

**ACPHA Members' Work Database
Frequently Asked Questions (FAQs)**

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Accounts and passwords

Q: Who may create a user account?

A: User accounts may be created by current financial PHA members.

Q: What rights does a user account provide?

A: A user account provides a user with the ability to enter or change data relating to items, authors or keywords.

Q: How do I create a user account?

A: Just complete the following easy steps:

1. Click the "Login" button. The "Login" button is located on the left of the screen under the ACPHA logo and above the menu options.
2. The "Log In" screen will be displayed. Click the "Don't have an account? Create one!" link at the bottom of the "Log In" screen.

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3. Enter your name (given name and family name), the PHA branch you belong to and the registration number you have previously been supplied with and click the "Next" button. [Note: the spelling of your name must match the name on your PHA membership.]

4. Enter a user name, password, email address, security question and security answer as requested and click the "Create Account" button.

Please Note: You will not be able to change your user name later so please choose carefully.

5. Your account will be created. Press the "Continue" button to proceed.

Q: What if the system does not recognise my details when I attempt to create an account?

A: You will need to contact the membership secretary of the PHA branch you are member of in order to confirm that your details are correctly recorded.

Q: Why do I have to provide an email address to create a user account?

A: In the event that you forget your password sometime in the future, the system will use the provided email to send you a replacement password (see "What if I have forgotten my password"). The email address is stored securely within the database and not displayed or used for any other purpose.

Q: Why do I have to provide a security question and answer?

A: In the event that you forget your password sometime in the future, the system will ask your security question. If you provide the correct answer, the system will email you a replacement password.

Q: What if I have forgotten my password?

A: On the "Log In" screen, click the "'Forgot your password" link at the bottom of the "Log In" screen. Follow the prompts to answer your personal security question and the system will email a replacement password to the email address you have recorded for your account. Use the replacement password to Login and then change the password to one you will remember later (see "How do I change my password").

Q: How do I change my password?

A: In order to change your password you must be already logged in. Once you are logged in, a "Change Password" option will appear in the menu. Click this menu option and follow the prompts to change your password.

Q: How do I change my account details?

A: In order to change your account details you must be already logged in. Once you are logged in, a "Change Account" option will appear in the menu. Click this menu option and follow the prompts to change your account details.

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Q: Why can't I change my user name?

A: The system has an audit log feature which tracks all data changes made by each user. Allowing users to change their user name would make this process much more complex.

Q: Can I have multiple user accounts?

A: No. Each PHA member may create only one user account.

Data Searching

Q: How does the "Item Search" screen work?

A: The "Item Search" screen provides the ability to search using a number of criteria.

Title - Entering a word (or part of a word) or phrase in the "Title" field and pressing the "Search" button will make the system search the "Title" data of all items for a match anywhere within the title. For example searching for the word "jet" in the title would find the items with the following hypothetical titles:

"Jetties of Australia – A comprehensive history"

"An historical account of the ownership of Learjets by Historians"

"Notes on the redevelopment of the Black Point jetty"

If the "Also search Abstract" and "Also search Notes" boxes are ticked, these fields will also be searched for a match of the same word(s).

Commissioned By – This operates in the same way as the "Title" search field. The system will search the "Commissioned By" data for a match of the entered word(s) anywhere within the data.

Category – You may select from the drop down of categories. Note: Only those categories that have been used will be displayed.

Format – You may select from the drop down of formats. Note: Only those formats that have been used will be displayed.

New items added in last X days – You may choose a number between 1 and 90 days ago from the drop-down list and the system will display all items that were first added within the specified period.

Year Produced – You may specify a range of years by entering a start and end year. The system will display all items that were produced within the specified range of years. Note if you enter only a start year, all items produced after the specified year will be displayed. If you enter only an end year all items produced up to the specified year will be displayed.

Notes:

- a) Where more than one search criteria is specified, only items that match all criteria will be displayed.
- b) Searching is not case sensitive. In the example given above, the system would return the same result for the words "jet", "JET" or "Jet".
- c) Navigation buttons appear at the foot of most search results screens,

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allowing users to go to the previous item, the next item, or back to the item list

Q: How does the "Author Search" screen work?

A: The "Author Search" screen provides the ability to search using a number of criteria.

Author Family Name – The system will find all authors whose family name **begins** with the word or letters entered in this field. For example searching for the string "sto" would return the following hypothetical author names: "Stone", "Storey" and "Stow" but would not return "Flinstone".

Author Given Name – The system will find all authors whose given name begins with the word or letters entered in this field.

Company / Partnership Name – The system will find all authors associated with a company or partnership whose name begins with the word or letters entered in this field.

Notes:

- a) Where more than one search criteria is specified, only items that match all criteria will be displayed.
- b) Searching is not case sensitive. In the example given above, the system would return the same result for the words "sto", "STO" or "Sto".

Q: How does the "Keyword Search" screen work?

A: The "Keyword Search" screen provides the ability to search for items associated with one or more nominated keywords. Keywords may be selected from the list of keywords that are currently associated with items. Those items that are associated with **ANY** of the nominated keywords will be displayed.

Data Entry

Q: How do I add a new item?

A: In order to add a new item, you need to be logged in. After you have logged in, click the "Add New Item" menu option. Enter all the relevant details about the item. Press the "Save" button.

Note: A link titled "View data entry guidelines" appears at the top of the page. It is worth looking at this document for guidance on how best to enter your data so that it is consistent with the format of the existing entries and makes best use of the database features.

Q: How do I make changes to an existing item?

A: In order to edit an existing item, you need to be logged in. After you have logged in click any of the "Item Search", "Author Search", "Keyword Search" or "Keyword Browse" menu options. Find the item you wish to edit by entering relevant search criteria. A list of items matching the selection criteria will be displayed. Click the "Select" button

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of the item to be edited. The full details of the item to be edited will be displayed. Click the "Go to data update mode" button at the bottom of the screen. Click the "Edit" button at the bottom of the screen. Make the desired data changes and press the "Save" button.

While any logged in user has the ability to change any details for any item, as a matter of courtesy you should only change items which you have previously entered or of which you are an author. Please note that the system incorporates a comprehensive audit log which records who makes which changes at what time. The system administrator has access to this information. If you are concerned that someone else may have made a change to data you have entered, please contact your ACPHA delegate.

Q: How do I make changes to an existing author?

A: In order to edit an existing author, you need to be logged in. After you have logged in, click the "Author Search" menu option. Find the author you wish to edit by entering relevant search criteria. Click the "Go to data update mode" button at the bottom of the screen. Click the "Edit" of the row showing the Author you wish to edit. Make the desired data changes and press the "Save" button.

While any logged in user has the ability to change any details for any author, as a matter of courtesy you should only change data which you have previously entered. Please note that the system incorporates a comprehensive audit log which records who makes which changes at what time. The system administrator has access to this information. If you are concerned that someone else may have made a change to data you have entered, please contact your ACPHA delegate.

Q: How do I make changes to or delete a keyword?

A: In order to edit or delete an existing keyword, you need to be logged in. After you have logged in, click the "Keyword Browse" menu option. Find the keyword you wish to edit or delete by clicking the letter corresponding to the first letter of the keyword you wish to change. Click the "Go to data update mode" button at the bottom of the screen. To edit a keyword, click the "Edit" button on the row showing the Keyword you wish to edit. Make the desired data changes and press the "Save" button. To delete a keyword, click the "Delete" button on the row showing the Keyword you wish to delete. You will be asked to confirm that you wish to proceed with the deletion.

Notes:

1. Even though you may have been the person who first entered a keyword, if other users have subsequently linked the original keyword to other items, you need to consider carefully the effect of changing the keyword. In some cases, it may be better to create a new keyword and link it to your item.
2. The system will not allow you to delete a keyword that is linked to an item. If you want to delete a keyword that is currently linked to one or more items, you will need to edit each item and remove the keyword from that item.

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Miscellaneous

Q: Why doesn't my browser 'back' key work properly on some screens?

A: A number of the pages ("Author Search", "Item Search", "Keyword Search", "Keyword Browse" and "Add Item") are actually made up of a number of parts and only one part of the page is displayed at a time. For example, when you first view the "Item Search" page you see the "Item Search Criteria" part. After you press the "Search" button you see the "Items matching the selection criteria" part of the page, but you are still on the same "Item Search" page. So if you use the browser back key it will take you to the previous page you were on rather than the previous part of the same page. If you want to move back and forward to the various parts of these pages you need to use the links provided on the page.

Q: How do I ask a question or provide feedback?

A: If you log in you will see a "Queries / Feedback" option on the menu. If you click this menu option, a page will be displayed where you can send an email to the system administrator. She / he will be pleased to answer any questions you may have about the "Members' Work Database".

If you have any feedback about the system or suggestions for improvements, they will be gratefully received.

Note: The "Queries / Feedback" option is only available for logged in users to prevent it being abused by anonymous web users or programs.