NeuCanvas Training

I am Fasihah, your Trainer for today

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KNOWLEDGE LINK SDN BHD

Version : 10.1

CONTRIBUTOR
(Introduction)

Frequently Used Terms

- User will be able to do Content Browsing, Content Searching, Resource Download, and Resource Request.
- Basic Terms :

Resource -

Digital file

Example of Digital File

- jpg, pdf, mp4,mp3, mov

Collection -

Combination of multiple resources that may have one or more than one resource type

Example of Collection:

- Seminar : Image, Brochure, Video

Resource type -

Grouping of digital file based on type definition

Example of standard resource type:

- Photo :jpg, png
- Document : pdf, docx
- Video : MP4, mov
- Audio : mp3.

Metadata -

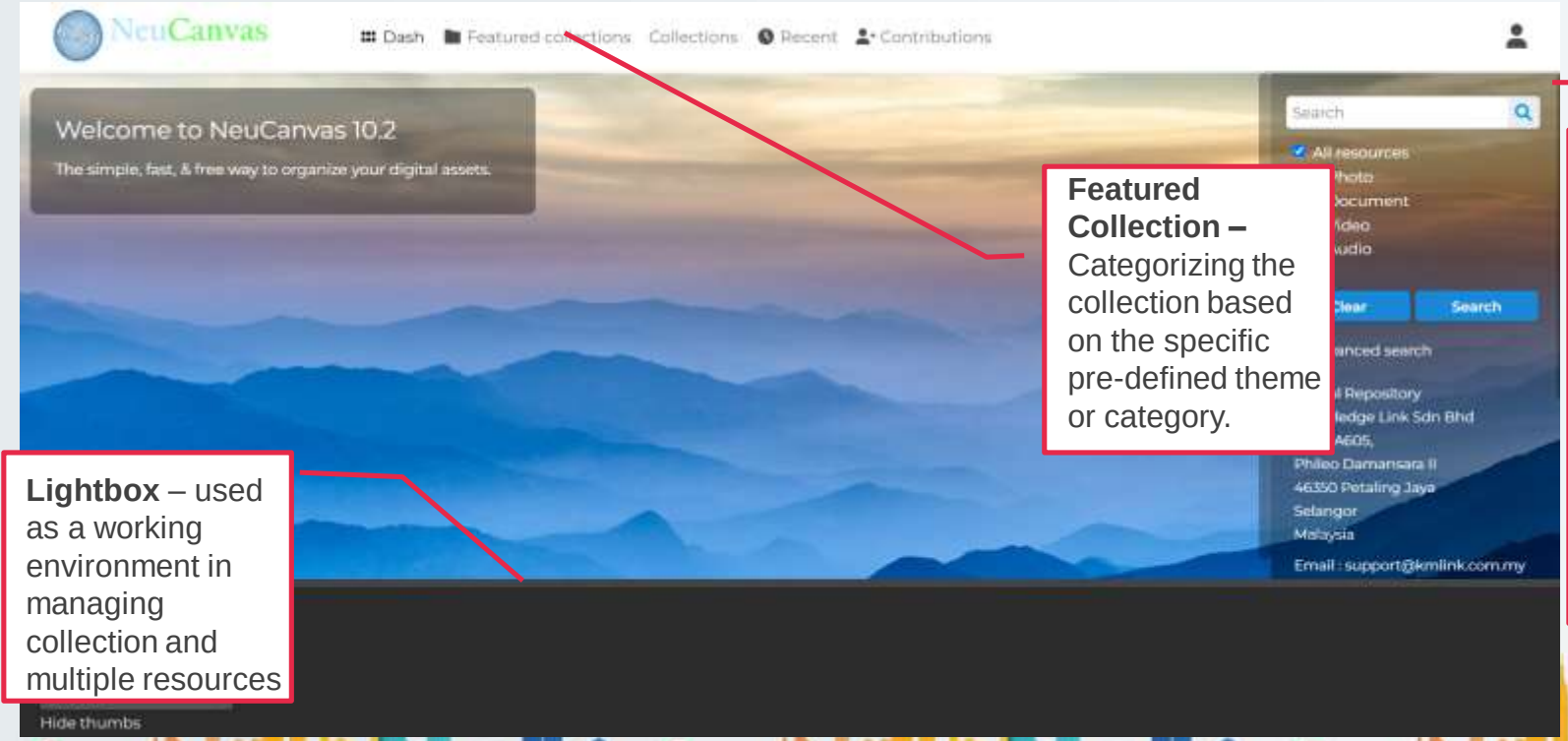
A set of data that describes and gives information about other data

Some examples of basic metadata are author, date created, date modified, and file size.

Frequently Used Terms

NeuCanvas Overview

Top Menu bar – Menu links to Home, Featured collections, collections, and Recent



Featured Collection – Categorizing the collection based on the specific pre-defined theme or category.

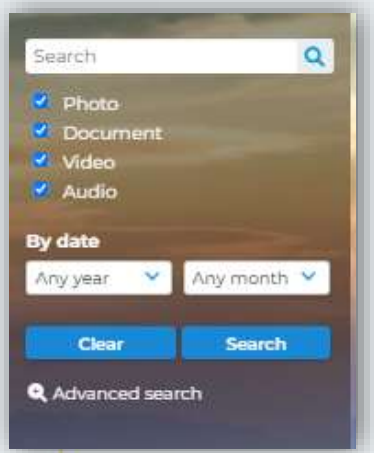
Lightbox – used as a working environment in managing collection and multiple resources

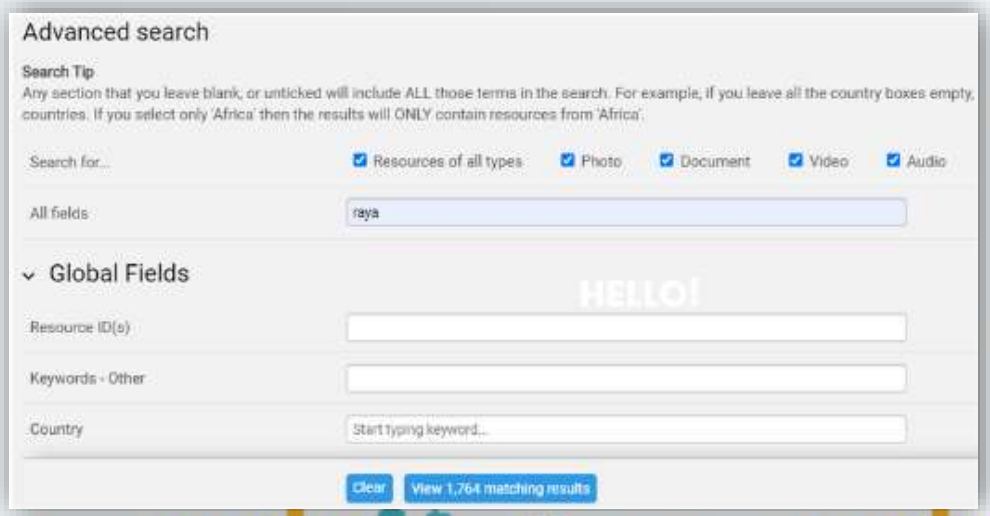
Simple Search menu – Based on a simple keyword search and can set general filtering.
User can also perform a complex or specific Advanced Search option based on available metadata.

User Search

Search

- There are 2 different ways for a user to do content searching in the NeuCanvas, that is via;
  - **Simple Search** - The basic panel features a general search box for quick, free text searching across all indexed fields, along with resource type and date.
  - **Advanced Search** - The advanced search page provides access to a wider selection of metadata fields, making it possible to create very refined searches. User able to set the condition or filtering from multiple available metadata field that has being index

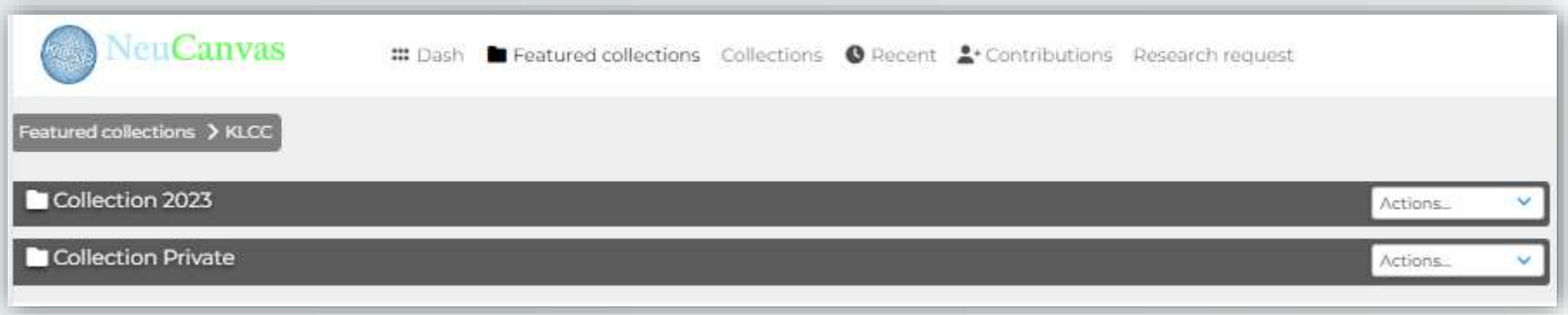




Featured Collections

Featured Collections

- Featured Collections are a good way to showcase your best and most in-demand content.
- They may contain only a select number of resources, but Featured Collections encourage users to browse content by directing them to tags or ideas that they may find useful elsewhere on the system.
- From the landing page, click on Featured Collections from the Top menu link.



CONTRIBUTOR (Workflow)

Training Syllabus

01 Contributor Overview

02 NeuCanvas Contributor’s Task

03 Understanding Workflow

04 Naming Conventions

05 Resource Uploading

06 Sharing Collection with Gatekeeper

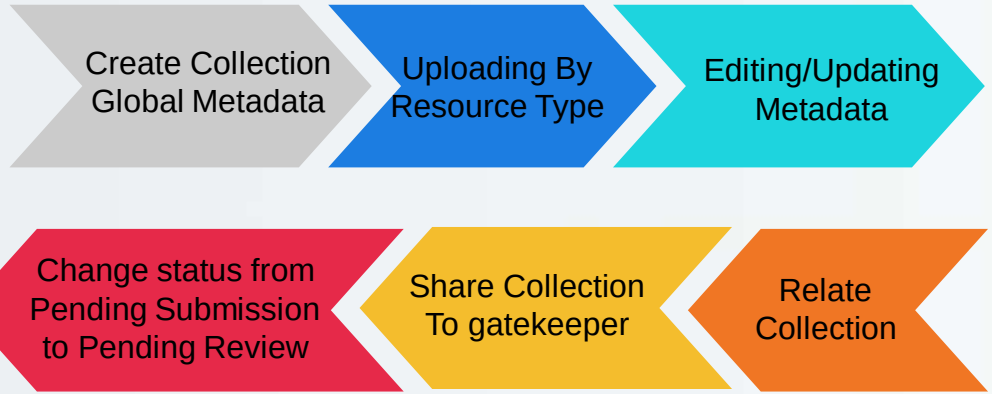
Contributor Training

Offline Task

Resource Selection

Resource Type Grouping

Uploading Process



Contributor Workflow

Contributor Workflow

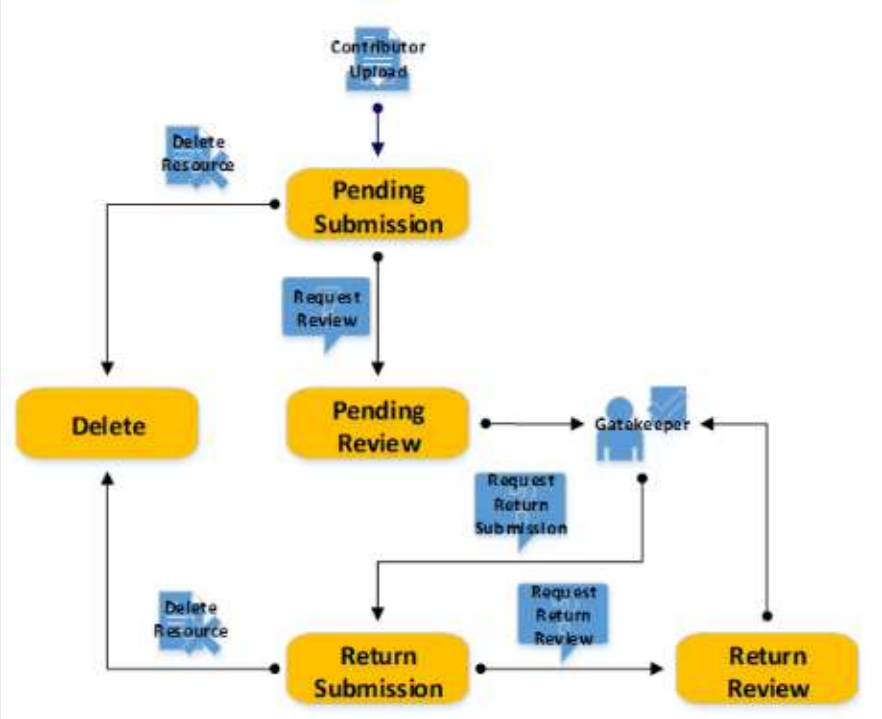


Figure 8: Contributor Workflow

Contributor Uploading Process

Step 1 — Collection Creation

- Click 'My Collection' and key-in new collection name in 'Create new collection' text box (at the bottom of My Collection page view)

Step 2 — Resource Type Selection & Global Metadata Creation (To Upload by Resource Type)

- Select 'Upload to this collection' in collection action menu to select 'Resource Type' and key-in collection global metadata

Step 3 — File/Resource Uploading Process (Based on Resource Type Selected)

- 'Add File' or 'Drag and Drop File' (Select only file that related to the selected resource type) and click 'Start Upload'

Step 4 — If Have More Than One Resource Type in the Collection Creation

- Repeat Step 2 and Step 3 for different Resource Type (if applicable)

Step 5 — Updating/Editing Individual/Whole/Selected Resource Metadata Field

- Select resource and edit/update the required metadata field (where applicable and required)

Step 6 — Relate Resources in the Collection

- Select 'Relate all resources in this collection' in collection action menu for the selected collection

Step 7 — Change Custom Access Permission (If required)

- Select 'Edit all resources' in collection action menu and custom permission access

Step 8 — Share Collection with Gatekeeper

- Select 'Edit Collection' in collection action menu and key-in Group name or User name in Attached Users text box

Step 9 — Change status from 'Pending Submission' to 'Pending Review'

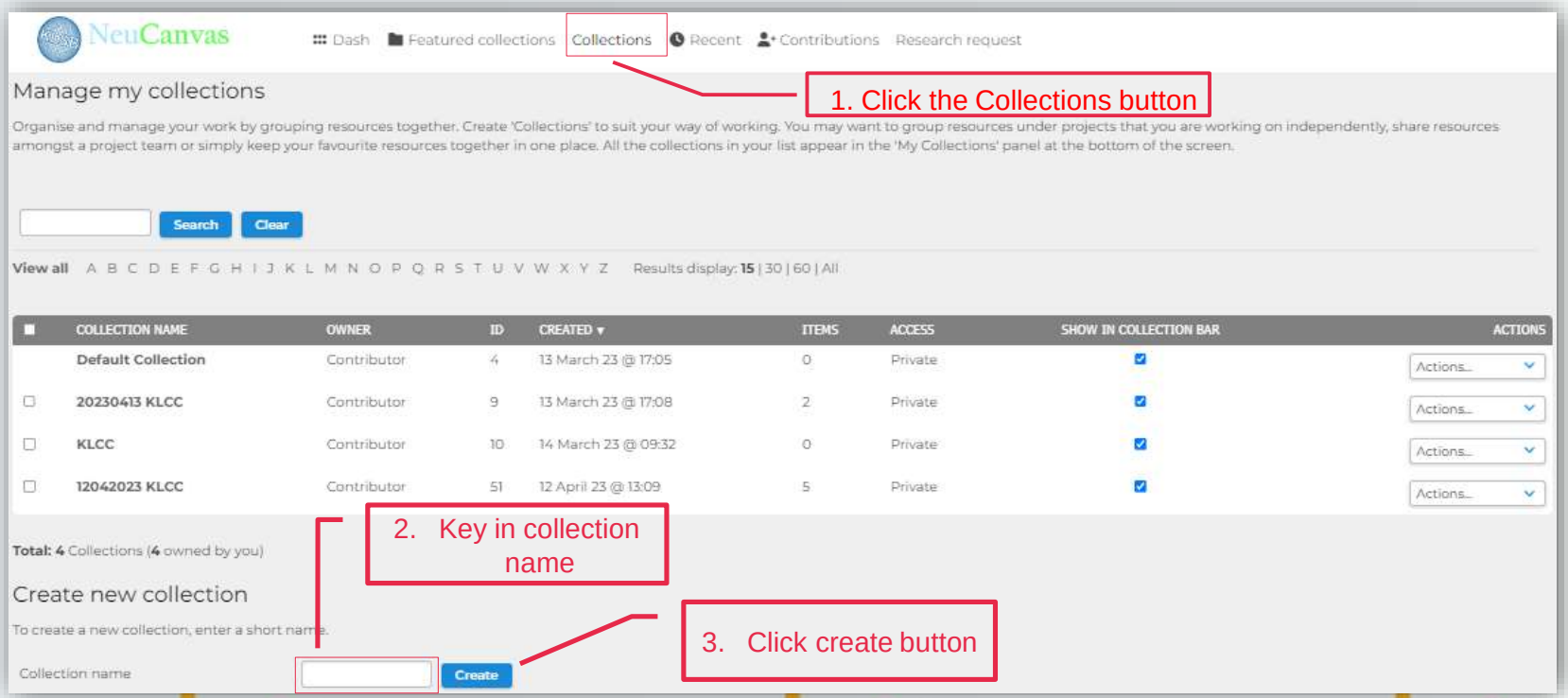
- Select 'Edit all resources' in collection action menu and change the status from **'Pending Submission'** to **'Pending Review'**

Contributor Uploading Process

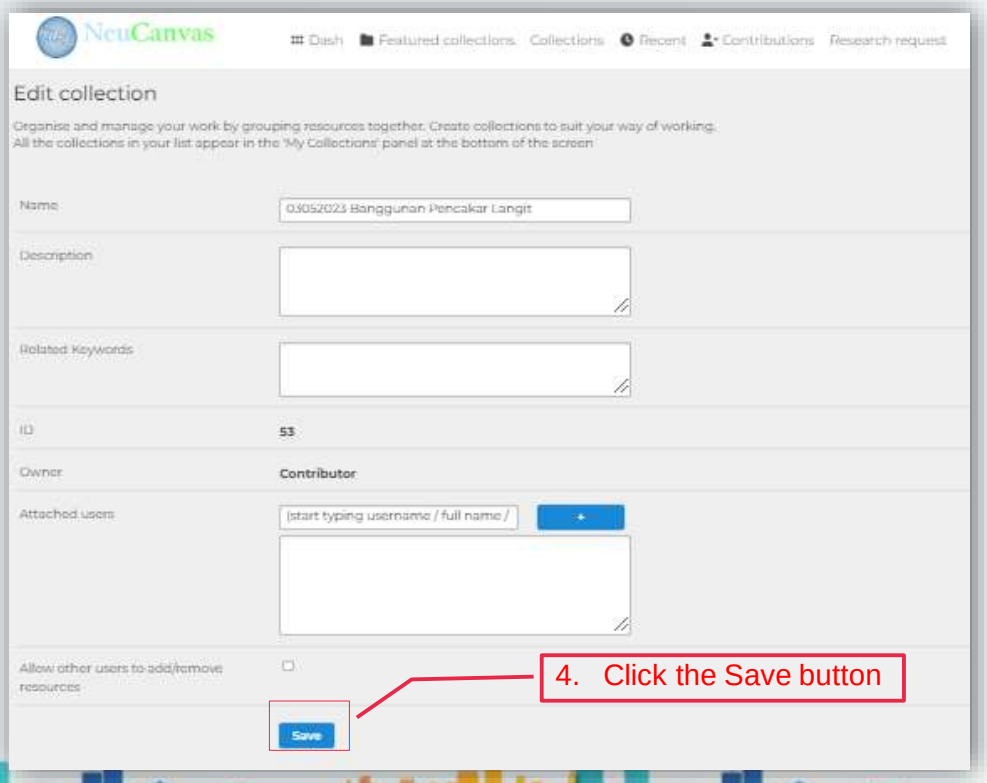
STEP 1 Collection Creation

- Click ‘Collection’
- Key-in new collection name in ‘Create new collection’ text box (at the bottom of My Collection page view)

Step 1: Collection Creation



Step 1: Collection Creation



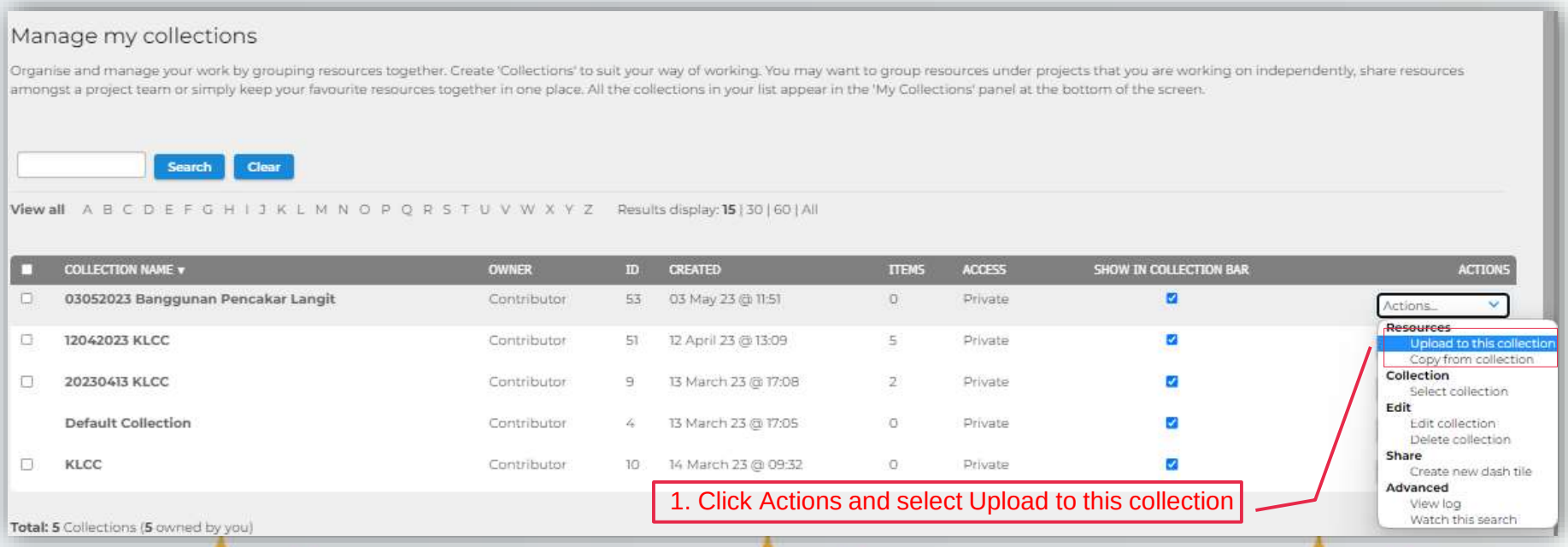
Contributor Uploading Process

STEP 2

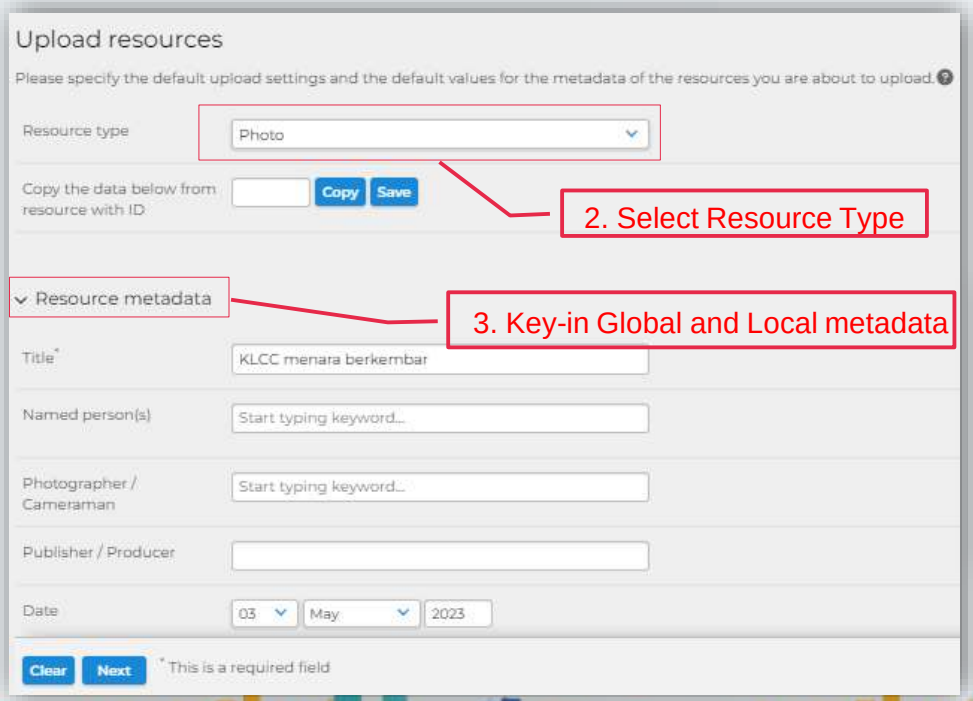
Resource Type Selection & Global Metadata Creation (To Upload by Resource Type)

- Select ‘Upload to this collection’ in collection action menu to select ‘Resource Type’ and key-in collection global metadata
- Key-in collection global metadata

Step 2: Resource Type Selection & Global Metadata Creation



Step 2: Resource Type Selection & Global Metadata Creation



Resource Type will display option based on Contributor Group
All asterisk (*) symbol are compulsory field

4. Click the Next button to start upload process

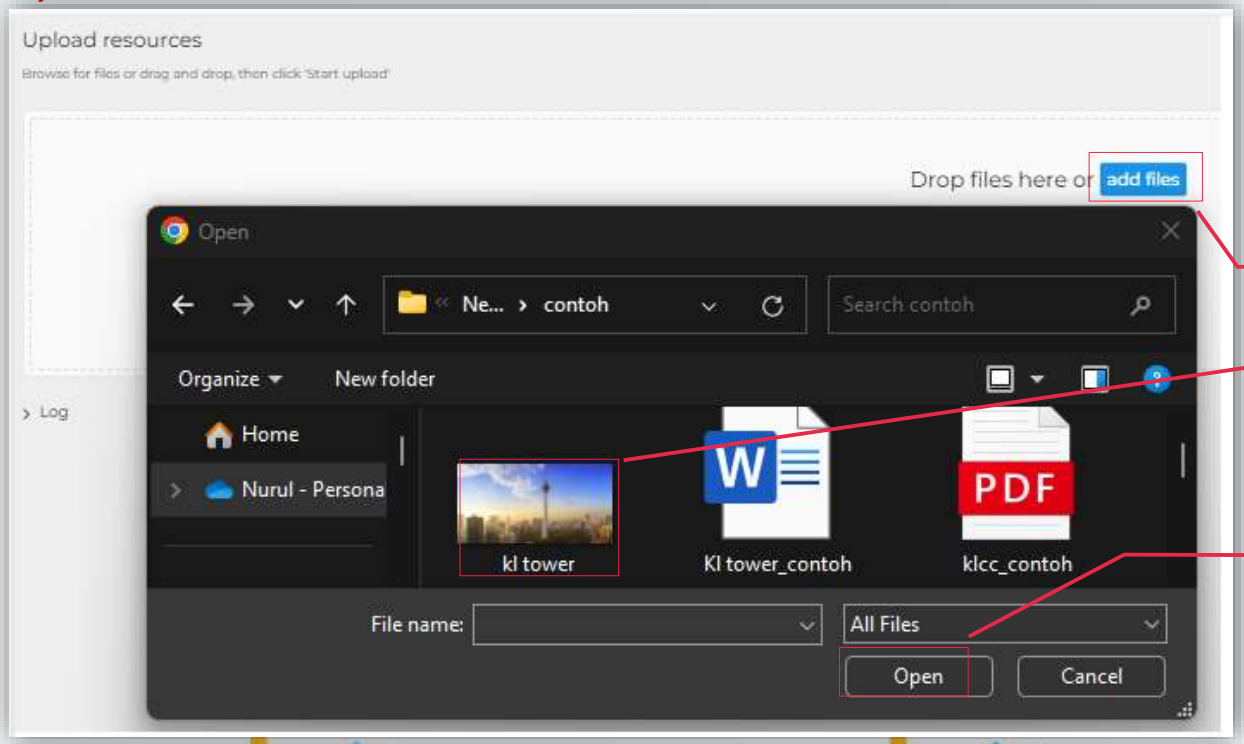
Contributor Uploading Process

STEP 3 File/Resource Uploading Process (Based on Resource Type Selected)

- ‘Add File’ or ‘Drag and Drop File’ (Select only file that related to the selected resource type)
- Click ‘Start Upload’

Step 3: Resource Uploading

i) Add Files



There are 2 methods to upload resources in NeuCanvas

i. Add Files
ii. Drag and drop

1. Click Add Files

2. Select resources to upload into NeuCanvas system

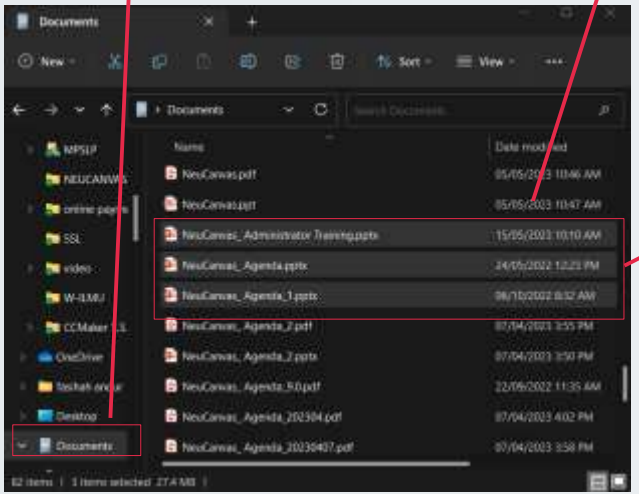
3. Click Open

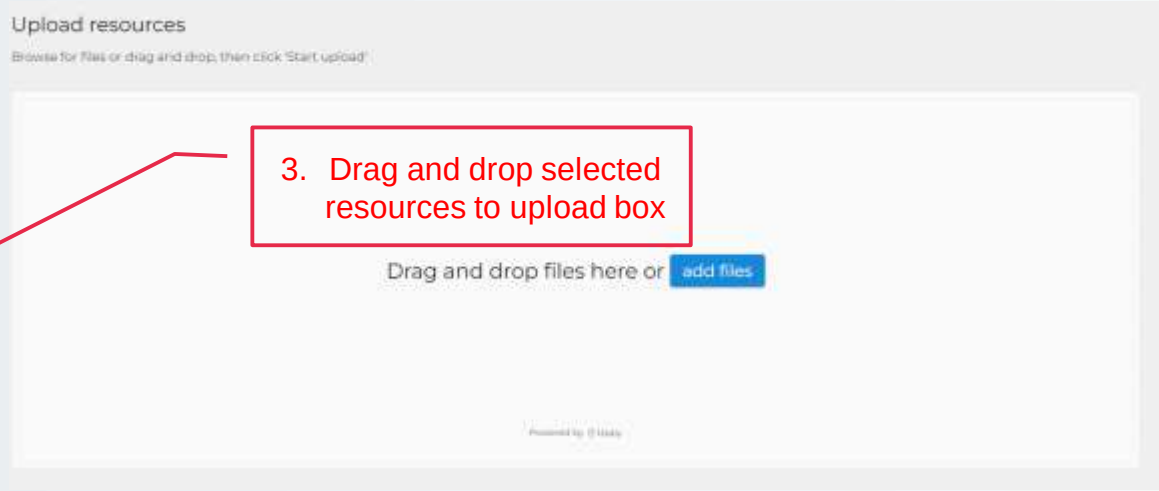
Step 3: Resource Uploading

ii) Drag and drop

1. Browse and open folder

2. Select resources to upload





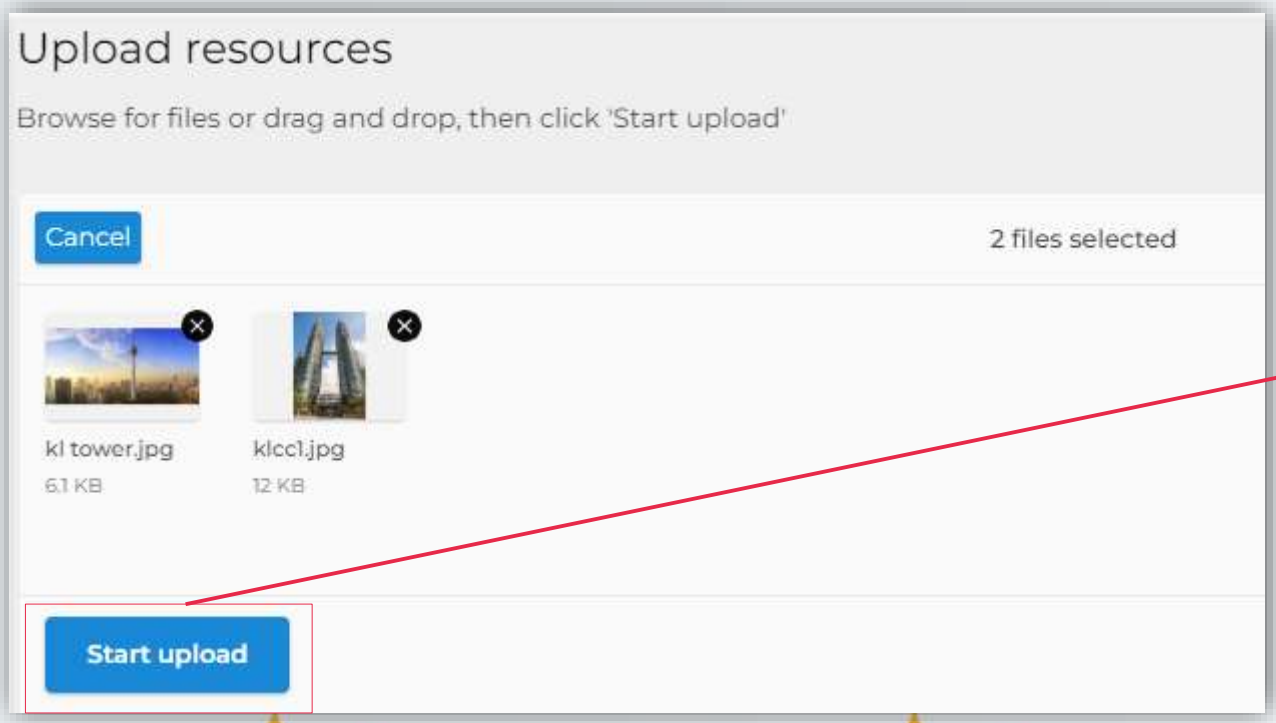
3. Drag and drop selected resources to upload box

There are 2 methods to upload resources in NeuCanvas

i. Add Files

ii. Drag and drop

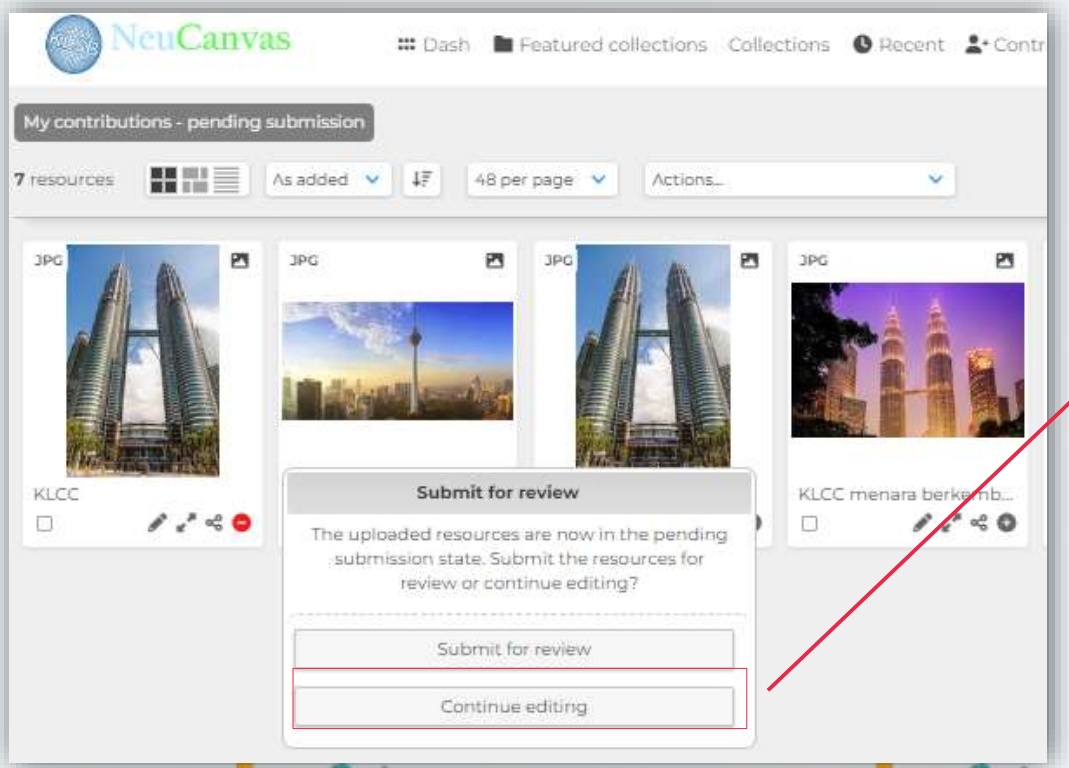
Step 3: Resource Uploading



Please wait until the upload pro cess is 100% complete. Do not close windows or tabs.

4. Click Start Upload to upload resources

Step 3: Resource Uploading



Reminder. Do not click “Submit for review" because the contributor process is not complete yet.

5. Click Continue editing

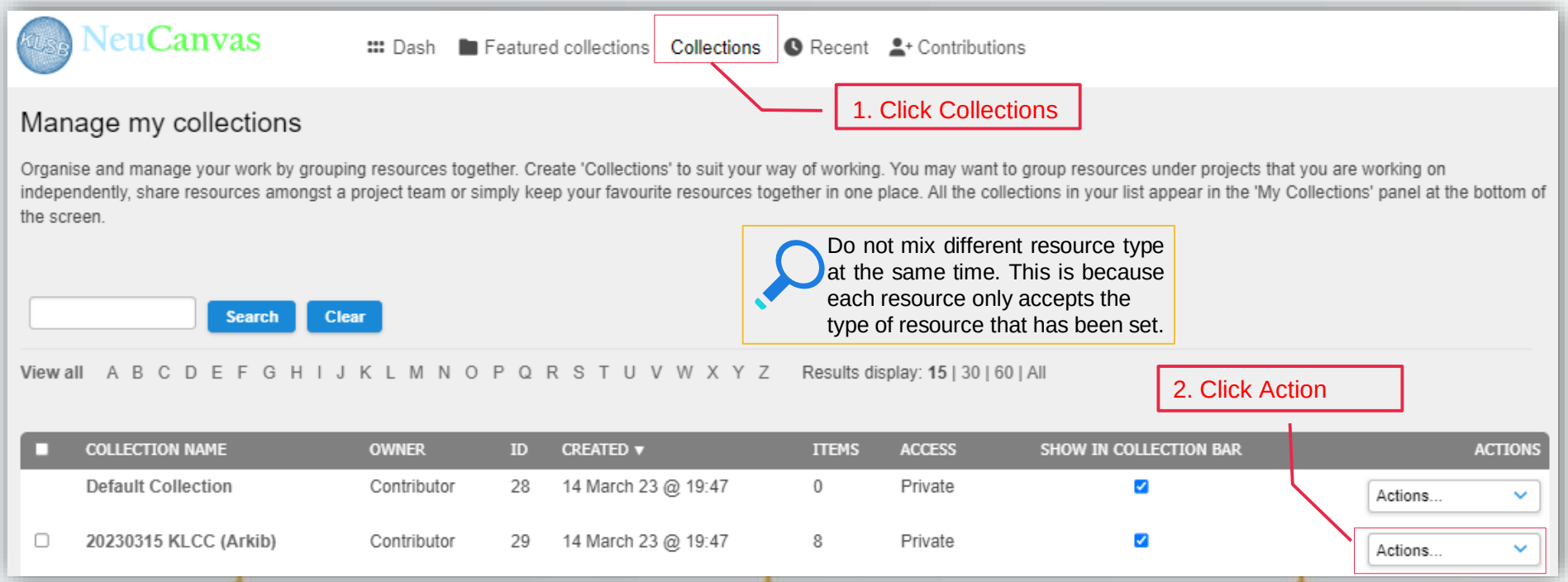
Contributor Uploading Process

STEP 4

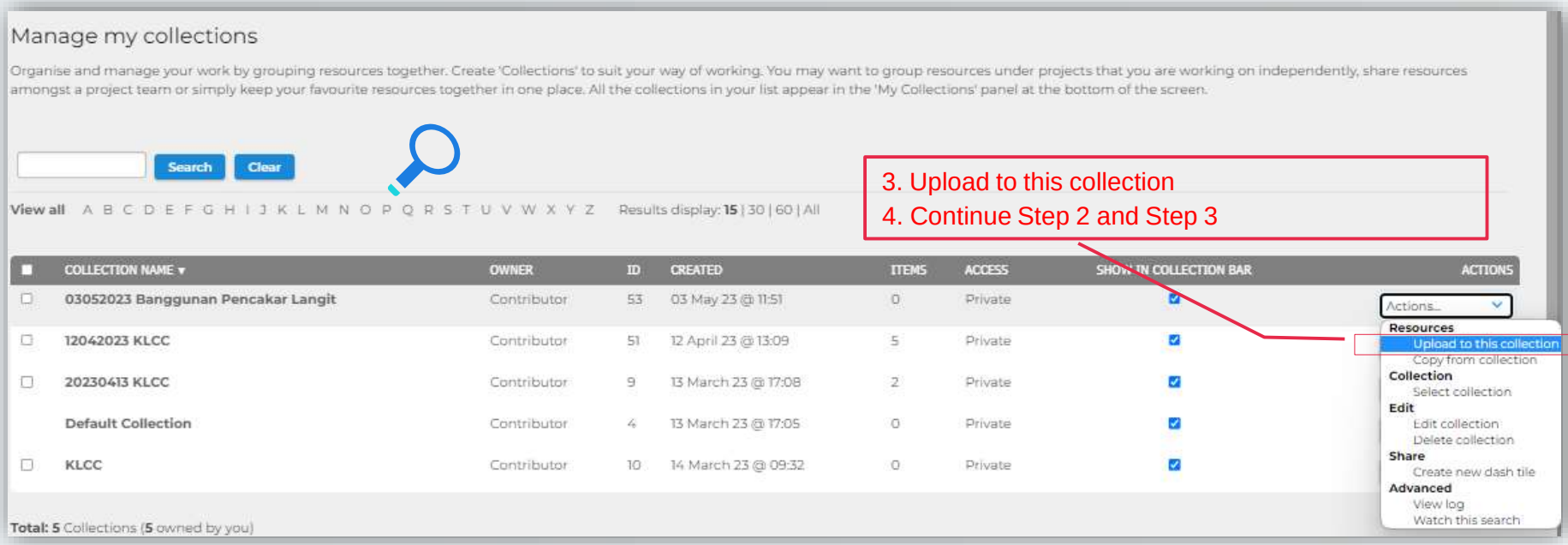
If Have More Than One Resource Type in the Collection Creation

- Repeat Step 2 and Step 3 for different Resource Type (if applicable)

Step 4: If Have More Than One Resource Type in the Collection Creation



Step 4: If Have More Than One Resource Type in the Collection Creation



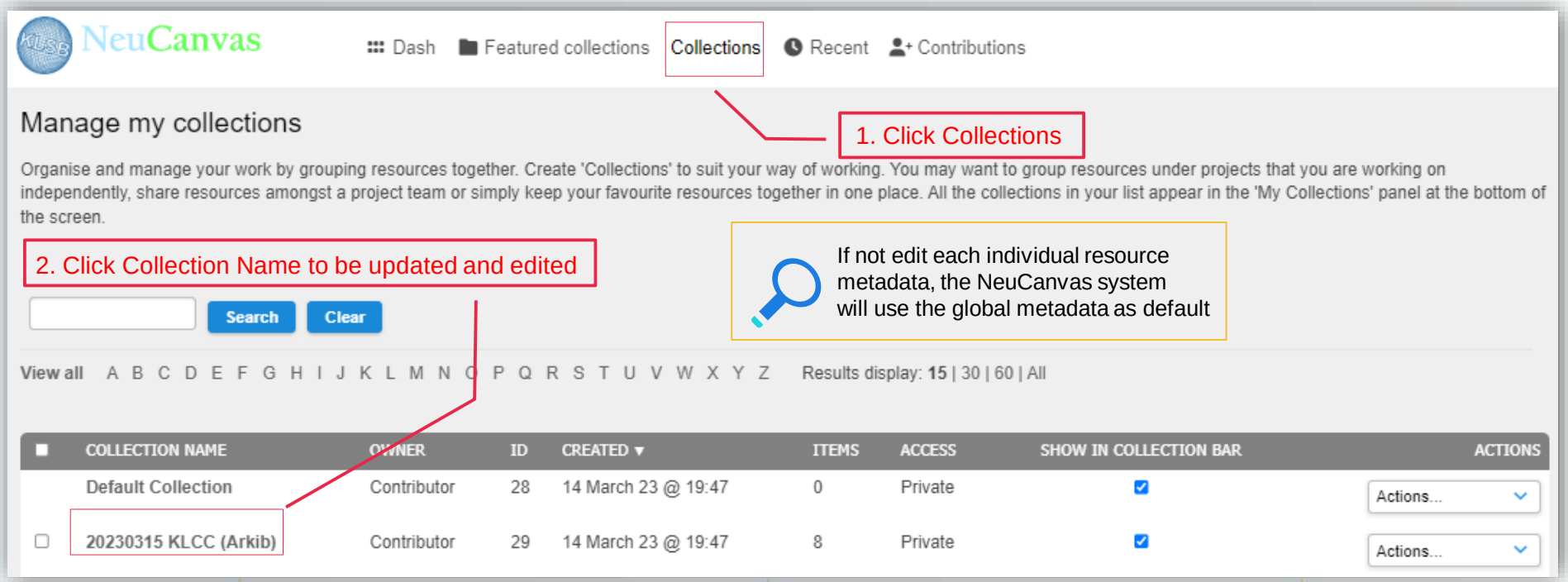
Contributor Uploading Process

STEP 5

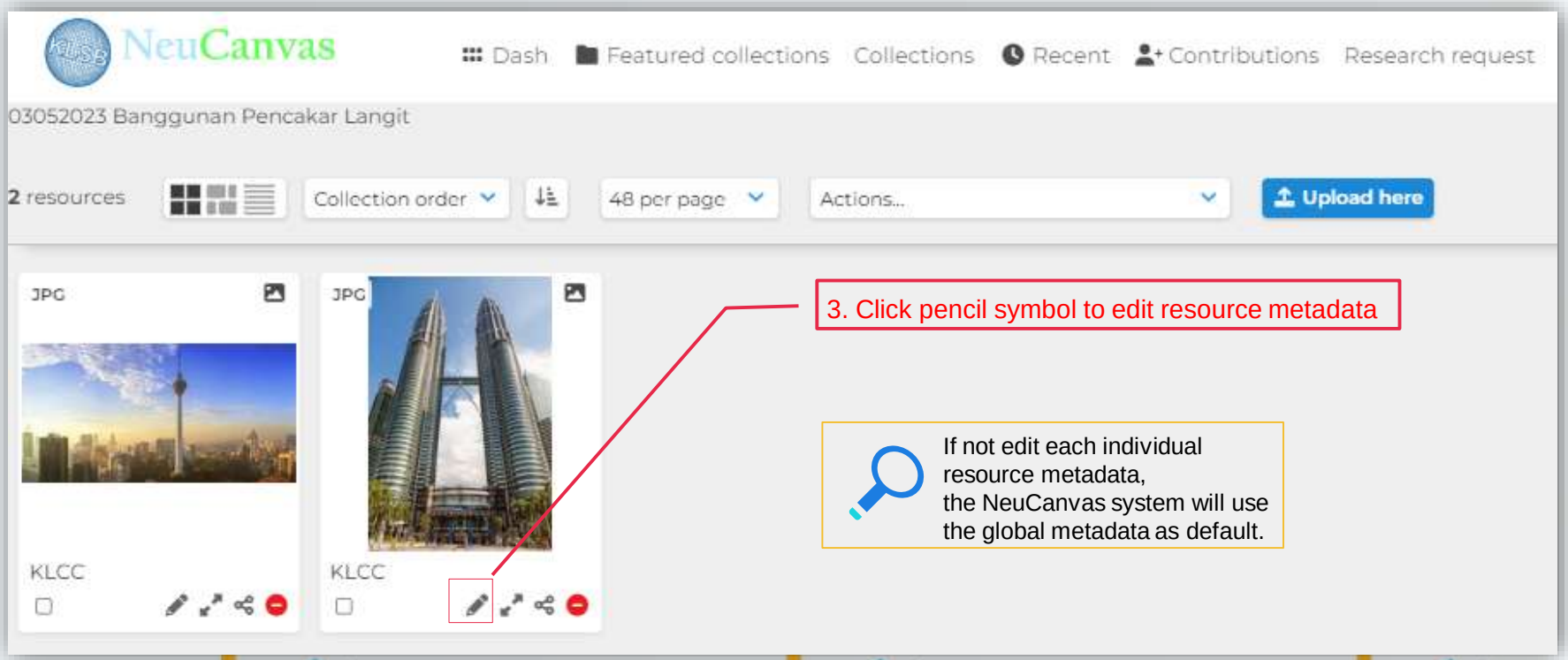
Updating/Editing Individual Resource Metadata Field

- Select resource
- Edit/update the required metadata field (where applicable and required)

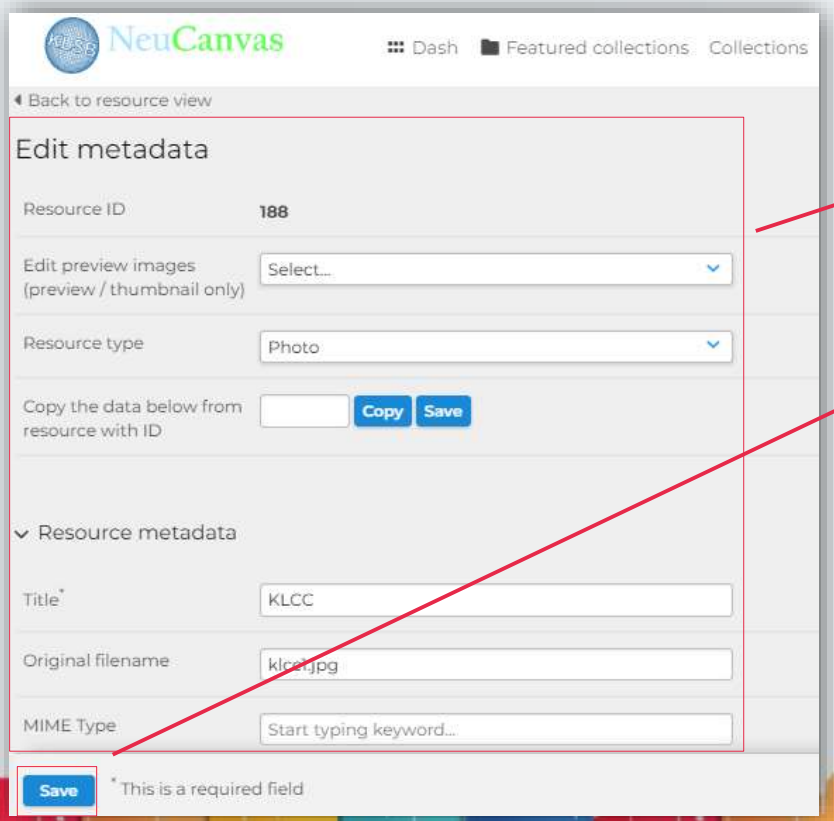
Step 5: Updating/Editing Individual Resource Metadata Field



Step 5: Updating/Editing Individual Resource Metadata Field



Step 5: Updating/Editing Individual Resource Metadata Field

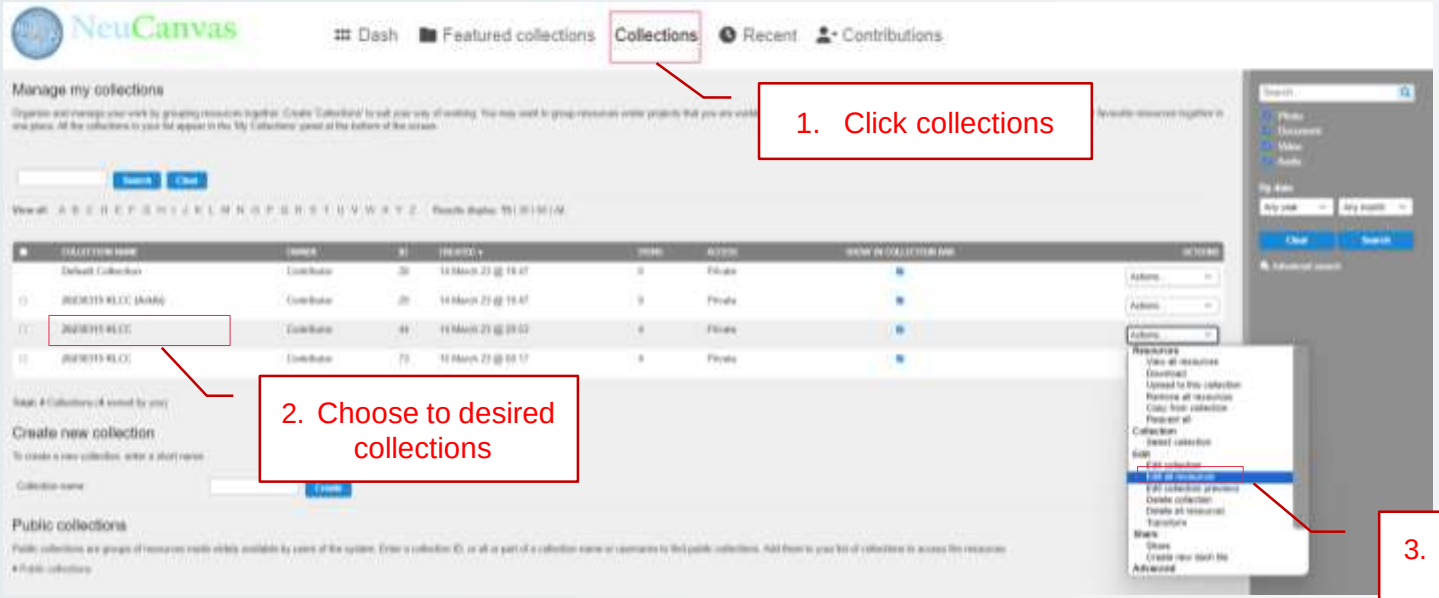


4. Update/Edit selected metadata

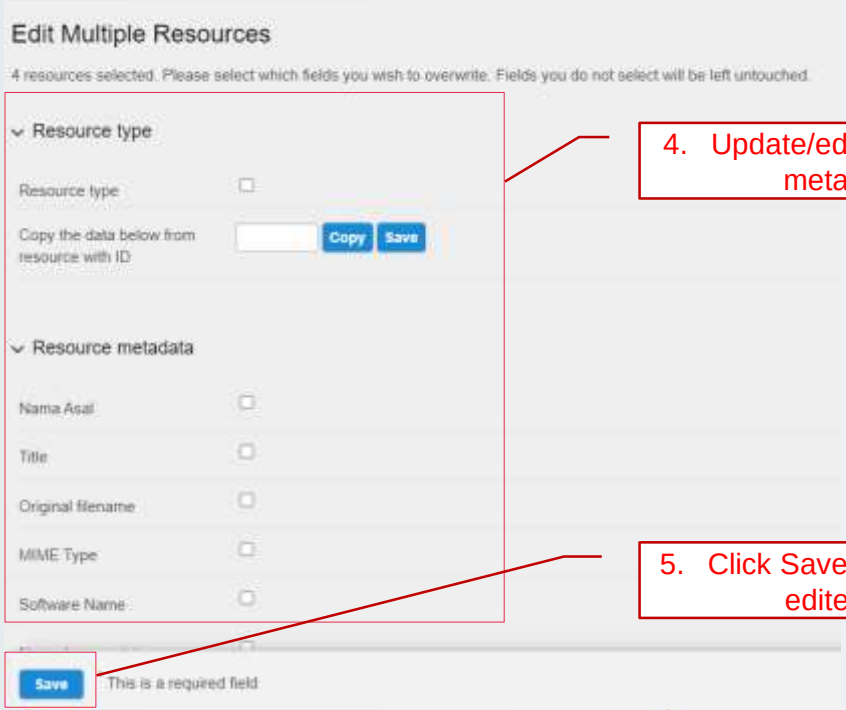
5. Click Save to save updated/edited metadata

If not edit each individual resource metadata, the NeuCanvas system will use the global metadata as default.

Step 5: Updating/Editing All Resource Metadata Field



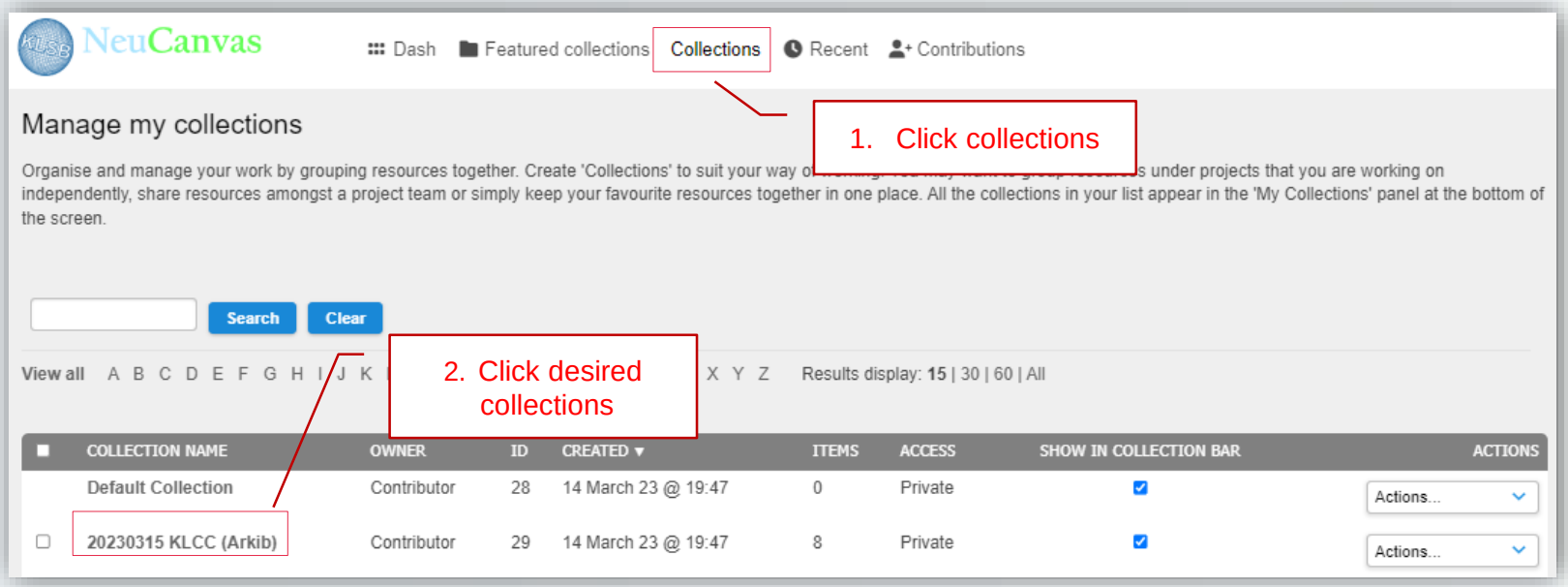
Step 5: Updating/Editing All Resource Metadata Field



4. Update/edit selected metadata

5. Click Save to save updated/ edited metadata

Step 5: Updating/Editing Selected Resource Metadata Field



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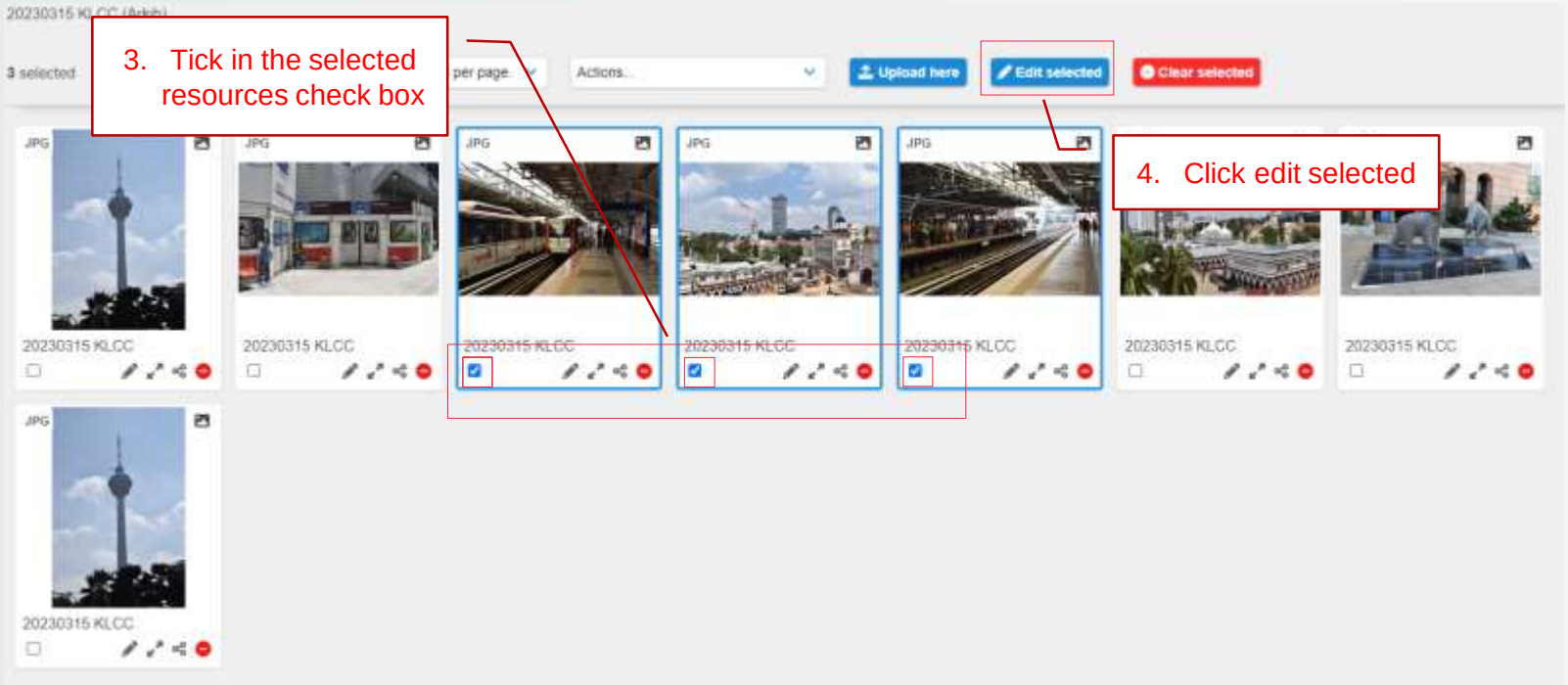
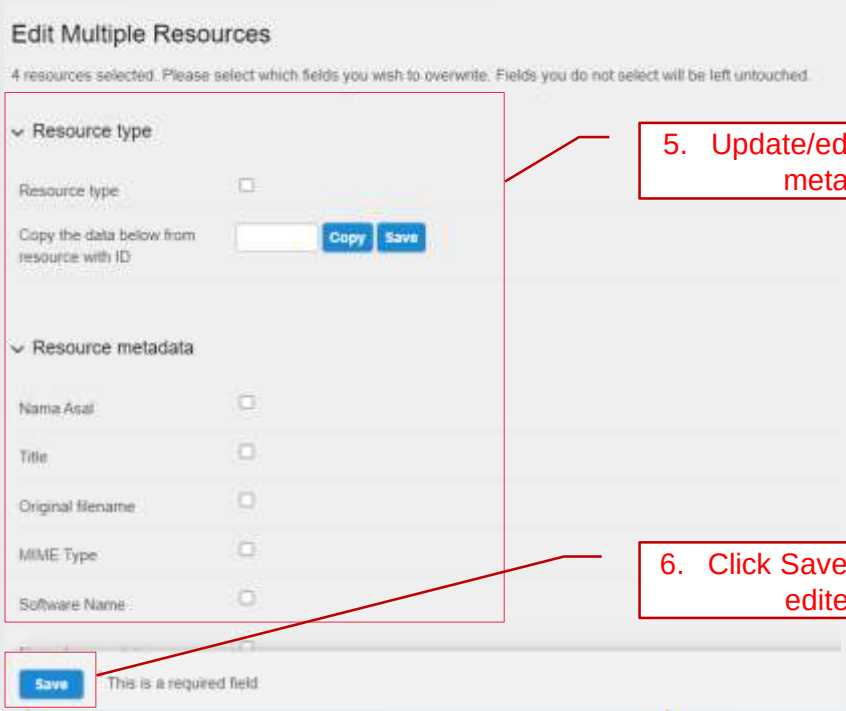


Step 5: Updating/Editing Selected Resource Metadata Field



5. Update/edit selected metadata

6. Click Save to save updated/ edited metadata

Contributor Uploading Process

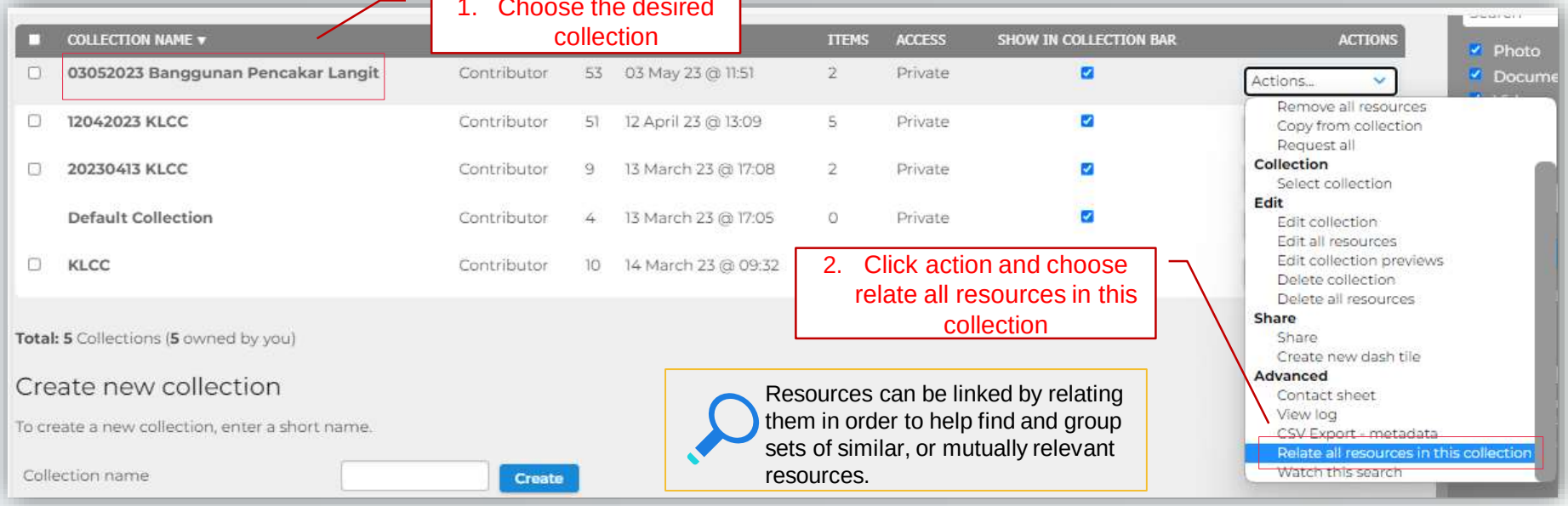
STEP 6

Relate Resources in the Collection

- Select ‘Relate all resources in this collection’ in collection action menu for the selected collection

Step 6 : Relate Resources in the Collection

STEP 6 : Relate Resources in the Collection



Contributor Uploading Process

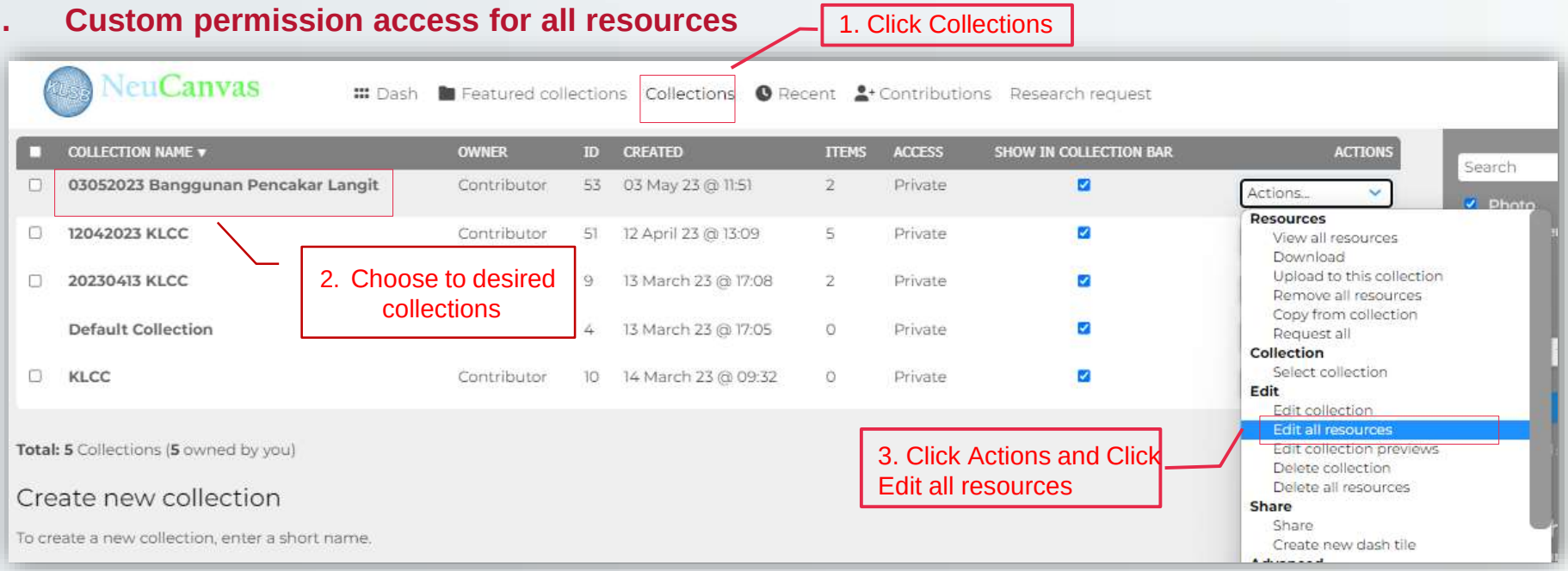
STEP 7

Change Custom Access Permission (If required)

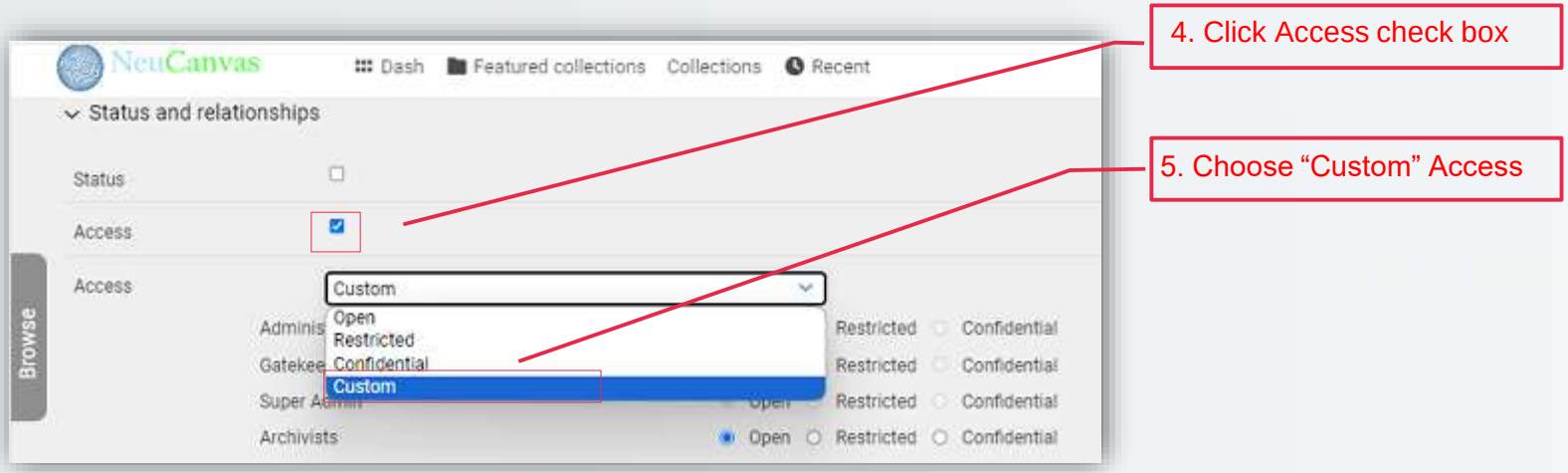
- Select ‘Edit all resources’ in collection action menu and change permission access (Custom)

Step 7: Change Access Permission (Custom) - (If required)

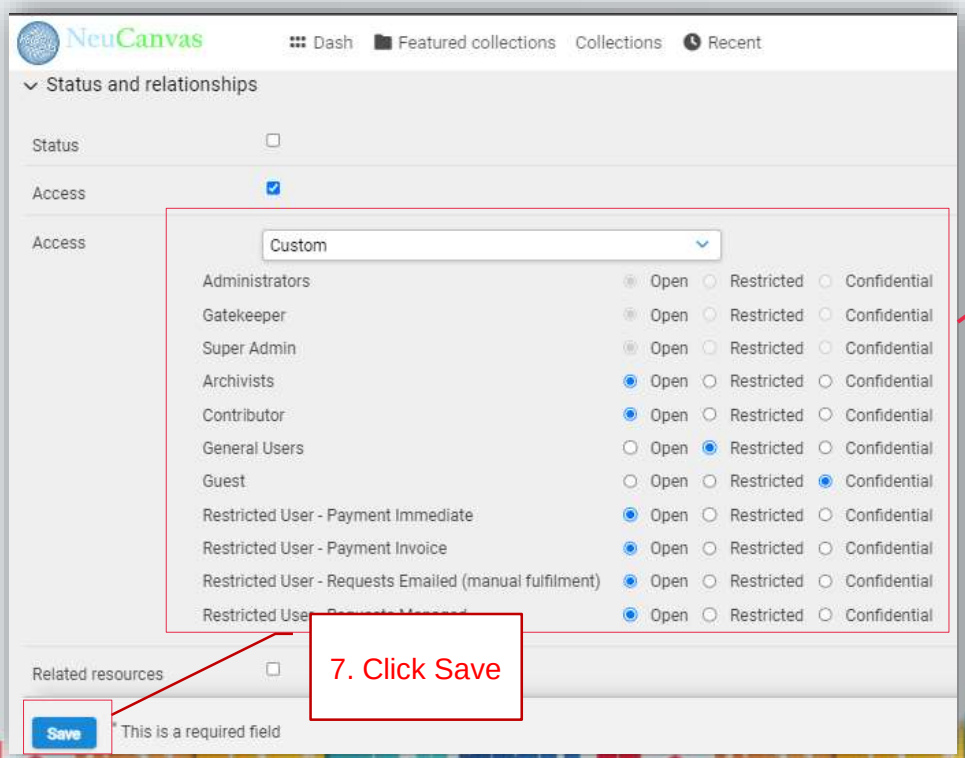
i. Custom permission access for all resources



Step 7: Change Access Permission (Custom) - (If required)



Step 7: Change Access Permission (Custom) - If required



6. Click on check box button to customize Access permission for each users

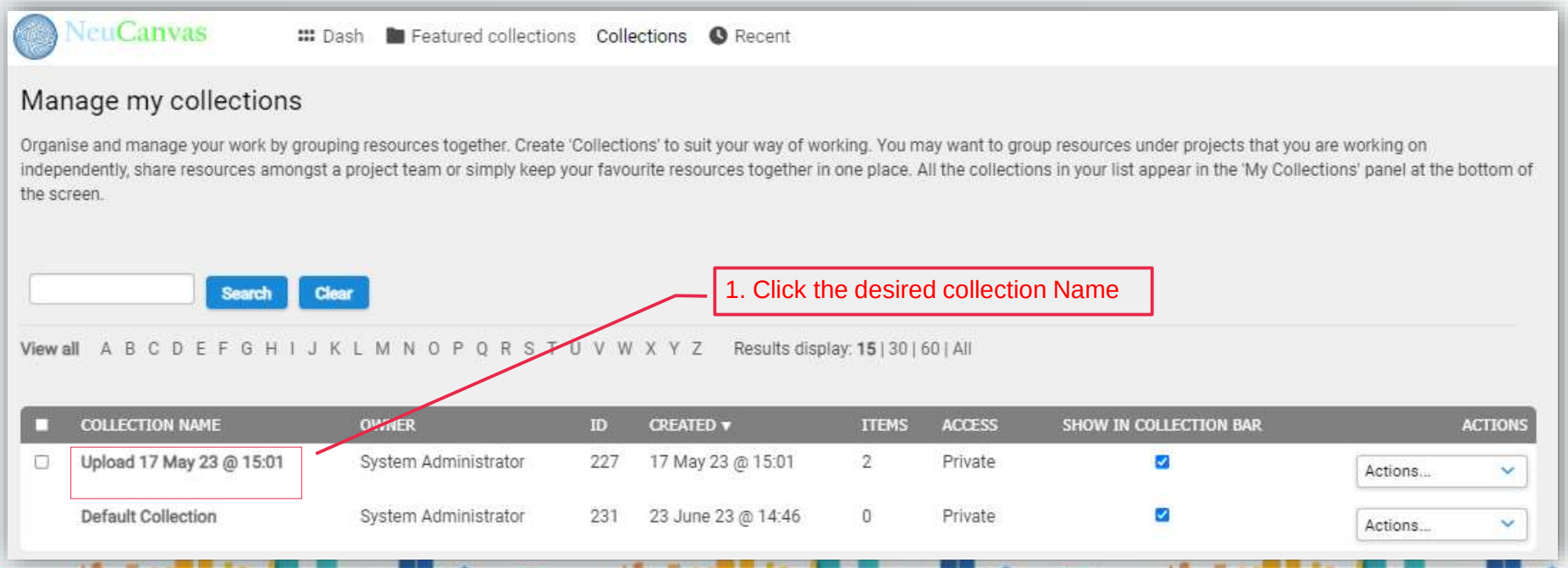
7. Click Save

There are four access modes that can be set on resources:

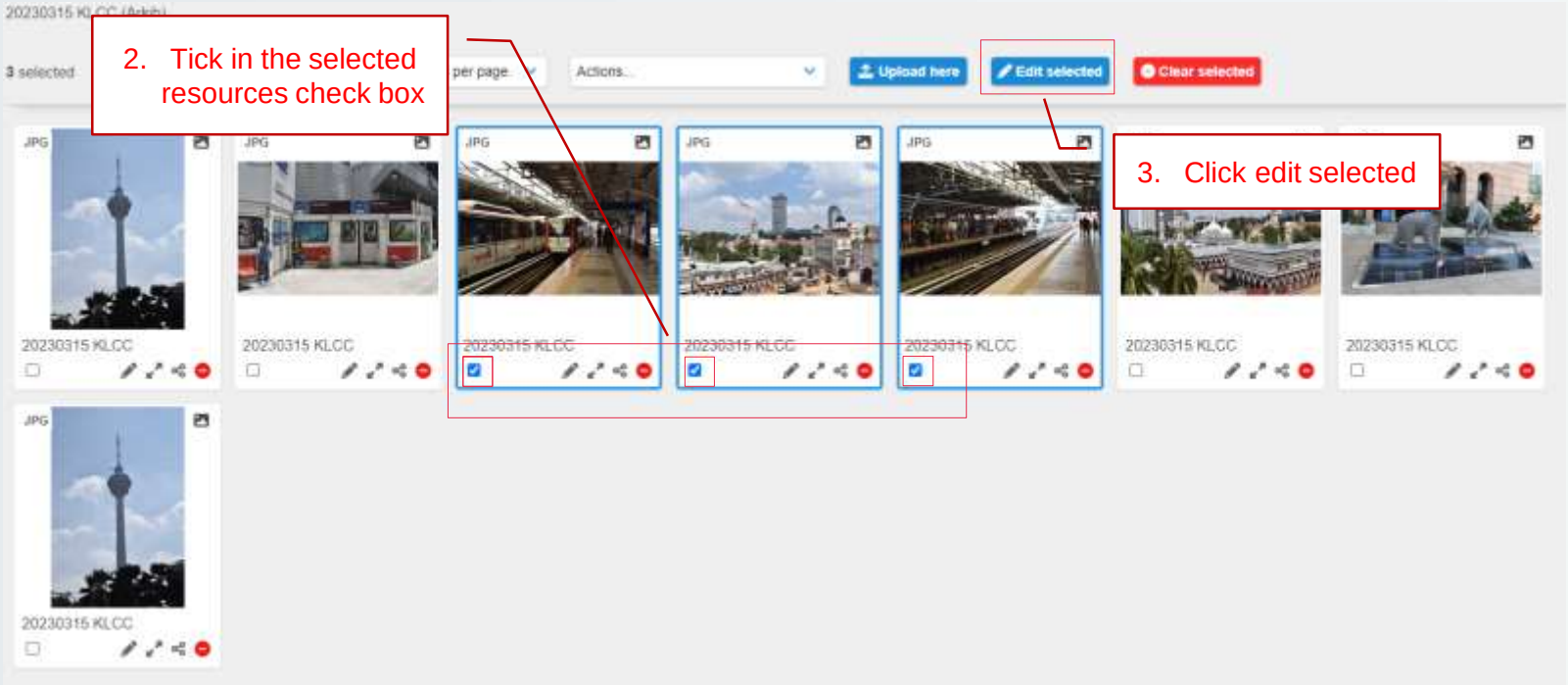
Access Mode	Explanation
Open	Everyone can see and download
Restricted	Everyone can see but download is restricted.
Confidential	Nobody can see except admin
Custom	Contributor can set an open and restricted statuses for specific user groups, so different groups have different levels of access to the resources. While gatekeeper or administrator can set either open, restricted or confidential statuses for specific user groups, so different groups have different levels of access to the resources.

Step 7: Change Access Permission (Custom) - If required

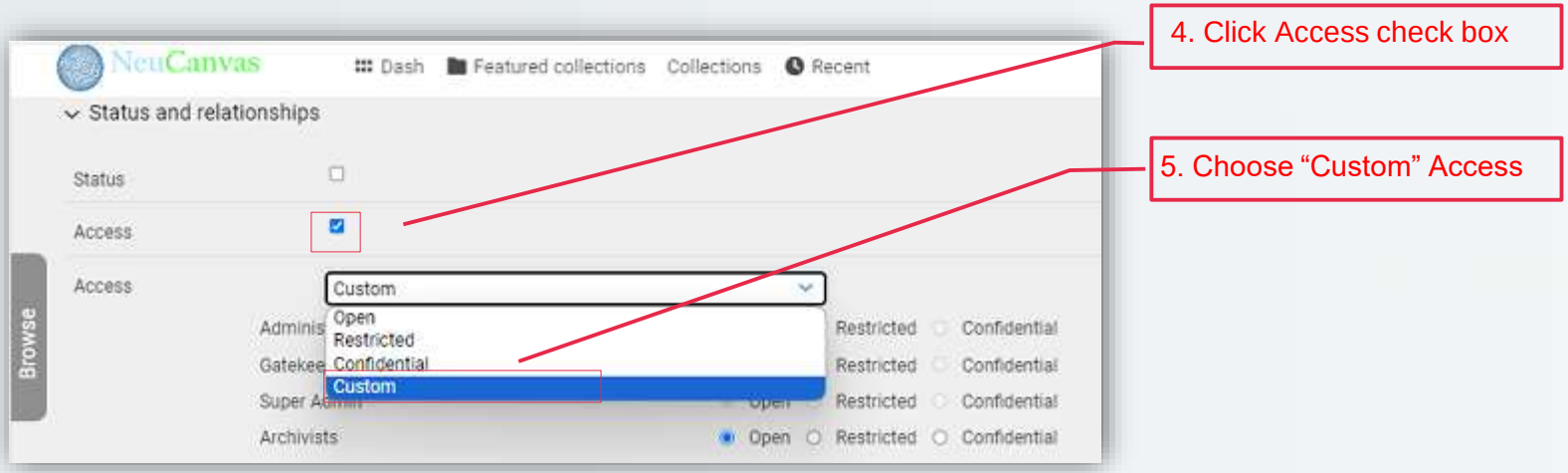
ii. Custom permission access for selected resources



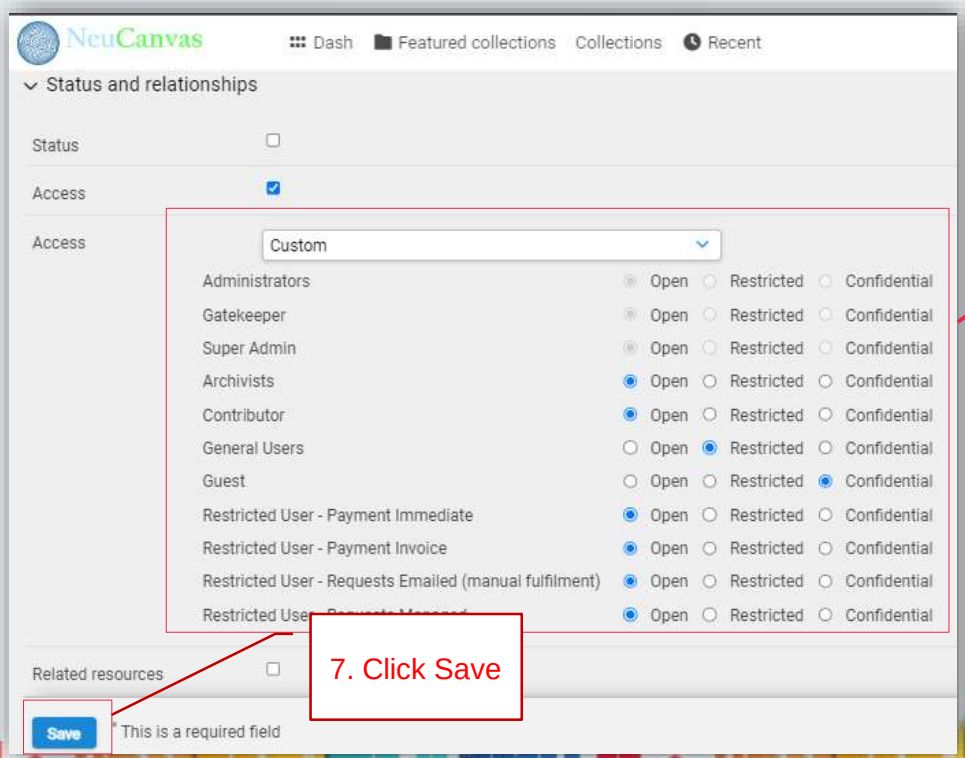
Step 7: Change Access Permission (Custom) - If required



Step 7: Change Access Permission (Custom) - (If required)



Step 7: Change Access Permission (Custom) - If required



6. Click on check box button to customize Access permission for each users

7. Click Save

There are four access modes that can be set on resources:

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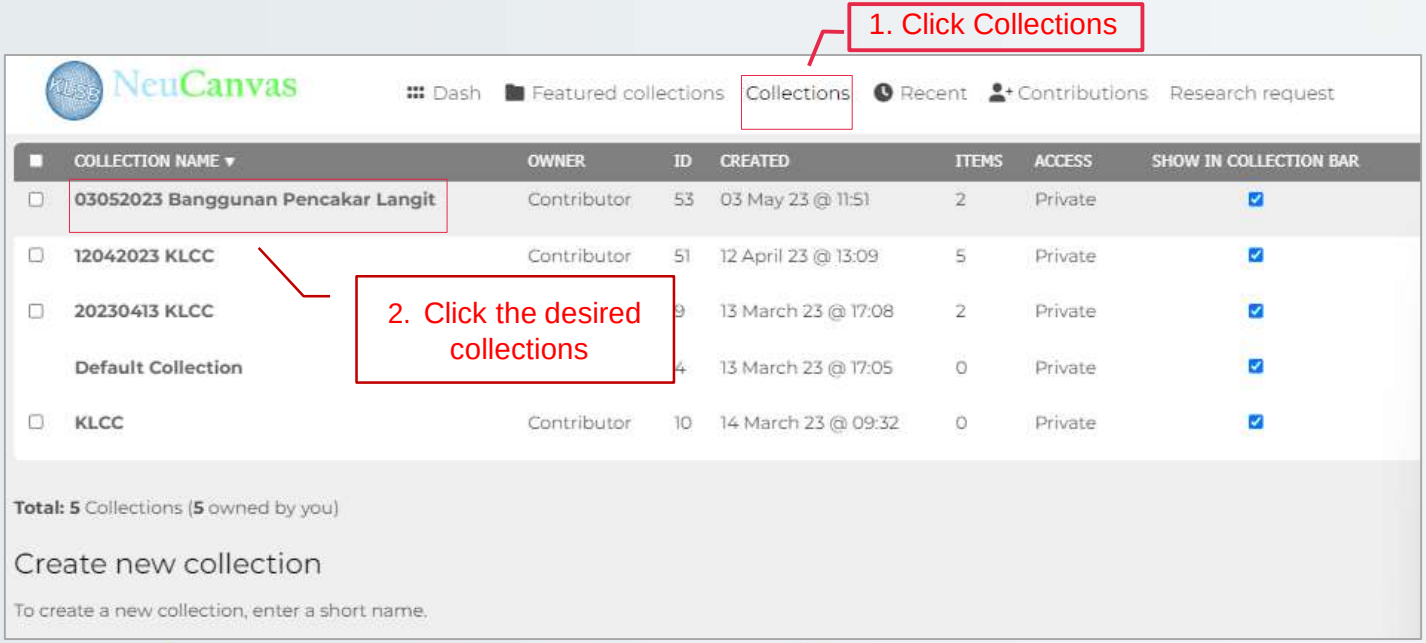
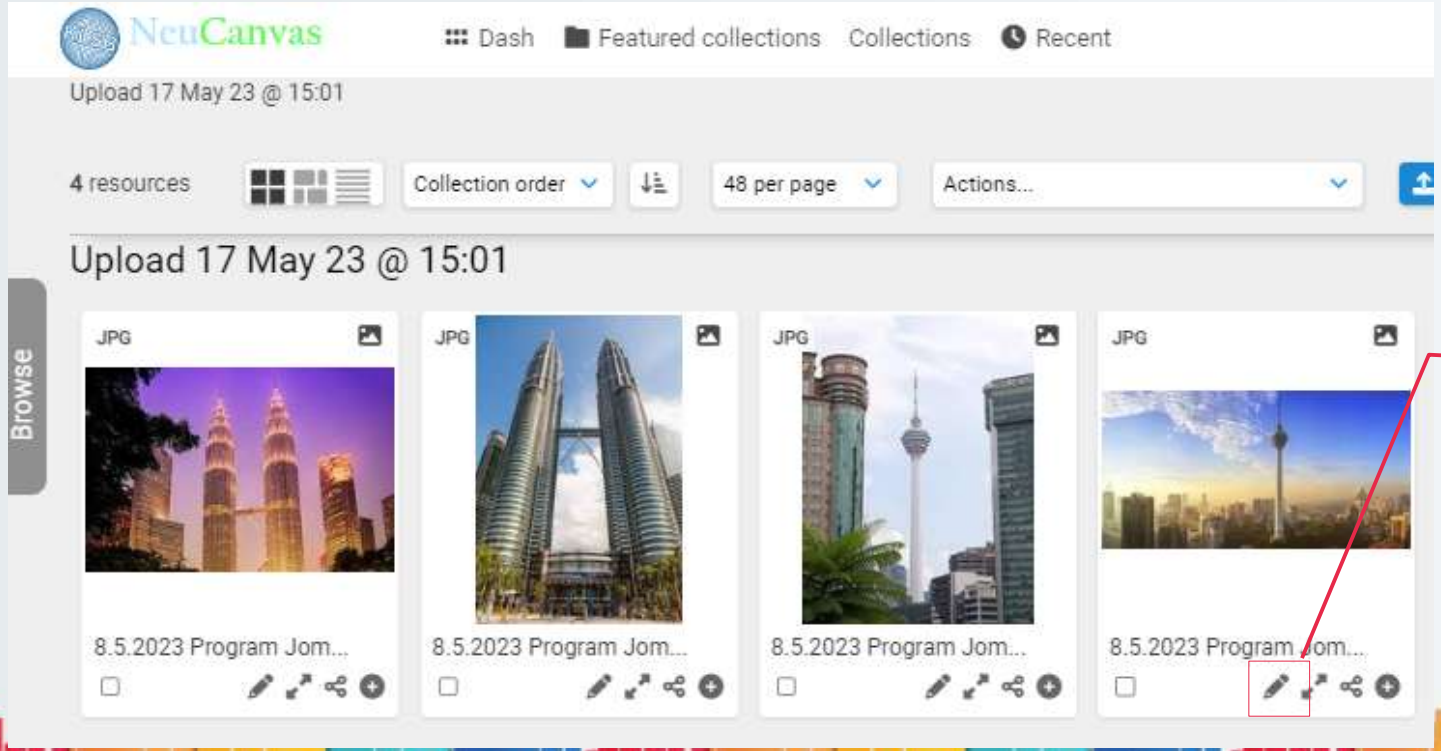
Step 7: Change Access Permission (Custom) - If required

iii. Custom permission access for individual resources

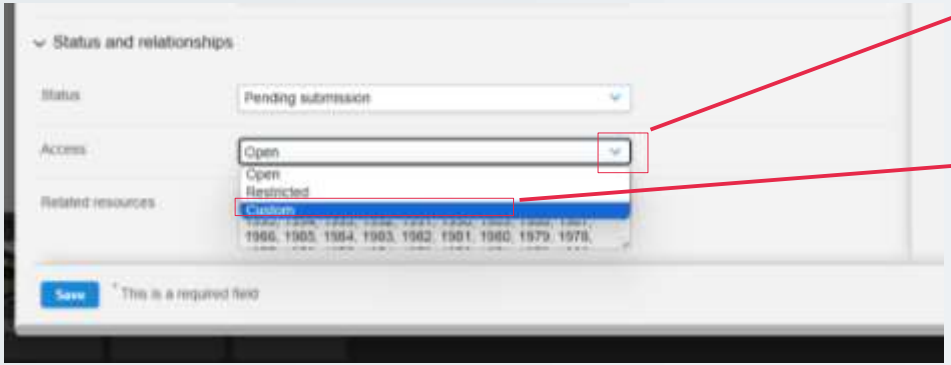


Step 7: Change Access Permission (Custom) - If required



3. Click the “Pencil” icon to custom the access permission

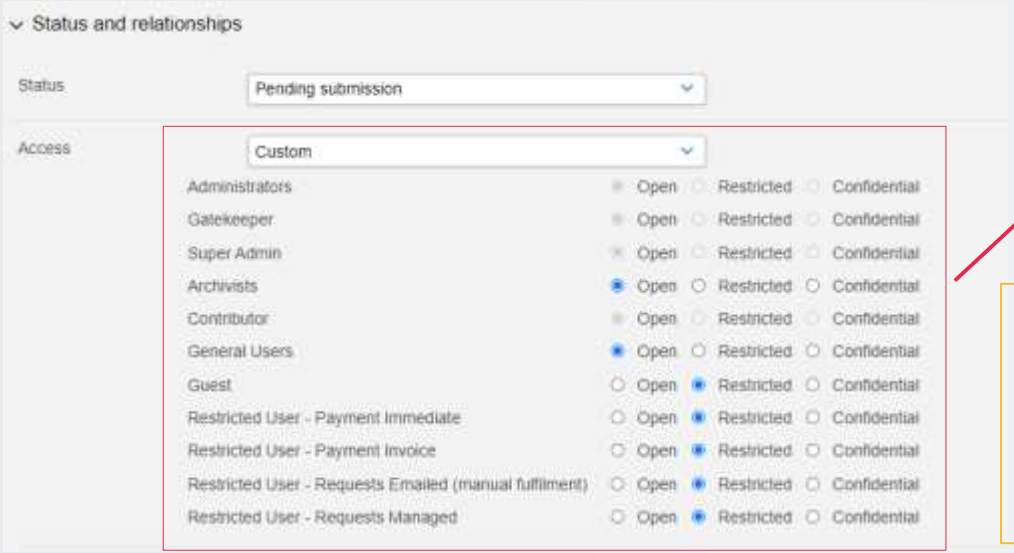
Step 7: Change Access Permission (Custom) - If required



4. Click arrow in access field

5. Choose “Custom” Access

Step 7: Change Access Permission (Custom) – If required



6. Click on check box button to customize Access permission for each users
7. Click Save

There are four access modes that can be set on resources:

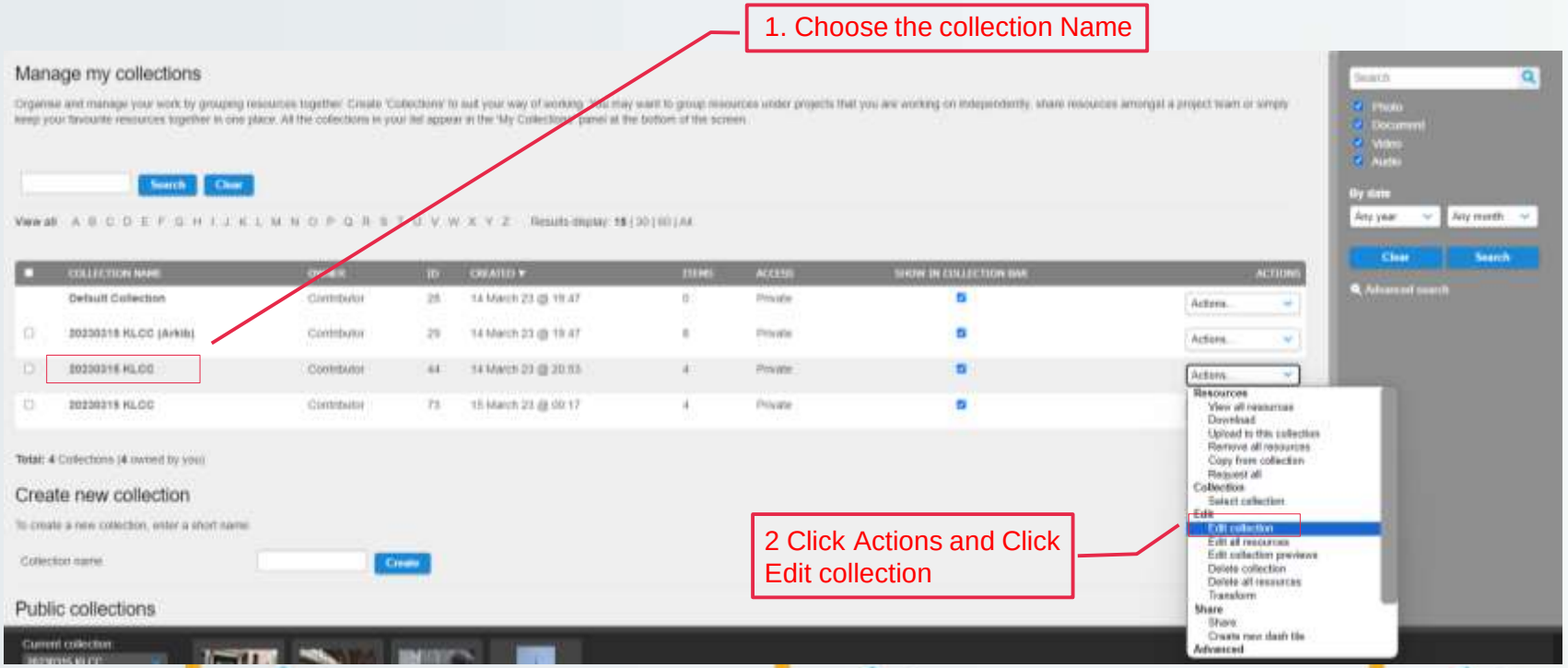
Access Mode	Explanation
Open	Everyone can see and download
Restricted	Everyone can see but download is restricted.
Confidential	Nobody can see except admin
Custom	Contributor can set an open and restricted statuses for specific user groups, so different groups have different levels of access to the resources. While gatekeeper or administrator can set either open, restricted or confidential statuses for specific user groups, so different groups have different levels of access to the resources.

Contributor Uploading Process

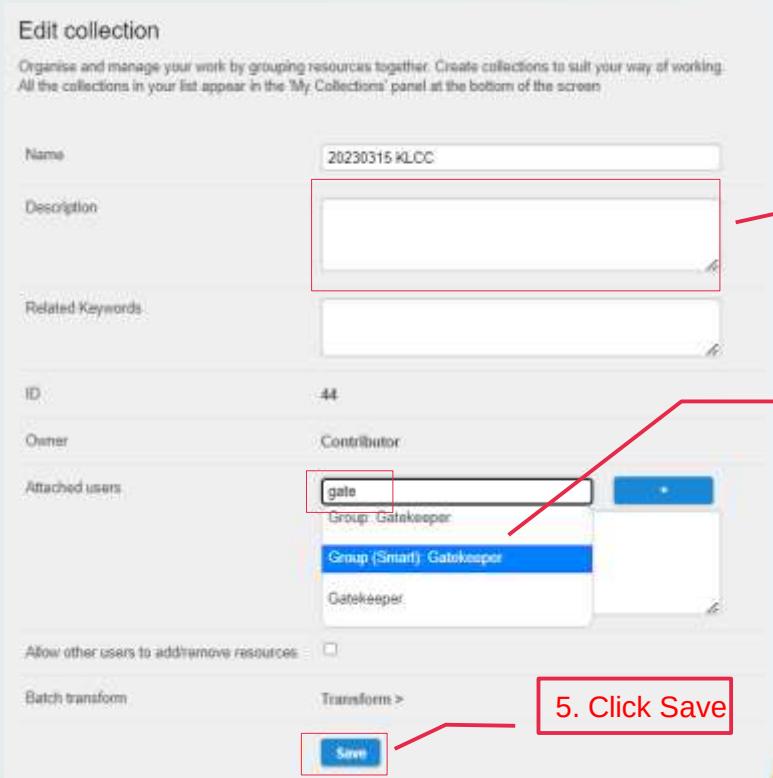
STEP 8 Share Collection with Gatekeeper

- Select ‘Edit Collection’ in collection action menu
- Key-in Group name or User name in Attached Users text box

Step 8: Share Collection with Gatekeeper



Step 8: Share Collection with Gatekeeper



Gatekeeper option depends on contributor group

3. Key in Description field to inform Gatekeeper the suggestion category for Featured Collection category

4. Type gate in attached user field to attached and share collection to the respective gatekeeper

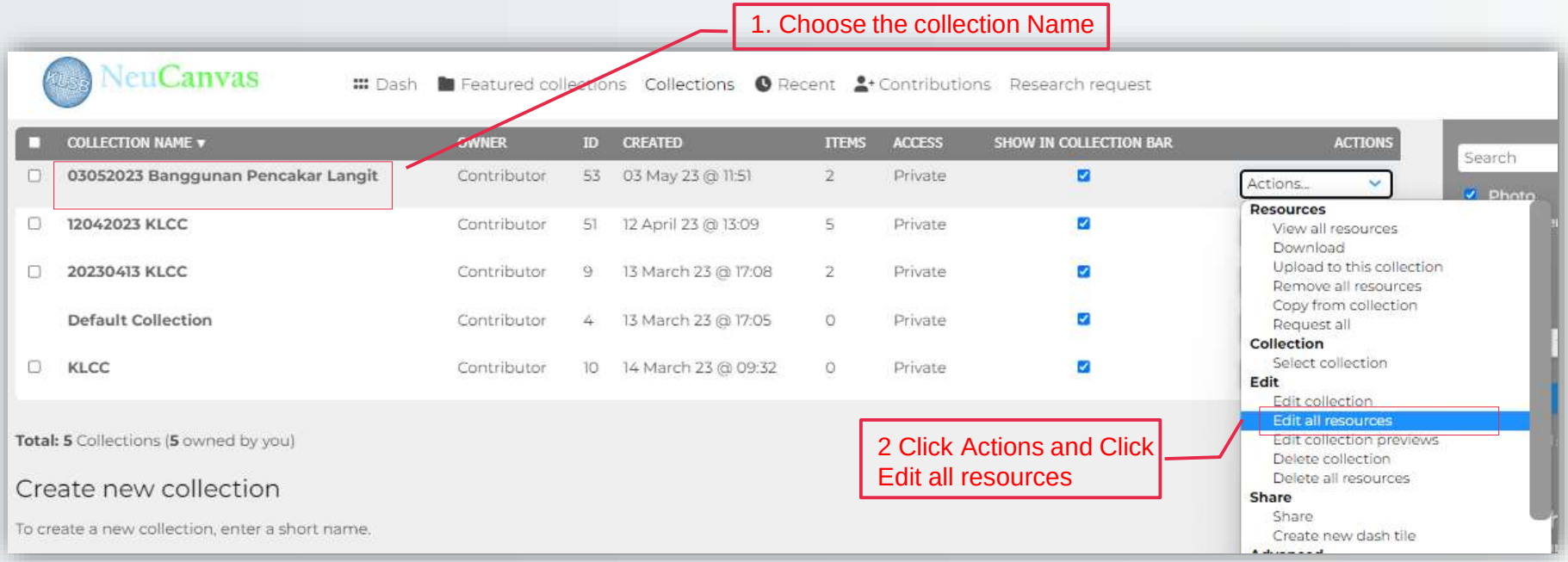
5. Click Save

Contributor Uploading Process

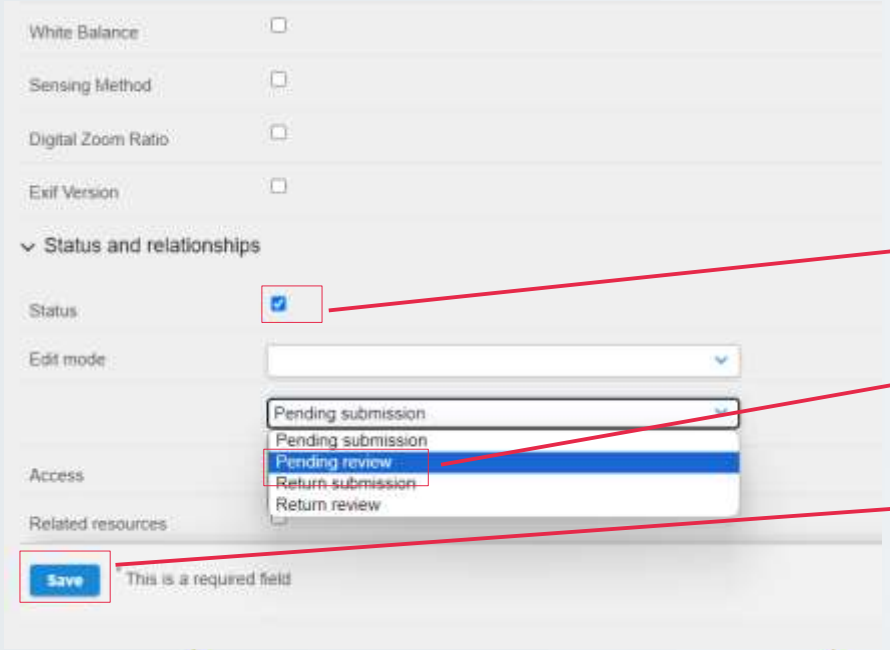
STEP 9 Change status from ‘Pending Submission’ to ‘Pending Review'

- Select ‘Edit all resources’ in collection action menu
- Change the status from **‘Pending Submission**’ to **‘Pending Review’**

Step 9: Change Status from Pending Submission to Pending Review



Step 9: Change Status from Pending Submission to Pending Review



3. Scroll down at Status and relationships properties and tick Status field

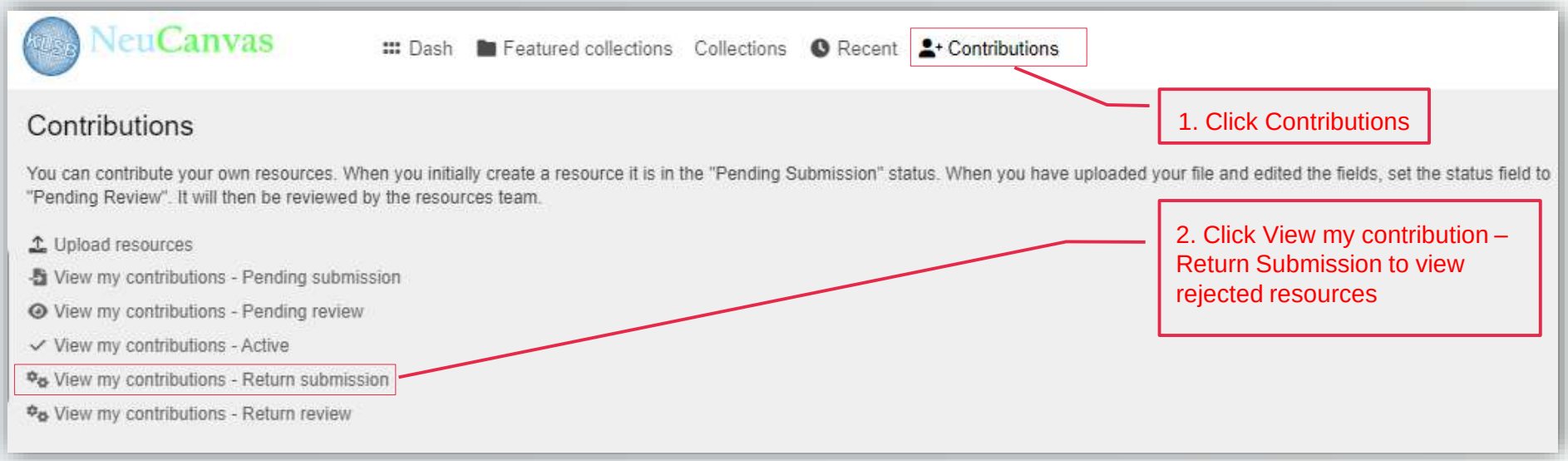
4. Select Pending Review status

5. Click Save

Contributor Rejected Process

Contributor Rejected Process

Please continue to this step if Gatekeeper rejected the collection



Contributor Rejected Process

Please continue to this step if Gatekeeper rejected the collection

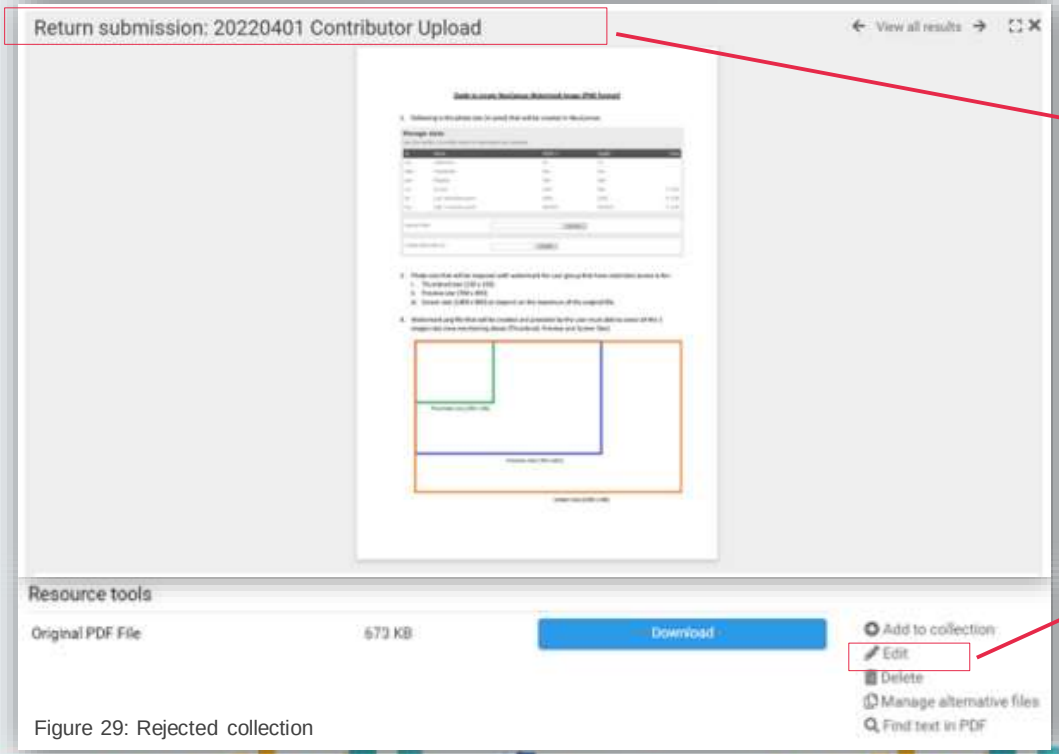


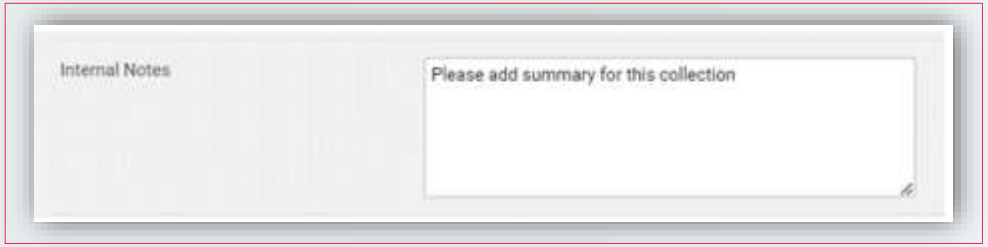
Figure 29: Rejected collection

3. Click one of the resources and check collection title, go to the Collection and open the desired collection

4. Click Edit

Contributor Rejected Process

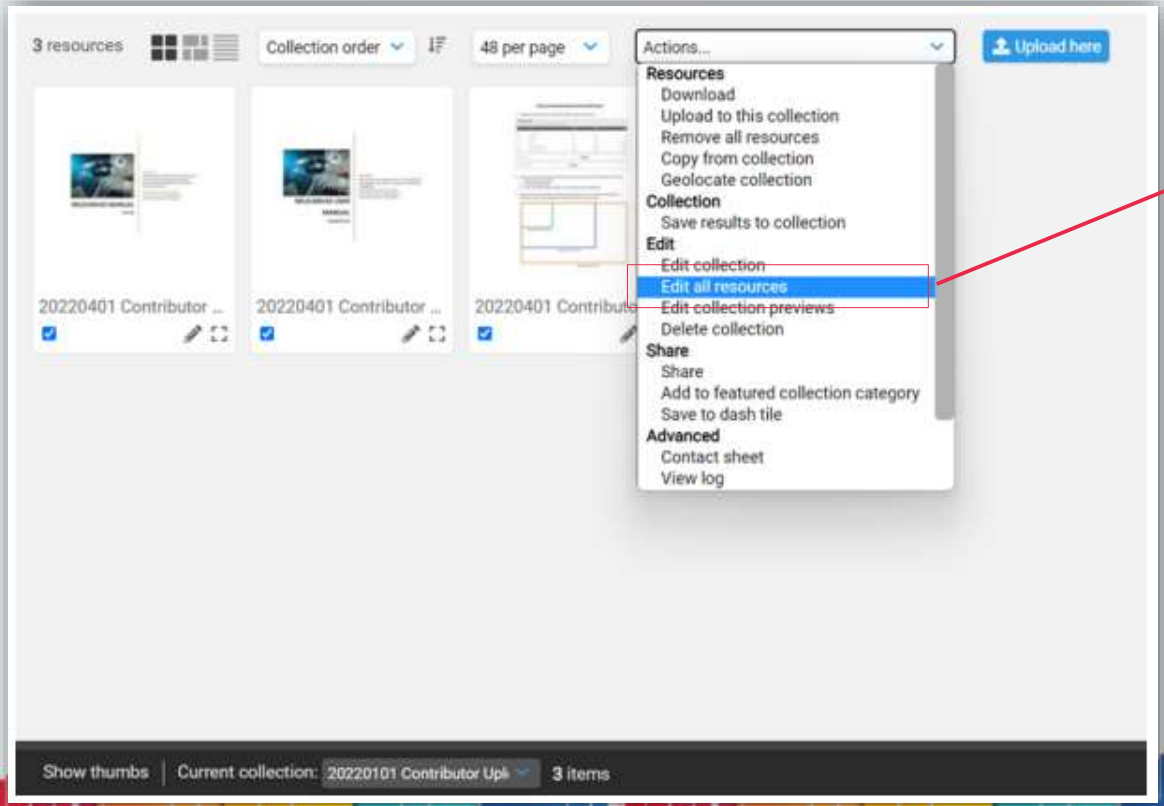
Please continue to this step if Gatekeeper rejected the collection



5. Check the Internal Notes field to know the rejected collection reason

Contributor Rejected Process

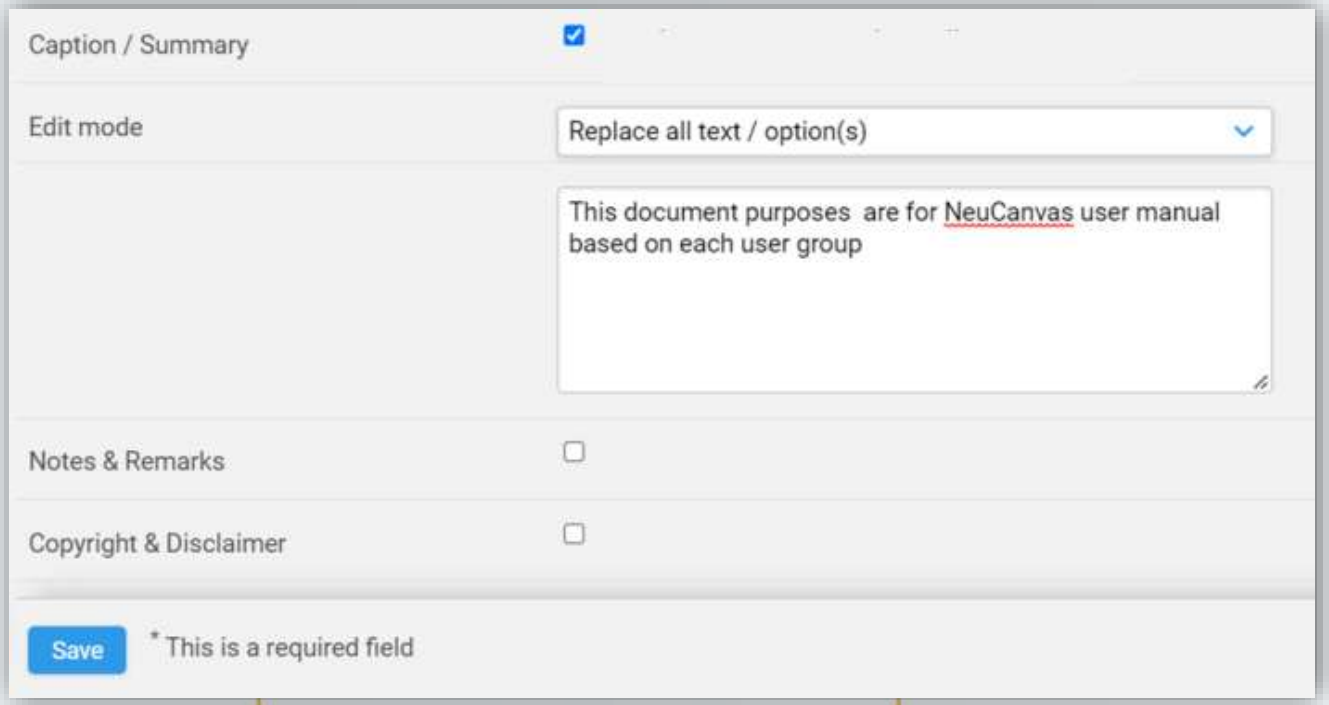
Please continue to this step if Gatekeeper rejected the collection



6. Click Edit all resources

Contributor Rejected Process

Please continue to this step if Gatekeeper rejected the collection

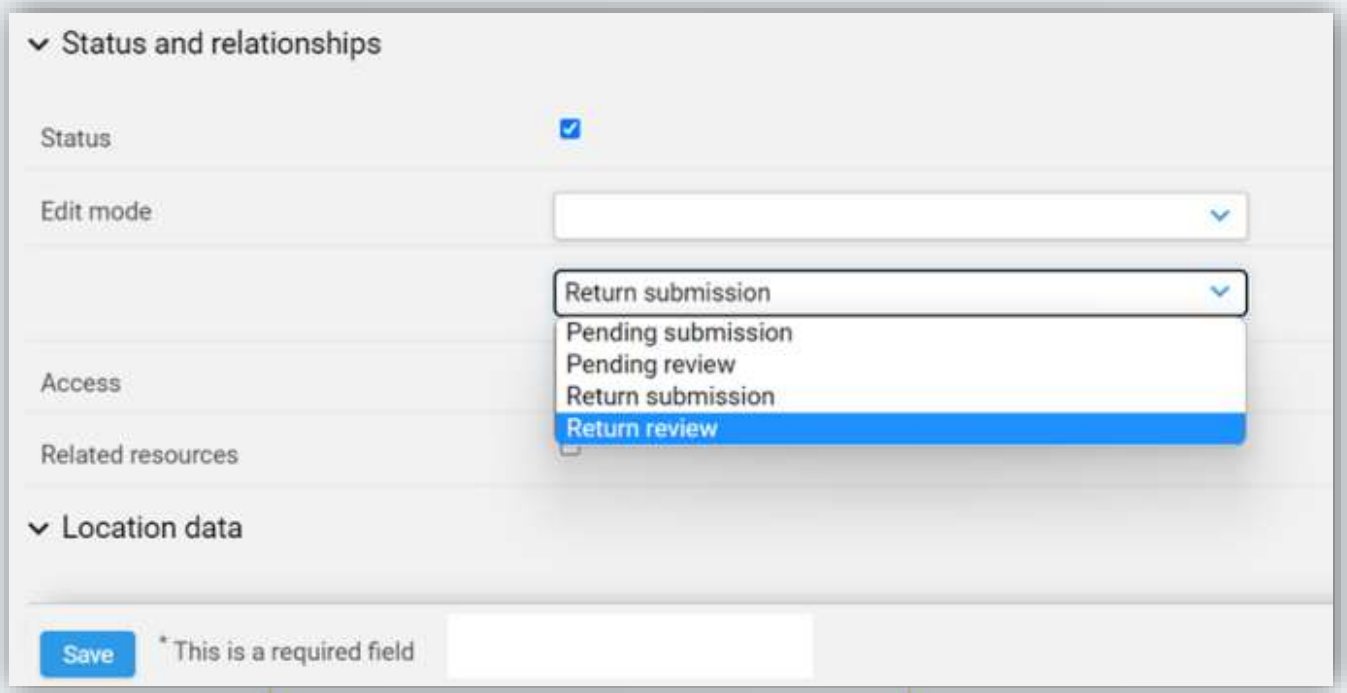


7. Tick on the desired field

8. Key in the required additional /updated metadata

Contributor Rejected Process

Please continue to this step if Gatekeeper rejected the collection



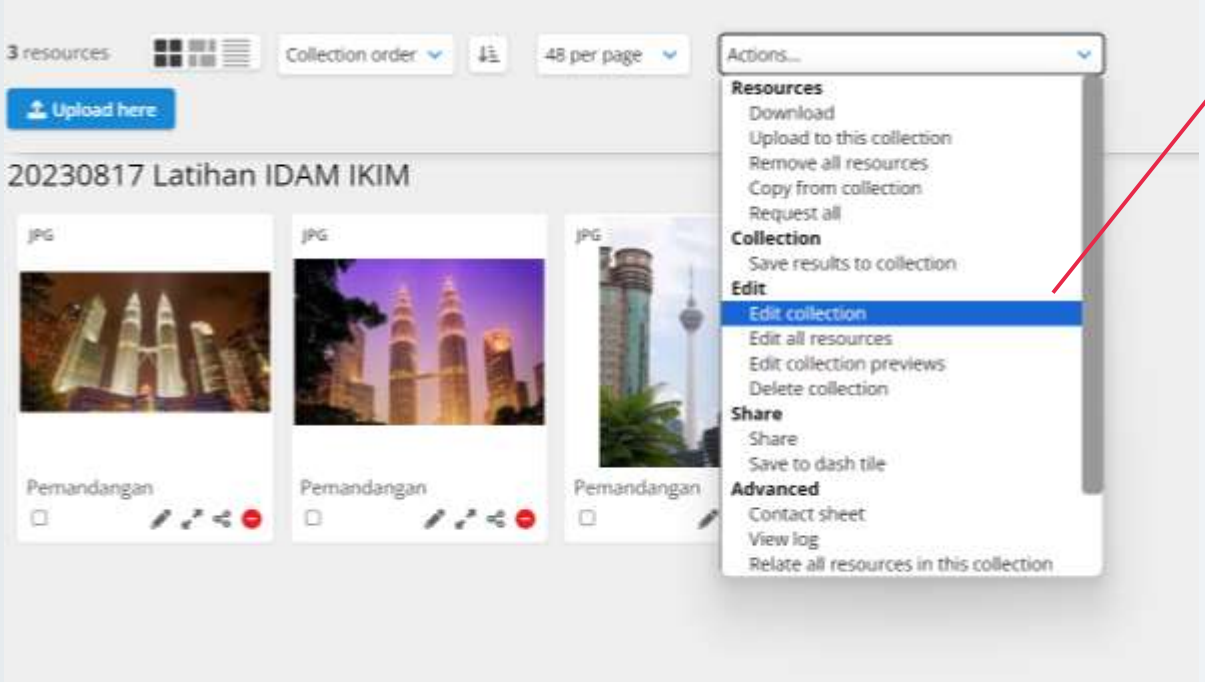
9. Scroll down at Status and relationships properties and tick Status field

10. Select Return Review status

11. Click Save button

Contributor Rejected Process

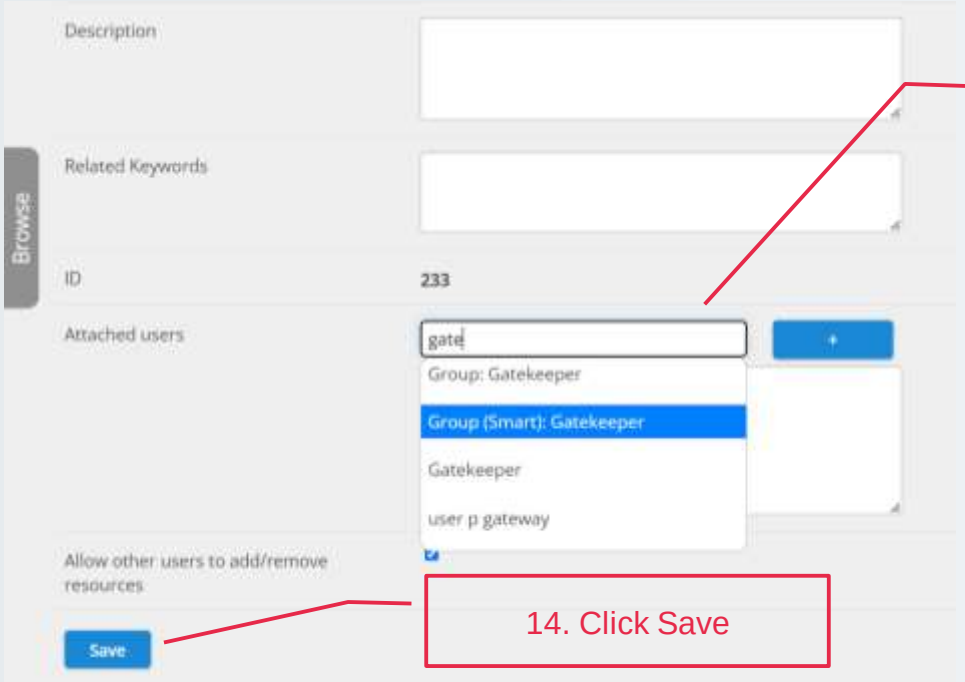
Please continue to this step if Gatekeeper rejected the collection



12. Click Edit Collection

Contributor Rejected Process

Please continue to this step if Gatekeeper rejected the collection



13. Type gate and choose Group (Smart) Gatekeeper for sharing with gatekeeper group or type name for sharing with individual gatekeeper

14. Click Save

Q&A

Thank You