

# **BackBone Thesaurus - Submission and Connection Management Tool**

## **Quick User Guide**

**Version 2.0**

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## Back Bone Thesaurus Tab

Users can browse and search the BBT terms of the official release of the BBT as well as older versions, using the Back Bone Thesaurus tab-section.

Each term can be viewed by a term form with all the related information. It is possible to make submissions for changes on specific terms and additionally connect those terms with local thesaurus terms. Finally, a functionality of BBT version comparison is provided.

### Back Bone Thesaurus – tree view

*Related user role: all (applies to all the section apart of paragraphs with other indication in the beginning)*

When the Back Bone Thesaurus tab-section is selected the tree of the BBT terms appears (Figure 1). “Facets” appear in a dark grey line, while the “top term” of the facet itself appear in a lighter grey line. All terms that belong under a facet (“hierarchies”), appear in a light colored line beneath the facet. All lines in the BBT tree are links that lead to the term forms. On the right side of each term line are placed two buttons: one for creating a new submission on the specific term (blue cross button) and one for creating a new connection with a local thesaurus term (orange cross button).

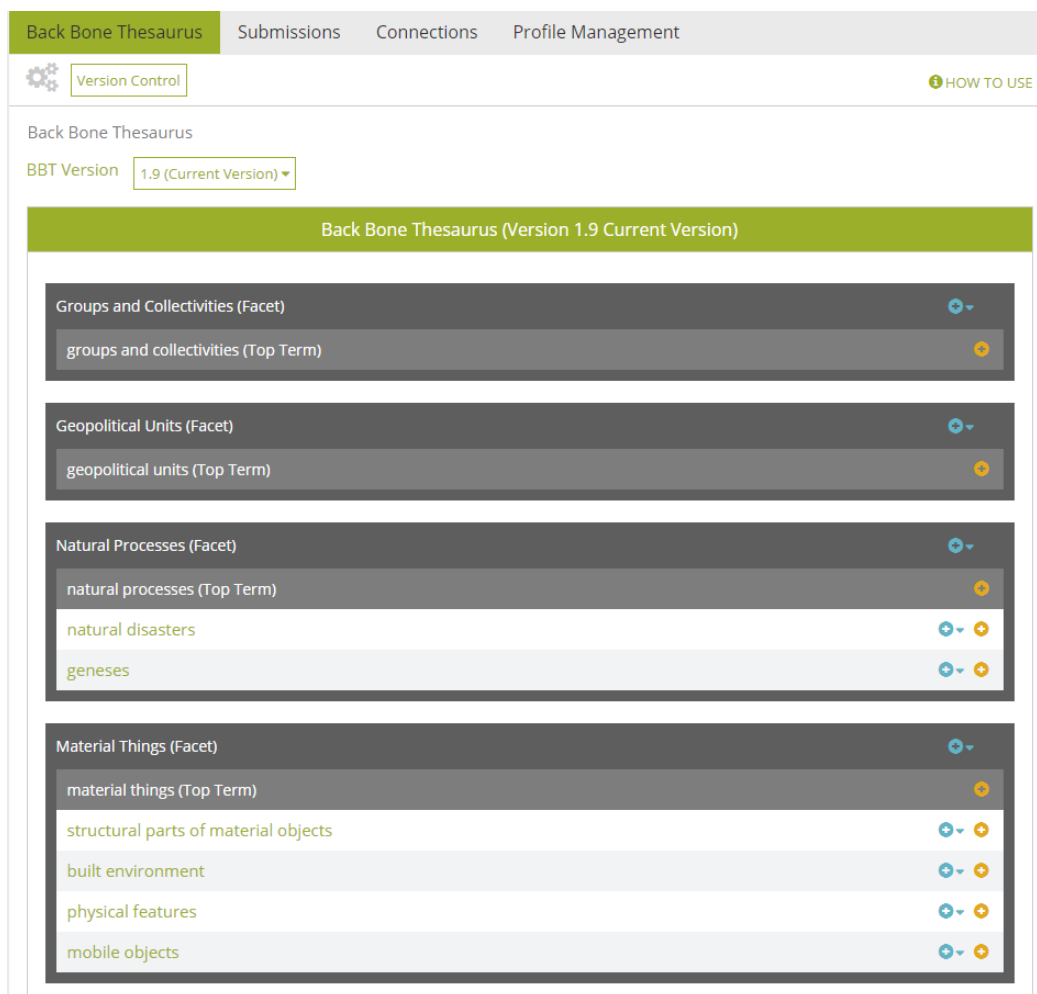


Figure 1: Back Bone thesaurus – tree view

## BBT term form - view mode

*Related user role: all (applies to all the section apart of paragraphs with other indication in the beginning)*

In the tree of the BBT terms each line is a link that on click will lead to the BBT term form (Figure 2). A term form includes information related to the term such as: Label, URI, Scope Note, Facet, Broader, Narrower Term Examples

Underneath the basic information are located the buttons for making a new submission to the specific term, or for connecting the BBT term with a term of a local thesaurus. Next to each button exists a link, which opens the list of all related submissions to the term and the list of all related connections respectively.

Back Bone Thesaurus | Submissions | Connections | Profile Management

Version Control HOW TO USE

Back Bone Thesaurus | Term: disciplines

**Term: disciplines** view mode

BBT Version: 1.9

Scope Note	This term classifies professional or potentially professional areas of employment, that are socially and/ or legally recognized on the basis of the criteria of self-coherence, the efficacy of the practices they employ, the adoption of common methods and the ability to transfer knowledge and expertise in the relevant professional sector. Each sector includes types of activities that point to a certain unity of action characteristic of some sort of professional or potentially potential specialization. The specialization may relate to the production or modification of material objects, the conception and understanding of activities or phenomena, the provision /transfer of services, knowledge and know-how and the creation of works and phenomena with aesthetic value. <b>Note:</b> It is important to clarify that the terms classified in the "disciplines" term should not be confused with the actor who performs an act or the results of his activity or the method used in order to achieve this result. The actor as "the efficient cause", the result as "the final cause" and the method as the sum of the rules and constraints that an actor follows in order to perform an act, are different terms which belong to different facets and hierarchies. When determining the activities classified in the "Disciplines" hierarchy we should not confuse the history of a specific discipline ie the specific temporal and spatial environment in which this discipline appeared and was perceived with the type of activities characterizing this discipline.
URI	http://vocab.dariah.eu/bbt/Concept/000010
Facet	Activities
Broader	activities
Narrower Term Examples	"construction of material objects and installations ", "conception and comprehension of phenomena ", "provision of knowledge and expertise ", "production of works and/or phenomena of aesthetic value "

[Create new submission for](#) [View table of related submissions](#)

[Create new connection](#) [View table of local thesauri connections](#)

Figure 2: BBT Term form

## Submissions Tab

Users can create a new Submission (request for change) for a BBT term, using Submissions tab-section. Users can also search, view and comment own and other user submissions or edit, delete own saved submissions.

### Submissions list description

*Related user role: all (applies to all the section apart of paragraphs with other indication in the beginning)*

When the Submission tab-section is selected, the list of all submission entries appears in the main area (Figure 3). Submissions are listed by most recent entry date.

Back Bone Thesaurus **Submissions** Connections Profile Management

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Submissions

Filter Table  Show status All Entries per page 10

Table of Submissions							1 to 10 of 18
Submission Type	Term Name	Submitter	Submission Date	BBT Version	Status	Submission Id	
Delete	geneses	contributor2	30.10.2017 22:27	1.9	postponed	2041	
Split	intentional destructions	Martin.Doerr	27.10.2017 12:25	1.9	submitted	2040	
Merge	(1) natural disasters (2) Conceptual Objects	Martin.Doerr	27.10.2017 12:23	1.9	under discussion	2039	
Modify	mobile objects	Martin.Doerr	27.10.2017 12:22	1.9	submitted	2038	
New	ab	Martin.Doerr	27.10.2017 12:10	1.9	submitted	2036	
Delete	Groups and Collectivities	Martin.Doerr	25.10.2017 16:06	1.9	on implementation	2034	
Delete	roles of interpersonal relations	daskalak	25.10.2017 08:01	1.9	submitted	2033	
New	language	daskalak	25.10.2017 07:48	1.9	submitted	2032	
New	Data Management Activiites	daskalak	25.10.2017 07:07	1.9	submitted	2031	
Modify	Natural Processes	contributor2	23.10.2017 18:14	1.9	wait for release	2028	

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Figure 3: List of Submissions

Each line of the list represents a submission. Each column includes information related to the submissions:

- **Submission Type:** the type of submission (e.g. proposal for splitting a term).
- **Term Name:** the term of the BBT the submission refers to.
- **Submitter:** the user who made the submission
- **Submission Date:** the date of submission
- **BBT Version:** the version number of the BBT on which the submission was made.
- **Status:** the current status of the submission.
- **Submission Id:** An identification number of the submission given automatically by the system

All submission lines of the list are links that lead to the Submissions form in view mode.

### Submissions List Filters

The user can filter submissions either from the filter box on the left top side of the list using keywords related to the field content that appears in the columns and rows of the table (Figure 4) or from the dropdown list on the center top side of the list depending on their status (Figure 5).

Submissions

Filter Table  Show status All Entries per page 10

Table of Submissions						
1 to 2 of 2 (filtered of 18)						
Submission Type	Term Name	Submitter	Submission Date	BBT Version	Status	Submission Id
Modify	Materials	lida	19.10.2017 12:26	1.9	submitted	2021
Delete	Materials	lida	16.10.2017 14:47	1.9	released	2015

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Figure 4: Submissions list filtered by keyword "mate"

Submissions

Filter Table  Show status Accepted Entries per page 10

Table of Submissions						
1 to 3 of 3						
Submission Type	Term Name	Submitter	Submission Date	BBT Version	Status	Submission Id
Delete	Groups and Collectivities	Martin.Doerr	25.10.2017 16:06	1.9	on implementation	2034
Modify	Natural Processes	contributor2	23.10.2017 18:14	1.9	wait for release	2028
New	Natural Processes	Martin.Doerr	12.10.2017 15:58	1.9	on implementation	2009

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Figure 5: Submissions list filtered by status "accepted"

## Submissions List Actions

The user may select to edit or delete one of his own submissions, view the BBT term add a comment to a submission or Forward the submission to a reviewer or the contributor. On the right side of each submission line are the related buttons (*Figure 6*). Notice that actions depend on the status of the submission and whether the submission is owned by the user:

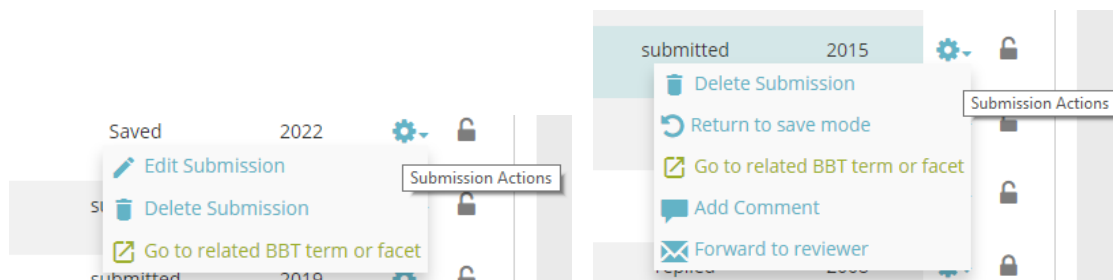


Figure 6: Submission list actions, depend on the submission status

- **Edit Submission:** (*Related user role: owner*) this button opens the edit mode of the submission form. Users can only edit their own submissions and only those with status “saved”. (*Related user role: administrator*) Only administrators have the right to edit other user submissions (with status “saved”).
- **Return to save mode:** (*Related user role: owner*) since users can only edit their own submissions with status “saved”, this button enables users to change the status of a submission from “submitted” back to “saved”. (*Related user role: administrator*) Only administrators have the right to return other user submissions (with status “submitted”) to status “saved”.
- **Delete submission form:** *Related user role: owner*) this button allows the user to delete the submission. Users can delete only their own submissions (submissions with status “saved” or “submitted”). A warning message appears by clicking the button. (*Related user role: administrator*) Only administrators have the right to delete other user submissions (submissions with status “saved” or “submitted”).
- **Go to related BBT term or facet:** (*Related user role: any*) this button allows the user to view the BBT term
- **Add a comment:** (*Related user role: any*) this button allows the user to add a comment in the submission.
- **Forward to reviewer:** (*Related user role: administrator, curator*) this button sends a message to the reviewer. It opens up a pop up screen allowing the user to choose the specific reviewer to which the message should be sent. The message includes a link to the submission and the comment of the user.

## Create a new submission

*Related user role: all (applies to all the section apart of paragraphs with other indication in the beginning)*

In order to create a new Submission, the user has to choose “Create new submission for...” from the top left side of the tool menu. The button expands a dropdown list with

the types of submission: actions that the user wants to address in his submission in relation to a specific term. The available submission types are (Figure 7):

- **Creating a new term:** The user wants to request the addition of a new term to the BBT.
- **Deleting a term:** The user wants to request the deletion of an existing term of the BBT.
- **Modifying a term:** The user wants to request the modification of the title or the description (or any other related information) of an existing term of the BBT.
- **Merging terms:** The user wants to request the merge of two existing terms of the BBT.
- **Splitting terms:** The user wants to request the split of an existing term of the BBT into two separate terms.

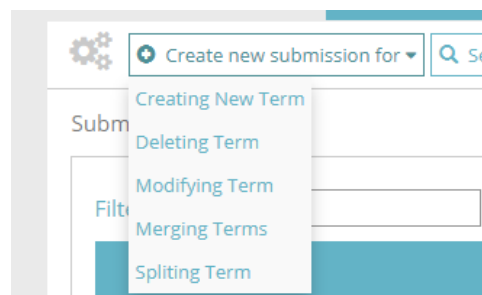


Figure 7: Options for creating a new submission

The Submission forms vary depending on the submission type. The general structure is the same but some fields might differ.

### Search for submissions

*Related user role: all (applies to all the section apart of paragraphs with other indication in the beginning)*

If the user doesn't find easily the desired submission, it is possible to navigate to the search form from the button at the tool menu (see Figure 8).

The user can search for a submission by adding the following criteria:

- Keyword (anywhere in the submission text fields)
- Submission Id
- BBT Term Name
- Relevant Submissions
- Similar Terms or Facets of other Thesauri
- Action
- Version
- Status
- Submitter
- Submission date



Submissions | Search Submissions

### Search submissions

Keyword <sup>+</sup>

Submission Id

BBT Term name

Relevant submissions <sup>+</sup>

Similar Terms or Facets of other Thesauri <sup>+</sup>

Submission Type <sup>+</sup>

Version <sup>+</sup>

Status <sup>+</sup>

Submitter

Submission Date  
From  To

Figure 8: Form for searching submissions

## Connections Tab

Users can create a connection between a BBT term and a term of their local thesaurus, using Connections tab-section. Users can also search and view connections of other users as well as send a message to the connection creator. It is also possible to edit or delete connections that belong to the user.

### Connections list description

*Related user role: all (applies to all the section apart of paragraphs with other indication in the beginning)*

When the Connection tab-section is selected, the list of all connection entries appears in the main area (Figure 9). Connections are listed by most recent entry date.

Back Bone Thesaurus Submissions **Connections**

⚙️ [Create New Connection](#)  HOW TO USE

Connections

Filter Table  Entries per page 10

Table of Local Thesauri Connections						1 to 10 of 15
Connected Term	BBT Term	Submitter	Submission Date	Connection Relation	Connection Id	
test email connectio...	natural disasters	Martin.Doerr	27.10.2017 15:17	Broader	2023	⚙️-
test email connectio...	mobile objects	Martin.Doerr	26.10.2017 18:25	Broader	2022	⚙️-
test email connectio...	activities	Martin.Doerr	26.10.2017 13:39	Broader	2021	⚙️-
cszsfs	mobile objects	Domain.Expert	25.10.2017 10:54	Broader	2020	⚙️-
dfdaaaaaaaaaaaaaaaaa...	disciplines	Domain.Expert	25.10.2017 10:53	Broader	2015	⚙️-
test	methods	Martin.Doerr	24.10.2017 19:13	Broader	2019	⚙️-
xxxxxxx	intentional destruct...	contributor	18.10.2017 17:33	Broader	2018	⚙️-
test	groups and collectiv...	Martin.Doerr	18.10.2017 13:57	Broader	2017	⚙️-
dfdgffdg	disciplines	Domain.Expert	18.10.2017 13:04	Broader	2016	⚙️-
dfdgffdg	disciplines	Domain.Expert	18.10.2017 13:04	Broader	2014	⚙️-

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Figure 9: Connections list

### Connections list filters

The user can filter connections from the filter box on the left top side of the list using keywords related to the field content that appears in the columns and rows of the table (Figure 10).

Each line of the list represents a connection of a BBT term to a term of a local thesaurus. Each column includes information related to the connections:

- **Connected Term:** The name of the Local thesaurus term that is connected to the BBT term
- **BBT Term:** The name of the BBT term to which the Local Thesaurus term is connected.
- **Submitter:** the person who made the connection
- **Submission Date:** the date when the connection was made
- **Connection relation:** displays how the BBT term is related to the Local thesaurus term
- **Connection ID:** An identification number of the connection form given automatically by the system

Connections

Filter Table  Entries per page 10

Table of Local Thesauri Connections					
1 to 6 of 6 (filtered of 15)					
Connected Term	BBT Term	Submitter	Submission Date	Connection Relation	Connection Id
test email connectio...	natural disasters	Martin.Doerr	27.10.2017 15:17	Broader	2023
test email connectio...	mobile objects	Martin.Doerr	26.10.2017 18:25	Broader	2022
test email connectio...	activities	Martin.Doerr	26.10.2017 13:39	Broader	2021
test	methods	Martin.Doerr	24.10.2017 19:13	Broader	2019
test	groups and collectiv...	Martin.Doerr	18.10.2017 13:57	Broader	2017
tewewwe	geopolitical units	Martin.Doerr	13.10.2017 16:12	Broader	2012

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Figure 10: Connections list filtered by keyword "Doerr"

All connection lines of the list are links that lead to the Connection form in view mode.

### Connections list actions

The user may select to edit or delete one of his own connections or view the BBT term. On the right side of each connection line are the related buttons (Figure 11):

- **Edit Connection:** (*Related user role: owner*) this button opens the edit mode of the connection form. Users can only edit their own connections. (*Related user role: administrator*) Only administrators have the right to edit other user connections.

- **Delete Connection:** *(Related user role: owner)* this button allows the user to delete the connection. Users can delete only their own connections. A warning message will appear by clicking the button. *(Related user role: administrator)* Only administrators have the right to delete other user connections.
- **Go to related BBT term or facet:** *(Related user role: any)* this button allows the user to view the BBT term

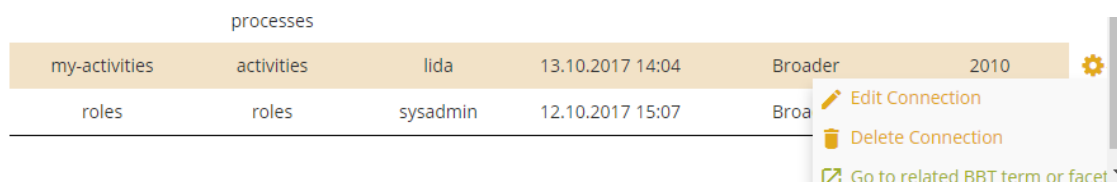


Figure 11: Connections list actions (related to own connections)

The user may select to send messages to other users related to their connections. On the right side of a connection line are the related buttons (Figure 12):

- **Forward to Submitter:** *(Related user role: any)* this button sends a message to the person that created the connection. It opens up a pop up screen allowing the user to write his message. The message includes a link to the connection form and the comment of the user. This button is visible to all users.

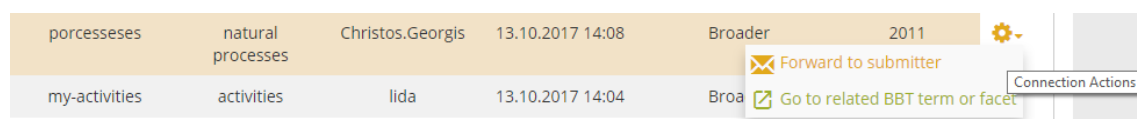


Figure 12: Connections list actions (related to connections of other users)

## Search for connections

*Related user role: all (applies to all the section apart of paragraphs with other indication in the beginning)*

If the user doesn't find easily the desired connection, it is possible to navigate to the search form from the button at the tool menu (see Figure 13).

The user can search for a connection by adding the following criteria:

- BBT Term Name
- Connected Term Name
- Connected Term URI
- Connected Term Relation
- Thesaurus Name
- Connection Id
- Submitter
- Submission date

Connections | Search Connections

**Search Connections**

BBT Term name

Connected Term Name

Connected Term URI

Connected Term Relation

Thesaurus Name

Connection Id

Submitter

Submission Date  
From  To

Figure 13: Connection Search Form