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Getting Started with JDocDB

Hopefully, getting started with JDocDB will be easy for most users. The interface is very simple, and the principles of operation should be similar to what people are already pretty familiar with.

Locating Documents in the System

JDocDB provides several ways to find documents in the system. Just click on the "Documents" item in the JDocDB Main Menu. The menu expands, revealing the "Locate Documents" link. Clicking on the link produces a page listing the documents in the system sorted by author, broken down by year of submission. In addition, there is a search box as well as links that allow you to sort by different data.

Main Documents Page

The main Documents page is divided into two sections -- a section containing command links at the top, and the current search results consuming the remainder of the page below.

Command Links Section

The command links section has two tabs near the top -- "List" and "Filter". By default, the page is in list mode, listing bibliographic entries in the system. This list display shows the results from the most recent query... initially, this is for all entries.

List Tab

When the list tab is selected, a text input box is provided, allowing you to enter a string to search for by clicking on the adjoining "Document Search" button. Below the Document Seach button is a series of "Sort By" links allowing you to sort the results displayed below by various fields. To the right of the Sort By links are a set of links allowing you to export the bibliographic data (no documents, only the citation data) in various popular formats.

Filter Tab

When the filter tab is selected, you are given a list allowing you to show only records that match certain criteria. For example, having a particular author, or having a particular keyword or vocabulary (taxonomy) term. Using the radio button, you select the field you wish to filter on, then use the adjoining drop-down list to select the filter value and click on the "Filter" button. You will be returned to the List view, now showing only records that match the criteria you provided. Additional filters can be added by returning to the filter tab.

Search Results List

The search results list contains all the records that match the various criteria you've provided. Each line lists the author, year of publication, Title of the publication and any attached files. A number of items in eac record listed are clickable.

Title -- Clicking on the title will take you to the full data record for the particular document.

Abstract -- If the document entry has an abstract, a link is provided allowing you to view the record

containing the abstract or summary.

Bibliographic Export Links -- "RTF", "Tagged", "XML", and "BibTex" links allow you to export the citation data for the document in these popular formats.

Google Scholar -- the Google Scholar link will search Google Scholar for references to the same docuemnt and aithor.

Attached Files -- The files attached to the document entry will be listed as well. Clicking on any of the filenames provided will open the actual files for the document.

Searching

To search for author names, titles, keywords, etc., just type the string to search for into the input box and click on the Document Search button. The bottom of the page will change, listing bibliographic entries matching your request. Note that the Sort by links are visible, and you can choose to sort by Author, Keyword, Title, Type, or Year. At the top of the search results list is a link allowing you to Reset the search, removing all selection criteria you've applied.

Adding Documents

Documents are added by clicking on Documents -> Add Document on the JDocDB main menu. This brings up a page allowing you to create a new document entry.

Unused Paste and DOI Lookup Features

There are two collapsed sections near the top entitled "Paste" and "DOI Lookup". Paste allows you to paste in the bibliographic data associated with the entry in BibTex format. DOI lookup allows you to retrieve the relevant bibliographic data using a "Digital Object Identifier" (see: http://doi.info/overview/sys_overview_021601.html [1]) . Since JDocDB manages bibliographic data and documents locally, these features are not generally used.

Publication Type

A drop down is provided, allowing you to select the type for the publication that is being added. Tyhe types available are maintained by your JDocDB installation's Content Administrator(s), but usually include common types used in your group -- e.g. Tech Note, Conference Paper, Report, etc. Once you've selected the Publication Type, the remainder of the page will appear, providign a form to enter the appropriate data for the type you selected.

Document Data Entry Form

Teh bibliographic data for the document you are adding must be entered in the form provided. Mandatroy fields are marked with a red asterisk (*). Many options are also provided (in collapsed sections) to alter various aspects of how the record is displayed, etc. For the most part, these values should al default to reasonable choices and in most cases do not need to be changed.

Source URL: https://cnidlamp.jlab.org/RareEtaDecay/JDocDB/node/5

Links:
[1] http://doi.info/overview/sys_overview_021601.html