



Martus™ 4.0 Quick Reference Card

<https://www.martus.org>

Setting up the application

1. Start the Martus application.
2. Type a username. Enter a password using the on-screen keyboard. Click OK and then enter both again to confirm them. *Remember them, and keep them private.*

Martus SignIn

Sign In | New Account | Restore Account

Username (Enter using regular keyboard)

Enter Password using mouse with on-screen keyboard below

On-screen keyboard layout:

| | | | | | | | | | | | | |
|---|---|---|----|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| a | b | c | d | e | f | g | h | i | j | k | l | m |
| n | o | p | q | r | s | t | u | v | w | x | y | z |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | - | + | = |
| ! | @ | # | \$ | % | ^ | & | * | (|) | _ | , | . |
| [|] | { | } | < | > | \ | / | ? | | ; | : | ~ |

Space Back Space

Switch to using regular keyboard

English OK Cancel

Multiple Martus accounts can exist on the same computer. Click the New Account tab in the Martus Signin dialog box to create additional accounts; click Restore Account to restore accounts from backup key files.

3. Enter contact information for yourself or your organization.
4. Choose Server > Select Martus Server, enter the IP address, public code, and magic word for your server.

Server Configuration

Server name or IP address:

Server Public Identification Code:

OK Cancel

Creating bulletins

1. Click Create to start a new bulletin.
2. To make the entire bulletin private, select Keep ALL Information Private.
3. Enter a short, descriptive title for the bulletin.
4. Type a summary and detailed information about the incident.

The 'Create Bulletin' window displays the 'Public Information' section. It includes a sidebar with expandable sections: 'Keep ALL Information Private' (with an unchecked checkbox), 'Language' (set to 'English'), 'Author' (set to 'Joe User'), 'Organization' (set to 'Human Rights NGO'), 'Title', 'Location', 'Keywords', 'Date of Event' (with 'Exact Date' and 'Date Range' radio buttons, and a date range from Jan 14, 2007 to Jan 20, 2007), 'Date Created' (set to 09/13/2007), 'Summary', and 'Details'. The 'Summary' and 'Details' sections are large text areas. At the bottom, there are buttons for 'Save Sealed', 'Save Draft', and 'Cancel'.

5. Attach supplementary files, such as photos or media reports.

The 'Attachments' section shows a table with the following data:

| Name | Size(Kb) | | |
|-------------------|----------|----------------------|------------------------|
| prison report.doc | 32 | View | Remove |

Below the table is an 'Add Attachment' button.

6. Enter private data in the Private Information section. Attachments in the Private Information are also private. A red border indicates data is private.

The 'Private Information' section is highlighted with a red border. It includes a sidebar with expandable sections: 'Private' and 'Attachments'. The 'Private' section contains a text area with the following text: "Three individuals from the organization spoke with me on the condition of anonymity. They provided additional photos, which provide evidence that the event actually occurred. These photos are attached here:". The 'Attachments' section shows a table with the following data:

| Name | Size(Kb) | | |
|------------|----------|----------------------|------------------------|
| photo1.jpg | 103 | View | Remove |
| photo2.png | 27 | View | Remove |
| photo3.gif | 69 | View | Remove |

Below the table is an 'Add Attachment' button.

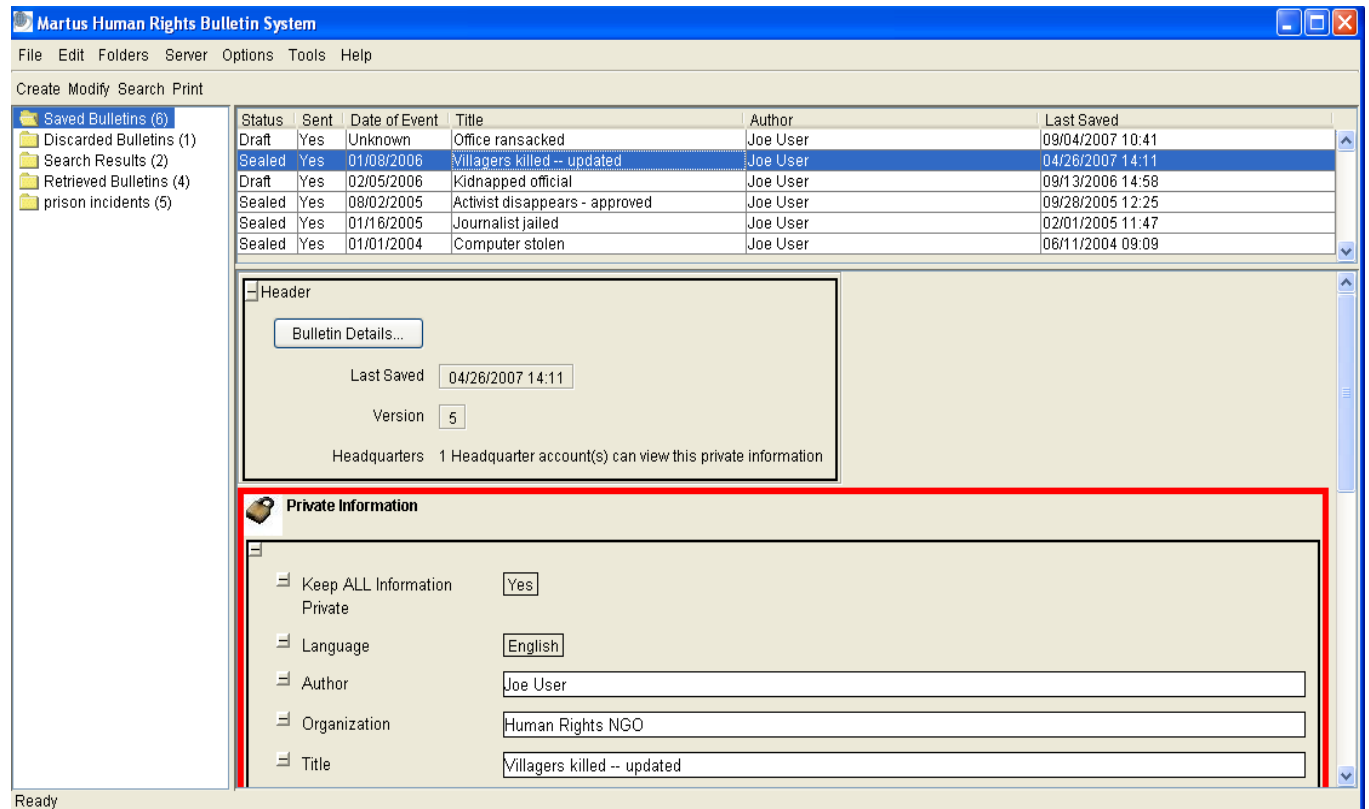
7. When you're done, save the sealed bulletin or save it as a draft. When you connect to the server, all saved bulletins are automatically sent.

Managing bulletins

Organize your bulletins in folders—use the default folders or create your own.

The selected bulletin is displayed in the preview pane.

The list of bulletins in the selected folder is displayed.



To **discard** a bulletin, choose Edit > Discard Bulletin.

To **delete** a bulletin from the computer, delete it from the Discarded Bulletins folder.

To **create a new folder**, choose Folders > Create New Folder.

To **copy a bulletin**, select it, choose Edit > Copy Bulletin; then select the new folder and choose Edit > Paste Bulletin.

Finding the bulletin you need

To search for bulletins on your computer, click Search.

1. Enter the terms (e.g. words, dates) you want to search for.
2. You can use “or” to broaden or “and” to narrow your search.

The Search dialog box has a title bar with a close button. Inside, there is instructional text: "For each row, select a field to search (or choose to match any field), select what kind of comparison to perform, and then enter a value to search for." and a note: "NOTE: Bulletins that appear only in the Discarded folder will not be searched." Below this is a "Press Enter to create a new row in the search query." and a "Click 'Help' to get additional information on searching." instruction. The main area contains a table with two rows. Row 1: "Field(s) to search" is "--Any Field--", "Compare how?" is "contains", and "Search for..." is "prison or jail". Row 2: "Field(s) to search" is "Last Saved", "Compare how?" is ">=", and "Search for..." is "Jan 1 2004". Both rows have an "and" dropdown. Below the table are buttons: "Delete Selected Row", "Insert Row", and "Load all possible values for selected field". There are two checkboxes: "Only search most recent version of bulletins" (checked) and "Match grid column specifications in the search screen to a single row of bulletin grid data." (unchecked). At the bottom are buttons: "Help", "Load Previous Search...", "Save This Search...", "Search", and "Cancel".

| | Field(s) to search | Choose Field... | Compare how? | Search for... | |
|---|--------------------|-----------------|--------------|----------------|-----|
| 1 | --Any Field-- | Choose Field... | contains | prison or jail | and |
| 2 | Last Saved | Choose Field... | >= | Jan 1 2004 | and |

Buttons: Delete Selected Row, Insert Row, Load all possible values for selected field

Checkboxes: ☒ Only search most recent version of bulletins, ☐ Match grid column specifications in the search screen to a single row of bulletin grid data.

Buttons: Help, Load Previous Search..., Save This Search..., Search, Cancel

To retrieve bulletins from the server, choose Server > Retrieve My Sealed Bulletins or Server > Retrieve My Draft Bulletins.

The Retrieve My Sealed Bulletins dialog box has a title bar with a close button. Inside, there is instructional text: "All bulletins retrieved will still remain on the server. You can only retrieve bulletins that are not currently on your computer." Below this is a table with columns: "Retrieve?", "Title", "Last Saved", "Version", and "Size (Kb)". The table contains 8 rows of bulletins. Below the table are two groups of radio buttons. The first group has "Show bulletins that are only on the server." and "Show all bulletins on this server and on this computer." (selected). The second group has "Retrieve all bulletin versions" (selected) and "Retrieve latest bulletin version only". At the bottom are buttons: "Check All", "Uncheck All", "Preview", "Retrieve", and "Cancel".

| Retrieve? | Title | Last Saved | Version | Size (Kb) |
|-------------------------------------|--------------------------------|------------------|---------|-----------|
| <input type="checkbox"/> | Abuse of residents | 06/11/2004 15:53 | 1 | 1231 |
| <input type="checkbox"/> | Activist disappears - approved | 09/28/2005 12:25 | 4 | 10 |
| <input type="checkbox"/> | Computer stolen | 06/11/2004 09:09 | 1 | 152 |
| <input checked="" type="checkbox"/> | Freedom of expression limited | 09/04/2004 14:47 | 1 | 8 |
| <input type="checkbox"/> | Journalist jailed | 02/01/2005 11:47 | 4 | 42 |
| <input checked="" type="checkbox"/> | Political prisoners tortured | 11/04/2004 10:20 | 1 | 8 |
| <input checked="" type="checkbox"/> | Shots fired during protest | 02/04/2005 13:36 | 2 | 48 |
| <input type="checkbox"/> | Villagers killed -- updated | 04/26/2007 14:11 | 5 | 10 |

Radio buttons: ☐ Show bulletins that are only on the server., ☒ Show all bulletins on this server and on this computer.

Radio buttons: ☒ Retrieve all bulletin versions, ☐ Retrieve latest bulletin version only

Buttons: Check All, Uncheck All, Preview, Retrieve, Cancel

1. Check each bulletin you want to retrieve.
2. Click Preview to see the contents of the selected bulletin.
3. Click Retrieve to download bulletins to your computer.