Bristol Old Vic Archive System User Manual
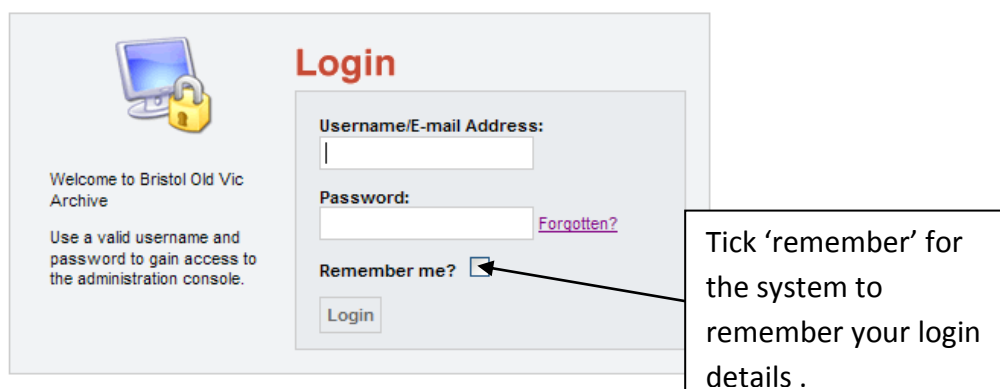
Table of Contents

User Login

Bristol Old Vic

Archive

Login

Welcome to Bristol Old Vic Archive

Use a valid username and password to gain access to the administration console.

Username/E-mail Address:

Password: Forgotten?

Remember me? ☐

Login

Tick 'remember' for the system to remember your login details .

Upon accessing the interface from the supplied URL, you will be greeted with login screen. To enter the system, you must enter your username/ E-mail address and password.
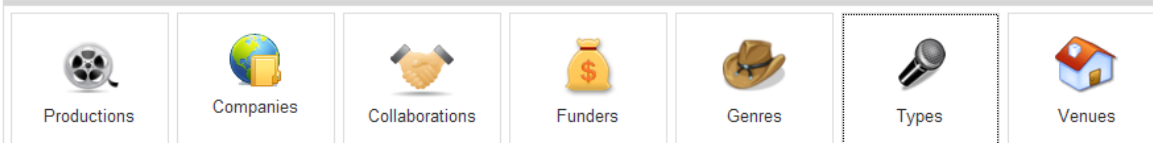
Ticking 'remember' allows the system to remember your login details for the next time you enter.
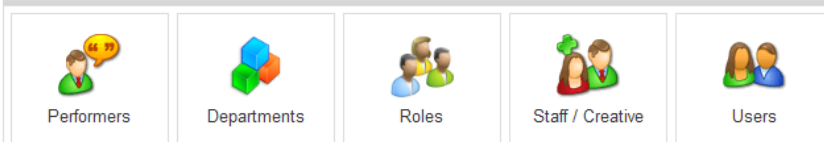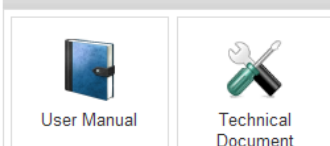
User Management

Bristol Old Vic Archive

Dashboard

Productions

| Productions | Companies | Collaborations | Funders | Genres | Types | Venues |

Personnel

| Performers | Departments | Roles | Staff / Creative | Users |

Documentation

| User Manual | Technical Document |

You can access all users of the system and if necessary, change/add email address; user names and passwords.

Navigation

Actions (1)

The actions interface is commonly found in the bottom-left hand corner of the add/edit interfaces. It is used with the checkboxes to delete one or more records. All records can be selected by clicking in the top-left checkbox (as seen below).

Actions (2)

The information added in other tables within the system will appear inside the Productions table.

For example:

Productions form

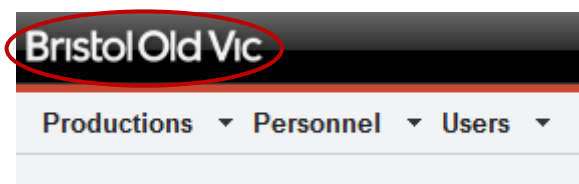
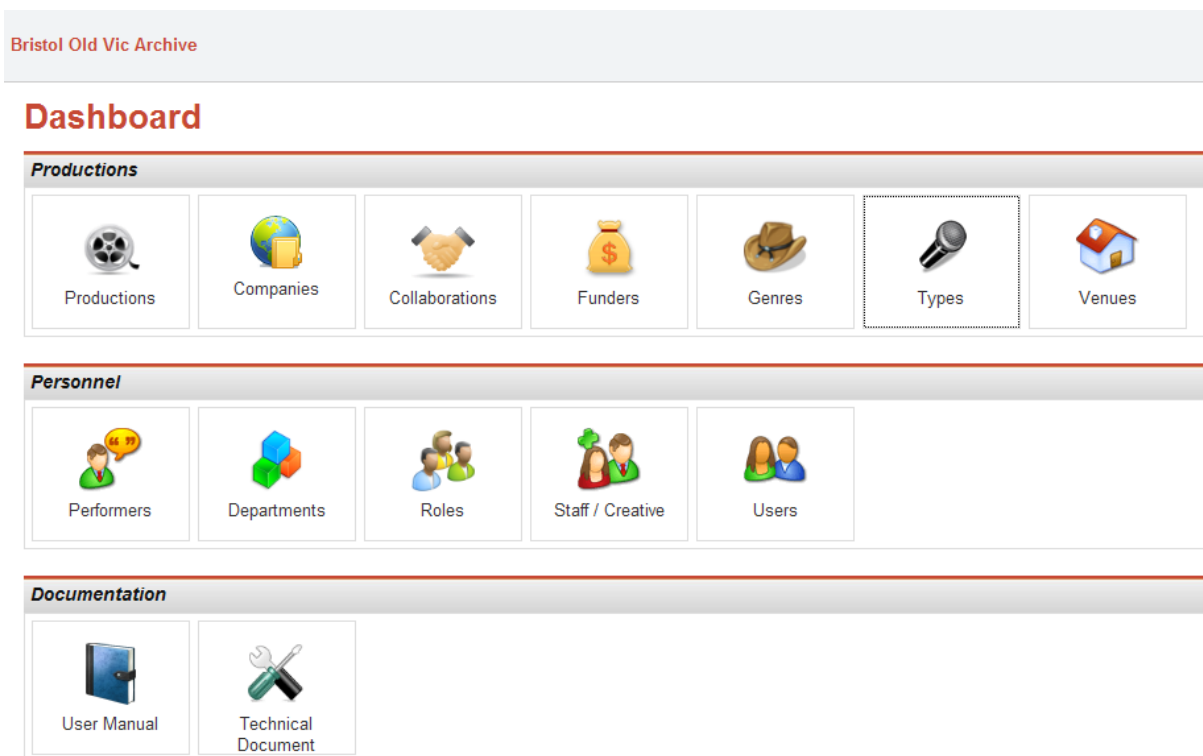When you add new fields in any of the other forms/ tables, the information (title of the fields appear in the productions lists).
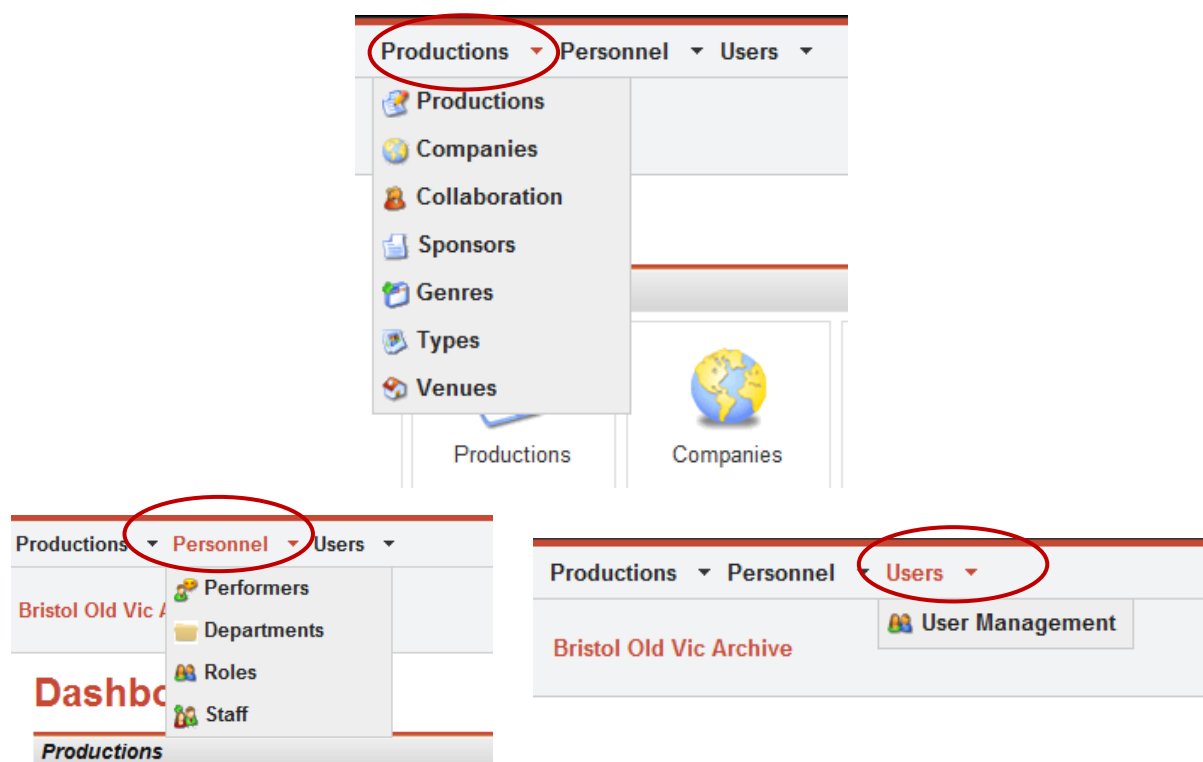
Logo Navigation

You can return to the 'home' page interface by clicking on the Bristol Old Vic logo.
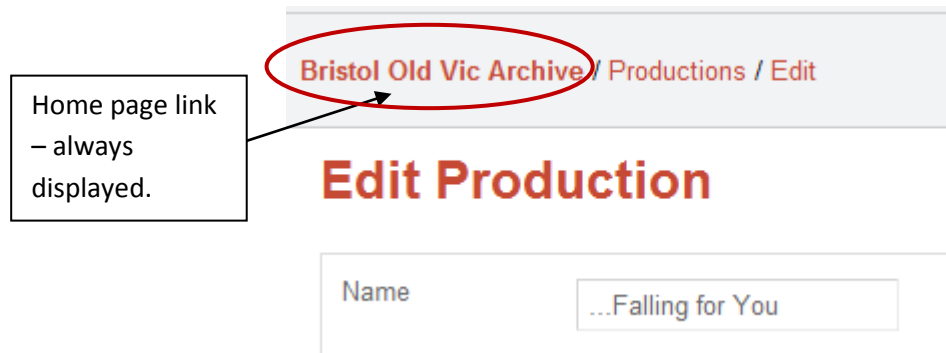
Dashboard

The dashboard acts as the main interface to the data. Buttons are provided to add/ edit data and assign these to production(s).

Drop-down Navigation

Similarly to how the main interface is grouped – each menu can be accessed via a drop-down navigation. This can be accessed from any screen on the system. There are three groupings: productions, personnel and users.

Breadcrumb navigation

Home page link – always displayed.

Bristol Old Vic Archive / Productions / Edit

Edit Production

Name   ...Falling for You

The bread crumb navigation is displayed underneath the drop-down navigation on every page. It allows you to re-trace your "foot-steps" and access pages higher in the hierarchy.

Log out button

Logout **Shamly Nessa (shamly)**

Click on the 'Logout' to exit the system safely.
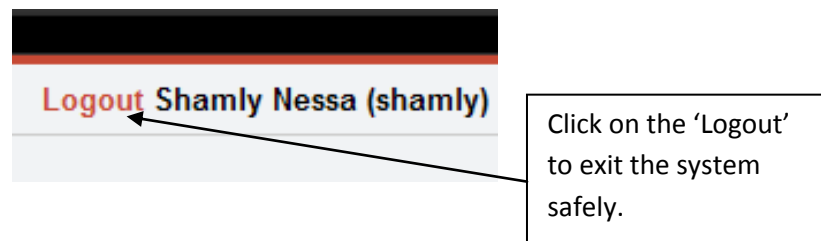
Adding a New User

1.

Bristol Old Vic Archive

Dashboard

Productions

Productions	Companies	Collaborations	Funders	Genres	Types	Venues

Personnel

Performers	Departments	Roles	Staff / Creative	Users

Users

Documentation

User Manual	Technical Document

Click on the 'User' icon on the main menu.

2.

Click on the 'New' button.

Users

✛ New

	Name	Username	Email address	Created at	Last login	Actions
☐	Steve Lacey	steve	steve@stevelacey.net	February 8, 2011 1:12 PM	March 7, 2011 1:20 PM	🖉 Edit ✖ Delete
☐	Carl Wood	carl	cjwood17@googlemail.com	February 8, 2011 1:12 PM	March 2, 2011 11:32 AM	🖉 Edit ✖ Delete
☐	Chris Middleton	chris	shenron210@hotmail.com	February 8, 2011 6:32 PM	March 8, 2011 4:01 PM	🖉 Edit ✖ Delete
☐	Shamly Nessa	shamly	shamilynessa123@hotmail.com	February 8, 2011 6:33 PM	March 9, 2011 10:40 AM	🖉 Edit ✖ Delete
☐	Matt Weaver	matt	matthew2.weaver@uwe.ac.uk	February 8, 2011 6:33 PM	March 9, 2011 10:40 AM	🖉 Edit ✖ Delete
☐	Jane Edwards Reynolds	jane	jane@bristololdvic.org.uk	February 9, 2011 1:41 PM	March 2, 2011 1:44 PM	🖉 Edit ✖ Delete
☐	Corrina Briggs	Corrina	cbriggs@bristololdvic.org.uk	March 2, 2011 2:57 PM	March 2, 2011 2:57 PM	🖉 Edit ✖ Delete
☐	Sarah Watts	Sarah	stagedoor@bristololdvic.org.uk	March 2, 2011 3:00 PM	March 2, 2011 3:00 PM	🖉 Edit ✖ Delete
☐	Aidan Woodburn	awoodburn	awoodburn@bristololdvic.org.uk	March 2, 2011 3:01 PM	March 2, 2011 3:02 PM	🖉 Edit ✖ Delete
9 results						

Choose an action ▾ go

New User

3.

First name	
Last name	
Email address	
Username	
Password	
Password again	
Is super admin	☐

Complete all the fields.

Tick the box if you would like to give the user the privilege of being a 'Super admin.'

Only super administrators have access to the user module, and thus can add/edit/delete users.

Is active	☑

Only active users can login to the archive, this option is available if you need to disable a user's account without deleting them from the system.

Back to list   Save   Save and add

Click the 'save' button to save the user. If you wish to add another user click 'Save and add.'

Super admin: enables the user to add and edit other users. They can also add, edit or delete other super admin users.
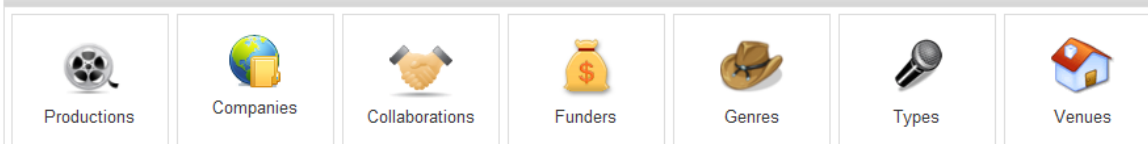
Recommended Work Flow for Creating a new Production

Before creating a new production, it is important to check whether the staff / performers, companies, funders and genres are available for selection. They __must__ be added before creating a new production. If the performers, for example, that starred in a production are already in the archive, they can already be assigned.

Bristol Old Vic Archive

Dashboard

Productions

Productions	Companies	Collaborations	Funders	Genres	Types	Venues

Personnel

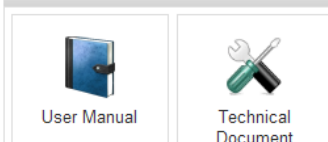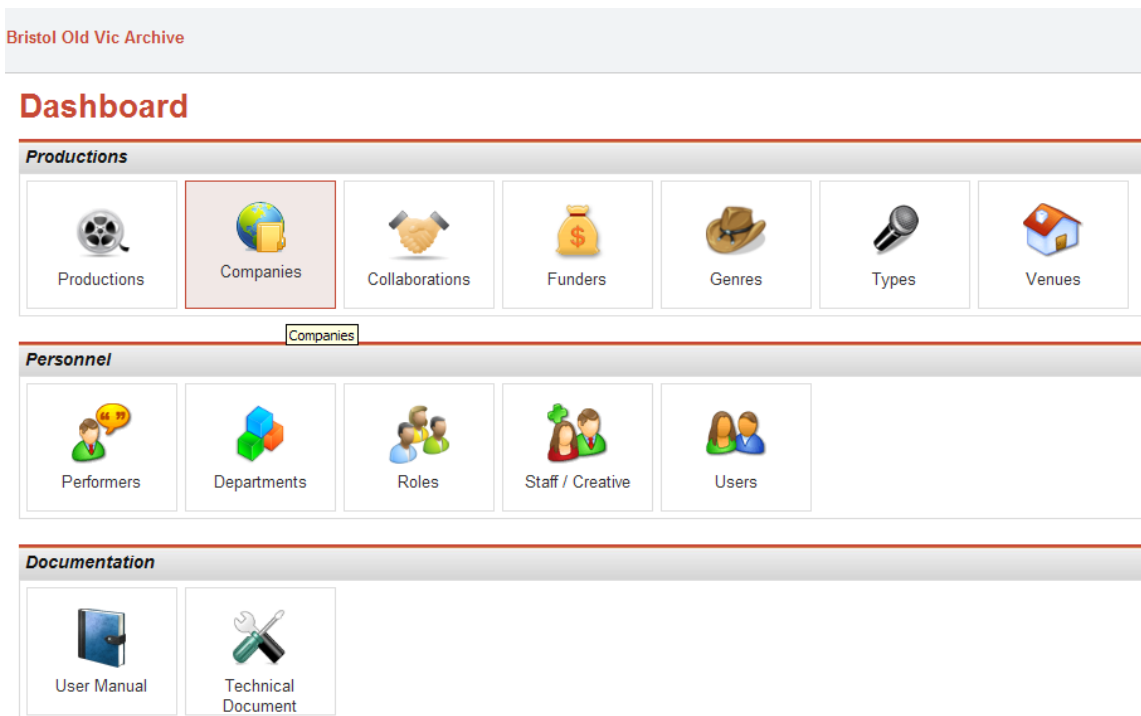| Performers	Departments	Roles	Staff / Creative	Users

Documentation

User Manual	Technical Document
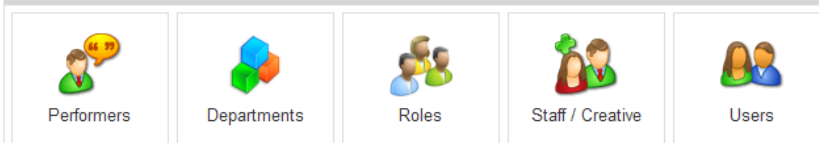
After logging in, the (above) screen will appear. From here, you can add a production; create new companies, collaborations, funders, genres, staff, and performers.

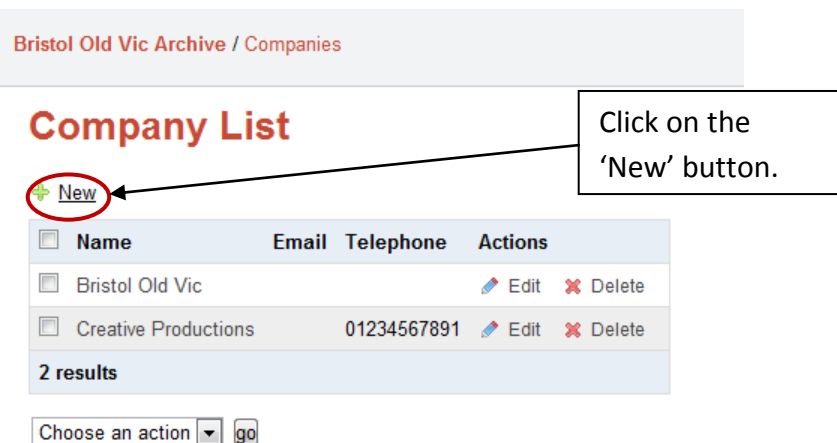Firstly, we will add a new company / collaboration.

Companies / Collaborations

Adding a new company:

1. Click on the 'companies' icon on the main menu.

2.

New Company

Name	Company Name
Email	
Telephone	
Mobile	
Address line 1	
Address line 2	
Address line 3	
Address line 4	
Post code	
Description	

Back to list   Save   Save and add

Once you have filled in all the appropriate details, click 'save and add' if you wish to add another record, otherwise click 'save.'

Collaborations can be added in the same way. Performers / Staff

Adding a new Performer

1.

Click on the 'Performers' icon.

2.

Click on the 'New' button.

3.

New Performer

Name	New Performer	
Email		
Telephone		
Gender	Male	
Image	Choose File No file chosen	

Back to list Save Save and add

Productions ▾ Personnel ▾ Users ▾

Bristol Old Vic Archive / Performers / New

Proceed through the form completing necessary fields.

Upload an image of the performer, if desired.

Once you have filled in all the appropriate details, click 'save and add' if you wish to add another record, otherwise click 'save.'

If you are adding a new production, please remember to add all the remaining new Performers.

Adding a new staff member

1.

Bristol Old Vic Archive

Dashboard

Productions

| Productions | Companies | Collaborations | Funders | Genres | Types | Venues |

Personnel

| Performers | Departments | Roles | Staff / Creative | Users |

Staff / Creative

Documentation

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Click on the Staff icon to go to the 'add new staff' screen.

13

2.
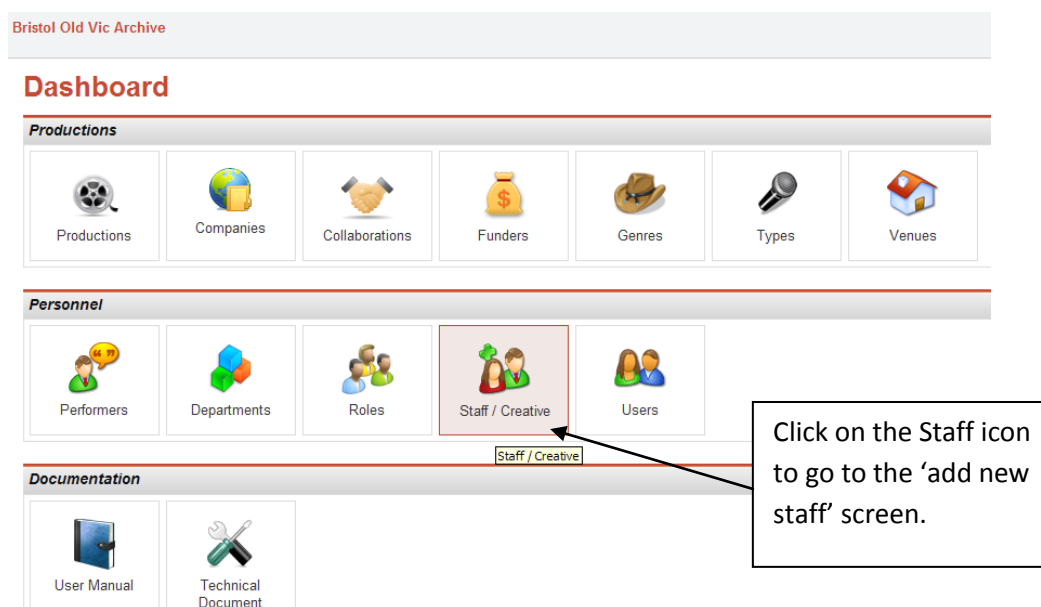
Bristol Old Vic Archive / Staff

Staff List

⊕ New

	Name	Email	Telephone	Actions	
☐	Alan Smith			✏ Edit	✖ Delete
☐	Dum E	dume@world.com	01234567891	✏ Edit	✖ Delete
☐	Emma Watts			✏ Edit	✖ Delete
☐	Jack Ramsey			✏ Edit	✖ Delete
☐	Julie Graham			✏ Edit	✖ Delete
☐	Lucy Knight			✏ Edit	✖ Delete
☐	Mark King			✏ Edit	✖ Delete
☐	Peter Andrews			✏ Edit	✖ Delete
☐	Richard Gervais			✏ Edit	✖ Delete
☐	Rory Watson			✏ Edit	✖ Delete
☐	Stefan Merchant			✏ Edit	✖ Delete
☐	Test	test@test.test	7357	✏ Edit	✖ Delete
☐	Toby Green			✏ Edit	✖ Delete
13 results					

Choose an action ▼ go

Click here to add a new member of staff.

3.

Bristol Old Vic Archive / Staff / New

New Staff

Name	
Email	
Telephone	
Image	Choose File No file chosen

▧ Back to list   Save   Save and add

Complete the details and add an image if necessary.

If you plan on adding more than one member of staff then click on the 'save and add' button.

4.

You have added a member of staff successfully. If you wish to add another, complete the form again. Otherwise, to return back to the main screen, click 'Bristol Old Vic Archive' on the red breadcrumb trail.

If you are adding a new production, please remember to add all the relevant remaining new staff.

Venues and Layouts:

You can add a new venue and add new layouts to these venues with photos of the seating plans. You may wish to do this *if you have a number of seating arrangements with differing capacities*.

1.

Click on the 'Venues' icon.

2.

Bristol Old Vic Archive / Venues

Venue List

	Name	Telephone	Actions
☐	Basement		✎ Edit ✖ Delete
☐	Bristol Old Vic		✎ Edit ✖ Delete
☐	Broadmead		✎ Edit ✖ Delete
☐	Circomedia		✎ Edit ✖ Delete
☐	Clifton Village (Promanade)		✎ Edit ✖ Delete
☐	Garden Room		✎ Edit ✖ Delete
☐	Harbourside		✎ Edit ✖ Delete
☐	Holland House Hotel		✎ Edit ✖ Delete
☐	Paintshop		✎ Edit ✖ Delete
☐	Promanade		✎ Edit ✖ Delete
☐	Studio		✎ Edit ✖ Delete
☐	Supermarket		✎ Edit ✖ Delete
☐	Test	Test	✎ Edit ✖ Delete
☐	The Brewery		✎ Edit ✖ Delete
☐	Theatre		✎ Edit ✖ Delete
☐	Tobacco Factory		✎ Edit ✖ Delete
☐	Wickham Theatre		✎ Edit ✖ Delete
17 results			

These are the current venues in the database. You can edit and delete any of these.

3. When adding or editing a venue, complete the following fields:

Bristol Old Vic Archive / Venues / Edit

Edit Venue

Name	Tobacco Factory
Email	
Telephone	
Mobile	
Address line 1	
Address line 2	
Address line 3	
Address line 4	
Post code	

4. You can add or edit venue layouts here. This screen is particularly useful for adding seating plans and differing capacities for the venue. The layout will start with a set of blank forms to complete. Once a form is filled out it will appear in the list and will always consist of 2 blank forms in the list ready to be filled out.

Seating plans can be added in any image format.

Departments and Roles

A number of roles belong to each department, and staff can be assigned these roles in the production interface. Using the departments and roles menus you can add or edit existing departments and staff roles.

Click on the 'Departments' icon.

In order to assign a new role to a department, you need to firstly add a new 'Department'.

1.

Bristol Old Vic Archive / Departments

Department List

✚ New

	Name	Actions	
☐	Creative	✏ Edit	✖ Delete
☐	Direction	✏ Edit	✖ Delete
☐	Marketing	✏ Edit	✖ Delete
☐	Movement	✏ Edit	✖ Delete
☐	Production	✏ Edit	✖ Delete
☐	Research	✏ Edit	✖ Delete
☐	Test	✏ Edit	✖ Delete
☐	Test 2	✏ Edit	✖ Delete
8 results			

Choose an action ▾ go

Click on the 'New' button.

2.
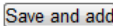
Bristol Old Vic Archive / Departments / New

New Department

Name	Test 2
Roles	

☐ Back to list Save Save and add

Add a department name. Note that you cannot add a role yet, they must be created *after* creating a department.

Bristol Old Vic Archive / Departments / Edit

Edit Department

✔ The item was created successfully.

Name	Test 2
Roles	

✖ Delete ☐ Back to list Save

18

Now you have added a department successfully, you can now create roles for this department.

3.

Bristol Old Vic Archive

Dashboard

Productions

| Productions | Companies | Collaborations | Funders | Genres | Types | Venues |

Personnel

| Performers | Departments | Roles | Staff / Creative | Users |

Roles

Click on the 'Roles' icon.

Documentation

| User Manual | Technical Document |

4.

Click 'New' to add a new staff role.

Role List

+ New

	Name	Department	Actions	
☐	Director	Direction	✏ Edit	✖ Delete
☐	Casting Director	Direction	✏ Edit	✖ Delete
☐	Associate Director	Direction	✏ Edit	✖ Delete
☐	Set Designer	Creative	✏ Edit	✖ Delete
☐	Costume Designer	Creative	✏ Edit	✖ Delete
☐	Lighting Designer	Creative	✏ Edit	✖ Delete
☐	Sound Designer	Creative	✏ Edit	✖ Delete
☐	Writer	Creative	✏ Edit	✖ Delete
☐	Movement Director	Movement	✏ Edit	✖ Delete
☐	Choreographer	Movement	✏ Edit	✖ Delete
☐	Dramaturge	Research	✏ Edit	✖ Delete
☐	Producer	Production	✏ Edit	✖ Delete
☐	Production Manager	Production	✏ Edit	✖ Delete
☐	Stage Manager	Production	✏ Edit	✖ Delete
☐	Deputy Stage Manager	Production	✏ Edit	✖ Delete
☐	Assistant Stage Manager	Production	✏ Edit	✖ Delete
☐	Press	Marketing	✏ Edit	✖ Delete
☐	Photographer	Marketing	✏ Edit	✖ Delete
18 results				

Choose an action ▼ go

5. Name the new staff role and assign it to your newly created department:

This new role and department will now be displayed in the productions interface for staff assignment.

Production Genres / Types

1.

2.

Bristol Old Vic Archive / Genres

Genre List

+ New

	Name	Actions
☐	Action	✎ Edit ✖ Delete
☐	Adventure	✎ Edit ✖ Delete
☐	Childrens	✎ Edit ✖ Delete
☐	Comedy	✎ Edit ✖ Delete
☐	Fantasy	✎ Edit ✖ Delete
☐	Historical	✎ Edit ✖ Delete
☐	Political	✎ Edit ✖ Delete
☐	Romance	✎ Edit ✖ Delete
☐	Romantic comedy	✎ Edit ✖ Delete
☐	Science fiction	✎ Edit ✖ Delete
10 results		

Choose an action ▼ go

Click 'New' to add a new Genre.

2.

New Genre

Name	New Genre

▤ Back to list   Save   Save and add

Complete the required field and click 'Save and add' to carry on adding Genres, otherwise click 'Save.'

Types can be added in the same way.

Funders

1.

Click on the 'Funders' icon.

2.

Click 'New' to add a new Funder.

3.

Complete the Funder Name and a relevant description.

Click 'Save and add' to add save the details and continue to add more Funders, otherwise click 'Save.'

Productions

Adding a new Production:

1.

2.

Productions

✚ New

	Name	Type	Venue	Performance start	Company	Collaboration	Actions	
☐	Muscle	Comedy	Studio	8 March 2011	Hull Truck	Bristol Old Vic and Hull Trcuk	✏ Edit	✖ Delete
☐	The Festival	Play	Studio	5 December 2010			✏ Edit	✖ Delete
☐	Sporadical	Play	Paintshop	5 December 2010			✏ Edit	✖ Delete
☐	Kursk	Play	Studio	3 December 2010			✏ Edit	✖ Delete
☐	Jason and Medea	Play		24 November 2010			✏ Edit	✖ Delete
☐	Ivan and the Dogs	Play		16 November 2010			✏ Edit	✖ Delete
☐	Dogger, Fisher, Faer	Play	Basement	5 November 2010			✏ Edit	✖ Delete
☐	Pub Rock	Play		5 November 2010			✏ Edit	✖ Delete
☐	The Country Wife	Play	Theatre	2 November 2010			✏ Edit	✖ Delete
☐	Gongoozler	New Writing	Paintshop	7 October 2010			✏ Edit	✖ Delete
☐	Come To Where I'm Fr	New Writing	Studio	7 October 2010			✏ Edit	✖ Delete
☐	The Final Stage (Part 2)	Circus	Circomedia	6 October 2010			✏ Edit	✖ Delete
☐	John Moran and His N	Play	Tobacco Factory	5 October 2010			✏ Edit	✖ Delete
☐	Boxed	Concert	Theatre	5 October 2010			✏ Edit	✖ Delete
☐	Juliet and Her Romeo	Play	Theatre	3 October 2010			✏ Edit	✖ Delete
☐	The Forest	Family	Studio	1 October 2010			✏ Edit	✖ Delete
☐	The Author	Play	Studio	28 September 2010			✏ Edit	✖ Delete
☐	Inua Ellams' Untitled	Play	Studio	23 September 2010			✏ Edit	✖ Delete
☐	The Red Shoes	Play	Theatre	14 September 2010			✏ Edit	✖ Delete

Click on 'New' in order to add a new production.

Bristol Old Vic Archive / Productions / New

New Production

3.

Basic Details

Name

Type ▼

Genre

Circus
Comedy
Concert
Dance
Family
Interactive Performance Art
Musical
New Writing
Play
Poetry
Speaker

Layout ▼

Company ▼

Collaboration ▼

Select a Production type.

Bristol Old Vic Archive / Productions / New

New Production

4.

Basic Details

Name

Type ▼

Genre ▼

Action
Adventure
Childrens
Comedy
Dark Comedy
Fantasy
Film\Live Dance
Historical
Political
Romance
Romantic comedy
Science fiction

Layout ▼

Company ▼

Collaboration ▼

Fundraiser

Description

Select a Genre.

24

5. Complete all the fields up to 'Staff'

6.

The staff member(s) you added earlier will appear in this list.

Staff

Staff

Creative
- Set Designer
- Costume Designer
- Lighting Designer
- Sound Designer
- Writer

Alan Smith
Andrew Hilton
Dum E
Emma Watts
Jack Ramsey
Julie Graham
Katie Sykes
Lee Lyford
Lucy Knight
Mark King
Peter Andrews
Richard Gervais
Rory Watson
Stefan Merchant
Test
Toby Green
Tom Wainwright
Wilkie Branson

Direction
- Director
- Casting Director
- Associate Director

Marketing
- Press
- Photographer

Movement
- Movement Director
- Choreographer

Add the correct member of staff and complete all the remaining staff fields.

Cast

7.
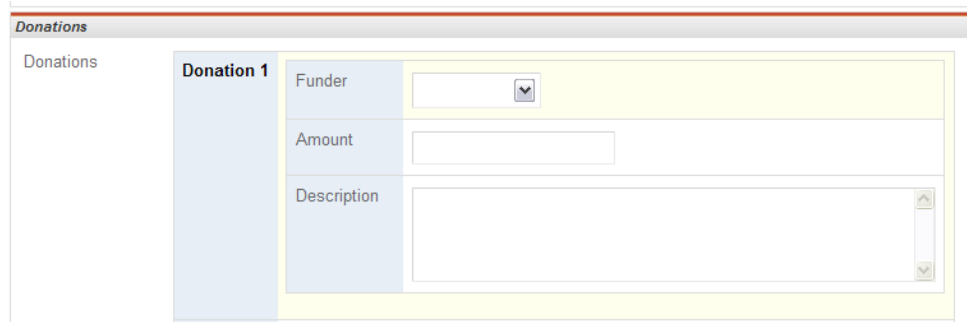
Cast

Character 1
- Name
- Gender — Male
- Performer

Character 2
- Name
- Gender — Male
- Performer

Character 3
- Name
- Gender — Male
- Performer

Similar to adding a member of staff, performers can be selected or, if not present in the list, added in the performer interface. Continue filling in the performer fields.

You can add or edit production characters here. The layout will start with a set of blank forms to complete. Once a form is filled out it will appear in the list and will always consist of 2 blank forms, ready to be filled out.

8.

If applicable, add a donation. You can select a funder that has already been added in the 'Funder' interface.

9. Click 'Save' to save your new production. If you wish to add another production click 'Save and add'.

Queries/search

In order to query your production data/ records, you can use the 'filter' interface on the right of the productions page. It is provided below:

1.

You can query data by production name, type, genre, date range, etc.

2.

Here, we are filtering (searching by) Production type. In this case: 'Play'.

When all desired search criteria are set, click 'Filter' to search.

3.

Production List

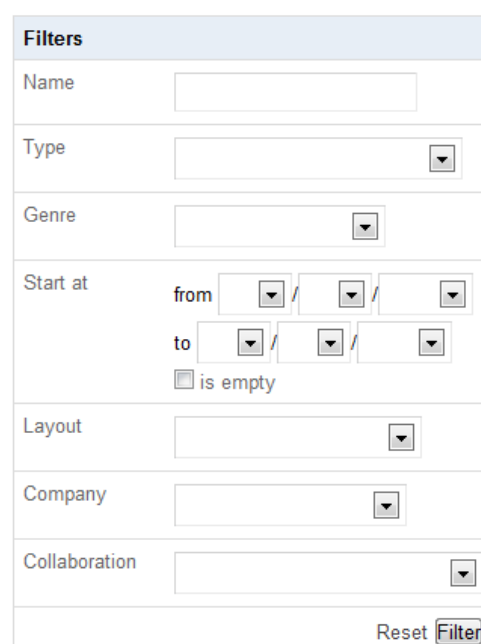|	Name	Type	Genre	Venue	Performance start	Performance end	Company	Actions
☐	…Falling for You	Play	Romance	Basement	18 May 2010	19 May 2010	Bristol Old Vic	✏ Edit ✖ Delete
☐	1234 and so on	Play		Paintshop	16 October 2009	16 October 2009		✏ Edit ✖ Delete
☐	6.0:How Heap and Peb	Play		The Brewery	10 May 2010	13 May 2010		✏ Edit ✖ Delete
☐	A Sound Beneath The	Play		Studio	2 May 2010	2 May 2010		✏ Edit ✖ Delete
☐	Adolf Hitler:My Part	Play	Historical	Theatre	7 April 2009	18 July 2009		✏ Edit ✖ Delete
☐	Anima	Play		Circomedia	5 February 2009	5 March 2009		✏ Edit ✖ Delete
☐	Apples	Play		Studio	28 June 2010	30 June 2010		✏ Edit ✖ Delete
☐	Ausform	Play		Paintshop	13 May 2010	13 May 2010		✏ Edit ✖ Delete
☐	Basement Jam	Play		Basement	16 October 2009	24 October 2009		✏ Edit ✖ Delete
☐	Beast	Play		Studio	19 November 2008	22 November 2008		✏ Edit ✖ Delete
☐	Black Tonic	Play		Holland House Hotel	5 January 2009	5 April 2009		✏ Edit ✖ Delete
☐	BRAVE	Play		Theatre	21 April 2009	26 April 2009		✏ Edit ✖ Delete
☐	Breathing Fire and	Play		Paintshop	17 October 2009	17 October 2009		✏ Edit ✖ Delete
☐	Call Mr Robeson	Play		Studio	6 April 2009	6 June 2009		✏ Edit ✖ Delete
☐	Certain Dark Things	Play		Studio	28 May 2010	29 May 2010		✏ Edit ✖ Delete
☐	Cirque de Legume	Play		Studio	16 May 2010	16 May 2010		✏ Edit ✖ Delete
☐	Cutting the Cord	Play		Paintshop	21 May 2010	22 May 2010		✏ Edit ✖ Delete
☐	Dean Gibbons and the	Play		The Brewery	14 May 2010	15 May 2010		✏ Edit ✖ Delete
☐	Dogger, Fisher, Faer	Play		Basement	5 November 2010	5 December 2010		✏ Edit ✖ Delete
☐	Earnest and the Pale	Play		Studio	4 August 2010	4 October 2010		✏ Edit ✖ Delete
109 results (page 1/6)								⏮ ◀ 1 2 3 4 5 ▶ ⏭

Your results are returned.

Please note: *search criteria are remembered in one session; if you press the **'reset'** button, it will clear the screen ready for a new search.*

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Printing out reports

In order to print off a report, all you need to do is click the print button on the browser.

View in Internet Explorer:

Towards the top right-hand corner of the server.

View in Firefox:

Top left-hand corner of the server.
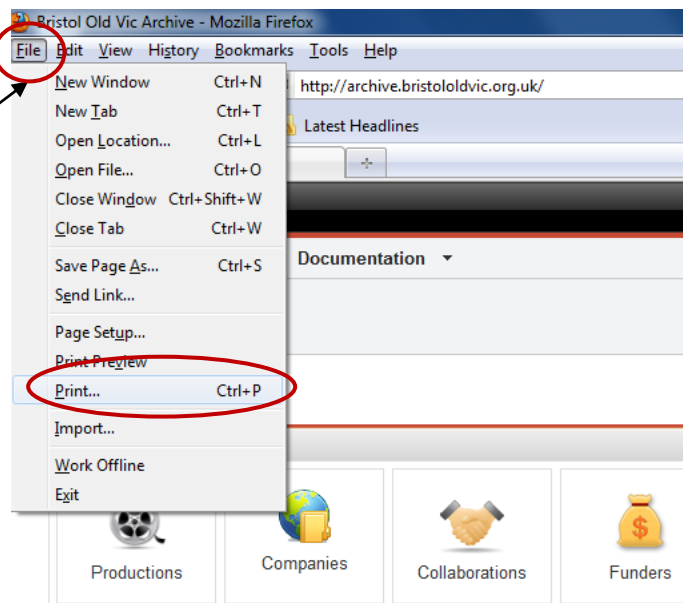
View in Google Chrome:

Top right-hand corner of the server.
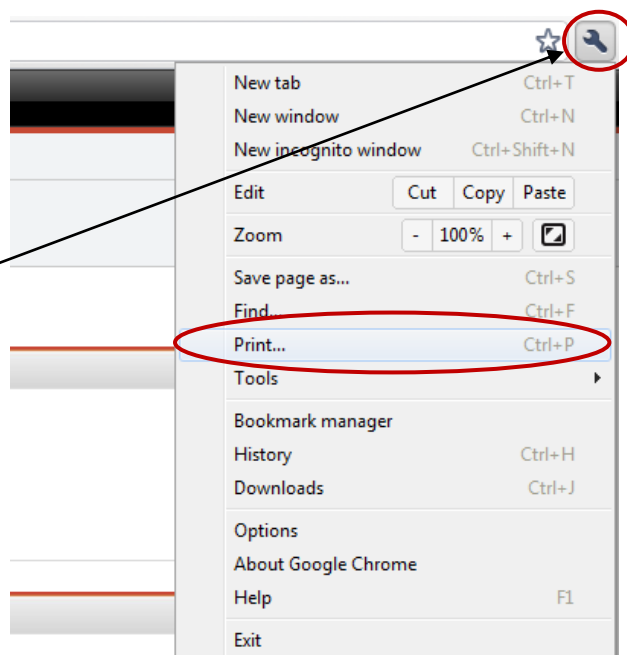
Troubleshooting

Forgotten Password?

1.

Bristol Old Vic

Archive

Login

Welcome to Bristol Old Vic Archive

Use a valid username and password to gain access to the administration console.

Username/E-mail Address:

Password:

Forgotten?

Remember me?

Login

Click on 'Forgotten'.

2.

Bristol Old Vic

Archive

Forgot your password?

Do not worry, we can help you get back in to your account safely!

Fill out the form on the right to request an e-mail with information on how to reset your password.

Username/E-mail Address:

Request

Back to login

Enter your e-mail address.

Then click Request.

3. This will then display the message below:

You should then check your e-mail, in which it will state:

'This e-mail is being sent because you requested information on how to reset your password.

You can change your password by clicking the below link which is only valid for 24 hours:

Click to change password'

4. Once you follow the link, you will be able to change your password:

Bristol Old Vic

Archive

Once you have re-typed your new password twice, click 'Change password.'

Hello Shamly Nessa
Enter your new password in the form below.

Password:

Re-type password:

Change password

* You can also get another existing user on the system to change your password for you or delete you and add you back in.

Glossary

Archive: Retrieving documents or some sort of file from a stored destination.

Browser: A software program that finds any document / information and displays it in a suitable form. E.g. For the purposes of the World Wide Web (WWW).

Genre: A class / category of artistic endeavour which has categories such as a particular form, content, technique.

Interface: A program that communicates information from one computer or such device to another.

Navigation: The direction or the process in which the system is organised to run in.

Query: To ask or inquire about a certain aspect of information or topic.

URL: Uniform Resource Locator - a protocol used to specify internet addresses.

WWW: World Wide Web