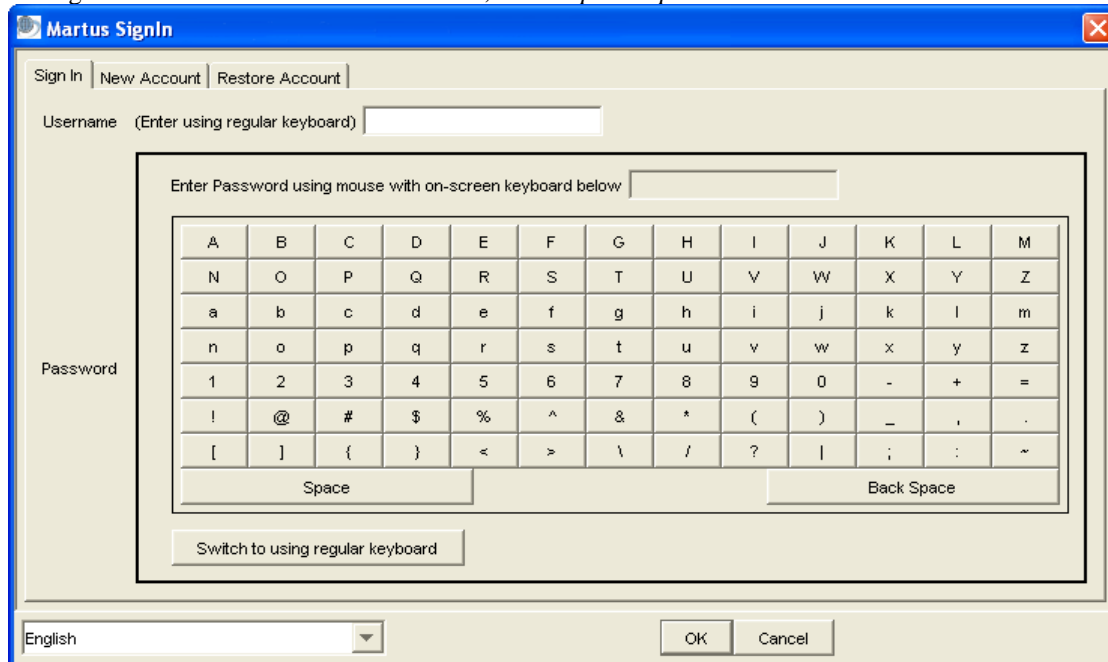


Martus™ 4.2 Quick Reference Card

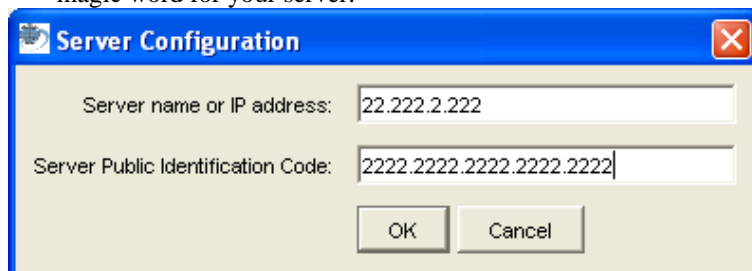
Setting up the application

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.*



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.



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' (checkbox), 'Language' (dropdown set to 'English'), 'Author' (text field 'Joe User'), 'Organization' (text field 'Human Rights NGO'), 'Title' (text field), 'Location' (text field), 'Keywords' (text field), 'Date of Event' (radio buttons for 'Exact Date' and 'Date Range', with a date range from 'Jan 14 2007' to 'Jan 20 2007'), 'Date Created' (text field '09/13/2007'), 'Summary' (text area), and 'Details' (text area). At the bottom are 'Save Sealed', 'Save Draft', and 'Cancel' buttons.

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

The 'Attachments' section shows a table with one attachment:

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 'Private' section with a text area containing the 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:'. Below this is an 'Attachments' section with a table:

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.

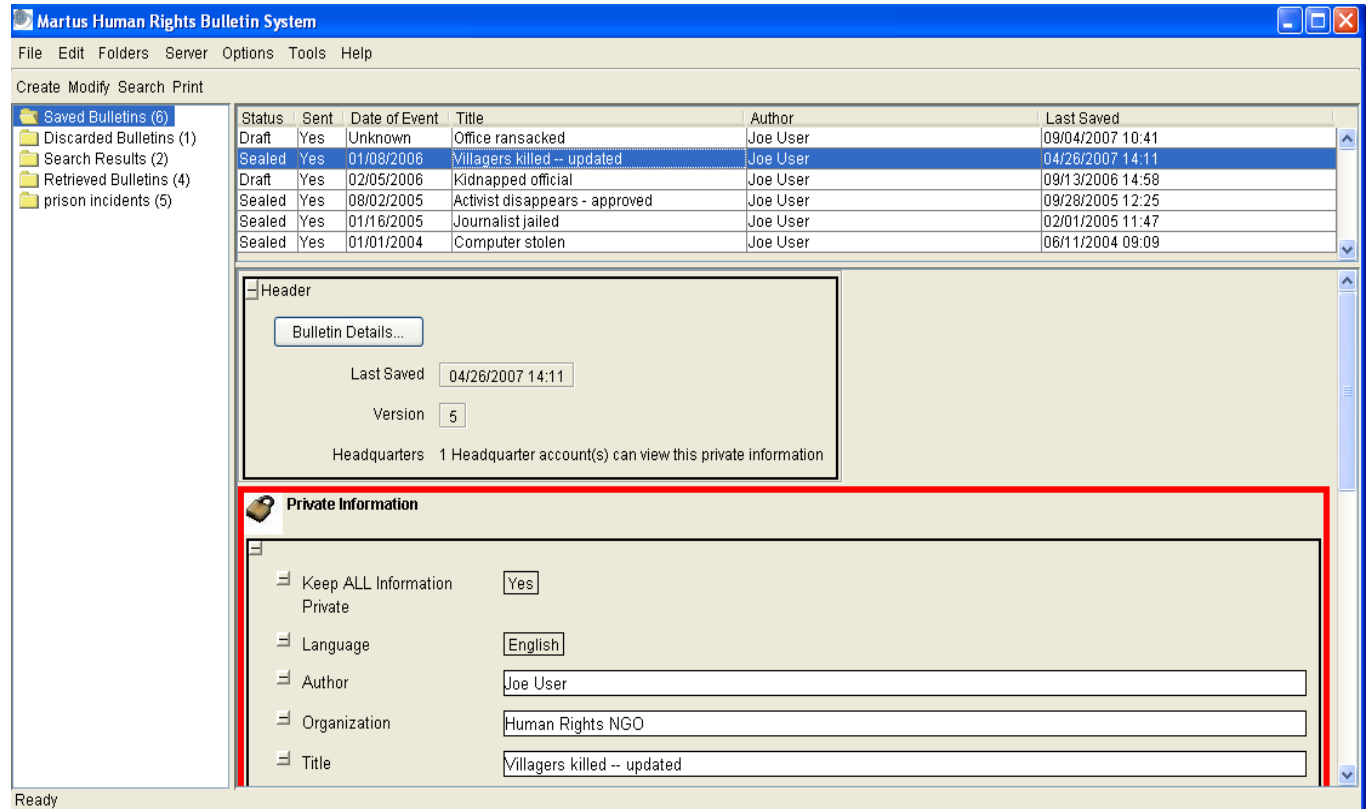
7. When you're done, save the sealed bulletin or save it as a draft. When you connect to the server, all saved bulletins are automatically sent.

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.

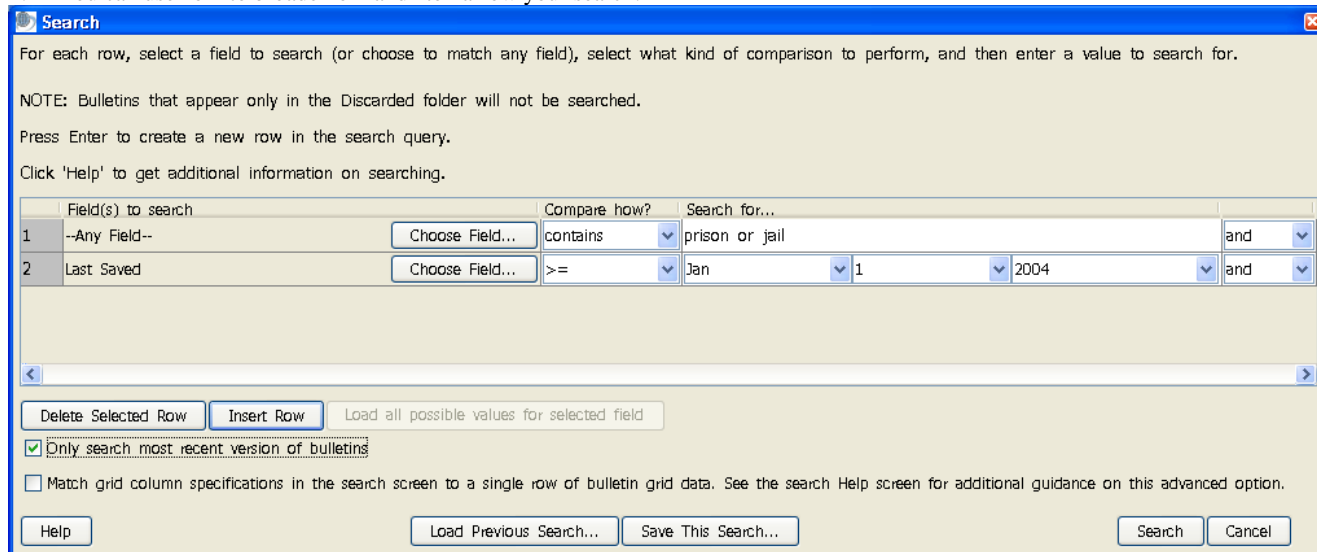
To **create a new folder**, choose Folders > Create New Folder.

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.



Search

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.

NOTE: Bulletins that appear only in the Discarded folder will not be searched.

Press Enter to create a new row in the search query.

Click 'Help' to get additional information on searching.

	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

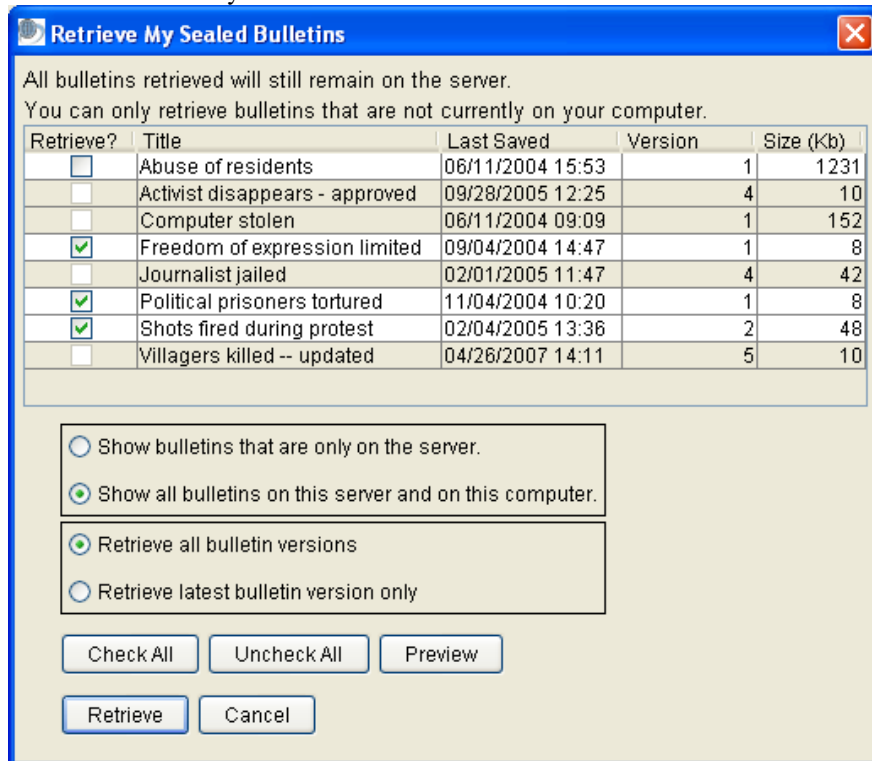
Buttons: Delete Selected Row, Insert Row, Load all possible values for selected field

☒ Only search most recent version of bulletins

☐ Match grid column specifications in the search screen to a single row of bulletin grid data. See the search Help screen for additional guidance on this advanced option.

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.



Retrieve My Sealed Bulletins

All bulletins retrieved will still remain on the server.

You can only retrieve bulletins that are not currently on your computer.

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

Options:

- ☐ Show bulletins that are only on the server.
- ☒ Show all bulletins on this server and on this computer.
- ☒ 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.