

Daguerreobase

Collective cataloging tool for daguerreotypes
and daguerreotype literature



DELIVERABLE

Project Acronym:
Daguerreobase

Grant Agreement number:
ICT_PSP 297250

Project Title:
Daguerreobase

D4.4. Instruction for editing daguerreotypes in Memorix Maior Online guidelines (wiki) in Memorix Maior

Revision: Version 2.1 (work in progress)

Authors:

Sieta Neuerburg

Project co-funded by the European Commission within the ICT Policy Support Programme		
Dissemination Level		
PU	Public	X
CO	Confidential, only for members of the consortium and the Commission Services	

REVISION HISTORY AND STATEMENT OF ORIGINALITY

Revision History

Revision	Date	Author	Organisation	Description
V1.1	31/3/2014	SN	PIM	First draft
V1.2	2/4/2014	AW/ML	FoMu/PIM	remarks
V.2.1	28/5/2014	AW	FoMu	Work in progress

Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise.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

"This project is partially funded under the ICT Policy Support Programme ([ICT PSP](#)) as part of the Competitiveness and Innovation Framework Programme by the European Community".

http://ec.europa.eu/ict_psp



This publication) only reflects the author's views. The European Community is not liable for any use that might be made of the information contained therein".

Instruction for editing daguerreotypes in Memorix Maior

Go to: <https://maior.memorix.nl>

Log in with Customer code 'dag' and enter your User name and Password.



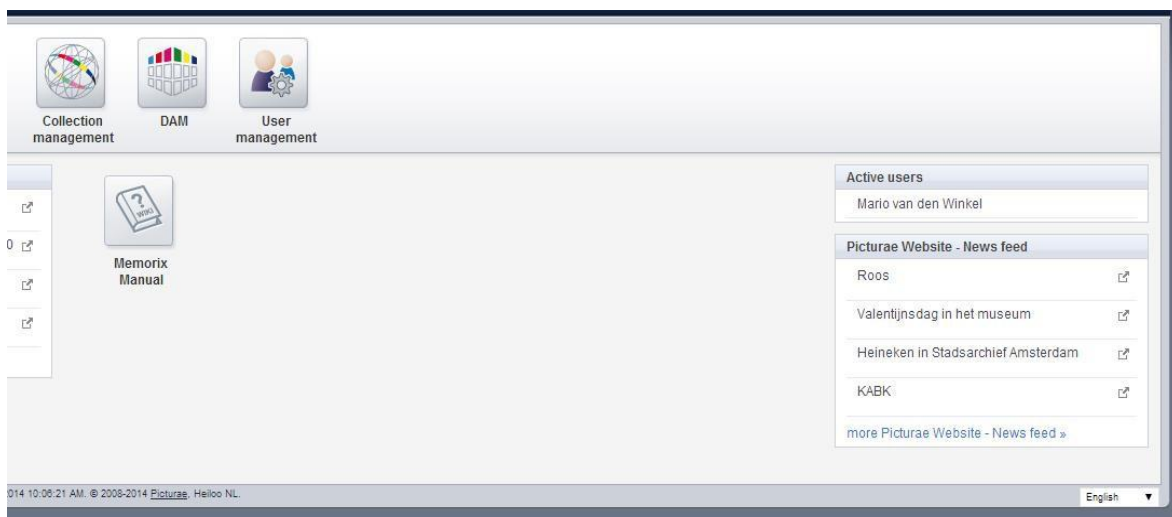
The image shows the login interface for Memorix Maior. At the top center is the Memorix Maior logo, which consists of a globe with a colorful band around it, and the text "MEMORIX MAIOR" below it. Below the logo is a login form with the following fields and elements:

- Customer code*: A text input field containing the value "dag".
- User name*: An empty text input field.
- Password*: An empty password input field.
- Stay logged in on this computer: A checkbox that is currently unchecked.
- ok: A button to submit the login form.

Below the login form, there is an attention message: "Attention: your browser has to accept cookies from this point on. [check here if your browser accepts cookies.](#)"

At the bottom, there is a copyright notice: "© 2008-2014 Picturae" and a link: "You can find more information about Memorix Maior [here](#)."

Select language English. This means the field names will be displayed in English.



The image shows the main dashboard of the Memorix Maior application. The dashboard is organized into several sections:

- Navigation Bar:** Contains three main icons: "Collection management" (globe icon), "DAM" (grid icon), and "User management" (people icon).
- Left Sidebar:** Contains a "Memorix Manual" icon (book icon) and a vertical list of links.
- Main Content Area:**
 - Active users:** A list showing "Mario van den Winkel".
 - Picturae Website - News feed:** A list of news items with external link icons:
 - Roos
 - Valentijnsdag in het museum
 - Heineken in Stadsarchief Amsterdam
 - KABK
 - [more Picturae Website - News feed »](#)

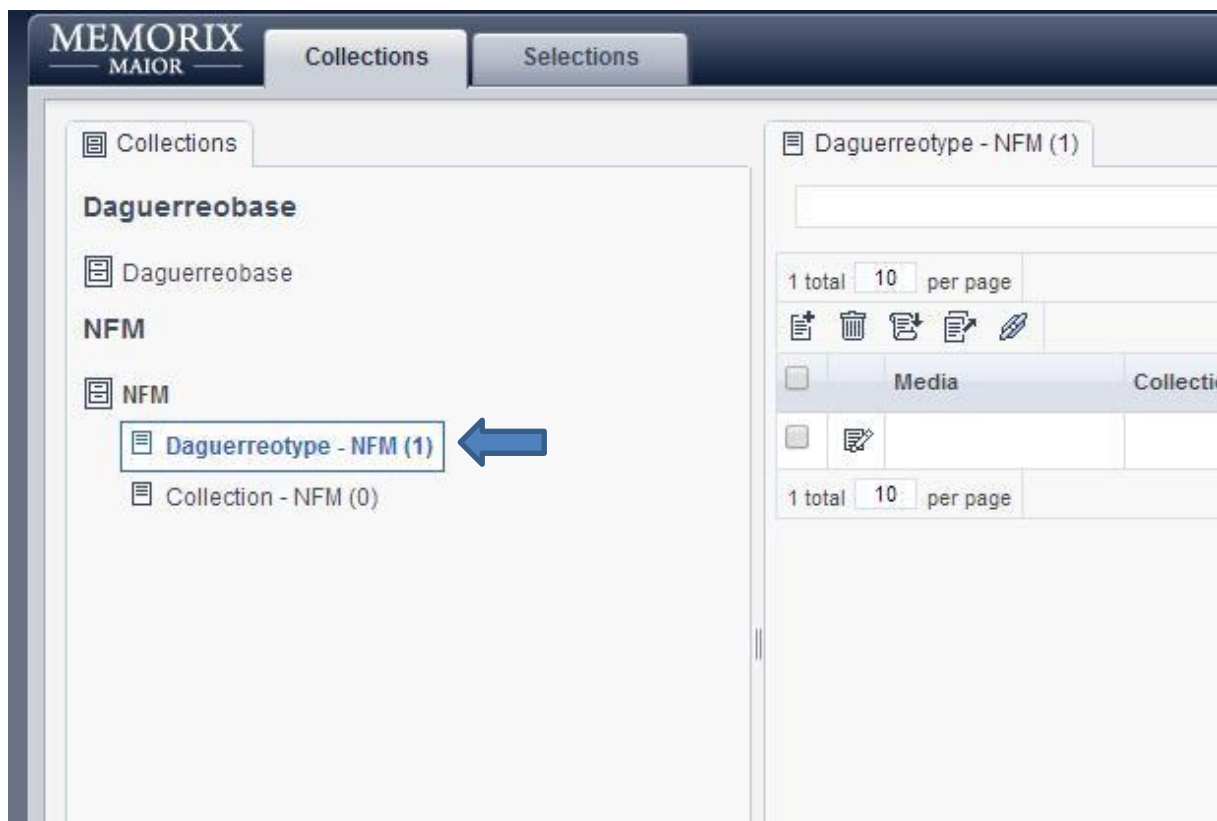
- Footer:** Contains the text "014 10:08:21 AM. © 2008-2014 Picturae, Heiloo NL" and a language dropdown menu set to "English".

A blue arrow points to the "more Picturae Website - News feed »" link in the news feed section.

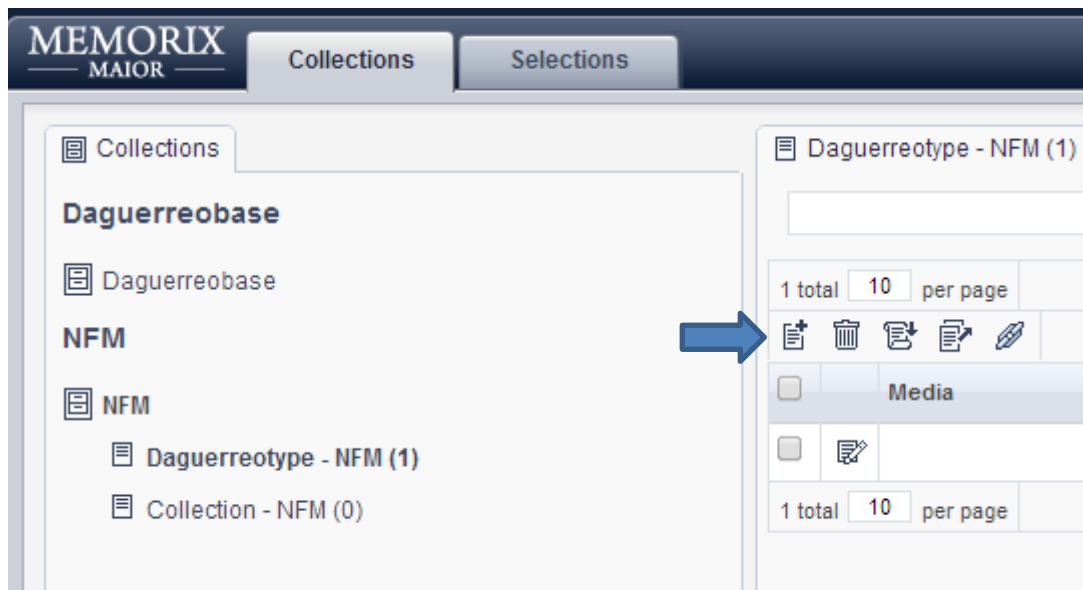
Select *Collection Management*.



For adding a new daguerreotype to the Daguerreobase, Click the name of your institution and select *Daguerreotype*. When the characters are bold it is selected.



Next, click button *New*.



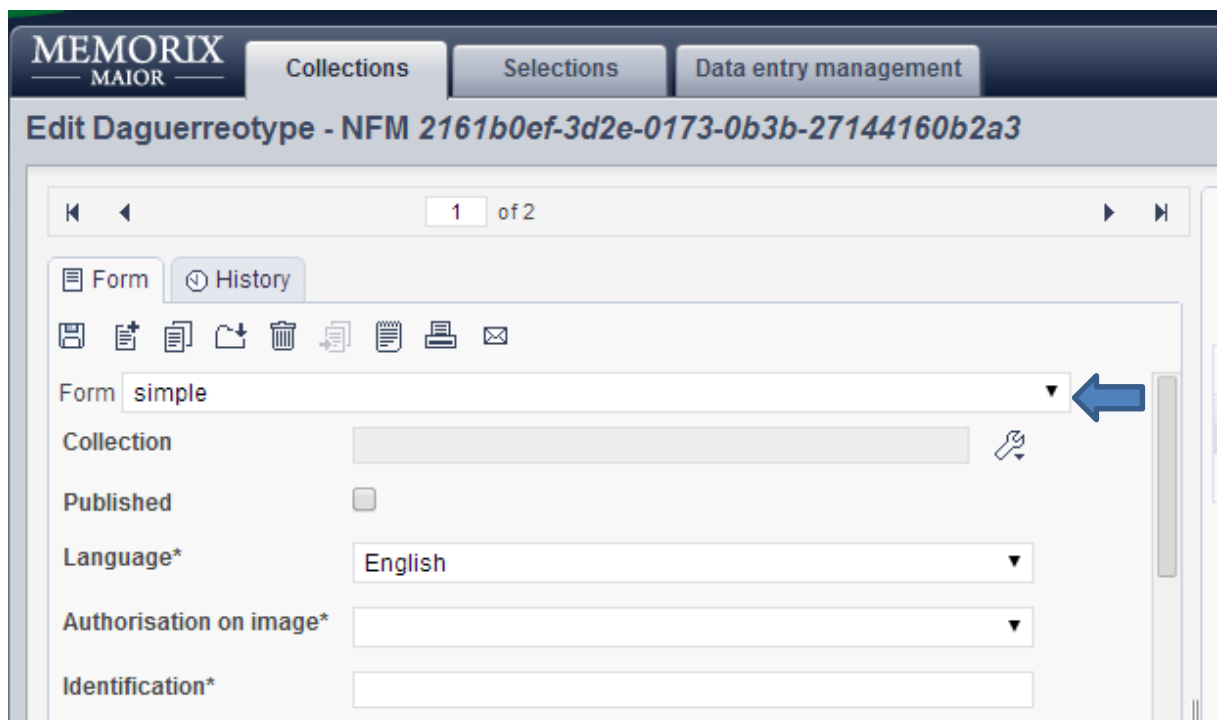
The form for editing a daguerreotype shows up. The fields marked with * are mandatory. Please note that you are allowed to leave all other fields (without *) empty.

The screenshot shows the 'Edit Daguerreotype - NFM 9b48f966-4573-627b-0dad-423adfb82372' form. The form is displayed on page 2 of 2. It includes a 'Form' tab and a 'History' tab. The form fields are as follows:

- Form: simple
- Collection: Niet gekoppeld
- Published:
- Language*: English
- Authorisation on image*:
- Identification*:
- Dating: dd mm yyyy - dd mm yyyy
- Number of plates:
- Stereo plates:
- General remarks:
- Style type*:
- Title:

Instruction for filling in the fields

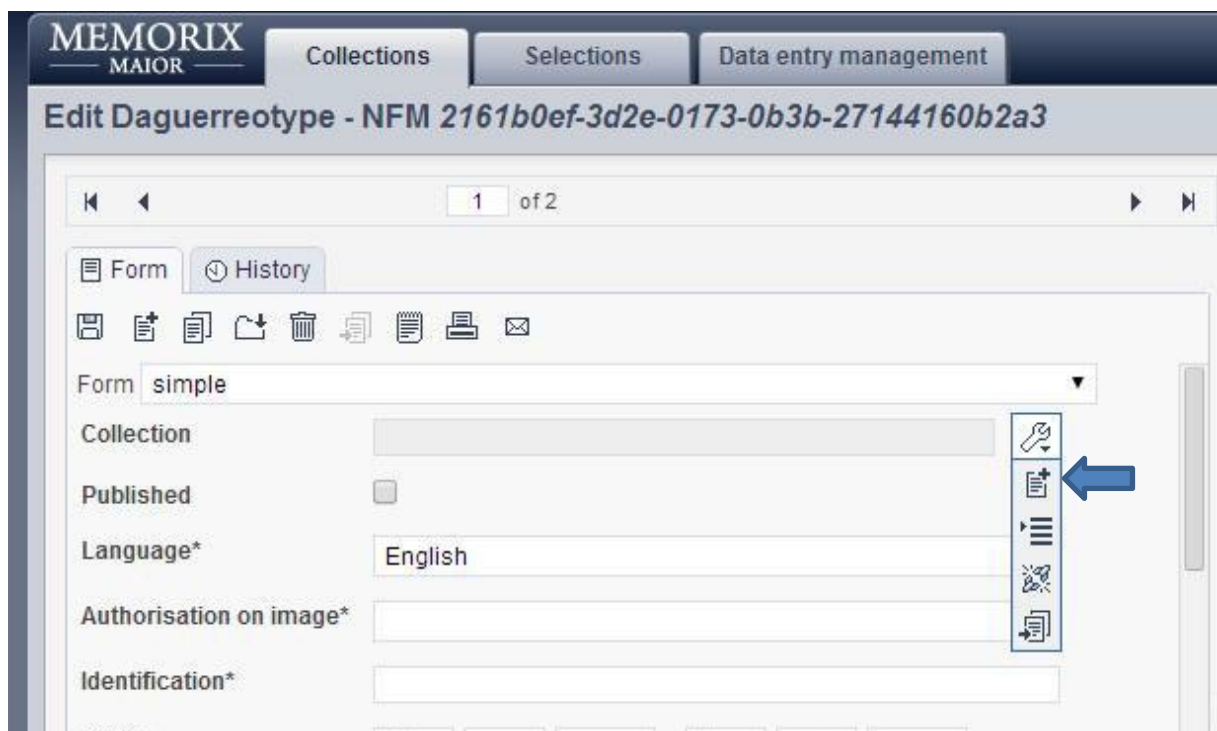
Form: select *simple*.



The screenshot shows the MEMORIX MAIOR interface for editing a Daguerreotype record. The title bar reads "Edit Daguerreotype - NFM 2161b0ef-3d2e-0173-0b3b-27144160b2a3". The interface includes a navigation bar with "Collections", "Selections", and "Data entry management" tabs. Below the navigation bar, there are "Form" and "History" tabs. A toolbar contains icons for save, add, copy, paste, delete, print, and email. The main form fields are: "Form" (dropdown menu set to "simple", with a blue arrow pointing to it), "Collection" (text input field), "Published" (checkbox), "Language*" (dropdown menu set to "English"), "Authorisation on image*" (dropdown menu), and "Identification*" (text input field).

Collection: this field is not mandatory. You can use this field for a collection of daguerreotypes made by one creator or another type of collection.

For a new collection, choose *Add record*.



The screenshot shows the MEMORIX MAIOR interface for editing a Daguerreotype record. The title bar reads "Edit Daguerreotype - NFM 2161b0ef-3d2e-0173-0b3b-27144160b2a3". The interface includes a navigation bar with "Collections", "Selections", and "Data entry management" tabs. Below the navigation bar, there are "Form" and "History" tabs. A toolbar contains icons for save, add, copy, paste, delete, print, and email. The main form fields are: "Form" (dropdown menu set to "simple"), "Collection" (text input field, with a blue arrow pointing to the "Add record" icon in the toolbar), "Published" (checkbox), "Language*" (dropdown menu set to "English"), "Authorisation on image*" (dropdown menu), and "Identification*" (text input field).

The following form shows up.

! New "Collection - NFM" created and stored in the database.

Save Print Email List

Published*

Language* English

Script* Latin

Identifier

Description

Provenance ↕

Acquisition ↕

Url ↕

save

Published*: tick the box when you wish the record (Collection) to be published on the Daguerreobase website and on Europeana.

Language*: choose your language. Please note that this applies to the language of your metadata. It is not related to the language of the field names or the application. Furthermore, please note that we currently display only the English language SKOS lists, because the translation is incomplete.

Script*: Latin is the default script

Identifier: fill in the code for the collection. An example of the preferred code is: NL-INS-RENS
NL is the standard two-letter code for your country. For example: NL = the Netherlands, HU = Hungary and FR = France. The three-letter code INS stands for Institution. For a private collection, the code is PRI. The last four-letter code stands for the collection. For example, the collection Carl Rensing. RENS are the first four letters of the surname.
Please note that this is not a mandatory field. If you can't or don't want to enter a code here, leave the field empty.

Description: information about the collection. This is free text.

Provenance: the provenance of the daguerreotype. A short description which way the daguerreotype came in the collection. This is not mandatory, so only fill in if you have this information.

Acquisition: for example: purchase or donation

Url: a relevant website, for example about the maker of the daguerreotype or the depicted person(s).

Click *Save* and close the window.

The collection is saved and shows up in the simple form.

The record for a Collection has to be made only once. For another daguerreotype in the same collection, select *Choose record*.

MEMORIX MAIOR

Collections Selections Data entry management

Edit Daguerreotype - NFM 2161b0ef-3d2e-0173-0b3b-27144160b2a3

1 of 2

Form History

Form simple

Collection

Published

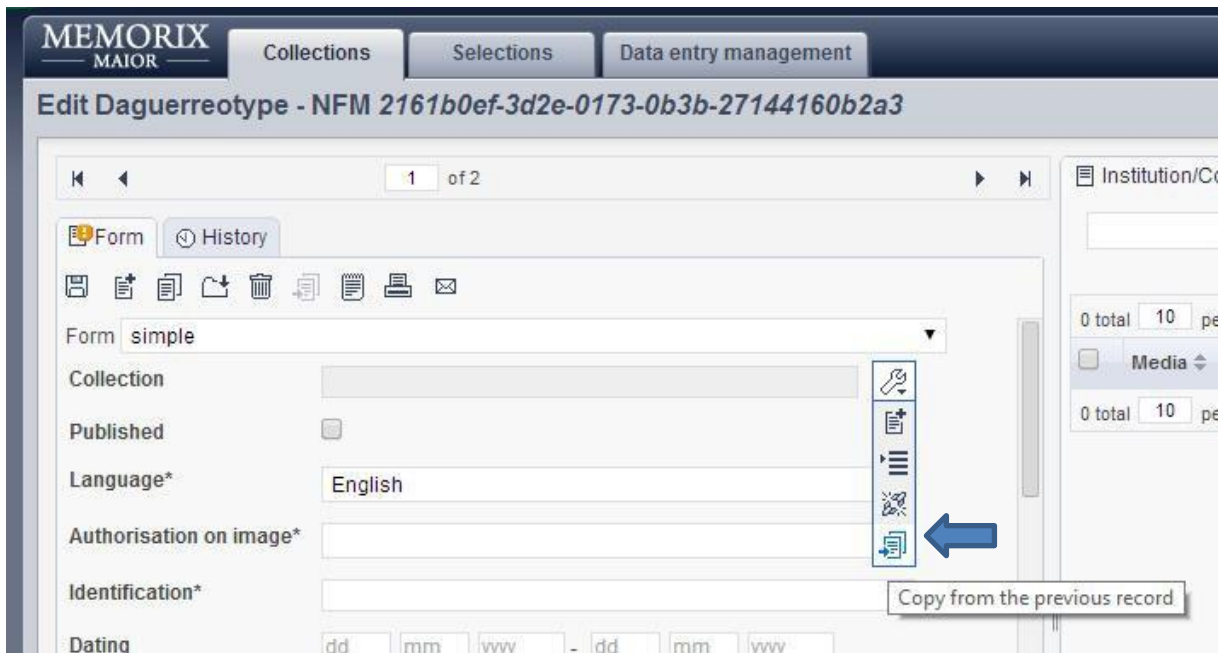
Language* English

Authorisation on image*

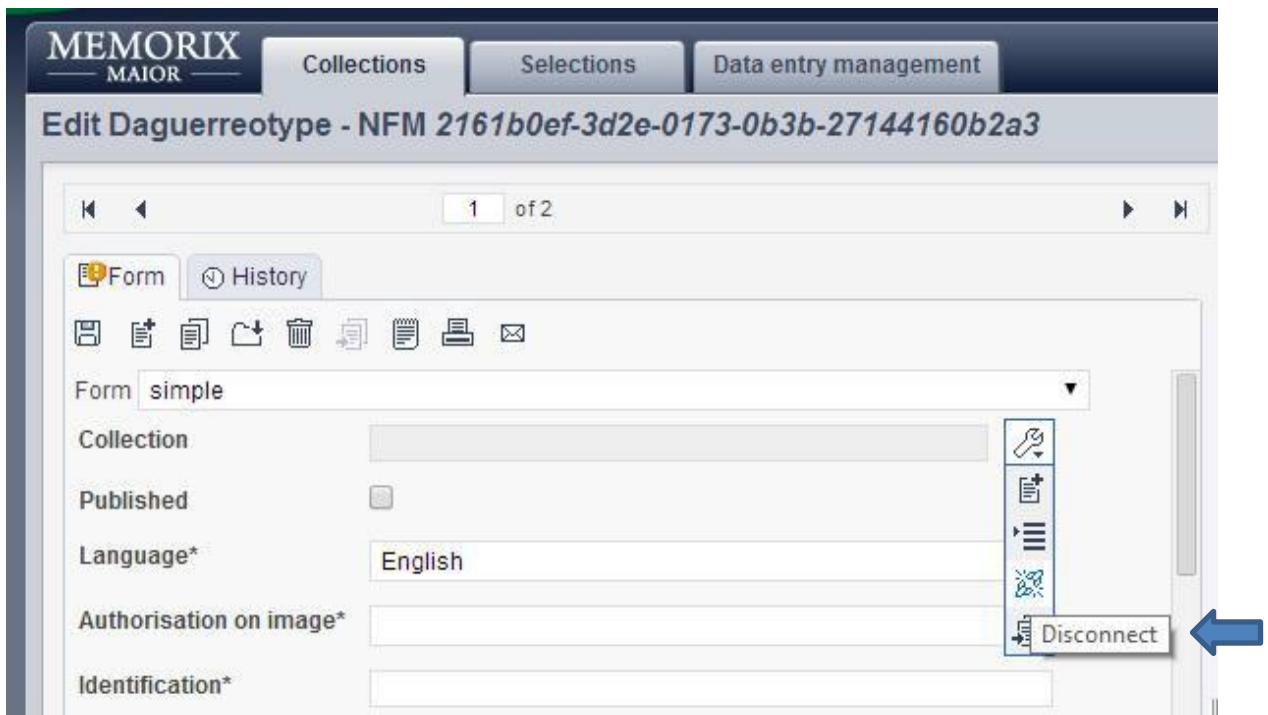
Identification*

Choose record

When you edit more records one after another in the same collection, you can use the button *copy from the previous record*. This functionality will allow you to work faster, because certain fields will be copied from the previous record.

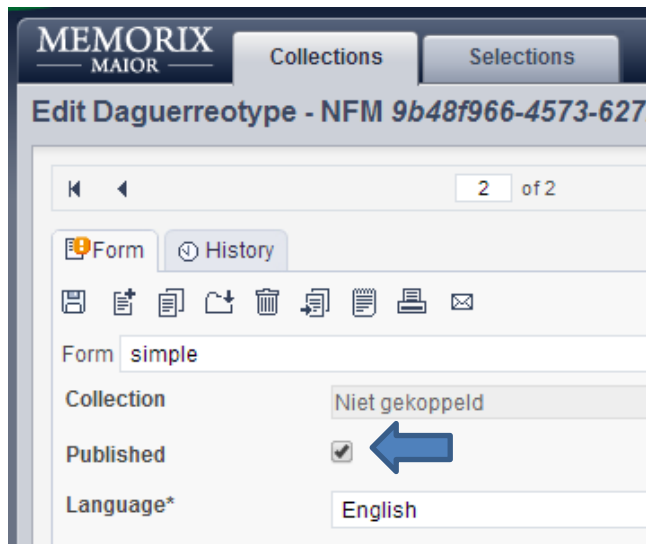


For disconnecting a collection from the record, click *Disconnect*.



Back to the fields in the Simple form.

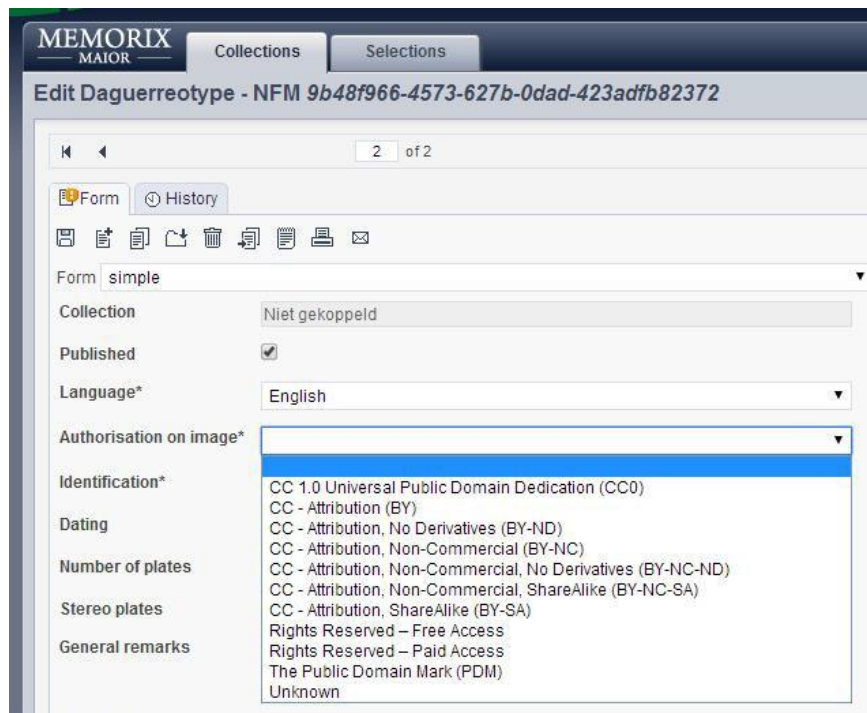
Published: Tick the box when you wish the record to be published on the Daguerreobase website and on Europeana. This box allows you to save a draft version of the record before publishing it.



The screenshot shows the 'Edit Daguerreotype' form in the MEMORIX MAIOR system. The form is titled 'Edit Daguerreotype - NFM 9b48f966-4573-627'. It features a navigation bar with 'Collections' and 'Selections' tabs. Below the title, there are navigation icons and a '2 of 2' indicator. The form includes a 'Form' dropdown set to 'simple', a 'Collection' dropdown set to 'Niet gekoppeld', a 'Published' checkbox which is checked and highlighted with a blue arrow, and a 'Language*' dropdown set to 'English'. There are also icons for saving, deleting, and other actions.

Language*: choose your language. Please note that this applies to the language of your metadata. It is not related to the language of the field names or the application. Furthermore, please note that we currently display only the English language SKOS lists, because the translation is incomplete.

Authorisation on image*: The website of Daguerreobase will give information about the Creative Commons licenses.

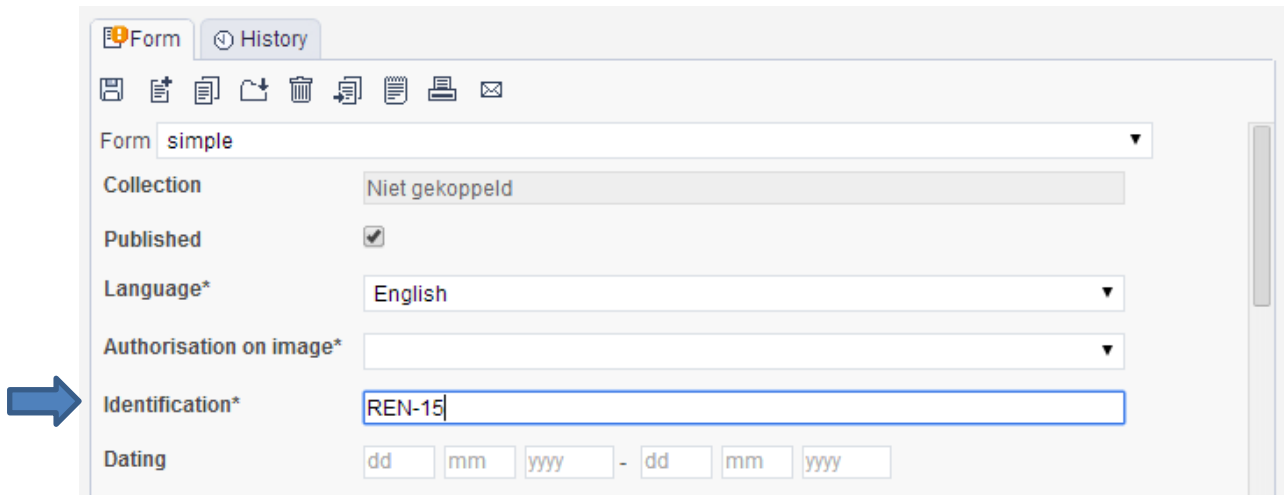


The screenshot shows the 'Edit Daguerreotype' form in the MEMORIX MAIOR system. The form is titled 'Edit Daguerreotype - NFM 9b48f966-4573-627b-0dad-423adfb82372'. It features a navigation bar with 'Collections' and 'Selections' tabs. Below the title, there are navigation icons and a '2 of 2' indicator. The form includes a 'Form' dropdown set to 'simple', a 'Collection' dropdown set to 'Niet gekoppeld', a 'Published' checkbox which is checked, and a 'Language*' dropdown set to 'English'. The 'Authorisation on image*' dropdown menu is open, showing a list of Creative Commons licenses: CC 1.0 Universal Public Domain Dedication (CC0), CC - Attribution (BY), CC - Attribution, No Derivatives (BY-ND), CC - Attribution, Non-Commercial (BY-NC), CC - Attribution, Non-Commercial, No Derivatives (BY-NC-ND), CC - Attribution, Non-Commercial, ShareAlike (BY-NC-SA), CC - Attribution, ShareAlike (BY-SA), Rights Reserved - Free Access, Rights Reserved - Paid Access, The Public Domain Mark (PDM), and Unknown. The 'CC 1.0 Universal Public Domain Dedication (CC0)' option is highlighted in blue.

Identification*: a unique code or inventory number which is used within your collection. For example: REN-15.

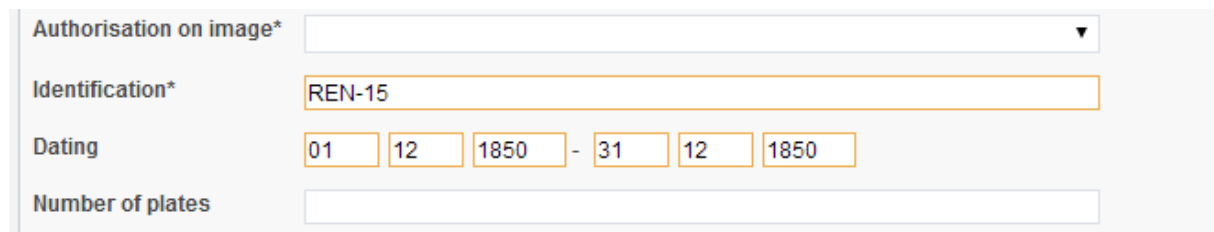
Every content provider can fill in the code which is already in use in the institution.

The number has to be unique within a particular collection in your institution. For example: REN-15 and DIV-15. The number 15 in combination with the three-letter code for the collection, makes it a unique identification.



The screenshot shows a form with several fields. A blue arrow points to the 'Identification*' field, which contains the text 'REN-15'. Other fields include 'Form' (set to 'simple'), 'Collection' (set to 'Niet gekoppeld'), 'Published' (checked), 'Language*' (set to 'English'), 'Authorisation on image*' (empty), and 'Dating' (set to 'dd mm yyyy - dd mm yyyy').

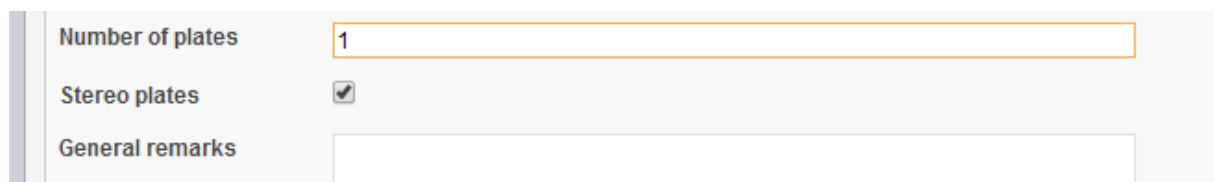
Dating: fill in as: dd-mm-yyyy. If you do not fill in dd and mm, it will be recorded as 00-00-yyyy. If the date is unknown, don't enter anything.



The screenshot shows a close-up of the 'Identification*' field containing 'REN-15' and the 'Dating' field containing '01 12 1850 - 31 12 1850'. The 'Authorisation on image*' field is empty.

Number of plates: for example: 1. This field is not mandatory.

Stereo plates: tick the box for yes if applicable.



The screenshot shows a close-up of the 'Number of plates' field containing '1' and the 'Stereo plates' field with a checked checkbox. The 'General remarks' field is empty.

General remarks: free text. Only fill in when you have additional information.

Style type*: choose the type in the list. If you are not sure, please look it up on the internet or in literature. We will add images and descriptions to the manual which will help you choose the correct types later.



General remarks

Style type*

Title

Image description*

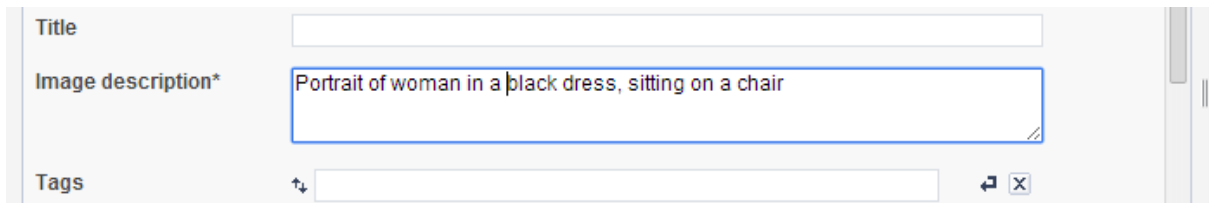
Tags

Subject name

Subject location

Title: Only fill in when an official title of the daguerreotype is available. Otherwise leave empty.

Image description*: free text for a description of the image. For example: Portrait of a woman in black dress, sitting on a chair

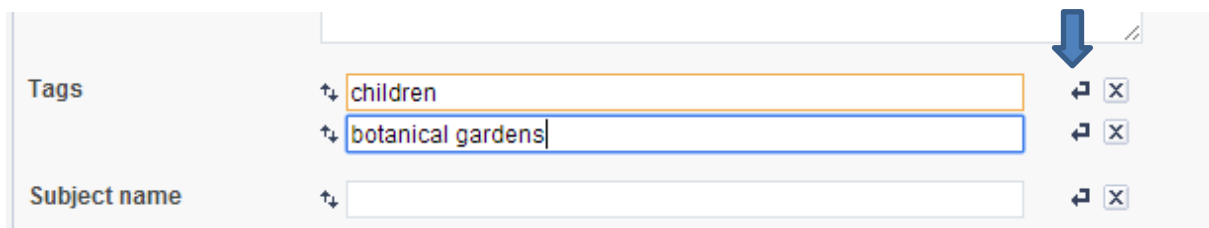


Title

Image description*

Tags

Tags: fill in a keyword. For more keywords, click the button (arrow) Add behind this field.



Tags

Subject name

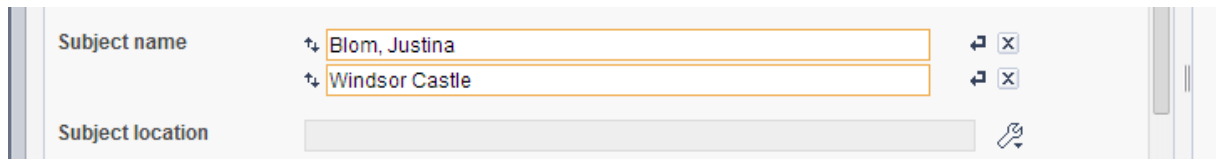
There is no list with controlled terms. By entering tags, the list will grow. The field will use auto fill, which means that when you type the first letters of a term, the field will suggest terms that were used before. In this way the list of terms will be controlled.

When you fill in a new term, use the plural form (not child, but children). Also you can use multiple keywords, for example botanical gardens.

See for example the Arts and Architecture Thesaurus by the Getty Research Institute.

Subject name: the name of a person or object depicted in the image.

For example: Blom, Justina (surname, first name) or Windsor Castle. For more Subject names, click button (arrow) Add behind this field.



Subject location: the location depicted in the image on the daguerreotype. This field is not mandatory, so only fill in when the location is known.

Point at the button next to the field and select *Choose value*.

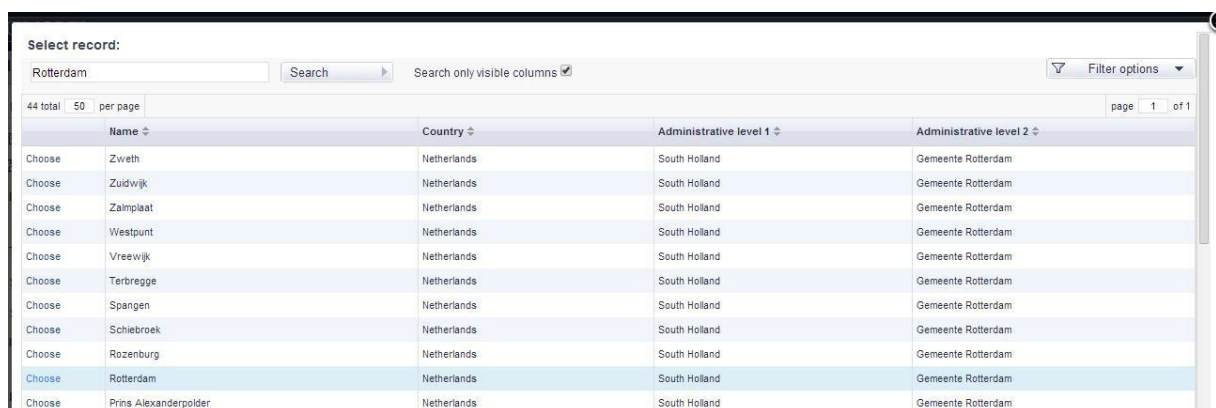


Example: Subject location is city of Rotterdam.

Enter Rotterdam in the search field. The following list shows up with four columns.

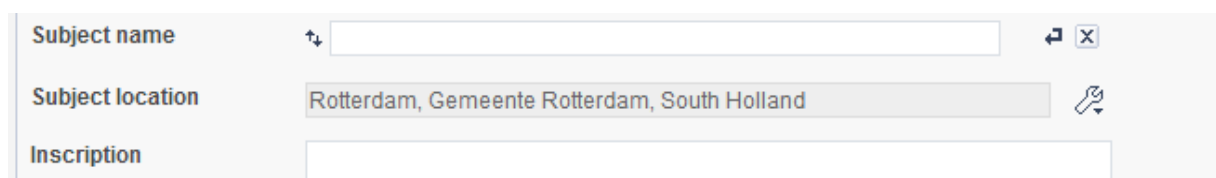
The first column (Name) contains the value you are looking for (the lowest level); the second column shows the highest level (Country); the third column shows the first lower level (province); the fourth column shows the second lower level (municipality).

Choose the correct line. In this case: Name: Rotterdam (city); Country: Netherlands; Administrative level 1: South Holland (province); Administrative level 2: Gemeente Rotterdam (municipality).



	Name	Country	Administrative level 1	Administrative level 2
Choose	Zweth	Netherlands	South Holland	Gemeente Rotterdam
Choose	Zuidwijk	Netherlands	South Holland	Gemeente Rotterdam
Choose	Zalmplaat	Netherlands	South Holland	Gemeente Rotterdam
Choose	Westpunt	Netherlands	South Holland	Gemeente Rotterdam
Choose	Vreewijk	Netherlands	South Holland	Gemeente Rotterdam
Choose	Terbregge	Netherlands	South Holland	Gemeente Rotterdam
Choose	Spangen	Netherlands	South Holland	Gemeente Rotterdam
Choose	Schiebroek	Netherlands	South Holland	Gemeente Rotterdam
Choose	Rozenburg	Netherlands	South Holland	Gemeente Rotterdam
Choose	Rotterdam	Netherlands	South Holland	Gemeente Rotterdam
Choose	Prins Alexanderpolder	Netherlands	South Holland	Gemeente Rotterdam

After choosing the correct line, the field Subject location contains the following information:



When you save the record, the field Subject location will contain only the name of the location you were looking for, in this case: Rotterdam. If the next record you are editing has the same Subject location you can click the button *Copy from the previous record*

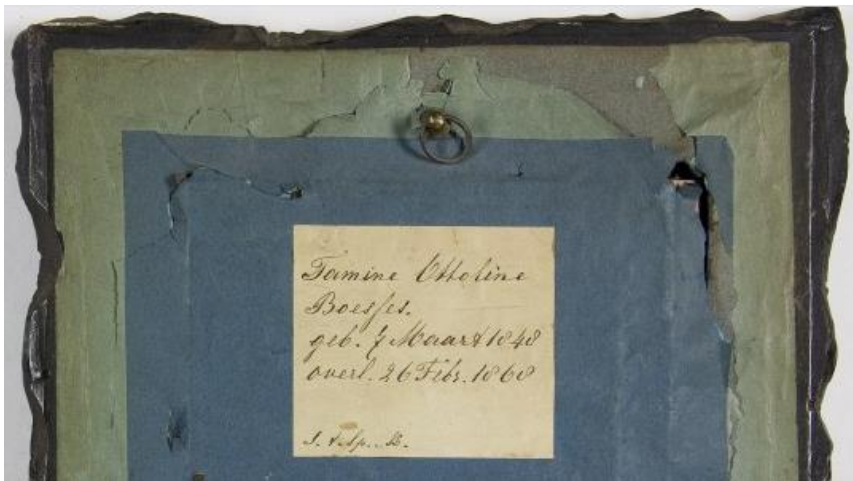


The screenshot shows a form with three fields: 'Subject name', 'Subject location', and 'Inscription'. The 'Subject location' field contains the text 'Rotterdam'. To the right of the 'Inscription' field, there is a vertical toolbar with several icons. The bottom icon in this toolbar is a document with a right-pointing arrow, and a tooltip labeled 'Copy from the previous record' is displayed next to it. A blue arrow points to this tooltip from the right side of the image.

Inscription: original inscriptions on the daguerreotype (see below for an example). Type over the complete text in this field. When (part of) words are not clear, use [...] instead.



The screenshot shows the 'Inscription' field of the form. The text inside the field is: '[Etiket achterzijde] Tamine Ottoline Boesses, geb. 7 Maart 1848 overl. 26 Febr. 1868, StSp.Lb.'. The text is in a standard font and is underlined.



Links: relevant websites for this daguerreotype.

Creator: the field for creator shows five buttons. The left button is for adding more creators. The field will be repeated



The screenshot shows the 'Creator' field of the form. It consists of a text input area and a toolbar with five buttons: a plus sign, an up arrow, a down arrow, a trash icon, and another plus sign. Below the text input area, there is a 'Window size (HxW)' field with two input boxes and a unit dropdown set to 'inch'. A blue arrow points to the 'add' button, which is a small button with the text 'add' on it, located below the toolbar.



Creator

[Add] [Up] [Down] [Trash] [Toggle]

[Add] [Up] [Down] [Trash] [Toggle]

Creators [Text Field] [Edit]

Role [Dropdown]

Window size (HxW) [] x [] inch

The second and third buttons (arrows) is for positioning a creator in a higher or lower level in the record. The most important creator must be on top.

[Add] [Up] [Down] [Trash] [Toggle]

[Add] [Up] [Down] [Trash] [Toggle]

Creators [Text Field] [Edit] higher

Role [Dropdown]

[Add] [Up] [Down] [Trash] [Toggle]

[Add] [Up] [Down] [Trash] [Toggle]

Creators [Text Field] [Edit] lower

Role [Dropdown]

The trash can button is for deleting a creator

Creator

[Add] [Up] [Down] [Trash] [Toggle]

[Add] [Up] [Down] [Trash] [Toggle]

Creators [Text Field] [Edit] delete

Role [Dropdown]

The most right button, toggle, is for unfolding the Creator form.

Creator

[Add] [Up] [Down] [Trash] [Toggle] [Blue Arrow]

Window size (HxW) [] x [] inch

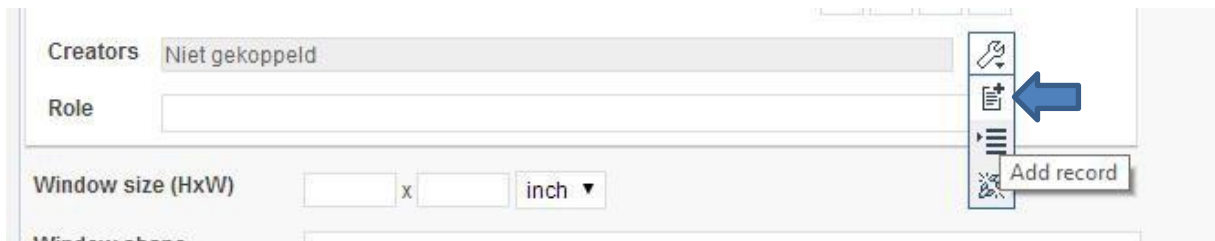
toggle

By clicking *toggle* the form will unfold (see below). By clicking *toggle* again, the form will fold in.



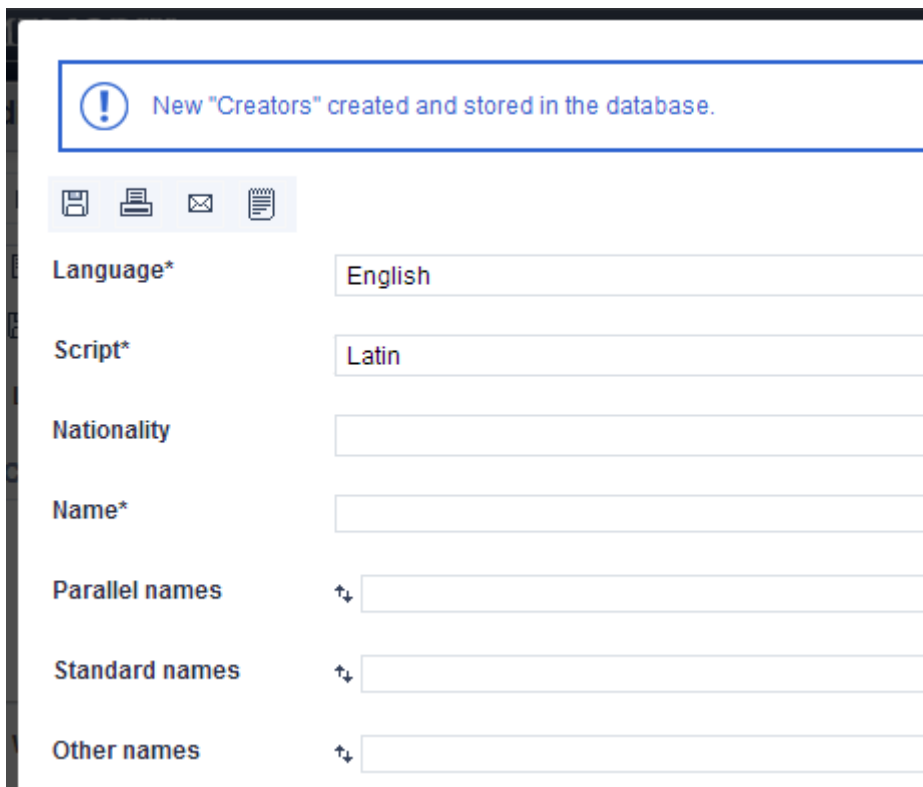
The image shows a web form titled "Creator". At the top right of the form area, there are several icons: a plus sign in a document, an up arrow, a down arrow, a trash can, and a square. Below these icons, the "Creators" field is a dropdown menu with the text "Niet gekoppeld" and a wrench icon to its right. Below the "Creators" field is the "Role" field, which is a dropdown menu with a downward arrow.

For adding a new creator, click the button *Add record*.



This screenshot shows the same "Creator" form as above, but with a blue arrow pointing to a vertical toolbar on the right side. The toolbar contains several icons, and the "Add record" button, which is a document with a plus sign, is highlighted with a tooltip that says "Add record".

The following form shows up.



The image shows the "Creator" form in its expanded state. At the top, there is a blue-bordered notification box with an exclamation mark icon and the text "New 'Creators' created and stored in the database." Below the notification box is a toolbar with icons for save, print, email, and a document. The form fields are as follows:

Language*	English
Script*	Latin
Nationality	
Name*	
Parallel names	↕
Standard names	↕
Other names	↕

Language*: choose your language. Please note that this applies to the language of your metadata. It is not related to the language of the field names or the application.

Script*: Latin is the default script.

Nationality: choose in the list.

Name*: name of the creator. Fill in as: surname, first name

Parallel names: not mandatory. Only fill in if known.

Standard names: not mandatory. Only fill in if known.

Other names: not mandatory. Only fill in if known.

Corporate identifier: a unique code for a creator in a collection. Corporate identifier is for a group of persons or organisation. Identifier is for one person.

Example: CRE. This is an identifier for creator Carl Rensing. C stands for the first character of his first name and RE stands for the first two characters of his surname.

Please note that this is not a mandatory field. If you can't or don't want to enter a code here, leave the field empty.

Identifier: see corporate identifier.

Date of existence start: dd-mm-yyyy. Not mandatory. Only fill in if known.

Date of existence end: dd-mm-yyyy. Not mandatory. Only fill in if known.

Date existence source: not mandatory. Only fill in if known.

Active date start: dd-mm-yyyy. Not mandatory. Only fill in if known.

Active date end: dd-mm-yyyy. Not mandatory. Only fill in if known.

History: free text. Not mandatory. Only fill in if known.

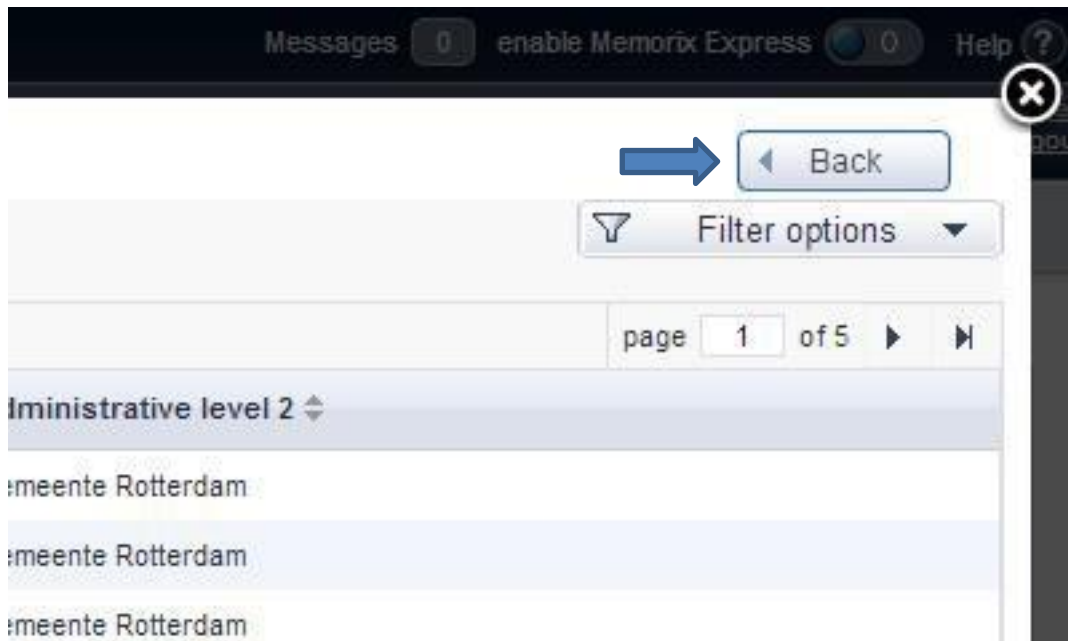
Places: not mandatory. Only fill in if known. Click *Choose value*



The image shows a form with three input fields: "Places", "Function", and "Places other". The "Places" field is highlighted in grey. To the right of the "Places" field is a vertical toolbar with icons for search, list, and refresh. A blue arrow points to a "Choose value" button below the toolbar.

This is the same application as used for *Subject location*. See instruction for that field.

Be careful when you have selected a place and want to continue with the form for creator. Click the button *Back*. Do **not** click the button for closing the window (white cross). In that case you will go back to the simple form, without saving the form for creator.



If the next record you are editing has the same information for *Places*, you can click the button *Copy from the previous record*.



Function: not mandatory. Only fill in if known.

Places other: not mandatory. Only fill in if known.

City: not mandatory. Only fill in if known.

Postal code: not mandatory. Only fill in if known.

State region: not mandatory. Only fill in if known.

Telephone: not mandatory. Only fill in if known.

Click *Save* and close the window.

The creator is saved and shows up in the simple form.

Next step is to select a role for the creator. Choose from the list.



The screenshot shows a form with the following fields and options:

- Creator:** Rensing, Carl
- Role:** A dropdown menu is open, showing the following options: copyright holder, creator, depicted person, and platemark manufacturer.
- Window size:** A dropdown menu is open, showing the following options: copyright holder, creator, depicted person, and platemark manufacturer.
- Window shape:** A dropdown menu is open, showing the following options: copyright holder, creator, depicted person, and platemark manufacturer.
- housing size (HxWxD):** Three input fields for height, width, and depth, followed by a unit dropdown set to 'inch'.

Window size: HxW

Window shape: select in the list

housing size: HxWxD

Housing shape: select in the list

Frame

Case

Covering Glass

Mat

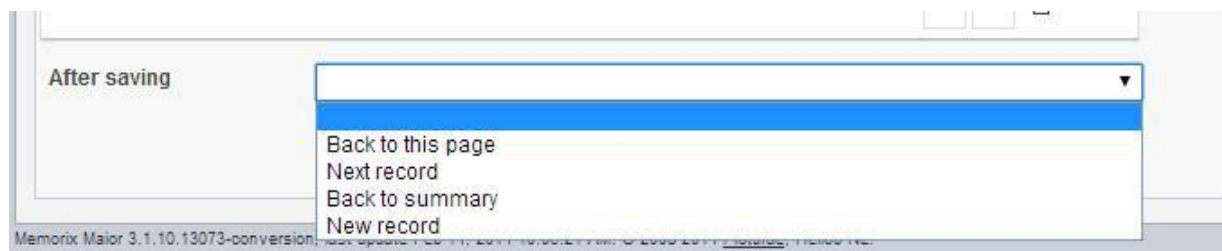
Backing

Image Information

Like **Creator**, the fields for **Frame**, **Case**, **Covering Glass**, **Mat**, **Backing** and **Image information** can be unfolded by clicking the button *toggle*. These fields contain SKOS lists which will be available in several languages in the future. Select a value or leave empty. These fields are not mandatory.

Please note that – for technical reasons – the SKOS lists have been integrated for materials, shapes, and colours. This means that you may find materials for ‘Case’ that are actually only applicable for ‘Frame’ or vice versa. Please ignore the non-applicable values and select only the applicable ones.

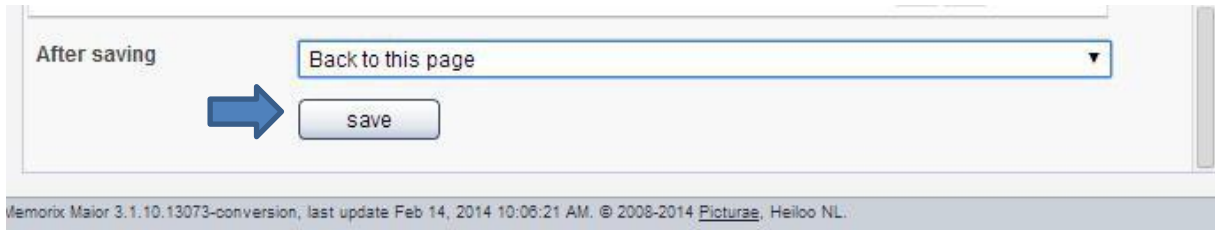
When you are finished editing, save the record. First make a choice in the list for the action after saving.



The screenshot shows a form with the following fields and options:

- After saving:** A dropdown menu is open, showing the following options: Back to this page, Next record, Back to summary, and New record.

Save the record by clicking the button *save*



While editing a record, you see in the left top corner the following signal next to *Form*:



This means you have not yet saved the record.

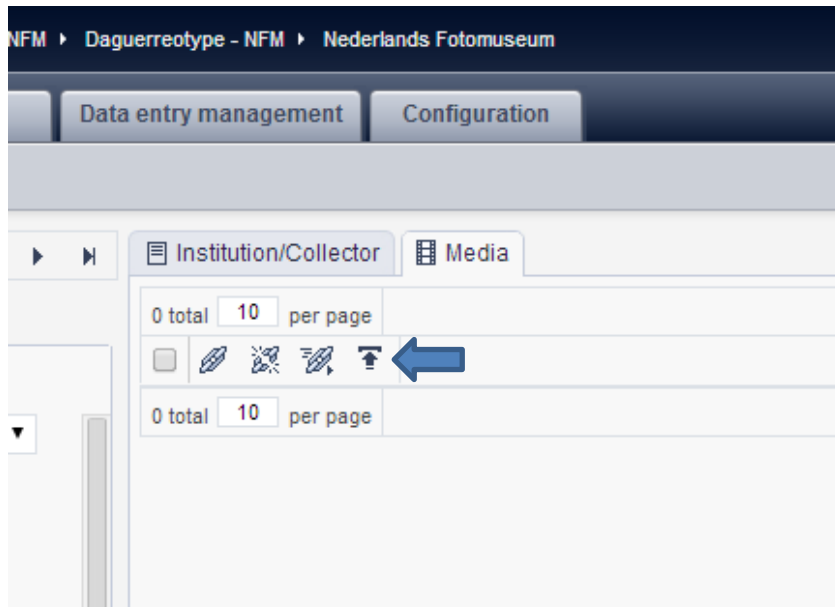
You can press the save button while editing. This way you can be sure not to lose any work because of a technical failure.



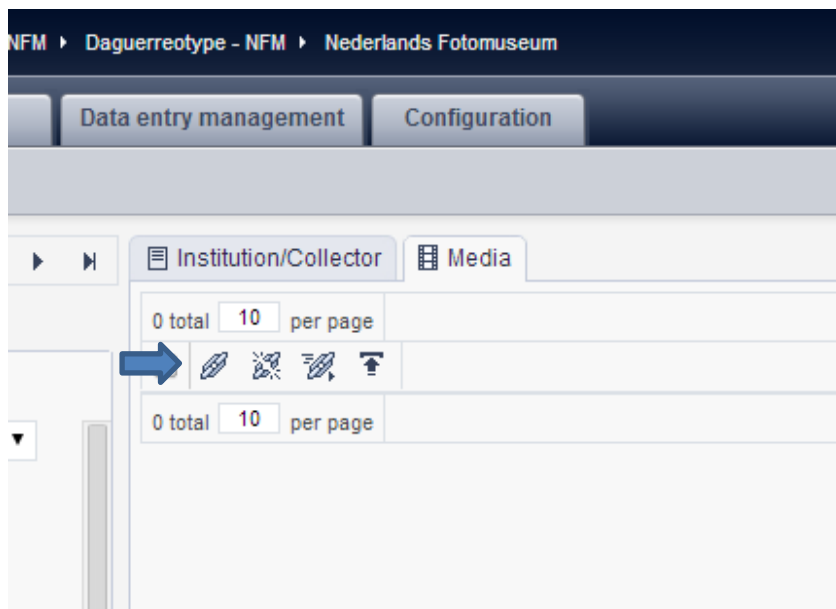
Linking media to records

Open a record and select tab Media in the right window.

For linking media which is not already uploaded, click button *Upload media*. Choose the file and click *Upload*. The image is now linked to the record. For more media links, repeat the steps.



For linking media which is already uploaded, click button Add media link.





Search for the file and select it.

Pair a media file

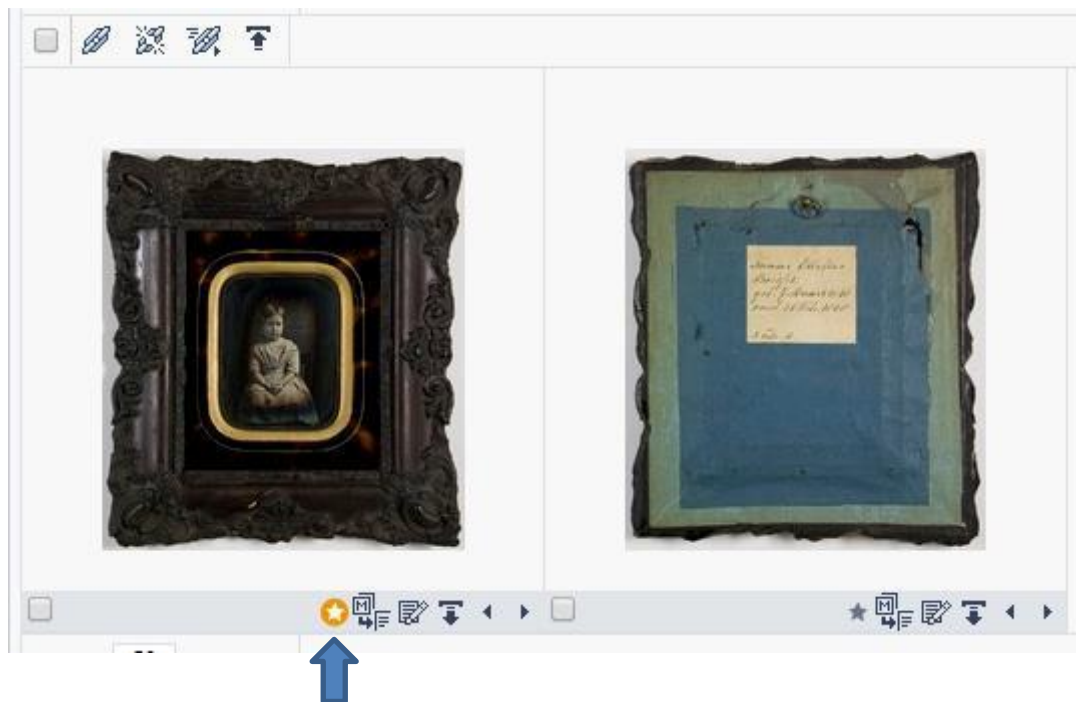
Click on a file name to pair with.

DIV-248

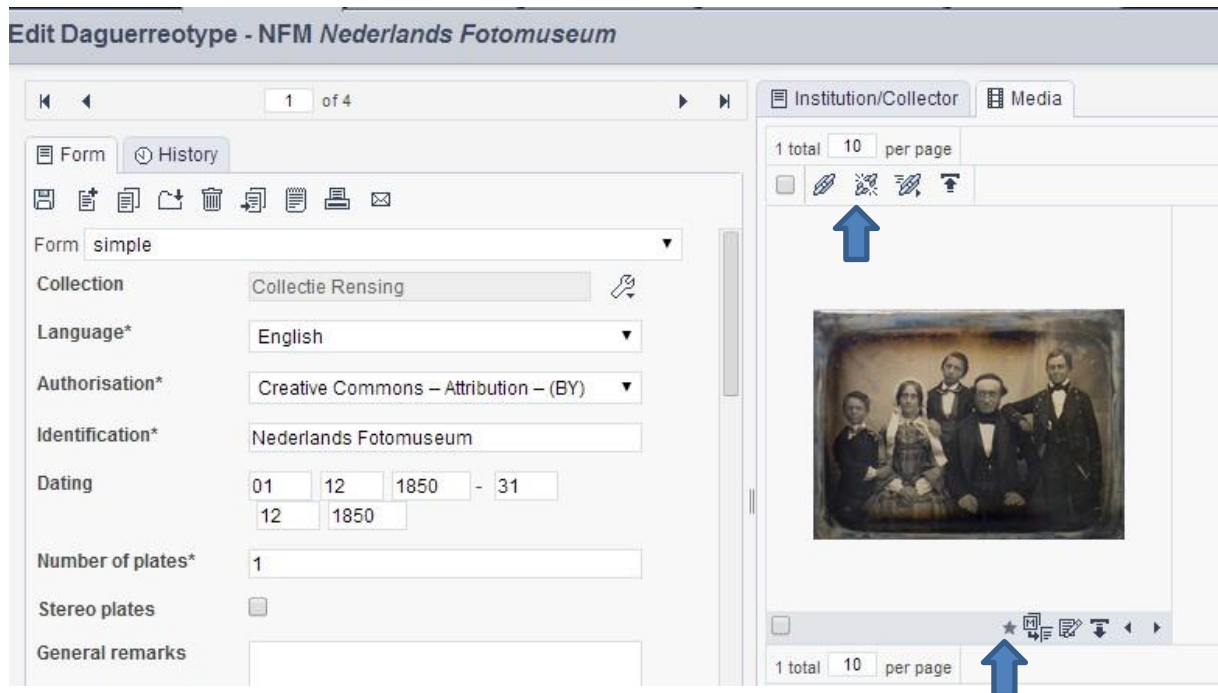
2 total per page

<input type="checkbox"/>		Name
<input type="checkbox"/>		DIV-248_ naakte plaat
<input type="checkbox"/>		DIV-248_ kale plaat

When a record has more than one linked media, choose a default thumbnail by clicking on the button (star).

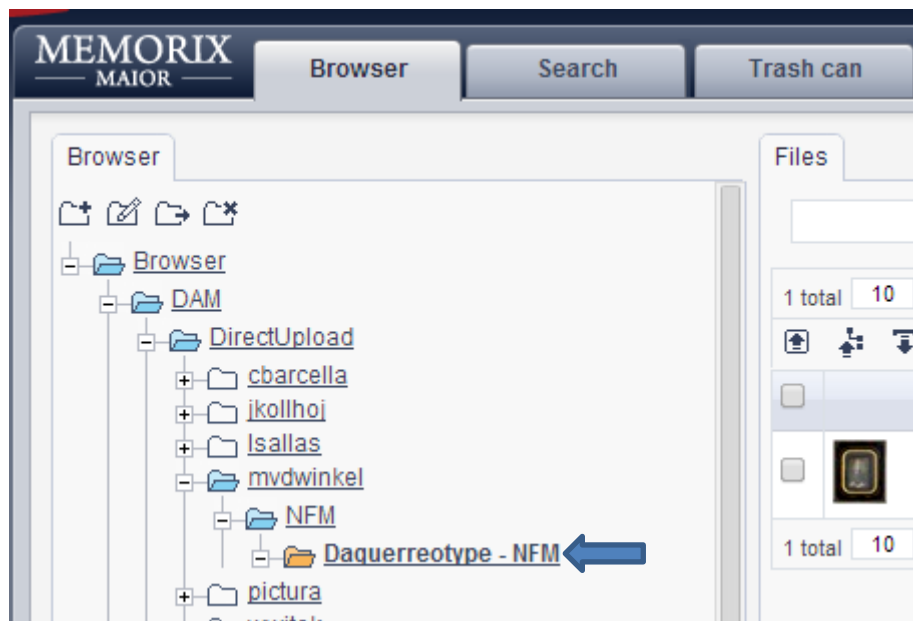


For disconnecting media, click the button *Delete media link*. You have only deleted the link. The media itself is not deleted and can be linked again.



When in Collection management, you link media to a record with the upload button (see above), the media will be uploaded in Digital Asset Management (DAM).

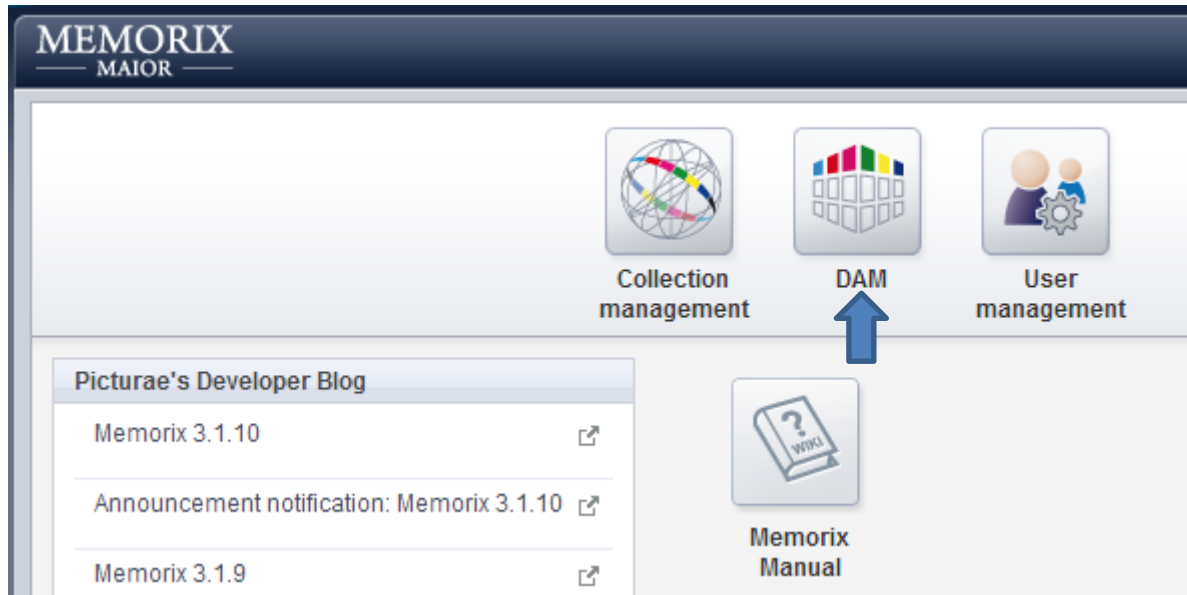
In DAM the digital files will be automatically uploaded in the folder *DirectUpload*. To keep your media in DAM well organized, it is best to move the files from *DirectUpload* to your own folder in DAM. See below for an instruction how to organize your digital files in DAM. When you move a file in DAM the link with the record will stay intact.



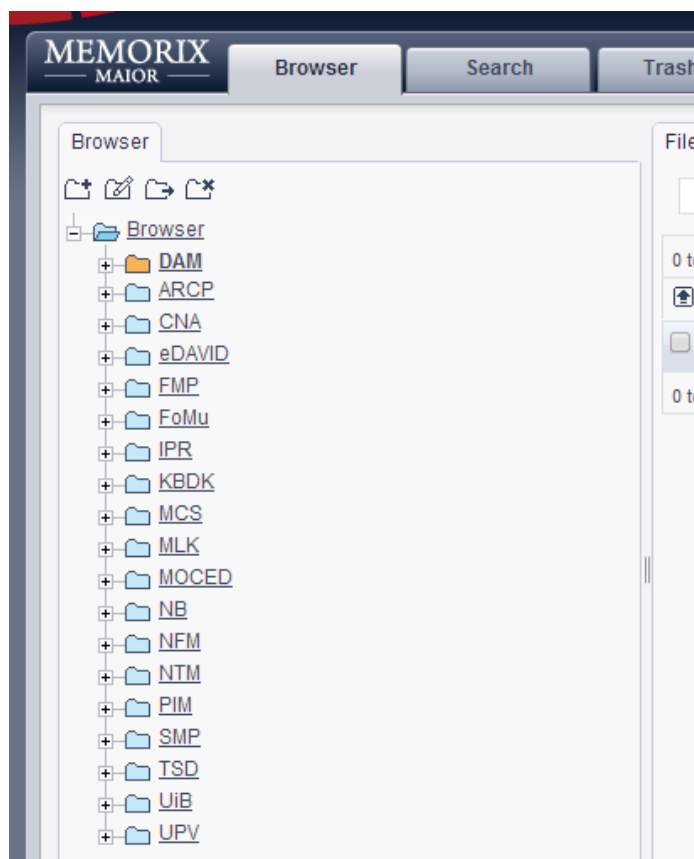
Digital Asset Management (DAM)

Digital files which are linked to records Memorix Maior have to be uploaded in Digital Asset Management (DAM).

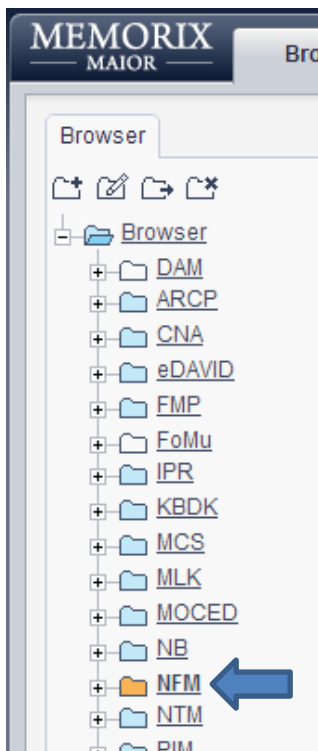
Once you have entered the portal, select DAM.



Next, the browser shows up in which you can organize your uploaded digital files in folders.



Select the folder of your institution by clicking the name. When the characters are bold it is selected.

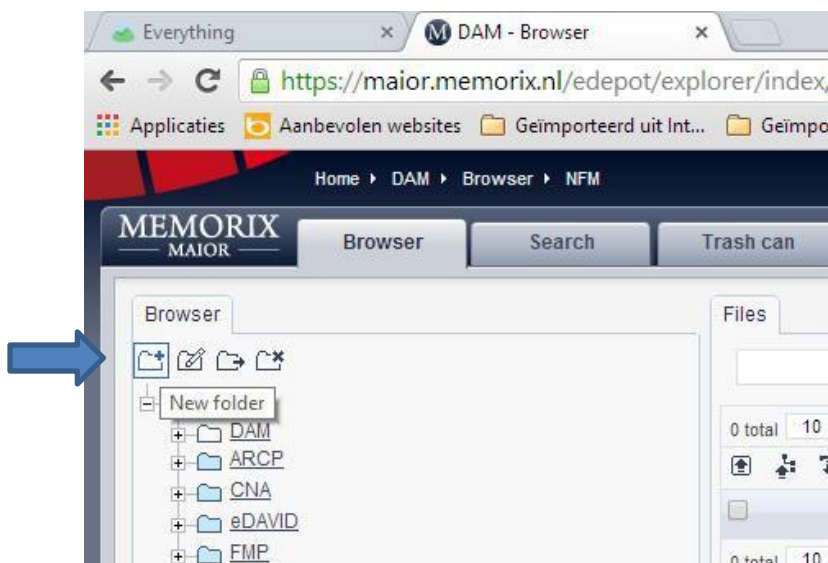


It is recommended to organize your digital files in folders.

For example, you want to upload digital files which belong to a particular collection.

Make a folder for the collection in which the files have to be uploaded. It is also possible to upload a folder with files. In that case you don't have to create a new folder (see below for instruction).

In this example you want to upload files which belong to collection Carl Rensing. Make a new folder with the collection code or another preferred name. Click the button *New folder*.



In the window, type the name for the new folder.

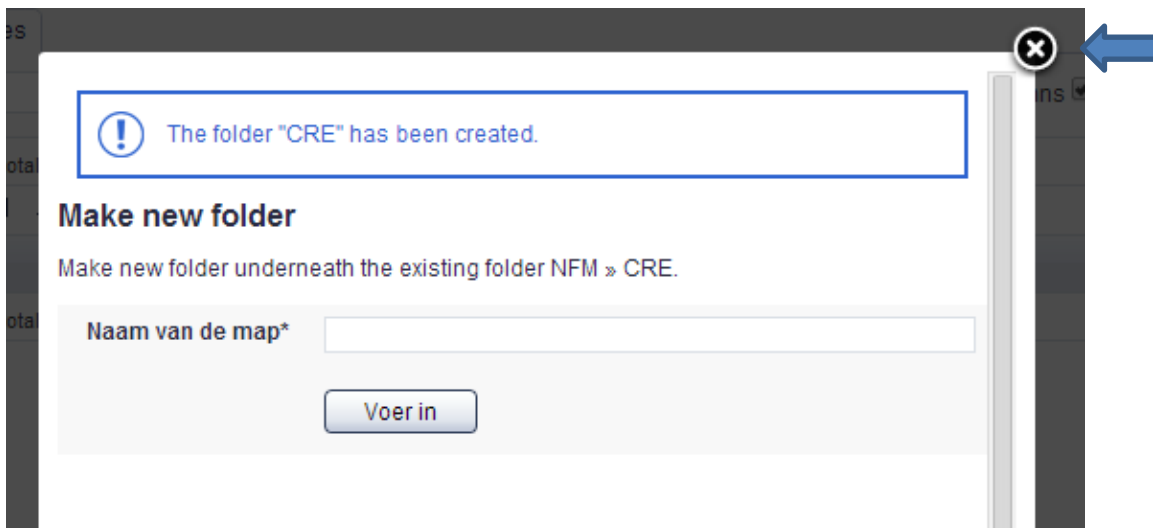


Make new folder

Make new folder underneath the existing folder NFM.

Naam van de map*

The new folder underneath the institution (in this case NFM) is created. It is possible to make another new folder under the folder you have just created. If you do not want that, close the window by clicking the white cross.



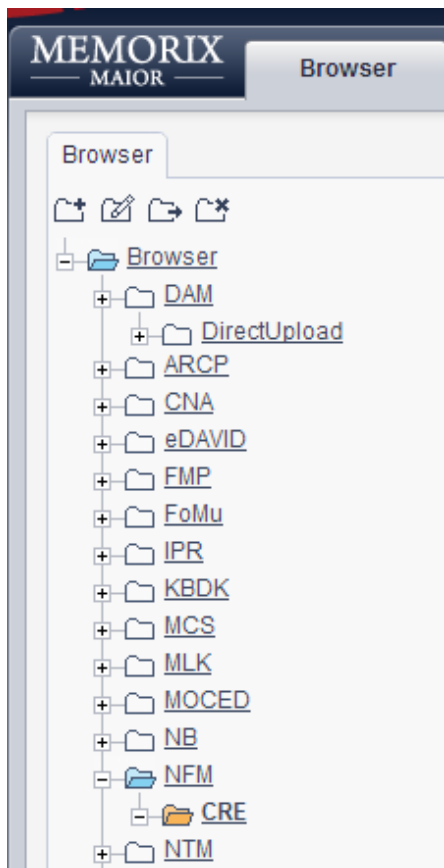
The folder "CRE" has been created.

Make new folder

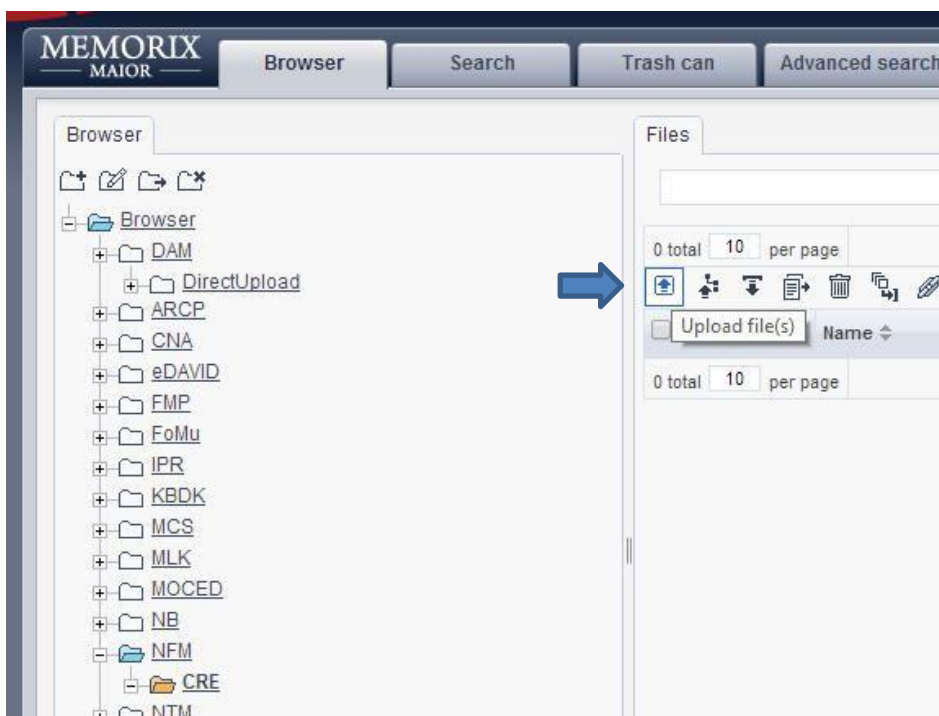
Make new folder underneath the existing folder NFM » CRE.

Naam van de map*

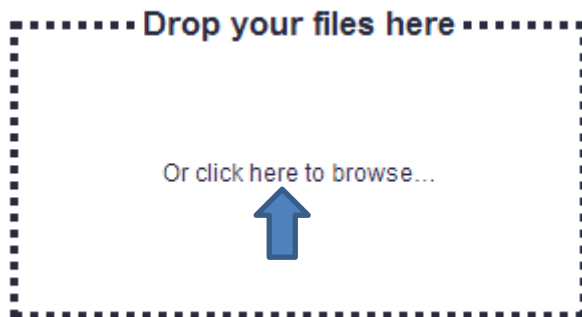
The new folder is located underneath NFM.



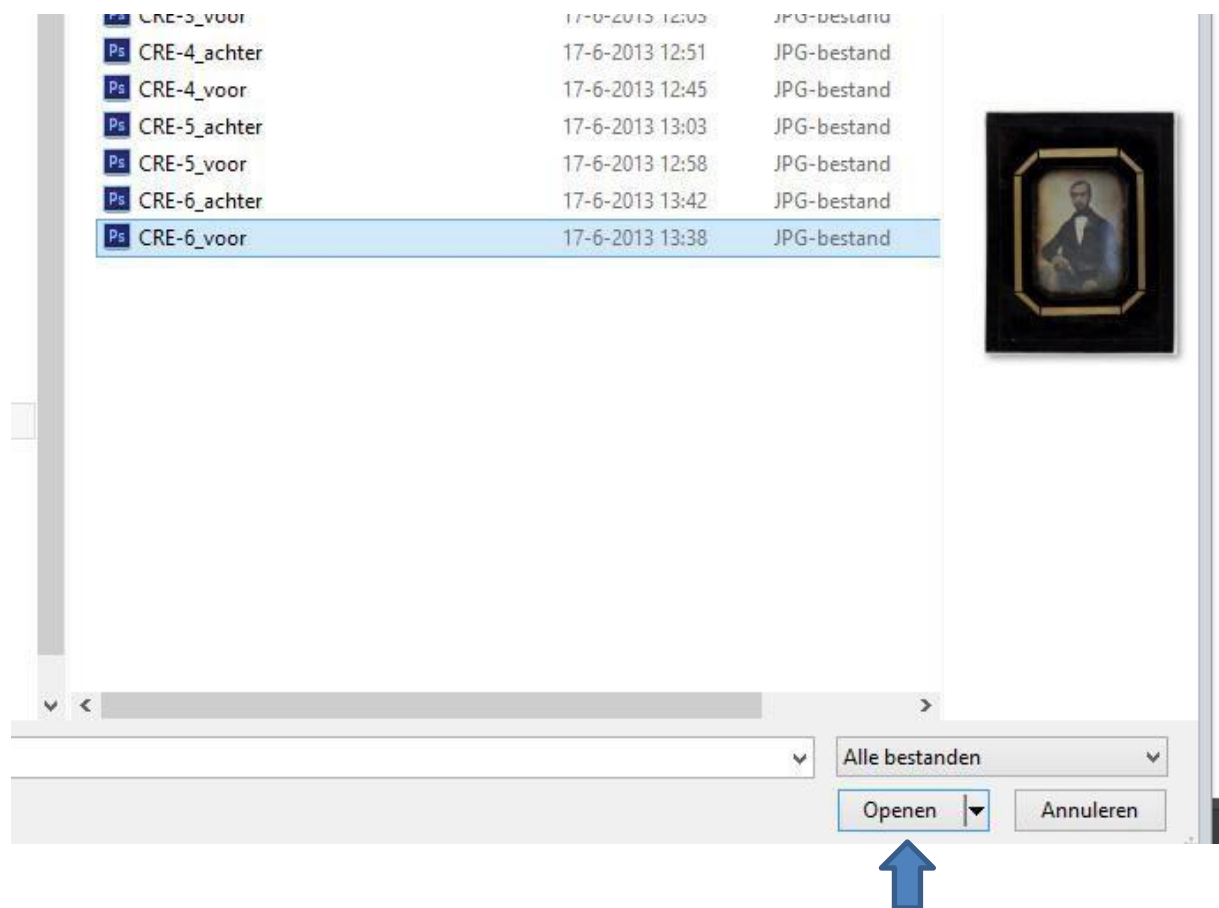
Next step is to upload digital files in the new folder. Make sure the correct folder is selected (bold). Now you can click button *Upload file(s)* or button *Upload folders and file(s)*. For the first option, click the button below:



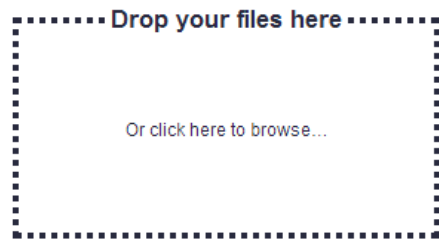
The following window shows up. You can drop your files from your finder into the box or you can browse to the files by clicking in the box. We choose the latest option.



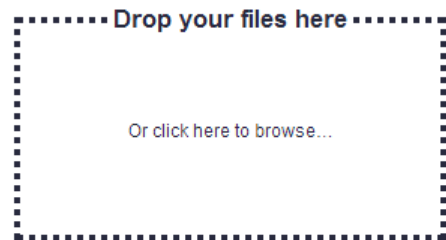
Browse in your finder to a digital file, select it and click *Open*.



The file is uploaded. With this option you can upload only one file. For more more files you can repeat the process by clicking the box again.



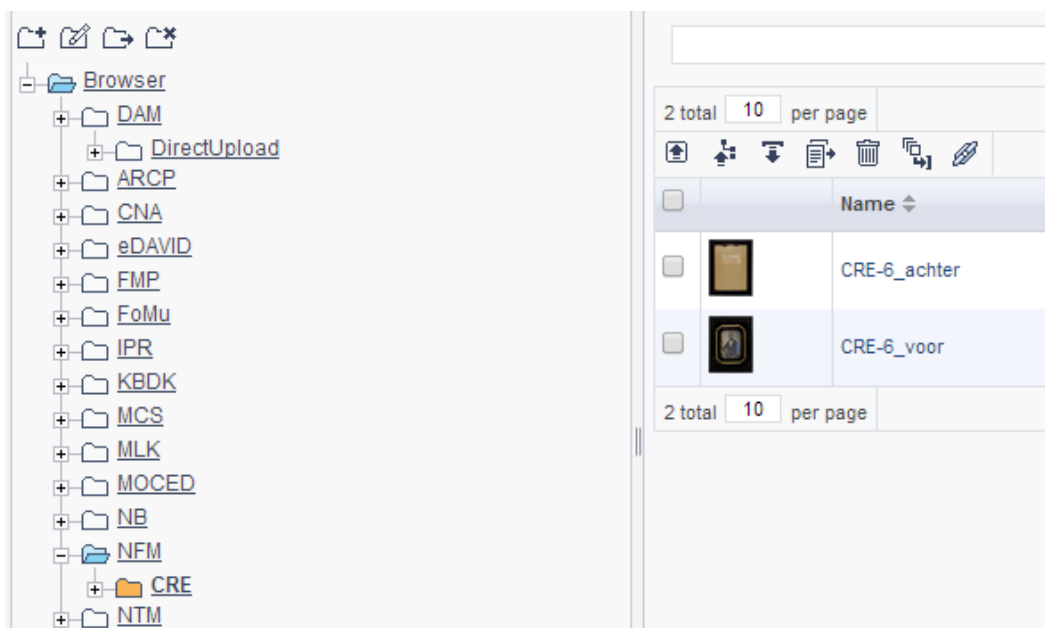
Name: CRE-6_voor.jpg
Mime: image/jpeg
Size: 495455



Name: CRE-6_voor.jpg
Mime: image/jpeg
Size: 495455

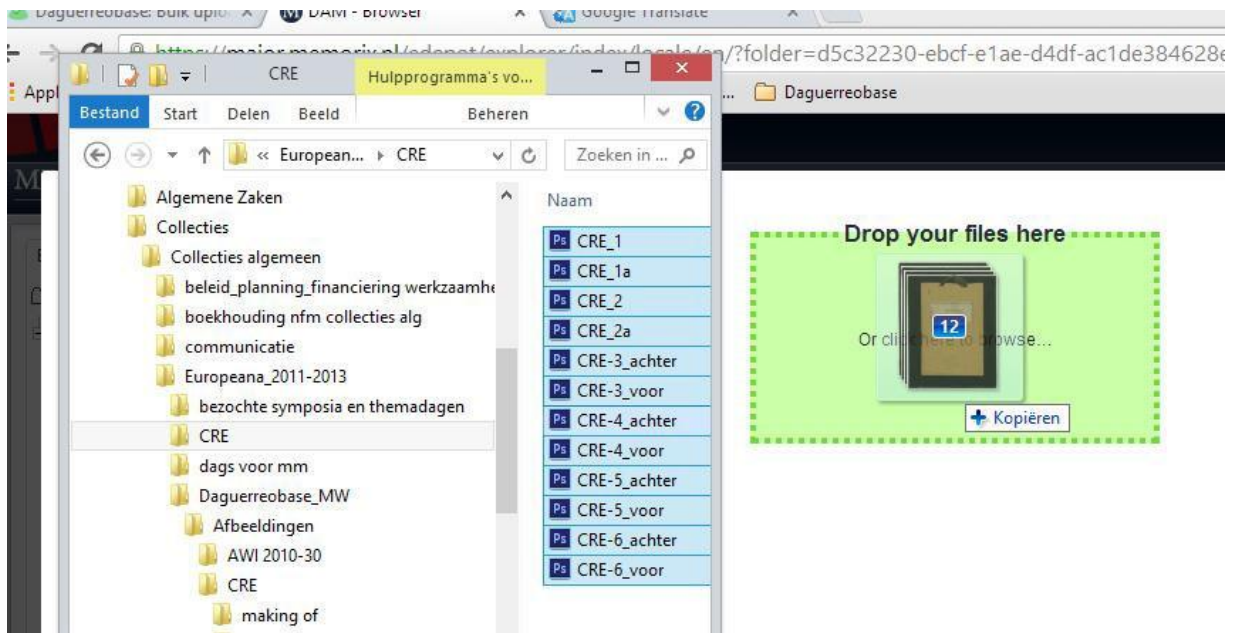
Name: CRE-6_achter.jpg
Mime: image/jpeg
Size: 570738

In this example two digital files are uploaded in DAM in folder CRE.

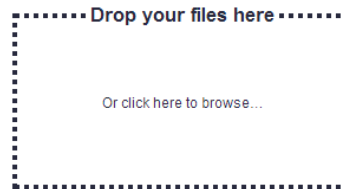


When you wish to upload a larger amount of files in one step, you can choose the option *Drop your files here*.

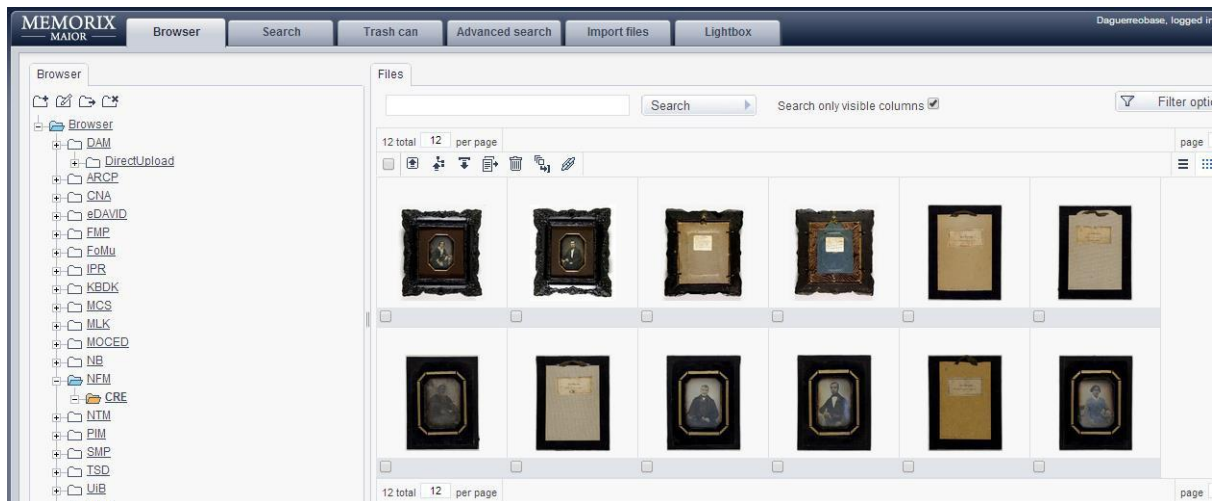
Open your finder, select the files and position the window with your finder next to the box. To do that, first reduce the size of the window. Next, drag the files to the box and drop them.



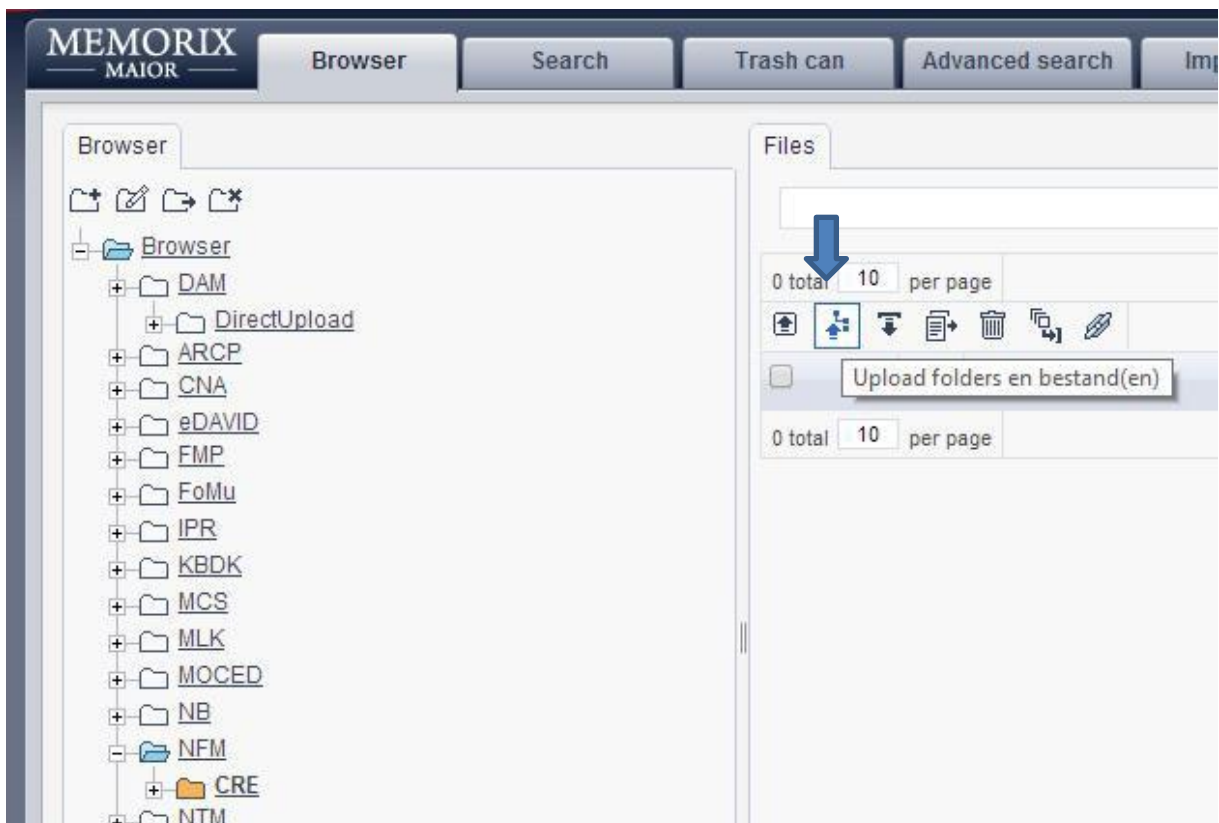
By doing this, twelve digital files are uploaded in one step. See below



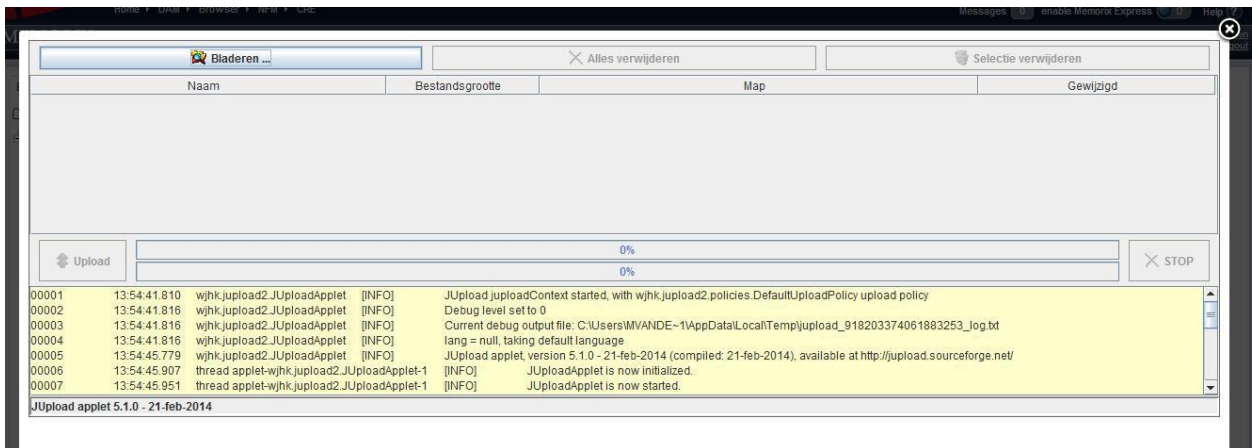
Name: CRE-4_achter.jpg Mime: image/jpeg Size: 572615	Name: CRE-4_voor.jpg Mime: image/jpeg Size: 459903	Name: CRE-5_achter.jpg Mime: image/jpeg Size: 613307	Name: CRE-5_voor.jpg Mime: image/jpeg Size: 476968	Name: CRE-6_achter.jpg Mime: image/jpeg Size: 570738
Name: CRE-6_voor.jpg Mime: image/jpeg Size: 495455	Name: CRE_1.jpg Mime: image/jpeg Size: 857917	Name: CRE_1a.jpg Mime: image/jpeg Size: 1051425	Name: CRE_2.jpg Mime: image/jpeg Size: 886031	Name: CRE_2a.jpg Mime: image/jpeg Size: 783396
Name: CRE-3_achter.jpg Mime: image/jpeg Size: 636649	Name: CRE-3_voor.jpg Mime: image/jpeg Size: 480715			



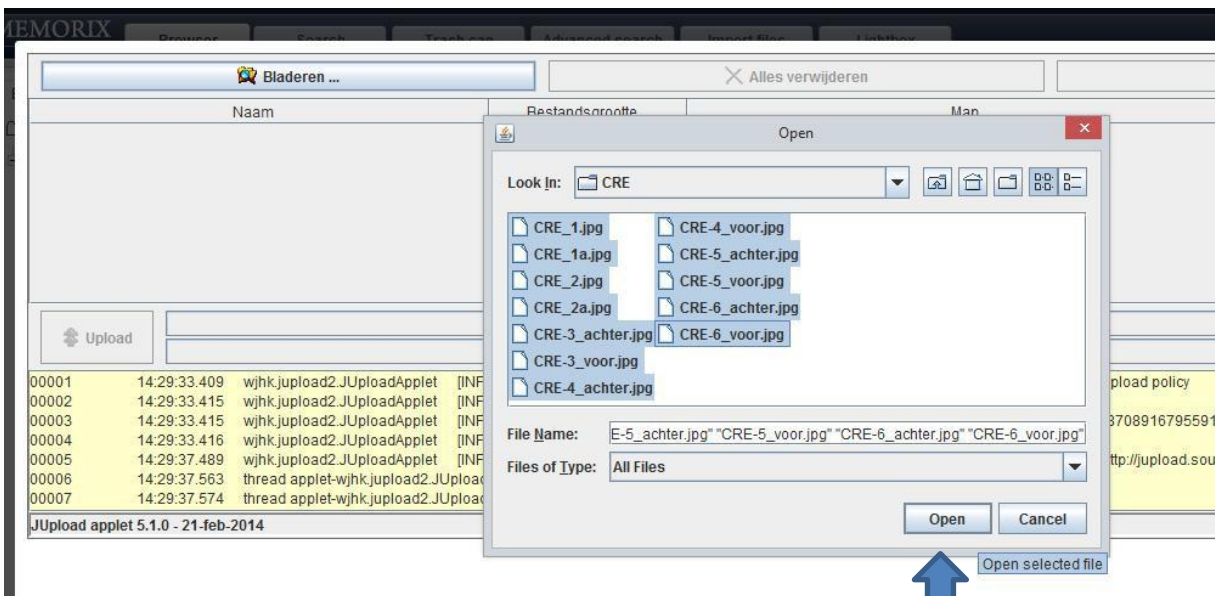
The button *Upload folders and file(s)* can also be used to upload more digital files in one step. For this option Java is required.



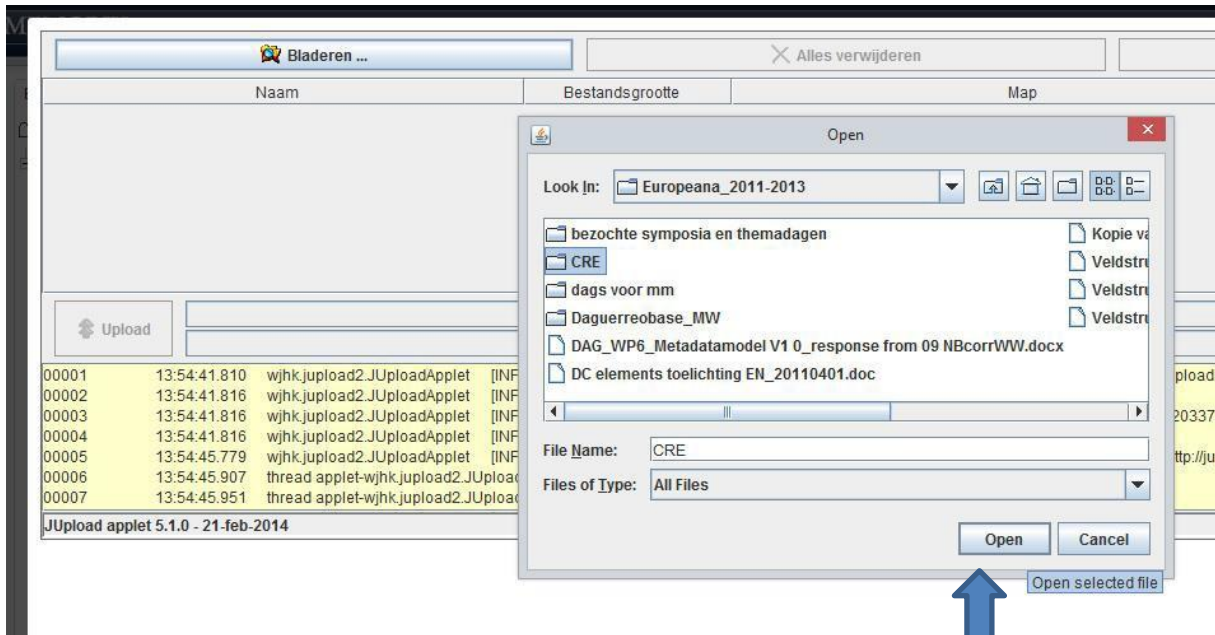
In DAM select the folder where the files have to be uploaded and click button *Upload folders and file(s)*. The following screen shows up. *Click Browse (Bladeren)*.



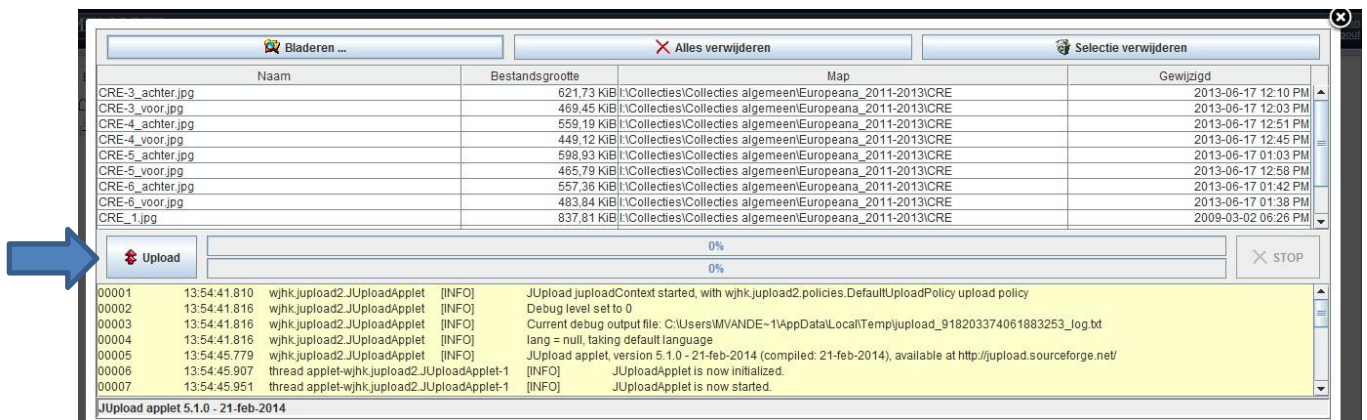
Browse in your finder to the files and select them. Click *Open*.



When you wish to upload a folder with digital files you don't need to create a new folder in the DAM browser. In this case, select your institution in the browser and click button *Upload folders and file(s)*. Browse to the folder and select it. Click *Open* (see below).

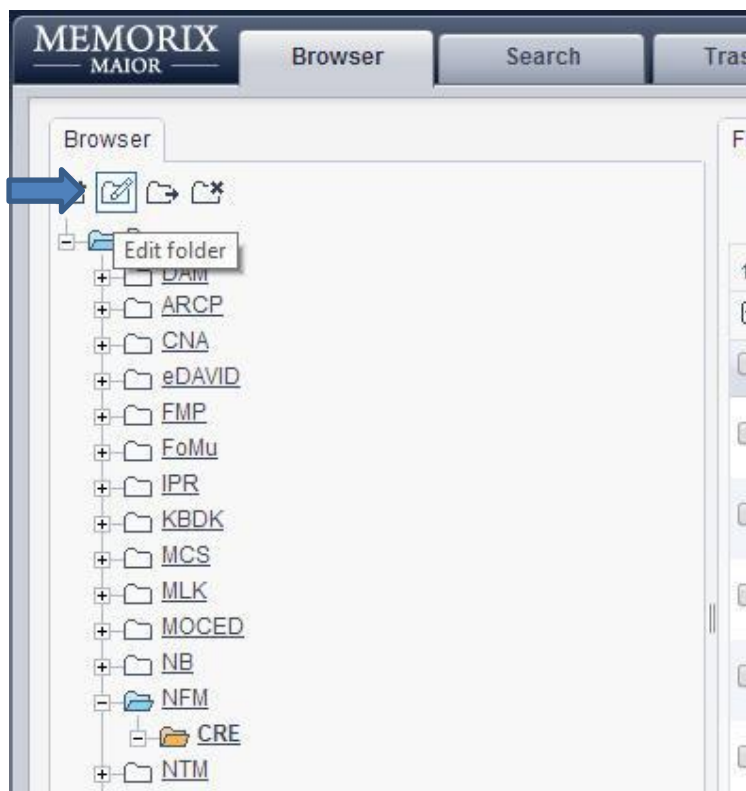


The following screen shows up. Click *Upload*.



When the files are uploaded, close the window. The files are now located in the correct folder in the DAM browser.

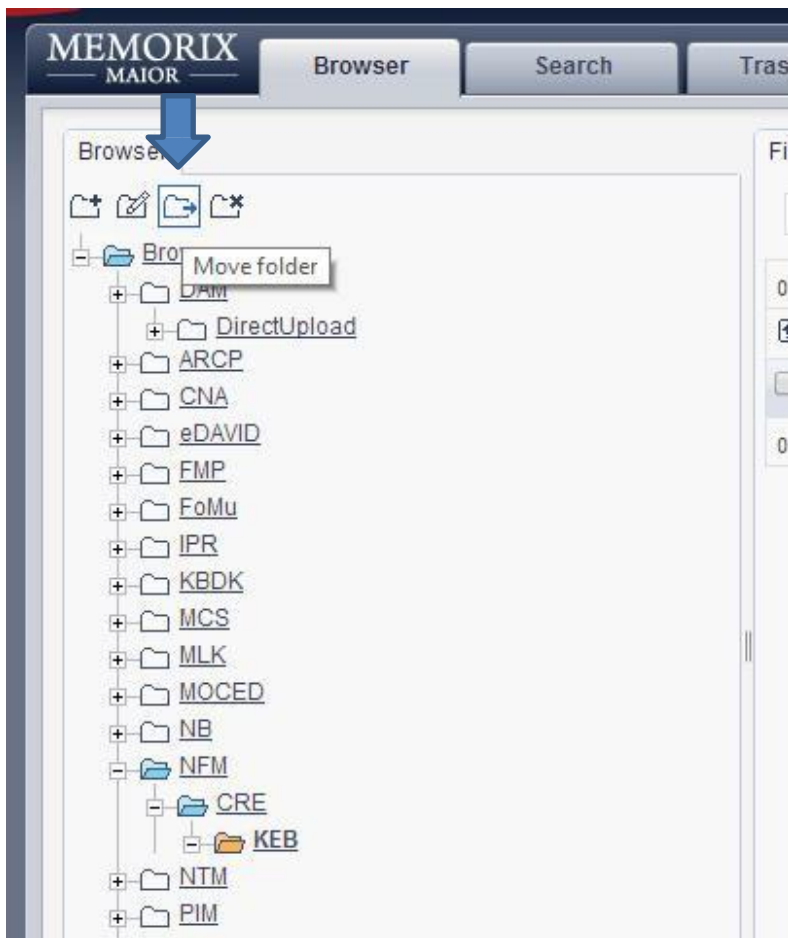
When you wish to edit a folder, select it and click button *Edit folder*.



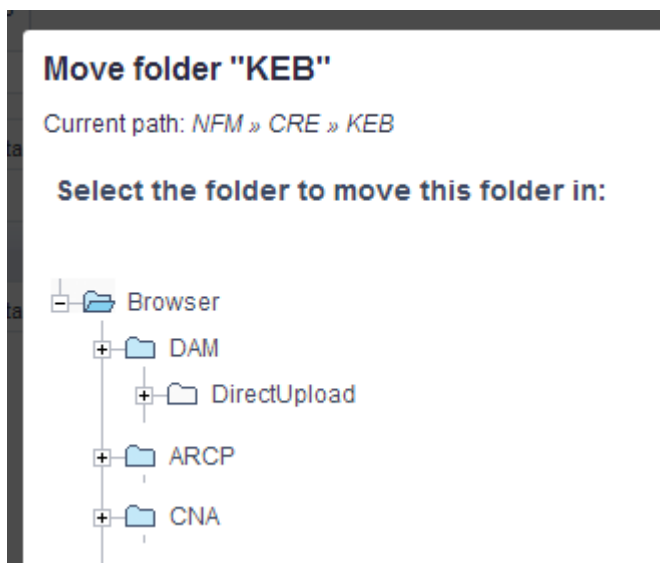
Here you can change the name of a folder. Rename and click *Change (Wijzig)*.

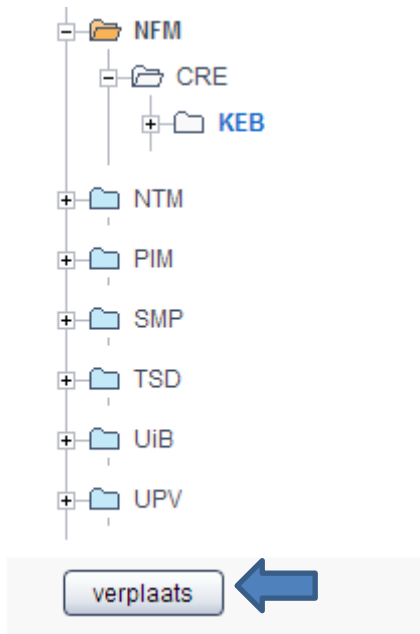


When you wish to move a folder, select it and click *Move folder*.



The next window shows up. Select the folder to move in and click *Move (Verplaats)*.



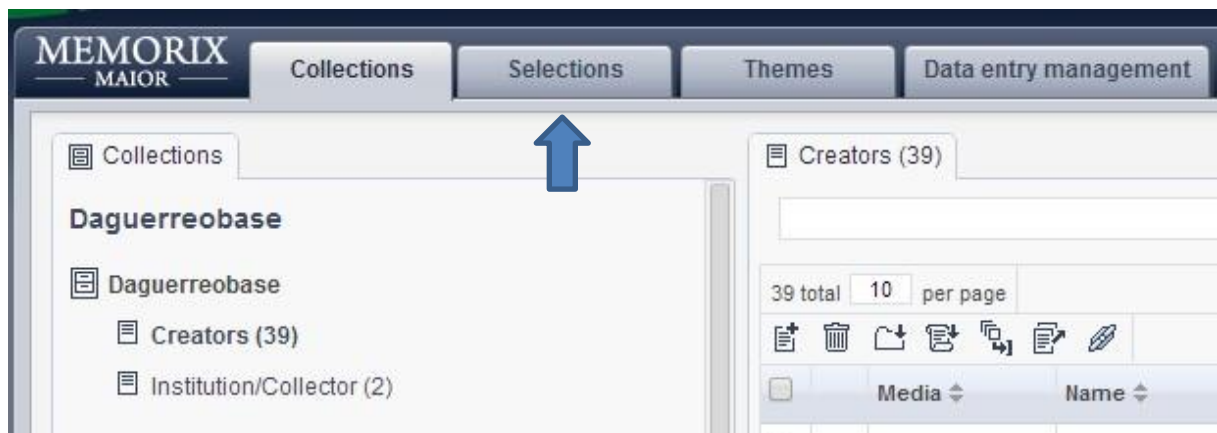


To remove a folder, select it and click *Remove folder*.

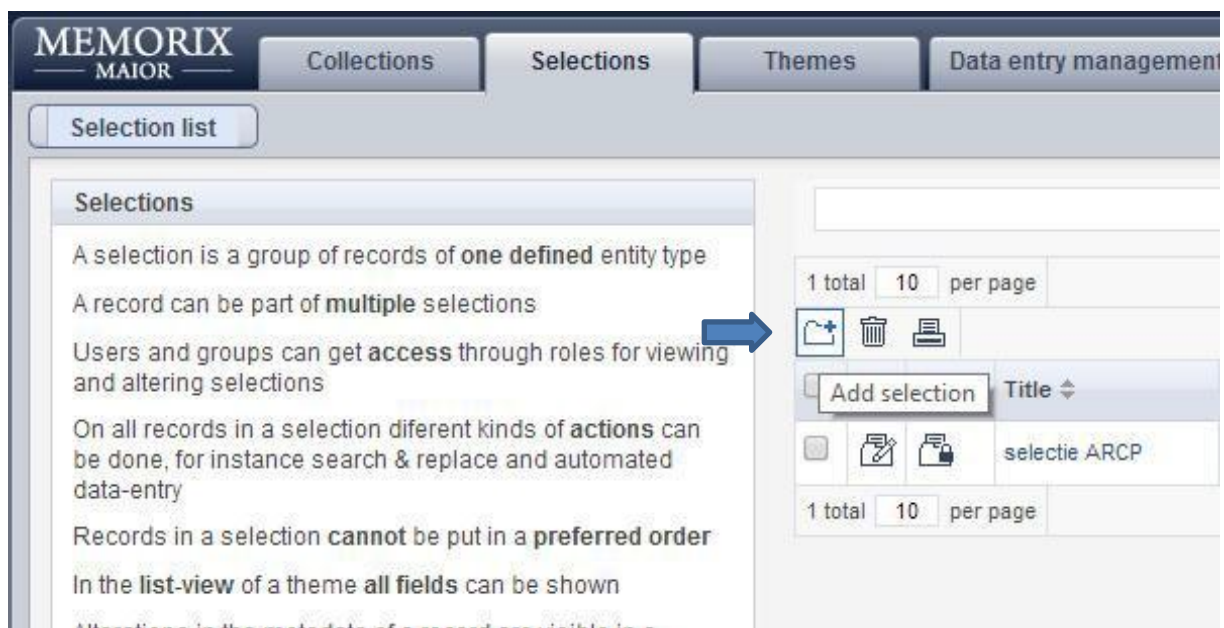


Selections

Once you have entered the portal, select *Collection management*. Next, click tab *Selections*.



To create a new selection, click button *Add selection*.



The following screen shows up.

Create new data

Selection name*

Description*

Entity

Selection name*: type the name of your selection. This field is mandatory.

Description*: free text for information about the selection. Mandatory.

Entity: choose the entity for your selection. It is recommended to select the entity Daguerreotype – (code for institution).

Click *Save*.

The new selection is now in the list.

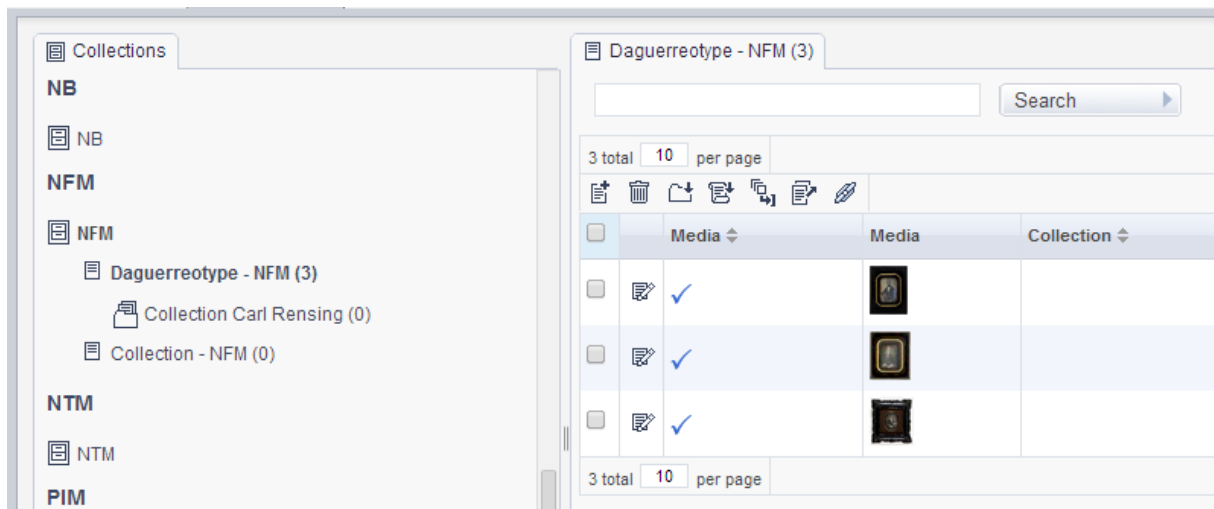
2 total 10 per page

Search Search only visible columns

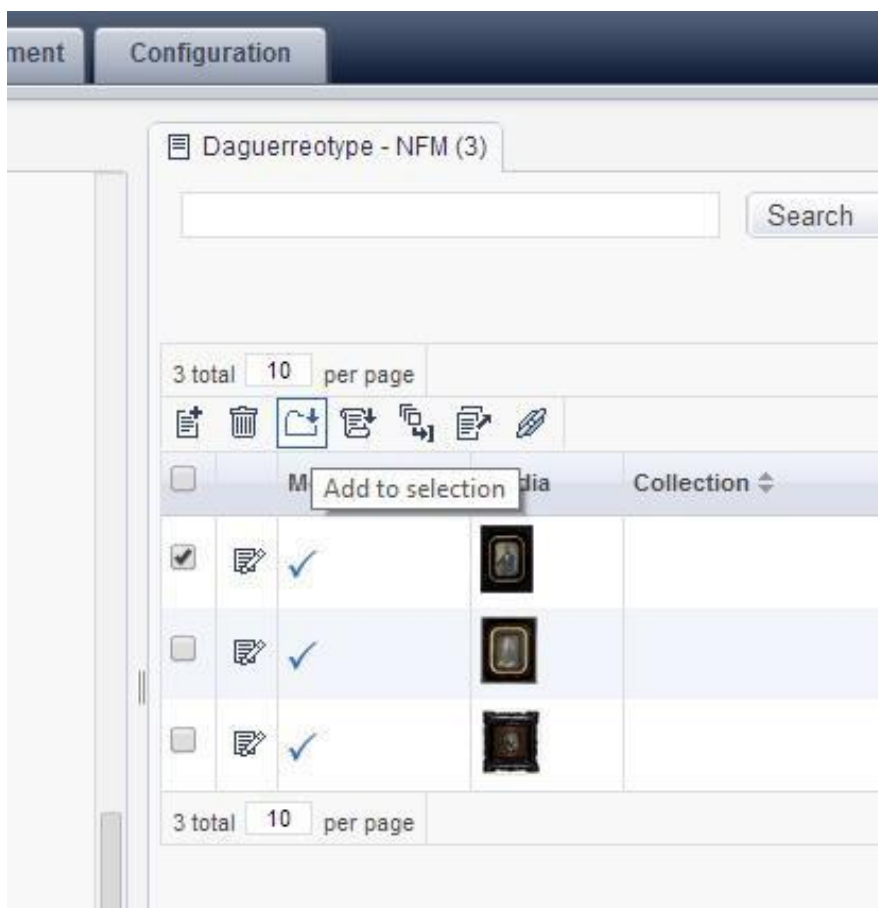
<input type="checkbox"/>	Rights	Title	Collection	Entity	Number of records
<input type="checkbox"/>		selectie ARCP	ARCP	Daguerreotype - ARCP	
<input type="checkbox"/>		Collection Carl Rensing	NFM	Daguerreotype - NFM	

2 total 10 per page

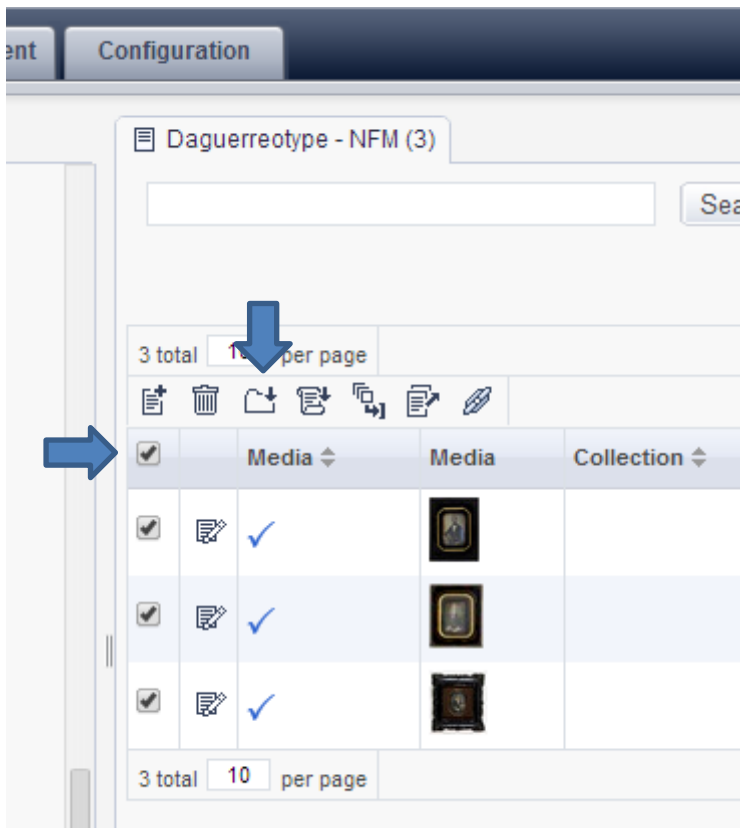
When you return to *Collection management*, the new collection is listed underneath *Daguerreotype - NFM*. Because there are not yet any records in the selection, it shows (0).



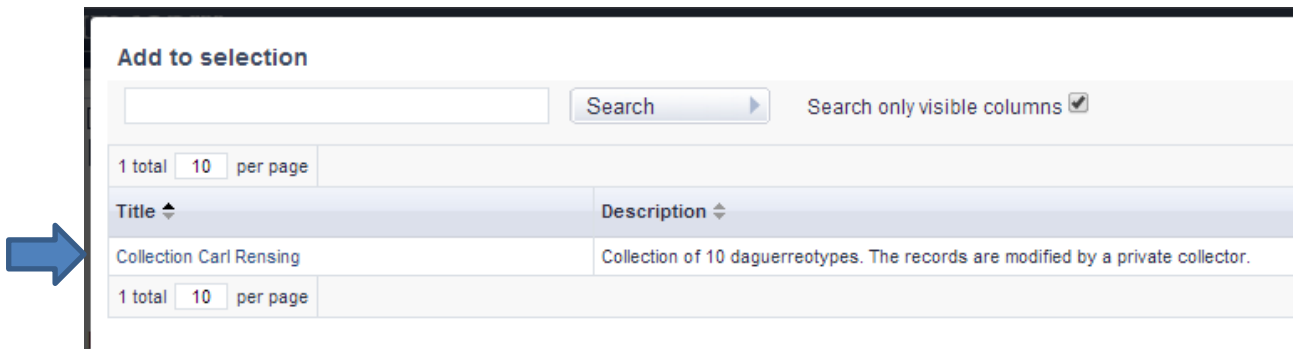
To add records to a selection, tick the box of the record(s) and click button *Add to selection*.



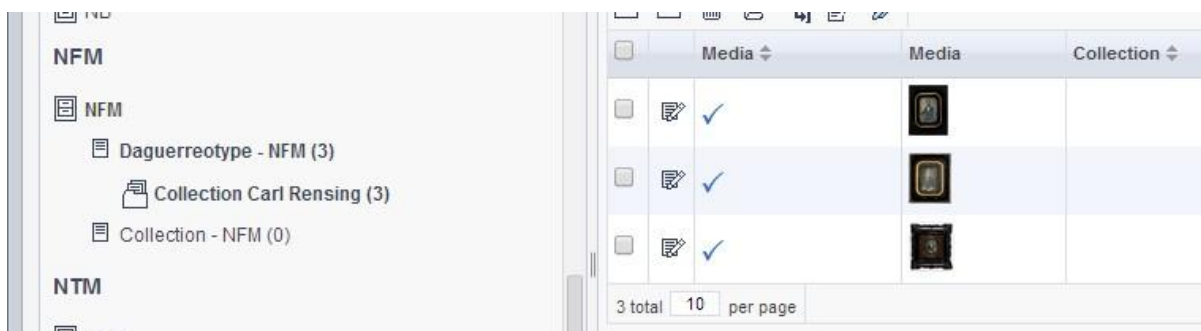
When you wish to add all records from a search query to a selection, tick the box to select all and click button *Add to selection*.



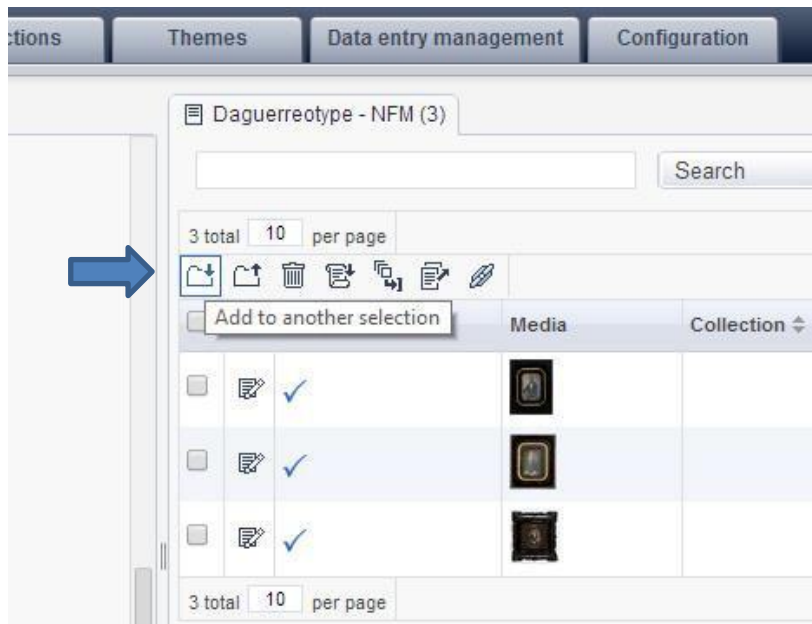
The following screen shows up. Click the name of the selection to add the records.



The records are now added to the selection *Collection Carl Rensing*.

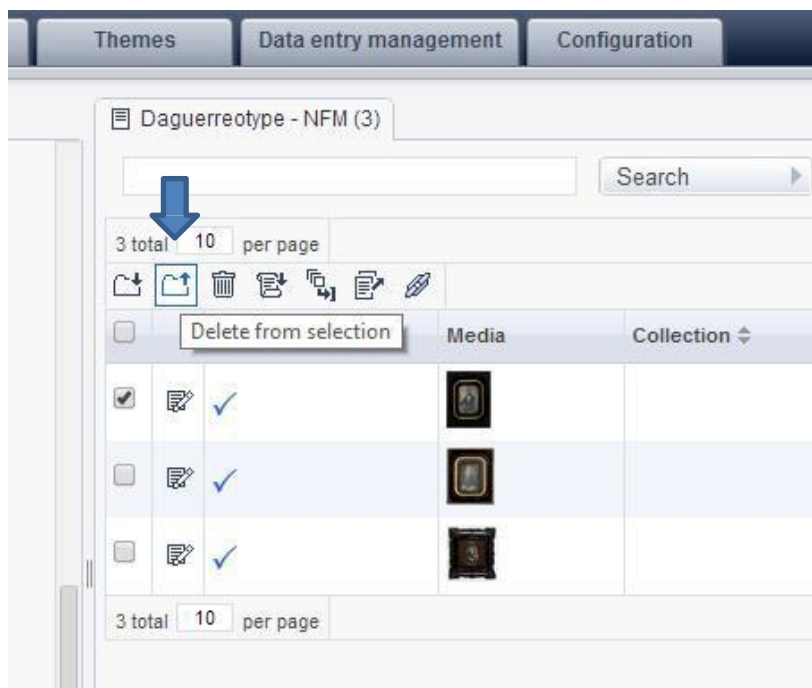


It is possible to add more records to an existing selection. Just repeat the steps as described above. When you wish to add records to another selection, tick the box of record(s) or select all and click button *Add to another selection*.



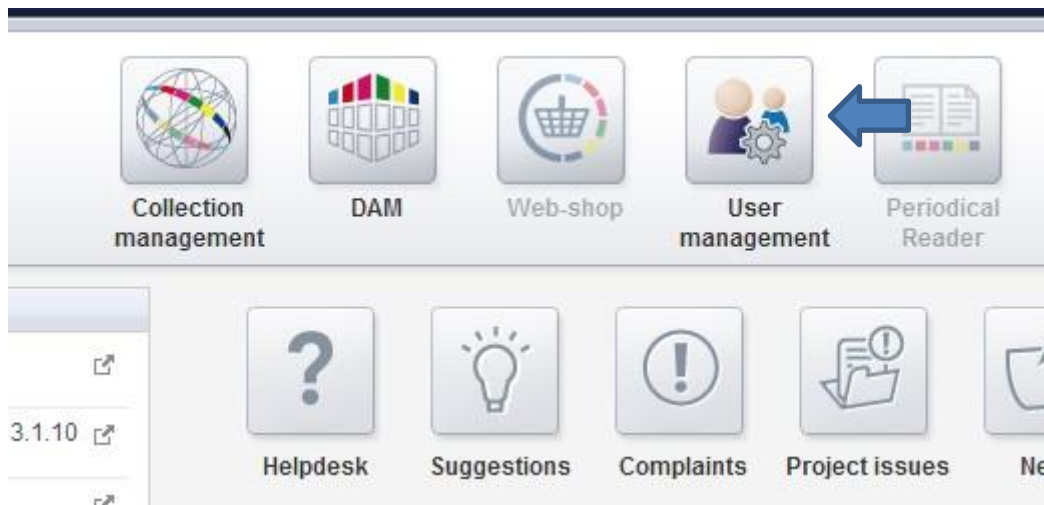
To delete a record from a selection, tick the box of the record(s) and click button *Delete from selection*. By doing this, the record is only deleted from the selection. It is still in the database.

IMPORTANT: do **NOT** click *Delete* (trash can). This will delete the record(s) from the database. This can not be restored.

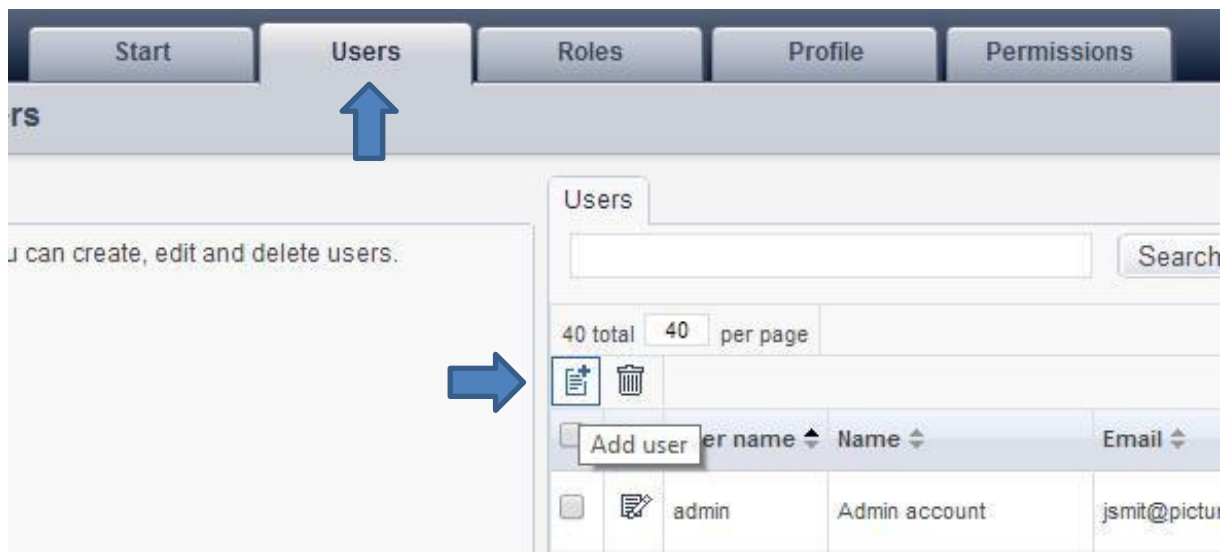


User management

Once you have entered the portal, select *User management*.



Next, choose tab *Users*. For a new user, click button *Add user*.



The following screen shows up.

The screenshot shows a web interface for creating a new user. At the top, there are three tabs: 'Roles', 'Profile', and 'Permissions'. Below them is a 'New user' form. The form contains the following fields and options:

- Login name***: Text input containing 'asmith'.
- Password***: Text input (empty).
- Repeat password***: Text input (empty) with a link below it that says '[use automatic password]'.
- Name**: Text input containing 'Allan Smith'.
- Email***: Text input containing 'asmith@hotmail.com'.
- Active**: Radio button options for 'no' (unselected) and 'yes' (selected).
- Memorix Express**: Checkmark (checked).
- Search only visible columns**: Checkmark (unchecked).
- Use javascript topviewer**: Checkmark (checked).
- Roles***: A dropdown menu showing four options: 'NFM', 'express' (highlighted in blue), 'shared entities', and 'user management'.

At the bottom of the form is a 'Save' button.

Login name*: type the first character of the first name followed by the full surname. For example: asmith for user Allan Smith.

Password*: click [create own password]. Type a password in the two fields.

Name: full name of the new user.

Email*: private email of the new user.

Active: for an active user, tick box yes

Memorix Express: tick box for yes

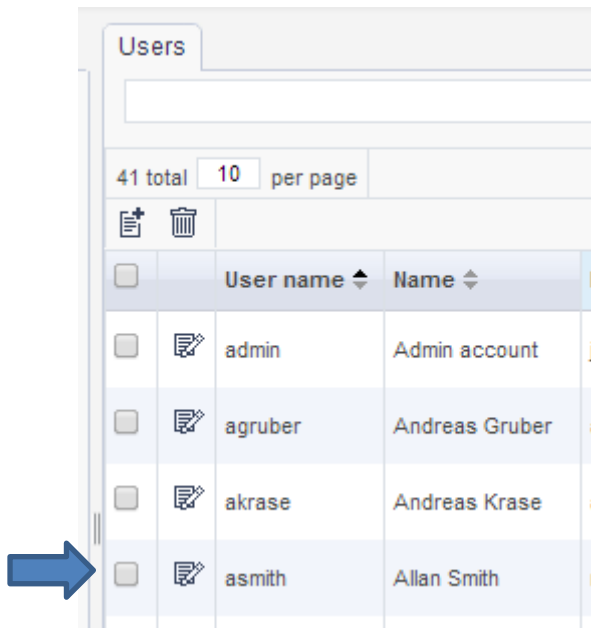
Search only visible columns: leave empty. By clicking the user can only search in columns in the grid.

Use javascript topviewer: tick the box.

Roles*: select a role for the new user. What role you choose depends on the type of user.

Click *Save*.

The new user is added.

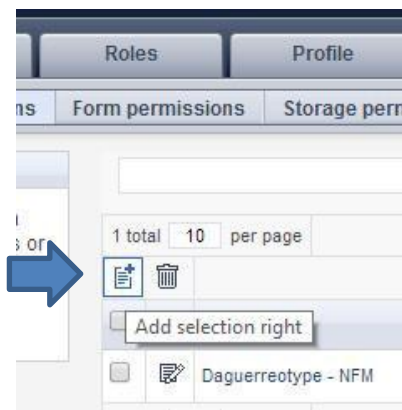


		User name	Name
<input type="checkbox"/>		admin	Admin account
<input type="checkbox"/>		agruber	Andreas Gruber
<input type="checkbox"/>		akrase	Andreas Krase
<input type="checkbox"/>		asmith	Allan Smith

It is good practice to give a new user (for example a private collector) permission to work in a selection with his own records. To achieve this, go to *User management* and choose tab *Permissions*. Next, choose *Selection permissions*.



Click button *Add selection right*.



The following screen shows up.

MEMORIX MAIOR Start Users Roles Pro

General Entity permissions Selection permissions Form permissions Storage permissions

Create new data

Selection* Collection Carl Rensing

User permission

Role admin

User asmith

Allowed to create records

Allowed to modify records

Allowed to delete records

Allowed to perform bulk data entry

Allowed to modify authors rights

Allowed to modify assets

Allowed to download assets

Save Herstellen Cancel

Selection*: choose the selection. In this example Collection Carl Rensing

User permission: tick the box

Role: skip this field

User: select the user. In this example asmith

Allowed to ...: tick the box for the permissions. Be careful with giving permissions to an unexperienced user.

Click *Save*.

The selection permissions are added for the user.

Roles Profile Permissions Daguerreobase, logged in as Mario van den Winkel Logout

Form permissions Storage permissions

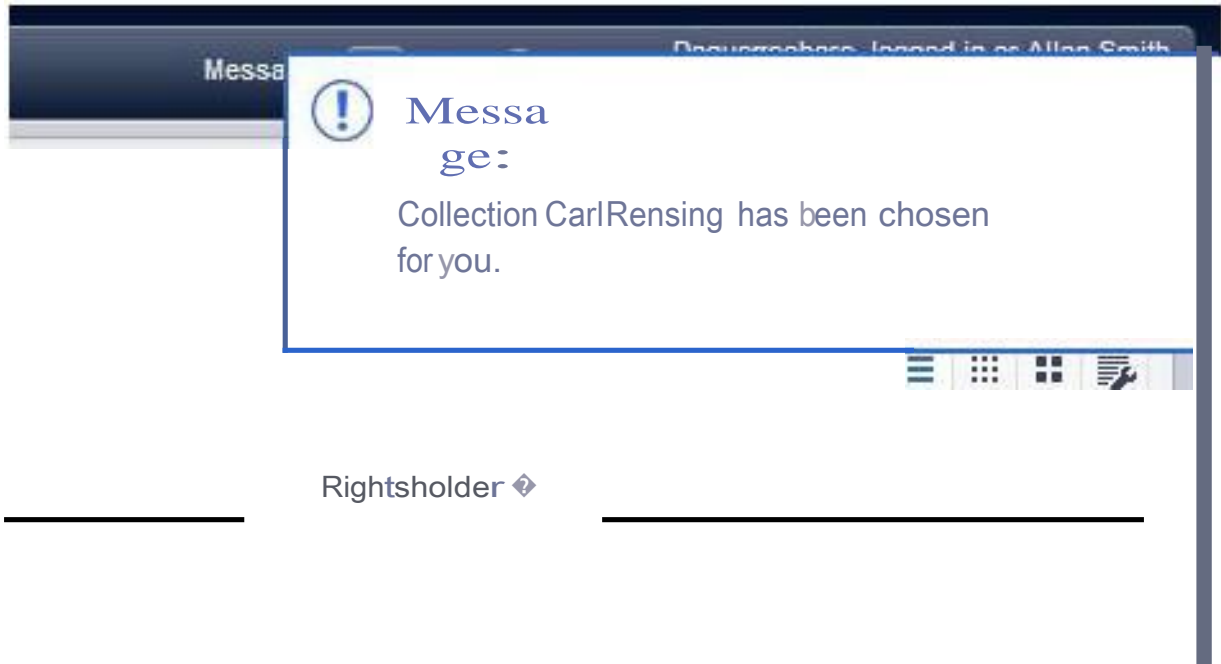
Search Search only visible columns Filter options

1 total 10 per page page 1 of 1

Entity	Selection	Role	User	Create	Update	Delete	Bulk	Modify Assets	Download Assets
Daguerreotype - NFM	Collection Carl Rensing		Allan Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 total 10 per page page 1 of 1

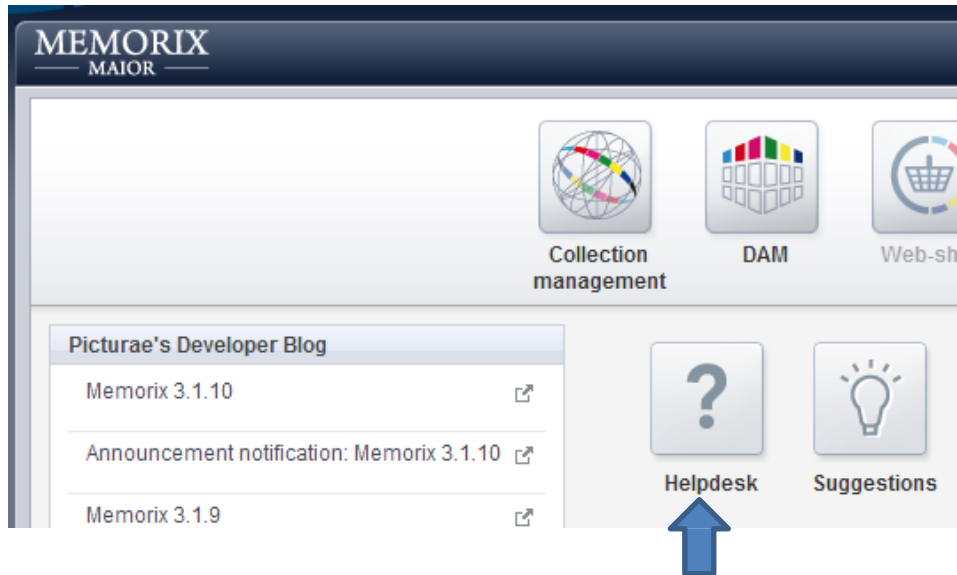
When the *neN* user logs in, he or she will see the message below. This means the user has only permission to work in the selection *Collection Carl Rensing*.



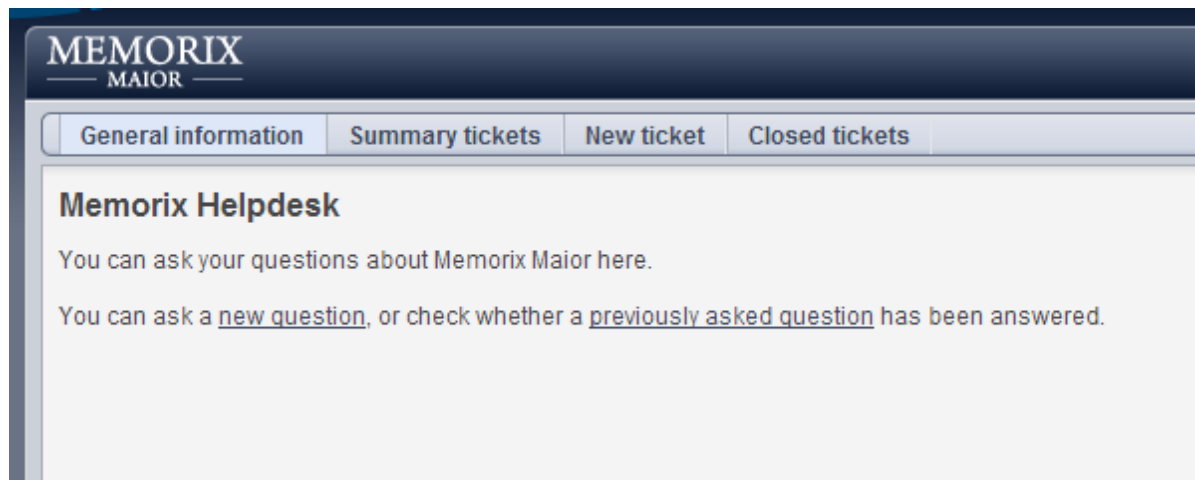
Helpdesk

For assistance on the use of Memorix Maior the helpdesk is ready to help out.

Go to the portal and choose Helpdesk.



The following screen shows up.



Tickets

When you enter a question, a *ticket* is created. This way you can communicate with Picturae until your question or problem has been answered and you are satisfied. The ticket is then closed. As long as the ticket is being treated it can go through different phases. A ticket can therefore have the following status:

- **New**
The ticket is created by you but not yet examined by Picturae.

- **Feedback**
Your feedback is required before further actions can be taken on the ticket. Picturae may need more information or has asked you a question concerning the ticket.
- **Acknowledged**
Your problem or question cannot be solved immediately, but is under consideration and was acknowledged by Picturae. Further information will follow.
- **Assigned**
Your problem or question is acknowledged by Picturae and has been assigned to a collaborator who will take care of the ticket.
- **Closed**
This ticket is closed. A ticket can be closed for various reasons, the reason is noted: solved, cannot be solved, postponed, double entry, etc.

New question

To ask a new question please click on the "New ticket" in the submenu. These input fields are available (mandatory input fields are indicated with an asterisk):

- **Reproducible**
Here you indicate how often you encounter this issue.
- **Impact**
Please indicate the weight of the consequence of your question. Is it impossible to continue your work until the question is answered, or is it only a request for background information?
- **Priority**
How important do you think your question is? Should it be solved as quickly as possible, even before questions from other collaborators or clients, or could it possibly take a bit longer?
- **Summary**
Please give a short summary of your question in one sentence.
- **Description**
Provide a short description of your question.
- **Additional information**

Provide here additional background information that can help Picturae answer your question.

- **Attachment**
Supply any needed files as attachments. E.g. a screen print that helps describe your question.

Ticket Summary

In the summary of tickets you can see an overview of the tickets and their status. Via the status you can see if you need to respond your tickets and if the report has been picked up by Picturae.

Closed tickets

Here you can see which tickets have been solved and closed. If you are not satisfied with the solution you can always reopen the ticket.