iKNiTO Space

Knowledge is Touching *Space*

iKNiTO Space User Manual
(Institutional Repository)

2015 Fall

space.iknito.com

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Institutional Repository

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Introduction

iKNiTO Space is a platform that allows you to capture items in any format – in text, video, audio, and data. It distributes it over the web. It indexes your work, so users can search and retrieve your items. It preserves your digital work over the long term.

iKNiTO Space provides a way to manage your research materials and publications in a professionally maintained repository to give them greater visibility and accessibility over time.

iKNiTO Space is typically used as an institutional repository. It has three main roles:

1. Facilitate the capture and ingest of materials, including metadata about the materials

2. Facilitate easy access to the materials, both by listing and searching

3. Facilitate the long term preservation of the materials

A repository always has a range of different access plans that will apply on the platform and workflows. Here we focus on the two main kinds of accesses that will cover all of the functionalities available on the user interface of iKNiTO Space repository platform.

During this document we will describe the workflow and user and group policy management in iKNiTO Space repository to show how its access management is robust and powerful to handle every traffic and usage.

iKNiTO Space has embedded document viewer to ease the user usage about all contents in the repository like PDF files, PowerPoint files and even multimedia items like images, videos and audios.

Before we show you how to use the system, it is important to become familiar with some major concepts and terminologies. iKNiTO Space is powered by DSpace (www.dspace.org). You may always refer to its website in order to see the latest and lots of further materials. However, if you are already familiar with these, you may wish to skip Chapter One.
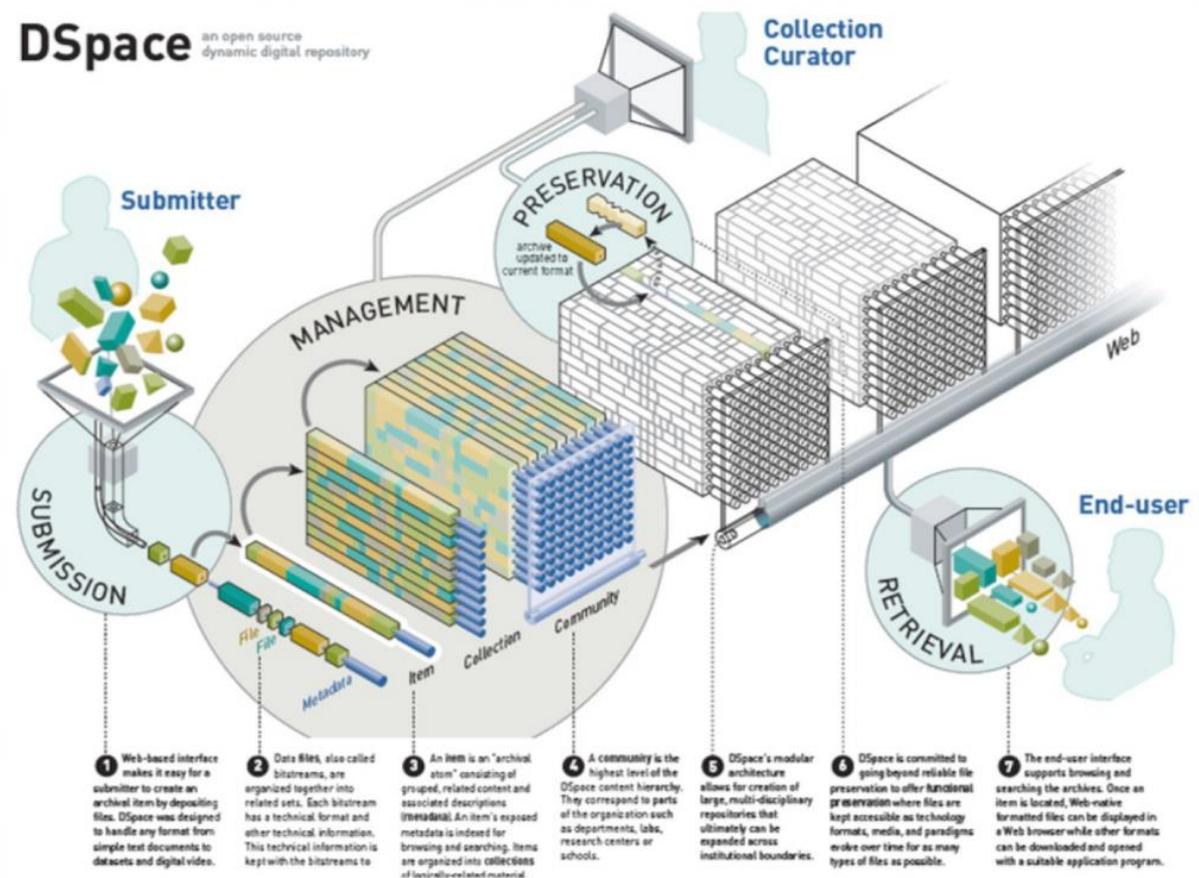
Chapter One: What is iKNiTO Space?

In this chapter we will cover the followings:

At a very high level, iKNiTO Space is a Web-based product with the following main features:

- Its architecture looks like this.

- Web-based interface makes it easy for a submitter to create an archival item by depositing files. iKNiTO Space was designed to handle any format from simple text documents to datasets and digital video.

- Data **files**, also called bitstreams, are organized together into related sets. Each bitstream has a technical format and other technical information. This technical information is kept with bitstreams to assist with preservation over time.

- An **item** is an "archival atom" consisting of grouped, related content and associated descriptions (**metadata**). An item's exposed metadata is indexed for browsing and searching. Items are organized into **collections** of logically-related material.

- A **community** is the highest level of the iKNiTO Space content hierarchy. They correspond to parts of the organization such as departments, labs, research centers or schools.

- iKNiTO Space's modular architecture allows for creation of large, multi-disciplinary repositories that ultimately can be expanded across institutional boundaries.

- iKNiTO Space is committed to going beyond reliable file preservation to offer **functional preservation** where files are kept accessible as technology formats, media, and paradigms evolve over time for as many types of files as possible.

- The end-user interface supports browsing and searching the archives. Once an item is located, Web-native formatted files can be displayed in a Web browser while other formats can be downloaded and opened with a suitable application program.

Sidebar Menu

This document refers frequently to the "sidebar menu." This menu usually appears on one side of your browser window and changes to reflect the context of your user at any given time. So, for example, if you are not logged in, you only see the "Browse" and "My Account" sections.

BROWSE

All of iKNiTO Space
Communities & Collections
By Issue Date
Authors
Titles
Subjects

MY ACCOUNT

My Exports
Logout
Profile
Submissions

CONTEXT

Create Community

ADMINISTRATIVE

Control Panel
Access Control
People
Groups
Authorizations
Content Administration
Items
Withdrawn Items
Private Items
Import Metadata
Batch Import (ZIP)
Registries
Metadata
Format
Statistics
Curation Tasks

If you are logged in, but not an administrator, you will also see two additional options under "My Account:", "Profile" and "Submissions." Clicking on "Profile" takes you to a page for editing your user information, including your password. Click on "Submissions" to view pending or saved item submissions or tasks in your pool.

The Context menu appears when you are viewing a community, collection or item, and lists the actions you are able to perform based on your permission levels. To edit permissions and authorizations for a collection or community, you must be a system admin, or have the rights to edit that collection.

The part of this menu that we will frequently refer to is the Administrative section. This will only appear to you if you are logged in as an administrator, and contains all the links that you need to manipulate user accounts, groups, and permissions.

iKNiTO Space Community

Communities and Collections are used within iKNiTO Space to provide the repository with an easily navigable structure often representing an institution's organization.

Each iKNiTO Space service is comprised of Communities, the highest level of the iKNiTO Space content hierarchy. Communities in turn each have Collections, which contain the content items, or files. Each community contains descriptive metadata about itself and the collections contained within it.

iKNiTO Space Communities might be departments, labs, research centers, schools, or some other administrative unit within an institution. Communities determine their own content guidelines and decide who has access to the community's contributions. An administrator on the iKNiTO Space team, usually the iKNiTO Space User Support Manager, works with the head of a community to set up workflows for content to be approved, edited, tagged with metadata, etc.

iKNiTO Space Collection

Each community in turn has collections, which contain items or files that are logically related materials.

Collections can belong to a single community or multiple communities (collaboration between communities may result in a shared collection).

As with communities, each collection contains descriptive metadata about itself and the items contained within it.

Structuring the Repository
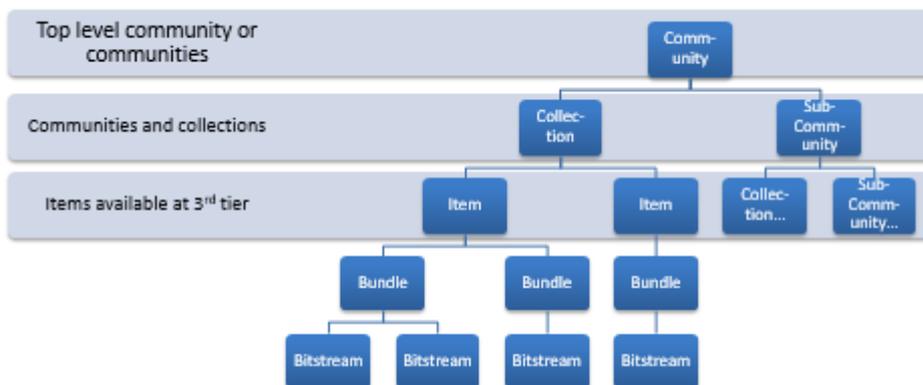
Example Repository Structure

Repository structures are often based around organizational units of a company or institution such as departments, labs or research centers. They are often hierarchical to provide ease of navigation, and for this reason, should not be too deep. Some example structures may be:

- Structures may be based around organisational units:

Community	Collection	Items
Department	Research Group	Items
Department	Item Type	Items
Faculty	School	Items

- Structures are hierarchical:

Community	Sub Community	Collection	Item
Department	Sub Department	Research Group	....

Items in iKNiTO Space

Items are one of the core concepts in iKNiTO Space. An item is a representation of the files and metadata brought together to make an atomic unit. Here we introduce items and the constituent parts of metadata, bundles and bitstreams, and conclude with a description of the standard submission interface.
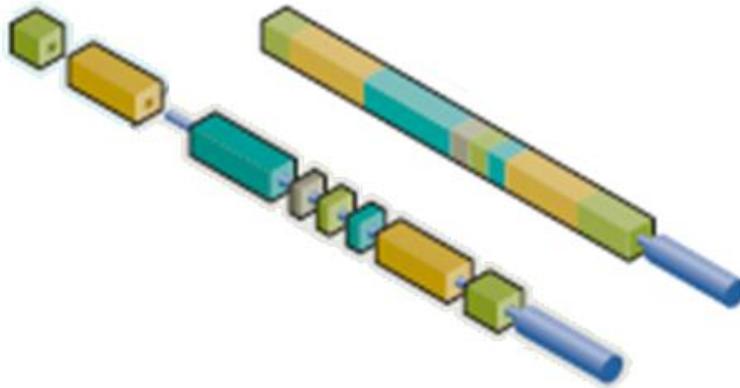
Although we will introduce items, but will not cover aspects such as what metadata is, or why it is needed. This is covered later.

iKNiTO Space Item

An item is made up of three parts:

1. Metadata

    a. Metadata is required to **describe** the item. Without metadata no one would understand what the item is.

2. Bundles

    a. Bundles are collections of files. Typical bundles include the ORIGINAL bundle which contains the raw files deposited into the repository, the LICENCE bundle which contains a copy of the licence that was agreed to during submission, and TEXT which includes the extracted text (for indexing purposes) for each file in the ORIGINAL bundle.

3. Bitstreams

    a. Each file uploaded into iKNiTO Space, or created by iKNiTO Space is considered a bitstream. A bitstream refers to the fact that a file is simply a stream of 'bits' (0s and 1s) held on a storage medium such a disk.

What is Metadata?

Metadata is used to describe things. In iKNiTO Space metadata is used to describe the items that it holds. Metadata can apply at different levels:

- Communities have metadata describing them

- Collections have metadata describing them

- Items have metadata describing them

- Bitstreams have metadata describing them

There are two types of metadata

1. Descriptive metadata

   Descriptive metadata describes attributes of an object, such as its name, its creator, or its size.

The title is "A brief history of time"

2. Administrative metadata

   - Administrative metadata helps with the administration of an object. Examples include the location of the object or the name of the user who created the metadata about the object.

The item was deposited on 28th May 2008 at 20:25

What is the Dublin Core?

The Dublin Core metadata standard is a simple yet effective element set for describing a wide range of networked resources. The Dublin Core standard includes two levels: Simple and Qualified. Simple Dublin Core comprises fifteen elements; Qualified Dublin Core includes three additional elements (Audience, Provenance and RightsHolder), as well as a group of element refinements (also called qualifiers) that refine the semantics of the elements in ways that may be useful in resource discovery. The semantics of Dublin Core have been established by an international, cross-disciplinary group of professionals from librarianship, computer science, text encoding, the museum community, and other related fields of scholarship and practice.

Another way to look at Dublin Core is as a "small language for making a particular class of statements about resources". In this language, there are two classes of terms -- elements (nouns) and qualifiers (adjectives) -- which can be arranged into a simple pattern of statements. The resources themselves are the implied subjects in this language.

Reference: http://dublincore.org/documents/usageguide/

Encoding metadata

- Metadata is encoded using *metadata schemas*

- iKNiTO Space uses Dublin Core by default

    - Schema = 'dc'

    - Qualified Dublin Core

    - Elements

        o E.g. Title / Creator / Subject / Description

    - Qualifiers

        o E.g. Title.main / Title.subtitle / Title.series

    - E.g. dc.identifier.citation

iKNiTO Space is installed and configured to use the Dublin Core metadata schema by default. Dublin core is made up of elements, and qualifiers. There are 15 base elements:

1. Title
2. Creator
3. Subject
4. Description
5. Publisher
6. Contributor
7. Date
8. Type
9. Format
10. Identifier
11. Source
12. Language
13. Relation
14. Coverage
15. Rights

The elements can be refined through the use of qualifiers.

User Accounts

User accounts are required in iKNiTO Space in order to allow iKNiTO Space to differentiate between users of the software. There are different privileges that can be assigned to users:

- Anonymous user: If not logged in, users of iKNiTO Space are considered 'anonymous users'. Privileges such as viewing items are often given to the anonymous user so that anybody can view the items.

- Normal user: Once logged in, normal users can be given privileges in order to allow them to submit to different collections. Individual users can be given rights in certain areas such as editing items in one particular collection.

- Administrator: Some users can be made administrators. They have full access to all functions on all items in iKNiTO Space.

Groups

iKNiTO Space is able to combine users into logical groups. This can assist with user management. If you have a collection of users and all of them need the same privileges, then create a group for them. When it comes to granting the privileges, grant them to the group rather than each individual user.

As an example, you may wish to create a group called 'Computer Science staff' and add all relevant users to that group. Those users will then inherit the privileges associated with that group.

Users can be member of multiple groups. For example, an administrator may work for two different departments. By putting them in both groups they will inherit both sets of privileges.

Users can be member of multiple groups. For example, an administrator may work for two different departments. By putting them in both groups they will inherit both sets of privileges.

Groups can be members of other groups. This can be useful if for example you want to structure your iKNiTO Space groups to match your organizational structure:

- User X is a member of the department of computer science group and inherits those permissions.

- The department of computer science group is a member of the science faculty group and inherits those permissions.

- The science faculty group is a member of the university staff group and inherits those permissions.

Special Groups

There are two special groups in iKNiTO Space:

1. Anonymous: This group does not normally have any users added to it.

2. Administrator: This group contains all the users who require system administrator level access.

Authentication

Authentication (often shortened to AuthN) relates to the process of establishing the identity of a user. In iKNiTO Space, this requires the users to log in and identify themselves, typically with a password.

Authorization

Authorization (often shortened to AuthZ) relates to the privileges that a user may be given in order to do something to (for example read, write or delete) a resource.

Users

In iKNiTO Space, users are referred to by the term "E-Person".

Sometimes the term "E-People" is used.

E-People

iKNiTO Space refers to user accounts as "E-People." You can create groups of E-People, which will allow you to assign permissions to a group of users at once.

Although many functions (such as searching and retrieval) can be used anonymously, some features and documents are only available to "privileged" users. E-People and Groups are the way iKNiTO Space identifies users with certain privileges. Both E-People and Groups are granted privileges through authorizations assigned by the Site Administrator.

We can use LDAP Authentication to allow current students, faculty, and staff in an institute into privileged areas of iKNiTO Space. Once a person has logged in to iKNiTO Space with their username and password, iKNiTO Space creates the E-Person record and automatically adds that person to the institution's Group. Any person not logged on is part of the "Anonymous" Group.

iKNiTO Space holds the following information about each E-Person:

• E-mail address

• First and last names

• A list of Collections for which the E-Person wishes to be notified of new Items

• The network ID for the corresponding LDAP record

Once a user has logged on to iKNiTO Space, their details can be accessed via the E-People link in the Administration Tools Page.

Groups

Although many functions (such as searching and retrieval) can be used anonymously, some features and documents are only available to "privileged" users. E-People and Groups are the way iKNiTO Space identifies users with certain privileges. Both E-People and Groups are granted privileges through authorizations assigned by the Site Administrator.

Groups are sets of E-People that are authorized for specific functions in iKNiTO Space.

Groups are administered from the Group editor page, which is accessed using the Groups link on the Administration Tools Page.

Chapter Two: Workflow

In this chapter we will cover the following:

Workflow Steps

iKNiTO Space is capable of "workflow steps" that are specific to each Collection. A Collection's workflow can have up to three steps. Each Collection may have an associated E-Person or Group for performing each step; if no E-Person or Group is associated with a certain step, that step is skipped. If a Collection has no E-People or Groups associated with any step, submissions to that Collection go directly into the main archive.

The sequence is this: The Collection receives a submission. If the Collection has a Group or E-Person assigned for workflow step 1, that step is invoked, and the Group or E-Person is notified. Otherwise, workflow step 1 is skipped. Likewise, workflow steps 2 and 3 are performed only if the Collection has a Group or E-Person assigned to those steps.

When a step is invoked, the task of performing that workflow step put in the "task pool" of the associated Group or E-Person. If a Group has the task, one member of that Group takes the task from the pool, and it is then removed from the task pool, to avoid the situation where several E-People in the Group may be performing the same task without realizing it.

Workflow Steps

A member of the Group who has taken the task from the pool, or a single E-Person, may then perform one of three workflow steps.

1. **Accept/Reject Step**:
   a. The E-Person assigned this step can:
      i. Accept submission for inclusion, or
      ii. Reject submission

2. **Accept/Reject/Edit Metadata Step**:
   a. The E-Person assigned this step can:
      i. Edit metadata provided by the user with the submission
      ii. Accept submission for inclusion, or
      iii. Reject submission
   b. The E-Person assigned this step can NOT:
      i. Change submitted files
      ii. Edit metadata once Item is accepted into Archive

3. **Edit Metadata Step**:
   a. The E-Person assigned this step can:
      i. Edit metadata provided by the user with the submission,
   b. The E-Person assigned this step can NOT:
      i. Change the submitted files
      ii. Reject submission (edited files MUST be committed to Archive)
      iii. Edit metadata once Item is accepted into Archive

Chapter Three: Anonymous User

In this chapter we will cover the followings:

>
> Search and Browse Ability
>> Homepage
>> Browsing Communities And Collections
>> Advanced Search With Filters
>
> Login
> Registration and Activation

The largest part and group of users of every system is the simple end-users that will use the services and consume the features we have created and prepared. Therefore, we will cover this part of accesses first.

Search and Browse Ability

Homepage

First view of the iKNiTO Space is the Home page of the repository.

Browsing Communities and Collections

Users of iKNiTO Space are able to browse the contents from the highest levels of hierarchies into deepest layers.

BROWSE

All of iKNiTO Space
Communities & Collections
By Issue Date
Authors
Titles
Subjects

You can begin by clicking on a community, collection or item title hyperlink.

Everything and every metadata on the repository can be a model of browsing in iKNiTO Space and can be the first step of browsing ability.

There is a panel in the side pane of most of pages in iKNiTO Space to access the models of browse and the contents of the results.

Browsing by Author

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Or enter first few letters: [   ] [Go]

Order: [ascending ▼] Results: [20 ▼] [Update]

Now showing items 1-20 of 37835   Next Page

So imagine the user wishes to browse by Authors. After clicking on the Authors from the menu, he or she will have an **A-Z** list or search boxes to look for a particular name.

Advanced Search with Filters

The user can search all metadata and contents via search feature in iKNiTO Space to reach the needed document.
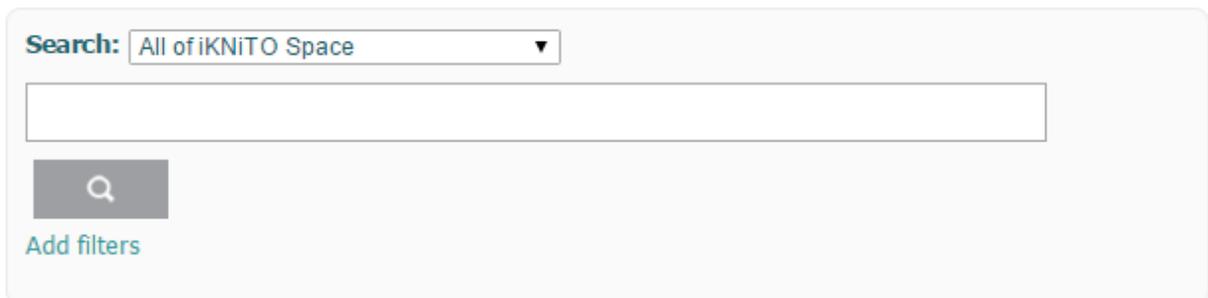
Search functionality has some important fields. The most important item that user can configure is the *Scope*. It can be accessed by the dropdown on top of the *Search Bar* and its search button.

For filtering the search results we can set a parameter that shows the content to filter by using this dropdown list on the bottom left of the form.

The second dropdown list contains the operator of search and shows the exactness of the search term.
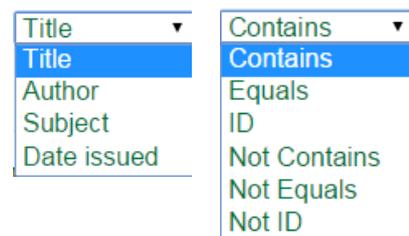
Login

There is a Login link on the header-part that directs the user to the login page and user can register or login to use the proper contents as administrator configured.

Sign in to iKNiTO Space

E-Mail Address:

Password:

Forgot your password?

Sign in

Register new user
Register an account to subscribe to collections for email updates, and submit new items to iKNiTO Space.

Click here to register.

Administrators, reviewers, metadata Editors and other stakeholders, always need to log in first. End-users who simply want to conduct a search and download full text do not need to log in, provided that access to Item was set as Anonymous.

Registration and Activation

This will ask the user to submit email and after clicking on *REGISTER* button, a verification email will be sent to the typed email and the account is waiting for user email confirmation. After that, the user should come back to complete his or her user profile.

New user registration

Verify Email → Create Profile → Finished

Register an account to subscribe to collections for email updates, and submit new items to DSpace.

Email Address:
This address will be verified and used as your login name.

Register

---

iKnitoSpace Account Registration   Inbox x

iknitospace@iingroups.com
to me

English ▾   >   Persian ▾   Translate message

To complete registration for a iKnitoSpace account, please click the link below:

http://172.24.38.39/register?token=bb8d5d71ebb5b1699c8397bebde6ee69

If you need assistance with your account, please email info@iknito.com or call us at +971 50 6407175.

The iKnitoSpace Team

Verification email will be sent after clicking on the Register button in the page. After receiving the email, you should confirm your registration by going throw the given link in the mail.

As you confirm your registration and follow the given hyperlink as described, you will be directed to the Create profile page to complete your profile details.

A new user will have no particular privileges until he or she receives some.

Create Profile

Verify Email — Create Profile — Finished

Identify
Email Address:

First Name:

Last Name:

Contact Telephone:

Chapter Four: Workflow User

In this chapter we will cover the followings:

MY ACCOUNT

Logout
Profile
Submissions

CONTEXT

Create Community

ADMINISTRATIVE

Control Panel
Access Control
People
Groups
Authorizations
Content Administration
Items
Withdrawn Items
Private Items
Import Metadata
Batch Import (ZIP)
Registries
Metadata
Format
Statistics
Curation Tasks

An administrator user has the highest level of authority. He or she can do anything in th site and has a different menu in the side bar of the iKNiTO Space.

In the homepage, the **CONTEXT** part of this sidebar only contains the Create Community option to enter the Create Community insertion form.

The Administration User Interface gives different options on the left side navigation menu than a regular user interface, including:

- **Communities/Collections:** Links to the Communities and Collections browse page from which you can start creating Communities and Collections
- **E-People**: Create, edit or delete registered users
- **Groups:** Create, edit or delete Groups of E-People
- **Items:** Edit or delete Items and their Bitstreams
- **Metadata Registry:** Add new metadata fields
- **Bitstream Format Registry:** Update the list of Bitstreams (files) and their support levels recognized by iKNiTO Space
- **Workflow:** Abort currently active workflow Items

- **Authorization:** Create, edit or delete authorization policies at all levels
- **Statistics:** View repository statistics

Site Administrators manage the iKNiTO Space implementation (except for hardware and software). Site Administrators can:

- Submit to any Collection
- Access any restricted document or Collection
- Create, edit, or delete Communities, Collections, Items, and Bitstreams
- Set up authorizations and permissions for all Communities and Collections
- Create, edit, and delete E-People, Groups, and additional Administrators

Contextual Accesses

For adding new content identification into the repository, we can see a CONTEXT part in the side bar menu of iKNiTO Space. In each scope of view of the repository, this part of menu will reconfigure its items to maintain the current scope.

Top Level Scope (Homepage Level)

In this Segment we will cover the following:

Create Community

Create community

There are some fields to complete the
community creation process. As we can see
here in the figure, you can add the
community logo by uploading the proper
image in this form.

For creating communities, we can start
from any scope of the repository structure.
So, if we want to create a top-community
we should come to the iKNiTO Space home
page where we have the Create
Community option on the CONTEXT menu
part.

As the previous figure showed, when you
go deeper in the structure you can create a
sub-community under a parent communtiy that is open in the current page.

Edit Metadata for a New Top-Level Community

Name:

Short Description:

Introductory text (HTML):

Copyright text (HTML):

News (HTML):

Upload new logo:
Choose File   No file chosen

Create   Cancel

- Fill out the forms as needed. Name is required. All other fields are optional.
- Short Description: Appears on the Community List page below the Community name, and should
  be one or two sentences of plain text describing the Community.
- Introductory Text, Copyright Text: Fields are displayed on the Community's home page.
- Introductory Text , Copyright Text and News are HTML fields, which means you should place text
  in <p> </p>.
- Upload Logo: Relatively small logo sizes look best due to the design of the Collection home page.
- Click Create or Update when done with changes.

Community and Sub-Community Level Scope

In this Segment we will cover the followings:

Edit Community
> *Edit Community Metadata*
> *Delete Community*
> *Assign Roles*
> *Curate*

Export Community
Export Community Metadata
Create Collection
Create Sub-Community

So imagine you have browsed or viewed a community or a sub-community. This figure shows the menu when a specific community has been selected and is open on the right pane of iKNiTO Space. In this situation the Edit ability is active for the selected community and you have many different options to maintain current community of the repository in iKNiTO Space.

CONTEXT

Edit Community
Export Community
Export Metadata
Create Collection
Create Sub-community

Edit Community

Edit Community Metadata

As we decribed above in the previous section any field that we have seen during creation process, we have in this window.

Confirm deletion for community 4

Are you sure community Egyptian National Knowledge Base should be deleted? This will delete:

- Any collections in the community that are not contained in other communities
- Any items and incomplete submissions in this community that aren't contained in other communities
- The contents of those items
- All associated authorization policies

Delete Cancel

Delete Community

By hitting the Delete community button in the Edit community window we face this confirmation dialog as shown in this figure

Edit Community: NotionWave

| Edit Metadata | Assign Roles | Curate |

Role	Associated group	
Administrators	none	Create...

Community administrators can create sub-communities or collections, and manage or assign management for those sub-communities or collections. In addition, they decide who can submit items to any sub-collections, edit item metadata (after submission), and add (map) existing items from other collections (subject to authorization).

Edit authorization policies

Return

Assign Roles

In this window we can manage access policies and groups to current community.

By hitting the **Create...** button you can add a new group for managing the community. So you can edit policies and members.

Curate

SEARCH IKNITOSPACE

[   ] [Go]

Advanced Search

BROWSE

All of iKNiTOSpace

Communities & Collections

Curate Community: NotionWave

| Edit Metadata | Assign Roles | **Curate** |

Task:

[Profile Bitstream Formats   ▼]

[Perform] [Queue] [Return]

Export Community

Here we can export the current community archive.

As you can see the mentioned link is in the My Account side-menu.

And the results are accessible here after clicking on the link mentioned above:

Export community metadata

This part do the same as previous section but over the proper metadata.

Create Collection

Creating a new collection is just like a sub-community, when you have been opened a parent community in the current page of the system.

Create Sub-Community

Creating a new sub-community, when you have been opened a parent community is just like the top-community creation as described earlier, with same fields and procedure.

Collection Level Scope

In this Segment we will cover the followings:

Add Item (Submit an item to a specific collection)
Describe Item
Upload File(s)
Review Your Work
Distribution License
Edit Collection
Edit Collection Metadata
Assign Roles and Submission Workflow
Content source and Harvesting
Curate
Item Mapper
Export Collection
Export Collection Metadata

Add item (Submit an item to a specific collection)

When you enter a collection and it's open in the right pane as current scope of system, the CONTEXT menu part will shape as the front figure.

In this situation, you can edit current collection or add a new item to this by clicking the hyper link named as 'Submit a new item to this collection' in the right pane of the page that shows the current collection of repository.

Describe Item

There are two stages to describing the item. In the Item Submission window you can insert so many different metadatas of the item you want to upload. Altough, you have some steps to go. The main part of these metadatas you will insert in the first view is the content-type of the item.

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

```
Animation
Article
Book
Book chapter
Dataset
Learning Object
Image
Image, 3-D
Map
Musical Score
Plan or blueprint
Preprint
Presentation
Recording, acoustical
Recording, musical
Recording, oral
Software
Technical Report
Thesis
Video
Working Paper
Other
```

As you can see in the figure below, there is 22 different content-types of standard documents you can append your repository with iKNiTO Space platform.

But you need to know, we can manage your new and special content-types and append them to the current list that we thought already and prepared for you.

When you have finished, click on "Next" to continue.

Tip! Click "**Save & Exit**" to save your unfinished submission and complete it at another time. Next, click "**Save it, I'll work on it later**" to confirm. Look for this option throughout the submission process.

Upload File(s)

Click on "**Choose File**" to select the file from your computer. If there is only one file to be uploaded, simply click on "Next". If you have more than one file to upload, click on "Upload" and continue to add additional file.

Describe → Describe → **Upload** → Review → License → Complete

Upload File(s)

File:
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

Choose File   No file chosen

File Description:
Optionally, provide a brief description of the file, for example "*Main article*", or "*Experiment data readings*".

Upload file & add another

If you clicked on "Upload File(s)", you will see the name of your file under "Files Uploaded". To add another file, click on "Browse" to select the file from your computer. Repeat this step to add multiple files. Click on "Next" when all the necessary files have been uploaded. If you wish to remove a file uploaded by mistake, select the file you wish to remove under "Files Uploaded" then click on "Remove Selected Items".

Review Your Work

Under each of the "Describe Item" sections, verify that the information entered into all of the metadata fields is correct. Click "Next" if there are no changes.

If you need to change the metadata in one of the fields, click on "Correct one of these". This will allow you to return to the relevant section to make changes. Be sure to click on the "Next" button after making any correction(s) to ensure the changes have been saved. To navigate through the Item submission sequence, simply use the tabs labelled, "Describe", "Upload". that appear at the top of the Item Submission page.

Describe → Describe → Upload → **Review** → License → Complete

Review Submission

Describe Item

Title:
xczcz
Date of Issue:
23
Correct one of these

Describe Item

Correct one of these

Upload File(s)

DspaceHeader.jpg - JPEG (Known)
Correct one of these

< Previous   Save & Exit   Next >

Distribution License

Once you have read the license agreement, check the box beside the statement, "I Grant the License". Then, click on the "Complete submission" button.

Edit Collection

Editing window contains some tabs concerning collections. We will explain them here.

Edit Collection Metadata

Copyright text is a simple text that will appear at the bottom of the collection's home page, and that applies to that Collection only.

License is the deposit license (the license that submitters must grant when they submit an item) for this Collection. This will override the default iKNiTO Space license, and is used when a specific license applies to that specific Collection only. If you leave this field blank, the site default license is used.

Provenance is a free-text field and you can put any provenance information as you wish. It is not visible to end-users.

Assign Roles And Submission Workflow

The iKNiTO Space allows administrators to set up a "workflow" for a given collection, which can include approving or rejecting an item submission and editing metadata associated with a record.
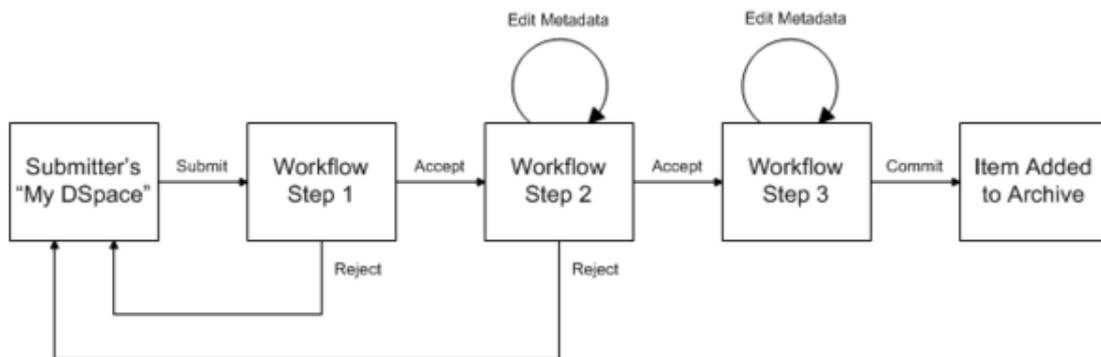
Workflow role descriptions from iKNiTO Space are as follow:

- **Administrators**: Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).
- **Submitters**: The E-People and Groups that have permission to submit new items to this collection.

- **Default Read Access**: E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.

- **Accept/Reject step**: the submitter is emailed by iKNiTO Space once the submission is accepted. If a submission is rejected, the reason (entered by the workflow participant) is emailed to the submitter, and it is returned to the submitter's "My iKNiTO Space" page. The submitter can then make any necessary modifications and re-submit, and the process starts again.

- **Accept/Reject/Edit Metadata step**: the submitter is emailed by iKNiTO Space once the submission is accepted. If a submission is rejected, the reason (entered by the workflow participant) is emailed to the submitter, and it is returned to the submitter's "My iKNiTO Space" page. The submitter can then make any necessary modifications and re-submit, and the process starts again.

- **Edit Metadata step**: iKNiTO Space emails the submitter once the editor commits the file to the archive (the file is out of the editor's task pool)

- **No workflow steps:** the submitter is emailed when the Item is submitted (since it's already automatically added to the Collection).

When workflow steps are implemented in a Collection, the submitter is emailed when the materials are put into the Collection. If a submission is accepted, it is passed to the next step in the workflow. If there are no more workflow steps with associated Groups, the submission is installed in the main archive.

To assign an E-Person or Group to workflow steps for a Collection you should refer to the adescription and edit button for six possible workflow roles, as shown here.

Role	Associated group	
Administrators	none	Create...
	Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).	
Submitters	none	Create...
	The E-People and Groups that have permission to submit new items to this collection.	
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous.	Restrict...
	E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	
Accept/Reject Step	none	Create...
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	

Edit authorization policies directly.

Return

From this screen, we can (i) create a group with the designated role, (ii) we can edit existing permission groups, or (iii) we can delete existing permission groups.

i. **To create a new group**, click on the "Create…" button next to the role that you wish to add.

a. Using the text box next to "Search members to add:" you can search for e-people or groups to add to this workflow step group. This screen looks the same as the "Edit Group" step from earlier.

Group   **Ed**

COLLECTION_4728_WORKFLOW_STEP_1

9)

This group is associated with collection: workflow

Change group name: COLLECTION_4728_WOI

Search members to add: [_____] E-People... Groups...

Members

ID   **Name**   **Email**

2   zahra moazeni   zsmoazeni86@gmail.com   Remove

Save Cancel

> b. Click the "Add" button to the right of the user name or group you'd like to add to this new group.

> c. The user or group name will show up in the Members list as "Pending."

> d. Repeat steps above until you have the members you want.

> e. After making all desired changes to group, click on "Save."

ii. **To edit an existing workflow step**, click on the name of the group with that permission.

Submitters   COLLECTION_5_SUBMIT   Delete

The E-People and Groups that have permission to submit new items to this collection.

> a. Using the text box next to "Search members to add:" you can search for e-people or groups to add to this workflow step group. This screen looks the same as above.

iii. **To delete the group associated with a particular workflow step**:

> a. Click the "Delete" button to the right of the associated group.

> b. Click "Delete" to confirm the deletion, click "Cancel" to return to the Edit Collection screen.

Submitters   COLLECTION_5_SUBMIT   Delete

The E-People and Groups that have permission to submit new items to this collection.
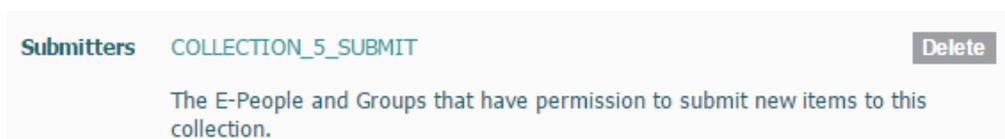
Manage Authorizations for a collection

Edit authorization policies directly.

Return

42

Select Edit authorization policies:

From here, you can add new policies, delete existing policies, edit existing policies and edit existing groups.

Policies for Collection "Scala for (123456789/12,ID: 2)

Click here to add a new policy.

	ID	Action	Group
☐	95	READ	Anonymous [Edit]
☐	96	DEFAULT_ITEM_READ	Anonymous [Edit]
☐	97	DEFAULT_BITSTREAM_READ	Anonymous [Edit]

Delete Selected | Return

The column under "Action" lists each permission level. The column under "Group" lists which Group of E-People in iKNiTO Space are allowed to perform that particular Action. Collection Authorizations are only assigned to Groups.

Edit policy 716 for COLLECTION 5

Name:

Description:

Select the action:
○ READ ○ WRITE ⦿ ADD ○ REMOVE ○ DEFAULT_BITSTREAM_READ ○ DEFAULT_ITEM_READ ○ ADMIN

Select a group:
COLLECTION_5_WORKFLOW_ROLE_reviewer ▼

Search for a group:
[ ] Search

Save | Cancel

a. To add a new policy, click on "Click here to add a new policy."
b. Select the group that contains the users who need the permission.
c. Click on Save.

The Actions (also called Policies or Authorizations) available for Collections are:

- Read
- Write
- Add
- Remove
- DEFAULT_ITEM_READ
- DEFAULT_BITSTREAM_READ
- COLLECTION_ADMIN

Content Source And Harvesting

Select "This collection harvests its content from an external source" and click Save. You will be presented with a form that will allow you to tell your iKNiTO Space how to harvest from a remote location.

Edit Collection: Scala for Java Developers

| Edit Metadata | Assign Roles | **Content Source** | Curate |

Content source:
⚪ This is a standard iKnitoSpace collection ⚫ This collection harvests its content from an external source

Harvested Collection Location
OAI Provider:
The url of the target repository's OAI provider service

_____

OAI Set id:
⚫ All sets ⚪ Specific sets

_____

Metadata Format:
| Qualified Dublin Core ▾ |

[Test Settings]

Harvesting Options
Content being harvested:
⚪ Harvest metadata only. ⚪ Harvest metadata and references to bitstreams (requires ORE support).
⚫ Harvest metadata and bitstreams (requires ORE support).

[Save] [Return]

OAI Provider: The OAI Provider is the URL of the OAI-PMH disseminator that the content should be harvested from (e.g. http://yourrepositoryURL/oai/request).

OAI Set Id: The OAI Set ID is the persistent identifier used by the OAI Provider to designate the target collection.

An example of an OAI Set ID is: hdl_123456789_2 (or col_123456789_2)

Metadata Format: The metadata format determines the format of the descriptive metadata that will be harvested.

Content being harvested: Set to the middle option "Harvest metadata and references to bitstreams (requires ORE support).

After you have configured the OAI interface and saved it, the page changes and shows you some ancillary information and three buttons:

Change Settings: Clicking this button allows you to go back in and update the settings, such as the Provider URL, OAI Set ID, and Metadata Format

Import Now: Clicking this button will perform a single harvest from the remote collection into your local one. Any time you wish you perform a harvest (manually) you can return to this page and click "Import Now."

Reset and Reimport Collection: This button performs the same function as "Import Now" but will clear the collection of all existing items before performing the import.

Curate

As we describe this part later in the proper part of **Curation tasks,** you can set your task to perform here over the current collection.

Item Mapper

Item mapper tool allows collection administrators to map items from other collections into this collection. You can search for items from other collections and map them, or browse the list of currently mapped items.

Export Collection

This section do the same as what we described in the **Export community** part.

Export Collection Metadata

This section do the same as what we described in the **Export community metadata** part.

Item Level Scope

In this Segment we will cover the followings:

Edit This Item

Item Status

This tab contains many feature to manage items and bitstreams it contains. There are five sets of functions here:

- Athurization Policies
- Withdraw Item from repository
- Move Item to Another Collection
- Make it Private
- Completely Expunge Item (Permanently Delete)

Edit Item's Authorization Policies

Authorization Policies cover the following:

1- Item Permissions
Access permissions (called "Policies" in iKNiTO Space) that can be set at the **Item level** (the

bibliographic record, which includes all the information about the file, such as title, author, abstract, etc.), or the **Bitstream level** (the file itself). Two or more Bitstreams are Grouped into **Bundles**. Only Site Administrators can set Item and Bitstream permissions.

Permissions can be **public** (Anonymous), **Administrators** only (Administrator), or any other Group in iKNiTO Space. Permissions must be explicit; lack of an explicit permission results in the default policy of "deny." Permissions also do not "commute"; for example, if an E-Person has READ permission on an Item, they might not necessarily have READ permission on the Bundles and Bitstreams in that Item.

	ID	Name	Action	Group	Start Date	End Date
				Item Policies		Add a new Item policy
☐	348		READ	Anonymous [Edit]		
				Policies for Bundle LICENSE (33)		Add a new Bundle policy
☐	351		READ	Anonymous [Edit]		
				Bitstream license.txt (35)		Add a new Bitstream policy
☐	352		READ	Anonymous [Edit]		
				Policies for Bundle ORIGINAL (34)		Add a new Bundle policy
☐	358		READ	Anonymous [Edit]		
				Bitstream The Bayah of the Abbasid.pdf (36)		Add a new Bitstream policy
☐	357		READ	Anonymous [Edit]		

Delete Selected | Return

Item permissions deal with the bibliographic records to which files (Bitstreams) are attached. There are five levels of Item permissions:

Select the action:
◉ READ ⚪ WRITE ⚪ ADD ⚪ REMOVE ⚪ ADMIN

Select a group:
Anonymous ▼

Each of these permissions is assigned to individual E-People or Groups of E-People. The READ permission is the most used one in our iKNiTO Space implementation. This determines who can see the Item (bibliographic record).

NOTE that Item permissions are NOT RETROACTIVE. Once Item permissions are changed, they only change for NEW ITEMS added to the Collection! To change permissions for all Items already in a Collection, use the Wildcard Policy Admin tool.

2- Bitstream Permissions
Bitstream permissions deal with the actual computer files (Bitstreams). There are two levels of Bitstream permissions:

Select the action:
◉ READ ⚪ WRITE

There may be several Bitstreams (files) attached to an Item. Each Bitstream can have its own permission level

Select a group:
Anonymous ▼

NOTE that Bitstream permissions are NOT RETROACTIVE. Once Bitstream permissions are changed, they only change for NEW BITSTREAMS added to the Collection! To change permissions for all Bitstreams already in a Collection, use the Wildcard Policy Admin tool.

Administer Authorization Policies

Item authorizations

Look up an item: [   ] [Find]

Advanced authorizations tool: Click here to go to the item wildcard policy admin tool
Community/collection authorizations
Click on a community or collection to edit its policies.

3- Advanced/Item Wildcard Policy Admin Tool

The Advanced/Item Wildcard Policy Admin Tool allows you to create and change Collection-wide policies for multiple Items or Bitstreams.

Group:
Anonymous
Administrator
Doctors

To get there:

1. Log in to iKNiTO Space (you must be a Site Administrator)
2. Navigate to the Administration Tools Page
3. Choose Authorization from the links on the left
4. Click the Click here to go to the item wildcard policy admin tool button

To use the tool:

1. Select a Collection for which you want to change Item or Bitstream permissions.
2. From the drop-down menu labeled Content Type, select either Item or Bitstream.
3. Select the Group you want to have the permissions.
4. From the drop-down menu labeled Action, select the relevant action, preferably either DEFAULT_ITEM_READ or DEFAULT_BITSTREAM_READ.
5. Click the ADD POLICY button.

...grant the ability to perform the follow

Action:
[READ   ▼]

...for all following object types...

You can clear all policies and return them to the default setting READ by selecting the Collection and clicking the CLEAR POLICIES button.

Content Type:
[item   ▼]

...across the following collections.

Withdraw Item From Repository

To withdraw an Item:

1. At the top of the Edit Item page, click the *WITHDRAW* button
2. On the page that asks, "Are you sure this Item should be withdrawn from the archive?" click the *WITHDRAW* button.

Collection:
[From Sina   ▲]

To retrieve a withdrawn Item:

Note: You must know the Item's Handle or Internal ID.

1. Navigate to the Item to be reinstated (Google may have cached it, or click on the <u>Items</u> link from the Administration Tools Page and enter the Item's Handle or Internal ID).
2. Click the EDIT button next to the Item's Handle
3. At the top of the Edit Item page, click the REINSTATE button
4. The Item will be reinstated to the Collection from which it was withdrawn

Move Item to Another Collection

If an Item needs to be moved from one Collection to another, click on Move button in Edit Item and select target collection.

Make Item Private

This is the fourth function in Item Status. You can mak the current item private with this button in the window after a confirmation

Completely expunge item (Permanently delete)

Items can be removed from iKNiTO Space in one of two ways:

- They may be **withdrawn**, which means they remain in the archive but are completely hidden from view. If a user attempts to access the withdrawn Item, they will see the Item's metadata, but clicking on the <u>View/Open</u> link will take them to a "tombstone" page that indicates the Item has been removed.
- An Item may also be **deleted (expunge)**, in which case all traces of it are removed from iKNiTO Space.

To permanently delete (expunge) an Item:

1. At the top of the Edit Item page, click the DELETE (EXPUNGE) button
2. On the page that asks, "Are you sure this Item should be completely deleted?" click the DELETE button

Item bitstreams

In the described window we have such section like window below. There are three functions here.

1- Bitstreams reordering

If there were more than one bitstream in an item, you can reorder them by clicking on up/down arrows and submit by hitting on **Update bitstream order** button. Although you can edit bitstream metadatas and attributes by clicking on its title in this page.

2- Deleting bitstreams

You can delete any bitstream here.

3- Upload a new bitstream

We can upload any bitstream directly from this window.

Item metadata

You can add or edit existing content metadata as you need.

Curate

As we describe this part later in the proper part of **Curation Tasks,** you can set your task to perform here over the current item.

Export item

This section do the same as what we described in the **Export Community** part.

Export metadata

This section do the same as what we described in the **Export Community Metadata** part.

Submissions

1. Log into iKNiTO Space with an any user

2. In the sidebar menu, under the **"MY ACCOUNT"** menu, choose "**Submissions**".

3. This new menu item will take you to your "Submissions & workflow tasks" page where you can locate records waiting for review.

The Submissions displays three queues: **Start a new submission, tasks you own**, for items you've already claimed, and **Tasks in the pool**, which are waiting to be claimed by an Editor.

Submissions & Workflow tasks

Unfinished submissions

These are incomplete item submissions. You may also *start another submission* .

	Title	Collection	Submitter
☐	Coversheet	Images	email: iKNiTO Space

Remove selected submissions

Archived Submissions

These are your completed submissions which have been accepted into iKNiTOSpace.

Date accepted	Title	Collection
2015-12-05	GCMS analysis of Cannabis sativa L.from four diffe ...	Issue 2
2015-12-05	Ligature material in hanging deaths: The neglected ...	Issue 2
2015-12-05	DNA analysis for mysteries buried in history	Issue 1
2015-12-05	Digital dermatoglyphics: A study on Muslim populat ...	Issue 1
2015-12-04	iKNiTO Digital Library	Enterprise Videos

Either On your "**Submission & workflow tasks**" page, click on "**Start a new submission**"

If you have already completed a submission during this session, the prompt will read "**Start another submission**".

4. On the "Item Submission" page, click on "**Select a collection**" from the drop-down menu. Choose a collection for your item. Click "**Next**" to continue.

The "Collection" is the one into which you have been authorized to submit your item.

Item submission

Select a collection

Collection:
Select the collection you wish to submit an item to.

Select a collection... ▼

Next

Refer to session "Submit an Item to a specific Collection"

Or on the individual task page, click **Task** in order to claim responsibility for reviewing that item.

Workflow tasks

These tasks are items that are awaiting approval before they are added to the repository. There are two task queues, one for tasks which you have chosen to accept and another for tasks which have not been taken by anyone yet.

Tasks you own

Task	Item	Collection	Submitter
No tasks are assigned to you			

Tasks in the pool

	Task	Item	Collection	Submitter
☐	Accept/Reject	xczcz	From Sina	email: info dspace

Take selected tasks

Then click Take task:

Show full item record

Actions you may perform on this task:

Assign this task to yourself.   Take task

Leave this task in the pool for another user to take.   Leave task

Back to overview

Task Actions:

Once you have claimed a task, you will have the option to approve, reject, or edit the item. You may also choose "cancel" if you wish to leave the task for another time. Click on the **"Edit Metadata"** to review the submission and determine whether it can be approved or rejected.

This gives you the opportunity to make sure that the correct file was been submitted with an appropriate file name, and that the proper metadata has been supplied.

Once you have reviewed the metadata you will be returned to this screen for the final step in the approval process.

Show full item record

Actions you may perform on this task:

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".

Approve item

If you have reviewed the item and found it is **not** suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and resubmit.

Reject item

Select this option to change the item's metadata.

Edit metadata

Cancel

Edit Metadata

Select this action if you wish to modify the metadata supplied by the item's submitter such as adding a copyright statement. You will have several screens with metadata fields; you may edit or add new information to any or all of these fields. For Permissions staff, this is where citations, copyright statements and embargoes can be added or modified.

Show full item record

Please enter your reason for rejecting the submission into the box below, indicating whether the submitter may fix a problem and resubmit.

Reason:

Reject Item

If there are problems with the submission that you cannot fix by editing the metadata, the item can be returned to the submitter by clicking on **Reject Item**. You will be asked to enter an explanation for why the item was rejected. If appropriate, include any changes which the submitter needs to make in order for the item to be approved.

Reject item **Cancel**

Once you have rejected an item, it will no longer appear on your "Submissions & workflow" screen. It will instead be returned to the submitter's workflow for editing and re-submission.

Approve Item

If you have reviewed the item and decided that it is ready to be added to the Collection, select **"Approve Item"**. For Permissions staff, once you have approved the record, it will be moved to the Final Editor workflow where a CTS staff member will perform the final metadata review. Once CTS has approved the record, the item will immediately be archived in cIRcle. The submitter will receive an email notification with a permanent link to the item. If CTS submitted the record, they will forward the archive notification to cIRcle staff who will in turn, communicate with the author. No further action is required.

> Tip! Clicking Cancel will return you to the Submissions & workflow page. The task will remain assigned to you, and will not be available to other Editors or users. You can return to the task at any time to complete the review process. To return the item to the general task pool, go to "Tasks you own" in your submissions workflow screen, select the item, and click on the "Return to task pool" button. The item will then appear in the general task pool but an email notification will not be generated. It is important to communicate with your colleagues if you need them to take responsibility for a record previously assigned to you.

You have completed your review of an iKNiTO Space submission. The item has either been permanently archived in iKNiTO Space, returned to the submitter for further editing, claimed for your personal task queue, or returned to the task pool for later review.

Administrative Accesses

In this Segment, we will cover the followings:

Control Panel
      JAVA Information
      iKNiTO Space Configuration
      System-Wide Alerts
      Harvesting
      Current Activity
User And Policy Management (Access Control)
      Registering a New User
      People
            A. Create a User, or Eperson
            B. Edit or Delete a User
      Groups
            Group Names
            Creating a Group
            Edit a Group
            Delete a Group
      Authorization
            Communities
            Collections
            Items
Content Administration
      Items
      Withdrawn Items
      Private Items
      Import Metadata
      Batch Import (ZIP)
Registries
      Metadata Registry
      Bitstream Format Registry

Control Panel

Java Information

There is an overview about server and java status of running instance.

Control Panel

| Java Information | iKNiTOSpace Configuration | System-wide Alerts | Harvesting | Current Activity |

Java and Operating System
Java Runtime Environment Version: 1.8.0_66
Java Runtime Environment Vendor: Java HotSpot(TM) 64-Bit Server VM
Operating System Name: Linux
Operating System Architecture: amd64
Operating System Version: 3.13.0-48-generic
Runtime statistics
Available processors: 4

iKNiTO Space Configuration

Here is the overview of iKNiTO Space instance that we use in our iKNiTO Space product.

Control Panel

| Java Information | **iKNiTOSpace Configuration** | System-wide Alerts | Harvesting | Current Activity |

iKNiTOSpace Settings
iKNiTOSpace Version: 5.2
iKNiTOSpace Installation Directory: /iknitospace
iKNiTOSpace Base URL: http://localhost:8080/xmlui
iKNiTOSpace Host Name: localhost
Name of the Site: iKNiTOSpace Repository Platform
Database Name: PostgreSQL
Database URL :   jdbc:postgresql://localhost:5432/iknitospace

System-Wide Alerts

System-wide alerts are only effective for the node on which it is activated. You need to ensure that each node in the set receives the activate alert command.

Control Panel

| Java Information | iKNiTOSpace Configuration | **System-wide Alerts** | Harvesting | Current Activity |

System-wide Alerts
Warning for load balanced systems: System-wide alerts are only effective for the node on which it is activated. You need to ensure that each node in the set receives the activate alert command.

Alert message:

```
The system will be going down for regular maintenance. Please save
your work and logout.
```

Count down:

No count down timer ▼

Manage session:

Continue to allow authenticated sessions ▼

Note: Site administrators are exempt from session management.

Activate   Deactivate

Harvesting

In this window you can check the harvesting status and schedules or even run the harvester on your own click. The methods of setting harvester has been described before in the **Edit collection > Content source and harvesting** section of this document.

Control Panel

| Java Information | iKNiTOSpace Configuration | System-wide Alerts | **Harvesting** | Current Activity |

Harvest Scheduler Controls
Status:
Automatic harvesting is not active. (refresh)

Actions:
Start Harvester | Reset Harvest Status

Collections set up for harvesting:

Active harvests:

Queued harvests:

OAI errors:

Internal errors:

Generator Settings
  ORE source: oai
Harvester Settings

Current Activity

In this window you can see the current activities log on the server.

Control Panel

| Java Information | iKNiTOSpace Configuration | System-wide Alerts | Harvesting | **Current Activity** |

STOP recording anonymous activity.

START recording bot activity.

Current Activity (250 pages maximum)

Time Stamp	User	IP address	URL Page	User-Agent
0 s	iKNiTO Space	46.209.236.18	/admin/panel	Chrome
3 m	iKNiTO Space	46.209.236.18	/admin/panel	Chrome
3 m	iKNiTO Space	46.209.236.18	/admin/panel	Chrome
3 m	iKNiTO Space	46.209.236.18	/admin/panel	Chrome
3 m	iKNiTO	46.209.236.18	/admin/panel	Chrome

User and Policy Management (Access Control)

Registering a New User

As an administrator you can manage users and policies. The most important part of the ADMINISTRATIVE part on sidebar menu is the Access Control*.*

ADMINISTRATIVE

Control Panel
Access Control
People
Groups
Authorizations

People

Every system have many users that can login to the system and can handle tasks and use the services or consume the resources. Here in this repository platform users, called 'E-Person' can be inserted by administrator and login in future after activating their profile and verifing the email.

E-person management
Actions
Create a new E-Person: Click here to add a new E-Person.
Browse E-People: Click here to browse all E-People.
Search for E-People: [   ] Go

Search results
ID   Name   Email
☐ 1   iknito rose knitospace@gmail.com
Create a new user
New E-Person's information:
Email Address:
[   ]

A. Create a User, or E-Person

> In the '*Create a new user'* window, administrator can create and register a new email address for a specific user. The figure below shows this window.

> The administrator should input the first and last name of user besides its email and phone. After creating this profile an email will be sent to the submitted email address. User should verify this email address via the link in the email.

First Name:
[   ]

Last Name:
[   ]

Contact Telephone:
[   ]

Can Log In:
☐

Require Certificate:
☐

Create E-Person Cancel

B. Edit or Delete a User

> In the E-Person management page. Find the account you'd like to edit – either by scrolling through the list, or typing one part of their name (no spaces) in the search box and clicking "Go"

> Click on the name of the user you'd like to edit.

> You can do three things from here: Modify information, Reset the user's password, or Delete the user.

E-person management

Actions
Create a new E-Person: Click here to add a new E-Person.
Browse E-People: Click here to browse all E-People.
Search for E-People: [   ]   Go
Search results
ID   Name   Email
☐ 3   info dspace   info@iknito.com
☐ 4   zsmmrs moazeni zsmoazeni86@gmail.com
☐ 1   iknito rose   knitospace@gmail.com
☐ 2   zahra zsm   moazeni@rosesystem.com
Delete E-People

info dspace's information:
Email Address:

info@iknito.com

First Name:

info

Last Name:

dspace

Contact Telephone:

Can Log In:
☑

Require Certificate:
☐

You may also permanently remove E-Person from the system or resetting a password the user w sent an email containing a spe new password.

Reset Password | Delet E-Person | Login as E-Person

To reset the user's password, click on "Reset Password."

To Delete the E-Person:

1. Click on "Delete E- Person."
2. You will be directed to a confirmation page. Click on "Confirm Deletion" to delete, or "Cancel" to return to E-person management page.

Click on Save when you've finished making changes.

Groups

One of the most important parts of any authorization processes, is the grouping ability and group policy system. The iKNiTO Space have this feature to allow the administrators to group and categorize users and people in specific groups and even furture administrators can make group of groups to maintain the groups in hierarchy.

As you can see the figure, for making a group you should add some members and/or groups to configure the new group contents.

Although many functions (such as searching and retrieval) can be used anonymously, some features and documents are only available to "privileged" users. E-People and Groups are the way iKNiTO Space identifies users with certain privileges. Both E-People and Groups are granted privileges through authorizations assigned by the Site Administrator.

Groups are sets of E-People that are authorized for specific functions in iKNiTO Space. For example, when a XXX College person logs in to iKNiTO Space with their XXX College username and password, they automatically become members of the "XXX College" Group. This Group has permission to access certain XXX College materials that need special permission.

Site Administrators can make Groups to perform certain functions or access various areas of iKNiTO Space.

- The **Anonymous** Group represents every person using the system. This Group exists so that authorization policies can be specified for anonymous access ("everyone in the world can read this Item"). Any person not logged on is part of the "Anonymous" Group.
- Members of the **Administrator** Group are allowed to perform any action in the system. This Group is created manually.
- Members of the **Collection Administrator** Group for a particular Collection are allowed to submit, edit metadata, add/reject, and delete Items in that Collection. This Group is shown as COLLECTION_ XYZ _ADMIN in the Group Editor (where XYZ is the Collection internal ID). This Group is created manually when a Site Administrator adds someone as a Collection's Administrator.
- Members of the **Add** Group for a particular Collection are allowed to submit to that Collection. These people are also called "Submitters." This Group is shown as COLLECTION_XYZ_SUBMIT in the Group Editor. This Group is created manually when an Administrator adds someone as a Collection's Submitter.

- Each **workflow step** for each Collection also has a Group. These Groups are automatically created when an Administrator assigns someone to a workflow step. For example:

  o Members of COLLECTION_ XYZ _WORKFLOW_STEP_1 can **Accept/Reject** for Collection XYZ only.

  o Members of COLLECTION_ XYZ _WORKFLOW_STEP_2 can **Accept/Reject/Edit Metadata** for Collection XYZ only.

  o Members of COLLECTION_ XYZ _WORKFLOW_STEP_3 can **Edit Metadata** for Collection XYZ only.

Group Names

Group names automatically created by iKNiTO Space follow a convention depending on what the Group is for. The general form of this is:

OBJECTTYPE_OBJECTID_ACTION

For example, the Group of E-People who are authorized to submit to Collection XYZ would be called:

COLLECTION_XYZ_ADD

Note that XYZ in this case is the *internal* ID (the database primary key) of the Collection, rather than the Handle.

Groups may contain other Groups. For example, the XXX College Group may contain the COLLECTION_XYZ_SUBMIT Group. That means only XXX College users may be members of the COLLECTION_XYZ_SUBMIT Group.

Group management

Actions
Create a new group: Click here to add a new Group.
Browse groups: Click here to browse all Groups.
Search for groups: [   ] Go
Search results

ID	Name	Members
1	Administrator	1
0	Anonymous	-

Creating a Group

In the sidebar menu, under the "Administrative" menu, there is a sub-menu called "Access Control." Click on the second item in this menu: "Groups"

Group Editor: new group

Change group name: [New Group]

Search members to add: [   ] E-People... Groups...

Save Cancel

This takes you to the Group management page.
At the top of this page, under "Actions", click on "Click here to add a new **Group."** In the first box, next to "Change group name:" type in the name of this group.

In the second box, next to "Search members to add:" you can search for users or groups.

1. To search for a user, type in a portion of the user name you'd like to add to this group (no spaces) and then click on "E-People…"
2. To search for a group, type in a portion of the group name you'd like to add to this group (no spaces) and then click on "Groups…"

Click the "Add" button to the right of the user name or group you'd like to add to this new group.

Click on "Save" to save the group.

Edit a Group
1. In the Group management page. Find the group you'd like to edit – either by scrolling through the list, or typing one part of the group name (no spaces) in the search box and clicking "Go"
2. Click on the name of the group you'd like to edit.
3. From this screen, you can do the following: Change the group name, Remove members, Add members. This an important screen, because authorizations are modified using groups, so you will see this screen again and again.
4.

Group Editor: Administrator (id: 1)

Change group name: Administrator

To change the Group name, type your corrections into the first text box, next to "Change group

Search members to add: [   ] E-People... Groups...

Members
ID   Name   Email
1   iknito rose   knitospace@gmail.com   Remove
Save Cancel

To remove a member, click on the "Remove" button to the right of their name. You will now see a "Pending" message next to their name until you click on "Save."

    a. To Add a member, you can select from existing users or groups.
    b. To search for a user, type in a portion of the user name you'd like to add to this group (no spaces) and then click on "E-People…"
    c. To search for a group, type in a portion of the group name you'd like to add to this group (no spaces) and then click on "Groups…"
    d. Click the "Add" button to the right of the user name or group you'd like to add to this new group.
    e. The user or group name will show up in the Members list as "Pending."
    f. Repeat steps above until you have the members you want.

5. After making all desired changes to group, click on "Save."
6. You should see a message that reads, "The group was edited successfully."

Delete a Group
  1. the Group management page. Find the group you'd like to edit – either by scrolling through the list, or typing one part of the group name (no spaces) in the search box and clicking "Go".
  2. Click on "Delete" to confirm the deletion or "Cancel" to return to the Group management page.

Group management

Actions
Create a new group: Click here to add a new Group.
Browse groups: Click here to browse all Groups.

Search for groups: [   ] [Go]

Search results

ID	Name	Memb
1	Administrator	1
0	Anonymous	-
10	COLLECTION_5_SUBMIT	1
12	COLLECTION_5_WORKFLOW_ROLE_checker	1
11	COLLECTION_5_WORKFLOW_ROLE_editor	1
13	COLLECTION_5_WORKFLOW_ROLE_finaleditor	1
9	COLLECTION_5_WORKFLOW_ROLE_reviewer	1
3	COLLECTION_8_ADMIN	1
4	COLLECTION_8_SUBMIT	1
7	COLLECTION_8_WORKFLOW_ROLE_editor	1
8	COLLECTION_8_WORKFLOW_ROLE_finaleditor	1
6	COLLECTION_8_WORKFLOW_ROLE_reviewer	1
2	Doctors	-

[Delete groups]

Click in the box to the left of the group name to

Click on Delete Groups."

Authorization

In iKNiTO Space you can make access roles to groups and individual users and people in the **Authorization** option in the *Access Control* menu part. By clicking on it and entering the *'Administer Authorization Policies'* you can select any of communities, sub-communities and collections to edit the group access and its group policy access.

The following list describes what authorizations (also called "Permissions") can be set at each level in iKNiTO Space. These authorizations apply to non-administrators.

- *Default setting*: lists the default policy setting
- *Policy options listed*: lists the actions that appear in the authorization menu
- *Policies to apply*: lists which of those actions can be used

Communities

Communities contain no direct content, so access cannot be restricted at the Community level.

- *Default setting*: Anonymous READ (applied to the logo).
- *Policy options listed*: READ / WRITE / ADD / REMOVE.
- *Policies to apply*: WRITE. Non-administrators can be allowed to edit the community details but nothing else.

Collections

Collection homepages cannot be restricted, but the content within a Collection can.

- *Default setting*: Anonymous READ / DEFAULT_ITEM_READ / DEFAULT_BITSTREAM_READ

- *Policy options listed*: READ / WRITE / ADD / REMOVE / DEFAULT_ITEM_READ / DEFAULT_BITSTREAM_READ / COLLECTION_ADMIN
- *Policy to apply*: WRITE / DEFAULT_ITEM_READ / DEFAULT_BITSTREAM_READ / COLLECTION_ADMIN. Access can be restricted to the content of a collection, either for all items or for the bitstreams. Collection Administrators can also be set up through the Authorization tool in this case.

Items

Items are sub-divided into various Bundles.

- *Default setting*: Anonymous READ
- *Policy options listed*: READ / WRITE / ADD / REMOVE.
- *Policy to apply*: READ. Access restrictions should only be applied to Items.

Content Administration

Items
You can search a specific item here

Withdrawn items
You can see you withdrawn items here
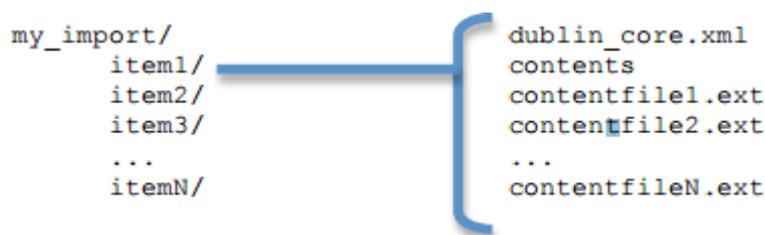
Private items
You can see your private items that you made them private already.

Import metadata
You can import proper metadata here.

Batch import (ZIP)
First create a working directory, like "my_import". For each item you create a new directory inside "my_i mport". Inside the directories you will need to place the descriptive metadata and all the content files to be included with each item item. Here is an example of the directory structure for a single item:

```
my_import/
    item1/              dublin_core.xml
    item2/              contents
    item3/              contentfile1.ext
                        contentfile2.ext
    ...                 ...
    itemN/              contentfileN.ext
```

The dublin_core.xml contains the descriptive metadata about the item. This well-formed XML file is simple a list of elements, each with its Dublin Core element, qualifier and value. You will need to check with the repository administrator about what Dublin Core Element and Qualifiers are available, and which values should be placed in these fields. Here is an example metadata file: Public, John Q. en Technology Sample Dublin Core Record The contents file is a tab-delimited text file listing the files to be included in the item. The first column contains the name of the file, and the second column indicates the bundle into which the file will be placed in the repository.

If the file should be displayed in the web interface, place it in the "ORIGINAL" bundle. If there is a specific license file for the item, place it in the "LICENSE" bundle. If you are unsure which bundle to use, use the "ORIGINAL" bundle.
Here is an example:

contentfile1.pdf bundle: ORIGINAL
contentfile2.txt bundle: ORIGINAL
license.txt bundle: LICENSE

The whitespace between the filename and the bundle name must be a single tab character only.

Import Batch Load (ZIP)

Select a collection
Collection:
Select the collection you wish to submit an item to.

Select a collection...

Choose File | No file chosen

Upload SimpleArchiveFormat ZIP

Then select Batch Import (ZIP) and then select the collection you wish to submit an item to and select your zip directory the you create According to the up and upload

Registries

Metadata registry

The metadata registry maintains a list of all metadata fields available in the repository. These fields may be divided amongst multiple schemas. However, iKNiTO Space requires the qualified Dublin Core schema. You may extend the Dublin Core schema with additional fields or add new schemas to the registry.

Metadata registry

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	ID	Namespace	Name
	1	http://dublincore.org/documents/dcmi-terms/	dc
☐	2	http://purl.org/dc/terms/	dcterms
☐	3	http://dspace.org/eperson	eperson

Delete schema

Add a new schema

Namespace:
Namespace should be an established URI location for the new schema.

Name:
Shorthand notation for the schema. This will be used to prefix a field's name (e.g. dc.element.qualifier). The name must be less than 32 characters and cannot include spaces, periods or underscores.

Add new schema

Bitstream Format Registry

As you read the previous section, there are different types that any documents can take in the iKNiTO Space repository. So let show the formats that this platform supports and how you can append new file-types for documents. **'Bitstream'** is what iKNiTO Space calls the document files stores in the system to view the users on demand and makes them downloaded for future uses.

Bitstream format registry

This list of bitstream formats provides information about known formats and their support level. You can edit or add new bitstream formats with this tool. Formats marked as 'internal' are hidden from the user, and are used for administrative purposes.

Add a new bitstream format

	ID	Name	MIME Type	Support Level
	1	Unknown	application/octet-stream	Unknown
☐	2	License	text/plain; charset=utf-8 (*internal*)	Known
☐	3	CC License	text/html; charset=utf-8 (*internal*)	Known
☐	4	Adobe PDF	application/pdf	Known
☐	5	XML	text/xml	Known
☐	6	Text	text/plain	Known
☐	7	HTML	text/html	Known
☐	8	CSS	text/css	Known
☐	9	Microsoft Word	application/msword	Known
☐	10	Microsoft Word XML	application/vnd.openxmlformats-officedocument.wordprocessingml.document	Known
☐	11	Microsoft Powerpoint	application/vnd.ms-powerpoint	Known

As you can see the ADMINISTRATIVE menu part, there is a *format* option to see and add new file-format to repository. After clicking, the **'Bitstream Format Registry'** window will appear on the right, as shown in the figure.

By clicking on the *'Add new bitstream format'* link, you reach the window to add new format by adding a name and its MIME type as shown below. As shown in the figure, all the comments and descriptions for each field, are so clear and there is no need to make more.

New bitstream format

Provide descriptive metadata about the bitstream format below. While format names must be unique, MIME types do not need to be. You may have separate format registry entries for different versions of Microsoft Word, even though the MIME type will be the same for each of them.

Name:

A unique name for this format, (e.g. Microsoft Word XP or Microsoft Word 2000)

MIME Type:

The MIME type associated with this format, does not have to be unique.

Description:

Support level:

The level of support your institution pledges for this format.

Unknown ▼

Internal:

Formats marked as internal are are hidden from the user, and used for administrative purposes.

☐

File extensions:

Extensions are file extensions that are used to automatically identify the format of uploaded files. You can enter several extensions for each format.

Add

Save Cancel

Statistics

iKNiTO Space statistics

iKNiTO Space can generate statistics from the log files that is generates. iKNiTO Space servers are typically set up to generate statistics reports once a day. Daily and monthly reports are created.

The following statistics are collected and shown in the reports:

- General overview
  - This section gives an overview of metrics such as how many items are in your repository, how many times your items have been viewed in total, and how many times users have logged in.
- Archive information
  - A list of how many of each type of item you have archived
- Item view counts
  - A list of all items and how many times they have been downloaded
- Actions performed
  - A list of how many times each type of action (e.g. browse a collection) has been completed
- Search terms used

A list of the search terms that users of your repository have used

Google Analytics

Google Analytics allow a richer and more detailed suite of statistics such as:

- Time visitors spent on the site

- Where they came from

- Terms they used in search engines to find items

- The geographic location of visitors

- How many pages they looked at

- Which pages they started and ended their visit on

Google Analytics collects data via a small bit of JavaScript that needs inserting in the footer of all your iKNiTO Space pages.

Curation tasks

In this segment, we will cover the followings:

Tasks
> In the Admin UI
> In Workflow
> In Arbitrary User Code

Task Output And Reporting
> Status Code
> Result String

Bundled Tasks
> MetaDataWebService Task
> NoOp Curation Task
> Bitstream Format Profiler
> Required Metadata
> Virus Scan
>> Task Operation from the Administrative User Interface
>> Task Operation from the Item Submission User Interface

Tasks

The goal of the **curation system ("CS")** is to provide a simple, extensible way to manage routine content operations on a repository. These operations are known to CS as "tasks", and they can operate on any iKNiTO SpaceObject (i.e. subclasses of iKNiTO SpaceObject) - which means the entire Site, Communities, Collections, and Items - viz. core data model objects. Tasks may elect to work on only one type of iKNiTO Space object - typically an Item - and in this case they may simply ignore other data types (tasks have the ability to "skip" objects for any reason). The iKNiTO Space core distribution will provide a number of useful tasks, but the system is designed to encourage local extension - tasks can be written for any purpose, and placed in any java package. This gives iKNiTO Space sites the ability to customize the behavior of their repository without having to alter - and therefore manage synchronization with - the iKNiTO Space source code. What sorts of activities are appropriate for tasks?

Some examples:

- apply a virus scan to item bitstreams (this will be our example below)
- profile a collection based on format types - good for identifying format migrations
- ensure a given set of metadata fields are present in every item, or even that they have particular values
- call a network service to enhance/replace/normalize an item's metadata or content
- ensure all item bitstreams are readable and their checksums agree with the ingest values

Since tasks have access to, and can modify, iKNiTO Space content, performing tasks is considered an administrative function to be available only to knowledgeable collection editors, repository administrators, system admins, etc. No tasks are exposed in the public interfaces.

For more helps online visit: https://wiki.duraspace.org/display/DSDOC5x/Curation+System

iKNiTO Space Home → Curation Tasks

SEARCH IKNITO SPACE

[   ] Go

Advanced Search

BROWSE

All of iKNiTO Space
By Issue Date

MY ACCOUNT

My Exports
Logout
Profile
Submissions

System Curation Tasks

Handle of iKNiTO Space Object:
Hint: Enter [your-handle-prefix]/0 to run a task across entire site (not all tasks may support this capability)

[   ]

Task:
Profile Bitstream Formats ▼

Perform Queue

In the Admin UI

In the UI, there are several ways to execute configured Curation Tasks:

1. **From the "Curate" tab/button that appears on each "Edit Community/Collection/Item" page:** this tab allows an Administrator, Community Administrator or Collection Administrator to run a Curation Task on that particular Community, Collection or Item. When running a task on a Community or Collection, that task will also execute on all its child objects, unless the Task itself states otherwise (e.g. running a task on a Collection will also run it across all Items within that Collection).
   - NOTE: Community Administrators and Collection Administrators can only run Curation Tasks on the Community or Collection, which they administer, along with any child objects of that Community or Collection. For example, a Collection Administrator can run a task on that specific Collection, or on any of the Items within that Collection.
2. **From the Administrator's "Curation Tasks" page:** This option is only available to iKNiTO Space Administrators, and appears in the Administrative side-menu. This page allows an Administrator to run a Curation Task across a single object, or all objects within the entire iKNiTO Space site.
   - In order to run a task from this interface, you must enter in the handle for the iKNiTO Space object. To run a task site-wide, you can use the handle: [your-handle-prefix]/0

Each of the above pages exposes a drop-down list of configured tasks, with a button to 'perform' the task, or queue it for later operation (see section below). Not all activated tasks need appear in the Curate tab - you filter them by means of a configuration property. This property also permits you to assign to the task a more user-friendly name than the PluginManager *taskname*.

In Workflow

CS provides the ability to attach any number of tasks to standard iKNiTO Space workflows.

In Arbitrary User Code

If these pre-defined ways are not sufficient, you can of course manage curation directly in your code. You would use the CS helper classes.

Task Output and Reporting

Few assumptions are made by CS about what the 'outcome' of a task may be (if any) - it. could e.g. produce a report to a temporary file, it could modify iKNiTO Space content silently, etc. But the CS runtime does provide a few pieces of information whenever a task is performed:

Status Code

This was mentioned above. This is returned to CS whenever a task is called. The complete list of values:

```
-3 NOTASK  - CS could not find the requested task
-2 UNSET   - task did not return a status code because it has not yet run
-1 ERROR   - task could not be performed
 0 SUCCESS - task performed successfully
 1 FAIL    - task performed, but failed
 2 SKIP    - task not performed due to object not being eligible
```

In the administrative UI, this code is translated into the word or phrase configured by the *ui.statusmessages* property (discussed above) for display.

Result String

The task may define a string indicating details of the outcome. This result is displayed, in the "curation widget" described above:

"Virus 12312 detected on Bitstream 4 of 1234567789/3"

CS does not interpret or assign result strings, the task does it. A task may not assign a result, but the "best practice" for tasks is to assign one whenever possible.

Bundled Tasks

iKNiTO Space bundles a small number of tasks of general applicability. Those that do not require configuration (or have usable default values) are activated to demonstrate the use of the curation system. They may be removed (deactivated by means of configuration) if desired without affecting system integrity. Those that require configuration may be enabled (activated) by means editing iKNiTO Space configuration files. Each task is briefly described below.

MetadataWebService Task

iKNiTO Space item metadata can contain any number of identifiers or other field values that participate in networked information systems. For example, an item may include a DOI which is a controlled identifier in the DOI registry. Many web services exist to leverage these values, by using them as 'keys' to retrieve other useful data. In the DOI case for example, CrossRef provides many services that given a DOI will return author lists, citations, etc. The MetadataWebService task enables the use of such services, and allows you to obtain and (optionally) add to iKNiTO Space metadata the results of any web service call to any service provider. You simply need to describe what service you want to call, and what to do with the results.

NoOp Curation Task

This task does absolutely nothing. It's intended as a starting point for developers and administrators wishing to learn more about the curation system.

Bitstream Format Profiler

The task with the taskname 'formatprofiler' (in the admin UI it is labeled "Profile Bitstream Formats") examines all the bitstreams in an item and produces a table ("profile") which is assigned to the result string. It is activated by default, and is configured to display in the administrative UI. The result string has the layout:

10 (K) Portable Network Graphics
5 (S) Plain Text

Where the left column is the count of bitstreams of the named format and the letter in parentheses is an abbreviation of the repository-assigned support level for that format:

U Unsupported
K Known
S Supported

The profiler will operate on any iKNiTO Space object. If the object is an item, then only that item's bitstreams are profiled; if a collection, all the bitstreams of all the items; if a community, all the items of all the collections of the community.

Required Metadata

The "requiredmetadata" task examines item metadata and determines whether fields that the web submission (input-forms.xml) marks as required are present. It sets the result string to indicate either that all required fields are present, or constructs a list of metadata elements that are required but missing. When the task is performed on an item, it will display the result for that item. When performed on a collection or community, the task be performed on each item, and will display the *last* item result. If all items in the community or collection have all required fields, which will be the last in the collection. If the task fails for any item (i.e. the item lacks all required fields), the process is halted. This way the results for the 'failed' items are not lost.

Virus Scan

The "vscan" task performs a virus scan on the bitstreams of items using the ClamAV software product. Clam AntiVirus is an open source (GPL) anti-virus toolkit for UNIX. A port for Windows is also available. The virus scanning curation task interacts with the ClamAV virus scanning service to scan the bitstreams contained in items, reporting on infection(s). Like other curation tasks, it can be run against a container or item, in the GUI or from the command line. It should be installed according to the documentation at http://www.clamav.net. It should not be installed in the iKNiTO Space installation directory. You may install it on the same machine as your iKNiTO Space installation, or on another machine which has been configured properly.

Task Operation from the Administrative User Interface

Curation tasks can be run against container and item iKNiTO Space objects by e-persons with administrative privileges. A curation tab will appear in the administrative UI after logging into iKNiTO Space:

1. Click on the curation tab.
2. Select the option configured in ui.tasknames above.
3. Select Perform.

Task Operation from the Item Submission User Interface

If desired virus scanning can be enabled as part of the submission process upload file step.