Title: NECEP (Non European Components of European Patrimony)

This document includes the following features:

Annexes of:

- the NECEP prototype specifications (report D2.1)
- technical realization (report D2.2)

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Concerned WPs: WP2

Abstract:

This document describes the data structure specifications, the technological prerequisites and the technological implementation of the NECEP prototype. Additionally, it includes instructions for content providers wishing to add or modify data in the prototype.

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Appendix 1: complete set of SQL table creation commands, including those used by the search engine

# Host: localhost
# Generation Time: Nov 05, 2003 at 07:47 AM
# Server version: 3.23.53
# PHP Version: 4.2.3
# Database: 'echo'
# -----------------------------------------------------------------------------------

# Table structure for table `echo_article_comments`

CREATE TABLE echo_article_comments (  
id int(11) NOT NULL auto_increment,  
article_id int(11) NOT NULL default '0',  
date date NOT NULL default '0000-00-00',  
reply_to int(11) default '0',  
ip varchar(20) default NULL,  
name varchar(200) default NULL,  
comment text,  
PRIMARY KEY (id),  
KEY article_id (article_id)  
) TYPE=MyISAM;
# -----------------------------------------------------------------------------------

# Table structure for table `echo_articles`

CREATE TABLE echo_articles (  
id int(11) NOT NULL auto_increment,  
order smallint(6) NOT NULL default '0',  
title varchar(250) NOT NULL default '',  
article_text text NOT NULL,  
author varchar(250) NOT NULL default '',  
date_created date NOT NULL default '0000-00-00',  
date_modified date NOT NULL default '0000-00-00',  
category varchar(250) NOT NULL default '',  
PRIMARY KEY (id),  
FULLTEXT KEY article_text (article_text),  
FULLTEXT KEY title (title)  
) TYPE=MyISAM COMMENT='articles of the NECEP database';
# -----------------------------------------------------------------------------------

# Table structure for table `echo_ext_doc_to_articles`

CREATE TABLE echo_ext_doc_to_articles (  
id int(11) NOT NULL auto_increment,  
id_soc int(11) NOT NULL default '0',  
id_article int(11) NOT NULL default '0',  
url_text varchar(250) NOT NULL default '',  
url varchar(250) NOT NULL default '',  
PRIMARY KEY (id)  
) TYPE=MyISAM COMMENT='Stores for each article a link to an external image';
# -----------------------------------------------------------------------------------

# Table structure for table `echo_facts`
CREATE TABLE echo_facts (
    id int(11) NOT NULL auto_increment,
    id_soc int(11) NOT NULL default '0',
    author varchar(250) NOT NULL default '',
    A1 text NOT NULL,
    A2 text NOT NULL,
    A3 text NOT NULL,
    A4 text NOT NULL,
    A5 text NOT NULL,
    A6 text NOT NULL,
    A7 text NOT NULL,
    A8 text NOT NULL,
    A9 varchar(250) NOT NULL default '',
    A10 varchar(250) NOT NULL default '',
    B1 text NOT NULL,
    B2 text NOT NULL,
    B3 text NOT NULL,
    B4 text NOT NULL,
    B5 text NOT NULL,
    B6 text NOT NULL,
    B7 text NOT NULL,
    B8 text NOT NULL,
    B9 text NOT NULL,
    B10 text NOT NULL,
    B11 varchar(250) NOT NULL default '',
    B12 varchar(250) NOT NULL default '',
    C1 text NOT NULL,
    C2 text NOT NULL,
    C3 text NOT NULL,
    C4 text NOT NULL,
    C5 text NOT NULL,
    C6 text NOT NULL,
    C7 text NOT NULL,
    C8 text NOT NULL,
    C9 text NOT NULL,
    C10 text NOT NULL,
    C11 text NOT NULL,
    C12 text NOT NULL,
    C13 text NOT NULL,
    C14 text NOT NULL,
    C15 text NOT NULL,
    C16 text NOT NULL,
    C17 text NOT NULL,
    C18 varchar(250) NOT NULL default '',
    C19 varchar(250) NOT NULL default '',
    C20 varchar(250) NOT NULL default '',
    D1 text NOT NULL,
    D2 text NOT NULL,
    D3 text NOT NULL,
    D4 text NOT NULL,
    D5 text NOT NULL,
    D6 text NOT NULL,
    D7 text NOT NULL,
    D8 varchar(250) NOT NULL default '',
    D9 varchar(250) NOT NULL default '',
    D10 varchar(250) NOT NULL default '',
    E1 text NOT NULL,
    E2 text NOT NULL,
    E3 text NOT NULL,
    E4 text NOT NULL,
    E5 text NOT NULL,
    E6 text NOT NULL,
    E7 text NOT NULL,
    E8 varchar(250) NOT NULL default '',
    E9 varchar(250) NOT NULL default '',
    E10 varchar(250) NOT NULL default '',
    F1 text NOT NULL,
    F2 text NOT NULL,
F3 text NOT NULL,
F4 text NOT NULL,
F5 text NOT NULL,
F6 text NOT NULL,
F7 text NOT NULL,
F8 text NOT NULL,
F9 text NOT NULL,
F10 text NOT NULL,
F11 text NOT NULL,
F12 text NOT NULL,
F13 text NOT NULL,
F14 text NOT NULL,
F15 text NOT NULL,
F16 text NOT NULL,
F17 text NOT NULL,
F18 text NOT NULL,
F19 text NOT NULL,
F20 text NOT NULL,
F21 text NOT NULL,
F22 text NOT NULL,
F23 text NOT NULL,
F24 text NOT NULL,
F25 text NOT NULL,
F26 text NOT NULL,
F27 text NOT NULL,
F28 text NOT NULL,
F29 varchar(250) NOT NULL default '',
F30 varchar(250) NOT NULL default '',
G1 text NOT NULL,
G2 text NOT NULL,
G3 text NOT NULL,
G4 text NOT NULL,
G5 text NOT NULL,
G6 text NOT NULL,
G7 text NOT NULL,
G8 text NOT NULL,
G9 text NOT NULL,
G10 text NOT NULL,
G11 text NOT NULL,
G12 varchar(250) NOT NULL default '',
G13 varchar(250) NOT NULL default '',
G14 varchar(250) NOT NULL default '',
G15 varchar(250) NOT NULL default '',
H1 text NOT NULL,
H2 text NOT NULL,
H3 text NOT NULL,
H4 text NOT NULL,
H5 text NOT NULL,
H6 text NOT NULL,
H7 text NOT NULL,
H8 text NOT NULL,
H9 text NOT NULL,
H10 text NOT NULL,
H11 text NOT NULL,
H12 text NOT NULL,
H13 text NOT NULL,
H14 text NOT NULL,
H15 varchar(250) NOT NULL default '',
H16 varchar(250) NOT NULL default '',
H17 varchar(250) NOT NULL default '',
H18 varchar(250) NOT NULL default '',
H19 varchar(250) NOT NULL default '',
H20 varchar(250) NOT NULL default '',
I1 text NOT NULL,
I2 text NOT NULL,
I3 text NOT NULL,
I4 text NOT NULL,
I5 text NOT NULL,
I6 text NOT NULL,
I7 text NOT NULL,
```
I8 varchar(250) NOT NULL default '',
I9 varchar(250) NOT NULL default '',
I10 varchar(250) NOT NULL default '',
J1 text NOT NULL,
J2 text NOT NULL,
J3 text NOT NULL,
J4 text NOT NULL,
J5 text NOT NULL,
J6 text NOT NULL,
J7 text NOT NULL,
J8 text NOT NULL,
J9 text NOT NULL,
J10 text NOT NULL,
J11 text NOT NULL,
J12 text NOT NULL,
J13 text NOT NULL,
J14 text NOT NULL,
J15 text NOT NULL,
J16 varchar(250) NOT NULL default '',
J17 varchar(250) NOT NULL default '',
J18 varchar(250) NOT NULL default '',
J19 varchar(250) NOT NULL default '',
J20 varchar(250) NOT NULL default '',
PRIMARY KEY (id)
) TYPE=MyISAM COMMENT='Facts TABLE for each society';
# ----------------------------------------------

# # Table structure for table `echo_facts_links`
#

CREATE TABLE echo_facts_links(
    id int(11) NOT NULL auto_increment,
    id_soc int(11) NOT NULL default '0',
    id_field varchar(5) NOT NULL default '',
    id_article_link int(11) default '0',
    external_link varchar(250) default NULL,
    external_link_title varchar(250) NOT NULL default '',
    PRIMARY KEY (id)
) TYPE=MyISAM COMMENT='Links to internal and external pages for echo_facts fields';
# ----------------------------------------------

# # Table structure for table `echo_facts_terms`
#

CREATE TABLE echo_facts_terms(
    id int(11) NOT NULL auto_increment,
    author varchar(250) NOT NULL default '',
    A1 varchar(250) NOT NULL default '',
    A2 varchar(250) NOT NULL default '',
    A3 varchar(250) NOT NULL default '',
    A4 varchar(250) NOT NULL default '',
    A5 varchar(250) NOT NULL default '',
    A6 varchar(250) NOT NULL default '',
    A7 varchar(250) NOT NULL default '',
    A8 varchar(250) NOT NULL default '',
    A9 varchar(250) NOT NULL default '',
    A10 varchar(250) NOT NULL default '',
    B1 varchar(250) NOT NULL default '',
    B2 varchar(250) NOT NULL default '',
    B3 varchar(250) NOT NULL default '',
    B4 varchar(250) NOT NULL default '',
    B5 varchar(250) NOT NULL default '',
    B6 varchar(250) NOT NULL default '',
    B7 varchar(250) NOT NULL default '',
    B8 varchar(250) NOT NULL default '',
    B9 varchar(250) NOT NULL default '',
    B10 varchar(250) NOT NULL default '',
    B11 varchar(250) NOT NULL default '',
```
B12 varchar(250) NOT NULL default '',
C1 varchar(250) NOT NULL default '',
C2 varchar(250) NOT NULL default '',
C3 varchar(250) NOT NULL default '',
C4 varchar(250) NOT NULL default '',
C5 varchar(250) NOT NULL default '',
C6 varchar(250) NOT NULL default '',
C7 varchar(250) NOT NULL default '',
C8 varchar(250) NOT NULL default '',
C9 varchar(250) NOT NULL default '',
C10 varchar(250) NOT NULL default '',
C11 varchar(250) NOT NULL default '',
C12 varchar(250) NOT NULL default '',
C13 varchar(250) NOT NULL default '',
C14 varchar(250) NOT NULL default '',
C15 varchar(250) NOT NULL default '',
C16 varchar(250) NOT NULL default '',
C17 varchar(250) NOT NULL default '',
C18 varchar(250) NOT NULL default '',
C19 varchar(250) NOT NULL default '',
C20 varchar(250) NOT NULL default '',
D1 varchar(250) NOT NULL default '',
D2 varchar(250) NOT NULL default '',
D3 varchar(250) NOT NULL default '',
D4 varchar(250) NOT NULL default '',
D5 varchar(250) NOT NULL default '',
D6 varchar(250) NOT NULL default '',
D7 varchar(250) NOT NULL default '',
D8 varchar(250) NOT NULL default '',
D9 varchar(250) NOT NULL default '',
D10 varchar(250) NOT NULL default '',
E1 varchar(250) NOT NULL default '',
E2 varchar(250) NOT NULL default '',
E3 varchar(250) NOT NULL default '',
E4 varchar(250) NOT NULL default '',
E5 varchar(250) NOT NULL default '',
E6 varchar(250) NOT NULL default '',
E7 varchar(250) NOT NULL default '',
E8 varchar(250) NOT NULL default '',
E9 varchar(250) NOT NULL default '',
E10 varchar(250) NOT NULL default '',
F1 varchar(250) NOT NULL default '',
F2 varchar(250) NOT NULL default '',
F3 varchar(250) NOT NULL default '',
F4 varchar(250) NOT NULL default '',
F5 varchar(250) NOT NULL default '',
F6 varchar(250) NOT NULL default '',
F7 varchar(250) NOT NULL default '',
F8 varchar(250) NOT NULL default '',
F9 varchar(250) NOT NULL default '',
F10 varchar(250) NOT NULL default '',
F11 varchar(250) NOT NULL default '',
F12 varchar(250) NOT NULL default '',
F13 varchar(250) NOT NULL default '',
F14 varchar(250) NOT NULL default '',
F15 varchar(250) NOT NULL default '',
F16 varchar(250) NOT NULL default '',
F17 varchar(250) NOT NULL default '',
F18 varchar(250) NOT NULL default '',
F19 varchar(250) NOT NULL default '',
F20 varchar(250) NOT NULL default '',
F21 varchar(250) NOT NULL default '',
F22 varchar(250) NOT NULL default '',
F23 varchar(250) NOT NULL default '',
F24 varchar(250) NOT NULL default '',
F25 varchar(250) NOT NULL default '',
F26 varchar(250) NOT NULL default '',
F27 varchar(250) NOT NULL default '',
F28 varchar(250) NOT NULL default '',
F29 varchar(250) NOT NULL default '',
F30 varchar(250) NOT NULL default '',
G1 varchar(250) NOT NULL default '',
G2 varchar(250) NOT NULL default '',
G3 varchar(250) NOT NULL default '',
G4 varchar(250) NOT NULL default '',
G5 varchar(250) NOT NULL default '',
G6 varchar(250) NOT NULL default '',
G7 varchar(250) NOT NULL default '',
G8 varchar(250) NOT NULL default '',
G9 varchar(250) NOT NULL default '',
G10 varchar(250) NOT NULL default '',
G11 varchar(250) NOT NULL default '',
G12 varchar(250) NOT NULL default '',
G13 varchar(250) NOT NULL default '',
G14 varchar(250) NOT NULL default '',
G15 varchar(250) NOT NULL default '',
H1 varchar(250) NOT NULL default '',
H2 varchar(250) NOT NULL default '',
H3 varchar(250) NOT NULL default '',
H4 varchar(250) NOT NULL default '',
H5 varchar(250) NOT NULL default '',
H6 varchar(250) NOT NULL default '',
H7 varchar(250) NOT NULL default '',
H8 varchar(250) NOT NULL default '',
H9 varchar(250) NOT NULL default '',
H10 varchar(250) NOT NULL default '',
H11 varchar(250) NOT NULL default '',
H12 varchar(250) NOT NULL default '',
H13 varchar(250) NOT NULL default '',
H14 varchar(250) NOT NULL default '',
H15 varchar(250) NOT NULL default '',
H16 varchar(250) NOT NULL default '',
H17 varchar(250) NOT NULL default '',
H18 varchar(250) NOT NULL default '',
H19 varchar(250) NOT NULL default '',
H20 varchar(250) NOT NULL default '',
I1 varchar(250) NOT NULL default '',
I2 varchar(250) NOT NULL default '',
I3 varchar(250) NOT NULL default '',
I4 varchar(250) NOT NULL default '',
I5 varchar(250) NOT NULL default '',
I6 varchar(250) NOT NULL default '',
I7 varchar(250) NOT NULL default '',
I8 varchar(250) NOT NULL default '',
I9 varchar(250) NOT NULL default '',
I10 varchar(250) NOT NULL default '',
J1 varchar(250) NOT NULL default '',
J2 varchar(250) NOT NULL default '',
J3 varchar(250) NOT NULL default '',
J4 varchar(250) NOT NULL default '',
J5 varchar(250) NOT NULL default '',
J6 varchar(250) NOT NULL default '',
J7 varchar(250) NOT NULL default '',
J8 varchar(250) NOT NULL default '',
J9 varchar(250) NOT NULL default '',
J10 varchar(250) NOT NULL default '',
J11 varchar(250) NOT NULL default '',
J12 varchar(250) NOT NULL default '',
J13 varchar(250) NOT NULL default '',
J14 varchar(250) NOT NULL default '',
J15 varchar(250) NOT NULL default '',
J16 varchar(250) NOT NULL default '',
J17 varchar(250) NOT NULL default '',
J18 varchar(250) NOT NULL default '',
J19 varchar(250) NOT NULL default '',
J20 varchar(250) NOT NULL default '',
PRIMARY KEY (id)
) TYPE=MyISAM COMMENT='Description of field names to be used for echo_facts';
# --------------------------------------------------------
CREATE TABLE `echo_glossary_root` (
    id int(11) NOT NULL auto_increment,
    root_word varchar(150) NOT NULL default '',
    defintion text NOT NULL,
    see_also_1 smallint(4) default NULL,
    see_also_2 smallint(4) default NULL,
    see_also_3 smallint(4) default NULL,
    PRIMARY KEY (id)
) TYPE=MyISAM COMMENT='Glossary: root terms with definitions';

CREATE TABLE `echo_glossary_terms` (
    id int(11) NOT NULL auto_increment,
    id_root int(11) NOT NULL default '0',
    glossary_terms varchar(200) NOT NULL default '',
    PRIMARY KEY (id)
) TYPE=MyISAM COMMENT='Glossary: phenotypes to be searched for in texts';

CREATE TABLE `echo_images` (
    id int(11) NOT NULL auto_increment,
    filename varchar(100) NOT NULL default '',
    x_size int(11) NOT NULL default '0',
    y_size int(11) NOT NULL default '0',
    caption text NOT NULL,
    id_society int(11) NOT NULL default '0',
    image_title varchar(250) NOT NULL default '',
    class int(11) NOT NULL default '0',
    PRIMARY KEY (id),
    FULLTEXT KEY caption (caption)
) TYPE=MyISAM COMMENT='image information storage';

CREATE TABLE `echo_links` (
    id int(11) NOT NULL auto_increment,
    id_society int(11) NOT NULL default NULL,
    link_title varchar(250) NOT NULL default NULL,
    link_url varchar(250) NOT NULL default NULL,
    link_description text,
    PRIMARY KEY (id)
) TYPE=MyISAM COMMENT='This table collects websites for each society';

CREATE TABLE `echo_search_engine` (
    spider_id mediumint(9) NOT NULL default '0',
    key_id mediumint(9) NOT NULL default '0',
    weight smallint(4) NOT NULL default '0',
    KEY spider_id (spider_id),
    KEY key_id (key_id)
) TYPE=MyISAM;
# Table structure for table `echo_search_excludes`

CREATE TABLE echo_search_excludes (  ex_id mediumint(9) NOT NULL auto_increment,  ex_site_id mediumint(9) default NULL,  ex_path text NOT NULL,  PRIMARY KEY (ex_id),  KEY ex_site_id (ex_site_id)  ) TYPE=MyISAM;
#

# Table structure for table `echo_search_keywords`

CREATE TABLE echo_search_keywords (  key_id mediumint(9) NOT NULL auto_increment,  twoletters char(2) NOT NULL default '',  keyword varchar(64) NOT NULL default '',  UNIQUE KEY keyword (keyword),  UNIQUE KEY key_id_2 (key_id),  KEY twoletters (twoletters)  ) TYPE=MyISAM;
#

# Table structure for table `echo_search_sites`

CREATE TABLE echo_search_sites (  site_id mediumint(9) NOT NULL auto_increment,  site_url varchar(127) NOT NULL default '',  update timestamp(14) NOT NULL,  username varchar(32) default NULL,  password varchar(32) default NULL,  port smallint(6) default NULL,  UNIQUE KEY site_id (site_id)  ) TYPE=MyISAM;
#

# Table structure for table `echo_search_spider`

CREATE TABLE echo_search_spider (  spider_id mediumint(9) NOT NULL auto_increment,  file varchar(127) NOT NULL default '',  first_words text NOT NULL,  update timestamp(14) NOT NULL,  md5 varchar(50) default NULL,  site_id mediumint(9) NOT NULL default '0',  path varchar(127) NOT NULL default '',  num_words int(11) NOT NULL default '1',  last_modified timestamp(14) NOT NULL,  PRIMARY KEY (spider_id),  KEY site_id (site_id)  ) TYPE=MyISAM;
#

# Table structure for table `echo_search_tempspider`

CREATE TABLE echo_search_tempspider (  file text NOT NULL,  id mediumint(11) NOT NULL auto_increment,
level tinyint(6) NOT NULL default '0',
path text NOT NULL,
site_id mediumint(9) NOT NULL default '0',
indexed tinyint(1) NOT NULL default '0',
update timestamp(14) NOT NULL,
error tinyint(4) NOT NULL default '0',
UNIQUE KEY id (id)
) TYPE=MyISAM;

# Table structure for table `echo_societies`
#

CREATE TABLE `echo_societies` (  
  id int(11) NOT NULL auto_increment,
  name varchar(200) NOT NULL default ' ',
  supra_group int(11) default '0',
  echo_facts_terms_id int(11) NOT NULL default '0',
  PRIMARY KEY (id),
) TYPE=MyISAM COMMENT='List of societies including general facts';

# Table structure for table `echo_sounds`
#

CREATE TABLE `echo_sounds` (  
  id int(11) NOT NULL auto_increment,
  filename varchar(100) NOT NULL default ' ',
  caption text NOT NULL,
  id_soc int(11) NOT NULL default '0',
  id_article int(11) NOT NULL default '0',
  sound_title varchar(250) NOT NULL default ' ',
  class int(11) NOT NULL default '0',
  PRIMARY KEY (id),
  FULLTEXT KEY caption (caption)
) TYPE=MyISAM COMMENT='Sound information storage';

# Table structure for table `echo_tables`
#

CREATE TABLE `echo_tables` (  
  id int(11) NOT NULL auto_increment,
  id_soc int(11) NOT NULL default '0',
  id_article int(11) NOT NULL default '0',
  title text NOT NULL,
  comments text NOT NULL,
  rc_11 varchar(250) NOT NULL default ' ',
  rc_12 varchar(250) NOT NULL default ' ',
  rc_13 varchar(250) NOT NULL default ' ',
  rc_14 varchar(250) NOT NULL default ' ',
  rc_15 varchar(250) NOT NULL default ' ',
  rc_16 varchar(250) NOT NULL default ' ',
  rc_21 varchar(250) NOT NULL default ' ',
  rc_22 varchar(250) NOT NULL default ' ',
  rc_23 varchar(250) NOT NULL default ' ',
  rc_24 varchar(250) NOT NULL default ' ',
  rc_25 varchar(250) NOT NULL default ' ',
  rc_26 varchar(250) NOT NULL default ' ',
  rc_31 varchar(250) NOT NULL default ' ',
  rc_32 varchar(250) NOT NULL default ' ',
  rc_33 varchar(250) NOT NULL default ' ',
  rc_34 varchar(250) NOT NULL default ' ',
  rc_35 varchar(250) NOT NULL default ' ',
  rc_36 varchar(250) NOT NULL default ' ',
  rc_41 varchar(250) NOT NULL default ' ',
  rc_42 varchar(250) NOT NULL default ' ',
rc_43 varchar(250) NOT NULL default '','
rc_44 varchar(250) NOT NULL default '','
rc_45 varchar(250) NOT NULL default '','
rc_46 varchar(250) NOT NULL default '','
rc_51 varchar(250) NOT NULL default '','
rc_52 varchar(250) NOT NULL default '','
rc_53 varchar(250) NOT NULL default '','
rc_54 varchar(250) NOT NULL default '','
rc_55 varchar(250) NOT NULL default '','
rc_56 varchar(250) NOT NULL default '','
rc_61 varchar(250) NOT NULL default '','
rc_62 varchar(250) NOT NULL default '','
rc_63 varchar(250) NOT NULL default '','
rc_64 varchar(250) NOT NULL default '','
rc_65 varchar(250) NOT NULL default '','
rc_66 varchar(250) NOT NULL default '','
rc_71 varchar(250) NOT NULL default '','
rc_72 varchar(250) NOT NULL default '','
rc_73 varchar(250) NOT NULL default '','
rc_74 varchar(250) NOT NULL default '','
rc_75 varchar(250) NOT NULL default '','
rc_76 varchar(250) NOT NULL default '','

CREATE TABLE echo_users (
    id int(11) NOT NULL auto_increment,
    user varchar(50) NOT NULL default '','
    password varchar(50) NOT NULL default '','
    name varchar(100) NOT NULL default '','
    surname varchar(100) NOT NULL default '','
    type varchar(50) NOT NULL default '','
) TYPE=MyISAM COMMENT='Backoffice users';

CREATE TABLE engine (
    spider_id mediumint(9) NOT NULL default '0',
    key_id mediumint(9) NOT NULL default '0',
    weight smallint(4) NOT NULL default '0',
    KEY spider_id (spider_id),
    KEY key_id (key_id)
) TYPE=MyISAM;

# Table structure for table `echo_users`
#

# Table structure for table `engine`
Appendix 2: Examples of XML files, one for each type

Society definition XML file, in this case society_4.xml

```xml
<?xml version="1.0" encoding="iso-8859-1" ?>
<!DOCTYPE index (View Source for full doctype...)>
-
- NECEP
- Non European Components of European Patrimony
- ECHO project
- http://127.0.0.1/ECHO/
- For queries, please contact:
- Laurent Dousset <dousset@ehess.fr>
-->
-
<society id="4" name="Evenk">

<dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4</dynamic_url>
-
<identification>
  <all_names>Evenk, Tungus, Evengkil, Evenki</all_names>
  <language>Evenki</language>
  <continent>Asia</continent>
  <country>Russian Federation, China</country>
</identification>
-
<article_list>
- <article id="32">
  <title>Accueil</title>

<dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=32</dynamic_url>

<xml_url>http://127.0.0.1/ECHO/xml/articles/article_32.xml</xml_url>

</article>
-
- <article id="34">
  <title>Extension du terme "chamane"</title>

<dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=34</dynamic_url>

<xml_url>http://127.0.0.1/ECHO/xml/articles/article_34.xml</xml_url>
```
<article id="48">
  <title>La langue</title>
</article>

<article id="51">
  <title>Nomadisme</title>
</article>

<article id="52">
  <title>Les modes de groupement</title>
</article>

<article id="53">
  <title>Le calendrier des activités</title>
</article>
- <article id="54">
  <title>Les modes de partage</title>
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=54</dynamic_url>
  <xml_url>http://127.0.0.1/ECHO/xml/articles/article_54.xml</xml_url>
</article>

- <article id="55">
  <title>Techniques de chasse</title>
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=55</dynamic_url>
  <xml_url>http://127.0.0.1/ECHO/xml/articles/article_55.xml</xml_url>
</article>

- <article id="59">
  <title>La notion de nationalité minoritaire en Chine</title>
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=59</dynamic_url>
  <xml_url>http://127.0.0.1/ECHO/xml/articles/article_59.xml</xml_url>
</article>

- <article id="60">
  <title>Situation juridique actuelle</title>
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=60</dynamic_url>
  <xml_url>http://127.0.0.1/ECHO/xml/articles/article_60.xml</xml_url>
</article>

- <article id="62">
  <title>Le tambour du chamane</title>
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=62</dynamic_url>
</article>
- <article id="71">
  <title>Le gibier</title>
</article>

- <article id="72">
  <title>L'habitat</title>
</article>

- <article id="73">
  <title>Le campement,
  <i>ukirit</i></title>
</article>

- <article id="74">
  <title>La musique</title>
</article>
- <article id="75">
  <title>Mythes, récits, contes et autres genres oraux</title>
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=75</dynamic_url>
</article>

- <article id="76">
  <title>Le rituel</title>
  <i>ikenipke</i>
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=76</dynamic_url>
</article>

- <article id="77">
  <title>La fête des éleveurs de rennes</title>
  <i>uktèvun</i>
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=77</dynamic_url>
</article>

- <article id="78">
  <title>La vision du monde</title>
</article>
<table_list>
  - <table id="2">
    <title>Hunting : Butchery</title>
    <dynamic_url>http://127.0.0.1/ECHO/scripts/show_table?id=2</dynamic_url>
    <xml_url>http://127.0.0.1/ECHO/xml/tables/table_2.xml</xml_url>
  </table>
</table_list>

- <illustration_list>
  - <illustration id="4">
    <file_url>http://127.0.0.1/ECHO/media/images/EM_22_Carte_1.gif</file_url>
    <title>Itinéraire des grands voyageurs en Sibérie (Ides, Gmelin, Krasheninnikov)</title>
    <caption>M.-L.Beffa / L.Delaby</caption>
    <xml_url>http://127.0.0.1/ECHO/xml/media_metadata/images/image_4.xml</xml_url>
    <context_url>http://127.0.0.1/ECHO/articles.php?id_soc=4&id_article=34</context_url>
  </illustration>
  - <illustration id="50">
    <file_url>http://127.0.0.1/ECHO/media/images/combatrennes.jpg</file_url>
    <title>Jeux des rennes...</title>
</illustration_list>
Dès la fin de l'été, les bois de rennes se dénudent, signe de l'imminence de la période d'accouplement. Commencent alors les premiers "entraînements" au combat : en Evenk, ils "jouent" (èvi-). Ce verbe recouvre les sens chanter, danser, chamaniser, jouer à un jeu, d'un instrument... (photo A. Lavrillier)
**Costume de chamane évenk**

Costume de chamane rapporté par Joseph Martin en 1887 des Monts Stanovoï. Musée du Quai Branly / Muséum National d'Histoire Naturelle - dépôt du Musée de l'Homme (MH 87.42.1., 87.42.6).

Ce tambour a été rapporté de chez les Evenk Orocon éleveurs de rennes qui vivent dans la région Monts Stanovoï en Sibérie orientale par Joseph Martin. Il porte le numéro MH.87.42.3. C'est un tambour à une face, comme tous les tambours chamaniques de Sibérie. Son cadre, large de 8cm,5, est en bois de mélèze, sa membrane en peau de renne sauvage cousue sur le cadre. Le long du bord externe du cadre, sont tendues trois cordes faites de tendon de renne, qui passent sur trois protubérances. La membrane porte un décor de rasses peints (quinze en noir, quatorze en rouge) en file indienne. Ils tournent dans le sens du parcours du soleil, figuré au sommet, symétrique du croissant de lune à la base. Le côté ouvert, interne, du tambour, porte une poignée en fer forgé en forme de croix. Les quatre branches de cette croix représentent les « routes » ou « voies » du chamane dans les quatre directions cardinales. Musée du Quai Branly / Muséum National d'Histoire Naturelle - dépôt du Musée de l'Homme.
- <illustration id="29">
  <file_url>http://127.0.0.1/ECHO/media/images/Scan0012.jpg</file_url>
  <title>Chamane evenk avec costume, tambour et battoir</title>
  <caption>Chamane evenk avec costume, tambour et battoir (Autorisation temporaire Photothèque du Musée de l'Homme)</caption>
</illustration>

- <illustration id="46">
  <file_url>http://127.0.0.1/ECHO/media/images/Devineresse de Krasnojarsk.jpg</file_url>
  <title>Devineresse de Krasnojarsk</title>
  <caption>Devineresse de Krasnojarsk (1780). Grasset de St-Sauveur. (Coll. pers. A.Lavrillier)</caption>
</illustration>
- <illustration id="47">
  <file_url>http://127.0.0.1/ECHO/media/images/Devin de Kamschatka.jpg</file_url>
  <title>Devin de Kamtschatka</title>
  <caption>Devin de Kamtschatka (1780). Grasset de St-Sauveur. (Coll. pers. A.Lavrillier)</caption>
</illustration>

- <illustration id="42">
  <file_url>http://127.0.0.1/ECHO/media/images/Scan0024.jpg</file_url>
  <title>Chamane assis battant du tambour</title>
  <caption>Assis, le chamane ferme les yeux et murmure un chant à l'attention des esprits. (Photo A.Lavrillier)</caption>
</illustration>

- <illustration id="43">
  <file_url>http://127.0.0.1/ECHO/media/images/coiffecham.jpg</file_url>
  <title>Coiffe de chamane evenk</title>
  <caption>Coiffe de chamane evenk (Musée du Quai Branly)</caption>
</illustration>
Les Evenk, plus connus sous le nom de Toungouses, font partie par leur langue de la branche toungouso-mandchoue de la famille linguistique altaïque, qui compte aussi une branche turque et une branche mongole. Ils appartiennent à un ensemble de peuples identifié aujourd’hui comme toungouse, qui comprend aussi les Évènes (ou Lamoutes), et les petits groupes appelés Toungouses de l’Amour (40), soit les Nanaïs (ou Goldes), les Oultches (autrefois appelés Mangounes), les Oroks, les Orotches, les Néghidales et les Oudéghéïs.

Selon les principales théories archéologiques, les ancêtres des peuples toungouses vivaient dans une région correspondant aujourd’hui au sud-est de la Sibérie et au nord de la Chine. Ces peuples ont connu au cours des siècles des mouvements migratoires importants, qui les ont dispersés sur un immense territoire. Les Evenk, les plus éparpillés, vivent aujourd’hui en petits groupes s’étendant du fleuve Iénisséï jusqu’à la mer d’Okhotsk, des bords de l’océan Arctique jusqu’à l’Amour. L’ethnonyme evenk a été choisi par les autorités soviétiques en 1930, parmi les nombreux auto-ethnonymes et noms de clan.

Chasseurs de tradition, certains groupes evenk ont emprunté aux peuples rencontrés au cours de leurs migrations l’élevage de
Les Evenk dont le mode de vie actuel est le plus conforme à celui de “gens de la taïga” décrit par l’ethnographie classique, sont ceux qui vivent dans le sud-est de la Sibérie. Une partie d’entre eux est connue sous le nom Orochon, “éleveurs de rennes”. C’est sur leur exemple qu’est illustré ici le fonctionnement d’une société toundgouse.

Ces Evenk sont des nomades aux déplacements fréquents. Ils jonglent tout au long de l’année entre les obligations de la chasse et celles de l’élevage du renne. Leur mode de groupement varie d’une saison à l’autre, selon le type d’activité. Leur organisation sociale, qui répond aux exigences de la vie nomade, est caractérisée par les relations de mata et de nimak, concepts qui ont étudiés par plusieurs anthropologues, dont C. Lévi-Strauss.

Malgré la colonisation impériale russe, les campagnes de christianisation, soixante-dix ans de communisme, la perestroïka, la crise économique, les mouvements millénaristes de fin de siècle et l’entrée dans l’économie de marché, les Evenk ont conservé leurs représentations symboliques et une grande partie de leurs rituels de chasse. En revanche, ils ont abandonné leurs grands rituels collectifs. Si certains chamanes ont survécu à la politique athéiste menée par le régime communiste, un nombre infime a pu par la suite continuer à accomplir des rites semblables à ceux décrits dans les sources ethnographiques des 18 et 19e siècles. Par ailleurs, les Evenk ont repris à leur compte certaines fêtes que le pouvoir soviétique avait instaurées pour remplacer les rituels collectifs qu’il interdisait. Depuis la chute du communisme, des intellectuels évenk tentent de rétablir ces rituels dans une perspective de “retour aux traditions”.
Images meta-data XML file, in this example
media_metadata/images/image_10.xml

<?xml version="1.0" encoding="iso-8859-1" ?>
<!DOCTYPE article (View Source for full doctype...)>  
- <!--
- NECEP
- Non European Components of European Patrimony
- ECHO project
- http://127.0.0.1/ECHO/
- For queries, please contact:
- Laurent Dousset <dousset@ehess.fr>
  -->
- <image id="10">
  <title />
  
  <dynamic_url>http://127.0.0.1/ECHO/articles.php?id_soc=1&id_article=8</dynamic_url>
  <society_id>1</society_id>
  <society_name>Ngaatjatjarra</society_name>
  
  <society_xml>http://127.0.0.1/ECHO/xml/societies/society_1.xml</society_xml>
  <caption />
  
  <file_name>http://127.0.0.1/ECHO/media/images/Branda_II_1.jpg</file_name>
  </image>
Appendix 3: Example implementation of a set of functions that can be used to implement dynamically the content into a new html template

```php
<?php
include ("../db_connect.inc.php");
include ("../global.inc.php");
include ("../scripts/display_content.php");
include ("../scripts/glossary_parse.inc.php");
include ("../scripts/illustration_index.php");

// PLEASE LEAVE THE ABOVE PART ON TOP OF THE FILE
// AND MODIFY FROM HERE...
?>

<html>
<head>
<title>NECEP proto-type:</title>
<script language="JavaScript">function open_popup(page){    window.open(page,'');    return false;}</script>
</head>
<body>

<?php
    // THIS FUNCTION INSERTS THE ARTICLE LIST FOR A SOCIETY
    // PLEASE MODIFY FONT FACE AND SIZE.
    $font_face = "Arial";
    $font_size = 1;
    display_article_list($id_soc, $font_face, $font_size, $id_article);
?>

<?php
    // THIS FUNCTION INSERTS THE LIST OF SUB-SOCIETIES
    display_sub_societies($id_soc);
?>
```
<?php

// THIS LINK CREATES A PAGE WITH Web Links FOR A SOCIAL GROUP
//PLEASE LEAVE AS IS
display_name_simple($id_soc);
?>

<?php

// THIS FUNCTION ADDS THE GLOSSARY FOR THE DISPLAYED ARTICLE
// PLEASE MODIFY FONT FACE AND SIZE.
$font_face = "Times";
$font_size = 1;
add_glossary($id_article, $font_face, $font_size);
?>

<?php

// THIS FUNCTION INSERTS THE NAME OF THE SOCIETY
// PLEASE MODIFY FONT FACE, SIZE AND COLOR.
$font_face = "Courier New,Courier,Monaco";
$font_size = 8;
$font_color = "#4B0082";
display_name($id_soc, $font_face, $font_size, $font_color);
?>

<?php

// THIS FUNCTION INSERTS THE ARTICLE ITSELF
// PLEASE MODIFY FONT FACE AND SIZE.
$font_face = "Arial";
$font_size = 2;
display_article($id_soc, $id_article, $font_face, $font_size, $action);
?>

<?php

// THIS FUNCTION INSERTS THE IMAGES FOR AN ARTICLE
// PLEASE MODIFY THE WIDTH OF THE THUMBNAILS/PREVIEWS
$max_width = 150;
$max_height = 0;
insert_image($id_article, $max_width, $max_height);
?>

</body>
</html>
Appendix 4: Example template of implementation of functions

```php
<?php
    // THIS PAGE SHOULD BE USED AS A TEMPLATE.
    // IT CONTAINS PHP FUNCTIONS THAT CAN BE INSERTED/COPY-PASTED
    // INTO REGULAR HTML PAGES.
    // EVERY HTML PAGE IN WHICH YOU ADD PHP FUNCTIONS MUST AT
    // LEAST CONTAIN, AND START WITH, THIS SECTIONS
    // DO NOT CHANGE THE FOLLOWING TWO LINES, UNLESS YOU
    // KONW WHAT YOU ARE DOING.
    include "../global.site.inc.php";
    include $function_path;
    // BELOW: YOU MAY CHANGE test.php TO REFLECT ON WHICH PAGE YOU WANT TO
    // DISPLAY THE RESULTS OF THE LINKS/QUERIES.
    // EITHER CHANGE IN GLOBALLY HERE, OR ADD THE FOLLOWING MODIFIED LINE
    // JUST BEFORE EACH FUNCTION. IN MOST CASES, YOU WANT TO DEFINE
    // $display_page GLOBALLY
    $display_page = "test.php";

    // ALL FUNCTIONS CAN BE COPY-PASTED AS MANY TIMES AS YOU WISH.
    // BELOW, THE HAVE BEEN SIMPLY LISTED ONE AFTER THE OTHER.
    // ALL FUNCTIONS DISPLAY SOMETHING, BUT ALWAYS NOT-FORMATTED
    // SO YOU MAY WISH TO ADD html TAGS OR A SYLESHEET.
    // YOU MAY ALSO USE THE FUNCTIONS TO PRINT SOMETHING IN THE HEADER,
    // SUCH AS title, meta-tags etc.
    // WHATEVER YOU DO, YOU SHOULD NOT MODIFY $id_soc AND
    // $id_article. THESE ARE VARIABLES THAT ARE PASSED THROUGH GLOBALLY.

?>
```

```php
<table>
    $before = "<tr><td>";
    $after = "</td></tr>";
    display_list_societies($display_page,$before,$after);
</table>
```
<?php
// PRINTS NAME OF CURRENT SOCIETY (can be used in header)
display_name_simple($id_soc);
?>

<?php
// PRINTS SUBSOCIETIES AS A LINK TO $display_page
display_sub_societies($id_soc,$display_page);
?>

<?php
// PRINTS SUPRASOCIETIES AS A LINK TO $display_page
display_supra_societies($id_soc,$display_page);
?>

<?php
// PRINTS THE CATEGORIES OF ARTICLES THAT ARE AVAILABLE FOR A SOCIETY
// WITH A LINK TO $display_page
// (We may want to think about how to integrate this.
// Could be used as expandable menus etc.
$before = "<hr>";
$after = "<hr>";
display_article_categories($id_soc,$display_page,$before,$after);
?>

<?php
// PRINTS THE CATEGORY NAME AND THE LIST OF ARTICLES AVAILABLE FOR
// THIS CATEGORY WITH LINKS TO $display_page
// $before_cat and $after_cat ARE THE TAGS AND/OR TEXT PRINTED AROUND
// THE CATEGORY.
// $before and $after: IDEM BUT AROUND EACH ARTICLE TITLE
$before_cat = "- ";
$after_cat = " ";
$before = "<br>* ";
$after = "<br>";
display_articles_in_categories($id_soc,$category,$display_page,$before_cat,$after_cat,$before,$after)
?>

<?php
// PRINTS THE FULL LIST OF ARTICLES AVAILABLE FOR THE CURRENT SOCIETY
// WITH LINK TO $display_page
display_article_list($id_soc, $id_current_article,$display_page)
?>

<?php
// DISPLAYS VARIOUS ELEMENTS OF THE ARTICLE.
// PLEASE COMMENT OUT WHAT SHOULD BE $which

// $which = "title";
// $which = "article_text";
// $which = "author";
// $which = "date_created";
// $which = "date_modified"

display_article_content($id_soc, $id_article, $which)
?>

<?php
// THUMBNAILS OF JPEG IMAGES RELATED TO THE CURRENT ARTICLE
// YOU MAY EITHER DEFINE max_width OR max_height. BOTH DOES
// NOT MAKE ANY SENSE.

// THE VARIABLE $between DETERMINES WAS IS SENT AFTER EACH IMAGE
// THIS CAN BE ANY tags, INCLUDING <tr><td> etc.

$between = "<hr>";
$max_width = 100;
// $max_height = 150;

display_thumbnails($id_article, $max_width, $max_height,
$image_url,$image_path,$between)
?>
Appendix 5: Full set of functions which are called in Appendix 3 and 4

```php
<?php /*FILE:           display_content.php
AUTHOR:         Laurent Dousset
PROJECT:        ECHO
DATE CREATED:   04 February 2003
DATE UPDATED:   14 October 2003
DESCRIPTION:    This file contains the various functions used to display the article content*/

//***** DISPLAYS THE LIST OF SUB_SOCITIES AND SUPRASOCIETIES
function display_sub_societies($id_soc) {
    $sub_soc = mysql_query ("SELECT supra_group FROM `echo_societies` where id = 
    
    $rows_soc = mysql_numrows($sub_soc);
    if ($rows_soc > 0) {
        while ($row = mysql_fetch_row($sub_soc))
        {
            $supra_soc = mysql_query ("SELECT id,name FROM `echo_societies` where id = 
            
            $rows_soc_2 = mysql_numrows($supra_soc);
            if ($rows_soc_2 > 0) {
                echo "<b>supra-groups</b><br>");
                while ($row2 = mysql_fetch_row($supra_soc))
                {
                    echo "<font face="Arial" size="2">
                    <a href="articles.php?id_soc=$row2[0]">$row2[1]<a></font><br>");
                }
            }
        }
    }
    $sub_soc = mysql_query ("SELECT id,name FROM `echo_societies` where supra_group = 
    
    $rows_soc = mysql_numrows($sub_soc);
    if ($rows_soc > 0) {
        echo "<b>subgroups</b><br>");
        while ($row = mysql_fetch_row($sub_soc))
        {
            echo "<font face="Arial" size="2">
            <a href="articles.php?id_soc=$row[0]">$row[1]<a></font><br>");
        }
    }
}

//***** DISPLAYS THE NAME OF THE SOCIETY (NO FORMATTING)
function display_name_simple($id_soc) {
```
```php
$society = mysql_query("SELECT name FROM `echo_societies` where id = '$id_soc'");
$rows_soc = mysql_numrows($society);
if ($rows_soc > 0)
{
    while ($row = mysql_fetch_row($society))
    {
        echo "$row[0]";
    }
}

//***** DISPLAYS THE NAME OF THE SOCIETY (WITH FORMATTING)
function display_name($id_soc, $font_face, $font_size, $font_color)
{
    $society = mysql_query("SELECT name FROM `echo_societies` where id = '$id_soc'";
    $rows_soc = mysql_numrows($society);
    if ($rows_soc > 0)
    {
        while ($row = mysql_fetch_row($society))
        {
            echo "<p><font face="$font_face" size="$font_size" color="$font_color"><b>$row[0]<font></p>
        }
    }
}

//***** DISPLAY THE LIST OF ARTICLES FOR THIS SOCIETY
function display_article_list($id_soc, $font_face, $font_size, $font_color)
{
    if (isset($id_soc))
    {
        echo "<p><b>Table of Contents</b></p>";
        if ($id_current_article != "") {echo "<a href="articles.php?id_soc=$id_soc&id_article=$id_current_article"}"<font size="1"">Back to full list of contents</font><a>"*/><br></a><br>
        echo "<table>";
        if (($id_current_article > 0) or ($id_current_article == ""))
        {
            echo "<tr><td valign="top">&middot;</td><td><a href="articles.php?id_soc=$id_soc&id_article=0">General facts</a></td></tr>"
        } else {
            echo "<tr><td valign="top">&middot;</td><td><a href="articles.php?id_soc=$id_soc&id_article=0">General facts</a></td></tr>"
        }
        $article_list = mysql_query("SELECT id, title, category FROM `echo_articles` where id_soc = '$id_soc' ORDER by category, 'order";
        $rows_articles = mysql_numrows($article_list);
        if ($rows_articles > 0)
        {
            while ($row = mysql_fetch_row($article_list))
            {
                if ($id_current_article == $row[0])
                {
                    echo "<tr><td valign="top">&middot;</td><td><a href="articles.php?id_soc=$id_soc&id_article=$row[0]" color="#696969">$row[1]<font size="">$row[0]</font></a></td><td><font color="#696969"></td>
                } else {
```
if ($id_article == "$"")
{
    display_article_list($id_soc, $font_face, $font_size, $id_current_article);
    include("scripts/illustration_index.php");
    display_illustration_index_simple($id_soc);
    display_table_index($id_soc);
    display_list_sounds($id_soc);
    // display_3D_objects_index_simple($id_soc); // function to be written
}

if (($id_article == 0) AND ($id_article != "))
{
include "scripts/display_facts.php";
print_facts_table($id_soc);
}

// check set of articles to determine following and previous article *********
$sequence[] = 0;
$articles = mysql_query ("SELECT id FROM `echo_articles` where id_soc = '$id_soc' order by `order`" );
$rows_articles = mysql_numrows($articles);
while ($row = mysql_fetch_row($articles))
{
    $sequence[] = $row[0];
}
// $numer_sequence = count($sequence);
reset($sequence);
while (list($key,$val) = each ($sequence))
{
    if ($val == $id_article) { $current_sequence = $key; }
}
$prev = $current_sequence-1;
if ($prev == 0) { $prev = 0; }
if ($id_article == "") { $current_sequence = -1; }
$next = $current_sequence+1;
end ($sequence);
$last_sequence = key($sequence);
if ($next > $last_sequence) { $next = 0; }

// display previous and next links ******
echo "<br><br><table width="100\%" border="0">
<tr>
    "if ($id_article != 0) {
        echo "<td><font face="Arial" size="1">previous article</font></a><br>
        echo "<td align="right"><a href="articles.php?id_soc=$id_soc&id_article=$sequence[$prev]">previous article</a></td>";
    } else {
        echo "<td align="right"><a href="articles.php?id_soc=$id_soc&id_article=$sequence[$next]">next article</a></td>";
    }" if ($id_article != 0) {
        echo "<td><font face="Arial" size="1">next article</font></a><br>
        echo "<td align="right"><a href="articles.php?id_soc=$id_soc&id_article=$sequence[$next]">next article</a></td>";
    }
</tr>
</table>";

***** DISPLAYS THE IMAGES

function insert_image($id_article, $max_width, $max_height)
{
    if (isset($id_article))
    {
        global $image_path, $image_url;

        $image_result = mysql_query ("SELECT id, filename, image_title FROM `echo_images` where id_article = '$id_article' order by class");
        $rows_image = mysql_numrows($image_result);
        if ($rows_image > 0)
        {
            echo "<font size="1">Click an image to enlarge<br></font>");
            while ($row = mysql_fetch_row($image_result))
            {
                // code to insert image
            }
        }
    }
}
function insert_sounds($id_article) {
    if (isset($id_article)) {
        global $sound_path, $sound_url;
        $image_result = mysql_query("SELECT id, filename, sound_title FROM `echo_sounds` where id_article = '$id_article' order by class");
        $rows_image = mysql_numrows($image_result);
        if ($rows_image > 0) {
            while ($row = mysql_fetch_row($image_result)) {

                $path = $sound_path.$row[1];
                $link = $sound_url.$row[1];

                echo "<br>$row[2]<br><embed src="$link" width="100" height="20"><br>
             
            }
        }
    }
}

function display_table_index($id_soc) {
    $tables = mysql_query("SELECT id,title FROM `echo_tables` where id_soc = '$id_soc'" );
    $rows_table = mysql_numrows($tables);
    if ($rows_table > 0) {
        echo "<p><b>Tables</b></p>

        while ($row_table = mysql_fetch_row($tables)) {
            echo "<tr><td valign="top">$row_table[1]\n<br>
             
        }
    }
}
function display_list_sounds($id_soc)
{
    $tables = mysql_query ("SELECT id,sound_title FROM `echo_sounds` where id_soc = '$id_soc'");
    $rows_table = mysql_numrows($tables);
    if ($rows_table > 0)
    {
        echo "<p><b>Sound/Music files</b></p>
        while ($row_table = mysql_fetch_row($tables))
        {
            echo "<tr><td align="top">&middot;</td><td><font face="Arial"
size="2"&gt;
        &lt;a href="scripts/listen_music.php?id=$row_table[0]" alt="$row_table[1]"
border="0" title="$row_table[1]" onClick="return open_popup('scripts/listen_music.php?id=$row_table[0]')">
        $row_table[1]&lt;/a&gt;&lt;/font&gt;&lt;/td&gt;&lt;/tr&gt;";
        }
        echo "</table>";
    mysql_free_result($tables);
}
Appendix 6: Handbook for content providers / backoffice access

European Cultural Heritage Online
ECHON

Contract n°: HPSE / 2002 / 00137

WP2 (2.1) : "Infrastructure and Technology"
NECEP: Proto-type for non-European components of European patrimony

NECEP Backoffice User Handbook

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Abstract:
This document provides detailed instructions, including screen snapshots, for content providers of the NECEP database on how to navigate through and work with the backoffice area. The backoffice area of the NECEP website and database is the space in which the content of the public NECEP website and of its related XML directory system is entered, modified or deleted.

Keywords:
ECHOC, NECEP, content provider – provision, facts sheet, illustration, articles, tables, sound files management
Definitions and quick user guide

What and where is the Backoffice?

Backoffice is the space that allows authorized users to add, modify and delete data from the various tables of the NECEP database. In other words, this is the space where you can define what the visitor is supposed to see on the public space of the NECEP website, but also what and what not is to be put into the XML files that operate within the entire ECHO framework.

You can access the backoffice from anywhere via a simple internet connection and provided you are a registered user, that is, you have received a login name and a password to access all or parts of the NECEP backoffice.

To access the backoffice, you need to click the link “Backoffice” on the official NECEP website. Currently, the website is at:
http://www.ehess.fr/centres/logis/necep/

To go straight to the Backoffice area, you may type the following into your browser’s url line:
http://www.ehess.fr/centres/logis/necep/backoffice/index.php

Logging into the Backoffice

Once you have accessed the backoffice area, you will be asked to provide a User name (or login name) and a password. You should have received these from the NECEP administrator. Enter these and hit the Submit button to proceed.

Welcome. You are about to log into the ECHO - NECEP backoffice area. This is the area where registered users can add, modify or delete data. Please log in using the username and password you have received from the administrator(s)

User name: 
Password: 
Submit

If you have logged in and have been recognized by the system, you will be provided with a number of choices. **PLEASE** make sure you always read everything that does appear on the screen. Some screens may look very similar, but have vitally important distinct messages on it, sometimes only very short, such as those concerning possible problems with database connections.

**NOTE:** for security reasons, your login session does only last 60 minutes; after which you will have to login again… (imagine you are going for your lunch-break and someone with access to your computer types funny things into the NECEP database…). Whenever you believe the “hour is close”, hit the updates, inserts etc. buttons and wait until the hour is over before you go on working.
**Some rules of syntax**

Because the NECEP database content is exported into an XML directory system, the data and format you enter into the database has, to some extent, be compatible with the general XML format descriptions. Please follow the following instructions very carefully:

1) You are not allowed to insert HTML tags or entities into the content you provide. Some tags are allowed (see below). This means, you are not allowed to use such tags as `<br>`, `<a href=...>`, `<table>` etc.

2) The only tags that are allowed are the following: `<b></b>` for bold writing; `<u></u>` for underlining; and `<i></i>` for italics. These tags will be erased for the XML transformation. This, however, means that the XML version of your document will NOT contain any formatting.

3) You are not allowed to use XML/HTML entities such as `&`; — and you should not use the sign `&` at all. Use the word `and` instead.

4) If you want a new line, don’t enter `<br>` to do so, but simply hit the RETURN / ENTER key of your keyboard. If the module is made to allow for new lines, it will automatically transform your new lines into a `<br />` sign.

5) You are not allowed to create links within the content. For example, your article text may NOT contain any tags such as `<a href=...>` or `<img>`. If the module provides a way for inserting links, then use this feature, otherwise think of different ways to express “in prose” what you want the reader to do next.

**The basic choices in short**

The first screen of the backoffice area provides you with a certain number of choices. Below is a short list and explanation of what they do. Please read the particular sections later on for detailed instructions (note that the order of links/features is not relevant, in most cases).

---

**To understand the working principles, please keep in mind the logical hierarchy:**

For each society there must be a **facts sheet with its elements**. To each **facts sheet element**, you may (but don’t have to) link an **article** that explains or elaborates on the facts sheet. To each article you may link **images/illustrations, sounds** and **tables**. You are allowed to write articles that are NOT linked to a facts sheet element, but you are not encouraged to do so. However, you cannot upload an **image** or **sound**, or create a **table**, if you have not first created at least the title of your article. Please also note that whenever a list of societies appears on the screen, and you can’t see/read what you have to do next, click the society on which you want to work.

<table>
<thead>
<tr>
<th>Type of action/link</th>
<th>Description</th>
<th>See pp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glossary management</td>
<td>If you are using words in your articles you think may have to be defined or explained, use this module to add definitions. Once you have added a word and its definition, you need to click it again to define its phenotypes. Phenotypes are all appearances of a word. For example, as phenotypes for the word house, you may want to add the</td>
<td>46</td>
</tr>
</tbody>
</table>
following phenotypes: "house", "housing", "dwelling" etc.

User comments management
You will most probably not have to deal with this. However, if you see a comment/message left on one of your articles that is not appropriate, then this is where you can delete or edit it. Be fair play, don’t delete a message simply because it does criticize your contribution.

Article management
This is one of the principal modules. You can insert articles independently of the facts sheet, but you should keep in mind that they should be able to explain further elements of the facts sheet. You may thus link an article to a facts sheet element, (see below), once the article is inserted and once you are working on the facts sheet. Also, once at least the title of an article is inserted into the database, you may add illustrations, movies, sound files, tables etc. to it. Articles should be of reasonable size, not more than one to one and a half A4 page.

Illustration/images management
This is the module that allows you to upload images that should illustrate an article. IMPORTANT: an illustration can only be uploaded if at least the title of the article to which it should be linked is already written and inserted. So please make sure the article exists. Also, images MUST be in jpeg format and not be heavier than 1.5 MB. Make sure you don’t use special symbols in your filename, and that the filename ends with .jpg. Also, don’t use white spaces, but use underscore. The following is a correct image file name: my_image_1.jpg
Make sure each file you upload has a name that is not already in the database, otherwise your file will be uploaded but destroyed before it gets copied into the right place. The modules allows you to check all the filenames that have been used. Please do so!
There are some important tips and details on page 54ff. You should read these.

Sound management
This module is very similar to the illustration upload module (see previous entry). It allows you to upload sound files and link them to an article. Make sure your sound file is of the MPEG3 format, and that its name ends with .mp3 (other name conventions as mentioned above apply as well). Also, the maximum upload size is 2 MB, which is about 1 minute and 40 seconds of music/sound. Make sure the size of your file is below 2 MB and your filename is unique (see above).

Facts sheet management
The facts sheet contains what, in the public space of the NECEP website, is indicated as General Facts. It is the skeleton of the database and of the interoperability with other ECHO projects. You need to be very careful and follow strictly the instructions when filling out the facts sheet. You especially need to follow the syntax which is, for some elements of the facts sheet, indicated when you enter this space. Once you have inserted articles for a society, you may link these to elements of the facts sheet here.
Please read carefully the detailed instructions on pages 61ff of this document.

**Table edition**

This is a module very similar to the illustration and sound management modules above. It does allow you to construct tables that you want to link to an article. The coloured first row and column MUST be title rows and columns, as they will also be coloured in the public part of the NECEP website. If you don’t need as many rows or columns as provided, simply leave them empty. IMPORTANT: A table can be created only if it can be linked to an article, so please write and insert at least the title of your article first.

**Websites for societies management**

If you would like to add a list of websites that are relevant for the society you are working on, then click this link.

**You are (usually) not allowed to access the following functions/links…and you should NOT try to as you may cause serious problems**

**Create a new record / enter a new society into the database**

This is a module that creates an entirely new record for a yet not processed society in the database. YOU ARE NOT ALLOWED TO USE THIS MODULE. Remember that your IP (internet protocol identification number) is recorded, and that it is possible to find out who did what on the NECEP website. So don’t be tempted…. If the society you want to work on does not appear in the Backoffice, please contact the administrator(s).

**XML management**

This is a module that does export the entire database content into an XML directory system. You are not the administrator, so you should not use this module unless you received specific instructions to do so. The module is not harmful, but does slow down the server processing power considerably and should only be undertaken periodically and at specified times.
Glossary management

If you are using words in your articles you think may have to be defined or explained, use this module to add definitions. Once you have added a word and its definition, you need to click it again to define its phenotypes. Phenotypes are all appearances of a word. For example, as phenotypes for the word house, you may want to add the following phenotypes: "house", "housing", "dwelling" etc.

What does it do? The effect of this module is that whenever your article contains a phenotype of your word-definition, it will create a link on the right hand side menu bar of the NECEP public website which, when clicked, opens a small window with the word’s definition on it. You don’t have to think about creating such a link, it will do it all on its own.

STEP 1:
Once you click the Glossary link in the Backoffice Homepage, you get a list of alphabetically ordered words that have already been defined.

a) if you want to add a phenotype for a word, then click the word.

b) if you want to define a new word, then click the Add a new Word/Definition link.

STEP 2:
This is the screen where you enter the word and its definition.

For Glossary Word, enter the generic word that has to be defined. For example, for “house”, or “housing”, you may want to use the more general word “dwelling”.

Make sure your Definition is as short as possible and as precise as possible.

Don’t forget to hit the insert button.

If everything went well, then you should get back to the first screen (as in STEP 1) above, however your new word should appear. Click your word to proceed to STEP 3.
Once you have clicked your new word, you will get a screen that has two parts. The part on the right hand side allows you to update/modify your definition, as well as the word itself. It does also allow you to define a maximum of 3 other words that are related to your word. For example, if the word “house” had already been defined, then you may add a “see also” link from your “dwelling” to the word/definition of “house”. To add such as “see also” link, you need to enter the identification number of the words in the boxes provided below. You are able to see the identification numbers of the word by scrolling down (for example, you can see that the word aborigine has the identification number 1. Don’t forget to click the update button.

The right hand side of the screen allows you to define phenotypes. As long as you don’t enter phenotypes, the module will not search your articles for glossary-defined words. Enter these words in the box provided and hit the Add term button. It will immediately appear below. Don’t forget, you need to enter as phenotypes at least the word itself; in our case you need to type dwelling and hit the Add term button.

As phenotypes, you may even enter parts of words. For example, if you want that all words starting with marri are indexed as marriage, simply add marri as a phenotype.

Once finished, hit the Update button on the left hand side of the screen.
User comments management

You will most probably not have to deal with this. However, if you see a comment/message left on one of your articles that is not appropriate, then this is where you can delete or edit it. Be fair play, don’t delete a message simply because it does criticize your contribution.

STEP 1:
Once you entered the comments management module, you’ll get something like this:

<table>
<thead>
<tr>
<th>id</th>
<th>article id</th>
<th>date</th>
<th>reply to message no.</th>
<th>ip number</th>
<th>name</th>
<th>comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>10</td>
<td>2003-04-06</td>
<td>0</td>
<td>27.0.0.1</td>
<td>Dousset</td>
<td>This is a test comment left on the NECEO website</td>
</tr>
<tr>
<td>13</td>
<td>10</td>
<td>2003-04-06</td>
<td>12</td>
<td>27.0.0.1</td>
<td>Duffont</td>
<td>This is yet another comment</td>
</tr>
</tbody>
</table>

Here are some explanations:

- **article id** is the identification of the article number to which a user comment is related.
- **date**: the date is given in universal (US) format as yyyy-mm-dd.
- **reply to message no.**: if a comment is a reply to another comment, then the identification number (id) of the original comment is given here. In the above example, message with id 13 is a reply to message with id 12.
- **ip number** is the internet protocol identification number of the person who left the comment. It is possible to find out who exactly left this comment with this number. Things become more complicated if the user has a dynamically attributed IP number.
- **name**: this is how the user identified himself.
- **comment** contains the message he or she left.

You may delete this comment altogether if you click the delete link. Or you may edit this comment if you would like to change it.

STEP 2:
If you click the edit link, you’ll get the following screen:

<table>
<thead>
<tr>
<th>id</th>
<th>article id</th>
<th>date</th>
<th>this is a reply to message...</th>
<th>ip number</th>
<th>name</th>
<th>comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>10</td>
<td>2003-04-06</td>
<td>0</td>
<td>27.0.0.1</td>
<td>Dousset</td>
<td>This is a test comment left on the NECEO website</td>
</tr>
</tbody>
</table>

[Ok, update this comment]
The same information as mentioned above is displayed. However, you are now able to edit parts of it, such as **article id, date, name** and **comment**.

If you ever have to edit a user comment, then you would most probably only have to change the comment itself. It is dangerous to change the article id number, unless you know exactly what you do. If you change the date, don’t forget that the format must be yyyy-mm-dd.
Article management

This is one of the most important modules of the NECEP website. An article is a “prose text” of undefined length that explains one or more aspect of the society you are working on. It has three main functions:

1) Create an informative and satisfying visit for the user in providing some explanatory texts that can be illustrated with images, sounds/music and tables.
2) Explain aspects of the facts sheet (see below) that may be difficult to understand for the layman (and the specialist).
3) Provide the content-provider with the possibility to explain himself in cases where there is anthropological discussion about a topic.

You do not have to link articles to facts sheet elements, although you are encouraged to do so. The more there are internal links between elements of the NECEP database, the richer is the corpus and the visit of the website.

NOTE: illustrations, tables and sounds/music can only be added to the database if at least the title of an article has been inserted.

STEP 1:
Once you have entered the Article management space, you will be provided with:

a) the alphabetical list of societies
b) a search form to search for articles for a society (basically the same as above (a), however, if the list of societies is large, you may try to find it using this form. [Enter the first letters of the society’s name at least]
c) a search form where you can enter (a) word(s) of the title of an article, if you don’t remember for which society an article was intended.

Either click the society’s name, or inform the form field and hit the Search now button
STEP 2:
Once you have clicked or searched, the same form appears again (so you can move wherever you are to another society or article). However, below the form you’ll see the result of your previous search query/hit, as well as a link to add a new article for a society.

In our case, only one article has yet been entered for the society Ngaatjatjarra, which I clicked on top of the screen just before I got this one. Two links are provided for each article. Either you can delete it, or you can edit this article. The following step explains how to edit this article.
STEP 3:
Once the edit this article link is clicked, various details for the article in question are displayed at the bottom of the screen (in some cases you may need to scroll down, past the societies-list and the search-forms).

-The first line (id) is the article identification number. You can’t and should never modify this information. This id is used for internal referencing.

-The second line, id society is the identification number of the society to which this article is linked. You should not alter this, unless you really know what you are doing. Simply leave this field as is.

-The third line, order of appearance, is relevant for you. What it does is determine in which order articles should be listed in the table of contents and in which order the visit/navigation should proceed. You should only enter numbers in this field. If you have several articles written for a society, then you can determine which articles comes first (place a 1), which article second (place a 2) etc. If you don’t enter anything, the articles will be displayed in the order you have entered them.

-title: give a title that is short enough not to overcrowd the table of contents screen, but clear enough for search engines and visitors to “understand” what it is about. You do not have to repeat the society’s name in the title of the article. – Do not enter any special signs or tags in the title, not even bold, italics or underlined.

-article text: this is where you would write (or copy – paste into) the actual article text. Please do not enter any special signs such as “&”, and do not use tags with the exception of <b>, <u> and <i>. The example in the above illustration, using some
tags, will, in the public part of the website, have the following effect:

<table>
<thead>
<tr>
<th>Test title for a new article</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is my article in here....etc.</td>
</tr>
<tr>
<td>New lines are put in simply using the return key.</td>
</tr>
<tr>
<td>I am allowed to have <strong>stuff in bold</strong> or <em>in italics</em> or underlined. This is the end, my friend....</td>
</tr>
<tr>
<td><strong>Author:</strong> Laurent Dousset</td>
</tr>
<tr>
<td><strong>Date created:</strong> 2003-02-15 - <strong>Date modified:</strong> 2003-07-04</td>
</tr>
</tbody>
</table>

**Author:** enter your names and institutional affiliation if you’d like. There is no need to add a date, as this will be inserted automatically.

Once you have modified all you wished to, don’t forget to hit the **Ok, update this article** button, otherwise your changes will not be taken into account.
Illustration/images management

This is the module that allows you to upload images that should illustrate an article. An illustration can only be uploaded if at least the title of the article to which it should be linked is already written and inserted. So please make sure the article exists. If not, follow first the procedure described in chapter on pages 50ff.

Some important notes on image files

What can I do? Of course, you don’t have to upload only photographs or pictures. Whenever there is something you’d like to show, but can't do it otherwise (i.e. through the table module, for example), you can use the illustration upload function to do so. For example, if you’d like to add a diagram to an article, then you may want to draw it, scan it or save it as jpeg file and upload it.

File format: All images and illustrations must be of the jpeg format. The reason is that the programs written to manipulate the image files to create thumbnails, for example, use JPEG. GIF is an excellent format, but it is owned and the owner does not allow manipulation of the format anymore. You therefore NEED to save all your image files as jpeg. JPEG files usually have a resolution of 72pp. However, be careful: People that are not used to image manipulation often simply save a scanned file, for example, as jpeg and think this is enough. Unfortunately, many image-processing programs do keep the proportion between size and resolution of an image, and this is not allowed in NECEP (and other web applications), because it sometimes creates huge images on screen. Here’s an example:

Your original file has a resolution of 300pp and its size is 10 cm height and 10 cm width. If you simply save this file as JPEG, the new file will have a resolution of 72pp, but the size will be 41,66 cm height and 41,66 cm width. In other words, because the relation between resolution 300 and resolution 72 is 4,16666…; the image-processing program will usually multiply the original size by the same factor; and your 10 cms become 41,6 cms.

Workaround: In your image-processing program, you need to change the resolution to 72 AND the screen-size of the image to an acceptable size, which is usually something between 12 and 15 cms for the longest edge.

Filenames:
It is very important that you be careful with the names you give to your image files. First of all, make sure that the name you give to your file is unique. You can check this in the Backoffice (see below). Otherwise, your upload will be deleted.

The names you give to your files must follow a syntax (these syntax-naming rules are valid for sound/music files as well, in fact for every file that is uploaded to a server):

1) every image file must end with .jpg
2) do not use white spaces in your filename, but use underscore instead
3) don’t use any special symbols in your filenames, such as &, §, % etc. These symbols are reserved for programs and format entities and the file might get in conflict with the program that is handling it on the NECEP server. Only use alphabetical signs.

4) don’t start filenames with numbers, but only with alphabetical signs.

Following are some examples of correct and incorrect names:

<table>
<thead>
<tr>
<th>Correct filenames</th>
<th>Incorrect filenames</th>
<th>Why is the name incorrect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>house_picture_1.jpg</td>
<td>house picture.jpg</td>
<td>white space between house and picture</td>
</tr>
<tr>
<td>HousePicture.jpg</td>
<td>1Housepicture.JPG</td>
<td>name starts with a number. Also, JPG is in capitals (this is not an official mistake, but a NECEP convention)</td>
</tr>
<tr>
<td>house_and_garden.jpg</td>
<td>house&amp;garden.jpg</td>
<td>the name contains the special sign “&amp;”</td>
</tr>
</tbody>
</table>

**File size:**
The server NECEP is hosted on does not allow uploads of files equal and larger than 2 megabytes, so make sure your image is below this size. In any case, you would not want to upload such a heavy file! Remember that not all users and visitors have fast internet connections, and that they will get impatient with an image that takes 30 minutes to appear on their screen. Try to keep your images to a reasonable small size, as small as possible and as long as quality doesn’t suffer. If your image is not good enough within the 72pp resolution and a maximum edge size of 12 to 15 centimetres, then it is likely that your original is not of good quality. Scan it again and work on the image.

**Insertion procedure**

The backoffice main menu offers two choices under **Illustration/images management**. **Upload a new image** does just what it says. Remember that you can only upload an image if at least the article title of the article to which it will be linked is created (no worries, you will be able to change the article title later on if you wish). The link **Edit images** allows you to delete an image entry (not the actual image file), change an image title, caption etc.; but not change the name of the file!!!

Let us look at the **Upload a new image** module.

**STEP 1:** (screen not reproduced) As always, you have to choose the society for which you want to insert the image. If one and exactly the same image is to be shown in two or more societies, you need to contact the administrator for record duplication.

**STEP 2:** (screen not reproduced) Once you have chosen a society, the list of articles you have already inserted for this society will appear. Choose the article to which you would like to link the image and click the **choose this article** link.

**STEP 3:** Now you can upload the image…
If you would like to modify a caption, image title or the relevant article for an image, click here

1) Choose a society for which you want to add an image/illustration:

Aranda | Evenk | Luritja | Martutjarra | Ngaanyatjarra | Ngaatjatjarra | Nyungar | Pitjantjatjara | Tongoue | Yankunytjatjara | Zuni | Zuni |

3) Please click the Browse button and choose the image file you want to upload. Please make sure there are no blank spaces in your filename.

PLEASE MAKE SURE THE FILE DOES NOT ALREADY EXIST!!!! IF IT DOES EXIST, IT WILL SIMPLY BE OVERWRITTEN!!! To check all image filenames already in the system, click here.

Where is the file? [Browse... Ok, upload this file]

You should read the line starting with PLEASE MAKE SURE.... If you click the link click here, you’ll get the list of files that have already been uploaded. If you upload an image with the same filename, the upload will proceed, but your file will not be copied into the right place and will be deleted (for security reasons). So make sure the name of the file you upload is unique.

At the bottom, you can see two buttons. One is called Browse... (or something similar, depending on the browser you use), the other is called Ok, upload this file. What you need to do first is tell the browser where, on your computer, the file you want to upload and send to the server is located. To do this, click the Browse button, look for your file and choose it. Once you’ve done this, the form just left to the Browse button should display your filename. Don’t modify this!. Now you can click the Ok, upload this file button.

NOTE: Depending on your connection and on the size of the file, this may take a while. Please do NOT interrupt until a new screen appears. If the file is too heavy, or there was any other problem (such as communication), the next window will indicate that the file was empty.

STEP 4: The following screen allows you to add some basic information to the image:
You should only modify/enter the following fields:

- **Title of image**: short and precise (this will also be the browser’s window title when the image is enlarged)

- **Caption**: whatever needs to be there to explain the image (in the current version, you would also include copyright information in the caption; further fields will be developed in later versions of the backoffice)

- **Order of appearance**: if you show several images in the same article, you may want to choose which image should be shown first. Please enter only numbers. Image with order number 1 will appear before image with order number 2 etc.

Don’t forget to click the **OK, insert this record** button. If you don’t, the image you just uploaded will never appear.

**Edit procedure**

Either from the Backoffice homepage, or from the Illustration Management space, you’ll see a link called something like: **If you would like to modify a caption, image title or the relevant article for an image, click here**

This is where you can modify the title or caption of previously uploaded images. You may also change the society or the article to which the image should be linked, and you can delete the image all together.

**Note** that when deleting the image, you are not physically deleting the image file, which will remain on the server [in case you deleted it by mistake or change your mind; get in touch with
the administrator]. It does only delete the links and the database entry for the “deleted” image file.

**STEP 1:**
Once you have entered the images/illustration edition space, you have to click first the society for which you have registered the image.

**STEP 2:**
The following screen will appear, with a list of image files you have uploaded and inserted.

2) **Now choose the image you want to modify**

<table>
<thead>
<tr>
<th>id</th>
<th>Image file name (Click to edit this record)</th>
<th>x size</th>
<th>y size</th>
<th>caption</th>
<th>id society</th>
<th>id article</th>
<th>order of presentation</th>
<th>image title</th>
<th>Or do you want to delete this entire record?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Emma_1.jpg</td>
<td>319</td>
<td>268</td>
<td>Caption to Emma</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>Emma</td>
<td>Or do you want to delete this entire record?</td>
</tr>
<tr>
<td>4</td>
<td>EM_22_Carte_1.gif</td>
<td>814</td>
<td>508</td>
<td>EM.22.Carte_1.gif (Roberte Hamayon)</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>map</td>
<td>Or do you want to delete this entire record?</td>
</tr>
</tbody>
</table>

The screen is self-explanatory. Click the file name to edit the information for an image, or click the **delete** link to delete it. (note that the program does calculate automatically the size of the image, and that you should not try to change this).

**STEP 3:**
In the following screen [not reproduced], you may modify the information for the image. Again, it is quite self-explanatory and follows the same principles as everywhere else in the Backoffice: change the society id and article id only if you absolutely know what you are doing. **Remember:** if you change the society id to a number for which there is no society, you will never be able to find your image again.
Don’t forget to hit the **Ok, update this image** button once finished.
Sound management

Some important notes on sound files

Most notes and features that apply for sound files are identical to those mentioned above in chapter on pages 54ff.

What can I do? This module allows you to upload music files that are linked to an article. For each sound file you upload, a music icon will appear on the public website, which will allow the user to hear the sound or music.

File format: Music and sound files must be in mpeg3 format. You can try to upload other sound file formats, but most browsers and plug-ins best support this format, so stick to it.

File names: It is very important that you be careful with the names you give to your sound files. First of all, make sure that the name you give to your file is unique. You can check this in the Backoffice (see below). Otherwise, your upload will be deleted.

The names you give to your files must follow a syntax (these syntax-naming rules are the same as those mentioned for illustrations above, in fact for every file that is uploaded to a server).

5) every image file must end with .mp3
6) do not use white spaces in your filename, but use underscore instead
7) don’t use any special symbols in your filenames, such as & , $ , % etc. these symbols are reserved for programs and format entities and the file might get in conflict with the program that is handling it on the NECEP server. Only use alphanumeral signs
8) don’t start filenames with numbers, but only with alphabetical signs.

Following are some examples of correct and incorrect names:

<table>
<thead>
<tr>
<th>Correct filenames</th>
<th>Incorrect filenames</th>
<th>Why is the name incorrect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>my_sound_1.mp3</td>
<td>my sound.mp3</td>
<td>white space between my and sound</td>
</tr>
<tr>
<td>SoundFile.mp3</td>
<td>Soundfile.MP3</td>
<td>name starts with a number. Also, MP3 is in capitals (this is not an official mistake, but a NECEP convention)</td>
</tr>
<tr>
<td>house_and_garden.mp3</td>
<td>house&amp;garden.mp3</td>
<td>the name contains the special sign “&amp;”</td>
</tr>
</tbody>
</table>

File size:
The server NECEP is hosted on does not allow uploads of files equal and larger than 2 megabytes, so make sure your sound file is below this size. Usually, a MPEG3 file of just below 2MB is about 1 minute 40 hearing-time. Remember that not all users and visitors have fast internet connections, and that they will get impatient with a sound that takes 30 minutes to download. Try to keep your sound files to a reasonable size, as small as possible and as long as quality doesn’t suffer.
How to manipulate sound files?
Manipulating sound files is not an easy thing. However, there are some good tools available. Indeed, to edit your sound files and convert these into mp3 files, you may want to download Audacity, which is a program that does such things. Moreover, Audacity is free because a product of the OpenSource community. There are versions available for Linux, Mac OSX and previous, and Windows. (Mac users, make sure you download the LAME MP3 Encoder Library as well and read the instructions on the website.)
You can download Audacity here: http://audacity.sourceforge.net/

Insertion procedure

The sound files insertion procedure follows the same principles as the Illustration insertion procedure. Please read chapter on pages 54ff.

Edit procedure

The sound files edition procedure follows the same principles as the Illustration edition procedure. Please read chapter on pages 54ff.
Facts sheet management

YOU NEED TO READ THIS CHAPTER VERY CAREFULLY!
The facts sheet is the skeleton of the NECEP Database and of its interface with other ECHO databases and tools. On the one hand, it is the simplest module of the Backoffice, on the other hand, because of the interoperability question with other ECHO networks, it is the most complicated in the sense that, at least for some entries, a very specific syntax has to be followed.

What is the Facts Sheet?
The facts sheet is a series of questions to which you, as content provider, are supposed to bring simple and short answers. Your answers will be used in complex search engines, comparative approaches, interoperability issues etc. On the public NECEP website, the answers you provide are listed under the link **General Facts** for each society.

What is its general structure?
The facts sheet is divided into domains, which are numbered, from A to J. They are as follows:

<table>
<thead>
<tr>
<th>Domain</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Appellations</td>
<td>This is where you will help to identify the society</td>
</tr>
<tr>
<td>B - Official Status/Geopolitics</td>
<td>This is where you will provide simple geographical, geopolitical and political information</td>
</tr>
<tr>
<td>C - Language</td>
<td>Information on language and speakers for the society</td>
</tr>
<tr>
<td>D - Demography</td>
<td>Some demographic figures</td>
</tr>
<tr>
<td>E - Ethnological History</td>
<td>Some simple questions on ethnographic records</td>
</tr>
<tr>
<td>F - Social Organization</td>
<td>A series of questions for which anthropologists are probably the specialists</td>
</tr>
<tr>
<td>G - Religion</td>
<td>Religious systems and belief systems</td>
</tr>
<tr>
<td>H - Life cycle</td>
<td>What are the principal distinctions made in this society in the life cycle.</td>
</tr>
<tr>
<td>I - Body</td>
<td>Some questions on the treatment and relationship of/with the human body</td>
</tr>
<tr>
<td>J - Material Culture</td>
<td>A short list of questions on ecological, economic and technological features</td>
</tr>
</tbody>
</table>

In each domain there are a series of questions numbered 1 to n. Hence the first field of the facts sheet is A1, the second A2 etc. until domain B, and then the numbering continues as B1, B2 etc.

Also note that in each domain, there are a number of questions that are “not formulated”. That is, if you believe one or more important questions have not been asked, then you are able to provide yourself the question as well as the answer.

Also note that to each answer you provide, you are able to link either one or more articles which are inserted into the NECEP database, or you may link one or more external websites or webpages for further information. You can NOT link images, sounds or tables to the facts sheet. These have to be linked to the articles.
PLEASE NOTE: In the latest version of the backoffice, you will be able to inform “only” the mandatory fields. These MUST be informed as they enable interoperability with other domains.

What is its specific structure?

I will not detail the specific structure of each domain and field, for I have included in the backoffice extensive instructions. Some fields however are crucially important for the reasons mentioned earlier. You need to be very careful with these.

Field A1
Usual anthropological designation
This is where you enter the name of the society that has been decided as being « canonical » in the NECEP database. Canonical means that it is the conventional name decided by NECEP (you and the administrator) to be the principal identification for this society. When you enter the backoffice and the domain A Appellations, this name (A1) will already be provided and you should NOT change it. If, for any reasons, you decide to change it, then be aware that you should not include any explanations, but only a name.

Field A2
Alternative names and spellings
This is a very important field as it allows communicating between databases and servers. You should provide as many names and spellings used for this society as you can, know of, ever heard or read. These names do not have to be sociologically correct; this does not matter in this case. The more names and spellings you can add, the better are the chances that search engines will find various records from various places that can be linked. In any case, you need to include in this field A2 the content of what you had already provided in A1 (duplication is important in this case), but also what you will provide in A3 (self-designation) and A4 (official name). You have to follow a very precise syntax. You need to enter each name or spelling separated by a comma. And you are NOT allowed to enter any comments, brackets, special signs, new lines etc.: just a simple list of names separated by commas NOTHING ELSE!

Here is an example:

A1 --> Ngaatjatjarra
A2 --> Ngaatjatjarra, Ngadadjara, Ngaadadjara, Wenamba

Also make sure you do not add an additional comma at the end of the name list.

Field B1
Countries of residence
This is a very important field as well. To make sure all content providers use identical country appellations and the correct syntax, a pop-up button is provided. If a society lives in two countries, simply choose one country in each pop-up button.
Field B2
Continent
This is a very important field as well. To make sure all content providers use identical continent appellations and the correct syntax, a pop-up button is provided.

Field C1
Language name
This is a very important field as well. Enter only the language name, nothing else. Do not add explanations, brackets etc. However, if several spellings have been given to the same language, or if linguists have classified the language differently, you may add a comma separated list (same as field A2 above).

Here is an example with one language name:
C1 --> Ngaatjatjarra

Here is an example with two language names:
C1 --> Ngaatjatjarra, Ngaadadjara

Also make sure you do not add an additional comma at the end of the name list.

Insertion procedure
STEP 1:

Once you enter the facts sheet area of the backoffice, you will have to choose, just as in all backoffice areas, the society for which you want to edit the facts sheet. Once you clicked the society, the list of themes will appear (see illustration on the right hand side). You don’t have to answer all questions in all themes at once. Of course, you may come back to the facts sheet edition whenever you like. After updating a theme, the full list of themes will appear again and you can move to another one.

STEP 2:

The below illustration shows the example of the field A1 in the theme Appellations. For each theme, you’ll have a series of fields to answer. You may answer all or only some. However, make sure you answer at least those fields I have indicated above as having a specific structure (A1, A2, B1, B2 and C1).

The first column (see illustration on following page) is the field identification, here A1, meaning it is the first field of theme A. The second column is “The Question”. The third column gives some instructions on how to answer the question, and the fourth column is where you can type your answer. The last column, starting with “Link your…” is the place where you can link your answer to the field (in our case A1) to articles that are already in the database (here it has been linked to article 10 with title “Test title….”) or to other websites (here to a website called AusAnthrop). To link a facts sheet field to such articles and websites, simply click either Add an internal... or Add an external..... A new window will pop-up where you can choose the article, or enter the url (internet address) of the website. Close this new window once you are finished. You will not immediately see that the links have been created, they will only appear if you reload the facts sheet page or the next time you visit this page.
STEP 3:

As mentioned earlier, in each theme there are a number of fields that have not been defined. This provides you with the opportunity to add yourself “Questions” you believe are relevant for the society you are working on. Note that the fields you define will only be relevant for the society you are working. In other words, it is possible to create and define specific fields for each society.

**Illustration: bottom of the page A1 Appellations**

<table>
<thead>
<tr>
<th>Field ID</th>
<th>Field name</th>
<th>Explanations/Syntax</th>
<th>Your answer</th>
<th>Link your answer to an article or website</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Usual anthropological designation</td>
<td>One word or expression only. Only modify if you know what you are doing.</td>
<td>Nguditjarru</td>
<td><img src="#" alt="Add an internal link (text) to this field" /> <img src="#" alt="Add an external link (website) to this field" /></td>
</tr>
<tr>
<td></td>
<td><strong>Content:</strong> this field includes all names used for this group/society, whether they</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The fields you are allowed to define are marked in the third column as **You may add a field or modify a field here**. When you click this link, a new window will open where you have to type in your question, that is, the field definition. Click the **Ok, change name now** button and close the window. You should be back in your facts sheet edition. Click reload or refresh in your browser and your new field-definition should appear.

After working on a theme (in our examples A), don’t forget to click the **update database** button at the bottom; otherwise your modifications will not be taken into account. Once you’ve clicked this button, you’ll get back to the list of themes from where you can enter a new theme, or get back to the previous one and verify that your modifications have been successfully taken into account.
**Example of facts sheet answers**

Below is an example of a facts sheet that should help in answering some of the questions. As you can see, not all fields have been informed, because they might not be relevant or because the content provider did not know the answers.

### APPELLATIONS

<table>
<thead>
<tr>
<th>A1</th>
<th>Usual anthropological designation</th>
<th>Ngaatjatjarra</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>Alternatives names and spellings used</td>
<td>Ngaatjatjarra, Ngatatjara, Ngadadjarra, Ngadajara, Ngada, Ngaatjatjarra, Ngadadara, Ngadatara, Ngadawongga, Warara, Witjandja, Ngadapitjardi, Kurara, Rumudjara, Teitjdjara, Wanudjara</td>
</tr>
<tr>
<td>A3</td>
<td>Self-designation</td>
<td>Ngaatjatjarra</td>
</tr>
<tr>
<td>A4</td>
<td>Official name in countries of residence</td>
<td>Ngadadjara</td>
</tr>
<tr>
<td>A5</td>
<td>Human being (indigenous designation)</td>
<td>Yarnangu</td>
</tr>
<tr>
<td>A6</td>
<td>Man (indigenous designation)</td>
<td>Wati</td>
</tr>
<tr>
<td>A7</td>
<td>Woman (indigenous designation)</td>
<td>Kungka</td>
</tr>
</tbody>
</table>

### GEOGRAPHY/OFFICIAL STATUS

<table>
<thead>
<tr>
<th>B1</th>
<th>Countries of residence</th>
<th>Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2</td>
<td>Continent/Areas</td>
<td>Australia</td>
</tr>
<tr>
<td>B3</td>
<td>Official ethnic regions</td>
<td>Ngaanyatjarra Lands/Shire</td>
</tr>
<tr>
<td>B4</td>
<td>Status of ethnic group</td>
<td></td>
</tr>
<tr>
<td>B5</td>
<td>Civil status of the individual</td>
<td>Citizen since 1967</td>
</tr>
<tr>
<td>B6</td>
<td>Representation in state institutions</td>
<td>none</td>
</tr>
<tr>
<td>B7</td>
<td>State protection of culture</td>
<td>Traditional lands are in a reserve, no particular protection</td>
</tr>
<tr>
<td>B8</td>
<td>Cultural and political associations</td>
<td>Ngaanyatjarra Land Council and Native Title Representative Body</td>
</tr>
<tr>
<td>B9</td>
<td>International representation</td>
<td>none</td>
</tr>
<tr>
<td>B10</td>
<td>International programs targeting this population (aid, cultural revival etc.)</td>
<td></td>
</tr>
<tr>
<td>B11</td>
<td>Diaspora</td>
<td>Some minor movements in the late 1950s and 1960s</td>
</tr>
</tbody>
</table>

### LANGUAGE

<table>
<thead>
<tr>
<th>C1</th>
<th>Language name</th>
<th>Ngaatjatjarra dialect, Wati or Western Desert language</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2</td>
<td>Linguistic group</td>
<td>Pama-Nyungan --&gt; Nyungic --&gt; South-West --&gt; Wati (Western Desert) language</td>
</tr>
<tr>
<td>C3</td>
<td>Official standard dialect/language</td>
<td>Ngaatjatjarra</td>
</tr>
<tr>
<td>C4</td>
<td>Used written language (contemporary)</td>
<td>English (only little)</td>
</tr>
<tr>
<td>C5</td>
<td>Written language historical</td>
<td>none</td>
</tr>
<tr>
<td>C6</td>
<td>UNESCO status of language</td>
<td></td>
</tr>
<tr>
<td>C7</td>
<td>Number of indigenous people of whom the traditional language is the mother-tongue</td>
<td>500</td>
</tr>
</tbody>
</table>
### DEMOGRAPHY

| Code | Description                        | Value  
|------|------------------------------------|--------
| D1   | Population                         | 500    
| D2   | Birth-rate                         |        
| D3   | Mortality                          |        
| D4   | Life expectancy                    | 45 (approximately)  
| D5   | Fertility                          |        
| D6   | Proportion (%) of native population in residential areas | 90%  

### ETHNOLOGICAL HISTORY

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>First European contact</td>
<td>Australia (1956, when the WRE [Weapons Research Establishment] established a meteorological station [Giles] in the Rawlinson Ranges.</td>
</tr>
<tr>
<td>E3</td>
<td>First other ethnographic description</td>
<td></td>
</tr>
<tr>
<td>E4</td>
<td>First major ethnographic collection</td>
<td>Tindale fieldnotes at the South Australian Museum, Adelaide</td>
</tr>
<tr>
<td>E5</td>
<td>Year or period of establishment of a permanent administrative/colonial administration</td>
<td>1956 (Australia)</td>
</tr>
</tbody>
</table>

### SOCIAL ORGANIZATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Seasonal variations in social</td>
<td>none</td>
</tr>
</tbody>
</table>

### LANGUAGE

| Code | Description                        | Value  
|------|------------------------------------|--------
| C8   | Percentage of the population which has the traditional language as mother-tongue | 100%    
| C9   | Number of indigenous people who have learned the language in later stages of life (i.e. the traditional language is not their mother-tongue) |        
| C10  | Percentage of population who can speak the traditional language | 100%    
| C11  | Predominant language in use        | Ngaatjatjarra                      
<p>| C12  | Ratio of people literate in own language | Some bi-lingual programs are in place |
| C13  | Schooling in own language          | Pitjantjatjara, a similar dialect, it taught at the IAD in Alice Springs |
| C14  | Language courses in teaching institutions |                                    |
| C15  | Medias in own language             |                                      |
| C16  | Own contemporary literature (in own language) | none                                |
| C17  | Own contemporary literature (in other language) | none                                |</p>
<table>
<thead>
<tr>
<th><strong>morphology</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F2</strong> Main social subdivisions</td>
</tr>
<tr>
<td><strong>F3</strong> Residential mobility type</td>
</tr>
<tr>
<td><strong>F4</strong> Basic dwelling unit</td>
</tr>
<tr>
<td><strong>F5</strong> Basic production unit</td>
</tr>
<tr>
<td><strong>F6</strong> Basic consumption unit</td>
</tr>
<tr>
<td><strong>F7</strong> Basic appropriation unit</td>
</tr>
<tr>
<td><strong>F8</strong> Kinship terminology type</td>
</tr>
<tr>
<td><strong>F9</strong> Descent rule/type</td>
</tr>
<tr>
<td><strong>F10</strong> Genealogical memory (in generations)</td>
</tr>
<tr>
<td><strong>F11</strong> Marriage rule</td>
</tr>
<tr>
<td><strong>F12</strong> Exogamous unit</td>
</tr>
<tr>
<td><strong>F13</strong> Relative status of marriage partners</td>
</tr>
<tr>
<td><strong>F14</strong> Extension of marriage prohibition</td>
</tr>
<tr>
<td><strong>F15</strong> Polygamy</td>
</tr>
<tr>
<td><strong>F16</strong> Residence type after marriage</td>
</tr>
<tr>
<td><strong>F17</strong> Relation between descent and residence</td>
</tr>
<tr>
<td><strong>F18</strong> Pre-marital contact between marriage partners</td>
</tr>
<tr>
<td><strong>F19</strong> Marriage arrangements</td>
</tr>
<tr>
<td><strong>F20</strong> Kinship degree or category of contribution to marriage arrangement</td>
</tr>
<tr>
<td><strong>F21</strong> Divorce - spouse separation</td>
</tr>
<tr>
<td><strong>F22</strong> Social stratification</td>
</tr>
<tr>
<td><strong>F23</strong> Relevance of age for social status</td>
</tr>
<tr>
<td><strong>F24</strong> Specialists</td>
</tr>
<tr>
<td><strong>F25</strong> Political leadership</td>
</tr>
<tr>
<td><strong>F26</strong> Political unit</td>
</tr>
<tr>
<td><strong>F27</strong> Armed conflict - solidarity unit</td>
</tr>
<tr>
<td><strong>F28</strong> Morality and law agencies</td>
</tr>
</tbody>
</table>

**RELIGION**

<p>| <strong>G1</strong> Principal religious system | Dreamtime (Tjukurrpa) |
| <strong>G2</strong> Religious organizations or institutions | Initiations, rites of multiplication (reproduction), funerals |
| <strong>G3</strong> New or emerging religious systems | Christianity |
| <strong>G4</strong> Extent of ritual cycle | All year long, but summer (December) period more extensive |
| <strong>G5</strong> Types of ritualists (special religious leaders) | |
| <strong>G6</strong> Mode of access to ritual functions and responsibilities | age, knowledge |
| <strong>G7</strong> Type of ritual/religious places | Natural places |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G8</strong></td>
<td>Basic components and substances constituting the person</td>
</tr>
<tr>
<td><strong>G9</strong></td>
<td>Representations of the after-life</td>
</tr>
<tr>
<td><strong>G10</strong></td>
<td>Cosmological conception</td>
</tr>
<tr>
<td><strong>G11</strong></td>
<td>Conceptions of temporality, origins etc.</td>
</tr>
</tbody>
</table>

**LIFE CYCLE**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H1</strong></td>
<td>Type of ritual prescription for the mother, at birth</td>
</tr>
<tr>
<td><strong>H2</strong></td>
<td>Ritual prescription for the father, at birth</td>
</tr>
<tr>
<td><strong>H3</strong></td>
<td>Ritualized treatments of the new-born</td>
</tr>
<tr>
<td><strong>H4</strong></td>
<td>Ritualized treatment of the remains at birth (after-birth)</td>
</tr>
<tr>
<td><strong>H5</strong></td>
<td>Delivery place</td>
</tr>
<tr>
<td><strong>H6</strong></td>
<td>Puberty initiation (male)</td>
</tr>
<tr>
<td><strong>H7</strong></td>
<td>Puberty initiation (female)</td>
</tr>
<tr>
<td><strong>H8</strong></td>
<td>Ritual expressions of wedding</td>
</tr>
<tr>
<td><strong>H9</strong></td>
<td>Average age at marriage (male)</td>
</tr>
<tr>
<td><strong>H10</strong></td>
<td>Average age at marriage (female)</td>
</tr>
<tr>
<td><strong>H11</strong></td>
<td>Rites of passage between age classes</td>
</tr>
<tr>
<td><strong>H12</strong></td>
<td>Funeral body disposal</td>
</tr>
<tr>
<td><strong>H13</strong></td>
<td>Funeral body position</td>
</tr>
</tbody>
</table>

**BODY**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I1</strong></td>
<td>Regular body treatment</td>
</tr>
<tr>
<td><strong>I2</strong></td>
<td>Usual resting/sitting position</td>
</tr>
<tr>
<td><strong>I3</strong></td>
<td>Delivery position</td>
</tr>
<tr>
<td><strong>I4</strong></td>
<td>Permanent bodily alterations</td>
</tr>
<tr>
<td><strong>I5</strong></td>
<td>Homosexuality</td>
</tr>
<tr>
<td><strong>I6</strong></td>
<td>Pre-marital sexuality (male)</td>
</tr>
<tr>
<td><strong>I7</strong></td>
<td>Pre-marital sexuality (female)</td>
</tr>
</tbody>
</table>

**MATERIAL CULTURE**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>J1</strong></td>
<td>Subsistence type</td>
</tr>
<tr>
<td><strong>J2</strong></td>
<td>Biogeographical landscape</td>
</tr>
<tr>
<td><strong>J3</strong></td>
<td>Rough population density (persons/km2)</td>
</tr>
<tr>
<td><strong>J4</strong></td>
<td>Dwelling type</td>
</tr>
<tr>
<td><strong>J5</strong></td>
<td>Staple food</td>
</tr>
<tr>
<td><strong>J6</strong></td>
<td>Gender specialisation of tasks</td>
</tr>
<tr>
<td><strong>J7</strong></td>
<td>Monetary or other exchange system/material</td>
</tr>
<tr>
<td><strong>J8</strong></td>
<td>Mutually exclusive exchange spheres</td>
</tr>
<tr>
<td><strong>J9</strong></td>
<td>Means of transportation</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>J10</td>
<td>Emblematic cultural item for general market</td>
</tr>
<tr>
<td>J11</td>
<td>Vital imports</td>
</tr>
<tr>
<td>J12</td>
<td>Specialisation in interethnic relations</td>
</tr>
<tr>
<td>J13</td>
<td>Principal types of musical instruments</td>
</tr>
<tr>
<td>J14</td>
<td>Main type of dance performance</td>
</tr>
<tr>
<td>J15</td>
<td>Cultural representations for general public</td>
</tr>
</tbody>
</table>
Table edition

This module is very similar to the illustration and sound management modules above. It allows you to construct tables that you can link to an article. In the public NECEP website, each article for which there is a table will provide a link to it. The table will appear in a separate window.

**STEP 1:**
As always, choose first the society, then the article for which you want to construct a table.

**STEP 2:**
The table management window is divided into two parts. In the upper part, you need to give some basic information for your table, such as its title (this will also be the name of the link in the public website) and a comment. The comment may include explanations, sources etc. As always, only change the society id and article id if you absolutely know what you are doing. Be aware that you may not be able to find your table anymore if the article or society you enter do not exist.

*Illustration: upper part of the Table management window*

```
xid:

id society: 1
(only change this if you are absolutely sure about what you are doing!!)

id article: 4
(only change this if you are absolutely sure about what you are doing!!)

title of table:

comment to table:
```

**STEP 3:**
In the lower part of the window you actually construct your table.

*Illustration: lower part of the Table management window*
Please construct your table below. Please don’t forget to give row and column titles.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ok, INSERT this table

The coloured first row and column MUST be title rows and columns, as they will also be coloured in the public part of the NECEP website. If you don’t need as many rows or columns as provided, simply leave them empty.

Once you have created your table, do not forget to hit the **Ok, INSERT this table** button.

Example:

Following *(next page)* is an example of a table in the backoffice and of its counterpart in the public website. As you can see, the last column was not informed and is therefore not reproduced in the public website.

**Table management in the backoffice area**

```plaintext
title of table: 
Number of persons migrating to Tjikarta between 1956 and 1958

comment to table: 
The numbers are estimates only
```

Please construct your table below. Please don’t forget to give row and column titles.

<table>
<thead>
<tr>
<th></th>
<th>1956</th>
<th>1957</th>
<th>1958</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women</td>
<td>150</td>
<td>80</td>
<td>60</td>
<td>280</td>
</tr>
<tr>
<td>Men</td>
<td>90</td>
<td>80</td>
<td>130</td>
<td>300</td>
</tr>
<tr>
<td>TOTAL</td>
<td>240</td>
<td>160</td>
<td>180</td>
<td>580</td>
</tr>
</tbody>
</table>

Ok, UPDATE this table
### Number of persons migrating to Tjilkarta between 1956 and 1958

The numbers are estimates only.

<table>
<thead>
<tr>
<th></th>
<th>1956</th>
<th>1957</th>
<th>1958</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women</td>
<td>150</td>
<td>80</td>
<td>50</td>
<td>280</td>
</tr>
<tr>
<td>Men</td>
<td>90</td>
<td>80</td>
<td>130</td>
<td>300</td>
</tr>
<tr>
<td>TOTAL</td>
<td>240</td>
<td>160</td>
<td>180</td>
<td>580</td>
</tr>
</tbody>
</table>

NECIP database [homepage](#)
Websites for societies management

The principle of this module is simple. If you would like to add a list of websites that are relevant for the society you are working on, then enter this area. The websites you enter are not linked to an article, nor are they to the facts sheet (see there to link websites to specific fields of the facts sheet), but simply creates a list of internet addresses which can be viewed by the visitor.

STEP 1:

As always, search and choose the society for which you would like to add a website. Then either click Add a new webpage/link or, if other links have already been inserted for this society, click the edit or delete links.

STEP 2:

If you have clicked Add a new webpage/link or edit, then you will be provided with a simple form containing three fields.

**Title:** enter a short but precise title; ideally, you would use the official title of the website.

**URL:** This is where you enter the url or http address. Make sure what you enter is the correct address. Best is you copy-paste it from the website.

**Description:** Either copy paste the description from the website itself, or write something that does describe the website and its resources. You are allowed to have new line inserts in the description.

**Hint: how to copy-paste a description from the website?**

Most websites use what is called meta-tags. One of these is called Description. To see and copy-paste this description, go to the website, find in your browser’s menus the command View Source. Within the many tags and other elements, you’ll find, rather at the top of this source, the meta-tag Description (if there is any). Select this line copy-paste it in the backoffice (don’t forget to get rid of the tags themselves, though, such as `<meta name="Description">` etc. and just leave the description itself).
Create a new record / enter a new society into the database

You should not use this function, unless you have been asked and authorized by the administrator to do so.

What this module does is:

- create an empty record for a “new” society
- create an empty facts sheet for this society
- duplicate the canonical facts sheet definitions for this society and providing it with a new set of empty user defined definitions
- create a link to embedded or covering entities, that is, linking a society as being a sub-society of another
- create the sets of export attributes for the XML directory system

The use of this function is (nearly) irreversible.
**XML management**

You should not use this function, unless you have been asked and authorized by the administrator to do so.

What this module does is:

Export the entire content of the NECEP database tables into a structured XML directory system and into predefined XML files.

This function should only be used periodically, as it does slow down the server. It should be undertaken whenever important updates have been done in the backoffice.