

ARCHMAN

- SIMPLE ARCHIVE MANAGEMENT TOOL -

INTRODUCTION

Digital archives are collections of digital objects that are often easily accessible and free, making them ideal for preserving history. The Simple DL toolkit makes the implementation of digital archives quick and easy, requiring minimal computational power and maintenance.

The Simple Archive Management project, also known as the ARCHMAN project, involved the design and implementation of an improved, usable user interface for administrators of the Simple DL toolkit.

AIMS

The goal of this project was to develop a usable administrative system for Simple DL. There were 3 parts to this project:

- 1 **File and Data Management:** Allow the user to create folders, upload, download, and delete files and folders.
- 2 **Configuration Management:** Allow users to easily edit the system configurations and the look and feel of the site.
- 3 **File Editor:** Allow the user to view and edit metadata files in CSV format.

MAIN FEATURES

File and Data Management

- ✓ Directory-focused view of collections
- ✓ Zipped folder can be uploaded without having to zip the contents twice
- ✓ Bulk-uploading, -downloading, and - deleting
- ✓ Rename folders directly from the system
- ✓ Implemented sort-by functionality for file properties
- ✓ Filter-by functionality for searching and filtering

Configuration Management

- ✓ User friendly interface for configurations
- ✓ Perform add, delete and updates on configurations
- ✓ Colour wheel pickers for different colour schemes of the site
- ✓ Font family and font size changes
- ✓ Titles/names of site components can be updated
- ✓ SimpleDL logo image can be updated

File Editor

- ✓ View a CSV file that contains metadata
- ✓ Insert or delete a row of the data
- ✓ Insert or delete a column of the data
- ✓ Edit the properties of a column such as the column name, input type and whether it is a mandatory and repeatable field
- ✓ Edit or clear cell content
- ✓ Save the changes made

The screenshot shows the 'Administrative Site' interface. At the top, there's a navigation bar with 'Create Folder', 'Upload', 'Delete', 'Download', and 'Rename' buttons. Below this is a search bar and a breadcrumb trail. The main area is a table with columns: Name, Type, Size, and Last Modified. It lists several items like 'Project Work', 'etd2006', 'etd2010', and 'etd2011'. At the bottom, there are pagination controls for 'Rows per page' (set to 100) and '1–4 of 4'.

The screenshot shows the 'How To Structure Uploads Based On A Field New' configuration screen. It includes a dropdown for 'Books and book chapters' and a 'publishedbooks' input field. Below is a 'Manageable Directories New' section with a dropdown for 'spreadsheets' and a 'Corresponding Path' input field.

The screenshot shows a CSV editor with a table of data. The columns are 'levelOfDescription', 'digitalObjectPath', and 'title'. The rows include various file paths and titles. A context menu is open over one of the rows, showing options like 'Clear cell', 'Insert row above', 'Insert row below', 'Insert column to the right', 'Insert column to the left', 'Delete row', 'Delete column', and 'Edit column'.

CONCLUSIONS

Administrators need to manage digital archives effectively, and the improvements made to the Simple DL administrative system throughout this project make this task more pleasant.

Various tests were carried out to evaluate the newly developed system. Acceptance testing ensured that the system met its intended functional requirements and performed as expected. System testing such as compatibility and performance testing guaranteed that the non-functional requirements were met. Finally, usability testing involving three expert users provided valuable feedback that assisted in the refinement of the tool to ensure that the tool provided a pleasant user experience.

The successful development of the ARCHMAN tool not only addressed existing limitations but also paved the way for Simple DL to become a more comprehensive and user-friendly digital archiving toolkit.