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Introduction

Fast Cat team is an online program that aims to assist the user to process the digitized data from historical sources that have been introduced to Fast Cat records, before they appear in the Research space.

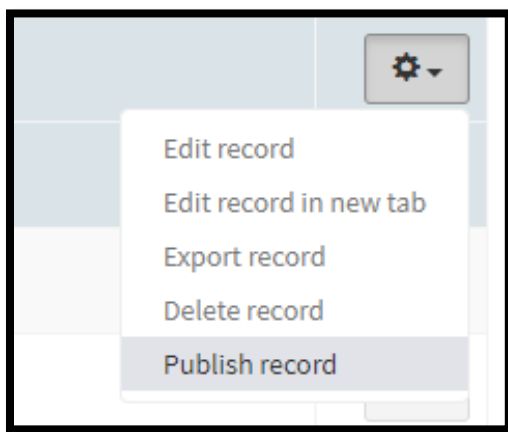
Fast Cat is a standalone but also online program that is aimed to be a tool for the digitization of historical sources. It mainly resembles historical sources in tabular form. The information is transferred from the original source to the Fast Cat Record, as faithful as possible (spelling mistakes and illegible content included). Fast Cat team gives the person who did the transcription the opportunity to make corrections to this raw information and make it appear in a more user-friendly format in the final Research space, where the information will be published for use in research.

This manual is meant to give a guide and overview to the various functionalities of FastCat team.

How to use- Workflow

This is a general workflow with the proper order, that the parts of the system (Fast Cat-Fast Cat team-Research space) should be used. Details about each step will be provided in the chapters below:

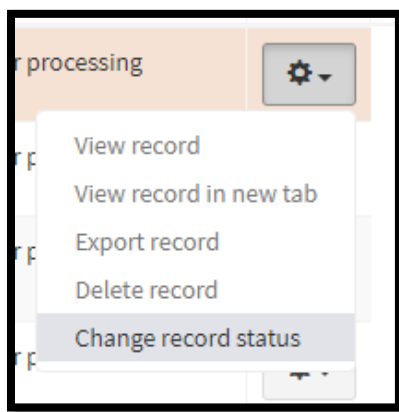
1. An original source is initially transcribed to one or more Fast Cat records. The transcription is done faithfully from the source except the fields that are designed to receive content found outside source or comments from the person who does the transcription.
2. When the whole original source is transcribed to the Fast Cat record the user goes to the “My Records” section, finds the finalized record and chooses “Publish record”.



When the record is published **after the next saving** of the record it will appear in the Fast Cat team platform.

3. The user opens and logs in to the Fast Cat team platform (for more information go to the “Sign up and login to Fast Cat team” chapter)

4. The record will appear in “view only” format in the “All Records” section for all users that are logged in Fast Cat team. The status of the record is “under processing” by default (for more information about statuses go to “Status of Records” chapter)
5. The user goes to the Vocabulary section in order to translate and process the terms included in the vocabularies of his record.
6. The user goes to the Location, Person, Legal entities and Ship section. Lists of the Locations, Persons, Legal entities and Ships appear. Those list are created automatically by Fast Cat team. The user has the possibility to mark the appearances in the list as same or different. (for more information go to “Instances” chapter)
7. When the user has finished the processing of all the information included in the record, he/she can mark the record in the “My records” section as “ Ready for review”



All vocabulary terms and appearances in the lists of Locations, Persons, Legal entities and Ships will have next to them the status marked as “Ready for review”.

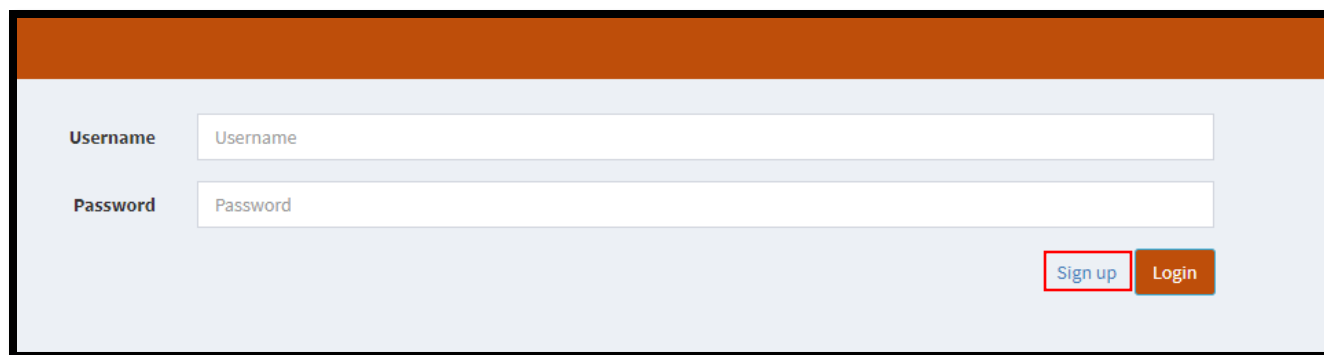
8. When the information has been verified by an supervisor you can choose “Reviewed and ready for publishing”
9. In order to transfer the information to the Research space, open the record “View record” and choose “Publish” from the gear button on the top right side. All content will appear in the Research space. The status of the record and all related terms and instances will change to “published”.
10. If you make changes to the Fast Cat record you have to save the record again in order to upload the new information to Fast Cat team. Then open the record in Fast Cat team and choose “View record” and “Publish”.

Sign up and login to Fast Cat team

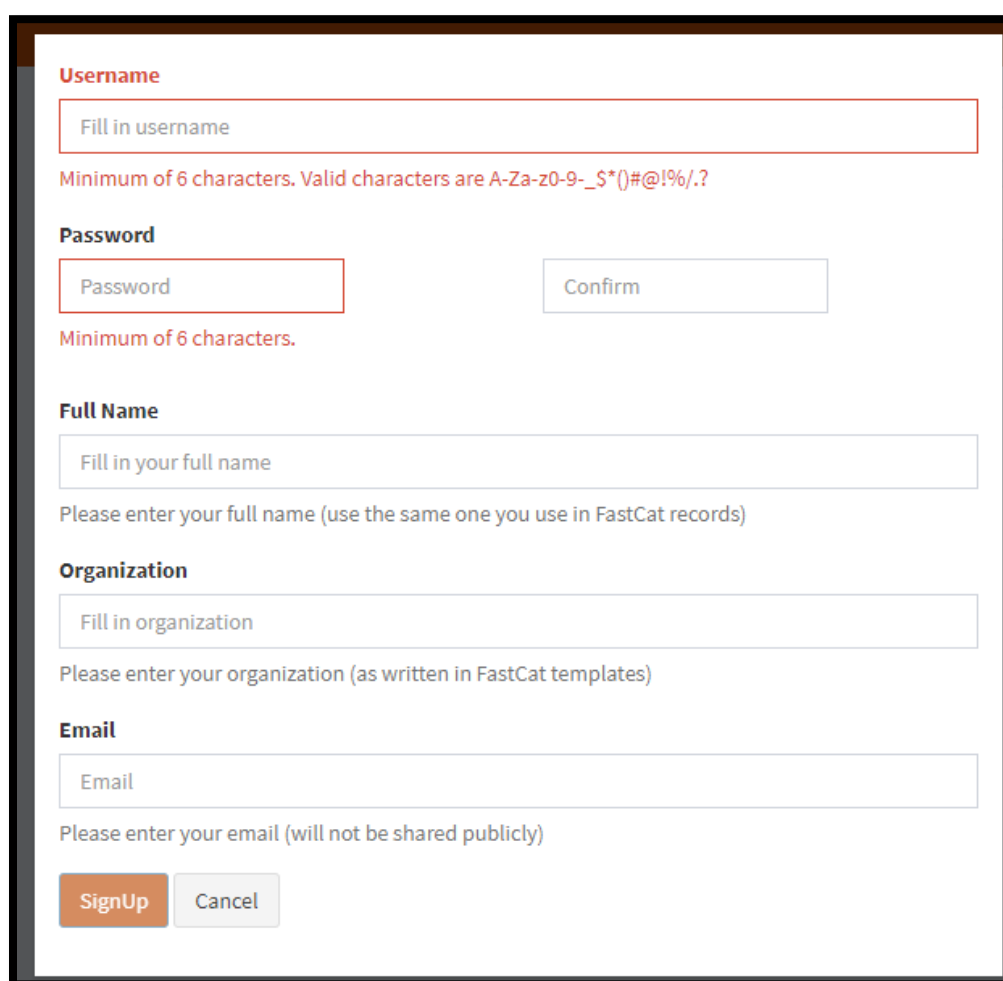
If you enter Fast Cat team for the first time you have to sign up.

Click on the Fast Cat team link that was given to you.

Then choose sign up on the left side of the Login button.

The image shows a web page with a light blue background and an orange header. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field, there are two buttons: 'Sign up' (highlighted with a red border) and 'Login' (orange).

The following pop up window will appear.

The image shows a registration pop-up window with a white background and a dark border. It contains several sections: 'Username' with a text input field and a red border, followed by a red error message 'Minimum of 6 characters. Valid characters are A-Za-z0-9-_\$*()#@!%/./?'; 'Password' with a text input field (red border) and a 'Confirm' button, followed by a red error message 'Minimum of 6 characters.'; 'Full Name' with a text input field and a note 'Please enter your full name (use the same one you use in FastCat records)'; 'Organization' with a text input field and a note 'Please enter your organization (as written in FastCat templates)'; and 'Email' with a text input field and a note 'Please enter your email (will not be shared publicly)'. At the bottom, there are 'SignUp' (orange) and 'Cancel' (grey) buttons.

Fill in a username that you will use from now on to enter the system (can be any name you wish).

Enter and confirm the password that you will use to enter the system.

Fill in your full name as you write it in the “Author” field in Fast Cat.

WARNING: If you spell your name in a different way than it is written in your Fast Cat records, those records

will not appear in your “My records” section and you will not be able to delete them or change their status.

Fill in your Legal entities as it is written in Fast Cat (template information).

Enter your email. This is not shared publicly and will just be used if needed to share some information about the system with the users.

If you want to cancel the sign up process choose cancel. All information will be canceled.

If you want to proceed with the sign up process choose the sign up button.

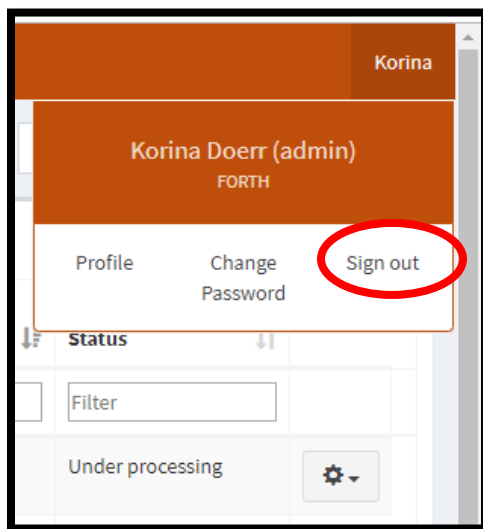
When you finish the sign up process enter your username and password to the provided text fields.

Then choose Login.

If you want to Log out the system go to the click on your username on the right top corner of the screen and choose Logout.

If you want to change your Profile information go to Profile.

If you want to change your password go to “Change Password”.



User types

Two types of users exist. Most of the users are simple users.

Simple users can see all records that have been uploaded to Fast Cat team from all users in the “All records” section. They can also view all records but can not edit, delete or change the status of those records.

Simple users see the records that have their name in the “author” field in the “My records” section. Those records can be deleted by the user and their status can be changed.

Simple users can see and edit all terms and instances of all records that appear in the “All records” section. However simple users should edit only terms and instances that belong to their own templates unless it has been agreed that a user will edit terms and instances of other users too.

Some users are administrators.

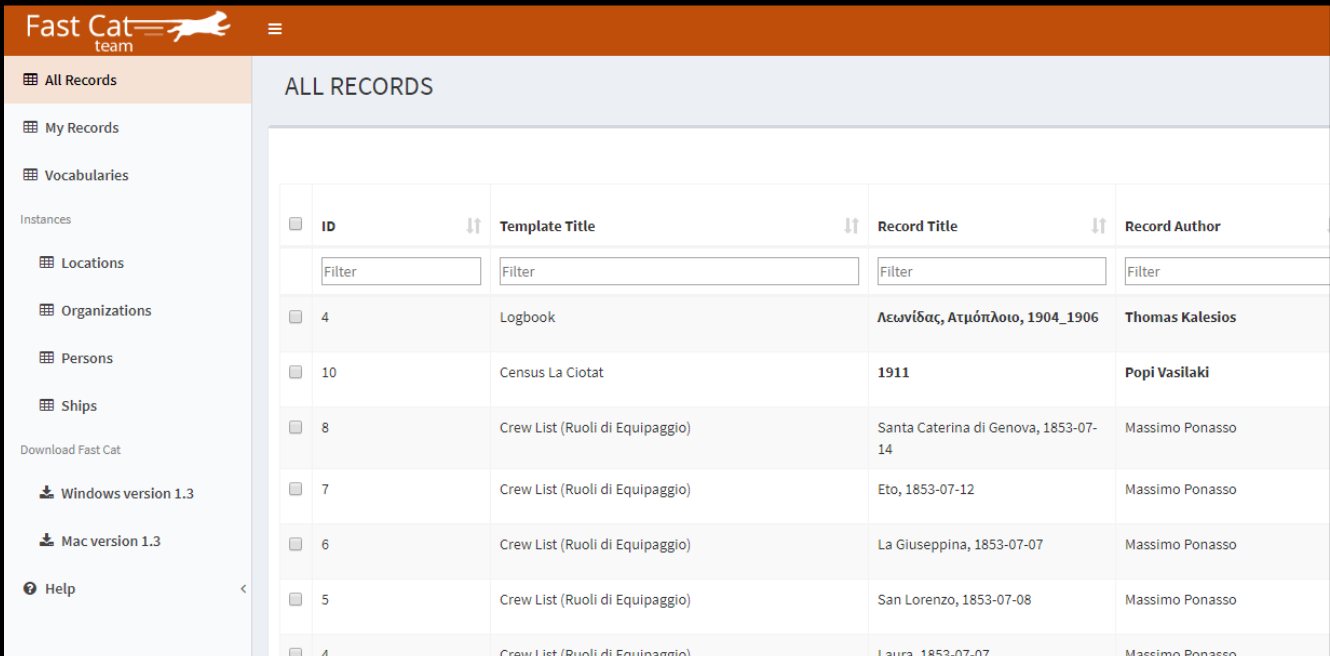
Administrators can do everything simple users can do. Additionally they have the right to delete, change the status and export records included in the “ All records section”.

They can also make a full backup of the system.

Home page

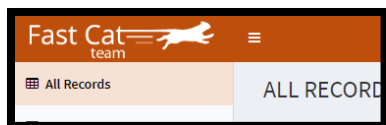
The main Menu

The homepage menu appears in the left hand bar of the homepage. It gives you access to the main types of content that can be used/generated in FastCat team. These are All Records/My Records/Vocabularies/Instances. For the use of each of these please read the individual sections describing them below.



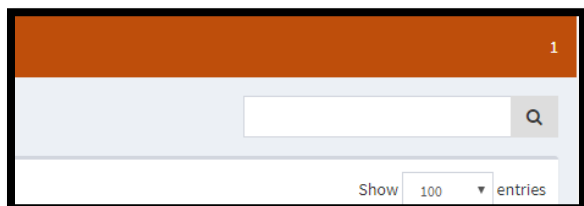
ID	Template Title	Record Title	Record Author
4	Logbook	Λεωνίδας, Ατμόπλοιο, 1904_1906	Thomas Kalesios
10	Census La Clotat	1911	Popi Vasilaki
8	Crew List (Ruoli di Equipaggio)	Santa Caterina di Genova, 1853-07-14	Massimo Ponasso
7	Crew List (Ruoli di Equipaggio)	Eto, 1853-07-12	Massimo Ponasso
6	Crew List (Ruoli di Equipaggio)	La Giuseppina, 1853-07-07	Massimo Ponasso
5	Crew List (Ruoli di Equipaggio)	San Lorenzo, 1853-07-08	Massimo Ponasso
4	Crew List (Ruoli di Equipaggio)	Laura, 1853-07-07	Massimo Ponasso

You can navigate through the four main features (All Records/My Records/Vocabularies/Instances) of FastCat team using the menu on the homepage, which is located on the left hand side of the home screen. Note that this menu can be minimized using the “menu” icon (to the right of the FastCat team icon) in order to give more room to work with data in the main panel.



The main screen has a number of other functionalities including: Search, Filter/Sort, Paging.

Search



The search box located in the upper right hand corner of the homepage allows you to do a general search for a record, vocabulary or instance list. To do so,

- 1) enter some text in the search box
- 2) click 'enter' or the 'search' icon.

That search applies to all fields of the table or list below

Filter/Sort

ID	Template Title	Record Title	Record Author	Related Template Categories	Last Modification Date	Status
Filter	Filter	Filter	Filter	Filter	Filter	Filter

The Filter/Sort feature appears at the top of the list of Records/Vocabularies/Lists of terms/Instance lists that the user is currently looking at. The filter and sort features allow the user to quickly move through a large number of entries to find the particular entry they are interested in.

Each entry in the system comes with a set of information that talks about it (this information is called metadata), whether it is Record/Vocabulary/Instance list. Using the particular column that is of interest, the user is able both to filter, (that is limit the entries seen according to the presence or absence of a term in a field of the table) or to sort the entries (that is reorder the information presented in the list of entries according to the descending/ascending order of a field).

This feature is useful when the user is not sure of the particular entry, that he or she is looking for, but does know some basic piece of information about it. E.g.: that the record was created by this organization or is in this language.

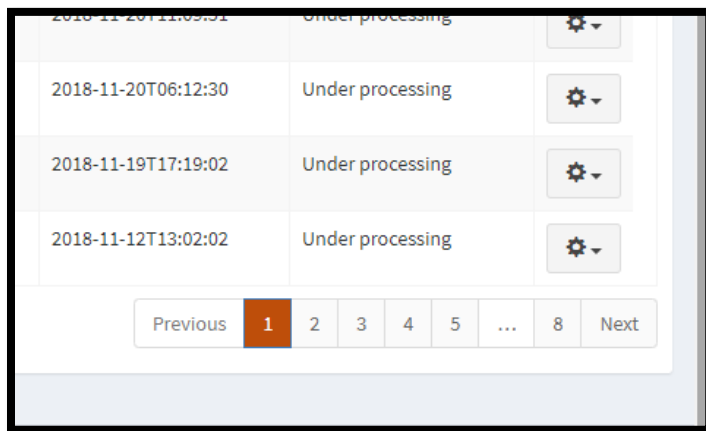
To use the filter function

- 1) Choose the column you want to filter on
- 2) Enter data in the empty text box below the title
- 3) Click enter
- 4) Your list will be filtered

To use the sort function

- 1) Click the arrow beside the column title that you want to sort on
- 2) Your list will be sorted in an ascending or descending alphabetical or temporal order according to the content of this column

Paging



The screenshot shows a table with three visible rows. Each row has a timestamp in the first column, the text 'Under processing' in the second column, and a gear icon in the third column. Below the table is a pagination bar with buttons for 'Previous', '1' (highlighted), '2', '3', '4', '5', '...', '8', and 'Next'.

2018-11-20T11:09:31	Under processing	
2018-11-20T06:12:30	Under processing	
2018-11-19T17:19:02	Under processing	
2018-11-12T13:02:02	Under processing	

Previous 1 2 3 4 5 ... 8 Next

If there is a large amount of entries for a particular type of information (Records/Vocabularies/Instances) then, in order to convenience the user, the list of results for that kind of entry is broken up into more easily readable chunks of entries. The number of entries shown at a time can be set at the top right of the page in the interface that says “Show X Entries’ which appears just below the search box. To flip through the list of entries, use the paging buttons that are to be found at the bottom right section of the screen.

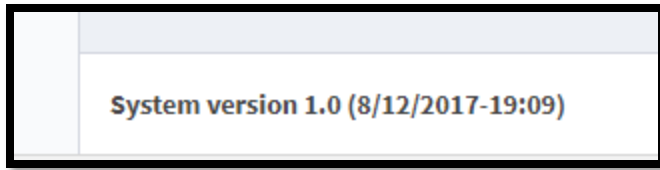
Reset table

In the left upper part of the table a Reset button is provided in order to undo all selections of the table.

Export to excel

In the left upper part of the table a Export to excel button is provided in order to download in excel format all the contents of the table.

System version



In the left bottom corner of the Fast Cat team home interface the current version of the system can be found. This will be useful for users to know since the system might be updated during certain periods of time.

Download Fast Cat

In the lower side of the left menu you can find a section “Download Fast Cat”. Here you can find and download the latest version of Fast Cat.

To download choose if you need the “Windows” or “Mac” version and left click on the corresponding button.

You will find the zipped folder with the latest Fast Cat version in your downloaded files.

Experimental releases are just for personal purposes if a small addition is made to a specific template. Don’t use this except if the ICS FORTH members contact you and ask you to download this version.

DOWNLOADS

Official releases
Official releases are the ones most users should download. They are stable, mature releases with plenty of fixes and improvements that are released periodically.

Version: 2.2
Release Date: 24 May 2019
Description: Second official release.
What's new: Header tooltips added in most templates. Various bug fixes and improvements.

WINDOWS Version 2.2 **MAC Version 2.2**

Version: 2.1
Release Date: 4 April 2019
Description: This version is the first one users can download via FastCatTeam.
What's new: -

WINDOWS Version 2.1 **MAC Version 2.1**

Experimental releases
Experimental releases are either "emergency" releases (to address a specific issue reported by a user) that are released on demand or simply snapshot versions between two official releases.

Version: 2.2-SNAPSHOT(2019-04-08T13:00)
Release Date: 8 April 2019
Description: This version was released to fix a bug concerning Naval Register records.
What's new: Export to excel in Naval register fixed (jordi bug)

WINDOWS Version 2.2-SNAPSHOT(2019-04-08T13:00) **MAC Version 2.2-SN/**

Help

In the “Help” section at the left menu of the FastCat team homepage you can download this complete manual.

Also in all Sections main page you will see a “?” button next to the section title. There you can find information about the usage of the specific section.

All Records

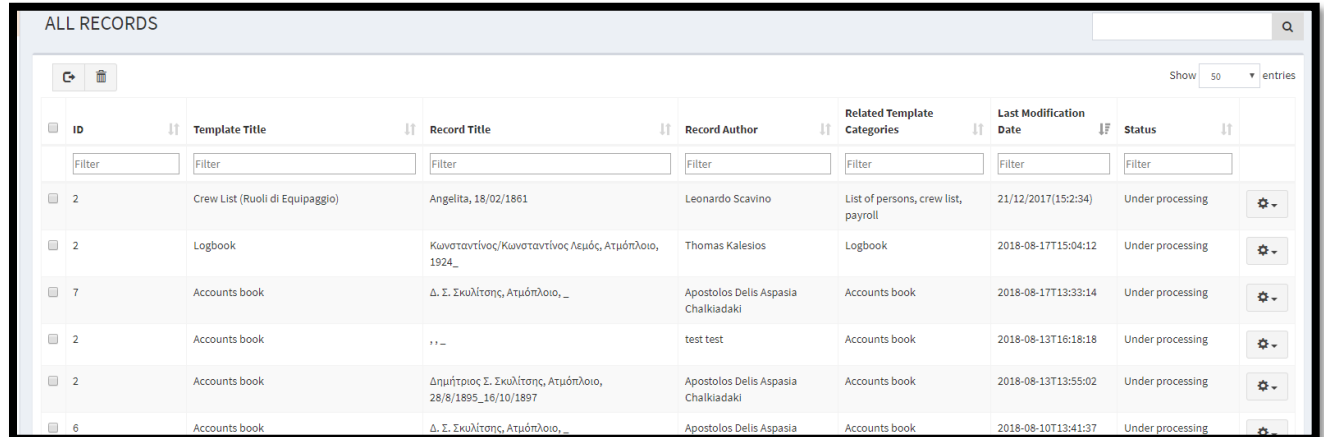
In this section you will find all records that have been created, marked as “Public” and saved in Fast Cat by all partners. Every time a user opens his Fast Cat or saves his record(while he/she is online) a copy of his record appears in the “All Records” section of Fast Cat team (only public records)

Users can open those records only in View mode (no saving function is offered in the Record page). Only users with the status of “administrator” can additionally export or delete those records.

Finding a Record

If you are searching for a record of another partner you should navigate to the section ‘All Records’ of the FastCat team homepage.

Inside this section you will find the list of records, which will resemble the list in the figure below:



ID	Template Title	Record Title	Record Author	Related Template Categories	Last Modification Date	Status
2	Crew List (Ruoli di Equipaggio)	Angelita, 18/02/1861	Leonardo Scavino	List of persons, crew list, payroll	21/12/2017(15:2:34)	Under processing
2	Logbook	Κωνσταντίνος/Κωνσταντίνος Λεμός, Ατμόπλοιο, 1924_	Thomas Kalesios	Logbook	2018-08-17T15:04:12	Under processing
7	Accounts book	Δ. Σ. Σκυλίτσης, Ατμόπλοιο, _	Apostolos Delis Aspasia Chalkiadaki	Accounts book	2018-08-17T13:33:14	Under processing
2	Accounts book	...	test test	Accounts book	2018-08-13T16:18:18	Under processing
2	Accounts book	Δημήτριος Σ. Σκυλίτσης, Ατμόπλοιο, 28/8/1895_16/10/1897	Apostolos Delis Aspasia Chalkiadaki	Accounts book	2018-08-13T13:55:02	Under processing
6	Accounts book	Δ. Σ. Σκυλίτσης, Ατμόπλοιο, _	Apostolos Delis Aspasia	Accounts book	2018-08-10T13:41:37	Under processing

The meaning of the metadata columns for **records** are:

Column title	Meaning
Template Title	This is a friendly name associated to the template from which the specific record was created.
Record Title	Is the Title of the specific Record.
Record Author	Is the name of the person that created the record and did or overviewed the transcription of the record.
Related Template Categories	The ‘categories’ are keywords associated to the templates content. This is a good indicator of the kind of data entry capacity the template might offer.

	Some templates might include more than one categories E.g.: list of persons, list of ships
Last Modification date	Last modification date is the last date that the record was saved by its author
Status	The status of the record. If it is under processing or finalized and ready to upload to the Research space. Se more at chapter “Record status”

The user can use the filter and sort functions (see FastCat team Homepage section for more info) at the top of the record list in order to sort records to try to find the right one for him/her.

Viewing a Record

In order to view one of the records in the list follow those steps.

- 1) Go to All Records or My records section using the Left Hand Menu in the Homepage
- 2) Find the Record that you want to use (see “finding a record” above)
- 3) Click the gear button to the right of the record
- 4) Choose the sub option ‘View Record’ or “View Record in new tab” if you want to keep the list of your records in a separate tab.



ID	Title	Author	Editor	Category	Date	Status	Actions
2	Accounts book	Δημήτριος Σ. Σκυλίτσης, Ατμόπλοιο, 28/8/1895_16/10/1897	Apostolos Delis Aspasia Chalkiadaki	Accounts book	2018-08-13T13:55:02	Under processing	
6	Accounts book	Δ. Σ. Σκυλίτσης, Ατμόπλοιο, _	Apostolos Delis Aspasia Chalkiadaki	Accounts book	2018-08-10T13:41:37	Under processing	
4	Accounts book	Δημήτριος Σ. Σκυλίτσης, Ατμόπλοιο, 28/8/1895_16/10/1897	Apostolos Delis Aspasia Chalkiadaki	Accounts book	2018-08-09T13:15:35	Under processing	
3	Accounts book	Λεωνίδας, Ατμόπλοιο, 22/3/1905_1/11/1905	Apostolos Delis Aspasia	Accounts book	2018-08-08T16:43:32	Under processing	

Status of records

As mentioned above the last column of the table of records is “Status” (Both in All Records and My records Section).

Status can take the following values (Status can be changed only in “My records” section):

- **Under processing:** This is the first value that status takes automatically when the record is imported to Fast Cat team. It means that the user is still processing the vocabularies and instances of the specific record.
- **Ready for review:** Users are given the option to change the status to “Ready for review”. Changing the status to "Ready for review" means that you finished the processing of this record. The supervisor can now check your record information.
- **Reviewed and ready for publishing:** After reviewing the record, the supervisor can change the status to “Reviewed and ready for publishing”
- **Published:** To start the publishing of the content of the record to the Research space, go to “View record”. When the record is open go to the gear button and choose “publish”

Exporting Records

Exporting records can only be done by users with the status of “administrator”.

Simple users cannot export records.

To export one or more records simultaneously, follow these steps:

- 1) Select one or more records from the “My Records” list by clicking the check boxes to the left of the title

Show50▼entries

ID	Template Title	Record Title	Record Author	Related Template Categories	Last Modification Date	Status	
<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	
<div><div><div></div></div>2</div>	Crew List (Ruoli di Equipaggio)	Angelita, 18/02/1861	Leonardo Scavino	List of persons, crew list, payroll	21/12/2017(15:2:34)	Under processing	<div><div></div></div>
<div><div><div></div></div>2</div>	Logbook	Κωνσταντίνος/Κωνσταντίνος Λεμός, Ατμόηλαιο, 1924_	Thomas Kalesios	Logbook	2018-08-22T16:08:52	Under processing	<div><div></div></div>

- 2) Click the Export Button on the top left corner of the table
- 3) FastCat team will save a copy of your file in the downloads folder of your browser. This file will end in .json.

Even if you export many records simultaneously you will find just one .json file in the downloads.

This one file includes all records that have been exported.

It can be imported into FastCat. When you import this file into Fast Cat, all records will appear there.

Older records that exist within the Fast Cat of the user that is importing the new records, will remain.

There is a second option to export single records, if its more convenient to you, follow these steps:

- 1) Find the record you want to export
- 2) Go to the gear button at the right side of the record and choose “export record”

Show50entries

ID	Template Title	Record Title	Record Author	Related Template Categories	Last Modification Date	Status	
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
<input type="checkbox"/>	2	Crew List (Ruoli di Equipaggio)	Angelita, 18/02/1861	Leonardo Scavino	List of persons, crew list, payroll	21/12/2017(15:2:34)	Under processing
<input checked="" type="checkbox"/>	7	Accounts book	Δ. Σ. Τσαλίκης, Ατμόηλαιο, ...	Apostolos Delis Aspasia Chalkiadaki	Accounts book	2018-08-23T11:26:24	Under processing
<input type="checkbox"/>	2	Logbook	Κωνσταντίνος/Κωνσταντίνος Λεμός, Ατμόηλαιο, 1924_	Thomas Kalesios	Logbook	2018-08-22T16:08:52	Under processing
<input type="checkbox"/>	2	Accounts book	test test	Accounts book	2018-08-20T13:07:38	Under processing	
<input type="checkbox"/>	2	Accounts book	Δημήτριος Σ. Τσαλίκης, Ατμόηλαιο,	Apostolos Delis Aspasia	Accounts book	2018-08-13T13:55:02	Under processing

View record

View record in new tab

Export record

Delete record

- 3) Find the .json file in your “Downloads” folder

My records

If you want to find a record that you have created by yourself, navigate to the section “My Records”. In “My records” appear all records that include the users name and surname in the “Author” field in the first table of the record (Fast Cat Record information table).

This records can be viewed or deleted. The user can also change their status.

For finding and Viewing the records see the chapters above.

Deleting a Record

If you want to permanently delete a record follow those steps:

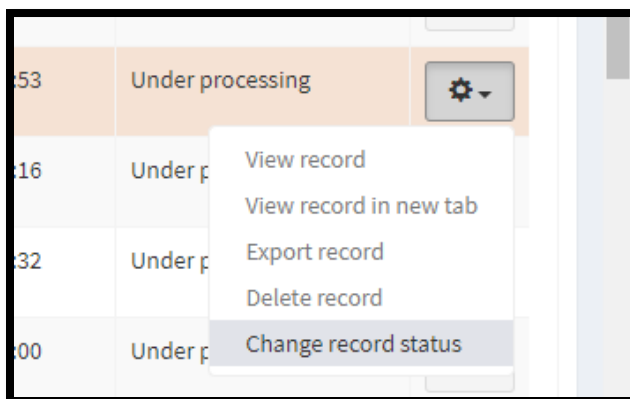
- 1) First delete the record from your Fast Cat (else, every time you save the record it will appear again in Fast Cat team even if you have deleted it here).
- 2) If anyone else has your record and chooses to save it, it will also appear in Fast Car team again. So you have to tell him to delete it too.
- 3) Then go to “My records” in Fast Cat team. Click the gear button to the right of the record
- 4) Choose delete record

WARNING: If the record is also deleted in Fast Cat it will be permanently deleted. Also all terms and instances related to this record will disappear from the corresponding lists.

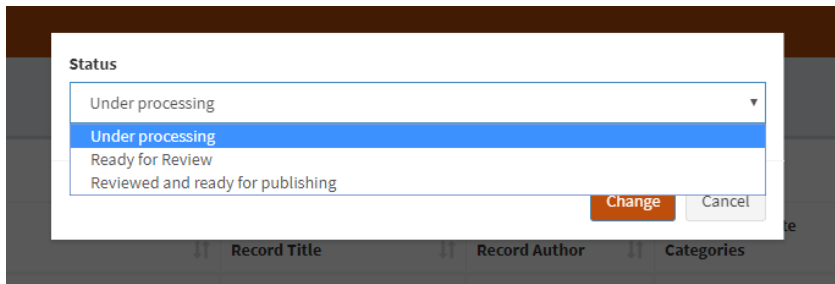
Changing the record status

If you want to change the status of your record follow those steps (for more information about statuses go to “Status of records” section:

- 1) Go to “My records” section.
- 2) Choose the record to which you want to apply a different status
- 3) Go to the gear icon at the right side of the table and choose “change record status”



- 4) A pop up window will appear where the user can choose the preferred status from a list



- 5) Choose Change to apply the change of status or Cancel to go back to the records list
- 6) To change your selection follow the same procedure

To change the status to “Published”

- 1) Go to “My records” section.
- 2) Choose the record to which you want to apply a different status
- 3) Go to the gear icon at the right side of the table and choose “view record”
- 4) Go to the gear icon at the top right side of the record and choose “publish”

Vocabularies

What are vocabularies

Vocabularies are lists of terms that have been used in the Fast Cat record fields. They are divided into conceptual category (e.g. Professions, Marital status).

All terms included in those lists have been transcribed from one or more Historical Sources and do appear in one or more records that are included in the “All records” section.

The lists of terms that give the basic identity information to Locations(location name(type)/broader location), Persons(name, surname), Legal entities (legal entity name)and Ships(ship name) are not included in this list of vocabularies. Those terms are processed in the section of Locations, Persons, Legal entities and Ships separately.

In Fast Cat team the user is given the opportunity to process the terms included in vocabularies. The actions provided don't affect the terms inside the Fast Cat records. Those actions aim to improve the appearance of those terms in the Research space.

The following actions are provided:

- **Preferred term:** Replace the source term with a preferred term when this term appears in the Research space. **The preferred term has to be written in the English language.**
This functionality is provided in order to give users the opportunity to translate their terms but also to hide spelling mistakes that appeared in the source.
- **Broader term:** Place this source term under a broader term. Both the source term and the broader term will appear in the Research space. **The broader term has to be written in the English language.**

e.g. In the vocabulary of goods→Term: lentils , Broader Term: Food. That way users could later search for food under which term lentils but also other food will be included. Users could search independently for lentils too.

Connection to thesaurus

Terms included in a vocabulary might belong to a tree of terms or might need a detailed description.

e.g.

- 1) Professions that belong to more than one broader categories:

Seagoing personnel

Officers

Captain

Captain of first rank

Captain of second rank

Lieutenant

Other

- 2) Captain in Russian might have an other meaning than Captain in Italian. Therefore an explanation is needed in both terms

For those cases users can create a thesaurus (in an external tool).

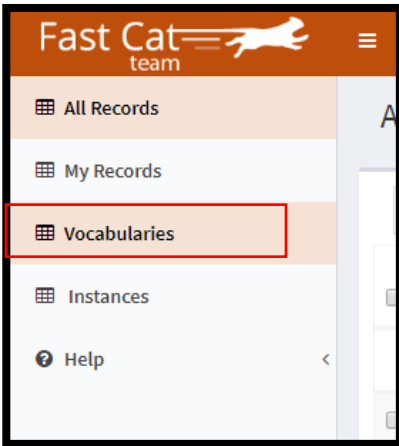
All identical terms that appear in the vocabulary and in the thesaurus will be merged in the Research space.

This means that if the user chooses to search for officers in the research space then also all the information connected to captains will appear because they appear under the same tree.

WARNING: The person that creates the thesaurus should check that all preferred terms are identical to those used in the thesaurus else the connection of the term with the tree and descriptions will not happen and appear in the Research space.

Vocabularies home page

The vocabularies can be accessed from the Homepage using the left hand menu and clicking the 'Vocabularies' button.



In the first page a table with all names of existing vocabularies of all templates appear.

A **number next to the vocabulary** name indicates how many terms are included in each Vocabulary list.

The information included in the columns of the table in the Vocabularies section, helps the user to find the vocabulary he is looking for.

Vocabulary title: It is the name given to the specific list of terms. The name of the conceptual category to which the terms belongs.

Source language: The language of the sources in which this vocabulary is used. This does not mean that terms in other languages cannot appear e.g. in a Greek Logbook some Goods are written in the language used at the Location. But the main language used in the source is Greek.(this appears here even if no terms are still added to the specific vocabulary. It is static)

Used in template: The titles of the templates that use the specific vocabulary (this appears here even if no terms are still added to the specific vocabulary. It is static)

Related organization: The organization that is using the specific templates and thus the specific vocabulary (this appears here even if no terms are still added to the specific vocabulary. It is static)

Main vocabulary page


In order to go to a specific vocabulary choose “Go to vocabulary” at the gear button on the right side of the table.

The main page of the specific vocabulary will open.

This page contains the table of terms and a functionality that helps the user to filter terms that belong to a specific template type or a specific record.

To filter the terms choose the template type and/or a record title in the lists provided in the upper left part of the screen.

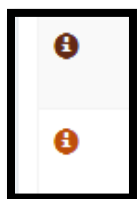
In those lists appear only template types and record titles that are published to Fast Cat team and appear in the All Records/My records pages.

Show terms used in template type:		All ▼	and record:	All ▼
		All		
	Original Source Term	Crew List (Ruoli di Equipaggio) Register of Maritime workers (Matricole della gente di mare)	↕	Broader Term

Filtering and alphabetical sorting can also be applied to each separate column of the table. (see Filter/Sorting section above for more information)

Position information

On the right side of the terms an “i” icon appears. When left clicking on this icon the position information of the term appears (all the locations where this term was used). The title of the record, the title of the table, the title of the field, the number of the row where this term exists and a link to the related record are provided. This information should help the user to find the term again if needed.



The info button is darker when the term appears in more than one places.

Warning: The link inside the position info will take you to a record in “view mode” only! This records have no save button. If you want to edit this record you have to go to Fast Cat and Edit and save it there.

Preferred term

Preferred term has to be a term in English, to replace the source term in the Research Space.

The purpose is to make the content usable and understandable to international users of the Research Space.

It is the way to translate the content but also to exclude wrong spelling, illegible content marks etc.

Examples:

- Source Term: Marinaro (profession that has a wrong spelling in the source) –Preferred term: Sailor
- Source Term: Mari[ne]ro (profession that has an illegible part in the source)-Preferred term: Sailor
- Source Term: Marinero (profession that is written in Spanish language in the source) -Preferred term: Sailor

Broader term

In some cases if a grouping of terms is needed the user can add a broader term. By choosing the same broader term for two or more terms, the grouping is created.

In the Research space both terms and the broader term will appear.

When applying broader terms you should keep in mind , what would the user of the Research Space like too search for? E.g. Is it useful to search for expenses made for bread or would it be possible that someone would like also to search for all expenses for consumables inside steamers or sailing ships?

Examples:

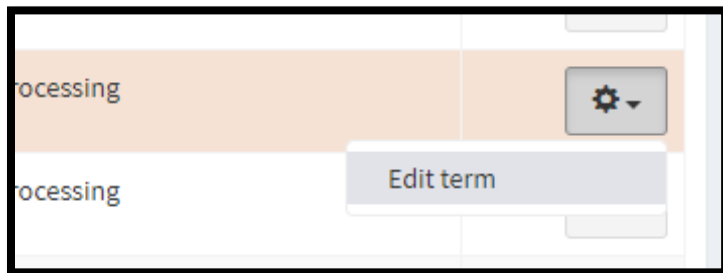
- Source term: bread–Broader term: consumables
- Source term: lentils –Broader term: consumables
- Etc.

If you want to add more than one broader terms (create a tree of terms) this has to be done in the external ‘Thesaurus’ tool.

How to add/edit or remove a preferred or a broader term

To add a preferred term, a broader term go to the gear button on the right and choose “edit term”.

It is a good practice to check first the status of the term (for more information see in chapter “Status of records”). It is better to add information only to terms with status “Under processing”.

A screenshot of a dialog box titled 'Term name: ιστιοφόρο (Vocabulary: Ship type)'. It contains two input fields: 'Preferred Term' with the value 'towboat' and 'Broader Term' with the value 'Fill in Broader Term'. At the bottom right are 'Save' and 'Cancel' buttons.

If you want to add a preferred term or a broader term it is good practice to check first if the term already exists in the list that opens when you start typing in the text field or when you click on the arrow at the right side of the box. This list includes all preferred and broader terms added from other users.

If the term already exists choose the term from the list and press the edit button on the right corner.

If the term does not exist, type the term and press the edit button on the right corner.

If you have already added a term before it will appear in the text box.

To edit the term, make the changes and press the edit button on the right corner.

To delete the term, delete it from the text box and press the edit button on the right corner.

Instances

What are instances

Instances are appearances of Ships, Persons, Locations, Legal Entities inside the sources, that have a unique identity in the world. We mean by that the one specific person, legal entity, ship or location that was mentioned by the author of the source in one specific position of the source. It is unique!

Terms are categories of things.

Examples:

e.g. Instance of Ship : Steamship Andrianna (we mean by that the one specific ship that was mentioned by the author of the source in one specific position of the source. It is unique!)

Instance of Person: Adolfo Cavalieri (we mean by that the one specific person that was mentioned by the author of the source in one specific position of the source. It is unique!)

Type of ship: Steamship (this is a term not an instance, it is a category of things)

Examples of instances:

Person instance: Anastasios Syrmias

Ship instance: The steamer Konstantinos Lemos

Location instance: Barcelona city of Spain

Examples of terms:

profession term: captain

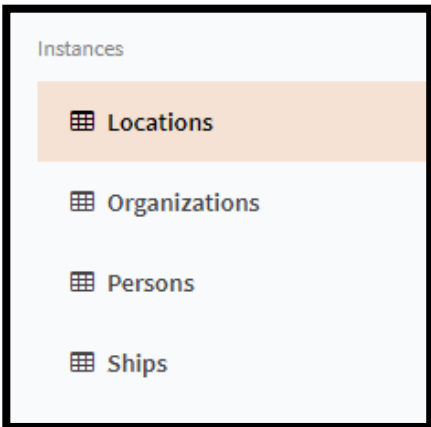
name term: Anastasios (many instances of persons with the name Anastasios exist in the world)

location term: Barcelona (more than one location instances with the name Barcelona exist in the world)

type of good term: bread

Instances home page

FastCat team stores the users instance lists in the section **Instances**. Under instances you can find Locations, Legal entities, Persons and Ships. By clicking each button you can access the separate instance list. Those lists include all instances that appear in the records that are stored in the “All records” and “My records” section.



The instances that appear are “proposed” instances.

By instance as mentioned above we mean the one specific person, legal entities, ship or location that was mentioned by the author of the source in one specific position of the source.

If the same instance appears in another position of the source and the author really meant the same instance, this is an issue that has to be investigated by the historian.

However in order to facilitate users the system is making some automatic assumptions.

If a number of specific fields is identical for two instances then the system will merge them into one row in the list of instances, e.g. two appearances of persons with the same name, surname, father name, birth place and birth date.

That means, that **the system proposes that e.g. two persons with the same name and some other common characteristics are the same person.**

The last word belongs however to the user who is given the possibility to separate those two persons if he believes that the connection was wrong.

He/ She also can merge two separate appearances of persons into one (e.g. if name in the first appearance was mentioned with wrong spelling and in the second appearance with the correct spelling)

The position info button next to each instance indicates all the positions inside the source that this instance was mentioned.

Locations

Introduction

Locations are instances that are handled in a slightly different way than the other instances.

To give an identity to the Locations mentioned inside the source we don't have enough information. The historian who does the transcription might know out of the context which Location was meant by the author of the source but the system can not make by its own those assumptions.

e.g The author of the source mentions Barcelona. It could be Barcelona the city in Spain, the port of Barcelona city in Spain, Barcelona the city in United states etc.

The historian who does the transcription knows that the ship in this source sails in the Mediterranean and therefore Barcelona the city in Spain was meant by the author.

The historian has two ways to tell the system what place was meant by the author:

- 1) He/ she can add (type of location)/Broader location (e.g. Barcelona (city)/Spain) next to the Location name that was mentioned in the source inside the Fast Cat record. This is done during the data entry in [Fast Cat](#).

In the case of spelling mistakes, illegible content or non latin alphabet the user can replace the source location name with a "Corrected/Vernacular Location name" in [Fast Cat team](#).

Then he has to see in [Fast Cat team](#) if the location can be found by the location databases.

- 2) He/ she can go to the Location section in [Fast Cat team](#) and find the specific location. In the case of spelling mistakes, illegible content or non latin alphabet the user can replace the source location name with a preferred location name in "Corrected/Vernacular Location name". Then the user can click on the button Ask Getty (TGN Getty database) or Ask Geo (Geonames database). The user can choose one of the results that will appear and choose save.

In case no proposals appear, after asking the Databases, the user can go to TGN Getty or Geonames and search by him/her self for the Location. In case the Location is found the Id can be copied to the corresponding field.

In case no proposals appear, after asking the Databases and the Location cannot be found either manually, the users can search in Google maps or other applications for the locations coordinates and then copy them to the corresponding field.

Enough identity information is provided when the field ID or Coordinates (just if you don't find the Id) is filled in.

Locations that are not given enough identity information will still appear in the Research space results but will not appear on the map.

In the Instance Location list all Locations of all Records and Template types that have exactly the same information (Location Source name (type)/Broader Location etc) appear merged in one row.

If this automatic merge done by the system is wrong the user can add another (type) or Broader Location inside the Fast Cat records in order to differentiate the merged appearances.

Main Location page

Inside the Location page you will find a filtering functionality (also described in “Main Vocabulary page” chapter) with which you can find locations that have been used in a specific template type or a specific Fast Cat record.

At the upper left corner a search functionality is provided that is searching in all the fields of the table below.(for more info see chapter Home page>Search).

Filtering and sorting in each separate column of the table is also provided (for more info see chapter Home page>Filter/Sort).

The table includes information about all Location Instance appearances in the Records that are included in the “All Records/My records” section.

Above the table exists a reset button in case you want to refresh the table content.

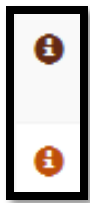
	Source Location name	Preferred Location name	Location Type	Broader Location name
	Filter	Filter	Filter	Filter
??				
?rochlin		Rochlin		
?roochlin				
[Kabemms]				
[Seicemen]				

The following information appears in each row:

Position information

By clicking on the position info icon a pop up will appear with all the positions inside the source where this location appeared (See more information in chapter “Main Vocabulary page” > “Position info”).

The darker color of some position icons means that the specific location with the same identity information appeared more than once in the source records of the same template type.



Source Location name

This is the Location name as it was written inside the original source. (It can have spelling mistakes, illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

Corrected/Vernacular Location name

This field is editable.

If nothing is added in this field the “Source Location name” will be used by default in the Research space.

If a new location name is added here, it will replace the “Source Location name” in the Research space.

It is a way to hide spelling mistakes, illegible content that appeared in the original source or to translate into latin alphabet Location names that would not be legible by all users of the Search space.

Location type

This field is not editable and is automatically taken from the Fast Cat record.

If the user has added a location type inside brackets () next to the Source Location name then it will appear here.

If you want to make corrections to the content of this field, you have to go back to Fast Cat and change it inside the “Edit Vocabulary” functionality (it has to be changed in all positions).

To see in which positions it was used, go to the position info at the left side (don’t use the link inside the position info to make your corrections because it opens a “view only” version of the record.)

To add location types inside Fast Cat records first read the corresponding section of the Fast Cat manual.

Broader Location name

This field is not editable and is automatically taken from the Fast Cat record.

If the user has added a broader location with a slash / next to the Location type or Location Source name inside the Fast Cat record then it will appear here.

If the user has added more than one broader location names they will appear below inside the same field.

If you want to make corrections to the content of this field, you have to go back to Fast Cat and change it inside the “Edit Vocabulary” functionality. (it has to be changed in all positions)

To see in which positions it was used, go to the position info at the left side (don't use the link inside the position info to make your corrections because it opens a "view only" version of the record.)

To add Broader Location names inside Fast Cat records first read the corresponding section of the Fast Cat manual.

Coordinates

This field is editable.

In case you don't want to use the 1st or the 2nd solution you can also add here the coordinates of the Location.

This information is not enough to give the exact identity of the location. (We don't know if you mean the port, the city, the region, the country etc that includes those coordinates) However the location will appear on a map in the Research space.

WARNING: Add this information only if you cannot find the location id !

Id

This field is editable.

If only the Source Location name exists and you add a TGN or Geonames id its enough to give identity to a Location.

Status

This is the status of the records that have used the specific Location.

Actually one location can appear in various positions inside records with various statuses. However if even one of this records changes the status to **Ready for upload** or **Content upload started**, the status of the Location will change too.

lar Location name
Other Location name
Location Type
Reader Location name
id

Location: albi

Corrected/Vernacular Location name

Fill in Corrected/Vernacular Location name

Ask Getty
Ask Geo

Albi [Albi] (FR) Lat:43.9298 Long:2.148 <https://www.geonames.org/3038261>
Gaillac [Gaillac] (FR) Lat:43.9016 Long:1.89686 <https://www.geonames.org/3016824>
Albi Khél [Albi Khél] (AF) Lat:34.03788 Long:69.44992 <https://www.geonames.org/1149023>
Albi [Albi] (IT) Lat:39.02456 Long:16.59721 <https://www.geonames.org/2525757>
Albi [Albi] (IT) Lat:39.02499 Long:16.5964 <https://www.geonames.org/6537693>
Carmaux [Carmaux] (FR) Lat:44.05099 Long:2.15795 <https://www.geonames.org/3028580>
Coufouleux [Coufouleux] (FR) Lat:43.81713 Long:1.73078 <https://www.geonames.org/3023309>
Albi [Albi] (FR) Lat:43.96449 Long:2.0427 <https://www.geonames.org/3038260>
Albi [Albi] (FR) Lat:43.92806 Long:2.14583 <https://www.geonames.org/6452544>
Teillet [Teillet] (FR) Lat:43.83528 Long:2.34 <https://www.geonames.org/2973217>

TGN ID (Getty Location database)

Fill in TGN ID (e.g. 1061730)

Geonames iD (Geonames)

Fill in Geonames ID (e.g. 390903)

Coordinates

Fill in Coordinates (e.g. 41.494183 2.294718)

Secondary optional location name (e.g. historical name)

Fill in second name for the location (optional)

Save
Cancel

Legal entities

Introduction

Legal entities are instances handled in the same way as Persons and Ships.

This means that the system will merge automatically all appearances of Legal entities that have the same identity information and belong to the same template type.

Fields that create the identity information for Legal entities: “Name”, “Type”

If two appearances of Legal entities have the same name and type and belong to the same template type, the Legal entity name will appear just once in the Instance list of the Legal entities. (Each separate appearance is kept in the position info)

However if two appearances of Legal entities have the same name but belong to different template types, the same name will appear twice in the Instance list of the Legal entities.

If the user does not agree to the automatic assumptions of the system, he can change them with the Mark as Same/Mark as different functionality (for more info see chapter “Mark as same/Mark as different”)

Main Legal entities list page

Inside the Legal entities page you will find a filtering functionality (also described in “Main Vocabulary page” chapter) with which you can find Legal entities that have been used in a specific template type or a specific Fast Cat record.

At the upper left corner a search functionality is provided that is searching in all the fields of the table below (for more info see chapter Home page>Search).

Filtering and sorting in each separate column of the table is also provided (for more info see chapter Home page>Filter/Sort).

The table includes information about all Legal entity Instance appearances in the Records that are included in the “All Records/My records” section.

Above the table exists a reset button in case you want to refresh the table content (or if you want to delete all your previous check box selections).

The screenshot shows the 'Fast Cat team' interface. The sidebar on the left contains navigation links: 'All Records', 'My Records', 'Vocabularies', 'Legal Entities' (highlighted), 'Locations', 'Persons', 'Ships', and 'Download Fast Cat'. The main content area is titled 'LEGAL ENTITIES' and features a search bar, filters for 'Show instances used in template type' and 'and record', and buttons for 'Mark as same' and 'ResetTable'. A table lists legal entities with checkboxes, position info icons, and entity names.

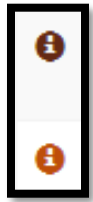
	Entity name	Entity t
<input type="checkbox"/>	a. costa & co	
<input type="checkbox"/>	a. costa & co(organisation)	
<input type="checkbox"/>	A.Costa & co	
<input type="checkbox"/>	a. hill & co	
<input type="checkbox"/>	A. Petruzzi	
<input type="checkbox"/>	Accademia	

The following information appears in each row:

Position information

By clicking on the position info icon a pop up will appear with all the positions inside the sources where this Legal entity appeared (See more information in chapter “Main Vocabulary page” > “Position info”).

The darker color of some position icons means that the specific Legal entity with the same identity information appeared more than once in the source records of the same template type.



Legal entity name

This is the Legal entity name as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Legal entity type

This is the Legal entity type(if it exists) as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred type (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Status

This is the status of the records in which the specific Legal entity appeared.

Actually one Legal entity can appear in various positions inside records with various statuses. However if even one of this records changes the status to **Ready for upload** or **Content upload started**, the status next to the Legal entity will change too.

Persons

Introduction

Persons are instances handled in the same way as Legal entities and Ships.

This means that the system will merge automatically all appearances of persons that have the same identity information and belong to the same template type.

Fields that create the identity information for Persons: “Name”, “Surname A”, “Surname B”, “Maiden name”, “Fathers name”, “Place of Birth”, “Date of Birth”, “Date of Death”, “Registration number”, “Status|Capacity|Role (Profession)”.

Just 2-4 of those fields are used to give an identity to persons in each template.

If two appearances of persons have the same identity information and belong to the same template type, the

person will appear just once in the Instance list of the Persons. (Each separate appearance is kept in the position info)

However if two appearances of persons have the same identity information but belong to different template types, the same person will appear twice in the Instance list of the Persons.

If the user does not agree to the automatic assumptions of the system, he can change them with the Mark as Same/Mark as different functionality (for more info see chapter “Mark as same/Mark as different”)

Main Person list page

Inside the Person list page you will find a filtering functionality (also described in “Main Vocabulary page” chapter) with which you can find persons that have been used in a specific template type or a specific Fast Cat record.

At the upper left corner a search functionality is provided that is searching in all the fields of the table below (for more info see chapter Home page>Search).

Filtering and sorting in each separate column of the table is also provided (for more info see chapter Home page>Filter/Sort).

The table includes information about all Person Instance appearances in the Records that are included in the “All Records/My records” section.

Above the table exists a reset button in case you want to refresh the table content (or if you want to delete all your previous check box selections).

Fast Cat team

PERSONS ?

Show instances used in template type: All and record: All

Mark as same ResetTable

	Name	Surname A	Surname B	Maiden name	Fathers name	PL
<input checked="" type="checkbox"/>	Filter	Filter	Filter	Filter	Filter	Filter
<input checked="" type="checkbox"/>		Cocoto				
<input checked="" type="checkbox"/>		Oneto				
<input type="checkbox"/>		Maggiolo				
<input type="checkbox"/>		Castagnola				
<input type="checkbox"/>		Capurro				
<input type="checkbox"/>		Pastorino				
<input type="checkbox"/>		Massone				

The following information appears in each row:

Position information

By clicking on the position info icon a pop up will appear with all the positions inside the sources where this person appeared (See more information in chapter “Main Vocabulary page” > “Position info”).

The darker color of some position icons means that the specific person with the same identity information appeared more than once in the source records of the same template type.



Name

This is the Persons name as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Surname A, B

This is the Persons surname as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Father name

This is the name of the Father of the Person as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Maiden name

This is the Persons maiden name (surname before marriage of a woman) as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Place of Birth

This is the Persons place of Birth as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred Location (in case of spelling mistakes, illegible content etc.) **go to Location instance list** and add extra info to replace the Source Location name.

The replacement will not happen inside Fast Cat team but inside the Research space.

Date of Birth

This is the Persons birth date as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Date of Death

This is the Persons date of death as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Registration number

This is the Persons registration number inside the document that has been digitized in Fast Cat, as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Status/Capacity/Role

This is the Persons status or profession as it was written inside the original source. (It can have spelling mistakes, illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred profession name (in case of spelling mistakes, illegible content etc.) **go to Vocabularies/Status|Capacity|Role** and add a preferred term to replace the Source term.

The replacement will not happen inside Fast Cat team but inside the Research space.

Status

This is the status of the records in which the specific person appeared.

Actually one person can appear in various positions inside records with various statuses. However if even one of this records changes the status to **Ready for upload** or **Content upload started**, the status next to the Legal entity will change too.

Ships

Introduction

Ships are instances handled in the same way as Persons and Legal entities.

This means that the system will merge automatically all appearances of ships that have the same identity information and belong to the same template type.

Fields that create the identity information for ships: “Name”, “Type”, “Construction Location”, “Construction Date”, “Telegraphic code”, “Registration number”, “Flag”, “Owner Company”

Just 2-4 of those fields are used to give an identity to ships in each template.

If two appearances of ships have the same identity information and belong to the same template type, the ship will appear just once in the Instance list of the ships. (Each separate appearance is kept in the position info)

However if two appearances of ships have the same identity information but belong to different template types, the same ship will appear twice in the Instance list of the ships.

If the user does not agree to the automatic assumptions of the system, he can change them with the Mark as Same/Mark as different functionality (for more info see chapter “Mark as same/Mark as different”)

Main ship list page

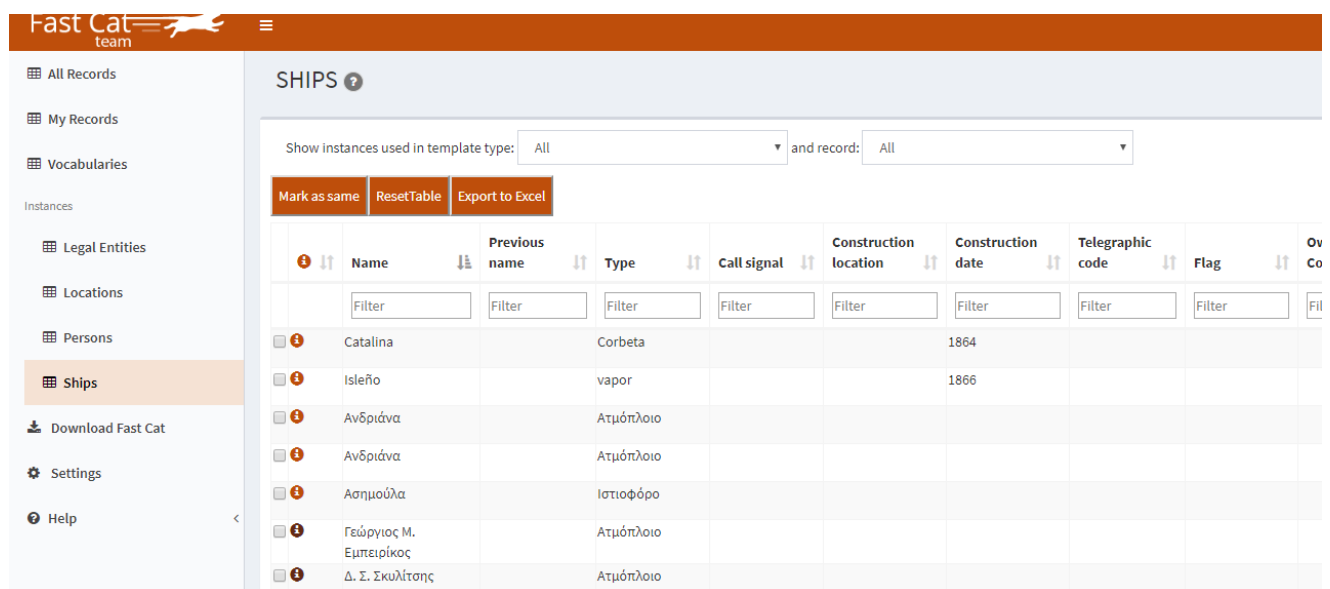
Inside the ship list page you will find a filtering functionality (also described in “Main Vocabulary page” chapter) with which you can find ships that have been used in a specific template type or a specific Fast Cat record.

At the upper left corner a search functionality is provided that is searching in all the fields of the table below (for more info see chapter Home page>Search).

Filtering and sorting in each separate column of the table is also provided (for more info see chapter Home page>Filter/Sort).

The table includes information about all ship Instance appearances in the Records that are included in the “All Records/My records” section.

Above the table exists a reset button in case you want to refresh the table content (or if you want to delete all your previous check box selections).



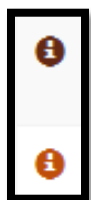
	Name	Previous name	Type	Call signal	Construction location	Construction date	Telegraphic code	Flag	Ov Co
<input type="checkbox"/>	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>	Catalina		Corbeta			1864			
<input type="checkbox"/>	Isleño		vapor			1866			
<input type="checkbox"/>	Ανδριάνα		Ατμόπλοιο						
<input type="checkbox"/>	Ανδριάνα		Ατμόπλοιο						
<input type="checkbox"/>	Ασημούλα		Ιστιοφόρο						
<input type="checkbox"/>	Γεώργιος Μ. Εμπειρικός		Ατμόπλοιο						
<input type="checkbox"/>	Δ. Σ. Σκυλίτσης		Ατμόπλοιο						

The following information appears in each row:

Position information

By clicking on the position info icon a pop up will appear with all the positions inside the sources where this ship appeared (See more information in chapter “Main Vocabulary page” > “Position info”).

The darker color of some position icons means that the specific ship with the same identity information appeared more than once in the source records of the same template type.



Name

This is the ship name as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Type

This is the ship type as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred type (in case of spelling mistakes, illegible content etc.) **go to Vocabularies/Status|Capacity|Role** and add a preferred term to replace the Source term. The replacement will not happen inside Fast Cat team but inside the Research space.

Construction Location

This is the place where the ship was constructed as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred Location (in case of spelling mistakes, illegible content etc.) **go to Location instance list** and add extra info to replace the Source Location name. The replacement will not happen inside Fast Cat team but inside the Research space.

Construction Date

This is the construction date of the ship as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred date (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Telegraphic code

This is the telegraphic code of the ship as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred telegraphic code (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Registration list

This is the registration list of the ship as it was written inside the original source. Inside this registration list the registration number was written. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred registration list name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Registration location

This is the registration location of the ship as it was written inside the original source. In this location the registration list which included the registration number was created. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred registration list name (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Registration number

This is the registration number of the ship as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred registration number (in case of spelling mistakes, illegible content etc.) use the “Add/Remove preferred term” functionality (for more information see the chapter Add/Remove preferred term).

Flag

This is the flag of the ship as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred flag (in case of spelling mistakes, illegible content etc.) **go to Vocabularies/Status|Capacity|Role** and add a preferred term to replace the Source term.

The replacement will not happen inside Fast Cat team but inside the Research space.

Owner Company

This is the owner company of the ship as it was written inside the original source. (It can have spelling mistakes, Illegible content marks etc.)

This field is not editable and is automatically taken from the Fast Cat record.

In order to add a preferred Organization (in case of spelling mistakes, illegible content etc.) **go to Organization instance list** and add extra info to replace the Organization name.

The replacement will not happen inside Fast Cat team but inside the Research space.

Status

This is the status of the records in which the specific ship appeared.

Actually one ship can appear in various positions inside records with various statuses. However if even one of this records changes the status to **Ready for upload** or **Content upload started**, the status next to the ships will change too.

Instance functionalities

As mentioned before the system creates automatically instance lists based on the following rules:

1. Fields that give identity have been chosen for each type of instance: Persons, Legal entities, Locations and Ships
2. If two or more instances have exactly the same identity fields e.g. (Name, Surname, Father name, Date of death/John Lewis Peter 4.6.1900) and belong to the same template type then they appear in one line in the instance list

However:

- The user can still find each separate appearance of the instances inside the position info (see more in sub chapter "Position information")
- If two or more instances have not been merged automatically (because of spelling mistakes, mistakes in the source or illegible content),users can choose to merge those instances by using the "Mark as same functionality" (See chapter "Mark as same")
- If two or more instances have exactly the same identity information but the user knows out of the context of the source that they are not the same instance, he/she can still undo the merging by using the "Mark as different" functionality. (See chapter "Mark as different")
- If an instance appears just once but some fields of the identity information include spelling mistakes or illegible content the user can choose a preferred term by using the "Add/Remove preferred term" functionality (See chapter "Add/Remove preferred term")

Mark as same

If an instance appears more than one time in an instance list because of spelling mistakes, mistakes in the source, illegible content or missing information, then the user can merge those instances.

Example:

Two instances of person appear that have exactly the same fields that give identity ("Name", "Surname A", "Fathers name", "Place of Birth", "Date of Birth", but the name has a spelling mistake e.g. in one case "John" and in the second case "Jon". The user goes back to the source (see the position info) and out of the context recognizes the same person.

He can then merge the two instances in the following way:

1. Reset your table (to be sure that older check box selections are not activated)
2. Find the two instances you want to merge (first column from the left side)

3. Choose the instances to be merged using the check box on the left side.

Show instances used in template type:

Mark as same

		Organization name
		<input type="text" value="Filter"/>
<input checked="" type="checkbox"/>		[F]ox and Co
<input type="checkbox"/>		[J]. W. Elliot & Sons

4. Then choose “Mark as same” by clicking on the button at the left top corner of the table.
5. A pop up menu will appear. Here you can choose for each field that gave the identity to the instance, one preferred term. If the content of the field of the two instances does not include the preferred term then the user can add an extra preferred term to the text box provided below.
EXCEPTION: Some fields include vocabularies or other instances (e.g. a Person instance might include the place of birth which is also a location instance). In this case you can add a preferred term. If a preferred term is also added in the corresponding instance list or vocabulary then the later will overwrite this preferred term. In the research space will appear the preferred term that was added in the instance list or vocabulary.
If however no other preferred term was added, then this preferred term will replace the term or instance name in the Research space.

Fast Cat team

PERSONS ?

Show instances used in template type:

Mark as same ResetTable

Name: ☐ Шоломович ☐ Хаим-Шлемовна ☐

Surname A: ☐ Пинхус ☐ Наталья ☐

Surname B: ☐

Fathers name: ☐ Шоломович ☐ Хаим-Шлемовна ☐

Place of Birth * This field is a ☐

Date of Birth: ☐

Date of Death: ☐

Registration number: ☐

Status| Capacity | Role * This field is a term that belongs to a vocabulary ☐

*This term exists also inside a Vocabulary or Instance list. If you add a preferred term to this field and another preferred term to the Instance list section, then the later will replace this preferred term when it will appear in the Research space.

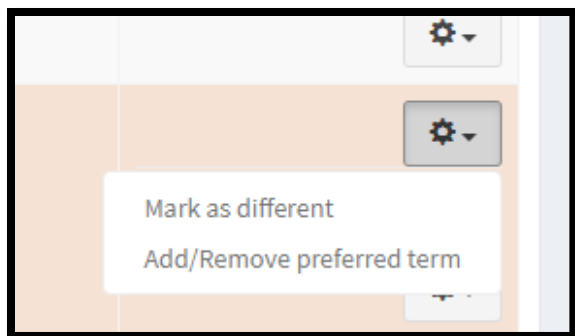
6. Choose “save changes” or cancel if you changed your mind to go back to the instance list

After choosing “save changes” the two instances will appear the one below the other, merged inside some stronger lines that separate them from the other instances.

<input type="checkbox"/>	<input type="radio"/>	J. Primavesi & Sons	Under processing	<input type="text"/>
<input type="checkbox"/>	<input type="radio"/>	J. Primavesi & Sons (organisation)	Under processing	<input type="text"/>
<input type="checkbox"/>	<input type="radio"/>	Lloyd austriaco	Under processing	<input type="text"/>
<input type="checkbox"/>	<input type="radio"/>	Lloyd's	Under processing	<input type="text"/>
<input type="checkbox"/>	<input type="radio"/>	Lloyds (organization)	Under processing	<input type="text"/>

UNDO MARK AS SAME: The two merged instances still have separate gear buttons on the right side. Right click on the gear button and choose “Mark as different”. That way the two instances will again appear separately as before.

ADD/REMOVE PREFERRED TERM: If you want to choose another preferred term you can go back to the pop up window by choosing “Add/Remove preferred term” from a gear button of any matched instance of the group.



Mark as different

If two or more instances have exactly the same identity information and belong to the same template type but the user knows out of the context of the source that they are not the same instance, he/she can still undo the merging.

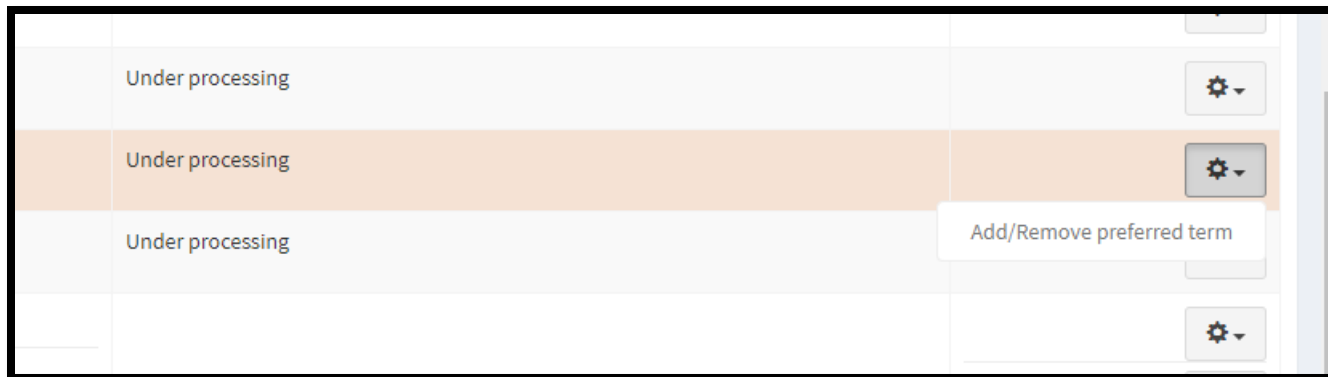
1. Go to the position info to find the position of appearance of the instances and check out of the source content, whether they are the same or different instances.
2. First case: If you are sure that they are two different instances, even if they share the same identity information, go the position info and left click on the button “Mark as different” next to one of the two appearances of the instance.
3. Second case: If two instances have been marked as same before you can separate them by choosing “Mark as different” from the gear button on the right side of the row.

After choosing “mark as different”, the two instances will appear in a separate row.

UNDO MARK AS DIFFERENT: If you use the “Mark as same” functionality the two instances will be merged again in one row. This will happen because the two instances have exactly the same identity info and did belong to the same template type. In any other case the two instances would be merged in the way described above in the “Mark as same” functionality chapter.

Add/Remove preferred term

If an instance appears just once in the instance list and has spelling mistakes, mistakes in the source or illegible content in some fields and no other instance appears in the list that could be marked as same, the user can left click on the gear button and choose “Add/Remove preferred term”.



1. A pop up will appear very similar to the pop up of “Mark as same” functionality. For each field you can add below a preferred term and after finishing this process choose “apply”. The preferred term will appear below in bold.

EXCEPTION: Some fields include vocabularies or other instances (e.g. a Person instance might include the place of birth which is also a location instance). In this case you can add a preferred term. If a preferred term is also added in the corresponding instance list or vocabulary then the later will overwrite this preferred term. In the research space will appear the preferred term that was added in the instance list or vocabulary. If however no other preferred term was added, then this preferred term will replace the term or instance name in the Research space.

UNDO ADD/REMOVE PREFERRED TERM: To undo or edit preferred terms follow the same process described above to open the pop up window. Make the deletion or the changes and choose “apply”.

Manual

In the bottom of the left menu users can find and download this user manual, including the explanations of all functionalities provided in Fast Cat team.

First left click on help and then left click on Manual.

