



BIA: User's Guide

BIA Layout

Main Menu

1. First Row

1.1. Simple Search

1.2. Last Document/ Volume / Person or Place Entry

2. Second Row

2.1. Advanced Search

2.1.1. Advanced Search Filters: Title/Occupation and Roles

2.1.2. Advanced Search Filters: Topics

2.2. Community Forums

2.3. My History

3. Third Row

3.1. My Messages

3.2. Personal Directory

3.3. My Marked List

Work Panels:

1. Right Panel

2. Left Panel

F.A.Q

Q. Why do Right Panel lists sometimes open records in Left Panel, and sometimes in the right?

Q. How can I print an entry?

Q. Can I export or share an entry?

Q. Can I create a list of entries I am interested in?

Q. Can I save/print BIA's digitized images?

Q. How can I take notes while working?

Q. How can I access/change my User Profile?

Q. Can I send a direct message to other BIA users?

Q. How do I cite information and quotations extracted from BIA?

Q. Where do I direct any observations I might have regarding the contents of an entry?

Q. How can I become an Off-Site Fellow of MAP?

BIA LAYOUT

The screenshot displays the BIA layout for the search results of 'Medici, Cosimo I de'. The interface is divided into three main sections: a top navigation bar, a left panel, and a right panel.

Top Navigation Bar: Includes a search bar with 'Simple Search in All' and 'Go' button. Below it, there are links for 'Advanced Search', 'Community Forums', 'My History', 'Help', and 'Log out'. The user is signed in as 'test test, Community User'.

Left Panel (Blue background): Contains the profile of 'Medici, Cosimo I de' (Person ID 203). It includes a portrait, birth and death dates, and a list of documents related to this person. The 'PERSON DETAILS' section shows: Name: Medici, Cosimo I de', Gender: M, Date of Birth: 1519 June 12, Birth Place: Firenze / Firenze / Toscana / Italia, Active Start: 1574 April 21, Date of Death: 1574 April 21, Death Place: Firenze / Firenze / Toscana / Italia, Active End: 1574 April 21. The 'NAMES' section shows: Given: Cosimo, Appellative: Cosimo I.

Right Panel (Green background): Displays the search results for 'Medici, Cosimo I de'. It shows 'Total records found: 72 Records'. Below this is a table with columns: Sender, Recipient, Date, Sender Location, Recipient Location, and Volume (Ins/Pa) Folio. The table lists various documents and their locations.

Sender	Recipient	Date	Sender Location	Recipient Location	Volume (Ins/Pa) Folio
Pagni, Lorenzo di Andrea	Niccolini, Agnolo di Matteo	1541 June 13	Toscana	Place Name Lost	4 (-/-) 297
Serristori, Averardo di Antonio	Medici, Cosimo I de'	1542 May 17	Roma	Firenze	3264 (-/-) 349
Camaiani, Pietro (da Arezzo)	Riccio, Pier Francesco	1543 December 11	Empoli	Firenze	1170 (2/-) 142
Camaiani, Pietro (da Arezzo)	Riccio, Pier Francesco	1543 January 9	Lecce, Eremo di	Firenze	1170 (2/-) 74
Toledo-de' Medici, Leonor de (Eleonora)	Alvarez de Toledo, Pedro (Marqués de Villafranca)	1543 September 20	Poggio a Caliano, villa di	Napoli	5 (-/-) 321
Modesti, Niccolò di Francesco Ducci de'	Riccio, Pier Francesco	1545 August 16	Prato	Firenze	1171 (6/-) 252
Pagni, Cristiano	Riccio, Pier Francesco	1545 August 17	Poggio a Caliano	Firenze	1170a (3/-) 78
Person Name Lost	Person Name Lost	1545 August 31	Firenze	Firenze	616 (8/-) 155

The Primary Search and Viewing page of BIA is divided in three sections:

The Main Menu – the band that runs across the top of the page (here highlighted in yellow) – and two work Panels: Left Panel (highlighted in blue) and Right Panel (highlighted in green) in the lower two-thirds of the page.

This screenshot is identical to the one above, but with the Main Menu, Left Panel, and Right Panel highlighted in yellow, blue, and green respectively to illustrate the layout structure.

Main Menu

Main Menu comprises three rows of functions:

1. The first row:

The screenshot shows the first row of the Main Menu. It features a search bar with the text "Simple Search in" and a dropdown menu set to "All". Below the search bar is a text input field containing "Medici, Cosimo I de" and a "Go" button. To the right of the search bar are four icons with labels: "Last Document entry" (a book icon), "Last Volume entry" (a stack of books icon), "Last Person entry" (a portrait icon), and "Last Place entry" (a map icon).

1.1. Simple Search function

1.2. Document/ Volume / Person or Place entry buttons

2. The second row, buttons to access:

The screenshot shows the second row of the Main Menu, which contains five buttons: "Advanced Search", "Community Forums", "My History", "Help", and "Log out".

2.1. Advanced Search

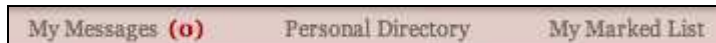
2.2. Community Forums

2.3. My History

2.4. Help

2.5. Log Out

3. The third row, buttons to access:

The screenshot shows the third row of the Main Menu, which contains three buttons: "My Messages (0)", "Personal Directory", and "My Marked List".

3.1. My Messages

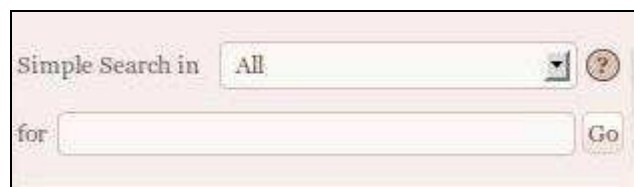
3.2. Personal Directory

3.3. My Marked List

1. First Row

1.1. Simple Search Function

BIA is composed of four interlinked modules. 'Documents' stores information regarding individual documents entered in the database. 'Volumes' contains information about the volumes that have been entered. 'People' stores biographical information regarding the individuals and corporate bodies. 'Places' contains the hierarchy of place names, from continents and nations down to individual buildings and land features.

The screenshot shows the Simple Search Function interface. It features a search bar with the text "Simple Search in" and a dropdown menu set to "All". Below the search bar is a text input field and a "Go" button.

The Simple Search section permits a 'word search' in: 'Document Transcriptions', 'Document Synopses', 'Volumes', 'People', 'Places', or 'All' of the above via a drop-down menu. If 'All' is initially selected, the number of results for each category is given – one of which then needs to be selected. The list of search results is displayed in the Left Panel.

A view of the 'searched word' in highlights results for 'Document Transcriptions' or 'Synopses' can be accessed by clicking the 'Expand Results' button, located just above the search results. In addition, the parameters of the search can be refined using the 'Refine this search'.



Certain searches cannot be effectively conducted from this format and should be undertaken through Advanced Search.

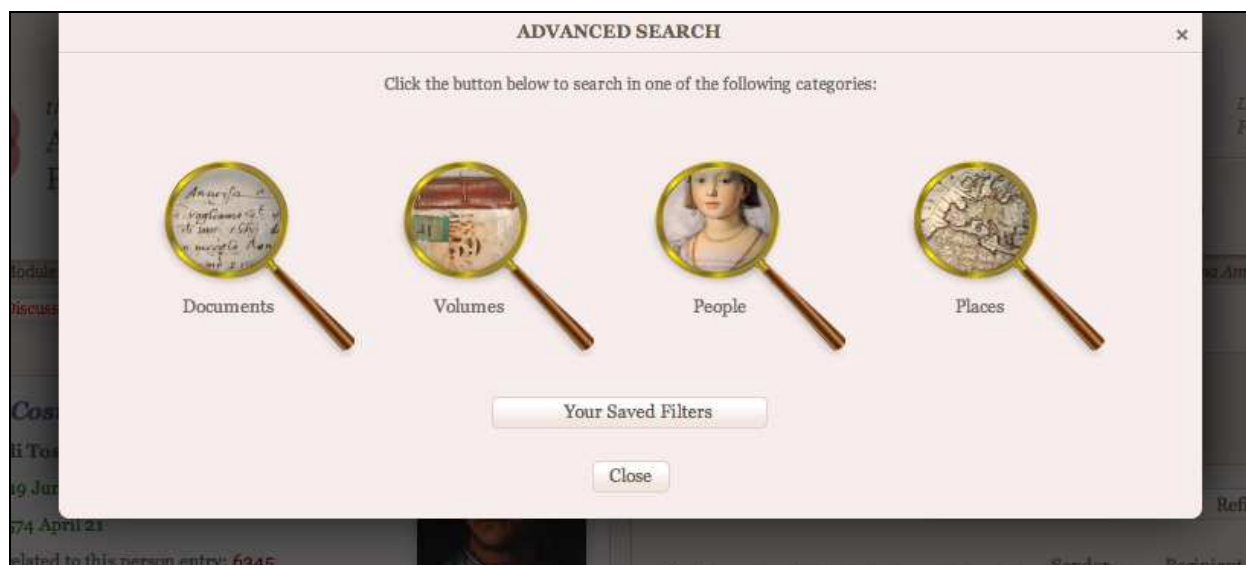
1.2. Last Document/Volume/Person/Place

These four buttons, located in the top right corner above the menu bar, open in Left Panel the last Document, Person, Volume or Place entry that you viewed.

2. Second Row

2.1. Advanced Search

The Advanced Search requires you to select one of four modules: 'Documents', 'Volumes', 'People', and 'Places', then offers custom search filter options. Filter options and research results will differ according to the category selected. For example, a search made through Document Search will put documents in relation to people, while one made through People Search will put people in relation to documents. Before you launch a search, determine first what you are actually looking for.



Search filters options

<u>DOCUMENTS</u>	<u>VOLUMES</u>	<u>PEOPLE</u>	<u>PLACES</u>
-Word search	-Volume	-Name Parts	-Place Name
-People and Places	-Volume Description	Title/Occupation	-Place Type
-Transcription and/or Synopsis	-Correspondents and Context	-Person Details and Vital Statistics	-Linked to People
Topics	-Volume ID	-In Research Notes	-Place ID
-Date Range		-Person ID	
-Volume and/or Folio			
-Document ID			

While most of the search filters are either self-explanatory or common to other searchable platforms, there are two that are peculiar to BIA: **Title/Occupation** and **Topics**. Given their importance and potential usefulness to all BIA users, these two filters require some explanations.

2.1.1. Title/Occupation and Roles Categories (via People search)

You can search for a specific individual or group of individuals via 'Role Categories' or 'Title/Occupation' located in Advanced Search-People, either using the dropdown list of already existing Titles and Occupations or via a word search.

Role Categories are pre-set with lists under the broad categories of Artists and Artisans, Corporate Bodies, Ecclesiastics, Heads of State, Military and Naval Personnel, Nobles, Professions, Scholarly and Literary, State and Court Personnel.

Titles/Occupations Categories are created by MAP's researchers according to the specific profession and nationality of the person at issue, and provide a compromise between practical considerations (like searchability) on the one hand, and linguistic and historical accuracy on the other.

For example: Fernando de Azevedo (Person ID 9681) can be found under the Title/Occupation of ‘Archiepiscopus Burgensis (Burgos)’ (previously entered by MAP’s researchers under the Bishops/Archbishops Role) in Latin, as the role was part of the hierarchy of the Catholic church, and as ‘Presidente del Consejo de Castella’ (entered in the Secretaries/Ministers Role) in Spanish, as the individual was part of the administration of the Spanish Crown. To help users, some Titles were entered in more than one language.

The screenshot shows the 'Title/Occupation' search filter in the MAP database. A dropdown menu is open, listing various role categories under 'ARTISTS and ARTISANS'. The categories include: All Artists and Artisans, Actors/Dancers, Architects/Engineers, Armors/Weapon Makers, Cloth Weavers/Embroiderers, Clothing Makers, Gold/Silver Workers, Jewelers/Hard Stone Workers, Musicians/Singers/Instrument Makers, Painters, Printmakers, and Sculptors. The search results show 16126 records found.

Given the nature of early modern society, the parameters according to which the Titles/Occupations Categories are entered have necessarily retained some level of ambiguity and inconsistency.

2.1.2. Topics Categories (via Documents search)

The Topic Categories were conceived to cover as many aspects of material culture as possible, making reference to kinds of objects, or activities- e.g.: ‘Food and Wine’; ‘Games, Toys and Sports’; ‘Costume and Dress’ etc. - establishing connections between these and geographical or topographical sites.

The screenshot shows the 'Topics' search filter in the MAP database. A dropdown menu is open, listing various topic categories. The categories include: Academies, Animals Exotic and Unusual, Antiquities and Antiquarianism, Archives, Arms and Armor, Art Collecting, Art Legislation, Art Literature, Avvisi, Books and Printing, and Carriages. The search results show 21940 records found.

A full list of the Topics Categories, along with their definitions and entry parameters, is available at [this link](#).


2.2. Community Forums

The Community Forums allow scholars to raise questions and discuss various topics with members of the BIA Community:

- Mediceo del Principato: Documents, People, Volumes or Place
- Scholarly Discussion Forum
- Technical Forum

Creating Forum Discussions: Forum discussions can be opened directly from a Document, Person, Volume, or Place record that is being viewed in the Left Panel of the Main Page by clicking the 'Discussions' button located at the top of this Panel. The same button allows previous discussions regarding the record to be viewed.

Users can create a Discussion regarding a specific topic or problem contacting the system administrators and the onsite Research group.



Search all forums...
Search
Advanced Search

Board Index
User Profile (0 new messages) View your posts
Members

Refresh page
Copy link

Mediceo del Principato	THREADS	DISCUSSIONS	LAST POST
Documents Discussions about a MAP document		47	Last post by ehrizio 2013-07-20 17:45:58.0
People Discussions about a person in the MAP database	8	5	Last post by ehrizio 2013-07-20 17:32:49.0
Places Discussions about a place in the MAP or Getty place index	0	0	empty forum
Volumes Discussions about a volume in the Mediceo del Principato	0	0	empty forum
Scholarly discussion forums		DISCUSSIONS	LAST POST
Welcome! Introduce yourself to the BIA Community		1	Last post by marfatoli 2013-04-26 12:22:01.0
MAP Conferences The Medici and the Levant Conference		2	Last post by ncapponi 2013-03-27 17:30:30.0
Art History Discussions about Art History		1	Last post by itortzakakis 2013-03-30 14:17:33.0
History of Medicine/Science Discussions about the History of Medicine/Science		0	empty forum
Military History Discussions about Military History		2	Last post by epilliod 2013-07-08 16:47:37.0

2.3. My History

Clicking 'My History' opens a new window displaying a list of the twenty most recent database items you have viewed. It can be sorted by 'Date', 'Type' or 'Action'.

MY HISTORY						
Date	Type	Action	Volume/Folio	Volume Number	Place Name	Name
07/22/2013 12:49:09	SearchDocument	Created				
07/22/2013 12:48:31	People	Viewed				Medici, Cosimo I de'
07/22/2013 12:48:19	People	Viewed				Medici, Cosimo de'
07/22/2013 12:48:15	People	Viewed				Medici, Bia di Cosimo I de'
07/04/2013 20:19:59	People	Viewed				Medici, Cosimo di Giovanni de' (il Vecchio)
07/04/2013 20:19:21	Document	Viewed	3000 / 154			
07/04/2013 20:17:42	People	Viewed				Appiani d'Aragona, Iacopo Cosimo
07/02/2013	SearchDocument	Created				
Erase History			Close		Category View	

You can re-view an item in the list by clicking on it and visualizing it in Left Panel.

CATEGORY VIEW						
DOCUMENTS			VOLUME			
Date	Action	Volume/Folio	Date	Action	Volume Number	
07/04/2013 20:19:21	Viewed	3000 / 154	04/22/2013 21:01:04	Viewed	45	
07/02/2013 20:13:56	Viewed	3 / 1	04/22/2013 21:00:58	Viewed	40	
05/28/2013 21:23:55	Viewed	3 / 1	04/22/2013 21:00:05	Viewed	50	
04/30/2013 12:51:27	Viewed	3000 / 154	04/22/2013 20:59:54	Viewed	51	
More →			More →			
PLACE			PERSON			
Date	Action	Place Name	Date	Action	Name	
12/20/2012 23:54:12	Viewed	Carpi / Modena	07/22/2013 12:48:31	Viewed	Medici, Cosimo I de'	
12/19/2012 12:45:04	Viewed	Castello / Firenze	07/22/2013 12:48:19	Viewed	Medici, Cosimo de'	
12/13/2012	Viewed	Citta di Castello /	07/22/2013	Viewed	Medici, Bia di Cosimo I	

3. Third Row

3.1. My Message

Via this button you can write a message to a member of the BIA Community. Click on 'Compose Message' and enter the BIA Community Username of the scholar you wish to get in touch with.



3.2. Personal Directory

Via the 'Personal Directory' you can access and edit:

- 'User Preferences', containing your personal profile, your picture and other information you may want to share with other BIA users. From there you can also edit your Password.
- Your 'Personal Annotations' (this function is not active yet)
- The 'Personal Notes' function allows you to take notes on any element visualized in Left Screen. You can also access and edit your 'Personal Notes' while viewing digitized Documents/Volumes from the 'Page Turner'.



3.3. My Marked List

This button allows you to review at any time the list of ‘marked’ or ‘flagged’ entries (Documents, Volumes, Persons and Places) created by clicking on the “tick” icon on the upper right corner of Left Panel.

MY MARKED LIST

Show 10 entries

Date	Type	Volume/Folio	Volume Number	Place Name	Person Name	Select
04/27/2013 10:08:20	Volume		45			<input type="checkbox"/>
04/18/2013 17:48:33	Volume		52			<input type="checkbox"/>
12/20/2012 23:52:36	Person				Bardi da Vernio, Cosimo de'	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

FirstPrevious1NextLast

Erase ListRemove selectedSelect allPrint selected

Work Panels: Left Panel vs. Right Panel (Primary vs. Secondary)

The screen division beneath the Menu in two Panels has its origins in the entering/editing process, and was established primarily to avoid editing errors. BIA fellows and administrators edit existing entries and enter new ones in the Left 'Active' Panel, while the Right 'Inactive' Panel displays query results allowing the user to view entries information comparing them against the active entries that they are working on in the Left Panel. Consequently the Right Panel is not enabled for editing, and the clickable functions are necessarily reduced to a minimum.

The screenshot displays the BIA interface with two panels. The Left Panel (Primary) shows the details for 'Medici, Cosimo I de', including birth and death dates, a portrait, and a list of related documents. The Right Panel (Secondary) shows the search results for 'Medici, Cosimo I de', displaying a table of documents with columns for Sender, Recipient, Date, Sender Location, Recipient Location, and Volume.

Left Panel (Primary) Details:

Person ID 203 Created by Lisa Goldenberg 12/31/1999

Medici, Cosimo I de'
Granduca di Toscana
BIRTH: 1519 June 12
DEATH: 1574 April 21
Documents related to this person entry: 6346
(View All | Sender 2136 | Recipient 2450 | Referring To 1760)

PERSON DETAILS

Name	Medici, Cosimo I de'
Gender	M
Date of Birth	1519 June 12
Birth Place	Firenze / Firenze / Toscana / Italia
Active Start	
Date of Death	1574 April 21
Death Place	Firenze / Firenze / Toscana / Italia
Active End	

NAMES

Given	Cosimo
Appellative	Cosimo I

Right Panel (Secondary) Search Results:

Your search: **Medici, Cosimo I de'**
Total records found: 72 Records

Expand Results Refine this search

Sender	Recipient	Date	Sender Location	Recipient Location	Volume (Ins/Pa) Folio
Pagni, Lorenzo di Andrea	Niccolini, Agnolo di Matteo	1541 June 13	Toscana	Place Name Lost	4 (-/-) 297
Serristori, Averardo di Antonio	Medici, Cosimo I de'	1542 May 17	Roma	Firenze	3264 (-/-) 349
Camaiani, Pietro (da Arezzo)	Riccio, Pier Francesco	1542 December 11	Empoli	Firenze	1170 (2/-) 142
Camaiani, Pietro (da Arezzo)	Riccio, Pier Francesco	1543 January 9	Lecceto, Eremo di	Firenze	1170 (2/-) 74
Toledo-de' Medici, Leonor de (Eleonora)	Alvarez de Toledo, Pedro (Marqués de Villafranca)	1543 September 20	Poggio a Caiano, villa di	Napoli	5 (-/-) 321
Modesti, Niccolò di Francesco Duoci de'	Riccio, Pier Francesco	1545 August 16	Prato	Firenze	1171 (6/-) 252
Pagni, Cristiano	Riccio, Pier Francesco	1545 August 17	Poggio a Caiano	Firenze	1170a (3/-) 78
Person Name Lost	Person Name Lost	1545 August 31	Firenze	Firenze	616 (8/-) 155

The two Panels also have different features and functions for non-editing BIA Community Users. In BIA's data hierarchy, the Left Panel is primary, the Right Panel is secondary.

1. Right Panel

The initial results of a search, either Simple or Advanced, will appear in the Right Panel as a list of Documents, People, Places or Volumes depending on which search category has been selected. An item selected from this list will open into the Primary Left Panel. Subsequent links clicked in the Left Panel will open either new documents or offer lists of Documents/People/Titles&Occupations in the Right Panel. Any further links clicked from this secondary list will now open additional tabs in the Right Panel. These secondary/new links - now found in the Right Panel - will open

The screenshot displays the BIA interface with the Right Panel (Secondary) showing search results for 'Medici, Cosimo I de'. The panel includes a search bar, a table of results, and buttons for 'Expand Results' and 'Refine this search'.

Right Panel (Secondary) Search Results:

Your search: **Medici, Cosimo I de**
Total records found: 85 Records

Expand Results Refine this search

Sender	Recipient	Date	Sender Location	Recipient Location	Volume (Ins/Pa) Folio
Musefilo, Pirro (Conte della Sassetta)	Medici, Cosimo I de'	1540 October	Napoli	Firenze	652 (-/-) 108
Pagni, Lorenzo di Andrea	Niccolini, Agnolo di Matteo	1541 June 13	Toscana	Place Name Lost	4 (-/-) 297
Serristori, Averardo di Antonio	Medici, Cosimo I de'	1542 May 14	Roma	Firenze	3264 (-/-) 338
Serristori, Averardo di Antonio	Medici, Cosimo I de'	1542 May 17	Roma	Firenze	3264 (-/-) 349
Camaiani, Riccio, Pier		1542			1170

subsequent items also in the Right Panel, regardless of whether they are Document, People, Volume or Place records.

For example: if you search for the word ‘Empoli’ in Volumes via Simple Search, you will get 9 records listed in the Right Panel. By clicking on any one of those records, you will visualize that particular volume in the Left Panel.

Mediceo del Principato - Volume 196
Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni
1551 November 2 to 1552 February 11
Documents related to this Volume record : 49

VOLUME DETAILS

Volume/Filza	196
Start Date	1551 November 2
End Date	1552 February 11
Date Notes	

DESCRIPTION

Organizational Criteria	Chronological
Condition	Filza reconstructed and restored in 1864.
Bound	Yes
Folios Numbered	Yes
Folios Count	96

Your search: Empoli
Total records found: 9 Records

Carteggio	Filza N. (MDP)	Start Date	End Date	Digitized
Minute di Lettere e Registri / Minute: Cosimo I / Segretario: Concino	5	1542 July 24	1547 March 24	YES
Minute di Lettere e Registri / Minute: Cosimo I / Segretario: Concino	13	1549 April 2	1550 March 15	YES
Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni	196	1551 November 2	1552 February 11	NO
Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni	220	1563 April 4	1565 April 7	NO
Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni	238	1571 July 15	1572 June 5	NO
Carteggio Universale / Cosimo I e Francesco, principe reggente	538a	1568 September 15	1568 October 31	NO
Carteggio dei Segretari / Pier Francesco del Riccio	1171	1544 January 1	1545 December 25	NO

Clicking the Documents related to this Volume record, will open a list in the Right Panel.

Mediceo del Principato - Volume 196
Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni
1551 November 2 to 1552 February 11
Documents related to this Volume record : 49

VOLUME DETAILS

Volume/Filza	196
Start Date	1551 November 2
End Date	1552 February 11
Date Notes	

DESCRIPTION

Organizational Criteria	Chronological
Condition	Filza reconstructed and restored in 1864.
Bound	Yes
Folios Numbered	Yes
Folios Count	96

Documents indexed to Volume 196
Total records found: 49 Records

Sender	Recipient	Date	Sender Location	Recipient Location	Volume / Folio
Medici, Cosimo I de'	Amoroso, Costantino (da Scio)	1551 November 4	Pisa	Place Name Lost	196 (-/-) 2
Medici, Cosimo I de'	Rojas, Juan de (Marqués de Pozu)	1551 November 2	Pisa	Palencia	196 (-/-) 3
Medici, Cosimo I de'	Cuppano, Lucantonio (il colonnello)	1551 November 4	Pisa	Portoferraio	196 (-/-) 4
Medici, Cosimo I de'	Habsburg-de' Medici-Farnese, Margarete von	1551 November 4	Pisa	Parma	196 (-/-) 4
Medici, Cosimo I de'	Ferrari, Fabrizio	1551 November 6	Firenze	Bologna	196 (-/-) 5
Medici, Cosimo I de'	Campana, Bastiano	1551 November 7	Pisa	Portoferraio	196 (-/-) 6
Medici, Cosimo I de'	Colonna, Camillo di Camillo (Duca di Zagarolo)	1551 November 8	Pisa	Roma	196 (-/-) 6

Clicking any of the documents listed will open records in Right Panel, not in Left Panel – the full details can be viewed by scrolling down.

[←](#)
[Discussions](#)
[Share/Link](#)

Vol ID 173
Created by Robert Carlucci
02/12/1997

[Welcome](#)
[Volumes Search](#)
[Docs Volume 196](#)
196 / 2

[Show this Document](#)

Mediceo del Principato - Volume 196

Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni

1551 November 2 to 1552 February 11

Documents related to this Volume record : 49

[Show documents](#)

Volume: 196 Folio: 2

FROM: *Medici, Cosimo I de'*

Pisa / Pisa / Toscana / Italia

TO: *Amoroso, Costantino (da Scio)*

Place Name Lost, Not Indicated or Unidentifiable / Top of the TGN hierarchy / Top of the TGN hierarchy / Top of the TGN hierarchy

1551 November 4

VOLUME DETAILS

Volume/Filza	196
Start Date	1551 November 2
End Date	1552 February 11
Date Notes	

DESCRIPTION

Organizational Criteria	Chronological
Condition	Filza reconstructed and restored in 1864.
Bound	Yes
Folios Numbered	Yes
Folios Count	96

DOCUMENT DETAILS

Doc ID	16992
Volume	196
Insert/Part	/
Document Starts at Folio	2 /
Paginated	NO
Nonconsecutive	NO
Document Typology (other than letter)	
Modern Date	
Recorded Year	1551 November 4
Date uncertain or approximate	NO

This is because the search started from the Volume module, and only the results of the original search are considered primary.

To transfer a record from the Right 'Inactive' Panel to the Left 'Active' Panel (thus making it primary), use the button at the top of the Right Panel: 'Show this Person/Document/Place/Volume'.

2. Left Panel

The elements visualized in Left 'Active' Panel will always be the primary. This Panel also gives users access to a series of functions that are not available in the Right Panel.

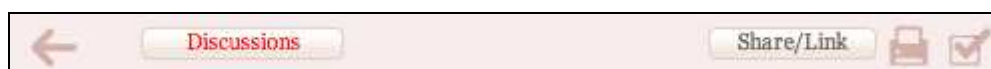


The screenshot shows the 'Left Panel' for a person's record. At the top, there is a navigation bar with a left arrow, a 'Discussions' button, a 'Share/Link' button, a printer icon, and a checkmark icon. Below this, the text 'Person ID 203' is on the left and 'Created by Lisa Goldenberg 12/31/1999' is on the right. The main content area features the name 'Medici, Cosimo I de'' in a large, stylized font, followed by 'Granduca di Toscana'. Below this, the birth and death dates are listed: 'BIRTH: 1519 June 12' and 'DEATH: 1574 April 21'. A line of text states 'Documents related to this person entry: 6346'. Below this, there are links: '(View All | Sender 2136 | Recipient 2450 | Referring To 1760)'. To the right of the text is a portrait of Cosimo I de' Medici. Below the main content area is a section titled 'PERSON DETAILS' which contains a table of information.

Name	Medici, Cosimo I de'
Gender	M
Date of Birth	1519 June 12
Birth Place	Firenze / Firenze / Toscana / Italia
Active Start	
Date of Death	1574 April 21
Death Place	Firenze / Firenze / Toscana / Italia

Functions available from the Left Panel:

- Open a Discussion on a specific record in the Community Forums by clicking on the 'Discussion' button.
- Export records or share them via Twitter, Facebook and GooglePlus by using the Share/Link button.
- Print records via the 'printer' icon (upper right corner of Left Panel).
- Add the records to your Marked List by using the 'tick' icon (upper right corner of Left Panel). You can open your list clicking on the Marked List button located in the third row in the Main Menu bar.
- View series of records previously viewed in the Left Panel by using the arrows in the upper left-hand corner, or via the 'My History' feature in the Main Menu.



F.A.Q.

Q. Why do Right Panel lists sometimes open records in Left Panel, and sometimes in the right?

A. The different ‘behavior’ of the two seemingly identical lists is caused by the fact that the queries that have originated them have different starting points.

For example: If you commence the search within the Document module i.e. via Basic Search => Doc. Transcriptions/Synopses or via Advanced Document Search, the list is a ‘Prime’ list, and all records will open into the Left Panel. All other fields (Volume, Documents, People, Places) searches leading to a Documents list will provide a ‘Secondary’ List where the document records will be visualized in the Right Panel.

Q. How can I print an entry?

A. You can print any selected entry in the Left Panel or in your Marked List by clicking the printer icon in the upper right corner of the Left Panel. However, the manuscript images connected with the record cannot be printed.

Q. Can I export or share an entry?

A. The Share/Link function opens a new screen with the record you are viewing, and provides you with the option of sharing it via Twitter, Facebook and GooglePlus, or by copying the http address.

Q. Can I create a list of entries I am interested in?

A. You can create a list of ‘marked’ or ‘flagged’ entries (Documents, Volumes, Persons and Places) by clicking on the ‘tick’ icon (upper right corner of Left Panel). The list can be reviewed and edited at any time using the ‘Marked List’ button located in the third row in the Main Menu bar.

Q. Can I save/print BIA’s digitized images?

A. No. All the digital images from the Mediceo del Principato Archive are copyrighted by the Ministero dei Beni Culturali of the Italian Republic.

Q. How can I take notes while working on BIA?

A. You can do so via the ‘Personal Notes’ function available in the Personal Directory menu or, if you are working on digitized Documents/Volumes, in the Page Turner.

Q. How do I access/edit my profile?

A. Clicking ‘Personal Directory’ and then ‘User Preferences’ opens a window in which you can view and edit your profile.

Q. Can I send a direct message to other BIA users?

A. You can do so via the ‘My Messages’ button in the Main Menu’s third row.

Q. How do I cite information and quotations extracted from BIA?

A. Any quotation from BIA is to include a precise reference to the entry or the Forum contribution which is being quoted. These are the citation formats required/suggested by MAP:

For an entry (Document, Volume, Person or Place):

In addition to the usual details for an archival reference (which may vary according to the rules set by the publisher) the citation must include the ID number of the entry in the BIA database in the following format:

MAP Doc/Vol/Person/Place ID# Id number

For example:

MAP Doc ID# 3338

MAP Vol ID# 329

MAP Person ID# 203

MAP Place ID# 28599

For a Forum contribution:

Regardless of the style adopted, citation must include:

- Full name of the contributor (this can be identified via ‘Community forums’, ‘Members’)
- Title of the post
- Date of the posting
- Name of the Discussion
- Date in which the post was downloaded
- URL of the posting (copy it via the ‘Copy Link’ button)

For example:

Tzortzatakakis, Ioannis. “Museo vs. Galleria”, 30 March 2013. Art History Forum. 3 April 2013.

<http://bia.medici.org/DocSources/community/ShowTopicForum.do?forumId=&topicId=61&postPageNumber=1&postPageTotal=1&postsForPage=10&completeDOM=true>

Q. Where do I report any observations regarding the contents of an entry?

A. You can report any observation via the Forums, opening a Forum Discussion (via the ‘Discussion’ button) on the entry at issue, or sending a direct Message or email to the BIA Coordinator:
arfaoli@medici.org

Q. How can I become an Off-Site Fellow of MAP?

A. The entering and editing of documents is restricted to MAP Fellows (Senior, On Site, Off Site). To become a Fellow, and thus be able to edit or insert new information in the BIA interactive database, you need to receive clearance from the system administrators and the onsite Research Group. You may be required to undergo a training/evaluation process.

To express interest, or for further information, please contact: arfaoli@medici.org