# Falmouth History Archive Database Part 3

Annotations

Annotations are comments that you can add to a record for any reason you choose. They do not form part of the Archive data but sit alongside it. Think of them as 'Post-it' notes; they are also yellow. They allow users to make personal[6] notes within the database as an aid to research, for sharing a comment between users, or for any other reason where a note sitting outside the data record is required. You can add annotations just for yourself, for all users or for a specified group or groups of users. Administrators can always see all annotations but otherwise you control who can view them. You must have either Editor or Administrator permission to add annotations.

To add an annotation, right click the record detail and click on **Add annotation** then choose the scope for your annotation from the submenu:
for everyone, **for me only** or **for specified group**.
In this example choose **for everyone**…
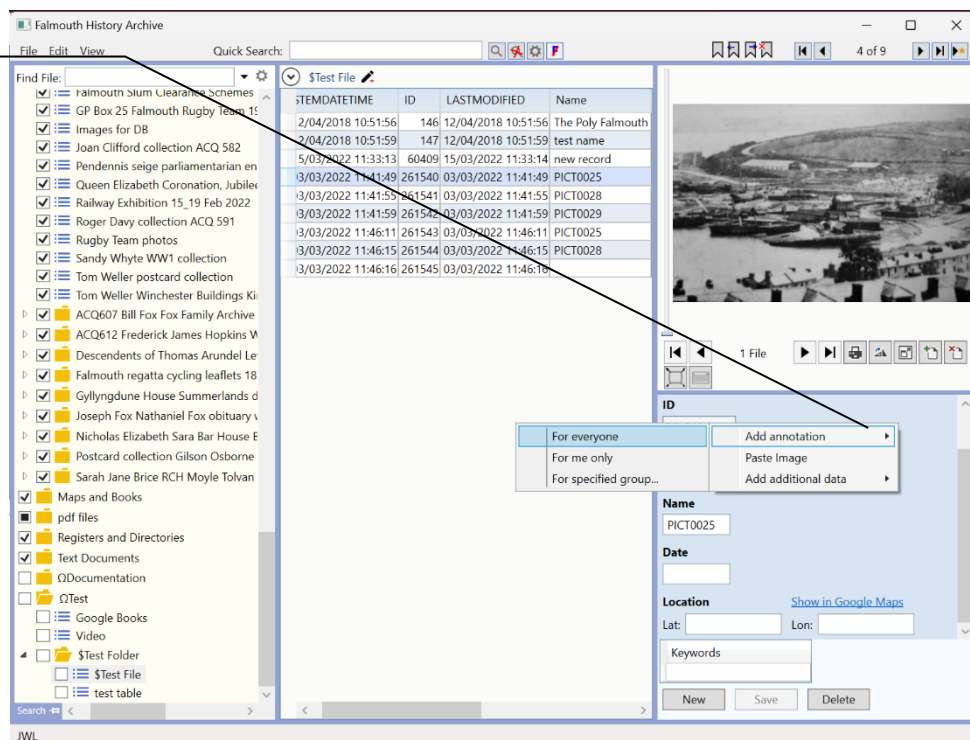
…this opens the **add annotation** dialog.
This has 2 tabs: the **Annotation** tab and the **Permissions** tab.
On the annotation tab there are 2 fields: **Caption** and **Annotation**.
ArchiveDb adds a default caption that you can edit as required. The caption can be a maximum of 100 characters.
The **Annotation** field is blank for you to enter your note. The annotation has an unlimited length.

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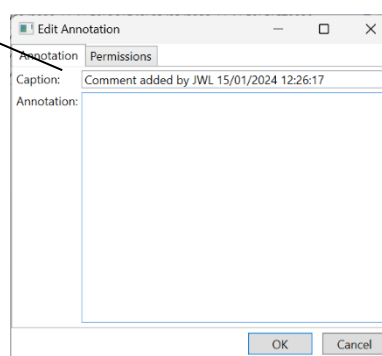
[6] Administrators can always see all annotations

Once you have typed the annotation text…

…click OK

Edit Annotation

Annotation | Permissions

Caption: Comment added by JWL 15/01/2024 12:26:17

Annotation: hello here is some text I am addingas a test annotation. This annotation is for everyone to see!

OK | Cancel

The annotation appears at the bottom of the record detail. Annotations have a yellow background. The record detail also has a yellow border applied. This is to indicate that this record has an annotation: because the annotation is at the bottom of the record detail it may be offscreen, the yellow border is an indication that you may wish to scroll down to see the comment.

This icon indicates that this of annotation is available for everyone to see:

Once you have clicked OK on the annotation, you need to save the record in order to save the annotation. Click **Save.**

Falmouth History Archive

File   Edit   View

Quick Search:

$Test File

STEMDATETIME	ID	LASTMODIFIED	Name
2/04/2018 10:51:56	146	12/04/2018 10:51:56	The Poly Falmouth
2/04/2018 10:51:59	147	12/04/2018 10:51:59	test name
5/03/2022 11:33:13	60409	15/03/2022 11:33:14	new record
3/03/2022 11:41:49	261540	03/03/2022 11:41:49	PICT0025
3/03/2022 11:41:55	261541	03/03/2022 11:41:55	PICT0028
3/03/2022 11:41:59	261542	03/03/2022 11:41:59	PICT0029
3/03/2022 11:46:11	261543	03/03/2022 11:46:11	PICT0025
3/03/2022 11:46:15	261544	03/03/2022 11:46:15	PICT0028
3/03/2022 11:46:16	261545	03/03/2022 11:46:16	

Find File:

- Falmouth Slum Clearance Schemes
- GP Box 25 Falmouth Rugby Team 19
- Images for DB
- Joan Clifford collection ACQ 582
- Pendennis seige parliamentarian en
- Queen Elizabeth Coronation, Jubilee
- Railway Exhibition 15_19 Feb 2022
- Roger Davy collection ACQ 591
- Rugby Team photos
- Sandy Whyte WW1 collection
- Tom Weller postcard collection
- Tom Weller Winchester Buildings Kil
- ACQ607 Bill Fox Fox Family Archive
- ACQ612 Frederick James Hopkins W
- Descendents of Thomas Arundel Le
- Falmouth regatta cycling leaflets 18
- Gyllyngdune House Summerlands d
- Joseph Fox Nathaniel Fox obituary
- Nicholas Elizabeth Sara Bar House E
- Postcard collection Gilson Osborne
- Sarah Jane Brice RCH Moyle Tolvan
- Maps and Books
- pdf files
- Registers and Directories
- Text Documents
- ΩDocumentation
- ΩTest
  - Google Books
  - Video
- $Test Folder
  - $Test File
  - test table

Search

1 File

03/03/2022 11:41:49

Name
PICT0025

Date

Location   Show in Google Maps
Lat: Lon:

Comment added by JWL 15/01/2024 12:26:17
hello here is some text I am addingas a test annotation. This annotation is for everyone to see!

Keywords

New | Save | Delete

JWL

Annotation text can be edited directly in the record detail pane, but the Caption cannot. Remember to Save after any changes.
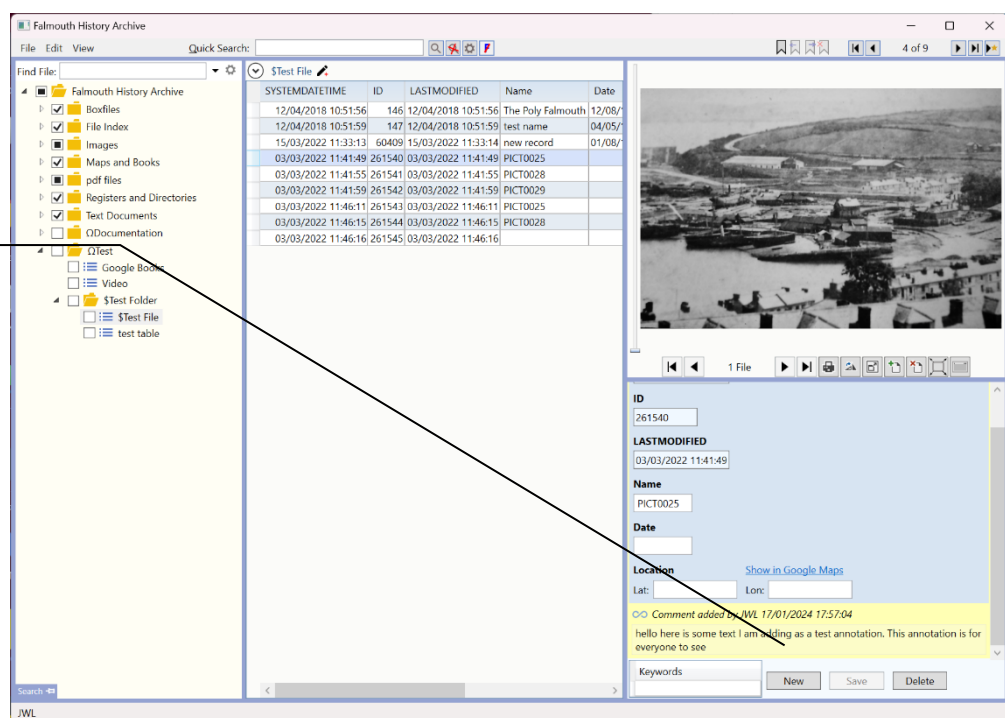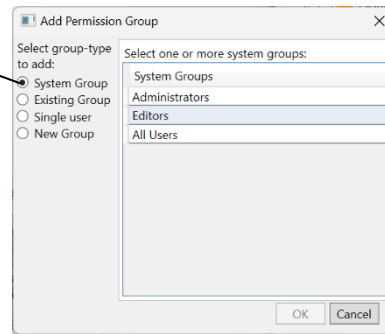
Adding annotations for groups of users

Right click the **record detail**, choose **Add annotation** then **for specified group** from the context menu…
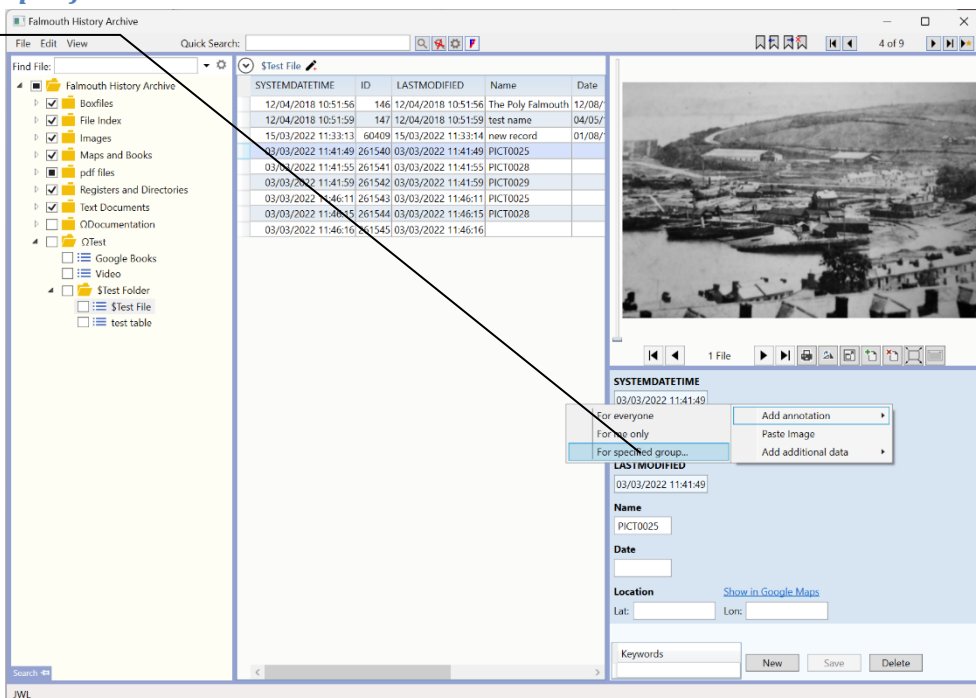
…the **Add Permission Group** dialog opens. There are 4 radio buttons:
System Group
Existing Group
Single User
New Group

Select the appropriate group type according to your requirement.

The permission groups are shared with the File permission groups. There are 3 system groups: *Administrators*, *Editors*, and *All Users*. All users belong to the *All Users* group, users having edit permission belong to the *Editors* group and users having administrator privilege belong to the *Administrators* group. Users are automatically added to their relevant group.

Existing group lists pre-existing user-defined groups. **Single user** lists all users and creates a specific type of group containing only the stated user. It is not possible to further edit a single user group. **New group** allows you to create a new group from the list of current users.

See **File Permission Groups** for more information.

In this example we will create a new user-defined group named *CCH+JWL*. Select **New Group**…

…give the group a name…

…select the Users. Hold down the control key to select multiple users.

Click **OK** when done
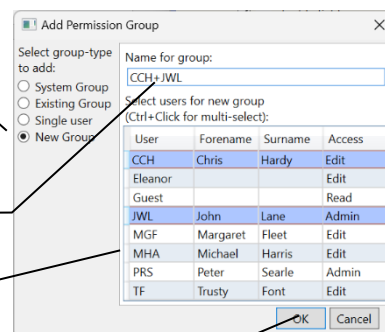
Edit the caption, if required and enter your annotation text.

Click **OK** when done

The annotation is added at the bottom of the record detail. Click **Save** to save the annotation with the record.

If you chose to add the annotation just for yourself, it will display this icon:

Annotations added for a single group of users display this icon: for System groups and this icon: for user-defined groups.

Annotations with more complex viewing permissions display this icon:

Editing annotations

Annotations can be edited to change the Caption, annotation text or scope (which users can see the annotation)

To edit, right-click the annotation and choose **Edit annotation** from the context menu.
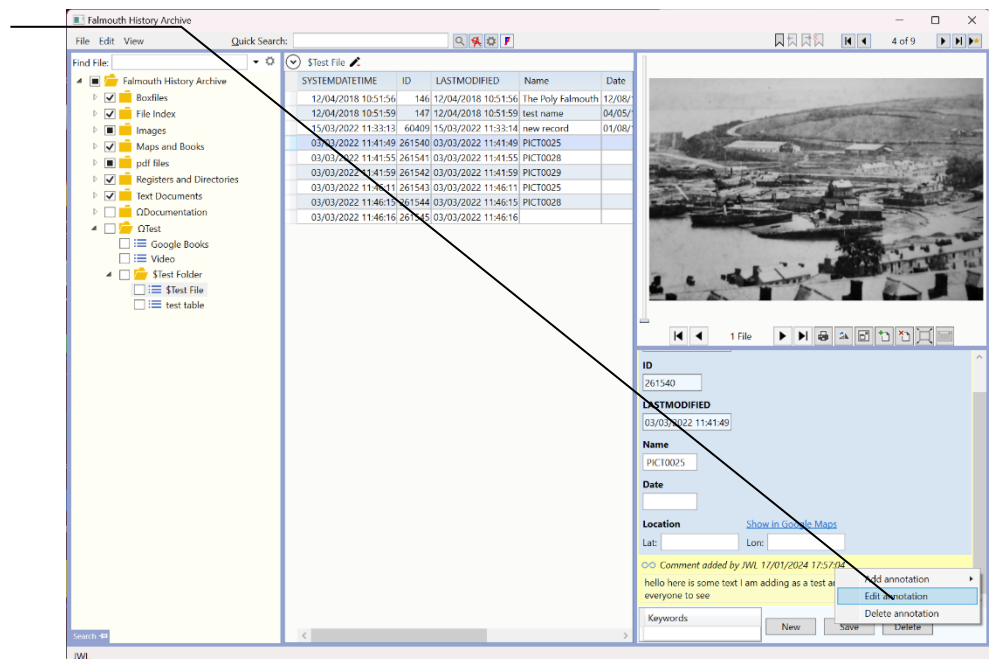
Make any necessary changes to Comment or Annotation text on the **Annotation** tab…
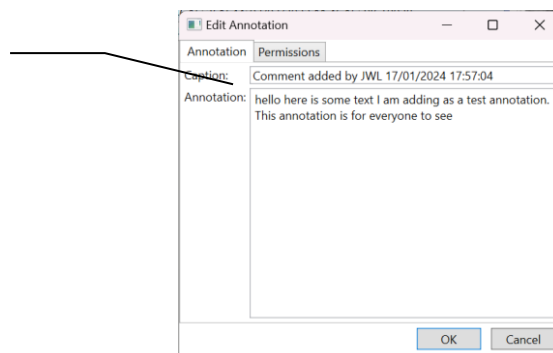
…the **Permissions** tab allows you to change the scope of the annotation. This annotation can be viewed by all. To restrict that you add a group of users as described, above.
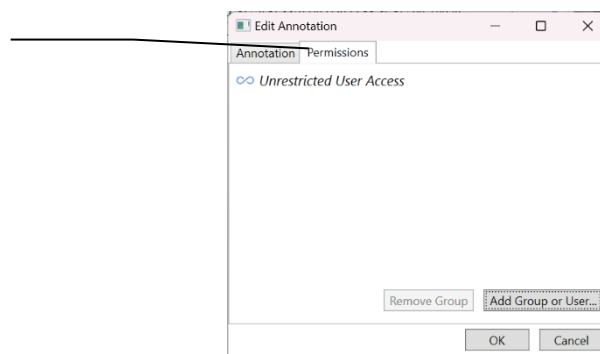
Deleting annotations

To delete an annotation, right-click the annotation and choose **Delete annotation** from the context menu…
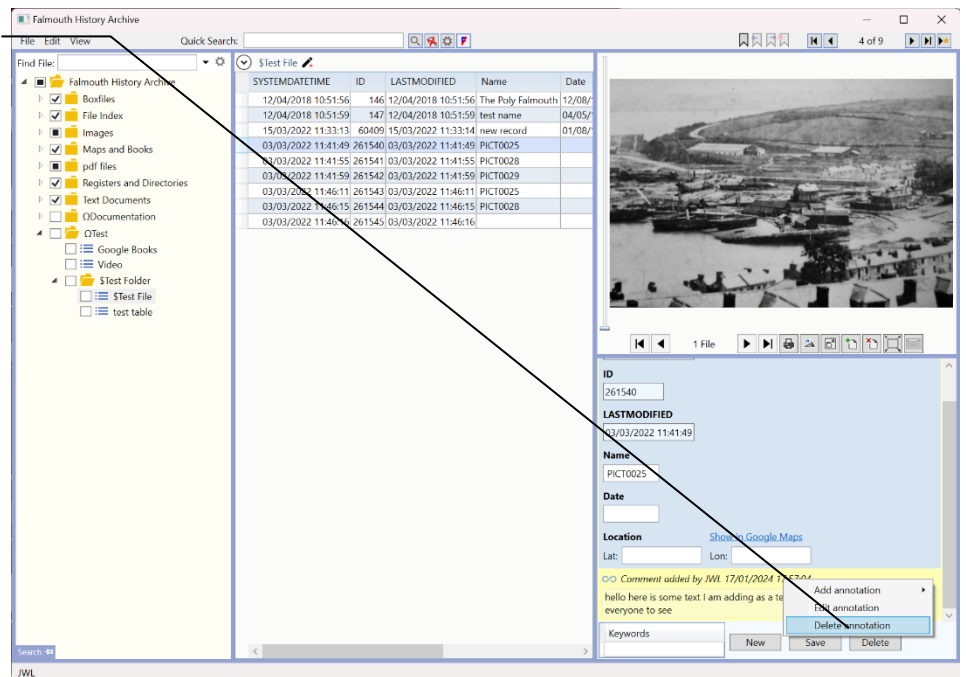
…you will see a message like this. The message requires you to confirm deletion and also informs you that you need to *Save the record after deleting the annotation* to complete the deletion.
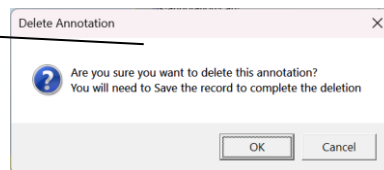
Complete the deletion by clicking **Save** or using keyboard shortcut **Ctrl+S**.
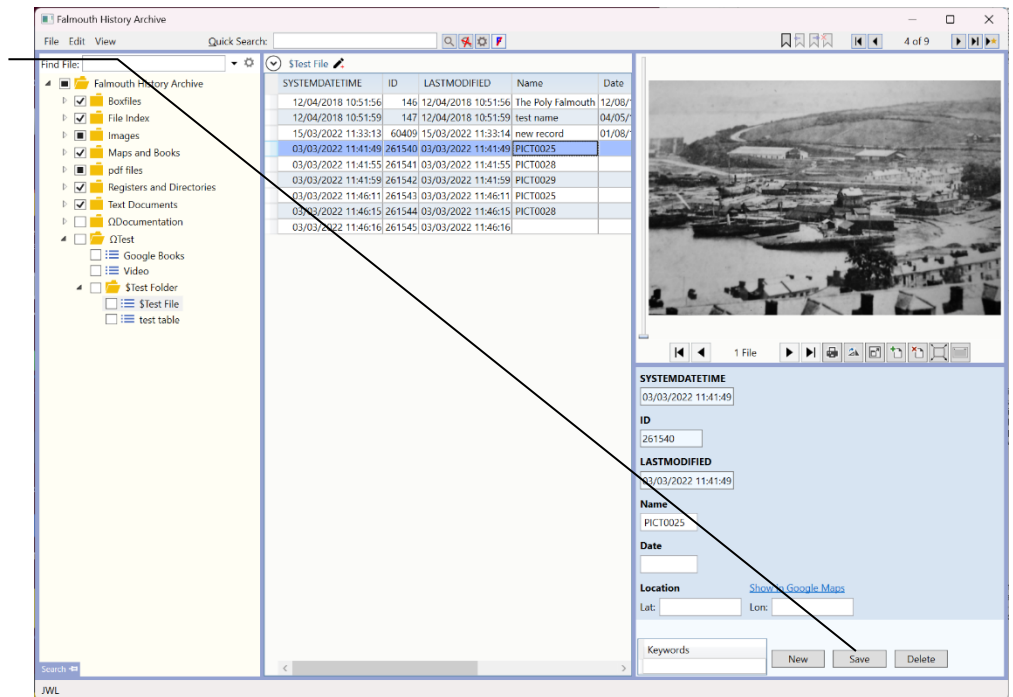
Searching annotations

Annotations can be searched using the detailed searches but not the quick search. If you have administrator rights the search applies to all annotations. If you do not have administrator rights the search applies to only those annotations to which you have access: '*My Annotations'*.

To view the detailed searches, either choose **Detail Search** from the **View** menu or click on the **Search** button at the bottom left of the file Treeview.
On the *Selected File/Schema* tab there is a yellow checkbox field for each of the annotation text and caption. As stated above, the search applies only to those annotations to which you have access. The annotation text and caption fields are both text fields. See *Detailed Searches* for more information on searching text fields.
The annotation text is a long text field and cannot be sorted.
Caption cannot be sorted in the *Selected File/Schema* search.
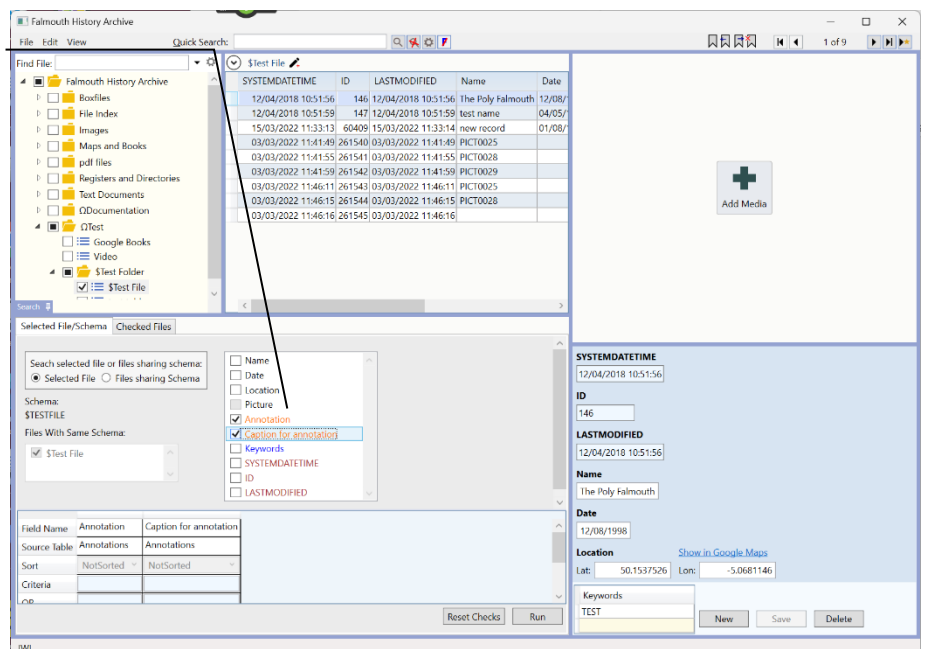
On the **Checked Files Search** annotations appear as a table labelled *My Annotations*. This has 2 fields: **Annotation text** and **Caption**.

As in the *Selected File/Schema* search, you are only able to search annotations to which you have access. If you are an administrator, then that is all annotations.

In the **Checked Files Search** it is possible to sort the annotation captions but, again, not possible to sort annotation text as this is a long text field.

See *Detail Searches* for more information on searching text fields.
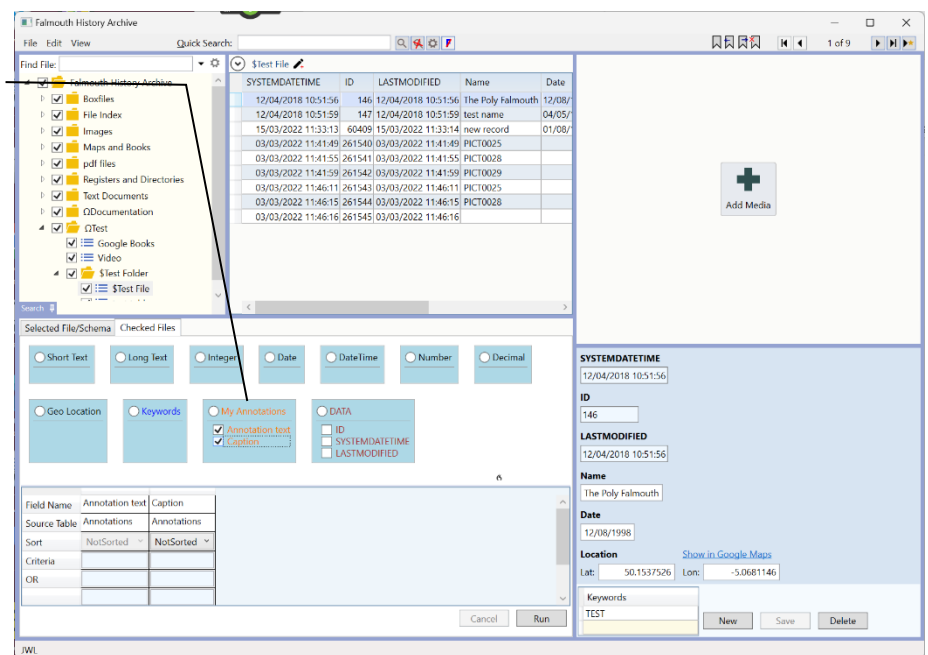
Export Datagrid

It is possible to export the contents of the datagrid to an existing Microsoft Access database. The database can be either an *.mdb or *.accdb file. It is possible to export an entire table or the results of a detailed search. It is currently not possible to export the results of the Quick Search.

Export browsed file records

To export all records in the **File *BF11 Penryn***, select the File for browse…
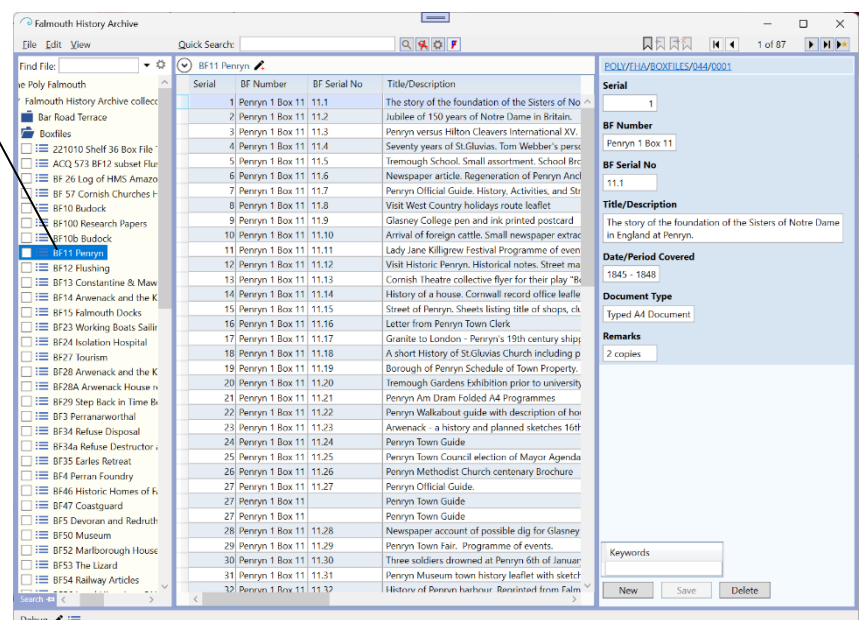
…and click **Export DataGrid** from the **File menu**
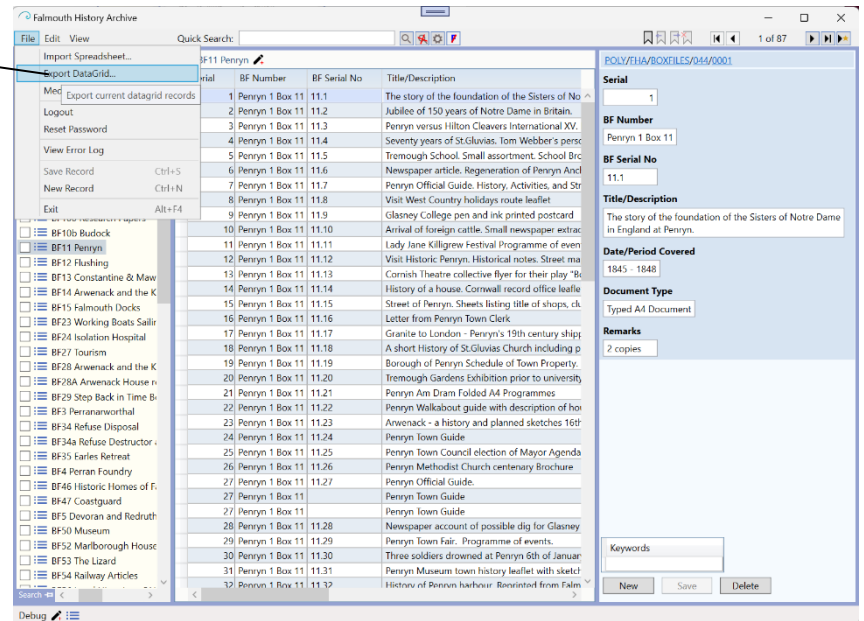
Navigate to and select the existing *Access database file* that is to be the destination…

…click **Open**
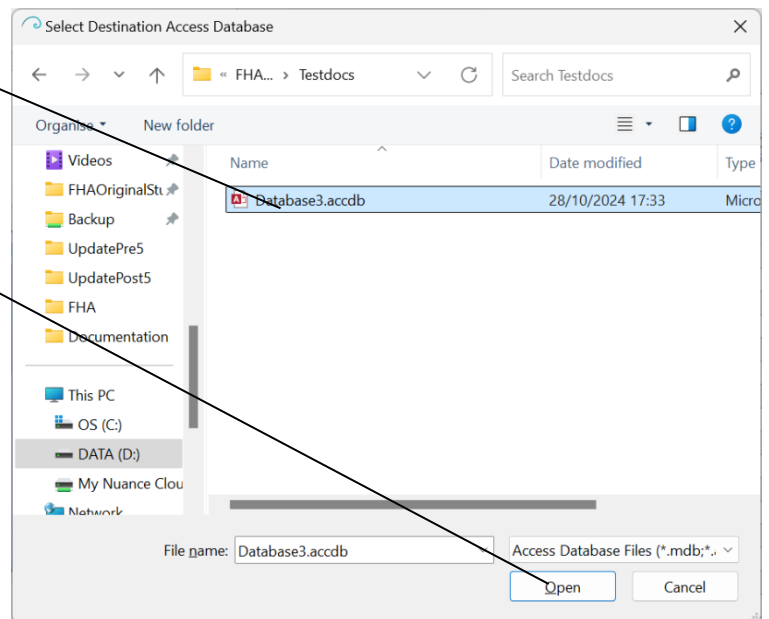
Select any additional fields from the **Primary Record** that you wish to include in the export

Click **Start Export**

You can add additional fields from the primary record. These are:

SYSTEMDATETIME (date/time the record was created)

ID (Primary Key of record)

FK_FILES (Foreign Key to the parent File, i.e. File ID)

ID_PARENT (Foreign Key to the parent record. This will currently be an empty value)

LASTMODIFIED (date/time the record was last modified)

FINC (*Record Serial Number*: Serial number of record within File)

UID (Universally Unique Identifier for record)

D_PRIM_TITLE (Record title, if any)

Of these, the most useful are likely to be ID and FK_FILES as these allow you to create useful joins to other exported tables. Creating joins in exported tables is an advanced topic that is not further discussed, here.

Output table in Browse File export

ArchiveDb field names in the output are preceded by F_ as this prevents field names conflicting with Access reserved words.
The ArchiveDb field name shown is the underlying fieldname without spaces. It may differ slightly from the *Caption* displayed on screen

Export Selected File search

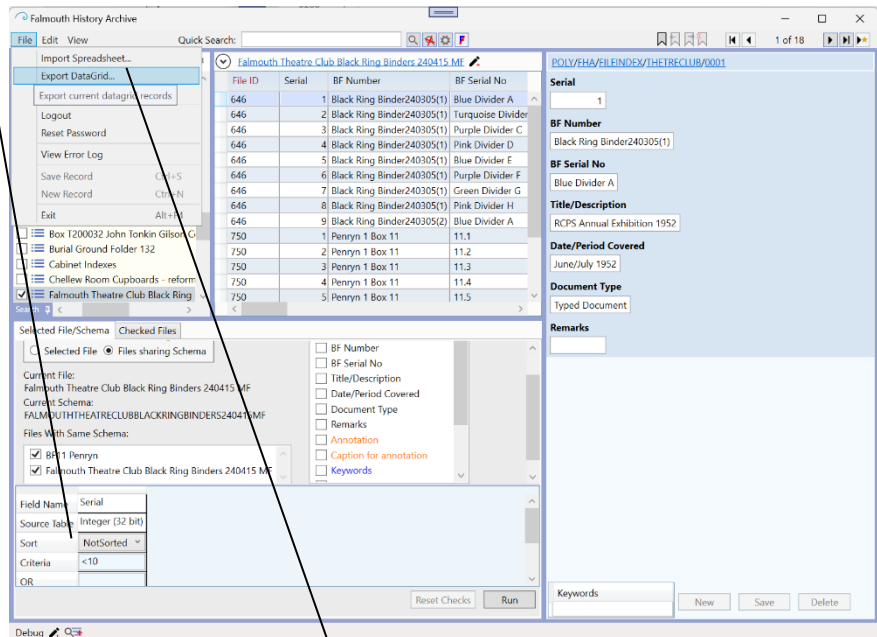This is a query to generate a subset of the selected file where the *Serial* value is <10…

…click **Export** DataGrid to export the results of the query. The remaining steps are the same as those outlined, above.

Export Files Sharing Schema search

This is a query to generate a subset of the selected files where the *Serial* value is <10…

…click **Export** DataGrid to export the results of the query.

After selecting the access database the Export dialog will be presented with a default name for the table to be created. You may wish to change this to something more meaningful.
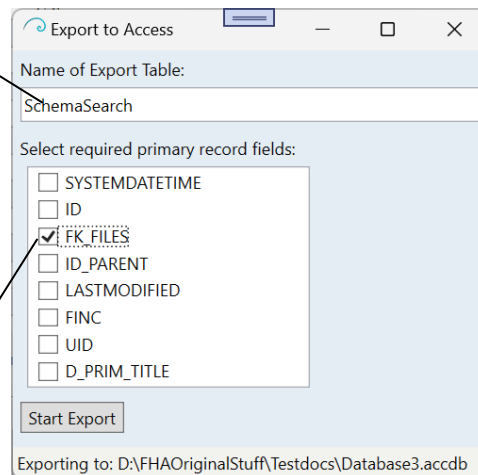
FK_FILES (File ID) should be included in the additional fields as the search may return records from more than one file and you may need to differentiate those files in the output.

Export checked files search

The exported table matches the field selection you make. FK_FILES is always include in the output as the result of the checked files search may include records from many files. FK_FILES cannot currently be selected as a query field. *Record Serial Number* is equivalent to *FINC* in the Export dialog.
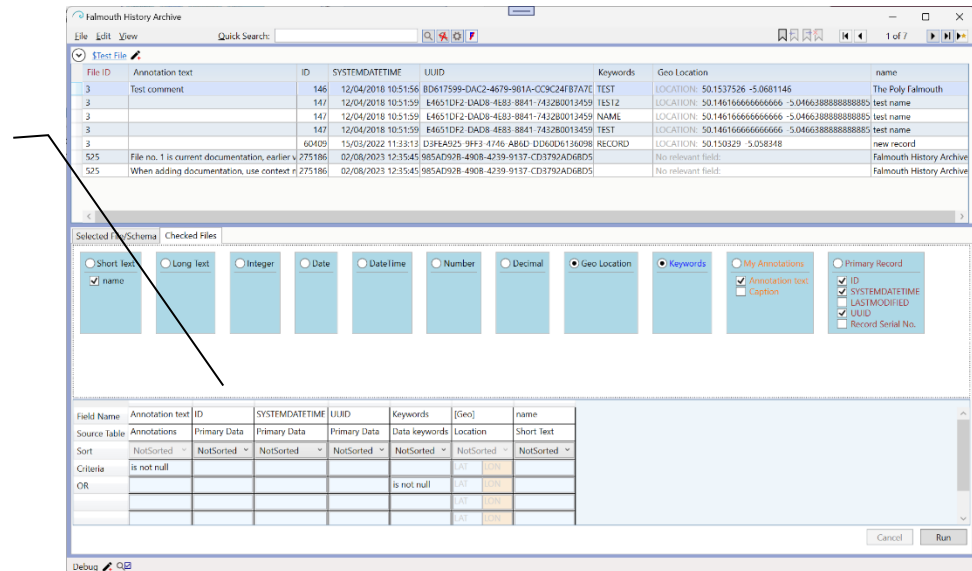
Set up and run the search then click **Export DataGrid** from the **File** menu

Select the Access database as outlined in previous steps.

The Export dialog will be presented with a default name for the table to be created. You may wish to change this to something more meaningful.

The primary record field selection cannot be edited: it is determined by the field selection you made when setting up the query. FK_FILES (File ID) is always included both here and in the query result.
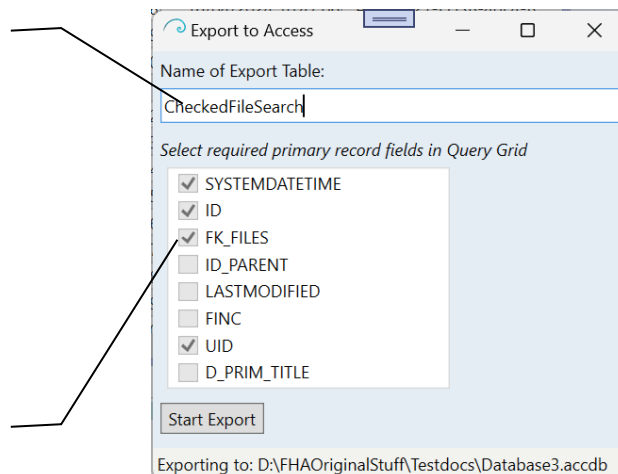
Output table in Checked Files Search

ArchiveDb field names in the output are preceded by F_ as this prevents field names conflicting with Access reserved words.

If the ArchiveDb query field is a DSUB table (ie un-named field), there are 2 columns generated per ArchiveDb field: the first is the field name and that is listed in the FNAME_DSUB_xyz column. In this example the field name in ArchiveDb is *LOCATION*. If you have selected a table that does not have data in all the checked files, *No Relevant Data* will be shown, as required.

Location data (DSUB_GEO) is output in 2 columns, LAT and LON. Decimal table data (DSUB_DEC) also outputs the prefix and value in separate columns

This column's source is a field common to the checked files in the search and the column name begins F_ followed by the ArchiveDb field name

Administrator Privileges

Files Context Menu: Additional Commands

The administrator role adds 2 new commands to the *File* context menu: **Delete File** and...

...**Re-index File**
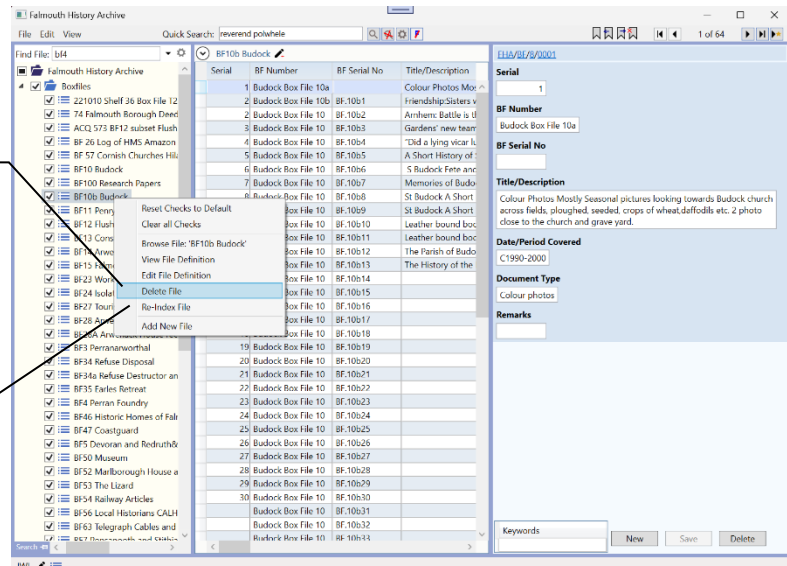
Re-index File

The re-index File command rebuilds the word and date indices for the specified file. These indices were discussed earlier under the heading *Record indexing and searching*. It should rarely be necessary to rebuild the index of an individual File, it is much more likely that you will need to rebuild the index for the whole database; see *Index All*, later.

Delete File

This command is only available to Administrators as it will permanently delete not only the selected File but all records contained within that File. For that reason, you are safeguarded by having to OK a couple of message boxes first.
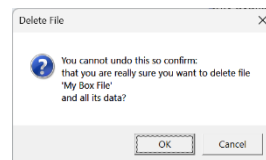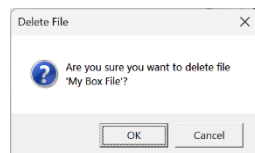
Folder Context Menu: Additional Commands

There are 3 additional commands on the series context menu:

...**Add New Folder**...

...**Edit Series Definition**...

...**Delete Series Folder**
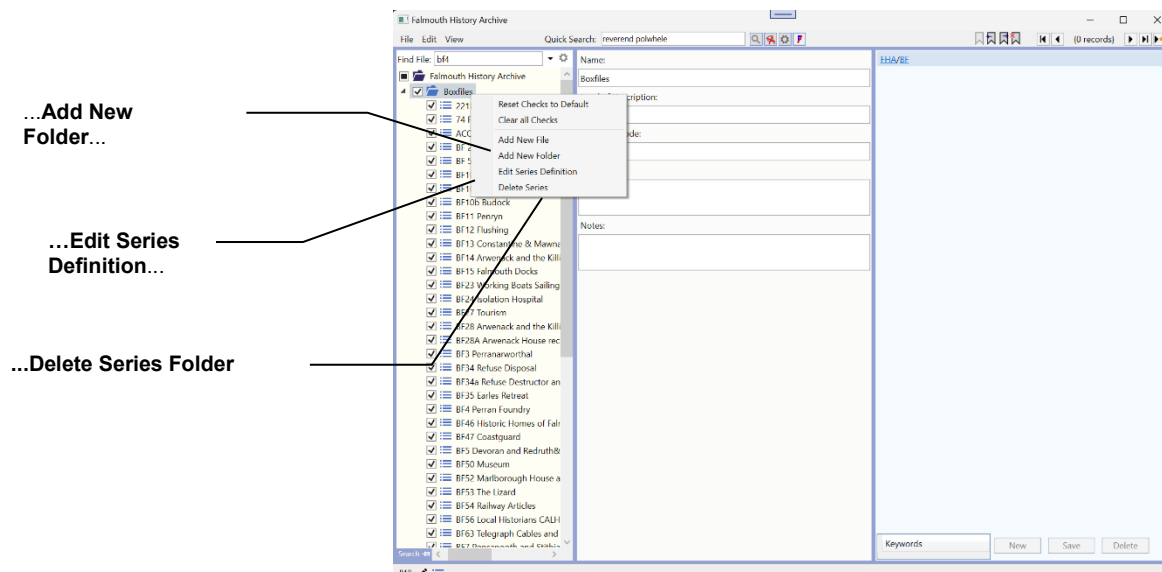
Edit Folder Definition

Folders can be Fonds, Sub-Fonds, Series, etc. The context menu item will state which folder type it refers to.

The folder definition has several fields: Title, Hierarchy Code, Hierarchy Level, Description and Notes. The Title field can contain up to 100 characters, Hierarchy Code 10 alphanumeric characters, Description and Notes are unlimited. The most important ISAD(G) fields are included beneath Notes.

Hierarchy Code

Hierarchy Code forms part of the Hierarchy Reference Number and is mandatory. It must be unique within its folder. You may choose to use numbers or a more meaningful alphanumeric convention.

Corresponds to ISAD(G) Reference Code.

Hierarchy Level

Corresponds to ISAD(G) Level of Description

Hierarchy Level is selected from the list. The available options are filtered by the parent folder hierarchy level. In this example the parent folder is a **Fonds** and children of **Fonds** may be **Sub-Fonds** or **Series**. The **Unspecified** option is always available and **Unspecified** folders have yellow folder icons
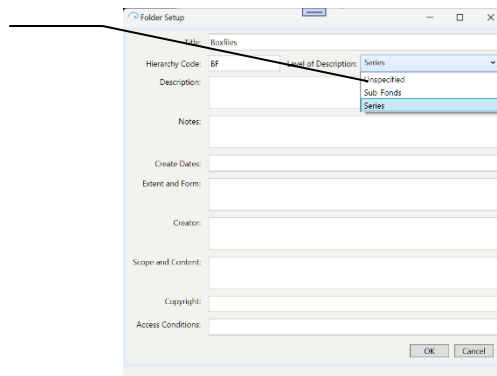
The full list of Hierarchy Levels is:

Institution

Fonds

Sub-Fonds

Series

Sub-Series

File

Item

ArchiveDb allows unlimited Sub-Sub(etc)-Fonds and Sub-Sub(etc)-Series.

Add New Folder

In this example we create a *Sub-Series* of *Boxfiles.* Right click *Boxfiles* and choose **Add New Folder**
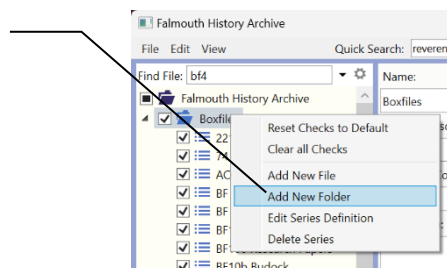
Complete fields as required: it is mandatory to give the folder a title and Hierarchy Code. A default numeric code has been assigned. You can give this a meaningful alphanumeric value.

The parent folder was a **Series** and the only options for a child of a **Series** are **Sub-Series** or **Unspecified**.

When all required fields have been completed, click **OK**.

My New Sub-Series, is placed hierarchically and alphabetically
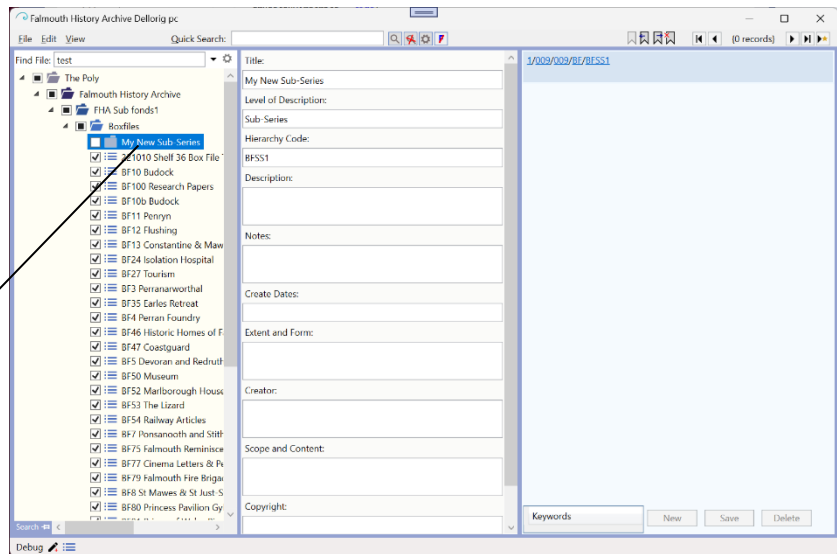
Delete Series Folder

In order to delete a series folder you must first empty it of Files. This can be done by moving all the Files to another series, see below.

Dragging and dropping Files and Folders

To move the *My New Sub-Series* folder to the *ΩTest* Series, select *My New Sub-Series* with the left mouse button, then drag to the *ΩTest* Series...
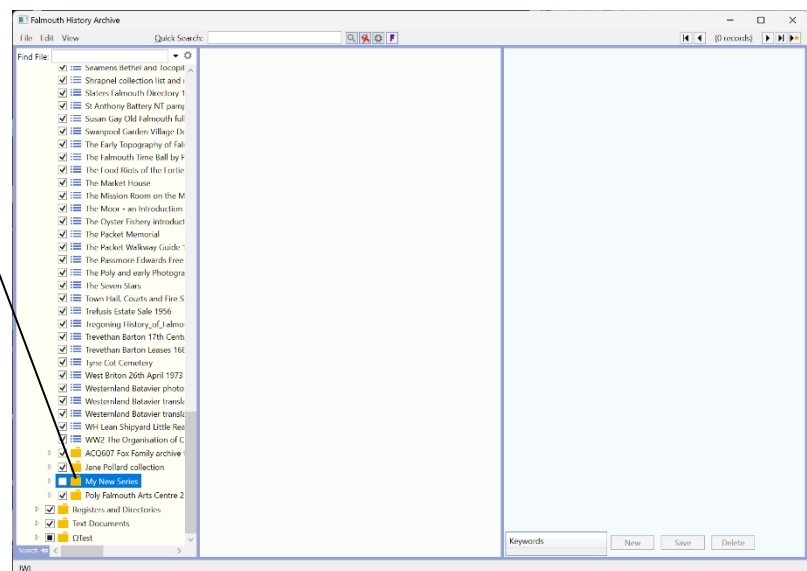
...accept the message...
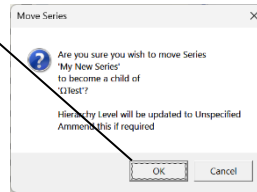
...and the folder will be reallocated along with any contained files
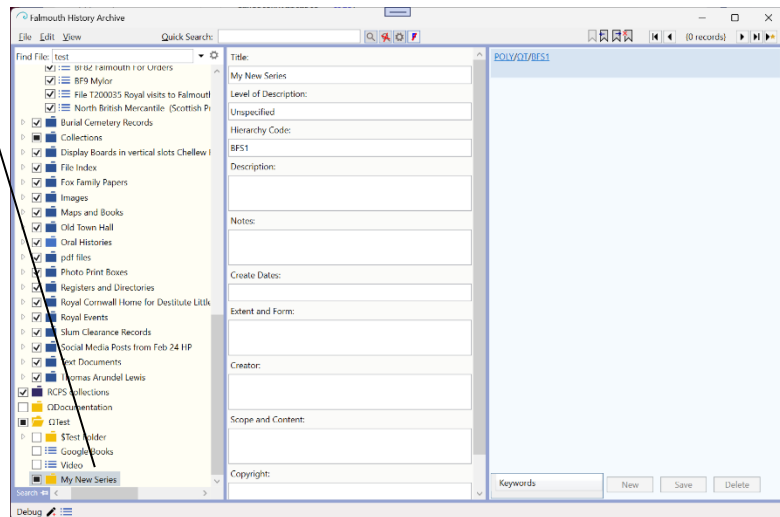
Individual Files can be moved between folders by dragging and dropping in a similar manner.

Duplicate Codes on Dropping

Hierarchy Codes are constrained to be unique within their folder. This means that, if you drag a folder from another folder, its existing code may duplicate a code that already exists in its destination. In that case you will see this message. This tells you that the code of the folder you are moving will be changed to the value shown in the message. You can OK the message and then follow up by editting to change the code in the dropped folder to a suitable value.
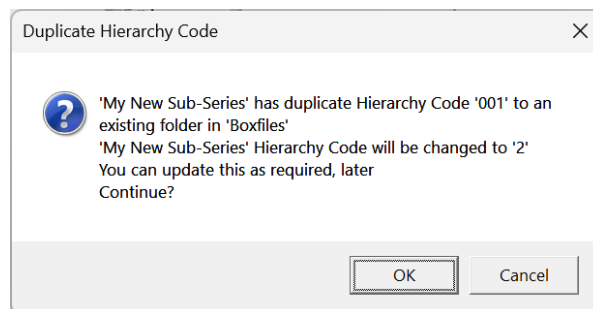
File menu: Additional Commands for Administrators

The **View Error Log** command is exclusive to the admin login...
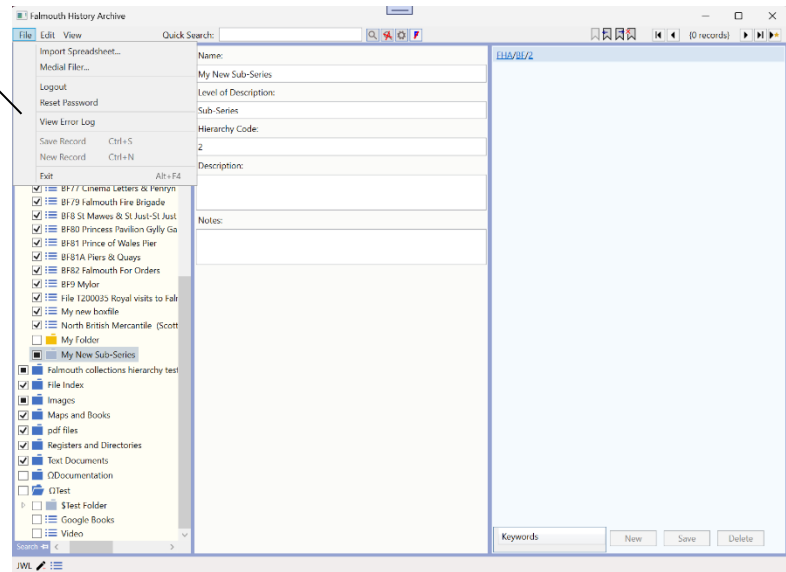
It opens this form…
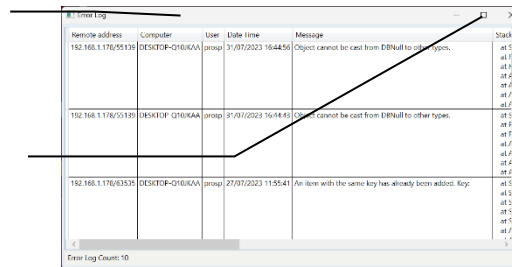
...you will need to maximise the form...

...and resize the columns to make it readable.

This is a list of all the program errors that have been trapped and recorded.
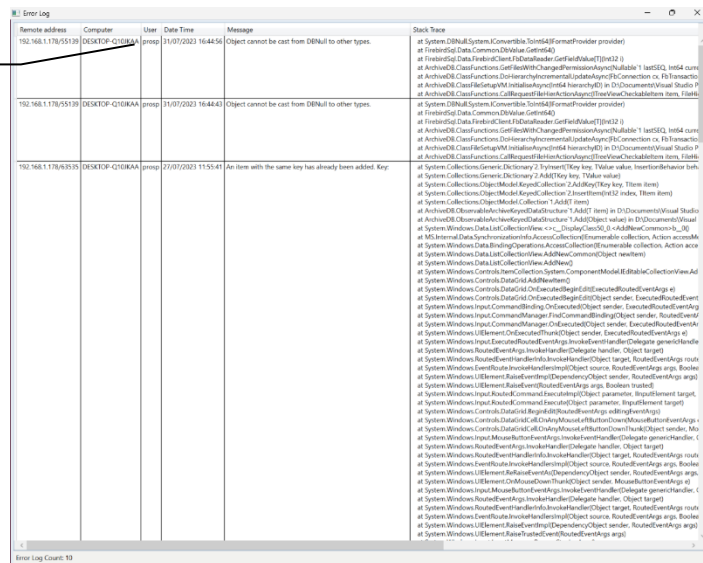
Edit menu: Additional Commands for Administrators

The *Index All* command rebuilds the word and date indices for the whole database. Expect this to take several hours.

Setup allows the **Archive Name** to be edited and sets the default image and document save locations.

Connection String sets the Firebird server database connection information

Paths sets the directories to which images and documents will be saved

Schemas currently displays a read-only list of Schemas with their associated files.

Permission Group Maintenance provides a couple of further commands on a sub menu, see below.

User Maintenance opens a dialog to add, edit and inactivate users. Includes password reset.

AV Transcription Tool Opens free standing AV Transcription Tool. See Appendix 2

Google API Key sets the Google API Key necessary to use some of the Geo-location features such as the address search
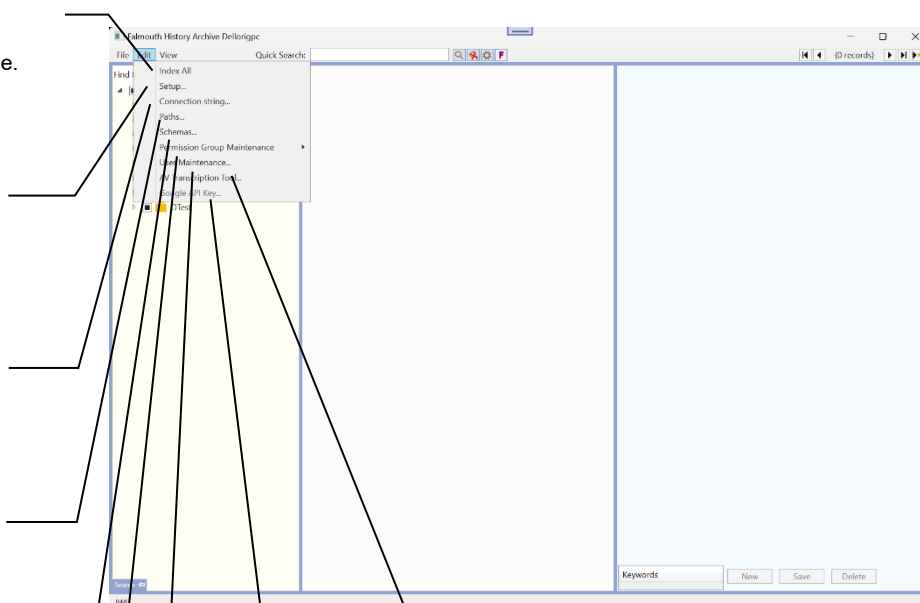
Index All

Complete re-indexation will be required if the list of common words excluded from the word index is changed at any time. It is also possible that the word counts associated with the index could become inaccurate if more than one user saves a record simultaneously and both records contain a matching word that is saved to the index at the same moment. This behaviour has not been validated but, as it is theoretically possible, assume it may happen at some point. The word counts are used to optimise the search SQL statements. If they become significantly incorrect then the performance of the search could be degraded. The results of the search will, however, not be affected.

Setup

The **Setup** command opens the **Setup Form**. You can change the data in the *Value* column of the grid. These settings are system wide.

ARCHIVENAME sets the application title and the name of the root node in the Navigation Tree View

SHORTNAME is your chosen abbreviation for the archive name. This field is not currently used within ArchiveDb

STOREIMAGEINDB sets the default storage option for images. You should not change from the Recommended option.

STOREBINARYINDB sets the default storage option for documents. You should not change from the Recommended option.

SHOWHIERARCHICALREFERENCES determines if the Hierarchy Reference Codes are displayed in the Detail Pane. Set the Value as True or False. It's plain text so take care with spelling.

Value of *REFERENCESEPARATOR* is forward slash. You can change the character. Some archives may wish a full stop/period.

SHOWUUID determines if the UUID is displayed in the Detail Pane. Set the Value as True or False. It's plain text so take care with spelling.

FOLDERSFIRST determines whether sub-folders are loaded before Files when the TreeView loads children. Set the Value as True or False. It's plain text so take care with spelling.

STOREIMAGEINDB and STOREBINARYINDB

These settings are system wide.

Select one of the setting values from the combo-box. The recommended setting is *Copy to Server*

See *Adding images to data records => Storage options* (earlier) for a description of the *Storage Options*.

Connection String

The **Connection String** command opens this form that allows you to edit certain database connection parameters if the database server is moved or changed, or at initial setup.
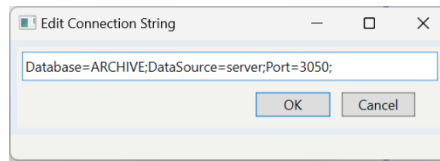
Connection String is a individual workstation setting.

The connection string will be similar to this: *Database=ARCHIVE;DataSource=server;Port=3050;*

The format is *Parameter name=Value;*

Note the semi colon at the end of each parameter/value pair. You can change the *Value* that follows the '=', but not the *Parameter name* that precedes it.

Database Parameter

This is the name of database as specified in the *databases.conf* file in Firebird setup on the server, or is the file name and path to the database file on the server or local workstation. If Firebird is running on a server then the path is the path as seen by the Firebird server i.e. it will be a local path, not a network path. It is not the path from the workstation to the database file.

DataSource Parameter

This is the location of the Firebird server. This may be the name of the physical server on which Firebird is running, or its IP address. If the Firebird server is located on the same workstation as ArchiveDb then the DataSource is *LOCALHOST.* At The Poly the server is called *server*.

Port

This is the port that the Firebird server listens to, and it is set when the Firebird server is installed. It is 3050 by default. It will be a value other than 3050 if 3050 is being used by another program or service meaning that Firebird had to be allocated another port on installation. 3050 is typically assigned to Firebird.

Paths

The Paths command opens the **Path Setup** form.

Name of *Path*

Select the relevant *Path*
from the combo-box drop
down

Add a new *Path* to the list
of available paths

Edit the value of an existing *Path*
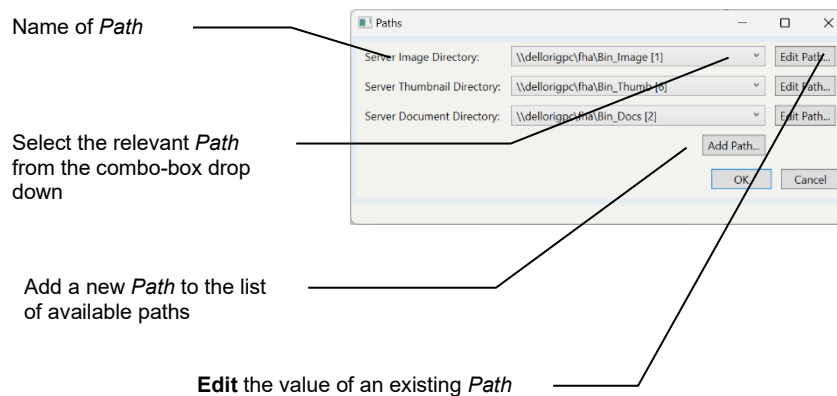
Path Setup specifies the file locations for saving images and documents to the server or associated network storage. Paths are saved to a *PATHS* table on the Firebird server that has a data relation to the table containing the binary data for images and documents. Each image file or document file record contains the ID of the Path record from the *PATHS* table rather than the actual text value of its path. This avoids having to save a long path string with each file record.

There are 3 paths to specify: one for images, one for the thumbnail associated with each image and one for documents.

In a new ArchiveDb system you will need to add these 3 paths[7]. Click *Add Path* to open the **Add Path** dialog.

Select the required network
directory.
Click **OK** when done.
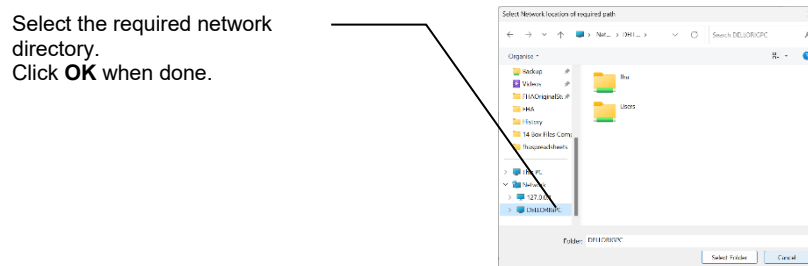
Once the Path has been added, it can be selected in the Path Setup form.

The selected path values determine the directory to which ArchiveDb will save newly added images and documents. If you add a further path and then select it, then future files will be saved to that destination but the existing files will be unaffected. You will then have split your file storage. This may be desirable if you have a very large number of files to store. For example, if you have several hundred thousand image files, having these in a single directory will make it difficult/slow to view

---

[7] In the event that you have an installation with only a few documents and images, you could add a single path to use for all files, both images and documents. You would then select the same path for images, thumbnails and documents.

the directory contents in File Explorer, should the need arise. You might then decide to limit the number of files to, say, 50,000 per directory. You could do this by adding and selecting a new path when the existing directory contained its quota. Future images would then be added to the 'new' directory specified by the new path. There is no automatic way to do this – it is a manual process. From personal experience of around 220,000 image files in a single directory, database performance is unaffected but opening the directory in File Explorer is extremely slow.

Moving existing files

We have so far discussed how to specify the directory to which newly added files will be saved. However if existing files need to be *moved*, the value of the relevant existing Path needs to be *Edited* by clicking the **Edit** button next to the appropriate path.

Imagine that we have all the image files on the *POLYSERVER* and we move these to a network attached storage drive, *NASDRIVE*. Were we to copy all the image files across to *NASDRIVE* and then add the *NASDRIVE* path, as shown below, this would create a new path with an ID of 2 (see *Table of Paths*, below). Any new images added would be saved to the correct location (Path ID 2) but the existing image records (see *Table of Files*) that all have a Path_ID of 1 (referring to *POLYSERVER*) would no longer be found by ArchiveDb.

Table of Paths	
ID	**Path**
1	\\POLYSERVER\FHA\FILES\IMAGES
2	\\NASDRIVE\FHA\FILES\IMAGES

Table of Files	
Path_ID	**FileName**
1	Image1.tif
1	Image2.tif

The correct solution is therefore to *Edit* the existing Path value '\\POLYSERVER\FHA\FILES\IMAGES' and change it to '\\NASDRIVE\FHA\FILES\IMAGES'. This results in the record with ID 1 in the Table of Paths having the new file location.

Table of Paths	
ID	**Path**
1	\\NASDRIVE\FHA\FILES\IMAGES

Schemas

TreeView of all Schemas showing schema fields and files allocated to the schema.

List of Schemas.

Expand the Schema nodes to view the fields…

…and allocated Files

The Schema node has a context menu…

…you can **Edit** the Schema…

…and create a new **Schema**

These commands expand and collapse the TreeView nodes.
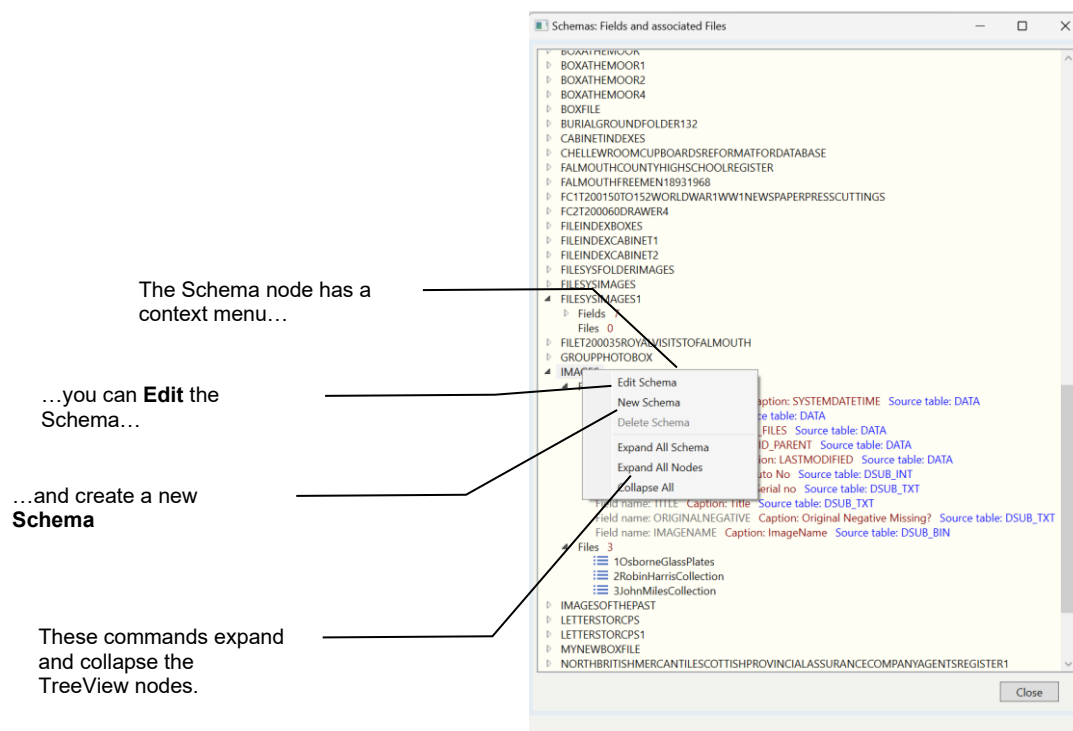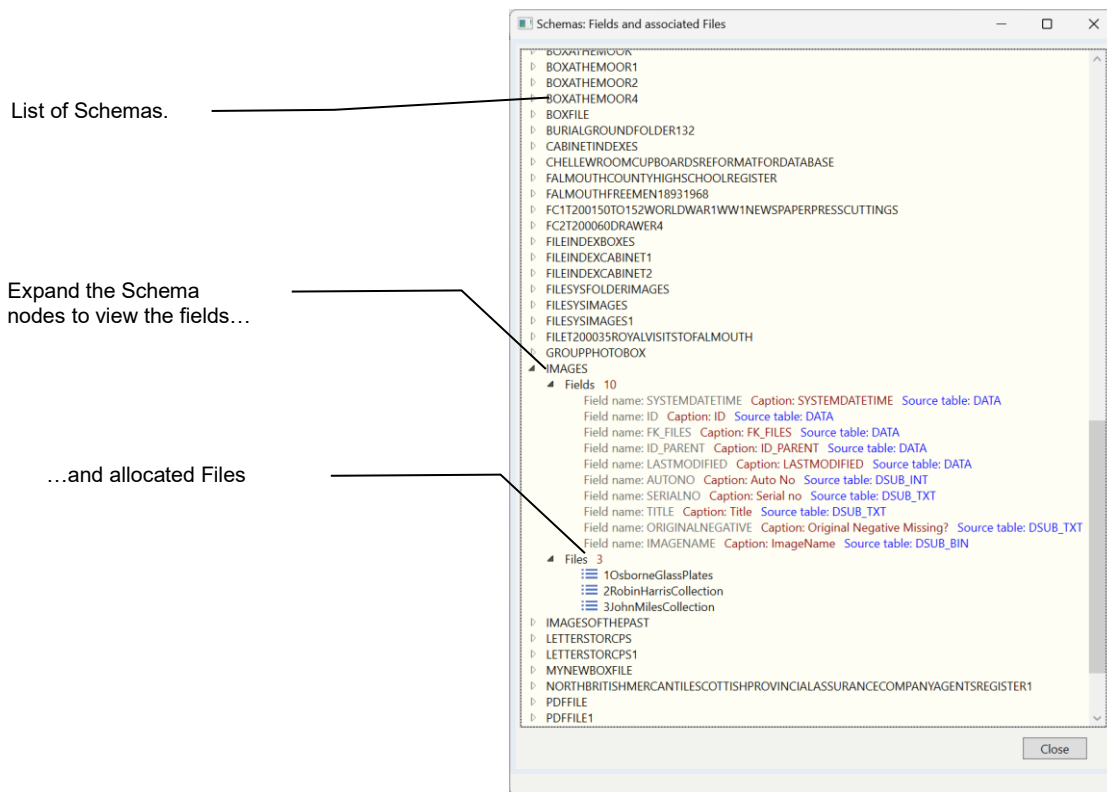
Permission Group Maintenance

Permission Group Maintenance
has 2 sub-menus:

- User-Defined
  Permission Groups
- Files with set
 permission
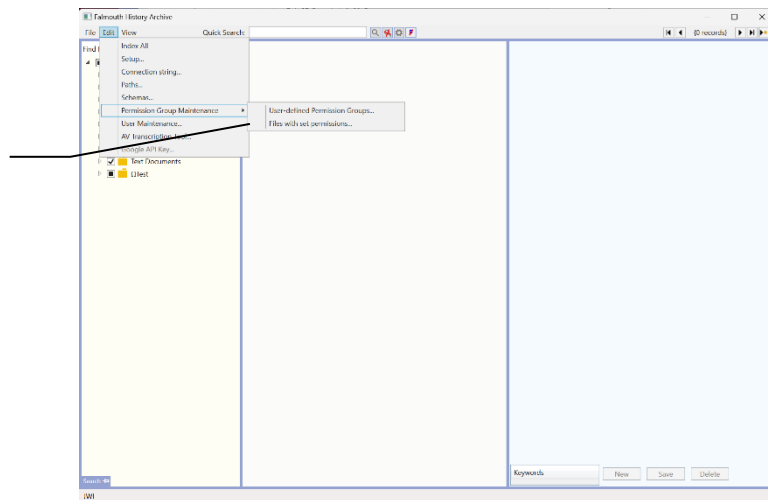
User-Defined Permission Groups

The **User-Defined Permission
Groups** command opens this
dialog that allows Permission
Groups to be edited.
Take care editing group
members when a group is
allocated to more than 1 File.
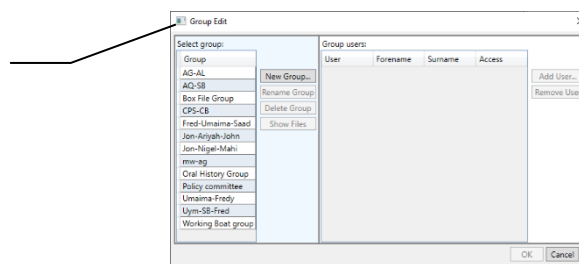
Selecting a group enables the
editing buttons to the right and
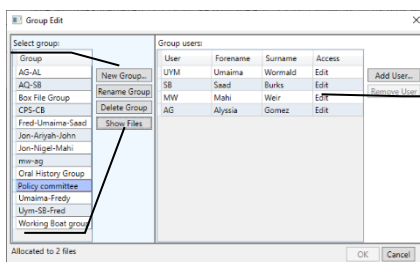displays the group members in
the right-hand grid…

…it also displays the number of
File allocations for the group.

Always be minded of
unintended consequences of
making changes to groups with
several File allocations.
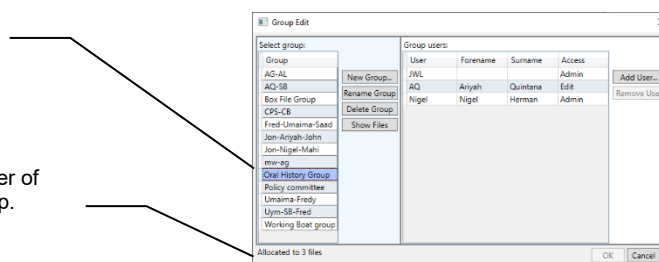
Respectively, these buttons allow creation of a **new group**, **renaming** the selected group, **deleting** the selected group and **display a list** of Files to which the group is allocated.

The selected group is allocated to 2 Files. Click **Show Files** to view a list of Files allocated the selected group…

Group members are displayed in this grid and users can be added or removed using the buttons to its right. Remember, if you change group members, you may create permission conflicts in the Files to which the group has been allocated.

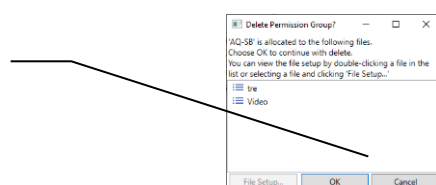…double click a File or select and click **File Setup…** to open File Setup for the File.
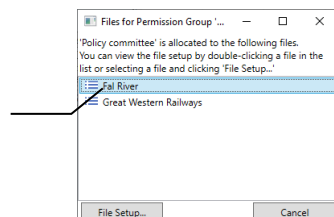
Deleting groups

If deleting a group that has been allocated to one or more Files, you will be prompted with this dialog...
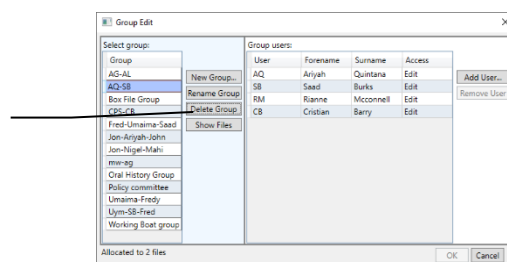
...you can click **OK** to delete anyway, **Cancel** to abandon the delete, or select a file in the list and view the **File Setup.**

Files with set permission

Files with set permission is a helper utility to assist managing Permission Groups and conflicts. It may be useful to open **Files with set permission** before opening the **Group Edit** dialog, above, as it provides an overview of File Permission Groups, their members, permissions, and any conflicts.

The **Files with set permission** command opens this form. It shows all Files that have one or more permission group allocated and thus do not have universal access.
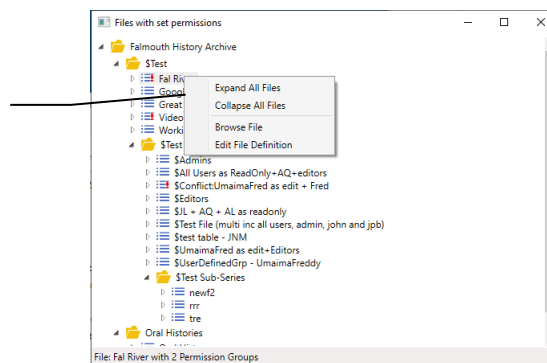
Files with permission conflicts have a red exclamation. Expand the File by clicking the glyph to…
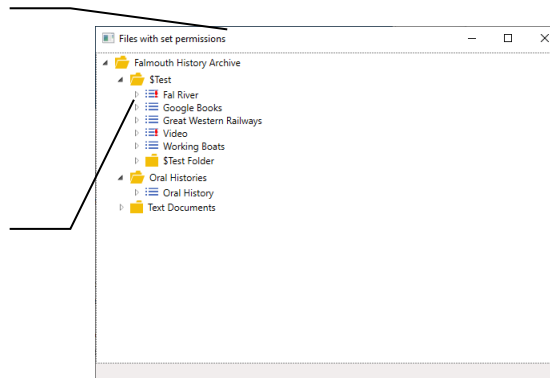
…display the allocated Permission Groups for the File
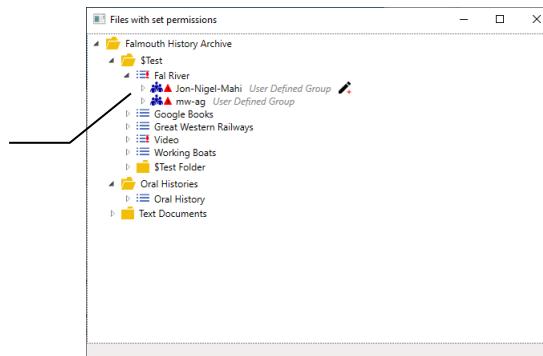
Right-click a File to display the context menu. This allows you to expand or collapse the tree, browse the File or go to File setup.
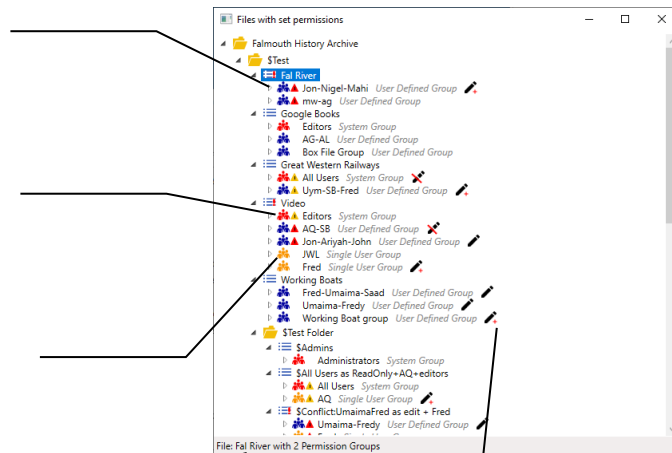
User Defined groups
have a blue icon.
The red triangle indicates
the group has a critical
conflict.

System groups have a
red icon.
The yellow triangle
indicates the group has a
none-critical conflict.

Single User groups have
an orange icon.

The status bar provides
information about the
selected item.

Icons at the right-hand of the
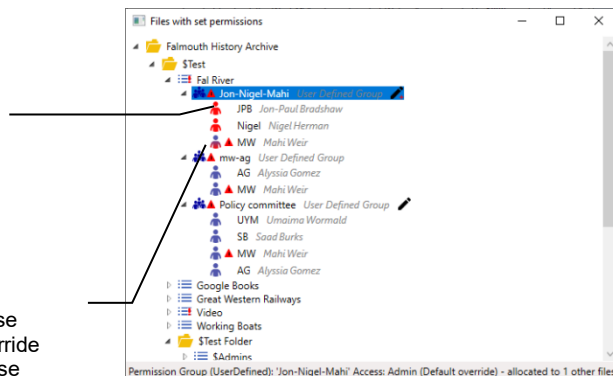Permission Group indicate a
Permission Override:

Admin:

Editor:

Read-Only:

Expanding the Permission
Group displays the members.
Administrators are red, editors
are dark blue and read-only
users are pale blue.

This user is shown in two colours.
The upper represents the user base
permission and the lower, the override
permission of the group, in this case
Admin, but not necessarily for the File,
which, in this case would be Edit
owing to the conflict.
This user has a red triangle indicating
a conflict.

Click on the conflicted
user...


...and the other conflicts
will highlight in pink.

The status bar provides information about
the user and the conflict.
The icon to the left indicates the
permission granted to the user for the
File which, in this case is Edit owing to
the 2 conlicts.
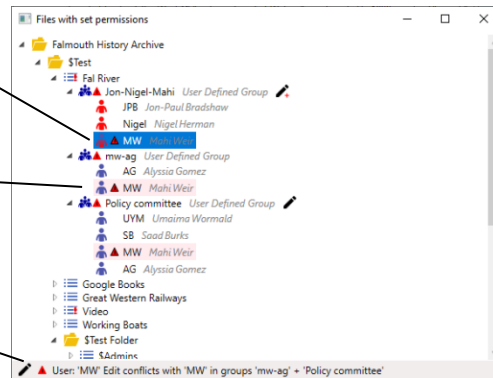
To see other File allocations for a
Permission Group, right-click the
group and choose **Highlight all
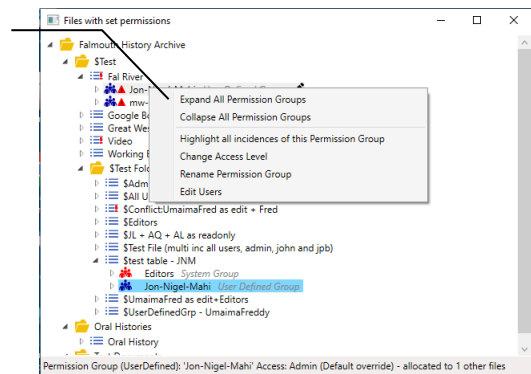incidences of this Permission
Group**.
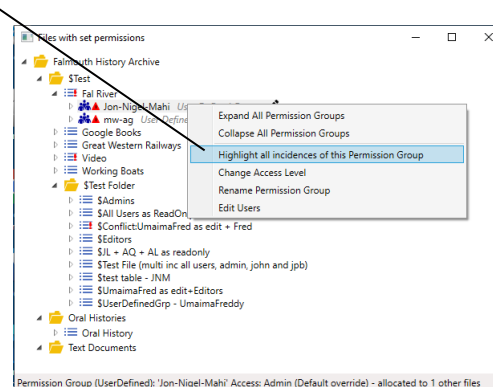
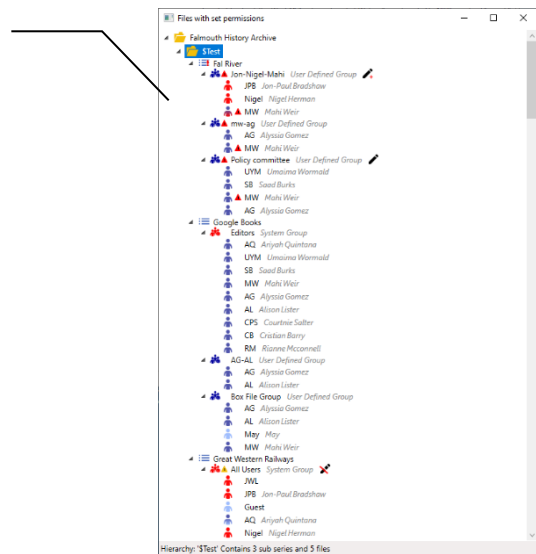The other allocations will highlight in
light blue.
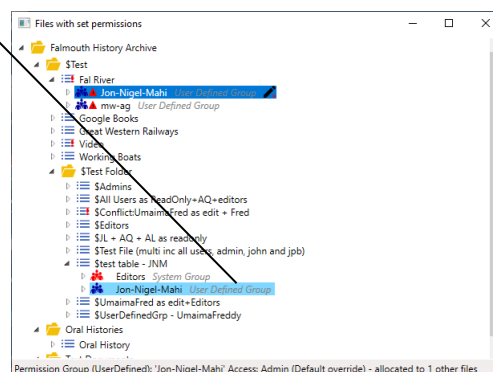
Other commands on the Permission Group context menu are as follows:

- Expand/collapse All Permission Groups
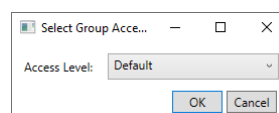- Change Access Level
- Rename Permission Group
- Edit Users

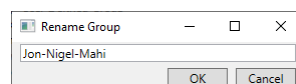Expanding all permission groups displays all users for all groups and files

Change Access Level command

Change Access Level opens the permission override dialog to change the group override for the File.


Rename Permission Group

Opens the **Rename Group** dialog. You will be prompted if the change would also affect Files other than the current.
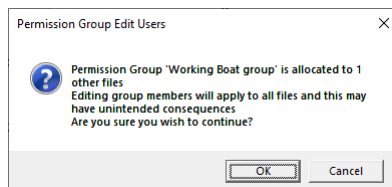
Edit Users

Opens the **Group Edit** dialog with the current members. You will be prompted if the change would also affect Files other than the current. You can select a **User** and click **Remove User** or **Add User** and select a new User to add to the group.
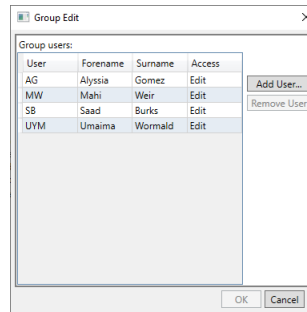
*Editing Groups with multiple File allocations*

You will be prompted with a similar dialog to above if you edit group members or rename a group that is allocated to more than 1 File. This is to remind you that you may be about to make a change to one or more files other than the one you are working with. It may be exactly what you want to do, or it may inadvertently, for example, undesirably change the user permissions for another File. If you are not sure, check the other allocated Files. If you are working with the **Files with set permissions** form, you can use the **Permission Group context menu** to **Highlight all incidences of this Permission Group** command, see page 210, or, if you are working with the **Group Edit** dialog, click the **Show Files** button, see page 207.

If you are working with a Permission Group and need to change the users for the needs of a particular File but find the group is allocated to another File for which the change is unwanted, the simplest answer is to create another group with the updated members and then remove the old group from the current File, leaving the group attached to the other File unchanged.
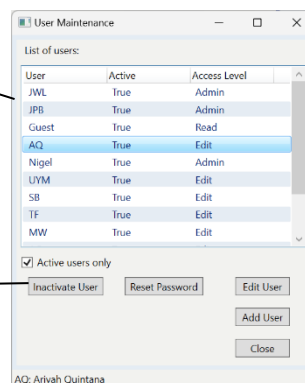
User maintenance

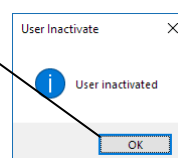The *User Maintenance* command
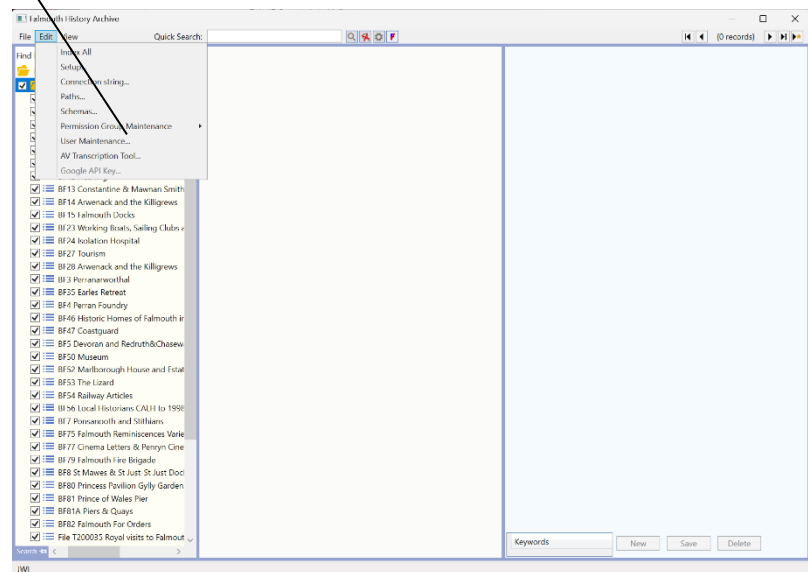
User maintenance shows all users, whether they are active or inactive. Users cannot be deleted, only inactivated. Selecting a user enables the buttons: **Inactivate User**, **Reset Password** and **Edit User**

To inactivate the selected user, click **Inactivate User**...

...the user is immediately inactivated

The user's Active status is now shown as *False*

To reactivate the user, select the user and click **Activate User**...

Add new user

On the user maintenance form click the **Add User** button

Complete all the fields on the form: only *User Name* is mandatory

The default access level is read-only, other levels are **Edit** or **Admin**[istrator]

Resetting passwords

The reset password command on the File menu allows an individual user to change their own password. They must be able to type in their existing password to do this. In the event that the user has forgotten their password, this can be reset by an administrator. That password can then be further changed by the user.

Select the user and then click **Reset Password**
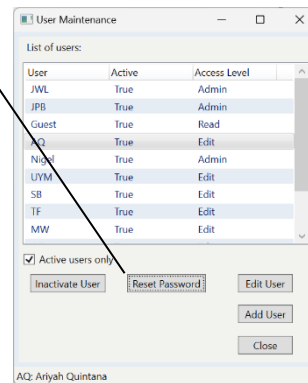
Acknowledge the prompt explaining that the password will be reset to '*password*'.
The user concerned should then edit their password to one of their choosing
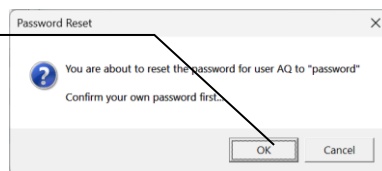
You will first be prompted to enter your own administrator password.
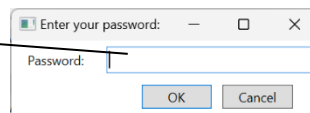
And finally get confirmation of the change.
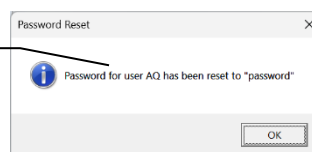
Google API Key

This functionality is currently disabled.

The API key enables the address search and some functionality pertaining to Google locations used in association with Geo-Location in ArchiveDb. The key may need to be updated for continued use. Search Google for '*Google API Key*.'

Enter new Key and click OK

Appendices

Appendix 1

Oral Histories in ArchiveDb

ArchiveDb can store the audio (or video) of an oral history along with its transcript.

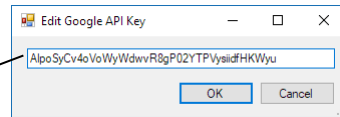Transcripts are indexed and searchable via the Quick Search in ArchiveDb. Search matches are highlighted within the transcript and, assuming the transcript contains timestamps, linked to the audio. When the search result is clicked the audio will automatically play for a short time from just before the search match.

Timestamped transcripts can be edited using the standalone **Transcript Tool** or the Transcript Tool in ArchiveDb. The standalone Transcript Tool is a small program, or App, that can be installed on any computer – home PC, laptop etc – to allow editing away from the Chellew room.

Timestamps

Timestamps are time information embedded into the transcript text that synchronise text with audio.

ArchiveDb accepts time stamped transcripts for editing in 3 formats:

1. Amazon JSON format
2. Plain text with hours (optionally) minutes and seconds. For example:
   ```
   00:00:00
   and in clifftop paths but in the late
   00:00:03
   18th century Cornwall became famous for
   00:00:05
   something else
   ```
3. Plain text with hours minutes seconds and milliseconds with begin and end times. For example:
   ```
   1
   00:00:00,498 --> 00:00:02,827
   Here's what I love most
   about food and diet.
   2
   00:00:02,827 --> 00:00:06,383
   We all eat several times a day,
   and we're totally in charge
   ```

Amazon JSON is the format for Amazon audio transcriptions. JSON files requires a computer program to interpret appropriately. Amazon JSON files can be imported into the ArchiveDb Transcript Tool.

The two plain text formats (above) require the timestamp to look like the blue text and must be on a line of their own. For example the simplest format (hh:nn:ss) requires 2 digits for hours then a colon, followed by the minutes and seconds each in 2 digits and separated by a colon and followed by a carriage return. You will not, generally, be typing a timestamp manually; they are usually generated by a voice recognition system during computer transcript generation. They can also be generated by the Transcript Tool.

Creating transcripts

Provided that you have a good quality recording, voice recognition is the fastest way to generate a transcript, although it will likely need editing and correcting, particularly with respect to place names.

YouTube automatically generates a timestamped transcript for uploaded videos and it is possible to upload the video to **YouTube** and later download the automatically generated transcript. The format is number two, above, plain text with hours minutes and seconds. This service is free.

For audio files **Amazon Web Services** provide a transcription service for a small fee. One hour of audio per month is free, thereafter the cost is around £5 per hour. This service requires creation of an account with access to a debit or credit card and it does not have the most intuitive user interface. The result can be downloaded in Amazon JSON format and then imported into the Transcript Tool for editing.

Google also offer a similar service. I have not investigated their offering.

Dragon Dictate can also transcribe audio files on your PC, but the results were inferior to Amazon in my test and there is no timestamp information. Dragon Dictate is quite expensive.

Audio typing is the brute force method. Just listen to the audio and type out what you hear. It is possible to generate blank timestamps for an audio file using the Transcript Tool and then type text in the appropriate time slot. Finally, you could just type out the transcript in Word (without timestamps) and save as a text file. This text file can then be uploaded to ArchiveDb. The text will be searchable but there will be no synchrony of search results to the audio file.

For voice recognition to work well the quality of the audio is important. There needs to be little background noise or echo, and care needs to be given to microphone placement to ensure good clarity. The interviewer should try to avoid over-speaking the interviewee.

From Recording to Database – the process

1. Record your interview at the best digital quality: lossless (WAV 44.1k/16bit) if possible

2. Edit the audio recording, if necessary
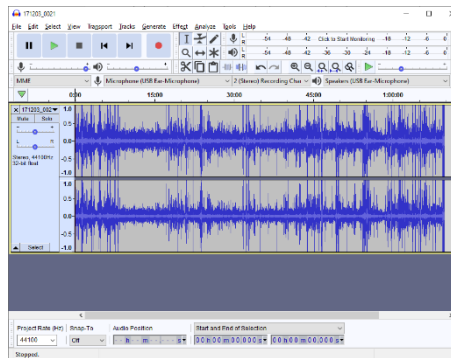
You may wish to remove parts of a recording – for example redundant preambles – or to bleep out certain words. Various audio editing software is available. The above screen print is **Audacity**. Audacity is free and able to make the necessary edits. If the recording generated a lossless audio file (WAV) use this as the starting point and export the final edit to MP3. If the recording is only available as MP3 make all the necessary edits at the same time and save the final result just once. MP3 is a lossy file format and every time you edit and re-save an MP3 file the sound quality is degraded as you compound the losses.

3. Transcribe the final audio file. Upload the MP3 file to Amazon Web Services and download the transcript JSON file

4. Edit the transcription using the ArchiveDb Transcript Tool
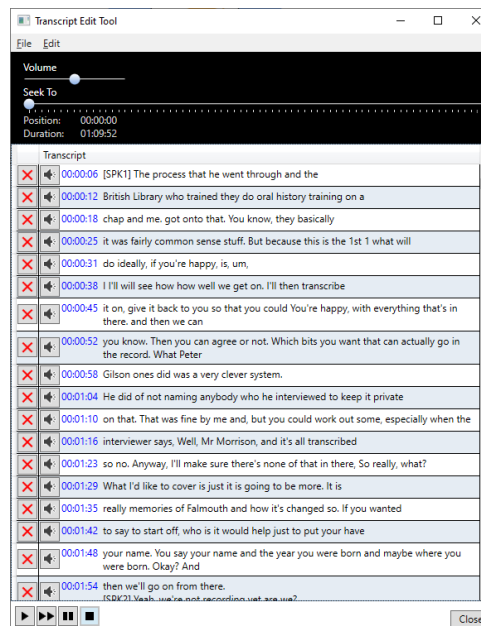
See separate instructions for the Transcript Tool in appendix 2. Save the results to ArchiveDb JSNA file.

5. Import Audio and JSNA file to ArchiveDb

You need to be logged in to ArchiveDb as a user with editing privilege

In ArchiveDb the oral history must be stored in a **record** of its own and that record must belong to an ArchiveDb **file**[8]. It is possible to put any number of oral history records in a file. This means that you could, say, put all oral histories in a single 'Oral history' file, put each oral history record in a file of its own, or group oral history records into a series of files based on their content.

The following screen print shows a file called Multimedia that contains 4 records. The first of these is a video

Any video is displayed here. The transcript is shown beneath.

In your chosen **ArchiveDb File**, click the **New** button to create a **new record**…

---
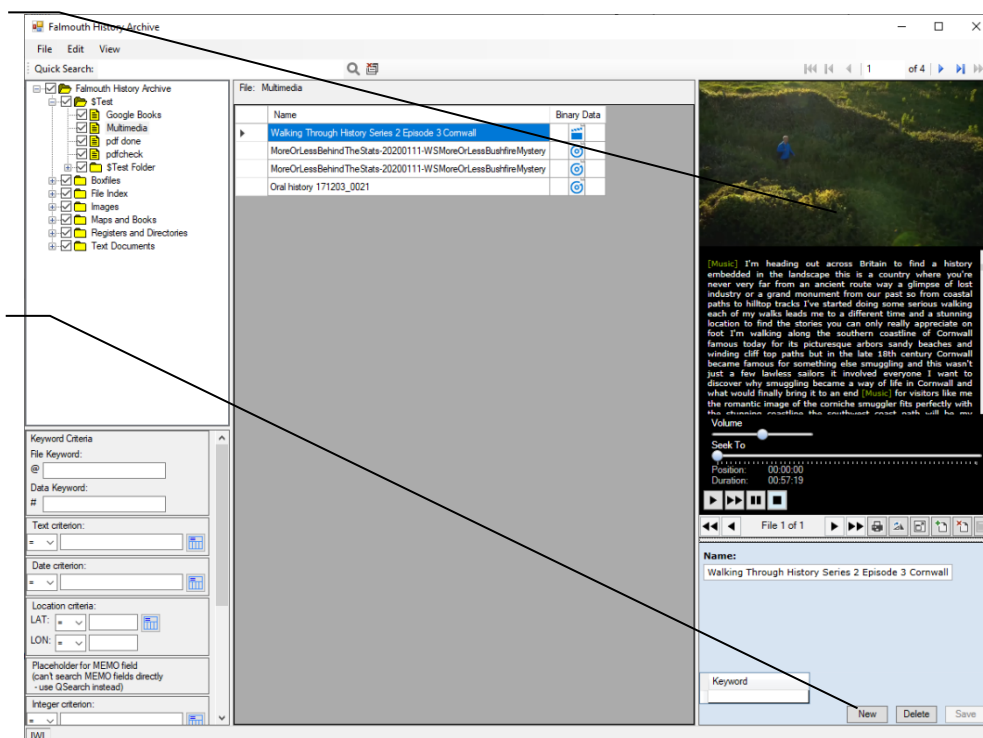
[8] Note the ambiguity between database files (ArchiveDb files) and computer files.

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In the new (blank) record click the **Add File** button to add the audio (mp3) file.
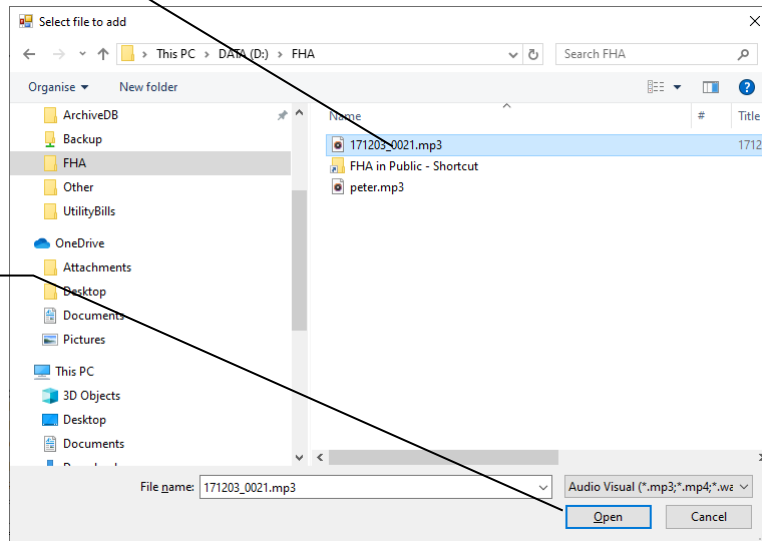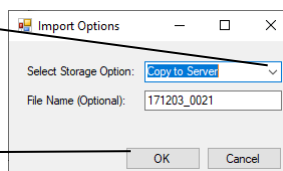Note: this is a computer file
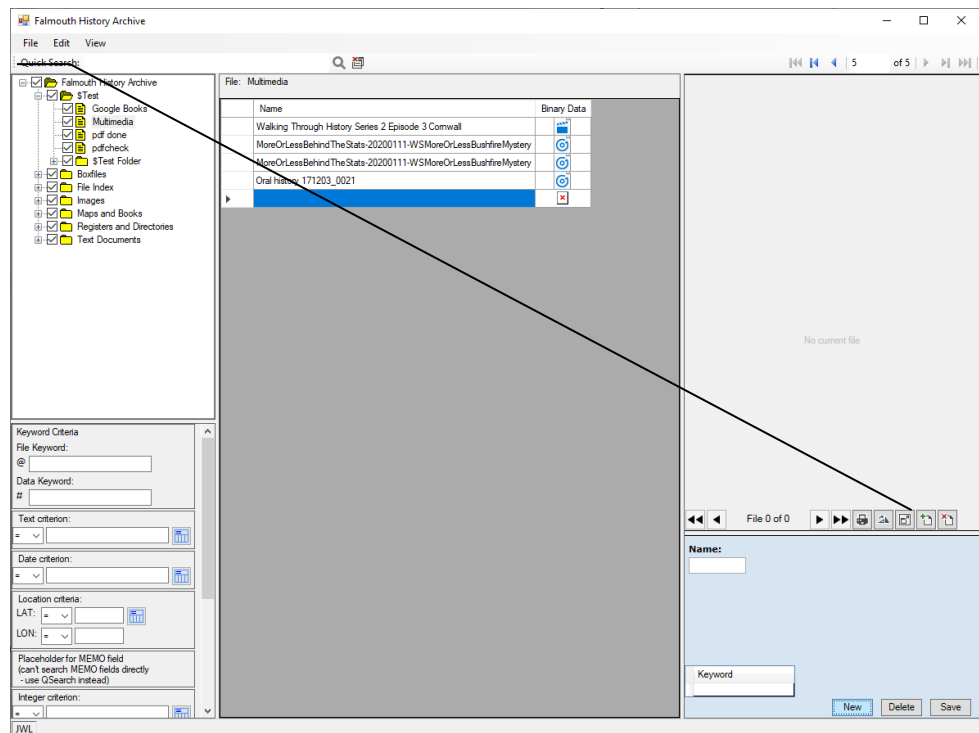
…select **Audio Visual** files…
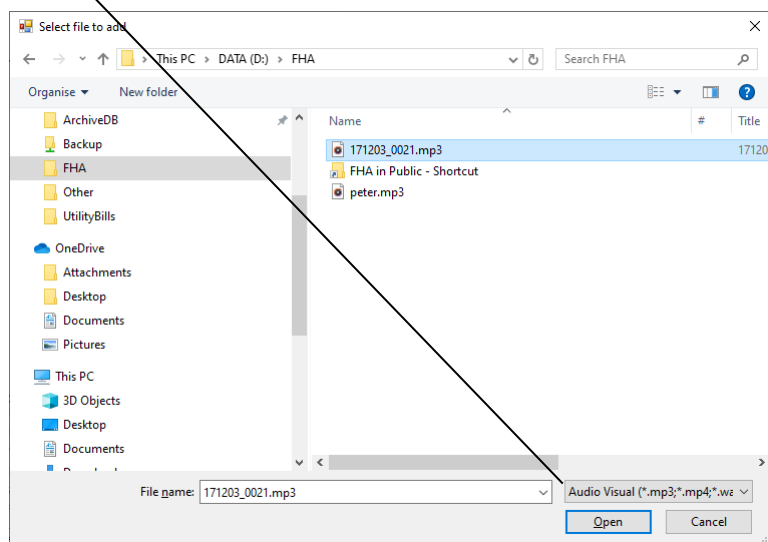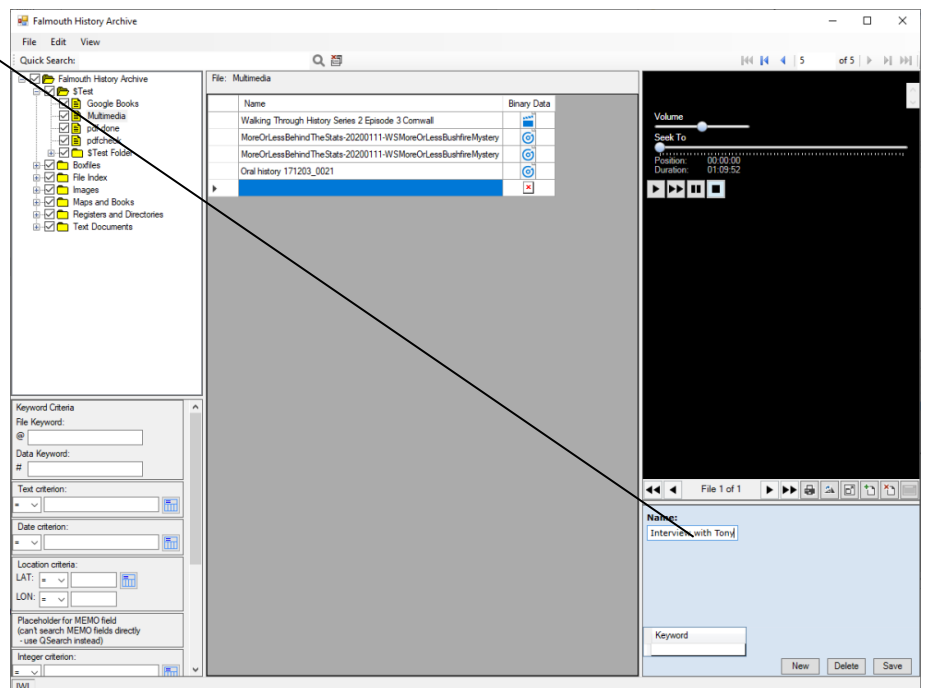
…select **the audio** file…

…click **Open**…

…ensure Storage Option is either **Copy to Server** or **Move to Server** (see ArchiveDb instructions for more information) …
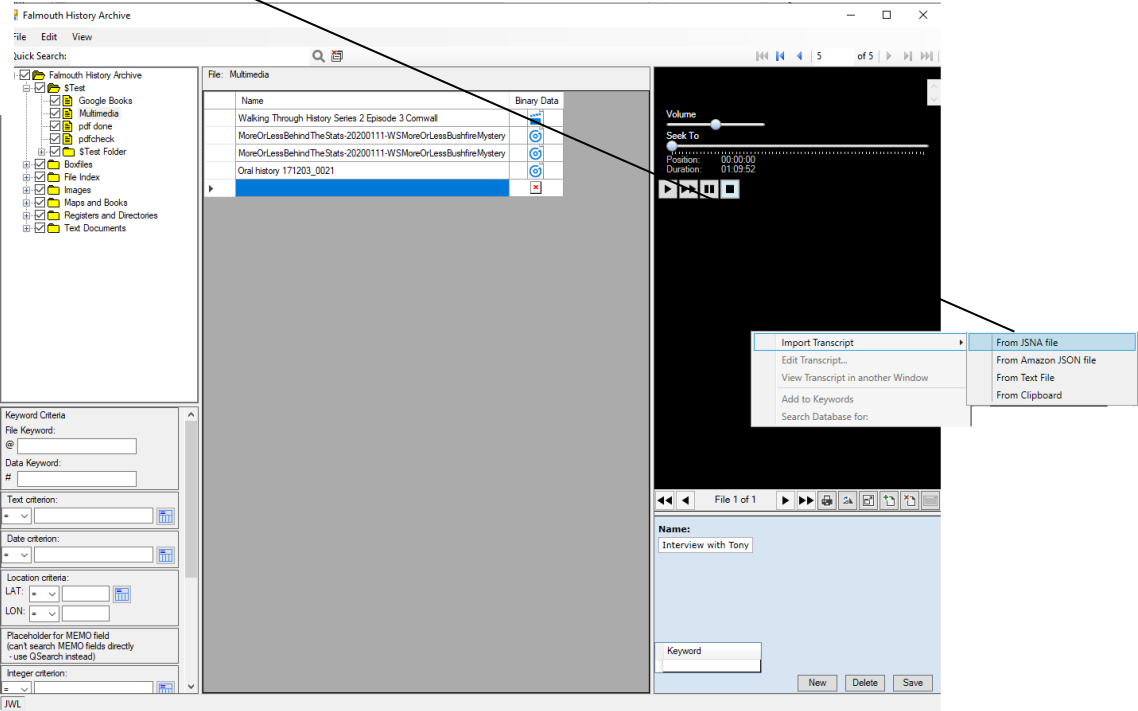
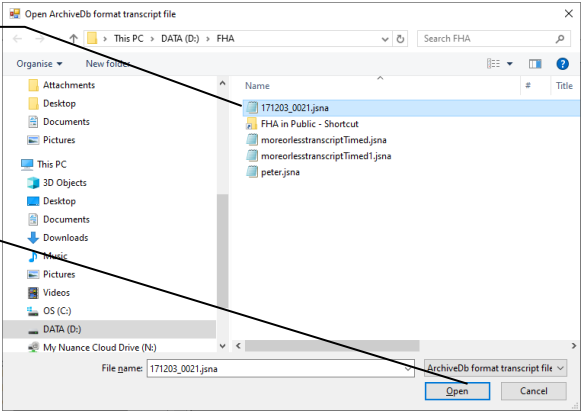…click **OK**

Give the oral history record a name

Right-click anywhere in the black multimedia pane to display the context menu. Click '**Import Transcript**', then '**From JSNA file**'
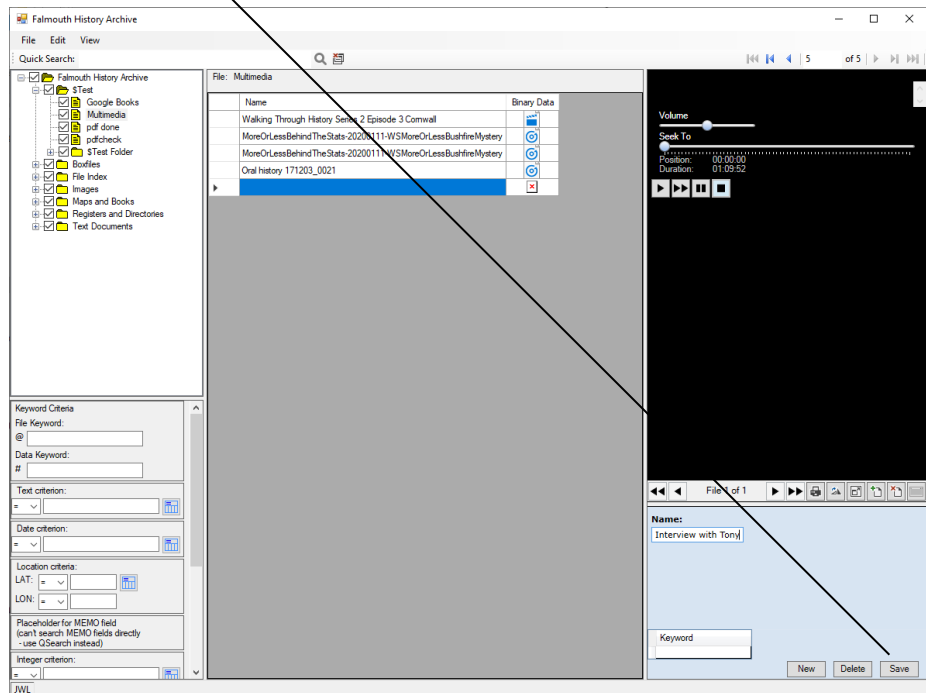
Select the related JSNA file you saved with the Transcript Tool. It will likely have the same name as the audio file...

...click **Open**...

…click **Save**
(note that the transcript
may not be displayed until
after saving)

After saving the transcript
is displayed

Drag this slider to move
through the audio.
The duration of the audio
file and the current position
are displayed below the
slider

These buttons respectively
Play, **Fast Forward** (more
relevant to video), **Pause**
and **Stop** the media.
Pause keeps your position in
the media, press Play to
restart from where you
paused. **Stop** stops the
media and resets the
position to the beginning.
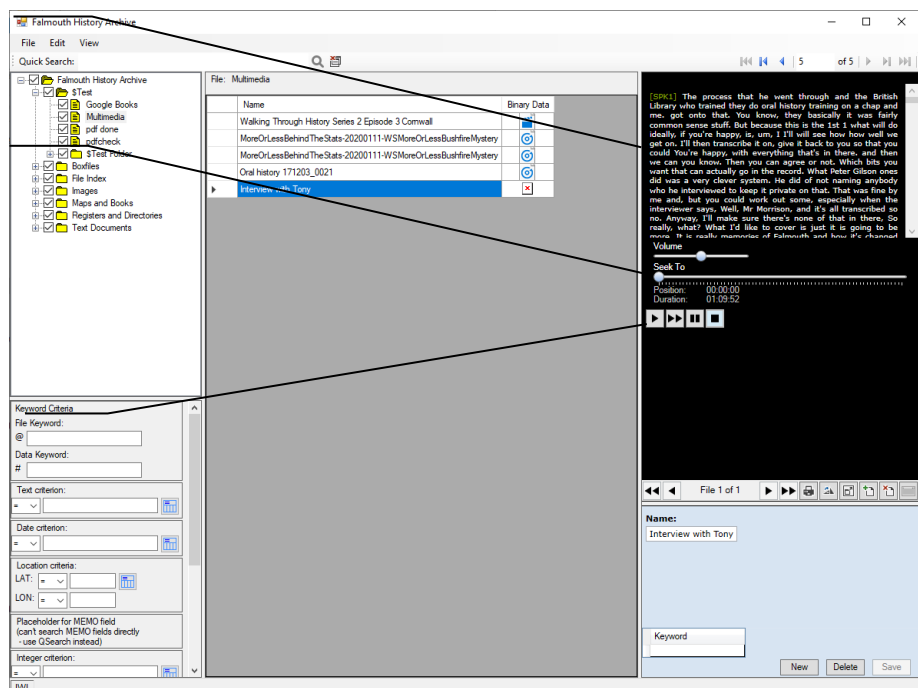
## *Searching Transcripts*

Using Quick Search

Enter search criteria in the **Quick Search** box. Click the search magnifying glass button or press **Enter** on the keyboard

To search everything in the database ensure the root node checkbox is checked. In this example I have only checked the *Oral History* file node meaning that this is the only file that will be searched
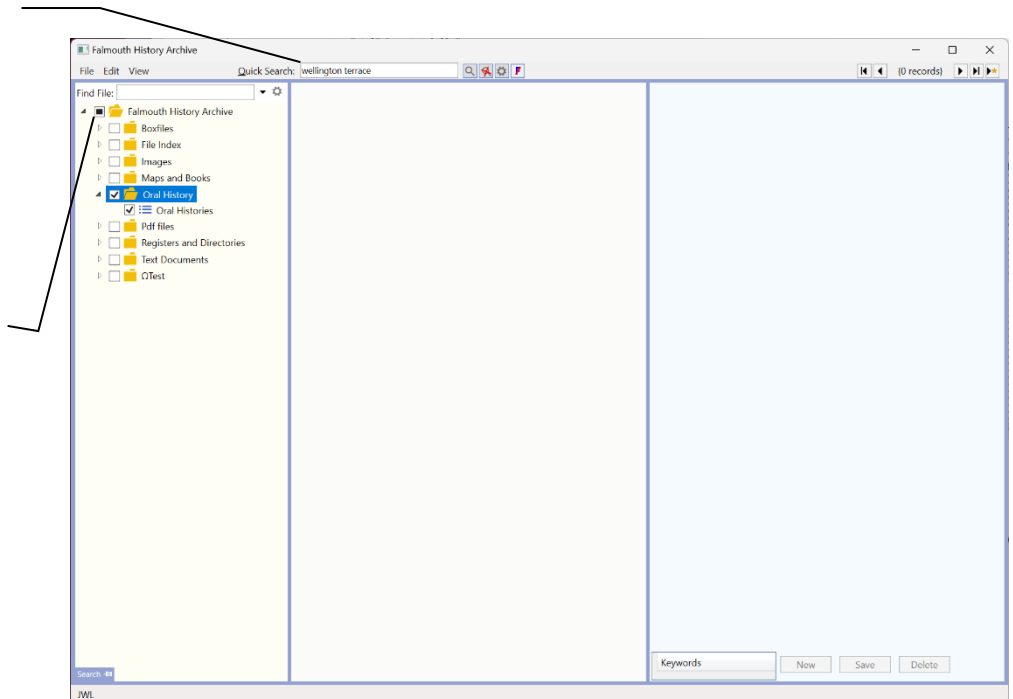

If some files' checkboxes (above) are deselected you may see this message to alert you that not all files are being searched. To avoid this message being shown again, check this box.
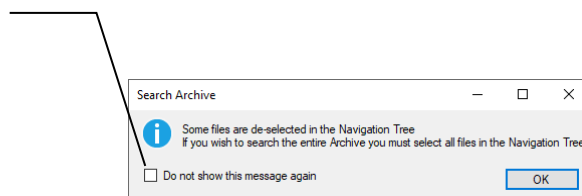
Search results are shown here. The 1st column is the file name, the second column contains a clickable grid that lists each match or partial match within the record. The last column contains a synopsis of the field data for the record.

The first record returned by the search is automatically selected and displayed.
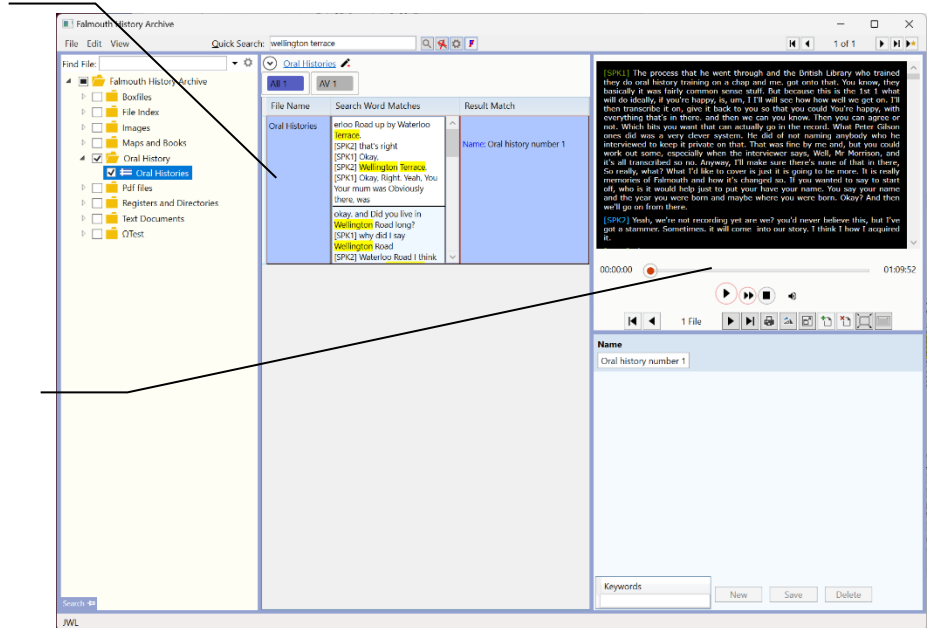
Click a match in the inner grid…

...and the first part of the match is highlighted in the transcript.
The audio will play for a few seconds before and after the match.
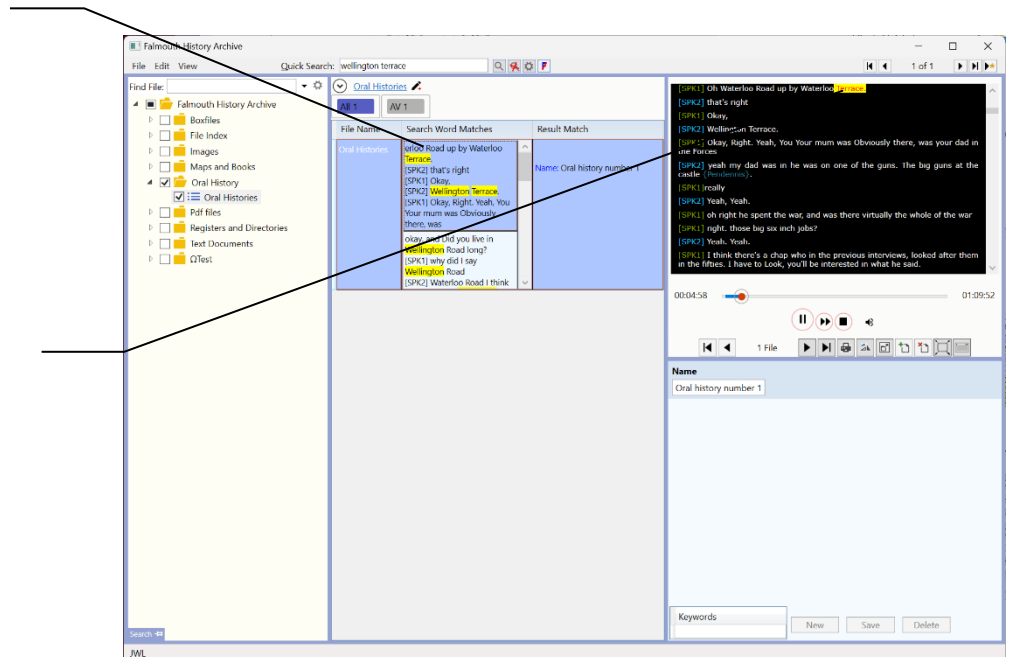
Searching individual transcripts

The **Quick Search** searches the entire database (or your selected ArchiveDb files) for whole words that have been indexed. To search for phrases or partial words within a single transcript you can open the transcript in another window and use the transcript window search.

Right-click over the transcript to display the context menu, click **View Transcript in another Window**
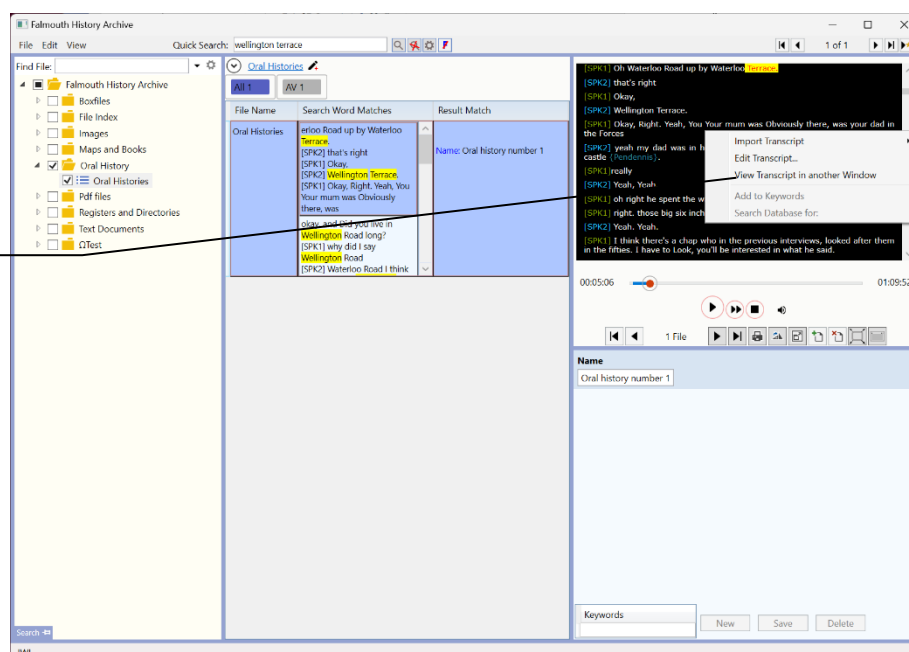

The **Transcript Window** appears, and you can enter search criteria here. Click the **Search** button to highlight matches. You may need to scroll down to view the matches as the window does not scroll the first match into view.
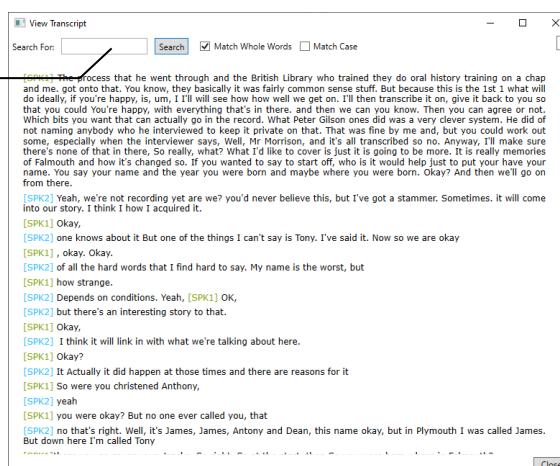
You can select to **Match Case** or **Match Whole Words**

This window will automatically close when you move to another database record, but you can choose to keep it open when moving to another record by clicking this toggle button. This allows you to view two transcripts side by side. PDF and image windows have the same button and you can opt to keep those open as well. To close these windows chose one of the Close options from the window context menu
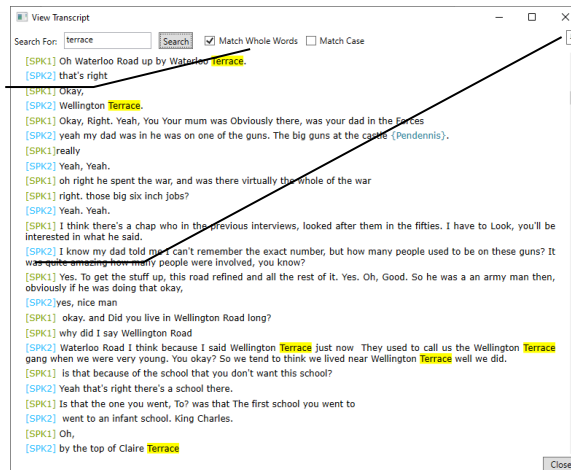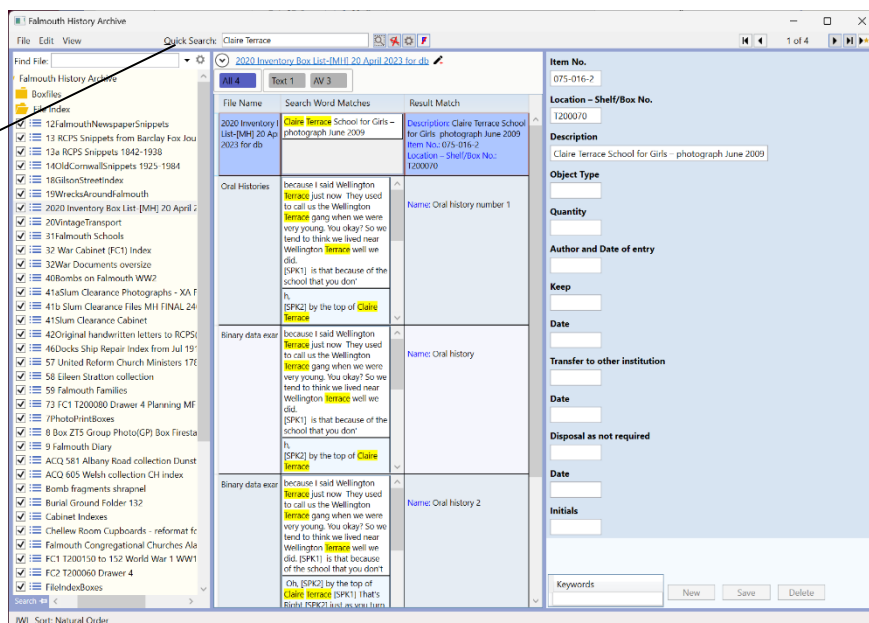
Other options

### Searching the database for selected text

Select some text in the transcript…
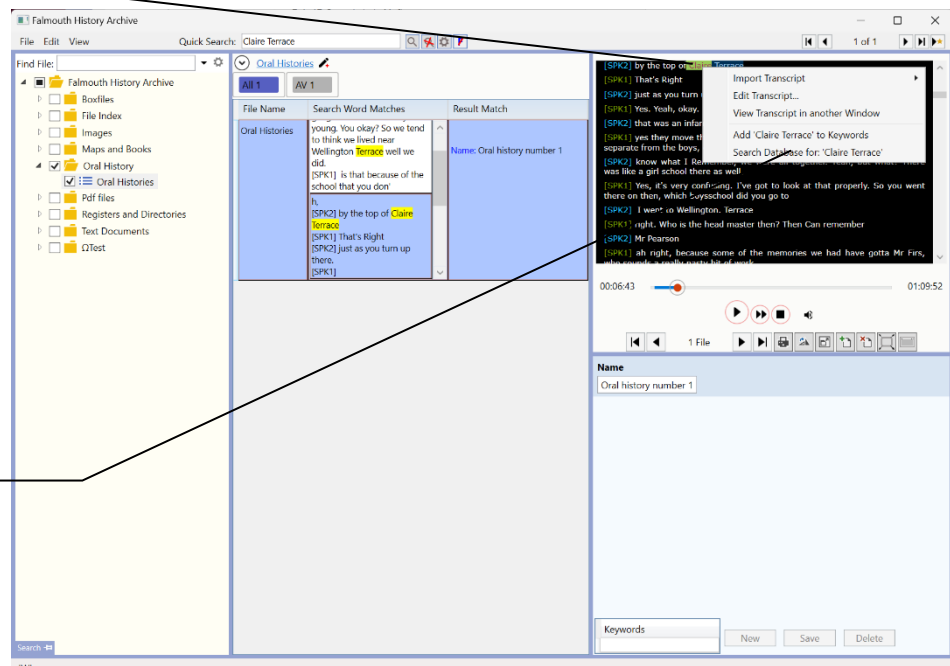
…then right click it to display the context menu. Choose **Search Database for**…

…and the database will search for your selection. In this case I have checked all the files to search everything for Clare Terrace

Editing transcripts saved in the database

Right Click the transcript to display the context menu. Choose **Edit Transcript**…
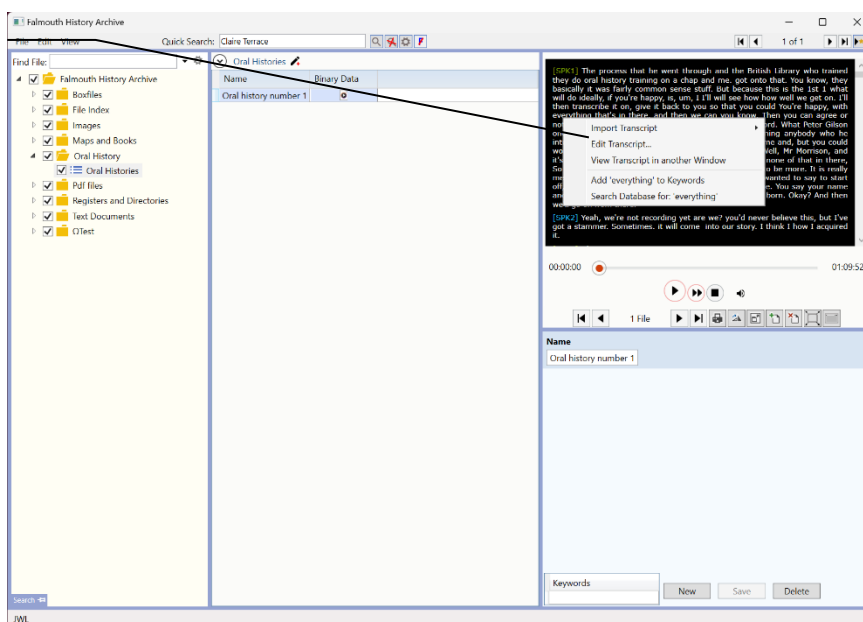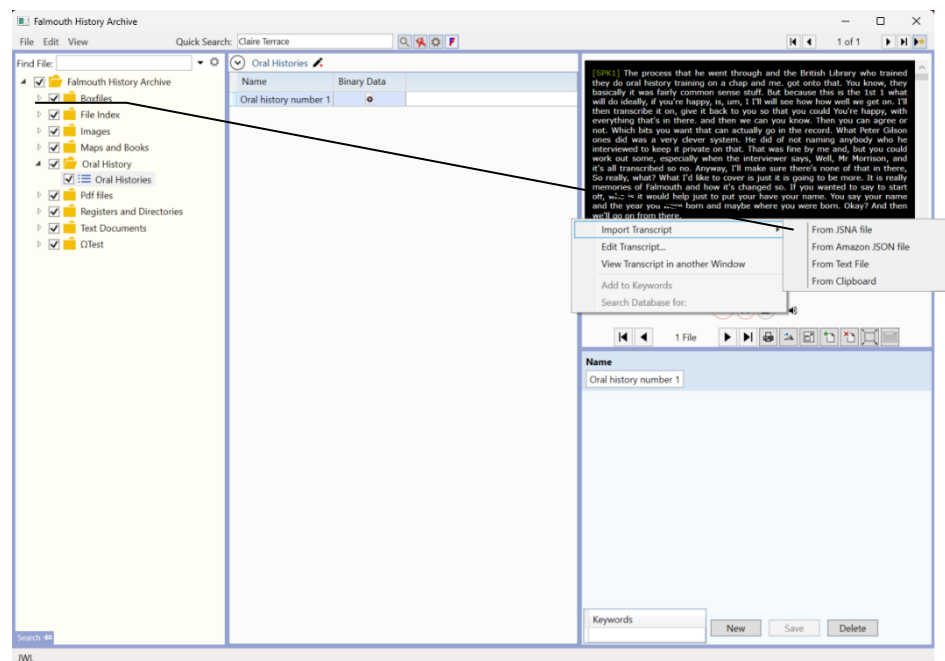
…this will open the editing tool. Make any changes, click **OK** and then click **Save** on the main database window

Additional Transcript Import Choices

Right Click the Multimedia panel to display the context menu.
Click **Import Transcript**.
The 4 options are displayed on the secondary menu

From JSNA file

This is the option considered above. It assumes you have saved a transcript in JSNA format using the Transcript Tool. See Transcript Tool instructions.
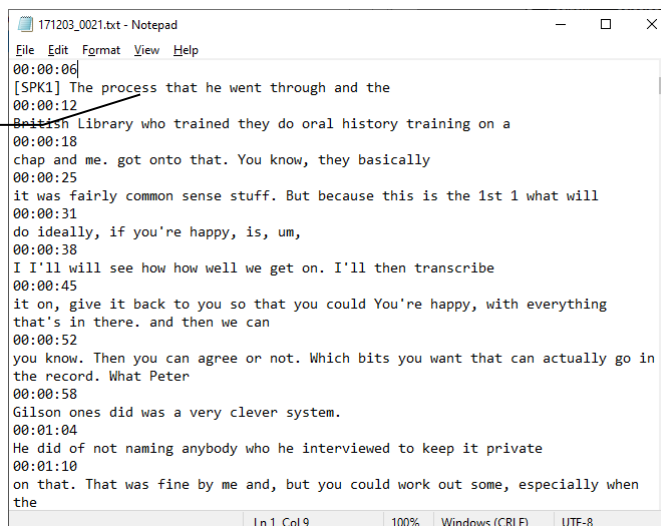
From Amazon JSON file

This option imports the raw, unedited, Amazon JSON file. The imported file is displayed in the Transcript Tool for further editing. You need to select the timestamp interval (usually 6 seconds) when importing.

From Text file

If you have a transcript saved to a text file, with or without timestamps, you can import it using this option.

This is what the text file might look like. The timestamps are in the format hh:mm:ss, with the associated text below the timestamp.

The text file will then be imported into the Transcript Tool for checking and editing (if necessary). Click **OK** when done and don't forget to click **Save** on the main database window.

From Clipboard

This option is primarily designed to allow a copied timestamped transcript to be imported directly without the need to paste it into notepad, save it as a file and then import from the file. If you had uploaded a video to YouTube for transcribing and then opened the transcript, you need to swipe through it to select it. You can then right click the selection, choose **Copy** and then use the *From clipboard* option to import it into ArchiveDb. It will open in the Transcript Tool. Edit if necessary, click **OK** on the tool then **Save** on the main database window.

Appendix 2

Transcript Tool

Transcripts for ArchiveDb

Audio transcripts can be created in several ways:

1. Manual typing whilst listening to the audio
2. Transcription by voice recognition. Amazon provide this service for a small fee. It works out at less than £5 per hour of audio transcription. The return transcript contains a time timestamp for each word. Amazon returns transcripts in JSON (data interchange) file format For video it is possible to upload the video to YouTube and later access the time stamped transcript. This can then be copied and imported into ArchiveDb.

ArchiveDb accepts time stamped transcripts for editing in 3 formats:

4. Amazon JSON format
5. Plain text with hours (optionally) minutes and seconds
   ```
   00:00:00
   and in clifftop paths but in the late
   00:00:03
   18th century Cornwall became famous for
   00:00:05
   something else
   ```
6. Plain text with hours minutes seconds and milliseconds with begin and end times
   ```
   1
   00:00:00,498 --> 00:00:02,827
   Here's what I love most
   about food and diet.
   2
   00:00:02,827 --> 00:00:06,383
   We all eat several times a day,
   and we're totally in charge
   ```

In the absence of a time stamped transcript it is possible to create blank timestamps from an audio file and type the text manually into the appropriate timestamp elements.

Using the Transcript Edit tool

There are 2 versions of the Transcript edit tool – stand-alone and integrated within ArchiveDb. The stand-alone tool can be accessed from the ArchiveDb **Edit Menu** command *AV Transcription Tool*. It is also available as a separate program that can be installed to a Windows computer. It will then be accessed via the Windows Start Menu or a desktop shortcut. The separate program allows users to edit transcripts away from access to ArchiveDb.

The integrated version is accessed when importing and editing transcripts within ArchiveDb.

Open the transcript edit tool from either the **Start Menu** or **Desktop** shortcut.

The transcript tool looks like this:
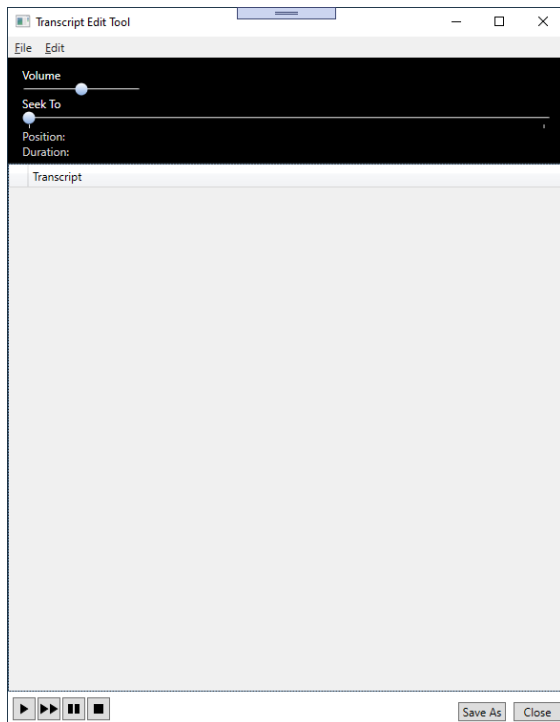
The next step is to open the media file (audio or video) and the associated transcript file. ArchiveDb and the Transcript Tool save transcript files in JSON file format. The ArchiveDb transcription file has the extension *.JSNA. It is specific to ArchiveDb and used to differentiate it from the Amazon transcript files having the extension *.JSON.
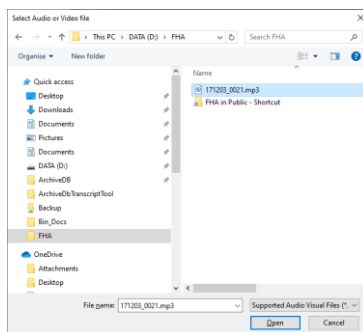
To begin with you will likely have an Amazon derived transcript with the *.JSON extension.

Editing a new Amazon transcript
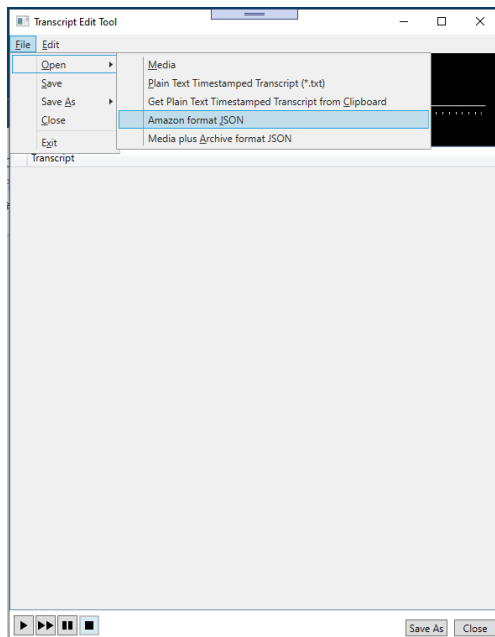
First, open the media:
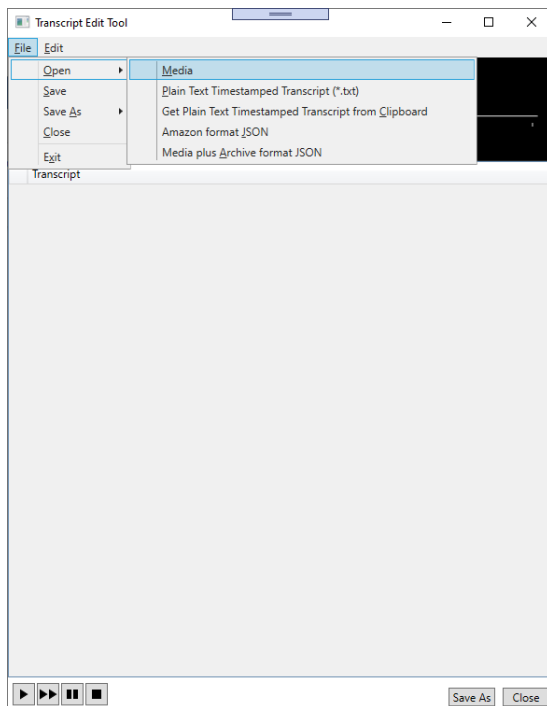
Click on the **File** menu then **Open** then **Media**, as shown above.

Navigate to the appropriate directory and select the required media file. Click **Open.**

Next, you need to load the Amazon *.JSON format transcript.

From the **File** menu choose **Open** and then **Amazon format JSON**

Select the file containing the transcript associated with the media file you have just opened. In this case the file generated by Amazon from the media file is called: `asrOutput.json`
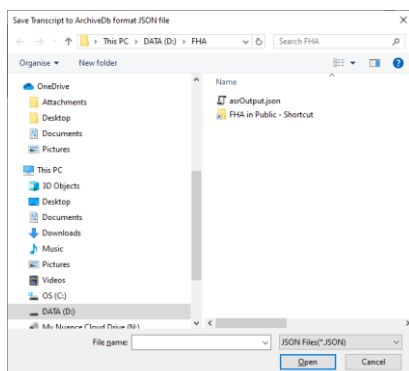
The raw Amazon file contains timestamp data for each individual word. This makes editing difficult and so the ArchiveDb transcript tool will change the time stamping to a value you select. You will see the timestamp selection dialog:
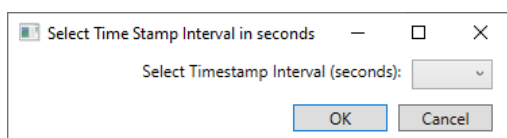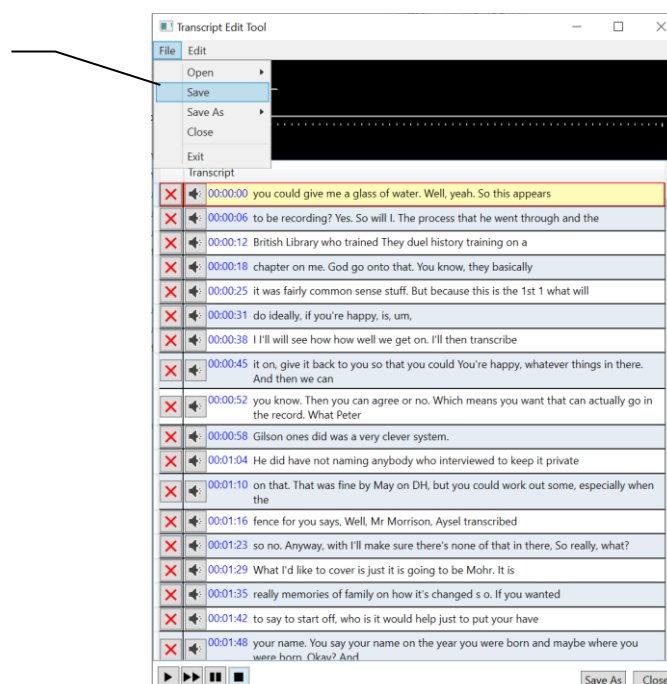
Click on the drop down and select the appropriate timestamp interval. I would recommend 6 seconds. Click OK.
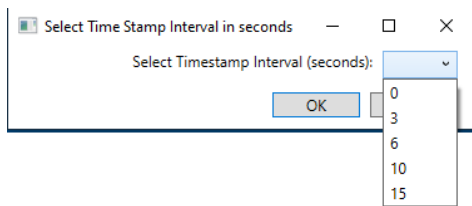
The transcript will load and look something like the above screen print.
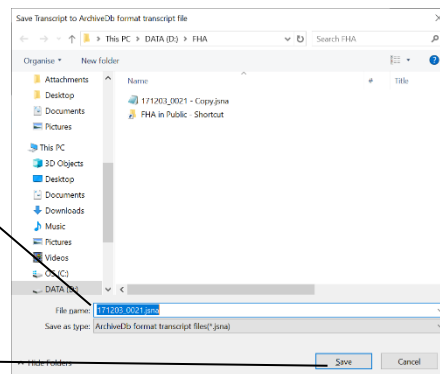
Next, save the loaded transcript in ArchiveDb *.JSNA format:

From the **File** menu, click on **Save**

The transcript tool will assign the same file name as the open media file but with the *.jsna extension. You must save the jsna file in the same location as the associated media file.

Click **Save**

You can now edit the transcript. Save changes regularly by clicking **Save** as you go.

When you have finished your edit session, make sure you click **Save** and then you can choose **Exit** on the **File** menu or close the application with the cross at the right of the title bar.

Resuming a saved edit

You have already saved a transcript in ArchiveDb *.JSNA format (see above).
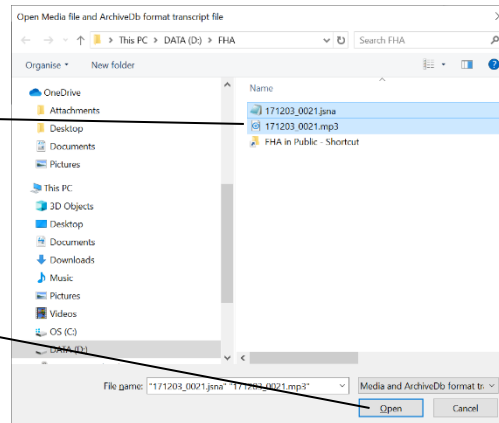
Open the Transcription tool.

On the **File** menu, click **Open**, then **Media plus Archive format JSON**
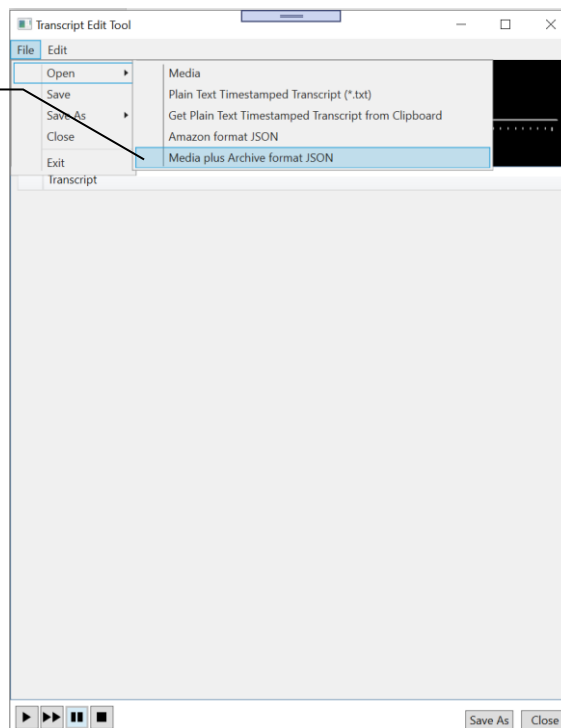
Navigate to the location of your files. You should see a media file and a *.jsna file. Select them both; they should have the same stem name. You can select both files by clicking on one file and then holding the Ctrl key on the keyboard whilst you click the second

Click **Open**

The media and transcript will open and you can continue editing

Using the editor

You may drag the timeline slider to advance the audio.

The current element of the transcript is shown in yellow. The current element is synchronised with the playing audio

The timestamp is in blue and shown in hours: minutes: seconds

The red cross is a **Delete** button. Click this to delete this element of the timed transcript

Click on the speaker icon to play the audio associated with this transcript element

These buttons respectively play, fast forward, pause and stop the media. Stopping the media automatically resets the current position back to the beginning. Repeatedly pressing the fast forward button increases the fast forward speed. No audio is played during fast forward. It is more appropriate to video.
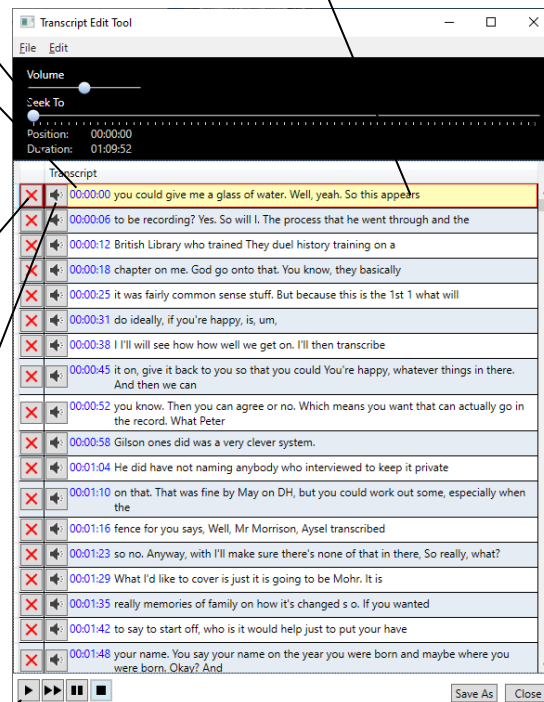
There are some important keyboard shortcuts to speed up the editing process by avoiding unnecessary use of the mouse.

These are as follows:

F1 starts and stops the media

F2 stops the media and puts the transcript element in edit mode with the cursor at the beginning of the text of the current element

F3 plays just the current element

ESCAPE undoes the last edit

TAB commits the last edit and moves to the next element

Up arrow moves to the previous element

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Down arrow moves to the next element

F5 inserts `[SPK1]` at the current insertion point – make sure you have clicked inside the element and placed the cursor at the correct location.

F6 inserts `[SPK2]` at the current insertion point. Use these 2 insertions to identify the interviewer and interviewee's text. They both insert a paragraph as well as the text. For readability leave the inserted paragraph in place despite it looking wrong when inserted at the beginning of an element.

Any text up to a maximum of 18 characters surrounded by square brackets (as in the 2 above examples) will be highlighted in the transcript but not indexed in the database, and therefore not found by a database search.

You may also annotate the text with unspoken comments enclosed in curly braces: `{}`. Annotations within curly braces are shown in the transcript and indexed in the database but are intended to indicate that the words were not spoken by the interviewee but have been included for clarification. For example, if the interviewee was speaking about a *castle,* you may wish to add `{Pendennis}` in curly braces so that this part of the transcript is returned on a search for Pendennis

Editing the transcript

If you wish to delete some of the transcript elements, say from the beginning of the audio, sequentially click on the red cross delete buttons

Begin by clicking the play button and listening to the audio whilst reading the transcript. The yellow highlight will stay in synchrony with the audio

After listening to audio and comparing with the transcript, you will need to correct any obvious errors of transcription. Once you hear something that needs correcting you can press **F2** on the

keyboard to stop the audio and begin editing the current element. Once you press **F2** you will see a small border appear around the text and the insertion point (cursor) will be at the beginning of the element. You can choose to move the insertion point to the edit point with either the keyboard or mouse.

As an alternative, whilst listening to the audio and watching the transcript, you can simply click on the element at the point that requires correction. The audio will stop, and you will be able to edit the element.

To restart the audio, press **F1** or click the play button at the bottom of the window. If you just want to hear the audio associated with the text of the current element, press **F3** or click the speaker icon to the left of the element.

Identifying the speaker

These words were spoken by the interviewer

These words were spoken by the interviewee

Move the insertion point (probably most easily by clicking with the mouse but you can use the keyboard) to the beginning of the text spoken by the new speaker and then click either F5 for the interviewer or F6 for the interviewee

The F5 command inserts a paragraph and the text [SPK1] to identify speaker 1, the interviewer.

If you got the insertion point incorrect, or pressed F5 when you should have pressed F6, you can press escape to abandon the edit to the current element and start again.
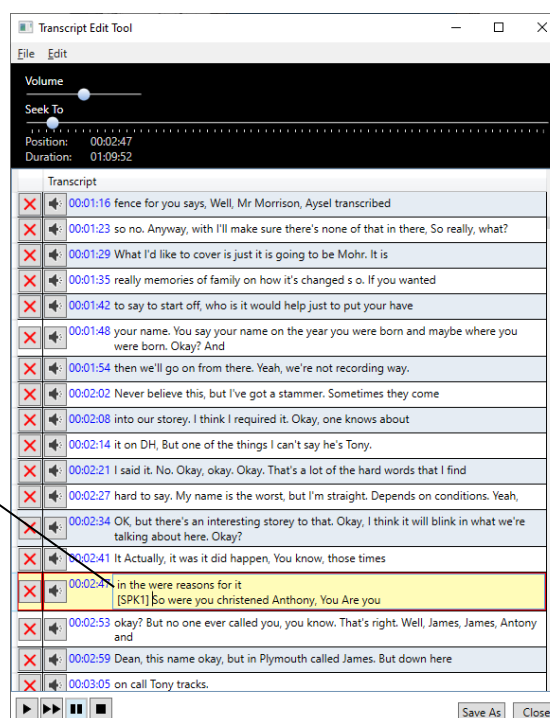
Find and replace

Voice recognition often makes errors of transcription. Sometimes the same error is repeated throughout the text. In this transcription example the word **and** has been mis-recognised repeatedly and transcribed as **on DH**
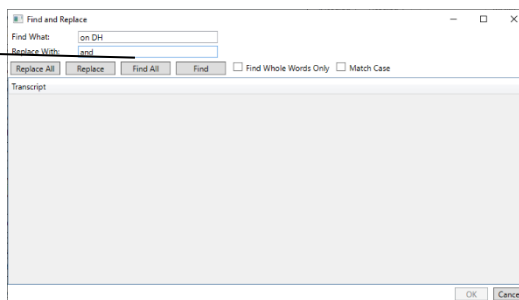
Select the text you want to change throughout the document, then right click the selection and choose **Find and Replace** from the context menu
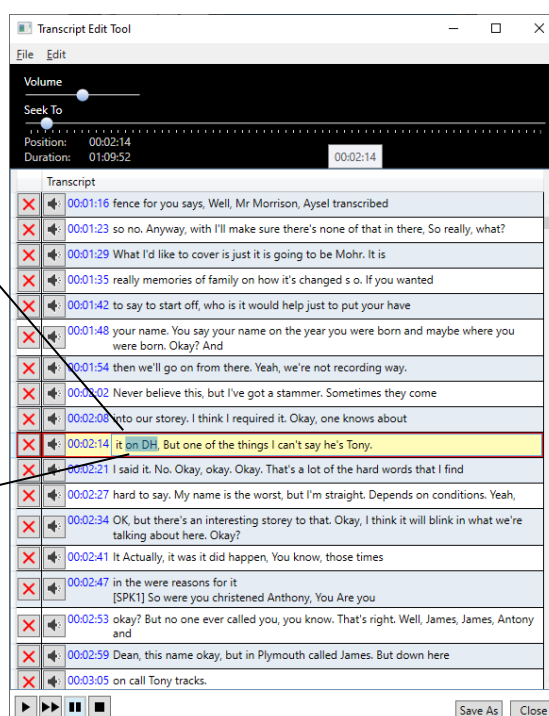
The selected text will appear in the **Find What** text box
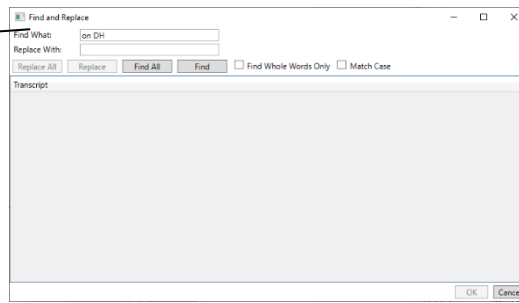
Type your replacement text in the **Replace With** text box and click on the **Replace All** button

The elements that contain replacements are then shown with the replaced text highlighted in red. You can then review the changes and listen to the audio associated with the element by clicking the speaker to the left of the element
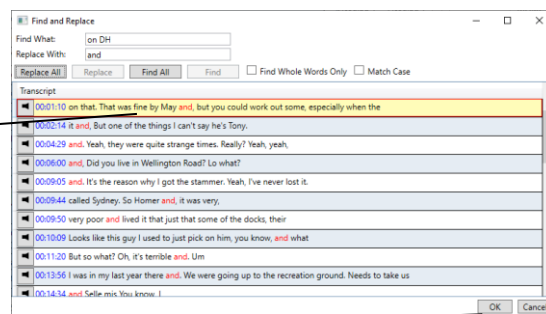
If you are happy with **all** the replacements, you can click **OK** to write these back to the underlying elements. If you click **Cancel** then no replacements will be made.
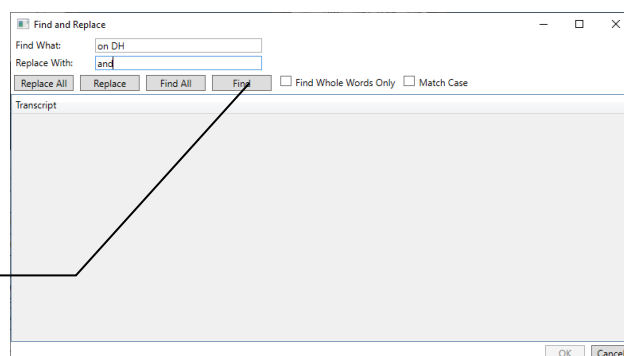
If you are less certain that a certain text needs replacing throughout the transcript, you can find and replace elements one by one. Set up the Find and Replace with text as in the previous example and click **Find**

The **Find What** text is shown highlighted in red

To replace the highlighted text in this element, click on **Replace**
If you want to skip this replacement just click **Find Next** again to move to the next occurrence
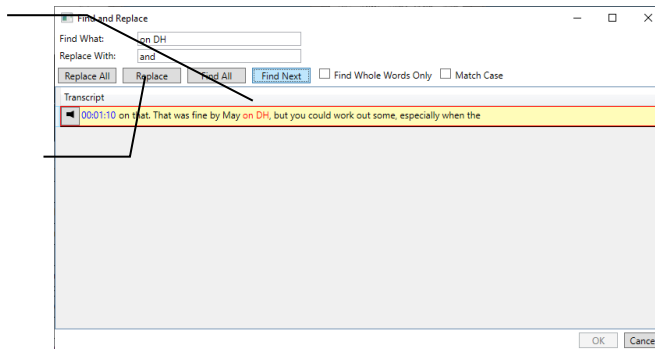
The **Find** button has now changed to **Find Next** button, click **Find Next** to find the next occurrence
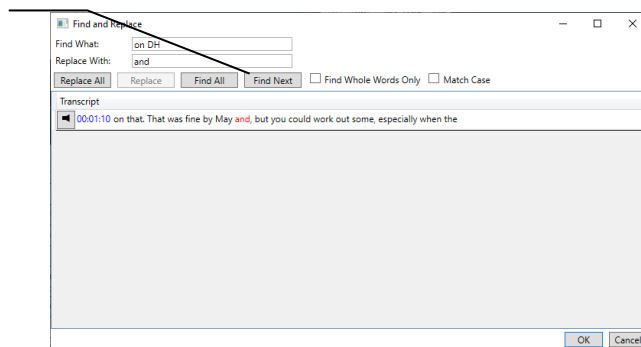
Click on the **Replace** button to replace this occurrence. Work your way sequentially through the elements in this way
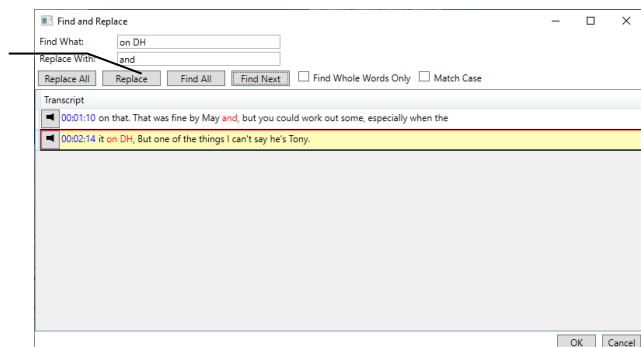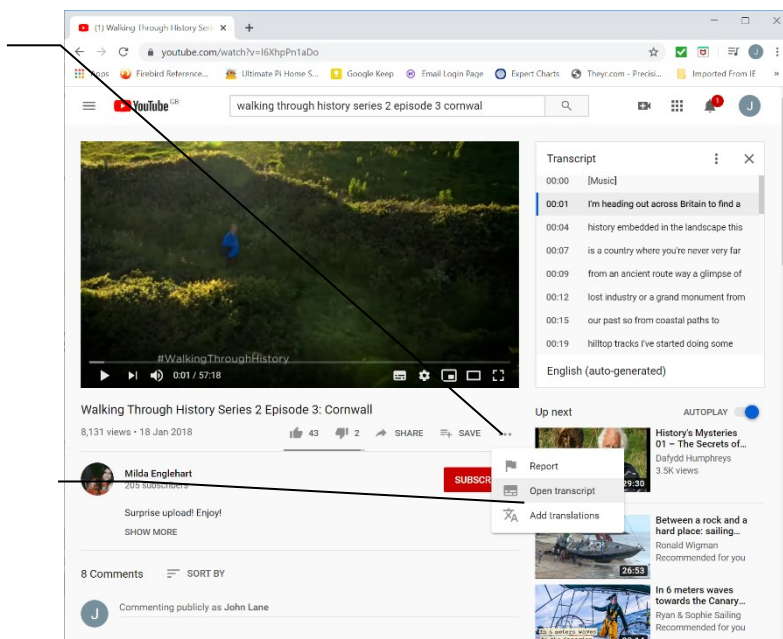
The Find and Replace dialog does not allow direct text editing.

Opening and editing plain text transcripts

If a video is uploaded to YouTube a transcript is automatically generated. Download and import this as follows:

Open the video in YouTube, click the 3 dot menu…

…and click the **Open Transcript** command

The transcript opens here. Drag through the transcript with the mouse. Start carefully just before the 00:00, making sure it is selected (it will highlight blue when selected)…
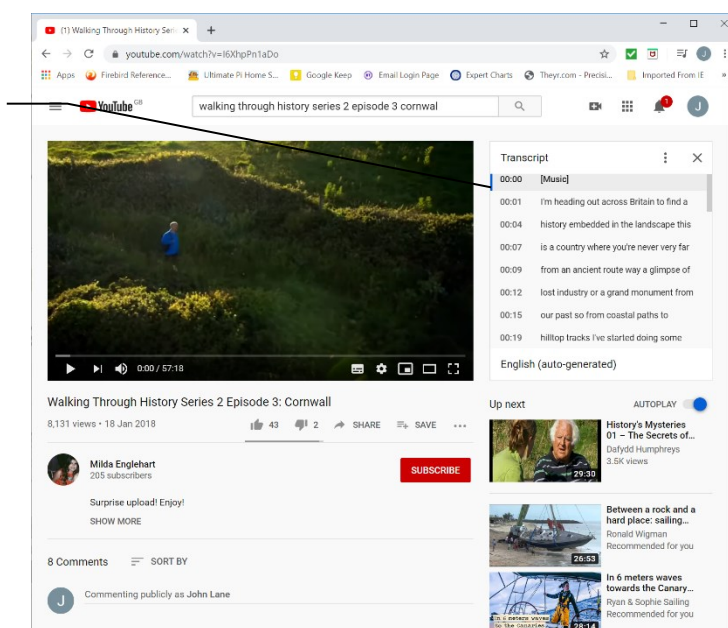
…drag down until the whole of the transcript has been selected. Carefully select just to the end of the transcript and no more. Whilst keeping the mouse button pressed you can move the mouse back up until the end of the last word is selected. If you let go of the mouse button and loose the selection you will need to start again.
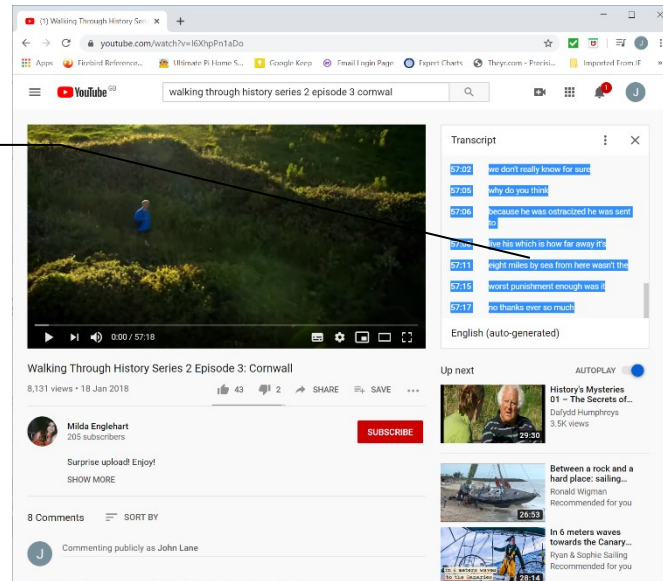

You now need to copy the selected timed transcript. The easiest way is to press **Ctrl + C** on the keyboard (hold the Control key down then press the C key). You can also right click the blue selection and choose **Copy** from the context menu.
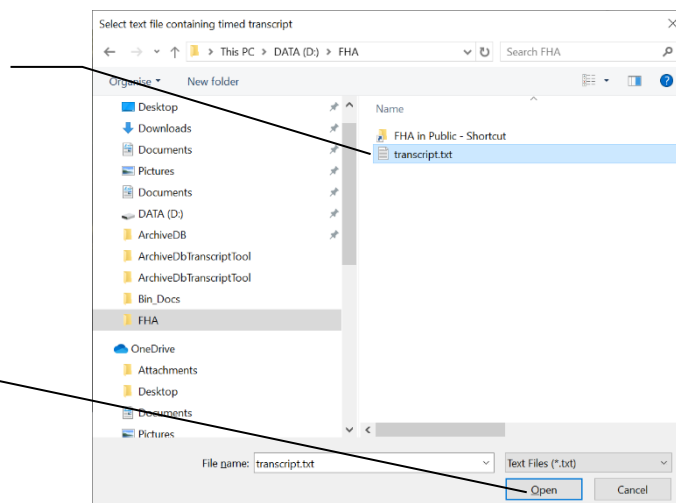
You now have 2 options – either paste the transcript into Notepad, save as a text file and import that, OR you can directly import the copied transcript from the Clipboard.

Importing from a text file

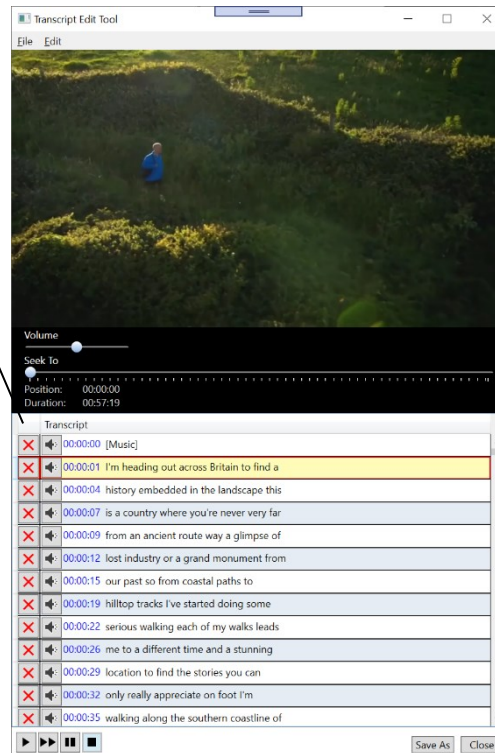On the **File** menu, choose **Open**, then **Plain Text Timestamped Transcript (*.txt)**
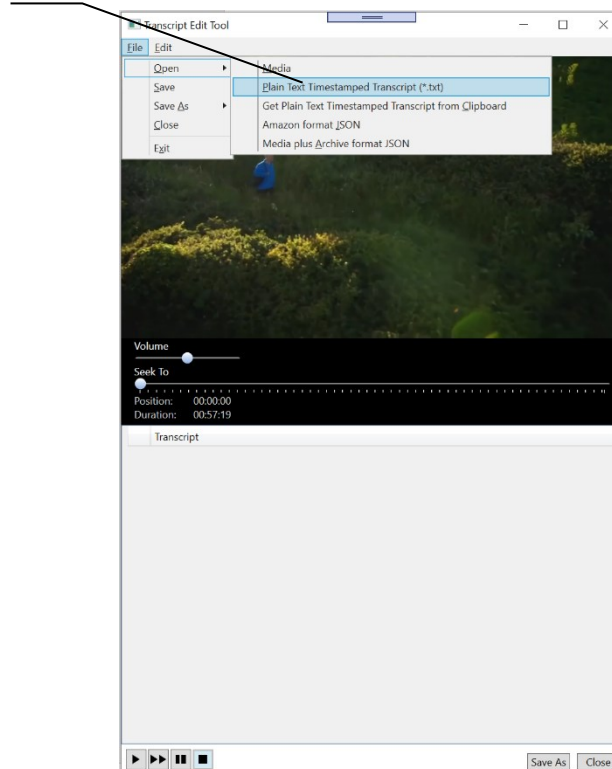
Select the text file you have saved containing the transcript…
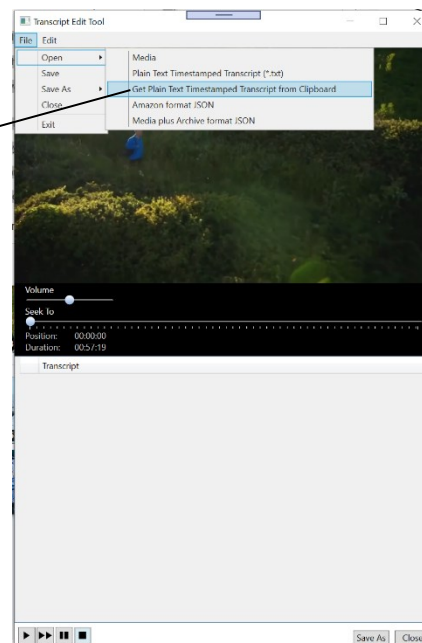
…click Open

The imported transcript will be displayed. Remember to save as a *.jsna file. See above

Importing direct from the clipboard

This can only be done whilst the transcript is on the Clipboard, i.e. just after you have copied the transcript.

From the **File** menu choose **Open** then **Get Plain Text Timestamped Transcript from Clipboard**
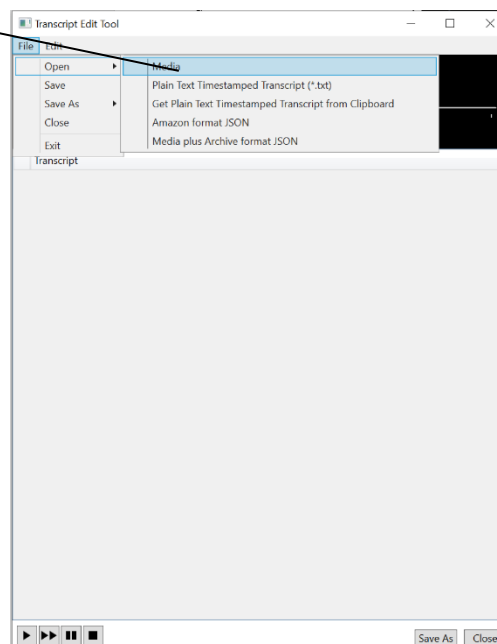
The imported transcript will be displayed. Remember to save as a *.jsna file. See above
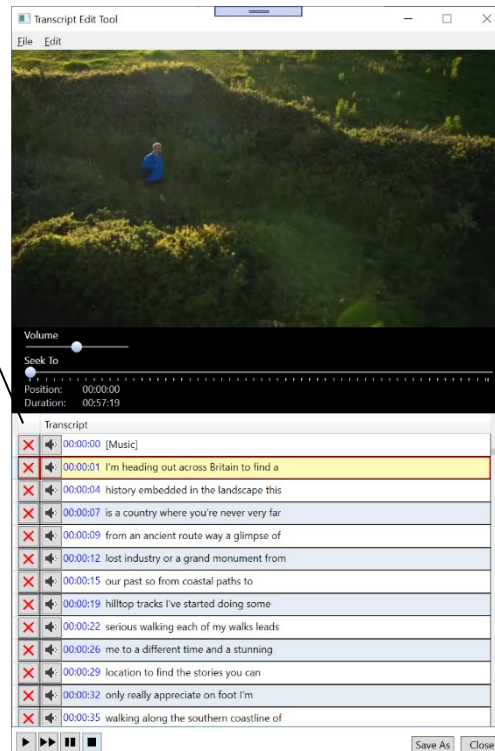
Creating blank timestamps
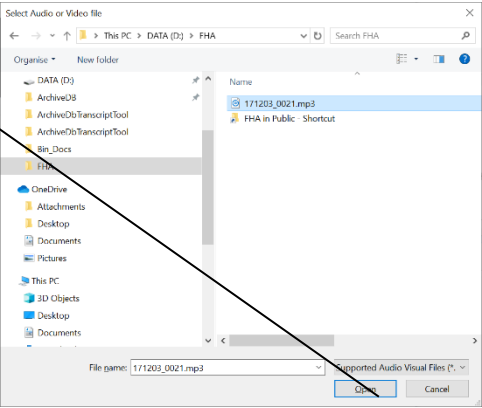
It is possible to create blank timestamps for a media file. The transcript can then be typed into the appropriate time element. Begin by loading the media file.
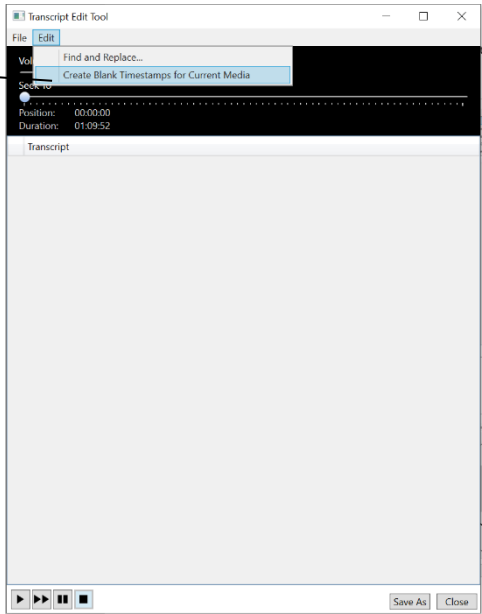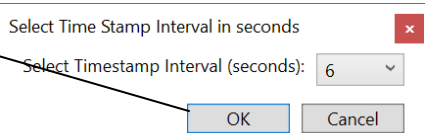
File, **Open** then **Media**

Select the media file and click **Open**

From the **Edit** menu, click **Create Blank Timestamps for current Media**

Select the appropriate time interval, say 6 seconds. Click **OK**

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A series of blank elements are created for the media file. Listen to the audio for the timeslot and type what you hear in the transcript cell.

Other Save options

The *.JSNA file created when you click **Save** is the file that you will need to import into ArchiveDb. The **Save As** command on the **File** menu allows several file types and output styles to be saved. These have no relevance to ArchiveDb from an editing or data point of view and are available simply to facilitate transcript reading.
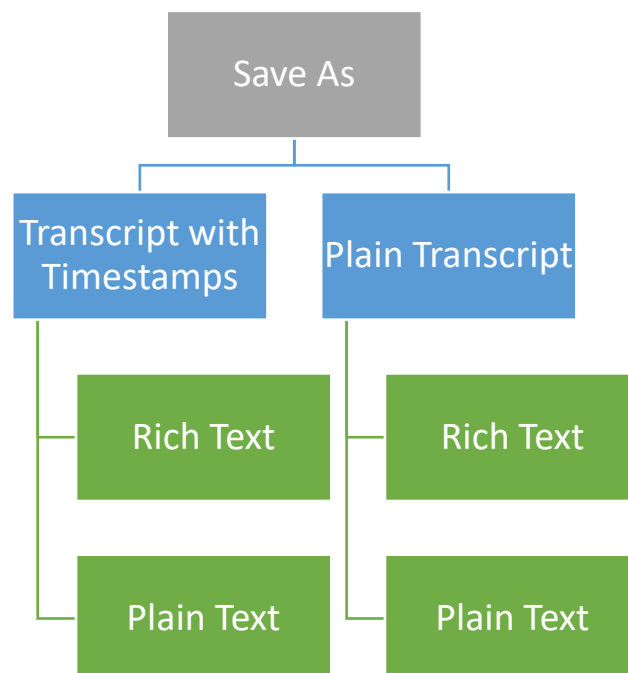
From the **File** menu, choose **Save As**
then either **Transcript with Timestamps** or **Plain Transcript**

From the drop-down, select either
Rich Text or **Plain Text**
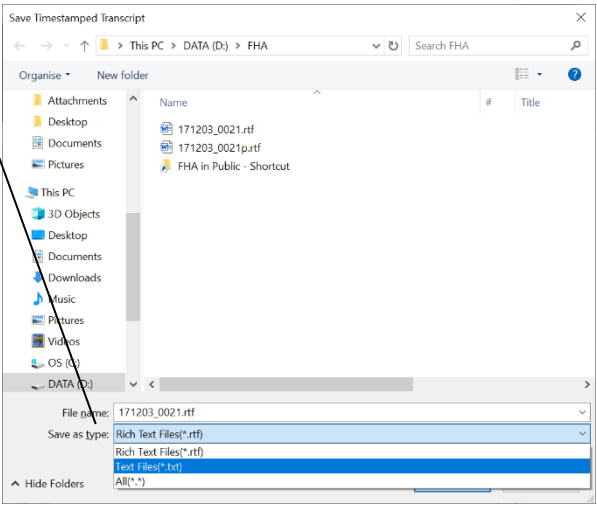
Below is a plain transcript saved as rich text. Any text typed within square brackets during editing is shown in colour in the rich text file.

[SPK2] Um, my ex wife thinks the university is a terrible thing, ¶
[SPK1] really. ¶
[SPK2] But then she was my ex wife, she thinks everything's terrible. ¶
[SPK1] Is she around here as well then? ¶
[SPK2] yeah. she still lives in Falmouth¶
[SPK1] Okay. ¶
[SPK2] I don't think she's outside listening¶
[SPK1] no no I said I'd send her a copy [laughter] ¶
[SPK2] mind you I was was married for 37 years. ¶
[SPK1] really?¶
[SPK2] Yeah, ¶
[SPK1] well, that can't be too bad then keep ¶
[SPK2] no no it's sort of like another record isn't it?¶
[SPK1] it is nowadays So I think I was going to say I'm going to have to go soon because I gotta pick up a grandchild. I tend to find about one hour is enough because, you know, brain goes, doesn't it? Is there anything else you'd like to share? ¶
[SPK2] Well, yeah, I on in another sense, I had a lovely childhood as well, apart from all them, the bad sides ¶
[SPK1] yeah, yeah, yeah, yeah, yeah. ¶
[SPK2] I used to live on the beach, ¶
[SPK1] I was going to say ¶
[SPK2] Yeah, you know, right from very, very young and I left Ah and There is a bit of a story here, actually, um it just shows how young I was actually because I was still going to the infant school. Um, I love looking at the rock pools, you know, And always my dad used to make little ponds and that for me. And I used to try to get all the sand and stones and Rock and weed shrimps and Mummy's and all the little fish you get and starfish and Try to, take one of them pools home. ¶

Remember: these additional files cannot be used for editing purposes as they are not the required format for import.