Manuscriptorium for Candidates (M-Can)
Help

http://candidates.manuscriptorium.com

Main Functions of the Application

- For Users (Authors):
  - online checking of documents submitted for import to MNS
  - online submission of documents for import to MNS
  - online assessment of suitability of documents for import
- For Manuscriptorium Administrators / Editors:
  - approval or rejection of documents submitted for import
  - downloading of approved documents to import queue

For Users (Authors)

Questions and Answers

What types of documents can be submitted to Manuscriptorium using the M-Can tool?

Both catalogue records and complete digital documents can be imported to MNS. Documents for submission to MNS should be selected according to [1].

What formats are supported?

If catalogue records, bibliographical descriptions or complete digitised documents are to be imported, they must be in ENRICH TEI P5 schema XML format. These outputs are generated by e.g. the M-Tool online application.

What are the technical requirements for import?

The tool facilitates the import of metadata, while the data (image files) continue to be held by the partner institution. The essential requirement for the import of digitised documents is therefore accessibility of the images from the web server via the HTTP protocol.

How are uploaded documents checked?

Data uploaded to the server is not processed in any way until it is actually submitted for import, so you can check your own documents at leisure and remove them from the system at any time. The data is not visible to the Manuscriptorium editors until the author decides to submit it. The editors subsequently assess whether the data can be adopted by Manuscriptorium.

How can importing via M-Can be speeded up?

For partners who are regular contributors, the option can be made available to submit documents directly for automatic import, by-passing the checking phase.

Using the Application

To access the application, users must first register. You can initiate the registration of your user account by submitting a request to info@manuscriptorium.com.

Initial Login

When you log in to the system for the first time, the only option available is to add a new document, so click "*Add a new file*".

Using the form, select a file you earlier prepared using one of the XML editing applications (e.g. M-Tool) or a general XML editor. This file must be present on your computer.

When the form has been correctly completed, click the "*Upload File*" button. Once the file has been successfully uploaded, further options are available ("*Display file*", "*Display list*", "*Upload another file*").

Working with Uploaded XML Files

If the list of uploaded files is not displayed, click the "*Display list*" link. A list of all the files you have previously uploaded to the system will be displayed.

By clicking a filename you can directly display the XML code of the relevant document.

To display its interpretation in Manuscriptorium, click "*Display*". The catalogue record for the document will be displayed in the form in which it would be displayed on import to Manuscriptorium. You can now check the catalogue record.

While the catalogue record is displayed, click "*Browse facsimile*". A new window will open to display the digital copy of the document using tools available in Manuscriptorium. You can now check the form of the digital document, the presence of the images, the download rate etc.

If you are satisfied with the record when you have checked it, you can submit it for import. Return to the catalogue record display or to the document list and click "*Change status*".

Submitting Documents for Import

If you are satisfied with the record when you have checked it, you can submit it for import. Return to the catalogue record display or to the document list and click "*Change status*".

Every uploaded document file has its own status, describing its current state in the system. Authors can select one of three states:
- for checking (the file has been uploaded, but it has not yet been checked by the author)
- requires correction (the file has been checked and found to contain errors which must be corrected)
- ready

Note:
These indicators of the state of the document are for your own guidance.

All files which you mark as "*ready*" can be submitted for import by selecting "*Submit for import*". This link is not available until you have at least one record in the system marked as "*ready*". The number shown in brackets indicates the number of *ready* documents.

Mark one or more files as *ready*. Click "*Submit for import*". Prior to final submission you can re-check the list of images to be submitted and adjust it if necessary by unchecking fields in the "*Send*" column (only checked files will be submitted). Send the definitive list of files by clicking "*Submit checked files for import*".

Once you send files for import they are visible to the Manuscriptorium editor, who assesses their suitability for inclusion and decides whether to import them. Accordingly, the status of these files changes again.

If the editors approve a record for import, the author now merely follows the progress of the file towards adoption by Manuscriptorium (the states change from "to be assessed" to "processing" (if the file has been sent forward for processing and is to be made accessible on the next update), or "rejected" (if the file has been rejected and cannot be imported).

Correction of Rejected Documents

The author cannot further adjust files already submitted for import. Only in a case where a file has been rejected for import can it be adjusted and uploaded once more.

Filtering

If a large number of files has been uploaded, a filter can be applied to the file list on the basis of their respective states by selecting the "*Filter*" option in the drop-down menu.

Maintenance of Candidates' Manuscriptorium

Candidates' Manuscriptorium is designed for data transfer, not for archiving or management. During routine maintenance, files which have completed the approval process may be erased without warning.

Data which a user has not yet submitted for import (and which is therefore still under development) will not be erased during maintenance. However, Candidates' Manuscriptorium should contain **only copies** of your records.

For Manuscriptorium Managers and Editors

Any editor may be assigned to one or more authors. Records submitted by authors to editors for import are placed in a queue and each record must be assessed by an editor.

The editor decides which records are approved for import to Manuscriptorium and which are rejected.

Author-Editors

An editor may also be an author. Editors handle their own records in the same way as authors do ("*Own Files*" tab), but they do not have to submit them for further assessment. By submitting their own files for import they automatically mark them as approved.

Waiver of approval process for regular contributors

The right to automatic approval may be given, at the editor's discretion, to regular contributors who enjoy the editor's trust and whose data does not have to be checked in each individual case. At the editor's request, the administrator adjusts the system settings for the author so that submitted files are automatically approved.

Approval of Files Submitted for Import

The number in brackets on the "*Editorial Activity*" tab indicates the total number of documents submitted for import and awaiting processing by a given editor. Clicking on this tab displays a list (to which we recommend you apply a filter using the drop-down "*Filter*" option).

Each individual file can be checked by editors and authors in the same way (i.e. clicking on a filename displays the XML code; clicking on "*Display*" checks its interpretation in Manuscriptorium.

When checking is complete, the file can be assigned a new state, indicating whether or not the given document is suitable for inclusion in Manuscriptorium, by clicking "*Decision*"

The administrator subsequently downloads the approved files (state "*approved*"). Once the download is initiated, their state cannot be changed.

References

[1] Manuscriptorium v. 1.0 - Document selection and preparation of descriptions
http://www.manuscriptorium.com/Download/Documentation/manuscriptorium_document_description_ENG.pdf