CP2 Center’s Innovation Database:
User’s Manual for Center Staff

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Introduction

In order to prompt innovation and facilitate technology transfer, California Pavement Preservation (CP2) Center has developed a database to help manage and disseminate innovation information in the area of pavement preservation. The first edition of the software, which is called Innovation Database-1, can now store innovation proposals, comments from reviewers, and obtain approval status from PPTG-Chairs. This manual is intended to be used as instruction for staff to review proposal, input comments, create user profiles, and edit user profiles.

Logging In

If you want to log into the innovation database, you need to contact the CP2 Center to obtain a username and password first. The contact information for the Center is (530)898-5981 or LFarrell@csuchico.edu. If you only want to view the innovation, you can log in as guest and guest for the username and password, respectively. Then, go to the internet address:

http://www.ecst.csuchico.edu/cp2c/innovation_database/
Main Menu

You will be taken to the main menu directly after you login.

Browsing Innovations

Innovations can be browsed by clicking on the “Browse Innovations” button. A list will then be presented. Click on the desired innovation to view it.
Searching Innovations

All innovation record fields can be searched by selecting them in the pull down menu.

Displaying Innovations

Innovations can be displayed and printed. This is what the viewers of the innovation will see.
**Downloading Files**

If there is a file attached to an innovation, a notice will appear at the bottom of the innovation page. It is possible to download the file by clicking on the “Download Attachment” button located at the bottom of the page.

**NOTE:**

There is an attachment for this innovation (Supporting Document).

**Download Attachment**

**NOTE:**

There is an attachment for this innovation (Construction Report).

**Download Attachment**

**Generating Written Report**

Once the innovation of interest is displayed, a written report of the innovation can be generated by clicking on the “Generate Written Report” button. The figure below shows the location of this button.
An example of a generated written report is shown below.
Adding Innovation Comment

It is possible to comment on innovations of interest. To comment, click on the button “Add Innovation Comment”.

The resulting screen is shown below.
New User Profile

It is possible to create new user profiles. This can be achieved by clicking on the “New User Profile” button.

Once selected, the following page will appear.

Fill in the necessary information and continue by clicking on the “Save in Database” button.
Browsing User Profile

To browse through the users of the Innovation Database, click on the button which reads “Browse User Profile”. This button is found in the Main Menu. The resulting page is shown below.
Searching User Profiles

It is possible to search for User Profiles. This can be achieved by clicking on the “Search User Profiles” button.
Displaying User Profile

To display a user profile, simply click on the user of interest. Their information will be displayed in a table format. An example of the user information in table format is shown below.

<table>
<thead>
<tr>
<th>Record Id</th>
<th>117</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistent Record Id</td>
<td>56</td>
</tr>
<tr>
<td>Record Attributes</td>
<td>default_attributes</td>
</tr>
<tr>
<td>First Name</td>
<td>Ding</td>
</tr>
<tr>
<td>Last Name</td>
<td>Cheng</td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Username</td>
<td>dxcheng</td>
</tr>
<tr>
<td>Password</td>
<td>************</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:dxcheng@csuchico.edu">dxcheng@csuchico.edu</a></td>
</tr>
<tr>
<td>Access Clearance</td>
<td>cp2c_staff</td>
</tr>
<tr>
<td>Subcommittees</td>
<td>Innovation_Review, Center_Staff, Chip_Seals, Crack_Seals</td>
</tr>
</tbody>
</table>
Forgot your Password

If you forget your password, click on the “Forgot your password?” link on the front page before logging in.

On the next page, please type in your e-mail address and click on the “Send Password” button. Your password will be e-mailed to you.