



OdA v2.0

OdA 2.0 Administration Guide



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1 Introduction

The Oda 2.0 application allows creating a website and associated repository to store, manage and publish collections of Digital Objects (henceforth DO). Examples of websites created using Oda include Learning Object (LO) repositories and Academic Virtual Museums.

In Oda, a DO is a unit of information that represents a physical or conceptual “object”. In Oda, the information that makes up a DO is organized in three sections: data, resources and metadata. The data section includes all attributes and values that characterize the object. For example, if in an Academic Virtual Museum a DO represents an archaeological pot, its colour and size, as well as short text description of the pot, could be part of the DO’s data. The resource section contains the set of digital files that make up the core of the DO, for example, several digital photos of the pot and one or more pdf files describing its use and manufacturing processes. The resources of a DO can be shared with other DOs in the same collection or repository, for example, many pots in the repository can share the same pdf file describing its manufacturing process. A DO may also have another DO as a resource, which means that more conceptual and complex DOs can be created from simpler ones; also, a DO can have a whole website as a resource. Finally, the third section is that of metadata. Metadata are data about data, that is, the attributes and values that document and classify the DO. For example, the creation date of a DO and the name of its creator could be part of its metadata. In general, metadata provide contextual information about the DO or meta-information (not information about the “object itself” but about the DO).

This document describes the menus and actions needed to create and manage a DOs’ collection using the Oda application. The administration and management of an Oda website is conducted through the application’s backoffice. This option is only accessible to users with privileges of superadministrator or administrator, with important restrictions for the latter.

Gestión de Oda 2.0

Bienvenido al Sistema Gestor de Contenidos del portal <http://147.96.141.154/materiales>

Registro del Sistema
>Por favor introduza su login y contraseña

Login:

Clave:



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Figure 1 Backoffice Login



2 Preferencias (*Preference*) Menu

This menu allows both setting the preferences of the home page of the Oda website and other Oda 2.0' optional features.

Gestión de Oda 2.0 Usuario: super1 super2 Salir

Preferencias | Navegación | Contenido | Usuarios | Objetos Digitales | Mantenimiento

Preferencias generales

- Cabecera de la Web

Cabecera de la Web Datos de cabecera + información para buscadores

Datos del contenedor

Título del contenedor:

Imagen cabecera: Ancho = 1152 en px
Actualizar:

Datos del sitio web

Descripción:

Palabras clave:

Diseño de la página

Imagen de fondo global: Actualizar:

Extensión de archivos

Para añadir una extensión introduzca la **extensión sin el punto.**

Extensiones ya añadidas:

- jpg
- doc
- pdf
- docx
- mp3
- png
- wav
- avi
- mp4
- mov
- m4v
- swf
- gif
- tiff

Agregar extensión:

Seguridad acceso web

Habilitar seguridad web:




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Figure 2 – Preference options

2.1 Modifying the Header Image

In the 'Datos del Contenedor' (*Data about the Repository*) section in the preference menu, select the image clicking on 'Seleccionar Imagen' (*Select Image*) and choose an image




from the resources bank (see ‘use of the Resource Bank, Section 4.2). For the correct visualization of the header image, it should be 1152 pixel wide. For changes to be effective, click on the ‘Guardar’ (*Save*) button. The image can be deleted clicking on the  icon.

2.2 Modifying Data on the Website


The data of the website can be edited by simply changing the "Descripción" (*Description*) and "Palabras Claves" (*Keywords*) fields in the data section of the website. For changes to be effective, click on the ‘Guardar’ (*Save*) button.

2.3 Modifying the Web Background on the Homepage

Go to the ‘Diseño de Página’ (*Page Layout*) section and select an image from the resource bank (see *use of resource bank*, on page 10) by clicking on “seleccionar imagen” (*Select Image*) in that section. For changes to be effective, click on the ‘Guardar’ (*Save*) button. The picture can be deleted by clicking on the  icon (this feature has no effect in the current version).

2.4 Modifying the list of file extensions that can be uploaded

Go to the ‘Extensión de Archivos’ (*File Extension*) section. This section shows a list of allowed extensions. One can add more extensions or delete existing ones.

- An extension is added by simply typing the extension without the dot in the ‘Agregar Extensión’ (*Add Extension*) field and clicking on "Agregar" (*add*).
- An extension is deleted by simply clicking on , which is located to the right of the extension to be deleted.

2.5 Enabling Web Security

This option forces all users who wish to view the OdA website and DO collection to log in through their username and password. This means that access to the whole repository is private. To enable Web Security, one must go to the ‘Seguridad Acceso Web’ (*Web Security Access*) section, check ‘Habilitar Seguridad Web’ (*Enable Web Security*) and save. To disable security, it suffices to uncheck and save.

It is also possible to define a mixed access to the OdA repository with public and private DOs, data and metadata. To do so, security must be disabled; the privacy of the DOs will be set independently for each DO and specific data and metadata (see section 6.2.1)



3 Navegación (*Navigation*) Menu


This menu allows setting up the categories or options for the top and left navigation menus on Oda’s homepage. The following screen shows an example of a list of categories making up the top and left menu on Oda’s homepage. Note that it is also possible to create navigation hierarchies or trees.



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Figure 3 – Setting the Navigation Menu

3.1 Creating a new Navigation Category

Click on ‘Nuevo’ (*New*)  in the navigation menu. Fill in the fields with the desired values and click ‘Guardar’ (*Save*).

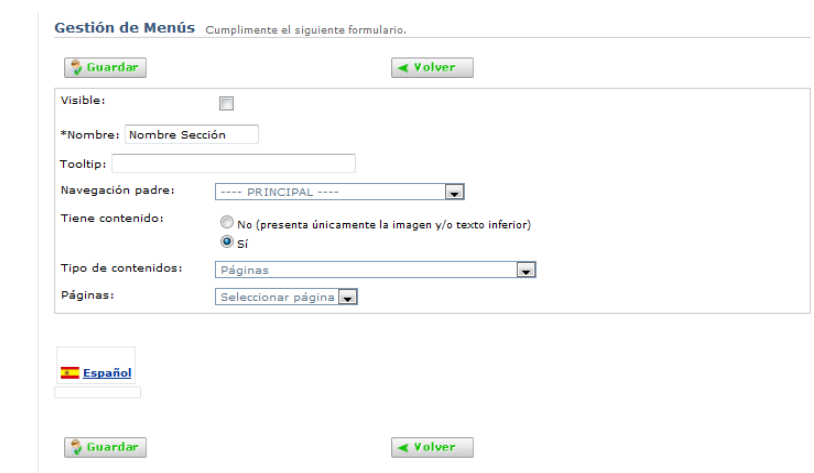


Figure 4 – Navigation category template



Datos de la categoría		
CAMPO	TIPO	REMARKS
Visible	check	If activated, the navigation category is visible to all users. If disabled, the category will only be visible to registered users.
Nombre (<i>Name</i>)	Text	Category name. Required field.
Tooltip	Text	Category description.
Navegación Padre (<i>Parent Navigation</i>)	option	Place of the category in the category hierarchy. It may be in the root (- main-) category or be a child category of another category.
Tiene Contenido (<i>Has content</i>)	option	Indicates whether the category has a special type of content - No.: it only shows the image and/or below text. - Sí: choice of different content types for a category.
Tipo de Contenidos (<i>Content Type</i>)	option	Visible only when the 'Tiene Contenido' (<i>Has Content</i>) option is 'SI' (Yes) Content types are: - Ninguno (<i>None</i>): to the first of the internal sections (of the navigation menu). - Páginas (<i>Pages</i>): to a web page created in the content menu (see content menu). - Url: external link. - Acceso a Base de Datos (<i>Database Access</i>): access to DOs in sequential order. - Clasificación de la base de datos (<i>Database Classification</i>): Access to DOs hierarchically grouped into classes and subclasses according to the Data Model. - Búsqueda (<i>Search</i>): Access to the global search menu. - Mantenimiento (<i>Maintenance</i>): Password-secured access to the maintenance menus or back office described in this document.

Click 'Guardar' (*Save*) to create the new category.

3.2 Modifying the Order of a Category

The order of each category in the menu can be altered by clicking on the up or down arrows .

3.3 Deleting a Category

There are two possible ways to delete a category:

- From the list, click on the 'delete' icon
- Within the category (click on the category name), by clicking on the **Eliminar** icon.



4 Contenido (*Content*) Menu

This section allows managing the Oda's web pages and Resource Bank (not to be confused with the DOs' resources). This section is divided into two: 'páginas de texto' (*text pages*) and 'banco de recursos' (*resource bank*).




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Figure 5 – Text or Web Pages

4.1 Text Pages

In this subsection you can manage those text web pages that can later be viewed through the categories created in the navigation menu (see section 3, 'Menú de Navegación' [*Navigation Menu*]). The list of already created pages is displayed. Possible actions on a text page are creating a new one, deleting or modifying it.

4.1.1 Creating a new Textpage


Click on 'Nuevo' (*New*)  from the text page submenu. Fill in the fields and save.

Datos de Sección		
CAMPO	TIPO	OBSERVACIONES
Título (<i>Title</i>)	text	Text page's name. <i>Required field</i> .
Documento (<i>File</i>)	file	A file can be added to the page by simply clicking on 'seleccionar documento' (<i>select file</i>) and choosing a file from the resource bank (see use of Resource Bank, page 10).
		Adding content to the text page. Images, text or HTML code can be added.

It is necessary to save changes for the creation of the page to be effective.




4.1.2 Modifying a Textpage




To modify the contents of a page it suffices to click on the name of the page one wishes to modify or on the  icon. Once inside, one can modify the page attributes, as well as add or manage its contents.

4.1.3 Adding Content on a Textpage

You can add content on a page in various ways:

- By selecting a file from the creation or modification of the page. To do this, click on ‘seleccionar documento’ (*choose file*) and choose a file from the Resource Bank.
- By clicking on the  icon and selecting the ‘Imagen’ or ‘Texto’ content type. To add an image, click on ‘Seleccionar Imagen’ (*Select Image*) and choose an image from the Resource Bank (see use of the Resource Bank in subsection 6.2). When adding text type content, a text editor allows customizing the text, attaching images or directly incorporating HTML code.
-

4.1.4 Managing Content on a Textpage

Content management allows the modification of the order of appearance of content as well as its elimination. The order of appearance can be changed by simply clicking on the   icons to raise or lower the content position. To remove content, simply click on the  icon.

4.1.5 Deleting a Textpage

To delete a textpage, click on the  icon of the page you wish to delete.

4.2 Resource Bank

In the Banco de Recursos (*Resource Bank*) subsection, you administrate all the files used to build Oda’s web pages. Files that are part of the DOS’ resources section are not part of the Resource Bank.



Preferencias | Navegación | **Contenido** | Usuarios | Objetos Digitales | Mantenimiento

Páginas de texto | **Banco de Recursos**

Gestión de Banco de Recursos

Banco de Recursos

download/bancorecursos

Nombre	Tamaño	Fecha mod.	Eliminar
.svn			
file			
Hexagon			
image			
background.jpg	3 Kb	10/02/2012	X
background2.jpg	54 Kb	10/02/2012	X
cabecera.png	32 Kb	10/02/2012	X
Joyful Text Styles.asi	23 Kb	10/02/2012	X
Joyful text styles.psd	1286 Kb	10/02/2012	X
logo-ucm.gif	8 Kb	10/02/2012	X
logo.jpg	75 Kb	10/02/2012	X
logo.psd	524 Kb	10/02/2012	X
logo2.jpg	78 Kb	10/02/2012	X
logo_old.jpg	17 Kb	10/02/2012	X
logox1.gif	253 Kb	10/02/2012	X
logox2.gif	151 Kb	10/02/2012	X
OdA_Plg.html	13 Kb	10/02/2012	X
rec_propio.png	7 Kb	27/03/2012	X

Información de imagen

Imagen: logo-ucm.gif
Fecha de creación: 10 02 2012 09:06:41
Fecha de Modificación: 10 02 2012 09:06:41
Tamaño de la imagen: 7243 bytes
Acceso: Lectura

Ampliar imagen
Descargar elemento



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Figure 6 – Resource Bank

4.2.1 Navigating the Resource Bank

The home directory is: *download/bancorecursos*.

It is possible to order the files in resource bank by name, size or modification date, by clicking on the corresponding column header.

To access a folder, just click on the folder icon or name.

To go up the directory path, click on the icon, located to the left of the directory path.

4.2.2 Creating a Folder

Click on the icon, enter the folder name in the new window and click OK.

4.2.3 Uploading a new File

Click on 'examinar' (*browse*) and select the file. It should be noted that only files with allowed extensions can be uploaded. Allowed extensions are defined in the preferences section (see section 2, Preference menu). There is also a maximum size allowed by default, which depends on the configuration of the web server. This size can only be changed by the server administrator (see installation instructions). Zip files may be uploaded (if this extension is included in the preferences section) and the application will decompress the file respecting its internal organization.




4.2.4 Choosing a File

To select one or several files, activate the checkbox on the left hand side. If we click on the file name, the resource bank will show a description of the file on the right hand side and, if the file is an image, this will be pre-viewed.



4.2.5 Copying a File

To copy one or multiple files just select them and click on the  icon.

4.2.6 Pasting a File

To paste one or more previously copied files, just click on the  icon.

4.2.7 Deleting One or Several Files

To delete one or more files, it is necessary to select the files to be deleted and click on the  icon. To delete just one file, it suffices to click on the  icon in the deletion column. One can also delete folders once they have been emptied of all their contents.

5 Usuario (*user*) Menú

This menu allows managing user data and tracing the actions carried out by users. At the same time, it is divided into two submenus, 'usuarios' (*users*) and 'log de modificaciones' (*log of changes*).

5.1 Log of Changes

The 'log de modificaciones' (*Log of Changes*) submenu serves to keep track of DOs; it can display a list of the modifications made on the objects by registered users. The meaning of "Type" is M = modified object; C = created object; and B deleted object.



Gestión de Oda 2.0

Usuario Nombre Apellidos Salir

Preferencias	Navegación	Contenido	Usuarios	Objetos Digitales	Mantenimiento
Log de Modificaciones					
Listado de logs					
[1-20] de 53 20 << Ini < Anterior - 1 2 3 - Siguiente > Fin >>					
Usuario	Fecha	Tipo	Id del OV		
superadmin	29/03/2012 10:38:14	M	5		
superadmin	28/03/2012 19:08:20	M	5		
superadmin	28/03/2012 19:06:51	M	5		
superadmin	28/03/2012 19:05:56	M	5		
superadmin	28/03/2012 19:04:35	M	5		
superadmin	28/03/2012 19:03:43	M	5		
superadmin	28/03/2012 19:03:15	M	5		
superadmin	28/03/2012 19:01:28	M	5		
superadmin	28/03/2012 18:59:24	M	5		
superadmin	28/03/2012 18:59:06	M	5		
superadmin	28/03/2012 18:58:28	M	5		
superadmin	28/03/2012 18:51:00	M	4		
superadmin	28/03/2012 18:36:40	M	4		
superadmin	28/03/2012 18:10:59	M	4		
superadmin	25/03/2012 19:29:56	M	1		
superadmin	25/03/2012 19:24:33	M	3		
superadmin	25/03/2012 19:24:20	M	1		
superadmin	25/03/2012 19:24:04	M	4		
superadmin	25/03/2012 19:23:43	M	2		
superadmin	25/03/2012 19:23:18	M	4		
[1-20] de 53 << Ini < Anterior - 1 2 3 - Siguiente > Fin >>					



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Figure 7 - Log of Changes

5.2 Users

The 'usuarios' (users) sub-menu allows the management of all users by showing a list of all the users registered in Oda. Possible actions include creating, modifying and deleting users.

Gestión de Oda 2.0

Usuarios Nombre Apellidos Salir

Preferencias	Navegación	Contenido	Usuarios	Objetos Digitales	Mantenimiento
Gestión de Usuarios Selección el usuario a modificar o cree uno nuevo					
Buscar: <input type="text"/> Todos los roles <input type="text"/>					
Listado de usuarios					
[1-3] de 3 20 << Ini < Anterior - 1 - Siguiente > Fin >> <input type="button" value="Nuevo"/>					
Login	Nombre	Correo	Rol	Objetos Digitales	
admin	Nombre Nombre	test@test.test	Administrador		
user	Nombre Apellidos	test@test.test	Usuario		
superadmin	Nombre Apellidos	test@test.test	Superadministrador		
[1-3] de 3 << Ini < Anterior - 1 - Siguiente > Fin >> <input type="button" value="Nuevo"/>					



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Figure 8 – User Management




5.2.1 Creating a new User

To create a new user, go to Mantenimiento->Usuario. Click on ‘Nuevo’ and fill in the following fields:

Section Data		
FIELD	TYPE	REMARKS
Nombre	Text	New user’s first name. <i>Required field.</i>
Apellidos	Text	New user’s surname.
Correo	Text	New user’s mail.
Login	Text	New user’s login name. <i>Required field.</i>
Password	Text	New user’s password. <i>Required field.</i>
Rol	Option	<p>User’s role. Select one of the following roles:</p> <ul style="list-style-type: none"> -‘Superadministrador’: User with privileges to manage the OdA website, all the repository contents, DOs and users. It can create confidential or private DOs and attributes only accessible to this type of user. -‘Administrador’: User with privileges to create and modify his/her DOs and inspect all DOs except private or confidential ones -‘Usuario’: User with privileges to inspect all DOs except private or confidential ones. <p><i>Required field.</i></p>

5.2.2 Modifying Registered Users

User data can be modified: First name, surname, email, Login, Password, Repeat Password, Role and DOs with editing privileges. Just click on the user’s login icon .

5.2.3 Modifying Administrator’s DOs


When modifying a user, if he/she has Administrator’s role, the superadministrator can modify the list of DOs on which the user has editing privileges. Whenever a user with administrator privileges creates a DO, he/she has editing privileges on this DO. It should be noted that a DO can be created by duplicating a pre-existing DO (see section 6.2); in this case the administrator must enter the DO’s template and click on save for the duplicated DO to be incorporated into the list of DOs on which the administrator has editing rights.

To modify the lists of DOs on which the user has editing privileges, the field “Objetos de aprendizaje con permisos de edición” (*Learning Objects with editing privileges*) must be



changed. This is a list of DOs, in which the user has permissions to modify its information content. Only a superadministrator can modify this list. In this list are the I.D.s of the objects that a specific user has created, as well as those for which a superadministrator has given him/her permissions. To add a new digital object to this list, just write the object I.D.

5.2.4 Deleting Registered Users

To delete a user, simply click on the delete icon  and confirm. Only a super administrator can delete users.

6 Objetos Digitales (*Digital Object*) Menu

All the components of a Digital Object (DO), as well as the DOs themselves are managed from this menu. The menu consists of two submenus, 'Objetos' (*Objects*) and 'Modelo de Datos' (*Data Model*).

IMPORTANT: OdA 2.0's Data Model allows great flexibility in the way the superadministrator user can define the Data (attributes-values and parent-child relations) that make up the Data Model of the repository, and in the way users can navigate through the defined Data Model structure. On the other hand, this flexibility can lead to build not very coherent Data Models, in which the navigation through the repository information or the presentation of the DO's information may not be as initially expected. Therefore, the superadministrator should be especially aware of the implications of the properties of parent-child dependency, visibility and attribute values of the desired Data Model. For instance, if an attribute is defined as 'no visible' (*not visible*) users other than Superadministrators will not see this attribute or the subtree with its child-attributes in the navigation tree (even if the latter are supposed to be visible); also, if an attribute is defined as having value and being extensible, not giving value to this attribute in a DO will imply that this attribute and its children may not appear in the navigation tree, or with their full dependency in the DO's record.

6.1 Data Model

With his submenu one can create and manage the Data Model of the repository that will be a superset of the Data Model of all the DOs in the collection. A DO is composed of three parts or sections: data, metadata and resources.

- 'Modelo de Datos' (*Data*): This part defines the attributes or properties of the DOs in a collection. Initially, within the general Data Model, there are two mandatory attributes which appear by default: 'Descripción' (*Description*) and 'Tipo' (*Type*). The superadministrator can change the properties of these attributes (except the property 'tipo: texto' (*text*) for description and 'vocabulario controlado' (*controlled vocabulary*) for type, i.e. these attributes can be renamed, have their dependency changed, etc. But they cannot be deleted. **VERY IMPORTANT:** the application uses these two attributes to build the lists of DOs resulting from searches, classified access, etc. If the 'Descripción' attribute (or whatever it has been renamed) is not given a value, the object may NOT APPEAR in the content listings (search results, listing of sequential access, etc.).



- ‘Modelo de Metadatos’ (*Metadata Model*): The set of attributes or properties that can be used to describe and classify the DOs in the repository. It has a similar purpose to that of the card documenting each book in a library.
- ‘Modelo de Datos de los Recursos’ (*Resource Data Model*): The attributes that describe each DO’s resource (a resource can be a digital file or an address or url). As these attributes are not properties of the DO but of their resources, these attributes will not appear in the classified access to DOs or in the search box (they are unaffected by the navigable feature).

All the attributes and values of each DO can be used as search fields as well as to create a classified access which may allow browsing the collection (as noted above, the elements of "the resource data model" are not a property of DOs and are therefore not used in the search or in the navigation).

Nombre Sección	Orden	Navegable	Visible
Modelo de Datos			
Tipo Colección			<input checked="" type="checkbox"/>
Descripción			<input checked="" type="checkbox"/>
Archeological Objects			<input checked="" type="checkbox"/>
Site			<input checked="" type="checkbox"/>
Id			<input checked="" type="checkbox"/>
name			<input checked="" type="checkbox"/>
longitude			<input checked="" type="checkbox"/>
latitude			<input checked="" type="checkbox"/>
Intervention			<input checked="" type="checkbox"/>
Id			<input checked="" type="checkbox"/>
date			<input checked="" type="checkbox"/>
site_id			<input checked="" type="checkbox"/>
Artifact			<input checked="" type="checkbox"/>
Id			<input checked="" type="checkbox"/>
name			<input checked="" type="checkbox"/>
description			<input checked="" type="checkbox"/>
num_inventory			<input checked="" type="checkbox"/>
technique			<input checked="" type="checkbox"/>
Intervention_Id			<input checked="" type="checkbox"/>
Modelo de MetaDatos			
Ciclo de vida			<input type="checkbox"/>
Contribución			<input checked="" type="checkbox"/>
Tipo de contribución			<input checked="" type="checkbox"/>
Entidad/Persona			<input checked="" type="checkbox"/>
Fecha			<input checked="" type="checkbox"/>
Modelo de Datos de los Recursos			
Tipo			<input checked="" type="checkbox"/>
Descripción			<input checked="" type="checkbox"/>

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Figure 9 – Data Model of the DOs in a collection

6.1.1 Creating new Attributes in the Data Model

To create the Data Model of the DOs in a collection, it is necessary to create each of the attributes of the model and set their properties. To create a new attribute, click on ‘Nuevo’ (*New*) and fill in the following fields:



Modelo de datos

[Guardar](#) [Volver](#) [Eliminar](#)

Nombre:

Visible:

Navegable:

Extensible:

Tipo de Valor:

Navegación padre:


[Guardar](#) [Volver](#) [Eliminar](#)

Figure 10 – Edition of an attribute in the Data Model



Attribute data		
FIELD	TYPE	REMARKSS
Nombre	text	Attribute name. <i>Required field.</i>
Visible	check	If enabled, the attribute is publicly accessible; it is displayed to all users. If disabled, the attribute will only be visible to Superadministrator users. Non-visible attributes function in fact as confidential or private data only available to Superadministrator users.
Navegable	check	If enabled, the attribute will appear in classified access and users will be able to use it to explore and navigate the collection. It should be remembered that the attributes of the "Resource Data model" are not attributes of DOs and are therefore not actually browsable.
Extensible	check	Indicates whether the attribute can have sub-attributes depending on it (if it can have child-attributes).
Tipo de valor	option	<p>Indicates the type of attribute value</p> <p>-‘Ninguno’ (<i>none</i>). It has no associated values. It serves as a caption or to categorize subattributes.</p> <p>-‘Numérico’ (<i>numeric</i>). An attribute whose values are numbers. One can choose the number of decimal digits to be displayed</p> <p>-‘Fecha’ (<i>date</i>). An attribute whose values are dates</p> <p>-‘Texto’ (<i>text</i>). An attribute whose values will be text</p> <p>-‘Controlado’ (<i>controlled</i>) (or ‘vocabulario controlado’ [<i>controlled vocabulary</i>]). An attribute whose values are terms from a vocabulary gradually created by users. When this type of value is selected, the "Vocabulary" option appears automatically with the default value ‘No comparte vocabulario’ (<i>does not share vocabulary</i>). This option allows sharing vocabularies between attributes. It has the following options:</p> <ul style="list-style-type: none"> • ‘No comparte vocabulario’ (<i>It does not share vocabulary</i>). This vocabulary will not be shared with other attributes. • ‘Comparte vocabulario’ (<i>It shares vocabulary</i>). The vocabulary of this attribute may be shared by other attributes. • ‘Otros vocabularios existentes’ (<i>other existing vocabularies</i>). The name is displayed of all attributes whose values are vocabularies previously created with the ‘Comparte vocabulario’ (<i>It shares vocabulary</i>) option. One selects the vocabulary to be used as a type of value for the new attribute. In this way two or more attributes can be using the same vocabulary. <p>Note: in this version, the Resource Data Model attributes cannot share vocabularies.</p>
Navegación Padre	option	It indicates the attribute’s position or dependency in the model. There are initially three possible positions: data model, metadata model or resource data model. As attributes get defined, a new attribute can also depend on, or be a child to, another one previously defined as extensible.

6.1.2 Modifying an Attribute in the Data Model

To modify an attribute it suffices to click on the attribute’s name or the  icon. The fields ‘name’, ‘visible’, ‘navigable’, and ‘extensible’ can be changed. One can also change the attribute’s dependence or dependency, i.e., the attribute’s parent can be modified; one can even change the adscription of an attribute from the Data Model to the Metadata Model and vice versa. **IMPORTANT:** An attribute must not be changed from the Resource Data



Model to the Data Model or to the Metadata Model or vice versa, since the different nature of these data (the same object can have zero or more resources) makes the result of these changes unpredictable.

6.1.3 Deleting an Attribute from the Data Model

To delete an attribute, one must click on the attribute's name or on the icon and, once within the attribute, click on the delete icon. Should any objects in the collection have values in that attribute, a warning message would be shown. **VERY IMPORTANT WARNING:** This option can lead to the destruction of a lot of information with a single click; if one keeps deleting, the attribute and its values will be deleted from **ALL** the objects in the collection.

6.2 Digital Objects

This submenu displays a list of the Digital Objects in the collection.

Gestión de Oda 2.0 Usuario: Nombre Apellidos Salir

Preferencias | Navegación | Contenido | Usuarios | **Objetos Digitales** | Mantenimiento

Objetos Digitales

- **Objetos**
- Modelo de Datos

Listado de objetos Digitales

[1-5] de 5 << Ini < Anterior - 1 - Siguiente > Fin >>

Identificador	Descripción	Tipo Colección	Es publico	Duplicar	Eliminar
1	Site "El Caño"	Archeological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Intervention 1 in site "El Caño"	Archeological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Intervención2 in site "El Caño"	Archeological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Vessel1	Archeological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	vessel	Archeological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

[1-5] de 5 << Ini < Anterior - 1 - Siguiente > Fin >>



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Gestión de Oda 2.0 Usuario: super1 super2 Salir

Preferencias | Navegación | Contenido | Usuarios | **Objetos Digitales** | Mantenimiento

Objetos Digitales

- **Objetos**
- Modelo de Datos

Listado de objetos Digitales

[1-20] de 70 << Ini < Anterior - 1 2 3 4 - Siguiente > Fin >>

Identificador	Descripción	Tipo Registro	Es publico	Es privado	Duplicar	Eliminar
1	El objetivo general del proyecto arqueológico es determinar el grado ...	PRUEBA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Plato policromo	PRUEBA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
45	prueba de objeto registrado	PRUEBA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
46	Plato de borde alzado y acanalado	CERAMICO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	PROYECTO ODA: PRESENTACION, ANÁLISIS Y DISCUSIÓN.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
48	CERAMICA MACARACAS	CERAMICO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Escultura monumental representando un felino.	ESCULTURA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Escultura zoomorfa	ESCULTURA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	DIENTE DE BALLENA (posiblemente Physeter Macrocephalus)	ESCULTURA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	TALLA EN PIEDRA	ESCULTURA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	COLGANTE EN FORMA DE PAJARO	~Sin asignar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	SITIO DE PETROGLIFOS	~Sin asignar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	SITIO CON PETROGLIFOS	~Sin asignar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	SITIO CON PETROGLIFOS	~Sin asignar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59	El arte rupestre de la cuenca del río Coclé del Sur, Panamá - The r...	DOCUMENTACIÓN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	Cerámica Policroma	CERAMICO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Efigie Antropomorfa	CERAMICO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	Cerámica Macaracas	CERAMICO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	Cuenco Policromo	CERAMICO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	Efigie Zoomorfa	CERAMICO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[1-20] de 70 << Ini < Anterior - 1 2 3 4 - Siguiente > Fin >>




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Figure 11 – Digital Object Submenu. Administrator and Superadministrator views; the latter including a check that indicates whether the object is private (confidential information visible only to the Superadministrator).



6.2.1 Creating a Digital Object

To create a new Digital Object (DO), click on the  icon.

- In the DO creation template, fill in the values of the desired attributes. In the case of a controlled type attribute one can either choose among the existing vocabulary terms or add new terms by selecting the 'otro' (*other*) option. A text field will appear just below, so the new term can be entered.
- It is possible to add resources to the DO (see 6.2.4).
- Superadministrator users can control the visibility, or confidentiality of the DO by means of the 'Privado' (*Private*) and 'Público' (*Public*) attributes.
- If the 'Privado' attribute is checked, the DO becomes confidential and only superadministrator users can see it.
- -If 'Público' is checked, the DO becomes visible to all users.
- -If neither attribute is checked, the DO will only be visible to registered users (user type, administrator type and Superadministrator type).

Administrator users can only control the 'Público' attribute ('Privado' does not appear in the template). For the object to be correctly created, it is necessary to save.



Gestión de Oda 2.0 Usuario Nombre Apellidos Salir

Preferencias | Navegación | Contenido | Usuarios | **Objetos Digitales** | Mantenimiento

Objetos Digitales

- **Objetos**
- Modelo de Datos

Datos del Objeto Digital

Publico:

- **Modelo de Datos**



Descripción

Tipo Registro

- **Modelo de MetaDatos**

Filología

[Nuevo recurso propio](#) | [Objeto Digital existente](#) | [Nuevo recurso existente](#) | [Cargar zip](#) | [Cargar zip html](#)



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Objetos Digitales Arqueológicos

Backoffice Gestor de Objetos de Aprendizaje

Usuario: super1 super2 Salir

Gestión de Oda 2.0

Preferencias | Navegación | Contenido | Usuarios | **Objetos Digitales** | Mantenimiento

Objetos Digitales

- Objetos

- Modelo de Datos

Datos del Objeto Digital 49

Guardar | Volver | Eliminar

Público:

Privado:

- Modelo de Datos

Descripción

Escultura monumental representando un felino.

COLECCIONES ARQUEOLOGICAS

SITO ARQUEOLOGICO

MUSEOS VIRTUALES

ARTEFACTOS

METALES

CERÁMICAS

Estilos

Tipo

Variedad


Caracteres de decoración

Estilo


Técnica de decoración

Figure 12 – Virtual Object Creation Template. Administrator and Superadministrator view. Note that there are two checks in the Superadministrator view, i.e. ‘Público’ and ‘Privado’.


6.2.2 Modifying a Digital Object

To modify a Digital Object, it suffices to click on the identifier or on the  icon. Once the Digital Object template has been loaded, one can modify or assign new values to the object, add resources, etc.

6.2.3 Copying or Duplicating a Digital Object

In the list of Digital Objects, click on the  icon in the ‘duplicar’ (*duplicate*) column of the object to be copied. The new Digital Object will possess the same values and resources as the original object. **WARNING:** it is recommended to enter the duplicated DO immediately after its creation, and click on save to update all the DOs lists in the repository; also, the DO created in this fashion, although identical to the original, has no icon; an icon can be added to the new object (recommended) by accessing it and choosing one of its resources as icon, or by uploading a new resource and choosing it as icon (see section 6.2.7)

6.2.4 Adding a Resource to a Digital Object

It is possible to add different types of resources to a DO. A DO can be regarded as the collection of resources making it up plus the data and metadata describing it. One must first go to the DO template by clicking on the identifier or on the  icon of the desired object. The second thing to do is go to the bottom section of the DO template, where the different types of resources that we can add (by clicking on the link of the resource type) are shown:



[Nuevo recurso propio](#) | [Objeto Digital existente](#) | [Nuevo recurso existente](#) | [Cargar zip](#) | [Cargar zip html](#)

Figure 13 - Types of Resources

- New “own” resource:

This type of resource is used to add a file to the set of files that intrinsically constitute the DO. To do this, click on ‘examinar’ (*browse*) and choose a file. To add an “own” resource, the file to be uploaded must have an allowed extension. The list of allowed extensions has been previously defined by a Superadministrator from the 'Preferences' menu. It can also have a limitation in its maximum size, defined on the web server hosting the OdA repository.

- Existing DO:

This type of resource is a reference to an already existing DO from the collection. To add an existing DO as resource, click on the ‘Objeto Digital Existente’ (*Existing Digital Object*) link. In the new window, go through the list and choose the desired DO by clicking on the identifier.

- New existing resource:

This type of resource is a reference to a resource from another already existing DO from the collection. To add this type of resource, click on the ‘Nuevo recurso existente’ (*New Existing Resource*) link. In the new window, go through the list and select the desired DO by clicking on its identifier to see its associated resources. Choose the resource by clicking on the ‘seleccionar’ (*choose*) link in the ‘Listado de Recursos’ window.

- Load Zip:

This resource type allows adding several “own” resources at once using Zip compressed files. To do this, click on ‘examinar’ (*browse*) and choose a file with a Zip extension. When changes are saved, the Zip files are unpacked and become “own” resources. The files inside the Zip may not correspond to the list of allowed extensions. **WARNING!** This can have negative consequences. Zip compression type is the only one supported. The Zip file should not include folders; it should be a plain list of files whose extensions appear on the list of allowed extensions.

- Load HTML Zip:

This resource type allows adding single HTMLs as well as whole web pages compressed into a Zip file. In this case the Zip contents may include a folder with



the resources used by the HTML page (or pages), which must appear in the first level.

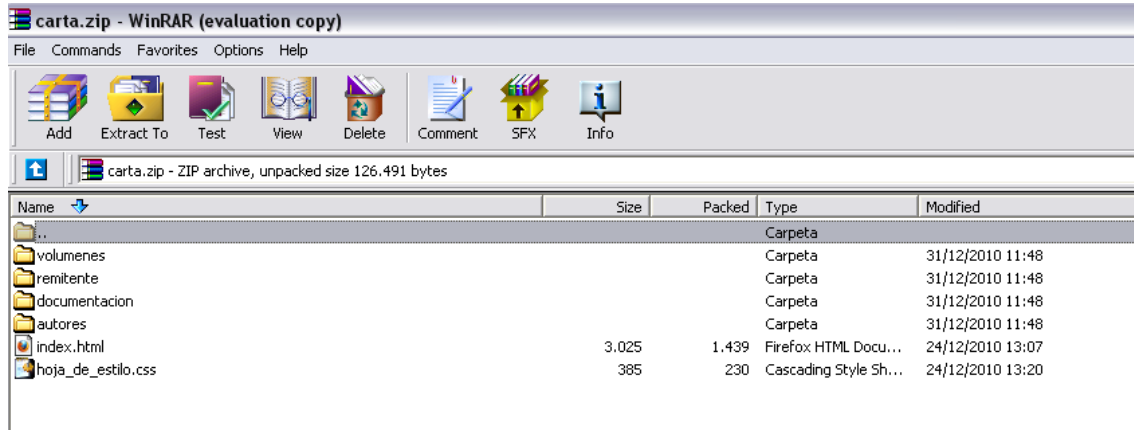


Figure 14 – Web page Zip

Finally click on save to reflect the changes.

6.2.5 Modifying a Resource in a Digital Object

To modify an existing resource in a DO, go to the DO's template and modify the resource values. Finally, click on save to reflect the changes. It is also possible to modify the order of appearance and visibility of resources.

6.2.6 Deleting a Resource from a Digital Object

To remove an existing resource from a DO, go to the DO's record and click on the 'eliminar' (*delete*) link of the resource to be deleted.

IMPORTANT: if this resource is referenced from other DOs as an Alien Resource, the application produces the I.D. of the Digital Objects referencing it and requests confirmation to delete it. **WARNING:** It does not delete the references to this resource in other objects (see section 7).

6.2.7 Assigning an Icon to a Digital Object

To assign an icon to a DO, go to the DO's record and click on the 'icono' link of the resource whose image is to become the DO's icon. It is strongly recommended assign an icon to all DOs.



The screenshot displays a list of three digital objects (DOs) within a management interface. Each entry includes the following fields:

- Resource 1:** Archivo: RioGrandeCocleGold3.jpg, Tipo: imagen (jpg), Descripción: (empty), Visible: 1. Action: [Eliminar](#) [Icono actual](#).
- Resource 2:** Archivo: MapaEsmeraldas.jpg, Tipo: imagen (jpg), Descripción: map where is situated the archaeological site, Visible: 2. Action: [Eliminar](#) [Icono](#).
- Resource 3:** Archivo: 2_guinea.pdf, Tipo: documento (pdf), Descripción: Description fo the archaeological site "El Caño", Visible: 3. Action: [Eliminar](#).

Figure 15 – Icon selection

If the object already has an assigned icon, this can be removed either by selecting another resource as icon or by clicking on the ‘Icono Actual’ (*Current icon*) link.

6.2.8 Visibility and arrangement of Resources in a Digital Object

DO’s resources can be made visible or hidden by activating or deactivating the ‘Visible’ option, to the right of the ‘Icono’ link (Figure 15).

IMPORTANT: ‘Non-visible’ resources can only be viewed by superadministrator users. An administrator user with permission to edit a DO can edit all the resources of this DO, including the non-visible ones, even if he/she can only see those resources marked as "Visible" in the presentation Object.

Additionally, the order of appearance of the resources can be established by selecting, to the right of the "Visible" option, the number of position a given resource should occupy in the list of resources (Figure 15).

6.2.9 Deleting a Digital Object

A DO can be removed in several ways:

- From the list of DOs, by clicking on the delete icon
- By accessing the record of the DO to be deleted and clicking on the ‘eliminar’ (*remove*) icon


IMPORTANT: If the DO that we wish to delete is being used as a resource by other DOs, the application will display the I.D. of the DOs referencing it and request confirmation to delete it. **WARNING:** resources referencing the Object deleted from other objects are not deleted (see section 7).

7 Mantenimiento (*Maintenance*) Menu

This menu displays a list of all the resources of all Digital Objects (DO) in the repository, highlighting in red those which are:

- Broken links: references to files that have been deleted (resources or DOs)
- Orphans: files that are in the system but which are not referenced by any DO.



To delete one or several resources, just tick them and click on ‘eliminar seleccionados’ (*delete selected ones*). They can also be deleted one by one by clicking on the  icon.

VERY IMPORTANT: This menu is for low-level maintenance of the application; it should therefore be handled with care: when a resource is deleted, no second confirmation is requested.

Objetos Digitales Arqueológicos Backoffice Gestor de Objetos de Aprendizaje

Usuarios **super1 super2*** Salir

Gestión de Oda 2.0

Preferencias Navegación Contenido Usuarios Objetos Digitales **Mantenimiento**

Recursos

Listado de Recursos Listado de recursos + archivos enlace a fichero no existente eliminar seleccionados

[1-20] de 142 20


















Identificador	Recurso	<input type="checkbox"/>	
1	521-47.jpg	<input type="checkbox"/>	
42	CIMG5258.AVI	<input type="checkbox"/>	
42	DSCN1753.JPG	<input type="checkbox"/>	
59	ARTE RUPESTRES.pdf	<input type="checkbox"/>	
105	DSC00102.jpg	<input type="checkbox"/>	
105	DSC09112.JPG	<input type="checkbox"/>	
106	105	<input type="checkbox"/>	
107	IMG_2063.JPG	<input type="checkbox"/>	
110	20410025.jpg	<input type="checkbox"/>	
110	DSC09826.jpg	<input type="checkbox"/>	
111	relaciones.tiff	<input type="checkbox"/>	
111	DSC00465.jpg	<input type="checkbox"/>	
111	61	<input type="checkbox"/>	
115	1	<input type="checkbox"/>	
146	ElCanoCulbr.jpg	<input type="checkbox"/>	
184	DSC06523.JPG	<input type="checkbox"/>	

Figure 16 – Maintenance Menu