

## Archive Database Instructions (HHCA Board Minutes)

This database software was chosen for ease of flexibility and maintenance.

1. Go to the "Residents Only" page
2. Click on the link "Board Meetings" under topic Archives.
3. The following screen will open

**Board Meeting Minutes**

[ADMIN](#)

In the Annual Meeting on June 10, 2012 the membership voted that all minutes of future board meetings shall be posted on line.

**HHCA Board Minutes Archive**  
(Click on the file name below to view minutes)

Date Posted	Date of Board Meeting	HHCA Minutes of Meetings
October 15, 2012	June 14, 2012	<a href="#">HHCA Board Meeting June 14 2012.pdf</a>

**Total number of records: 1**

**Links to the results pages: 1**

4. Click on **ADMIN**
5. The following screen will appear. Log in using Login:**admin** and password

Login:

Password:

Enter the password and click on the '**Submit Query**' button to proceed to the next page.

## Archive of Minutes of HHCA Board Meetings

Total records: 1 [ <a href="#">Add new</a> ]	
current db:	default ▾
search <input type="text"/>	in field all ▾ [ search ]
Record #1	
DatePosted:	October 15, 2012
DateMeeting:	June 14, 2012
File_Name:	<a href="#">HHCA Board Meeting June 14 2012.pdf</a>
ID:	1
<a href="#">delete</a> <a href="#">edit</a>	

Add a new item: Click on **Add new** located next to total records. A new screen appears.

## Archive of Minutes of HHCA Board Meetings

Add new record	
DatePosted:	<input type="text"/>
DateMeeting:	<input type="text"/>
File_Name:	<input type="text"/> <input type="button" value="Browse..."/>
ID:	- Autoincrement
<input type="button" value="[ save ]"/> <input type="button" value="[ cancel ]"/>	

Enter the **DatePosted** and **DateMeeting** in the form of January 1, 2012. Next click on the **Browse** button and select the file to be uploaded. Since not everyone may have MS Word it is suggested to use files in PDF. PDF's can easily be created by using PrimoPDF. You can download a free copy at <http://www.primopdf.com/>. Make sure you get the free PrimoPDF and not the Nitro version. The software installs as a printer.

After selecting the file to be uploaded just click on the **[save]** button.

It is possible to **edit or delete** an entry. Select an item and click the appropriate link at the right bottom side of the item.

## Archive of Minutes of HHCA Board Meetings

Edit record #1	
DatePosted:	<input type="text" value="October 15, 2012"/>
DateMeeting:	<input type="text" value="June 14, 2012"/>
File_Name:	<input type="text" value="HHCA Board Meeting June 14 2012.pdf"/> <input type="button" value="Browse..."/>
ID:	<b>1</b>
<input type="button" value="[ save ]"/> <input type="button" value="[ cancel ]"/>	

Make your changes and click on the **[save]** button.