Login Register Help Feedback

NWT Discovery Portal
A Source for Environmental Knowledge

NWT
CIMP

HOME   ABOUT   SEARCH   BROWSE   LINKS

NWT DISCOVERY PORTAL
USER GUIDE

Submitted to:

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1.0 INTRODUCTION

1.1 About NWT Discovery Portal

The NWT Discovery Portal is the most comprehensive online source for environmental monitoring knowledge in the Northwest Territories. The Portal is a search tool that allows users to access data, metadata and reports. It is also a share tool that allows user to contribute by uploading research and monitoring information. Click the ABOUT tab on our website to learn more about our program.

1.2 Where to get help?

This User Manual represents the best way to get familiar with using the NWT Discovery Portal website. As well, you can click the <Help> link found on the top right of each web page to get specific guidance related to that page. The <Contact Us> page is found through a link on the bottom of each web page. Here you will find contact information should require assistance with registration, your account or uploading research information. If you have feedback for us don't hesitate to submit that information via our <Feedback> link.

1.3 User Guide Orientation

Refer to the User Guide sections listed below for more information specific to a certain component of the website:

Section……..Help Topic
2.1……. Home Page Features
2.2……. Search for Information
2.3……. Browse for Information
2.4……. Links to external information
2.5……. What's New?
2.6……. Register / Setup an account
2.7……. Login
2.8……. Share or Contribute Information
2.9……. Contact Us

2.0   REFERENCE

2.1   Home page features

The home page is the default view of the Discovery Portal website and should be used for any bookmark you decide to create. The menu bar provides links to the main functions of the website and includes different tabs depending if you are logged into a user account or not.

| HOME | ABOUT | SEARCH | BROWSE | ADMINISTRATION | LINKS |

HOME: The home page can be used to complete any of the following tasks:

Register for a user account: This is NOT required to search the portal for information but it is required to save your search parameters or to contribute information to the site.

Login: Required to save search parameters, contribute metadata, or conduct administrative tasks. (The 'Login' link is located on the top right of the web page).

Search: Use the search tools to find information maintained in the NWT Discovery Portal archives.

Link to Spatial Data: The Spatial Data Warehouse is a web mapping site that can be used to browse map layers maintained by the Northwest Territories Centre for Geomatics. These map layers include some useful environmental themes or provide base map context to other datasets you may already be using with GIS software.

Specific Information Filters: Click the links found under the heading 'Specific Information' and search results will be filtered to only include those information sources. This includes information developed for CIMP, records from the Canadian Cryospheric Information Network, and the Inventory of Landscape Change program.

Share: Use these tools to contribute information to the NWT Discovery Portal archives. You can upload metadata related to your specific information and also upload reports, data or other common file types. Other users will then be able to discover your work.

2.2   Search for Information

The search page allows users to enter specific information to narrow in on information related to a specific interest. Enter information such as titles, authors, keywords or subject areas and press search to display metadata results in the NWT Discovery Portal archives.

Press 'Advanced Search Options' to refine a search with specific Subject Areas, Data Types, Content Types, Data Categories, or Date range.
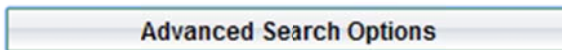
You may also choose to filter results by a specific location of interest by using the map navigation tools to zoom to a specific area of interest. You can chose to filter results that intersect the map window or are fully within the current map window extents. By default the filter is set to find results 'Anywhere'.

Automatcially zoom the map to selected regions or communities from a dropdown list.

Press the Search Guide Help button to open specific guidance to maximize your search potential and help you better narrow in on the information you need.
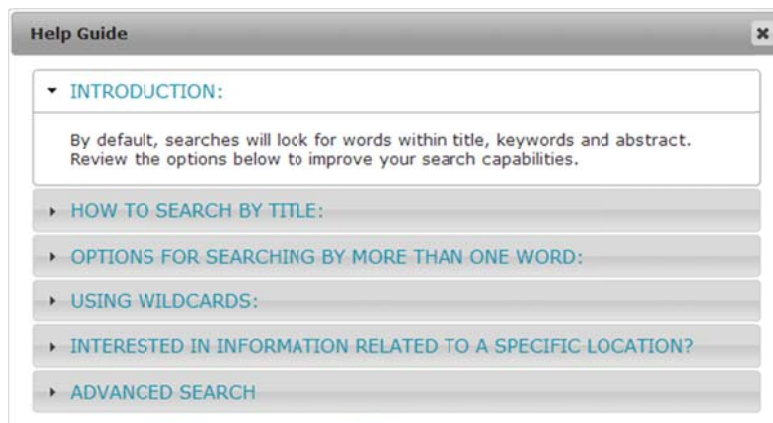
2.3   Browse for Information

The Browse page (located on the main menu bar) is another way to find information by reviewing key categories and filtering the NWT Discovery Portal results without using search criteria. Information can be browsed by **Subject Area Keywords**, **Data Type Keywords**, or the publishing **Organization.** You can also choose the further narrow in on specific information by entering search terms to further filter the results.

Search and Browse tools resurn results from the same Discovery Portal archives.

2.4 Links to External Information

The Links page (located on the main menu bar) provides a list of links to external websites. The websites are organized into 3 categories as illustrated below:

2.5   What's New?

Keep reading the What's New
content to stay up to date on
new website features and new
datasets in the content in the
NWT Discovery Portal archives.
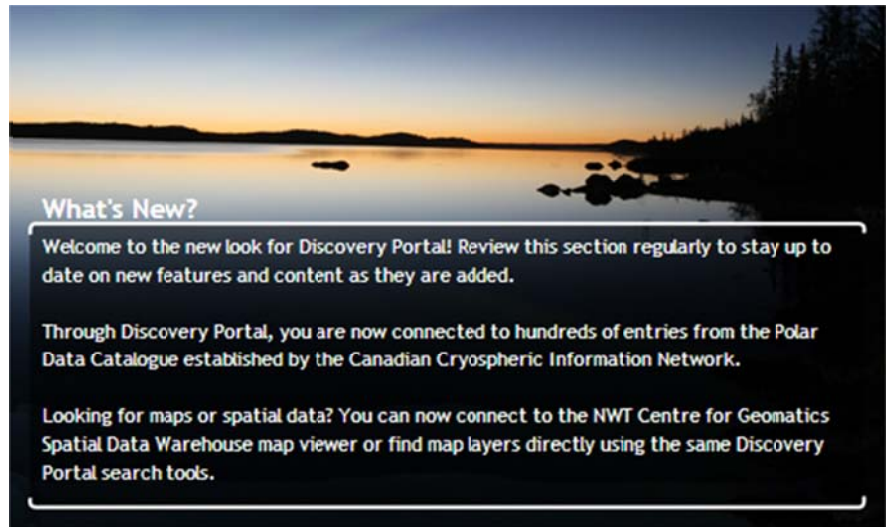
2.6   Register / Setup and Account

You must register an account if you want to save any custom searches should you want to re-run those
searches on a regular basis. You must also register to contribute content (by uploading metadata and data
files) to the Discovery Portal. If you wish to contribute information be sure to e-mail nwtdp@gov.nt.ca to
specifically request a publisher role.

2.7   Login

Users can search and review information on NWT Discovery Portal without the need to login. However, user must login to save searches, share or upload content, or conduct any administrative tasks. If you do not have a login, you must register (Section 2.6). Use the Forgot Password? link if you need support with passwords or username credentials.

2.8   Share or Contribute Information

Adding your information helps us make the NWT Discovery Portal more valuable to others. Once you registered (see Section 2.6) and been provided with your account credentials, login and begin uploading your metadata information and data files. Click the Share button, or use the Administration tab on the menu bar. Select <Add Metadata> and chose the appropriate method for adding your information. Typically you will use the metadata editor to create and entry. Click <Proceed>. The sub-menus shown below may differ depending on your account permissions.

Currently, NWT Discovery Portal is configured to meet the basic requirements of the ISO 19115 metadata standards. Press <Proceed> to continue. In future, other standards may be applicable.

Use the ISO 19115 (Data) entry forms to add information to best describe the content you wish you upload or allow others to link to. You should go through the <Metadata>, <Identification>, and <File Upload / Link> tabs and sub-tabs to enter the metadata information. Some information is already filled in based on your account credentials. Other information is required. Required information that requires your attention has been flagged above the entry forms. You can simply click the warning messages to go directly to the appropriate form that must be completed. On some forms you will find check boxes that expand more detailed metadata

descriptions. These are not required, however, as per the ISO 19115 standard definition, if those checkboxes are selected, you may be required to fill in more specific fields. Some metadata field allow multiple entries to better describe the dataset. These fields are identified with the plus / minus icons as illustrated below:

Press + to add more than one value for these fields.

Use the <File Upload / Link> tab to upload a file by clicking the <Browse For a File To Upload> link as shown below:

When following the File Upload dialog, browse to the file and then select <Upload>. This process may take several minutes depending on the file size and speed of you internet connection. A limit of 10MB has been placed on file uploading. Consider compress .ZIP format files or contact us if the information you wish to upload is larger than this restriction. Multiple files may be uploaded.

Alternatively, you may decide to enter a URL hyperlink into the URL field so that users will be connected to a website that relates to your metadata entry.

When all files have been uploaded and the metadata entry is complete, press <Save> to submit your content to NWT Discovery Portal. Information will be cued for approvals by the CIMP administrator and users will then have access to your submission.

2.9   Contact Us

Please read the About page to be familiar with NWT Discovery Portal and NWT CIMP. We value your feedback and have provided a feedback page for you to submit ideas for website improvements.

For further information on the NWT Discovery Portal, please contact:

NWT Discovery Portal Coordinator

Mailing Address:
Cumulative Impact Monitoring Program
Government of the Northwest Territories - Environment and Natural Resources
P.O. Box 1320
Yellowknife NT   X1A 2L9

General email: nwtcimp@gov.nt.ca

Account inquiries/requests should be directed to: nwtdp@gov.nt.ca

3.0   WEB BROWSER COMPATIBILITY

NWT Discovery Portal has been tested been tested on major web browser platforms including:

- Microsoft Internet Explorer
- Mozilla Firefox
- Google Chrome
- Apple Safari

It is recommended to keep up to date with browser versions to help ensure compatibility with web applications such as the NWT Discovery Portal.

3.1   Internet Explorer Compatibility

Users of Microsoft Internet Explorer should be aware of the following compatibility issues:

- Ensure that Internet Explorer version 9.0 or newer has been installed. Older versions have restricted functionality for searching or contributing content

- Newer versions of Internet Explorer include a function called 'compatibility mode' to help display websites that have been developed on older technologies. Ensure that compatibility mode is disabled for proper viewing of all NWT Discovery Portal functions. Internet Explorer version 11 renamed compatibility mode to 'Emulation'. Locate Compatibility Mode Settings and ensure they are set as illustrated below for proper display of the NWT Discovery Portal.