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# Ngan'gi Website: Tips and FAQs

Note: Once released to production, all ngan’gi urls in this document should be updated from [https://ngangi-staging.intersect.org.au](https://ngangi-staging.intersect.org.au/dashboard/communities) to the Production url.

## For general logged-in Contributors:

### General Principles on the website for Communities, Collections and Protocols:

#### Communities

* + 1. Communities can be large or small, public or private, and your Mukurtu site can have as many communities as needed. Communities can be large or small, public or private, and your Mukurtu site can have as many communities as needed.
    2. Each community represents a group of content contributors and site users and contains digital heritage items relevant to those community members. User access to individual digital heritage items within a community is managed through the use of cultural protocols that are created within the community.
    3. Some examples of communities could be specific families or clans, tribal government departments, or a space for youth-appropriate content.

#### Cultural Protocols

* + 1. Each cultural protocol exists within a community, and each community can have multiple cultural protocols. Digital heritage items are placed within at least one cultural protocol and can then be viewed by users who are also members of those protocols.
    2. There are two types of cultural protocols: open and strict. Digital heritage items within an open protocol can be viewed by anyone (including anonymous site visitors), while items within a strict protocol can only be viewed by members of that protocol. Multiple protocols can be layered to ensure that users can only view items appropriate for them, and to provide very granular access. For example, if an item is part of the two strict protocols ‘Women Only’ and ‘Elders Only,’ then only users who are members of both the ‘Women Only’ and ‘Elders Only’ protocols can view that item.
    3. Some examples of cultural protocols could be gender-based (male only, female only), age-based (elders only, no youth), seasonal access only, clan or tribal affiliation, secret/sacred, community only, or public access/open.

#### Categories

* + 1. Categories are terms that describe your digital heritage items. They should be broad enough that each item on your site is represented by at least one category and so each category describes many items. For example, ‘Fishing’ or ‘Food’ may make good categories as they could apply to a range of items, but ‘salmon’ may not make a good category, as it is likely to only apply to a small number of items. For narrower or more specialized terms, consider using keywords. More information about keywords is available in the support article [Using Categories and Keywords.](http://support.mukurtu.org/customer/en/portal/articles/2430094-using-categories-and-keywords)
    2. Most Mukurtu sites usually have around 10-15 categories, but the categories chosen should reflect the collection and users.
    3. Some examples of commonly used categories include Lifeways, Education, Lands, Architecture and Dwellings, Language, Ceremony, and Artistry and Artifacts.

1. **TIP:** <http://mukurtu.org/mobile/>​ with Apple & Android downloads may make data editing easier on devices. ​There's a Help Guide at <https://github.com/MukurtuCMS/mukurtu-mobile/wiki/02_User's-Guide>​, but we’ve noticed in a quick look through that the only way to publish Videos from the app (at the time of writing this help guide) is via a YouTube login, so ​possibly it won't suit all User’s purposes, but we think worth a look to see if it makes mobile usage any easier for you.

### To add items (Photographs, Videos, Audio):

* 1. create a **Community** (or select an existing one)
     1. To add Community navigate to ‘**+ Community**’ on Home page or Click on ‘**Dashboard’** on Home page and click on **Communities-> ‘Create Community’**.
     2. At the bottom of the page click on **Comment Settings** to set commenting option for authenticated users. (Select open or close). (By default it is open).
     3. To add thumbnail images/media with community name: While in the Add/Edit Community, click on **SCALD** (the grey button on centre right side of the screen). Select **type of media** e.g. images button (3rd option vertically); previously uploaded images will show here and can be used for the Community’s page content or you can add new images.(**SCALD Media Manager**)
     4. Click on **Add files**; **choose** a picture from your computer.
     5. Click on **Start upload** - when you see status as 100% scroll down on the same opened window, and click on **Continue.**
     6. If a **protocol** is already generated, **select** a protocol from drop down menu.
     7. **Identifier** is a unique name for the image. (It is a good practice to have identifiers for each media item uploaded).
     8. Add **other details** regarding thumbnail image.
     9. A **license** and **category** can be added.
     10. Click on ‘Finish’. The image will appear on the right hand side panel of the screen.
     11. **Click and Drag** the image to **Thumbnail** image space, or select it and “**Insert”** if your browser won’t support Click and Drag.
     12. Also, check Publishing options and select `**Published**’ - This only publishes the data just filled to this Community’s page.

#### Add Digital Heritage Item

* + 1. Add Digital Heritage item from `**+ Digital Heritage**` from home page or Navigate to Dashboard and click on `**Add Digital Heritage item**’ under Content and Collections
    2. Enter Digital Item Heritage’s **Title, summary**
    3. Add **images/videos** (same as adding SCALD media for 3.2 above)
    4. Choose **protocol, community** and which **category** it belongs to
    5. To add **Labels, License** : Click on **Rights and Permission** tab -select l**abels, permissions** etc.
    6. To add **Additional Metadata** - Select `**Additional Meta Dat**a`tab from `**Additional Metadata**`

#### Create Collections (or select an existing one):

* + 1. Click on `**+Collection**` or navigate to Content and Collections and click on `**Create a collection**`
    2. Fill in Collection **name** and other basic data
    3. Navigate to **Digital Heritage Items** tab
    4. Add media from SCALD (Same as adding media for 3.2 above)

#### Add an unformatted Dictionary Word:

* + 1. Click on add `**+ Dictionary word**` on home page
       1. Fill in necessary information, change to ‘**Relations**’ tab & fill necessary information.
       2. Click on ‘**Save**’.
       3. An Administrator will review the site from time to time, and can format any added words to match the other Dictionary entries on the site.
  1. **Searching words in the Dictionary search frame.** The dictioanary is capable of searching using basic regular expression searches (regex). For mor information about these, see: <http://www.rexegg.com/regex-quickstart.html>

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## For Community Administrators:

1. Before adding a Community, Collection or Protocol, see [Principles of Communities, Collections and Protocols:](https://docs.google.com/document/d/1nSeD8L8zEXr3GGJ2kmajcl7FARgYFhHQBDai4iTx8Ak/edit?pli=1#heading=h.g56zmc7m87qz)

To see how Communities, Collections and protocols are constructed on the website,

see <https://ngangi-staging.intersect.org.au/dashboard/communities>

### To create a Community (or select an existing one)

* 1. To add Community navigate to ‘**+ Community**’ on Home page or Click on ‘**Dashboard’** on Home page and click on **Communities-> ‘Create Community’**.
  2. At the bottom of the page click on **Comment Settings** to set commenting option for authenticated users. (Select open or close). (By default it is open).
  3. To add thumbnail images/media with community name: While in the Add/Edit Community, click on **SCALD** (the grey button on centre right side of the screen). Select **type of media** e.g. images button (3rd option vertically); previously uploaded images will show here and can be used for the Community’s page content or you can add new images.(**SCALD Media Manager**)
  4. Click on **Add files**; **choose** a picture from your computer.
  5. Click on **Start upload** - when you see status as 100% scroll down on the same opened window, and click on **Continue.**
  6. If a **protocol** is already generated, **select** a protocol from drop down menu.
  7. **Identifier** is a unique name for the image. (It is a good practice to have identifiers for each media item uploaded).
  8. Add **other details** regarding thumbnail image.
  9. A **license** and **category** can be added.
  10. Click on ‘Finish’. The image will appear on the right hand side panel of the screen.
  11. **Click and Drag** the image to **Thumbnail** image space, or select it and “**Insert”** if your browser won’t support Click and Drag.
  12. Also, check Publishing options and select `**Published**’ - This only publishes the data just filled to this Community’s page.

### To create a Protocol:

* 1. To add Protocols (User must have Community Administrator permission) navigate to `**+ Cultural Protocol**` on home page.
  2. Fill in necessary details like **Name**, **Accessibility of the protocol**, **parent community**.
  3. Select **parent community** and click on ‘**Save’**.

### Selecting existing Protocols

* 1. To see Protocols that have already been created, go to <https://ngangi-staging.intersect.org.au/dashboard/communities>. Alternatively, select ‘**Content’** (Drupal top leftt corner if an admin user). A list should appear of all the content items created, including ‘Protocols’. Protocols are categorised under ‘Type’ as ‘**Cultural Protocols’**
  2. Select a Protocol to explore configurations and settings.

#### Add People:

* 1. Click on **People** on Home Screen
  2. Click on `**+Add User**`
  3. Fill necessary information with Role for the User.
  4. You can also notify user via email (Click on Tick box provided)
  5. Click ‘**Save**’.
  6. **FAQ: I want to add a user who doesn’t have an email address**. Answer: If you need to add someone who doesn’t have an email, you can create a temporary email mailbox by using <anyname>@mailinator.com. When the system sends out the welcome email to set up their password/account, go to <https://www.mailinator.com/> and enter in the address you’ve used. That email will stay available at mailinator for a few hours. If the user needs to recover a password, the same method of go to <https://www.mailinator.com/> and enter in the address they’ve used will also allow the user to recover an account.

#### For more information on how the SCALD library works for uploading content for the website see good tutorials, presentations and & podcasts about SCALD,available at <https://www.drupal.org/node/2101885>

1. **FAQ:** As a Community Administrator, It’s not obvious to me how I control what a community sees. Can I specify that an item is visible to all communities by specifying all, or by not specifying any? **Answer:**
   1. Specific to Ngan'gi site: <https://ngangi-staging.intersect.org.au./dashboard/communities> shows specifically how your own Communities > Protocols are currently working, with Edit links to each Protocol
   2. <http://support.mukurtu.org/customer/en/portal/articles/2430079-how-do-user-roles-and-permissions-work-> gives a good overview on how Permissions/Communities/Protocols work, and the linked [MukurtuUserRoles\_PermissionMatrix.pdf](https://drive.google.com/open?id=0BykxtKpMuwIERG1PTzJpZ3V1dWM) shows a further overview of how the Permissions work on the site.
2. **FAQ:** I’ve created a new community and want to invite someone to join. There’s both ‘Add Members’ and ‘Invite Users’ tabs, but both state the email address I enter to be ‘the following user does not exist’. Need my invited guest already be a user before being an invitee? Can I invite a User unknown to the website? **Answer:** No, the invitee needn't be logged into the system first if you are an Administrator. To invite a new user:
   1. Logged in, from homepage, use "+ User" link in main navigation should take you to https://ngangi-staging.intersect.org.au/admin/people/create. Here you can add a not-previously-logged User, assign them roles, and add them directly to a Community (or more than one). They'll receive an email which has a link to access the site where they can create their own password.
   2. Alternatively, from Dashboard (https://.../dashboard), go to (Site Users) -> Add User -> https://ngangi-staging.intersect.org.au/admin/people/create.
   3. Once a user is in the system, you can additionally add them to a Community/Protocol via that Community/Protocol > Edit > Invite
3. **FAQ:** I’ve figured out the Scald Library, and have successfully added an image to it and then accessed that image to add it to a Digital Heritage item. That item was a photo, but it doesn’t automatically appear under the ‘Photographs’ tab. **Answer:** If you want photos to show to all site visitors e.g. via the "Photographs" link, you need permission to edit the "Photographs" page directly and add/delete photos as usual (by adding through Scald) - Note though, the “Photographs” page is currently visible to every visitor to the site, even unlogged users .
   1. Permissions may be added to individual photographs if/as they're added as Digital Heritage Items to only display to certain Community/Protocol members. To subsequently view these content items you need to be a member of the nominated Community/Protocol to enable access to them.
   2. There's probably several ways to do this, but one way to review what you've already added to Scald is to is to go to Dashboard > (Content and Collections) > View Media (<https://ngangi-staging.intersect.org.au/admin/content/atoms>)
   3. This differ​s from the 'Audio-Video' link which updates with anything that's been added as a "+ Digital Heritage" item

#### FAQ: How can I add an EOPAS item?

* + 1. Precondition 1: The following is assuming the files being uploaded have been processed by ELAN software - See <https://tla.mpi.nl/tools/tla-tools/elan/> for ELAN download and User guides for ELAN)
    2. Precondition 2: **Video & Audio files** able to be uploaded to EOPAS:  **wav, mp3, mov, mp4** (these will be transcoded to the (ogg) streaming format - future plans include transcoding to WebM and MP4, but these are not available in the current version of EOPAS)**. Please be patient as it can take a few minutes to complete the uploading and transcoding process.**
  1. As a user with permission to upload to EOPAS, go to <insert Production url> (<https://eopas-staging.intersect.org.au/> for Demo). User may have to register and you’ll receive an email which will give them access to the site)
  2. Once logged into the EOPAS server:
     1. Click on “Upload media” (on the top bar)
     2. Fill in the basic metadata fields and upload the video file (.wav or .mp4).
     3. Save this video record. This may take a few minutes to upload so be patient. Don’t leave this upload page until “100% complete” shows in the left footer. Video/Audio must have transcoding completed before the next steps are relevant.
     4. Then, back on the homepage, click on “Upload Transcripts” (on the top bar)
     5. Go through the same process as with the video. Fill in metadata and upload .eaf file. (.eaf file is the ELAN export, which EOPAS accepts along with some other xml formats)
     6. Save this transcript record.
     7. Go to "Browse Transcripts” and click on the record you added.
     8. In the top-left corner, click on “link to video record” (NEED TO CHECK THIS) and find the relevant video/audio and select the “Attach” link
     9. Go to “Browse Media” & select the (now transcript-linked) Video/Audio record and copy the URL.
  3. Embed the video in Murkutu
     1. Sign in as admin to Murkutu
     2. click on “Digital Heritage” (on the Murkutu menu options)
     3. Create asset then:
     4. add Atom Item by clicking on the “Create a new eopas atom” gold symbol in the scald sidebar
     5. Enter/paste EOPAS URL and fill in basic metadata.
     6. Then from the scald sidebar, you can drag and drop the eopas item into the relevant field in the asset
     7. Fill in the metadata. You may also want to consider filling in Additional Metadata (including location). If so, click on Additional Metadata and fill in details.
     8. Click “Save”