

Bibliotheca Alexandrina

ICT Department—ISIS Department

DAF Manual



Table of Contents:

1	Introduction	10
1.1	General Introduction	10
1.1.1	Conventions	11
1.2	How to start using DAF (V2)	11
2	Admin Manager	12
2.1	Roles Section.....	12
2.1.1	Introduction to the Roles Section	12
2.1.2	Available Roles	13
2.1.3	Available Privileges	14
2.1.4	Create a New Role.....	14
2.1.5	Update a Role	16
2.1.6	Delete a Role	17
2.2	Job Types Section.....	18
2.2.1	What are Job-Types?	18
2.2.2	Current Available Job-Types	18
2.2.3	Create a new Job-Type	20
2.2.4	Update a Current Available Job-Type.....	22
2.2.5	Delete a Current Available Job-Type	23
2.3	Settings Section	24
2.3.1	Introduction	24
2.3.2	Devices.....	24
2.3.2.1	CREATE A NEW DEVICE	24
2.3.2.2	UPDATE AN AVAILABLE DEVICE	25
2.3.2.3	DELETE AN AVAILABLE DEVICE	25
2.3.3	Job Condition.....	25
2.3.3.1	AVAILABLE JOB CONDITIONS	26
2.3.3.2	CREATE NEW JOB CONDITION.....	26
2.3.3.3	UPDATE AN AVAILABLE JOB CONDITION.....	27
2.3.3.4	DELETE AN AVAILABLE JOB CONDITION	27
2.3.4	Operating System	28
2.3.4.1	AVAILABLE OPERATING SYSTEMS	28
2.3.4.2	CREATE NEW OPERATING SYSTEM	28
2.3.4.3	UPDATE AN AVAILABLE OPERATING SYSTEM.....	29
2.3.4.4	DELETE AN AVAILABLE OPERATING SYSTEM.	30
2.3.5	Media Type	30
2.3.5.1	AVAILABLE MEDIA TYPES	30
2.3.5.2	CREATE A NEW MEDIA TYPE.....	31
2.3.5.3	UPDATE AN AVAILABLE MEDIA TYPE.....	31
2.3.5.4	DELETE AN AVAILABLE MEDIA TYPE.....	31

2.3.6	Storage	32
2.3.6.1	Create New Storage	32
2.3.6.2	Update a Storage	34
2.3.6.3	Delete a Storage	34
2.4	Phases Section.....	35
2.4.1	Introduction	35
2.4.2	Current Available Phases	35
2.4.3	Create a New Phase	36
2.4.4	Update an Available Phase	37
2.4.5	Delete an Available Phase	38
2.4.6	Set Reject/Redirect Reasons	38
2.4.6.1	CREATE A NEW REASON	39
2.4.6.2	UPDATE A REASON	40
2.4.6.3	DELETE A REASON	40
2.5	Users Section.....	42
2.5.1	Introduction	42
2.5.2	Current Available Users	42
2.5.2.1	USERS DETAILS	43
2.5.3	Create a New User	45
2.5.4	Update an Available User	46
2.5.5	Delete an Available User	47
2.6	Workstations Section.....	48
2.6.1	Introduction	48
2.6.2	Current Available Workstations	48
2.6.2.1	WORKSTATION DETAILS	48
2.6.3	Create a New Workstation.....	50
2.6.4	Update a Current Available Workstation	52
2.6.5	Delete a Current Available Workstation.....	52
2.7	Collections.....	53
2.7.1	Introduction	53
2.7.2	Current Available Collections.....	53
2.7.2.1	COLLECTIONS' DETAILS	54
2.7.3	Create a New Collection	55
2.7.4	Update an Available Collection.....	58
2.7.5	Delete an available Collection	58
3	Check-In Manager	59
3.1	Introduction	59
3.2	Batch Section	59
3.2.1	Introducing Batch Section	59
3.2.2	Available Collections	59
3.2.3	Add New Batch	61

3.2.4	Update an Available Batch.....	62
3.2.5	Delete a Batch	63
3.3	New Job Section	64
3.3.1	Extract option.....	64
3.3.2	External IDs Editor.....	65
3.3.2.1	Add External ID for New Job	65
3.3.2.2	Remove a New External ID	66
3.3.3	Filled Job Info.....	66
3.3.4	Search Info.....	67
3.3.5	Assign Job.....	71
3.4	Retrieve Job Section.....	72
3.5	Search Section.....	77
3.5.1	Assign a Job	78
3.5.2	Change Type.....	79
3.5.3	Retrieve a Job.....	79
3.5.4	Overwrite a Job	80
3.5.5	Delete a Job	81
3.5.6	Export to Excel	81
3.6	Advanced Search.....	82
4	Phase Manager	83
4.1	Phase Manager details.....	83
4.2	Sub Options	85
4.2.1	The Job History option:	85
4.2.2	The View Metadata option:.....	86
4.2.3	The File Level Info option:	90
4.2.4	The Edit File Info option:	90
4.3	Get Job.....	92
4.4	Download/Upload.....	94
4.5	Redirect/Reject Job.....	95
5	Reporting Manager	99
5.1	System Workflow	99
5.1.1	System Workflow Details	99
5.1.2	View Simple Report.....	100
5.1.3	Expanded Report	101
5.1.4	Job Data	102
5.2	Pending Jobs	104
5.2.1	Pending Jobs Buttons.....	104
5.2.2	Pending Jobs Details	105
5.2.3	Pending Jobs status	106
5.3	Late Jobs	110
5.3.1	Late Jobs Details	110

5.3.2	Late Jobs History.....	111
5.4	Users Rates.....	114
5.4.1	Users Rates Details.....	114
5.4.2	How to report a User Rate.....	115
5.5	Report Builder	118
5.5.1	Report Builder Details	118
5.5.2	Create a New Report	119
5.5.3	Delete a Report.....	123
6	Archiving Manager.....	125
6.1	Archiving Manager Details	125
6.2	Archivers	126
6.3	Confirm Media	129
6.4	Archived and Active.....	130

Table of Figures

<i>Figure 1.2- 1: Login</i>	<i>1</i>
<i>Figure 2.1- 1: Roles Section.....</i>	<i>12</i>
<i>Figure 2.1- 4: Create a New Role.....</i>	<i>15</i>
<i>Figure 2.1- 5: New Role's Details</i>	<i>15</i>
<i>Figure 2.1- 6: New Role Added.....</i>	<i>16</i>
<i>Figure 2.2- 1: Job-Types Section</i>	<i>18</i>
<i>Figure 2.2- 2: Current Available Job-Types.....</i>	<i>19</i>
<i>Figure 2.2- 3: Job-Types Details</i>	<i>19</i>
<i>Figure 2.3- 10: Media Types</i>	<i>30</i>
<i>Figure 2.3- 12: Storage Window</i>	<i>32</i>
<i>Figure 2.3- 13: Empty Storage Details.....</i>	<i>33</i>
<i>Figure 2.3- 14: Fill Storage Details.....</i>	<i>33</i>
<i>Figure 2.3- 15: New Storage Added</i>	<i>34</i>
<i>Figure 2.3- 16: Delete Storage</i>	<i>34</i>
<i>Figure 2.4- 7: Reasons' Window</i>	<i>39</i>
<i>Figure 2.5- 1: Users Section.....</i>	<i>42</i>
<i>Figure 2.5- 2: Current Available Users</i>	<i>43</i>
<i>Figure 2.5- 6: User's Details.....</i>	<i>45</i>
<i>Figure 2.6- 8: Media Types</i>	<i>51</i>
<i>Figure 2.7- 1: Collections' Window</i>	<i>53</i>
<i>Figure 3.2- 1: Available Collections</i>	<i>59</i>
<i>Figure 3.2- 2: Available Batches in a Collection.....</i>	<i>60</i>
<i>Figure 3.2- 3: Batch's Details</i>	<i>60</i>
<i>Figure 3.2- 4: Select Date.....</i>	<i>61</i>
<i>Figure 3.2- 5: Collection's List</i>	<i>61</i>
<i>Figure 3.2- 6: Job-Types' List.....</i>	<i>62</i>
<i>Figure 3.2- 7: New Batch.....</i>	<i>62</i>
<i>Figure 3.2- 8: Update Batch.....</i>	<i>63</i>
<i>Figure 3.2- 9: Delete Batch.....</i>	<i>63</i>
<i>Figure 3.3- 1: Extract New Job</i>	<i>64</i>
<i>Figure 3.3- 2: External IDs Editor</i>	<i>65</i>

<i>Figure 3.3- 3: Choose the New External ID Type</i>	65
<i>Figure 3.3- 4: New External ID</i>	66
<i>Figure 3.3- 5: Filled New Job Info</i>	67
<i>Figure 3.3- 6: Search for New Job</i>	68
<i>Figure 3.3- 7: Wizard Window</i>	69
<i>Figure 3.3- 8: Folder Accepted</i>	69
<i>Figure 3.3- 9: External ID Editor2</i>	70
<i>Figure 3.3- 10: Filled New Job Info2</i>	71
<i>Figure 3.3- 11: Assign Job</i>	71
<i>Figure 3.4- 1: Retrieve Job Window</i>	72
<i>Figure 3.4- 2: Search for a Job to Retrieve</i>	73
<i>Figure 3.4- 3: Jobs to Retrieve</i>	74
<i>Figure 3.4- 4: Available Archives</i>	74
<i>Figure 3.4- 5: Retrieved Job's Details</i>	75
<i>Figure 3.4- 6: Retrieval Progress</i>	76
<i>Figure 3.4- 7: Change a Job Type</i>	76
<i>Figure 3.4- 8: Delete Job from Working Directory</i>	76
<i>Figure 3.5- 1: Search Section</i>	77
<i>Figure 3.5- 2: Report Data</i>	78
<i>Figure 3.5- 3: Current Status</i>	78
<i>Figure 3.5- 4: Assign Job</i>	79
<i>Figure 3.5- 5: Change Job Details</i>	79
<i>Figure 3.5- 6: Download Job-Retrieve</i>	80
<i>Figure 3.5- 7: Overwrite Progress Bar</i>	81
<i>Figure 3.5- 8 Export to Excel</i>	81
<i>Figure 3.6- 1: Advanced Search</i>	82
<i>Figure 4.1- 1: Phase Manager First Page</i>	83
<i>Figure 4.2- 1: Sub Options</i>	85
<i>Figure 4.2- 2: Job History</i>	86
<i>Figure 4.2- 3: Metadata</i>	87
<i>Figure 4.2- 4: Due Date Button</i>	87
<i>Figure 4.2- 5: Calendar Box</i>	88
<i>Figure 4.2- 6: Batch's Dropdown List</i>	88
<i>Figure 4.2- 7: View External IDs</i>	89
<i>Figure 4.2- 8: External IDs Viewer</i>	89
<i>Figure 4.2- 9: View File Info</i>	90

<i>Figure 4.2- 10: Edit File Info</i>	<i>91</i>
<i>Figure 4.2- 11: Edit File Info2</i>	<i>91</i>
<i>Figure 4.3- 1: Available Jobs</i>	<i>92</i>
<i>Figure 4.3- 2: Download job Confirmation Dialogue Box.....</i>	<i>92</i>
<i>Figure 4.3- 3: Download Progress Box.....</i>	<i>93</i>
<i>Figure 4.3- 4: File Info Viewer.....</i>	<i>93</i>
<i>Figure 4.4- 1: Download Progress Bar</i>	<i>94</i>
<i>Figure 4.5- 1: Redirect Job</i>	<i>95</i>
<i>Figure 4.5- 2: Redirect Progress Bar.....</i>	<i>96</i>
<i>Figure 4.5- 3: Done Job.....</i>	<i>96</i>
<i>Figure 4.5- 4: Done Job confirmation Dialog Box.....</i>	<i>97</i>
<i>Figure 4.5- 5: Database Info</i>	<i>97</i>
<i>Figure 4.5- 6: Undone Job</i>	<i>98</i>
<i>Figure 4.5- 7: Done Check Box.....</i>	<i>98</i>
<i>5.1- 1: System Workflow Page</i>	<i>100</i>
<i>Figure 5.1- 2: View Report.....</i>	<i>101</i>
<i>Figure 5.1- 3: Expanded Report.....</i>	<i>102</i>
<i>Figure 5.1- 4: Job Data</i>	<i>103</i>
<i>Figure 5.2- 1: Pending Jobs Tab</i>	<i>104</i>
<i>Figure 5.2- 2: Pending Jobs Details</i>	<i>105</i>
<i>Figure 5.2- 3: Job History</i>	<i>107</i>
<i>Figure 5.2- 4: Sub-Options</i>	<i>108</i>
<i>Figure 5.2- 5: Job Metadata</i>	<i>109</i>
<i>Figure 5.3- 1: Late Jobs Window.....</i>	<i>110</i>
<i>Figure 5.3- 2: Late jobs History.....</i>	<i>112</i>
<i>Figure 5.3- 1: Late Jobs Window.....</i>	<i>110</i>
<i>Figure 5.3- 2: Late jobs History.....</i>	<i>112</i>
<i>Figure 5.4- 1: Users Rates</i>	<i>114</i>
<i>Figure 5.4- 2: Users Rate Report</i>	<i>116</i>
<i>Figure 5.4- 3: Expanded Users Report</i>	<i>116</i>
<i>Figure 5.5- 1: Report builder Page</i>	<i>118</i>
<i>Figure 5.5- 2: New Report Window</i>	<i>120</i>
<i>Figure 5.5- 3: Direct Query.....</i>	<i>120</i>

<i>Figure 5.5- 4: Report Details</i>	<i>121</i>
<i>Figure 5.5- 5: Attributes.....</i>	<i>122</i>
<i>Figure 5.5- 6: New Report</i>	<i>122</i>
<i>Figure 5.5- 7: Change Type</i>	<i>123</i>
<i>Figure 5.5- 8: Delete Report Dialog Box.....</i>	<i>124</i>
<i>Figure 6.1- 1: Jobs Size.....</i>	<i>126</i>
<i>Figure 6.1- 2: Jobs Size 2.....</i>	<i>126</i>
<i>Figure 6.2- 1: Size Progress bar</i>	<i>126</i>
<i>Figure 6.2- 2: Archiver Tab Window</i>	<i>127</i>
<i>Figure 6.2- 3: Online Media Storage Archiving</i>	<i>127</i>
<i>Figure 6.2- 4: CD/Tape Archiving.....</i>	<i>127</i>
<i>Figure 6.2- 5: Confirm Jobs on Media</i>	<i>128</i>
<i>Figure 6.3- 1 Confirm Media.....</i>	<i>129</i>
<i>Figure 6.4- 1: Archived and Active page</i>	<i>130</i>
<i>Figure 6.4- 2: Check Out Dialog Box</i>	<i>131</i>
<i>Figure 6.4- 3: Archiving History Matrix</i>	<i>132</i>
<i>Figure 6.4- 4: Job checked out</i>	<i>132</i>

1 Introduction

1.1 General Introduction

Bibliotheca Alexandrina (BA) developed an application to be used by the Specialists in the Digital Lab. The Digital Assets Factory (DAF) is used for automating and controlling the digitization process at the Digital Lab. This program supports the digitization of library assets, including textual material, slides, maps and others. It provides the Digital Lab Operators with tools for entering a digitization job metadata, keeping track of digitization status and recording productions.

The system supports different workflows for different types of material including the scanning of the material, the processing of these scanned files to enhance their quality, performing the Optical Character Recognition (OCR) on textual material and encoding the digitized by generating a version suitable for publishing.

DAF_{v2} provides a database system to keep track of the digitization process. It also keeps track of the materials to be digitized and provides timely reports on various levels of management describing the workflow on daily, weekly or longer basis and allows online queries about the current status of a certain asset at the digital lab.

The Digital Lab is considered BA's digitization factory. This is where all the scanning, indexing, OCRing, etc take place. This is the place that maintains the achievement of BA's goals.

Note:

- ♦ The sections of the program are shown in form of **Tabs**. These tabs are named according to the name and function of each section.
- ♦ These sections have an inter-relation among them as you will be acquainted with in this manual. Any addition/update in one section may lead to another change in one or more other sections.
- ♦ The sections are not obligatory navigated in order. In other words, you can switch through sections without following their displayed order in the program.

- ♦ Privileges given to each user/role could be modified. Therefore the section and managers viewed might differ from one user to the other even if they have the same role.

1.1.1 Conventions

Throughout this manual, there are some conventions followed and they are as follows:

- ♦ Anything to be clicked on or the name of the text boxes or dialog boxes is written as the following example:
 - Click **update** to save the changes done.
 - The **Roles** tab is the first tab in this application.

1.2 How to start using DAF (V2)


- ♦ Get your Username and Password.
- ♦ Click on the program icon  to start it.
- ♦ Fill the **Login** dialog box with the user name and password.
- ♦ Press **Connect** to log in as shown in Figure 1.2- 1.



Figure 1.2- 1: Login

Note: **User** may log in automatically in case his account is checked as **IsLDap**. Check the User Section.

2 Admin Manager

By default this part is mainly used by users given the administrator role. These administrators can enable specific users to see one or more dialog box by giving them more privileges as discussed in the current part.

2.1 Roles Section

Note: The Roles' permission in the AdminManager is usually given to the Administrator Role only.

2.1.1 Introduction to the Roles Section

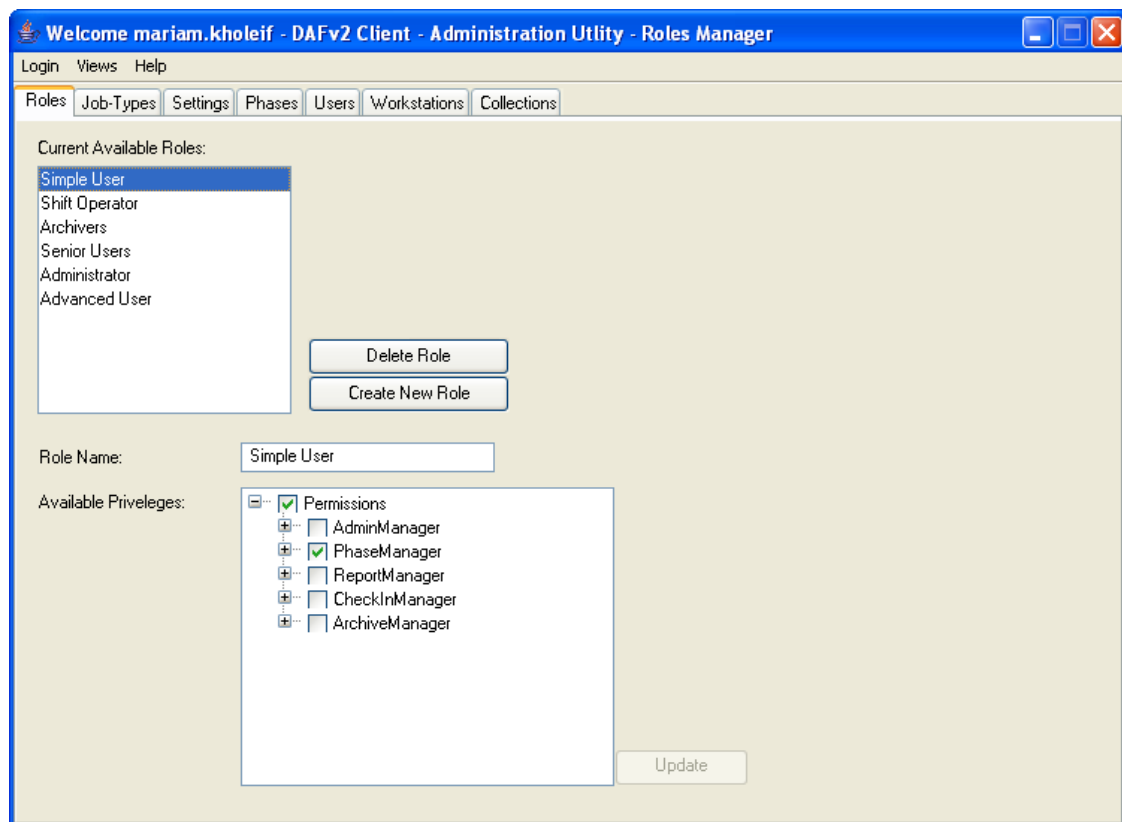


Figure 2.1- 1: Roles Section

The **Roles** tab is the first tab in this application. It displays the **Currently Available Roles** as shown in Figure 2.1- 1. This section helps the user to define the different roles in the system. In this section, user has full control over the various types of Roles and their privileges. Some roles are pre-defined to be used for user types mentioned in the **Users** Section, with the ability to modify, delete or add new roles throughout this section.

2.1.2 Available Roles

In this part, there are some pre-defined roles. These roles are created to facilitate the user's work. There are different types of Roles; **Simple User**, **Advanced User**, **Senior Users**, etc as shown in Figure 2.1- 2.



Figure 2.1- 2: Current Available Roles

- ♦ The **Administrator**: This Role has access to all the **Available Privileges**. The user is responsible, for example, solving accesses' problems, creating new roles and collections, defining job paths among phases, adding or removing workstations, etc
- ♦ The **Shift Operator**: This Role's user is responsible, for example, for distributing the tasks among the simple users. All managers are accessible to this user except the **Admin Manager**.
- ♦ The **Advanced User**: This user has access only to the **Phase Manager**.
- ♦ The **Senior Users**: In this Role, the user can view and work on the **Phase Manager** and part of the **Check-In Manager**.
- ♦ The **Simple User**: This Role has limited accesses. This user is responsible for completing one or more phase like scanning or processing phases. Only the **Phase Manager** is visible to this user.
- ♦ The **Archivers**: This user is responsible to keep the backup files of the finished jobs. This Role's user has access to the **Phase Manager**, some of the **Check-In Manager** and the **Archive Manager**.

2.1.3 Available Privileges

In this section, privileges are managed, giving each user certain privileges to facilitate the work. Moreover this part controls which sections will be actually visible to the each user.

- ♦ Click once to select the required check boxes from the **Available privileges** list box. Choosing the check boxes depends on which accesses are required to be given to a certain user.
- ♦ To unselect a certain privilege, click once more on the previously checked check box.

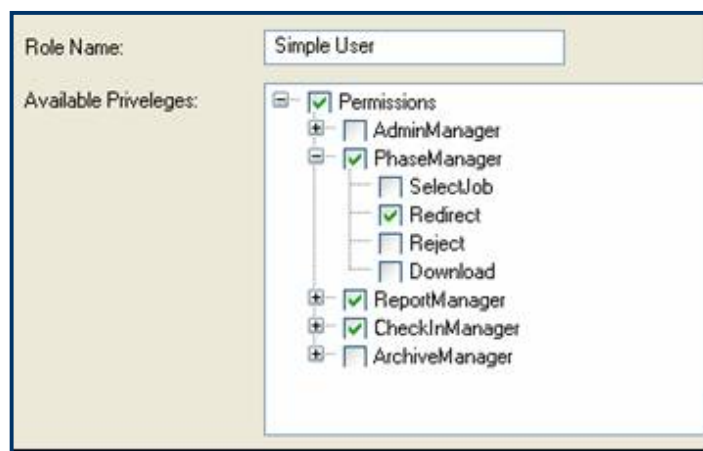



Figure 2.1- 3: Available Privileges

2.1.4 Create a New Role

User can add/create a **New Role** to be used later by the Digital Lab Specialists. This New Role will be added in the other related sections' dropdown lists.

- ♦ Click on the **Create New Role**  button to add a new role with specific chosen privileges. Clicking on this button will provide the same window but with no details entered either in the name or the available privileges check boxes as shown in Figure 2.1- 4.

Current Available Roles:

- Simple User
- Shift Operator
- Archivers
- Senior Users
- Administrator
- Advanced User

Buttons: Delete Role, Create New Role

Role Name:

Available Privileges:

- ☐ Permissions
 - ☐ AdminManager
 - ☐ PhaseManager
 - ☐ ReportManager
 - ☐ CheckInManager
 - ☐ ArchiveManager

Figure 2.1- 4: Create a New Role

- ♦ Insert the chosen name for the new role in the **Role Name** text box as shown in Figure 2.1- 5.
- ♦ Use the check boxes in the **Available Privileges** list to decide the user's access.
- ♦ After filling the required details, press on the **Create** button to confirm the creation of this new role as shown in Figure 2.1- 5.

Role Name:

Available Privileges:

- ☒ Permissions
 - ☐ AdminManager
 - ☒ PhaseManager
 - ☐ SelectJob
 - ☒ Redirect
 - ☐ Reject
 - ☐ Download
 - ☐ ReportManager
 - ☒ CheckInManager
 - ☐ ArchiveManager

Buttons: Create

Figure 2.1- 5: New Role's Details

- ♦ Accepting the creation of the new role will add it to the list box of the **Current Available Roles** list as shown in Figure 2.1- 6.

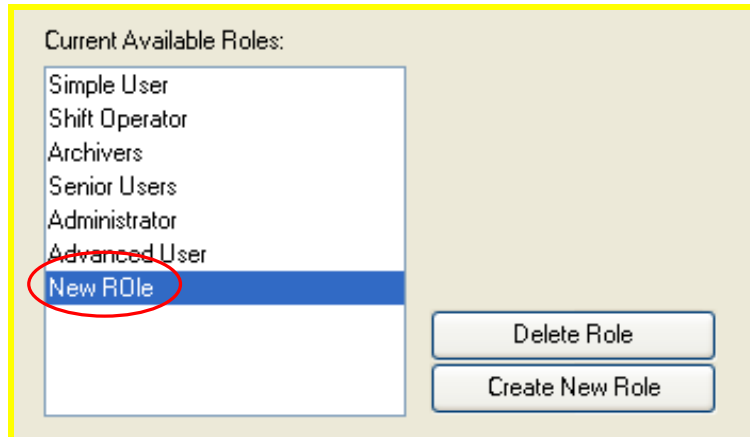


Figure 2.1- 6: New Role Added

2.1.5 Update a Role

User can update an existing role according to the necessities required. User can add/remove some privileges to the changing role. However, user must take into consideration that any modification in one of the roles will consequently affect other depending sections.

- ♦ Click once on one of the **Current Available Roles** that will be modified.
- ♦ Make the necessary required changes; like adding more privileges or removing others, etc.
- ♦ The **update** button will not be activated unless a change is done as shown in Figure 2.1- 7.




Figure 2.1- 7: Inactive/Active Update button

- ♦ Press the **update** button to save the changes done.

2.1.6 Delete a Role

In case user wishes to remove one of the roles, a deletion option is also available. However, user must be aware that deleting a role will affect other sections that depend on the type of **Roles**.

- ♦ Click once on the role that will be deleted.
- ♦ Press the **Delete Role**  button.
- ♦ A dialog box will appear as shown in Figure 2.1- 8.

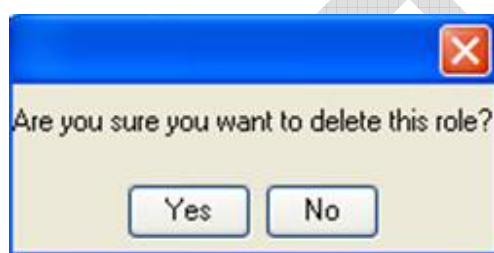




Figure 2.1- 8: Delete Role

- ♦ To complete the deletion process, click on the **Yes**  button.
- ♦ To cancel the deletion process, click on the **No**  button.

2.2 Job Types Section

Note: The Job-Types' permission in the Admin Manager is usually given to the Administrator Role only.

2.2.1 What are Job-Types?

The word JOB refers to the books, maps, manuscripts, etc that will undergo the digitization processes starting with the scanning and ending with the Backup. Since the system supports different types of objects to be digitized, therefore the different job types have to be defined.

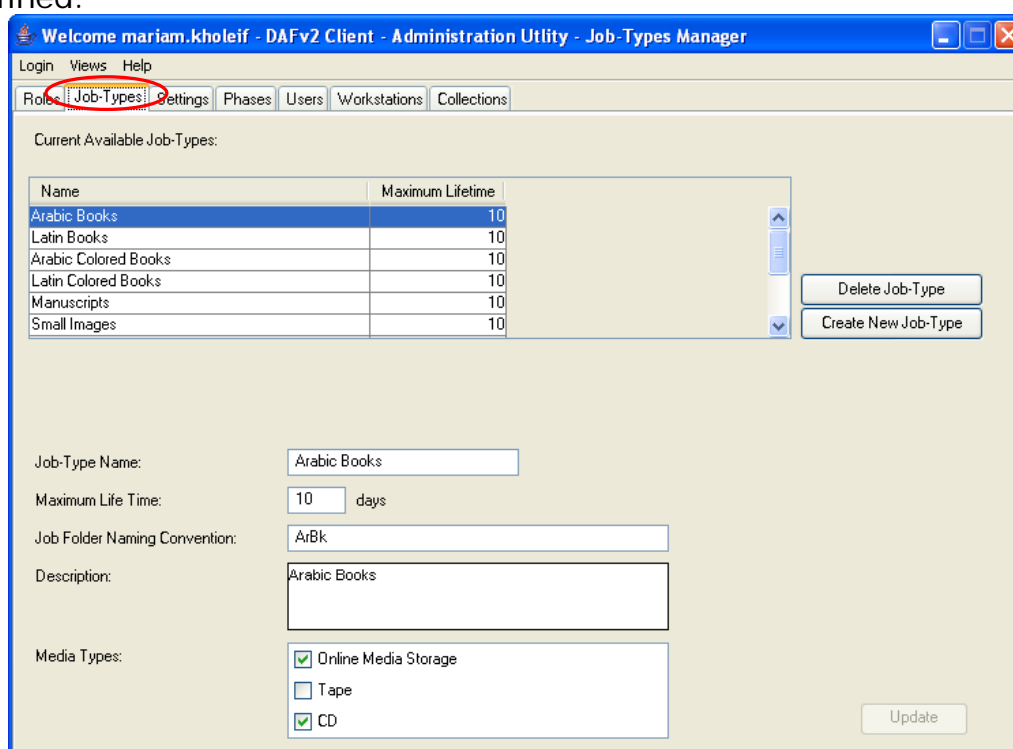


Figure 2.2- 1: Job-Types Section

In this section, the user categorizes the jobs into groups. In other words, all jobs are sorted according to their type whether books, manuscripts, maps, etc.

2.2.2 Current Available Job-Types

The program is provided with several pre-defined **Job-Types** to ease the user's work. There are 10 types available in this part that cover Arabic Books, Maps, Latin Books, Small Images, Newspapers, etc as shown in Figure 2.2- 2.

Current Available Job-Types:

Name	Maximum Lifetime
Arabic Books	10
Latin Books	10
Arabic Colored Books	10
Latin Colored Books	10
Manuscripts	10
Small Images	10

Figure 2.2- 2: Current Available Job-Types

Each **Job-Type** has certain characteristics that should suit any included job.

- ♦ Clicking on one of the **Current Available Job-Types** will display its details as shown in Figure 2.2- 3.
- ♦ The **Job-Type Name** shows the name of the Job-Type you just clicked on.
- ♦ The **Maximum Life Time** is the estimated time needed to finish the assigned job.
- ♦ The **Job Folder Naming Convention** is the abbreviation that will be used to refer to this **Job-Type** in other sections.
- ♦ The **Description** gives a brief explanation about the main idea of this Job Type.
- ♦ The **Media Types** are the backup tools. The final production of each Job has to be saved for a backup using one or more of the available tools either **Online Media Storage**, **Tape** or **CD**. Each one of these Media Types will be explained later in this manual.

Job-Type Name: Latin Colored Books

Maximum Life Time: 10 days

Job Folder Naming Convention: LatClrBk

Description: Latin Colored Books

Media Types:

☒ Online Media Storage

☐ Tape

☒ CD

Figure 2.2- 3: Job-Types Details

2.2.3 Create a new Job-Type

The user has the availability to create/add a new **Job-Type** with different characteristics than the ones already available.

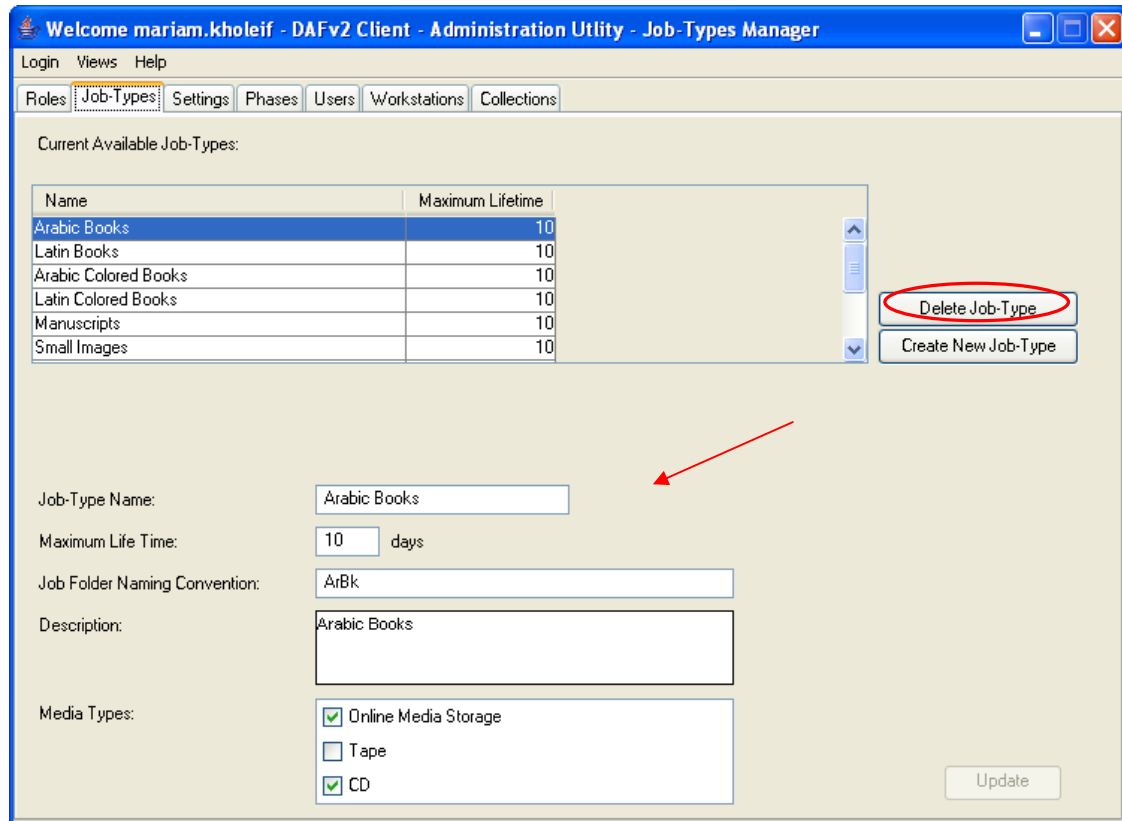


Figure 2.2- 4: Create a New Job-Type

- ♦ Click on the **Create New Job-Type** button. Clicking on this button will provide the same window but without any details entered either in the **name**, **description**, **maximum life time**, etc. Note that the new **Job-Type** will be added in some other sections' dropdown lists.
- ♦ Insert the name you chose of the new Job-Type in the **Job-Type Name** text box as shown in Figure 2.2- 4.
- ♦ Fill the text boxes of the **Description**, **Maximum Life Time**, etc with the required details as shown in Figure 2.2- 5.
- ♦ Use the check boxes in the **Media Types** list to choose the storage device of the jobs that would belong to this new **Job-Type**.

Job-Type Name: New Job

Maximum Life Time: 55 days

Job Folder Naming Convention: NwJb

Description: A new job to be used

Media Types:

- ☒ Online Media Storage
- ☒ Tape
- ☐ CD

Figure 2.2- 5: Fill New Job-Type Details

- ♦ Note that the **Create** button will not be activated except after inserting the required details as shown in Figure 2.2- 6.

Left: Inactive 'Create' button. Right: Active 'Create' button.

Figure 2.2- 6: Inactive/Active Create button

- ♦ Click on **Create** button to confirm the creation of this new Job-Type.
- ♦ Accepting the creation of the new role will add it to the list of the **Current Available Roles** list as shown in Figure 2.2- 7.

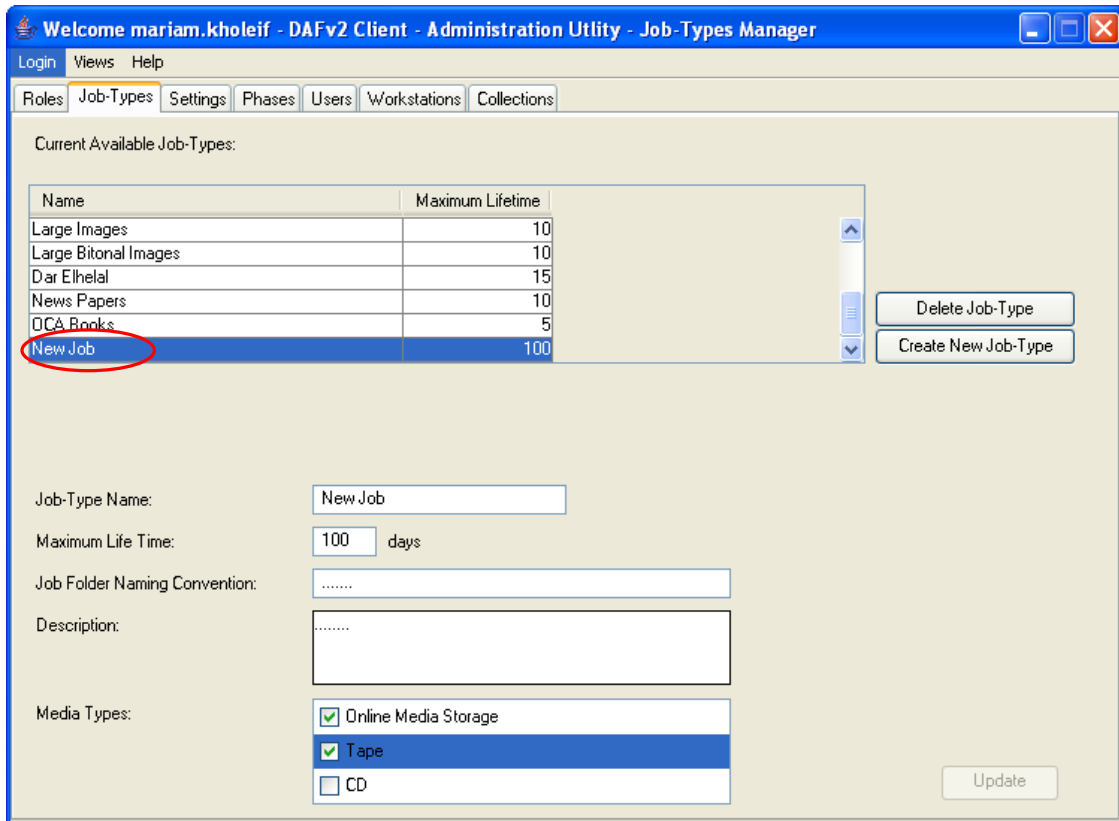


Figure 2.2- 7: New Job-Type added


2.2.4 Update a Current Available Job-Type

User can update an already existing Job-Type according to the necessities required. Any of the type details; **name**, **description**, etc can be modified.

- ♦ Click once on the Job that will be modified from the **Current Available Job-type** list box.
- ♦ Make the necessary required changes; like adding a media type for storage, changing the abbreviation, etc
- ♦ The **Update** button will not be activated unless at least one change is done.
- ♦ To save the changes done, press the **update** button.

2.2.5 Delete a Current Available Job-Type

The program also gives the user the ability to delete one of the available **Job-Type**. However, user must note that deleting one of these **Job-types** will affect other dropdown lists in other sections.

- ♦ Click once on the **Job-Type** that will be deleted.
- ♦ Click on the **Delete Job-Type**  button.
- ♦ A dialog box will appear to confirm deletion as in Figure 2.2- 8.

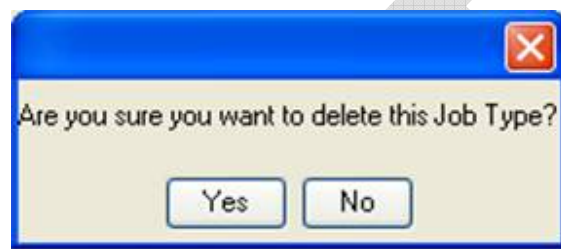




Figure 2.2- 8: Delete Job-Type

- ♦ To confirm the deletion, press the **Yes**  button.
- ♦ To cancel the deletion order, press the **No**  button.

2.3 Settings Section

Note: The Settings' permission in the Admin Manager is usually given to the Administrator Role only.

2.3.1 Introduction

This section is a generic one. In other words, different parts are defined in this section to be used in the other sections later on.

2.3.2 Devices

This part sets the devices used in the digitization process. The devices are not necessarily an external one. A used application, software, external scanners, etc are all considered as devices.

2.3.2.1 CREATE A NEW DEVICE

Additional devices can be added when needed. Added/Created devices will be added in other depending dropdown lists in the other sections of the program.

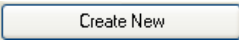


- ♦ Click on the **Create New**  button.
- ♦ Fill the required details shown in Figure 2.3- 1.
- ♦ Click on the **Create**  button to complete the creation.
- ♦ Note that the **Create**  button will not be activated unless new details are entered.
- ♦ The new Device will be added to the **Available** list as shown in Figure 2.3- 2.




Figure 2.3- 1: Create New Device

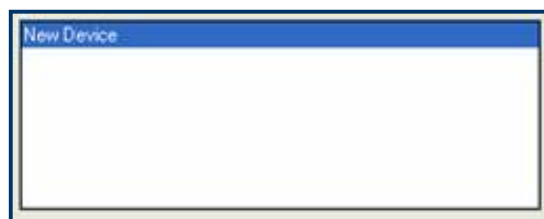




Figure 2.3- 2: Newly added Device




2.3.2.2 UPDATE AN AVAILABLE DEVICE

User can update/modify an already existing device. However user must note that any change in this section will consequently affect other depending sections.

- ♦ Click once on the **Device**'s name to select it from the **Available** list box.
- ♦ Apply the necessary changes either to the **name** or the **description**.
- ♦ Press the **Update**  button to accept the modifications.
- ♦ Note that the **Update**  button will not be activated unless at least one change is done.
- ♦ The changes will be seen in the **Available** list box.

2.3.2.3 DELETE AN AVAILABLE DEVICE

In case one of the devices is no longer used either by terminating or upgrading, user can delete it from the **Available** list.

- ♦ Click once on the **Device** to be deleted.
- ♦ Press the **Delete**  button.
- ♦ A confirmation box will be displayed as shown in Figure 2.3- 3.
- ♦ To complete the deletion, press the **Yes**  button.
- ♦ To cancel the deletion process, press the **No**  button.

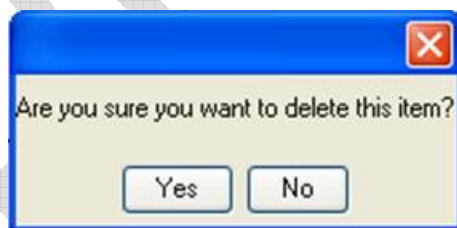


Figure 2.3- 3: Delete a Device

2.3.3 Job Condition


This part is used to evaluate the done Jobs. In other words, this part rates the completed job whether it is good, bad, etc and thus decides whether this job is acceptable or should be redirected.

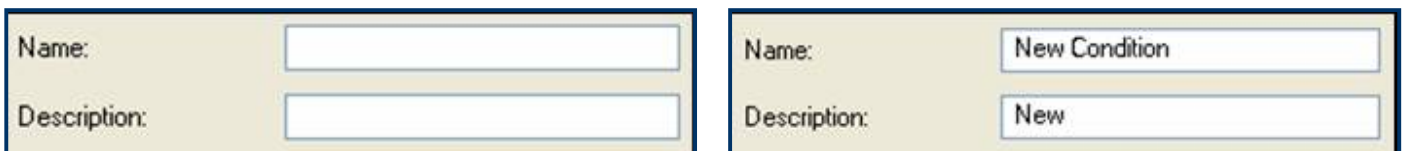
2.3.3.1 AVAILABLE JOB CONDITIONS

These Job Conditions are pre-defined to ease the user's work. They are as follows:

- ♦ The **Good** condition
- ♦ The **Bad** condition
- ♦ The **Single Space Scan** condition
- ♦ The **Medium** condition
- ♦ The **Unknown** condition

2.3.3.2 CREATE NEW JOB CONDITION



- ♦ Click on the **Create New**  button to create a new **Job Condition**.
- ♦ The **Job Condition**'s details will be cleared as shown in Figure 2.3- 4.
- ♦ Fill the text boxes with the required details as shown in Figure 2.3- 4.



Name:	<input type="text"/>
Description:	<input type="text"/>

Name:	<input type="text" value="New Condition"/>
Description:	<input type="text" value="New"/>

Figure 2.3- 4: Create a New Job Condition

- ♦ Press the **Create**  button to complete the creation process.
- ♦ Note that the **Create**  button will not be activated until new details are entered.
- ♦ The new **Job Condition** will be added to the **Available** list box as shown in Figure 2.3- 5.

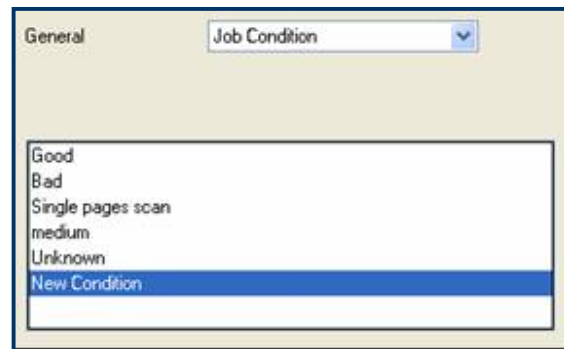


Figure 2.3- 5: Newly Added Job Condition

2.3.3.3 UPDATE AN AVAILABLE JOB CONDITION

- ♦ Click once to select the **Job Condition** that will be updated/modified.
- ♦ Apply the changes either to the **name** or the **description**.
- ♦ Press the **Update** button to accept the applied update.

2.3.3.4 DELETE AN AVAILABLE JOB CONDITION

- ♦ Click once to select the **Job Condition** to be deleted.
- ♦ Press the **Delete** button.
- ♦ A confirmation dialog box will appear as shown in Figure 2.3- 6.

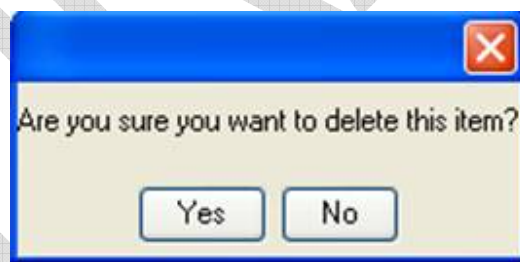


Figure 2.3- 6: Delete a Job Condition

- ♦ Press the **Yes** button to accept the deletion process.
- ♦ Press the **No** button to cancel the deletion.
- ♦ Note that deleting any **Job Condition** will mean that it will be deleted too from any other related lists in other sections.

2.3.4 Operating System

This part controls the definition of **Operating Systems** used in the digitization process. An operating system (sometimes abbreviated as "OS") is the program that manages all the other programs in a computer. The other programs are called applications or application programs. At the foundation of all system software, an operating system performs basic tasks such as controlling and allocating memory, prioritizing system requests, controlling input and output devices, facilitating networking and managing file systems.

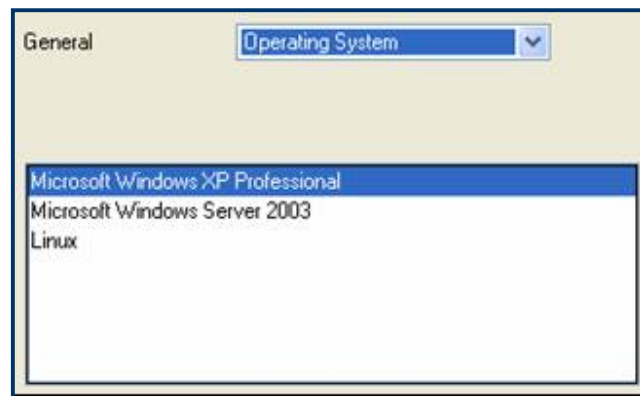


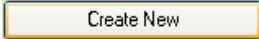
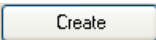
Figure 2.3- 7: Operating Systems

2.3.4.1 AVAILABLE OPERATING SYSTEMS

- ♦ The **Microsoft Windows XP Professional**
- ♦ The **Microsoft Windows Server 2003**
- ♦ The **Linux**

2.3.4.2 CREATE NEW OPERATING SYSTEM

To create a new **Operating System**, user must follow the below steps:

- ♦ Click on the **Create New**  button.
- ♦ Enter the chosen name for the new **Operating System** in the **Name** text box as shown in Figure 2.3- 8.
- ♦ Press the **Create**  button to complete the creation process.

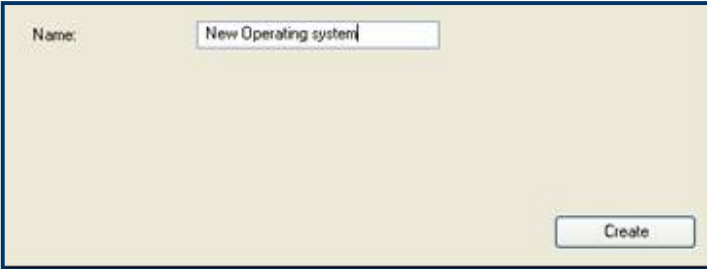


Figure 2.3- 8: New Operating System

- ♦ The new **Operating System** will be added to the **Available** list box as in Figure 2.3- 9.
- ♦ Note that the newly created **Operating System** will also be added in other related lists in the other sections.





Figure 2.3- 9: New Operating System Added

2.3.4.3 UPDATE AN AVAILABLE OPERATING SYSTEM

Sometimes an **Operating System** must be modified as a result of the availability of an updated version or even repairing/fixing the old one. In that case, user must follow the following steps:

- ♦ Click once on the **Operating System** to be updated/ modified.
- ♦ Apply the changes required.
- ♦ Press the **Update**  button to accept the changes done.
- ♦ The changes will be visible in the **Available** list box.

- ♦ Note that the changes done in an **Operating System** will affect other sections related to it.

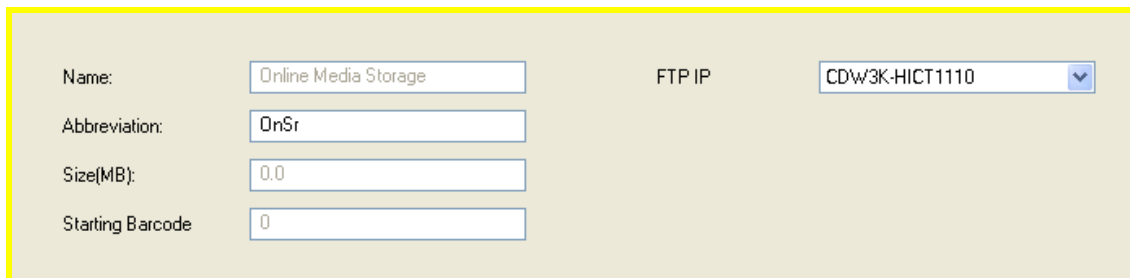
2.3.4.4 DELETE AN AVAILABLE OPERATING SYSTEM.

In case the **Operating System** is no longer used then deleting it can take place. The deleting steps are as follows:

- ♦ Click on the **Operating System** to be deleted.
- ♦ Click on the **Delete** button.
- ♦ A confirmation dialog box will appear.
- ♦ To complete the deletion process, click on the **Yes** button.
- ♦ To cancel the deletion process, click on the **No** button.
- ♦ Note that deleting one of the **Operating System** will affect other sections in the program that work depending on it.

2.3.5 Media Type

This part controls the **Media Types**, which are the tools used to save a backup version of each digitized job.




Name:	<input type="text" value="Online Media Storage"/>	FTP IP	<input type="text" value="CDW3K-HICT1110"/>
Abbreviation:	<input type="text" value="OnSr"/>		
Size(MB):	<input type="text" value="0.0"/>		
Starting Barcode	<input type="text" value="0"/>		

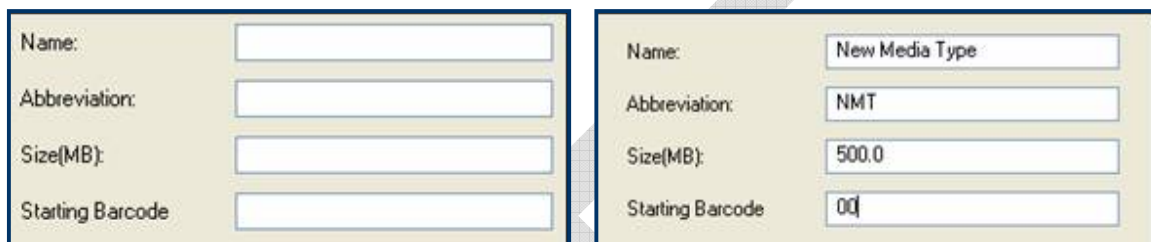
Figure 2.3- 10: Media Types

2.3.5.1 AVAILABLE MEDIA TYPES

- ♦ The **Online Media Storage**: This method archives all the finished jobs in an online store.
- ♦ The **Tape**: This method archives the finished jobs on tapes.
- ♦ The **CD**: This method archives the finished jobs on a CD that could be used later.

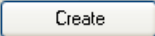
2.3.5.2 CREATE A NEW MEDIA TYPE

- Click on the **Create New**  button.
- The text boxes will be cleared and user should fill them with the chosen new details as in Figure 2.3- 11.
- Write in the appropriate text boxes the previously explained **Name**, **Abbreviation**, **Size** and **Starting Barcode**.





Name:	<input type="text"/>	Name:	<input type="text" value="New Media Type"/>
Abbreviation:	<input type="text"/>	Abbreviation:	<input type="text" value="NMT"/>
Size(MB):	<input type="text"/>	Size(MB):	<input type="text" value="500.0"/>
Starting Barcode	<input type="text"/>	Starting Barcode	<input type="text" value="00"/>

Figure 2.3- 11: Create a New Media Type

- Press the **Create**  button to complete the creation process.
- Note that the newly created **Media Type** will be added to the **Available** list box and in other sections too.

2.3.5.3 UPDATE AN AVAILABLE MEDIA TYPE

- Click once to select the **Media Type** that would be modified.
- Apply the necessary one or more changes.
- Note that the **Update**  button will not be activated until at least one change is done to the **Media Type**.
- Note that the applied changes will consequently modify the chosen **Media Type** in other linked sections of the program.
- Click the **Update**  button to confirm the done modifications.

2.3.5.4 DELETE AN AVAILABLE MEDIA TYPE

- Click on the **Media Type** to be deleted.
- Press the **Delete**  button.

- ♦ A confirmation dialog box will be displayed.
- ♦ Press the **Yes** button to accept the deletion.
- ♦ Press the **No** button to cancel the deletion.
- ♦ Note that deleting one of the **Media Types** will consequently delete it from other sections and thus affect them as long as they are depending on it.

2.3.6 Storage

This part controls the servers to be used in storing the jobs.

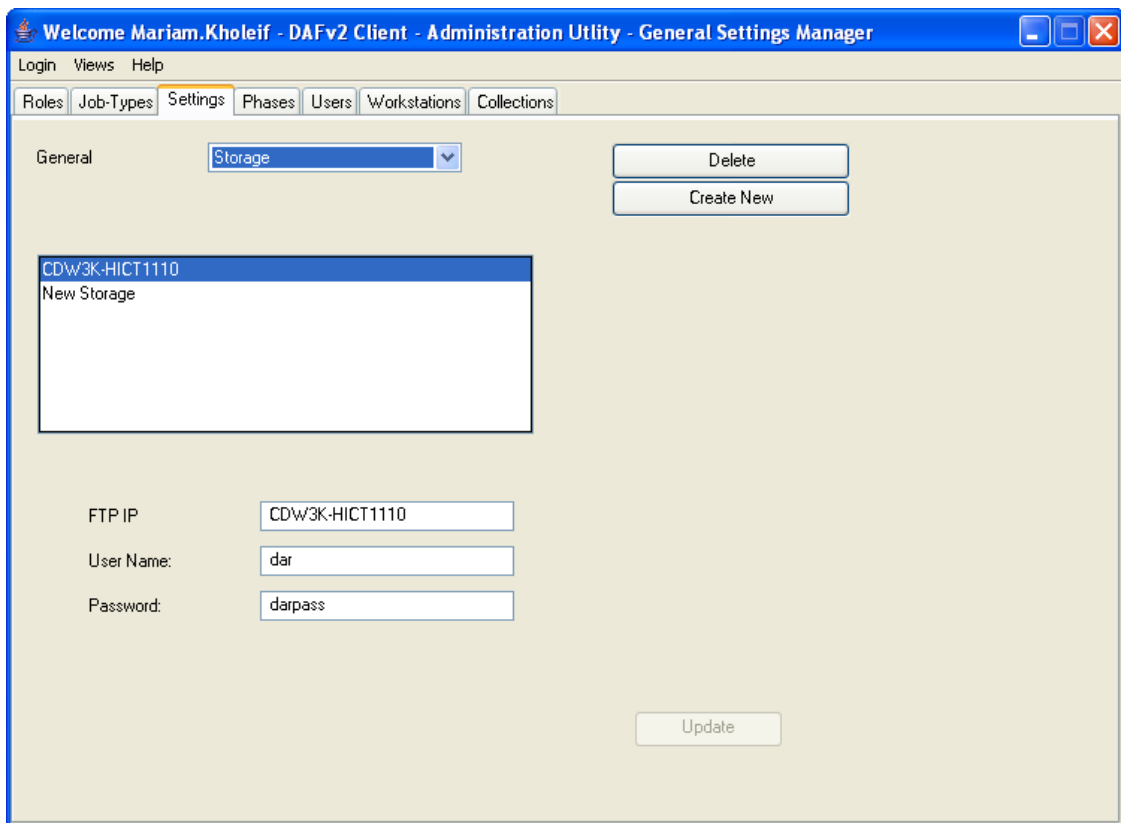
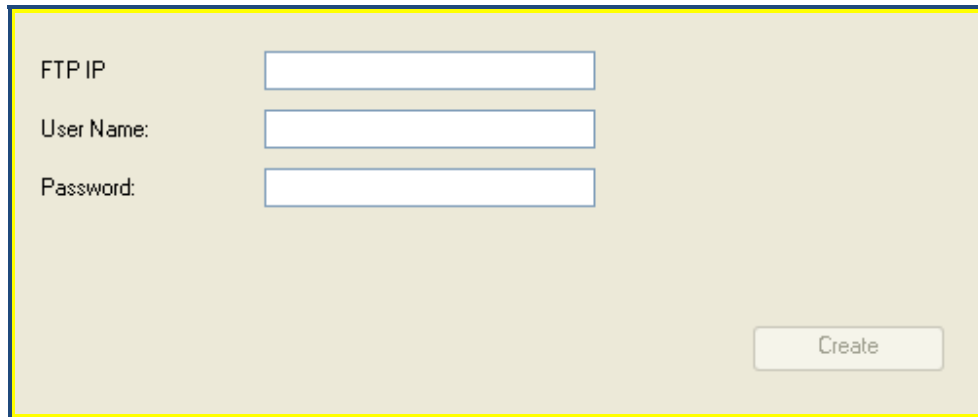


Figure 2.3- 12: Storage Window

2.3.6.1 Create New Storage

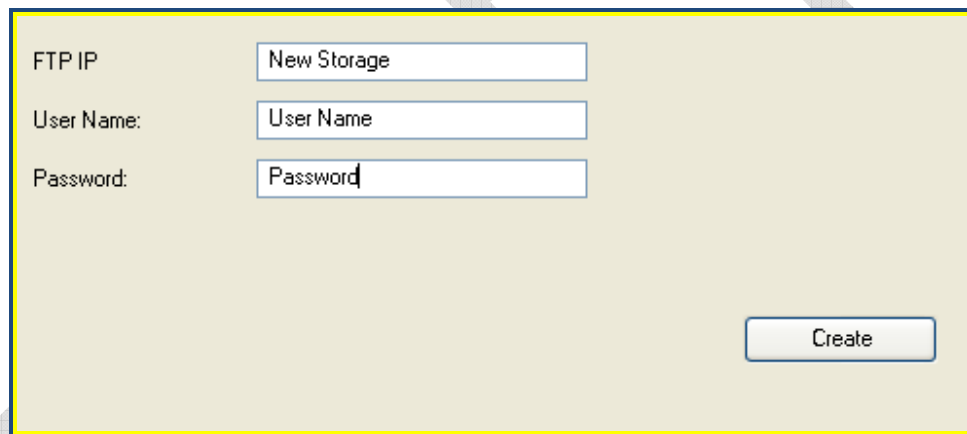
- ♦ Press the **Create New** button.
- ♦ The Storage details' text boxes will be cleared as shown in Figure 2.3- 13.



A screenshot of a web form titled "Empty Storage Details". The form has a light beige background and a yellow border. It contains three input fields: "FTP IP", "User Name:", and "Password:". Each field is empty. A "Create" button is located at the bottom right of the form.


Figure 2.3- 13: Empty Storage Details

- ♦ Fill the required details as shown in Figure 2.3- 14.



A screenshot of the same web form as Figure 2.3- 13, but now filled with sample data. The "FTP IP" field contains "New Storage", the "User Name:" field contains "User Name", and the "Password:" field contains "Password". The "Create" button is still at the bottom right.

Figure 2.3- 14: Fill Storage Details

- ♦ Press the **Create**  button to complete the createion process.
- ♦ Note that the **Create** button will not be activated unless the required details are filled.
- ♦ The New Storage will be added to the Available Storage List as shown in

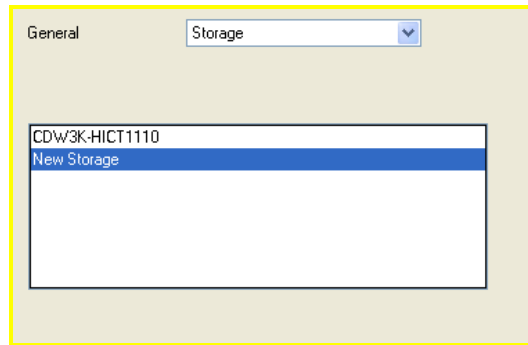


Figure 2.3- 15: New Storage Added

2.3.6.2 Update a Storage

- ♦ Click once to select the **Storage** to be modified.
- ♦ Apply the required modifications to the name, username or password.
- ♦ Press the **Update** button to confirm the modifications done.
- ♦ Note that the **Update** button will not be activated unless at least one modification is done.

2.3.6.3 Delete a Storage

- ♦ Click once to select the **Storage** to be deleted.
- ♦ Press the Delete button.
- ♦ A confirmation dialog box will be displayed as shown in .

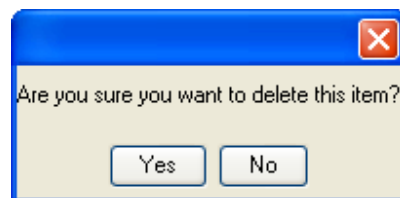


Figure 2.3- 16: Delete Storage

- ♦ Press the **Yes** button to accept the deletion.
- ♦ Press the **No** button to cancel the deletion.

2.4 Phases Section

Note: The Phases' permission in the AdminManager is usually given to the Administrator Role only.

2.4.1 Introduction

In this section, user controls which **Job-Type** goes through which phases and the estimated time required to finish each of these phases. User can also control the chronology/sequence of phases. For each **Job Type**, we define several phases that can be applied to this specific **Job Type**. Also a suggested sequence of phases is set for each **Job Type**. This sequence does not have to contain all the phases attached to this **Job Type**.

2.4.2 Current Available Phases

This part is divided into several parts. The first part is a dropdown list that contains the available **Job-types**. Using this list, user can associate each **Job-Type** with the appropriate **Phases**.

- ♦ Click on the dropdown **Job-Types** list to view the available Job Types.
- ♦ Choose the **Job-Type** required.
- ♦ The **Current Available Phases** will contain all the phases that can be processed on the job as in **Error! Reference source not found..**

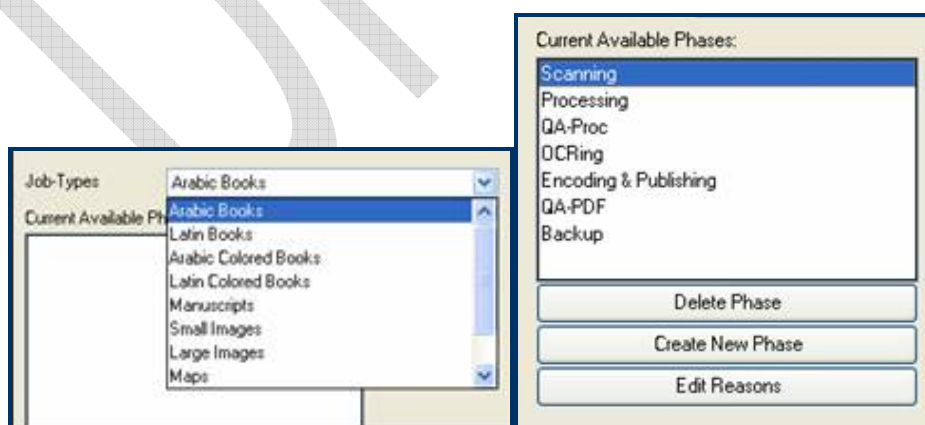


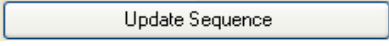


Figure 2.4- 2: Available Job-Types

Figure 2.4- 2: Current Available Phases

- ♦ Click on the **right arrow**  to move it to the **Assigned Sequence**.
- ♦ Click on the **left arrow**  to remove the phase from the **Assigned Sequence**.
- ♦ The sequence of phases can be controlled using the **UP** and **DOWN** arrows as in Figure 2.4- 3.
- ♦ To confirm the arrangement of phases, press on the **Update Sequence**  button.

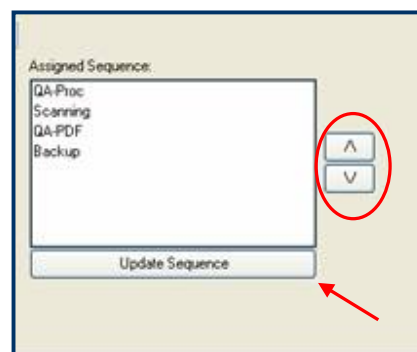


Figure 2.4- 3: Sequence of the Assigned Phases

2.4.3 Create a New Phase


- ♦ Click on the **Create a New Phase**  button.
- ♦ User will get the **Phase's** detail empty text boxes as in Figure 2.4- 4.

Figure 2.4- 4: Create a New Phase

- ♦ Fill the **Phase Name** text box with the chosen name for the **New Phase**.
- ♦ Fill the **Maximum Period** with the number of days required. The **Maximum Period** is the estimated time required to accomplish the chosen phase.



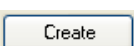

- ♦ The **XML Description** states the required conditions to successfully create the new phase. These conditions are obligatory, like the existence or creation of the saving folder for this phase production, or the number of files existing in this folder, etc.
- ♦ The **Create**  button will not be activated until the required details mentioned above are filled.
- ♦ Click the **Create**  button to confirm the creation of the **New Phase**.
- ♦ Clicking on the **Create**  button will add the new phase to the **Current Available Phases** as in Figure 2.4- 5.

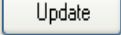


Figure 2.4- 5: New Phases Added

2.4.4 Update an Available Phase

This application also provides the User with the access to update one or more of the **Current Available Phases**. In other words, user can modify the **Phase Name**, **XML Description** or the **Maximum Period** required for it.

- ♦ Select the phase that will be updated from the **Current Available Phases** list.
- ♦ Change the details according to the user's requirements.
- ♦ The **Update**  button will not be activated until at least one change is done to the phase details.

- ♦ Click on the **Update**  button to confirm the changes done.
- ♦ Note that the changes done in a phase in this section will consequently affect other related sections in the program.

2.4.5 Delete an Available Phase

In case the user need to delete one or more of the **Current Available Phases**, user have to:




- ♦ Select the phase that will be deleted from the **Current Available Phases** list.
- ♦ Click on the **Delete Phase**  button as in Figure 2.4- 6.



Figure 2.4- 6: Delete an Available Phase

- ♦ A dialog box will be displayed to confirm or discard deletion.
- ♦ Click **Yes**  button to confirm deletion.
- ♦ Click **No**  button to cancel the deletion.

2.4.6 Set Reject/Redirect Reasons

In case one of the phases does not meet the appropriate requirements of quality; user can discard the phase or redirect it, however discarding the phase has to be based on a reason. Several reasons, for discarding/redirecting, are provided to be used by the other users.

- ♦ Click on the **Edit Reasons**  button.

- ♦ A new window will be displayed as shown in Figure 2.4- 7.

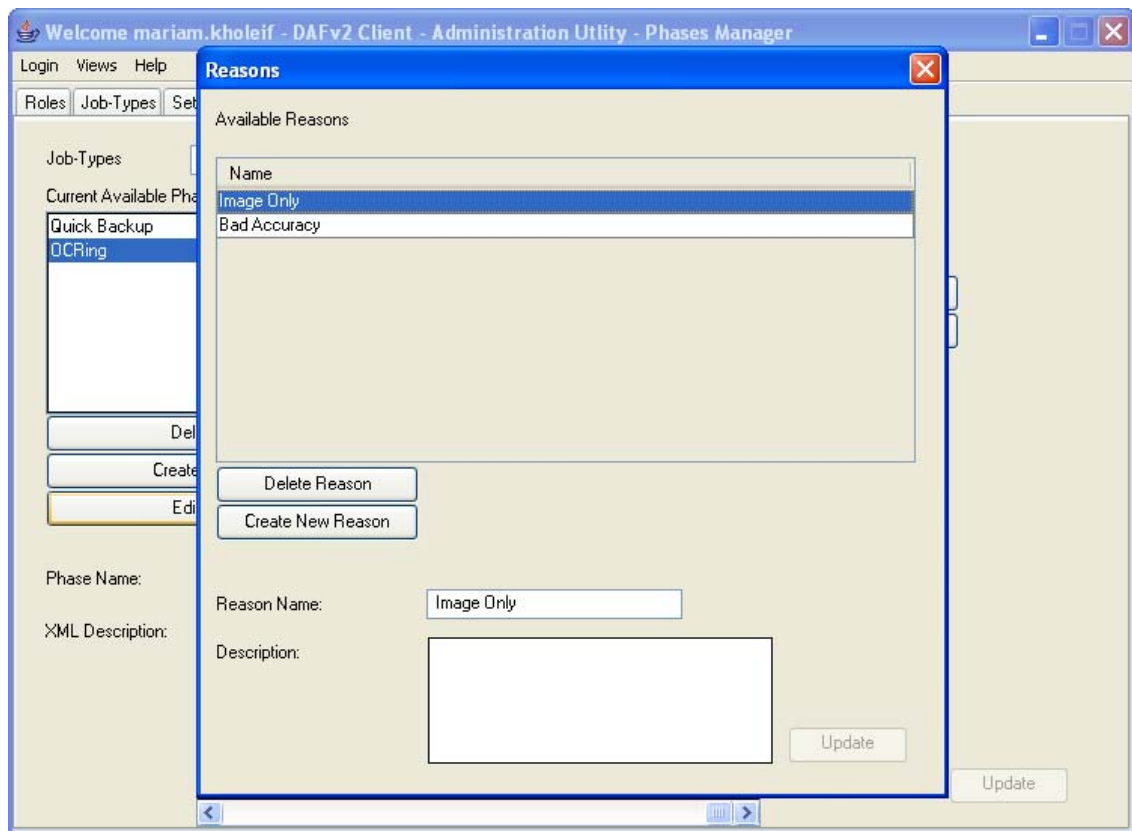



Figure 2.4- 7: Reasons' Window

2.4.6.1 CREATE A NEW REASON

- ♦ To create a **New Reason**, click on the **Create New Reason** button.
- ♦ Fill in the required details as shown in Figure 2.4- 8.

Figure 2.4- 8: New Reason Details

- Click the **Create**  button to complete the creation. The **New Reason** will be added to the **Available Reasons** list box as shown in Figure 2.4- 9.

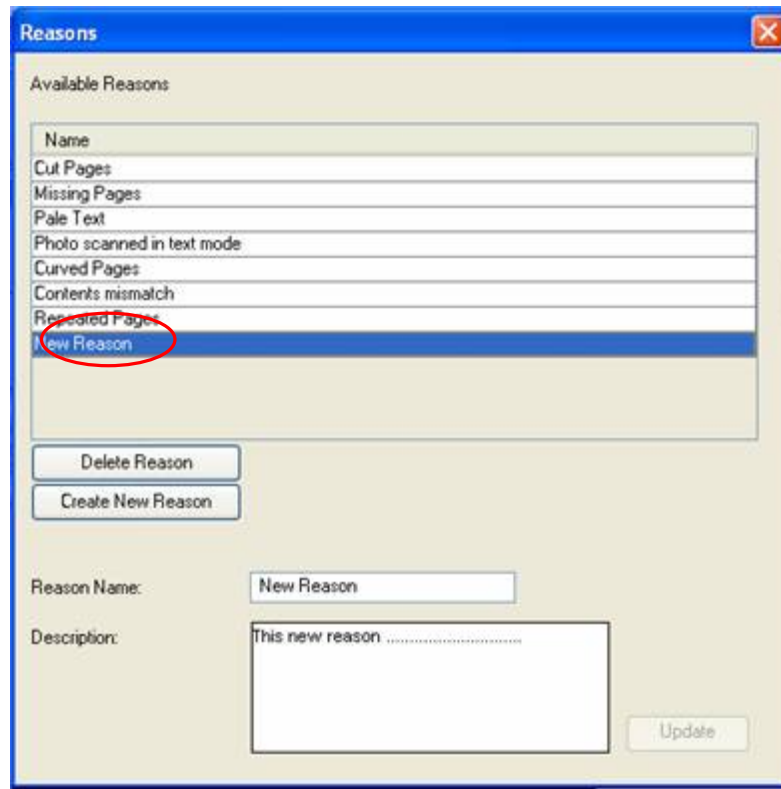




Figure 2.4- 9: New Reason added

2.4.6.2 UPDATE A REASON

- Click on the Reason that will be updated front the **Available Reasons** list.
- Apply the required changes, and then press the **Update**  button.
- Note the **Update**  button will not be activated until some changes are done to details of the **Reason**.

2.4.6.3 DELETE A REASON

- Select the reason that will be deleted from the **Available Reasons** list.
- A confirmation dialog box will be displayed as in Figure 2.4- 10.

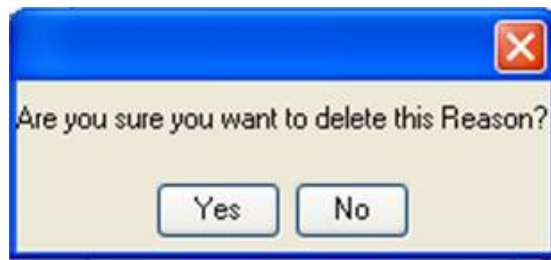




Figure 2.4- 10: Delete a Reason

- ♦ To confirm the deletion, click the **Yes**  button.
- ♦ To cancel the deletion, click the **No**  button.

2.5 Users Section

Note: The Users' permission in the AdminManager is usually given to the Administrator Role only.

2.5.1 Introduction

In this section, username and accounts are handled. Users' accounts are created, modified, deleted, etc. Since a certain user can work upon a list of specific phases, therefore in this part it is managed to access which account would work on which Phase, number of Jobs to be assigned at the same time, Role, etc.

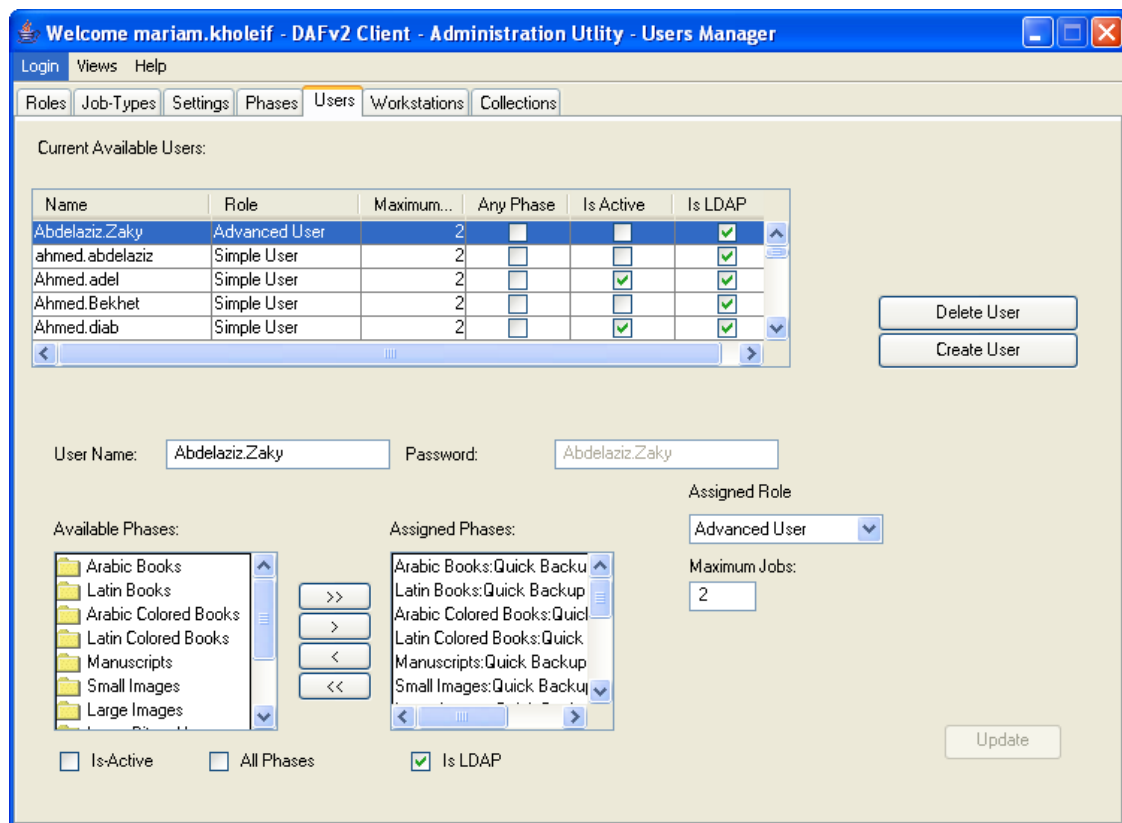


Figure 2.5- 1: Users Section

2.5.2 Current Available Users

This part displays the **Name**, **Role**, **Phases**, **Maximum Jobs**, etc of all **Current Available Users** as in Figure 2.5- 2. Each of these items will be explained in below sections.

Current Available Users:

Name	Role	Maximum...	Any Phase	Is Active	Is LDAP
Abdelaziz.Zaky	Advanced User	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ahmed.abdelaziz	Simple User	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ahmed.adel	Simple User	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ahmed.Bekhet	Simple User	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ahmed.diab	Simple User	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2.5- 2: Current Available Users

2.5.2.1 USERS DETAILS

This part shows all the details related to each user:

- ♦ The **User Name**: The Lab Administrator provides each user with a username to his/her account. The username can be the same as the user's computer account or not. However in case the username is different, the below mentioned **Is LDAP** option will not be applicable.
- ♦ The **Password**: The password is provided to each user to avoid any misuse of accounts.
- ♦ The **Available Phases**: The Phases are grouped/sorted according to **Job-type**. Double clicking on one of the **Job-Types** displays the **Available Phases** for this **Job-Type** as shown in Figure 2.5- 3. User does not necessarily work on all the phases of a certain Job. However user can do the same phase for more than one Job.

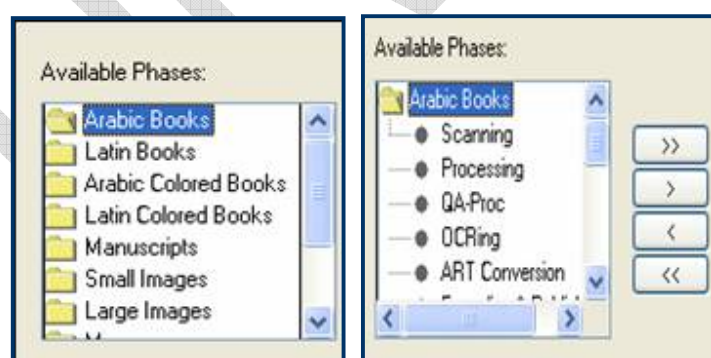


Figure 2.5- 3: Job-Types/Available Phases

- ♦ The **Assigned Phases**: This list box shows the phases to be done by this user as shown in Figure 2.5- 4. Each user would be assigned to more than one phase. Nevertheless a user is not necessarily assigned for all the phases of a certain **Job-Type**.

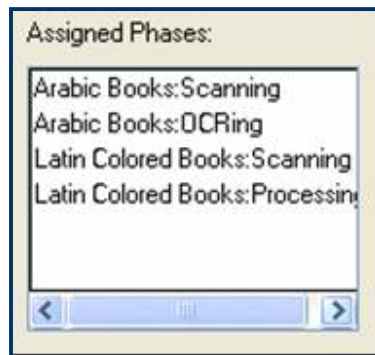


Figure 2.5- 4: Assigned Phases

- ♦ The **Assigned Role**: The **Lab Administrator** chooses from this dropdown list the role to be given to a certain user as shown in Figure 2.5- 5. A user can have only one type of roles.

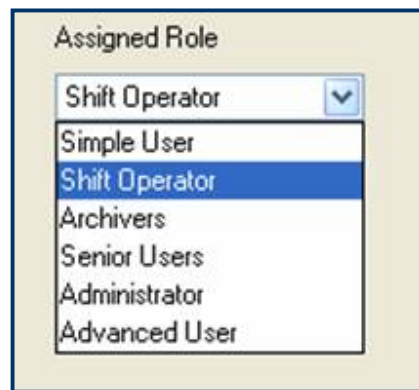


Figure 2.5- 5: Assigned Role

- ♦ The **maximum Jobs**: In this text box, the Lab Administrator controls the number of assigned jobs that each user can work on at the same time.
- ♦ The **Is-Active**: This check box is used to indicate that the user is still working and defined to the system. It is always selected to all users until one of them is terminated. In this case, the check box is unselected.
- ♦ The **All Phases**: Selecting this check box allows some users to work on all phases for all job types.
- ♦ The **Is LDAP**: Selecting this Check Box allows the user to log in automatically to his account when using his computer and workstation.




Figure 2.5- 6: User's Details

2.5.3 Create a New User

- Click on the **Create User** button.
- Fill the required details as shown in Figure 2.5- 7.

Figure 2.5- 7: Create New User

- To assign a certain phase, double click on the **Job-Type** to display the **Available Phases** for this **Job-Type**.
- Click once on the required phase from the **Available Phase** list box to select it.
- Click on the **Right** button to add this phase to the **Assigned Phases** list box.
- To assign all the phases available for a certain **Job-Type**, press the **Doubled Right** button.

- ♦ Click on the **Left**  button to unselect a certain phase from the **Assigned Phases** list box.
- ♦ To unselect all the **Assigned Phases**, press on the **Doubled Left**  button.
- ♦ To choose a role for a user, click on the **Assigned Role** dropdown list.
- ♦ Select one of the **Roles**. Note a user cannot have more than one role. In other words, a user could only be a **simple user** or **administrator** or **senior user**, etc.
- ♦ Select the **Is-Active** check box as long as the user is still working in the Digital Lab. In case the Is-Active check box is not selected then that means that the user is no longer working in the Digital Lab.
- ♦ Select the **All Phases** check box to assign all phases of all **Job-Types** for a user.
- ♦ Select the **Is LDAP** check box to allow a user automatically sign in.
- ♦ Click the **Create**  button to confirm the creation of the new user.
- ♦ The New User will be added to the **Current Available Users** list box as shown in Figure 2.5- 8.


Current Available Users:

Name	Role	Maximum...	Any Phase	Is Active	Is LDAP
Moustafa.Barakate	Simple User	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nadia.Rashwan	Simple User	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New User	Senior Users	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Niveen.Nagy	Administrator	999	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Noha.abdelhamed	Simple User	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Figure 2.5- 8: Current Available Users

2.5.4 Update an Available User

- ♦ Click once to select from the **Current Available Users** list the Username that will be updated.

- ♦ Apply the required changes to one or more of the user's details.
- ♦ Click the **Update**  button to accept the done changes.
- ♦ The done changes will be seen in the user's details in the **Current Available Users** list box.

2.5.5 Delete an Available User

- ♦ Click once to select the **User** to be deleted.
- ♦ Press the **Delete User**  button.
- ♦ A confirmation dialog box will be displayed as shown in Figure 2.5- 9.

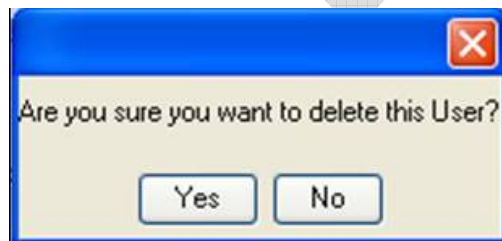
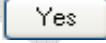



Figure 2.5- 9: Delete User

- ♦ To complete the deletion, press the **Yes**  button.
- ♦ To cancel the deletion, press the **No**  button.

2.6 Workstations Section

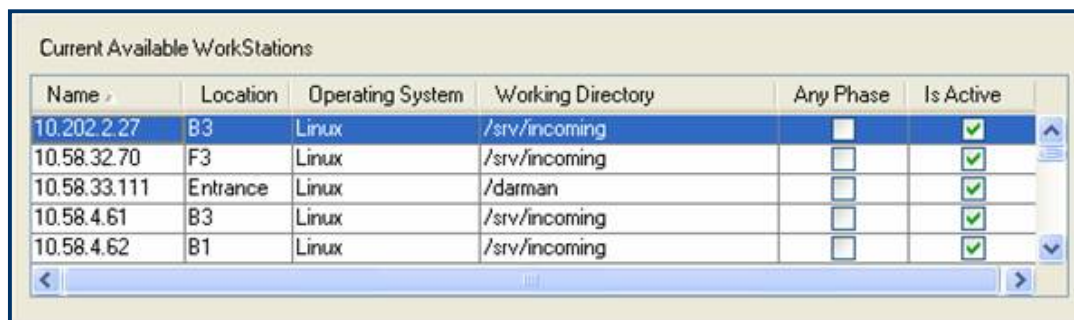
Note: The workstations' permission in the AdminManager is usually given to the Administrator Role only.

2.6.1 Introduction

In this section, the **Lab Administrator** defines the other users' workstations. Each workstation in the system, even if it is not directly connected, should be added to the system database. It should be identified by its name and its functionality. Similar to the users in the previous section, certain phases are assigned for each workstation. A workstation might be assigned to the same phase in more than one Job-Type; however the workstation is not necessarily assigned to all phases in a certain Job-Type.

2.6.2 Current Available Workstations

This part displays the **Name**, **Location**, **Operating System**, **Working Directory**, etc as shown in Figure 2.6- 1. Each of these items will be explained in this section.



Name	Location	Operating System	Working Directory	Any Phase	Is Active
10.202.2.27	B3	Linux	/srv/incoming	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.58.32.70	F3	Linux	/srv/incoming	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.58.33.111	Entrance	Linux	/darman	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.58.4.61	B3	Linux	/srv/incoming	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.58.4.62	B1	Linux	/srv/incoming	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2.6- 1: Current Available Workstations

2.6.2.1 WORKSTATION DETAILS

This part shows all the details related to each workstation:

- ♦ The **Name**: In this text box, the IP address of the workstation is inserted into the system.
- ♦ The **Location**: the place of a specific workstation is inserted. However filling the location part is not obligatory and defining a workstation can be done successfully without it.
- ♦ The **Working Directory**: This part is filled with the path/location where the produced jobs of this workstation are saved.

- ♦ The **operating System**: Choose from the dropdown list the operating system that the workstation is using.

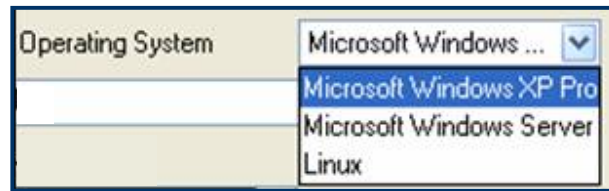


Figure 2.6- 2: Operating Systems

- ♦ The **Available Phases**: This list box contains all **Job-Types** and all **Available Phases** that they go through as shown in Figure 2.6- 3.

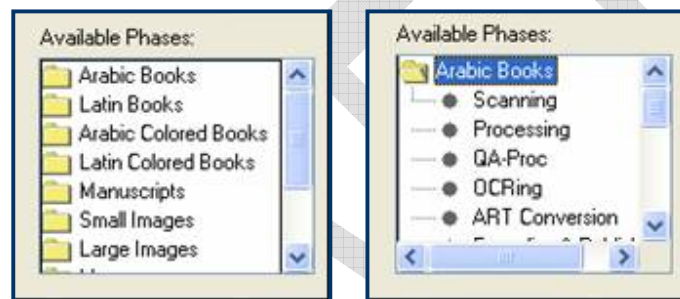


Figure 2.6- 3: Available Phases/Job-Types

- ♦ The **Assigned Phases**: This part includes the phases that a certain workstation will have access to.
- ♦ The **Devices**: This part includes the devices that were added previously to the system in the *Settings Section*. These devices could be an outer device like scanners or even applications used.
- ♦ The **Media Types**: This part includes the three types for backup storage. User uses the check boxes to select the required type.
- ♦ The **Is-Active**: This check box is selected as long as this workstation is still defined within the system.
- ♦ The **All Phases**: This check box is selected to access a specific workstation to all available phases.
- ♦ The **Comment**: This text box is used to write a brief note to be viewable by other users. However filling this part is not obligatory and defining a workstation can be done successfully without it.

Figure 2.6- 4: Workstation's Details

2.6.3 Create a New Workstation

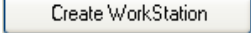




- Click on the **Create a New Workstation** button. 
- All details mentioned in the previous section will be cleared and must be filled with the new required details.
- Fill the required details as in Figure 2.6- 5.

Figure 2.6- 5: Create New Workstation

- To assign certain phases to a certain workstation, double click on one of the **Job-Type** in the list box to display the available phases for this Job-Type as shown in Figure 2.6- 6.

Figure 2.6- 6: Available Job-type/Phases

- Click once on the required phase from the **Available Phase** list box to select it.

- ♦ Click on the **Right**  button to add this phase to the **Assigned Phases** list box.
- ♦ To assign all the phases available for a certain **Job-Type**, press the **Doubled Right**  button.
- ♦ Click on the **Left**  button to unselect a certain phase from the **Assigned Phases** list box.
- ♦ To unselect all the assigned phases, press the **Doubled Left**  button.

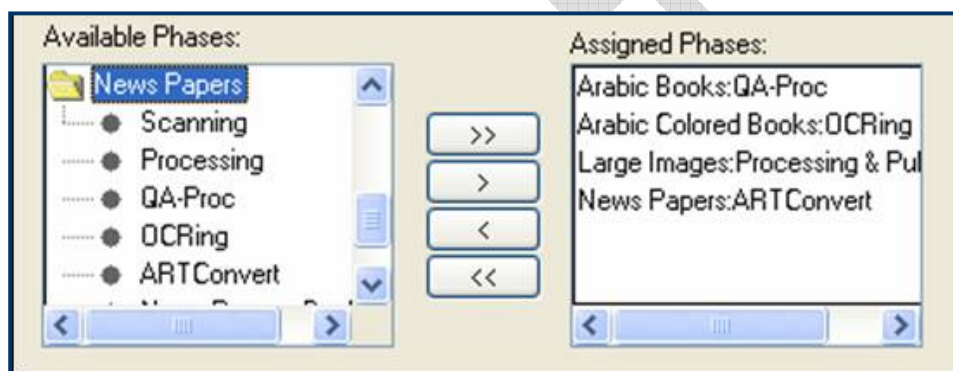


Figure 2.6- 7: Available /Assigned Phases

- ♦ Some workstations are attached to special devices like scanners, etc. Select the required device.
- ♦ Select the required backup tool from the list box **Media Types**. The chosen backup tool will be used by **Archivers**.

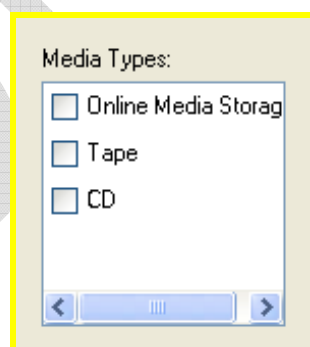
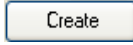


Figure 2.6- 8: Media Types

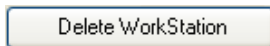
- ♦ Select the **Is-Active** check box as long as the workstation is defined within the system.

- ♦ Select the **All Phases** check box to assign all phases in any **Job-Type** for a certain workstation.
- ♦ User can add a brief comment in the **Comment** text box for other users to view later.
- ♦ Once the user press the **Create**  button, the new workstation will be added to the **Current Available Workstations** list box.

2.6.4 Update a Current Available Workstation

- ♦ Click once to select from the **Current Available Workstations** the one that will be updated.
- ♦ Apply the required changes to one or more of the workstation's details.
- ♦ The done changes will be seen in the workstation's details in the **Current Available Workstations**.

2.6.5 Delete a Current Available Workstation

- ♦ Click once to select the workstation to be deleted.
- ♦ Press the **Delete Workstation**  button.
- ♦ A confirmation dialog box will be displayed as shown in Figure 2.6- 9.

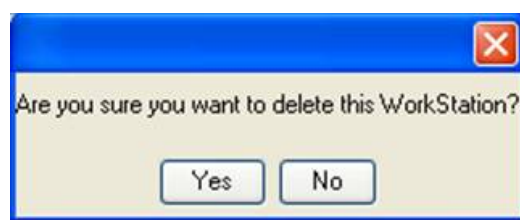




Figure 2.6- 9: Delete Workstation

- ♦ To confirm the deletion, press the **Yes**  button.
- ♦ To cancel the deletion, press the **No**  button.

2.7 Collections

Note: The Collections' permission in the AdminManager is usually given to the Administrator Role only.

2.7.1 Introduction

A **collection** is a descriptive logical grouping of one or more batches or that of a project or the source of certain jobs. Each batch contains one or more jobs and each job follows a **Job-Type**. The collections are also named according to their source, owner, etc.

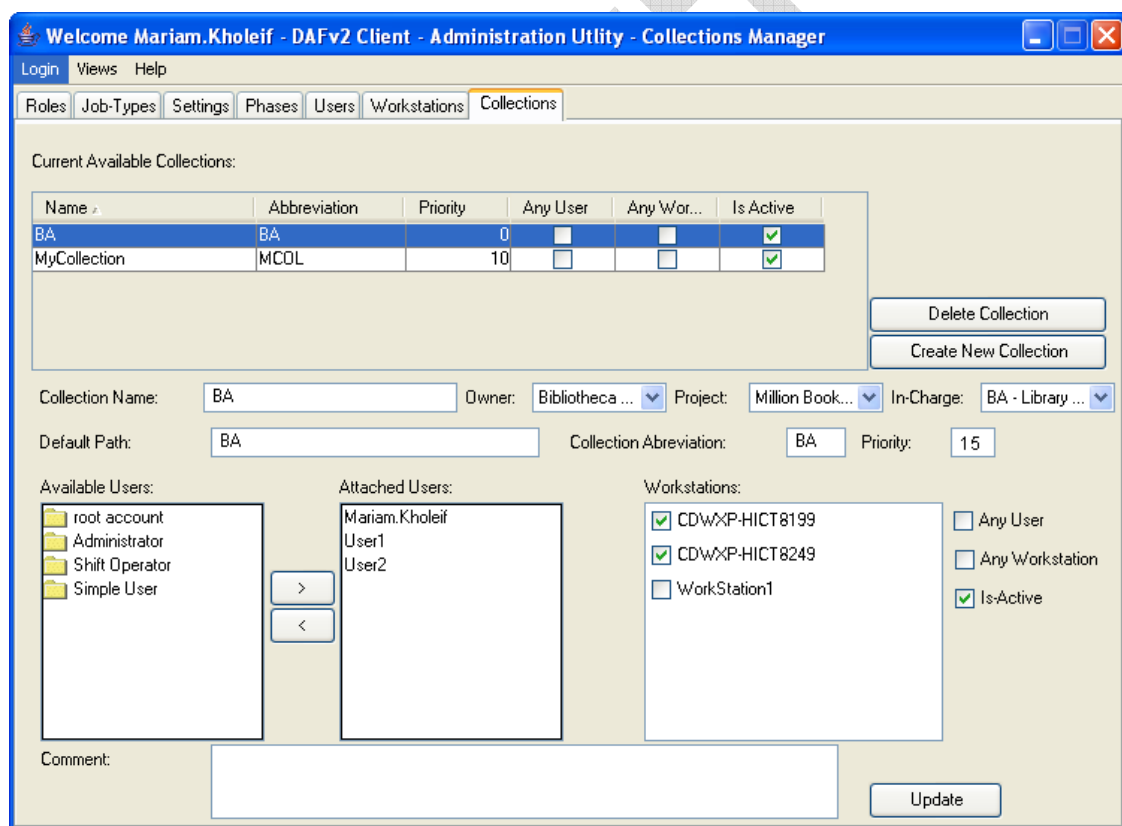


Figure 2.7- 1: Collections' Window

2.7.2 Current Available Collections

This part displays the **Name**, **Abbreviation**, **Priority**, etc of the **Current Available Collections** list box as shown in Figure 2.7- 2.

Current Available Collections:

Name	Abreviation	Priority	Any User	Any Wor...	Is Active
BA	BA	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA - Dar El-Shorouk	DSHR	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA - Unclassified	UNCL	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SeragEldin	DIS	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA - Linstitutue dEgypt	INSE	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OACIS Project	OACS	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2.7- 2: Current Available Collections

2.7.2.1 COLLECTIONS' DETAILS

This part, as in Figure 2.7- 1 and Figure 2.7- 2, displays all the details related to each collection available.

- ♦ The **Name**: This part shows the name of each collection.
- ♦ The **Abbreviation**: An abbreviation is given to each collection. This facilitates other users' further work.
- ♦ The **Priority**: This part is used to scale the importance/urgency of finishing a certain collection.
- ♦ The **Default Path**: User chooses a new folder name and inserts it in this text box. This folder will be a parent folder. It will contain all folders created by different users related to a particular collection.
- ♦ The **Owner**: This dropdown list contains the list of collections' providers.
- ♦ The **Project** dropdown list: This list contains the projects available and a certain collection should be associated to one of them.
- ♦ The **In-Charge** dropdown list: This list conyains the departments or institutions responsible for the collections.
- ♦ The **Available Users**: This list box contains the **usernames** grouped according to the type of user, either **simple**, **advanced**, **shift operator**, etc.
- ♦ The **Attached Users**: This list box contains the users that have access to a certain collection.

- ♦ The **Workstations**: This list box contains all workstations. Selecting certain workstation will access it to a certain collection.
- ♦ **Any User**: This check box is chosen to access a certain collection to all users.
- ♦ **Any Workstation**: This check box is chosen to allow all workstations to work on a specific collection.
- ♦ The **Is-Active**: This check box is selected as long as this collection is still defined to the system and is still worked upon.

Current Available Collections:

Name	Abreviation	Priority	Any User	Any Wor...	Is Active
BA	BA	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA - Dar El-Shorouk	DSHR	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA - Unclassified	UNCL	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SeragEldin	DIS	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA - Linstitut dEgypt	INSE	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
QACIS Project	QACS	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2.7- 3: Collection's Details

2.7.3 Create a New Collection

- ♦ Click the **Create New Collection** button.
- ♦ The collection details text boxes will be cleared, as in Figure 2.7-4, and user should fill them with the new details.

Collection Name: Collection Owner: Bibliotheca Alexandr...

Default Path: Collection Abreviation: Priority: 0

Available Users:

- ☒ Simple User
- ☐ Shift Operator
- ☐ Archivists
- ☐ Senior Users
- ☐ Administrator
- ☐ Advanced User

Attached Users:

Workstations:

- ☐ 10.202.2.27
- ☐ 10.58.32.70
- ☐ 10.58.33.111
- ☐ 10.58.4.61
- ☐ 10.58.4.62
- ☐ 10.58.4.63
- ☐ 10.58.4.64

☐ Any User
☐ Any Workstation
☒ Is Active

Comment:

Figure 2.7- 4: New Collection Required Details

- ♦ Choose a name for the collection and insert it in the **Collection Name** part.

- ♦ Press the dropdown **Collection Owner**'s list.
- ♦ Choose one of the **Owners**.
- ♦ Use the dropdown list to select the **Project** and the department **In-Charge** of the Collection.
- ♦ Fill the **Default Path** with the name of the new parent folder for the new collection.
- ♦ Choose an abbreviation for the **New Collection** and insert it in the **Abbreviation** text box.
- ♦ Insert the required scale in the **Priority** text box.
- ♦ Double click on one of the users available in the **Available Users** list box as shown in Figure 2.7- 5.

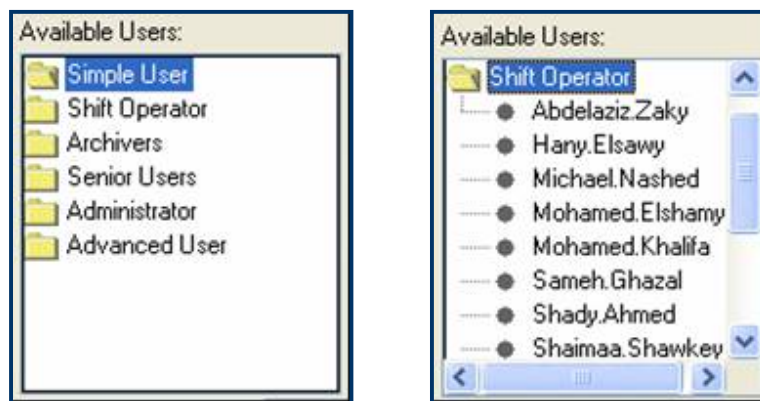




Figure 2.7- 5: Available Users

- ♦ Click once on a user to select it.
- ♦ Press the **Right**  button to add the username to the **Attached Users** list box.
- ♦ Press the **Left**  button to unselect a certain username from the **Attached Users** list box.
- ♦ The **Workstation** part includes all workstations defined within the system. Click the check box to select the workstations to be accessed to a certain collection as in Figure 2.7- 6.

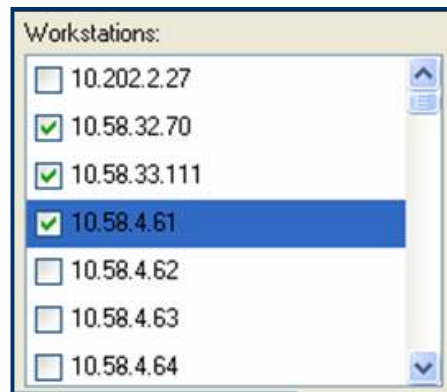


Figure 2.7- 6: Workstation Check List

- ♦ Select the **Any User** check box to allow all users access to a certain collection. This is called a Relaxation Condition.
- ♦ Select the **Any Workstation** check box to allow all workstation to work on a certain collection.
- ♦ Select the **Is-Active** check box as long as the collection is still defined within the system and users are working on it.

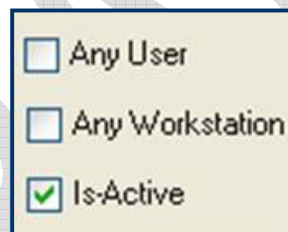



Figure 2.7- 7: Collection's check boxes

- ♦ A comment could be added in the **Comment** text box to be viewed by other users. This part is not obligatory. In other words, the creation of a collection will be done successfully without it.
- ♦ Press the **Create**  button to complete the creation process.
- ♦ The newly created collection will be added to the **Available Collection** list as shown in Figure 2.7- 8.

Current Available Collections:

Name	Abbreviation	Priority	Any User	Any Wor...	Is Active
BA-Ministry of Culture	ClMn	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mohamed Naguib	MNGB	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ArtCenterParis	ACPT	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gomhoreya	GOMH	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brewster	BRST	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Collection	NwCl	100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2.7- 8: New Collection added

2.7.4 Update an Available Collection

- Click on the required **Collection** to be updated/ modified.
- Apply the required changes.
- Click the **Update** button to accept the applied changes.
- The new changes will appear in the **Current Available Collections** list box.

2.7.5 Delete an available Collection

- Click once to select the **Collection**'s Name to be deleted.
- Press the **Delete Collection** button.
- A confirmation dialog box will be displayed.
- Press the **Yes** button to complete the deletion.
- Press the **No** button to cancel the deletion.
- The deleted collection will be removed from the **Current Available Collections** list box.

3 Check-In Manager

This part is used by users given the Archiver, Senior, Shift Operator or Administrator role.

3.1 Introduction

The **Check-In Manager** is responsible for creating a Job in the system and starting it. The check-in process usually follows the workflow sequence; however the system also allows the Job to start at an in-between phase within the workflow as long as the pre-requisites are met. In other words, a job must undergo the scanning then the processing, etc, but the system also accepts scanned books from external sources. Thus the user will start with the processing step.

3.2 Batch Section

Note: The Batch's permission in the CheckInManager is usually given to the Shift Operator and Administrator Roles only.

3.2.1 Introducing Batch Section

The **Batch** section manages the jobs arriving to the digital lab in form of batches/groups.

3.2.2 Available Collections

This section is divided into several parts. The first part is a list box that contains the pre-defined collections, their details and the related batches to each one of these collections. All collections, project collections, etc are mentioned in this list box.

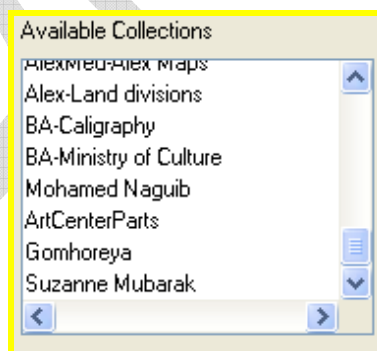


Figure 3.2- 1: Available Collections

- ♦ Click once on one of the collections in the **Available Collections** list box to select it.

- ♦ The batches related to this collection will be automatically displayed in the Available Batches list box as shown in Figure 3.2- 1.

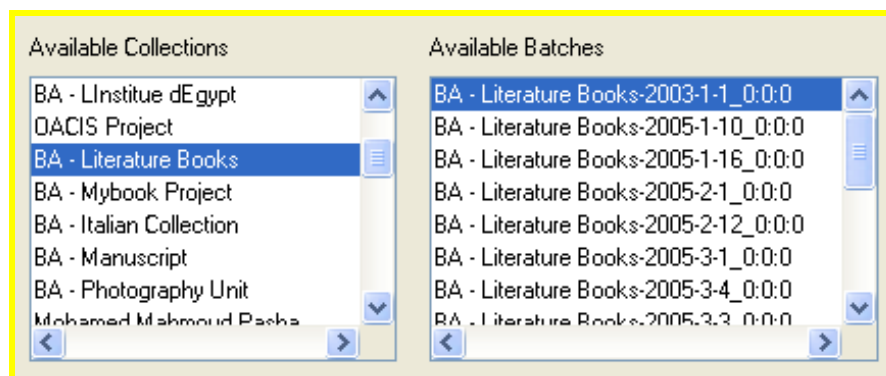


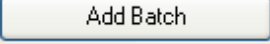
Figure 3.2- 2: Available Batches in a Collection

- ♦ Clicking once on one of the batches in the **Available Batches**, to select, will automatically display its details as shown in Figure 3.2- 3.
 - The **Name**: The name of the Batch identifies it. It is recommended to add some kind of number or date that is related to the actual physical batch.
 - The **Date**: The date of the Batch.
 - The **Comment**: User can add any comment that might be useful for other users. However this part is not obligatory. In other words, it could be left out.
 - The **Collection**: Each Batch belongs to only one collection.
 - The **Job Type**: The user should define the Job Type that this batch belongs to. In other words, user should define if the batch belongs to Maps or Latin books or Arabic books, etc.

Figure 3.2- 3: Batch's Details

3.2.3 Add New Batch

Since the Digital Lab is in continuous expansion of space and work production, therefore new batches and collections are entered into the system constantly. The DAF application provides the availability of adding new batches to the system.

- Click the **Add Batch**  button.
- The **Batch** details text boxes will be emptied and user should fill them.
- User should insert the chosen appropriate name for the new batch.
- Click on the **Date** button to choose a date from the **Calendar** window shown in Figure 3.2- 4.

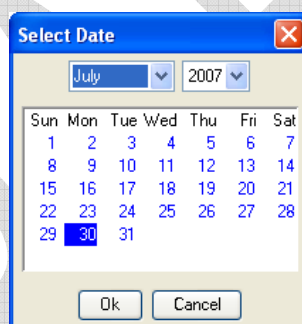


Figure 3.2- 4: Select Date

- User can add a comment in the **Comment** text box to be viewed by other users later.
- Choose a collection from the **Collection** dropdown list shown in Figure 3.2- 5.

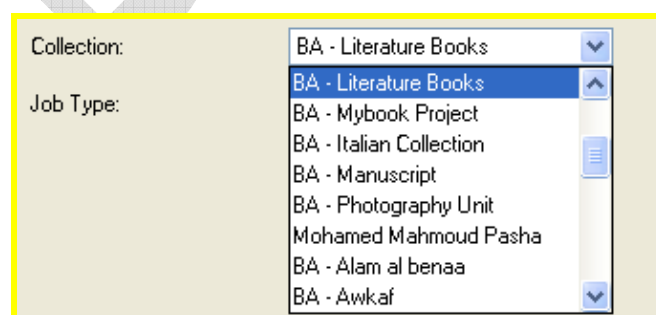


Figure 3.2- 5: Collection's List

- ♦ Choose a job type from the **Job Type** drop down list as shown in Figure 3.2- 6.

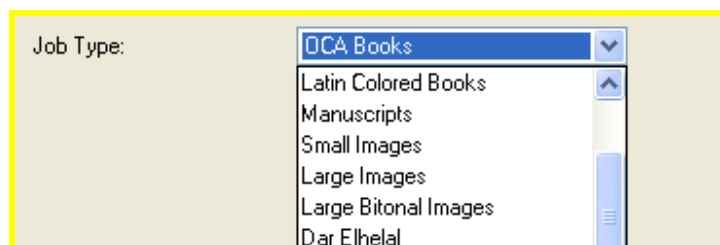


Figure 3.2- 6: Job-Types' List

- ♦ Click the **Save** button to accept the addition of this new batch with the specified details.
- ♦ The **New Batch** will be shown in the **Available Batches** list related to the specified collection as shown in Figure 3.2- 7.

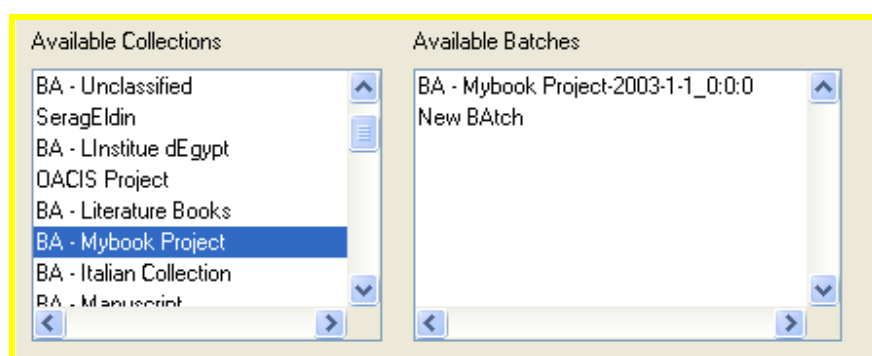


Figure 3.2- 7: New Batch

3.2.4 Update an Available Batch

Sometime the user might need to modify few details in an **Available Batch**. User should follow the below steps:

- ♦ Click once on the required **Batch** to be modified.
- ♦ Apply the required changes in one or more of the Batch's details as shown in Figure 3.2- 8.

Name:
 Date:
 Comment:
 Collection:
 Job Type:

Figure 3.2- 8: Update Batch

- ♦ Click the **Update** button to accept the modifications what took place.
- ♦ Note that the **Update** button will not be modified unless at least one modification is done.
- ♦ User must note that any changes done in the batch in this section will consequently affect other sections that depend on this part.

3.2.5 Delete a Batch

The user could delete one of the batches if necessary. However user must note that any deletion in this section will automatically affect other sections that depend on this part.

- ♦ Click once on the required Batch to select it.
- ♦ Click on the **Delete Batch** button.
- ♦ A confirmation dialog box will be displayed as shown in Figure 3.2- 9.

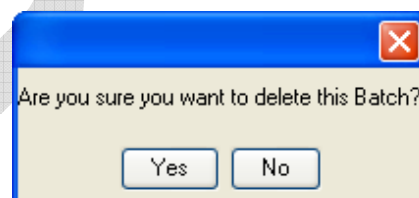


Figure 3.2- 9: Delete Batch

- ♦ To accept the deletion, press the **Yes** button
- ♦ To cancel the deletion, press the **No** button.

3.3 New Job Section

Note: The New Job permission in the Check-In Manager is usually given to the Administrator, Archiver, Senior and Shift Operator Roles.

This section is used to introduce a totally new job into the system. The **New Job** might start at the scanning process and go through all the phases normally. It might also be already scanned or already processed and the digitization processes will continue from the last point it reached.

3.3.1 Extract option

In case the user knows the new job External ID, External ID Type, etc of a new job supported by the Virtua Plug-In, he should:

- ♦ Fill the **External ID** text box.
- ♦ Choose a **Plug-In** and an **External ID Type**.
- ♦ Press the **Extract** button.

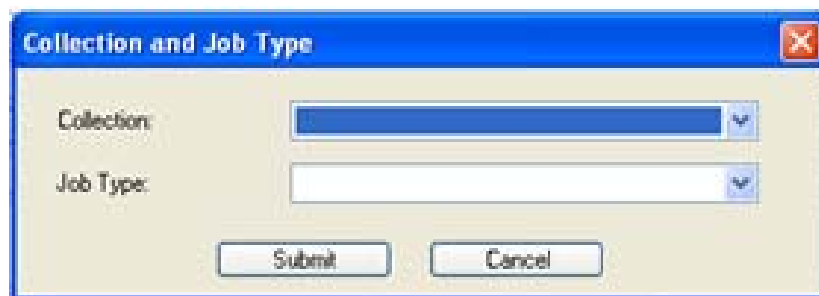


Figure 3.3- 1: Extract New Job

- ♦ A **Collection and Job Type** Dialog box will be displayed as shown in Figure 3.3- 1.
- ♦ Choose the suitable **collection** and **Job Type** for the New Job from their dropdown lists.
- ♦ Press the **Submit** button to continue.
- ♦ Press the **Cancel** button to return to the main window.
- ♦ An **External IDs Editor** dialog box will be displayed as shown in Figure 3.3- 2: External IDs Editor.

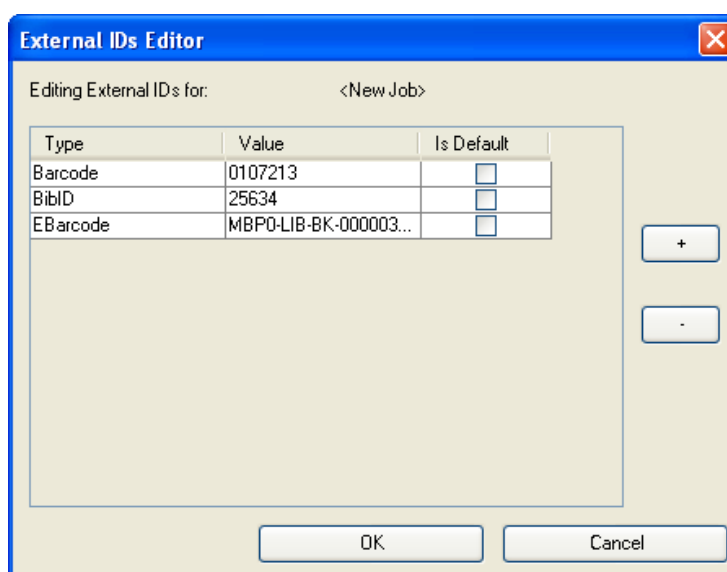



Figure 3.3- 2: External IDs Editor

3.3.2 External IDs Editor

This part handles the **External IDs** related to a certain **New Job**.

3.3.2.1 Add External ID for New Job

- Press the **Plus**  button to add a new **External ID Type** to the Job.
- Use the dropdown list as in Figure 3.3- 3 to choose the new ID type.

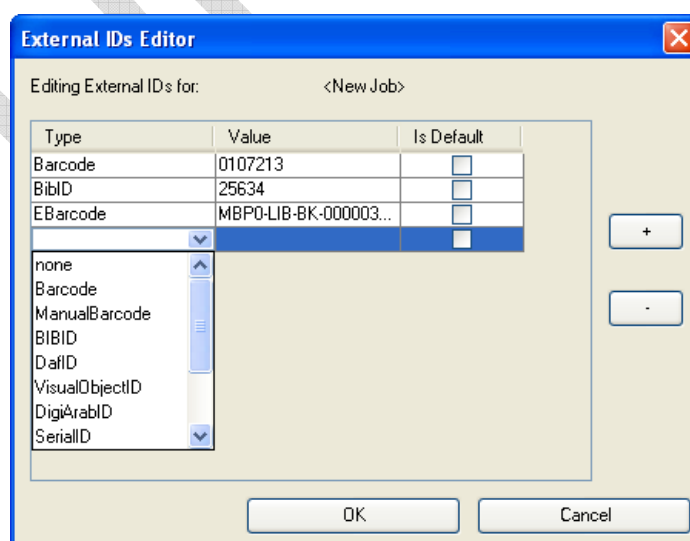


Figure 3.3- 3: Choose the New External ID Type

- ♦ Enter the new ID number.
- ♦ To prevent any duplication of the **External ID**, select the **IsDefault** check box.
- ♦ Press the **OK** button to accept the new changes.
- ♦ Press the **Cancel** button to cancel the changes.

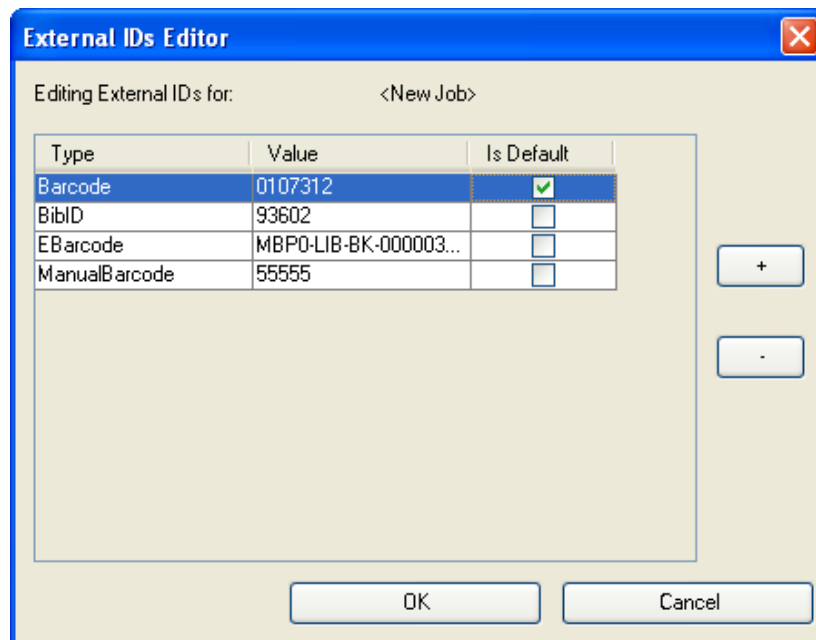



Figure 3.3- 4: New External ID

3.3.2.2 Remove a New External ID

- ♦ Click once on the **External ID** that will be removed.
- ♦ Press the **Mince**  button to remove the External ID.
- ♦ Press **OK** button to return to the main window.
- ♦ Press the **Cancel** button if more changes will be done in this dialog box.

3.3.3 Filled Job Info

- ♦ Returning to the New Job Section main window, user will notice that the Job Info boxes are filled as shown in Figure 3.3- 5.
- ♦ User can edit in the **Job Info**. User can edit the **Title**, **Creator**, **Date**, **Language**, etc

The screenshot shows a software window titled "Welcome mariam.kholeif - New Job". It has a menu bar with "Login", "Views", and "Help". Below the menu is a tab bar with "Batch", "New Job", "Retrieve Job", "Search", and "Advanced Search". The "New Job" tab is active.


The window is divided into three main sections:

- Extract Info:** Contains fields for "External ID" (555555), "External ID Type" (ManualBarcode), and "Choose Plug in" (Virtua Plug-In). There are "Search" and "Extract" buttons.
- Job Info:** Contains fields for "Title" (اصحاب الفتيا من الصحابة و التابعين و من يدهم على مراتبهم في كثرة الفتيا), "Creator" (احسن، سيد كسروي), "Date" (20-08-2007), "Info1", "Info2" (qrmak الشريعة الاسلام), "Info3", "Job" (a list of job titles in Arabic), "Language" (Arabic), "Job Condition" (Good), "Priority" (10), "DueDate" (30-08-2007), "Collection" (BA), "Server" (CDW3K-HICT1110), "Batch", and "Job Type" (Arabic Books).
- Assign Job:** Contains fields for "Phase" (Scanning) and "User" (Auto). There are "Pre-Assign" and "Add" buttons.

Figure 3.3- 5: Filled New Job Info

3.3.4 Search Info

In case user doesn't have the new job's External ID, External ID Type, etc, of the new job supported by other Plug-Ins then he should:

- ♦ Choose the **Plug-In** to search through and write down the **Title** of the job.
- ♦ Press the **Search** button.
- ♦ Click once on one of the jobs displayed as shown in Figure 3.3- 6.
- ♦ Press the **Select**  button.

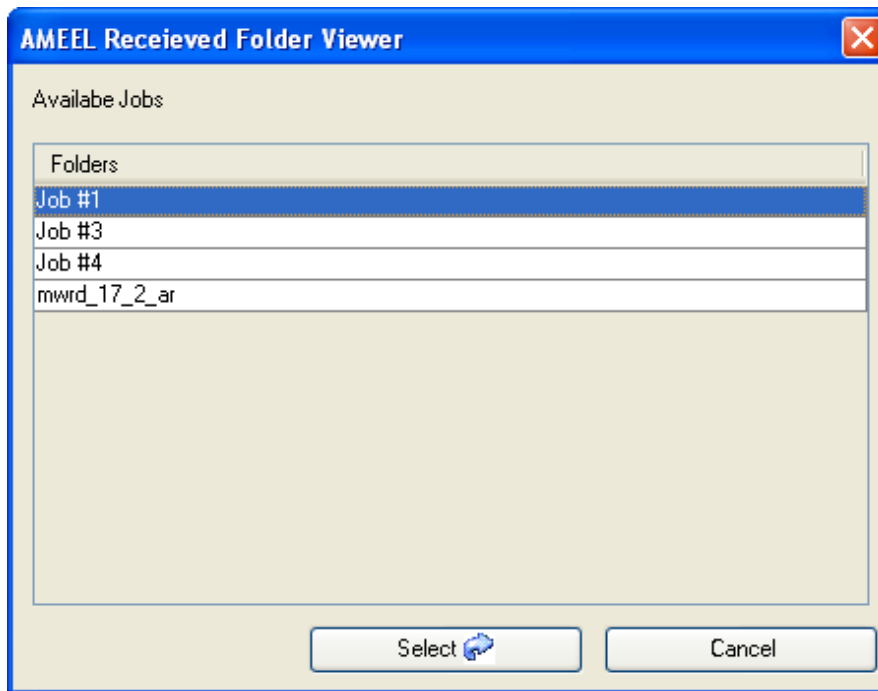





Figure 3.3- 6: Search for New Job

- ♦ A **Wizard** window as shown in Figure 3.3- 7 will be displayed.
- ♦ Press the **Check**  button to check the folder's structure.
- ♦ Press the **Download** button to copy the Job to the User's computer.
- ♦ Press the **Accept**  button to continue.
- ♦ Press the **Reject**  button to refuse the Job.

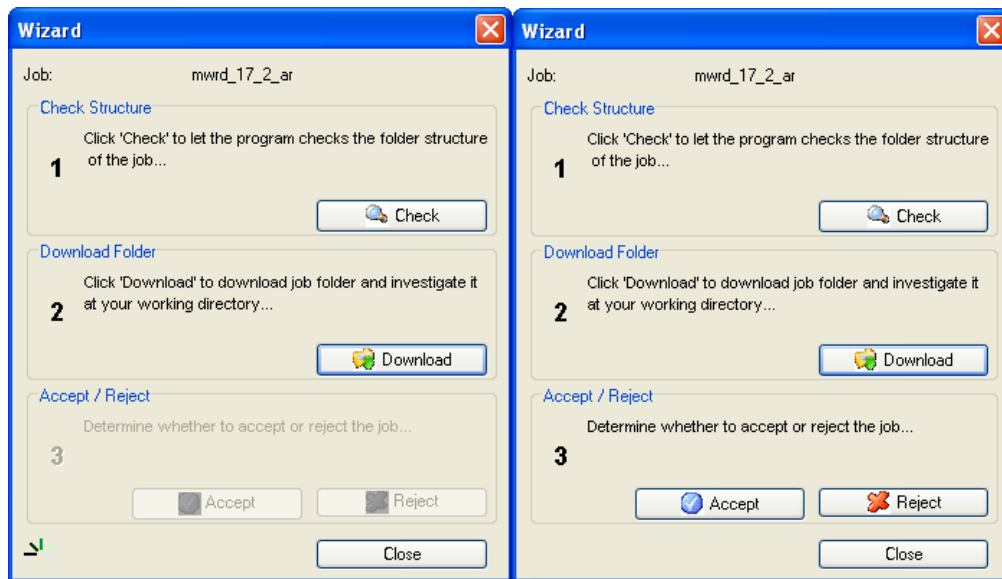


Figure 3.3- 7: Wizard Window

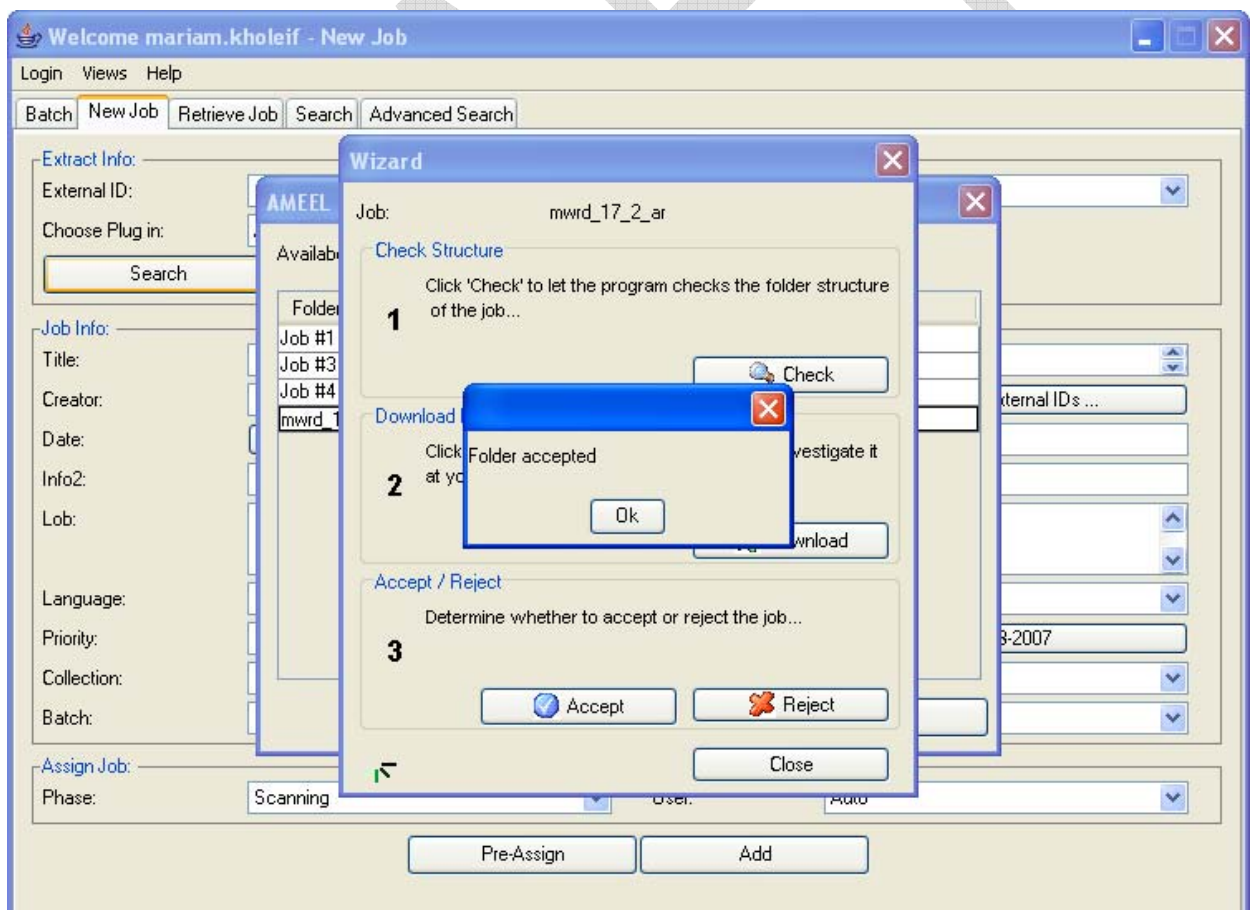


Figure 3.3- 8: Folder Accepted

- ♦ When accepting the new Job, the **External IDs Editor** dialog box will be displayed as shown in Figure 3.3- 8.

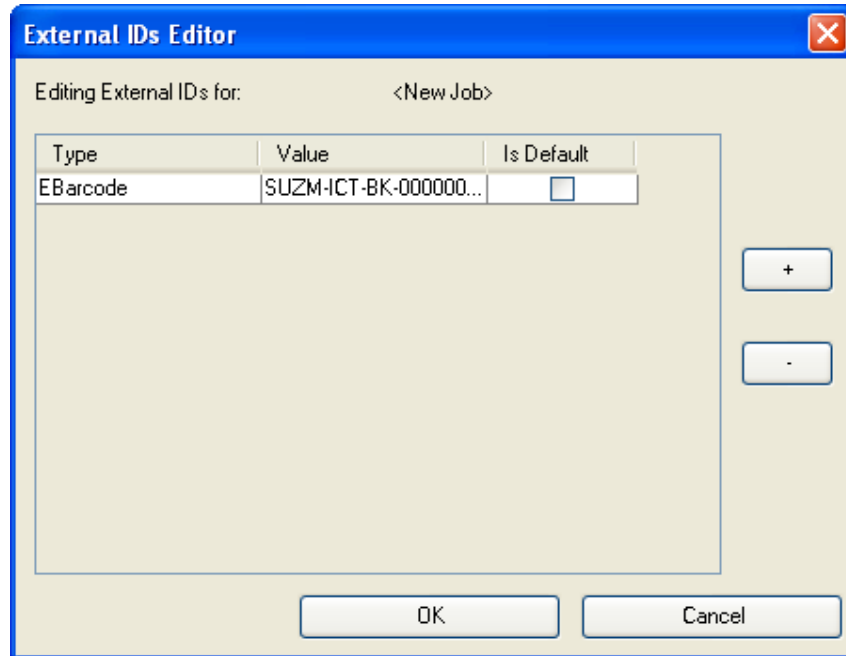


Figure 3.3- 9: External ID Editor2

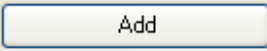
- ♦ Select the **IsDefault** check box.
- Note:** User could add or remove an External ID similar to the previously explained part in the Extract option
- ♦ Press **Ok** to continue.
 - ♦ Similar to the **Extract** option, the **Job Info** will be filled as shown in Figure 3.3- 10.
 - ♦ User could add or edit in the **Job's Info**.

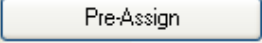
Figure 3.3- 10: Filled New Job Info2

3.3.5 Assign Job

Figure 3.3- 11: Assign Job

This part controls the assigning of the **New Job**. Even though the job might be totally new and should go through all phases, the Administrator or the Shift Operator could assign one phase regardless to its logical sequence in the digitization workflow.

- Use the **Phase** dropdown list to select the phase to be assigned.
- Use the **User** dropdown list to select the user to do the assigned phase.
- Press the **Add**  button.

Note: The **Pre-Assign**  button is used to pre-assign each phase to a certain user. However the assignment could be changed in other managers later.

3.4 Retrieve Job Section

Note: The Retrieve Job permission in the Check-In Manager is usually given to the Administrator, Archiver, Senior and Shift Operator Roles.

This section serves for the retrieval of a job from the Archiving System.

Figure 3.4- 1: Retrieve Job Window

- ♦ Press the  **Search for a Job to Retrieve** button.
- ♦ A search window will be displayed as shown in Figure 3.4- 2.

Welcome mariam.kholeif - Check In Manager -> Retrieve Job

Login Views Help

Choose Search Criteria:

Title (empty for any Title) AND

Job ID (empty for any ID) AND

Creator (empty for any creator) AND

Job Type AND

Collection AND

Language AND

External Type AND

External ID (empty for any ExtID)

Job Check-Out Status

Figure 3.4- 2: Search for a Job to Retrieve

Note: The user can search the available jobs to retrieve. He can search them using the **Title** of the Job or **Job ID** or **Job Type** or **Collection**, etc. In case the user does not have any specifications and wishes to view all the available jobs, search fields should be left empty.

- ♦ Click the **Submit** button to apply the search required.
- ♦ Another window will be displayed. The windows will show a list of all the available jobs with the related details of each one of them as shown in Figure 3.4- 3.
- ♦ Click once on a job to retrieve.
- ♦ Press the **Select** button

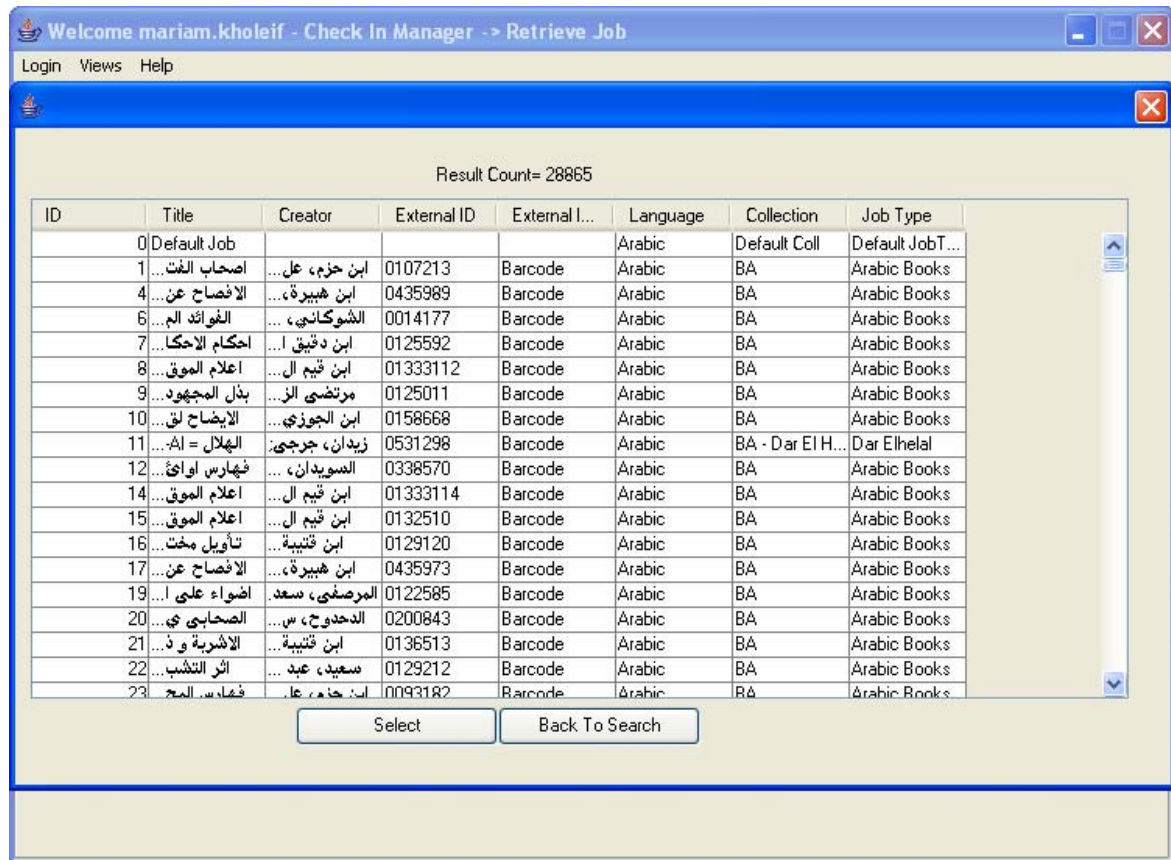


Figure 3.4- 3: Jobs to Retrieve

- User will return to the retrieve job window, but **Job Info** will be filled as shown in Figure 3.4- 5.
- Choose one of the **Media types** to retrieve the Job from.

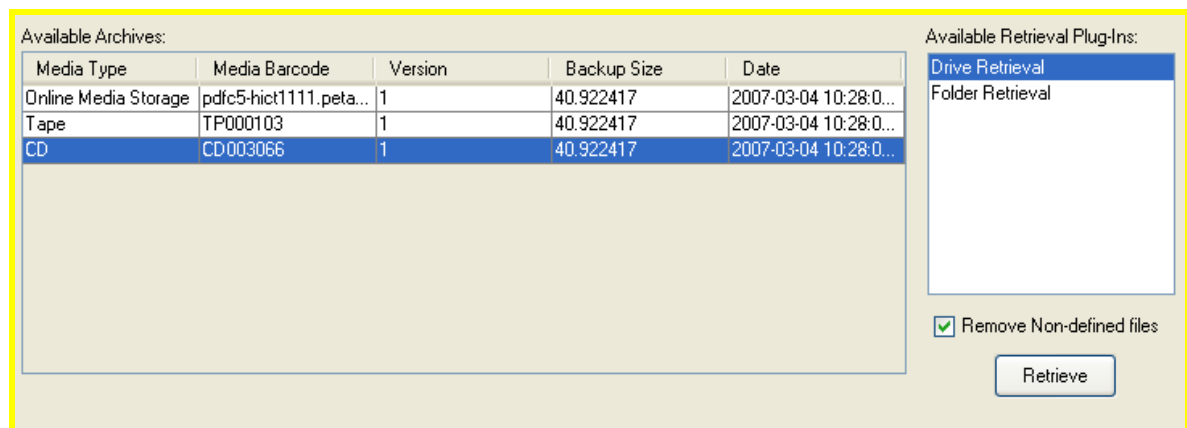


Figure 3.4- 4: Available Archives

- ♦ Select one of the **Available Retrieved Plug-Ins**. This is the method that will be used to view the retrieved job either **Drive Retrieval**, **Folder Retrieval**, etc as shown in Figure 3.4- 4.
- ♦ Select the **Remove Non-defined files** check box.
 - There are certain files that are available in the finished job folder. However, when retrieving that job from the archived version, some files are not necessary for the digitization process. That's why user should select the **Remove Non-defined files** check box to remove these unnecessary files.

Welcome mariam.kholeif - Check In Manager -> Retrieve Job

Login Views Help

Batch New Job Retrieve Job Search Advanced Search

Job ID: 4

Name: 00000004

Title: الافصاح عن معاني الصحاح

External ID: 0435989

Job Type: Arabic Books

Search for a Job to Retrieve

Language: Arabic

Creator: ابن شبيبة، يحيى

External ID Type: Barcode

Collection: BA

Available Archives:

Media Type	Media Barcode	Version	Backup Size	Date
Online Media Storage	pdfc5-hict1111.peta...	1	40.922417	2007-03-04 10:28:0...
Tape	TP000103	1	40.922417	2007-03-04 10:28:0...
CD	CD003066	1	40.922417	2007-03-04 10:28:0...

Available Retrieval Plug-Ins:

- Drive Retrieval
- Folder Retrieval

☒ Remove Non-defined files

Retrieve

Figure 3.4- 5: Retrieved Job's Details

- ♦ Press the **Retrieve** button.
- ♦ The job will be retrieved from its archived version. Another window will be displayed according to the chosen archive. For instance, if the job is to be retrieved using the **Online Storage Retrieval** option, the window shown in Figure 3.4- 6 will be displayed.

- ♦ Note that the **Done** button will not be activated the retrieving has finished successfully.
- ♦ Another dialogue box will be displayed as shown in Figure 3.4- 7. Edit the Job Type, Phase and User.

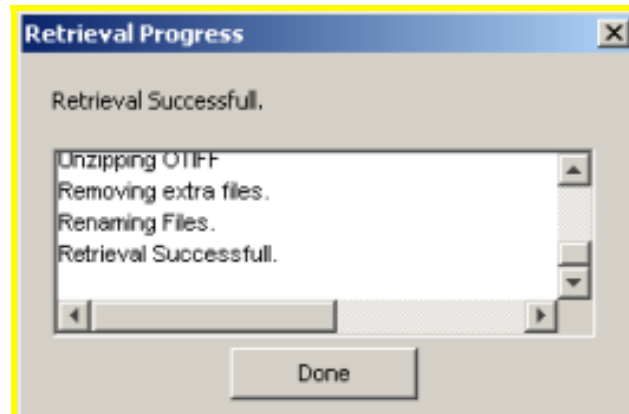


Figure 3.4- 6: Retrieval Progress

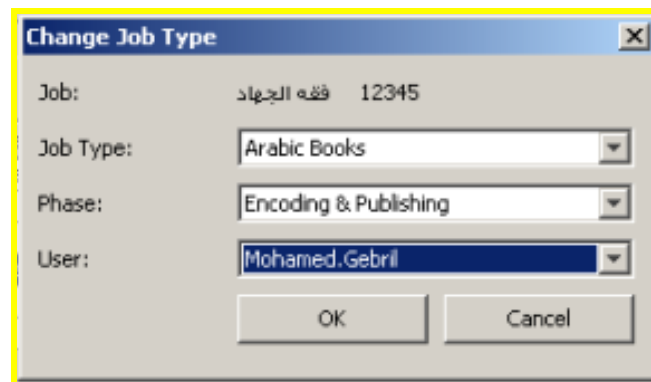


Figure 3.4- 7: Change a Job Type

- ♦ After assigning the **Job**, a confirmation dialog box will be displayed as shown in Figure 3.4- 8 to remove the job from the user's working directory.

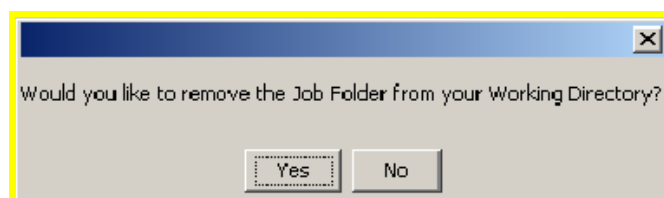


Figure 3.4- 8: Delete Job from Working Directory

3.5 Search Section

Note: The Search permission in the Check-In Manager is usually given to the Administrator, Archiver, Senior and Shift Operator Roles.

The user can filter the available jobs to assign specific ones to other users. He can filter using the **Title** of the Job or **Job ID** or **Job Type** or **Collection**, etc. In case the user does not have any specifications and wishes to view all the available jobs, search fields could be left empty.

- Click the **Submit** button to apply the search required.

Figure 3.5- 1: Search Section

- Another window will be displayed. The windows will show a list box of all the available jobs with the related details of each one of them as shown in Figure 3.5- 2: Report Data.

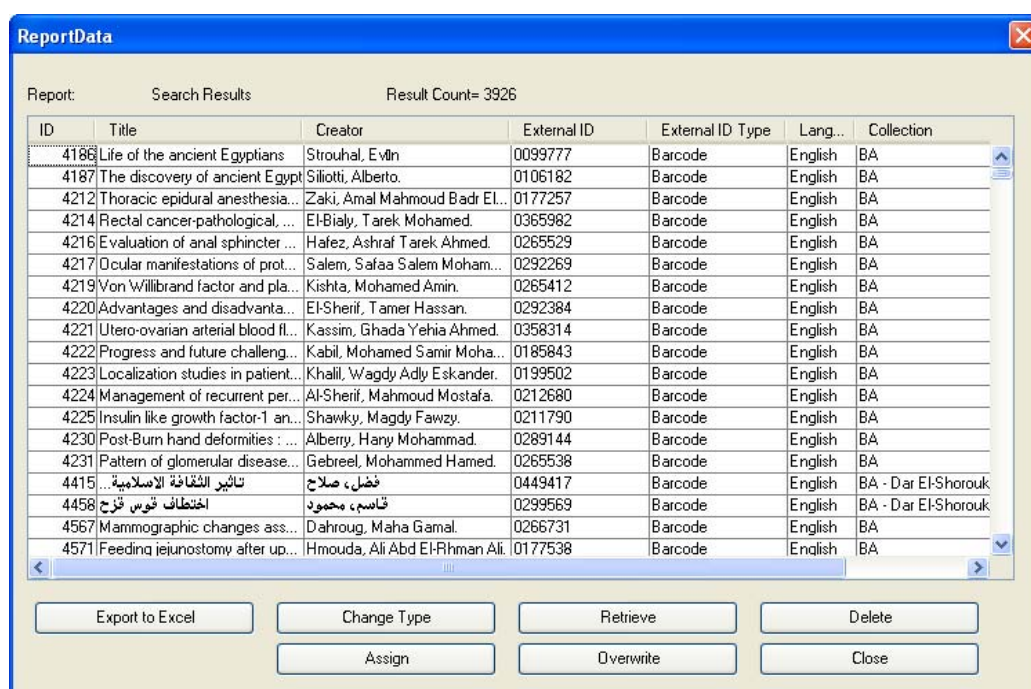


Figure 3.5- 2: Report Data

3.5.1 Assign a Job

- Click once on the job to be assigned.
- Click the **Assign** button.
- A new dialog box will be displayed showing the current status of the job as shown in Figure 3.5- 3: Current Status.

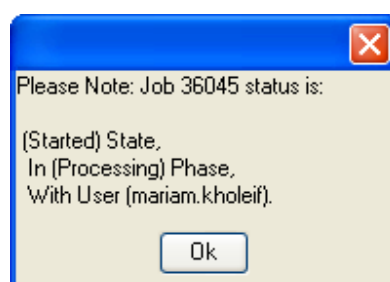
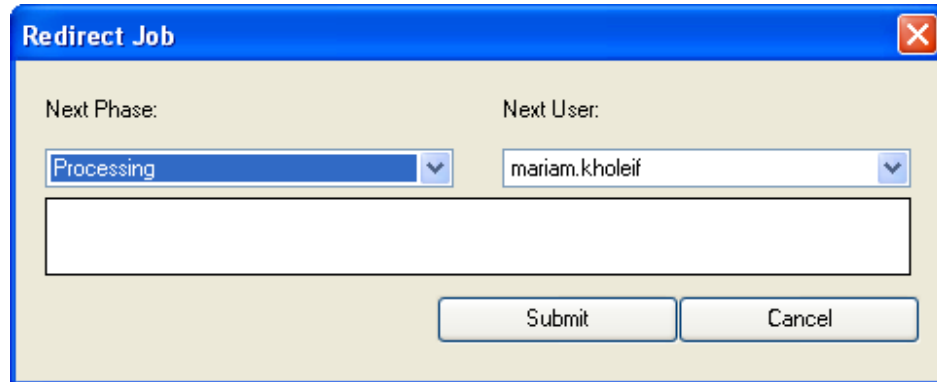


Figure 3.5- 3: Current Status

- Press the **Ok** button to continue.
- Another window will be displayed, where user will state the next phase required and to which user. User could also add a comment as shown in Figure 3.5- 4.

- Click **Submit** to confirm the assignment or **Cancel** to return to the search result window.

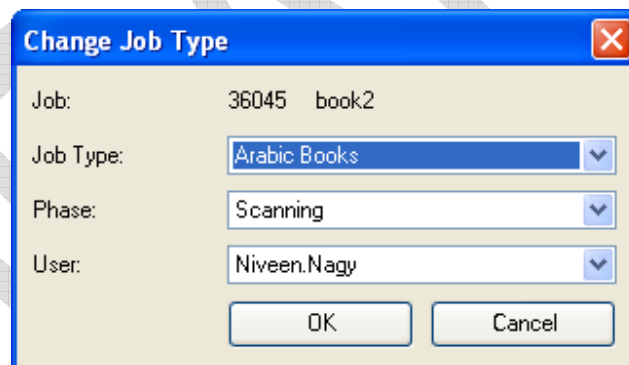


The 'Redirect Job' dialog box has a blue title bar with a close button. It contains two labels: 'Next Phase:' and 'Next User:'. Below 'Next Phase:' is a dropdown menu showing 'Processing'. Below 'Next User:' is a dropdown menu showing 'mariam.kholeif'. There is a large empty text box below these dropdowns. At the bottom right are two buttons: 'Submit' and 'Cancel'.

Figure 3.5- 4: Assign Job

3.5.2 Change Type

- The user can use the **Change Type** button to change the **User**, **Phase** or even the **Job-Type** of a certain chosen job as shown in Figure 3.5- 5.



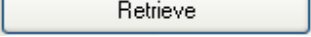


The 'Change Job Type' dialog box has a blue title bar with a close button. It displays the following information: 'Job: 36045 book2'. Below this are four labels with corresponding dropdown menus: 'Job Type:' with 'Arabic Books', 'Phase:' with 'Scanning', and 'User:' with 'Niveen.Nagy'. At the bottom are two buttons: 'OK' and 'Cancel'.

Figure 3.5- 5: Change Job Details

- Apply the required changes and press **Yes** to complete the modification.
- Press **Cancel** to return to the search results window.

3.5.3 Retrieve a Job

- User can also retrieve a job from the server to be worked on using his/her workstation.

- ♦ Press the **Retrieve**  button after selecting the required job.
- ♦ A confirmation dialog box will appear.
- ♦ To accept the download, press the **Yes**  button.
- ♦ To cancel the download, press the **No**  button.
- ♦ A download progress bar will be displayed as shown in Figure 3.5-6.

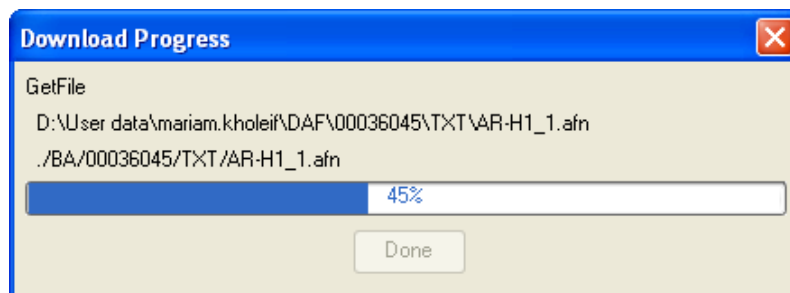



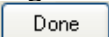


Figure 3.5- 6: Download Job-Retrieve

3.5.4 Overwrite a Job

- ♦ The user can use the **Overwrite**  button to replace the existing version of a job on the server with another modified version.
- ♦ A confirmation **Overwrite Window** will be displayed.
- ♦ Press the **Yes**  button to complete the overwriting process.
- ♦ Press the **No**  button to cancel the process.
- ♦ A progress bar will show the uploading percentage as shown in Figure 3.5- 7. When the upload is completed, press the **Done**  button.

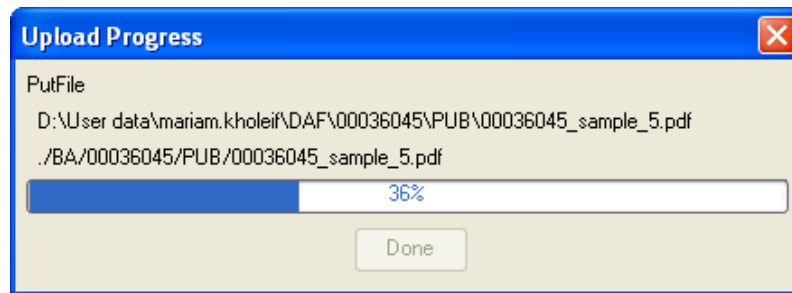

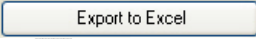


Figure 3.5- 7: Overwrite Progress Bar

3.5.5 Delete a Job

- User can delete a certain chosen Job.
- Press the **Delete**  button.
- A confirmation delete window will be displayed.
- To confirm the deletion, press the **Yes** button.
- To cancel the deletion, press the **No** button.

3.5.6 Export to Excel

- Press the **Export to Excel**  button, to view the search results in an excel file to be used later.
- Another window will be displayed as shown in Figure 3.5- 8.

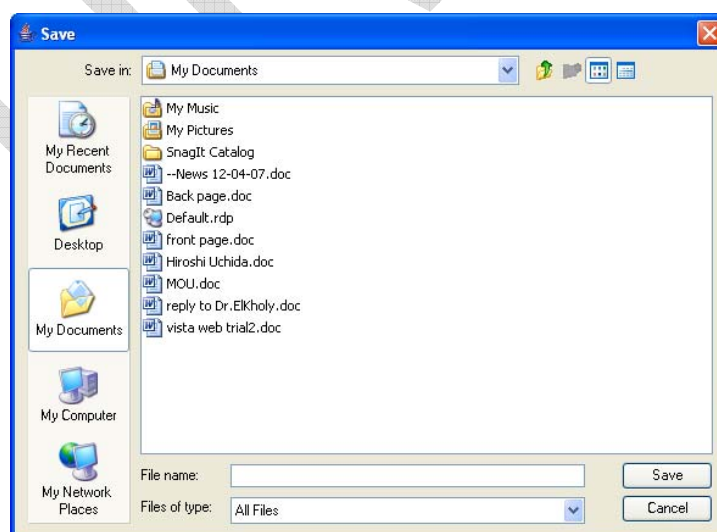
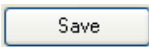
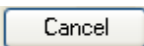


Figure 3.5- 8 Export to Excel

- ♦ User should select a path for the required new file.
- ♦ Press **Save**  to complete the file creation.
- ♦ Press **Cancel**  to return to the application window.

3.6 Advanced Search

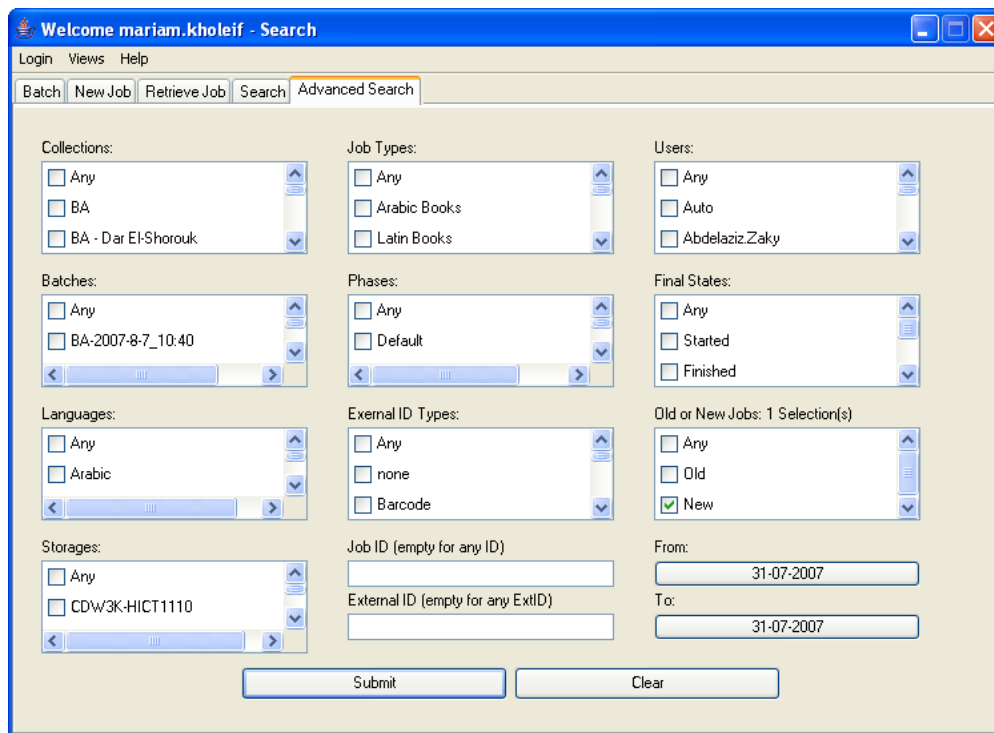


Figure 3.6- 1: Advanced Search

Note: The Advanced permission in the Check-In Manager is usually given to the Administrator, Archiver, Senior and Shift Operator Roles.

A more advanced search is applicable in the last tab section of this manager. The **Advanced Search** can be used by the user to filter the categories to be searched.

The search can be filtered according one or more category. The **Collections**, **Job-Types**, **Users**, **Batches**, **Phases**, **Final States**, **External ID Types** are in form of check boxes, which allows the user to select more than one of the available options in each of them. On the other hand the **Job ID**, **Date** and the **External ID** should be filled. These filters are used to give a more accurate search result instead of viewing all the available jobs.

4 Phase Manager

This part is used by users given the Advanced, Archiver, Senior, Shift Operator, Simple or Administrator role.

This section contains one window which opens to others for further details for choosing one of the assigned jobs, continue with the default path of the work flow or even change the path of the flow.

4.1 Phase Manager details

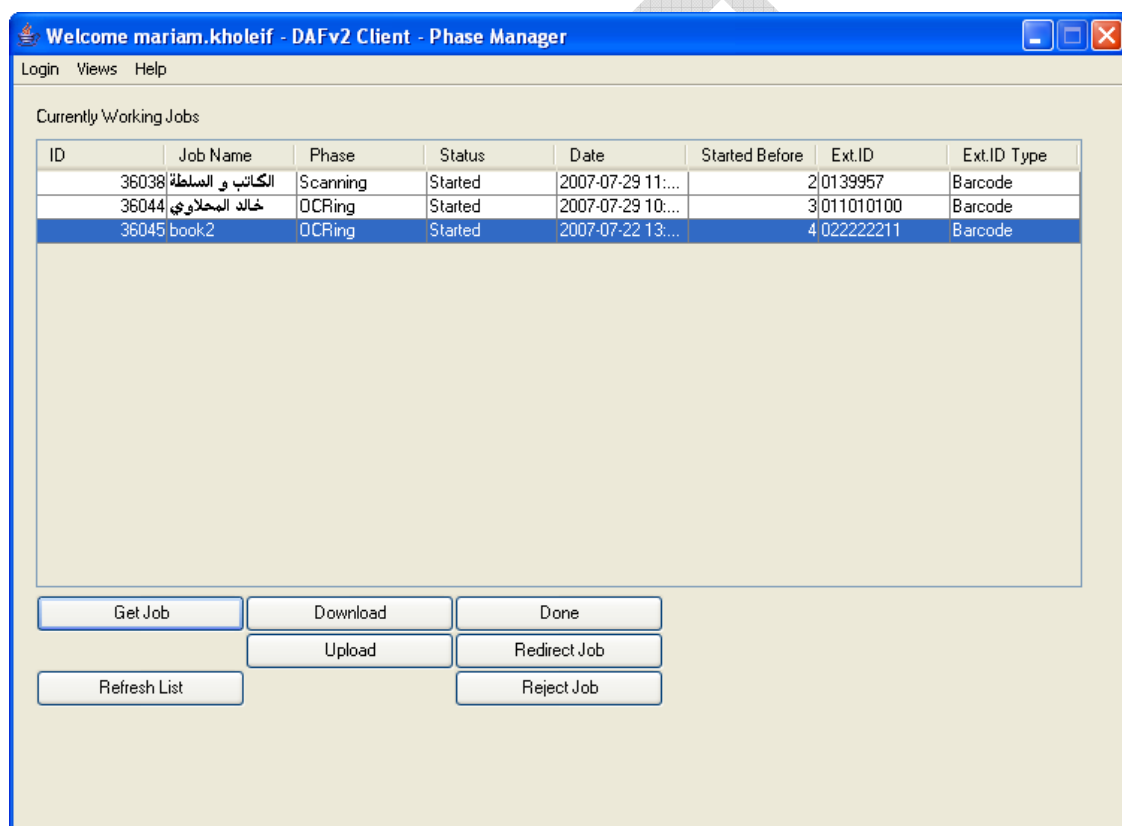


Figure 4.1- 1: Phase Manager First Page

The first page, as shown in Figure 4.1- 1: Phase Manager First Page, displays the Job's details as follows:

- ♦ The **ID**: The ID of the Job is shown.
- ♦ The **Job Name**: The title of the job.
- ♦ The **Phase**: The Phase that should be applied to this Job.

- ♦ The **Status**: The Status of the Job is shown, whether it is started or not.
- ♦ The **Date**: This part shows the starting date of the Job.
- ♦ **Started Before**: This is the number of times this job was started before on the corresponding phase.
- ♦ The **Ext ID**: The default External ID value of this job.
- ♦ The **Ext ID Type**: The Type of the above mentioned External ID.

4.2 Sub Options

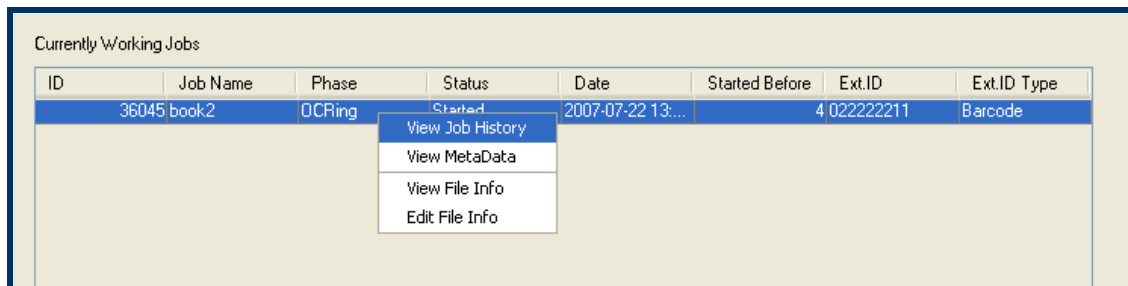


Figure 4.2- 1: Sub Options

Right click on a job in main page list provides four options as shown in Figure 4.2- 1. They are as follows:

4.2.1 The Job History option:

Clicking on this option shows detailed information about the history of this job. As shown in Figure 4.2- 2, the **ID**, **External ID**, **External ID Type** and **Title of the Job** are shown at the top of the window and they were explained previously. Each row shows the **User**, the **Phase**, the **Workstation**, the **Job Status**, the **Action Date**, the **File Count**, and **Comment**.

- ♦ The **User**: This column shows all the users that were assigned to a certain phase to this job.
- ♦ The **Phase**: This column shows all phases that the job went through.
- ♦ The **Workstation**: This one shows all the workstations that were used for certain phases by specific users mentioned in the previous columns.
- ♦ The **Job status**: This column shows the status of the job concerning the phase mentioned in the same row.
- ♦ The **Action Date**: The date the job started.
- ♦ The **File Count**: This field is concerned by the number of added or modified files created during a certain phase mentioned in the same row by a certain user on a specific workstation.
- ♦ The **Comment**: The User can add in this text box a brief comment that could be useful for the following users.

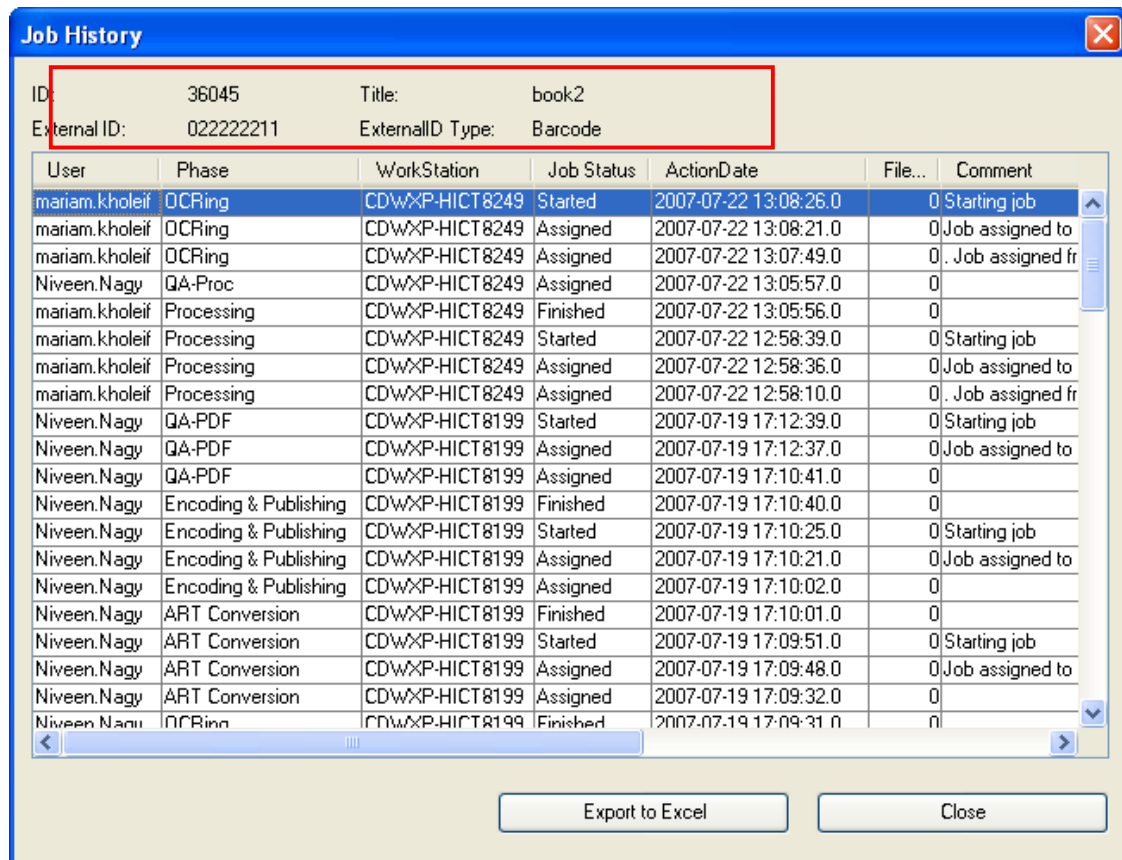


Figure 4.2- 2: Job History

- ♦ In case the user seeks to view a report for the Job History in an excel file, press the **Export to Excel** button.
- ♦ A window will be displayed, state the directory to save the excel sheet required.

4.2.2 The View Metadata option:

The second option is **View Metadata**. This one includes all the metadata information as mentioned hereunder:

- ♦ Click once on a certain job and then choose the **View Metadata** option.
- ♦ Another window will be displayed as shown in Figure 4.2- 3.

Figure 4.2- 3: Metadata

- ♦ The **Job ID**: This part is uncontrollable by users. In other words, the user cannot modify/change in it as it is imported from other sections in the program or from the system.
- ♦ The **Job Title**: This part shows the title/name of the job. Although this part is already imported from the job details in other sections in the program, yet user can update/ modify if necessary changes are required.
- ♦ The **Due Date**: This part shows the estimated date to finish the assigned specified job. However further modifications can be applied to it.
 - Press the date button available as shown in Figure 4.2- 4.

Figure 4.2- 4: Due Date Button

- A **Calendar box** will be displayed as shown in Figure 4.2- 5

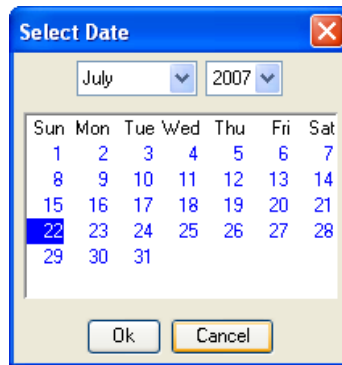



Figure 4.2- 5: Calendar Box

- Set the required date and then press the **OK**  button to confirm.
- ♦ The **Info**: There are three generic information fields that can be used by the user to store the volume, translator or any other information according to his/her choices. They are set in the Check-In manager and can still be modified in this section.
- ♦ The **Language**: The language is already set. It can be changed using the dropdown list. However user must note that any change will consequently affect other sections in the program.
- ♦ The **Priority**: The priority was already inserted in the **Collection** section. However it can be modified in this section. The scale used for the priority varies from 1 to 100, noting that the higher the value is the higher the importance of accomplishing the job is.
- ♦ The **Lob**: This part includes all the metadata information found on the Virtua System. It includes the mark record of the book, the author, language and even the number of pages of the book.
- ♦ The **Batch**: This part shows the Batch. Its name consists of the Collection's Name and the Batch's Name.
 - The Batch name can be changed using the dropdown list.

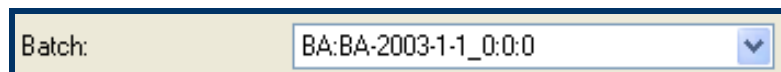
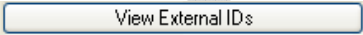


Figure 4.2- 6: Batch's Dropdown List

- ♦ The **Server**: The DWMS permits to have your jobs on several servers, but each job has to be fully contained on one server and cannot be divided.
- ♦ The **Job condition**: This one can be modified using one of the available Job Conditions in the dropdown list. The available Job Conditions options were already created or modified in the Settings Section.
- ♦ The **Job type**: This part was already defined and cannot be modified in this section.
- ♦ The **External IDs**: This part displays all Externals IDs related to this job.
 - Press the **View External IDs**  button as shown in Figure 4.2- 7
 - The windows shown in Figure 4.2- 8 will be displayed.
 - The **IsDefault** check box shows if this is the defining ID or not. In other words, in case the check box is selected, this **External ID** cannot be re-entered into the digital lab system again. This prevents the duplication of any job.

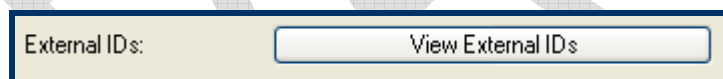


Figure 4.2- 7: View External IDs

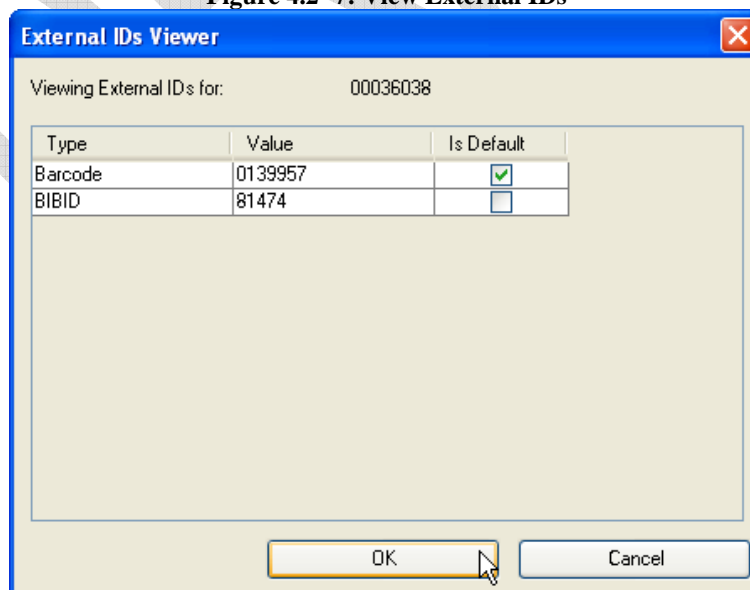



Figure 4.2- 8: External IDs Viewer

- ♦ In case user did any changes in this option section, press the **Update**  button to accept these changes. See Figure 4.2- 3.

4.2.3 The File Level Info option:

This option is used to view the information about a certain problem with one or more done phases. The information, whether *inst* or *info*, includes the phase to be revisited, the missing pages or the damaged images, the reason for the redirection and an optional comment on the redirection action.

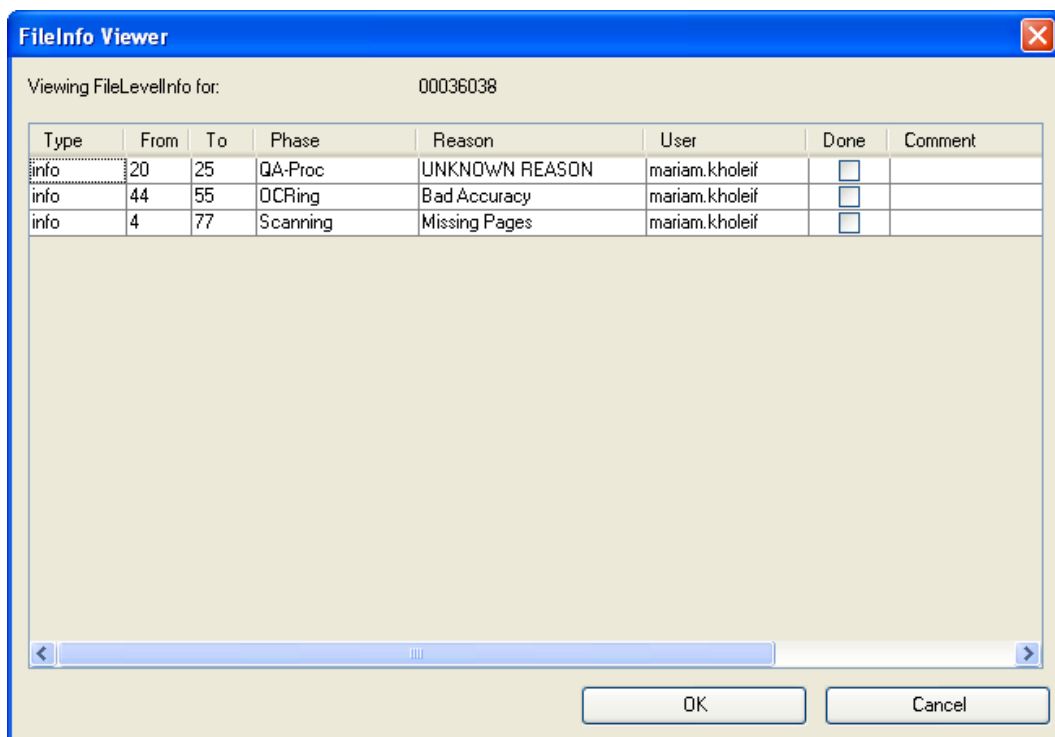


Figure 4.2- 9: View File Info

4.2.4 The Edit File Info option:

This part is used to edit the available File Info mentioned before. User can add or remove the required redirecting action as long as giving a reason.

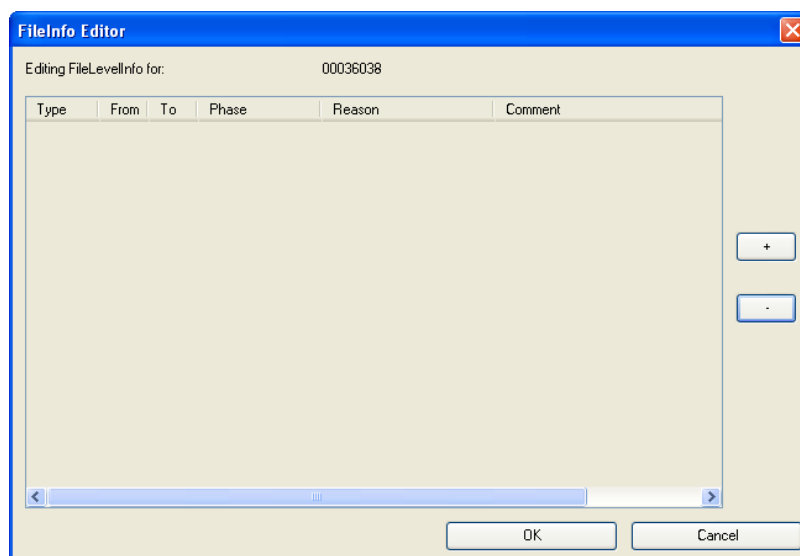


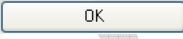


Figure 4.2- 10: Edit File Info

- ♦ Click the **Plus**  button.
- ♦ Insert the required details as shown in Figure 4.2- 11.
- ♦ In case that the user wants to remove one of the just added File Info, press the **Negative**  button.
- ♦ Press the **Ok**  button to accept the added **File Info**.

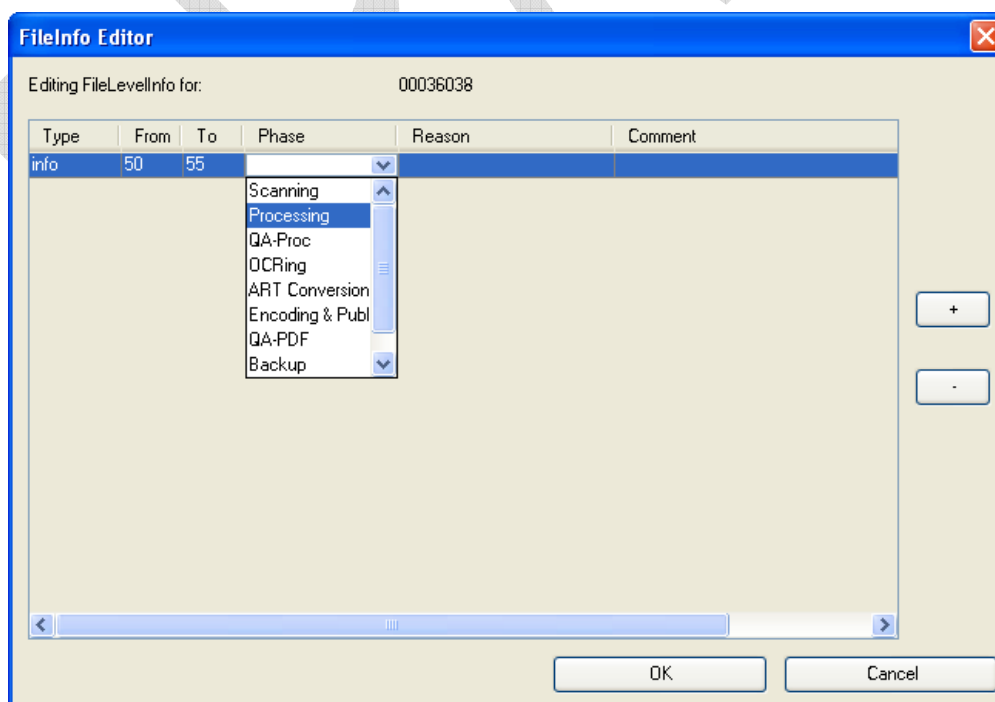


Figure 4.2- 11: Edit File Info2

4.3 Get Job

Note: The Get Job permission in the Phase Manager is usually given to the Administrator, Archiver, Senior, Simple and Shift Operator Roles.

This button leads to the controlling which of the assigned jobs to be worked on.

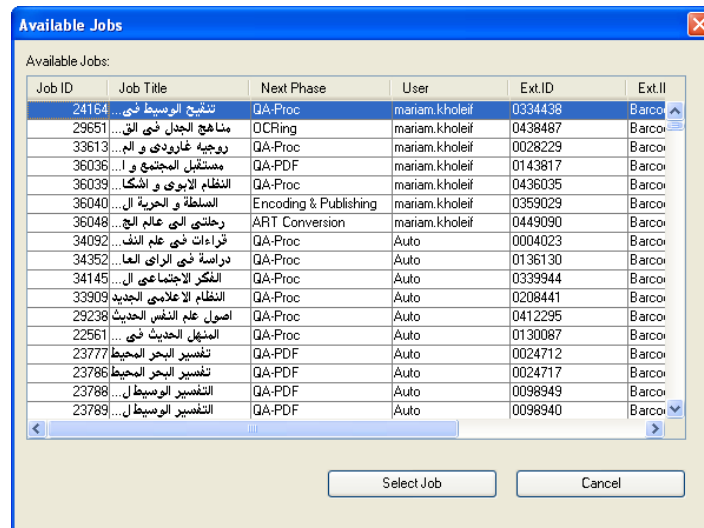


Figure 4.3- 1: Available Jobs

- Click the **Get Job** button to view the **Assigned Jobs**.
- A new window will be displayed, showing all the assigned jobs for different users as shown in Figure 4.3- 1.
- Click once on a certain job to select it. User should choose one of the jobs assigned with the related username.
- Press the **Select Job** button to confirm the user's choice.

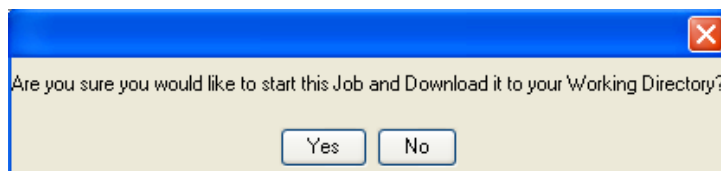


Figure 4.3- 2: Download job Confirmation Dialogue Box

- A confirmation dialog box will be displayed as shown in Figure 4.3- 2.

- ♦ Click the **Yes** button to confirm the download.
- ♦ Click the **No** button to cancel the download.
- ♦ A **Download** progress box will be displayed as shown in Figure 4.3- 3.
- ♦ Press the **Done** button when the download is completed.
- ♦ Note that the **Done** button will not be activated unless the download is completed.

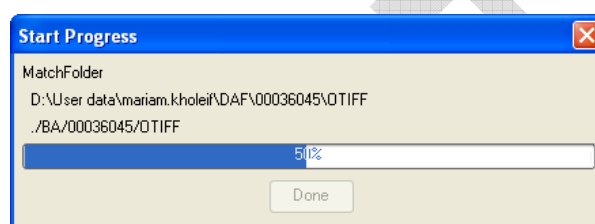


Figure 4.3- 3: Download Progress Box

- ♦ A **File Info Viewer** as in Figure 4.3- 4 will be displayed.
- ♦ Select the **Done** Check Box after accomplishing the required amendments as in Figure 4.3- 4.
- ♦ The same window can be displayed after accomplishing the job as shown in the Sub options section.
- ♦ Press the **OK** button to continue.

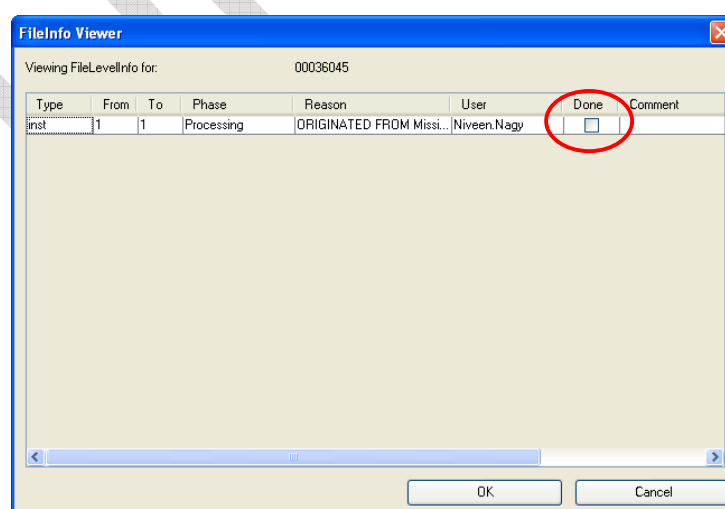


Figure 4.3- 4: File Info Viewer

4.4 Download/Upload

Note: The Download/Upload permission in the Phase Manager is usually given to the Administrator, Archiver, Senior and Shift Operator Roles.

As shown in Figure 4.1- 1: Phase Manager First Page, **Download** and **Upload** buttons are available to facilitate the users work from several workstations.

- ♦ In case the job was not finished yet by the user, user can upload the job to work on it from another workstation.
 - Press the **upload** button after selecting the intended job for uploading.
 - A confirmation dialog box will appear. Press the **Yes** to confirm or **No** to cancel the process.
 - A progress box will show the uploading progress.
 - Press the **Done** button when the uploading process is completed.
- ♦ To work on the same job from another workstation, user can download the job that was previously uploaded.
 - Select the job to be downloaded and then press the **Download** button.
 - A confirmation dialog box will be displayed as shown in Figure 4.4- 1. Press the **Yes** button to complete the downloading process or the **No** button to cancel it.

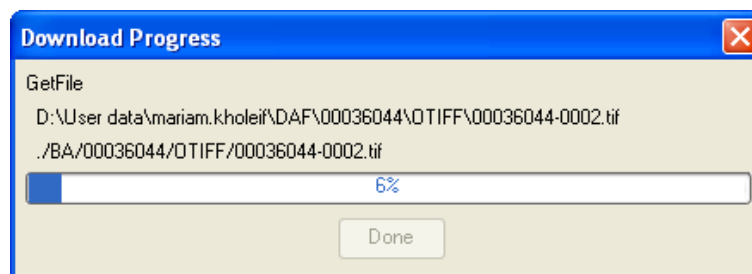
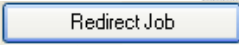


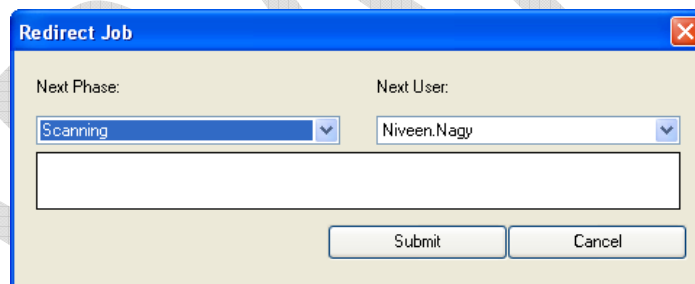
Figure 4.4- 1: Download Progress Bar

4.5 Redirect/Reject Job

Note: The Redirect/Reject permission in the Phase Manager is usually given to the Administrator, Archiver, Senior and Shift Operator Roles.


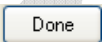
A job could be redirected/rejected to a phase other than the next one in its default path. The redirection/rejection may be due to a problem in a previous phase. In other words, while user is working in a certain phase, he/she might discover that some pages are missing or need better scanning or further processing, etc. therefore the user will redirect the job to the previous phase stating the specific part that needs amending or reject the job as a whole if all the job needs to be redone.

- ♦ Click once on the Job to select it and then press the **Redirect Job**  button.
- ♦ Select the required phase that the job will be redirected to and which user will work on it as shown in Figure 4.5- 1.



The dialog box titled "Redirect Job" has a blue title bar with a close button. It contains two labels: "Next Phase:" and "Next User:". Below "Next Phase:" is a dropdown menu showing "Scanning". Below "Next User:" is a dropdown menu showing "Niveen.Nagy". There is a large empty text area below these dropdowns. At the bottom right are two buttons: "Submit" and "Cancel".

Figure 4.5- 1: Redirect Job

- ♦ Press the **Submit**  button to accept the Redirection.
- ♦ A **Redirect Progress** bar will be shown as in Figure 4.5- 2.
- ♦ Click the **Done**  button when the progress is complete.
- ♦ The redirected job will be removed from the **Currently Working Jobs**.

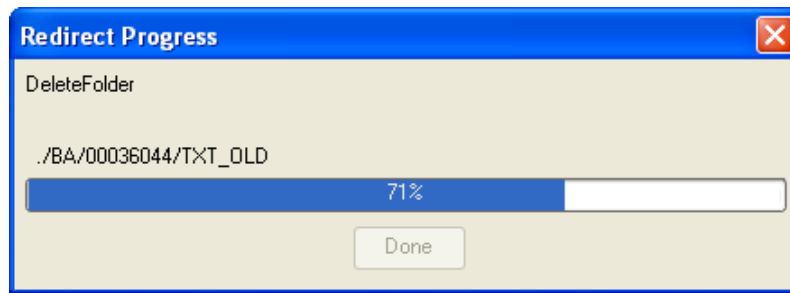


Figure 4.5- 2: Redirect Progress Bar

- ♦ To start working on the redirected job later, user will go through the same steps mentioned before in the **Get Job** section.
- ♦ Press the **Done** button when all assigned work with a certain job has been accomplished as in Figure 4.5- 3.

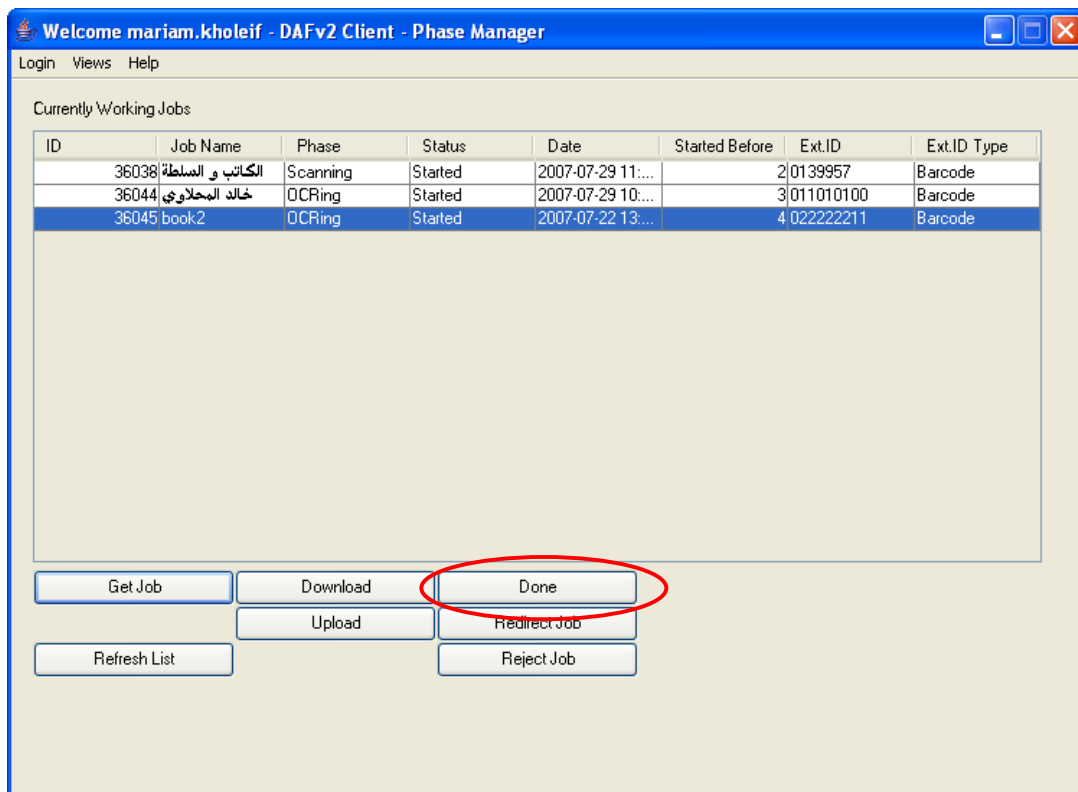


Figure 4.5- 3: Done Job

- ♦ A confirmation dialog will be displayed as shown in Figure 4.5- 4.

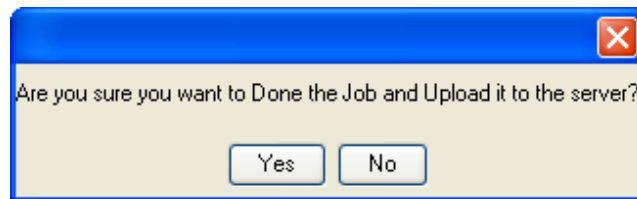


Figure 4.5- 4: Done Job confirmation Dialog Box

- ♦ Press the **Yes** button to confirm the job accomplishing.
- ♦ Press the **No** button to cancel and continue work on the same Job.
- ♦ A **Database Info** box will be displayed in case of the OCR and QA-PDF phases as in Figure 4.5- 5.

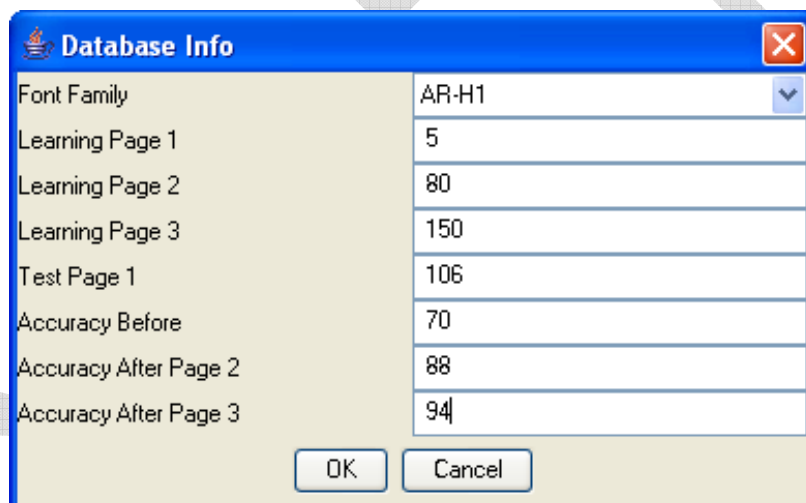


Figure 4.5- 5: Database Info

- ♦ Fill the Database Info with the required details.

Note: In case the user chose the **Yes** button yet an error message appears, as shown in Figure 4.5- 6, then the user must check the **Done** check box in the **View File Info** option as shown in Figure 4.5- 7. The check box must be selected and then user can do the same steps mentioned before.



Figure 4.5- 6: Undone Job

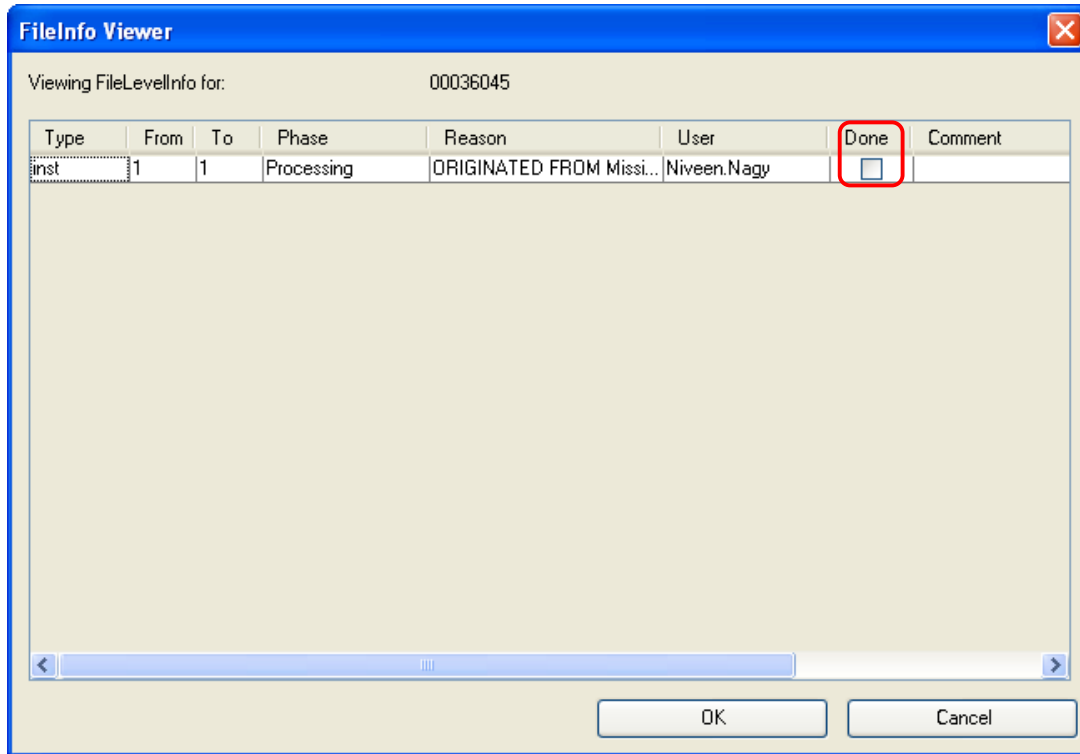


Figure 4.5- 7: Done Check Box

5 Reporting Manager

This part is used by users given the Administrator or the Shift Operator role.

Since the Digital Lab's workflow contains a large number of jobs, therefore a reporting tool is highly required. DAFv2 provides its users and administrators with the Reporting Manager to facilitate reporting a certain job's state or even a user's work rate.

5.1 *System Workflow*

Note: The System Workflow Report permission in the Reporting Manager is usually given to the Administrator and Shift Operator Roles.

This part is used to check certain Job-Types within the system. The System Workflow is concerned by all the Active Jobs only not the Checked out Jobs. The report can be filtered by **Batch** or **Collection**.

5.1.1 System Workflow Details

When viewing a certain report as explained in later, either simple or expanded, following details should be known.

- ♦ The **Pending Jobs**: This group includes all jobs that are assigned, redirected or rejected.
- ♦ The **Processing Jobs**: This group includes all jobs that started in a certain phase.
- ♦ The **Finished Jobs**: This group includes all the jobs that are completed, but not checked out yet.
- ♦ The **Pending Once**: This group includes the jobs that are assigned to a certain phase(s) for the first time.
- ♦ The **Pending>1**: This group includes the jobs that are assigned to certain phase(s) for a second time due the redirection or rejection of these jobs.
- ♦ The **Processing Once**: This group includes the jobs that started in a certain phase(s) for the first time.
- ♦ The **Processing>1**: This group includes the jobs that were rejected or redirected and are currently being worked on again.

- ♦ The **Finished Once**: This group includes the jobs that are completed for the first time.
- ♦ The **Finished>1**: This group includes the jobs that were finished for another time due to any error in the first version.

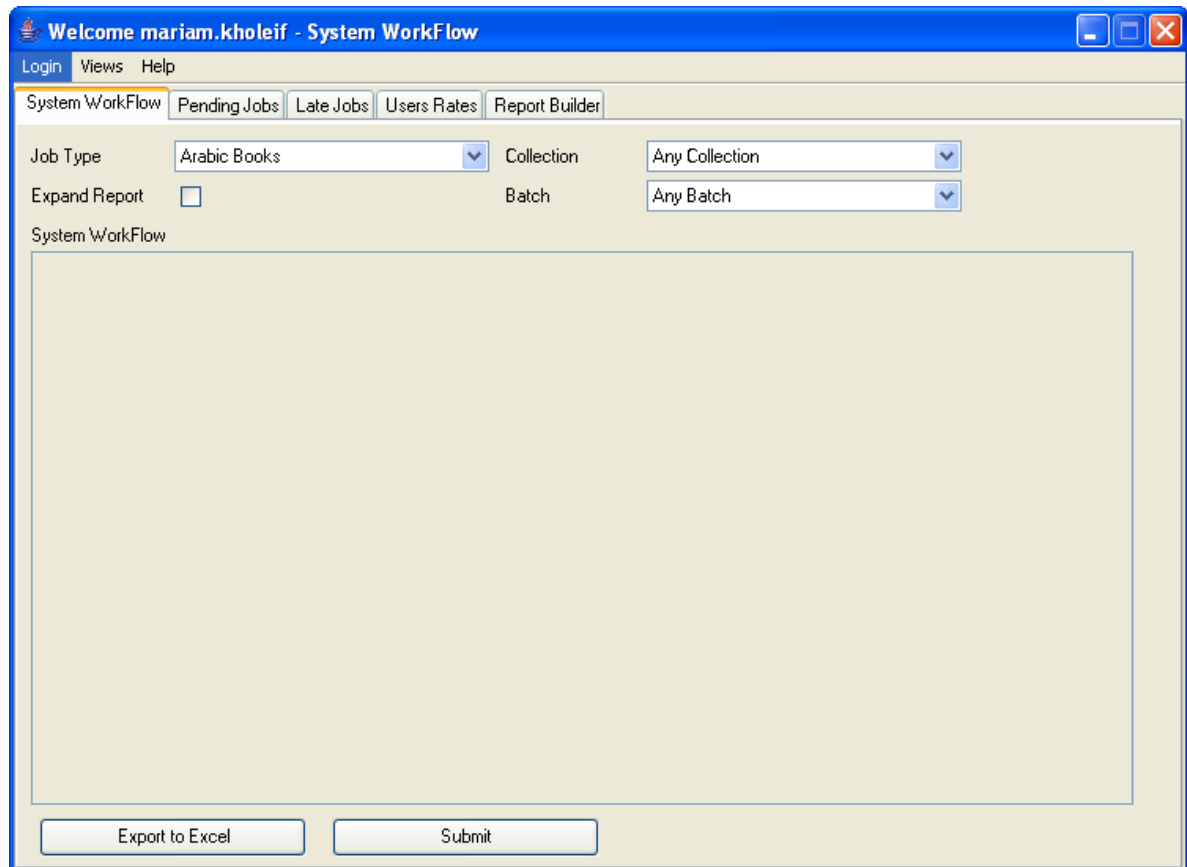



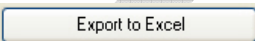
Figure 5.1- 1: System Workflow Page

5.1.2 View Simple Report

To view a report of a certain Job-type, user should follow the below steps:

- ♦ Click on the **Job-Types** Dropdown list to choose the subject of the report.
- ♦ Click on the **Collection** Dropdown list to filter the report to a certain collection.
- ♦ Click on the **Batch** Dropdown list to filter the report to a certain batch.

Note: The usage of the **Collection** and **Batch** Dropdown list is not obligatory. The report can be viewed successfully even in case they were not used.

- ♦ Press the **Submit**  button to view the report.
- ♦ The required report will be viewed as shown in Figure 5.1- 2: View Report.
- ♦ The result is shown according to each phase.
- ♦ Press the **Export to Excel**  button to save the report in an excel sheet.

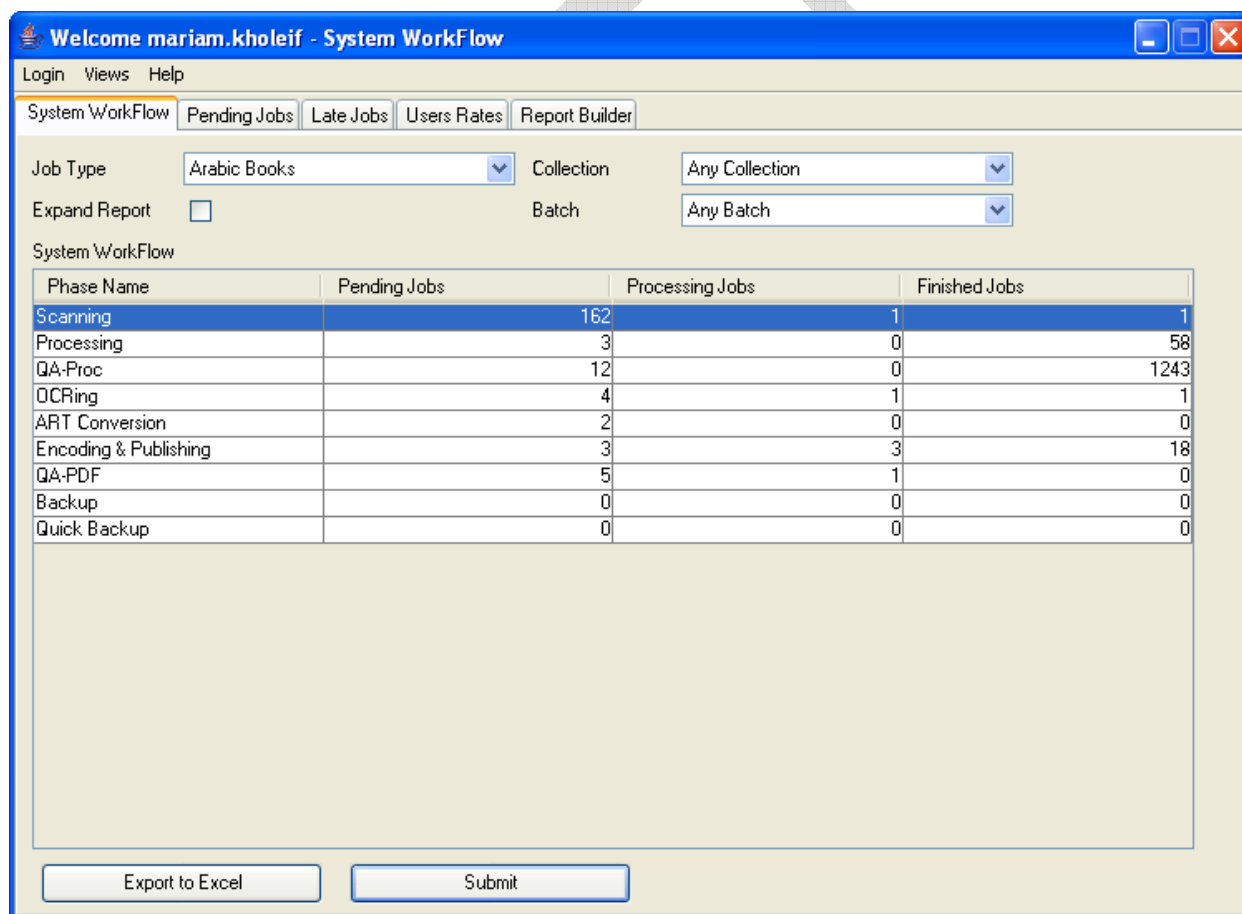
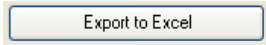


Figure 5.1- 2: View Report

5.1.3 Expanded Report

To view an expanded report of a certain Job-Type, user should follow the below steps:

- ♦ Apply the same steps as in the Simple Report.
- ♦ Press the **Expand Report** check box.
- ♦ The report will be viewed as shown in Figure 5.1- 3: Expanded Report.
- ♦ Press the **Export to Excel**  button to save the report in an excel sheet.

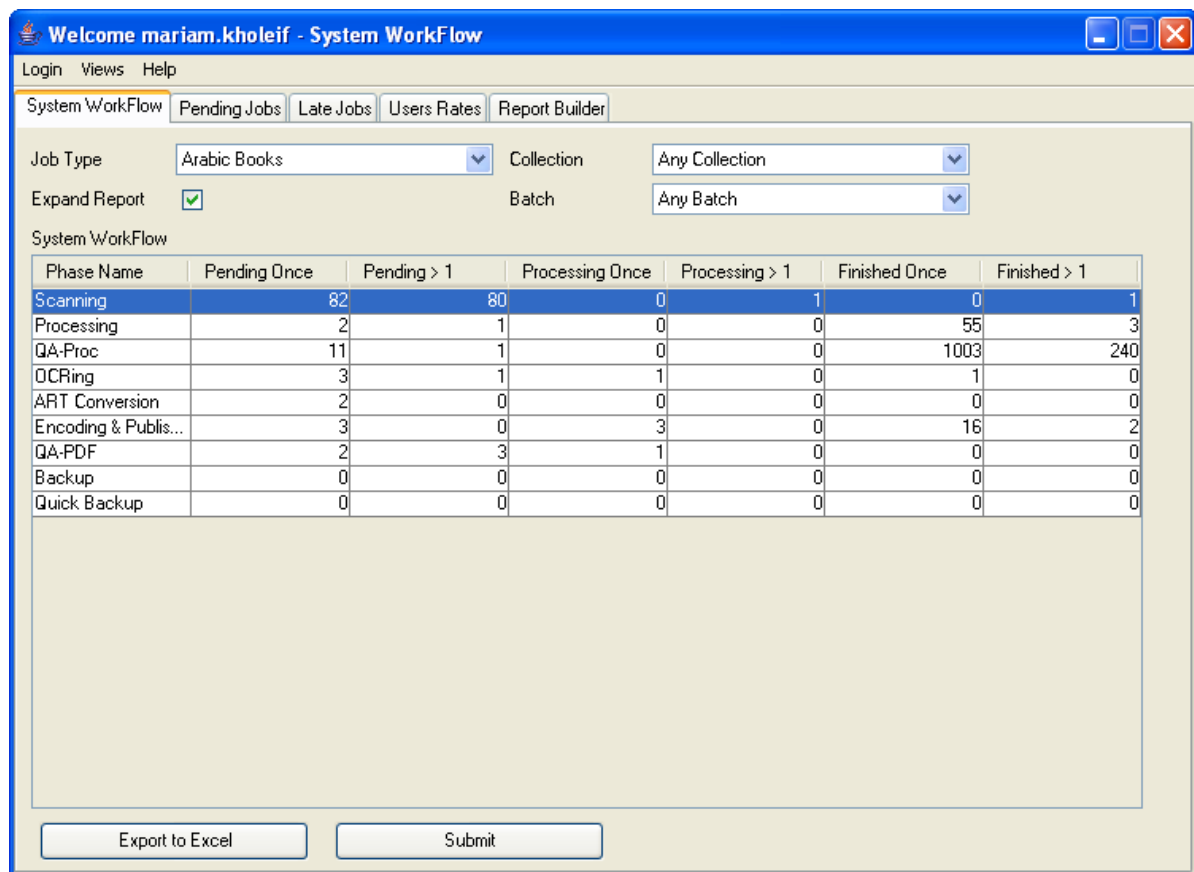


Figure 5.1- 3: Expanded Report

5.1.4 Job Data

To view each phase details, user should follow the below steps:

- ♦ Click once on a certain phase to select it.

- ♦ Double click on one of the phase's states; processing, pending or finished.
- ♦ Another window will be displayed as shown in Figure 5.1- 4. This window shows the Jobs Data; Title, Path, Workstation, user, etc.
- ♦ This detailed Job Data report could also be saved in an excel sheet by pressing the **Export to Excel** button.

Welcome mariam.kholeif - System WorkFlow

Login Views Help

System WorkFlow

Job Data

Phase Name: QA-Proc Pending Jobs Result count= 11

Title	Path	Job Status	User	WorkStation	Server
المسند الجامع لاحاديث ال...	00022776	Assigned	Niveen.Nagy	CDwXP-HICT8199	CDw3K-HICT1110
تنقيح الوسيط في علم التجويد	00024164	Assigned	mariam.kholeif	CDwXP-HICT8249	CDw3K-HICT1110
القرآن الكريم و التوراة و ...	00032553	Assigned	Niveen.Nagy	CDwXP-HICT8199	CDw3K-HICT1110
من هو المصلوب ؟	00033342	Assigned	Auto	CDwXP-HICT8199	CDw3K-HICT1110
روجيه غارودي و المشكلة الدينية	00033613	Assigned	mariam.kholeif	CDwXP-HICT8249	CDw3K-HICT1110
ارميا	00033710	Assigned	Niveen.Nagy	CDwXP-HICT8199	CDw3K-HICT1110
علم الاجتماع و مدارس	00033983	Assigned	Auto	CDwXP-HICT8199	CDw3K-HICT1110
قضايا علم الاجتماع المعاصر	00034002	Assigned	Auto	CDwXP-HICT8199	CDw3K-HICT1110
دراسة في الراي العام و الا...	00034352	Assigned	Niveen.Nagy	CDwXP-HICT8199	CDw3K-HICT1110
مصر اخريتها : انثربولو...	00034374	Assigned	Niveen.Nagy	CDwXP-HICT8199	CDw3K-HICT1110
النظام الابوي و اشكالية ...	00036039	Assigned	mariam.kholeif	CDwXP-HICT8249	CDw3K-HICT1110

Export to Excel

Figure 5.1- 4: Job Data

5.2 Pending Jobs

Note: The Pending Jobs Report permission in the Reporting Manager is usually given to the Administrator and Shift Operator Roles.

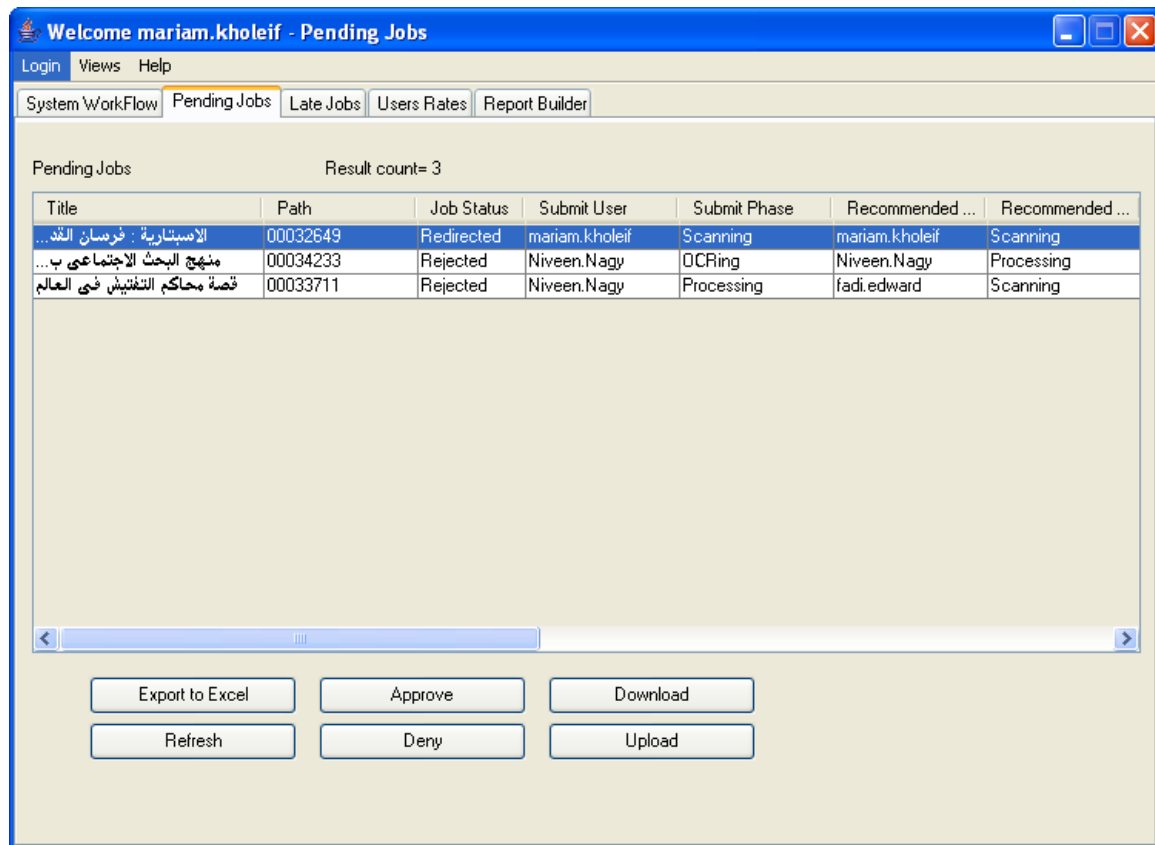

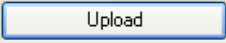

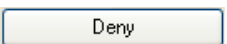
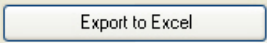
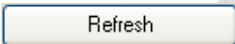


Figure 5.2- 1: Pending Jobs Tab

This tab shows the jobs that have been redirected or rejected. They must be revised by the **Shift Operator** due to the fact that the user does not have permission for these two actions. The **Pending Jobs** Report shows all the redirected and rejected jobs associated with a recommended user and phase. The **Shift Operator** checks the job and decides whether to approve the action or deny it.

5.2.1 Pending Jobs Buttons

- ♦ The **Download**  button: This button is used to download the job from the server to be checked, by the Shift Operator, for the reason of rejection/redirection.

- The **Upload**  button: This button is used to upload the job again to the server in case the Shift Operator corrected the error himself.
- The **Approve**  button: This button is used in case the rejection/redirection is accepted.
- The **Deny**  button: This button is used in case the Shift Operator decides to deny the rejection/redirection reason.
- The **Export to Excel**  button: this button is used to save the Pending Jobs report in an excel button.
- The **Refresh**  button: This button is used to refresh the Pending Jobs window.

5.2.2 Pending Jobs Details

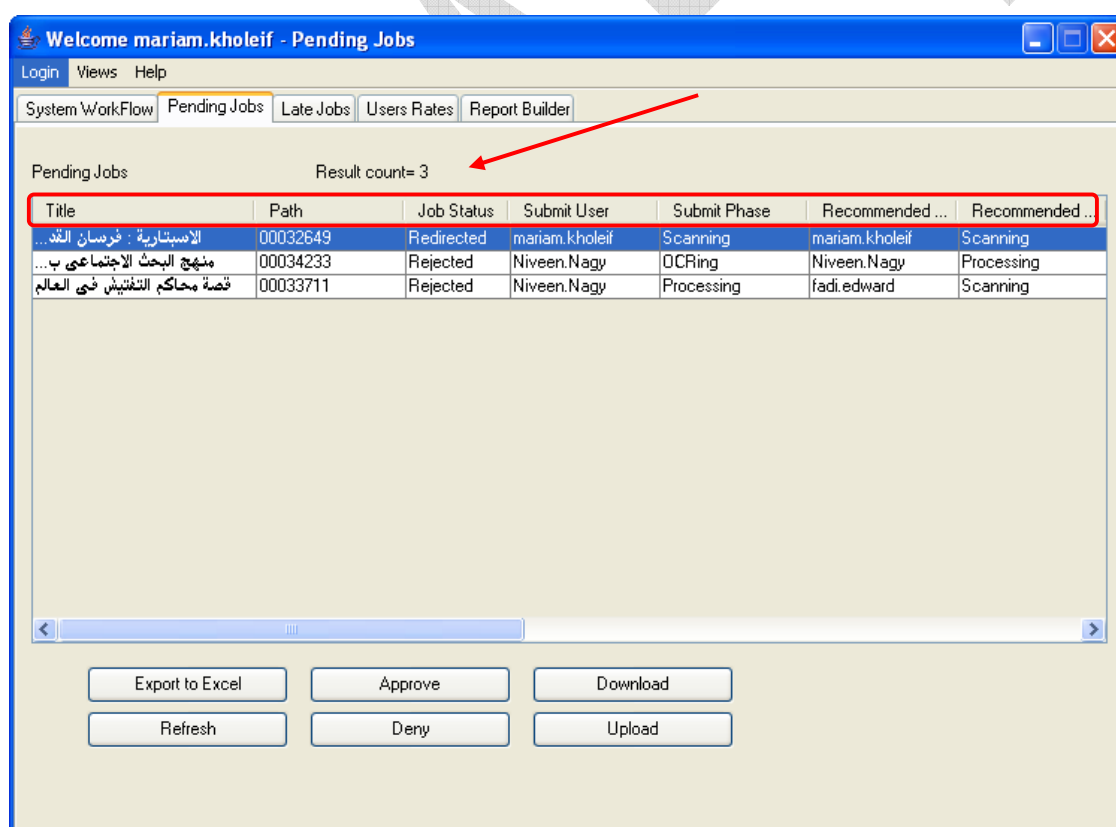


Figure 5.2- 2: Pending Jobs Details

- ♦ At the top of the window a result count is shown. It shows the number of jobs in this report.
- ♦ The window is divided into column showing the job's **Title**, **Path**, **Recommended User**, **Job Status**, etc.
 - The **Title**: is the name of the job.
 - The **Path**: is a serial code given to indicate the directory of a certain job.
 - The **Job Status**: is the status of the job either Rejected or Redirected.
 - The **Submit User**: is the user who redirected /rejected the job.
 - The **Submit Phase**: is the phase, which the redirected/rejected job was submitted from.
 - The **Recommended User**: is the user recommended to work on the redirected/rejected job.
 - The **Recommended Phase**: is the phase, which the job will be redirected to.
 - The **Server**: is the server used to save the job's file.
 - The **Priority**: is the priority of the job.
 - The **Due Date**: is the deadline for the job to be finished.
 - The **General Data**: is the rejection/rejection information in XML language.

5.2.3 Pending Jobs status

Since each job goes through several phases and even the same phase could be done more than once, the DAFv2 application also provides a job status report. This mini-report shows all the phases, users, etc that were associated to a this job.

- ♦ Double click on a certain pending job.
- ♦ Another window will be displayed as shown in Figure 5.2- 3: Job History.

- ♦ This window shows the job's history; **Users**, **Phases**, **Workstations**, **Job status**, etc.
 - At the top of the window the Job's **ID**, **External ID**, **External ID Type** and its **Title** are displayed as shown in Figure 5.2- 3: Job History.

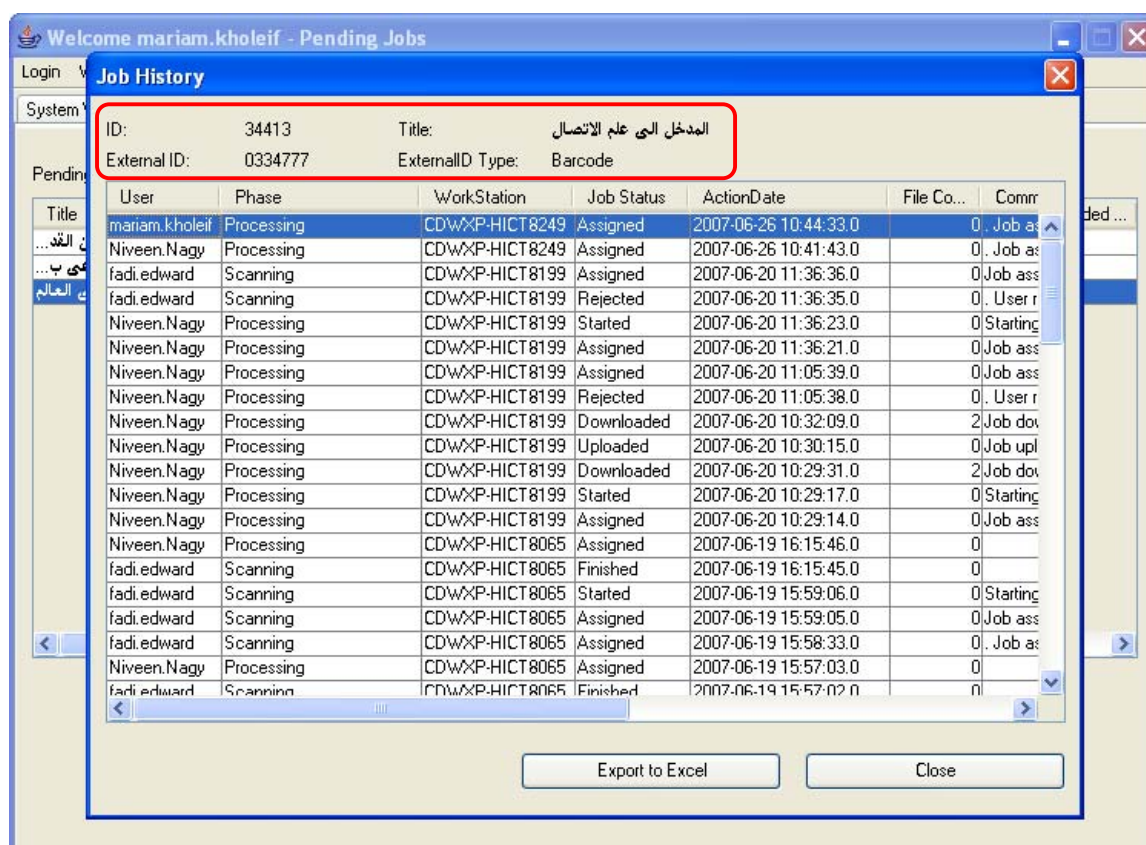
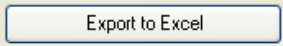
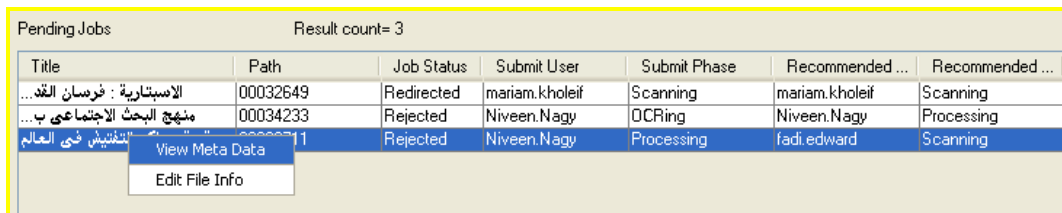


Figure 5.2- 3: Job History

- ♦ The window is also divided into several columns.
 - The **User**: This column shows all users who worked on this job.
 - The **Phase**: This column shows all phases which this job have been through even if they are repeated whether due to rejection or redirection.
 - The **Workstation**: This column shows all the workstations which were used to work on this job.

- The **Job Status**: This column the job status related to each phase.
- The **Action Date**: This column shows the date when a user started applying a certain phase to the job.
- The **File Count**: This column shows the number of files that have been added or modified during a certain phase.
- The **Comment**: This column shows the comments associated to the redirection/rejection action.
- ♦ The **Job History** can also be saved to an excel sheet by pressing the **Export to Excel**  button.
- ♦ To view a Job's Metadata, user should do the following:
 - Click once on the job required.
 - Choose the View Metadata option as shown in Figure 5.2- 4.



Pending Jobs		Result count= 3				
Title	Path	Job Status	Submit User	Submit Phase	Recommended ...	Recommended ...
... الاستبارة : فرسان القدر	00032649	Redirected	mariam.kholeif	Scanning	mariam.kholeif	Scanning
... منهج البحث الاجتماعي ب...	00034233	Rejected	Niveen.Nagy	OCRing	Niveen.Nagy	Processing
... التأسيس في العالم	00000011	Rejected	Niveen.Nagy	Processing	fadi.edward	Scanning

Figure 5.2- 4: Sub-Options

- Another window will be displayed as shown in Figure 5.2- 5.

Welcome mariam.kholeif - Pending Jobs

Job Meta Data

Job Info:

Job ID: 34413

Title: المدخل الى علم الاتصال

DueDate: 26-06-2007

Info1:

Info2: qrmak وسائل الاعلام

Info3:

Language: Arabic

Job: a68552-40bpbk, Dahala.hassan, Pdc20030703, bdina.sameh, R, d20030828, aVIRTUA40, m, aVTLSSORT0080*0400*0820*1000*2450*2500*2600*3000*5040*5410*6500*6501*6502*7000*9920*9980*9991

Priority: 12

Batch: BA:BA-2007-7-6_11:09

Server: CDW3K-HICT1110

Job Condition: Good

Job Type: Arabic Books

External IDs: View External IDs

Update Close

Figure 5.2- 5: Job Metadata

- Edit the Job's Metadata if required as previously explained in the Phase Manager Part.
- ♦ To edit a Job's File Info, user should do the following:
 - Click once on a certain job to select it.
 - Choose the Edit File Info option as shown in Figure 5.2- 4.
 - View and Edit the File Info as previously explained in the Phase Manager.

5.3 Late Jobs

Note: The Late Jobs Report permission in the Reporting Manager is usually given to the Administrator and Shift Operator Roles.

This report shows the jobs that passed their due date and were not yet finished. Every checked-In job in DAFv2 has a Due Date. The job should be finished before that due date to prevent adding it to the **Late Jobs** Report.

5.3.1 Late Jobs Details

Title	Path	Job Status	Job Type	Collection	User	Phase
Inauguration du canal de Su...	00000105	Assigned	Latin Colored Books	BA - Manuscript	Mohamed.Elshamy	QA-PDF
sadat-3451-00014	00005512	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00016	00005514	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00004	00005503	Assigned	News Papers	Sadat	Auto	OCRing
sadat-3451-00008	00005510	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00011	00005511	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00015	00005513	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00019	00005515	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00024	00005516	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00025	00005517	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00028	00005518	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3451-00036	00005519	Assigned	News Papers	Sadat	Rimon.samir	Processing
sadat-3451-10000	00005521	Assigned	News Papers	Sadat	Auto	QA-Proc
sadat-3541-00010	00005522	Assigned	News Papers	Sadat	Auto	Processing
Sadat (Gihan)-27497-4	00005523	Assigned	News Papers	Sadat	Auto	QA-Proc
Sadat (Gihan)-27497-5	00005524	Assigned	News Papers	Sadat	Auto	QA-Proc
توجيهات من السنة في مع...	00005402	Finished	Arabic Books	BA	ZRecoveryUser	Backup
(محمد و خلافاؤه)سيرة مقارنه	00012523	Assigned	Arabic Books	BA	DLClient	QA-PDF
(مصر في حربين 1967 و 1...	00013203	Assigned	Arabic Books	BA	DLClient	QA-PDF
... 1000 ساعة حرب : ملحمة الو...	00007393	Assigned	Arabic Books	BA	Auto	ART Conver
... 7	nnnnn272	Assigned	Arabic Books	BA	DL Client	QA-PDF

Figure 5.3- 1: Late Jobs Window

- At the top of the window, a result count shows the number of jobs in this report.
- This window is divided into several columns.
 - The **Title**: is the name of the Job.
 - The **Path**: is the serial code for the directory of the job's folder.

- The **Job status**: shows whether the job is assigned or finished.
 - The **Job Type**: shows the Job-type which this job belongs to.
 - The **Collection**: shows the name of the collection, which this job belongs to.
 - The **User**: shows the user working on this job.
 - The **Phase**: shows the phase which the job is currently going through.
 - The **Workstation**: the location where the user is working on the job from.
 - The **Server**: the location where the job's folder is kept.
 - The **Priority**: this column shows the priority of a certain job.
 - The **Start Date**: this column shows when a certain job started.
 - The **Due Date**: this column shows the deadline for the job to finished
 - The **Transaction Log Number of File (TL_NoOfFiles)**: this column shows the number of files added or modified after the transaction.
 - The **Phase Sequence**: the number of phases that a certain job goes through.
- ♦ User can save this report in an excel file by pressing the **Export to Excel**  button.

5.3.2 Late Jobs History

- ♦ Double click on a certain Job to view the Job's history.
- ♦ Another window will be displayed showing the selected job's history as shown in Figure 5.3- 2.

Welcome mariam.kholeif - Late Jobs

Login System

Late Jo

Job History

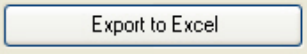

ID: 105 Title: Inauguration du canal de Suez : Voyage des souverains
 External ID: 0383253 ExternalID Type: Barcode

User	Phase	WorkStation	Job Status	ActionDate	File Co...	Comr
Auto	Encoding & Publishing	CDWXP-HICT1142	Assigned	2007-05-13 17:38:25.0	0	
Rabab.Amin	OCRing	CDWXP-HICT1142	Finished	2007-05-13 17:38:24.0	0	
Rabab.Amin	OCRing	CDWXP-HICT1142	Started	2007-05-13 17:23:13.0	0	Starting
Rabab.Amin	OCRing	CDWXP-HICT1142	Assigned	2007-05-13 17:18:36.0	0	Job ass
Rabab.Amin	OCRing	CDWXP-HICT1242	Assigned	2007-05-07 15:04:57.0	0	Job as
Michael.Nas...	Processing	CDWXP-HICT1242	Finished	2007-05-07 13:41:45.0	540	
Michael.Nas...	Processing	CDWXP-HICT1242	Downloaded	2007-03-31 23:50:31.0	540	Job dow
Michael.Nas...	Processing	CDWXP-HICT1242	Uploaded	2007-03-31 19:50:45.0	360	Job upl
Michael.Nas...	Processing	CDWXP-HICT1099	Started	2007-03-04 17:51:45.0	0	Starting
Michael.Nas...	Processing	CDWXP-HICT1099	Assigned	2007-03-04 15:46:21.0	0	Job ass
Michael.Nas...	Processing	CDWXP-HICT1099	Assigned	2007-02-23 23:14:45.0	0	Job ass
Michael.Nas...	Processing	CDWXP-HICT1099	Assigned	2007-02-23 16:51:59.0	0	Job ass
Michael.Nas...	Processing	CDWXP-HICT1075	Assigned	2007-02-19 17:34:39.0	0	Job as
rami.rouchdi	Processing	CDWXP-HICT1100	Assigned	2007-01-17 13:00:37.0	0	Job ass
Hany.Elsawy	Processing	CDWXP-HICT1100	Assigned	2007-01-17 12:56:55.0	0	Job ass
Hany.Elsawy	Processing	CDWXP-HICT1075	Assigned	2007-01-17 12:41:30.0	0	
rami.rouchdi	Scanning	CDWXP-HICT1099	Finished	2007-01-17 12:41:30.0	180	
rami.rouchdi	Scanning	CDWXP-HICT1099	Started	2007-01-17 09:27:59.0	0	Starting
rami.rouchdi	Scanning	CDWXP-HICT1099	Assigned	2007-01-17 09:27:58.0	0	Job ass
rami.rouchdi	Scanning	CDWXP-HICT1099	Assigned	2007-01-17 09:21:50.0	0	Job ass

Export to Excel Close

Figure 5.3- 2: Late jobs History

- ♦ At the top of the window, the Job's **ID**, **External ID**, **Title**, **External ID Type** are shown as in Figure 5.3- 2.
- ♦ This window is divided into several columns.
 - The **User**: this column lists the users who worked on this job.
 - The **Phase**: this column lists the phases which the job went through even the repeated ones.
 - The **Workstation**: this column lists the workstations used by users who worked on this job.
 - The **Job Status**: this column lists the state of the job in each phase with certain users.
 - The **Action Date**: this is the date of starting the job.
 - The **File Count**: This column shows the number of files that have been added or modified during a certain phase.

- The **Comment**: these are the comments related to the job.
- ♦ The user can save the report in an excel sheet by pressing the **Export to Excel**  button.
- ♦ Press the **Close**  button to exit this mini-report.

DRAFT

5.4 Users Rates

Note: The Users Rates Report permission in the Reporting Manager is usually given to the Administrator and Shift Operator Roles.

This part shows users reports to measure each user performance and rate.


Figure 5.4- 1: Users Rates

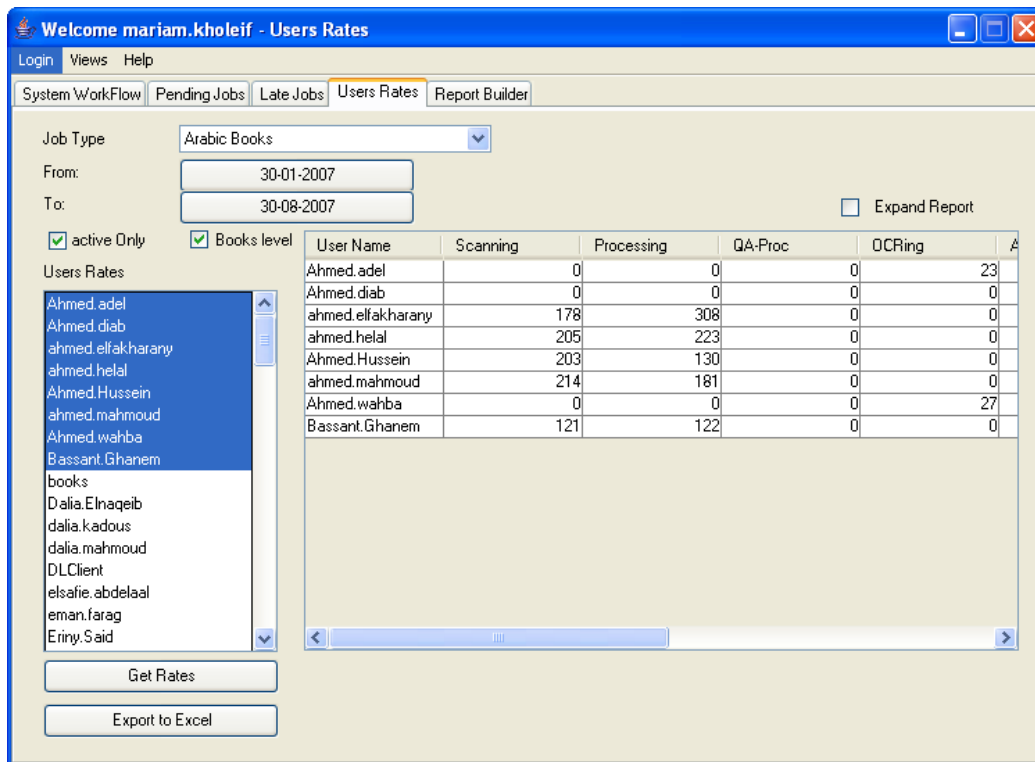
5.4.1 Users Rates Details

- The **Job Type** Dropdown list is used to filter the User Rate Report, if required, instead of reporting all the Job-types.
- The **From/To** buttons are used to report the user's work during a certain period.
- The **Active Only** check box is used to filter the report to only the currently working users.

- ♦ The **Books Level** check box is used to report the user's work either per Book or per page.
- ♦ The **Users Rates** list box shows all the users.
- ♦ The **Expand Report** check box is used to view a more detailed report.

5.4.2 How to report a User Rate

- ♦ Choose one of the **Job-Type** from the dropdown list.
- ♦ Adjust to the **From/To** date according to the required period to report.
- ♦ Select the **Active Only** check box to limit the report to the currently working users in the Digital Lab.
- ♦ Select the **Books Level** check box to view the report according to the number finished books by the user(s).
 - The **Expand Report** check box is activated only when the **Books Level** check box is selected.
- ♦ Unselect the **Books Level** check box to report according to the number of pages finished.
- ♦ Within the Users Rates list, press **Ctrl+A** to include all users in the report. Otherwise select a certain user.
- ♦ To select several users, press **Ctrl** and click on the required users.
- ♦ Press the **Get Rates**  button to view the report.
- ♦ A report will be displayed as shown in Figure 5.4- 2.
- ♦ Select the Expand Report check box to expand the report as shown in Figure 5.4- 3.



: Users Rate Report2Figure 5.4-

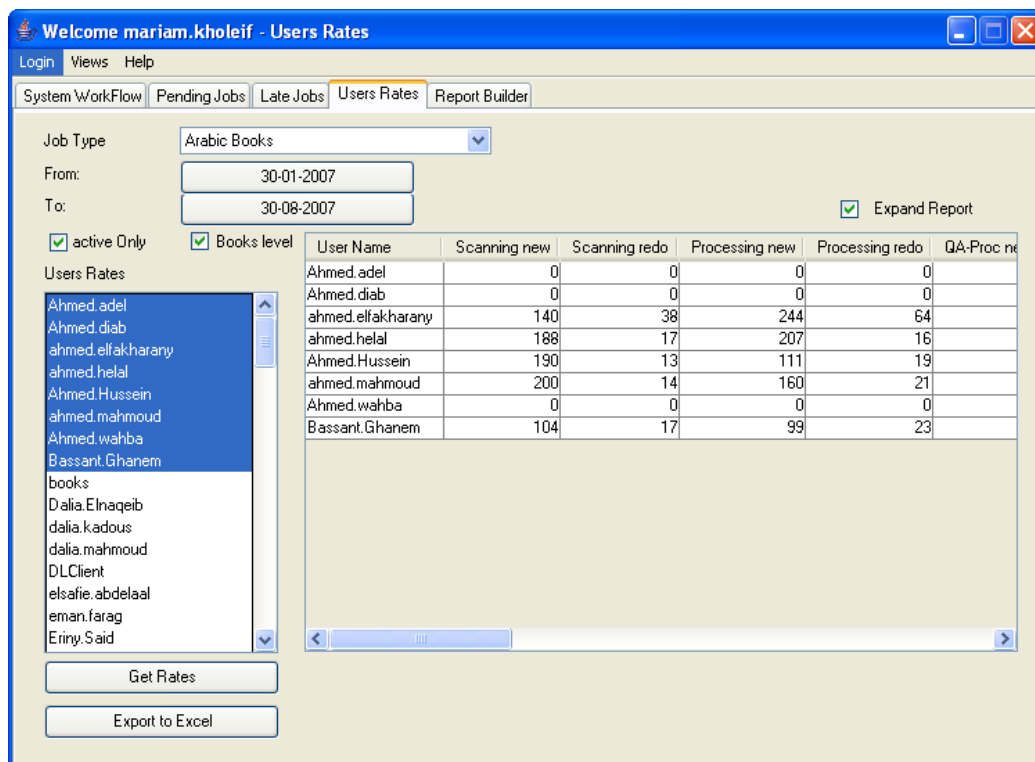
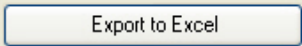


Figure 5.4- 3: Expanded Users Report

- ♦ Each phase has two column; **New** and **Redo**. For instance, the **Scanning New** column is for the number of jobs the user scanned for the first time. The **Scanning Redo** column is for the number of jobs the user had to scan again due to an error in the first scanned version.
- ♦ User can save this report in an excel sheet by pressing the **Export to Excel**  button.

DRAFT

5.5 Report Builder

Note: The Report Builder permission in the Reporting Manager is usually given to the Administrator and Shift Operator Roles.

The DAFv2 application provides its users with ability to create a special report according to their required conditions.

5.5.1 Report Builder Details

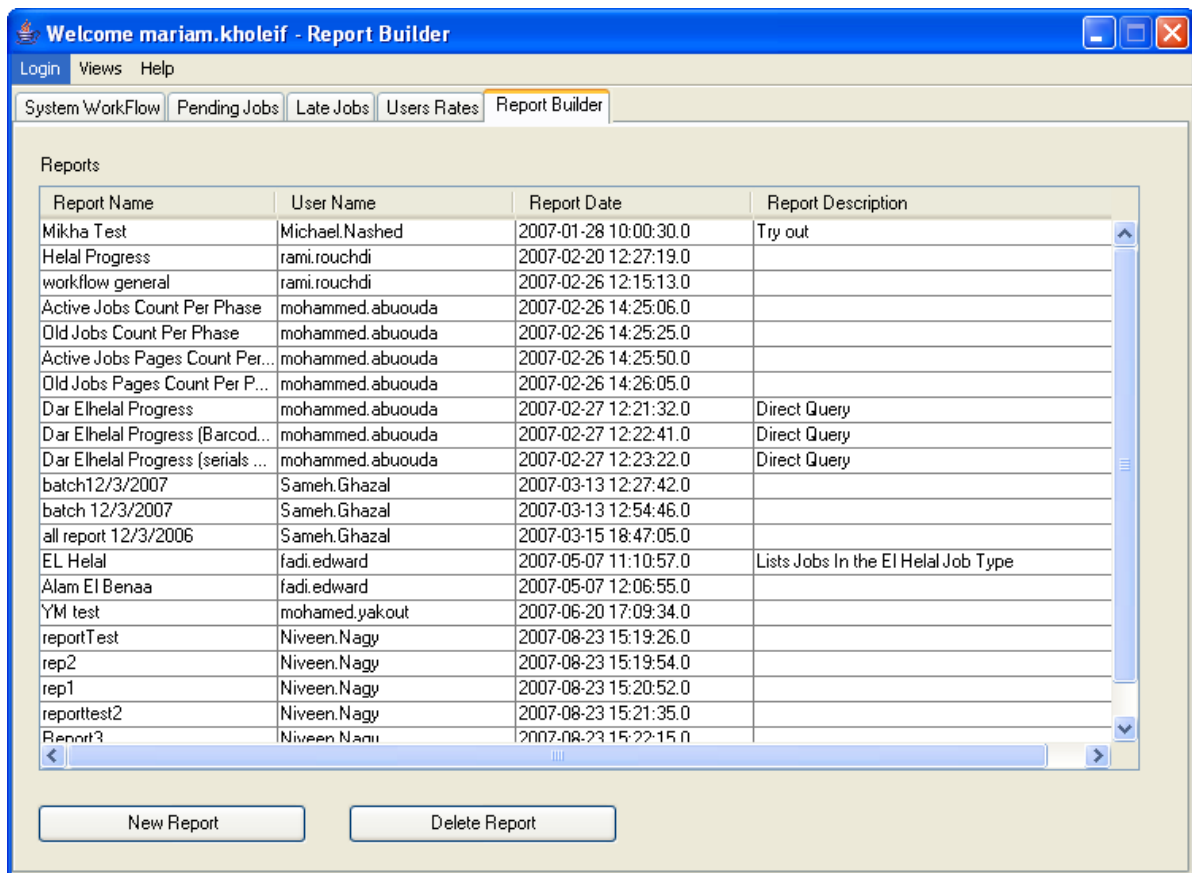
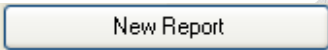
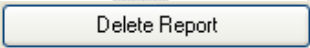



Figure 5.5- 1: Report builder Page

- ♦ The Reports List includes all the reports created by users. This list is divided into several columns.
 - The **Report Name**: This column includes the name of the created reports.

- The **User Name**: This part includes the name of the user who created a report. Each user name is associated with the details of the report he created.
- The **Report Date**: This part includes the date of the report creation.
- The **Report Description**: This part includes a brief description of the report.
- ♦ The **New Report**  button is used to create a new report
- ♦ The **Delete Report**  button is used to remove a certain report from the list.

5.5.2 Create a New Report

- ♦ Press the **New Report**  button to create a new report.
- ♦ An application window will be displayed as shown in Figure 5.5- 2: New Report Window.
- ♦ Enter a name for the new report in the **Report Name** text box.
- ♦ Select the **Direct Query** check box to write down a report description.
 - Selecting the **Direct Query** check box will hide the rest of the New Report application as shown in Figure 5.5- 3.
 - Selecting the **Direct Query** check box will change the **Report Description** text box name to **Query** as shown in Figure 5.5- 3.
 - The **Query** text box must be filled using the SQL. For further information concerning the SQL, please visit <http://mysql.com/>

Welcome mariam.kholeif - Report Builder

Login Views Help

System WorkFlow Pending Jobs Late Jobs Users Rates Report Builder

Report Name

☐ Direct Query

Report Description

Choose Job Status

Job Status

Choose Criteria:

Title Contains: AND

Job Type AND

Collection AND

Language AND

Job State

Attributes

- ☐ Batch Date
- ☐ Batch Name
- ☐ Collection Name
- ☐ CollectionOwner Name
- ☐ CollectionOwner Telephone
- ☐ External ID Type
- ☐ Job Condition
- ☐ Job Creator
- ☐ Job Date
- ☐ Job Due Date
- ☐ Job External ID
- ☐ Job Info1
- ☐ Job Info2
- ☐ Job Info3
- ☐ Job Path
- ☐ Job Priority

Submit Cancel

Figure 5.5- 2: New Report Window

Welcome mariam.kholeif - Report Builder

Login Views Help

System WorkFlow Pending Jobs Late Jobs Users Rates Report Builder

Report Name

☒ Direct Query

Query

Choose Job Status

Job Status

Choose Criteria:

Title Contains: AND

Job Type AND

Collection AND

Language AND

Job State

Attributes

- ☐ Batch Date
- ☐ Batch Name
- ☐ Collection Name
- ☐ CollectionOwner Name
- ☐ CollectionOwner Telephone
- ☐ External ID Type
- ☐ Job Condition
- ☐ Job Creator
- ☐ Job Date
- ☐ Job Due Date
- ☐ Job External ID
- ☐ Job Info1
- ☐ Job Info2
- ☐ Job Info3
- ☐ Job Path
- ☐ Job Priority

Submit Cancel

Figure 5.5- 3: Direct Query

- ♦ In case of unselecting the **Direct Query** check box, user can use the **Report Description** text box to write down any brief description desired.
- ♦ Use the **Job Status** dropdown list to select to report either from the **Old Jobs** or the **Current Jobs**.
- ♦ Fill the report criteria as shown in Figure 5.5- 4.

Figure 5.5- 4: Report Details

- ♦ Select the report shown data from the **Attributes** check boxes list as shown in Figure 5.5- 5.
- ♦ Press the **Submit** button to start the report.
- ♦ Another window will be displayed showing the New Report as in Figure 5.5- 6.
- ♦ If user uses the right click on one of the resultant jobs, the **View Metadata** and **Edit File Info** options will be displayed as previously explained in the **Phase Manager**.

Attributes

- ☐ Batch Date
- ☐ Batch Name
- ☒ Collection Name
- ☐ CollectionOwner Name
- ☐ CollectionOwner Telephone
- ☒ External IDType
- ☒ Job Condition
- ☒ Job Creator
- ☐ Job Date
- ☐ Job Due Date
- ☐ Job External ID
- ☐ Job Info1
- ☐ Job Info2
- ☐ Job Info3
- ☒ Job Path
- ☐ Job Priority

Submit Cancel

Figure 5.5- 5: Attributes

ReportData

Report: New Report10 Result Count= 24916

Job_ID	Job_Creator	Job_Ext...	ExtIDType...	JC_Name
287	الوردي، علي	0125288	Barcode	Bad
201	رمضان، عبد	0334485	Barcode	medium
202	المشاط، عبد	0095150	Barcode	medium
210	حشّي، يحيى	0145517	Barcode	medium
211	ابو الفرج ا...	0018944	Barcode	medium
414	المسواح، فراس	0019178	Barcode	Good
536	ابن الجوزي	0021630	Barcode	Good
544		0328351	Barcode	Good
551	طوبيا، مجيد	0035616	Barcode	Good
567	البحيري، ...	0197052	Barcode	Good
603	ميكييل، اندريه	0155577	Barcode	Good
604	ابن حوقل، م...	0121342	Barcode	Good
605	ابو راضي، ...	0106975	Barcode	Good
606	النقيب، خ...	0003775	Barcode	Good
607	عزيز، محمد	01334205	Barcode	Good
610	جوردا، بيير	0286574	Barcode	Good
611	ميكييل، اندريه	0223717	Barcode	Good
612	ابو عيانة، ...	0021158	Barcode	Good
613	شهبلا، ايل	0136960	Barcode	Good
614	الناطور، شحادة	0095570	Barcode	Good

Export to Excel Change Type Close

Figure 5.5- 6: New Report

- ♦ In case the user presses the **Change Type** button, another window will be displayed as shown in Figure 5.5- 7.

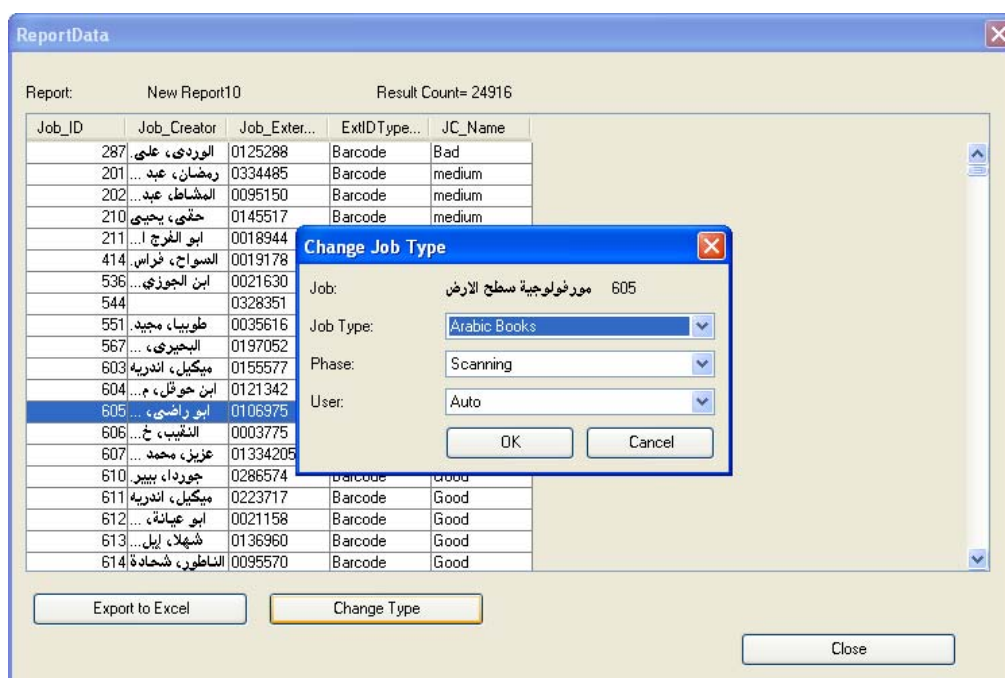


Figure 5.5- 7: Change Type

- ♦ Using this window's dropdown lists user can change the **Job-Type**, **Phase** or **User**.
- ♦ Press **OK** button to accept the changes.
- ♦ Press **Cancel** to return to the report's window.
- ♦ User can save a copy of the report in an excel sheet by pressing the **Export to Excel** button.

5.5.3 Delete a Report

- ♦ Click once to select the job to be deleted.
- ♦ Press the **Delete** button.
- ♦ A confirmation dialog box will be displayed as shown in Figure 5.5- 8.

- ♦ Press the **Yes** button to confirm the deletion.
- ♦ Press the **No** button to cancel the deletion.

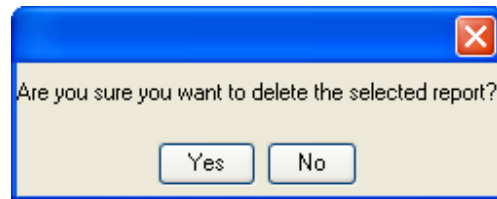


Figure 5.5- 8: Delete Report Dialog Box

6 Archiving Manager

This part is used by users given the Administrator, Shift Operator, or Archiver role.

DAFv2 workflow uses storage servers in downloading and uploading jobs. Ordinary workflow will eventually fill up all spaces in these servers. The Archiving data was the solution for this problem. It also offers an opportunity to save data into an external Medias enabling users to retrieve these data anytime from these media. The archiving solves the space problem by giving the Archiver the ability to Check-out the finished jobs. Moreover, DAF application also prevents checking out any job unless it was already archived.

Note: 1) Referring back to the [Admin Manager](#) part, each Job-Type was associated to one or more Media Type to be used in archiving.

2) User must check if the workstation used has a permission for archiving. Which [Media Type](#) is accessible for the workstation must also be checked.

6.1 Archiving Manager Details

- ♦ The [Media Type](#) dropdown list is used to select the Media Type that will be worked on.
- ♦ The [Media Size](#) shows the total size that could be stored in a certain [Media Type](#). This part does not exist in the [Online Media Storage](#) due to the fact that it is a size free type.
- ♦ The [All Jobs](#) count shows the number of jobs ready for Archiving.
- ♦ The [Selected Jobs](#) count shows the number of jobs selected from the list for archiving.
- ♦ The [Jobs to Archive](#) list includes all the jobs ready for archiving, which their number was shown in the [All Jobs](#) count. User selects the jobs to be archived and their number should be shown in the [Selected Jobs](#) count.
- ♦ The [Size](#) count/progress bar shows the total size of the selected jobs as shown in Figure 6.1- 1 and Figure 6.1- 2.

- ♦ The **First Fit** check box is used to select automatically the jobs fitting to the size of the Media Type. In case it found a job that exceeds the size of the Media Type, it will be neglected for the time being.

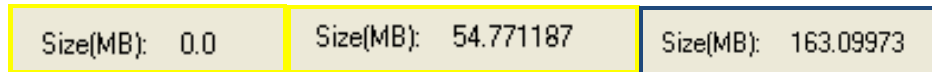


Figure 6.1- 1: Jobs Size



Figure 6.1- 2: Jobs Size 2

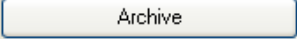
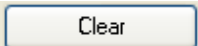
6.2 Archivers

Note: The Archivers permission in the Archive Manager is usually given to the Administrator, Archiver and Shift Operator Roles.

- ♦ Choose the **Media Type** to work on as shown in Figure 6.2- 2.
- ♦ Select the check boxes of the jobs to be archived using the selected **Media Type** as shown in Figure 6.2- 2.
- ♦ The **Size** progress bar is very helpful. As long as the progress bar is blue then the Jobs' size did not exceed the **Media Type** size as shown in Figure 6.1- 2. Otherwise it will turn to red as shown in Figure 6.2- 1.



Figure 6.2- 1: Size Progress bar

- ♦ Press the **Archive**  button to confirm and complete the archiving process. Or press the **Clear**  button to unselect the jobs and start again.

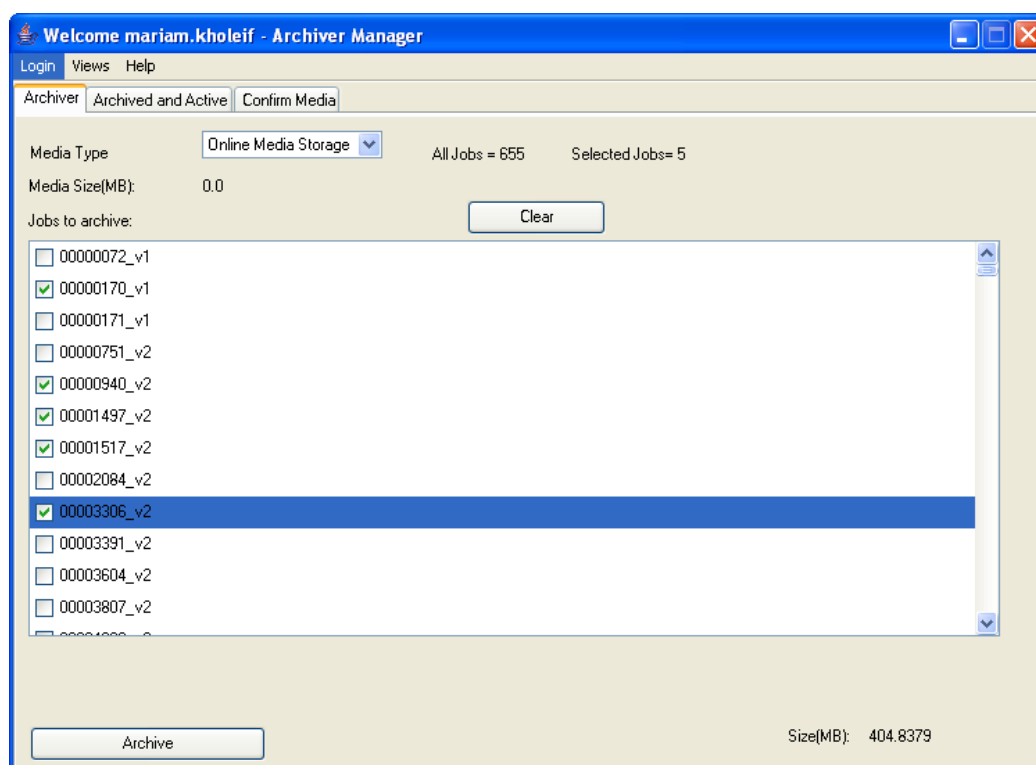


Figure 6.2- 2: Archiver Tab Window

- ♦ In case of the **Online Media Storage**, the archiving progress bar shown in Figure 6.2- 3 will be displayed.

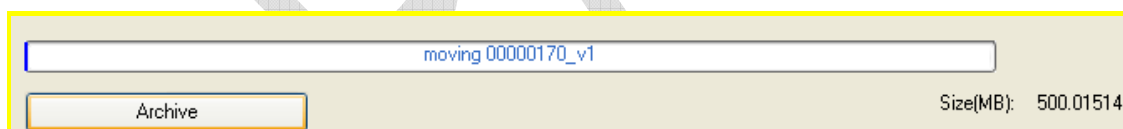


Figure 6.2- 3: Online Media Storage Archiving

- ♦ In case the **CD** or **Tape** storage, the archiving progress bar shown in Figure 6.2- 4 will be displayed.

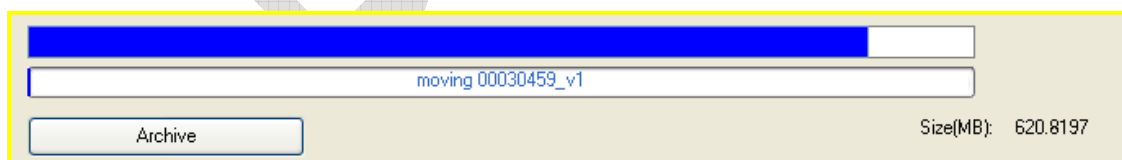


Figure 6.2- 4: CD/Tape Archiving

- ♦ Once the archiving process is complete, another window will be displayed as shown in Figure 6.2- 5.

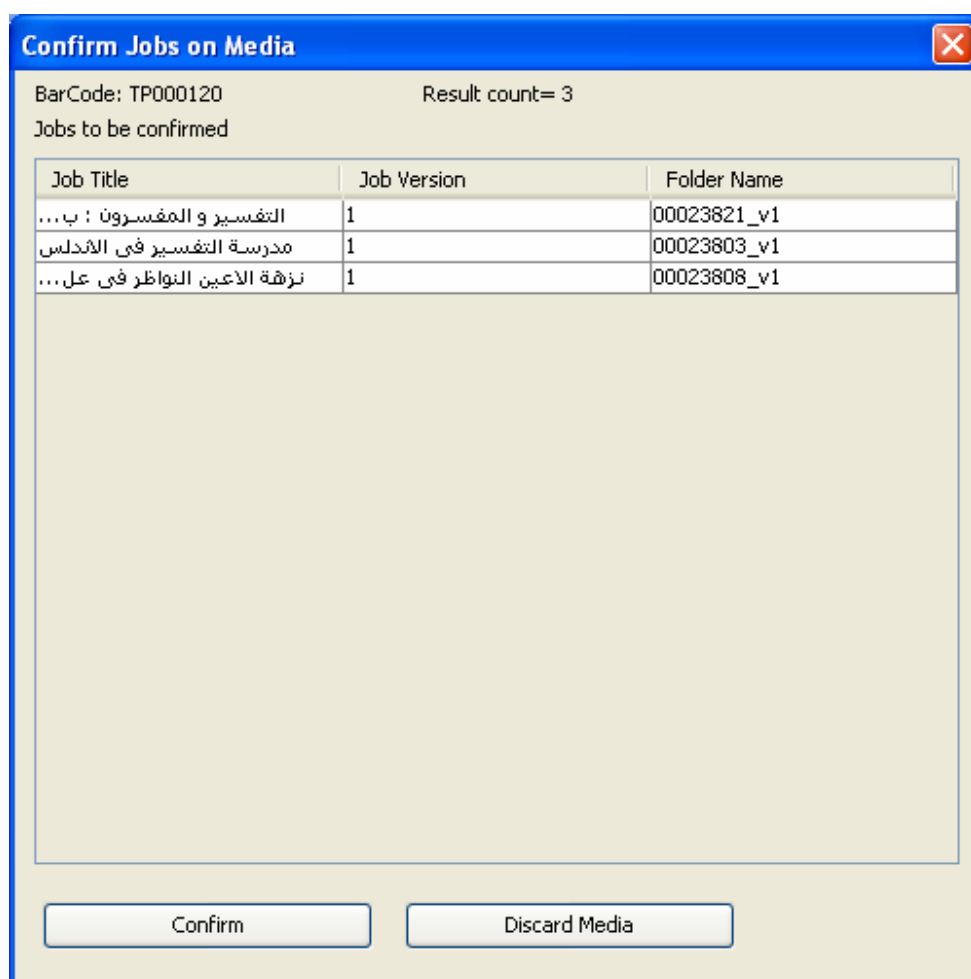



Figure 6.2- 5: Confirm Jobs on Media

- ♦ Press the **Confirm**  button to confirm that the Job's folder to be archived is similar to the original one.
- ♦ Press the **Discard Media**  button to cancel the archiving process.
- ♦ Discarding Media deletes the physical folder from the working directory and unmark all versions entries.

6.3 Confirm Media

Note: The Confirm Media permission in the Archive Manager is usually given to the Administrator, Archiver and Shift Operator Roles.

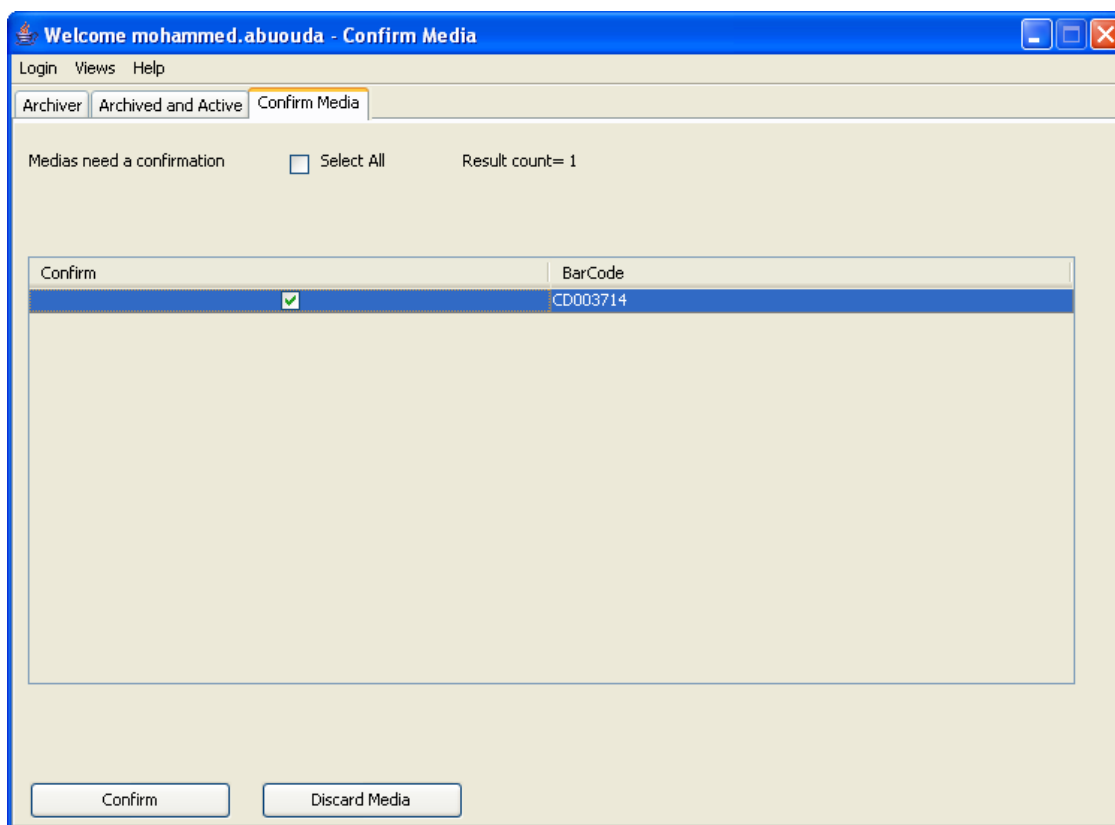

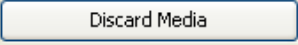


Figure 6.3- 1 Confirm Media

- ♦ This part is to confirm that the Job's folder is similar to the one archived/stored on the Media Type.
- ♦ The Select All check box is used to select all jobs available.
- ♦ The Result count shown the number of jobs awaiting the confirmation.
- ♦ Press the **Confirm**  button to confirm the archiving.
- ♦ Press the **Discard Media**  button to cancel the archiving process.

6.4 Archived and Active

Note: The Archivers permission in the Archive Manager is usually given to the Administrator, Archiver and Shift Operator Roles.

Checking out a Job requires two conditions; a job in an inactive state and a full Archiving Matrix. The inactive job state means that the job went through all the phases assigned for it till it finished the Backup phase. The full archiving Matrix means that the Job is archived on the one or more Media Type assigned for it.

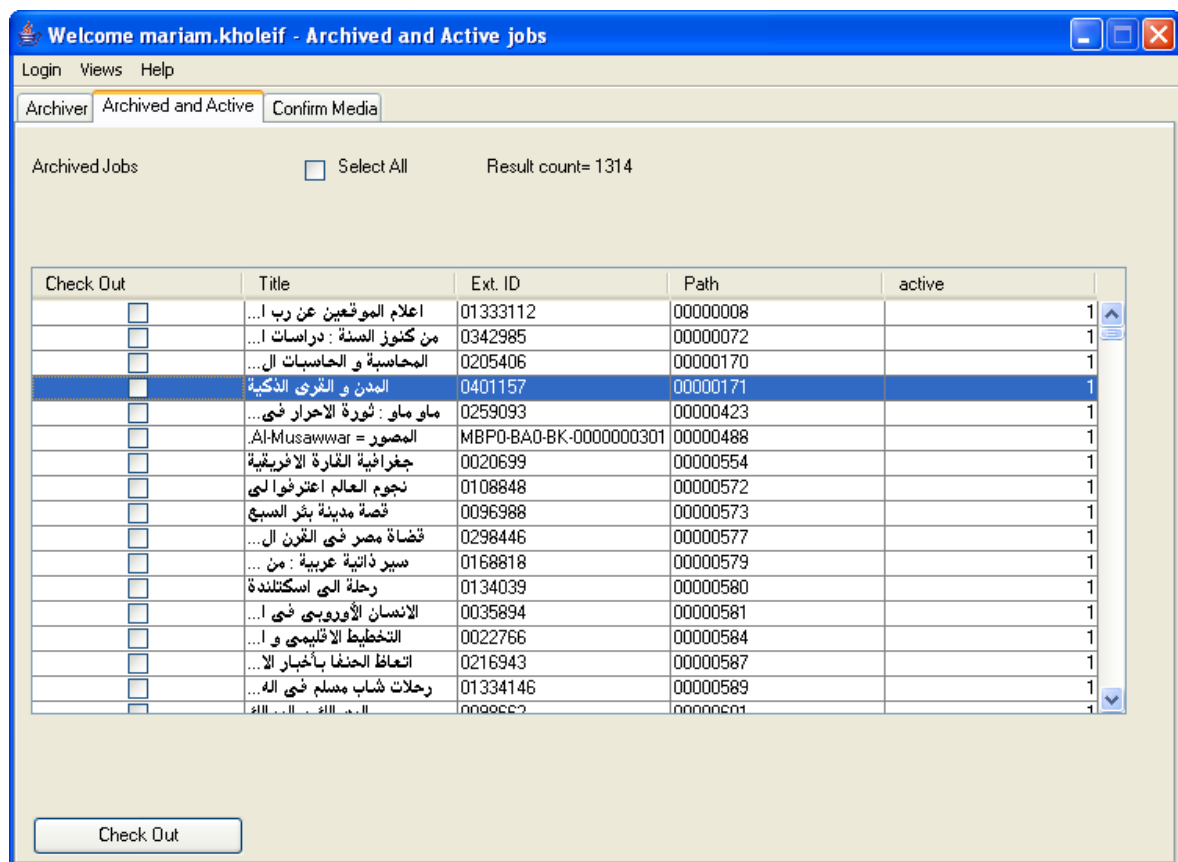
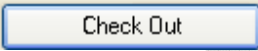


Figure 6.4- 1: Archived and Active page

- ♦ The **Select All** check box is used to select all the jobs available in the list.
- ♦ The **Result count** shows the number of jobs available in the list.
- ♦ The Jobs' list contains several columns
 - The check out column

- The Title of the job
 - The External ID
 - The Path
 - The Active column which shows the number of active versions.
- ♦ Press the check box associated with the job to be checked out.
 - ♦ Click the **Check out**  button.
 - ♦ A confirmation dialog box will be displayed as shown in Figure 6.4- 2

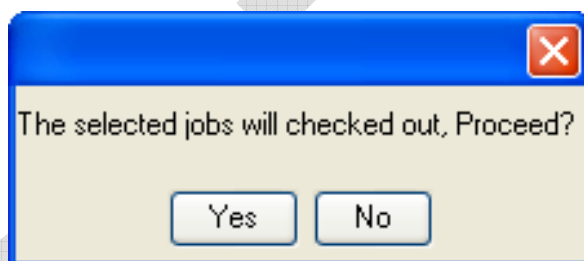





Figure 6.4- 2: Check Out Dialog Box

- ♦ Press the **Yes**  button to confirm the Check Out process.
- ♦ Press **No**  button to cancel the Check Out process.
- ♦ In case the Archiving Matrix is not full, another window will be displayed as shown in Figure 6.4- 3.
- ♦ Select the Job and then press the **Forced Check Out**  button.
- ♦ A dialog box will be displayed as shown in Figure 6.4- 4: Job checked out.

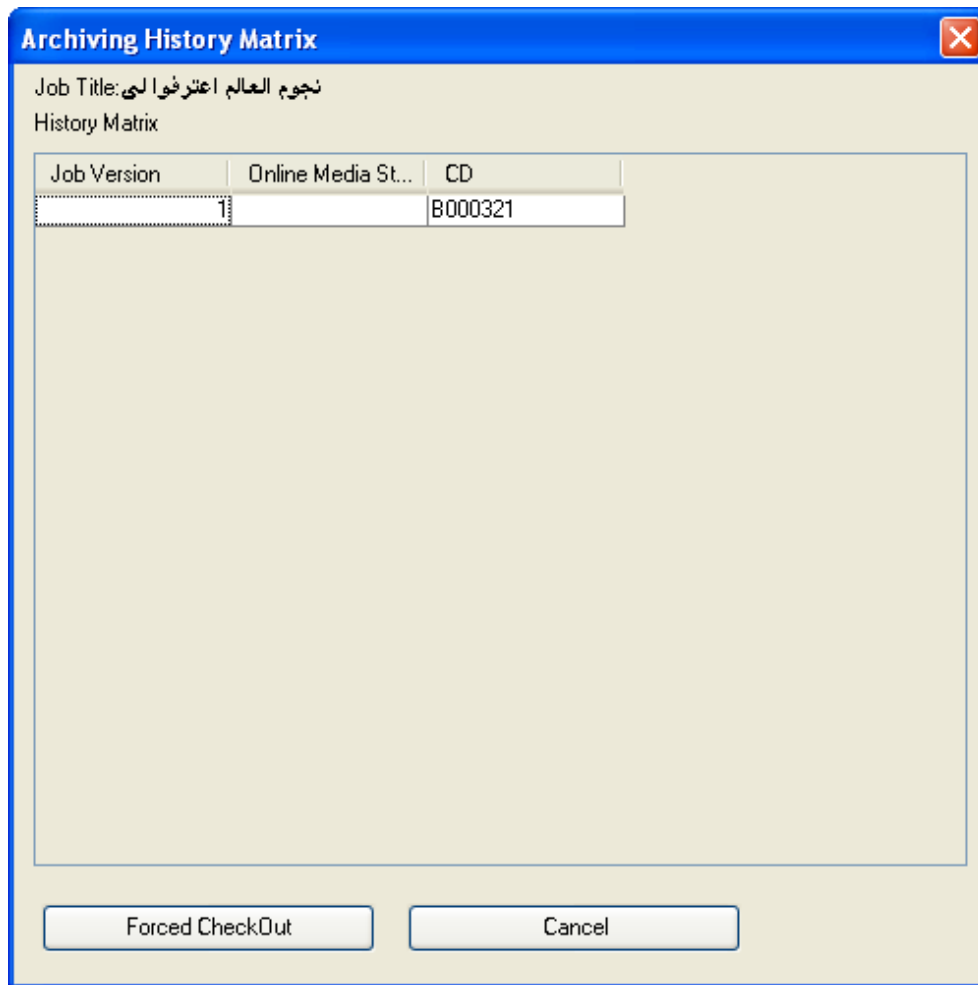


Figure 6.4- 3: Archiving History Matrix

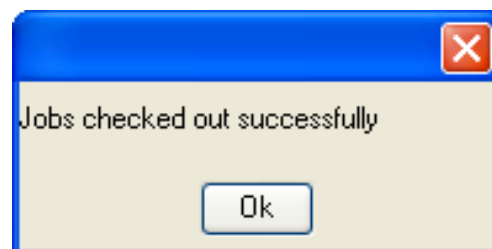


Figure 6.4- 4: Job checked out