IIP dynamic publication management tool

General user guide – how to use

IIP HOME || FRANCAIS || ENGLISH || IMPRESSUM || KIT HOME || SAMPLE STAFF PAGE || RUNNING PROJETCS

○ Deutsch ○ English

@ Contact Administrator   ? Open search help   ✖ Control panel

IIP, KIT Publication Management

Search publication data

Insert new publication data

Insert new report data

Edit publication data

KIT - University of the State of Baden-Wuerttemberg and National Research Center of the Helmholtz Association
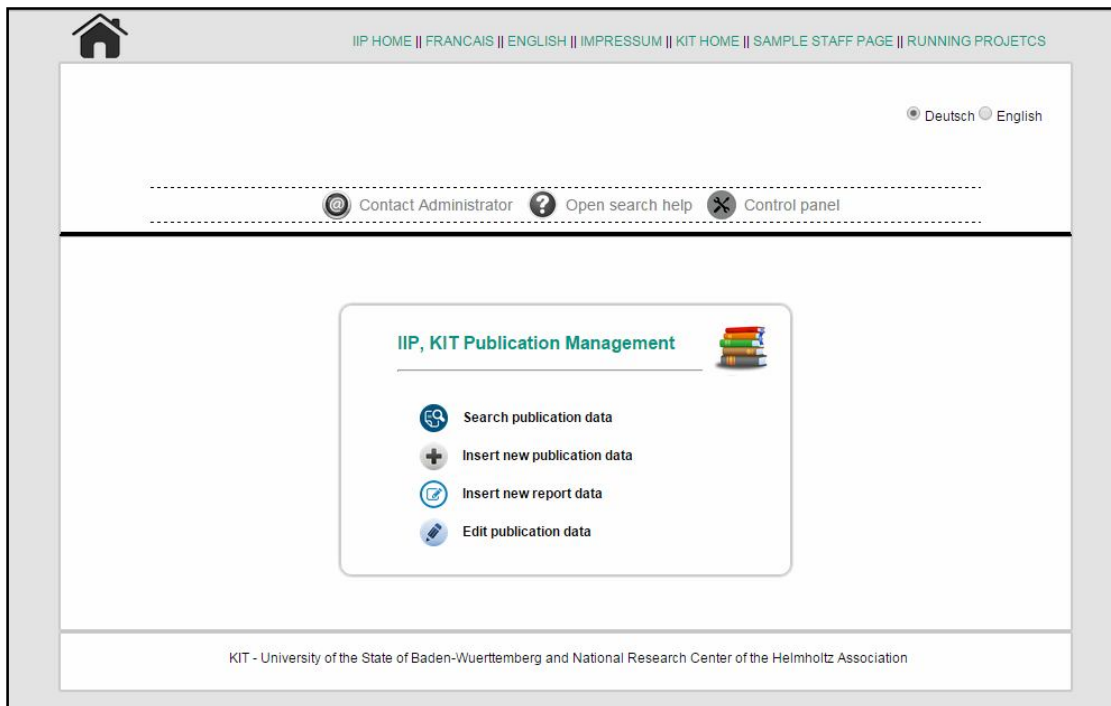
IIP dynamic publication management tool

(General user guide)

Content

1. Introduction

IIP dynamic publication management is developed to manage IIP publication dynamically. It will help you to:

- insert new publication through HTML forms

- Save all publication data in MySQL database and save necessary attached file

- edit, update and delete existing publication

- search publication database (by date, person, category and keywords)

- export search result as PDF, DOC, XLS etc.

- show and update database dynamically to the IIP website linked staff page

- control general user role easily by administrator (general user create, account activate/de-activate, user delete, user information edit/update)

It will reduce publication management workload and will provide a very user friendly dynamic control system.
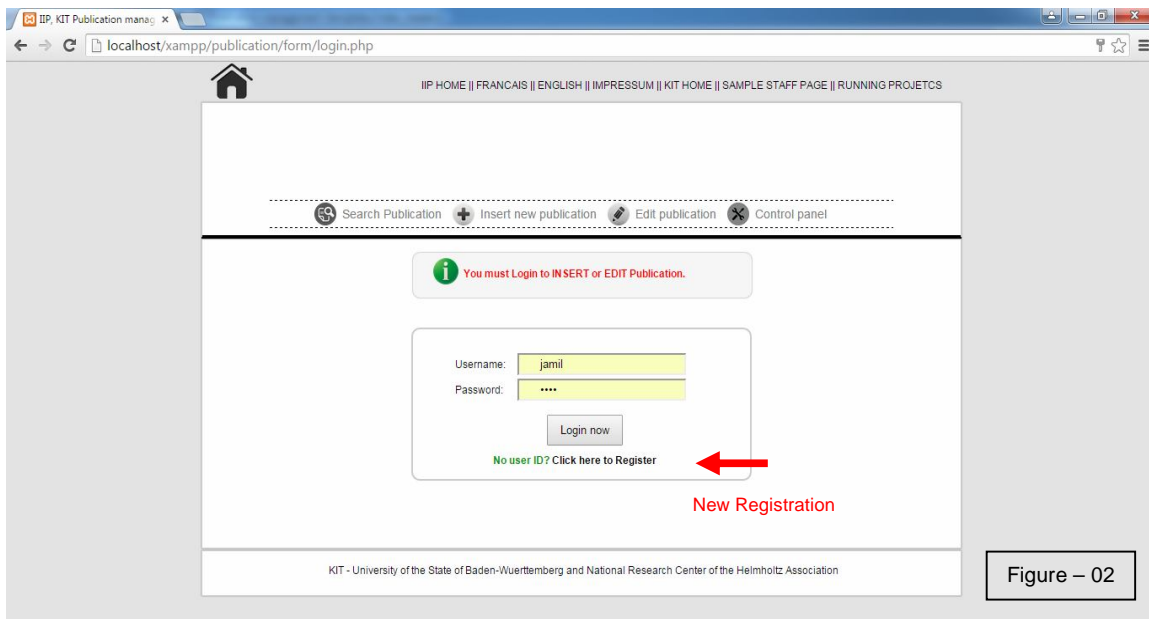
2. Login/Register

2.1. Login option

If you already have a user account and password, you can login to perform any task. To login you have to click on the "**Login**" icon from the homepage (Figure - 01).
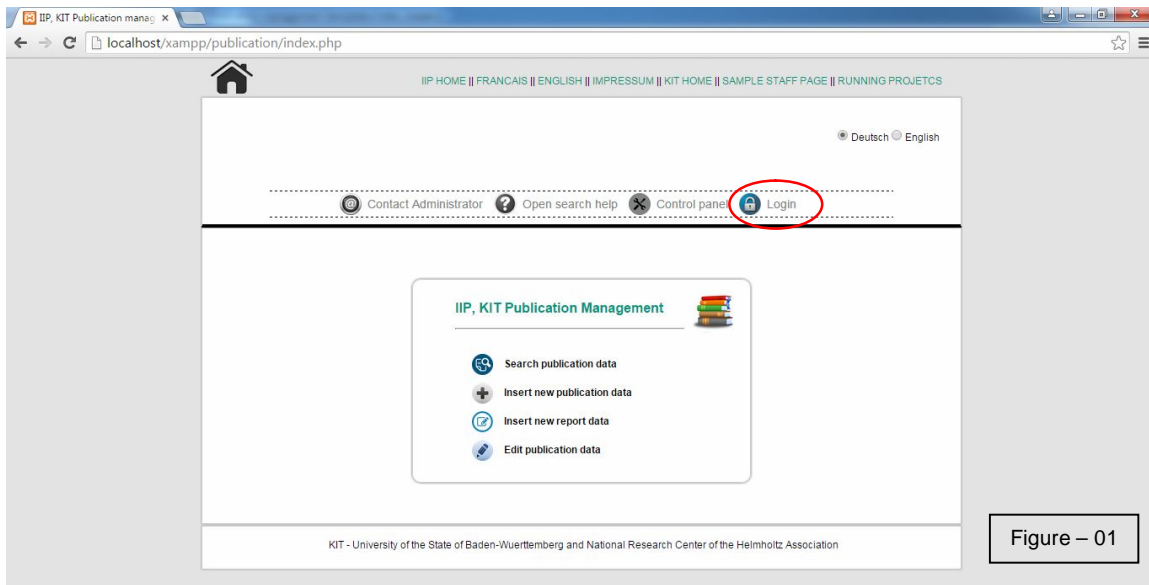
Figure – 01

Then you will get a Login page. Enter your **username** and **password**, and then click on the "**Login now**" button (Figure - 02).
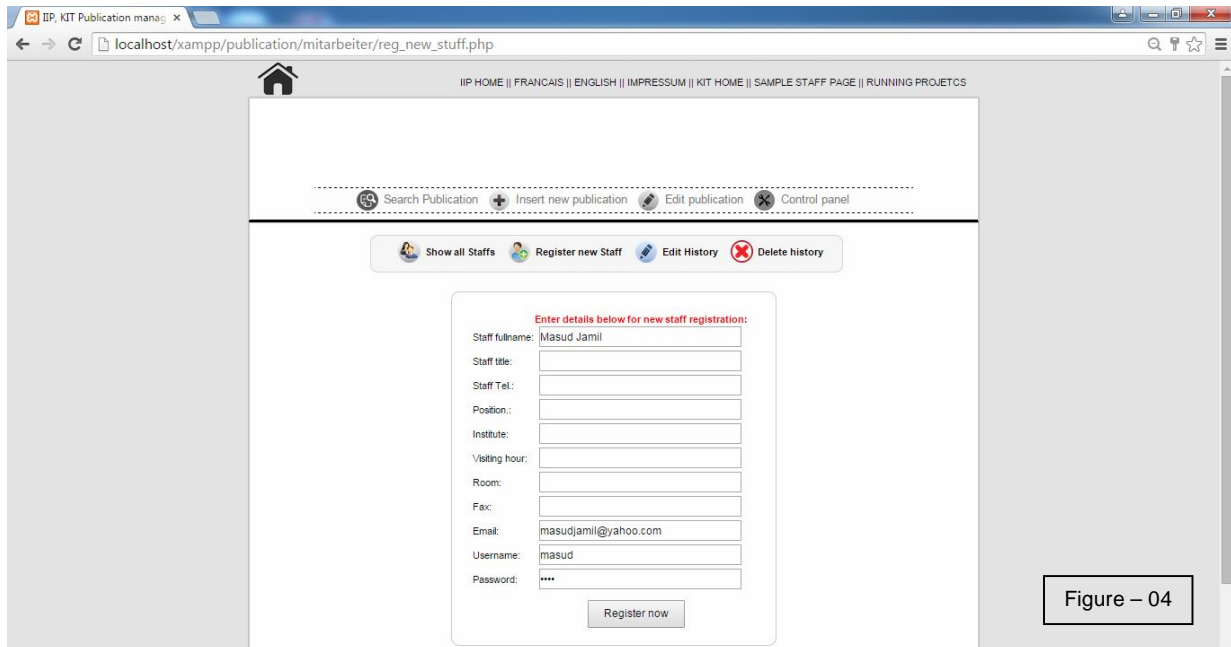

Figure – 02

You will be logged in and redirect to the homepage again. If you are logged in, you will see a "**Logout**" sign on the left-top side and in the URL your username will be shown. Then select any task from the below, which you want to do (Figure-03).
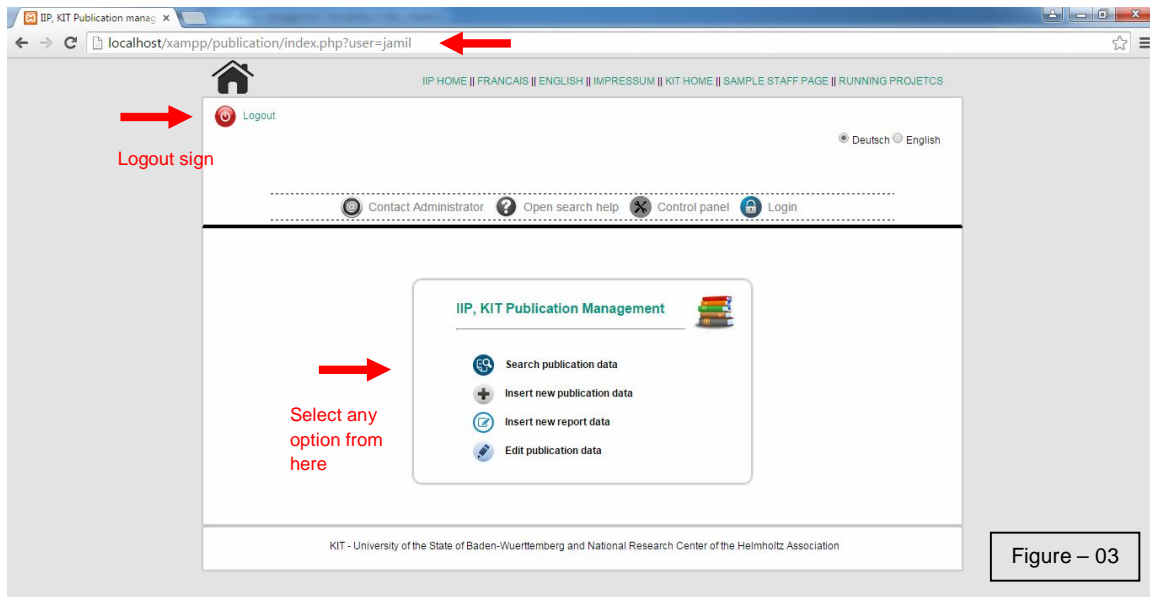

Figure – 03

2.2. Register option

If you have no user account and password, you have to register yourself first to get a username and password. To register yourself you have to click on the "**Click here to Register**" (Figure-02). Then the following "**Registration**" page will come (Figure-04).


Figure – 04

In this page you have to enter your detail information. Mandatory fields are:

- Staff fullname
- Email
- Username
- Password

After filling up the fields like Figure-04, click on the "**Register now**" button. If the Registration process is successful, it will show you the **confirmation message** (Figure-05).

Figure – 05
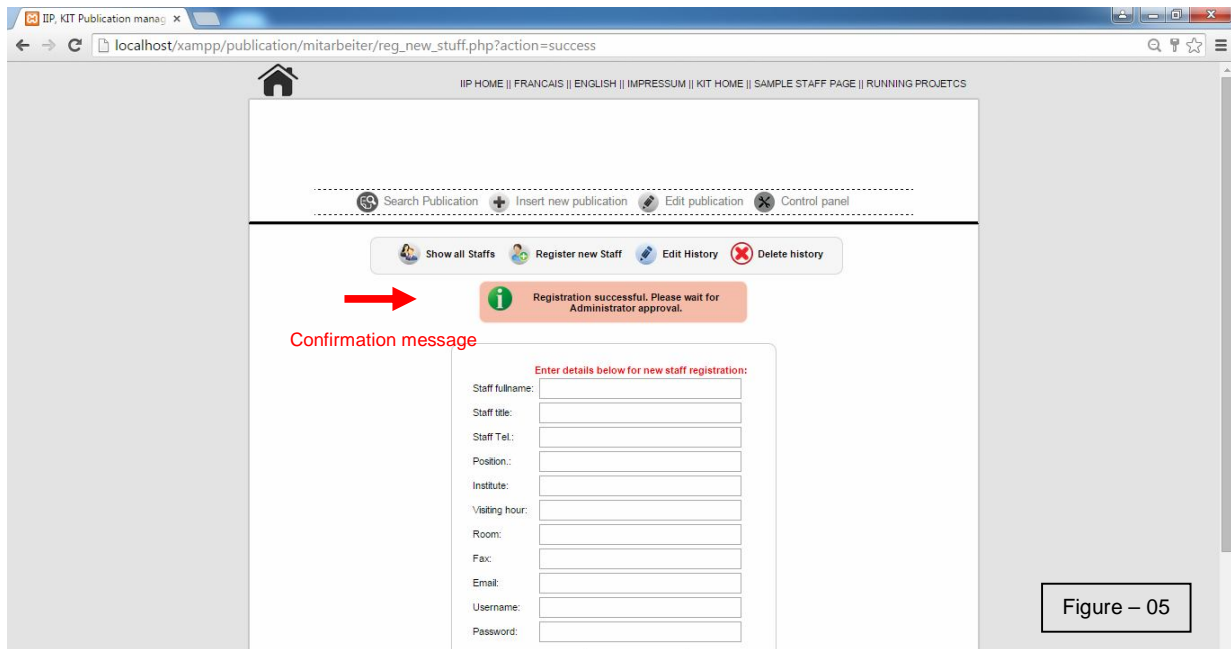
After Registration you have to wait for the "**Administrator approval**". When Administrator will approve your account, you will get an Email from the Administrator about your account activation. Without approval you can not login into your account. If you try it will show you the following page (Figure-06).
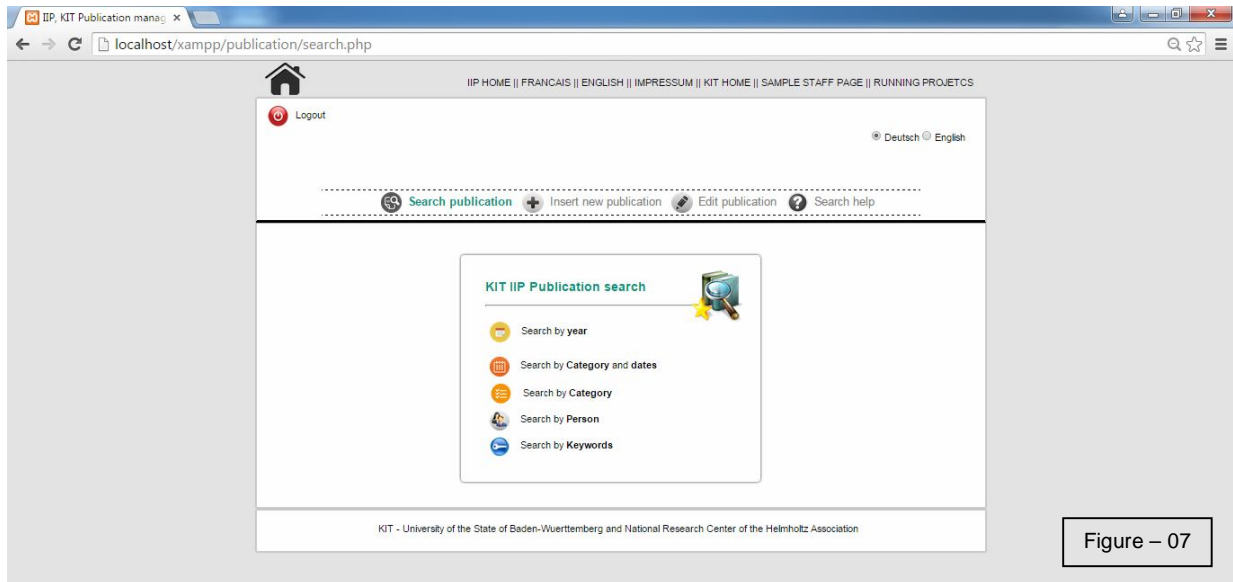

Figure – 06
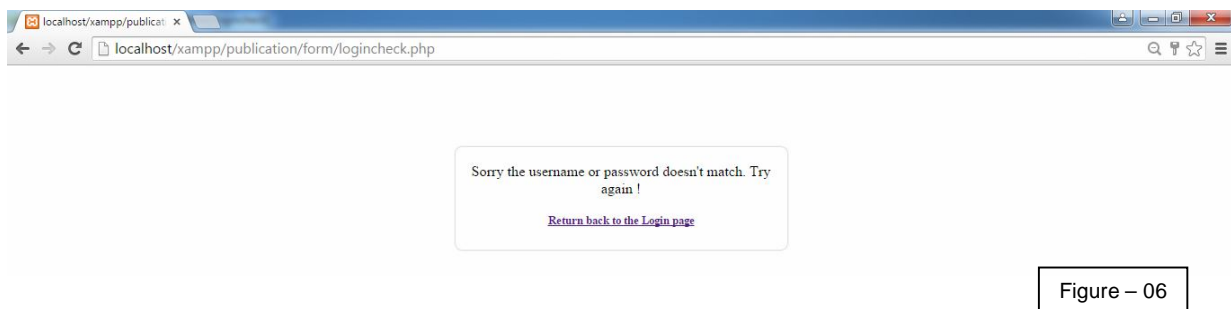
Once your account is activated you can Login by your username and password.

3. Search publication data

* You don't need to Login for this option. Anyone can search without Login, but to EDIT any publication direct from the Search result one should LOGIN.
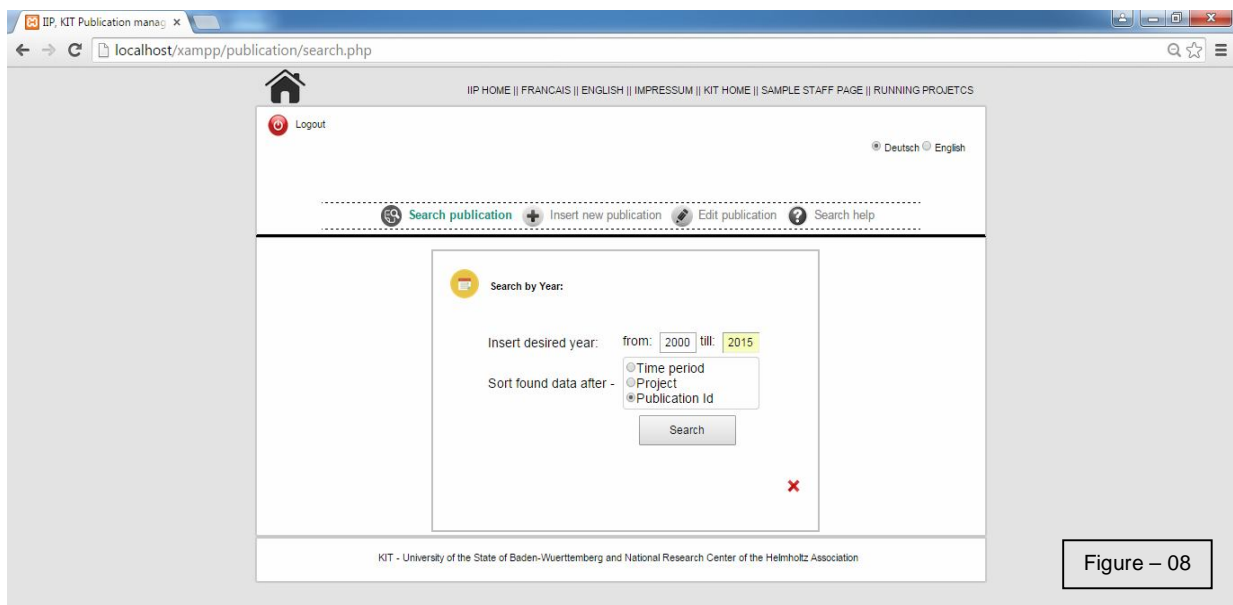
If you select "Search publication data" from the homepage, you will find the following Popup option (Figure-07):

Figure – 07

Here you have five search options (Figure-07):

3.1. Search by Year:

Here you have to enter **Year** from – 0000 and till – 0000 like as Figure-08. You may select an

Figure – 08

option for the "**Data sorting**" for the Search result. If you don't select any option it will take the default option is "**Publication id**".

After entering Year click on the "**Search**" button or Press "**Enter**" from the keyboard. You will see the search result like as below (Figure-09):
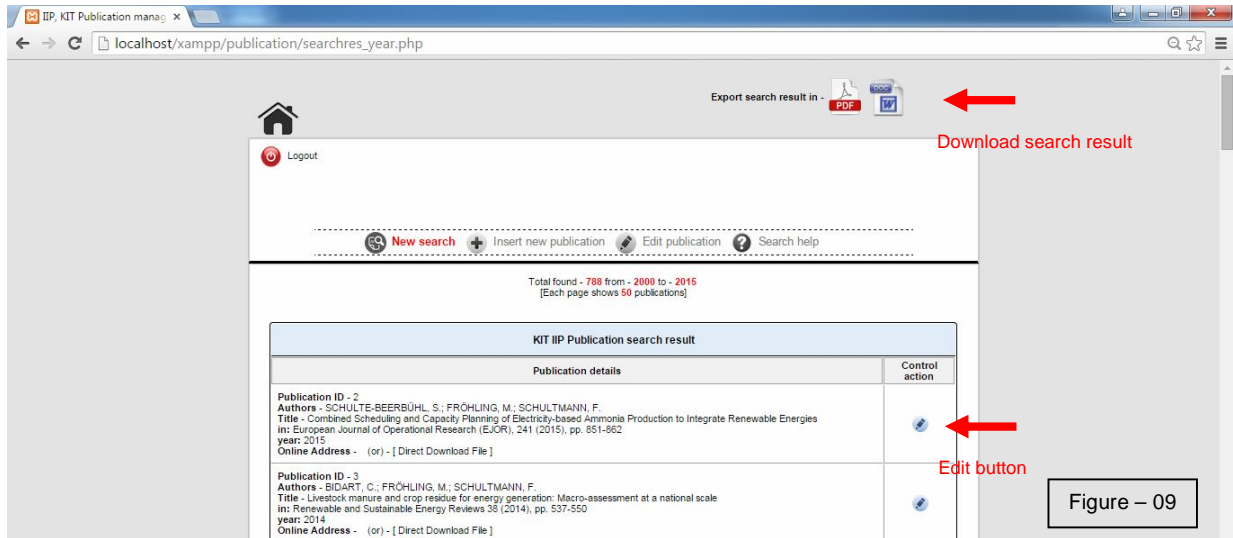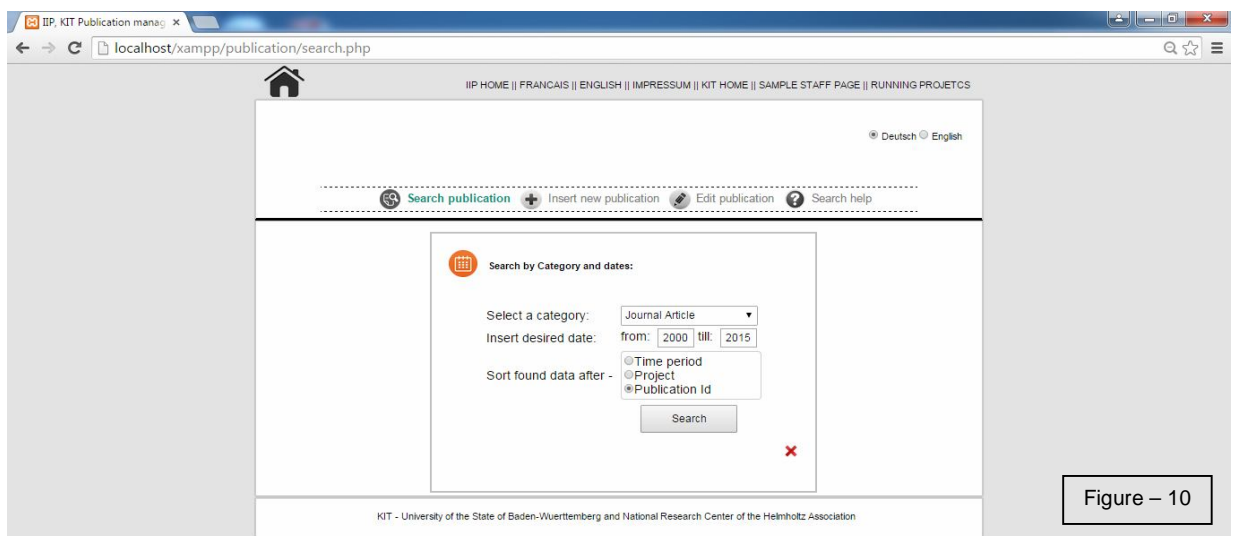

Figure – 09

Without login you can search this option but if you want to "**EDIT**" any publication directly from this search page you need to **LOGIN**.

You can download you search result as **PDF** or **DOC** by clicking the PDF or DOC button from the top-right side.

To search again you have to click on "**New search**".

3.2. Search by Category and Dates:

Here you have to select any Category (like as, Journal article) and Year from – 0000 and till – 0000 like as Figure-10. You may select an option for the "**Data sorting**" for the Search result. If

Figure – 10

you don't select any option it will take the default option is "**Publication id**".

After entering Year click on the "**Search**" button or Press "**Enter**" from the keyboard. You will see the search result like as below (Figure-11).

Without login you can search this option but if you want to "**EDIT**" any publication directly from this search page you need to **LOGIN**.

You can download you search result as **PDF** or **DOC** by clicking the PDF or DOC button from the top-right side.

To search again you have to click on "**New search**".
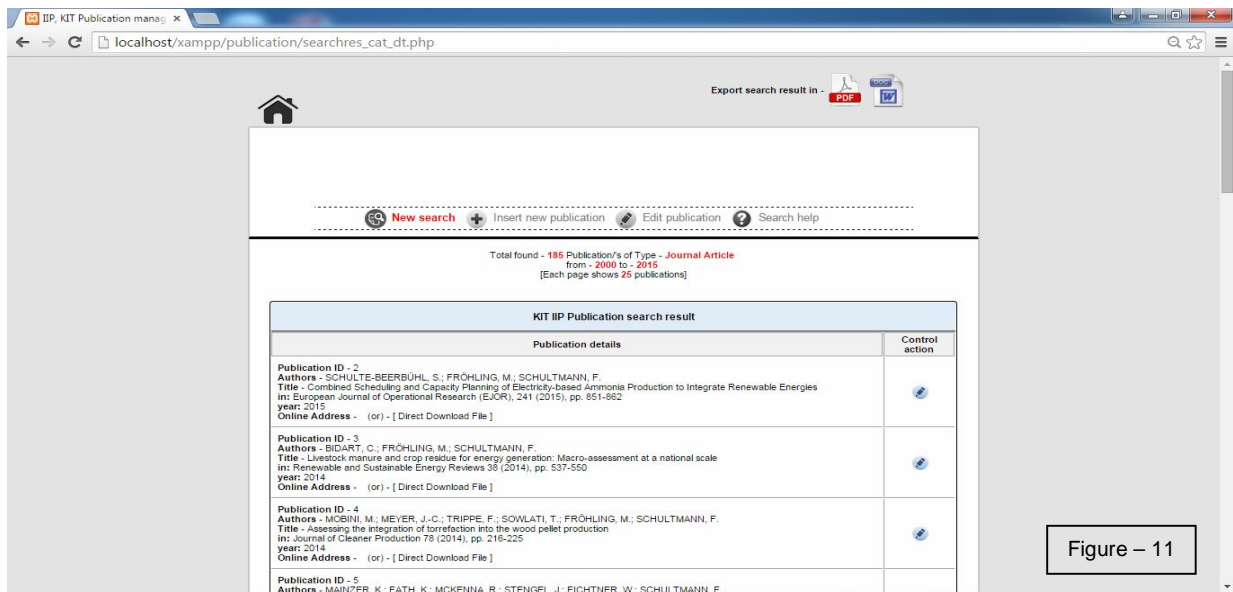
Figure – 11

3.3. Search by Category:

By this option you can search only by **Category** like as, Journal article (Figure-12). You may select an option for the "**Data sorting**" for the Search result. If you don't select any option it will
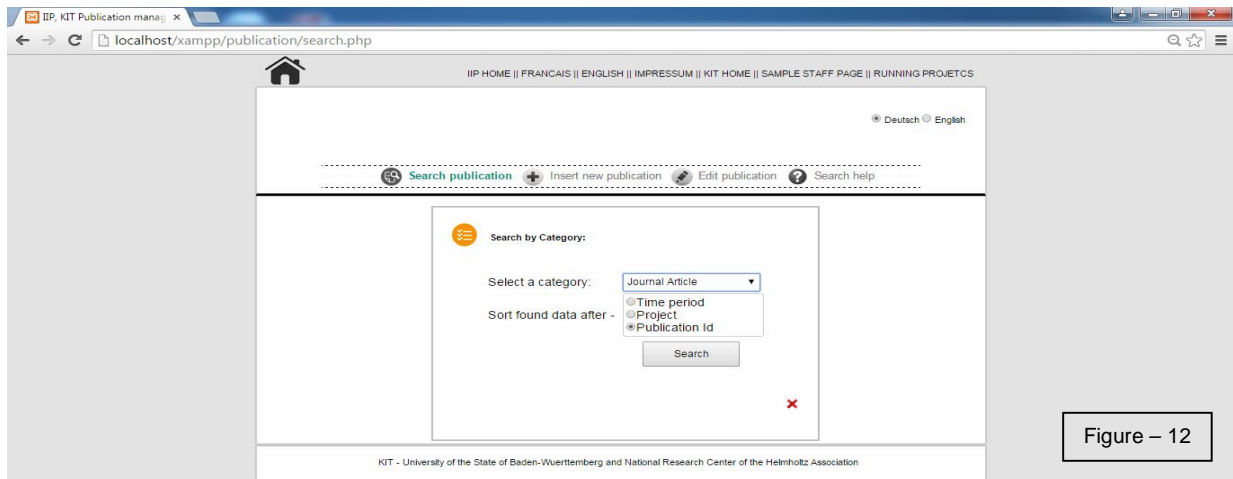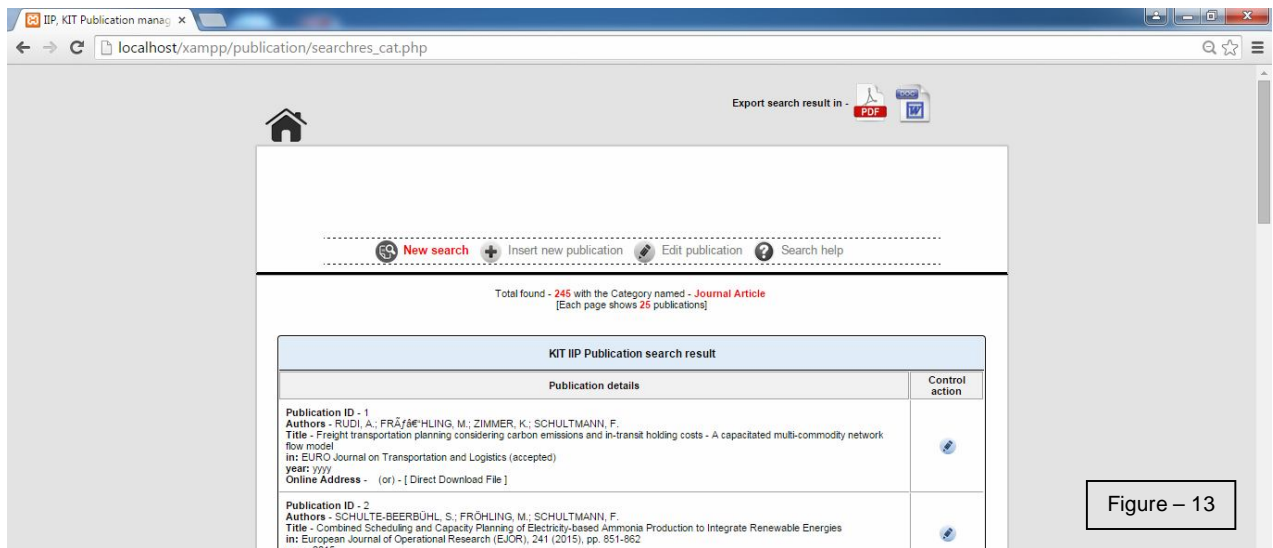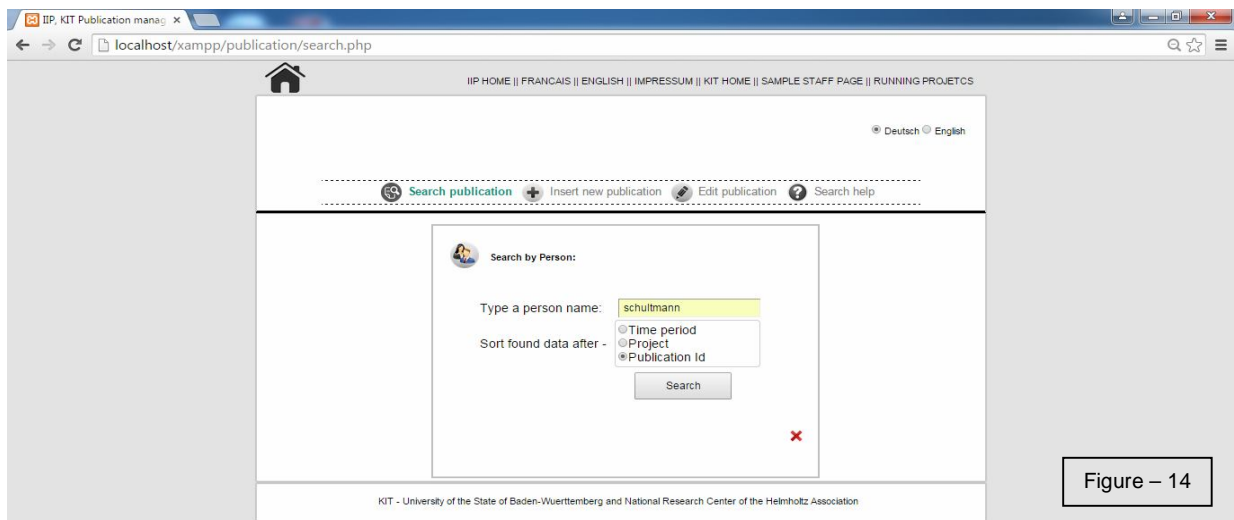

Figure – 12

take the default option is "**Publication id**".

After entering Category click on the "**Search**" button or Press "**Enter**" from the keyboard. You will see the search result like as below (Figure-13).

Without login you can search this option but if you want to "**EDIT**" any publication directly from this search page you need to **LOGIN**.

You can download you search result as **PDF** or **DOC** by clicking the PDF or DOC button from the top-right side.

To search again you have to click on "**New search**".

Figure – 13

3.4. Search by Person:

By this option you can search only by **Person** like as, Schultmann or Fichtner (Figure-14). You may select an option for the "**Data sorting**" for the Search result. If you don't select any option it

Figure – 14

will take the default option is "**Publication id**".

After entering Person name click on the "**Search**" button or Press "**Enter**" from the keyboard. You will see the search result like as below (Figure-15).

Without login you can search this option but if you want to "**EDIT**" any publication directly from this search page you need to **LOGIN**.

You can download you search result as **PDF** or **DOC** by clicking the PDF or DOC button from the top-right side.

To search again you have to click on "**New search**".

Figure – 15

3.5. Search by Keyword:

By this option you can search only by **Keyword** like as, Energy (Figure-16). You may select an option for the "**Data sorting**" for the Search result. If you don't select any option it will

Figure – 16

take the default option is "**Publication id**".

After entering Keyword click on the "**Search**" button or Press "**Enter**" from the keyboard. You will see the search result like as below (Figure-17).

Without login you can search this option but if you want to "**EDIT**" any publication directly from this search page you need to **LOGIN**.

You can download you search result as **PDF** or **DOC** by clicking the PDF or DOC button from the top-right side.

To search again you have to click on "**New search**".

Figure – 17

4. Insert new Publication data

4.1. Insert publication data

* You need to Login for this option. Anyone can't insert new publication data or Report data without LOGIN.

If you are already registered, you have to Login (Figure-02) to insert new publication data. After login, you have to select "**Insert new publication data**" from the home page (Figure-01), then you will see the **Insert page** (Figure-18).

To insert new publication data first you have to select a Publication type like as Journal Article from the left side menu (Figure-18).
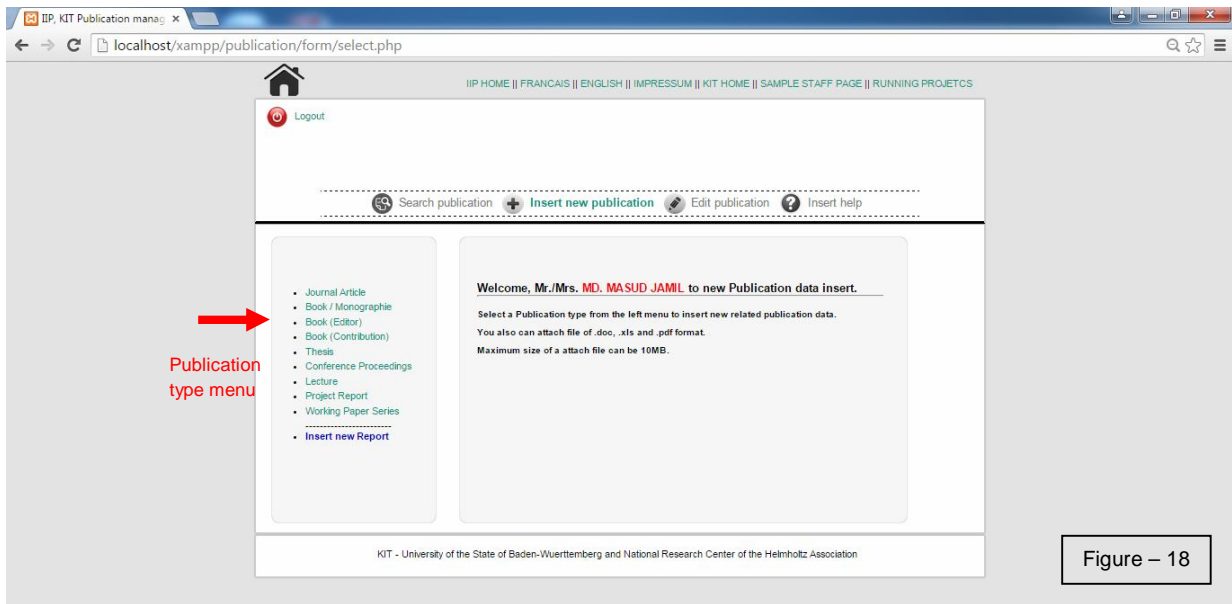
Figure – 18

If you select a Publication type, you will see a popup to insert the data for new publication. Suppose you clicked on the Journal Article, you will see the following popup (Figure-19).
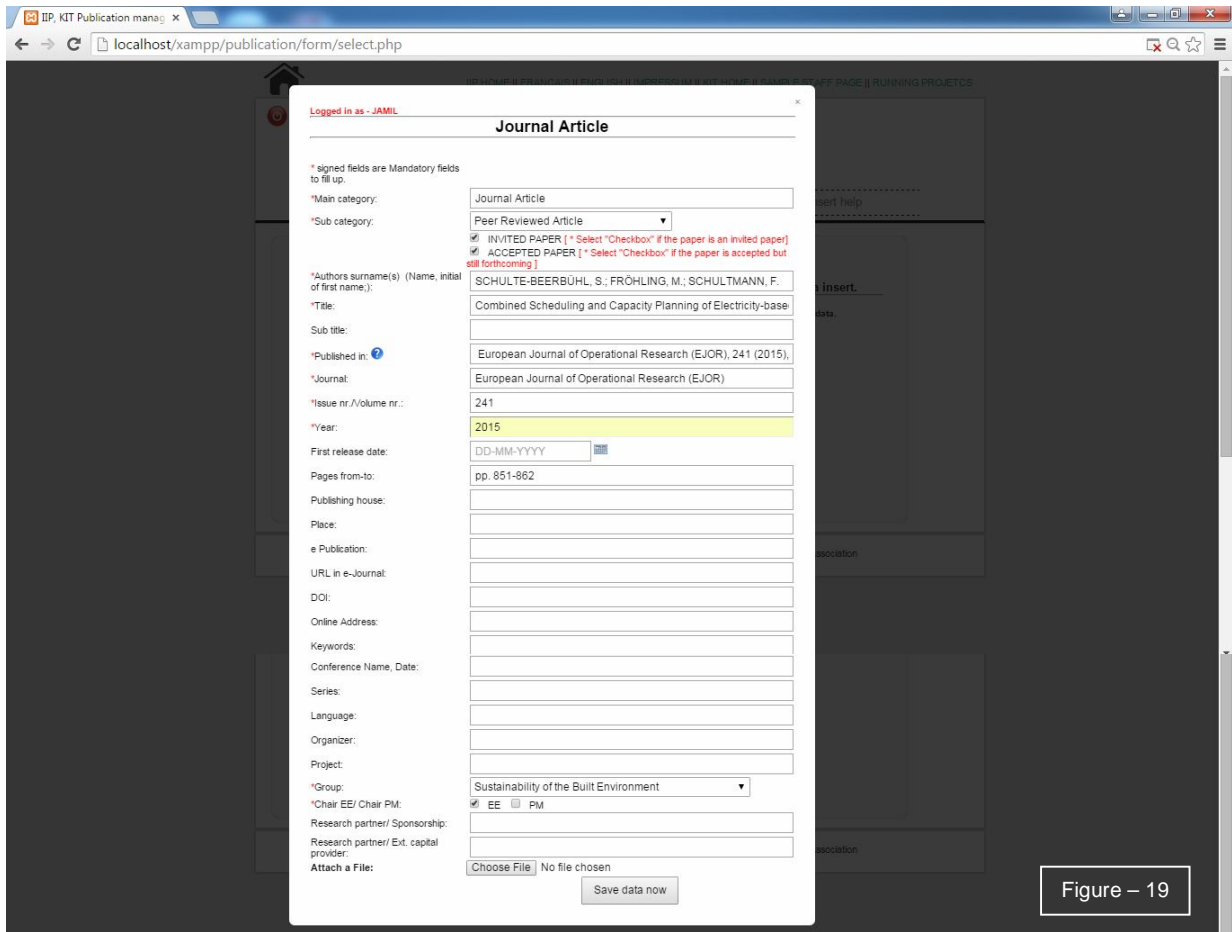

Figure – 19

In the popup you have to fill up the mandatory fields. Without filling up the mandatory fields, you can't submit the data. If you close the popup (by clicking X or clicking outside the popup), your filled up data will be saved in the form. If you click on the Journal Article again, you will find the previously entered temporary data there. You can **attach** any related PDF, DOC, XLS file also (upto 10MB).

"**Published in**" field is a mandatory field. You can click on the " ❓ " sign to learn what you should enter in this field.

After entering all necessary data, you have to click on "**Save data now**" button.

If the new publication data is saved successfully in the database, the popup will be disappeared and you will see a confirmation (Figure-20).
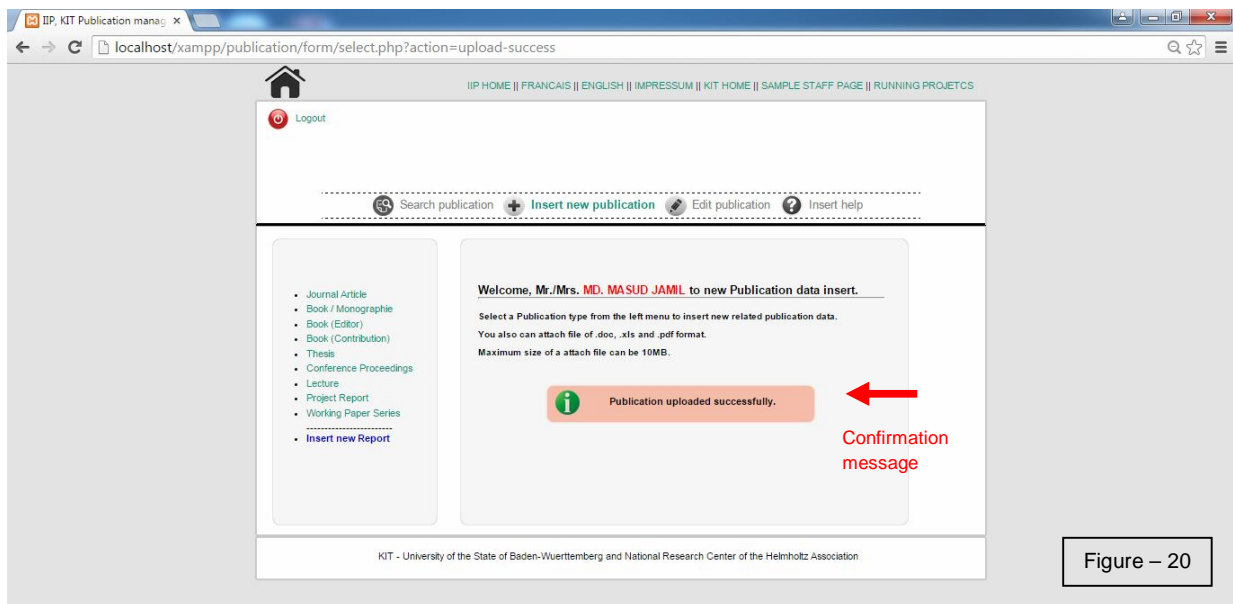

Figure – 20

You can search the newly saved publication data by "**Search by keyword**" (Paragraph 3.5) and you will see the saved data in the result page like as following Figure-21:
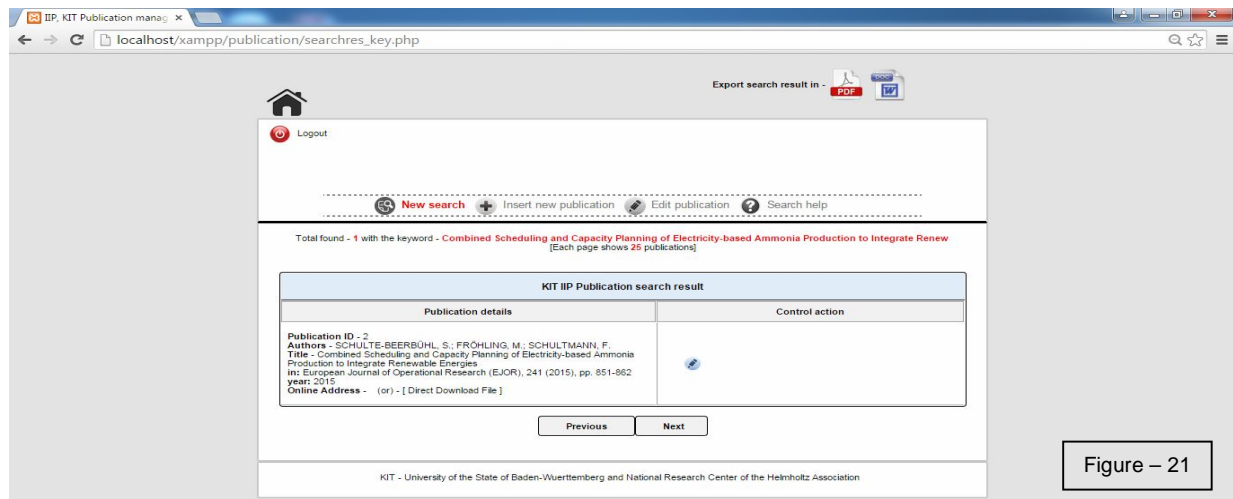

Figure – 21

4.2. Insert new report data

To insert new report data first you have to click on the "**Insert new Report**" from the left side menu (Figure-22).
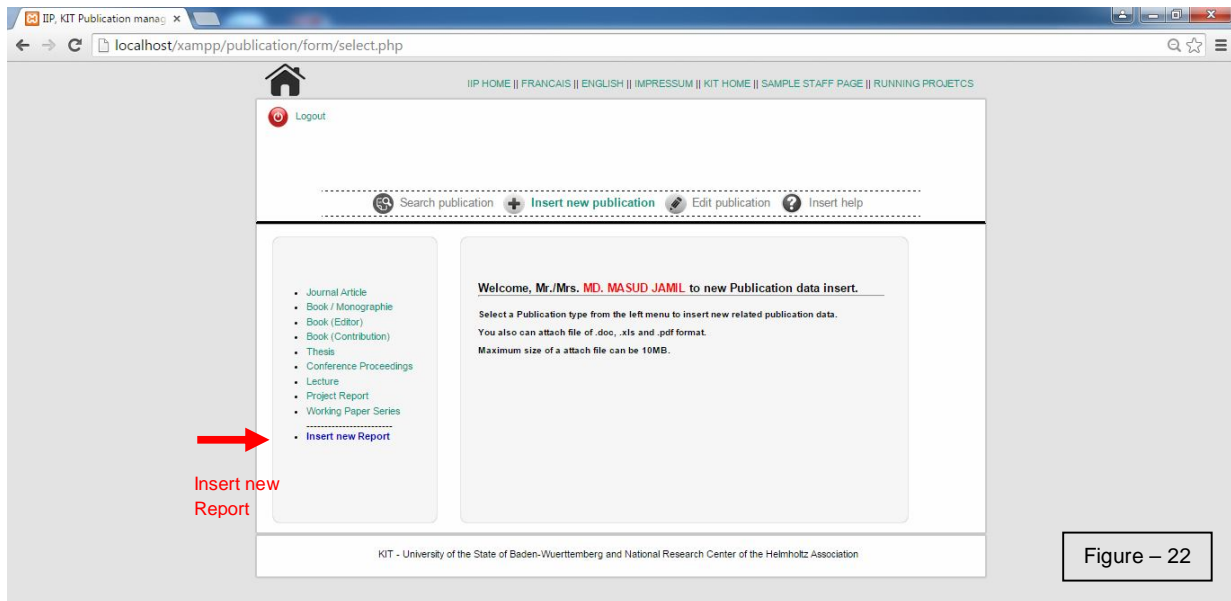

Figure – 22

Then you will see the following popup, here you have to fill the mandatory fields like as Figure-23.
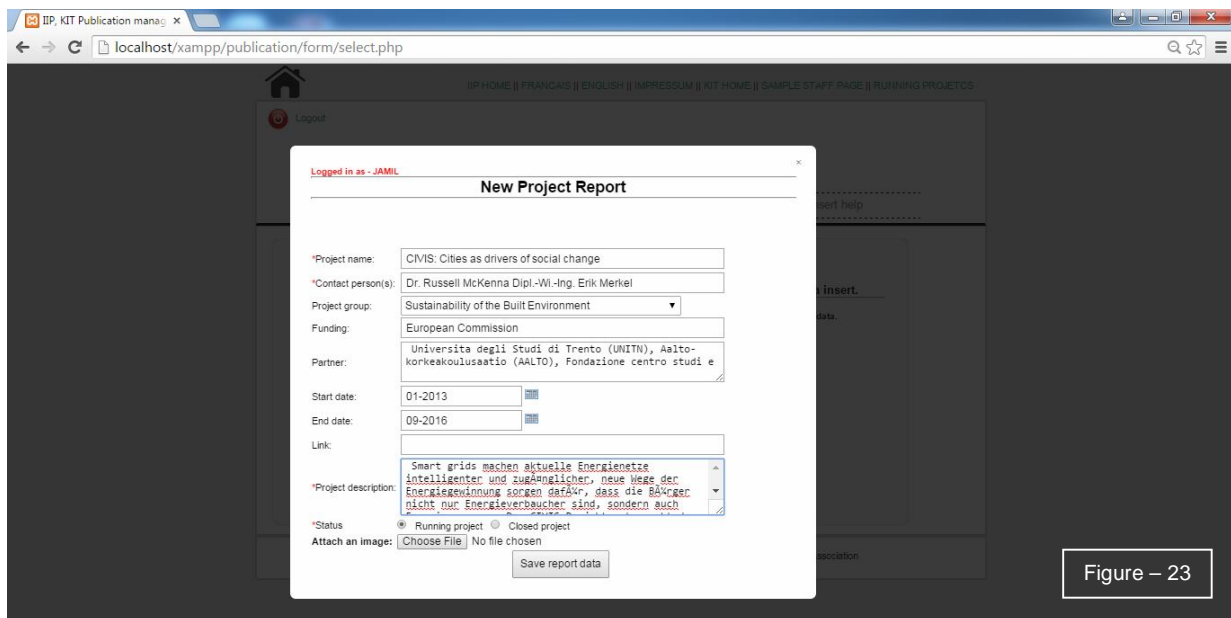

Figure – 23

The Mandatory fields here are:

- Project name

- Contact person

- Project description

- Status (default – Running project)

You also can **attach** any Image file. After filling the data you have to click on the "**Save report data**" button.

If the new report saved successfully, you will see a **confirmation message** "New report data saved successfully" (Figure-24).
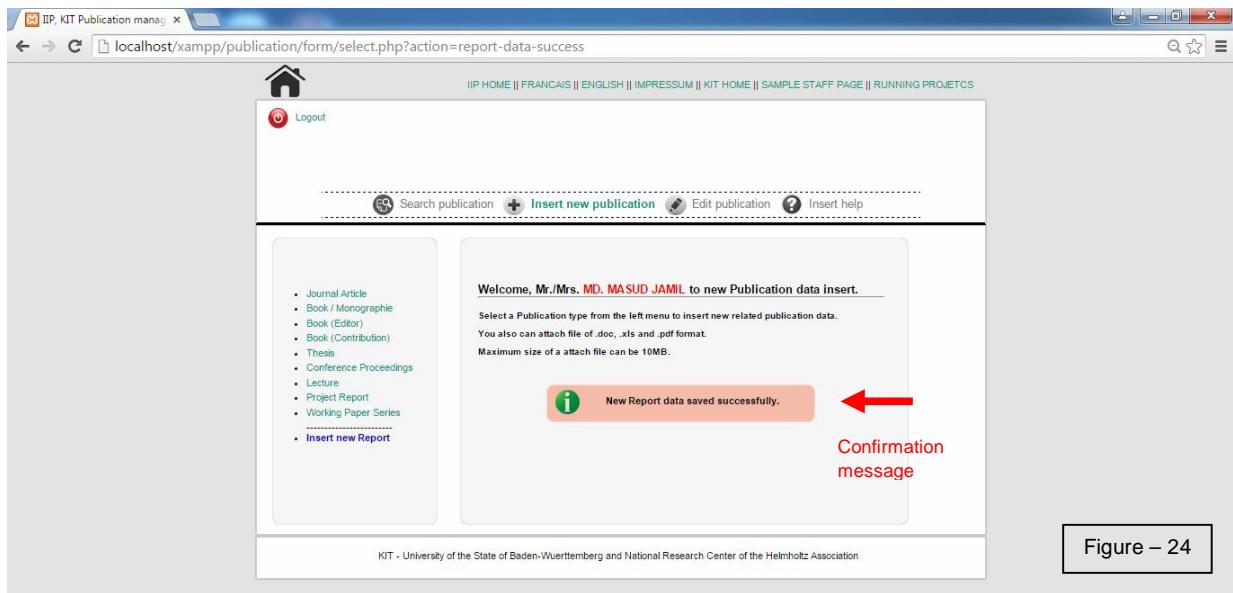

Figure – 24

If you click on the "Running project" and go to the last tab page, you will find the newly saved report at the last (Figure-25). You have to click on the Project name to see details.
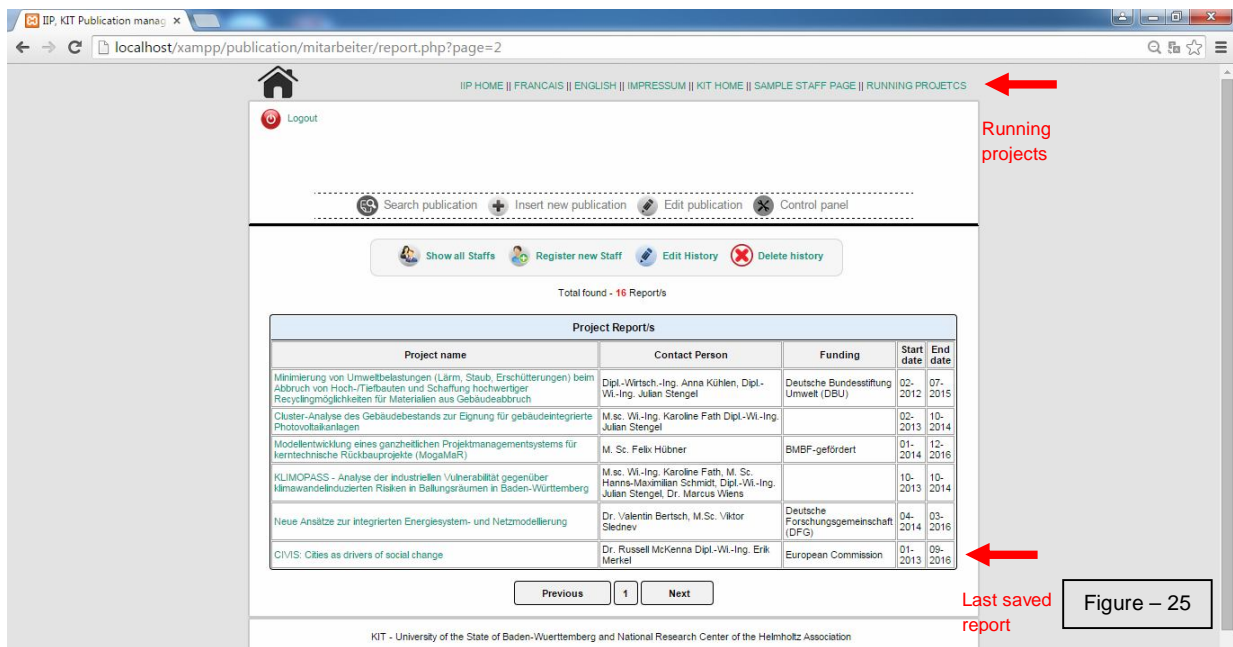

Figure – 25

5. Edit publication data

* You need to Login for this option. Anyone can't insert new publication data or Report data without LOGIN.

To edit any publication you have to search the publication data first. There are two options to search data.

- Search by publication id

- Search by keywords

5.1. Search by publication ID to EDIT

If you are already registered, you have to Login (Figure-02) to edit publication data. After login, you have to select "**Edit publication data**" from the home page (Figure-01), then you will see the **Edit page** (Figure-26).

To edit any publication data first you have to write the Publication data in the "Please enter publication id" text box and then click on the "Search publication" button (Figure-26).
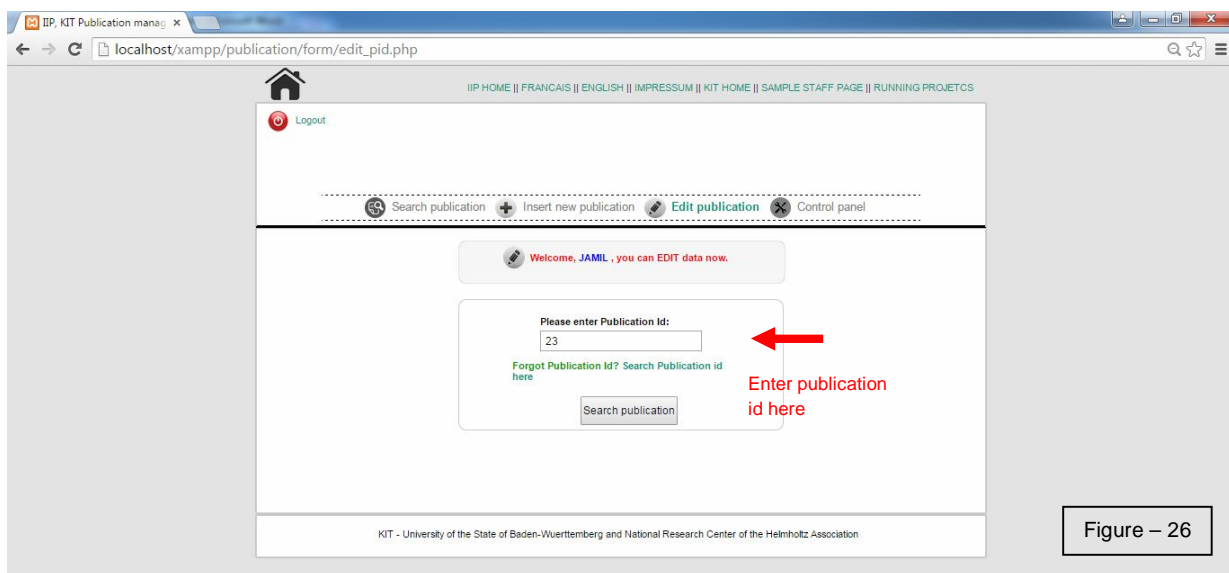
Figure – 26

If you enter a **correct "Publication id",** you will get the edit page for that publication like as Figure-27.

Here you can change any information and click on the "Save data now" button to update publication information. The updated data will be saved in the Database and you will see a confirmation message like as Figure-28.

You can again enter the same publication id in the text box and check the update data to become sure that the edit process was successful.
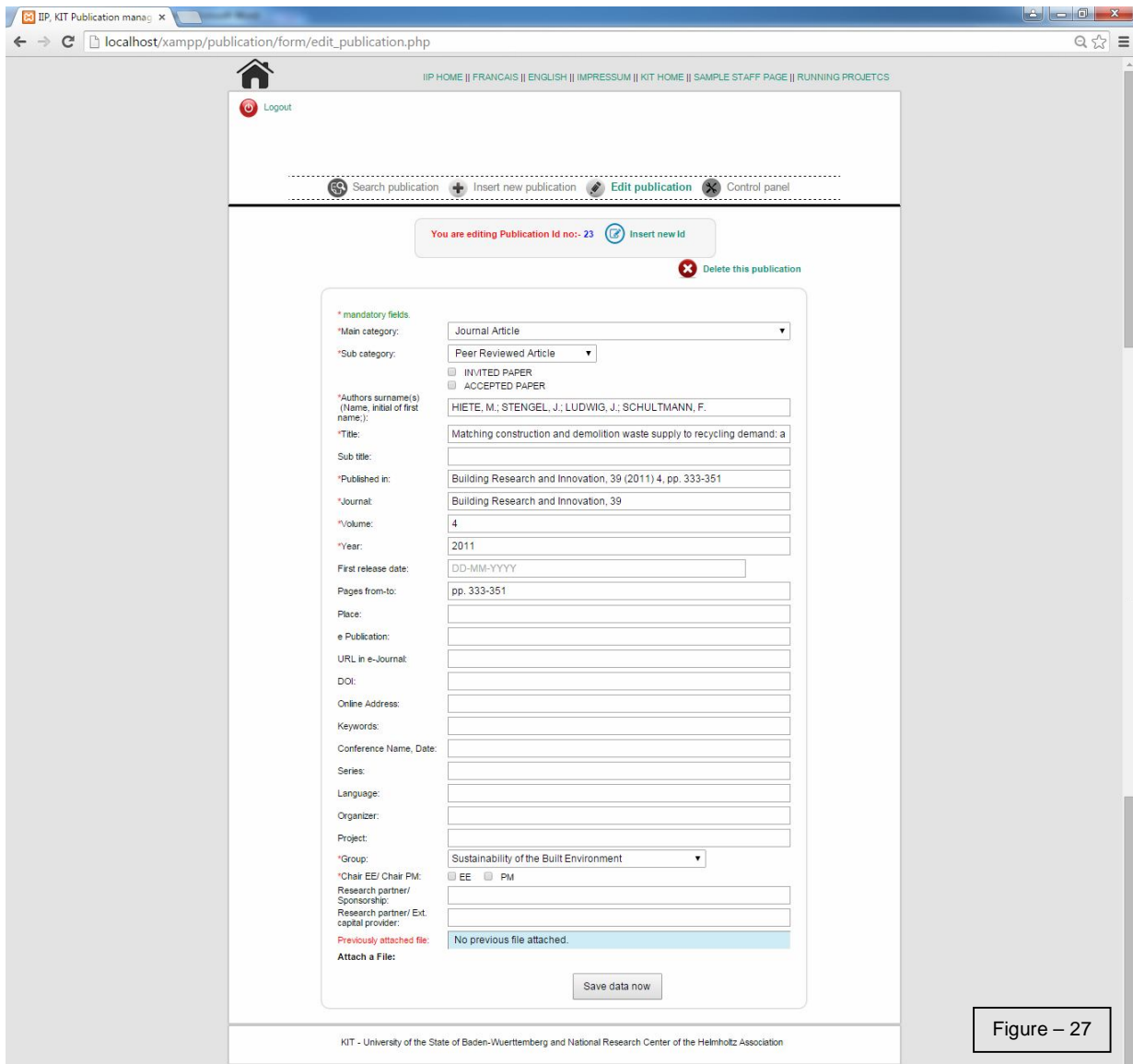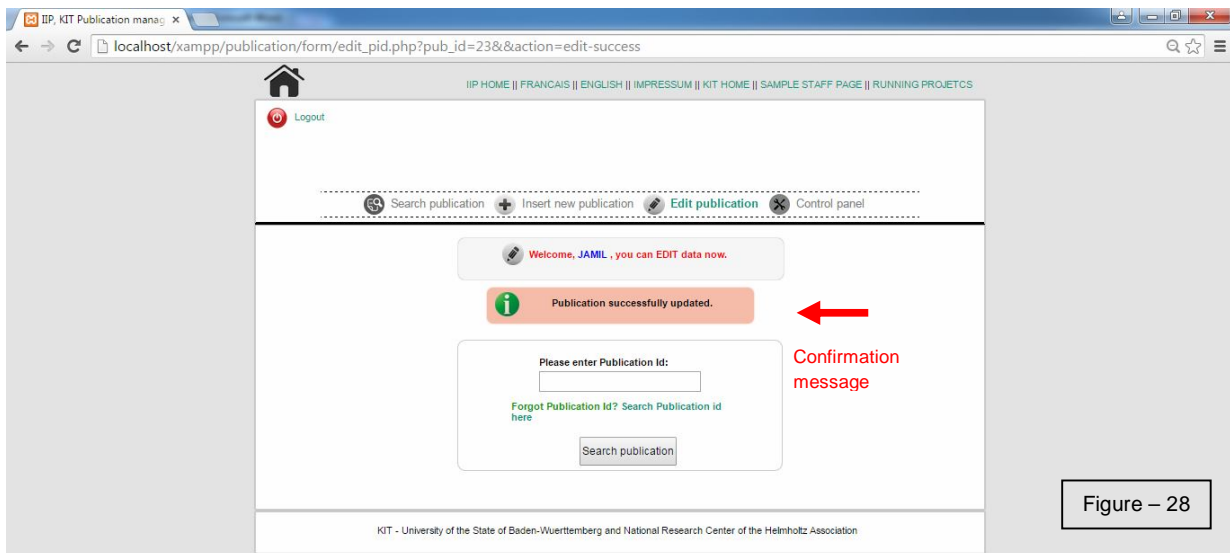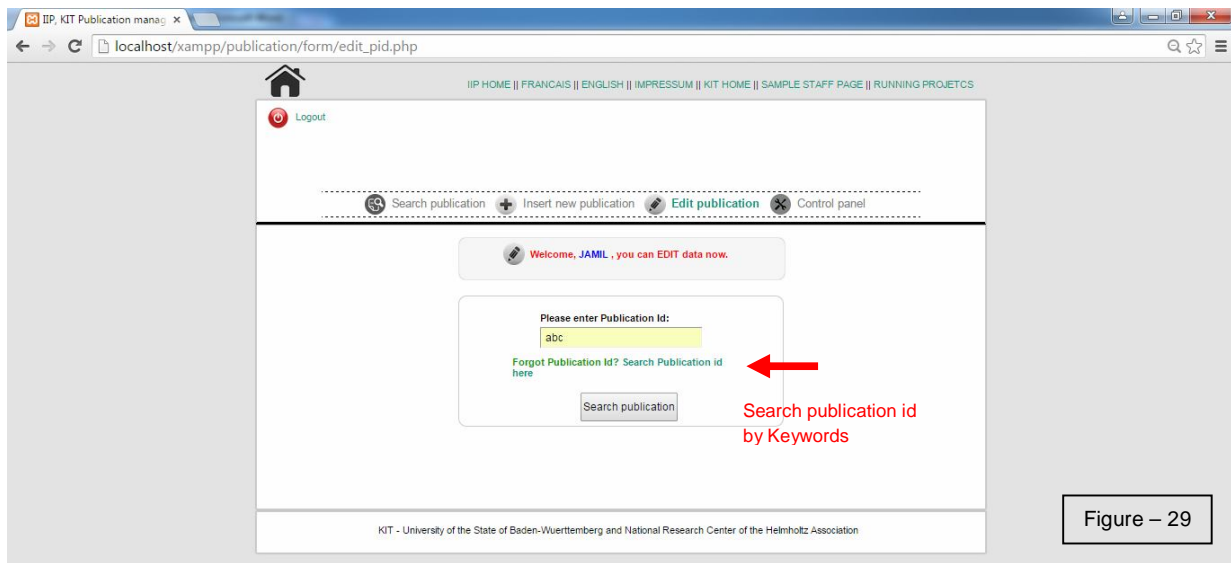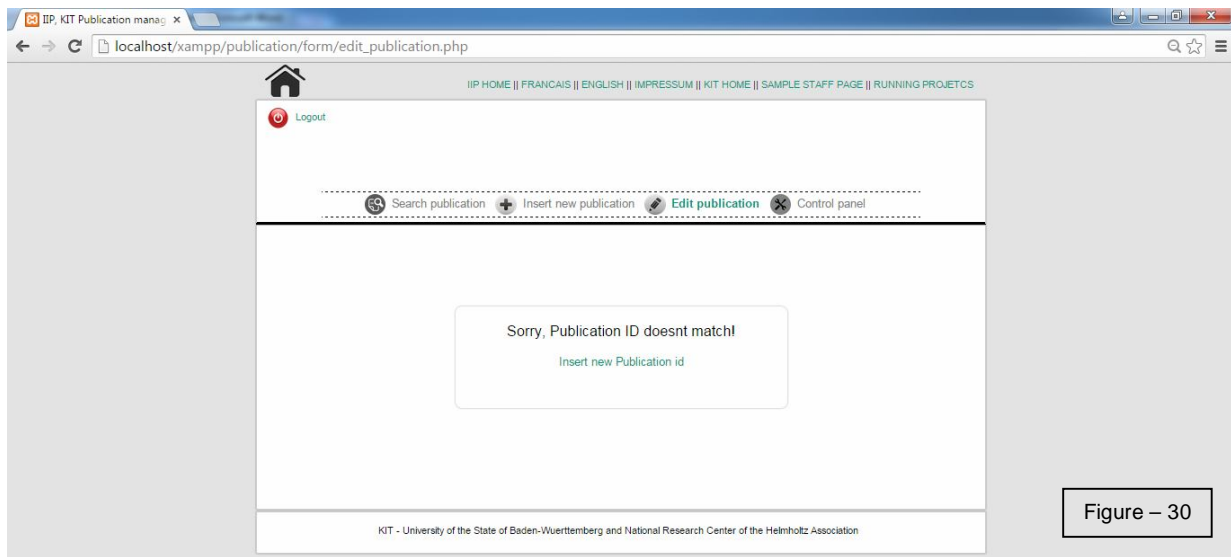
Figure – 27

Confirmation
message

Figure – 28

If you enter any wrong Publication id or any alphabet like as Figure-29:

Figure – 29

you will see the following page (Figure-30):

Figure – 30

Then you have to click on "**Insert new Publication id**" and go back to the previous page.

5.2. Search by Keywords to EDIT

If you don't know the correct Publication ID, you can search id by Author's name or Keywords. To do this you have to click on the "**Forget publication id? Search publication id here**" (Figure-29).

Then you will see the following page (Figure-31). Here you have to enter either the Author's name (like as Schultmann or Fichtner) or any Keyword.

Figure – 31

If you enter enter any wrong author's name or keyword it will show you the following page (Figure-32). Then click on the "**Insert new keyword again**" and go back to the previous page.
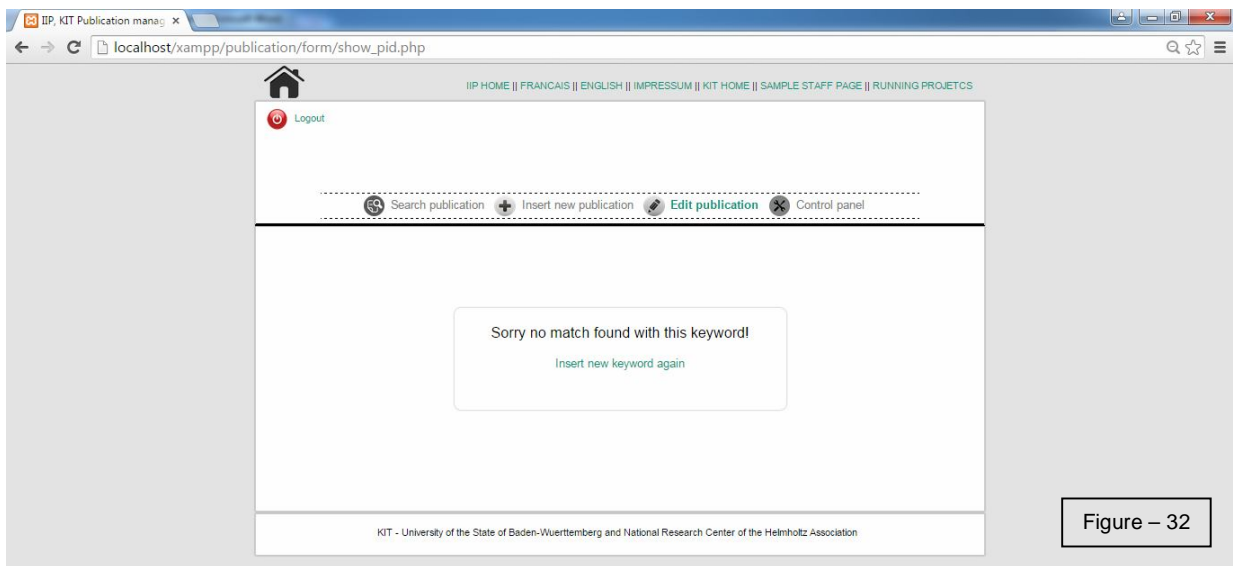
Figure – 32

If the Author's name or keyword is correct, you will see the like following page (Figure-33). There may be many publication found with your given keyword or author's name. You have to search for your desired publication and then click on the "✎" sign. It will open directly the edit page of the related publication.

Then you can edit any information and update it by clicking on the "Save data now" button.

Figure – 33

6. Delete publication data

* You need to Login for this option. Anyone can't delete publication data or Report data without LOGIN.

You can delete the unnecessary publication data. Where you find this " " sign, will allow you to delete any publication, if you are an authorized user.

When you will click on this delete sign, it will not directly delete the Publication; rather will show you a warning page like as Figure-34.

If you click on the "**Cancel button**", it will not delete the Publication and will take you back to the previous page and may show you the following message:

If you click on the "**Delete now**" button, it will delete the publication permanently and will show you the following message:

Figure – 34
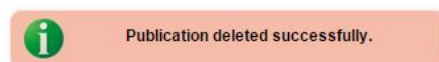
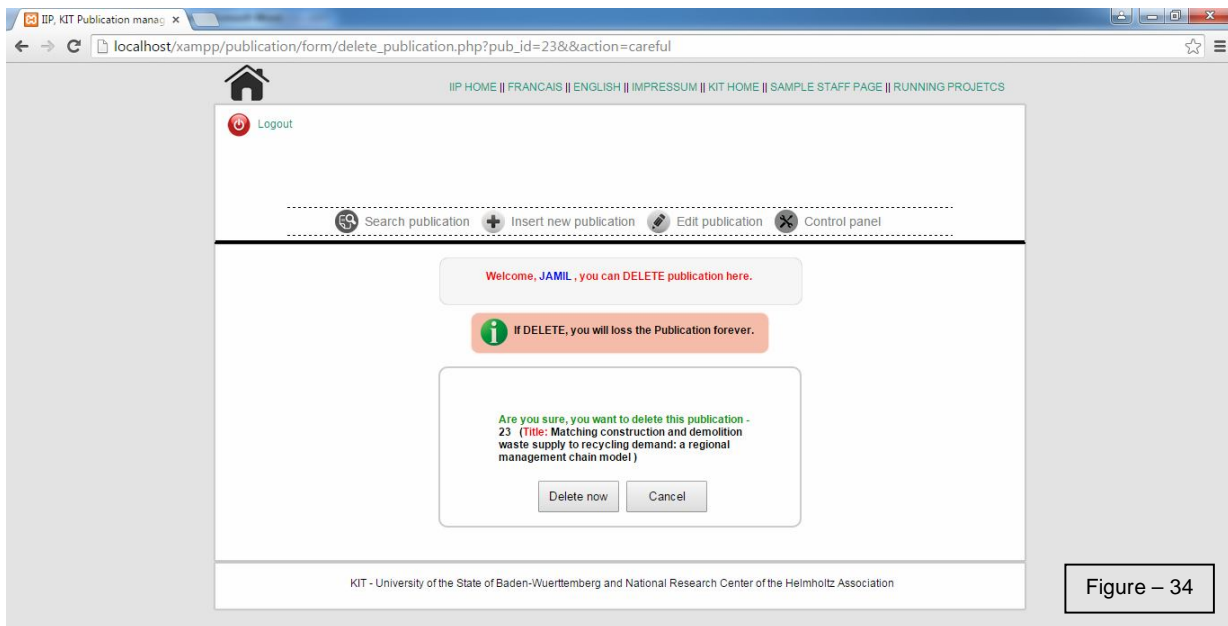**Be careful from deleting any Publication, because an automatic mail will go to the Administrator with your username and delete publication details!**

7. Staff page dynamic output

All inserted publication will be saved in a MySQL database behind, which only Administrator can see. But from the database new added publication data will automatically show in the related staff's page.

For example, If Prof. Schultmann or Prof. Fichtner add any new publication through this tool, first it will be saved in the Database. Then it will automatically show to their own staff page of the main IIP website. That means, Prof. Schultmann will find his new Publication data automatically in his own mitarbeiter page (http://www.iip.kit.edu/86_95.php) and so Prof. Fichtner will find his new Publication data automatically in his own mitarbeiter page (http://www.iip.kit.edu/86_94.php). Like this all Staff will find their own publication in their own page dynamically.

When later any Publication will be updated in the Database, it will show the updated Publication data in the related Staff page.
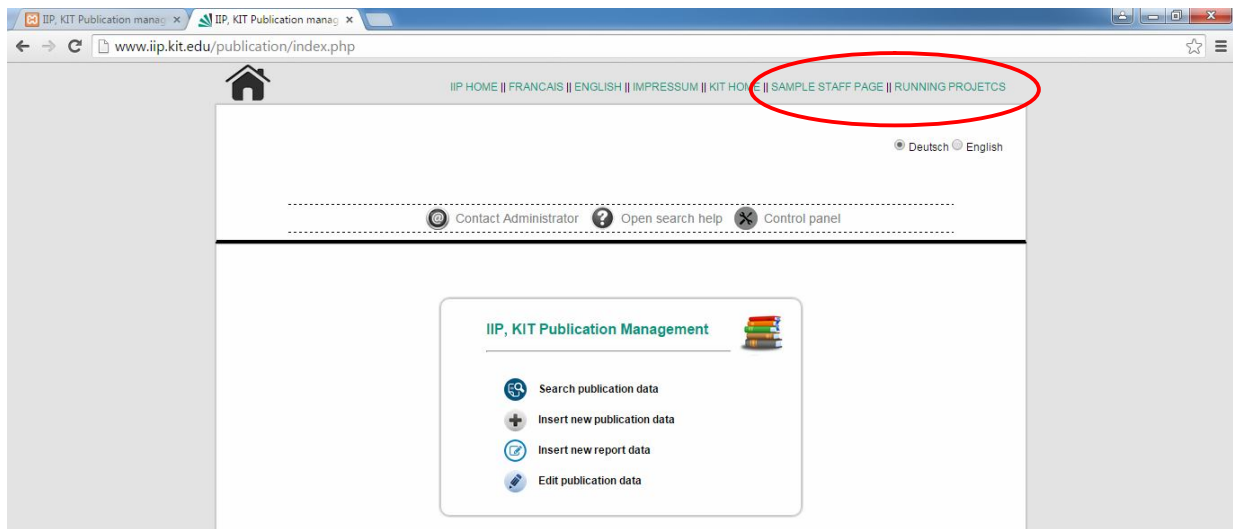
8. Report page dynamic output

All inserted report data will be saved in a MySQL database behind, which only Administrator can see. But from the database new added report data will automatically show in "**Projekte**" page (url- http://www.iip.kit.edu/1064.php).

A dummy Staff page and Report page are also added here with this tool –

http://www.iip.kit.edu/publication/mitarbeiter/index.php (Sample staff page)

http://www.iip.kit.edu/publication/mitarbeiter/report.php (Running projects)

9. Help

To know any information about any functionality, you can download the "**General user guide**" or click on the **Help link** or on the " ? " sign. It will provide you the necessary information.

Download user guide from the Homepage: