

My Research Tracker

MORC Creations

2021



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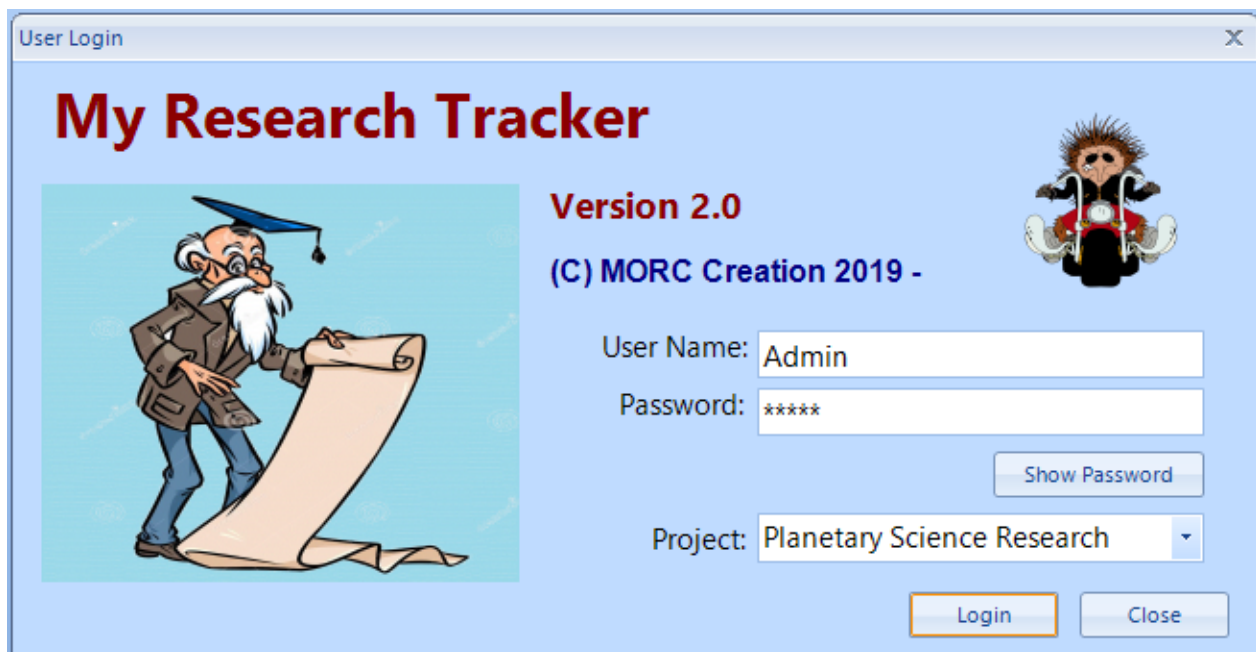
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1. INTRODUCTION

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



User Login

My Research Tracker

Version 2.0
(C) MORC Creation 2019 -



User Name:

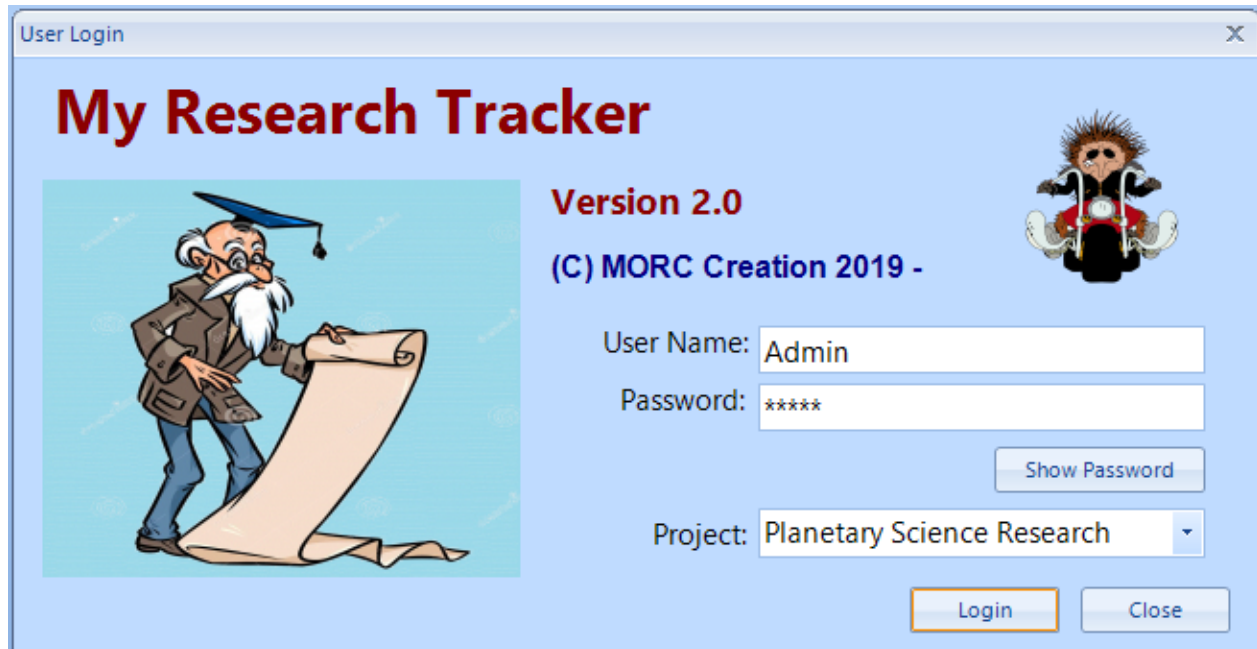
Password:

Project:

2. LOGIN SCREEN

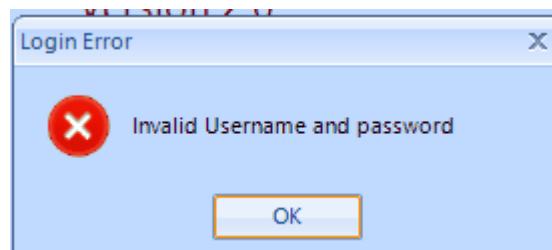
The My Research Tracker User Login screen allows you to log into the My Research Tracker application.

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 go to the Manage users section and create additional user logins as required.



The screenshot shows a window titled "User Login" for "My Research Tracker". The window has a light blue background. On the left, there is a cartoon illustration of an elderly man with a long white beard, wearing a brown jacket and a blue graduation cap, holding a large, unrolled scroll. To the right of the illustration, the text "Version 2.0" and "(C) MORC Creation 2019 -" is displayed. Further right is a small cartoon character of a hedgehog wearing a red and white outfit. Below the text, there are input fields for "User Name:" (containing "Admin"), "Password:" (containing "*****"), and a "Project:" dropdown menu (showing "Planetary Science Research"). A "Show Password" button is located next to the password field. At the bottom right, there are "Login" and "Close" buttons.

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



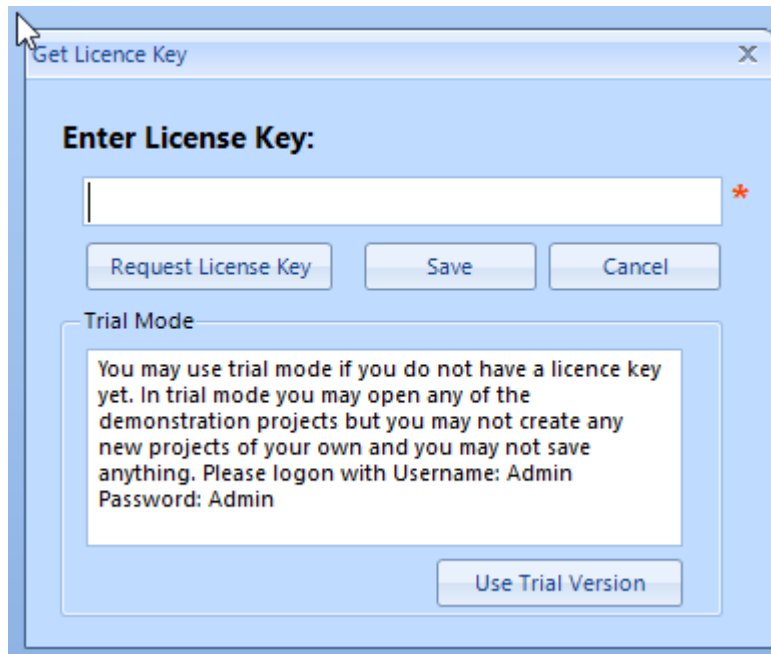
3. LICENSING

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:

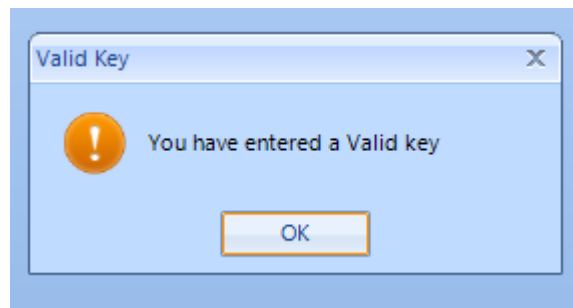
User Name: Admin

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.

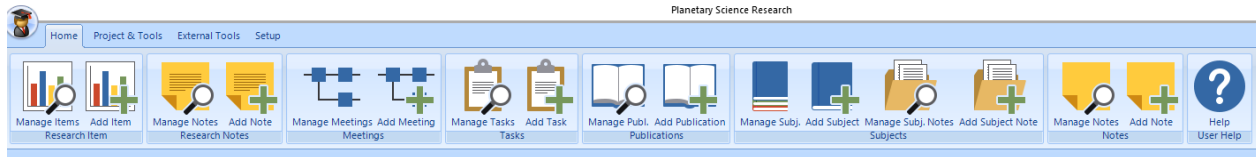


If you enter an invalid license key then an error message will be displayed and you will not have full access to the My Research Tracker software.

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 fol-low 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.

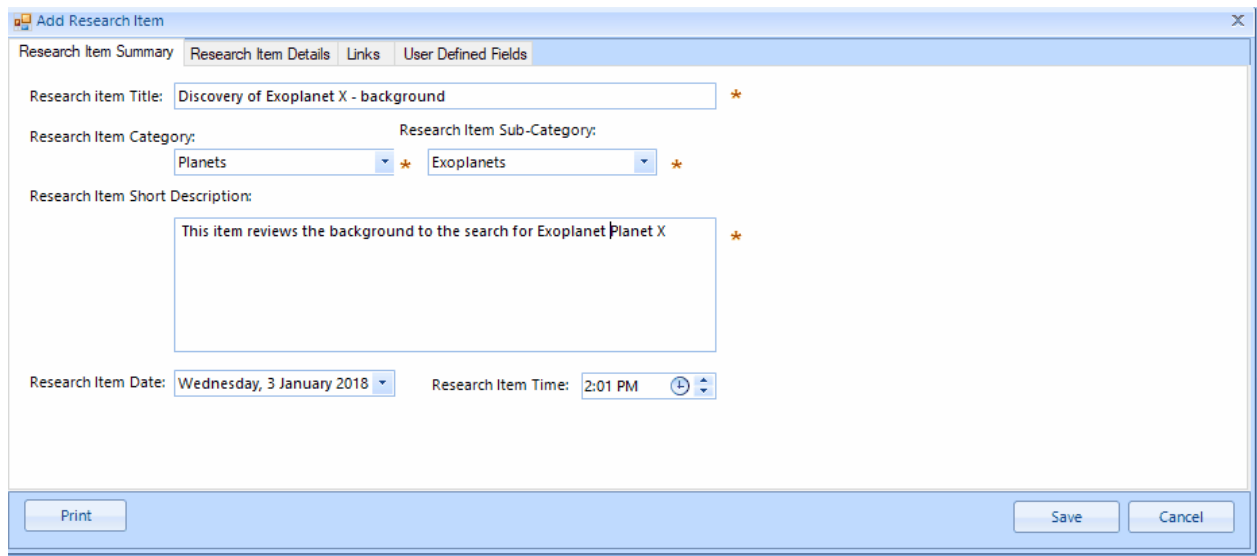
Cancel Button - The Cancel button discards all the information in the form and closes it.

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.



The screenshot shows a software window titled "Add Research Item" with a close button (X) in the top right corner. The window has four tabs: "Research Item Summary" (selected), "Research Item Details", "Links", and "User Defined Fields".

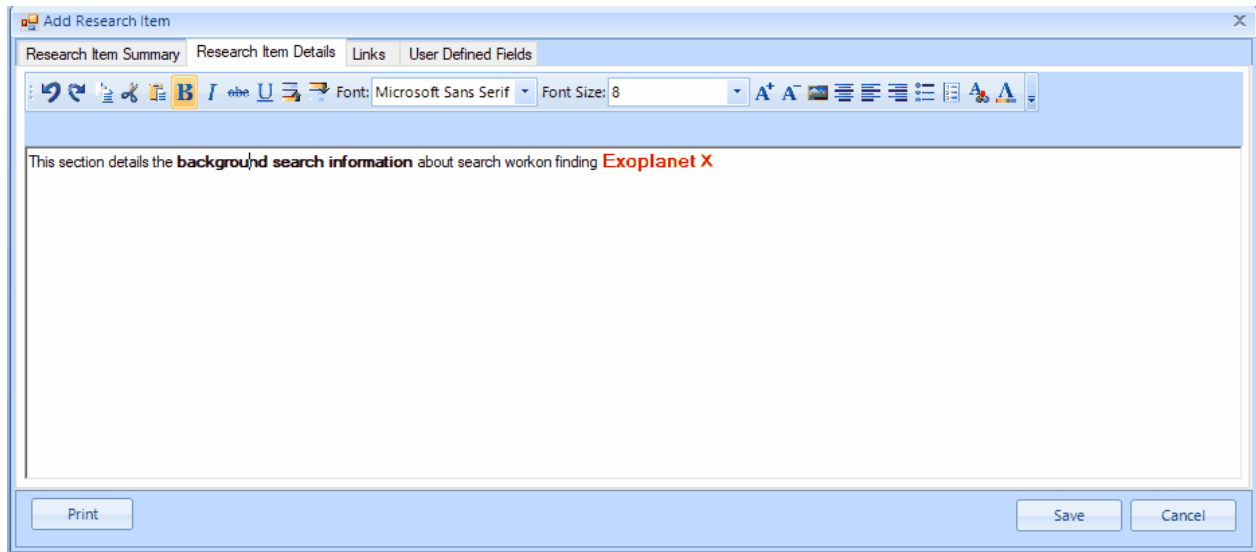
Under the "Research Item Summary" tab, the following fields are visible:

- Research item Title:** A text box containing "Discovery of Exoplanet X - background" with an orange asterisk (*) to its right.
- Research Item Category:** A dropdown menu showing "Planets" with an orange asterisk (*) to its right.
- Research Item Sub-Category:** A dropdown menu showing "Exoplanets" with an orange asterisk (*) to its right.
- Research Item Short Description:** A large text area containing "This item reviews the background to the search for Exoplanet Planet X" with an orange asterisk (*) to its right.
- Research Item Date:** A date picker showing "Wednesday, 3 January 2018".
- Research Item Time:** A time picker showing "2:01 PM".

At the bottom of the window, there are three buttons: "Print", "Save", and "Cancel".

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 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.



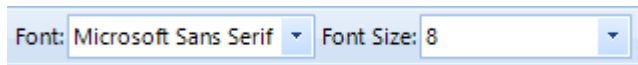
Underline Button - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



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 Item. These links may be to any type of item including images, documents or files.

The screenshot shows the 'Add Research Item' dialog box with the 'Links' tab selected. It contains a table with two columns: 'Link Name' and 'Link Description'. The table has two rows: 'Exoplanet Article A' with description 'External' and link 'D:\John\Documents\temp\jOURNAL.pdf', and 'My Conference Review' with description 'External' and link 'D:\John\Documents\temp\myconf.pdf'. To the right of the table are three buttons: 'Add Link', 'Delete Link', and 'Open Link'. At the bottom of the dialog are 'Print', 'Save', and 'Cancel' buttons.

Link Name	Link Description	Link
Exoplanet Article A	External	D:\John\Documents\temp\jOURNAL.pdf
My Conference Review	External	D:\John\Documents\temp\myconf.pdf

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.

The screenshot shows the 'Add Link' dialog box. It has three input fields: 'Link Name' (with a red asterisk), 'Link Type Description' (a dropdown menu), and 'Link' (with a red asterisk). Below the 'Link' field is a 'Find Link' button. At the bottom are 'Save' and 'Cancel' buttons.

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 Items. These fields are added through the [Manage Form Fields](#) screen from within the Setup Tab.

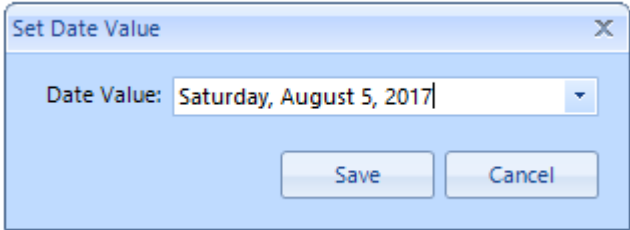
The screenshot shows the 'Add Research Item' window with the 'User Defined Fields' tab selected. The window has a title bar 'Add Research Item' and a close button. Below the title bar are four tabs: 'Research Item Summary', 'Research Item Details', 'Links', and 'User Defined Fields'. The 'User Defined Fields' tab contains a table with three columns: 'User Defined Field Name', 'Field Type', and 'Field Value'. The table has three rows: 'Catalogue Code For Star / Planet' with value 'ASX1324', 'Name of Planet / Star' with value 'Adjacent Minor', and 'Planet / Star distance (AU)' with value '400.5'. The third row is highlighted in yellow. Below the table are two buttons: 'Edit User Field' and 'View User Field'. At the bottom of the window are three buttons: 'Print', 'Save', and 'Cancel'.

User Defined Field Name	Field Type	Field Value
Catalogue Code For Star / Planet	String	ASX1324
Name of Planet / Star	String	Adjacent Minor
Planet / Star distance (AU)	String	400.5

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

The screenshot shows a 'Set String Value' dialog box with a title bar and a close button. It contains a label 'String Value:' followed by a text input field. Below the input field are two buttons: 'Save' and 'Cancel'.

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.

A screenshot of a 'Set Date Value' dialog box. The dialog has a light blue header bar with the title 'Set Date Value' and a close button (X) on the right. Below the header, there is a label 'Date Value:' followed by a text input field containing the text 'Saturday, August 5, 2017'. To the right of the input field is a small downward-pointing arrow. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

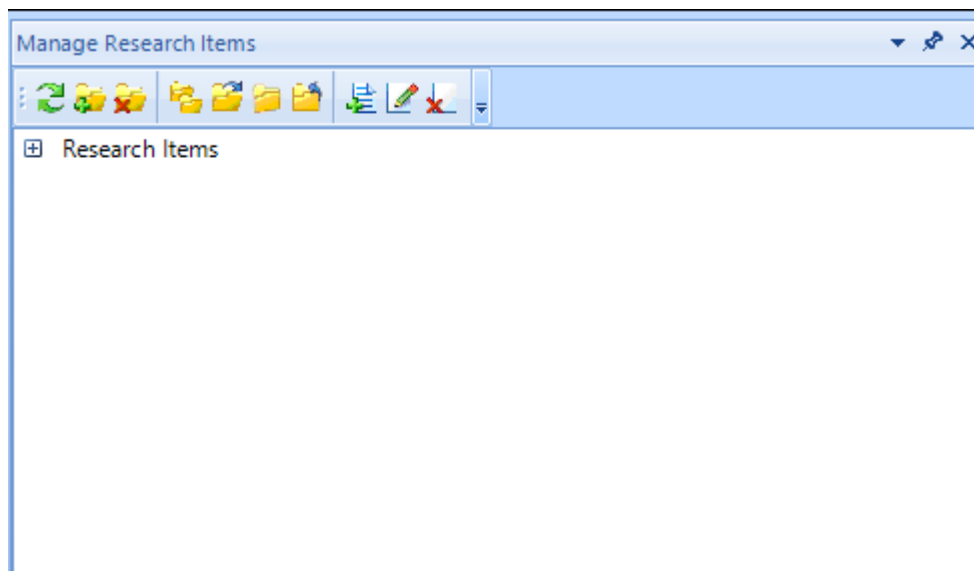
4.1.2. MANAGE RESEARCH ITEMS

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 may be 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.



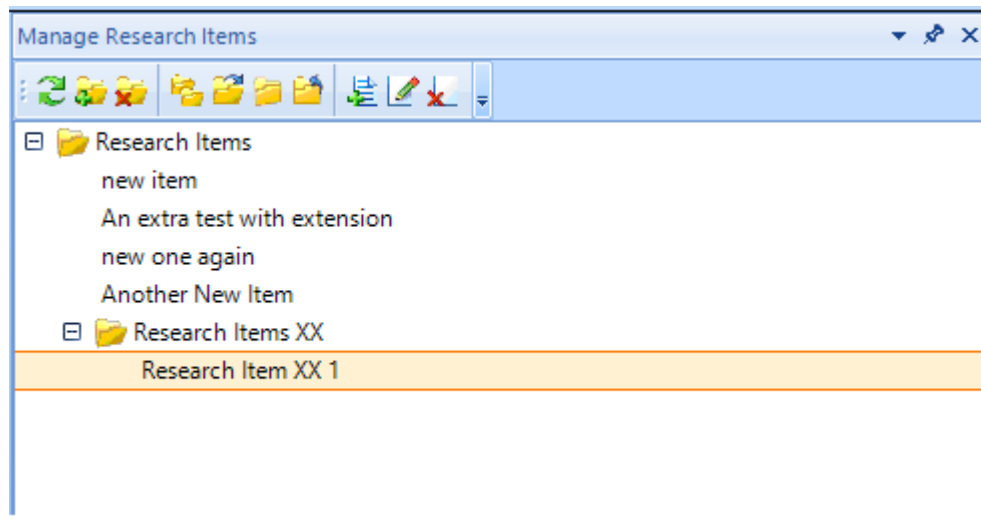
New Item Button - The New Item button, when pressed, opens the Add New Research Item form



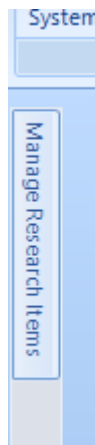
Edit Item Button - The Edit Item button opens the selected Research Item for editing,



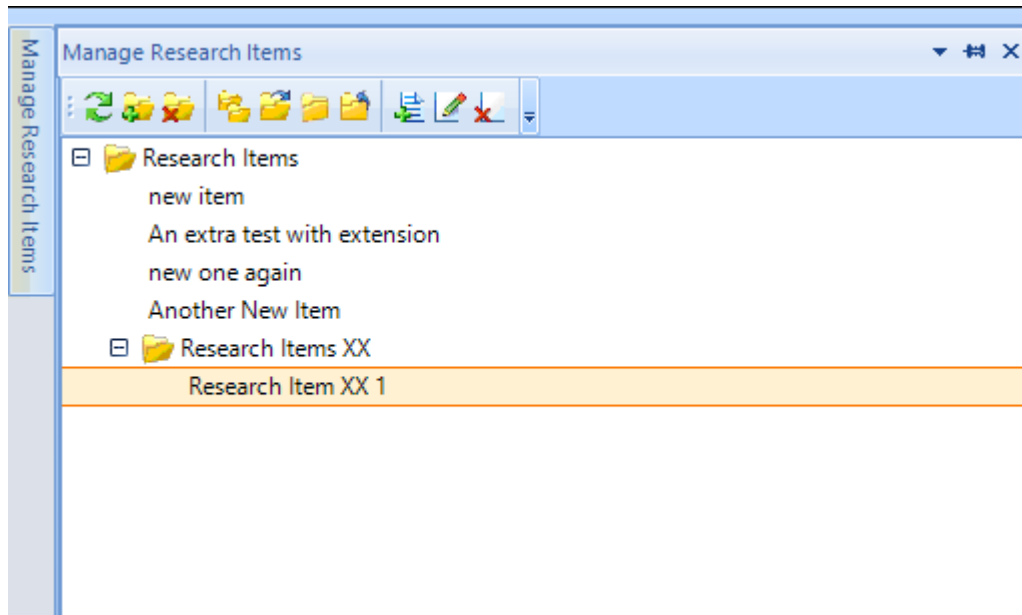
Delete Item Button - The Delete Item button deletes the currently selected Research Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Item cannot be retrieved.



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.



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.

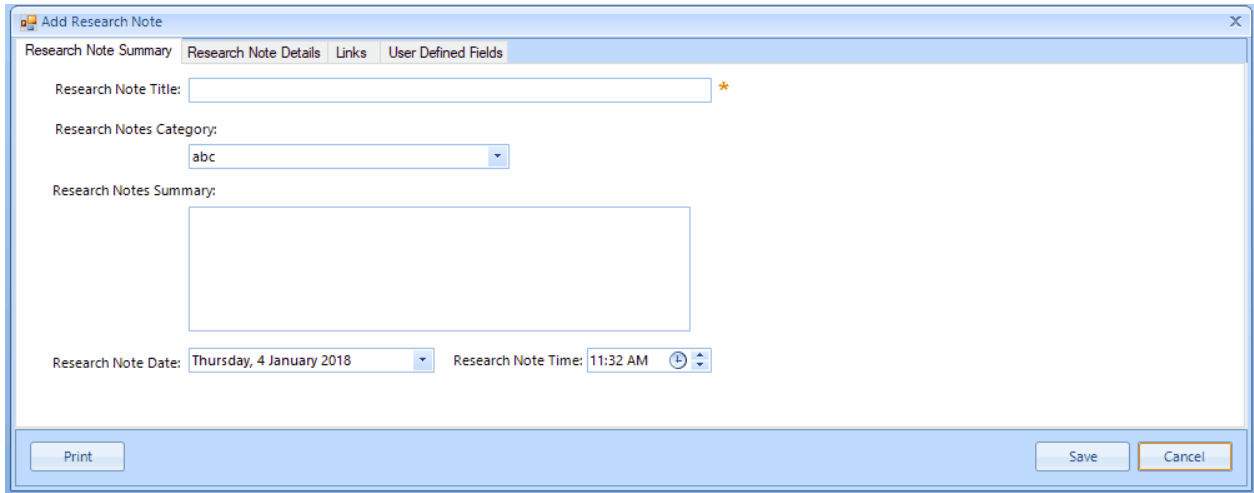
Research Note Summary Tab

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.

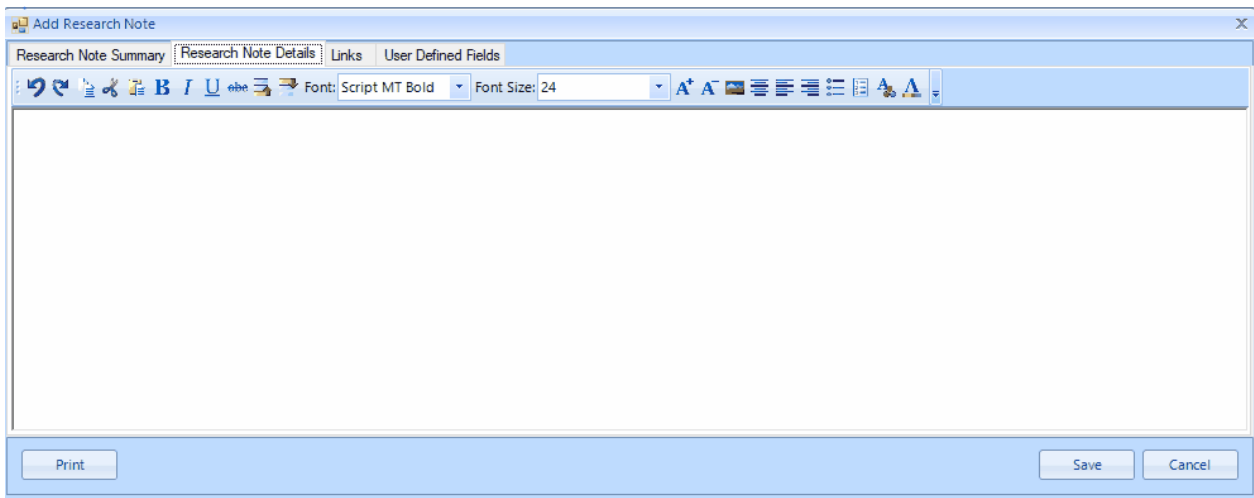
Items marked with the orange asterisks are mandatory fields and must be completed before the Research Note can be saved.



The screenshot shows the 'Add Research Note' dialog box with the 'Research Note Summary' tab selected. The dialog has four tabs: 'Research Note Summary', 'Research Note Details', 'Links', and 'User Defined Fields'. The 'Research Note Title' field is marked with an orange asterisk. The 'Research Notes Category' dropdown menu is set to 'abc'. The 'Research Notes Summary' text area is empty. The 'Research Note Date' is set to 'Thursday, 4 January 2018' and the 'Research Note Time' is set to '11:32 AM'. At the bottom, there are 'Print', 'Save', and 'Cancel' buttons.

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 screenshot shows the 'Add Research Note' dialog box with the 'Research Note Details' tab selected. The dialog has four tabs: 'Research Note Summary', 'Research Note Details', 'Links', and 'User Defined Fields'. The 'Research Note Details' tab contains a rich text editor with a toolbar at the top. The toolbar includes buttons for Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent Left, Indent Right, Link, and Unlink. The font is set to 'Script MT Bold' and the font size is 24. The text area is empty. At the bottom, there are 'Print', 'Save', and 'Cancel' buttons.

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.



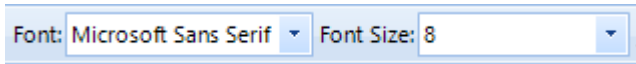
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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.



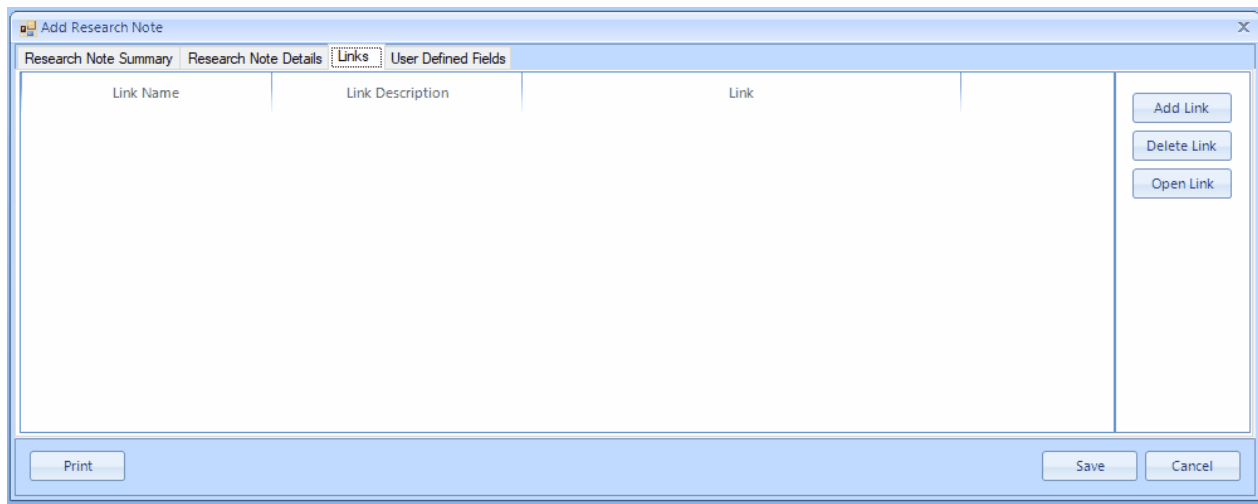
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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



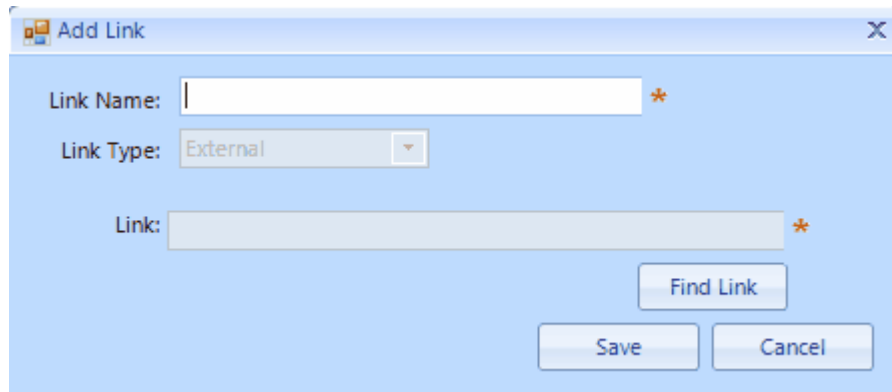
- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

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.



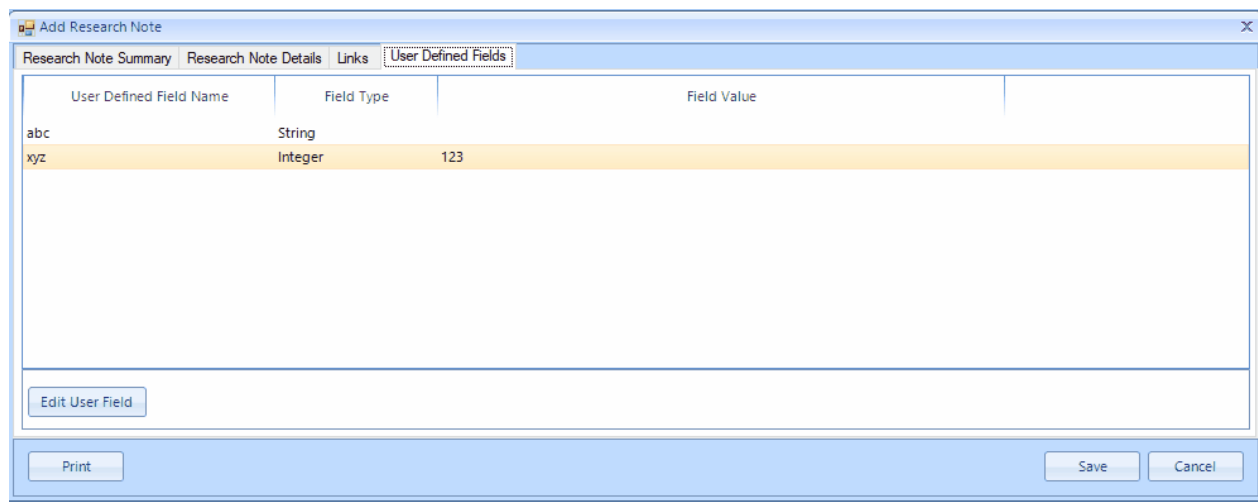
The 'Add Link' dialog box is a light blue window with a title bar containing a small icon and the text 'Add Link' and a close button (X). It contains three input fields: 'Link Name:' with a text box and an asterisk, 'Link Type:' with a dropdown menu showing 'External', and 'Link:' with a text box and an asterisk. Below these fields are three buttons: 'Find Link', 'Save', and 'Cancel'.

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

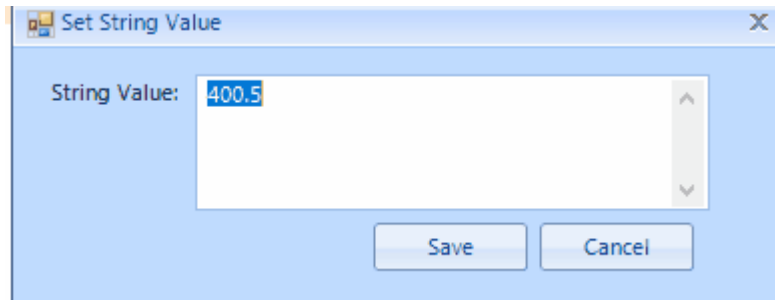
The User Defined Fields tab displays any additional fields which the user has added for Research Notes. These fields are added through the [Manage Form Fields](#) screen from within the Setup Tab.



The 'Add Research Note' dialog box has a title bar with a small icon and the text 'Add Research Note' and a close button (X). It features four tabs: 'Research Note Summary', 'Research Note Details', 'Links', and 'User Defined Fields'. The 'User Defined Fields' tab is active, showing a table with three columns: 'User Defined Field Name', 'Field Type', and 'Field Value'. The table contains two rows: one with 'abc' as the name, 'String' as the type, and an empty value; the other with 'xyz' as the name, 'Integer' as the type, and '123' as the value. Below the table is an 'Edit User Field' button. At the bottom of the dialog are 'Print', 'Save', and 'Cancel' buttons.

User Defined Field Name	Field Type	Field Value
abc	String	
xyz	Integer	123

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.

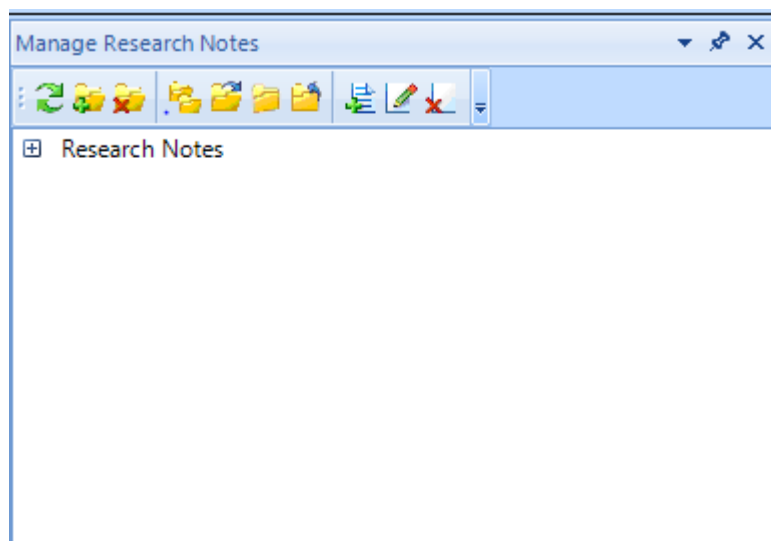
4.2.2. MANAGE RESEARCH NOTES

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.



- **Delete Folder Button** - 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.



- **Expand All Button** - The Expand All button expands all the folders in the Research Notes 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 Notes folder showing at the top of the form.



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



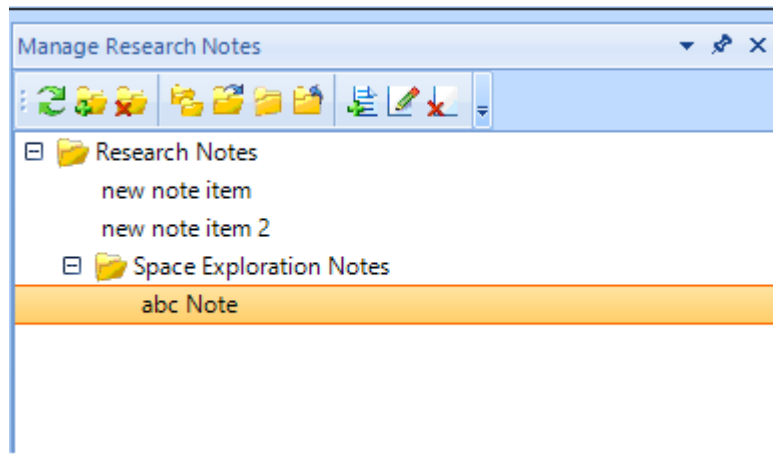
- **New Item Button** - The New Item button, when pressed, opens the Add New Research Notes form



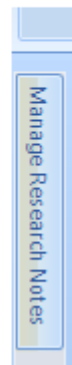
- **Edit Item Button** - The Edit Item button opens the selected Research Note for editing,



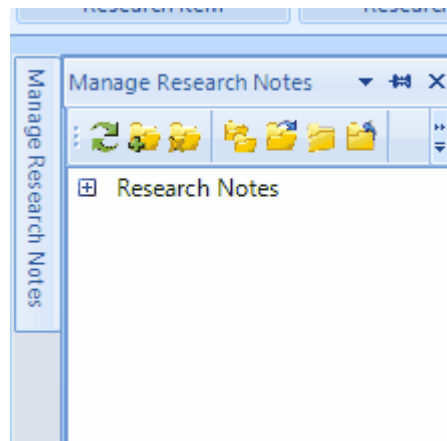
- **Delete Item Button** - The Delete Item button deletes the currently selected Research Note. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Note cannot be retrieved.



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

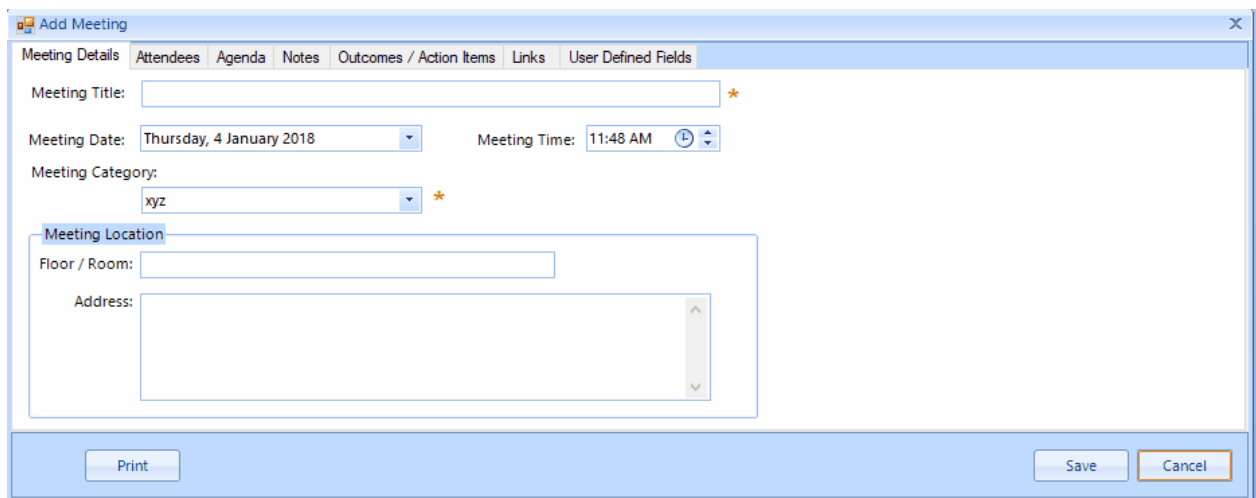
Cancel Button - The Cancel button discards aklk information in the form and closes it.

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.



The screenshot shows a software window titled "Add Meeting" with a close button (X) in the top right corner. The window contains several tabs: "Meeting Details", "Attendees", "Agenda", "Notes", "Outcomes / Action Items", "Links", and "User Defined Fields". The "Meeting Details" tab is active and displays the following fields:

- Meeting Title:** A text input field with an orange asterisk (*) indicating it is mandatory.
- Meeting Date:** A date picker showing "Thursday, 4 January 2018".
- Meeting Time:** A time picker showing "11:48 AM" with up and down arrows.
- Meeting Category:** A dropdown menu showing "xyz" with an orange asterisk (*) indicating it is mandatory.
- Meeting Location:** A section containing two sub-fields:
 - Floor / Room:** A text input field.
 - Address:** A larger text input area with a vertical scrollbar.

At the bottom of the window, there are three buttons: "Print", "Save", and "Cancel".

Attendees Tab

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

The screenshot shows the 'Add Meeting' window with the 'Attendees' tab selected. The window has a title bar 'Add Meeting' and a close button. Below the title bar are tabs: 'Meeting Details', 'Attendees', 'Agenda', 'Notes', 'Outcomes / Action Items', 'Links', and 'User Defined Fields'. The 'Attendees' tab is active, displaying a table with three columns: 'Attendee Title', 'Attendee Name', and 'Attendee Role'. The table contains two rows: one with 'Assoc. Professor', 'Smith, John', and 'Investigator', and another with 'Doctor', 'Xiong, Lucy', and 'Supervisor'. The first row is highlighted in orange. To the right of the table are two buttons: 'Add Attendee' and 'Delete Attendee'. At the bottom of the window are three buttons: 'Print', 'Save', and 'Cancel'.

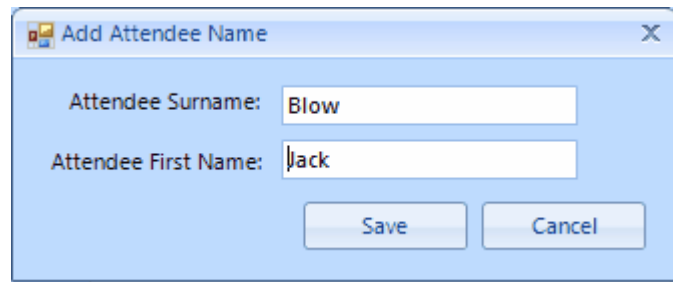
Attendee Title	Attendee Name	Attendee Role
Assoc. Professor	Smith, John	Investigator
Doctor	Xiong, Lucy	Supervisor

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.

The screenshot shows the 'Add Attendee' window. It has a title bar 'Add Attendee' and a close button. The window contains several form fields: 'Attendee Name' (a dropdown menu), 'Attendee Title' (a dropdown menu with 'Assoc. Professor' selected), 'Attendee Company' (a text field), 'Company Address' (a text field), 'Postcode' (a text field), 'Country' (a text field), 'Contact Numbers' (a text field), 'Email Address' (a text field), 'Role' (a dropdown menu with 'Administrator' selected), and 'Notes' (a text area). A 'New Attendee' button is located next to the 'Attendee Name' dropdown. At the bottom of the window are three buttons: 'Save', 'Select', and 'Cancel'.

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

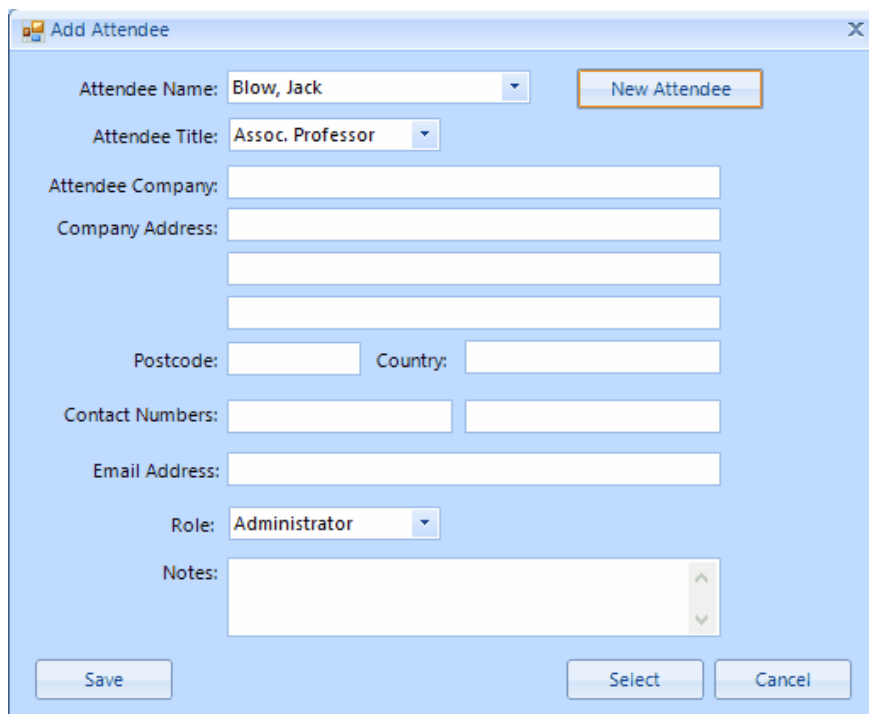
A screenshot of a Windows-style dialog box titled "Add Attendee Name". It contains two text input fields: "Attendee Surname:" with the text "Blow" and "Attendee First Name:" with the text "Jack". Below the fields are two buttons: "Save" and "Cancel".

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 them into the attendee tab and does not close the form.

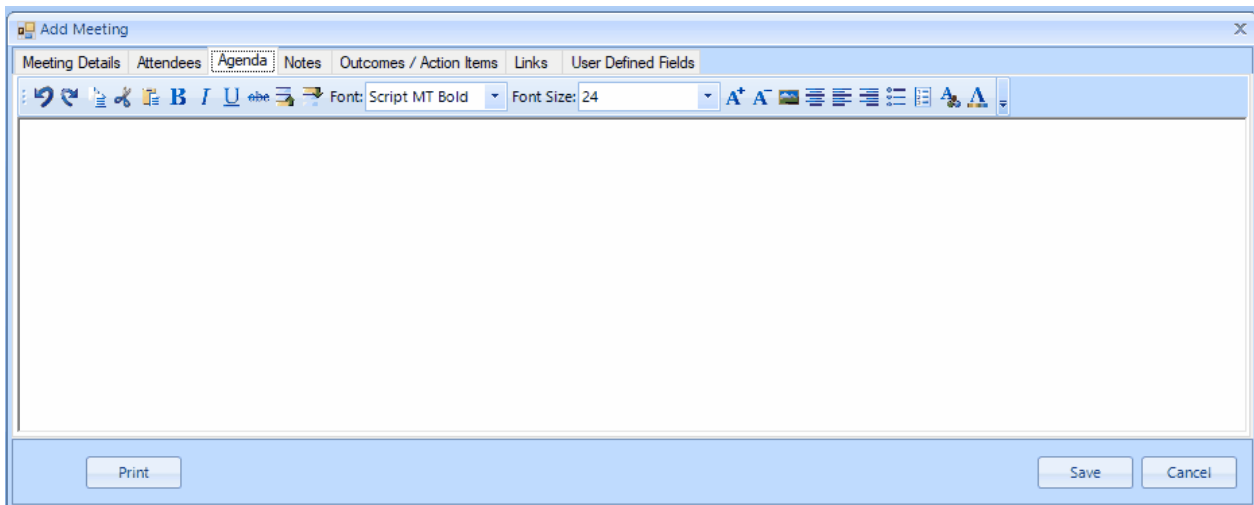
Select Button - The Select button selects this attendee and places them into the Attendees tab and closes the form.

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

A screenshot of a "Add Attendee" form. At the top, there is a dropdown menu for "Attendee Name" showing "Blow, Jack" and a "New Attendee" button. Below this is a dropdown for "Attendee Title" showing "Assoc. Professor". The form then has several text input fields: "Attendee Company:", "Company Address:" (with three stacked lines), "Postcode:", "Country:", "Contact Numbers:" (with two stacked lines), and "Email Address:". Below these is a dropdown for "Role" showing "Administrator" and a "Notes" text area with up/down arrows. At the bottom are three buttons: "Save", "Select", and "Cancel".

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.

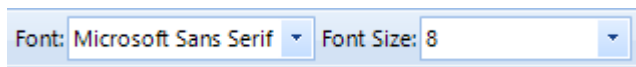
 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **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



- **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.



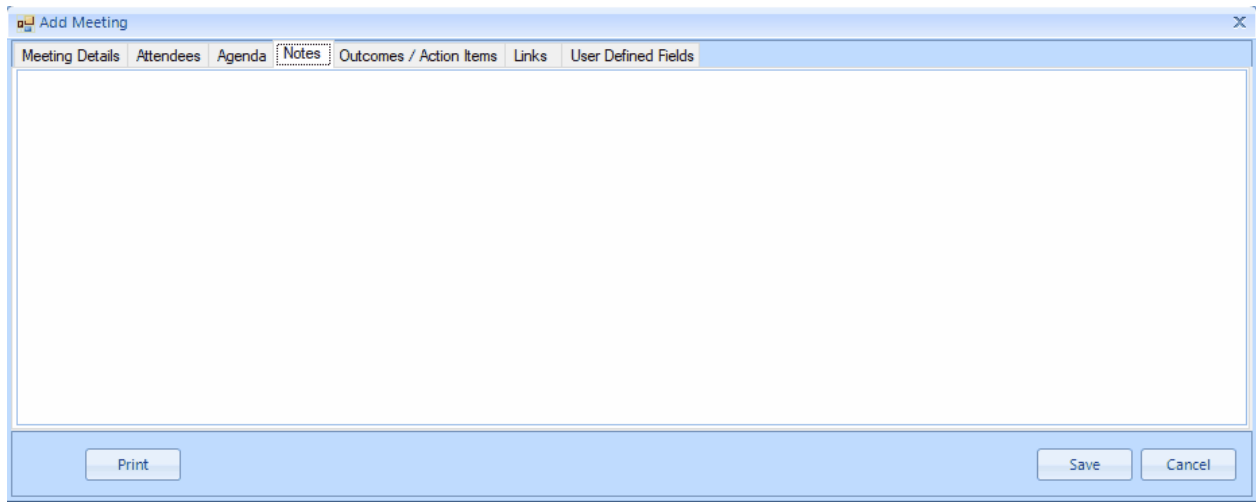
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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

Notes Tab

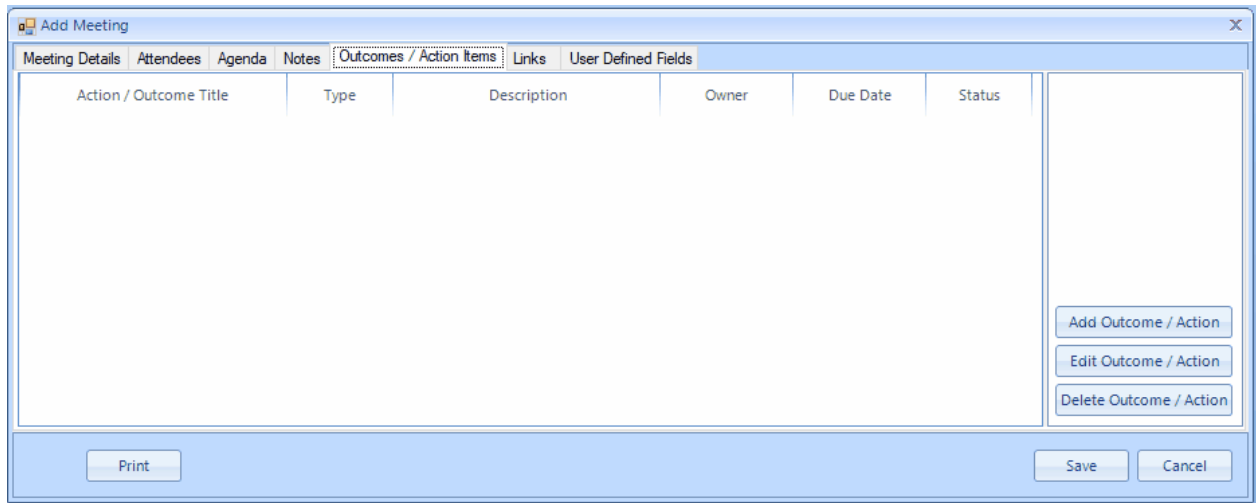
The Notes tab allows you to write any notes you wish to create and keep about this Meeting. The Notes tab is a plain text box into which you can add only textual information. You may not add any images into this tab.



The screenshot shows the 'Add Meeting' window with the 'Notes' tab selected. The window has a title bar 'Add Meeting' and a close button. Below the title bar is a tabbed interface with tabs: 'Meeting Details', 'Attendees', 'Agenda', 'Notes' (selected), 'Outcomes / Action Items', 'Links', and 'User Defined Fields'. The main area is a large, empty text box for writing notes. At the bottom, there are three buttons: 'Print', 'Save', and 'Cancel'.

Outcomes / Action Items Tab

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



The screenshot shows the 'Add Meeting' window with the 'Outcomes / Action Items' tab selected. The window has a title bar 'Add Meeting' and a close button. Below the title bar is a tabbed interface with tabs: 'Meeting Details', 'Attendees', 'Agenda', 'Notes', 'Outcomes / Action Items' (selected), 'Links', and 'User Defined Fields'. The main area is a table with the following columns: 'Action / Outcome Title', 'Type', 'Description', 'Owner', 'Due Date', and 'Status'. The table is currently empty. To the right of the table, there are three buttons: 'Add Outcome / Action', 'Edit Outcome / Action', and 'Delete Outcome / Action'. At the bottom, there are three buttons: 'Print', 'Save', and 'Cancel'.

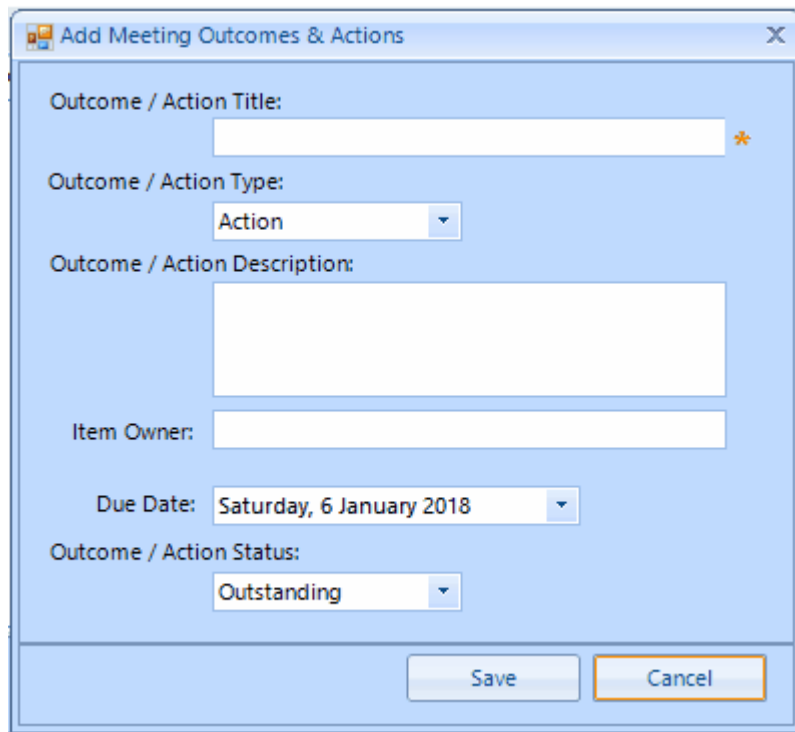
Action / Outcome Title	Type	Description	Owner	Due Date	Status
------------------------	------	-------------	-------	----------	--------

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.



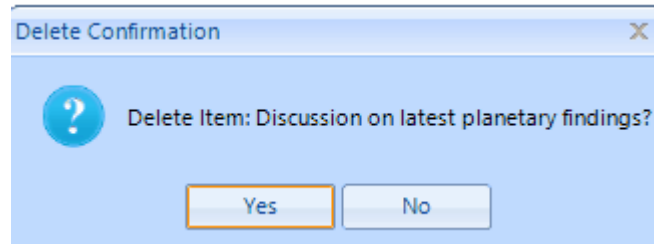
The screenshot shows a dialog box titled "Add Meeting Outcomes & Actions". It contains the following fields and controls:

- Outcome / Action Title:** A text input field with an asterisk (*) indicating it is required.
- Outcome / Action Type:** A dropdown menu currently set to "Action".
- Outcome / Action Description:** A large text area for entering details.
- Item Owner:** A text input field.
- Due Date:** A date picker showing "Saturday, 6 January 2018".
- Outcome / Action Status:** A dropdown menu currently set to "Outstanding".
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

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

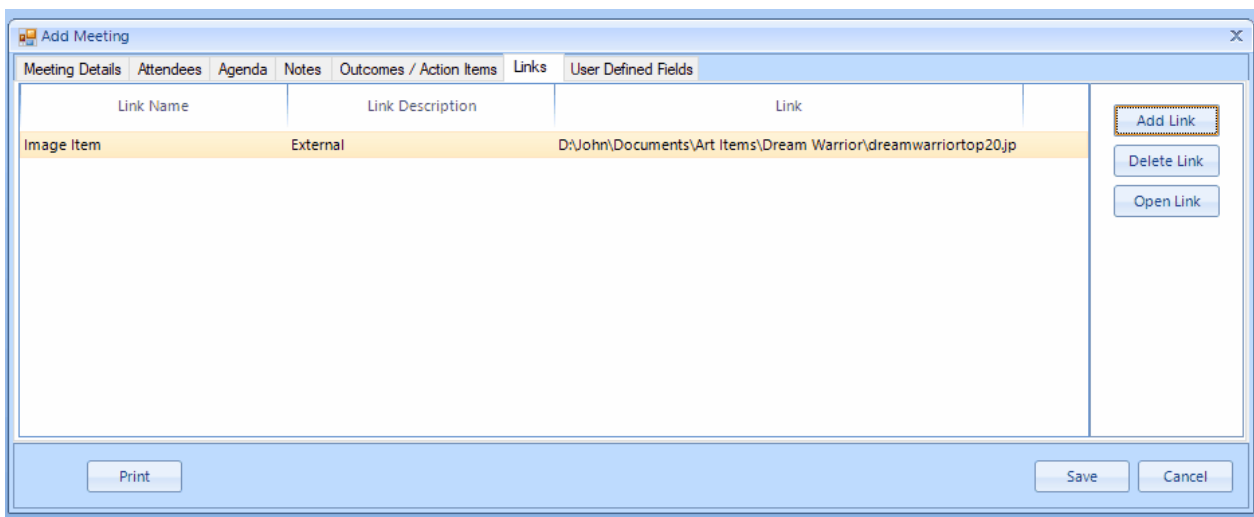
editing you cannot change the Outcome / Action Title.

Delete Outcome / Action Button - 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.

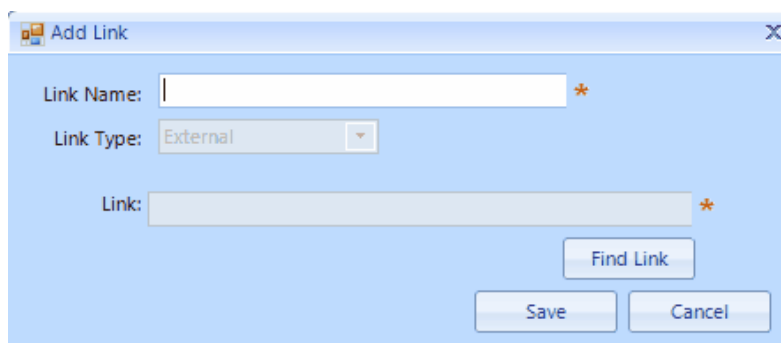


Links Tab

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.



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.

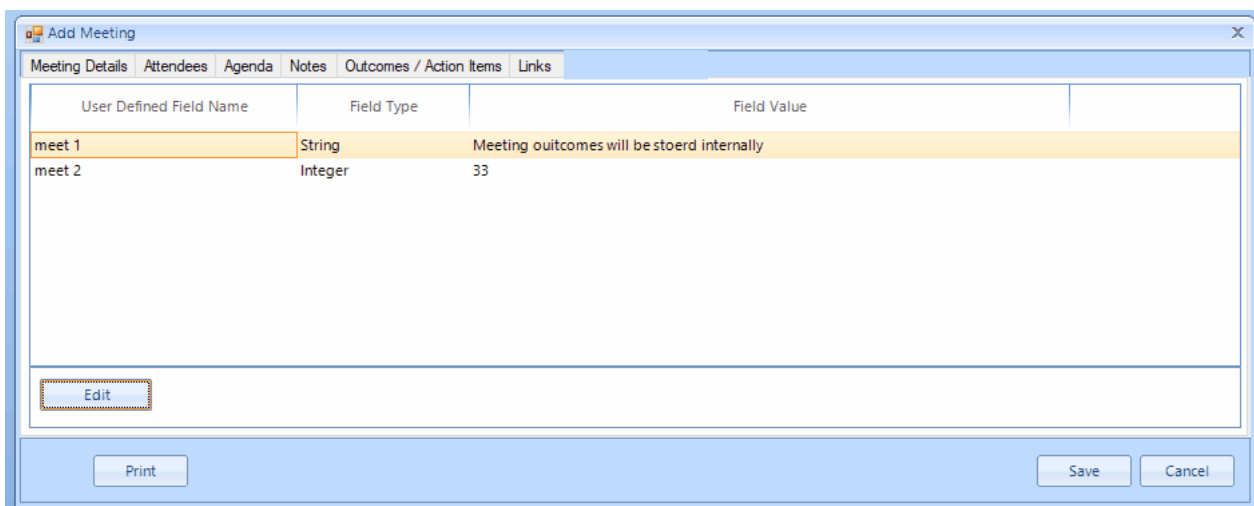


Delete Button - The Delete Link button allows you to delete a selected link.

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

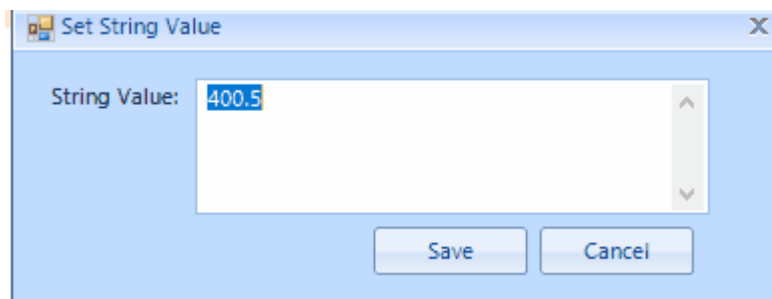
The User Defined Fields tab displays any additional fields which the user has added for the current Meeting. These fields are added through the [Manage Form Fields](#) screen from within the Setup Tab.



The screenshot shows the 'Add Meeting' dialog box with the 'Links' tab selected. It displays a table of user-defined fields. The table has three columns: 'User Defined Field Name', 'Field Type', and 'Field Value'. There are two rows of data. The first row is highlighted in yellow and shows 'meet 1' as the field name, 'String' as the field type, and 'Meeting outcomes will be stoerd internally' as the field value. The second row shows 'meet 2' as the field name, 'Integer' as the field type, and '33' as the field value. Below the table is an 'Edit' button. At the bottom of the dialog are 'Print', 'Save', and 'Cancel' buttons.

User Defined Field Name	Field Type	Field Value
meet 1	String	Meeting outcomes will be stoerd internally
meet 2	Integer	33

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.



The screenshot shows the 'Set String Value' dialog box. It has a label 'String Value:' followed by a text input field containing the value '400.5'. Below the input field are 'Save' and 'Cancel' buttons.

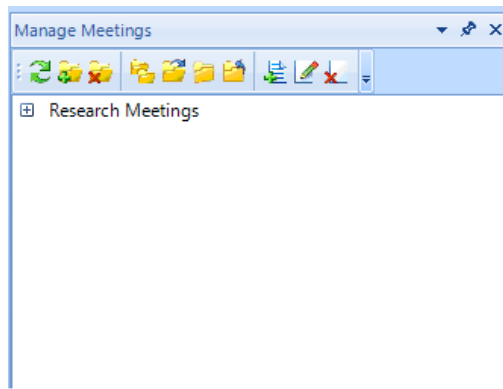
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

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.



- **Expand All Button** - The Expand All button expands all the folders in the Research Meeting 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 Meetings folder showing at the top of the form.



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



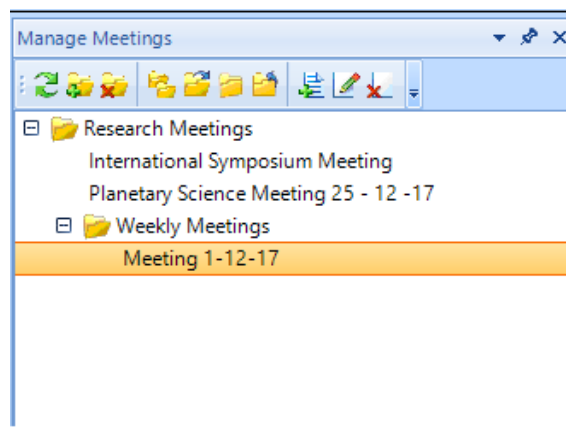
- **New Item Button** - The New Item button, when pressed, opens the Add New Research Meeting form



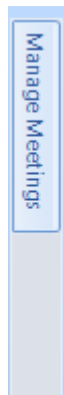
- **Edit Item Button** - The Edit Item button opens the selected Research Meeting for editing,



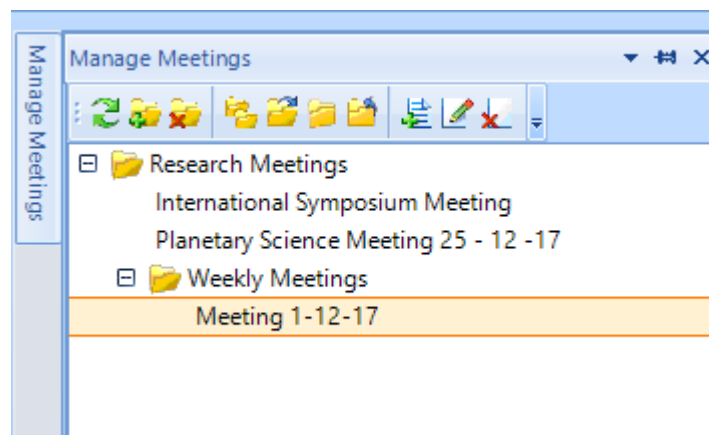
- **Delete Item Button** - The Delete Item button deletes the currently selected Research Meeting. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Note cannot be retrieved.



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.

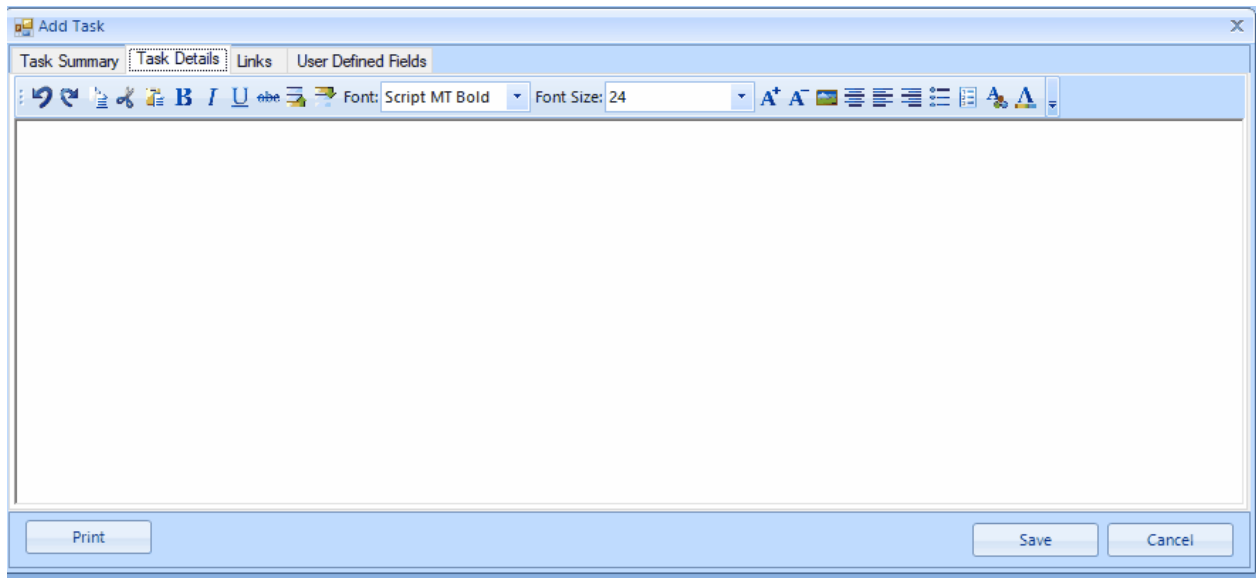
The screenshot shows a software window titled "Add Task" with a close button (X) in the top right corner. The window has four tabs: "Task Summary" (selected), "Task Details", "Links", and "User Defined Fields". The "Task Summary" tab contains the following fields:

- Task Title:** A text input field containing "Review Online Exoplanet DB for Planet X" with an orange asterisk (*) to its right.
- Short Description:** A text input field containing "Review onlibne database for sigfns of planet X exiostance" with an orange asterisk (*) to its right.
- Task Category:** A dropdown menu showing "Planetary Search" with an orange asterisk (*) to its right.
- Due Date:** A date picker showing "Sunday, 28 January 2018" with an orange asterisk (*) to its right.
- Due Time:** A time picker showing "5:00 PM" with an orange asterisk (*) to its right.
- Current Status:** A dropdown menu showing "Not Started".
- Percentage Complete:** A numeric input field showing "0".

At the bottom of the window, there are three buttons: "Print" on the left, and "Save" and "Cancel" on the right.

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.



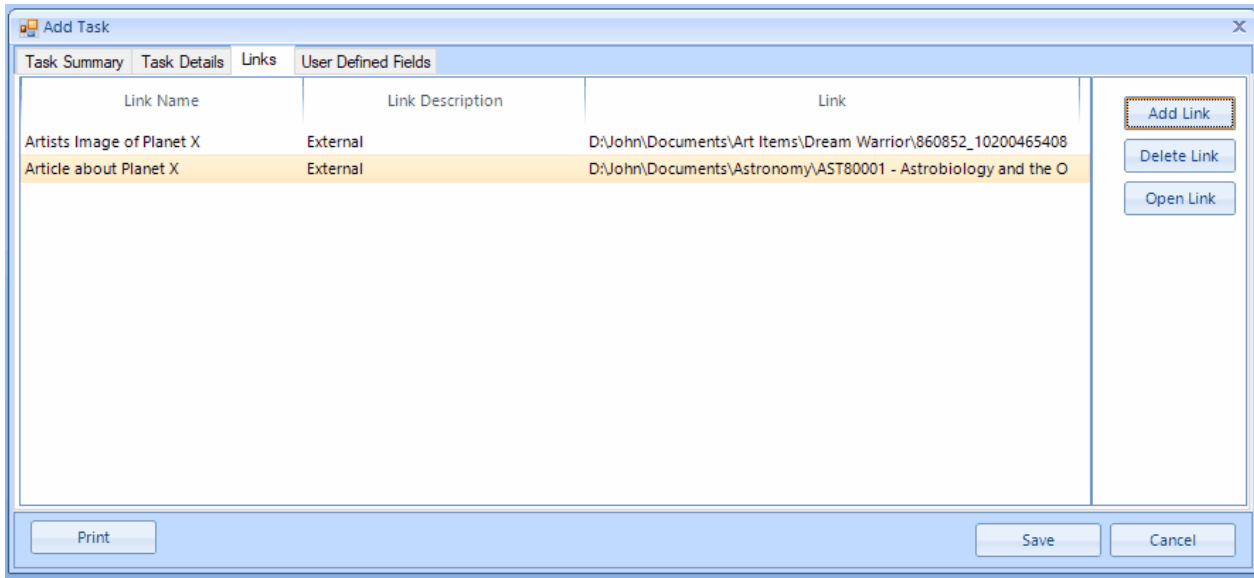
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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



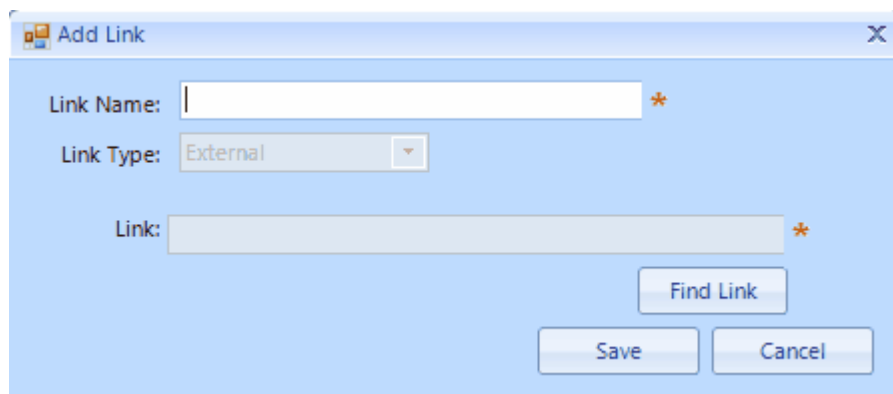
- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

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.

User Defined Field Name	Field Type	Field Value
date field xx	Date	Saturday, 5 August 2017
integ field	Integer	-7
task field 1	String	ssssa

Edit User Field

Print Save Cancel

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.

String Value: 400.5

Save Cancel

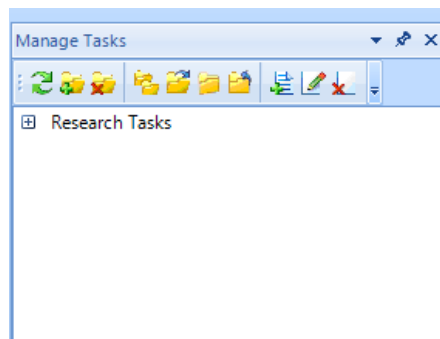
View User Field Button - The View User Field button allows you to see the field in read only mode so you will not be able to edit it.

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.



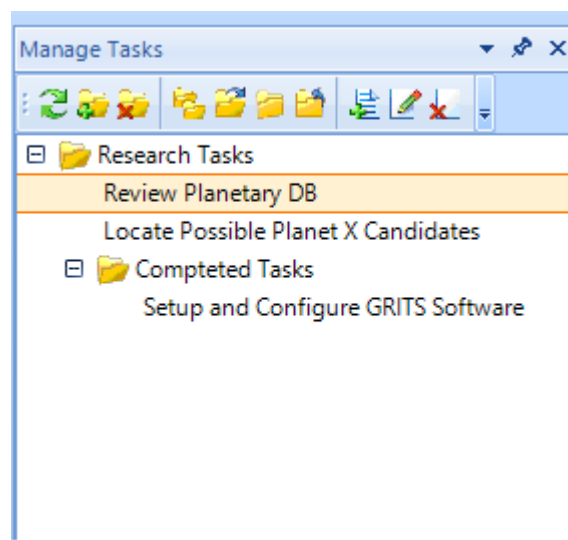
- **New Item Button** - The New Item button, when pressed, opens the Add New Research Tasks form



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



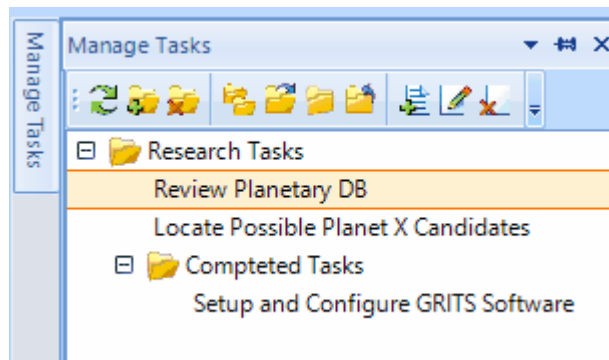
- **Delete Item Button** - The Delete Item button deletes the currently selected Research Task. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Research Task cannot be retrieved.



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 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.

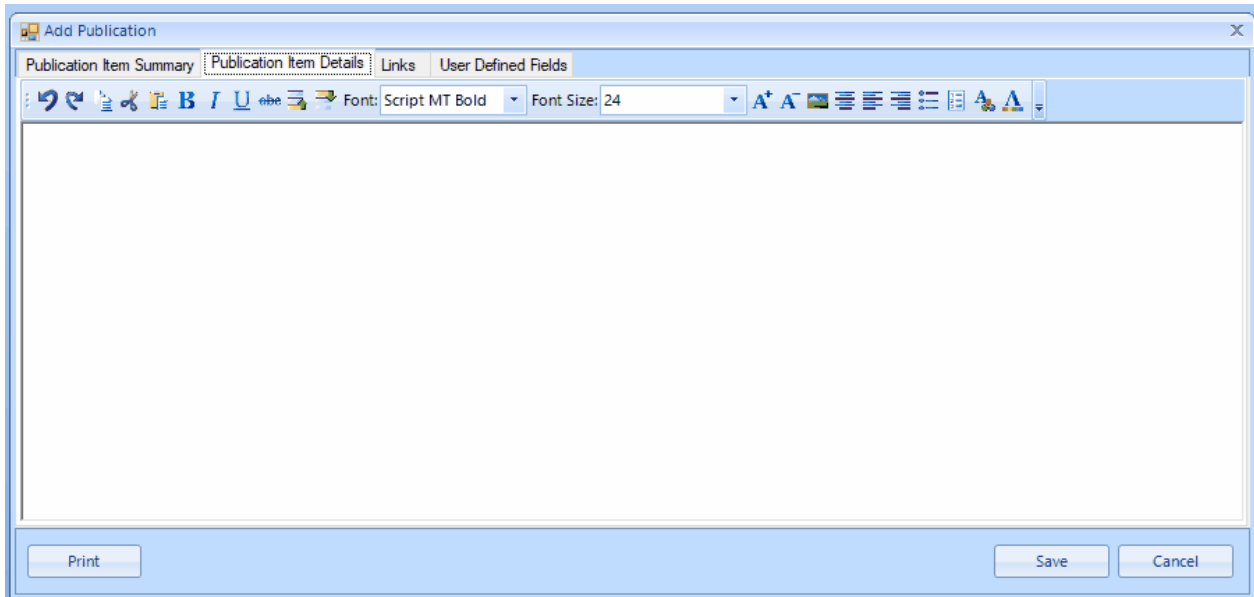
The screenshot shows a software window titled "Add Publication" with a close button (X) in the top right corner. Inside the window, there are four tabs: "Publication Item Summary" (selected), "Publication Item Details", "Links", and "User Defined Fields". The "Publication Item Summary" tab contains several input fields:

- Publication Title:** A text input field with an orange asterisk (*) to its right, indicating it is mandatory.
- Publication Category:** A dropdown menu currently showing "aaa".
- Author:** A text input field.
- Year:** A text input field.
- Journal / Publication:** A text input field.
- Publisher:** A text input field.
- Place of Publication:** A text input field.
- ISBN / ISSN Number:** A text input field.
- Page Numbers:** A text input field.
- Total Number of Pages:** A text input field.

At the bottom of the window, there are three buttons: "Print", "Save", and "Cancel". The "Save" button is highlighted with an orange border.

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.

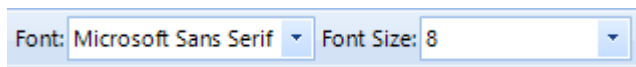
 - **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 - **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.



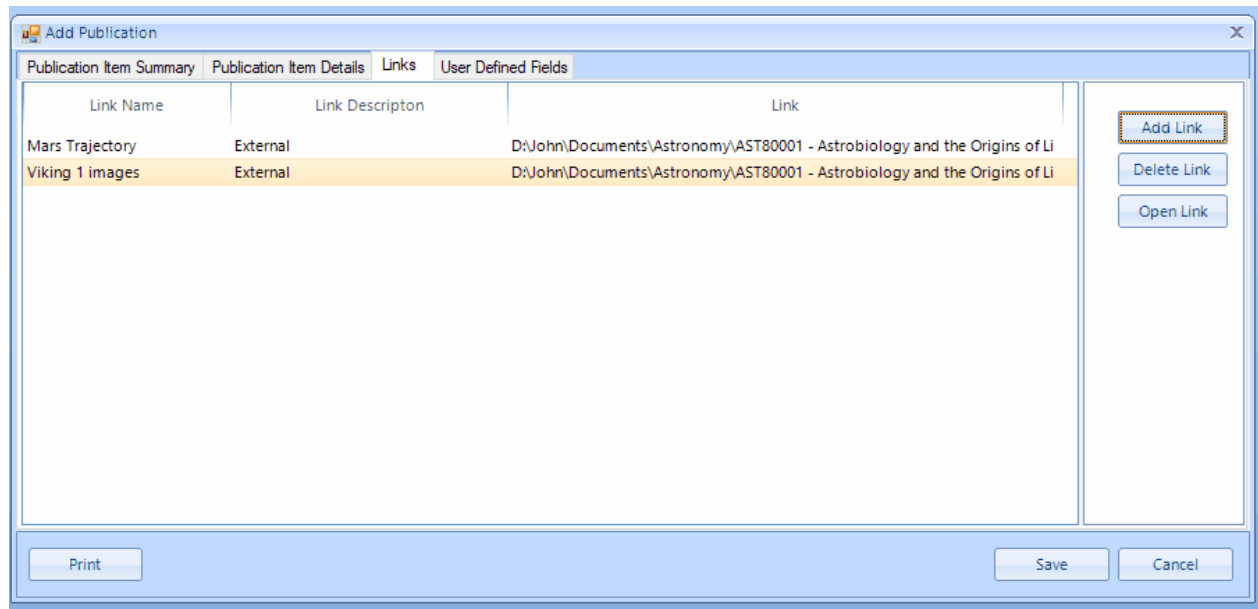
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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



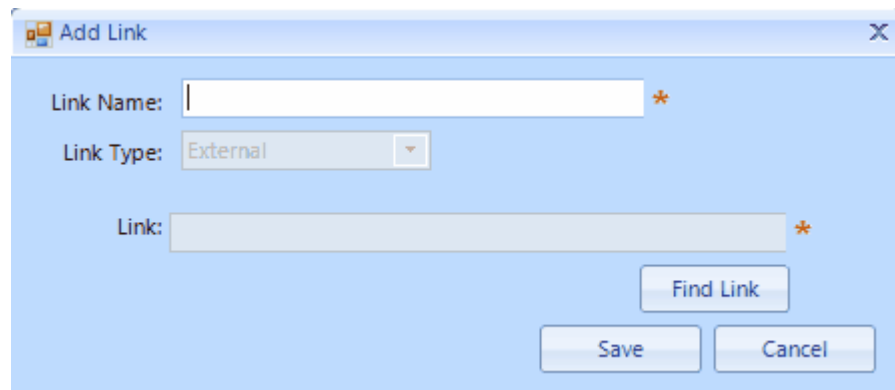
- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

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.

The screenshot shows a window titled 'Add Publication' with a tabbed interface. The 'User Defined Fields' tab is active, displaying a table with three columns: 'User Defined Field Name', 'Field Type', and 'Field Value'. The table contains three rows: 'aaa' with type 'String', 'ee' with type 'Date' and value 'Saturday, 5 August 2017', and 'eee' with type 'String' and value 'rrr'. The 'eee' row is highlighted. Below the table is an 'Edit' button. At the bottom of the window are 'Print', 'Save', and 'Cancel' buttons.

User Defined Field Name	Field Type	Field Value
aaa	String	
ee	Date	Saturday, 5 August 2017
eee	String	rrr

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.

The screenshot shows a dialog box titled 'Set String Value'. It contains a label 'String Value:' followed by a text input field containing the value '400.5'. Below the input field are 'Save' and 'Cancel' buttons.

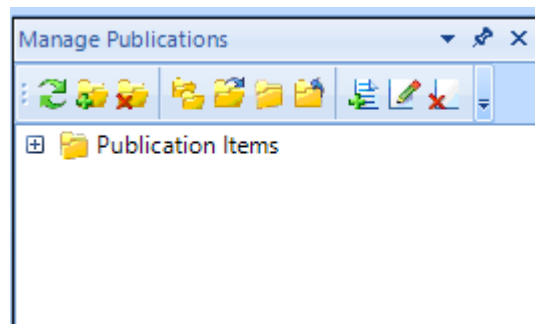
View User Field Button - The View User Field button allows you to see the field in read only mode so you won't be able to edit it.

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.



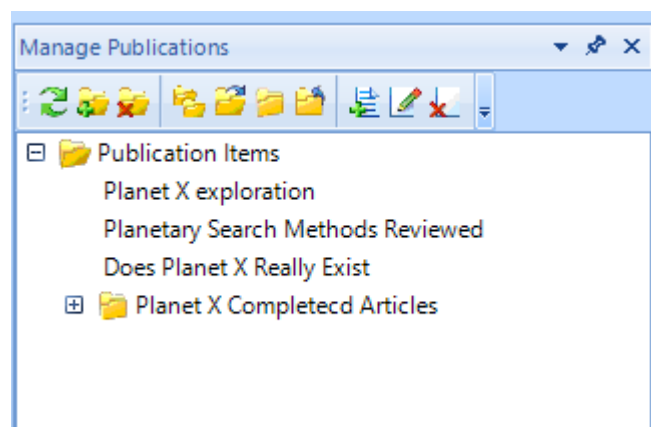
- **New Item Button** - The New Item button, when pressed, opens the Add New Publication form



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



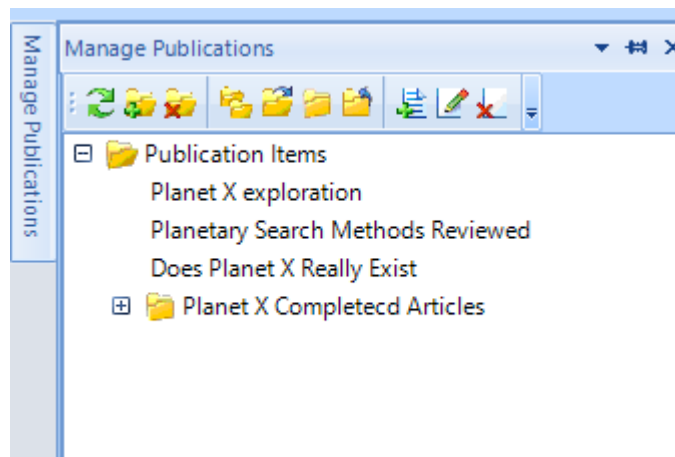
- **Delete Item Button** - The Delete Item button deletes the currently selected Publication Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Publication Item cannot be retrieved.



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.

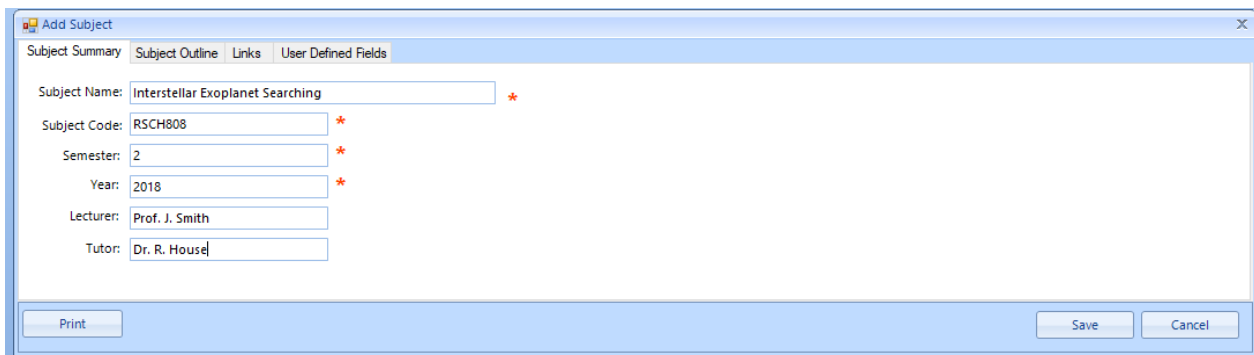
Cancel Button - The Cancel button discards all information in the form and closes it.

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.



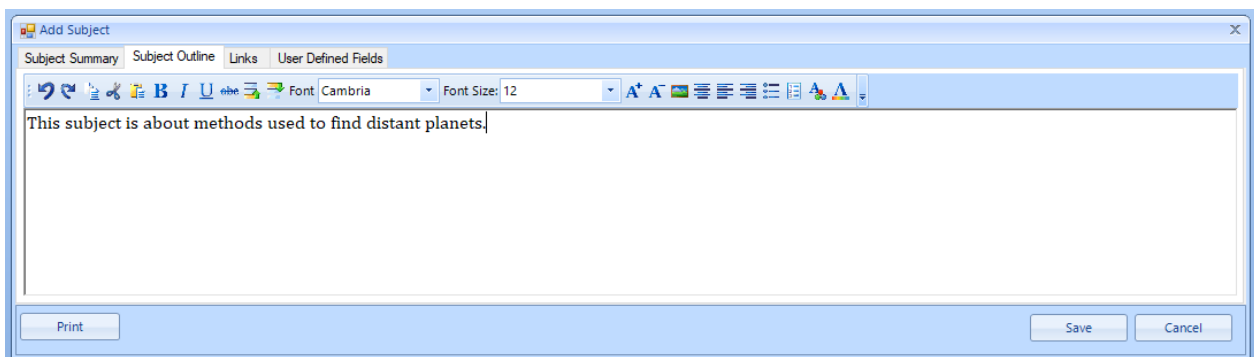
The screenshot shows the 'Add Subject' dialog box with the 'Subject Summary' tab selected. The dialog has four tabs: 'Subject Summary', 'Subject Outline', 'Links', and 'User Defined Fields'. The 'Subject Summary' tab contains the following fields:

- Subject Name: *
- Subject Code: *
- Semester: *
- Year: *
- Lecturer:
- Tutor:

At the bottom of the dialog, there are three buttons: 'Print', 'Save', and 'Cancel'.

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 screenshot shows the 'Add Subject' dialog box with the 'Subject Outline' tab selected. The dialog has four tabs: 'Subject Summary', 'Subject Outline', 'Links', and 'User Defined Fields'. The 'Subject Outline' tab contains a rich text editor with a toolbar at the top. The toolbar includes buttons for undo, redo, bold, italic, underline, link, unlink, font color, background color, bulleted list, numbered list, decrease indent, increase indent, and a text color button. The font settings are set to 'Cambria' and 'Font Size: 12'. The text area contains the text: 'This subject is about methods used to find distant planets,'. At the bottom of the dialog, there are three buttons: 'Print', 'Save', and 'Cancel'.

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.



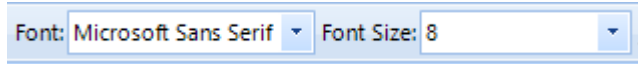
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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.



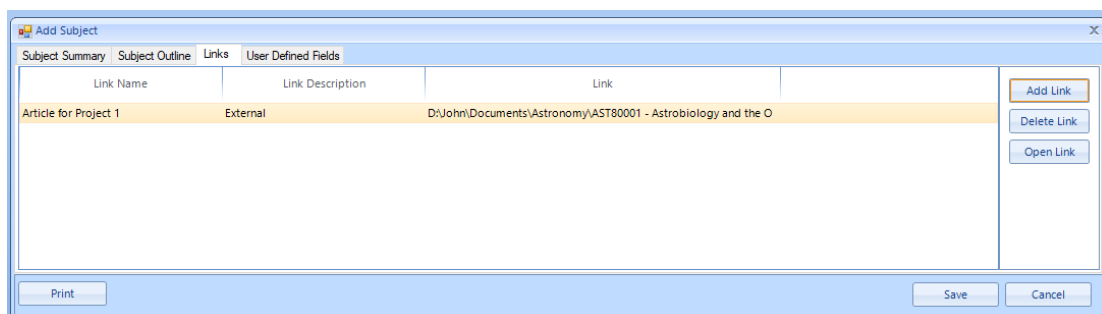
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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



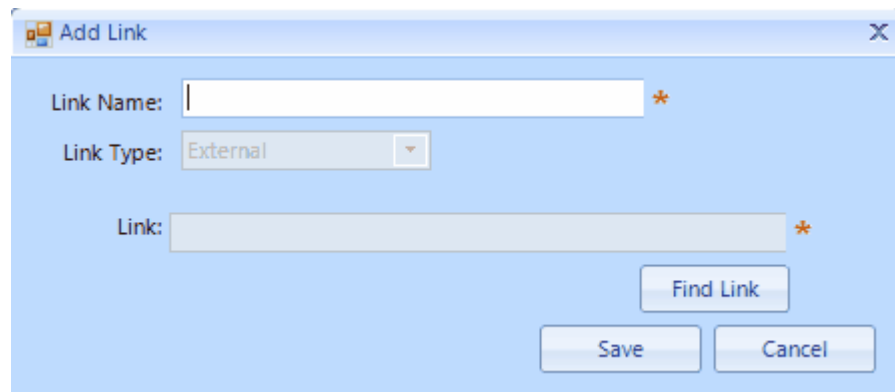
- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The Links tab allows you to add external links to 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.

The image shows a screenshot of a software dialog box titled "Add Link". The dialog box has a light blue background and a standard Windows-style title bar with a close button (X) in the top right corner. Inside the dialog, there are three input fields: "Link Name:" followed by a text box with a red asterisk to its right; "Link Type:" followed by a dropdown menu currently showing "External"; and "Link:" followed by a text box with a red asterisk to its right. At the bottom right of the dialog, there are three buttons: "Find Link" (positioned above "Save" and "Cancel"), "Save", and "Cancel".

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 item. These fields are added through the [Manage Form Fields](#) screen from within the Setup Tab.

The screenshot shows the 'Add Subject' window with the 'User Defined Fields' tab selected. The window has a tabbed interface with 'Subject Summary', 'Subject Outline', 'Links', and 'User Defined Fields'. The 'User Defined Fields' tab contains a table with three columns: 'User Defined Field Name', 'Field Type', and 'Field Value'. The table has two rows: 'subject 1' with 'String' type and 'sub-subject notes' value, and 'suub 2' with 'Integer' type and '3' value. Below the table is an 'Edit' button. At the bottom of the window are 'Print', 'Save', and 'Cancel' buttons.

User Defined Field Name	Field Type	Field Value
subject 1	String	sub-subject notes
suub 2	Integer	3

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.

The screenshot shows the 'Set String Value' dialog box. It has a label 'String Value:' followed by a text input field containing the value '400.5'. Below the input field are 'Save' and 'Cancel' buttons.

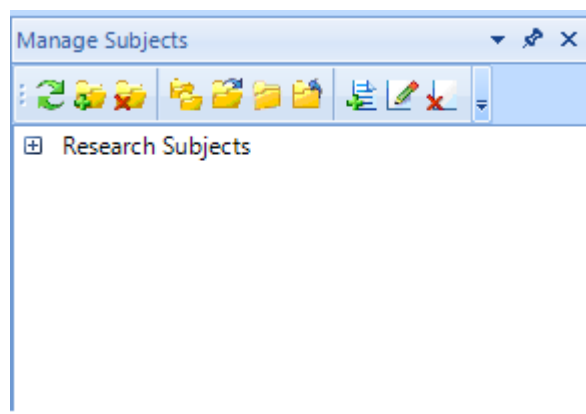
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

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 means 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 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 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 repositioned 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.



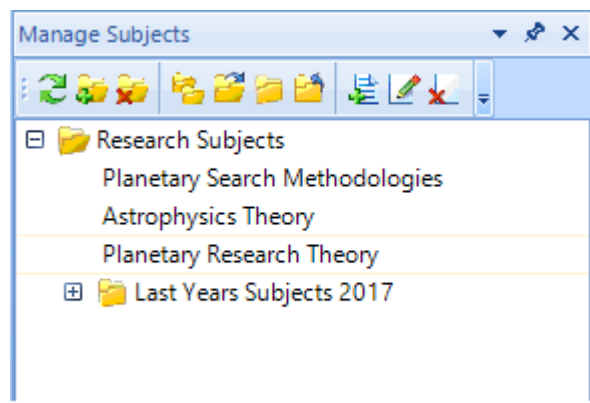
- **New Item Button** - The New Item button, when pressed, opens the Add New Research Subject form



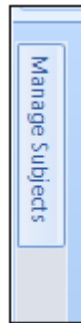
- **Edit Item Button** - The Edit Item button opens the selected Subject Item for editing,



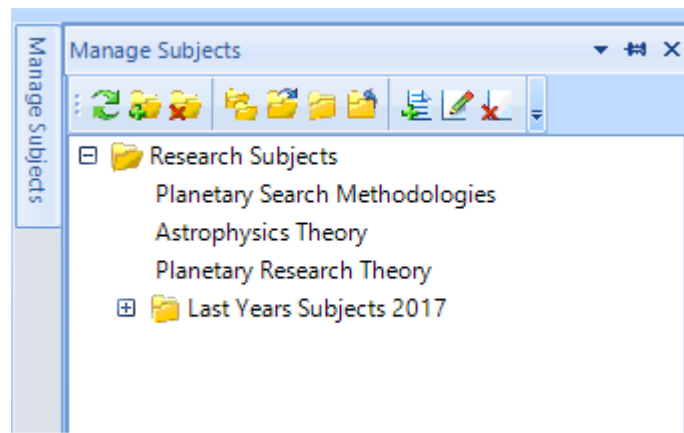
- **Delete Item Button** - The Delete Item button deletes the currently selected Subject Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Subject cannot be retrieved.



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.

The screenshot shows the 'Add Subject Note' dialog box with the 'Note Details' tab selected. The 'Subject' dropdown is set to 'AST8012 - Astrophysics Theory'. The 'Subject Year' is '2017' and the 'Subject Semester' is '1'. The 'Note Title' is 'Introductory Information'. The 'Note Date' is 'Monday, 19 March 2018' and the 'Note Time' is '11:30 AM'. There are 'Print', 'Save', and 'Cancel' buttons at the bottom.

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 screenshot shows the 'Add Subject' dialog box with the 'Subject Outline' tab selected. The toolbar at the top includes icons for Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Font Face (Cambria), Font Size (12), Bulleted List, Numbered List, Indent Left, Indent Right, and Link. The text area contains the text 'This subject is about methods used to find distant planets.' There are 'Print', 'Save', and 'Cancel' buttons at the bottom.

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.



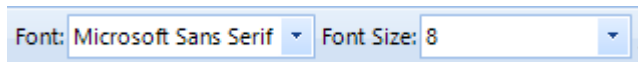
= **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



= **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



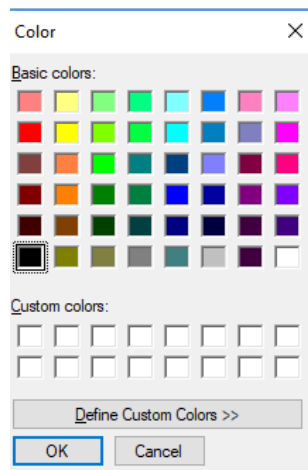
- **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.



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



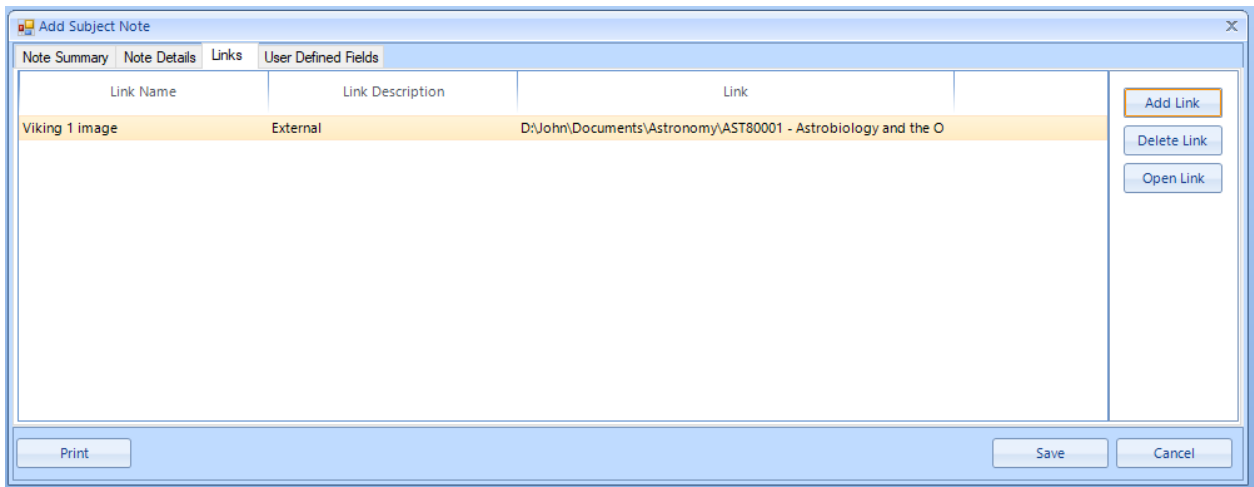
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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



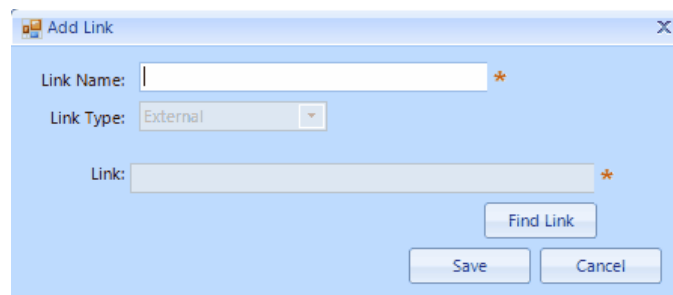
- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

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.

The screenshot shows a window titled "Add Subject Note" with a tabbed interface. The "User Defined Fields" tab is active, displaying a table with three columns: "User Defined Field Name", "Field Type", and "Field Value". The table contains one row: "sub note 1", "String", and "Additional item info in link". Below the table is a large text area for editing. At the bottom of the window are buttons for "Print", "Save", and "Cancel". An "Edit" button is located below the table.

User Defined Field Name	Field Type	Field Value
sub note 1	String	Additional item info in link

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.

The screenshot shows a dialog box titled "Set String Value". It contains a label "String Value:" followed by a text input field containing the value "400.5". Below the input field are "Save" and "Cancel" buttons.

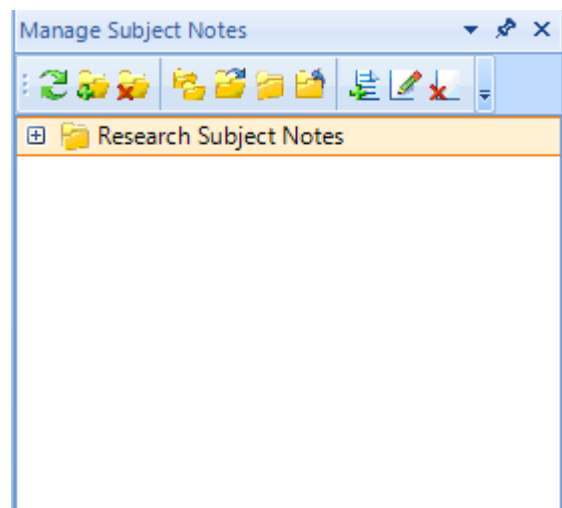
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

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 is 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.



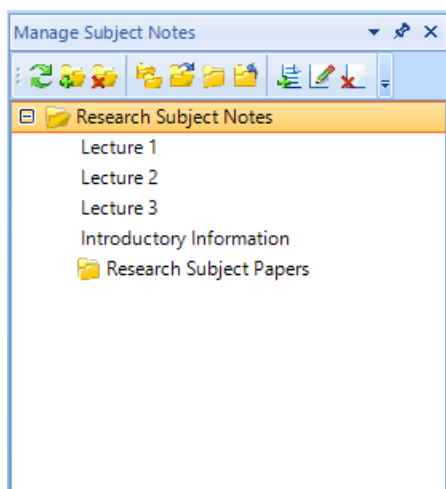
- **New Item Button** - The New Item button, when pressed, opens the Add New Research Subject form



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



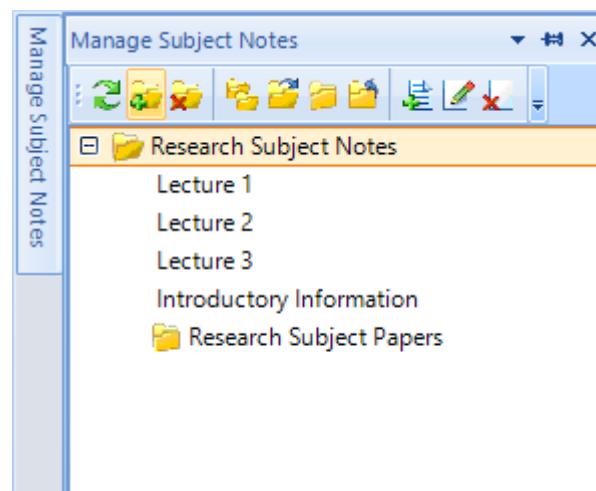
- **Delete Item Button** - The Delete Item button deletes the currently selected Subject Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Subject cannot be retrieved.



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.

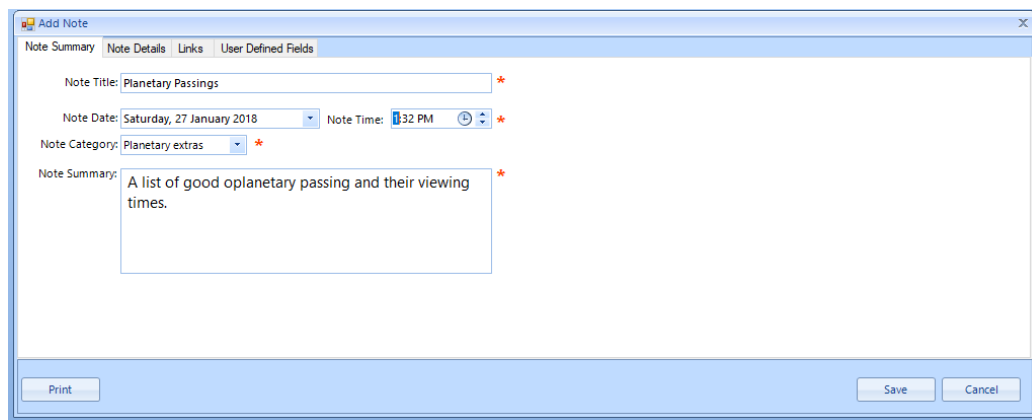
Cancel Button - The Cancel button discards all information in the form and closes it.

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.



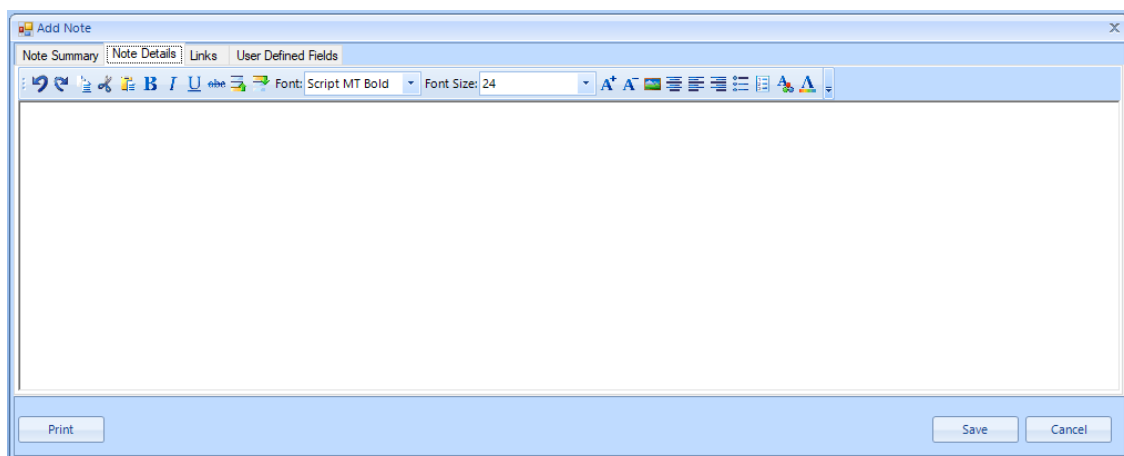
The screenshot shows the 'Add Note' dialog box with the 'Note Summary' tab selected. The dialog has four tabs: 'Note Summary', 'Note Details', 'Links', and 'User Defined Fields'. The 'Note Summary' tab contains the following fields, all marked with an orange asterisk (*):

- Note Title: Planetary Passings *
- Note Date: Saturday, 27 January 2018 *
- Note Time: 3:32 PM *
- Note Category: Planetary extras *
- Note Summary: A list of good oplanetary passing and their viewing times. *

At the bottom of the dialog, there are three buttons: 'Print', 'Save', and 'Cancel'.

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 screenshot shows the 'Add Note' dialog box with the 'Note Details' tab selected. The dialog has the same four tabs as the previous screenshot. The 'Note Details' tab features a rich text editor with a toolbar at the top. The toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, font color, background color, bulleted list, numbered list, decrease indent, increase indent, and a text color picker. The font is set to 'Script MT Bold' and the font size is 24. The main area of the tab is a large, empty text box. At the bottom, there are three buttons: 'Print', 'Save', and 'Cancel'.

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.



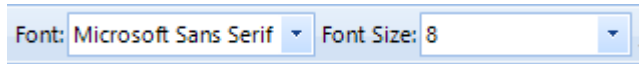
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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.



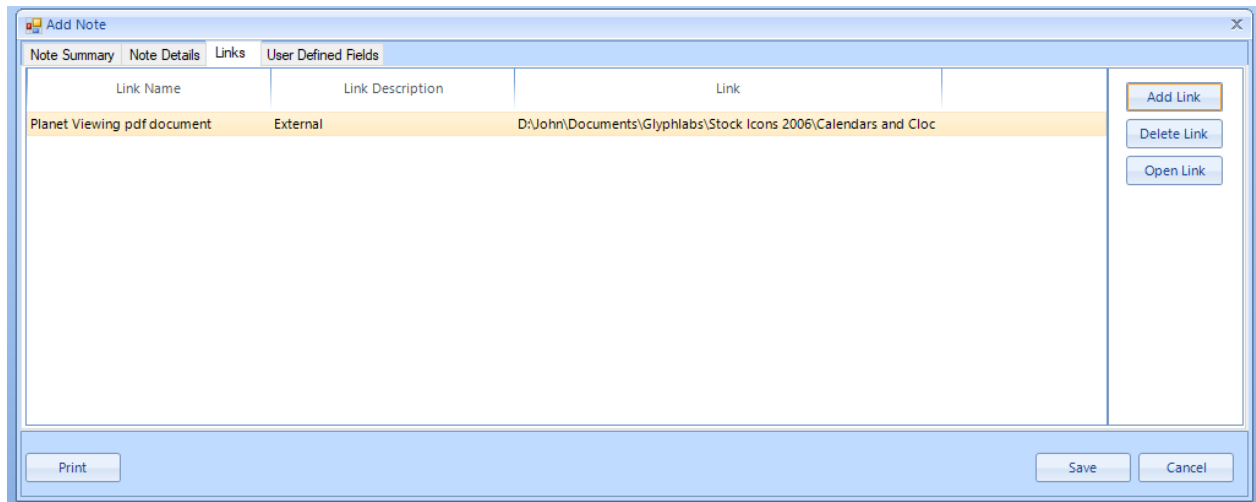
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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



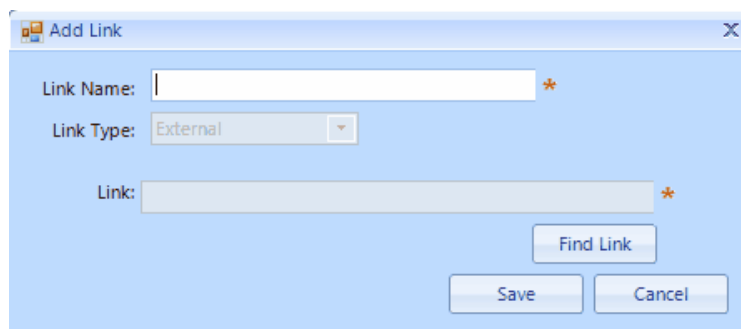
- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

Links Tab

The Links tab allows you to add external links to the 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.

The screenshot shows a window titled 'Add Note' with four tabs: 'Note Summary', 'Note Details', 'Links', and 'User Defined Fields'. The 'User Defined Fields' tab is active, displaying a table with three columns: 'User Defined Field Name', 'Field Type', and 'Field Value'. The table contains three rows: 'aaa' with type 'String', 'ee' with type 'Date' and value 'Saturday, 5 August 2017', and 'eee' with type 'String' and value 'errors minimises in direction array'. The 'eee' row is highlighted in yellow. Below the table is an 'Edit' button. At the bottom of the window are 'Print', 'Save', and 'Cancel' buttons.

User Defined Field Name	Field Type	Field Value
aaa	String	
ee	Date	Saturday, 5 August 2017
eee	String	errors minimises in direction array

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.

The screenshot shows a dialog box titled 'Set String Value'. It has a label 'String Value:' followed by a text input field containing the value '400.5'. Below the input field are 'Save' and 'Cancel' buttons.

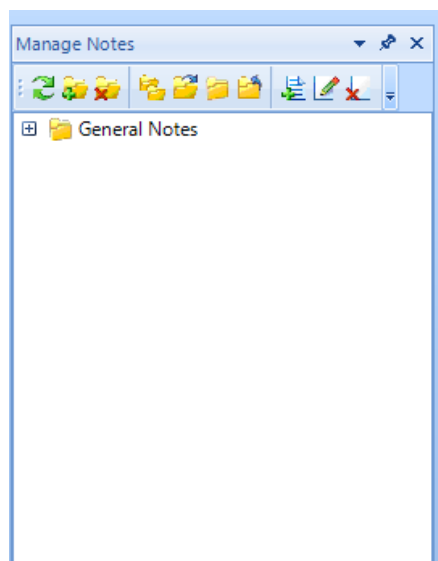
View User Field Button - The View User Field button allows you to see the field in read only mode so you won't be able to edit it.

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 ability to 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.



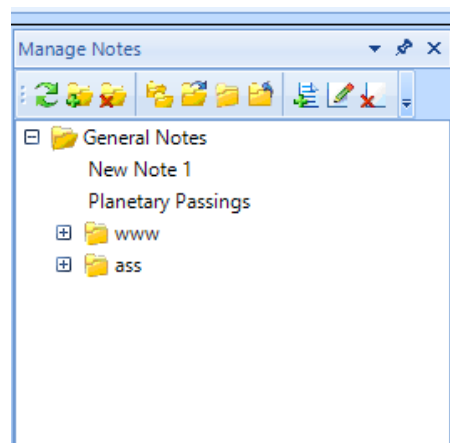
- **New Item Button** - The New Item button, when pressed, opens the Add New Research Subject form



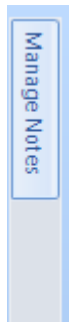
- **Edit Item Button** - The Edit Item button opens the selected Subject Item for editing,



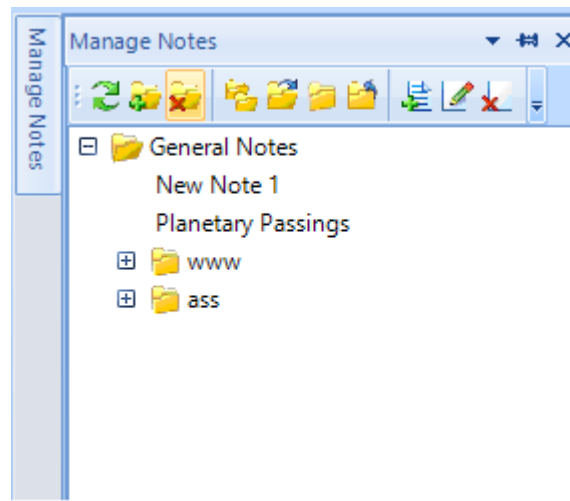
- **Delete Item Button** - The Delete Item button deletes the currently selected Subject Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a Subject cannot be retrieved.



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.



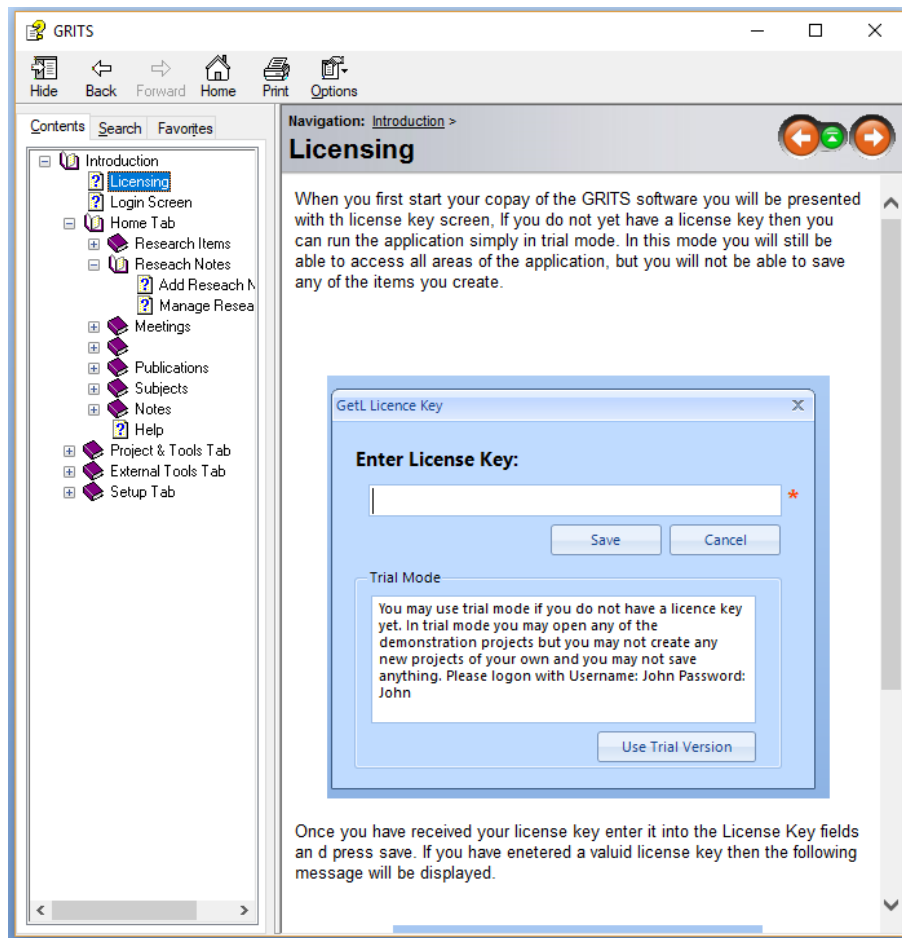
By hovering the mouse over this tab the window will slide out. Repress the pin icon to make it stay open.



4.8. HELP

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

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



The Help Window provides three main tabs:

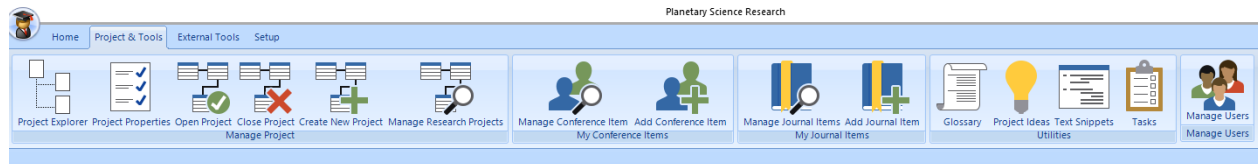
Contents: Which provides a structured table of contents into the My Research Tracker Help

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

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

5. PROJECT & TOOLS TAB

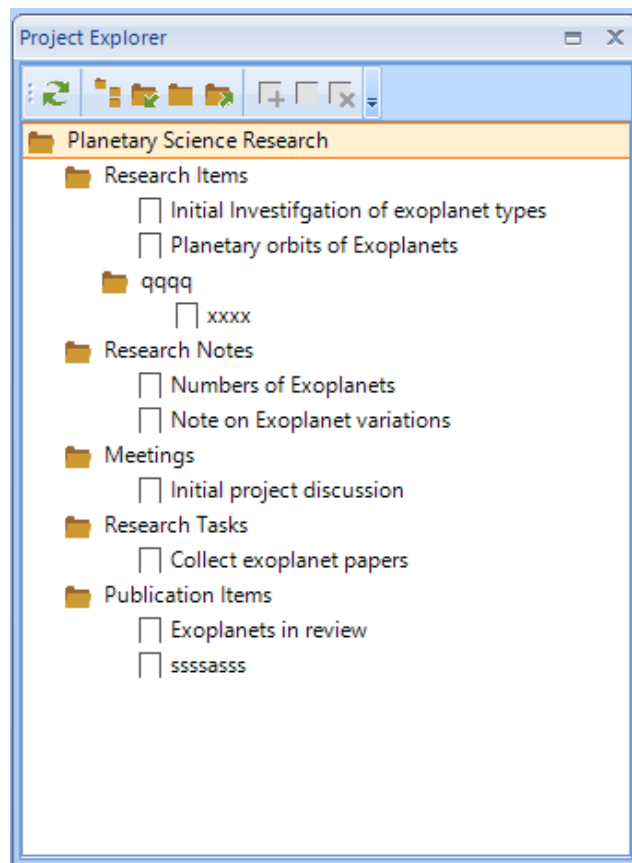
The Projects and Tools tab provides access to all the functions within My Research Tracker which are related to creating and managing projects. This tab also provides access to some additional tool items, as shown in the image below.



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 nominate which research information nodes will and won't 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.

Research Project Properties

Select Project: Planetary Science Research

Project Details | All Investigators | Project Explorer Nodes | User Defined Properties

Project Short Name: Planetary Science Research *

Project Long Name: An investigation in planetary motion and exoplanets

Project Description: This would contain a long project entry normally

Project Start Date: Wednesday, February 1, 20*

Principle Investigator: Surname: Gill * Title: Mr *

Principle Inve John *

Update Principle Inv.

Save Close

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

Research Project Properties

Select Project: Planetary Science Research

Project Details | All Investigators | Project Explorer Nodes | User Defined Properties

Title	Surname	First Name	Role
Mr	Gill	John	Y
Assoc. Profess	qqq	qqq	Assistant Researcher

Add Investigator Edit Investigator Delete Investigator

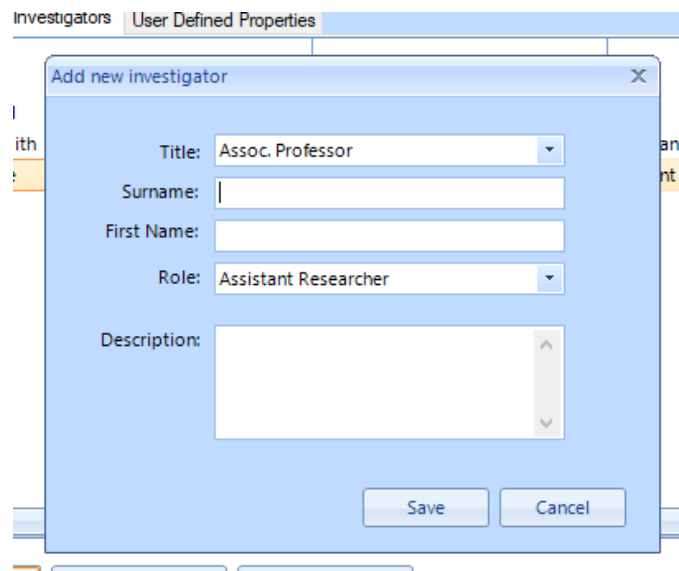
Save Close

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.

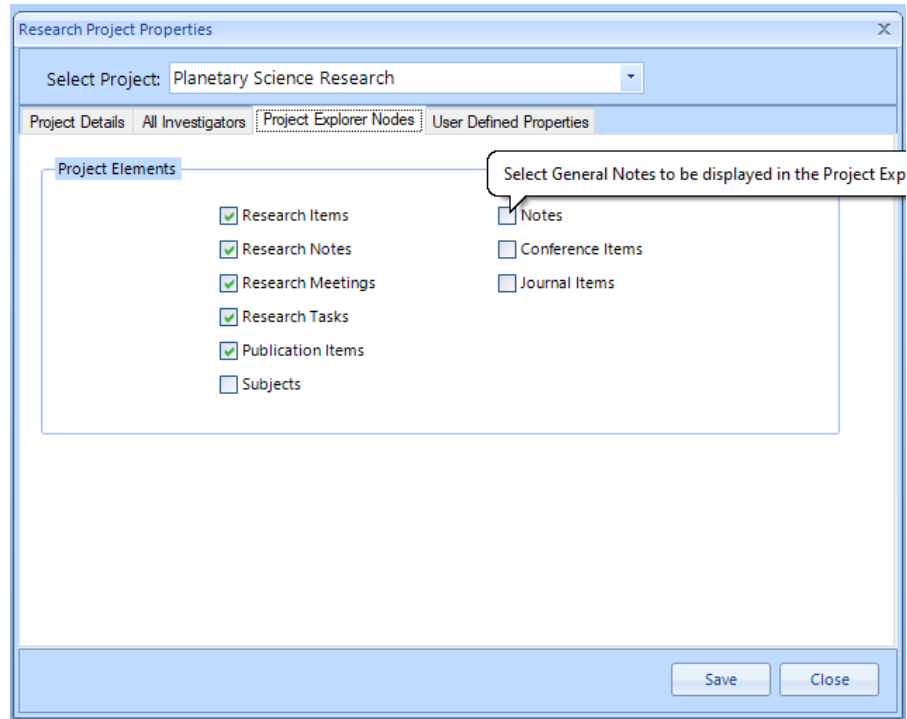


Edit Investigator Button - The edit Investigator function allows you to edit a selected investigator from within the Investigator list.

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

The screenshot shows a window titled "Manage Research Project". At the top, there is a "Select Project:" dropdown menu with "Planetary Science Re" selected. Below this are three tabs: "Project Details", "All Investigators", and "User Defined Properties". The "User Defined Properties" tab is active, displaying a table with three columns: "User Property Name", "Property Type", and "Property Value".

User Property Name	Property Type	Property Value
1 AU measurement	String	diustance between sun and earth
Exoplanet Definition	String	planet orbiting a Star which is not our

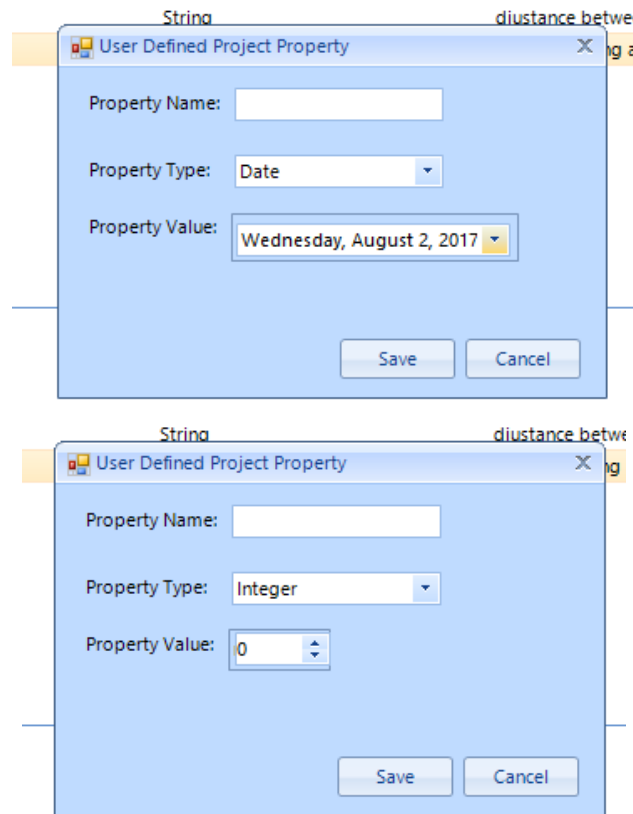
Below the table, there are three buttons: "New Property", "Delete Property", and "Edit Property Value". At the bottom right of the window are "Save" and "Close" buttons.

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:

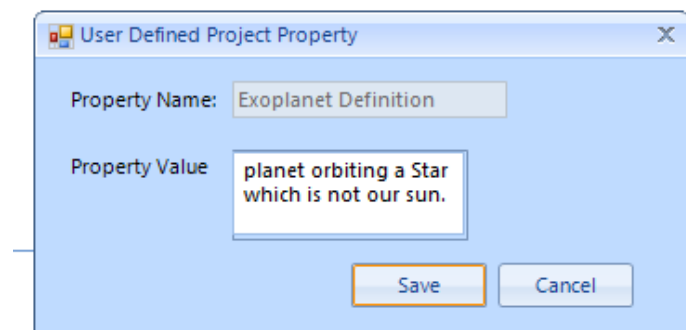
- Enter the Property Name
- Select the Property Type: String, Date or Integer
- Enter the Property Value. The property value field type will change according to the selected Property Type.

The screenshot shows a dialog box titled "User Defined Project Property". It contains three input fields: "Property Name:" with a text box, "Property Type:" with a dropdown menu showing "String", and "Property Value:" with a larger text box. At the bottom are "Save" and "Cancel" buttons. Above the dialog box, the text "String" and "diustance betwe" are visible, likely from the previous window.



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.

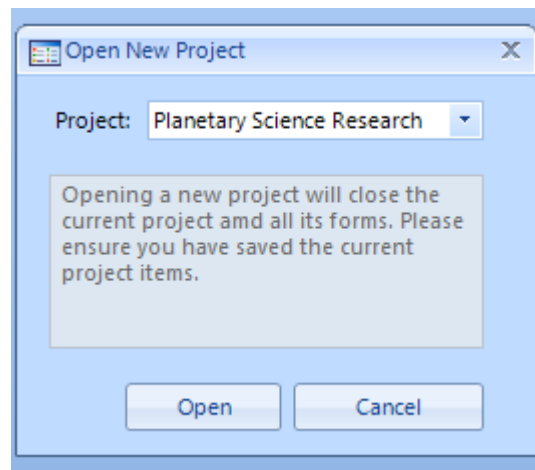
Edit Property Button - When the Edit Property button is pressed you will only be able to edit the property value of the selected Project Property, the name field of the Project property will be displayed in read only mode as illustrated below.



5.3. OPEN PROJECT

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.

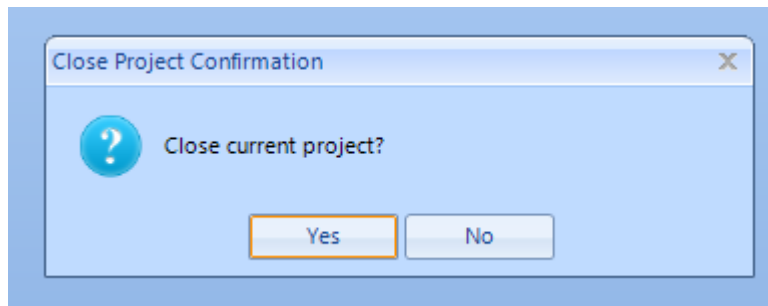
The Open New Project screen is illustrated below.



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.



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

The screenshot shows a 'Create New Project' dialog box with the following fields and values:

- Project Short Name:** My Specialised Exoplanet Research Project *
- Project Long Name:** My specialised exoplanet research project concetrating on a single exoplanet *
- Project Description:** Extended research project description
- Project Start Date:** Monday, January 2, 2017
- Principle Investigator:**
 - Surname:** Gill *
 - First Name:** John *
 - Title:** Mr *

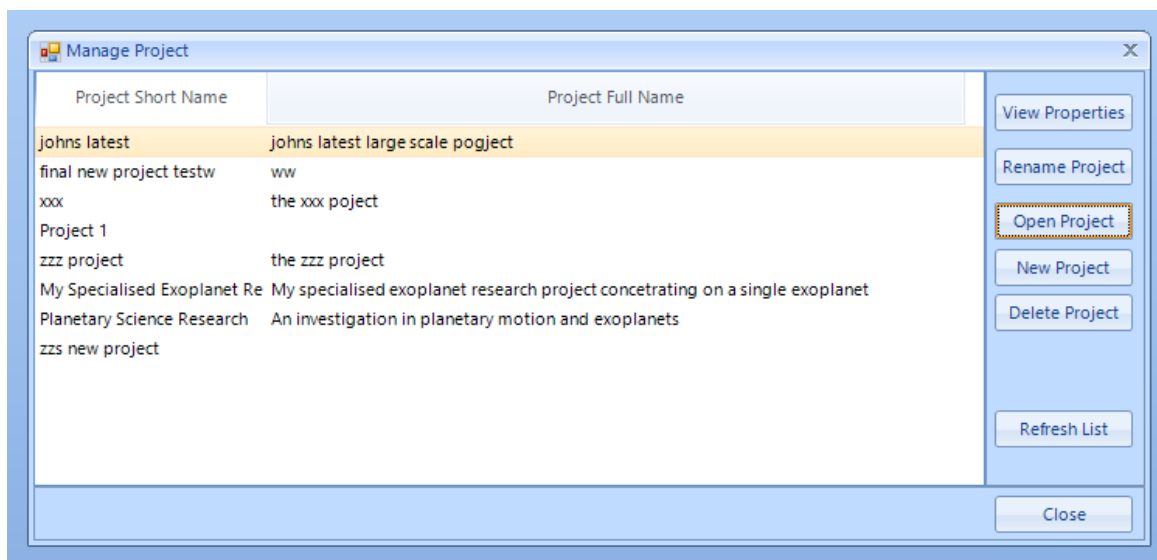
At the bottom right, there are two buttons: 'Create Project' and 'Cancel'.

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

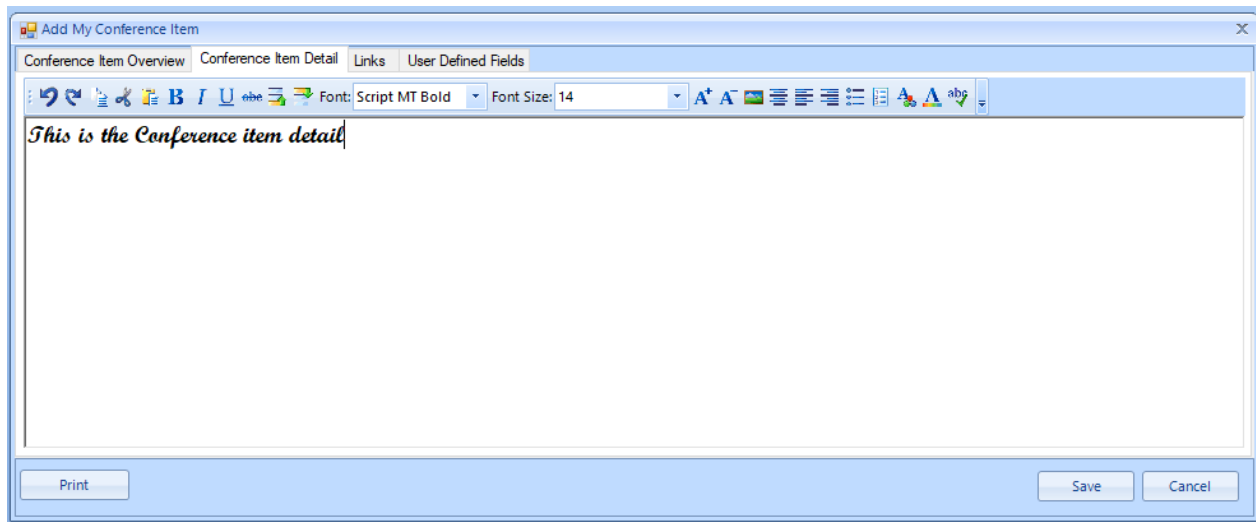
The screenshot shows a web application window titled "Add My Conference Item". It has four tabs: "Conference Item Overview" (selected), "Conference Item Detail", "Links", and "User Defined Fields". The "Conference Item Overview" tab contains the following fields:

- Conference Item Title:** A text input field with a red asterisk (*) indicating it is required.
- Conference Item Category:** A dropdown menu with "ddd" selected.
- Conference Date:** A date picker showing "Sunday, February 11, 2018".
- Conference Time:** A time picker showing "8:58 PM".
- Conference Name / Summary:** A large text area for entering the full name or summary.

At the bottom of the window, there are three buttons: "Print", "Save", and "Cancel".

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.



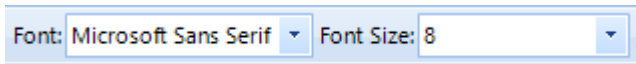
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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.



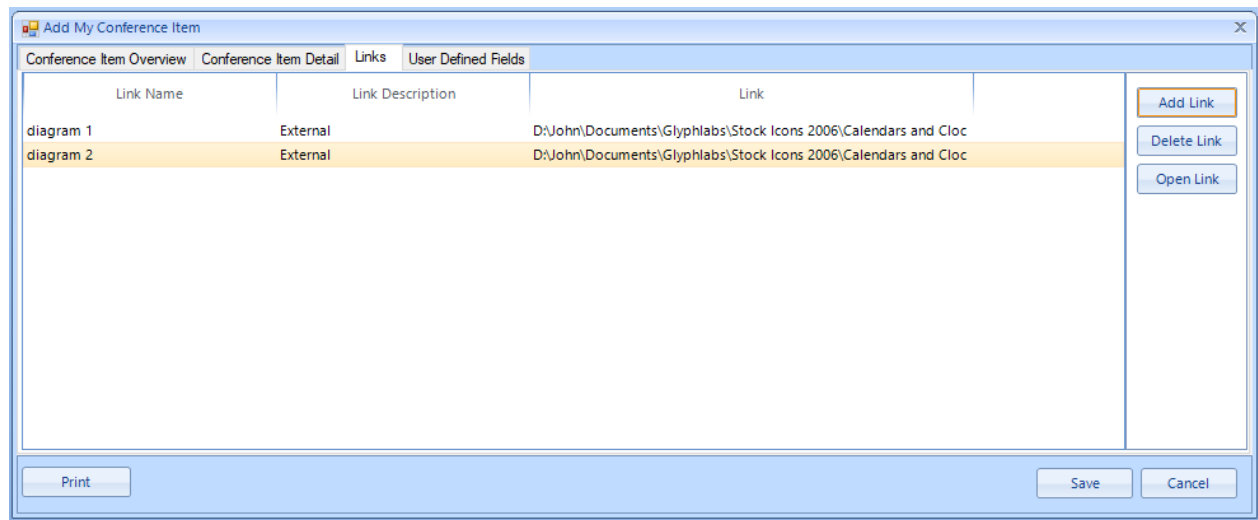
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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



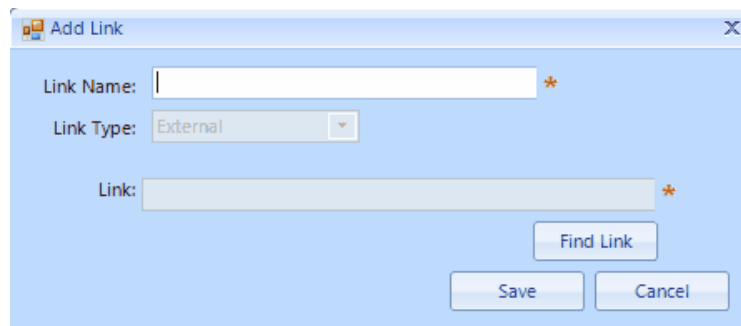
- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

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.



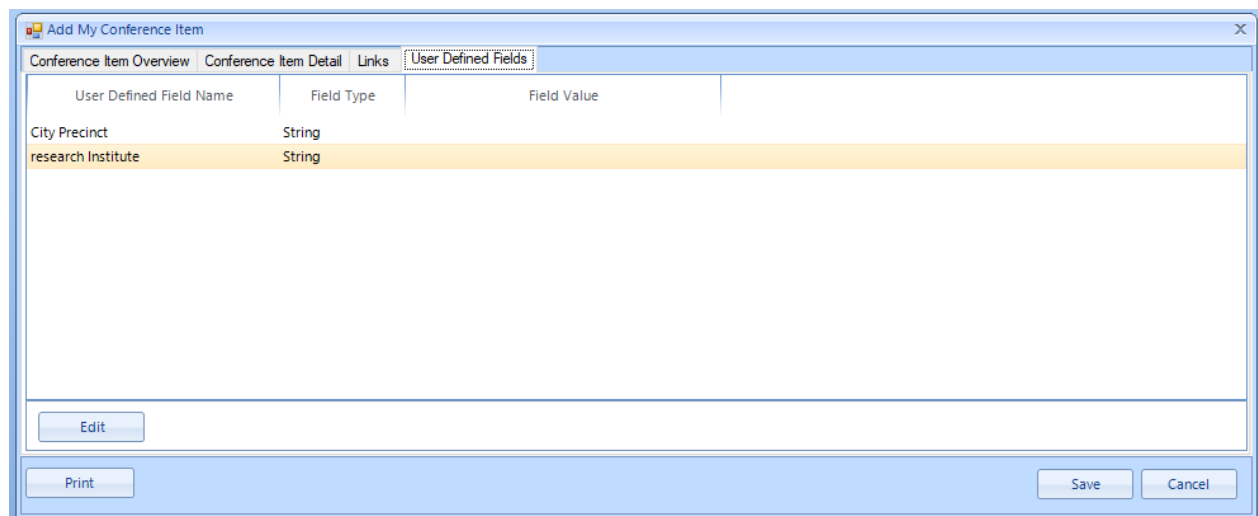
The 'Add Link' dialog box is a light blue window with a title bar containing a small icon and the text 'Add Link'. It features three input fields: 'Link Name' with a red asterisk, 'Link Type' with a dropdown menu showing 'External', and 'Link' with a red asterisk. Below these fields are three buttons: 'Find Link', 'Save', and 'Cancel'.

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

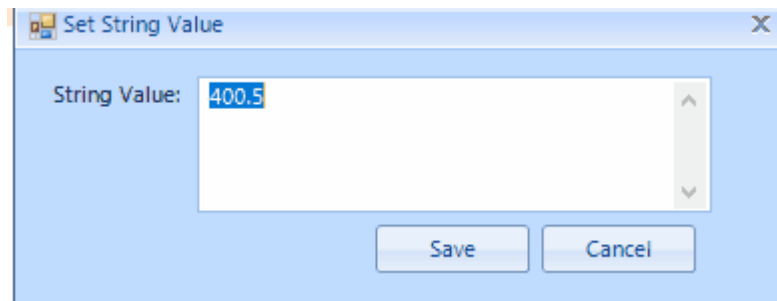
The User Defined Fields tab displays any additional fields which the user has added for the My Conference item. These fields are added through the [Manage Form Fields](#) screen from within the Setup Tab.



The 'Add My Conference Item' window has four tabs: 'Conference Item Overview', 'Conference Item Detail', 'Links', and 'User Defined Fields'. The 'User Defined Fields' tab is active, showing a table with three columns: 'User Defined Field Name', 'Field Type', and 'Field Value'. The table contains two rows: 'City Precinct' with 'String' type and 'research Institute' with 'String' type. Below the table is an 'Edit' button. At the bottom of the window are 'Print', 'Save', and 'Cancel' buttons.

User Defined Field Name	Field Type	Field Value
City Precinct	String	
research Institute	String	

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.



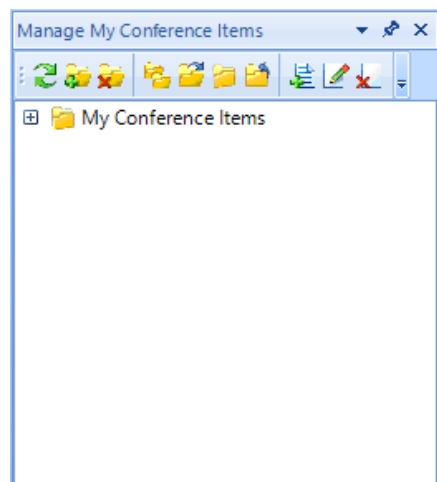
View User Field Button - The View User Field button allows you to see the field in read only mode so you wont be able to edit it.

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 this 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 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.



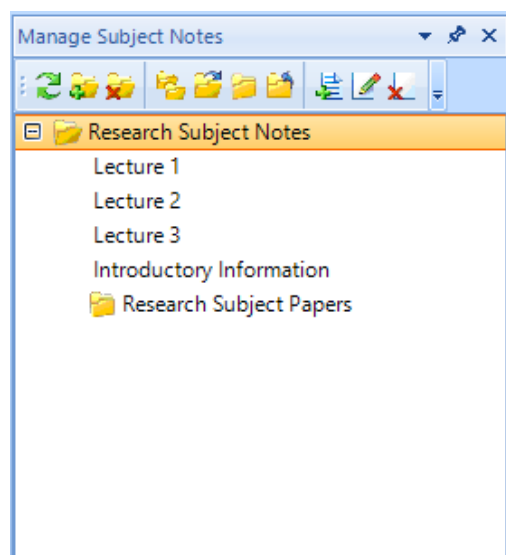
New Item Button - The New Item button, when pressed, opens the Add New My Conference Item screen.



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



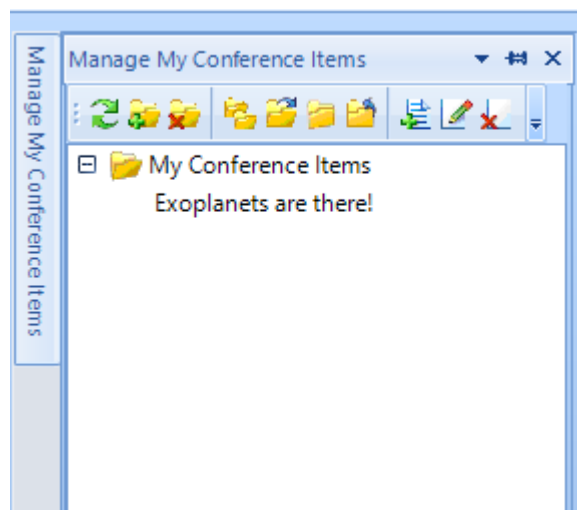
Delete Item Button - The Delete Item button deletes the currently selected My Conference Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a My Conference Item cannot be retrieved.



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 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.

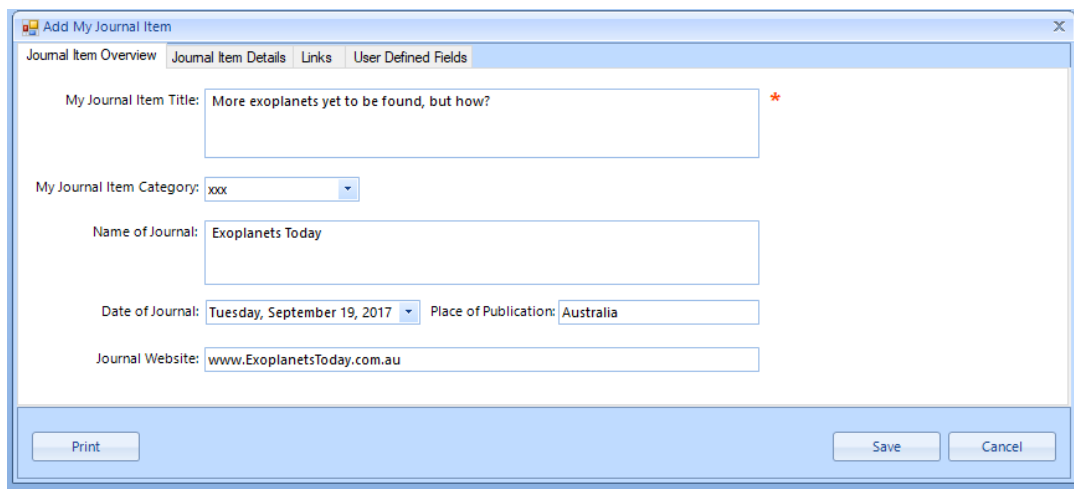
Save Button - The Save button first validates that all mandatory fields have been provided and then saves the data and closes the screen. If any of the mandatory fields have not been provided, then an appropriate error message is displayed.

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



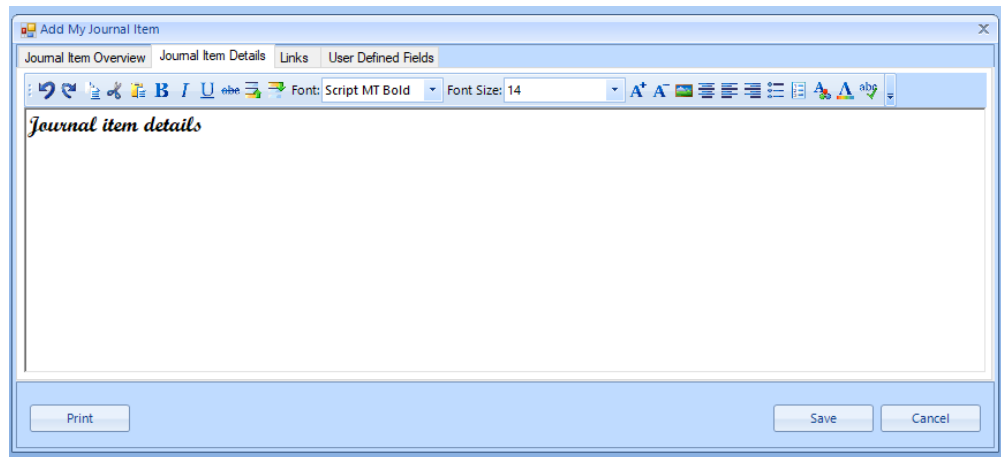
The screenshot shows a software window titled "Add My Journal Item" with a close button (X) in the top right corner. The window contains four tabs: "Journal Item Overview" (selected), "Journal Item Details", "Links", and "User Defined Fields". The "Journal Item Overview" tab displays the following fields:

- My Journal Item Title:** A text input field containing "More exoplanets yet to be found, but how?" with a red asterisk (*) to its right.
- My Journal Item Category:** A dropdown menu showing "xxx".
- Name of Journal:** A text input field containing "Exoplanets Today".
- Date of Journal:** A dropdown menu showing "Tuesday, September 19, 2017".
- Place of Publication:** A text input field containing "Australia".
- Journal Website:** A text input field containing "www.ExoplanetsToday.com.au".

At the bottom of the window, there are three buttons: "Print" on the left, and "Save" and "Cancel" on the right.

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.



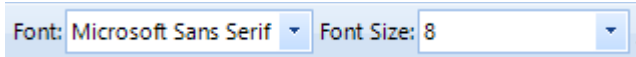
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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.



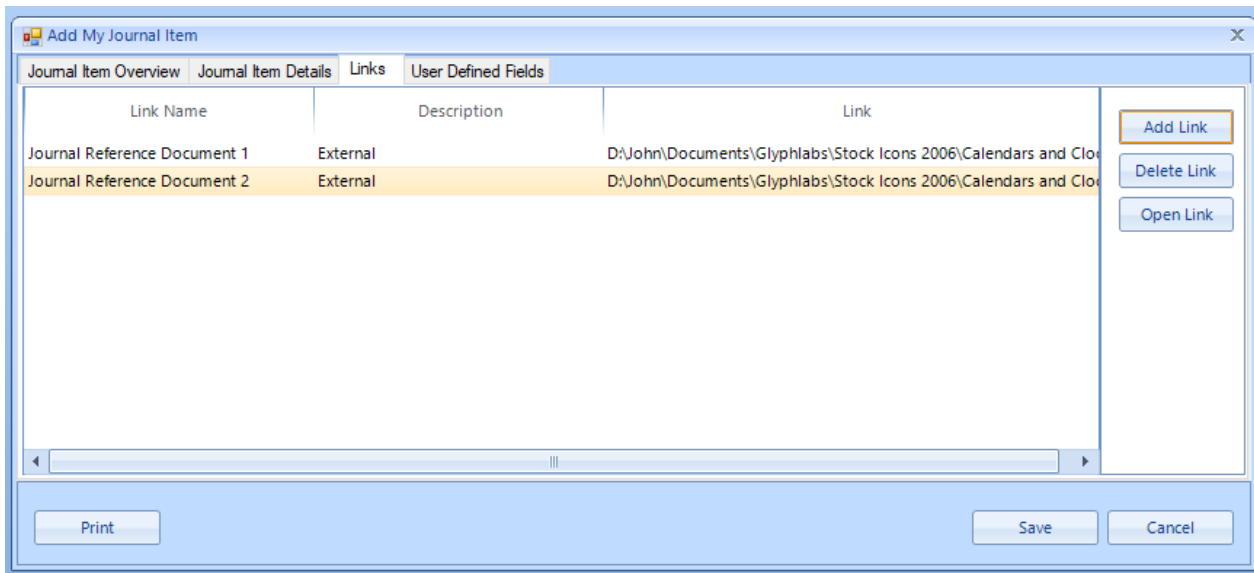
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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



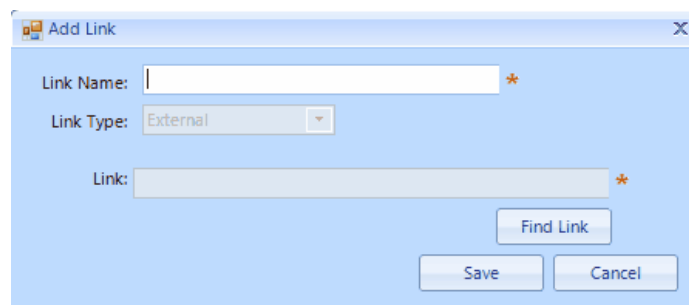
- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

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.

User Defined Field Name	Field Type	Field Value
City Precinct	String	
research Institute	String	

Edit

Print Save Cancel

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.

String Value: 400.5

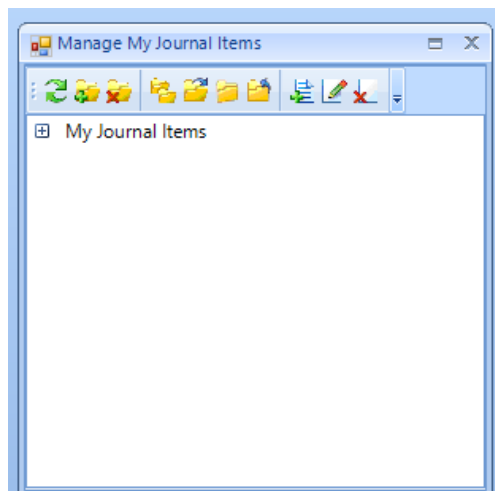
Save Cancel

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.



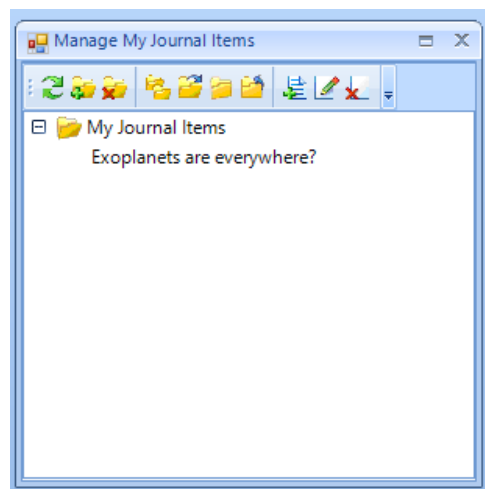
New Item Button - The New Item button, when pressed, opens the Add New My Journal Item form



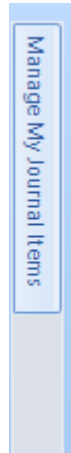
Edit Item Button - The Edit Item button opens the selected My Journal Item for editing,



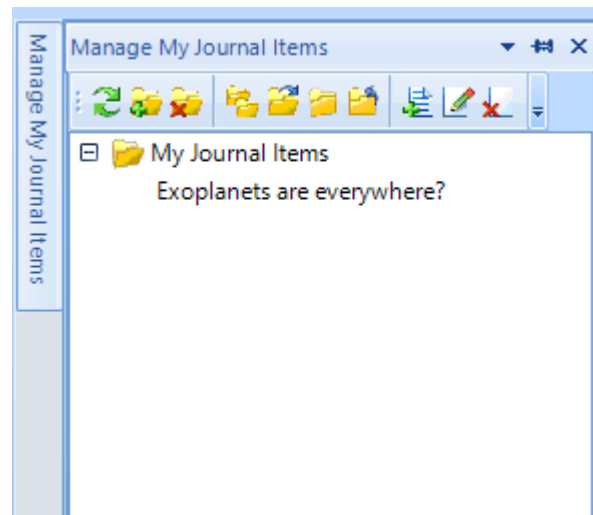
Delete Item Button - The Delete Item button deletes the currently selected My Journal Item. When pressed a form will be displayed prompting you as to whether you really wish to delete this item. Once deleted a My Journal Item cannot be retrieved.



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.

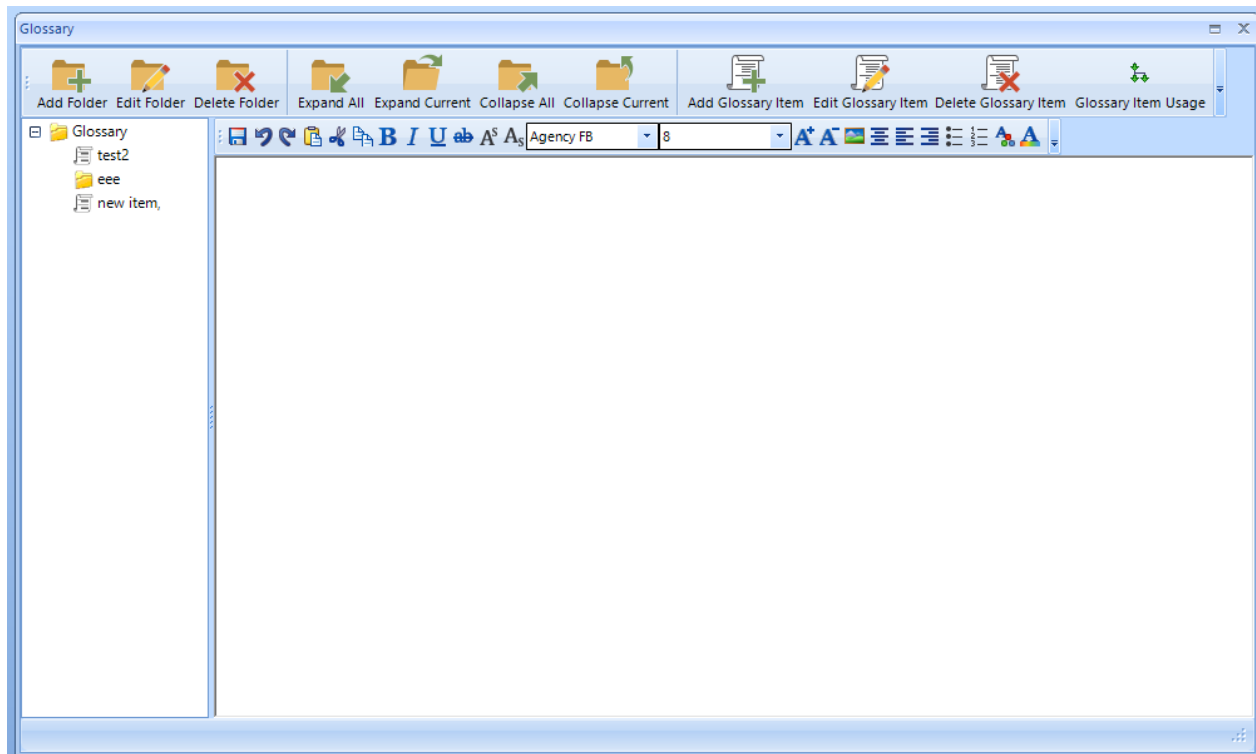


By hovering the mouse over this tab the Manage My Journal Items screen will slide out. Repress the pin icon to make it stay open.



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.



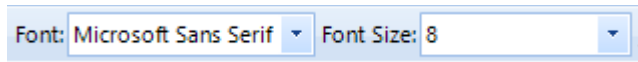
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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 an 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.

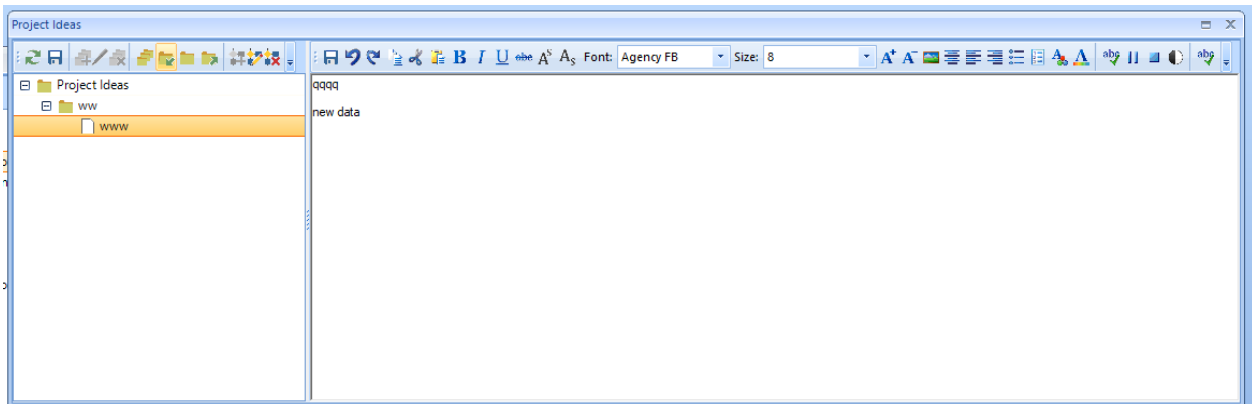


- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

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.



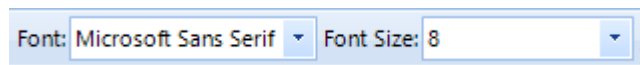
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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



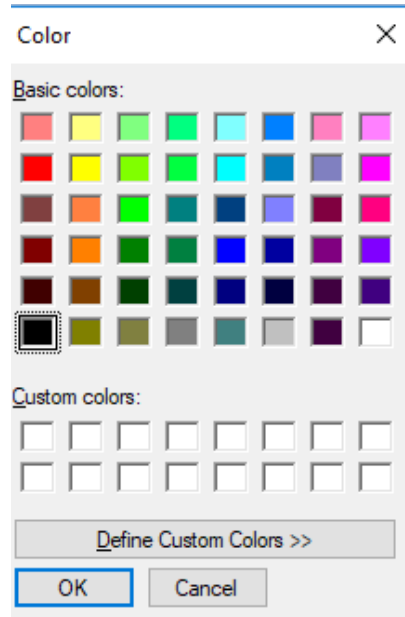
- **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.



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



- **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.

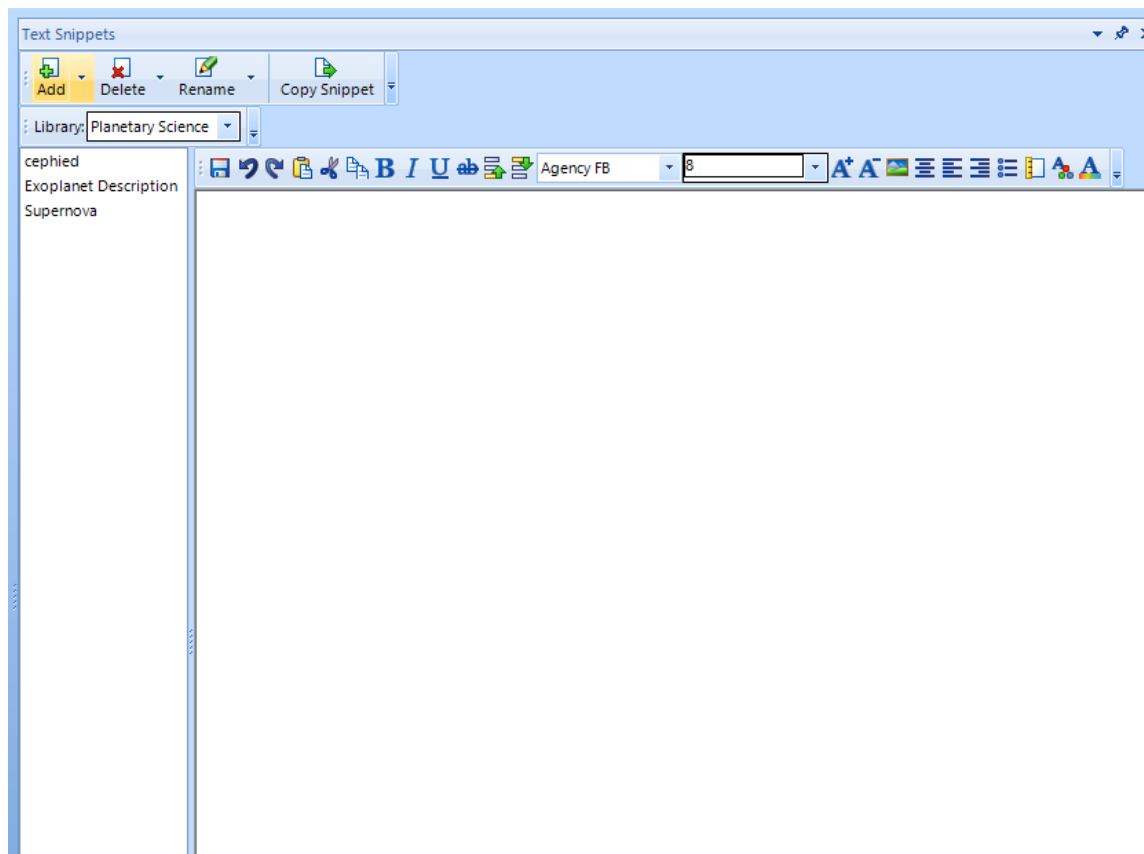
5.11. TEXT SNIPPETS

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:



- **Save Button** - The Save Button allows you to save the 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.



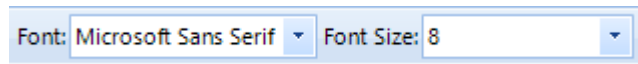
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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



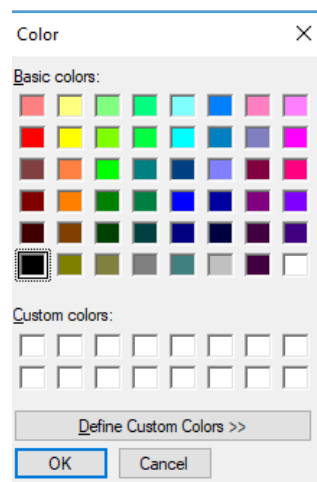
- **Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.



- **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.

5.12. 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.

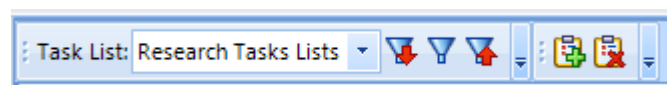
The Tasks screen allows you to enter your Task Items into different categories and allocate different statuses to them. Both the Category and Status values may be defined and management through the [Status Items](#) and [Category Items](#) screen in the Setup Tab.

The screenshot shows a window titled 'To Do'. On the left, there is a 'Task List' section with a dropdown menu set to 'Research Tasks Lists'. Below this, a list of tasks is shown, with 'Create account on Exoplanet website' selected. On the right, the 'Task Details' form is displayed. It includes fields for 'Task Title' (Create account on Exoplanet website), 'Task Category' (Travel), 'Task Status' (Complete), 'Percentage Complete' (0), 'Completion Date' (Tuesday, February 13, 2018), and a 'Task Description' text area.

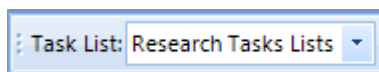
There are two sets of buttons available on the Task form; one for managing the Tasks Lists and Task Items and one for Saving and Updating the Task Item.

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

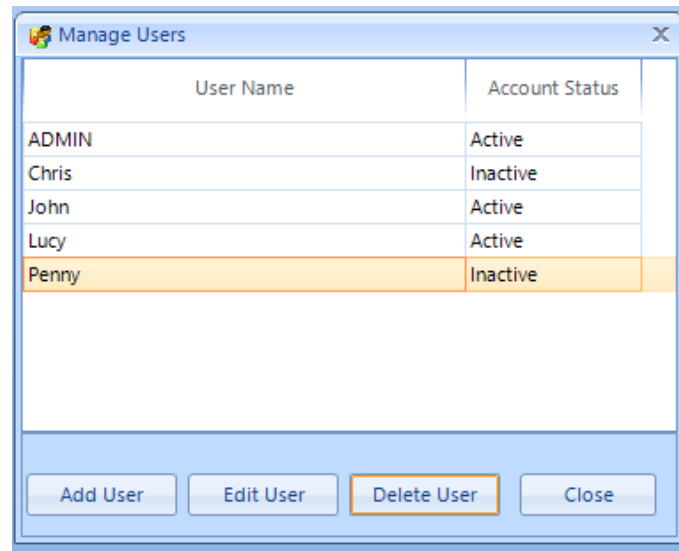


Set the current task to Complete

5.13. MANAGE USERS

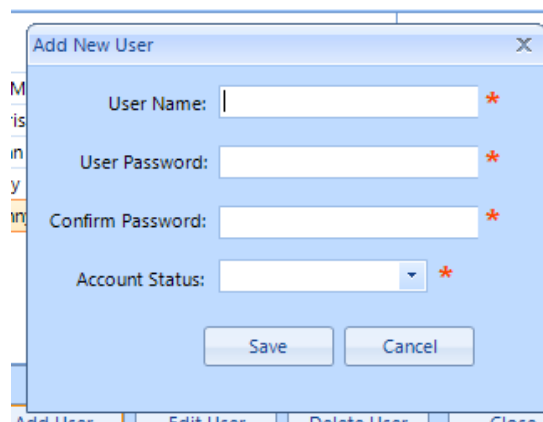
The Manage Users screen allows for the management of all users who have access to the My Research tracker application.

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.



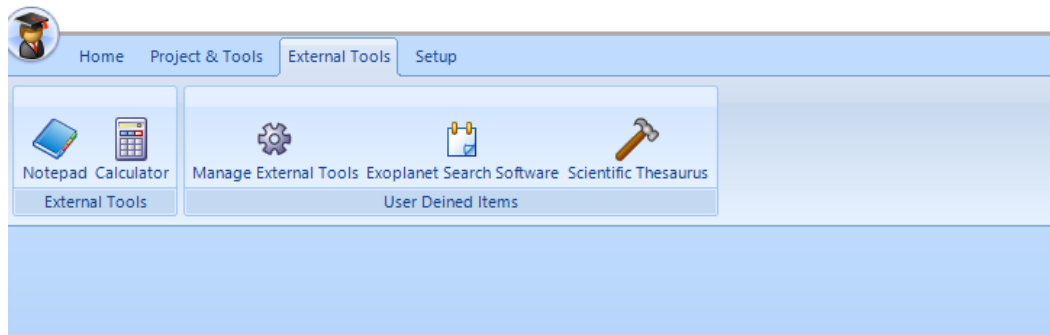
Edit User Button: The Edit User button allows you to edit an existing user of the system. When you select the edit function the user details will be displayed in a screen similar to the Add User screen, except the user name will not be editable.

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 not you wish to go ahead with this action. Note that you are unable to delete the system Admin user account.

6. EXTERNAL TOOLS TAB

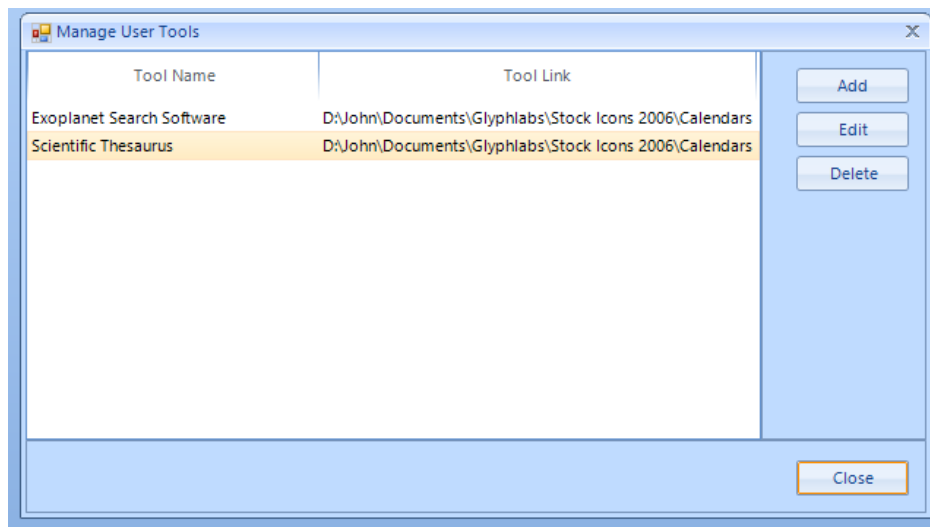
The External tools tab, as its name implies, allows you to gain access and configure external tools which may then be access directly from the My Research Tracker software.

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.



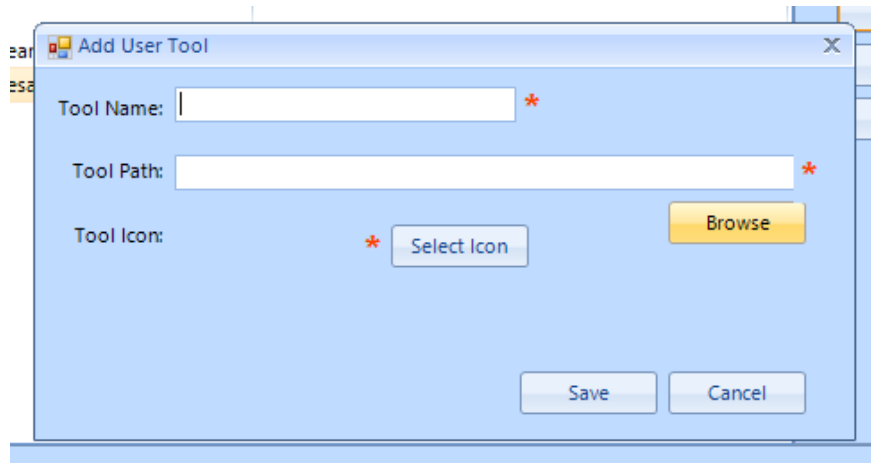
6.1. MANAGE EXTERNAL TOOLS

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.

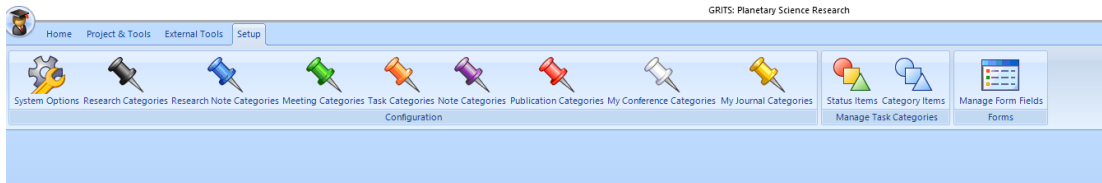
The image shows a screenshot of a software window titled "Add User Tool". The window has a light blue background and a standard Windows-style title bar with a close button (X) in the top right corner. Inside the window, there are three input fields, each followed by a red asterisk indicating it is a required field. The first field is labeled "Tool Name:" and is empty. The second field is labeled "Tool Path:" and is also empty. The third field is labeled "Tool Icon:" and is empty; next to it is a button labeled "Select Icon". To the right of the "Tool Path:" field is a yellow button labeled "Browse". At the bottom right of the window are two buttons: "Save" and "Cancel".

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

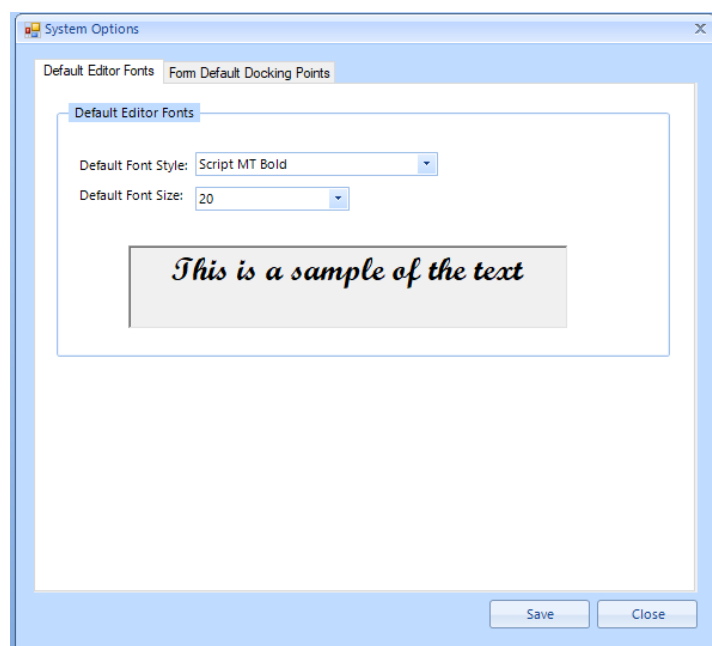
The Form Options screen allows you to configure the My Research Tracker System options.

This form consists of two tabs, each of 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.

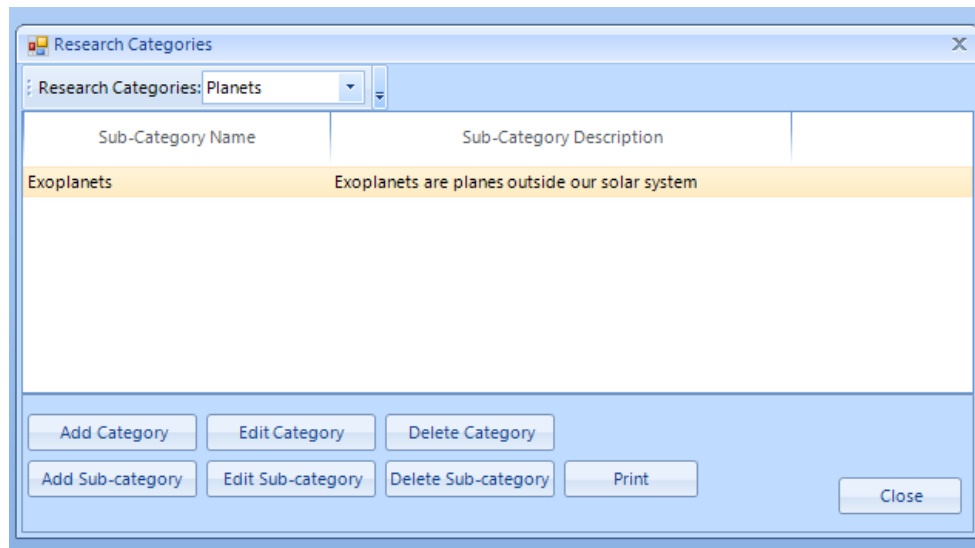
The screenshot shows a Windows-style dialog box titled "System Options" with a close button (X) in the top right corner. It has two tabs: "Default Editor Fonts" and "Form Default Docking Points", with the latter being the active tab. The dialog contains eight sections, each with a title and five radio button options: "Dock Left", "Dock Right", "Dock Top", "Dock Bottom", and "Float". The current settings are: "Manage Research Items" (Dock Left), "Manage Research Notes" (Dock Right), "Manage Meetings" (Dock Top), "Manage Tasks" (Dock Bottom), "Manage Publications" (Dock Right), "Manage Subjects" (Dock Right), "Manage Subject Notes" (Dock Top), and "Manage Notes" (Dock Right). At the bottom right, there are "Save" and "Close" buttons.

Form Name	Dock Left	Dock Right	Dock Top	Dock Bottom	Float
Manage Research Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Research Notes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Manage Publications	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Subjects	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Subject Notes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Notes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

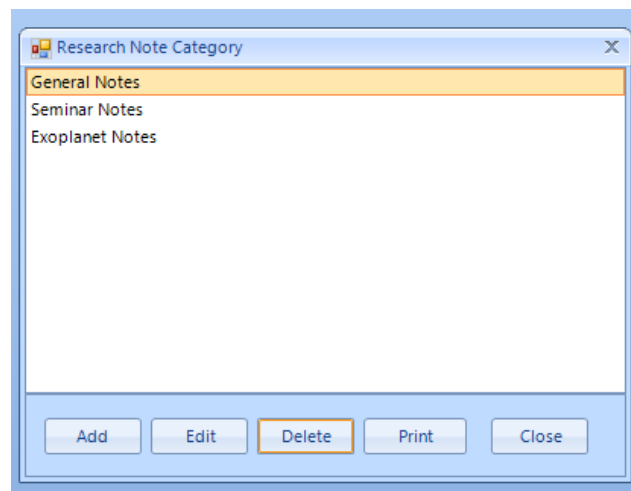


The screenshot shows a window titled "Research Categories". At the top, there is a drop-down menu labeled "Research Categories:" with "Planets" selected. Below this is a table with two columns: "Sub-Category Name" and "Sub-Category Description". The table contains one row with the text "Exoplanets" and "Exoplanets are planes outside our solar system". At the bottom of the window, there are several buttons: "Add Category", "Edit Category", "Delete Category", "Add Sub-category", "Edit Sub-category", "Delete Sub-category", "Print", and "Close".

Sub-Category Name	Sub-Category Description
Exoplanets	Exoplanets are planes outside our solar system

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.

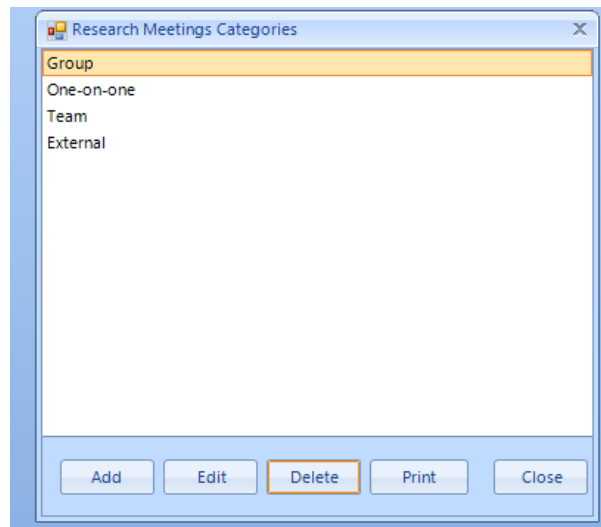


The screenshot shows a window titled "Research Note Category". It contains a list of categories: "General Notes", "Seminar Notes", and "Exoplanet Notes". The "General Notes" category is highlighted. At the bottom of the window, there are buttons for "Add", "Edit", "Delete", "Print", and "Close".

General Notes
Seminar Notes
Exoplanet Notes

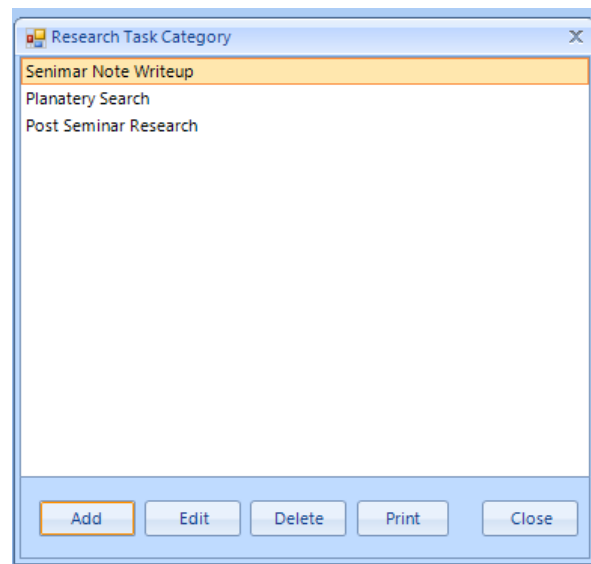
7.4. RESEARCH MEETING CATEGORIES

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



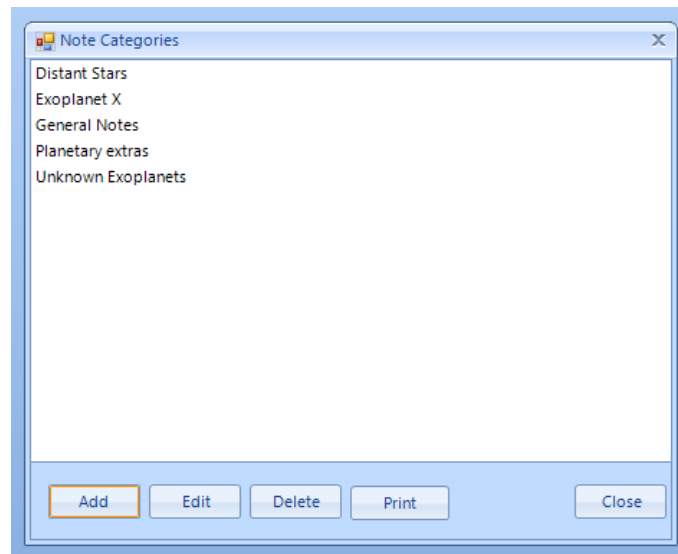
7.5. RESEARCH TASKS CATEGORIES

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



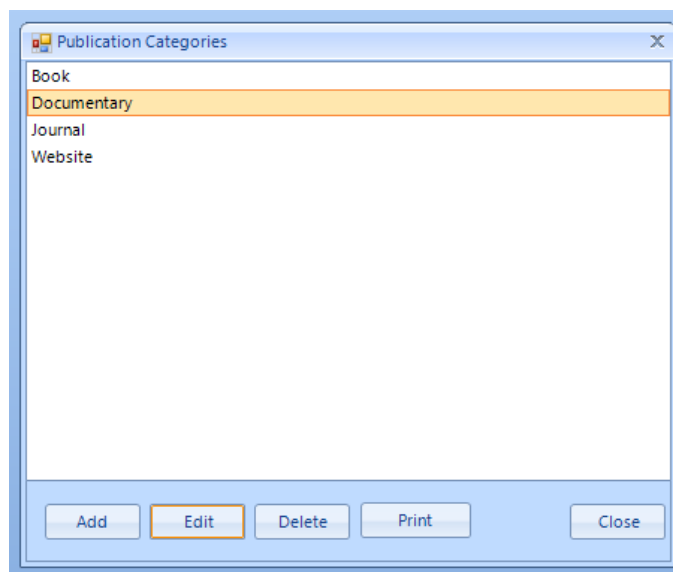
7.6. GENERAL NOTES CATEGORIES

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



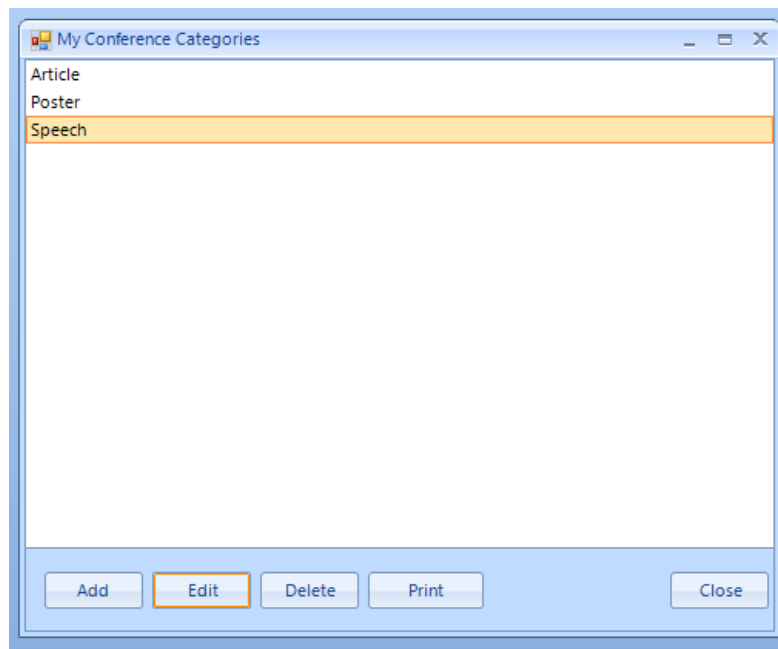
7.7. RESEARCH PUBLICATIONS CATEGORIES

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



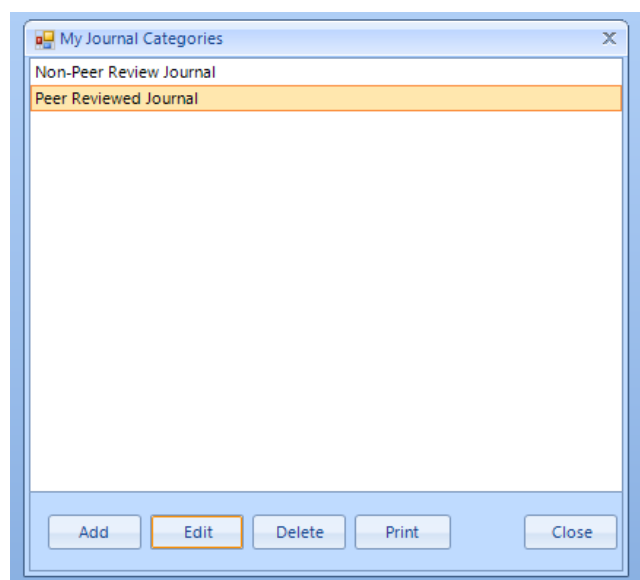
7.8. MY CONFERENCE CATEGORIES

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



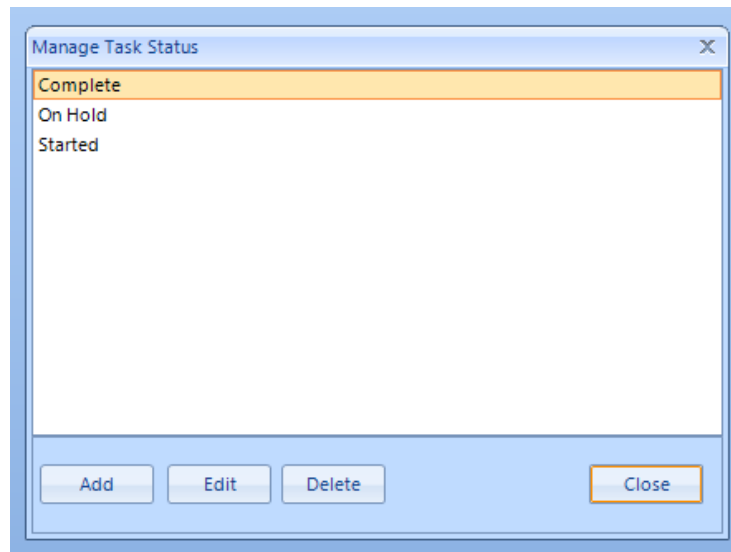
7.9. MY JOURNAL CATEGORIES

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



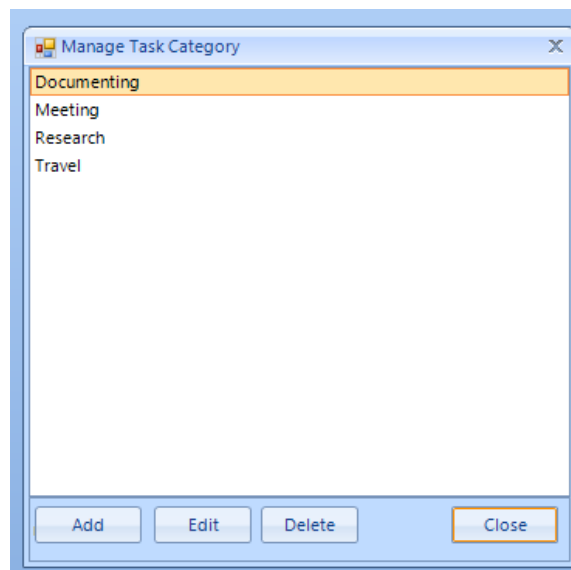
7.10. STATUS ITEMS

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. :

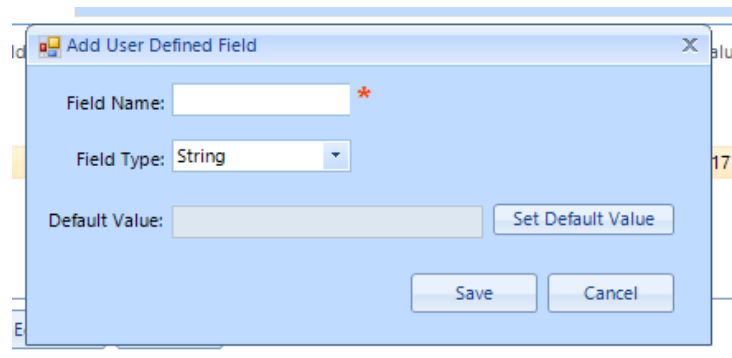
- Field Name
- Field Type
- Optional default value

Field Name	Field Type	Default Value
Extra Field 1	String	
Extra Field 2	Integer	3
Extra Field 3	Date	Saturday, August 5, 2017

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.

- Research Items
- Research Notes
- Meetings
- Research Tasks
- Publication Items
- Subjects

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.

A screenshot of a software dialog box titled "Add User Defined Field". The dialog box has a light blue background and a standard Windows-style title bar with a close button (X) in the top right corner. Inside the dialog, there are three main input areas: "Field Name:" followed by a text input field with a red asterisk (*) to its right, indicating it is a required field; "Field Type:" followed by a dropdown menu currently showing "String"; and "Default Value:" followed by a text input field. To the right of the "Default Value" input field is a button labeled "Set Default Value". At the bottom right of the dialog are two buttons: "Save" and "Cancel".

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 from the form.

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