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Part 2: Administrator Interface
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0 REVISION AND DISTRIBUTION HISTORY AND STATEMENT OF ORIGINALITY

Revision History

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NB: The Software and user interface was developed in collaboration and with input from the TMG over the past 6 months.

Statement of Originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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1 DESCRIPTION OF WORK

This document illustrates the usage of the OAI-Provider and represents the perspective of the Administrator. With the OAI-Provider you can search through all data that has been uploaded from the ABCD repositories and transformed into Europeana ESE records. After a short general chapter the possibilities for the administrator are described. For better understanding screenshots are attached.

The following figure depicts the workflow for the ingestion of OpenUp! records into the Europeana portal1. In the present document the administration tools of the OAI-Provider are being described (point 6 of this workflow - highlighted in red).

![Figure 1 Ingesting records into Europeana (overall workflow)](image)

The OAI-Provider is a platform to control the created ESE records and collections. This platform is the final part in the whole process. Before data sources can be uploaded on the OAI-Provider-platform they have to be harvested with the GBIF Harvesting and Indexing Toolkit (HIT). The results of the harvesting process are metadata and ABCD records for each data source. These records are transformed with the software Pentaho2 into ESE records. An adjacent transformation uploads the files to the platform.

Please note that the OAI-Provider-platform facility on which the OpenUp! implementation is based upon has several additional functionalities that are not in use yet, but may be in the future (for example the vocabulary and thesauri functions).

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2 THE OAI PROVIDER FOR ADMINISTRATORS

When going to http://web-openup.nhm.ac.uk/oai-provider/index.php you can see the following window, provided that you have the appropriate access rights (see Figure 1).

2.1 Logging in

As an administrator of the OpenUp! OAI platform you have to log in to the platform. There is a link on the left side of the start window or in the upper right corner (see Figure 2).

![Figure 2 Welcome screen of the OAI-Provider with “Login” links](image)

When clicking on one of these links the following window appears (see Figure 3).

![Figure 3 Logging in](image)

When you have typed in your user account and password you have the possibility to check the option “Remember me” so you do not need to type in name and password again at your next visit.

After clicking “Login” you will see the following message (see Figure 4).
Click on “Continue” and you can start searching (see Figure 5).

2.2 My Searches

A useful function of the OAI-Provider is the possibility to save your searches. To do this you need to select one or more records by ticking one or more fields and click on the orange folder symbol above (see Figure 6).

When you have done that you will see the following lines (see Figure 7).
You can either “Restore a previous search” or “Select from saved searches”. When you select “Add to searches” a small window opens to indicate the search is saved (compare Figure 7).

Now you can go to “My Searches” on the left side (see Figure 8).

When you click on this link you can see your saved searches with “Title”, “Database” and “Date”. You can also delete them by clicking on the dustbin under “Operations” (see Figure 9).
When you click on one of your saved searches they are again filled in the search interface and you can restart the search by clicking on “Go”.

### 2.3 My Favourites

As mentioned above a record is added to your favourites when you click on the paper clip symbol. When you have done that a small window saying “Favourite added” appears (see Figure 10).

When you now click on “My Favourites” on the left side you can administer your favourites (see Figure 11).
As you can see the favourite record is represented by the most important ESE fields: Identifier/Type/Europeana Type, Title/Contributor, Europeana is Shown By/Europeana Is Shown At and Source/Europeana Rights.

On the right side of each record you have four symbols (see Figure 12).

![Figure 12 What you can do with your favourites](image)

You can either “display” the record, “remove it from favourites”, “add it to your basket” or “print” it (from left to right).

2.4 Administration Area

The OAI Provider contains an own “Admin Area” (see Figure 13).
After clicking on the link in the top right corner you will see the following window (see Figure 14).

![Figure 14 The “OpenUp! Administration area”](image)

In the following sections we will have a look on some important functions.

### 2.5 Collections

When you click on “Collections” (the second at the left, compare Figure 14), you have the following option: “Edit Collection” (see Figure 15).

![Figure 15 Clicking on “Edit Collections”](image)

When clicking on this link you will see the complete list of all collections in the OAI Provider (see Figure 16). In the table you can see the Collection and the Identifier. Both are represented by the official acronym of the Europeana Content Provider in the OpenUp! project.

![Figure 16 Listing the Collections with their Identifier](image)

If you click on one of the collections at the left (in this example ETI) the user interface for adding a Collection is shown (see Figure 17). There you can see all the fields that have been filled in when creating the collection ETI. You have to fill in three fields: “Collection Identifier”, “Type” and “Item Type”. 
2.5.1 Adding a new Collection

If you want to add a new Collection you have to click on the symbol at the top right corner (see Figure 18).

When you have clicked on “New” you will see the following mask (see Figure 19).
Like mentioned above you have to fill in three fields: “Collection Identifier”, “Type” and “Item Type”. The “Collection Identifier” is the acronym of the Europeana Data Provider (see Figure 19 with the example LANDOOE).

Figure 20 Creating the new Collection LANDOOE
After creating a Collection Identifier you have to select the “Type” – which is “Collection”. If you need help filling in the fields you can click on the [...] symbol at the right side to go to a “Lookuptlist”. It shows the used terms for a specific field with its number in brackets (see Figure 21).

![Figure 21: Lookuptlist for the Collection Identifier](image)

Besides the “Item Type” you can see a [+] and a [−] (see Figure 22). When clicking on the plus an additional field is appearing, when you click on the minus, you delete one field.
When everything has been filled in correctly click on the save symbol on the top right corner (see Figure 23). When this is done you can see the message “Successfully saved” (compare Figure 24).
Figure 24 A new Collection has been successfully saved

You can have a look at the newly created Collection by clicking on “Collections” on the top right corner (see Figure 25).

Figure 25 Open a list of available collections

When you click on one of the organisation names in the collections area all records of this partner are immediately searched and displayed (see Figure 26 and Figure 27).
Figure 26 Clicking on the partner acronym

Figure 27 Result list after clicking on the partner "BGBM"
2.6 Users

Now we continue with another section of the Administration area: Users (see Figure 28).

![Figure 28 Clicking on "Users"](image)

When you have clicked on “Users” you will see three sub-categories (see Figure 29).

![Figure 29 Sub-categories of "User"](image)

When clicking on “User List” you have the possibility to create a new user or delete an existing one (see Figure 30).

![Figure 30 The User list](image)

Another category of User is “Groups” (compare Figure 29, the second one). Here different types of users can be defined (for example administrator etc.). Each user group has special permissions (see Figure 31).
Finally you can edit your own profile by clicking on “Edit my profile” (compare Figure 29). Here you can change your name and password etc. (see Figure 32).

2.7 Portal Languages

In the Administration area you can select a specific language too by clicking on “Portal Languages” (see Figure 33).
After clicking on “Portal Languages” you have two options: “Available languages” and “Export languages” (see Figure 34).

When clicking on “Available languages” you can see a complete list of all languages that are available on the portal (see Figure 35). You can also delete one language or create a new one.

When selecting “Export languages” (see Figure 34) you can download an Excel sheet with all the information you can see in Figure 35.

2.8 List Browse

Now we will have a look at the “List Browse” function (see Figure 36).

When clicking on the icon you will see the following window (see Figure 37). These datafields represent the browse categories. That means you can browse by Europeana Data Provider, Partner, Collections, Europeana Type, Europeana Rights, OAI published and Invalid Records.
When clicking on one of the orange titles – for example Europeana Data Provider – you can edit the browse data field (see Figure 38).

The administrator can add any indexed data field to the Browse section. Click on the button to start this process.

2.9 **Europeana Content Checker**

Finally we have a look at the Europeana Content Checker link (see Figure 39).

After clicking on the last icon the Content Checker client tool is downloaded. Then you have to log in (see Figure 40).
The interface allows a simple upload of metadata (no thumbnail generation) and a preview of the data in Europeana look-and-feel style (see Figure 41).
3 LIST OF REFERENCES

This document is based on the production version 1 of the OpenUp! OAI-PMH Platform at the AIT test server 16 Feb. 2012. The production system is available at http://web-openup.nhm.ac.uk/oai-provider/index.php (login required).
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