

Archive: How to....

How do I search the archive?

Click on the SEARCH button. This will take you to the main archive. Use the search bar at the top to search a topic of choice.

How do I upload data to the archive?

- Once logged in click on the UPLOAD button.
- This will take you to the UPLOAD FORM page.
- Select from the drop the type of data you are uploading.
 - Input as little or as much data as you would like. The more data you input the better the entry in the archive will be.
 - You can input text, images, video, audio, coordinates etc.
- Once you have finished completing the form click SUBMIT at the foot of the page.
- A green bar will appear at the top of the page with the following: ***Uploading successful please add more files or logout.***
- At this point you are able to start adding data for a new piece of content.

How do I edit data I have already uploaded?

- Once logged in click on the EDIT button
- This will take you to the EDIT FORM page.
- Select the FORM TYPE you wish to edit/add data for.
- The form for the TYPE will appear i.e. if you selected organisations the form type for this will appear.
- Choose the organisations you wish to enter additional data for There will be data already in the form from a previous entry.
- You can add to the existing data by selecting and inputting in the fields you would like.
- Once you have finished adding data click the UPDATE button at the foot pf the page.
- A green bar will appear at the top of the page with the following: UPDATE SUCCESSFUL

How do I download data from the archive?

- Once logged in click on the DOWNLOAD button
- This will take you to the DOWNLOAD FORM page.
- Complete as many categories as possible to find the data you would like to download.
- Once you have selected your content to download. Click the download button at the foot of the page.

How do I create a layer and add additional data?

- To create a layer in the Archive. Click on the ADD LAYER button once you have logged in.
- You will be direct to the CREATE LAYER page.
- Complete the details within the form and click the SUBMIT button.
- If you would like to add additional data to the layer, click the EDIT LAYER button. This will show a form for adding additional data to the created layer.

- To add data to a specific layer, from the drop-down menu select the layer you would like.
- Once selected you will see a list of data at the bottom of the page split in 2 columns. The left column shows the data already held within the layer you have selected and the right-hand column shows data within the archive but is not selected for this particular layer. Each line of data has an add or remove button which can be used to add/remove data from the layer.
- Once you have selected or deselected the data you would like in the layer click the UPDATE button.

How do I create a Gallery and add additional data?

- To create a Gallery in the Archive. Click on the ADD GALLERY button once you have logged in.
- You will be direct to the CREATE GALLERY page.
- Complete the details within the form and click the SUBMIT button.
- If you would like to add additional data to the layer, click the EDIT GALLERY button. This will show a form for adding additional data to the created gallery.
- To add data to a specific gallery, from the drop-down menu select the gallery you would like.
- Once selected you will see a list of data at the bottom of the page split in 2 columns. The left column shows the data already held within the gallery you have selected and the right-hand column shows data within the archive but is not selected for this particular gallery. Each line of data has an add or remove button which can be used to add/remove data from the gallery.
- Once you have selected or deselected the data you would like in the gallery click the UPDATE button.