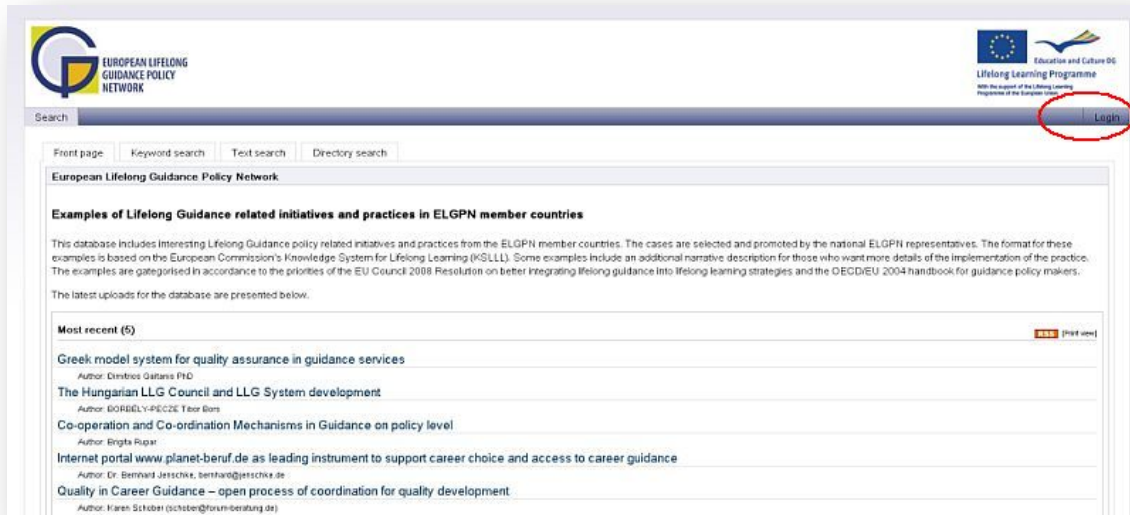


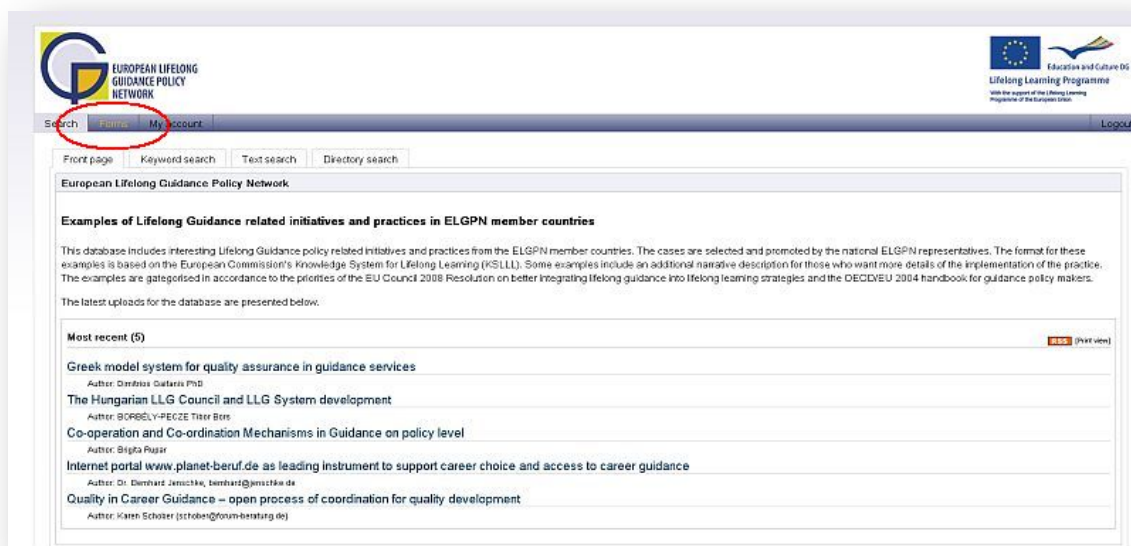
How to fill in forms?

1. Login using your user name and password. “**Login**” –button is in the right upper corner (picture 1);



Picture 1: Login page

2. When logged in, choose “**Forms**” from the menu bar (picture 2);



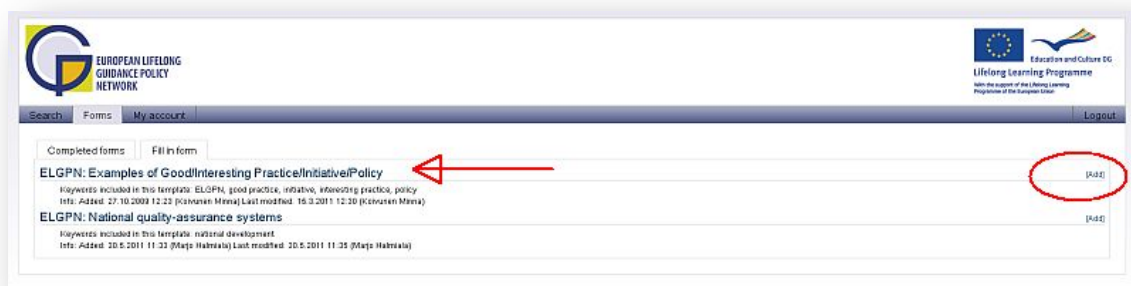
Picture 2: Forms in the upper bar

3. Choose the tab **“Fill in form”** (picture 3) when you can view all the forms to be filled in into database;



Picture 3: “Fill in form” tab

4. Then choose the form you want to fill in by clicking **the title of the form** OR **“Add”-button** on the right side of the page (picture 4);



Picture 4: Choose the form to be filled in

5. Fill in the form according to the instructions of each section. If you wish to attach a file, push **“Browse”** and browse the file from your computer (picture 5);



The screenshot shows a web form with several sections. The 'Attached files' section has a text input field, a 'Browse...' button (circled in red), an 'Add new file' button, and a checked checkbox labeled 'Shown in end user view'. Below this is the 'Links' section with a text input field and the instruction 'Please, write the complete URL, http://...'. The 'This information was provided/updated by:' section has a text input field. Below that is a text input field with the instruction 'As a data contributor, please leave this field empty. It is a tool to get comments from the other users of this database.' and an 'Add new comment' button. The next section is '[Chosen keywords will be printed here in the end user view]'. At the bottom, there is a checked checkbox labeled 'Publish form' and two buttons: 'Save form' and 'Cancel without saving'.

Picture 5: Attaching a file

- When you have filled in the form, you can publish it by clicking **“Publish form”** box (picture 6). If you wish not to instantly publish the form, remember save the form to modify it later by pushing **“Save form”** button.



This screenshot is identical to the one in Picture 5, but with different highlights. The 'Publish form' checkbox is circled in red, and a red arrow points to it from the left. The 'Save form' button is also circled in red.

Picture 6: Publishing and saving the form

- In the end save the form by clicking **“Save form”** button (picture 6).