

# **BONZA National Cinema & Television Databases: Australia & New Zealand**



## **User Guide**

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# INTRODUCTION

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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



Username and password required.  
Username:   
Password:

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.



Logged In : studenta

# AUSTRALIA & NEW ZEALAND

Home | About | Search | Essays | Contact

First Name:   
Surname:   
Production Title:   
Company Name:

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



## 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).



The screenshot shows a web-based data entry form for a production title record. The form has several input fields and text areas. The 'Release Title' field contains the text 'Candy'. The 'First Release year' field contains '2006'. The 'Production Year' field contains '2005'. Below these are two large text areas for 'Synopsis' and 'Comments'. The 'Synopsis' field contains the text: 'A young artist falls in love with a poet who takes heroin. Their couple's relationship is followed with the drugs influencing and taking over both people.' The 'Comments' field contains the text: 'A fine addition to the depressing modern Australian drugie genre of film.' At the bottom left of the form is a 'Save' button. Below the 'Save' button are links for 'List View Destroy'.

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.

The screenshot shows a web-based data entry interface for a production title. The interface is organized into several sections, each with a 'Close' button to collapse the section. The sections include:

- Release:** Fields for Title, Copyright Title, Alternative Title, Countries (with a 'Add Country' button), and Production.
- Production Countries:** A section to add production countries.
- Plot:** Fields for Release Year, Plot, and Production Year.
- Synopsis:** A large text area for the synopsis.
- Comments:** A large text area for comments.
- Actor's name:** Fields for Actor's name, Character, and a 'Add' button.
- Actor:** A section to add actors.
- Composer:** Fields for Composer name, Role, Extra Note, and a 'Add' button.
- Crew:** A section to add crew members.
- Referenced in:** Fields for Referenced in, Extra Note, and a 'Add' button.
- Reference:** A section to add references.
- Company:** Fields for Company name, Role, Extra Note, and a 'Add' button.
- Company:** A section to add companies.
- Video production selected:** Fields for Video production selected, Start Date, End Date, and a 'Add' button.
- Cinema:** A section to add cinema information.
- Notes:** A large text area for notes.
- Note:** A section to add individual notes.
- Image:** Fields for Image, Extra Note, and a 'Add' button.

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?

[illegible]

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.

[illegible]

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.



The screenshot shows a form with two main input fields: 'Actor's name' and 'Character'. The 'Actor's name' field contains the text 'Abbie'. Below this field, a dropdown menu is open, displaying a list of suggestions, with 'Abbie Cornish' highlighted in yellow. To the right of the 'Actor's name' field is the 'Character' field, which is currently empty. Further right is an 'Add' button. Below the 'Actor's name' field, there is a section labeled 'Actor' which lists 'Heath Ledger' and 'Dan'. At the bottom left of the form is a '+ Close Actor' button.

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.



The screenshot shows the same form as Figure 11, but now both the 'Actor's name' and 'Character' fields are filled. The 'Actor's name' field contains 'Abbie Cornish' and the 'Character' field contains 'Candy'. The 'Add' button is circled in red. The 'Actor' section below still lists 'Heath Ledger' and 'Dan'.

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



The screenshot shows the same form as Figure 12, but now the 'Add' button has been clicked. The 'Actor's name' field now contains 'Abbie Cornish' and the 'Character' field contains 'Candy'. The 'Add' button is circled in red. The 'Actor' section below still lists 'Heath Ledger' and 'Dan'.

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.

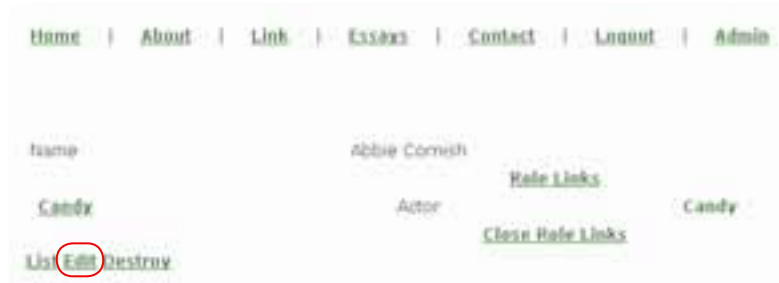


Figure 14 - Abbie Cornish view record screen. Click on 'Edit' to edit the record.

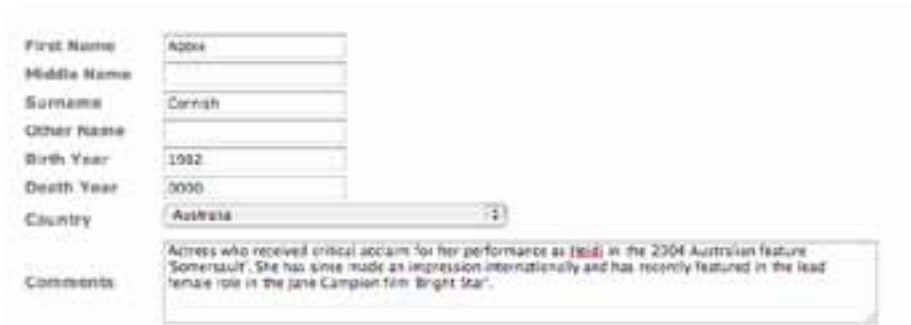
I can see that she is linked to the film Candy as an actor but I want to add some more information to her record. So I click on **Edit button** and go to the edit Abbie Cornish (Person Record) screen.

## Editing a person record (Abbie Cornish)

First Name	Abbie		
Middle Name			
Surname	Cornish		
Other Name			
Birth Year	0000		
Death Year	0000		
Country	Newman		
Comments	<div></div>		
Acted in	<div></div>	Character	<div></div> Add
Actor	<div></div>	Genre	<div></div>
Close Actor			
Exposed in	<div></div>	Role	<div></div> Extra Role <div></div> Add
Crew			
Close Crew			
Authored	<div></div>	Extra Role	<div></div> Add
Author			
Close Author			
Referenced in	<div></div>	Extra Role	<div></div> Add
Reference			
Close Reference			
Company worked for	<div></div>	Role	<div></div> Extra Role <div></div> Add
Company			
Close Company			
Vehicle worked for	<div></div>	Role	<div></div> Extra Role <div></div> Add
Vehicle			
Close Vehicle			
Title	<div></div>		
Notes	<div></div>	<div></div> Add	
Note			
Close Note			
Image	<div></div>	Extra Role	<div></div> Add
Image			
Close Image			
Collection	<div></div>	Add	
Collection	<div></div>	Delete	
Close Collection			
View	<div></div>		

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

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).



A screenshot of a web form for adding or editing a person's record. The form has several input fields: First Name (Abbie), Middle Name, Surname (Cornish), Other Name, Birth Year (1982), Death Year (0000), and Country (Australia). Below these fields is a large text area for Comments, which contains the text: "Actress who received critical acclaim for her performance as Heidi in the 2004 Australian feature 'Sommersault'. She has since made an impression internationally and has recently featured in the lead female role in the Jane Campion film 'Bright Star'." The form is styled with a light background and a simple layout.

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.



A screenshot of the 'Acted In' field in the person record form. A dropdown menu is open, showing a list of production titles. The title 'Sommersault' is highlighted in yellow. To the right of the dropdown is a 'Character' input field and an 'Add' button. Below the dropdown, the name 'Candy' is visible, and there is a 'Delete' button.

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

Sommersault 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 Sommersault.



A screenshot of the 'Acted In' field after the link has been added. The dropdown menu is now closed, and the text 'Sommersault' is displayed in the field. To the right, the 'Character' field now contains the text 'Heidi'. The 'Add' button is still visible. Below the field, the name 'Candy' is visible, and there is a 'Delete' button.

Figure 18 - Cornish's record now is linked to Sommersault 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.

Actor's name	Character	Add
Abbie Cornish	Candy	Delete
Craig Horaghan	Washing Machine Dealer	Delete
Geoffrey Rush	Casper	Delete
Heath Ledger	Dan	Delete
Holly Austin	Sunglasses Shop Assistant	Delete
John Lee	Rock Shop Man	Delete
Noni Hazlehurst	Elaine Wyatt	Delete
Roberto Haza-Mont	Jorge	Delete
Tim Budge	Schumann	Delete
Tony Martin	Jim Wyatt	Delete

↑ Close Actor

Crewperson name	Role	Extra Note	Add
Crew			

↑ Close Crew

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**.

Crewperson name	Role	Extra Note	Add
Neil A			
Neil Armfield			

↑ Close Crew

Referenced

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.

The screenshot shows a form for adding crew members. At the top, there are fields for 'Tony Martin' and 'Jim Wyatt', and a 'Delete' button. Below these are 'Close Actor' and 'Close Crew' buttons. The main form has four columns: 'Crewperson name', 'Role', 'Extra Note', and 'Add'. The 'Crewperson name' field contains 'Neil Armfield'. The 'Role' dropdown menu is open, showing a list of roles: 'Dir', 'Directing Animator', 'Director' (highlighted), and 'Director of Photography'. The 'Extra Note' field is empty, and the 'Add' button is visible.

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**.

The screenshot shows the same form as Figure 23, but now the record for Neil Armfield as Director has been added. The 'Role' field now contains 'Director'. The 'Extra Note' field is empty, and the 'Add' button is highlighted. Below the main form, there is a section for 'Referenced' with fields for 'In', 'Extra Note', and 'Add'.

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.

The screenshot shows the 'Crew' form with a list of crew members. The list has three entries: 'Neil Armfield' as 'Director', 'Luke Davies' as 'Screenwriter', and 'Neil Armfield' as 'Screenwriter'. Each entry has a 'click to add extra note' link and a 'Delete' button. The 'Close Crew' button is at the bottom.

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*.

Company name: Australian film finan  
Company: Australian Film Finance Corporation  
Role:   
Extra Note:   
Add  
Venue production exhibited: Australian Film Finance Corporation  
Cinema: Australian Film Finance Corporation Pty Ltd  
Close Company

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*.

Company name: Renaissance Films  
Role: Production Com  
Extra Note:   
Add  
Company: Renaissance Films  
Distributor: Production Company  
Distributor in Australia: click to add extra note  
Delete: Delete  
Close Company

Figure 27 - Add the company name and role.

Company name: Renaissance Films  
Role: Production Company  
Extra Note:   
Add  
Company: Renaissance Films  
Distributor: Production Company  
Distributor in Australia: click to add extra note  
Delete: Delete  
Close Company

Figure 28 - New company added.

## 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.

A screenshot of the BONZA database edit entry screen for Renaissance Films. The form includes fields for 'Company Name' (Renaissance Films), 'Town', 'State' (Unknown), 'Or State Other', and 'Country' (Unknown). Below these are sections for 'Comments', 'Employee names' (with columns for name, role, extra notes, and an add button), 'People' (with a close button), 'Production Title involved in' (with columns for title, role, extra notes, and an add button), 'Productions' (with columns for company, production company, a link to add extra notes, and a delete button), 'Reference involved in' (with columns for reference, role, extra notes, and an add button), 'References' (with a close button), 'Venue involved in' (with columns for venue, role, extra notes, and an add button), 'Genre' (with a close button), and 'Referenced in' (with columns for title, extra notes, and an add button).

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.

**Name** Renaissance Films  
**Country** United Kingdom  
**State** Unknown  
**Comments** Company ceased trading in July 2005.  
[add tag](#)

**Employees**  
Angus Finney Executive Managing Director  
[↑ Close Employees](#)

**Production Title Involved in**  
Candy Production Company  
[↑ Close Production Title Involved in](#)

[Edit](#)

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.

<b>Title</b>	Candy		
<b>Released</b>	2006		
<b>Production Year</b>	2005		
<b>Director</b>	Neil Armfield		
<b>Comments</b>	A fine addition to the depressing Australian druggie genre of films.		
<b>Synopsis</b>	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			
<b>Actors</b>			
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 Mesa-Mont	Actor	Jorge	
Tim Budge	Actor	Schumann	
Tony Martin	Actor	Jim Wyatt	
↑ Close Actors			
<b>Crew</b>			
Laure Faen	Art Director		
Alison Meir	Assistant Director		Second Assistant Director
Chris Webb	Assistant Director		First Assistant Director
Iain Canning	Associate Producer		
Nikki Barrett	Casting		
Garry Phillips	Cinematographer		
Paul Charlier	Composer		
Jodie Fried	Costume Designer		
Neil Armfield	Director		
Dany Cooper	Editor		
Andrew Mackin	Executive Producer		
Angus Finney	Executive Producer		
Michael Whyke	Executive Producer		
Richard Rayten	Executive Producer		
Liddy Sharpe	Line Producer		
Emile Sherman	Producer		
Margaret Fink	Producer		
Robert Cousins	Production Designer		
Luke Davies	Screenwriter		
Neil Armfield	Screenwriter		
↑ Close Crew			
<b>Companies</b>			
Dandy 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

The screenshot shows the IMDb database entry for the movie "The Test" (1999). The "Cast" section is highlighted with a red circle, showing the name "John".

Figure 33 - Searching for Gulpilil (Jamie Gulpilil).

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

Person Search: Search Term(s) [Last] **First Name = , Family Name = guthill**

First Name (Last)	Family Name (Last)	Birth Year (1953)	View/Edit/Destroy	View/Edit/Destroy
Total Entries: 1, Total Pages: 1				
<b>1/1</b>				

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**.

First Name

Middle Name

Surname

Other Name

Birth Year

Death Year

Country

Comments

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.



The image shows a web-based form for editing a person's record in the Bonza database. The form is titled 'Person Record' and contains several sections for data entry. The 'Personal Details' section includes fields for First Name (filled with 'jamie'), Middle Name, Surname (filled with 'Gulpilil'), Other Names (filled with 'jamie Gulpilil Gulpilil'), Birth Year (filled with '1968'), Death Year, and Country (filled with 'Australia'). Below this is a large text area for 'Other Details'. The 'Work History' section has a table with columns for 'Worked in', 'Role', 'From Date', and 'To Date', with an 'Add' button. The 'Education' section has a table with columns for 'Studied at', 'Course Name', 'From Date', and 'To Date', with an 'Add' button. The 'References' section has a table with columns for 'Referenced to', 'Reference Name', and 'Add'.

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.



A screenshot of the Bonza search interface. It features a vertical list of search criteria on the left: First Name, Surname, Production Title, Company Name, Reference Title, and Venue Name. Each criterion has a corresponding text input field to its right. To the right of each input field is a green button with a magnifying glass icon, indicating a search function for each field.

Figure 37 - Searching for company.

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



A screenshot of the 'Company Search' results page. At the top, it says 'Search terms used : Name = animal logic'. Below this, the text 'no results' is displayed and circled in red. Underneath, it shows 'Total Entries 0, Total Pages 1'. At the bottom, there is a red-outlined button labeled 'Add'.

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**.



A screenshot of the 'Add Company' form. It contains several fields: 'Company Name' (with 'Animal Logic' entered), 'Town', 'State' (with a dropdown menu showing 'Unknown'), 'Or State Other', 'Country' (with a dropdown menu showing 'Australia'), and a 'Comments' text area (with the text 'Australian based animation company that has worked on many major American films'). A red-outlined 'Save' button is located at the bottom left of the form.

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.

The image shows a web-based form for editing a company record. The form is titled 'Company Name' and contains the following fields:

- Company Name:** Animal Logic
- Town:** (empty)
- State:** (dropdown menu showing 'Unknown (A)')
- Or State (Other):** (empty)
- Country:** (dropdown menu showing 'Australia')
- Comments:** A text area containing the text: 'Australian based animation company that has worked on many major American films.'
- Employees:** A table with columns for 'Name', 'Title', 'Note', and 'Add'. It is currently empty.
- People:** A section with a 'Close People' button.
- Production:** A table with columns for 'Title', 'Note', 'Title Note', and 'Add'. It is currently empty.
- Productions:** A section with a 'Close Productions' button.
- Reference:** A table with columns for 'Name', 'Title', 'Title Note', and 'Add'. It is currently empty.

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).

The screenshot shows a web form for creating a new reference record. At the top, the 'Type' dropdown menu is highlighted with a red rectangle and shows 'Unknown' as the selected option. Below this, there are several input fields: 'Title', 'Chapter/Part/article title', 'Reference author', 'Authors', 'If Other Author', 'Date', 'Date Other', 'Country', 'Section', 'Volume', 'Issue', 'Publication Date', 'Creation Date', 'Site URL', 'Page Number', 'Comments', and 'Keywords'. A 'Save' button is located at the bottom left of the form.

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

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.

Type: newspaper

Title: Candy men mix it with love – plus sex, drugs and sadness

Reference author: philippa

Extra Note: Add

Authors: Philippa Baker, Philippa Boyens, Philippa Hawker

↑ Close Authors

Town:

State: Unknown

Country: Unknown

Figure 45 - Adding author to the reference record.

Type: newspaper

Title: Candy men mix it with love – plus sex, drugs and sadness

Reference author:

Extra Note: Add

Authors: Philippa Hawker, Delete

↑ Close Authors

Town: Melbourne

State: VIC

Country: Australia

Section:

Publication Date: 2006-05-24

Page Number:

Comments:

Synopsis: An interesting article on the motivations of the filmmaker and the screenwriter on making the film Candy and comments on a key scene from the film.

Focus on Candy screenwriters Neil Armfield (who is also the film director) and Luke Davies talking about why Candy was made. The article mentions the opening scene of the film situated at an amusement park and how that relates to the Francois Truffaut film 'The 400 blows'.

Save

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.

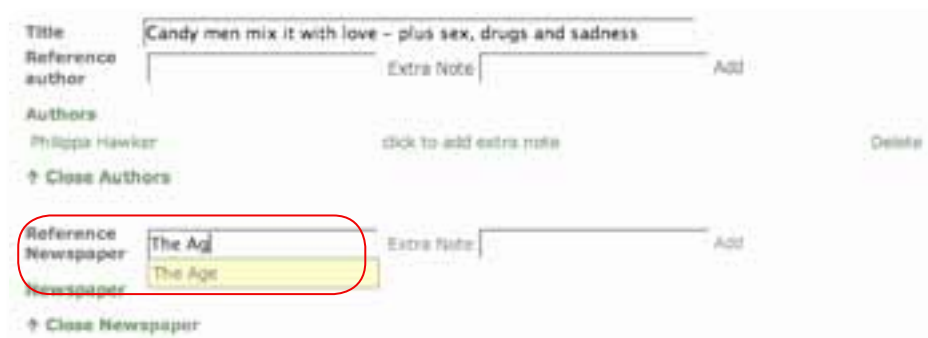
### Newspaper and other fields

Type	newspaper		
Title	Candy men mix it with love + plus sex, drugs and sadness		
Reference author	Extra Note	Add	
Authors	<input type="text"/> <input type="button" value="OK to add extra note"/> <input type="button" value="Delete"/>		
+ Close Authors			
Reference Newspaper	Extra Note	Add	
Newspaper	<input type="text"/>		
+ Close Newspaper			
Issue	<input type="text"/>		
State	VIC		
Country	Australia		
Section	<input type="text"/>		
Publication Date	2006-05-24		
Page	<input type="text"/>		
Number	<input type="text"/>		
Comments	An interesting article on the motivations of the filmmaker and the screenwriter on making the film Candy and comments on a key scene from the film.		
Synopsis	Focus on Candy screenwriter Paul Ainsfield (who is also the film director) and Luke Davies talking about why Candy was made. The article mentions the opening scene of the film situated at an amusement park and how that relates to the previous Truffaut film 'The 400 Blows'.		
Person Mentioned	Extra Note	Add	
People	<input type="text"/>		
+ Close People			
Production Title	Extra Note	Add	
Production	<input type="text"/>		
+ Close Production			
Company Mentioned	Extra Note	Add	
Companies	<input type="text"/>		
+ Close Companies			
Union Mentioned	Description	Add	
Unions	<input type="text"/>		
+ Close Unions			
Referenced In	Extra Note	Add	
References	<input type="text"/>		
+ Close References			
Title	<input type="text"/>		
Note	Extra Note	Add	
Note	<input type="text"/>		
+ Close Note			
Image	Extra Note	Add	
Image	<input type="text"/>		
+ Close Image			
<input type="button" value="Save"/>			

Figure 47 - Expanded newspaper reference edit screen.

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.



The screenshot shows a form with several fields. The 'Reference Newspaper' field is highlighted with a red circle and contains a dropdown menu with 'The Age' selected. The 'Add' button is visible next to the field. The form also includes fields for 'Title', 'Reference author', 'Authors', and 'Extra Note'.

Figure 48 - Adding newspaper name link to newspaper 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.



The screenshot shows a form with several fields for linking records. The fields are: 'Synopsis', 'Person Mentioned', 'People', 'Production Title Mentioned', 'Production', 'Company Mentioned', 'Companies', 'Venue Mentioned', 'Cinemas', 'References in', and 'References'. Each field has an 'Add' button next to it. The 'Synopsis' field contains text about the film 'The 400 Blows'.

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 note 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.

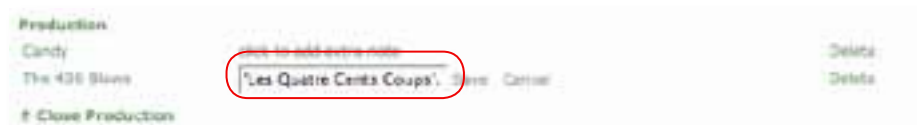


Figure 54 - Editing the extra note field.

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.

Reference	The Age newspaper
Type	
Title	Candy men mix it with love - plus sex, drugs and sadness
Author(s)	Philippe Hawker
Town	Melbourne
State	VIC
Country	Australia
Publication Date	24-05-2006
Citation Date	
Comments	An interesting article on the motivations of the filmmaker and the screenwriter on making the film Candy and comments on a key scene from the film.
Synopsis	Focus on Candy screenwriters Neil Armfield (who is also the film director) and Luke Davies talking about why Candy was made. The article mentions the opening scene of the film situated at an amusement park and how that relates to the Francois Truffaut film 'The 400 Blows'.
add tag	
<b>People Mentioned</b>	
Luke Davies	
Neil Armfield	
↑ Close People Mentioned	
<b>Production Titles Mentioned</b>	
Candy	
The 400 Blows	Title in French is 'Les quatre cents coups'.
↑ Close Production Titles Mentioned	
Edit	Destroy

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**.

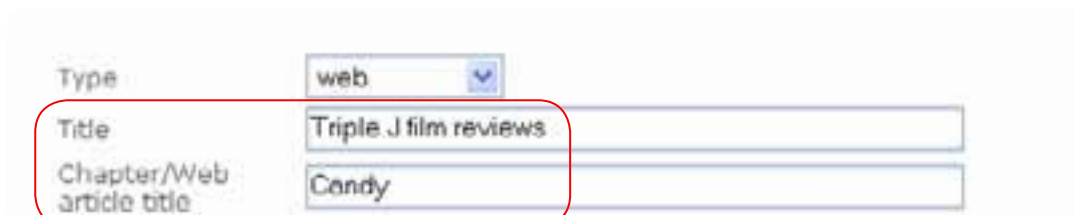


The screenshot shows a form for creating a new reference record. At the top, the 'Type' dropdown menu is set to 'web' and is highlighted with a red rectangle. Below this, there are several input fields: 'Title', 'Chapter/Web article title', 'Reference author', 'Extra note', and 'Add'. There is also a section for 'Authors' with a 'Close Authors' button. Further down, there are fields for 'Town', 'State' (set to 'Unknown'), 'State Other', 'Country' (set to 'Unknown'), 'Volume', 'Issue', 'Publication Date', 'Citation Date', 'Site URL', and 'Page Number'. At the bottom, there are sections for 'Comments' and 'Synopsis', and a 'save' button.

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'.



The screenshot shows a close-up of the 'Title' and 'Chapter/Web article title' fields. The 'Title' field contains the text 'Triple J film reviews' and the 'Chapter/Web article title' field contains the text 'Candy'. Both fields are highlighted with a red rectangle.

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.

The screenshot shows a web form for adding a reference. The fields are as follows:

- Type: web (dropdown)
- Title: (Single) film review
- Character/Web article title: Candy
- Reference author: (empty field) (Full name) (last)
- Authors: (empty field) (first) (last)
- Close Authors: (button)
- Town: (empty field)
- State: (dropdown)
- State Other: (empty field)
- Country: Australia (dropdown)
- Volume: (empty field)
- Issue: (empty field)
- Publication date: 2006-05-18
- Citation Date: 2007-09-17
- Site URL: www.abc.net.au/triplej/s1641557.htm
- Page Number: (empty field)
- Comments: (empty field)
- Synopsis: (empty field)
- Save: (button, circled in red)

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

### Website expanded fields

Type	<input type="text" value="Book"/>		
Title	<input type="text" value="Tales of the Mountains"/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value="123456789"/>	<input type="text" value="100"/>	<input type="text" value="000"/>
Author	<input type="text" value="Miguel Cervantes"/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Editor	<input type="text" value=""/>		
Translator	<input type="text" value=""/>		
Title	<input type="text" value=""/>		
Chapter / Work or Article Title	<input type="text" value="Canto"/>		
Reference number	<input type="text" value=""/>	<input type="text" value="123456789"/>	<input type="text" value="000"/>
Author	<input type="text" value=""/>		
Editor	<input type="text" value=""/>		

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



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.

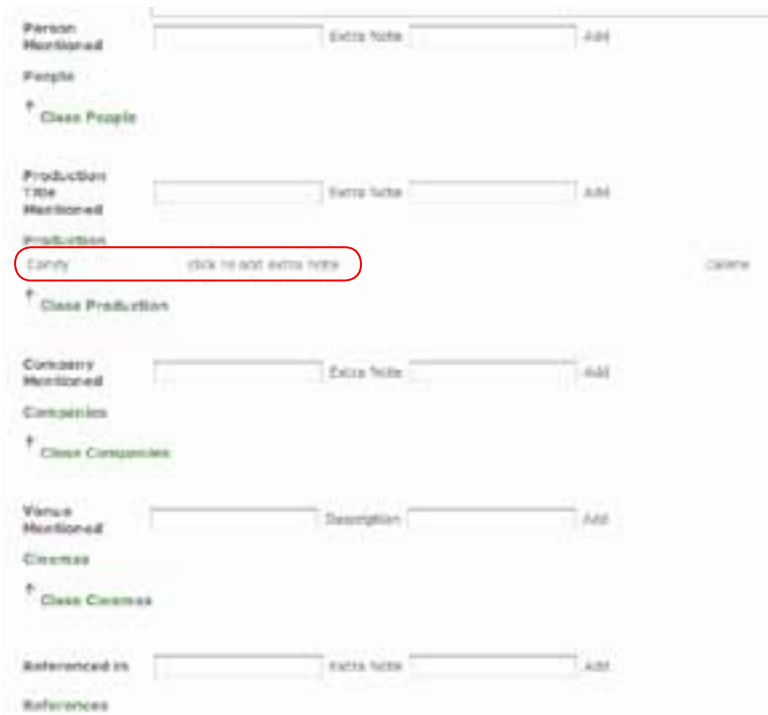


Figure 63 - Website: added data for production title.

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.

Type	Title and Subtitle	Publication Date	Author	
chapter	The cinema of Australia and New Zealand : Chapter	06-00-2007		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Destroy</a>
chapter	The cinema of Australia and New Zealand : The Story of the Kelly Gang		Iris Bertrand	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Destroy</a>
chapter	The Cinema of Australia and New Zealand : The Piano	06-00-2007	Rochelle Simmons	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Destroy</a>

Total Entries 3, Total Pages 1  
[Add](#)

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.

Type: chapter

Title:

Chapter/Web article title:

Reference author:  Extra notes:  Add

Authors:

Close Authors

Town:

State: Unknown

Country: Unknown

Publication Date:

Page Number:

Comments:

Synopsis:

Add

Figure 66 - A new chapter reference.

Type: chapter

Title: The cinema of Australia and New Zealand

Chapter/Web article title: They're a Weird Mob

Reference author: Extra Note: Add

Authors: Close Authors

Town: London

State: Unknown

Country: United Kingdom

Publication Date: 2007-00-00

Page Number: 91-99

Comments: Good article to start research on 'They're a Weird Mob' as it covers a lot of ground in terms of the production history of the film, the themes of the film, and the critical reaction to the film.

Synopsis: Overview of the film 'They're a Weird Mob'.

save

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

Type	<input type="text" value="Movie"/>		
Title	<input type="text" value="The journey of Anwar and New Zealand"/>		
Chapter / Web article / Web	<input type="text" value="They're a World Away"/>		
Reference	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Author	<input type="text"/>		
Author	<input type="text" value="John Davis"/>	<input type="button" value="View or add extra notes"/>	<input type="button" value="Delete"/>
Author	<input type="text" value="John Davis"/>	<input type="button" value="View or add extra notes"/>	<input type="button" value="Delete"/>
<input type="button" value="Close Authors"/>			
Reference	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Editor	<input type="text"/>		
<input type="button" value="Close Editor"/>			
Town	<input type="text" value="London"/>		
State	<input type="text" value="London"/>		
Country	<input type="text" value="United Kingdom"/>		
Reference	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Publisher	<input type="text"/>		
<input type="button" value="Close Publisher"/>			
Publication	<input type="text" value="2007-01-01"/>		
Date	<input type="text" value="2007-01-01"/>		
Page Number	<input type="text" value="61-69"/>		
Comments	<input type="text" value="Good article to start research on 'They're a World Away' as it covers a lot of ground in terms of the production history of the film, the themes of the film, and the overall response to the film."/>		
Synopsis	<input type="text" value="Overview of the film 'They're a World Away'"/>		
Person	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Person	<input type="text"/>		
<input type="button" value="Close People"/>			
Production	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Title	<input type="text"/>		
Production	<input type="text"/>		
<input type="button" value="Close Production"/>			
Company	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Company	<input type="text"/>		
<input type="button" value="Close Companies"/>			
Vehicle	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Vehicle	<input type="text"/>		
<input type="button" value="Close Vehicles"/>			
Referenced in	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Reference	<input type="text"/>		
<input type="button" value="Close References"/>			
Title	<input type="text"/>		
Notes	<input type="text"/>		
Note	<input type="text"/>		
<input type="button" value="Close Note"/>			
Image	<input type="text"/> <input type="button" value="Extra Note"/> <input type="button" value="Add"/>		
Image	<input type="text"/>		
<input type="button" value="Close Images"/>			

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.

Type: **journal**

Title: \_\_\_\_\_

Reference author: \_\_\_\_\_ Extra Note: \_\_\_\_\_ Add

Authors: \_\_\_\_\_  
+ Close Authors

Town: \_\_\_\_\_

State: **Unknown**

State Other: \_\_\_\_\_

Country: **Unknown**

Volume: \_\_\_\_\_

Issue: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Page Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Synopsis: \_\_\_\_\_

save

Figure 72 - Reference record type: journal.

Type: **journal**

Title: **Candy: Heath Ledger, actor**

Reference author: \_\_\_\_\_ Extra Note: \_\_\_\_\_ Add

Authors: **James Harrison** Delete  
+ Close Authors

Town: \_\_\_\_\_

State: **Unknown**

State Other: \_\_\_\_\_

Country: **Australia**

Volume: \_\_\_\_\_

Issue: **87**

Publication Date: **2006-01-01**

Page Number: **17**

Comments: **This interview is mostly about 'Candy', rather it's a puff piece on Heath Ledger.**

Synopsis: **Interview with Heath Ledger and his life and his experiences in making the film 'Candy'.**

save

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

Type:

Title:

Reference author:  Extra Note:  Add

Authors:  click to add extra note Delete

+ Close Authors

Reference Journal:  Extra Note:  Add

Journal:

+ Close Journal

Town:

State:

State Other:

Country:

Volume:

Issue:

Publication Date:

Page Number:

Comments:

Synopsis:

Person Mentioned:  Extra Note:  Add

People:

+ Close People

Production Title:  Extra Note:  Add

Production:

+ Close Production

Company Mentioned:  Extra Note:  Add

Companies:

+ Close Companies

Vehicle Mentioned:  Description:  Add

Cinema:

+ Close Cinema

Referenced in:  Extra Note:  Add

References:

+ Close References

Note:

Note:

Note:

+ Close Note

Image:  Extra Note:  Add

Image:

+ Close Image

View

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	<b>Book</b>
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.

Type: **book**

Title: \_\_\_\_\_

Reference author: \_\_\_\_\_ Extra Note: \_\_\_\_\_ Add

Authors: \_\_\_\_\_  
 + Close Authors

Town: \_\_\_\_\_

State: **Unknown**

Country: **Unknown**

Publication Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Synopsis: \_\_\_\_\_

save

Figure 77 - Reference record type: book.

Type: **book**

Title: **Candy**

Reference author: \_\_\_\_\_ Extra Note: \_\_\_\_\_ Add

Authors: \_\_\_\_\_  
 + Close Authors

Town: **Crows Nest**

State: **NSW**

Country: **Australia**

Publication Date: **1997-09-00**

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.**

save

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



[illegible][illegible][illegible][illegible]

Reference Type	book
Title	<b>Candy</b>
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 are 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

Type	<input type="text" value="Journal (2)"/>		
Referenced author	<input type="text" value="Zhang"/>	Extra fields	<input type="button" value="Add"/>
Authors	<input type="text"/>		
<input type="button" value="Close Authors"/>			
Referenced editor	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
Editors	<input type="text"/>		
<input type="button" value="Close Editors"/>			
Referenced Journal	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
Journals	<input type="text"/>		
<input type="button" value="Close Journal"/>			
Referenced Newspaper	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
Newspapers	<input type="text"/>		
<input type="button" value="Close Newspaper"/>			
Type	<input type="text"/>		
State	<input type="text" value="Alabama (2)"/>		
Country	<input type="text" value="Alabama (2)"/>		
Referenced publisher	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
Publishers	<input type="text"/>		
<input type="button" value="Close Publisher"/>			
Publication Date	<input type="text" value="2006-06-09"/>		
Continuation	<input type="text" value="Neurological status for the West Canyon"/>		
Synopsis	<input type="text" value="Fugate - How it lived through... Cancer patient... and production companies... description - 1000 words... Case of the WP Research Journal"/>		
Person Mentioned	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
People	<input type="text"/>		
<input type="button" value="Close People"/>			
Production Title	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
Productions	<input type="text"/>		
<input type="button" value="Close Productions"/>			
Company Mentioned	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
Companies	<input type="text"/>		
<input type="button" value="Close Companies"/>			
Value Mentioned	<input type="text"/>	Description	<input type="button" value="Add"/>
Comments	<input type="text"/>		
<input type="button" value="Close Comments"/>			
Referenced to	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
References	<input type="text"/>		
<input type="button" value="Close References"/>			
Title	<input type="text"/>		
Notes	<input type="text"/>		
Tags	<input type="text"/>		
<input type="button" value="Close Notes"/>			
Image	<input type="text"/>	Extra fields	<input type="button" value="Add"/>
Images	<input type="text"/>		
<input type="button" value="Close Image"/>			
File	<input type="text"/>		

Figure 82 – Expanded edit screen for picture reference record.

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**.

Reference Type	picture
Title	Candy
State	Unknown
Country	Unknown
Publication Date	00-00-2006
Citation Date	
Comments	Promotional poster for the film 'Candy'.
Synopsis	Image - A side on view of Candy (Abbie Cornish) and Dan (Heath Ledger) smiling at each other.
	Title - 'Candy'
	Tagline - 'more is never enough'.
	Colour poster.
	List main cast, crew, and production companies.
	Dimensions - 100 cm X 70 cm
	Copy at the AFI Research Collection
add tag	
People Mentioned	
Abbie Cornish	
Heath Ledger	
† Close People Mentioned	
Production Titles Mentioned	
Candy	
† Close Production Titles Mentioned	
Edit	
Destroy	

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.

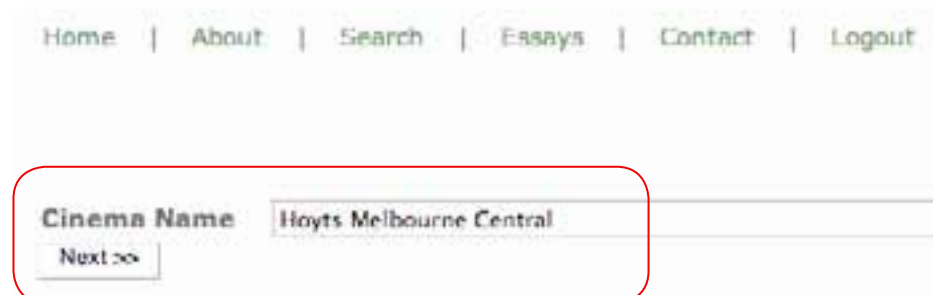


Figure 84 - New venue screen. Adding a 'parent' record.



## 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.



Hoyts Melbourne Central [click to edit](#)

Cinema Name

Address

Suburb

State

Postcode

Country

Date Built

Date Demolished

Operating Dates  to

Seating

Screens

[Next >>](#)

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

. The Seating field is empty. The Screens field is filled with '14'. A red circle highlights the 'Next >>' button at the bottom left." data-bbox="81 555 641 730"/>

Hoyts Melbourne Central [click to edit](#)

Cinema Name

Address

Suburb

State

Postcode

Country

Date Built

Date Demolished

Operating Dates  to

Seating

Screens

[Next >>](#)

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

Haylo Melbourne Central (Click to edit)

Cinema Name:

Address:

Suburb:

State:

Postcode:

Country:

Date Built:

Date Demolished:

Operating Dates:  to

Seating:

Screens:

Company involved in:  Role:  Extra Note:  Add

Company

Close Company

People involved in:  Role:  Extra Note:  Add

People

Close People

Production Title shown:  Start Date:  End Date:  Add

Production

Close Production

Referenced in:  Extra Note:  Add

Reference

Close Reference

Note:

Note:  Add

Note

Close Note

Image:  Extra Note:  Add

Image

Close Image

Box

Name	Address	Operating Dates	Seating - Screens
Haylo Melbourne Central	1/330 Lonsdale Street, Melbourne, VIC 3000, Australia	00-00-2000	8 14 view edit delete

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.

Company Involved in:  Role:  Extra Note:  Add

Company

[Close Company](#)

People Involved in:  Role:  Extra Note:  Add

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.

Hoyts Melbourne Central [click to edit](#)

Cinema Name:

Address:

Suburb:

State:

Postcode:

Country:

Date Built:

Date Demolished:

Operating Dates:  to

Seating:

Screens:

[Next >>](#)

Name	Address	Operating Dates	Seating	Screens	
Hoyts Melbourne Central	3/300 Lonsdale Street, Melbourne, VIC, 3000, Australia	00-00-2005		14	<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>

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.

Cinema: Hoyts Melbourne Central

Cinema Name: Hoyts Melbourne Central

Date Started: 00-00-2005

Date Finished:

Seats Count: 0

Screens Count: 14

Address: 3/300 Lonsdale Street

Suburb: Melbourne

Postcode: 3000

State: VIC

Country: Australia

Date Built: 00-00-2005

Date Demolished:

Companies: [Hoyts](#) [Owner](#) [Close Companies](#)

[Edit](#) [Destroy](#)

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.



Cinema Rivoli		Edit Destroy	
Name	Address	Operating Dates	Seating Screens
Rivoli	Camberwell Road, Hawthorn East, VIC, 3123, Australia	11-10-1940 to 00-00-1968	1544 1
Village Rivoli	200 Camberwell Road, Hawthorn East, VIC, 3123, Australia	04-05-2000	1550 8

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).



Cinema : Rivoli	
Cinema Name	Rivoli
Date Started	11-10-1940
Date Finished	00-00-1968
Seats Count	1544
Screens Count	1
Address	Camberwell Road
Suburb	Hawthorn East
Postcode	3123
State	VIC
Country	Australia
Date Built	00-00-1940
Date	
Demolished	

Companies

Archited Cinema Owner

Close Companies

References

web - Cinema and Theatre Historical Society : Village Rivoli Cinemas - An article on the refurbishment of the Rivoli cinema in Camberwell. Includes details of the cinema's development and lots of information on the new design. [Full record] Refurbished in 2000

Close References

Edit

Destroy

Figure 92 - Rivoli record (1940-1968).

Cinema : Rivoli

Cinema Name: Rivoli

Date Started: 04-05-2000

Date Finished:

Seats Count: 1550

Screens Count: 8

Address: 200 Camberwell Road

Suburb: Hawthorn East

Postcode: 3123

State: VIC

Country: Australia

Date Built: 00-00-1940

Date Demolished:

Taylor & Solleux Architect

Companies: Architects of original Rivoli

Close Companies

References

web - Cinema and Theatre Historical Society : Village Rivoli Cinemas

An article on the refurbishment of the Rivoli cinema in Camberwell. Includes details of the cinema's development and lots of information on the new design.(full record)

Close References

Edit Destroy

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.

Rivoli [click to add](#)

Cinema Name:

Address:

Suburb:

State:

Postcode:

Country:

Date Built:

Date Demolished:

Operating Dates:  to

Seating:

Screens:

Buttons:

Name	Address	Operating Dates	Seating	Screens	Buttons
Rivoli	Camberwell Road, Hawthorn East, VIC, 3123, Australia	11-12-1940 to 00-00-1988	1644	1	<input type="button" value="view"/> <input type="button" value="edit"/> <input type="button" value="delete"/>
Village Rivoli	200 Camberwell Road, Hawthorn East, VIC, 3123, Australia	04-05-2000	1550	8	<input type="button" value="view"/> <input type="button" value="edit"/> <input type="button" value="delete"/>

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

Cinema Name:

Address:

Suburb:

State:

Postcode:

Country:

Date Built:

Date Demolished:

Operating Dates:  to

Seating:

Screens:

Name	Address	Operating Dates	Seating	Screens	
Rivoli	Camberwell Road, Hawthorn East, VIC, 3123, Australia	11-10-1940 to 00-00-1968	1664	1	<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>
Village Rivoli	200 Camberwell Road, Hawthorn East, VIC, 3123, Australia	04-05-2000	1079	2	<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>

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).

Cinema: Rivoli

Cinema Name: Rivoli  
 Date Started: 00-00-1940  
 Date Finished: 00-00-1999  
 Seats Count: 1079  
 Screens Count: 2  
 Address: 200 Camberwell Road  
 Suburb: Hawthorn East  
 Postcode: 3123  
 State: VIC  
 Country: Australia  
 Date Built: 00-00-1940  
 Demolished:

H. Vivian-Taylor Architect  
 Village Roadshow Owner

Close People  
 Close Companies  
 Close Companies  
 References

web - Cinema and Theatre Historical Society : Village Rivoli Cinema .  
 An article on the refurbishment of the Rivoli cinema in Camberwell. Includes details of the cinema's development and lots of information on the new design. [Full record]

Close References

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



<b>Cinema</b> add tag	<b>Rivoli</b>	Edit Details			
<b>Name</b>	<b>Address</b>	<b>Operating Dates</b>	<b>Seating</b>	<b>Screens</b>	
Rivoli	Canterwell Road, Hawthorn East, VIC, 3123, Australia	11-10-1940 to 00-00-1968	1644	1	<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>
Village Rivoli	200 Canterbury Road, Hawthorn East, VIC, 3123, Australia	04-05-2000	1550	5	<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>
Village Rivoli	200 Canterbury Road, Hawthorn East, VIC, 3123, Australia	00-00-1968 to 00-00-1999	1075	2	<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>

Figure 97 - Rivoli View screen. Note the three venue records connected to the Rivoli.

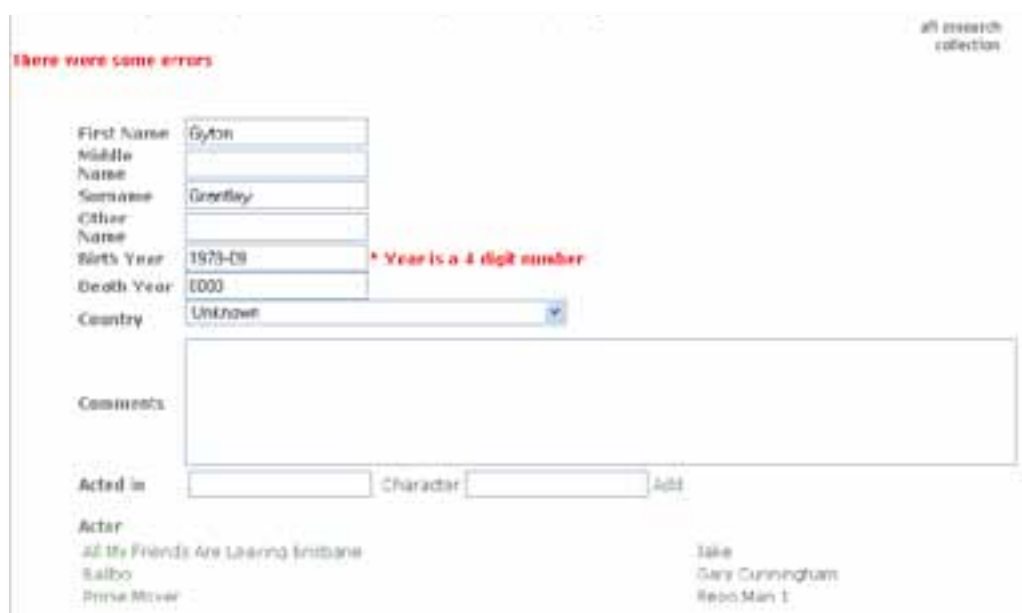
Figure 97 shows that the ‘parent’ Venue Record titled Rivoli has three sibling records ‘Rivoli – 1940-1968, Village Rivoli 1968-1999, Village Rivoli 2000 -.’

## 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.



The screenshot shows a web form for editing a record. At the top left, a red error message reads "There were some errors". The form fields are as follows:

First Name	Gyton
Middle Name	
Surname	Greenleaf
Other Name	
Birth Year	1973-08
Death Year	0000
Country	Unknown

Below the birth year field, a red error message states: "\* Year is a 4 digit number".

Below the form fields is a large text area labeled "Comments".

At the bottom, there is a section for "Acted in" with a table:

Acted in	Character	Add
Actor		
all the Friends Are Learning English		
Salbo		
Prime Mover		

On the right side of the "Acted in" section, there is a list of roles:

- Take
- Gary Cunningham
- Reed Man 1

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.

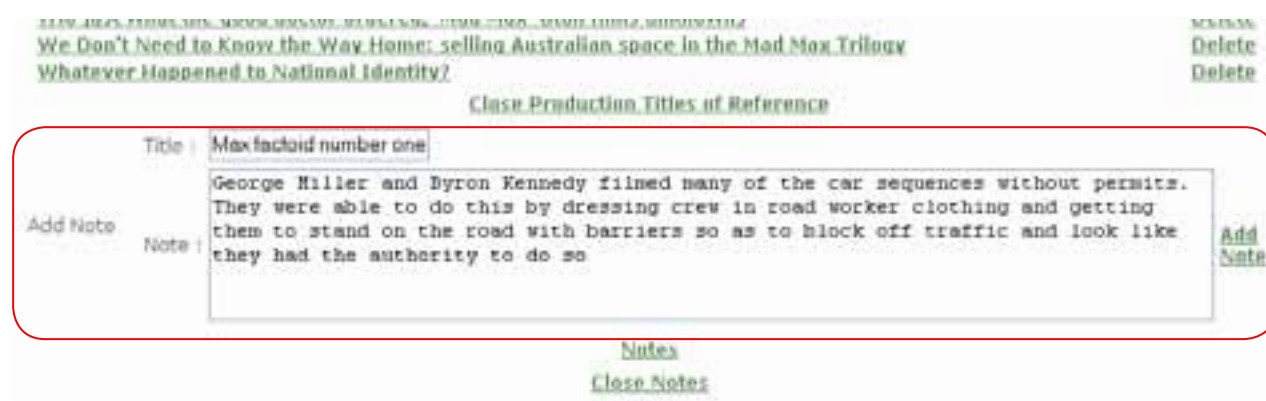
The screenshot shows a web form for adding a note to a production title. At the top, there's a header with a navigation bar containing links like 'Home', 'About', 'Contact', 'FAQ', 'Help', 'Privacy', 'Terms', 'Login', 'Register', and 'Logout'. Below this is a search bar and a list of production titles. The title 'Max Factor number one' is selected. A red box highlights the 'Add Note' form. The form has a 'Title' field with the text 'Max Factor number one' and a 'Note' text area containing the text: 'George Miller and Byron Kennedy filmed many of the car sequences without permits. They were able to do this by dressing crew in road worker clothing and getting them to stand on the road with barriers so as to block off traffic and look like they had the authority to do so'. There are 'Add Note' and 'Close Notes' buttons at the bottom of the form.

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?*

Crewperson name	Role	Extra Note	Add
Chris Webb	First Assistant Camera		
Iain Carrington	Associate Producer	click to add extra note	Delete
Iain Carrington	Director	click to add extra note	Delete
Andrew Madhu	Executive Producer	click to add extra note	Delete
Angus Finney	Executive Producer	click to add extra note	Delete
Michael Whynes	Executive Producer	click to add extra note	Delete
Richard Payton	Executive Producer	click to add extra note	Delete
Lisa Davies	Screenwriter	click to add extra note	Delete
Iain Carrington	Screenwriter	click to add extra note	Delete

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**.

Crewperson name	Role	Extra Note	Add
Chris Webb	Assistant Director		
Iain Carrington	Associate Producer	click to add extra note	Delete
Iain Carrington	Director	click to add extra note	Delete

Figure 108 - Assistant Director Role for Chris Webb.

Crewperson name	Role	Extra Note	Add
Chris Webb	Assistant Director	First Assistant Director	
Iain Carrington	Associate Producer		Delete
Iain Carrington	Director		Delete
Andrew Madhu	Executive Producer		Delete
Angus Finney	Executive Producer		Delete

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.



Crewperson name	Role	Extra Note	Add
Crew			
Chris Webb	Assistant Director	First Assistant Director	Delete
Sam Canning	Associate Producer	click to add extra note	Delete
Neil Armfield	Director	click to add extra note	Delete
Andrew Mackie	Executive Producer	click to add extra note	Delete
Angus Finney	Executive Producer	click to add extra note	Delete
Michael Whyte	Executive Producer	click to add extra note	Delete

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.

Crewperson name	Role	Extra Note	Add
Crew			
Adam Hall	Assistant Director	Second Assistant Director	Delete
Chris Webb	Assistant Director	First Assistant Director	Delete
Sam Canning	Associate Producer	click to add extra note	Delete
Neil Armfield	Director	click to add extra note	Delete
Andrew Mackie	Executive Producer	click to add extra note	Delete

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.

Person Search

Search terms used : First Name = ,Family Name = gibson

First Name	Family Name	Birth Year	View/Edit/Destroy	
Mei	Gibson	1956	View Edit Destroy	
tags: mad				
Ross	Gibson		View Edit Destroy	
Robert	Gibson		View Edit Destroy	
Sarah	Gibson		View Edit Destroy	
Mike	Gibson		View Edit Destroy	
Rachel	Gibson		View Edit Destroy	
Colin	Gibson		View Edit Destroy	
William	Gibson		View Edit Destroy	
Donal	Gibson		View Edit Destroy	
Bernadette	Gibson		View Edit Destroy	

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Add

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

First Name	Mel
Middle Name	
Surname	Gibson
Other Name	
Birth Year	1956
Death Year	
Country	Unknown

Comments: Born as: Mel Columcille Gerard Gibson.  
Place of Birth: Peekskill, New York.  
Occupations: Actor (ac), Director (d), Producer (p).  
Education: National Institute of Dramatic Art, Sydney, Australia.

Filmography:

Acted in	Character	Add
Frank Dunne		Delete
Max Rodatansky		Delete
Max		Delete
Mad Max		Delete
click to add extra note		Delete
Guy Hamilton		Delete
Tim Melville		Delete

Close Actor

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.

Actor's name: Sacha Baron Cohen Character: as Himself Add

Actor: Alexander Gornfriddo Alexander Gornfriddo Delete

Close Actor

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

Actor's name: Sacha Baron-Cohen Character: as Himself Add Searching...

Actor: Alexander Gornfriddo Alexander Gornfriddo Delete

Close Actor

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



A screenshot of a web form for a person record. The form has a light gray border and a white background. It contains the following fields and values:

Name	Sacha Baron-Cohen
Other Name	known as Sacha Baron Cohen
Birth Year	0000
Death Year	0000
Country	Unknown
add tag	
Actor ( click to view )	
edit	

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](mailto:afiresearch@rmit.edu.au) to remove it for you.

## BONZA RULES AND TIPS

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- 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](mailto:afiresearch@rmit.edu.au)