

## Change data on an organisation: Attributes and bits

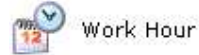


Attributes

These buttons will hold information that is likely to differ between organisations, however, the guiding principal for any information stored on the database is how will you use it.



Facilities



Work Hour



Keyword

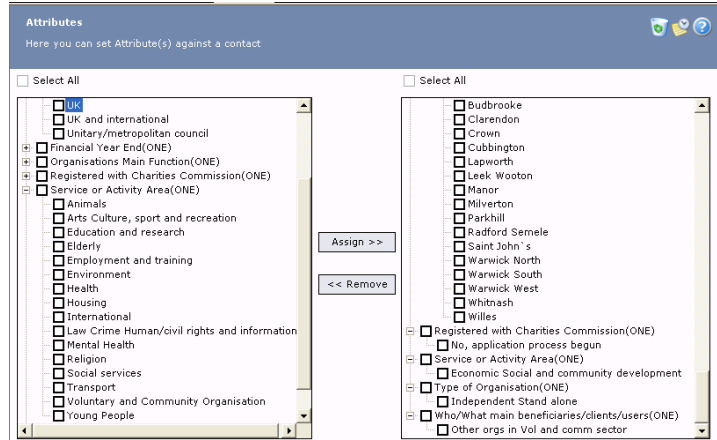


Notes

**Attributes:** the attributes is used to store the common organisational attributes that is likely to be reported on. The NAVCA guidelines are commonly used and these relate to the size and type of

organisation, client groups, area of operation etc.

Additional attributes can be created any attributes should have a reason for being here, as too many could cause problems.



**Facilities:** is used to store

information about the organisations facilities for example a meeting room for outside use, a kitchen or it can store an inventory of a village hall, a youth club or whether internet access is available.

**Work Hour** is used to indicate the opening times of an organisation or group: when does a group meet, drop in sessions, office hours etc.

Keywords	
Keywords	
▶	IlluminateICT
	Computers
	ICT
	support
	Is
	Websites
	IT
	help
	CWIC
	Training

**Key words:** Allows the addition of words to assist a search against a specific criteria, these can be kept private to an organisation, so for example all sites you work with could have your organisation initials in the key words area, therefore a quick search on keywords would provide a list of organisations. You can also store here a committee name against organisations that sit or belong to LAA groups or committees, again providing an easy way to identify these organisations.

Notes: you can keep notes against an organisation, these notes can be kept private or shared for example you can have notes relating to suppliers that you know and trust. This would allow other organisations to see shared notes on a supplier.

### Illuminating Comments

The use of all of these options is to allow information to be captured in a structured format that will then allow you to generate reports, run mail shots and improve the quality of the services you offer.