TUTORIAL 16: Managing Your Records

In this tutorial you learn how to manage your records, including how to copy, delete or print them.

1   Getting Started

From within any record in the EAMENA database, click on the 'Manage' menu in the upper left corner (Figure 1).
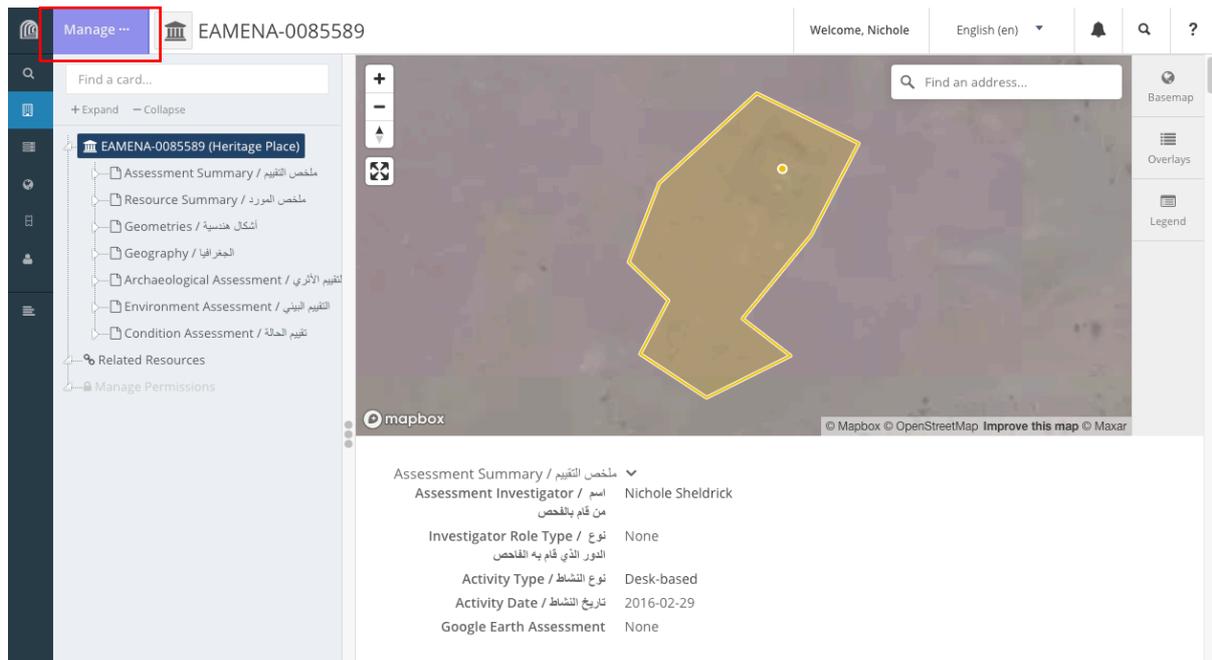
Figure 1

This will reveal the 'Manage' menu, which has five options for managing your record (Figure 2).
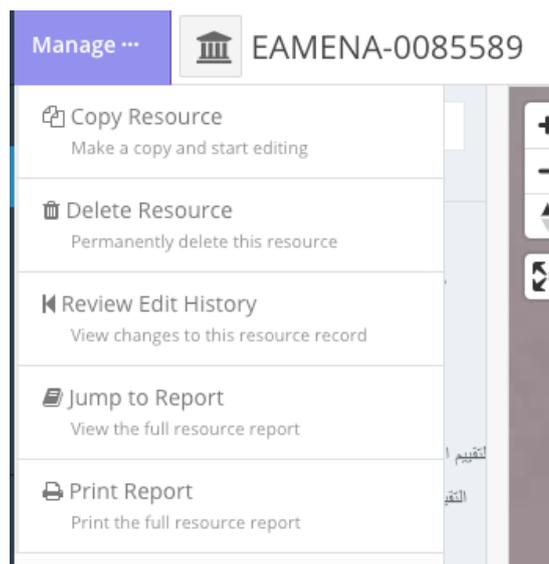
Figure 2

2   Copy Resource

NOTE: Currently under development. DO NOT use this function until you are told by your Training Manager that it is working.

When this function is ready, you will be able to click on 'Copy Resource' to make an exact duplicate of your record. This is very useful for when you are entering data for a number of sites which have identical or similar attributes, e.g. a series of individual cairns.

Once you click on 'Copy Resource' you will get a notification saying 'Resource Successfully Copied' (Figure 3).

- Click 'Ok'.
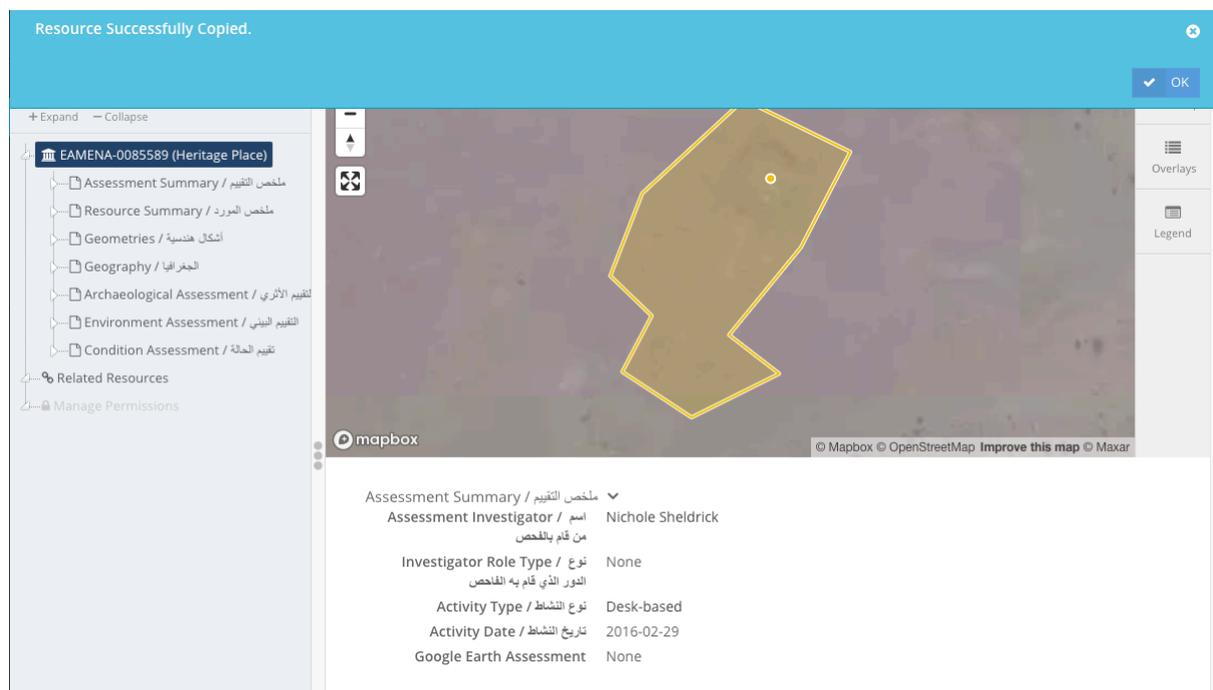
Figure 3

As of now, the database does not currently take you to or open a page with your copied resource (this is currently in development).

- Use the Search page to find your copied resource.
- We recommend using the Time Filter and search for records made in the last day.
- If you do this immediately after creating your copy, go to the last page and entry of the search results and this will most likely be your record.
  - See **Tutorial 17: Searching the Database (Advanced)** for more information on searching.
- Open the resource to check it is the copy you have made and then begin editing it as necessary.

3   Delete Resource

Click 'Delete Resource' to delete your record entirely.

- Make sure that you are completely sure you want to delete your resource because it is not possible to undo this action.
- You will receive a warning message (Figure 4).
- Click 'Ok' to delete your resource.
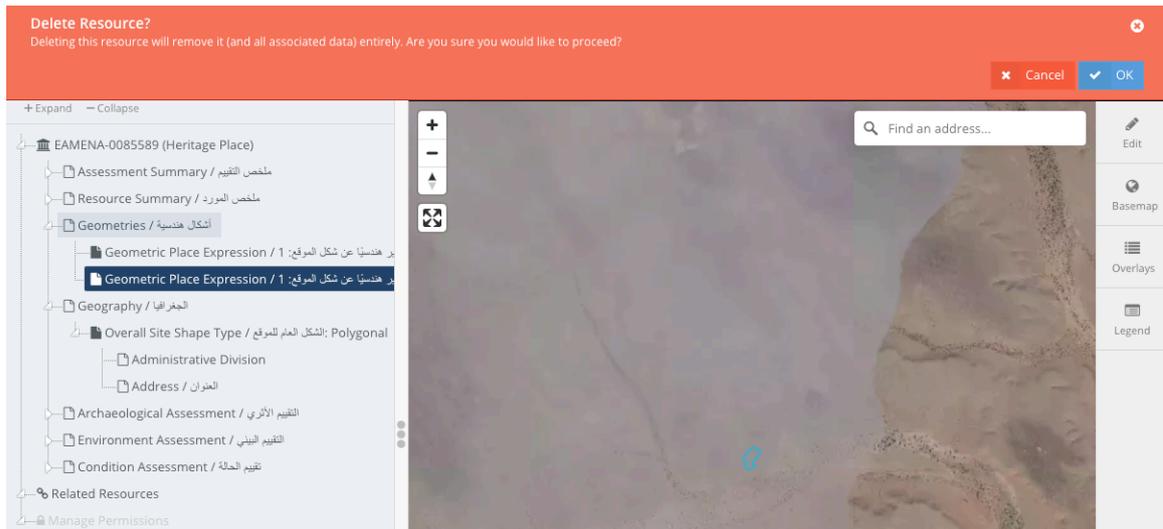
Figure 4

4   Review Edit History

Click on 'Review Edit History' to see when a record was created.

- Only new records created since the launch EAMENA v3 will have a Resource Record Created date (Figure 5).
  - Records that have been migrated from older versions of the database will not show this information.
- Currently only EAMENA staff can see the full list of edits and changes made to the records. We are currently developing a way for other users to see a list of edits made to records.
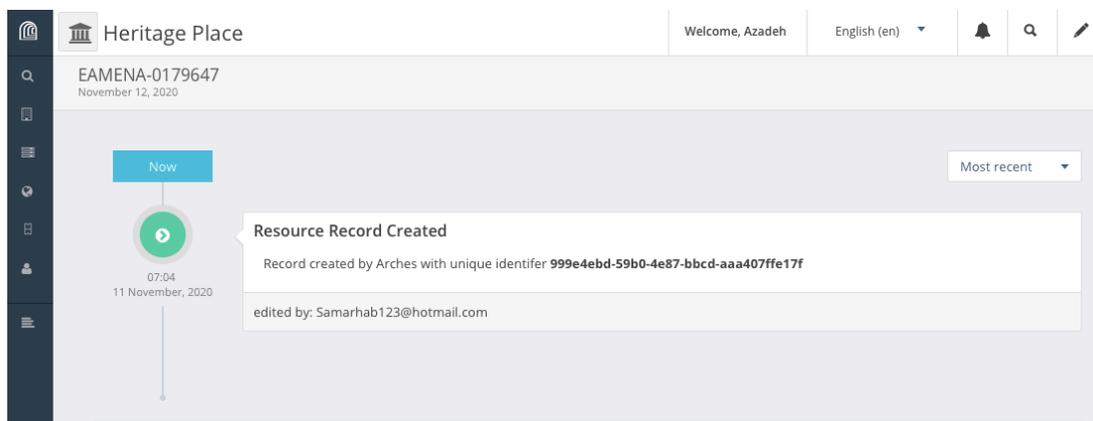

Figure 5

5   Jump to Report

Click on 'Jump to Report' to open and view the resource report page for your record in a new tab.

- At the top of the page is a satellite image showing the location for your site and any geometries recorded for it.
    - Use the options on the right side of the window to change the basemap, switch the overlays on and off, and see the legend.
- This page shows a full report of your record with all the fields of the resource.
- You can choose to hide any blank fields by toggling the 'Hide Null Values' switch in the upper right corner (Figure 6).
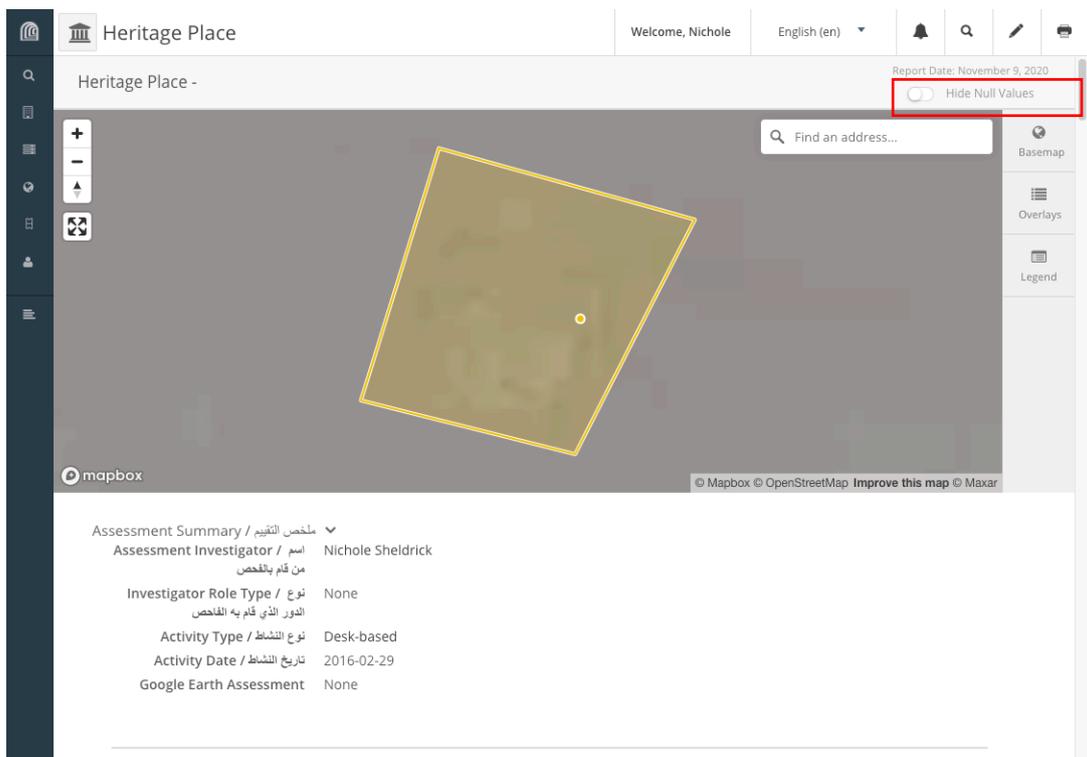

Figure 6: Resource Report page, with 'Hide Null Values' switch indicated in red

From the Resource Report page you can also choose to edit or print your record.

- Click on the 'pencil' icon in the upper right corner to go directly to the editing page for the record.
- Click on the 'printer' icon in the upper right corner to open a print dialogue window to print a copy of your resource or save it as a pdf (Figure 6).

NOTE: Under the Geography section, you will currently see a message saying 'These data are provisional and pending review" and a number of Map fields.

Please ignore these fields and don't add any information here. This is a *bug* which we are working on fixing and this section will be removed from the report (Figure 7).

You can click the 'Hide Null Fields' switch described above to hide these fields.
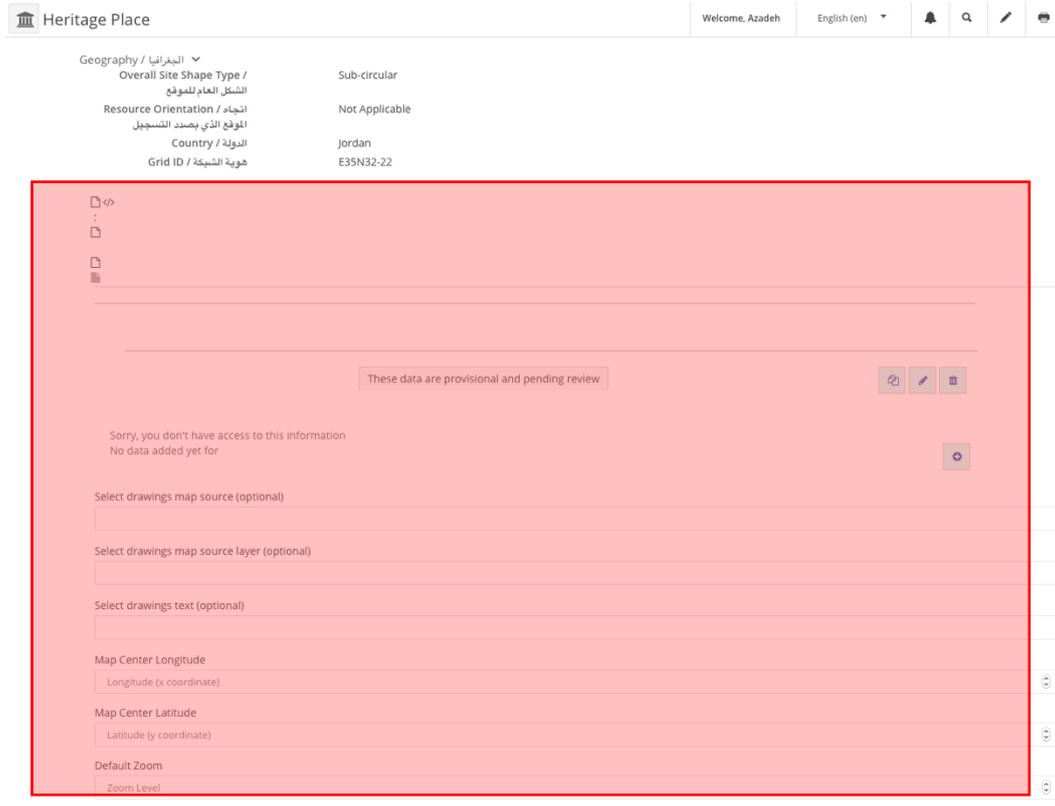
Figure 7: Please ignore the sections highlighted in red.

6   Print Report

Click on 'Print Report' to print or save a pdf of your record.

- The Report Page will open in a new tab and a print dialogue window will automatically open.
- Select and change the options to print the record or save it as a pdf.