

uDesk/uCat

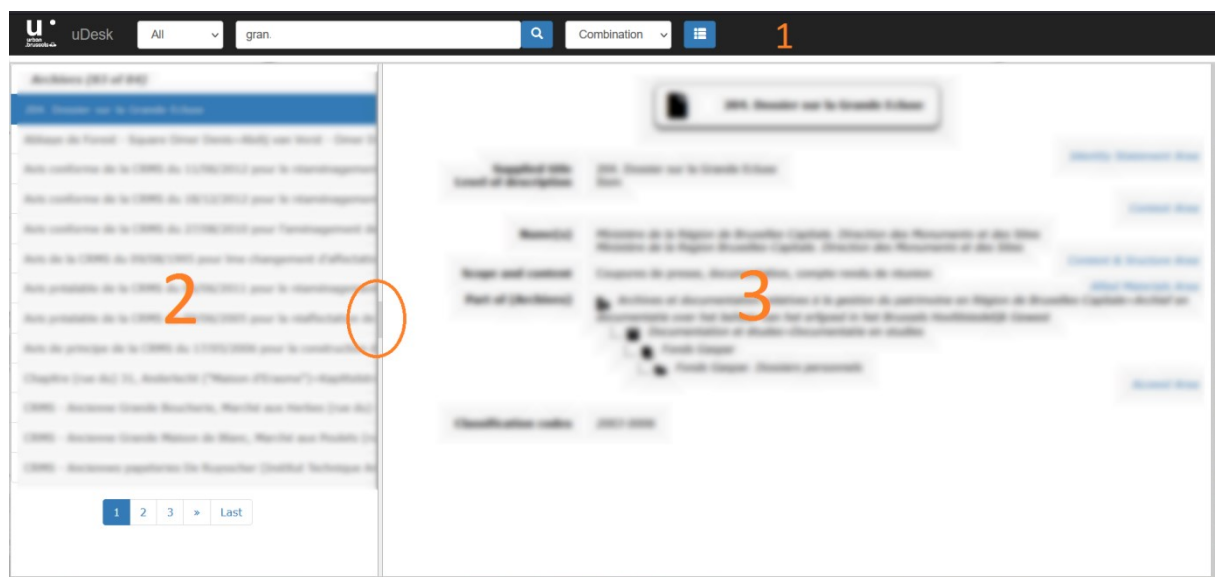
Version 1.1

A brief manual

The Search screen

The search screen consists of 3 parts:

1. A top navigation bar with browsing and search functionalities
2. A panel on the left with hierarchical lists or search results
3. A panel on the right with the detailed data of an individual description



The panels can be enlarged or reduced by dragging the double line in between. Click on the gray area (circled here) to make the left panel (dis)appear.

Collections en subcollections




To the right of the search field, the navigation bar contains a drop down list with search options and a button to open the archive tree (see below). On the left of the bar is a drop-down list with the various sub-collections contained in the the database. Depending on the collections maintained in the database, these may be the large collection groups, such as the library, the archives and stimms archives, but also subcollections within these large groups, such as an extensive collection of dissertations, folders, yearbooks, etc. By default, the selection list offers “All”. After a specific (sub) collection has been chosen, all further searches will take place within this framework.

Search

In the search field to the right of the dropdown list for collections and subcollections, enter the expression(s) (at least 3 letters) to search for. Upper or lower case will yield the same result, accents will be removed and the system will always try to interpret individual letters or letters separated by points as an abbreviation. Searches can be performed on

- A combination: all words and expressions of the descriptions are searched. The other search options are also included through this combining. This is the default search parameter.
- A keyword: only the keywords are searched. The order of the entered expression doesn’t matter.
- A descriptive title: only the words and experssionss of a descriptive title are searched.
- A call number: this can be the beginning of a call number (or a collection number) and doesn’t need to be quoted exactly. If more than one description corresponds to the call number being searched, they will be displayed in a list of values preceded by their call number.
- Names: only the names of the descriptions are searched. The order of the entered parts is irrelevant and first names can be combined.



With 3 letters entered, a suggestion list is offered. While searching names or keywords, this list will present all names or keywords containing the expression(s) being searched. Selecting a word or name from the list in order to obtain a list of descriptions containing all expressions in the selected phrase. You can however also leave the entered expressions and click on the search icon , which will enlarge the search result (although this will inevitably also increase the level of noise) .

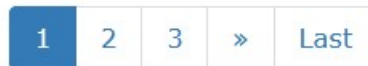
A search is always performed using (a combination of) all expressions as they appear in the search field. The suggestions work slightly differently for a combination or title, because in addition to suggestions for the specified expression, phrases are also shown that occur together with the already specified expression(s). A (fictional) example: if you enter “world war”, the suggestion list will show “world war” and “world wars”. Adding “1914”, the suggestion list will present all the expressions combining “world war” or “world wars” with “1914”, and thus go from long to short as more letters are entered, ending in one term, “world war (1914 -1918)”. In the same way, the list evolves for subsequent terms such as “battles”, etc. When searching on a “Combination” all textual elements from the descriptions are searched and thus a combination of words from the descriptive title and an authors name, a place of publication, etc. will limit the search result to these combinations.

When searching through name, only the name of the highest description is indexed if it is a creator of archives. Since all the descriptions of an archival fond have the same creator, this avoids simply listing all descriptive titles of an archival fond alphabetically.

The search result is always framed within the selected (sub)collection or the search criteria when changed.

Search lists

These can cover one or more pages. You can navigate between the different pages by clicking on the number, on the “next” - (») or “previous” - («) symbol or on “Last” or “First”.



Click a description in the list to display its details in the panel on the right.

The list will group the descriptions by collection and show them alphabetically within each group.

Rather than using the mouse, navigation can also be done using the keyboard:

Up arrow: 1 description up, previous page at the top

Down arrow: 1 description down, next page at the top


Left arrow, Page up: 1 page back

Right arrow, Page down: 1 page forward

Home: 1st description

End: Last description

Archival tree view






The archival tree is displayed in the left panel by default. It can be displayed any time by clicking the  button. The descriptions down in the hierarchy (“child descriptions”) are displayed by clicking the triangle in front of each description or by double-clicking the parent description. If the triangle is missing, no child descriptions are present or accessible.

Click on the description in the tree structure to view its details in the right pane, or select it through one of the keyboard keys as described above.

Descriptions

After selecting a description, its details are displayed in the right panel. At the top a compound description is available, below the details are shown. If additional links are available, click them to navigate to another description (an element is clickable when its color changes by hovering it with the mouse). These are usually links to internal or external descriptions with which the description is somehow connected. In addition, the latest search result can be changed or called upon by clicking a name or a keyword with the descriptive details. The search parameters will be adjusted automatically, as will the search result in the left panel.

Images

If any images were added to the description, a thumbnail representation of the first image will be displayed at the top right. Click it to view the images. Image can be zoomed by clicking on it or on the  icon at the top right. Full screen view is available by clicking . Go to the previous and next image with  and , and return to the description with .