

Editing and Adding Deity Database Information

There are two systems available to edit/add new data to the Deity database. The first starts with the tabular data, it is the recommended route for the main text data i.e. deity names, mandarin, titles, main text etc. The second system uses the full view interface where you see all the data in a page layout style. This route is better for changing and adding images, as it allows simply drag & drop. This method will not work in the tabular format which requires full path listing and separate image uploading to the website.

Remember all images need processing to the approved size, 800 pixels wide, conversion to jpeg format and compressing to reduce the file size. Please see the separate guide on this step. I recommend that you process all your images prior to starting editing the database.

The first step you need to complete is to log-in to the database system, using your Username & Password. Approved Editors will be issued with suitable log-ins on appointment. If you do not currently have these credentials and would like to be considered for site editing, please use the link provided on the page.

See the Appendix for a list the individual fields in the database.

There are two important fields that you must also update after any edit

- 1) Updater - Add your name, so we have an audit trail of changes
- 2) UpdatingDate the date you are updating

Logging In



Enter you assigned User Name & Password, press Click the Log-In button and you will be returned to your chosen Edit Screen

Using the Tabular Format

The tabular format has more features and is much easier when dealing with images as it allows drag & drop.



Find the record you wish to Edit, either by using the search function, or by scrolling through the data. I will use the A Gong record to illustrate the editing procedure.



Clicking in any of the fields brings up the Edit box, just use the keyboard to make any changes and press "Update when completed.



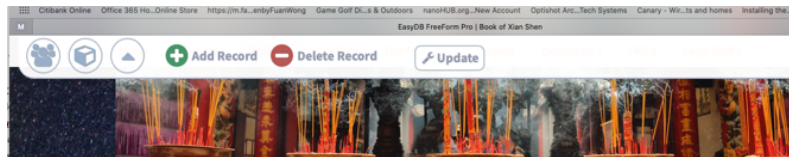
You will see another box confirming the update. Continue editing any other fields, records etc and press the logout.



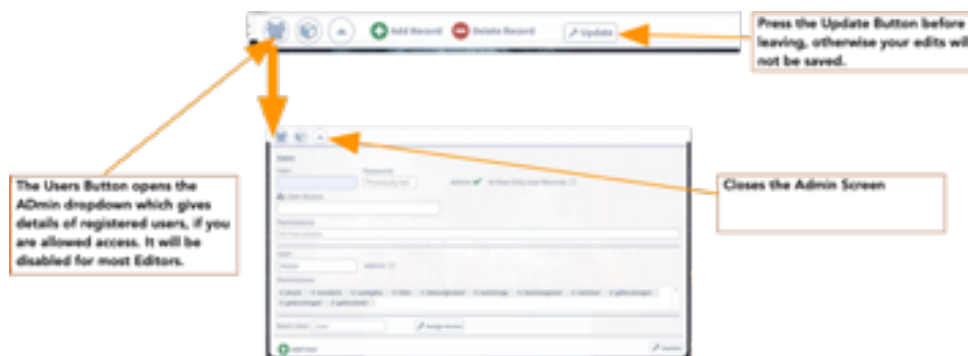
You can add/delete records using the buttons, new records clearly need populating and need images. Consequently, whilst it is possible to create new deity records from this screen, it is not practical except records not having any images or for website Administrators, as it requires direct uploading of images to our website server. A feature currently only available to Webmasters. We also request that deleting complete records is only actioned by the Senior Editor and Site Webmaster, as once a record is deleted it cannot be recovered, so would need completely reentering to restore.

Using the Full View Interface

After Logging in as already explained you will be returned to the editing page. The page gives you the options for adding and deleting complete records. We request that deleting complete records is only actioned by the Site Administrator or Site Webmaster, as once a record is deleted it cannot be recovered, so would need completely reentering to restore.



The other buttons are explained below, but will not be needed for editing site data.



Find the record you wish to Edit, either by using the search function, or by scrolling through the data, as described for the Tabular layout.



I will use the A Gong record to illustrate the editing procedure. Click on one or more of the fields and the Edit box(s) open



You need to be careful here, looking in the Pinyin field it appears that the field is empty ! **In fact this is not the case.** When opened the edit area shows the field in the same colour as actually seen when viewing the website. As the site uses white for many of the text fields, the data is not visible against the white editing area background. There are two solutions to this issue, hold and run the cursor across the field as shown in the following graphic.



However, the better method is to just click the field edit window. This brings up the same edit window as when editing in the tabular view.



In either case make the edit and move to the next field. In the case of the edit window, you need to press the green "OK" button to confirm the edit, or nothing will be changed.

Changing/adding main images is much easier using the full view interface as it allows simple drag & drop methods to add/change images, or select from a computer browser window.



Please remember that all images should be processed to a width of 800 pixels, converted to jpeg(jpg) format and compressed prior to adding. Separate instructions on how to complete the process can be viewed from this page or downloaded from our Downloads Centre.

Updating the gallery images is a bit more involved, as the system caters for a maximum of 6 images per deity. However, in many cases there will be less, maybe even none. Leaving fields empty makes the page look ugly to visitors and can cause loading issues. These issues are very easy to resolve, it just needs a bit more effort. I will detail the procedures in the following paragraphs.

As the gallery images are displayed using a revolving scheme, the easiest approach is simply to repeat the use of the images to fill the “empty” places using the algorithms below.

- 1) If only one image, add it to every gallery image field
- 2) If two images, copy image 1 to gallery images 1,3,5, with image 2 in gallery images 2,4 & 6.
- 3) If three images, copy image 1 to gallery images 1 & 4, image 2 in gallery images 2,4 and image 3 to gallery image 3 & 6.
- 4) If four images, copy images 1 to 4 to the respective gallery images field and then put image 1 into gallery image 5 and image 2 into gallery image 6.
- 5) If five images copy images 1 to 5 to the respective gallery images field and then put image 1 into gallery image 6.
- 6) If there are no images, use the Tabular editing mode and copy the following text into the field.

<https://bookofxianshen.com/resources/imageempty.jpg>

Again, do not forget to Press the Update button, otherwise your changes will not be saved and the data will revert to the original state.

Appendix

Database Edit Fields

Pinyin

Mandarin

WadeGiles

Titles

RefNo

Originators - Not editable

LastOriginated - Not editable

DateOriginated

LastUpdater

MainImageYN - Not editable

MainImage

MainImageText

Maintext

GalleryCount - Not editable

GalleryImage1

GalleryImage2

GalleryImage3

GalleryImage4

GalleryImage5

GalleryImage6

Gallerytext1

Gallerytext2

Gallerytext3

Gallerytext4

Gallerytext5

Gallerytext6