

Tutorial Chapter 4: Beach Description

This Tutorial takes the reader through Chapter 4 Beach Description.

If you are a BEACH ADMINISTRATOR or a BEACH EDITOR you will be able to enter new data, photos and maps.

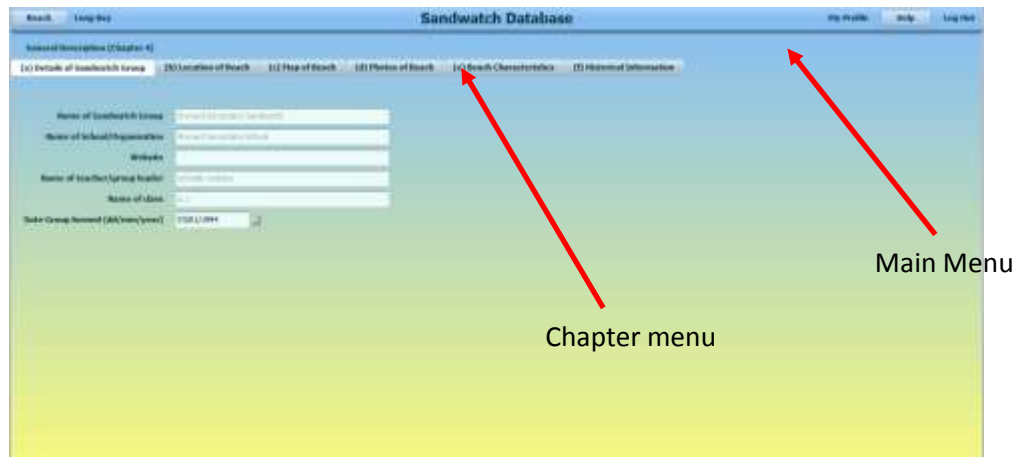
If you are a BEACH VIEWER you will be able to view everything but not change any of it.

If you are a GUEST you will be able to see the same details as the BEACH VIEWER except the contact details for the beach group.

Log in with your **username** and **password**.

On the top left of the Main Menu click on **Beach** and select **General Description (Chapter 4)**.

This takes you to the following screen:



You will see a Chapter Menu under the Main Menu

At this stage you are in section **(a) Details of the Sandwatch Group** in Chapter 4. If you are the Beach Administrator you will be able to edit or add to this information. Beach Editors and Beach Viewers can only view this information. (Note if a Guest is viewing this beach they will not be able to see details such as address, email and telephone number – that is restricted to members of the group).

Click on **(b) Location of Beach** on the Chapter Menu.

Here you can enter the name of the nearest town or district, the name of the island and the name of the country. You **cannot** enter the latitude and longitude – that is set automatically from Section (c) Map of Beach.

Now you can add a sketch map of your beach. **NOTE: ALL FILES CONTAINING PHOTOS AND SKETCH MAPS MUST BE LESS THAN 1MB.** To compress a photo file bigger than 1MB – see Photo Pages in the User Guide.

Click on **Add/Update**

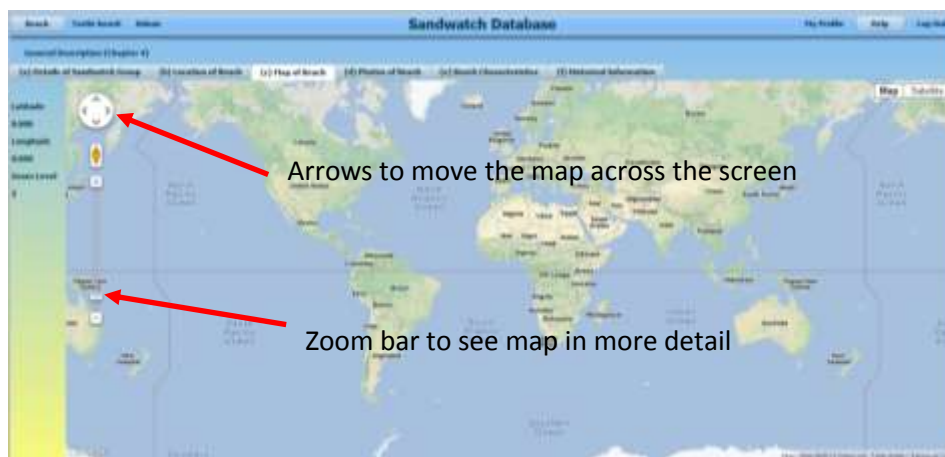




Click **Browse**, select the appropriate folder and click on the sketch map file name. The file name will appear in the box. Click **Upload**. Then Click **Done**. Your sketch map will appear on the screen. (At the moment it is only possible to load one sketch map of the beach).



Now click on **(c) Map of Beach** on the Chapter Menu. Here you will see a map of the world.



Use the **arrows** (top left of screen) to center your country in the screen. Then use the **Zoom bar** at the top left of the screen to zoom in and see your country/island in more detail and then find your beach. Once the screen shows your beach in sufficient detail click **Set Map** button at top left of screen under the Chapter Menu. (You will see the coordinates of your beach appear at the top left hand side of the screen, and these are automatically transferred to the previous section of this chapter **(b) Location of Beach**).

You can obtain a map or a satellite view by clicking on **Map** or **Satellite** at top right hand side of the screen (see next screen).



Click on **(d) Photos of Beach** on the Chapter Menu – here you can add photos of your beach.


BEFORE TRYING TO ADD ANY PHOTOS CHECK THAT THE SELECTED PHOTOS ARE LESS THAN 1 MB IN SIZE – IF LARGER, THEN COMPRESS THE PHOTOS. (Consult Photo Pages in the User Guide to see Instructions on how to do this).

Click on the **Add Photos** tab at the top left hand side of the screen. The following screen will come up.

Upload Photo

Caption

Description

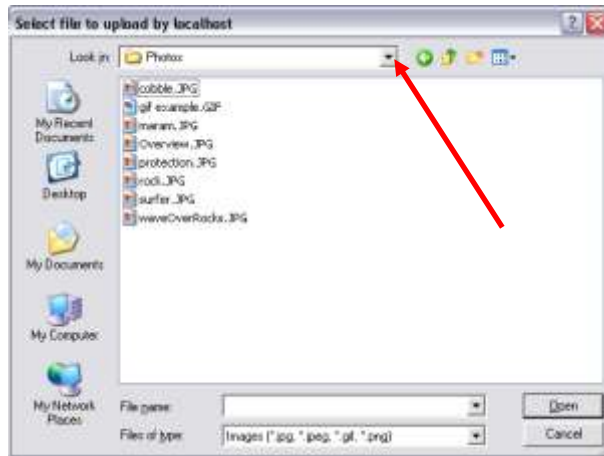
Date Taken 

File name

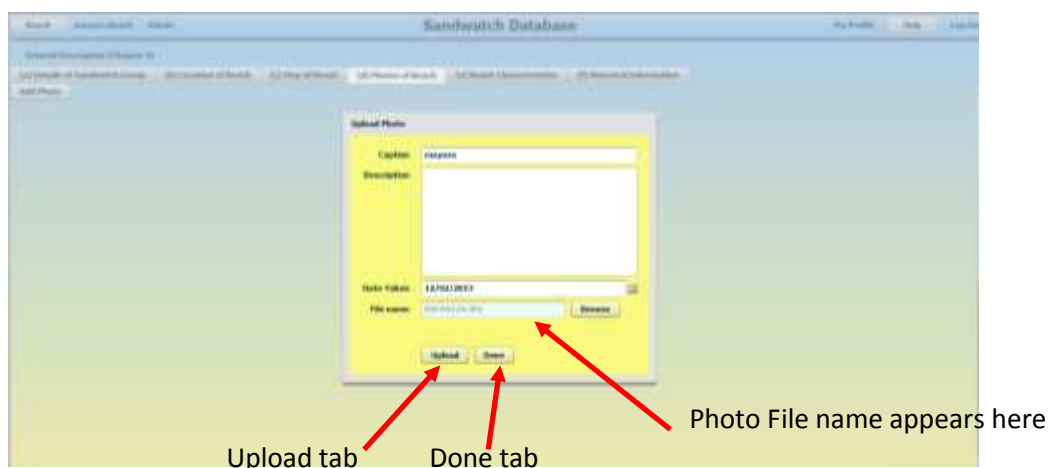
Insert a **Caption** for the photo in the top box - this is a **required** field and you have to do this in order to save your photo. You can also add a **Description** in the second box by clicking in the box and typing in some descriptive information about the photo (this is selective – you do not have to do this in

order to save a photo). Insert the date the photo was taken by clicking on the **Calendar icon** to the right of the **Date Taken** field.

To select the file you want to upload click the **Browse** button. You will get a normal file selection window like this:



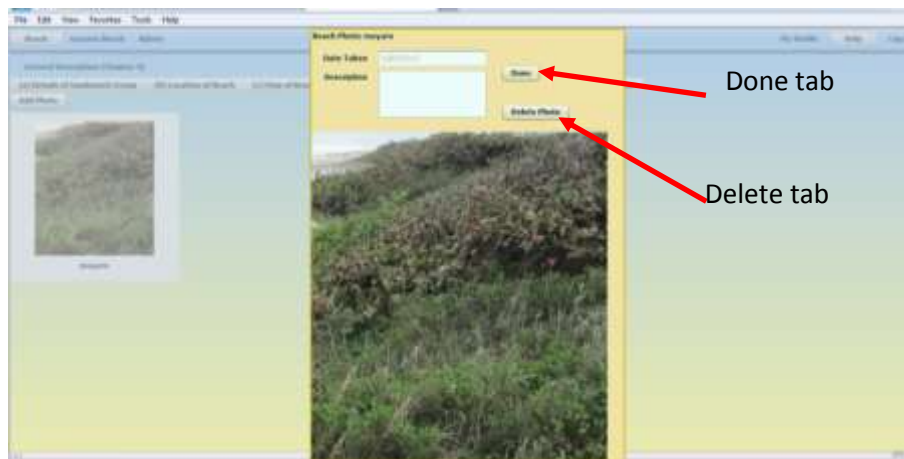
Click on the arrow to the right of the **Look in** field to move to the folder holding your photos and select the file you want to upload. Click on **Open** and you will now see the name of your file in the file name field.



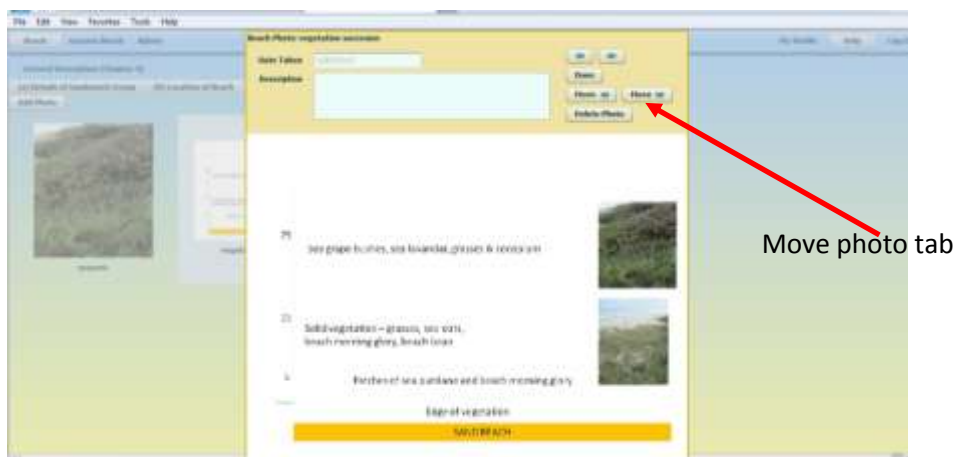
Click **Upload**, to save the photo in the database (the name of your file will disappear from the file name field when it is finished loading). Click **Done** and a thumbnail of your photo will appear on the screen.



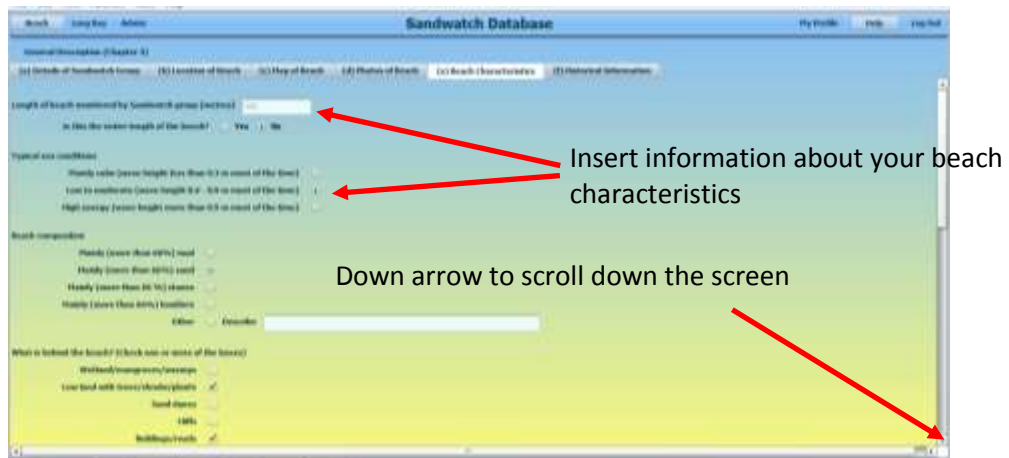
If you click on the photo (and wait a few seconds) it will come up full size. To close the full size photo click **Done**.



Once the photo is saved in the database, you cannot change the caption, description or date. You can however, delete the photo by opening the full size version of the photo and clicking on the **Delete Photo** tab. If you have uploaded several photos to the page you can change the order of the photos by clicking on the **Move** tabs.



Click on **(e) Beach Characteristics** on the Chapter Menu— in this section you can enter some general descriptive data about the beach.



You can complete all the fields or just some fields, although it is recommended that you complete all the fields. Use the down arrow at the right of the screen to scroll down and see all the fields. Fields available are:

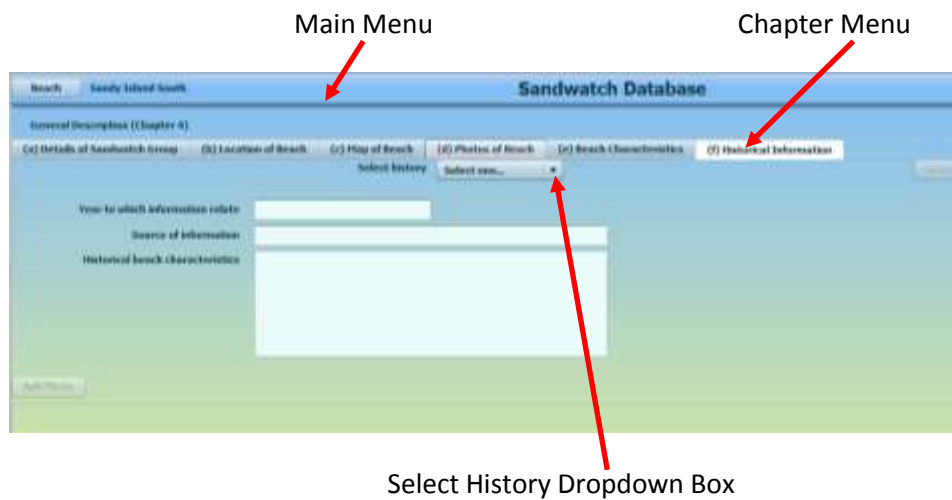
- Length of beach monitored
- Typical sea conditions
- Beach composition
- What is behind the beach
- Presence of a river or stream
- Human use of the beach
- Access to the beach
- Presence of litter on the beach
- Special wildlife habits

And at the end you can write your own **description of the beach** in the box provided.



When you have finished entering your data, click **Save Changes**.

Click on (f) **Historical Information** on the Chapter Menu;



Under the Chapter Menu you will see a drop-down arrow beside **Select History**. Click on the drop-down arrow and select **Add new history**.

Under **Year to which information relates**, enter the year.

Under **Source of information**, enter where the information came from.

In the box by **Historical beach characteristics**, enter the information.

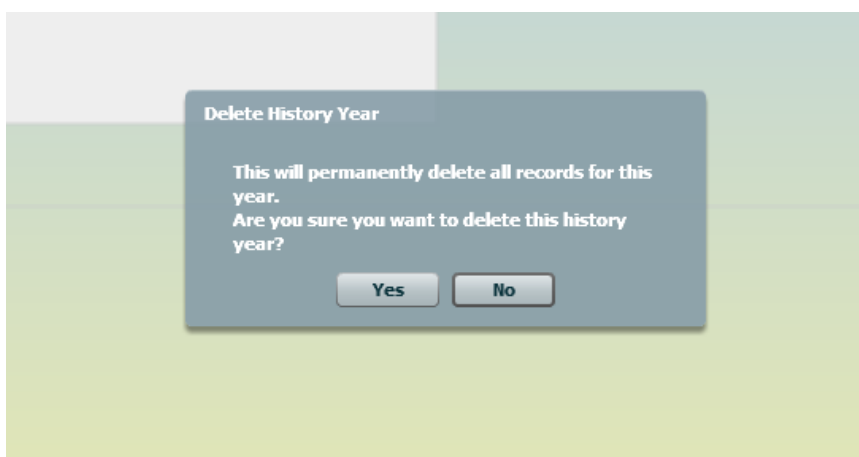


Once you have entered the information, you can insert a picture of how the beach used to look (if you have one). Click on **Add photo**, and follow the instructions for adding a photos as described in section (d) **Photos of beach**

When you have finished, click on **Save Changes**.



You can delete a particular year's history. Click on **Delete History Year**



You will be asked if you are sure you want to delete the record for the history year, click **Yes** if you wish to continue deleting, click **No** if you do not want to delete the record for the history year.