

Brisbane Media Map

DBMS Tip Sheet

2010

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The Tip Sheet

This Tip Sheet is designed to help you update and create new Company Records and Media Profiles into the DBMS to be displayed on the Brisbane Media Map (BMM).

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.

DBMS Technical Help

If you are experiencing any technical problems with the development site of the BMM, please contact Ronald Schroeter at r.schroeter@qut.edu.au. All emails directed to Ronald must include the following:

- Subject: KCB303: ... [Summary of issue you are experiencing]
- Body:
 - **Internet browser:** (Firefox, Internet Explorer, Safari etc)
 - **Operating system:** (Mac OS, Windows XP etc)
 - **URL:** (copy and paste the entire URL from the of the page that you are experiencing problems with)
 - What/where did you click before the error message appeared
 - Cite or copy and paste the entire error message appearing

Logging on to the DBMS

1. Go to <http://dev.brisbanemediamap.com.au/admins/login>
2. Name: Your surname (this is not case sensitive e.g. Richarson)
3. Password: Your QUT username (without the 'n' at the beginning e.g. 6869857)

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 e.g. '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 (e.g. 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 e.g. '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'
5. Once you have completed the update as per the Style Guide, click 'update'
6. To edit the client's category and grouping, click 'Edit categories' to take you to 'Step 2 – select category'
7. Select the appropriate sub-category cross listing and type in the appropriate grouping
8. 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 BMM.

1. Click on Media Manager on menu bar
2. Click on your subcategory e.g. '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. Click 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. Click 'Update' once editing is complete

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. If you are sure you want to delete, click OK in the pop up box