



**XDB**

**User Manual**

**For Remote Organisations with  
Editing Permissions**

prepared by

**The Beazley Archive**

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## 1. Summary

**This manual is a cut down version of the full manual, only describing features relevant to remote organisations with permissions to edit data in their own collections.**

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

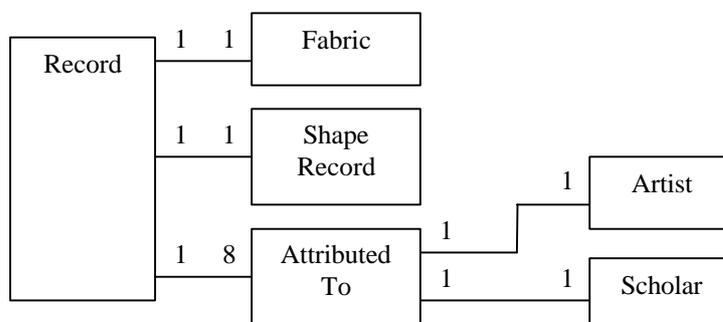
XDB runs on Microsoft Windows Server 2000 or above. The back end database is Microsoft SQL Server 2000 or above. The program runs on Internet Information Services, using Active Server Pages to generate the user interface.

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 users 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.

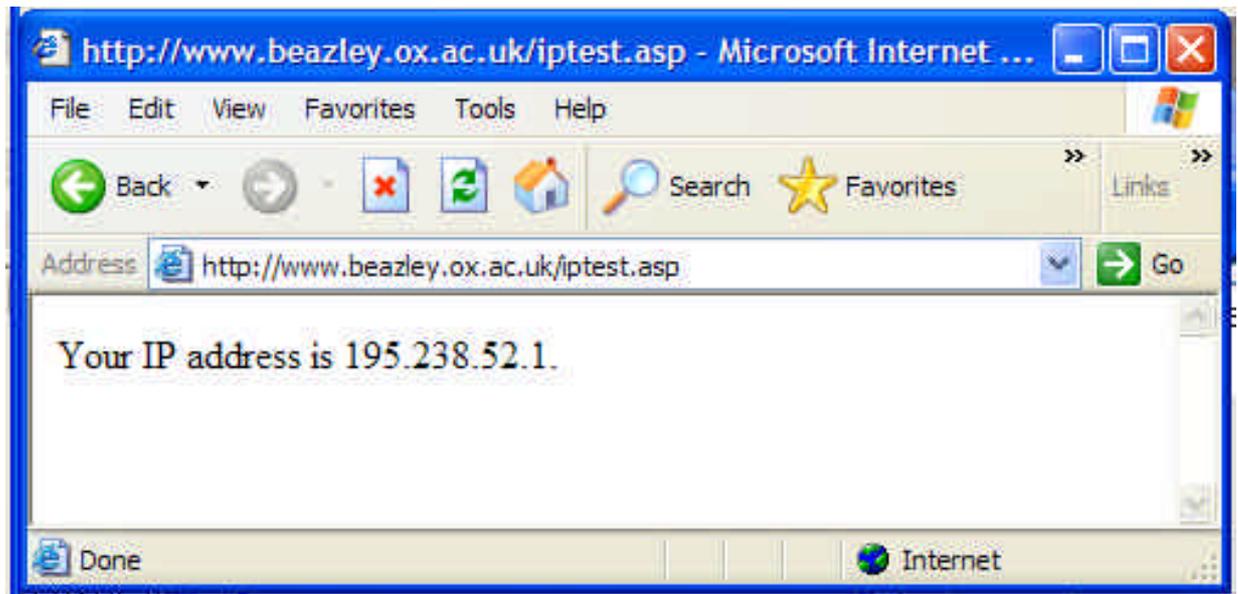
It is the responsibility of all users to do all they can to keep the system secure.

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](http://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](http://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.

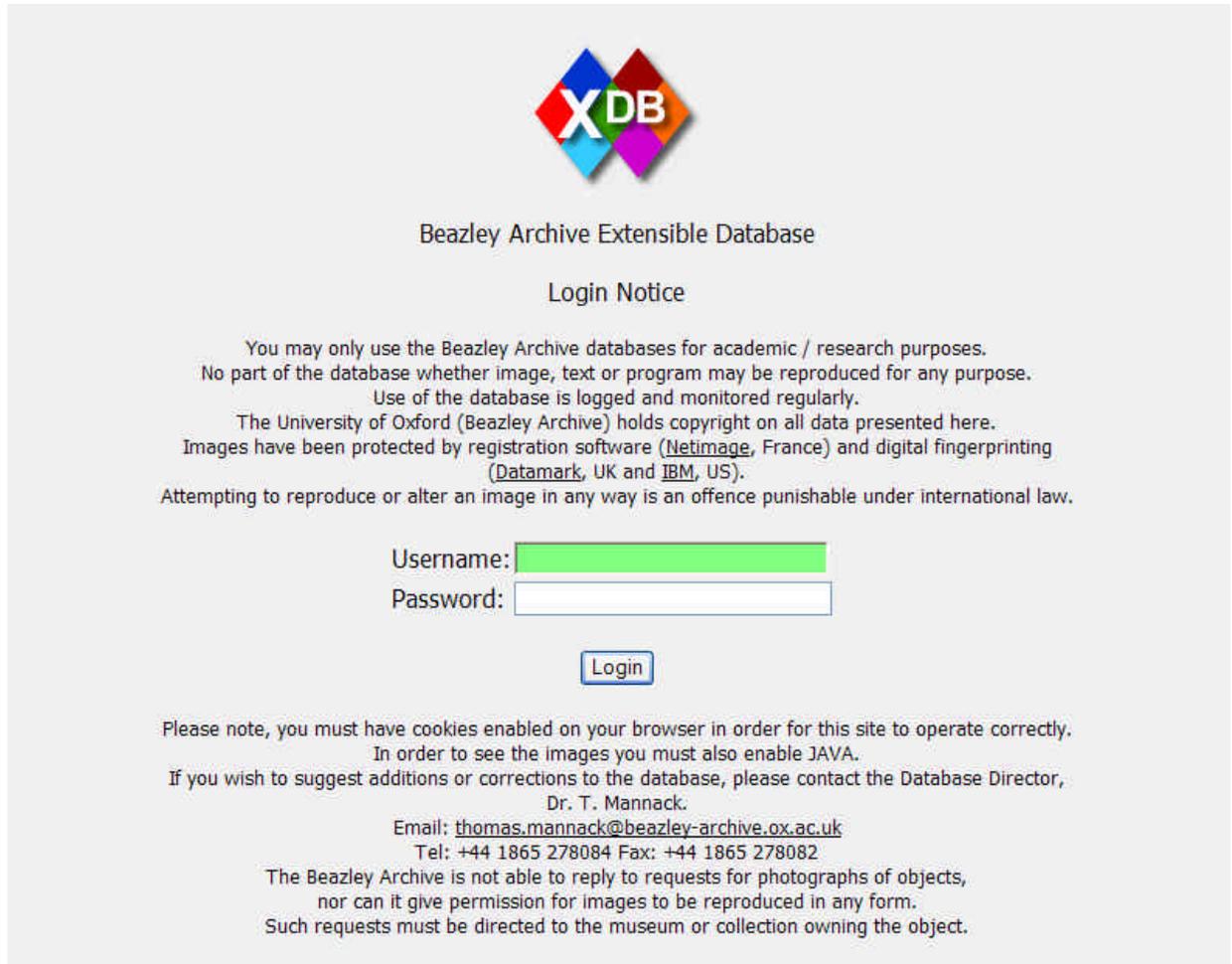
Send an email to [thomas.mannack@beazley.ox.ac.uk](mailto:thomas.mannack@beazley.ox.ac.uk) giving full details of yourself, your organisation, which collections you need access to edit and the IP address above.

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](http://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.

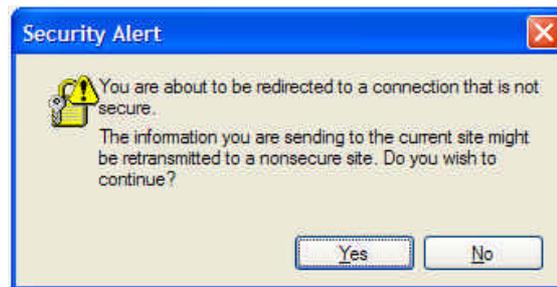
Username:

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](mailto: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:



---

**Invalid Login**

**You must enter a valid user name and password**

**Please try again.**

XDB V.2.56 [Help](#) [Copyright © 2004 Beazley Archive, University of Oxford](#) [Top of Page](#)

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](mailto: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](mailto: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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Parker, Greg  
Beazley Archive

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### Main Menu

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

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

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## 5. Pottery database

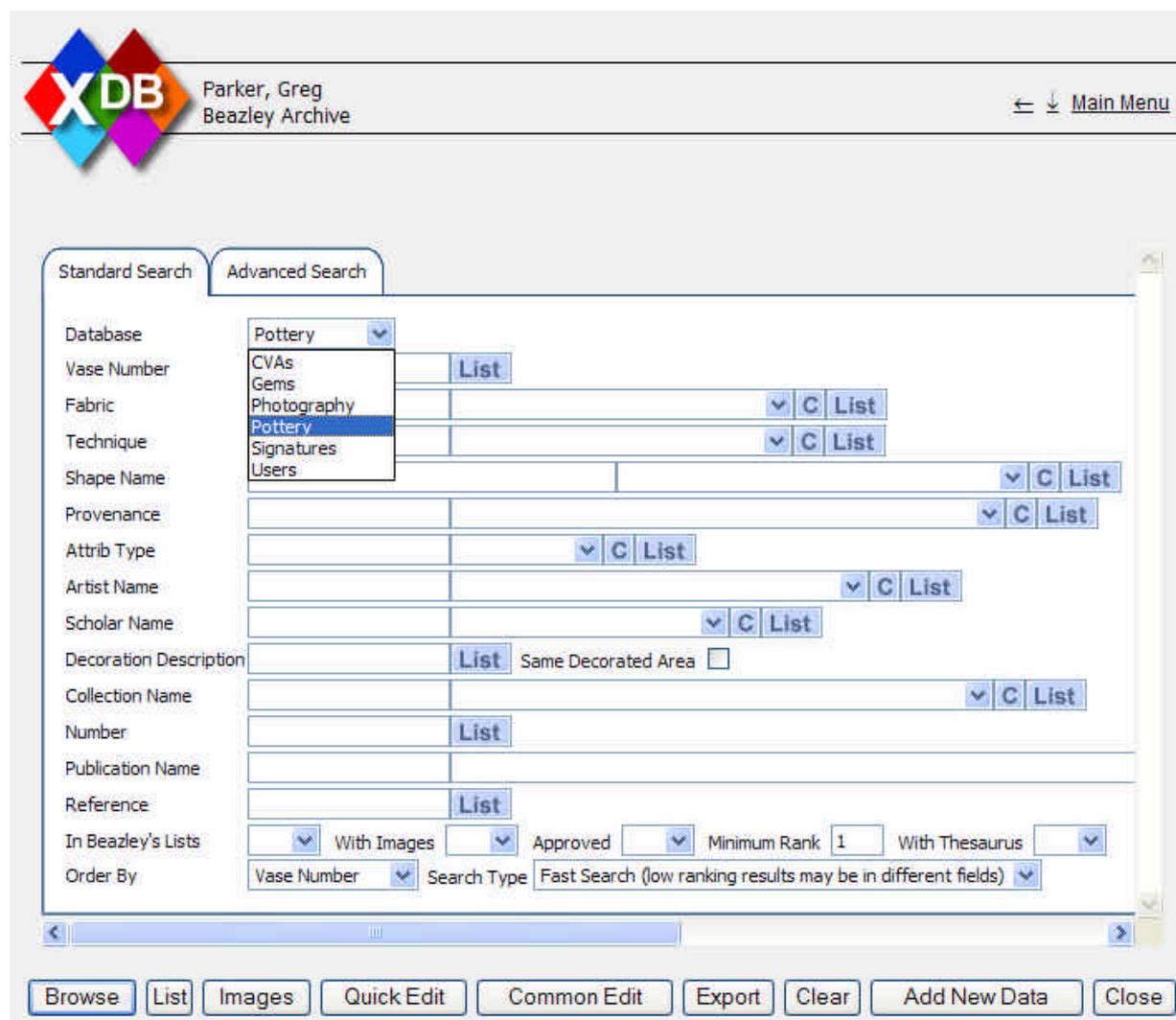
One of the major databases within XDB is the Pottery database. This records details, photographs and references to photographs of all types of pottery in publications within the Beazley Archive Library and Sackler Library, Oxford University. These include all of Beazley's work, the entire Corpus Vasorum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



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

Standard Search | **Advanced Search**

Database: Pottery (dropdown menu open showing: CVAs, Gems, Photography, **Pottery**, Signatures, Users)

Vase Number: [ ] List

Fabric: [ ]

Technique: [ ] C List

Shape Name: [ ] C List

Provenance: [ ] C List

Attrib Type: [ ] C List

Artist Name: [ ] C List

Scholar Name: [ ] C List

Decoration Description: [ ] List Same Decorated Area

Collection Name: [ ] C List

Number: [ ] List

Publication Name: [ ]

Reference: [ ] List

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)

[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	E.g. Athenian, Boeotian, Caeretan.
Technique	Technique in which figures are painted, e.g. black-figure, red-figure, silhouette
Shape Name	E.g. hydria, cup, pelike.
Provenance	The original find place of a vase. This is given in the format <b>country, town/area, site/building</b> . 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 <b>Attica*</b>
Attrib Type	The degree of certainty of an attribution, e.g. “in the manner of”, “related to”, “akin”.
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 <b>town, collection name</b> . To retrieve all items from a all collections in a specific town, enter the town followed by a *. Eg. <b>Oxford*</b>
Number	Inventory / Collection / Catalogue number of vase with the collection. Note this is entered in a standard format with XDB – No full stops between letters and numbers except for the J. Paul Getty Museum; all hyphens, slashes etc. are replaced by full stops except London, British Museum.
Publication Name	Name of book or periodical which referred to the vase. Entered in the format: <b>Authors, publication (town, year)</b>

	To find all vases referred to by a particular order enter: <b>*AuthorName*</b>
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 displays the XDB Advanced Search interface. At the top left is the XDB logo and the text 'Parker, Greg Beazley Archive'. At the top right is a 'Main Menu' link. The search form is divided into 'Standard Search' and 'Advanced Search' tabs, with 'Advanced Search' currently active. The form contains numerous search criteria, each with a text input field and a 'List' button. Some criteria also have dropdown menus and 'C' buttons. The criteria and their values are as follows:

- Database: Pottery
- Vase Number: (empty)
- Fabric: ATHENIAN
- Technique: (empty)
- Sub Technique: (empty)
- Shape Code: (empty)
- Shape Name: (empty)
- Provenance: AEGINA, SANCTUARY OF APOLLO
- From Date: (empty)
- To Date: (empty)
- Inscription Type: (empty)
- Inscription: (empty)
- Attrib Type: (empty)
- Artist Code: (empty)
- Artist Name: (empty)
- Scholar Code: (empty)
- Scholar Name: (empty)
- Decorated Area: (empty)
- Decoration Description: HE\* Same Decorated Area
- Collection Code: (empty)
- Collection Name: -, Blomberg Collection
- Number: (empty)
- Publication Code: (empty)
- Publication Name: Ghisellini, E., Atene e la corte Tolemaica, l'ara con dodekatleion nel Museo Greco-Romano di Alessandria (Rome, 1999)
- Reference: (empty)

At the bottom of the form is a navigation bar with the following buttons: Browse, List, Images, Quick Edit, Common Edit, Export, Clear, Add New Data, and Close.

### 5.1.4 Advanced Search Field definitions

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

Sub Technique	Decoration techniques used in addition to the main technique of painting figures, e.g. relief, added colour.
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	The database records signatures, kalos-names and transcriptions of these. Inscribed names of figures are added to the iconographical description preceded by “named”.
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	Figure-decorated area of a vase, e.g. BD for body, A for obverse, B for reverse, N for neck.
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	<a href="#">Describe</a>
CAVI Subject	<a href="#">Describe</a>
CAVI Inscriptions	<a href="#">Describe</a>
CAVI Comments	<a href="#">Describe</a>
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	<a href="#">Describe</a>

### 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.

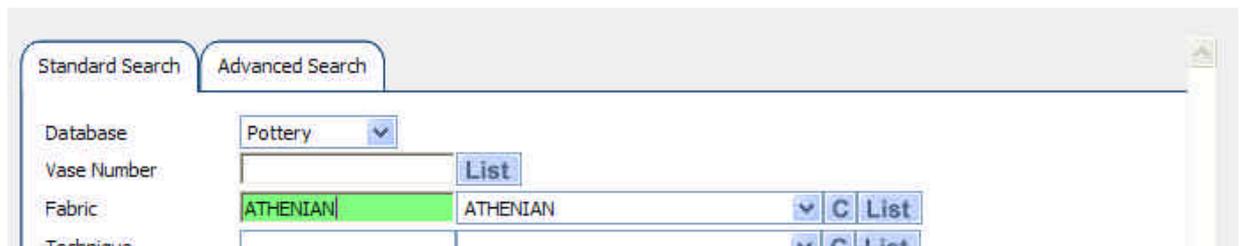


The screenshot shows a search interface with two tabs: 'Standard Search' and 'Advanced Search'. The 'Advanced Search' tab is active. There are three search fields: 'Database', 'Vase Number', and 'Fabric'. The 'Database' field is a dropdown menu set to 'Pottery'. The 'Vase Number' field contains the text '300000' and is highlighted in green. To the right of the 'Vase Number' field is a 'List' button. The 'Fabric' field is empty, and to its right is a dropdown menu with a 'C' button and a 'List' button.

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.



The screenshot shows the same search interface as above. The 'Fabric' field now contains the text 'ATHENIAN' and is highlighted in green. To the right of the 'Fabric' field is a pull-down list that also displays 'ATHENIAN'. To the right of the pull-down list are a 'C' button and a 'List' button. The 'Vase Number' field is now empty, and to its right is a 'List' button.

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.

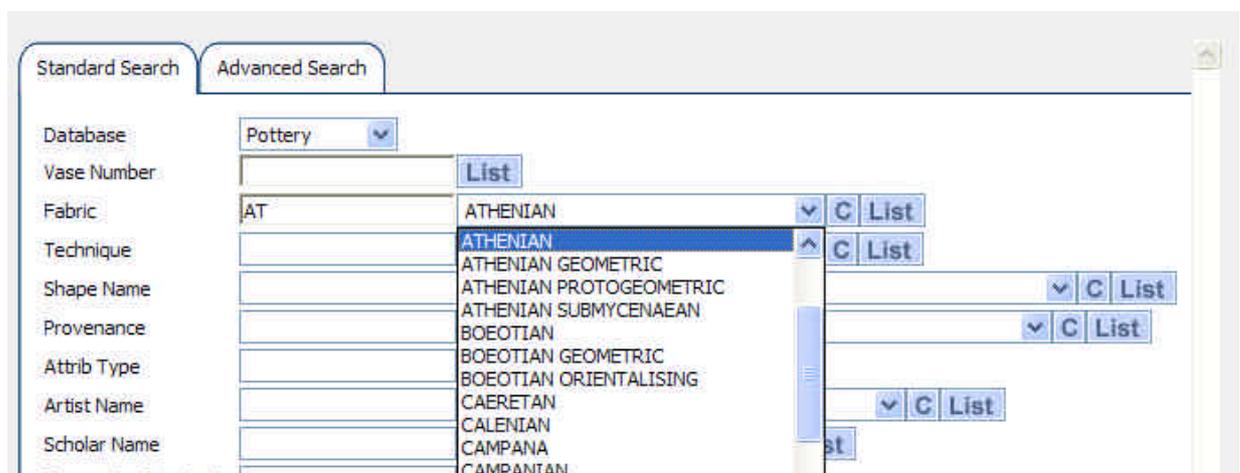


- b. Type the data partially into the text. Press tab. This will display the first value in the list that begins with the characters you typed in.



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.

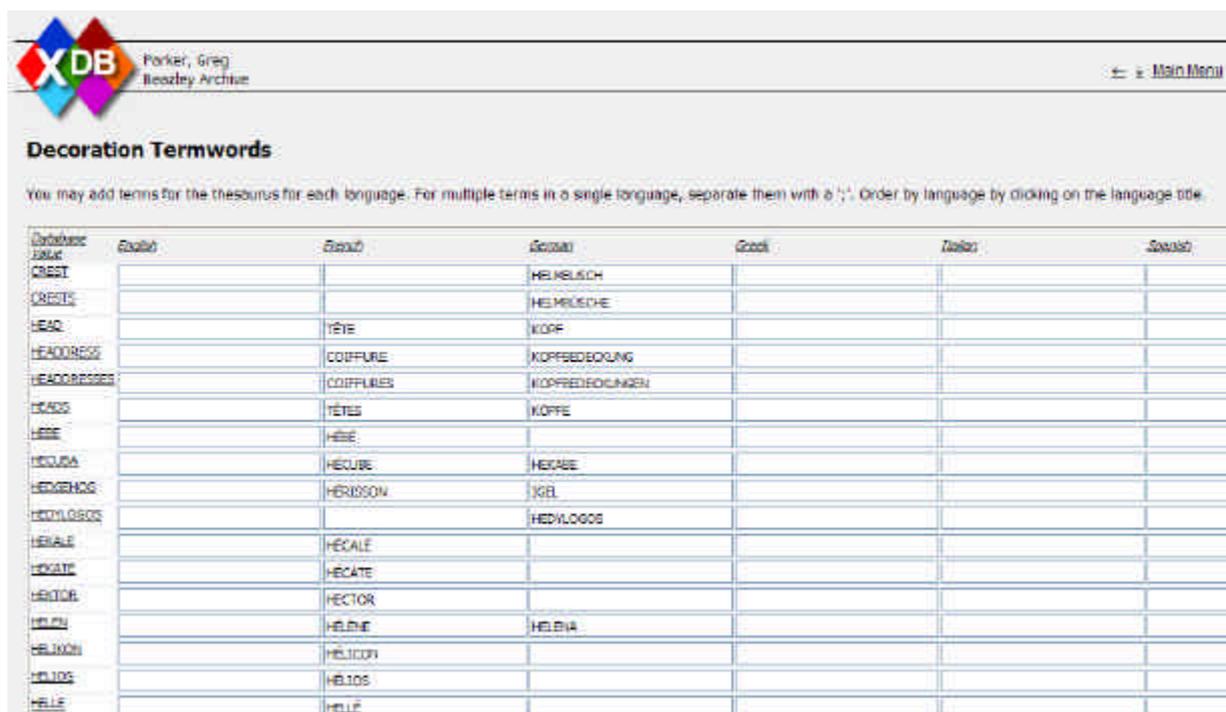
- Or use the Page Up and Page Down keys on your keyboard to move up and down a page of items at a time. When you have found the entry you require, press the tab key to move to select it and move to the next field.
  - If there are many items in the list, a scroll bar will appear to the right hand side 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"/> 	Will list all words used in the Decoration Description field with the database.
Decoration Description <input type="text" value="HE*"/> 	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*"/> 	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:



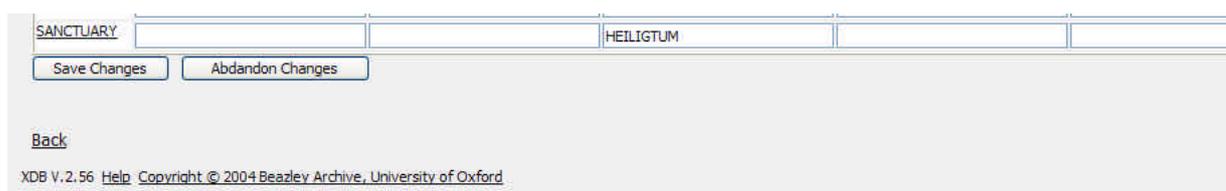
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Beazley Archive Main Menu

### 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.

Database Value	Arabic	French	German	Greek	Italian	Swedish
CREST			HELMBLICH			
CRESTS			HELMBLICHE			
HEAD		TÊTE	KOPF			
HEADRESS		COIFFURE	KOPFBEDECKUNG			
HEADRESSES		COIFFURES	KOPFBEDECKUNGEN			
HEADS		TÊTES	KÖPFE			
HEBE		HEBE				
HECUBA		HECUBE	HEKABE			
HEGEMOS		HÉROÏON	IGEL			
HEGYLOGOS			HEGYLOGOS			
HECALE		HÉCALE				
HECATE		HECATE				
HECTOR		HECTOR				
HELEN		HELENE	HELENA			
HELYCON		HELYCON				
HELOS		HELOS				
HELLE		HELLE				

- 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.



SANCTUARY		HEILIGTUM		
-----------	--	-----------	--	--

Save Changes    Abdandon Changes

[Back](#)

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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 <b>Yes</b> returns all vases that have been referred to in Beazley's lists. If set to <b>No</b> returns those that have not been referred to in Beazley's lists.
With Images	If set to <b>Yes</b> returns only those records which have images available.
Approved	If set to <b>Yes</b> 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 <b>No</b> to browse through all new records.
Minimum Rank	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 and there is an option to disable this in Main Menu / Preferences / Display Search Results Ranking (section 8).
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	Fast Search (low ranking results may be in different fields) Slow Search (results will be in exact fields)  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 <b>Order By</b> as <b>Rank</b> 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 <b>Slow Search</b> . 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.
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.

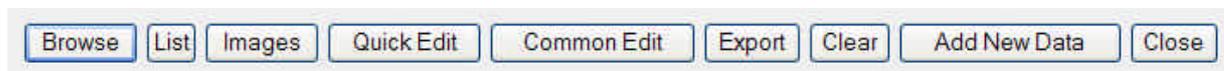
**Herakles and not Lion** will find all vases with Herakles excluding the fight with the lion.

**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:



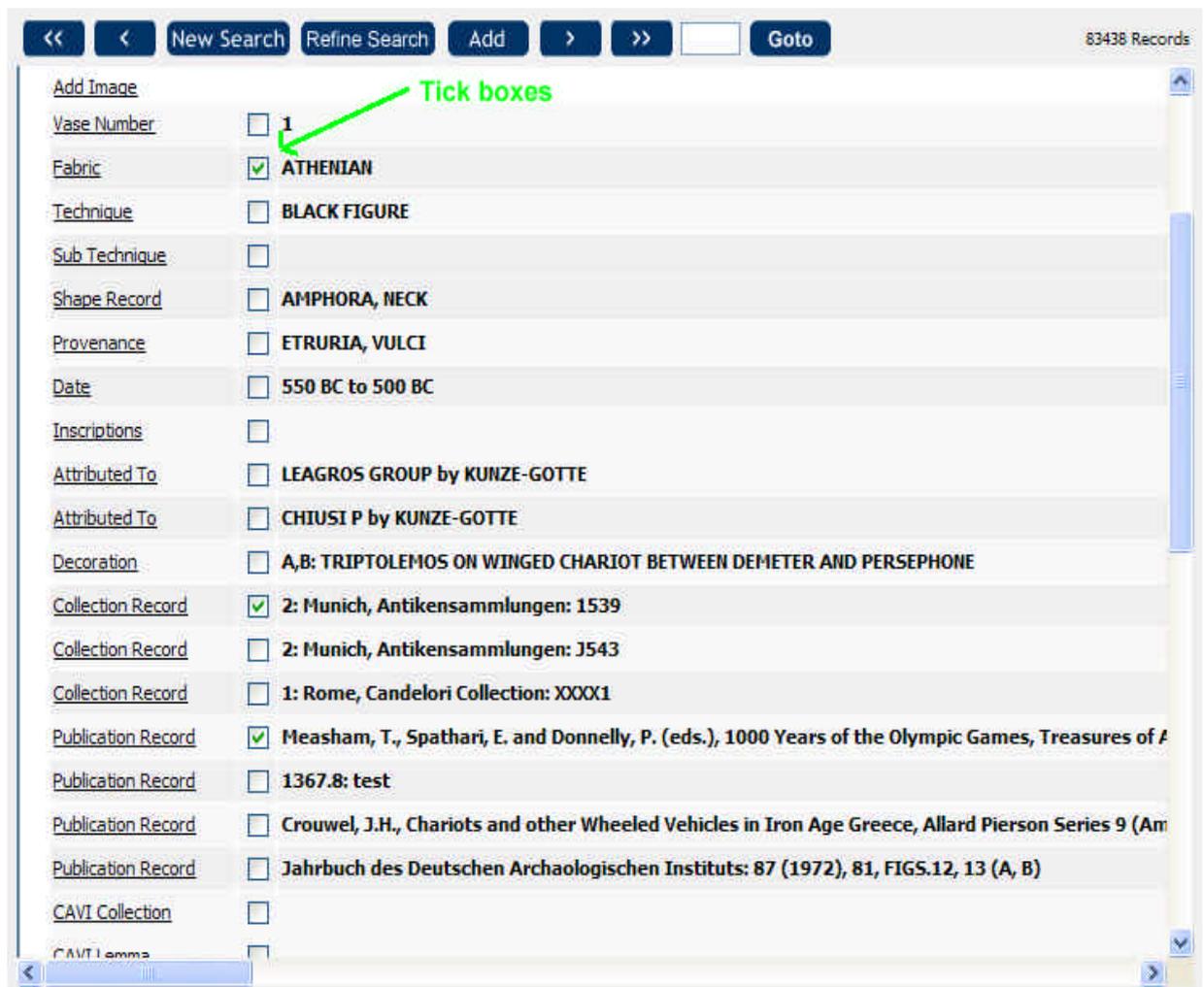
Browse	Display the results, one record per page in read only format.
List	Display the results in list format, one record per line. To set the number of lines displayed per page for your own user account go to <b>Main Menu / Preferences / No. of items to display in List view.</b>
Images	Display the results 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 <b>Main Menu / Preferences / No. images to display in Image view.</b>
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.



The screenshot shows a search results interface. At the top, there is a navigation bar with buttons for '<<', '<', 'New Search', 'Refine Search', 'Add', '>', '>>', a search input field, and 'Goto'. The text '83438 Records' is displayed in the top right corner. Below the navigation bar is a list of search criteria, each with a checkbox and a value. A green arrow points to the 'Fabric' row, which has a checked checkbox and the value 'ATHENIAN'. The text 'Tick boxes' is written in green next to the arrow. The list of criteria includes:

Field	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"/> Crowel, 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"/>

## 5.2.2 Navigation bar

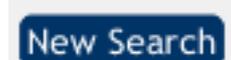
The navigation bar allows users to navigate through the result set returned by the search. Click on each button to move to the appropriate record.



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.



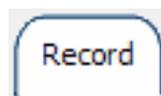
Enter a page number in the text box, then press **Goto**. That page in the result set will be displayed.



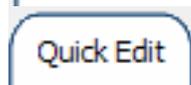
Indicates the number of records found matching your search criteria.

### 5.2.3 Tab bar

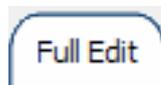
The tab bar allows the user to view the record in different formats. The tabs are like filing cards, so the page displayed is the tab that does not have a line underneath it. Click on the tab to open that page.



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



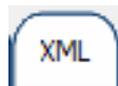
Edit the record, a field at a time. Ideal for users with a slow internet connection.



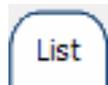
Edit the record, displaying pull down lists and data entry fields for all fields on a single form.



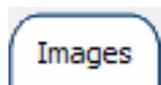
Edit the record, displaying pull down lists and data entry fields for commonly used fields on a single form. The fields displayed are defined in the Database Definition.



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.



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	<a href="#">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.</a>

## 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: [List]

Fabric: CVAs, Gems, Photography, Pottery, Signatures, Users

Technique: Pottery

Shape Name: Users

Provenance: [C List]

Attrib Type: [C List]

Artist Name: [C List]

Scholar Name: [C List]

Decoration Description: [List] Same Decorated Area

Collection Name: [C List]

Number: [List]

Publication Name: [ ]

Reference: [List]

In Beazley's Lists: [With Images] Approved: [C List] Minimum Rank: 1 With Thesaurus: [C List]

Order By: 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](#)

- 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**.

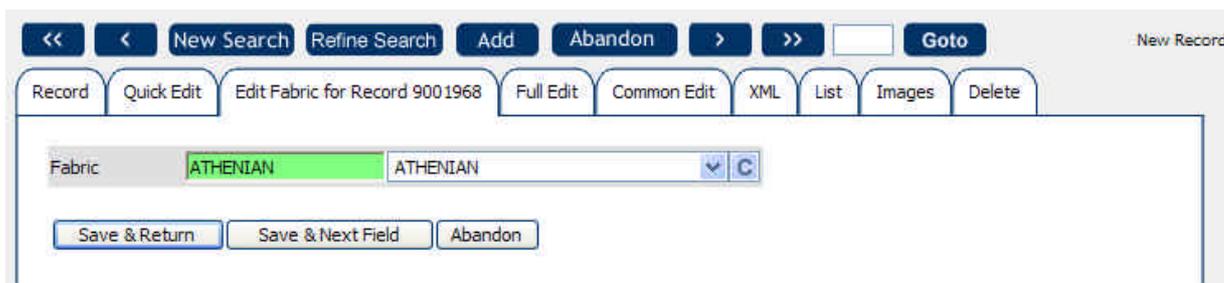
The screenshot shows a web interface for editing a record. At the top, there is a navigation bar with buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', a search input field, and 'Goto'. In the top right corner, it says 'New Record'. Below the navigation bar are tabs: 'Record', 'Quick Edit', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The 'Quick Edit' tab is selected. The main content area is a form with the following fields:

Add Image	
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:

- 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.



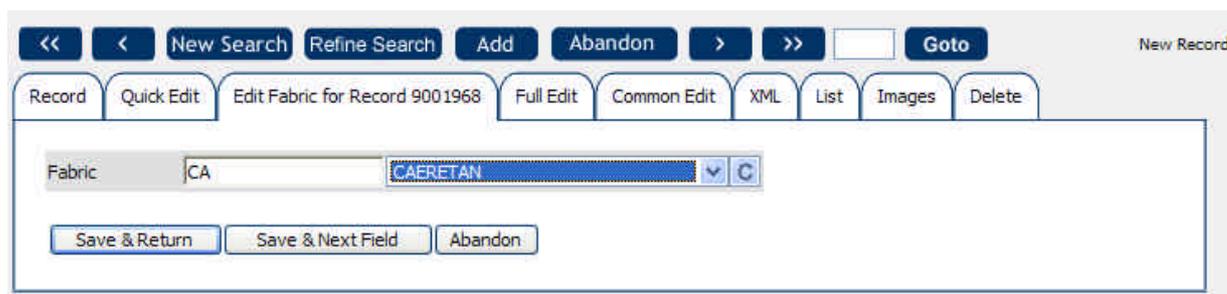
The screenshot shows the XDB interface for editing a record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', and 'Goto'. Below these are buttons for 'Record', 'Quick Edit', 'Edit Fabric for Record 9001968', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The main editing area has a label 'Fabric' followed by a text box containing 'ATHENIAN' and a pull-down menu also showing 'ATHENIAN'. Below the text box are buttons for 'Save & Return', 'Save & Next Field', and 'Abandon'. The text 'New Record' 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.



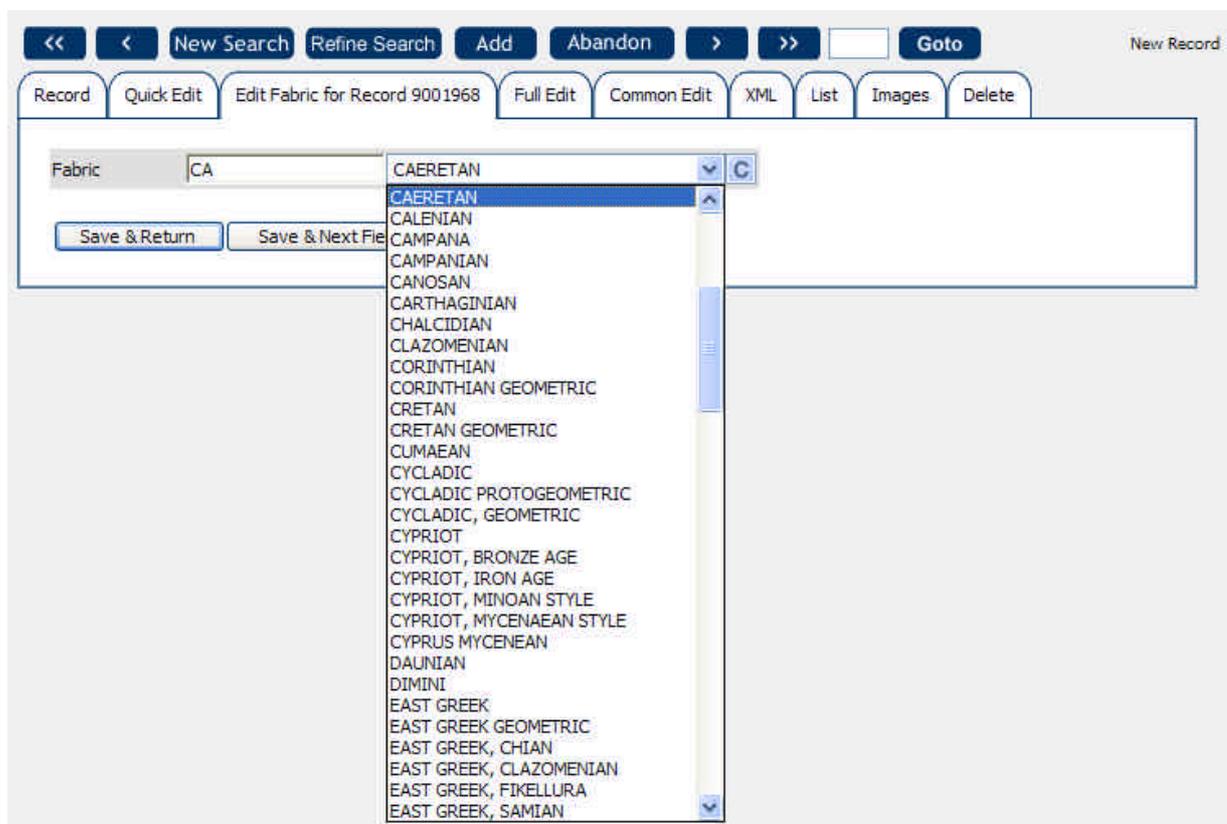
The screenshot shows the XDB interface for editing a record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', 'Abandon', '>', '>>', and 'Goto'. Below these are buttons for 'Record', 'Quick Edit', 'Edit Fabric for Record 9001968', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The main editing area has a label 'Fabric' followed by a text box containing 'ATHENIAN TEST' and an empty pull-down menu. Below the text box are buttons for 'Save & Return', 'Save & Next Field', and 'Abandon'. The text 'New Record' 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.

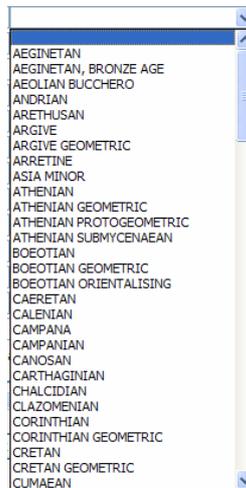


If the value displayed in the list is not the one you are looking for then you can:

- 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.

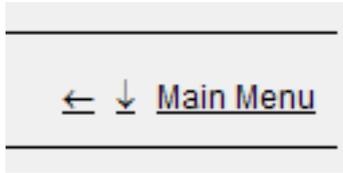
The screenshot shows the XDB database interface. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', '>', '>>', and 'Goto'. On the right, it says '83438 Records'. Below these are tabs for 'Record', 'Quick Edit', 'Edit Attributed To for Record 1', 'Full Edit', 'Common Edit', 'XML', 'List', 'Images', and 'Delete'. The 'Quick Edit' tab is active. The main form area contains several rows of fields. The first row is 'Attrib Type' with a dropdown and a 'C' button. The second row is 'Artist Code' with the value 'LEAGRO' and a dropdown showing 'LEAGRO' and a 'C' button. The third row is 'Artist Name' with the value 'LEAGROS GROUP' and a dropdown showing 'LEAGROS GROUP' and a 'C' button. The fourth row is 'Scholar Code' with the value 'KUN-GO' and a dropdown showing 'KUN-GO' and a 'C' button. The fifth row is 'Scholar Name' with the value 'KUNZE-GOTTE' and a dropdown showing 'KUNZE-GOTTE' and a 'C' button. Below these are more empty rows for 'Attrib Type', 'Artist Code', 'Artist Name', 'Scholar Code', and 'Scholar Name'. At the bottom of the form are buttons: 'Save & Return', 'Save & Add Another', 'Save & Next Field', and 'Abandon'. A green arrow points from the text 'Linked fields' to the 'Artist Code' and 'Artist Name' fields.

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 a web interface for adding records. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', '>', '>>', and 'Goto'. The 'Add' button is highlighted in blue. In the top right corner, it says '83438 Records'. Below the navigation is a list of fields with checkboxes. A green arrow points to the 'Fabric' field, which is checked. The 'Add' button is highlighted in blue.

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

The screenshot shows a web interface for editing a record. At the top, there are navigation buttons: '<<', '<', 'New Search', 'Refine Search', 'Add', '>', '>>', a search input field, and 'Goto'. The top right corner indicates '83438 Records'. The main content area is a list of fields with checkboxes and values. A green arrow points to the 'Collection Record' field, which is checked and contains the value '2: Munich, Antikensammlungen: 1539'. A green text box next to the arrow says 'Click to edit this collection, or add a new collection'.

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

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

83438 Records

Record Quick Edit Edit Collection Record for Record 1 Full Edit Common Edit XML List Images Delete Record 1

Serial 2

Collection Code MUNA MUNA

Collection Name Munich, Antikensammlun Munich, Antikensammlungen

Number 1539

Serial

Collection Code

Collection Name

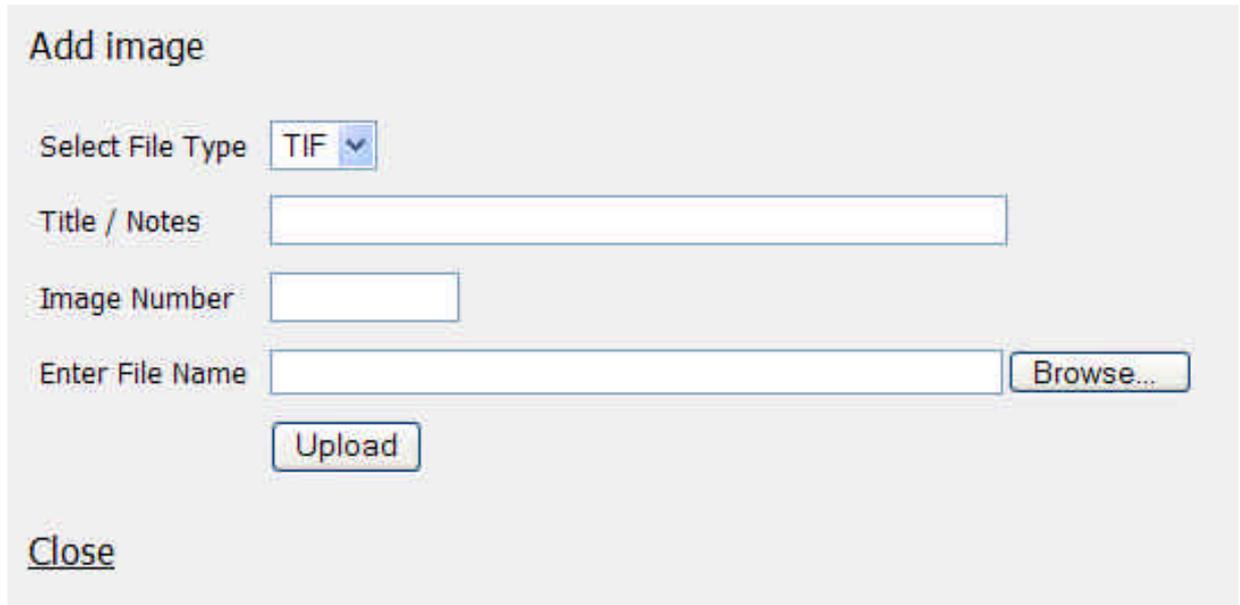
Number

Save & Return Save & Add Another Save & Next Field 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:



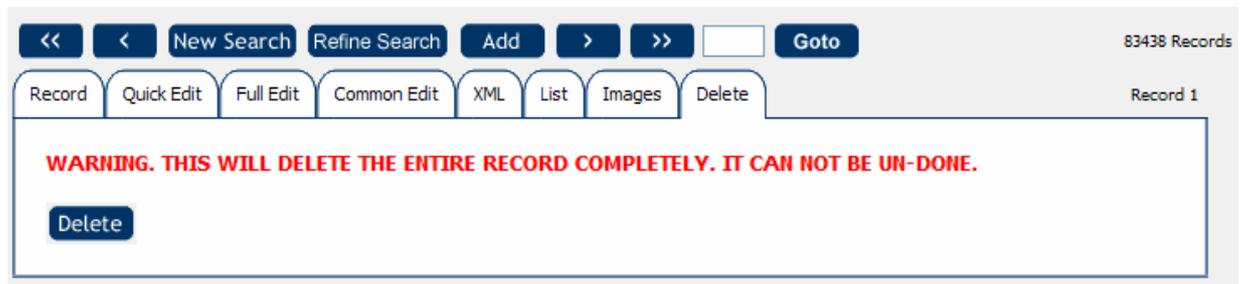
The screenshot shows a web form titled "Add image". It contains the following elements:

- Select File Type:** A dropdown menu with "TIF" selected.
- Title / Notes:** A text input field.
- Image Number:** A text input field.
- Enter File Name:** A text input field with a "Browse..." button to its right.
- Upload:** A button located below the "Enter File Name" field.
- Close:** A link located at the bottom left of the form.

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-authorized’ 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 <b>country, town/area, site/building</b> . 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	Attrib Type Artist Code Artist Name Scholar Code Scholar Name	<p><b>Describe standards used for selecting Attrib Type.</b></p> <p>The name of the artist – potter or painter.</p> <p><b>Describe naming standards.</b></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. When you add a new artist you <b>must</b> give <b>both</b> an Artist Name <b>and</b> 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. When you add a new Scholar you <b>must</b> give <b>both</b> an Scholar Name <b>and</b> 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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Collection Record	Serial Collection Code Collection Name Number	<p>Name of collection currently holding the vase, or previously having held it. The format is <b>town, collection name</b>.</p> <p>Note <b>Collection Code</b> and <b>Collection Name</b> are <b>linked</b> 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 <b>Serial</b> field indicates which order the collections occurred, starting with 1, increasing. The highest number is the current collection.</p> <p><b>Number</b> is the Inventory / Collection / Catalogue number of vase with the collection. Note this is entered in a standard format with XDB – no full stops between letters and numbers except for the J. Paul Getty Museum; all hyphens, slashes etc. are replaced by full stops except London, British Museum.</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><b>Authors, publication (town, year)</b></p> <p>Note <b>Publication Code</b> and <b>Publication Name</b> are <b>linked</b> field (see Artist Code / Artist Name for details).</p> <p><b>Reference</b> is the page number, plate number, volume number and year for periodicals on which the reference to the vase was made.</p> <p>Plate No 1 and subsequent fields are used for entry of records from <i>Corpus Vasorum Antiquorum</i> and used to link to the scanned pages of the books. Leave these fields blank for standard additions.</p>
CAVI Lemma		<a href="#">Describe</a>
CAVI Subject		<a href="#">Describe</a>
CAVI Inscriptions		<a href="#">Describe</a>
CAVI Comments		<a href="#">Describe</a>
Ornament		
Technical Observations		
CVA Ref		<p>These fields are used for entry of records from <i>Corpus Vasorum Antiquorum</i> and used to link to the scanned pages of the books. Do not alter these fields for standard additions.</p>

## **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](mailto: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. Image processing

### 6.1. Overview

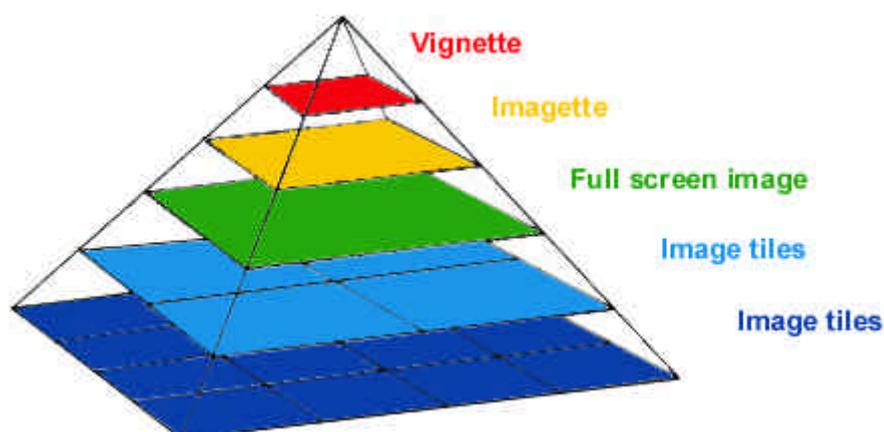
Images are processed by The Beazley Archive for two main reasons;

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.

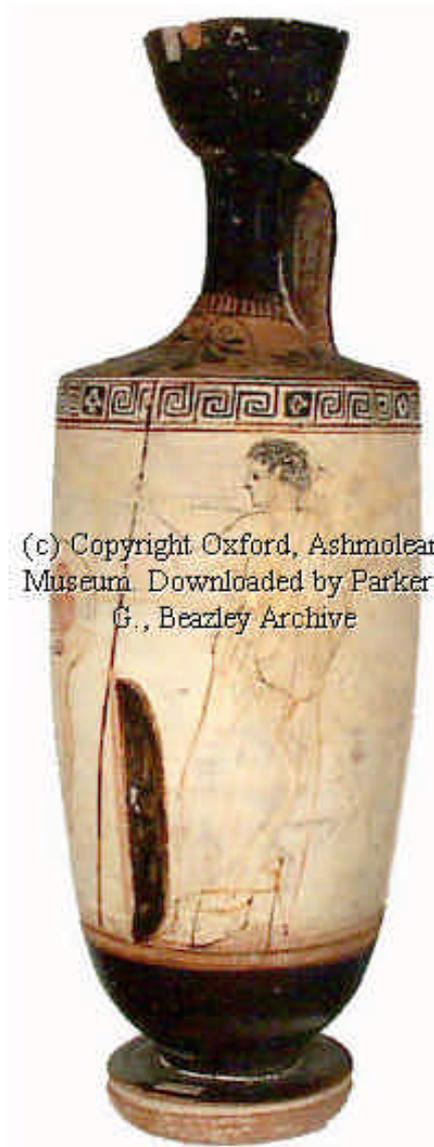


- The next stage is to convert each of the tiles of the JTIP pyramid to SPIFF format. This encodes copyright information taken from the record associated with the image, directly into the image file. A unique licence plate number is also allocated to each image. This licence plate number is registered 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.

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

- 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:



## 7. 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.

## 8. 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.



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

### 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  ▼

[Return to Menu](#)

XDB V.2.56 [Help](#) Copyright © 2004 Beazley Archive, University of Oxford [Top of Page](#)

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	<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 so there is an option to disable it here.</p>

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.

## **9. 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.