

Protocol

Submitting New Permits

New permits must be both saved to the Q Drive and added to the Research Department Database

Saving New Permits to the Q Drive

Please Refer to the PermitNomenclature to be sure you are following naming convention guidelines

The Basic Naming Convention Follows This Pattern

PermitGrantingOrganization_PermitNumber_FirstInitialLastNameOfPermitee_YYYY

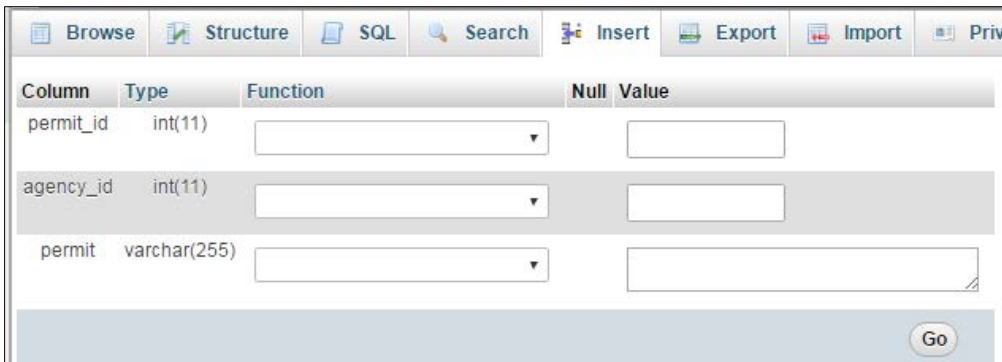
Save the permit within the folder corresponding to the year that it is valid

If permits are valid for more than one year, a copy of the permit shall be saved in each folder corresponding to the years designated

Adding New Permits to Research Department Database

Log in to database phpMyAdmin interface

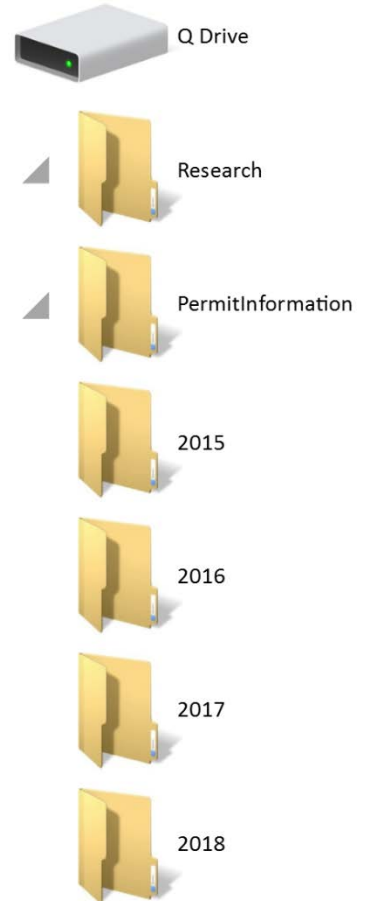
1. Select the table *permits*
2. Click *Insert* at the top of the page



Column	Type	Function	Null	Value
permit_id	int(11)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
agency_id	int(11)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
permit	varchar(255)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Go

3. Skip *permit_id* as this will be auto-filled
4. Consult the table *agencies* to assign the correct *agency_id*
5. For *permit* use the same name that the file was saved as in the Q drive
6. Click *Go* to submit
7. View the recently added record in the *permits* table and note the assigned *permit_id*



8. Select the table *permit_data*
9. Click *Insert* at the top of the page
10. Skip *permit_data_id* as this will be auto-filled
11. Assign the *permit_id* that is available to view in the *permits* table
12. *user_id* corresponds to the person(s) that are designated on the permit. If there are multiple persons designated, multiple records should be made in the *permit_data* table
13. Record start and end dates as YYYYMMDD
14. Note if and when reports are due
15. If there are any noteworthy comments on the permit, include those in the *comments* field.
16. Copy and paste the path to the permit on the Q drive into the *permit_location_on_Qdrive* field.
17. Click *Go* to submit

Column	Type	Function	Null	Value
permit_data_id	int(11)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
permit_id	int(11)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
user_id	int(11)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
start_date	date	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
end_date	date	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
report_due	text	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
comments	text	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
permit_location_on_Qdrive	text	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>