ii)   in the new dialog box insert the contact of your choice by entering contact details.
  iii) then press "add contact" and then "close window".
  iv)   your contact is a new attribute in the field "Contact" and can now be selected from the drop down menu.
    Similar steps should be followed for entering a new institute for the contact in (ii) above.

Step 6
Save your work by clicking "Save record" on page 2/2 when you finish.
To view/edit/modify your input
  i)   Click on "main" at the upper left side
  ii)   Click "Modify Data"
  iii) Select "decision support tools" from the "select Metadatabase" drop-down list.
  iv)   Click "DST"

IMPORTANT (Explanation of 1st page fields)
  Title: This is the DST name or title
  Short abstract: A brief description of the DST
  Acronym: Acronym or short name DST
  Long description: detailed description of DST. Should include specific information e.g. chemical compounds, models used, input data, output, target group
  URL: URL to the DST if available.
  QA/QC: If the DST has undergone any quality assurance or control, please describe.
  Area of Use: Where can the DST be used.
  Contact: Contact person who can provide more information for the DST.
  Attached file: You can upload a single file such as a document (or a zip file containing many documents). You can only upload one document.