

Brisbane
Media Map

The DBMS Tip Sheet

2009

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DBMS Tip Sheet Guide

The Brisbane Media Map (BMM) is updated through the Database Management System (DBMS). This Tip Sheet is designed to help you update and create new Company Records and Media Profiles into the DBMS.

Please remember to back up all information before editing. Don't forget to also keep a record of all the new entries you wish to add into the BMM.

This Tip Sheet **must** be used in conjunction to the Style Guide.

Remember, this is just a guide.

If there are any problems, contact Ronald Schroeter at r.schroeter@qut.edu.au with:

- The problem
- Your internet browser, ie. Internet Explorer
- Your operating system, ie. Windows XP
- The URL and a print screen of the problem if possible. To make a print screen, press Alt+Print Screen (this button should be in the top right hand corner of your keyboard) and then paste (Ctrl+V) into Word or Paint.

Logging on to the DBMS

1. Go to <http://cif-sandpit.ci.qut.edu.au/mediamap3>.
2. Name: 1234567 (your QUT user ID with no zero or 'n').
3. Password: Your surname (case sensitive – eg 'Smith').

Validating

It is currently compulsory to validate ALL client records. Please see the Style Guide for more information on client record validation.

Validating a Record

1. Click on “Media Manager” on the menu bar.
2. Click on the subcategory you wish to update. ie “Venues” under Music.
3. Click on “validate” on the same line as the client you wish to update.
4. Edit/proofread content.
5. Click “validate” to finalise entry.

Validating a Media Profile

1. Click on “Media Profiles” on the menu bar.
2. Click on “validate” on the same line as the client you wish to update.
3. Edit/proofread content.
4. Click “validate” to finalise entry.

Records

Creating a new record

1. Click on Media Manager on menu bar.
2. Click on “Create new client”.
3. Enter client details as per the Style Guide.
4. Google Map – after entering the street address of the client, click “show on map” OR manually place the pointer on the exact location of the client.
5. Enter the ANZIC code as per the provided code sheet (see Blackboard for ANZSIC code sheet).
6. Source: please include your references if applicable in Harvard Style. Do not include internal referencing/citation and a reference list into the body of the record (ie. Into “Description” or “History”). This source entry field is for internal use only.
7. Click “create” once all client details have been entered.
8. Select the appropriate category/categories related to your client by clicking on the box and allocating an appropriate grouping name (as discussed by your team).
9. Click “submit” once category/categories and groupings have been confirmed.

Editing a record

1. Click on “Media Manager” on the menu bar.
2. Click on the subcategory you wish to update. ie “Venues” under Music.
3. Click on “edit” on the same line as the client you wish to update.
4. This will take you to a screen titled “Step 1 – Edit client details”. Once you have completed the update as per the Style Guide, click “update”.
5. To edit the client’s category and grouping, click “Edit categories” to take you to “Step 2 – select category”.
6. Select the appropriate sub-category cross listing and type in the appropriate grouping. Once you have completed the update, click “submit”.

NB: There will be an option to insert a “date”. This is primarily for use by the festivals and events sub-categories.

Deleting a record

*****Please remember to keep a record of the entry you are deleting as once it is deleted it is gone forever from the Brisbane Media Map!***

1. Click on Media Manager on menu bar.
2. Click on your subcategory. ie. “Venues” under Music.
3. Click on “delete” on the same line as your client.
4. A message box will pop up asking, “Are you sure?” If you are, click OK.

Categories and Sub-categories

Creating a Category and/or Sub-category

1. Click on “Categories” on the menu bar.
2. To add a category, click “add category”, to add a subcategory click “add sub-category”.
3. Complete all fields.

Editing a Category and/or Sub-category

1. Click on “Categories” on the menu bar.
2. To edit any existing categories or subcategories, including its description, click on the text you wish to edit and make changes.
3. Press OK when changes are confirmed.

Media Profiles

Creating a new Media Profile

1. Click Media Profiles on the top menu.
2. Click the link 'Create a new media profile'.
3. Select client if it is in the BMM or "client not listed".
4. Enter the name of the person you are profiling.
5. Enter the title of the person you are profiling.
6. Select the organisation that the person is from.
7. Add into/biography.
8. Question 1: Change the industry name to suit. Enter the answer to the question.
9. Question 2: Enter the answer to the question.
10. Question 3: Enter the answer to the question.
11. Question 4: Enter the answer to the question.
12. Question 5: Enter the answer to the question.
13. Question 6: Enter the question specific to your interviewee and the answer.
14. Question 7: Enter the question specific to your interviewee and the answer.
15. Click 'Create'.

Editing a Media Profile

1. Click on the 'Media Profiles' tab located at the top of the home page.
2. Click on the blue hyperlink title of the commentary you wish to edit.
3. After accessing the required commentary, select 'edit' in the top right corner.
4. Edit each text box as required making sure the Style Guide is kept in mind at all times.
5. Once editing is complete, click 'Update'

Deleting a Media Profile

1. Click on the 'Media Profiles' tab located at the top of the home page.
2. Click "delete" on the right hand side of the media profile you wish to delete.
3. A message box will pop up asking, "Are you sure?" If you are, click OK.