

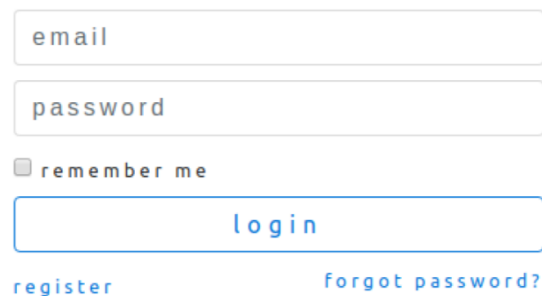
User Guide to DigiClips Search Engine

The purpose of this document is to provide information and instructions on how to use the available features of the DigiClips media search engine developed by the OSU 2017 autumn semester team. It also indicates which features have not been implemented yet.

Login

A basic account system is in place. A test account has been setup with the username: “test” and the password “test”. The *remember me* and *forgot password* links are currently inactive, but your browser will probably already keep track of your username and password already.

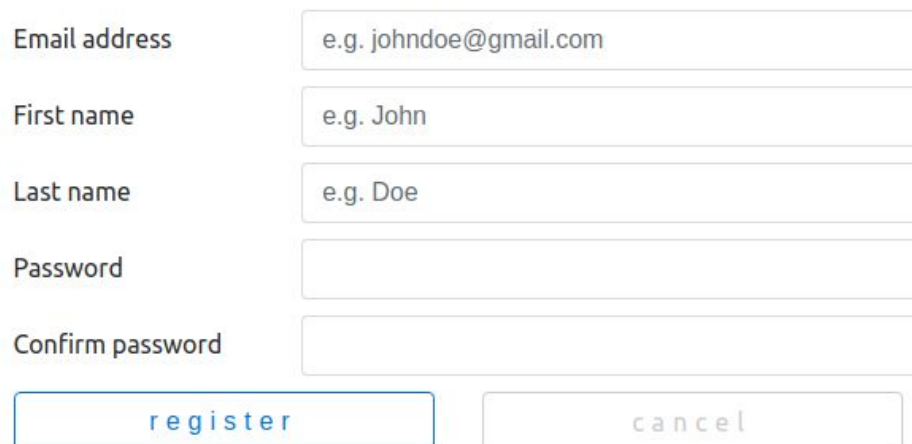
DigiClips search engine



The login form consists of two text input fields: the first is labeled 'email' and the second is labeled 'password'. Below these fields is a checkbox labeled 'remember me'. A large blue button labeled 'login' is positioned below the checkbox. At the bottom of the form, there are two links: 'register' on the left and 'forgot password?' on the right.

New accounts may be created by hitting the *register* link underneath the *login* button.

registration



The registration form is a vertical stack of five text input fields. The first field is labeled 'Email address' and contains the placeholder text 'e.g. johndoe@gmail.com'. The second field is labeled 'First name' and contains the placeholder text 'e.g. John'. The third field is labeled 'Last name' and contains the placeholder text 'e.g. Doe'. The fourth field is labeled 'Password' and is empty. The fifth field is labeled 'Confirm password' and is empty. Below the fields are two buttons: a blue 'register' button on the left and a grey 'cancel' button on the right.

Search

Search is the main functionality of the web application, though only the very basics have been implemented as of 11/29/2017. Type your keywords or phrases of interest in the *Keyword and Subject Search* input line, with each idea separated by commas. For example, if you wanted to search "black hat" and "computer security", type in "black hat, computer security". To initiate the search, simply press the Enter key while in the *Keyword and Subject Search* bar, or by clicking the *Search* button at the bottom of the page. The *Advanced Boolean Search* bar has not been implemented yet.

Keyword and Subject Search	<input type="text" value="keywords or phrases, separated by commas"/>
Advanced Boolean Search	<input type="text" value="keywords or phrases, separated by commas"/>

The TV Station(s) to search can be changed with the *TV Station* dropdown menu. Currently, it is unnecessary to change the *Media*, *Country*, and *City* dropdown menus, because there is only one option for them right now. The *Start/End Time/Date* inputs, *Number of Results* dropdown, *Type of Reports* checklist, and all of the *Phrases* inputs are not functional yet. (The team was focused on getting the most important features completed first, as prioritized by the project sponsor.)

Media	<input type="text" value=""/>	TV Station	<input type="text" value="All"/>
Country	<input type="text" value=""/>	City	<div><div>All</div><div>KUSA</div><div>KDEN</div></div>
Start Date	<input type="text" value="mm/dd/yyyy"/>	Start Time	<input type="text" value="e.g. 2:45 PM EST"/>
End Date	<input type="text" value="mm/dd/yyyy"/>	End Time	<input type="text" value="e.g. 2:45 PM EST"/>

Email Alerts from Search Page

Email alerts for new results may be set up on the initial search page. The minimum required fields to set up an email alert are: *Keyword and Subject Search*, *Recipient Email Addresses*, and *Real Time Alerts*.

As with a basic search, the *Keyword and Subject Search* bar should contain the keyword(s) and/or phrase(s) that are of interest.

The email addresses that should receive the emailed reports should be put in the *Recipient Email Addresses* bar. Multiple addresses may be input by separating them with commas, for example "john.smith@mail.com, jane.doe@mail.com".

The screenshot shows a web form for setting up email alerts. The 'Recipient Email Addresses' field contains the text 'comma-separated'. Below it, the 'Real Time Alerts' dropdown menu is open, showing a list of time intervals: 7 minutes, 20 minutes, 30 minutes (highlighted in orange), 60 minutes, 24 hours, 7 days, 14 days, and 30 days. To the left of the dropdown, there is a 'Report' section with partially visible text: 'alysis covers media val', 'and length of segment.', 'w', 'w and Media Analysis', and 'port'.

The *Real Time Alerts* drop down menu specify the time interval that the server will check for new search results. For example, if "7 minutes" is chosen, then the server will check for new results of the given search query every 7 minutes, and if there are new results, those results will be emailed.

By default, the server will email a report of the results directly in the body of the email. This may be changed with the *Format of Reports* checklist. Check *Doc* to have the results sent as a Microsoft Word (.docx) file, *Excel* to have the results sent as a Microsoft Excel (.xlsx) file, *PDF* to have the results sent as a Portable Document Format (.pdf) file, and/or *HTML* to have the results as an Hypertext Markup Language (.html) file. *Email* indicates having the results sent directly in the email body, and again, is the default format if no options are checked.

Format of Reports

- ☒ Email
- ☐ Doc
- ☐ Excel
- ☒ PDF
- ☐ HTML

Press the *Submit Email Alerts Setup* button at the bottom of the page. The web page will inform you if the set up was successful, or if more required fields needed to be filled in. In order to edit the email alerts that are set up, access the page for the editing email alerts at the top of the site under "Email alerts". In this section of the site you can change the preferences of the email alerts that have already been set up.


Recipient Email Addresses		<input type="text" value="john.smith@mail.com"/>	
Number of Results		<input type="text" value=""/>	Real Time Alerts
			<input type="text" value="30 minutes"/>
Format of Reports		Type of Report	
<input checked="" type="checkbox"/> Email		Media analysis covers media values, publicity values, audience numbers, and length of segment.	
<input type="checkbox"/> Doc		<input type="checkbox"/> Preview	
<input type="checkbox"/> Excel		<input type="checkbox"/> Preview and Media Analysis	
<input checked="" type="checkbox"/> PDF		<input type="checkbox"/> Text report	
<input type="checkbox"/> HTML		<input type="checkbox"/> Text report and Media Analysis	
		<input type="checkbox"/> Hit report	
		<input type="checkbox"/> Hit report and Media Analysis	
Positive Phrases		<input type="text" value="comma-separated"/>	
Negative Phrases		<input type="text" value="comma-separated"/>	
Phrases		<input type="text" value="comma-separated"/>	
<input type="button" value="Search"/>		<input type="button" value="Submit Email Alerts Setup"/>	

Currently, email alerts created via the search page cannot be viewed, and will be lost if the server is shut down. (This is not ideal, and the development team wanted to change that, but ran out of time.)

Email Alerts Page

The *Email Alerts* page, accessible via the *Email alerts* button in the navigation bar at the top of the page, is another way to create email alerts. Currently, this is the preferred way to create email alerts, because the server will store email alerts setup from here, so even if the server is shut down, the email alerts setup will still be there for when the server is started up again. Email alerts created on this page will be viewable on this page. They may be deleted from here too, but they cannot be edited yet.

Note: email alerts created from the search page are **not** visible on the Email Alerts page yet.

 DigiClips @

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[Email alerts](#)

[Sign out](#)

create an email alert

Keyword and Subject Search

Advanced Boolean Search

Media

Country

Start Date

End Date

Recipient Email Addresses

Number of Results

create

mm/dd/yyyy

mm/dd/yyyy

comma-separated

20

TV Station

City

Start Time

End Time

Real Time Alerts

e.g. 2:45 PM EST

e.g. 2:45 PM EST


manage current email alerts

You currently have no email alerts set up.

[back to search page](#)

User Profile

Passwords may be changed via the *User profile* button in the navigation bar at the top of the page.

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editing user profile

Current Password

New Password

Confirm New Password

register

cancel