

AEDA PROJECTS DATABASE – HOW TO USE IT ...

1. Located at www.aeda.edu.au/aeda_projects
2. You must sign-on to be able to **edit** any project that you are **primary coordinator** for. Everyone can view everyone else's records, but can ONLY edit where they are primary coordinator.
3. New primary coordinators without projects already will need to have Karen Gillow (k.gillow@uq.edu.au - 0402 674 409) add them to the list of users of the database.
4. Upon signing in, the screen below will be displayed (Figure I):

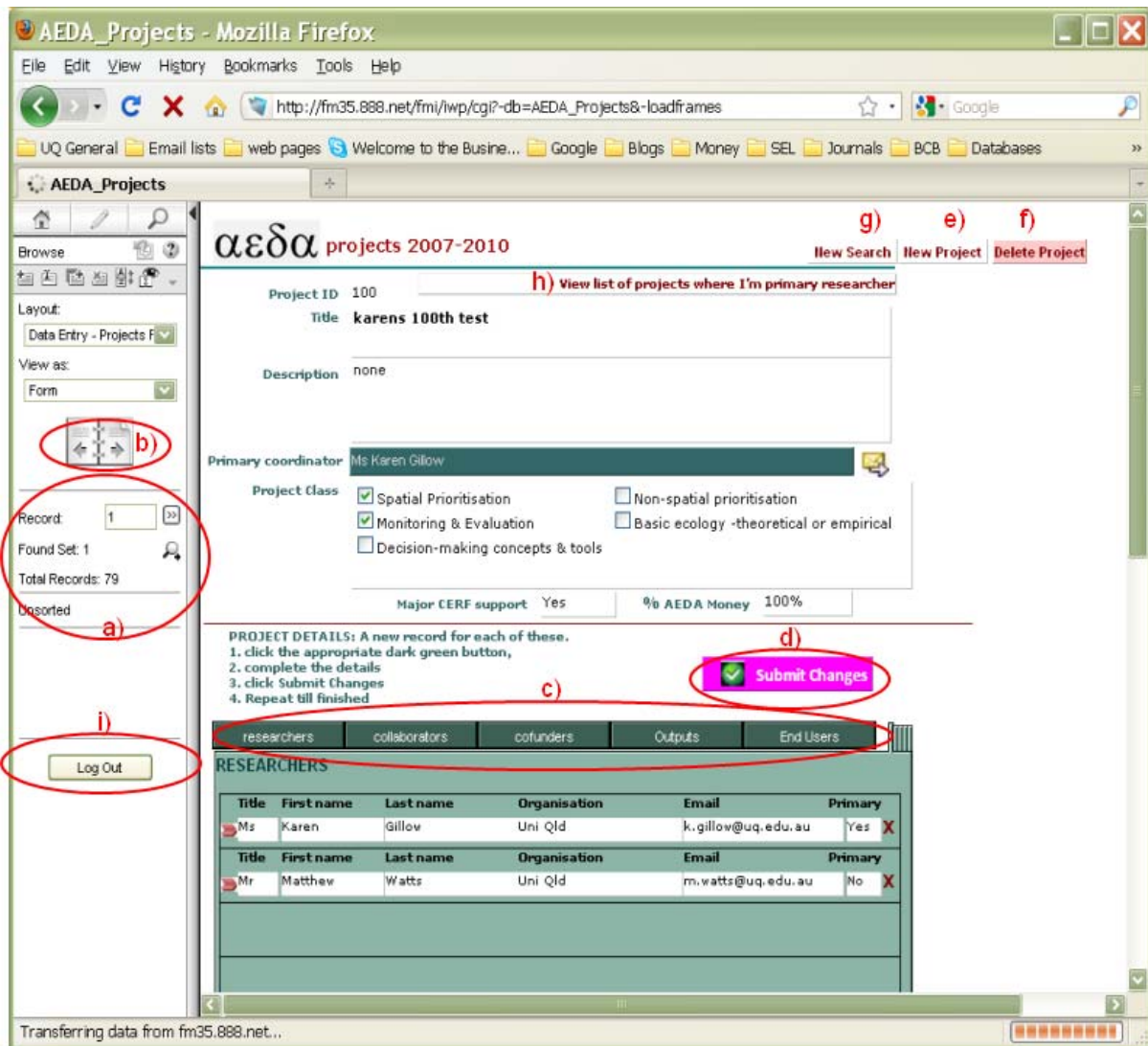


Figure I. Data Entry screen

An explanation:

- a) This part of the status area shows you how many records there are in total (eg 79), how many were found in the last search, in this case the number for this primary coordinator (1), and the record currently being viewed out of that set (1)
- b) Use this book to flip from one record to the next
- c) **IMPORTANT** - These tabs are **essential** – they will contain details for the project. To add or edit details under these tabs, **click them every time** and a new line will be produced ready for new data entry within that section. Most data fields have a drop-down list of previously entered information to minimise typing and variation in entries. To add something new,

simply click on the **Add to List** button, complete the form and return. This new entry will then be available for you and everyone else in the future.

- d) **IMPORTANT** - After each entry in c) above, click **SUBMIT CHANGES**. Also after any change to the project details at the top of the screen click **SUBMIT CHANGES**. This saves everything you've done. If you don't click this, you could lose your work.
- e) Click this to create an entirely new project. If the primary researcher for this new project is a new one, then contact Karen Gillow (0402 674 409, k.gillow@uq.edu.au) to get a log in name organised.
- f) Delete Project – fairly obvious, but you **will** get the opportunity to cancel this. Once confirmed, it cannot be undone!
- g) New Search – goes to Figure III. Search Screen below allowing you to search for different projects.
- h) This shows all the projects for which you are the primary researcher. You may be a researcher on several projects, but not Primary for all of them. Use the New Search button [g] above] to find every project you are noted on as a researcher.
- i) **ESSENTIAL** – when you have finished creating new and editing existing projects, please click Log Out to properly close the database. If your screen is inactive for 5 minutes, you will be logged out automatically and will need to go back to www.aeda.edu.au/aeda_projects to log in again, or you may be returned to the screen below (Figure II). If you want to sign back into the AEDA Projects database, just do so as normal here. If not, simply close the window.

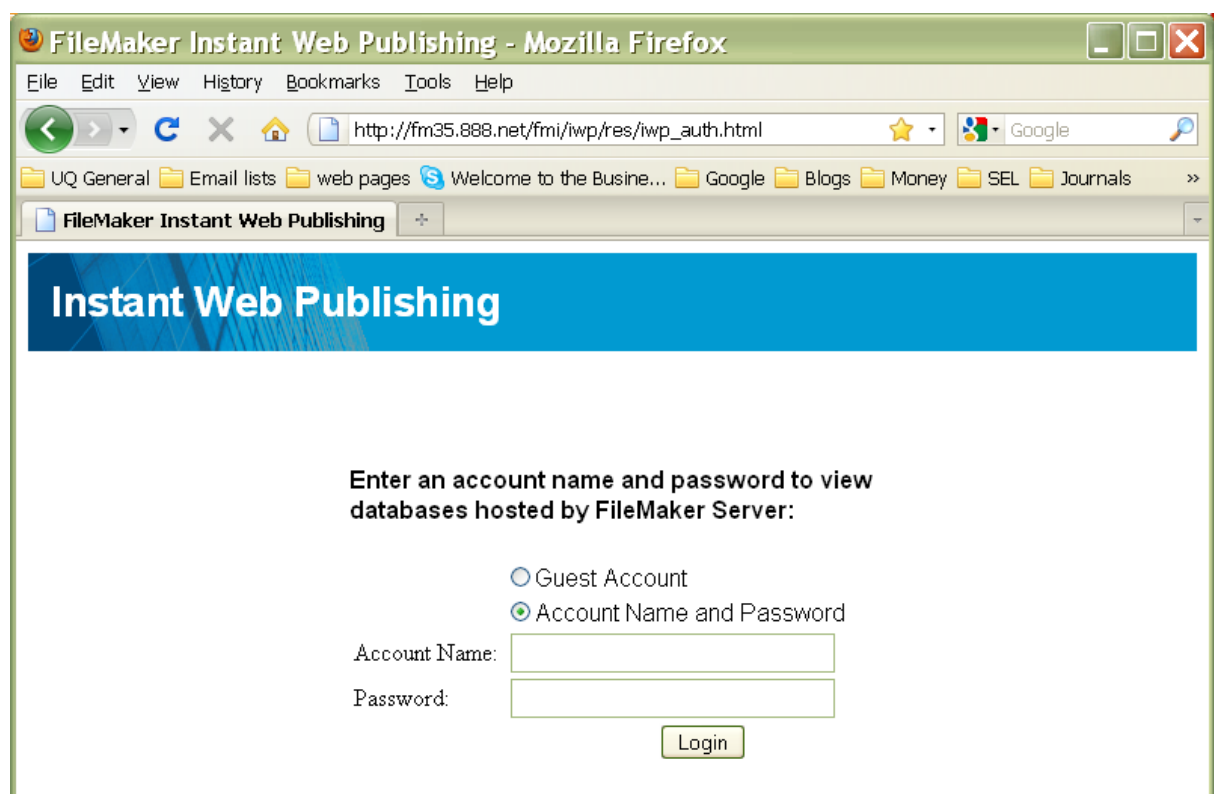


Figure II. Instant Web Publishing Sign On

SEARCHING

Figure III. Search Screen below is the search screen allowing you to look at AEDA projects using a variety of search criteria: Primary Researcher, any researcher, All Projects, and Keyword Search (by any word in the title or description of the project). DEWHA/CERF will probably use this last option often, so consider carefully what you enter here. All your text in the Title and Description are searchable, so you do not have to specify particular keywords.

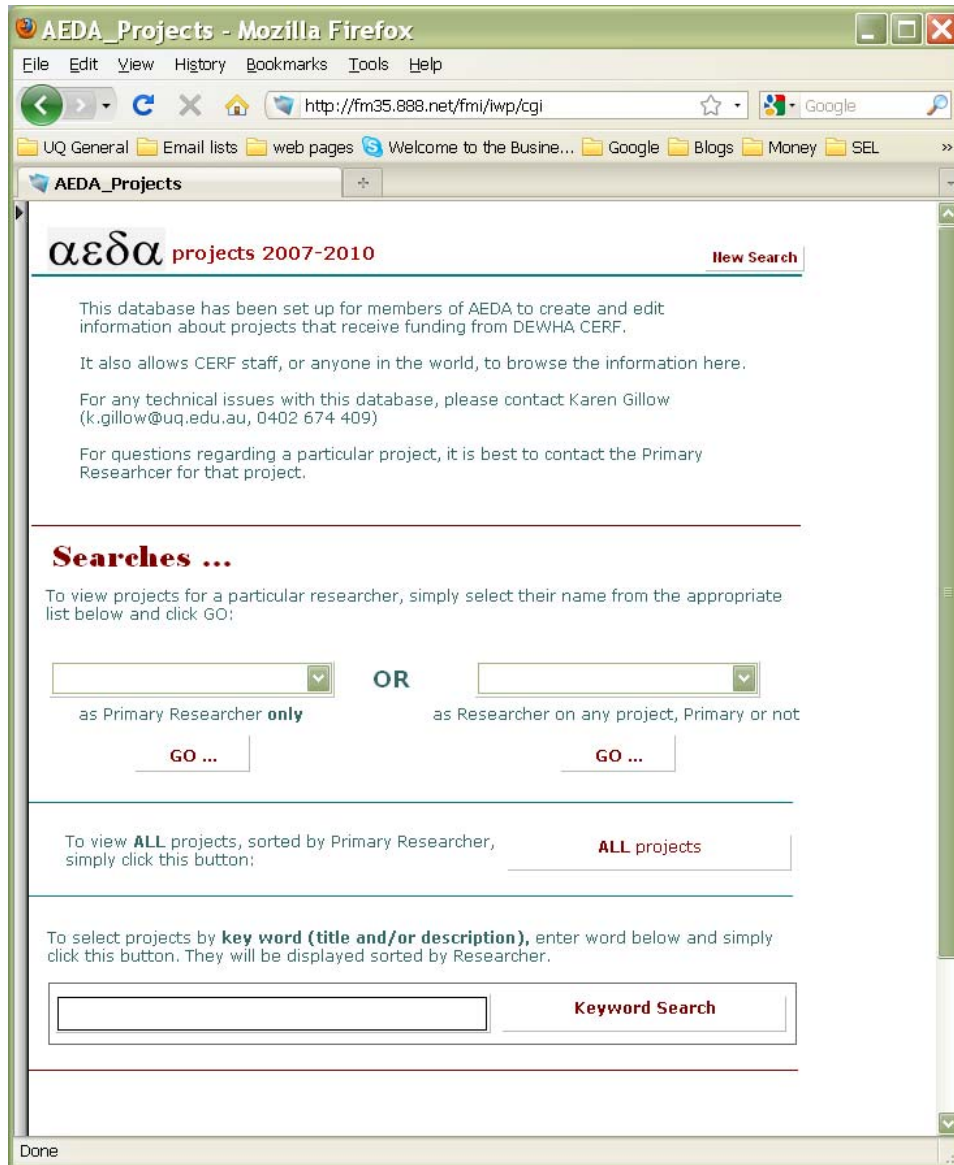


Figure III. Search Screen

DEWHA/CERF people and anyone not a primary researcher simply signs on as a Guest. Their screens will be similar but with less options as they will not be doing any editing.

If you have any questions or suggestions, please contact Karen Gillow (0402 674 409, k.gillow@uq.edu.au).