

## 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	<a href="#">Submissions</a>   <a href="#">Judges</a>   <a href="#">Manage</a>   <a href="#">Settings</a>
2020 Region III Student Paper Conference - Abstract and Final Paper Submission	Active	13	<a href="#">Submissions</a>   <a href="#">Judges</a>   <a href="#">Manage</a>   <a href="#">Settings</a>
2020 Region IV Student Conference - Attendee Registration	Active	30	<a href="#">Submissions</a>   <a href="#">Judges</a>   <a href="#">Manage</a>   <a href="#">Settings</a>

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

System Status Public Website 01:59 PM MichaelL@aiaa.org

AIAA

DASHBOARD

PROGRAMS

APPLICANTS

JUDGES

INVOICES

PUBLIC SETTINGS

SYSTEM SETTINGS

SYSTEM LOGS

Overview Submissions Judging Finance Tools Round Settings Program Settings

Programs > 2020 Region III Student Paper Conference - Abstract and Final Paper Submission > Final Paper Submission

Select Round: Final Paper Submission

Tutorial (12 / 18 Steps Complete) SCROLL TO TUTORIAL

Submission Period: 2/1/2020 12:00 AM - 3/7/2020 02:59 AM (change)

Incomplete Submissions	Pending Your Approval	Complete / Ready for Judging	# of Applicants
1	0	12	13

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

Overview Submissions Judging Finance Tools Round Settings Program Settings

Programs > 2020 Region III Student Paper Conference - Abstract and Final Paper Submission > Final Paper Submission

Select Round: Final Paper Submission

Tutorial (12 / 18 Steps Complete) SCROLL TO TUTORIAL

Submission Period: 2/1/2020 12:00 AM - 3/7/2020 02:59 AM (change)

Incomplete Submissions	Pending Your Approval	Complete / Ready for Judging
1	0	12

5. Click the “Reports” button at the top:

Overview Submissions▼ Judging▼ Finance▼ Tools▼ Round Settings▼ Program Settings▼

2020 Region III Student Paper Conference - Abstract and Final Paper Submission > Final Paper Submission > Complete Submissions

Select Round: Final Paper Submission ▼

SEARCH SUBMISSIONS **REPORTS** PRINT APPLICATIONS SHOW / HIDE COLUMNS ☐ Condensed

<input type="checkbox"/>	Code	Applicant	Status	Started At	Finalized At	University Name	Classification
<input type="checkbox"/>	42143	Stahl, Spencer	Complete	2/24/2020 07:53 AM	2/24/2020 05:32 PM	Ohio State University	
<input type="checkbox"/>	41829	O'Neill, Collin	Complete	2/10/2020 07:33 AM	2/28/2020 07:20 PM	Ohio State University	
<input type="checkbox"/>	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▼

2020 Region III Student Paper Conference - Abstract and Final Paper Submission > Final Paper Submission > Application 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”:

Overview Submissions▼ Judging▼ Finance▼ Tools▼ Round Settings▼ Program Settings▼

Final Paper Submission > Application Reports > Completed Submissions

General Conditions Sort Order Advanced **Download Files**

Name \* Completed Submissions

Description

View List | Download Files  
Export to: CSV | Excel

☐ Allow Link Sharing. Anyone who has the link can access. No sign-in required.

SAVE AND SET CONDITIONS CANCEL

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

General	Conditions	Sort Order	Advanced	Download Files
			<div>1</div> <div><input checked="" type="checkbox"/> Download Media Attached to Applications <input type="checkbox"/> Download PDF of Application as Applicant <input type="checkbox"/> Download PDF of Application as Judge</div>	
			<div>2</div> <div><input checked="" type="radio"/> All Media Files <input type="radio"/> Select Media Files</div>	
Folder Options		<div>3</div>	<div><input checked="" type="radio"/> Download all Applications into Base Folder <input type="radio"/> Create Folders for Each Category and Use Category Name <input type="radio"/> Create Folders for Each Category and Use Category Code <input type="radio"/> Create Flat List of Folders and use Category Code</div>	
			<div><input type="checkbox"/> Create Folder per Application</div>	
File Naming		<div>4</div>	<div><input checked="" type="radio"/> Use Consistent File Naming (e.g. ApplicationName-01.pdf, ApplicationName-02.pdf) <input type="radio"/> Use Original File Names (duplicate names will have (1), (2) etc appended)</div>	
			<div>5</div> <div>SAVE TO DRO</div>	<div>DOWNLOAD WITH OPENWATER</div> <div>VIEW INDIVIDUAL FILES</div>

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:

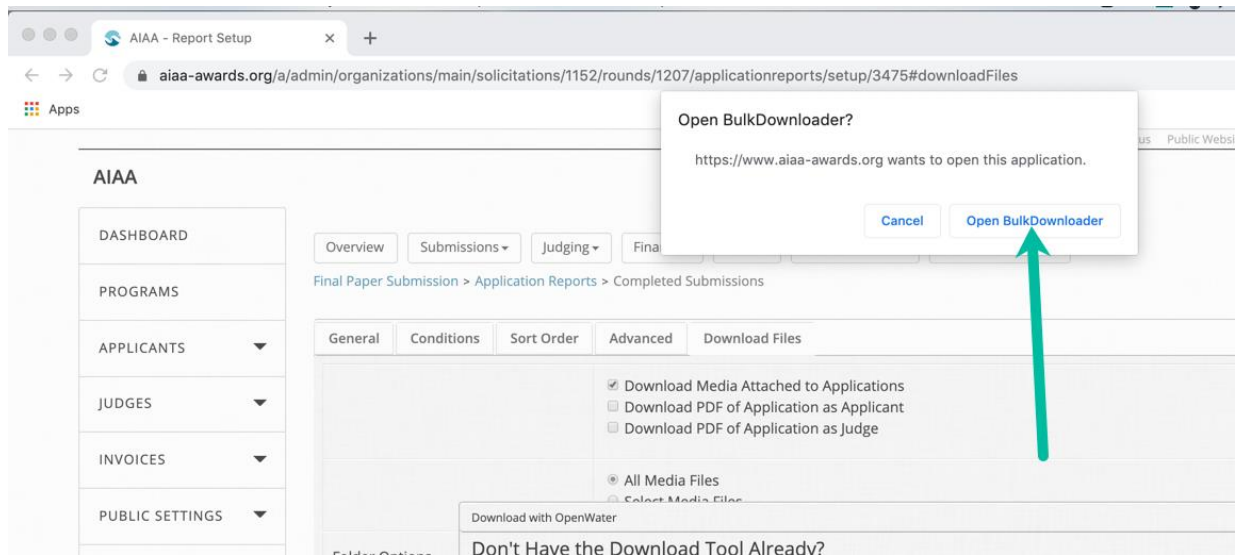
Overview Submissions Judging Finance Tools Round Settings Program Settings

Final Paper Submission > Application Reports > Completed Submissions

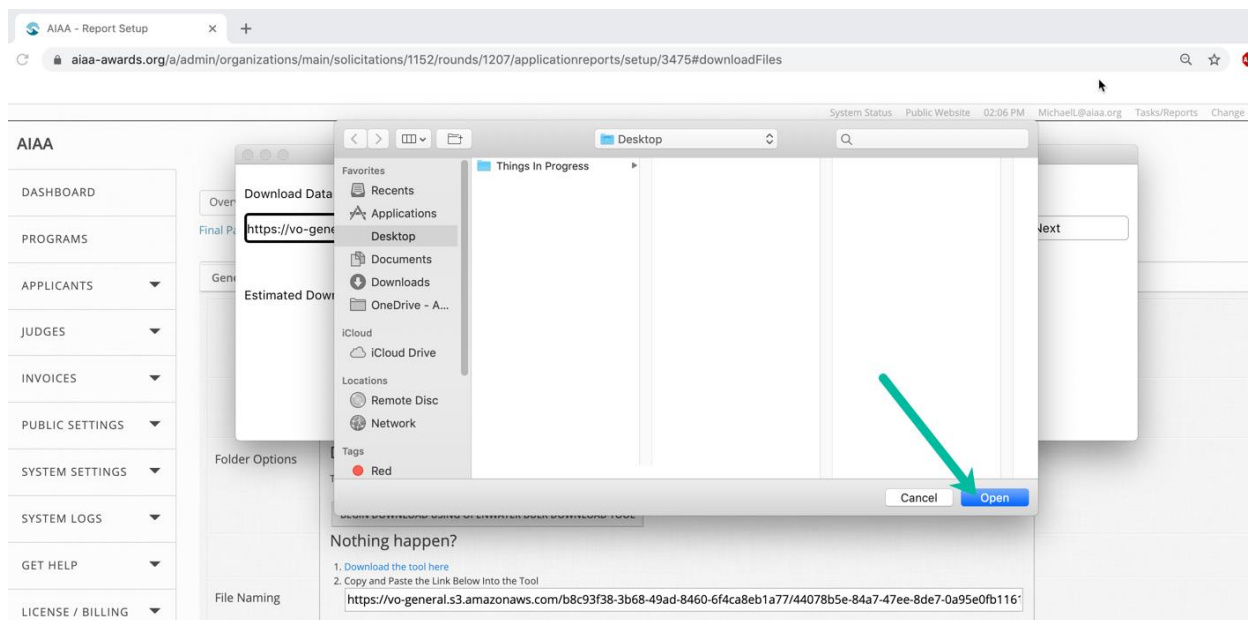
General	Conditions	Sort Order	Advanced	Download Files
			<div><input checked="" type="checkbox"/> Download Media Attached to Applications <input type="checkbox"/> Download PDF of Application as Applicant <input type="checkbox"/> Download PDF of Application as Judge</div>	
			<div><input checked="" type="radio"/> All Media Files <input type="radio"/> Select Media Files</div>	
Folder Options			<div>Don't Have the Download Tool Already?</div> <div>The OpenWater Downloader for Windows or Mac is needed to Continue - <a href="#">Get the Downloader</a></div> <div>BEGIN DOWNLOAD USING OPENWATER BULK DOWNLOAD TOOL</div>	
			<div><input type="checkbox"/> Create Folder per Application</div>	
File Naming			<div><input checked="" type="radio"/> Use Consistent File Naming (e.g. ApplicationName-01.pdf, ApplicationName-02.pdf) <input type="radio"/> Use Original File Names (duplicate names will have (1), (2) etc appended)</div>	
			<div>SAVE TO DROPBOX</div> <div>DOWNLOAD WITH OPENWATER</div> <div>VIEW INDIVIDUAL FILES</div>	

Install the downloader tool to complete this.

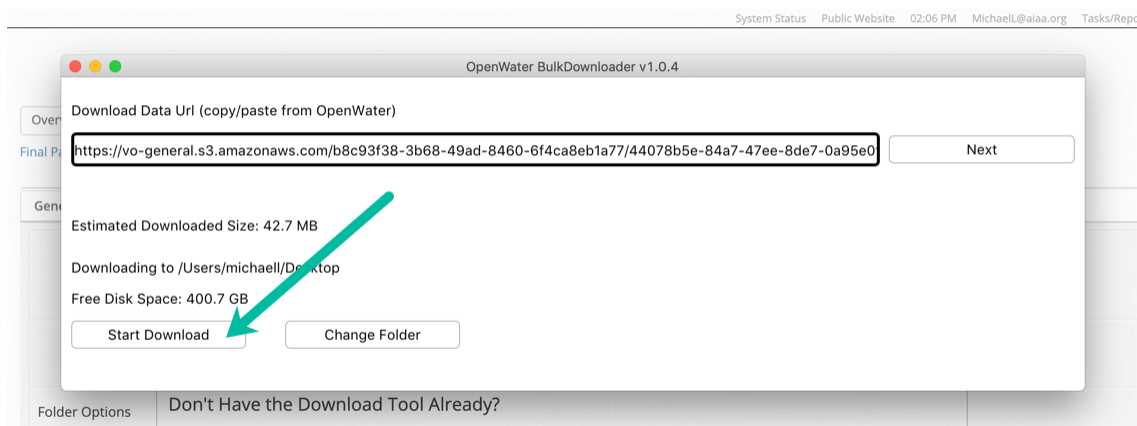
9. Allow the downloader to execute.



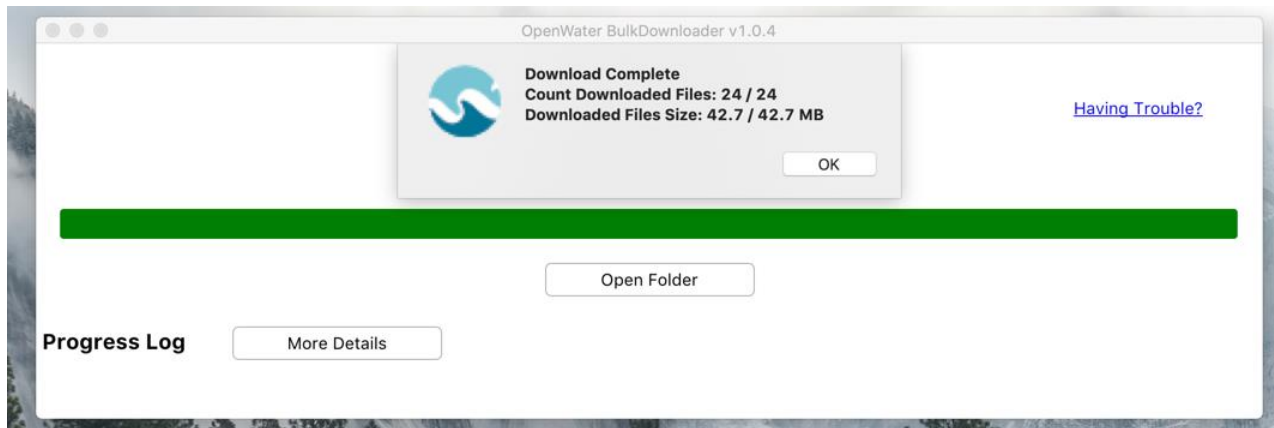
10. Select a destination for the files and then click “OPEN” (or SAVE if you are using PC):



11. Click “Start Download”:

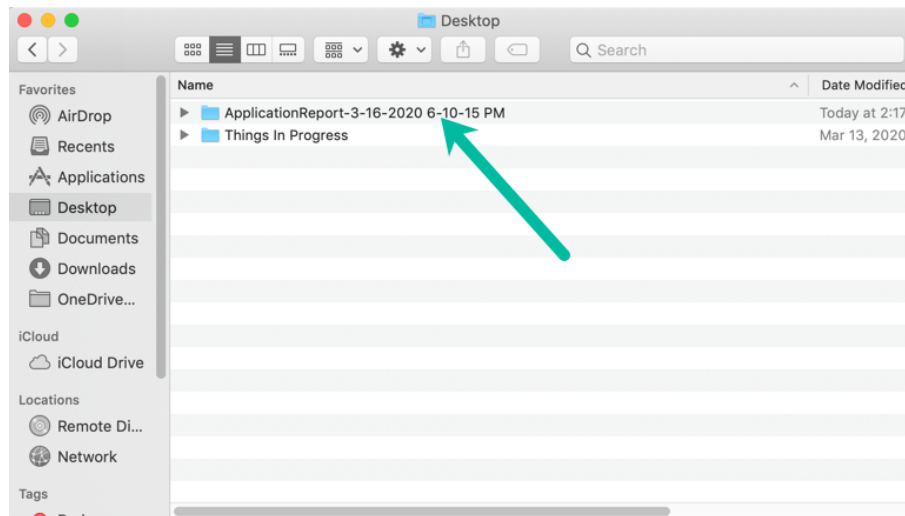


12. The following dialogue box will display once the operation is successful:



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:

