

CRUISE – INTERFACE

Guide for CRUISE Editors

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CRUE ERA-NET

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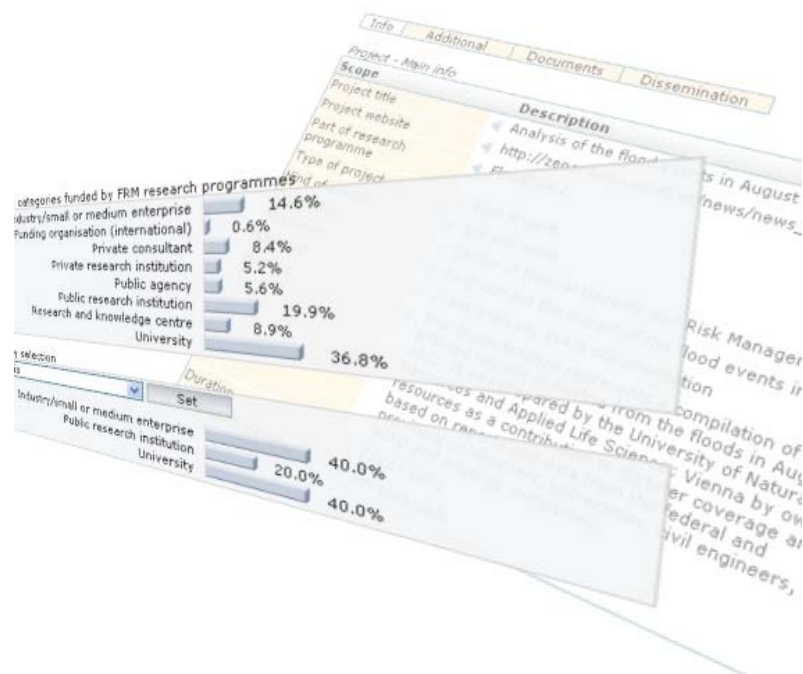


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Guide for CRUISE Editors

1. Introduction

This guide aims to explain how to operate the CRUISE database as an editor. While trying to be as comprehensive as possible, this guide may still not cover all areas of use in great detail. If you need additional help understanding a feature of the database, please feel free to contact the administrator (Contact information: Andreas Pichler, +43-1-71100-7252, andreas.pichler@lebensministerium.at).

1.1 User groups

There are two different groups of CRUISE users. The group with writing and reading rights are defined as „**editors**“. After successful login, they may enter, change or delete their own data. **The “Guide for CRUISE Editors” details the necessary instructions for using the database as an “editor”.** As some of the pages do not allow access to the next page before all data entries are complete, it may be helpful to read this manual before starting to enter programme or project data. This will provide an overview of the required information.

All other „**users**“ are able to access, read and export selected data records without login. **This database user group will find the detailed necessary instructions in the “Guide for CRUISE Users”.** “Users” may start a search/analysis immediately, without needing to read the manual for CRUISE “editors”.

1.2 Conventions used in the database

In order to guarantee the proper operation of the database, the user (editor) should observe some rules when entering data. These are dealt with in the relevant chapters of this manual. The most important are listed below:

- a) Red framed fields are mandatory.
- b) When filling in an Internet address, <http://> must be manually typed before the web site address.
- c) When entering figures, commas should be used to separate individual data values.
- d) Text fields have varying widths. One-line input fields are limited to 1000 characters. Multiple-line input fields are limited to 2500 characters.
- e) Maximum upload file size is 10MB.

Data input into the database will be effective only after pressing the SAVE button in the corresponding screen mask. Pressing the arrow button (next to the SAVE button) leaves the page without saving.

2. Using CRUISE – as an Editor

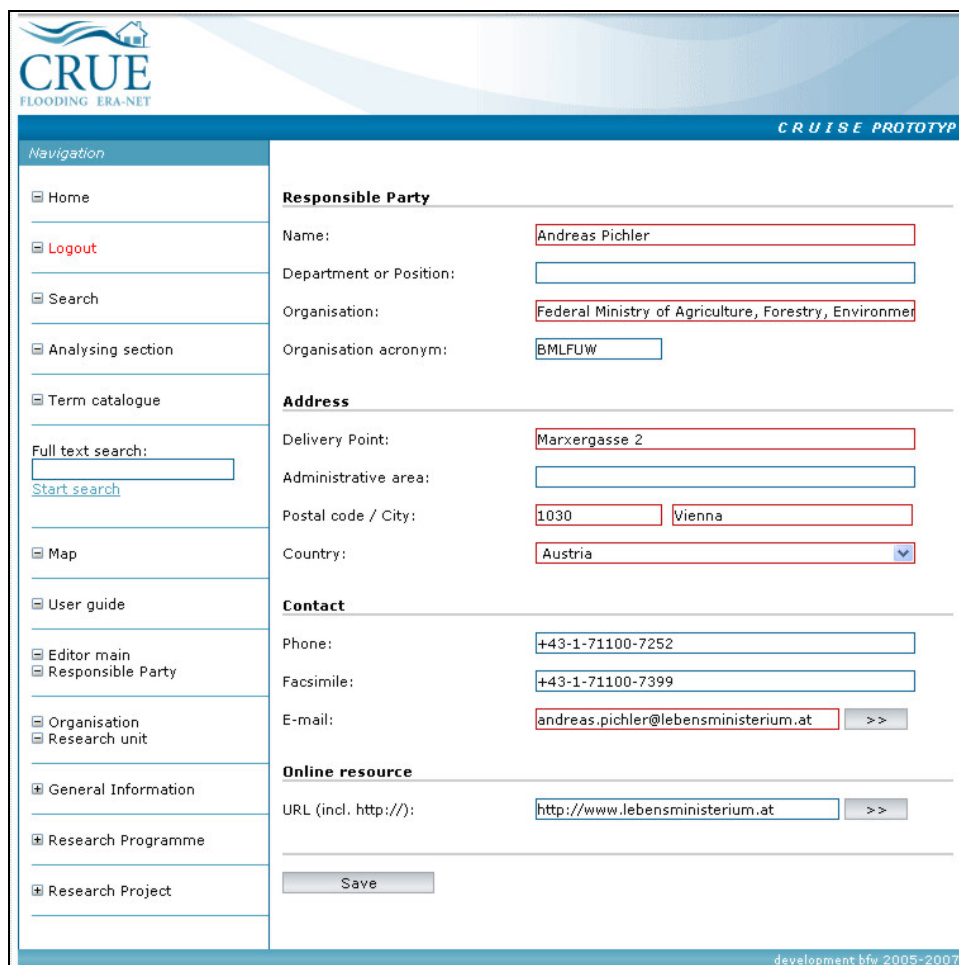
How to get a new editor account for CRUISE?

Editor access to CRUISE is restricted to ERA-Net CRUE Partners. If you are a CRUE partner and need a new editor account, please get in touch with the CRUISE administrator. Once your registration request has been approved by the CRUISE administrator, you will receive an e-mail confirmation providing your "username" and "password".

2.1 Editor – Login

To log in, click on the LOGIN button on the navigation bar at the top left, enter the username and password and press the LOGIN button below. After login, several menu items appear on the navigation bar. In the main field to the right the „**editor main**“ screen will appear automatically.

To complete your personal data - in order to unlock the other editor options - please click on „**responsible party**“, and fill in the questionnaire (Fig. 1).



The screenshot shows the CRUISE PROTOTYP web interface. On the left is a navigation menu with options: Home, Logout, Search, Analysing section, Term catalogue, Full text search (with a search box and 'Start search' link), Map, User guide, Editor main, Responsible Party, Organisation, Research unit, General Information, Research Programme, and Research Project. The main content area is titled 'CRUISE PROTOTYP' and contains a form for 'Responsible Party' information. The form fields are as follows:

Responsible Party	
Name:	Andreas Pichler
Department or Position:	
Organisation:	Federal Ministry of Agriculture, Forestry, Environme
Organisation acronym:	BMLFUW
Address	
Delivery Point:	Marxergasse 2
Administrative area:	
Postal code / City:	1030 Vienna
Country:	Austria
Contact	
Phone:	+43-1-71100-7252
Facsimile:	+43-1-71100-7399
E-mail:	andreas.pichler@lebensministerium.at >>
Online resource	
URL (incl. http://):	http://www.lebensministerium.at >>
<input type="button" value="Save"/>	

development bfw 2005-2007

(Figure 1)

The following menu items will appear in the left-hand navigation bar:

- Organisation
- Research Unit
- General Information
- Research Programme
- Research Project

2.2 Organisation

The “Organisation” menu contains a list of organisations concerned with Flood Risk Management (FRM) research already added to your country information. Click on “Add new” (Fig. 2), if you want to add a new organisation. A form will appear (Fig. 3) in which you can enter detailed information about your organisation.

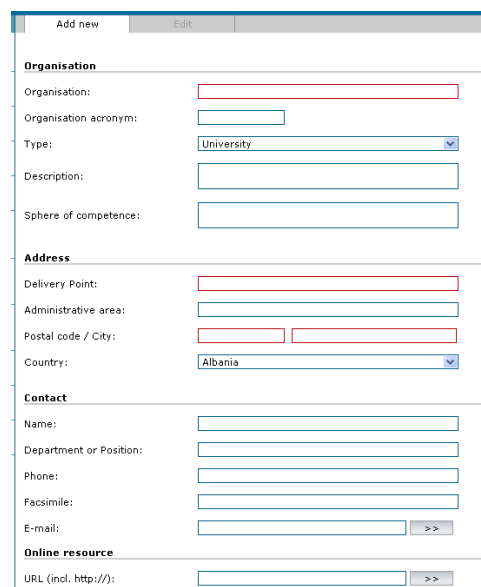
It is very important to select the appropriate country in the “Country” option from the “Address” pull-down list. This guarantees correct allocation of country-related entries in the search and analysis module.

Clicking the arrow button next to the email address results in your email application creating a new blank message with the indicated email address in the To: field. Clicking the arrow button next to the URL address opens the web site in your Internet browser.

In the „Organisations“ list entries you have created yourself appear in bold and may be clicked and edited. Entries in grey belong to other editors and are not editable.



(Figure 2)



(Figure 3)

2.3 Research unit

The „Research Unit“ menu lists all FRM research units already created for your country.

If you wish to add a new research unit, click on „Add new“. The appropriate form will appear in which you may insert detailed information about your research institute.

A „Research Unit“ must always be part of an „Organisation“ (e.g. university departments are part of a university, etc.). If no superior organisation can be found for a „Research Unit“, then the relevant institute/organisation must first be created under „Organisation“. Only then will it be possible to create the option „Research Unit“.

The „Organisation“ pull-down list allows you to select an organisation from all entered organisations. It is also possible to allocate a national research institute to a foreign organisation.


In the „Research units“ list entries you have created yourself appear in bold and may be clicked and edited. Entries in grey belong to other editors and are not editable.

2.4 General information

Clicking on „General Information“ opens the **„Research Networks“** submenu item below.

This submenu item contains a list of research networks already created for your country. If you wish to add a network, click on „Add new“. This will open the appropriate form in which you may insert detailed information about your network. (Fig. 4)

The „Scope“ drop-down menu allows you to choose network make-up: national, European or international.



CRUISE PROTOTYP

Navigation	Add new	Edit
<ul style="list-style-type: none"> Home Logout Search Analysing section Term catalogue Full text search: <input type="text"/> Start search Map User guide Editor main Responsible Party Organisation Research unit General Information 	<div>Research Network</div> <div> Network: <input type="text" value="International Research Society INTERPRAEVENT"/> </div> <div> Network acronym: <input type="text" value="INTERPRAEVENT"/> </div> <div> Scope: <input type="text" value="International"/> </div> <div>Address</div> <div> Delivery Point: <input type="text" value="Postfach 117"/> </div> <div> Administrative area: <input type="text"/> </div> <div> Postal code / City: <input type="text" value="9020"/> <input type="text" value="Klagenfurt"/> </div> <div> Country: <input type="text" value="Austria"/> </div> <div>Online resource</div> <div> URL (incl. http://): <input type="text" value="http://wasser.ktn.gv.at/interpraevent/"/> <input type="button" value=""/>>> </div> <div> <input type="button" value="Save"/> <input type="button" value="<<"/> </div>	

(Figure 4)

2.5 Research programme

The term “Research Programme” is interpreted and used by CRUE as a cluster or series of interconnected research projects or activities with a common thematic focus and common funding, management, evaluation and dissemination mechanisms.

Click on the „Research Programme” option on the left navigation bar in the window (Fig. 5) to view the following menu items:

- Funding organisations
- Funding recipients
- Programme list



(Figure 5)

The font colour of the menu items shows you the status of the entry. Menu items with information input appear bright for more clearness.

2.5.1 Funding organisations

„Funding organisations” are all organisations that are providing funds to research activities. The „Organisations” drop-down list contains all organisations already entered for your country (see page 6, option: „Organisation”). By clicking on the drop-down list and pressing the „ADD” button, the relevant funding organisations for the „Programmes” of the respective editor are selected. These appear in the field below reading „Added Organisations”.

In order to remove a funding organisation from the list, you must click on it in the „Added Organisations” text box and press the “REMOVE” button. In order to prevent data being accidentally deleted, a further yes/no option is integrated in the delete function.

As the list of „Funding organisations” may exceed the size of the window, you can navigate the drop-down menu by dragging the bar at the right hand side of the window.

2.5.2 Funding recipients

Menu item „Funding recipients“ shows the percentage distribution of funds which are provided by the respective „Funding organisation“ to one or more organisation units on average.

The starting mask displays a list of „Funding organisations“. The „percentage“ column indicates if the funds were allocated to one or more „Funding recipients“ (either as 100% or broken down).

By selecting an organisation on the list, the input window appears with a list of potential „Funding recipients“. This window allows you to insert the percent distribution of funds (only whole figures, no commas). Total percent distribution must sum 100, otherwise all entries on the form of the „Funding organisation“ you are working on will be deleted when pressing the „SAVE“ button.

If you need to correct a previously saved distribution of funds you must delete the already existing figure by clicking on the „DELETE“ button.

If you wish to leave the page without saving, just press the arrow button next to the SAVE button.

2.5.3 Programme list

The „Programme list“ menu item allows you to edit existing programmes and to create new programmes.

In order to create a new research programme data record, click on „Add new“. Then type the title of the programme in the „Programme title“ text box and click on the „SAVE“ button. The programme will be displayed on the „Programme list“.

If you wish to leave the page without saving, just press the arrow button next to the SAVE button.

To get to a detailed view of a data record of a programme (description sheet) click on the programme title in the programme list. The following sub-menu items will appear on the left navigation bar in the window:

- Description Sheet
- Funding distribution
- Eligibility
- Financial Constitution
- Design process
- Main steps
- Task responsibility
- Expert board
- Calls
- Instruments
- Time schedule
- Evaluation
- Public impact
- Monitoring
- Comments
- Programme result
- Dissemination

The „**Description Sheet**“ submenu (containing two pages) will load automatically (Fig. 6).

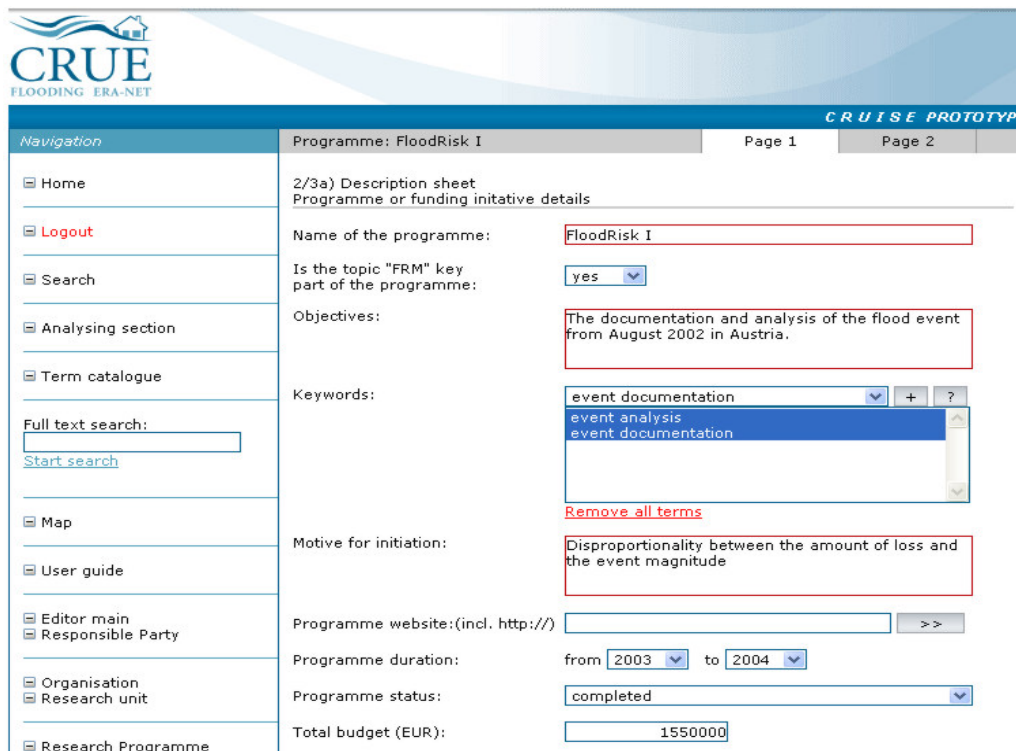
Information may be inserted either directly by free-text input or by selecting an option from one of the pull-down lists.

„**Keywords**“ may be selected from a pull-down list using the “down” arrow and added to the text box by pressing the „+“ button. You may select as many keywords as you like. The indication of „keywords“ is essential for thematic analysis of research activities.

If you select a keyword from the pull-down list and then press the „?“ button , the „Term catalogue“ will appear in a separate window. This shows the definition of the keyword, enabling a more accurate allocation of the definition within the structure of risk management activities with regard to „flood risk management“. You may leave the „Term catalogue“ window by clicking the “Close” button. For more information, see Chapter „Term catalogue“.

The selected keywords appear as blue text areas in the choice box below. By pressing the „REMOVE ALL TERMS“ button the whole selection of keywords can be cancelled.

For deselection of one or more keywords, use the mouse cursor and the “Ctrl” key. The keywords marked in this way (as blue text area and pointed frame) are maintained. All keywords that are not marked will be removed from the cache when clicking on the “SAVE” button.



(Figure 6)

In order to open the second page, it is necessary to complete and save the first page first. The second page is accessed by pressing the „**Page 2**“ button in the headline on the right hand side. Select an organisation from the “Organisations” pull-down list. By using the “Add” button you can allocate the function („Programme Owner“, „Programme Initiator“ or „Programme Manager“) assumed by the respective organisation in the programme. The text boxes fill in accordingly and the information will be saved in the database. Check as many as apply. You can cancel an option by selecting an organisation and clicking on the corresponding „REMOVE“ button.

The submenu „**Funding distribution**“ allows for input of information about the percent distribution of programme funds (only whole figures, no commas). Total percent distribution must sum 100, otherwise all information will be deleted when pressing the “SAVE” button. Inserted information can be deleted by pressing the “RESET” or (if the information has already been saved) the “DELETE” button.

It is possible to indicate whether applicants from other countries are eligible for funding under this programme in the sub-menu „**Eligibility**“ by clicking on the „Yes“ or „No“ button. In a text field, additional comments may be added. Press the „SAVE“ button to save the given information and to activate the DELETE button.

By selecting an option from a checkbox you can provide information on the „**Financial Constitution**“ (one or more ticks by mouse click). If the proposed selection is not sufficient, tick „OTHER“ and enter an additional name into the text box next to the „OTHER“ button.

Pressing the „SAVE“ button also activates the “DELETE” button.

Via the sub-menu „**Design Process**“, you may specify from a given selection who is involved in the design process of the programme (one or more ticks by mouse click). If the proposed selection is not sufficient you may tick the option „Other“ and an additional designation may be inserted in the text box next to the „Other“ button.

Next to the „Public Agency“ button there is also a text box which allows for detailed description once the „Public Agency“ button is activated.

Pressing the „SAVE“ button activates the “DELETE” button.

The „**Main Steps**“, starting from the opening of the programme, may also be described by means of a text box and saved with the „SAVE“ button. Deletion or modifications in the saved text will be effective by saving the corrected text.

The responsibility for certain tasks in the programme initiation and management can be assigned via the „**Task responsibility**“ sub-menu. You must select an option between „Owner“, „Manager“ or “Other” by ticking an option by mouse click. If a task is fulfilled neither by the „Owner“ nor the „Manager“ of the programme, but by an organisation which is not programme-bound, then the name of this organisation can be typed into the text box allocated to the appropriate task. Check as many as apply if you want to indicate shared responsibilities. Press the SAVE button to save the information. Pressing the „SAVE“ button also activates the “DELETE” button.

If there has been an Expert Board (Steering Committee) for the programme, the composition of this board can be shown in the „**Expert board**“ sub-menu. By mouse click, you can select an option from a pull-down list with organisations belonging to

the „Expert board“. Save this option (which is at the same time displayed in the window „Who are the members?“) by pressing the “ADD” button.

By selecting an organisation belonging to the ‘Expert board’ and clicking the REMOVE button, it may be deleted.. The text field underneath allows you to describe in detail the tasks and responsibilities of the selected organisations. Press the “SAVE” button to save the information given in the text box.

The type of calls referring to the programme is described in the submenu „**Calls**“ (tick one or more boxes by mouse click). If the proposed selection is not sufficient, you may tick option „other“ and insert an additional method into the text box next to the button.

The input fields referring to „fixed closing dates“ provide information about the number of closing dates foreseen in the individual time period (only whole figures, no commas, no text).

Press the “SAVE” button to save the information. This also activates the “DELETE” button for any necessary modification.

The „**Instruments**“ sub-menu describes the type of media in which the programme and the calls are or were announced (tick by mouse click). If the proposed options are not sufficient, you may tick „Other“. The text box next to the „Other“ button allows you to indicate the used instrument for „Programme task“ and „Call task“.

Press the “SAVE” button to save the information. This also activates the “DELETE” button for any necessary modification.

The „**Time schedule**“ sub-menu provides information on the time schedule, from the announcement of the programme to the start of projects. First, you have to select the type of proposal submission (one or two stage submission). In the following options you can select deadlines for the different sections of the call process (e.g. „From announcement to closing date for applications“) from pull-down lists (1-52 weeks).

Press the “SAVE” button to save the information. This activates the “DELETE” button for any necessary modification.

The „**Evaluation**“ sub-menu provides information on the evaluation process. When clicking on „external evaluation...“, further options will appear. Next to the „Other“ option, there is an additional text box in which you may insert evaluators other than those listed automatically.

If interim evaluations are foreseen, you may select the frequency of such evaluations by selecting the „Interim evaluation“ option from a pull-down list.

The recipient of the evaluation results must be indicated in the last item of the form (by choosing an option from the pull-down list with the already created organisations of a country).

Press the “SAVE” button to save the information. This activates the “DELETE” button for any necessary modification.

The „**Public Impact**“ sub-menu requests information concerning the impact of the programme on public decision-making, and if yes is selected allows for input on which decision-makers are affected. To specify the information three options (by clicking) and a text box are available.

Press the “SAVE” button to save the information. This activates the “DELETE” button for any necessary modification.

The „**Monitoring**“ sub-menu establishes whether project monitoring was conducted within the framework of the programme. If the answer is “yes”, further options will appear with free-text input or pull-down lists.

The question „Who monitored?“ offers a list of organisations of the individual countries. The question concerning frequency of the monitoring includes four options. These are “biannually”, “once a year”, “twice a year” and “three times or more a year”.

Press the “SAVE” button to save the information. This activates the “DELETE” button for any necessary modification.

The „**Comments**“ sub-menu allows you to insert additional comments in the text box in order to describe anything which might be useful and has not yet been dealt with in the questionnaire.

Press the SAVE button to save the information. Any subsequent modification may be made by typing changes into the text field and saving the information again.

The questionnaire within „**Programme results**“ includes 2 pages. The first question on **page 1** deals with access rights to project results and the type of archiving and exploitation of results. For this purpose, pull-down lists were prepared which allow you to select the desired option by mouse click. Check as many as apply. For this purpose, hold down “Ctrl” key when selecting the options.

Both pull-down lists are red framed and as such mandatory. Two further questions on „Programme results“, which deal with programme output or outcome, can be answered in the text fields. Press the „SAVE“ button to save this page.

Any modifications in the scroll down lists will become effective by renewed selection and saving by means of “SAVE” button. Any modifications in the text boxes can be made by typing the modified version into the text box and saving the information again.

You access **page 2** of the submenu by pressing the „Page 2“ button on top of the screen mask to the right (only possible after having saved the information in the mandatory fields on page 1). This allows you to upload a pdf-file or word document, after having inserted the title and the document type.

The **document-upload** will be started by filling in the path to the document in the text window next to „Upload document“. If the path is unknown, the document may be found via the “BROWSE” button in the window, allowing for the document to be found in the annexed storage medium (e.g. hard drive of computer). Once the document has been found, the path can be transferred (by double clicking on the corresponding document or by using the “Open” button) into the text box next to „Upload document“.

By pressing the “UPLOAD” button, the document will be uploaded into the database. After successful completion of the upload, the document appears in a new list below the “UPLOAD” button. By clicking on the document it will be opened in MS Word.

Clicking on the red cross next to the uploaded document will remove it.

The „**Dissemination**“ sub-menu, as the last menu item within „Research Programme“, deals with the question of dissemination of programme information. On **page 1** click either “Yes” or “No” to answer the question of targeted dissemination and/or communication activities (red framed mandatory field) by selecting from the pull-down list.

Answering the question with „Yes“ and pressing the SAVE button unlocks pages 2 to 6. The single pages can be opened by pressing the individual button on the top right hand side of the screen. If the answer is „No“, no more options will appear and the session for „Research Programme“ will be completed after pressing the „SAVE“ button.

On **page 2**, please indicate which **channels and methods** are/have been available for **„Programme Dissemination and Communication“**. A wide range of activities and methods are available. The extent of the use of these methods (e.g. Internet, Newsletter...) in the programme must be indicated by inserting percentage shares (only whole figures!).

Note: The total of the inserted values for „Examples of Dissemination“ and „Examples of Communication“ must not exceed 100%, but it can remain below. Press the „SAVE“ button to save the information. Subsequent modifications may be made by changing the figures and saving again.

If the programme provides a **budget for publication and communication activities**, you must indicate the percentage share of the total programme budget on **page 3** (only whole figures!).

Press the „SAVE“ button to save the information. Any necessary modifications may be made by changing the figures and saving again.

Any **target groups for programme related publication and communication processes** may be selected from a pull-down list („Target Groups“) on **page 4** and added to the list of „Selected Groups“ by clicking on the „ADD“ button. To remove a group from this list, click on the name and press the „REMOVE“ button.

In the window below, a ranking of target groups will appear, according to importance in the programme. The ranking will be generated by clicking on the most important group in the window „Selected Groups“ and by pressing the „RANK“ button. Select the group second in importance and repeat the procedure. This procedure has to be repeated as often as applicable. To remove a group from the ranking list, select it by mouse cursor and press the „DON'T RANK“ button.

If you are supported during the planning and implementation of dissemination and communication actions by a professional organisation, you may select it from a pull-down list on **page 5**. Here, only those organisations which you have created under menu item „Organisation“ will be listed.

Press the „SAVE“ button to save the selection. If you choose to deselect an organisation, you can do it by pressing the „Ctrl“ key together with the left mouse button. Deselection will be effective after pressing the „SAVE“ button.

On **page 6** an average **timeframe** (in weeks) **for various types of dissemination and communication activities** during which programme results have been or should be disseminated and/or communicated may be indicated.

Press the „SAVE“ button to save the information. Any necessary modification may be made by changing the figures and saving again.

2.6 Research projects

A “research project” is a structured research unit or activity (not necessarily part of a research programme) with defined goals, objectives and timeframe.

If you click on the navigation bar left on menu item „**Research Project**” a further menu item will appear below:

- Project list

2.6.1 Project list

Under „Project list” you can create or handle individual research projects. If you wish to add a new project, click on the “ADD NEW” button. The title of the project is to be filled in the top text box. Press the “SAVE” button to save the information. By pressing the “arrow” button (on the right side next to the “SAVE button”), this page can be left without creating a project.

After the first save, the project will be included in the „Project list”. Following this, it can be selected from the list for further processing.

After clicking the project title, two further menu items at the navigation bar left will appear underneath „Project list”:

- Description sheet
- Dissemination

If you wish to work on the project at another moment these two menu items will appear also by clicking on the appropriate project title in the project list. Menu items which contain already entries appear as grey text on the navigation bar, those without entries in normal font colour.

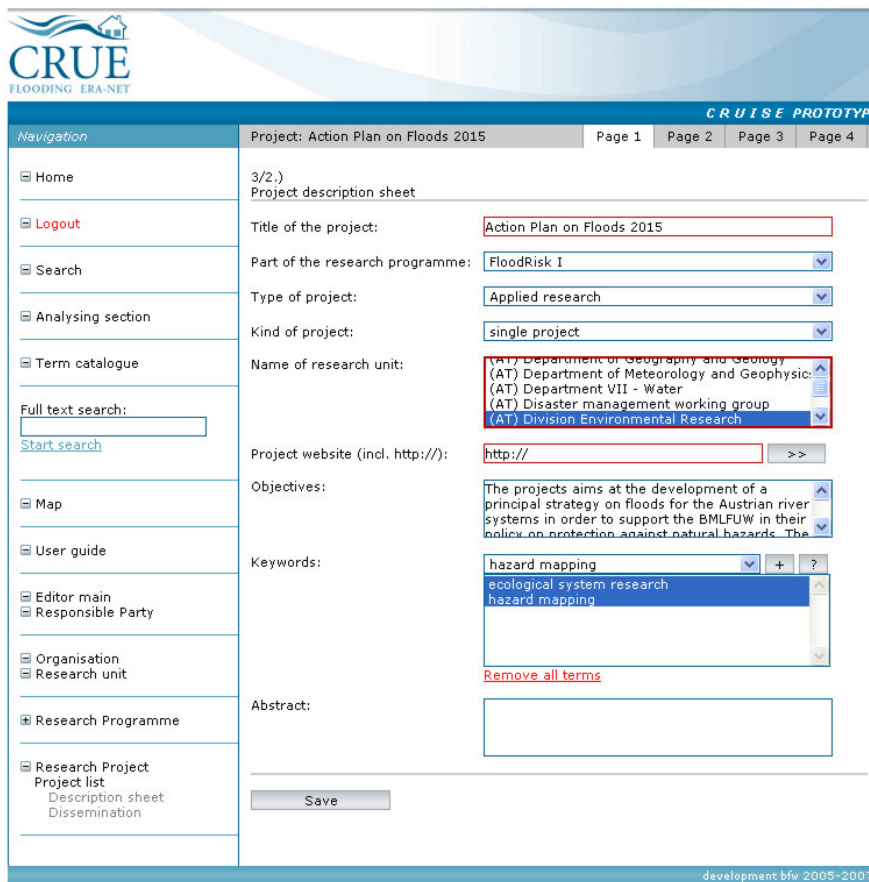
2.6.2 Description sheet

The „**Description Sheet**” sub-menu (containing four pages) will open automatically after clicking on a project title in the „Project list”. There are both red and blue framed fields. The red framed fields are mandatory fields (Fig. 7). The information can be entered as free-text input by typing text from the keyboard or by selecting an option from a pull-down list.

The names of research institutes are listed alphabetically by country code and arranged within a country again in alphabetical order. It is possible to select several „Research units” (by pressing the “Ctrl” key and selecting further names).

„**Keywords**” may be selected from a pull-down list using the “down” arrow and added to the field by pressing the „+” button. You may select just as many keywords as you like. The indication of „keywords” is essential for thematic analysis of research activities (For more information on assigning keywords, please refer back to 2.5.3 Programme List, page 10).

The fields „Objectives” and “Abstract” allow for free-text input up to 2500 characters.



(Figure 7)

In order to open the second page, you must first fill in all mandatory fields and save the first page.

To access the second page, press the „**Page 2**“ button in the headline to the right.

In the „**Total project costs**“ and „**Average funding rate**“ fields, you are allowed to enter whole values only.

You can select the data for the „**Financing Resource**“ field from a pull-down list of organisations from your own country and add them by means of the „+“ button. To delete one or more organisations please use the mouse cursor and the “Ctrl” key. The organisations (highlighted as blue text) will be maintained. All deselected organisations will be removed from the cache by clicking the “SAVE” button.

With the help of both river names and geographic latitude and longitude you may determine the geographic location of a project area. Insert the name of the catchment area concerned in the „**Geographic identifier**“ field. The coordinates for the geographic latitude and longitude should refer to the centre of the project area.

Click on „Insert lat-& longitude“ to open an additional window. Here you can enter the coordinates and save the information by means of the “SAVE” button. Insert as many as apply, but only if it is required by the type of project area. Click on the “CLOSE” button to close the auxiliary window.

If the pair of coordinates to be entered is not known click on „Map“ on the left navigation bar. A map of Europe will appear (Google Map) with all available „project markers“ (for each pair of coordinates a marker will be inserted).

By clicking on the map and holding down the left mouse key at the same time, you can drag the country to be selected into the centre of the map. By using the ruler on the left side of the map you can zoom gradually into the map and into the project area. Thus, the map will reveal more and more details.

Alternatively, you can double click on the desired area to zoom into it and centre it on the map.

The coordinates for the map centre are shown below the map.

Another way of getting the coordinates for the project area is to use the search function at the lower edge of the map. There you can insert area and town names, and even street names, e.g.: „Austria Steyr Spitalskystraße“. A little flag will indicate the location in the centre of the map. The coordinates of the place can be found and copied from the lower edge of the map and inserted into the window opened before („Insert lat. & longitude“). Press the „SAVE“ button to save the information.

If you are aware that a (GIS) shape file is available, although not at the moment, you may announce this information by clicking „Yes“ on the last question (Geographic reference as (GIS) shape file available?) on page 2.

On page 3, shape files can be selected and uploaded. (For more information on uploading files, please refer back to the relevant passage in section 2.5.3 Programme List, page 13)

Please note that only the database administrator is allowed to delete a shape-file which has been uploaded once before. You may only overwrite such a file.

Pdf or doc files can be uploaded on page 4, given a title and assigned a report type. If the title is missing, you will receive an error message.

(For more information on uploading pdf or doc files files, please refer back to the relevant passage in section 2.5.3 Programme List, page 13)

2.6.3 Dissemination

The „**Dissemination**“ sub-menu, as the last menu item within „Research Project“, deals with the question of project information dissemination. On **page 1**, click either „Yes“ or „No“ to answer the question of targeted dissemination and/or communication activities (red framed mandatory field). Make selection from pull-down list.

Answering the question with „Yes“ and pressing the SAVE button unlocks access to pages 2 to 6. The single pages can be opened by pressing the individual button on the top right side of the screen. If the answer is „No“, no more options will appear and the session for „Research Project“ will be completed after pressing the „SAVE“ button.

On **page 2** you may indicate which **channels and methods** are/have been available for „**Project Dissemination and Communication**“. (For more

information on dissemination information pages, please refer back to the relevant passage in section 2.5.3 Programme List, page 14)

Any **target groups for project related publication and communication processes** may be selected from a pull-down list („Target Groups“) at **page 3** and added to the list of „Selected Groups“ by clicking on the “ADD” button. To remove a group from this list click on the name and press the “REMOVE” button.

Page 4 deals with the question of average **timeframe for dissemination and communication of project results**. The timeframe for the respective project result is to be indicated in whole weeks only.

Press the “SAVE” button to save the information. A new text box will open accordingly.

Pressing the “SAVE” button activates the “DELETE SHEET” button. Note: By using this button all lines will be deleted. Individual deletions are only possible by marking the text and pressing the “Del”-key on the keyboard.

The timeframe must be indicated in whole figures. When entering text into the field it is not possible to save the entry. The same applies to the use of commas in figures. Subsequent modifications may be made by saving once again after having made the corrections.

On page 5, the percentage share for publication and communication actions of the total project budget may be indicated when the project includes a separate budget item for this purpose. Press the “SAVE” button to save this information.

If you are supported during the planning and implementation of publication and communication actions by a professional organisation you may select it from a pull-down list on **page 6**. Only those organisations which you have created under menu item „Organisation“ will be listed here.

Press the “SAVE” button to save the selection. If you choose to deselect an organisation, you can do it by pressing the “Ctrl” key together with the left mouse button. Deselection will be effective after pressing the “SAVE” button.

3. Term Catalogue

FRM includes a large number of terms. These were systematically allocated to „CRUISE framework classes“ and provided with definitions in the „Term catalogue“ of the database (Fig. 8).

The definition of the terms can be accessed either by clicking on the terms following the paths shown below (for more clarity, the three main groups are included with their respective subgroups) or by entering a search term in the „Catalogue“ text box.

Risk determination

- Risk Analysis

 - Hazard Analysis and Risk Mapping

 - Vulnerability Analysis

- Risk Assessment and Evaluation

 - Social and economic risk assessment

 - Risk Awareness and Perception

Risk Management and Risk reduction

- Pre-Flood Measures

 - Prevention

 - Protection

 - Preparedness

 - Integrated Catchment Management

- Flood Event Management

 - Emergency Response

 - Provisional Recondition

Recovery and Lessons learned

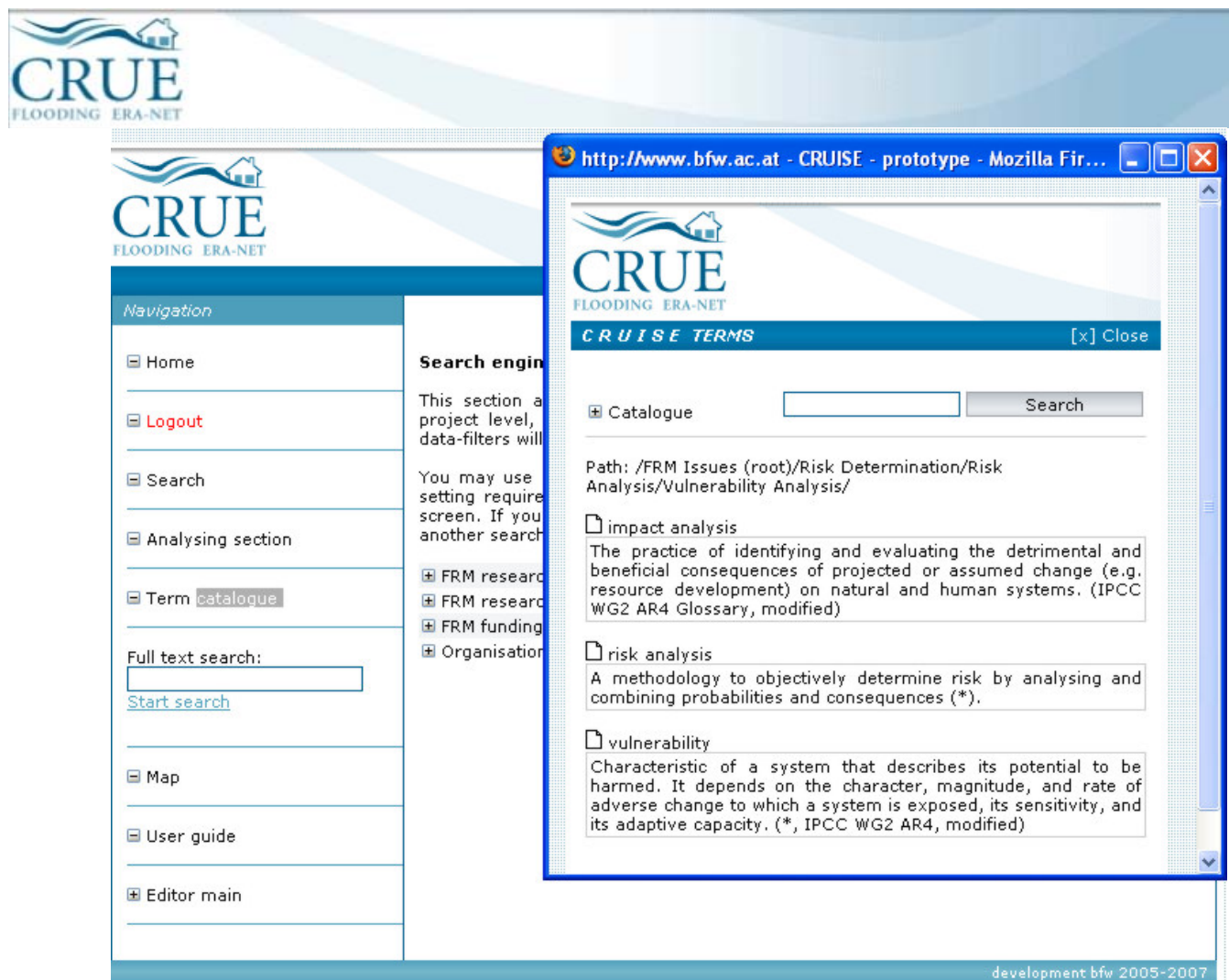
- Recovery

- Lessons learned

Pressing 'BACKSPACE' will take you back through the groups step by step.

If you use the free-text input to search for a definition, you can either type the whole term or only the first letter. After pressing the "SEARCH" button, either the term itself or one or more related terms will appear. The definition of the term appears by clicking on the last match.

Clicking the "CATALOGUE" button will return to the first window of the „Term catalogue“. Click "CLOSE" to get back to the homepage of the database.



(Figure 8)

4. Map

The  button allows you to view „**Google Map**“ to get an overview of the project areas. By selecting an option on top of the window, the figure can be underlayed with a map, a satellite picture or a relief map. All projects are highlighted by a marker.

If many projects have been conducted in an area, it is better to enlarge the map. For this purpose, at the left edge on top of the picture, there is map zoom function and arrows which facilitate navigation. It is possible to drag the map while holding down the left mouse button. In the centre of the navigation arrows, there is a button which returns to full-scale map view.

To get details about individual projects, click on a marker. The name of the project will appear as a bubble, together with an internal link leading to the project description in CRUISE and an external link leading to the homepage of the project.

Project locations which have a „**Geographic Identifier**“ (for more information on ‘Geographic Identifiers’, please refer back to 2.6.2 Description sheet, page 16) can be found directly by means of a search function integrated into „Google Map“. For this purpose, copy and paste the name of the „Geographic Identifier“ into the text box of the search function at the lower edge of the map. After pressing the “SEARCH” button, it will be zoomed directly to the project site.