

Administrator Manual



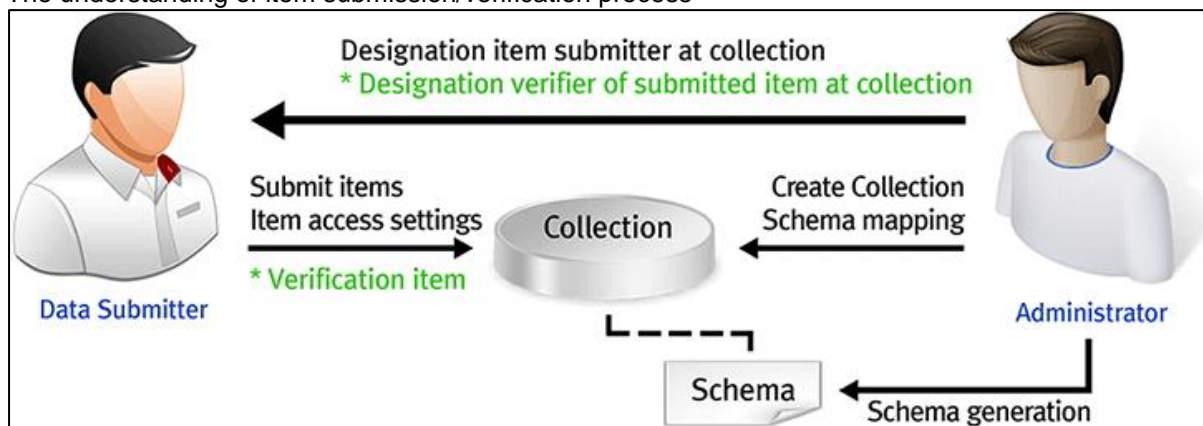
“ Platform for **C**onvergence research and **U**nification of **B**ig **E**-resources ”

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The comprehensive understanding of P-CUBE

1. The understanding of item submission/verification process



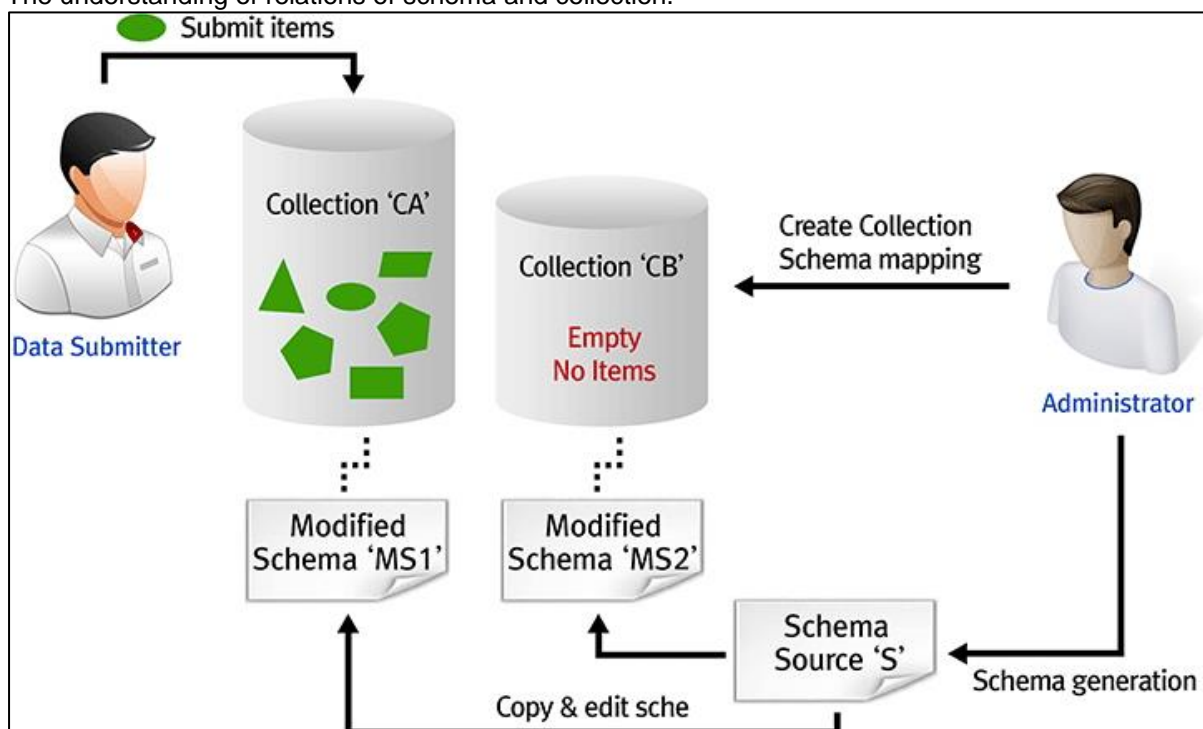
A data submitter submits an item.

A user assigned as a data verifier verifies data of other users.

Administrator creates a collection where the submitted items are managed.

Administrator creates metadata of the submitted items.

2. The understanding of relations of schema and collection.

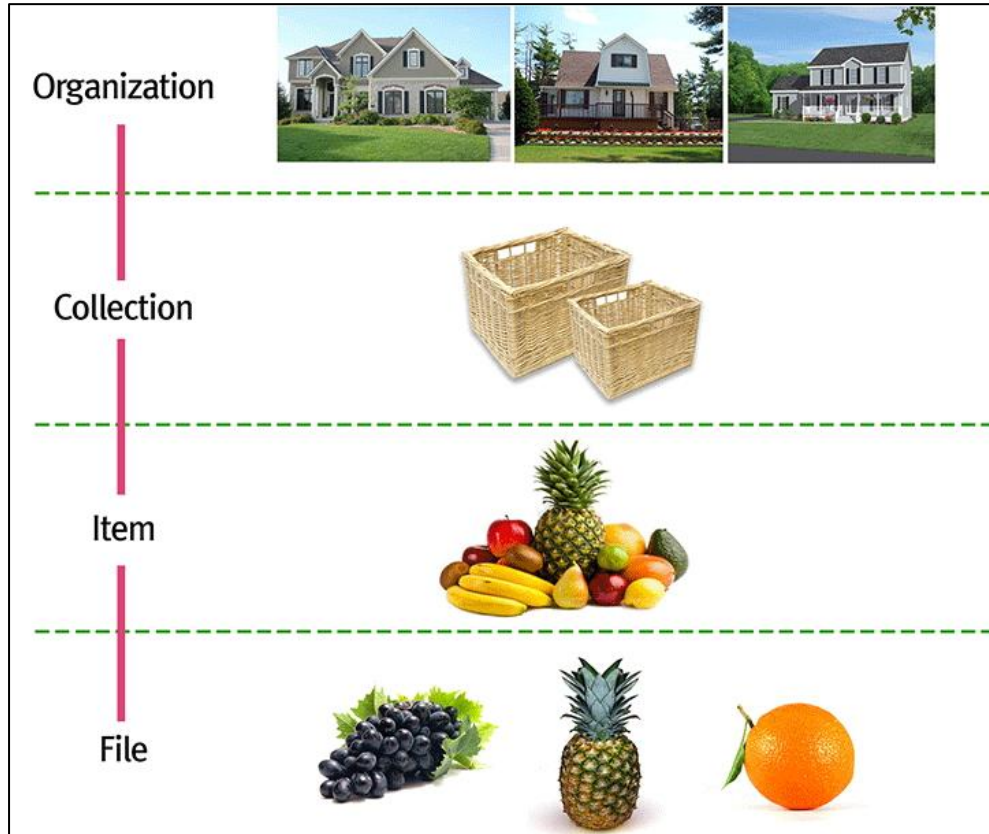


Original schema, 'S', connected to more than one collection can not be edited.

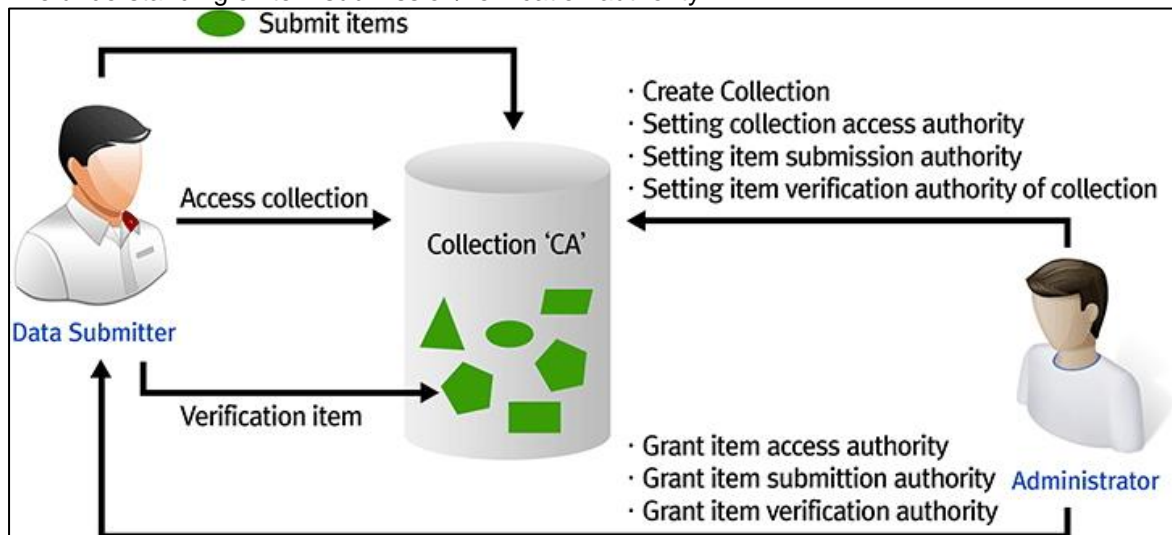
Schema (MS1) of a collection where more than one items is submitted can not be edited.

Schema (MS2) of a collection without items submitted can be edited.

3. P-CUBE data model



4. The understanding of item submission/verification authority



Administrator can assign the access of the related collection, submission of items, and the method of verification as creating collections.

You can allow everyone to have access to search collection, or only certain users.

You can allow everyone to submit items to collection, or only certain users.

If the verification process of submitted item to collection is needed, you can include verification process, similar to the process of peer-review of thesis paper.

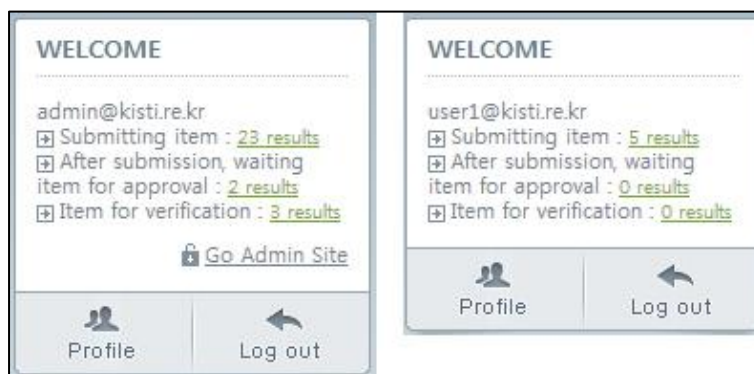
If the verification process is not needed, items submitted to collection is disclosed to search service, right after the submission of an item is completed.

Chapter 1 : Function of P-CUBE administrator

Account and Authority of Administrator

Administrator authority is needed to access the system of administrator.

1. The image below is information of log-in, printed differently according to availability of administrator authority at user website. The left is administrator and the right one is user. Clicking "Go Admin Site" link which only shows to administrators, it will move to the main screen of administrator.



2. It is log-in information displayed at administrator screen, when you log in as an account with administrator authority. It will move to website of user, clicking "Go User Site" link.



P-CUBE offers user system and administrator system as additional URL system.

The link to move to administrator website is displayed only for those users who have administrator authority.

You can assign administration authority other users through group management function.

Chapter 2 : Schema management

A data submitter submits an item to the collection where the submission authority is assigned and information on item submitting, using the metadata field assigned to schema.

Schema management which assigns fields to input when submitting an item is described below.

Schema creation

It provides function to create schema, a collection of structure of metadata and display settings.

All collections have one schema.

1. Click "Schema Management" on the left menu to move to management screen of schema.

Schema Management

- You can create schema through schema creation wizard as set 4th step.
- You can manage information such as basic information, input structure, input display and others of schema created.
- Schema unfinished creation is moved to a previous stage where it has left of.

Schema List

Create new schema


| No | Schema name | Namespace | Complete or Not | Final update date | Creator | Schema |
|----|-------------|--|-----------------|-------------------|-----------|----------|
| 1 | dc | http://www.dublincore.com/ | Complete | 2012-05-29 | SuperUser | download |
| 2 | dif | http://gcmd.gsfc.nasa.gov/Aboutus/xml/dif/ | Complete | 2012-09-26 | SuperUser | download |

2. It will move to "basic information" input screen, clicking "New creation of schema" button.

Create new schema

- Click **next step** button or **save** button to save the content input.

- When it stopped in the middle of working, select the schema on home screen of schema

-  is required field.

01 Basic info.

>

02 Input strucutre


>

04 Input display

>

04 Preview

Basic information

| Field | Content |
|---|--|
| Schema Name  | <input type="text"/> |
| Namespace URI | <input type="text"/> <small>- XML Namespace URI of metadata schema</small> |
| Schema Description | <div></div> |
| Original schema | <div>Select schema</div> |
| Reference namespace | <div><div>prefix</div><div>Namespace URI</div><div><input type="text"/></div><div><input type="text"/></div><div>AddDelete</div></div> |

< List page

Next >

Schema name : name of title.

Namespace : It is used for creating structure such xml, xsd file and etc, as namespace of schema.

Schema descriptions : It is a description of Schema.

Original schema : Select Schema for reference, creating elements of schema. Selected element of schema is applied to "input structure setting" stage.

Reference namespace : It is used for creating structure of xml, csd file, as reference namespace of schema.

3. You can set element structure of schema on setting screen of input structure.

Create new schema

- Only some parts of collection and schema mapping such as order, index and etc of input structure information can be edited.

01 Basic info. > 02 Input structure > 04 Input display > 04 Preview

| Namespace | Element | Input | Require | Repeat | Attribute | Index field | Divide page |
|-----------|------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------|--------------------------|
| default | Common_Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Standard_Name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title | <input type="checkbox"/> |
| default | Standard_Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contributor | <input type="checkbox"/> |
| default | Standard_Grade | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Additional_Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Material | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Instrument | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Qualification | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

< List page Delete Schema < Back Next >

XSD Import : Importing element information using XSD file.

DTD Import : Importing element information using DTD file.

Add Factor : Adding element

Add Children : Adding sub-element of selected element.

Selective Deletion : Deleting selected element.

Move Up : Changing the position upward. The position is changed by elements of same level.

Move Down : Changing the position downward. The position is changed by elements of same level.

Spread View: Showing all the element information including closed elements with spread view.

Save : Saving the element information of current state.

Input : Setting whether to display element or not when inputting metadata in the step of item submitting.

Necessariness : Setting for required input field, as inputting metadata in the step of item submitting.

Repetition : Settings you can add and input element, as inputting metadata in the step of item submitting.

Attribute : Displaying that it is a field corresponding with attribute of XML.

Index Field : Indexing "Element" field with designated meaning to 'index field'.

Page Division : The page of metadata input is divided by element displayed.

- You can set names, and input formation of element displayed when inputting metadata in the state of item submitting stage on displaying input setting screen.

Create new schema

- You can edit display method of each element.
- Click **next step** button or **save** button to save the content input.
- When it stopped in the middle of working, select the schema on home screen of schema

01 Basic info. > 02 Input strucutre > **04 Input display** > 04 Preview

| ↑ Move up ↓ Move down Show more Save | | | | | | |
|--------------------------------------|------------------------|-------------------------------------|------------------------|--------------|--------------|--------------|
| NameSpace | Element | Input | Display Name | Input Format | Select Field | Help & Guide |
| default | Common_Information | <input checked="" type="checkbox"/> | Common_Information | container | | |
| default | Standard_Name | <input checked="" type="checkbox"/> | Standard_Name | onebox | | |
| default | Standard_Number | <input checked="" type="checkbox"/> | Standard_Number | onebox | | |
| default | Standard_Grade | <input checked="" type="checkbox"/> | Standard_Grade | onebox | | |
| default | Additional_Information | <input checked="" type="checkbox"/> | Additional_Information | container | | |
| default | Code_Number | <input checked="" type="checkbox"/> | Code_Number | onebox | | |
| default | Chemical_Composition | <input checked="" type="checkbox"/> | Chemical_Composition | onebox | | |
| default | condition | <input checked="" type="checkbox"/> | condition | onebox | | |

< List page Delete Schema < Back Next >

Field Display Name : Displayed as element name.

Input Formation : Setting for input formation of element value.

Selective Field : It is information of list displayed when the input formation is "dropdown".

Help : It shows explanation on each element.

5. You can check information input during the schema creation stage on preview screen.

Create new schema

- Schema can be created in an order as follows.
- If you click next step button, the content input is saved and it will moved to **next step**.
- Pressing previous step button, it is **editable**.
- When it stopped in the middle of working, select the schema on home screen of schema

01 Basic info. > 02 Input strucutre > 04 Input display > **04 Preview**

Basic information Edit Basic informaiton

| Field | Content |
|--------------------|------------|
| Schema Name | ref_oceans |
| NAMESPACE | |
| Schema Description | |

Input information Edit input structure Edit input display

Show more

| NameSpace | Element | Input | Display Name | Input Format | Select Field | Help & Guide |
|-----------|------------------------|-------------------------------------|------------------------|--------------|--------------|--------------|
| default | Common_Information | <input checked="" type="checkbox"/> | Common_Information | container | | |
| default | Standard_Name | <input checked="" type="checkbox"/> | Standard_Name | onebox | | |
| default | Standard_Number | <input checked="" type="checkbox"/> | Standard_Number | onebox | | |
| default | Standard_Grade | <input checked="" type="checkbox"/> | Standard_Grade | onebox | | |
| default | Additional_Information | <input checked="" type="checkbox"/> | Additional_Information | container | | |
| default | Code_Number | <input checked="" type="checkbox"/> | Code_Number | onebox | | |
| default | Chemical_Composition | <input checked="" type="checkbox"/> | Chemical_Composition | onebox | | |
| default | condition | <input checked="" type="checkbox"/> | condition | onebox | | |

< List page Delete Schema < previous Complete

Schema creation will be completed by clicking "completion" button. And you can check schema created from the schema list.

The uncompleted schema will be shown as "In the process of working" on the schema.

Schema management

It supplies functions managing basic information, input structure, and display of schema newly created through new creation of schema.

You can not edit input structure and display if there is a collection mapped with schema.

1. Click "Schema Management" on the left menu to move to management screen of schema.
2. Click completed schema from the list of schema to move to detailed screen of schema.

Schema details

- This page allows editing on schema completed other than DC Schema.

Basic informationEdit Basic information

| Field | Content |
|--------------------|--------------------|
| Schema Name | ref_oceans |
| Namespace | |
| Schema Description | |
| Final update | 2013-11-28 (Admin) |
| First creation | 2013-11-28 (Admin) |

Input informationEdit Input Structure settingsEdit Input Display settings

Show more

| NameSpace | Element | Input | Display Name | Input Format | Select Field | Help & Guide |
|-----------|------------------------|-------------------------------------|------------------------|--------------|--------------|--------------|
| default | Common_Information | <input checked="" type="checkbox"/> | Common_Information | container | | |
| default | Standard_Name | <input checked="" type="checkbox"/> | Standard_Name | onebox | | |
| default | Standard_Number | <input checked="" type="checkbox"/> | Standard_Number | onebox | | |
| default | Standard_Grade | <input checked="" type="checkbox"/> | Standard_Grade | onebox | | |
| default | Additional_Information | <input checked="" type="checkbox"/> | Additional_Information | container | | |
| default | Code_Number | <input checked="" type="checkbox"/> | Code_Number | onebox | | |
| default | Chemical_Composition | <input checked="" type="checkbox"/> | Chemical_Composition | onebox | | |
| default | condition | <input checked="" type="checkbox"/> | condition | onebox | | |

Delete Schema

3. Click "edit basic information" button to move to basic edit screen and edit the basic information.

Edit Basic information of Schema

This is Basic information editing page of Schema.

Basic information

| Field | Content |
|---------------------|---|
| Schema Name | <input type="text" value="ref_oceans"/> |
| Namespace URI | <input type="text"/> - XML Namespace URI of metadata schema |
| Schema Description | <div></div> |
| Reference namespace | <div> <div>prefix</div> <div>Namespace URI</div> </div> <div> <input type="text"/> <input type="text"/> <div>Add</div> <div>Delete</div> </div> |

[< Schema details](#)
[Save Basic information of Schema](#)

4. You can edit each field of element on "edit input structure".

Edit input struture settings of Schema

This is Schema editing page.

XSD import
Import DTD
Add element
Add child
Delete Selection
Move up
Move down
Show more
Save

| Namespace | Element | Input | Require | Repeat | Attritub | Index field | Divide paç |
|-----------|------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------|--------------------------|
| default | Common_Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Standard_Name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title | <input type="checkbox"/> |
| default | Standard_Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contributor | <input type="checkbox"/> |
| default | Standard_Grade | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Additional_Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Code_Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Chemical_Composition | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | condition | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

[< Schema details](#)
[Save](#)

5. You can edit each field of element on "edit input display".

Edit input display settings of Schema

- It is an edit page of input display for schema.

↑ Move up ↓ Move down Show more Save

| Namespace | Element | Input | Display Name | Input Format | Select Field | Help & Guide |
|-----------|---|-------------------------------------|------------------------|--------------|--------------|-----------------------|
| default | Common_Information | <input checked="" type="checkbox"/> | Common_Information | container | | |
| default | <input type="checkbox"/> Standard_Name | <input checked="" type="checkbox"/> | Standard_Name | onebox | | Write standard_Name |
| default | <input type="checkbox"/> Standard_Number | <input checked="" type="checkbox"/> | Standard_Number | onebox | | Write standard_Number |
| default | <input type="checkbox"/> Standard_Grade | <input checked="" type="checkbox"/> | Standard_Grade | onebox | | Write standard_Grade |
| default | Additional_Information | <input checked="" type="checkbox"/> | Additional_Information | container | | |
| default | <input type="checkbox"/> Code_Number | <input checked="" type="checkbox"/> | Code_Number | onebox | | |
| default | <input type="checkbox"/> Chemical_Composition | <input checked="" type="checkbox"/> | Chemical_Composition | onebox | | |
| default | <input type="checkbox"/> condition | <input checked="" type="checkbox"/> | condition | onebox | | |

< Schema details Save

If it is created as above, it will show as belows on the item submission screen.

Metadata

Common_Information

Standard_Name Write standard_Name
 Standard_Number Write standard_Number
 Standard_Grade Write standard_Grade

Additional_Information

Code_Number
 Chemical_Composition
 condition

Chapter 3 : Organization & Collection management

Organization can be both logical (virtual organization) and physical.

You can create more than one organization, and one organization can get more than one collection.

Organization Creation

Organization is a group where collection is affiliated. The function of creating organization provides functions for creating new organization.

1. You can check organization and collection list, clicking "organization and collection management" from the left menu.

Organization & Collection Management

- You can manage structure, authority settings, and harvest settings of organization and collection.
- Basic information edit, sub-collection creation and delete can be done on organization management window.
- On collection management window, authority about input structure of collection and submission/ verification/ access of basic information can be edited.

Organization & Collection List

Create Organization

| Name | Classification | Complete or Not | Final harvesting date |
|------------------|----------------|------------------------------|-----------------------|
| ■ testOrg | Organizaion | Complete | |
| ▶ AAAA | Collection | Complete | |
| ▶ Test2 | Collection | Complete | |
| ▶ new collection | Collection | Working (Authority Settings) | |
| ▶ testColl | Collection | Complete | |

2. It will move to the "basic information" input screen of organization, clicking "Creating Organization" button.

Create Organization

- Basic data on organization can be input.
- ✓ is required field.

Input Organization Information

| Field | Content |
|---------------------|----------------------|
| Organization Name ✓ | <input type="text"/> |
| Brief description | <input type="text"/> |
| Introduction | <input type="text"/> |

< Organization & Collection List

Create Organization

Organization name : Name of an organization.

A brief account : It is a description for administrator.

Introduction writing : It is a description of an organization for users.

3. You can check the created organization from the organization & collection list, after inputting and clicking "Creating Organization" button.

Big data Research Center

- You can work on **delete, edit, sub-organization/ collection creation** of an organization.

- it will move to **details** window, if you select organization and collection at organization/collection tree structure.

Basic information

Edit Basic informaiton

| Field | Content |
|-------------------|--------------------------------|
| Brief description | KISTI Big data Research Center |
| Introduction | KISTI Big data Research Center |

Organization & Collection List

Create Sub-Organization Create Collection

| Name | Classification | Complete or Not |
|----------------------------|----------------|-----------------|
| ■ Big data Research Center | Organizaion | Complete |

< Organization & Collection List

Delete Organization

Organization Management

It provides basic information editing of registered organization, and "create" and "delete" functions of sub-organization and collection on organization management screen.

1. Clicking a certain organization from the "Organization & Collection Management" list, it will move to a detailed screen of organization.

Big data Research Center

- You can work on **delete, edit, sub-organization/ collection creation** of an organization.

- it will move to **details** window, if you select organization and collection at organization/collection tree structure.

Basic information

Edit Basic informaiton

| Field | Content |
|-------------------|--------------------------------|
| Brief description | KISTI Big data Research Center |
| Introduction | KISTI Big data Research Center |

Organization & Collection List

Create Sub-Organization Create Collection

| Name | Classification | Complete or Not |
|----------------------------|----------------|-----------------|
| ■ Big data Research Center | Organizaion | Complete |

< Organization & Collection List

Delete Organization

2. You can edit the basic information of organization, clicking "edit basic information" button.
3. You can create sub-organization of the related organization, clicking "creating sub-organization" button.

Create Sub-Organization

- Basic data on organization can be input.
 - is required field.

Input Organization Information

| Field | Content |
|-------------------|------------------------------|
| Organization Name | Big data research lab |
| Brief description | KISTI Big data research lab |
| Introduction | KISTI Big data research lab. |

[< Organization & Collection List](#)
[Create Organization](#)

- It will move to the screen of checking delete, clicking "delete organization" button. Click "delete" button to delete organization.

Delete Organization

- Are you sure the organization **Big data Research Center** should be deleted? This will delete:

- Sub-organization of current organization and collection will be deleted as well.
- Items under submission or completed submission to sub-collection of current organization are deleted as well.
- All associated authorisation policies will be deleted.

[< Organization Management](#)
[Delete](#)

When deleting organization, all sub-organizations from organization, collections and items will be deleted. Also the information about authorities of access, submission, and verification will be deleted.

Creating collection

You can use 'creating collection' function, in case of creating collection which is a basic unit for submitting and managing item is needed.

- It will move to "creation setting" stage, the first step for "creating collection" screen, if you click "creating collection" button on organization management screen.

Create Collection

Creation set. : At creation level, access authority, submit authority, and including or excluding a user or group to verification authority will be set.

Basic info. : You can input schema that makes collection in mapping possible, collection name, brief explanation and introduction.

Input structure : Screen structure of each element can be set.

Input display : Screen display of each element can be set.

Authority Set : You can assign reading access authority about collection and user as well as group about submit authority and verification authority.

01 Creation set. > 02 Basic info. > 03 Input struct. > 04 Input display > 05 Authority Set

Creation set.

☒ New items should be publicly readable.

☒ Some users will be able to submit to this collection.

☒ The submission workflow will include an *Verification* step.

Item creation order Normal ▼

File download or not All open ▼

[< Organization Management](#) [Next >](#)

Access authority for reading : User or group who can access to submitted item to collection should be assigned at "Authority Setting" stage, if unchecked.

Submission authority : You have to assign a user or a group submitting item to collection at "authority setting" stage if checked.

Verification Authority : You have to assign a user or a group verifying an item submitted to collection at the "authority setting" stage, if checked.

Order of creating item : The order of item submission stage is changed according to selection. "General" is 'metadata > file upload' and "File first" is File upload > metadata'.

File Downloading or not : Selecting whether to allow downloading of an attached file on item.

2. Input the basic information on schema at the "basic information input" stage.

Create Collection

Creation set. : At creation level, access authority, submit authority, and including or excluding a user or group to verification authority will be set.
Basic info. : You can input schema that makes collection in mapping possible, collection name, brief explanation and introduction.
Input structure : Screen structure of each element can be set.
Input display : Screen display of each element can be set.
Authority Set : You can assign reading access authority about collection and user as well as group about submit authority and verification authority.

01 Creation set. > 02 Basic info. > 03 Input struct. > 04 Input display > 05 Authority Set

Basic info.

| Field | Content |
|-------------------|---|
| Schema name ✓ | ref_oceans - You can select metadata schema of collection. |
| Collection Name ✓ | Ocean |
| Brief description | - It is collection memo for administrator. |
| Introduction | - Introduction of collection at user site |

< Organization Management Delete Collection < Back Next >

Schema Name : Select metadata schema of collection. Selected setting information reflects to collection that you wish to create.

Brief explanation : A collection memo for administrator.

Introduction : Introduction of collection that user can see.

- You can edit based on settings for input structure of schema selected at " input structure setting" stage.

Create Collection

Creation set. : At creation level, access authority, submit authority, and including or excluding a user or group to verification authority will be set.

Basic info. : You can input schema that makes collection in mapping possible, collection name, brief explanation and introduction.

Input structure : Screen structure of each element can be set.

Input display : Screen display of each element can be set.

Authority Set : You can assign reading access authority about collection and user as well as group about submit authority and verification authority.

01 Creation set. > 02 Basic info. > **03 Input struct.** > 04 Input display > 05 Authority Set

↑ Move up ↓ Move down Show more Save

| Namespace | Element | Input | Require | Repeat | Index field | Divide page |
|-----------|------------------------|-------------------------------------|--------------------------|--------------------------|-------------|--------------------------|
| default | Common_Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Standard_Name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title | <input type="checkbox"/> |
| default | Standard_Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contributor | <input type="checkbox"/> |
| default | Standard_Grade | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Additional_Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Code_Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Chemical_Composition | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | condition | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

< Organization Management Delete Collection < Back Next >

4. You can edit based on settings for input display of schema selected at " input display setting" stage.

Create Collection

Creation set. : At creation level, access authority, submit authority, and including or excluding a user or group to verification authority will be set.

Basic info. : You can input schema that makes collection in mapping possible, collection name, brief explanation and introduction.

Input structure : Screen structure of each element can be set.

Input display : Screen display of each element can be set.

Authority Set : You can assign reading access authority about collection and user as well as group about submit authority and verification authority.

01 Creation set. > 02 Basic info. > 03 Input struct. > **04 Input display** > 05 Authority Set

↑ Move up ↓ Move down Show more Save

| Namespace | Element | Input | Display Name | Input Format | Select Field | Help & Guide |
|-----------|------------------------|-------------------------------------|------------------------|--------------|--------------|-----------------------|
| default | Common_Information | <input checked="" type="checkbox"/> | Common_Information | container | | |
| default | Standard_Name | <input checked="" type="checkbox"/> | Standard_Name | onebox | | Write standard_Name |
| default | Standard_Number | <input checked="" type="checkbox"/> | Standard_Number | onebox | | Write standard_Number |
| default | Standard_Grade | <input checked="" type="checkbox"/> | Standard_Grade | onebox | | Write standard_Grade |
| default | Additional_Information | <input checked="" type="checkbox"/> | Additional_Information | container | | |
| default | Code_Number | <input checked="" type="checkbox"/> | Code_Number | onebox | | |
| default | Chemical_Composition | <input checked="" type="checkbox"/> | Chemical_Composition | onebox | | |
| default | condition | <input checked="" type="checkbox"/> | condition | onebox | | |

< Organization Management Delete Collection < Back Next >

5. The stage will be displayed as checked at the "creation settings" stage, at the "author setting" stage. If there is no more stages to set authority, It will display "Completion of creating collection".

Create Collection

Creation set. : At creation level, access authority, submit authority, and including or excluding a user or group to verification authority will be set.

Basic info. : You can input schema that makes collection in mapping possible, collection name, brief explanation and introduction.

Input structure : Screen structure of each element can be set.

Input display : Screen display of each element can be set.

Authority Set : You can assign reading access authority about collection and user as well as group about submit authority and verification authority.

01 Creation set.

02 Basic info.

03 Input struct.

04 Input display

05 Authority Set

Authority Settings(1/2) - Submission authority

| Field | Content |
|-----------------|---|
| Group user list | <div><div></div><div>Select userCancel Selection</div></div> |
| Group list | <div><div></div><div>Select groupCancel Selection</div></div> |

< Organization ManagementDelete Collection

< BackNext >

"Access Authority" : It assigns authority of reading items submitted to collection to users and groups.

"Submission Authority" : It assigns authority of submitting items to collection to users and groups.

"Verification Authority" : It assigns authority of approving the item completed submission to users and groups. Clicking "Completion of creating collection" button after selecting a verifier, the screen, selecting a representative verifier will be shown.

Collection Management

Collection management function offers functions of 'edit' and 'delete' of collection registered.

1. It will move to collection detailed screen as clicking certain collection from the organization & collection list.

Ocean

- You can [Edit/Delete](#), [Metadata Settings](#), [Submission Group Edit](#) on collection.

Basic information

[Edit Basic informati](#)on

| Field | Content |
|-------------------|------------|
| Schema name | ref_oceans |
| Collection Name | Ocean |
| Brief description | |
| Introduction | |

Manage Collection Authority

| Field | Group user | Group |
|------------------------|--|--|
| Submission authority | <ul style="list-style-type: none"> Admin User1 | Edit |
| Verification authority | <ul style="list-style-type: none"> User1 Admin | Edit |
| Access Authority | | <ul style="list-style-type: none"> Anonymous Edit |

Harvesting settings

[View details](#) [Edit](#)

| Field | Content |
|--|----------------------|
| Whether to harvest from external source or not | User submit content. |
| OAI Provider | |
| OAI Set Id | |
| Recent harvesting result | |

[< Organization & Collection List](#)
[Edit Input Structure settings](#)
[Edit Input Display settings](#)
[Delete Collection](#)

- You can edit collection basic information as clicking "Edit basic information" from the collection detailed screen.

Edit Collection

- You can input basic information on collection.
- is required field.

Basic information on collection





| | |
|-------------------|------------------------------------|
| Schema name | ref_oceans |
| Collection Name | <input type="text" value="Ocean"/> |
| Brief description | <input type="text"/> |
| Introduction | <input type="text"/> |

[< Collection Management](#)
[Save Basic information](#)

- You can edit users and groups from the related authority, as clicking "edit" button on the right by each authority from collection detailed screen.

Edit submission authority

- List pop-up window is displayed once clicking **user and group selection** button.
- To select multiple users and groups, click the left mouse button while pressing **Ctrl**.
- With **Save**, **Select to delete** button, Add and Delete toward the selected user and group are completed.

| Field | Content |
|-----------------|---|
| Group user list | <div>Admin (admin@kisti.re.kr)</div> <div>User1 (user1@kisti.re.kr)</div> <div>  Select user  Cancel Selection </div> |
| Group list | <div></div> <div>  Select group  Cancel Selection </div> |

[< Collection Management](#)
[Save user/group list](#)

- You can edit harvest setting, as clicking "edit" button of harvest setting from collection detailed screen.


Ocean Edit harvesting information

- You can edit harvest setting information on collection.

Harvesting settings

Whether to harvest from external source or not

☒ User submit content.
☐ P-CUBE harvests contents from external source.

Using XSD file validation check or not. 

Importing external source, check whether it is required or not using XSD file.

OAI Provider

OAI Set Id

Metadata Prefix

Recent harvesting result

[< Collection Management](#)
[Save harvesting information](#)

Input URL of Provider offering metadata with OAI-PMH into OAI Provider.

Input Set offered at OAI Provider into OAI SetId. E.g.) all

Input prefix value offered from OAI Provider into Metadata Prefix. E.g.) oai_dc, mets

- You can check harvest history, as clicking "view details" button of harvest settings from the collection detailed screen. The information is saved only when the harvest setting is set as harvesting when the contents is from external source.

| Harvesting history | | | | |
|------------------------------------|-----------------------|-------------|-----------------|-------|
| - You can check on data harvested. | | | | |
| Harvesting history | | | | |
| Harvest start time | Harvest complete time | Total Count | Complete or Not | Error |
| There is no result. | | | | |

- You can edit each field of element, as clicking "edit input structure" from the collection detailed screen. However, you can not edit when there is an item submitted to collection.

| Edit Input Structure settings | | | | | | |
|---|------------------------|-------------------------------------|--------------------------|--------------------------|-------------|--------------------------|
| - You can edit input structure information of collection. | | | | | | |
| ↑ Move up ↓ Move down Show more Save | | | | | | |
| Namespace | Element | Input | Require | Repeat | Index field | Divide paç |
| default | Common_Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Standard_Name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title | <input type="checkbox"/> |
| default | Standard_Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contributor | <input type="checkbox"/> |
| default | Standard_Grade | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Additional_Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Code_Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | Chemical_Composition | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| default | condition | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| < Collection details | | Save Delete Collection | | | | |

- You can edit each filed of element, clicking "edit input display" from the collection detailed screen.

Edit Input Display settings

- You can edit input display informatio of collect.

| Namespac | Element | Inpu | Display Name | Input Format | Select Field | Help & Guide |
|----------|------------------------|-------------------------------------|------------------------|--------------|--------------|-----------------------|
| default | Common_Information | <input checked="" type="checkbox"/> | Common_Information | container | | |
| default | Standard_Name | <input checked="" type="checkbox"/> | Standard_Name | onebox | | Write standard_Name |
| default | Standard_Number | <input checked="" type="checkbox"/> | Standard_Number | onebox | | Write standard_Number |
| default | Standard_Grade | <input checked="" type="checkbox"/> | Standard_Grade | onebox | | Write standard_Grade |
| default | Additional_Information | <input checked="" type="checkbox"/> | Additional_Information | container | | |
| default | Code_Number | <input checked="" type="checkbox"/> | Code_Number | onebox | | |
| default | Chemical_Composition | <input checked="" type="checkbox"/> | Chemical_Compositio | onebox | | |
| default | condition | <input checked="" type="checkbox"/> | condition | onebox | | |

< Collection details Save Delete Collection

Chapter 4 : Item management

Item management

Function of item management offers functions to 'manage' metadata and attached file on submitted item. Please use caution to 'edit' and 'delete', since the item is already submitted.

1. You can check submitted item list, clicking "item management" menu from menu of the left screen.

Item Management

- You can search archiving items by search option.
- Click the title of searched item which lead you to a detailed window. Then, you can edit and delete.

Handle Search Internal Item ID Search

Select subject Please select a collection. Submitter E-mail Search

• Total 130(number) items searched (1 / 9 Page)

| No. | Title | Collection | Subject | Submitter | Approval Date |
|-----|--|---------------|--------------|-----------|---------------|
| 130 | Upper atmospheric temperature data obtained from OH emission in Esrange Space Center, Kiruna, Sweden at 2008 | Ocean | Land Surface | Admin | 2013-11-28 |
| 129 | Medium Resolution Imaging Spectromete in Antarctic, Arctic and Korea Peninsula at 2011. | Metallurgical | Land Surface | Admin | 2013-11-26 |

- It will move to a detailed screen of item, clicking certain item from the list.

Upper atmospheric temperature data obtained from OH emission in Esrange Space Center, Kiruna, Sweden at 2008

- You can check detailed information and file lists of an item.

- Administrator can edit and delete the metadata and attached file with **edit** button.

Print
 Export

Basic information

| | |
|-------------------------------|---|
| Item ID | 450 |
| Handle | kisti_kdr/1066 |
| Recent update date | 2013-11-28 |
| Collection with item attached | Ocean |
| Item details URL | http://digi-kor1.kisti.re.kr/cube/handle/kisti_kdr/1066.do |
| Submitter | Admin |
| Approval Date | 2013-11-28 |

Edit

Metadata information

Common Information

Standard_Name: Upper atmospheric temperature data obtained from OH emission in Esrange Space Center, Kiruna, Sweden at 2008

Standard_Number: 412

Standard_Grade: Upper atmospheric temperature data obtained from OH emission in Esrange Space Center, Kiruna, Sweden at 2008

Edit

Attached File Information

File list

| File name | Format | Task |
|----------------|--------|------------------|
| GitHub URL.txt | Text | View Download |
| Size 35bytes | | |

Related NDSL article

- › Balloon Acitivity at Esrange, Kiruna, Sweden 1996
- › Balloon Acitivity st Esrange, Kiruna, Sweden 1996
- › First measurements of ozone profiles in the presence of PSCs with a Raman DIAL at ESRANGE/Kiruna in ... 1998
- › PSC observations with the new lidar facility at Esrange, Kiruna in winter 1996/97 1998
- › Implementation and First Scientific Results of the ILAS Validation Balloon Campaign at Kiruna - Esra... 1997

[< Item list](#)
[Edit Basic Settings](#)
[Edit Access Authority](#)
[Move item](#)
[Withdraw Item](#)
[Delete item](#)

- You can edit basic information of current item with "edit basic setting" from the detailed screen of item.

Edit Basic Settings

- You can select basic settings of item.
- ✓ is required field.

Basic Settings

Subject ✓ ☐ Agriculture ☐ Atmosphere ☐ Biological Classification ☐ Biosphere ☐ Climate Indicators
☐ Cryosphere ☐ Human Dimensions ☒ Land Surface ☐ Oceans ☐ Paleoclimate
☐ Solid Earth ☐ Spectral/Engineering ☐ Sun-earth Interactions ☐ Terrestrial Hydrosphere

Open or Close ✓ ☒ Open ☐ Closed ☐ Set Period(Open after ~)

Allow harvesting metadata ✓ ☒ Yes ☐ No
 - Total search is possible at external service. An attached file is excluded when harvesting.

DOI publishing ✓ ☐ Yes ☒ No
 - DOI (Digital Object Identify) is a global identifier of an item.
 - It is used when publishing to datacite.org that harvests and services scientific data.

Science Technical Standard Classification ✓

- Science Technical Standard Classification is applied when harvesting center.

[< Item details](#) [Save Basic Settings](#)

4. You can edit the access authority of current item with "Edit access authority" on detailed screen of item. Access authority is assigned with authority received from collection when creating item.

Item Access Authority

- Authority inherited from collection when submitting item is applied for item access authority.
 - The access authority about item access authority and attached files are managed equally.
 - Using 'Add' button, new access authority on item can be created.

List

| Division | User | Group | |
|-------------------------------------|------|-------------|------------------------|
| Inheritance authority of collection | | ■ Anonymous | Delete |

[< Item details](#) [Add Item Access Authority](#)

5. With "item move" button from the detailed screen of item, you can set selecting collection where current item to be moved to, and whether to applicate the authority of the collection to item.

Move item

- You can change the collection of item.
 - Schema can only move to the same collection.

Moving an item

| | |
|---|--|
| Item name | Upper atmospheric temperature data obtained from OH emission in Esrange Space Center, Kiruna, Sweden at 2008 |
| Collection | Ocean ▼ |
| Collection to move to | There is no collection to move. |
| Inherit default policies of destination collection. | <input type="checkbox"/> |

[Item details](#)

- Change current item to the state of withdrawal through "item withdrawal" button on detailed screen of item, so that it will not be searched any more at user system.
- You can print current item information with "Print" button on detailed screen of item, and save the basic information of current item as text or excel file with "export" button.

Upper atmospheric temperature data obtained from OH emission in Esrange Space Center, Kiruna, Sweden at 2008

- You can check detail
 - Administrator can edit

Basic information

| | |
|-------------------------------|---|
| Item ID | |
| Handle | |
| Recent update date | |
| Collection with item attached | |
| Item details URL | http://hdl.handle.net/10666/10666 |

Export

datacite Format ▼

Writer, Title, Publisher, URL

☒ Text(ASCII format)
☐ Excel format

[Export](#)

[Print](#) [Export](#)

- You can edit metadata information of current item with "edit" button of metadata information from the detailed screen of item.

Edit metadata

- Admin are responsible for entering the data in the correct metadata format.
- Please edit metadata of an item carefully.

Metadata information

Save

Cancel

Common_Information

| | | |
|-----------------|--|-----------------------|
| Standard_Name | Upper atmospheric temperature data obtained fr | Write standard_Name |
| Standard_Number | 412 | Write standard_Number |
| Standard_Grade | Upper atmospheric temperature data obtained fr | Write standard_Grade |

Additional_Information

| | |
|----------------------|--|
| Code_Number | |
| Chemical_Composition | |
| condition | |

- You can add or delete attached file of current item, clicking "edit" button from information of attached file on detailed screen of item.

Edit Attached File

- Admin are responsible for entering the data in the correct metadata format.
- You can check and add to a file attached.

List

Add File

| | | | | | |
|-------------|----------------|--------|--------|------|------|
| File name | GitHub_URL.txt | Delete | Format | Text | Edit |
| Description | Input | | | | |

Cancel

- You can view files available for preview with "view" button of attached file on detailed screen of item.

Management of a withdrew item

It offers functions of 'edit' and 'restoring submission status' of item withdrew.

- Search withdrew item list with "withdrew item management" button from the "item management" list below.

Withdraw item management

Select Year/Month (Select Year) (Select Month) Browse

Search Result (1 to 2 of 2) Approval Date Ascending Per Page 20 items Sorting

| | |
|---|-----------|
| 1. Hyun-Cheol; Kim: Moderate Resolution Imaging Spectroradiometer in Arctic (MODIS) / Aqua, 2003. P-CUBE Data Center. http://digi-kor1.kisti.re.kr/cube/handle/null.do | Edit Item |
| 2. Yong cheol; Park: Seismic data in KSJ, 2005. P-CUBE Data Center. http://digi-kor1.kisti.re.kr/cube/handle/123456789/199.do | Edit Item |

2. Move to metadata setting screen, clicking "item edit" button of item.

Edit metadata

- This item was withdrawn from P-CUBE.
- Admin are responsible for entering the data in the correct metadata format.
- Please edit metadata of an item carefully.

Metadata information Save Cancel

| | | |
|---------------------|---------------------------|---------------------|
| Entry_ID | KPDC_KSJ_SD_2005 | Entry_ID |
| Entry_Title | Seismic data in KSJ, 2005 | Entry_Title |
| Data_Set_Citation | | |
| Dataset_Creator | | Dataset_Creator |
| Dataset_Title | | Dataset_Title |
| Dataset_Series_Name | | Dataset_Series_Name |

You can restore the status of item with "restore item".

You can edit collection of current item with "move item" button. The state of submission is maintained as 'withdrawal' even the collection is moved.

Chapter 5 : Importing items

Importing items

Imports information of metadata on several items written with excel file and saves as item.

1. Clicking "importing item" menu on the left menu of the screen, it will move to item importing screen.

Item import

- Import item in excel format.
- Checking on import history of item.
- ☒ is required field.

Item import

Collection ☒
Please select.

Subject ☒

☐ Agriculture
☐ Atmosphere
☐ Biological Classification
☐ Biosphere
☐ Climate Indicators
☐ Cryosphere
☐ Human Dimensions
☐ Land Surface
☐ Oceans
☐ Paleoclimate
☐ Solid Earth
☐ Spectral/Engineering
☐ Sun-earth Interactions
☐ Terrestrial Hydrosphere

Allow harvesting metadata ☒

☒ Yes
☐ No

- Total search is possible at external service. An attached file is excluded when harvesting.

DOI publishing ☒

☐ Yes
☒ No

- DOI (Digital Object Identify) is a global identifier of an item.
- It is used when publishing to datacite.org that harvests and services scientific data.

Science Technical Standard Classification ☒
Please select.

Import File ☒

Add file
Select File

Import

Item import history

| Import File | Collection | Import Datetime | Import result |
|----------------------|---------------|---------------------|---|
| DC-ArticleItems.xlsx | DigitalKorean | 2013-11-25 17:44:56 | All : 3 (Import : 3 View item , Error : 0 View log) |

- Select the import excel file with "find file" button of imported file after inputting input field of item import. Click "import task" button to import.

Setting information for importing is same as item import of user manual.

The import content is displayed on the "item import history" list on the bottom of the screen after importing task.

imported item can be checked with "View item" button, and items failed importing because of error can be checked with "view log"button.

[Directions to an imported excel file]

The first row of excel file should include 'element name', and the sub-element should be input connecting after top element with '.'.

E.g.) Case of 'description' for top element, and 'abstract' for sub-element : description.abstract

Input metadata matched with the element name from the second line of the excel file.

| | A | B | C | D | E |
|---|-------------------------------------|----------------------------|------------------|------------------------|------------------------------|
| 1 | title | title.alternative | description | description.abstract | description.provenance |
| 2 | Moderate Resolution Imaging Spectro | Data processing and blc | It is very impor | RUSALCA cruise in 20 | The light intensity at the f |
| 3 | JBG Seismic data, 2013 | The continuous observa | A few individu | The pioneer populatic | In Part I, the authors have |
| 4 | Seismic data in KSJ, 2013 | with the characteristics c | Most of the pc | As a baseline survey f | This method seems adequ |

Chapter 6 : User Management

User Management

It provides function to 'search' and 'edit basic information' on registered users.

1. Click "User Management" menu on the left screen to move to user management screen.

User Management

- You can search users by search option.
- If you click edit button, you can move to detailed window for editing and deleting.

E-mail Name

Department ☐ Request submission authority

• Total 16users about search (1 / 2 Page)

| No. | Name | E-mail | Department | Registration date | |
|-----|------------|------------------------|------------------------------------|-------------------|-------------------------------------|
| 1 | TestAdmin2 | testadmin2@kisti.re.kr | TD generation research environment | 2013-10-17 | <input type="button" value="Edit"/> |
| 2 | TestAdmin1 | testadmin1@kisti.re.kr | TD generation research environment | 2013-10-17 | <input type="button" value="Edit"/> |

2. You can search users with conditions as 'e-mail', 'name', 'department', 'request for submission authority' and etc.
3. You make new user registration using "Add user" button.

User Management

- ☒ is required field.
- You can check the item submission authority request of an user.

Basic information

E-mail ☒

Name ☒

Department ☒

Telephone Number

Request item submission authority ☐ * After add submission authority, please cancel 'Request Item submission authority'.

Allow Access ☐

E-mail : An address for users to log-in or to receive an alarm.

Name : name of a user.

Department : Department of user. Affiliated department is managed at code management.

Phone number : phone number of a user.

Submission Authority Request Of Item : It will be selected if requested, when registering users as requesting item submission authority. Uncheck after assigning submission authority to users requested.


Allowing access : Selecting possibility of user log in. If unchecked, login of user is not allowed.

* Password of a user is applied to id part of user e-mail, when adding a user.

* E.g.) The password would be 'user1' for user1@gmail.com




4. You can edit and delete by users, clicking "edit" button on the right of user list.

User : testadmin2@kisti.re.kr

-  is required field.

- You can check the item submission authority request of an user.

Basic information

| | |
|--|--|
| E-mail  | testadmin2@kisti.re.kr |
| Name  | TestAdmin2 |
| Department  | TD generation research environment ▼ |
| Telephone Number | 042-123-4567 |
| Request item submission authority | <input checked="" type="checkbox"/> * After add submission authority, please cancel 'Request Item submission authority'. |
| Allow Access | <input checked="" type="checkbox"/> |

Save user infomation

Delete user

Group

| No. | Group name |
|-----|---------------|
| 1 | Anonymous |
| 2 | Administrator |

Chapter 7 : Group Management

Group Management

You can manage a group where user belongs to. All the users from the group receive all authorities, with giving certain authorities to groups.

1. Click "group management" menu to move to group management screen from the left menu of the screen.

Group Management

- Note that you do not need to manually add users to the "anonymous" group - all users are members implicitly.
- You can add user and sub-group at group.

List

Add new group

| No. | Group name | |
|-----|---------------|-------------|
| 1 | Administrator | Edit |
| 2 | Anonymous | |
| 3 | Ocean group | Edit Delete |

2. Create group, clicking "add new group" button.

Add group

- List pop-up window is displayed once clicking **user and group selection** button.
- To select multiple users and groups, click the left mouse button while pressing **Ctrl** .
- With **Save**, **Select to delete** button, Add and Delete toward the selected user and group are completed.

| Field | Content |
|-----------------|--|
| Group name | <input type="text"/> |
| Group user list | <div><div></div><div>Select user Cancel Selection</div></div> |
| Group list | <div><div></div><div>Select group Cancel Selection</div></div> |

< Group list

Save user/group list

3. You can edit groups by clicking "edit" button on the left side of group.

Edit Group

- List pop-up window is displayed once clicking **user and group selection** button.
- To select multiple users and groups, click the left mouse button while pressing **Ctrl**.
- With **Save, Select to delete** button, Add and Delete toward the selected user and group are completed.

| Field | Content |
|-----------------|---|
| Group name | <input type="text" value="Ocean group"/> |
| Group user list | <div> Test2 (testuser2@kisti.re.kr) User3 (user3@kisti.re.kr) User4 (user4@kisti.re.kr) Test1 (testuser1@kisti.re.kr) </div> <div> <input type="button" value="Select user"/> <input type="button" value="Cancel Selection"/> </div> |
| Group list | <div> </div> <div> <input type="button" value="Select group"/> <input type="button" value="Cancel Selection"/> </div> |

'Administrator' group is a group of administrator.

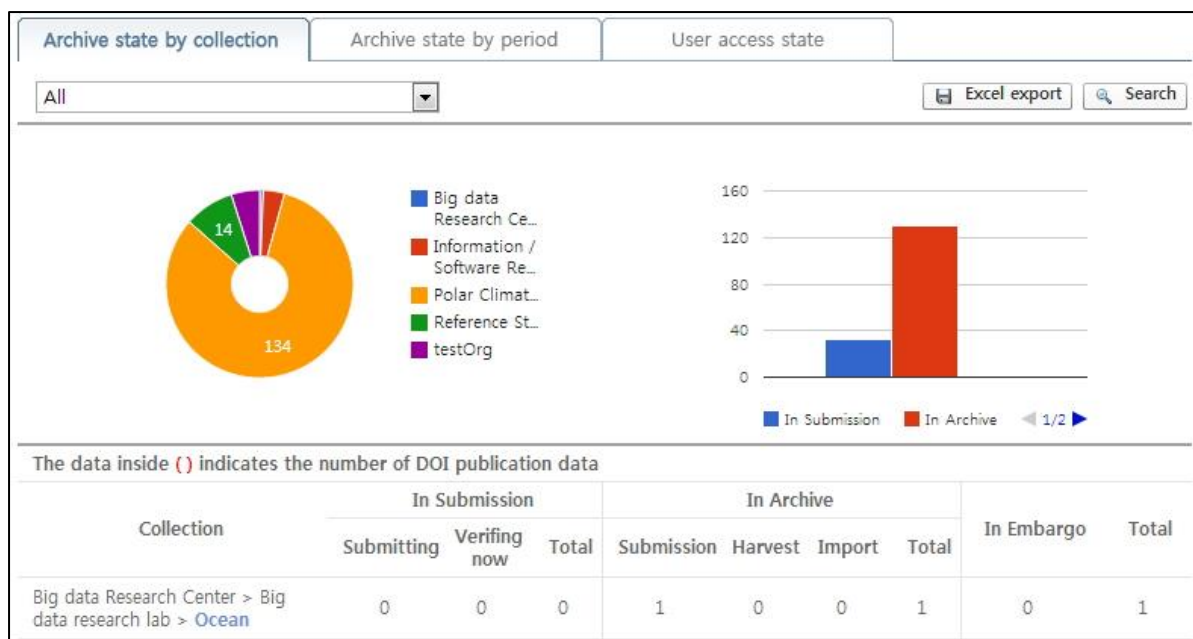
- You can delete group, clicking "delete" button from the right of group. The information on user will not be deleted even if you delete a group.

Chapter 8 : Statistics Management

Statistics Management

Status of item submission and user access can be checked with graph and figure.

- Move to statistics screen with clicking "statistics management" menu on the left of the screen.



'Archive state by collection' tab checks status of item submission and the number of item submitted by collection.

'Archive state by period' tab checks the number of items built by period.

'User access state' tab checks the number of user accessed by period.

Chapter 9 : Code Management

Code Management

You can manage codes used for P-CUBE such as item submission, and user registration.

1. Click "code management" menu on the left of the page to move to a code management screen.

Code Management

- Category code for submitting an item can be managed.

List Group Code Name

| Order | Code | Code Name | Description | Attribute1 | Attribute2 | Group | Management |
|-------|-------------|-------------|---|------------|-------------------------------------|--------|--|
| 1 | Agriculture | Agriculture | agricultural aquatic sciences, aquaculture... | | /cube/image/subject/agriculture.gif | LOCCAT | <input type="button" value="Change"/> <input type="button" value="Delete"/> |
| 2 | Atmosphere | Atmosphere | aerosols, aerosol backscatter... | | /cube/image/subject/atmosphere.gif | LOCCAT | <input type="button" value="Change"/> <input type="button" value="Delete"/> |

2. You can search by code group, and code name.
3. You can create new code, using "add code" button.

Add Code

- You can add new code.
- is required field.

Content

Order
- If you do not put it in order, it is automatically saved as the lowest order.

Group

Code

Code Name

Description

Attribute1

Attribute2

[< Code Management](#) [Add Code](#)

Order : It shows order of alignment for code in groups.

Group : Code group can be selected.

Code : It is a unique value of a code used internally.

Code name : It is a name of code on screen.

Explanation : It is an explanation on code.

Property 1, property 2 : Inputting an additional property of code. Inputting image route into property 2 is necessary, especially when it is a case of subject classification.

Adding code group has to edit DBMS directly, so please contact to developer of the related institute to add.

4. You can edit code with "Change" button on the right of the code.
5. You can delete code with "delete" button on the right of the code.

Chapter 10 : Notice Management

Notice Management

You can 'write' or 'edit' a notice announced on the main screen.

1. Move to notice management screen, clicking "Notice management" on the right of the screen.

| Notice Management | | |
|---|--|---|
|  - You can check the news. | | |
| List | |  Write |
| No. | Title | Registration date |
| 1 | Announcement for the delay due to certification of submitted paper | 2012-10-05 |
| 2 | P-CUBE Statistics 2012 | 2012-10-05 |

2. You can write a new notice, using "write" button.

Add Notice

- You can add new notice.

- is required field.

Field

Title

Content

File

Add file

Select File

< List

Add & Save Notice

Title : The title of notice.

Content : Detailed content of notice.

File : Attached file added to notice.

- You can check the notice written, clicking notice'.

Edit Notice

| | |
|---------------|---|
| Title | P-CUBE update to GitHub |
| Date | 2013-11-28 |
| Content | open source on github pcube was registered. |
| Attached File | |

< List

Edit Notice Delete Notice

- You can edit the notice using "notice edit" button at the detailed screen of notice, and delete the notice with "notice delete" button.

Chapter 11 : Environment Settings

Environment Settings

You can edit the variable on basic settings of website.

1. Move to environment setting screen by clicking "Environment Setting" menu on the left screen.

Configuration


- You can change the title of the web site.

- You can change the institute's logo in the upper-right part of the page as well as the bottom of the page.

Website title


- This is a title of a website displayed at the upper part of the browser.

Institution logo



- Image of 45 pixel dregree lengthwise is recommended.
- Please use file format of jpg, fig, png.

The bottom of page



- Image of 45 pixel dregree lengthwise is recommended.
- Please use file format of jpg, fig, png.

Contents at the top

Contents below

Repository name

- Repository name is used for 'Publisher' of item

Admin Information

When sending an e-mail on new registration of a user, or task of changing password, administrator contact will be displayed.

Name

E-mail

Telephone Number

Name of website : Title shown at the tab of web browser.

Institute Logo : Logo of institute or department placed at the upper right of the screen.

the bottom of the page

- Image File : File logo displayed on the bottom of the page.

- Content above : Information to be displayed in the first line among information on the bottom of the page. E.g.) Institution address

- Content below : Information to be displayed in the second line among information on the bottom of the page. E.g.) copyright

Repository Name : Use for 'Publisher' metadata when submitting an item.

Administrator Information

- Name : name of a user.

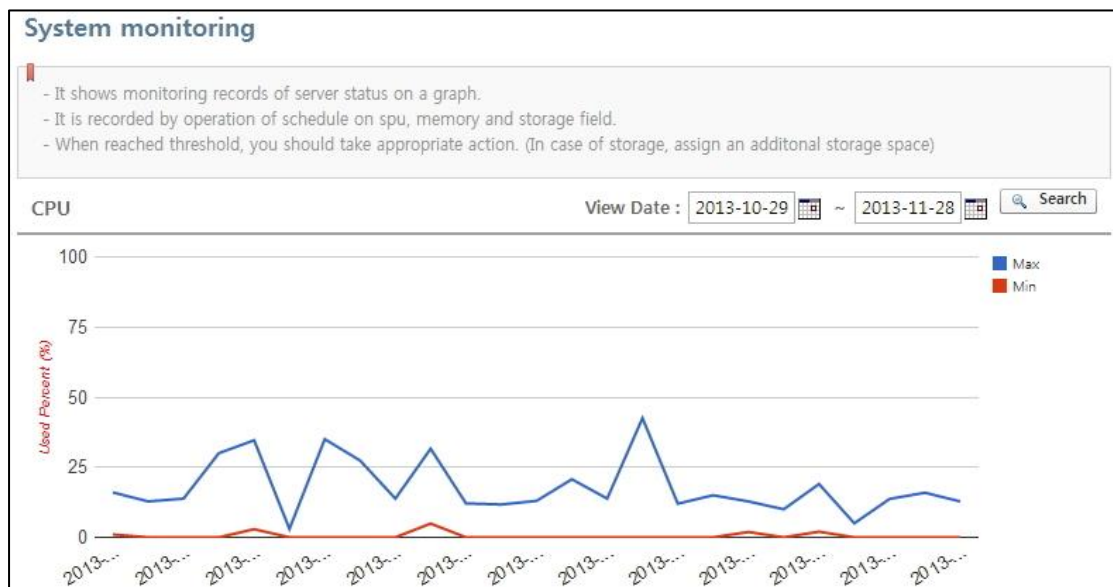
- E-mail : E-mail of a system administrator.
- Phone number : phone number of a system administrator.

Chapter 12 : System monitoring

System monitoring

It provides information on checking state information periodically such as CPU, Memory, and Storage of installed server where P-CUBE is installed.

1. Move to system monitoring screen by clicking "system monitoring" menu on the left window.



It would not be used depending on the settings of cube.cfg. (It is described at developer manual as setting file of P-CUBE.)

You can search with search date by period. (Case of storage, search with month)

Put mouse cursor on graph, the related date and data will be displayed. Data by inspection period with clicking.

If it reaches risk figure with setting of cube.cfg, an alarm e-mail can be sent to e-mail of administrator.