

Database of Residential Aged Care Centres

General points

1. **CLICK** on Login to insert Aged Care Centres - Type your user name and password
2. Click on the **EDIT** icon to insert information
3. Always remember to **SAVE**
4. Once information is saved, the Database is updated immediately.
5. You can leave the editing window open, in case you wish to add some more changes.

Logging in

Please login

username




password

1. Type your user name &
2. Password
3. Click on LOGIN

Initialising the Editor

Click on the **EDIT** icon



	↑ ID	Name of organisation	Contact person
  	48	Calvary Retirement Community Canberra	Vicky Rushforth

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Inserting or Changing Information

Edit the record

[<< Previous](#) [Next >>](#)

Save

Null

Name of organisation	<input type="text" value="Calvary Retirement Community Canberra"/>
Keywords	<input type="text"/>
Contact person	<input type="text" value="Vicky Rushforth"/>
Street address 1	<input type="text" value="2 Jaeger Circuit"/>
Street address 2	<input type="text"/>
City/suburb	<input type="text" value="Bruce"/>
*State	<input type="text" value="ACT"/>

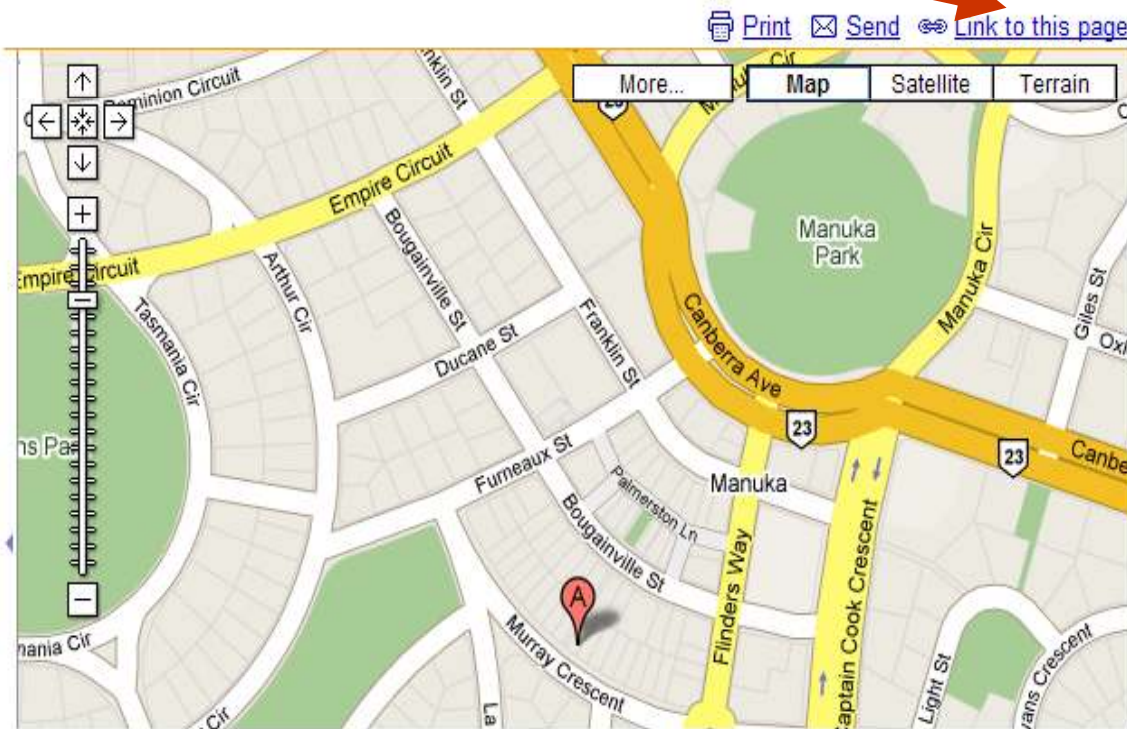
Type information in relevant slots

Using Google Maps for the Map

1. Go to Google Maps
<http://maps.google.co.uk/>
2. Type your address, press
ENTER key
3. Copy the link to your
map



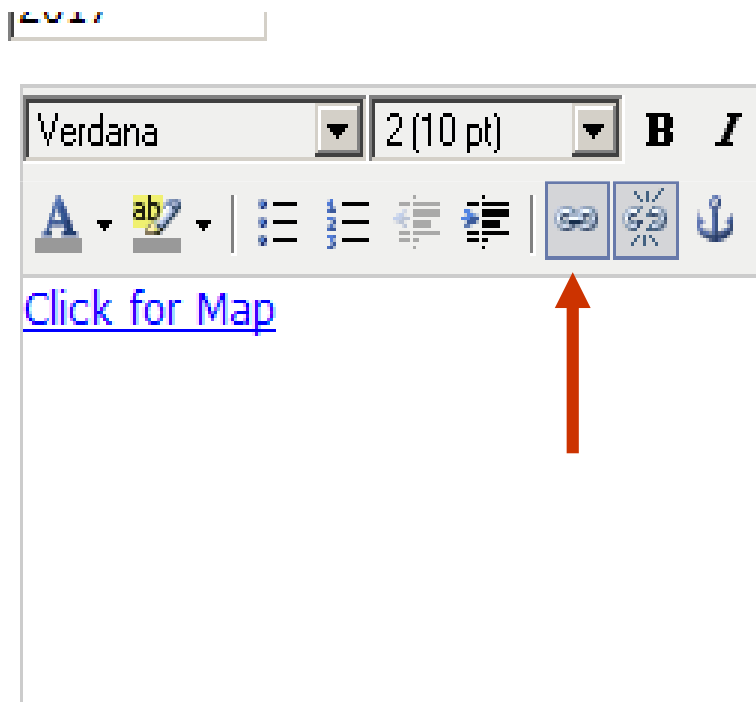
e.g., "buckingham palace road SW1" or "hotels in
27 Murray Crescent, Griffith, ACT 2603,
 [Find businesses](#)



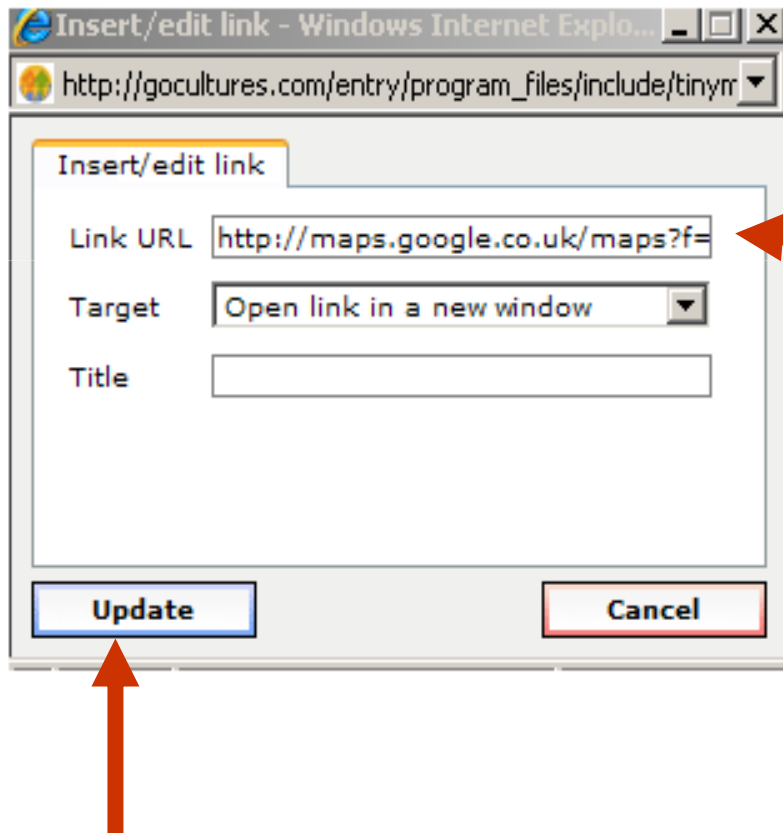
Inserting Google Maps Link

1. Type Click for Map in your Editor
2. Click on the LINK icon
3. Paste the link that you have copied

JRL for a map



Inserting Google Maps Link



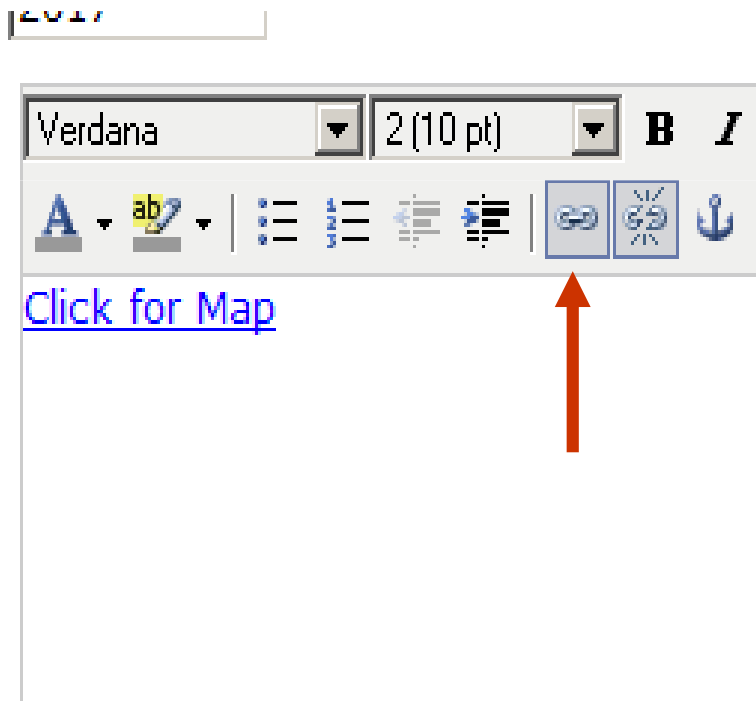
Paste the link

Click on UPDATE

Inserting Links

Use the LINK icon every time you wish to make a link to an external website. The process is the same.

JRL for a map



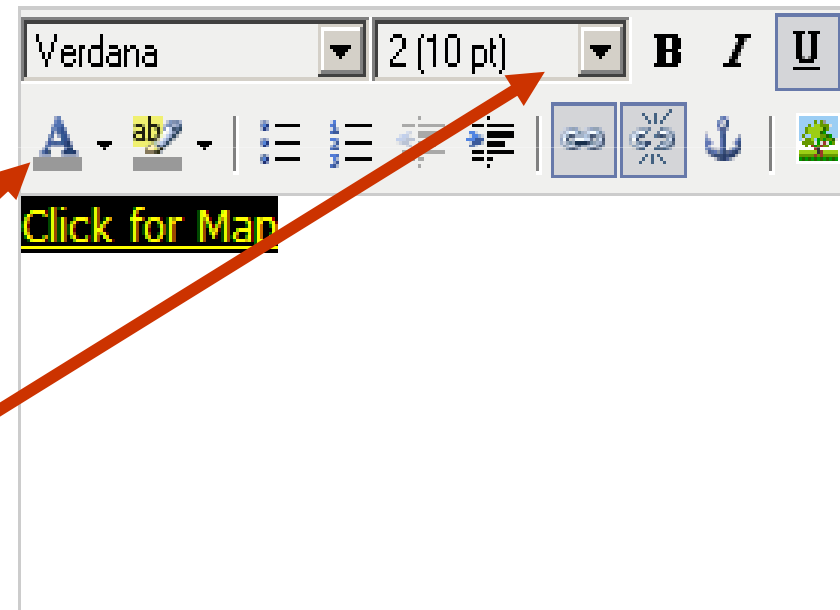
The image shows a screenshot of a rich text editor toolbar. The toolbar includes a font dropdown set to 'Verdana', a font size dropdown set to '2 (10 pt)', and buttons for bold (B) and italic (I). Below these are icons for text color, background color, bulleted list, numbered list, decrease indent, increase indent, link (a chain link icon), unlink (a chain link icon with a slash), and anchor. A red arrow points to the link icon. Below the toolbar, the text 'Click for Map' is displayed as a blue underlined link.

Using the Editor

When you see the editor, please touch its icons with the mouse and you will see a little text describing their functions.

For **Fonts**, we advise to

- Select the text you typed
- Go to the Fonts icon
- Select Verdana
- Go to Font Colour icon
- Go to Size icon
- Select 10 pt (points)



Database of Residential Aged Care Centres

Summary

1. You can update the database information as often as you wish
2. You can update the database information from anywhere in the world – just log in
3. The Database searches for information in slots as well as in Additional Comments.
4. Insert in Additional Comments al you consider important to your clients.
5. Always remember to SAVE