

FIMS

User Editor Manual

Version 1.0

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May 2014

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1 Introduction

FORTH Information Management System (FIMS) is suitable for recording, documenting and managing entities.

The user interface displays the information arranged in Semantically Structured Documents (SSD). The system has the capability to support and manage reports in various formats and link them together.

The system uses the Semantically Structured Document Types (SSDT) for the recording and documentation of the records.

The current version of the system supports the recording, documentation and management of the following entities. The entities are divided into two types: the primary and the secondary. At the primary entities the documentation status is recorded and managed. On the other hand, at the secondary entities the documentation status depends on the primary entities that mention them.

These documents are made accessible to the users through specific mechanisms and a user interface. The control functions of the system are uniform in all types of documents, thus facilitating and accelerating the learning system.



Figure 1 Approximate snapshot of the system after user login

The services/functions of the system are available through web browser (e.g. Mozilla, Chrome, and Internet Explorer). Each user has a login name and a password to access the system.

2 The role of user “editor”

The user “editor” ¹(*editor*) may access the functions of editing, searching, previewing, requesting for publishing and translating SSDs. It can also delete SSDs of certain types. More than one *editor* may be assigned to the same SSD by the system administrator. In case of simultaneous access, the security mechanism of the system is activated.

¹ From now on, we will refer to him/her as editor

3 System start and users environment

To start the system, the *editor* should type in the web browser the URL of the system. This URL has been given by system administrator.

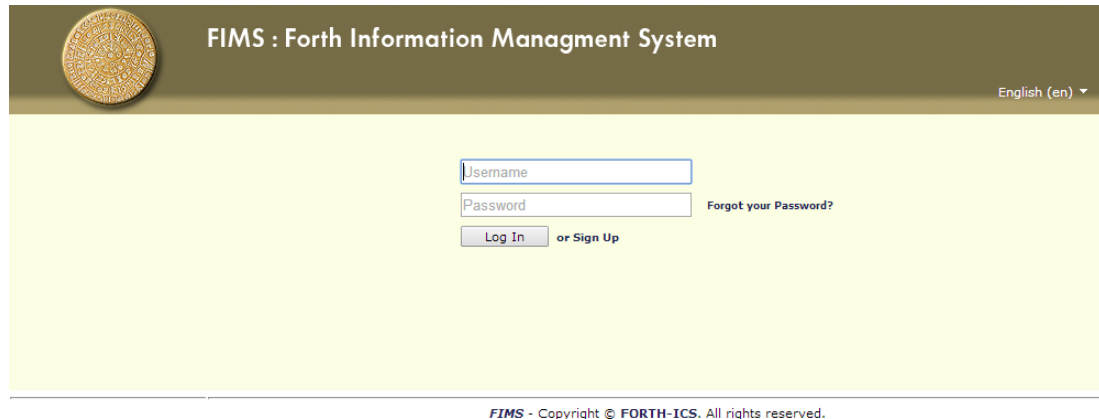


Figure 2 Login page of the system

The username and the password are also provided to the editor by the system administrator. Moreover, during this step the user may choose the working language. The user should drag the mouse over the right menu in order to see the available languages and then click to the preferred language. When the editor has filled all the required fields, he/she should press (click) the **Log in** key (button).

In case of mistyping one of the fields, a message appears informing the user about the typing error. The user should type again the username and the password.

When the editor logs in to the system the initial screen of the system (Figure 3) appears. It is separated in three distinct regions: The upper part, the left part and the central region.

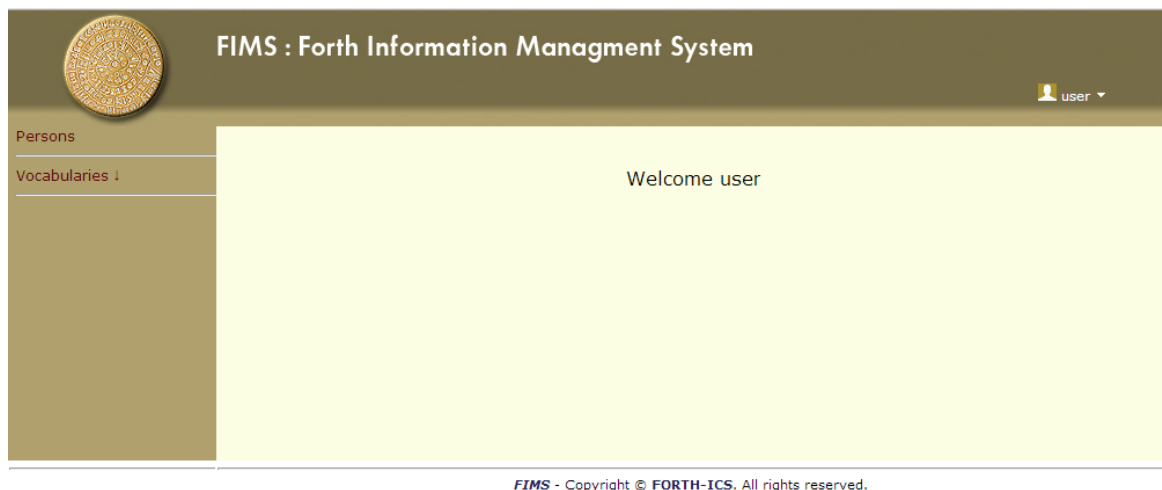


Figure 3 Initial screen of the system

The left part depicts the basic entities that the editor has available to document. The central region is the biggest part of the screen and it's the main working area, in which the

results of each action are displayed. At the upper part of the central region the available actions are displayed.



FIMS : Forth Information Managment System

user ▾

Persons

Vocabularies ↓

Create New + View View Edit Delete More! Search

#	Fullname	Institution	URI id
1	Nikos Papadopoulos	FORTH	Person/1

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Figure 4 Approximate screen of the three basic regions of the system

4 Functions applied to the major categories

The editor selects an entity to work with and at the central region of the system is displayed a list of the entities of the corresponding category. Subsequently, we describe the actions that are available to the editor.

Create New

The purpose of this function is to offer to the *editor* the capability to create a new card for an entity of the specific category. In order to perform this function, the *editor* must do the following steps:

Step 1: The *editor* of the system should click the (corresponding) icon “**Create New**” at the upper part of the central region. Then the system “calls” the editor’s subsystem in order the editor to be able to edit the new card.

Step 2: When the editor finishes editing the new card, he/she should click the “Save” icon of the editor, in order to store the card into the system.

After the completion of step 2, a new card of the chosen entity is created and saved into the system.

View

Aim of this action, is to offer the editor the possibility to view the information contained in a specific card. This action *doesn’t allow* the editor to edit the card. In order to perform this action the editor should select the desired card from the list and then choose from the upper part of the central region the action “View”.

See also the relative functions: [Search](#).

Edit

The edit action, offers to the *editor* the possibility to edit and modify a card. In order to perform this action the editor should select the desired card from the list and then choose from the upper part of the central region the action “Edit”.

See also the relative functions: [Search](#).

Translate from

Aim of this action is to offer the *editor* the possibility to translate with a semi-automated way a card to a language different from that of the initial documentation. The offered languages may vary according to the installation. The current versions of the system supports: “Greek”, “English”, “French”, “Italian”, “Arabic”, “Dutch” and “Swedish”.

See also the relative functions:

- Translation of controlled vocabularies terms,
- Edit of controlled vocabularies terms translation,
- Deletion of controlled vocabularies terms translation

(See System Administrator Manual, chap.3.4)

Delete

Aim of this action is to offer to the *editor* the possibility to delete the desired card. The deletion removes permanently a card from the system. In order to perform this action the editor should select the desired card from the list and then choose from the upper part of the central region the action "Delete".

Request for Publishing of an "unpublished" card

The purpose of this function is to offer to the editor the capability to request the publication of an "unpublished" card that he/she has edited.

After locating the "unpublished" card that he/she wishes to publish, the editor should select the action "Request for Publish" from the dropdown menu "More". A message window pops up asking for confirmation or not of the action. If he/she wishes to proceed to the publication of the card, he/she clicks the OK button and then the system shows a message informing the editor that the card is now pending for publishing.

If the editor wishes to cancel the request for publish, he/she clicks the Cancel button and automatically the action is cancelled.

Export to XML

Aim of this action is to offer the editor the possibility to export at the local file system the desired card. The export file has an XML format. In order to perform this action the editor should select the desired card from the list and then click to the action "Export to XML" from the dropdown menu "More". After the completion of this action, a local copy of the card is stored. Moreover, except from the specific card, this action also stores the cards that are referenced by it.

Export to RDF

Aim of this action is to offer the editor the possibility to export at the local file system the desired card at an RDF/XML format. In order to perform this action the editor should select the desired card from the list and then click to the action "Export to RDF" from the dropdown menu "More".

Export Template

Aim of this action is to offer the editor the possibility to export at the local file system the template of the specific card that he/she is currently working on. The export file has an XML format. In order to perform this action the editor should select the desired card from the list and then click to the action "Export Template" from the dropdown menu "More".

Import from XML

Aim of this action is to offer the editor the possibility to import at the system an XML card, that he has previously locally edit. In order to perform this action the editor should select from the local file system the XML he/she aims to import and then click to the action

“Import from XML” from the menu “More”. The XML should be valid, according to the XML schema of the card he/she is currently working on.

Copy XML

Aim of this action is to offer the editor the possibility to create a copy of a card. In order to perform this action the editor should select the desired card from the list and then click to the action “Copy XML” from the dropdown menu “More”.

Search

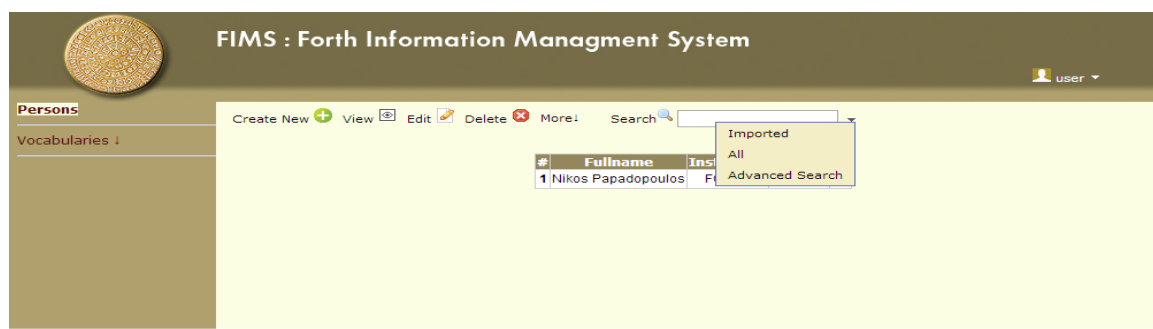


Figure 5 Search according the status of the card

This function offers to the *editor* the capability to locate. The editor can either type the words he/she likes to search about, restricting in that way the results to those that contain the specific words, or he/she may group the results according to the status of the card (published, pending etc.). The editor may also use the [Advanced Search](#) which is presented below.

Create Version

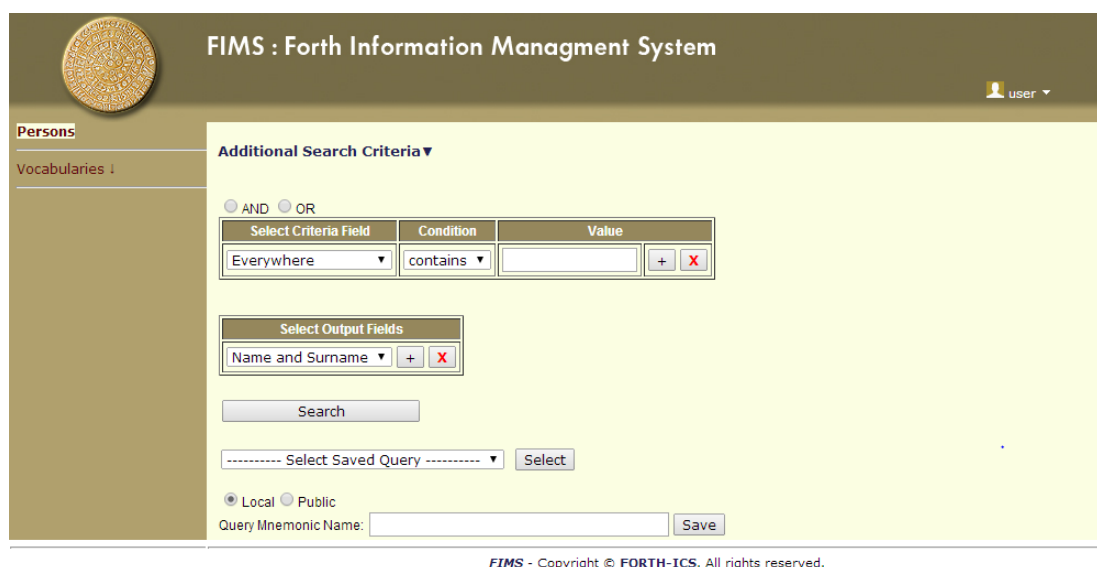
Aim of this action is the creation of a new version for a desired. In order to perform this action the editor should select the desired card from the list and then click the action “Create Version” from the dropdown menu “More”. After the completion of this action, a version of the current state of the specific card and also of the referenced cards is created. Then the editor may precede working on the specific card.

View Versions

Aim of this action is to offer the editor the capability to view all the versions that are created for the specific card. In order to perform this action the editor should select the desired card from the list and then click the action “View Versions” from the dropdown menu “More”. The result of this action is a list with the created versions and the user can either view a version or “Export to XML” the desired version.

Advanced Search

Select the action “Advanced Search” from the dropdown menu “More”.



FIMS : Forth Information Management System

user ▾

Persons

Vocabularies ▾

Additional Search Criteria ▾

☐ AND ☐ OR

Select Criteria Field	Condition	Value
Everywhere ▾	contains ▾	<input type="text"/> + X

Select Output Fields

Name and Surname ▾ + X

----- Select Saved Query ----- ▾



☒ Local ☐ Public

Query Mnemonic Name:

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Figure 6 Advanced Search

The *editor* will define the criteria of search. These criteria correspond to the fields filled in by the *editor* during the input of data into the system. Consequently, during the search process the system seeks these fields, displaying the ones that meet the criteria of search.

The editor can perform a search based on his own criteria e.g. any combination using the logic operators "and", "or" (selection of operator "AND" or "OR") between fields (of text or controlled vocabulary) of cards. By clicking on the  button, the user is able to add extra criteria to his search; on the other hand by clicking the  button he/she can delete those criteria that are no longer useful for the purposes of his search.

Moreover, by clicking at the link **Additional Search Criteria**, the editor may restrict the results, even more, by specifying the status (published, pending etc.), the users, the institutions, or the id of the card.

Since he/she wants to, the editor can save the queries, by giving them a mnemonic name, by which they can be recalled when they are needed. In the "Query Mnemonic Name" field he can text the Mnemonic Name of the query and respectively click the Save button to save it. Upon saving, the system shows a message informing the editor for the completion of the action. The specific query has automatically been saved in the "Select Saved Query" field. By clicking the Query Form he/she returns to the query he/she just made. With the Create New button the editor returns to an empty search form, so he/she can create a new query.

The selection (at the lower part/section of the search form) between "Public" and "Local" queries has to do with the conditions under which the stored queries will appear in: e.g. from all the stored queries the editor can choose to view only those created by himself (local) or those created by other users (public).

In any case, the process completes and the search is carried out by activating the **Search** button.

In his next query, the editor can choose through a list of queries of the "Select Saved Query" field the one that he has previously stored under a specific name. The specific query

is implemented by clicking the **Select** button and the chosen query is being displayed and carried out by following the familiar procedure (that is, by clicking the **Search** button).

The results that meet the editor's search criteria are being displayed in a paged list form. This list contains, in a horizontal layout for every card, the fields, that the editor chose to appear as outputs.

Every search result shows a message (by the system) informing the editor about the type of the specific query and the time required for its execution, in other words, the time that the system took to perform the search

Moreover, following similar procedure through the **Search** function, he is able to read a published card.