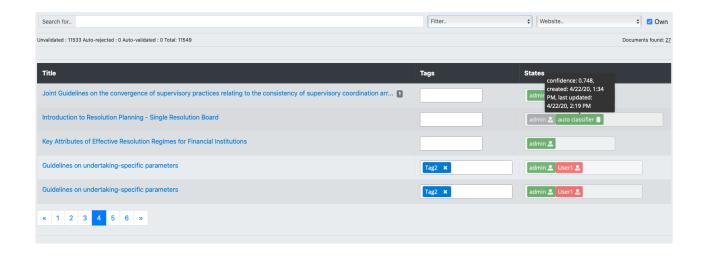
# **Catalogue Manager**

## Dashboard

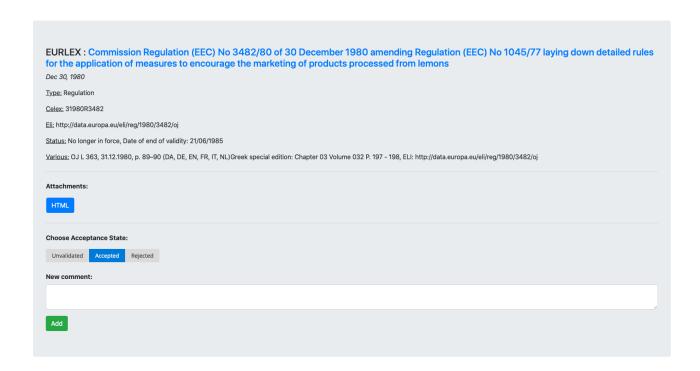
The dashboard gives an overview of the documents that have been collected. Its purpose is to provide tools for automatic and human classification through a minimalistic but user friendly interface.

The dashboard is composed of a top panel and a lower panel. The top panel allows the user to browse through the documents and offers multiple filtering options. The lower panel is visible when a document is selected from the list by clicking its title and allows the user to set the acceptance state and add comments. A uniform preview of the document is also available.



#### Top panel

- When clicking on a document title the document details will be shown in the lower panel
- The number behind a title ("1" in the screenshot) indicates that a document has a comment
- Tags can be added directly in the input field. Start typing and press "enter" to create a new tag for a document
- The states column shows the Acceptance State given by different users where green means Accepted, red means Rejected and gray means unvalidated. A tooltip containing meta data is also available
- Documents that have been analyzed by an automatic classifier will also show up in the list of users
- The documents list has multiple filtering options
  - "Search for" show the documents that have the search term in their title
  - "Filter..." according to acceptance state (Unvalidated / Accepted / Rejected)
  - "Own" show only documents that have been validated by yourself (either Accepted / Rejected)
  - The number seen after "Document found" is the number of results according to filtering options
  - The numbers on the left are for the entire collection of documents in the system
- Additionally a progress bar is shown above the table indicating the number (%) of documents that have been validated (either Accepted or Rejected)
- Below the table a pager is shown allowing to browse through the documents



#### **Lower Panel**

- After selecting a document from the list the details of the document are shown
- Depending on which website the document originates from different meta data is displayed
- · The title of the document will link to the original website
- When the document has attachments (pdf / html) they will be shown in a list. When clicking an attachment a dialog will popup displaying the content of the attachment
- Based on the information shown the user can make a decision if they want to accept the
  document in the catalogue or reject it. This is done simply by clicking on the "Accepted"
  or "Rejected" labels. The state is stored immediately and the user can continue to the
  next document from the list.
- Additionally a comment can be added to the document for future reference

### **Glossary**

Website: a data source containing documents accessible via a network

Document: an individual page on a website containing the actual content

Attachment: a document may link to other files (pdf / word / html) attached to it

Automatic classifier: an automatic process that has learned to apply labels to a document

Acceptance State: Indicates to include or exclude a document from the catalogue

Tag: a freeform label to categorize a document