



Intro to Yaffle

Adding Projects, Opportunities and Research Interests/Expertise

1. Logging In

Home

My Account

Browse:

- Projects
- Opportunities
- Research Interests
- Expertise

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My Account

- Account Information**
Specify your account contact information.
- Notifications**
Get notified via email of new Yaffle content.
- My Messages**
Access messages sent internally through the Yaffle system.
- Projects**
Summaries and Information on Projects.
- Opportunities**
Harris Centre One-Page Opportunity Descriptions.
- Research Interests**
Add to or manage your research interest data.
- Expertise**
Add or manage your expertise.

- Yaffle uses your standard MUN Login account (the same as my.mun.ca) - Click the Login/Sign-up link in the left menu to access the login screen.

***If you have any problems logging in with your MUN Login account, please contact the C&C Help Desk at ext. 4595**

2. Adding a Project

- Click on the 'My Account' link on the left
- Click on 'Projects'

Projects

Summaries and Information on Projects.

- Click on the 'Add Project' button

Home

My Account

Browse:

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Projects

Listed in the table below are the projects you currently have on file. To modify any of these, click the section you wish to change to the right of the corresponding entry. To add a new project, click on the Add Project button at the bottom of this page.

You do not currently have any projects in the system.

[+ Add Project](#)

d. Fill in the required sections of the Lay Summary form and click the **'Add Project'** button. Your Lay Summary will then be submitted to the Yaffle staff for approval and sign off.

Add Project

Use the form below to describe the details about your project. The last 4 fields, keywords, industry sectors, thematic categories and departments are used for search and filing your project for browsing purposes. Once you are finished, click the Add Project button at the bottom.

***Title of Project or Initiative:**

***Lead Researcher and Department:**

Collaborators (with affiliation) and students (if applicable):

Funding Resources:

***Lay Summary: (700 words or less)**

This should be in everyday english if possible and avoid using overly technical terms.

Dates: (Start/End, if available)

Keywords:

Locations: (+ Add Location)

Click the Add Location link above to specify the locations to which the research applies. You can add up to a maximum of 70.

Industry Sectors: (+ Add Industry Sector)

Add up to 2 industry sectors for your project.

Thematic Categories: (+ Add Thematic Category)

Add up to 2 thematic categories for your project.

Departments: (+ Add Department)

Add up to 4 departments that your project applies to.

3. Adding an Opportunity

a. From your Account page, click the 'Opportunities' link



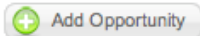
b. Click on the 'Add Opportunity' button

c. Fill in the required sections of the One Pager form and click the 'Add Opportunity' button. Your Lay Summary will then be submitted to the Yaffle staff for approval.

Opportunities

Listed in the table below are the opportunities you currently have on file. To modify any of these, click the corresponding icon to the right of the entry. To add a new opportunity, click on the Add Opportunity button at the bottom of this page.

You do not currently have any opportunities in the system.



Add Opportunity

Use the form below to describe the details about your opportunity. Required fields are marked with a red asterisk. Once you are finished, click the Add Opportunity button at the bottom.

*Project Title:

*Project Description: (300 words or less)
(Provide a brief description of the project - indicating anticipated deliverables and cost)

Partnering Organization(s)
(Identify Lead, Partner and Support Organizations)

Lead:

Partner:

Support:

Timeline

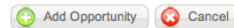
*Contact
(Contact Information for Project Champion)

*Locations: (+ Add Location)
Click the Add Location link above to specify the locations to which the research applies. You can add up to a maximum of 10.

Industry Sectors: (+ Add Industry Sector)
Add up to 2 industry sectors for your opportunity.

Thematic Categories: (+ Add Thematic Category)
Add up to 2 thematic categories for your opportunity.

Departments: (+ Add Department)
Add up to 2 departments that your opportunity applies to.



4. Setting your notification preferences

Yaffle has the ability to notify you when new projects and opportunities matching your areas of interest are added to the database. To set these preferences, click the 'Notifications' button on your Account page.



Notifications

Get notified via email of new Yaffle content.

- Select enable to being receiving email notifications
- Select your areas of interest (as many as you would like)
- Select whether you would like weekly or daily updates to be sent to you
- Select the consent approval check box
- Press Save Changes

Notifications

Notifications allow you to stay current with new content on the Yaffle site that matches your interests. Simply enable notifications below, select the themes you are interested in and the frequency to check for new content. We will automatically email you when content is added matching your criteria. If you do not wish to receive notifications from Yaffle, click the Disable option below and save your changes.

Status: Enable Disabled

Themes:

<input checked="" type="checkbox"/> Aboriginal Peoples	<input checked="" type="checkbox"/> Justice
<input checked="" type="checkbox"/> Agriculture	<input checked="" type="checkbox"/> Labour and Employment
<input checked="" type="checkbox"/> Arts, Culture & Heritage	<input checked="" type="checkbox"/> Management Information Systems
<input checked="" type="checkbox"/> Bibliography	<input checked="" type="checkbox"/> Marine Mammals
<input checked="" type="checkbox"/> Business	<input checked="" type="checkbox"/> Mining
<input checked="" type="checkbox"/> Communications	<input checked="" type="checkbox"/> Municipal Development
<input checked="" type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Natural Resources
<input checked="" type="checkbox"/> Copyright law	<input checked="" type="checkbox"/> Newfoundland Studies
<input checked="" type="checkbox"/> Economy	<input checked="" type="checkbox"/> Nonprofit Organizations
<input checked="" type="checkbox"/> Education	<input checked="" type="checkbox"/> Police and Emergency Services
<input checked="" type="checkbox"/> Energy	<input checked="" type="checkbox"/> Policy
<input checked="" type="checkbox"/> Engineering	<input checked="" type="checkbox"/> Politics and Society
<input checked="" type="checkbox"/> Environment and Conservation	<input checked="" type="checkbox"/> Population
<input checked="" type="checkbox"/> Family, Seniors & Youth	<input checked="" type="checkbox"/> Privacy, Protection of
<input checked="" type="checkbox"/> Fisheries	<input checked="" type="checkbox"/> Psychology
<input checked="" type="checkbox"/> Forestry	<input checked="" type="checkbox"/> Public Administration
<input checked="" type="checkbox"/> Government Services	<input checked="" type="checkbox"/> Quality of Life
<input checked="" type="checkbox"/> Health and Community Services	<input checked="" type="checkbox"/> Religion and Religious Studies
<input checked="" type="checkbox"/> Housing	<input checked="" type="checkbox"/> Research and Development
<input checked="" type="checkbox"/> Human Rights	<input checked="" type="checkbox"/> Robotics
<input checked="" type="checkbox"/> Immigration	<input checked="" type="checkbox"/> Rural Development
<input checked="" type="checkbox"/> Indexing	<input checked="" type="checkbox"/> Science Research
<input checked="" type="checkbox"/> Industries	<input checked="" type="checkbox"/> Social Issues
<input checked="" type="checkbox"/> Information Technology	<input checked="" type="checkbox"/> Sustainability
<input checked="" type="checkbox"/> Innovation and Trade	<input checked="" type="checkbox"/> Tourism and Recreation
<input checked="" type="checkbox"/> Intellectual Property	<input checked="" type="checkbox"/> Transportation
<input checked="" type="checkbox"/> Intergovernmental Affairs	<input checked="" type="checkbox"/> Women's Issues
<input checked="" type="checkbox"/> International Relations	<input checked="" type="checkbox"/> Youth

Frequency: Daily Weekly

I consent to allowing the Harris Centre to send me other information that matches my location and the themes I have selected above.

Save Changes

5. Updating your Interests/Expertise

a. From your Account page, click the **'Interests'** or **'Expertise'** link. Both listings use a similar user interface.



Research Interests

Manage researcher data and review modified research interest entries.



Expertise

Manage categories and review modified expertise entries.

b. To begin, click the **'Add Category'** button, and select the type of research you would like to list

Current Research [+] [trash]

*There are currently no research interests listed in this category.
Click the plus icon above to add.*

c. Click the green plus icon to add a new entry under a category.

d. Use the green arrows to move an entry up or down in a listing, use the notepad icon to edit an entry, or the trash can icon to delete an entry.

Current Research [+] [trash]

➡ Test Entry 1 [notepad] [trash] [down arrow]

➡ Test Entry 2 [notepad] [trash] [up arrow]