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Deliverable 4.6
Online Manual VRE

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1. Online Manuals on Omeka.org and Seafile

An online manual for the use of the Virtual Research Environment (VRE) has been produced by the KADOC and the IEG Mainz. This manual consists of two distinct parts.

The first part is the manual for the data administrator using the backend of the Omeka S environment, which can be found at https://omeka.org/s/docs/user-manual/.

The second part of the manual is intended for use by the researchers who have to produce and deliver the clippings. This information was already partially integrated in deliverable 4.1 (the Data Management Plan) but has been reworked and clarified in March and April 2019, in close cooperation with Work Packages two and three. The main content of this part of the manual can now be found in deliverable 4.8 (the Metadata Scheme) and in the checklist provided as Annex 1 to this deliverable. Both sets of practical information have been made available to the researchers via the SEAFILE Platform used by the IEG Mainz, offering easy online access to all researchers.

STEP 1

☐ **Created source clipping**

- ☐ Preliminary readability test

☐ **Upload Seafile** (under *RETOPEA → Clippings → 1. Source → Unreviewed*)

- ☐ Wait for feedback
  - ☐ Correct clipping (if necessary)
  - ☐ Start metadata template

☐ **Final readability test**

☐ **Clipping uploaded** (*RETOPEA → Clippings → 3. Final Clippings → en*)

STEP 2

☐ **Finish metadata templates**

- ☐ Clipping (Item)
- ☐ Media

☐ **Automatic translations**

- ☐ German
- ☐ Spanish
- ☐ Estonian
- ☐ Finnish
- ☐ French
- ☐ Macedonian
- ☐ Dutch
- ☐ Polish

STEP 3

☐ **Upload translations in Seafile** (*Clippings → 2. Translation → Reviewed*)

- ☐ → de
- ☐ → es
- ☐ → et
- ☐ → fi
- ☐ → fr
- ☐ → mk
- ☐ → nl
- ☐ → pl

☐ **Send notification** to Language Reviewers

- ☐ IEG
- ☐ UGR
- ☐ MLIMC/MCIC
- ☐ UH
- ☐ Le Foyer
- ☐ UTA
- ☐ KUL
- ☐ UWARSAW

☐ **Wait for feedback**

- ☐ Review clippings (if necessary)

STEP 4

☐ **Upload bundle in Seafile** (*RETOPEA → WP4 → Bundle WP**) as zip-file:

- ☐ Source clipping
- ☐ All translations
- ☐ Metadata templates
- ☐ Resources/Media

☐ **Send notification to RDM**

☐ **Wait for feedback**

- ☐ Review bundle (if necessary)

☐ **Check out clipping in the VRE**

☐ **Ask for modifications** (if wanted)

