

*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. All registered cards appear in the table of the central region. In each row, information for one card 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 record contents**

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

### **Limiting the contents of the table**

*Choosing a record category-* The editor can choose a certain category of cards to appear in the table. For example: the records of cards that they have edited or the records 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 records -* The editor can choose the number of records 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 records. The editor can navigate to more records 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 right column of the table the following icons are displayed:*

#### **Locked records**

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

1. The editor has no rights on this card
2. The card is pending for publishing
3. The card is published

#### **Imported records**

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

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

#### **Create a new record**

**How to:** The editor of the system should click the action “Create New” at the upper part of the central region. Then he/she can fill in the fields of interest. When the editor finishes editing the new record, he/she should click the “Save” icon of the editor, in order to store the record into the system.

A new record 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.

#### **View a record**

Aim of this action, is to offer the editor the possibility to view the information contained in a specific record. This action doesn't allow the editor to edit the record.

**How to:** In order to perform this action the editor should select the desired record from the list and then choose from the upper part of the central region the action “View”.

#### **Edit a record**

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

**How to:** In order to perform this action the editor should select the desired record from the list and then choose from the upper part of the central region the action “Edit”.

*The following actions can be found under the “More” dropdown list of the same menu:*

### **Delete a record**

Aim of this action is to offer to the editor the possibility to delete the desired record. The deletion removes permanently a record from the system.

**How to:** In order to perform this action the editor should select the desired record from the list and then choose from the dropdown menu “More” the action “Delete”.

### **Request the publication of a record**

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

**How to:** After locating the “unpublished” record 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 record, he/she clicks the OK button and then the system shows a message informing the editor that the record 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 records 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 records that are waiting to be published by the administrator will appear in the table.

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

### **Export a template**

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

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

### **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.

**How to:** In order to perform this action the editor should select the desired record 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.

### **Import from XML**

Aim of this action is to offer the editor the possibility to import at the system a card, that he has previously locally edit.

**How to:** 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 card should be valid, according to the specific entity schema.

### **Copy an XML**

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

**How to:** In order to perform this action the editor should select the desired record from the list and then click to the action “Copy XML” from the dropdown menu “More”.

### **Create a version**


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

**How to:** In order to perform this action the editor should select the desired record 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 record and also of the referenced records is created. Then the editor may precede working on the specific record.

### **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.

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

**How to:** In order to perform this action the editor should select the desired record 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**

**How to:** In case, the editor tries to edit a record but the system does not allow it, he/she can choose this record from the table and then choose the action “Unlock file” from the dropdown menu “More”.

### **Set the rights of your records**

Aim of this action is to offer the editor the capability to set the rights of the records he/she created, with other users. That way other users can also edit the card.

**How to:** In order to perform this action the editor should choose the desired record from the table, and then choose the action “Rights” from the dropdown menu “More”. A new screen appears where the editor can choose the users he/she wants to give the rights. 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.