My Research Tracker

MORC Creations

2021

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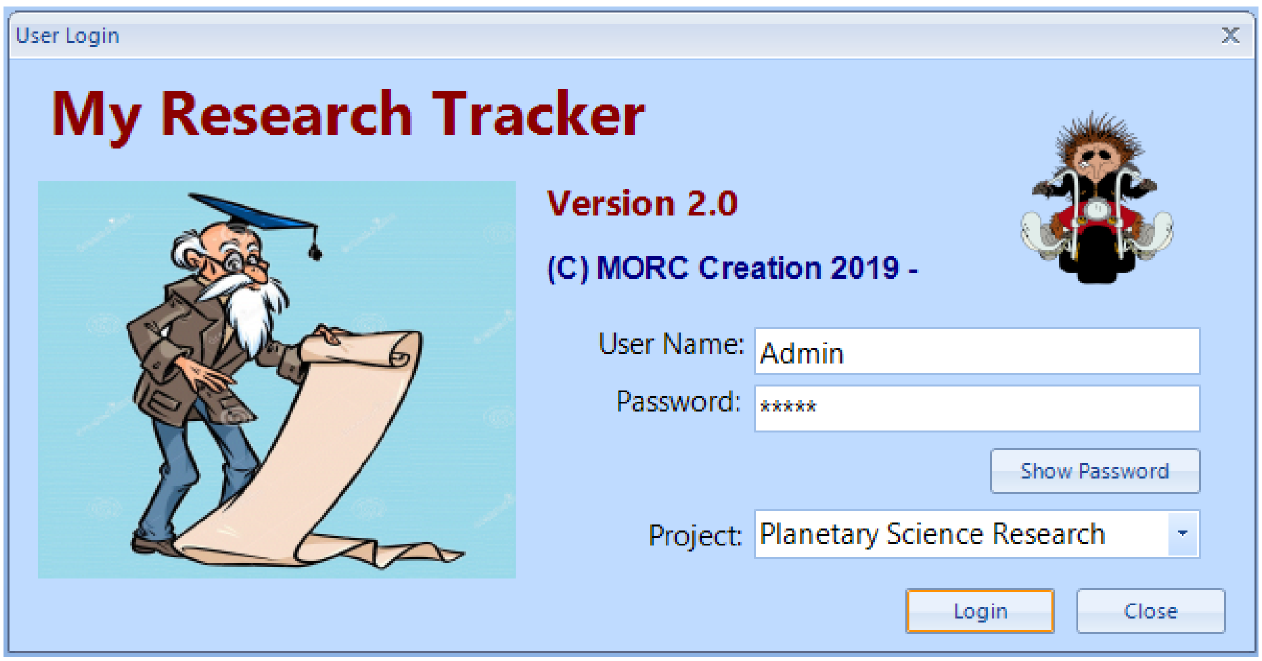
1. INTRODUCTION

Welcome to the **My Research Tracker** software application.

You may use this application to track all aspects of your research project including,:

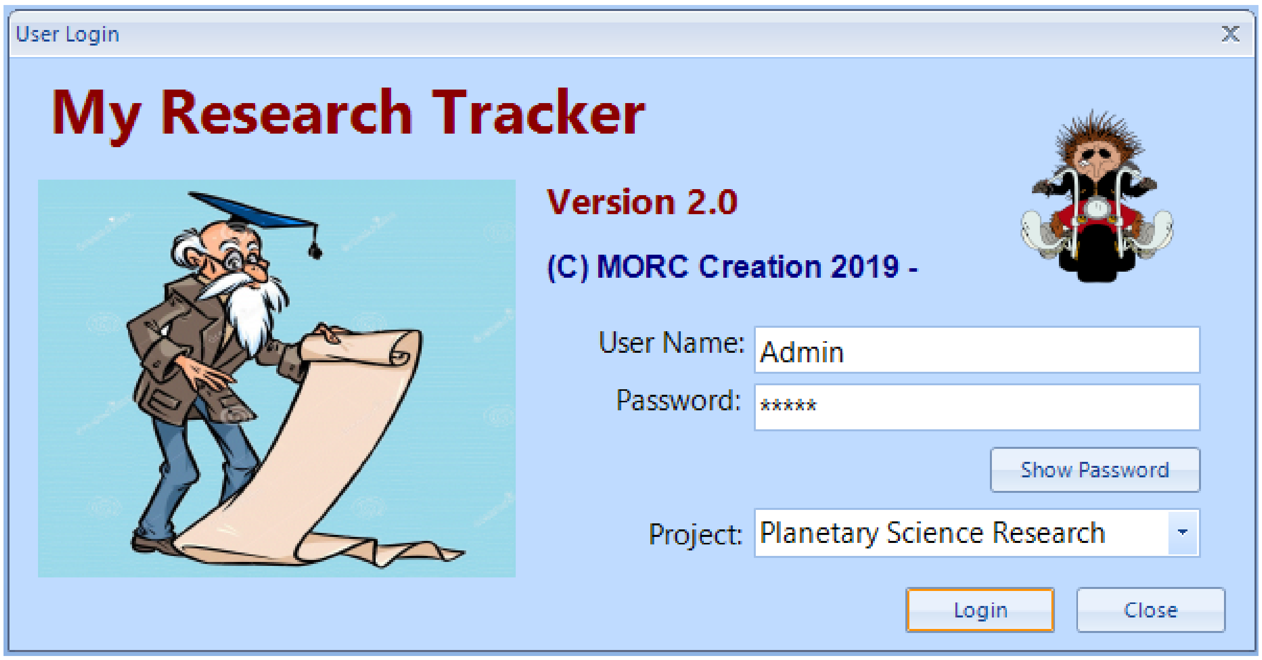
- Research Information Items
- Research Meetings
- Research Notes
- Tasks
- Project Ideas
- Glossary items



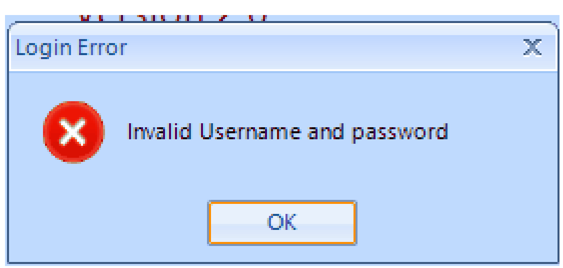
2. LOGIN SCREEN

The My Research Tracker User Login screen allows you to log into the My Research Tracker application.

To log into the My Research Tracker application you must enter both a user name and password and select a Project from the project drop down list. Use the default User Name: Admin and the Password: Admin the first time you log into the My Research Tracker application. You may then gop top the Manage users section and create additional user logins as required.



If you enter an invalid user name and / or password then the following error message will be displayed.



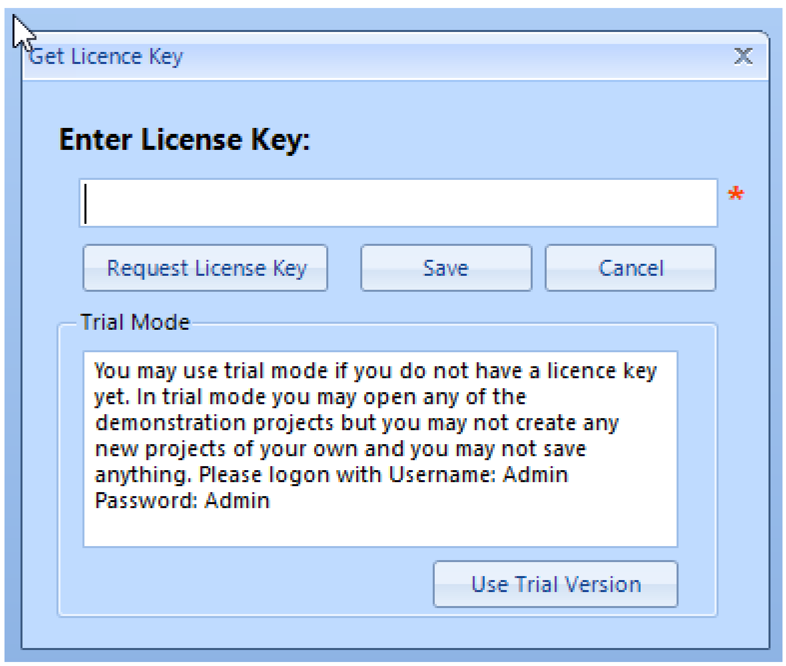
3. LICENSING

When you first start your copy of the My Research Tracker application you will be presented with the license key screen, as shown below. If you do not yet have a license key then you can still run the application in trial mode.

In the trial mode you will still be able to access all areas of the application, but you will not be able to save any of the items you create. To run the application in Trial Mode select the Use Trial Version button and then enter the following credentials:

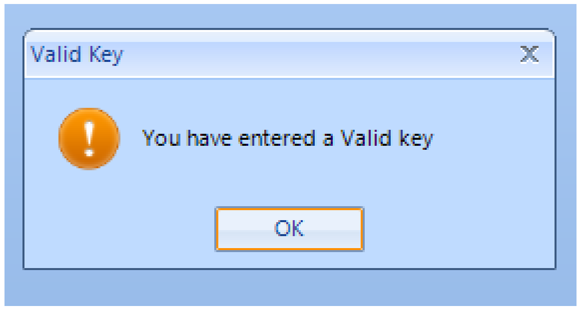
User Name: Admin

Password: Admin



You may use the Request License Key button and functionality to enter your details and request a license key be sent to you from MORC Creations to activate your copy of My Research Tracker application..

Once you have received your license key paste it into the License Key field and press Save. If you have entered a valid license key then the following message will be displayed.

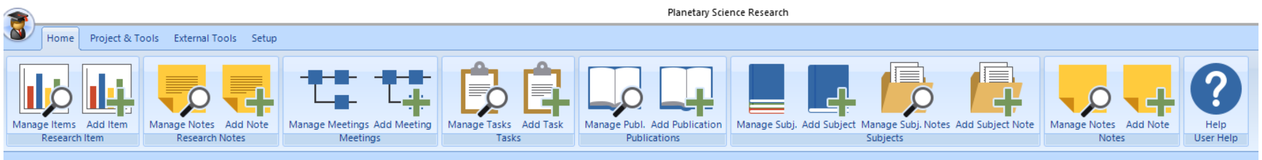


If you enter an invalid license key then an error message will be displayed and you will not have full access to the My Research Tracker software.

4. HOME TAB

The My Research Tracker Home tab provides you with access to the most used features within the My Research Tracker application.

The following subsections of this help file provide further information on each of the available functions available from this tab.



4.1. RESEARCH ITEMS

The Research Items area allows you to enter and store all your main Research Item information. The Research Items form allows you to place your information into categories and subcategories, as defined by you through the Research Categories form in the Setup Tab. You also have the additional ability to add user define fields to the Research Items form through the Manage Form Fields Form. as available in the Setup Tab.

4.1.1. ADD RESEARCH ITEM

The Add Research Item form allows you to add new Research Items to the My Research Tracker application. The Add Research Item form is show below and consists of the follow tabs, each of which is described below.:

- Research Item Summary
- Research Item Details
- Links
- User Defined Fields

The Add Research Item form has three main buttons along the bottom.

Print Button - The Print button allows you to print a copy of the data in the form.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the form. If any of the mandatory fields have not been provided then an appropriate error message is displayed.

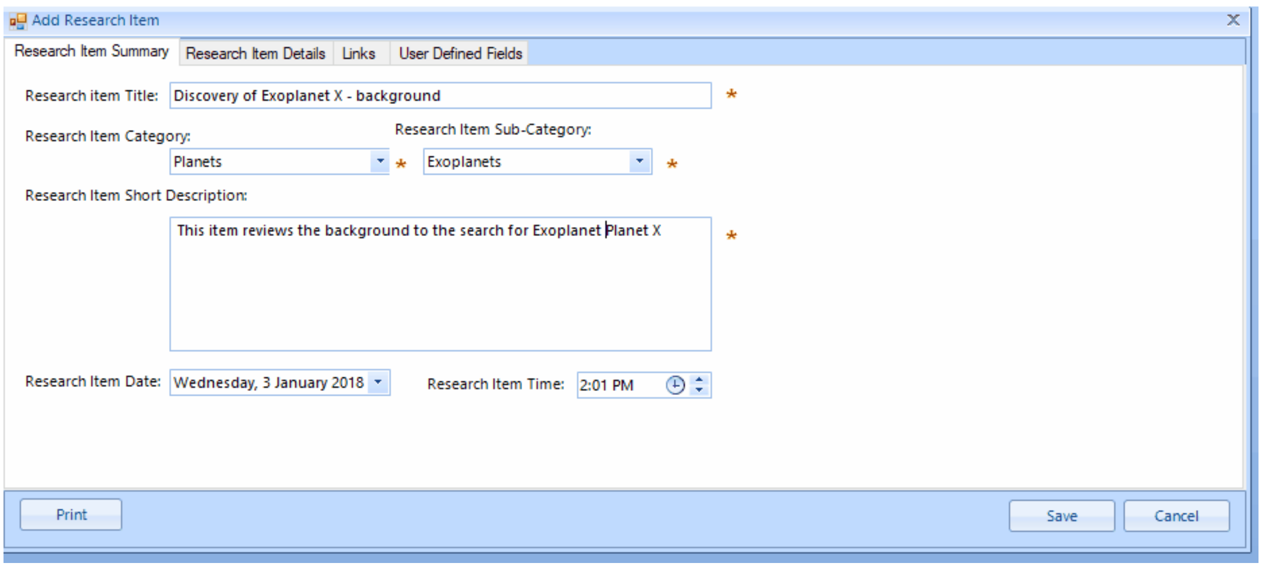
Cancel Button - The Cancel button discards all the information in the form and closes it.

Research Summary Tab

The Research Summary Tab allows you to:

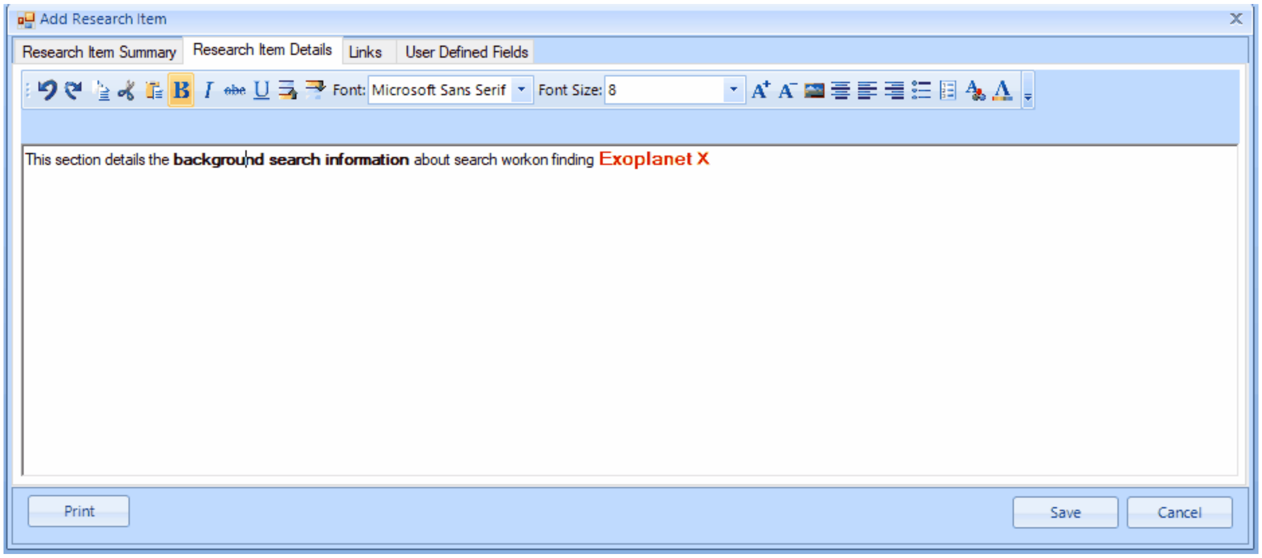
- Enter the Research Item Title
- Select the item Category and Sub-category
- Enter a short description of the item and
- Select the item Date and Time.

Items marked with an orange asterisks are mandatory fields and must be completed before the Research Item can be saved.



Research Item Details Tab

The Research Items Details tab allow you to enter the research item details. This tab provides a rich text box into which you can enter both text and images. The toolbar situated across the top of this tab proves you with a wide range of functionality with which to enter and format your text and images.



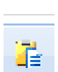
The available toolbar items are:

 **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

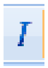
 **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 **Copy Button** - The Copy Button allows you to copy any item which has been high-lighted in the text box. .

 **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it else-where if you wish.

 **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

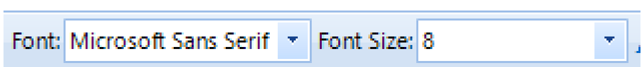
 **<u>Italic Button</u>** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 **<u>Strike Thru Button</u>** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 **<u>Underline Button</u>** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 **<u>Superscript Button</u>** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 **<u>Subscript Button</u>** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



<u>Font Style and Size Drop Down Lists</u> - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 **<u>Increase and Decrease Font Size Buttons</u>** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 **<u>Image Button</u>** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 **<u>Centre Text Button</u>** - The Centre Text button allows you to centre text within the text box

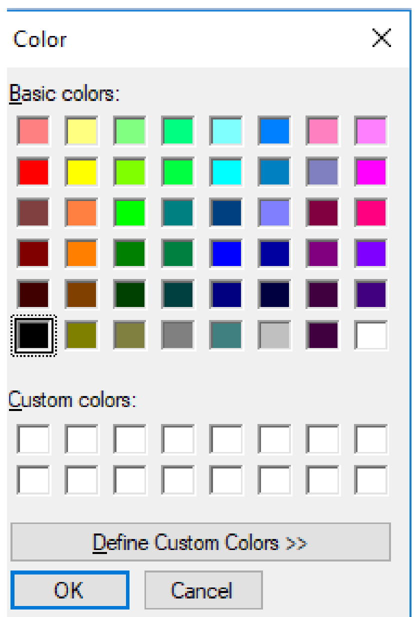
 **<u>Left Align Text Button</u>** - The Left Align Text button allows you to left align text within the text box

 **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 **Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.

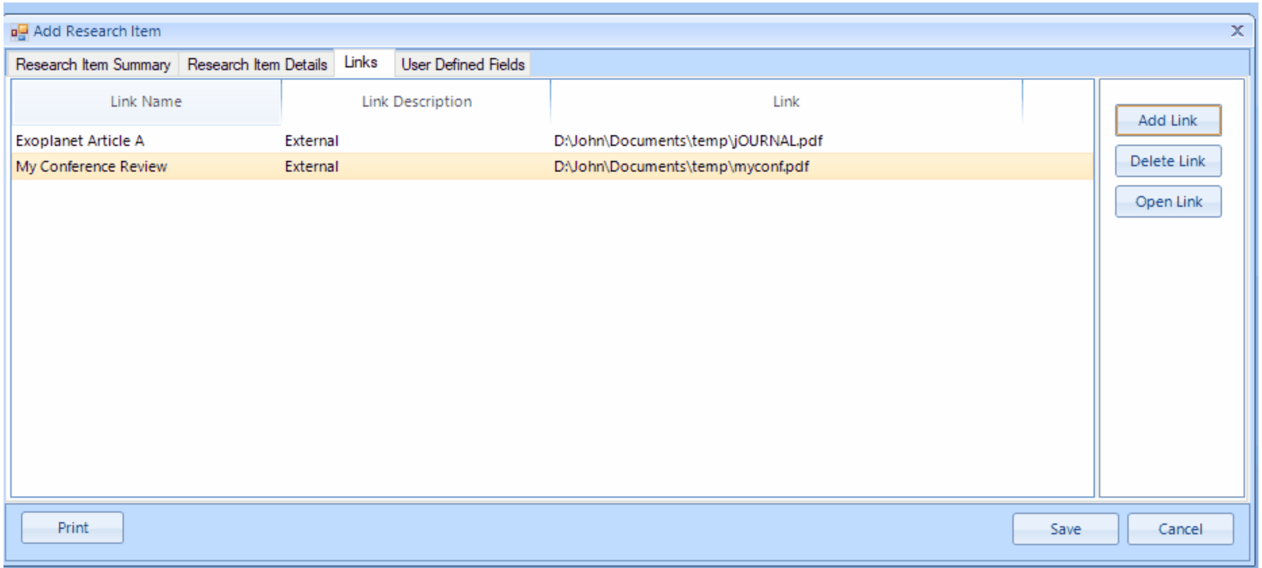
 **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



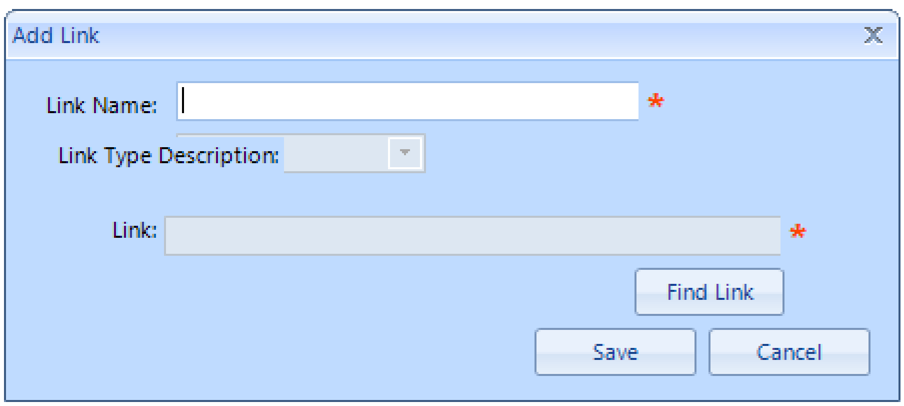
 **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The links tab allows you to add external links to a research Item. These links may be to any type of item including images, documents or files.



<u>Add Button</u> - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

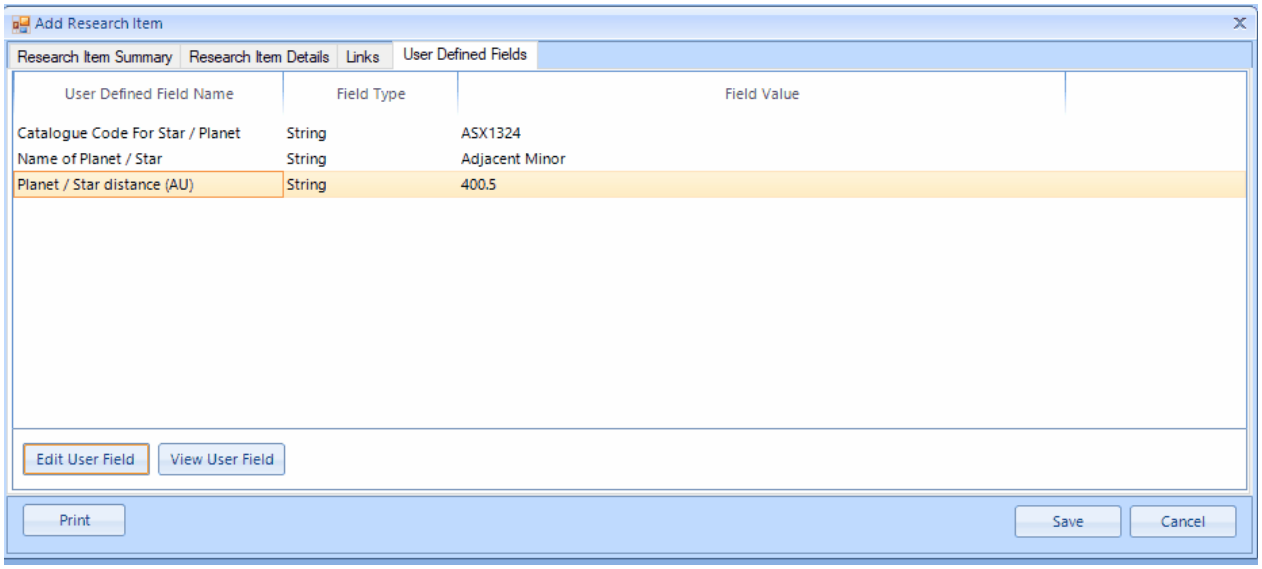


<u>Delete Button</u> - The Delete Link button allows you to delete a selected link.

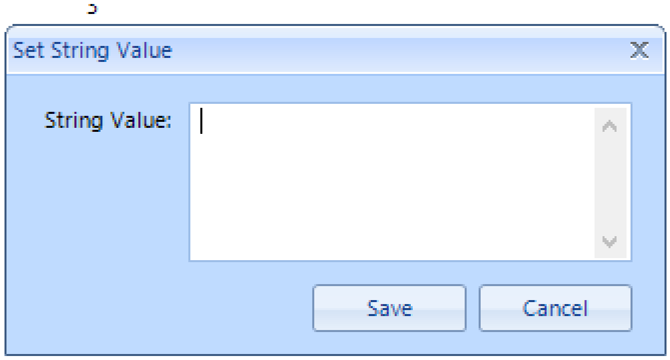
<u>Open Link</u> - The Open Link button will attempt to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

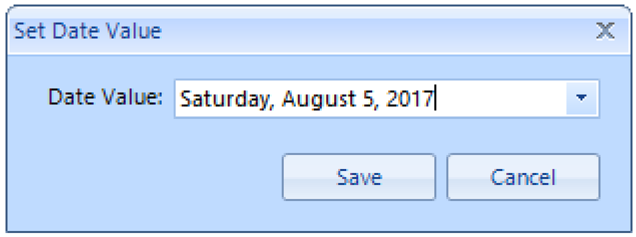
The User Defined Fields tab displays any additional fields which the user has added for Research Items. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer



View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.



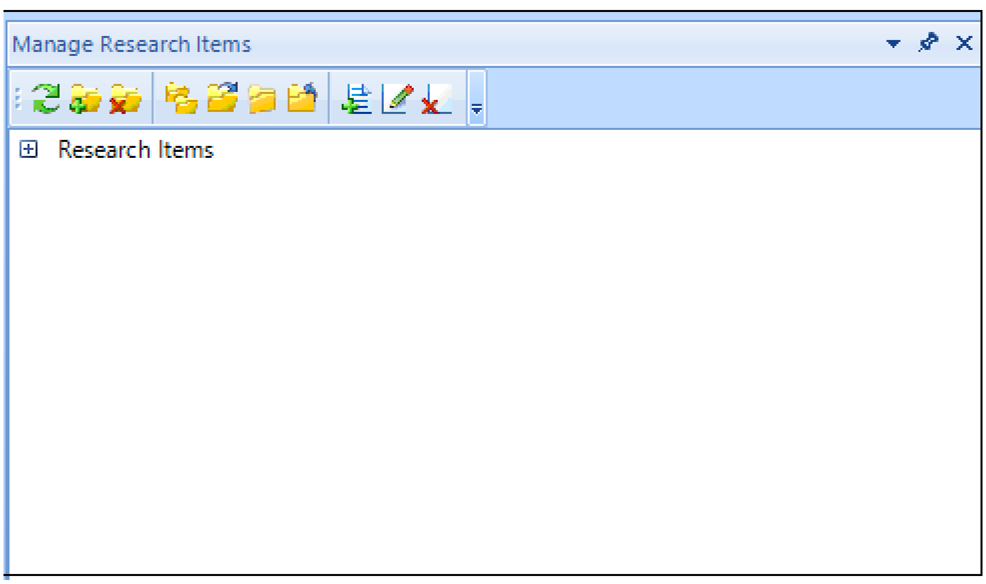
4.1.2. MANAGE RESEARCH ITEMS

The Manage Research Items form allows you to manage research items you have already added into My Research Tracker project. This includes the ability to edit and delete items you have already entered as well as the ability to add new items directly from this screen.

The My Research Tracker Research Items form is a dockable form, which means you can dock it to various locations around the main My Research Tracker screen.

When the Research Items screen is first opened, it will initially dock to the default side of the screen as defined by the My Research Tracker dock settings. However, you can use the Forms Options screen, accessible from the Setup tab to overwrite this setting. You may even define the form to be undocked when opened, in which case it will act as a document style form within the application. The image below shows the Manage Research Items form when first opened and with the Research Items folder structure closed. Research Items within the tree man by dragged around to reposition them. This can be done by selecting the item then holding down the right mouse key and dragging the item to the new position.

Note that items contained within the tree may be dragged and dropped to repositioning them on either the same level; or dropped into folders on different levels.



The available buttons across the top of the form are:

 **Refresh Button** - The Refresh button refreshes all items in the tree.When you add or edit an item you use the Refresh button to refresh the Research Item tree with the updated items.

 **Add Folder Button** - The Add Folder button allows you to add additional folders to the Research Item tree, thus allowing you to group Research Items into folders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the Research Item tree.

 **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the Research items tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the Research Items that were in that folder.

 **Expand All Button** - The Expand All button expands all the folders in the Research Items tree in a single action.

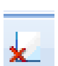
 **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

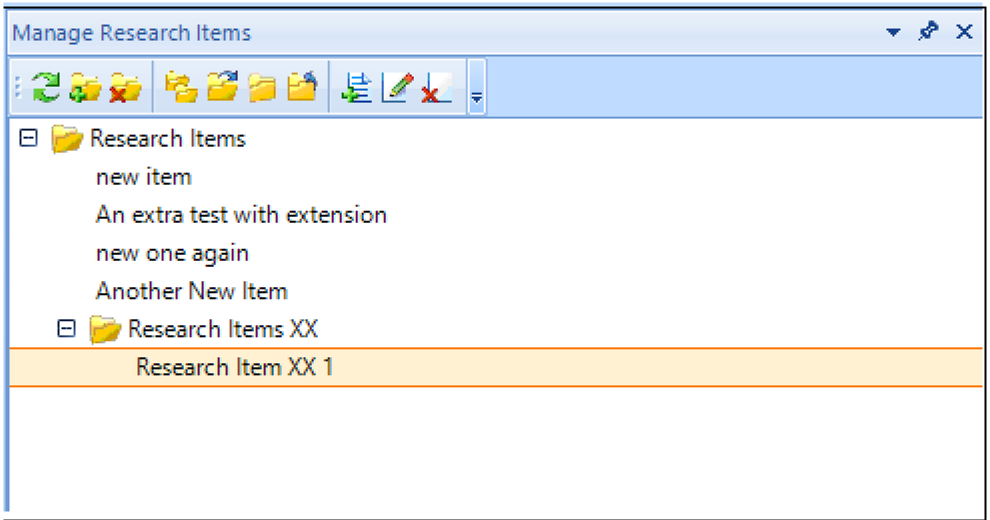
 **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the Research Items folder showing at the top of the form.

 **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

 **New Item Button** - The New Item button, when pressed, opens the Add New Research Item form

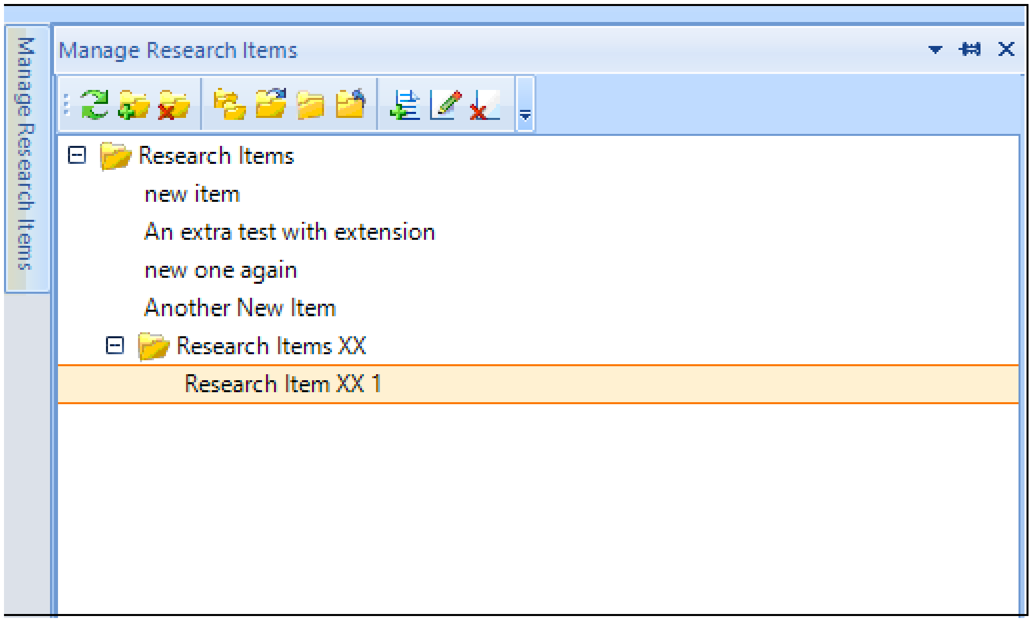
 **Edit Item Button** - The Edit Item button opens the selected Research Item for editing,

 **Delete Item Button** - The Delete Item button deletes the currently selected Research Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Item cannot be retrieved.



Note the pin icon in the top right corner of the Research Items screen. When pressed this button allows the Research Items form to be hidden at the side of the screen, as show below.

By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.


Manage Research Items
Manage Research Items
Research Items
new item
An extra test with extension
new one again
Another New Item
Research Items XX
Research Item XX 1

4.2. RESEARCH NOTES

The Research Notes area allows you to enter and store all your Research Notes information.

The Research Notes screen allows you to place your Research Notes information into different categories, as defined by you through the Research Notes Categories screen in the Setup Tab. You also have the additional ability to add user define fields to the Research Notes screen using the Manage Form Fields screen. which is accessible through the Setup Tab.

4.2.1. ADD RESEARCH NOTES

The Add Research Notes screen allows you to add new Research Notes to the My Research Tracker application. The main Add Research Notes screen is show below and consists of the follow tabs, each of which is described in more detail in this help section.:

- Research Note Summary
- Research Note Details
- Links
- User Defined Fields

The Research Note screen has three main buttons along the bottom, these being:

Print Button - The Print button allows you to print a copy of the data in the form.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the form. If any of the mandatory fields have not been provided then an appropriate error message is displayed.

Cancel Button - The Cancel button discards all the information in the form and closes it.

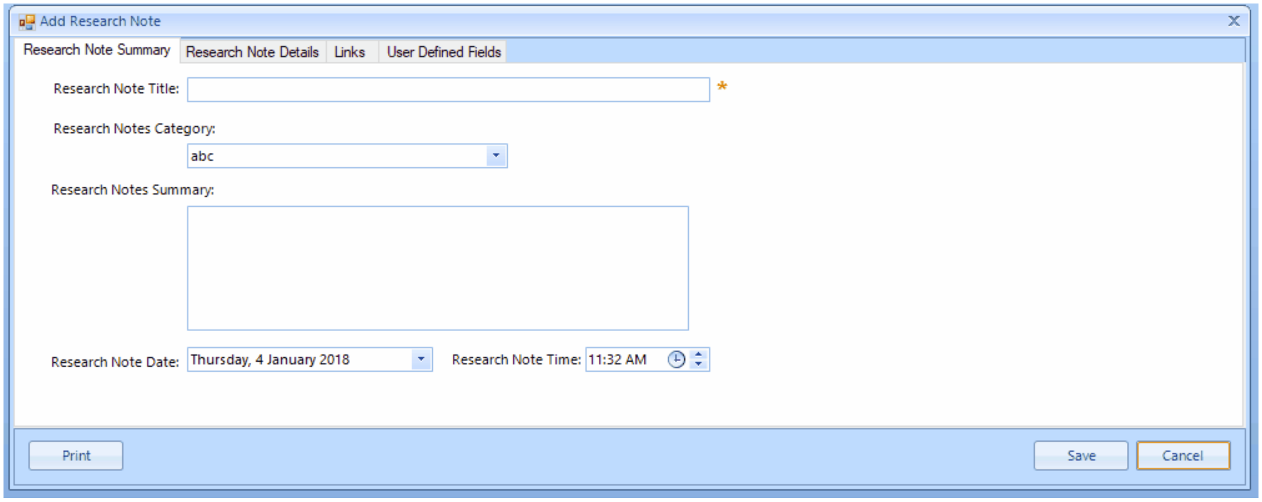
Research Note Summary Tab

The Research Summary Tab allows you to:

- Enter the Research Note Title
- Select the note Category
- Enter a short description of the note

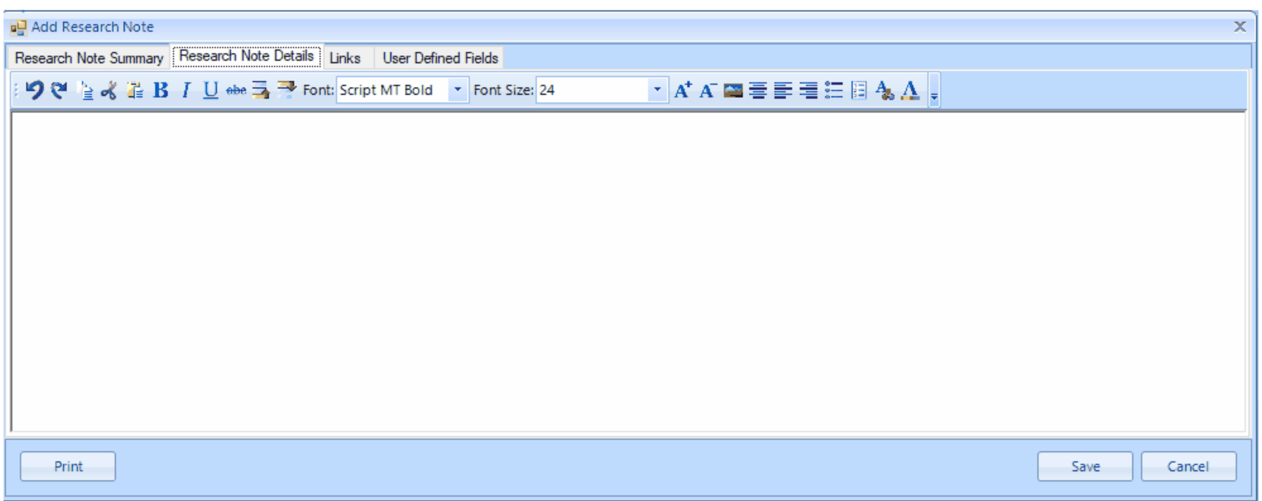
- Select the item Date and Time.

Items marked with the orange asterisks are mandatory fields and must be completed before the Research Note can be saved.



Research Note Details Tab

The Research Notes Details tab allow you to enter the note details. This tab provides a rich text box into which you can enter both text and images. The toolbar situated across the top of this tab proves you with a wide range of functionality with which to enter and format your text and images.



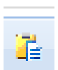
The available toolbar items are:

 - **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

 - **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

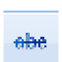
 - **Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.

- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.


- **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.


- **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.


- **Centre Text Button** - The Centre Text button allows you to centre text within the text box

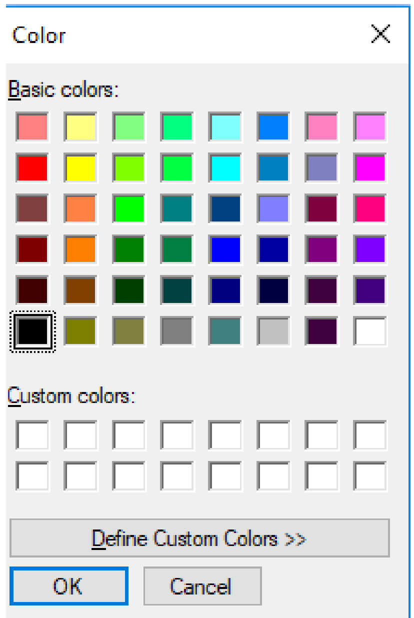

- **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box


- **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box


- **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.


- **Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.

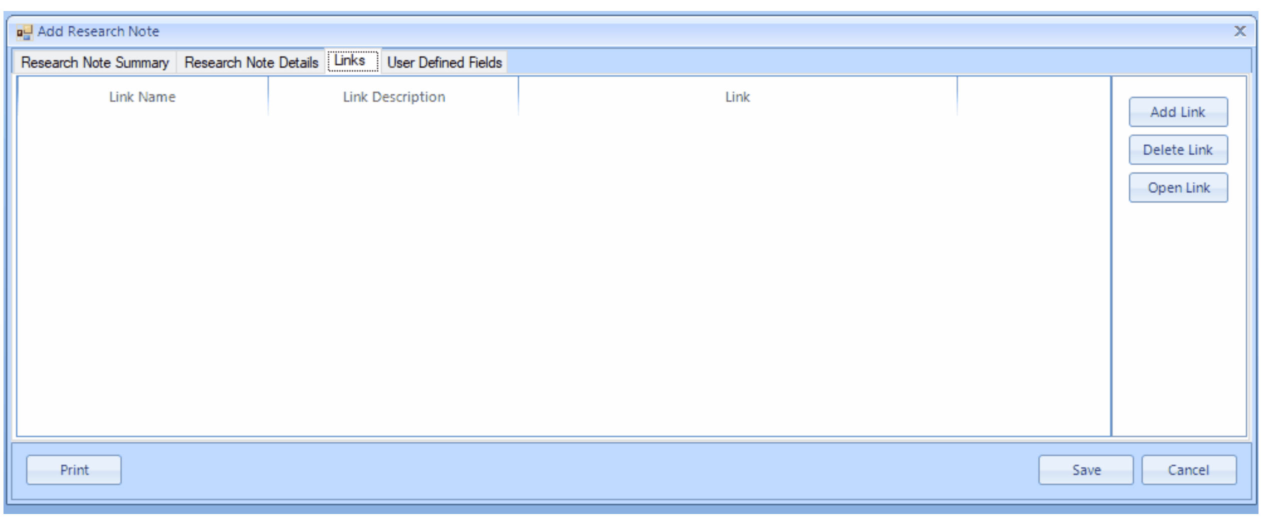

- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



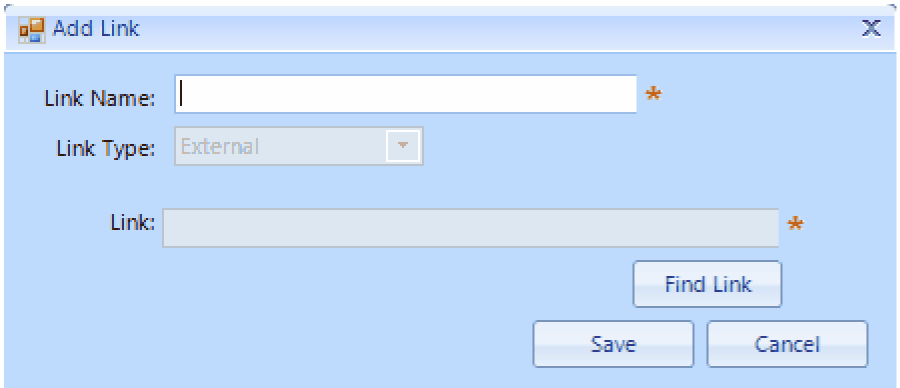
 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The links tab allows you to add external links to a Research Note Item. These links may be to any type of item including images, documents or files.



Add Button - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

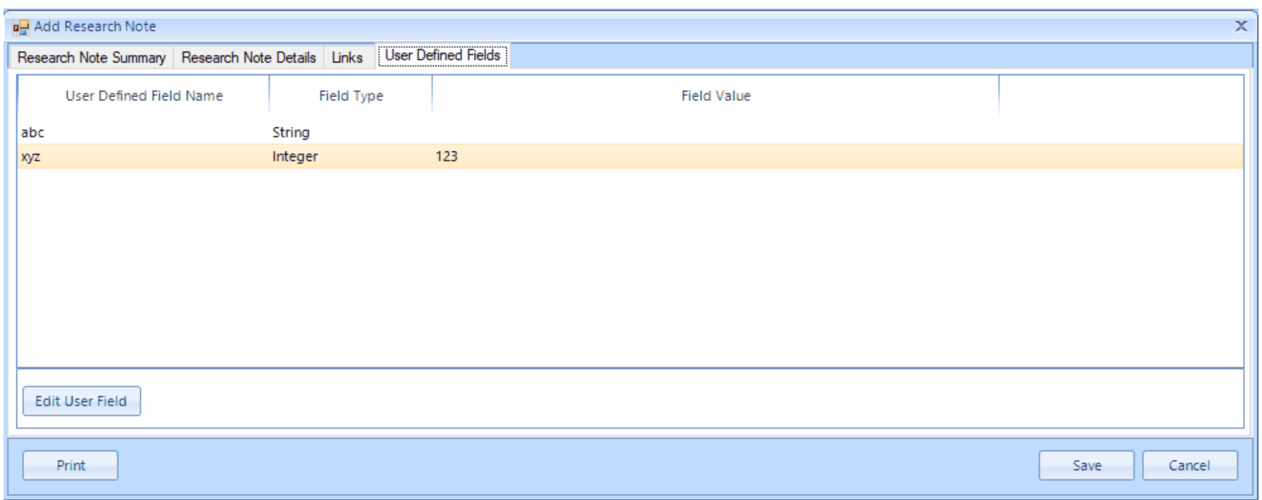


Delete Button - The Delete Link button allows you to delete a selected link

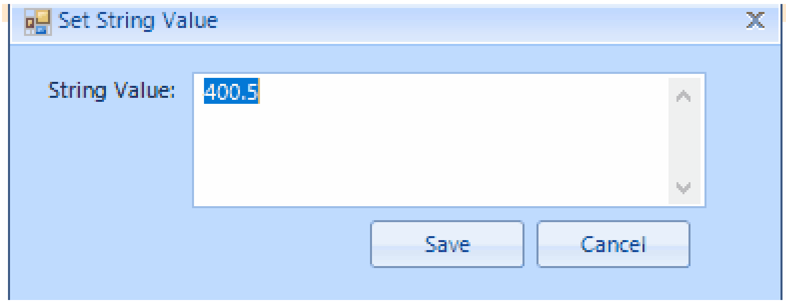
Open Link - The Open Link button will attempted to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for Research Notes. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer



View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

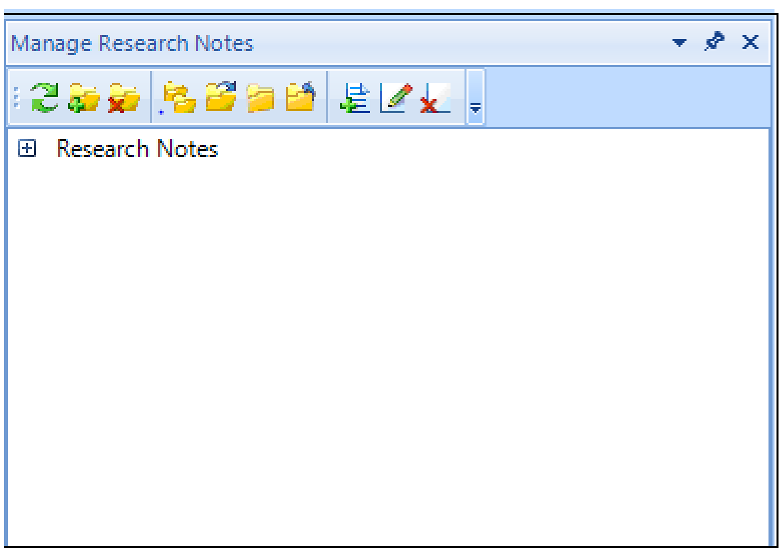
4.2.2. MANAGE RESEARCH NOTES

The Manage Research Notes form allows you to manage research notes you have already added into the My Research Tracker application.

This includes the ability to edit and delete items you have created as well as adding new Research Notes directly from this screen. The Research Notes screen is a dockable form, which means you may dock it to various locations around the screen. When the Research Notes screen is first opened it will dock to the default position on the screen as defined by the My Research Tracker settings.

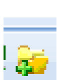
However you may use the System Options screen accessible from the Set Up tab to define where you wish the Research Notes form to be docked. You may even define the screen to be undocked when opened, in which case it will act as a document style screen within the application.

The image below shows the Manage Research Notes screen when it is first opened. Note that items contained within the Research Notes tree may be dragged and dropped within the tree to allow for repositioning on either the same level or on different levels within the tree structure.



The available buttons across the top of the form are:

 - **Refresh Button** - The Refresh button refreshes all items in the tree.When you add or edit an item you use the Refresh button to refresh the Research Notes tree with the updated items.

 - **Add Folder Button** - The Add Folder button allows you to add additional folders to the Research Notes tree, thus allowing you to group Research Notes into folders.

When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the Research Notes tree.

 - **<u>Delete Folder Button</u>** - The Delete Folder button allows you to delete folders from within the Research Notes tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the Research Notes that were in that folder.

 - **<u>Expand All Button</u>** - The Expand All button expands all the folders in the Research Notes tree in a single action.

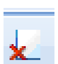
 - **<u>Expand Current Button</u>** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

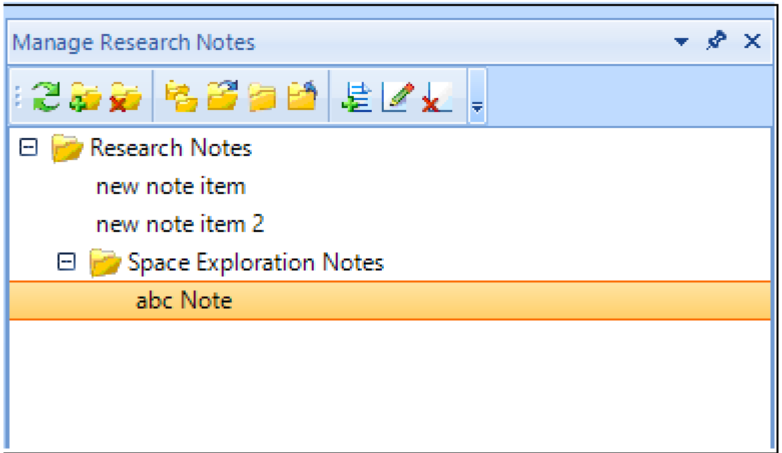
 - **<u>Collapse All Button</u>** - The Collapse All button collapses all the folders in a single action leaving only the Research Notes folder showing at the top of the form.

 - **<u>Collapse Current Button</u>** - The Collapse Current button collapses only the currently selected folder.

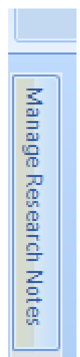
 - **<u>New Item Button</u>** - The New Item button, when pressed, opens the Add New Research Notes form

 - **<u>Edit Item Button</u>** - The Edit Item button opens the selected Research Note for editing,

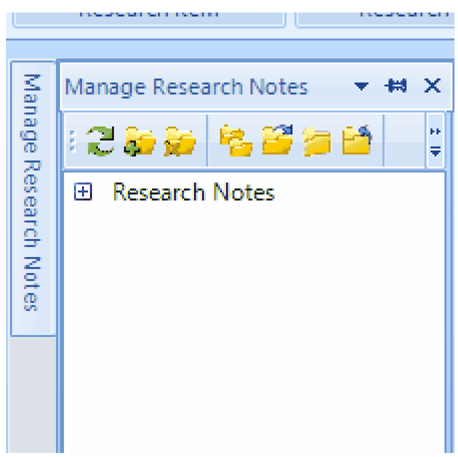
 - **<u>Delete Item Button</u>** - The Delete Item button deletes the currently selected Research Note. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Note cannot be retrieved.



Note the pin icon in the top right corner of the Research Notes screen. When pressed this button allows the Research Notes form to be hidden at the side of the screen, as show below.



By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.



4.3. MEETINGS

The Research Meetings section within My Research Tracker allows you to enter and manage all your Research Meetings information.

The Research Meetings screen allows you to place your Research Meetings information into different categories, as defined by you through the Research Notes Categories form in the Setup Tab. and provides you with the ability to add user define fields to the Research Meetings form through the Manage Form Fields screen, as available in the Setup Tab.

4.3.1. ADD MEETINGS

The Add Research Meetings screen allows you to add new Research Meetings to the My Research Tracker application. The Add Meeting screen is show below and consists of the follow tabs, each of which is described in more detail within this section.

- Research Meeting Details
- Attendees
- Agenda
- Notes
- Outcomes / Action Items
- Links
- User Defined Fields

The Research Note screen has three main buttons along the bottom.

Print Button - The Print button allows you to print a copy of the data in the form.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the form. If any of the mandatory fields have not been provided then an appropriate error message is displayed.z

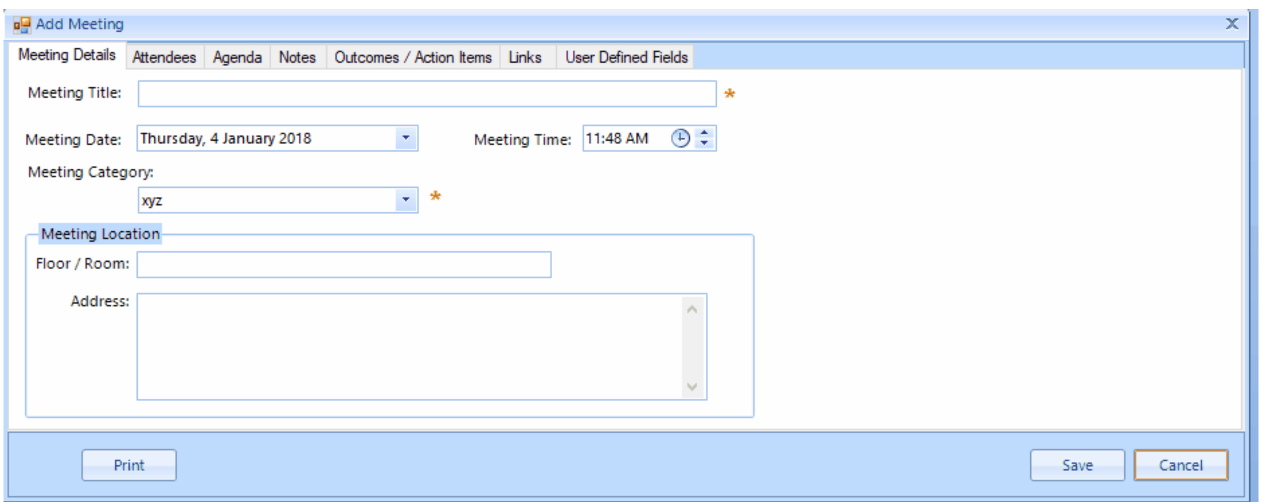
Cancel Button - The Cancel button discards aklk information in the form and closes it.

Meeting Details Tab

The Meeting Details Tab allows you to:

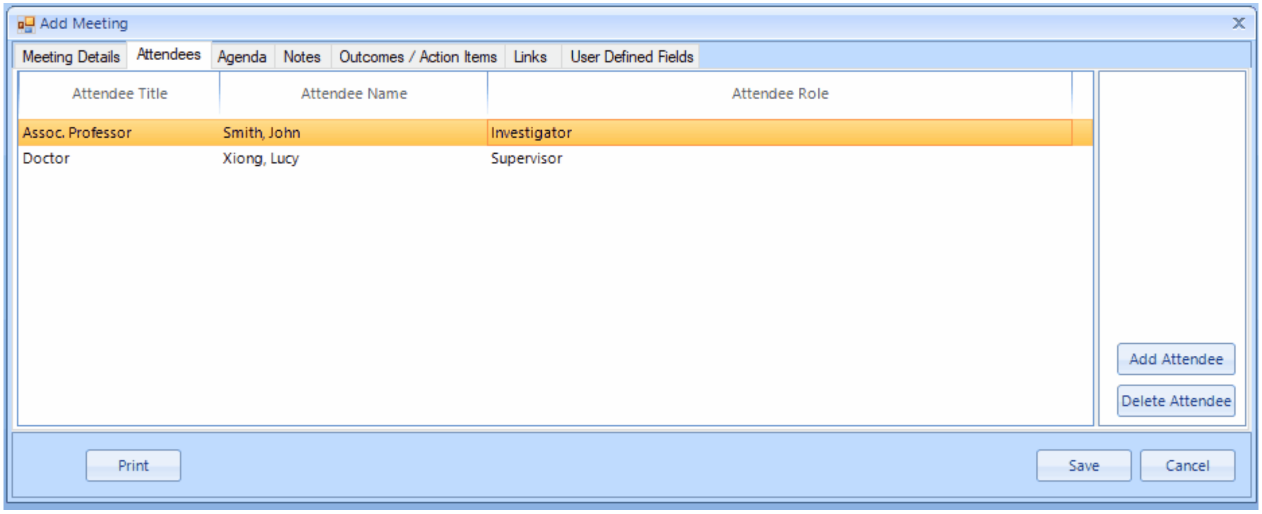
- Enter the Meeting Title
- Select the Meeting Date and Time
- Select the Meeting Category
- Enter the Meeting location which consists of:
    - Floor ./ Room
    - Address

Items marked with an orange asterisks are mandatory fields and must be completed before the Research Note can be saved.



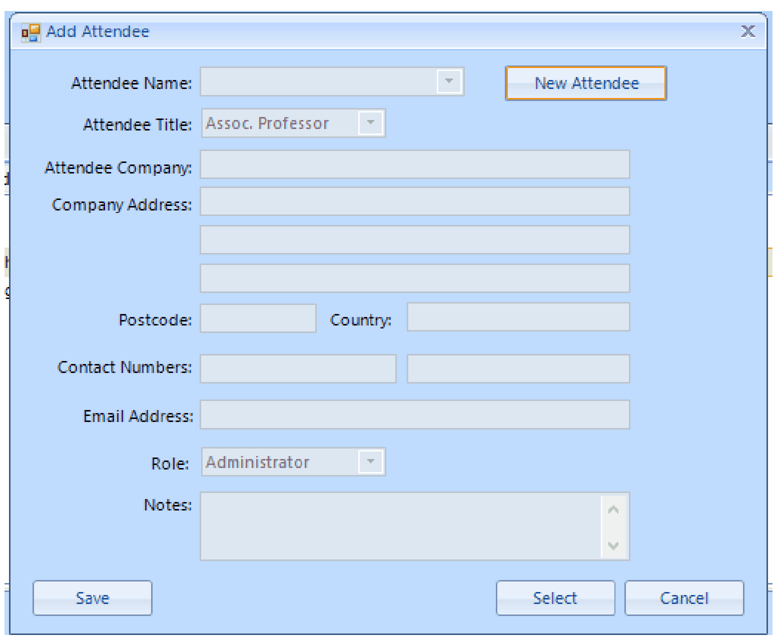
Attendees Tab

The Attendees Tab allows you to add and manage the Attendees who will be coming to your meeting.

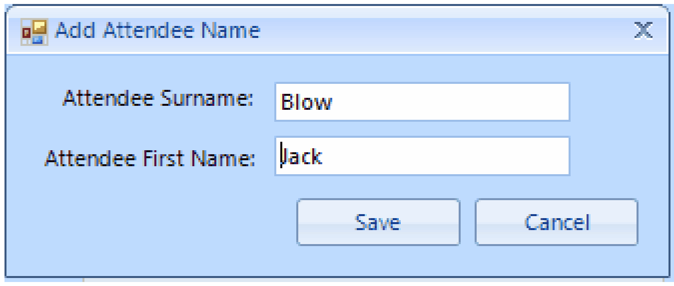


Delete Attendee Button - When the Delete Attendee button is pressed the selected attendee is removed from the Attendees list. You are first prompted as to whether or not you wish to delete this Attendee.

Add Attendee Button - When the Add Attendee button is pressed the Add Attendee screen is displayed. Initially all the fields in this screen are disabled with only the New Attendee button active, as shown below.



New Attendee Button - When the New Attendee button is pressed the new attendee name screen is displayed, as shown below,.

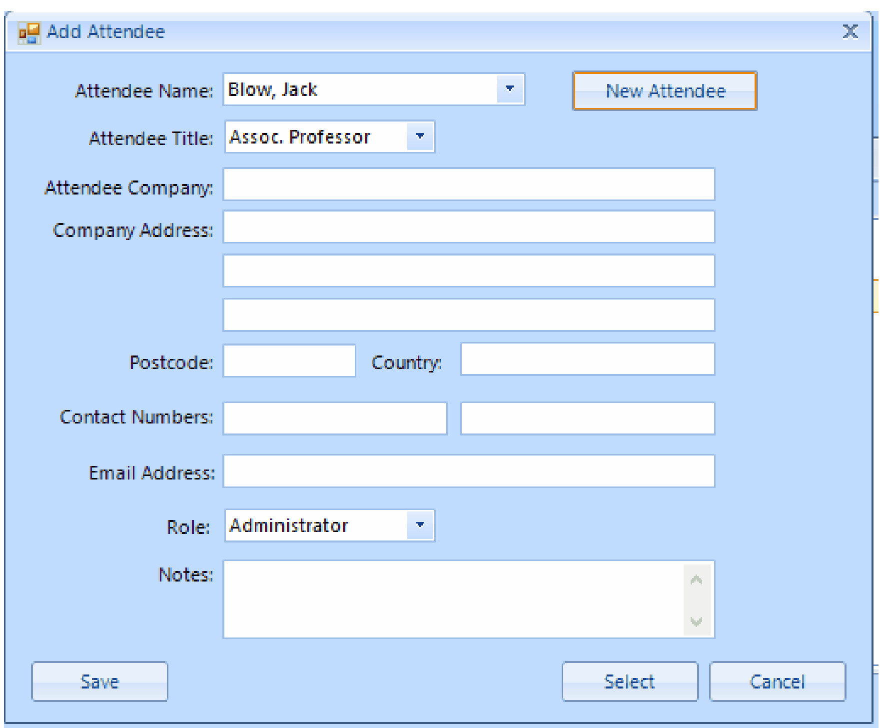


After entering the Attendee Surname and First Name, pressing the Save button will save the attendees name details back to the Add Attendee screen and then enable the remaining fields on this screen. You can now add additional information for this attendee. There are three main buttons on this screen, as explained below:

Save Button - The Save button saves the attendee data but does not place then into the attendee tab and does not close the form.

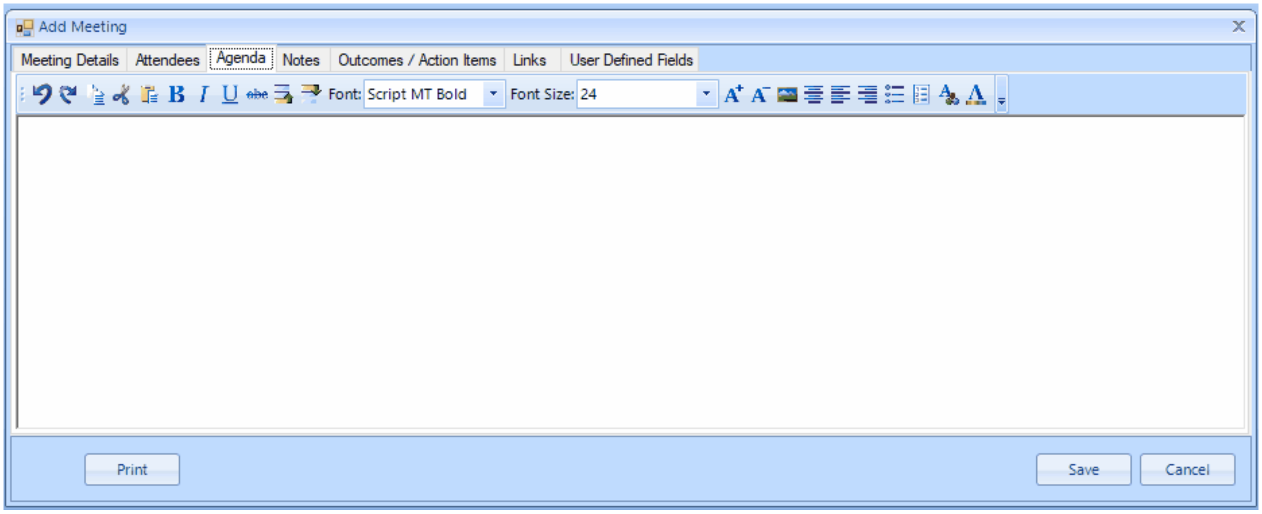
Select Button - The Select button selects this attendee and places them into the Attendees tab and closes the form.

Cancel Button - The Cancel button closes the screen without saving the data or selecting the attendee.



Agenda Tab

The Agenda tab allows you to create an agenda for your meeting. The Agenda tab contains a rich text box which allows you to enter both formatted text along with image items.



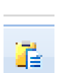
Across the top of the Agenda Tab is a toolbar containing a set of functionality which you may use when creating your agenda. These items are:

 - **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

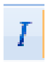
 - **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 - **Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

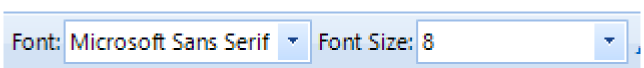
 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



 - **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to centre text within the text box

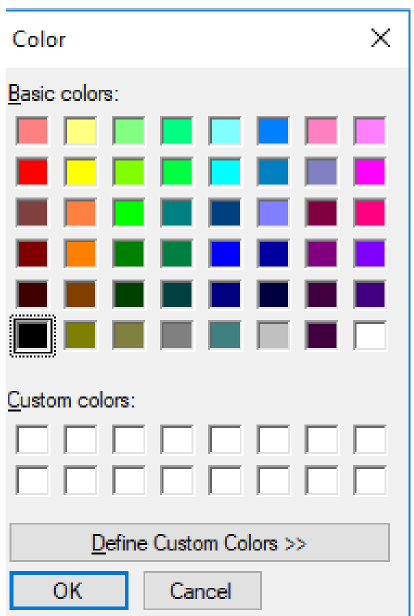
 - **<u>Left Align Text Button</u>** - The Left Align Text button allows you to left align text within the text box

 - **<u>Right Align Text Button</u>** - The Right Align Text button allows you to right align text within the text box

 - **<u>Bullet List Button</u>** - The Bullet List button converts highlighted text into a bullet text list.

 - **<u>Numbered List Button</u>** - The Numbered :List button converts highlighted text into a numbered text list.

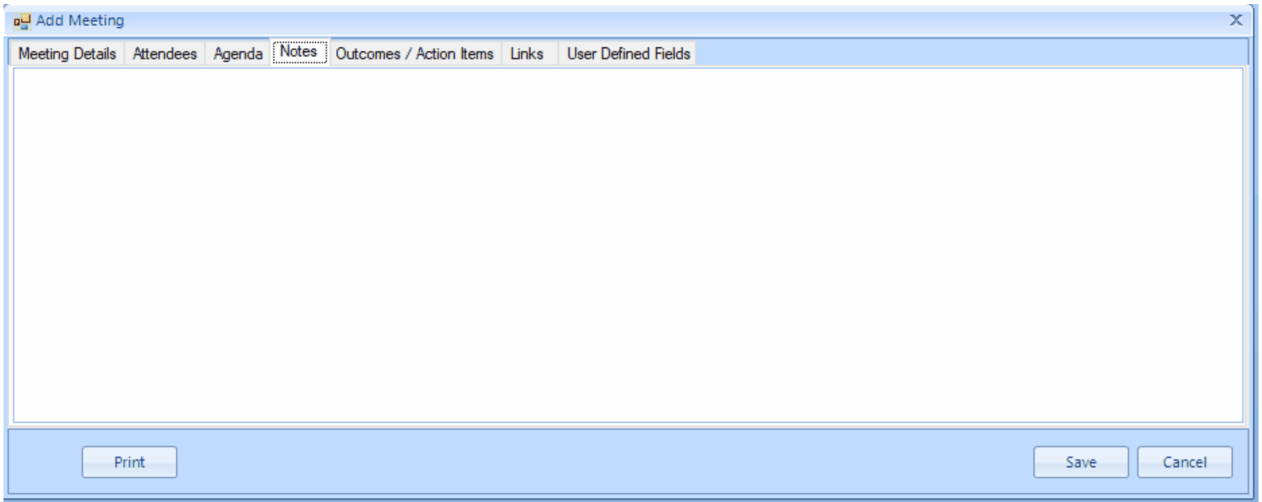
 - **<u>Font Colour Button</u>** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



 - **<u>Font Background Colour Button</u>** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

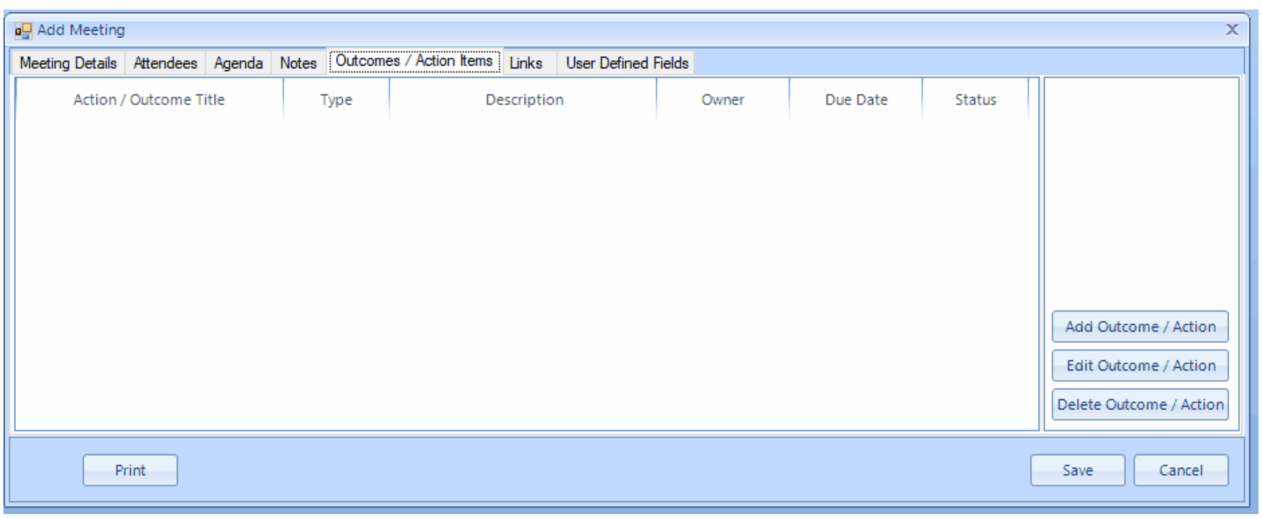
Notes Tab

The Notes tab allows you to write any notes you wish to create and keep about this Meeting. The Notes tab is a plain text box into which you can add only textural information. You may not add any images into this tab.



Outcomes / Action Items Tab

The Outcomes / Action Items tab allows you to enter any action items or outcomes which might arise from the meeting.

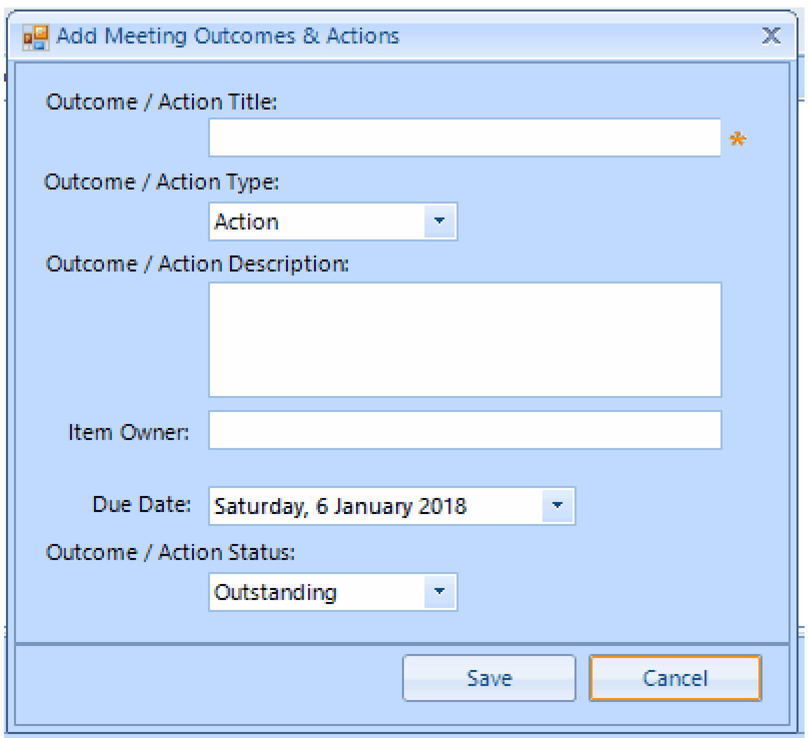


There are three main buttons on the Outcomes / Action Items tab, these being:

Add Outcome / Action Button - The Add Outcome / Action Button allows new items to be added to the Outcomes / Actions List. When this button is pressed the Add Meeting Outcomes & Actions screen is displayed. This screen allows you to enter the following information for the Action / Outcome Item:

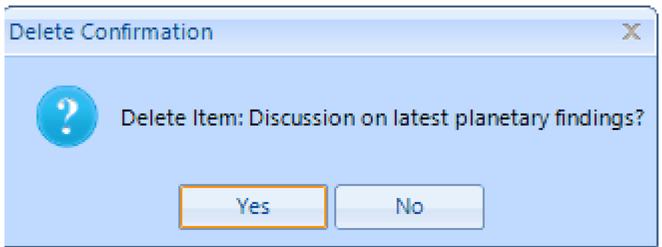
- Title
- Type
- Description
- Item Owner
- Due Date
- Status

You may use the Outcome / Action Type drop down box to choose whether this item is an Action or an Outcome. After entering the required information press the Save button and the new Outcome / Action item will appear in the Outcomes / Action Items List.



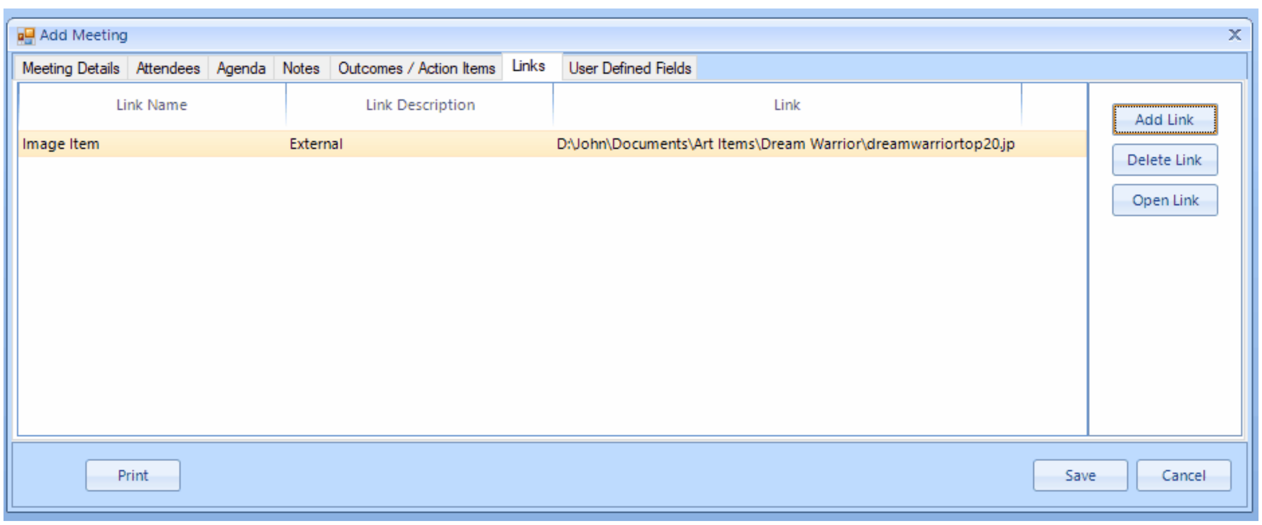
Edit Outcome / Action Button - The Edit Outcome / Action Button allows you to edit a selected Outcome / Action Item. The edit screen is in the same format as the Add screen shown above and when displayed will contain the selected item. Note that while editing you cannot change the Outcome / Action Title.

<u>Delete Outcome / Action Button</u> - The Delete Outcome / Action Button allows you to delete a selected Outcome / Action Item. When the Delete button is selected you will be prompted as to whether you wish to delete the item or not. Pressing the "Yes" button will delete the selected item, while pressing the "No" button will retain the item.

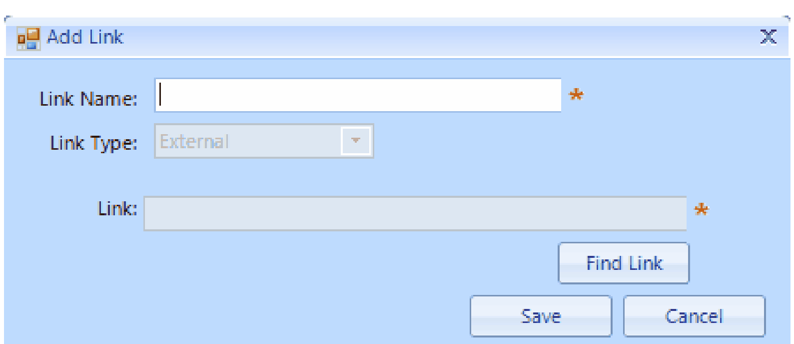


<u>Links Tab</u>

The Links tab allows you to add external links to a Meeting Item. These links may be to any type of item including images, documents or files.



<u>Add Button</u> - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

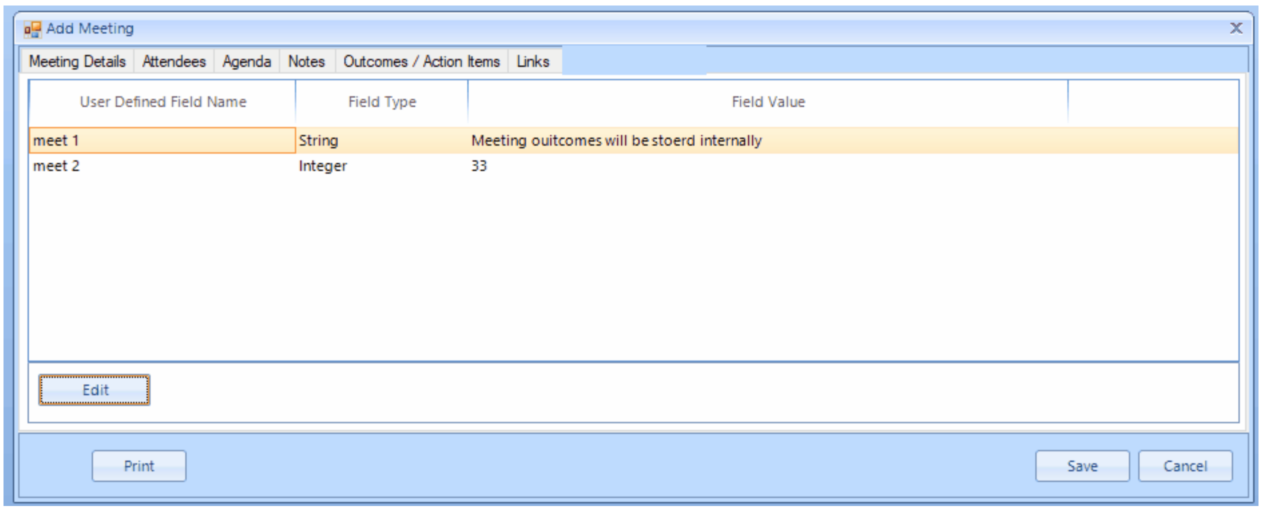


Delete Button - The Delete Link button allows you to delete a selected link.

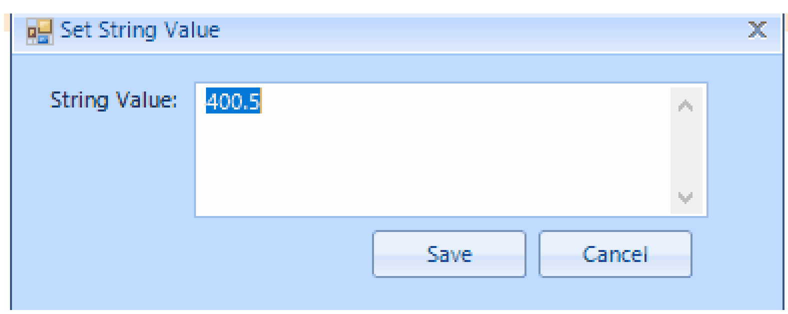
Open Link - The Open Link button will attempt to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for the current Meeting. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer.



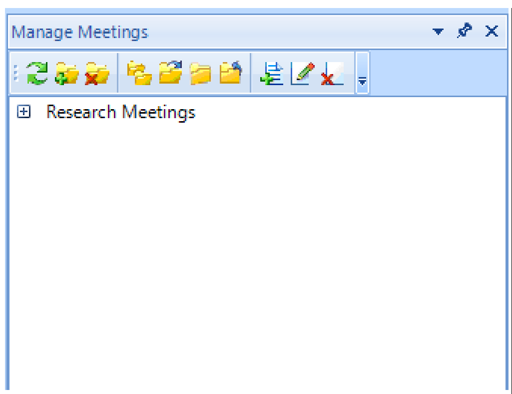
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

4.3.2. MANAGE MEETINGS

The Manage Research Meetings screen allows you to Manage Research Meetings you have already entered into the My Research Tracker application.

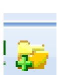
This includes the ability to edit and delete meetings as well as adding new meetings directly from this screen. The My Research Tracker Research Meetings screen is a dockable screen which means you can dock it to various locations around the screen. When the Research Meetings form is first opened, it will dock to the default location on the screen as defined by the default dock setting My Research Tracker has for this screen. However, you can use the Form Options screen, accessible from the Set Up tab, to define where you wish this screen to be docked in the future. You may even define the form to be undocked when opened, in which case it will act as a document style screen within the application.

The image below shows the Manage Research Meetings screen when first opened. You may drag and drop meeting items between various folders within the Meeting Tree.



The available buttons across the top of this form are:

 - **Refresh Button** - The Refresh button refreshes all items in the tree.When you add or edit an item you can use the Refresh button to refresh the Research Meetings tree with the updated items.

 - **Add Folder Button** - The Add Folder button allows you to add additional folders to the Research Meeting tree, thus allowing you to group Research Meetings into folders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the Research Meetings tree.

 - **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the Research Meetings tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the Research Meetings that were in that folder.

 - **<u>Expand All Button</u>** - The Expand All button expands all the folders in the Research Meeting tree in a single action.

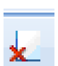
 - **<u>Expand Current Button</u>** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

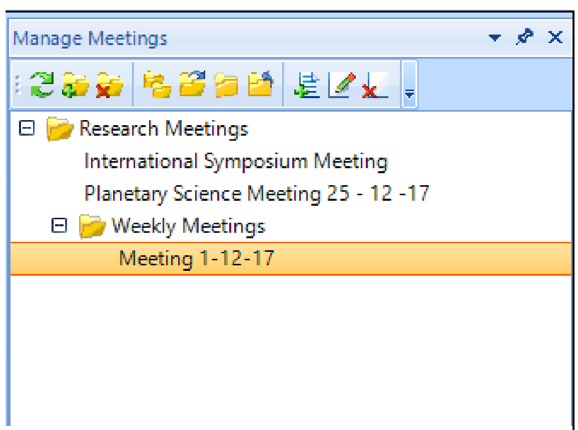
 - **<u>Collapse All Button</u>** - The Collapse All button collapses all the folders in a single action leaving only the Research Meetings folder showing at the top of the form.

 - **<u>Collapse Current Button</u>** - The Collapse Current button collapses only the currently selected folder.

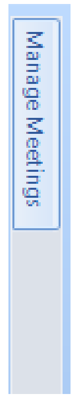
 - **<u>New Item Button</u>** - The New Item button, when pressed, opens the Add New Research Meeting form

 - **<u>Edit Item Button</u>** - The Edit Item button opens the selected Research Meeting for editing,

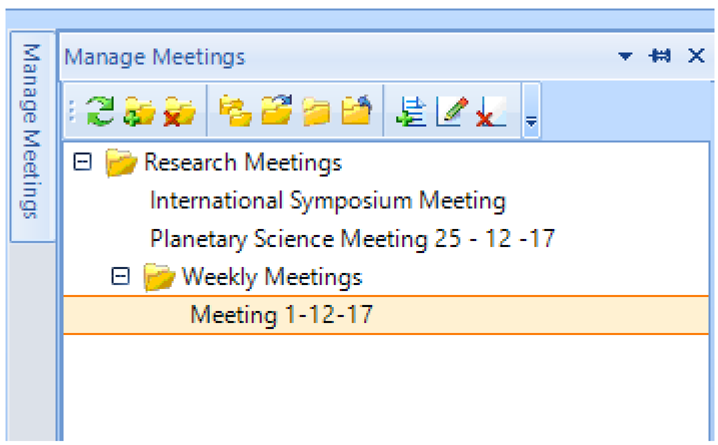
 - **<u>Delete Item Button</u>** - The Delete Item button deletes the currently selected Research Meeting. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Note cannot be retrieved.



Note the pin icon in the top right corner of the Research Meetings screen. When pressed this button allows the Research Meetings form to be hidden at the side of the screen, as show below.



By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.



4.4. TASKS

The Research Tasks area allows you to enter and store all your Research Tasks.

Research Task information may be placed into different categories as defined by you. These categories may be configured through the Research Tasks Categories screen in the Setup Tab. You may also add additional user define fields to the Research Meetings screen through the Manage Form Fields screen via the Setup Tab.

4.4.1. ADD TASK

The Add Research Task screen allows you to add new Research Tasks to the My Collections research project.

The Add Task screen is show below and consists of the follow four tabs, each of which is described in more detail below.:

- Task Summary
- Task Details
- Links
- User Defined Fields

The Research Task screen also has three main buttons along the bottom for the screen.

Print Button - The Print button allows you to print a copy of the data in the form.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the screen. If any of the mandatory fields have not been provided then an appropriate error message is displayed.

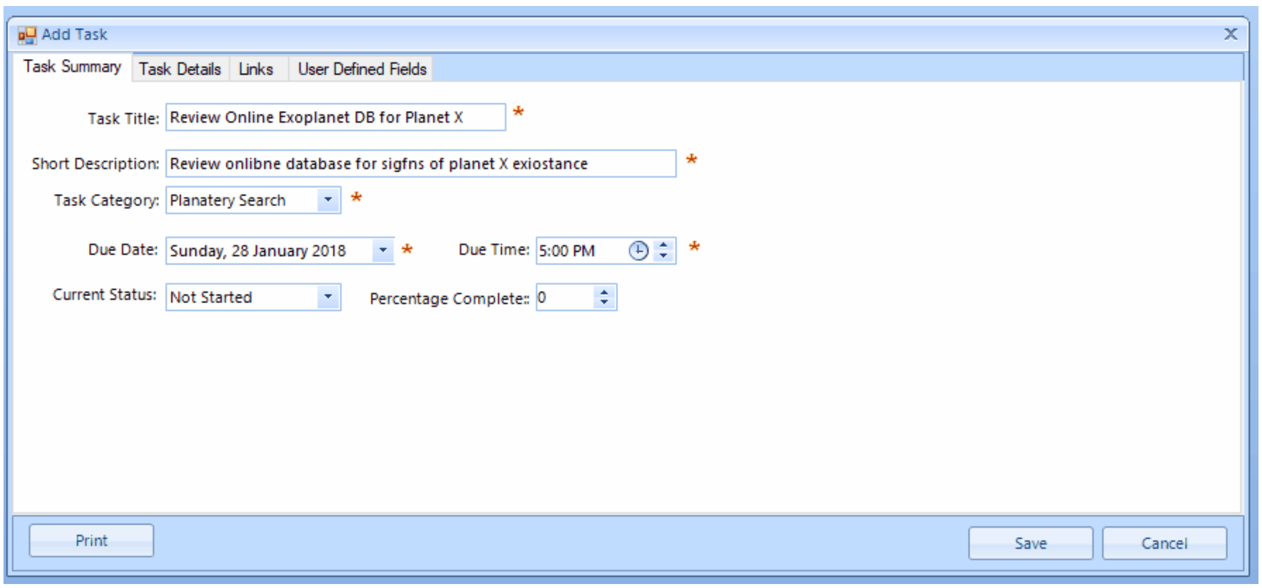
Cancel Button - The Cancel button discards all information in the screen and closes it.

Task Summary Tab

The Task Summary Tab allows you to enter the following information:

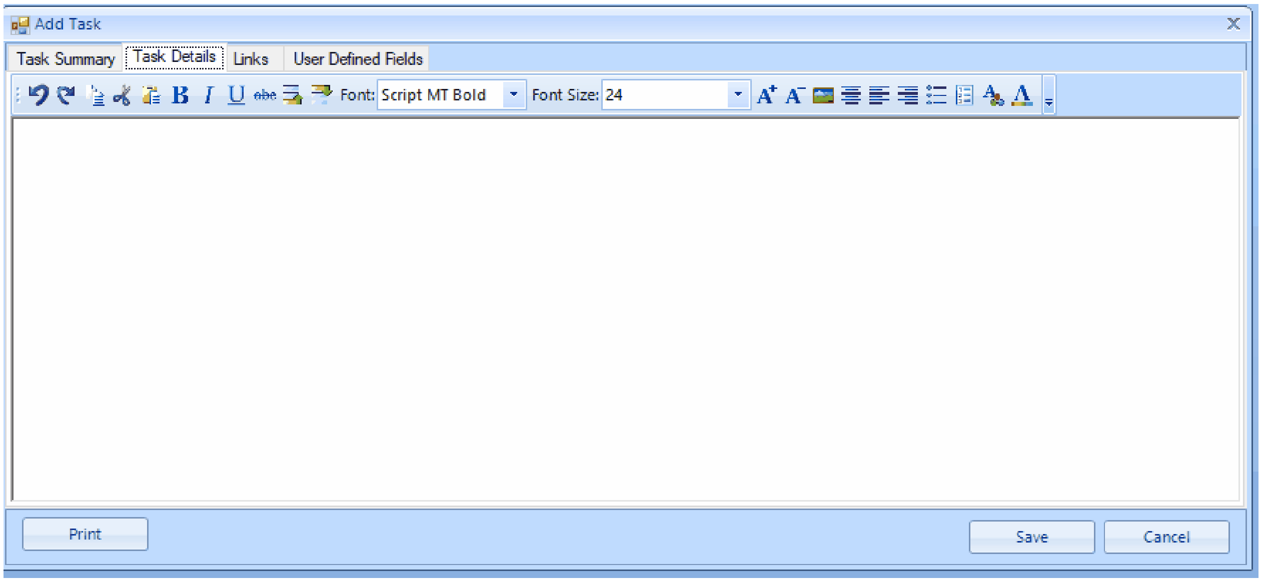
- Task Title
- Short Description
- Task Category
- Due Date and Time
- Current Completion Status
- Percentage Complete

Items marked with an orange asterisks are mandatory fields and must be completed before the Research Task can be saved.



Task Details Tab

The Research Tasks Details tab allow you to enter more detailed task information. It provides a rich text box into which you can enter both text and images. The toolbar situated across the top of this tab proves you with a wide range of functionality with which to enter and format your text and images.



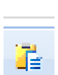
The available toolbar items are:

 **- Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

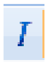
 **- Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 **- Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 **= Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 **- Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.


- **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

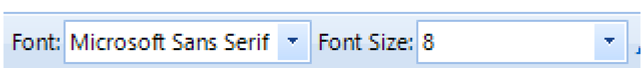

- **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.


- **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.


- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.


- **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.


- **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.


- **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.


- **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.


- **Centre Text Button** - The Centre Text button allows you to centre text within the text box

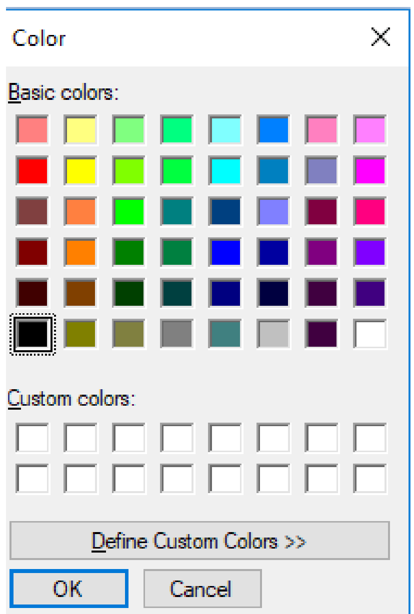

- **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.

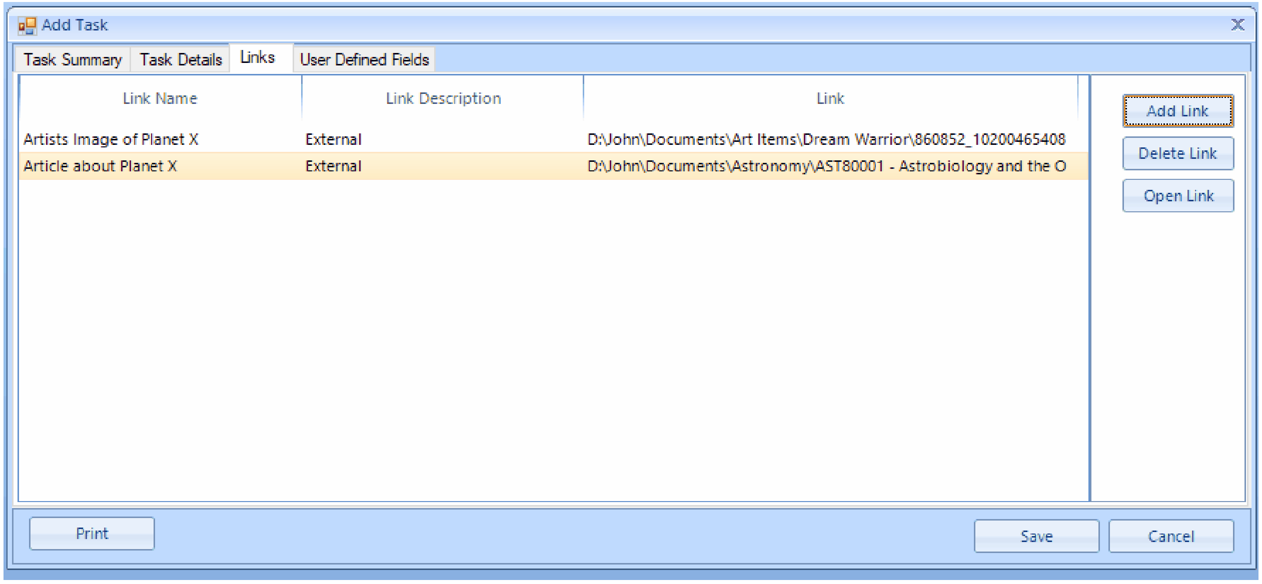
 - **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



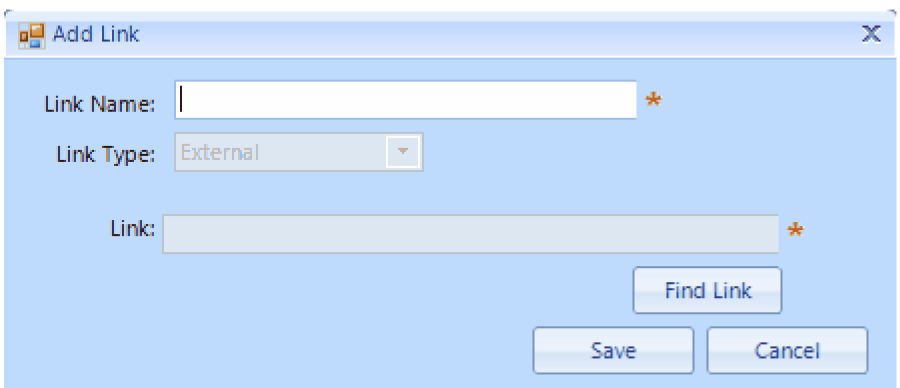
 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The links tab allows you to add external links to this Task Item. These links may be to any type of item including images, documents or files.



Add Button - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

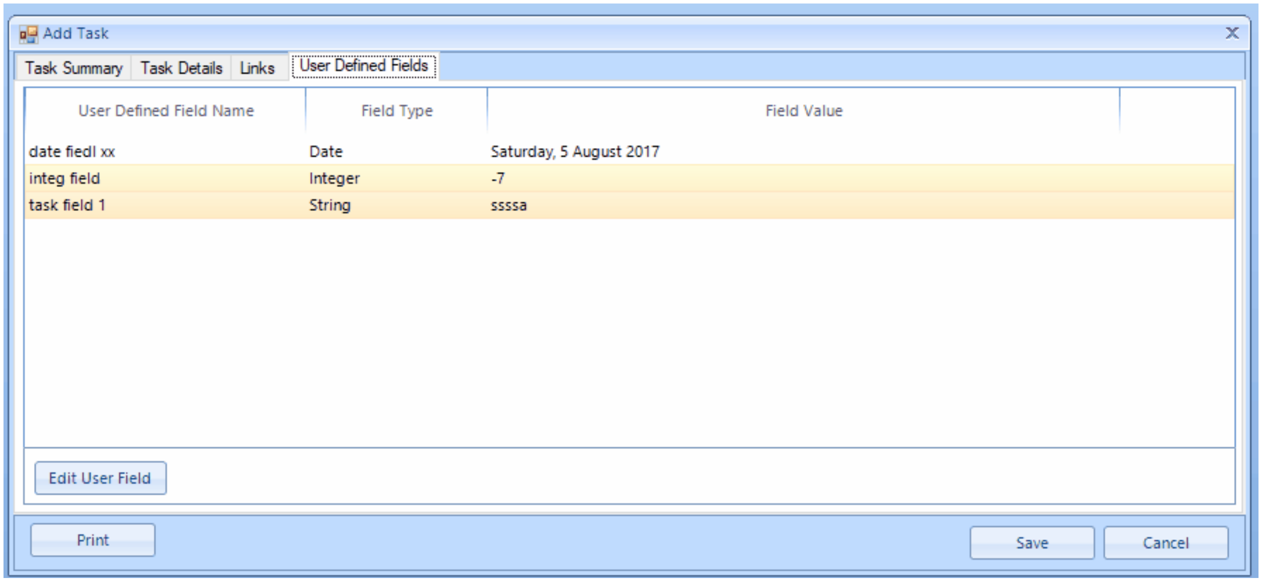


Delete Button - The Delete Link button allows you to delete a selected link

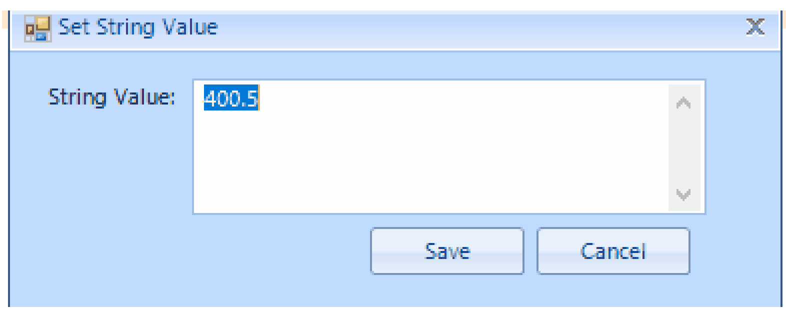
Open Link - The Open Link button will attempt to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for Research Notes. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer.



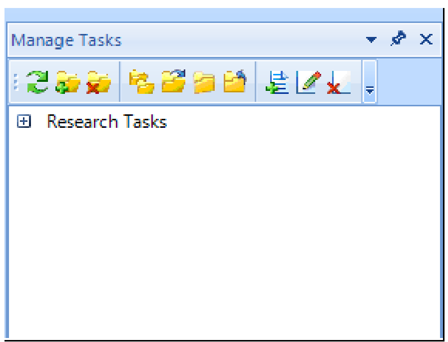
View User Field Button - The View User Field button allows you to see the field in read only mode so you will not be able to edit it.

4.4.2. MANAGE TASKS

The Manage Research Tasks screen allows you to manage existing Research Tasks within the current project. This not only includes the ability to edit and delete existing Task Items but also allows you to add new Tasks directly from this Screen.

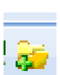
The Research Tasks screen is a dockable screen which means you can dock it to various locations around the screen. When the Research Tasks screen is first opened it will dock to the default side of the screen as defined by the My Research Tracker application settings. However, you can use the Form Options screen, available from the Set Up tab to define where you wish this form will be docked in the future. You may even define the form to be undocked when opened, in which case it will act as a document style form within the application. The image below shows the Manage Research Tasks form when first opened and with the Research Meetings folder structure closed.

Note that items contained within the tree may be dragged and dropped to repositioning them on either the same level; or dropped into folders on different levels.



The available buttons across the top of this form are:

 - **Refresh Button** - The Refresh button refreshes all items in the tree. When you add or edit an item you can use the Refresh button to refresh the Research Tasks tree with the updated items.

 - **Add Folder Button** - The Add Folder button allows you to add additional folders to the Research Tasks tree, thus allowing you to group Research Tasks into folders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the Research Tasks tree.

 - **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the Research Tasks Tasks tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the Research Tasks that were in that folder.

 - **Expand All Button** - The Expand All button expands all the folders in the Research Tasks tree in a single action.

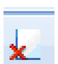
 - **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

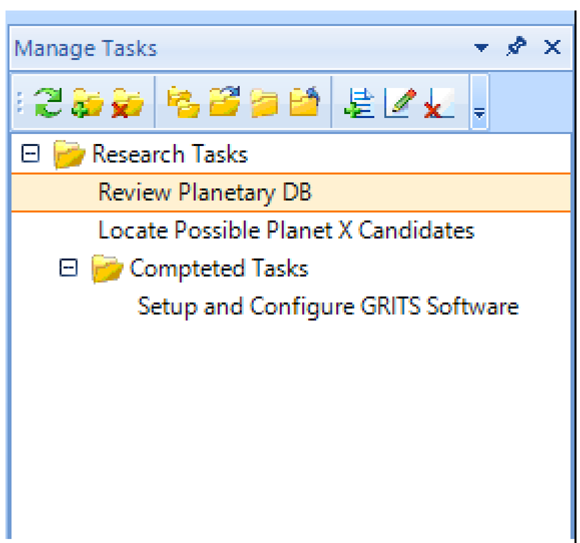
 - **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the Research Tasks folder showing at the top of the form.

 - **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

 - **New Item Button** - The New Item button, when pressed, opens the Add New Research Tasks form

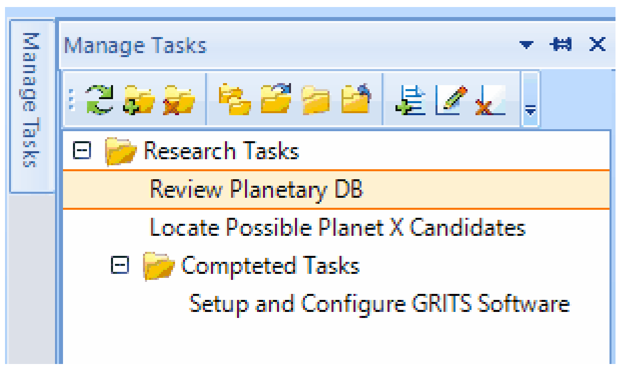
 - **Edit Item Button** - The Edit Item button opens the selected Research Task for editing,

 - **Delete Item Button** - The Delete Item button deletes the currently selected Research Task. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Task cannot be retrieved.



Note the pin icon in the top right corner of the Research Tasks screen. When pressed this button allows the Research Tasks form to be hidden at the side of the screen, as show below.

By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.



4.5. PUBLICATIONS

The Research Publications section of My Research Tracker allows you to enter and manage all your Research Tasks. Using the Add Research Publications screen you can enter all your Research Publications information into My Research Tracker and even categories this information into different categories.

Research Publication Categories may be added and managed using the Research Publications Categories screen accessible via the Setup Tab. Additional functionality within the My Research Tracker application also provides you with the ability to add user define fields to the Research Publication item. This may be done via the Manage Form Fields screen available through though the My Research Tracker Setup tab.

4.5.1. ADD PUBLICATION

The Add Research Publication screen allows you to add new Research Publication information into the My Research Tracking system. The Add Publication screen is shown below and consists of the follow tabs, each of which is described in this section:

,

- Publication Item Summary
- Publication Item Details
- Links
- User Defined Fields

The Research Publication screen has three main buttons along the bottom of the screen.

Print Button - The Print button allows you to print a copy of the data in the form.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the form. If any of the mandatory fields have not been provided then an appropriate error message is displayed.

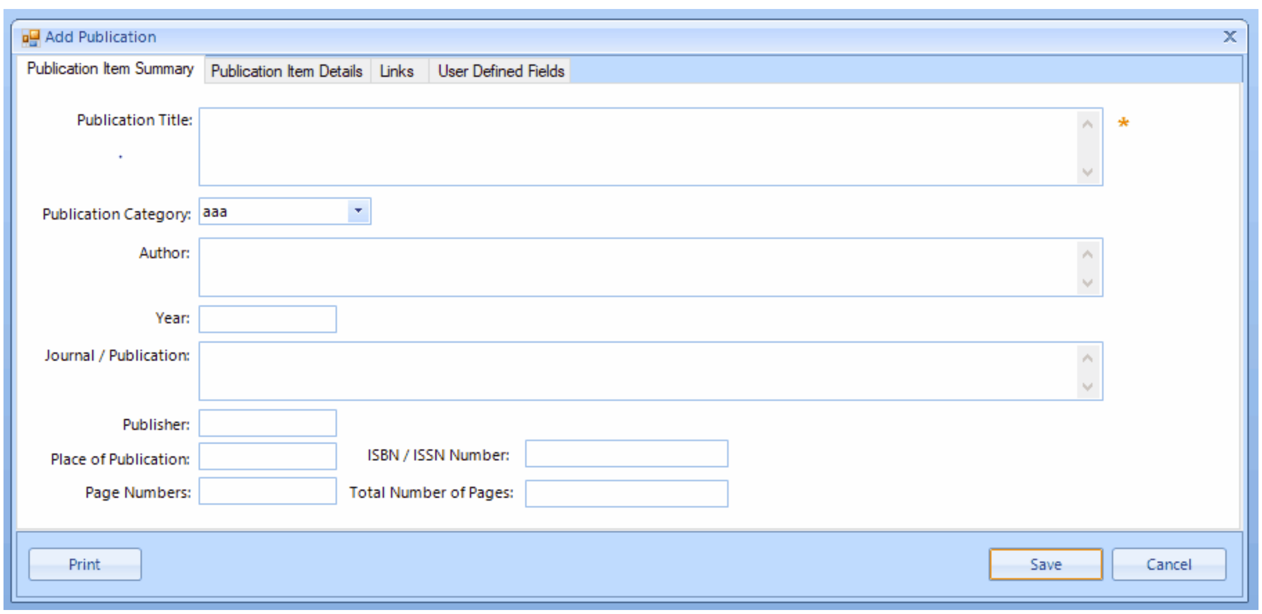
Cancel Button - The Cancel button discards all information in the form and closes it.

Publication Item Summary Tab

The Publication Item Summary tab allows you to enter the following information:

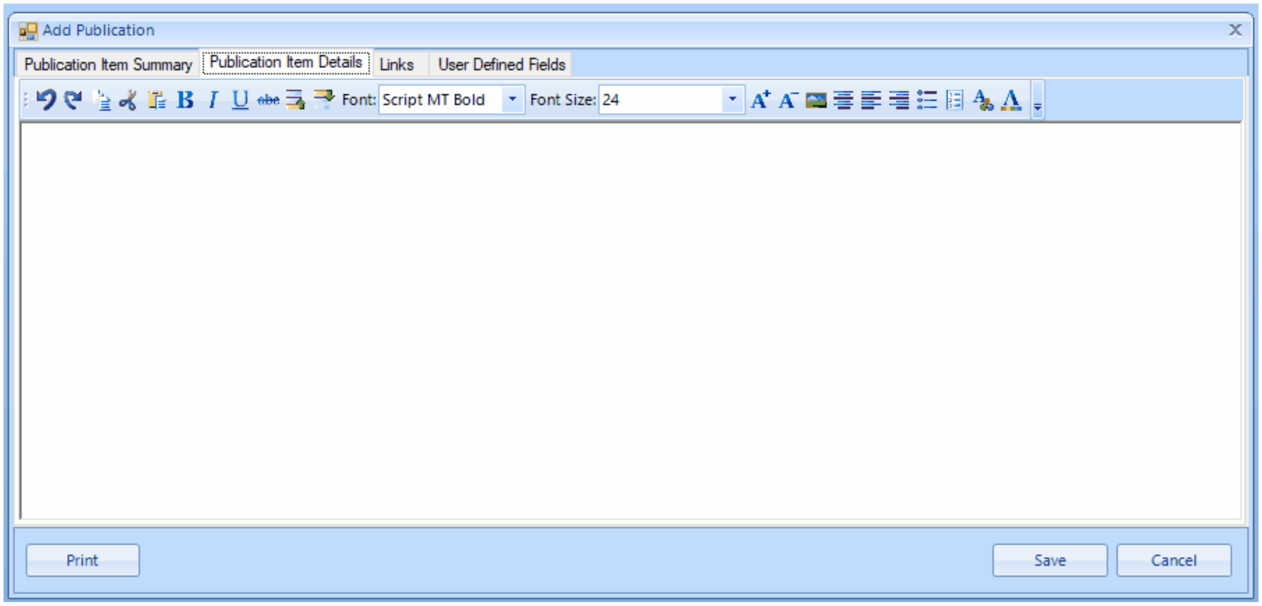
- Publication Title
- Publication Category
- Publication Author and Year
- Journal or Publication it appeared in
- Publisher, Place of Publication, Page Numbers and total number or Pages
- ISBN or ISSN Number of the Publication or Journal

Items marked with an orange asterisks are mandatory fields and must be completed before the Research Publication Item can be saved.



Publication Item Details Tab

The Research Publication Item Details tab allow you to enter more detailed information relating to the publication item. It provides a rich text box into which you can enter both text and images. The toolbar situated across the top of this tab proves you with a wide range of functionality with which to enter and format your text and images.



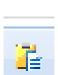
The available toolbar items are:

 **- Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

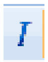
 **- Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 **- Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 **= Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 **- Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

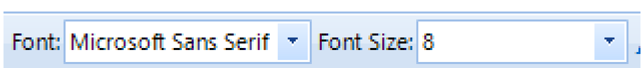
 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button which allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button which allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button which allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button which allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to centre text within the text box

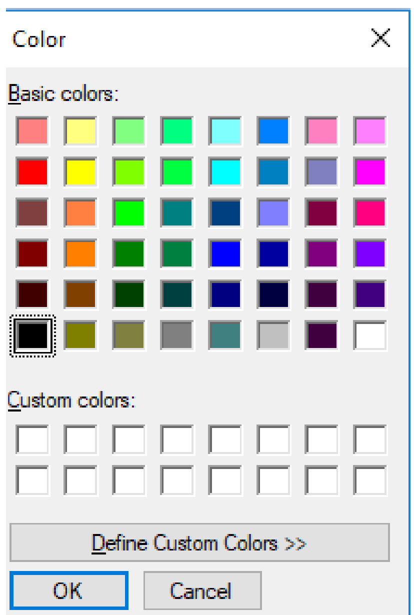
 - **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.

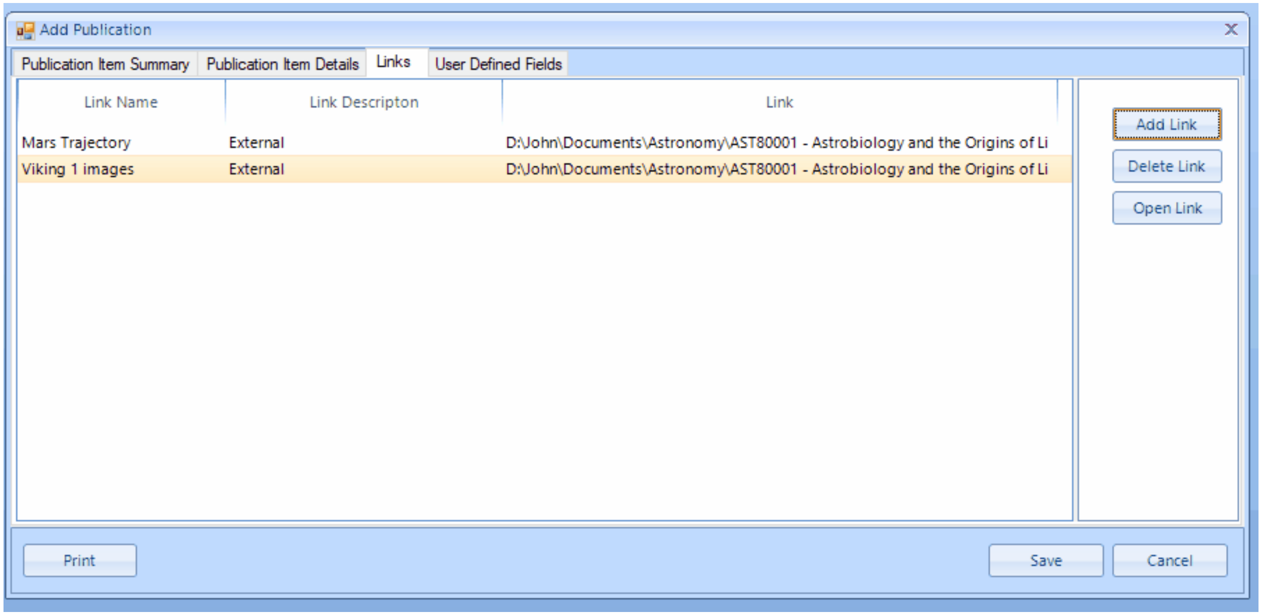
 - **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



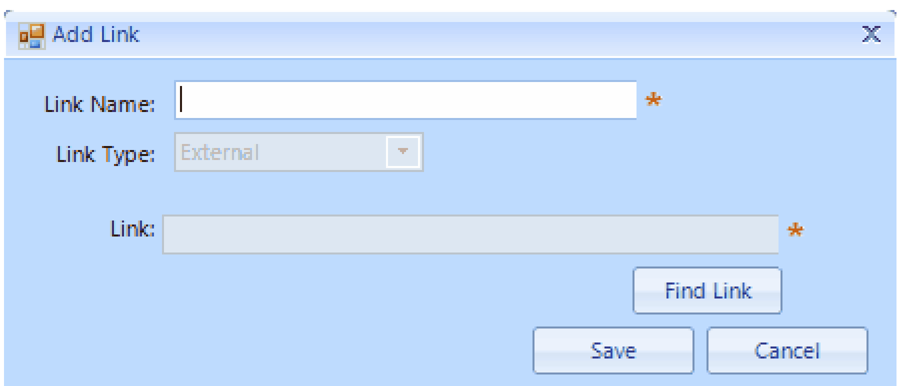
 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The Links tab allows you to add external links to Publication Item. These links may be to any type of item, including images, documents or files.



Add Button - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

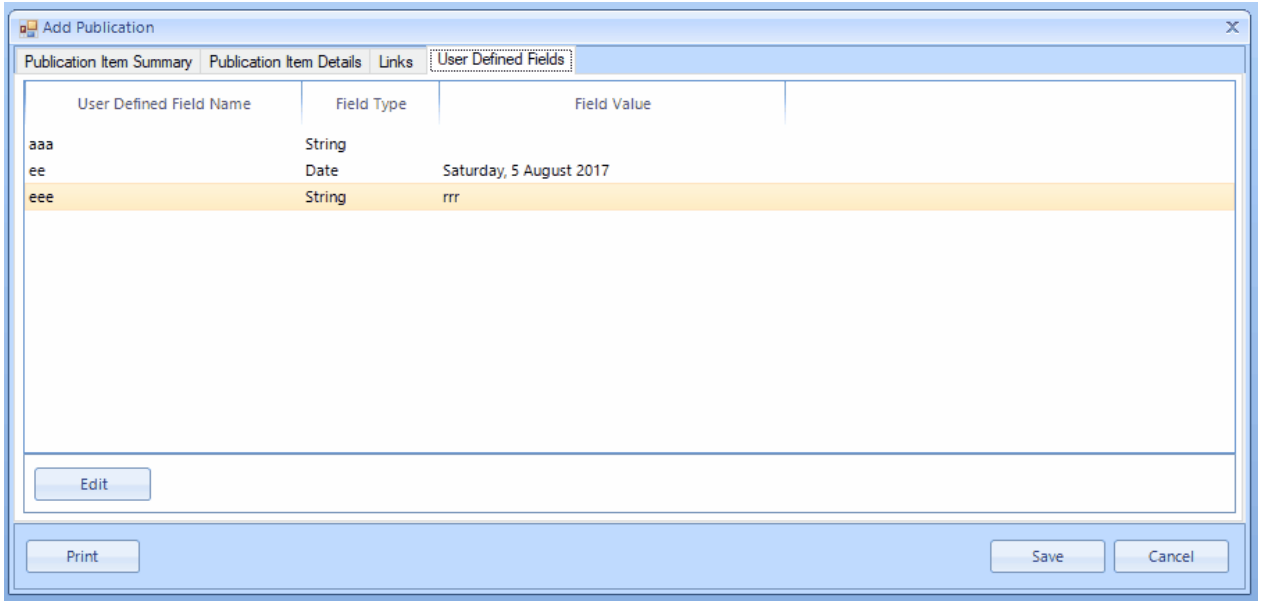


Delete Button - The Delete Link button allows you to delete a selected link

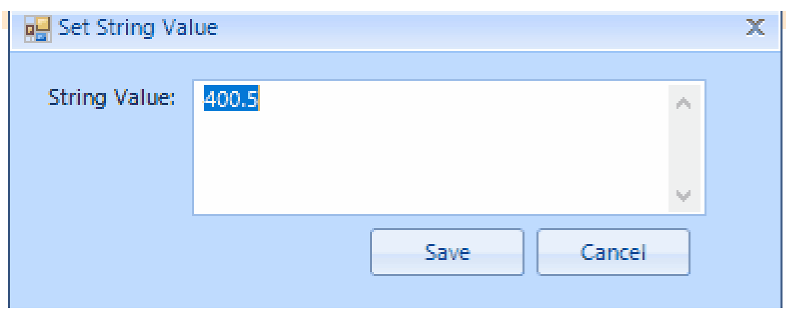
Open Link - The Open Link button will attempt to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for Research Publication. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer.



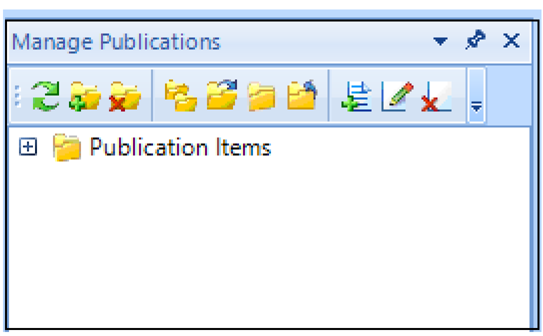
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

4.5.2. MANAGE PUBLICATIONS

The Manage Publications screen allows you to manage existing Research Publications which have already been entered into the My Research Tracker application. This allows for the editing and deletion of existing items as well as the ability to add new items directly from this screen.

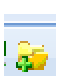
The Manage Research Publications screen is a dockable screen which means you may dock it to various locations around the screen. When the Research Publications form is first opened it docks to the default docking location as specified by the My Research Tracker application. However, you can use the Form Options screen found within the Setup tab of the application to define where you wish this screen to be docked in the future. You may even define the form to be undocked when opened, in which case it will act as a document style screen within the application.

The image below shows the Manage Publications screen when first opened. Note that items contained within the Research Publications tree may be dragged and dropped within the tree to allow for their repositioning on either the same level or different levels with the Publications Tree.



The available buttons across the top of this form are:

 - **Refresh Button** - The Refresh button refreshes all items in the tree. When you add or edit an item you can use the Refresh button to refresh the Publication Items tree with the updated items.

 - **Add Folder Button** - The Add Folder button allows you to add additional folders to the Publication Item tree, thus allowing you to group Publication Items into folders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the Publication Items tree.

 - **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the Publication Items tree. When you press the Delete Folder button you will be

prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the Research Tasks that were in that folder.

 - **Expand All Button** - The Expand All button expands all the folders in the Publication Items tree in a single action.

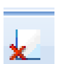
 - **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

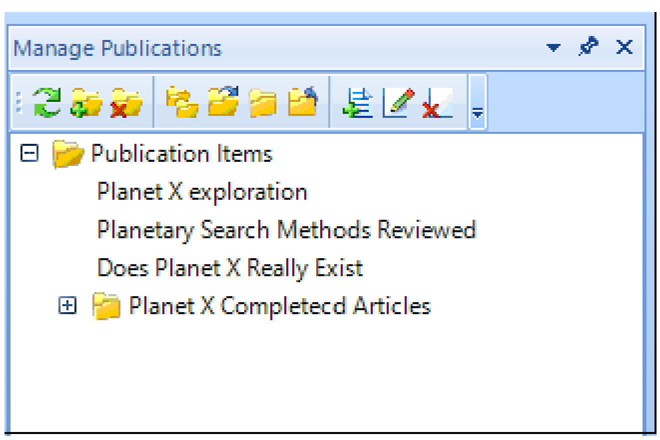
 - **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the Publication Items folder showing at the top of the form.

 - **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

 - **New Item Button** - The New Item button, when pressed, opens the Add New Publication form

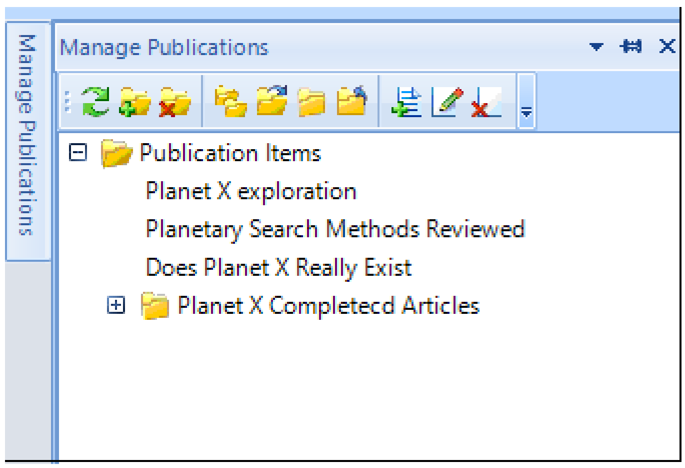
 - **Edit Item Button** - The Edit Item button opens the selected Publication Item for editing,

 - **Delete Item Button** - The Delete Item button deletes the currently selected Publication Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Publication Item cannot be retrieved.



Note the pin icon in the top right corner of the Manage Publications form. When pressed this button allows the Manage Publications form to be hidden at the side of the screen, as show below.

By hovering the mouse over this tab, the window will slide out. Repress the pin icon to make it stay open.



4.6. SUBJECTS

The Research Subjects section within the My Research Tracker application allows for the entry and management of any subjects which you may undertake during your research project.

Additional functionality available within this screen includes the ability to use user define fields within the Subject Items to allow for the inclusion of additional information in these items beyond that which is provided as standard within the My Research Tracker application. The User Defined Fields for this and other screen within My Research Tracker may be managed via the Manage Form Fields screen which can be found in the Setup tab of the application.

The Subject and Subject Notes functionality is described in greater detail in the following subsections.

4.6.1. ADD SUBJECT

The Add Research Subject screen allows for the addition of new Subjects that you may undertake during your research project.

The Add Subject screen is show below and consists of the follow tabs, each of which is described in more detail in the following sections of this help page.:

- Subject Summary
- Subject Outline
- Links
- User Defined Fields

The Research Subject screen has three main buttons along the bottom, these being:

Print Button - The Print button allows you to print a copy of the data in the form.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the form. If any of the mandatory fields have not been provided then an appropriate error message is displayed.

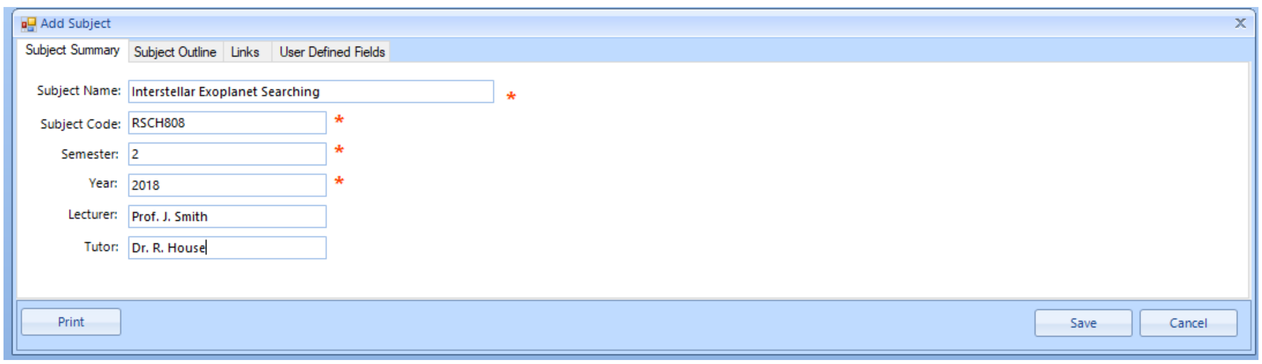
Cancel Button - The Cancel button discards all information in the form and closes it.

Subject Summary Tab

The Subject Summary tab allows you to enter the following information:

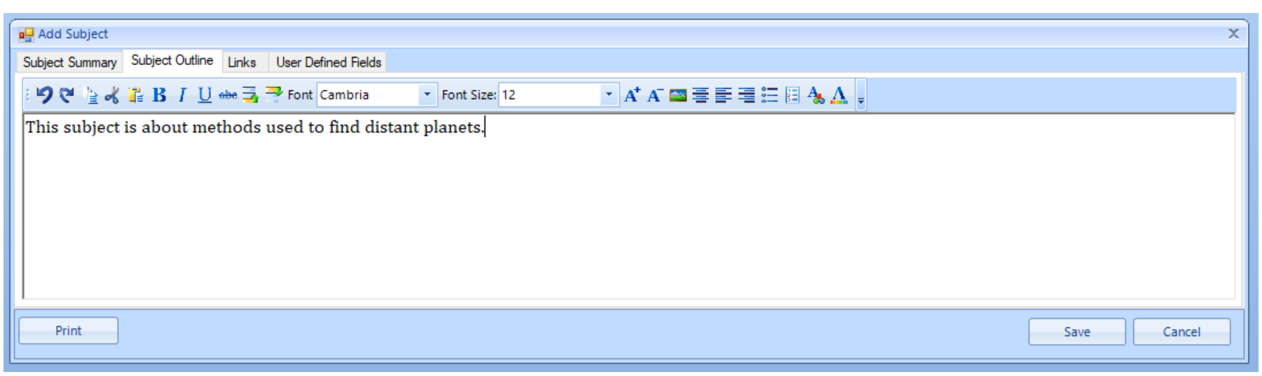
- Subject Name
- Subject Code
- Subject Semester
- Year Subject is Undertaken
- Name of the Lecturer (Optionally)
- Name of the Tutor (Optionally)

Items marked with an orange asterisks are mandatory fields and must be completed before the Research Publication Item can be saved.



Subject Outline Tab

The Subject Outline tab allow you to enter more detailed information relating to the outline of the subject and what the subject is about. It provides a rich text box into which you can enter both text and images. The toolbar situated across the top of this tab provides you with a wide range of functionality with which to enter and format your text and images.



The available toolbar items are:

 - **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

 - **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 - **Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the sub-script button is pressed the button will appear in pressed mode.

- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to centre text within the text box

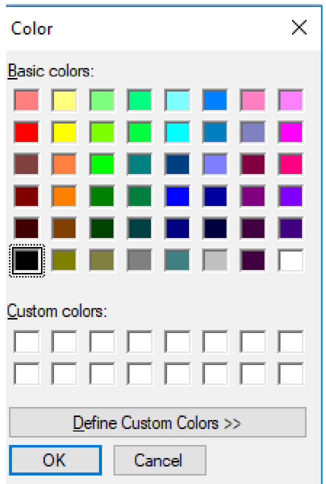
 - **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered List button converts highlighted text into a numbered text list.

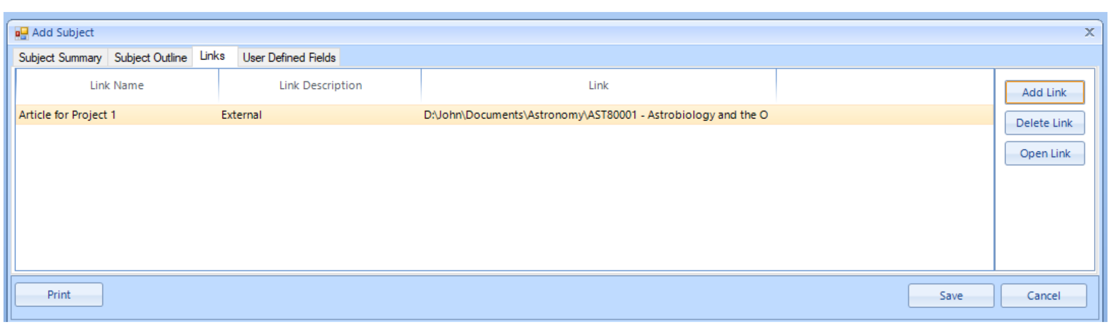
 - **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



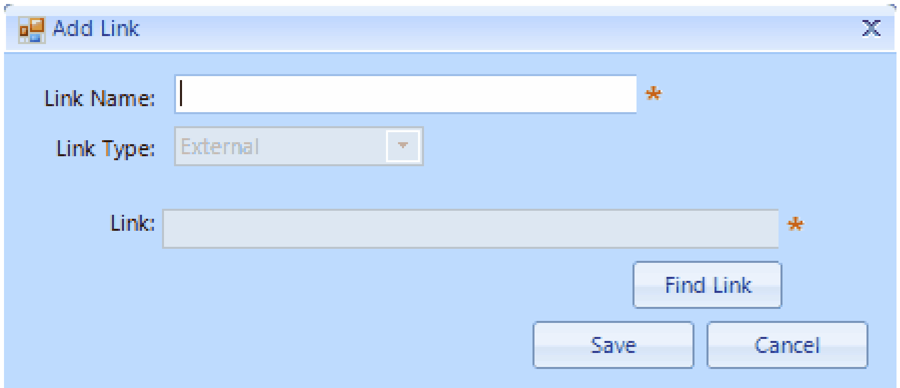
 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The Links tab allows you to add external links to Subject Item. These links may be to any type of item, including images, documents, or files.



Add Button - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

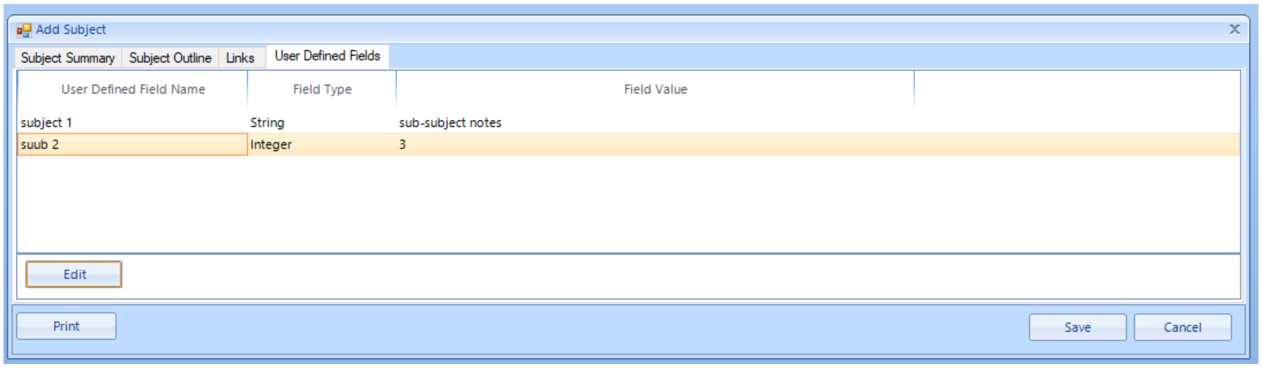


Delete Button - The Delete Link button allows you to delete a selected link

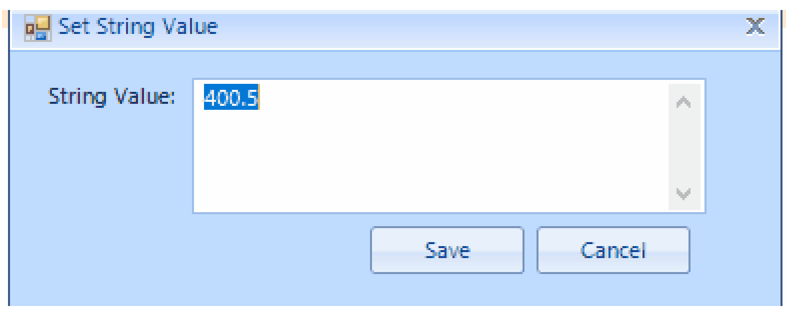
Open Link - The Open Link button will attempted to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for Research Subject item. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer.



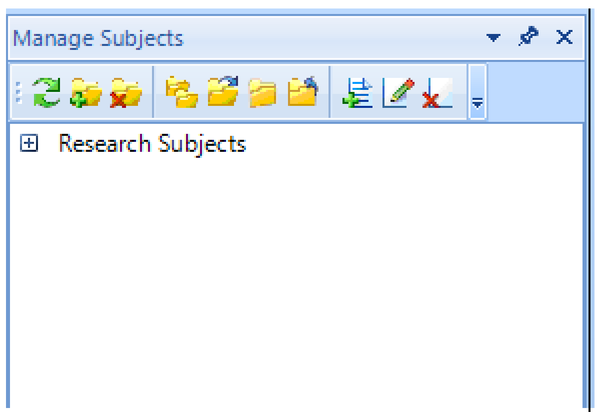
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

4.6.2. MANAGE SUBJECTS

The Manage Subjects screen allows you to manage any Research Subjects you undertake during your research project. This includes the ability to edit and delete existing Subject items as well as the ability to add new Subjects directly from the Manage Subjects screen.

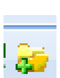
The My Research Tracker Manage Research Subjects screen is a dockable screen which meanings that you may dock this screen at various locations around the screen When the Research Subject screen is first opened it will dock to the default screen location as defined within the My Research Tracker application. However you may use the Form Options screen, available from the Setup tab, to define where you wish this screen to docked in the future. You may even define the form to be undocked when opened, in which case it will act as a document style form within the application.

The image below shows the Manage Subjects screen when first opened. Note that the items contained within the Subjects tree may also be dragged and dropped allowing for them to be easily repositioning within the Subjects structure tree.



The available buttons across the top of the Manage Subjects screen are:

 - **Refresh Button** - The Refresh button refreshes all items in the tree. When you add or edit an item you can use the Refresh button to refresh the Subjects tree with the updated items.

 - **Add Folder Button** - The Add Folder button allows you to add additional folders to the Subjects Item tree, thus allowing you to group Subject Items into folders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the Subject Items tree.

 - **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the Subject Items tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the Subject Items that were in that folder.

 - **Expand All Button** - The Expand All button expands all the folders in the Subject Items tree in a single action.

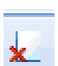
 - **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

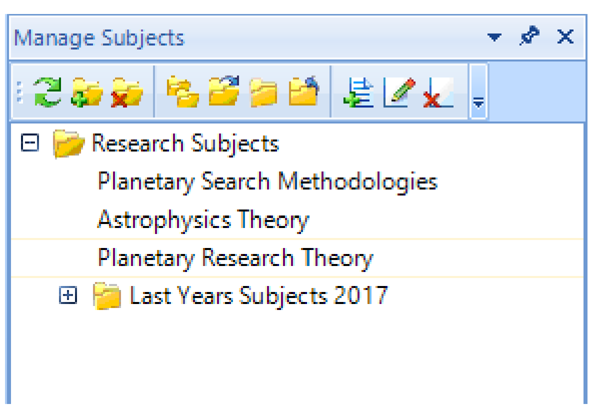
 - **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the Research Subjects folder showing at the top of the form.

 - **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

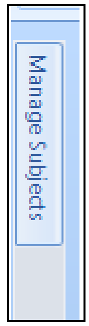
 - **New Item Button** - The New Item button, when pressed, opens the Add New Research Subject form

 - **Edit Item Button** - The Edit Item button opens the selected Subject Item for editing,

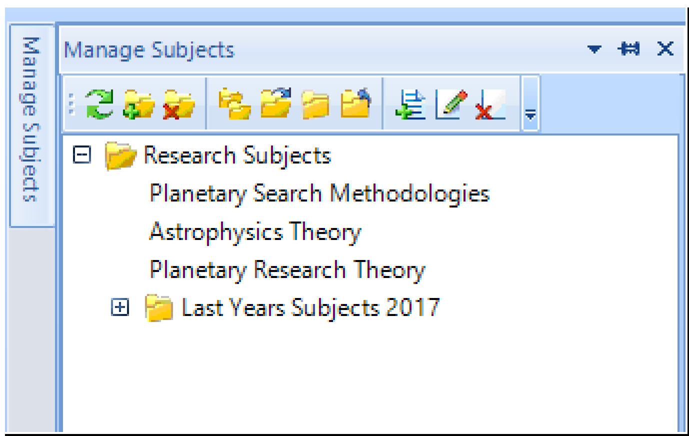
 - **Delete Item Button** - The Delete Item button deletes the currently selected Subject Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Subject cannot be retrieved.



Note the pin icon in the top right corner of the Manage publications screen. When pressed this button allows the Manage Publications form to be hidden at the side of the screen, as show below.



By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.



4.6.3. ADD SUBJECT NOTES

The Add Research Subject Notes screen allows for the addition of new Subjects Notes against Subjects which you are undertaking during your research project and which have already been entered into the My Research Tracker application.

The Add Subject Notes screen is show below and consists of the follow tabs, each of which is described in further detailed in the following sections of this help page.:

- Note Summary
- Note Details
- Links
- User Defined Fields

The Research Subject Note screen also has three buttons available along the bottom of the screen.

Print Button - The Print button allows you to print a copy of the data in the form.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the form. If any of the mandatory fields have not been provided then an appropriate error message is displayed.

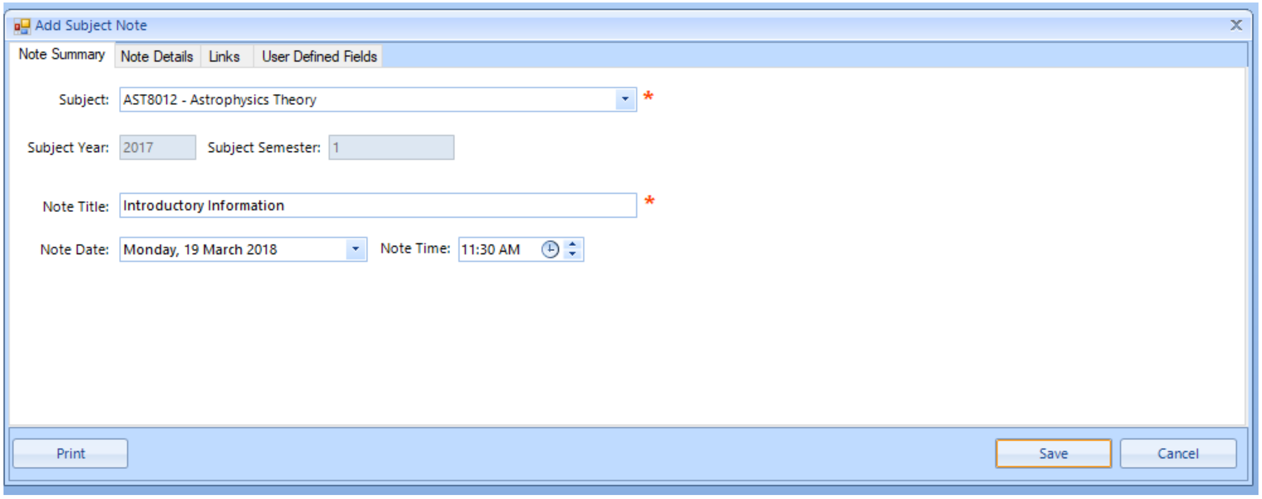
Cancel Button - The Cancel button discards all information in the form and closes it.

Note Summary Tab

The Note Summary tab allows you to:

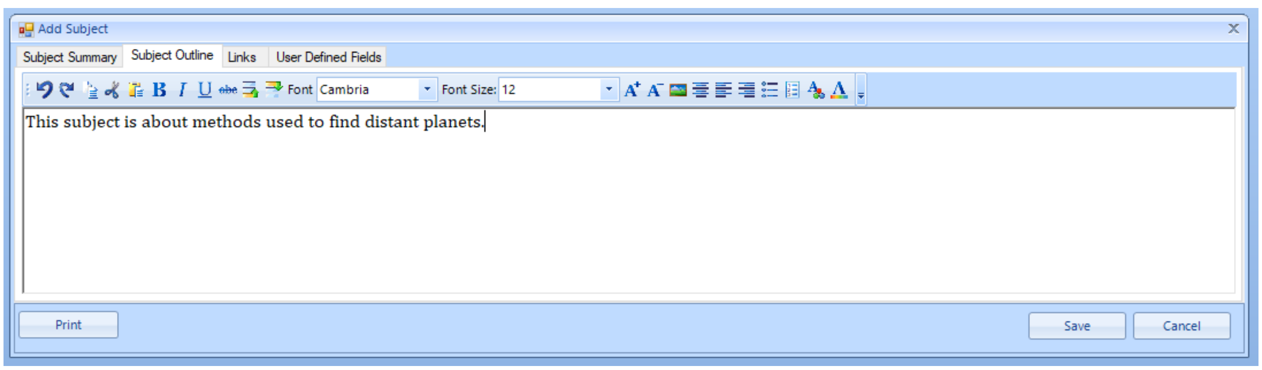
- Select the Subject associated with this Subject Note
- View the Subject Year and Semester for the selected Subject
- Enter the Subject Note Title
- Enter the Date and Time for this Subject Note

Items marked with an orange asterisks are mandatory fields and must be completed before the Research Publication Item can be saved.



Note Details Tab

The Notes Details tab allow you to enter the detailed note information. It provides a rich text box into which you can enter both text and images. The toolbar situated across the top of this tab proves you with a wide range of functionality with which to enter and format your text and images.



The available toolbar items are:

 - **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

 - **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 - **Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

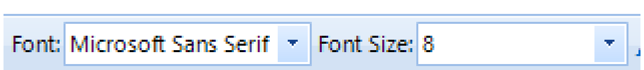
 - **Italic Button** - The Italic Button is a toggle button which allow you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to centre text within the text box

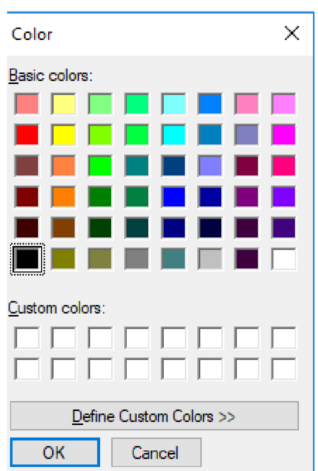
 - **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered List button converts highlighted text into a numbered text list.

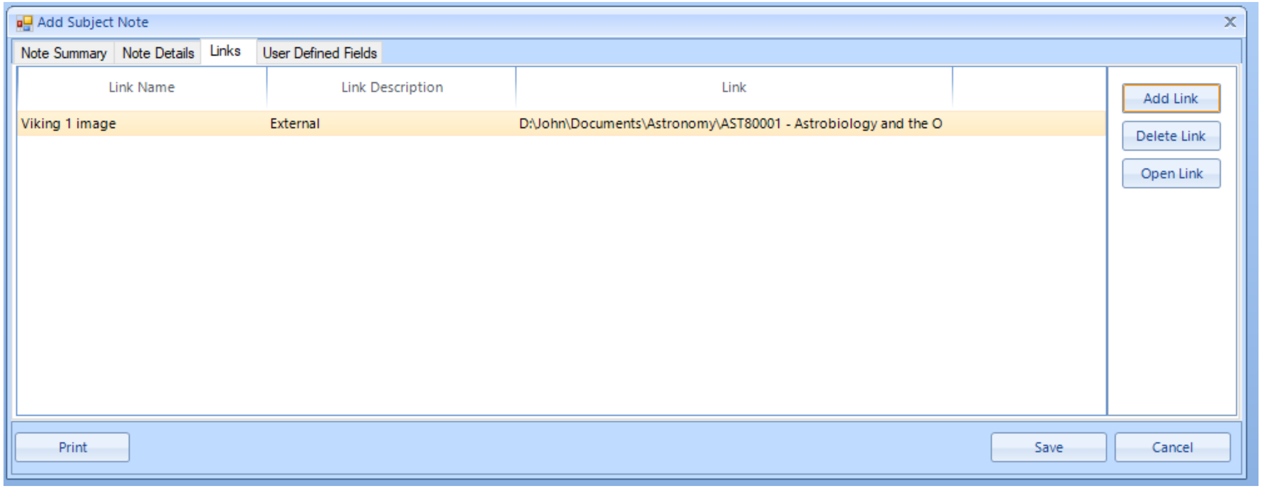
 - **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



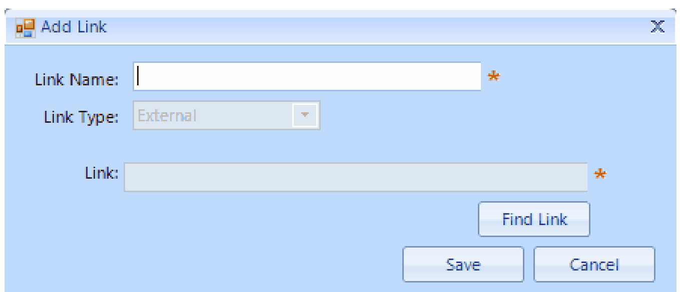
 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The Links tab allows you to add external links to Subject Note Item. These links may be to any type of item, including images, documents or files.



Add Button - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

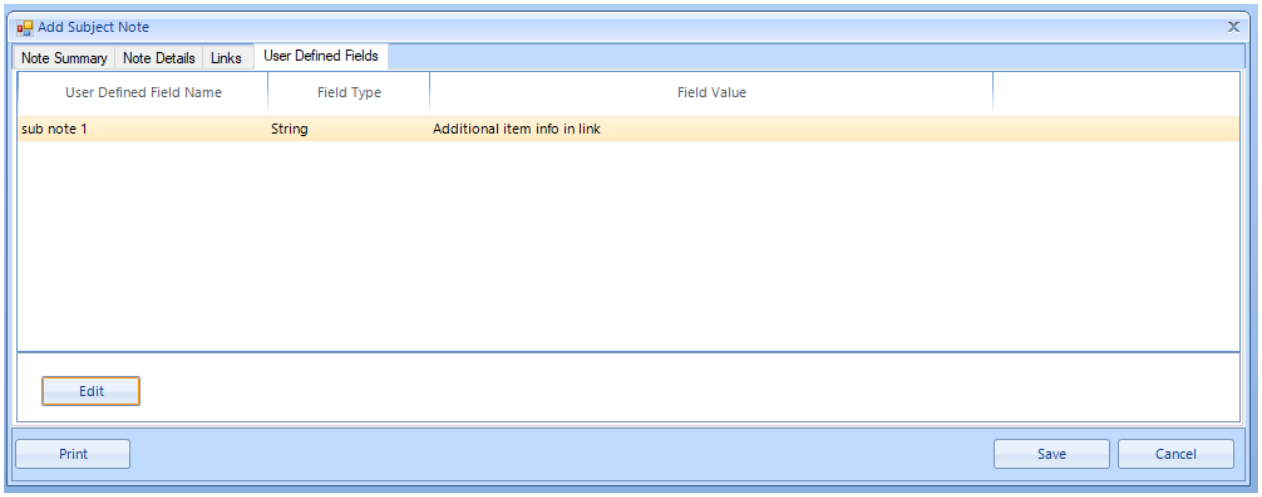


Delete Button - The Delete Link button allows you to delete a selected link

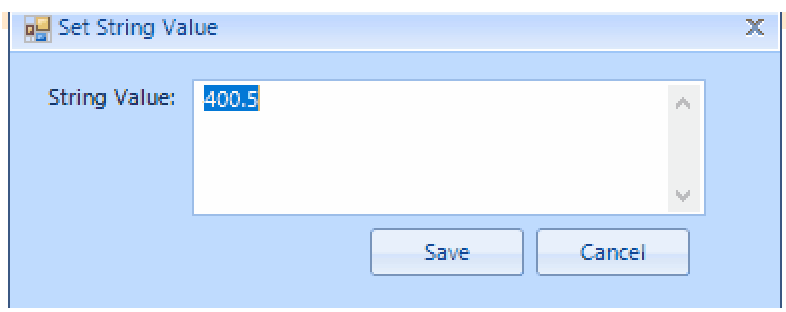
Open Link - The Open Link button will attempt to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for Research Subject Note item. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer.



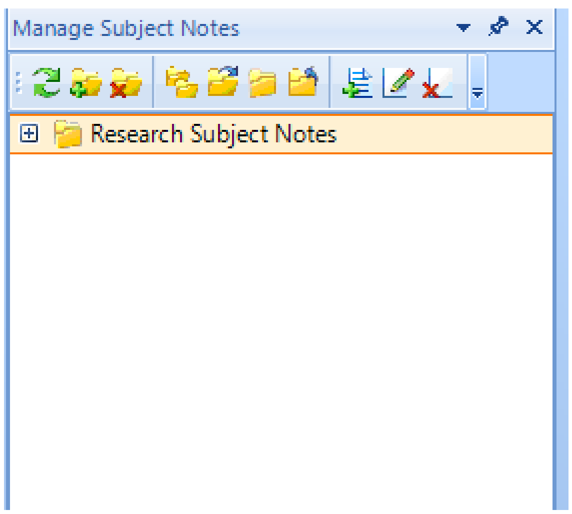
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

4.6.4. MANAGE SUBJECT NOTES

The Manage Subjects Notes screen allows for the management of existing Research Subjects Notes within the My Research Tracker application. This functionality includes the ability to not only edit and delete existing Subject Note items but also to add new Subject Notes directly from this screen.

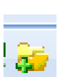
The Manage Subject Notes screen is dockable which means that you may dock it to various locations around the screen When the Research Subject Notes form is first opened it will automatically dock to the default side of the screen as defined by the My Research Tracker application settings. However, you may use the Form Options screen available from the Setup tab to re-define where you wish this form to be docked when it ios opened in the future. You may even define the form to be undocked when opened, in which case it will act as a document style form within the application.

The image below shows the Manage Subject Notes screen when first opened . Note that items contained within the Subject Notes tree may be dragged and dropped within the tree structure in order to reposition them within the tree.



The available buttons across the top of the Manage Subject Notes screen are:

 - **Refresh Button** - The Refresh button refreshes all items in the tree. When you add or edit an item you can use the Refresh button to refresh the Subjects tree with the updated items.

 - **Add Folder Button** - The Add Folder button allows you to add additional folders to the Subjects Item tree, thus allowing you to group Subject Items into folders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the Subject Items tree.

 - **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the Subject Items tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the Subject Items that were in that folder.

 - **Expand All Button** - The Expand All button expands all the folders in the Subject Items tree in a single action.

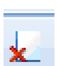
 - **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

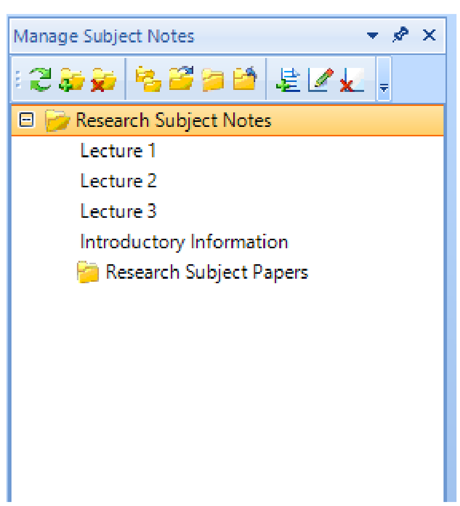
 - **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the Research Subjects folder showing at the top of the form.

 - **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

 - **New Item Button** - The New Item button, when pressed, opens the Add New Research Subject form

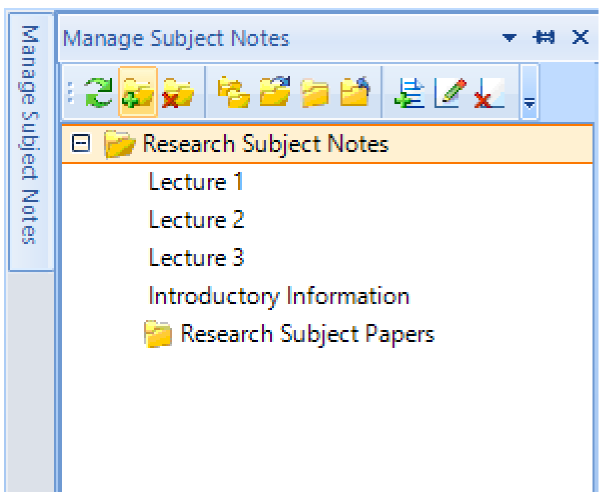
 - **Edit Item Button** - The Edit Item button opens the selected Subject Item for editing,

 - **Delete Item Button** - The Delete Item button deletes the currently selected Subject Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Subject cannot be retrieved.



Note the pin icon in the top right corner of the Manage Publications form. When pressed this button allows the Manage Publications form to be hidden at the side of the screen, as show below.

By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.



4.7. NOTES

The Notes section within the My Research Tracker application allows for the entry and management of any general notes which you may wish to create during your research project.

Additional functionality available within this screen includes the ability to use user define fields within the Subject Items to allow for the inclusion of additional information in these items beyond that which is provided as standard within the My Research Tracker application. The User Defined Fields for this and other screen within My Research Tracker may be managed via the Manage Form Fields screen which can be found in the Setup tab of the application.

The Notes functionality is described in greater detail in the following subsections.

4.7.1. ADD NOTE

The Add Note screen allows for the addition of new Note Items within the My Research Tracker application.

'

The add Notes screen is show below and consists of the follow tabs, each of which is detailed below.:

- Note Summary
- Note Details
- Links
- User Defined Fields

The Notes screen also has three main buttons along the bottom.

Print Button - The Print button allows you to print a copy of the data in the form.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the form. If any of the mandatory fields have not been provided then an appropriate error message is displayed.

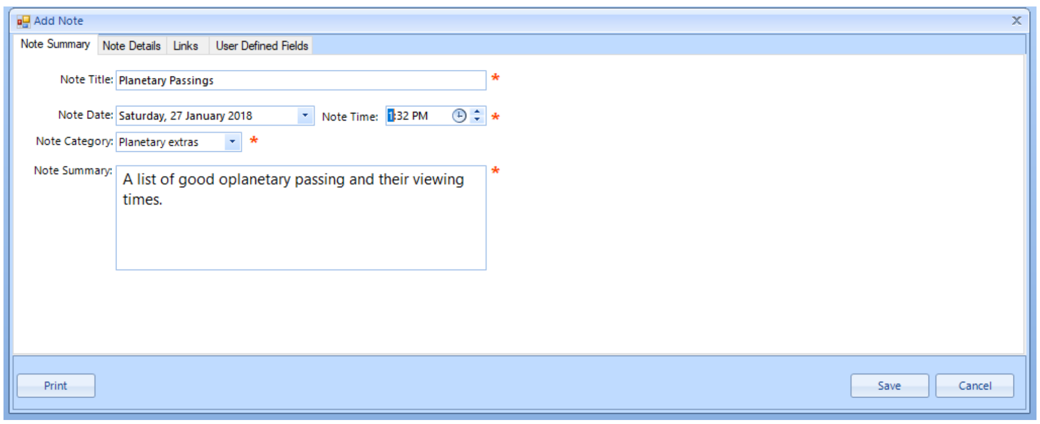
Cancel Button - The Cancel button discards all information in the form and closes it.

Note Summary Tab

The Note Summary tab allows you to:

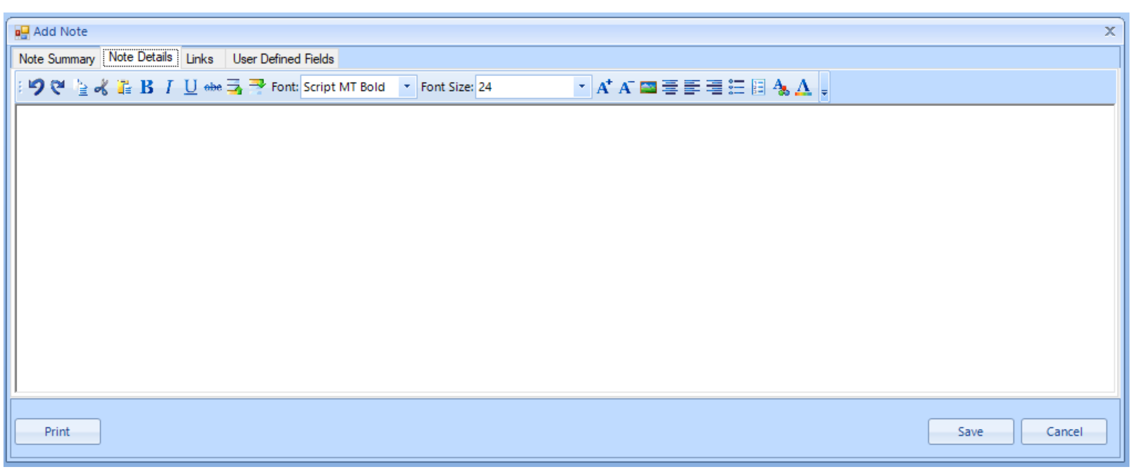
- Enter the Note Title
- Enter the Note Due Date and Time
- Select the Note Category
- Enter a Note Summary

Items marked with an orange asterisks are mandatory fields and must be completed before the Note can be saved.



Note Details Tab

The Notes Details tab allows you to enter more detailed Note information. It provides a rich text box into which you can enter both text and images. The toolbar situated across the top of this tab proves you with a wide range of functionality with which to enter and format your text and images.



The available toolbar items are:

 **- <u>Undo Button</u>** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

 **- <u>Redo Button</u>** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 **- <u>Copy Button</u>** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 **= <u>Cut Button</u>** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 **- <u>Paste Button</u>** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **<u>Bold Button</u>** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

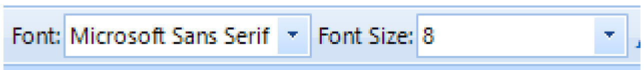
 - **<u>Italic Button</u>** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **<u>Strike Thru Button</u>** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **<u>Underline Button</u>** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to centre text within the text box

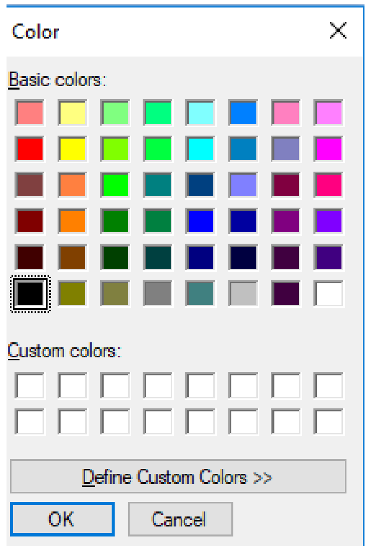
 - **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.

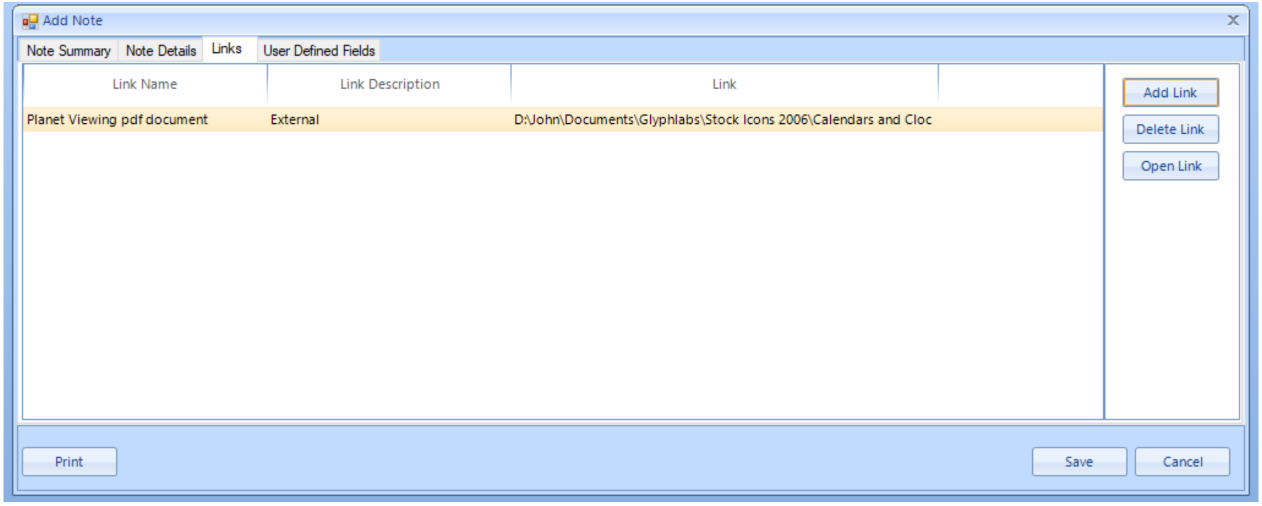
 - **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



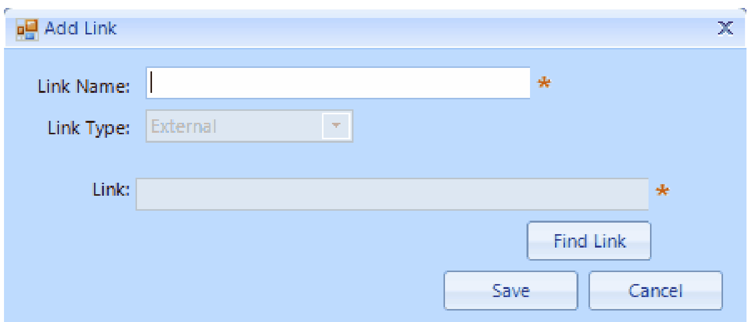
 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The Links tab allows you to add external links to the Note Item. These links may be to any type of item including images, documents or files.



Add Button - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

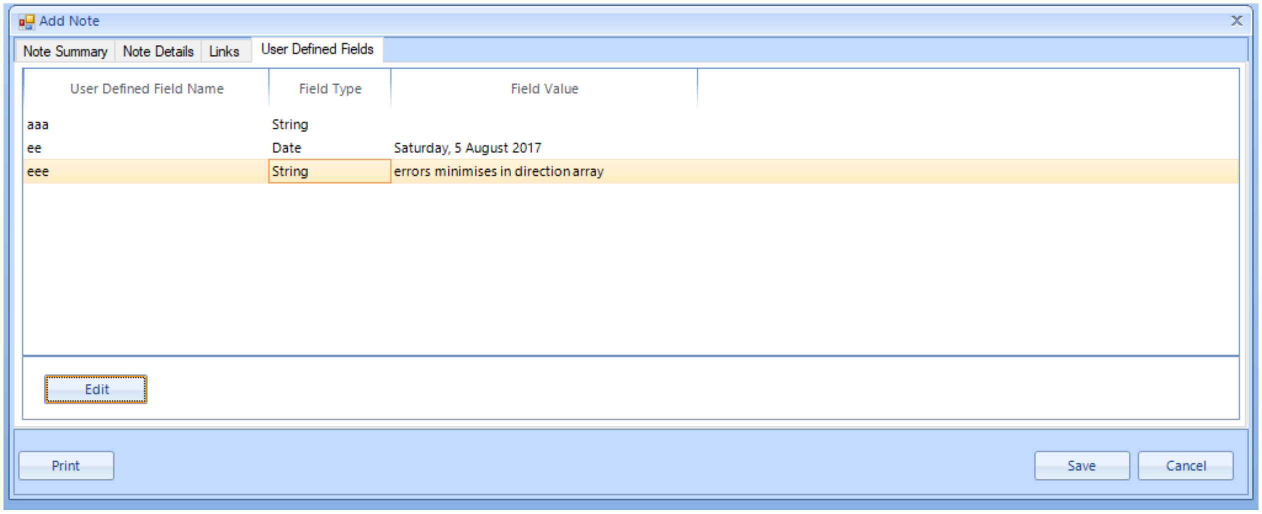


Delete Button - The Delete Link button allows you to delete a selected link

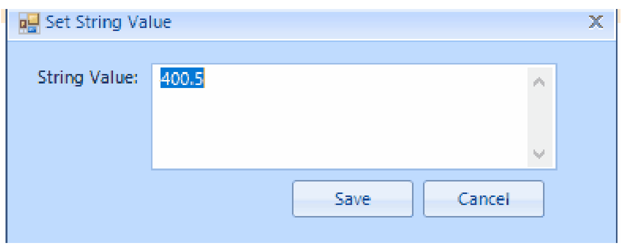
Open Link - The Open Link button will attempt to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for the Note. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer.



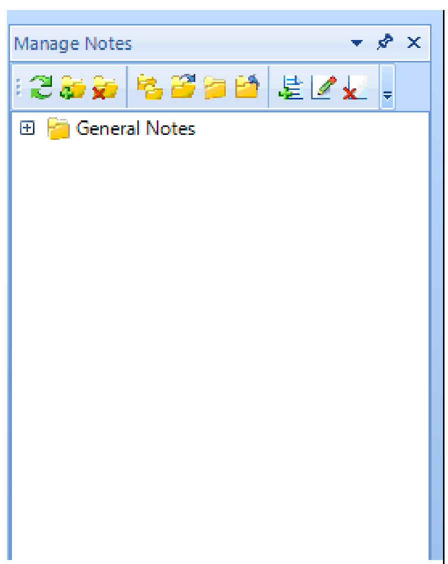
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

4.7.2. MANAGE NOTES

The Manage Notes screen allows for the management of existing Note items within the My Research Tracker Software. This functionality also includes the includes the ability add new Note items directly from the Manage Notes screen.

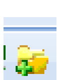
The Manage Notes screen is a dockable screen meaning you can dock this screen to various locations around the main My Research Tracker application screen. When the Notes screen is first opened it will dock to the default location on the screen as defined by the My Research Tracker application settings. However, you can use the Form Option screen, accessed via the Setup tab, to define where you wish this screen to be docked in the future. You may even define the Manage Notes screen to be undocked when opened, in which case it will act as a document style form within the My Research Tracker application.

The image below shows the Manage Subject Notes screen when first opened. Note that items contained within the Notes structure tree may be dragged and dropped to repositioning them within the tree structure.



The available buttons across the top of this form are:

 - **Refresh Button** - The Refresh button refreshes all items in the tree. When you add or edit an item you can use the Refresh button to refresh the Subjects tree with the updated items.

 - **Add Folder Button** - The Add Folder button allows you to add additional folders to the Subjects Item tree, thus allowing you to group Subject Items into folders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the Subject Items tree.

 - **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the Subject Items tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the Subject Items that were in that folder.

 - **Expand All Button** - The Expand All button expands all the folders in the Subject Items tree in a single action.

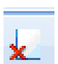
 - **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

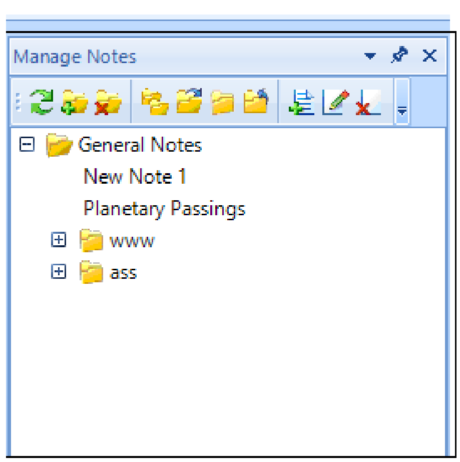
 - **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the Research Subjects folder showing at the top of the form.

 - **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

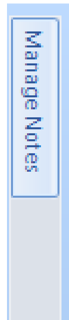
 - **New Item Button** - The New Item button, when pressed, opens the Add New Research Subject form

 - **Edit Item Button** - The Edit Item button opens the selected Subject Item for editing,

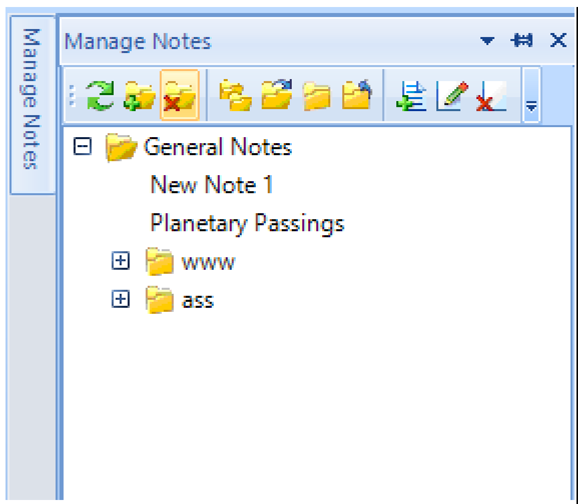
 - **Delete Item Button** - The Delete Item button deletes the currently selected Subject Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Subject cannot be retrieved.



Note the pin icon in the top right corner of the Notes screen. When pressed this button allows the Notes form to be hidden at the side of the screen, as show below.



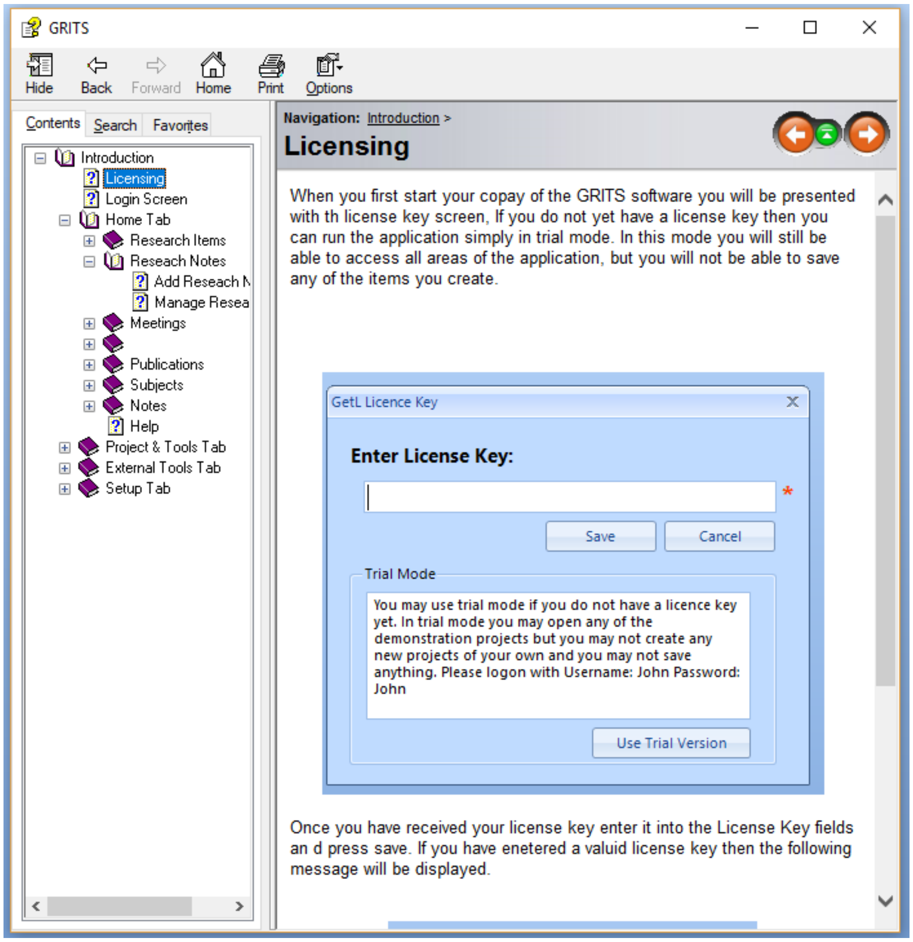
By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.



4.8. HELP

The Help button is available from within the Home tab of the My Research Tracker application.

When the Help button ios pressed the My Research Tracker Help screen is opened, as shown below,



The Help Window provides three main tabs:

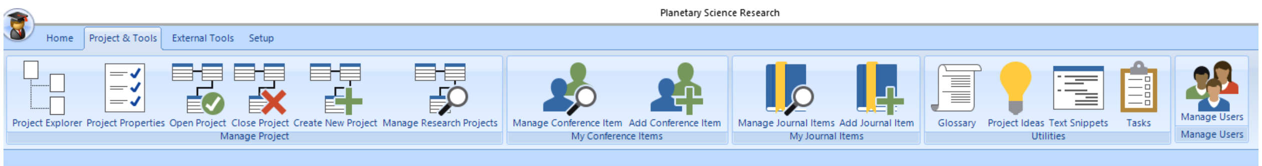
Contents: Which provides a structured table of contents into the My Research Tracker Help

Search: Allowing you to search the help for a specific help term,

Favorites: Allowing you to access items saved a your favorites from within the My Research Tracker Help

5. PROJECT & TOOLS TAB

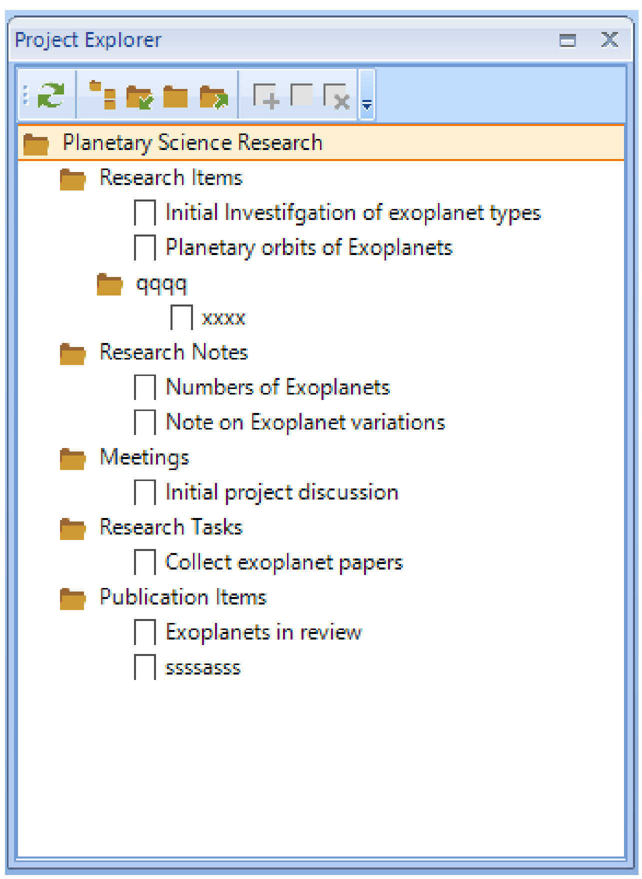
The Projects and Tools tab provides access to all the functions within My Research Tracker which are related to creating and managing projects. This tab also provides access to some additional tool items, as shown in teh image below.



5.1. PROJECT EXPLORER

The new My Research Tracking Project Explorer screen allows you to view your entire Research project within one tree structure.

The nodes displayed within this tree may be managed through the Project Properties screen. The Project Properties screen allows you to nominated which research information nodes will and wont be displayed within the Project Explorer tree.



The available buttons across the top of the Project Explorer screen are:

 **Refresh Button** - The Refresh button refreshes all items in the tree.When you add or edit an item use the Refresh button to refresh the Project Explorer tree.

 **Expand All Button** - The Expand All button expands all the folders in the Project Explorer tree in a single action.

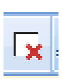
 **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

 **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the Project Explorer root folder showing at the top of the form.

 **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

 **New Item Button** - The New Item button, when pressed, opens the Add New Item screen for the currently selected Research item type.

 **Edit Item Button** - The Edit Item button opens the currently selected Research Project Item for editing,

 **Delete Item Button** - The Delete Item button deletes the currently selected Research Project Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Item cannot be retrieved.

5.2. PROJECT PROPERTIES

The Project Properties screen allows for the management and addition of properties into your Research Project.

As shown below this form contains three main tabs:

- Project Details
- All Investigators
- Project Explorer Nodes
- User Defined Properties.

The Project Properties screen also has two main buttons along the bottom.

Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the screen. If any of the mandatory fields have not been provided then an appropriate error message is displayed.

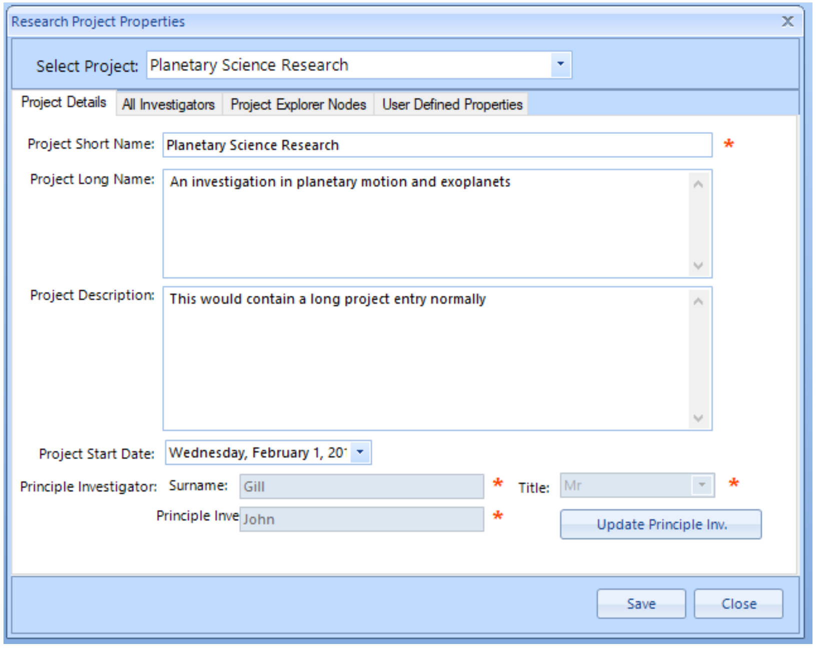
Cancel Button - The Cancel button discards all information in the screen and closes it.

Project Details Tab

The Project Details tab allows you to:

- Enter the Project Short Name
- Enter the Project Long Name
- Enter the Project Description
- Select the Project Start Date
- See and optionally edit the Principal Investigators Name

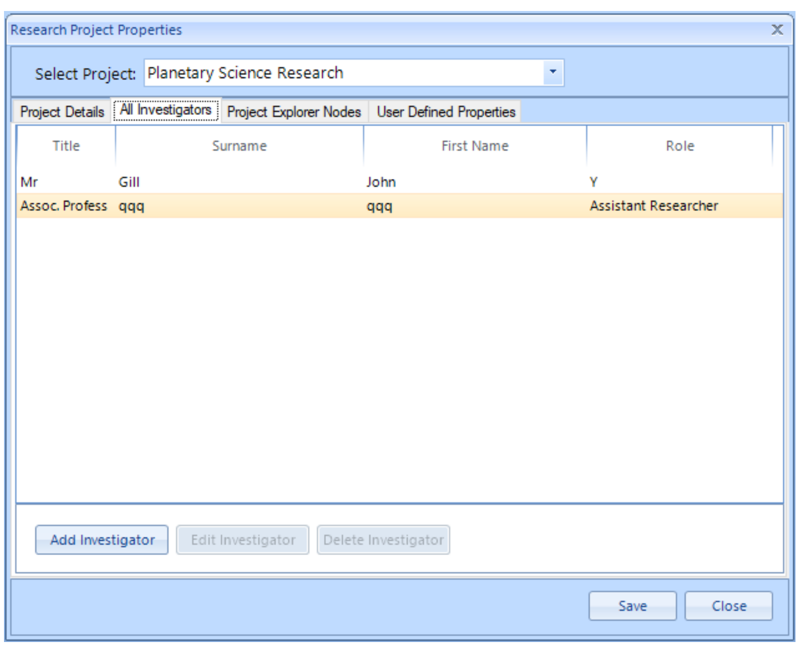
Items marked with an orange asterisks are mandatory fields and must be completed before the Manage Research Project Item can be saved.



All Investigators Tab

The All-Investigators tab, as shown below allows you to:

- View a list of the already assigned investigators
- Add New Investigators
- Edit existing investigator details
- Delete investigators from this project

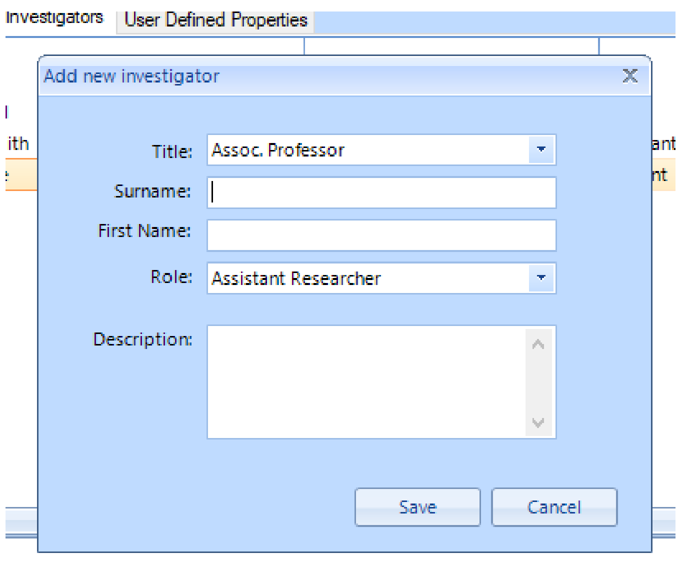


Add Investigator Button - When the Add Investigator button is pressed the Add Investigator screen is displayed. This screen allows you to add a new investigator to the investigator list.

Within the Add New Investigator screen you can:

- Select the Investigator Title
- Enter their Surname
- Enter their First Name
- Select their Role within the project
- Enter a Description of this person.

The Add New Investigator screen is illustrated below.



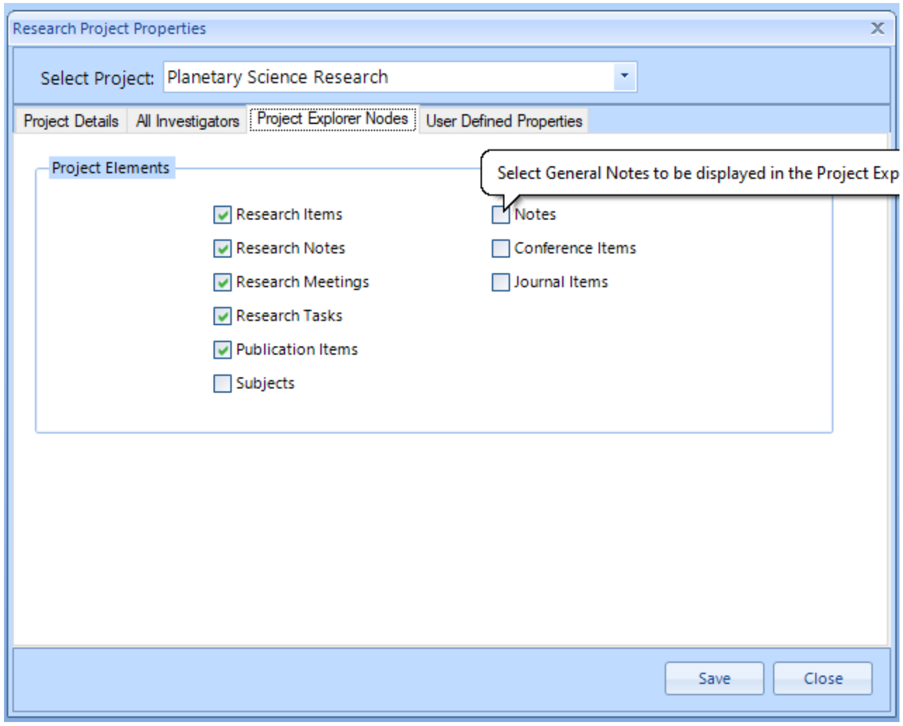
-

Edit Investigator Button - The edit Investigator function allows you to edit a selected investigator from within the Investigator list.

Delete Investigator Button - The delete Investigator function allows you to remove a selected investigator from within the Investigator list.

Project Explorer Nodes Tab

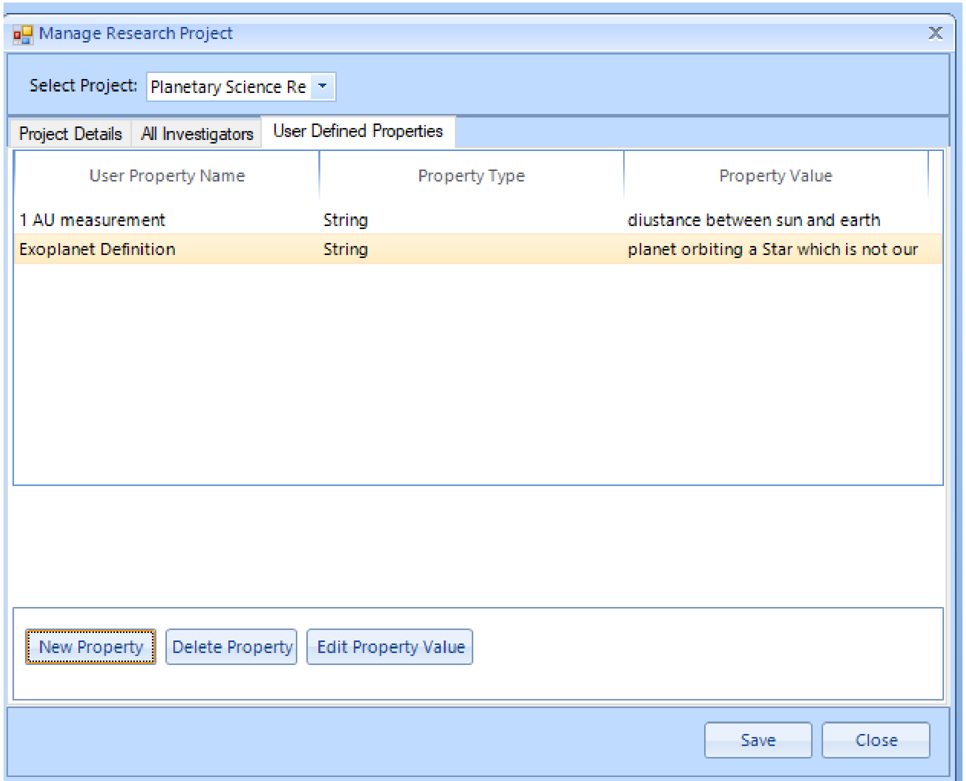
The Project Explorer Nodes tab, as shown below, allows you to nominate which Research Project nodes will and will not appear in the Project Explorer screen:



User Defined Properties Tab

The User Defined Properties tab allows you to:

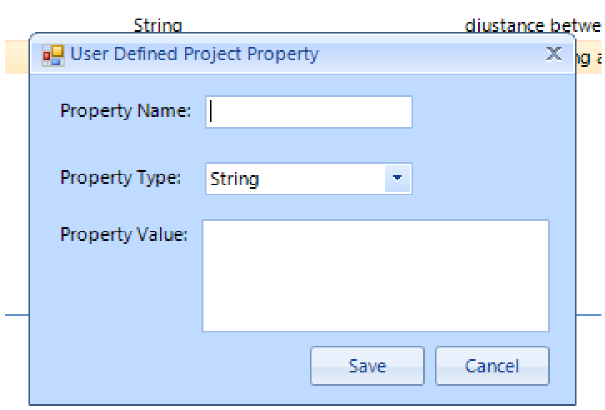
- View a list of the existing user defined properties for this project
- Add New User Defined Properties
- Delete User Defined Properties for this project
- Edit the assigned value of a selected user defined property for this project

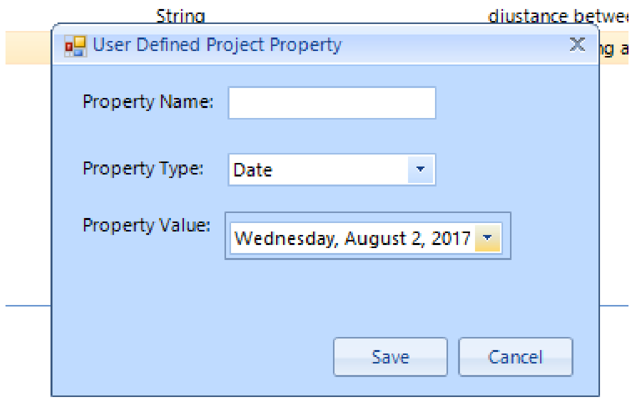


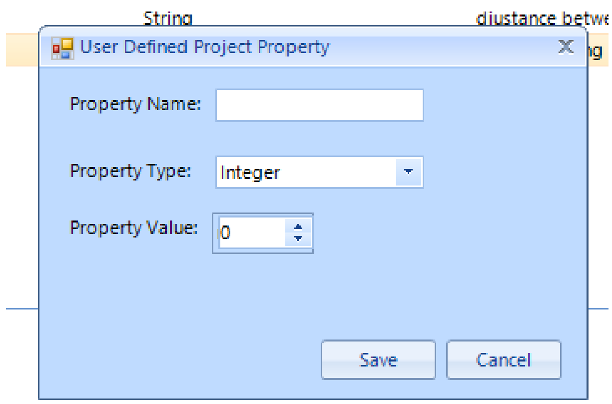
New Property Button - When the New Property button is pressed the User Defined Project Property screen is displayed. This screen allows you to add a new property to the Research Project.

From within this screen, you can:

- Enter the Property Name
- Select the Property Type: String, Date or Integer
- Enter the Property Value. The property value field type will change according to the selected Property Type.

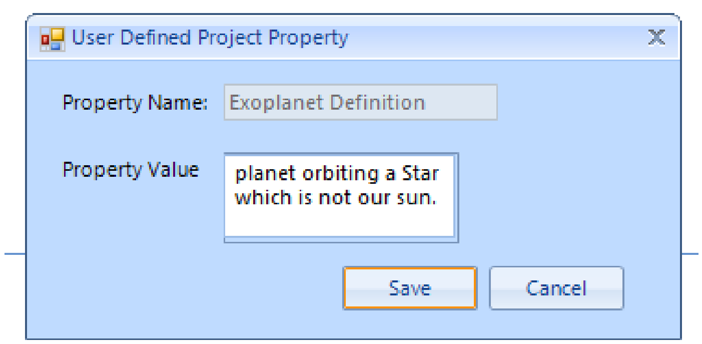






Delete Property Button - When the Delete Property button is pressed the currently selected Project Property will be deleted. You will first be prompted to confirm the deletion prior to the deletion being done.

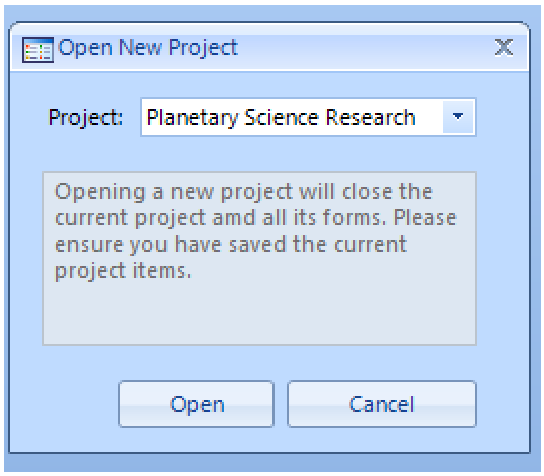
Edit Property Button - When the Edit Property button is pressed you will only be able to edit the property value of the selected Project Property, the name field of the Project property will be displayed in read only mode as illustrated below.



5.3. OPEN PRIOJECT

The Open New Project screen allows you to open existing Research Projects within the My Research Tracker application. When you open an existing Research Project within the My Research Tracker application then any currently open projects will automatically be closed.

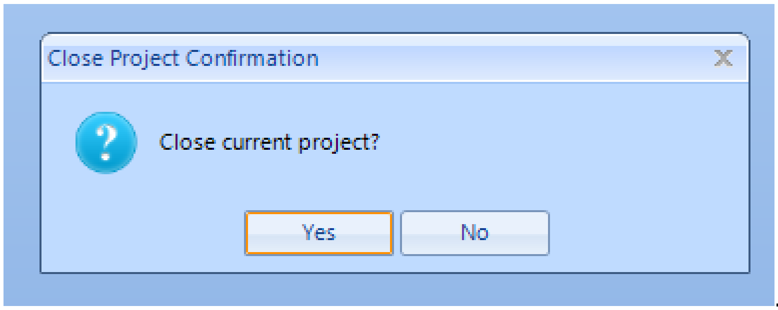
The Open New Project screen is illustrated below.



5.4. CLOSE PROJECT

The Close Project option within the My Research Tracker application allows for the current project to be closed.

When the Close Project button is pressed you will be first prompted before the project is closed, as illustrated below.



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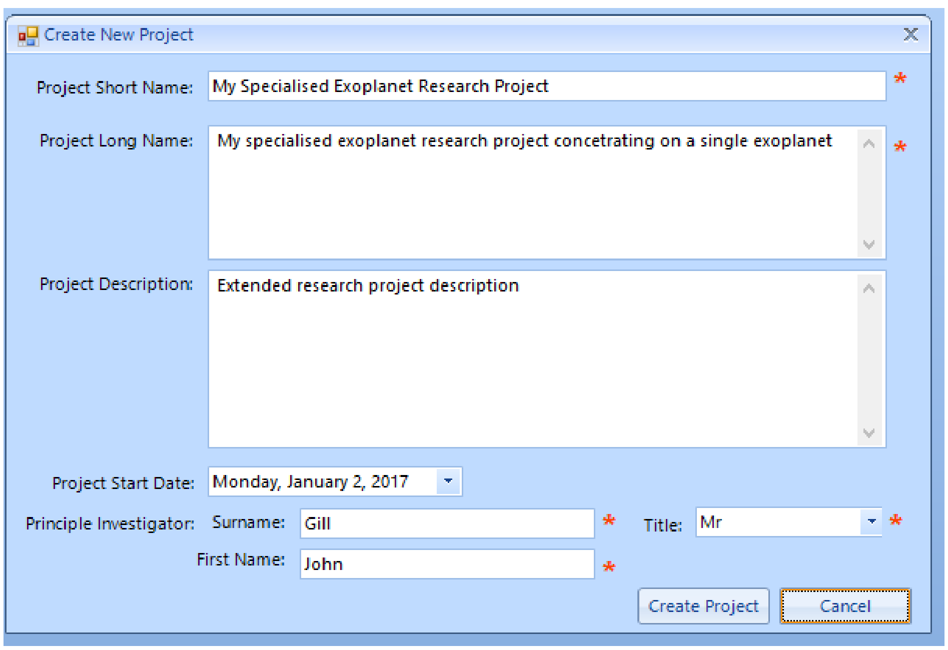
5.5. CREATE NEW PROJECT

The Create New Project screen allows for the creation of a new Research Project within My Research Tracker application.

The Create New Project screen is illustrated below and allows for the entry of the following information:

- Project Short Name
- Project Long name
- Project Description
- Project Start Date
- Principle Investigators Name

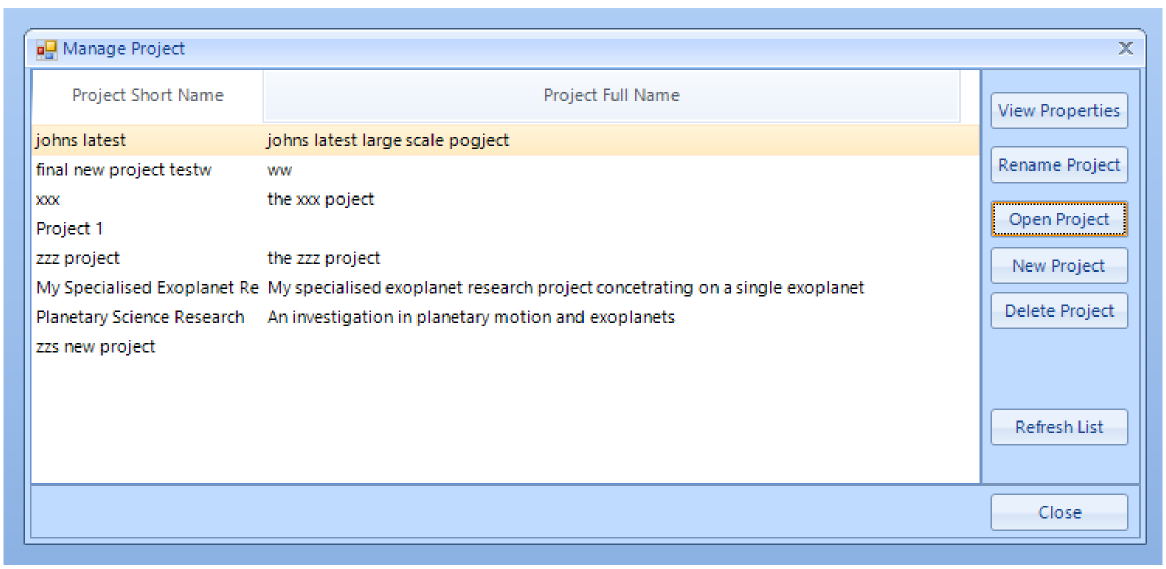


5.6. MANAGE RESEARCH PROJECTS

The Manage Research Project screen within the my Research Tracker application allows for the management of existing Research Projects.

The Manage Research Project screen allows you to;

- View the Properties of a selected research project
- Rename a Research Project
- Open a Research Project
- Create a New Research Project
- Delete a Research Project
- Refresh the Research Project list



5.7. MY CONFERENCE ITEMS

The My Conference Items section within the My Research Tracker application allows for the creation and management of personal conference items.

The Add My Conference items screen allows you to place your Conference items into different categories, as defined by you through the My Conference Categories screen in the Setup tab. You also have the additional ability to add user define fields to the My Conference screen using the Manage Form Fields screen also available in the Setup tab.

5.7.1. ADD MY CONFERENCE ITEMS

The Add My Conference Item screen allows you to add your own Conference Items to the My Research Tracker application. This information may include Conference Papers or Posters that you may have created as part of your Research Project.

The Add My Conference Item screen is illustrated below and consists of the follow tabs, each of which are described in further detail within this help section. :

- Conference Item Overview
- Conference Item Detail
- Links
- User Defined Fields

The Add My Conference Item screen also contains three buttons along the bottom, these being.

Print Button - The Print button allows you to print a copy of the data in Conference Item.

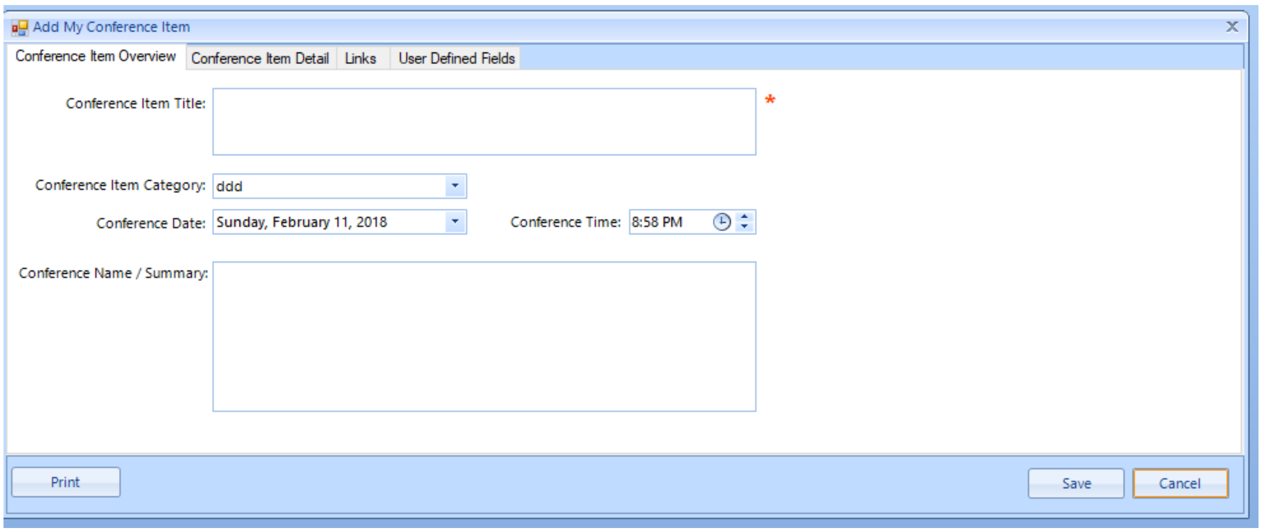
Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the screen. If any of the mandatory fields have not been provided, then an appropriate error message is displayed.

Cancel Button - The Cancel button discards all information in the screen and closes it.

Conference Item Overview Tab

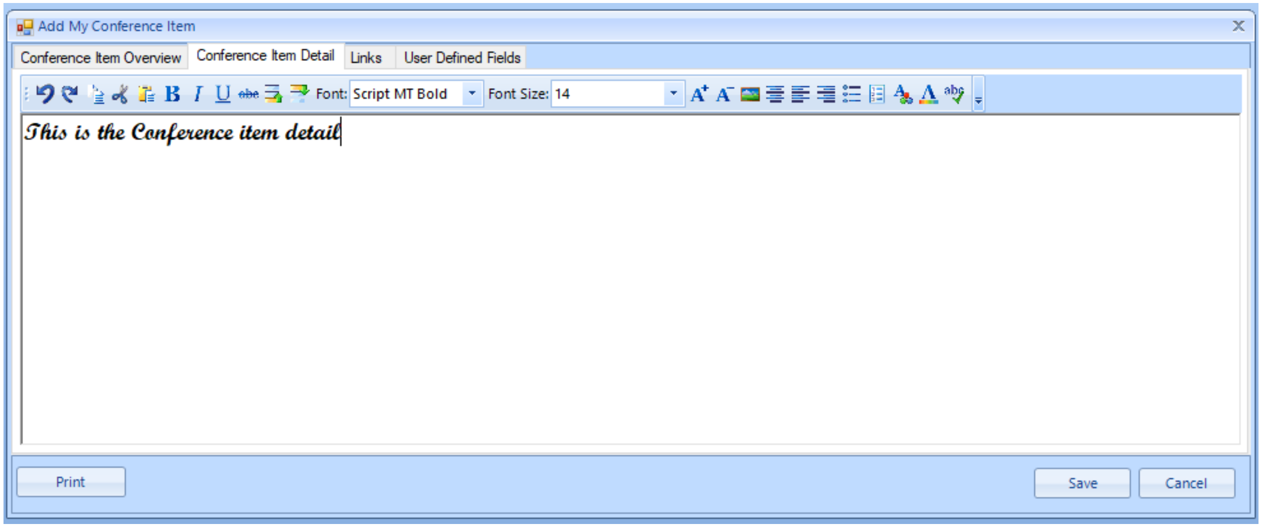
The Conference Item Overview tab, as illustrated below, allows you to:

- Enter the Conference Item Title,
- Select the Conference Item Category,
- Select the Conference item Date and Time,
- Enter the Conference Full Name / Summary



Conference Item Detail Tab

The Conference Item Detail tab allows you to enter more detailed information relating to your Conference Item. This tab provides a rich text box into which you can enter both text and images. The toolbar located across the top of the tab provides you with a wide range of functionality with which to enter and format your text and images.



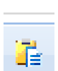
The available toolbar items are:

 - **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

 - **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 - **Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

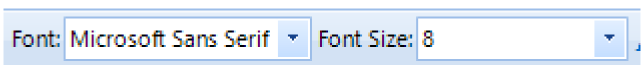
 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to centre text within the text box

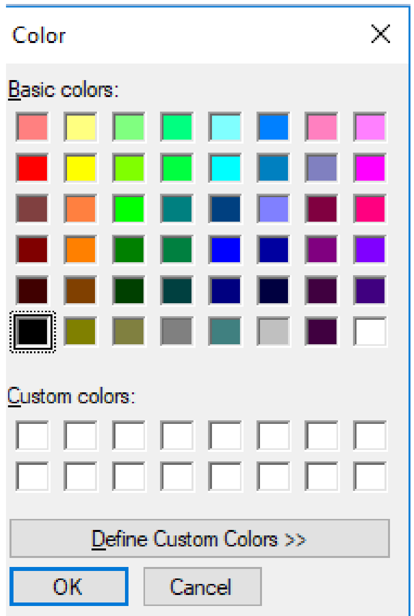
 - **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.

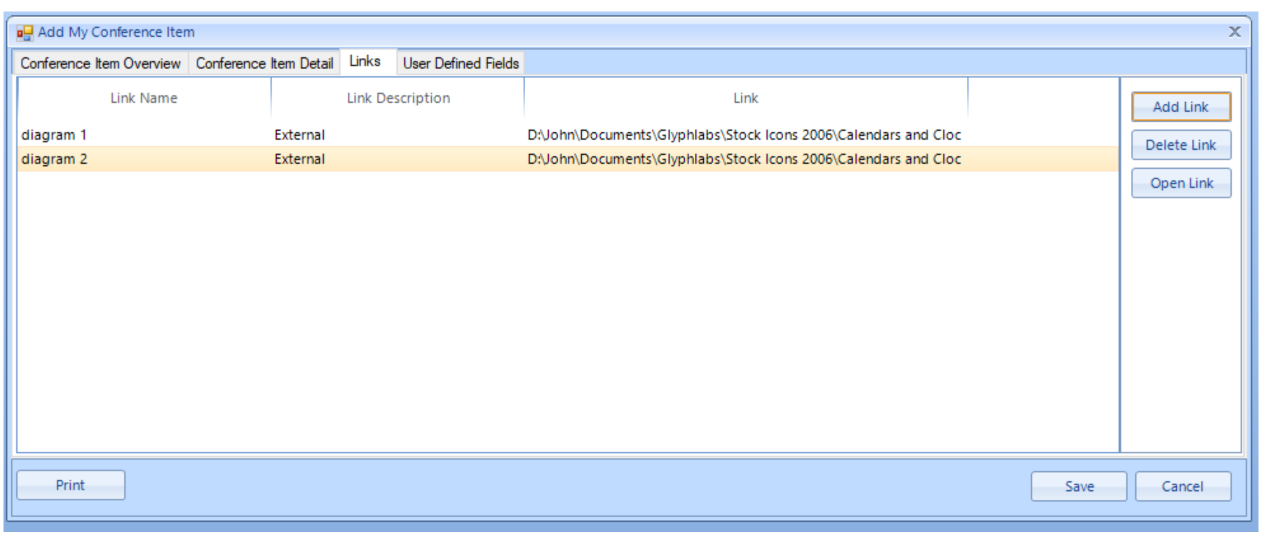
 - **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



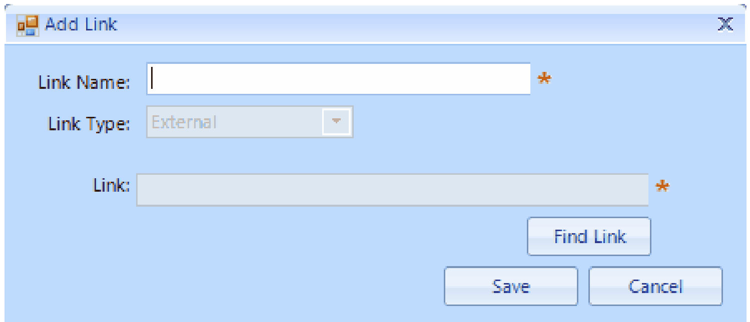
 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The Links tab allows you to add external links to the My Conference Item. These links may be to any type of item including images, documents or files.



Add Button - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

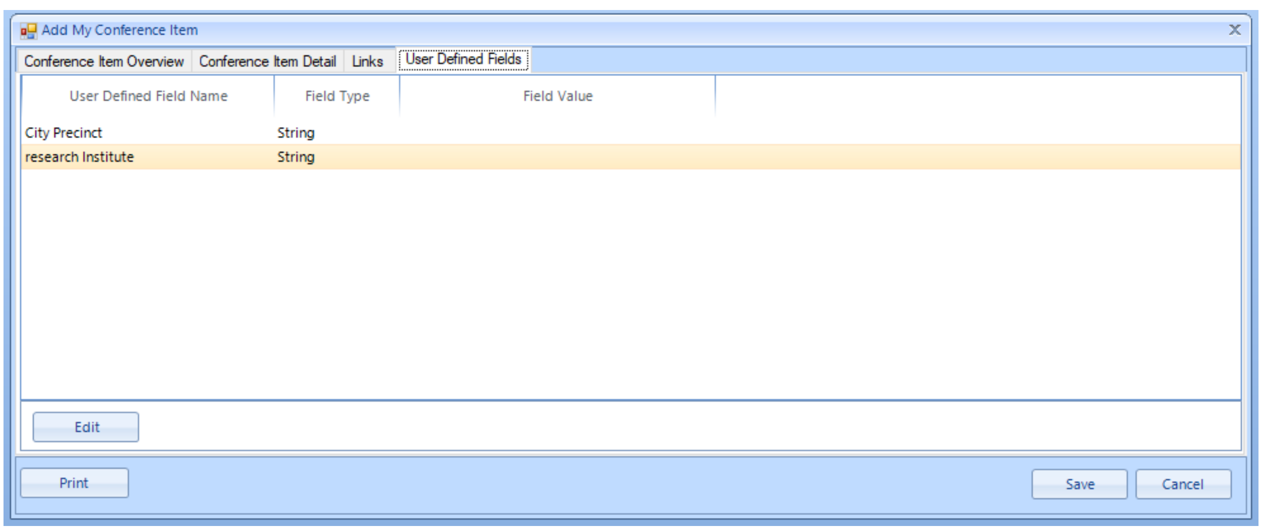


Delete Button - The Delete Link button allows you to delete the selected link

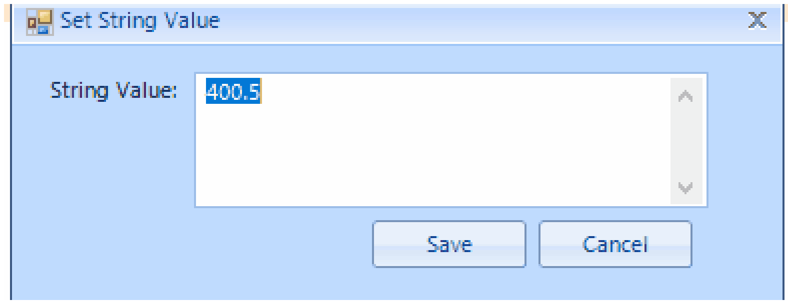
Open Link - The Open Link button will attempted to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for the My Conference item. These fields are added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type, string or integer.



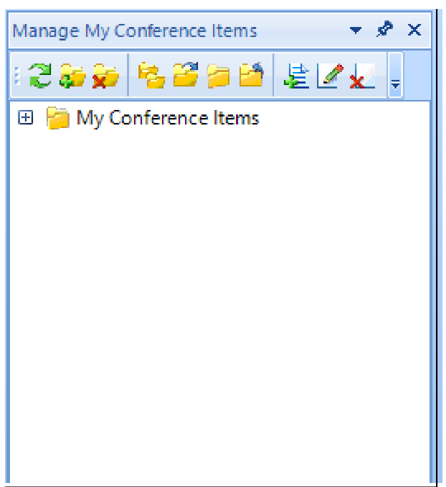
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

5.7.2. MANAGE MY CONFERENCE ITEMS

The Manage My Conference Items screen allows you to manage existing My Conference Items within the My Research Tracker application. This screen also provides the additional functionality to allow for the addition of new My Conference items directly from this screen.

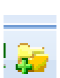
The My Conference Items screen is a dockable screen which means you can dock it to various locations around the screen When the My Conference Items screen is first opened it will dock to the default location on the screen as defined by the My Research Tracker application settings. However you can use the Form Options screen, accessed via the Setup tab, to define where you wish this screen to be docked in the future. You may even define the screen to be undocked when opened, in which case it will act as a document style screen within the My Research Tracker application.

The image below shows the Manage My Conference Items form when first opened. Note that items contained within the My Conference Items tree may be dragged and dropped to repositioning them within the tree structure.



The available buttons across the top of thie Manage My Conference Items screen are:

 **Refresh Button** - The Refresh button refreshes all items in the structure tree. When you add or edit an item you can use the Refresh button to refresh the My Conference Items tree structure.

 **Add Folder Button** - The Add Folder button allows you to add additional folders to the My Conference Items tree, thus allowing you to group My Conference Items into folders and subfolders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the My Conference Items Items tree.

 **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the My Conference Items tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the My Conference Items that were in that folder.

 **Expand All Button** - The Expand All button expands all the folders in the structure tree in a single action.

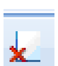
 **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

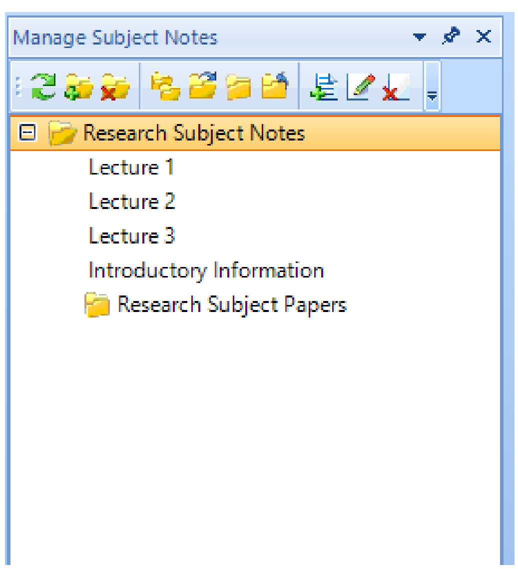
 **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the My Conference Items root folder showing at the top of the form.

 **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

 **New Item Button** - The New Item button, when pressed, opens the Add New My Conference Item screen.

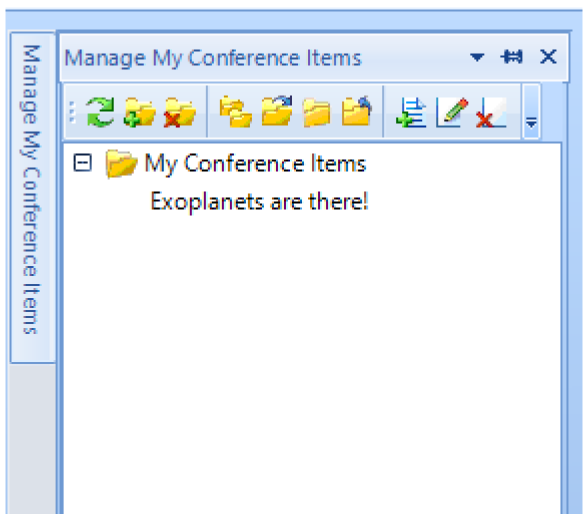
 **Edit Item Button** - The Edit Item button opens the selected My Conference Item for editing,

 **Delete Item Button** - The Delete Item button deletes the currently selected My Conference Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a My Conference Item cannot be retrieved.



Note the pin icon in the top right corner of the Manage My Conference Items screen. When pressed this button allows the Manage My Conference Items screen to be hidden at the side of the screen, as show below.

By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.



5.8. MY JOURNAL ITEMS

The My Journal Items section within the My Research Tracker application allows for the creation and management of personal Journal items.

The Add My Journal items screen allows you to place your Journal items into different categories, as defined by you through the My Journal Categories screen in the Setup tab. You also have the additional ability to add user define fields to the My Journal screen using the Manage Form Fields screen also available in the Setup tab.

5.8.1. ADD MY JOURNAL ITEM

The Add My Journal Item screen allows you to add your own Journal items into the My Research Tracker application,

The Add My Journal Item screen is I=illustrated below and consists of the follow tabs, each of which are described in further detail within the help section.

- Journal Item Overview
- Journal Item Details
- Links
- User Defined Fields

The Add My Journal Item screen also contains three buttons along the bottom, these being:.

Print Button - The Print button allows you to print a copy of the data in this screen.

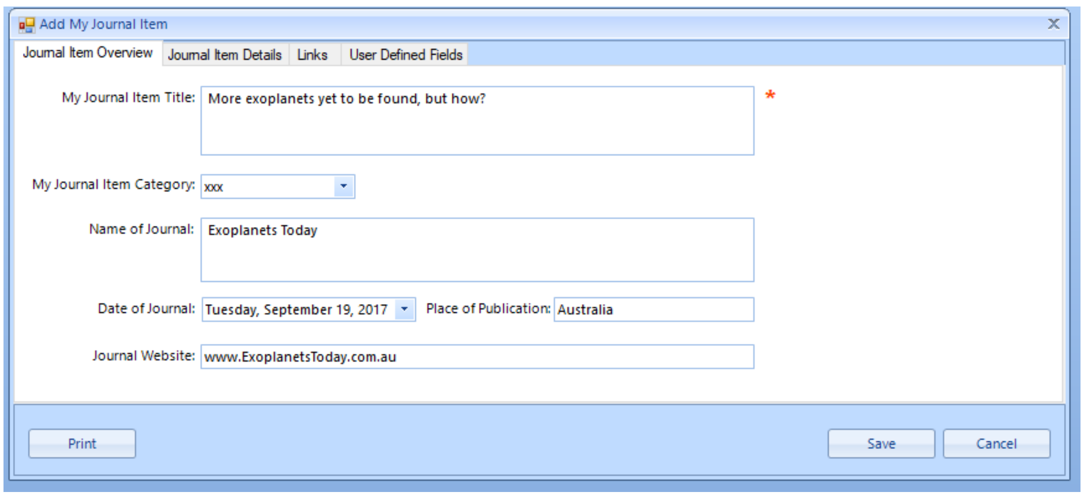
Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the screen. If any of the mandatory fields have not been provided, then an appropriate error message is displayed.

Cancel Button - The Cancel button discards all information in the screen and closes it.

Journal Item Overview Tab

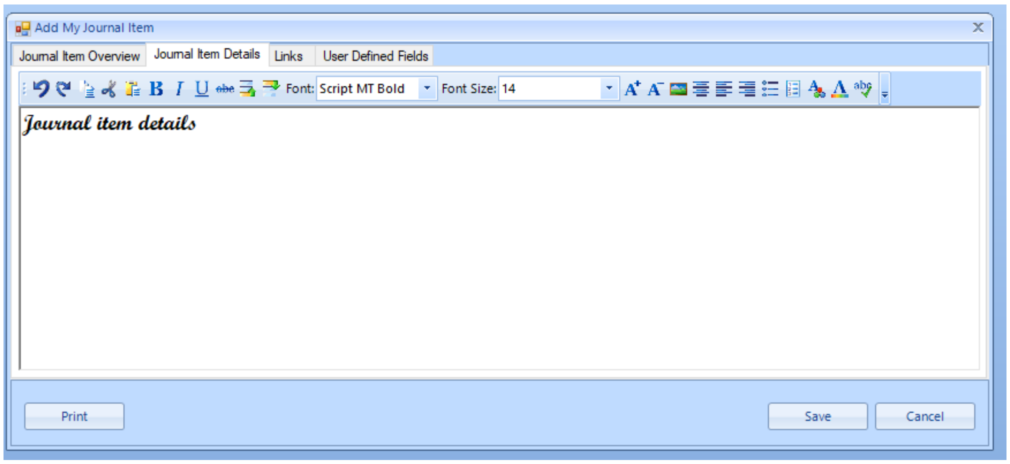
The Journal Item Overview tab allows you to:

- Enter the Journal Item Title
- Select the Journal Item Category
- Enter the Name of the Journal
- Select the Date of the Journal Publication
- Enter the Place of Publication
- Enter the Journals website



Journal Item Details Tab

The Journal Item Details tab allows you to enter more detailed information relating to your journal item. It provides a rich text box into which you can enter both text and images. The toolbar situated across the top of this tab provides you with a wide range of functionality with which to enter and format your text and images.



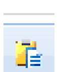
The available toolbar items are:

 - **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

 - **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 - **Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

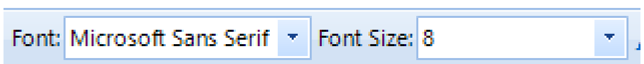
 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to center text within the text box

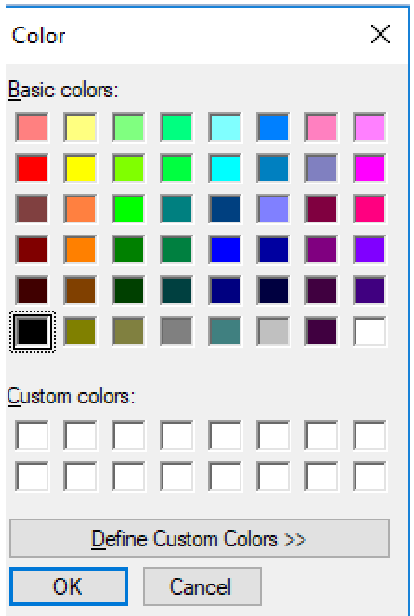
 - **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered List button converts highlighted text into a numbered text list.

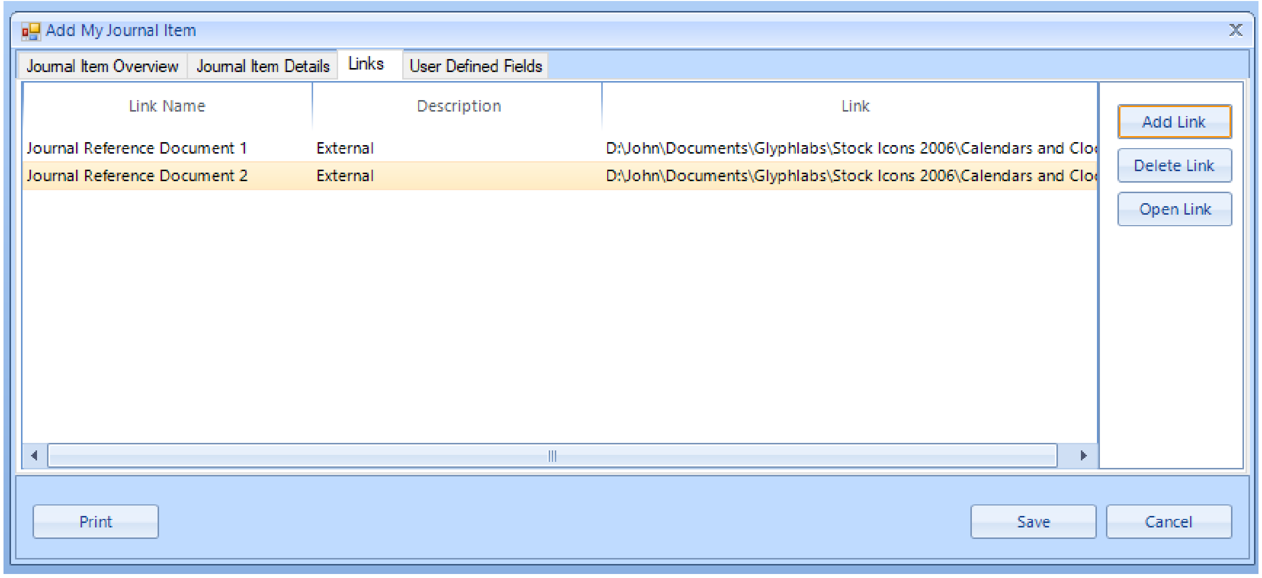
 - **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



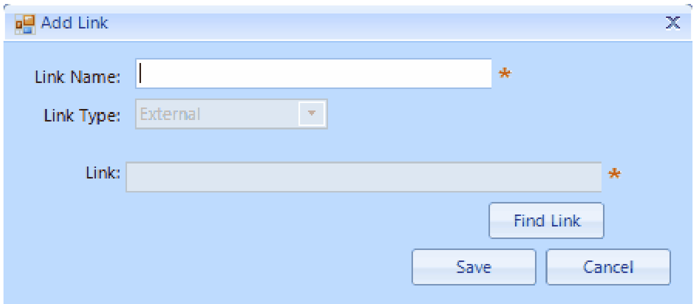
 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The Links tab allows you to add external links to the My Journal item. These links may be to any type of item including images, documents, or files.



Add Button - When the Add Link button is pressed the Add Link screen is displayed. This screen allows you to both select an external link and name the link.

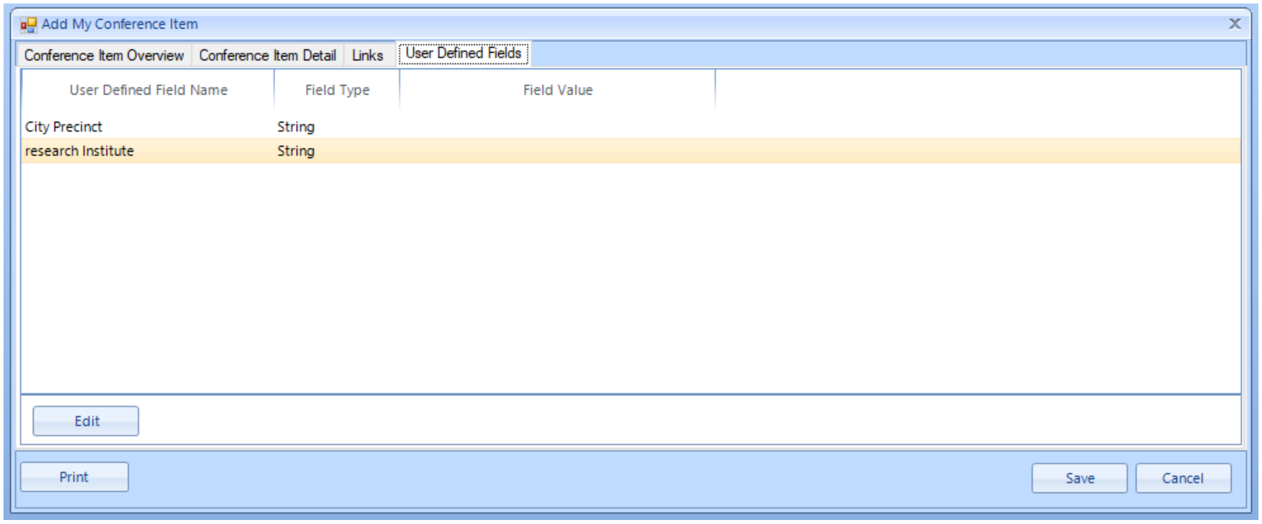


Delete Button - The Delete Link button allows you to delete a selected link

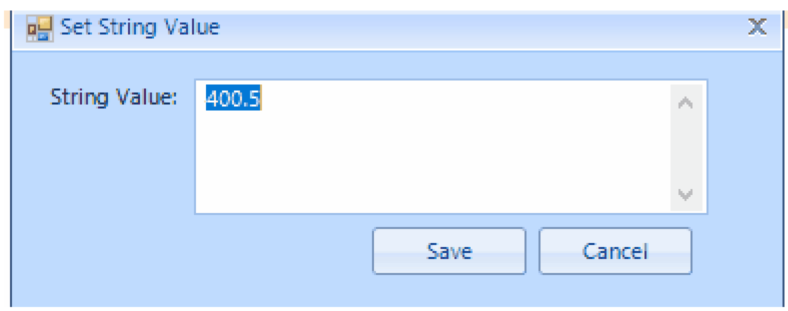
Open Link - The Open Link button will attempt to open the selected link. If there is an application which can open and display the link item then the item will be opened automatically in this application, otherwise you will be prompted as to which application to use to open the link item in.

User Defined Fields Tab

The User Defined Fields tab displays any additional fields which the user has added for the My Journal Item. These fields can be added through the Manage Form Fields screen from within the Setup Tab.



Edit User Field Button - The Edit User Field button allows you to edit or add the value to the user defined field, as shown below. You may only add a value which is of the correct type for the defined field type; string or integer.

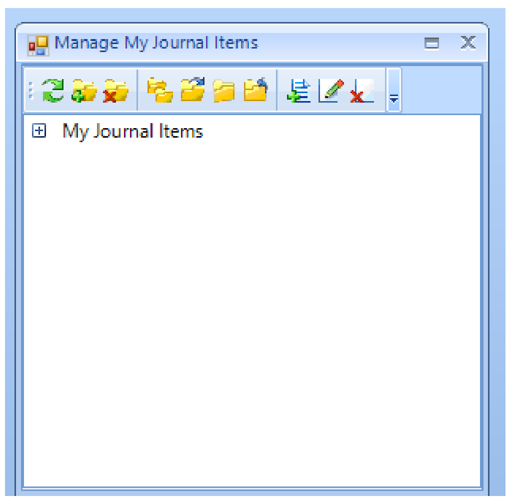


5.8.2. MANAGE MY JOURNAL ITEMS

The Manage My Journal Items screen allows you to manage existing My Journal Items within the My Research Tracker application. This screen also provides the additional functionality to allow for the addition of new My Journal items directly from this screen.

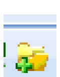
The My Journal Items screen is a dockable screen which means you can dock it to various locations around the screen When the My Journal Items screen is first opened it will dock to the default location on the screen as defined by the My Research Tracker application settings. However, you can use the Form Options screen, accessed via the Setup tab, to define where you wish this screen to be docked in the future. You may even define the screen to be undocked when opened, in which case it will act as a document style screen within the My Research Tracker application.

The image below shows the Manage My Journal Items form when first opened. Note that items contained within the My Journal Items tree may be dragged and dropped to repositioning them within the tree structure.



The available buttons across the top of this screen are:

 **Refresh Button** - The Refresh button refreshes all items in the tree. When you add or edit an item you can use the Refresh button to refresh the My Journal Items structure tree with the updated items.

 **Add Folder Button** - The Add Folder button allows you to add additional folders to the My Journal Items Item tree, thus allowing you to group My Journal Items into folders and subfolders. When you press the Add Folder button you will be prompted for the new folder name. Note that you cannot have two folders with the same name within the My Journal Items structure tree.

 **Delete Folder Button** - The Delete Folder button allows you to delete folders from within the My Journal Items structure tree. When you press the Delete Folder button you will be prompted to continue with the deletion. Note that when you delete a folder you will no longer be able to access the My Journal Items My Journal Items that were in that folder.

 **Expand All Button** - The Expand All button expands all the folders in the My Journal Items tree in a single action.

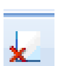
 **Expand Current Button** - The Expand Current button expands only the currently selected folder, but none of the sub-folders.

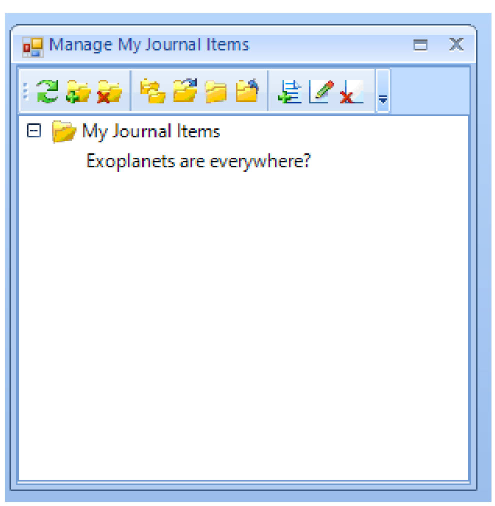
 **Collapse All Button** - The Collapse All button collapses all the folders in a single action leaving only the My Journal Items root folder showing at the top of the structure tree.

 **Collapse Current Button** - The Collapse Current button collapses only the currently selected folder.

 **New Item Button** - The New Item button, when pressed, opens the Add New My Journal Item form

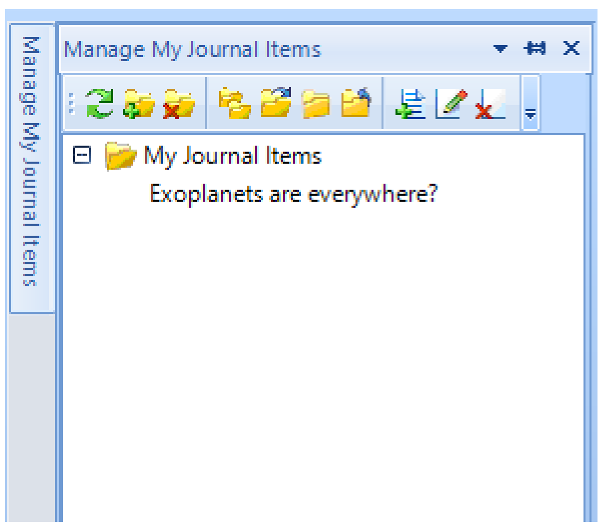
 **Edit Item Button** - The Edit Item button opens the selected My Journal Item for editing,

 **Delete Item Button** - The Delete Item button deletes the currently selected My Journal Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a My Journal Item cannot be retrieved.



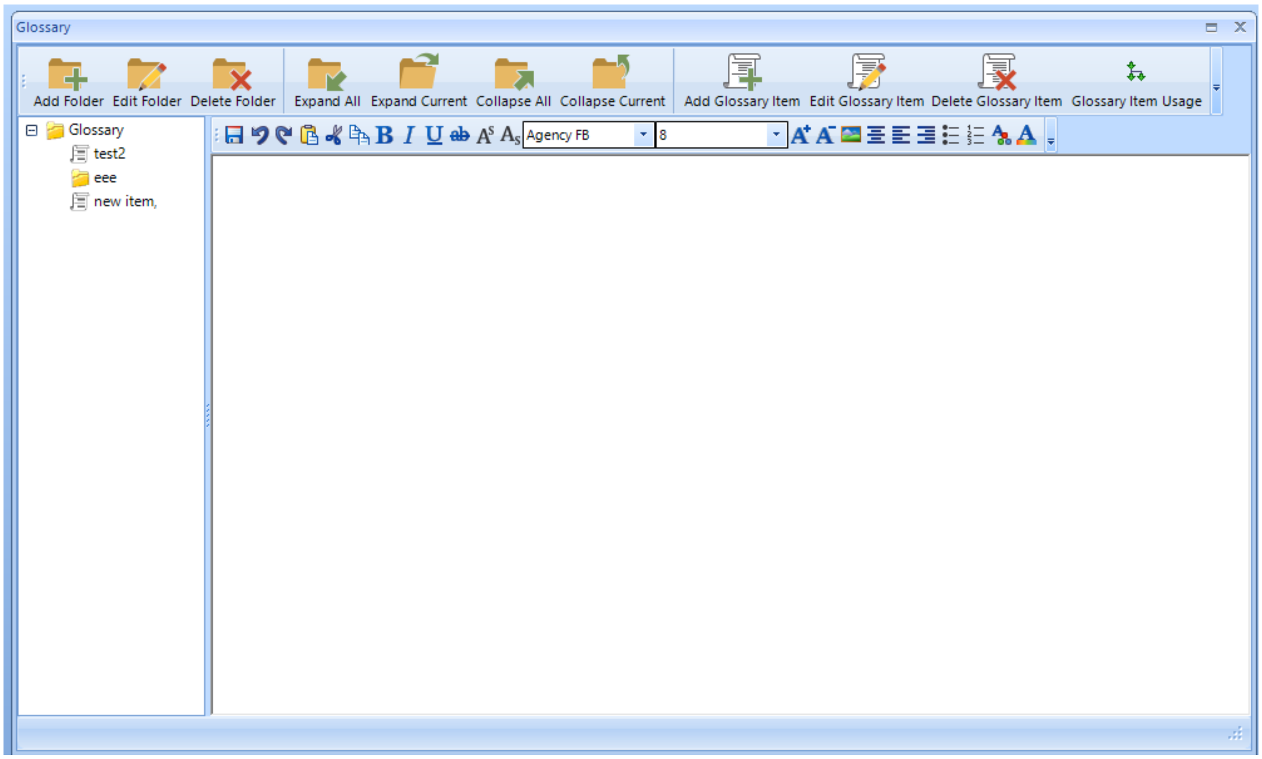
Note the pin icon in the top right corner of the Manage My Conference Items screen. When pressed this button allows the Manage My Conference Items screen to be hidden at the side of the main My Research Tracker screen, as shown below.

By hovering the mouse over this tab the Manage My Journal Items screen will slide out. Repress the pin icon to make it stay open.



5.9. GLOSSARY

The Glossary screen is used to enter and store terminology relevant to your Research Project. The Glossary screen is illustrated below and is a single screen which allows for both tree navigation and the creation and management of the Glossary items.



The available toolbar items on the Glossary form are:

 - **Save Button** - The Save Button allows your to sav th text you have entered for the current glossary item.

 - **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

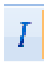
 - **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 - **Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

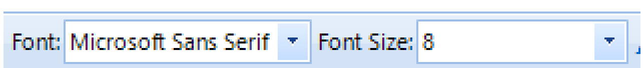
 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to centre text within the text box

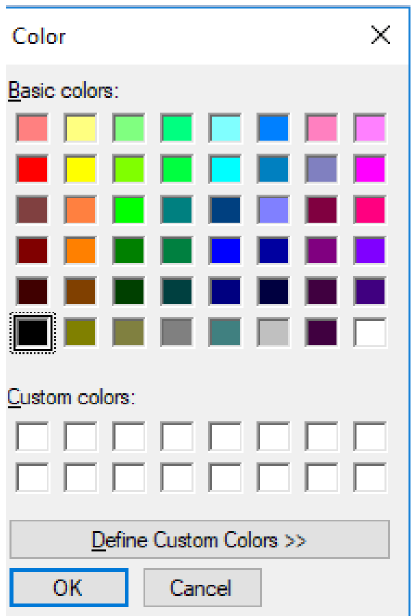
 - **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.

 - **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.

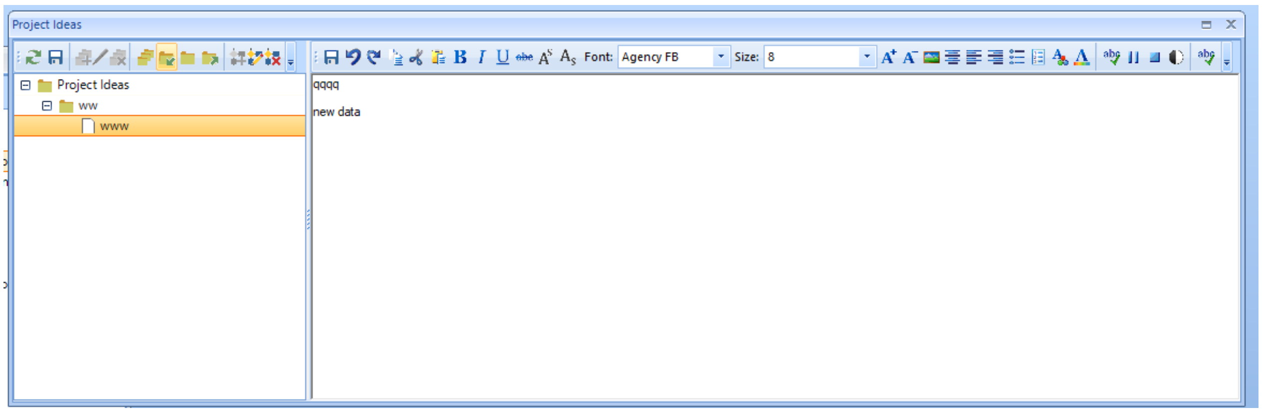


 - **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

5.10. PROJECT IDEAS

The Project Ideas screen is used to create and manage your Project Ideas. These ideas may be in relation to your project or other projects you may create at a later time.

The Project Ideas screen is illustrated below and is a single form which allows for both tree navigation and item creation and management.



The available toolbar items on the Project Ideas form are:

 - **Save Button** - The Save Button allows your to sav th text you have entered for the current glossary item.

 - **Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

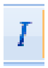
 - **Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 - **Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

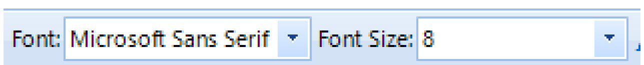
 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



- **Font Style and Size Drop Down Lists** - The Font Style and Size drop down lists allow you to select the font style and size of your text.

 - **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 - **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 - **Centre Text Button** - The Centre Text button allows you to centre text within the text box

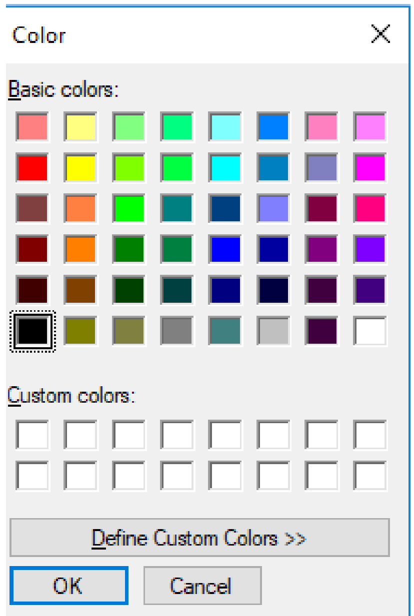
 - **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box

 - **Right Align Text Button** - The Right Align Text button allows you to right align text within the text box

 - **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.

 - **Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.

 - **<u>Font Colour Button</u>** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



 - **<u>Font Background Colour Button</u>** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

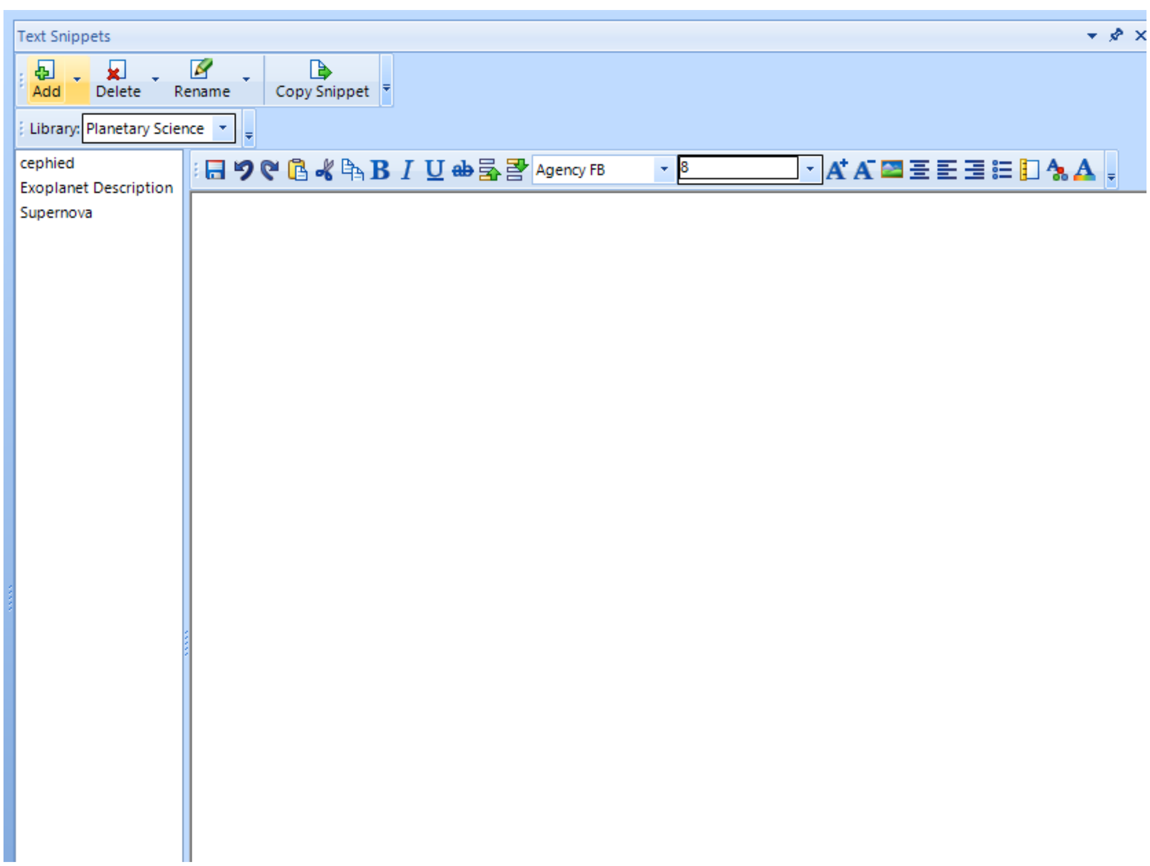
5.11. TEXT SNIPPETS

The Text Snippets screen allow for the creation and management of text snippet items. Text snippets are short blocks of text which you can save away and the recall and paste into any of the My Research Tracker application editors at a later time.

The Text Snippets screen is illustrated below and is a single screen which allows for both tree navigation and the creation and management of the Text Snippet items.

The buttons located at the top of the Text Snippet screen provide the following functionality:

- **Add Button** - Allows for the addition of either a new library or text snippet, via a drop down menu option.
- **Delete Button** - Allows for the deleting of either an existing library or text snippet, via a drop down menu option
- **Rename Button** - Allows for the renaming of either a new library or snippet, via a drop down menu option.
- **Copy Snippet Button** - Allows for the copying of the current text snippet top the clipboard.



The available toolbar items on the Text Snippets form are:

 - **<u>Save Button</u>** - The Save Button allows your to sav th text you have entered for the current glossary item.

 - **<u>Undo Button</u>** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.

 - **<u>Redo Button</u>** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.

 - **<u>Copy Button</u>** - The Copy Button allows you to copy any item which has been highlighted in the text box. .

 = **<u>Cut Button</u>** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.

 - **<u>Paste Button</u>** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.

 - **<u>Bold Button</u>** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

 - **<u>Italic Button</u>** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **<u>Strike Thru Button</u>** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 - **<u>Underline Button</u>** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

 - **<u>Superscript Button</u>** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.

 - **<u>Subscript Button</u>** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.

- **<u>Font Style and Size Drop Down Lists</u>** - The Font Style and Size drop down lists allow you to select the font style and size of your text.


- **<u>Increase and Decrease Font Size Buttons</u>** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.


- **<u>Image Button</u>** - The Image button allows you to select and image to insert into the text box at the current cursor location.


- **<u>Centre Text Button</u>** - The Centre Text button allows you to centre text within the text box

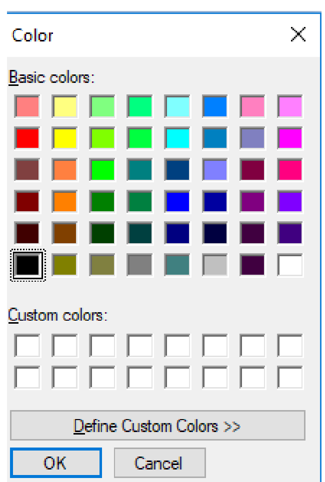

- **<u>Left Align Text Button</u>** - The Left Align Text button allows you to left align text within the text box


- **<u>Right Align Text Button</u>** - The Right Align Text button allows you to right align text within the text box


- **<u>Bullet List Button</u>** - The Bullet List button converts highlighted text into a bullet text list.


- **<u>Numbered List Button</u>** - The Numbered :List button converts highlighted text into a numbered text list.


- **<u>Font Colour Button</u>** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.

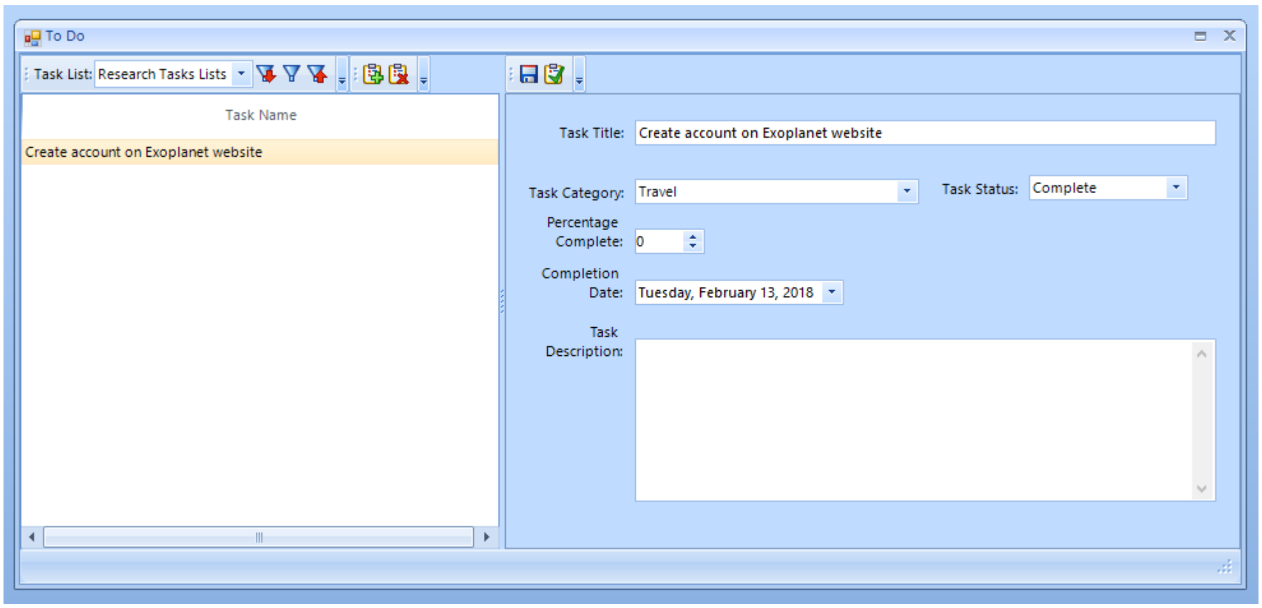



- **<u>Font Background Colour Button</u>** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

5.12. TASKS

The Task section within the My Research Tracker application allows for the addition, management and tracking of tasks you need to work on during your Research Project.

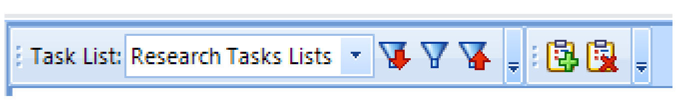
The Tasks screen allows you to enter your Task Items into different categories and allocate different statuses to them. Both the Category and Status values may be defined and management through the Status Items and Category Items screen in the Setup Tab.



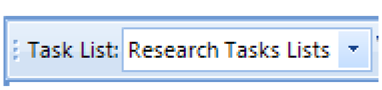
There are two sets of buttons available on the Task form; one for managing the Tasks Lists and Task Items and one for Saving and Updating the Task Item.

Creating and Managing Task Lists and Task Items Toolbar

The Task List / Task item toolbar and button set is shown below.



The buttons and controls available on this toolbar are:



Select an existing task list.

 Add a new Task List

 Edit the selected Task List name

 Delete the selected Task List

 Add a new Task Item,

 Delete the currently selected task item

Save and Update Task Item Toolbar

The Save and Update Task Item toolbar and button set is shown below.

The buttons available on this toolbar are:

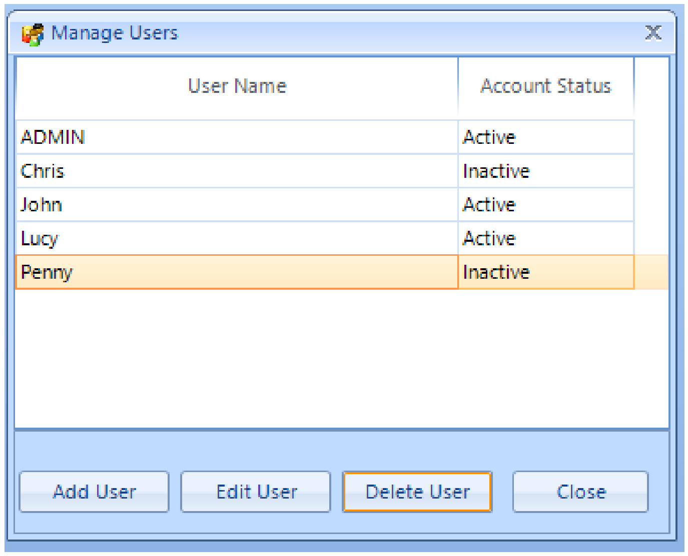
 Save changes to the current task

 Set the current task to Complete

5.13. MANAGE USERS

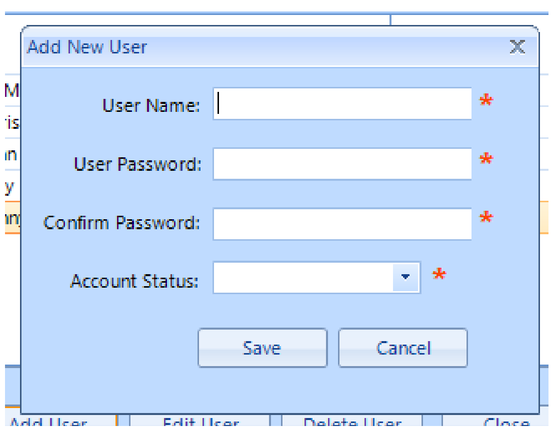
The Manage Users screen allows for the management of all users who have access to the My Research tracker application.

The Manage Users screen is illustrated below.



There are a number of buttons across the bottom of this screen, these being:

Add User Button: The Add User button allows you to add a new user to the system. When pressed the Add New User screen will be displayed. This screen allows you to add the details of the new user and whether or not their account is active.



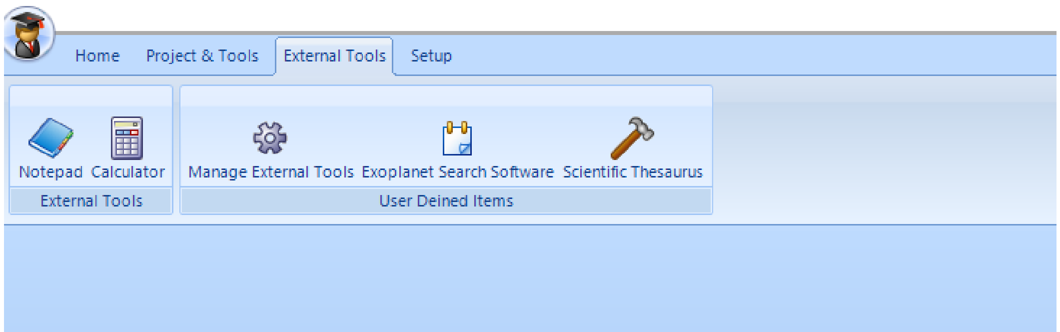
Edit User Button: The Edit User button allows you to edit an existing user of the system. When you select the edit function the user details will be displayed in a screen similar to the Add User screen, except the user name will not be editable.

Delete User Button: The Delete User button allows you to remove users from having access to the My Research Tracker application. When you select to delete a user you will first be prompted as to whether or note you wish to go ahead with this action. Note that you are unable to delete the system Admin user account.

6. EXTERNAL TOOLS TAB

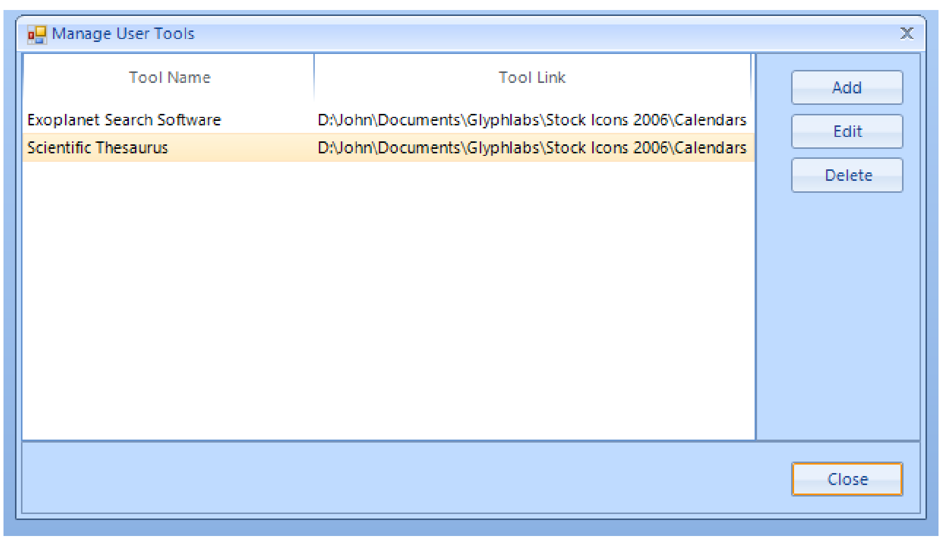
The External tools tab, as its name implies, allows you to gain access and configure external tools which may then be access directly from the My Research Tracker software.

By default both the Notepad and Calendar applications are all ready available to you through this tab. You can create and manage access to your own external tool using the Manage External Tools screen.



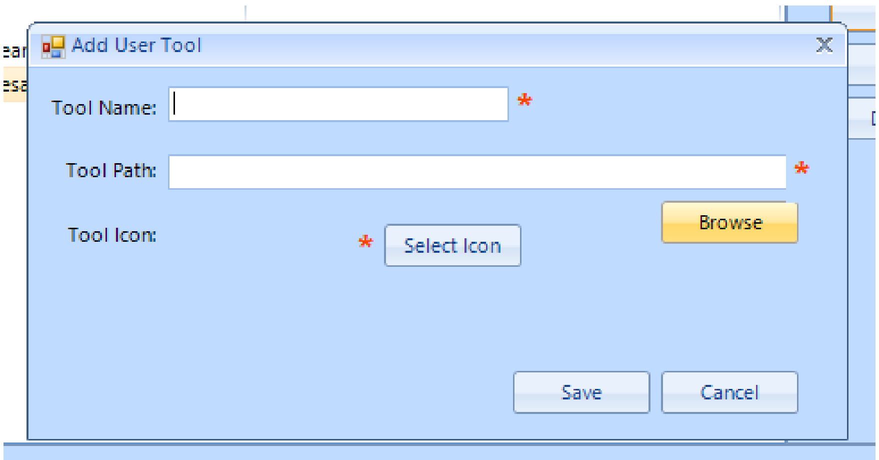
6.1. MANAGE EXTERNAL TOOLS

The Manage External Tools screen allows you to add and manage My Research Tracker access to external tool items.The Manage External Tools screen is shown below along with a detailed description of the functionality contained within this screen.



Add Button - The Add button allows you to add a new external tool. When pressed the Add User Tool screen is displayed, as shown below. In this screen you must provide:

- A unique Tool Name
- The Path to the external tool
- An icon by which the tool will be displayed in the My Research Tracker ribbonbar.

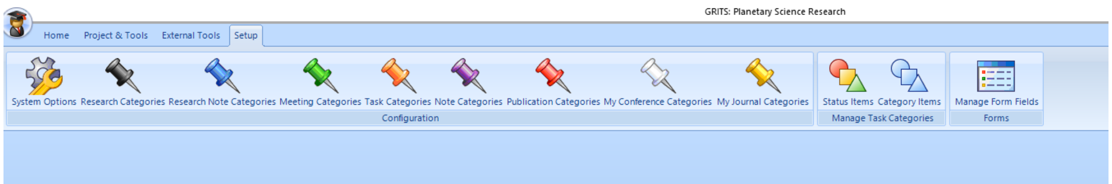


Edit Button - The Edit button allows you to edit existing external tool items.

Delete Button - The Delete button allows you to remove selected external tool items from the external tool set.

7. SETUP TAB

The Setup tab allows you to configure various components and aspects of the My Research Tracker application. Each of these areas is covered in the pages below.



7.1. FORM OPTIONS

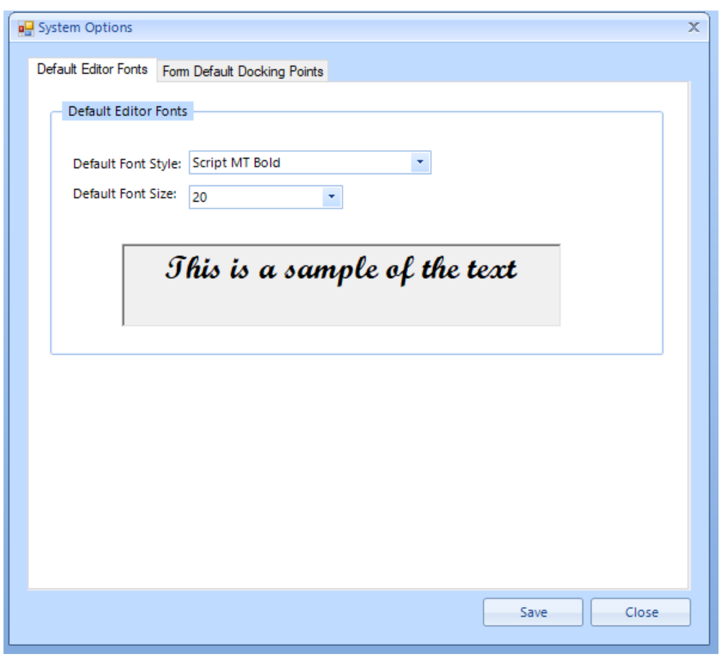
The Form Options screen allows you to configure the My Research Tracker System options.

This form consists of two tabs, each if which are described in more detail within this help section.

- Default Editor Fonts
- Form Default Docking Points

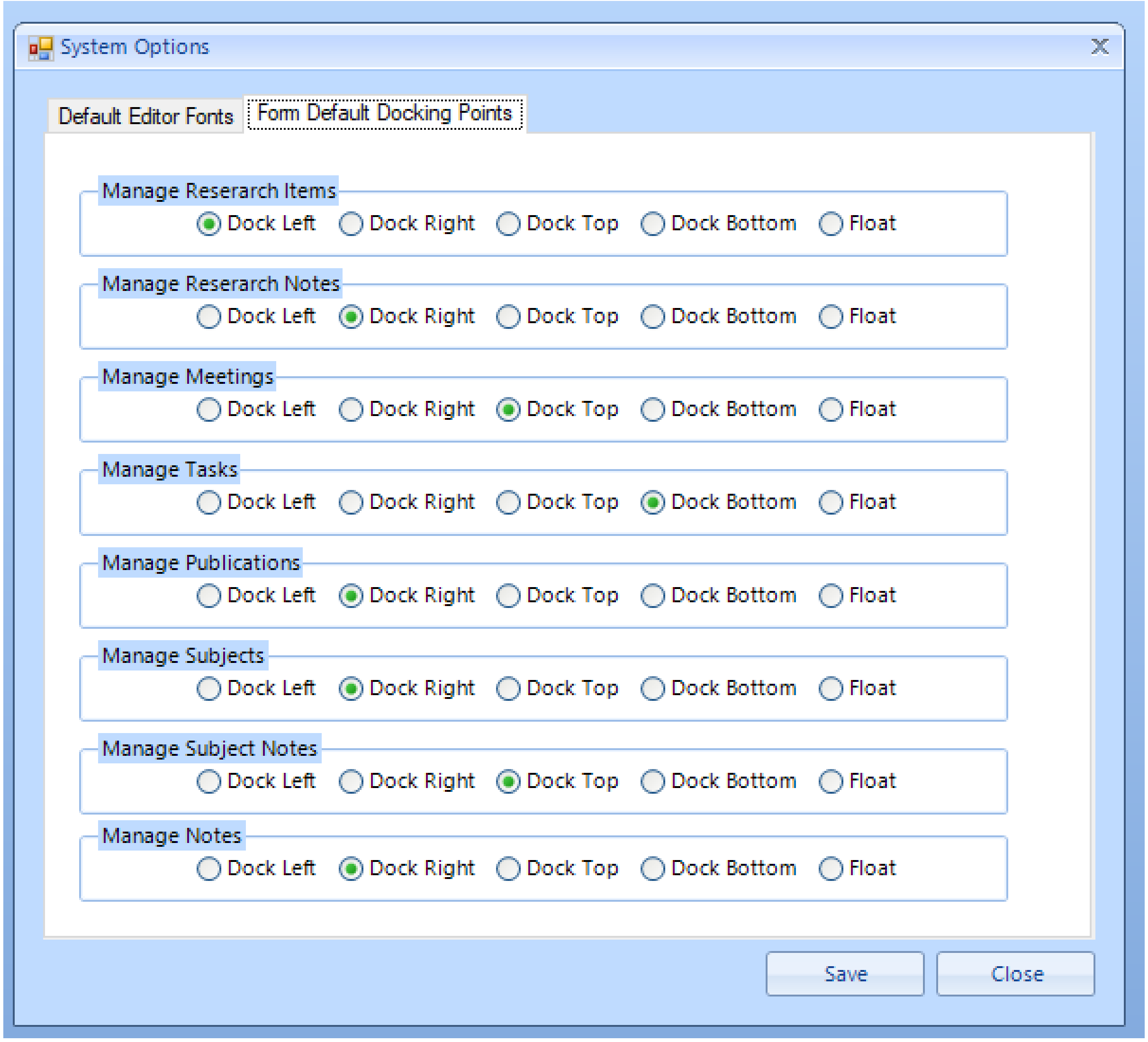
Default Editor Fonts

The Default Editor Fonts tab allow you set the style and size of the font which will be used when each of the main text editors is opened within the My Research Tracker application. An example of the selected font and size is displayed in the example font style box on this tab.



Form Default Docking Points

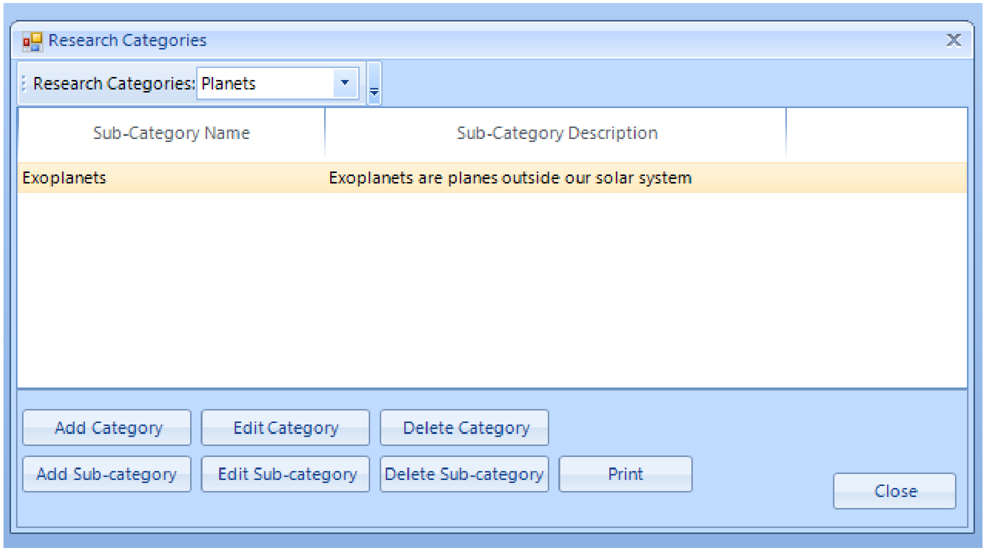
The Form Default Docking Points tab allow you set nominate where each of the main docking forms will dock when they open within the MY Research Tracker application. The options you have are to dock left, right, top, bottom or to allow the form to open as a document form (Float) within the application.



7.2. RESEARCH CATEGORIES

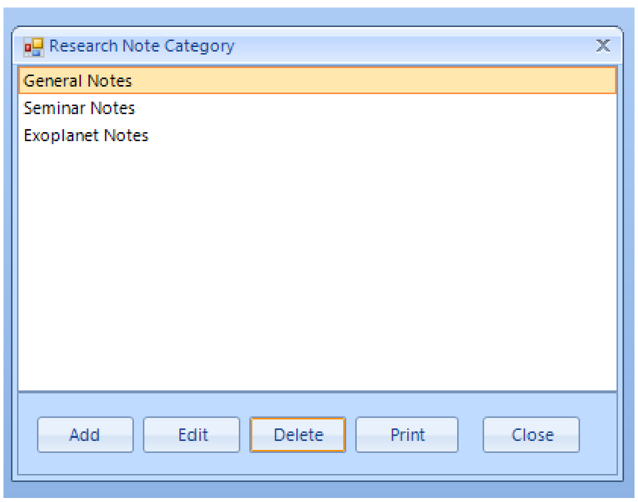
The configure Research Categories screen allows for the configuration of Research Categories and Sub-Categories.

The Research Categories are available via a drop-down list at the top of the form, while the sub-categories are displayed in a list in the center of the screen.



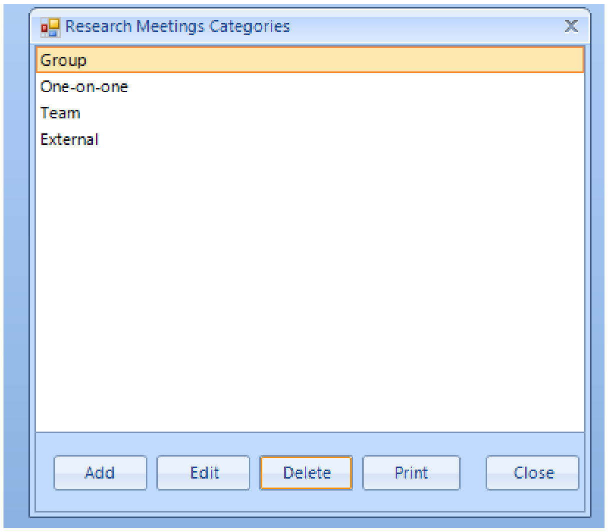
7.3. RESEARCH NOTES CATEGORIES

The Configure Research Notes Categories screen allows for the addition and removal of Research Note categories from within the My Research Tracker application.



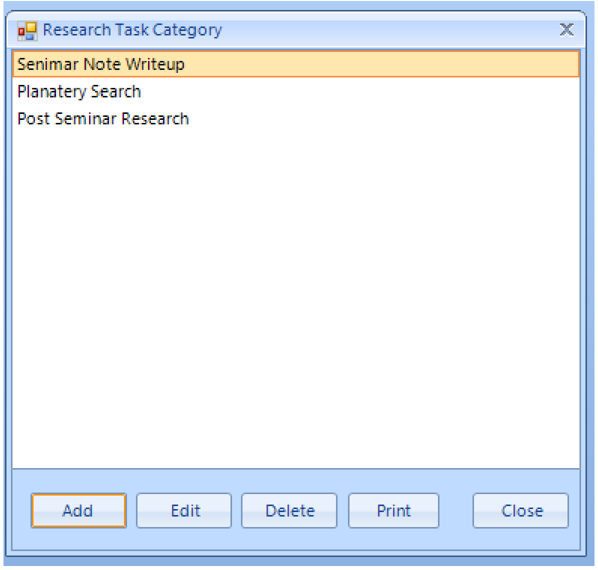
7.4. RESEARCH MEETING CATEGORIES

The Configure Research Meeting Categories screen allows for the management of Meeting Categories within the My Research Tracker application.



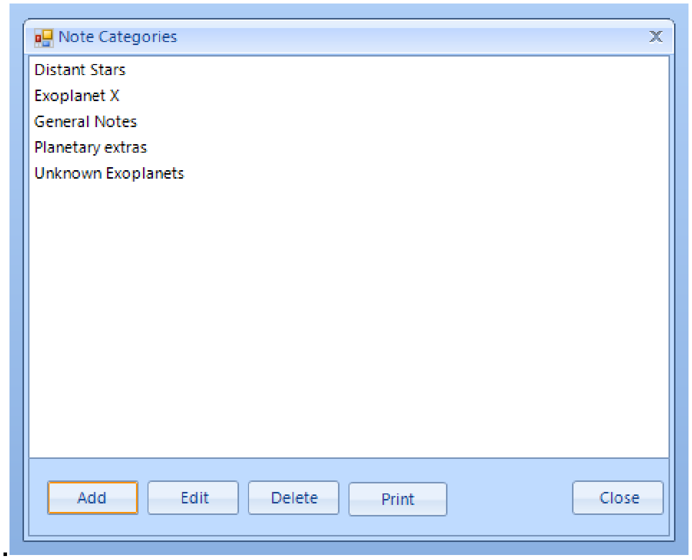
7.5. RESEARCH TASKS CATEGORIES

The Configure Research Task Categories screen allows for the management of Task Categories within the My Research Tracker application.



7.6. GENERAL NOTES CATEGORIES

The Configure General Notes Categories screen allows for the management of General Notes Categories within the My Research Tracker application.



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7.7. RESEARCH PUBLICATIONS CATEGORIES

The Configure Research Publications Categories screen allows for the management of Research Publication Categories within the My Research Tracker application

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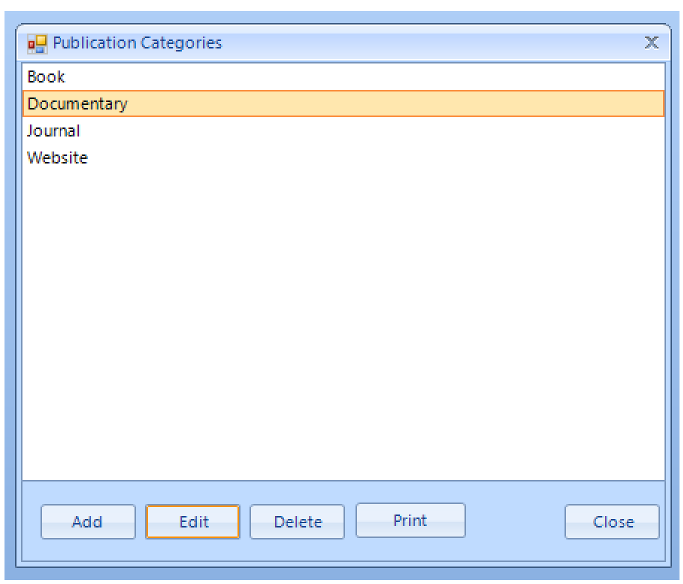

7.8. MY CONFERENCE CATEGORIES

The Configure My Conference Categories screen allows for the management of My Conference Categories within the My Research Tracker application.

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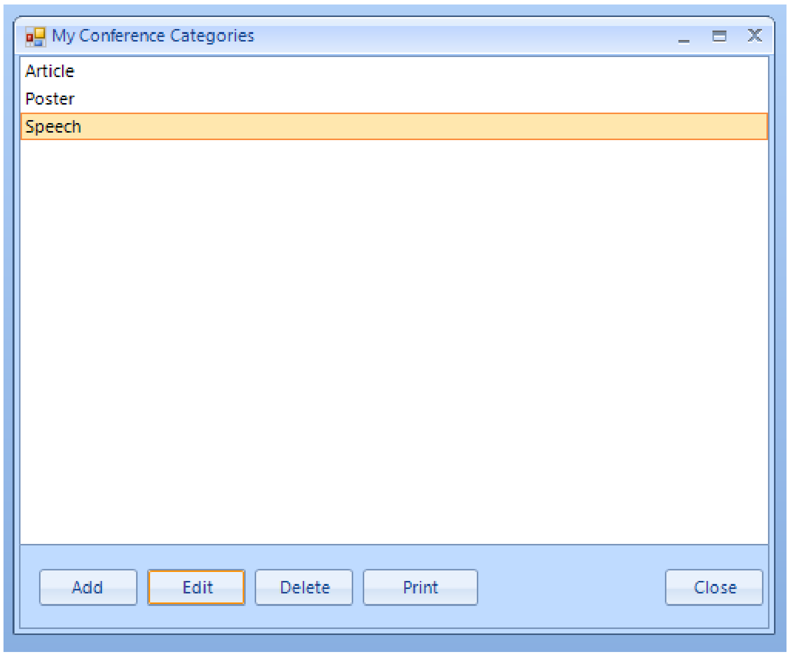
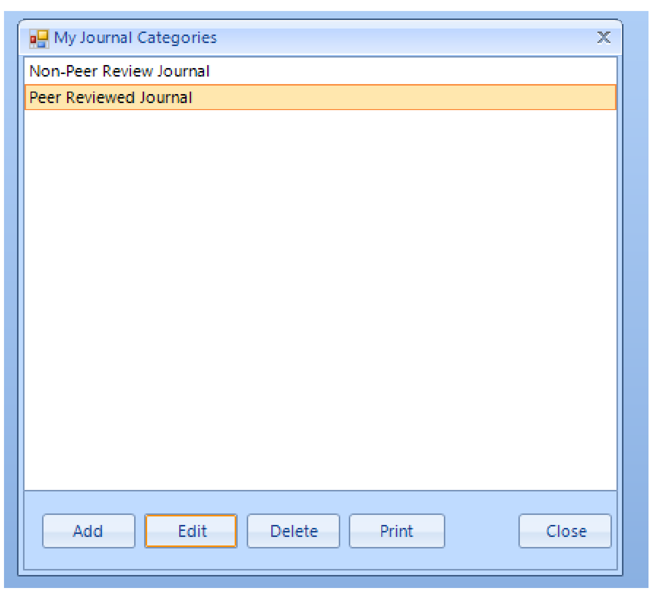


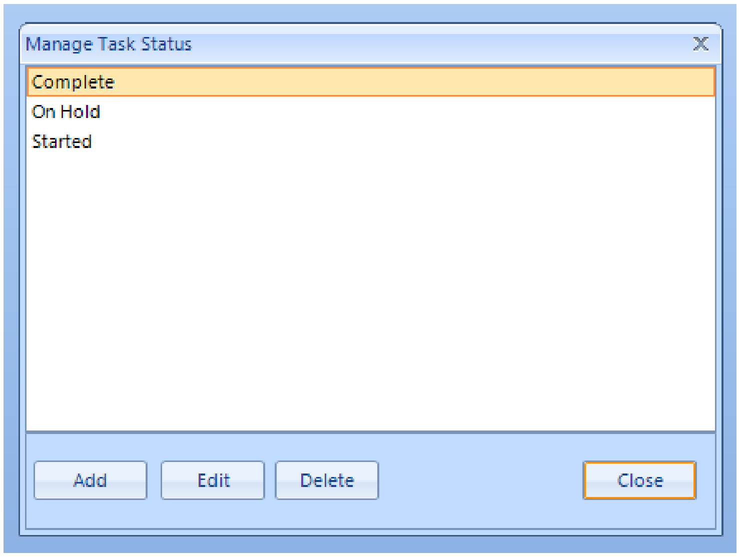
7.9. MY JOURNAL CATEGORIES

The Configure My Journal Categories screen allows for the management of My Journal Categories within the My Research Tracker application.



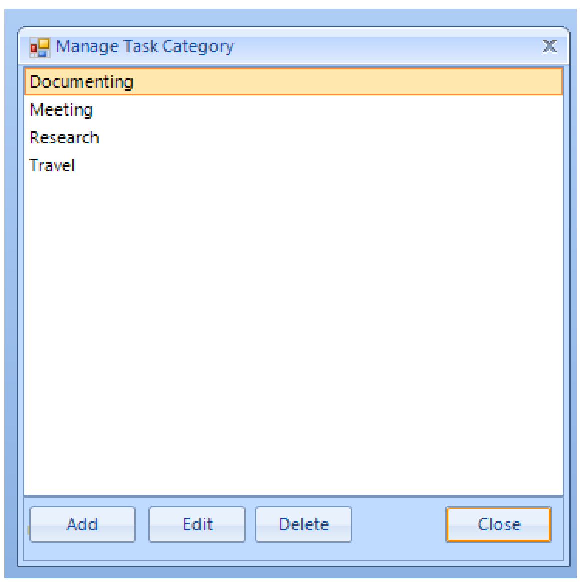
7.10. STATUS ITEMS

The Manage Task Status screen allows for the management of Task Status Items within the My Research Tracker application.



7.11. CATEGORY ITEMS

The Manage Task Category Status screen allows for the management of Task Category items within the My Research Tracker application.

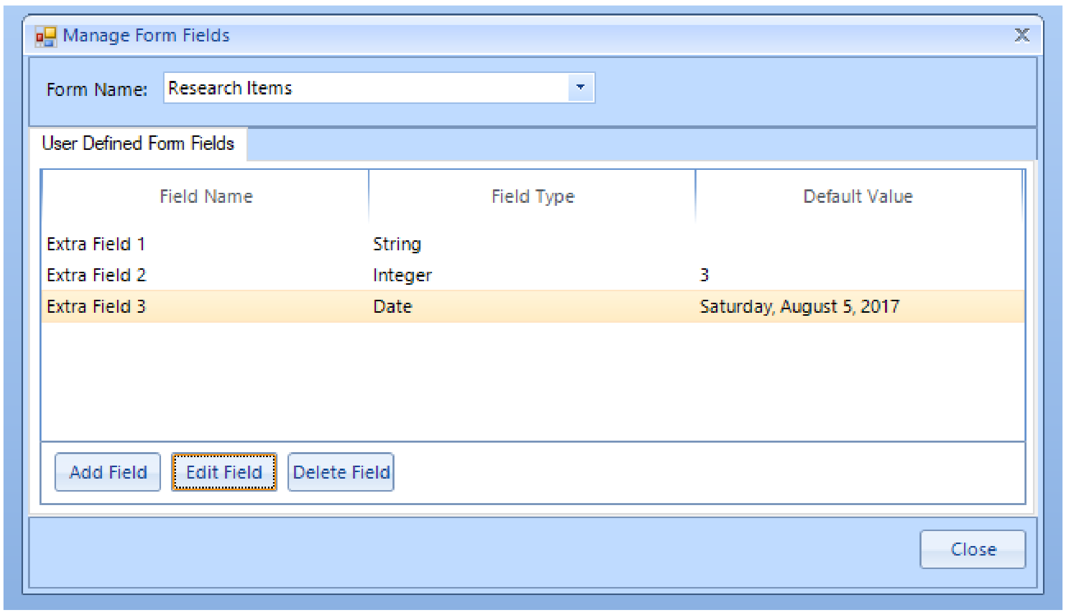


7.12. MANAGE FORM FIELDS

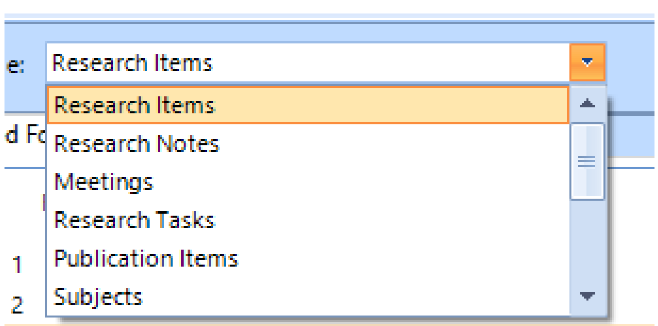
The Manage Form Field screen allows for the creation of additional user defined fields for each of the main My Research Tracker screens.

These new user defined field may be have the following information, as shown in the screen shot below. :

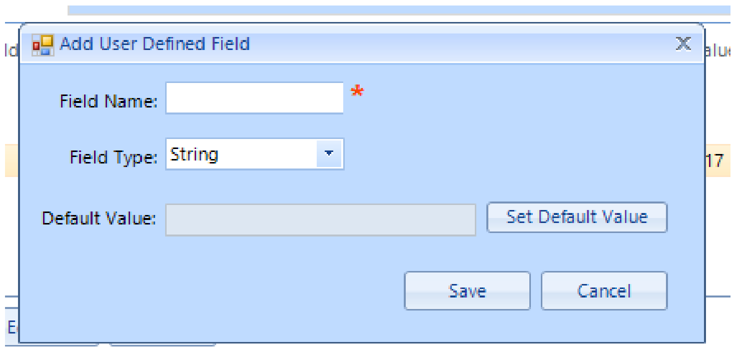
- Field Name
- Field Type
- Optional default value



The required screen may be first be selected from the drop-down list at the top of the screen, as shown below. Then, using the Add button, a new User Defined Form Field may be added to the currently selected form.



Add Button - When the Add button is pressed the Add User Define Field screen is displayed. This screen allows for the addition of the required field details.



Edit Button - When the Edit button is pressed the currently selected item is opened for editing. Note that when editing a user defined field item the only change you can make is to the fields default value.

Delete Button - When the Delete button is pressed the selected form field is removed form the form.

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