

INSTRUCTIONS FOR SPECIAL EXHIBITION NAME ENTRY Draft 3-11-15

Questions? Edits? Contact leslie.latham@gmail.com or mkviele@gmail.com

Overview

Data Entry on the Docent Website

- You will be able to enter the docent names directly into the website's Public Tour Assignments pages, by day and by time.
- You do not need to type up the names in a table in advance; you can work directly off your penciled in print outs from the Sign Up process.

How to Add/Edit Docent Names for a Special Exhibition - "Individual Entry Editing"

1. Log onto the website as a Scheduler.
 - a. Open up a browser window and go to <http://mmstudio.org/dev/famsf/wp-login.php> (bookmark this page)
 - b. Log on. **Username: karenalmer Password: 1840Paris**. You will see the dashboard for our site.
 - c. Return to the end-user view of the website by going to top left of page where you see an icon for **HOME** and **FAMSF**. Click **Visit site**.
2. Click on link for **Public Tour Assignments**.
3. Select the first day you want to work on. E.g. Let's say you want to enter in the names for **Tuesday, April-June 2015**.
 - a. Keep your print out where you penciled in sign up names handy.
4. Scroll down the page and you will see a table for the deYoung at the top, and for the Legion at the bottom of the page.
5. On the bottom left of the correct table (for the museum for this Special Exhibition), you'll see **EDIT**. Click here.
 - a. You are now in the editing view of the same table. (the "dashboard")
 - b. Scroll down to a heading called **Table Content** then look for the column for **11:30am Special Exhibition** tour. Find the first date you want to enter a name for.
 - c. Type in the name, then repeat either across columns or down the rows.
6. Click **SAVE CHANGES** frequently. You will see a message confirming your success.
7. To check your work, go to the end user view of the website.
 - a. If you are in the dashboard, go to top left where you see an icon for **HOME** and **FAMSF**. Click **Visit site**.
 - b. Navigate to the page you just changed and find the entries you made.

Troubleshooting

1. I don't see the changes I made.
 - Did you save your work? You must **SAVE CHANGES**. Unlike Gmail or many other desktop applications, WordPress does not "autosave."

- Did you refresh your browser? Your browser remembers the last page you were working on, and if you work in multiple browser windows, or multiple tabs simultaneously, it can be difficult to keep track of which browser pages are “refreshed.” If you don’t see your changes, and you know you saved them, click the refresh arrow in your browser URL window.



2. I don’t see the table any more. One moment I was editing the table, now, I feel like I’m on a different page.

- You may have accidentally closed the window called “table content.” It’s easy if you are using a touchscreen on an iPad. If you touched the live heading “Table Content,” the window where the table is automatically closes. Just click on “Table Content” again, or, click on the arrow on the right side of the screen, and the table will re-open. No data will have been lost.

