BONZA

AUSTRALIA & NEW ZEALAND

BONZA National Cinema & Television Databases:

Australia & New Zealand

User Guide
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AFI Research Collection
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INTRODUCTION

This manual shows users of the Bonza database how to Add and Edit records. The procedures for adding and editing records are similar throughout the database, though there are some differences depending on the kind of record you are adding/editing.

Creating or adding records

Bonza allows records to be created via two methods:

1. A new record from the Add Record screen.

2. A linked record from a different record type – eg. from the *Bran Nue Day* Production Title Record you can create a new Person Record for *Jessica Mauboy*.

Editing records

Bonza allows records already on the database to be edited. This is useful for example if you'd like to add more information about a person (they have directed a new film), or if you have more details for a company that you'd like to add to an existing record.

To describe how to add and edit new records to Bonza, the manual includes a number of examples to explain the processes of creating and editing records. The examples stem from using a Production Title (the example is the film *Candy*) as a gateway to add/edit records to Bonza, however there is no set 'order' of adding/editing records to Bonza. If you wish you could add a reference record, or a Venue record to Bonza in the first instance, or you could edit a person record or so on.

To add and or edit a record

To add/edit records to Bonza you will need to be logged in.

LOGGING INTO BONZA

1. You will want to be on the correct page to access Bonza database, which resides at the URL http://www.bonza.rmit.edu.au. You are at the Bonza 'Home' screen

Figure 1 - Bonza home page.

2. Click on **Enter button** (Figure 1) next to Australia & New Zealand database. You are at the Australia & New Zealand search page.

Figure 2 - Australia and New Zealand Search page. Login is last option on the top menu.

3. Click on the **Login button** (far right on menu options beneath banner).
   You are at Login page

Figure 3 - Login details added.

4. Type in your username and password, then click on the **Login button** (If you don't have a username/password contact the Bonza administrator for these items). You are at the Bonza 'Home' screen.

5. Click on Australia & New Zealand database **Enter button** to continue.

Figure 4 - Login information in top left corner. You can now create and edit records.

6. In the Australia & New Zealand search screen you will see your Username on the top left hand corner of the screen

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ADDING PRODUCTION TITLE

You are interested in the Australian film *Candy* and think that this would be a good production title to add to Bonza. You know that there have been some interesting articles written about the film so you want to add these too.

You need to do a search for the film *Candy* before you can add it to the database.

In the search screen type in *Candy* in the Production Title field. Press enter or click on **Search button** next to the field to do the search.

Figure 5 - Main search screen. Production title search for 'candy'.

The Search Results screen shows that there is no existing listing for *Candy*. To add a listing for *Candy* click on the **Add button** (located beneath the entries found).

Figure 6 - Production title search result.

New production title screen

When I created the Production Title record for *Candy* I listed whatever information I had for this film.

When you want to create a Production Title record you should have data for the Release Title, First Release Year, Production Year, Synopsis, and Comments.

The date field for a production title is listed as yyyy (for example: 1976 or 2005 etc).

Release Title – the name of the film. If the film was listed under any other title you can add that to the Alternative Title field.

Synopsis – Describe the film (this is a place for a short summary of the film's plot for example)

Comments – Talk about what you think about the film (good/bad etc).

After adding as much as I could I clicked the **Save button**.

This creates a record for the film in the database (so now I could do a search on *Candy* and the record would appear).

Figure 7 – Data entry screen for production title record (Candy). Click 'Save' to continue.

After clicking the **Save button**, the record expands. Now you can add extra info about cast, crew, companies and references about the film.

Figure 8 - Expanded data entry screen for production title.

Adding cast to the production title record

Let's start with the main cast and crew for *Candy*.

Firstly I add Heath Ledger as he played the lead role of the character Dan.

I type in the Actor field: Heath. See how this field is showing me a list of options (Figure 9) to find a match to what I have typed?

Figure 9 - Adding an 'Actor' to a Production title record.

Heath Ledger is already listed in Bonza as his name appears in the drop-down menu. I choose the Heath Ledger record by moving the mouse over onto his name and it becomes highlighted in yellow. I then **click** on his name for it to appear in the Actors field.

I need to add the Character that Heath Ledger played in Candy. The role he played was Dan, so I add this into the Character field.

It is important to ALWAYS select a name from the dropdown box if it matches the name you are typing in. This is so the database can link existing records and it avoids record duplication.

I then click on the **Add button** next to these fields and it creates a new link. Now the Candy record and the Heath Ledger record are linked.

Figure 10 - 'Heath Ledger' is now linked to 'Candy'.

I could click on the Heath Ledger (link in green) and that would take me to his record screen. In Heath Ledger's record I could see what other productions he has worked on and I can jump to those records if I like. But I decide to keep adding cast members to the *Candy* record.

Adding a new actor to a production title record

I try to add Abbie Cornish who played the character *Candy*. I notice that her name doesn't appear in the box below the field.

Figure 11 - Creating a new record for Abbie Cornish.

This is OK. It means that a Person Record for Abbie Cornish does not exist on the Bonza database, and I will need to add a new Person Record for her.

To add a new Person Record for Abbie Cornish I have to; type in her name in the text field, list the character's name she played in the film and click on the **Add button**.

Figure 12 - Adding 'Abbie Cornish' and her character. Click on Add to create a new record for Abbie Cornish.

Figure 13 - Abbie Cornish now has a record on the database.

This means that there is a Person Record in Bonza for Abbie Cornish.

If I click on **Abbie Cornish** link I will go to the view record screen for her.
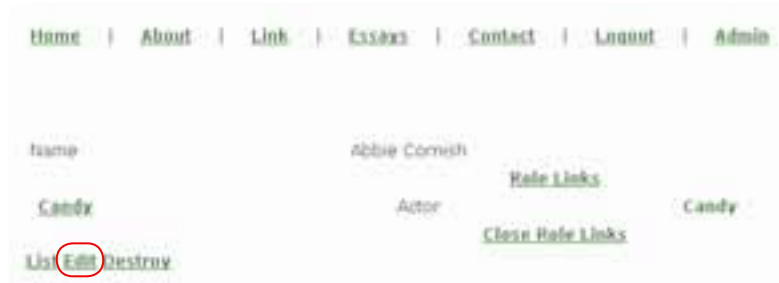

Figure 14 - Abbie Cornish view record screen. Click on 'Edit' to edit the record.
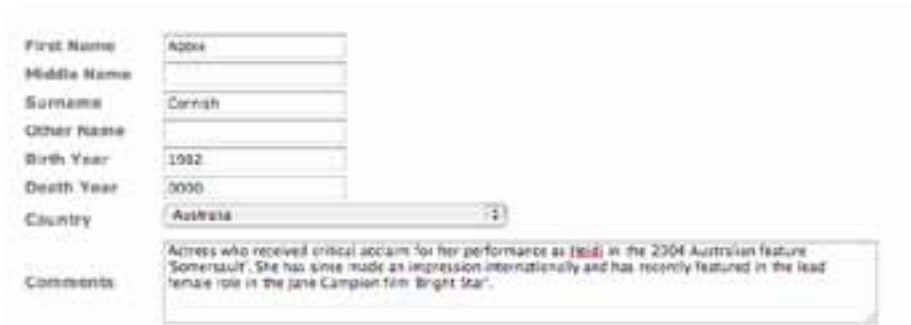
I can see that she is linked to the film Candy as an actor but I want to add some more information to her record. So I click on **Edit button** and go to the edit Abbie Cornish (Person Record) screen.

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Editing a person record (Abbie Cornish)

Figure 15 - Add/edit person record screen (Abbie Cornish).

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I can add or edit all sorts of information about her. I added some comments about her and added her birth date (this is added as the year only - 1982).

Figure 16 - Added some personal information to the Abbie Cornish person record.

I want to add that she acted in the film *Somersault*. This is easy to do.

I click in the Acted In field and type in the film title.

Figure 17 - Linking a production title to a person who acted in the production.

Somersault already has a listing so I click on the full title from the dropdown box and then added the character she played in the film (Heidi). Then I click on the add button and she is now linked to the record for Somersault.

Figure 18 - Cornish's record now is linked to Somersault and Candy with the character's names she played listed.

To save all the information added to her entry (birth year, description etc) I need to click on the **Save button** which is at the bottom of the screen. Any created links created to and from a record are saved automatically.

Figure 19 - The view screen for Abbie Cornish after her record was edited.

After clicking the **Save button** I am sent to her View Record page. All the changes made have been updated.

I still have more work to do on *Candy*, so I'll click on the **Candy** link to get to the *Candy* record.

Figure 20 - Back at the Candy record. Notice that the links to the actors are now showing.

Click on the **Edit button** (left of screen beneath the actors) to add more information to this production title record.

I have continued linking actors to the *Candy* record. Some I had to create new records for, others I linked existing records to the *Candy* record.

All of the actors listed have their own Person Records that can be edited like I just did with Abbie Cornish.

Figure 21 - Lots of actors have been added to the Candy record.

Adding crew to a production title

It's time to add some crew members to the record.

The Director of the film *Candy* is Neil Armfield. I type his name in the Crew field. A dropdown list of names will appear as the database (as with Actor) tries to find a match with a record already on the database. Neil Armfield is not listed, so I will be making a new record up for him. His record, like the Abbie Cornish and other actors, is known as a Person Record.

After typing his name in I click the mouse in the next field which is called **Role**.

Figure 22 - We have to create a new person record for Neil Armfield.

The role field is where I list what role the crew member fulfils within the production. So for Neil Armfield I have to type that he was the Director of the film. I choose the option from the dropdown list by clicking on it.

Figure 23 - Choose 'Director' from the role field. If you don't choose from the list the record will not save.

The Extra Note field (on the far right) is useful if there is anything particularly interesting about the person or the role played in relation to the production title. At the moment I don't need to add anything extra so I leave the Extra Note field blank and click on the **Add button**.

Figure 24 – A record has been created for Neil Armfield.

As with Abbie Cornish I could edit his record file if I wished but I decide to add more crew members to the *Candy* 'production title' record.

Multiple listings within production records

Whilst adding the screenwriters I notice that Neil Armfield is one of them. This is fine, a person can be listed more than once in a production title record. Just follow the same procedure as before, but when choosing the 'Role' pick 'Screenwriter' from the drop down list.

Figure 25 - Neil Armfield is listed twice. This is fine.

Adding company records to production title (*Candy*)

After I have added enough crew to the *Candy* production title record, I need to add the companies that had a hand in making *Candy*.

Figure 26 - Add company from the Candy production title screen.

Linking to a Company Record works the same way as the link to a crewperson does. The database analyses the name and role you type in and tries to match it. You can make a simple new company entry or link to a company already listed on the database. Like the Crew section, you must use a Role from the list (remember you need to click the role from the list) and you can use the Extra Note field to list extra information about a company that is important.

Renaissance Films was a production company for the film *Candy* but had no previous listing in the Bonza database.

Like the crew listing I type the company name in and then type the name of a role and match the role from the list beneath the box. I then click on **Add button**. Now the company is added to the database, with a link to the Production Title Record *Candy*.

Figure 27 - Add the company name and role.

Figure 28 - New company added.

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Editing a company record (Renaissance Films)

I want to add some more information about Renaissance Films, so I click on their name to see their entry. Then I click the **Edit button** to add more data.

Figure 29 - View screen for Company record Renaissance Films. Click the 'Edit button' to edit the record.

Figure 30 - Edit entry for company Renaissance Films.

I have found out that this company was based in the United Kingdom, ceased trading in 2005, and that the Managing Director of the company was Angus Finney. I can add this information easily.

I have added the country information in the country section, the cessation of trading information in the description and have linked Angus Finney in the people section (I listed his role as an Executive).

After creating the links and saving, this is what the entry now looks like.

Figure 31 - Updated company record for Renaissance Films (expanded fields).

I go back to the record for *Candy* (click on the text *Candy*) link to add more information for the production title.

Final production title record screen

After adding more information for your production title you will see that your film entry gets quite large with the amount of cast, crew and companies you have been able to attach to the production.

Title	Candy		
Released	2006		
Production Year	2005		
Director	Neil Armfield		
Comments	A fine addition to the depressing Australian druggie genre of films.		
Synopsis	A young artist falls in love with a poet who takes heroin. The couple's relationship is followed with drugs influencing and taking over both people		

add tag

Actors

Abbie Cornish	Actor	Candy
Craig Moraghan	Actor	Washing Machine Dealer
Geoffrey Rush	Actor	Casper
Heath Ledger	Actor	Dan
Holly Austin	Actor	Sunglasses Shop Assistant
John Lee	Actor	Hock Shop Man
Noni Hazlehurst	Actor	Elaine Wyatt
Roberto Meza-Mont	Actor	Jorge
Tom Budge	Actor	Schumann
Tony Martin	Actor	Jim Wyatt

↑ Close Actors

Crew

Laurie Faen	Art Director	
Alison Meir	Assistant Director	Second Assistant Director
Chris Webb	Assistant Director	First Assistant Director
Ian Canning	Associate Producer	
Nikki Barrett	Casting	
Garry Phillips	Cinematographer	
Paul Charlier	Composer	
Jodie Fried	Costume Designer	
Neil Armfield	Director	
Dany Cooper	Editor	
Andrew Mackie	Executive Producer	
Angus Finney	Executive Producer	
Michael Whyke	Executive Producer	
Richard Payten	Executive Producer	
Libby Sharpe	Line Producer	
Emile Sherman	Producer	
Margaret Fink	Producer	
Robert Cousins	Production Designer	
Luke Davies	Screenwriter	
Neil Armfield	Screenwriter	

↑ Close Crew

Companies

Dendy Films	Distributor	Distributor in Australia
Australian Film Finance Corporation	Production Company	
Paradigm Hyde Films	Production Company	
Renaissance Films	Production Company	

↑ Close Companies

Edit

Figure 32 - Candy Production title record view screen (expanded).

ADD PERSON

The process of adding a Person Record to Bonza is set out here:

1. Make sure you are logged into Bonza and go the search screen

Figure 33 - Searching for Gulpilil (Jamie Gulpilil).

2. Do a search for a Person Record on the search screen.

Figure 34 - Search results for person Gulpilil. Jamie Gulpilil doesn't show up so he can be added.

3. If the Person Record doesn't appear in the search results screen then click the **Add button**.

Figure 35 - Adding information to fields for Jamie Gulpilil. Click 'Save' to save the record and to add more information to the record.

4. You are in a new blank Person Record screen. The information you will need to add to this screen are First Name and Surname. If you have other information relating to the other fields shown then you can add them.

5. Click the **Save button** to save the record to the Bonza database.

Figure 36 - Expanded person edit screen for Jamie Gulpilil.

6. The screen will then expand so that you can add links to other records in the Bonza database. The expanded screen is like the Edit Person record screen shown earlier (see the Abbie Cornish example earlier).

ADD COMPANY

1. Make sure you are logged into Bonza and go to the Australia and New Zealand search screen.

Figure 37 - Searching for company.

2. Do a search for a Company Record on the search screen.

Figure 38 – Search results show no record on Bonza for Animal Logic.

3. If the Company Record doesn't appear in the search results screen then click the **Add button**.

Figure 39 - Adding information to a blank Company Record form. Click 'Save' to save record and to add more information to this record.

4. You are in a new blank Company Record screen. The information you will need to add to this screen is the Company Name. If you have other information relating to the other fields shown then you can add them.

5. Click the **Save button** to save the record to the Bonza database.

Figure 40 - Animal Logic company record has been created. This is the expanded edit screen for this record.

6. The screen will then expand so that you can add links to other records in the Bonza database (see the Renaissance Films example earlier).

REFERENCE RECORDS

The Bonza database allows you to add many different **types** of reference records: book, book chapter (referred to in Bonza as Chapter), Newspaper article, Journal/Periodical/magazine article (referred to in Bonza as Journal), Website article, and Picture.

The aim of reference records is to provide enough information within them so that future users of Bonza can see what reference you have created and why you have created it. They need meet a reference standard: that is if you have created a book reference it needs to include the same information that you would add for a reference list in an essay.

Currently the best way for you to check and link reference records is to work from the reference record itself rather than linking from a different type of record.

Reference record fields - types

Within the reference record different fields should be filled in for different types of records. You should only add information to the fields relevant to your reference type.

When you have chosen your reference type, the database will only allow you to add data to certain fields.

Type – where you denote what kind of reference you are creating. You can choose from the dropdown menu the options of book, chapter, journal, newspaper, web article, picture, or Unknown (which you could use if you are unsure what type of record you have).

Figure 41 - New Reference record screen. No Reference type selected.

I have listed each kind of reference record. The next section of this guide goes through in detail what kind of data you need to add for these records.

I will start with a Newspaper article reference type. Read through adding a newspaper reference before checking the other descriptors.

Reference record type: newspaper

The newspaper article I want to add is called 'Candy men mix it with love – plus drugs sex and sadness'

It was published in The Age and authored by Phillippa Hawker on May 24 2006.

Type	Newspaper
Title	Article title
Author	If available
Town	If available
State (Aust)	If available
State Other	if available if not australia
Country	If available
Section	If relevant
Volume	N/A
Issue	N/A
Publication date	Must list (yyyy-mm-dd)
Citation date	N/A
Site URL	N/A
Page No.	Yes
Comments	One sentence
Synopsis	One sentence

Go back to the search screen and try to see if the newspaper article you are interested in is already in the database.

Figure 42 - Searching for reference record.

Figure 43 – No results for my search term. I click on add to create a new reference record.

The article is not in the database so I click the **Add button** to create a new record for it.

1. Choose **Type** – in this case it is Newspaper

2. Add data to the fields (Title, Reference Author etc)

3. Click the **Save button** at bottom of the screen.

Figure 44 - New reference record screen - Type: newspaper.

I have added information to the relevant fields for Type – newspaper. The fields I add to are Title, Reference Author, Town, Country, Publication date (enter the date in this format- yyyy-mm-dd – 2006-05-24), page number, comments and synopsis. I did not need to add information for 'Section' because

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this article was within the main part of the newspaper. If it was in a specific section of the newspaper (for example: Green Guide within *The Age* newspaper) this is where I would add that information.

I click the **Save button** and then the record expands to include other important information.

Figure 45 - Adding author to the reference record.

Figure 46 - Newspaper type reference. Click 'Save' to add more information to this record.

After hitting the **Save button** the reference record saves the data you have already entered and also expands the screen allowing you to add data to more fields.

Below is the newspaper reference record in its expanded form.

Newspaper and other fields

Figure 47 - Expanded newspaper reference edit screen.

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It is important to add data to the Reference Newspaper field as this is where we add the name of the newspaper the article was published in (The Age). I need to add details about the Person(s) mentioned in the article (Luke Davies, Neil Armfield), Production Title(s) mentioned (Candy, The 400 blows).

This article was published in *The Age*. The Reference Newspaper field will try to match what you type in.

Figure 48 - Adding newspaper name link to newpspaer reference article.

Click on *The Age* from the drop down box. Then click the **Add button**. *The Age* is now listed as the Newspaper for this article.

Further down the page you can link people and production titles relevant to this article.

Figure 49 - Linking to other records from reference record.

There are a number of fields with the listing Person Mentioned, Production title mentioned, Companies mentioned, Venues mentioned, Referenced in.

These fields allow you to show that this particular reference has a link to a particular film. As we see in the brief synopsis that was written for the article, we can make a few links here. Under Person Mentioned we can link Neil Armfield and also Luke Davies.

Figure 50 - Linking to person records in reference record edit screen.

As his name is typed the database tries to find a match. We see Neil Armfield is listed already so we can click on his name. If you need to, you can create new records from this screen like in the Production Title screen.

Adding productions is done in the same fashion. The Production Titles I will link to are 'Candy' and 'The 400 Blows'.

Figure 51 - Linking to a production title record. Click 'Candy' in the dropdown list.

Type the film title in the Production Titles Mentioned field and pick the one you want from the drop down menu (in this case I highlight Candy and click on it). Then click the **Add button**.

Extra notes

For the link to *The 400 Blows* it might be useful to add an Extra Note, perhaps saying that the film is known in French as *Les Quatre Cents Coups*. Another reason to add a description is that the film-makers used a scene from *The 400 Blows* as inspiration for the opening scene of *Candy*. After typing the Extra Note click on the **Add button**.

Figure 52 - Adding an extra note for the production title link to The 400 blows.

Figure 53 - Production title link with the extra eote field.

If I am unhappy with my Extra Note I can **edit it by clicking on the text**. This allows me to make any changes I wish to the Extra Note field.
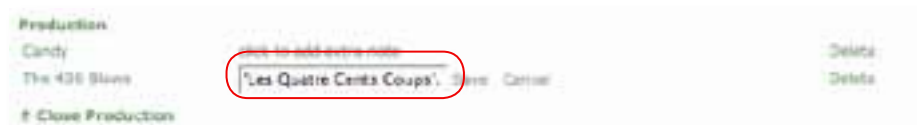
Figure 54 - Editing the extra note field.

I removed the second sentence in the Extra Note and clicked on the **Save button** next to the text field.

Figure 55 - Saving the edited description.

I am happy enough with this reference so I click on the **Save button** at the bottom of the page. After saving the record opens in the View screen.

Figure 56 - View screen of finished newspaper record (expanded).

If I want to change/add/delete anything I can just click on the **Edit button** to go back into the edit screen again.

Reference record type: website

I want to add a website reference for the production Candy. The review below is a good example.

Type	Web
Title	Website title
Chapter/web article	Web article/ webpage title
Author	If available
Town	If available
State (Aust)	If available
State Other	If available and not Australia
Country	If available
Section	N/A
Volume	If relevant
Issue	If relevant
Publication date	If available
Citation date	Must list (yyyy-mm-dd)
Site URL	Must list
Comments	One sentence
Synopsis	One sentence

Figure 57 - Website article referenced in Bonza.

To add a web article I firstly have to search the reference field and type in the title of the website I want to search. If I get no matches I click on the add link to create a new record for the reference.

In the Type drop down field I choose **Web**.
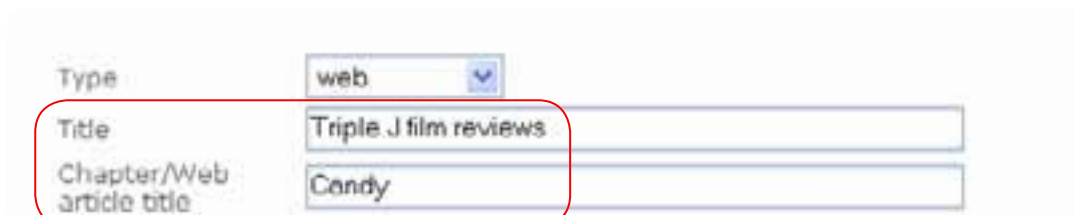
Figure 58 - Reference record type: web.

For title I give **the name of the website.** In this example the site is called 'Triple J film reviews.'

In the Chapter/Web article title, **I add the name of the article itself.** The name of the article is 'Candy'.

Figure 59 - Title and Chapter/Web article title information for a web reference.

The Author for the article is 'Megan Spencer'.

For most websites it is difficult to add town/state/country listings. If you know any of these then you can add them but these aren't compulsory fields to have information in for a web article reference.

The fields Section, volume, and issue aren't relevant here though some online journals (for example: *Screening the Past* or *Senses of Cinema*) might use this information so it's worth checking.

Publication date: If you have any information for this field you should list it. Thankfully the review has a clearly defined review date so this can be added as yyyy-mm-dd (2006-05-18).

Citation date: this is a compulsory field for a web article reference. Please add the date when you accessed the website for reference purposes (2007-09-17).

Site URL: this is a compulsory field for a web article reference
http://www.abc.net.au/triplej/review/film/s1641557.htm

There is no need to add any details for page numbers, whilst you should add at least a sentence for the comments and synopsis fields.

Click on save after adding your data and then you can add the author and any links to the *Candy* production record and any other records that are important.

Figure 60 - Web reference record with information added. Click 'Save' to save record and to add more information to record.

Website expanded fields

Figure 61 – Edit screen of a reference record.
Type: web.

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Within the expanded fields view you can add the other important information about this web article. In this case I have added links to a Reference Publisher (Australian Broadcasting Corporation) and a Production Title mentioned (Candy).

The Web record allows you to add the name of the Reference Newspaper and Reference Journal. This might be useful if the article you are citing is from an online version of a newspaper (The Age website) or Journal (Senses of Cinema or Film History). For this record these fields are not relevant.

Figure 62 - website: added data for reference publisher.

I need to add to this record that the film it relates to (Candy). I do this in the Production Title mentioned field. If there were any other people, companies, venues, or references mentioned on the website I could add them here too.
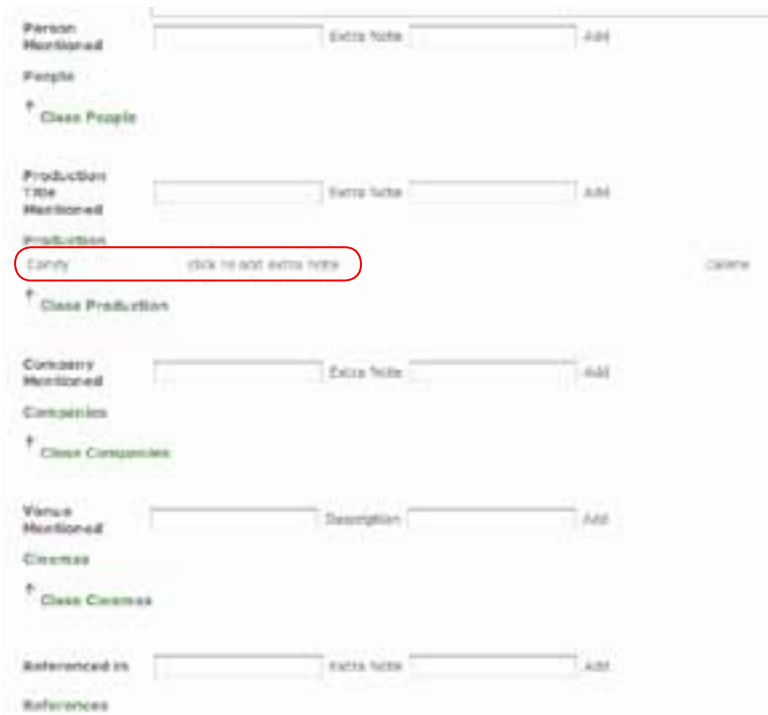

Figure 63 - Website: added data for production title.

Figure 64 - Reference record. Website view screen.

Reference record type: book chapter

Type	Chapter
Title	Book title and subtitle
Chapter/web article	Chapter title
Author	If available
Town	Must list
State (Aust)	If available
State Other	If available (book not Aust)
Country	If available
Publication date	Must list (yyyy-00-00)
Citation date	N/A
Site URL	N/A
Page No.	Yes
Comments	One sentence
Synopsis	One sentence

In Bonza a book chapter refers to a work where numerous authors have one chapter published within a book. An example of this is the book *Twin peeks: Australian and New Zealand feature films* where there are many authors and an editor involved.

For demonstration purposes I will add a new book to Bonza that fits under the 'chapter' guise.

The Cinema of Australia and New Zealand. Edited by Geoff Mayer and Keith Beattie. London: Wallflower Press, 2007.

Chapter – *They're a Weird Mob.* Authors – Rolando Caputo and Adrian Danks. Pages 91-100.

Figure 65 - Reference record search: Chapter. See that the book is listed a few times but there is no listing for the chapter I want ('They're a Weird Mob').

The data I am adding to this section of the Chapter record is: book title, chapter title, Reference Author, Town, Country, Publication Date (in yyyy-00-00 format – 2007-00-00), page number, Comments and Synopsis.

Figure 66 - A new chapter reference.

Figure 67 - Chapter reference with data added. Click 'Save' to save and add more information to the record.

After clicking the **Save button**, the Chapter reference screen expands. A full view of the screen is shown below. Here you can add other important data about this reference like Reference Editor, Reference Publisher, Person mentioned, Production Title mentioned, Company mentioned, Venue mentioned, Referenced in.

Chapter expanded fields

Figure 68 - Expanded chapter reference screen.

I need to add the editors of this publication.

To list the editor(s) of this book type the name of one of the editors in the Reference Editor field. If the name of the person appears in the dropdown box **click on the dropdown box text**. If the name doesn't appear then type the name in full and click on the **Add button**.

Figure 69 - Adding editors for chapter reference.

Figure 70 - Adding publisher detail for a chapter reference.

I now add the production titles, person records, and any other fields I wish to link to. Remember to click on the **Save button** at the bottom of the screen to save the record and any links you have created.

The finished record is shown below.

Figure 71 - Reference record - chapter view screen of a completed record (expanded).

Reference record type: journal

Type	Journal
Title	Article title
Author	If available
Town	If available
State (Aust)	If available
Country	If available
Volume	If relevant
Issue	Must list
Publication date	Must list (yyyy-mm-00)
Page No.	Yes
Comments	One sentence
Synopsis	One sentence

The details of the journal article are:

- James Mottram. 'Candy: Heath Ledger, Actor'. *If* n. 87 (May 2006). 17.

- For adding the article to the Bonza database I followed the procedure listed below.

- Type – Journal

- Title – add the article title and subtitle here (Candy: Heath Ledger, actor)

- You aren't required to add Town/State/State Other/Country though if you know this information it might be useful. (I decided to add the country as this journal is published in Australia.)

- Volume – if the journal has a volume number then add it here. (not applicable for this article)

- Issue – If the journal has an issue number then add it here. It might be also be a 'season' like 'Spring 2006'. (This journal is numbered Issue 87)

- Publication date – add the data here as yyyy-mm-00 or yyyy-mm-dd (2006-05-00 for May 2006).

- Page number – list the pages where the article is listed. (17)

Add a sentence for the comments and synopsis field.

The Journal name is listed in the next edit screen. Click the **Save button** to get to the next screen.

Figure 72 - Reference record type: journal.

Figure 73 - Adding a new journal reference. Click 'Save' to save record and to add more information to record.

Reference Journal field and other fields

Figure 74 - Journal reference after saving the first section.

After saving you can add the Reference Journal. You can add the other data about the Journal article that is relevant (Person mentioned, Production Title mentioned, Company mentioned, Venue mentioned, Referenced in).

The name of the journal is *If*. I have typed this and the database has matched it. Click on the title from the drop down list and click the **Add button**.

Figure 75 - Linking to a journal publication from the journal reference.

I added some other information and links to this record (Production title, People Mentioned). After I added the information I clicked on the **Save button** at the bottom of the screen.

Figure 76 – Completed Journal reference record. View screen (expanded).

Reference record type: book

Here I added the book that the film *Candy* was based on.

Luke Davies. *Candy*. Crows Nest, NSW; Allen & Unwin. 1997.

For me to add this information to Bonza I added to the fields listed below.

Type	Book
Title	Book title and subtitle.
Author	if available
Town	Must list
State (Aust)	If available
State Other	If available (book not Aust.)
Country	If available
Publication date	Must list (yyyy-00-00)
Page No.	N/a
Comments	One sentence
Synopsis	One sentence

- Type – book
- Title – add full title and subtitle. (Candy)
- Town – must add if known (Crows Nest)
- State – add if known (NSW)
- State other – add if necessary (usually if not published in Australia)
- Country – add if known (Australia)
- Publication date – add year of publication only. (yyyy-00-00 or in this case 1997-00-00).
- Add at least a sentence for Comments and Synopsis.

After adding the relevant information remember to click on the **Save button** to save the record.

Figure 77 - Reference record type: book.

Figure 78 - Information for reference type: book (Candy). Click the 'Save button' to save and add more information to the record.

Book expanded edit fields.

Figure 79 - Book reference record edit screen expanded.

After clicking save you can add the publisher field, plus link this reference to any other production titles, companies etc. Remember after adding the details you need to click on the **Save button** at the bottom of the screen.

Reference Type	book
Title	Candy
Author(s)	Luke Davies
Town	Crows Nest
State	NSW
Country	Australia
Publication Date	00-00-1997
Citation Date	
Comments	I haven't read the book but I felt it was important to note that the film Candy was adapted from the novel.
Synopsis	Novel about a young couple who fall in love whilst also sharing their heroin addiction.

add tag

Reference Roles

Allen & Unwin   Publisher

↑ Close Reference Roles

Production Titles Mentioned

Candy

↑ Close Production Titles Mentioned

Edit   Destroy

Figure 80 - Completed book reference record. View screen (expanded).

Reference record type: picture

Type	Picture
Title	Title and subtitle of picture/artwork
Author	If available
Town	If available
State (Aust)	If available
State Other	If available (picture not aust)
Country	If available
Publication date	If available
Comments	One sentence
Synopsis	One sentence

The reference record type: picture I added was a promotional poster for the film *Candy*. The procedure I followed to add the record is listed below.

- Type- picture
- Title – the title and subtitle of the picture that you a creating a reference for. (Candy)
- Country – Add a country if you know where the picture was created. (Not applicable for this example).
- Publication date: Enter the year that the work was created. (yyyy-00-00 or in this case 2006).
- Comments – any thoughts on the picture
- Synopsis – add here what kind of picture it is and a brief summary of what it is. In this case I added some information about what happens in this poster and its dimensions.

Figure 81 - Add screen for picture record. Click 'Save' to save and add more information to the record.

After adding these details, click save and add the other important information to this record.

Reference record type: picture - expanded edit screen

Figure 82 – Expanded edit screen for picture reference record.

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There wasn't a lot for me to add to this record, just the Production title and Person mentioned information. I added this and clicked on the **Save button**.

Figure 83 - View screen for completed picture reference record.

VENUE RECORD

The Venue records work in a slightly different format to the other types of records that we have come across so far in Bonza.

Venue records are primarily used for listing information about cinemas. Within a venue record you can list details like Cinema name, address, building/demolished dates, operating dates, seats and screens count, and even when certain films screened at the venue. Like the other types of records within Bonza you can link people, companies, references, and production titles to a venue.

To describe this process I have used the terms Parent and Sibling to talk about how the records relate to each other.

Add venue record (Hoyts Melbourne Central - parent record)

To add a new Venue record you'll need to undertake a search in the Venue field on the search page. If your search does not give you any results then click on the **Add button** to add a new Venue.

In the new Venue screen you give the name of the Cinema. This first screen sets up the 'parent' cinema record. Then click on the **Next button** to add more information to the Venue Record.
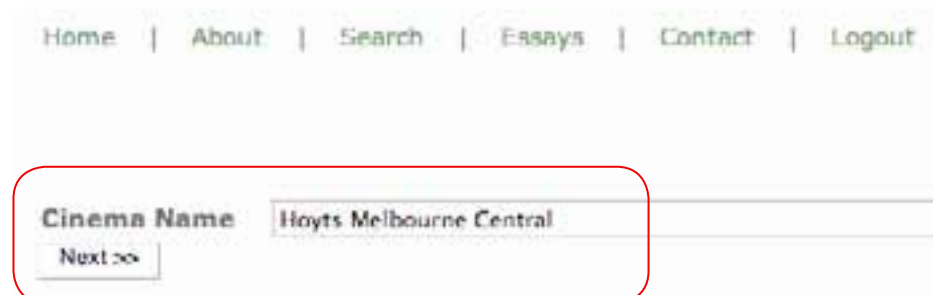

Figure 84 - New venue screen. Adding a 'parent' record.

Venue record (Hoyts Melbourne Central – sibling record)

You need to add the name of the Venue to the Cinema Name field. This is because the Venue records are set up to have multiple sibling records linked to the 'parent' venue record. This is explained in the next section of the manual.

Figure 85 - Venue screen for Hoyts Melbourne Central with information to add.

Figure 86 - Added information about the venue. Click on the 'Next' button to continue.

Figure 87 - Expanded venue screen.

As per the other records in Bonza you add information linking to this Venue record by typing in the fields and (where necessary) assigning the correct role.

Figure 88 - Adding company information (Hoyts as owner of this venue).

After I have added the information I wanted to I click on the **Save button** at the bottom of the screen.

The next screen is set up to either add another set of data to this cinema or just to view what you have done.

Figure 89 - Saved Hoyts Melbourne Central record. I can create a new record related to the venue, or I can view or edit the record I have just created.

Figure 90 - View screen Melbourne Central cinema.

Multiple records relating to the Venue (Rivoli and Village Rivoli)

The above example showed that I had to enter the Cinema Name in the edit screen after I entered it earlier. This is because the Venue Records are set up in a way that multiple records can be connected to the one cinema.

The reason this has been done is due to the changes that a cinema undergoes in its 'lifetime'. A cinema can move location, change its seating capacity, its number of screens and so on.

Below is an example of when you would consider having numerous records for a cinema. I have used the Rivoli cinema as it has changed its seating capacity, ownership, and screens a number of times since it's opened in the 1940's.

Figure 91 - Venue. Rivoli view screen. Two records are connected to the Rivoli.

This screen appears after searching for Rivoli via the Venue field on the main search page.

You can see from the 2 venue records connected to the Rivoli that they have different names (Rivoli, Village Rivoli). The addresses, operating dates, seating, and screens are different too.

Here's the Rivoli – Rivoli record and the Rivoli – Village Rivoli records (view screen).

Figure 92 - Rivoli record (1940-1968).

Figure 93 - Village Rivoli record (2000-).

Venue - Adding a 'sibling' record to a parent record (Village Rivoli and Rivoli)

To see how to add a new sibling record relating to the parent Rivoli record please refer to Figure 91 above.

I clicked on the **Edit button** next to the bolded Rivoli at the top of the screen.

When I do this it brings me to a screen that allows me to add data to create a new sibling record to the Parent Rivoli record.

Figure 94 - Creating a new sibling record to link to the parent Rivoli record.

Figure 95 - Adding data to this record. Click on the 'Next' button to save and add more information to the record.

You can see in Figure 95 that the data I have added includes the Cinema name 'Village Rivoli'. This is because during the Operating Dates I have listed (00-00-1968 to 00-00-1999) this was the name the cinema. The seating and screens were different during that time as well (the screens went from 1 to 2 and the seating was reduced from 1664 to 1079.

Figure 96 - Completed record for Village Rivoli (1968-1999).

Figure 97 - Rivoli View screen. Note the three venue records connected to the Rivoli.
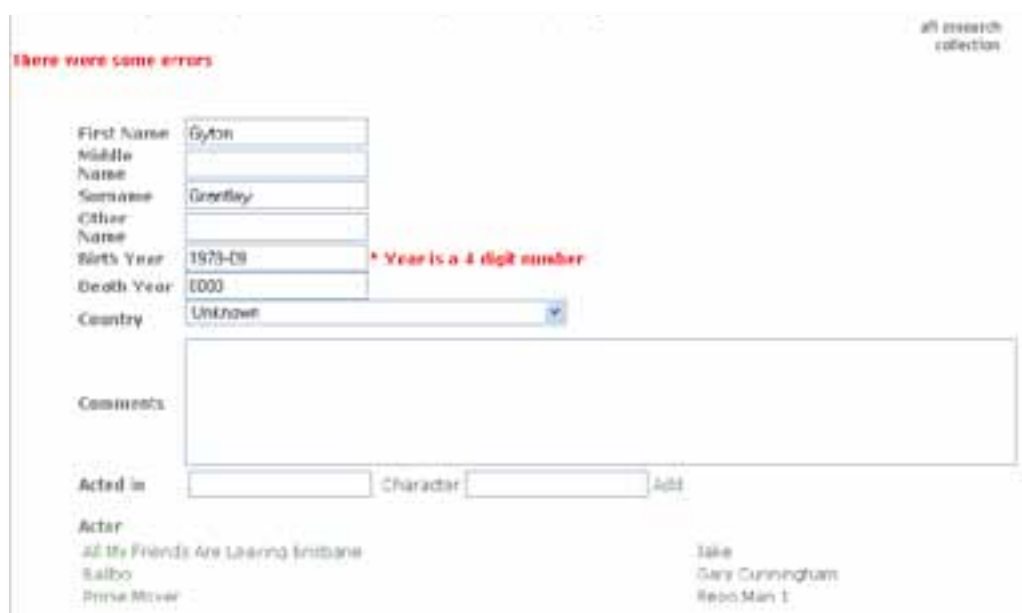
Figure 97 shows that the 'parent' Venue Record titled Rivoli has three sibling records 'Rivoli – 1940-1968, Village Rivoli 1968-1999, Village Rivoli 2000 -.'

TROUBLESHOOTING

I added information to a record but it didn't save. Why?

There are various reasons why records don't save. They could be:

- A date field wasn't entered in properly. The date field needs to be added in correctly otherwise the record won't save.

Figure 98 - Error message due to date added incorrectly.

- You forgot to click on the **Save button**. This can happen if you have added information to a certain field, then click on a link in the edit page to go to another page before saving the work you have done in the first instance. The **Save button** is **always** located at the bottom left hand corner of the edit screen of a record.

I tried to link a record to another and it didn't work. Why?

One of the important rules when using Bonza is that when you are trying to link records is that when you are typing the name of the record you are linking to is that if it appears in the drop down box that you always click on the name rather than just typing the name out in full.

Difficulties can arise if you try to link records and not use the Role field correctly in that you don't click on the role from the dropdown box list. If you don't know what Role the record you want to link to has, you can use 'unknown' or 'other' from the dropdown box list.

I want to add more information to a record but I am not sure where to put it. Is there a field I can use?

There are times where you might want to add more information to a record outside of the normal structure of the record. You can use the Note field to do this.

This field allows for any other information within a record to be listed. It might be an extra comment you wish to make for a film that already has a comment listed, or maybe an obscure fact about a person, or a reference that doesn't really fit within the main comments field.
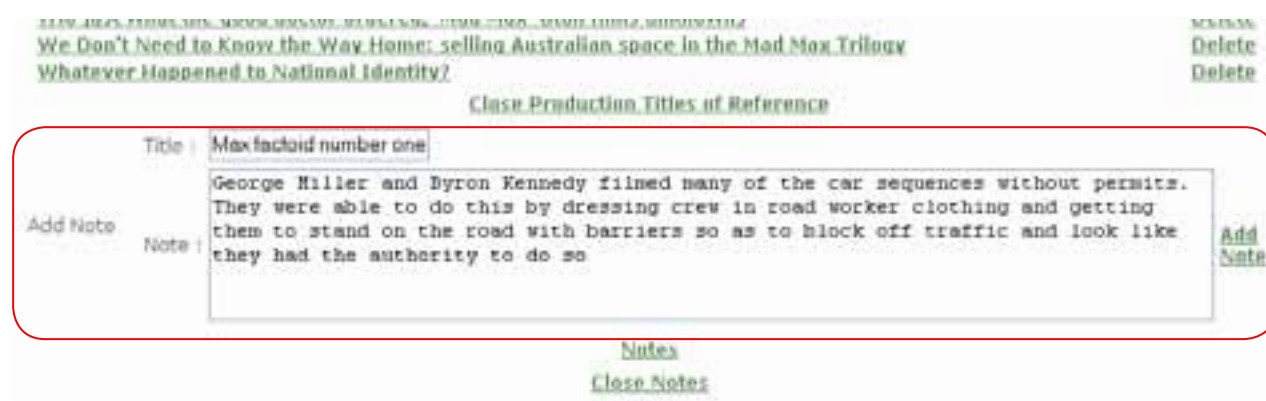

Figure 99 - Mad Max production title note.

For each note you have a 'Title' which you use to state briefly what your note is about.

After adding your note click the **Add button** to add the note.

You can add as many 'Notes' you wish to any record in the Bonza database.

What are Tags? How do they work?

All records in Bonza can be tagged. This allows for records to be related in ways outside of the normal linking system. We encourage all Bonza users to tag records where they see fit.

You don't need to be logged in to tag records.

To tag records simply open any record you are interested in.

In the example below, the production record can be Tagged by clicking on the add tag link located beneath the Synopsis.

Figure 100 - Tagging this record. See the 'add tag' link beneath the synopsis.

When you start adding your tag the field will try to match your typing to whatever tags are already in the database. In this case the tag I want to add (Australian Gothic) is not in the database so I just type my tag in and click the **Add button**.

Figure 101 - Tag field will try to match your tag with what is already in tag list.

The record now has the new tag showing. You can edit it if you wish. You can add more tags if you wish.

Figure 102 - Australian Gothic tag.

Figure 103 - Tags for the Picnic at Hanging Rock record.

What is the Tag Cloud?

The tag cloud is located on the Search page of Bonza. By clicking on a word on the tag cloud you can see what records the term you clicked on has been used in tagging.

Figure 104 - Tag Cloud.

I click on mateship and I get the result screen for mateship. If I wish I can view the records I have tagged by clicking on the View option.

Figure 105 - Mateship tag.

I made a mistake and linked a Person Record to a Production Title Record. Can I fix this?

I have made a mistake and added someone to the *Candy* Production Title record I shouldn't have.

Figure 106 - Mistakenly added Mel Gibson to Candy record.

This can be fixed simply by clicking on the 'Delete' link on the same line as the record you want to remove. By doing this it will remove the record in question (Mel Gibson) from the record it is linked to (Candy). It won't remove the Mel Gibson record from the database.

The process of deleting a link is the same throughout the database (for example - deleting a Venue record link from a Company record will mean that the link is deleted but the Venue record will remain).

I can't find the Role I want when I am adding a crew member. What can I do?

Figure 107 - No role listed for First Assistant Director. You can't save this record at the moment.

I have added a few people to the crew list. I want to add Chris Webb who is listed as the first assistant director.

There is no role listing for first assistant director. If I try to add this role and click the add crew link, the record will not save.

So to remedy the situation you can use the role – Assistant Director and then in the Extra Note section type "First Assistant Director". Then click **Add**.

Figure 108 - Assistant Director Role for Chris Webb.

Figure 109 - Using the 'Extra Note' field we can list that he was a first assistant director whilst in the role can be listed as Assistant Director.

Figure 110 - Chris Webb added to database. See that the description is listed.

Next to the crew name role, the Extra Note field lists Chris Webb as First Assistant Director.

I can add other assistant director's in the same fashion.

Figure 111 - Other descriptions listed for crew.

What is the quickest way of editing records?

The quickest way you can edit a record is to do a search of the record on the search screen.

Any record can be edited via the search results screen. Simply click on the **edit** option in line with the record you want to edit.

Figure 112 - Search results screen for a Person Search - Gibson. Click on 'Edit' to edit the record you are interested in.

Figure 113 - Edit screen for Mel Gibson.

I have a person whose name has 3 or more parts to it but I can't add them to Bonza. How can I add the name?

- People with 3 or more parts to their name - you will need to add these records by using the hyphen to connect the name. For example: If the person you want to add is Sacha Baron Cohen, then you'll need to hyphenate the surname so it reads Sacha Baron-Cohen. Within the Person record you can use the Other Name field to add the name without hyphens.

Figure 114 - Name won't save if 3 or more parts of a name are entered.

Figure 114 - Name record will save as hyphen used so that there is only one firstname and one surname.

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Figure 115 - Use the Other Name field to save the actual name of the Person.

I added a new record to Bonza by accident. How can I get rid of it?

If you have added a record by mistake please contact the AFI Research Collection at afiresearch@rmit.edu.au to remove it for you.

BONZA RULES AND TIPS

- ALWAYS check before adding a new record to Bonza!

- Click on the **Save buttons** to ensure that the information you add to the record saves.

- When linking records - if the person's name appears in the box below the field you are adding data to ALWAYS click on the name rather than just typing the name in yourself.

- When adding a role to a person or company, when linking records ensure that you choose the role from the dropdown box and click on it.

If you ever have any questions about Bonza please contact the database administrator at afiresearch@rmit.edu.au

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