Pubzilla Online Pub Database

15th May 2016

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1 Background

Pubzilla is an online pub database that is centrally maintained and operated, so all a branch needs to use it is an Internet web browser.

Pubzilla allows a branch to maintain a list of their pubs and keep details and descriptions up-to-date throughout the year and export data to the national "WhatPub" online pub guide and the Good Beer Guide editorial system.

This document explains how to use Pubzilla to maintain a branch's pub data.

2 Access

Pubzilla is automatically accessible to any branch official. Branch officers may only access data belonging to their own branch.

Pubzilla is to be found at the following location:

http://www.pubzilla.org.uk

You must logon using your membership number as the username and the same password that you use when accessing the members area of the national CAMRA website.

Branch committee members can give other branch members the ability to update their branch's data and by special arrangement members can be given access to the data of other branches.

Pubzilla maintains a separate area for each branch wanting to make use of it.

3 Editing

Each pub has an entry that records its details and holds photographs of it. The user can search for entries based on name, location and Good Beer Guide status and then view or edit a particular entry.

Pubzilla keeps different versions of a pub's entry. The current entry is the one that is published if data is exported to "WhatPub?". Editing the current entry causes a new "draft" version to be created. The changes made here can be saved without affecting the current entry. Once the changes are complete, the draft entry can be "committed" so it becomes current, replacing the old current entry. When this happens the old current entry is not deleted but is saved as the "previous" version. The old versions can be recovered if necessary, so data deleted by mistake is not lost.

To create a new pub entry, only the branch name and county in which it resides must be given. The new entry created is a draft version that is otherwise blank, but other details, including the pub's name, can then be entered.

A pub's current entry can be deleted, though it is preserved as the "previous" version. This should almost never be done – if a pub closes it is marked as closed but its entry remains. Entries are only ever deleted if a mistake leads to a duplicate entry being created for a pub. Even then additional steps must be taken to fix WhatPub, so it is important to contact Support for assistance.

4 What Pub?

Pubzilla is linked to the national database that provides data for WhatPub? – the national online pub guide.

Data can be exported from Pubzilla to What Pub using the "export" tab. Doing this copies the current version of all pub entries to the What Pub system where they immediately become visible to What Pub users.

5   Data Validation

Pubzilla performs a number of checks when a draft pub entry is committed. It will not allow the commit to proceed if certain critical data is in error. However, no validation is performed when changes are saved to the draft entry, so it is not possible to lose any editing as a result of a mistake or omission.

If any fields are invalid when an entry is committed, the commit fails and an explanation is given as to what must be fixed. The explanation is shown as a sticky note stuck to the field in question. Clicking the sticky note makes it disappear.

6   Support

The "camrapubzilla" Yahoo! group has been setup to support users of the system. Please join up to keep in touch with developments and discuss possible improvements.

If you don't understand how to do something with Pubzilla, first visit the Q&A system and check for an explanation there:

> http://qanda.camra.org.uk

If the Q&A system doesn't give you the answer you need, create a new question. Use the Q&A system to ask "how to" questions whose answer will endure.

Do not use the Q&A system to report service problems. Report these by sending an email to:

> pubzilla@camra.org.uk

Include the following details in your message:
Your name
Your branch name and code
What operating system you are using
What browser you are using
A description of what you did
A description of what went wrong
The Pub ID, Town and Name of any pubs involved
The version of Pubzilla being used – this is displayed on the support tab.

7   User Guide

7.1   Logging-on and Logging-off

When you browse to the Pubzilla website you will asked to logon by providing your membership number and the password you use to access the national website.

If you find you cannot log on because of an invalid username/password, try logging into the national website. If this fails go through the password recovery mechanism you are offered there. If you can successfully login to the national site but not into Pubzilla, contact support.

Once your work is complete, you can just quit your browser, but if you are using someone else's computer you might like to logoff first. Do this by selecting the My Account tab and click the Logoff button.

7.2   Navigation

Pubzilla is a web application that is accessed through a web browser. It uses a tabbed interface to navigate to various functions and stacked window panes lead the user through the process of finding and editing pub entries.

All navigation takes place within a single browser window. The brower's back button is not used for navigation – it will generally take the user out of the application.
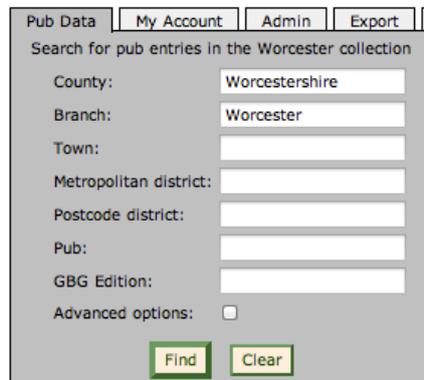
7.3   Organisation

Pubzilla organises pub data into collections – one for each branch. Ordinarily each member can only see pub entries in the collection belonging to their branch. Where necessary users can be given access to multiple collections, for example where a pub's officer is maintaining data for their own branch and a sub-branch.

Each pub is given a unique identifier. Once assigned this never changes, even if the pub changes name or is moved to a different branch. This identifier is used internally to relate copies of different versions of entries for the same pub, but it is also used elsewhere, for example to relate beer scores to a particular pub.

If a pub needs to move branch, contact support.

7.4   Searching for Pub Entries

The Pub Data tab lets you search for pub entries using a variety of criteria. It looks like this:

If your branch spans counties you can restrict the search to find pubs in a particular county by typing in the County boxes – a pop-up list appears allowing you to choose one quickly without typing its name in full.

You can restrict the search to pubs in a particular town or city by typing part of the town/city name into the Town box. Pubs are then only included in the search result if their town name includes the text you type. Note the text need not be the start of the name and it doesn't matter whether you use capital or lower case letters. For example, "red" will match "Redditch" and "Bredon".

For cities that are divided into districts, the District box can be used to limit the search to a particular metropolitan district.

The Postcode District box allows you to search for pubs with particular Postcode areas. For example, entering "WR1" here will match only pubs with postcodes like "WR1 XXX", not "WR12 xxx".

The Pub box is where you can type part of the pub's name. As for the Town, this just needs to be part of the pub's name, so "fleece" will match "Fleece Inn" and "Golden Fleece".

You can also select pubs that are in particular editions of the Good Beer Guide by entering a year into the Edition box. Clicking on the Edition box pops up a menu showing all the GBG years – choose the one you want and this is put into the Edition box.

Note that permanently closed pubs are not normally only shown in the search results, even if they meet the criteria. Use the Advanced Options, described below, to include them.

Some advanced search options are available but normally hidden. Tick the Advanced Options check box to see these:

- **Earliest survey** / **Latest Survey** – show pubs that have a survey date between these limits
- **Show deleted entries** – normally entries that have been deleted, because a duplicate was accidently created, are not shown in the search results, but ticking this means they are
- **Show permanently closed pubs** – normally pubs that are marked as permanently closed are not shown in the search results, but ticking this means they are included
- **Show newsletter outlets** – only show pubs that have something in the Newsletter field
- **Show prices survey locations** – only show pubs that have been nominated for the Prices Survey (has a tick in the Prices Survey box)
- **Only show Real Ale outlets** – normally cider-only and keg-only pubs are listed, but by ticking this pubs are only shown if they serve Real Ale
- **Only show LocAle outlets** – only show pubs that are included in the LocAle scheme (has a tick in the LocAle box)

Once you have entered your search criteria, click the Find button. If you don't enter any criteria, the search will find all the pubs listed in your branch and this might take a while. The more criteria you add, the fewer pubs will be selected.

Having clicked Find, you get a listing of pub's that match the criteria, which looks something like this:

| Pub Data | My Account | Admin | Export | Prices Survey | Help | Support |

| Search Results : 34 | Close | Choose download format: | CSV | ⬍ | Download |

Collection	Id	County	Town	District	Postcode	Pub	Version Info	GBG	Survey	Status
Birmingham	BIR/2092	West Midlands	Birmingham	Balsall Heath	B12 9QU	Old Moseley Arms			2012-02-14	Green
	BIR/2660			City Centre	B1 2HP	Brasshouse			2011-02-28	Green
	BIR/1475				B2 5RE	Briar Rose	Changes pending			Green
	BIR/1826				B3 3PU	Corner House				Green
	BIR/2818				B1 1JG	Craven Arms				Green
	BIR/2816				B1 2AG	Figure of Eight				Green
	BIR/2948				B3 2DF	Metro Bar And Grill			2010-02-10	Green
	BIR/2653				B3 2DP	Old Royal			2012-02-01	Green
	BIR/1844				B1 2NP	Prince Of Wales			2011-03-01	Green
	BIR/1696				B3 1RY	Queens Arms			2007-02-07	Green
	BIR/1880				B2 4JD	Shakespeare			2012-02-01	Green
	BIR/1830				B1 1BN	Victoria			2012-02-01	Green
	BIR/1639			City Centre/Broad St	B3 1JJ	Shakespeare				Green
	BIR/1697			Digbeth	B5 6ET	Anchor			2012-01-28	Green

There is a row for each pub matching the criteria. The Id column shows the unique identifier that has been assigned to the pub. The County, Town, District and Postcode columns indicate where the pub is. The Pub column gives the pub's name. The Version Info, GBG and Survey columns show the state of the pub's entry and its status in the Good Beer Guide selection process – more on that later. The Status column shows the status of the pub's details – Red means basic details only, Amber is minimal details, Green is full details and Gold is full details and a photograph.

Note that the table doesn't repeat the County/Town/District names where they are the same as the row before. This is to help the eye see where pubs are located in the same place.

As the mouse moves over a row in the table (not supported on touch screen tablets), the row is highlighted. Clicking on the row then displays the full entry for that pub in a form. The Download button downloads a file containing the details of the selected pubs. The format of

the download is selected using the drop down menu to the right of the button. The CSV download returns the data as a file that can be opened in a spreadsheet[1].

The Close button closes the listing, returning to the search criteria.

7.5   Editing a Pub Entry

A pub's current entry is not directly editable. Instead the current entry must be copied to produce a draft entry. The draft entry can then be edited without affecting the current entry, so if serious mistakes are made while editing the pub's details the original is still available. Once the editing is complete, the draft entry can be made current.

To edit a pub's entry, first search for it and then view its current entry. The Pub Data tab displays the entry, and the top corner looks like this:
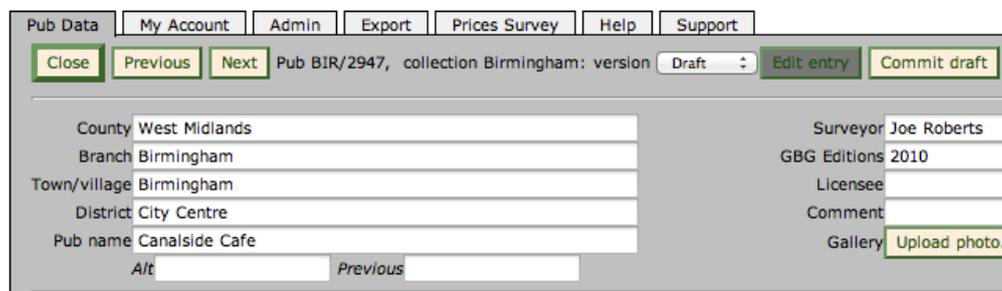

To edit the entry, click on the Edit entry button. This will create a draft entry that is an exact copy of the current entry. You can now change the details displayed in the form.

Having clicked the Edit button, the Draft version is displayed. The Edit button is disabled, but the Commit draft button is enabled, as shown below:

After making some changes to a Draft entry, they can be saved by clicking the Save button. This does not alter the Current entry, but means you can quit your browser and the changes you have made will be remembered. Next time you edit the pub's entry you will be shown the Draft entry and you can continue to make more changes.

Once all the changes have been finalised, click the Commit draft button to replace the Current entry with the Draft entry you have just prepared.

The database keeps track of old versions of a pub's entry. So when a draft is made current, the old current entry is saved as a previous entry. It is possible to view these by changing the Version drop-down. Older versions are only shown here if Show Deleted Entries is selected in the Advance Search Criteria.

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[1] Users of Internet Explorer should ensure that pop-up windows are not blocked, otherwise the CSV download is likely to fail

7.6 Pub Details

The pub details are presented as an on-screen form. Photographs are displayed as small thumbnails in a gallery

Each entry must have a Postcode and this must be formatted correctly. To check that the Postcode is correct, click on the Locate button next to the Postcode field. This displays a Google Map of the area and places a flag at the Postcode's delivery area. If it looks about right then the Postcode is probably OK.

The online form does not directly ask for the pub's postal address. Instead it asks for the different parts of the address separately. In particular it allows the Post Town to be specified. This is the part of the address that appears in capitals and in the past was the location of the nearest main sorting office (not quite so true now). You only need to give a Post Town if this is different from the pub's Town, otherwise the system assumes that they are one and the same thing.

WhatPub requires latitude/longitude coordinates to be supplied in order to display pub locations on maps and to support Sat Nav systems. The easiest way to supply the coordinates is to enter the Postcode and then click on Locate next to the latitude/longitude. The Postcode position is shown on the Google map, but the flag can be dragged to the right place. You can zoom in to position the flag accurately, and switch to Satellite view for a really precise fix. Once the flag is in the right place, click OK and the latitude/longitude will be filled in with the flag's location.

You can supply an OS Reference for any pub entry. This must include the sheet letters to be valid and the grid coordinates can be either 6, 8 or 10 digits. However, the OS Reference is only shown in the Good Beer Guide for remote or hard to find pubs, so you must tick the Remote tick box to indicate that this is the case.

If the pub has a website, the full website address (URL) must be supplied. You should check that this is right by clicking the Open button next to the website field. You should also give the pub's contact email address if it has one (not the personal email address of the landlord). A Facebook id or Twitter tag can also be given for the pub, but note it is only the id / tag that are given, not any associated web page URL.

The GBGs field shows the years that the pub featured in the Good Beer Guide. It is also used to show the next year for pubs that are candidates for the Guide's next edition. The Reserve drop down can be used to indicate that a candidate is a reserve rather than a guaranteed entry.

Note that, unlike on the paper GBG form, there is no "New Entry" field. This is because the system can figure this out from the list of GBG editions. A pub that is in the new guide but not in the current edition is a New Entry.

The opening hours must be given in a structured format. This is checked when an entry is Committed. The opening hours can be entered by typing the text directly into the field, or be picked from drop-down menus by clicking the Pick button. The checker cannot validate opening hours with seasonal variations. These must be typed in and the user is asked to confirm they are correct when the entry is Committed.

Where a pub serves food, the times can be given in a similar way to the opening hours. If this is left blank the system will assume that food is served whenever the pub is open.

The form asks for the number of Changing Beers that are served and allows a number of typical examples to be provided. When data is published in the Good Beer Guide, this information is used to generate phrases like "beer range varies".

7.7 Data Field Formats

Most of the pub data fields accept data of a particular format or require the value to have a particular relationship to other data, and reject non-conformant data. The table below describes what each of the fields requires.

Field	Value
County	This is a "CAMRA County", as used in the Good Beer Guide. For branches that are wholly within one county this always shows that county name. For branches that span more than one county this allows the search for pubs to be limited to one of the counties. Leave it blank to search all counties. Start typing a name and select the required one from the pop up list to choose the county to be searched.
Branch	This always shows the branch (except for power administrators who can work across branches).
Town/village	The name of the city, town or village where the pub is located. This is required.
District	For large conurbations, this is the name of the district where the pub is located. It is normally left blank for smaller places, but can be used if it makes sense locally. However, if the pub is a GBG candidate, the district is ignored if it is given for smaller places.
Pub name	The pub's name, without any leading Ye or The. If the name includes the word "and", use an ampersand. If "and" is used, this is automatically changed to ampersand when the entry is saved.
Pub name – Alt	The alternate name for the pub if it has one or left blank if not.
Pub name – Previous	A list of the pub's previous names, each separated by a semi-colon. This is not supposed to be a historical record, but is used to record the old name when a pub changes name as some people might still know it that way. Normally left blank.
Street	The "street" part of the pub's postal address. Just one line, typically a number and road name in towns.

Post code	The pub's postcode. This is a pattern of upper case letters and digits, with a space in the middle. If you miss out the space or use lower case this is automatically fixed when you save the entry. The postcode given must appear on CAMRA's list of all postcodes. For new-build pubs, sometimes they are allocated a postcode before our list is updated. If this happens, contact support with details so the postcode can be added to the list. To check that the postcode given is correct, click the Locate button next to it. This will display a map with a flag showing the centre of the postcode area. If this is nowhere near the pub then the postcode is definitely wrong.
Post town	This is the Post Town part of the pub's postal address, but only if the post town is different to the given town – if you specify the post town to be the town name, this is removed when you save.. Post towns are always given in upper case – if you use lower case this is changed when you save.
OS ref	An Ordnance Survey map reference can be given. This must include the sheet letters (note that OS is an invalid sheet reference) and can be a six, eight or ten digit reference. Normally the OS Reference is only given for rural pubs that are hard to find. To check that the OS Reference given is correct, click the Locate button next to it. This will display a map with a flag at the location. If it is not where the pub is then the reference is wrong.
Remote	If an OS Reference is given for the pub, this tick box indicates whether it will be displayed in WhatPub. It should only be ticked for remote rural pubs that are hard to find.
Lat and Long	The latitude and longitude for a pub must be given. To check that the coordinates given are correct, click the Locate button next to them. This will display a map with a flag showing at the location. If this is nowhere near the pub then it is wrong. If the pub's entry is being edited, the flag can be moved to the right place and clicking OK will amend the coordinates. If you do not know the coordinates, leave them blank and click the Locate button. The flag will be positioned at the centre of the Postcode, which is hopefully near the pub. Now move the flag to the right place and click OK to set the coordinates. When using the map, zoom in on its location and switch to satellite mode to pinpoint the building precisely.
Directions	This is a short description as to how to find the pub if it difficult to locate.

Opening times	The times the pub is definitely open. The times can be described in a number of ways, which are described below (section 7.8). You can type text into the edit box and amend it, or you can click the Pick button to get a dialog that let's you choose fairly standard times from a set of drop down boxes. An easy way to enter some complicated times is to pick the basic cases and then edit the text to amend it.
Food times	The times the pub serves food. This is set and changed in the same way as opening times.
Premises phone	If the pub has a phone number enter it here. If the pub does not have a phone number click the "none" radio button. Leaving the phone number blank means "don't know" and means the pub entry is incomplete. The phone number must be correctly formatted and have a valid STD code. The format is adjusted on Save. Note that mobile phone numbers do not include brackets.
Premises website	Enter the full URL (web address) of the pub's website, if it has one. This means including any "http" or "https". To check that the page can be opened, click the Open button and the page should open in a new tab or window.
Premises email	This is the email address of the pub if it has one. Note that it is not the email address of the publican.
Premises email – publish	Tick this box if the pub has a phone number and has granted us permission to reveal it to the public. Without the tick the phone number is stored but assumed to only be usable on CAMRA business.
Premises Facebook	Enter here the name of the pub's Facebook identity. Do not enter the URL (web address) of the pub's Facebook web page. The name is the last bit of the URL.
Premises Twitter	Enter here the id of the pub's Twitter account. Do not enter the URL (web address) of the Twitter web page that displays the id's account.

Premises type	Choose the whether the entry is a pub or some other kind of licensed premises. The types are as follows: Pub = open to the public without conditions Club = only open to club members Off Licence = only serves alcohol that is consumed off the premises Hotel = only serves alcohol to residences Restaurant = only serves alcohol to diners Other = things like theatres and racetracks that only open to people attending performances or events Note that a "hotel" whose bar is open to the public is classified as a pub.
Premises type comment	Use this to enter any short piece of text that describes the premises type "conditions" in more detail – not really used for pubs.
Surveyor	The name of the branch member who last surveyed the pub.
Surveyor – Date	The date of the last survey.
GBG Editions	A list of the years the pub has been in the Good Beer Guide. Clicking on the list displays a set of tick boxes for each of the years. During the GBG surveying season the "next" edition can be selected.
GBG Editions – Reserve	During the GBG surveying season this indicates that the pub is a reserve candidate and what priority it has.
Licensee	The name of the licensee if known.
Licensee – type	The relationship of the pub's landlord with to the pub's owner.
Licensee – Tie	What kind of loan tie agreement the landlord has with the owner.
Owning company	If the pub belongs to a large pub company, this records the pub company's name. Choose –other– if the company's name is not on the list and enter the name in the Other Owner box.
Other owner	The name of the pub's owner if a pub company that is not on the list owns it.
Operator	The name of the company that operates the pub if this is different to the company that owns it.
Local Authority	The name of the local authority whose are covers the pub's location.
Listed status	The statutory listing status of the pub, if any.
Legal protection	A short description of any kind of legal protection other than listed building that applies.
ACV	Tick this box if the pub is formally an Asset of Community Value.
Comment	This is a free text comment that the branch can use for any purpose. It is not sent to WhatPub.
Premises status	The status of the pub – whether it is open, closed etc.

Premises status – change date	The date the pub's status last changed. This can be blank if the pub has been around for a long time with no change.
Premises status – closure date	For pub's that are not open, the date the pub closed.
Premises status – comment	A short comment on the pub's status.
Real Ale served	Tick this box if Real Ale is served. If any regular beers are listed or changing beers are noted, this box is automatically ticked on Save. The box needs to be explicitly ticked if the branch knows the pub serves Real Ale but know absolutely no details.
Cask Marque	This tick box is currently redundant. The Cask Marque status shown in WhatPub is maintained centrally, so the value of the tick box is ignored. In a future version this tick box will not be editable but will show the pub's Cask Marque status.
LocAle scheme (tick box)	Tick this box if the pub is part of the branch's LocAle scheme.
LocAle scheme (text box)	A short comment on the pub's LocAle status.
Regular beer	For each beer that is regularly served at the bar, its details are recorded. This list should not include beers that are served only at certain times such as weekends. It is ok if a regular beer runs out occasionally before the night is out.
Regular beer - Brewery/Brand	The name of the brand under which the beer is marketed. This is usually the brewery name with smaller breweries but is often the name of a defunct brewery. This means the name on the pumpclip, regardless of which brewery actually produces the beer. The brand name given must be listed in the Brewery Information System. If the brewery is new, contact your liaison officer to get the brewery listed.
Regular beer - Beer	The name of the beer, as it appears on the pumpclip. Where a pubs regularly serves a beer of a particular brand, but the exact beer changes, choose the special value –varies—. If the pub regularly seves a brewery's seasonal beer, choose –seasonal—. The beer name must be listed in the Brewery Information System. If it is not then contact your liaison officer to get it listed. Meanwhile choose the value –other—. A beer can have no name (Draught Bass is the only current example) because it is a brand in its own right. In such cases put the brand name in the "brewery/brand" box and leave the beer name blank.

Regular beer - House name	Some pubs serve a beer under a house name. Where the beer's real identity is known, give this in the brand/beer name boxes and put the name used in the pub in the house name box. If the brewery/brand is known but the beer name is not, select –other— for the beer name. If the origins of the house beer are unknown it cannot be listed.
Regular beer - Dispense	You must indicate how each of the regular beers is dispensed. Press the push buttons for each that applies. The codes are as follows: H = handpump G = gravity, straight from the cask P = electric or gas powered pump A = air pressure B = Real Ale in a Bottle
Regular beer - Comment	Any short comment about the way the regular beer is presented.
Changing beers (drop down)	The number of changing beers that are regularly offered at the bar.
Changing beers - source	Whether the changing beers are usually from national, regional or local breweries.
Changing beers - dispense	The methods of dispense used for the changing beers.
Changing beers - comment	A short comment about the way the changing beers are presented or where they are from.
e.g. 1/2/3 Changing beers	Where a pub often serves a particular beer, but it is not always available, it can be listed as a Typical Change Beer. Up to three can be given.
Changing beers - Brewery/brand	The changing beer's brand, which must be taken from the BIS list.
Changing beers - Beer	The changing beer's name, or one of the special seasonal/varies/other values.
Rare Changing Beer Styles	This records whether the pub regularly serves a rare beer style. Click on the box and a list of tick boxes is displayed. Tick those that apply.
Rare Changing Beer Styles - comment	A short comment about the rare changing beers that are served.
Simple facilities – Real fire … Simple facilities – Dog Friendly	Each simple facility has a tick box. This should be ticked if the pub has the facility and left unticked if the pub does not have the facility or it is not known whether it does. Most facilities have a box for a short comment.
Station (text box)	The name of the nearest station, if one is closer than 1.5km. This must be the "official" full name of the station. Click the Check Transport button to get details of the nearest station as the crow flies.
Station (adjacent radio button)	Select this if the pub is so close to the station that there's no point in stating the distance.

Station (metres text box)	Enter the distance to the pub from the station, in metres, if it is not adjacent.
Metro (text box)	The name of the nearest metro stop, if one is closer than 1.5km. This must be the "official" full name of the stop. Click the Check Transport button to get details of the nearest stop as the crow flies.
Metro (adjacent radio button)	Select this if the pub is so close to the metro stop that there's no point in stating the distance.
Metro (metres text box)	Enter the distance to the pub from the metro stop, in metres, if it is not adjacent.
Underground (text box)	The name of the nearest TfL station, if one is closer than 1.5km. This covers Underground, Overground and DLR, but not TramLink. This must be the "official" full name of the station. Click the Check Transport button to get details of the nearest station as the crow flies.
Underground (adjacent radio button)	Select this if the pub is so close to the TfL station that there's no point in stating the distance.
Underground (metres text box)	Enter the distance to the pub from the TfL station, in metres, if it is not adjacent.
Bus stop nearby (tick box)	Whether the pub is near some bus routes.
Bus stop nearby (distance text box)	If known or not adjacent, the distance to the nearest bus stop in metres.
Bus stop nearby (routes text box)	An optional list of bus routes with stops near the pub. Click on the box and a dialog will appear that allows you to enter new routes and amend existing ones. Note that each route must be listed separately. For each route, the company operating it and the route name/number can be given, along with a comment relating to that route. In addition to the route comments, an overall comment can be given.
Historic Interest	If the pub has any historical connections, they can be described here.
Main Description / GBG Description	The "Main" and "GBG" radio buttons select whether the pubs main description or its GBG specific description are displayed in the description text box. With the appropriate radio button selected, the description is shown and can be edited. GBG descriptions need only be supplied for GBG candidates, and then are only needed when the GBG description differs from the main description that appears in WhatPub.
Newsletter	A short comment that the branch can use to help with newsletter distribution. It is not sent to WhatPub.
Price Survey	Whether this pub is part of the branch's prices survey set. If ticked, the pub appears on the prices survey list which is shown on the Prices Survey tab.

Recommend…	The Recommendation boxes are used to indicate that the pub is a candidate for one of CAMRA's specialist guide publications.
Price Guide	The price of the cheapest bitter can be entered here as a price guide for local campaigning purposes. It is not sent to WhatPub.

7.8   Opening Times and Meal Times

The opening times and meal times are expressed in the same way.

The times can be specified using the condensed format used in the Good Beer Guide. This uses a twelve-hour clock and abbreviates the times by not including am/pm where this is obvious from the context. Also, where the opening times for some days differ from the norm in a small way, the difference is shown in brackets.

The times can be specified using a twelve-hour clock in a verbose format where the times are given using am and pm. The times for each day must be given, in order, though adjacent days having the same opening hours can be combined. The day/days can be specified before or after the times.

The phrase "closed" can be used where a pub is closed and the phrase "no service" where it does not serve food on a particular day.

The phrase "or later" can be added after the evening session closing time if the pub keeps open later should the demand be there.

Seasonal opening hours can be described. For each month range or season the times for every day must be given.

The times can also be specified in a similar way using the twenty-four hour clock. The 12 hour clock is distinguished by using a dot (period) to separate the hours and minutes, while the 24 hour clock uses a colon. The word "midnight" is used rather than 12/24.

For pubs where the opening times are simply, clicking on the Pick button will display a dialog that allows the opening and closing times for each day to be picked from a list. Only the more usual times are included on the drop-downs. If the times required are not in the list you can choose the closest and then edit the hours in the text box after you click OK. If you want to enter complicated seasonal hours, you can use the picker for one season and then edit the text to add the others.

The verbose opening hours format works in terms of sessions. Each session has a start time and an end time, but the end time can be marked as being flexible by adding "or later". The start and end time is specified in 12 or 24 hour clock format.
The 12 hour clock specifies the hour in the range 1 to 12 and qualifies them by am or pm as necessary. Midday is written as "noon" and midnight as "midnight" to avoid any confusion with the meaning of "12". The minutes are not given on the hour, but otherwise are given as two digits following a dot.
- 11   - either 11am or 11pm depending on the context
- 7am   - 7 in the morning
- 10.30   - half past ten, either am or pm depending on the context

The 24 hour clock specifies the hours and minutes as two digits in the range 00 to 59 separated by a colon. In addition, 24:00 is permitted to mean midnight for closing times.
- 11:00   - 11 in the morning
- 07:00   - 7 in the morning
- 10:30   - half past ten

A session is given as an opening time and a closing time, separated by a hyphen. Where a pub might stay open beyond its "guaranteed" closing time, add "or later" after the closing time.

    11-11
    11:00-23:00
    11-11 or later

There can be any number of sessions in a day. No sessions means the pub is closed or there is no service that day. Where there is more than one session[2], these are separated using a comma.

    11-2,5-10.30   - the historically traditional two-session day

The opening times for a week are given by specifying the sessions for each day. Days are identified by a three letter code: Mon, Tue, Wed, Thu, Fri, Sat, Sun. Where there are no sessions for a day, this is written as either "closed" or "no service" followed by the day's three-letter code. Where there are sessions for a day, these are listed separated by commas followed by the day's three-letter code.

    11-11 Sat   - opens between 11am and 11pm on Saturdays
    11-2,5-11 Fri   - opens for two sessions on Fridays: 11-2 and 5-11
    closed Mon   - closed on Mondays

Where the opening hours differ on special days, these can be added as a variation. The variation is a complete list of sessions, followed by a variation phrase, added in brackets after the day code. The variation phrases are: BH (for Bank Holidays), "race days", "match days" and "event days"[3].

    7-11 (11-11 BH)   - normally opens 7-11 but opens at 11 Bank Holidays
    closed (11-8 race days)   - normally closed, but opens 11-8 on race days

The sessions for each day must be specified in the order given for these codes and sessions must be specified for each day, separated by semi-colons.

    11-11 Mon; 10-11 Tue; …

However, where consecutive days have exactly the same sessions, these are combined into one and displayed as the session times followed by a day range – the first and last day codes separated by a hyphen.

    closed Mon; 11-11 Tue-Fri; 11-10 Sun

By default opening times apply all year round, but it is possible to specify different times for certain months or seasons. The times for every month or every season must be specified (months and seasons cannot be mixed) and they must be given in order. However, default opening times can be given and augmented by different times for certain months/seasons.

Months are identified using a three letter code: 'Jan', 'Feb', 'Mar', 'Easter', 'Apr', 'May', 'Jun', 'Jul', 'Aug', 'Sep', 'Oct', 'Nov', 'Dec'. Note the special pseudo-month Easter is included here. Seasons are identified as 'Spring', 'Summer', 'Autumn', 'Winter'.

The opening times for a month or season are specified using a prefix of the code of the month or season. Where consecutive months/seasons have the same opening times, these can be combined into a range using two codes separated with a hyphen.

    Summer 11-11   - the summer times are 11-11
    Feb-Apr 11-10   - February, March and April times are 11-10
    Easter-Sep 11-11   - times are 11-11 from Easter to September

Where the times vary by month or season throughout the year, any default times are given first followed by the times for each month or season prefixed by the month code or season name, each separated by a semi-colon. The months/seasons must be given in order.

    11-11; Winter 11-10   - pub closes early in Winter
    11-11; Jan closed   - pub is closed in January

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[2] Maximum of 2 sessions at present

[3] Only BH at present

Jan closed; Feb-Dec 11-11   - pub is closed in January

7.9   Creating a New Pub Entry

If a pub does not have any entry in the database, one can be created using the Pub Data tab's initial display. Instead of searching for a pub, enter the pub's county and branch (if they are not already filled in) and click Create.
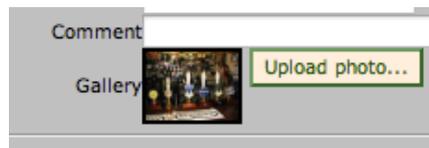

Clicking Create adds a draft entry for a new pub to the database and displays an empty entry form ready for you to fill in. The database automatically assigns a new unique number to the pub.

Once the details have been entered, the draft can be make current by clicking Commit Draft, just as if a existing pub's entry has been updated.

7.10 Photographs

A number of photographs can be added to each pub entry. A small thumbnail of each photo associated with the pub is shown on the pub's details form.

To add a photo, click on the Upload Photo button to select the photo file, add a caption and choose some keywords that describe the photo's subject.

When you click Upload Photo a dialog is displayed that lets you choose a photo file on your local computer and enter a description. Files may only be uploaded if CAMRA has permission to use them from the owner. You must assume that photos you or others download from the Internet, even from the pub's own website, cannot be used and you must not upload them – unless you have explicit permission from the pub landlord.

Enter the name of the photo's owner into the Owner box. This is usually the person who took the photograph, but ownership rights might be transferred to someone who commissioned the work.

If the photo's content is not obvious, it can be described in the Caption box.

Select whatever keywords best describe the photo. If Key Image is ticked then the photo is one that might be chosen for the pub's main display in WhatPub. If more than one photo is set as a Key Image, one is used at random. If no photos have Key Image set, then one will be chosen at random. There meaning of the other keywords is reflected in their name.

The Rights drop down indicates what rights to use the photo have been granted by the owner. 'Free' means the owner is happy for the photo to be used for any purpose. 'Copyright' means the owner has allowed CAMRA to use it for WhatPub and similar purposes, but people viewing the photo in that context cannot use it for other purposes. 'Copyleft' means the photo can be used for in other works as long as those works are made freely available under the

same condition. If you have permission to use someone else's photo on WhatPub and are in any doubt as to what the conditions are set this to Copyright.

Clicking on one of the thumbnails shows the photo and its description. The photo can be cropped and the description altered.

To crop the photo, click and drag the handles on each edge. Also, click and drag the small square that shows the focus of interest to reposition it. If the image is resized for display in an online pub guide, this point is kept at the centre.

You can also delete a photo from here.

7.11 Deleting an Entry

Committed entries should not normally be deleted, though if a draft has been created and is no longer required this can be deleted by clicking the Delete Entry button.

Ordinarily "deleted" entries are hidden, but they can be made visible by checking the Show Deleted Entries checkbox on the advanced options of the search criteria. The search results will include any pubs whose entries have been deleted, and for other entries all previous versions are accessible when their entries are edited.

To recover a deleted entry, check the "Advanced Options" box, and then the "Show Deleted Entries" box. Press "Find" having filled in any relevant criteria (Town etc.). The pub you wish to recover will show as "Deleted". Select this, and from the version drop down, choose the previous version, then press "Edit entry". Amend the entry as required, then press "Commit draft".

7.12 Coping with Crashes

Sometimes Pubzilla goes wrong. This may manifest itself by buttons not becoming enabled or disabled when they should, or by it displaying "contacting server…." endlessly. To recover from such a state, refresh the browser page – this will take you back to the search page and unfortunately will discard any edits that have been made and not saved.

The problem should be reported to the support team, giving as many details as possible, especially if it persists. You may be asked to extract additional debugging information from your browser to help resolve the problem.

7.13 Printing

To print the full details of a single pub entry, search for the pub and view its entry. Then use the browser's print menu to print the page, but first set the page format to be Landscape. Where necessary, use the scale option to ensure the form fits on the page.

To print survey forms for a number of entries, search for the entries and select the PDF Listing format from the Drop Down menu, then click the Download button. The resulting PDF document can be printed (single sided), giving each pub's details on a separate page ready for a pub survey trip.

7.14 Managing Collections

Most users will only ever work in the one collection belonging to their branch and need do nothing special with collections. However those users who are able to work with multiple collections must select the collection they wish to work in at any time. Do this using the My Account tab, where a drop-down list of accessible collections is shown.

The Pub Data tab shows the name of the currently selected collection above the search criteria boxes.

7.15 Additional Managers

Branch committee members are always able to view and edit the branch's pub data records. They can also allow other members to view and edit the data by adding their membership number to the Additional Managers list. This is found on the My Account tab.

Note that Additional Managers are not able to add other members to the Additional Managers list.

7.16 Export to WhatPub

Once data has been changed in Pubzilla, the updates need to be sent to WhatPub. This is done manually by visiting the Export tab and clicking the Export button. Any committed updates and deletions are then sent to WhatPub.

Note that uncommitted changes to draft entries are not copied.

7.17 Export to CSV File

If a branch needs to process its pub data in an application such as a spreadsheet, it can download the data in CSV format by clicking the Download CSV button on the Export tab. The values of those fields that contain structured data are converted into a readable format.

7.18 Good Beer Guide Submissions

Pubzilla is used to manage a branch's Good Beer Guide submissions. The process is as follows:

1. Survey pubs and update their details, setting the relevant year in the GBG Editions field.
2. Export changes to WhatPub.
3. Click on the GBG tab. This displays a list of the GBG candidates for the branch that are in WhatPub. The list gives the state of each entry – showing whether it complies with GBG standards, if it has yet to be sent to the GBG system and if so whether it has been signed off to the AO or RD.
4. Once the candidates are formatted appropriately they can be uploaded to the GBG system by clicking the Upload button. Having done that a PDF proof of the branch's

pubs can be created by clicking the Download Proof button. This can be checked to ensure that all the details are lodged correctly.

5. After all the candidates have been submitted and checked, they can be signed off to the AO/RD ready for their final scrutiny and approval. Do this by clicking the Submit button.

The GBG list also shows the allocation of pubs in the GBG for the counties spanned by the branch, indicating how many pubs have reached the GBG system for these counties. This can be used to cross-check that all of a branch's candidates are in the system.

The list of candidates is constructed when the GBG tab is selected. However if someone else changes the status of a GBG candidate this list becomes stale. Clicking the Refresh button can refresh it.