OPENDLIB SYSTEM INTERFACE

USER GUIDE – Version 1
January 11, 2006

Introduction

The OpenDLib System is accessible at: http://www.opendlib.com/
The System Interface is organized into work environments (HOME, COMMUNITY, INFORMATION SPACE, SEARCH, BROWSE) which in their turn are organized according to different menus. This User Guide is presented under the following three Sections:

SECTION I – USER FUNCTIONALITY

SECTION II - DOCS MANAGEMENT - AUTHOR FUNCTIONALITY

SECTION III - DOCS MANAGEMENT - ADMINISTRATOR & REVIEWER
                FUNCTIONALITY

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HOME

OpenDLib provides access to different document collections, public or private, which are distributed through the web. Any user can select collections which interest her/him using the INFORMATION SPACE options and access the SEARCH- and BROWSE functionality

COMMUNITY

This environment allows any user to access OpenDLib as a "registered user" (entering **Login** *and* **Password***) or to register by filling in the form displayed by the system (data tagged with a red asterisk are mandatory). Registered users may be entitled to different access rights.*
The menus of the COMMUNITY environment may only be accessed by registered users.

- **MY ACTIONS**
  - **Personal Data**

    - **View Profile** shows the user "profile" data.

    - **Edit user data** updates user data.

    - **Unregister** deletes user name from the DL register

  - **Logout** stops the user operating as a "registered user".

- **USER MANAGEMENT** (Only accessible by DL Administrators)

  - **View all users** allows the DL Administrator to manage user access rights
  - **Find a user** *(Under construction)*

- **GROUPS** is used to create work groups and share information

  - **New** defines a new group. The user is requested to enter a **Name** identifying his/her group, a **Description** (optional) and to create either a "public" group, accessible by all users (option **YES**) or a non-public group (**NO**). The "CREATE" button terminates the operation and "CLEAR" button cancels all entered data.

  - **View**

- **Public Groups** lists all "public" groups. Each group description contains the address of the group administrator, so that users can request further information in order to become associated with that group.

- **My groups** allows group administrators or group members to list "their" groups. For any administrator, the display also includes the following buttons:
  - ADD USER(S) – to include other users in the group.
  - ADD COLLECTION(S) – to associate virtual collections with the group.
  - DELETE – to cancel the whole group.

- **DOCS MANAGEMENT (Management by Authors: see Section II - Management by Administrators & Reviewers: see Section III)**

INFORMATION SPACE

This work environment can be used by any user (registered or not) to define her/his information space. The user's information space is composed of all collections the user has selected from those managed by OpenDLib (i..e.: from the archives of Publishing Institutions, either in their original form or re-organized according to new criteria). If no information space is defined, user operations are carried out on all "Public collections", which are visible through the "**VIEW**" menu.

- **MANAGE is used to insert/delete collections in/from the user's information space.**

  - **Select** is used to choose collections for the information space according to the following options:

    - **From public collections** lists all public collections and gives information through the link "***details***" which is associated with each collection. It is worth noting that collections marked by the symbol **+** are structured in sections which are displayed clicking on the that symbol.
    A collection can be selected clicking on the corresponding "**add**" button .
    The names of the selected collections appear in the "Selected collections" box. When the selection ends, the information space is registered by clicking on the ADD TO SPACE button: all selected collections are inserted in the user's information space (and added to those already present, if any). The operation ends with the display of the current information space composition.

    - **From personal collections** [only for registered users] is used to select collections associated with groups where the user is either the administrator or a member. The selection can be made as described in the "From public collections" option.

❑ **Remove** deletes collections from their information space. Collections are listed and the user can delete them all with the REMOVE ALL COLLECTIONS button, or choose those he wants to delete with the REMOVE SELECTED COLLECTIONS button.

o **VIEW**

❑ **Public collections** shows all public collections which are available to generic users.

❑ **Personal Collections** [only for registered users] shows those collections which are associated with groups where the user is either the administrator or a member.

❑ **Current information space** shows the information space components at the current time.

o **PERSONAL** *(only accessible authorized users)* makes it possible to create/delete personal (virtual) collections.

❑ **Create collection:** A personal collection can be created starting either from scratch, i..e. from archives of publishing institutions, or from a pre-existing collection, as follows:

a) **Create from scratch :** if this option is selected**,** the NEXT STEP button displays the form "**Insert your collection data"** (see below).

b) **Inherit an existing collection:** if this option is selected**,** the NEXT STEP button opens the window entitled **"Do you want to inherit from"** and the user can choose between the following options::

- **a public collection**
- **a personal collection**

In either case the NEXT STEP button opens the form "Select a collection to inherit" which lists the collections (either public or personal) from which to choose the one of interest to the user (for each collection, the "**details**" link causes the description of the collection to appear). After the selection, the NEXT STEP button opens the form "**Insert your collection data"** (see below).
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Insert your collection data
(data in the fields marked with a red asterisk are mandatory).
The only restriction on the data to be inserted in the fields "Name", "Subject" and "Description" is that of the length of the field.
The "Metadata format" field is used to select the metadata on which selection conditions are to be imposed.
The "Filtering name and value" field can be used to select the documents to be inserted in the collection according to the value of a metadata element The default element is "language" (but this configuration can be changed at system installation).

The NEXT STEP button introduces the form entitled
"Now you have to define a condition for your collection" that guides the user to create her/his collection through the following operations:

1. **Select the authorities in which your condition will search**: In case a), i.e. when the collection is created from scratch, all authorities are displayed for selection; in case b), i.e. when an existing collection is inherited, only the authorities on which such collection is based are displayed for selection. If no selection is made, the search for documents to be included in the collection will be made on all authorities. After selection, the ADD button transfers the selected authority into the user's personal space; the opposite operation can be made with the REMOVE button after selecting an authority in the user's personal space. Both operations can be done repeatedly.

2. **Define your condition**. The selection criteria are expressed defining the condition (SINGLE CONDITION option) or the conditions (MULTIPLE CONDITIONS option) the document metadata have to satisfy in order to be included in the collection. In the first case, the user chooses both the metadata element on which to set the condition (Dublin Core metadata, if not otherwise set) and the *operator*, and enters the appropriate value in the data field according to the format suggested by the system. The CLEAR button resets the form.
Please note that the operators act with probability criteria and order documents by the "degree of correspondence" to the user's selection condition. This affects the composition of the result set (hence the composition of the collection) as documents with a degree of correspondence less than a given threshold are excluded.
The operators in the "Select operator" menu have the following meanings:
   - **contain**: the metadata element must contain one or more of the terms entered in the data field;
   - **equal**: the character string in the metadata element must be exactly equal to the character string entered in the data field;

- **phrase**: the metadata element must contain one or more terms of the phrase entered in the data field, in any order;.
- **equal/greater-than/greater-equal/less-than/less-equal:** the metadata element must contain a value that is equal to/greater than/greater than or equal to/less than/less than or equal to the value en tered in the data field.

If the option "MULTIPLE CONDITIONS" is chosen, a form guides the user to structure conditions as a pair of conditions linked by an operator (selectable in the SELECT window). The mechanism repeats every time the user selects the option "MULTIPLE CONDITIONS".

The "Select" menu offers the well-known Boolean operators "And", "Or", "And-Not" and the following operators that make it possible to use a metadata element as a "filter":
- **filter-accept**: all document satisfying both conditions of the pair are searched; differently from what happens with the "And" operator, results are ordered by the "degree of correspondence" to the first condition;
- **filter-reject**: all document satisfying the first condition and not-satisfying the second condition of the pair are searched; differently from what happens with the "And-Not" operator, results are ordered by the "degree of correspondence" to the first condition.

The process ends by clicking on the FINISH button. The user can validate the conditions set to create the collection and choose from:
- DEFINE A NEW CONDITION (back to Step 1 above)
- DISCARD COLLECTION
- SAVE COLLECTION

❑ **Delete collection** lists user's personal collections; any collection can be deleted with the corresponding DELETE button.

SEARCH

Selection of this environment gives immediate access to the form for **Simple Search.** Queries can be freely expressed; searches are carried out on all elements of document metadata. [Other kinds of search - **Advanced, Cross-Language -** are available in the SEARCH TYPE menu]. In the event of a lengthy search, a signal appears providing an estimate of the time needed.

Display of search results

Descriptions of documents resulting from the search are displayed. The "Previous" and "Next" buttons are used to scroll up and down the screen. Descriptions are ordered by the "degree of correspondence" to the query according to probability criteria. The degree of correspondence (**Rank**) is indicated both as a percentage and in a graphically.

Each description is associated with four buttons - " View this document", "Mark as relevant", that operate as follows:

- **View this document** makes the following information appear on the screen:

  - **Document Identifier**
  - **Document metadata**
  - **Document Manifestations :** i.e., the diverse formats in which a document – or a document section - has been created, e.g. a text in Post-Script, PDF, PowerPoint,… ; or an imagine in GIF, JPEG,…; The user can choose the format by clicking on its icon: the document file is then transferred from its deposit archive to the user's machine.

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- **Mark as relevant** is used to mark documents considered to be relevant. This allows the user to activate the "**relevance feedback**" search type, which is based on the contents of such documents. The relevance feedback search option can be selected in the SEARCH TYPE menu.

o **SEARCH TYPE**

   ❑ **Simple search:**. Queries can be freely expressed; searches are carried out on all metadata elements. The SEARCH button starts the search. In the event of a lengthy search, a signal appears providing an estimate of the time needed. Results appear as described in the **SEARCH**-**Search results** section above.

   ❑ **Advanced search** is used to impose one or more conditions on one or more elements of metadata. If the "single condition " option is chosen, both metadata elements and operators can be selected from the appropriate menus (Dublin Core metadata are used by default, but a different system configuration is possible).
   The operators in the "Select operator" menu have the following meanings:
   - **contain**: the metadata element must contain one or more terms of the search query; descriptions are ordered by the "degree of correspondence" to the query according to probability criteria;
   - **equal**: the character string in the metadata element must be exactly equal to the search query;
   - **phrase**: the metadata element must contain one or more terms of the search query, in any order; descriptions are ordered by the "degree of correspondence" to the query according to probability criteria.
   The CLEAR button resets the form. The SEARCH button starts the search.

   If the option "Multiple conditions" is chosen, the user is guided to structure the query as a pair of conditions bound together by an operator

(that can be selected from the "select" window). This mechanism is activated every time the user selects the "Multiple condition" option. The system suggest the query format required by the metadata element selected.

The "Select" menu offers the well-known Boolean operators "And", "Or", "And-Not" and the following operators that make it possible to use a metadata element as a "filter":

- **filter-accept**: all document satisfying both conditions of the pair are searched; differently from what happens with the "And" operator, results are ordered by the "degree of correspondence" to the first condition;
- **filter-reject**: all document satisfying the first condition and not-satisfying the second condition of the pair are searched; differently from what happens with the "And-Not" operator, results are ordered by the "degree of correspondence" to the first condition.

The CLEAR button resets the form. The SEARCH button starts the search. In the event of a lengthy search, a signal appears providing an estimate of the time needed. Results appear as described in the **SEARCH**-**Search results** section above.

❑ **Cross-language search** is used to include in the search documents written in a language different from that used in the query. The user has i) to indicate the **Source language**, i.e., the language used in the query, ii) to select the metadata element on which he wants to make the search, and iii) to enter the search terms**.** The CLEAR button resets the form; the SEARCH button starts the search. In the event of a lengthy search, a signal appears providing an estimate of the time needed. Results appear as described in the **SEARCH**-**Search results** section above.

❑ **Relevance feedback.** This option appears only when one or more documents resulting from a search have been marked – see the description of the **Mark as relevant** button in the **Search Results** paragraph above]. The SEARCH button starts the search. In the event of a lengthy search, a signal appears providing an estimate of the time needed. Results appear as described in the **SEARCH**-**Search results** section above.

o **SEARCH OPTIONS**

Configure search defines search parameters different from the default parameters. The configuration the user chooses will be ignored by the system if it is not compatible with the metadata of the collections the user has inserted in her/his information space.

▪ **Simple**: The "simple" search can be configured for :

- **Metadata format**. Documents are catalogued with multiple metadata sets: the DUBLIN CORE set - used by default - and the OLAP set –

an extension of the D.C. metadata set defined specifically for the OpenDLib system - are always present.
- **Filtering name and value**. This filter can be used to select the documents resulting from the search according to the value of a metadata element. The default element is "language" but this configuration can be changed at system installation.

If no configuration is stipulated by the user, the search is carried on Dublin Core metadata, without any filter.
The CONFIRM button displays the parameters of the user-stipulated configuration. The DEFAULT VALUES button resets *default* configurations.

- **Advanced**: the "advanced" search can be configured as for:
    - **Metadata format**. Documents are catalogued with multiple metadata sets: the DUBLIN CORE set - used by default - and the OLAP set - a metadata set defined specifically for the OpenDLib system - are always present.
    - **Filtering name and value**, This filter can be used to select the documents resulting from the search according to the value of a metadata element. The default element is "language" but this configuration can be changed at system installation.

If no configuration is stipulated by the user, search is carried out on Dublin Core metadata, without any language filter.
The CONFIRM button displays the parameters of the user-stipulated configuration. The DEFAULT VALUES button resets *default* configurations.

- **Cross-Language**: the "cross-language" search can be configured for the value of the parameter **target language**, i.e., the language of the documents in the result set. .
If no configuration is stipulated by the user, the value of this parameter is "en" (English).
The CONFIRM button displays the parameters of the user-stipulated configuration. The DEFAULT VALUES button resets *default* configurations.

- ❑ **Configure result page** is used to configure each type of search with respect to the display of the results:

    - The number of documents for each page (<100).
- The presentation of the documents: the user can choose among different levels of description (Header, Long, Short).

The CONFIRM button registers and displays the choices made by the user.
The DEFAULT VALUES button resets the *default* configurations.

❑ **View details** shows the "current" search parameters: those corresponding to the "default" values or those of the user-stipulated configurations.

o **RESULT SET**

❑ **Save** *[under construction]*
  ▪ **Page**
  ▪ **All**

❑ **Load** *[under construction]*

❑ **Get Last** is used to return to the page where the results of the last search operation are displayed.

❑ **Print page** prints the page where the results are displayed.

BROWSE

In the BROWSE environment the content of a collection (that included in the user's information space) can be examined in different ways (see BROWSE TYPE). By selecting this environment a new form appears and can be used to:
- organize all documents in alphabetical order on the basis of the value of a metadata element (field) which can be selected from the menu.
- define the portion of alphabetical order the user wants to see (the format of the data to be inserted in the "from" and "to" fields has to correspond to the format indicated near the chosen metadata element - for example the format YYYYMMD(D) is to be used for writing down dates).

The BROWSE button activates the sorting operations In the event of a lengthy search, a signal appears providing an estimate of the time needed.

Display of search results

Documents descriptions are displayed in the user-defined format. The "Previous" and "Next" buttons are used to scroll up and down the screen pages. The following buttons are associated with each description:

• **View this document** makes the following information appear on the screen:

- **Document Identifier**
- **Document metadata**
- **Document Manifestations :** i.e., the diverse formats in which a document – or a document section - has been created, e.g. a text in Post-Script, PDF, PowerPoint,… ; or an imagine in GIF, JPEG,…; The user can choose the format by clicking on its icon: the document file is then transferred from its deposit archive to the user's machine.

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- **Mark as relevant** is used to mark documents considered to be relevant. This allows the user to activate the "**relevance feedback**" search type, which is based on the contents of such documents. The relevance feedback search option can be selected in the SEARCH TYPE menu.

  - **BROWSE OPTIONS**

    - **Select Format** is used to define the metadata set on which the order criterion (different from that used by the system "default") is to be based.

    - **Configure result page** is used to configure each type of search with respect to the display of the results:

      - The number of documents for each page (<100).
      - The presentation of the documents: the user can choose among different levels of description (Header, Long, Short).

      The CONFIRM button registers and displays the choices made by the user. The DEFAULT VALUES button resets the *default* configurations.

    - **View details** shows the "current" search parameters: those corresponding to the "default" values or those of the user-stipulated configurations.

  - **BROWSE TYPE**

    - **Custom** browses the <u>descriptions</u> of the documents in the collection.
    - **Standard** browses the <u>indexes</u> created on the collection metadata*/*

o **SECTION II –** DOCS MANAGEMENT - options for Authors

❑ SUBMIT opens your **working area** - **Submission mode** - where you can submit the following types of documents to the Library Administrator:

> 1) **New documents**
> 2) **New editions of documents already published**
> 3) **Correction of documents already published**
> 4) **Withdrawal requests**

by following the instructions below.

1) **NEW DOCUMENTS**

You can Create a new document <u>in order to submit it for publication</u>; you can also Edit or Remove a document *in preparation*, if any (documents in preparation are those for which you have started but not finished doing the creation procedure; these documents are identified with a temporary identification number).
Please consider the following steps:

▪ Click the link **create new document** if you want to create a new document. This opens a page where a menu permits you to select the Authority under which you want your document be published. Then click the NEXT button. A page is presented where you can choose which model your document has to conform to. Depending on which authority you have chosen, all or a set of the document models listed below are presented for selection.

▪

- **1.1 Simple document** – i.e. a model for documents without any structure (generally metadata + content file)
- **1.2 Technical Report -** i.e. a model for simple documents whose content may be represented by different file types. (generally metadata + content file/s + cover)
- **1.3 Paper** - i.e. a model for documents without any structure (generally metadata + content file/s) to be included in a given Conference or Workshop proceedings
- **1.4 Proceedings -** i.e. a model for documents containing multiple contributions - described with overall metadata
- **1.5 Book -** i.e. a model for documents with a book-like structure
- **1.6 Volume -** i.e. a model for documents containing multiple contributions, each described with its own metadata

(NOTE. This manual presents two classes of models, i.e., i) models for very simple, unstructured documents and ii) models for documents with a two-level structure, each different from the others (models 1.4-1.6). These last ones are partially "open", in the sense that their structure generally needs to be completed. For example the book model structure may need to be completed by adding more than one

chapter, and the volume model structure may need to be completed by adding more than one article with its related metadata. Your DL may present some models not listed here. In this case see Section 1.8)

Select a model and click the NEXT button. Then follow the instruction given under the model you have selected.

- Click the link **Submit** when you have finished creating/editing your document A message will require you to validate this choice.
- Click the link **Remove** if you want to delete a document in preparation. A message will require you to validate this choice.
- Click the link **Edit** to open a page where you can update a document in preparation.

Instructions for any document model are given below.

1.1 - Simple document:. This opens a form to fill in :
- values into the mandatory <u>descriptive metadata</u> elements. Use the ADD button to repeat fields, if needed. Fill in keywords of a single concept in only one field. Use different fields for different concepts.
- the address of your document file. Search this file in your workstation by clicking on the BROWSE button and select the appropriate file.

Then click on the button SUBMIT. This completes the procedure if all requested data have been filled in, otherwise a warning message is displayed.

1.2 – Technical Report

This opens the **Edit page**. The left-hand side of this page shows the structure of the technical report model, whereas the right-hand side shows which functions are available..

In this page you can:
- See/update the default values that are associated with the overall Document Structure (OPTIONAL)
- Insert/update information content

1.2.1. (OPTIONAL) See/Update the overall default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.

- If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button, thus making the

selected image to be shown. By the same operations as above, you can update the cover content repeatedly.

- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.2.2. **Insert/update information content**. Structural elements for this model are Metadata and Content. These elements are called *Views.* A View is the way how a document can be perceived or disseminated. For example, a document corresponding to the Report model could be disseminated as a whole, or by its metadata only. A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.

Note that the green check symbol √ beside the names of the structural elements means that they hold default values for structural metadata and rights.

The Edit page allows you to insert content into the model structural elements, or update this content, as follows:

- o a) click the [to complete]✖ item related to Metadata. This opens a form to fill in values into the mandatory descriptive metadata elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator*- or l*anguage* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click on the ACCEPT button. This completes the metadata information and updates the document structure by replacing the [to complete]✖ item with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. You can also update the metadata manifestation by clicking on dcq, thus opening the form where metadata values can be changed.
- o b) if the content of your document consists in more than one file of different type, then click the Content item and then click the ADD button in the related **Add views and manifestations** box. A supplementary [to complete]✖ item will be added to the document structure. Repeat step b) as many times as the supplementary document files are. Added items can also be deleted as specified in step c).
- o c) click the [to complete]✖ item related to Content. This opens a window where you can (i) delete this item by clicking the delete manifestation button or (ii) insert the Content *manifestation*, as follows.
- o d) select the **outside** or **inside** from the **Type** menu according to whether the file you want to include resides outside or inside your

workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the file from your workstation. Then click on the ACCEPT button; this makes the description of the inserted file to appear in the page right-hand side and the document structure in the page left-hand side to be updated by specifying which file type has bee inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step d).

- o   e) repeat steps c) to e) for each supplementary [to complete]✖ item related to Content, if any.

Steps a) to e) can be interrupted at any stage and then restarted as described in the **NOTE** below.

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission mode page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission mode page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID.   Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.3 - Paper

This opens the Edit page. The left-hand side of this page shows the structure of the paper model, whereas the right-hand side shows which functions are available..
In this page you can:

- ▪   See/update the default values that are associated with the overall Document Structure (Optional)
- ▪   Insert/update information content

1.3.1. (OPTIONAL) See/update the overall default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.

- -   If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the

address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly.

- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.3.2. **Insert/update information content**. This model is conceived for any document related to proceedings or to workshops. Structural elements for this model are Metadata (i.e., catalographic information), Content and inProceedings. These elements are called *Views.* A *View* is the way how a document can be perceived. For example, a paper corresponding to this model could be disseminated as a whole, or by its metadata only, or within the context of the Proceedings to which it is related. A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.

Note that the green check symbol √ beside the names of the structural elements means that they hold default values for structural metadata and rights.

The Edit page allows you to:

1.3.2.1. -Insert content into the model structural elements, or update this content, as follows::

- o a) click the [to complete]✖ item related to Metadata. This opens a form to fill in values into the mandatory descriptive metadata elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator*- or l*anguage* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click on the ACCEPT button. This completes the metadata information and updates the document structure by replacing the [to complete]✖ item with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. You can also update the metadata manifestation by clicking on dcq, thus opening the form where metadata values can be changed.
- o b) if the information content of your document consists in more than one file of different type, then click the Content item and then click the ADD button in the related **Add views and manifestations** box. A [to complete]✖ item will be added to the document structure. Repeat step b) as many times as the supplementary document files are. Added items can also be deleted as specified in step c).

- c) click the [to complete]✖ item related to Content. This opens a window where you can (i) delete this item by clicking the delete manifestation button or (ii) insert the Content *manifestation*, as follows.
- d) select the **outside** or **inside** from the **Type** menu according to whether the file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click on the ACCEPT button; this makes the description of the inserted file to appear in the page right-hand side and the document structure in the page left-hand side to be updated by specifying which file type has been inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step c1).
- e) repeat steps c) to e) for each supplementary [to complete]✖ item related to Content, if any.
- f) click the Metadata✖ item and then Content✖ item related to inProceedings. Both items are to make reference to the corresponding view of the "Proceedings" document which the paper is related to. For both items you can update the values of the corresponding **View Values Table** (optionally), whereas you must fill in the following fields:
  - Reference handle: The ID of the referenced (already existing) document
  - Reference version: The version of the referenced document
  - Reference view: Which view is referenced

Steps a) to f) can be interrupted at any stage and then restarted as described in the **NOTE** below.

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.4 – Proceedings : This opens the Edit page where you can:

- See/update the default values that are associated with the overall Document Structure (OPTIONAL).
- Complete/update the document structure
- Insert/update information content manifestations

1.4.1. (OPTIONAL) See/update the overall default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.

- If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly
- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.4.2. **Complete/update the document structure.** The left-hand side of the page shows the basic structural elements of this model. A Proceedings model is composed by Metadata (i.e., bibliographic information) and Content. Content, in turn, is composed by an Introduction and a Browse section containing at least one Article.

These elements are called *Views;* a *View* is the way how a document can be perceived and does not concern physical aspects. For example, this document could be seen as a whole or as the sole Metadata *View* and Introduction *View (Note that any view name can be changed according to your preferences. See Sec. 1.4.4)*.

A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.

Note that the green check symbol √ beside the names of the structural elements means that they hold default values for structural metadata and rights.

You can complete/update the definition of the above structure by adding as many articles as needed in order to make the structure compliant with the document you want to submit. For this, click the link Browse. Then in the **Add views and manifestation** box click the ADD corresponding to Default Views to add as many Article

Views – and related [to complete]✖ items - as your document requires. Added items can also be deleted: click on any of them and then click the delete view button in the right-hand side of the page. This updates the document structure on the left-hand side of the window

1.4.3. Insert/update information content manifestations. In the document structure tree, the Metadata item, the Introduction item and any of the Article items is to be completed with its *manifestation*, i.e. the file/s that physically represent its information content.
For this, the following steps are to be considered.

o a) If the information content of the view Introduction or that of any view Article consists in more than one file of a different type, then for that view you have to add as many [to complete]✖ items as are needed. For this, click the view Introduction (or any view Article) and then, in the related **Add views and manifestations** box, click the ADD button related to **manifestation**. A [to complete]✖ item will be added to the document structure. Repeat step a) as many times as supplementary document files you need. Any added [to complete]✖ element can be cancelled. For this, click that element: then click the delete manifestation button in the right side on the page.

o b) click the link [to complete]✖ related to Metadata. This opens a form to fill in values into the mandatory descriptive metadata elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator*- or l*anguage* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click the ACCEPT button. This completes the metadata information and updates the document structure by replacing the link [to complete]✖ with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. Note that metadata manifestation can repeatedly be updated by clicking on dcq, thus opening the form where metadata values can be changed.

o c) Click any other link [to complete]✖ . This opens a window that allows you to insert the related *manifestation* file, as described in step d).

o d) select, from the **type** menu, the **outside** or the **inside** value according to whether your document file resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the file from your workstation. Then click on the ACCEPT button. This updates the document structure in the page left-hand side by specifying which file type has been inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however,

that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step d).

o   e) repeat step c) to e) until content for each [to complete]✖ item has been inserted.

o

The creation procedure can be interrupted at any stage and then restarted as described in the **NOTE** below.

o

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. <u>Please note that any piece of information in the</u> Document Structure <u>can repeatedly be updated. Click the respective structural element and follow the instructions given above</u>. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** <u>Please take notice of the temporary ID of the document you are working on</u>**.** It is useful to find it in the **Submission page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link.

1.5 – Book. This opens the Edit page. The left-hand side of this page shows the structure of the book-like model, whereas the right-hand side shows which functions are available.

In this page you can:

- See/update the default values that are associated with the overall Document Structure (Optional)
- Complete/update the document structure
- Insert/update information content

1.5.1. (OPTIONAL) See/Update the associate default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.

-   If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly.

-   If you want to remove the cover image, if any, then simply click the DELETE COVER button.

-   If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state

other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.5.2. **Complete/update the document structure.** Structural elements for this model are Metadata, Content and Appendix. Content contains one structural sub-element, called Chapter, and Appendix contains one structural sub-element, called Item (PLEASE NOTE that you can rename these elements. For example you may want to replace the name "Chapter" with "Section", or "Item" with "Bibliography". To do this, see instructions in Sec.1.5.4.). These elements are called *Views;* a *View* is the way how a document can be perceived and does not concern physical aspects. For example, this document could be seen as a whole or as the sole Metadata *View*, or as the first Chapter *View* onl*y (Note that any view name can be changed according to your preferences. See Sec. 1.5.4)*
A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.
Note that the green check symbol √ beside the names of the structural elements means that they hold default values for structural metadata and rights.

You can complete/update the definition of the above structure by adding as many Chapters and as many Appendix items as needed in order to make the structure compliant with the document you want to submit. For this, first click the link Content. Then in the **Add views and manifestation** box click the ADD corresponding to Default Views to add as many Chapter Views – and related [to complete]✖ items - as your document requires thus updating the document structure on the left-hand side of the window. Then click the link Appendix. and in the **Add views and manifestation** box click the ADD corresponding to Default Views to add as many Appendix items – and related [to complete]✖ items - as your document requires thus updating the document structure on the left-hand side of the window.
If you want to delete a chapter or an item, then click on the corresponding Chapter or Item, respectively. This opens a window where you can click on the delete view button. This updates the document structure on the left-hand side of the window.

- **1.5.3. Insert/update information content manifestations**. In the document structure tree, the Metadata view, each Chapter view and each the Item view is to be completed with its *manifestation*, i.e. the file/s that physically represent its information content.
    For this, the following steps are to be considered.

- a) If the information content of any view Chapter or Item consists in more than one file of a different type, then for that view you have to add as many [to complete]✖ items as are needed. For this, click the

Chapter or Item view and then, in the related **Add views and manifestations** box, click the ADD button related to **manifestation**. A [to complete]✖ item will be added to the document structure. Repeat step a) as many times as supplementary document files you need. Any added [to complete]✖ element can be cancelled. For this, click that element: then click the **delete manifestation button** in the right side on the page

b) click the link [to complete]✖ related to Metadata. This opens a form to fill in values into the mandatory <u>descriptive metadata</u> elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator* and *language* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click on the ACCEPT button. This completes the metadata information and updates the document structure by replacing the link [to complete]✖ with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. Note that metadata manifestation can repeatedly be updated by clicking on dcq, thus opening the form where metadata values can be changed.

b) Click any other link [to complete]✖ . This opens a window that allows you to insert the related ***manifestation*** file, as described in step d).

d) select, from the **type** menu, the **outside** or the **inside** value according to whether your document file resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the file from your workstation. Then click on the ACCEPT button. This updates the document structure in the page left-hand side by specifying which file type has been inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step d).

e) repeat step c) to e) until content for each [to complete]✖ item has been inserted.

The creation procedure can be interrupted at any stage and then restarted as described in the **NOTE** below.

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. <u>Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above.</u> The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** <u>Please take notice of the temporary ID of the document you are working on</u>. It is useful to find it in the **Submission page,** where you can

repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.6 – Volume : This opens the Edit page where you can:
- See/update the default values that are associated with the overall Document Structure (OPTIONAL).
- Complete/update the document structure
- Insert/update information content manifestations

1.6.1. (OPTIONAL) See/update the overall default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.
- If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly
- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.6.2. **Complete/update the document structure.** The left-hand side of the page shows the basic structural elements of this model. A Volume model is composed by Metadata (i.e., bibliographic information) and ContentVol. ContentVol is composed by at least one Article, and any Article is in turn composed by Metadata and Content.
These elements are called *Views;* a *View* is the way how a document can be perceived and does not concern physical aspects. For example, a document corresponding to this model could be seen as the sole Metadata *View* or as the *View* of a single Article *(Note that any view name can be changed according to your preferences. See Sec. 1.6.4)*.
A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.

Note that the green check symbol √ beside the names of the structural elements means that they hold default values for <u>structural metadata and rights</u>.

You can complete/update the definition of the above structure by adding as many articles as needed in order to make the structure compliant with the document you want to submit. For this, click the link ContentVol. Then in the **Add views and manifestation** box use the ADD button corresponding to Default Views to add as many Article views as your document requires. At the same time, Metadata and Content related to the added Article view/s are also included in the structure together with their [to complete]✖ items Added items can be deleted: click on any of them and then click the delete view button in the right-hand side of the page. This updates the document structure on the left-hand side of the window.

1.6.3. Insert/update information content manifestations. In the document structure tree, any [to complete]✖ item is to be replaced with its *manifestation*, i.e. the file that physically represents its information content.
For this, the following steps are to be considered.

o a) click the link [to complete]✖ related to any Metadata view. This opens a form to fill in values into the mandatory <u>descriptive metadata</u> elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator*- or l*anguage* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click the ACCEPT button. This completes the metadata information and updates the document structure by replacing the link [to complete]✖ with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. Note that metadata manifestation can repeatedly be updated by clicking on dcq, thus opening the form where metadata values can be changed.

o b) Consider the Content view related to any Article. If the information content you have to upload consists in more than one file of different types, then for that view you have to add as many [to complete]✖ items as your files are. For this, click the interested Content view and then, in the **Add views and manifestations** box, click the ADD button related to **manifestation**. A [to complete]✖ item will be added to the document structure. Repeat step a) as many times as supplementary document files you need. Any added [to complete]✖ element can be cancelled. For this, click that element: then click the **delete manifestation button** in the right side on the page

o c) Click any link [to complete]✖. This opens a window that allows you to insert the related *manifestation* file as described in step d).

o d) select, from the **type** menu, the **outside** or the **inside** value according to whether your document file resides outside or inside your workstation. Then use the **content-type** menu to indicate which

extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the file from your workstation. Then click on the ACCEPT button. This updates the document structure in the page left-hand side by specifying which file type has been inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step d).

o   e) repeat step c) to e) until content for each article is inserted. The creation procedure can be interrupted at any stage and then restarted as described in the **NOTE** below.

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.8. Instructions for other models

Different Libraries may have different publishing policies, therefore it may happens that your DL presents some model that does not exactly corresponds to any of the models described here, In this case, look at the descriptions of the models presented in this manual, choose the model that is more similar to that newly added into your DL, and read the related instructions. This will surely help you in your submission work, as the procedure for creating documents of class i) is composed of very similar steps although related to different models, as does the procedure for creating documents of class ii).

2)   NEW EDITIONS OF DOCUMENTS ALREADY PUBLISHED.

This procedure creates a new edition of an already published document while maintaining the original one. Click the link **select a document** to display the list of your already published documents, if any. **Select** the one you want to edit for a new edition, thus making it to appear in your working Area where it will remain "in preparation" as long as you are working at preparing this new edition. Click the link **Edit** to open the **Edit-page.** The **Edit-page** shows the Document Structure, i.e. the structural elements of the selected document, and you can apply the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to.

You can also **Remove** any of them with the corresponding link. The **Submit** link brings the procedure to its end.

3)   CORRECTION OF DOCUMENTS ALREADY PUBLISHED

This procedure replaces an already published document with a corrected version of it. Click the link **select a document** to display the list of your already published documents, if any. Select the document you want to correct. The ID of the selected document will be called "in preparation" as long as you are working at preparing this new edition. All documents in preparation are listed in your Working Area. You can click the link **Edit** corresponding to any of them to open the **Edit-page**. The **Edit-page** shows the Document Structure, i.e. the structural elements of the selected document, and you can apply the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to. You can also **Remove** any of them with the corresponding link. The **Submit** link brings the procedure to its end

4)   WITHDRAWAL REQUESTS

Click on the create new request link to display the list of your already published documents, if any. **Select** the one you want to withdraw and fill in the request form that will appear. Then click on the NEXT button. Your request will be listed in the grew bar: here you can Remove or Submit it to the Library Administrator. You can also View the document which your request refers to. Click on the View link to make the Document Structure elements to appear (if the structure tree is not shown, then click on Document Structure to display it). Each element of the Document Structure is composed by two pieces of information, namely: i) the *name* of that structural element and ii) the *type* of its manifestation (i.e. which file type represents its content). Click on any manifestation to display it.

o **SECTION III -** DOCS MANAGEMENT   - options for Administrators & Reviewers

❏ SUBMIT opens your **working area** - **Submission mode** - where you can submit the following types of documents to the Library Administrator:

> 1) **New documents**
> 2) **New editions of documents already published**
> 3) **Correction of documents already published**
> 4) **Withdrawal requests**

by following the instructions below.

1)   NEW DOCUMENTS.

You can Create a new document <u>in order to submit it for publication</u>; you can also Edit or Remove a document *in preparation,* if any (documents in preparation are those for which you have started but not finished doing the creation procedure; these documents are identified with a temporary identification number).
Please consider the following steps:

▪ Click the link **create new document** if you want to create a new document. This opens a page where a menu permits you to select the Authority under which you want your document be published. Then click the NEXT button. A page is presented where you can choose which model your document has to conform to. Depending on which authority you have chosen, all or a set of the document models listed below are presented for selection.

▪

- **1.1 Simple document** – i.e. a model for documents without any structure (generally metadata + content file)
- **1.2 Technical Report -** i.e. a model for simple documents whose content may be represented by different file types. (generally metadata + content file/s + cover)
- **1.3 Paper** - i.e. a model for documents without any structure (generally metadata + content file/s) to be included in a given Conference or Workshop proceedings
- **1.4 Proceedings -**   i.e. a model for documents containing multiple contributions - described with overall metadata
- **1.5 Book -**   i.e. a model for documents with a book-like structure
- **1.6 Volume -**   i.e. a model for documents containing multiple contributions, each described with its own metadata
- **1.7 Free Structure –** i.e. a functionality for defining a non permanent document structure corresponding to your own needs**.**

 (NOTE. This manual presents two classes of models, i.e., i) models for very simple, unstructured documents and ii) models for documents with a two-level structure, each different from the others (models 1.4-

1.6). These last ones are partially "open", in the sense that their structure generally needs to be completed. For example the book model structure may need to be completed by adding more than one chapter, and the volume model structure may need to be completed by adding more than one article with its related metadata. Your DL may present some models not listed here. In this case see Section 1.8)

Select a model and click the NEXT button. Then follow the instruction given under the model you have selected.
- Click the link **Submit** when you have finished creating/editing your document A message will require you to validate this choice.
- Click the link **Remove** if you want to delete a document in preparation. A message will require you to validate this choice.
- Click the link **Edit** to open a page where you can update a document in preparation.

Instructions for any document model are given below.

1.1 - Simple document:. This opens a form to fill in :

- values into the mandatory <u>descriptive metadata</u> elements. Use the ADD button to repeat fields, if needed. Fill in keywords of a single concept in only one   field. Use different fields for different concepts.
- the address of your document file. Search this file in your workstation by clicking on the BROWSE button and select the appropriate file.

  Then click on the button SUBMIT. This completes the procedure if all requested data have been filled in, otherwise a warning message is displayed.

1.2 – Technical Report

This opens the **Edit page**. The left-hand side of this page shows the structure of the technical report model, whereas the right-hand side shows which functions are available..

In this page you can:

- See/update the default values that are associated with the overall Document Structure (OPTIONAL)
- Insert/update information content
- See/update the default values associated with any single structural element (OPTIONAL)

1.2.1. See/Update the overall default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.

- If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly.
- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.2.2. **Insert/update information content**. Structural elements for this model are Metadata and Content. These elements are called *Views.* <u>A</u>

View is the way how a document can be perceived or disseminated. . For example, a document corresponding to the Report model could be disseminated as a whole, or by its metadata only. A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.

Note that the green check symbol √ beside the names of the structural elements means that they hold default values for structural metadata and rights.

The Edit page allows you to insert content into the model structural elements, or update this content, as follows:

- o a) click the [to complete]✖ item related to Metadata. This opens a form to fill in values into the mandatory descriptive metadata elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator-* or *language* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click on the ACCEPT button. This completes the metadata information and updates the document structure by replacing the [to complete]✖ item with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. You can also update the metadata manifestation by clicking on dcq, thus opening the form where metadata values can be changed.

- o b) if the content of your document consists in more than one file of different type, then click the Content item and then click the ADD button in the related **Add views and manifestations** box. A supplementary [to complete]✖ item will be added to the document structure. Repeat step b) as many times as the supplementary document files are. Added items can also be deleted as specified in step c).

- o c) click the [to complete]✖ item related to Content. This opens a window where you can (i) delete this item by clicking the delete manifestation button or (ii) insert the Content *manifestation*, as follows.

- o d) select the **outside** or **inside** from the **Type** menu according to whether the file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the file from your workstation. Then click on the ACCEPT button; this makes the description of the inserted file to appear in the page right-hand side and the document structure in the page left-hand side to be updated by specifying which file type has bee inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step d).

o   e) repeat steps c) to e) for each supplementary [to complete]✖ item related to Content, if any.

Steps a) to e) can be interrupted at any stage and then restarted as described in the **NOTE** below.
Step e) closes the procedure for creating a new document unless you want to change the default values defined in your DL context: see below.

1.2.3. - Update the default values (optional) as follows: The structural elements of the Technical Report model - i..e., Metadata and Content – have structural metadata that define their characteristics by default values. If you want to update default values, then click either Metadata or Content to view these values as displayed in the right side of the page. The meaning of default values are explained in the **View Values Table**
---------------- **View Values Table** --------------------
- Order: the progressive number that determines the place of that **View** within its own hierarchical level. While editing the document, you can update this value to move the View within the same hierarchical level.
-Identifier: used by the system to identify the view.
-Display: the name which will be used by the system when displaying that **View** to the Digital Library users
-whether the **View** is deliverable or not to the users
-whether transcoding is enabled or not, i.e., whether the D. L. Administrator is enabled to produce manifestations of different type in order to assure better accessibility and preservability.

You can update all these values. For example, if you prefer that the Metadata view be displayed as "Cataloguing information", then update the Display field with this value. Then click on the ACCEPT button.

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission mode page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission mode page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.3 - Paper

This opens the Edit page. The left-hand side of this page shows the structure of the paper model, whereas the right-hand side shows which functions are available..
In this page you can:

- See/update the default values that are associated with the overall Document Structure (Optional)
- Insert/update information content
- See/update the default values associated with any single structural element (OPTIONAL)

1.3.1. See/update the overall default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.

- If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly.
- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.3.2. **Insert/update information content**. This model is conceived for any document related to proceedings or to workshops. Structural elements for this model are Metadata (i.e., catalographic information), Content and inProceedings. These elements are called *Views*. A *View* is the way how a document can be perceived. For example, a paper corresponding to this model could be disseminated as a whole, or by its metadata only, or within the context of the Proceedings to which it is related. A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.
Note that the green check symbol √ beside the names of the structural elements means that they hold default values for structural metadata and rights.
The Edit page allows you to:
1.3.2.1. -Insert content into the model structural elements, or update this content, as follows::
- o a) click the [to complete]✖ item related to Metadata. This opens a form to fill in values into the mandatory descriptive metadata elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator*- or l*anguage* field. Please note that adjunctive metadata fields can be selected

from those listed at the bottom of the form. Then click on the ACCEPT button. This completes the metadata information and updates the document structure by replacing the [to complete]✖ item with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. You can also update the metadata manifestation by clicking on dcq, thus opening the form where metadata values can be changed.

o b) if the information content of your document consists in more than one file of different type, then click the Content item and then click the ADD button in the related **Add views and manifestations** box. A [to complete]✖ item will be added to the document structure. Repeat step b) as many times as the supplementary document files are. Added items can also be deleted as specified in step c).

o c) click the [to complete]✖ item related to Content. This opens a window where you can (i) delete this item by clicking the delete manifestation button or (ii) insert the Content *manifestation*, as follows.

o   d) select the **outside** or **inside** from the **Type** menu according to whether the file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click on the ACCEPT button; this makes the description of the inserted file to appear in the page right-hand side and the document structure in the page left-hand side to be updated by specifying which file type has been inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step c1).

o e) repeat steps c) to e) for each supplementary [to complete]✖ item related to Content, if any.

o f) click the Metadata✖ item and then Content✖ item related to inProceedings. Both items are to make reference to the corresponding view of the "Proceedings" document which the paper is related to. For both items you can update the values of the corresponding **View Values Table** (optionally), whereas you must fill in the following fields:
  - Reference handle: The ID of the referenced (already existing) document
  - Reference version: The version of the referenced document
  - Reference view: Which view is referenced

Steps a) to f) can be interrupted at any stage and then restarted as described in the **NOTE** below.

Step f) closes the procedure for creating a new document unless you want to change the default values defined in your DL context: see **1.3.2.2**. below.

1.3.2.2. **-** Update the default values (optional), as follows: The structural elements of this model - i..e., Metadata, Content and inProceedings – have structural metadata that define their characteristics by default. If you want to update default values, then click either Metadata or Content or inProceedings to view these values as displayed in the right side of the page. The meaning of default values are explained in the **View Values Table** .

-------------------------------- **View Values Table** -----------------------------
- Order: the progressive number that determines the place of that **View** within the hierarchical level defined by the corresponding View. While editing the document, you can update this value to move the View within the same hierarchical level.
-Identifier: used by the system to identify the view.
-Display: the name which will be used by the system when displaying that **View** to the Digital Library users
-whether the **View** is deliverable or not to the users
-whether transcoding is enabled or not, i.e., whether the D. L. Administrator is enabled to produce manifestations of different type in order to assure better accessibility and preservability.

-

You can update all these values. For example, if you prefer that the Metadata view be displayed as "Cataloguing information", then update the Display field with this value. Then click on the ACCEPT button.

If you want to edit the rights related with this view, click the link **Edit Rights** (Optional) ESCLUSO inProceedings. ?????

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.4 – Proceedings : This opens the Edit page where you can:

- See/update the default values that are associated with the overall Document Structure (OPTIONAL).
- Complete/update the document structure
- Insert/update information content manifestations
- See/update the default values associated with any single structural element (OPTIONAL)..

1.4.1. See/update the overall default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.

- If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly
- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.4.2. **Complete/update the document structure.** The left-hand side of the page shows the basic structural elements of this model. A Proceedings model is composed by Metadata (i.e., bibliographic information) and Content. Content, in turn, is composed by an Introduction and a Browse section containing at least one Article.

These elements are called *Views;* a *View* is the way how a document can be perceived and does not concern physical aspects. For example, this document could be seen as a whole or as the sole Metadata *View* and Introduction *View (Note that any view name can be changed according to your preferences. See Sec. 1.4.4)*.

A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.

Note that the green check symbol √ beside the names of the structural elements means that they hold default values for structural metadata and rights.

You can complete/update the definition of the above structure by adding as many articles as needed in order to make the structure compliant with the document you want to submit. For this, click the

link Browse. Then in the **Add views and manifestation** box click the ADD corresponding to Default Views to add as many Article Views – and related [to complete]✖ items - as your document requires. Added items can also be deleted: click on any of them and then click the delete view button in the right-hand side of the page. This updates the document structure on the left-hand side of the window

1.4.3. Insert/update information content manifestations. In the document structure tree, the Metadata item, the Introduction item and any of the Article items is to be completed with its *manifestation*, i.e. the file/s that physically represent its information content.
For this, the following steps are to be considered.

o a) If the information content of the view Introduction or that of any view Article consists in more than one file of a different type, then for that view you have to add as many [to complete]✖ items as are needed. For this, click the view Introduction (or any view Article) and then, in the related **Add views and manifestations** box, click the ADD button related to **manifestation**. A [to complete]✖ item will be added to the document structure. Repeat step a) as many times as supplementary document files you need. Any added [to complete]✖ element can be cancelled. For this, click that element: then click the **delete manifestation button** in the right side on the page**.**

o b) click the link [to complete]✖ related to Metadata. This opens a form to fill in values into the mandatory <u>descriptive metadata</u> elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator*- or l*anguage* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click the ACCEPT button. This completes the metadata information and updates the document structure by replacing the link [to complete]✖ with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. Note that metadata manifestation can repeatedly be updated by clicking on dcq, thus opening the form where metadata values can be changed.

o c) Click any other link [to complete]✖. This opens a window that allows you to insert the related *manifestation* file, as described in step d).

o d) select, from the **type** menu, the **outside** or the **inside** value according to whether your document file resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the file from your workstation. Then click on the ACCEPT button. This updates the document structure in the page left-hand side by specifying which file type has been inserted. The green check symbol √ marks the document structural element

when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step d).

o   e) repeat step c) to e) until content for each [to complete]✖ item has been inserted.

o

The creation procedure can be interrupted at any stage and then restarted as described in the **NOTE** at the end of Sec. 1.4.

o

Step e) closes the procedure for creating a new document unless you want to change the default values defined in your DL context (see Sec.1.4.4.)

1.4.4. – **See/update the default values associated with any single structural element (OPTIONAL**). The View structural elements have metadata that define their characteristics by default values. If you want to update such default values, then click any view element to display these values in the right side of the page. The meaning of default values are explained in the **View Values Table**

-------------------------------- **View Values Table** -----------------------------

- Order: the progressive number that determines the place of that **View** within its own hierarchical level. While editing the document, you can update this value to move the View within the same hierarchical level

-Identifier: used by the system to identify the view.

-Display: the name which will be used by the system when displaying that **View** to the Digital Library users

-whether the **View** is deliverable or not to the users

-whether transcoding is enabled or not, i.e., whether the D. L. Administrator is enabled to produce manifestations of different type in order to assure better accessibility and preservability.

You can update all these values. Then click on the ACCEPT button.

If you want to edit the rights related with this view, click the link **Edit Rights** (Optional).

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID.   Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link.

1.5 – Book. This opens the Edit page. The left-hand side of this page shows the structure of the book-like model, whereas the right-hand side shows which functions are available.

In this page you can:

- See/update the default values that are associated with the overall Document Structure (Optional)
- Complete/update the document structure
- Insert/update information content
- See/update the default values associated with any single structural element (OPTIONAL)..

1.5.1. See/Update the associate default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.

- If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly.
- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.5.2. **Complete/update the document structure.**. Structural elements for this model are Metadata, Content and Appendix. Content contains one structural sub-element, called Chapter, and Appendix contains one structural sub-element, called Item (PLEASE NOTE that you can rename these elements. For example you may want to replace the name "Chapter" with "Section", or "Item" with "Bibliography". To do this, see instructions in Sec.1.5.4.). These elements are called *Views;* a *View* is the way how a document can be perceived and does not concern physical aspects. For example, this document could be seen as a whole or as the sole Metadata *View*, or as the first Chapter *View* onl*y (Note that any view name can be changed according to your preferences. See Sec. 1.5.4)*
A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.

Note that the green check symbol √ beside the names of the structural elements means that they hold default values for <u>structural metadata and rights</u>.

You can complete/update the definition of the above structure by adding as many Chapters and as many Appendix items as needed in order to make the structure compliant with the document you want to submit. For this, first click the link Content. Then in the **Add views and manifestation** box click the ADD corresponding to Default Views to add as many Chapter Views – and related [to complete]✖ items - as your document requires thus updating the document structure on the left-hand side of the window. Then click the link Appendix. and in the **Add views and manifestation** box click the ADD corresponding to Default Views to add as many Appendix items – and related [to complete]✖ items - as your document requires thus updating the document structure on the left-hand side of the window.

If you want to delete a chapter or an item, then click on the corresponding Chapter or Item, respectively. This opens a window where you can click on the delete view button. This updates the document structure on the left-hand side of the window.

- **1.5.3. Insert/update information content manifestations**. In the document structure tree, the Metadata view, each Chapter view and each the Item view is to be completed with its *manifestation*, i.e. the file/s that physically represent its information content.

For this, the following steps are to be considered.

- a) If the information content of any view Chapter or Item consists in more than one file of a different type, then for that view you have to add as many [to complete]✖ items as are needed. For this, click the Chapter or Item view and then, in the related **Add views and manifestations** box, click the ADD button related to **manifestation**. A [to complete]✖ item will be added to the document structure. Repeat step a) as many times as supplementary document files you need. Any added [to complete]✖ element can be cancelled. For this, click that element: then click the **delete manifestation button** in the right side on the page

b) click the link [to complete]✖ related to Metadata. This opens a form to fill in values into the mandatory <u>descriptive metadata</u> elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator* and l*anguage* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click on the ACCEPT button. This completes the metadata information and updates the document structure by replacing the link [to complete]✖ with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. Note that metadata manifestation can repeatedly be updated

by clicking on dcq, thus opening the form where metadata values can be changed.

b) Click any other link [to complete]✖ . This opens a window that allows you to insert the related *manifestation* file, as described in step d).

d) select, from the **type** menu, the **outside** or the **inside** value according to whether your document file resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the file from your workstation. Then click on the ACCEPT button. This updates the document structure in the page left-hand side by specifying which file type has been inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step d).

e) repeat step c) to e) until content for each [to complete]✖ item has been inserted.

The creation procedure can be interrupted at any stage and then restarted as described in the **NOTE** at the end of Sec. 1.5.

Step e) closes the procedure for creating a new document unless you want to change the default values defined in your DL context (see Sec. 1.5.4)

1.5.4. **See/update the default values associated with any single structural element (OPTIONAL**). The View structural elements have metadata that define their characteristics by default values. If you want to update such default values, then click any view element to display these values in the right side of the page. The meaning of default values are explained in the **View Values Table**

--------------------------------- **View Values Table** ------------------------------
- Order: the progressive number that determines the place of that **View** within its own hierarchical level. While editing the document, you can update this value to move the View within the same hierarchical level
-Identifier: used by the system to identify the view.
-Display: the name which will be used by the system when displaying that **View** to the Digital Library users
- IS deliverable: whether the **View** is deliverable or not to the users
-whether transcoding is enabled or not, i.e., whether the D. L. Administrator is enabled to produce manifestations of different type in order to assure better accessibility and preservability.

You can update all these values. For example, if you prefer that the Metadata view be displayed as "Cataloguing information", then update the Display field with this value. Then click on the ACCEPT button.

If you want to edit the rights related with this view, click the link **Edit Rights** (Optional).

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.6 – Volume : This opens the Edit page where you can:
- See/update the default values that are associated with the overall Document Structure (OPTIONAL).
- Complete/update the document structure
- Insert/update information content manifestations
- See/update the default values associated with any single structural element (OPTIONAL)..

1.6.1. See/update the overall default values. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights.
- If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button. Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly
- If you want to remove the cover image, if any, then simply click the DELETE COVER button.
- If you want to see which rights will be associated with the overall Document Structure, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document; then, click the ACCEPT button.

1.6.2. **Complete/update the document structure.** The left-hand side of the page shows the basic structural elements of this model. A Volume

model is composed by Metadata (i.e., bibliographic information) and ContentVol. ContentVol is composed by at least one Article, and any Article is in turn composed by Metadata and Content.

These elements are called *Views;* a *View* is the way how a document can be perceived and does not concern physical aspects. For example, a document corresponding to this model could be seen as the sole Metadata *View* or as the *View* of a single Article *(Note that any view name can be changed according to your preferences. See Sec. 1.6.4).*

A View does not concern physical aspects of its information content. The physical aspect is modelled as a Manifestation of that View, and this manifestation is represented with the structural element [to complete]✖ , meaning that a physical data file is to be uploaded or referenced.

Note that the green check symbol √ beside the names of the structural elements means that they hold default values for structural metadata and rights.

You can complete/update the definition of the above structure by adding as many articles as needed in order to make the structure compliant with the document you want to submit. For this, click the link ContentVol. Then in the **Add views and manifestation** box use the ADD button corresponding to Default Views to add as many Article views as your document requires. At the same time, Metadata and Content related to the added Article view/s are also included in the structure together with their [to complete]✖ items Added items can be deleted: click on any of them and then click the delete view button in the right-hand side of the page. This updates the document structure on the left-hand side of the window.

1.6.3. Insert/update information content manifestations. In the document structure tree, any [to complete]✖ item is to be replaced with its *manifestation*, i.e. the file that physically represents its information content.

For this, the following steps are to be considered.

o a) click the link [to complete]✖ related to any Metadata view. This opens a form to fill in values into the mandatory descriptive metadata elements according to the qualified Dublin Core format (dcq). Use the ADD button if you need to repeat the *creator*- or l*anguage* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the form. Then click the ACCEPT button. This completes the metadata information and updates the document structure by replacing the link [to complete]✖ with the format of metadata manifestation (usually dcq), and marking it with the green check symbol √. Note that metadata manifestation can repeatedly be updated by clicking on dcq, thus opening the form where metadata values can be changed.

o b) Consider the Content view related to any Article. If the information content you have to upload consists in more than one file of different types, then for that view you have to add as many [to complete]✖

items as your files are. For this, click the interested Content view and then, in the **Add views and manifestations** box, click the ADD button related to **manifestation**. A [to complete]✖ item will be added to the document structure. Repeat step a) as many times as supplementary document files you need. Any added [to complete]✖ element can be cancelled. For this, click that element: then click the **delete manifestation button** in the right side on the page

o c) Click any link [to complete]✖ . This opens a window that allows you to insert the related *manifestation* file as described in step d).

o d) select, from the **type** menu, the **outside** or the **inside** value according to whether your document file resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the file; in the **inside** case, click the BROWSE button that allows you to select and upload the file from your workstation. Then click on the ACCEPT button. This updates the document structure in the page left-hand side by specifying which file type has been inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that content manifestation can repeatedly be updated by clicking on the file type of the manifestation; this allows you to repeat step d).

o e) repeat step c) to e) until content for each article is inserted. The creation procedure can be interrupted at any stage and then restarted as described in the **NOTE** at the end of Sec. 1.4.

Step e) closes the procedure for creating a new document unless you want to change the default values defined in your DL context (see Sec.1.6.4.)

1.6.4. – **See/update the default values associated with any single structural element (OPTIONAL**). The View structural elements have metadata that define their characteristics by default values. If you want to update such default values, then click any view element to display these values in the right side of the page. The meaning of default values are explained in the **View Values Table**

-------------------------------- **View Values Table** ----------------------------

- Order: the progressive number that determines the place of that **View** within its own hierarchical level. While editing the document, you can update this value to move the View within the same hierarchical level

-Identifier: used by the system to identify the view.

-Display: the name which will be used by the system when displaying that **View** to the Digital Library users

-whether the **View** is deliverable or not to the users

-whether transcoding is enabled or not, i.e., whether the D. L. Administrator is enabled to produce manifestations of different type in order to assure better accessibility and preservability.

You can update all these values. Then click on the ACCEPT button.
If you want to edit the rights related with this view, click the link **Edit Rights** (Optional).

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.7. Free Structure.
 Please note the structure created with this procedure is a non-permanent one, although the same procedure can be used by the System Administrator to create new document models.
This opens the **Edit page** (see Fig.) that allows you to define a structure for the document you are creating The left-hand side of this page is to show the document structure you are defining whereas the right-hand side shows functions available to insert/update/delete structural elements, as follows: when you click on any element of the Document Structure you are constructing, then the right-hand side shows which operations you can execute on that element.
 In this page you can:

- Associate/update the values related with the overall Document.
- Create/update the document structure
- Insert/update information content

1.7.1. Associate/update the values related with the overall Document.
Click the link Document Structure. The right-hand page side shows which cover, if any, is to be associated with the document you are creating and which default values are defined for rights. [Note: You can access this page at any time by simply clicking the link Document Structure].

o If you want to insert an image or update the existing one, then select the **outside** or **inside** from the **Type** menu according to whether the image file you want to include resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, you have to give the address of the image file; in the **inside** case, click the BROWSE button that allows you to select and upload the image file from your workstation. Then click the UPDATE COVER button Then click the UPDATE COVER button, thus making the selected image to be shown. By the same operations as above, you can update the cover content repeatedly.

o If you want to remove the cover image, if any, then simply click the DELETE COVER button.
o If you want to see which rights will be associated with the overall document, then click the link **Edit Rights**. You can state other options for those values by selecting which users have rights to access your document. Whether you have updated those values or not, click the ACCEPT button.

1.7.2. **Create/update the document structure**. A structure for a given document can freely be defined by combining the different structural elements that are listed in the **Add view** box in the **Edit page**, namely:

- *Body*: refers to document content when it is to be perceived either as a whole or as an aggregation of other parts
- *Metadata*: refers to bibliographic information regarding the overall document or one of its parts
- *Reference:* makes a reference to a structural element of another document

These elements are called *Views.* A *View* is the way how a document can be perceived and does not concern physical aspects of its information content. For example, you could specialize a ***Body View*** for a book into other ***Body Views*** to represent various chapters. Further, a ***Body View*** related to a chapter may be specialized into other ***Body Views*** to represent chapter sections. If a Body View is no further disaggregated, then it is a *leaf* in the document structure tree. Note that at least one Metadata View must obligatorily be included in any document structure and that a document may be structured as a set of only metadata views. In this context, however, instructions given below regard the more general case of structures for documents composed of information content organized as aggregations of different parts and related metadata.

Steps 1 to 2.4 will guide you to create a Document Structure by selecting a set of Views and organizing these Views in such a way that the resulting structure corresponds to how you want your document be perceived. The name of any newly added View – whether Metadata or Body, etc. - is inserted into the Document Structure together with a progressive hierarchical number that specifies its position in the structure tree. The accompanying symbol ✖ means that further information related to this view is to be given. Note that you can delete any view or manifestation you have inserted into the document structure you are creating. Click on the element you want to delete and then click the corresponding delete button in the right-hand side of the **Edit page**.

Step 1. - If you want to make a metadata record for the whole document, click the ADD button corresponding to **Metadata view**. A New View metadata 1 item is added to the Document Structure. Click this item. In the right-hand page you can personalise/update the default values of the items described in the **View Values Table** (optional). For example, you could

prefer change the Identifier value "New View metadata 1" into "General metadata".   Whether you have updated some values or not,   click the ACCEPT button. In the document structure, the ✖ symbol accompanying the view name will be replaced by the check symbol √, meaning that information related to this view has been completed. If you want to edit the rights related with this View (Optional), click the link **Edit Rights** to see which rights are applied. You can state other options for those values by selecting which users have rights to access the document metadata Then, click the ACCEPT button. With the same mechanism you can add more than one Metadata View, i.e. by repeating Step 1 in order to add New View metadata 2, New View metadata 3, and so on.

Step 2. – If you want to structure information content, click the link Document Structure and then click the ADD button corresponding to **Body view**. A New View body 1 is added (if you have executed Step 1, a New View body n is added, n being the progressive number of this view). Click this item. In the right-hand page you have to;

a) Accept/Personalise/Update the default values of the items described in its **View Values Table.** Whether you have updated some values or not, click the ACCEPT button. In the document structure, the ✖ symbol accompanying the view name will be replaced by the check symbol √, meaning that information related to this view has been completed.

b) Edit Rights(Optional): Click the link **Edit Rights** to see which rights are applied. You can state other options for those values by selecting which users have rights to access your document. Then, click the ACCEPT button.

c) Select one of the items listed in the **Add views and manifestations.** box as follows.

  ▪ Add **Body View** if you want to model New View body n as a body view aggregating other views [See Step 3.1]
  ▪ Add   **Metadata view**, if you want to give bibliographic information on the New Body View n. [See Step3.2]
  ▪ Add **Manifestation** when you want to insert a structural element to upload or register or refer to information data related with a New View [See Step3.3].
  ▪ Add **Reference view**, when you want make reference to a view of a document already existing in the Digital Library [See Step 3.4].

Step 3.1. - <u>Structuring a body view composed by other views</u>. Click New View body 1 (or New View body n if you have executed Step1). In the **Add views and manifestations** box , click the ADD button corresponding to **Body view.** A New View body 1.1 item is added to the Document Structure. Click this item. In the right-hand **View1.1** page you have to Personalise/Update the default values of the items described in its **View Values Table**. For example, you could prefer change the Display value "body" into "Introduction". Whether you have updated some values or not, click the ACCEPT button. In the document structure, the ✖ symbol

accompanying the view name will be replaced by the check symbol √, meaning that information related to this view has been completed.

--------------------------------- **View Values Table** ------------------------------
- Order: the progressive number that determines the place of that **View** within its own hierarchical level. While editing the document, you can update this value to move the View within the same hierarchical level
- Identifier: used by the system to identify the view.
- Display: the name which will be used by the system when displaying that **View** to the Digital Library users
- whether the **View** is deliverable or not to the users
- whether transcoding is enabled or not, i.e., whether the D. L. Administrator is enabled to produce manifestations of different type in order to assure better accessibility and preservability.

If you want to edit the rights related with View 1.1., click the link **Edit Rights** (Optional).

Step 3.1.1 - With the same mechanism as in Step 3.1, you can further detail New View body 1. Click repeatedly this item to insert New View body 1.2, New View body 1.3, etc. In the same way, you can further detail these views as New View body 1.2.1, 1.2.2. ….. New View body 1.3.1, 1.3.2 … and so on.

Step 3.1.2 - With the same mechanism you can further detail the Document structure. Click this item and then the ADD button corresponding to **Body view,** repeatedly. A New View body 2, New View body.3, …..(or New View body n+1, New View body n+2 …. if you have executed Step1) are inserted in the document structure. Then proceed as described in Step 3.1.1. for any New View body.

You can update or delete any of the views you are creating. Click the view item in the document structure tree. Then update the values in its **View Values Table** and click the ACCEPT button, or click the DELETE VIEW button. In the last case, the document structure tree will automatically be restructured. Note that each *leaf* in the document structure must be completed by a metadata view (see Step 3.2) or a manifestation item (see Step 3.3)

Step.3.2 - Add **Metadata view**
If you want to give bibliographic information on the content of any New View body n, click this item and the ADD button corresponding to **Metadata view**. A New View metadata n.1 item, corresponding to the New View body n, is inserted into the Document Structure. Click this item. In the right-hand page you can accept/Personalise/Update the default values of the items described in its **View Values Table**. Whether you have updated some values or not, click the ACCEPT button. In the

document structure, the ✖ symbol accompanying the view name will be replaced by the check symbol √, meaning that information related to this view has been completed.
If you want to edit the rights related with View, click the link **Edit Rights** (Optional).

Step.3.3 - Add <u>**Manifestation**</u>
As previously noted, <u>a **View** is the way how a document can be perceived and does not concern physical aspects of its information content</u>. <u>This is structured as a **Manifestation**</u>. A **manifestation** is the structural element meaning that the related view (whether metadata- or body view) requires that information data are to be registered or data file/s of its content is/are to be uploaded/referred to. <u>Note that only metadata views must be completed by at least one **manifestation**</u>.

     Step 3.3.1. <u>Add at least one **manifestation** for any New view metadata</u>
     Click each New view metadata. You can update the values in its **View Values Table** and the Edit rights related to this view. Then in the **Add metadata manifestation** box click the ADD button corresponding to the type of manifestation/s[1] you want to insert. You can add more than one manifestation to each New View metadata. For any selected manifestation type a **[to complete]**✖ item will appear in the document structure meaning that bibliographic information is to be registered.

     Step 3.3.2. <u>Add a **manifestation** related to a New view body n.</u>
     Click New view body n, then in the **Add views and manifestations** box, click the ADD button corresponding to **manifestation.** A **[to complete]** ✖ item will appear in the document structure meaning that a physical document file is to be uploaded or referred to. If the content of New View body n is composed by multiple files of different types, add as many manifestations as many the files are. Added items can also be deleted: click on any of them and then click the delete manifestation button in the right-hand side of the page.

Step 3.4 - Add a **Reference view**.
You can structure your document by also exploiting the whole structure, or a portion of the structure of a document already existing in the D.L. To this, you have to insert a view as a reference to the   view you want to exploit of the already existing document.

---

[1] Each different application of OpenDLib may use different metadata formats, for example Dublin Core (dc), or Unimarc, or other locally defined formats. To allow the user to insert metadata, OpenDLib may provide a form to fill in data, or a window to uploaded a pre-registered record

Click Document Structure or any New View Body, then select the ADD button corresponding to Reference View. A New View reference related to the first or the item appears in the structure tree item. Click this item to update/accept the values in its **View Values Table** and fill in the following mandatory fields:

- Reference handle: The ID of the referenced already existing document
- Reference version: The version of the referenced document
- Reference view: Which view is referenced

The whole the structure tree beneath the referenced view is inserted in the structure, each structure element with its original edit right values.

1.7.3. - Insert/update information content. In the document structure tree, any *manifestation* to be uploaded/registered is represented by a **[to complete]✖** item. To complete the document structure with its information content, make the following steps:

o a) click any link [to complete] related to any New View Metadata. This allows you to insert/upload metadata values in two different ways, according to which metadata type has been previously selected, as follows

  ▪ (a1) In the case of *dc* metadata, a form is presented where you have to fill in the mandatory descriptive metadata fields. Use the ADD button if you need to repeat the *creator*- or l*anguage* field. Please note that adjunctive metadata fields can be selected from those listed at the bottom of the forThen click the ACCEPT button. This completes the metadata information and updates the document

  ▪ (a2) Metadata types different from *dc* are uploaded as prearranged *XML* records. In this case, a window is presented that allows selecting and uploading the file containing the *XML* record.

  In either case, the link [to complete] is replaced with the name of the format of the metadata manifestation. This is marked with the green check symbol √. Note that any metadata manifestation can repeatedly be updated by clicking on its name. This permits you to repeat step (a1) or (a2).

o b) Click the link [to complete] related to any New View body. This opens a window where you can insert the related *manifestation*, as described in step b1).

o b1) select, from the **type** menu, the **outside** or the **inside** value according to whether your document file resides outside or inside your workstation. Then use the **content-type** menu to indicate which extension such a file has. In the **outside** case, address of the file is requested; in the **inside** case, click the Browse button and select the file you want to include. Then click the ACCEPT button. This makes the description of the inserted file to appear in the page

right-hand side and the document structure in the page left-hand side to be updated by specifying which file type has been inserted. The green check symbol √ marks the document structural element when information for that element has been completed. Note, however, that information can repeatedly be updated: click on the manifestation file type and return to step b1).

Example.

To make instructions more comprehensible, this section exemplifies the creation of a model for a document reporting the result of a project. Such a document is thought of as consisting in a cover and the following structural should consist in a cover and the following structural elements: i) a presentation by the project scientific coordinator [speech file]; ii) a section containing the descriptions of the three project objectives and related tasks, each description having its title and author/s [text files, already existing as specific *Views* in another document of the DL] iii) a section dedicated to the presentation of two system prototypes realized in the project [.ppt files]. The document is to be modelled in such a way that any single component be accessible and searchable through its own descriptive metadata.

a. Making the cover.

In the Edit page click the button UPDATE COVER to use a jpeg image to create a cover for the document being created. In the following page, select, from the **type** menu, the **outside** or the **inside** value according to whether the jpeg file resides outside or inside your workstation, and select its extension from **content-type** menu. Then write the address of the file you want to include or click the Browse button to select it according to whether the file resides **outside** or **inside** your workstation. Finally, click the ACCEPT button.

b. Defining the document structure.
1) Click the link Document Structure and select **Body view** in the **Add views and manifestations** box. A New View body 1 is added in the document structure. Repeat this action to add New View body 2 and New View body 3 in order to model the document for its components i), ii) and iii) described above.
2) Click New View body 2 to further detail it with three views for the descriptions of the project objectives and tasks. These descriptions already exist in another D.L. document, therefore in the **Add views and manifestations** box you have to select **Reference view.** Click the ADD button corresponding to this view to insert New View reference 2.1, New View reference 2.2 , and New View reference 2.3 in the document structure.

3) Click New View body 3 to further detail it into two views for the presentation of two system prototypes. For this, in the **Add views and manifestations** box you have to click the Add button corresponding to **Body view** to insert New View body 3.1 and then New View body 3.2 into the document structure.

c. Completing the structure

You now have to complete the structure by defining structural and right values for any element, by inserting metadata views where needed, and inserting manifestations where needed. (The updating of elements in the **View Values Table** is exemplified only in Step 1)

1) Click New View body 1. If you prefer this item be identified or displayed as "Introduction", then update the field "Identifier" or the field "Display" (or both) in its **View Values Table** accordingly. Click the ACCEPT button anyway, thus making this view be checked with √. Then in the **Add views and manifestations** box click the ADD button to insert a Metadata View [see Step 2.2. in Sect. 1.3.2.]. Now you have to insert a manifestation item both for the New View body 1 [see Step .3.3.1. in Sect. 1.3.2] and the related New View metadata 1.1. [see Step 3.3.2. in Sect. 1.3.2].

2) Click New View body 2. Whether or not you have updated values in its **View Values Table,** click the related ACCEPT button thus making this view be checked with √..

3) Look at New View reference 2.1, New View reference 2.2 , and New View reference 2.3: they need no metadata nor manifestation, as the referenced views already are provided with these elements in their original document structure.

4) Click New View body 3. Whether or not you have updated values in its **View Values Table,** click the related ACCEPT button thus making this view be checked with √.. According to the given document description, no manifestation nor metadata view is required by New View body 3.

5) Click New View body 3.1. Whether or not you have updated values in its **View Values Table,** click the related ACCEPT button thus making this view be checked with √.. Then in the **Add views and manifestations** box click the ADD button corresponding to **Metadata view**. A New View metadata 3.1.1 is added to the Document Structure [see Step 3.2. in Sect. 1.3.2.].

6) Now you have to insert a manifestation item both for the New View body 3.1 and the related New View metadata 3.1.1. Click New View body 3.1 and the ADD button corresponding to **Manifestation**. A **[to complete]✖** item will appear in the Document Structure meaning that a physical document file is to be uploaded or referred to [see Step 3.3.1. in Sect. 1.3.2]. Then click New View metadata 3.1.1. Accept or update the values in its **View Values Table** (for example, you could prefer give its identifier the value "Prototype 1 – Metadata"). Then in the **Add metadata manifestation** box select the type of manifestation you want to insert by clicking the related ADD button.**.** For any type

of manifestation you select, a **[to complete]✖** item will appear in the document structure [see Step 3.3.2. in Sect. 1.3.2].

7) Click New View body 3.2. and operate with the same mechanisms as in steps 5) and 6).

8) At this point the document structure is completed and you only have to give content to the **[to complete]✖** items according to whether it is related to a *New View metadata* [see Sect 1.3.3 a] or a *New View body* [see Sect 1.3.3 b-c] or a *New View reference*. In this case click any *New View reference* item to update/accept the values in its **View Values Table.** Then fill in the following mandatory fields:

- Reference handle: The ID of the referenced already existing document
- Reference version: The version of the referenced document
- Reference view: Which view of that document is referenced.
-

NOTE - The green check symbol √ marks a document structural element when information for that element has been completed. Please note that any piece of information in the Document Structure can repeatedly be updated. Click the respective structural element and follow the instructions given above. The procedure for new documents can be interrupted at any stage by simply closing the Edit page, thus going back to the **Submission page.** Please take notice of the temporary ID of the document you are working on. It is useful to find it in the **Submission page,** where you can repeatedly restart the procedure by clicking the Edit link corresponding to that document temporary ID. Any document being submitted can be cancelled by the **Remove** link. The submission procedure is brought to its end by the **Submit** link

1.8. Instructions for other models
Different Libraries may have different publishing policies, therefore it may happens that your DL presents some model that does not exactly corresponds to any of the models described here, In this case, look at the descriptions of the models presented in this manual, choose the model that is more similar to that newly added into your DL, and read the related instructions. This will surely help you in your submission work, as the procedure for creating documents of class i) is composed of very similar steps although related to different models, as does the procedure for creating documents of class ii).

2)   NEW EDITIONS OF DOCUMENTS ALREADY PUBLISHED.

This procedure creates a new edition of an already published document while maintaining the original one. Click the link **select a document** to display the list of your already published documents, if any. **Select** the one you want to edit for a new edition, thus making it to appear in your working Area where it will remain "in preparation" as long as you are working at preparing this new edition. Click the link **Edit** to open the **Edit-page.** The **Edit-page** shows the Document Structure, i.e. the structural elements of the selected document, and you can apply

the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to.

You can also **Remove** any of them with the corresponding link. The **Submit** link brings the procedure to its end.

3)   CORRECTION OF DOCUMENTS ALREADY PUBLISHED

This procedure replaces an already published document with a corrected version of it. Click the link **select a document** to display the list of your already published documents, if any. Select the document you want to correct. The ID of the selected document will be called "in preparation" as long as you are working at preparing this new edition. All documents in preparation are listed in your Working Area. You can click the link **Edit** corresponding to any of them to open the **Edit-page**. The **Edit-page** shows the Document Structure, i.e. the structural elements of the selected document, and you can apply the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to. You can also **Remove** any of them with the corresponding link. The **Submit** link brings the procedure to its end

4)   WITHDRAWAL REQUESTS

Click on the create new request link to display the list of your already published documents, if any. **Select** the one you want to withdraw and fill in the request form that will appear. Then click on the NEXT button. Your request will be listed in the grew bar: here you can Remove or Submit it to the Library Administrator. You can also View the document which your request refers to. Click on the View link to make the Document Structure elements to appear (if the structure tree is not shown, then click on Document Structure to display it). Each element of the Document Structure is composed by two pieces of information, namely: i) the *name* of that structural element and ii) the *type* of its manifestation (i.e. which file type represents its content). Click on any manifestation to display it.

❑ REVIEW

The Review option displays the list of the authorities from which submission requests have come. Select an authority and click the **select** button to see the list of the documents to be reviewed.

For any document you can:

view this document: makes the Document Structure elements to appear (if the structure tree is not shown, then click on Document Structure to display it). Each element of the Document Structure is composed by two pieces of information, namely: i) the *name* of that structural element and ii) the *type* of its manifestation (i.e**.** which file type represents its content). Click on any document manifestation to display it.
.

make your   review: makes a review form to appear which is headed by the document temporary ID. Fill in the form and click on the **submit review** button: this compiles your evaluation report for the DL Administrator

show other reviews; permits you to see reviews by other reviewers, if any

===

❑ ADMIN

The Admin option opens a page that displays in tabular form how many documents of the different submission request types - Submissions, Editions, Corrections, Withdrawals – have come from the different authorities (see Figure 1).

This page also permits you to update the default option regarding whether Email confirmation of Administrator's decisions are to be sent or not.

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You can:

a) directly click any red numeral in the table to see the detailed description of the documents related to the corresponding authority and the corresponding request;

b) click the name of the authority you are interested in to see its description. At the same time, all the information related to that authority appears on the left-hand size of the window in a short form. Here you can click on the red numeral, to see the detailed description of the documents related to the corresponding authority and the corresponding request; or you can return in a situation as in a), by clicking the link Return to Admin Page.

Any way a list of document descriptions appears and you can operate on any described document with different actions depending on the type of request, as detailed below.

New Submission Requests.

Documents in this page are described with their i) handle and title; ii) author; iii) number of reviews requested vs. reviews received; iv) date; v) model.

Documents can be:

(a) collectively managed as follows:

- They can be selected according to their model through the Model menu.
- They can be individually selected or selected through the select all button. Selections can be cancelled through the select none button.
- Selected documents can be composed into a new document through the create document from selection button. After clicking this button, you have to choose which model, - whether journal or book or proceedings - the new created document has to conform to. After selection, the description of the new document is displayed. Click the return to new submissions button to return to the New Submission Requests page, where the new created document is listed and can individually be managed as described in (b) below.

(b) individually managed through the following operations:

view doc : makes the Document Structure elements to appear (if the structure tree is not shown, then click on Document Structure to display it). Each element of the Document Structure is composed by two pieces of information, namely: i) the *name* of that structural element and ii) the *type* of its manifestation (i.e. which file type represents its content). Click on any document manifestation to display it.

edit doc : links to the **Edit page**. The structure of the document is displayed and you can apply the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to.

evaluation : displays which evaluation has been given by the reviewers (if any); else the message "No reviewer" is displayed. The following actions are made available by the corresponding buttons:

- approve: opens a window where you have to give the document the appropriate ID and associate it to one or more document collections. Then click on the accept button.
- reject: rejects the document while giving the user notice of this.
- discard: deletes the document while giving the user notice of this.
- choose reviewers: opens a window where you can select the reviewer/s; then click on the accept button. Additional reviewers can be selected at later times.

Rejected Submissions.

You have the following options:

view this document: makes the Document Structure elements to appear (if the structure tree is not shown, then click on Document Structure to display it). Each element of the Document Structure is composed by two pieces of information, namely: i) the *name* of that structural element and ii) the *type* of its manifestation (i.e. which file type represents its content). Click on any document manifestation to display it.

edit this document: links to the **Edit page**. The structure of the document is displayed and you can apply the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to.

unreject this document: returns the document in the New Submission Requests group

discard this edition: deletes the document while giving the user notice of this

New Editions Requests.

You have the following options:

view this edition: makes the Document Structure elements to appear (if the structure tree is not shown, then click on Document Structure to display it). Each element of the Document Structure is composed by two pieces of information, namely: i) the *name* of that structural element and ii) the *type* of its manifestation (i.e. which file type represents its content). Click on any document manifestation to display it.

edit this edition : links to the **Edit page**. The structure of the document is displayed and you can apply the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to.

approve this edition: the document is approved for publication: its ID is updated with the version number.

reject this edition: The document is deleted and the user is given notice of this.

discard this edition: deletes the document while giving the user notice of this

Rejected editions.
You have the following options:
view this edition: makes the Document Structure elements to appear (if the structure tree is not shown, then click on Document Structure to display it). Each element of the Document Structure is composed by two pieces of information, namely: i) the *name* of that structural element and ii) the *type* of its manifestation (i.e. which file type represents its content). Click on any document manifestation to display it.

edit this edition : links to the **Edit page**. The structure of the document is displayed and you can apply the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to.

unreject this edition: returns the document in the New Edition Requests group.

discard this edition: deletes the document while giving the user notice of this.

Correction requests
You have the following options:
view this document: makes the Document Structure elements to appear (if the structure tree is not shown, then click on Document Structure to display it). Each element of the Document Structure is composed by two pieces of information, namely: i) the *name* of that structural element and ii) the *type* of its manifestation (i.e. which file type represents its content). Click on any document manifestation to display it..

edit correction: links to the **Edit page**. The structure of the document is displayed and you can apply the editing operations described in Sections 1.1 to 1.5 for the different models, depending on which model the document conforms to.

approve correction: the corrected document replaces the existing one

reject correction: the corrected document is rejected and the user is given notice of this.