# SNACSchool

User Interface and Account Information

Login and password / SNAC prefers Firefox!

Navigate to the SNAC-dev user interface: http://snac-dev.iath.virginia.edu/
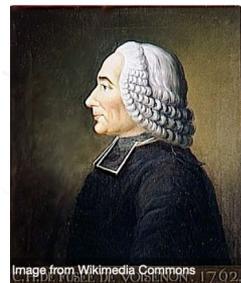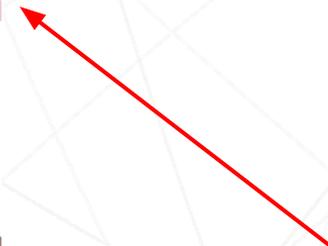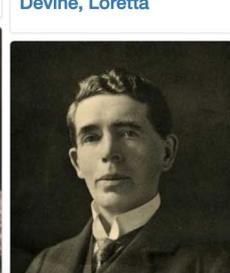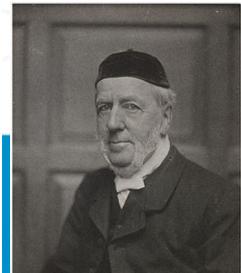
Note that your email is synchronized with your login and password. Clicking **Login** is your only step.

Managing your login and password

From the SNAC Dashboard, select **User Profile**

Managing your login and password:

Click the *Edit* button to begin making changes as necessary.

Please note that your *Affiliation* is linked to a search in SNAC. Follow the prompts to find your agency (corporate body) and add it to your profile.

When you've finished editing your profile, click the *Save* button.

User Profile: Jerry Simmons

Login Information

Username	jerry.simmons@nara.gov
Google Email	jerry.simmons@nara.gov
Password	*Google Authentication*
Affiliation	National Archives (U.S.) *http://n2t.net/ark:/99166/w6nk762m* View

Options
Edit

Options
Save

Personal Information

First Name	Jerry
Last Name	Simmons
Full Name	Jerry Simmons

Contact Information

Work Email	jerry.simmons@nara.gov
Work Phone	410-533-3029

SNAC Information

Roles	Administrator
	Manage users, roles, groups
	Editor, Full
	Full editor
	Reviewer
	Editor and moderator

SNAC Messaging

To reach your personal SNAC Messages inbox, click the **Messages** as a menu feature on the **SNAC Dashboard** to reach the **Messaging Center**.

This is the demo version. Edits made to these Constellations will not be permanent.
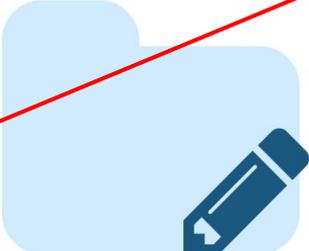
Editor's Dashboard

Welcome, Jerry, to the Editor's dashboard. From here, you can search for and create new Identity Constellations, pick up where you left off on your current in-progress edits, and unlock Identity Constellations. If you have sent a Constellation for review, but the reviewer has not started, you may pull back the Constellation from the right column.

✚ Create New Constellation

snac   Q Search   📗 Browse   🎛 Dashboard   💬 Messages
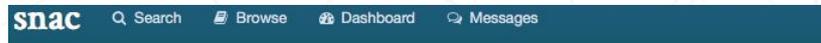
Messaging Center

Instructions: Click on a message in the table to view. Messages open in the reading panel on the right.

✏ New Message   ↩ Reply   ➡ Forward   🗑 Delete

Message View

No Message selected

Show 10 entries   Search:

●		From		Subject		Sent	
				No Messages Available			

Showing 0 to 0 of 0 entries   Previous   Next

snac Social Networks & Archival Context

Open a New Message and address it to another SNAC user by starting to type the recipient's name into the *To* line.

SNAC starts searching for the user name in the system and auto-fills the rest.

Add a *Subject* line, then continue to write the message. Basic editing functions are available from the text box menu. Click *Send* when done.

New Message

To   Dina Herbert (dina.herbert@nara.gov)

Subject   Queen Victoria

Hi, Dina:

I've reviewed Queen Victoria's SNAC record again and made some changes. Please continue with the CPF relations and then add the resource relation for the new series of QV records recently found at A1. Thanks, Jerry

⊗ Cancel   ⯅ Send

Messaging

SNAC provides a familiar inbox display … From, Subject, Sent date/time, etc. Note all of the usual email functions … **New Message**, **Reply**, **Forward**, **Archive (instead of Delete)**, are featured prominently.

When you highlight a message, SNAC provides a preview of all the message details in the **Message View** to the right of the inbox. Other functions are: **From**, **Subject**, **Send** and **Search**..