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1. Signing up and logging in to the NDPHS Database

On the page of the NDPHS Database (http://www.ndphs.org/?database) there is Database Toolbox block on the right side. In Your account section there is Log in option. Choosing this option results in a transfer to the log in page (available at http://www.ndphs.org/?database,login).

![NDPHS DATABASE Log in](http://www.ndphs.org/images/log_in.png)

To log in to the database you must have your own account (the same account is used for the NDPHS Project Pipeline, read further details here). Sign up here.

Log in

E-mail

Password

By logging in you confirm that you agree to adhere to the Terms and conditions of the NDPHS Account System.

Log in

Forgot your password?

Enter your e-mail address, and the system will send you an e-mail message with a new password.

Submit

Fig. 1. Page of log in to NDPHS Database

If a user does not have an account, he/she can set it up by choosing Sign up here option. (http://www.ndphs.org/?user,register,?database,login)

NOTE! Accounts set up in the NDPHS Project Pipeline are also valid in the NDPHS Database.

NOTE 2! A new account that is set up in the NDPHS Database is also valid for the NDPHS Project Pipeline in Project Proponent representative profile.
NDPHS Account System

NDPHS Accounts

This form allows you to set up an account in the NDPHS Account System. An NDPHS account can be used for a number of purposes offered by the NDPHS website, among them the online registration for meeting, the NDPHS Database, the NDPHS Project Pipeline.

Project Pipeline profiles

As regards the NDPHS Project Pipeline, accounts in this system can feature different profiles: Project Proponent's representative profile, Financing Agency's representative profile, Export Group's representative profile. However, you can freely set up only a Project Proponent's representative profile. All other profiles can be set up only by the Account Management Team.

Create your account

Before proceeding with submission please read carefully the Terms and conditions of the NDPHS Account System. Also, read about our strict privacy policy. In case you experience any difficulties with creating your login account, please contact the Account Management Team.

IMPORTANT:
1. The registration form must be filled out in English language.
2. All fields marked with * must be filled in.

Log in information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail *</td>
<td></td>
</tr>
<tr>
<td>Password *</td>
<td></td>
</tr>
<tr>
<td>Re-enter password *</td>
<td></td>
</tr>
</tbody>
</table>

Personal information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (Mr., Ms., Mrs., Prof., Dr., etc.) *</td>
<td></td>
</tr>
<tr>
<td>First Name *</td>
<td></td>
</tr>
<tr>
<td>Last Name *</td>
<td></td>
</tr>
<tr>
<td>Job Title *</td>
<td></td>
</tr>
<tr>
<td>Affiliation *</td>
<td></td>
</tr>
<tr>
<td>Phone (please include country prefix)</td>
<td></td>
</tr>
<tr>
<td>Fax (please include country prefix)</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Country *</td>
<td>Select Country</td>
</tr>
</tbody>
</table>

IMPORTANT NOTES:
1. As soon as you sign in, our server will send you an e-mail confirming your submission.
2. The above confirmation will be automatically sent to the e-mail address you have provided above in this form (person signing in) - please make sure that you have typed it in correctly.
3. If you would like to have your account removed from our database, please write an e-mail to the Account Management Team. Please write in your e-mail all the information you provided above to avoid illegitimate removals.
4. By submitting this form you agree to the Terms and conditions of the NDPHS Account System.

While creating a new account, it should be born in mind that:
- all fields marked * must be filled in;
- registration form must be filled out in English;
- the information provided must be true.

A correct, functioning e-mail address which will be used for communicating with the user should be provided in E-mail field. A chosen sequence of at least 6 characters should be provided in Password and Re-enter password fields. The e-mail address and password given in the form will be required for logging in the NDPHS mechanisms.

NOTE! If a given e-mail address has already been used with the aim of creating an account in the NDPHS Database User Guide v1.0.doc
NDPHS Accounts System, the system will not allow using it second time and will ask to provide another e-mail address.

After filling in and sending the new user registration form, the creation of a new account should be confirmed. The page mechanism sends an e-mail containing the data filled in together with a link to the new account activation page to the address provided in the form. In order to confirm creation of a new account, the link should be opened using a browser. It will not be possible to use a given account without performing that action.

NOTE! If a problem with the link has occurred or if the confirmation e-mail has not been delivered, the Account Management Team should be contacted (accountteam@ndphs.org).

In order to log in, the e-mail address and the password should be entered on the log-in page (look Figure 1).

2. Database Toolbox

Database Toolbox is located in the right side of the NDPHS Database page. After logging in, two additional sections are available for the user:

- Administration;
- Account.

![Database Toolbox](image)

Fig. 3. Part of Database Toolbox block available only for logged-in users

The section Administration contains the following options:

- **Your projects** – displays a list of entries concerning projects to which a given user is entitled in the database;
- **Your organisations** – displays a list of entries concerning organisations to which a given user is entitled;
- **Your persons** – displays a list of entries concerning persons to which a given user is entitled;
- **Your papers** – displays a list of entries concerning documents, publications, etc., to which a given user is entitled.

The above options will be described in a more detailed way in the following part of this document.

The section Account contains the following options:

- **Your account** – allows editing the data concerning an account as well as defining co-operators. This option will be described in a more detailed way in the following part of this document;
- **Log out** – results in logging out.
3. Managing projects (Your projects option)

The NDPHS Database allows users, who have created a given entry or are entitled to process it (as the entry author co-operators or other persons to whom such entitlement has been given), to manage such entries. The list of entries concerning projects is available after choosing Your projects option from the Database Toolbox (you must be logged in).

NOTE! Images used in this document has been created basing on factual data and for this reason elements, which are not essential for this document and could help identification, have been blurred.

NDPHS DATABASE

Your projects

List of projects

Page: 1, 2, 3, 4, 5, 6, of 53

<table>
<thead>
<tr>
<th>ID</th>
<th>Database</th>
<th>Project title</th>
<th>Date added</th>
<th>Accessibility</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Barents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Euro-Arctic Council</td>
<td></td>
<td>2007-07-29</td>
<td>Not active</td>
<td>Edit Block/unblock Del</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Euro-Arctic Council</td>
<td></td>
<td>2007-07-29</td>
<td>Visible</td>
<td>Edit Block/unblock Del</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Euro-Arctic Council</td>
<td></td>
<td>2007-07-29</td>
<td>Visible</td>
<td>Edit Block/unblock Del</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barents</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Euro-Arctic Council</td>
<td></td>
<td>2007-07-29</td>
<td>Visible</td>
<td>Edit Block/unblock Del</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Euro-Arctic Council</td>
<td></td>
<td>2007-07-29</td>
<td>Visible</td>
<td>Edit Block/unblock Del</td>
</tr>
</tbody>
</table>

Fig. 4. List of project entries in the NDPHS Database

The list of entries concerning projects is defined by the following columns:

- **ID** – entry identifier in the NDPHS Database;
- **Database** – the name of the database that an entry comes from;
- **Project title** – the title of the project;
- **Date added** – the date on which an entry was added to the NDPHS Database;
- **Accessibility** – defines accessibility status of a given entry from the database. The status may take the following values:
  - **Visible** – an entry has been published and it is visible in search results;
  - **Not active** – an entry has not been published and it is not visible in search results; it is waiting for being checked and activated by the Database Management Team;
  - **Blocked** – an entry has not been published and it is not visible in search results; it has been blocked by the user;
  - **Blocked by errors** – an entry has not been published and it is not visible in search results; it has been
Note! The entries, the status of which means that they have not been published and are not visible in search results, are available through a direct link to a given entry.

- **Actions** – the options of editing, blocking or removing a given entry.

Under the table containing the list of entries, there is *Add a new project* button which allows **adding a new project entry** to the NDPHS Database.

### 3.1 Adding and editing projects in the NDPHS Database

In order to add a new entry concerning a project, the button *Add a new project* should be chosen in the entry list page. A given project can be edited by choosing *Edit* option from the column *Actions* in the row concerning a given project.

Part of the form for adding and editing an entry concerning a project has been presented below:

![Part of 'Add / edit a project' form](image)

The actual form may differ slightly from the above-presented part, which results from the continual
The development of the NDPHS Database.

NOTE! Before filling in ‘Add / edit a project’ form, it should be made sure that the entries concerning organisations and persons are available and can be chosen in their respective sections. If the entries are not available, they should be added in the first place (see points 4 and 5 in the following part of this document).

The following sections require special attention:

- **ID in the source database** – contains a field concerning only the projects that have been taken from external databases, and provides project identification number in a given external database. This field should remain empty for entries added through the NDPHS Database mechanism;

- **Conversion to € was done on (according to the relevant exchange rate at Infoeuro Monthly Files)** – if a project has been funded in a currency other than Euro, the date, on which the conversion rate of a given currency into Euro was set, should be filled in;

- **Permission to edit** – this section defines the permission to edit a given entry:

  Permission to edit

  This project can be edited...

  ☐ ... only by me

  ☐ ... by me and all my co-operators

  ☐ ... by me and all co-operators from selected pipeline profiles:

  - Financing Agency representative
  - Project Proponent representative

  ☐ ... by me and active NDPHS Database users whose e-mail addresses are specified in the field below (insert comma-separated e-mail addresses of existing users):

  

  Fig. 6. Part of ‘Add / edit a project’ form containing the section for defining permission

The options of giving permission are as follows:

- **... only by me** – permission to edit an entry is given only to its author;

- **... by me and all my co-operators** – permission to edit an entry is given to its author and all his/her co-operators;

- **... by me and all co-operators from selected pipeline profiles** – permission to edit an entry is given to its author and the co-operators from a selected profile in the NDPHS Project Pipeline (more than one profile may be selected; if a user has only one profile in the NDPHS Project Pipeline, this option is not visible);

- **... by me and active NDPHS Database users whose e-mail addresses are specified in the field below** – permission to edit an entry is given to the author as well as to every existing and active user whose e-mail address is entered in the text field.

  NOTE! The section of defining permission is available only to the author of the entry.

After being added or edited, the entry waits for the approval of the Database Management Team and is not visible in search results.

3.2 Removing a project entry

The author of an entry or a user with admin permissions (given by the Database Management Team) can
remove a given entry. In order to do that, the option Del from the column Actions for a row describing a given entry in the list should be chosen. Removing a given entry is preceded by the removal confirmation.

NOTE! Co-operators and persons with permission to edit an entry cannot remove an entry. If it is necessary to remove a given entry, the Database Management Team (databaseteam@ndphs.org), who can either (i) remove a given entry from the database or (ii) give admin permissions for a given entry to an appointed user registered in the NDPHS Account System, should be contacted.

4. Managing organisations (Your organisations option)

The list of entries concerning organisations is available after choosing Your organisations option from the Database Toolbox (you must be logged in).

![List of organisations](image)

The list of entries concerning organisations is defined by the following columns:

- **ID** – entry identifier in the NDPHS Database;
- **Database** – the name of the database that an entry comes from;
- **Organisation name** – the name of an organisation;
- **Accessibility** – defines accessibility status of a given entry from the database. The status may take the following values:
  - **Visible** – an entry has been published and it is visible in search results;
  - **Not active** – an entry has not been published and it is not visible in search results; it is waiting for being checked and activated by the Database Management Team;
  - **Not Visible** – an entry has not been published and it is not visible in search results; it has been blocked by the user;
• **Blocked by errors** – an entry has not been published and it is not visible in search results; it has been blocked because of errors in processing an original entry from an external database.

**NOTE!** The entries, the status of which means that they have not been published and are not visible in search results, are available through a direct link to a given entry.

• **Actions** – the options of editing or removing a given entry.

Under the table containing the list of entries, there is *Add a new organisation* button which allows **adding a new entry** concerning an organisation to the NDPHS Database.

### 4.1 Adding and editing organisations in the NDPHS Database

In order to add a new entry concerning an organisation the button *Add a new organisation* should be chosen in the entry list page. A given project can be edited by choosing *Edit* option from the column *Actions* in the row concerning a given organisation.

Part of the form of adding and editing an entry concerning an organisation has been presented below:
**IMPORTANT:**

1. All information must be inserted in **English** language, and all fields marked with an * must be filled in.
2. Please make sure that you do not add an organization that already exists in the list, but has a slightly different name. For example, you should not add “Finnish Ministry for Foreign Affairs,” neither “Ministry for Foreign Affairs, Finland,” as there is already included the “Ministry for Foreign Affairs of Finland.” Also, make sure that the name you include is the one used by the organisation itself, not just your loose translation. If find a wrong name in the list, please notify the **Database Management Team** of this.

---

**Organisation parameters**

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organisation name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Select database</strong></td>
<td>Data manually inserted in the NDPHS Database</td>
</tr>
<tr>
<td><strong>Type of organisation</strong></td>
<td>- not set - Financing agency, Governmental agency, International financial institution, International organisation</td>
</tr>
<tr>
<td><strong>Organisation website</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Street and number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>P.O. Box</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ZIP / Postal code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>- not set -</td>
</tr>
<tr>
<td><strong>Phone number / Internet telephony ID</strong></td>
<td>For phone numbers please include country prefix</td>
</tr>
</tbody>
</table>

---

*Fig. 8. Part of ‘Add / edit an organisation’ form*

The actual form may differ slightly from the above-presented one, which results from the continual development of the **NDPHS Database**.

The below-presented sections require special attention:
Permission to edit

This organisation can be edited...

- only by me
- by me and all my co-operators
- by me and all co-operators from selected pipeline profiles:
  - Financing Agency representative
  - Project Proponent representative
- by me and active NDPHS Database user(s) whose e-mail address(es) is/are specified in the field below (insert comma-separated e-mail addresses of existing users):

Visibility

Do not show this record in the Organization Section

NOTE! The section of defining permissions is available only to the author of the entry.

Visibility – the option located under this section allows hiding a given entry, which results in the entry not being visible in search results. This option may be useful if not all information about a given organisation is available and it is required e.g. to create a project proposal in the NDPHS Project Pipeline.

After being added or edited, the entry waits for the approval of the Database Management Team and is not visible in search results (however, it may be used when drawing up a grant application in the NDPHS Project Pipeline).

4.2 Removing an organisation entry

The author of an entry or a user with admin permissions (given by the Database Management Team) can remove a given entry. In order to do that, the option Del from the column Actions for a row describing a given entry in the list should be chosen. Removing a given entry is preceded by the removal confirmation.

NOTE! Co-operators and persons with permission to edit an entry cannot remove an entry. If it is necessary to remove a given entry, the Database Management Team (databaseteam@ndphs.org), who can either (i) remove a given entry from the database or (ii) give admin permissions for a given entry to an appointed user registered in the NDPHS Account System, should be contacted.
NOTE2! If a given organisation entry is currently used by the *NDPHS Project Pipeline* processing a project proposal, it is not possible to remove it. Such possibility is given back after the process has been completed.

5. **Managing persons (Your persons option)**

The list of entries concerning persons is available after choosing *Your persons* option from the *Database Toolbox* (you must be logged in).

![NDPHS DATABASE](image)

**List of persons**

Page: 1, 2, 3, 4, 5, 6, of 13

<table>
<thead>
<tr>
<th>ID</th>
<th>Database</th>
<th>Title, first name, last name</th>
<th>Accessibility</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CBSS Task Force on Communicable Disease Control in the Baltic Sea Region</td>
<td>[Masked]</td>
<td>Not visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>Data manually inserted in the NDPHS Database</td>
<td>[Masked]</td>
<td>Visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>Data manually inserted in the NDPHS Database</td>
<td>[Masked]</td>
<td>Visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>CBSS Task Force on Communicable Disease Control in the Baltic Sea Region</td>
<td>[Masked]</td>
<td>Visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>CBSS Task Force on Communicable Disease Control in the Baltic Sea Region</td>
<td>[Masked]</td>
<td>Visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>Data manually inserted in the NDPHS Database</td>
<td>[Masked]</td>
<td>Visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>CBSS Task Force on Communicable Disease Control in the Baltic Sea Region</td>
<td>[Masked]</td>
<td>Visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>Barents Euro-Arctic Council</td>
<td>[Masked]</td>
<td>Not visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>CBSS Task Force on Communicable Disease Control in the Baltic Sea Region</td>
<td>[Masked]</td>
<td>Not visible</td>
<td>Edit Del</td>
</tr>
<tr>
<td></td>
<td>CBSS Task Force on Communicable Disease Control in the Baltic Sea Region</td>
<td>[Masked]</td>
<td>Visible</td>
<td>Edit Del</td>
</tr>
</tbody>
</table>

*Fig. 10. List of person entries in the NDPHS Database*

The list of entries concerning persons is defined by the following columns:

- **ID** – entry identifier in the NDPHS Database;
- **Database** – the name of the database that an entry comes from;
- **Title, first name, last name** – basic personal details of a person;
- **Accessibility** – defines accessibility status of a given entry from the database. The status may take the following values:
  - **Visible** – an entry has been published and it is visible in search results;
  - **Not active** – an entry has not been published and it is not visible in search results; it is waiting for being checked and activated by the *Database Management Team*;
  - **Not Visible** – an entry has not been published and it is not visible in search results; it has been blocked by the user;
• **Blocked by errors** – an entry has not been published and it is not visible in search results; it has been blocked because of errors in processing an original entry from an external database.

**NOTE!** The entries, the status of which means that they have not been published and are not visible in search results, are available through a direct link to a given entry.

• **Actions** – the options of editing or removing a given entry.

Under the table containing the list of entries, there is *Add a new person* button which allows **adding a new entry** concerning a person to the NDPHS Database.

### 5.1 Adding and editing persons in the NDPHS Database

In order to add a new entry concerning a person the button *Add a new person* should be chosen in the entry list page. A given project can be edited by choosing *Edit* option from the column *Actions* in the row concerning a given person.

Part of the form of adding and editing an entry concerning a person has been presented below:

![NDPHS DATABASE
Add / edit a person](#)

**IMPORTANT:** All information must be inserted in **English** language, and all fields marked with a * must be filled in.

**Person parameters**

- **Title (Mr, Ms, Mrs, Prof., Dr., etc.)** *

- **First Name** *

- **Last Name** *

- **Select database**
  - Data manually inserted in the NDPHS Database

- **Street and number**

- **City** *

- **Country** *
  - *not set*

- **Phone number / Internet telephony ID**
  - For phone numbers please include country prefix

*Fig. 11. Part of ‘Add / edit a person’ form*

The actual form may differ slightly from the above-presented part, which results from the continual development of the **NDPHS Database**.

The below-presented sections require special attention:
Organisations to which the person belongs

Select organisation(s)

- Administration of the Republic of Karelia (Russian Federation)
- Adoptionscentrum (Sweden)
- AIDS Foundation East-West (Russian Federation)
- AIDS Information & Support Center (Estonia)

Permission to edit

This person can be edited...

- only by me
- by me and all my co-operators
- by me and all co-operators from selected pipeline profiles:
  - Financing Agency representative
  - Project Proponent representative
- by me and active NDPHS Database user(s) whose e-mail address(es) is/are specified in the field below (insert comma-separated e-mail addresses of existing users):

Visiblity

Do not show this record in the Persons Section

Fig. 12. Part of ‘Add / edit a person’ form

- **Organisations to which the person belongs** – this section allows associating a given person with the entries of organisations existing in the *NDPHS Database*. This allows finding contact details of persons through the organisations which they are associated with;

**NOTE! If an entry concerning an organisation associated with a given person does not exist, the organisation entry should be added in the first place.**

- **Permission to edit** – this section defines the permission to edit a given entry;

The options of giving permission are as follows:

- only by me – permission to edit an entry is given only to its author;
- by me and all my co-operators – permission to edit an entry is given to its author and all his/her co-operators;
- by me and all co-operators from selected pipeline profiles – permission to edit an entry is given to its author and the co-operators from a selected profile in the *NDPHS Project Pipeline* (more than one profile may be selected; if a user has only one profile in the *NDPHS Project Pipeline*, this option is not visible);
- by me and active NDPHS Database users whose e-mail addresses are specified in the field below – permission to edit an entry is given to the author, as well as every existing and active user whose e-mail address is entered in the text field.

**NOTE! The section of defining permissions is available only to the author of the entry.**

After being added or edited, the entry waits for the approval of the *Database Management Team* and is not visible in search results (however, it may be used when drawing up a grant application in the *NDPHS*
5.2 Removing a person entry

The author of an entry or a user with admin permissions (given by the Database Management Team) can remove a given entry. In order to do that, the option Del from the column Actions for a row describing a given entry in the list should be chosen. Removing a given entry is preceded by the removal confirmation.

NOTE! Co-operators and persons with permission to edit an entry cannot remove an entry. If it is necessary to remove a given entry, the Database Management Team (databaseteam@ndphs.org), who can either (i) remove a given entry from the database or (ii) give admin permissions for a given entry to an appointed user registered in the NDPHS Account System, should be contacted.

NOTE2! If a given organisation entry is currently used by the NDPHS Project Pipeline processing a project proposal, it is not possible to remove it. Such possibility is given back after the process has been completed.

6. Managing documents, publications, etc. (Your papers option)

The list of entries concerning papers is available after choosing the option Your papers from the Database Toolbox (you must be logged in).

### List of papers

<table>
<thead>
<tr>
<th>ID</th>
<th>Database</th>
<th>Paper title</th>
<th>Accessibility</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data manually</td>
<td></td>
<td>Visible</td>
<td>Del</td>
</tr>
<tr>
<td></td>
<td>inserted in the</td>
<td></td>
<td>Not active</td>
<td>Del</td>
</tr>
<tr>
<td></td>
<td>NDPHS Database</td>
<td></td>
<td>Visible</td>
<td>Del</td>
</tr>
<tr>
<td></td>
<td>Data manually</td>
<td></td>
<td>Visible</td>
<td>Del</td>
</tr>
<tr>
<td></td>
<td>inserted in the</td>
<td></td>
<td>Visible</td>
<td>Del</td>
</tr>
<tr>
<td></td>
<td>NDPHS Database</td>
<td></td>
<td>Visible</td>
<td>Del</td>
</tr>
</tbody>
</table>

Fig. 13. List of paper entries in the NDPHS Database

The list of paper entries is defined by the following columns:

- **ID** – entry identifier in the NDPHS Database;
- **Database** – the name of the database that an entry comes from;
• **Paper title** – the title of the paper;

• **Accessibility** – defines accessibility status of a given entry from the database. The status may take the following values:
  
  • **Visible** – an entry has been published and it is visible in search results;
  
  • **Not active** – an entry has not been published and it is not visible in search results; it is waiting for being checked and activated by the *Database Management Team*;
  
  • **Not Visible** – an entry has not been published and it is not visible in search results; it has been blocked by the user;
  
  • **Blocked by errors** – an entry has not been published and it is not visible in search results; it has been blocked because of errors in processing an original entry from an external database.

  **NOTE!** The entries, the status of which means that they have not been published and are not visible in search results, are available through a direct link to a given entry.

• **Actions** – the options of editing, blocking or removing a given entry.

Under the table containing the list of entries, there is *Add a new paper* button which allows adding a new entry concerning a paper to the NDPHS Database.

### 6.1 Adding and editing papers in the NDPHS Database

In order to add a new entry concerning a paper the button *Add a new paper* should be chosen in the entry list page. A given project can be edited by choosing *Edit* option from the column *Actions* in the row concerning a given paper.

Part of the form of adding and editing an entry concerning a paper has been presented below:
The actual form may differ slightly from the above-presented part, which results from the continual development of the NDPHS Database.

The below-presented sections require special attention:

- **Paper file/link** – the way in which a given paper is to be available should be chosen in this section. There are two options to choose:
  - **Paper file** – choosing this option requires providing an access path to a given paper in the field *Upload a new file*. The file will be available directly from the NDPHS server;
    
    **NOTE! The file size must not exceed 8MB!**
  
  - **Link to the paper** – choosing this option requires providing a full URL address (**IMPORTANT:** including the connection protocol at the beginning, e.g.: `http://`, `ftp://`, `https://`) to the file with a given paper or to the page where the paper is to be found. The paper will be presented as the provided link.

- **Project(s), organisation(s) and person(s) associated with this paper** – the fields in this section allow associating project, person and organisation entries with this paper:
Project(s), organisation(s) and person(s) associated with this paper

Associated organisation(s)
You can select more than one item. To do so, please hold the "CTRL" key and click the other items you want to select.

Associated person(s)
You can select more than one item. To do so, please hold the "CTRL" key and click the other items you want to select.

Associated project(s)
Insert project identifier(s) from the NDPHS Database separated by a comma.

Fig. 15. Part of the form with the section of associating a paper with project, person and organisation entries

- Permission to edit – this section defines the permission to edit a given entry:

Permission to edit

This paper can be edited...

- ... only by me
- ... by me and all my co-operators
- ... by me and all co-operators from selected pipeline profiles:
  - Financing Agency representative
  - Project Proprietary representative
- ... by me and active NDPHS Database user(s) whose e-mail address(es) is/are specified in the field below (insert comma-separated e-mail addresses of existing users):

Fig. 6. Part of the form of adding and editing a paper entry containing the section of giving permission

The options of giving permission are as follows:
- ... only by me – permission to edit an entry is given only to its author;
- ... by me and all my co-operators – permission to edit an entry is given to its author and all his/her co-operators;
- ... by me and all co-operators from selected pipeline profiles – permission to edit an entry is given to its author and the co-operators from a selected profile in the NDPHS Project Pipeline (more than one profile may be selected; if a user has only one profile in the NDPHS Project Pipeline, this option is not visible);
- ... by me and active NDPHS Database users whose e-mail addresses are specified in the field below – permission to edit an entry is given to the author, as well as every existing and active user whose e-mail address is entered in the text field.

NOTE! The section of defining permissions is available only to the author of the entry.

After being added or edited, the entry waits for the approval of the Database Management Team and is
not visible in search results (however, it may be used when drawing up a grant application in the NDPHS Project Pipeline).

6.2 Removing a paper entry

The author of an entry or a user with admin permissions (given by the Database Management Team) can remove a given entry. In order to do that, the option Del from the column Actions for a row describing a given entry in the list should be chosen. Removing a given entry is preceded by the removal confirmation.

NOTE! Co-operators and persons with permission to edit an entry cannot remove an entry. If it is necessary to remove a given entry, the Database Management Team (databaseteam@ndphs.org), who can either (i) remove a given entry from the database or (ii) give admin permissions for a given entry to an appointed user registered in the NDPHS Account System, should be contacted.