Dark Archive Database
Documentation / Tutorial

Updated January 2019

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Introduction and Getting Started

Dark Archive's Database is a valuable resource. This guide will let you become well-versed in its general use and will describe the entirety of its capabilities. The Database was written from scratch by one of Dark Archive's First-Class Officers, William Foulbutler, early 2017, and started being used normally June 2017. The Database is a mostly html codex website[1] housing an up-to-date roster of Dark Archive players, with information such as: pirate name, pirate level, pirate photo, and join date. It also includes all warnings for each pirate as well as former members and banned members.

General Navigation

Upon logging in and creating an account, you will be greeted with this page:

This main window is comprised of multiple menus, all of which will be explored in more detail over the course of this documentation. There's the *Navigation Hub*, *Main Menu Hub*, *User Hub*, and the *main viewing window*. The main viewing window is self-explanatory – whatever item you have navigated to and are currently viewing will be displayed here.

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[1] HTML is the barebones code, CSS is the styling, and it also uses PHP, SQL, and JavaScript.

The Navigation Hub

On the left-hand side of the Database lies the Navigation Hub. Here you can access the Dashboard, the Pirates submenu, and the Events submenu.
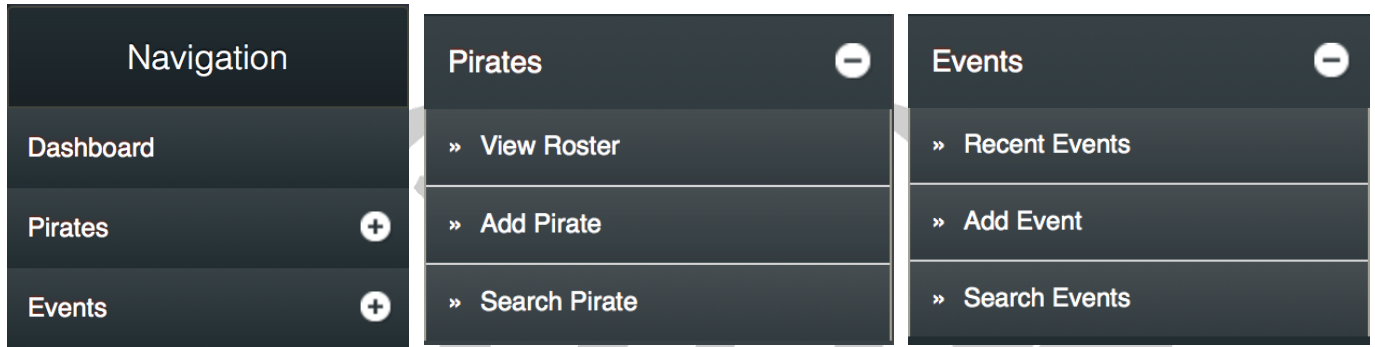
Navigation Hub   *Pirates submenu*   *Events submenu*

The first item in the left-hand side Navigation Hub is the *Dashboard*. Clicking here will direct you to a page with any relevant announcements as well as the Shouts panel. For example, the only announcement at the time of writing was alerting the user of a new snow effect for the winter season, as seen below. Shouts are simply publicly-displayed messages.
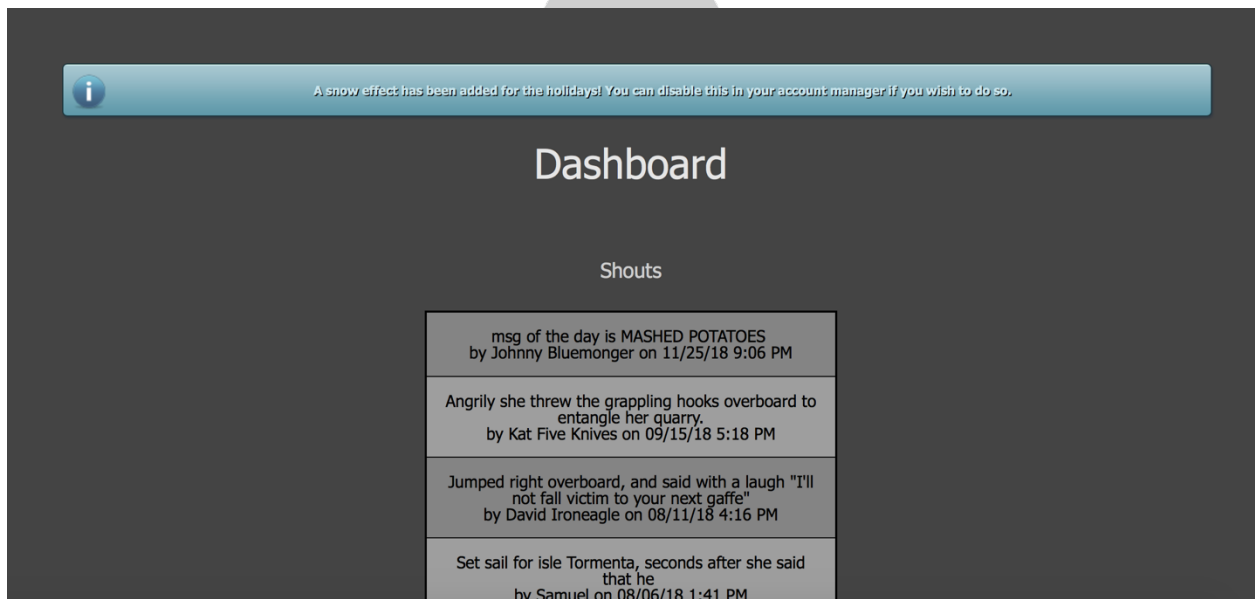
The Pirates Submenu

Inside the Navigation Hub you will find the Pirates submenu, in which are 1) View Roster, 2) Add Pirate, and 3) Search Pirate. *View Roster* directs you to the current members roster, sorted alphabetically by default. *Add Pirate* allows you to add a pirate to the roster after they have been guilded in-game. *Search Pirate* is simply a search function of the greater guild roster – helpful when trying to track down a pirate's information.

1) View Roster

From *View Roster* you can either see the current roster, former members, honored members, watched members, banned members, and eligible members.

- o Current Roster: Current version of the in-game roster. Always check to make sure the Members count matches the in-game roster.
- o Former Members: List of all members once in Dark Archive not currently in the guild. (This is updated only since the inception of the Database).
- o Honored Members: Members who have either passed away or are otherwise honored.
- o Watched Members: Current and former Dark Archive members who for one reason or another have been placed on an active "close-eye" watch. This could stem from possible wrongdoing, etc.
- o Banned Members: List of all pirates banned from Dark Archive.

These lists can be navigated to via the dark blue buttons near the top of the roster page.

2) Add Pirate

After each in-game guilding an officer needs to do two things: 1) Add the member to the Database, and 2) add the member to the guild website's Welcome Thread. Here is where you add new members to the Database's roster.

Before adding a new pirate, check the Database roster to see if they have been in the guild before. If they have, this becomes a rejoin event.

First, add the new pirate's name. Make sure you adhere to any capitalization.

Add the pirate's current in-game level.

Make sure that "Officer" is the guilding officer – which in most cases will be yourself.
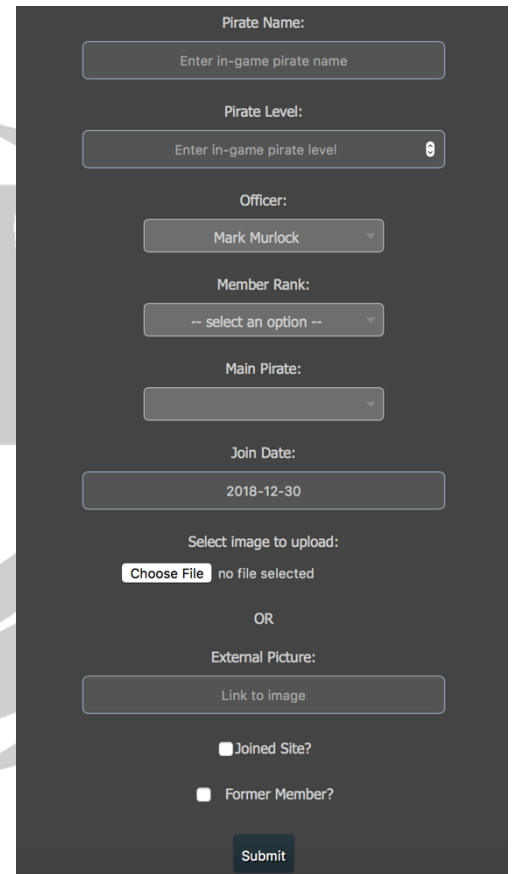
Member Rank should be set to "Member."

If this pirate is an alt of another pirate already in Dark Archive, note their Main Pirate. If not, leave blank.

Join Date should set automatically but can be changed.

Add a screenshot of the pirate's playercard. By either adding a static image file or an image URL. When adding this screenshot, crop the image such that there are no large borders. An example image with proper borders is shown to the right.

Finally, if the pirate is already on the guild site, check the Joined Site box. *If the pirate you are adding is a former Dark Archive member but is no longer in the guild, this is the only reason to check the Former Member box.*
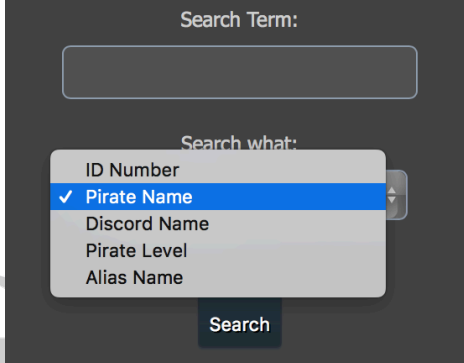
3) Search Pirate

Although the roster can be navigated either alphabetically by pirate name, by level, join date, rank, and DA ID[2], sometimes the easiest way to locate a pirate is by the *Search Pirate* feature, located in the Navigation Hub. Type in your search term, choose your data type for your search, and see results.
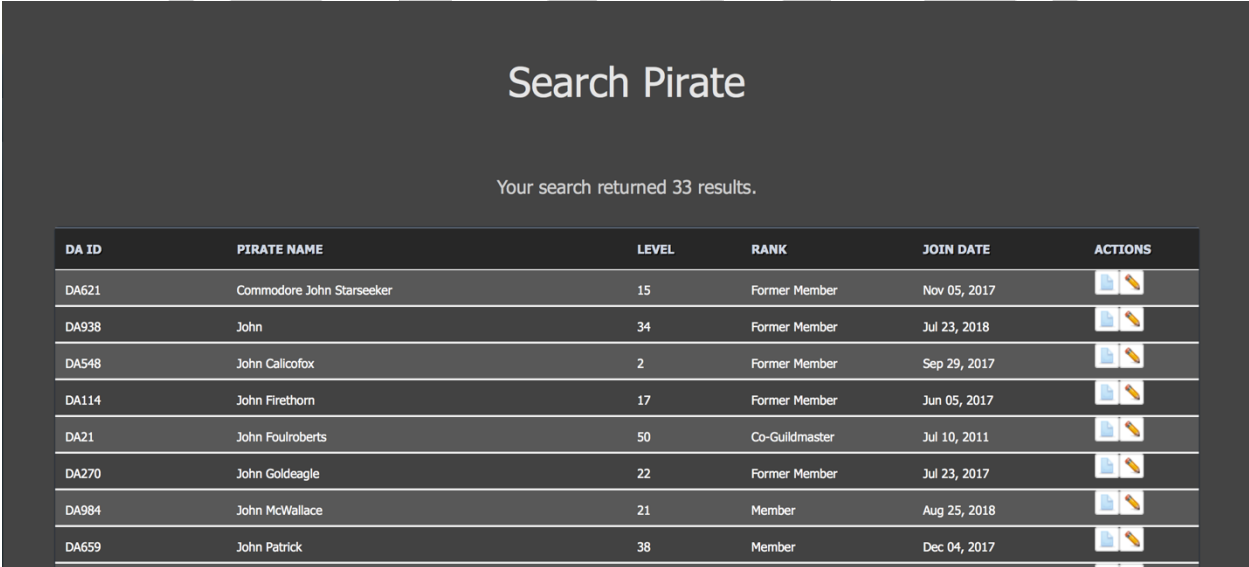

Search Pirate

Your search returned 33 results.

DA ID	PIRATE NAME	LEVEL	RANK	JOIN DATE	ACTIONS
DA621	Commodore John Starseeker	15	Former Member	Nov 05, 2017	
DA938	John	34	Former Member	Jul 23, 2018	
DA548	John Calicofox	2	Former Member	Sep 29, 2017	
DA114	John Firethorn	17	Former Member	Jun 05, 2017	
DA21	John Foulroberts	50	Co-Guildmaster	Jul 10, 2011	
DA270	John Goldeagle	22	Former Member	Jul 23, 2017	
DA984	John McWallace	21	Member	Aug 25, 2018	
DA659	John Patrick	38	Member	Dec 04, 2017	

For example, searching for "John" under "Pirate Name" yields 33 results.

The Events Submenu

Similar to the Pirates submenu, inside the Navigation Hub you will find the Events submenu, in which are 1) Recent Events, 2) Add Event, 3) Search Event. *Recent Events* directs you to a list of recent events. *Add Event* allows you to add an event after it happens in-game. *Search Event* is simply a comprehensive search function of all events. An *event* is defined as either 1) Joinings, 2) Rejoinings, 3) Leavings, 4) Bootings, or 5) Bootings via the Boot List.

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[2] DA ID is a guild identification number arbitrarily set by the order of pirates entered into the database. This number serves as a comprehensive count for total number of pirates entered into the system. The DA ID on any given pirate is indicative only of how recent their entry was.

1) Recent Events

Clicking *Recent Events* will direct you to a sorting function where you can sort by various options, including an option to find all events that occurred on a certain date. Your results will be shown in a similar manner to pirates on the roster.
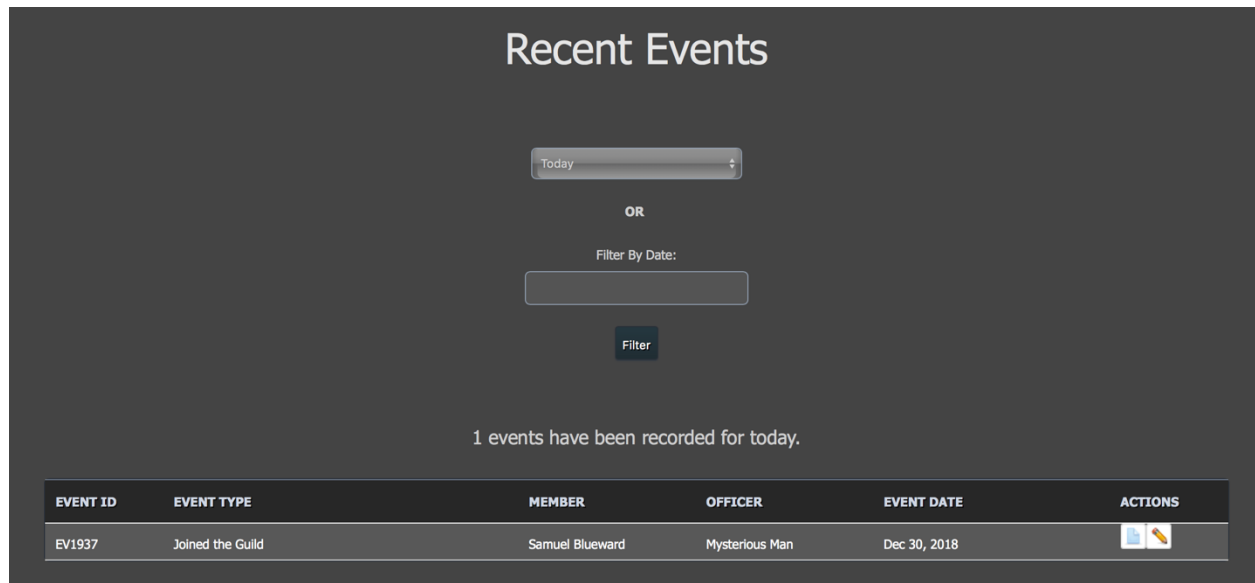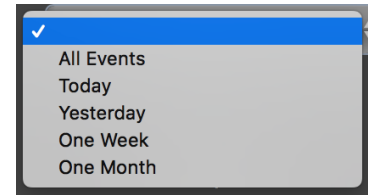
For example, when sorting by all events "Today," one entry is returned.

<u>Aside:</u> When viewing entries on either the guild roster or the recent events list, each entry shows various information and has two **ACTIONS** buttons. The small icon with a piece of paper is the VIEW button and opens the pirate/event profile. The small pencil icon is the EDIT button and allows each to be edited. Viewing and Editing will be covered in following sections.

2) Add Event

Adding a new event is very similar in process to adding a new pirate. Upon clicking New Event, you will be greeted with a familiar window where you can choose Event Type, make sure the Event Date is correct, choose the Pirate Involved (since events are always linked to a Dark Archive member), and make sure you are the officer involved.
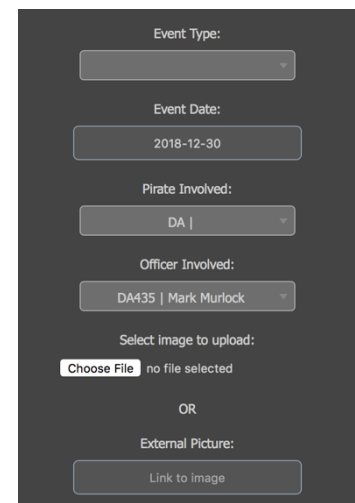
Additionally, if there are any relevant screenshots, you can add them here. Note: Joinings will be added as events automatically after you add a new pirate to the Database. If the event is a rejoin, this means the pirate is already in the Database. You can select them from the Pirate Involved dropdown list. If the event is a booting or a leaving, include an appropriate screenshot. An appropriate screenshot in this case is as follows:
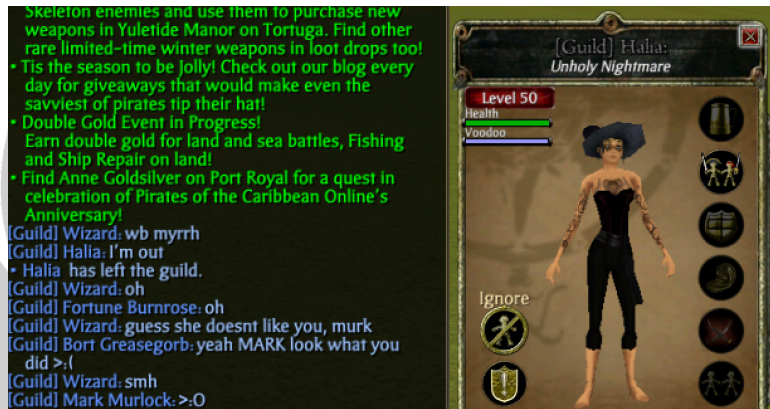
Take a screenshot of the chat showing the leaving accompanied by the current playercard of the pirate who has left. If the event is a booting due to that pirate being a Boot List Victim, be sure to note this in the Event Type dropdown. Finally, The *Add Event* function incudes the ability to attach any notes pertinent to the event. These notes have basic formatting functionality although this is rarely needed.

3) Search Event

In addition to the filtering available in the *Recent Events* window, *Search Event* allows you to search based solely on a keyword for either DA ID, Pirate Name, Officer Name, or Alias Name[3]. This is rarely used, however, in favor of the built-in search/filtration in *Recent Events.*

Viewing and Editing

After using the View Action Button to view a selected pirate, there are various options presented to you, the user. There's also information very useful for guild logistics here.

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[3] An *Alias* is any other name this player goes by in-game. If the player has another character in another guild and this is worth noting, this is where you would add that information.

General Information

ID:	DA106
Pirate Name:	Augustus Brine
Status:	Current Member
Rank:	Member
Level:	40
Guilded by:	William Foulbutler
Eligibility:	Eligible for Officer Training, Eligible to join Discord

Event Information

Initial Join Date:	May 31, 2017
Time in Guild:	1 year(s) 7 month(s) 0 day(s)

Additional Information

Guild Site Username:	AtticGhost

Along with an image of the pirate's in-game playercard, you can see the player's DA ID, Name, Status (*if browsing something such as the Former Members list, a player's status may read "Former Member," but on the Current Member roster, all members will be marked current*), Level, Guilding Officer, and Eligibility. If the pirate has been in the guild for more than two months and/or have registered on the guild site, this eligibility will automatically update to display Officer Training eligibility and/or Discord eligibility. Along with the pirate's general information, the information from their joining event is also displayed. As seen in the sample image above, this pirate joined on May 31st, 2017. The time in guild is automatically calculated from this date. Furthermore, if they have registered on the guild site, their guild site username can be inputted and will display as the last data entry.

Below the pirate's general information there are a set of action buttons. You can either add an alias, add an event, add a note, a warning, make the pirate an Honored Member, edit the pirate, or merge two profiles that have been inadvertently added as two separate pirates (if two separate officers document a joining at the same time without realizing it, etc.)

Add Alias

Add Event

Add Note

Add Warning

Add to Honored Members

Edit Pirate

Merge Pirates

The Add Alias button functions as previously described. The Add Event button has the same functionality as the Add Event button in the *Event Submenu*. The Add Note button is used essentially as a "sticky note" on the pirate's profile. If you are aware the pirate may be a troublemaker, etc., this can be noted here. The Add Warning button is the most-used option of the group and adds a warning to the player's profile.

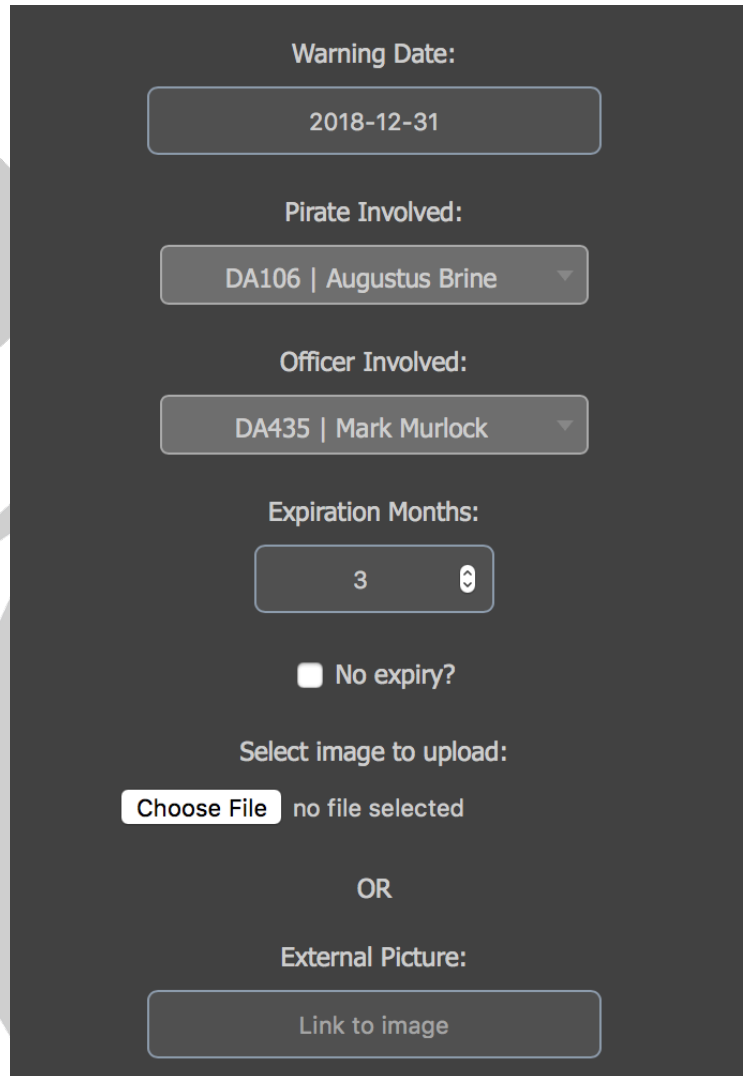When adding a warning, the Warning Date should be automatically set.

When navigating to this via a certain pirate, the Pirate Involved should be also automatically set to the specific pirate.

The officer involved should also auto-populate.

Nearly all warnings have an expiry period of three months, so Expiration Months will also be automatically set to three. The No Expiry check box is also saved for special occasions.

With most warnings, there will be something to post in the photos section. This could be game chat or whatever is pertinent.

You can also add any notes you wish. Be thorough.

> **Warning Date:**
>
> 2018-12-31
>
> **Pirate Involved:**
>
> DA106 | Augustus Brine ▾
>
> **Officer Involved:**
>
> DA435 | Mark Murlock ▾
>
> **Expiration Months:**
>
> 3 ⌄
>
> ☐ No expiry?
>
> **Select image to upload:**
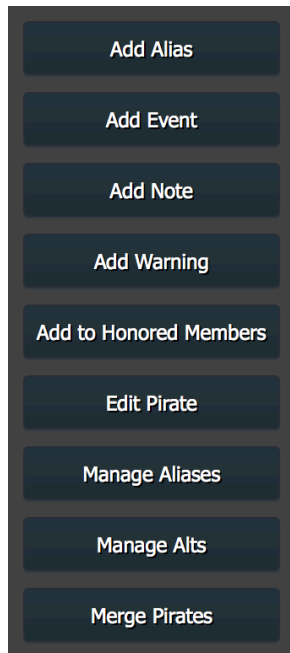>
> Choose File no file selected
>
> OR
>
> **External Picture:**
>
> Link to image

There's always the possibility that a pirate needs to be edited. There's two ways to do this: 1) Use the Action button 🖊 on the roster, 2) Use the Edit button under a pirate's general information.

Managing Alts

If a pirate already has known aliases or known alts, two extra buttons could be present on the pirate's profile, "Manage Aliases" and "Manage Alts." From here you can view the other pirates associated with this account.

For example, after clicking "Manage Alts," we can see that the pirate *Bort Greasegorb* only has one alt in Dark Archive, *Ebonita*. To add an alternate to a pirate, navigate to the pirate that you want to become the alt. Click "Edit Pirate" from the buttons on the left. From here you can designate a "Main Pirate" via the dropdown menu.

Underneath everything on the pirate's profile lies all Events and Warnings on said pirate.

Warnings have the normal Action buttons with the addition of the delete button, used only if the warning was added in error. Both Events and Warnings have sequential IDs, so in the sample image above, for example, the warning on this pirate is the 80th warning documented on the Database – across all pirates. Expired warnings will also be shown here but won't be counted towards total warnings. The initial joining along with any rejoinings and leavings are shown under Events.

The Main Menu Hub

The top-right *Main Menu Hub* houses other important access points. Most of these options are self-explanatory. The first button is simply a hyperlink to Dark Archive's Guildlaunch website. The second button navigates to your notifications, such as things like new roster additions or meeting absences.
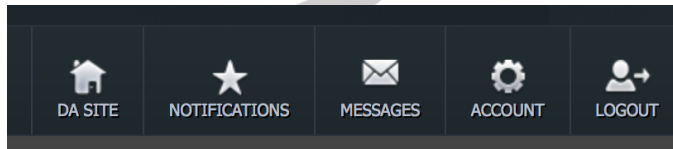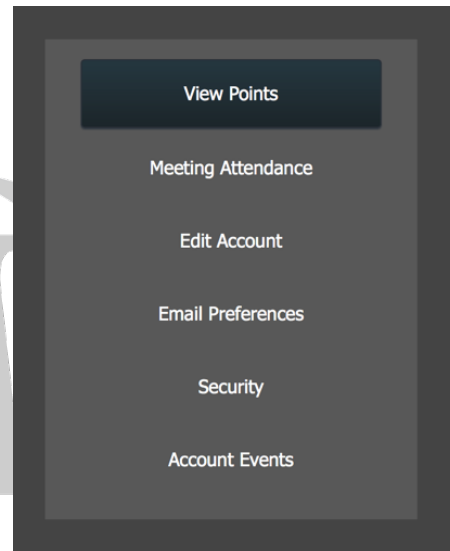

The Main Menu Hub
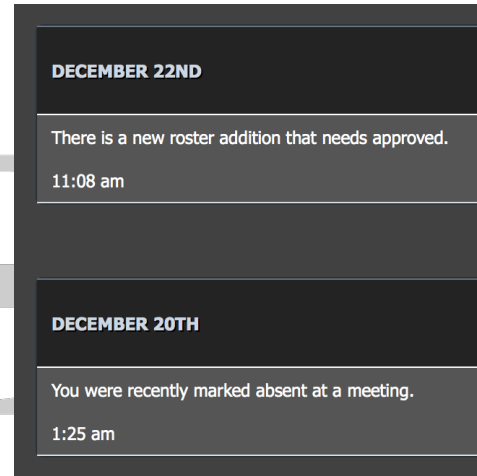
The third button goes to the user's Private Messages (PMs), such as private conversations and group messages from First Class Officers and above (FCO+) such as the Meeting Agenda.
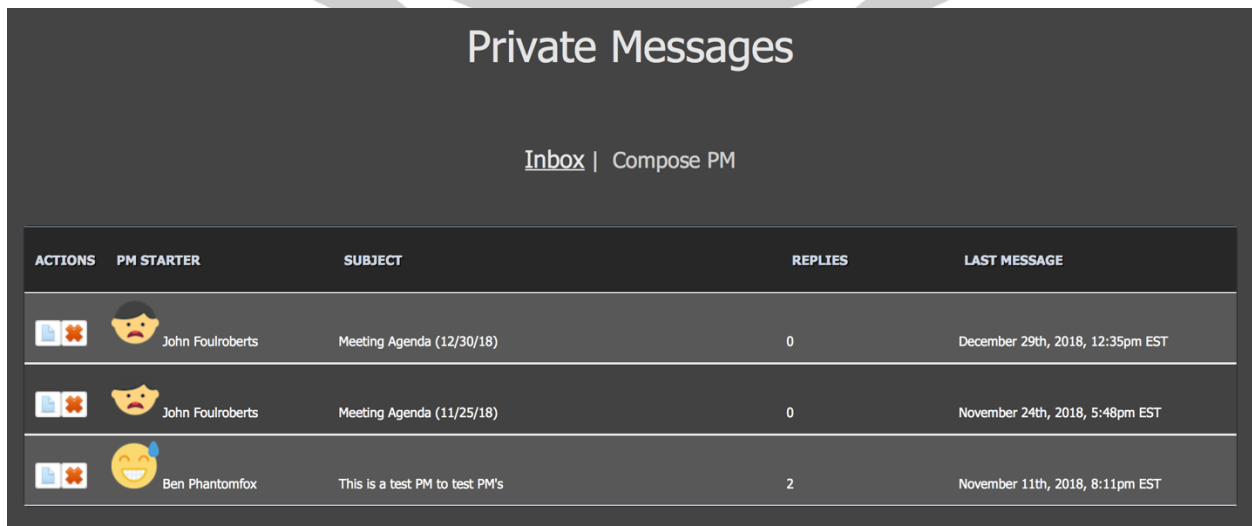
From the Messages panel, you can view messages, reply to messages, and compose messages. Using the View Action button, you can view the PM and see all participants. Upon viewing a PM, on the right-hand side you can see all PM Participants.

The fourth button on the Main Menu Hub is the *Account Manager*. Here you have six detailed user options:

- o View Points: View strikes against your officership.
- o Meeting Attendance: View meeting attendance percentage, view your missed consecutive meetings, and view meeting status for each date.
- o Edit Account: Edit things like pirate name, email address, theme, etc.
- o Email Preferences: Choose which things send you email notifications.
- o Security: Change password or enable Two Factor Authentication (2FA)
- o Account Events: View a detailed history of login history paired with IP address.

The fifth button is simply *Logout*.

The User Hub

At the top left of the Database you can see your username and access the same items as the last two buttons on the Main Menu Hub[4].

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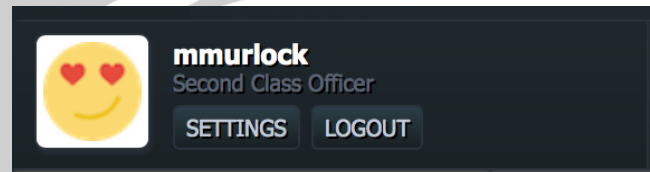
[4] At the time of writing, Settings redirects to Account Manager