

D08 – DELIVERABLE 2.4.2

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OAI-Provider Interface production version

Part 2: Administrator Interface

D08 – Deliverable 2.4.2

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P	Public	X
C	Confidential, only for members of the consortium and the Commission Services	

0 REVISION AND DISTRIBUTION HISTORY AND STATEMENT OF ORIGINALITY

Revision History

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Draft	2012-02-09	A. Höller	AIT	First Version (Draft)
1	2012-02-16	A. Höller, G. Koch, W. Koch	AIT	Revision
1b	2012-02-24	Coord	BGBM	Minor editing

NB : The Software and user interface was developed in collaboration and with input from the TMG over the past 6 months

Statement of Originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

Distribution

Recipient	Date	Version	Accepted YES/NO
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1 DESCRIPTION OF WORK

This document illustrates the usage of the OAI-Provider and represents the perspective of the Administrator.

With the OAI-Provider you can search through all data that has been uploaded from the ABCD repositories and transformed into Europeana ESE records. After a short general chapter the possibilities for the administrator are described. For better understanding screenshots are attached.

The following figure depicts the workflow for the ingestion of OpenUp! records into the Europeana portal¹. In the present document the administration tools of the OAI-Provider are being described (point 6 of this workflow - highlighted in red).

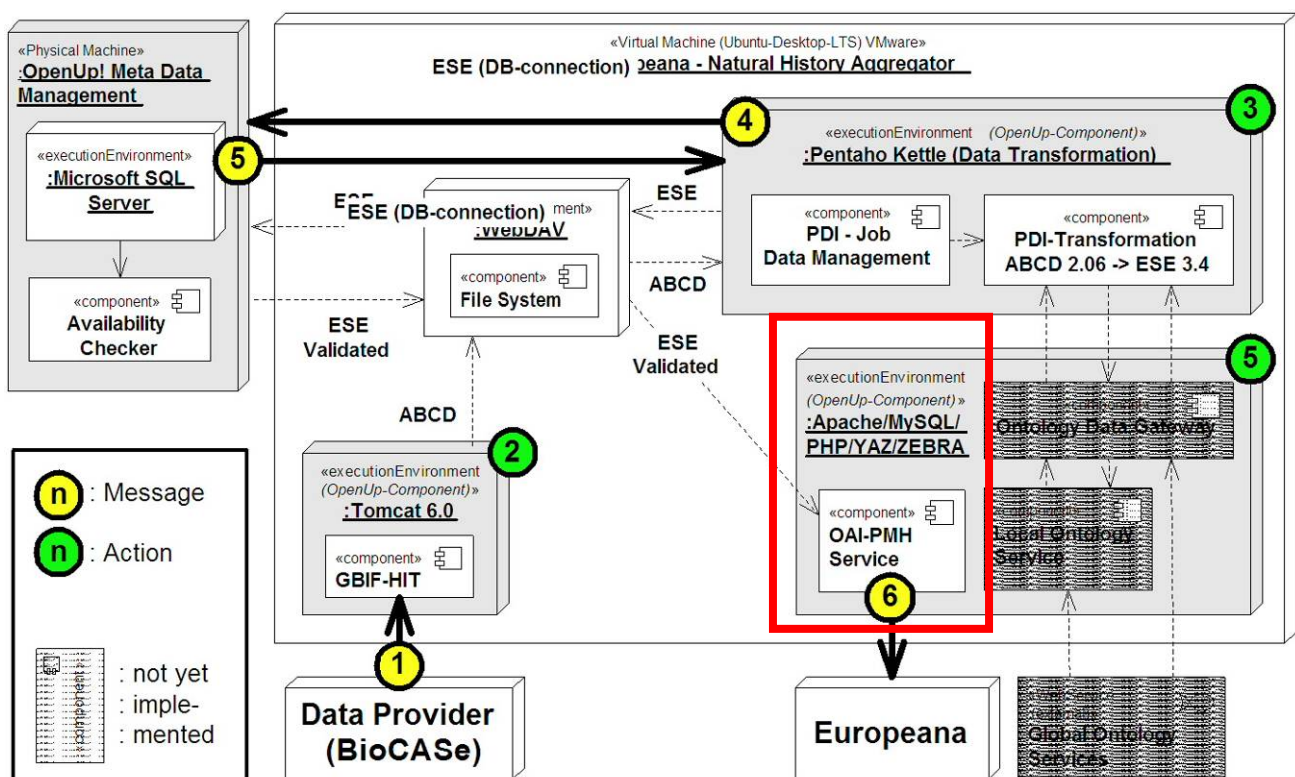


Figure 1 Ingesting records into Europeana (overall workflow)

The OAI-Provider is a platform to control the created ESE records and collections. This platform is the final part in the whole process. Before data sources can be uploaded on the OAI-Provider-platform they have to be harvested with the GBIF Harvesting and Indexing Toolkit (HIT). The results of the harvesting process are metadata and ABCD records for each data source. These records are transformed with the software Pentaho² into ESE records. An adjacent transformation uploads the files to the platform.

Please note that the OAI-Provider-platform facility on which the OpenUp! implementation is based upon has several additional functionalities that are not in use yet, but may be in the future (for example the vocabulary and thesauri functions).

¹ Europeana portal. <http://www.europeana.eu> 16 Feb. 2012.

² Pentaho. <http://www.pentaho.com/> 16 Feb. 2012.

2 THE OAI PROVIDER FOR ADMINISTRATORS

When going to <http://web-openup.nhm.ac.uk/oai-provider/index.php> you can see the following window, provided that you have the appropriate access rights (see *Figure 1*).

2.1 Logging in

As an administrator of the OpenUp! OAI platform you have to log in to the platform. There is a link on the left side of the start window or in the upper right corner (see *Figure 2*).

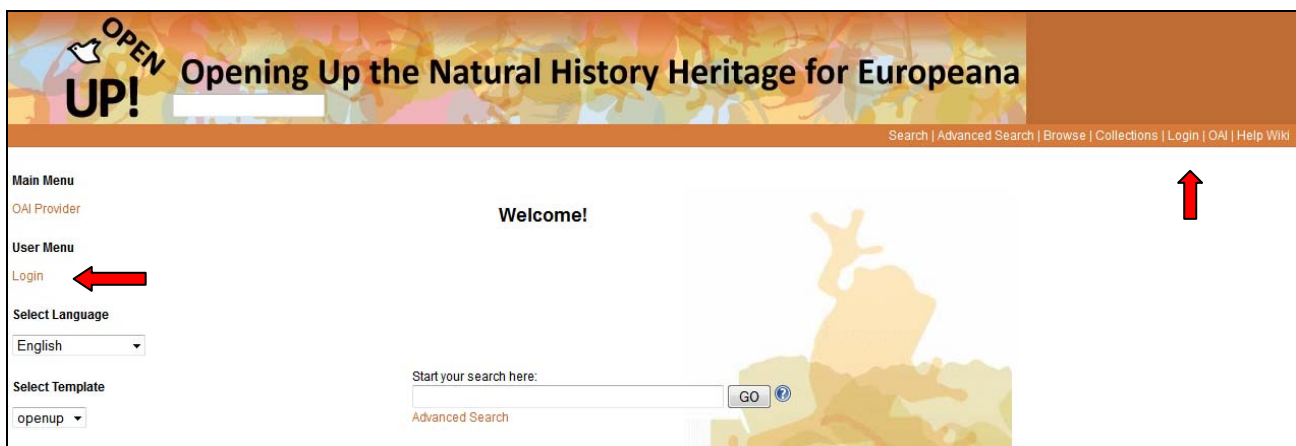


Figure 2 Welcome screen of the OAI-Provider with "Login" links

When clicking on one of these links the following window appears (see *Figure 3*).

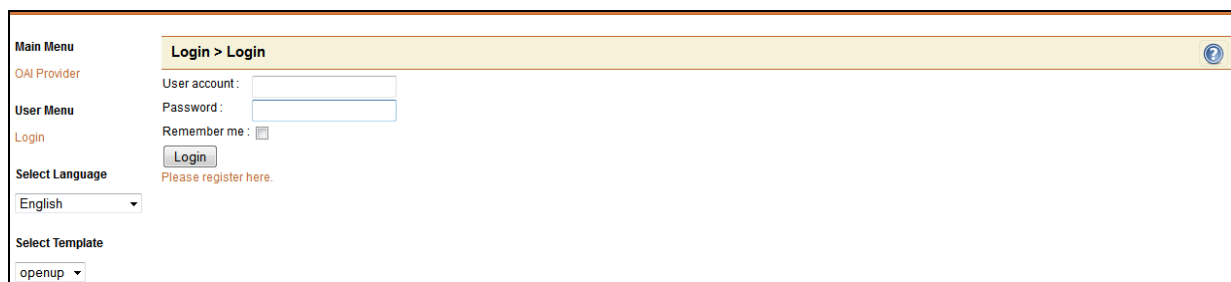


Figure 3 Logging in

When you have typed in your user account and password you have the possibility to check the option "Remember me" so you do not need to type in name and password again at your next visit.

After clicking "Login" you will see the following message (see *Figure 4*).

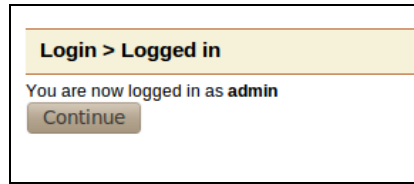


Figure 4 You are now logged in

Click on “Continue” and you can start searching (see Figure 5).

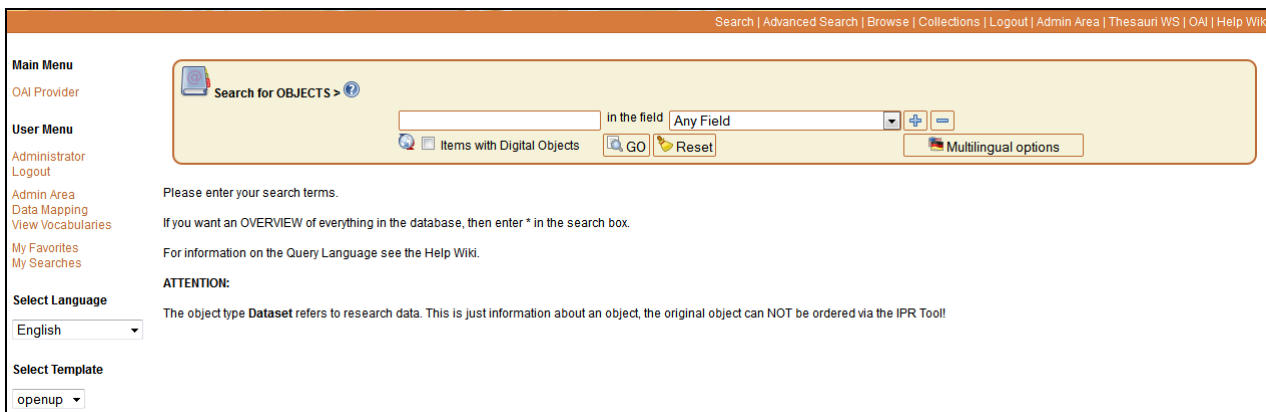


Figure 5 Structure for entering your search terms

2.2 My Searches

A useful function of the OAI-Provider is the possibility to save your searches. To do this you need to select one ore more records by ticking one ore more fields and click on the orange folder symbol above (see Figure 6).



Figure 6 Saving your searches

When you have done that you will see the following lines (see Figure 7).

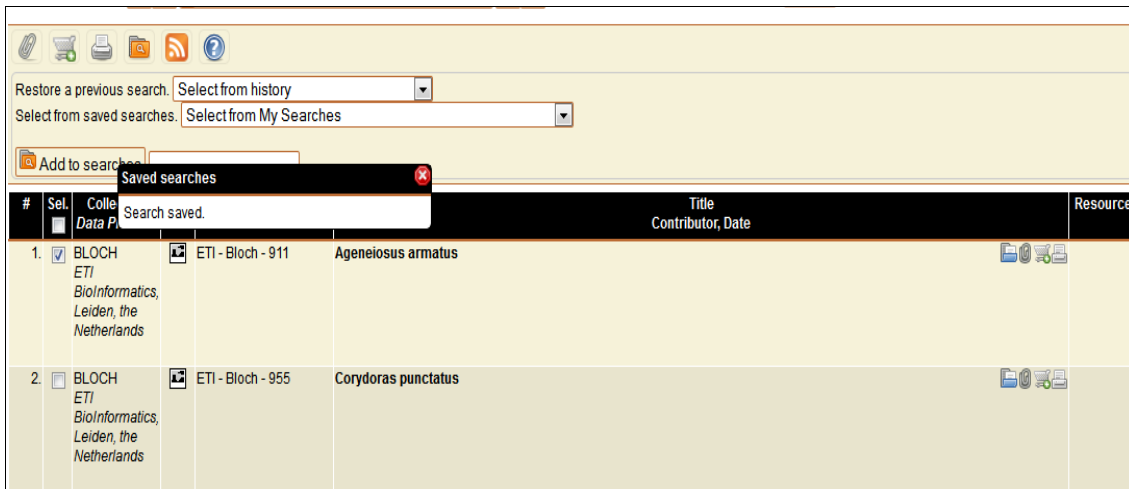


Figure 7 The search is saved

You can either “Restore a previous search” or “Select from saved searches”. When you select “Add to searches” a small window opens to indicate the search is saved (compare Figure 7).

Now you can go to “My Searches” on the left side (see Figure 8).

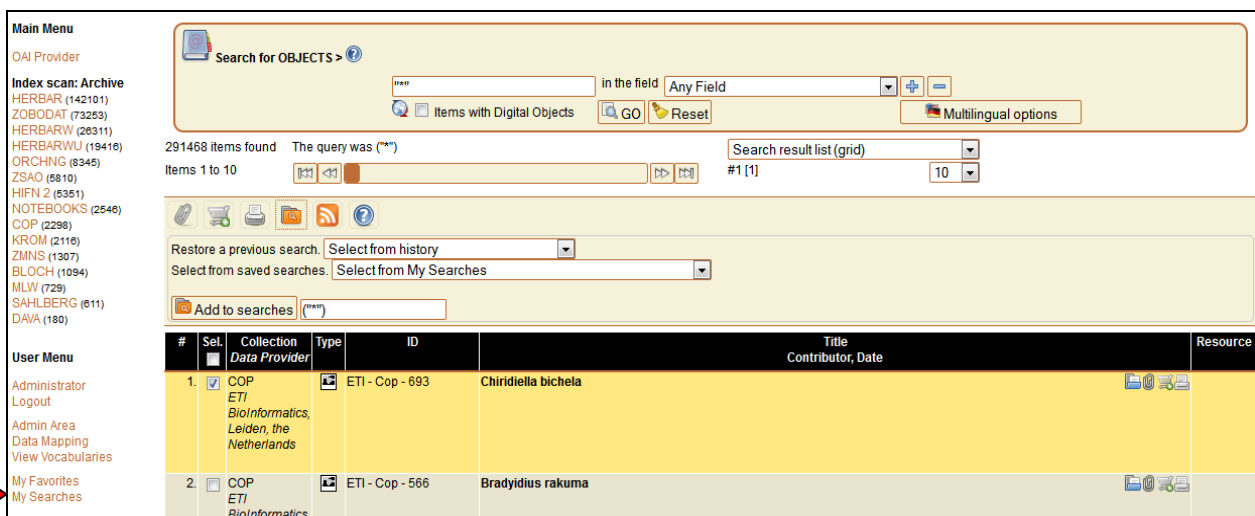


Figure 8 Clicking on “My Searches”

When you click on this link you can see your saved searches with “Title”, “Database” and “Date”. You can also delete them by clicking on the dustbin under “Operations” (see Figure 9).

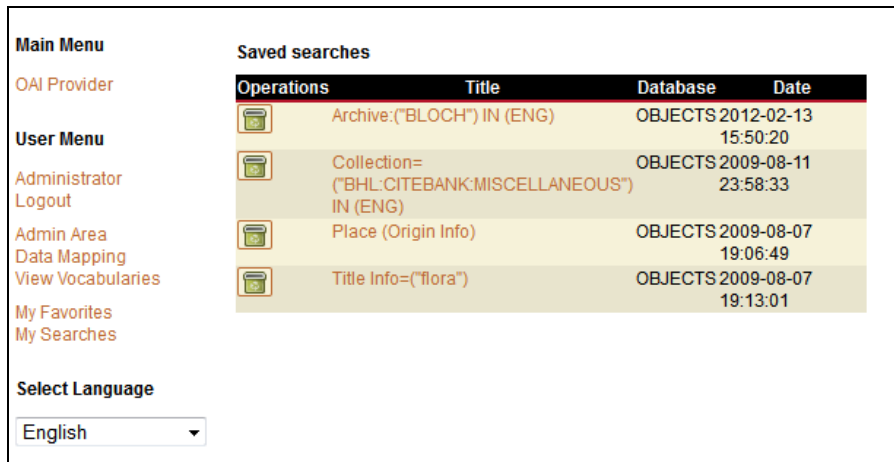


Figure 9 The "Saved searches" function

When you click on one of your saved searches they are again filled in the search interface and you can restart the search by clicking on "Go".

2.3 My Favourites

As mentioned above a record is added to your favourites when you click on the paper clip symbol. When you have done that a small window saying "Favourite added" appears (see Figure 10).

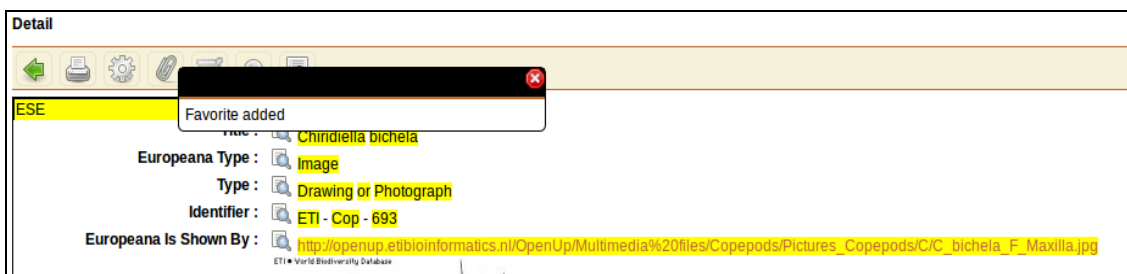


Figure 10 Adding a favourite

When you now click on "My Favourites" on the left side you can administer your favourites (see Figure 11).

My Favorites					
OBJECTS					
#	Sel.	Identifier / Type / Europeana Type	Title / Contributor	Europeana Is Shown By / Europeana Is Shown At	Source / Europeana Rights
1	<input type="checkbox"/>	ETI - Cop - 693 Drawing or Photograph IMAGE	Chiridiella bichela	http://openup.etbioinformatics.nl/OpenUp/Multimedia%20files/Copepods/Pictures_Copepods/C/C_bichela_F_Maxilla.jpg	http://www.europeana.eu/rights/r-r-ff
2	<input type="checkbox"/>				

Figure 11 Administering your favourites

As you can see the favourite record is represented by the most important ESE fields: Identifier/Type/Europeana Type, Title/Contributor, Europeana is Shown By/Europeana Is Shown At and Source/Europeana Rights.

On the right side of each record you have four symbols (see Figure 12).



Figure 12 What you can do with your favourites

You can either “display” the record, “remove it from favourites”, “add it to your basket” or “print” it (from left to right).

2.4 Administration Area

The OAI Provider contains an own “Admin Area” (see Figure 13).

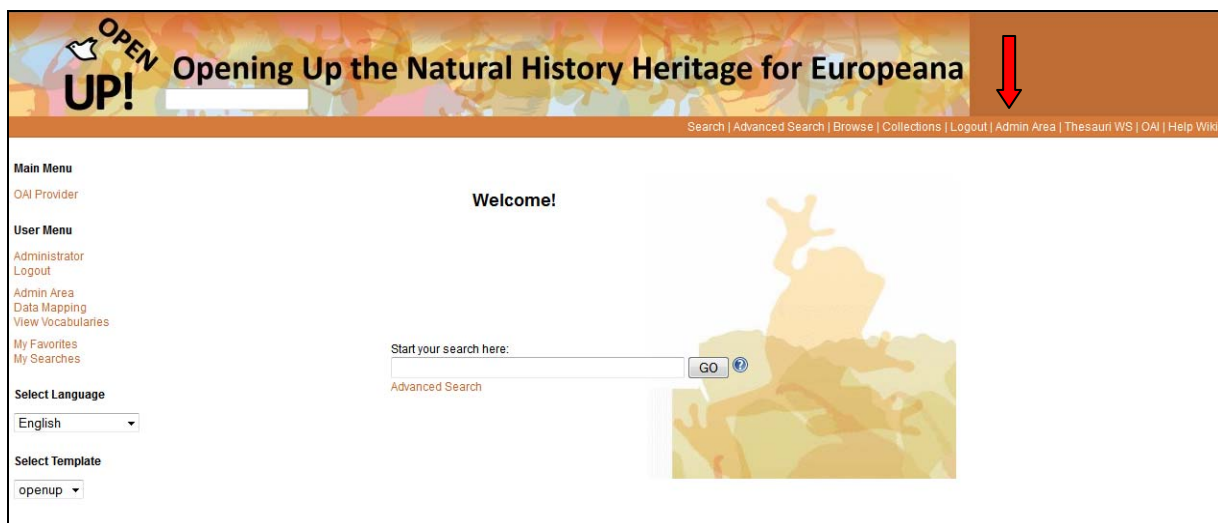


Figure 13 Clicking on “Admin Area”

After clicking on the link in the top right corner you will see the following window (see Figure 14).

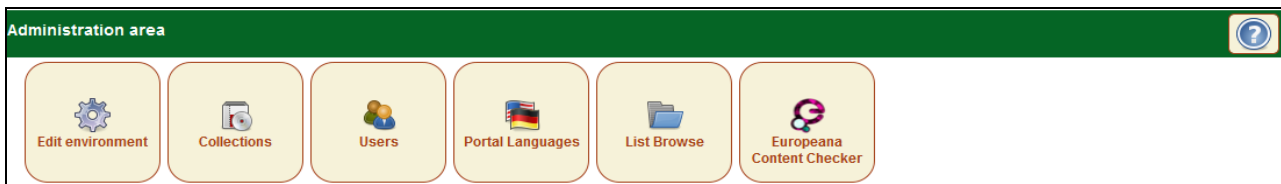


Figure 14 The “OpenUp! Administration area”

In the following sections we will have a look on some important functions.

2.5 Collections

When you click on “Collections” (the second at the left, compare Figure 14), you have the following option: “Edit Collection” (see Figure 15).



Figure 15 Clicking on “Edit Collections”

When clicking on this link you will see the complete list of all collections in the OAI Provider (see Figure 16). In the table you can see the Collection and the Identifier. Both are represented by the official acronym of the Europeana Content Provider in the OpenUp! project.

List Collections		
#	Collection	Identifier
1	BGBM	BGBM
2	ETI	ETI
3	LANDOOE	LANDOOE
4	NHVM	NHVM
5	UH	UH
6	WU	WU

Total 6 rows: 1 | Items to display: 20

Figure 16 Listing the Collections with their Identifier

If you click on one of the collections at the left (in this example ETI) the user interface for adding a Collection is shown (see Figure 17). There you can see all the fields that have been filled in when creating the collection ETI. You have to fill in three fields: “Collection Identifier”, “Type” and “Item Type”.

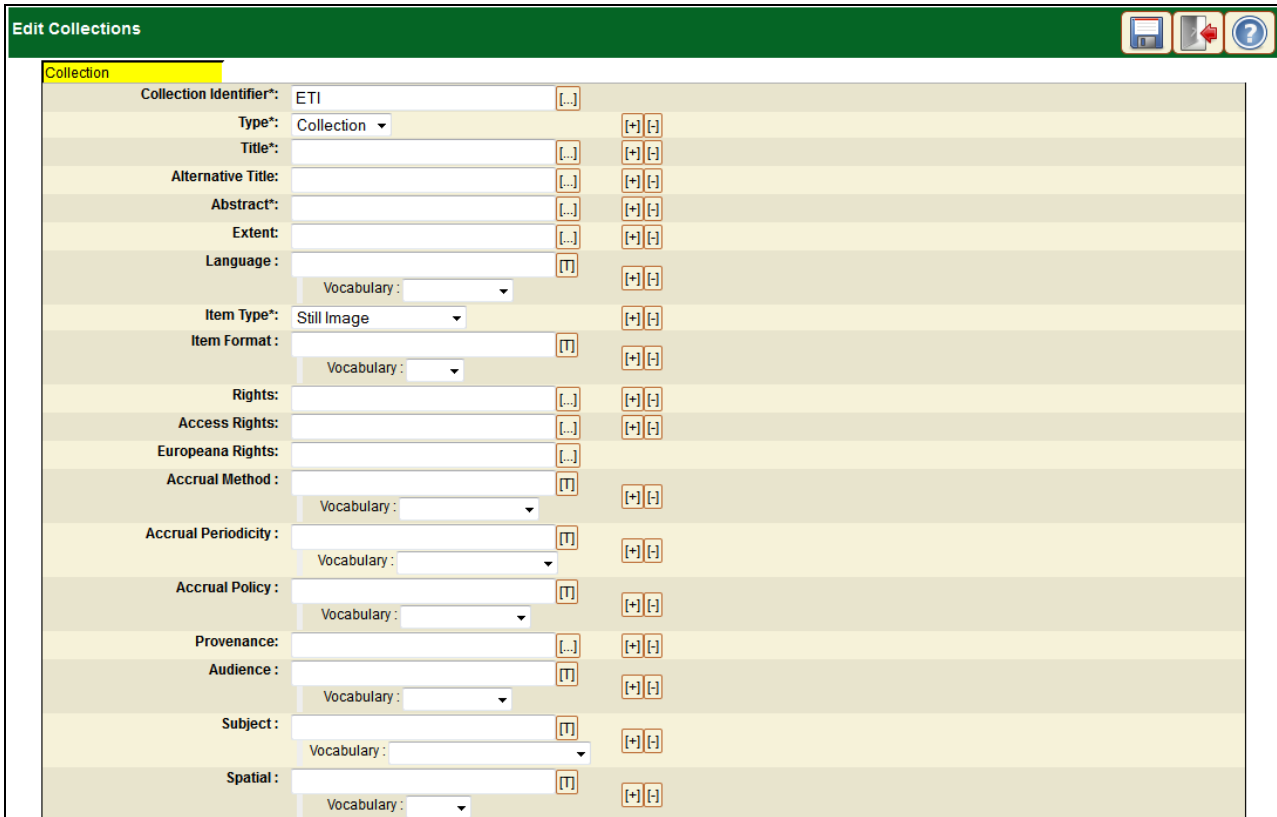
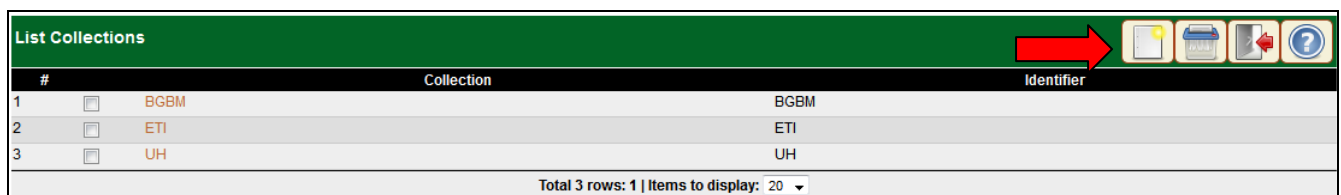


Figure 17 Editing the Collection ETI

2.5.1 Adding a new Collection

If you want to add a new Collection you have to click on the symbol at the top right corner (see Figure 18)

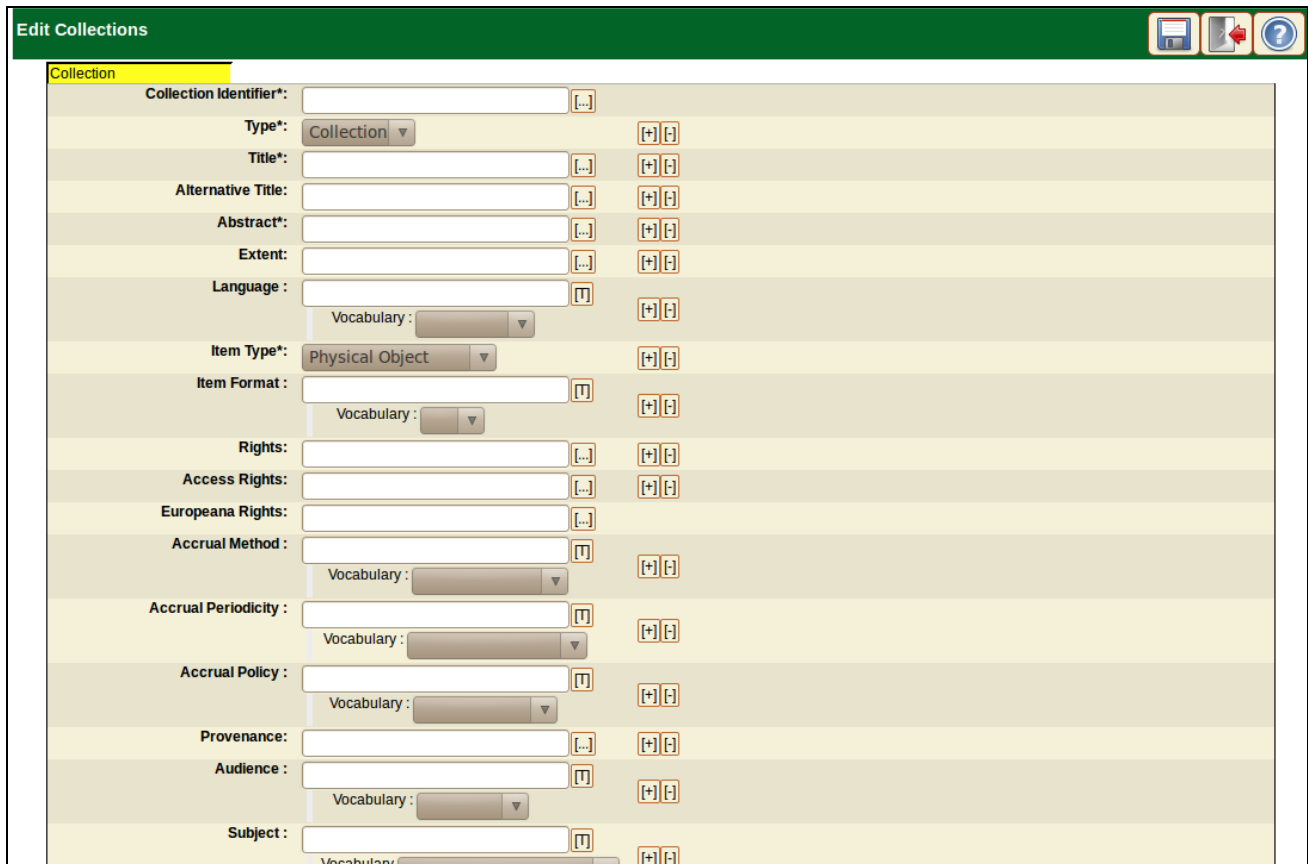


#	Collection	Identifier
1	BGBM	BGBM
2	ETI	ETI
3	UH	UH

Total 3 rows: 1 | Items to display: 20

Figure 18 Adding a new Collection

When you have clicked on “New” you will see the following mask (see Figure 19).

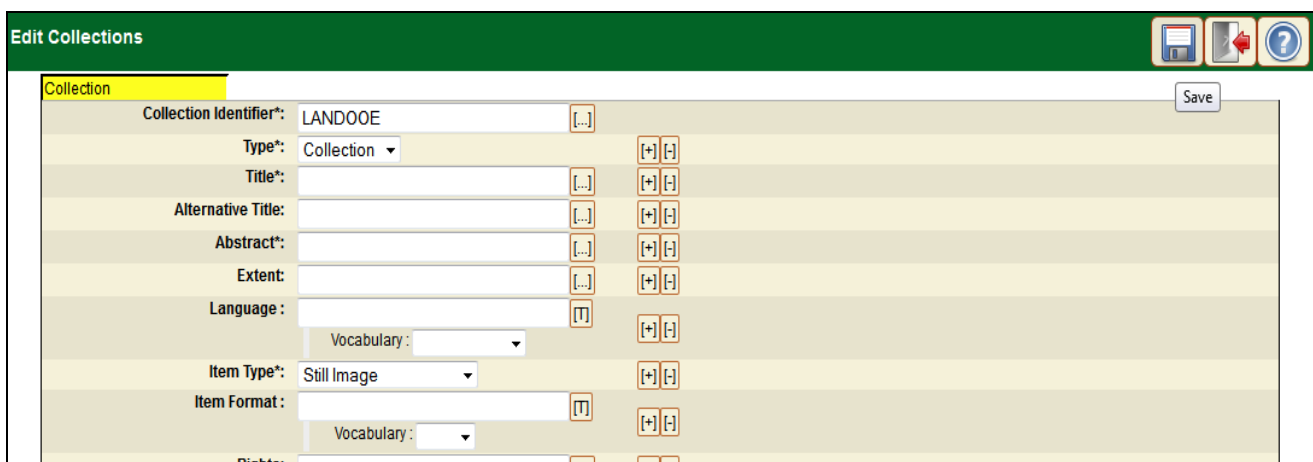


The screenshot shows the 'Edit Collections' interface with the following fields:

- Collection Identifier*:
- Type*:
- Title*:
- Alternative Title:
- Abstract*:
- Extent:
- Language:
- Vocabulary:
- Item Type*:
- Item Format:
- Vocabulary:
- Rights:
- Access Rights:
- Europeana Rights:
- Accrual Method:
- Vocabulary:
- Accrual Periodicity:
- Vocabulary:
- Accrual Policy:
- Vocabulary:
- Provenance:
- Audience:
- Vocabulary:
- Subject:
- Vocabulary:

Figure 19 Mask for filling in new collection data

Like mentioned above you have to fill in three fields: "Collection Identifier", "Type" and "Item Type". The "Collection Identifier" is the acronym of the Europeana Data Provider (see Figure 19 with the example LANDOOE).



The screenshot shows the 'Edit Collections' interface with the following fields:

- Collection Identifier*:
- Type*:
- Title*:
- Alternative Title:
- Abstract*:
- Extent:
- Language:
- Vocabulary:
- Item Type*:
- Item Format:
- Vocabulary:
- Rights:

A 'Save' button is visible in the top right corner of the form area.

Figure 20 Creating the new Collection LANDOOE

After creating a Collection Identifier you have to select the “Type” – which is “Collection”. If you need help filling in the fields you can click on the [...] symbol at the right side to go to a “Lookuplist”. It shows the used terms for a specific field with its number in brackets (see Figure 21).

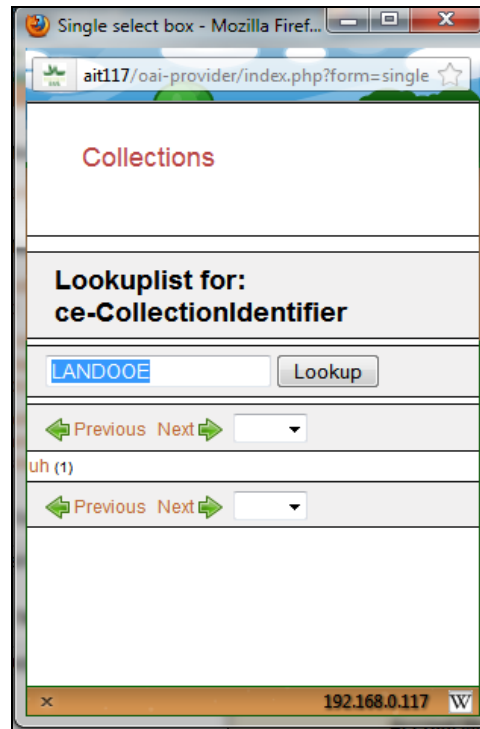
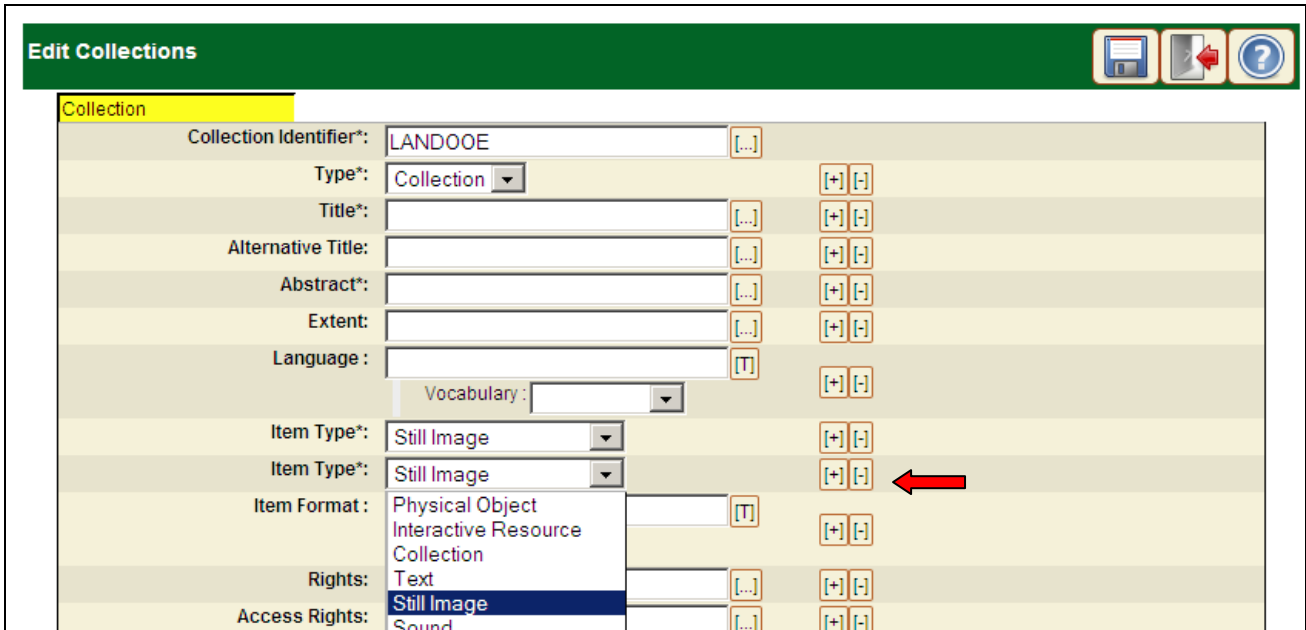


Figure 21 Lookuplist for the Collection Identifier

Besides the “Item Type” you can see a [+] and a [-] (see Figure 22). When clicking on the plus an additional field is appearing, when you click on the minus, you delete one field.



Edit Collections

Collection

Collection Identifier*: LANDOOE [...]

Type*: Collection [v] [+]

Title*: [] [+]

Alternative Title: [] [+]

Abstract*: [] [+]

Extent: [] [+]

Language: [] [T] [+]

Vocabulary: [] [+]

Item Type*: Still Image [v] [+]

Item Type*: Still Image [v] [+]

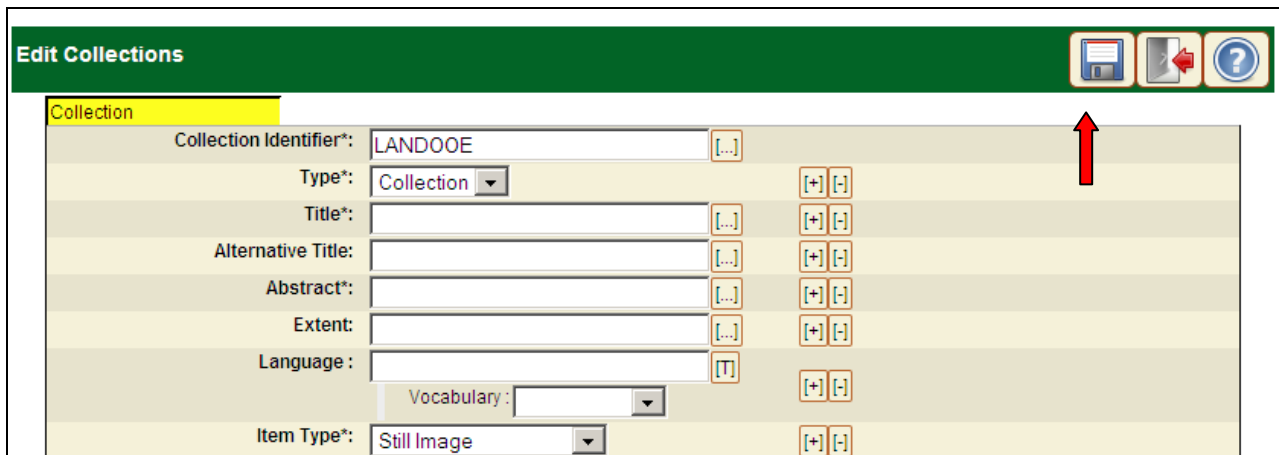
Item Format: Physical Object [] [+]
Interactive Resource [] [+]
Collection [] [+]
Text [] [+]
Still Image [] [+]
Sound [] [+]

Rights: [] [+]

Access Rights: [] [+]

Figure 22 Adding a second "Item Type" field with the plus symbol

When everything has been filled in correctly click on the save symbol on the top right corner (see Figure 23). When this is done you can see the message "Successfully saved" (compare Figure 24).



Edit Collections

Collection

Collection Identifier*: LANDOOE [...]

Type*: Collection [v] [+]

Title*: [] [+]

Alternative Title: [] [+]

Abstract*: [] [+]

Extent: [] [+]

Language: [] [T] [+]

Vocabulary: [] [+]

Item Type*: Still Image [v] [+]

Figure 23 Saving the newly created collection

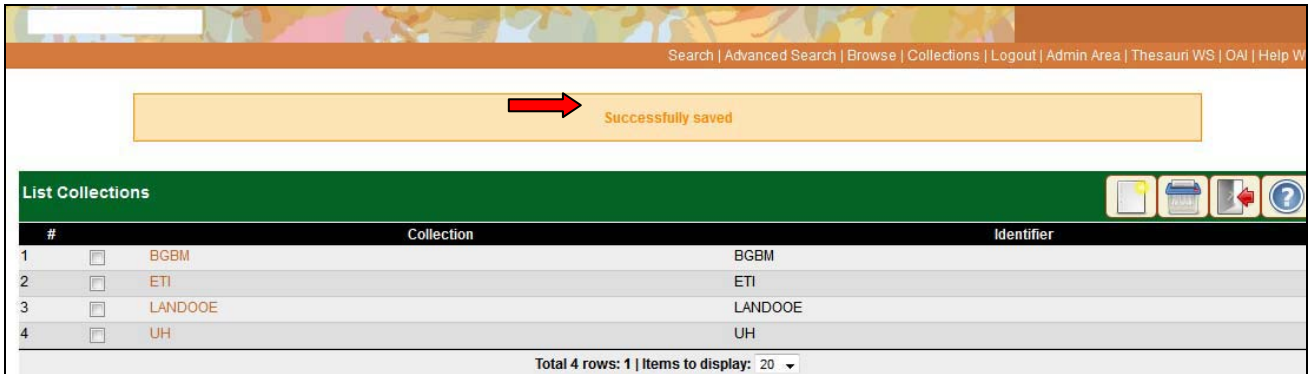


Figure 24 A new Collection has been successfully saved

You can have a look at the newly created Collection by clicking on “Collections” on the top right corner (see Figure 25).

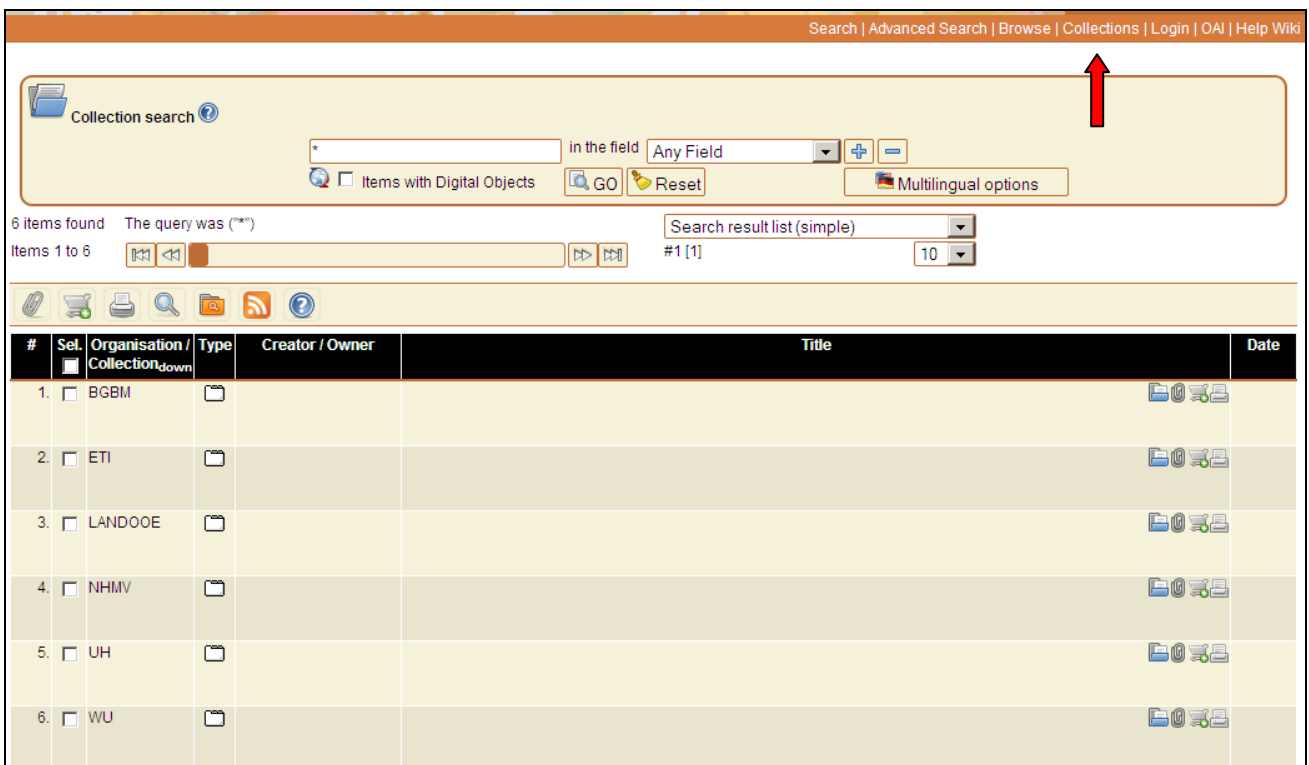


Figure 25 Open a list of available collections

When you click on one of the organisation names in the collections area all records of this partner are immediately searched and displayed (see Figure 26 and Figure 27).

Collection search

* in the field Any Field

Items with Digital Objects

6 items found The query was (**)

Items 1 to 6 #1 [1] 10

#	Set.	Organisation / Collection	Type	Creator / Owner	Title	Date
1.	<input type="checkbox"/>	BGBM				
2.	<input type="checkbox"/>	E				
3.	<input type="checkbox"/>	LANDOOE				
4.	<input type="checkbox"/>	NHNV				
5.	<input type="checkbox"/>	UH				
6.	<input type="checkbox"/>	WU				

Figure 26 Clicking on the partner acronym

Search for OBJECTS >

BGBM in the field Collection

Items with Digital Objects

142101 items found The query was Collection:("BGBM") IN (ENG)

Items 1 to 10 #1 [1] 10

#	Set.	Collection Data Provider	Type	ID	Title Contributor, Date	Resource
1.	<input type="checkbox"/>	HERBAR Botanic Garden and Botanical Museum Berlin-Dahlem		BGBM - Herbarium Berolinense - B 10 0272001	Acsmithia brongniartiana E. Vieillard (collector)	
2.	<input type="checkbox"/>	HERBAR Botanic Garden and Botanical Museum Berlin-Dahlem		BGBM - Herbarium Berolinense - B 10 0272177	Dictyophragmus englerianus (Muschl.) O.E. Schulz	

Figure 27 Result list after clicking on the partner "BGBM"

2.6 Users

Now we continue with another section of the Administration area: Users (see Figure 28).



Figure 28 Clicking on "Users"

When you have clicked on "Users" you will see three sub-categories (see Figure 29).

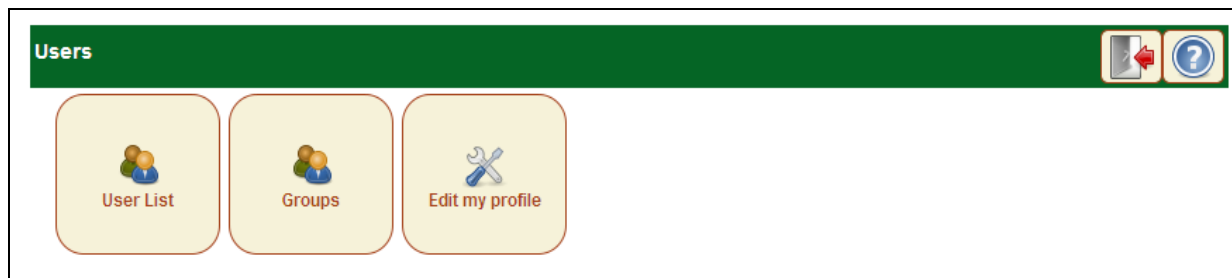
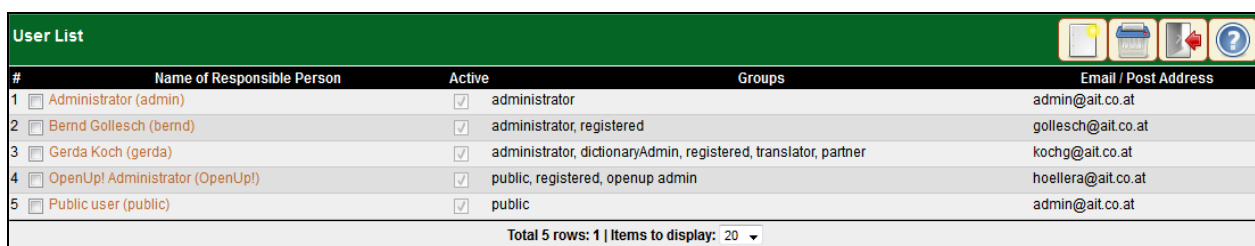


Figure 29 Sub-categories of "User"

When clicking on "User List" you have the possibility to create a new user or delete an existing one (see Figure 30).



#	Name of Responsible Person	Active	Groups	Email / Post Address
1	<input type="checkbox"/> Administrator (admin)	<input checked="" type="checkbox"/>	administrator	admin@ait.co.at
2	<input type="checkbox"/> Bernd Gollesch (bernd)	<input checked="" type="checkbox"/>	administrator, registered	gollesch@ait.co.at
3	<input type="checkbox"/> Gerda Koch (gerda)	<input checked="" type="checkbox"/>	administrator, dictionaryAdmin, registered, translator, partner	kochg@ait.co.at
4	<input type="checkbox"/> OpenUp! Administrator (OpenUp!)	<input checked="" type="checkbox"/>	public, registered, openup admin	hoellera@ait.co.at
5	<input type="checkbox"/> Public user (public)	<input checked="" type="checkbox"/>	public	admin@ait.co.at

Total 5 rows: 1 | Items to display: 20

Figure 30 The User list

Another category of User is "Groups" (compare Figure 29, the second one). Here different types of users can be defined (for example administrator etc.). Each user group has special permissions (see Figure 31).

Group list			
#	Name of Responsible Person	Description	Permissions
1	<input type="checkbox"/> 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, ContentChecker
2	<input type="checkbox"/> dictionaryAdmin	People who are allowed to change everything at the dictionary	Dictionary, DictionaryLanguages, DictionaryAdd, DictionaryEdit, DictionaryDelete, DictionaryImport, DictionaryExport, DictionaryViewStatistics
3	<input type="checkbox"/> openup admin		search, display, edit, create, delete, UserEditOwnData, readOtherUserdata, changeOtherUserdata, createNewUsers, deleteUsers, changeGroups, Language, LanguageAdd, LanguageEdit, LanguageDelete, Collection, CollectionArchive, CollectionAdd, CollectionEdit, CollectionDelete, changeArchives, BrowseList, BrowseAdd, BrowseEdit, BrowseDelete, Environment, ContentChecker
4	<input type="checkbox"/> 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, descriptiondocmapping, ContentChecker
5	<input type="checkbox"/> public	For public user settings.	search, display
6	<input type="checkbox"/> registered	Registered users who are allowed to search, display nad edit their own data	search, display, UserEditOwnData, readOtherUserdata
7	<input type="checkbox"/> translator	People who are allowed to change language specific stuff	Language, LanguageAdd, LanguageEdit, Dictionary, DictionaryAdd, DictionaryEdit, DictionaryDelete, DictionaryViewStatistics

Total 7 rows: 1 | Items to display: 20

Figure 31 A list of all User Groups and their permissions

Finally you can edit your own profile by clicking on “Edit my profile” (compare Figure 29). Here you can change your name and password etc. (see Figure 32).

Edit User:OpenUp!

General | Search | Rights | Appearance | Resultlist

User account: OpenUp!

Real name: OpenUp! Administrator

Mail address: hoellera@ait.co.at

Active:

Old password:

New password:

Retype password:

Figure 32 Editing a user profile

2.7 Portal Languages

In the Administration area you can select a specific language too by clicking on “Portal Languages” (see Figure 33).

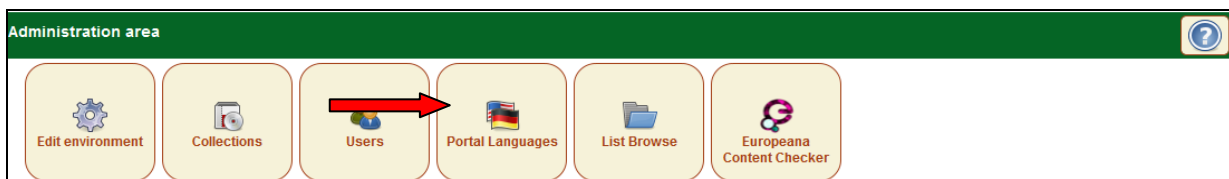


Figure 33 Clicking on “Portal Languages”

After clicking on “Portal Languages” you have two options: “Available languages” and “Export languages” (see Figure 34).



Figure 34 Sub-categories of “Portal Languages”

When clicking on “Available languages” you can see a complete list of all languages that are available on the portal (see Figure 35). You can also delete one language or create a new one.

#	Description	Orientation	Languagecode	Writeable	Last modified	by	Terms total	Translated
1	Bokmål (edit text file)	LTR	NOB	Yes	11/16/11 11:48	gerda	1253	970
2	Dansk (edit text file)	LTR	DAN	Yes	11/16/11 11:48	gerda	1253	982
3	Deutsch (edit text file)	LTR	DEU	Yes	11/16/11 11:48	admin	1748	1426
4	Eesti (edit text file)	LTR	EST	Yes	11/16/11 11:48	gerda	1573	1281
5	English (edit text file)	LTR	ENG	Yes	02/13/12 16:44	admin	1826	1776

Figure 35 Showing all available languages

When selecting “Export languages” (see Figure 34) you can download an Excel sheet with all the information you can see in Figure 35.

2.8 List Browse

Now we will have a look at the “List Browse” function (see Figure 36).

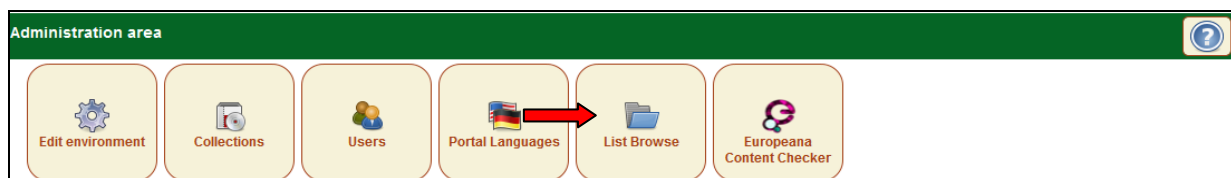






Figure 36 Clicking on the “List Browse” function

When clicking on the icon you will see the following window (see Figure 37). These datafields represent the browse categories. That means you can browse by Europeana Data Provider, Partner, Collections, Europeana Type, Europeana Rights, OAI published and Invalid Records.

Browse datafields							   	
#	Database	Order	Type	Title	Browse in			
1	0	1	index	Europeana Data Provider	Europeana-DataProvider			
2	0	2	index	Partner	oai-Archive			
3	0	3	index	Collections	oai-Set			
4	0	4	index	Europeana Type	Europeana-Type			
5	0	5	index	Europeana Rights	Europeana-Rights			
6	0	6	index	OAI published	oai-Published			
7	0	7	index	Invalid Records	oai-RecordInvalidReason			

Total 7 rows: 1 | Items to display: 20

Figure 37 Listing the Browse datafields

When clicking on one of the orange titles – for example Europeana Data Provider – you can edit the browse data field (see Figure 38).





Edit browse criterion		  	
Title	Europeana Data Provider		
Database	OBJECTS		
Ordering	Europeana Data Provider		
Type	index		
Settings	translate: false		
Browse in	Europeana Data Provider Name		

Figure 38 Editing a browse criterion

The administrator can add any indexed data field to the Browse section. Click on the button  to start this process.

2.9 Europeana Content Checker

Finally we have a look at the Europeana Content Checker link (see Figure 39).

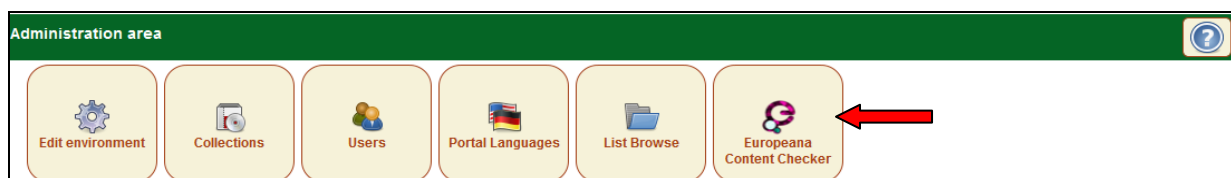


Figure 39 Clicking on the Europeana Content Checker

After clicking on the last icon the Content Checker client tool is downloaded. Then you have to log in (see Figure 40).

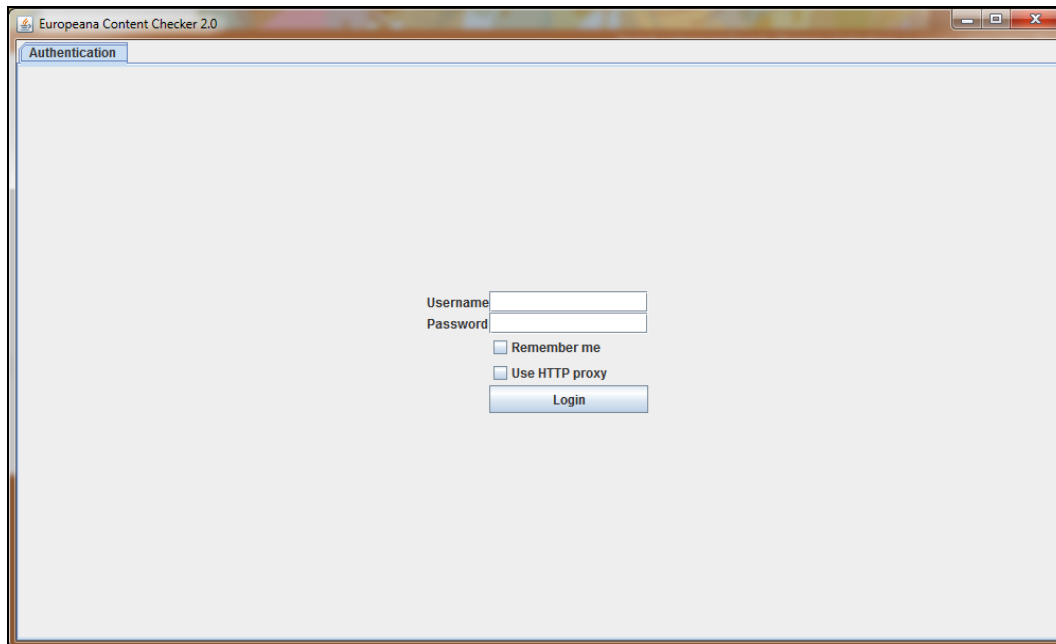


Figure 40 Logging in the Europeana Content Checker 2.0

The interface allows a simple upload of metadata (no thumbnail generation) and a preview of the data in Europeana look-and-feel style (see Figure 41).

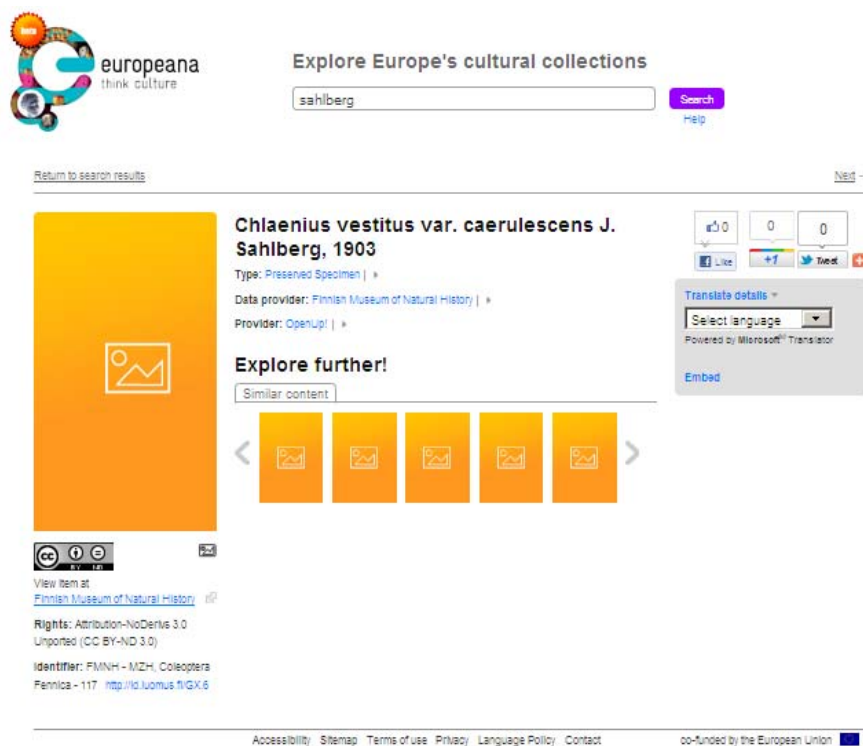


Figure 41 Europeana Look-and-feel preview

3 LIST OF REFERENCES

This document is based on the production version 1 of the *OpenUp! OAI-PMH Platform at the AIT test server* 16 Feb. 2012. The production system is available at <http://web-openup.nhm.ac.uk/oai-provider/index.php> (login required).

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