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MANUAL

Bridge2Health Databased Operations

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Bridge2Health Database Manual

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Introduction

This document will walk you through the various functions of the Bridge2Health database application. Included you will find sections on user management, creating and editing resources, as well as topic, subject heading, and fields management.

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Logging In

Before you begin working with the Bridge2Health database you will require a user account. If you do not have an account please contact your system administrator.

Once you have a user account follow this procedure to log in:

1. Navigate to the Bridge2Health login page. Your system administrator can provide the address.

2. Enter your username and password in the fields provided. *see Figure 2-1*

Figure 2-1: The Login Fields

3. Click the Login button to complete the process and begin using the application. You will be moved to the Resource Management tab.

Note that after five failed login attempts the account will be locked. To unlock an account you will have to contact your system administrator.

Accounts and User Management

The Bridge2Health database application allows for two types of user accounts. Regular accounts allow the user to login, add and edit resources, and make modifications to topics, subject headings, and fields. System administrator accounts provide similar abilities, abut also give the user the option to create additional accounts.

Creating Accounts

To create a new user account:

1. Login to the application using a system administrator account.

2. Click the Manage User button at the upper right of the screen. *see Figure 3-1*

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Figure 3-1: The Manage Users Button

3. Click the Add button at the bottom of the screen. You may have to scroll down to locate it, depending on the length of your user list. *see Figure 3-2*

Figure 3-2: The New Account Button

4. Complete the fields provided:

Username	Enter the user name for the new account.
Password	Enter the password for the new account. Passwords must have a minimum of six characters.
Confirm Password	Re-enter the password exactly as entered in the previous field.
Status	For a regular account select Active. For administrator accounts check the System Administrator box as well. Do not check the Locked box, or the user will not be able to login.
First Name	Provide the user's first name.
Last Name	Provide the user's last name.
Email	Enter the users email address.

5. Once the fields are completed click the Add button at the bottom of the screen to finalize the process. A message will appear at the top of the screen informing you that the account was created successfully.

Editing User Accounts

To edit an existing user account:

1. Login to the application using a system administrator account.
2. Click the Manage User button at the upper right of the screen.

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6. Locate the account you wish to modify in the user list and click the edit icon next to its entry. *see Figure 3-3*

Figure 3-3: The Edit User Icon

7. The user profile will open. Make any modifications required. Note that you can change any parameter, excluding the user name. If a new user name is needed you will have to delete the account and create a new one from scratch.

8. Click the Save button to finalize the process.

Deleting User Accounts

To permanently remove an existing user account:

1. Login to the application using a system administrator account.

2. Click the Manage User button at the upper right of the screen.

3. Locate the account you wish to remove in the user list and click the delete icon next to its entry. *see Figure 3-4*

Figure 3-4: The Delete User Icon

4. Click Delete in the confirmation dialogue to remove the user's account.

Managing Resources

The content of the database is handled through the Manage Resources tab. Here you can add and modify entries for book, PDFs, videos, and websites.

Before you begin adding entries to the database you may wish to review the topics and subject headings available to assure that the categories you require for your documents are available. See Managing Topics and Heading later in this document for more details.

Creating Resources

Each type of database resource (book, PDF, video, or websites) has a slightly different set of parameters. The procedures for adding each type of resource are outline in the sections below.

Adding a Book to the Database

To add a book to the database:

1. Login to the database application (see Logging In, above).

2. Click the Manage Resources tab at the top of the page.

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3. Click the Create Resources button at the upper right of the screen, and select Book from the dropdown menu. *see Figure 4-1*

Figure 4-1: The Create Resource Menu

4. Complete the fields provided to create the database entry:

Featured Selecting the Featured checkbox will cause the item to appear in the featured resources section specific to the top level topic you select (Caring for Myself, Caring for Others, or Finding Services and Equipment).

Canadian Resource Checking this box will add a notation to the item on the public side of the database stating it is a Canadian resource.

Title The title of the book.

Author / Creator The book's author, or another appropriate creative credit.

Editor The editor, if the book is a journal, anthology or collection.

Contributor Any additional contributors.

Publisher The document's publisher.

Publication Place The place the book was published (often city, province, or state).

Publication Country The book's country of publication.

Status Active, approved, or pending. These are used as internal notation only. Regardless of the selection the document still appears in the database.

Publication Year The year the book was published. If multiple edition exist, usually the year of the current edition.

Subject Heading Select the subject heading under which the book falls. If the heading you need does not exist you can click the Add button provided to amend it to the list. For further information see the Manage Subject Headings section, below.

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Topic	Select a topic or topics for the book. The topic determines how the entry will be sorted on the public site. If the book is featured this will also determine where the resource is displayed.
Description	A description or abstract of the book.
Metadata	Enter keywords relating to the books subject, content, author, or any other relevant information here. This information is not seen by the public but will be indexed by the site's search engine. For multiple tags separate each with a comma and a space.
Call Number	The call number assigned to the book.
Size	The page count for the book.
ISBN	The International Standards Book Number. The ISSN can also be entered here if the document is a periodical.
Administration Notes	Notes for internal use only. Entries here do not appear to the public.

5. Click the Save button at the bottom of the page to complete the operation. A message will appear to indicate the creation of the resource was successful.

Adding a PDF to the Database

To add a PDF to the database:

1. Login to the database application (see Logging In, above).
2. Click the Manage Resources tab at the top of the page.
3. Click the Create Resources button at the upper right of the screen, and select PDF from the dropdown menu.
4. Complete the fields provided to create the database entry:

Featured	Selecting the Featured checkbox will cause the item to appear in the featured resources section specific to the top level topic you select (Caring for Myself, Caring for Others, or Finding Services and Equipment).
Canadian Resource	Checking this box will add a notation to the item on the public side of the database stating it is a Canadian resource.
Title	The title of the PDF.
Author / Creator	The PDF's author, or another appropriate creative credit.

Editor	The editor, if the PDF is a journal, anthology or collection.
Contributor	Any additional contributors.
Publisher	The document's publisher.
Publication Place	The place the PDF was published (often city, province, or state).
Publication Country	The PDF's country of publication.
Status	Active, approved, or pending. These are used as internal notation only. Regardless of the selection the document still appears in the database.
Publication Year	The year the PDF was published.
Subject Heading	Select the subject heading under which the PDF falls. If the heading you need does not exist you can click the Add button provided to amend it to the list. For further information see the Manage Subject Headings section, below.
Topic	Select a topic or topics for the PDF. The topic determines how the entry will be sorted on the public site. If the PDF is featured this will also determine where the resource is displayed.
Description	A description or abstract of the PDF.
Metadata	Enter keywords relating to the PDF subject, content, author, or any other relevant information here. This information is not seen by the public but will be indexed by the site's search engine. For multiple tags separate each with a comma and a space.
Link to PDF	A URL where the resource is available.
Size	The file size of the PDF
Administration Notes	Notes for internal use only. Entries here do not appear to the public.

5. Click the Save button at the bottom of the page to complete the operation. A message will appear to indicate the creation of the resource was successful.

Adding a Video to the Database

To add a Video to the database:

1. Login to the database application (see Logging In, above).

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2. Click the Manage Resources tab at the top of the page.

3. Click the Create Resources button at the upper right of the screen, and select Video from the dropdown menu.

4. Complete the fields provided to create the database entry:

Featured	Selecting the Featured checkbox will cause the item to appear in the featured resources section specific to the top level topic you select (Caring for Myself, Caring for Others, or Finding Services and Equipment).
Canadian Resource	Checking this box will add a notation to the item on the public side of the database stating it is a Canadian resource.
Title	The title of the video.
Author / Creator	The video's author, or another appropriate creative credit.
Editor	The editor of the video.
Contributor	Any additional contributors.
Publisher	The document's publisher.
Publication Place	The place the video was published (often city, province, or state).
Publication Country	The video's country of publication.
Status	Active, approved, or pending. These are used as internal notation only. Regardless of the selection the document still appears in the database.
Publication Year	The year the video was published.
Subject Heading	Select the subject heading under which the video falls. If the heading you need does not exist you can click the Add button provided to amend it to the list. For further information see the Manage Subject Headings section, below.
Topic	Select a topic or topics for the Video. The topic determines how the entry will be sorted on the public site. If the video is featured this will also determine where the resource is displayed.
Description	A description or abstract of the video.
Metadata	Enter keywords relating to the video's subject, content, author, or any other relevant information here. This information is not seen by the public but will be indexed by the site's search engine. For multiple tags separate each with a comma and a space.

Link to PDF	A URL where the resource is available.
Size Length	The file size and running time of the video.
Call Number	The library or archive call number for the video.
Administration Notes	Notes for internal use only. Entries here do not appear to the public.

5. Click the Save button at the bottom of the page to complete the operation. A message will appear to indicate the creation of the resource was successful.

Adding a Website to the Database

To add a Website to the database:

1. Login to the database application (see Logging In, above).
2. Click the Manage Resources tab at the top of the page.
3. Click the Create Resources button at the upper right of the screen, and select Website from the dropdown menu.
4. Complete the fields provided to create the database entry:

Featured	Selecting the Featured checkbox will cause the item to appear in the featured resources section specific to the top level topic you select (Caring for Myself, Caring for Others, or Finding Services and Equipment).
Canadian Resource	Checking this box will add a notation to the item on the public side of the database stating it is a Canadian resource.
Title	The title (or name) of the website.
Author / Creator	The website's author, or another appropriate creative credit.
Editor	The website's editor.
Contributor	Any additional contributors.
Publisher	The site's publisher.
Publication Place	The place the website was published (often city, province, or state).
Publication Country	The website's country of publication.

Status	Active, approved, or pending. These are used as internal notation only. Regardless of the selection the document still appears in the database.
Publication Year	The year the website was published.
Subject Heading	Select the subject heading under which the site falls. If the heading you need does not exist you can click the Add button provided to amend it to the list. For further information see the Manage Subject Headings section, below.
Topic	Select a topic or topics for the site. The topic determines how the entry will be sorted on the public site. If the video is featured this will also determine where the resource is displayed.
Description	A description or abstract of the website.
Metadata	Enter keywords relating to the website's subject, content, author, or any other relevant information here. This information is not seen by the public but will be indexed by the site's search engine. For multiple tags separate each with a comma and a space.
Link to Website / URL	The web address of the site.
Administration Notes	Notes for internal use only. Entries here do not appear to the public.

5. Click the Save button at the bottom of the page to complete the operation. A message will appear to indicate the creation of the resource was successful.

Managing Topics

Each resource is assigned a topic from the topic tree when it is created, through the Topic field in the Manage Resources tab.

The topics tree determines how the database content is organized and displayed to the public. Underneath the three main headings (Caring for Myself, Caring for Others, or Finding Services and Equipment) there a number of sub categories. Each of these categories is accompanied by a link that allows the content of that topic to be displayed on a web page. For more information on using this link with public web pages see the Embedding Topics section, below.

The tools provided allow you to add, edit, or delete topics. Avoid deleting topics that have resources assigned to them as this could damage the database.

Adding a Topic

To add a topic to the database:

1. Login to the database application (see Logging In, above).

2. Click the Manage Topics tab at the top of the page.

3. Open the topic tree and select the parent topic for your new entry (the topic under which the new entry will appear).

6. Click the Create button at the top of the tree. *see Figure 5-1*

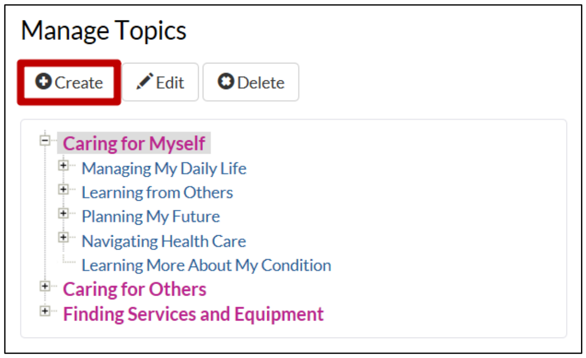

Figure 5-1: The Create Topic Button

4. Enter the name of the category in the field that appears at the right of the screen.

5. Click the save button. Your new topic will appear in the topic tree and a message will confirm the operation was successful.

Editing Topics

The only operation available when editing topics is renaming. Editing a topic will also show the link required to embed the topic in a public web page.

To edit a topic:

1. Login to the database application (see Logging In, above).

2. Click the Manage Topics tab at the top of the page.

3. In the topic tree click the topic you wish to edit to select it.

4. Click the Edit button at the top of the tree. *see Figure 5-2*

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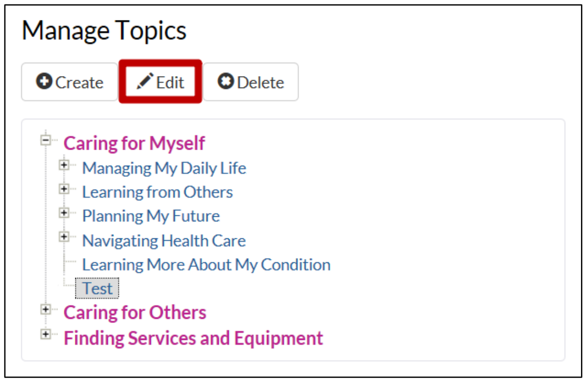

Figure 5-2: The Edit Topic Button

5. The Edit Category pane will open at the right of the screen. Here you can change the name of the category. The window below the name field also displays the URL you will need to display the topic on a public webpage.
6. Click the save button to complete the edit. A message will confirm the operation was successful.

Deleting Topics

Note that you should not delete topics that have resources assigned to them. If you need to remove a topic edit all associated resources and apply an alternate topic first.

To delete a topic:

1. Login to the database application (see Logging In, above).
2. Click the Manage Topics tab at the top of the page.
3. In the topic tree click the topic you wish to edit to select it.
4. Click the Delete button at the top of the tree. *see Figure 5-3*

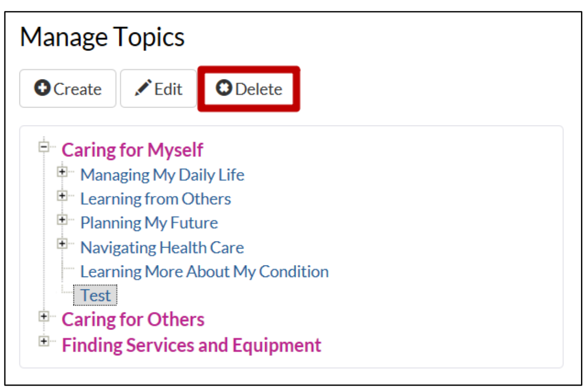

Figure 5-3: The Delete Topic Button

5. Click Delete in the confirmation dialogue to remove the topic. A message will let you know that the deletion was successful.

Manage Subject Headings

Subject headings are another method of organizing resources in the database. Whenever a new resource is added part of the process involves selecting a subject heading under which the document will be classified. Subject headings also allow the creation of cross-references, allowing the addition of a second, related heading.

Adding Subject Headings

These steps are used when adding a subject heading under the Manage Subject Headings tab. Subject headers can also be added directly to the list when creating resources.

To add a subject heading:

1. Login to the database application (see Logging In, above).
2. Click the Manage Subject Headings tab at the top of the page.
3. Enter the new heading in the Term field at the top of the page. *see Figure 6-1*

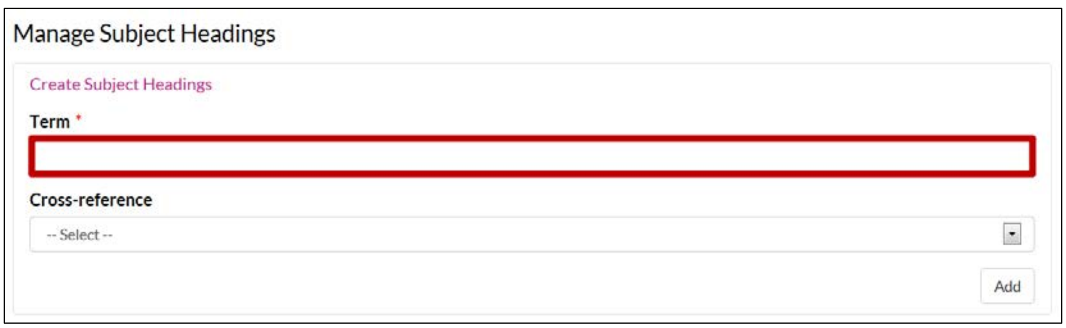

Figure 6-1: The Create Subject Headings Fields

4. If you would like to cross-reference your new heading with an existing category select it from the Cross-reference pull-down.
5. Click the Add button at the bottom of the dialogue to complete the process. A message will inform you the heading has been created successfully.

Editing Subject Headings

To edit an existing subject heading:

1. Login to the database application (see Logging In, above).
2. Click the Manage Subject Headings tab at the top of the page.
3. Locate the heading you wish to modify in the list and click the edit icon next to its entry. *see Figure 6-2*

Term	Reference	
Access to Health Information	Community Health Services	
Acquired Brain Injury		
Acupuncture		

Figure 6-2: The Edit Icon

4. Edit the term and cross-reference as necessary, then click the Update button to confirm the change.

Deleting Subject Headings

Avoid deleting subject headings to which resources have been assigned, as this could cause problems with the database. If you need to remove a subject heading do a search to determine assigned resources, then remove them prior to the deletion.

To delete an existing subject heading:

1. Login to the database application (see Logging In, above).
2. Click the Manage Subject Headings tab at the top of the page.
3. Locate the heading you wish to delete in the list and click the delete icon next to its entry. *see Figure 6-3*

Term	Reference	
Access to Health Information	Community Health Services	
Acquired Brain Injury		
Acupuncture		

Figure 6-3: The Delete Icon

4. Click the Delete button in the confirmation box to remove the heading.

Manage Fields

When creating resources each of the fields has an associated help icon that opens a description text box. *see Figure 7-1*

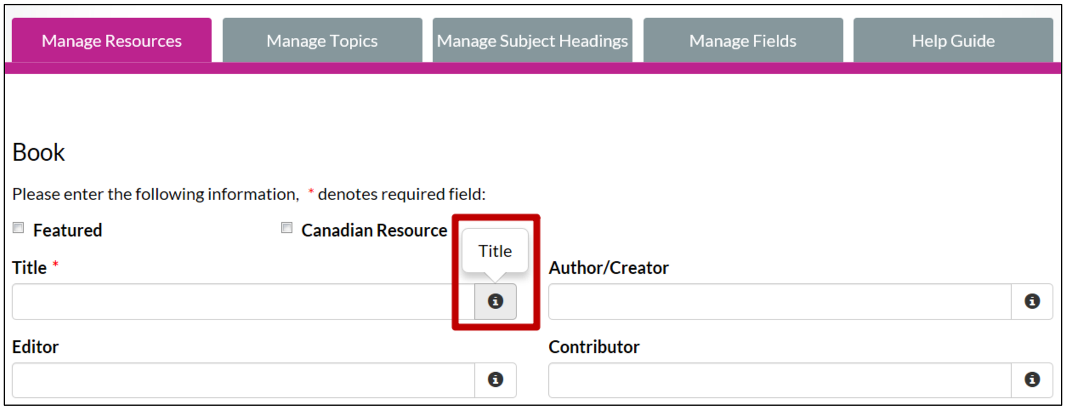

Figure 7-1: The Help Icons and Messages

The Manage Fields tab allows you to customize these help messages to best suite your team and how they use the application.

Editing Fields

To edit a help field:

1. Login to the database application (see Logging In, above).
2. Click the Manage Fields tab at the top of the page.
3. Locate the field you wish to modify in the list and click the edit icon next to its entry. *see Figure 7-2*

Field	Description	
Administration Notes	Administration Notes	
Author/Creator	Author/Creator	
Call Number	Call Number	

Figure 7-2: The Field Edit Icon

4. Edit the Field and Description as necessary. We recommend against changing field names as this can cause confusion when adding resources.
5. Click the Update button to finalize the change. A message will confirm you have been successful.

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