



XDB

User Manual

prepared by

The Beazley Archive

17th September 2004

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1. Summary

XDB (eXtensible DataBase) is a flexible text and image database that allows users to set up the structure of their own data, then provides interfaces through a web browser anywhere in the world for data entry, maintenance and searching.

Any number of virtual databases can be held within XDB and can be cross searched.

Users can be allocated permissions to access certain databases, down to selecting individual field access for read, add, delete and update. So the same database can be used both internally for data capture, made available to the public for reference and made available to different researchers needing access to different sub sets of the data without having to set up different interfaces or databases for each of them.

As users change the data structure there is no need for reprogramming of interfaces to support it.

Users can have access to XDB directly, or users can develop their own websites which link to XDB to display results.

Multi-lingual thesauri are available on all fields, allowing searching in any language.

XDB can be set up on a single server and used by multiple organisations worldwide, each of them having appropriate views and access to the data. Or, for organisations that need their own data physically onsite, XDB can be set up at multiple locations as a distributed cross searchable database.

2. Technical structure

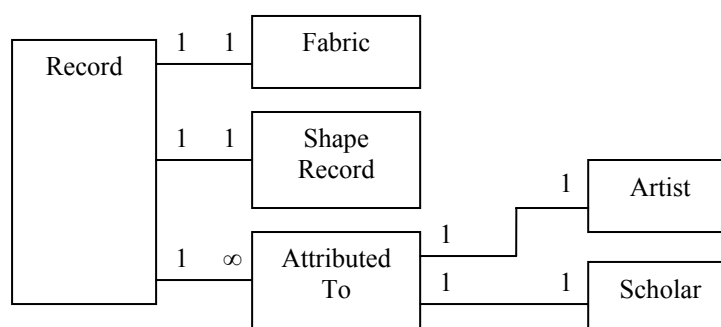
XDB runs on Microsoft Windows Server 2000 or above. The back end database is Microsoft SQL Server 2000 or above. The program runs on Internet Information Services, using Active Server Pages to generate the user interface.

An unlimited number of users can access the database through a web browser anywhere with an Internet connection (the actual number may be limited by hardware constraints, but the server can be upgraded to a server farm as required). The interface has been optimised to work with Internet Explorer. However, it requires no plug-ins so will run on any web browser that supports JavaScript.

The data is stored in XML format within the SQL server database. E.g.:

```
<Record id="{7BE358FB-23CE-402F-8D89-51D738C48C5D}">
  <Vase-Number> 1 </Vase-Number>
  <Fabric> ATHENIAN </Fabric>
  <Shape-Record>
    <Shape-Code> NKA </Shape-Code>
    <Shape-Name> AMPHORA, NECK </Shape-Name>
  </Shape-Record>
  <Attributed-To>
    <Artist>
      <Artist-Code> LEAGRO </Artist-Code>
      <Artist-Name> LEAGROS GROUP </Artist-Name>
    </Artist>
    <Scholar>
      <Scholar-Code> KUN-GO </Scholar-Code>
      <Scholar-Name> KUNZE-GOTTE </Scholar-Name>
    </Scholar>
  </Attributed-To>
</Record>
```

While the data is flat (one XML record per physical record), a fully relational table structure is achieved programmatically. This is important to achieve consistency of data entry, searching and linking to thesauri. E.g. in the above example we have the following relationships:



Using an XML format like this enables users to change the data structure or add different databases whenever required, without having to change the underlying table structure.

Images are processed into SPIFF/JTIP format and stored as files on the server (see section Image Processing for details).

3. Security

XDB is available anywhere on the Internet and is accessed and updated by thousands of users. So security is vital to protect the research work carried out to build the assets within the database.

Methods used to secure the server are:

1. All traffic on the Internet can be read by any machine it is routed through. To reduce the risk of hackers intercepting user names and passwords, the server uses an SSL certificate. This means traffic is encrypted between the user's web browser and the server.
2. When users change passwords, a secure password of at least 8 characters with a combination of letters, numbers and punctuation marks is enforced.
3. When passwords are issued to users, they are forced to change them at first log on.
4. Accounts can be restricted to specific IP addresses so they will only work from specific machines. For organisations that use Dynamic IP addressing, a range of IP addresses can be allocated to the user. However, this system of restricting users to a specific machine is not possible for users that have dial-up internet accounts without a permanent IP address. It is likely that these users will be restricted to read-only access. An alternative method of restricting access to specific machines using 'certificates' has been investigated, but this will be too much work to maintain given thousands of users who have full access free of charge to the system.
5. Changes to data have to be 'Authorised' by an authorised user before being made available to the public.
6. A history of all changes is kept, so any mistakes can be rolled back.
7. All data entry forms are protected against SQL Injection hacks.
8. The server is kept up to date with Windows and SQL Server security patches as they are released.
9. The server is protected by antivirus software which is automatically kept up to date.
10. Windows logs are monitored on the server.
11. Activity logs on XDB are monitored.

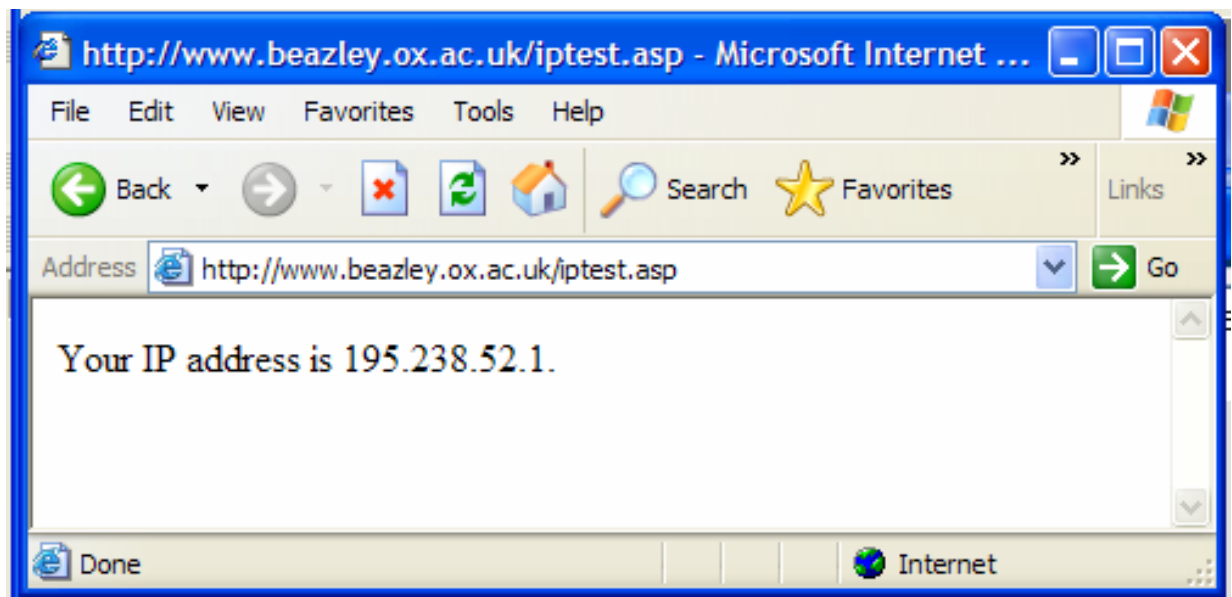
It is the responsibility of all users to do all they can to keep the system secure.

1. Use a secure password. Never use any word that can be found in any dictionary – these are cracked in seconds.
2. Protect their user name and password. Never keep it written down anywhere near the computer or easily accessible.
3. Ensure their own machines are kept up to date with operating system security patches e.g. use windowsupdate.microsoft.com on Windows systems. If systems are not kept up to date they can be hijacked by Trojans and worms which can intercept user names and passwords as you type them, hence making encryption ineffective.
4. Ensure their own machines run anti virus programs and are kept up to date. If this is not done, systems are not kept up to date they can be hijacked by Trojans and worms which can intercept user names and passwords as you type them, hence making encryption ineffective.
5. Do not open email attachments from any person (even a trusted person) unless you know specifically what they are and where they have originated.
6. Practice 'safe web browsing' to ensure spyware is not installed on your machine while browsing web sites.

4. Login

4.1 Registering to use XDB

Before you use XDB you must have an account set up for you. Read access is open to all machines. However, editing access is restricted to specific machines (see Section 3 for details). When you register you must tell us the IP address of the machine you want to use. If you do not know this, please go to open a web browser at www.beazley.ox.ac.uk/iptest.asp



Note, some organisations will use **Dynamic IP Addressing** which means you will be issued with a different IP address each time you login. Check with your IT department if this is the case and let us know the full range of IP addresses that may be allocated.


Send an email to thomas.mannack@beazley.ox.ac.uk giving full details of yourself, your organisation, which collections you need access to edit and the IP address above.

You will then be issued with a user name and password. You should change your password the first time you log in.

4.2 Login

Open a web browser at www.beazley.ox.ac.uk/XDB

Note, you will be automatically redirected to the secure SSL site <https://www.beazley.ox.ac.uk/XDB> so that the user name and password you enter will be encrypted as it is sent over the internet.



Beazley Archive Extensible Database

Login Notice

You may only use the Beazley Archive databases for academic / research purposes.
No part of the database whether image, text or program may be reproduced for any purpose.
Use of the database is logged and monitored regularly.
The University of Oxford (Beazley Archive) holds copyright on all data presented here.
Images have been protected by registration software (*Netimage*, France) and digital fingerprinting
(*Datamark*, UK and *IBM*, US).
Attempting to reproduce or alter an image in any way is an offence punishable under international law.

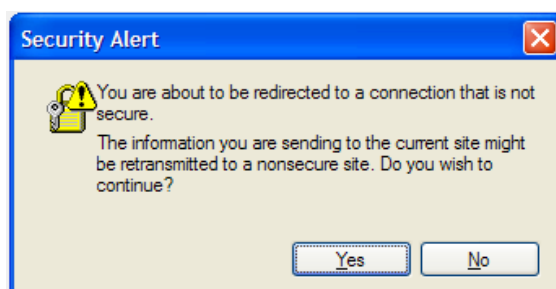
Username:

Password:

Please note, you must have cookies enabled on your browser in order for this site to operate correctly.
In order to see the images you must also enable JAVA.
If you wish to suggest additions or corrections to the database, please contact the Database Director,
Dr. T. Mannack.
Email: thomas.mannack@beazley-archive.ox.ac.uk
Tel: +44 1865 278084 Fax: +44 1865 278082
The Beazley Archive is not able to reply to requests for photographs of objects,
nor can it give permission for images to be reproduced in any form.
Such requests must be directed to the museum or collection owning the object.

1. Enter your user name. Note the field you are ready to type in is highlighted in green.
2. Press the **Tab** key on the keyboard to move to the next field. Remember this key as a short cut for use throughout XDB when moving from field to field. Alternatively you can click on the password field using your mouse.
3. Enter your password.
4. Press the **Tab** key to move to the next field. You will notice the **Login** button is now highlighted.
5. Press the **Enter** key on the keyboard to click on the **Login** button. Remember this as a useful short cut for use throughout XDB to click on a button. Alternatively you can click on the **Login** button using the mouse.

6. If you have entered the correct user name and password, you will see a warning message



saying that you are being taken to an insecure website. This is because the rest of the site is not encrypted because of a limitation with the current image watermarking software we use. Hopefully this will be resolved when new watermarking software is developed. Do not worry; your user name and password will have been encrypted. Click **Yes** on the warning message.

7. If you enter an incorrect user name or password you will get the following message:



Click on **Please try again** to return to the login page. If you have forgotten your user name and password, please email gregory.parker@beazley.ox.ac.uk.

8. If you have entered the correct user name and password but have been restricted to use XDB only on specific machines identified by their IP address then you will see this message:



Invalid Login

You are not allowed to login from this machine.

Please try again.


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If you need to access XDB from a different machine, please contact gregory.parker@beazley.ox.ac.uk.

4. Main Menu

Once logged in you will see your name and organisation displayed in the top bar of menu.

You will see the Main Menu. This has options dependent upon your permissions. If you have permissions to access each option it will be underlined. XDB is like any standard web system in that you can click on any link that is underlined to find more information about that link.



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Main Menu

XDB has been upgraded to Version 2.56 [click here to review updates](#)

01. Search	07. Reconcile CVA Data
02. Maintain Database Tables	08. Edit Order Of CVA Pages
03. Database Definitions	09. System Maintenance
04. Process Images	10. Change Password
05. Preferences	11. Large Times New Roman Font Style
06. Statistics	
99. Log Out	

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5. Pottery database


One of the major databases within XDB is the Pottery database. This records details, photographs and references to photographs of all types of pottery in publications within the Beazley Archive Library and Sackler Library, Oxford University. These include all of Beazley's work, the entire *Corpus Vasorum Antiquorum*, and Immerwahr's *Corpus of Attic Vase Inscriptions*.

The pottery database has now been opened up to users in remote organisations to maintain pottery records of those items within their own collections.

5.1 Search form

5.1.1 Open search form

1. From the **Main Menu** click on **Search**.
2. You will be presented with the search form. By default the **Pottery** database should be selected in the **Database** pull down list. If it is not selected, click on the  button to the right of the list to pull down the options, then click on **Pottery** with the mouse. Note, you will only see databases in this list that you have permissions to view.



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[← ↓ Main Menu](#)

Standard Search
Advanced Search

Database

Vase Number

Fabric

Technique

Shape Name

Provenance

Attrib Type

Artist Name

Scholar Name

Decoration Description

Collection Name

Number

Publication Name

Reference

In Beazley's Lists

Order By

Pottery

CVAs

Gems

Photography

Pottery

Signatures

Users

List

▼ C List

▼ C List

▼ C List

▼ C List

▼ C List

▼ C List

List

▼ C List

List

List

With Images Approved Minimum Rank With Thesaurus

Vase Number ▼ Search Type Fast Search (low ranking results may be in different fields) ▼

←
|||
→

Browse
List
Images
Quick Edit
Common Edit
Export
Clear
Add New Data
Close

5.1.2 Field definitions

Vase Number	A unique number allocated to each vase or fragment.
Fabric	Describe fabric
Technique	Describe technique
Shape Name	Describe shape
Provenance	The original find place of a vase. This is given in the format country, town/area, site/building . The town/area and site/building are optional. Where there are multiple entries you want to search, use * as a wildcard. E.g. to find all vases from Attica, rather than a specific area enter Attica*
Attrib Type	Describe Attrib Type and give meaning for each type
Artist Name	The name of the artist – potter or painter. If the Scholar Name is SIGNATURE this indicates that the vase was signed by the potter or painter. You can have multiple attributions for each vase.
Scholar Name	Name of the scholar who gave the attribution. If left blank or UNKNOWN then the publication did not name the scholar.
Decoration Description	Iconographical subjects. Terms in this field can be combined e.g. HERAKLES AND LION (see section 5.1.10)
Same Decorated Area	Decorations are described for each area e.g. front, back, lid. Tick this box if you want the search terms you enter in Decoration Description to appear in the same decorated area. Leave blank if they can appear anywhere on the vase.
Collection Name	Name of collection currently holding the vase, or previously having held it. The format is town, collection name . To retrieve all items from a all collections in a specific town, enter the town followed by a *. Eg. Oxford*
Number	Inventory / Collection / Catalogue number of vase with the collection. Note this is entered in a standard format with XDB – which is?
Publication Name	Name of book or periodical which referred to the vase. Entered in the format: Authors, publication (town, year) To find all vases referred to by a particular order enter: *AuthorName*
Reference	The page number, plate number, volume number and year for periodicals on which the reference to the vase was made.

5.1.3 Advanced search

The **Standard Search** lists the commonly used search terms. To search on all terms, click on the **Advanced Search** tab at the top of the search form.

The screenshot shows the 'Advanced Search' tab of the XDB Beazley Archive search interface. The form is organized into two main sections: 'Standard Search' and 'Advanced Search'. The 'Advanced Search' section is active and contains a list of search criteria, each with a text input field and a 'List' button. The criteria include: Database (Pottery), Vase Number, Fabric (ATHENIAN), Technique, Sub Technique, Shape Code, Shape Name, Provenance (AEGINA, SANCTUARY OF APOLLO), From Date, To Date, Inscription Type, Inscription, Attrib Type, Artist Code, Artist Name, Scholar Code, Scholar Name, Decorated Area, Decoration Description (HE*), Collection Code, Collection Name (-, Blomberg Collection), Number, Publication Code, Publication Name (Ghisellini, E., Atene e la corte Tolemaica, l'ara con dodekatheon nel Museo Greco-Romano di Alessandria (Rome, 1999)), and Reference. At the bottom of the form, there are buttons for 'Browse', 'List', 'Images', 'Quick Edit', 'Common Edit', 'Export', 'Clear', 'Add New Data', and 'Close'. The top of the page features the XDB logo, the text 'Parker, Greg Beazley Archive', and a 'Main Menu' link.

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← ↓ Main Menu

Standard Search Advanced Search

Database Pottery List

Vase Number List

Fabric ATHENIAN C List

Technique C List

Sub Technique C List

Shape Code C List

Shape Name C List

Provenance AEGINA, SANCTUARY OF APOLLO C List

From Date List

To Date List

Inscription Type C List

Inscription C List

Attrib Type C List

Artist Code C List

Artist Name C List

Scholar Code C List

Scholar Name C List

Decorated Area C List

Decoration Description HE* List Same Decorated Area ☐

Collection Code C List

Collection Name -, Blomberg Collection C List

Number List

Publication Code C List

Publication Name Ghisellini, E., Atene e la corte Tolemaica, l'ara con dodekatheon nel Museo Greco-Romano di Alessandria (Rome, 1999)

Reference List

Browse List Images Quick Edit Common Edit Export Clear Add New Data Close

5.1.4 Advanced Search Field definitions

The additional fields you can search on in the Advanced search are defined here:

Sub Technique	Describe
Shape Code	The Shape Code is an abbreviation used for the Shape Name (defined in 5.1.2) to enable rapid data entry.
From/To Date	Dates are recorded in overlapping periods of 50 years.
Inscription Type	Describe
Inscription	Retrieves inscriptions (signatures and kalos- and kale- names only). You may find it easier to use the artist and scholar fields [scholar='SIGNATURE'] to retrieve vases with signatures.
Artist Code	The Shape Code is an abbreviation used for the Shape Name (defined in 5.1.2) to enable rapid data entry.
Scholar Code	The Shape Code is an abbreviation used for the Shape Name (defined in 5.1.2) to enable rapid data entry.
Decorated Area	Describe the codes
Collection Code	The Collection Code is an abbreviation used for the Collection Name (defined in 5.1.2) to enable rapid data entry.
Publication Code	The Publication Code is an abbreviation used for the Publication Name (defined in 5.1.2) to enable rapid data entry.
CAVI Lemma	Describe
CAVI Subject	Describe
CAVI Inscriptions	Describe
CAVI Comments	Describe
Inscriptions II	The Inscriptions II field is used for data entry by organisations outside the Beazley Archive, to avoid confusion with the main Inscription field.
Ornament	Describe

5.1.5 Entering search criteria in text fields

1. To enter search criteria, click in the appropriate field with the mouse. Or use the **Tab** key to move from field to field.
2. The field you are currently typing in will be highlighted in green.
3. In the case of the **Vase Number** field, type in the vase number. This is a quick way to go immediately to the record if you already know its number.

Standard Search Advanced Search

Database: Pottery

Vase Number: 300000 List

Fabric: List

4. If you enter criteria in more than one field, the searches will be combined e.g. if you search on both Technique **Red-Figure** and Shape Name **Alabastron** you will return those vases that are both Red-Figure **AND** Alabastron.

5.1.6 Entering search criteria with pull down lists

1. Pull down lists display all the values that have been entered into the field in any record within the same database. There are several different methods for searching fields with pull down lists:
 - a. Typing it into the text box to the left of the list in full. Press **Tab** to move to the next field. If the entry was already in the list, it will be immediately displayed in the list to indicate you have entered consistent data that has been used before.

Standard Search Advanced Search

Database: Pottery

Vase Number: List

Fabric: ATHENIAN ATHENIAN List

Technique: List


If the entry was not already in the list, when you pressed **Tab** the pull down list will be left empty. Note the lists display every value used for this field within the database. However, your entry may still be valid, if it matches an entry in the Thesaurus.

The screenshot shows a search interface with two tabs: 'Standard Search' and 'Advanced Search'. Under 'Advanced Search', the 'Database' is set to 'Pottery'. The 'Vase Number' field is empty with a 'List' button next to it. The 'Fabric' field contains the text 'ANGOLAN' and has a pull-down menu open, showing a list of options. The first option, 'ANGOLAN', is highlighted in blue. To the right of the list are buttons labeled 'C' and 'List'.

- b. Type the data partially into the text. Press tab. This will display the first value in the list that begins with the characters you typed in.


This screenshot shows the same search interface as before, but the 'Fabric' field now contains the text 'AT'. The pull-down menu is open, and the first option, 'ATHENIAN', is highlighted in blue. The 'C' and 'List' buttons are still visible to the right of the list.

If the value displayed in the list is not the one you are looking for then you can:

- Scroll up and down the values in the list using the Up and Down Arrow keys on your keyboard.
- Click on the  button to pull down the list. You can also do this using the keyboard alone by press **Alt** together with the Down Arrow key.
- You can then click on item you require in the list using the mouse.

This screenshot shows the search interface with the 'Fabric' field containing 'AT'. The pull-down menu is open, displaying a list of options. 'ATHENIAN' is highlighted in blue. Below it, several other options are visible, including 'ATHENIAN GEOMETRIC', 'ATHENIAN PROTOGEOMETRIC', 'ATHENIAN SUBMYCENAEAN', 'BOEOTIAN', 'BOEOTIAN GEOMETRIC', 'BOEOTIAN ORIENTALISING', 'CAERETAN', 'CALENIAN', 'CAMPANA', and 'CAMPANIAN'. To the right of the list, there are buttons labeled 'C' and 'List'.

- Or use the Up and Down Arrow keys on your keyboard to move up and down a single item. When you have found the entry you require, press the tab key to move to select it and move to the next field.


- Or use the Page Up and Page Down keys on your keyboard to move up and down a page of items at a time. When you have found the entry you require, press the tab key to move to select it and move to the next field.
 - If there are many items in the list, a scroll bar will appear to the right hand side of the list. You can click on this and drag it up and down to navigate to the required section of the list.
- c. Click on the  button to the right of the list to clear your selection.

5.1.7 Entering search criteria from thesaurus

1. To view a list of all terms used for a particular field click on the **List** button to the right of the data entry field. If the data entry field is blank when you click **List** then the complete list of all terms will be displayed. However, you can narrow down the list by typing the first few characters you want to search for, using * as a wild card. E.g. pressing **List** in the following circumstances will produce the following results:

Decoration Description	<input type="text"/>	List	Will list all words used in the Decoration Description field with the database.
Decoration Description	<input type="text" value="HE*"/>	List	Will list all words used in the Decoration Description field beginning with HE in any language in the thesaurus.
Decoration Description	<input type="text" value="*HE*"/>	List	Will list all words used in the Decoration Description field with the letters HE in any part of the word in any language in the thesaurus.

- The list will display the matching database values, together with all values in the thesaurus for each language:



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[← ↓ Main Menu](#)

Decoration Termwords

You may add terms for the thesaurus for each language. For multiple terms in a single language, separate them with a ';'. Order by language by clicking on the language title.

<u>Database Value</u>	<u>English</u>	<u>French</u>	<u>German</u>	<u>Greek</u>	<u>Italian</u>	<u>Spanish</u>
<u>CREST</u>			HELMBUSCH			
<u>CRESTS</u>			HELMBÜSCHE			
<u>HEAD</u>		TÊTE	KOPF			
<u>HEADRESS</u>		COIFFURE	KOPFBEDECKUNG			
<u>HEADRESSES</u>		COIFFURES	KOPFBEDECKUNGEN			
<u>HEADS</u>		TÊTES	KÖPFE			
<u>HEBE</u>		HÉBÉ				
<u>HECUBA</u>		HÉCUBE	HEKABE			
<u>HEDGEHOG</u>		HÉRISSON	IGEL			
<u>HEDYLOGOS</u>			HEDYLOGOS			
<u>HEKALE</u>		HÉCALÉ				
<u>HEKATE</u>		HÉCATE				
<u>HEKTOR</u>		HECTOR				
<u>HELEN</u>		HÉLÈNE	HELENA			
<u>HELIKON</u>		HÉLICON				
<u>HELIOS</u>		HÉLIOS				
<u>HELLE</u>		HELLÉ				

- You can order the list by your preferred language, by clicking on the language name at the top of each column.
- If you have permissions, you will be able to add entries to the thesaurus. Note you can have multiple entries in each language. Separate each with a ';'.
- To save any changes you make to the thesaurus, click on **Save Changes** at the bottom of the form.

<u>SANCTUARY</u>		<u>HEILIGTUM</u>	
------------------	--	------------------	--

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- To select on of the values from the list, to search for records on, click on the underlined term in the **Database Value** column. This will return you to the Search Form, filling the value you selected into the field, ready for searching.

5.1.8 Additional search options

At the bottom of the search form there are some additional search options:

In Beazley's Lists	If set to Yes returns all vases that have been referred to in Beazley's lists. If set to No returns those that have not been referred to in Beazley's lists.
With Images	If set to Yes returns only those records which have images available.
Approved	If set to Yes returns only records that have been approved by an authorised user. Note, users who do not have permissions to view un-approved records will not see this option and will only be able to view approved records. Users going through the approval process should set this to No to browse through all new records.
Minimum Rank	<p>XDB uses Full Text Searching within SQL Server to find results within the raw XML data. This is a very rapid method of searching but it is designed to be 'fuzzy' to return results for example with words in different orders, or partially matching words. A rank is allocated to the result, showing how relevant to the original search the result was. The higher the number, the closer to the search. A rank of minimum rank of 1 will return all results.</p> <p>NB. Mentions of Ranking may be confusing to some users and there is an option to disable this in Main Menu / Preferences / Display Search Results Ranking (section 14).</p>
With Thesaurus	Set to 'Yes' to use the thesaurus for search results.
Order By	Select the field you want to order the results by.
Search Type	<p>Fast Search (low ranking results may be in different fields)</p> <p>Slow Search (results will be in exact fields)</p> <p>Because of the Full Text Searching described above, some results may be returned with data in fields not searched e.g. searching on Decorated Area will return results with Herakles in the Decorated Area with a high rank, but may return results with Herakles in the Publication name with a low rank. Generally if you select Order By as Rank this will not be a problem as you will see the best results first, and probably never reach the end results. However, if you want to ensure you only return results with Herakles in the Decorated Area field in this case, select Slow Search. As the name suggests the results will take longer to be displayed, but in most cases with less than a few thousand results, it will not be too slow.</p>
Any Field	If you want to search for a term word in any field of the record, enter it here.

5.1.9 Wildcards

Use a * to match any characters when searching.

E.g. **Oxford*** in the collection field to match all records in any collection in Oxford.

E.g. ***man*** to match all records with the letters man anywhere within any word.

5.1.10 Joining search terms

You can use conjunctions within any field to narrow down the search using **AND**, **OR**, **NOT**.

This is especially useful in the Decoration Description field e.g.:

To find entries where Herakles, the Lion and Athena are shown on the same vase, type **Herakles and Lion and Athena** in the Decoration Description field.

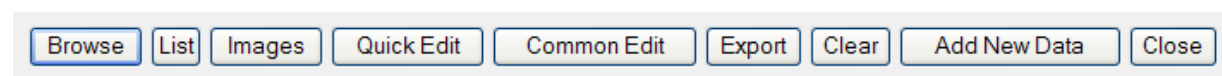
Herakles and not Lion will find all vases with Herakles excluding the fight with the lion.

Not Herakles will retrieve all vases which do not show Herakles.

Herakles or Lion will retrieve all vases showing either Herakles, or a lion or both.

5.1.11 Display search results

When you have entered your search criteria, click on one of the buttons at the bottom of the search form to display the results. Note depending on your permissions, some of the buttons below may not be available:



Browse	Display the results, one record per page in read only format.
List	Display the results in list format, one record per line. To set the number of lines displayed per page for your own user account go to Main Menu / Preferences / No. of items to display in List view.
Images	Display the results as a mosaic of images, one image per record. To set the number of images displayed per page for your own user account go to Main Menu / Preferences / No. images to display in Image view.
Quick Edit	Displays the results, one record per page on the Quick Edit tab, enabling quick editing.
Common Edit	Displays the results, one record per page on the Common Edit tab, allowing editing of all common fields on a single page. This may take a long time to display on slow internet connections, as data for all the pull down lists must be transmitted.
Export	Produces a text file export of all results in XML format.
Clear	Clears all the search criteria you have entered.
Add New Data	Opens a new record ready for data entry.
Close	Closes the search form, returning to the Main Menu

5.2 Viewing results

5.2.1 Results Form

When you press any button on the search form (5.1.11) you will see the results form. You will notice there are several tabs the form is opened with one of the Tabs displayed depending on which button you pressed on the search form.

The form is split into 4 areas: Navigation Bar, Tab Bar, Data View and Update History Bar. The format of the Data View changes depending upon which Tab you are viewing, the other areas remain the same.

Navigation Bar: << < New Search Refine Search Add > >> Goto 83438 Records

Attribute	Value
Add Image	
Vase Number	<input type="checkbox"/> 1
Fabric	<input checked="" type="checkbox"/> ATHENIAN
Technique	<input type="checkbox"/> BLACK FIGURE
Sub Technique	<input type="checkbox"/>
Shape Record	<input type="checkbox"/> AMPHORA, NECK
Provenance	<input type="checkbox"/> ETRURIA, VULCI
Date	<input type="checkbox"/> 550 BC to 500 BC
Inscriptions	<input type="checkbox"/>
Attributed To	<input type="checkbox"/> LEAGROS GROUP by KUNZE-GOTTE
Attributed To	<input type="checkbox"/> CHIUSI P by KUNZE-GOTTE
Decoration	<input type="checkbox"/> A,B: TRIPTOLEMOS ON WINGED CHARIOT BETWEEN DEMETER AND PERSEPHONE
Collection Record	<input checked="" type="checkbox"/> 2: Munich, Antikensammlungen: 1539
Collection Record	<input type="checkbox"/> 2: Munich, Antikensammlungen: J543
Collection Record	<input type="checkbox"/> 1: Rome, Candelori Collection: XXXX1
Publication Record	<input checked="" type="checkbox"/> Measham, T., Spathari, E. and Donnelly, P. (eds.), 1000 Years of the Olympic Games, Treasures of A
Publication Record	<input type="checkbox"/> 1367.8: test
Publication Record	<input type="checkbox"/> Crouwel, J.H., Chariots and other Wheeled Vehicles in Iron Age Greece, Allard Pierson Series 9 (Am
Publication Record	<input type="checkbox"/> Jahrbuch des Deutschen Archäologischen Instituts: 87 (1972), 81, FIGS.12, 13 (A, B)
CAVI Collection	<input type="checkbox"/>
CAVI Lemma	<input type="checkbox"/>

5.2.2 Navigation bar

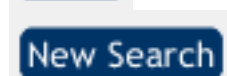
The navigation bar allows users to navigate through the result set returned by the search. Click on each button to move to the appropriate record.



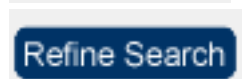
Go to first record in result set.



Go to previous record in result set.



Close Browse Results form and return to Search Form, clearing all search terms, ready for a new search.



Close Browse Results form and return to Search Form, keeping all search terms, so you can refine your search by adding extra search terms.



Add a new record. Note, you will only see this button if you have permissions to add records in the database you are viewing.



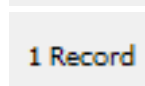
Go to next record in result set.



Go to last record in result set.



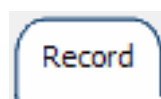
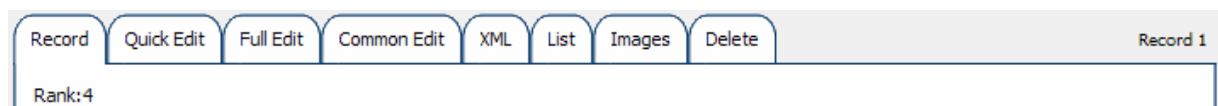
Enter a page number in the text box, then press **Goto**. That page in the result set will be displayed.



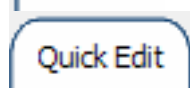
Indicates the number of records found matching your search criteria.

5.2.3 Tab bar

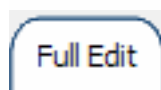
The tab bar allows the user to view the record in different formats. The tabs are like filing cards, so the page displayed is the tab that does not have a line underneath it. Click on the tab to open that page.



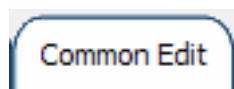
View the full details of the record, including small size images in read only format.



Edit the record, a field at a time. Ideal for users with a slow internet connection.



Edit the record, displaying pull down lists and data entry fields for all fields on a single form.



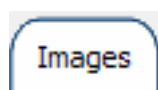
Edit the record, displaying pull down lists and data entry fields for commonly used fields on a single form. The fields displayed are defined in the Database Definition.



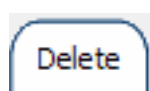
View record in raw XML format. If you have permissions you can also edit the record in this format.



Display the results as a list, with a single line per record. The number of results displayed in this list per page can be set up by individual users in their own preferences.



Display the results as images, with a single image displayed per record. The number of images displayed per page can be set up by individual users in their own preferences.



Click to display a delete confirmation message, ready to delete the whole record. This is only displayed if you have permissions to delete the displayed record.



Indicates the record number within the result set that is currently displayed.

Rank:4

Indicates how well the result matches your search criteria. The higher the number, the better the record matches your search.

5.2.4 Update history bar

This is displayed at the bottom of each record, giving details of when updates were made and by whom.

Last updated 11/09/2004 12:03:00 by Parker, Greg. Created 19/10/2003 12:53:00 by Parker, Greg. Approved 01/01/1900 17:43:29 by Parker, Greg. Copyright © 2004 Beazley Archive, University of Oxford. [Update history](#).

Last updated	Date and time of most recent update and full name of person who made the update.
Created	Date and time the record was created and full name of person who created it.
Approved	All records must be approved by an authorised user before being made public. This gives the date and time of the most recent approval for the most recent changes and who approved it.
Copyright	Copyright of data.
Update history	Click here to view details of all changes made to this record. This also allows authorised users to roll back any changes made to previous versions if mistakes have been made. This option will only be displayed if the record has been changed since its creation and if you have permissions.

5.3 Adding new records

1. Check the record you want to allocate does not already exist. Search for it as in 5.1. Use as general search terms as possible, as the record may have been entered by other users in slightly different formats. Some issues to consider:
 - a. The record may have been entered already, but at a different collection if it has moved from there to your own collection. If you know the previous collection then search for records in that collection. If you do not know the collection, search for records with the same fabric and appropriate term words. **THOMAS TO EXPAND ON THIS.**
 - b. The record may have already been entered at you own collection, but the format of catalogue numbers used by the Beazley Archive may be slightly different to your own. **THOMAS TO EXPAND ON THIS.**
2. If the record already exists refer to section 5.5 for editing existing records, to add your own collection details and update any other details of the record.
3. If there are no results, click on the **Add New Data** button to the bottom right of the search form.

XDB Parker, Greg
Beazley Archive [Main Menu](#)

Standard Search Advanced Search

Database Pottery

Vase Number

Fabric CVAs
Gems
Photography

Technique Pottery
Signatures

Shape Name Users

Provenance

Attrib Type

Artist Name

Scholar Name

Decoration Description Same Decorated Area ☐

Collection Name

Number

Publication Name

Reference

In Beazley's Lists With Images Approved Minimum Rank 1 With Thesaurus

Order By Vase Number Search Type Fast Search (low ranking results may be in different fields)

- This will open a results form on the **Quick Edit**, **Common Edit**, or **Full Edit** tab, depending on your preferences in **Main Menu / Preferences**. This example follows the **Quick Edit** option. Notice the top right of the navigation bar says **New Record**.

The screenshot shows a web-based form for editing a record. The top navigation bar has buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', and 'Goto'. The 'New Record' text is in the top right. Below the navigation bar are tabs: 'Record', 'Quick Edit' (selected), 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The main form area is titled 'Add Image' and contains a list of fields with checkboxes:

Field	Checkbox	Value
Vase Number	<input type="checkbox"/>	9001968
Fabric	<input type="checkbox"/>	
Technique	<input type="checkbox"/>	
Sub Technique	<input type="checkbox"/>	
Shape Record	<input type="checkbox"/>	
Provenance	<input type="checkbox"/>	
Date	<input type="checkbox"/>	
Inscriptions	<input type="checkbox"/>	
Attributed To	<input type="checkbox"/>	
Decoration	<input type="checkbox"/>	
Collection Record	<input type="checkbox"/>	
Publication Record	<input type="checkbox"/>	
CAVI Collection	<input type="checkbox"/>	
CAVI Lemma	<input type="checkbox"/>	
CAVI Subject	<input type="checkbox"/>	
CAVI Inscriptions	<input type="checkbox"/>	
CAVI Comments	<input type="checkbox"/>	
CAVI Footnotes	<input type="checkbox"/>	
Inscriptions II	<input type="checkbox"/>	
Measurements	<input type="checkbox"/>	

- Refer to section 5.8 for descriptions of each of the fields and guidelines for data entry.
- The **Vase Number** is automatically set to the next available number in sequence. Do not change this.
- Click on **Fabric** to start data entry.

8. Fields can be set up in XDB to use pull down lists. These list all the values that have been entered into this field in any record within the same database. This ensures that users enter data consistent as they can check in what format previous entries have been entered. You can enter data using pull down lists by several methods:
- Typing it into the text box to the left of the list in full. Press tab to move to the next field. If the entry was already in the list, it will be immediately displayed in the list to indicate you have entered consistent data that has been used before.


The screenshot shows the XDB interface for editing a record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', a search input field, and 'Goto'. Below these are tabs for 'Record', 'Quick Edit', 'Edit Fabric for Record 9001968', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The 'Edit Fabric for Record 9001968' tab is active. In the 'Fabric' field, the text 'ATHENIAN' is entered in the text box and also appears in the pull-down list. Below the field are buttons for 'Save & Return', 'Save & Next Field', and 'Abandon'. A 'New Record' link is visible in the top right corner.

If the entry was not already in the list, the pull down list will be left empty. This should indicate to users that there may be a problem with their data entry. If the user is sure the entry should be added to the list, then leave the record as is. Otherwise search for the correct terminology in the existing list values as in (8.b) on the next page.

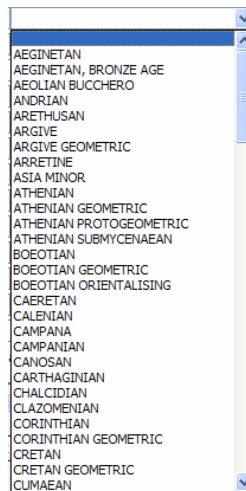
The screenshot shows the XDB interface for editing a record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', a search input field, and 'Goto'. Below these are tabs for 'Record', 'Quick Edit', 'Edit Fabric for Record 9001968', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The 'Edit Fabric for Record 9001968' tab is active. In the 'Fabric' field, the text 'ATHENIAN TEST' is entered in the text box, but the pull-down list is empty. Below the field are buttons for 'Save & Return', 'Save & Next Field', and 'Abandon'. A 'New Record' link is visible in the top right corner.

- b. Type the data partially into the text box. Press tab. This will display the first value in the list that begins with the characters you typed in.

If the value displayed in the list is not the one you are looking for then you can:

- Scroll up and down the values in the list using the Up and Down Arrow keys on your keyboard.
- Click on the  button to pull down the list. You can also do this using the keyboard alone by press **Alt** together with the Down Arrow key.
- You can then click on item you require in the list using the mouse.

- Or use the Up and Down Arrow keys on your keyboard to move up and down a single item. When you have found the entry you require, press the tab key to move to select it and move to the next field.
- Or use the Page Up and Page Down keys on your keyboard to move up and down a page of items at a time. When you have found the entry you require, press the tab key to move to select it and move to the next field.
- If there are many items in the list, as scroll bar will appear to the right hand side of the list. You can click on this and drag it up and down to navigate to the required section of the list.



- Click on the **C** button to the right of the list to clear your selection.
9. When you have selected the fabric click on **Save & Next Field**. This will take you to the Technique. Continue entering data, clicking on **Save & Next Field** each time. If you do not have data for particular fields, leave them blank.
 10. Some fields in XDB allow you to enter multiple values. When you edit the field, the field you click on will be displayed which you can change. You will also be presented with a blank field, which allows you to enter a second item of data. The number of blank items is defined in the database definition. By default you can enter one at a time. If you need to enter more, click on **Save & Add Another**. If you have finished with this field click on **Save & Next Field**.

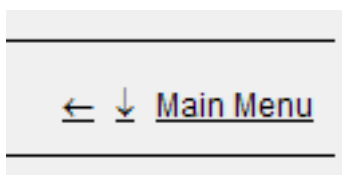
11. Some fields in XDB are **linked**. This means that you can enter one value or the other, and the corresponding value will be automatically populated. E.g. as in the below example **Artist Code** is linked to **Artist Name**. This is used as a short cut to entering the complete artist name each time. You can simply enter the abbreviation. This is useful for data entry where you are experienced with the codes used. However, new users will need to select the value from the artist name field, as they will be unfamiliar with the codes used.

Note when entering data that is not already in the linked lists you **must enter both code and name**. E.g. in the case of adding a new artist, you must enter both the Artist Name and the Artist Code. Use an abbreviation of the name as the code, or if the name is already short you can use the full name as required.

The screenshot displays the XDB data entry interface. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', '>', '>>', and 'Goto'. On the right, it shows '83438 Records'. Below these are tabs for 'Record', 'Quick Edit', 'Edit Attributed To for Record 1', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The 'Quick Edit' tab is active. The main form area contains several fields, each with a dropdown menu and a 'C' button. The first section is highlighted with a green box and labeled 'Linked fields' with green arrows. This section includes: 'Attrib Type' (empty), 'Artist Code' (LEAGRO), 'Artist Name' (LEAGROS GROUP), 'Scholar Code' (KUN-GO), and 'Scholar Name' (KUNZE-GOTTE). Below this, there are more empty fields for 'Attrib Type', 'Artist Code', 'Artist Name', 'Scholar Code', and 'Scholar Name'. At the bottom of the form are four buttons: 'Save & Return', 'Save & Add Another', 'Save & Next Field', and 'Abandon'.

12. When you have added all required fields you will be returned to the **Quick Edit** form. Note, not all of the fields may have appeared as you press **Save & Next Field**, the fields that appear are set up in the database definition. You can edit values for any that did not appear in this sequence, by clicking on the field name in the **Quick Edit** form.
13. If you have further records to add, click on the **Add** button at the top of the form. You can continue from 5.3.4.
14. If you have finished click on the **New Search** button at the top of the form.

15. You will now be back at the search form. If you have finished here click on **Main Menu** at the top right of the form. Note the other options at the top right of the form:



The left arrow returns you to the page you were on before you came to this page. The same as pressing the Back button on your Web Browser.

The down arrow takes you straight to the bottom of the current form. This is useful if you have a long page of results and quickly want to look at the bottom of the page.

5.4 Adding copy new records

1. If you are adding a batch of similar entries e.g. from the same publication, or for the same collection, you can automatically copy forward certain fields to the new record, so you do not have to spend time entering the same data repeatedly:
2. View the record want to copy details from (you may search and view the record, or it may be the one you are currently adding).
3. Tick the boxes to the left of the fields you want to copy forward. E.g. in the example below, the Fabric, Collection and Publication Record will be carried forward to the new record.

The screenshot shows the XDB interface with a list of fields and checkboxes. A green arrow points to the 'Fabric' checkbox, which is checked. The 'Add' button is highlighted at the top.

Field	Checkbox	Value
Add Image		
Vase Number	<input type="checkbox"/>	1
Fabric	<input checked="" type="checkbox"/>	ATHENIAN
Technique	<input type="checkbox"/>	BLACK FIGURE
Sub Technique	<input type="checkbox"/>	
Shape Record	<input type="checkbox"/>	AMPHORA, NECK
Provenance	<input type="checkbox"/>	ETRURIA, VULCI
Date	<input type="checkbox"/>	550 BC to 500 BC
Inscriptions	<input type="checkbox"/>	
Attributed To	<input type="checkbox"/>	LEAGROS GROUP by KUNZE-GOTTE
Attributed To	<input type="checkbox"/>	CHIUSI P by KUNZE-GOTTE
Decoration	<input type="checkbox"/>	A,B: TRIPTOLEMOS ON WINGED CHARIOT BETWEEN DEMETER AND PERSEPHONE
Collection Record	<input checked="" type="checkbox"/>	2: Munich, Antikensammlungen: 1539
Collection Record	<input type="checkbox"/>	2: Munich, Antikensammlungen: 1543
Collection Record	<input type="checkbox"/>	1: Rome, Candelori Collection: XXXX1
Publication Record	<input checked="" type="checkbox"/>	Measham, T., Spathari, E. and Donnelly, P. (eds.), 1000 Years of the Olympic Games, Treasures of A
Publication Record	<input type="checkbox"/>	1367.8: test
Publication Record	<input type="checkbox"/>	Crouwel, J.H., Chariots and other Wheeled Vehicles in Iron Age Greece, Allard Pierson Series 9 (Am
Publication Record	<input type="checkbox"/>	Jahrbuch des Deutschen Archäologischen Instituts: 87 (1972), 81, FIGS.12, 13 (A, B)
CAVI Collection	<input type="checkbox"/>	
CAVI Lemma	<input type="checkbox"/>	

4. Click on the **Add** button at the top of the form to create the new record. Continue from 5.3.4 to add the rest of the data required.

5.5 Editing existing records

1. Search for the record as in 5.1.
2. Click on the **Quick Edit** tab.
3. Click on the appropriate field name to edit the data in that field. Note for fields that can accept multiple values e.g. collection, click on any existing collection to either edit that one, or add a new one.

83438 Records

Navigation: << < New Search Refine Search Add > >> Goto

Add Image	
Vase Number	<input type="checkbox"/> 1
Fabric	<input checked="" type="checkbox"/> ATHENIAN
Technique	<input type="checkbox"/> BLACK FIGURE
Sub Technique	<input type="checkbox"/>
Shape Record	<input type="checkbox"/> AMPHORA, NECK
Provenance	<input type="checkbox"/> ETRURIA, VULCI
Date	<input type="checkbox"/> 550 BC to 500 BC
Inscriptions	<input type="checkbox"/>
Attributed To	<input type="checkbox"/> LEAGROS GROUP by KUNZE-GOTTE
Attributed To	<input type="checkbox"/> CHIUSI P by KUNZE-GOTTE
Decoration	<input type="checkbox"/> A,B: TRIPTOLEMOS ON WINGED CHARIOT BETWEEN DEMETER AND PERSEPHONE
Collection Record	<input checked="" type="checkbox"/> 2: Munich, Antikensammlungen: 1539
Collection Record	<input type="checkbox"/> 2: Munich, Antikensammlungen: J543
Collection Record	<input type="checkbox"/> 1: Rome, Candelori Collection: XXXX1
Publication Record	<input checked="" type="checkbox"/> Measham, T., Spathari, E. and Donnelly, P. (eds.), 1000 Years of the Olympic Games, Treasures of A
Publication Record	<input type="checkbox"/> 1367.8: test
Publication Record	<input type="checkbox"/> Crouwel, J.H., Chariots and other Wheeled Vehicles in Iron Age Greece, Allard Pierson Series 9 (Am
Publication Record	<input type="checkbox"/> Jahrbuch des Deutschen Archaischen Instituts: 87 (1972), 81, FIGS.12, 13 (A, B)
CAVI Collection	<input type="checkbox"/>
CAVI Lemma	<input type="checkbox"/>

Click to edit this collection, or add a new collection

4. Make the changes to the field then press **Save & Return**.

The screenshot shows a web-based database interface for editing a record. At the top, there is a navigation bar with buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', '>', '>>', and 'Goto'. On the right of this bar, it says '83438 Records'. Below the navigation bar is a tabbed interface with tabs: 'Record', 'Quick Edit', 'Edit Collection Record for Record 1' (which is active), 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The main content area is titled 'Record 1' and contains a form with the following fields:

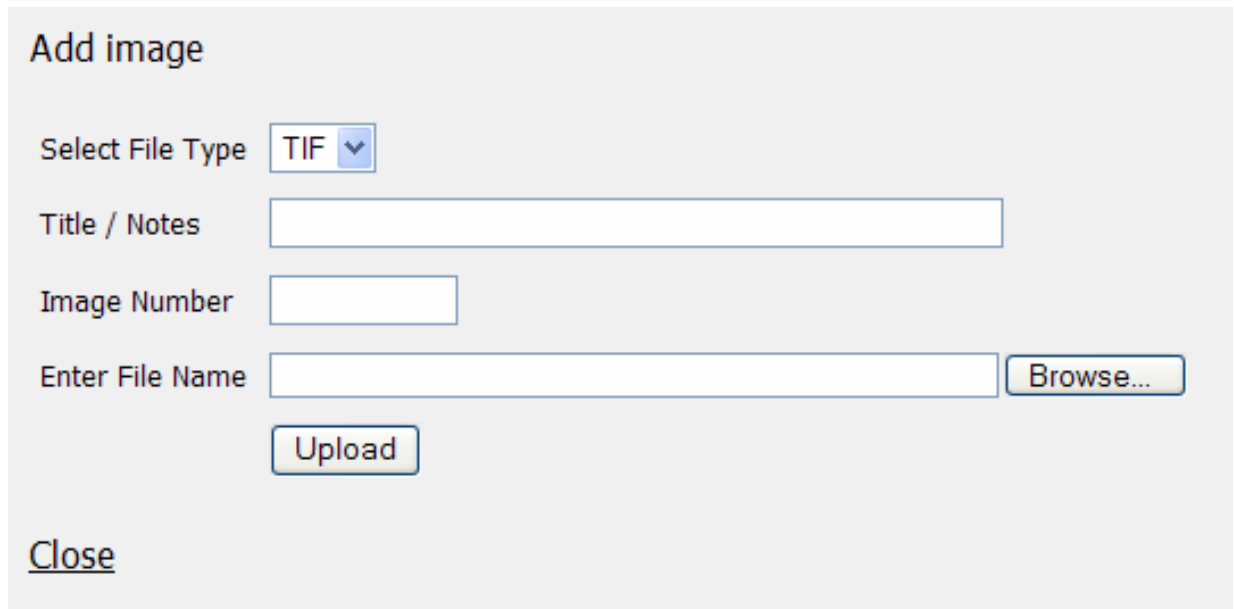
Serial	<input type="text" value="2"/>		
Collection Code	<input type="text" value="MUNA"/>	<input type="text" value="MUNA"/>	<input type="button" value="v"/> <input type="button" value="C"/>
Collection Name	<input type="text" value="Munich, Antikensammlun"/>	<input type="text" value="Munich, Antikensammlungen"/>	<input type="button" value="v"/> <input type="button" value="C"/>
Number	<input type="text" value="1539"/>		
Serial	<input type="text"/>		
Collection Code	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/> <input type="button" value="C"/>
Collection Name	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/> <input type="button" value="C"/>
Number	<input type="text"/>		

At the bottom of the form are four buttons: 'Save & Return', 'Save & Add Another', 'Save & Next Field', and 'Abandon'.

5. Note, you will only be able to edit fields if you have permissions to do so. You may be able to edit certain fields within certain types of records. See section 5.9 for details on remote user permissions.

5.6 Adding images

1. Open the record in **Quick Edit** view (section 5.5 for adding images to existing records or section 5.3 for adding images to new record).
2. Click on **Add Image** at the top of the form.
3. The following window will be opened:



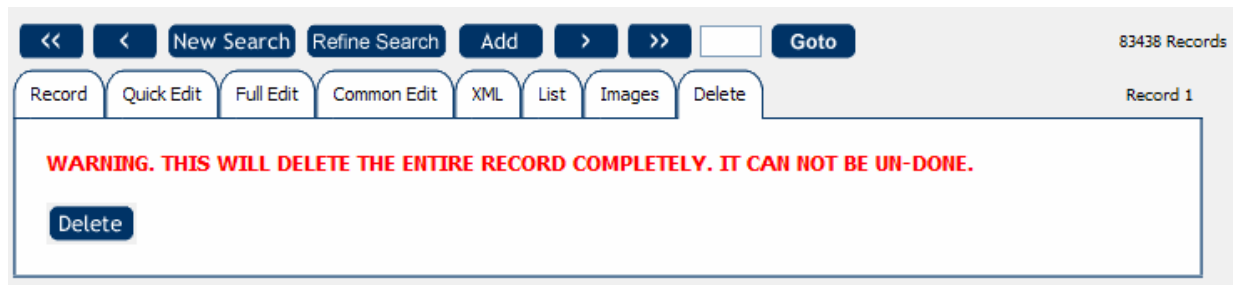
The screenshot shows a web form titled "Add image". It contains the following elements:

- A label "Select File Type" followed by a dropdown menu currently showing "TIF".
- A label "Title / Notes" followed by a text input field.
- A label "Image Number" followed by a text input field.
- A label "Enter File Name" followed by a text input field and a "Browse..." button.
- An "Upload" button below the "Enter File Name" field.
- A "Close" link at the bottom left.

4. Your image must be in TIF format at the maximum resolution you want it displayed. It will automatically be processed to allow users to start with small vignette size images and to zoom into the image to the maximum resolution supplied.
5. Click on **Browse**. Locate the image file on your machine. Click on the file name. Click on **Open**. Click on **Upload**.
6. This will load the image to an area on the Beazley server for processing into JTIP/SPIFF format. Images will be processed in batches. They will not be visible on the record until they have been processed.
7. Please refer to section 7 for details on how images are processed and protected by the Beazley Archive.

5.7 Deleting records

1. Deleting should only be carried out by authorised persons, the delete options will only be available to those with permissions.
2. Locate the record you want to delete (5.1).
3. Click on the **Delete** tab.



4. Note the warning. Click on the blue **Delete** button if you are sure you want to delete the record.

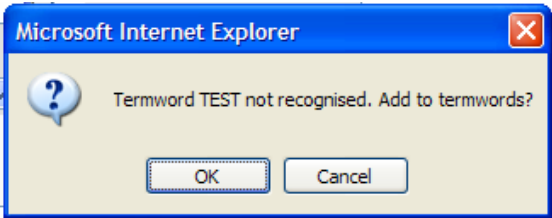
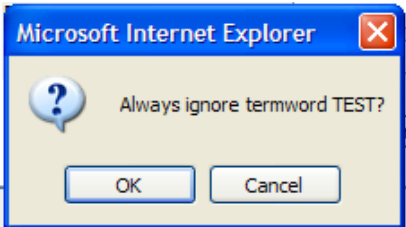
5.8 Field definitions & guidelines for data entry

Note, in general when entering new records, you will be able to select values from existing pull down lists. E.g. in the case of **Fabric**, the majority of fabrics required will have already been entered, so it would be very rare for a user to add one. Please search the existing list fully to make sure the same fabric is not there, but referred to under a slightly different name.

Any additions made to lists like Fabric are monitored by Beazley Archive staff, and are put in an ‘un-authorised’ status until checked. If necessary, Beazley Archive staff may **merge** a term entered with another one, if they are considered to be the same (section 9.2). It is important to maintain consistency in lists like this to ensure that users can find results easily. If you wish to enter an alternative terminology for a fabric or any other field, use the **multi lingual thesaurus** (section 5.1.7).

Field Name	Sub Fields	Details
Vase Number		Unique number within the pottery database, automatically allocated by XDB when new records are added. You can change this number as required, but it is not recommended as you may get records with the same number. Note XDB itself does not rely on any number on a record being unique as it uses a hidden GUID (Globally Unique Identifier) to identify each record which is assured to be unique.
Fabric		Describe fabric. Describe choices made e.g. which Fabric chosen from CVAs when multiples & same fabric referred to differently.
Technique		Describe technique.
Sub Technique		Describe.
Shape Name		Describe shape
Provenance		The original find place of a vase. This is given in the format country, town/area, site/building . The town/area and site/building are optional. Describe guidelines for choosing areas – area names used during which time periods and in which languages...
Date	From Date To Date	Describe standards used for recording dating.
Inscriptions	Inscription Type Inscription	Describe Inscription Type. Describe standard used for entering inscriptions.

Attributed To	<p>Attrib Type</p> <p>Artist Code</p> <p>Artist Name</p> <p>Scholar Code</p> <p>Scholar Name</p>	<p>Describe standards used for selecting Attrib Type.</p> <p>The name of the artist – potter or painter.</p> <p>Describe naming standards.</p> <p>Note Artist Code and Artist Name are linked fields. You can select one or the other, and the relating field will be automatically populated.</p> <p>When you add a new artist you must give both an Artist Name and a suitable Artist Code. The artist code is designed to be an abbreviation of the artist name for rapid data entry. However, you can use the same value for both the code and name.</p> <p>If the Scholar Name is SIGNATURE this indicates that the vase was signed by the potter or painter. You can have multiple attributions for each vase.</p> <p>Note Scholar Code and Scholar Name are linked fields. You can select one or the other, and the relating field will be automatically populated.</p> <p>When you add a new Scholar you must give both an Scholar Name and an Scholar Code. The scholar code is designed to be an abbreviation of the scholar name for rapid data entry. However, you can use the same value for both the code and name.</p>
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<p>Decoration</p>	<p>Decorated Area</p> <p>Decoration Description.</p>	<p>Describe what abbreviations mean.</p> <p>Enter a description of the figure decoration on the pottery. As you type each word, XDB will look up the word in its existing list of Termwords. You may refer to the existing termword, by pulling down the Termwords list. If the word you type is not in the termwords list, you will be prompted with a message:</p>  <p>If you are sure that the termword should be added to the list press OK. However, it is more likely that the termword is referred to by a different name in the database e.g. the Beazley Archive uses 'HERAKLES' instead of 'HERCULES'. You should ensure consistency by using the standards already set. Users can search for either version using the thesaurus, but the data stored should be consistent.</p> <p>If you do not want to add the word to the termwords list and you want to browse the existing termwords to check, click Cancel. You will then be prompted to confirm whether the word should always be ignored:</p>  <p>You should press OK if you are entering simple conjunction words e.g. AND, OR. This will mean you will not be prompted when you enter those again.</p>
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Collection Record	Serial Collection Code Collection Name Number	<p>Name of collection currently holding the vase, or previously having held it. The format is town, collection name.</p> <p>Note Collection Code and Collection Name are linked fields (see Artist Code / Artist Name for details).</p> <p>A history of collections is maintained as the item is moved from one collection to another. The Serial field indicates which order the collections occurred, starting with 1, increasing. The highest number is the current collection.</p> <p>Number is the Inventory / Collection / Catalogue number of vase with the collection. Note this is entered in a standard format with XDB – which is?</p>
Publication Record	Publication Code Publication Name Reference Plate No 1...	<p>Name of book or periodical which referred to the vase. Entered in the format:</p> <p>Authors, publication (town, year)</p> <p>Note Publication Code and Publication Name are linked field (see Artist Code / Artist Name for details).</p> <p>Reference is the page number, plate number, volume number and year for periodicals on which the reference to the vase was made. Give details of standard used.</p> <p>Plate No 1 and subsequent fields are used for entry of records from the Corpus Vasorum Antiquorum and used to link to the scanned pages of the books. Leave these fields blank for standard additions.</p>
CAVI Lemma		Describe
CAVI Subject		Describe
CAVI Inscriptions		Describe
CAVI Comments		Describe
Inscriptions II		The Inscriptions II field is used for data entry by organisations outside the Beazley Archive, to avoid confusion with the main Inscription field.
Measurements		Describe
Volume		Describe
Restorations		Describe
Ornament		Describe
Technical Observations		Describe

CVA Ref		These fields are used for entry of records from the Corpus Vasorum Antiquorum and used to link to the scanned pages of the books. Do not alter these fields for standard additions.
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5.9 Remote organisations permissions

The following permissions have been set up on XDB for remote organisations for the Pottery database:

Database

1. Only permissions to the Pottery Database have been set up so far.

Reading

2. Remote organisations have read access to all Approved records.

Adding

3. Remote organisations can add new records. When they are added, the organisation's own collection will be added by default.

Editing records not in organisation's own collection

4. Remote organisations can not edit any records which do not have their collection as one of the collection fields. NB. An organisation can be set up to be responsible for multiple collections.

Editing records which are part of organisation's own collection

5. Each record is identified with the user ID of the person who created the record. Remote users will have permission to **add** data to existing records, but **not to edit** any existing data. If corrections need to be made to existing fields please email details to thomas.mannack@beazley.ox.ac.uk.

Specifically; existing records can not be changed except to:

1) ADD NEW INVENTORY NUMBERS. Organisations will be able to add new inventory numbers, but will not be able to edit existing numbers because we store numbers in a different format (hyphens are replaced by full stops, no spaces between letters and numbers etc.)

2) They will be able to ADD PREVIOUS COLLECTIONS and

3) to ADD (but not edit) REFERENCES.

4) ADD provenance.

Organisations are free to add the following:

INSCRIPTIONS II (previously unrecorded inscriptions and new readings of existing ones). This is kept separate from our existing inscriptions field to avoid changes of published versions (CAVI, Beazley).

MEASUREMENTS (height, width, diameter of mouth and foot).

VOLUME.

WEIGHT.

RESTORATIONS.

ORNAMENT.

TECHNICAL OBSERVATIONS (ancient repairs, misfired, dented etc.).

6. A remote user has full permissions to add fields and edit existing fields to records which were created by that remote user.

Deleting

7. You may only delete records which you have created yourself.

Approval

8. New records will be added with the status “Record Not Yet Approved”. These will be approved in batches by Dr. Mannack in the usual approval process. The Beazley Archive reserves the right to edit all new entries.
9. Changes to existing records will cause records to change to status “Record Not Yet Approved”. These will be approved in batches by Dr. Mannack in the usual approval process. A history of changes made will be kept, allowing invalid changes to be rolled back. Click on **Update History** at the bottom of the record to view the history.

6. User accounts

User details are held within XDB in a database just like any other content database.

To view existing user accounts:

6.1 Search Form

From the **Main Menu** click on **Search**.

You will be presented with the search form. Select from the **Database** pull down list the database **Users**. Note you will only see databases in this list that you have permissions to view.

The screenshot shows the XDB search form interface. At the top left is the XDB logo, followed by the text "Parker, Greg" and "Beazley Archive". On the top right is a "Main Menu" link with a dropdown arrow. The form has two tabs: "Standard Search" and "Advanced Search". The "Standard Search" tab is active. It contains a list of search criteria on the left and corresponding input fields or buttons on the right. The "Database" dropdown menu is open, showing a list of databases: "CVAs", "Gems", "Photography", "Pottery", "Signatures", and "Users". The "Users" database is selected. Below the dropdown menu, there are several "List" buttons for each search criterion. At the bottom of the form, there are several buttons: "Browse", "List", "Images", "Quick Edit", "Common Edit", "Export", "Clear", "Add New Data", and "Close".

Search Criteria	Input Field / Button
Database	Users (selected)
User No	List
Fullname	List
Organisation	List
Can Login	List
Locked Out	List
Suspended	List
Must Change Password	List
Username	List
Postcode	List
Country	List
Group Name	Group Name (dropdown) C List
Permissions	List
Approved	Approved (dropdown) Minimum Rank 1

To search for existing users, enter a search criteria into one of the search fields e.g. enter **gregparker** in the **Username** field.

XDB Parker, Greg
Beazley Archive

← ↓ Main Menu

Standard Search Advanced Search

Database Users

User No List

Fullname List

Organisation List

Can Login List

Locked Out List

Suspended List

Must Change Password List

Username gregparker List

Postcode List

Country List

Group Name List

Permissions List

Approved Minimum Rank 1

Browse List Images Quick Edit Common Edit Export Clear Add New Data Close

Note, to help you navigate the form, the field you are currently typing in is highlighted in green.

If you are only expecting a few results, click on **Browse**.

6.2 Browse Results Form

<<
<
New Search
Refine Search
Add
>
>>

Goto

1 Record

Record
Quick Edit
Full Edit
Common Edit
XML
List
Images
Delete

Record 1

Rank:4










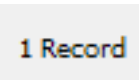
User No	1
Fullname	Parker, Greg
Organisation	Beazley Archive
Allowed IP Addresses	123.1.123.*, 124.124.124.1
Can Login	Y
Locked Out	N
Suspended	N
Must Change Password	N
Username	gregparker
Password	xxsgW9Zh2T526
Address Line 1	Ashmolean Museum
Address Line 2	Beaumont Street
Address Line 3	Oxford
Postcode	OX1 2PH
Country	United Kingdom
Latest Version	1.17
Default Database	{12FC52A7-0E32-4A81-9FFA-C8C6CF430677}
No Items In List	30
No Images X	3
No Images Y	2
Default Add Page	QuickEdit
Display Rank	Y
Editable Collection	Grasmere, Col. J.R. Danson
Editable Collection	Aachen, Dr.P. Ludwig
Permission Groups	Gems Administrator
Permission Groups	Photography Administrator
Permission Groups	Pottery Administrator
Permission Groups	System Administrator
Permission Groups	Signature Administrator

Last updated 11/09/2004 12:03:00 by Parker, Greg. Created 19/10/2003 12:53:00 by Parker, Greg. Approved 01/01/1900 17:43:29 by Parker, Greg. Copyright © 2004 Beazley Archive, University of Oxford. [Update history](#).

This opens a standard record view form. Note the various areas:

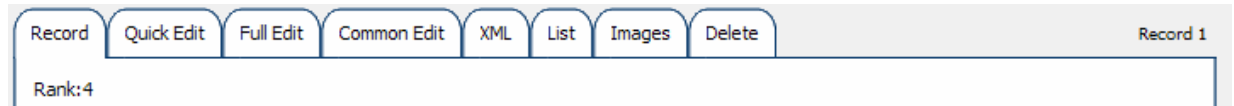
6.3 Navigation bar

The navigation bar allows users to navigate through the result set returned by the search. Click on each button to move to the appropriate record.

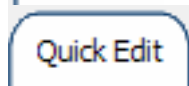
	
	Go to first record in result set.
	Go to previous record in result set.
	Close Browse Results form and return to Search Form, clearing all search terms, ready for a new search.
	Close Browse Results form and return to Search Form, keeping all search terms, so you can refine your search by adding extra search terms.
	Add a new record. Note, you will only see this button if you have permissions to add records in the database you are viewing.
	Go to next record in result set.
	Go to last record in result set.
	Enter a page number in the text box, then press Goto . That page in the result set will be displayed.
	Indicates the number of records found matching your search criteria.

6.4 Tab bar

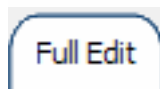
The tab bar allows the user to view the record in different formats. The tabs are like filing cards, so the page displayed is the tab that does not have a line underneath it. Click on the tab to open that page.



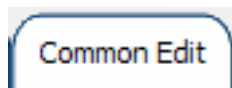
View the full details of the record, including small size images in read only format.



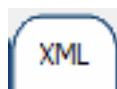
Edit the record, a field at a time. Ideal for users with a slow internet connection.



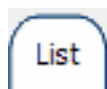
Edit the record, displaying pull down lists and data entry fields for all fields on a single form.



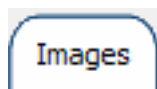
Edit the record, displaying pull down lists and data entry fields for commonly used fields on a single form. The fields displayed are defined in the Database Definition.



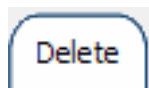
View record in raw XML format. If you have permissions you can also edit the record in this format.



Display the results as a list, with a single line per record. The number of results displayed in this list per page can be set up by individual users in their own preferences.



Display the results as images, with a single image displayed per record. The number of images displayed per page can be set up by individual users in their own preferences.



Click to display a delete confirmation message, ready to delete the whole record. This is only displayed if you have permissions to delete the displayed record.



Indicates the record number within the result set that is currently displayed.

Rank:4

Indicates how well the result matches your search criteria. The higher the number, the better the record matches your search.

6.5 Update bar

This is displayed at the bottom of each record, giving details of when updates were made and by whom.

Last updated 11/09/2004 12:03:00 by Parker, Greg. Created 19/10/2003 12:53:00 by Parker, Greg. Approved 01/01/1900 17:43:29 by Parker, Greg. Copyright © 2004 Beazley Archive, University of Oxford. [Update history](#).

Last updated	Date and time of most recent update and full name of person who made the update.
Created	Date and time the record was created and full name of person who created it.
Approved	All records must be approved by an authorised user before being made public. This gives the date and time of the most recent approval for the most recent changes and who approved it.
Copyright	Copyright of data.
Update history	Click here to view details of all changes made to this record. This also allows authorised users to roll back any changes made to previous versions if mistakes have been made. This option will only be displayed if the record has been changed since its creation and if you have permissions.

6.6 User details

User No	Unique number within the users' database, automatically allocated by XDB when new records are added. You can change this number as required, but it is not recommended as you may get records with the same number. Note XDB itself does not rely on any number on a record being unique as it uses a hidden GUID (Globally Unique Identifier) to identify each record which is assured to be unique.
Fullname	Full name of user. Recommended format: Surname, Forenames, Title
Organisation	Organisation name of user. Can be left blank if not applicable.
Allowed IP Addresses	IP addresses of machines from which the user is allowed to log in. If left blank then any IP address is allowed. If multiple IP addresses are required separate them with a comma. If ranges of IP addresses are required, use a *. E.g. 123.1.123.*, 124.124.124.1
Can Login	Set to Y to allow this user to login. To disable the account, set to N.

Locked Out	Set to N to allow user to login. A user is allowed 3 attempts to login. If the wrong password is used in a row for more than 3 attempts, XDB sets this to Y to prevent further attempts. XDB automatically resets this after 20 minutes, to allow the user to try again. This is to reduce the risk of attack from systems that automatically try thousands of passwords to gain access to an account.
Suspended	Set to Y to suspend an account and prevent access. Set to N to allow access.
Must Change Password	Set to Y when first creating a user account and issuing a password. This will force the user to change their password when first logging in. Note it is insecure sending passwords by email as emails can be read by any machine the message passes through on the internet. If passwords have to be sent by email, it is recommended they be sent completely separate to instructions for logging in and user name details, and that the user must change the password immediately to ensure no others can gain access if they have intercepted the password.
Username	User that the user will use to enter on the XDB login page.
Password	Passwords are encrypted before storing in XDB, and displayed on this form only in encrypted format. To set a user's password once a record has been created go to Main Menu / System Maintenance / Change Other Users Password .
Address Lines / Postcode / Country	Address of user.
Tel / Fax / Email	Contact details of user.

The following fields are set automatically by XDB and do not need to be changed by the user:

Last Login Time	Date and time of last login by the user.
No Login Attempts	Records number of unsuccessful login attempts, so account can be locked out if there have been more than 3 incorrect attempts
Latest Version	A message giving the latest updates to XDB is displayed when the user first logs in. When they click on this, XDB records that the user has read details of the updates and stores the version number here.
Default Database	The XDB internal ID of the last database to be searched by the user. This allows the user to have the same database displayed by default when they open the search form.

The following fields are set by the user in their preferences page: **Main Menu / Preferences**. So do not need to be manually entered here.

No Items In List	Number of items displayed per page in List View when displaying result sets.
No Images X / Y	Number of images displayed per page (horizontally X and vertically Y) when displaying result sets.
Default Add Page	The page that is displayed by default when the user adds a record.
Display Rank	Whether the rank is displayed on the search page and results pages.

The following fields give users permission to access various areas of XDB and care must be taken allocating them:

Editable Collection	Names of collections that can be edited by remote users (if restricted to specific collections).
Permission Group	Names of permission groups to which the user belongs. This give them access to various areas of XDB.

6.7 Adding new users

5. Check the username you want to allocate does not already exist. Search for it as in 5.1.
6. If there are no results, click on the **Add New Data** button to the bottom right of the users search form.

The screenshot shows the XDB Beazley Archive web application. At the top left is the XDB logo. To its right, the text 'Parker, Greg' and 'Beazley Archive' is displayed. In the top right corner, there is a navigation link 'Main Menu' preceded by a left arrow and a down arrow. Below the header, there are two tabs: 'Standard Search' and 'Advanced Search'. The 'Advanced Search' tab is active. The search form contains the following fields and controls:

- Database:** A dropdown menu with 'Users' selected.
- User No:** A text input field with a 'List' button to its right.
- Fullname:** A text input field with a 'List' button to its right.
- Organisation:** A text input field with a 'List' button to its right.
- Can Login:** A text input field with a 'List' button to its right.
- Locked Out:** A text input field with a 'List' button to its right.
- Suspended:** A text input field with a 'List' button to its right.
- Must Change Password:** A text input field with a 'List' button to its right.
- Username:** A text input field with a 'List' button to its right.
- Postcode:** A text input field with a 'List' button to its right.
- Country:** A text input field with a 'List' button to its right.
- Group Name:** A text input field with a dropdown arrow, a 'C' button, and a 'List' button to its right.
- Permissions:** A text input field with a 'List' button to its right.
- Approved:** A dropdown menu.
- Minimum Rank:** A text input field containing the value '1'.
- Order By:** A dropdown menu with 'User No' selected.
- Search Type:** A dropdown menu with 'Fast Search (low ranking results may be in different fields)' selected.

At the bottom of the form, there is a horizontal scroll bar. Below the scroll bar, there is a row of buttons: 'Browse', 'List', 'Images', 'Quick Edit', 'Common Edit', 'Export', 'Clear', 'Add New Data', and 'Close'.

7. This will open a results form on the **Quick Edit**, **Common Edit**, or **Full Edit** tab, depending on your preferences in **Main Menu / Preferences**. This example follows the **Quick Edit** option.

The screenshot shows a web interface for editing a user record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', a search input field, and 'Goto'. On the right, it says 'New Record'. Below these are tabs: 'Record', 'Quick Edit' (selected), 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The main area is titled 'Add Image' and contains a list of fields, each with a checkbox and a text input area. The fields are: User No (checkbox checked, value 13), Fullname, Organisation, Allowed IP Addresses, Can Login, Locked Out, Suspended, Must Change Password, Username, Password, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Postcode, Country, Tel, Fax, Last Login Time, No Login Attempts, and Latest Version. A vertical scrollbar is on the right side of the form.

8. Refer to section 5.6 for descriptions of each of the fields.
9. The **User No** is automatically set to the next available number in sequence.
10. Click on **Fullname** to start data entry.

The screenshot shows a web interface for editing a user record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', a search input field, and 'Goto'. On the right, it says 'New Record'. Below these are tabs: 'Record', 'Quick Edit', 'Edit Fullname for Record 13' (selected), 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The main area contains a single text input field labeled 'Fullname' with the text 'Parker, Greg, Mr' entered. Below the field are three buttons: 'Save & Return', 'Save & Next Field', and 'Abandon'.

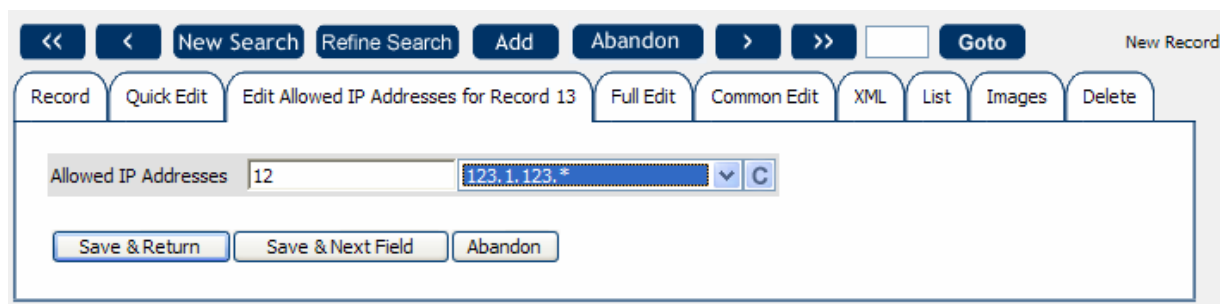
11. When you have entered the fullname click on **Save & Next Field**.
12. This will take you to enter the next field in sequence. Continue to enter data and press **Save & Next Field**.
13. Fields can be set up in XDB to use pull down lists. These list all the values that have been entered into this field in any record within the same database. This ensures that users enter data consistent as they can check in what format previous entries have been entered. You can enter data using pull down lists by several methods:
 - c. Typing it into the text box to the left of the list in full. Press tab to move to the next field. If the entry was already in the list, it will be immediately displayed in the list to indicate you have entered consistent data that has been used before.

The screenshot shows the XDB interface for editing a record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', a search box, and 'Goto'. On the right, it says 'New Record'. Below these are tabs: 'Record', 'Quick Edit', 'Edit Allowed IP Addresses for Record 13', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The 'Edit Allowed IP Addresses for Record 13' tab is active. In the main area, there is a text box labeled 'Allowed IP Addresses' containing '123.1.123.*'. To the right of the text box is a pull-down menu showing '123.1.123.*' and a 'C' button. Below the text box are three buttons: 'Save & Return', 'Save & Next Field', and 'Abandon'.


If the entry was not already in the list, the pull down list will be left empty. This should indicate to users that there may be a problem with their data entry. If the user is sure the entry should be added to the list, then leave the record as is.

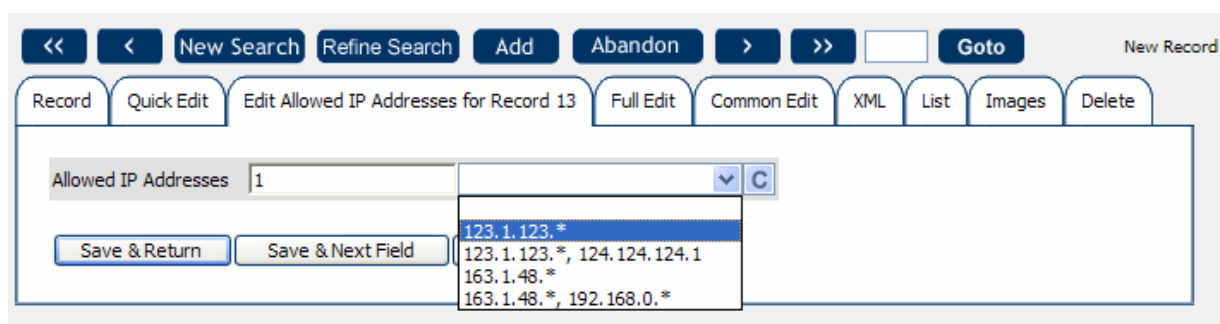
The screenshot shows the XDB interface for editing a record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', a search box, and 'Goto'. On the right, it says 'New Record'. Below these are tabs: 'Record', 'Quick Edit', 'Edit Allowed IP Addresses for Record 13', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The 'Edit Allowed IP Addresses for Record 13' tab is active. In the main area, there is a text box labeled 'Allowed IP Addresses' containing '123.1.123.124'. To the right of the text box is a pull-down menu that is empty, with a 'C' button. Below the text box are three buttons: 'Save & Return', 'Save & Next Field', and 'Abandon'.

- d. Type the data partially into the text. Press tab. This will display the first value in the list that begins with the characters you typed in.



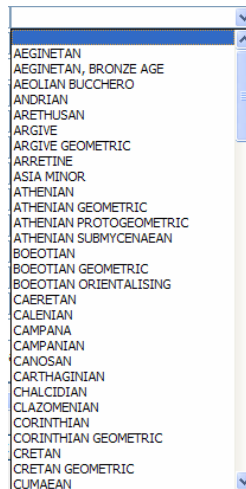
If the value displayed in the list is not the one you are looking for then you can:


- Scroll up and down the values in the list using the Up and Down Arrow keys on your keyboard.
- Click on the  button to pull down the list. You can also do this using the keyboard alone by press **Alt** together with the Down Arrow key.
- You can then click on item you require in the list using the mouse.



- Or use the Up and Down Arrow keys on your keyboard to move up and down a single item. When you have found the entry you require, press the tab key to move to select it and move to the next field.
- Or use the Page Up and Page Down keys on your keyboard to move up and down a page of items at a time. When you have found the entry you require, press the tab key to move to select it and move to the next field.


- If there are many items in the list, as scroll bar will appear to the right hand side of the list. You can click on this and drag it up and down to navigate to the required section of the list.



- Click on the  button to the right of the list to clear your selection.

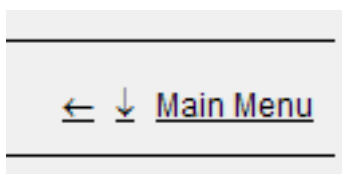
14. Some fields in XDB allow you to enter multiple values. When you edit the field, the field you click on will be displayed which you can change. You will also be presented with a blank field, which allows you to enter a second item of data. The number of blank items is defined in the database definition. By default you can enter one at a time. If you need to enter more, click on **Save & Add Another**. If you have finished with this field click on **Save & Next Field**.

15. When you have added all required fields you will be returned to the **Quick Edit** form. Note, not all of the fields may have appeared as you press **Save & Next Field**, the fields that appear are set up in the database definition. You can edit values for any that did not appear in this sequence, by clicking on the field name in the **Quick Edit** form.

16. If you have further users to add, click on the  button at the top of the form. You can continue from 5.7.3.

17. If you have finished click on the  button at the top of the form.

18. You will now be back at the search form. If you have finished here click on **Main Menu** at the top right of the form. Note the other options at the top right of the form:




The left arrow returns you to the page you were on before you came to this page. The same as pressing the Back button on your Web Browser.

The down arrow takes you straight to the bottom of the current form. This is useful if you have a long page of results and quickly want to look at the bottom of the page.

6.8 Setting users passwords

1. This allows system supervisors with sufficient permissions to change the password of existing users. Note, you do not need to know the user's existing password, as it is likely you will need to perform this operation if the user has contacted you after forgetting their password.
2. Click on **System Maintenance** on the **Main Menu**.
3. Click on **Change Other Users Passwords**.



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Change password

If anyone compromises your password they will be able to access data and update it in the same way as you. So please help to maintain security by using a secure password and keeping it secure.
Please enter a password of at least 6 characters with a mixture of letters, numbers and symbols. Do not use words that can be found in any dictionary. Do not use your date of birth, name, family member or pet's name or other easily found information. These can be easily compromised.

User name

Enter new password

Confirm new password

Change Password

NB. Access may be restricted to certain IP addresses. Your IP address is 192.168.0.101.

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4. Enter the **user name** then a **new password** and a **confirmation password**. Note the warning about password security when setting a new password. The system will automatically enforce some password security rules, but common sense is advisable.
5. Press **Change Password**.
6. Click on **Main Menu** in the top right of the form to return to the main menu.

7. Image processing

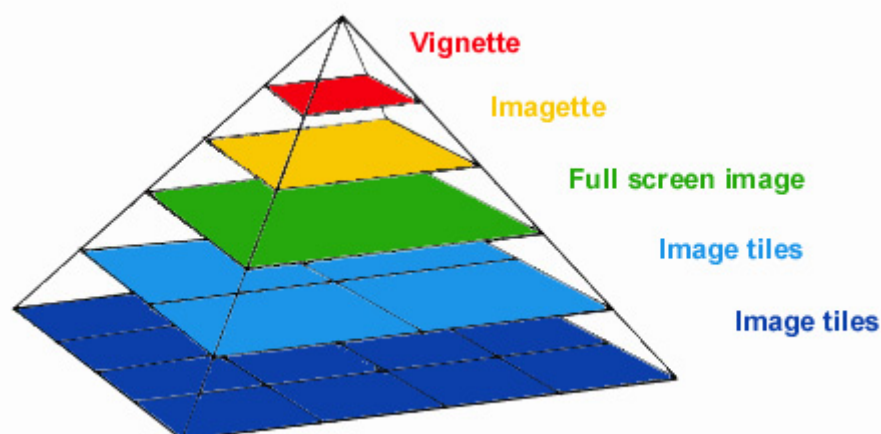
Images are processed by The Beazley Archive for two main reasons;

1. To protect the interests of the copyright owners
2. To allow users to zoom into high resolution images using a web browser over slow internet connections.


The procedure followed is:

1. User scans the image at the maximum resolution they want the image to be displayed on the website. E.g. most Beazley Archive images are scanned at 600dpi, 24 bit colour for colour images, or 8 bit greyscale for black and white images.
2. The image must be stored as **uncompressed TIFF**. This limitation is due to the programs that process the images.
3. The user uploads the image to the Beazley Archive server, as per section 5.6.
4. This is stored in a temporary folder, awaiting batch processing.
5. Periodically a batch of images is processed. The first stage is to convert them to JTIP format. This splits the high resolution image into tiles of approximately 800x600 pixels and stored each as a separate 'spf' image file. The image is then reduced in size, and the process repeated until a single Vignette of approximately 200x200 pixels remains. The process works on any size of image - the larger the image, the more levels of pyramid are required.

The reason for this processing is to allow users to view the image in a web browser easily and zoom into it. Users are initially presented with the vignette which requires only a very small amount of data to be transmitted over the internet. Then the user can zoom into appropriate areas of the image. Each time, only the tiles that the user is viewing are transmitted over the internet, rather than the whole file which could be tens of megabytes and take a long time to transmit over slow internet connections.

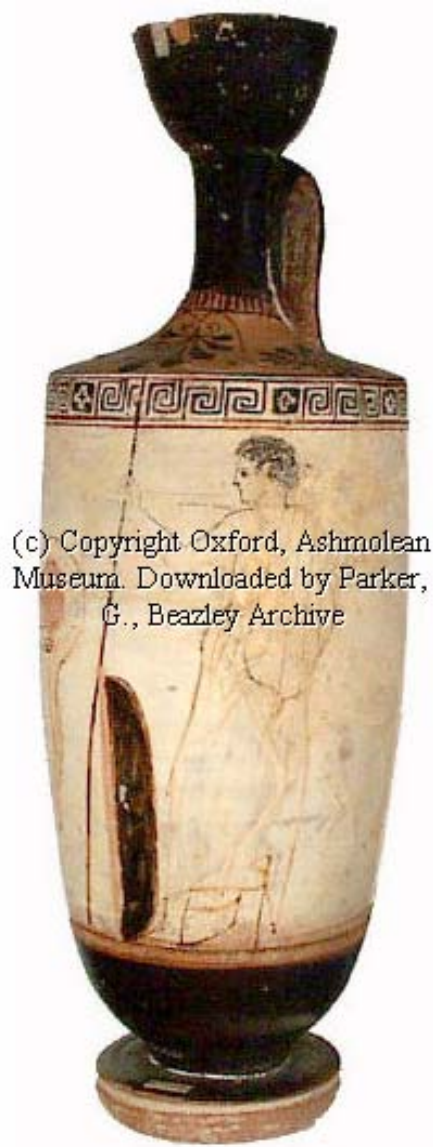


6. The next stage is to convert each of the tiles of the JTIP pyramid to SPIFF format. This encodes copyright information taken from the record associated with the image, directly into the image file. A unique licence plate number is also allocated to each image. This licence plate number is registered with a Registration Authority who keep a permanent record of the registration should any copyright investigation need to refer to them. This process is ISO JPEG 10918-3 standard and it is an offence under International Law to alter the contents of a registered SPIFF file.

	IMM 12 UK 94 79334
	Original Image : H = 3000 W= 4290
	C:\DIR\SUBDIR\IMAGE.SPF
Creator : F.M.L. Maskell	
Title : Cast of part of the Parthenon Frieze	
Description : Digital file created with 600 dpi	
Localisation : Ashmolean Museum	
Copyright : Ashmolean Museum	
Contact :	

7. The images are then linked to the records in the database, allowing users to view the images when browsing the record. Until these steps have been carried out, users will not be able to see their uploaded images.

8. There are two methods in use of displaying the registered images:
- a. Java viewer. This allows the user to zoom into the JTIP pyramid as described in 7.5 above.
 - b. Watermarked images. This displays a visible watermark giving the copyright owner, and person who downloaded then image on every image of full screen size and above:



(c) Copyright Oxford, Ashmolean Museum. Downloaded by Parker, G., Beazley Archive

8. Approving data

When data is entered or changed by users it can be held in an 'un-approved' state until an authorised user checks and approves the record.

Data that is not approved can not be seen by the public who do not have the appropriate permissions.

Data entered by people with permissions for approval are automatically approved as they are added.

To approve data:

1. Open the search form of the appropriate database (section 5.1).
2. Set the **Approved** flag to **No** to search for all records not yet approved.

The screenshot shows the XDB Beazley Archive search form. The header includes the XDB logo, the text 'Parker, Greg Beazley Archive', and a 'Main Menu' link. The form contains various input fields for search criteria, each with a 'List' button. A green arrow points to the 'Approved' dropdown menu, which is currently set to 'No'. Below the form are buttons for 'Browse', 'List', 'Images', 'Quick Edit', 'Common Edit', 'Export', 'Clear', 'Add New Data', and 'Close'.

Vase Number	<input type="text"/>	List
Fabric	<input type="text"/>	▼ C List
Technique	<input type="text"/>	▼ C List
Shape Name	<input type="text"/>	▼ C List
Provenance	<input type="text"/>	▼ C List
Attrib Type	<input type="text"/>	▼ C List
Artist Name	<input type="text"/>	▼ C List
Scholar Name	<input type="text"/>	▼ C List
Decoration Description	<input type="text"/>	List Same Decorated Area <input type="checkbox"/>
Collection Name	<input type="text"/>	▼ C List
Number	<input type="text"/>	List
Publication Name	<input type="text"/>	
Reference	<input type="text"/>	List
In Beazley's Lists	▼ With Images ▼	Approved No ▼ Minimum Rank 1 With Thesaurus ▼
Order By	Vase Number ▼ Search Type	Fast Search (low ranking results may be in different fields) ▼

Buttons: Browse List Images Quick Edit Common Edit Export Clear Add New Data Close

3. Click on **Quick Edit**.

4. Check the details on the record are correct, making corrections if necessary. When you are happy click on **Approve & Next**. This will approve the record and take you to the next record ready to approve that one.

<<

<

New Search

Refine Search

Add

>

>>

Goto

7885 Records

Record

Quick Edit

Full Edit

Common Edit

XML

List

Images

Delete

Record 1

Not Approved

[Approve & Previous](#)

[Approve & Next](#)

[Approve & Close](#)

[Add Image](#)

Vase Number

☐

17063

Fabric

☒


ATHENTAN

9. Database maintenance

There are several features to enable ease of maintaining data within XDB:

9.1 Correcting data in lists


1. On the **Main Menu** click on **Maintain Database Tables**.
2. Click on the database required e.g. **Pottery**.
3. Click on the field required e.g. **Fabric**.
4. Leave the search parameters blank. Click on **Editable List**.
5. Check the entries in the list.
6. If there are any incorrectly spelt, or using the wrong terms then simply type of the correction in the field. To be absolutely sure before making the correction, click on **List** to the right of the entry to view a list of all those records that use the fabric.

		Parker, Greg Beazley Archive	← ↓ Main Menu
Database: Pottery			
Table: Fabric			
1	<input type="checkbox"/>	AEGINETAN	List
2	<input type="checkbox"/>	AEGINETAN, BRONZE AGE	List
3	<input type="checkbox"/>	AEOLIAN BUCCHERO	List
4	<input type="checkbox"/>	ANDRIAN	List
5	<input type="checkbox"/>	ARETHUSAN	List
6	<input type="checkbox"/>	ARGIVE	List
7	<input type="checkbox"/>	ARGIVE GEOMETRIC	List
8	<input type="checkbox"/>	ARRETINE	List
9	<input type="checkbox"/>	ASIA MINOR	List
10	<input type="checkbox"/>	ATHENIAN	List
11	<input type="checkbox"/>	ATHENIAN GEOMETRIC	List
12	<input type="checkbox"/>	ATHENIAN PROTOGEOMETRIC	List
13	<input type="checkbox"/>	ATHENIAN SUBMYCENAEAN	List
14	<input type="checkbox"/>	BOEOTIAN	List
15	<input type="checkbox"/>	BOEOTIAN GEOMETRIC	List
16	<input type="checkbox"/>	BOEOTIAN ORIENTALISING	List
17	<input type="checkbox"/>	CAERETAN	List
18	<input type="checkbox"/>	CALENIAN	List

7. After you have made the corrections click on **Save** at the bottom of the form. This will update the value in the list and automatically change all records within the database that have used the old value. Note, the system makes two passes to find the records to change:

Found X records to check for updating – this uses a general free text search and may pick up far more records than are actually to be replaced e.g. searching on CUP will pick up all records with CUP anywhere in the XML. This will include all types of cups, but you only want to replace those that have the word CUP **only**.

XDB then checks each of these in turn to make sure the exact phrase you want to replace is made and confirms **Updated X records**.



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Saving Records...
Changing Fabric from: 'XENON' to: 'XENON2'...
Found 3 records to check for updating...
Updated 3 records

Complete.

[Return to search menu](#)
[Return to main menu](#)

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9.2 Merging data in lists

1. On the **Main Menu** click on **Maintain Database Tables**.
2. Click on the database required e.g. **Pottery**.
3. Click on the field required e.g. **Fabric**.
4. Leave the search parameters blank. Click on **Editable List**.
5. Check the entries in the list. If there are two records that actually refer to the same thing then simply type in the correct definition. E.g. in the example below if it was decided that AEGINETAN and AGENETAN, BRONZE AGE should actually be classified in the same group, replace the second entry with AEGINETAN:

Database: Pottery
Table: Fabric

1	<input type="checkbox"/>	AEGINETAN	List
2	<input type="checkbox"/>	AEGINETAN, BRONZE AGE	List
3	<input type="checkbox"/>	AEOLIAN BUCCHERO	List
4	<input type="checkbox"/>	ANDORTANI	List

-> replace the second entry with AEGINETAN

Database: Pottery
Table: Fabric

1	<input type="checkbox"/>	AEGINETAN	List
2	<input type="checkbox"/>	AEGINETAN	List
3	<input type="checkbox"/>	AEOLIAN BUCCHERO	List
4	<input type="checkbox"/>	ANDORTANI	List

6. Press **Save** at the bottom of the form.
7. After you have made the corrections click on **Save** at the bottom of the form. This will update the value in the list and automatically change all records within the database that have used the old value. Note, the system makes two passes to find the records to change (see section 9.1.7).

9.3 Deleting selected

1. On the **Main Menu** click on **Maintain Database Tables**.
2. Click on the database required e.g. **Pottery**.
3. Click on the field required e.g. **Fabric**.
4. Leave the search parameters blank. Click on **Editable List**.
5. Check the entries in the list. If there are any that you want to delete, first check that they have not been used in current records by clicking on **List** to the right of the entry.
6. If the entry has not been used, tick the box to the left of the entry.

135	<input type="checkbox"/>	VILLA NOVA	List
136	<input checked="" type="checkbox"/>	XENON2	List
*			

7. Click on **Delete Selected** at the bottom of the form.
8. Note, XDB will not delete records from lists if they are used in any records. To clear these entries, you should merge them with the correct entry (section 8.2).

9.4 Deleting unused

1. Over time, records may have been added to lists by mistake, then the original record deleted. This utility allows you to quickly clean up any lists.
2. On the **Main Menu** click on **Maintain Database Tables**.
3. Click on the database required e.g. **Pottery**.
4. Click on the field required e.g. **Fabric**.
5. Leave the search parameters blank. Click on **Editable List**.
6. Click on **Delete Un-used**.

9.5 Approving list entries


1. When values are added to lists by people without **approve** permissions, they are added in an un-approved state. You can check them any approve them in batches.
2. On the **Main Menu** click on **Maintain Database Tables**.
3. Click on the database required e.g. **Pottery**.
4. Click on the field required e.g. **Fabric**.
5. Leave the search parameters blank. Click on **Editable List**.
6. You will see any unapproved entries in red. Check they are correct, making any corrections required as in sections 9.1-9.4. When you are ready to approve, tick the box to the left of the entry. You can tick as many boxes as required.
7. Press **Approve Selected** at the bottom of the form.

9.6 Correcting changes to records

1. The **Update Bar** (section 5.2.4) displayed at the bottom of each record gives details of when the last change was made and by whom. If mistakes have been made, people with sufficient permissions can roll back the changes.
2. View the record, click on **Update History** at the bottom of the form.

Last updated 11/09/2004 12:03:00 by Parker, Greg. Created 19/10/2003 12:53:00 by Parker, Greg. Approved 01/01/1900 17:43:29 by Parker, Greg. Copyright © 2004 Beazley Archive, University of Oxford. [Update history](#).

3. This will display a list of all previous versions of the record. Beneath each version is details of who made the updates and when.



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← ↓ Close

Update History

Vase Number	2
Fabric	ATHENIAN
Technique	BLACK-FIGURE
Sub Technique	(?)
Shape Record	KRATER, COLUMN FRAGMENT
Provenance	ATHENS, AGORA
Date	550, 550, 550, 550 BC to 500, 500, 500, 500 BC
Inscriptions	a:ENESME...
Attributed To	CL: LEKANIS BRUSSELS A1014 by AKERSTROM
Attributed To	AK: BOSTON 01.8110, P OF by ADEMBRI
Decoration	UH: VOLUTE KRATER
Collection Record	1: Athens, Agora Museum: P13332
Collection Record	1: Athens, Agora Museum: P13332
Collection Record	1: Athens, Agora Museum: P13332
Publication Record	The Athenian Agora, Results of Excavations conducted by the American School of Classical Studies at Athens: 23, PL.44.463
Inscriptions II	test
Inscriptions II	test2
Measurements	measurements
Weight	asd 999
Restorations	rest 888
Ornament	ornament
Technical Observations	asdasdsad


Last updated 10/07/2004 18:09:00 by Parker, Greg. Approved. Copyright © 2004 Beazley Archive, University of Oxford.
[Restore record to this version](#)

Vase Number	2
Fabric	ATHENIAN
Technique	BLACK-FIGURE
Sub Technique	(?)
Shape Record	KRATER, COLUMN FRAGMENT
Provenance	ATHENS, AGORA
Date	550, 550 BC to 500, 500 BC
Inscriptions	a:ENESME...
Attributed To	CL: LEKANIS BRUSSELS A1014 by AKERSTROM

4. To restore the record to a previous version click on **Restore record to this version** below the version you want to restore.

10. Permissions

1. A very fine level of permissions may be given to users, down to specific types of field access on specific types of records depending who created them.
2. Permissions are arranged in to groups to make adding of users easier – you allocate them to a group rather than have to worry about specific permissions for each user.
3. To edit permissions open the **Main Menu**. Click on **Maintain Database Tables**. Then click on the **Users** database. Click on the **Permission Groups** field.
4. Select the group name you wish to edit. Note there are hundreds of fields and the page take a long time to open if you leave the field blank and view all records. So it is recommended you select a group first.
5. Click on **Editable List**.
6. The permissions are split into sections: the first section is global permissions for XDB then there is a section of specific permissions for each field within each database.



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Database: Users
Table: Permission Groups

Sel	Group Name	Permissions
1	<input type="checkbox"/> Pottery Edit Own Collect Change Other Users Password	<input type="checkbox"/> CVA Data Entry <input checked="" type="checkbox"/> Edit Own Collection Data <input type="checkbox"/> Edit Raw XML <input checked="" type="checkbox"/> Edit Thesauri <input type="checkbox"/> Export Data <input type="checkbox"/> Full Edit Approved <input type="checkbox"/> Full Edit Non Approved <input checked="" type="checkbox"/> Login <input type="checkbox"/> Menu Database Definitions <input type="checkbox"/> Menu Database Tables <input type="checkbox"/> Menu Import <input type="checkbox"/> Menu Import From Access <input type="checkbox"/> Menu Process Images <input checked="" type="checkbox"/> Menu Search <input type="checkbox"/> Menu System Maintenance <input type="checkbox"/> Rollback Update <input type="checkbox"/> View Update History

Database: CVAs

	Read	Search	Add	Edit	Edit Short	Edit Next	Read Non App	Edit Non App	Delete Non App	Delete	Manage/ Approve	Admin ister	Read Own	Edit Own	Delete Own
Select All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CVA Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Global permissions.

Permission	Description
Change Other Users Password	See section 6.8 for details.
CVA Data Entry	Displays and allows data entry into the yellow CVA references box at the bottom of the Quick Edit page.
Edit Own Collection Data	Set if users are only allowed to edit data within collections specified in their user details (section 6.6).
Edit Raw XML	Allows direct editing of the XML tab on records. This should be used with caution as there are no integrity checks on the raw XML and it is very easy to completely corrupt records. Editing of the raw XML also bypasses the updating of selections lists if new values are entered for fields.
Edit Thesauri	Allows users to edit Thesauri from the Search Form, List buttons (section 5.1.7).
Export Data	Enables the Export button on the search form to export records in XML format (section 5.1.11)
Full Edit Approved	Allows editing of records that have been approved.
Full Edit Non Approved	Allows editing of records that have not yet been approved.
Login	Allows login.
Menu Database Definitions	Allows opening of the Database Definitions menu.
Menu Database Tables	Allows opening of the Maintain Database Tables menu.
Menu Import	Allows opening of System Maintenance / Import Data. Note this should only be used by system managers who know exactly the setup of the import data as it will cause overwriting of existing data.
Menu Import From Access	Allows opening of System Maintenance / Import Data / Import From Microsoft Access. Note this should only be used by system managers who know exactly the setup of the import data as it will cause overwriting of existing data.
Menu Process Images	Allows opening of Process Images menu.
Menu Search	Allows opening of the Search menu.
Menu System Maintenance	Allows opening of the System Maintenance menu.
Rollback Update	Allows rolling back of updates to previous versions (section 9.6)
View Update History	Allows viewing of update history of records (section 5.2.4)

8. Database field permissions.

Permissions are given for each field within each database. When new fields are added or changed within a database structure you must ensure you update the appropriate permissions to give users access to those fields. There is a short cut option at the top of the list of fields for each database **Select All** this will tick or un-tick all of the options for fields in the column.

Permission	Description
Read	User can view data within this field for approved records.
Search	A search option for this field appears on the search form.
Add	User can add data to this field for approved records. Note if permission 'Edit Own Collection Data' is set this only applies to records within collections specified in the user details.
Edit	User can edit data in this field for approved records. Note if permission 'Edit Own Collection Data' is set this only applies to records within collections specified in the user details.
Edit Short	The field will appear on the Common Edit form. User can edit data in this field for approved records. Note if permission 'Edit Own Collection Data' is set this only applies to records within collections specified in the user details.
Edit Next	The field will appear in the sequence of Save & Add Next Field when adding/editing data. User can edit data in this field for approved records. Note if permission 'Edit Own Collection Data' is set this only applies to records within collections specified in the user details.
Read Non App	User can view data in this field on non approved records.
Edit Non App	User can view data in this field on non approved records.
Delete Non App	User can delete whole records which have not been approved.
Delete	User can delete whole records which have been approved.
Manage / Approve	User can approve records. Records that are added by users with this permission are automatically approved.
Administer	Users can edit the database definitions for this database.
Read Own	Users can read the data in this field for records within their own collection, set in their user details.
Edit Own	Users can edit the data in this field for records within their own collection, set in their user details.
Delete Own	Users can delete whole records within their own collection, set in their user details.

9. After making any changes click on **Save**. Changes will not affect users in the groups changed until they next log in.
10. To add a new permission group, select an existing group (10.4) and view the permissions for that group. Scroll down to a blank row marked by '*'. Enter the new Group Name. Then press save.

The screenshot shows a web-based interface for managing permission groups. It features a table with three main sections: 'Permission Groups', 'Group Name', and 'Permissions'. Each section contains a grid of checkboxes. Below the table, there are several rows marked with an asterisk (*) in the first column, indicating where new groups can be added. A green arrow points from the text 'Enter new group name' to one of these asterisk-marked rows. At the bottom of the interface, there are five buttons: 'Save', 'Delete Selected', 'Delete Un-used', 'Approve Selected', and 'Cancel'.


11. Then continue to edit the group, following from 10.4.

11. Database structure

Users can define their own databases and structures within XDB:

11.1 Editing database structures

1. From the **Main Menu** click on **Database Definitions**. Click on the required database. E.g. **Pottery**.



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Main Menu

Database Definitions

Database Name
Pottery

Description
Pottery database

Image Base
/vases/SPJFF

Download Base
L:\Minerva Processing\To be Converted\Pottery\

Image Height
144

Image Width
180

Order	Field Name	Type	Allow Multiples	Search	Standard	List	List Short	Browse	Edit Short	Edit Next	Edit List	No Initial Blanks	No Followup Blanks	Search Type	Field Size	Order By	Display Prefix	Auto Incr	Linked Database	Linked Field
10	Vase Number	Integer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	Free text	20	1		<input type="checkbox"/>		
20	Fabric	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	Pull down list	20	0		<input type="checkbox"/>		
30	Technique	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	Pull down list	20	0		<input type="checkbox"/>		
40	Sub Technique	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	Pull down list	20	0		<input type="checkbox"/>		
50	Shape Record	Sub Table	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	Pull down list	20	0		<input type="checkbox"/>		Sub table
60	Provenance	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	Pull down list	20	7		<input type="checkbox"/>		
70	Date	Sub Table	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	Free text	20	0		<input type="checkbox"/>		Sub table
90	Inscriptions	Sub Table	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	1	Pull down list	20	0		<input type="checkbox"/>		Sub table
100	Attributed To	Sub Table	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	1	Pull down list	20	0		<input type="checkbox"/>		Sub table
110	Decoration	Sub Table	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	1	Pull down list	20	0		<input type="checkbox"/>		Sub table
120	Collection Record	Sub Table	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	1	Pull down list	20	0		<input type="checkbox"/>		Sub table

2. Definitions:

Field name	Description
Database Name	Name referred to user's database throughout XDB.
Description	Description of database.
Image Base	Folder used to store processed images for this database.
Download Base	Folder where images uploaded by users are stored temporarily until processed.
Image Height Image Width	Default image dimensions when browsing records. Usually this is set to vignette size (144 x 180 pixels), but can be set larger if users need to see full screen images together with the text record.
Order	Order fields are displayed within editing screens, and stored within XDB. You will be able to change the order of fields within existing databases. However, this is not currently supported and data will become corrupted if you change the order of existing fields.
Field Name	<p>Name used to identify the field on editing forms. The name is also used within the XML file as the tag name. Note in XML, spaces are replaced by a hyphen. E.g. Vase Number becomes <Vase-Number>.</p> <p>If you change field names for existing data, XDB will go through all existing XML records and make the changes to the field names for you. All editing interfaces will be automatically updated. Note, if you change field name, you will need to re set the permissions for these fields.</p>
Type	<p>Type of field:</p> <p>Float – floating point number</p> <p>Integer – integer number</p> <p>Permissions – permissions structure – special case, used only in the Users database to store permissions.</p> <p>Sub Table – the field name is linked to a sub table e.g. “Attributed To” is linked to a sub table containing the artist name and scholar name. Note, to create a sub table, you must first select this option, then save the database definition and view it again. You will then see at the far right of the line a link Sub-table. Click on the link to edit the details of the sub table.</p> <p>Termwords – termwords are used e.g. within Decoration Descriptions to allow a user to type free text, but to control the vocabulary to a restricted set of termwords. There must be one field (and only one) within the database allocated to termwords for storage of these terms.</p> <p>Termwords Ignored – as with termwords, this field stores the termwords that are ignored e.g. ‘and’, ‘or’, ‘in’...</p> <p>Text – text</p>

Allow Multiple	Tick this box if the editing interface will allow users to add multiple values e.g. multiple collections.
Search	If ticked the field will appear on the Advanced Search form.
Standard Search	If ticked the field will appear on the Standard Search form.
List	If ticked the field will appear in List view.
List Short	If ticked the field will appear in short versions of lists.
Browse	If ticked the field will appear in the overview (non editable) display of records.
Edit	If ticked the field will appear on the Quick Edit and Full Edit forms.
Edit Short	If ticked the field will appear on the Common Edit form.
Edit Next	If ticked the field will appear in the sequence of Save & Next Field when editing fields on the Quick Edit form.
Edit List	If ticked the field will appear on editable lists (section 9)
No. Initial Blanks	Number of blank data entry boxes for this field that will appear on first adding a record.
No. Followup Blanks	Number of blank data entry boxes for this field that will appear once the field has a value entered.
Edit Type	Type of field that will appear on data entry forms. Free Text – free text Permissions – permissions (only used for permissions field in Users database). Pull down list – pull down selection list with a data entry box to the left to allow typing in of values. Pull down list only – pull down list only (no text box) Termwords – Used for e.g. decoration description to allow free text entry using a limited vocabulary of termwords.
Search Type	Type of field that will appear on search forms. Options as per Edit Type.
Field Size	Default size of field when displayed on search and data entry forms. Note, there is no limit to the size of data entered in any field, this size is simply the default width of the data entry box.
Order By	You can order records on up to 9 fields. For each field that you want to order by enter a number from 1 to 9 in this box (a unique number for each field). Numbers 1 to 3 are for numeric fields and will sort numerically, numbers 4-9 are for text fields and will sort alphabetically. The sort option appears on the Search form for users.

Display Prefix	<p>When records are displayed on the Overview form, each field is put on a separate line by default. If you enter a prefix here the prefix will be displayed before this field and it will be displayed on the same line as the previous field. This is useful in situations where you have similar related data and you want to save space on the overview form e.g. Instead of two lines for</p> <p>Date From: 500 BC Date To: 400 BC</p> <p>This can be combined to</p> <p>Date: 500 BC to 400 BC</p> <p>by entering ' to ' in the Display Prefix for Date To.</p>
Auto Incr	<p>Auto Increment field used e.g. in the Collection Record where a history of collections is kept. Each time a collection is added the 'serial' number is automatically incremented. The display is kept ordered by this serial number, and indicates the most recent collection is the one at the top of the list with the highest serial number.</p>
BC Date	<p>Dates entered in fields with this ticked are assumed to be BC. They are converted to negative numbers. Negative numbers in these fields are displayed with 'BC' after then. E.g. entering 500 is converted to -500 internally, and displayed as 500 BC.</p>
Linked Database Linked Field	<p>Fields can use pull down lists from other databases. E.g. the users database 'Own Collection' field is linked to the pottery database 'Collection Name' field.</p>
Sub Table	<p>A link appears when 'Sub Table' is selected for the field 'Type'. Clicking on this opens a window giving the definition of the sub table. Note, sub tables can have linked fields (section 5.3.11). This means the fields will always be linked together e.g. Artist Code will always be related to the same Artist Name. Tick the box Fields Linked on the sub table database definition to enable this.</p>


11.2 Add new databases

1. From the **Main Menu** click on **Database Definitions**.
2. Click on **Add New Database**.
3. Continue to enter details as per section 11.1.

12. Statistics

XDB provides a comprehensive set of statistics on all user databases.

Click on **Statistics** on the **Main Menu**. Then click on the database name.



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Database Statistics

Database: Pottery

Field Name	No. Records	No. Unique	
Vase Number	90892	83390	Count no. occurrences of this tag
Fabric	90700	159	Count no. occurrences of this tag
Technique	85545	90	Count no. occurrences of this tag
Sub Technique	7698	115	Count no. occurrences of this tag
Shape Record	90352		Count no. occurrences of this tag
Shape Code	90257	28	Count no. occurrences of this tag
Shape Name	87984	651	Count no. occurrences of this tag
Provenance	36617	1383	Count no. occurrences of this tag
Date	62958	19	Count no. occurrences of this tag
From Date	62897	21	Count no. occurrences of this tag
To Date	62930	21	Count no. occurrences of this tag
Inscriptions	2576	1	Count no. occurrences of this tag
Inscription Type	1669	9	Count no. occurrences of this tag
Inscription	2231	2276	Count no. occurrences of this tag
Attributed To	63912	1	Count no. occurrences of this tag
Attrib Type	11255	30	Count no. occurrences of this tag
Artist	45384		Count no. occurrences of this tag
Artist Code	45383	5	Count no. occurrences of this tag
Artist Name	45383	1808	Count no. occurrences of this tag

No. Records gives the number of records with the given field name. E.g. in the case above, every record has a Vase Number, so the total number of records is 90,892.

No. Unique gives the number of unique values of the field e.g. in the example above there are **159** different fabrics within the database.

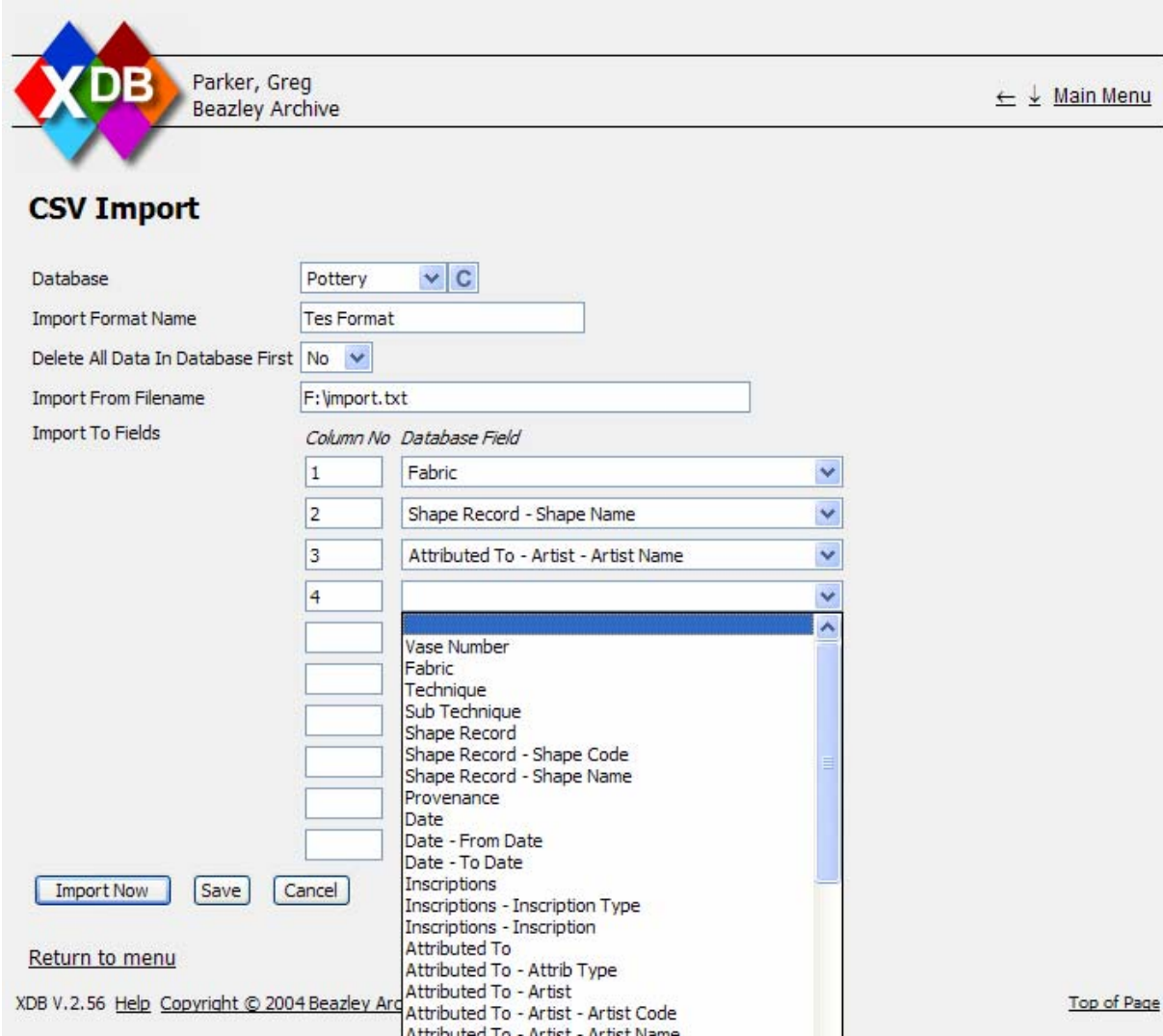
Count no. occurrences of this tag is a link to calculate the number of occurrences of the tag. This is useful where a single record may have multiple entries on a single record. E.g. in the above example, records can have multiple Artists. We see above there are 45,384 records with one or more Artists mentioned on them, but clicking on **Count no occurrences of this tag** tells us that there are 51,430 artist references in total.

13. Importing data

XDB can import data from a wide variety of sources. Some sources need to be specifically tailored e.g. from Microsoft Access databases. However, there is a generic import format available from CSV text files which can be exported by most other databases.

13.1 Importing CSV files

1. Click on **System Maintenance** on the **Main Menu**. Then click on **Import Data**. Then **Import CVA Data**.
2. You can define and save import formats so you can repeatedly import from the same data source as updates are issued, without having to set up the field details each time.
3. Click on **Add New Import Format**.
4. Select the database name you want to import the data into.
5. Enter the name you want to use to save the format under.



The screenshot shows the XDB CSV Import interface. At the top left is the XDB logo, followed by the text 'Parker, Greg' and 'Beazley Archive'. On the top right is a 'Main Menu' link. The main heading is 'CSV Import'. Below this, there are several input fields and a table:

- Database:** A dropdown menu showing 'Pottery' with a clear button (C).
- Import Format Name:** A text box containing 'Tes Format'.
- Delete All Data In Database First:** A dropdown menu showing 'No'.
- Import From Filename:** A text box containing 'F:\import.txt'.
- Import To Fields:** A table with two columns: 'Column No' and 'Database Field'.

Column No	Database Field
1	Fabric
2	Shape Record - Shape Name
3	Attributed To - Artist - Artist Name
4	
	Vase Number
	Fabric
	Technique
	Sub Technique
	Shape Record
	Shape Record - Shape Code
	Shape Record - Shape Name
	Provenance
	Date
	Date - From Date
	Date - To Date
	Inscriptions
	Inscriptions - Inscription Type
	Inscriptions - Inscription
	Attributed To
	Attributed To - Attrib Type
	Attributed To - Artist
	Attributed To - Artist - Artist Code
	Attributed To - Artist - Artist Name

At the bottom left are three buttons: 'Import Now', 'Save', and 'Cancel'. Below them is a 'Return to menu' link. At the bottom left is the text 'XDB V.2.56 Help Copyright © 2004 Beazley Archive'. At the bottom right is a 'Top of Page' link.

6. Selected whether you want to delete the existing data in the database first. **To be used with caution!**
7. Enter the name of the file to be imported. Note, currently this must be a file name accessible from the Beazley Archive server. However, if users wish to use the service, we can allow uploads from files on the users machines.
8. Enter the mapping between the column number in the CSV file and the field to be imported to within XDB. Note you can import to the relational structure support by XDB from a flat CSV file as all fields within related tables are allowed e.g. in the example on the previous page 'Shape Record – Shape Name' will put the data into the Shape Name field of the Shape Record sub table. Note with linked fields such as this, XDB will also automatically allocate the linked Shape Code (setting it to the same as the Shape Name).
9. You can have more than the 10 columns displayed on the form by default. Just enter the 10 available, save the format, then re-import
10. When you are ready click on **Save** to save the format.
11. To run the import, click on the format name you have just added on the Import CSV menu. Then click on **Import Now**.

13.1 Importing from other XDB databases


1. When setting up new databases within XDB you may want to copy over data from existing databases e.g. a sculpture database may need access to the same Provenance list as a pottery database. Note data in each database is kept separate after the import, as users of one database may add values not relevant to the other. However, where there are similarities, the databases can be cross-searched.
2. Click on **System Maintenance** on the **Main Menu**. Then click on **Import Data**. Then **Import From Other XDB Databases**.
3. You can define and save import formats so you can repeatedly import from the same data source as updates are issued, without having to set up the field details each time.
4. Select which database to copy from and to.



The screenshot shows the XDB web interface. At the top left is the XDB logo, a diamond shape composed of four colored triangles (blue, red, green, yellow). To its right, the text 'Parker, Greg' and 'Beazley Archive' is displayed. In the top right corner, there are navigation links: a left arrow, a down arrow, and the text 'Main Menu'. The main heading of the page is 'Import From Other XDB Databases'. Below this heading, there are two dropdown menus: 'From Database' with 'Pottery' selected, and 'To Database' with 'Signatures' selected. Below the dropdowns are two buttons: 'Continue' and 'Cancel'. At the bottom left, there is a link 'Return to menu'. At the bottom of the page, there is a footer line containing 'XDB V. 2.56', a 'Help' link, 'Copyright © 2004 Beazley Archive, University of Oxford', and a 'Top of Page' link on the right.

5. Click on **Continue**.

6. Select the field you want to copy from and to. Click on **Continue**.



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Import From Other XDB Databases

From Database: Pottery

From Field: Provenance

To Database: Signatures

To Field: Discovery Place


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7. Repeat for other fields as required.

14. Preferences

1. Each user has their own preferences which are stored when they log off. Click on **Preferences** on the **Main Menu** to set your own preferences.



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Preferences

No of items to display in List view (max 200)

No of images to display horizontally in Image view (max 20)

No of images to display vertically in Image view (max 20)

Default Page For Additions

▼

Display search results Ranking

▼

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2. Preferences:

Preferences	Details
No of items to display in List View (max 200)	Number of items to display in List View (max 200)
No of images to display horizontally in Image view (max 20)	Number of images to display horizontally in Image view (max 20)
No of images to display vertically in Image view (max 20)	Number of images to display vertically in Image view (max 20)
Default Page for Additions	When adding new records (section 5.3) user can choose which page the record is opened on by default. Users with slow internet connections are recommended to use Quick Edit as the data for all the lists does not have to be transmitted in one go.
Display search results Ranking	XDB uses Full Text Searching within SQL Server to find results within the raw XML data. This is a very rapid method of searching but it is designed to be 'fuzzy' to return results for example with words in different orders, or partially matching words. A rank is allocated to the result, showing how relevant to the original search the result was. The higher the number, the closer to the search. A rank of minimum rank of 1 will return all results. NB. Mentions of Ranking may be confusing to some users so there is an option to disable it here.

3. **Font size.** There is an option to display all text in a larger font size. Click on **Large Times New Roman Font Size** on the **Main Menu**. Some users may find this easier to read.

15. Interfacing with other websites

Owners of other websites can link to XDB to display results of searches in XDB format or direct XML format by simply opening URLs on the Beazley Archive site. This can be used to enhance educational programs, by providing links to examples of data in the Beazley Archive databases. Please contact the Beazley Archive if you wish to do this.