

# Reporting Guidelines v.01/12

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## 1 About my Earthnet

This site aims to provide all the Principal Investigators with a tool to manage their submissions to ESA and to submit progress reports and information about the projects to ESA.

This area is protected and only PIs of accepted projects can access it, which is different for each PI.

By using it, you will be able to:

- *Insert and submit your progress reports*
- *Insert and submit your final report*
- *Specify geographic information about location of your study-areas*
- *Present documents, images or publications related to your project*
- *Promote the results of your project*
- *See all the reports/materials that you already submitted to ESA about your project*
- *See your project proposals*
- *See/update personal information*
- *Request/obtain access to additional data available online*

The following pages explain in more details the contents of each part of the Reporting site.

## 2 MyEarthnet

This page provides you with the access to all the functions available to a PI.

The screenshot shows the MyEarthnet user interface. At the top, there is a navigation bar with the ESA logo, 'Earthnet Online', and 'Signed in as' followed by 'My Earthnet' and 'Logout' buttons. A search bar with 'Google Custom Search' is also present. Below the navigation bar, there are dropdown menus for 'Data Access', 'Missions', 'Earth Topics', and 'PI Community', along with an 'Explore more...' button. The main content area is divided into three sections: 'My Projects (3)', 'My Earthnet', and 'My Online Data'. The 'My Projects (3)' section contains a table with three rows of project data. The 'My Earthnet' section contains a menu with links for 'My Projects', 'Map Other Projects', 'New Project', 'My Management Area', and 'My Online Data'. The 'My Online Data' section contains a list of fields for user information and a 'Modify' button.

ID	Title	Type	Status	PI/Co-PI
1	TEST	Restrained Dataset	submitted (initial)	PI
2	TEST	Restrained Dataset	initial	PI
3	TEST	Restrained Dataset	accepted	PI

ID	127
SSO ID	
Institution	
Current country of residence	
Study Area	
Primary Application Domain	
Executive Summary	

My Earthnet Menu (right part of the image)

- The link *My Projects* will lead you to the Complete list of projects submitted to ESA.
- The link *New Project* will allow you to create a new project.
- The Link *My Online data* will allow you to select/add and get access to additional online data offered by ESA

My Projects Area (top-left part of the image)

- A list of projects associated to the PI profile is shown. Each ID provides a link to the details of the project (Project Main Area), **including the reporting interface**

My Online Data Area (bottom-left part of the image)

- Overview information about the PI (this can be modified/updated by using the modify button)
- Links and instructions to download already selected data available online
- Possibility to select additional ESA or ESA Third Party Missions online data

## 3 Accessing the Project Main Area

To submit a progress report for one of your accepted projects, you should select the project ID in your My Earthnet area. This will bring you to the Project Main area, where you can:

- *Submit a Progress Report*
- *Submit a Final Report*
- *Search Previous reports submitted to the Agency*
- *Retrieve the general information about the project, publicly available*
- *Retrieve the detailed information you submitted about the project*
- *Send to the PI address an Email with the detailed information submitted about the project*

The screenshot displays the ESA Earthnet Online interface. At the top, there is a header with the ESA logo and 'Earthnet Online' text. A navigation bar contains dropdown menus for 'Data Access', 'Missions', 'Earth Topics', and 'PI Community', along with an 'Explore more...' button. Below the navigation bar, a breadcrumb trail shows 'You are here MyEarthnet'. The main content area is divided into two columns. The left column, titled 'PI Main Area', contains a navigation bar with links: 'Project Homepage', 'Reporting Guidelines', 'Progress Report', 'Final Report', 'Reporting Search', 'Public info overview', 'Detailed info overview', and 'Detailed info by Email'. Below this is a table with project details: ID 10655, Title, and Type 'Restrained Dataset'. It also shows 'Submission status is: accepted', 'Reporting History (last 5 actions)' with 'No reports', and 'List of Events' with 'No reports'. The right column, titled 'My Earthnet', contains a sidebar with links: 'My Projects', 'Map Other Projects', 'New Project', and 'My Online Data'.

The Reporting History section provides you with an overview of the last 5 reports entered so far in the Web site and their submission *Date*. The link on the *Type of Report* will lead you to the report contents, where you can read the report.

The List of events section provides you with the overall history of your project. The date of the event (e.g. submission of material to ESA ...). The link on the *Detail* will enable you to read the contents.

## 4 Progress Report area

The page provides the structure to insert the progress report. The structure of the progress report is as follow: Status of the project, Problems and Achievements.

In the Project Main Area, select *Progress report* in order to access the Progress Report area.

To enter the report we suggest you to prepare the text with a word-processing application and then to copy and paste it into the selected field. Consider that each field can contain less than 4000 characters.

The *Status* field is compulsory: in this area you should briefly describe the status of your project vs original schedule, past/future milestones, eventual activities you may be willing to report. Should you wish to publish this information on the public area of the PI Community dedicated to your project (accessible from the *Search* interface of the PI Community), please set the dropdown box below the *Status* field to “Publicly available” (by default this is set to “Not publicly available”).

The *Problems* field is not compulsory: in this area you can briefly describe the problems (e.g. data availability, delivery times, needs for other data, processing...) that are affecting your project and that it is important that the Agency is aware of.

Your inputs are very important, since they will be used to try inasmuch as possible to improve ESA’s services. Should you be requesting for additional datasets to be provided by ESA (e.g. all the products allocated to the project have been received or if different types of data not originally foreseen are needed), information on type and amount of additional data (jointly with a justification for the new request) shall be provided in this field and the check box below the field must be

selected. Note: if you want to access data available online, you can simply add them to your registration from my Earthnet without submitting a progress report.

The *Achievements* field is compulsory: in this area you should briefly describe the main outcomes of your project (typically, for the first report due one month after first data set reception, a confirmation of reception of the data would be enough). Publications arising from the use of data can also be listed as achievements. You can use this field also to explain the content of a file (see below) that you might submit to complete your report. The information that you provide as Achievements will be accessible to the public in the area of the PI Community dedicated to your project (accessible from the *Search* interface of the PI Community). Should you prefer not to show your achievements, please set the dropdown box below the *Achievements* field to "Not Publicly available" (by default this is set to "Publicly available"). Please note: should your achievements be considered of particular relevance, they might as well appear on the homepage of the PI Community (and EO-DISP) as "Results".

The *Upload your Results* selection box offers you meanings to integrate your report with images, PowerPoint presentations, complete publications or a complete report. In this case you can use the "Browse" button. This enables you to search in your local directories for the file (e.g. \*.gif; \*.jpeg; \*.tiff; \*.eps; \*.txt; \*.html; \*.doc; \*.rtf; \*.ppt; \*.pdf; \*.zip) you want to store on the Web. Please consider that the maximum size of the file shall be less than 3 Mega. Should you have problems in uploading files, please contact us at [Eopi@esa.int](mailto:Eopi@esa.int). The contents of the file can be described in the *Achievements* field. The file that you provide in this area will be accessible to the public in the area of the PI Community dedicated to your project (accessible from the *Search* interface of the PI Community). Should you prefer not to show the file, please set the dropdown box below the *Achievements* field to "Not Publicly available" (by default this is set to "Publicly available").

Please note: should the contents of your file be considered of particular relevance, the file with a short abstract (generally derived from the Achievements text) might as well appear on the homepage of the PI Community (and EO-DISP) as "Results".

The *Application Domain* enables you to classify the main contents of your report according to several broad application categories (e.g. Atmosphere, Oceanography, Hazards, Methods....)

The *Type of sensor* used allows you to classify your report based on the (ESA or non-ESA) EO sensor(s) used to obtain the results discussed in the report. Actually the selection is possible among Altimeter (e.g. RA or RA2...), Optical / IR (e.g. MERIS, AATSR, PRISM, AVNIR-2, CHRIS, Landsat, Spot...), Atmospheric (e.g. SCIAMACHY, GOME, GOMOS, MIPAS...) SAR (e.g. ASAR, SAR, PALSAR...) or Other (e.g. magnetic or gravimetric sensors...).

Note: to further increase visibility of "public" reports, a geographic search tool is available in the public search interface of the PI Community: its results are based on the thematic (application domain and type of sensor) and geographic information provided in the report.

The "next" page contains the summary of the information just entered. To apply any changes, please go back using the "previous" button before saving your work.

In such new page you will also be requested to provide the geographic location(s) to which your report is referring (e.g. location of the test-areas investigated with the received data). The link *Add geographic information* will lead you to the mapping tool enabling interactive drawing of the areas.

Should your report refer to global achievements (often this is the case for Atmospheric studies), there is no need to use the link *Add geographic information* and you can simply check the box *Global Result*

Once all the needed geographic information has been added (or the Global result box has been checked), you will have the possibility to submit the report (by pressing the "submit" button). The report will then be recorded in the database and can no longer be modified.

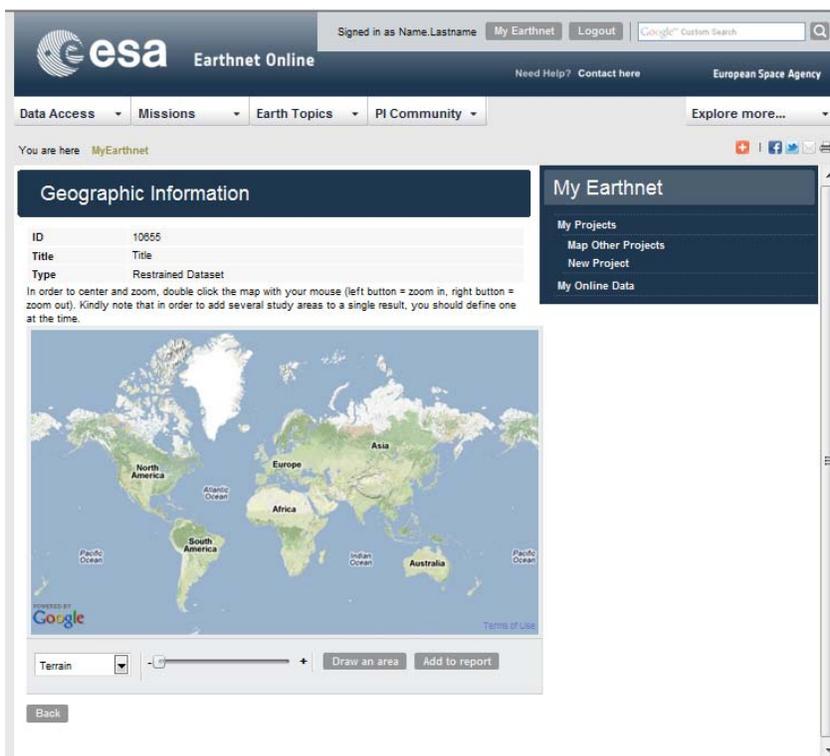
Please be aware that the PI has sole responsibility for the content of submitted material.

#### **4.1 Adding geographic information**

To access to the mapping interface, you should select the link *Add geographic information* from the previous page. The page which is shown offers the possibility:

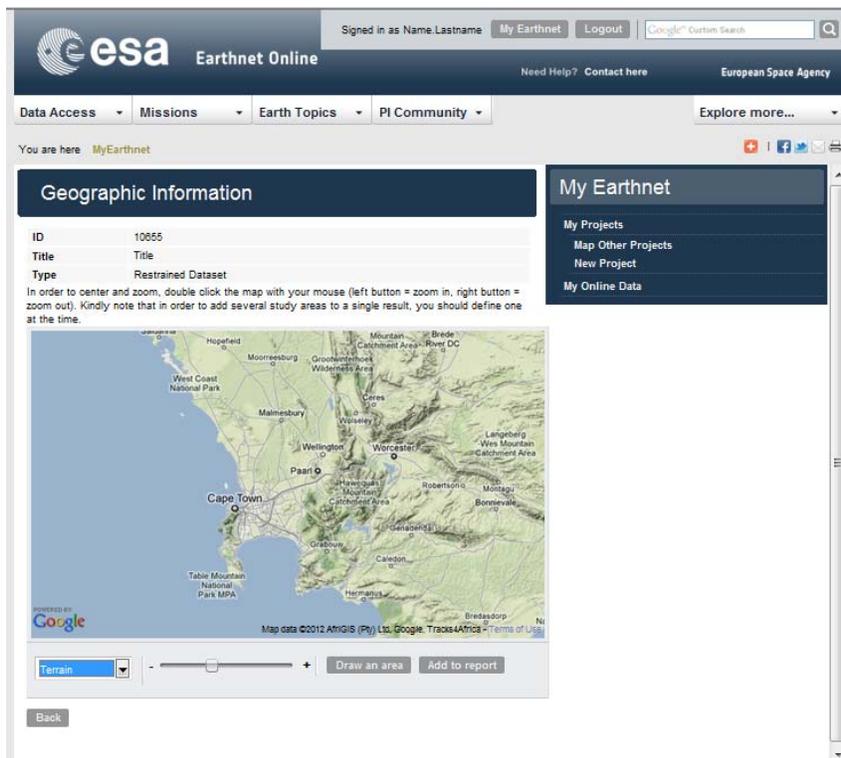
- To define the background map (e.g. selecting Terrain, Satellite, Hybrid, Map)
- To define the level of zoom

- To drag and browse the map
- To interactively draw a location for your study-area
- To confirm your selection of the study-area
- To go back to the previous summary page

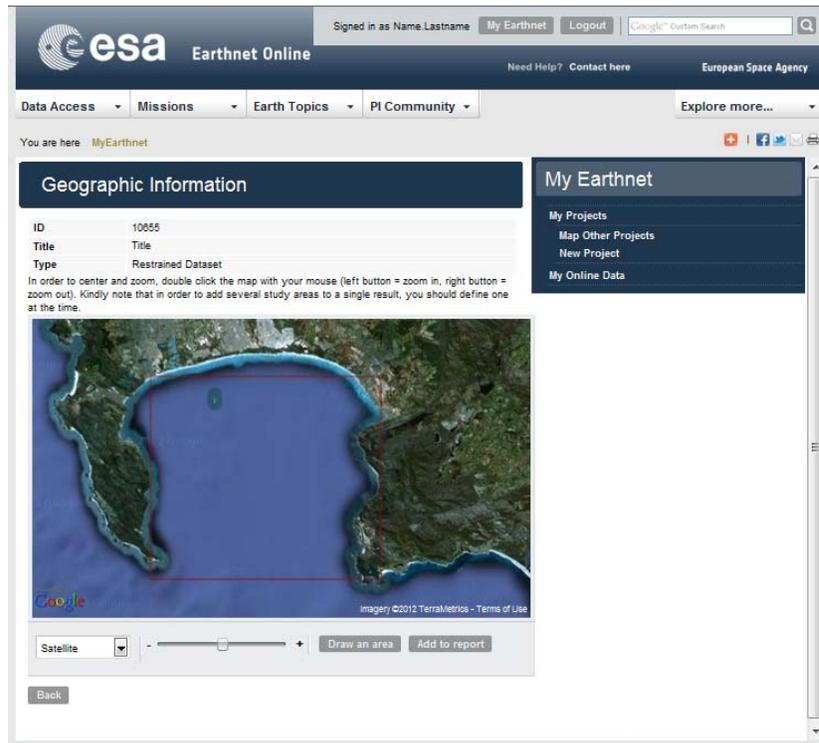


To add a location for your result in “coastal areas” of South Africa, you can for instance proceed in the following way:

1. double left click with your mouse on South Africa: this will re-center the map and zoom in the area. Note: double right click with the mouse will result in zooming out



- when a sufficient level of zoom will be reached, press the *Draw an area* button.



- delimitate with a rectangle the study area and confirm your selection pressing the button *Add to the report*

This will lead you back to the summary page which will now contain also the coordinates of the test area.

To add more test-sites, select again the *Add geographic information* link. The map which will be shown will display the location of the other test sites already drawn.

To delete a polygon, simply click the *delete* link close to the polygon coordinates

## 5 Final Report area

The page gives the possibility to provide a public abstract of your project's results and to upload the file containing the final report of the project. The maximum size of the file should be less than 3 Megabytes: in the case of Final reports of a size bigger than 3 Megabytes, submission is as well possible as Email attachment to [Eopi@esa.int](mailto:Eopi@esa.int).

In the Project Main area, select *Final Report* in order to access the Final Report area.

An abstract of your main achievements, possibly including a list of publications must be provided in less than 4000 characters. To enter such abstract we suggest you to prepare the text with a word-processing application and then to copy and paste it into the selected field.

The information that you will provide will be accessible to the public in the area of the PI Community dedicated to your project (accessible from the *Search* interface of the PI Community). Should you prefer not to show the abstract of your achievements, please set the dropdown box below the field to "Not Publicly available" (by default this is set to "Publicly available").

Please note: should your achievements be considered of particular relevance, they might as well appear on the homepage of the PI Community (and EO-DISP) as "Results".

In order to formally submit the final report of the project, you can use the "Browse" button. This enables you to search in your local directories for the file containing the final report for your project. Please consider that the maximum size of the file shall be less than 3 Mega. Should you have problems in uploading it, please contact us at [Eopi@esa.int](mailto:Eopi@esa.int). The file that you provide in this area will be accessible to the public in the area of the EO-PI Portal Website dedicated to your project (accessible from the *Search* interface of PI Community). Should you prefer not to show the file, please set the dropdown box below the *Achievements* field to "Not Publicly available" (by default this is set to "Publicly available"). Please note: should the contents of your file be considered of particular relevance, the file might as well appear on the homepage of the PI Community (and EO-DISP) as "Results".

The "next" page contains the summary of the information just entered and links to define geographic location of the report (refer to Chapter 3). To apply any changes, please go back using the "previous" button before saving your work. Please note that once you have submitted the report (by pressing the "save" button), the report is recorded in the database and can no longer be modified.

Please be aware that the PI has sole responsibility for the content of submitted material.

## 5.1 Contents of the final report

It is expected that the final report covers (when applicable), the following topics:

- Project objectives and detailed experiment description
- Integration of ESA and/or TPM data and contribution to development/improvement of models
- Contribution to development/improvement of models
- Comparison/synergy of ESA and /or TPM data with other data
- Results of the experiment, incl. contribution of ESA and/or TPM data thereto
- Overall assessment of project outcome, divergence if any, from original objectives
- Recommendations for improvement (e.g. data products, mission operations, new missions).

A list of publications and proceedings associated to the project should be as well included.

## 6 The Reporting Search area

This page provides the possibility to find, read and print or download reports and files submitted about your project.

In the Project Main Area, select *Reporting Search*.

The screenshot shows the Earthnet Online Reporting Search interface. At the top, there is a navigation bar with the ESA logo and 'Earthnet Online' text. Below this, there are several dropdown menus for navigation: 'Data Access', 'Missions', 'Earth Topics', and 'PI Community'. A search bar is also visible. The main content area is titled 'Search Reports' and contains a search form with the following fields: 'Type' (a dropdown menu), 'From Date', 'To Date', and 'Keyword'. A 'Search' button is located below the form. Below the search form, there is a table with the following data:

ID	Report Type	Date
10655	PROGRESS	20-01-2012

Select the *Type* dropdown list and a "type of report" option. The following materials can be searched: Progress, Final or Result.

A search by date is also possible (from date – to date).

A search in full text is also possible by typing in the *Keyword* box the string to be searched.

To run the Search, press the "Search" button; to go back to the PI homepage, press "Back"

The results of the search are shown in a table containing type of report with a link to read it and *Date* of submission.

## **7 Public information overview**

This link enables you to view the information about your project publicly available on the Web site. To retrieve such information, the public users shall use the *Search* link (functionality active in the public pages of the PI Community)

## **8 Detailed information by Email**

This link enables you to view the complete description of your accepted proposal. Should you need it in digital format, you can use the link Detailed info by Email: this will generate an Email with the complete description of the proposal to the address of the PI.