OpenWater: How to Complete Bulk Download of Paper Submissions

Use this documentation to help you figure out how to download all of the papers submitted for a particular program at once.

- 1. Login to the OpenWater admin portal using your AIAA.org username and password.
- 2. Navigate to the program you need to administer. We will use the 2020 Region III Student Conference Abstract and Final Paper Submission as our working example. Click "Manage":

2020 Region III Student Conference - Attendee Registration	Active	29	Submissions Judges Manage Settings	
2020 Region III Student Paper Conference - Abstract and Final Paper Submission	Active	13	Submissions Linde Manage Settings	
2020 Region IV Student Conference - Attendee Registration	Active	30	Submissions Judges Manage Settings	

3. Then, ensure the ROUND is set to "Final Paper Submission":

			System Status Public	Website 01:59 PM MichaelL@aiaa.org
AIAA				
DASHBOARD	Overview Submissions - Judging -	Finance Tools Round Settings	Program Settings -	
PROGRAMS	Programs > 2020 Region III Student Paper Confe Select Round: Final Paper Submission	erence - Abstract and Final Paper Submission > Fin	al Paper Submission	
APPLICANTS -	Tutorial (12 / 18 Stone Complet			
JUDGES 🗸		.e) SCROLL TO TUTORIAL		
INVOICES -				
PUBLIC SETTINGS	Submission Period: 2/1/2020 1	2:00 AM - 3/7/2020 02:59 AM (chan;	ge)	
SYSTEM SETTINGS 🔻	Incomplete Submissions	Pending Your Approval	Complete / Ready for Judg	ing # of Applica
SYSTEM LOGS		U	12	

4. Next, click the "Submissions" tab and then click "View Complete":

Programs > 20: Select Round: Fi	View All View Incomplete View Pending Review View Complete	iference - Abstra	ct and Final Paper Submission >	 Final Paper Submission
Tutorial	View Applicant Carts View Status by Category View Status by Applicant Bulk Edit Complete Search Reports	≥te) scroll t	O TUTORIAL	
Submiss	ion Period: 2/1/202	20 12:00 AM - 3	B/7/2020 02:59 AM (ch	ange) Complete / Ready f
1		C)	12

5. Click the "Reports" button at the top:

Overvi	ew Submissions - Judging -	Finance - Tools -	Round Setting	s - Program	n Settings -		
2020 Reg Select Rou SEARCH	gion III Student Paper Conference - Ab: Ind: Final Paper Submission +	stract and Final Paper Submis	ssion > Final Pape	r Submission >	Complete Sub	show / hide co	DLUMNS Conde
	Code	Applicant 💠	Status 🌲	Started At 🍦	Finalized At 🝦	University Name	Classification
	42143	Stahl, Spencer	Complete	2/24/2020 07:53 AM	2/24/2020 05:32 PM	Ohio State University	
	41829	O'Neill, Collin	Complete	2/10/2020 07:33 AM	2/28/2020 07:20 PM	Ohio State University	
	41823	Pitts, David	Complete	2/12/2020 01:41 PM	3/6/2020 11:47 PM		

6. Click "Select" next to "Completed Submissions":

Overview Submissions - Judging -	Finance • Tools • Round Settings • Program Settings •	ings▼
2020 Region III Student Paper Conference - Abs	tract and Final Paper Submission > Final Paper Submission > Applic	cation Reports
Select Round: Final Paper Submission 🗘		
ADD REPORT		
Name	 Description 	♦ Action
Completed Submissions		Select Delete Clone
Incomplete Submissions		Select Delete Clone
Pending Approval Submissions		Select Delete Clone
Won Submissions		Select Delete Clone

Display 100 (recommended) + records Showing 1 to 4 of 4 entries

7. Click the tab called "Download Files":

verview	Submission	Judging	Finance	100IS -	Round Settings -	Program Settings			
al Paper S	ubmission > App	olication Reports	> Completed	Submissions					
General	Conditions	Sort Order	Advanced	Download File	s				
Name ★			Completed	Submissions					
Description	on								
			View List D Export to: C	ownload Files SV Excel					
			Allow Link Sharing. Anyone who has the link can access. No sign-in required.						
			SAVE AND	SET CONDITIO	NS CANCEL				

8. Ensure the following boxes are checked (see below). Then, click "DOWNLOAD WITH OPENWATER":

General	Conditions	Sort Order	Advanced	Download Files					
		1	Download Download Download	d Media Attached to Applications d PDF of Application as Applicant d PDF of Application as Judge					
		2	 All Media Select Me 	a Files edia Files					
Folder Op	ptions	3	 Download Create For Create For Create For Create For 	d all Applications into Base Folder olders for Each Category and Use Category Name olders for Each Category and Use Category Code lat List of Folders and use Category Code					
			Create Fo	older per Application					
File Nami	ing	4	 Use Consistent File Naming (e.g. ApplicationName-01.pdf, ApplicationName-02.pdf) Use Original File Names (duplicate names will have (1), (2) etc appended) 						
			SAVE TO D	DR0 5 DOWNLOAD WITH OPENWATER VIEW INDIVIDUAL FILES					
			SAVE TO I	DR05 DOWNLOAD WITH OPENWATER VIEW INDIVIDUAL FIL					

8a. A dialogue box will pop up. You will need to install the downloader tool (installation takes <2 minutes) to complete this. If you already have it, press BEGIN DOWNLOAD USING BULK DOWNLOAD TOOL:

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Eolder Options Don't Have t		e the Download Tool Already?					ano.) •
FOIGHT LIDHOUS								
Folder Options	The OpenWater Dowr	loader for Window	s or Mac is need	led to Continue - Get the Do	wnloader			
Folder Options	The OpenWater Down	loader for Window USING OPENWATE	s or Mac is need	ed to Continue - Get the Do	wnloader			
-order Options	The OpenWater Down	USING OPENWATE	is or Mac is need ER BULK DOWNI Ider per Appli	led to Continue - Get the Do	wnloader			
File Naring	The OpenWater Down	USING OPENWATE	s or Mac is need ER BULK DOWNI Ider per Appli istent File Name: nal File Name:	led to Continue - Get the Do LOAD TOOL ication ming (e.g. Application) s (duplicate names wil	wnloader Jame-01.pdf, A I have (1), (2) e	oplicationName-02.pdf) c appended)		

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9. Allow the downloader to execute.

					Open BulkDownloader?		
AIAA					https://www.aiaa-awards.c	org wants to o	open this application.
DASHBOARD	Overview	Submission	s 🗸 Judging	✓ Fina		Cancel	Open BulkDownloader
PROGRAMS	Final Paper S	ubmission > Ap	plication Report	s > Completed	Submissions		
APPLICANTS 🔻	General	Conditions	Sort Order	Advanced	Download Files		
JUDGES 👻				 Downloa Downloa Downloa 	nd Media Attached to Applica nd PDF of Application as App nd PDF of Application as Judg	ations licant ge	
				Downloa	ia i bi oi Application as jude	50	

10. Select a destination for the files and then click "OPEN" (or SAVE if you are using PC):

alaa-awards	s.org/a/a	umm/org	amzations/main/	sonchations/1152/roun	us/1207/applicationrep	or is/setup/3475#dowl	noaurnes				ħ	Q	м
								System Status	Public Website	02:06 PM	MichaelL@aiaa.org	Tasks/Reports	Change
AIAA						🛅 Desktop	٥	Q					
DASHBOARD		Over	Download Data	Favorites	Things In Progress	Þ						1	
PROGRAMS		Final Pa	https://vo-gen	Desktop							Vext		
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INVOICES	•			Locations									
PUBLIC SETTINGS	•			Network									
SYSTEM SETTINGS	•	Fold	er Options	e Red									
SYSTEM LOGS	•				OI LITTICLE DOLL DOTTILO		-		Cancel	Open			
GET HELP	•			NOTING NAPPEN? 1. Download the tool here 2. Copy and Paste the Link Be	low into the Tool								
	_	File I	Naming	https://vo-general.s3.	.amazonaws.com/b8c93	f38-3b68-49ad-8460-6f4	ca8eb1a77/4407	78b5e-84a7-47e	e-8de7-0a95e	0fb1161			

11. Click "Start Download":

				OpenWater	BulkDownload	er v1.0.4			
Download Data	Url (copy/paste	e from OpenWat	er)						
https://vo-gen	eral.s3.amazona	aws.com/b8c93	f38-3b68-	49ad-8460-6	6f4ca8eb1a77	/44078b5e-	84a7-47ee-8de	7-0a95e0 ⁻	Next
Estimated Dow	nloaded Size: 4	2.7 MB							
Downloading to	/Users/michae	ll/De ktop							
Free Disk Spac	e: 400.7 GB								
Start Dov	nload	Change	Folder						

12. The following dialogue box will display once the operation is successful:

•••	\$	OpenWater BulkDownloader v1.0.4 Download Complete Count Downloaded Files: 24 / 24 Downloaded Files Size: 42.7 / 42.7 MB	Having Trouble?
Progress Log	More Details	Open Folder	

Now, you may navigate to the folder to view the files. Go to Finder (Mac) or File Explorer (PC) and go to the destination folder you specified for the download.

13. See the files located in your destination folder:



Open/Expand the folder to view the files:

	Desktop	
< >	🗱 📃 🖽 📟 🗸 🌞 🗸 👚 🕢 📿 🔍 Q. Search	
Favorites	Name ^	Date Modifie
AirDrop	ApplicationReport-3-16-2020 6-10-15 PM	Today at 2:
Desents	3D flow simulation of a pod in tubes-11.docx	Today at 2:
Recents	🛃 3D flow simulation of a pod in tubes-12.pdf	Today at 2:"
Applications	Atmospheric Breathing Ramjet for Martian Descent Missions-09.docx	Today at 2:"
Desktop	🛃 Atmospheric Breathing Ramjet for Martian Descent Missions-10.pdf	Today at 2:
	🛃 Characterization and Preliminary Controlct High-Speed Inlet-Diffuser Flow-17.pdf	Today at 2:
Documents	🛃 Characterization and Preliminary Controlt High-Speed Inlet-Diffuser Flow-18.pdf	Today at 2:
O Downloads	Design and Development of a Mining Roe NASA Lunabotics Competition-21.docx	Today at 2:"
🛅 OneDrive	🛃 Design and Development of a Mining Rohe NASA Lunabotics Competition-22.pdf	Today at 2:
	Effects of Fountain Flow Interaction onnt at Mixed Operating Conditions-19.docx	Today at 2:
iCloud	Effects of Fountain Flow Interaction onent at Mixed Operating Conditions-20.pdf	Today at 2:"
C iCloud Drive	Evolution of Particle Deposition in an Impinging Coolant Jet-05.pdf	Today at 2:*
	Evolution of Particle Deposition in an Impinging Coolant Jet-06.pdf	Today at 2:
Locations	🛃 Experimental setup for particle - laden underexpanded jet measurements-01.pdf	Today at 2:
Remote Di	Experimental setup for particle - laden underexpanded jet measurements-02.pdf	Today at 2:
Network	Genetic Optimization Algorithms for Supersonic Heat Addition-03.docx	Today at 2:*
	🛃 Genetic Optimization Algorithms for Supersonic Heat Addition-04.pdf	Today at 2:"
Tags	🛃 Improved Boeing 787 Window Section Tptimized 3D-printed Composites-07.pdf	Today at 2: