



Martus™ 4.5 Quick Reference Card

<https://www.martus.org>

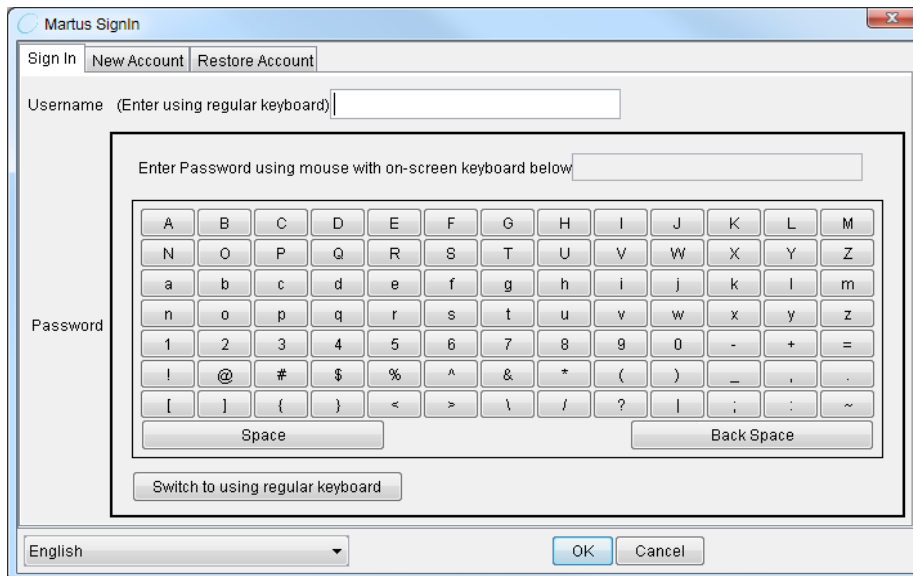
Setting up the application

1. Start the Martus application.

If you need to create a new Martus account, the Martus Setup Wizard will walk you through account creation.



2. To login, type your username. You can enter a password using the on-screen keyboard for additional security and click **OK**.



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

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 the 'Create Bulletin' form with the following fields and options:

- Keep ALL Information Private:**
- Language:** English
- Author:** Joe User
- Organization:** Human Rights NGO
- Title:** [Empty text box]
- Location:** [Empty text box]
- Keywords:** [Empty text box]
- Date of Event:**
 - Exact Date:
 - Date Range:
 - Start: Jan 14 2011
 - End: Jan 20 2011
- Date Created:** 06/11/2011
- Summary:** [Empty text area]
- Details:** [Empty text area]

Buttons at the bottom: Save Sealed, Save Draft, Cancel.

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

The Attachments section displays a table with the following data:

Name	Size(Kb)		
prison report.doc	1140	View	Remove

Below the table is an [Add Attachment](#) button.

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 Private Information section is highlighted with a red border and contains the following content:

Private: Three individuals from the organization spoke with me on the condition of anonymity. They provided additional photos, which provide evidence that the event actually occurred. These photos are attached here:

Attachments:

Name	Size(Kb)		
photo1.jpg	1395	View	Remove
photo2.png	15	View	Remove
photo3.gif	81	View	Remove

Below the table is an [Add Attachment](#) button.

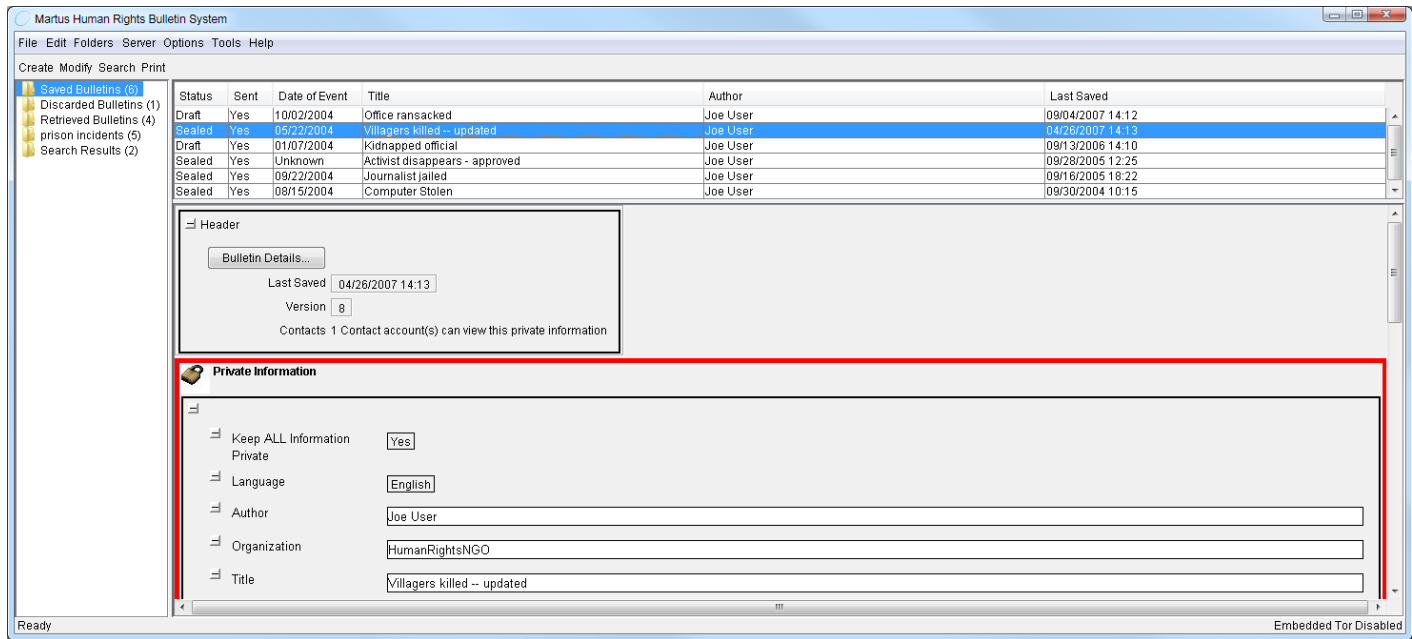
7. When you're done, save the sealed bulletin or save it as a draft. When you connect to the server, all saved bulletins are automatically sent.

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(s)**.

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(s)**; then select the new folder and choose **Edit > Paste Bulletin(s)**.

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.

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-- <input type="button" value="Choose Field..."/>	contains	prison or jail	and
2	Last Saved <input type="button" value="Choose Field..."/>	=	Jan 1 2004	and

Only search most recent version of bulletins

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.

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)
<input type="checkbox"/>	Abuse of residents	06/11/2004 16:09		2 112
<input checked="" type="checkbox"/>	Freedom of expression limit...	09/04/2004 16:10		1 15
<input type="checkbox"/>	Computer Stolen	09/30/2004 10:15		1 8
<input checked="" type="checkbox"/>	Political prisoners tortured	11/04/2004 16:11		1 15
<input checked="" type="checkbox"/>	Shots fired during protest	02/04/2005 16:11		1 15
<input type="checkbox"/>	Journalist jailed	09/16/2005 18:22		7 95
<input type="checkbox"/>	Activist disappears - approved	09/28/2005 12:25		3 8
<input type="checkbox"/>	Villagers killed -- updated	04/26/2007 14:13		8 49

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

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.