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Introduction

FastCat is an innovative tool designed for historians and other researchers who need to manually digitize structured and semi structured historical documents in a fast and accurate way to create their research dataset. It combines the ease of use and quick data entry functions of the classic spreadsheet with the information accuracy typically associated with a complex database. It does so by offering data entry templates designed to mirror, in the digital space, the structure and data entry logic of the original data source. Particularly, it is able to replicate the tables within tables feature of many historical data sources meaning that data can be represented with the accuracy and precision in the digital space that was available in the analogue space while retaining the ease of data entry typically associated to spreadsheets.

FastCat works on a single computer like a traditional spreadsheet program. The program runs inside any modern web browser. This does not mean that you need internet connection to use it. It is designed to work without connection. Instructions on how to install it on your computer can be found in the section Installation below.

Fast Cat is a tool to digitize historical sources and to enter even complex structures of information in an easy way to the database. It is not designed to process the information.

Data can be processed on the "Fast Cat team" (read manual of Fast Cat team) an online system where the data from Fast Cat is automatically uploaded.

Complex queries and many different ways of viewing this information will be provided in a special page (search engine). Until this page is ready users can download the information in excel format in order to apply filtering and other processing functions that excel provides (See chapter "Export Record to excel")

The basic logic of doing documentation work with FastCat is the following:

1. Creation of a template: One template is created for each source type by the ICS- FORTH team. (e.g. a payroll found in Andros and a payroll found in Barcelona both belong to the category "payroll" but if their structure differs even slightly, separate templates will be created for those sources)
   In the future an interface will be provided to help users create or modify their own templates.
2. Creation of a record: A specific source item can be digitized by creating a new record based on the template that corresponds to the specific source type. That way for each source item we have one record (e.g. the Payroll of the Steamship Adrianna found in Andros will be digitized in one record that used the template "Greek Payrolls" to be created)

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

Installation for Windows

FastCat is a standalone program that runs on your individual computer (Mac/PC/Linux) in a web browser (No internet access in necessary to use Fast Cat). To install FastCat, please go through the following steps:

1) Go to the FastCat download link
2) In the upper right hand corner of the screen click 'Download'
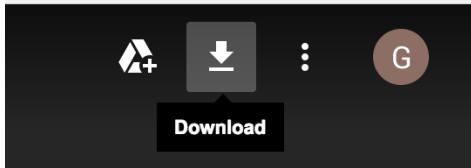
3) Go to your downloads folder to find the downloaded file
4) Select the downloaded file "FastCat.rar" and choose to copy or move it
5) Move the file to your preferred location. (You could copy the folder to a USB stick, having it always with you and using it from inside there. You don't need to copy on the computer!)
6) Left click on the "FastCat.rar" file to extract the contents of the zipped file. **Don't use the zipped file without extracting its contents!**
7) Open the unzipped FastCat folder by double clicking it.
   Don't move any folders or files inside the Fast Cat folder! You will see only one subfolder and two files: RunFastCat and StartFastCat(Windows)
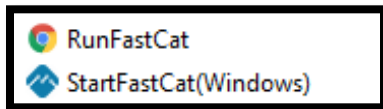
8) Then double click on the StartFastCat(windows)
9) After allowing the program to run (some pop up windows will appear asking your permission) a little icon will appear at the right bottom of your desktop screen.
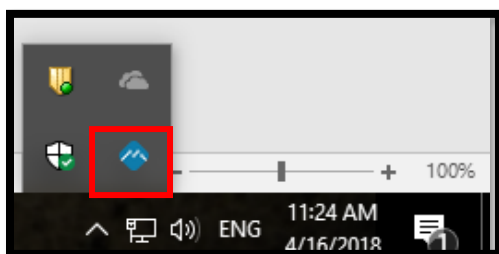
10) Then double click the RunFastCat button. It is recommended to use the "Chrome or Firefox" browser. However, you can use any other browser apart of "Internet explorer".
    If your default browser is internet explorer then right click and choose "Open with"→ "Chrome"
11) FastCat home page opens in the "Template" section ,you may begin!
12) Fast Cat opens in a browser. This does not mean that you need internet connection to use it. It is designed to work without connection!

13) Your records are stored inside your browser. If you want to move to another computer or browser read the instructions included in the chapter below.

14) Every time you open your FastCat, while being online, all your records are transferred into a remote database as a backup in case of loss of your record. Not every time you save your record-this will be provided in a future version of Fast Cat.

15) When you finish your work go to the right corner of your computer and find the icon that appeared after choosing "Run Fast Cat". Right click on the icon and choose "Exit"

IMPORTANT: Please Save and export your records frequently and keep them in a special backup folder!!

Installation for Mac

FastCat is a standalone program that runs on your individual computer (Mac/PC/Linux) in a web browser (No internet access in necessary to use Fast Cat). To install FastCat, please go through the following steps:

1) Go to the FastCat download link

2) In the upper right hand corner of the screen click 'Download'
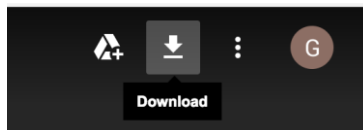
3) Go to downloads folder to find the downloaded file.

4) Select the downloaded file "FastCat.rar" and choose to copy or move it

5) Move the file to your preferred location. (You could copy the folder to a USB stick, having it always with you and using it from inside there. You don't need to copy on the computer!)

6) Left click on the "FastCat.rar" file to extract the contents of the zipped file. **Don't use the zipped file without extracting its contents!**

7) Open the unzipped FastCat folder by double clicking it

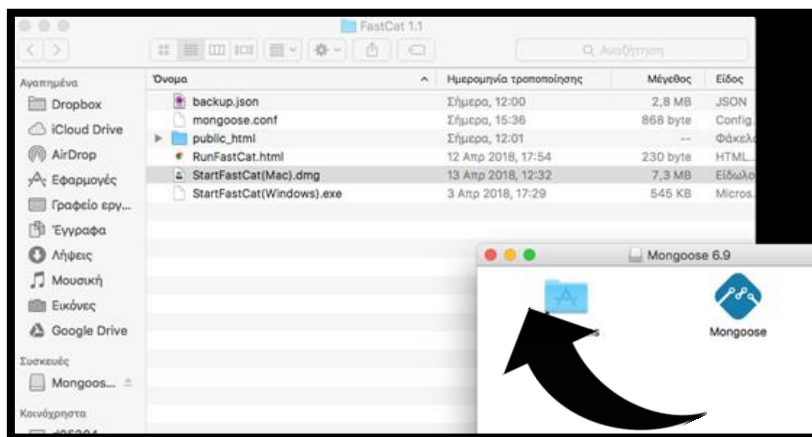8) Don't move any folders or files inside the Fast Cat folder! You will see the following files:
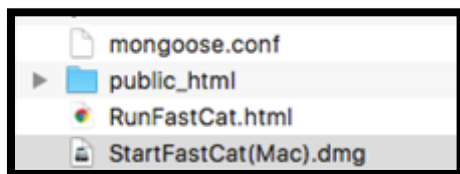
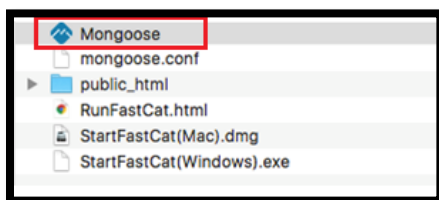9) Double click on the StartFastCat(Mac).dmg and the following icon will appear on your desktop

Mongoose 6.9

10) Double click on it and you will see the following screen
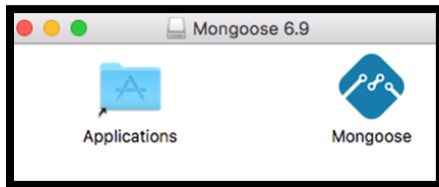
11) Then drag and drop the Mongoose icon **INTO your FastCat folder**

12) After that, double click on Mongoose file and you will see an icon on the top right

13) Finally you will see the following icon on the start menu

This means that FastCat is ready to run!

14) Then double click the RunFastCat file. It is recommended to use the "Chrome or Firefox" browser. However, you can use any other browser apart of "Internet explorer".

If your default browser is internet explorer then right click and choose "Open with" "Chrome"

15) FastCat home page opens in the "Template" section (see screen below), you may begin!

16)   Fast Cat opens in a browser. This does not mean that you need internet connection to use it. It is designed to work without connection!

17)   Your records are stored inside your browser. If you want to move to another computer or browser read the instructions included in the chapter below.

18)   Every time you open your FastCat, while being online, all your records are transferred into a remote database as a backup in case of loss of your record. Not every time you save your record-this will be provided in a future version of Fast Cat.

19) When you finish your work go to the right top corner of your computer and find the icon that appeared after choosing "mongoose". Right click on the icon and choose "Exit"

IMPORTANT: Please Save and export your records frequently and keep them in a special backup folder!! (see chapter Records/Saving a Record)

Working between different workstations

FastCat records are saved in your local browser. That means that if you change computer (or browser) even if you take the FastCat installation folder with you, **your records will not appear in the new location**. Also if you open your Fast Cat in the same computer but in a different browser, your records will not appear. In order to take them with you follow the workflow proposed below:

- **Fast Cat installation folder:** This folder will be used in order to get access to the Fast Cat system (see chapter "Installation"). If you are moving a lot you can store it in a USB stick and take it with you. You can use it always from there.
- **Working at the first workstation:** Find the USB stick contents and open the FastCat folder.
- **Leaving the first workstation:** In order to take your records with you, you have to export them (See chapter "Exporting and importing records"). You can export the records one by one or all together. You could also just take a backup with you (see the "Settings" chapter). It will download all contents in one file.
  WARNING: Keep in mind that when you import later the backup file to the other computer all your records that existed previously in your Fast Cat will be replaced from the backup file. This might be convenient when you don't want to mix old and new versions but can be frustrating if you need to keep some old records in this Fast Cat.

  You can make a "FastCat Backup" folder to save your files and take them with you in the USB stick.

- **Arriving at the second workstation:** Connect your USB stick. Find the USB stick contents and open the FastCat folder. Then import your records or choose the "restore" function from settings (in case you have a backup file).
  If you did not delete your records, the last time you have been working at this computer, when you try to import your records a warning message will appear asking you to replace the existing files with

the same name. If you are sure that the imported files are the last version choose replace. Else choose cancel.

Continue working with your records and create new ones.

- **Repeat the whole process**

The logic is to take always your records with you by exporting them and then import them in the new workstation.

Homepage

Your work in FastCat will always begin from the homepage. The homepage is your starting point to the FastCat features you will need to get your research done.

Let us explore the main features of the FastCat homepage.

The Home Page 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. These are Templates/Records/Vocabularies. For the use of each of these please read the individual sections describing them below.

You can navigate through the three main features (Template/Records/Vocabularies) of FastCat 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 icon) in order to give more room to work with data in the main panel.
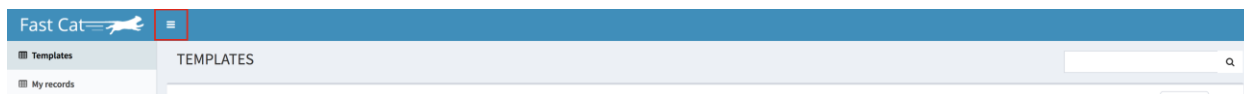
The main screen has a number of other functionalities including: Search, Filter/Sort, Paging.
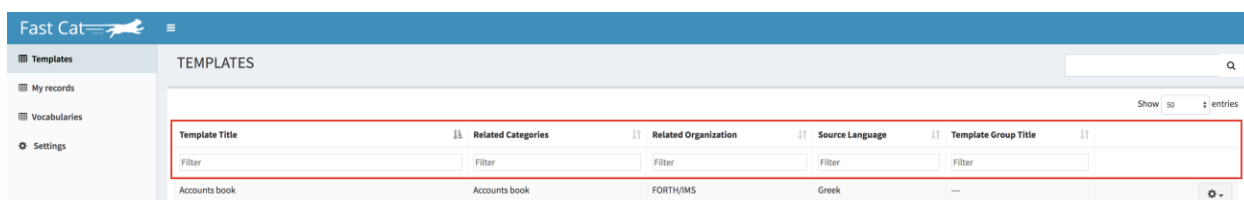
Search
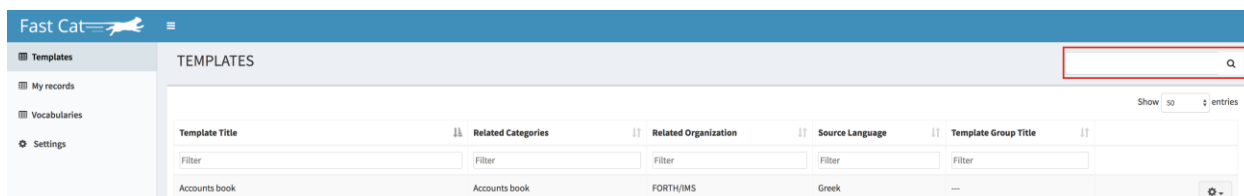
The search box located in the upper right hand corner of the homepage allows you to do a general search for a template/record or vocabulary. To do so,

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

Filter/Sort

The Filter/Sort feature appears at the top of the list of Template/Records/Vocabularies 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 Template/Record/Vocabulary. 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

If there is a large amount of entries for a particular type of information (template/record/vocabulary) 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.

Settings
In this section you will find two main functions. A total backup function, a restore function and a reset function. Those functions will be useful if you work in separate locations. Read instructions provided in chapter "Working in different locations".

Backup means that when you click the "Backup" icon on the right, all your records and vocabularies will be stored into a file and downloaded. You can find your file in downloads and take it to any location you want.

Restore is the opposite function. When you click the "Restore" icon on the right, you can browse for the file that was previously downloaded (the backup file) and choose it in order to upload all records and vocabularies that have been saved by a previous backup. If records and vocabularies exist inside the FastCat

with the same names as the ones that are restored then they will be replaced with the ones inside the restoration file. Be careful not to loose more resent version of files that way.

Reset means that when you click the "Reset" icon on the right all your records and vocabularies will be deleted. A warning message will appear before the system deletes your files. However its recommended to use this function carefully.

System version

System version 1.0 (8/12/2017-19:09)
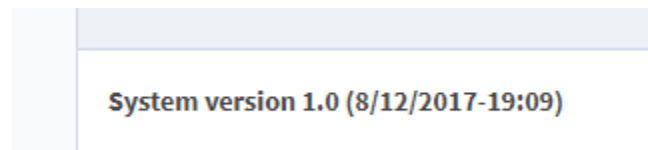
In the left bottom corner of the Fast Cat home interface the current version of the system can be found. This will be useful for users to know since the system is going to be updated during certain periods of time.

Help

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

Templates

Templates are pre-existing data entry forms that have been designed to be useful for documenting certain types of structured historical information sources. Since these sources generally follow a similar format and document similar things, it is possible to create pre-existing templates for data entry that closely match historical records. If you find a template that is close to your source but requires some modification to either add or remove entry fields (even one extra field), or if your source does not match any existing template please contact ICS-FORTH.

The logic of new Template creation

One template is created for each source type by the ICS- FORTH team.

Some source types belong to the same category, however in order to produce templates as close as possible to the information structure of the source, each type will be provided with a separate template. (e.g. a payroll found in Andros and a payroll found in Barcelona both belong to the category "payroll" but if their structure differs even slightly, separate templates will be created for those sources)

If two types of sources are identical, the same template could be used although in case the need of new fields emerges, it might cause problems since the size of the template will increase for both types of source even if the one of the two sources might not need those fields.

A good practice is to create templates for sources that include a big amount of content. (E.g. If many Logbooks are found with identical structure). That way the template can be used for a long period of time and more data will be inserted into the database.

For the creation of templates, a close interaction of the users and the members of the ICS- FORTH team is needed. In the future an interface will be provided to help users create or modify their own templates.

Finding a Template

To find the suitable data entry template, you should navigate to the 'Template' section of the FastCat homepage. There you will find the list of available templates, which will resemble the list in the figure below:

Each template has a number of information divided into columns associated to it. These are designed to help you find and identify an appropriate data entry form (template) quicker.

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

Column title	Meaning
Template Title	This is a friendly name associated to the template giving a general idea of what it is for.
Related 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
Related Organization	This field is used to indicate the creator of the template.
Source Language	This field is used to indicate the main language in which the original source was written.

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

In order to see the structure of the template, you will need to click on the gear icon beside it and choose the 'Create new Record' option or "Create new record in new tab" if you want to keep the list of templates in a separate tab. You will then be asked to give some basic details of the source document you wish to record (this information will afterwards appear in the title of the record but you can also add this information inside the record) and then FastCat will open the template in the data entry mode. If you don't choose to save the record, it will not appear in the "My records" section.

Records
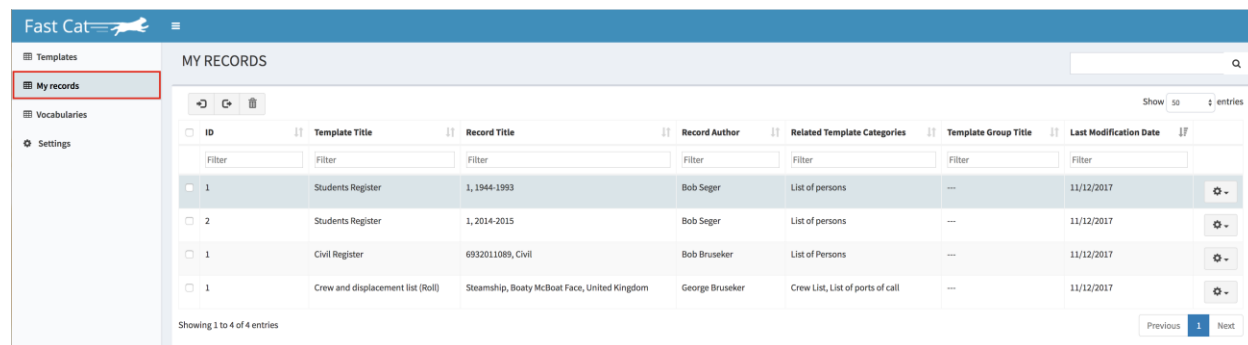
In FastCat, a **record** is an individual users data file that contains the digitized data entered by the user from one primary source (e.g. the Payroll of the Steamship Adrianna found in Andros). Each **record** is based on a specific template which predefines the structure of its fields. The **record** is where the researcher's data is stored and can be found again, added to, searched etc.

In case one source item is big, the user could create two or more records corresponding to this single source. It is important however to fill in the "Source identity information" in both records in order to keep the connection.

IMPORTANT: If you are online and open your Fast Cat, all records stored in the section "My records" are automatically stored in a remote database for extra security.

Find a Record

FastCat stores the users research in a central list of **records.** This can be accessed from the HomePage using the left hand menu and clicking the 'My Records' button.

Once clicked, 'My Records' will show the user all records that have been created and saved in the system. There are a number of convenient tools to help the user find the particular record they are looking for all of which are described in the section "homepage" above.

Each **Record** has information associated to it, included in separate columns, which help the user find the record that they are looking for. You can use the filter and sort features described in the "HomePage" section above to find the **record** you want to view/edit/manipulate.

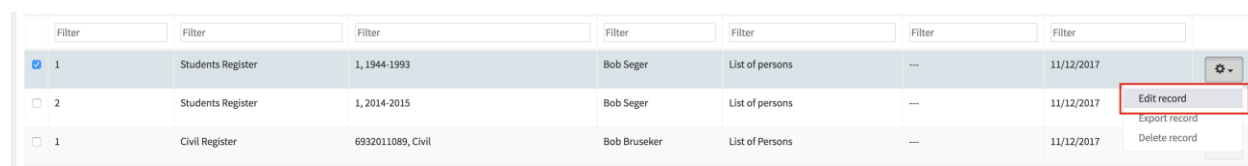The meaning of the metadata columns for **record** are:

Column Title	Meaning
Template Title	The title of the template used to make this record
Record Title	The title of the record itself. This title is generated automatically using the information that the user entered in the pop up dialogue box upon first creating the record.
Record Author	This field indicates the author 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	This field indicates the last time this record was modified.

Using the filter, sort and search options, a user can find existing records from the records list.

Opening an Existing Record (Edit Record)

Once there is a number of records saved in the FastCat system, a user may wish to open an existing record to add to it, modify it or otherwise manipulate and use it. To do this, the user should follow the following steps.

1) Go to My Records using the Left Hand Menu in the Homepage
2) Find the Record that he/she wants to use (see "finding a record" above)
3) Click the gear button to the right of the record
4) Choose the sub option 'Edit Record' or "Edit Record in new tab" if you want to keep the list of your records in a separate tab.

5) The user can now edit the record.

Creating a new Record

By creating a new record, we generate a data file where all the information for a particular primary source is stored. This information will be stored securely in FastCat and can be imported and exported from FastCat for

sharing with other researchers. Once you have created a record you will be able to find it in the list of records in your FastCat (access from the left hand menu 'My Records' on the FastCat Homepage).

To create a new record:

1) We first go to the **templates section** in homepage (using the left hand menu)
2) Choose the appropriate template that we wish to use for our documentation
   (see templates 'search' and 'filter' section for help on how to do this)
3) Click the gear button beside the template we wish to use

| Civil Register | List of Persons | University of Barcelona | Spanish(Castilian) | --- | ☼ ▾ |
| Crew and displacement list (Roll) | Crew List, List of ports of call | University of Barcelona | Spanish(Castilian) | --- | ☼ ▾ |

1) Choose the sub option 'Create New Record' or 'Create New Record in new tab'

Civil Register	List of Persons	University of Barcelona	Spanish(Castilian)	---	☼ ▾
Crew and displacement list (Roll)	Crew List, List of ports of call	University of Barcelona	Spanish(Castilian)	---	☼ ▾
First national all-Russian census of the Russian Empire	List of Persons	FORTH/IMS	Russian	---	Create new record Go to related vocabularies

2) Now enter the basic information that FastCat asks for in the popup screen
   (this information will be used in the title of the record and will help you find it again later)

Template Title

Crew and displacement list (Roll)

Type of Ship

Steamship

Name of Ship

Boaty McBoat Face

Construction Location

United Kingdom

Author of Record (Name)

George

Author of Record (Surname)

Bruseker

Create   Cancel

All information except the name and surname of the author should be added in the source language (e.g. Greek). The name and surname of the author (Author is the user who will enter the data) should be filled in with English characters.

If you want to add this information later inside the record, don't fill in this fields and choose "Create"

3) You should now see your new record (Example pictured below).

Saving a Record

Once you have started a new **record**, you will want to save it so that you can come back to this record over time adding, modifying and working with the data. It is advised to save your record once before starting the data entry and regularly during the data entry.

WARNING: If you don't save the record when you choose to leave by clicking on the arrow at the top left corner, it will be lost.

To do this is very simple. Follow the following steps:

1) At the top right corner of the record there is an icon of a diskette. Click it.

2) Your record is saved.
3) To leave the record and return to the FastCat home click the arrow in the top left corner of the record next to the FastCat logo. The "My records" section in the FastCat homepage will appear. Your record will appear on the top of the table of records.

IMPORTANT: Every time you choose "save", your record is also stored automatically in a remote database in order to keep a backup file for extra security (this can happen only if you are connected to the internet at that time).

Deleting a Record

It is possible to delete a **record**. This will delete the record and all the data it contains permanently. Once deleted, the information cannot be retrieved. The typical reason to delete a record is that it is an accidental or test record. To do this is very simple.

1) Find the record to delete from records entries
2) Click the gear icon to the right of the title

ID	Template Title	Record Title	Record Author	Related Template Categories	Template Group Title	Last Modification Date	
Filter	Filter	Filter	Filter	Filter	Filter	Filter	
1	Students Register	1, 1944-1993	Bob Seger	List of persons	---	11/12/2017	☼ ˅
2	Students Register	1, 2014-2015	Bob Seger	List of persons	---	11/12/2017	☼ ˅
1	Civil Register	6932011089, Civil	Bob Bruseker	List of Persons	---	11/12/2017	☼ ˅

3) Select the sub option delete

ID	Template Title	Record Title	Record Author	Related Template Categories	Template Group Title	Last Modification Date	
Filter	Filter	Filter	Filter	Filter	Filter	Filter	
1	Students Register	1, 1944-1993	Bob Seger	List of persons	---	11/12/2017	☼ ˅
2	Students Register	1, 2014-2015	Bob Seger	List of persons	---	11/12/2017	Edit record
1	Civil Register	6932011089, Civil	Bob Bruseker	List of Persons	---	11/12/2017	Export record / Delete record

4) A warning message will appear and ask again for your consent. Click Ok
5) Your record is now permanently and irrevocably deleted.

If you accidentally delete a record that was useful to you contact the ISL team.

Exporting and Importing Records

The user may want to import or export a FastCat record. This can be useful if the user wants to transfer records between different workstations or if they wish to share a record to another FastCat user.

See chapter "Working between different workstations"

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

2) Click the Export Button on the top left corner of the table

3) FastCat 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 later be imported into other instances of FastCat. When you import this file into Fast cat , all records will appear again.

You can send this file also by mail to other partners and they can import and see it in their FastCat. 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"

3. Find the .json file in your "Downloads" folder

To import a record, follow these steps:

1) Go to My Records
2) Click the import button

3) Navigate to the .json record you wish to import
4) Double Click this file.
5) The record will now appear in your My Records
6) If the imported record already exists then a warning message will appear asking you if you want to replace the existing record. If you don't choose to overwrite it, the file will not be imported. Be careful to check which file is the latest version if you choose to overwrite an existing record, because this action cannot be undone and you might loose a more recent version. See instructions given in chapter "Working between different workstations" in order to avoid this case.

Your exported records have the following format in their title:

export(2018-01-16T13_53_17.810Z)

Export (year-month-day T hour_minutes_seconds.split secondsZ)

The date and hour refers to the date and hour this record or group of records was exported.

But you can also change the name of your record if this format is not convenient to you.

Data Entry in Record

The chief function of FastCat is to aid the researcher to quickly and accurately transcribe data from a structured historical primary source into a digital format. The main tool for achieving this is the FastCat record editor.

To edit a FastCat Record:

1) Navigate to an existing record or create a new record (see above in Record chapter for how to)
2) Choose the Record by clicking on the gear button to the right of the title
3) Choose "Edit Record" or "Edit Record in new tab"

Once Editing a Record, the FastCat data entry screen will look something like the following:

There are several important features of each and every FastCat record, that it is important for the user to recognize and understand: the title, the source identity, tables and sub tables.

Title and Record Information

Each FastCat record gets a unique title to identify it with. This title is generated automatically for the record using the information inputted by the user when they first create the record. This data is recorded in the FastCat Record Information table(Author of Record information) and in other locations within the Record (E.g. Ship type and name or date of source) and can also be edited there. **The fields used in the title are marked with an "*" inside the record.**

Source Identity

Each Record in FastCat is an analytic digitization of a real historical primary source record. In order for the information recorded in the record to have proper provenance, accurate and complete information about the source record must be captured.

This information could help someone find the specific source again without the help of the user that digitized the source.

Also if a source is too big (creating problems in loading the record), the author could create a new record. The two records referring to the same source will be connected if the author fills in the same information in the "Source identity section"

The source identity section is used to capture this information. It will look something as follows:

Tables

Following the source information section, a series of sections offering tables for data entry are shown. These tables are meant to match the structured information pattern found in the historical document being digitized. They will thus have an appropriate title and fields which are used in such historical documents.

A data entry table will look as follows:

Those tables can be expanded and collapsed from the little -/+ icon at the right corner of the header of the table.

Nested Tables

One of the most difficult aspects of capturing structured historical data sources in a digital format is the complexity of the data entry in the original sources. Often times a list of information is included inside another list. This is difficult to enter either in a typical spreadsheet or a database. It is made simple using

FastCat. Whenever there is a list within a list a 'nested table' is created, which allows the entry of a table of information inside the cell of another table. To do this, we first click the nested table button and it opens an appropriate related 'nested table' where we can enter the analytic information in the sub table.

Clicking the nested table button allows the entry of data into the sub table. See the following illustration for an example.

In the example above, the user enters information in the first table about a particular course. In the original document there is then further information about the students of this course. This data can be recorded in the sub table by clicking the 'nested table' button, which will open up a sub table in which data can be entered about the students attending a particular course.

Multiple field tables

Multiple field tables are another functionality provided for a subcase of nested structures.

In some cases a nested structure

- is the exception. Normally information is added to a single row but once in a while a nested structure is needed. (E.g. Inside a table including a list of ships, each row corresponds to one specific ship and includes information related to this ship. One of those information is the owner of the ship. Many times there is just one owner and one single row is enough to add the content. However if there are more than one owners for a ship we need a nested structure that will include the information of those owners.
- and the nested table will not have a big number of rows itself. In the example above there will never be much more than 15 owners per ship . That means that in the nested structure a little number of rows is needed.

For those cases the following functionality is provided

- The headers of the fields that have this functionality are marked with light blue color

- Right click inside the desired fields and choose " Add table"

- A table will appear where more than one rows can be added to the specific fields

- When the information is added, choose the "x" button on the right top corner or if you prefer to use your keyboard press "Ctr F1". The table will close and the content will appear inside the same row. The content is not editable. If you want to edit the content you have to open the multiple line table again by choosing "right click" and "Add table".

- If you want to add more content follow the same procedure. When choosing "Add table" the information will appear again separated in the table as before.

Description of table headers

Tables provide a short description of the content of each column when the mouse passes over the header of the column. Each user has to provide this information to the ISL-FORTH team, for every template type that he uses (during template creation).

umber of register	Documentation Date	Name	Surname	Surname B	
3	1/1/18...	The date when the register was inscribed in the book	...rra	bar	

Entering Data in Tables

The tables in FastCat records are designed to allow rapid data entry from a historical source into the digital space. The data entry tables follow a simple logic that should be familiar from many other popular data entry/editing software.

Data Entry rules

Overview of following rules:

Language	**Use always the Source Language**. Except your name and surname ,the extra Location information (see Locations below) and your personal notes that are added in the note fields in the end of the table.
Capitals	It **does not affect** the search afterwards. The user can choose.
Accents	It **does not affect** the search afterwards. The user can choose.
Locations	There are two ways to add extra Location information: 1) The first is to add manually the extra info in the following format: **Directions-Location name (type of Location)/Broader Location 1 (type of Broader Location 1)/ Broader Location 2 (type of Broader Location 2)** e.g. EastWest- Αθήνα(city)/Crete(region)/Greece(country) ONLY THE INFORMATION IN BLUE IS NECESSARY in order to provide sufficient identity information for the Location 2) The second way is to right click and choose "Add extra Location info" and add the extra information in the pop up window that will appear. **Information from the source:** • **Directions:** If you encounter Locations in this form: "East of Madeira" please write like that: East-Madeira (island)/Portugal. Add directions in English language.(East,

West, East West, North, South, South East, South West, North East, North West)
- The **Source Location name** can be entered exactly as it appears in the source (wrong spelling, other language transcription, old name of the location). In case of illegibility the adequate marking for illegible content can be added to the name (see Illegible or partially legible source content). The Source Location name cannot be changed in the pop up window, it is filled in only in the Fast Cat table field.

Necessary location Identity info:
- The **Preferred Location name** is by default the Source Location name but the user can choose another preferred name (e.g in case of spelling mistakes of the source, illegible content, etc.)
- **Type of Location or Broader Location** has to be in English and just one of the following types can be used (in case another type is needed please contact the FORTH-ISL team) :
    - **city** = largest unit of populated place (e.g. Barcelona)
    - **inhabited place** = the aggregate of built structures for the living of a community as it evolves over time, regardless size (be it farm, hamlets, villages, towns (e.g. Krini)
    - **locale** = named area within a populated place (e.g. Barceloneta neighborhood)
    - **administrative division** = area a jurisdiction claims, such as city limits, district, department, state (e.g. Albury Municipality)
    - **regional division** = smallest administrative division (e.g. Attica)
    - **country**= largest administrative division , the (at least formally) autonomous area (e.g. France)
    - **port**
    - **cape**
    - **strait**
    - **island**
    - **bay**
    - **river**
    - **lighthouse**
    - **dock**
    - **anchorage**
    - **roadstead**
- In case your source refers to a type of Location e.g. a dock then if you need to add it into a Location field, it is important that you add a broader Location where the dock is placed, in the following format:
    - (dock)/Amsterdam(port)
    - (tank)/Piraeus(port)/Athens(city)
    - (tip)/Buenos Aires(port)/Argentina(country)

A dock, a tip or a tank are **not** considered Locations. They are types of Locations and in order to add them to a Location field we have at least to relate them with a broader Location.

- The **broader location** should be a contemporary broader location (the closest broader location you know) within which the historical location existed. In English or in the source Language (please choose and adopt one of the two languages in all your entries for Broader Locations).

Connection to external instance:

- **TGN ID**. If you visit the TGN Getty Location database you can search and find your Location. Then copy paste the TGN id of the Location in the field provided inside the pop up window. This information is enough to identify your Location
- If you want to choose an older denomination of the Location to appear in the search engine. Copy another denomination from the TGN Getty and paste it to the **TGN preferred term**. If you cannot find the desired denomination in the TGN Getty page then add your preferred denomination in the "Preferred Location name" field above.

Extra Location information:

- You can add the type of the Broader Location
- You can also add a second Broader Location name and type

This information however is not necessary for the identification of the Location

Illegible content in Locations:
If the Location mentioned in your source is not clear and you are not sure about it you can add [brackets] as mentioned in the "illegible content section".
Put the brackets to the location name as you can see below.
Do not put brackets to the Location type or Broader Location(as this is information added by the person who does the transcription).
Correct examples:
Directions-[Location](type of Location)/Broader Location(type of Broader Location)
e.g. EastWest-[Heraklion](city)/Crete(region)
or H[e]raklion (city)/Crete(region)
or He[ra]klion](city)
or Herak[lion]

Afterwards you can right click- Add extra Location information and add the whole name of the location in the "Preferred Location name" field.

Conclusion:
Locations will be later uniquely identified by a TGN system and if you follow the proposed format, the identification in the TGN can be done semi- automatically later on.
You can see a TGN example here:
http://www.getty.edu/research/tools/vocabularies/tgn/index.html

Dates	One of the following formats has to be entered during your whole data entry: **Year-Month-Day (e.g. 1876-06-27)** **or Year-Month (e.g. 1876-06)** **or Year(e.g. 1876)** **or Day-Month-year (e.g. 27-06-1876)** **0r Month-Year(e.g. 06-1876)** **Or Year(e.g. 1876)** Afterwards the format will be automatically unified
Decimal points in numerical or monetary values	**You can add coma or dot** Afterwards the format will be automatically unified
Spelling mistake from the source	**Transcribe the same way as it appears inside the source,** except if the person who does the transcription for some reason decides that some format is of minor importance and doesn't need to be transcribed. The replacement of those terms with "preferred terms" (the terms that will appear in the Search engine) will be done later in the "Fast Cat team"
Illegible or partially legible content	In order to mark illegible or partially legible content we propose the following rules: • If a word is completely illegible write "illegible" (in English) • If letters are missing add a "?" for each missing letter (e.g.Barc?lon?) • If you are guessing a word or a letter but you are not sure about it put the word or letter in brackets (e.g.[steamship] or st[e]amsh[i]p. In case of Locations use those marks just in the Location name and not in the extra location information. • If a part of the original text is deleted in the source but is still legible then put that part of the text in double brackets [[deleted text]] **Please all follow the proposed rules !**
Content found outside the source	We need to **distinguish content that was found inside the source** and the **content that was added by the user** either because of the context or because it was found in another source. We have two cases here: • **A whole column** is added extra for some reason (a column that does not exist in the source: In this case you should contact ISL/FORTH team, so we keep track of those columns.) • **Just the content of one specific field is not found in the source as it is**: In this case enter the content of the field. Then right click and choose "Mark external content". Add the information about the specific content source information,

	into the pop up window that will appear. If you used another source to find this information then add the source information to the provided text box. • **The content of the source cannot be entered in the field**. E.g. when "same as above" is mentioned in the source, you should copy paste the content from the row above. If you want to keep the information that in the source originally, "same as above was written" you can also add the information in the pop up window.
Note field in Fast Cat / Transcriptions from source	**Note fields:** Use sparingly. If you see that some kind of information appears again and again in a note field maybe you need some new fields to put this information. Note fields cannot be used very successfully in queries afterwards. **Note fields** are used to add comments from the person that transcribes the source. Remember that Fast Cat is not a tool for data analysis, but just for transcription. **Transcription from source:** If you need to transcribe some part of text of the original source that does not fit in other columns of the table you should add this in the "Transcription from source" field. (e.g. you are not sure if your interpretation of the content was correct and you want to provide the original source part to the future user to give him the opportunity to make his own interpretation. Especially for sources with qualitative content) Don't mix personal comments with transcriptions from the source. A better practice is to add a note in cases like the one described above since note fields are written in English and will be able to be understood by a wider public.
Original Title of source vs transcribed title of source	In the cases that we had a title in Source identity we added: • a field" Original Title" which is the title written on the source originally • a field "Archival Title" that is the title that has been later on transcribed by the archivist.

Data entry language

All tables including the Source Identity table should be filled in, in the language of the source. Translation of all fields that use lists of terms will be done in the "Fast Cat team" system.

Only the following information should be added in English language:

- name and surname of the author of the Record(the person that does the transcription of the source). This information appears at the table "FastCat Record Information" and at the pop up that appears when a record is created.
- the content of note fields. No translation will be provided for those fields.
- The "extra location information": type of Location, Broader Location should be added in English Language. This is content added by the person who does the transcription.

Data entry format

The information from the source should be transcribed the way it appears inside the source except if :

- the user for some reason decides that some format is of minor importance and doesn't need to be transcribed.
- When extra Location information is added at the Location fields(the information from the source will be later separated from the extra location information)
- When more than one categories of information exist inside a single field in the source. In this case the information has to be broken into different columns (e.g. Transferred goods: 300 kilos of cargo→ Type of good: cargo, Quantity/value: 300, Quantity unit: kilos)
- When values like "same as above" exist in the source. In this case the value from above should be copied in this field. Later in the search mechanism you might not be able to find the "row above".
- Capitals and accents will not create problems in searching your information afterwards.

Locations
Why the extra location information is needed

In relation to other types of data entry, locations have some particularity because each location should be described in a way, that it can be later distinguished from another location with the same name around the globe.

Inside the source, in many cases not enough information is provided (often it can be understood from the context however).

The best practice is to provide some extra information at the time of data entry because at that moment the user is more aware of the context which makes the exact location recognizable.

Data should be entered in this way to guarantee the accuracy of your research data.

Toponyms have non-univocal names. Consider the case of 'Springfield'. There is a 'Springfield' in every state of the USA. If there is a reference simply to 'Springfield', it is impossible to know what we are talking about. Therefore, it is not possible to enter only the toponym name from the source, but we need additional information about the location that can only be provided by the researcher.

In a second stage all Locations will be entered to a TGN system (See here: http://www.getty.edu/research/tools/vocabularies/tgn/index.html) in order to be uniquely identified .

At the post processing stage Locations will be linked semi automatically to a TGN database in order also to appear on maps when users apply queries later in the search engine, related to locations.

It is not possible to find all the Locations in the TGN database however **the purpose is to cover at least a big part of the Locations that are added to the system**. E.g. Big and known Location names like Barcelona(city) should by identified by the System and should appear on a map in query results. However locations like Krini (a small inhabited place in Andros island /Greece, that does not exist today) cannot be found in the TGN database. Therefore, if you give a broader Location for Krini at least that will appear in the map (e.g. Andros (island)).

How to enter the extra information

There are two ways of entering extra Location information (manually by following specific rules or by using the "View/Add extra Location info" functionality. You can use both the manual way or the "Add extra Location info" functionality. The information that is added manually in the correct format will automatically appear in the corresponding fields of the pop up window. Also the information added into the fields of the pop up window will automatically appear in the proposed format inside the specific field.

More analytically:

1) The first way is to follow manually the proposed format:

Directions-Location(type of Location)/Broader Location1 (type of B.Location 1)/ Broader Location2 (type of B. Location 2)

e.g. EastWest-Heraklion(city)/Crete(region)
Only Source Location name, type and Broader Location name are necessary

2) The second way is to right click and choose "Add extra Location info" and add the extra information in the pop up window that will appear.

Locations are supported by the "List of terms" functionality. **That means that you will have to enter the information described above just once for each location.**

Only Source Location name, type and Broader Location name are necessary. Instead of adding this information you can find the TGN id of the location in the TGN Getty Location database and just add Source Location name and TGN id(this is also enough).

Undo
Redo
Copy
Cut
Insert row above
Insert row below
Add 10 rows
Remove row
Edit vocabulary
Add table
Add/View extra Location info
Mark external content

Extra information for Location:

In order to make Locations appear in maps (in the query results of the Search mechanism) we need some extra information:
- Either fill in the Identity information
- or fill in the TGN ID from (Getty thesaurus of Geographical names)

Direction ❷   Nothing selected   ▾

Location name from source ❷   e.g. Αθή[ν]α

Identity of Location

Preferred location name - Vernacular ❷   e.g. Athina

Location Type ❷   ▾

Broader Location name (1) ❷   e.g. Greece

Connection to external Instance

TGN ID ❷   e.g. 7001393

Preferred TGN Location name ❷   e.g. Athenai

Extra Info on Instance

Broader Location Type (1) ❷   ▾

Broader Location name (2) ❷   e.g. Europe

Broader Location Type (2) ❷   ▾

Information from the source:

- **Directions:** If you encounter Locations in this form: "East of Madeira" please write like that: East-Madeira (island)/Portugal. Add directions in English language.(East, West, East West, North, South, South East, South West, North East, North West)
- The **Source Location name** can be entered exactly as it appears in the source (wrong spelling, other language transcription, old name of the location). In case of illegibility the adequate marking for illegible content can be added to the name (see Illegible or partially legible source content).
  The Source Location name cannot be changed in the pop up window, it is filled in only in the Fast Cat table field.

Necessary Location Identity info:
- The **Preferred Location name** is by default the Source Location name but the user can choose another preferred name (e.g in case of spelling mistakes of the source, illegible content, etc.)
- **Type of Location or Broader Location** has to be in English and just one of the following types can be used (in case another type is needed please contact the FORTH-ISL team) :
  - **city** = largest unit of populated place (e.g. Barcelona)
  - **inhabited place** = the aggregate of built structures for the living of a community as it evolves over time, regardless size (be it farm, hamlets, villages, towns   (e.g. Krini)
  - **locale** = named area within a populated place (e.g. Barceloneta neighborhood)
  - **administrative division** = area a jurisdiction claims, such as city limits, district, department, state (e.g. Albury Municipality)
  - **regional division** = smallest administrative division (e.g. Attica)
  - **country**= largest administrative division , the (at least formally) autonomous area (e.g. France)
  - **port**
  - **cape**
  - **strait**
  - **island**
  - **bay**
  - **river**
  - **lighthouse**
  - **dock**
  - **anchorage**
  - **roadstead**
- In case your source refers to a type of Location e.g. a dock then if you need to add it into a Location field, it is important that you add a broader Location where the dock is placed, in the following format:
  - (dock)/Amsterdam(port)

- o (tank)/Piraeus(port)/Athens(city)
- o (tip)/Buenos Aires(port)/Argentina(country)

A dock, a tip or a tank are **not** considered Locations. They are types of Locations and in order to add them to a Location field we have at least to relate them with a broader Location.

- The **broader location** should be a contemporary broader location (the closest broader location you know) within which the historical location existed. In English or in the source Language (please choose and adopt one of the two languages in all your entries for Broader Locations).

Connection to external instance:

- **TGN ID**. If you visit the TGN Getty Location database you can search and find your Location. Then copy paste the TGN id of the Location in the field provided inside the pop up window. This information is enough to identify your Location
- If you want to choose an older denomination of the Location to appear in the search engine. Copy another denomination from the TGN Getty and paste it to the **TGN preferred term**.
  If you cannot find the desired denomination in the TGN Getty page then add your preferred denomination in the "Preferred Location name" field above.

Extra Location information:

- You can add the type of the Broader Location
- You can also add a second Broader Location name and type

This information however is not necessary for the identification of the Location

Illegible content in Locations
If the Location mentioned in your source is not clear and you are not sure about it you can add [brackets] to the Source Location name as mentioned in the "illegible content section".

Put the brackets to the location name as you can see below.

Do not put brackets to the Location type or Broader Location (as this is information added by the person who does the transcription).

Correct examples:

Directions-[Location](type of Location)/Broader Location(type of Broader Location)

e.g. EastWest-[Heraklion](city)/Crete(region)

or H[e]raklion (city)/Crete(region)

or He[ra]klion](city)

or Herak[lion]

Afterwards you can right click- Add extra Location information and add the whole name of the location in the "Preferred Location name" field.

In some templates (e.g. Census Odessa) we don't have just one location field but locations are divided into City, Region, etc. In this case the user can fill in just the name of the Region, City etc. in the related field.

But he has always to provide the name of two Location types (e.g. City and Region), each in its related field.

Minimum effort
If you don't want to add extra Location info during your data entry, for all Locations at least do this when:

- A location has the same name with another but you know from the context that those are different Locations
- When a Location has a common name that could appear in other places (e.g. You know that a village called San Jose can appear in many places around Spain)
- When a Location is very small or unknown but you know a broader Location from the context

Dates, numerical and monetary values

Dates should be always entered in the following format: year –month- day or year-month or year

Or day-month-year or month-year.

Don't do this: month-day-year

Decimal points in numerical or monetary values should can be entered both with dot or comma. In the end the symbols will be unified.

Spelling mistakes from the source

The logic is to transfer the source content as close as possible to the original.

Terms with different spellings will be replaced with one preferred term later on at a post processing stage in the "Fast Cat team" system.

However it is a decision of the historian if he is going to transcribe a spelling mistake. If he/she considers the mistake as minor and with no importance to the future research, he can choose to enter the term with the correction.

Keep in mind that only terms that belong to "Lists of terms" will be processed later.

In order to mark illegible or partially legible content we propose the following rules:

- If a word is completely illegible write "illegible" (in English)
- If letters are missing add a "?" for each missing letter (e.g.Barc?lon?)
- If you are guessing a word or a letter but you are not sure about it put the word or letter in brackets (e.g.[steamship] or st[e]amsh[i]p.
- If a part of the original text is deleted in the source but is still legible then put that part of the text in double brackets [[deleted text]]

Content found outside the source

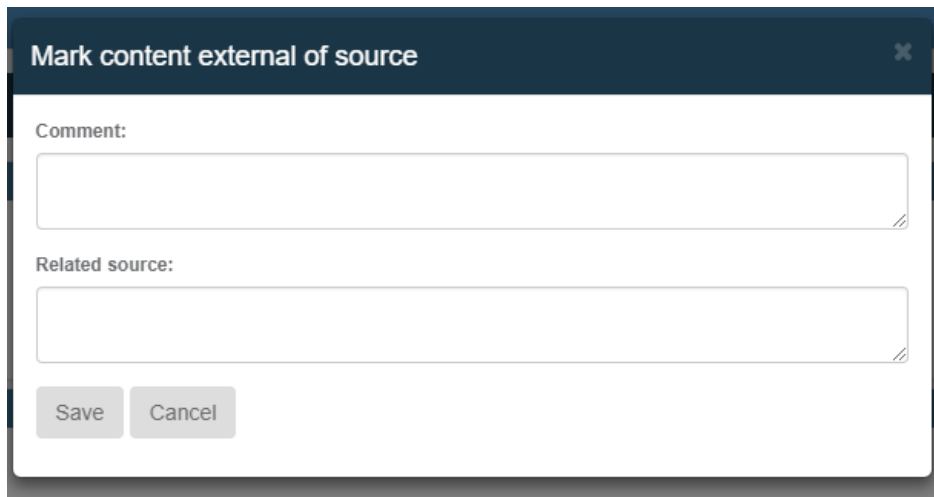In relation to content found outside the source there are two occasions:

1) A whole column is added by the user. Those columns are used to add some information that will make the content of the source more clear to the user (found in other sources or understood from the context). Those columns have to be marked as external to source content. This functionality will be completed in the next version of the system. For the time being those columns will be added when requested by the user. Users should however communicate to the members of the ISL/FORTH team that those columns content is found outside the source in order to be marked later on.

2) The content of one specific field of a column is not found inside the source but added from the author (found in other sources or understood from the context).
In this case, right click and choose "Mark external content"
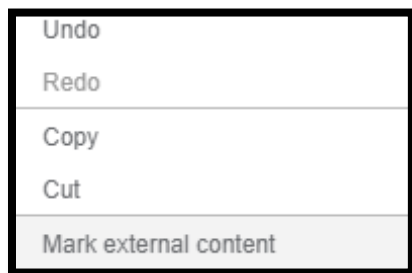
A pop up window will appear where the user can add a comment about the way the specific field content was found. Beneath the text box for the comment, the user can add some source information of the related source where this content was found(if it was found in another source). Choose save in order to store the information that was added. Choose cancel or "x" to go back to the record.
If the user wants to edit the content of this text he can choose again "Mark external content" and the pop up window with the filled in information will appear. Make the changes and choose "Save".

When "External content" information was added in a field, this field is marked with a red rectangle in the upper right corner of the field.

In order to delete the "External content" information right click and choose "Undo mark external content". This option appears only if content exists inside the specific field.

When choosing this option the content of the pop up window is deleted permanently.
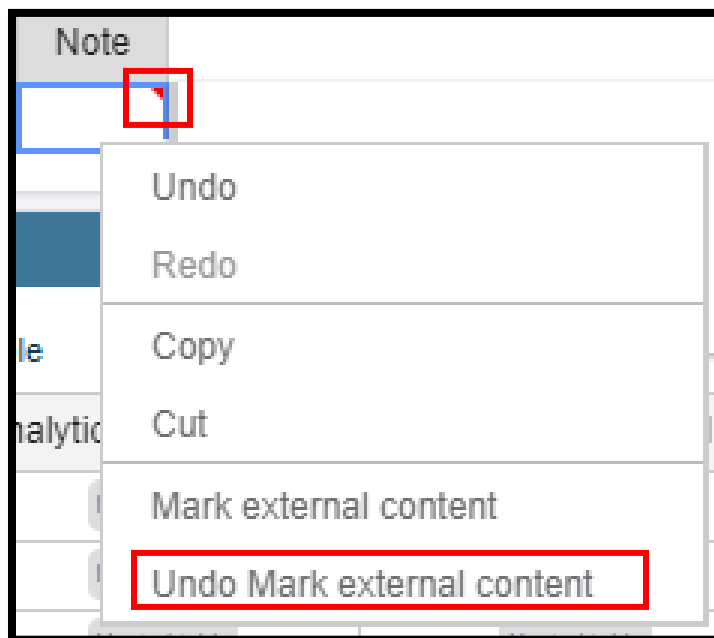
In case of multiple line tables unfortunately only in the first row of the table the functionality can be used. In a future version we will try to provide the functionality inside the table fields too.

Notes

Note fields found in sources should be analyzed in collaboration with the user and the ISL/FORTH team. Most of the times those fields can be broken into more than one fields. If you add two different types of content into the same column the content will be not possible to be found again afterwards.

E.g. In Payrolls we found a note column where the Location of discharge and the days of vacation were added. Probably when the source was printed those fields were not foreseen. In order to find later the days of vacation or the place of discharge those two types of information have to be added in separate fields.

In most tables inside FastCat a note column is provided. However users are advised to use those columns as rare as possible and don't add there repeating information that could be added in a separate column. The only way to find this content later is to ask for the note fields of one or more records.

(e.g. It can be asked: I want to see the note fields of the Payroll x. It cannot be asked : Bring all vacation days of sailor with profession x)

Original Title of source vs transcribed title of source

In case the original source has a title, this title is added in the Source Identity table.

If the title is the original title that was given to the source during its creation we name the field "Original source title".

If the title was given by the archivist later on in time, then we name the field "Archival source title".

Some sources have both Archival and Original titles. In this case we add both fields

Types of data entry in Fast Cat fields

FastCat allows the entry the following different data types in its entry tables:

Simple

It allows the entry of any piece of text or numbers.

Date

Some fields allow the entry of dates. Those fields have a little gray arrow at the right side. A pop out calendar tool helps the user enter the date in the correct format.

Be careful because those fields do not prevent you from any other input type.. If you want your date to be valid add it in the proposed format (year –month- day) . If the date is written in another format (e.g. 23.4.2018) it is not valid.

The calendar will appear if you left click on the little gray arrow once or if you double click in any other place inside the field.

First the present date appears inside the field. You can choose another entry from the calendar or select the entry and change it (be careful to keep the format!). If the year is always the same you can copy a date from another field and just change the month and the date in every new field (see the Copying and Pasting Content, and Drag and Copy Content chapters).
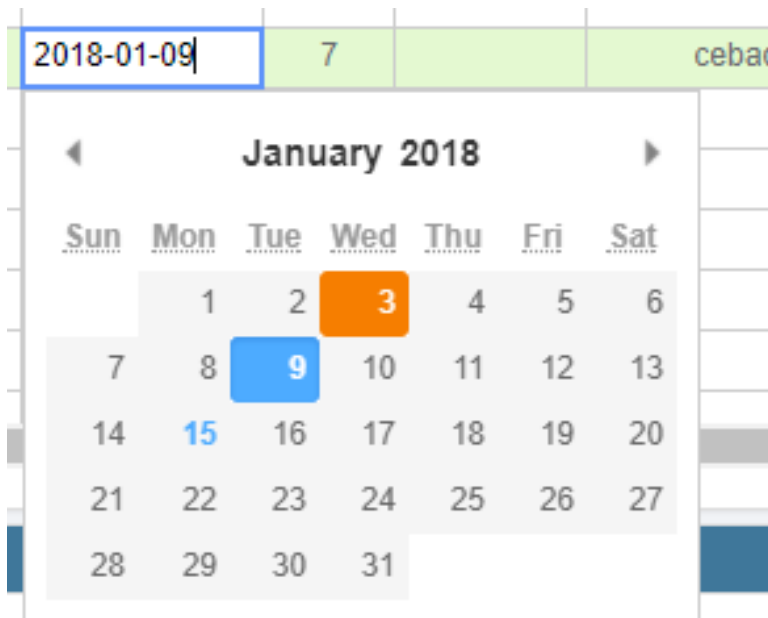
If the date is always just a year, then the field provides a free entry. Be careful to enter the year correctly, because no control is provided by the system.

Date (without calendar)
Some Date fields do not provide a calendar, this happens when the date is always a year. In this case the user is provided with a free text field. Be careful to add a correct year value here.

Text Area
In fields where the user needs to add a text in bigger length (e.g. because he wants to transcribe a part of the source) then the text area field is provided.

A button is included in this kind of fields. When the button is selected (left click) a pop up window appears where the user can add the text. When the user is finished with entering the text he can choose submit. If the user wants to exit the pop up window without saving the text he can choose cancel.

If text is entered in the field then the first words of the text appear next to the button.

If the user wants to open his text again he has to right click on the button.
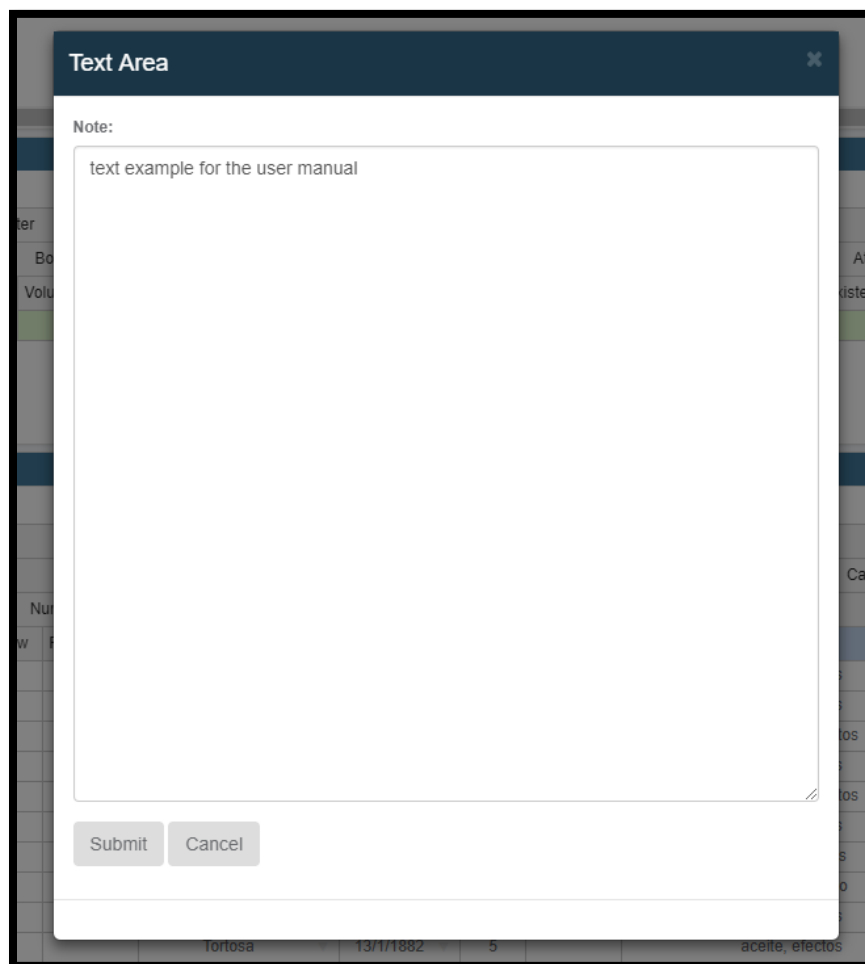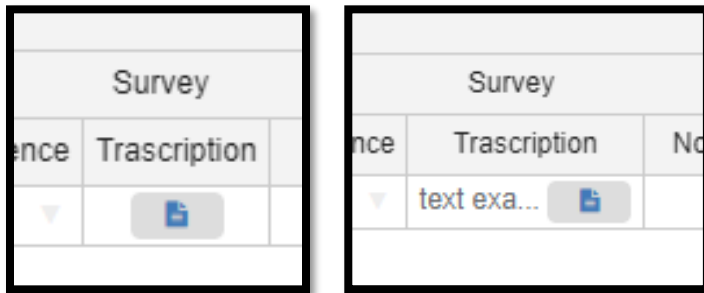
Fix term Lists

In those fields, a fixed list of terms is provided. Those fields are not very common. In some cases when there is no possibility of any other terms, those fixed lists are provided to facilitate the user.

The terms are always in English language, regardless of the source language. This is a convention that we made because the terms of the fixed lists are not processed in the post processing stage, to be translated like the rest of the term lists. So they are provided in English from the beginning in order to be understood by all users.

The field does not prevent the user from entering other content. However the user should use one of the fixed terms and if any other term is needed please contact the the FORTH_ISL team in order to add the new term.

List of Terms (or Vocabularies)

The fields that support this functionality allow the user to choose terms from a list of terms. Every time a new term is entered into those fields, the term is added to the list to be used in the future again. The user has to press "Enter" after typing the term or move to the next field with the arrow button.

A "Type ahead" functionality is provided in those fields, which means that the terms of the list are reduced to those that start with the first letters that the user is typing in the field.

You can recognize those fields from a little gray arrow that appears before entering the input to the field. The same as in the date fields.

Those lists of terms are "Vocabularies", including terms that :

- belong to the same category (e.g. Locations) and
- have the same source language (e.g. Russian)

For example the "Location" Vocabulary includes all Location names that are inserted in the related fields of all records that share the same source language.

In the Vocabularies appear only the terms that have been inserted in the records that have been created in a Fast Cat system that runs in a specific browser (Records that appear in the "My records" section).

If you change computer or Browser only those terms will appear, that are used in the records that are created or imported to the specific Fast Cat, that runs in the specific browser of your computer (Records that appear in the "My records" section).

In the future a functionality will be provided, in order to export and import vocabularies independently from the records they are used.

Entering terms to the field from the list of terms

To choose a term from the list of terms:

- Double click on the field
- Left click on the little gray arrow
- If you navigate with the arrows of the keyboard then press shift or enter

Then choose the selected term from the list and press "enter" or "left clicking" if you navigate with the mouse.

Exception and a second way to add terms: If you enter to the list a word that is composed of two words "Word A Word B" (e.g. Fireman engineer) and then you want to enter the first word "Word A" alone (e.g. Fireman) then the entry has to be done the following way:

- Right click on the field and choose "Edit Vocabulary".
- A pop up window will appear.
- Above the table of "Not used terms"and above the search box, you can enter a new term in the text box .
- Then click on the "Add new term" button at the right side of the text box.
- Your term will appear in the table of "Not used terms".
- Go back to your template by clicking outside the pop up window (or by clicking the x button on the top right corner)
- Choose the term form the list of terms, as described above and press enter.

The logic behind this exception is that the "type ahead" functionality will recognize the Word A and will automatically propose the "Word A Word B" in a way that you will not be able to fill in the Word A alone.

That is why in this case you have to enter the term in the "Edit Vocabulary" pop up window, where no "type ahead" functionality is provided.
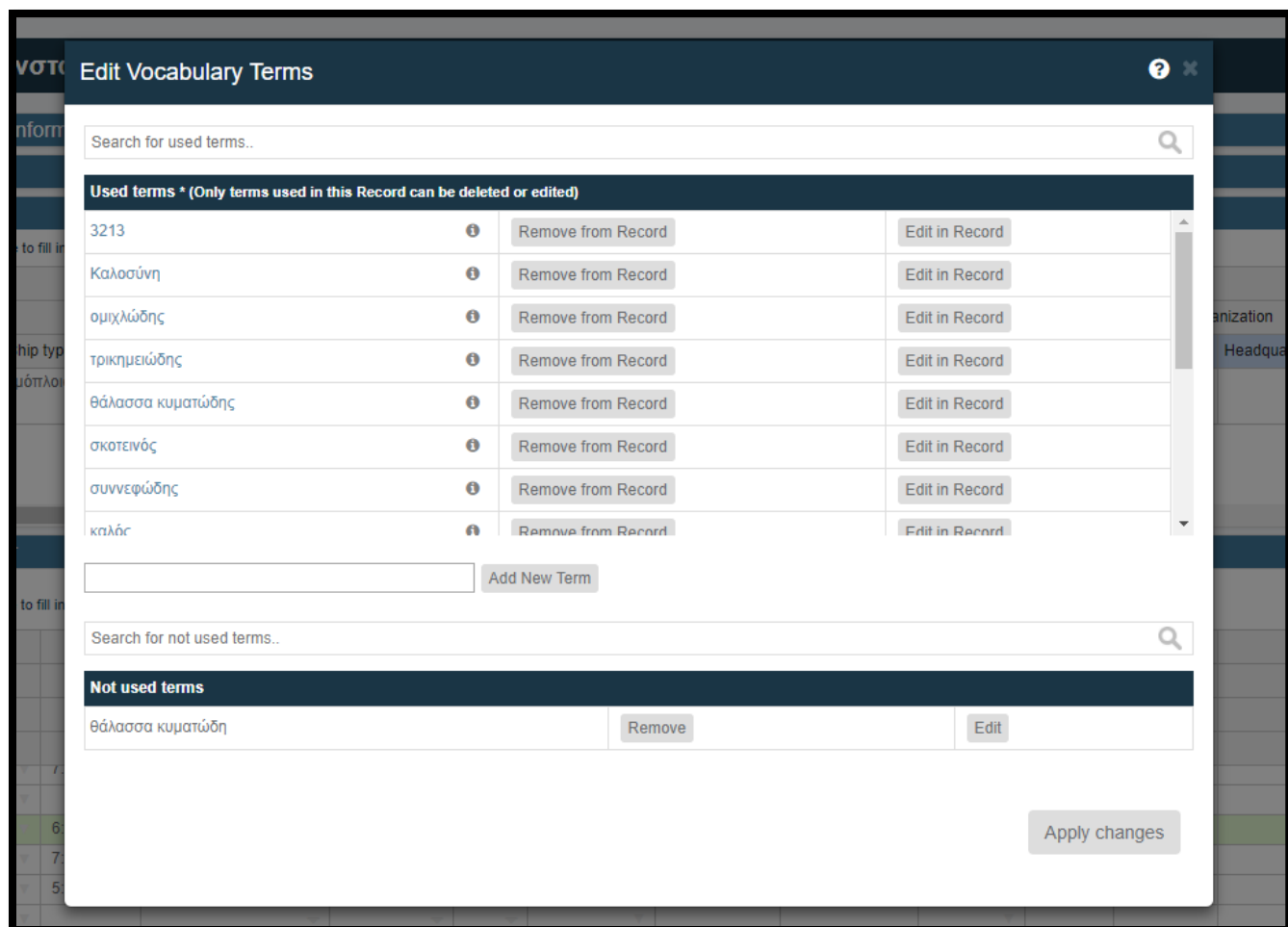
In order to handle the terms that are included within a Vocabulary, the "Edit Vocabulary" functionality is provided to the user.

In order to access this functionality, right click on any field that includes a list of terms. Then choose the "Edit Vocabulary" from the list of proposed functionalities.
If the field is selected for typing, the right click menu will not appear. In this case go to another field and then select the field again either by navigating with the arrows or with one left click and then right click.
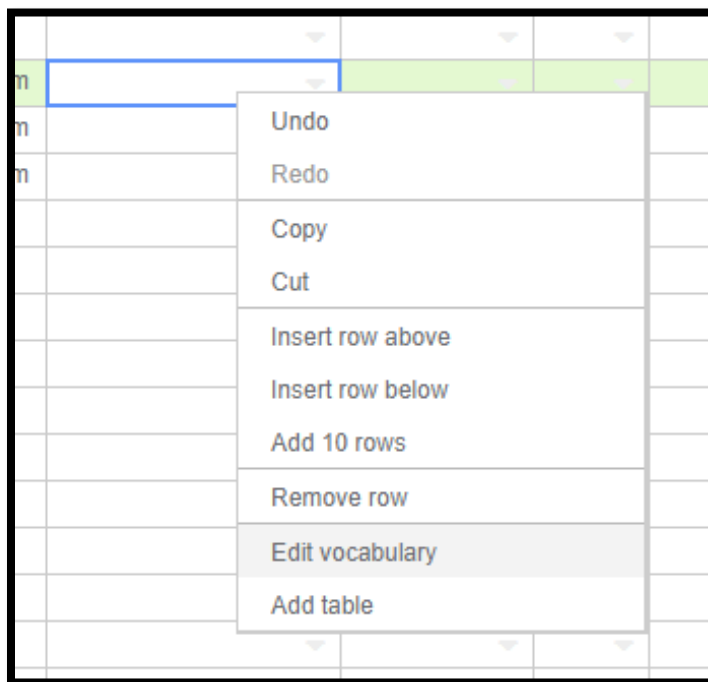
A pop up window will appear. On the top left corner you will see the title "Edit Vocabulary" and in brackets the name of the specific vocabulary e.g. ("Locations" Vocabulary).

Edit Vocabulary Terms ❓ ✕

Search for used terms.. 🔍

Used terms * (Only terms used in this Record can be deleted or edited)

3213	ℹ	Remove from Record	Edit in Record
Καλοσύνη	ℹ	Remove from Record	Edit in Record
ομιχλώδης	ℹ	Remove from Record	Edit in Record
τρικημειώδης	ℹ	Remove from Record	Edit in Record
θάλασσα κυματώδης	ℹ	Remove from Record	Edit in Record
σκοτεινός	ℹ	Remove from Record	Edit in Record
συννεφώδης	ℹ	Remove from Record	Edit in Record
καλός	ℹ	Remove from Record	Edit in Record

[_____] Add New Term

Search for not used terms.. 🔍

Not used terms

θάλασσα κυματώδη	Remove	Edit

Apply changes

At the right side of the header a "?" icon provides information about the Vocabularies by passing over it with the mouse.

To escape the window choose any area outside the window and left click or choose the "X" icon at the top right corner of the pop up window.

Under the header appears a Search box. In this search box you can filter the "Used terms" table. The search applies while entering the word, you don't need to press any button to apply the search.
The table of "Not used terms" has its own search box, exactly above the header of the table.

The **table of used terms** includes the following kinds of terms:

- terms used only in this specific record→Those terms appear in light blue font color. An edit and delete button appears at the right side of those terms. In the case of editing or deletion, the old term will disappear completely from the list of "Used terms".
- terms used in this specific record and also in other records (only in records included in the "My records" section)→ Those terms appear in black font color. An edit and delete button appears at the right side of those terms. However the editing or deletion applies only to the terms, that are used in

this specific record. The same terms that are used in other records will remain. Thus the old term will continue existing in the table of Used terms (without the possibility of edit or deletion).

- terms only used in other records →Those terms appear in black font color but cannot be edited or deleted by the user. The edit and delete buttons do not appear at the right side of those terms. In order to delete those terms you have to go to the record where they are used, and delete or edit them there.

As mentioned above on the right side of the terms a "Edit" and "Delete" button is provided (see chapter "How to delete a term", "How to edit a term").
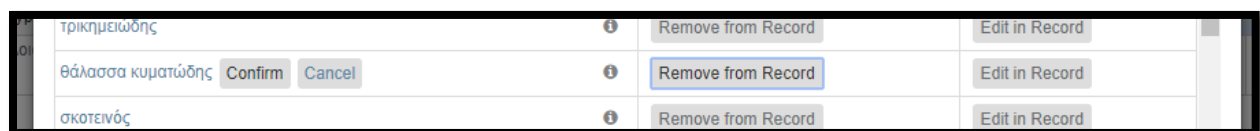
Also on the right side of the terms an "i" icon appears. When left clicking on this icon the position information of the term appears (all the locations where this term was used). The title of the record, the title of the table, the title of the field and the number of the row where this term exists are provided. This information should help the user to find the term again if needed.

The table of not used terms includes

- terms that were added to a field of the record but then were deleted and not used in any other field
- terms that have been added through the "Add term functionality"
- terms that were used only in this record and then have been edited. The old term will appear in the not used terms.

Not used terms can easily be deleted(no warning message will appear) and edited with the buttons provided on the right side.

How to delete a term

In order to delete a selected term from a specific field in the record:

- Choose the field (navigation with arrows or one left click on the field) and press delete or backspace

In order to delete a term from all fields that the term is used within a specific record:

- Right click on the field and choose "Edit Vocabulary".
- A pop up window will appear. In the Used terms table find your term.
- Choose the delete button. Then a confirm or cancel button will appear
- Choose confirm
- The term will be deleted from all the positions that it was used within this record
- If the term was used only in this record, it will still appear in the Not used terms table

- If the term was used in this record and in other records it will still appear in the Used terms table

How to edit a term

In order to edit a term from all fields that the term is used within a specific record:

- Right click on the field and choose "Edit Vocabulary".
- A pop up window will appear. In the Used terms table find your term.
- Choose the edit button. Then a confirm or cancel button will appear
- Choose "Accept changes"
- The term will be edited in all the positions that it was used within this record
- If the term was used only in this record, the original term will still appear in the Not used terms table
- If the term was used in this record and in other records the original term will still appear in the Used terms table

Data Entry Features

Data entry in FastCat is easy! The many built in features for adding data quickly and efficiently are documented here.

Basic Data Entry

To enter data in a table just click in a cell and start entering data.

You can move to the next cell in various ways:

- click tab
- choose the next cell with the mouse (one left click)
- click right arrow

That's it for the basics.

Choose more than one fields simultaneously

If you want to apply a functionality to more than one fields simultaneously then left click the first field, hold shift and left click on last field: that way all fields in between will be selected.

Deleting data entries

Chose the field or the fields that you want to delete (one left click). Then press the "Delete" or the "Backspace" button.

Undo/Redo function

Undo inside a field:

If an entry has been overwritten by another entry and the user wants to go back to the first entry he can right click on the field, select "Undo" and the first entry will appear again.

Redo is the opposite function.

General undo:

Also by pressing "Ctrl z" a more general "undo" function is accomplished.

"Ctr c" is the opposite function.

Adding one or more new rows to a table

Sometimes a user may need to add a new row above or below the present row. They can do so by right clicking in the table and choosing the appropriate option.

In tables that include nested table buttons, this functionality is temporally disabled. In future version this functionality will be available in all tables.

List of Courses

*Use the source language to fill in the fields of this table

	School Year		Semester	Title of Course	Number of Course/Section	Total Number of Students	List of Students	List of Subjects	Note
	From	To							
1	1999	2000	2	Consumer Consciousnnes	44	22	Nested table	Nested table	
2							Nested table	Nested table	
3			Insert row above				Nested table	Nested table	
4			Insert row below				Nested table	Nested table	
5			Insert column on the left				Nested table	Nested table	
6			Insert column on the right				Nested table	Nested table	
7			Remove row				Nested table	Nested table	
8			Remove column				Nested table	Nested table	
			Undo						
			Redo						

If the rows of a table have finished either right click on the last row of the table and choose "Add 10 rows below" from the list or go to the field in the bottom right corner of the table and drag down the little rectangle (same as the Drag and Copy function). The new lines will appear below.

Copying and Pasting Content

Copying and pasting is applied at FastCat the same ways as in excel files.

You can choose one field or more fields (see chapter "Choose more than one fields simultaneously). Then either choose "Ctrl c" or right click and choose "copy" from the list. Then choose another field or more than fields the same way described above and either choose "Ctrl v" or right click and choose "paste" from the list.

Drag and Copy Content

Sometimes a user will enter data where information repeats across rows. It can be important to be able to copy repetitive information from one row to the next easily and quickly.

Another way to copy content is to choose one or more fields the way described above and then choose with your mouse the little rectangle box on the bottom right corner (see image below). Drag the little rectangle down with your mouse. The content will appear at all fields below.

## Mark same or different instances

This functionality will be provided in next system versions.

View route functionality

In cases of Logbooks or other sources that describe routes of ships and include the location coordinates, a view route functionality is provided. This functionality presents the coordinated on a map in order to facilitate the user to imagine the route and help him identify the locations of the route.
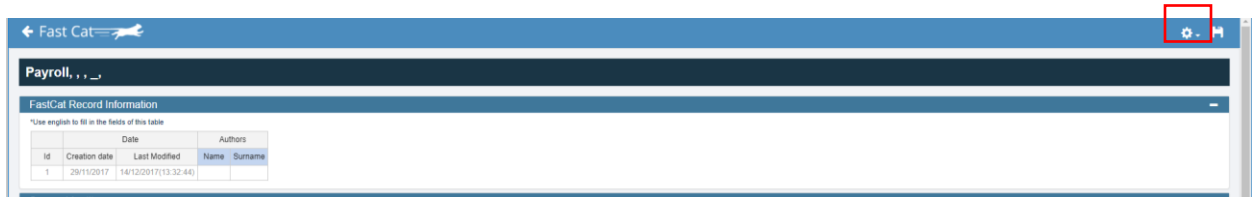
This functionality is active only while the user is connected in the web.
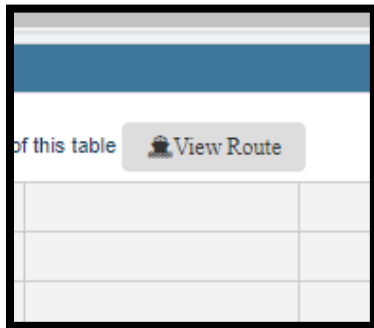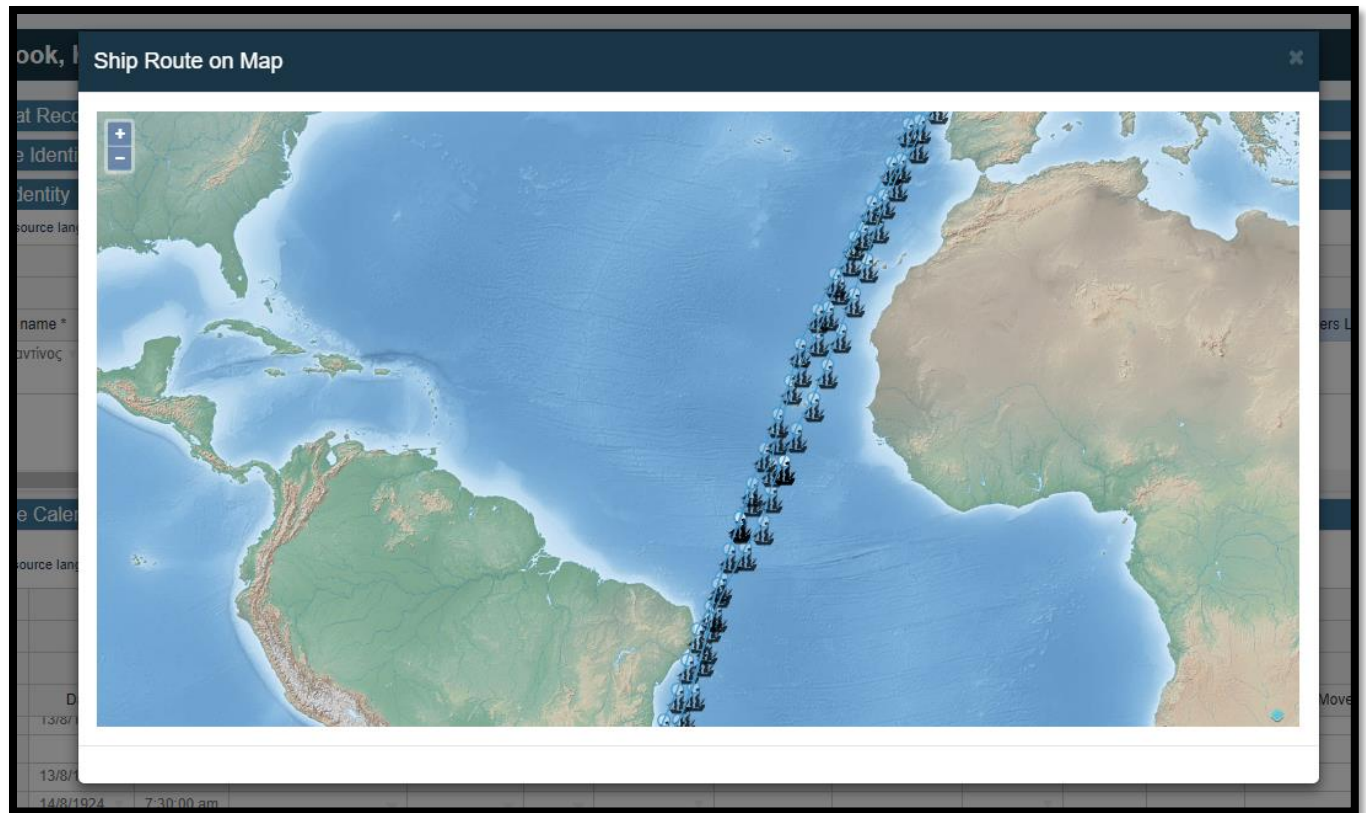
Export record to excel

Your records can be exported to an excel file.

- Go to the gear button at the top right corner of the record and select "Export to excel"

- A excel file will be downloaded. Go to your downloads in order to find the excel file.

Inside the excel file you will find:

- a separate excel sheet for each simple table of your record. Those sheets have the name of the related table. Fields that have been part of "Multiple field tables" will appear merged in one field (in order to find the contents of those tables in separate rows, go to the last sheets of the excel file-see instruction below).
- a separate sheet for each type of nested tables. This sheet has the name of the column that includes the nested tables. In this sheet the contents of all nested tables that are placed in this column appear one under the other. Here, in the first cells of each row the contents of the related row of the

previous table appear. This happens in order to keep the relation between the contents of the nested tables with the row of the previous table.

e.g. In the "Payroll" FastCat record we have a table with information about the voyage. The related nested table includes all the payments of all sailors that participated in the voyage of one row of the first table.

In the excel file all voyages are included in one sheet(first table contents). In another sheet all sailors and their payments are included(all nested table contents). Next to each sailor the related voyage is placed. Like that the connection between sailors and voyage information is kept.

• After all simple and nested tables, one sheet for each multiple table is added. Those sheets do not have a name. The first column in those sheets represents the row number of the related excel table.

e.g. if a table that is a list of sailors includes a multiple table with sailor professions then in the excel file a sheet appears that includes all professions of sailors (each one in a separate row). If you want to find the sailor that is related to each profession you look at the row number next to the profession and go to that row of the sailor table. The sailor that appears in that row is the sailor to whom the profession is related.

Multiple tables contents that are included in tables with one single row do not appear as separate sheets in the excel file.

WARNING: If empty rows exist in the end of nested or multiple tables they will also appear inside the exported excel file sheets.
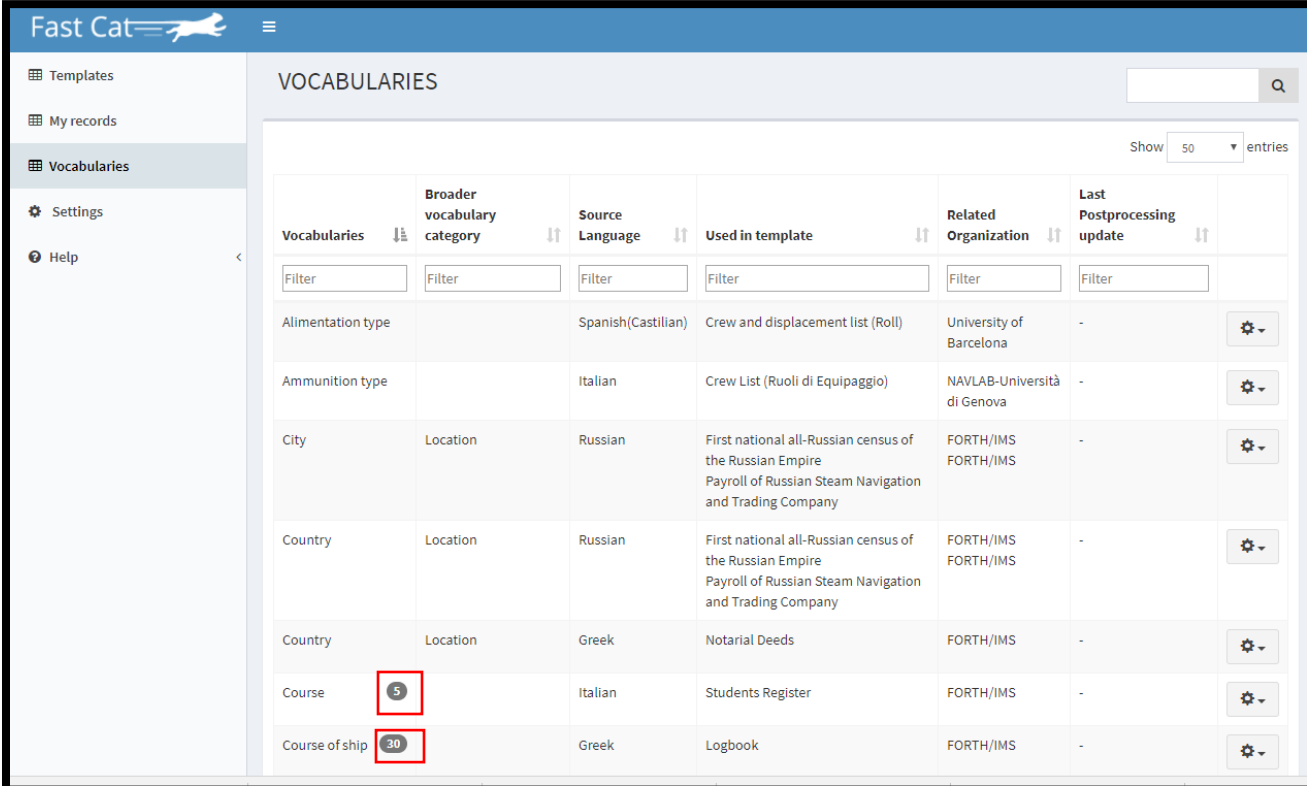

Vocabularies in FastCat homepage

FastCat stores the users vocabularies in a central list of **vocabularies.** This can be accessed from the Homepage using the left hand menu and clicking the 'Vocabularies' button.
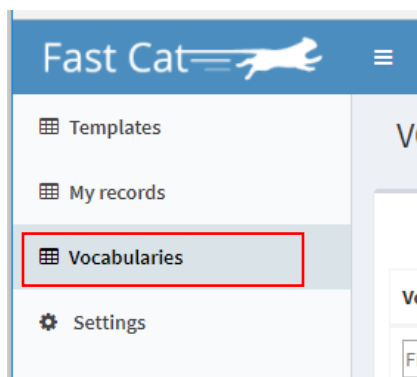
The user can access there, all lists of terms included in the records that are stored in the "My records" section.

In the first page a table with all names of existing vocabularies of all templates appear. Vocabularies are separated per source language (e.g. Surname list in Italian language and Surname list in Greek language are two separate vocabularies).

Only the terms of the vocabularies that have been used in the Fast Cat records, that are stored in the "My records" section appear inside those lists. A **number next to the vocabulary** name indicates how many used terms are included in each Vocabulary.

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 hat kind of things it includes.

Broader Vocabulary category: A list of terms can be part of a broader vocabulary category (e.g. a list of Cities is a sub category of the vocabulary of Locations).

Source language: The language of the sources in which this vocabulary is used. This does not mean that terms in other languages cannot appear. Some times inside a source we have "other language transcriptions" (e.g in a Greek Logbook some Locations are written in the language used at the Location. But the main language used in the source is Greek.)

Used in template: The titles of the templates that use the specific vocabulary

Related organization: The organization that is using the specific templates and thus the specific vocabulary

To view a vocabulary choose the gear button and choose "Go to vocabulary"
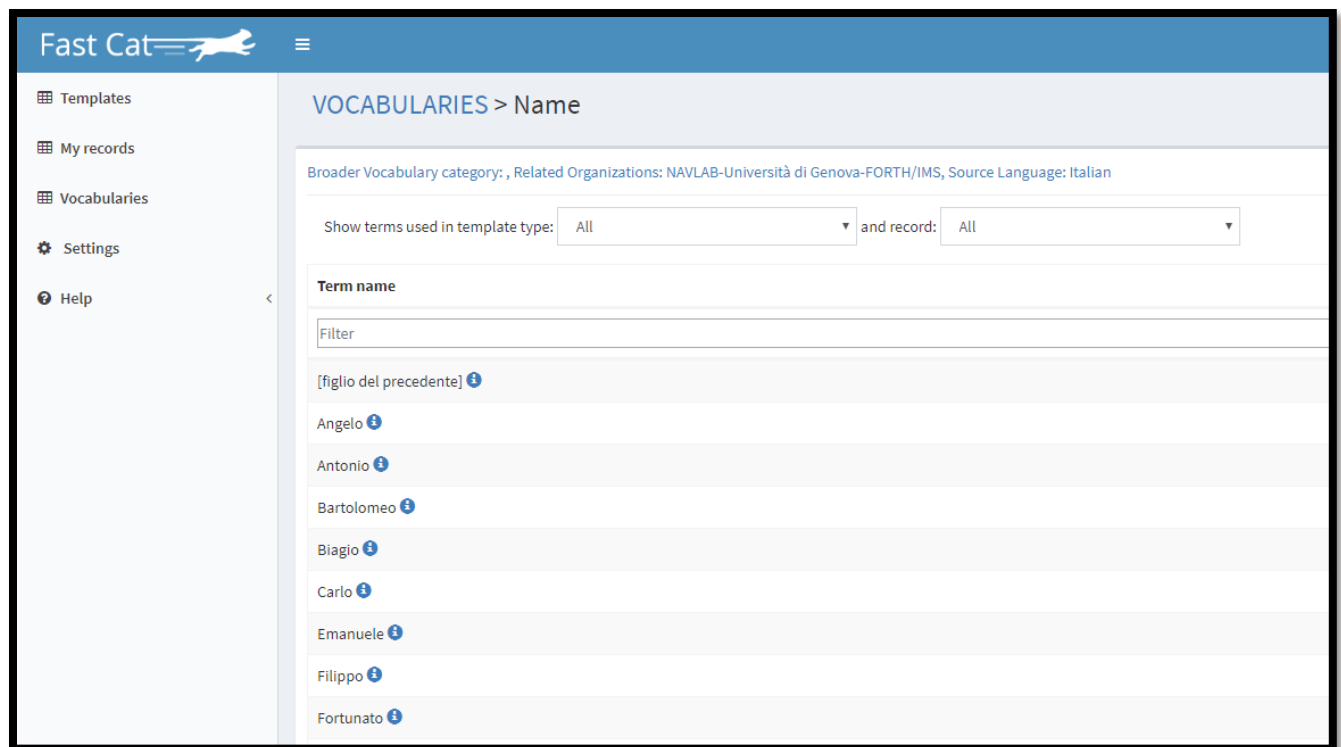
At the top of the page the name of the Vocabulary is mentioned.

Under the title of the page exists in blue font color, additional information about the vocabulary (the information included in the columns of the table in the main page of the Vocabularies).

Under the additional information, two fields with drop down lists are provided to the user. By using those fields the user can filter the terms below depending on a specific template or record. Initially all terms used in all records of all template types appear.

(e.g. I want to see only terms that have been used in the Template x and in the Record y)

On the right side of the terms an "i" icon appears. Left clicking on this icon to see the position information of the term (all the positions inside the records where this term is used).

The title of the record, the title of the table, the title of the field and the number of the row where this term exists are provided. Also a link to the Record exists at the right side. This information should help the user to find the term again if needed.

Post processing of vocabularies in "Fast Cat team"

All the lists mentioned above will be post processed in the next stage in the "Fat Cat team" where all records from all partners will be uploaded online.

In "Fast Cat team" it will be possible to keep the original term used in the source but also choose a preferred term or a broader term or connect the terms with external terms from a thesaurus.
Preferred term can be the English translation, the transcription in latin alphabet for names, the vernacular for Locations or just a term with the correct spelling.
Broader terms can be added. (e.g. If you say that the term Captain and the term officers have broader term professions of status A then you can search for professions of status A and the results will include both officers and captains). It is a tool for grouping terms into broader categories. In the Search engine you will be able to search for the terms independently or for the broader category that includes them all.
If the same term has different meanings in different languages (e.g. captain), it can be connected to a specific term from a thesaurus where the difference is described analytically.

The post processing procedure of vocabularies will be analytically described in the manual of "Fast Cat team".

Fast Cat Vocabularies page however, only provides an overview of the terms that were used in the records stored by the user locally in the My records section.