

TEK DB Site Administration

Audience: A TEK DB user with privileges to log in to the Administration portion of the tool to make edits and add data.

Navigating The Data in the Admin View

The data is organized into different sections under blue bars. Administrators will have full access, Data Editors are limited to editing the 'Records' and 'Relationships' sections. The bars are as follows:

- **ACCOUNTS**
 - This is where you will manage users and permissions
- **AUTHENTICATION AND AUTHORIZATION**
 - More fine-tuned control over permission groups - not a common task
- **EXPLORE**
 - Where Welcome, Help, and About content for the site can be edited
- **RECORDS**
 - Where to enter and edit information about physical things. More on this below.
- **RELATIONSHIPS**
 - Where to enter and edit information about the relationship between 'records'.
- **SUPPLEMENTAL LOOKUPS**
 - These manage what selections are available in many drop-downs when editing 'records' and 'relationships'

Users and Permissions

Only users with Administrator privileges can create, edit, or delete user accounts. For most cases, you will only need the "Users" link.

Create a new user

- Click on the "ADD USER +" button in the top right of the page
- Give the user a username and a password

- password must:
 - differ substantially from the username
 - contain at least 8 characters
 - not be a common password
 - not be entirely numeric
- Click 'SAVE' to move on to edit the details about the user (covered in next section)

Edit User Details

The following fields are all directly editable except password, which provides a form to update.

- Username - name used for logging in. Best kept short and simple
- Password - password user will use for logging in
 - To change this, notice there is a link to change the password using 'this form.'
 - You cannot view a user's password, or even look it up. They are all encrypted upon storage. If a password is lost, it must be reset.
- First Name
- Last Name
- Email address - this data is neither shared beyond the tool, nor part of an automated email list.
 - not required
- Affiliation - the Tribe the user is affiliated with
- Title - The user's title
- Access level:
 - -----
 - Defaults to the same permissions as 'Reader' (Read Only). See below.
 - Administrator
 - Can browse the database.
 - Can Add, Edit, or Delete anything.
 - Only give this to those who need it and can be trusted (the fewer the better)
 - NOTE: if passwords are lost, the Systems Administrator or IT department should be able to get you back in via [the SysAdmin Documentation](#).
 - Editor

- Can browse the database.
 - Can Add, Edit, or Delete 'Records' and 'Relationships' only.
- Reader
 - Can browse the database
 - If a Media record is marked as 'Limited Access' they will not be able to view or download the file, only the record describing it.
- Last login
 - The date and time that the user last logged in to the TEK DB
 - This data is tracked automatically, but can be set by hand here.
- Date joined
 - The date and time that the user's record was created.
 - This data is tracked automatically, but can be set by hand here.

Updating The Data

After a brief description of the general layouts of the forms, a few of the unique forms will be highlighted below. If you are looking for more information on how the records are all related, check out the [Relationships and Layer Definitions](#).

Creating and Editing records in general

Whether creating or editing a record, the forms will look the same. Forms will be filled in like any other web form. There are a few things to note on each of these forms:

- History (Button)
 - A button in the top right - it will reveal all changes, when, and by who made to the record you have open
- Drop Downs - Most (not all) of the drop downs pull their values from the records in the 'Supplemental Lookups' section. These are only editable by Administrator users.
 - Some drop downs represent relationships with other records.
- Pencil and Plus icons - if these icons appear next to a drop down, it means you can change details about the options you have to select from. Click the pencil to edit the selected option. Click the plus to add an entirely new option.
- History (Blue Bar)
 - Fields immediately below this bar are read-only. The tool keeps track of who creates or edits what and when.
- **Relationships** ("Related...")

- At the bottom of each form you can create the relationships between these records directly (rather than having to create one record, then another one to reference it). All available relationships should have a gray bar reading 'Related [relationship record name] (SHOW)'. Click on 'SHOW' to view the form.
- Click '+ Add _____' to reveal the form fields.
- Click '+ Add another _____' to continue creating multiple relationships in a single session
- Fill out or edit these forms as you would any other
- Click 'HIDE' (where 'SHOW' was) if you want to hide the forms for this relationship.
- Bottom Buttons
 - Delete - push this if you want to delete the record
 - You will first be prompted to confirm that you wish to delete it
 - You will be shown all records related to the one you have chosen to delete.
 - If you delete this record, all revealed related records will be deleted too.
 - Save and add another
 - Save and continue editing
 - Save
 - returns you to the selection screen for the record type you are currently modifying

Explore - Page Contents

This section is unique:

- The page records are already created for you
 - Do not add 'PAGE CONTENT' records to this list
 - Be sure to always have the following records:
 - Welcome
 - Help
 - About
- Rather than the usual text and select fields, this record has a 'Rich Text Editor' for its main field
- Data can be entered into two ways.

Taking a look at the fields you have:

- Page - This determines what page on the site will display the content you enter into the fields below. Currently the tool only offers 3 pages that can be controlled from here: 'Welcome', 'Help', and 'About'. All three are required, so be sure to have 3 records, each with a separate value for this field.
- Content - The rich text editor allows any user who can use a word processor to control the content and the look/feel of the web page as displayed to the user. This includes images, color, font, justification, and even links.
- Is html - If selected, 'Content' will be ignored and the page will render whatever html you put in the 'Html content' field. *Html content - We don't expect most users to know html, but if the time comes when you want more control over the look of the landing page beyond what the rich text editor offers - and you can express that in html, then select the 'Is html' field above, then insert your html here.

Records

There are 5 types of physical things that this database will have entries for:

- Activities
- Bibliographic Sources (formerly 'Citations')
 - **Reference Type** must be selected before you are presented with fields to fill in for the source.
- Media
 - **Limited Access?** - If 'Yes', 'Reader' users will not be able to view or download the media file, only the record information.
 - Historic Location - This field will only show if migrating from the old MTKEDB tool
 - Shows the location that the file had been stored so it can be found and uploaded to the new tool
 - Once a file has been uploaded, this field will disappear
- Places
 - **Place Geometry** - A map field. Read the [section below](#) for tips on how to best use it.

Relationships

Entries to describe the relationship between records, or add alternative names

- Activity - Media

- Activity - Sources
- Media - Sources
- Place-Resources - Media
- Place-Resources - Sources
- Places - Alternate Names
- Places - Media
- Places - Resources
- Places - Sources
 - More complex than the others due to the close relationship with activities, seasonality, and the multiple uses of some resources.
- Resource Alternative Names
- Resources - Media
- Resources - Resources
 - Saving one of these will create two entries (one for each resource related)
 - Deleting one of the pair will delete both (as any related entry would be deleted)
- Resources - Sources

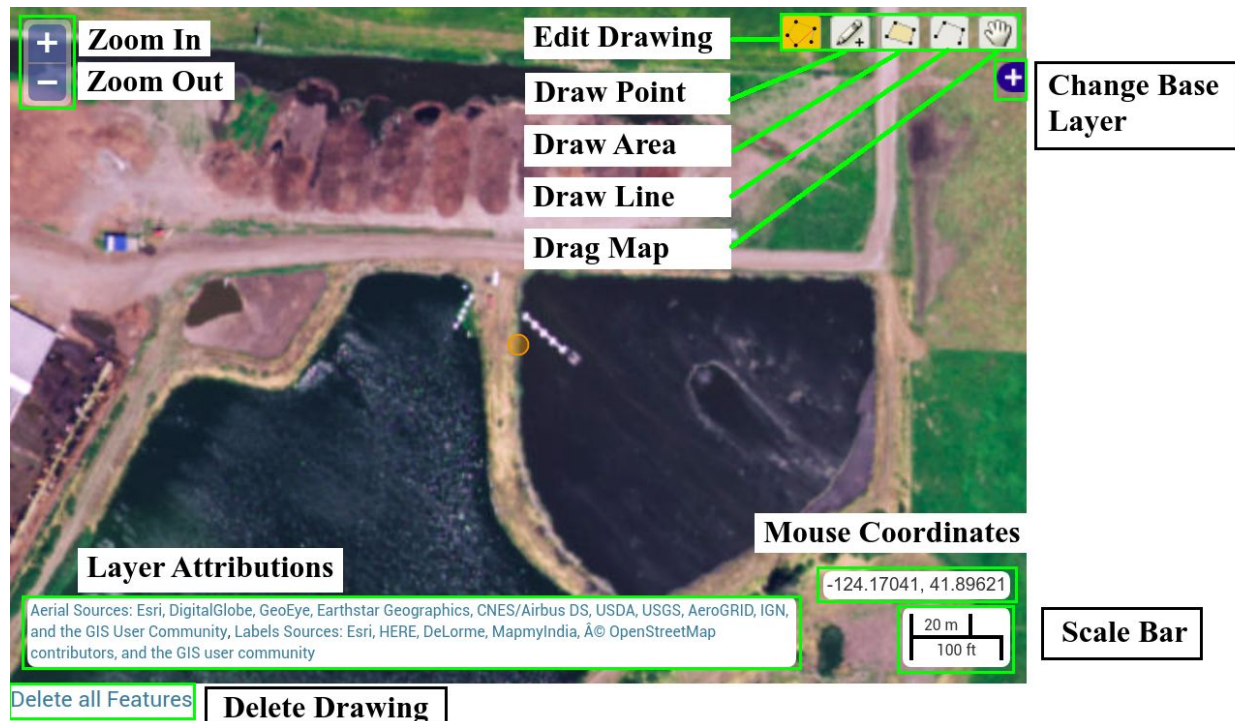
Supplemental Lookups

The data in these fields drives the selection options for many of the drop down lists encountered while editing Relationship or Record entries. For this reason, most of these are just a single text field.

- Activities (types)
- Author Types
- Current Versions
 - Leftover from Microsoft Access Table data. Not used
- Customary Uses
- Habitats
- Media Types
 - Name field and category (if type of data should be handled the same as another)
- Participants
- Parts Used
- People
- Planning Units
- Reference Types
- Resource Groups

- Seasons
- Techniques
- Timings
- Tribes
- User Info

Maps and Spatial Data (Places)



Drawing spatial data directly in the tool is one of the greatest strengths of the TEK tool.

Navigating the Map

Navigating the map should feel familiar for anyone who's used Google Maps, Bing Maps, Apple Maps, or any of the common web maps out there.

- Move the map ('Pan') - Click and drag with a mouse
 - If in drawing mode, this will still work, but you can also click the hand button 'Drag Map' to be sure.
- Zoom in or out - Use the on-screen buttons, or use your mouse's scroll wheel if it has one.
- Coordinates - as you move your mouse over the screen, the coordinates will be shown the the bottom right

- Scale - To get an idea of how big something on the map is, use the 'scale bar' in the bottom right.
- Attribution - The base maps have owners who deserve credit. These credits are printed here as links to the layers' metadata

Drawing Places

You can draw three different types of shapes: Points, Lines (paths), and Polygons (areas)

Drawing Points

1. Click on the Pencil icon
2. Click on the map
 - i. Your point will not appear.
3. Click somewhere else on the map to change your point

Drawing Lines

1. Click on the 'Draw Line' button
2. Click on the map once to place first point in the line
3. Click again to add another segment to your path
4. Double-click to set your last point on your path
5. If you need to start over, click again on a new place to start a new path

Drawing Polygons

1. Click on the 'Draw Area' button
2. Click on the map to set your first corner (or vertex)
3. Keep clicking to add more corners (vertices)
4. After your second click, a shaded area will appear to show you what your shape will look like with each click
5. Double-click to finish your shape
6. If you need to start over, click again on a new place to start your new shape

Editing Existing Drawings

If your shape is just slightly wrong, you don't have to delete it and start over. Instead you can move any point or vertex you wish, as well as add new ones to lines and polygons.

1. With a drawing you want to edit already on the map, click the 'Edit Drawing' button
2. Click on your drawing
3. Clear circles will appear at all of your corners, faded circles will appear at the mid-points between each set of corners (except for on point drawings)
4. Click and drag clear circles to move and adjust your corners
5. Click and drag faded circles to create new corners in your drawing.

Deleting Drawings

If you are not ready to have a drawing associated with your place, click the 'Delete all Features' link beneath the map to clear everything.