User's Guide of on-line Content Management System for "Scientists" meta-database as a part of
CASPINFO
Project
Version 1.0.sc 03.09.2010

Important Information **!**	**The Content Management System for the meta-database "Scientists" was developed by a team chair Cartography and Geoinformatics of Faculty of Geography of MV Lomonosov Moscow State University under the project of European cooperation "CASPINFO"** **(http://www.caspinfo.net)**

System Requirements **!**	**To operate the Content Management System on-line it is necessary to have a personal computer with minimum configuration and to be connected to the Internet. There are no restrictions for the operating system. The online system does not require any additional plug-ins and other applications than an Internet browser.** **Recommended browsers - Microsoft Internet Explorer from version 7 and above, Mozilla Firefox 3.0 and above, Google Chrome.** **Not recommended to use the browsers Opera or Safari.**

GENERAL INFORMATION

The online Content Management System provides the functions: Search, filter, add new and edit information in the appropriate meta-database. During system development the experience of various scientific projects of similar topics was used, in particular the Black Sea Scientific Network, and the specification of international standards such as ISO 3166-1, specification of Dublin Core and others. The structure of the database is the result of the creative efforts of all project participants of CASPINFO (http://www.caspinfo.net).

To use the online Content Management System for adding and editing information it is not required to install any additional applications in the browser. While using the Content Management System no confidential information is being transferred from a client workstation.

Using the system in search/view mode is accessible to all users without restriction. Using the system in the editing mode is available only to project participants. More information can be found on the official site of the project CASPINFO http://www.caspinfo.net/.

Contact Information **!**	**Your remarks and suggestions can be sent to:** **peter@maris.nl** **alik@geogr.msu.ru**

META-DATABASE ("SCIENTISTS")

1. General Information

The meta-database "Scientists" contains information on researchers with scientific interests in the Caspian Sea region. This meta-database allows you to find contact information about the researcher, the name of his organization, research projects in which the researcher participated and other contact information.

Pic.1 General View of Application

Any researcher working in the Caspian region and interested in being in this list of scientists has the right to insert themselves into the database. To achieve this please send a request to peter@maris.nl

2. Viewing Mode of the application

Viewing the details of a "Scientists" is accessible for all users without restriction. While viewing a meta-database "Scientists" the main window with all records (**Fig. 1**) appears. This window can be divided into two main parts: the left side with fields for searching and filtering metadata, and the result of a search or filter action on the right side.

For searching and filtering records of "Scientists" the following fields are available (**Fig. 2**) –

- *"Name"* – Scientist name. User can select the name from the full list or enter the first letters of the name, which results in an updated list with names containing these letters.

- *"Organisation"* – Scientist organisation. User can select the organization from the full list of organizations or input the first letters of the organisation, which results in an updated list with organizations containing these letters.
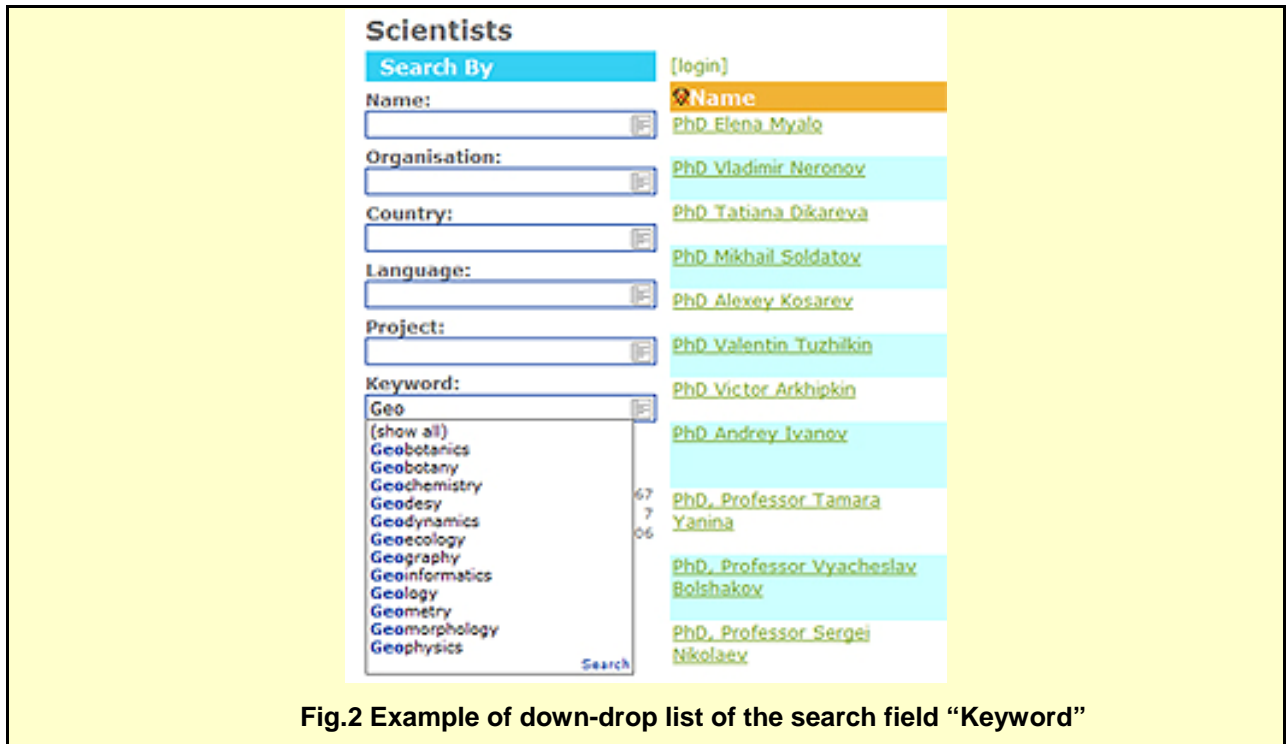
Fig.2 Example of down-drop list of the search field "Keyword"

- *"Country"* – Scientist country. User can select a country from the countries list.
- *"Language"* – Contact language of scientist. User can select language from the language list.
- *"Project"* – Name of the project in which the scientist has participated. User can select the project name from the full list of projects or enter the first letters of the project, after which an updated list of projects containing these letters appears.
- *"Keyword"* – Keywords, characterizing scientific expertise of the researcher. User can select the keyword from the full list of keywords or enter the first letters of the keyword, after which an updated list of keywords containing these letters appears.

There is a button **Clear All** (🗑 Clear All) below the search and filtering fields. Activating this button clears all search fields and shows again all records of the meta-database.

Users can enter filtering criteria by several fields.

Result of filtering the meta-database "Scientists" is presented in a table, in which the rows are the records of individual scientists, satisfying the search or filter criteria. (**Fig. 3**)

Above the main result table (on the right side) you find the page number on which the user is located, as well as the active page numbers, giving the opportunity to move from one page to another. The number of pages is automatically determined based on the number of relevant search criteria and filters.

Above the main result query table on the left side there is the option to *[login]*, allowing to switch to the Editing Mode of Application (Access to partners only!).

Fig. 3 Example of result query table records sorted by "Country" column

It is possible to sort the list via the columns *"Name", "Organisation", "Country"*. Click the icon next to the column heading to sort. Icon ⬇ means sorting records by this column ascending, icon ⬇ the opposite.

View the detailed information (**Fig. 4**) of the selected researcher by clicking the name in the result list.

Fig. 4 Example of Detailed View

To return to the previous page and display the total result table click the button 🔙*Back*.

!	**Do not use the Back function of your browser to return to previous pages**

2. Edit Mode of the Application

Edit Mode is available only for project participants. Project participants have the opportunity to enter new records via their login. In addition, each new entry is marked automatically with the owner. Also, the project participants may edit their own previously entered records.

Switching to the Edit mode of the Application (Fig. 5, 6) works via the link *[login]*, located in the upper left part of the result table. After this an authorization window appears. Layout of this window depends on the particular browser, but in general it shows a form of two fields *User Name (Login)* and *Password (Password)*
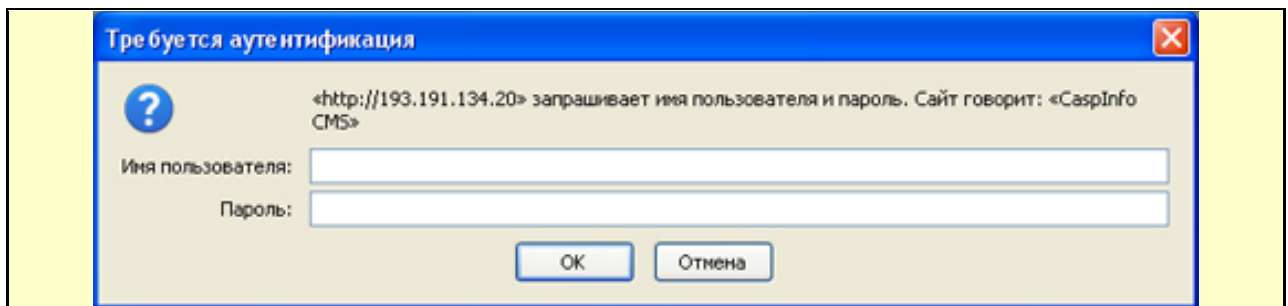

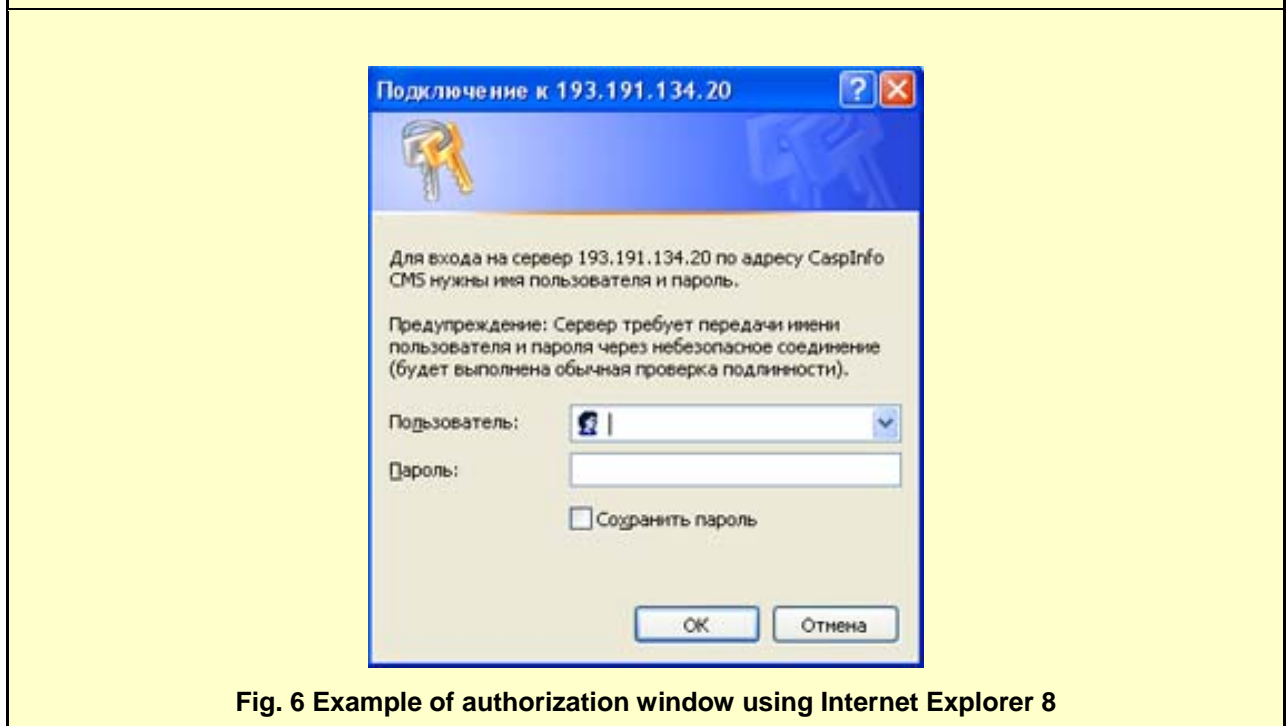**Fig. 5 Example of authorization window using Mozilla Firefox 3.5.11**

Fig. 6 Example of authorization window using Internet Explorer 8

!	Type of authorization window depends on type and version of Internet browser

After successful login the standard form of the result table appears again. But now you find in the rightmost column the icon 🖉 that indicates that the record in the corresponding line can be edited. Instead of the option *[login]*, you will find now a button *[add] on the top left*, which allows users to enter new records (**Fig. 7**).

Fig. 7 Example of result query table in Edit Mode

After clicking the icon ✍ or after clicking *[add]* an editing screen of this item appears.

!	**While activation Name in result query table Detailed View window opens**

The screen shows a form (**Fig. 9**) with fields for editing. On the bottom of the dialog there is the active panel with buttons with functions - **Update** – to update your information, **Validate** - make the record semantic valid, **Delete** - to delete the record, **Close** – to close the editing dialog. The fields marked by (*****) are obligatory fields.

Fig. 8 Example of warning window after attempt to close dialog with blank obligatory fields
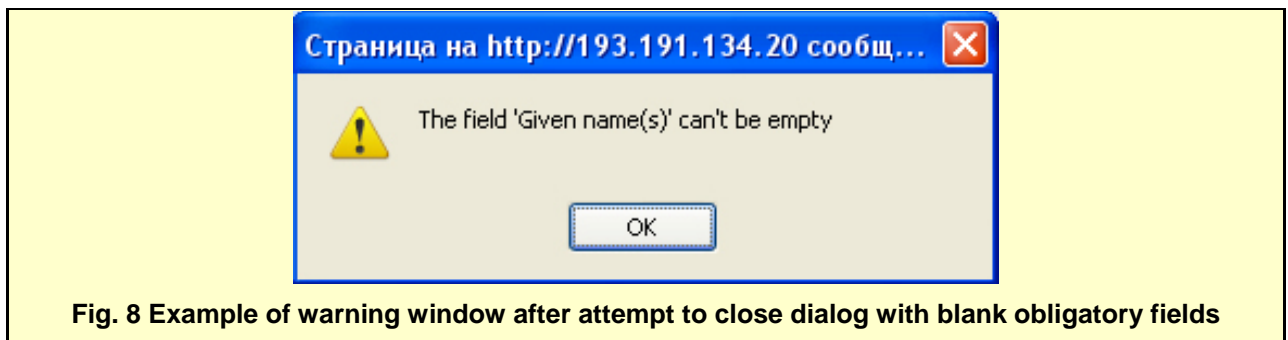
If the user attempts to update and save information with blank obligatory fields, the application will warn you and will not allow this action. (message **Fig. 8**)

Last modified is a service field which is filled automatically after successfully saving information.

Fig. 9 Example of input editing form

The Editing form for "Scientists" requests the following information:

- *"Last Name"* – Scientist's name. This field is mandatory (marked by (*)) with max 60 chars. This field is entered in English language.

<table>
<tr><td>**!**</td><td>**There are hints in the bottom of editing form**</td></tr>
</table>

- *"Given Name"* – Scientist's given name(s). This field is mandatory (marked by (*)) with max 120 chars. This field is entered in English language.
- *"Last Name (native)"* – Scientist's native name. This field is optional with max 60 chars. This field is entered in native language.
- *"Given Name (native)"* – Scientist native given name(s). This field is optional with max 120 chars. This field is entered in native language.
- *"Degree"* – Scientist's degree. This field is optional with max 255 chars. This field is entered in English language.
- *"Education"* – Brief description of scientist's education. This field is optional. This field is entered in English language.
- *"Position"* – Scientist's position in his organisation. This field is optional with max 255 chars. This field is entered in English language.
- *"Country"* – Country from scientists' contact information.). This field is mandatory (marked by (*)). Selection from the down-drop list.

- *"Language"* – This field shows the available speaking/writing languages of the scientist. This field is optional. To add the language the user must put the cursor in the language field and activate it by double-clicking. After activation a *Language Selector* will appear (**Fig.10**). *Language Selector* is a form divided into two parts. On the right side there is a box with a list of all languages, according to ISO standard -> *Available Items*. On the left there is a field with the list of selected languages of the scientist - *Selected Items*. In the central part there are two buttons for adding and removing language from the list of *Selected Items*.
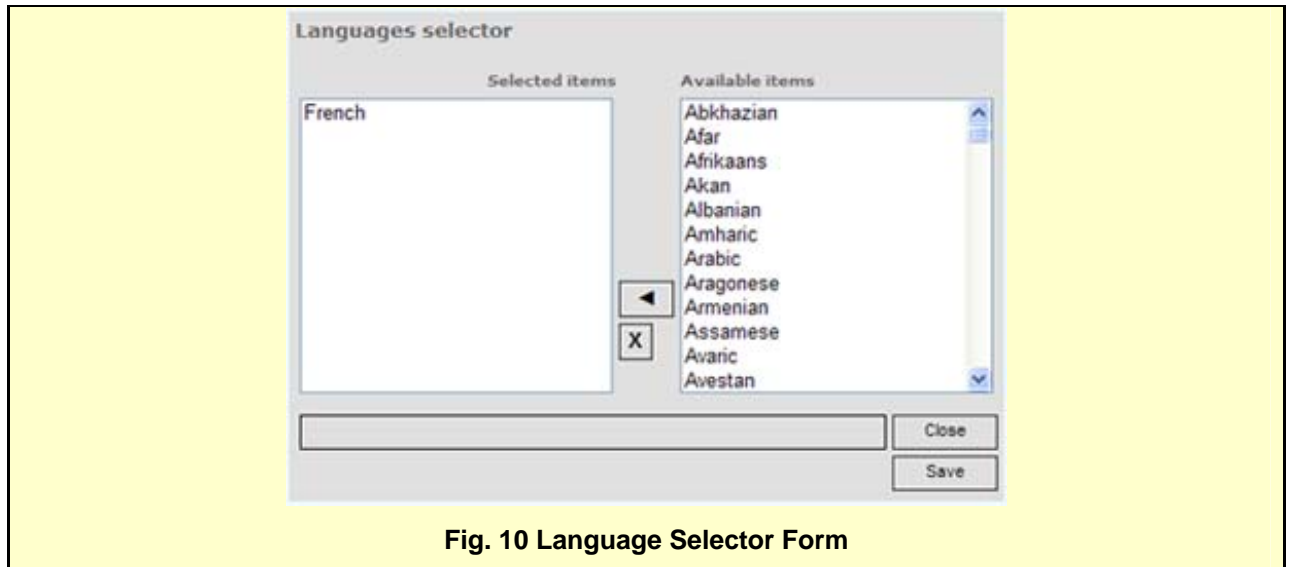

Fig. 10 Language Selector Form

To add language to the list of *Selected Items* user must select language from the list of *Available Items* and activate button ◄. After this, the selected language will appear in the list of *Selected Items*. To delete a language from the list of *Selected Items* user must select language and activate button X. To save the list of selected languages user must activate button *Save.* Activation button *Close* will close *Language Selector* without saving the list of languages.

- *"Organisation"* – Scientist's organisation. This field is mandatory (marked by (*)) with max 255 chars. This field is entered in English language. For input name of scientist's organisation it is necessary to input first letters of official name of organisation. In the case of coincidence with organisation names inputted earlier, down-drop list with available organisation names will appear. (**Fig. 11**) The black asterisk indicates organisations available in the database EDMO (EDMO - European Directory Marine Organizations - European Directory of Marine Organisations). In the case of editing the names of such kind of organisations the new name of the organisation will be stored in the meta-database.
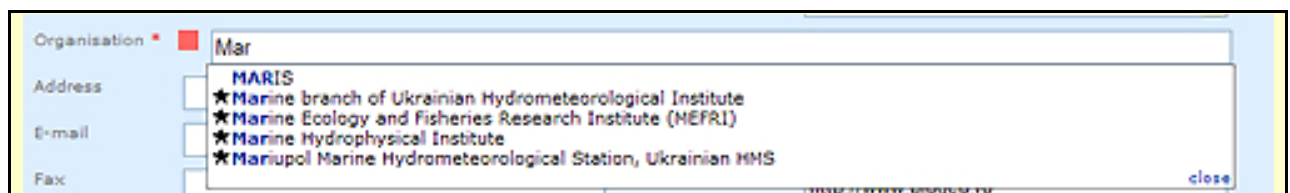

Fig. 11 Down drop list of organizations with similar first letters
Asterisk marks EDMO organisation

Icon ✹ (black asterisk) indicates that user selected the organisation which is available in EDMO meta-database. Otherwise this icon will not appear. (**Fig 12, 13**)

Fig. 12 EDMO Organisation

Fig. 13 Non EDMO organisation

- *"Address"* – Scientist's contact post address. This field is optional with max 255 chars. This field is entered in English language.
- *"E-mail"* – Scientist's contact–email. This field is optional with max 60 chars. This field is entered in English language in accordance of e-mail rules. When attempting to save a wrong e-mail address warning message will appear.
- *"Phone"* – Scientist's contact phone number. This field is optional with max 255 chars.
- *"Fax"* – Scientist's contact fax number. This field is optional with max 255 chars.
- *"Web site"* – Scientist's contact web-site or organisation. This field is optional with max 255 chars. This field is entered in English language.
- *"Keywords"* – Field, containing list of keywords describing scientific interests of scientist. This field is mandatory (marked by (*)).This field is entered in English language. This field is activated by double-click action. After activation *Keywords Selector* form will appear. (**Fig. 14**). *Keywords Selector* Form is conventionally divided into three parts. The upper part is the field *Keyword* for inputting new keywords, which were not entered earlier by other users. Left part is the field *Selected Items* with the list of keywords corresponding to scientist. Right part is the field *Available Items* with all available keywords entered earlier by other users.
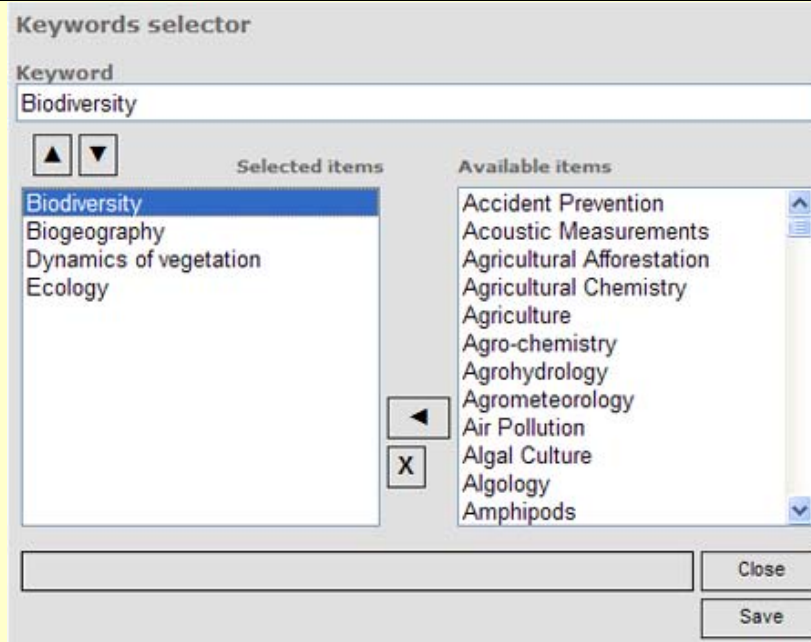

Fig. 14 Keyword Selector Form

To create the list of scientist's keywords there are 3 options:

- *By entering a new keyword*. To do this the user must enter a new keyword in the field ***Keyword*** and click the button [▼]. After this the new keyword will appear in the area ***Selected Items***. Click button [▲] to delete selected keywords from the field ***Selected Items***, and put it in the field Keyword.

- *By entering a keyword from the list entered earlier*. To do this the user must select the keyword from the field ***Available Items*** *and activate button* [◄]. Selected keyword will appear in the field **Selected Items**. Clicking button [X] will delete the selected keyword from the field ***Selected Item***s, but not from the field ***Available Items***

- *By editing keyword from the list entered earlier.* To do this the user must select a keyword from the list of ***Available Items***, then click button [◄], then select this keyword in ***Selected Items*** and click button [▲], then do the editing in field Keyword, then activate button [▼].

Click the button ***Save*** to save the list of keywords of scientist, and will automatically add new keywords in sub-database ***Available Items***. Click the ***Close*** button to close ***Keyword Selector*** without saving any information.

!	**Hints are at the bottom part of Language Selector and Keyword Selector forms**

- ***"Project(s)"*** – Field containing the list of projects, scientist participated. This field is optional with max 255 chars. This field is entered in English language. (**Fig. 15**)
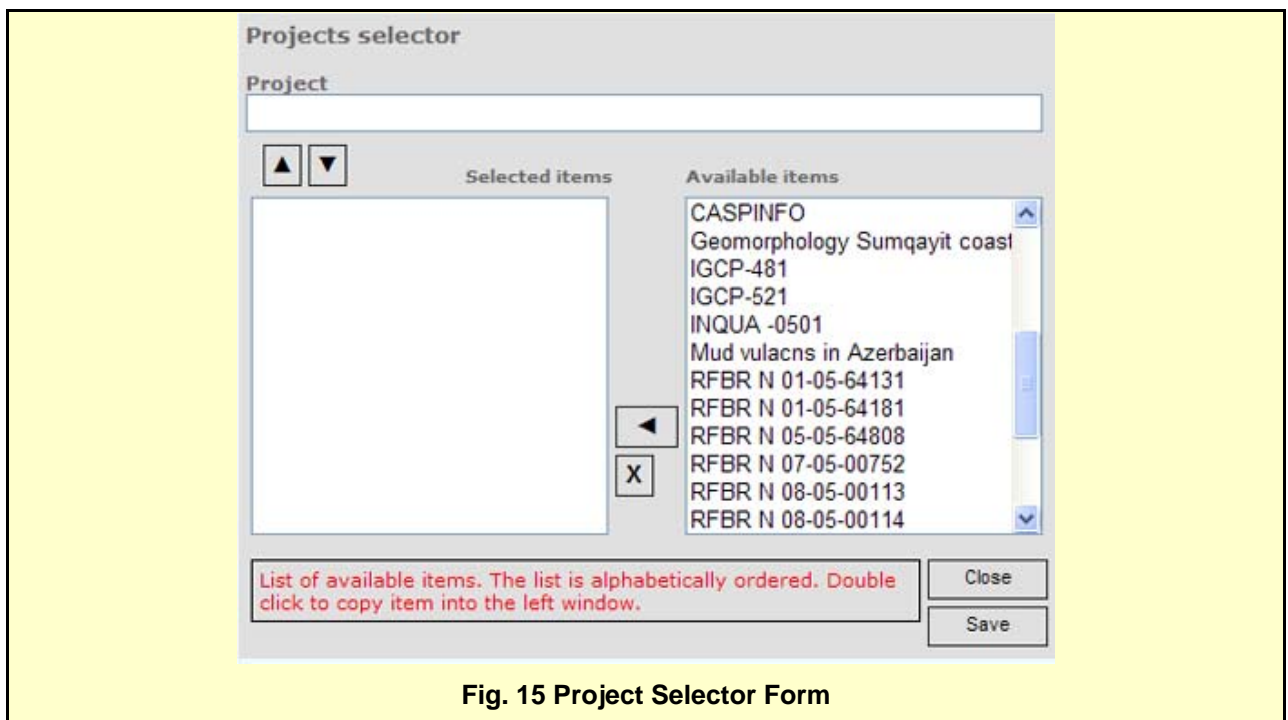

Fig. 15 Project Selector Form

This field is activated by double-click action. After activation the **Projects Selector** form will appear. (**Fig. 15**). The ideology of creating of the list of scientist's projects is similar to the ideology of creating keywords list (Look **Keywords Selector**)

After filling all fields following the rules of mandatory fields the edited information is ready to be stored in the meta-database "Scientists". Clicking button **Update** will store all information and close the main editing form, and the value of **Last Modified** field will change. Clicking button **Validate** will not save any information, but only mark the record semantic valid. Clicking button **Delete** will delete the all records corresponding to selected scientist. Clicking button **Close** will close the main editing form without saving any information.

After successful closing main editing form, the new record will appear in result query table.

!	**Your suggestions and comments you can send to:** **peter@maris.nl** **alik@geogr.msu.ru**