

# Details

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## Step 1: Details

Last name

\* First names

Nickname

Date of birth

Enter date, or part of, if known.

Place of birth

Gender

School

Occupation

Home town

Town not listed?

Service outcome

Date of death

Enter date, or part of, if known.

Place of death

Cause of death

Cemetery

Cemetery not listed?

Cemetery details

## Help

This update wizard is designed to help you update various elements on a person's record. Once you start the process, the record will be locked from update by all other users until you either Submit and the changes are published, or Abort and changes are discarded.

Information that is part of the record is shown in grey, and your changes are shown in black.

Some fields show 'Enter if known from list...' These are auto completer fields, just start typing and a list will appear. You need to select from an item in the list to add it to the field.

For some fields, if it's not in the list there will be an option to add a Town or Cemetery. Press the appropriate button and add your details. With this type of information, the RSL moderator will validate and create the record and then add it to the person profile.

With name changes, proof will have to be submitted of the correct details otherwise the moderators will not be able to update the person.

You will be prompted to save, or the system will automatically save your changes, so you can come back to where you left off. If you have not submitted after 7 days, the system will automatically submit for you so the record can be unlocked for others.

If you have an open update, the system will automatically take you to your update everytime you log in. Use the main menu to navigate wherever you want to go, and to get back to your update, select the 'Your Update' link on the top right.

## STEP ONE:

The first stage of editing is the 'Details' page. Using the text boxes, a person's name, nickname, date of birth, school etc. can be edited.

# 2

Gender

School

Occupation

Home town

Town not listed?

Service outcome

Date of death

Enter date, or part of, if known.

Place of death

Cause of death

Cemetery

Cemetery not listed?

Cemetery details

Some fields show 'Enter if known from list...' These are auto completer fields, just start typing and a list will appear. You need to select from an item in the list to add it to the field.

**Adding a Town or Cemetery:** Press the appropriate button and add your details. With this type of information, the VWMA moderator will validate and create the record and then add it to the person profile.

**Name Changes:** Proof will have to be submitted of the correct details otherwise the moderators will not be able to update the person.

**Saving your Changes:** You will be prompted to save, or the system will automatically save your changes, so you can come back to where you left off. If you have not submitted after 7 days, the system will automatically submit for you so the record can be unlocked for others.

If you have an open update, the system will automatically take you to your update everytime you log in. Use the main menu to navigate wherever you want to go, and to get back to your update, select the 'Your Update' link on the top right.

For more information on research and updating a profile visit <https://vwma.org.au/research/how-to-guides-to-research>

## STEP TWO:

When editing a person's hometown and cemetery, there is an option to add either if they are not already listed in the Virtual War Memorial system. To do this, click the red button labelled 'Add Town' and/or the red button labelled 'Add Cemetery'. The submission will be reviewed by a moderator and added to the profile where appropriate.

# 3

The screenshot shows a web form for editing a person's profile. The 'Service outcome' dropdown menu is open, displaying the following options: Died Of Illness, Died Of Wounds, Discharged From Service, Killed In Action, Medically Discharged From Service, Missing In Action, Non Battle Casualty (which is selected with a checkmark), Resigned From Service, Returned, Suicide, and To Be Identified. Other fields in the form include Gender (Male), School, Occupation, Home town, Date of death, Place of death (France), Cause of death (Accidental (Injuries)), Cemetery (Heilly Station Cemetery, France), and a 'Cemetery not listed?' link with an 'Add New...' button. A 'Save' button is at the bottom right.

Some fields show 'Enter if known from list...' These are auto completer fields, just start typing and a list will appear. You need to select from an item in the list to add it to the field.

**Adding a Town or Cemetery:** Press the appropriate button and add your details. With this type of information, the VVMA moderator will validate and create the record and then add it to the person profile.

**Name Changes:** Proof will have to be submitted of the correct details otherwise the moderators will not be able to update the person.

**Saving your Changes:** You will be prompted to save, or the system will automatically save your changes, so you can come back to where you left off. If you have not submitted after 7 days, the system will automatically submit for you so the record can be unlocked for others.

If you have an open update, the system will automatically take you to your update everytime you log in. Use the main menu to navigate wherever you want to go, and to get back to your update, select the 'Your Update' link on the top right.

For more information on research and updating a profile visit <https://vwma.org.au/research/how-to-guides-to-research>

## STEP THREE:

When editing a persons service outcome using the drop down box, multiple options will appear. The following definitions may assist in determining which is appropriate for your person:

- Died Of Illness: The individual died as a result of an illness contracted while serving.
- Died Of Wounds: The individual died as a result of wounds sustained while serving.
- Discharged From Service: The individual was discharged during service.
- Killed In Action: The individual was killed in the course of military action.
- Medically Discharged From Service: The individual was discharged during service as a result of medical issues.
- Missing In Action: The body or whereabouts of the individual is yet to be identified.
- Non Battle Casualty: Killed while enlisted but not on active service at the time.
- Resigned From Service: Usually related to peacetime service. A professional soldier may resign from service rather than be discharged.
- Returned: The individual completed their service and returned home.
- Suicide: The individual took his own life during service.
- To Be Identified: The outcome is yet to be determined.

## STEP FOUR:

In order to save your submission, click the red button labelled 'Save'.