



Introduction

This document outlines a short “HowTo” showing the basic features of the Timescapes Archive. It is intended as a quick start to allow a user to login to the archive, perform search and browsing and to view data within the archive.

Further documentation including a reference document and additional tutorial information is being developed and will be provided through the Timescapes website and Archive as soon as it is ready.

Any comments and suggestions on areas where this document could be improved or where additional material would be helpful would be appreciated. Please contact the archive at timescapes@leeds.ac.uk.



Accessing the Archive

The Timescapes Archive is accessed from the Timescapes' website. Click on the "The Data Archive" tab and then click on the link shown below to access the Archive login page.

From the login page you will be able to enter your username and password to access the Archive main page.

The screenshot shows the Timescapes website header with the University of Leeds logo and navigation tabs: ABOUT TIMESCAPES, RESEARCH, METHODS AND ETHICS, and THE DATA ARCHIVE. The 'THE DATA ARCHIVE' tab is selected. The main content area is titled 'The Data Archive' and describes the archive's purpose. A green box highlights a link labeled 'The Timescapes Archive' in the left sidebar. A red arrow points from a box at the bottom left, which says 'Click the link to access the archive login page', to the highlighted link. Another green box on the right side of the page contains the text: 'The Timescapes Archive. The archive is currently under construction. The pilot version is now available.' Below this text is a link labeled 'The Timescapes Archive'.

Click the link to access the archive login page

The Timescapes Archive
The archive is currently under construction. The pilot version is now available.
■ **The Timescapes Archive**



Logging into the Archive

On this page you will enter your username and password to login into the Archive. Do not change the Institution even if you are not from The University of Leeds as this is used to authenticate internal users to the University Active Directory System and will not work for external users.

The username and password to use will have been supplied to you by the Timescapes Team at Leeds.

The diagram illustrates the login process for the LUDOS system. It features a central screenshot of the login page with four red-bordered callout boxes and arrows pointing to specific fields or buttons:

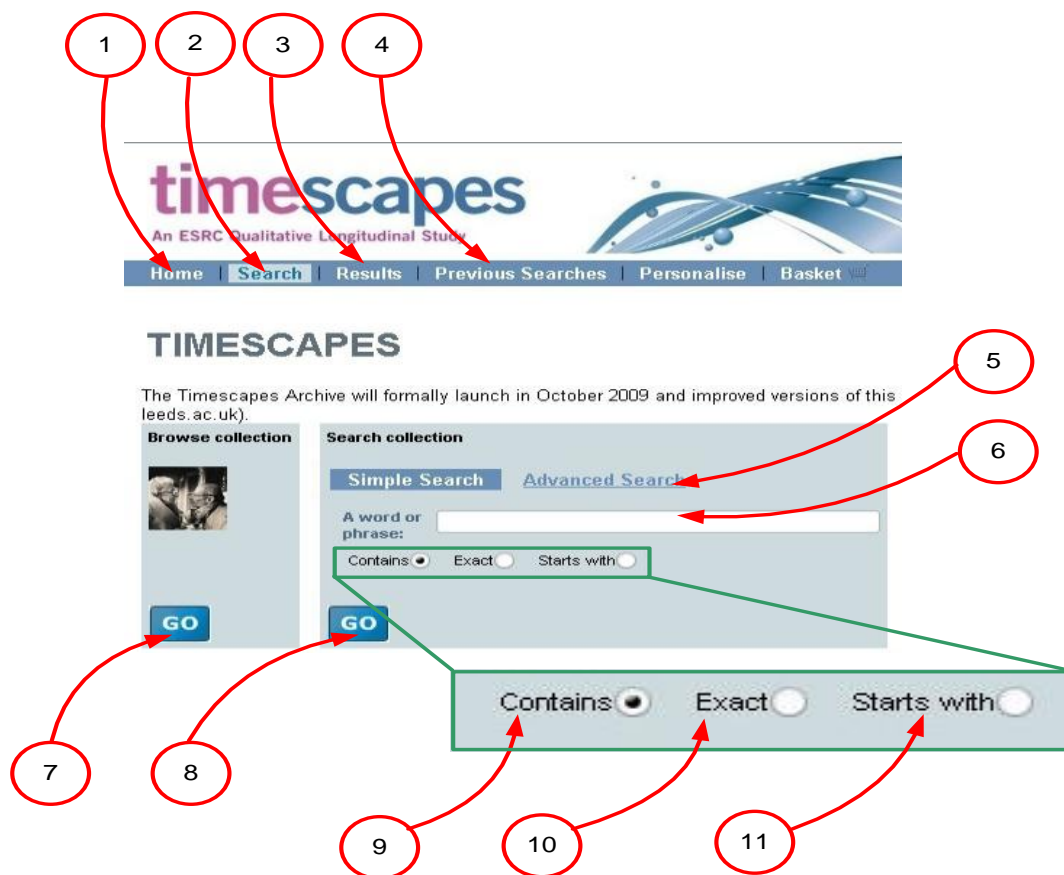
- Enter your username**: Points to the 'Name:' input field.
- Leave this field set to University of Leeds**: Points to the 'Institutes:' dropdown menu, which is currently set to 'University of Leeds'.
- Enter your password**: Points to the 'Password:' input field.
- Click to login**: Points to the 'Login' button.

The login page itself has a blue header with the text 'LUDOS'. Below the header, there are three input fields labeled 'Name:', 'Password:', and 'Institutes:'. The 'Institutes:' field is a dropdown menu showing 'University of Leeds'. Below these fields are two buttons: 'Login' and 'Back'. A large, semi-transparent 'Login' text is visible in the bottom left corner of the page area.



The Main Archive Page

1. Click here to go to the Home page
2. The light blue highlight indicates that this is the active page
3. Click here to view the results of the last search
4. Click here to view the searches you have performed this session

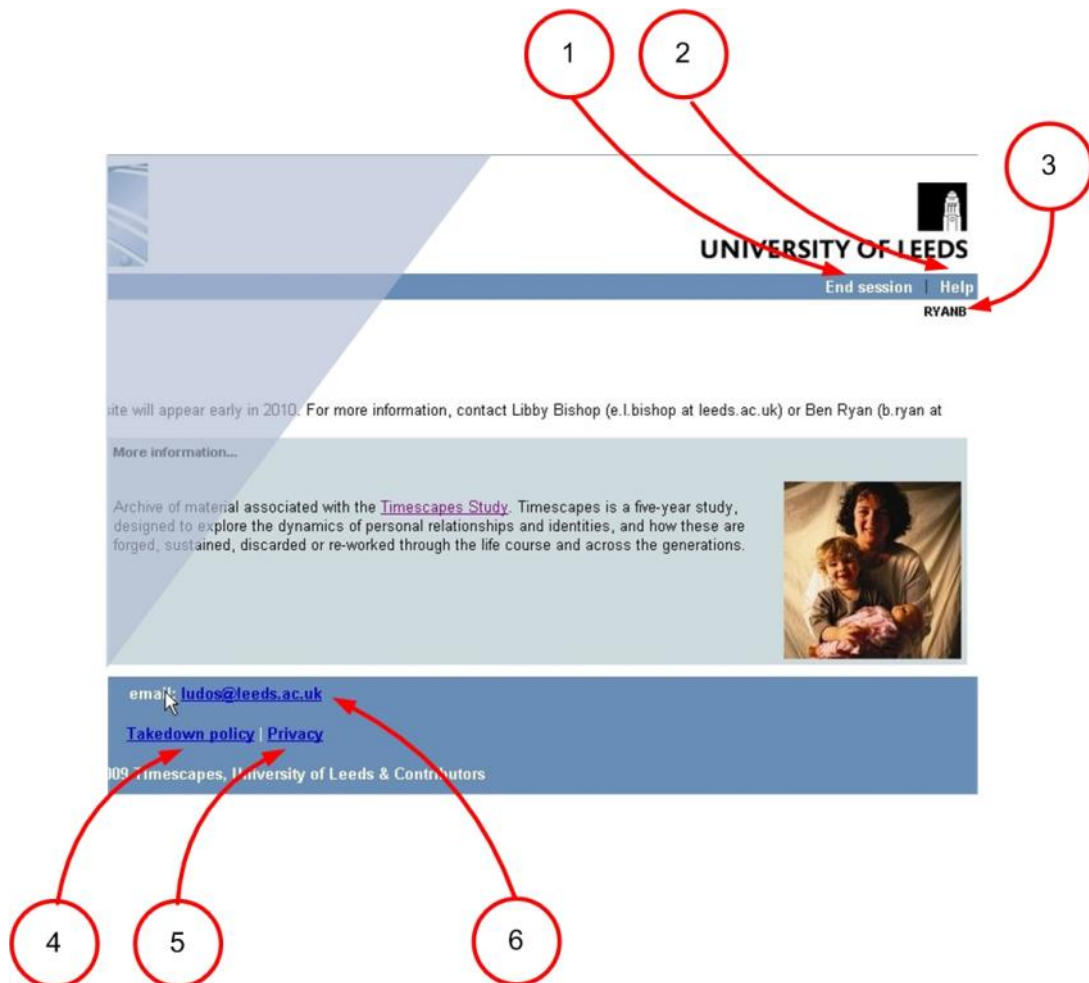


5. Click here to access the Advanced Search (see Page 13)
6. Enter a search term in this field
7. Click this button to view the Collections (see Page 7)
8. Click this button to perform a search
9. Select this option to search for a term within a field
10. Select this option to search for an exact match for the search term
11. Select this option for a match with the start of the text within a field



The Main Archive Page (continued)

1. Click here to logout and end your session
2. Click here to access the help pages
3. This indicates the current user account that is active in this session



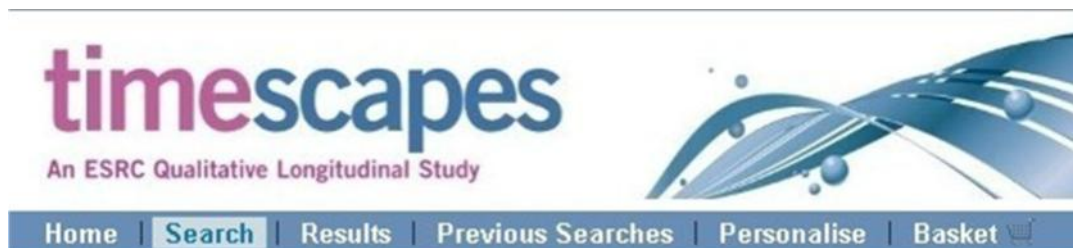
4. Click this link to access the Takedown Policy for the Archive
5. Click this link to access the Privacy Statement for the Archive
6. Click this link to open an E-mail client to send an e-mail to the Archive Administrators at the University of Leeds



The Main Archive Page (continued)

To access the Collections click the “Go” button as shown in the diagram below.

This will display a screen similar to the one shown on the next page.



TIMESCAPES

The Timescapes Archive will formally launch in October 2009 and improved versions of this (leeds.ac.uk).

Browse collection

GO

Search collection
Simple Search [Advanced Search](#)
A word or phrase:
Contains ☒ Exact ☐ Starts with ☐
GO

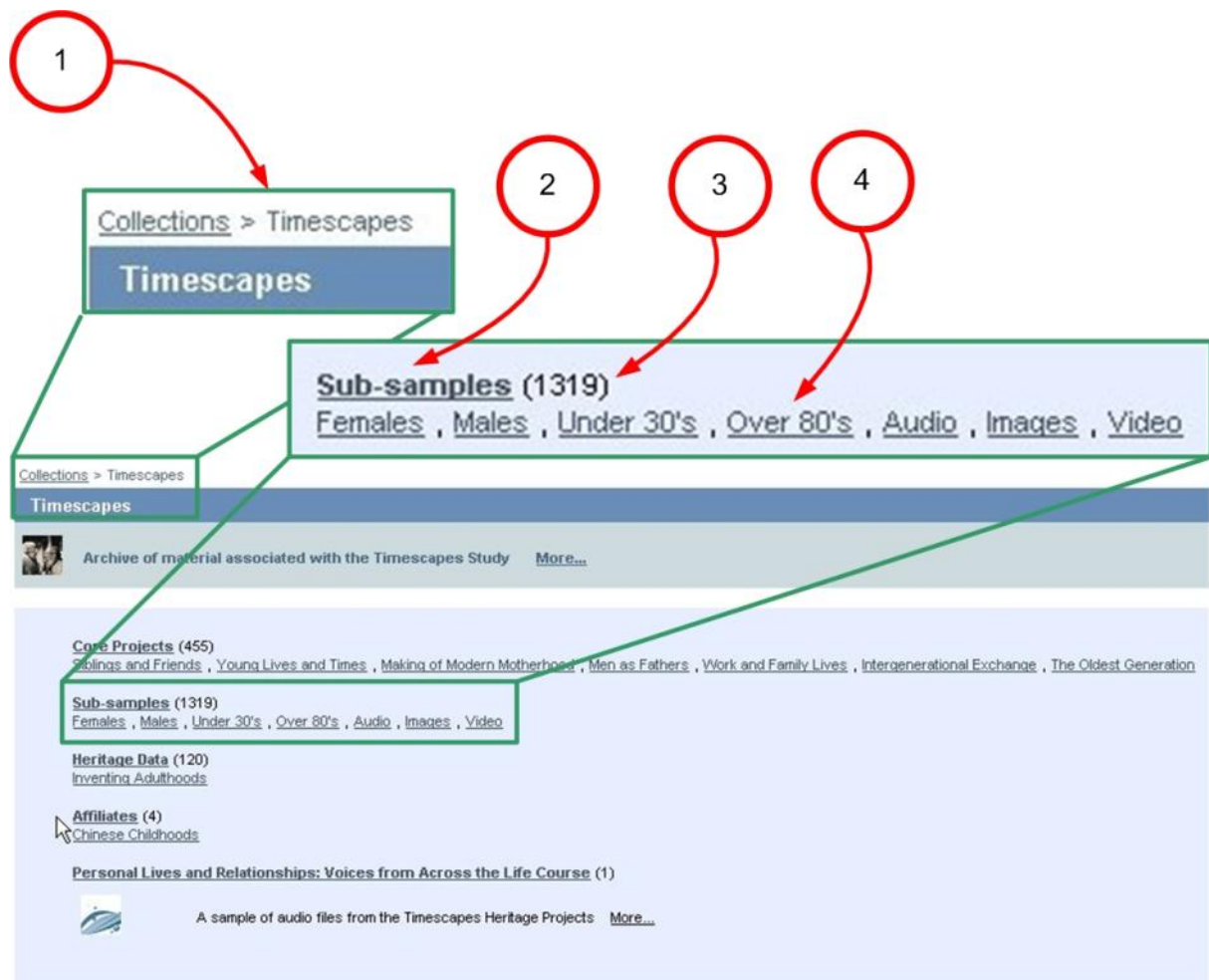
Click this button
to access the
Collections



Collections

Collections provide a mechanism to create subsets of the Archive data based on search terms. They are in effect saved searches and can be created from any search that can be performed within the Archive.

A number of Collections have been defined that group the data in the Archive in different ways. In the diagram below Collections have been created for the Core Projects, Sub-samples, Heritage Data and Affiliate Projects. The annotations on the diagram explain the various features.



1. This "Bread Crumb" indicates where in the Collections you are
2. This is a Sub-sample under the Timescapes Collections
3. This indicates the total amount of objects in the collection and sub-collections
4. This is a sub-collection created within the "Sub-samples" Collection



Collections (continued)

To access the data contained in a Collection click on a link, as an example the “Siblings and Friends” link is highlighted in the diagram below.

[Collections](#) > Timescapes



Timescapes

Archive of material associated with the Timescapes Study [More..](#)

Core Projects (455)

Siblings and Friends, [Young Lives and Times](#), [Making of Modern Motherhood](#)

Sub-samples (1319)

[Females](#), [Males](#), [Under 30's](#), [Over 80's](#), [Audio](#), [Images](#), [Video](#)

Once this link has been clicked it will display the page shown below. The elements of the page will be described in the next two pages. The different views that can be displayed for the data sets, case data and individual data objects will be described in the following pages.




[Home](#) [Search](#) [Results](#) [Previous Searches](#) [Personalise](#) [Basket](#) [End session](#) [Help](#)

Search 'W-Publisher- siblings and friends' in 'Timescapes' Collection [Sorted by: Ranking]

[Brief view](#) [Table view](#) [Full view](#)

Records 1- 20 of 128

Project	Pseudonym	Data Type	Case Files	Data File	Add to Basket
1 Siblings and Friends	Anne	Image			<input type="checkbox"/>
2 Siblings and Friends	Anne	Image			<input type="checkbox"/>
3 Siblings and Friends	Clare	Image			<input type="checkbox"/>
4 Siblings and Friends	Clare	Image			<input type="checkbox"/>
5 Siblings and Friends	Anne	Image			<input type="checkbox"/>
6 Siblings and Friends	DanielA	Image			<input type="checkbox"/>
7 Siblings and Friends	AshleyA	Image			<input type="checkbox"/>
8 Siblings and Friends	Clare	Image			<input type="checkbox"/>
9 Siblings and Friends	DanielA	Image			<input type="checkbox"/>
10 Siblings and Friends	AshleyA	Image			<input type="checkbox"/>
11 Siblings and Friends	AshleyA	Image			<input type="checkbox"/>
12 Siblings and Friends	DanielA	Image			<input type="checkbox"/>
13 Siblings and Friends	Mark	Image			<input type="checkbox"/>
14 Siblings and Friends	Mark	Image			<input type="checkbox"/>
15 Siblings and Friends	Mark	Image			<input type="checkbox"/>
16 Siblings and Friends	Keira	Image			<input type="checkbox"/>
17 Siblings and Friends	Keira	Image			<input type="checkbox"/>
18 Siblings and Friends	Anne	Image			<input type="checkbox"/>
19 Siblings and Friends	Keira	Image			<input type="checkbox"/>
20 Siblings and Friends	Sapphire	Image			<input type="checkbox"/>

email: ludos@leeds.ac.uk

[Takedown policy](#) [Privacy](#)

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Table View

When a Collection is accessed or a search is performed the results are displayed in one of three views. The default view is the “Table View” that displays a number of results per page (the default is 20) and allows to the user to browse through the results pages.

The diagram below show the left half of the “Table View” and the annotations described the elements. Only the first ten records are shown in the diagram.

Search **W-Publisher= siblings and friends** in 'Timescapes' Collection [Sorted by: Ranking]

Brief view **Table view** Full view

Records 1- 20 of 128

	Project	Pseudonym	Data Type
1	Siblings and Friends	Anne	Image
2	Siblings and Friends	Anne	Image
3	Siblings and Friends	Clare	Image
4	Siblings and Friends	Clare	Image
5	Siblings and Friends	Anne	Image
6	Siblings and Friends	DanielA	Image
7	Siblings and Friends	AshleyA	Image
8	Siblings and Friends	Clare	Image
9	Siblings and Friends	DanielA	Image
10	Siblings and Friends	AshleyA	Image

1. This line indicates the search that was performed and the sorting used
2. This tab with the pale blue background indicates that this is the active tab
3. This heading lists the Project title
4. This heading lists the pseudonym used for the “Case”
5. This heading lists the type of data that the object contains



Table View (continued)

The diagram below show the right half of the “Table View” and the annotations described the elements. Only the first ten records are shown in the diagram.

1	2	3	4	5
Case Files	Data File	Add to Basket	Sort by: Ranking	1 2 3 4

1. This heading lists the case file associated with the object
2. This heading lists the data file associated with the object and is used to access the record for the object and allow access the data file.
3. This heading allows the user to save the search result line to their basket, (see Page 23)
4. These numbers indicate the number of pages in the search result set
5. This button allows the user to browse to the next search results page




Full View


The Full View shows the complete record for the object. This includes links to the object, its parent, the metadata fields, URL links that can be used to access the object and any collections that the object is related to.

Search: "W-Publisher= siblings and friends" in 'Timescapes' Collection [Sorted by: Ranking]

Brief view Table view **Full view**

Record 4 of 128

View object  Cover sheet - JPEG Image (218 K)

View parent object 

Title	Siblings and Friends: Anne
Case ID	Anne
Project	Siblings and Friends
Fieldwork Date	2008-01-01
Fieldworker ID	Suzie Veller
Age Group	10-19
Gender	Female
Social Class	Full Time Students
Data Type	Image
Keyword	Female, future
Description	Siblings and Friends: Anne - Cultural Commentary 2008
Related items	05200962-bb41-4245-adbd-eb7136f551e0
Related items	0fa475bd-c9e6-4067-a405-ad2a341d8124
URI	http://ludos.leeds.ac.uk:1801/avebclient/DeliveryManager?application=DIGITool-33owner=resources/coversheet/custom_sft_2/sample_viewer&pid=120124
URI	https://ludos.leeds.ac.uk:443/RZ?func=dbin-jump-full&object_id=120124&current_base=GEN01
Related collections	Timescapes > Sub-samples > Females Timescapes > Sub-samples > Under 30's Timescapes > Core Projects > Siblings and Friends

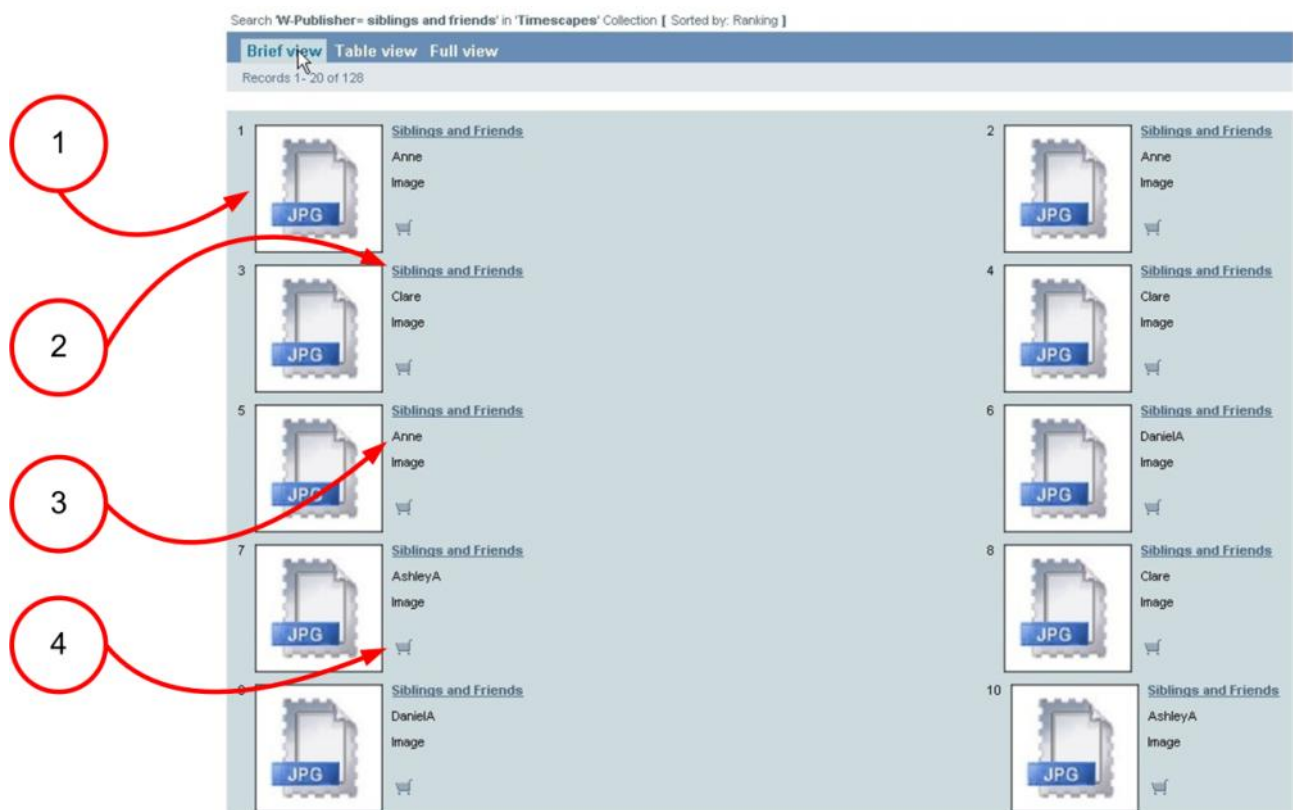
Ignore these entries

1. Clicking this link will access the object.
2. Clicking this link will access the objects parent.
3. Where a metadata entry is underlined in blue this link can be used to perform a search.
4. This icon represents the type of data that the object contains, in the case a JPEG image.
5. These entries are the metadata fields associated with this object.
6. These two links can be used to access the object directly from a browser.
7. These links allow access to the collections that this object is associated with. This is based on the metadata fields that have been used to define the collection.



Brief View

The Brief View shows the a partial record for the object. This includes links to the object, the title of the object, an icon representing the type of data the object contains and an icon to save this object to your basket (see Page 23).



1. This icon represents the type of data that the object contains, in the case a JPEG image.
2. Clicking this link will access the object.
3. This is the title of the object.
4. This icon will save the object to your basket (see Page 23).



Advanced Search

The Advanced Search allows the user to select the metadata fields to be searched on, to combine a number of fields in one search using a logical operator, to search based on the media format and document type and to search directly in the underlying XML data records.

The screenshot shows the 'Advanced Search' tab of the Timescapes search interface. The interface includes a navigation bar at the top with links: Home, Search, Results, Previous Searches, Personalise, Basket, End session, and Help. Below this is a sub-navigation bar with 'Simple Search' and 'Advanced Search' tabs. The main search area contains several sections: a 'Select collection' dropdown set to 'Timescapes', a 'GO' button, a 'Search in fields' section with three rows of dropdown menus (all set to 'All Fields') and 'And' operators, a 'Media type' dropdown set to 'ALL', a 'File format' dropdown with options PDF, DOC, RTF, and TXT, a 'Search in XML' section with a 'Select XML Type' dropdown and a search input field, and a 'Retrieve all records' button. Ten red circles with numbers 1 through 10 are placed around the interface, with arrows pointing to specific elements: 1 points to the first 'Search in fields' dropdown, 2 points to the first search input field, 3 points to the first 'And' operator, 4 points to the 'GO' button, 5 points to the 'Search in fields' section header, 6 points to the 'Contains' radio button, 7 points to the 'Media type' dropdown, 8 points to the 'Search in XML' section header, 9 points to the 'Media type' dropdown, and 10 points to the 'File format' dropdown.

1. Select the field to search using the Drop Down list.
2. Enter the search term here.
3. Select the logical operator to combine multiple search terms.
4. Click this button to perform the search.
5. Select this button to search in metadata fields.
6. Select the type of search.
7. Select this button to search by media type and document format.
8. Select this button to search in the XML data records.
9. Select the media type using this Drop Down list (see Page 16).
10. Select the document format using this list (see Page 17).



Advanced Search: field selection

The Advanced Search page allows the user to select which of the fields will be searched, the default is to search in all metadata fields.

The screenshot shows the 'Advanced Search' interface of the Timescapes website. At the top is a navigation bar with links: Home, Search, Results, Previous Searches, Personalise, and Basket. Below this, the 'Advanced Search' tab is selected. The main search area includes a 'Select collection:' dropdown set to 'Timescapes'. The 'Search in fields:' section has a dropdown menu open, showing a list of metadata fields: All Fields, Project, Fieldwork Date, Fieldworker ID, Age Group, Gender, Social Class, Data Type, Keyword, Description, and Full Text Only. A red arrow points from a text box to the 'Gender' field in this list. Another red arrow points from a text box to the 'All Fields' dropdown button. The interface also features a 'Media type:' dropdown set to 'ALL', a 'Search in XML:' section with a 'Select XML Type' dropdown, and a 'Retrieve all records' button. On the right side, there are three empty search input boxes and a file upload section with options for PDF, DOC, RTF, and TXT.

Select the metadata field from the list

Click this button to access the Drop Down list



Advanced Search: logical operator

The Advanced Search page allows the user to select what logical operator is used when multiple search terms are entered. The default is 'And' meaning that the search will only return results that match all of the search terms entered.

The other options are 'Or' meaning that if any of the search terms match a result will be returned or 'Without' meaning that only those results that do not match the search term will be returned.

One of these operators can be chosen for each of the search terms entered.

Select the
logical operator
from the list

Click this button
to access the
Drop Down list



Advanced Search: media type selection

The Advanced Search page allows the user to select what type of media that the search will be performed over. The options are 'All', 'Text', 'Image', 'Audio' or 'Video'.

Home | **Search** | Results | Previous Searches | Personalise | Basket

Simple Search **Advanced Search**

Select collection: Timescapes

Search in fields: All Fields All Fields All Fields

☒ Contains ☐ Exact ☐ Starts With

Media type: **ALL** ALL Text Image Audio Video

File format: PDF DOC RTF TXT

XML: Select XML Type

Retrieve all records

Select the media type from the list

Click this button to access the Drop Down list



Advanced Search: file format selection

The Advanced Search page allows the user to select what type of file format that the search will be performed over. The options will depend on the 'Media Type' selected as described on Page XXX

The options are:

Text: DOC, RTF, TXT, HTML or XML
Image: TIFF, JP2, JPEG, GIF or PNG
Audio: MP3 or WAV
Video: MPEG or AVI

Select the file
format from the
list

Use the scroll
control to move
the list up and
and down



Previous searches

As you perform searching and browsing within Digitool these are recorded for your current session. To access these previous searches click the "Previous Search" tab.

The screenshot shows the 'Previous Searches' page with a navigation bar at the top containing links: Home, Search, Results, Previous Searches (highlighted), Personalise, Basket, End session, and Help. Below the navigation bar is a table with the following data:

Collection	Search Request	No. of Records	Actions
Timescapes	VV-Publisher= siblings and friends	141	

Callout boxes provide the following instructions:

- Click this button to delete the search from the list (it will not delete it from your saved "Search Histroy")
- Click this button to view the searches results
- This is the collection that was searched
- This shows the details of the search
- This shows the number of records retrieved when the search was made
- Click this button to save the search to your "Search Histroy"

This will display a page listing the searches, the collection that was searched, the search request made, the number of records that the search returned and options for deleting, viewing or saving the search to your "Search History".



Search history

The search history is created by the user clicking the save button in the "Previous Search" page as described on Page 18.

Click this button to delete the search from the list (it will not delete it from your saved "Seach Histroy")

Click this button to view the searches results

Home	Search	Results	Previous Searches	Personalise	Basket	End session	Help
e-Shelf	Search History	Preferences	User Information	RYANB			

Collection	Search Request	No. of Records	Actions
Timescapes	VV-Publisher= siblings and friends	141	

This is the collection that was searched

This shows the details of the search

This shows the number of records retrieved when the search was made



Viewing case and object data

Within the archive there are two main types of object, a case object that contains a number of data objects plus metadata about the case and data objects that may be documents, images, audio or video. Access to these two types of objects can be performed in number of places within the archive, these are described on the following pages.

Brief View

Click this icon to view the object

The screenshot shows the 'Brief view' of a search result for 'Siblings and Friends'. The page has a navigation bar with 'Home', 'Search', 'Results' (highlighted), and 'Previous Searches'. Below the search bar, it says 'Search **W-Publisher= siblings and friends** in **'Timescapes'**'. There are three tabs: 'Brief view' (selected), 'Table view', and 'Full view'. It indicates 'Records 61- 80 of 141'. The main content area shows a list item for record 61, titled 'Siblings and Friends'. To the left of the title is a document icon with 'JPG' written on it. To the right of the title, the text 'Carl' and 'Image' is displayed. A small shopping cart icon is at the bottom right of the item.



Viewing case and object data: continued

Table View

Search **W-Publisher=** siblings and friends' in 'Timescapes' Collection [Sorted by: Ranking]

Brief view

Table view

Full view

Records 61- 80 of 141

	Project	Pseudonym	Data Type	Case Files	Data File
61	Siblings and Friends	Carl	Image		
62	Siblings and Friends	Carl	Image		

Click this icon to view the case object

Click this icon to view the data object


Full View

Home | Search | **Results** | Previous Searches | Personalise | Basket

Search **W-Publisher=** siblings and friends' in 'Timescapes' Collection [Sorted by: Ranking]

Brief view Table view **Full view**

Record 61 of 141





View object

View parent object

Title

Case ID

Siblings and Friends: Carl

Carl

Cover sheet - JPEG Image (293 K)

Click this icon to view the case object

Click either of these icons to view the data object



Viewing case and object data: continued

Previous Search

Home	Search	Results	Previous Searches	Personalise	Basket	End session	Help
RYANB							
Collection	Search Request	No. of Records	Actions				
Timescapes	W-Publisher= making of modern motherhoods	120	[X] [D] [A]				
Timescapes	W-Publisher= siblings and friends	141	[X] [D] [A]				
Timescapes	System Number= 000004076	1	[X] [D] [A]				

Click this icon to view the data object

Search History

[Home](#)
[Search](#)
[Results](#)
[Previous Searches](#)
[Personalise](#)
[Basket](#)

[End session](#)
[Help](#)

[e-Shelf](#)
[Search History](#)
[Preferences](#)
[User Information](#)

RYANB

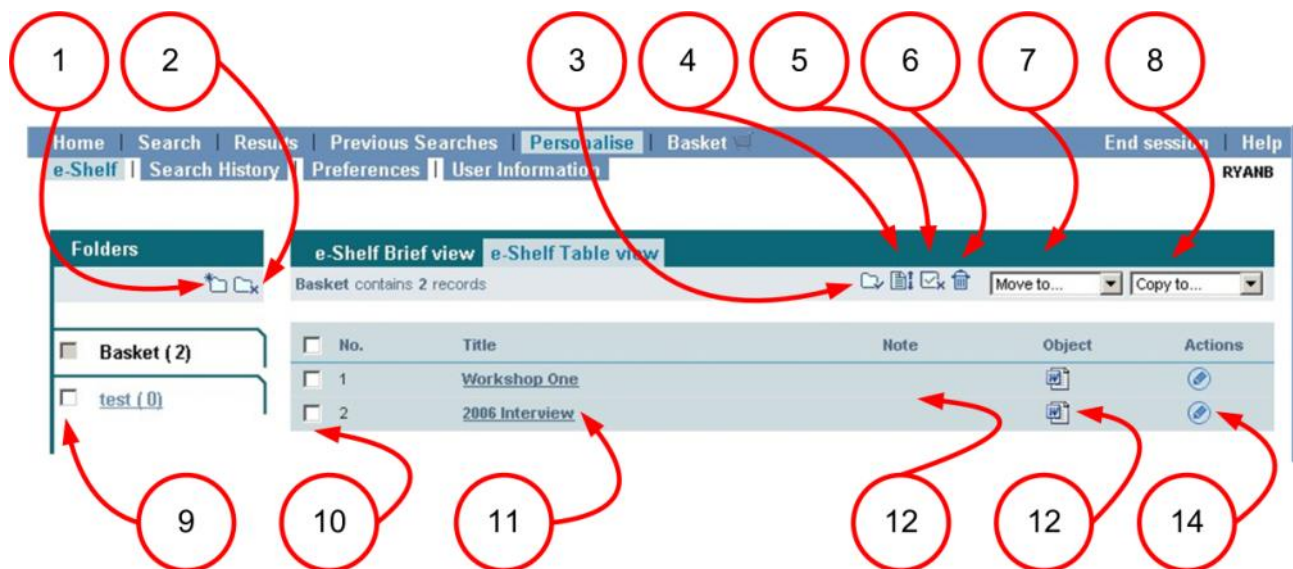
Collection	Search Request	No. of Records	Actions
Timescapes	W-Publisher= siblings and friends	141	✕ 🔍
Timescapes	W-Publisher= making of modern motherhoods	120	✕ 🔍

Click this icon to view the data object



Basket or e-Shelf

The Basket or e-Shelf allows the users to save selected search results, to organise these into folders and to annotate the search result with a note. The user can also access the full data record for the object and access the object from the folders.



1. This button allows you to create a new folder.
2. This button allows you delete selected folders, the "Basket" folder cannot be deleted.
3. This button allows you to make the selected folder visible to the public.
4. This button allows you to change the display order of the selected folders.
5. This button allows you delete selected records from the folder.
6. This button allows to clear ALL the contents of the selected folders.
7. This drop down allows you to move records between folders.
8. This drop down allows you to copy records between folders.
9. This button allows you to select the folder.
10. This button allows you to select the record in the folder.
11. This button allows to access the full data record for the object.
12. This entry will display any notes you have entered for the record.
13. This entry allows you to view the object.
14. This button allows you to add a note to the record.