



# San Diego IRWMP Database Quick Start Guide

The San Diego (SD) Integrated Regional Water Management Plan (IRWMP) Database is built using Opti. It helps you locate, connect, share, and integrate IRWMP project information within your IRWM Community. This Quick Start Guide will assist you to jump start the use of Opti. For more detailed instructions, please refer to the Opti User Guide.

## How to Gain Access to Opti

Opti is a public portal where published projects are viewable on the public home page. To gain access to additional functionality listed below click on Register in the menu. Once your account has been successfully created, you may enter your email and password in the Login window. Access Opti here: <https://opti.woodardcurran.com/irwm/sd>

## How to Navigate Opti

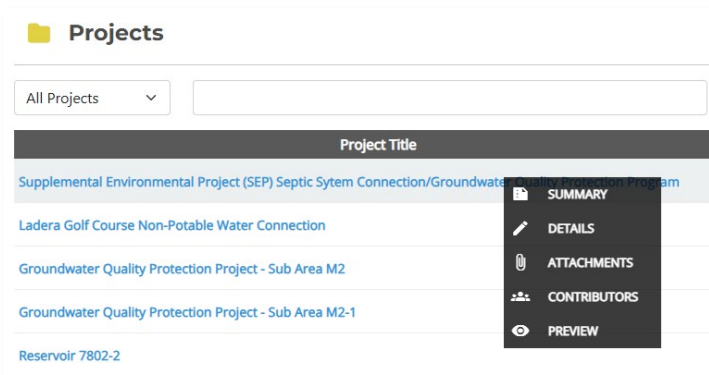
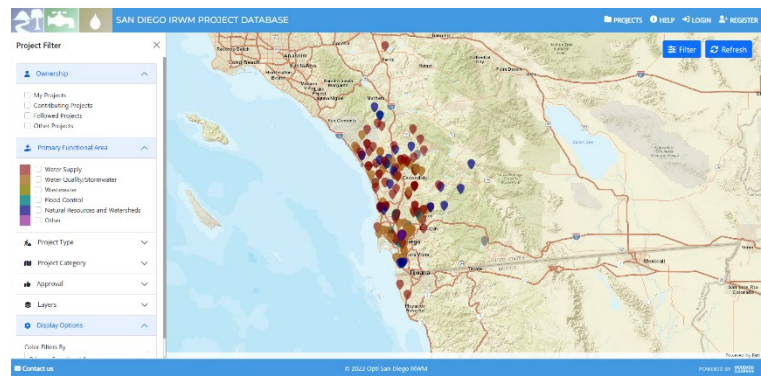
Once logged into Opti, information and tools are accessible via the navigation menu. Click on the icons to display different modules in your screen. Modules provided are:

- **Projects** – Displays a map or list of projects which can be sorted by various filters
- **Profile** – Allows users to manage their account and organization information
- **Reports** – Allows users to create predefined or custom reports on project information

## How to Become a Community Member

To add and submit projects to Opti, you must first become a Community Member.

- Click on Profile in the menu.
- Completed the required fields.
- Click on the Become a Community Member button. A message will be sent to the Administrator.



## How to View Project Information

The project information pages allow you to view and edit information about the project. To view detailed project information:

- Click on the project name in the map or list view.
- Select Details from the menu.
- If you are the project owner, you may update the project details and save or submit the project.

## How to Share a Project

To share a project with other contributors:

- Click on the Contributors option.
- To add a user, click Add New. Enter the user's email address and click Save.

## How to Add a New Project

To add a new project to Opti:

- Click on Projects in the menu and select Add Project.
- If in the List view, click on the Add Project button.
- Fill in the required fields.
- Click the Save Project button at the bottom of the window.
- To submit the project for approval, click Submit Project.

**Note:** You must be a community member to submit projects and view details.