Submitting a New Dataset Process

- At the initial page of the DEA Website click on the button “DataSet Upload”.

- This will lead you to a page where you would have to select your name from a dropdown menu. And enter your password if you already have one. If you do not have a password please leave the password field in blank and update your information on the next page pressing on edit. Select your name and click on “Submit”. If your name is not part of the list click on “New User”.

![User Manual Image](image-url)
For creating a new user please fill out the fields in this page. You would have to provide information for the fields marked with a * sign. The other fields are optional. Once you press submit you will continue to the upload page.

**Submitter Information**

<table>
<thead>
<tr>
<th>Last Name:*</th>
<th>First Name:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliation:</td>
<td></td>
</tr>
<tr>
<td>Address:*</td>
<td></td>
</tr>
<tr>
<td>City:*</td>
<td>State: [Select a State] ZIP:</td>
</tr>
<tr>
<td>Country:*</td>
<td>Select a Country</td>
</tr>
<tr>
<td>E-Mail:*</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

**Password:**

If you do not have a password yet, please leave the password field in blank and update your information in the next page.

Submit

New User
• In the Upload page you would find your information on the top, if you find that any of this is a mistake or want to update this and enter a password press on “Edit” and you would be able to change your information.

<table>
<thead>
<tr>
<th>Submitter Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name: Borja</td>
</tr>
<tr>
<td>First Name: Rafael</td>
</tr>
<tr>
<td>Affiliation: PSU</td>
</tr>
<tr>
<td>Address: 3725 SE Rhine Apt. # A3</td>
</tr>
<tr>
<td>City: Portland</td>
</tr>
<tr>
<td>State: OR</td>
</tr>
<tr>
<td>ZIP: 97202</td>
</tr>
<tr>
<td>Country: United States of America</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:rafa_b@hotmail.com">rafa_b@hotmail.com</a></td>
</tr>
<tr>
<td>Phone: 234-0347</td>
</tr>
<tr>
<td>Fax: 234-0347</td>
</tr>
<tr>
<td>Password: rafa</td>
</tr>
</tbody>
</table>

• When the user loses its password or forgets it, this process will give them the option to recover the password by selecting their name from a drop down menu. After you press on “Send Password, an email with your password to access the DEA Dataset Repository Website is send to the email address the used to registered in the Website. After you press on “Send Password you would be redirected to this same page so you can enter your name and password again.

Forgot your password? Please select your name from the menu and press submit. An email will be sent to you with your Password
The email that you would receive is going to look like this:

Your Last Name Your First Name,
Your password for accessing the DEA Dataset Repository Website is: Your Password

Best Wishes,

Dr. Tim Anderson
Engineering and Technology Management Department
Portland State University
Portland, OR, 97207-0751, USA
www.emp.pdx.edu

You would need to provide information about the Dataset that you are going to upload.

- Author (Required field): You have the chance to select from up to 6 drop down menus. If the author you are looking for is not included in the list you would have to create a new author. Click on “New author” and you would be prompted to provide the author First and Last names. Press on “Create a new Author”. This will create the author and bring you back to the Upload page. Here you would have to continue filling out the information for your Dataset.
Title (Required field): Type in the title of your Dataset.

Journal or Book Title (Required field): Please select from the drop down menu the journal or book for your Dataset. If the Journal or book that you are looking for is not included there please click on “New Journal”. Here you would have to provide the name of the journal you want to add to the list. Please note that after creating a new journal you would be redirected to the upload page and you would have to fill out the author and title fields again.

Issue (Optional Field): Please type in the issue number of your Dataset.
Volume (Optional Field): Please type in the volume number of your Dataset.

Year (Required field): Type in the year of your Dataset.
Beginning Page (Optional Field)
Ending Page (Optional Field)

Number of Inputs (Required field): Type in the number of inputs of your Dataset.
Number of Outputs (Required field): Type in the number of outputs of your Dataset.
Number of DMU’s (Required field): Type in the number of DMU’s of your Dataset.
Application Category (Required field): Select from the menu the category of your Dataset. You can select multiple categories, to do so, hold down the control key and click on the categories you want to select.
- **Analysis Technique (Required field):** Select from the menu the technique of your Dataset. You can select multiple categories, to do so, hold down the control key and click on the categories you want to select.

- **Dataset Description (Required field):** Please type in a brief description of the Dataset that you are going to upload.

- **Application Description (Required field):** Please type in a brief description of the application where your Dataset is used.
If any of the required fields is not filled out properly you would not be able to submit your dataset. If you press the “Submit Information” button this message will appear “Sorry, the information was not filled out correctly. Please correct the fields indicated by the check marks.” You would have to fill out the fields that you were missing.

The fields that were not properly filled out will have a check mark like this.

- After the information for your Dataset is submitted properly, you would be prompted to upload your file. Click on “Browse” to open a window where you would be able to select the file to upload from your computer. Select the file and click on “Open”. Then you have to click on “Submit Me!” This will finalize the process of uploading a Dataset.

- After uploading your file you will be redirected to the exit page. Here you would have the chance to upload another file for the same Dataset. Click on “Upload” and you would be prompted again to select a file from your computer to be uploaded.
If you do not want to upload another file or already uploaded the second file you would have the option of logging off the DEA Website clicking on “Exit User Session” or you could use the links on the left side to perform a search or upload another Dataset.
Searching for a Dataset

This is option of the web application let the registered users seek for a specific dataset based on different criteria. These criteria are based on the information entered when the upload of a dataset was done.

- Once a user select this option pressing the button “Dataset Search”, the application displays a new page where a login name consisting of last name and first name are asked. By default, some names of important person in the Dataset community have been already entered. These default users will have to enter some information and then they will gain full access to the services of our website. In case a name is not already included in the list, there is a link and a button “New User” which allows new users to create their profile and gain access to our services.

- After signing the user will access the search interface. This interface will let users perform different searches according to the criteria selected. These criteria are DMU, Input, Output, Analysis Technique, Application Category, Author, Journal, Journal, Year and Keyword.

The criteria DMU, Input, Output and Keyword are the only ones that require a specific input. The rest of search criteria will just ask the user to select between options already defined. Pressing the button located on the right of the search criteria will perform all searches.
In the left hand side of this page the user will find links to other pages like the Upload process, information about the website and the Exit option.
In this page the results will be displayed for the specific search. All records that meet the criteria are shown in a table indicating certain basic information such as title, dataset id, category, technique, DMU, Input, Output and year. In order to see more detail information about the dataset the user will have to select the dataset and press the button “Select” located bellow the table that is showing the results.
• More information about the dataset will be shown and bellow all fields of information will be a link that let users download the file that contains the actual dataset. This process involves the use of the right button of the mouse. While pressing this bottom, it will display a menu that contains an option that says “Save target as” for IE users or “save link as” for Netscape users. After that, the computer will ask for the path where the user wants the file to be saved in.

This is the process of searching the DEA website, no specific knowledge will need to be acquired to take advantage of it.

• When ever you are done using the website, please make sure to leave it pressing the link “Exit”. This will close you user session. By doing this no other user will be permitted to use your information.
If the user is not done using our services, this can continue using the search and upload option just by pressing the links that are found in the left of the page.
Database Administration

- This page is for administrator use only. It requires a specific permission to access to this page. Using this asp page the administrator could clean up the tables from the database. Processes such as download information and view of datasets available are offered in this interface. To access this page the administrator or user with the allowed permission should click on the admin button on the left side menu.

- In the following screen we can see the options that this page has, they are delete user, delete dataset, find a user, find a dataset and the download control.
• **Delete User**
This option lets the administrator to delete any user that was not properly created or does not need to be in the table. To delete a specific user the administrator needs to know the USERID. One way to find out the userid is by using the third option “Find userid”. Be careful once you enter the code and press the bottom the record will be deleted and there is not a way to recover it.

• **Delete Dataset**
This option is for deleting records as well, it will help maintain the database clean of any unnecessary information. The same as “delete user” this option requires a code and the only way to find that out is by using the option called “Find DatasetID”.

• **Find User**
This option is used to find the user identification of a specific person. To use this option the administrator should enter the name of the person whose code is needed. A report containing the name, last name and code is display for the input given.

• **Find DatasetID**
This option basically displays the information of all available datasets. Using this will give the chance to find the necessary codes for deletions.
• **Control Download**  
The last option helps the administrator to keep track of the successful uploads done since the website has been working. User and date will be shown when pressing the button for this option. The following is the interface that presents the uploads done.

![Control Download Interface](image)

• **Edit Dataset**  
This option in the Database Administration page is very important, it lets the user or administrator to modify the information of any specific dataset. The way it works is this: First, pressing the button will take you to a regular search page where the user can find the dataset that needs to be modified. Once the user has found the dataset, selecting it can modify this dataset. Then a new page will be displayed that will let the user modify information of any field.

• **Main Table**  
This button will take the user to a new page that displays the content of the Table “MAIN” from the DEA database. In other words, this option will show all records from this table for administration purposes.