

## HOW TO USE AND EDIT THE RESEARCH DATABASE

### To Start

Log in using the username and password you will get from David Nicholls  
[david@norwoodnicholls.com](mailto:david@norwoodnicholls.com)

Click on Browse to get the first screen shown overleaf.

You can search by Topic, Region/U3A or external partner.

*(This level of access will be available to anyone using the database – they will not have to log in but their access will be Read Only)*

### Editors' access

As an editor you will be able to add new projects and modify existing ones as new information becomes available (see last screen overleaf) but you will not be able to alter the structure of the database.

This means that you can add new partners as this field is free text but if you have a U3A which is not already listed, at present that will need an email to the administrator (this access may be widened in the future).

When entering the description, there is no limit on length – if you have useful information you can include it – but only the first ten words (approx) will appear on a list of projects. This means you will probably need to rewrite the opening to include vital information, such as location and name of partner, which will appear elsewhere but not on the list of projects unless you make sure it's there.

so *NOT* A study of this cemetery working with the local museum

but A study of Hillside Cemetery, Leeds, working with Morley Museum

The total information will appear on the individual entry screen but if a user is looking for a particular project from a long list they won't want to open every entry to see where it took place and who with.

*(This limit has not yet been implemented but will be shortly so work as if it already applies)*

For Third Party Organisation, if you know that there wasn't one, enter None. There will be a lot of entries, particularly the earlier ones, where we don't have the full information, so some fields will be left blank. 'None' is a piece of information, meaning we know that there was no partner – a blank may get filled in later.

In the Year field you may not know if the date you have is start, finish or somewhere in between. Put it in anyway – it will give a fair indication of when that project took place and whether those involved are likely to be still available to contact. In this context the difference of possibly a year between start and finish is not significant but the older the project, the less chance of a user being able to find out more from the participants.

Reference from – this means, where did you get the information? This could be TAM, Sources (give date and number), direct information from a participant or an external request. I have been putting in entries (usually from the SLP round-up in Sources) of proposed projects, at a point where there's not much information. These can be expanded later, as the project gets underway but even the minimal entry may be useful to someone or attract further information.

The Grid will give you an overview of all the projects in the database and can be sorted by the various fields. You may find it useful to look at this before you start editing, to get an idea of the scope of the project – this is a (very) small extract from the Grid

86	Memories of holidays in Bognor, 1950s	U3A-led research (SLP)	Bognor Regis U3A	South East	Bognor Regis Local History Museum	2013
87	Catalogue & organise historic artefacts	U3A-led research (SLP)	Branston U3A	East Midlands	Local Heritage Rooms	
88	Brecon men killed in WW1, from war memorial	U3A-led research (SLP)	Brecon U3A Family History group	Wales	Powys County Council	2014
89	Membership survey (on-line)	U3A-led research (not an SLP)	Bristol U3A	South West	none	2013

## SCREEN SHOTS FROM RESEARCH DATABASE

Browse for projects by topic or region below or search the whole database by keyword using the box at the top of the page, do a **filtered search** by project or search for by organisation name.

## THE

**organisation name.** Use this to look for an external partner – when editing, the list entries will avoid variant forms but you can enter a partner not previously used

### Topics

Ageing  
Archaeology  
Arts  
History  
Learning  
Medical  
Memory  
Natural world  
Research  
Science  
Social history  
Sociology  
Technology  
Transport  
U3A  
Walks  
War

### Regions

East Midlands  
East of England  
International  
London  
National (UK)  
North East  
North West  
Northern Ireland  
Scotland  
South East  
South West  
Wales  
West Midlands  
Yorkshire  
Yorkshire & Humber

To find an individual U3A, click on its Region  
The list you will get is of all those U3As in that Region so far included in the database

Search by topic of the item

A project may be tagged with more than one topic

## U3A Research Database

[| home](#) | [| browse](#) | [| add project](#) | [| whiteboard](#) | [| log in](#) |

search

### Projects registered under the topic Science

A novel hypothesis for atherosclerosis as a cholesterol sulfate deficiency syndrome Group is planning to work with Zooniverse, the online Citizen Science project  
History of 10 years of the Science Seminar at Abergavenny  
History of science in London  
Members studied an object or theme from Science Museum collection  
Microscope for third world  
Researching meteorite collection & the provenance of meteorites worldwide  
Sugar-Damage in the Lipid Nutrition Cycle  
Transcribe and publish Grantham Hall Book 1649-62  
Unknown heroes - women scientists, Science Museum

U3A Research Database Search

To search for registered projects, use keywords in the box.

Filtered list using Topic

NB only first ten words of description (approx) will appear in the list in the final version

Remember to get essentials in first ten words though it can be as long as required

You can choose as many Topics as the project needs

If you know there was none, put NONE

Enter individual names and email addresses - they won't appear on the public database but it will be possible to send a message using [CLICK HERE](#)

The source of your information may be from someone involved, the SLP co-ordinator, a report in Sources or TAM etc

Year may be start or finish – either is worth including

Add a project

Name of Project:

Title or short description of project

SLP  Other  Unclassified

Topic (select from list):

Science

U3A branch (select from list):

Merton, London

Third Party Organisation:

Contact:

Contact email:

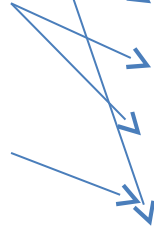
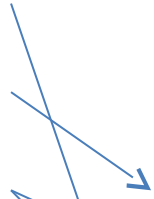
Reference from:

Year:

Outputs:

Any known outputs expected from the project

submit



DRAFT