

The Central region of the system and its functions

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.

The table

All registered mappings appear in the table of the central region. In each row, information for one mapping is displayed. The contents of the table can be searched or limited (see below).

Searching the table contents

The table contents can be filtered by entering keywords in the "Filter table" function at the left top of the Table. This function is searching only the information that appears in the cells of the table.

Searching the registered card contents

In order to search the contents of the registered cards of mappings, the editor should use the Search box in the right top of the central region.

Limiting the contents of the table

Choosing a card category- The editor can choose a certain category of mappings to appear in the table. For example: the cards of mappings that he has edited or the cards of mappings that are published.

The kind of content that appears in the table is mentioned exactly over the Filter table.

In order to perform this function the editor has to click on the dropdown list next to the search box at the upper right part of the central region.

Choosing the number of cards - The editor can choose the number of cards that will appear in the table of the central area of the system.

In order to perform this function the editor has to click on the dropdown list of the "Showing...entries" function and choose the desired number of cards. The editor can navigate to more cards by choosing the desired page of the table at the right bottom of the central area of the system.

Sorting the contents of the table

The contents of each column of the table can be sorted alphabetically.

In order to perform this function the editor has to click on the button next to the title of a column.

- ⬅ When this icon appears the contents are not sorted .
- ↓ When this icon appears the contents are sorted from A to Z
- ↑ When this icon appears the contents are sorted from Z to A.

The editor can change the sorting mode by clicking on the icon. The first unsorted state returns when the sorting button of another column is chosen.

At the upper part of the central region the available actions to be applied on the mapping cards are displayed:

⊕ **How to create a new card**

In order to perform this function, the editor must do the following steps:

Step 1: The editor of the system should click the action “Create New” at the upper part of the central region.

Step 2: The editor can fill in the fields of interest

Step 3: 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 3, a new card of the chosen entity is created and saved into the system and presented in the table which appears in the central region of the screen.

👁 **How to view a card**

Aim of this action, is to offer the editor the possibility to view the information contained in a specific card of a mapping. 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”.

✍ **How to edit a card**

The edit action, offers to the editor the possibility to edit and modify a card of a cultural asset.

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”.

How to delete a card

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 dropdown menu “More” the action “Delete”.

How to request the publication of a card

The purpose of this function is to offer to the editor (simple user) the capability to request the publication of an “unpublished” card of a mapping that he/she has edited, from the administrator.

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.

In order to find all cards that are waiting for publication, the editor can choose the dropdown list next to the search box and choose the action “Pending for publishing”. All cards that are waiting to be published by the administrator will appear in the table.

In order to find all cards that are accepted to be published by the administrator, the editor can choose the dropdown list next to the search box and choose the action “Published”. All cards that are allowed to be published by the editor will appear in the table.

How to export a template

Aim of this action is to offer the editor the possibility to export at the local file system an empty mapping file. The export file has an XML format.

In order to perform this action the editor should click to the action “Export Template” from the dropdown menu “More”.

How to export to XML

Aim of this action is to offer the editor the possibility to export at the local file system the desired mapping. 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 mapping is stored. Moreover, except from the specific mapping, this action also stores the schemas and examples files that are referenced by it.

How to export a Schema

Aim of this action is to export the current X3ML schema.

In order to perform this action the editor should click to the action “Export Schema” from the dropdown menu “More”.

How to import from XML

Aim of this action is to offer the editor the possibility to import at the system a mapping file, 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 X3ML should be valid, according to the X3ML schema.

How to Copy an XML

Aim of this action is to offer the editor the possibility to create a copy of a mapping.

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”.


How to create a version

Aim of this action is the creation of a new version for a desired card of a mapping.

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.

How to View Versions

Aim of this action is to offer the editor the capability to view all the versions that are created for the specific mapping.

The editor can recognize the mappings that have versions from the icon  at the left column of the table.

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.

Unlock file

In case, the editor tries to edit a card that was created by himself but the system does not allow it, he/she can choose this card from the table and then choose the action “Unlock file” from the dropdown menu “More”.

How to create generators?

Aim of this action is to offer the editor the capability to fill the instance generation rules for each target class instance.

In order to perform this action the editor should select the desired card from the list and then click the action “Generator” from the dropdown menu “More”.

How to make an Analysis of a mapping?

Aim of this action is to offer the editor a complete analysis of the X3ML mapping file.

In order to perform this action the editor should select the desired card from the list and then click the action “Analysis” from the dropdown menu “More”.

How to compare cards

Aim of this action is to offer the editor the capability to compare the content of two cards of mappings.

In order to perform this action the editor should click the action “Compare” from the dropdown menu “More”. A new screen appears where the editor can choose the desired mappings by clicking on the corresponding row of the table. If the editor wants to remove a chosen mapping he has to click on the “X” icon next to the name of the mapping. When the editor has chosen the desired mappings he can click on the “Compare” button to perform the action.

How to share the rights of your cards

Aim of this action is to offer the editor the capability to share the rights of the mappings he/she created, with other users. That way other users can edit the mapping he/she initially had the rights on.

In order to perform this action the editor should choose the desired card from the table, then choose the action “Rights” from the dropdown menu “More”. A new screen appears where the editor can choose with which users he/she wants to share the rights of the card. He can select

the users from a dropdown list and deselect them by pressing on the “X” button on the left side of the names.

Locked cards

This symbol on the right column of the table indicates that the editor cannot edit the mapping. This may be due to several reasons:

1. The editor has no rights on this mapping,
2. The mapping is pending
3. The mapping is published

Imported cards

This symbol on the right column of the table indicates that this card has been imported to the system.