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BHL-Europe

BHL-Europe Use Case Documentation for the German Prototype

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[1] OJ L 79, 24.3.2005, p. 1.

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1 Document History

This chapter describes the document's creation events and contributors.

1.1 Contributors

This document is based on the meetings of the technical team in Leiden, Graz and Berlin with the following members contributing to this document.

Person	Partner
Johannes Edelsbrunner, Walter Koch, Gerda Koch, Bernd Sproger	AIT

1.2 Revision History

Revision Date	Author	Version	Change Reference & Summary
2010-11-10	AIT	1.0	Draft
2010-11-18	AIT	1.1	Draft
2010-11-22	AIT	1.2	Final

1.3 Reviewers and Approvals

This document requires the following reviews and approvals.

Name	Date	Version
Henning Scholz Adrian Smales Jana Hoffmann, BHL-Europe consortium	15 November 2010	1.0
Henning Scholz, Jana Hoffmann	21 November 2010	1.1
Henning Scholz, Adrian Smales	22 November 2010	1.2

1.4 Distribution

This document has been distributed to.

Group	Date of issue	Version
BHL-Europe Wiki, BHL-Europe Tech Group	2010-11-10	1.0
BHL-Europe Wiki	2010-11-18	1.1
BHL-Europe Wiki	2010-11-22	1.2

2 Overview

The purpose of the BHL-Europe project is to establish a metadata platform for the discovery and diffusion of biodiversity heritage literature. The project addresses problems of interactivity between different systems, which are mainly caused by varying methods of metadata description. Existing software tools are used to map fields from each database onto a project-defined standard format.

The BHL-Europe German prototype will provide a single user interface (via Web Site) allowing users to access biodiversity heritage literature of the BHL-Europe.

The BHL-Europe German prototype provides an OAI data provider for Europeana which contains metadata from the BHL-Europe partner archives. All BHL-Europe metadata is exposed to be harvested by the Europeana-harvester and copied onto the central Europeana-System. The data is also integrated into the German prototype system (indexing, searching, browsing). By this means BHL-Europe metadata (coming from all partner catalogues) can be searched simultaneously together.

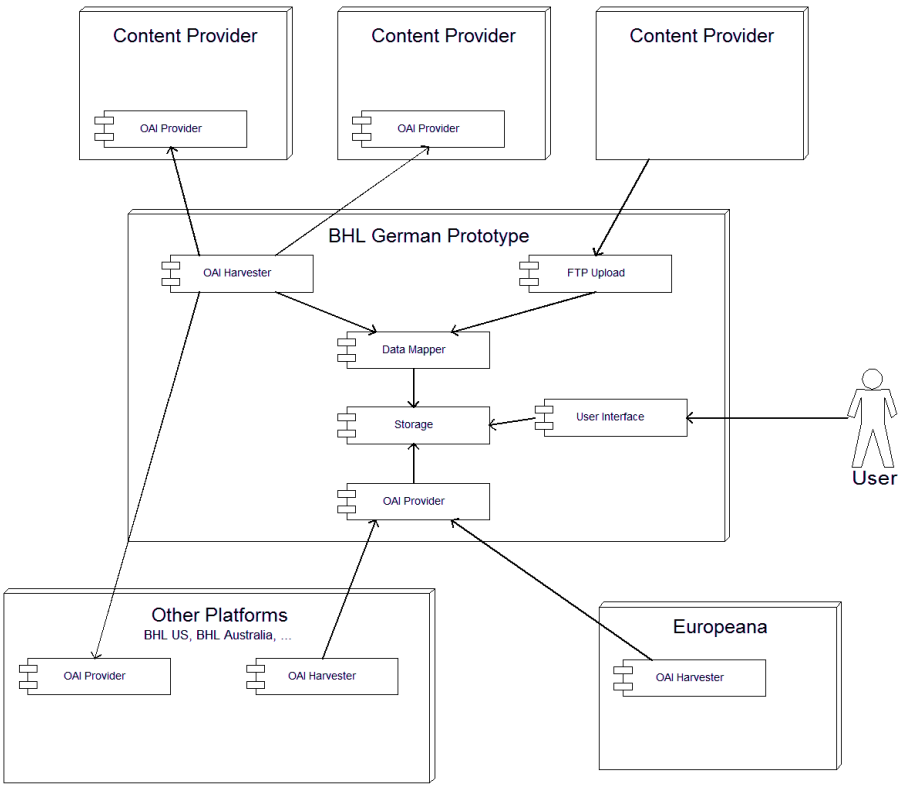


Figure 1: BHL-Europe Overview

3 Introduction

3.1 Purpose

The envisaged technical BHL-Europe system must be simple to use, quick and flexible, in order to become the preferred contact instrument among the various partners of a network offering access to a virtual European biodiversity library.

The assumption is that many partners within the network already disposes of an own system for archiving, management (=local database system). Hence the principal need is to create the appropriate infrastructure for facilitating connectivity between the various partners.

Therefore it is important to create a common search access point where the information, documents and offers of the partners would come together.

Nevertheless BHL-Europe is also planning to tailor its services (eg. storage services) to the needs of those archives that do not possess an own online system but nevertheless want to join BHL-Europe.

The German prototype is based on the data from the consortium partners who have large amounts of German language content available now. The release of the German prototype is planned after project month 18.

Portal languages anticipated by the end of the project are Czech, Danish, Dutch, English, French, German, Hungarian, Italian, Polish, Portuguese, Spanish, and Swedish. The BHL-Europe German prototype implements the required components to enable multilingual content.

3.2 Scope

This document aims to describe the use cases for the German prototype.

It is divided into two main parts:

Part A: General Use Cases

- Use Case Description for Security Use Case,
- Descriptions for Search & Retrieval,

- Use Case Description for User Services,
- Use Case Description for Data Exchange

Part B: Administration Area Use Cases

- Use Case Description for Collection Administration
- Use Case Description for User Administration
- Use Case Description for Dictionary Administration
- Use Case Description for Portal Language Administration
- Use Case Description for Data Import
- Use Case Description for Thesaurus Administration
- Use Case Description for List Browse Administration

This document does by intention NOT follow the traditional UML Use Case description approach, but additionally includes quite detailed references to the User Interface in the description of the various steps of the interaction with the system.

4 The BHL-Europe Vision (German prototype)

The BHL-Europe prototype system shall provide different search modalities but first of all it should offer a simple user interface that allows users to find digitized biodiversity heritage literature from all BHL-Europe partners, without requiring any specialized knowledge of source systems, and without going to different locations.

The BHL-Europe German prototype implements core features (as derived from the Description of Work) such as search and retrieval of biodiversity information and multilingual thesauri. The submission and dissemination of biodiversity information packages is managed via OAI-compliant modules (i.e. OAI harvesters and providers). A multilingual community portal will be developed until the end of summer 2011. The components of the German prototype will be integrated into this community portal and the development will focus on other core features such as Taxonomic Intelligence Tools, OCR and the Content Viewer.

Users shall access the German prototype using a standard Web browser. Users should locate the objects by browsing and searching in different fields. Ideally, also several different controlled vocabularies (tree structures, lookup lists) should be available. A user could then find objects by drilling down any of these lists or trees. If a user clicked on a specific tree (list) item the term would be automatically added as a search term.

Users would also be able to search for objects either by objects characteristics (such as title, author, type) or through full-text search (that is, searching for the existence of a specific text string anywhere within the object metadata).

New metadata would be harvested automatically in pre-defined intervals as soon as they are provided by the content partners OAI provider.

The German prototype would include (harvest) metadata from any different automated systems (providers) and provide powerful search capabilities for searching this diverse data.

What the German prototype will NOT do:

The German prototype will not store the original objects (with all their administrative information) and the original scan files.

Where it is available and legally possible the metadata will include also thumbnails in low quality in the German prototype, in order to provide a “preview” of the object. The metadata will also carry a link that will lead the user to the original object at the partner’s web site or portal.

5 User Requirements

5.1 General Functionalities

5.1.1 Security

The access to the Administration Area of the German prototype is done via an authentication procedure (log-in and password).

The authentication process is used to determine which add-on services and object information a user has access to.

Browsing, searching and displaying results/details does not require a login.

5.1.2 Updating

The metadata is harvested automatically from their source systems (data providers at BHL-Europe partner's side) to the German prototype .

5.1.3 Search via metadata elements

The objects and the collections are catalogued by a number of metadata elements, enabling users to search by one or more of these elements. The metadata elements for the BHL-Europe German prototype may be found in ANNEX 1 and 2 of this document.

5.1.4 Full-text search

Users are able to locate objects by searching for text strings across all metadata fields.

5.1.5 Controlled vocabularies and Look-up Lists

Controlled vocabularies for selected fields (eg. Language, Place, Subject, Format, Type) and look-up lists (e.g. Title, Creator) help the users to easily browse and search for objects.

5.1.6 Personalized views

Users are able to customize their interface. Users are also able to access their most recently opened objects, and to save objects to their own "favorites" folder.

Users may subscribe to certain newsletters or to RSS news feeds.

6 BHL-Europe Components

The BHL-Europe portal consists of components, enabling access to following system functions:

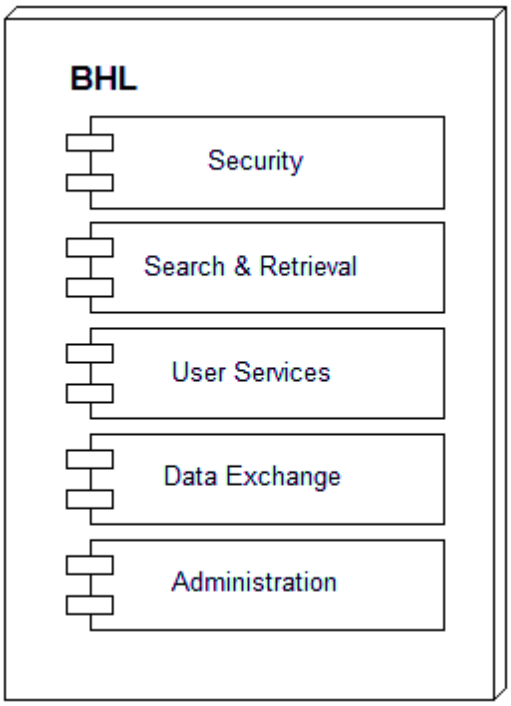


Figure 2: BHL-Europe Portal

- **Security**
  The Security features of BHL-Europe

- **Search & Retrieval**
  Functionality for finding and viewing the desired objects

- **User Services**
  Services for managing searches and objects

- **Data Exchange**
  Mechanisms that provide the data in- and output

- **Administration Area**
  Configuration component in the system

6.1 Security

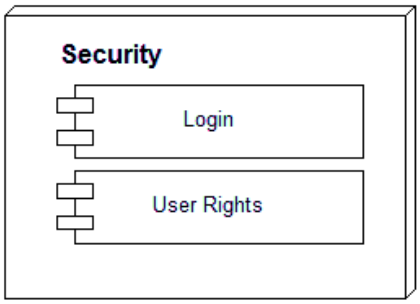


Figure 3: Security

6.1.1 Login

Standard login feature for user authentication.

6.1.2 User Rights

Various user groups do have different rights for access to the BHL-Europe portal (see section 5: User Group Overview).

6.2 Search & Retrieval

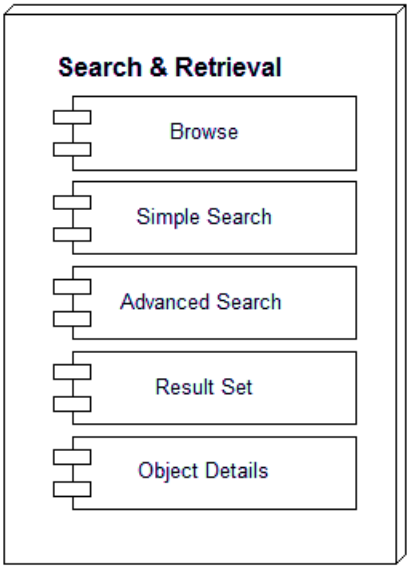


Figure 4: Search & Retrieval

6.2.1 Browse

This component enables the BHL-Europe user to browse through the content of all BHL-Europe partners in order to identify relevant objects and collections.

6.2.2 Simple Search

Via Simple Search the BHL-Europe user can formulate a query and search all or specific metadata fields.

6.2.3 Advanced Search

Advanced Search enables the user to combine search terms and to select different metadata fields to search in. A multilingual search can be performed, where search terms get translated into other languages. Additionally thesauri and lookup lists for metadata fields help the user refining the search.

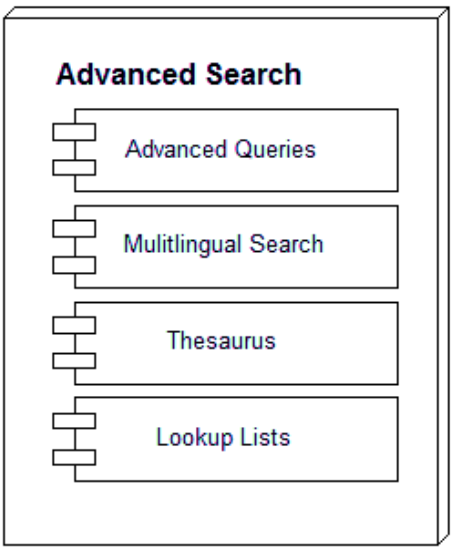


Figure 5: Advanced Search

6.2.4 Result Set

The result set presents hits of BHL-Europe partners according to the user's query. It displays basic data of objects or collections matching the search criterions. Within the result set the user has the possibility to perform various operations.

6.2.5 Object Details

To get detailed information about hits within the result set the BHL-Europe user can view available metadata to each hit.

6.3 User Services

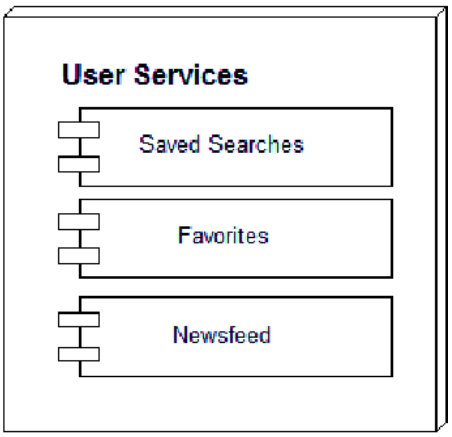


Figure 6: User Services

6.3.1 Saved Searches

The user can save his search queries for later use.

6.3.2 Favorites

A favorite folder allows the user to store interesting object and quickly access them later.

6.3.3 News Feed

Via news feed the user can save search queries locally on his browser/computer. Every time the news feed is requested the search query is executed and the user gets a new result list.

6.4 Data Exchange

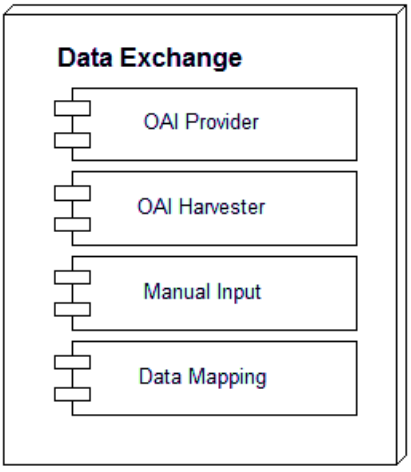


Figure 7: Data Exchange

6.4.1 OAI Provider

BHL-Europe uses the OAI framework to carry out automated data exchange. The OAI Provider offers an interface where an OAI Harvester can retrieve data in a standardized format from the provider. BHL-Europe implements the OAI Provider component so that other platforms like Europeana can use its data.

6.4.2 OAI Harvester

The OAI Harvester fetches data from content providers and other BHL-Europe sub nodes in predefined intervals.

6.4.3 Manual Input

In addition to the automated OAI mechanisms, data can also be manually imported to the system. A common way is the upload via ftp.

6.4.4 Data Mapping

All imported data needs to fulfill the BHL-Europe metadata schema. In general this is not the case when the data comes from BHL-Europe partners. Therefore it needs to be mapped to the BHL-Europe metadata schema. Mappers for common metadata formats exist, and individual mappers can be created.

6.5 Administration Area

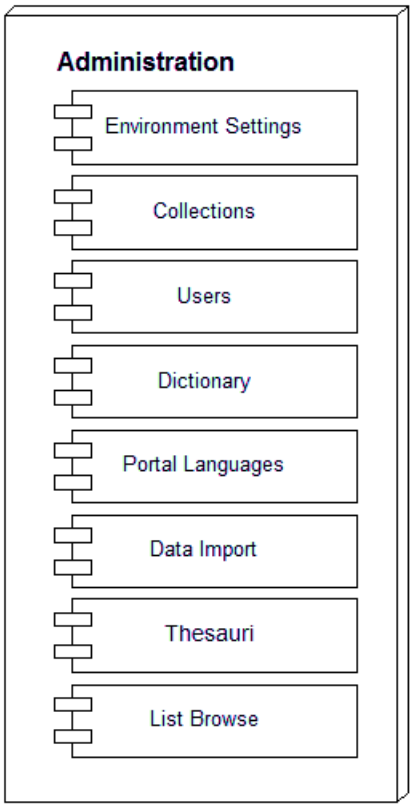


Figure 8: Administration Area

6.5.1 Environment Administration

BHL-Europe System settings and server configurations can be set by the BHL-Europe Administration Users here.

6.5.2 Collection Administration

This component enables the BHL-Europe Administration User to add, update and delete collections or archives.

6.5.3 Users Administration

Users and user groups have to be managed very carefully in order to guarantee a secure and consistent system. The User Administration component enables the BHL-Europe Administration Users to administrate users and user group profiles.

6.5.4 Dictionary Administration

The BHL-Europe portal will provide content in different languages and therefore translation of many expressions will be necessary in order to execute multilingual searches. The

Dictionary Administration component enables BHL-Europe Administration Users to administrate the dictionary and the covered vocabulary.

6.5.5 Portal Languages Administration

The BHL-Europe portal interface, search access and selected central vocabularies will be available in Czech, Danish, Dutch, English, French, German, Hungarian, Italian, Polish, Portuguese, Spanish, and Swedish. Therefore, the BHL-Europe back end enables the Administration User to manage portal languages.

6.5.6 Data Import

This component enables the BHL-Europe Administration User to import data from his local system to the BHL-Europe portal.

6.5.7 Thesauri Administration

To help the users to easily browse and search for objects controlled vocabularies for selected fields will be provided. The Thesaurus Administration Tool enables the BHL-Europe Administration User to manage the thesauri.

6.5.8 List Browse Administration

This component enables the BHL-Europe Administration User to add criterions to the Browse list.

7 User Group Overview

Name	Description
Dictionary Administrator	User that is allowed to make changes in the dictionary
Partner	Partner/ user that has the right to edit collections and user profiles and use the dictionary, the portal languages and the data import tool
Public	User that is not logged in to the system.
Administrator	System administrator
Registered	User with own profile. Registered users are allowed to search, display and edit their own data. (Use advanced search result handling features)
Translator	People who are allowed to change language specific information.

8 Use Case Overview

8.1 Security Issues

1. Security Issues			Actors	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 1.1	LOGIN	This Use Case details the process of logging into the BHL-Europe's German prototype to access user specific settings and privileges	Registered	BHL-Europe Security System
UC 1.2	REGISTER	This Use Case details how the BHL-Europe user can register in order to access user specific settings and privileges	Public/ Registered	BHL-Europe Security System

8.2 Search & Retrieval

2. Search & Retrieval			Actors	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 2.1	BROWSE	This use case details the browsing procedure of the BHL-Europe German prototype to retrieve a result list of objects from the various BHL-Europe partner archives according to browse input.	Public	BHL-Europe Search & Retrieval System
UC 2.2	SIMPLE SEARCH	This use case details the searching via simple search of the BHL-Europe German prototype to retrieve a result list of objects from the various BHL-Europe partner archives according to the simple search input.	Public	BHL-Europe Search & Retrieval System

UC 2.3	ADVANCED SEARCH	This use case details the searching via advanced search of the BHL-Europe German prototype to retrieve a result list of objects from the various BHL-Europe partner archives according to the advanced search input.	Public	BHL-Europe Search & Retrieval System
UC 2.3.1	LOOK-UP LIST	This use case details how the user can search with the assistance of a look-up list	Public	BHL-Europe Search & Retrieval System
UC 2.3.2	CONTROLLED VOCABULARY	This use case details how the user can add descriptors to a search	Public	BHL-Europe Search & Retrieval System BHL-Europe Thesaurus Tool
UC 2.3.3	MULTILINGUAL WORDLIST	This use case details how the user can search with the assistance of the dictionary (multilingual wordlist)	Public	BHL-Europe Search & Retrieval System BHL-Europe Administration Area
UC 2.4	RESULT SET	This use case details the presentation/modification of the result set according to the browse/search input.	Public	BHL-Europe Search & Retrieval System
UC 2.5	VIEW OBJECT DETAILS	This use case details how the user can view details of an object or a collection	Public	BHL-Europe Search & Retrieval System

8.3 User Services

12. User Services			**Actors**	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 12.1	SEARCH HISTORY	This use case details how the user can handle search parameters and results in the search history	Public	BHL-Europe User Services System
UC 12.2	FAVORITES FOLDER	This use case details how the user can handle objects in the Favorites Folder	Registered	BHL-Europe User Services System
UC 12.4	NEWS FEED	This use case details how the user can subscribe to a news feed.	Registered	BHL-Europe User Services System
UC 12.5	EDIT USER SETTINGS	This use case details how the user can configure his settings and customize the user interface as he wishes.	Registered	BHL-Europe User Services System

8.4 Data Exchange

13. Data Exchange			**Actors**	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 13.1	DATA MAPPING	This use case details how data mappers can be created.	Partner	BHL-Europe Data Mapping System

For information about data import and OAI Providers see UC 7.1 and UC 7.2.

8.5 Administration Area

3. Collection Administration			Actors	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 3.3	ADD/UPDATE COLLECTION	This use case details how the user can add or update a collection.	Administrator / Partner	BHL-Europe Administration Area
UC 3.4	DELETE COLLECTION	This use case details how the user can delete a collection.	Administrator / Partner	BHL-Europe Administration Area

4. User Administration			Actors	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 4.1	ADD/UPDATE USER	This use case details how the user can add or update a user.	Administrator	BHL-Europe Administration Area
UC 4.2	DELETE USER	This use case details how the user can delete a user.	Administrator	BHL-Europe Administration Area
UC 4.3	ADD/UPDATE GROUP	This use case details how the user can add or update a group.	Administrator	BHL-Europe Administration Area
UC 4.4	DELETE GROUP	This use case details how the user can delete a user group.	Administrator	BHL-Europe Administration Area
UC 4.5	EDIT PROFILE	This use case details how the user can edit his profile.	Registered	BHL-Europe Administration Area

5. Dictionary Administration	Actors

UC Identifier	Use Case	Description	Human Actors	System Actors
UC 5.1	EDIT LANGUAGES	This use case details how the user can activate or deactivate languages in the dictionary.	Dictionary Administrator	BHL-Europe Administration Area
UC 5.2	TRANSLATE WORD	This use case details how the user can translate single words of the dictionary into several languages.	Dictionary Administrator	BHL-Europe Administration Area
UC 5.3	TRANLATE WORDS OF ONE LANGUAGE	This use case details how the user can translate all words of one language in the dictionary	Dictionary Administrator	BHL-Europe Administration Area
UC 5.4	ADD WORD	This use case details how the user can add a word/words to the dictionary	Dictionary Administrator	BHL-Europe Administration Area
UC 5.5	DELETE WORD	This use case details how the user can delete a word/words from the dictionary.	Dictionary Administrator	BHL-Europe Administration Area
UC 5.6	EXPORT WORD	This use case details how the user can export words from the dictionary.	Dictionary Administrator	BHL-Europe Administration Area
UC 5.7	IMPORT WORD	This use case details how the user can import words to the dictionary.	Dictionary Administrator	BHL-Europe Administration Area

6. Portal Language Administration			Actors	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 6.1	ADD A PORTAL LANGUAGE	This use case details how the user can add a portal language.	Translator	BHL-Europe Administration Area
UC 6.2	TRANSLATE PORTAL WORDS OF ONE LANGUAGE	This use case details how the user can translate all portal words and expressions into one selected language.	Translator	BHL-Europe Administration Area
UC 6.3	DELETE A PORTAL LANGUAGE	This use case details how the user can delete a portal language	Translator	BHL-Europe Administration Area

7. Data Import			Actors	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 7.1	IMPORT DATA	This use case details how the user can import data into the BHL-Europe German prototype.	Partner	BHL-Europe Administration Area
UC 7.2	OAI PROVIDER	This use case details how the user can add an OAI Provider.	Administrator	BHL-Europe Administration Area

8. Thesaurus Administration			Actors	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 8.1	ADD THESAURUS IN XML	This use case details how the user can add a new thesaurus, which originally has the format XML	Administrator	BHL-Europe Administration Area BHL-Europe Thesaurus

				Tool
UC 8.2	ADD THESAURUS IN CSV	This use case details how the user can add a new thesaurus, which originally has the format CSV	Administrator	BHL-Europe Administration Area BHL-Europe Thesaurus Tool
UC 8.3	DELETE THESAURUS	This use case details how the user can delete a thesaurus	Administrator	BHL-Europe Administration Area BHL-Europe Thesaurus Tool
UC 8.4	UPDATE THESAURUS	This use case details how the user can update a thesaurus	Administrator	BHL-Europe Administration Tool BHL-Europe Thesaurus Tool
UC 8.5	EDIT THESAURUS	This use case details how the user can edit basic data of a thesaurus	Administrator	BHL-Europe Administration Area BHL-Europe Thesaurus Tool

9. Browse List Administration			**Actors**	
UC Identifier	**Use Case**	**Description**	**Human Actors**	**System Actors**
UC 9.1	ADD A BROWSE CRITERION	This use case details how the user can add a new criterion to the Browse list.	Administrator	BHL-Europe Administration Area BHL-Europe List Browse Tool

UC 9.2	EDIT BROWSE CRITERION	This use case details how the user can edit a criterion in the Browse list.	Administrator	BHL-Europe Administration Area BHL-Europe List Browse Tool
UC 9.3	DELETE BROWSE CRITERION	This use case details how the user can delete a criterion of the Browse list.	Administrator	BHL-Europe Administration Area BHL-Europe List Browse Tool

Part A: General Use Cases

9 Use Case Description for Security Issues

Several functions supplied by the German prototype will only be available to authorized actors. Therefore various security functions are implemented.

9.1 Login

Use Case		**Login into the German prototype**	
ID	**Name**	UC1.1	LOGIN
Date of last update		2010-07-28	
Description		This Use Case details the process of logging into the BHL-Europe's German prototype to access user specific settings and privileges	
Actors		BHL-Europe Registered User BHL-Europe Security System	
Precondition		-	
Postcondition		The user is logged in	
Trigger		User selected "login" (click link) User is not logged in and needs privileges	
Steps		1. System displays login form (Username F1, Password F2, Remember me B1, Submit B2 in Figure 9: Login Form) 2. User enters the username and password (into F1, F2) 3. User submits form (click button B2) 4. System validates the user input 5. System displays a success message (Figure 10: Success Message)	
Exception Paths		4a. The username/password does not match 4a.1 The system displays a failure message 4a.2 The use case is ended	
Extension Points			
Business rules		The user will be logged in for a browser session (i.e. until the browser is closed) unless "Remember me" (Box B1) was set which will remember the logged in user.	

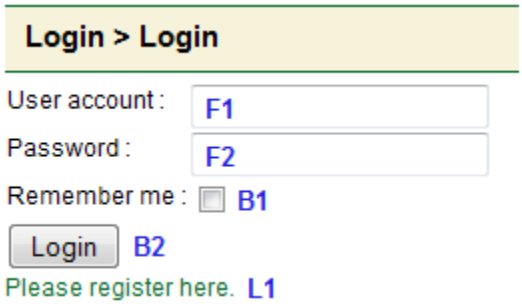


Figure 9: Login Form

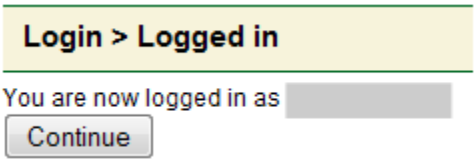


Figure 10: Success Message

If the user does not have an account he can register one via the link (click link L1).

9.2 Register

Use Case		**Register**	
ID	**Name**	UC1.2	REGISTER
Date of last update		2010-07-28	
Description		This Use Case details how the BHL-Europe user can register in order to access user specific settings and privileges	
Actors		BHL-Europe Public/Registered User BHL-Europe Security System	
Precondition		-	
Postcondition		The user is logged in	
Trigger		User selected “login” (click link) and then “please register here” User is not registered and needs privileges	
Steps		1. System displays register form (Real Name F1, Mail F2, Password F3, Retype Password F4, User Name F5, Institute F6, Joining Reason F7, Register B1 in Figure 11: Register) 2. User enters the data (into F1 – F7) 3. User submits form (click button B1)	

	4. System registers the user 5. System displays a success message (Figure 12: Register Message)
Exception Paths	4a. The username/password combination is already assigned 4a.1 The system displays a failure message 4a.2 Continue with step 1
Extension Points	
Business rules	-

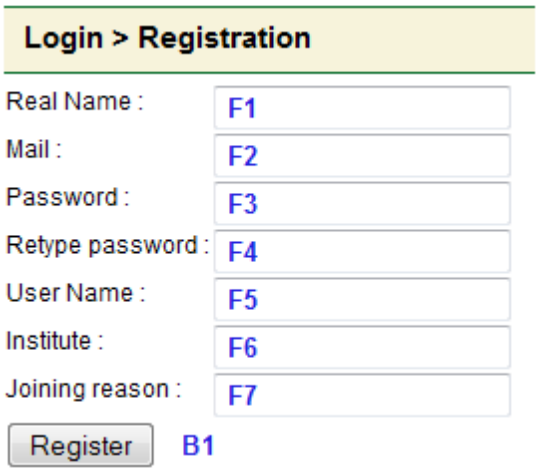


Figure 11: Register

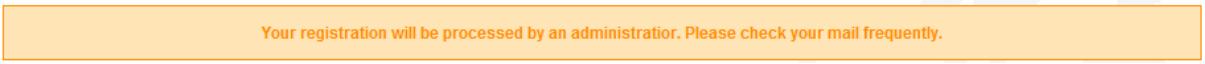


Figure 12: Register Message

10 Use Case Descriptions for Search & Retrieval

The BHL-Europe user can search via three different search modalities: Browse, Simple Search and Advanced Search. The following chapters focus on these three search access points and the search result presentation.

10.1 BHL-Europe Browse

Use Case		**Browse the BHL-Europe German prototype**	
ID	**Name**	UC2.1	BROWSE
Date of last update		2010-07-28	
Description		This use case details the browsing procedure of the BHL-Europe German prototype to retrieve a result list of objects from the various BHL-Europe partner archives according to browse input.	
Actors		BHL-Europe Public User BHL-Europe Search&Retrieval system	
Precondition		-	
Postcondition		A result set is created	
Trigger		User selected browse	
Steps		1. System displays available criterions to be browsed in (which lead to lists or controlled vocabularies) (Figure 13: Browse Criterions) 2. User selects the browse criterion (click link L1 – L16) 3. User initiates the search 4. The system creates a result set matching the browse criterions	
Exception Paths		-	
Extension Points		-	
Business rules		-	

Figure 13: Browse Criterions

10.2 BHL-Europe Simple Search

Use Case		**Search the BHL-Europe German prototype via SIMPLE SEARCH**	
ID	**Name**	UC2.2	SIMPLE SEARCH
Date of last update		2007-07-24	
Description		This use case details the searching via simple search of the BHL-Europe German prototype to retrieve a result list of objects from the various BHL-Europe partner archives according to the simple search input.	
Actors		BHL-Europe Public User BHL-Europe Search & Retrieval system	
Precondition		-	
Postcondition		A result set is created	
Trigger		User selected the simple search	
Steps		1. The system displays the search form (Figure 14: Simple Search) 2. User enters a search term into the search field (field F1) 3. User initiates the search (Enter or click on "GO") 4. The system creates a result set matching the search criterions	
Exception Paths		2a. User clicks on "Advanced Search" (link L1) 2a.1 System displays advanced search mask (see UC 2.3:	

	Advanced Search)
Extension Points	-
Business rules	The search is performed across all database fields (words) Truncation is indicated via wildcards.

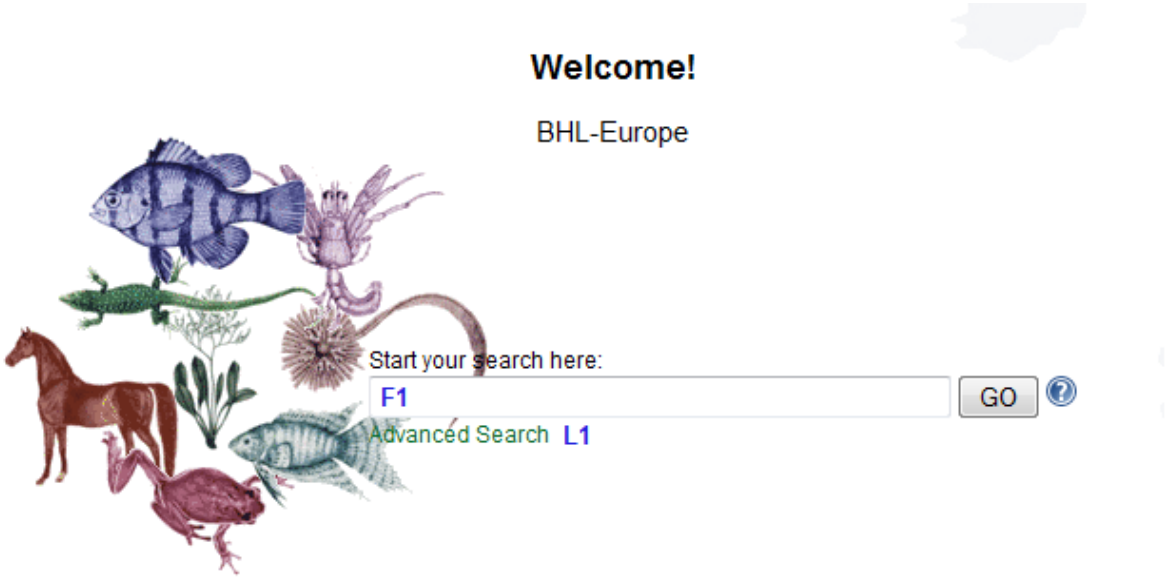


Figure 14: Simple Search

By entering the search item in the blank field a simple search across any database field (element and refinement) is carried out.

This search mode will smoothly change into the advanced search facility when the user decides to add another search item (click link L1).

10.3 BHL-Europe Advanced Search

Use Case		**Search the BHL-Europe German prototype via ADVANCED SEARCH**	
ID	**Name**	UC2.3	ADVANCED SEARCH
Date of last update		2010-07-28	
Description		This use case details the searching via advanced search of the BHL-Europe German prototype to retrieve a result list of objects from the various BHL-Europe partner archives according to the advanced search input. Provide a query by example where search fields may be added or deleted.	
Actors		BHL-Europe Public User BHL-Europe Search & Retrieval system	
Precondition		-	
Postcondition		A result set is created	
Trigger		The user selected advanced search	
Steps		1. System displays the advanced search form (Figure 15: Advanced Search) 2. User selects a certain metadata field or the item ANY FIELD for searching (select box SB1 – SB4) 3. User enters a search term into the search field (fields F1 – F4) 4. User adds a new search criterion (click buttons B4 and B5) 5. User selects the boolean search algorithm for connecting the search fields (select box SB5 – SB7) 6. User repeats steps 2 to 5 until criterions are met 7. User initiates the search (click button B1) 8. The system creates a result set matching the search criterions	
Exception Paths		*a User selects multilingual search (click button B3) *a.1 See UC 2.3.3 *b User clicks on Reset (click button B2) *b.1 Restart with step 1	

	2a User selects a field which can be displayed as lookup list 2a.1 User opens the lookup list 2a.2 See UC 2.3.1 2a.3 Continue with step 4 2b User selects a field which is connected to controlled vocabulary 2b.1 User opens the controlled vocabulary 2b.1 See UC 2.3.2 2b.1 Continue with step 4
	-
Business rules	-

The user adds other search items via choosing the Boolean operator (select box SB4, SB5). The user can delete search lines with "-" (click button B2).

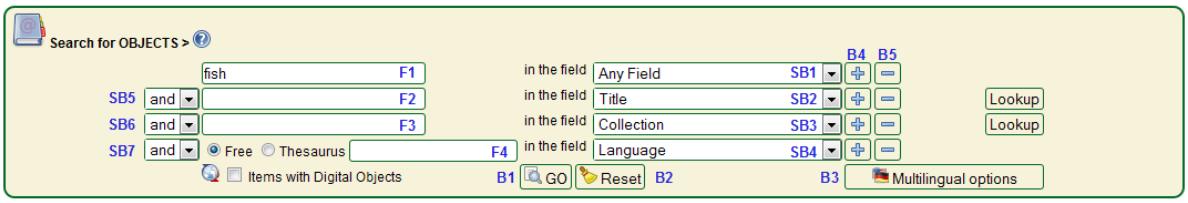


Figure 15: Advanced Search

10.4 LookUp Lists – Controlled Vocabularies – Multilingual Wordlists

10.4.1 LookUp Lists

The LookUp Lists provide the user with an alphabetic overview of the values existing in the database for a certain metadata element (or refinement), in other words they show the index for this field.

Use Case		**SIMPLE or ADVANCED SEARCH via use of the Look-up List**	
ID	**Name**	UC2.3.1	LOOK-UP LIST
Date of last update		2010-07-28	
Description		This use case details how the user can search with the assistance of a look-up list.	

Actors	BHL-Europe Public User BHL-Europe Search & Retrieval system
Precondition	Index of the filed can be displayed as lookuplist
Postcondition	A search term out of the index is assigned to a search
Trigger	User selected a lookup list
Steps	1. System displays index list for the selected metadata field and search field in a separate window (Figure 16: Look-up List – Index) 2. User browses through index by selecting the first letter of the term he is searching for (select box SB1) and then selecting NEXT or PREVIOUS (click link L1, L2) 3. User selects index term he wants to add to search (click on term – link L3 – L22) 4. Separate window is closed 5. Index term is applied to the current search (Figure 17: Search Term applied to current search)

Exception Paths	2a User enters search term into search field in the separate window (field F1 in Figure 16: Look-up List – Index) and initiates the search within the look-up list (click button B1) 2a.1 System creates a result set listing the available search terms (Figure 16: Look-up List – Index) 2a.2 User selects desired search term (click link L3 – L22) 2a.3 Lookup list is closed 2a.4 Search term is applied to the current search (Figure 17: Search Term applied to current search) 2b No exact matching record found for search term 2b.1 System creates result set listing results with similar letter string in the separate window (Figure 16: Look-up List – Index) 2b.1.a User closes separate window to go on searching without look-up list 2b.1.b User selects search term out of list of similar search terms (click link L3 – L22) 2b.1.c User starts again with 2 2b.1.d User starts again with 2a
Extension Points	
Business rules	Searching within the Look-up List: • Truncation is executed by using '*' (left side and right side truncation possible) • The same phrasings are provided as for the Simple or Advanced search form (support provided in the help section)

Figure 16: Look-up List – Index

Figure 17: Search Term applied to current search

10.4.2 Controlled Vocabularies

The Controlled Vocabularies are established vocabularies by the BHL-Europe working groups or other international entities. The vocabularies used within BHL-Europe need to be proved for suitability against the existing data as they should represent the content of the partners, their metadata descriptions, at the best possible rate.

Use Case		**SIMPLE or ADVANCED SEARCH via use of Controlled Vocabulary**	
ID	**Name**	UC2.3.2	CONTROLLED VOCABULARY
Date of last update		2010-07-28	
Description		This use case details how the user can add descriptors to a search	
Actors		BHL-Europe Public User BHL-Europe Search & Retrieval system BHL-Europe Thesaurus Tool	
Precondition		A thesaurus is available for the specific field	
Postcondition		A new descriptor is assigned to a search	
Trigger		User selected advanced search	
Steps		1. User selects thesaurus (radio button RB1) 2. System displays top level of thesaurus hierarchy and search field below the search masque (Figure 16: Look-up List – Index) 3. User navigates to lower levels of thesaurus hierarchy 4. User selects descriptor(s) he wants to add to search (click on term – link L1 – L15) 5. Descriptor(s) are applied to the current search (Figure 17: Search Term applied to current search)	

Exception Paths	4* User selects show all (click button B2) 4*.1 System displays the tree (Figure 16: Look-up List – Index) 4*.2 Continue step 4 4a. User enters search term into search field (field F1 in Figure 16: Look-up List – Index) and initiates the search within the thesaurus (click button B1) 4a.1 System creates a result set listing the available descriptors (see Figure 19: Search Results) 4a.2 User selects desired descriptor(s) (click on term – link L16 – L19) 4a.3 Descriptor(s) are applied to the current search (Figure 17: Search Term applied to current search) 4b The record set is empty 4b.1 The system displays "No records were found" 4b.1 Continue with step 4
Extension Points	
Business rules	Searching within the Controlled Vocabularies: • Truncation is executed by using '*' (left side and right side truncation possible) • The same phrasings are provided as for the Simple or Advanced search form (support provided in the help section)

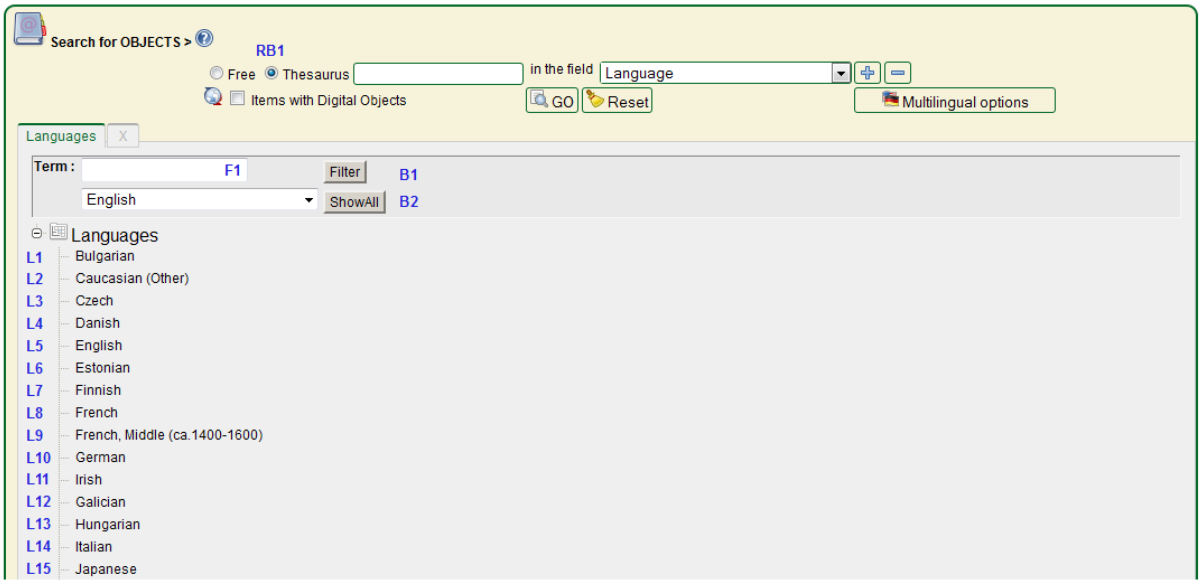


Figure 18: Thesaurus

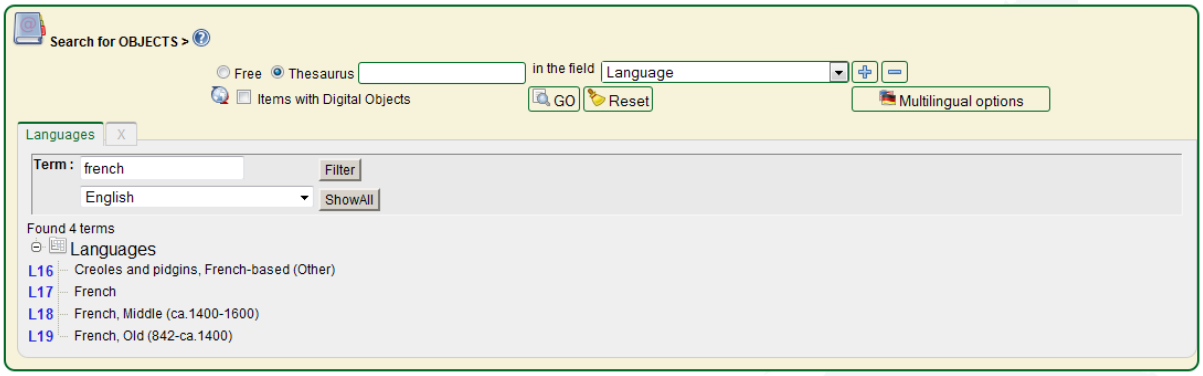


Figure 19: Search Results

Figure 20: Descriptor applied to current search

10.4.3 The Dictionary (Multilingual Wordlist)

Each content partner will work out a wordlist that should contain those words that best describe their content (and are represented in a high number of metadata descriptions).

These wordlists will be translated into 12 languages by means of the BHL-Europe dictionary tool accessible via the back end of the BHL-Europe prototype.

During the search the system will check for any field if a term out of the dictionary has been applied by the user. If this is the case then the result will also show items that include the searched word in other languages. The user can indicate in his profile if he wants to execute multilingual searches and for which languages he wants to have results displayed as default.

The user should be able to browse the common multilingual wordlist alphabetically.

Use Case		**SIMPLE or ADVANCED SEARCH via use of Multilingual Wordlist**	
ID	**Name**	UC2.3.3	MULTILINGUAL WORDLIST
Date of last update		2010-08-02	
Description		This use case details how the user can search with the assistance of the dictionary (multilingual wordlist)	
Actors		BHL-Europe Public User BHL-Europe Search & Retrieval system BHL-Europe Administration Area	
Precondition		User has decided to execute multilingual searches and selected preferred language(s) in his profile (see UC 4.5: Edit Profile)	
Postcondition		Multilingual search is executed	
Trigger		User selected simple or advanced search	

Steps	1. The system displays the search field (Figure 21: Simple Search Form; field F1) (pre-selected item ANY FIELD – select box SB1) 2. User selects "Multilingual Search" (click button B1) 3. System displays list of languages – selected boxes for languages chosen as preferred ones in the user's profile and others to add to the multilingual search (see Figure 22: Multilingual Search) 4. User selects additional language(s) (click button B2-B15) 5. User enters first letters of search term into the search field (field F1) 6. System displays available terms in the chosen language beginning with the letters the user entered (see Figure 23: Multilingual Search – Available Terms) 7. User selects a term (click on term in select box SB2) 8. Word is applied as a search term to the current search 9. User executes Advanced Search (UC 2.3) 10. System generates a result set matching the search criterions including results which contain the translated search terms in one of the languages chosen
Exception Paths	-
Extension Points	-
Business rules	In the help section a list containing all words (display words and homographs) will be provided.

Figure 21: Simple Search Form

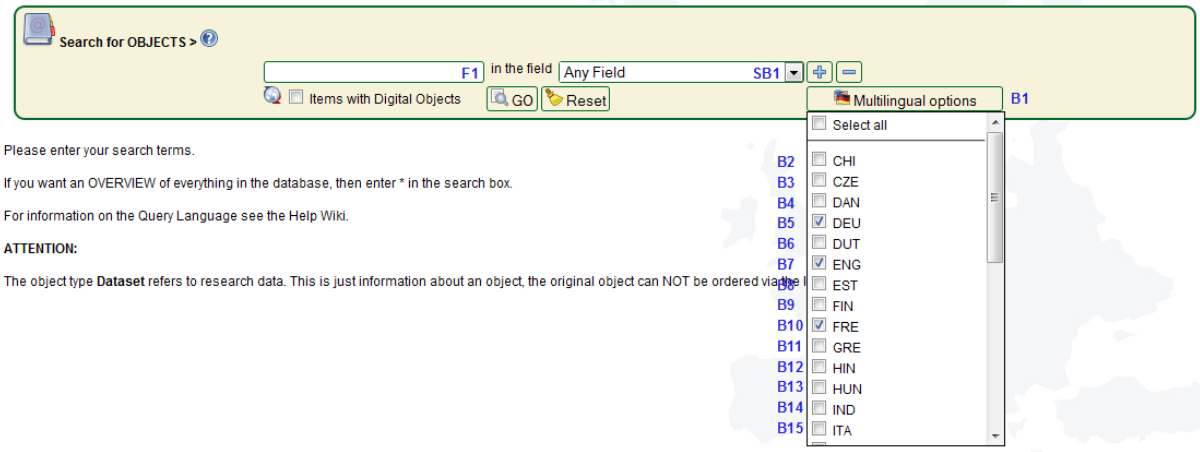


Figure 22: Multilingual Search – Languages

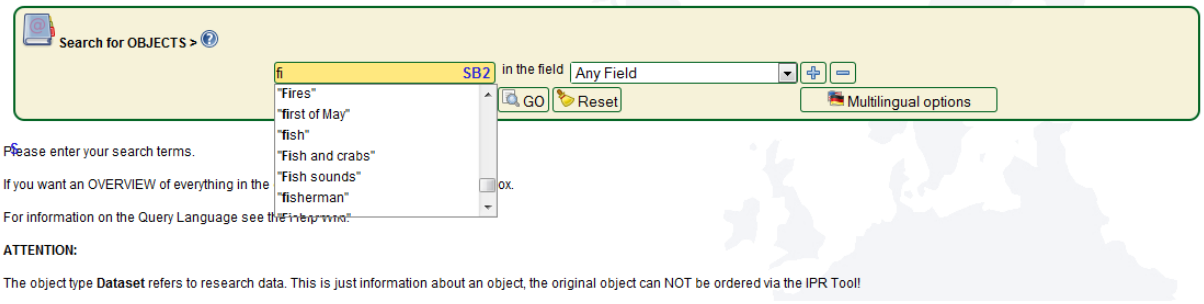


Figure 23: Multilingual Search – Available Terms

10.5 Handling of Search Results

Use Case		**Modify the BHL-Europe result set**	
ID	**Name**	UC2.4	RESULT SET
Date of last update		2010-08-02	
Description		This use case details the presentation/modification of the result set according to the browse/search input.	
Actors		BHL-Europe Public User BHL-Europe search&retrieval system	
Precondition		A result set is available	
Postcondition		-	
Trigger		Browse, Simple search, Advanced search or a selected saved search returned a result set.	
Steps		1. System displays the selected page of the search result 2. System displays page navigation (Figure 24: Result Set, BAR1, I1, I2, I4) 3. System displays terms of the query (info I3) 4. System displays operations which can be performed 5. User marks desired objects within the result list (click box B1 – B10) 6. User selects operation (See exception paths) 7. System runs operation 8. User continues step 3-5 until desired information is gathered	
Exception Paths		*a Desired object not on page *a.1 User selects page within the search result (use scroll bar BAR1) *a.2 Continue with step 1 *b Reordering of results *b.1 User selects order by column (click on column titles) *b.2 System reorders search result *b.3 Continue with step 1 *c Result set is not as expected	

	*c.1 User refines query (see UC2.3: Advanced search) 1a The record set is empty 1a.1 The system displays “No records where found” 1a.2 User refines query (see UC2.3: Advanced search) 1b New search result 1b.1 The system displays the first page 3a. All objects interesting 3a.1 User checks “mark all” (click button B11) 3a.2 The system checks all visible objects 6a User clicks on title 6a.1 System displays objects details (see UC 2.5: View objects details) 6c User selects “Add to Favorites” (click button B12) 6c.1 Marked objects get saved in the favorites folder (see UC 12.2: Favorites Folder) 6c.2 Continue with step 1 6d User selects “Add to Basket” (click button B13) 6d.1 Marked objects get saved in the Basket (see UC 12.3: Basket) 6d.2 Continue with step 1 6e User selects “Print” (click button B14) 6e.1 The current visible part of the result list is printed 6e.2 Continue with step 1 6f User selects “Search history/Save searches” (click button B15) 6f.1 System displays search history menu (Figure 25: Search History) 6f.1a User selects a previous search from dropdown menu (select button S1). 6f.1a.1 actual search gets replaced with previous one. 6f.1b User selects a saved search from dropdown menu (select button S2). 6f.1b.1 actual search gets replaced with saved one (see UC 12.1: Search History). 6f.1c User selects “Add to searches” (button B1) 6f.1c.1 Search term (field F1) gets saved in the Search History (see UC 12.1: Search History)

	6f.2 Continue with step 1 6g User selects “News feed” (click button B16) 6g.1 System displays news feed for (see UC 12.4: News Feed) 6g.2 Continue with step 1 6h User selects “Help Wiki” (click button B17) 6h.1 System displays the Help Wiki 6h.2 Continue with step 1
Extension Points	-
Business rules	-

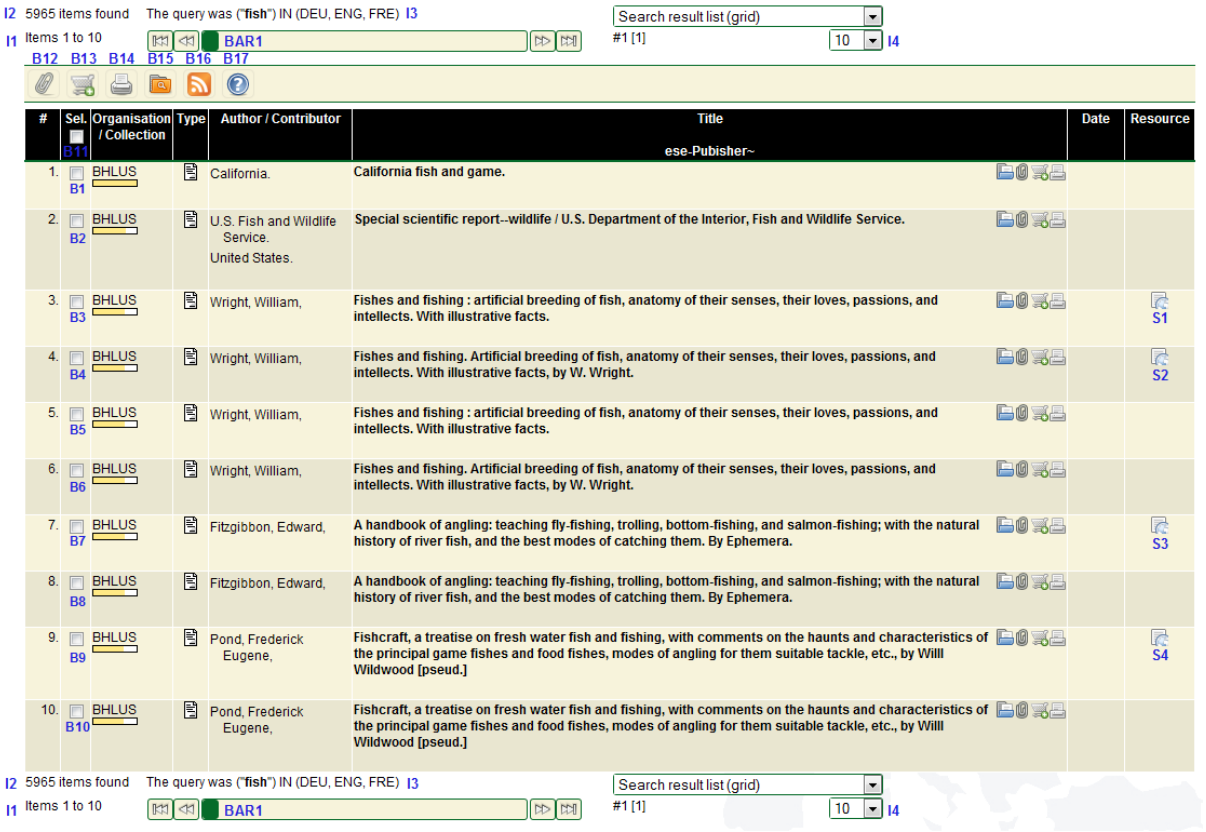


Figure 24: Result Set

Figure 25: Search History

By clicking on the Preview/Weblink symbol (symbol S1-S4) (if available) the original object is displayed (book viewer, etc.).

By clicking on the Title the user will be led to the individual document description with full details. (see UC 2.5: Object Details)

10.5.1 Predefined Result Views:

Resort results: By selecting a table header of the result list in the grid presentation the user can resort the results. For public users the standard result presentation will be the grid presentation.

Above the result list there is a select box for the change of a result presentation.

The registered user may choose a preferred standard result presentation (grid, bibliographic, simple) in his profile administration (see UC 4.5: Edit Profile).

He can also customize his individual grid presentation by allocating a name to it and by deciding which metadata fields he wants to add to the grid presentation. This customized result presentation(s) will also be displayed as option to choose above the result list.

10.6 Object details

Listing of the metadata elements in different tabs:

1) BHL-Europe object metadata
2) BHL-Europe collection metadata
3) Object native metadata (raw metadata)

Use Case		**View Object Details of a record**	
ID	**Name**	UC 2.5	VIEW OBJECT DETAILS
Date of last update		2010-08-03	
Description		This use case details how the user can view details of an object or a collection.	
Actors		BHL-Europe Public User BHL-Europe search&retrieval system	
Precondition		-	
Postcondition		A document is opened in detail view	
Trigger		User selected to view object details	
Steps		1. System displays the individual document description with full details (Figure 26: Object Details) 2. System displays “Back” (button B1), “Print” (button B2), “XML” (button B3), “Add to Favorites” (button B4), “Add to Basket” (button B5), “Highlight search terms” (button B6), “Show raw data” (button B7) 3. User selects operation	

Exception Paths	3a User selects “Back” (click B1) 3a.1 System displays previous page 3b User selects “Print” (click B2) 3b.1 System displays information in a detail view, prepared for printing. 3b.2 User prints the view via the print function of his browser. 3c User selects “XML” (click B3) 3c.1 System displays the BHL-Europe XML-Metadata description of the Object 3d User selects “Add to Favorites” (click B4) 3d.1 System adds selected Elements to Favorites (see UC 12.2: Favorites) 3e User selects “Add to Basket” (click B5) 3e.1 System adds selected Elements to Basket (see UC 12.3: Basket) 3f User selects “Highlight search terms” (click B6) 3f.1 System highlights the search term in the object details view 3g User selects “Show raw data” (click B7) 3g.1 System displays the raw XML-Metadata (original metadata from content providers)
Extension Points	-
Business rules	-

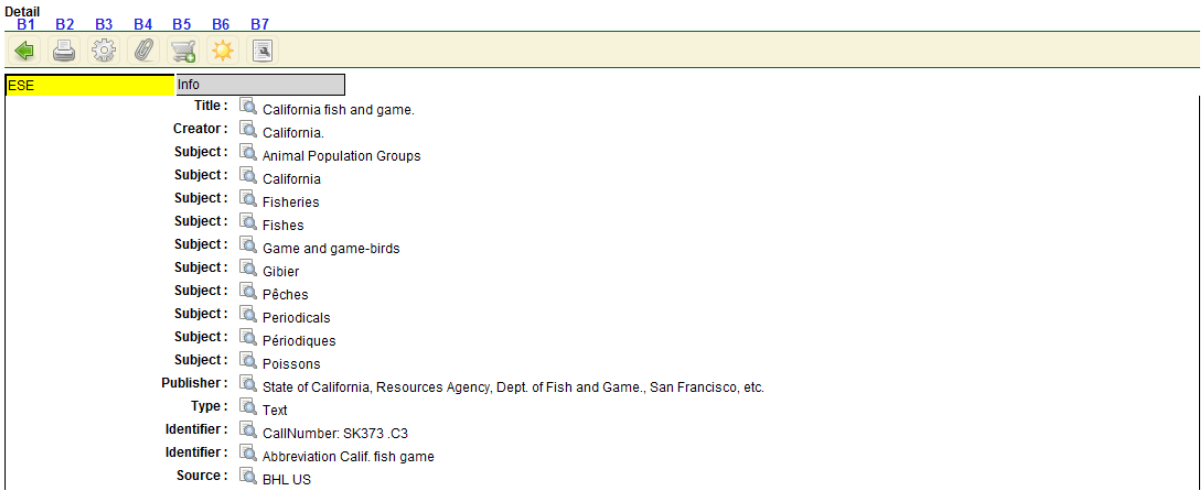


Figure 26: Object Details

11 Use Case Description for User Services

11.1 Search History

Use Case		**Saved Searches in the Search History**	
ID	**Name**	UC 12.1	SEARCH HISTORY
Date of last update		2010-08-09	
Description		This use case details how the user can handle search parameters in the search history	
Actors		BHL-Europe Public User BHL-Europe User Services System	
Precondition		-	
Postcondition		-	
Trigger		User selects “Search History” (click button)	
Steps		1. System displays search terms (info I1), the database to which the search was applied (info I2), date (info I3) (in Figure 27: Search History). 2. User selects saved search(es) (link L1 – L3). 3. System restores saved search.	
Exception Paths		1a No saved searches available 1a.1 System displays that no saved search is available 1a.2 User selects Browse, Simple or Advances Search (see UCs 2.1, 2.2, 2.3) 5a Delete search terms 5a.1 User clicks on delete for an search term (click button B1 – B3) 5a.2 Search term gets deleted out of search history 5a.3 Continue with step 1	
Extension Points		-	
Business rules		-	

Figure 27: Search History

11.2 Favorites Folder

Use Case		**Handle Objects in the Favorites Folder**	
ID	**Name**	UC 12.2	FAVORITES FOLDER
Date of last update		2010-08-03	
Description		This use case details how the user can handle objects in the Favorites Folder	
Actors		BHL-Europe Registered User BHL-Europe User Services System	
Precondition		User is logged in	
Postcondition		-	
Trigger		User selects “My Favorites” (link)	
Steps		1. System displays result set of favorite objects (see Figure 28: Favorites) 2. System displays operations which can be performed 3. User marks desired object(s) (click box B7 – B12) 4. User selects operation 5. System runs operation	

Exception Paths	4a User selects “Back” (click B1) 4a.1 System displays previous page 4b User selects “Print” (click B2) 4b.1 System prints list of Favorites 4c User selects “Display” (click button B3) (see UC 2.5: View objects details) 4d User selects “Delete” (click button B4) 4d.1 System removes the item from favorites folder 4e User selects “Add to Basket” (click button B5) 4e.1 Marked objects get saved in the Basket (see UC 12.3: Basket) 4e.2 Continue with step 1 4f User selects “Print” (click button B6) 4f.1 The current visible part of the result list is printed 4f.2 Continue with step 1
Extension Points	-
Business rules	Only the link to an object gets deposited in the Favorites Folder. If the document is updated or deleted, the favorites folder will be updated as well.

Figure 28: Favorites

11.3 News Feed

Use Case		**Subscribe to a News Feed**	
ID	**Name**	UC 12.4	NEWS FEED
Date of last update		2010-08-17	
Description		This use case details how the user can subscribe to a news feed.	
Actors		BHL-Europe Registered User BHL-Europe User Services System	
Precondition		User is logged in	
Postcondition		User has a news feed subscription.	
Trigger		User has performed a search (see UC 2.2: Simple Search, UC 2.3: Advanced Search) and clicked on “News Feed” in the result set (see UC 2.4: Result Set)	
Steps		1. System returns an xml news feed. 2. Browser displays the news feed using a browser specific format (see Figure 29: News Feed) 3. User subscribes to the feed (procedure depends on browser)	
Exception Paths			
Extension Points		-	
Business rules		-	

When a user subscribes to a news feed for a search, not the result set, but the query string is saved in the feed. So the user gets new objects that match the query every time the feed is received.

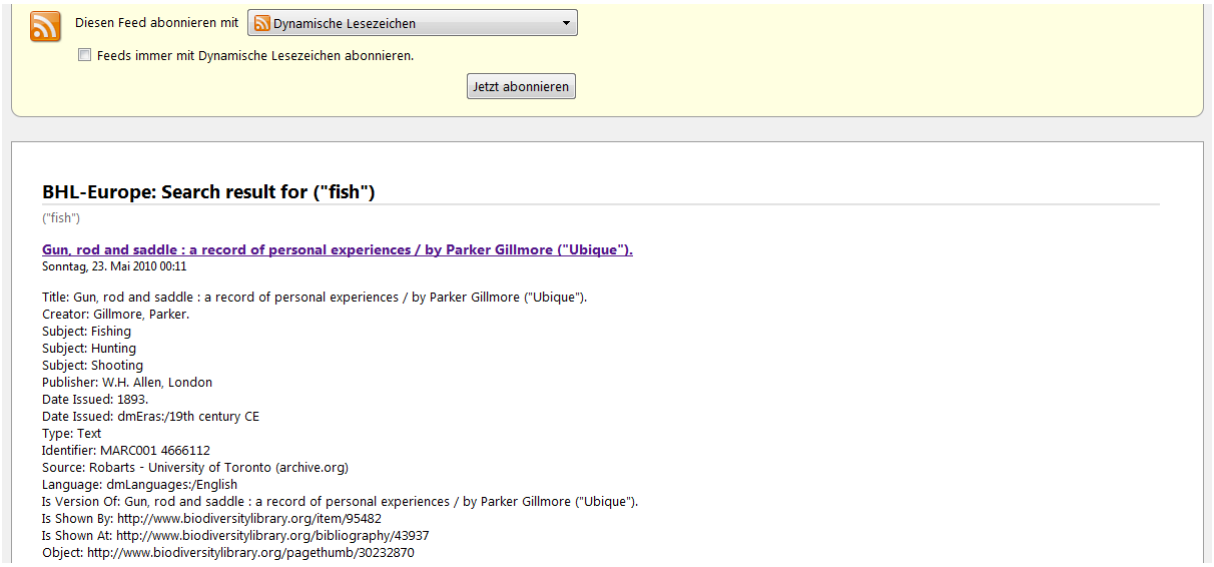


Figure 29: News Feed

11.4 Edit User Settings

Use Case		**Edit User Settings**	
ID	**Name**	UC 12.5	EDIT USER SETTINGS
Date of last update		2010-09-24	
Description		This use case details how the user can configure his settings and customize the user interface as he wishes.	
Actors		BHL-Europe Registered User BHL-Europe User Services System	
Precondition		User is logged in	
Postcondition		User has a customized user interface and adjusted his settings.	
Trigger		User has clicked on his name in the User Menu.	

Steps	1. System shows Edit User screen 2. User can select between various tabs: a. General Here the user can change his Name, Email, Password. (see Figure 30: Edit User – General) b. Search Here the user can set default settings for his searches (boolean, multilingual search settings, default view, …). (see c. Figure 31: Edit User – Search) d. Rights Here the user can set his user rights. (see Figure 32: Edit User – Rights) e. Appearance Here the user can set the appearance of the portal. (see Figure 33: Edit User – Appearance) f. Resultlist Here the user can set the appearance of the result set for search queries. (see Figure 34: Edit User – Resultlist)
Exception Paths	
Extension Points	-
Business rules	-

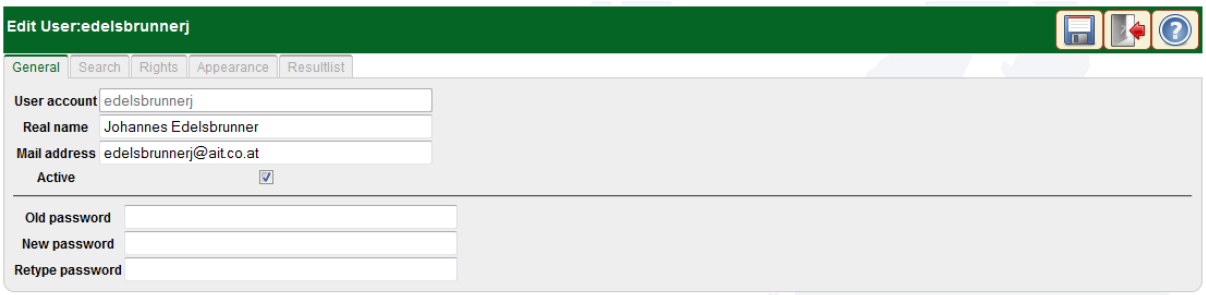


Figure 30: Edit User – General

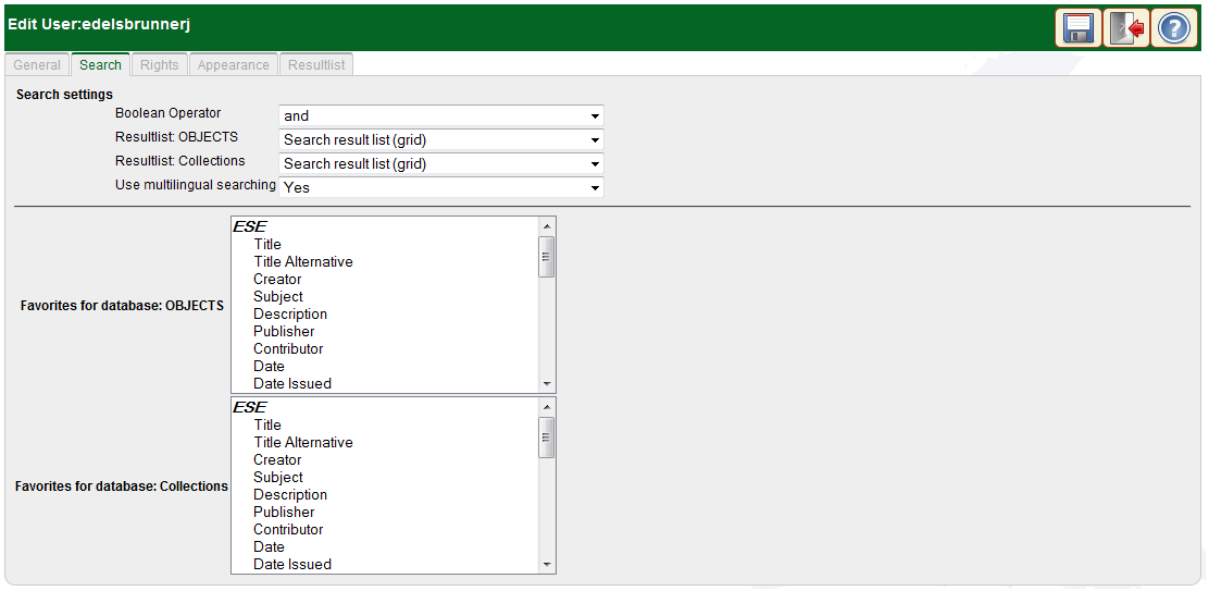


Figure 31: Edit User – Search

Figure 32: Edit User – Rights

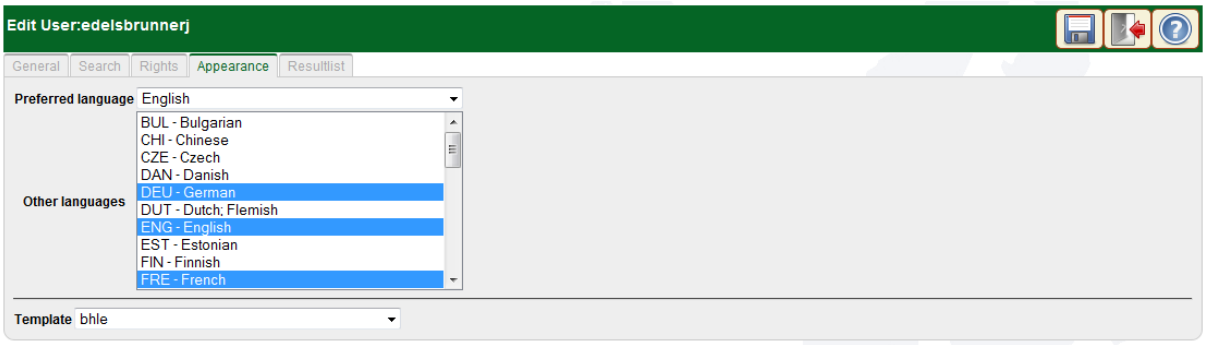


Figure 33: Edit User – Appearance

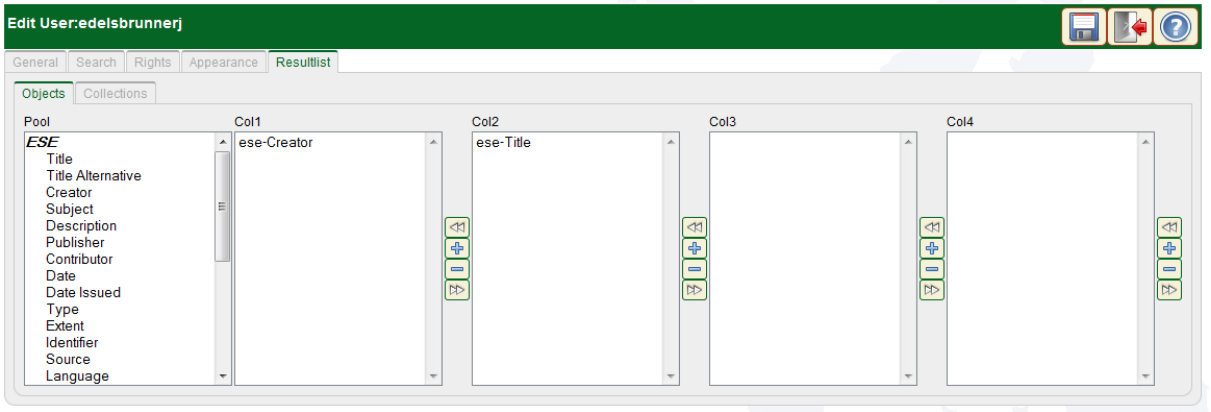


Figure 34: Edit User – Resultlist

12 Use Case Description for Data Exchange

12.1 Data Mapping

Use Case		**Data Mapping**	
ID	**Name**	UC 13.1	DATA MAPPING
Date of last update		2010-08-10	
Description		This use case details how data mappers can be created.	
Actors		BHL-Europe Partner User BHL-Europe Data Mapping System	
Precondition		User is logged in	
Postcondition		A customer specific metadata format is mapped to BHL-Europe metadata format.	
Trigger		User selects “Data Mapping” (link)	
Steps		1. System displays Data Mapping form (see Figure 35: Data Mapping and Figure 36: Data Mapping 2). The main part is a list of BHL-Europe specific metadata fields (Info I1) with a short usage description (Info I2) and obligation setting (Info I3). 2. User fills in general information fields (fields F2 – F6) 3. For every column the user fills in the “Your Field” field (field F7) with the metadata field of his own metadata format that corresponds to the BHL-Europe metadata field (Info I1) and the “Your Comment” field (field F8) where additional information for the developer can be written. 4. The user provides the path to a sample export file (field F9). This file will show how the data is structured and the mapper must be able to map it correctly. 5. The user clicks send (click B7) 6. The system generates a mapper and sends an email to the BHL-Europe technical responsible personnel. They can now test the mapper and make necessary modifications.	

Exception Paths	3a. The user provides path to a saved mapping file (field F1) and clicks "Load" (click B2) 3a.1 System opens the file and displays the mapping (in fields F7, F8) 3b The user clicks "Save Mapping File" (click B3) 3b.1 The System returns an .xml file and the user can save it on his computer. 3c The user adds or removes additional user specific fields for one BHL-Europe metadata field (click B4, B5). In the mapping process these BHL-Europe fields will be duplicated and filled with the different user specific fields. 5a The user downloads a vocabulary list (link L1 – L7). 5a.1 He adds his own used vocabulary in the row of every corresponding BHL-Europe vocabulary. 5a.2 The user sends this list to the BHL-Europe technical responsible personnel. 5a.3 Continue with step 5.
Extension Points	-
Business rules	-

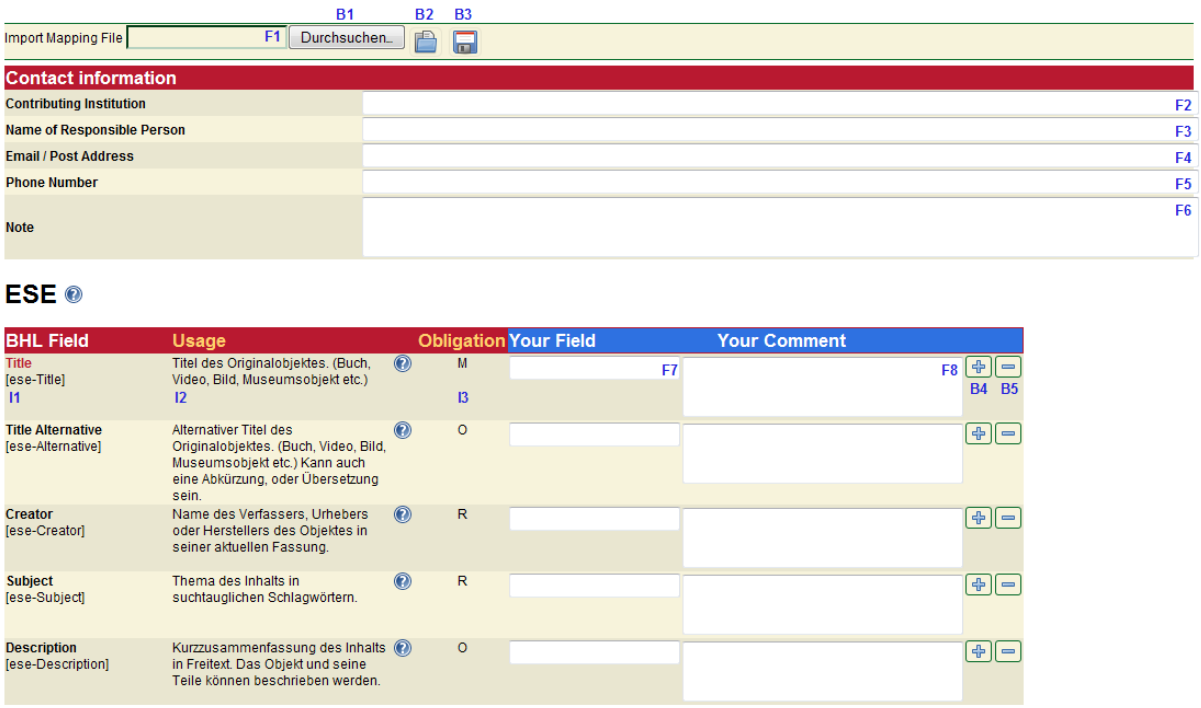


Figure 35: Data Mapping

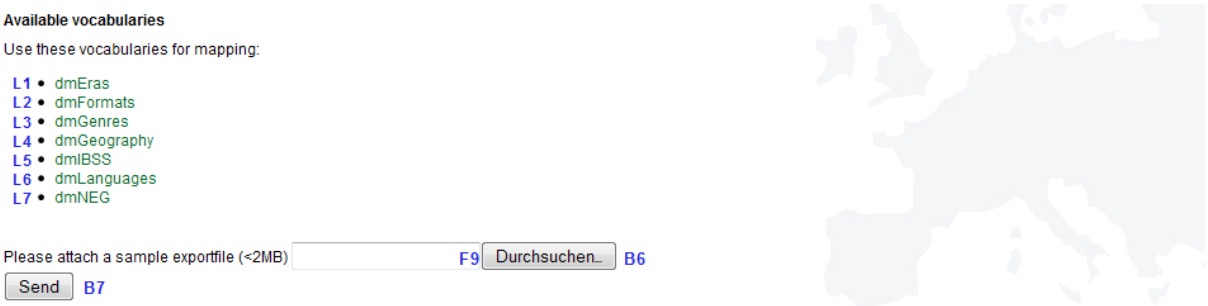


Figure 36: Data Mapping 2

Part B: Administration Area Use Cases

The Administration Area provides following entry screen:

Figure 37: Administration Area Entry Screen

13 Use Case Description for Collection Administration

The Collection Administration Area provides following entry screen:

Figure 38: Collection Administration Entry Screen

13.1 Add/Update a collection

Use Case		**Add/Update a collection**	
ID	**Name**	UC3.3	ADD/UPDATE COLLECTION
Date of last update		2010-08-03	
Description		This use case details how the user can add or update a collection.	
Actors		BHL-Europe Administration User BHL-Europe Partner User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A collection description is created/updated.	
Trigger		The user selected the “Collections” Button and then the “Edit Collections” Button.	
Steps		1. System shows the list of collections for which the user has the right to edit (see Figure 39: List of Collections) 2. The user selects the “new” button or the link placed on the title of an existing collection 3. The system displays the collection editing screen 4. The user edits the collection description fields 5. The user selects the “Save” button	

	6. The system saves the user entries 7. Continue with step 1
Exception Paths	5a The user selects the “Back” button 5a.1 The system does not save the user entries 5a.2 Continue with step 1
Extension Points	-
Business rules	-

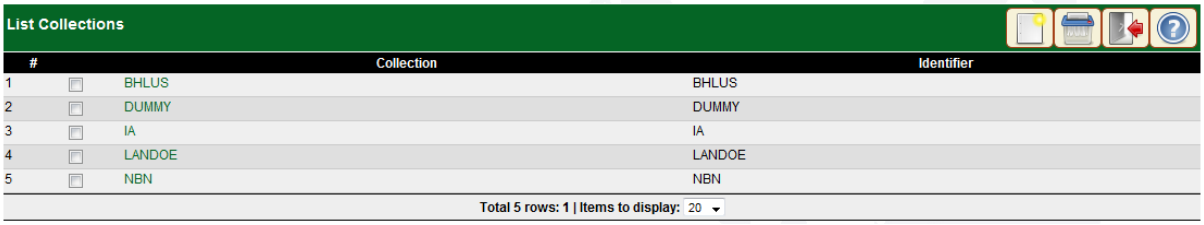


Figure 39: List of Collections

13.2 Delete a collection

Use Case		**Delete a collection**	
ID	**Name**	UC3.4	DELETE COLLECTION
Date of last update		2010-08-03	
Description		This use case details how the user can delete a collection.	
Actors		BHL-Europe Administration User BHL-Europe Partner User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A collection is/Several collections are deleted	
Trigger		The user selected “Collections” Button and then the “Edit Collections” Button	
Steps		1. System displays the list of current collections (see Figure 39: List of Collections) 2. The user selects one or more collections 3. The user selects the “delete” button	

	4. System asks for confirmation 5. The user confirms the deletion 6. System deletes the collection(s) 7. System displays the updated list of current collections
Exception Paths	5a The user does not confirm the deletion 5a.1 The system does not delete the collection 5a.2 Continue with step 1
Extension Points	-
Business rules	-

14 Use Case Description for User Administration

The User Administration Area provides following entry screen:

Figure 40: User Administration Entry Screen

14.1 Add/update a user

Use Case		**Add/update a user**	
ID	**Name**	UC4.1	ADD/UPDATE USER
Date of last update		2010-08-03	
Description		This use case details how the user can add or update a user.	
Actors		BHL-Europe Administration User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A user is added/updated.	
Trigger		The user selected the “Users” Button and then the “User List” Button.	
Steps		1. System displays the list of current users (Figure 41: User List). 2. The user selects the “New” button or the link placed on a user name. 3. The system displays the user edit screen (Figure 42: User Edit Screen) 4. The user can enter/update information on the user	

	5. The user selects the "Save" button 6. The system saves the user entries 7. Continue with step 1
Exception Paths	5a The user selects the "Back" button 5a.1 The system does not save the user entries 5a.2 Continue with step 1
Extension Points	-
Business rules	The user can edit the following fields of the user profile: User Name (no editing possible, just new entry) Real Name Mail Address Preferred Language (Portal Language) Other Language (Languages for Dictionary translation and Multilingual Search) Groups Archives Template Preferred Boolean Operator Standard Result Presentation Use Multilingual Search (yes/no) Old Password New Password Retype Password Up to 5 metadata fields applied to Grid Presentation

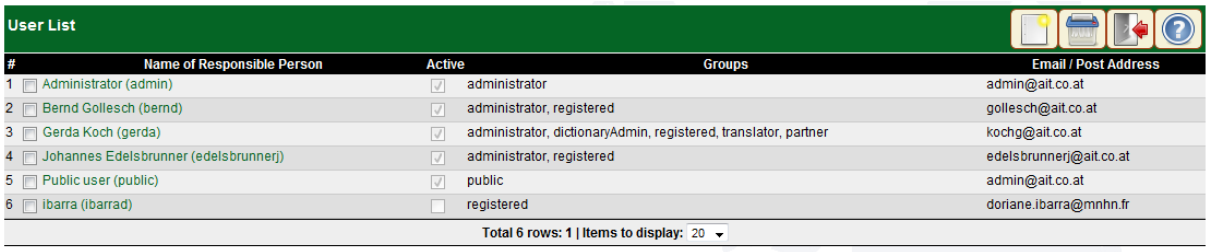


Figure 41: User List

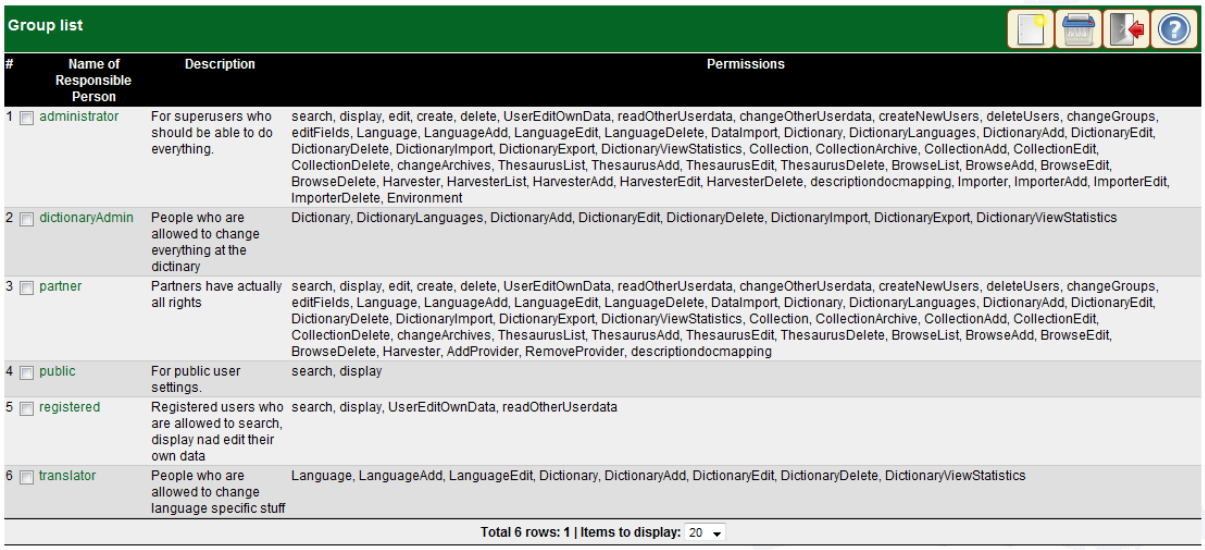
Figure 42: User Edit Screen

14.2 Delete a user

Use Case		**Delete a user**	
ID	**Name**	UC4.2	DELETE USER
Date of last update		2010-08-03	
Description		This use case details how the user can delete a user.	
Actors		BHL-Europe Administration User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A user is/Several users are deleted	
Trigger		The user selected “Users” Button and then the “User List” Button	
Steps		1. System displays the list of current users (Figure 41: User List) 2. The user selects one or more users 3. The user selects the “delete” button 4. System asks for confirmation 5. The user confirms the deletion 6. System deletes the user(s) 7. System displays the updated list of current users	
Exception Paths		5a The user does not confirm the deletion 5a.1 The system does not delete the user 5a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

14.3 Add/update a group

Use Case		**Add/update a group**	
ID	**Name**	UC4.3	ADD/UPDATE GROUP
Date of last update		2010-08-03	
Description		This use case details how the user can add or update a group.	
Actors		BHL-Europe Administration User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A group is added/updated.	
Trigger		The user selected the “Users” Button and then the “Groups” Button.	
Steps		1. System displays the list of current users groups. (Figure 43: Group List) 2. The user selects the “New” button or the link placed on a group name. 3. The system displays the user groups edit screen (Figure 44: User Groups Edit Screen) 4. The user can enter/update information on the user group 5. The user selects the “Save” button 6. The system saves the user entries 7. Continue with step 1	
Exception Paths		5a The user selects the “Back” button 5a.1 The system does not save the user entries 5a.2 Continue with step 1	
Extension Points		-	
Business rules		The user can edit the following fields of the user group profile: Name (no editing possible, just new entry) Description (Text) Permission (click box selection)	

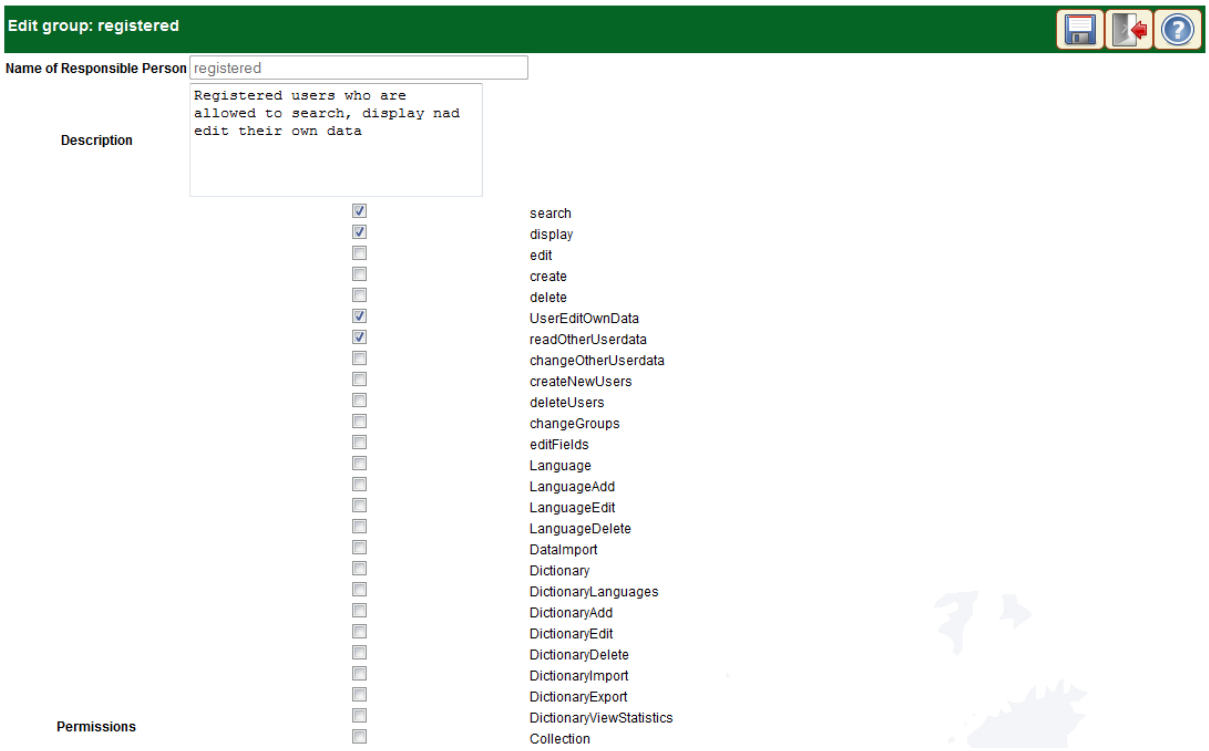


Group list

#	Name of Responsible Person	Description	Permissions
1	administrator	For superusers who should be able to do everything.	search, display, edit, create, delete, UserEditOwnData, readOtherUserdata, changeOtherUserdata, createNewUsers, deleteUsers, changeGroups, editFields, Language, LanguageAdd, LanguageEdit, LanguageDelete, DataImport, Dictionary, DictionaryLanguages, DictionaryAdd, DictionaryEdit, DictionaryDelete, DictionaryImport, DictionaryExport, DictionaryViewStatistics, Collection, CollectionArchive, CollectionAdd, CollectionEdit, CollectionDelete, changeArchives, ThesaurusList, ThesaurusAdd, ThesaurusEdit, ThesaurusDelete, BrowseList, BrowseAdd, BrowseEdit, BrowseDelete, Harvester, HarvesterList, HarvesterAdd, HarvesterEdit, HarvesterDelete, descriptiondocmapping, Importer, ImporterAdd, ImporterEdit, ImporterDelete, Environment
2	dictionaryAdmin	People who are allowed to change everything at the dictinary	Dictionary, DictionaryLanguages, DictionaryAdd, DictionaryEdit, DictionaryDelete, DictionaryImport, DictionaryExport, DictionaryViewStatistics
3	partner	Partners have actually all rights	search, display, edit, create, delete, UserEditOwnData, readOtherUserdata, changeOtherUserdata, createNewUsers, deleteUsers, changeGroups, editFields, Language, LanguageAdd, LanguageEdit, LanguageDelete, DataImport, Dictionary, DictionaryLanguages, DictionaryAdd, DictionaryEdit, DictionaryDelete, DictionaryImport, DictionaryExport, DictionaryViewStatistics, Collection, CollectionArchive, CollectionAdd, CollectionEdit, CollectionDelete, changeArchives, ThesaurusList, ThesaurusAdd, ThesaurusEdit, ThesaurusDelete, BrowseList, BrowseAdd, BrowseEdit, BrowseDelete, Harvester, AddProvider, RemoveProvider, descriptiondocmapping
4	public	For public user settings.	search, display
5	registered	Registered users who are allowed to search, display nad edit their own data	search, display, UserEditOwnData, readOtherUserdata
6	translator	People who are allowed to change language specific stuff	Language, LanguageAdd, LanguageEdit, Dictionary, DictionaryAdd, DictionaryEdit, DictionaryDelete, DictionaryViewStatistics

Total 6 rows: 1 | Items to display: 20

Figure 43: Group List



Edit group: registered

Name of Responsible Person: registered

Description: Registered users who are allowed to search, display nad edit their own data

Permissions:

- [x] search
- [x] display
- [ ] edit
- [ ] create
- [ ] delete
- [x] UserEditOwnData
- [x] readOtherUserdata
- [ ] changeOtherUserdata
- [ ] createNewUsers
- [ ] deleteUsers
- [ ] changeGroups
- [ ] editFields
- [ ] Language
- [ ] LanguageAdd
- [ ] LanguageEdit
- [ ] LanguageDelete
- [ ] DataImport
- [ ] Dictionary
- [ ] DictionaryLanguages
- [ ] DictionaryAdd
- [ ] DictionaryEdit
- [ ] DictionaryDelete
- [ ] DictionaryImport
- [ ] DictionaryExport
- [ ] DictionaryViewStatistics
- [ ] Collection

Figure 44: User Groups Edit Screen

14.4 Delete a user group

Use Case		**Delete a group**	
ID	**Name**	UC4.4	DELETE GROUP
Date of last update		2010-08-03	
Description		This use case details how the user can delete a user group.	
Actors		BHL-Europe Administration User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A user group is/Several groups are deleted	
Trigger		The user selected “Users” Button and then the “Groups” Button	
Steps		1. System displays the list of current user groups (Figure 43: Group List) 2. The user selects one or more users 3. The user selects the “delete” button 4. System asks for confirmation 5. The user confirms the deletion 6. System deletes the user group(s) 7. System displays the updated list of current user groups	
Exception Paths		5a The user does not confirm the deletion 5a.1 The system does not delete the user group(s) 5a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

14.5 Edit my profile

Use Case		**Edit my profile**	
ID	**Name**	UC4.5	EDIT PROFILE
Date of last update		2010-08-03	
Description		This use case details how the user can edit his profile.	
Actors		BHL-Europe Registered User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		The user profile is updated.	
Trigger		The user selected the “Users” Button and then the “Edit my profile” Button.	
Steps		1. The system displays the user profile edit screen (Figure 45: User Profile Edit Screen) 2. The user can enter/update information on his profile 3. The user selects the “Save” button 4. The system saves the user entries 5. Continue with step 1	
Exception Paths		3a The user selects the “Back” button 3a.1 The system does not save the user entries 3a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

Figure 45: User Profile Edit Screen

15 Use Case Description for Dictionary Administration

The Dictionary Administration Area provides following entry screen:

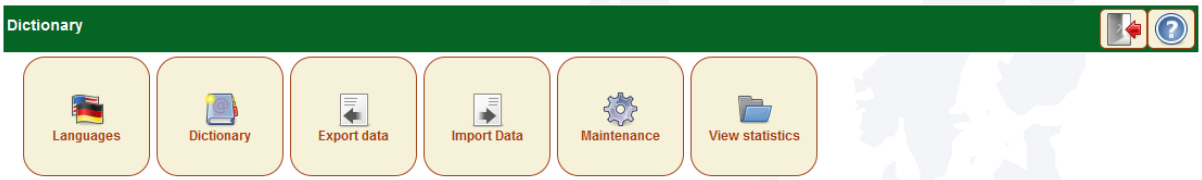


Figure 46: Dictionary Administration Entry Screen

15.1 Activate/Deactivate languages

Use Case		**Activate/Deactivate languages**	
ID	**Name**	UC5.1	EDIT LANGUAGES
Date of last update		2010-08-03	
Description		This use case details how the user can activate or deactivate languages in the dictionary.	
Actors		BHL-Europe Dictionary Administrator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		The language activation is updated.	
Trigger		The user selected the “Dictionary” Button and then the “Languages” Button.	

Steps	1. The system displays the list of languages (starting from the activated languages in alphabetical order) (Figure 47: List of Languages) 2. The user selects one or more languages 3. The user selects the "Toggle language usage" button/The user clicks on the Yes/No in the "active" column of the languages list. (Both actions change the current status of the language) 4. The system saves the user entries 5. The display list of languages is updated 6. Continue with step 1
Exception Paths	3a The user selects the "Back" button 3a.1 The system does not save the user entries 3a.2 Continue with step 1
Extension Points	-
Business rules	-

Languages

#		LangID	ISO	Name of Responsible Person	active
1		79	CHI	Chinese	Yes
2		101	CZE	Czech	Yes
3		103	DAN	Danish	Yes
4		150	DEU	German	Yes
5		116	DUT	Dutch; Flemish	Yes
6		123	ENG	English	Yes
7		126	EST	Estonian	Yes
8		134	FIN	Finnish	Yes
9		137	FRE	French	Yes
10		164	GRE	Greek, Modern (1453-)	Yes
11		177	HIN	Hindi	Yes
12		182	HUN	Hungarian	Yes
13		195	IND	Indonesian	Yes
14		201	ITA	Italian	Yes
15		204	JPN	Japanese	Yes
16		230	KOR	Korean	Yes
17		246	LAV	Latvian	Yes
18		250	LIT	Lithuanian	Yes
19		253	LTZ	Luxembourgish; Letzeburgesch	Yes
20		283	MLT	Maltese	Yes

Total 483 rows: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 | Items to display: 20

Figure 47: List of Languages

15.2 Translate one word into different languages

Use Case		**Translate word**	
ID	**Name**	UC5.2	TRANSLATE WORD
Date of last update		2010-08-03	
Description		This use case details how the user can translate single words of the dictionary into several languages.	
Actors		BHL-Europe Dictionary Administrator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		The word is updated.	
Trigger		The user selected the “Dictionary” Button and then the “Dictionary” Button.	
Steps		1. The system displays the list of terms (starting with the controlled vocabularies in numerical and alphabetical order) (Figure 48: Dictionary Word List) 2. The user selects a term (click on the word name in the list) 3. System displays the term translation entry screen (Figure 49: Word Translation Entry Screen) 4. The user enters the translation in those languages he has selected in his profile (one tab for each language) 5. The user selects the “Save” button 6. The system saves the user entries 7. The display list of terms is updated 8. Continue with step 1	
Exception Paths		5a The user selects the “Back” button 5a.1 The system does not save the user entries 5a.2 Continue with step 1	
Extension Points		-	

Business rules	The user can enter the following fields: Description Display (selection yes/no) Homograph (selection yes/no) Translation +/- (add another row for more translations, e.g. inflections for number, tense, gender, person, etc.)

Procedure:

1) The controlled vocabularies will be translated via the dictionary tool first. Then they will be loaded into the thesaurus tool. From this point on the Controlled Vocabularies will be edited (additions, translations, deletions etc.) in the thesaurus tool.

2) The uncontrolled vocabularies (keyword lists) will be translated in a second step. These keyword lists shall represent a number of words that are fairly frequent in the data (titles, descriptions etc.) of the BHL-Europe partners. The system will use the keyword lists for any search (field or full text search). The keyword lists will always be edited via the dictionary tool.

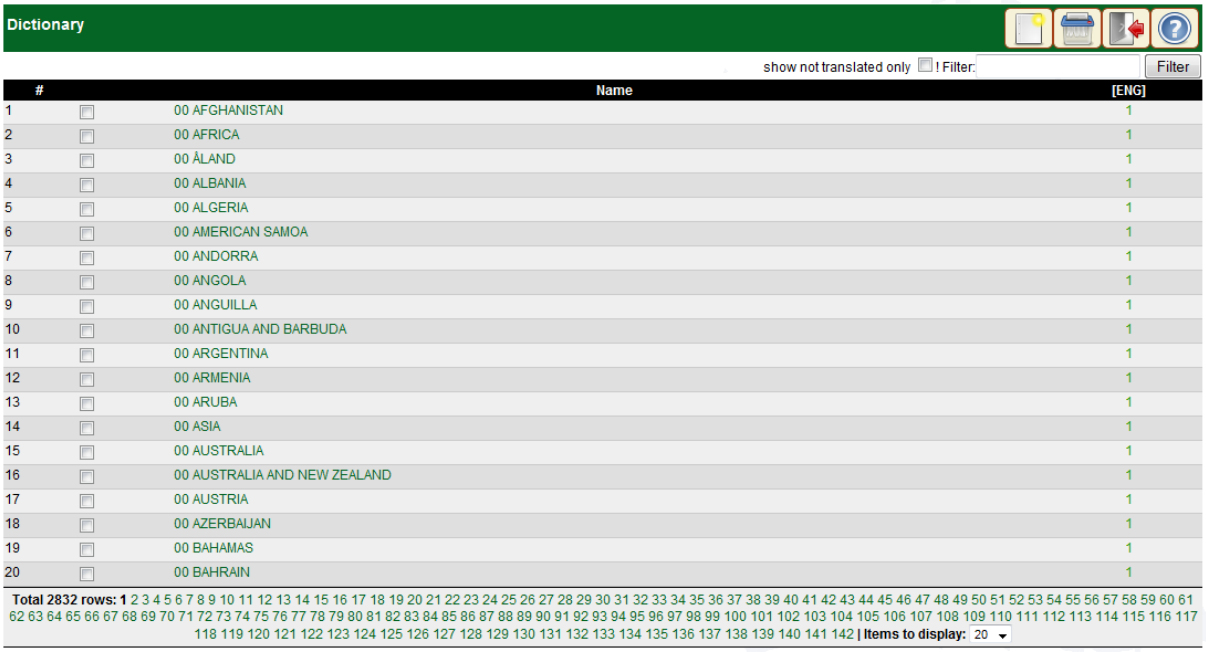


Figure 48: Dictionary Word List

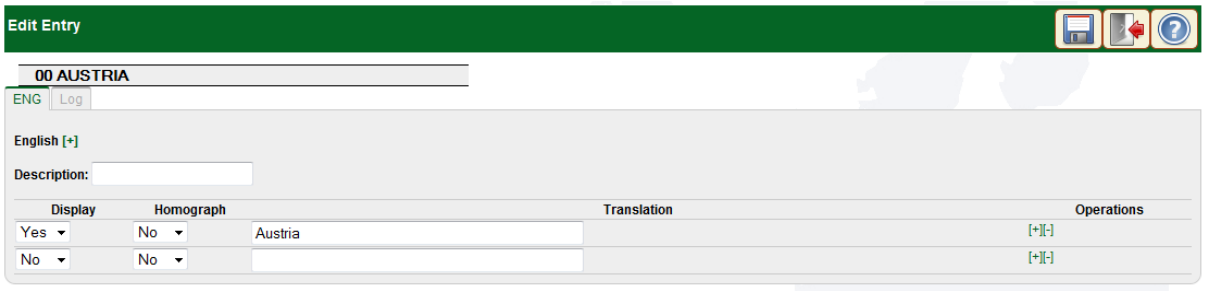


Figure 49: Word Translation Entry Screen

15.3 Translate all words into one language

Use Case		**Translate words into one language**	
ID	**Name**	UC5.3	TRANSLATE WORDS OF ONE LANGUAGE
Date of last update		2010-08-04	
Description		This use case details how the user can translate all words of one language in the dictionary.	
Actors		BHL-Europe Dictionary Administrator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		The words of one language are updated.	
Trigger		The user selected the “Dictionary” Button and then the “Dictionary” Button.	
Steps		1. The system displays the list of words (starting with the controlled vocabularies in numerical and alphabetical order) (Figure 48: Dictionary Word List) 2. The user selects a language (click on the language abbreviation at the head of the column in the list) 3. System displays the list of words for the translation into the previously selected language (Figure 50: Edit by Language) 4. The user enters the translations for the words 5. The user selects the “Save” button 6. The system saves the user entries 7. Continue with step 3	
Exception Paths		5a The user selects the “Back” button 5a.1 The system does not save the user entries 5a.2 Continue with step 1	
Extension Points		-	

Business rules	The user can enter the following fields: Description Display (selected or not) Homograph (selected or not) Translation + (add another row for more translations, eg. inflections for number, tense, gender, person, etc)

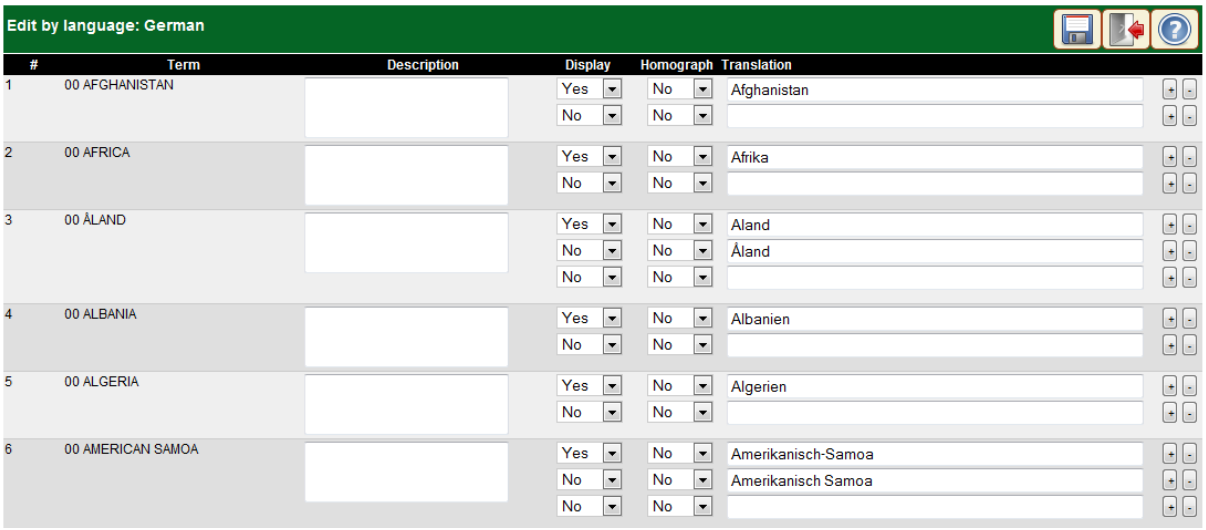


Figure 50: Edit by Language

15.4 Add words to the dictionary

Use Case		**Add words**	
ID	**Name**	UC5.4	ADD WORD
Date of last update		2010-08-04	
Description		This use case details how the user can add a word/words to the dictionary.	
Actors		BHL-Europe Dictionary Administrator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A word/Several words are added	
Trigger		The user selected “Dictionary” Button and then the “Dictionary” Button	
Steps		1. System displays the list of dictionary words (Figure 48: Dictionary Word List) 2. The user selects “New” 3. The system displays the Word Translation entry screen (Figure 51: Word Translation entry scree) 4. User enters the new word 5. User selects “Save” 6. System saves the user entries 7. System displays the updated list of dictionary words	
Exception Paths		5a The user selects “Back” 5a.1 The system does not save the user entries 5a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

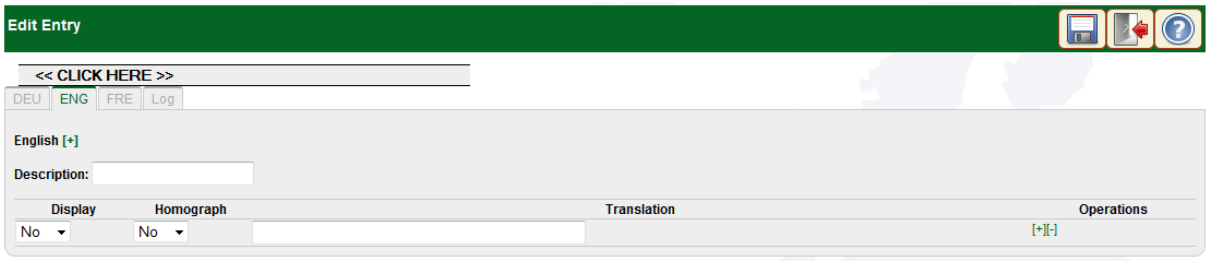


Figure 51: Word Translation entry screen

15.5 Delete words from the dictionary

Use Case		**Delete words**	
ID	**Name**	UC5.5	DELETE WORD
Date of last update		2010-08-10	
Description		This use case details how the user can delete a word/words from the dictionary.	
Actors		BHL-Europe Dictionary Administrator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A word/Several words are deleted	
Trigger		The user selected “Dictionary” Button and then the “Dictionary” Button	
Steps		1. System displays the list of dictionary words (Figure 48: Dictionary Word List) 2. The user selects one or more words 3. The user selects the “delete” button 4. System asks for confirmation 5. The user confirms the deletion 6. System deletes the word(s) 7. System displays the updated list of dictionary words	
Exception Paths		5a The user does not confirm the deletion	

	5a.1 The system does not delete the word(s) 5a.2 Continue with step 1
Extension Points	-
Business rules	-

15.6 Export words from the dictionary

Use Case		**Export words**	
ID	**Name**	UC5.6	EXPORT WORD
Date of last update		2010-08-04	
Description		This use case details how the user can export words from the dictionary.	
Actors		BHL-Europe Dictionary Administrator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		All translations in the chosen languages are exported.	
Trigger		The user selected “Dictionary” Button and then the “Export data” Button	
Steps		1. System displays list of languages (Figure 47: List of Languages). 2. User selects languages to export. 3. User clicks export. 4. The user selects to open or save the export file. 5. System exports the dictionary words to the local computer.	
Exception Paths			
Extension Points		-	
Business rules		-	

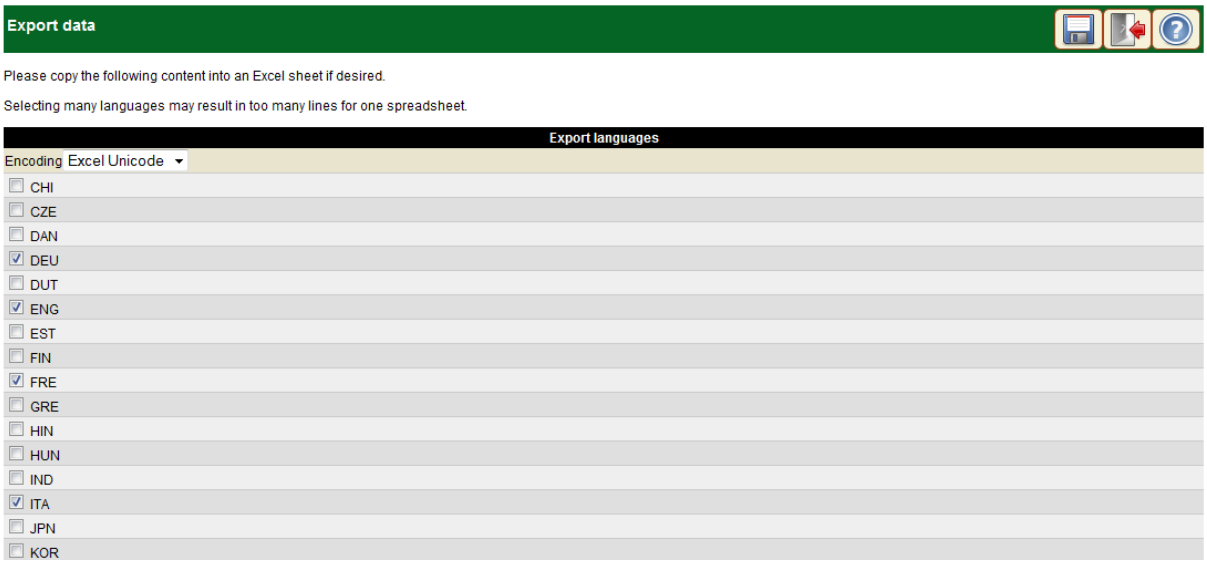


Figure 52: Export Dictionary

Import words to the dictionary

Use Case		**Import words**	
ID	**Name**	UC5.7	IMPORT WORD
Date of last update		2010-08-04	
Description		This use case details how the user can import words to the dictionary.	
Actors		BHL-Europe Dictionary Administrator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A comma separated import file (csv) / a tab separated import file (tsv) is imported.	
Trigger		The user selected “Dictionary” Button and then the “Import data” Button	
Steps		1. System opens the import form (Figure 53: Import Form) 2. The user selects the import file from his computer 3. The user selects: the encoding, the header, chooses whether to delete current entries 4. The user selects the “Submit” Button”	

	5. System imports the dictionary words into the dictionary tool 6. The system displays an updated word list in the dictionary
Exception Paths	
Extension Points	-
Business rules	-

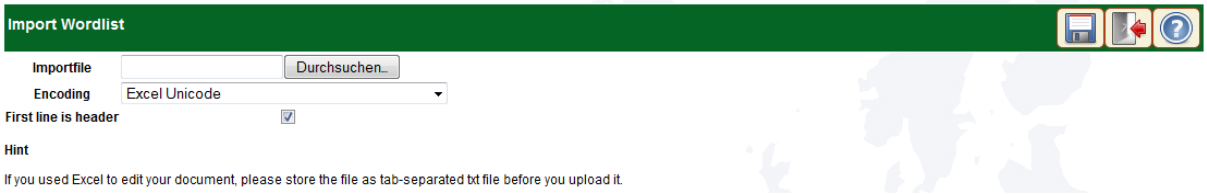


Figure 53: Import Form

16 Use Case Description for Portal Language Administration

The Portal Language Administration Area provides following entry screen:

Figure 54: Portal Language Administration Entry Screen

16.1 Add a portal language for translation

Use Case		**Add a portal language**	
ID	**Name**	UC6.1	ADD A PORTAL LANGUAGE
Date of last update		2010-08-04	
Description		This use case details how the user can add a portal language.	
Actors		BHL-Europe Translator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A portal language is added.	
Trigger		The user selected the “Portal languages” Button and then the “Available languages” Button.	

Steps	1. The system displays the list of languages for the portal (Figure 55: List of Languages for the Portal) 2. The user selects the “New” button 3. System displays translation entry screen for portal languages (Figure 56: Translation Entry Screen for Portal Languages) 4. The user enters the language information. 5. The user selects the “Save” button 6. The system saves the user entries 7. Continue with step 1
Exception Paths	5a The user selects the “Back” button 5a.1 The system does not save the user entries 5a.2 Continue with step 1
Extension Points	UC 6.2 step 4
Business rules	The user can enter the following fields: Description Language Code (ISO 639 - Alpha2 and Alpha 3, ISO-3166 - Regional)

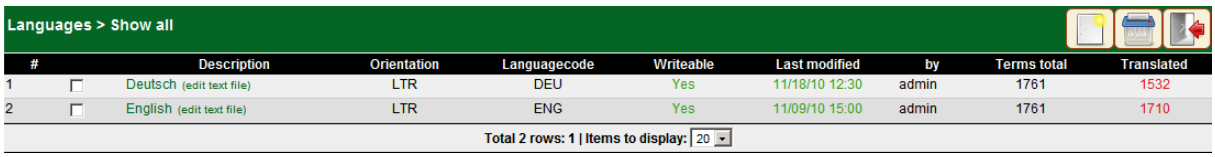


Figure 55: List of Languages for the Portal

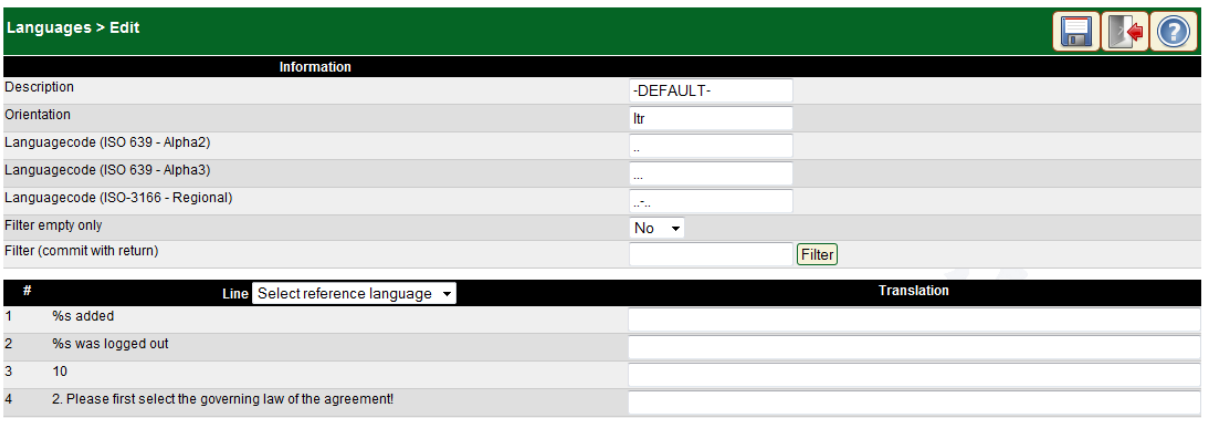


Figure 56: Translation Entry Screen for Portal Languages

16.2 Translate all portal labels/expressions into one language

Use Case		**Translate portal words/expressions into one language**	
ID	**Name**	UC6.2	TRANSLATE PORTAL WORDS OF ONE LANGUAGE
Date of last update		2010-08-04	
Description		This use case details how the user can translate all portal words and expressions into one selected language.	
Actors		BHL-Europe Translator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		The portal words/expressions of one language are updated.	
Trigger		The user selected the “Portal languages” Button and then the “Available languages” Button.	
Steps		1. The system displays the list of languages for the portal (Figure 55: List of Languages for the Portal) 2. The user selects a language (click on the language name in the list) 3. System displays the list of portal words and expressions (in English) for the translation into the previously selected language (Figure 57: List of Words for Translation) 4. The user enters the translations for the words/expressions 5. The user selects the “Save” button 6. The system saves the user entries 7. Continue with step 1	
Exception Paths		5a The user selects the “Back” button 5a.1 The system does not save the user entries 5a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

Figure 57: List of Words for Translation

16.3 Delete a portal language

Use Case		**Delete a portal language**	
ID	**Name**	UC6.3	DELETE A PORTAL LANGUAGE
Date of last update		2010-08-04	
Description		This use case details how the user can delete a portal language.	
Actors		BHL-Europe Translator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A selected portal language is deleted.	
Trigger		The user selected the “Portal languages” Button and then the “Available languages” Button.	
Steps		1. The system displays the list of languages for the portal (Figure 55: List of Languages for the Portal) 2. The user selects one or more languages 3. The user selects the “delete” button 4. System asks for confirmation 5. The user confirms the deletion 6. System deletes the language(s) 7. System displays the updated list of portal languages	
Exception Paths		5a The user does not confirm the deletion 5a.1 The system does not delete the language(s) 5a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

17 Use Case Description for Data Import

Figure 58: Portal Language Administration Entry Screen

17.1 Import Data into the BHL-Europe German prototype

Use Case		**Import data**	
ID	**Name**	UC7.1	IMPORT DATA
Date of last update		2010-08-04	
Description		This use case details how the user can import data into the BHL-Europe German prototype .	
Actors		BHL-Europe Partner User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		New data has been imported to the German prototype .	
Trigger		The user selected the “Data Import” Button and then the “Import Data” Button.	

Steps	1. The system displays the selection lists for Database and Archive as well as an input field to select a file to be imported (Figure 59: Import Form) 2. The user selects the database and the archive in which he wants to import data. Then he selects the local file/data that he wants to add to the archive. 3. The user selects the “Import” button 4. The system displays the selection lists for the collection and the file structure, and a radio button for the encoding scheme with a small preview window attached. 5. The user selects the referring collection for his data, the file structure and the encoding. 6. The user selects the “Import” button. 7. The system shows an XML preview of the user’s data. 8. The user selects the “Import” button. 9. The system imports the data file. 10. The system shows an import protocol and at the end of the protocol the amount of records that have been processed/save. 11. The user selects the “Back” button. 12. Continue with step 1
Exception Paths	3a The user selects the “Back” button 3a.1 The system does not save the user entries 3a.2 Continue with step 1 6a The user selects the “Back” button 6a.1 The system does not save the user entries 6a.2 Continue with step 4 8a The user selects the “Back” button 8a.1 The system does not save the user entries 8a.2 Continue with step 4
Extension Points	-
Business rules	-

Figure 59: Import Form

17.2 OAI Provider

Use Case		**OAI Provider**	
ID	**Name**	UC7.2	OAI PROVIDER
Date of last update		2010-08-09	
Description		This use case details how the user can add an OAI Provider.	
Actors		BHL-Europe Administrator User BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A new OAI Provider is added to the System.	
Trigger		The user selected the “Data Import” Button and then the “List Providers” Button.	
Steps		1. System displays list of all OAI Providers 2. User clicks “Add provider” 3. System displays the Add provider form (see Figure 60: Add provider). 4. User fills in the necessary data 5. User clicks “Save” 6. System includes the new provider.	

Exception Paths	2a User clicks on name of OAI Provider 2a.1 System displays edit provider form 2a.2 User modifies provider data 2a.3 User clicks "Save" 2a.4 System saves modifications 3a User selects various providers and then clicks "Delete" 3a.1 System deletes the selected providers
Extension Points	-
Business rules	-

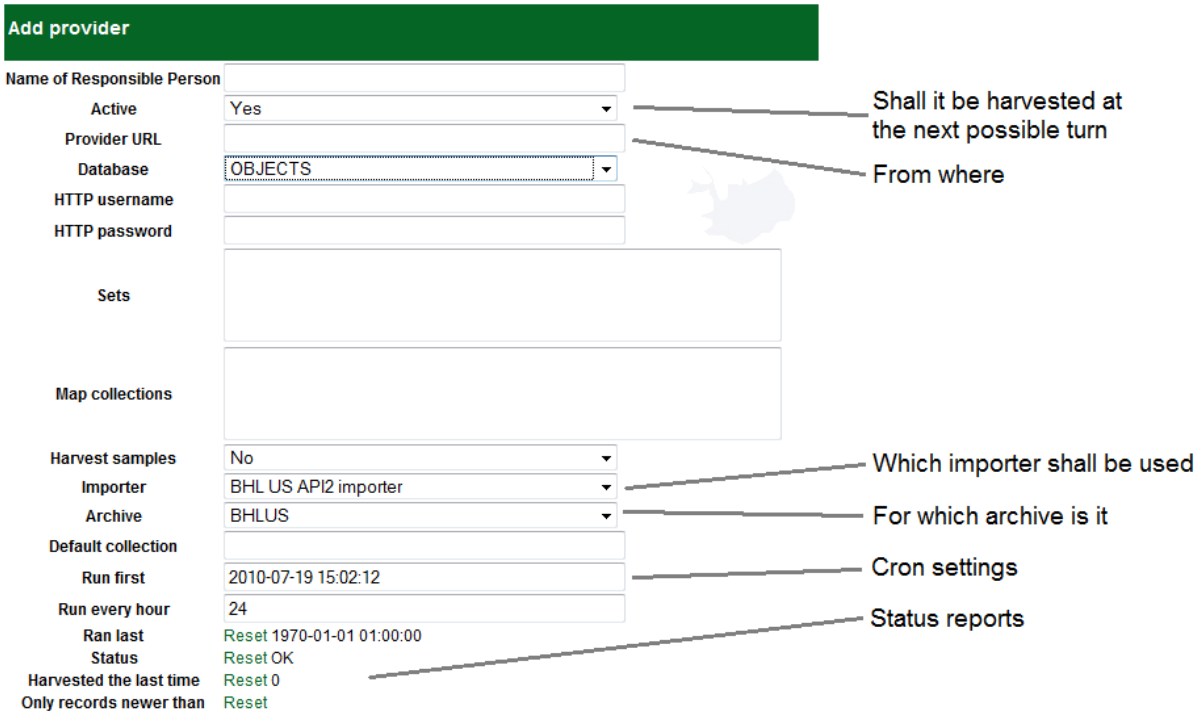


Figure 60: Add provider

18 Use Case Description for Thesaurus Administration

18.1 Add a new Thesaurus in XML format

Use Case		**Add new thesaurus in XML format**	
ID	**Name**	UC8.1	ADD THESAURUS IN XML
Date of last update		2010-08-04	
Description		This use case details how the user can add a new thesaurus, which originally has the format XML	
Actors		BHL-Europe Administrator User BHL-Europe Thesaurus Tool BHL-Europe Administration Area	
Precondition		The user is logged in, thesaurus available in XML format with a valid schema, destination database and its access data is known	
Postcondition		A new thesaurus is added	
Trigger		The user selected “List thesauri” button and then “Add thesaurus” button.	
Steps		1. System displays form for inserting thesaurus (Figure 61: Form for inserting Thesaurus) 2. User enters name of the thesaurus 3. User selects URL of the WSDL 4. User selects path of schema related to XML file 5. User selects the INSERT button 6. System asks for confirmation 7. User confirms the addition 8. System adds the thesaurus to the known thesauri	
Exception Paths		5a The user selects the BACK button 5a.1 No data is changed 5a.2 Continue with step 1 7a The user does not confirm the addition 7a.1 The system does not save the addition 7a.2 Continue with step 1	

Extension Points	-
Business rules	-

Figure 61: Form for inserting Thesaurus

18.2 Add a new Thesaurus in CSV format

Use Case		**Add new thesaurus in CSV format**	
ID	**Name**	UC8.2	ADD THESAURUS IN CSV
Date of last update		2010-08-04	
Description		This use case details how the user can add a new thesaurus, which originally has the format CSV	
Actors		BHL-Europe Administrator User BHL-Europe Thesaurus Tool BHL-Europe Administration Area	
Precondition		The user is logged in, thesaurus available in CSV format (valid structure according to business rules), destination database and its access data is known	
Postcondition		A new thesaurus is added	
Trigger		The user selected “List thesauri” button and then “Add thesaurus” button.	
Steps		1. System displays form for inserting thesaurus (Figure 61: Form for inserting Thesaurus) 2. User enters name of the thesaurus 3. User selects URL of the WSDL 4. User selects the INSERT button 5. System asks for confirmation 6. User confirms the addition 7. System adds the thesaurus to database	
Exception Paths		4a The user selects the BACK button 4a.1 No data is changed 4a.2 Continue with step 1 6a The user does not confirm the addition 6a.1 The system does not save the addition 6a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

18.3 Delete a Thesaurus

Use Case		**Delete thesaurus**	
ID	**Name**	UC8.3	DELETE THESAURUS
Date of last update		2010-08-04	
Description		This use case details how the user can delete a thesaurus	
Actors		BHL-Europe Administrator User BHL-Europe Thesaurus Tool BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A thesaurus/several thesauri are deleted	
Trigger		The user selected “List thesauri” button	
Steps		1. System displays the list of current thesauri (Figure 62: List of Thesauri) 2. The user selects one or more thesauri 3. The user selects the “delete thesaurus” button 4. System asks for confirmation 5. The user confirms the deletion 6. System deletes the thesaurus/thesauri 7. System displays the updated list of current thesauri	
Exception Paths		5a The user does not confirm the deletion 5a.1 The system does not delete the thesaurus 5a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

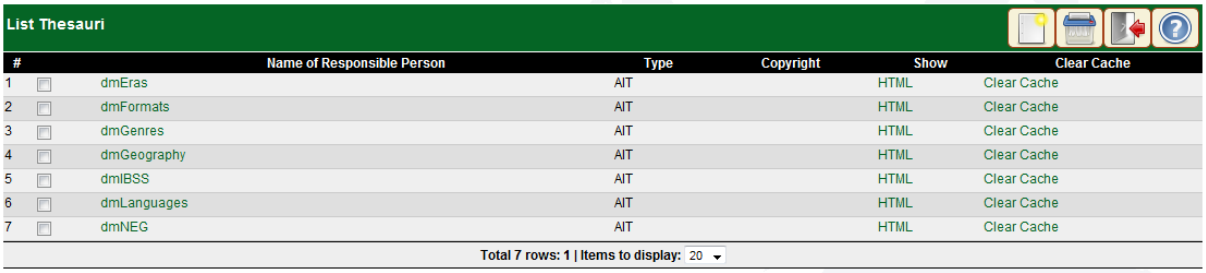


Figure 62: List of Thesauri

18.4 Update a Thesaurus

Use Case		**Update thesaurus**	
ID	**Name**	UC8.4	UPDATE THESAURUS
Date of last update		2010-08-04	
Description		This use case details how the user can update a thesaurus	
Actors		BHL-Europe Thesaurus Administrator BHL-Europe Thesaurus Tool BHL-Europe Administration Area	
Precondition		The user is logged in. The updated thesaurus is available on the Thesaurus Administrator's local system.	
Postcondition		A thesaurus/several thesauri are updated	
Trigger		The user selected "List thesauri" button	
Steps		1. User deletes the thesaurus/thesauri he wants to update (see UC 8.3) 2. User adds the updated thesaurus/thesauri from his local system (see UC 8.1 or UC 8.2)	
Exception Paths			
Extension Points		-	
Business rules		-	

18.5 Edit a Thesaurus

Use Case		**Edit thesaurus**	
ID	**Name**	UC8.5	EDIT THESAURUS
Date of last update		2010-08-04	
Description		This use case details how the user can edit basic data of a thesaurus	
Actors		BHL-Europe Administrator User BHL-Europe Thesaurus Tool BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		Basic data of a thesaurus is updated	
Trigger		The user selected “List thesauri” button	
Steps		1. System displays the list of current thesauri (Figure 62: List of Thesauri) 2. The user selects one thesaurus 3. System displays a form containing thesaurus details (Figure 63: Thesaurus Edit Form) 4. The user updates details by changing the values of the fields 5. The user selects the SAVE button 6. The system saves the user entries	
Exception Paths		5a The user selects the BACK button 5a.1 The system does not save the user entries 5a.2 Continue with step 1	
Extension Points			
Business rules		The user can edit following fields of the thesaurus profile: • Type • Name • Schema • WSDL • Username • Password	

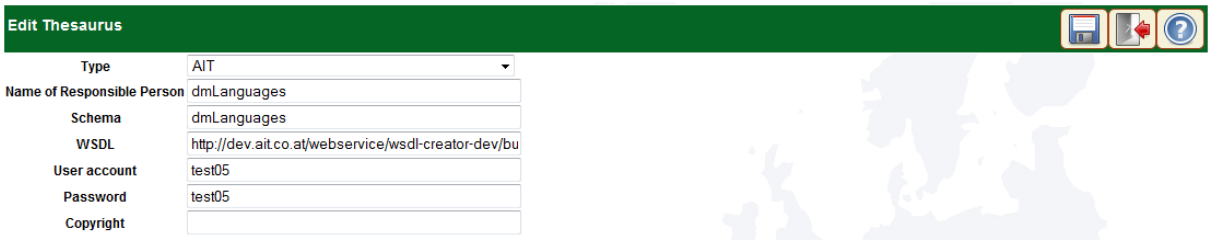


Figure 63: Thesaurus Edit Form

19 Use Case Description for List Browse Administration

19.1 Add new Browse criterion

Use Case		**Add Browse criterion**	
ID	**Name**	UC9.1	ADD BROWSE CRITERION
Date of last update		2010-08-04	
Description		This use case details how the user can add a new criterion to the Browse list.	
Actors		BHL-Europe Administrator User BHL-Europe List Browse Tool BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A new browse criterion is added to the Browse list.	
Trigger		The user selected “List Browse” button	
Steps		1. System displays a list of current browse criterions (see Figure 64: Browse List entry screen) 2. User selects “New” 3. System displays form for inserting new browse criterion (see Figure 65: Form for inserting new browse criterion) 4. User enters title and selects database, the type of the criterion and whether the values should be added to the Portal Language translation terms 5. User selects “Save” 6. System displays the Browse Criterion edit screen (see Figure 66: Form for editing browse criterion) 7. User selects “Ordering” and “Browse in” 8. User selects “Save” 9. System saves the user entries 10. System displays updated list of browse criterions	

Exception Paths	5a The user selects the BACK button 5a.1 The system does not save the user entries 5a.2 Continue with step 1 8a The user selects the BACK button 8a.1 The system does not save the user entries 8a.2 Continue with step 1
Extension Points	-
Business rules	-

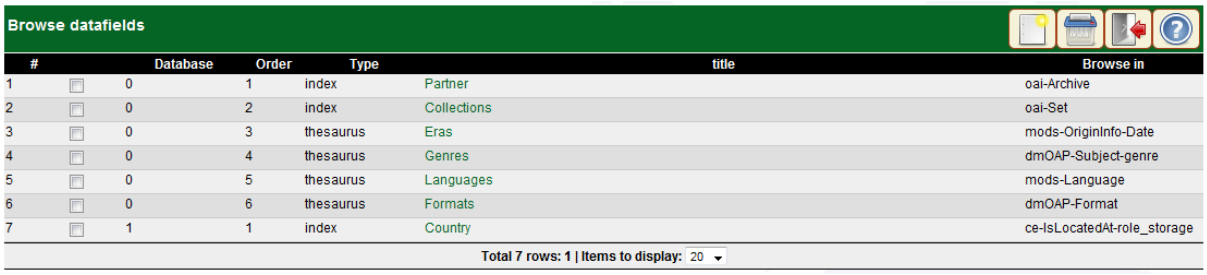


Figure 64: Browse List entry screen

Figure 65: Form for inserting new browse criterion

Figure 66: Form for editing browse criterion

19.2 Edit Browse Criterions

Use Case		**Edit Browse criterion**	
ID	**Name**	UC 9.2	EDIT BROWSE CRITERION
Date of last update		2010-08-04	
Description		This use case details how the user can edit a criterion of the Browse list.	
Actors		BHL-Europe Administrator User BHL-Europe List Browse Tool BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A browse criterion is updated in the Browse List	
Trigger		The user selected “List Browse” button	
Steps		1. System displays the list of current browse criterions (see Figure 64: Browse List entry screen) 2. User selects a browse criterion 3. System displays browse criterion details 4. User edits browse criterion details (see Figure 66: Form for editing browse criterion) 5. User selects “Save” 6. System saves the user entries 7. System displays list of browse criterions again	
Exception Paths		5a The user selects the BACK button 5a.1 The system does not save the user entries 5a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

19.3 Delete Browse Criterion

Use Case		**Delete Browse criterion**	
ID	**Name**	UC 9.3	DELETE BROWSE CRITERION
Date of last update		2010-08-04	
Description		This use case details how the user can delete a criterion of the Browse list.	
Actors		BHL-Europe Administrator User BHL-Europe List Browse Tool BHL-Europe Administration Area	
Precondition		The user is logged in	
Postcondition		A browse criterion is deleted in the Browse List	
Trigger		The user selected “List Browse” button	
Steps		1. System displays the list of current browse criterions (see Figure 64: Browse List entry screen) 2. User selects one or more browse criterions 3. User selects “Delete” 4. System asks for confirmation 5. User confirms the deletion 6. System displays updated list of browse criterions	
Exception Paths		3a User does not confirm the deletion 3a.1 The system does not save the user entries 3a.2 Continue with step 1	
Extension Points		-	
Business rules		-	

I Acronyms

Dublin Core	The Dublin Core Metadata Initiative is an open organization engaged in the development of interoperable online metadata standards that support a broad range of purposes and business models. BHL-Europe uses the Dublin Core Metadata Element Set.	http://dublincore.org/
IPR	Intellectual Property Rights	
OAI	Open Archives Initiative	http://www.openarchives.org
OAI-PMH	Open Archives Initiative Protocol for Metadata Harvesting	http://www.openarchives.org/OAI/openarchivesprotocol.html
RSS	Really Simple Syndication (RSS) is a lightweight XML format designed for sharing headlines and other Web content.	http://www.rssboard.org/rss-specification
TEL	The European Library	http://www.theeuropeanlibrary.org
UC	Use Case	
UML	Unified Modelling Language	http://www.uml.org
XML	EXtensible Markup Language	

II Glossary

Use Case descriptions:

Use Case	Extended name of the Use Case
Name and ID	Short name and (ID) of the Use Case for later reference
Version	The version the Use Case is in (YYYY-MM-DD[-Nr])
Description	The description and goals to be reached by the Use Case
Actors	Actors taking part in this Use Case. An actor can be a person or set of functions
Precondition	Settings/Conditions that have to be set for the Use Case to be run
Postcondition	Settings/Conditions that will be available after the Use Case terminated successfully
Trigger	Event at which the Use Case will be started
Steps	Description of the "Happy Day" scenario. I.e. the interaction between the actors and system to terminate the Use Case successfully without any problems
Exception Paths	During the "Happy Day" scenario various problems may arise which will be treated as exception path.
Extension Points	An extension point describes a point in a use case where an extending use case may provide additional behavior like the payment method or additional search criterion generation
Business rules	Behavior the system shows and needs to be extracted from the steps section not to blow it up needlessly.

Frequently used terms:

Thesaurus	A list of controlled vocabulary terms useful for searching a database, either in print or electronic format.	http://zsr.wfu.edu/research/tutorials/research/glossary.htm
Controlled Vocabulary	Controlled vocabularies are used in indexing schemes, subject headings, thesauri and taxonomies. Controlled vocabulary schemes mandate the uses of	http://en.wikipedia.org/wiki/Controlled_vocabulary

	predefined, authorized terms that have been pre-selected by the designer of the controlled vocabulary as opposed to natural language vocabularies where there is no restriction on the vocabulary that can be used.	
Search Term	A search term could be one word or a phrase the user enters into the search field in order to search for entities of this term within the BHL-Europe content	

III ANNEX 1 – Metadata elements (object level)

III.I Section: ESE

Name	Refinement	URI	Usage	Obligation	Note
Title		http://purl.org/dc/terms/title	A name given to the resource. Typically, a Title will be a name by which the resource is formally known. Title of the original object (analog or born digital)	M	
Alternative Title	Title	http://purl.org/dc/terms/alternative	Alternative title of the original object (analog or born digital). Can include Title abbreviations as well as translations.	O	Any form of the title used as a substitute or alternative to the formal title of the resource.
Creator		http://purl.org/dc/terms/creator	Creator of the original object (analog or born digital)	R	An entity primarily responsible for making the resource.
Subject		http://purl.org/dc/terms/subject	The topic of the resource. Subject of the original object (analog or born digital)	R	Spatial characteristics of the resource. (i.e. what the resource represents and depicts in terms of space)
Description		http://purl.org/dc/terms/description	Description of the original object (analog or born digital)	O	An account of the resource.
TableOfContents	Description	http://purl.org/dc/terms/tableOfContents	List of subunits of the original object (analog or born digital)	O	
Publisher		http://purl.org/dc/terms/publisher	An entity responsible for making the resource available. Publisher of the original object (analog or born digital)	O	
Contributor		http://purl.org/dc/terms/contributor	An entity responsible for making contributions to the resource.	O	
Date		http://purl.org/dc/terms/date	Date of creation of the original object (analog or born digital). Not the date of digitization. Use dcterms:temporal (dc:coverage), if date is associated with the topic of the resource. In case of only unqualified dates, the first instance will be taken as the default creation date for presentation of the digital object in the Timeline browse	R	A point or period of time associated with an event in the lifecycle of the resource
Date Created	Date	http://purl.org/dc/terms/created	Date of creation of the original object (analog or born digital). Not the date of digitization.	O	

Date Issued	Date	http://purl.org/dc/terms/issued	Date of formal issuance (e.g., publication) of the resource. Issued date of the original object (analog or born digital)	O	
Type		http://purl.org/dc/terms/type	Type of the original object (analog or born digital). Europeana uses only the four following dc:type values: Text, StillImage, MovingImage, Sound, while keeping the original source values for full text indexing. Each content provider is requested to map the types used in their metadata with the four types used in Europeana. This element is mainly used for user interface/search purposes. Europeana will show objects categorized in one of the four types, therefore the user can search easily what they are looking for. A type icon is displayed with each search result. There is one icon for each of the four types. When thumbnails or samples of digital objects are not available for short and full display, default thumbnails are displayed according to the type resulting of the types mapping given by the content provider. The Europeana end user interface is using the following terminology: Text for Text dc:type Image for StillImage dc:type Video for MovingImage dc:type Sound for Sound dc:type	O	The nature or genre of the resource. Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary (for example, the DCMIType vocabulary).
Format		http://purl.org/dc/terms/format	File format, physical medium, or dimensions of the original and/or digitized object	O	
Extent	Format	http://purl.org/dc/terms/extent	Size or duration of original and/or digitized object	O	
Medium	Format	http://purl.org/dc/terms/medium	The material or physical carrier of the resource. Medium of the original object (analog or born digital)	O	
Identifier		http://purl.org/dc/terms/identifier	An unambiguous reference to the resource within a given context. Identifier of the original object (analog or born digital). For the URL of the digital object see <europeana:isShownBy>	O	
Source		http://purl.org/dc/terms/source	A related resource from which the described resource is derived.	R	
Language		http://purl.org/dc/terms/language	The languages of metadata of a resource should be described in xml:lang attribute. For instance, After dark.Europeana normalizes the value of both dc:language and xml:lang for functional purposes (facet browsing etc). If any languages can be associated with digital objects, please use and repeat this element as many as possible. For example, video and sound can attach speaking languages. If image includes some text on it (i.e. posters, newspapers etc), we recommend the content providers to use	O	Recommended best practice is to use a controlled vocabulary such as RFC 4646 which, in conjunction with ISO 639, defines two- and three-letter primary language tags. Either a coded value or text string can be represented here. If the content is in more than one language, the element may be repeated.

			dc:language. If there is absolutely no language aspect (photograph etc), please ignore this element.		
Relation		http://purl.org/dc/terms/relation	A related resource. Information about the original object (analog or born digital)	O	
isVersionOf	Relation	http://purl.org/dc/terms/isVersionOf	A related resource of which the described resource is a version, edition, or adaptation. Information about the original object (analog or born digital)	O	See dc:relation for more.
hasVersion	Relation	http://purl.org/dc/terms/hasVersion	A related resource that is a version, edition, or adaptation of the described resource. Changes in version imply substantive changes in content rather than differences in format. Information about the original object (analog of born digital)	O	See dc:relation for more.
isReplacedBy	Relation	http://purl.org/dc/terms/isReplacedBy	A related resource that supplants, displaces, or supersedes the described resource. Information about the original object (analog or born digital)	O	See dc:relation for more.
Replaces	Relation	http://purl.org/dc/terms/replaces	A related resource that is supplanted, displaced, or superseded by the described resource. Information about the original object (analog or born digital)	O	See dc:relation for more.
isRequiredBy	Relation	http://purl.org/dc/terms/isRequiredBy	A related resource that requires the described resource to support its function, delivery, or coherence. Information about the original object (analog or born digital)	O	See dc:relation for more.
Requires	Relation	http://purl.org/dc/terms/requires	A related resource that is required by the described resource to support its function, delivery, or coherence. Information about the original object (analog or born digital)	O	See dc:relation for more.
isPartOf	Relation	http://purl.org/dc/terms/isPartOf	A related resource in which the described resource is physically or logically included. Information about the original object (analog or born digital)	O	See dc:relation for more.
hasPart	Relation	http://purl.org/dc/terms/hasPart	A related resource that is included either physically or logically in the described resource. Information about the original object (analog of born digital)	O	. See dc:relation for more.
isReferencedBy	Relation	http://purl.org/dc/terms/isReferencedBy	A related resource that references, cites, or otherwise points to the described resource. Information about the original object (analog or born digital)	O	See dc:relation for more.

References	Relation	http://purl.org/dc/terms/references	A related resource that is referenced, cited, or otherwise pointed to by the described resource. Information about the original object (analog or born digital)	O	See dc:relation for more.
isFormatOf	Relation	http://purl.org/dc/terms/isFormatOf	A related resource that is substantially the same as the described resource, but in another format. Information about the original object (analog or born digital)	O	See dc:relation for more.
hasFormat	Relation	http://purl.org/dc/terms/hasFormat	Information about the original object (analog of born digital) A related resource that is substantially the same as the pre-existing described resource, but in another format.	O	See dc:relation for more.
Conforms To	Relation	http://purl.org/dc/terms/conformsTo	Standard useful for the use of the digital object (digitized or born digital).	O	An established standard to which the described resource conforms. See dc:relation for more.
isShownBy		http://europeana.eu/terms/isShownBy	An unambiguous URI reference to the digital object in the best resolution available on the content provider web site. The link to the digital object is mandatory and will be used as a hyperlink associated with the clickable button and clickable icon to view or play the object on the content provider's web site.	M	
isShownAt		http://europeana.eu/terms/isShownAt	An unambiguous URI reference to the digital object in full information context on the content provide's web site. This link will be active in the Europeana interface. It will lead the user to the digital object displayed in full information context on the content provider's web site.	O	An
Coverage		http://purl.org/dc/terms/coverage	Unqualified topic of the original object (analog or born digital). Please use preferably the spatial or temporal qualifier if possible.	O	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
Spatial Coverage	Coverage	http://purl.org/dc/terms/spatial	Spatial characteristics of the resource. (i.e. what the resource represents and depicts in terms of space). Spatial characteristics of the original object (analog or born digital)	R	
Temporal Coverage	Coverage	http://purl.org/dc/terms/temporal	Temporal characteristics of the original object (analog or born digital)	R	
Rights		http://purl.org/dc/terms/rights	Intellectual Property Rights or access rights/license of the digital object (digitized or born digital)	O	Information about rights held in and over the resource.

Provenance		http://purl.org/dc/terms/provenance	A statement of any changes in ownership and custody of the resource since its creation that are significant for its authenticity, integrity, and interpretation. Ownership and custody of the original object (analog or born digital)	O	
Object		http://europeana.eu/terms/userTag	User created tags through the Europeana interface	O	
Europeana Rights		http://www.europeana.eu/schemas/ese/rights	Information about copyright of the digital object as specified by isShownBy and isShownAt	O	The value is a URL constructed according to the specifications in the “Rights Guidelines” document on the Technical Requirements page at: http://version1.europeana.eu/web/guest/technical-requirements/ The URLs are constructed by adding a code indicating the copyright status of an object to the domain name where that status is defined. For users of Europeana.eu this copyright information also applies to the preview specified in europeana:object. The rights statement will be represented as a badge on the object page and as a text string in the metadata display. The provision of this element has an obligation level of “recommended” in this version of ESE. It will be changed to “Mandatory” in a later version.

III.II Section: Collection

Name	URI	Usage	Encodings	Role	Obligation	Note
Collection Identifier	dc:identifier	A URI for the collection.			M	The data field that shows the unique identifier of the collection.
Type	dc:type	TYPE = Collection	dcterms: DCMIType		M	Please indicate here which field in your data expresses the fact that the described item is a collection.
Title	dc:title	The name of the collection.			M	EXAMPLE: The Archive's XXX biodiversity literature collection.
Alternative Title	dcterms:alternative	Any form of name used as a substitute or alternative to the formal name of the collection.			O	EXAMPLE: Biodiversity literature collection.

Description	dcterms:abstract	A summary description of the collection.			M	A free text description.
Size	dcterms:extent	The size of the collection.			O	EXAMPLE: 56.879 books, 100.900 articles
Language	dc:language	The language(s) of the items in the collection.	dcterms: ISO639-2/3		R	EXAMPLE: English, Portuguese, Spanish.
Item Type	cld:itemType	The various item types within the collection.	dcterms: DCMIType		M	Example: sound, text, video. VOC: GERMAN PROTOTYPE provides here the Dublin Core Type vocabulary to choose from: Physical Object, Interactive Resource, Collection, Text, Still Image, Sound, Service, Moving Image, Event, Dataset, Software, Image.
Item Format	cld:itemFormat	A media type, physical or digital, of one or more items within the collection.	dmFormats		O	EXAMPLE: book, journal. VOC:
Rights	dc:rights	A statement of any rights held in/over the collection.			O	EXAMPLE: Collection donated by XXX to Archive YYY.
Access Rights	dcterms:accessRights	Access restrictions to the collection.			O	A statement of any access restrictions placed on the collection, including allowed users, charges, etc.
Accrual Method	dcterms:accrualMethod	A method by which items are added to the collection.	cld: AccrualMethod		O	EXAMPLE: Donation, Purchase. VOC: GERMAN PROTOTYPE provides the Dublin Core Accrual Method vocabulary to choose from: Purchase, Donation, Loan, License, Item Creation, Deposit.
Accrual Periodicity	dcterms:accruralPeriodicity	The frequency with which items are added to the collection.	cld: Frequency		O	EXAMPLE: Once a year, irregular. VOC: GERMAN PROTOTYPE provides the Dublin Core Accrual Periodicity vocabulary to choose from: Triennial, Biennial, Annual, Semiannual, Three times a year, Quarterly, Bimonthly, Monthly, Semimonthly, Biweekly, Three times a month, Weekly, Semiweekly, Three times a week, Daily, Continuous, Irregular
Accrual Policy	dcterms:accrualPolicy	A policy governing the addition of items to the collection.	cld: AccrualPolicy		O	EXAMPLE: Closed, some parts are closed. VOC: GERMAN PROTOTYPE provides the Dublin Core Accrual Policy vocabulary to choose from: Closed, Passive, Active, Partial.
Custodial History	dcterms:provenance	Custody or ownership history of the collection.			O	A statement of any changes in ownership and custody of the collection that are significant for its authenticity, integrity and interpretation.
Audience	dcterms:audience	The intended audience for the collection.	MARC target audience codes		O	Examples: pupils, scientists. VOC: GERMAN PROTOTYPE offers a basic vocabulary based on the MARC audience codes including: adolescent, adult, general, juvenile, preschool, specialized.
Subject	dc:subject	A topic of content of the collection.	dcterms: DDC , dcterms: LCC , dcterms:		R	The subject is represented using keywords or key phrases. EXAMPLES: Free subject terms (like "Bird", "'Fungi", "Stones"). VOC: controlled terms from LCSH, LCC, DDC,

			LCSH , dcterms: UDC ,			UDC
Spatial Coverage	dcterms:spatial	The spatial topic of the collection.	dmGeography, TGN		R	Example: Austrian fungi. VOC: The spatial topic can be represented by using terms from a standard or individual classification system (like TGN-The Getty Thesaurus of Geographic Names or GERMAN PROTOTYPE Geography)
Temporal Coverage	dcterms:temporal	The temporal scope of the collection.	W3CDTF, RKMS-ISO8601, dmEras		R	EXAMPLE: Literature from the 1920s to the 1950s. VOC: The temporal topic may be represented by using terms from a standard or individual classification system (like GERMAN PROTOTYPE Eras).
Dates Collection Accumulated	dcterms:created	A range of dates over which the collection was accumulated.	W3CDTF, RKMS-ISO8601, dmEras		O	EXAMPLE: Collected from 1970 to 1987. VOC: GERMAN PROTOTYPE offers a basic vocabulary for Eras and the following standards: DCMI Period, W3C-DTF , RKMS-ISO8601.
Dates Items Created	cdl:dateItemsCreated	A range of dates over which the individual items within the collection were created.	W3CDTF, RKMS-ISO8601, dmEras		R	EXAMPLE: The collection contains literature from 1924 to 1987. VOC: GERMAN PROTOTYPE offers a basic vocabulary for Eras and the following standards: DCMI Period, W3C-DTF , RKMS-ISO8601.
Contributor	dc:contributor	The owner and the collector of the collection.	dmAgentRoles :Creator	MARCrel Role:collector	M	This field acknowledges two roles: the owner and the collector (An entity who gathers (or gathered) the items in a collection together.)
	dc:contributor	The owner and the collector of the collection.	dmAgentRoles :Creator	MARCrel Role:collector	M	This field acknowledges two roles: the owner and the collector (An entity who gathers (or gathered) the items in a collection together.)
Place	cld:isLocatedAt	The location where the collection is held.	dmPlaceRoles	dmPlaceRoles	M	The address where the collection is stored.
Is Accessed Via	cld:isAccessedVia	A service that provides access to the items within the collection.			O	This can be an URL where the collection can be found, searched through or opening hours are displayed.
Sub-Collection	dcterms:hasPart	A sub-collection of the described collection.			O	A second collection contained within this collection.
Super-Collection	dcterms:isPartOf	A super-collection of the described collection.			O	A second collection that contains this collection.
Catalogue or Index	cld:catalogueOrIndex	A catalogue for, or index of, the described collection.			O	These can be Analytic finding aids, Hierarchic finding aids, or Indexing finding aids.
Associated collection	cld:associatedCollection	An associated collection.			O	A second collection that is associated with the current collection.
Associated publication	dcterms:isReferencedBy	Publications that reference this collection.			O	A publication that is based on the use, study, or analysis of the collection.
HasSamples	dmCore:hasSamples	Digital samples are attached to various objects of this collection.			M	Indicate whether digital samples are available for the items of this collection. EXAMPLES:

		(YES/NO)				scan files
HasObjects	dmCore:hasObjects	Online Metadata of the included objects is available/searchable for this collection. (YES/NO)			M	If you can not provide electronic metadata for the objects of your collection but only have your collection description entered and searched via the GERMAN PROTOTYPE portal than indicate: NO.
IPR License		Licence text for IPR			R	Insert here the text choices for the automatic IPR email responses. This is recommended for your Top Level Collection.
IPR Mail Contact		Contact mail for IPR related queries.			R	Insert here the contact email to which the item requests should be send to.
Name of Europeana Data Provider		europeana:provider			R	The content of this field will be used as europeana:dataProvider when the archive is harvested by europeana.

III.III Section: oaiInfo

Name	URI	Usage	Obligation	Note
OAI Archive	mdm:oaiArchive	The code name of the Archive that contributes this data.	M	EXAMPLE: The Finnish literature archive.
OAI Set	mdm:oaiSet	The collection name within the Archive.	M	EXAMPLE: Early Finnish biodiversity literature.
OAI Internal Id	mdm:oaiInternalId	Unique Catalogue number of the item in your database.	M	Unique-resource identifier IMPORTANT: GERMAN PROTOTYPE needs to know a unique-resource identifier for your item: Provide applicable identifiers assigned to one-of-a-kind resources (such as catalogue numbers assigned to items). This information is needed for the UPDATE procedure.
oai-DateStamp	mdm:oaiDateStamp	The data of harvesting.	M	This date will be generated automatically.
oai-Deleted	mdm:oaiDeleted	The date of deletion of the record.	O	The date when the record was deleted.

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