

# “PERSEMBLE”

## Quick How-To Guide

### *Step 1: Quick Guide to the Persemble web site*

1. Enter in the URL for Persemble,  
`http://web.engr.oregonstate.edu/~mcclured/Persemble/index.php`
2. Select Add New User
3. Enter in New User data then Press add button
4. You should be redirected to the Main webpage where you can either access the other pages via the menu bar or the selections on the webpage.

*The Menu Bar options are: Main, Ensemble, Item, Category, my Account, and Logout.*

### *Step 2: Quick Guide in entering Data into Persemble*

1. Go to Category by selecting the Category menu bar selection
  - Note, you must have at least one category item in the category database to enter in Items
2. Enter in category data then add to the category database
3. Repeat if desired
4. Go to the Item page by selecting the Item menu bar selection
5. Enter in the Item data then add to the item database
  - Note, you must have at least one category item in the category database or you won't be able to add items. Go to step 1 if you haven't entered in a category.
6. Repeat if desired
7. Go to Ensemble by selecting the Ensemble menu bar selection
8. Enter in an Ensemble name then add to the ensemble database
9. Repeat if desired

### *Step 3: Quick Guide to Linking Items to the Ensemble and viewing the Ensemble*

1. Once you have categories, items, and ensembles you can link Ensembles to items.
  - a. If you don't have any categories or items, go back to step 2 and do steps 1-6.
  - b. If you don't have any ensembles, go back to step 2 and do steps 7-9.
2. Go to Ensemble by selecting the Ensemble menu bar selection
3. If you have at least one Ensemble, you should see it listed out with an add item button and a view ensemble button as options for the Ensemble.
4. To add an item to the ensemble
  - a. From the Ensemble web page, press the add item button

- i. You will be automatically sent to the Items webpage.
  - b. If you have at least one item entered in previously, you should see a list of items with an add item to ensemble button option.
  - c. Press the add item to ensemble button and the item should be removed from the items list and added to the ensemble.
  - d. Repeat if desired and if there are items to add.
5. To view all items in the ensemble
  - a. From the Ensemble web page, press the view ensemble button.
    - i. You will automatically be sent to the View Ensemble webpage.
  - b. A list of items in the Ensemble will be presented.