

**European Cultural Heritage Online
ECHO**

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NECEP: Proto-type for non-European components of European patrimony

NECEP Backoffice User Handbook

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Abstract:

This document provides detailed instructions, including screen snapshots, for content providers of the NECEP database on how to navigate through and work with the backoffice area. The backoffice area of the NECEP website and database is the space in which the content of the public NECEP website and of its related XML directory system is entered, modified or deleted.

Keywords:

ECHO, NECEP, content provider – provision, facts sheet, illustration, articles, tables, sound files management

Table of Contents

Table of Contents	2
Definitions and quick user guide	3
What and where is the Backoffice?.....	3
Logging into the Backoffice.....	3
Some rules of syntax.....	4
The basic choices in short.....	5
Glossary management.....	8
User comments management	10
Article management	12
Illustration/images management	16
Some important notes on image files	16
Insertion procedure	18
Edit procedure	21
Sound management.....	23
Some important notes on sound files	23
Insertion procedure	24
Edit procedure	24
Facts sheet management	25
Insertion procedure	28
Example of facts sheet answers.....	30
Table edition.....	38
Websites for societies management	41
Create a new record / enter a new society into the database.....	42
XML management	43

Definitions and quick user guide

What and where is the Backoffice?

Backoffice is the space that allows authorized users to add, modify and delete data from the various tables of the NECEP database. In other words, this is the space where you can define what the visitor is supposed to see on the public space of the NECEP website, but also what and what not is to be put into the XML files that operate within the entire ECHO framework.

You can access the backoffice from anywhere via a simple internet connection and provided you are a registered user, that is, you have received a login name and a password to access all or parts of the NECEP backoffice.

To access the backoffice, you need to click the link “Backoffice” on the official NECEP website. Currently, the website is at:

<http://www.ehess.fr/centres/logis/necep/>

To go straight to the Backoffice area, you may type the following into your browser’s url line:

<http://www.ehess.fr/centres/logis/necep/backoffice/index.php>

Logging into the Backoffice

Once you have accessed the backoffice area, you will be asked to provide a User name (or login name) and a password. You should have received these from the NECEP administrator. Enter these and hit the **Submit** button to proceed

Welcome. You are about to log into the ECHO - NECEP backoffice area. This is the area where registered users can add, modify or delete data. Please log in using the username and password you have received from the administrator(s)

User name:

Password:

If you have logged in and have been recognized by the system, you will be provided with a number of choices. **PLEASE** make sure you always read everything that does appear on the screen. Some screens may look very similar, but have vitally important distinct messages on it, sometimes only very short, such as those concerning possible problems with database connections.

NOTE: for security reasons, your login session does only last 60 minutes; after which you will have to login again... (imagine you are going for your lunch-break and someone with access to your computer types funny things into the NECEP database...). Whenever you believe the “hour is close”, hit the **updates**, **inserts** etc. buttons and wait until the hour is over before you go on working.

Some rules of syntax

Because the NECEP database content is exported into an XML directory system, the data and format you enter into the database has, to some extent, be compatible with the general XML format descriptions. Please follow the following instructions very carefully:

- 1) You are not allowed to insert HTML tags or entities into the content you provide. Some tags are allowed (see below). This means, you are not allowed to use such tags as `
`, ``, `<table>` etc.
- 2) The only tags that are allowed are the following: `` for bold writing; `<u></u>` for underlining; and `<i></i>` for italics. These tags will be erased for the XML transformation. This, however, means that the XML version of your document will NOT contain any formatting.
- 3) You are not allowed to use XML/HTML entities such as **&**; — and you should not use the sign **&** at all. Use the word **and** instead.
- 4) If you want a new line, don't enter `
` to do so, but simply hit the RETURN / ENTER key of your keyboard. If the module is made to allow for new lines, it will automatically transform your new lines into a `
` sign.
- 5) You are not allowed to create links within the content. For example, your article text may NOT contain any tags such as `` or ``. If the module provides a way for inserting links, then use this feature, otherwise think of different ways to express “in prose” what you want the reader to do next.

The basic choices in short

The first screen of the backoffice area provides you with a certain number of choices. Below is a short list and explanation of what they do. Please read the particular sections later on for detailed instructions (note that the order of links/features is not relevant, in most cases).

To understand the working principles, please keep in mind the logical hierarchy:

For each society there must be a **facts sheet with its elements**. To each **facts sheet element**, you may (but don't have to) link an **article** that explains or elaborates on the facts sheet. To each article you may link **images/illustrations, sounds and tables**. You are allowed to write articles that are NOT linked to a facts sheet element, but you are not encouraged to do so. However, you cannot upload an **image** or **sound**, or create a **table**, if you have not first created at least the title of your article. Please also note that whenever a list of societies appears on the screen, and you can't see/read what you have to do next, click the society on which you want to work.

Type of action/link	Description	<i>See pp</i>
Glossary management	If you are using words in your articles you think may have to be defined or explained, use this module to add definitions. Once you have added a word and its definition, you need to click it again to define its phenotypes. Phenotypes are all appearances of a word. For example, as phenotypes for the word house, you may want to add the following phenotypes: "house", "housing", "dwelling" etc.	8
User comments management	You will most probably not have to deal with this. However, if you see a comment/message left on one of your articles that is not appropriate, then this is where you can delete or edit it. Be fair play, don't delete a message simply because it does criticize your contribution.	10
Article management	This is one of the principal modules. You can insert articles independently of the facts sheet, but you	12

	<p>should keep in mind that they should be able to explain further elements of the facts sheet. You may thus link an article to a facts sheet element, (see below), once the article is inserted and once you are working on the facts sheet. Also, once at least the title of an article is inserted into the database, you may add illustrations, movies, sound files, tables etc. to it. Articles should be of reasonable size, not more than one to one and a half A4 page.</p>	
Illustration/images management	<p>This is the module that allows you to upload images that should illustrate an article. IMPORTANT: an illustration can only be uploaded if at least the title of the article to which it should be linked is already written and inserted. So please make sure the article exists. Also, images MUST be in jpeg format and not be heavier than 1,5 MB. Make sure you don't use special symbols in your filename, and that the filename ends with .jpg. Also, don't use white spaces, but use underscore. The following is a correct image file name: my_image_1.jpg</p> <p>Make sure each file you upload has a name that is not already in the database, otherwise your file will be uploaded but destroyed before it gets copied into the right place. The module allows you to check all the filenames that have been used. Please do so!</p> <p>There are some important tips and details on page 16ff. You should read these.</p>	16
Sound management	<p>This module is very similar to the illustration upload module (see previous entry). It allows you to upload sound files and link them to an article. Make sure your sound file is of the MPEG3 format, and that its name ends with .mp3 (other name conventions as mentioned above apply as well).</p> <p>Also, the maximum upload size is 2 MB, which is about 1 minute and 40 seconds of music/sound. Make sure the size of your file is below 2 MB and your filename is unique (see above).</p>	23
Facts sheet management	<p>The facts sheet contains what, in the public space of the NECEP website, is indicated as General Facts. It is the skeleton of the database and of the interoperability with other ECHO projects. You need to be very careful and follow strictly the instructions when filling out the facts sheet. You especially need to follow the syntax which is, for some elements of the facts sheet, indicated when you enter this space. Once you have inserted articles for a society, you may link these to</p>	25

elements of the facts sheet here.

Please read carefully the detailed instructions on pages 25ff of this document.

Table edition	This module is very similar to the illustration and sound management modules above. It does allow you to construct tables that you want to link to an article. The coloured first row and column MUST be title rows and columns, as they will also be coloured in the public part of the NECEP website. If you don't need as many rows or columns as provided, simply leave them empty. IMPORTANT: A table can be created only if it can be linked to an article, so please write and insert at least the title of your article first.	38
Websites for societies management	If you would like to add a list of websites that are relevant for the society you are working on, then click this link.	41

You are (usually) not allowed to access the following functions/links...and you should NOT try to as you may cause serious problems

Create a new record / enter a new society into the database	This is a module that creates an entirely new record for a yet not processed society in the database. YOU ARE NOT ALLOWED TO USE THIS MODULE. Remember that your IP (internet protocol identification number) is recorded, and that it is possible to find out who did what on the NECEP website. So don't be tempted.... If the society you want to work on does not appear in the Backoffice, please contact the administrator(s).	42
XML management	This is a module that does export the entire database content into an XML directory system. You are not the administrator, so you should not use this module unless you received specific instructions to do so. The module is not harmful, but does slow down the server processing power considerably and should only be undertaken periodically and at specified times.	43

Glossary management

If you are using words in your articles you think may have to be defined or explained, use this module to add definitions. Once you have added a word and its definition, you need to click it again to define its phenotypes. Phenotypes are all appearances of a word. For example, as phenotypes for the word house, you may want to add the following phenotypes: "house", "housing", "dwelling" etc.

What does it do? The effect of this module is that whenever your article contains a *phenotype* of your word-definition, it will create a link on the right hand side menu bar of the NECEP public website which, when clicked, opens a small window with the word's definition on it. You don't have to think about creating such a link, it will do it all on its own.

STEP 1:

Once you click the Glossary link in the Backoffice Homepage, you get a list of alphabetically ordered words that have already been defined.

- a) if you want to add a phenotype for a word, then click the word.
- b) if you want to define a new word, then click the [Add a new Word/Definition](#) link

Glossary management

[\[Back to Backoffice\]](#) | [Log out](#)

[List of words](#) | [Add a new Word/Definition](#)

Click a word to see or change the details

[aborigine](#)
[acculturation](#)
[acephalous society](#)
[affinal kin](#)
[agnatic](#)
[alienation](#)
[ambilocality](#)

STEP 2:

This is the screen where you enter the word and its definition.

For *Glossary Word*, enter the generic word that has to be defined. For example, for "house", or "housing", you may want to use the more general word "dwelling".

Make sure your *Definition* is as short as possible and as precise as possible.

Don't forget to hit the insert button.

Insert a new Glossary word and definition. **It is your responsibility to check that this word does not already exist**

Glossary Word:

Definition:

If everything went well, then you should get back to the first screen (as in STEP 1) above, however your new word should appear. Click your word to proceed to STEP 3.

STEP 3:

<p>Glossary Word:</p> <p>11 - <input type="text" value="dwelling"/></p> <p>Definition:</p> <p><input type="text" value="The definition of dwelling etc. etc."/></p> <p>See also words: Following below is the full alphabetical list of indexed words so far. Select the SEE ALSO words for this entry, note their numbers and enter these in the fields below. Only one number per field, please: <input type="text" value="0"/> / <input type="text" value="0"/> / <input type="text" value="0"/></p> <p><input type="button" value="Update"/></p> <p>1 aborigine 2 acculturation</p>	<p>List of phenotypes</p> <p>add a phenotype here:</p> <p><input type="text" value="household"/></p> <p><input type="button" value="Add term"/></p> <p>dwelling house housing</p>
--	--

Once you have clicked your new word, you will get a screen that has two parts. The part on the right hand side allows you to update/modify your definition, as well as the word itself. It does also allow you to define a maximum of 3 other words that are related to your word. For example, if the word “house” had already been defined, then you may add a “see also” link from your “dwelling” to the word/definition of “house”. To add such as “see also” link, you need to enter the identification number of the words in the boxes provided below. You are able to see the identification numbers of the word by scrolling down (for example, you can see that the word *aborigine* has the identification number 1. Don’t forget to click the update button.

The right hand side of the screen allows you to define phenotypes. As long as you don’t enter phenotypes, the module will not search your articles for glossary-defined words. Enter these words in the box provided and hit the **Add term** button. It will immediately appear below. Don’t forget, you need to enter as phenotypes at least the word itself; in our case you need to type **dwelling** and hit the **Add term** button.

As phenotypes, you may even enter parts of words. For example, if you want that all words starting with *marri* are indexed as *marriage*, simply add *marri* as a phenotype.

Once finished, hit the **Update** button on the left hand side of the screen.

User comments management

You will most probably not have to deal with this. However, if you see a comment/message left on one of your articles that is not appropriate, then this is where you can delete or edit it. Be fair play, don't delete a message simply because it does criticize your contribution.

STEP 1:

Once you entered the comments management module, you'll get something like this:

id	article id	date	reply to message no.	ip number	name	comment		
12	10	2003-04-06	0	27.0.0.1	Dousset	This is a test comment left on the NECEO website	edit	delete
13	10	2003-04-06	12	27.0.0.1	Duffourt	This is yet another comment	edit	delete

Here are some explanations:

- **article id** is the identification of the article number to which a user comment is related.
- **date**: the date is given in universal (US) format as yyyy-mm-dd.
- **reply to message no.**: if a comment is a reply to another comment, then the identification number (**id**) of the original comment is given here. In the above example, message with id 13 is a reply to message with id 12.
- **ip number** is the internet protocol identification number of the person who left the comment. It is possible to find out who exactly left this comment with this number. Things become more complicated if the user has a dynamically attributed IP number.
- **name**: this is how the user identified himself.
- **comment** contains the message he or she left.

You may delete this comment altogether if you click the [delete](#) link. Or you may [edit](#) this comment if you would like to change it.

STEP 2:

If you click the [edit](#) link, you'll get the following screen:

id	article id	date	this is a reply to message...	ip number	name	comment
12	<input type="text" value="10"/>	<input type="text" value="2003-04-06"/>	0	27.0.0.1	<input type="text" value="Dousset"/>	<div style="border: 1px solid black; padding: 5px;">This is a test comment left on the NECEO website</div>
<input type="button" value="Ok, update this comment"/>						

The same information as mentioned above is displayed. However, you are now able to edit parts of it, such as **article id**, **date**, **name** and **comment**.

If you ever have to edit a user comment, then you would most probably only have to change the comment itself. It is dangerous to change the article id number, unless you know exactly what you do. If you change the date, don't forget that the format must be yyyy-mm-dd.

Article management

This is one of the most important modules of the NECEP website. An article is a “prose text” of undefined length that explains one or more aspect of the society you are working on. It has three main functions:

- 1) Create an informative and satisfying visit for the user in providing some explanatory texts that can be illustrated with images, sounds/music and tables.
- 2) Explain aspects of the facts sheet (see below) that may be difficult to understand for the layman (and the specialist).
- 3) Provide the content-provider with the possibility to explain himself in cases where there is anthropological discussion about a topic.

You do not have to link articles to facts sheet elements, although you are encouraged to do so. The more there are internal links between elements of the NECEP database, the richer is the corpus and the visit of the website.

NOTE: illustrations, tables and sounds/music can only be added to the database if at least the title of an article has been inserted.

STEP 1:

Once you have entered the Article management space, you will be provided with:

- a) the alphabetical list of societies
- b) a search form to search for articles for a society (basically the same as above (a), however, if the list of societies is large, you may try to find it using this form. [Enter the first letters of the society’s name at least])
- c) a search form where you can enter (a) word(s) of the title of an article, if you don’t remember for which society an article was intended.

Article management

[\[Back to Backoffice\]](#) | [\[Log out\]](#)

[Aranda](#) | [Evenk](#) | [Luritja](#) |
[Martutjarra](#) | [Ngaanyatjarra](#) | [Ngaatjatjarra](#) |
[Nyungar](#) | [Pitjantjatjara](#) | [Tongouse](#) |
[Yankunytjatjara](#) | [Zuni](#) | [Zuni](#) |

Search all articles for a society. Enter (part of) the name of the society:

or

Search an article. Enter (part of) the title of an article:

Either click the society's name, or inform the form field and hit the **Search now** button

STEP 2:

Once you have clicked or searched, the same form appears again (so you can move wherever you are to another society or article). However, **below** the form you'll see the result of your previous search query/hit, as well as a link to [add a new article for a society](#).

[Aranda](#) | [Evenk](#) |
[Luritja](#) | [Martutjarra](#) | [Ngaanyatjarra](#) | [Ngaatjatjarra](#) | [Nyungar](#) |
[Pitjantjatjara](#) | [Tongouse](#) | [Yankunytjatjara](#) | [Zuni](#) | [Zuni](#) |

Search all articles for a society. Enter (part of) the name of the society:

or

Search an article. Enter (part of) the title of an article:

Society (id)	id article	id _society	order	title	Action	
Ngaatjatjarra (1)	4	1	2	Test title for a new article	edit this article	delete this article

[add a new article for the Ngaatjatjarra](#)

In our case, only one article has yet been entered for the society Ngaatjatjarra, which I clicked on top of the screen just before I got this one. Two links are provided for each article. Either you can [delete](#) it, or you can [edit](#) this article. The following step explains how to [edit this article](#).

STEP 3:

Once the [edit this article](#) link is clicked, various details for the article in question are displayed at the bottom of the screen (in some cases you may need to scroll down, past the societies-list and the search-forms).

id: 4
id society: <input type="text" value="1"/> (only change this if your are absolutely sure that this article is attributed to the wrong society!!!)
order of appearance: <input type="text" value="2"/> (this determines in which order the articles should be read. 1 is the first article, 2 the second etc.)
title: <input type="text" value="Test title for a new article"/>
article text: <input type="text" value="This is my article in here.....etc.
New lines are put in simply using the return key.
I am allowed to have stuff in bold or <i>in italics</i> or <u>underlined</u>. This is the end, my friend...."/>
Author: <input type="text" value="Laurent Dousset"/>
<input type="button" value="Ok, update this article"/>

- The first line (**id**) is the article identification number. You can't and should never modify this information. This **id** is used for internal referencing.
- The second line, **id society** is the identification number of the society to which this article is linked. You should not alter this, unless you really know what you are doing. **Simply leave this field as is.**
- The third line, **order of appearance**, is relevant for you. What it does is determine in which order articles should be listed in the table of contents and in which order the visit/navigation should proceed. You should only enter numbers in this field. If you have several articles written for a society, then you can determine which articles comes first (place a 1), which article second (place a 2) etc. If you don't enter anything, the articles will be displayed in the order you have entered them.

- **title:** give a title that is short enough not to overcrowd the table of contents screen, but clear enough for search engines and visitors to “understand” what it is about. You do not have to repeat the society’s name in the title of the article. – Do not enter any special signs or tags in the title, not even bold, italics or underlined.
- **article text:** this is where you would write (or copy – paste into) the actual article text. Please do not enter any special signs such as “&”, and do not use tags with the exception of , <u> and <i>. The example in the above illustration, using some tags, will, in the public part of the website, have the following effect:

Test title for a new article

This is my article in here....etc.
New lines are put in simply using the return key.
I am allowed to have **stuff in bold** or *in italics* or underlined. This is the end, my friend....

Author: Laurent Dousset
Date created: 2003-02-15 - Date modified: 2003-07-04

- **author:** enter your names and institutional affiliation if you’d like. There is no need to add a date, as this will be inserted automatically.

Once you have modified all you wished to, don’t forget to hit the **Ok, update this article** button, otherwise your changes will not be taken into account.

Illustration/images management

This is the module that allows you to upload images that should illustrate an article. An illustration can only be uploaded if at least the title of the article to which it should be linked is already written and inserted. So please make sure the article exists. If not, follow first the procedure described in chapter *Article management* on pages 12ff.

Some important notes on image files

What can I do? Of course, you don't have to upload only photographs or pictures. Whenever there is something you'd like to show, but can't do it otherwise (i.e. through the table module, for example), you can use the illustration upload function to do so. For example, if you'd like to add a diagram to an article, then you may want to draw it, scan it or save it as jpeg file and upload it.

File format: All images and illustrations must be of the jpeg format. The reason is that the programs written to manipulate the image files to create thumbnails, for example, use JPEG. GIF is an excellent format, but it is owned and the owner does not allow manipulation of the format anymore. You therefore NEED to save all your image files as jpeg. JPEG files usually have a resolution of 72pp. **However, be careful:** People that are not used to image manipulation often simply save a scanned file, for example, as jpeg and think this is enough. Unfortunately, many image-processing programs do keep the proportion between size and resolution of an image, and this is not allowed in NECEP (and other web applications), because it sometimes creates huge images on screen. Here's an example:

Your original file has a resolution of 300pp and its size is 10 cm height and 10 cm width. If you simply save this file as JPEG, the new file will have a resolution of 72pp, but the size will be 41,66 cm height and 41,66 cm width.

In other words, because the relation between resolution 300 and resolution 72 is 4,16666...; the image-processing program will usually multiply the original size by the same factor; and your 10 cms become 41,6 cms.

Workaround: In your image-processing program, you need to change the resolution to 72 **AND** the screen-size of the image to an acceptable size, which is usually something between 12 and 15 cms for the longest edge.

Filenames:

It is very important that you be careful with the names you give to your image files. First of all, make sure that the name you give to your file is unique. You can check this in the Backoffice (see below). Otherwise, your upload will be deleted.

The names you give to your files must follow a syntax (*these syntax-naming rules are valid for sound/music files as well, in fact for every file that is uploaded to a server*).

- 1) every image file must end with **.jpg**
- 2) do not use white spaces in your filename, but use underscore instead
- 3) don't use any special symbols in your filenames, such as &, §, % etc. these symbols are reserved for programs and format entities and the file might get in conflict with the program that is handling it on the NECEP server. Only use alphanumerical signs
- 4) don't start filenames with numbers, but only with alphabetical signs.

Following are some examples of correct and incorrect names:

Correct filenames	Incorrect filenames	Why is the name incorrect?
house_picture_1.jpg	house picture.jpg	white space between house and picture
HousePicture.jpg	1Housepicture.JPG	name starts with a number. Also, JPG is in capitls (this is not an official mistake, but a NECEP convention)
house_and_garden.jpg	house&garden.jpg	the name contains the special sign "&"

File size:

The server NECEP is hosted on does not allow uploads of files equal and larger than 2 megabytes, so make sure your image is below this size. In any case, you would not want to upload such a heavy file! Remember that not all users and visitors have fast internet connections, and that they will get impatient with an image that takes 30 minutes to appear on their screen. Try to keep your images to a reasonable small size, as small as

possible and as long as quality doesn't suffer. If your image is not good enough within the 72pp resolution and a maximum edge size of 12 to 15 centimetres, then it is likely that your original is not of good quality. Scan it again and work on the image.

Insertion procedure

The backoffice main menu offers two choices under **Illustration/images management**. [Upload a new image](#) does just what it says. Remember that you can only upload an image if at least the article title of the article to which it will be linked is created (no worries, you will be able to change the article title later on if you wish). The link [Edit images](#) allows you to delete an image entry (not the actual image file), change an image title, caption etc.; but not change the name of the file!!!

Let us look at the [Upload a new image](#) module.

STEP 1: (screen not reproduced) As always, you have to choose the society for which you want to insert the image. If one and exactly the same image is to be shown in two or more societies, you need to contact the administrator for record duplication.

STEP 2: (screen not reproduced) Once you have chosen a society, the list of articles you have already inserted for this society will appear. Choose the article to which you would like to link the image and click the [choose this article](#) link.

STEP 3: Now you can upload the image...

Images/Illustration management

[\[Back to Backoffice\]](#) | [\[Log out\]](#)

If you would like to modify a caption, image title or the relevant article for an image, [click here](#)

1) Choose a society for which you want to add an image/illustration:

[Aranda](#) | [Evenk](#) | [Luritja](#) | [Martutjarra](#) | [Ngaanyatjarra](#) | [Ngaatjatjarra](#) | [Nyungar](#) | [Pitjantjatjara](#) | [Tongouse](#) | [Yankunytjatjara](#) | [Zuni](#) | [Zuni](#) |

3) Please click the **Browse** button and choose the image file you want to upload? Please make sure there are now blank spaces in your filename

PLEASE MAKE SURE THE FILE DOES NOT ALREADY EXIST!!!!
IF IT DOES EXIST, IT WILL SIMPLY BE OVERWRITTEN!!! To check all image filenames already in the system, [click here](#).

Where is the file ?

You should read the line starting with **PLEASE MAKE SURE....** If you click the link [click here](#), you'll get the list of files that have already been uploaded. If you upload an image with the same filename, the upload will proceed, but your file will not be copied into the right place and will be deleted (for security reasons). So make sure the name of the file you upload is unique.

At the bottom, you can see two buttons. One is called **Browse...** (or something similar, depending on the browser you use), the other is called **Ok, upload this file**. What you need to do first is tell the browser where, on your computer, the file you want to upload and send to the server is located. To do this, click the **Browse** button, look for your file and choose it. Once you've done this, the form just left to the **Browse** button should display your filename. **Don't modify this!**. Now you can click the **Ok, upload this file** button.

NOTE: Depending on your connection and on the size of the file, this may take a while. Please do NOT interrupt until a new screen appears. If the file is too heavy, or there was any other problem (such as communication), the next window will indicate that the file was empty.

STEP 4: The following screen allows you to add some basic information to the image:

Filename	<input type="text" value="my_image.jpg"/>
x size (DO NOT MODIFY)	<input type="text" value="283"/>
y size (DO NOT MODIFY)	<input type="text" value="340"/>
Title of image	<input type="text"/>
Caption	<input type="text"/>
id society (DO NOT MODIFY)	<input type="text" value="1"/>
id article (DO NOT MODIFY)	<input type="text" value="4"/>
Order of appearance (only numbers: 1, 2, 3 etc. 1 means it is the first image displayed, 2 the second, 3 the third etc.):	<input type="text"/>
Next action is: (DO NOT MODIFY)	<input type="text" value="insert_into_db"/>
<input type="button" value="Ok, insert this record"/>	

You should only modify/enter the following fields:

- **Title of image:** short and precise (this will also be the browser's window title when the image is enlarged)
- **Caption:** whatever needs to be there to explain the image (in the current version, you would also include copyright information in the caption; further fields will be developed in later versions of the backoffice)
- **Order of appearance:** if you show several images in the same article, you may want to choose which image should be shown first. Please enter only numbers. Image with order number 1 will appear before image with order number 2 etc.

Don't forget to click the **OK, insert this record** button. If you don't, the image you just uploaded will never appear.

Edit procedure

Either from the Backoffice homepage, or from the Illustration Management space, you'll see a link called something like: **If you would like to modify a caption, image title or the relevant article for an image, [click here](#)**

This is where you can modify the title or caption of previously uploaded images. You may also change the society or the article to which the image should be linked, and you can delete the image all together.

Note that when deleting the image, you are not physically deleting the image file, which will remain on the server [in case you deleted it by mistake or change your mind; get in touch with the administrator]. It does only delete the links and the database entry for the “deleted” image file.

STEP 1:

Once you have entered the images/illustration edition space, you have to click first the society for which you have registered the image.

STEP 2:

The following screen will appear, with a list of image files you have uploaded and inserted.

2) Now choose the image you want to modify

id	Image file name (Click to edit this record)	x size	y size	caption	id society	id article	order of presentation	image title	
2	Emma 1.jpg	319	268	Caption to Emma	1	1	2	Emma	Or do you want to delete this entire record?
4	EM 22 Carte 1.gif	814	508	EM 22_Carte_1.gif (Roberte Hamayon)	1	1	3	map	Or do you want to delete this entire record?

The screen is self-explanatory. Click the file name to edit the information for an image, or click the [delete](#) link to delete it. (note that the program does calculate automatically the size of the image, and that you should not try to change this).

STEP 3:

In the following screen [not reproduced], you may modify the information for the image. Again, it is quite self-explanatory and follows the same principles as everywhere else in the Backoffice: change the society id and article id only if you absolutely know what you are doing. ***Remember:*** if you change the society id to a number for which there is no society, you will never be able to find your image again. Don't forget to hit the **Ok, update this image** button once finished.

Sound management

Some important notes on sound files

Most notes and features that apply for sound files are identical to those mentioned above in chapter *Illustration/images management* on pages 16ff.

What can I do? This module allows you to upload music files that are linked to an article. For each sound file you upload, a music icon will appear on the public website, which will allow the user to hear the sound or music.

File format: Music and sound files must be in mpeg3 format. You can try to upload other sound file formats, but most browsers and plug-ins best support this format, so stick to it.

Filenames: It is very important that you be careful with the names you give to your sound files. First of all, make sure that the name you give to your file is unique. You can check this in the Backoffice (see below). Otherwise, your upload will be deleted.

The names you give to your files must follow a syntax (*these syntax-naming rules are the same as those mentioned for illustrations above, in fact for every file that is uploaded to a server*).

- 5) every image file must end with **.mp3**
- 6) do not use white spaces in your filename, but use underscore instead
- 7) don't use any special symbols in your filenames, such as &, \$, % etc. these symbols are reserved for programs and format entities and the file might get in conflict with the program that is handling it on the NECEP server. Only use alphanumerical signs
- 8) don't start filenames with numbers, but only with alphabetical signs.

Following are some examples of correct and incorrect names:

Correct filenames	<u>Incorrect</u> filenames	Why is the name incorrect?
my_sound_1.mp3	my sound.mp3	white space between my and sound
SoundFile.mp3	1Soundfile.MP3	name starts with a number. Also, MP3 is in capitals (this is not an official mistake, but a NECEP convention)
house_and_garden.mp3	house&garden.mp3	the name contains the special sign "&"

File size:

The server NECEP is hosted on does not allow uploads of files equal and larger than 2 megabytes, so make sure your sound file is below this size. Usually, a MPEG3 file of just below 2MB is about 1 minutes 40 hearing-time. Remember that not all users and visitors have fast internet connections, and that they will get impatient with a sound that takes 30 minutes to download. Try to keep your sound files to a reasonable size, as small as possible and as long as quality doesn't suffer.

How to manipulate sound files?

Manipulating sound files is not an easy thing. However, there are some good tools available. Indeed, to edit your sound files and convert these into mp3 files, you may want to download *Audacity*, which is a program that does such things. Moreover, Audacity is free because a product of the OpenSource community. There are versions available for Linux, Mac OSX and previous, and Windows. (Mac users, make sure you download the LAME MP3 Encoder Library as well and read the instructions on the website.)

You can download Audacity here: <http://audacity.sourceforge.net/>

Insertion procedure

The sound files insertion procedure follows the same principles as the Illustration insertion procedure. Please read chapter *Illustration/images management* on pages 16ff.

Edit procedure

The sound files edition procedure follows the same principles as the Illustration edition procedure. Please read chapter *Illustration/images management* on pages 16ff.

Facts sheet management

YOU NEED TO READ THIS CHAPTER VERY CAREFULLY!

The facts sheet is the skeleton of the NECEP Database and of its interface with other ECHO databases and tools. On the one hand, it is the simplest module of the Backoffice, on the other hand, because of the interoperability question with other ECHO networks, it is the most complicated in the sense that, at least for some entries, a very specific syntax has to be followed.

What is the Facts Sheet?

The facts sheet is a series of questions to which you, as content provider, are supposed to bring simple and short answers. Your answers will be used in complex search engines, comparative approaches, interoperability issues etc.

On the public NECEP website, the answers you provide are listed under the link [General Facts](#) for each society.

What is its general structure?

The facts sheet is divided into domains, which are numbered, from A to J. They are as follows:

A - Appellations	this is where you will help to identify the society
B - Official Status/Geopolitics	this is where you will provide simple geographical, geopolitical and political information
C - Language	Information on language and speakers for the society
D - Demography	Some demographic figures
E - Ethnological History	Some simple questions on ethnographic records
F - Social Organization	A series of questions for which anthropologists are probably the specialists
G - Religion	Religious systems and belief systems
H - Life cycle	What are the principal distinctions made in this society in the life cycle.
I - Body	Some questions on the treatment and relationship of/with the human body
J - Material Culture	A short list of questions on ecological, economic and technological features

In each domain there are a series of questions numbered 1 to n. Hence the first field of the facts sheet is A1, the second A2 etc. until domain B, and then the numbering continues as B1, B2 etc.

Also note that in each domain, there are a number of questions that are “not formulated”. That is, if you believe one or more important questions have not been asked, then you are able to provide yourself the question as well as the answer.

Also note that to each answer you provide, you are able to link either one or more articles which are inserted into the NECEP database, or you may link one or more external websites or webpages for further information. You can NOT link images, sounds or tables to the facts sheet. These have to be linked to the articles.

What is its specific structure?

I will not detail the specific structure of each domain and field, for I have included in the backoffice extensive instructions. Some fields however are crucially important for the reasons mentioned earlier. You need to be very careful with these.

Field A1

Usual anthropological designation

This is where you enter the name of the society that has been decided as being « canonical » in the NECEP database. Canonical means that it is the conventional name decided by NECEP (you and the administrator) to be the principal identification for this society. When you enter the backoffice and the domain *A Appellations*, this name (A1) will already be provided and you should **NOT** change it. If, for any reasons, you decide to change it, then be aware that you should not include any explanations, but only a name.

Field A2

Alternative names and spellings

This is a very important field as it allows communicating between databases and servers. You should provide as many names and spellings used for this society as you can, know of, ever heard or read. These names do not have to be sociologically correct; this does not matter in this case. The more names and spellings you can add, the better are the chances that search engines will find various records from various places that can be linked. In any case, you **need** to include in this field A2 the content of what you had already provided in **A1** (duplication is important in this case), but also what you will provide in **A3** (self-designation) and **A4** (official name).

You have to follow a very precise syntax. You need to enter each name or spelling separated by a comma. And you are NOT allowed to enter any comments, brackets,

special signs, new lines etc.: just a simple list of names separated by commas
NOTHING ELSE!

Here is an example:

A1 --> Ngaatjatjarra
A2 --> Ngaatjatjarra, Ngadadjara, Ngaadadjara, Wenamba

Also make sure you do not add an additional comma at the end of the name list.

Field B1

Countries of residence

This is a very important field as well. To make sure all content providers use identical country appellations and the correct syntax, a pop-up button is provided. If a society lives in two countries, simply choose one country in each pop-up button.

Field B2

Continent

This is a very important field as well. To make sure all content providers use identical continent appellations and the correct syntax, a pop-up button is provided.

Field C1

Language name

This is a very important field as well. Enter only the language name, nothing else. Do not add explanations, brackets etc. However, if several spellings have been given to the same language, or if linguists have classified the language differently, you may add a comma separated list (same as field A2 above).

Here is an example with one language name:

C1 --> Ngaatjatjarra

Here is an example with two language names:

C1 --> Ngaatjatjarra, Ngaadadjara

Also make sure you do not add an additional comma at the end of the name list.

Insertion procedure

STEP 1:

Once you enter the facts sheet area of the backoffice, you will have to choose, just as in all backoffice areas, the society for which you want to edit the facts sheet.

Once you clicked the society, the list of themes will appear (see illustration on the right hand side). You don't have to answer all questions in all themes at once. Of course, you may come back to the facts sheet edition whenever you like.

After updating a theme, the full list of themes will appear again and you can move to another one.

General Facts Edition

[\[Back to Backoffice\]](#) | [Log out!](#)

Please choose the theme you want to edit for the Ngaatjatjarra

[A - Appellations](#)
[B - Official Status/Geopolitics](#)
[C - Language](#)
[D - Demography](#)
[E - Ethnological History](#)
[F - Social Organization](#)
[G - Religion](#)
[H - Life cycle](#)
[I - Body](#)
[J - Material Culture](#)

STEP 2:

The below illustration shows the example of the field **A1** in the theme **Appellations**. For each theme, you'll have a series of fields to answer. You may answer all or only some. However, make sure you answer at least those fields I have indicated above as having a specific structure (A1, A2, B1, B2 and C1).

The first column (*see illustration on following page*) is the field identification, here **A1**, meaning it is the first field of theme A. The second column is "The Question". The third column gives some instructions on how to answer the question, and the fourth column is where you can type your answer. The last column, starting with "Link your..." is the place where you can link your answer to the field (in our case A1) to articles that are already in the database (here it has been linked to article **10** with title "**Test title....**") or to other websites (here to a website called **AusAnthrop**). To link a facts sheet field to such articles and websites, simply click either [Add an internal...](#) or [Add an external....](#) A new window will pop-up where you can choose the article, or enter the url (internet address) of the website. Close this new window once you are finished. You will not immediately see that the links have been created, they will only appear if you reload the facts sheet page or the next time you visit this page.

A - Appellations

Field ID	Field name	Explanations/Syntax	Your answer	Link your answer to an article or website
A1	Usual anthropological designation	One word or expression only. Only modify if you know what you are doing	Ngaatjatjarra	<ul style="list-style-type: none"> 10 - Test title for a new article (delete this link) AusAnthrop Website (delete this link) <p>* Add an internal link (article) to this field * Add an external link (website) to this field</p>
		Content: this field includes all names used for this group/society, whether they		

STEP 3:

As mentioned earlier, in each theme there are a number of fields that have not been defined. This provides you with the opportunity to add yourself “Questions” you believe are relevant for the society you are working on. Note that the fields you define will only be relevant for the society you are working. In other words, it is possible to create and define specific fields for each society.

Illustration: bottom of the page A1 Appellations

A9		You may add a field or modify a field here . Please, if you do so, make sure it does belong to the theme <i>appellations</i>		* Add an internal link (article) to this field * Add an external link (website) to this field
A10		You may add a field or modify a field here . Please, if you do so, make sure it does belong to the theme <i>appellations</i>		* Add an internal link (article) to this field * Add an external link (website) to this field
<input type="button" value="update database"/>				

The fields you are allowed to define are marked in the third column as **You may [add a field or modify a field here](#)**. When you click this link, a new window will open where you have to type

in your question, that is, the field definition. Click the **Ok, change name now** button and close the window. You should be back in your facts sheet edition. Click reload or refresh in your browser and your new field-definition should appear.

After working on a theme (in our examples A), don't forget to click the **update database** button at the bottom; otherwise your modifications will not be taken into account. Once you've clicked this button, you'll get back to the list of themes from where you can enter a new theme, or get back to the previous one and verify that your modifications have been successfully taken into account.

Example of facts sheet answers

Below is an example of a facts sheet that should help in answering some of the questions. As you can see, not all fields have been informed, because they might not be relevant or because the content provider did not know the answers.

APPELLATIONS		
A1	Usual anthropological designation	Ngaatjatjarra
A2	Alternatives names and spellings used	Ngaatjatjarra, Ngatatjara, Ngadadjarra, Ngadadjara, Ngada, Ngaatjatjara, Ngadadara, Ngadatara, Ngadawongga, Warara, Witjandja, Ngadapitjardi, Kurara, Rumudjara, Teitudjara, Wanudjara
A3	Self-designation	Ngaatjatjarra
A4	Official name in countries of residence	Ngadadjara
A5	Human being (indigenous designation)	Yarnangu
A6	Man (indigenous designation)	Wati
A7	Woman (indigenous designation)	Kungka

GEOGRAPHY/OFFICIAL STATUS		
B1	Countries of residence	Australia

B2	Continent/Areas	Australia
B3	Official ethnic regions	Ngaanyatjarra Lands/Shire
B4	Status of ethnic group	
B5	Civil status of the individual	Citizen since 1967
B6	Representation in state institutions	none
B7	State protection of culture	Traditional lands are in a reserve, no particular protection
B8	Cultural and political associations	Ngaanyatjarra Land Council and Native Title Representative Body
B9	International representation	none
B10	International programs targeting this population (aid, cultural revival etc.)	
B11	Diaspora	Some minor movements in the late 1950s and 1960s

LANGUAGE		
C1	Language name	Ngaatjatjarra dialect, Wati or Western Desert language
C2	Linguistic group	Pama-Nyungan --> Nyungic --> South-West --> Wati (Western Desert) language
C3	Official standard dialect/language	Ngaatjatjarra
C4	Used written language (contemporary)	English (only little)
C5	Written language historical	none
C6	UNESCO status of language	
C7	Number of indigenous people of whom the traditional language is	500

	the mother-tongue (i.e. which have spoken the language from childhood on)	
C8	Percentage of the population which has the traditional language as mother-tongue	100%
C9	Number of indigenous people who have learned the language in later stages of life (i.e. the traditional language is not their mother-tongue)	
C10	Percentage of population who can speak the traditional language	100%
C11	Predominant language in use	Ngaatjatjarra
C12	Ratio of people literate in own language	
C13	Schooling in own language	Some bi-lingual programs are in place
C14	Language courses in teaching institutions	Pitjantjatjara, a similar dialect, it taught at the IAD in Alice Springs
C15	Medias in own language	
C16	Own contemporary literature (in own language)	none
C17	Own contemporary literature (in other language)	none

DEMOGRAPHY

D1	Population	500
D2	Birth-rate	
D3	Mortality	
D4	Life expectancy	45 (approximately)

D5	Fertility	
D6	Proportion (%) of native population in residential areas	90%

ETHNOLOGICAL HISTORY

E1	First European contact	Australia (1956, when the WRE [Weapons Research Establishment] established a meteorological station [Giles] in the Rawlinson Ranges.
E2	First western ethnographic description	GOULD R.A. 1969. Yiwara. Foragers of the Australian desert. London, Sydney (New York): Collins (Scribner's), p. 240.
E3	First other ethnographic description	
E4	First major ethnographic collection	Tindale fieldnotes at the South Australian Museum, Adelaide
E5	Year or period of establishment of a permanent administrative/colonial administration	1956 (Australia)

SOCIAL ORGANIZATION

F1	Seasonal variations in social morphology	none
F2	Main social subdivisions	Extended family groups. No clans. Today in middle-sized communities (villages)
F3	Residential mobility type	High mobility
F4	Basic dwelling unit	Wiltja (shade, hut) and Yuu (wind-break)
F5	Basic production unit	Extended family. Brother-sister cooperation important
F6	Basic consumption unit	Nuclear family for vegetable food,

		extended co-residential group for meat
F7	Basic appropriation unit	
F8	Kinship terminology type	Aluridja type: basic Dravidian with Iroquois and Hawaiian features.
F9	Descent rule/type	Duo-linear (see Dousset 1996)
F10	Genealogical memory (in generations)	2 to 3 generations
F11	Marriage rule	3rd cross-cousins at least and geographical distance
F12	Exogamous unit	Co-residential group and extended family (including 2nd cross-relatives)
F13	Relative status of marriage partners	n.a.
F14	Extension of marriage prohibition	
F15	Polygamy	Not very frequent, most ploygynous men have only 2 wives. Some exceptions with 5 wives.
F16	Residence type after marriage	Not normative, but usually uxorilocal after marriage and virilocal later in life.
F17	Relation between descent and residence	little
F18	Pre-marital contact between marriage partners	
F19	Marriage arrangements	Betrothal through initiation, but also extra-ceremonial betrothal (see Dousset, 1999)
F20	Kinship degree or category of contribution to marriage arrangement	Betrothal arranged by classificatory MB and FZ
F21	Divorce - spouse separation	Separation and re-marriage exist
F22	Social stratification	none
F23	Relevance of age for social	high

	status	
F24	Specialists	Ngangkari (medicine-men)
F25	Political leadership	
F26	Political unit	
F27	Armed conflict - solidarity unit	
F28	Morality and law agencies	Dreamtime (Tjukurrpa)

RELIGION

G1	Principal religious system	Dreamtime (Tjukurrpa)
G2	Religious organizations or institutions	Initiations, rites of multiplication (reproduction), funerals
G3	New or emerging religious systems	Christianity
G4	Extent of ritual cycle	All year long, but summer (December) period more extensive
G5	Types of ritualists (special religious leaders)	
G6	Mode of access to ritual functions and responsibilities	age, knowledge
G7	Type of ritual/religious places	Natural places
G8	Basic components and substances constituting the person	Body (Yarnangu) and Spirit (Kuurti)
G9	Representations of the after-life	None, kuurti (spirit) goes back into trees as spirit-child; but not a reincarnation
G10	Cosmological conception	Tjukurrpa
G11	Conceptions of temporality, origins etc.	Tjukurrpa

LIFE CYCLE		
H1	Type of ritual prescription for the mother, at birth	Traditionally isolated in the bush, today in hospital
H2	Ritual prescription for the father, at birth	
H3	Ritualized treatments of the newborn	Smoking and secret name-totem giving by grandmothers and FZs
H4	Ritualized treatment of the remains at birth (after-birth)	See H3
H5	Delivery place	Out of sight (bush), today in hospital
H6	Puberty initiation (male)	Initiations (circumcision, later subincision)
H7	Puberty initiation (female)	none formalized
H8	Ritual expressions of wedding	Ritualized elopement
H9	Average age at marriage (male)	About 20
H10	Average age at marriage (female)	About 15
H11	Rites of passage between age classes	
H12	Funeral body disposal	Burial
H13	Funeral body position	

BODY		
I1	Regular body treatment	
I2	Usual resting/sitting position	
I3	Delivery position	
I4	Permanent bodily alterations	Scarification
I5	Homosexuality	

I6	Pre-marital sexuality (male)	
I7	Pre-marital sexuality (female)	

MATERIAL CULTURE		
J1	Subsistence type	Nomadic hunter-gatherers
J2	Biogeographical landscape	Desert
J3	Rough population density (persons/km ²)	About 0.005 persons per km²
J4	Dwelling type	Light wind brakes or shades
J5	Staple food	Vegetables, mostly seeds
J6	Gender specialisation of tasks	Women are gatherers, men are hunters of big game
J7	Monetary or other exchange system/material	None traditionally. Pearl-shells have some exchange value. Today Australian currency in use
J8	Mutually exclusive exchange spheres	
J9	Means of transportation	None. Today motorcars
J10	Emblematic cultural item for general market	Paintings, various artefacts
J11	Vital imports	
J12	Specialisation in interethnic relations	
J13	Principal types of musical instruments	Boomerang and stick clapping
J14	Main type of dance performance	
J15	Cultural representations for general public	

Table edition

This module is very similar to the illustration and sound management modules above. It allows you to construct tables that you can link to an article. In the public NECEP website, each article for which there is a table will provide a link to it. The table will appear in a separate window.

STEP 1:

As always, choose first the society, then the article for which you want to construct a table.

STEP 2:

The table management window is divided into two parts. In the upper part, you need to give some basic information for your table, such as its title (this will also be the name of the link in the public website) and a comment. The comment may include explanations, sources etc. As always, only change the society id and article id if you absolutely know what you are doing. Be aware that you may not be able to find your table anymore if the article or society you enter do not exist.

Illustration: upper part of the Table management window

id:
id society: <input type="text" value="1"/> (only change this if your are absolutely sure about what you are doing!!!)
id article: <input type="text" value="4"/> (only change this if your are absolutely sure about what you are doing!!!)
title of table: <input type="text"/>
comment to table: <input type="text"/>

STEP 3:

In the lower part of the window you actually construct your table.

Illustration: lower part of the Table management window

Please construct your table below. Please don't forget to give row and column titles.

Ok, INSERT this table

The coloured first row and column **MUST** be title rows and columns, as they will also be coloured in the public part of the NECEP website. If you don't need as many rows or columns as provided, simply leave them empty.

Once you have created your table, do not forget to hit the **Ok, INSERT this table** button.

Example:

Following (*next page*) is an example of a table in the backoffice and of its counter-part in the public website. As you can see, the last column was not informed and is therefore not reproduced in the public website.

Table management in the backoffice area

title of table:					
Number of persons migrating to Tjilkarta between 1956 and 1958					
comment to table:					
The numbers are estimates only					

Please construct your table below. Please don't forget to give row and column titles.

	1956	1957	1958	TOTAL	
Women	150	80	50	280	
Men	90	80	130	300	
TOTAL	240	160	180	580	

Ok, UPDATE this table

Counter part in the public website

Number of persons migrating to Tjilkarta between 1956 and 1958				
The numbers are estimates only				
	1956	1957	1958	TOTAL
Women	150	80	50	280
Men	90	80	130	300
TOTAL	240	160	180	580

[NECEP database homepage](#)

Websites for societies management

The principle of this module is simple. If you would like to add a list of websites that are relevant for the society you are working on, then enter this area. The websites you enter are not linked to an article, nor are they to the facts sheet (see there to link websites to specific fields of the facts sheet), but simply creates a list of internet addresses which can be viewed by the visitor.

STEP 1:

As always, search and choose the society for which you would like to add a website. Then either click [Add a new webpage/link](#) or, if other links have already been inserted for this society, click the [edit](#) or [delete](#) links.

STEP 2:

If you have clicked [Add a new webpage/link](#) or [edit](#), then you will be provided with a simple form containing three fields.

Title: enter a short but precise title; ideally, you would use the official title of the website.

URL: This is where you enter the url or http address. Make sure what you enter is the correct address. Best is you copy-paste it from the website.

Description: Either copy paste the description from the website itself, or write something that does describe the website and its resources. You are allowed to have new line inserts in the description.

Hint: how to copy-paste a description from the website?

Most websites use what is called meta-tags. One of these is called *Description*. To see and copy-paste this description, go to the website, find in your browser's menus the command *View Source*. Within the many tags and other elements, you'll find, rather at the top of this source, the meta-tag Description (if there is any). Select this line copy-paste it in the backoffice (don't forget to get rid of the tags themselves, though, such as `<meta name="Description">` etc. and just leave the description itself).

Create a new record / enter a new society into the database

You should not use this function, unless you have been asked and authorized by the administrator to do so.

What this module does is:

- create an empty record for a “new” society
- create an empty facts sheet for this society
- duplicate the canonical facts sheet definitions for this society and providing it with a new set of empty user defined definitions
- create a link to embedded or covering entities, that is, linking a society as being a sub-society of another
- create the sets of export attributes for the XML directory system

The use of this function is (nearly) irreversible.

XML management

You should not use this function, unless you have been asked and authorized by the administrator to do so.

What this module does is:

Export the entire content of the NECEP database tables into a structured XML directory system and into predefined XML files.

This function should only be used periodically, as it does slow down the server. It should be undertaken whenever important updates have been done in the backoffice.

For more details on the XML directory and file structure, see the following document:

WP2 : "Infrastructure and Technology"

NECEP: Proto-type for non-European components of European patrimony
by Laurent Dousset

which is regularly updated and can be downloaded as **NECEP_structure.pdf**
at <http://www.ehess.fr/centres/logis/necep/>