

Admin User Guideline

FOR *Art Nouveau Digital Catalogue* Strengthening the cultural identity of the
Danube region by building on common
heritage of ART NOUVEAU



December 2022

Version 2.01

Project Background Information

The National Institute of Heritage develops the project "ART NOUVEAU 2 - Strengthening the cultural identity of the Danube region by building on common heritage of ART NOUVEAU " (code DTP3 - 748-2.2), as a partner of the international consortium consisting of nine main institutions and as coordinator of the activity dedicated to the transnational catalogue in the project.

The aim of the ART NOUVEAU 2 project is to strengthen the cultural identity and heritage of Art Nouveau in the Danube region through a set of research activities, exchange of best practices, educational, exhibition and promotion initiatives.

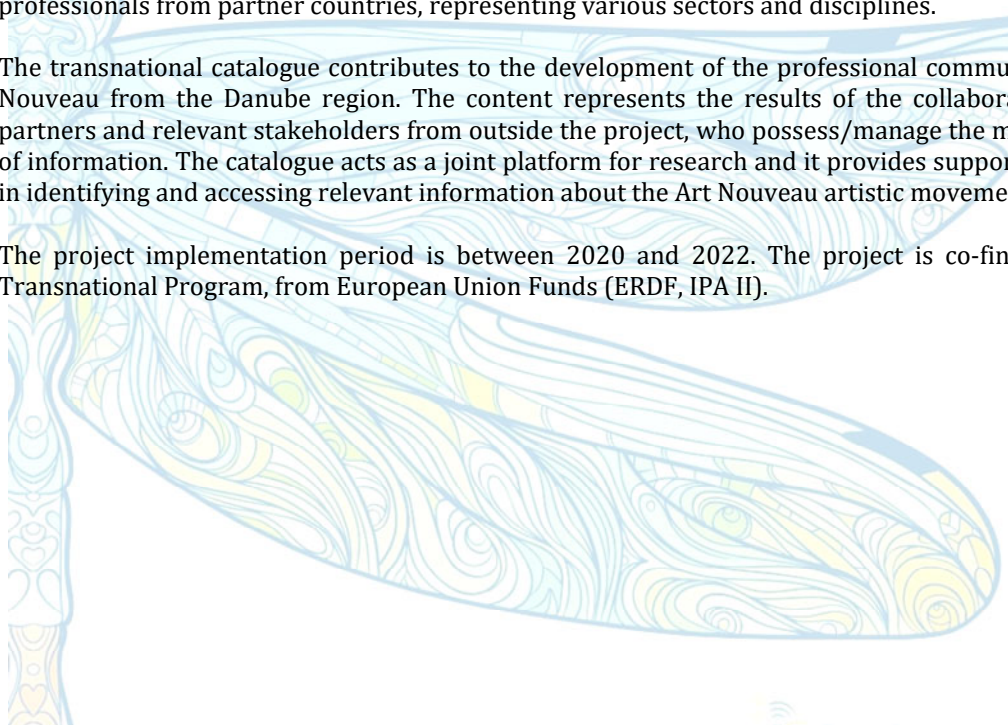
The specific objectives of the project are:

- increasing the level of knowledge of the Art Nouveau heritage among the general public,
- the development of the professional community specialized in Art Nouveau from the Danube region and
- professionalizing the tourist promotion of the Art Nouveau heritage.

These objectives will be achieved through cooperation and constant exchange of best practices among professionals from partner countries, representing various sectors and disciplines.

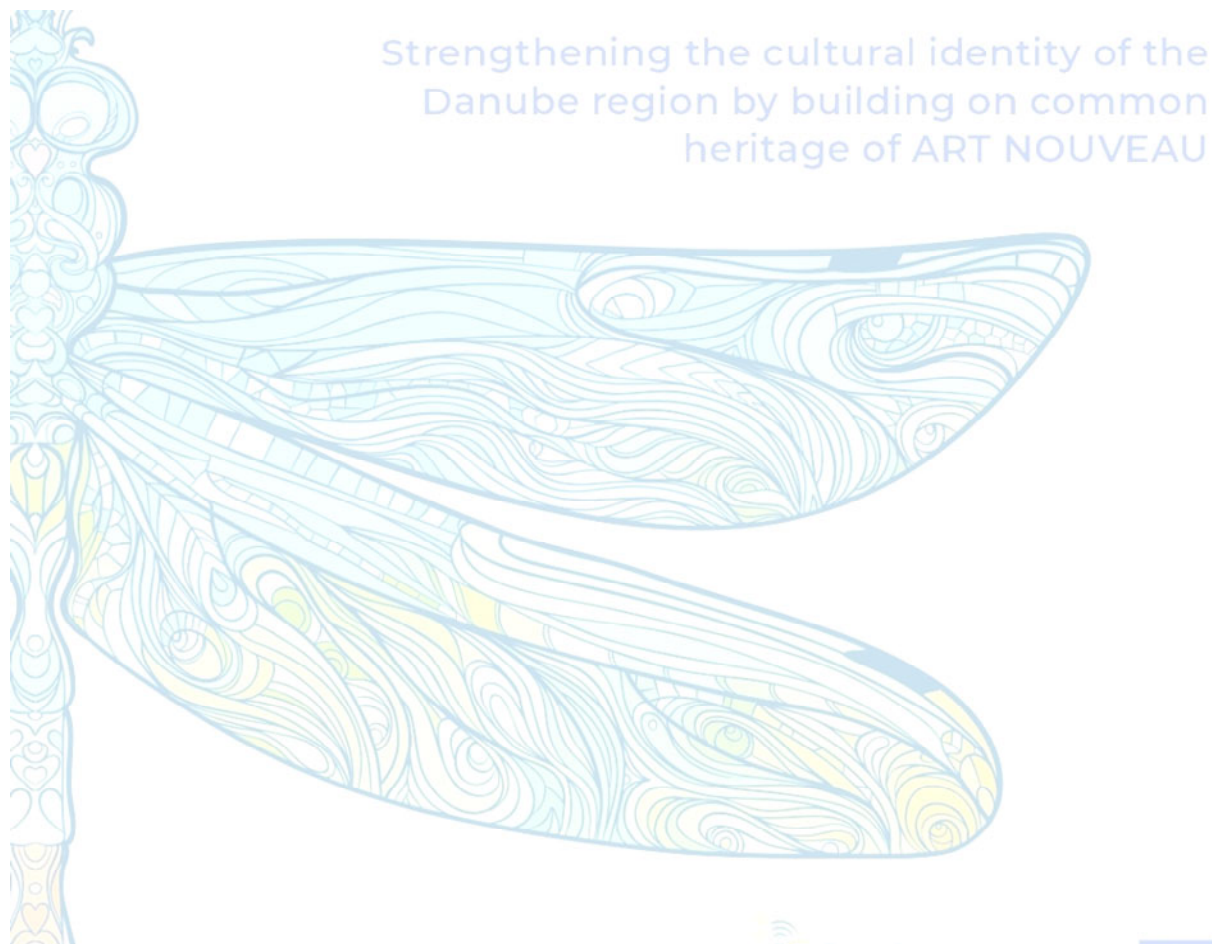
The transnational catalogue contributes to the development of the professional community specialized in Art Nouveau from the Danube region. The content represents the results of the collaboration between project partners and relevant stakeholders from outside the project, who possess/manage the most important sources of information. The catalogue acts as a joint platform for research and it provides support for the professionals in identifying and accessing relevant information about the Art Nouveau artistic movement.

The project implementation period is between 2020 and 2022. The project is co-financed by the Danube Transnational Program, from European Union Funds (ERDF, IPA II).



Copyright and third-party information as required

The developer of this platform is Satoris Serve SRL (Romania), under the brand Satoris Digital. Copyright and full ownership of this platform is transferred from the developer to National Institute of Heritage (Romania) – INP.



Document Revisions

Date	Version Number	Document Changes
20/10/2022	1.1	Initial Draft - Presentation
01/12/2022	1.2.	Final Draft

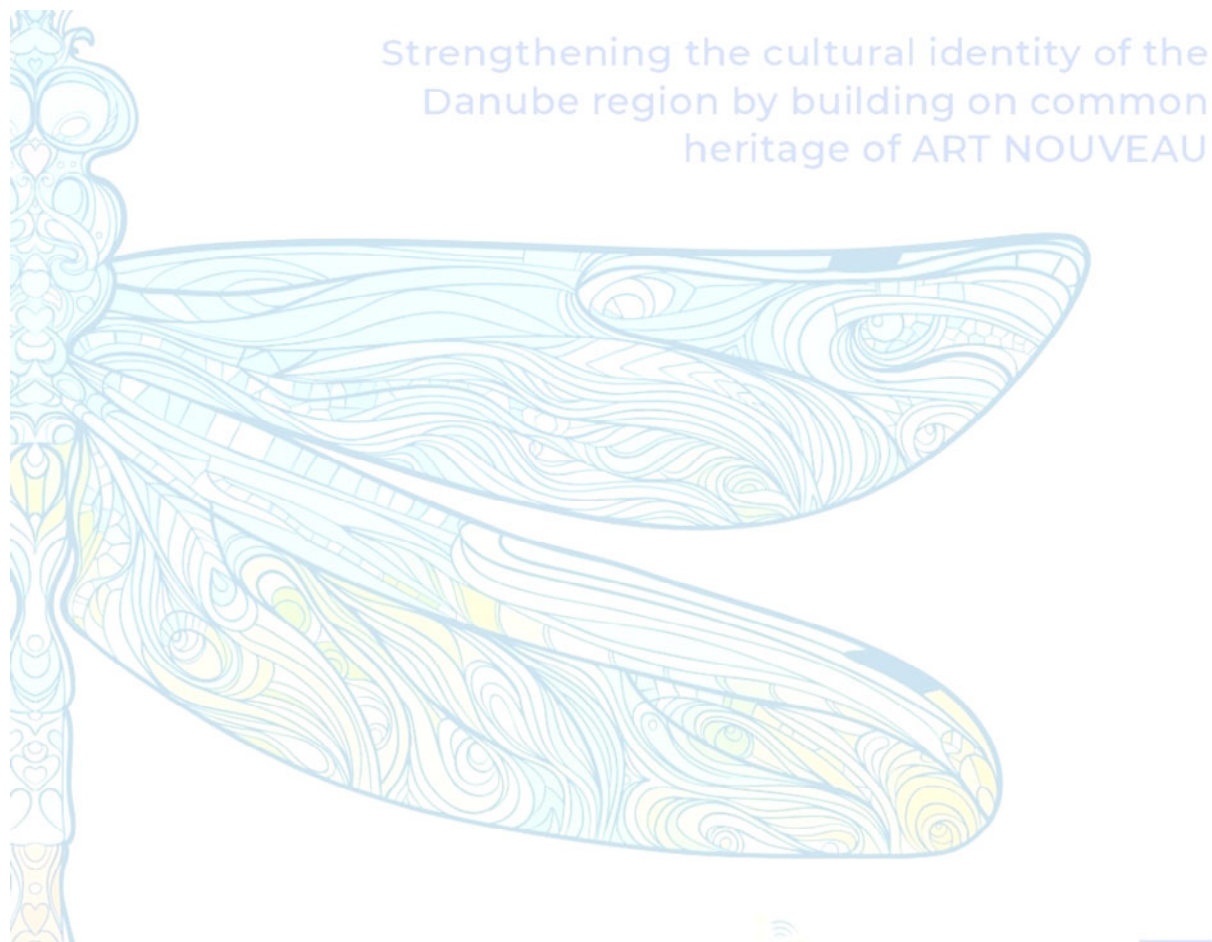


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1 Introduction

1.1 General Description, Main Objective and Target groups

This catalogue is a digital platform for the collection and centralization of (re)sources related to the Art Nouveau heritage of the Danube region, which will be called the "Art Nouveau Digital Catalogue".

What is the Art Nouveau Digital Catalogue?

The Art Nouveau Digital Catalogue [ANDC] represents a collection of Art Nouveau resources / websites, arranged in a form of a catalogue, which sorts the digital platforms and / or analogue sources that contain information related to Art Nouveau heritage in the Danube region (literature, photography, films, etc.).

For easier access, the catalogue is prepared in digital and online format and it is structured based on topics, with a unitary format.

Main Objective

The scope of the catalogue is to identify, analyse and process (new) information related to the Art Nouveau in the participating regions.

The catalogue will act as a joint platform for research, it provides support for professionals to identify and access the relevant information.

The digital platform allows the interested readers to easily follow its content.

The development of the Digital Art Nouveau Catalogue responds to the need to manage and (re)share the sources related to the artistic current, aggregated in a single platform that allows queries, and to create a useful tool/instrument for the professional sector dedicated to this type of heritage.

Targeted Groups

The digital catalogue is targeting mainly the professional community dealing with AN in the Danube region: local and national cultural institutions, public administrations, profile universities, researchers or NGOs (as Unions of Architects, organizations dealing with the preservation of cultural heritage, etc.).

These target groups were asked to share with the project partners the most important sources of information they are aware of, so that the coverage of the catalogue can be as wide as possible. Hence, the output is developed on the basis of the active contribution of its target groups.

1.2 Process Overview

This guideline is intended **only for internal purpose** of partner institutions / countries and organization, as well as their employees and collaborators. If you are not part of the following organization, this guideline is not intended for you as you will have no access to the platform. All accounts are confirmed by a human administrator.

List of partnered institutions and countries are listed below with link:

- [National Heritage Institute](#) (Romania) - INP;
- [Museum of Applied Arts, Budapest](#) (Hungary) - IMM;
- [Museum of Applied Arts](#), Vienna (Austria) - MAK;

- [Museum of Arts and Crafts](#), Zagreb (Croatia) - MUO;
- [Slovak University of Technology in Bratislava](#) (Slovakia) - STUBA;
- [Republican Institute for the Protection of Cultural Monuments](#), Belgrade (Serbia) - RIPCM;
- [Réseau Art Nouveau Network](#), Brussels, Belgium.

If your intention was to find Art Nouveau Digital Catalogue Visitor Guide (intended to offer support for any online user), please follow this link: <https://artnouveaudigitalcatalogue.patrimoniu.ro/deliverables.html>.

In order to access the interface for **providing data** to the ART NOUVEAU DIGITAL CATALOGUE, **you will need an account.**

Navigating the menu of the ADMIN interface of the ART NOUVEAU DIGITAL CATALOG you will be able to **proceed with the following tasks:**

- ✓ Add record card for resource / add source inventory
- ✓ Import record card / import source inventory
- ✓ Preview and edit all published cards, by you (print and save in usual formats)
- ✓ Preview and edit all draft / unpublished cards, by you (print and save in usual formats)
- ✓ Create Thematic lists of Vocabulary

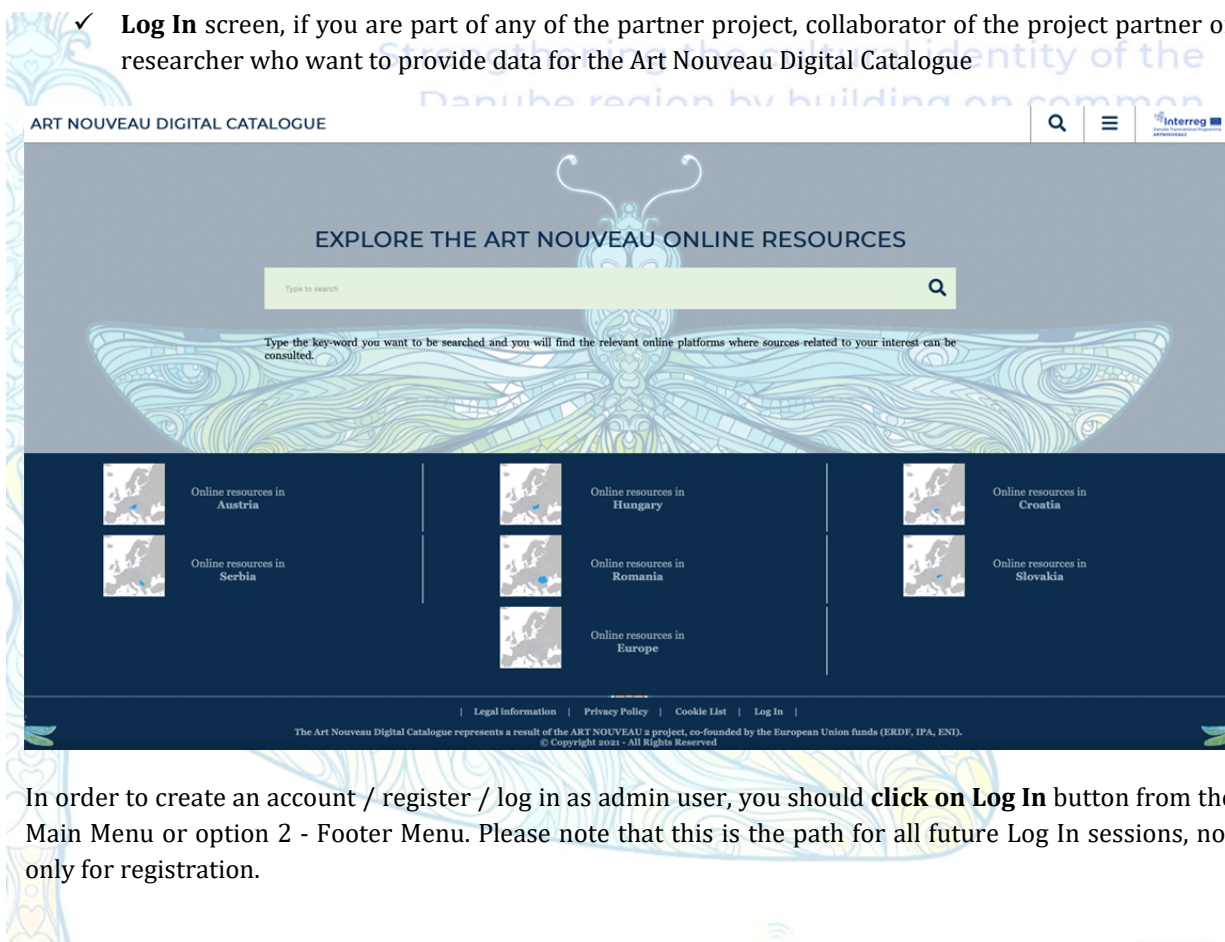
Navigating the menu of the ADMIN section of the ART NOUVEAU DIGITAL CATALOG you will be able to **perform the following actions:**

- ✓ add any resource or inventory of sources
- ✓ edit any resource or inventory of sources
- ✓ preview changes of any resource or inventory type updates
- ✓ save and export any resource or inventory in usual formats (pdf, word, excel)
- ✓ add new vocabulary to any resource or inventory
- ✓ upload or export any thematic vocabulary list
- ✓ search in vocabulary
- ✓ search any resource or inventory
- ✓ filter your search of resources by few criteria
- ✓ delete any resource or inventory type (based on your rights level)
- ✓ audit list of changes for any resource (based on your rights level)

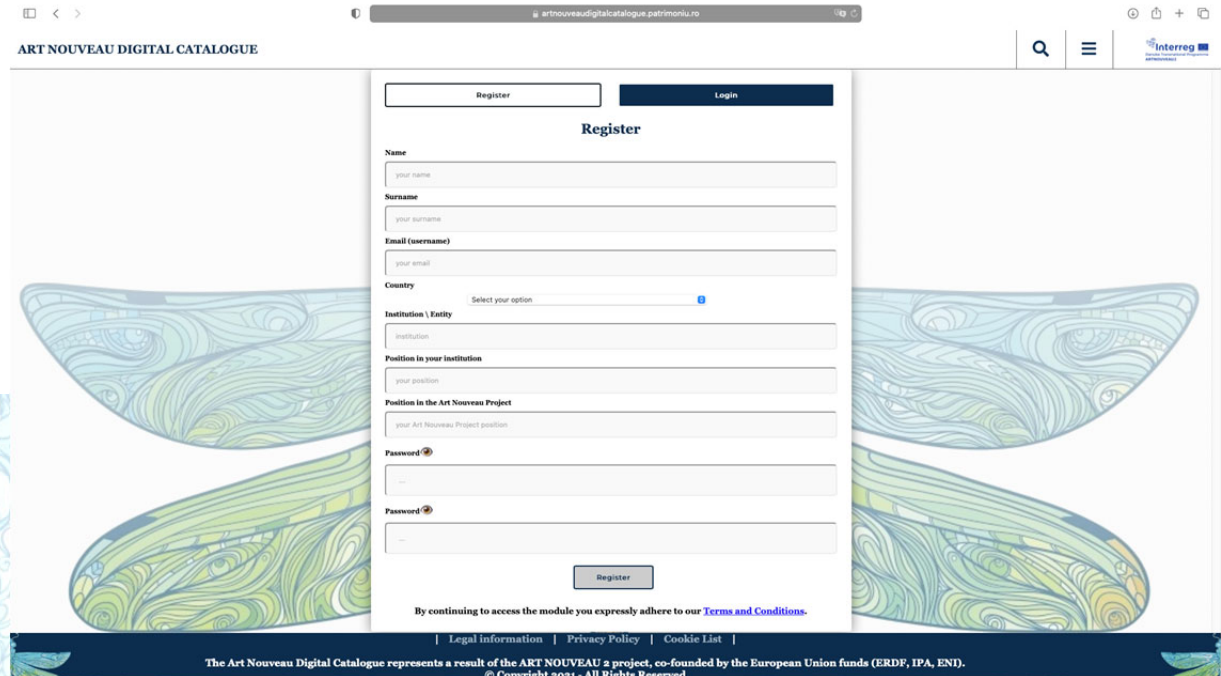
2 Homepage

The home page of <https://artnouveaudigitalcatalogue.patrimoni.ro/> will give you access to:

- ✓ Main Menu (sandwich sign)
- ✓ Search option (hand glass sign)
- ✓ Art Nouveau Online Resources (also accessible through the Main Menu)
- ✓ Legal information
- ✓ Privacy Policy
- ✓ Cookie List
- ✓ **Log In** screen, if you are part of any of the partner project, collaborator of the project partner or researcher who want to provide data for the Art Nouveau Digital Catalogue



In order to create an account / register / log in as admin user, you should **click on Log In** button from the Main Menu or option 2 - Footer Menu. Please note that this is the path for all future Log In sessions, not only for registration.



ART NOUVEAU DIGITAL CATALOGUE

Register Login

Register

Name
your name

Surname
your surname

Email (username)
your email

Country
Select your option

Institution \ Entity
institution

Position in your institution
your position

Position in the Art Nouveau Project
your Art Nouveau Project position

Password
—

Password
—

Register

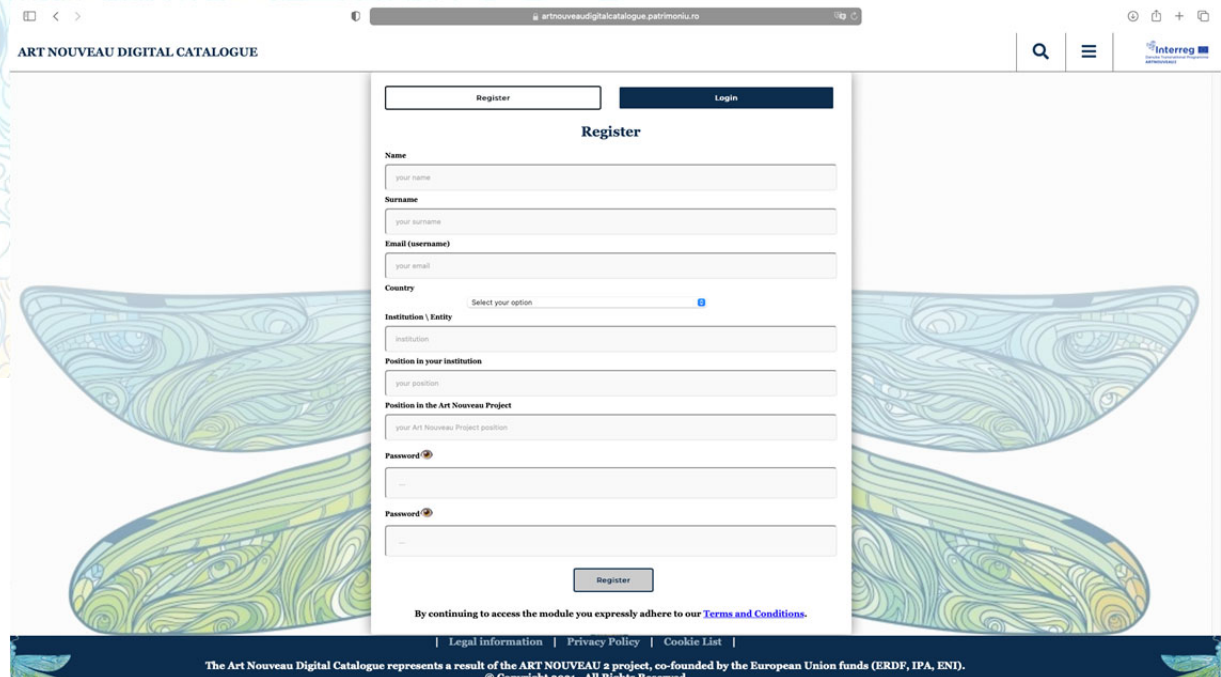
By continuing to access the module you expressly adhere to our [Terms and Conditions](#).

[Legal Information](#) | [Privacy Policy](#) | [Cookie List](#)

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2.1 Register an account

This step is mandatory to access the admin user interface. All information will be verified. The access to the admin user interface will be granted upon confirmation.



ART NOUVEAU DIGITAL CATALOGUE

Register Login

Register

Name
your name

Surname
your surname

Email (username)
your email

Country
Select your option

Institution \ Entity
institution

Position in your institution
your position

Position in the Art Nouveau Project
your Art Nouveau Project position

Password
—

Password
—

Register

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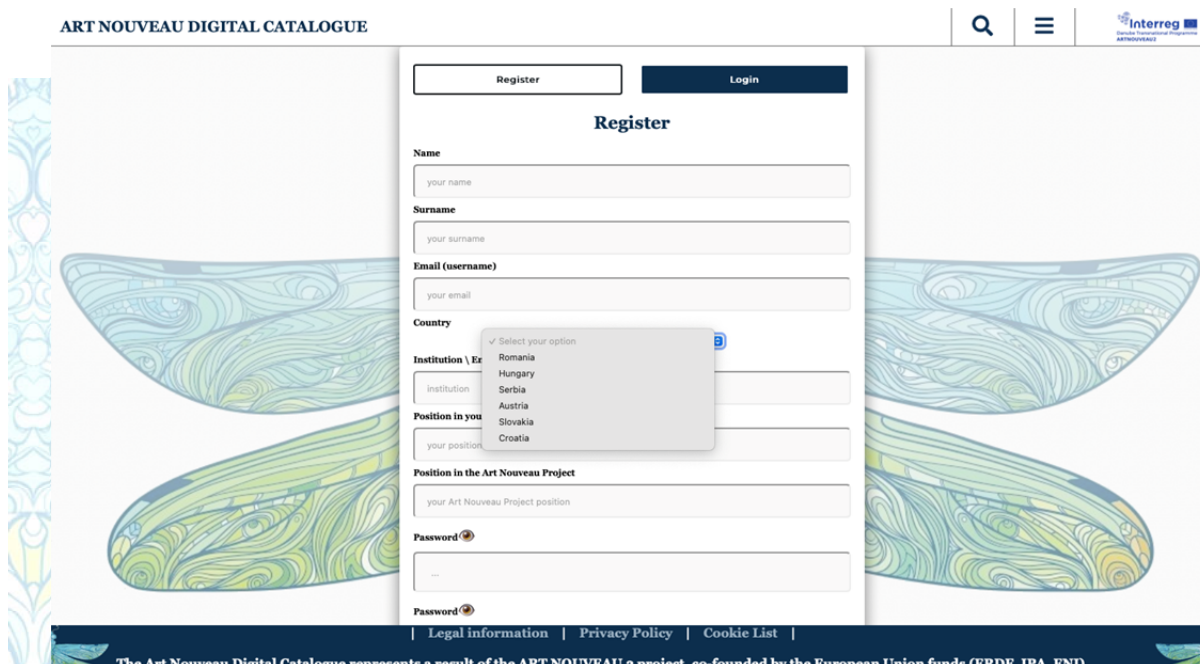
The following information is collected in order to create an account:

Name: Please input your name

Surname: Please input your surname

Email: Please input your work email

Country: Please input the country of the organisation you are representing. Click on the blue arrows on the right side of the form and select your country from the dropping down list.



ART NOUVEAU DIGITAL CATALOGUE

Register Login

Register

Name
your name

Surname
your surname

Email (username)
your email

Country
Select your option
Romania
Hungary
Serbia
Austria
Slovakia
Croatia

Institution / Entity
institution

Position in your institution
your position

Position in the Art Nouveau Project
your Art Nouveau Project position

Password
Password

Legal information | Privacy Policy | Cookie List

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Institution / Entity: Please input the organisation / institution / entity you are representing

Position in your institution: Please input your position in organisation / institution / entity you are representing

Position in Art Nouveau Project: Please input your position in the Art Nouveau Project. Unless you hold an official position, please choose a general word describing the position (e.g. employee of a {partner entity}, collaborator of {institution}, etc.)

Username: Please input your email address.

Password: Please input your password. It should contain at least one of the following special characters: !@#\$%&*. Depending on the web browser used and your settings, you will be given the option to choose a secured strong password. By clicking on the eye icon, you will see the final password.

Position in the Art Nouveau Project

your Art Nouveau Project position

Password

The password must contain at least one of the following characters (!@#%&*')

Register

By continuing to access the module you expressly adhere to our [Terms and Conditions](#).

| Legal information | Privacy Policy | Cookie List |

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Retype Password: Please retype your password. By clicking on the eye icon, you will see the typed password.

Click on **Register** button. You will see a confirmation screen after clicking Register. You may close it and return to the Log In screen, as described above.

ART NOUVEAU DIGITAL CATALOGUE

Register Login

Login

If you do not yet have an account, then [Click here](#).

Your registration request has been received. We are all set! Mail has been sent!

Close

| Legal information | Privacy Policy | Cookie List |

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Check your email for the confirmation email. You might check the Spam / Junk folder as well.

Confirm registration



From [INP Administration System](#) on 2022-11-25 14:38

From [INP Administration System](#)

To natalia@satoris.ro

Reply-To [INP](#)

Date Today 14:38

[All headers...](#)

 [Details](#)  [Plain text](#)

Hello Natalia Pruteanu,

Thank you for your registration. Please complete the confirmation of your registration by copying the link below and opening it in a new browser window.

<https://artnouvedigitalcatalogue.patrimoniu.ro/a/confirm.php?maka=B6VnQ4Wyb1AxMhj/2j01rv6aSc1QvE305BYBvPpsNq57H+PchQ==>

Please note that the link will expire on the 2022-11-28. Make sure to confirm your registration until then.

Thank you,

The INP Team

Please click on the link or copy the link to your browser (depending on the security level of your computer), in order to confirm the registration. Please allow time for the super-admin to review and approve your application. You will receive a second email when the process is complete.

Art Nouveau Digital Catalogue - Approval of Account



From [INP Administration System](#) on 2022-11-25 14:50

 [Details](#)  [Plain text](#)

Hello Natalia Pruteanu,

We hereby inform you that your registration to the Art Nouveau Digital Catalogue platform has been reviewed and approved by one of our administrators.

Welcome to the platform!

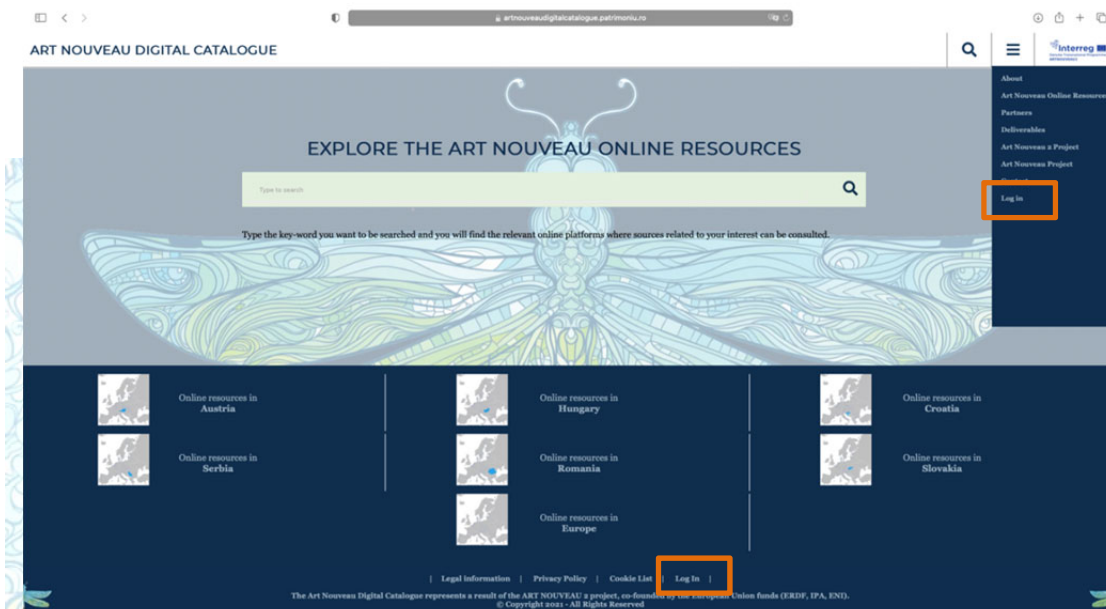
Thank you,

The INP Team

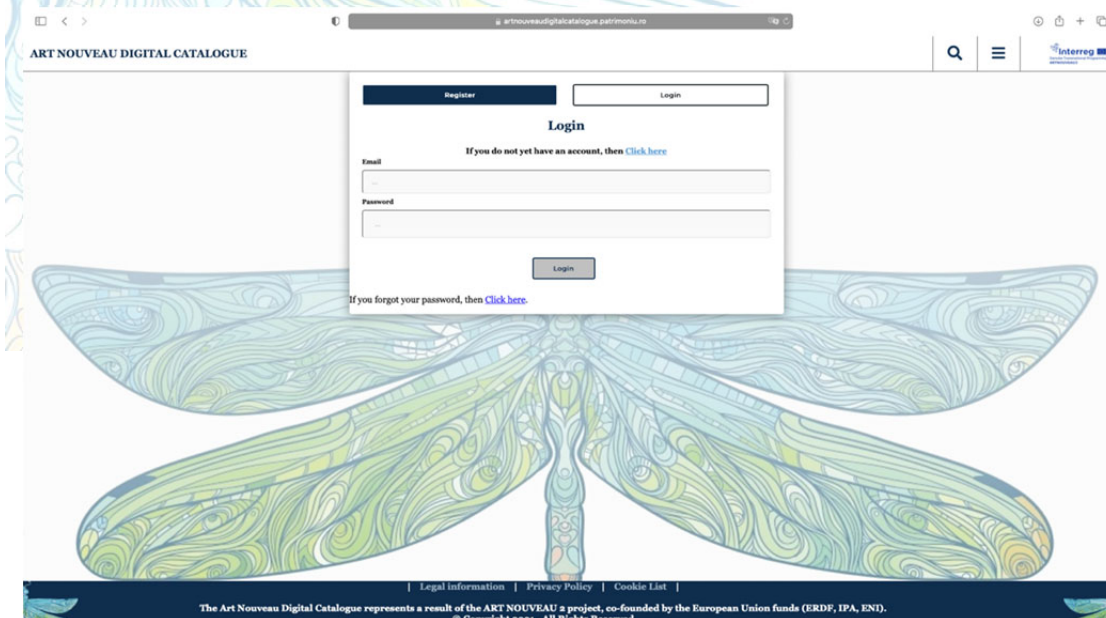
Return to the Log In screen to enter the Admin User interface. For the Login view of the screen, please click on the blue Login button on the right side of the form.

2.1.1.1 Log In

You can access the Log In screen from either Main Menu or Footer Menu. This Section of the platform is dedicated only for internal use of the project partners or researches. Regular visitors of the Art Nouveau Digital Catalogue have no access to the interface for providing data.

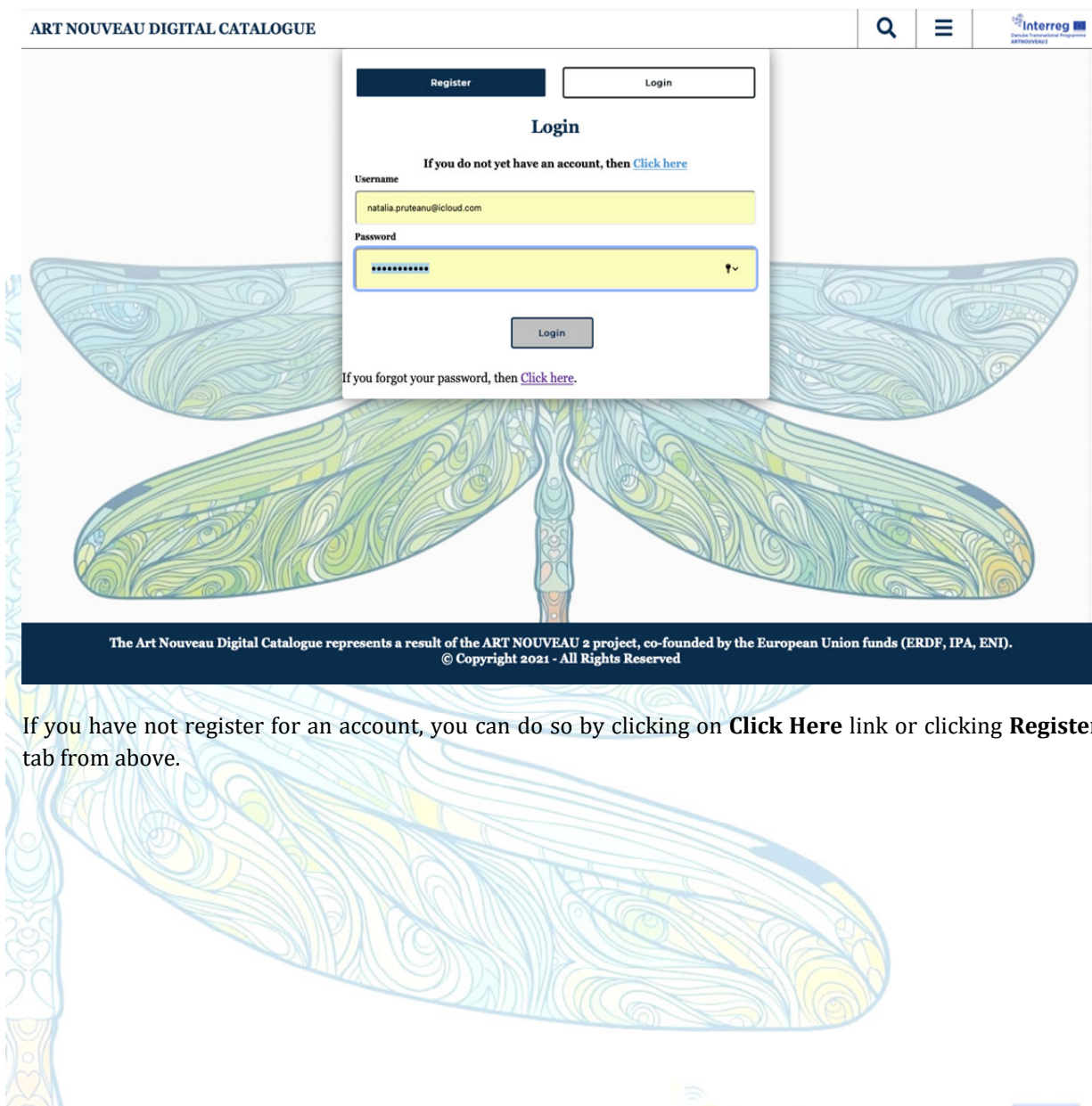


The form might open at Register tab, click Login to switch between tabs. Please note that the white tab is the active one.



Your username (email address) and password will be activated only after the receipt of the registration confirmation email.

After first use of the user and password you might consider saving it if your browser prompts it. Note: Please keep all your passwords secure, do not share or write them down.



ART NOUVEAU DIGITAL CATALOGUE

Login

If you do not yet have an account, then [Click here](#)

Username

natalia.pruteanu@icloud.com

Password

If you forgot your password, then [Click here](#).

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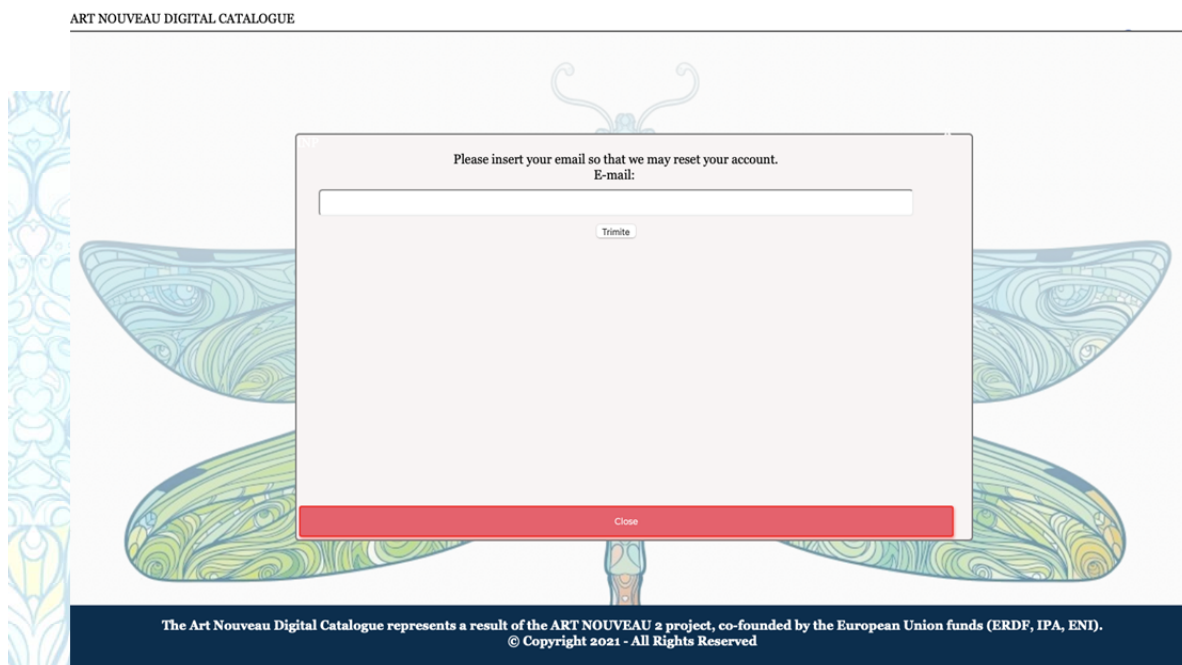
If you have not register for an account, you can do so by clicking on **Click Here** link or clicking **Register** tab from above.

2.1.2 Forgot Password

In the case your password was forgotten, misspelled or lost, you can reset it by clicking *If you forgot your password Click Here* link.

In the pop-up window, please type the email address you have registered with within the Art Nouveau Digital Catalogue (ANDC) and you will receive a confirmation of your action.

ART NOUVEAU DIGITAL CATALOGUE



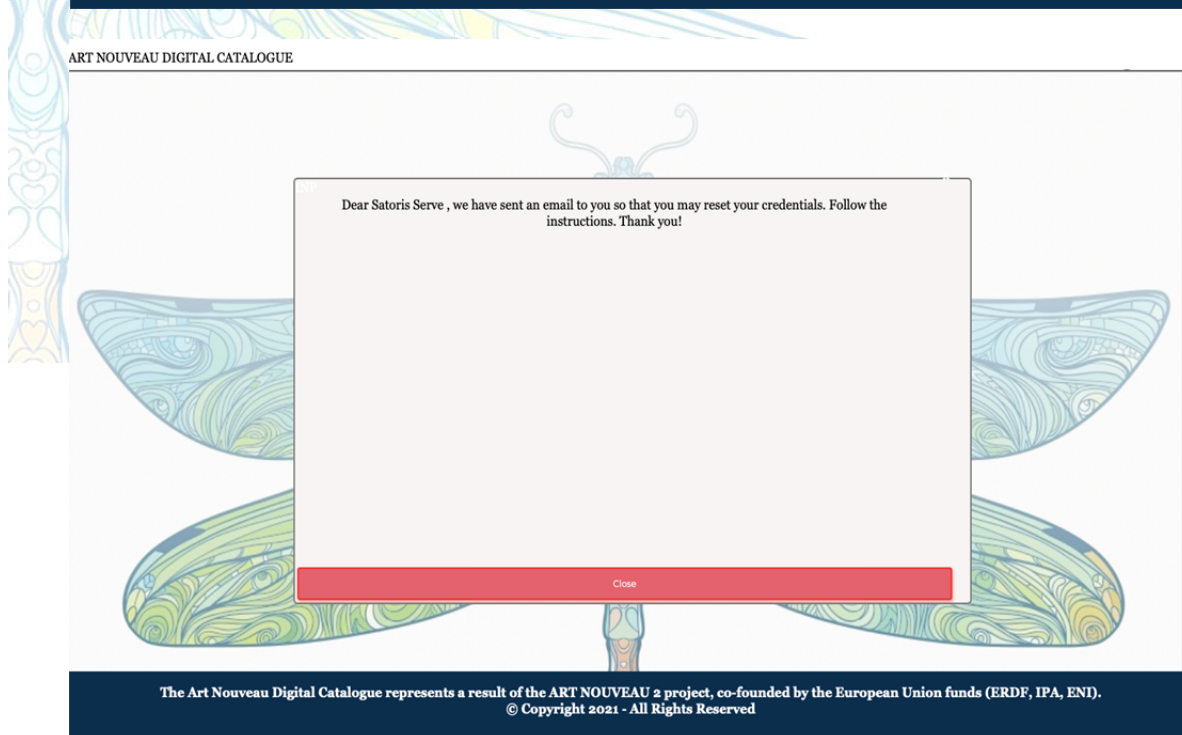
Please insert your email so that we may reset your account.
E-mail:

Trimite

Close

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ART NOUVEAU DIGITAL CATALOGUE



Dear Satoris Serve , we have sent an email to you so that you may reset your credentials. Follow the instructions. Thank you!

Close

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Check your email to follow instruction in order to reset your password.



INP Administration System

Credentials for the Art Nouveau Digital Catalogue

Destinatarul: natalia.pruteanu@icloud.com,

Răspuns către: INP

Prime - iCloud 17:12

Hello Satoris Serve ,
Please use the link below to access your account on the Art Nouveau Digital Catalogue.

https://it-department.ro/_inp/a/confirm.php?maka=B6VnQ4W4XV4fGXihXQRulpKZaOdZvE305BYBvPpsNq57HuPcj9JTv1GopG6yHUZYgmwoEQ=

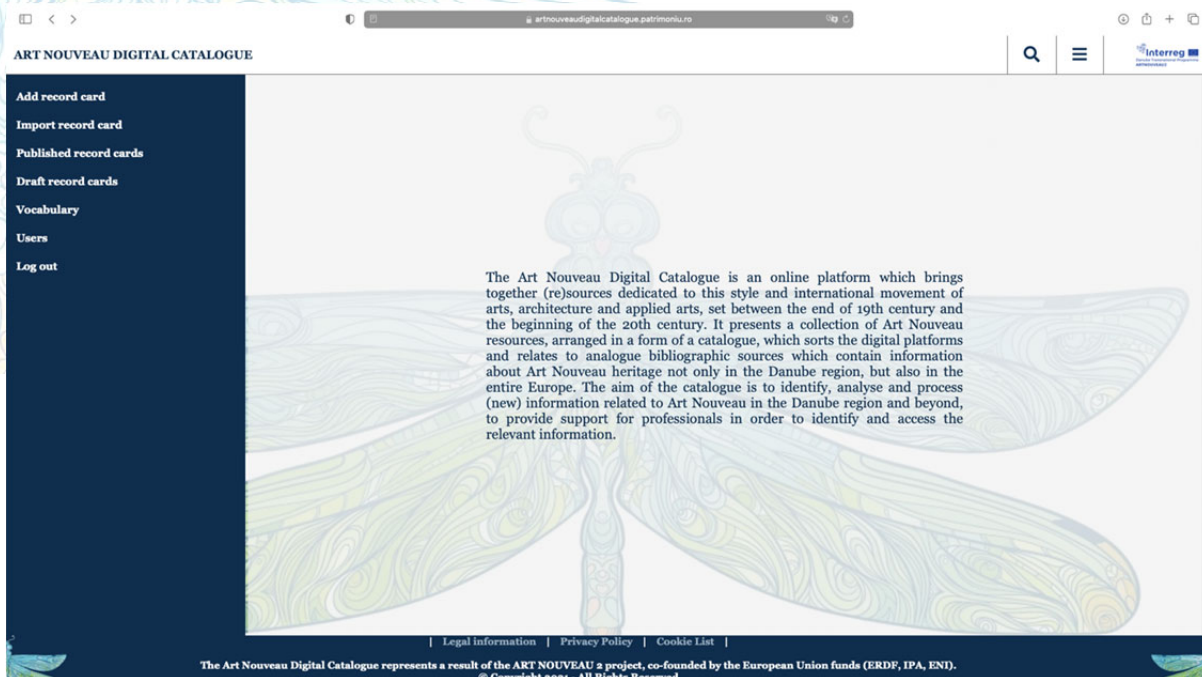
Please note that the link will expire on the 2022-10-22. Make sure to confirm your registration until then.

Thank you,
The INP Team

heritage of ART NOUVEAU

2.2 Administrative menu

You will receive access to ADMIN user interface on successful login. By clicking on the sandwich menu (upper right corner) the admin user menu will appear on the left sidebar.



2.2.1 Terms and proposed definitions

To make sure that all the specialists of the project partners and other involved stakeholders for providing data refer to the same concepts and that the terms are used with the same meaning, the following definitions were proposed.

Source – reference that provides information related to Art Nouveau. Examples: books, albums, magazines, newspapers and journals, articles, scientific research published in articles or documents like methodologies, surveys, studies, archive sources like maps, plans, technical drawings, correspondence; exhibition catalogues, posters, photos etc.

Resource – a stock/ an array of various sources owned and made public by institutions on online database/ platforms/ websites.

Record card – a file made for each resource, where is mentioned the title of the online database/platforms, the link(s), the name of the owner institution or of the institution(s) that manage(s) the online database/ platforms, maximum 20 lines explaining what types of information it contains, language/ languages in which information is found, keywords to help potential users search, what are the conditions for accessing it (free database/ fee-based; digital printed).

Attribute – a field/ line of the record card template which is filled in by project partners/ specialists by introducing free text, choosing a value from dropdowns or multiple values from a list.

Associated inventory to the record card – a digitized inventory (index) of a public library or archives or libraries or archives of institutions like: Universities, Museums, other institutions in the field of arts and heritage etc., which contains details (title, author etc.) of the non-digitized/ analogue sources

2.2.2 Add record card

Add record card is one of the most important pages on the Art Nouveau Digital Catalogue as it allows users to **add the card manually** in the digital Catalogue.

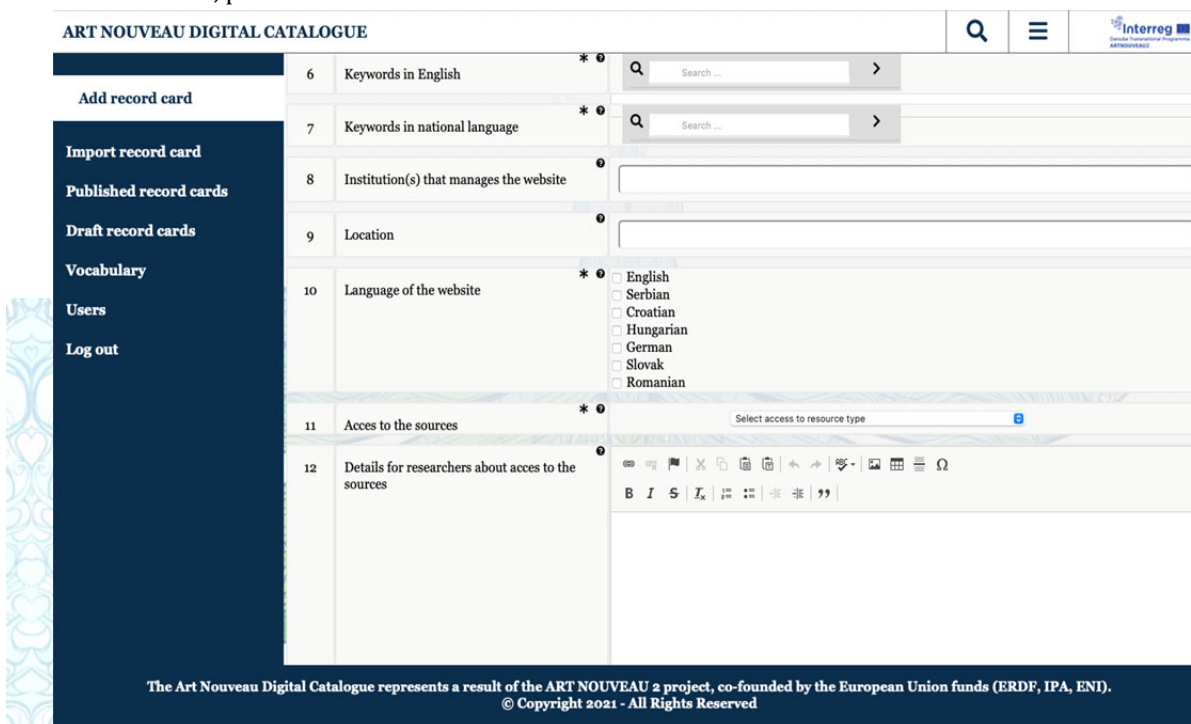
1. Title. Input the Official name of the website / platform / resource.
2. Image. By clicking *Chose Image* button, you can upload a logo of the website or logo of the institution that manages the website. Your will need to choose the image from your computer or external drivers and should be in .jpg, .jpeg, .png, .svg formats and has the proportion 2.5length: 1high. Selected image will be shown on the right and using the upper slider to zoom in /zoom out and drag the image within this space, users can set the best view for it. Click on Set Image button to finish.
3. Type of resource / institution. Clicking on the blue arrows, user will be given option to select from a dropdown list. For the moment, you can choose from different types of libraries, archives and repositories.

4. Link. Please insert DIRECT link to the resource / library / archive/ collection website. You can list more links by heating the '+' sign to add another line. DO NOT insert link to the main website of the institution.
5. Description. Please insert a short general description of the resource, institution and what is to be found in the collection. This field may contain text up to 150 words / 1000 – 10000 characters (mandatory requirements to achieve so that the record card can be published). Text can be edited from the wording menu. It may also contain graphic elements (picture / image with a link and video) which can be uploaded by clicking the specific icons from the Gallery, in Description box.

ART NOUVEAU DIGITAL CATALOGUE				 European Territorial Programme ARTNOUVEAU
Add record card	6	Keywords in English	* 0	<input type="text" value="Search ..."/> >
	7	Keywords in national language	* 0	<input type="text" value="Search ..."/> >
	8	Institution(s) that manages the website	0	<input type="text"/>
	9	Location	0	<input type="text"/>
	10	Language of the website	* 0	<input checked="" type="checkbox"/> English <input type="checkbox"/> Serbian <input type="checkbox"/> Croatian <input type="checkbox"/> Hungarian <input type="checkbox"/> German <input type="checkbox"/> Slovak <input type="checkbox"/> Romanian
	11	Access to the sources	* 0	<ul style="list-style-type: none"> Select access to resource type free database fee-based both free and fee-based
Published record cards	12	Details for researchers about access to the sources	0	<p>B I S I_x = ¶ ”</p>
Draft record cards				
Vocabulary				
Users				
Log out				

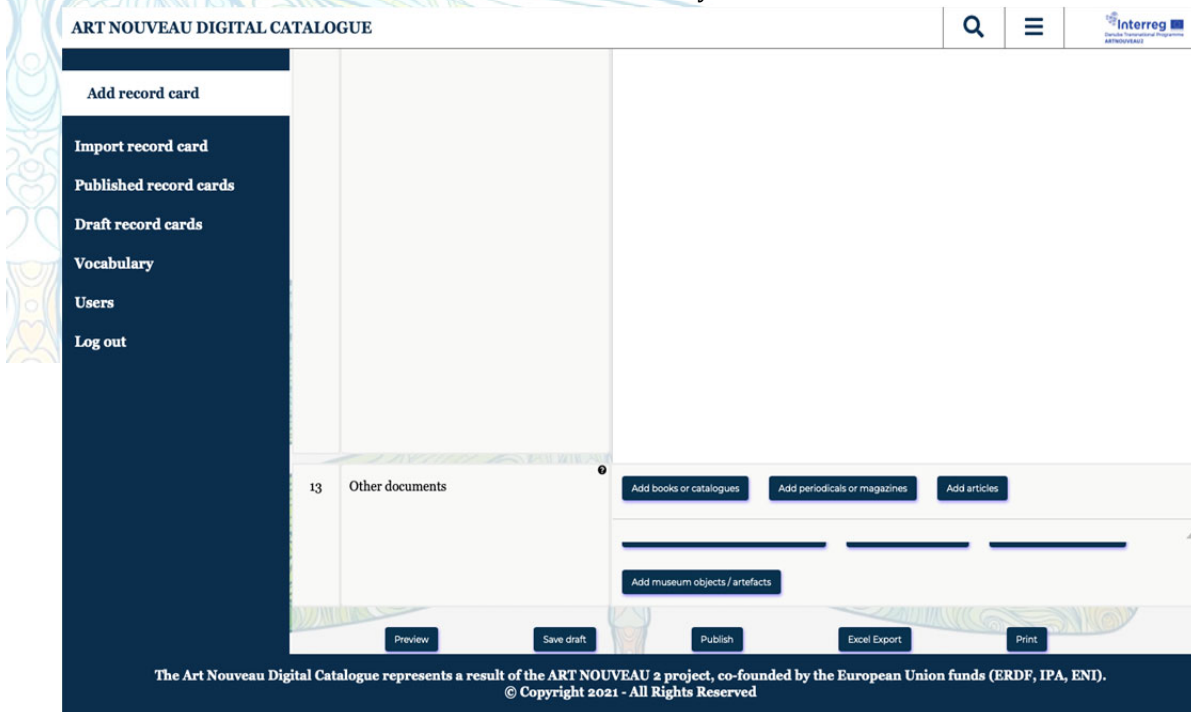
6. Keywords in English. This is second most important section of the Digital Catalogue. Please insert minimum 20 keywords related to Art Nouveau, are relevant to the researcher that will use the provided link and send to Art Nouveau sources. (For the platform accuracy, we suggest to add first the new words in the Vocabulary).
7. Keywords in national Language. Please fill in the same order in which the keywords in English were provided. You can use national language special letters. The languages allowed on this platform are English, Serbian, Croatian, German, Romanian, Hungarian and Slovak.
8. Institution that manages the website. Please insert the name of institution(s) that manages the resource / website / online collection / etc.
9. Location. Please insert City, Country where the institution/relevant department of the institution is located.
10. Language of the website. Please tick the languages that are available on the website.
11. Access to the source. By clicking the blue arrows, user can choose between free databased, fee-based or both.

12. Details for researcher about access to the source. Insert useful details for the researcher about consulting the sources (address, program, possibility to request digital format through email, etc). Text can be edited, pictures and links added.



The screenshot shows the 'ART NOUVEAU DIGITAL CATALOGUE' interface. On the left is a dark blue sidebar with navigation links: 'Add record card', 'Import record card', 'Published record cards', 'Draft record cards', 'Vocabulary', 'Users', and 'Log out'. The main area displays a form for 'Details for researcher about access to the sources' (field 12). Above this field are other fields: 'Keywords in English' (6), 'Keywords in national language' (7), 'Institution(s) that manages the website' (8), 'Location' (9), and 'Language of the website' (10) with a dropdown menu. Field 11 is 'Access to the sources'. The form includes search bars, a dropdown for 'Select access to resource type', and a rich text editor with various icons. At the bottom, a footer states: 'The Art Nouveau Digital Catalogue represents a result of the ART NOUVEAU 2 project, co-funded by the European Union funds (ERDF, IPA, ENI). © Copyright 2021 - All Rights Reserved'.

13. Other Documents. For the website that have search engine, please do not fill in this cell. For the websites that do not have a search engine, it is necessary to make a list / table (.xl format) with the sources related to Art Nouveau – an associated inventory of sources.



The screenshot shows the 'ART NOUVEAU DIGITAL CATALOGUE' interface. On the left is the same dark blue sidebar as in the previous screenshot. The main area displays the 'Other documents' form (field 13). This form includes buttons for 'Add books or catalogues', 'Add periodicals or magazines', 'Add articles', and 'Add museum objects / artefacts'. At the bottom of the form are buttons for 'Preview', 'Save draft', 'Publish', 'Excel Export', and 'Print'. The same footer as in the previous screenshot is present at the bottom: 'The Art Nouveau Digital Catalogue represents a result of the ART NOUVEAU 2 project, co-funded by the European Union funds (ERDF, IPA, ENI). © Copyright 2021 - All Rights Reserved'.

By clicking on each button in 13 cell, a new format table will open below allowing you access to insert information after clicking the '+' sign in the left side of the form. This will allow you to add one line of information, you will need to click add / '+' sign for each new line.

ART NOUVEAU DIGITAL CATALOGUE

Search [] Menu [] Interreg Danube Transnational Programme ARTNOUVEAU2

Add record card

Import record card

Published record cards

Draft record cards

Vocabulary

Users

Log out

Add museum objects / artefacts

BOOKS / CATALOGUES					
Item Title	Author(s) / Editor / Coordinator etc.	Details (Volume/ number, year)	Key words (minimum 5 key words)	Link (direct link to the platform were the source was published / detailed - if existing)	
+					
PERIODICALS / MAGAZINES					
Item Title	Publisher	Details (Name of the periodical, volume/number, year)	Key words (minimum 5 key words)	Link (direct link to the platform were the source was published / detailed - if existing)	
+					
ARTICLES					
Item Title	Author(s)	Details (Type of source: photo / poster / illustration / drawing / map / plan etc.; Year)	Key words (minimum 5 key words)	Link (direct link to the platform were the source was published / detailed - if existing)	
+					
PHOTOGRAPHS / DRAWINGS / ILLUSTRATIONS					
Item Title (description of item)	Author(s), type of author (photographer / designer / architect / graphician / topographer etc.)	Details (Type of source: photo / poster / illustration / drawing / map / plan etc.; Year)	Key words (minimum 5 key words)	Link (direct link to the platform were the source was published / detailed - if existing)	
+					
ARCHIVE DOCUMENTS					
Item Title (description of item)	Archive institution, Fond name, File/filing unit	Details (Type of document: manuscript, map, plan, drawing etc., Year)	Key words (minimum 5 key words)	Link (direct link to the platform were the source was published / detailed - if existing)	
+					
OTHER DIGITAL SOURCES					
Item Title (name of building)	Author(s) of the building, type of author (architect / engineer / topographer etc.)	Details (Type of information: text description, photo, technical drawings etc.)	Key words (minimum 5 key words)	Link (direct link to the platform were the source was published / detailed - if existing)	
+					
MUSEUM OBJECTS / ARTEFACTS					
Item Title (name of museum object / artefact)	Author(s) of the artefact, type of author (artist / designer / photographer / graphician / manufacturer etc.)	Details (Type of information: text description, photo, technical drawings etc.)	Key words (minimum 5 key words)	Link (direct link to the platform were the source was published / detailed - if existing)	
+					

Preview Save draft Publish Excel Export Print

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2.2.3 Preview

With **Preview** option, the user may list the resource in a structured form and its final view. This is the view online visitors will see the form. To exit Preview page, click anywhere on page.

ART NOUVEAU DIGITAL CATALOGUE

Search [] Menu [] Interreg Danube Transnational Programme ARTNOUVEAU2

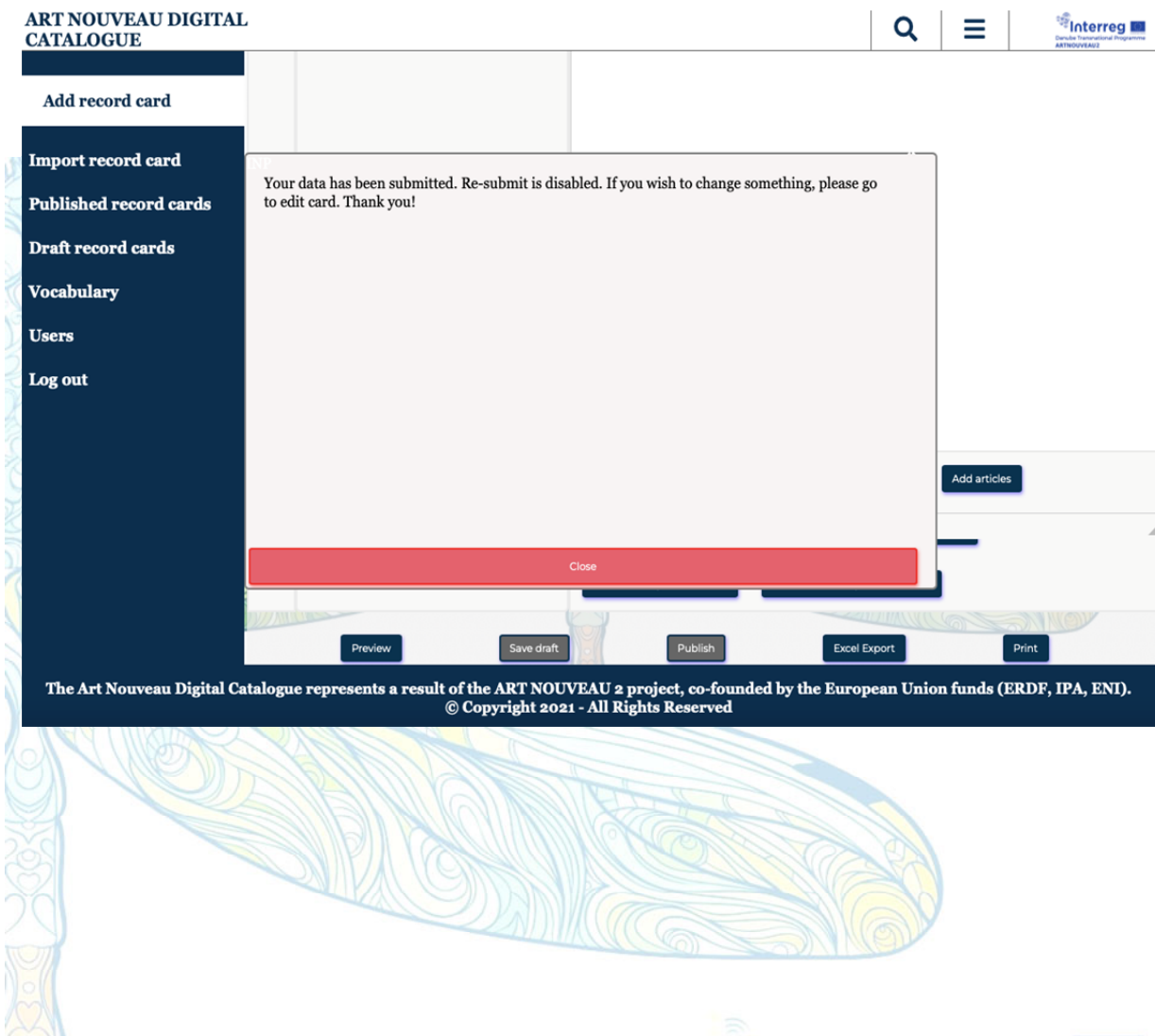
ART NOUVEAU ONLINE RESOURCES IN ROMANIA



1	Title	
3	Type of resource / institution	
4	Link	
5	Description	
6	Keywords in English	
7	Keywords in national language	
8	Institution(s) that manages the website	
9	Location	
10	Language of the website	
11	Access to the resource	

2.2.4 Save Draft

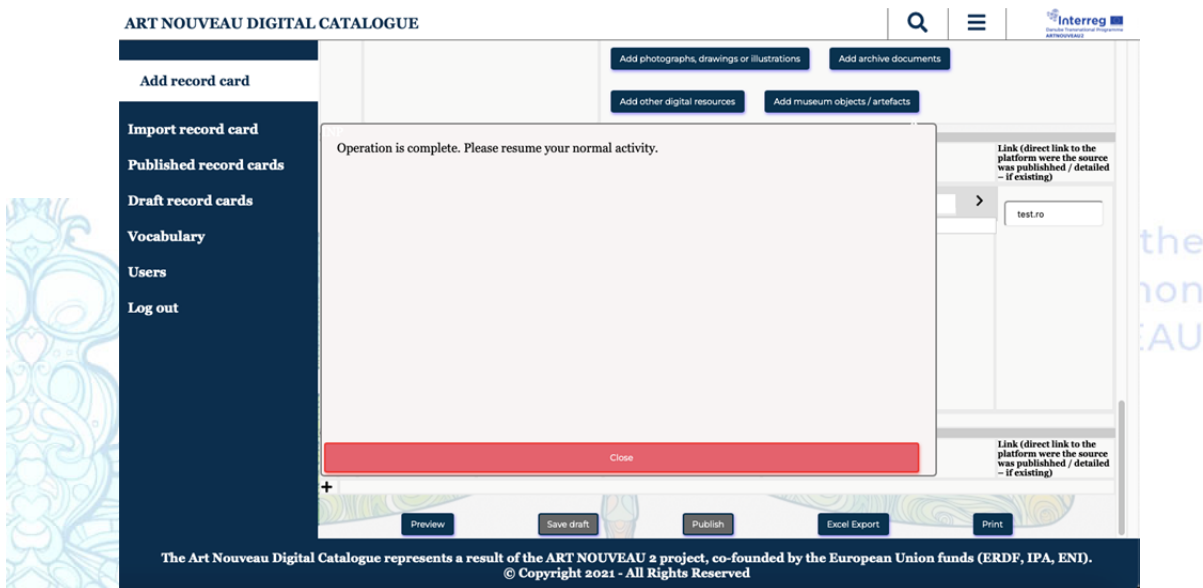
By clicking the **Save Draft** button, user will save the record card on the platform and will be able to later edit the card in Edit Record Card menu. Please Save Draft your input works (even if it is not finish) before leaving your station not to lose any unsaved information.



The screenshot displays the 'ART NOUVEAU DIGITAL CATALOGUE' interface. On the left is a dark blue sidebar with navigation links: 'Add record card', 'Import record card', 'Published record cards', 'Draft record cards', 'Vocabulary', 'Users', and 'Log out'. The main content area shows a confirmation message in a light purple box: 'Your data has been submitted. Re-submit is disabled. If you wish to change something, please go to edit card. Thank you!'. Below this message is a red 'Close' button. At the bottom of the main area, there are buttons for 'Preview', 'Save draft', 'Publish', 'Excel Export', and 'Print'. The footer contains the text: 'The Art Nouveau Digital Catalogue represents a result of the ART NOUVEAU 2 project, co-funded by the European Union funds (ERDF, IPA, ENI). © Copyright 2021 - All Rights Reserved'. A decorative Art Nouveau pattern is visible in the background.

2.2.5 Publish

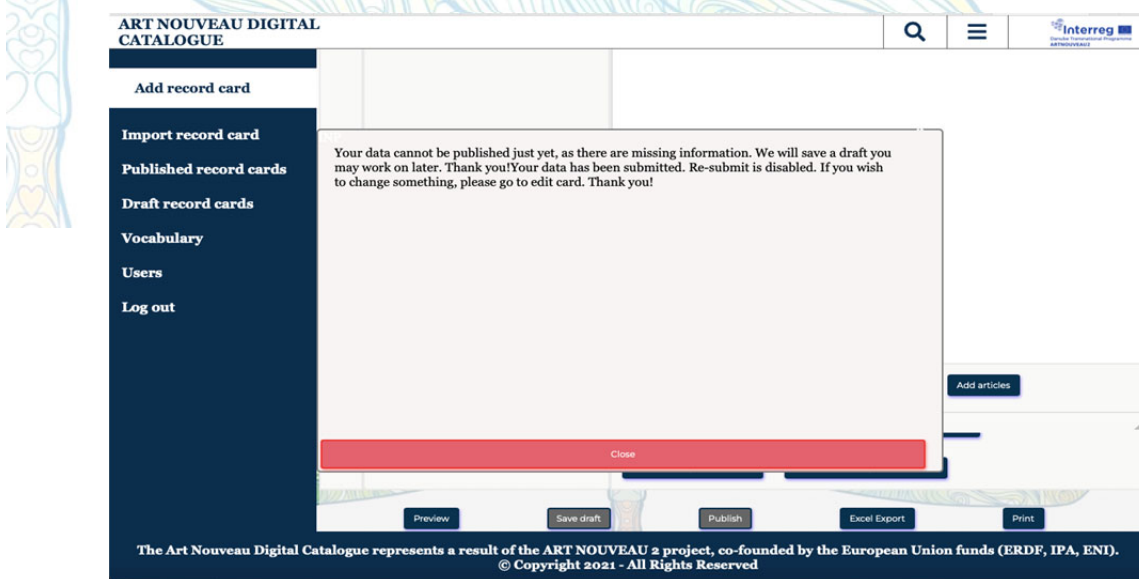
By clicking the **Publish** button, the Record card can be seen in Published record cards page of the ADMIN interface and also becomes visible on the interface for visitors (general public interface).



Publish will work only for finished – with all mandatory attributes filled in and at requested parameters – and saved record cards. Mandatory attributes are marked with a `*` sign and requested parameters and explications can be seen by hitting the `?` sign.

Users will be able to unpublish the record card, edit and delete it in Published record cards page.

If you hit the Publish button and the requested parameters are not achieved, the record card will be automatically saved in Draft record cards.



2.2.6 Excel Export

By clicking **Excel Export** an .xl file will be downloaded to your computer in Download folder.

2.2.7 Print

By clicking **Print**, your local print settings will be prompted allowing you to choose printer and format in case you have option to save as pdf or print.

2.2.8 Import record card

The data contained in the platform is managed in two types of centralizers with different attributes, namely:

- Descriptive file of a resource = record card

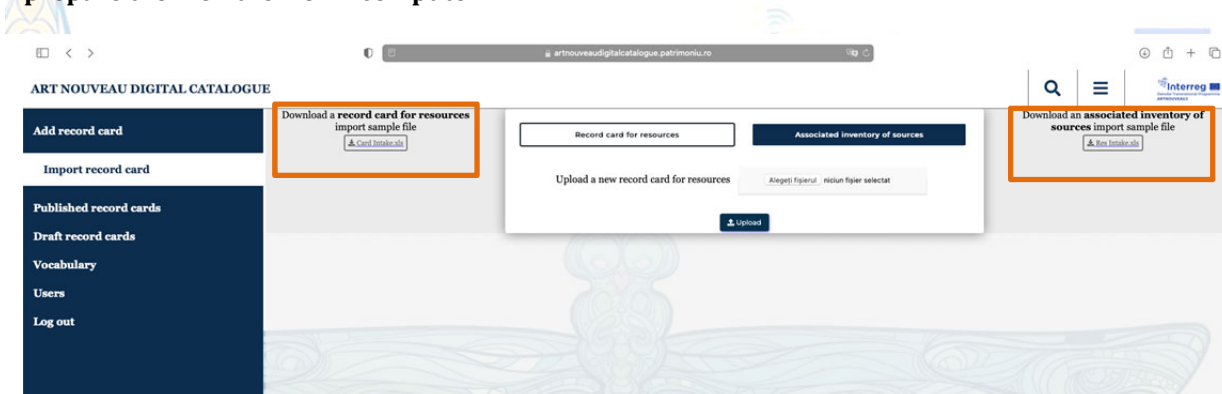
The term `resource` refers to websites that represent databases / digital platforms available online that contain bibliographic sources managed by specialized institutions such as: museums, libraries, archives, research institutes, publishing houses, etc. (the list is not exhaustive).

- Inventory = list of sources

"Source" (bibliographic) is the object (analogue) that provides information about the Art Nouveau artistic movement, for example books, albums, journals, newspapers and magazines, articles, scientific research published in articles or documents such as methodologies, surveys, studies, sources of archive such as maps, plans, technical drawings, correspondence; exhibition catalogues, posters, photographs, etc.

Based on these two types of centralizers, users can upload record cards and associated inventory for a record card (where needed).

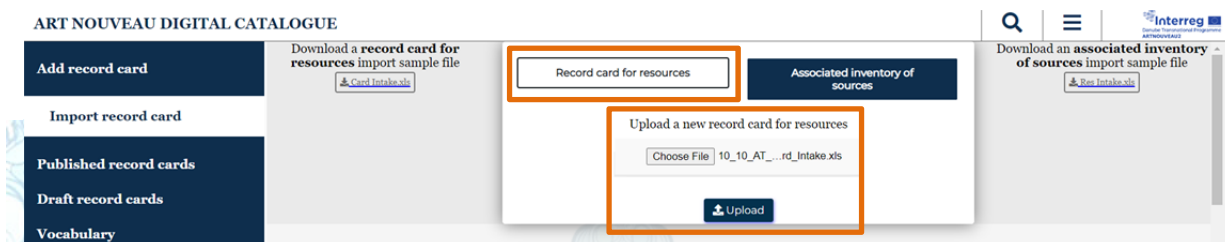
Users can **download the forms of the record card and associated inventory of sources in order to prepare them on their own computer.**



After finishing, please **import the sample file** for each type (record card / associated inventory).

User can switch between form tabs (the white one is the active one).

The *Record Card for resources* tab allows user to upload an excel file for a record card. Click on Chose file to select the file from your computer and click on Upload to finish.

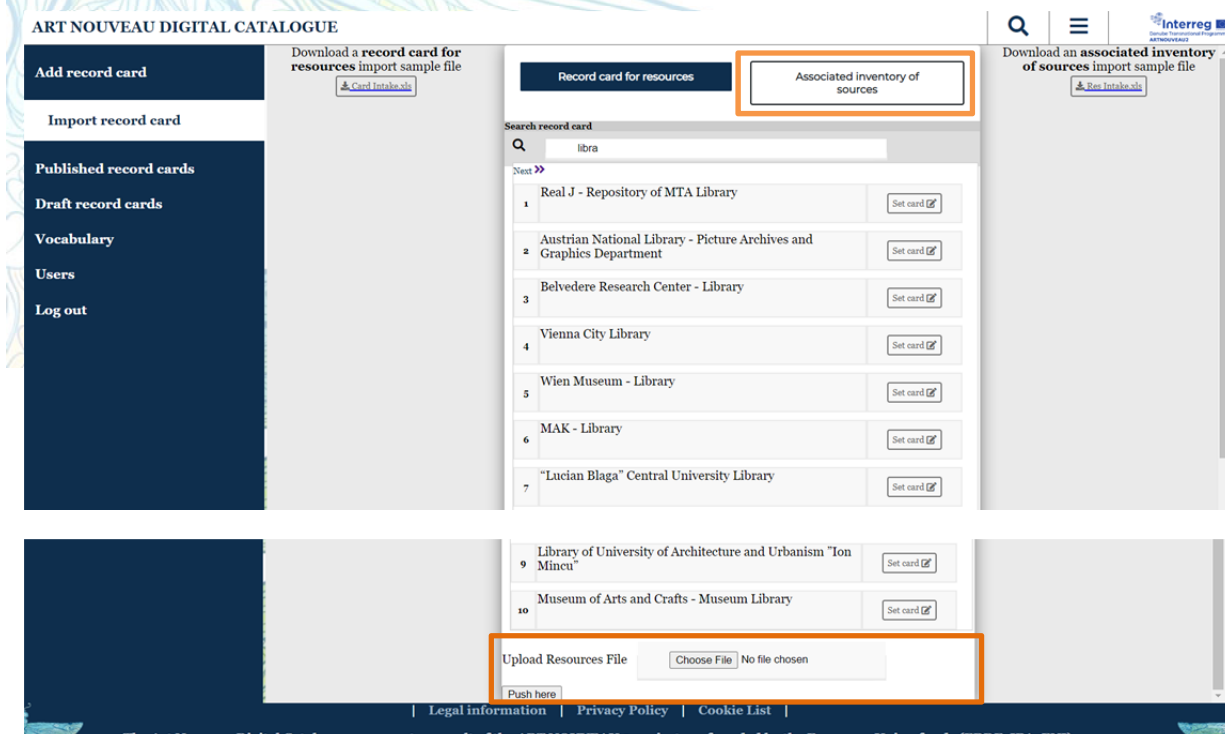


If the file type is not an .xls file, the record card will be not uploaded.

After the record card was uploaded, its attributes will appear in the bottom of the page, having the possibility of new revisions before publishing / draft saving.

The *Associated inventory of sources* tab allows user to upload an excel file for an inventory.

The user will firstly search the record card for which the associate inventory of sources is needed. After hitting the Set card button, the inventory file can be chosen from the computer. The upload will be finished by hitting the Push here button.



2.2.9 Published record card

In this menu user can see the record cards which were published by him, provided that he has previously added record card, saved draft the record card, click on Publish button and received a confirmation message.

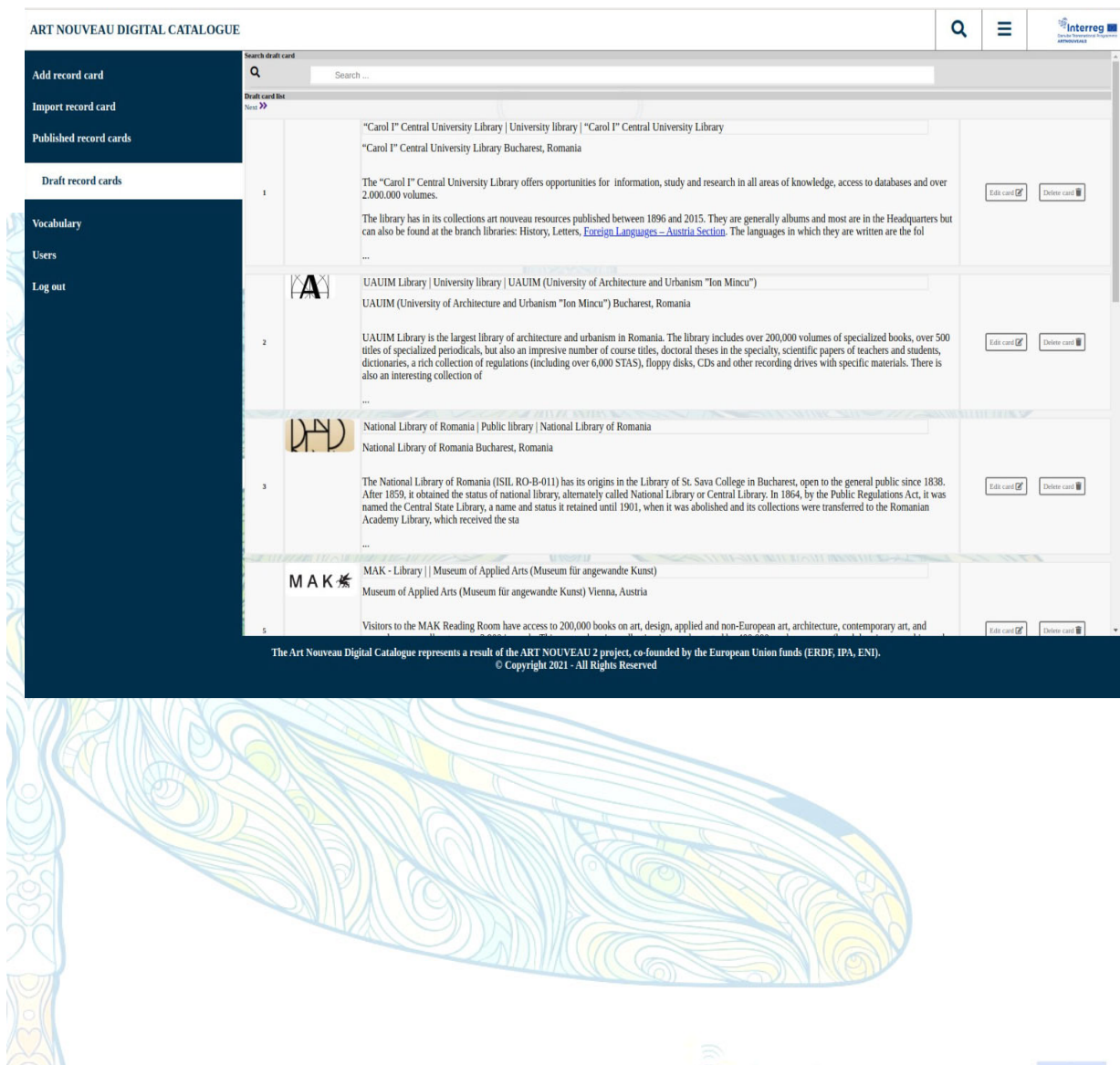
The screenshot shows the 'ART NOUVEAU DIGITAL CATALOGUE' interface. On the left is a dark blue sidebar with navigation links: 'Add record card', 'Import record card', 'Published record cards', 'Draft record cards', 'Vocabulary', 'Users', and 'Log out'. The main content area has a top bar with a search icon, a menu icon, and the Interreg logo. Below this is a row of buttons: 'Add books or catalogues', 'Add periodicals or magazines', and 'Add articles'. A large white modal box with a red border is centered on the screen, displaying the message: 'Operation is complete. Please resume your normal activity.' with a 'Close' button at the bottom. To the right of the modal, there is a link: 'Link (direct link to the platform where the source was published / detailed - If existing)' with a 'test.ro' link. At the bottom of the main area, there are buttons for 'Preview', 'Save added record details', 'Export', 'Print', and 'Print v2'. A footer bar at the bottom states: 'The Art Nouveau Digital Catalogue represents a result of the ART NOUVEAU 2 project, co-funded by the European Union funds (ERDF, IPA, ENI). © Copyright 2021 - All Rights Reserved'.

In this section, users can see the list of published record cards, edit and delete them.

The screenshot shows the 'ART NOUVEAU DIGITAL CATALOGUE' interface with the 'Published record cards' section active. The sidebar is the same as in the previous screenshot. The main content area has a search bar at the top. Below it is a table of published record cards. The table has three columns: a number, a logo, and a description. The first card is for 'Museum of Arts and Crafts - Museum Library | Museum library | Muzej za umjetnost i obrt / Museum of Arts and Crafts'. The second card is for 'MUO INDIGO Repository | Public repository | Museum of Arts and Crafts'. The third card is for 'CYBOTHILA SZABADKA SUBOTICA | Tourist Organisation of Subotica | Organisation archive | Tourist Organisation of Subotica'. Each card has an 'Edit card' button and a 'Delete card' button. At the bottom, the same footer bar is present: 'The Art Nouveau Digital Catalogue represents a result of the ART NOUVEAU 2 project, co-funded by the European Union funds (ERDF, IPA, ENI). © Copyright 2021 - All Rights Reserved'.

2.2.10 Draft record card

In this section users can see their drafts only. They can be edited, deleted and published.







ART NOUVEAU DIGITAL CATALOGUE

Search draft card

Search ...

Draft card list

Next >>

1		<p>"Carol I" Central University Library University library "Carol I" Central University Library</p> <p>"Carol I" Central University Library Bucharest, Romania</p> <p>The "Carol I" Central University Library offers opportunities for information, study and research in all areas of knowledge, access to databases and over 2.000.000 volumes.</p> <p>The library has in its collections art nouveau resources published between 1896 and 2015. They are generally albums and most are in the Headquarters but can also be found at the branch libraries: History, Letters, Foreign Languages - Austria Section. The languages in which they are written are the fol</p> <p>...</p>	<p>Edit card</p> <p>Delete card</p>
2		<p>UAUIM Library University library UAUIM (University of Architecture and Urbanism "Ion Mincu")</p> <p>UAUIM (University of Architecture and Urbanism "Ion Mincu") Bucharest, Romania</p> <p>UAUIM Library is the largest library of architecture and urbanism in Romania. The library includes over 200,000 volumes of specialized books, over 500 titles of specialized periodicals, but also an impressive number of course titles, doctoral theses in the specialty, scientific papers of teachers and students, dictionaries, a rich collection of regulations (including over 6,000 STAS), floppy disks, CDs and other recording drives with specific materials. There is also an interesting collection of</p> <p>...</p>	<p>Edit card</p> <p>Delete card</p>
3		<p>National Library of Romania Public library National Library of Romania</p> <p>National Library of Romania Bucharest, Romania</p> <p>The National Library of Romania (ISL RO-B-011) has its origins in the Library of St. Sava College in Bucharest, open to the general public since 1838. After 1859, it obtained the status of national library, alternately called National Library or Central Library. In 1864, by the Public Regulations Act, it was named the Central State Library, a name and status it retained until 1901, when it was abolished and its collections were transferred to the Romanian Academy Library, which received the sta</p> <p>...</p>	<p>Edit card</p> <p>Delete card</p>
4		<p>MAK - Library Museum of Applied Arts (Museum für angewandte Kunst)</p> <p>Museum of Applied Arts (Museum für angewandte Kunst) Vienna, Austria</p> <p>Visitors to the MAK Reading Room have access to 200,000 books on art, design, applied and non-European art, architecture, contemporary art, and</p> <p>...</p>	<p>Edit card</p> <p>Delete card</p>

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2.2.11 Vocabulary

Vocabulary is the second most important part of Art Nouveau Digital Catalogue.

The main screen will allow user to create Thematic Lists and to search keywords in their content, both national and English.

The screenshot displays the 'ART NOUVEAU DIGITAL CATALOGUE' Admin User Interface. On the left is a dark blue sidebar with navigation links: 'Add record card', 'Import record card', 'Published record cards', 'Draft record cards', 'Vocabulary' (highlighted), 'Users', and 'Log out'. The main content area is titled 'CREATE THEMATIC LIST OF KEYWORDS' and contains three sections: 'UPLOAD TO THEMATIC LIST OF KEYWORDS' with a 'Select list' dropdown, 'EXPORT THEMATIC LIST OF KEYWORDS' with a 'Select list' dropdown, and 'Insert new keyword' with a 'Select list' dropdown. On the right, there is a 'Search for keyword' section with 'English' and 'National' tabs, and a 'THEMATIC LIST' section showing a list of categories: 'actors', 'concept terms', 'object type', 'art type', 'Generic English', 'Generic National Language', and 'names of important actors_EN_HU'. Each category has 'View', 'Export to excel', 'Edit', and 'Delete' buttons. At the bottom, there is a footer with 'Legal information', 'Privacy Policy', and 'Cookie List' links, and a statement: 'The Art Nouveau Digital Catalogue represents a result of the ART NOUVEAU 2 project, co-funded by the European Union funds (ERDF IPA - ENI)'.

When typing the first keyword in **Create Thematic List of Keywords**, new features will appear on the screen:

- dropdown for the type of the thematic list:
 - a fixed list contains keywords discussed by experts in previous projects (e.g. Partage Plus) and can be edited only by superadmin;
 - a non-fixed lists contains keywords from record cards that are not part of fixed lists and come under a certain category (e.g. names of important actors, places, buildings); the keywords that are not part from a category are gathered in Generic English / Generic National Language lists; the non-fixed lists can be created / edited by any user;
- dropdown for selecting the language of the thematic list (choose between en – English and na - National);
- the Add thematic list button.

This screenshot shows the same 'ART NOUVEAU DIGITAL CATALOGUE' Admin User Interface, but with the 'builder' keyword entered in the 'CREATE THEMATIC LIST OF KEYWORDS' input field. Below the input field, two new dropdown menus have appeared: one for 'No' (likely for list type) and another for 'en' (for language). An 'Add thematic list' button with a plus icon is also visible. The rest of the interface, including the sidebar and the 'THEMATIC LIST' section on the right, remains the same as in the previous screenshot.

Upload option will allow the user to select file from the PC after selecting the recently added name for the thematic list. Upload keyword file should have .xl format and this process will finish after hitting the Push here button.

ART NOUVEAU DIGITAL CATALOGUE

Add record card
Import record card
Published record cards
Draft record cards

Vocabulary

Users
Log out

CREATE THEMATIC LIST OF KEYWORDS

UPLOAD TO THEMATIC LIST OF KEYWORDS
Select list
names of important actors_NA_

Upload keywords file
Choose File No file chosen
Push here

EXPORT THEMATIC LIST OF KEYWORDS
Select list
Select your option

Insert new keyword
Select list
Select your option

Search for keyword
English National

THEMATIC LIST

actors
View Export to excel Edit Delete

concept terms
View Export to excel Edit Delete

object type
View Export to excel Edit Delete

art type
View Export to excel Edit Delete

Generic English
View Export to excel Edit Delete

Generic National Language
View Export to excel Edit Delete

names of important actors_EN_HU
View Export to excel Edit Delete

Legal information Privacy Policy Cookie List

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Export will save the file of the desired thematic list to the Downloads folder.

To **edit** the thematic list, the user can add a new keyword and can delete or edit an existing one.

To add a new keyword, it is important to select the list in which the keyword will be part of, the language (English or National/Local) and then hit the Add keyword button.

ART NOUVEAU DIGITAL CATALOGUE

Add record card
Import record card
Published record cards
Draft record cards

Vocabulary

Users
Log out

CREATE THEMATIC LIST OF KEYWORDS

UPLOAD TO THEMATIC LIST OF KEYWORDS
Select list
Select your option

EXPORT THEMATIC LIST OF KEYWORDS
Select list
actors
Export to excel

Insert new keyword
Select list
art type

English Local
Add keyword

Search for keyword
English National

THEMATIC LIST

actors
Collapse Export to excel Collapse Delete
Edit Delete

architect
actors en
Edit Delete

artist
actors en
Edit Delete

Legal information Privacy Policy Cookie List

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The Edit button of one of the thematic lists will guide the user to delete an existing keyword or to edit it. A keyword can be modified by adding/deleting characters, can be sent to another thematic list or can fall under another language category.

Thematic lists can be viewed, export to excel, edited and deleted.

Please note that Delete action is irreversible.

A keyword can be searched depending by the language category. The function shows the title of the thematic list which it is part of, the language and can also be edited / deleted.

For the accuracy of the platform, it is strongly recommended to add first keywords in one thematic list. Please add words with lower-case letters (only names make exception and nouns in German) and not plurals.

2.2.12 Users

This Tab menu is available only to super admin. A dedicated Super Admin training will be delivered to designated personnel.

2.2.13 Log Out

Log out button will close the admin user interface and will open the main menu of the Art Nouveau Digital Catalogue, general visitor interface.

2.2.14 Interreg Website

By clicking on the Art Nouveau Interreg Logo on the upper right corner, visitor can access the official website of the project - <https://www.interreg-danube.eu/approved-projects/artnouveau2>.

The Danube Transnational Programme is a financing instrument of the European Territorial Cooperation (ETC), better known as Interreg. ETC is one of the goals of the European Union cohesion policy and provides a framework for the implementation of joint actions and policy exchanges between national, regional and local actors from different Member States. The Danube Transnational Programme (DTP) promotes economic, social and territorial cohesion in the Danube Region through policy integration in selected fields. You may read full presentation of the program [here](#).

3 Search Option and Keywords

3.1 Search Option

By **clicking on** the magnifying glass the user **can type** any needed keyword to access of list of record cards, published by him.

NOTE: please type minimum 1 letter or 1 word to narrow the search.

The screenshot displays the 'ART NOUVEAU DIGITAL CATALOGUE' search interface. On the left is a dark blue sidebar with navigation links: 'Add record card', 'Import record card', 'Published record cards', 'Draft record cards', 'Vocabulary', 'Users', and 'Log out'. The main content area has a search bar with the text 'pele'. Below the search bar, a list of results is shown. The first result is 'Peleş National Museum Sinaia, Romania', which includes a description of the castle and its historical significance. The second result is 'Archive of Peleş National Museum | Museum archive | Peleş National Museum', also with a description. The third result is 'Szecssziós Magazin (Art Nouveau Magazine) | Public library | Szecssziós Magazin', which describes an advertising-free website for art nouveau content. Each result card has an 'Edit card' button. At the bottom of the page, there is a footer with 'Legal information', 'Privacy Policy', and 'Cookie List' links.

Search function will list below only the record cards which contain the inserted word in the title of the record card. It will allow the user to [edit card](#).

The **list with all record cards** is shown below the search results.

It will allow the user to navigate between pages by clicking [Next arrow](#) on the top of the list. It will also allow accessing [Edit Card](#) menu.

3.2 Keywords

There are two types of keywords used for each resource listed in Art Nouveau Digital Catalogue, in English and in national language of the partners. If your language contains any special letters, accents or signs, feel free to use them as well. But revert to English or no special character keywords if there are no search results.

The list of all languages you can use keywords from:

- ✓ English
- ✓ German
- ✓ Hungarian
- ✓ Slovak
- ✓ Romanian
- ✓ Serbian
- ✓ Croatian

4 Index

If you encounter issues not addressed by this user guide, please contact the National Institute of Heritage – Art Nouveau 2 project team for additional support. (artnouveau@patrimoniu.ro)