
**Adding a project or release
to the
OMII-UK catalogue**

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1 Introduction

This document describes how to add projects to the OMII-UK catalogue. It is aimed for registered users of the OMII-UK website who have the USER role and guides them through the process of registering as a user to submitting a project for evaluation.

2 Registration and logging in

To be able to add projects to the OMII-UK project catalogue you must first be registered on the OMII-UK website. This is a very simple process and can be done by selecting “**Registration**” from the left hand menu. Once registered and logged in, the left hand menu will have the following options under “**Projects and Releases**”:

- Add New Project
- Add a New Software Release
- Add a New Document

3 Adding Project Details

When you select “**Add New Project**” you will be asked to enter the following details (fields marked with an asterisk are compulsory):

Project Details (required)

- Title*
- Summary Description*
- Keywords*
- URL*
- Contact Email Address*

Project Description

This field allows you to enter a longer description of your project.

Please note that the text should be marked up using XHTML. Any images or documents that you would like to reference in the text must be sent to support@omii.ac.uk so that they can be placed on the web server.

Organisation Details

- Investigator(s)
- Organisation Name
- Organisation’s Address
- Organisation or Project Logo (URL)

Support Description

- Support Description
- Support URL

Community Interaction

- Discuss Mailing List
- Discuss Mailing List (How to subscribe)
- Announce Mailing List
- Announce Mailing List (How to subscribe)
- Source code URL

Once all the details have been entered click the “**Submit Project Details**” button.

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As long as the project name doesn't already exist, you will be taken to the Project Details page where you can review the information just entered. From this page you can select to update the project details if necessary.

You can view a list of all your projects by selecting "**My Projects**" from the left hand menu. This list shows the status of all of your projects. At this stage the just added project will have a status of "**PENDING**".

4 Project Operations

The following operations are available for your added project under the "**My Projects**" and "**View Project Summary**" options:

- Edit Administrators
When a project is added the user adding the project automatically becomes an administrator of the project. Selecting this option allows other users to be added as administrators or removed.
- View Project Summary
A summary of the project details. From here a further set of operations are available – see below.
- View Project Details
Project details page. The details can be updated here by selecting "Update project details"
- Update Project Details
Displays the project details in edit mode. For fields available see "[Adding project details](#)" above.

The following extra operations are only available under the "**View Project Summary**" option. These options allow you to update your project's Wiki pages with any latest news and comments:

- Latest Project News
Links to the OMII-UK Wiki allowing you to add any news to the *<short project name>News* page.
- Make a Comment about this Project
Links to the OMII-UK Wiki allowing you to add any comments to the *USER<short project name>Comment* page.

5 What next?

Once you have added a project its status is set to "PENDING". During this phase the project will be reviewed by an OMII-UK repository administrator before it is added to the project catalogue. This process can only be accomplished by the *website administrator*, who will change the status to "PUBLIC" or "PRIVATE". The *project administrators* cannot perform this process but they can perform the operations listed [above](#). Therefore, the "**Set to PUBLIC**" and "**Set to PRIVATE**" operations won't be available under "**Available Operations**" for your project unless you have ADMIN rights on the website.

If the status is set to "PRIVATE" only the designated project administrators will be able to see the project. If the status is set to "PUBLIC" the project details will appear in the list of all projects (<http://www.omii.ac.uk/projects/>) and can be searched by name or keyword.

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6 Adding software to the repository

When your project has been made “PUBLIC” you will then be able to add software releases or documentation to this project. This can be achieved by selecting either “**Add a New Software Release**” or “**Add a New Document**” from the left menu, under “**Projects and Releases**”.

Getting your software in to the repository requires you to follow these steps:

6.1 Submit a release

When you select “**Add a New Software Release**” the “**Submit Release**” page displays the following fields:

Project Name	A drop-down list of projects that you are an administrator for
Version Number	Release version number
Description	Release Description
URL	Path to an archive (.zip/.tar/.tar.gz) file containing the release
Licence Text	Relevant licence text
Type	Software or Documentation

The Project Name field will display all of the projects that you administer. If you have only added the one project it will be displayed in this field.

The file specified in the above URL must be publicly accessible and available from the time of this submission until it has subsequently been retrieved into the repository. Multiple files can be entered into this field as a comma separated list.

Once all the above information has been entered click “**Submit Release Details**”, click the check box to agree to the Terms & Conditions and click “**Finish Submission**”. If you do not agree to the Terms and Conditions you can click the “**Cancel Submission**” button. If you have clicked the “**Finish Submission**” button then the Release page is displayed with the status set to NEW.

At this stage the only operation available is to “**Resubmit**” the release details.

6.2 Retrieving a release and evaluating the software

Once the release details have been submitted the file specified in the URL has to be retrieved in to the repository for evaluation. This process will be performed by the repository administrator. The software will be retrieved, a security check performed and, if the security check is passed, the release will enter an evaluation phase. During the whole process you will be able to check on the status of your release by selecting “**My Releases**” from the “**Projects and Releases**” section on the left hand menu.

When the release is in the evaluation phase it will be visible and available for download from the Project Summary page. This page shows any “**Releases under Evaluation**” as well as “**Public Releases**”. Releases will not be set to PUBLIC until a successful evaluation phase is complete.