

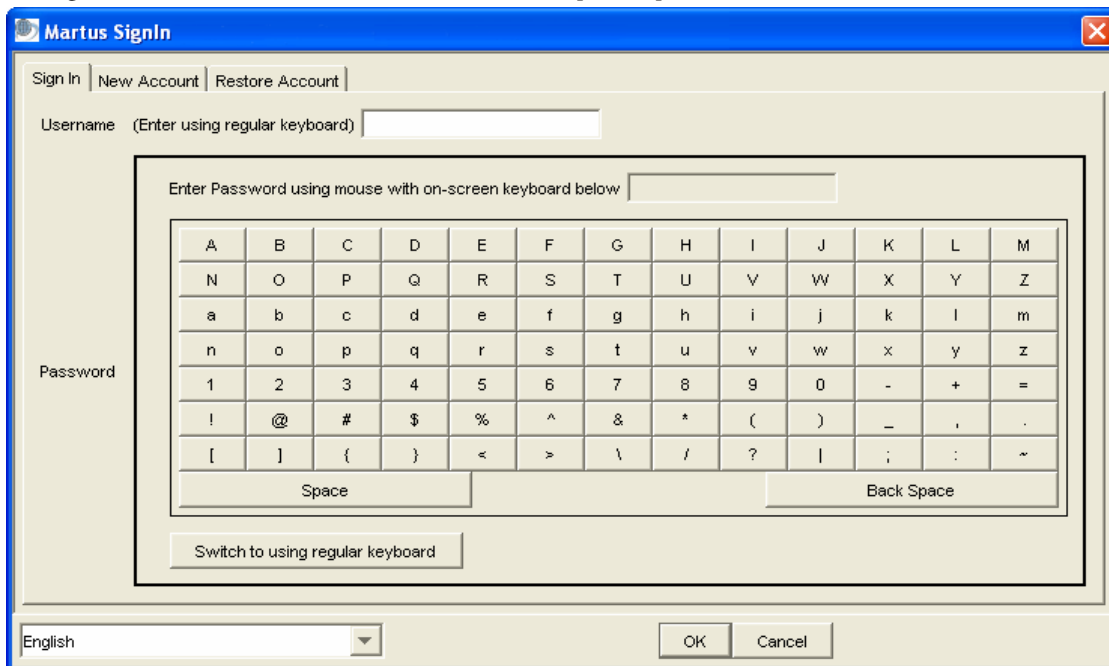


# Martus™ 3.1 Quick Reference Card

<http://www.martus.org>

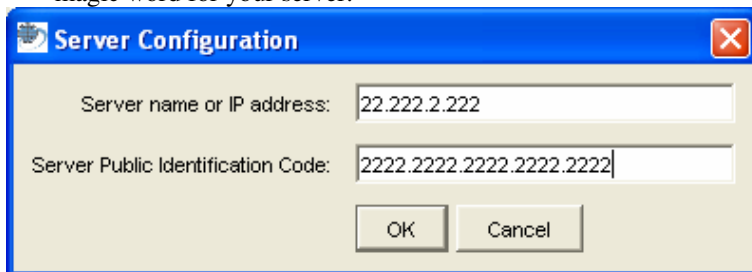
## Setting up the application

1. Start the Martus application.
2. Type a username. Enter a password using the on-screen keyboard. Click OK and then enter both again to confirm them. *Remember them, and keep them private.*



Multiple Martus accounts can exist on the same computer. Click the New Account tab in the Martus Signin dialog box to create additional accounts; click Restore Account to restore accounts from backup key files.

3. Enter contact information for yourself or your organization.
4. Choose Server > Select Martus Server, enter the IP address, public code, and magic word for your server.



## Creating bulletins

1. Click Create to start a new bulletin.
2. To make the entire bulletin private, select Keep ALL Information Private.
3. Enter a short, descriptive title for the bulletin.
4. Type a summary and detailed information about the incident.

The screenshot shows a window titled "Create Bulletin" with a "Public Information" section. The "Keep ALL Information Private" checkbox is unchecked. The "Language" dropdown is set to "English". The "Author" field contains "Joe User" and the "Organization" field contains "Human Rights NGO". The "Date of Event" is set to a date range from "Jan 7 2005" to "Jan 14 2005". The "Date Created" field shows "09/16/2005". There are empty text areas for "Title", "Location", "Keywords", "Summary", and "Details". At the bottom, there are buttons for "Save Sealed", "Save Draft", and "Cancel".

5. Attach supplementary files, such as photos or media reports.

The screenshot shows the "Attachments" section with a table listing one file:

Name	Size(kb)
prison report.doc	19

Below the table are "Add Attachment" and "Remove Attachment" buttons.

6. Enter private data in the Private Information section. Attachments in the Private Information are also private. A red border indicates data is private.

The screenshot shows the "Private Information" section, which is highlighted with a red border. It contains a "Private" text area with the text: "Three individuals from the organization spoke with me on the condition of anonymity. They provided additional photos, which provide evidence that the abuse actually occurred. Those photos are attached here." Below this is an "Attachments" table:

Name	Size(kb)
P5190097.JPG	192
P5190098.JPG	186
P5190099.JPG	177

Below the table are "Add Attachment" and "Remove Attachment" buttons.

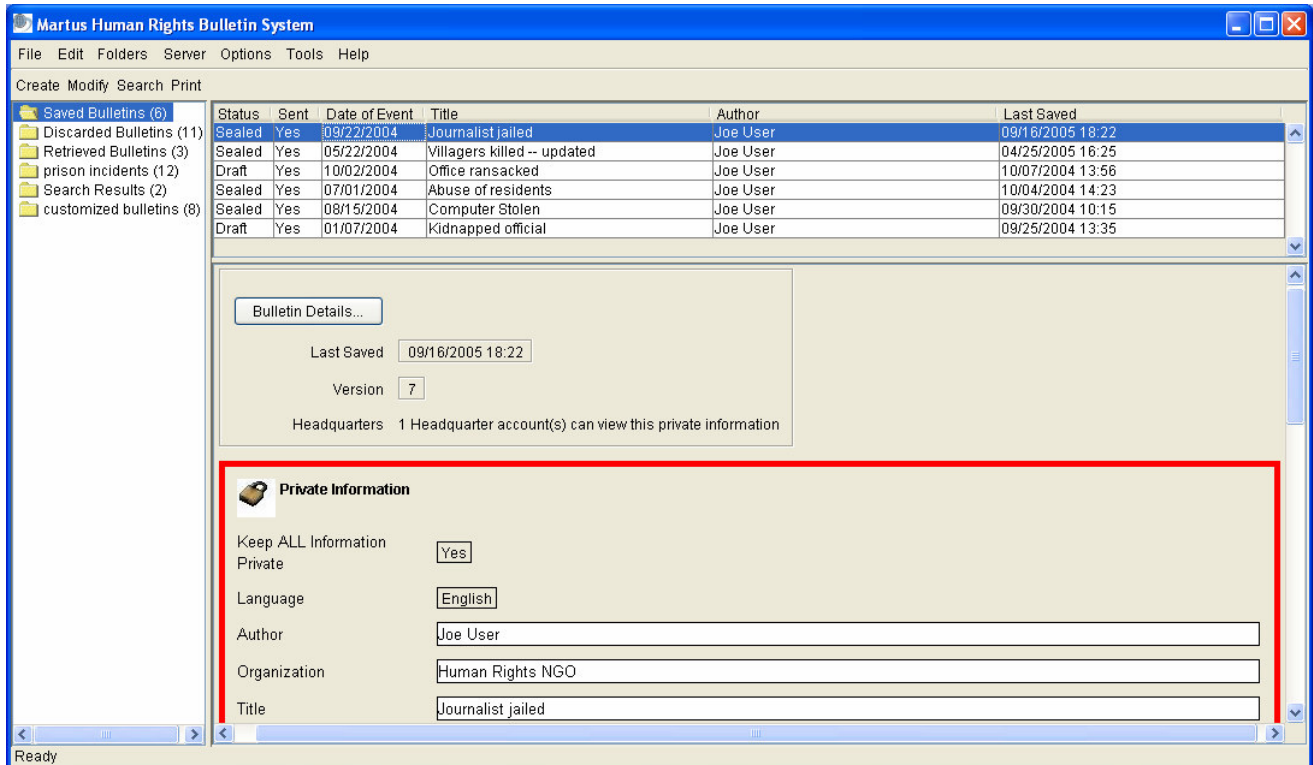
7. When you're done, save the sealed bulletin or save it as a draft. When you connect to the server, all saved bulletins are automatically sent.

## Managing bulletins

Organize your bulletins in folders—use the default folders or create your own.

The selected bulletin is displayed in the preview pane.

The list of bulletins in the selected folder is displayed.



To **discard** a bulletin, choose Edit > Discard Bulletin.

To **delete** a bulletin from the computer, delete it from the Discarded Bulletins folder.

To **create a new folder**, choose Folders > Create New Folder.

To **copy a bulletin**, select it, choose Edit > Copy Bulletin; then select the new folder and choose Edit > Paste Bulletin.

## Finding the bulletin you need

To search for bulletins on your computer, click Search.

1. Enter the terms (e.g. words, dates) you want to search for.
2. You can use “or” to broaden or “and” to narrow your search.

For each row, select a field to search (or choose to match any field), select what kind of comparison to perform, and then enter a value to search for.

NOTE: Bulletins that appear only in the Discarded folder will not be searched.

Press Enter to create a new row in the search query.

Click 'Help' to get additional information on searching.

	Field(s) to search	Compare how?	Search for...		
1	--Any Field-- Choose Field...	contains	prison or jail	and	
2	Last Saved Choose Field...	>=	Jan 1 2004	and	

Delete Selected Row    Insert Row

Only search most recent version of bulletins

Help    Load Previous Search...    Save This Search...    Search    Cancel

To retrieve bulletins from the server, choose Server > Retrieve My Sealed Bulletins or Server > Retrieve My Draft Bulletins.

All bulletins retrieved will still remain on the server.  
You can only retrieve bulletins that are not currently on your computer.

Retrieve?	Title	Last Saved	Version	Size (Kb)
<input type="checkbox"/>	Computer Stolen	09/30/2004 10:15	1	8
<input type="checkbox"/>	Freedom of expression limited	07/12/2005 16:06	2	44
<input type="checkbox"/>	Abuse of residents	10/04/2004 14:23	1	8
<input checked="" type="checkbox"/>	Political prisoners tortured	06/08/2005 11:25	1	8
<input type="checkbox"/>	Journalist jailed	09/16/2005 18:22	7	95
<input checked="" type="checkbox"/>	Activist Disappearances	01/19/2005 17:31	1	10
<input type="checkbox"/>	Villagers killed -- updated	04/25/2005 16:25	4	48

Show bulletins that are only on the server.  
 Show all bulletins on this server and on this computer.

Retrieve all bulletin versions  
 Retrieve latest bulletin version only

Check All    Uncheck All    Preview

Retrieve    Cancel

1. Check each bulletin you want to retrieve.
2. Click Preview to see the contents of the selected bulletin.
3. Click Retrieve to download bulletins to your computer.