User Manual

Introduction

This document contains a description of the use of both the public (frontend) and administrative (backend) components of the site.

Brief description of the website

The frontend of this website is composed of three different levels that the user can access:

1. A homepage, or 'home' with a list of all the documents contained in the digitised archive. Each element is shown by means of a pagination, with number of elements per page. The elements that appear on this page can be filtered by means of various filters (author, subject matter, language, etc.).
2. The second level is the detailed view of the manuscript selected by a user. In this level, a user can pre-visualise the thumbnails for each page and access metadata.
3. A high-resolution view of the page within the manuscript selected by the user. In this view, the user also has the ability to move forward or backward through the pages.

The backend is composed of the following elements:

1. A brief start screen with statistical information on the elements comprising the database and a table showing the status of any image processing activities.
2. A drop-down menu that allows the user to add, eliminate, or edit information relative to the various entities (author, copyist, subject matter, language, etc.).
3. Using this menu, it is possible access each entity through a form that can be edited or filled in, and a table with a list of all records associated to said entity.

Support for multiple languages

The entire site can function in an unlimited number of languages - currently, these are English and Arabic. In this way, some metadata or attributes can be described in various languages. In the same way, if required, the frontend could also be translated into different languages.

Detailed description of the interface

Homepage
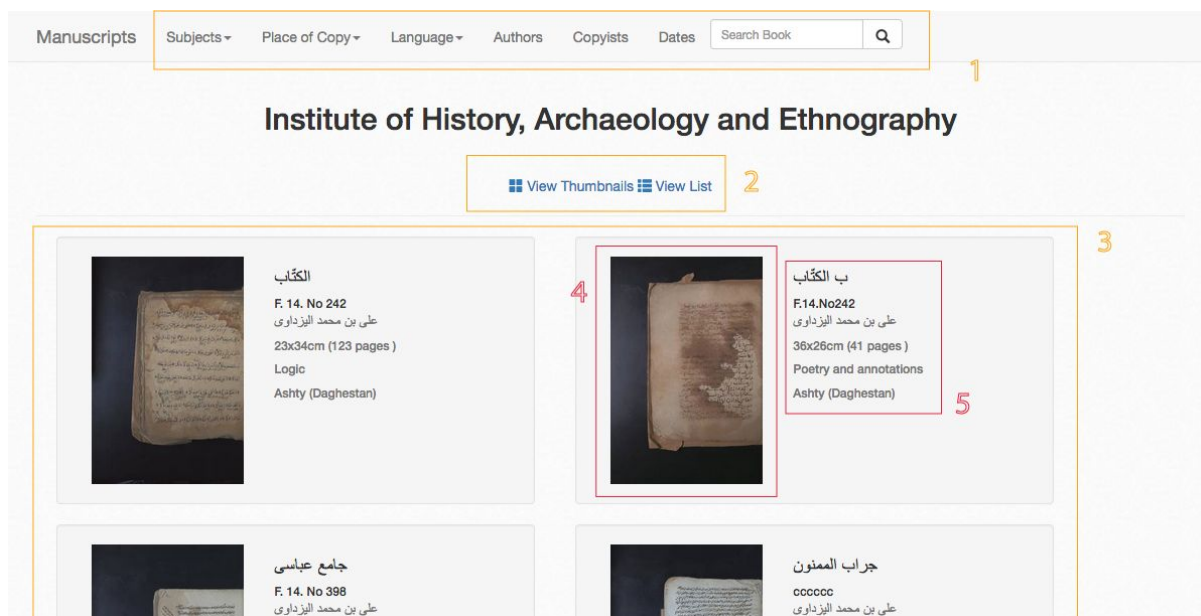
The homepage is composed of a menu [1] in the upper part of the page with various controls that can be used to filter content.

Two buttons [2] that can be used to alternate between thumbnail and table views.

A body [3} with a thumbnail view [4] and a summary of the metadata [5]. Through the thumbnail, it is possible to access the plage with more detailed information on an object.

Filter types

In the menu, it is possible to find two types of filters:

a. Dropdown menus (for example Subjects, Place of Copy, Languages) show the various options available for the filter. Each option is preceded by a number, which indicates the number of books existing under this option. These options are shown in bilingual format.

b. The other options (Authors, Copyists, and Dates) have their own page with extended search options:

For example, we can access the Author [1] or Copyist menu:

This page displays the author list available in the database and the number of books associated with each author. In this page, we have at our disposal a text box [2] which allows the user to find author names using strings of text.

The search function works by searching for matching strings within strings, such that it can locate a text within, or at the beginning or end of a second text.

When many authors appear, pagination [4] is activated.

c. The command Dates allows the used to filter the contents of the database by date.

It is possible to filter content using either the gregorian or the hijri calendars. The search mask is described by **dd/mm/yyyy** or **date/month/year**. In the text boxes given for the gregorian search range, the user activates the calendar search, although this is not obligatory. The search can be numerically inputted, always respecting the guidelines given here. The calendar does not appear for the hijri range, but the user must equally respect the guidelines.

Object page

In this page, we find extended information on the object.
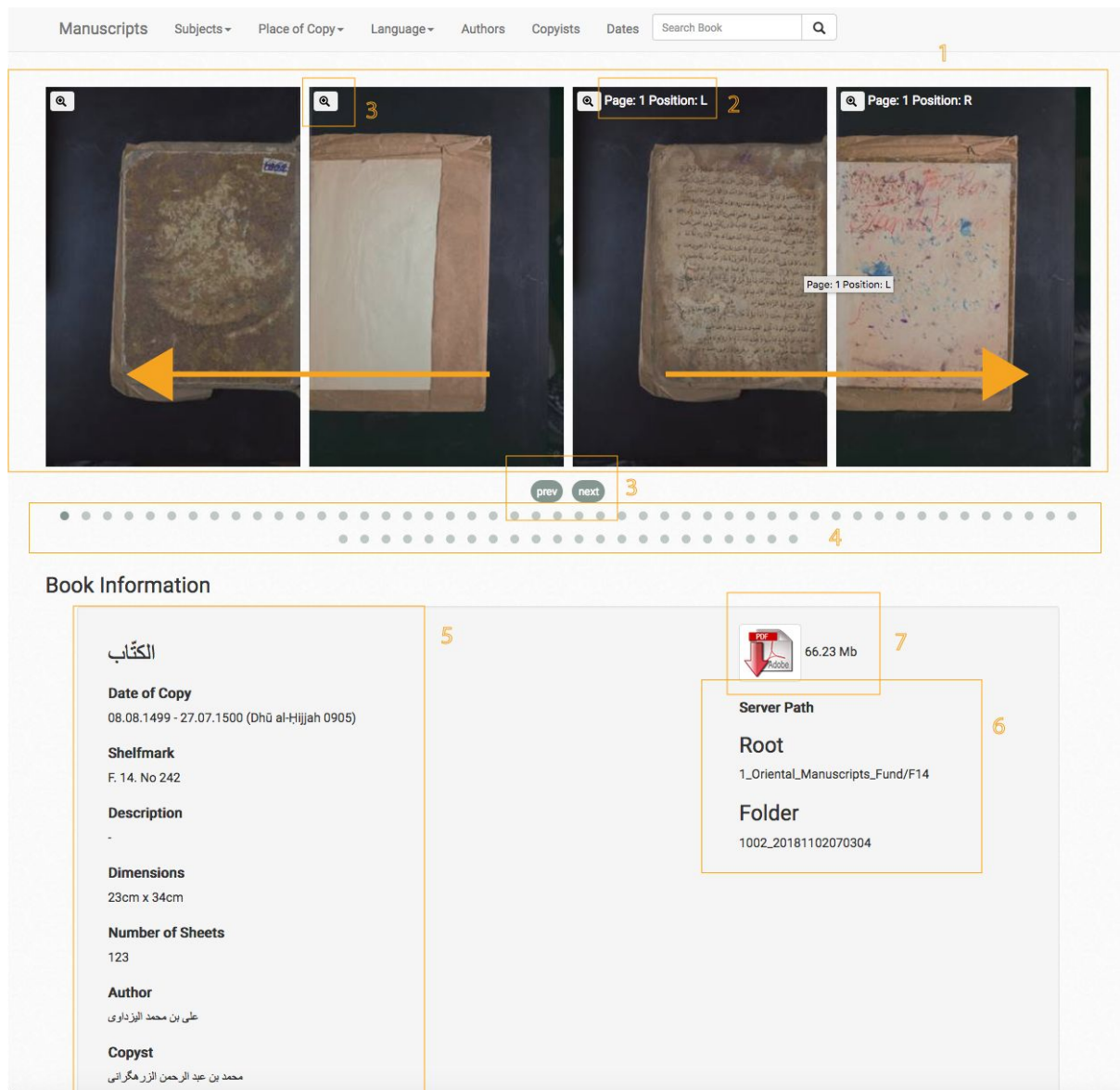
On the upper section of the page [1] we will find all the thumbnails for a manuscript - the view is always of 4 images. In the upper part left-hand corner of each thumbnail [2] we can view information relative to page number, whether or not the image is available, a small magnifying-glass icon [3] which would allow us to open the image in the high-resolution viewer.

This image carousel can be displaced backwards and forwards using prev-next [3]; the user can jump through the manuscript using the buttons [4]; and it is also possible to move through the book by dragging the mouse cursor.

On the lower section of the page [5] we find the metadata information.

On the left, we have a link that allows a user to download a PDF [7] and below this [6] the routes describing the system of files within which the work is stored.

High-resolution viewer
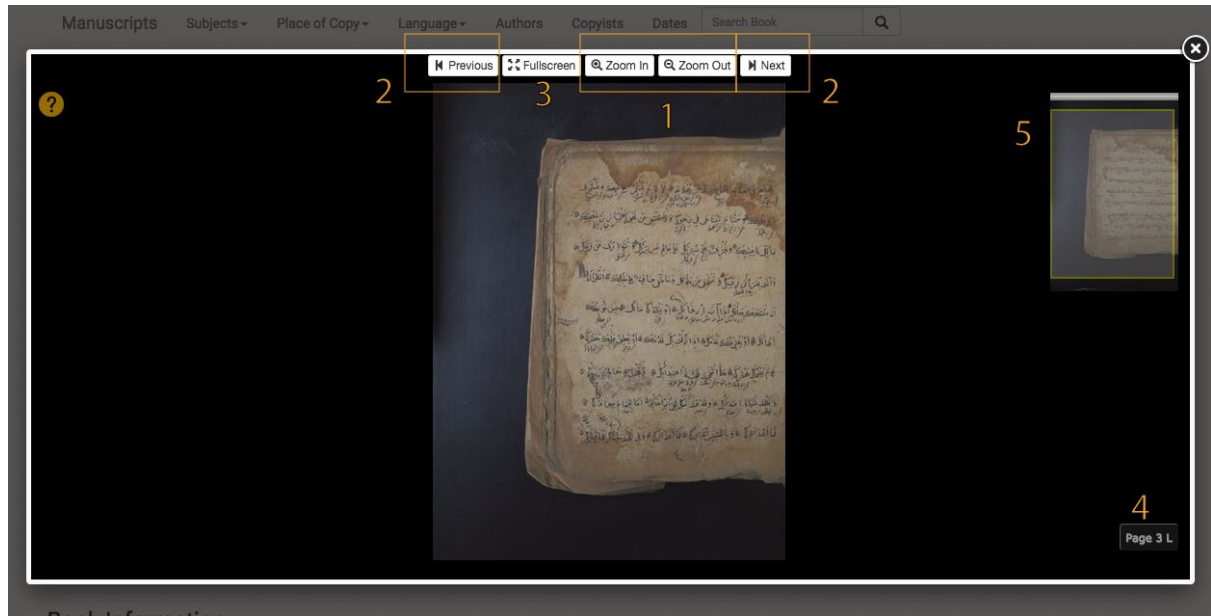
The high-resolution viewer allows the user to progressively access a pyramidal image and navigate through all images belonging to a manuscript.

In the upper section of the viewer, we have a menu with options for zooming into and out of the image [1]. We can also use the mouse wheel to perform the same action. The buttons shown in [2] can be used to move through the images.

On the right [5] there is a small thumbnail of the image that allows the user to move through the image when the zoom is active. In the lower right-hand corner [4] we can see if the page is available.

Admin Panel

Access

The user can access the admin panel through the url:

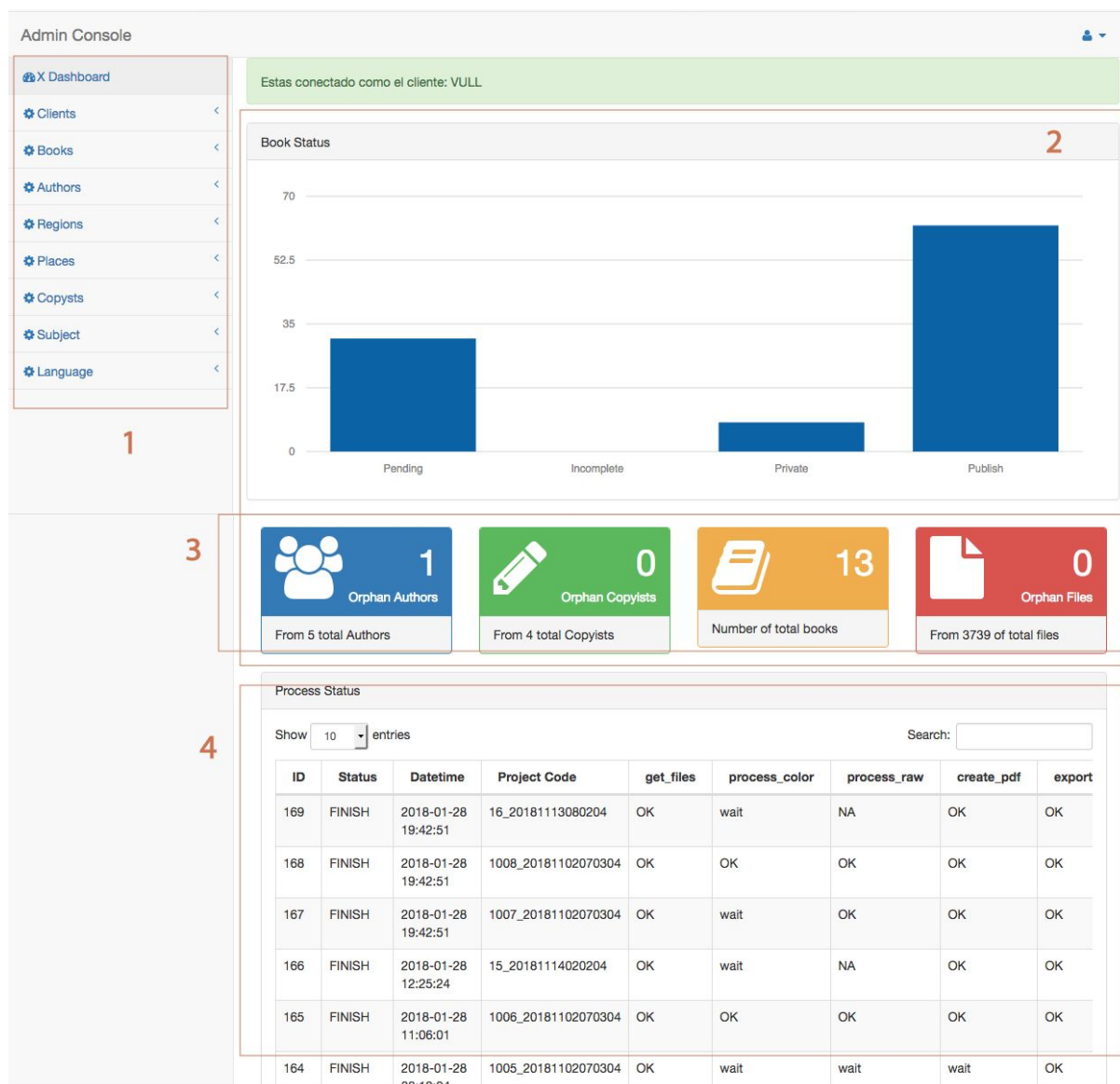http://local.manuscripts/admin

By default, the access info is:
User: admin
Password: 12345

Where both the domain (local.manuscripts) and the directory (admin) can be parameterised. Were the web to be published online, it would be necessary to change the name of the directory (admin) with the end of obscuring it from robots.

Admin Console

Estas conectado como el cliente: VULL

1 Sidebar menu:
- X Dashboard
- Clients
- Books
- Authors
- Regions
- Places
- Copysts
- Subject
- Language

2 Book Status

	Pending	Incomplete	Private	Publish

3 Statistics cards:
- 1 — Orphan Authors — From 5 total Authors
- 0 — Orphan Copyists — From 4 total Copyists
- 13 — Number of total books
- 0 — Orphan Files — From 3739 of total files

4 Process Status

Show 10 entries   Search:

| ID	Status	Datetime	Project Code	get_files	process_color	process_raw	create_pdf	export
169	FINISH	2018-01-28 19:42:51	16_20181113080204	OK	wait	NA	OK	OK
168	FINISH	2018-01-28 19:42:51	1008_20181102070304	OK	OK	OK	OK	OK
167	FINISH	2018-01-28 19:42:51	1007_20181102070304	OK	wait	OK	OK	OK
166	FINISH	2018-01-28 12:25:24	15_20181114020204	OK	wait	NA	OK	OK
165	FINISH	2018-01-28 11:06:01	1006_20181102070304	OK	OK	OK	OK	OK
164	FINISH	2018-01-28 08:12:24	1005_20181102070304	OK	wait	wait	wait	OK

The homepage of the control panel provides the user with some statistical information on the publication status of the items in the database, and on whether there exist any 'orphan' items [3]. Orphan items are those - for example 'authors' - which are not associated with any book.

In the lower section of the page is a table with the processing status of different projects, and information on any incidences.

ID	Status	Datetime	Project Code	get_files	process_color	process_raw	create_pdf	export_project	move_folders	Notes
169	FINISH	2018-01-28 19:42:51	16_20181113080	OK	wait	NA	OK	OK	OK	N/A
168	FINISH	2018-01-28 19:42:51	1008_201811020	OK	OK	OK	OK	OK	OK	N/A
167	FINISH	2018-01-28 19:42:51	1007_201811020	OK	wait	OK	OK	OK	OK	N/A
166	FINISH	2018-01-28 12:25:24	15_20181114020	OK	wait	NA	OK	OK	OK	N/A
165	FINISH	2018-01-28 11:06:01	1006_201811020	OK	OK	OK	OK	OK	OK	N/A
164	FINISH	2018-01-28 08:12:24	1005_201811020	OK	wait	wait	wait	OK	OK	N/A
163	ABORT	2018-01-27 07:39:43	1005_201811020	OK	wait	OK	wait	wait	wait	
162	ABORT	2018-01-27 07:14:53	1005_201811020	FAIL-F	wait	wait	wait	wait	wait	Files not match at raw ORIG

The table informs us of the results of executing each one of the scripts involved in the image processing. When the status is 'wait', this means the given script has either not yet been executed, or is in the process of being executed. If the script has provoked an error or if there is an error in the files generated, it will give a FAIL-F; or FAIL-D if there is an error at the level of producing a directory. In the same way, the field 'status' can take the values 'start' - if the process has begun; 'ABORT' if the process has been interrupted by an error, and 'FINISH' if the process has finished.
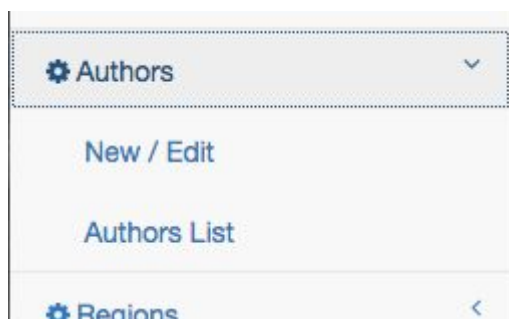
On the left [1] we can see a menu with various sub-menus where we can add or edit the different attributes.

A. The menu is always organised by the command 'New/Edit' which allows the user to add or edit elements, with the exception of the menu 'Books' which only allows editing.

List of Available Authors

In this page, we find the first dropdown menu [1] with all the items available for the entity we are editing. If we don't choose any previous item, the form takes on an 'insert' mode; if we do choose a previous item, the data is loaded and the form takes on an 'update' mode.

Some fields can be inserted in various languages. For now, the field 'Description' is for internal use only - it is not being published in the frontend.

B. The submenu '**** List' which allows the user to access the table view, showing the various items.

Authors

By means of the table view, we can see all items belonging to a single entity, as well as organise them by specified field [3], search by text string in the information loaded into the table [2], edit [4] or delete [5] the selected item.

1. Users: add/edit new users
2. BOOKS: this entity describes all manuscripts with their associated metadata. More detailed information below.
3. AUTHORS: this entity describes the author; accepts only Arabic text.
4. REGIONS: this entity describes large-scale region within which the book was copied.
5. PLACES: this entity describes 'Places of Copy'. Each 'Place' must be related to a particular region, or the form will not be updated.saved. The 'Place' name can be written in Arabic or English.
6. COPYIST: this entity describes the copyist.
7. SUBJECTS: this entity describes the 'Subjects', which can be in Arabic or English.
8. LANGUAGE: this entity describes the language in which the manuscript is writte.

On editing metadata within Books

The fundamental aspects to take into account for the correct inputting of metadata is described in the following section:

By means of the form 'Book', it is not possible to add new books - this is an automatic process that takes place beforehand (when adding a digitised manuscript to the database). It is only possible to edit or add to the data coming from the image processing.

1. **Edit Book**: allows the user to find a book in the list of available books. If the lst is very long, using the listview is recommended.
2. **Name Project:** the provisional name of the project that comes with the project metadata. This field cannot be activated.
3. **Title:** title of the book.
4. **Project code:** the project code that comes with the project metadata. Cannot be edited.
5. **Shelfmark:** the internal library code for the book
6. **Description:** this is reserved for a small description. This will not appear in the frontend of the web.
7. **Width, Height, and Number of Sheets:** measurements and quantities related to the width, height and number of sheets in a book. They must be whole numbers.

8. **Author:** allows the user to select an author from a dropdown menu of available authors. If the author does not yet exists in the database, it is possible to add a new author using 'add new'.
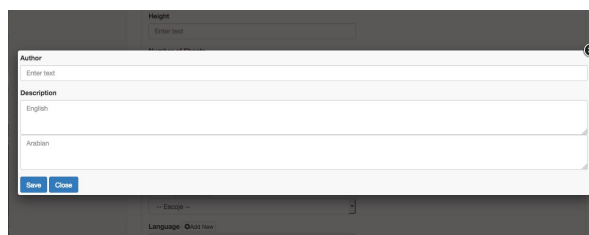
9. **Copyist:** allows the user to select a copyist from a dropdown menu of available copyists. If the copyist does not yet exists in the database, it is possible to add a new copyist using 'add new'.

10. **Place of Copy:** allows the user to select a 'Place' from a dropdown menu of available 'Places'. If the 'Place' does not yet exists in the database, it is possible to add a new 'Place' using 'add new'.

11. **Subject:** allows the user to select a 'Subject' from a dropdown menu of available 'Subjects'. If the 'Subject' does not yet exists in the database, it is possible to add a new 'Subject' using 'add new'.

12. **Language:** allows the user to select a 'Language' from a dropdown menu of available 'Languages'. Note that by activating the "Ctrl" in Windows of "Cmd" in Mac, it is possible to select more than one language. If the 'Language' does not yet exist in the database, it is possible to add a new 'Language' using 'add new'.

13. **Date of copy:** in these text boxes, the user must introduce the date in gregorian format; the hijri format is automatically calculated. The dates represent an interval where 'Low' is the older and 'Hi' is the younger date. The format of the data must be YYYY/mm/dd. In order to ensure that the format is correct, it is possible to use 'add new' to open an assistant window.


Within the date panel, it is possible to introduce dates by day, and selecting a month and year. If there is no interval, we introduce the date we do know in 'Hi'. If we do not know the exact date, we can establish an approximate period in 'Gregorian Date Approx' where we must select the half of the century - 'First half of' or 'Second half of' and then the century. This generates a range of dates. For example, 'Second half of the 13th C" generates the interval between 1.1.1250 and 31.12.1299. This period will be displayed in the frontend as 'Second half of the 13th C', although we must introduce real dates in order to search.

14. **Thumbnail:** allows the user to select a thumbnail to represent the book in the homepage. Only the first ten images are shown.
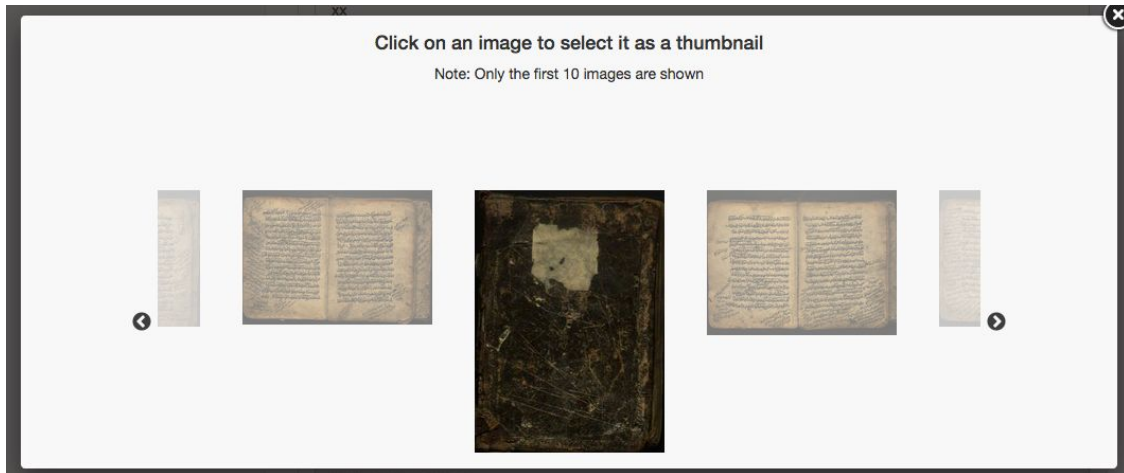
15. **Status:** allows the user to fix a publication status. The default status is 'Pending' - this means the book still requires metadata; 'Incomplete' means that some, but not all, metadata has been introduced; 'Private' means all metadata has been introduced but the book has not yet been published; 'Publish' activates the publication of the book in frontend. Only books described with 'Publish' are published. The rest of the attributes are simply informative.
16. **Directory:** this gives us the physical path where the the book is stored in the archive. This field is read-only.
17. **Date of Digitization:** gives the date of creation of the digitisation project. This field is read-only.

Books

If many books exist in the dropdown list 'Edit Book', it can be difficult to locate the right book to edit. In this case, it is easiest to use the table view via 'Books > List of Books' in the left-hand menu.

This view allows the user to use a search window [1] for any of the fields in the table: Name, Status, Shelfmark or Paths, thus acting as a filter on these fields. In this way, it is simple to find all the manuscripts belonging to a certain path or to part of this path, by 'Status' etc.

It is also possible to organise the books by 'Status' [2] or by any other field, and finally use the link 'Edit' to access the book.

Via the menu 'Users > New/ Edit User' it is possible to add and edit web users:

The available fields are:

1. User Name: user name for authentication
2. Password: password for access
3. Email: email account - this field is informative and not compulsory
4. Active: whether the user is active or not - if the user is not active, it is not possible to access the web.
5. Language: the predefined language for the control panel