

Martus™ 4.4 Quick Reference Card

https://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.*

Martus SignIn														
Sign In New Account Restore Account														
Username (Username (Enter using regular keyboard)													
Enter Password using mouse with on-screen keyboard below														
	A	В	с	D	E	F	G	н	I.	J	к	L	м	
	N	0	Р	Q	R	s	Т	U	V	w	х	Y	Z	
	a	b	с	d	е	f	g	h	i	j	k	I	m	
	n	0	р	q	r	s	t	u	v	w	×	У	z	
Password	1	2	3	4	5	6	7	8	9	0	-	+	=	
	!	Q	#	\$	%	^	&	*	()	_			
	1	1	{	}	<	>	١.	1	?	I	i	:	~	
	Space Back									Back S	pace			
	Switch to using regular keyboard											_		
									_					
English			•					ОК	Can	icel				

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.

Server Configuration	
Server name or IP address:	22.222.2.222
Server Public Identification Code:	2222.2222.2222.2222.2222
	OK Cancel

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.

🔊 Create Bulletin		
Public Information		72
∃ ⊐ Keep ALL Information Private		
⊐ Language	English	
∃ Author	Joe User	
∃ Organization	Human Rights NGO	
∃ Title		
∃ Location		
∃ Keywords		
⊐ Date of Event	Exact Date © Date Range	
크 Date Created	09/13/2007	
≓ Summary		
크 Details		
Save Sealed Save Draft C	xancel	

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

nrison renort doc 32 View	Name	Size(Kb)	
View Kem	prison report.doc	32 [View Remo

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

Ş	Private Information					
П	∃ Private	Three individuals from the organization spoke with me on the condition that the event actually occurred. These photos are attached here:	n of anonymit	y. They provi	ded additional ph	otos, which provide evidence 🔨
	∃ Attachments	Name	Size(Kb)			
		photo1.jpg	103	View	Remove	
		photo2.png	27	View	Remove	
		photo3.gif	69	View	Remove	
		Add Attachment	•	•		

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.

膨 Martus Human Rights Bu	lletin System								
File Edit Folders Server	Options Tools Help								
Create Modify Search Print									
Caved Bulletins (6) Discarded Bulletins (1) Search Results (2) Retrieved Bulletins (4) prison incidents (5)	Status Sent Date of Event Draft Yes Unknown Sealed Yes 01/08/2006 Draft Yes 02/05/2006 Sealed Yes 08/02/2005 Sealed Yes 01/01/2005 Sealed Yes 01/01/2004	Title Office ransacked Villagers killed updated Kidnapped official Activist disappears - approved Journalist jailed Computer stolen	Author Joe User Joe User Joe User Joe User Joe User Joe User Joe User	Last Saved 09/04/2007 10:41 04/26/2007 14:11 09/13/2006 14:58 09/28/2005 12:25 02/01/2005 11:47 06/11/2004 09:09					
	Header Bulletin Details Last Saved 04/26/2007 14:11 Version 5 Headquarters 1 Headquarter account(s) can view this private information								
Private Information Image: Fixed PALL Information Private Image: Fixed PALL Information Pall Information Private Image: Fixed PALL Information Pall Informatinformation Pall Information Pall Information Pall Information Pal									

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 b	roaden or "a	and" to na	rrow vour search.

	. For car use of to found of and to narrow your search.										
💹 Se	search										
For e	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	NOTE: Bulletins that appear only in the Discarded folder will not be searched.										
Press	Enter to create a new row in the search	query.									
Cli ck	'Help' to get additional information on sea	rching.									
	Field(s) to search		Compare how?		Search for						
1	Any Field	Choose Field	contains	*	prison or jail				and	~	
2	Last Saved	Choose Field	>=	۷	Jan	✓ 1	✓ 200	D4 💌	and	~	
<										>	
				_							
De	Delete Selected Row Insert Row Load all possible values for selected field										
Dnly search most recent version of bulletins											
🗖 M	Match grid column specifications in the search screen to a single row of bulletin grid data. See the search Help screen for additional guidance on this advanced option.										
<u> </u>		Lond Devices	Ceruch C-		This Couch			Ceruch	Concel		
Не		Load Previous	search Sa	ve	This Search			Search	Cancel		

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

🔊 Retrieve My Sealed 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)					
Abuse of residents 06/11/2004 15:53 1 1231									
	Activist disappears - approved 09/28/2005 12:25 4								
	Computer stolen	06/11/2004 09:09	1	152					
	Freedom of expression limited	09/04/2004 14:47	1	8					
	Journalist jailed	02/01/2005 11:47	4	42					
	Political prisoners tortured	11/04/2004 10:20	1	8					
	Shots fired during protest	02/04/2005 13:36	2	48					
	Villagers killed updated 04/26/2007 14:11 5								
🔿 Sho	w bulleting that are only on the se	erver							
0									
💿 Sho	w all bulletins on this server and	on this computer.							
💿 Ret	rieve all bulletin versions								
-									
🔘 Ret	rieve latest bulletin version only								
Check All Uncheck All Preview									
Detri									
Retri									

- 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.