Getting Started

This is a summary guide to help you get started. On the reverse side you will find a quick reference sheet.

Below is a screenshot of what you will see when you type in the following web site address, after you have logged in.

https://ui.theon.inf.ed.ac.uk/

First click and drag the Theon hyperlink into your favourite's bars, as shown in the image below.
How Can I Do That?

**Finding Records**

Enter Your Search

(Press Shift + Return)

Search

Tries to Search

(Press Return)

Search

Try Search

Edit

(Press Esc)

Cancel

Click on the button above to enter a new search query or current query.

Click on one of the above buttons to continue or cancel your search.

**Editing Records**

Or Click

To Add Record

To Delete Record

Change Details

(Press Shift + Return)

Save Changes

Shows Updated Results and Updates Database

No Change to Database Shows Previous Results

(Press Esc)

Cancel

Click on one of the buttons above to edit, add or delete a record.

Click on one of the above buttons to continue or cancel editing records.
Colour Scheme

Each of the fields in the database are colour coded and are explained below:

- Light blue indicates the field is an incoming feed and can not be locally overridden.
- Blue indicates the field is an incoming feed and can be locally overridden.
- Dark blue indicates a field value has been changed but not saved.
- Light green indicates the field is in a query mode.
- Yellow indicates the field is locally derived and is read only.
- White indicates the field is locally maintained.

Toolbar

The first tab “InfoBox” can provide a helpful summary about the panel you have selected. It can also give a description about the data required in the field you have selected.

The second tab “ToolBox” will allow you to change your search parameters when searching the database.