User Guide

Version 3

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Introduction

Webgenic eLibraryPlus Server is a Document Management System (DMS) with comprehensive eLibrary functionalities built on top of the DMS. It helps users to store, catalog, categorize, search, distribute, display, and protect their scanned as well as existing digital documents, books or any other publications.

Organizations which need to preserve and make their publications / documents available to users in open as well as controlled way, such as libraries, educational and research institutes, banks, hospitals and government departments can effectively use *Webgenic eLibraryPlus Server* to meet their objectives.

Feature Summary

- Provides comprehensive functionality for running documents management, e-library setup and more
- Manage & host all of your existing digital and scanned publications
- Create new digital publications such as documents, books, magazines, newsletters and more
- Webgenic eLibraryPlus Server Supports for multiple input document types such as MS Word, Text, PDF, OpenOffice and more
- Make publications available to worldwide users over the internet or for internal office use over the intranet
- Ideal for running a paperless office

Document purpose and scope

This user guide aims to provide a detailed description of all the features of the on-line e-library application and the steps involved in building a book on-line. It includes topics such as book building, author's team, book subscriptions, reader communities, blogs and forums, and so on. It also indicates the warnings and error messages that you may encounter during the book building process.

Document History

Version	Version Date
2.1	16/09/2021

Intended Audience

- Users using the application after scanning books and uploading into e-Library.

- Organizations which need to make their publications / documents available to users in open as well as controlled way, such as libraries, educational and research institutes, banks, hospitals and government departments.
- Authors using the application for book building from scratch.
- Publishers involved with creating e-books.
- Administrators of the application.

Icons used

Icon	Meaning
	Indicates additional information that cannot be a part of the content's flow.
	Indicates a condition that might cause problems in future and requires a decision.
	Indicate that an error or problem has occurred and requires human intervention.

About the Company

Webgenic Technology Solutions provides **A Complete Digitizing & Publishing Solution for organizations** which comprises of following products:

- ScanCraft Dual Configuration Book Scanner
- Webgenic eLibraryPlus Server (A Document Management System)

ScanCraft scanner lets you digitize books and other content in a non-destructive manner. The content, once digitized, can be added to the E-library and served to users. Please visit www.scancraft.in for details.

1. Webgenic eLibraryPlus Server

What is Webgenic eLibraryPlus Server?

When you scan a large number of print publications into digital versions (images and PDF files), you need the ability to manage these digital publications. *Webgenic eLibraryPlus Server,* which is *a Document Management Software*, addresses the need to manage these publications.

Webgnic eLibraryPlus Server software fulfills all document management needs of digital publications including the ability to store, catalog, categorize, search, distribute, display, and protect your digital publications.

Comprehensive e-Library Capabilities

Flexible reading options:

- Readers can read ebook online in web browser without downloading.
- Optionally, download ebook as PDF
- Create chapters/sections to display and download subset of the ebook

Auto cataloging:

- Newly created ebooks added to e-catalog automatically

Meta-data support:

- Configurable meta-data fields
- Define search keywords for each ebook
- Add each ebook to multiple categories

Browsing and Searching:

- Browse ebooks by category
- Basic search: Search in ebook content or in meta-data
- Advanced search: Define search criteria based on multiple meta-data fields

Advanced Publishing Capabilities

Powerful multi-author, team driven collaboration features:

- Members of authoring team can collaborate online to create ebook
- Each member can work independently and add/remove input content
- Each team equipped with dedicated discussion forum & blog to discuss and share. No need to use email.

EBook subscription & access control:

- Control who can read ebook at individual ebook level

- Manage subscriptions for individual ebook or group of ebooks
- Accept subscription requests from users

Social Features:

- Separate community of readers for each ebook
- Each reader community equipped with dedicated discussion forum & blog to discuss and share with the community

Manage ebook life-cycle:

- Define publish date, expiry date
- EBooks can exist forever or auto-expire

Other

- Document version control for data safety and recovery
- Supports for multiple input document types such as MS Word, Text, PDF, OpenOffice & more
- Create ebooks in multiple languages
- Preview ebooks as they are built

These features are covered in detail in the user guide chapters for better understanding.

What is E-library?

E-library is Software offered that stores either scanned or self-published books and provides cataloging service, search capability and access control for readers - similar to a physical library. In addition, it also provides a facility for discussion about books – similar to a book discussion group

- Existing documents or books that are scanned using ScanCraft hardware system are loaded into the E-library.
- E-library provides readers access to books in the E-Library. It is just like a physical library where books are actually stored.
- Depending on the access parameters set up for the book, readers can read any book available in the E-library.
- They can also have an enriching experience by reading the blogs and participating in the forums and discuss the book.

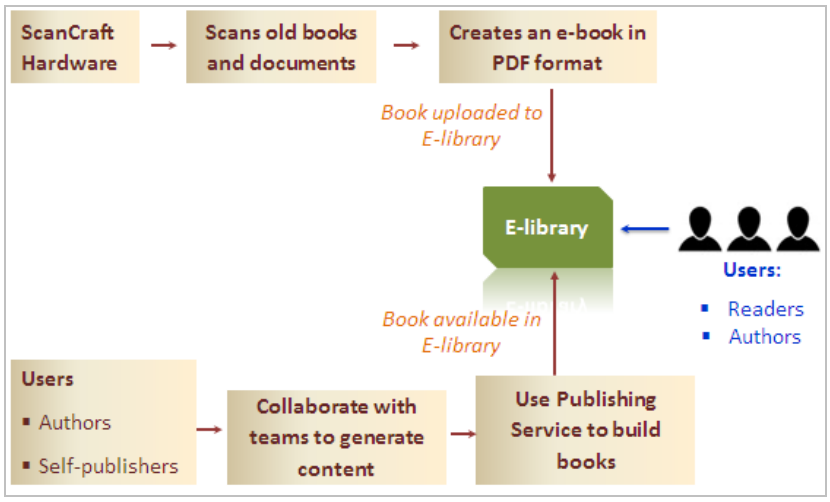


Figure 1: E-library process flow

What are the functions of E-library?

E-library provides the following 2 types of functions:

- Reader functions
- Author functions

These functions are classified based on the types of users accessing E-library.

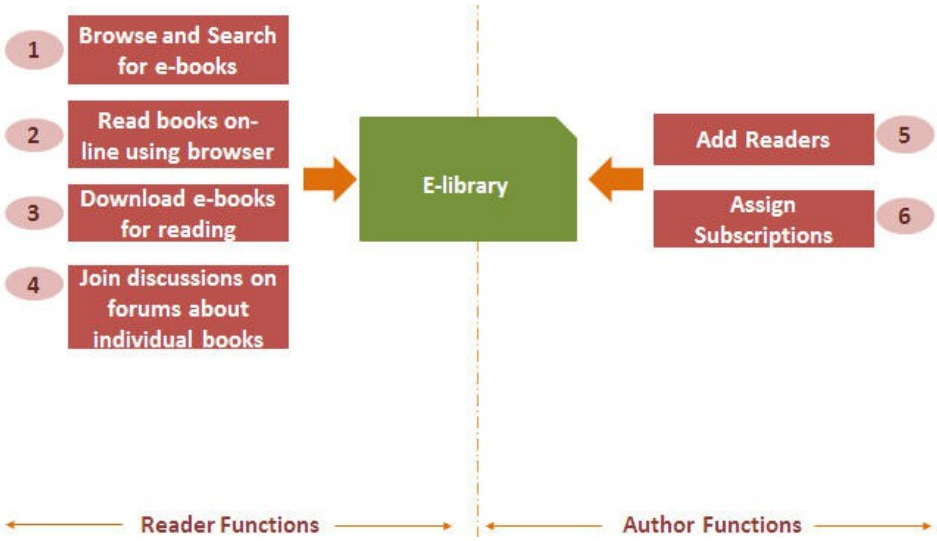


Figure 2: E-library functions

These users who access the E-library can be classified into the following two types, depending on their functions in the application:

- Readers who access E-library for reading e-books, just like in a physical library.
- Authors who are involved with the book building process.

What is Publishing Service?

Publishing Service is Software offered as a Service (SaaS) for publishing e-books from the original content. Using this service, users can create books on-line collaborating with the author as a team.

What are the functions of Publishing Service?

Figure 3: Publishing Service functions

- Individual pieces of content such as chapters are compiled by the Publishing Service into a book form.
- Content can be in various formats such as Microsoft Word, PDF or Open Doc.
- The users of the service build the scanned documents into an e-book, thus making it available on-line to readers.
- Authors collaborate with people from diverse areas in a team environment to build a book. The team can be made of authors (in case of conference proceedings), graphic designers, editors, illustrators calligraphers, etc., who collaborate to create the different modules of the book such as chapters, cover page, book title and so on.
- Authors build a book using Publishing Service and the book is made available in the E-library.
- We will learn about these two components and their functionalities in more detail in this user guide.

2. Application Login

At the end of this lesson, you will be able to:

- Login to the application.
- Retrieve forgotten passwords, user-names or e-mail ids.
- Sign-out of the application.

How do I access the application?

The screen-shots and steps provided here are based on the test application setup. These will certainly change during the application setup at your location. Please contact the concerned team of Webgenic to get the appropriate details.

Webgenic eLibraryPlus Server is a web-based Software offered as a Service that can be opened using any valid web browser such as Internet Explorer (IE), Mozilla, Google Chrome, and so on. To access the application:

- Open the web browser
- Enter the link or URL that is provided by Webgenic in the address bar as indicated in Figure (5).
- Press Enter.
- This opens your home page.

How do I login as an existing user?

1) For existing users, the application login is provided through the Login link available on the top-right corner of the Webgenic Welcome or Catalog Page as is indicated by an arrow in Figure (6).

Figure 4: Application Login

2) Once you click on Login, the **Sign In** screen opens.

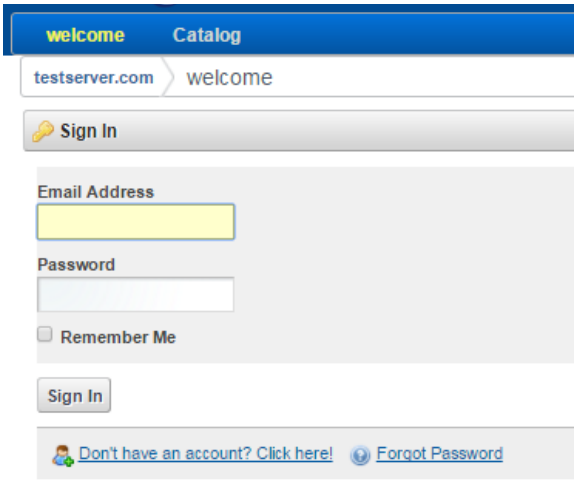
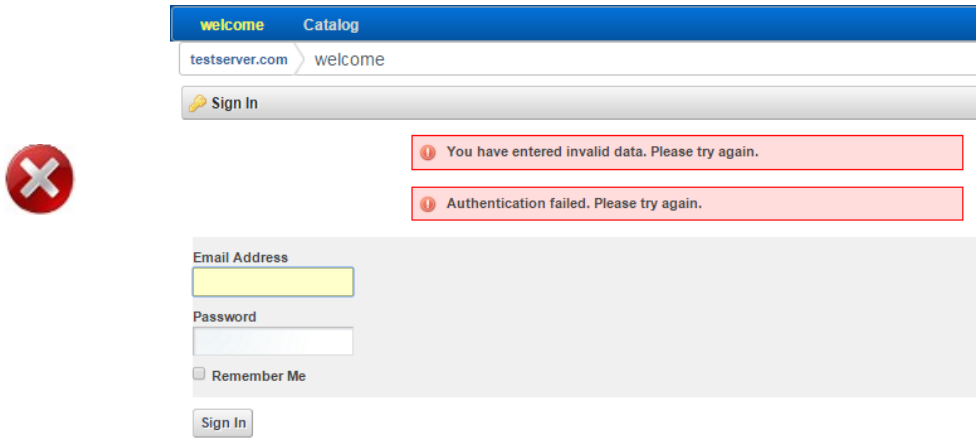


Figure 5: Sign In Screen

3) On the screen displayed in Figure (8), enter the User ID and Password provided to you in the entry fields and click on **Sign In**.

4) If you enter incorrect credentials, the following error is displayed:



5) Enter the proper credentials and click on the **Sign In** button.

How do I retrieve forgotten passwords, user-names and e-mail ids?

The screen-shots and steps provided here are based on the test application setup. These will certainly change during the application setup at your location.

1) Click on Sign-up to open the page having different options as shown in Figure (9).

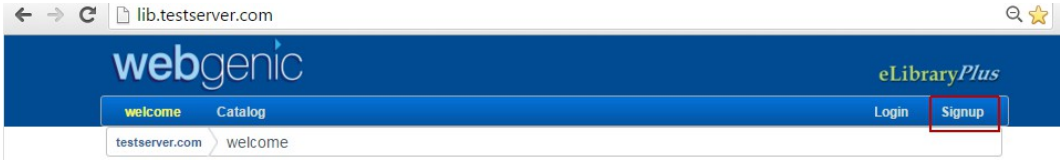


Figure 6: Sign-up link

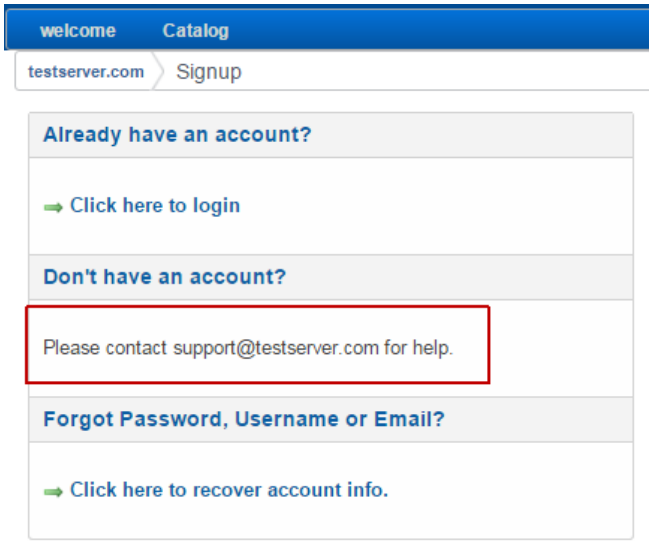
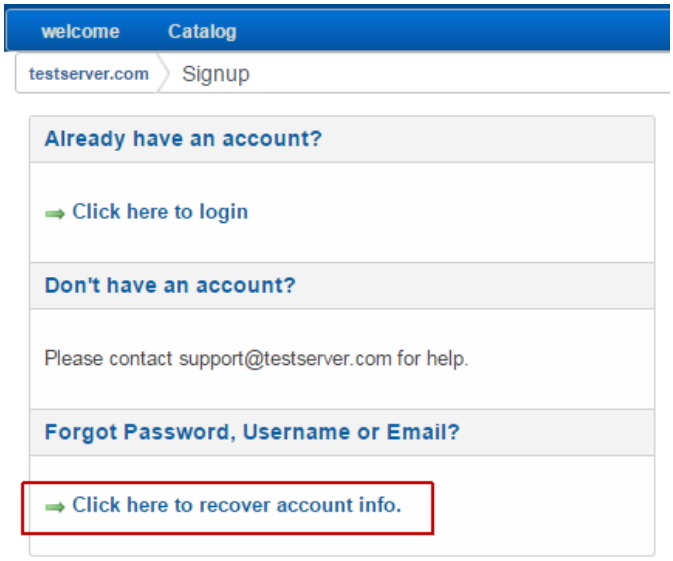


Figure 7: Page with account option

2) If you have forgotten your username or password, use following option:



3) This opens the **Account Recovery** page.

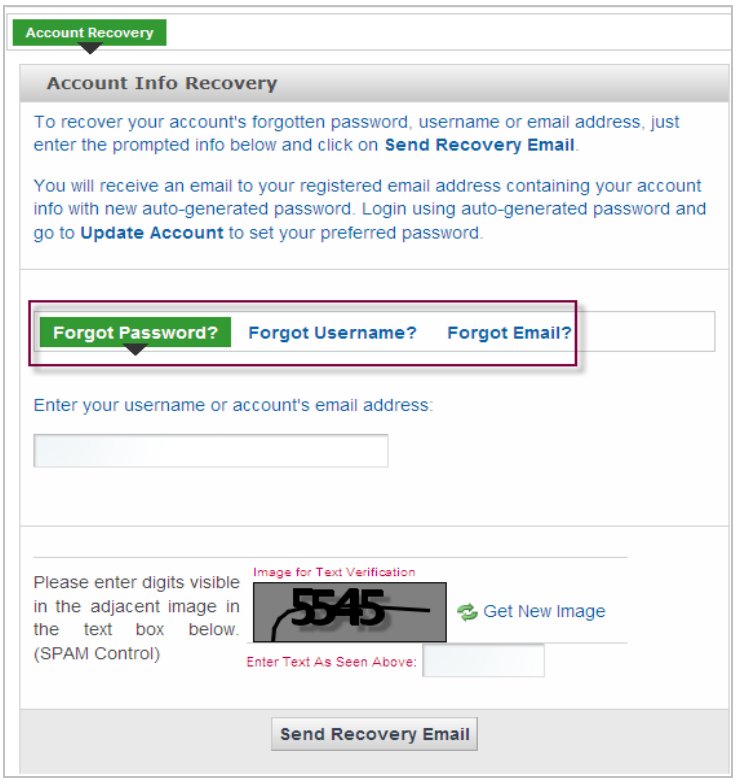


Figure 8: Account Recovery – Forgot Password

4) Here, three options are provided for recovery, as highlighted in Figure (11).
5) If you forget your password, click on the **Forgot Password?** option.

6) Similarly, if you forget the Username, click on **Forgot Username?** option.

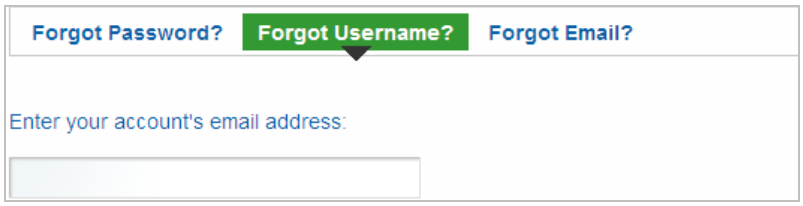


Figure 9: Account Recovery – Forgot Username

7) In case you forget your e-mail address that was entered during user creation, the screen prompts to enter the username.

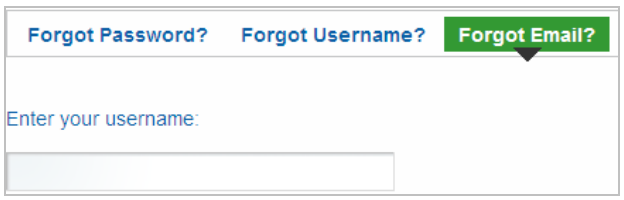


Figure 10: Account Recovery – Forgot Email

8) Each time you enter the details mentioned on the screen and click on **Send Recovery Email** button, an e-mail with the requisite details will be sent to your e-mail address mentioned that was entered while creating your id as a new user in the application.

9) The screen prompts with appropriate messages at the top to perform necessary actions.

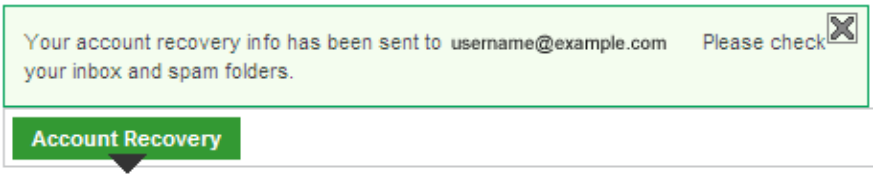


Figure 11: Account Recovery – Email intimation

How do I signout or exit from the application?

1) Click on the Go to link as shown in Figure (15).

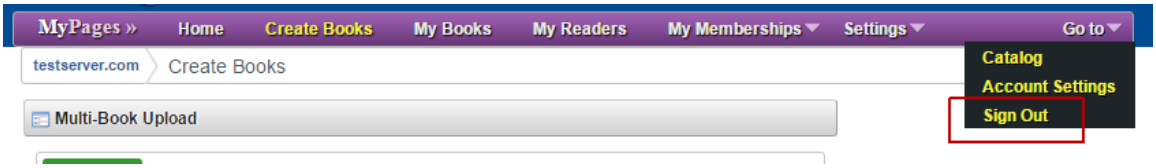
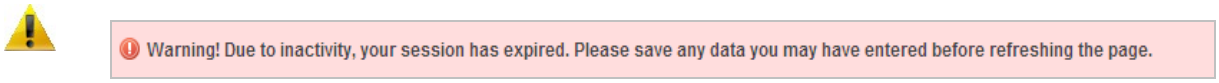


Figure 12: Application Sign-out

2) Click on the Sign out option.
3) This exits you from the application and returns you to the Welcome page of the application.

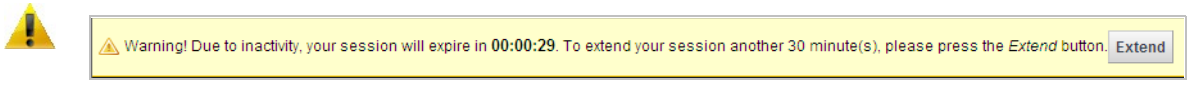
What happens if I do not use the application for some time even when I am logged into the application?

The application has pre-defined time duration for which the remains logged on. If it experiences inactivity by the logged in user for that specific time duration, it flashes a warning message to save the data entered and refresh the page to re-login into the application.



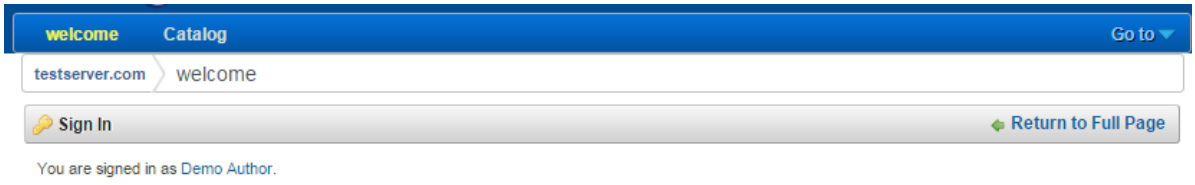
When this warning is encountered, either close the existing window and re-open the Webgenic website or press F5 key on your keyboard to refresh the page for logging again.

The application also provides you with a warning where it prompts you to **Extend** your session.



Can I login into the application as another user when I am already logged in?

No! The application allows only one login at a time from a computer. If you are already logged into the application and try to login as another user (using direct login link), the system gives shows the following message:



3. Application Navigation

At the end of this lesson, you will be able to:

- Identify the different working areas of the application.
- Access the different working areas of the application.
- Use the three navigation options.

Which are the various navigation options in the application?

The application provides you with the following three options for navigating easily between the different working areas:

- The Go to menu.
- Navigation provided for options within that screen or content area.
- The back and forward options of your browser.

Please refer Figure (16) for viewing all these navigation options.

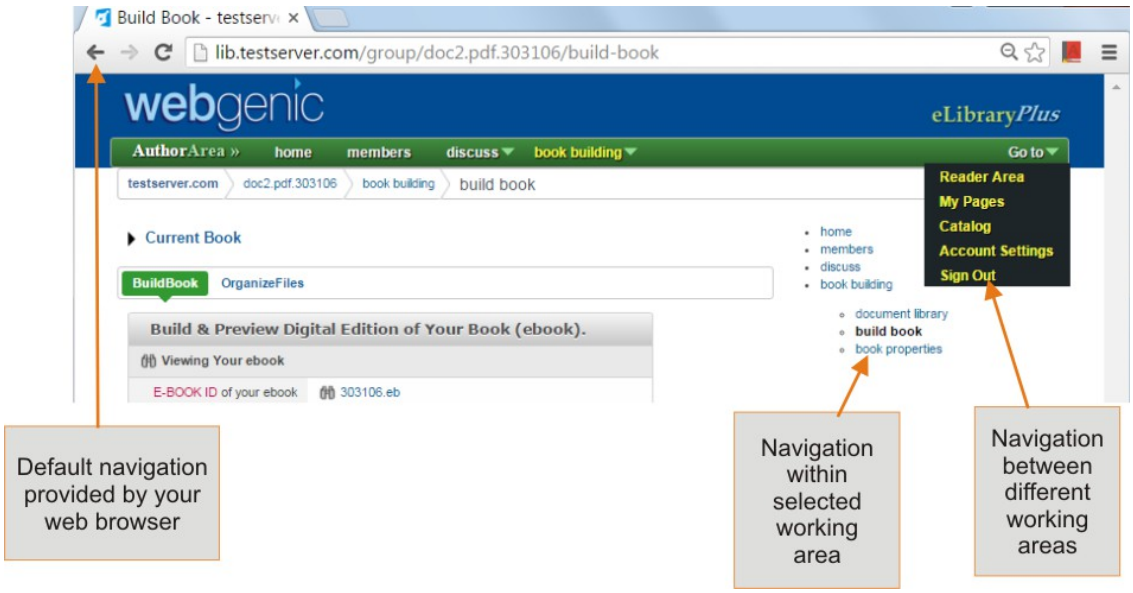


Figure 13: Navigation options

What are my different working areas in the application?

The working areas in the application are divided into following sections:

- Catalog Page (along with eLibrary's Home Page)
- My Pages
- Author Area

- Reader Area
- Settings

The **Goto** menu provided on the top-right corner of all the working areas allows easy movement between them. Depending on the current content area, the Goto menu displays the different content area options. You can access each of the content areas to understand the feature.

How do I identify my current content area?

For identification, the sections have been associated with colors along with navigation bar of these working areas, which can be seen at the top of the screen. The color code is shown as below:

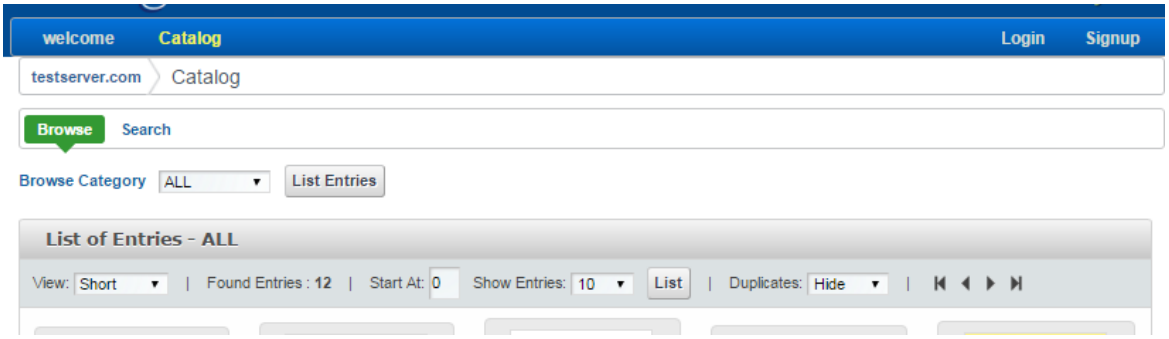
Catalog Page	Blue	
My Pages	Magenta	
Author Area	Green	
Reader Area	Blue	

What are the functions of these different areas?

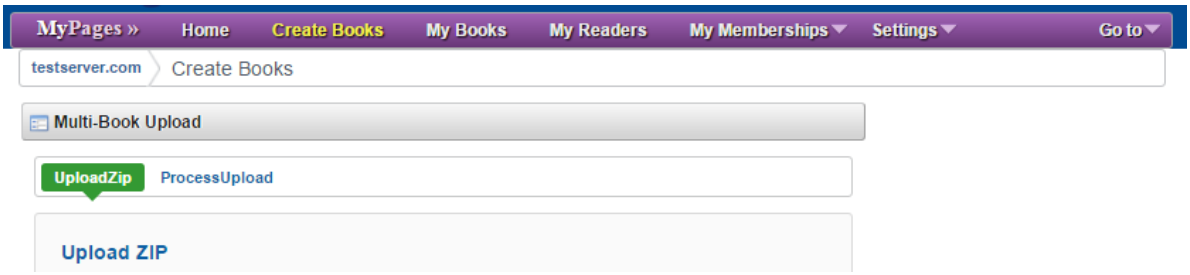
Each area defined in the application performs a unique function.

1) **Catalog Page (along with eLibrary's Home/Welcome Page)** – Home/Welcome Page is the first page which the user accesses after entering the URL in the browser. Its main function is to login to the application using the login link provided on its top-right corner.

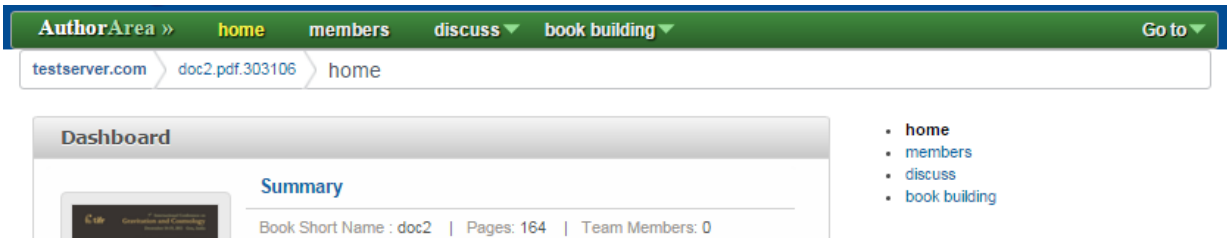
   Using the Catalog Page, user can browse & search already uploaded e-books for reading, downloading and so on.



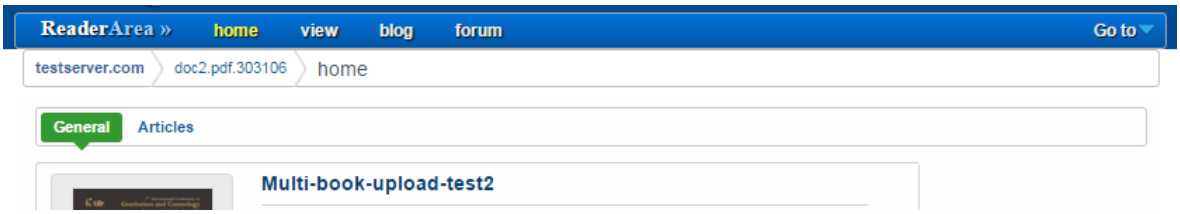
2) **My Pages** – This is the first page available to the user after successfully logging into the application. Using this page, users can create books, build teams, add members and perform a lot more functions through this page.



3) **Author Area** – Each book has its own dedicated authoring area.. Users can create books using the different functions provided in this working area. Ideally, this option should be available with experienced users as the book creating process involves a lot of intricacies.



4) **Reader Area** – Each book has its own dedicated reading area.. Users can read an existing e-book or self-created e-books through this page. This page also encourages reader participation through discussion forums.



All these areas are described in detail in the later chapters.

4. Reading a book

At the end of this lesson, you will be able to:

- Use the basic search and advanced search options of Catalog menu.
- Search and find an e-book from E-Library.
- Read the selected e-book.
- Download the PDF version of the e- book.
- Share the book with a friend.

How do I access a book for reading?

Once you are on the Welcome/Home page of the application, click on **Catalog** in the top navigation bar.

The page provides the following options for finding an e-book as displayed in Figure (17):

- Browse the catalog
- Basic Search
- Advanced Search

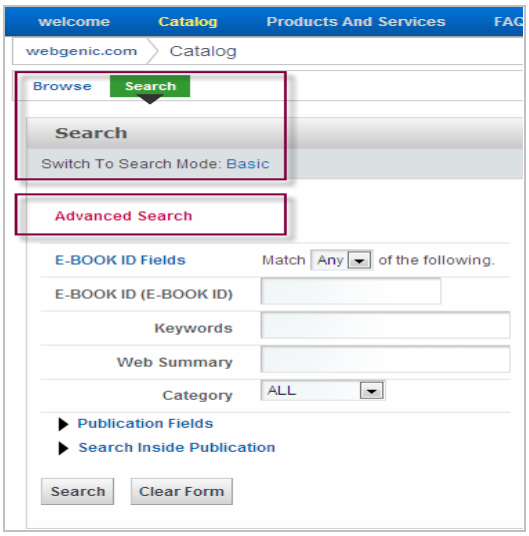


Figure 14: Book search options

The Basic Search option further comprises of Browse and Search sub-options.

We will take a look at all these three options one-by-one.

Option 1 - How do I browse to find particular book in the E-Library?

On the Catalog page, select **Browse**.

1) Select the required **Browse Categories** and click **List Entries**. Let us select it as **Conference**.

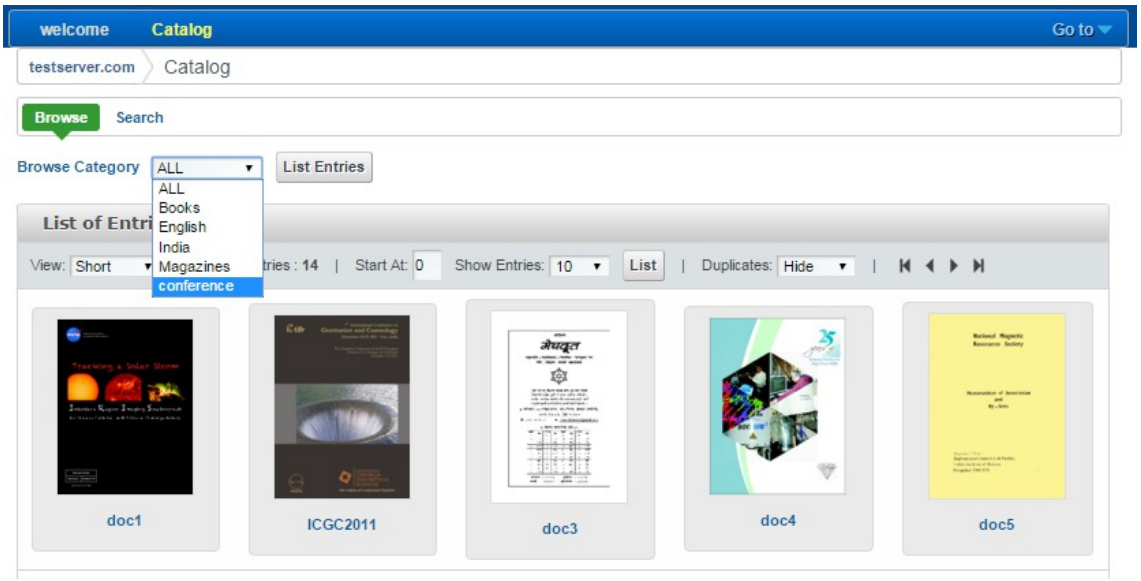


Figure 15: Browse Category and books' listing

2) This opens the list of all the books under the selected category; see Figure (18).

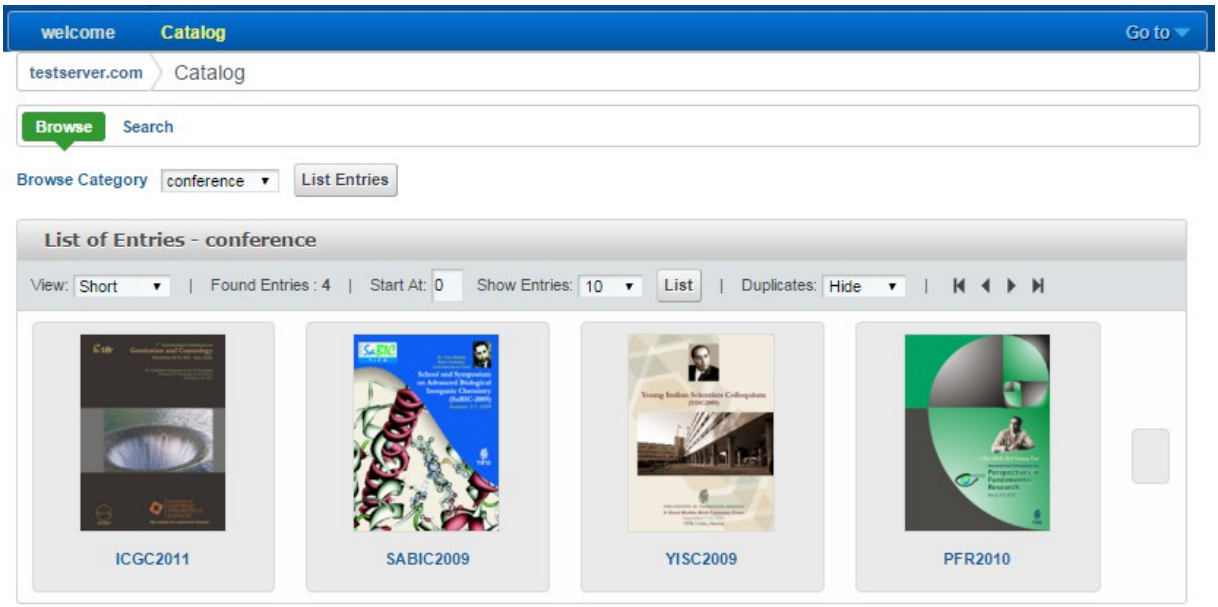


Figure 16: Different options under Browse

3) You can customize the screen to display the list of entries per page at any time.

4) The screen also provides navigation buttons to move to the next, previous, first and the last book in the list.

5) Select the book of your choice by clicking on it.

Option 2 - How do I use the Search option of Catalog menu?

1) Under the **Catalog** menu of the Catalog page, select **Search**.

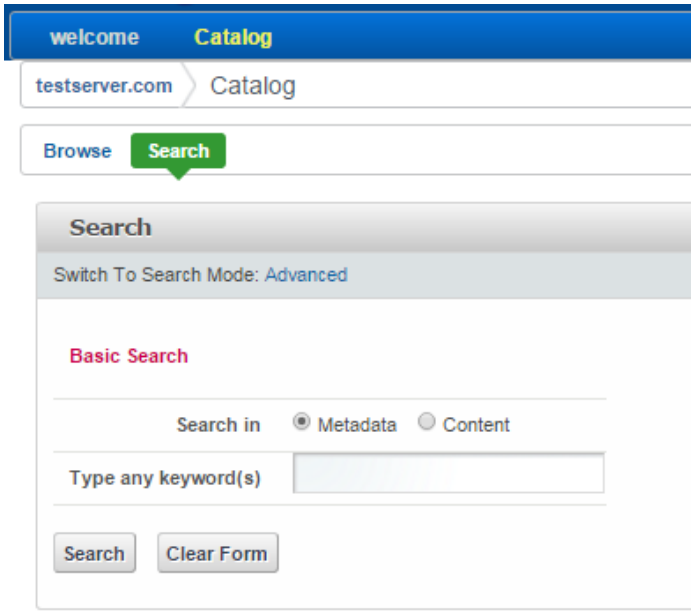


Figure 17: Basic Search option

2) This opens the **Basic Search** option, by default.

3) To search for a book, enter a word (e.g. keyword, title) that was assigned to the book as meta-data.

4) This gives a list of all the books matching the keyword entered.

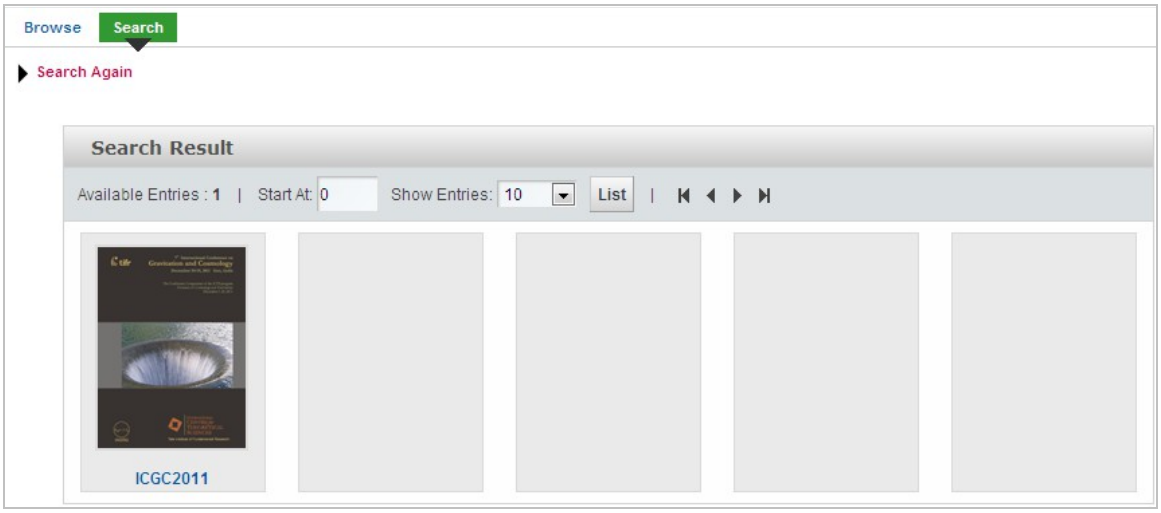


Figure 18: Search Result for Basic Search

5) Click on the required book to open it in the **Reader Area >> home** menu for further viewing.

Option 3 - How do I use the Advanced Search option of Catalog menu?

1) Under the **Catalog** menu of the Catalog page, select **Search**.

2) This opens the **Basic Search** option, by default.

3) To select Advanced Search, select **Switch to Search Mode** as **Advanced** as shown in Figure (21).

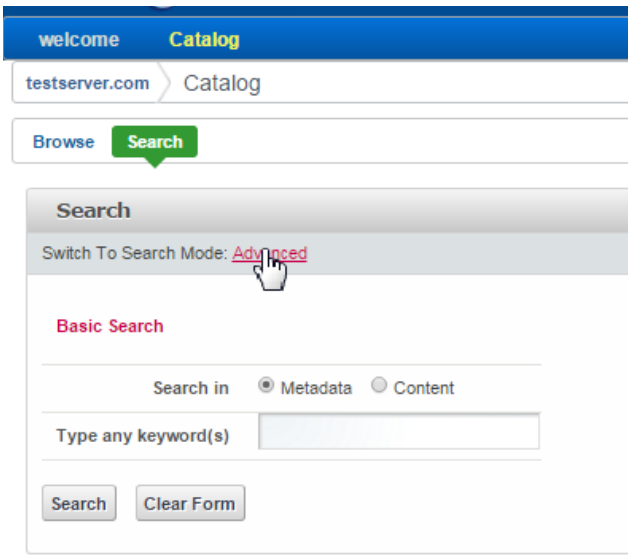


Figure 19: Advanced Search selection

4) This opens the Advanced Search screen as shown in Figure (22).

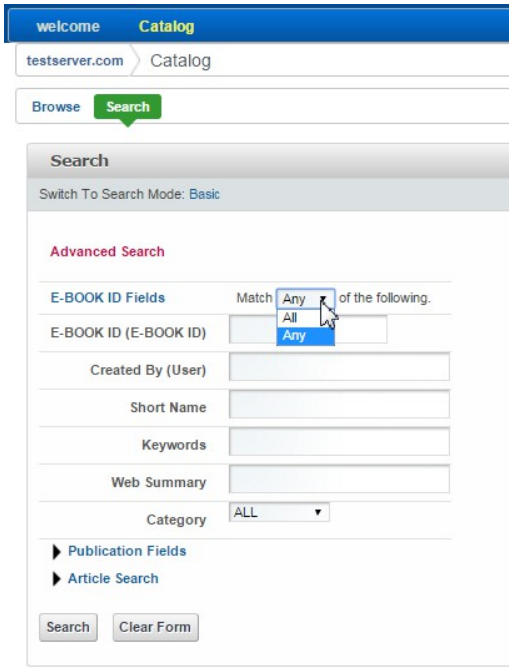


Figure 20: Advanced Search criteria fields

5) To search for a book, you can **Match – Any or All** the criteria fields provided on the screen.

6) Click on the **Search** button.

7) This opens the Catalog menu giving the book listing for the selected Search criteria.

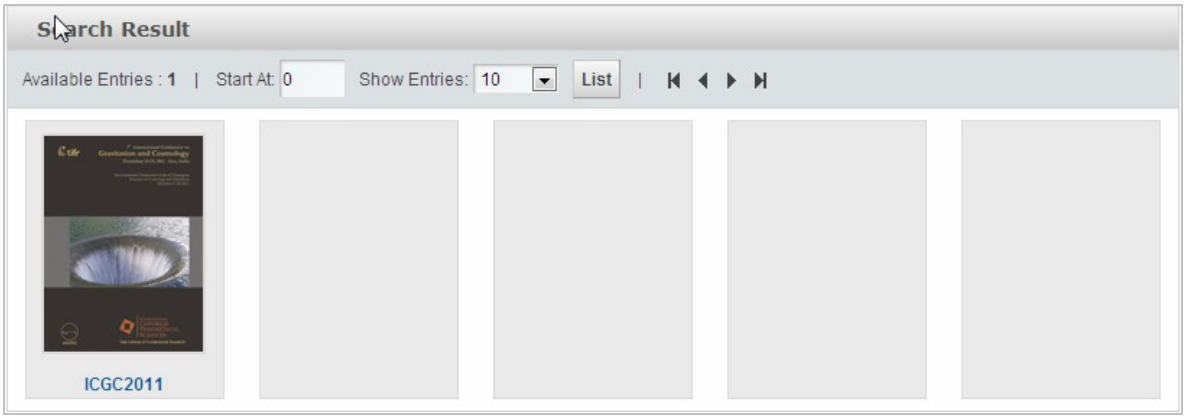


Figure 21: Search result for Advanced Search

8) Once you are done with the book search using any of the three options given above, you now have the book selected for reading.

9) Along with the other fields, the Advanced Search screen also displays the following fields:

- Publication Fields
- Article Search

10) The **Publication Fields** screen provides you with a search that you can perform depending on the meta-data that is available for the book. Please refer Figure (24).

Figure 22: Publication Fields search

11) Similarly, the **Article Search** screen provides you with a search for an article or a chapter inside a publication or book. You can enter the required fields and select the Search button for finding your article. Please refer Figure (25).

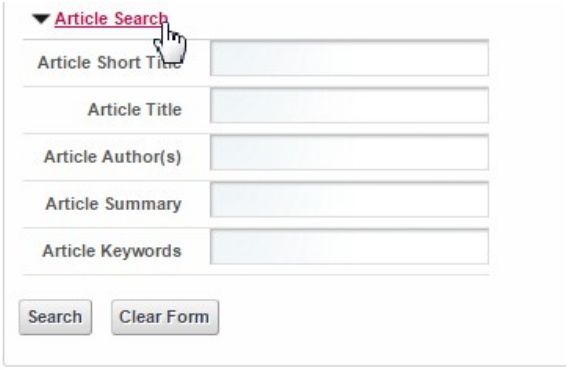


Figure 23: Search Inside Publication option

How do I read the selected book?

1) Click on the required book which opens in the **Reader Area >> home** menu.

2) For example, select the book ICGC2011 from the list.

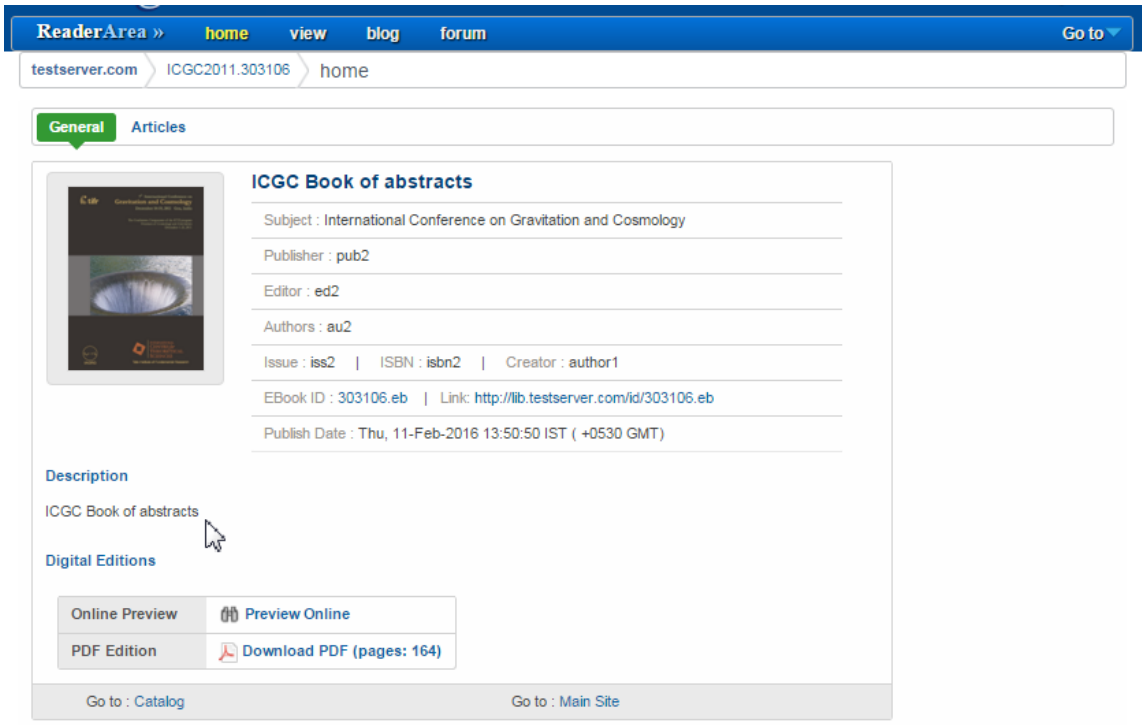


Figure 24: Book details in the Reader Area >> home menu

3) The menu displays the summary of the selected book such as Subject, EBook ID, Publish Date, Link, and so on for your reference.
4) Click on the book's image to open the complete book in the **Reader Area >> view menu**.

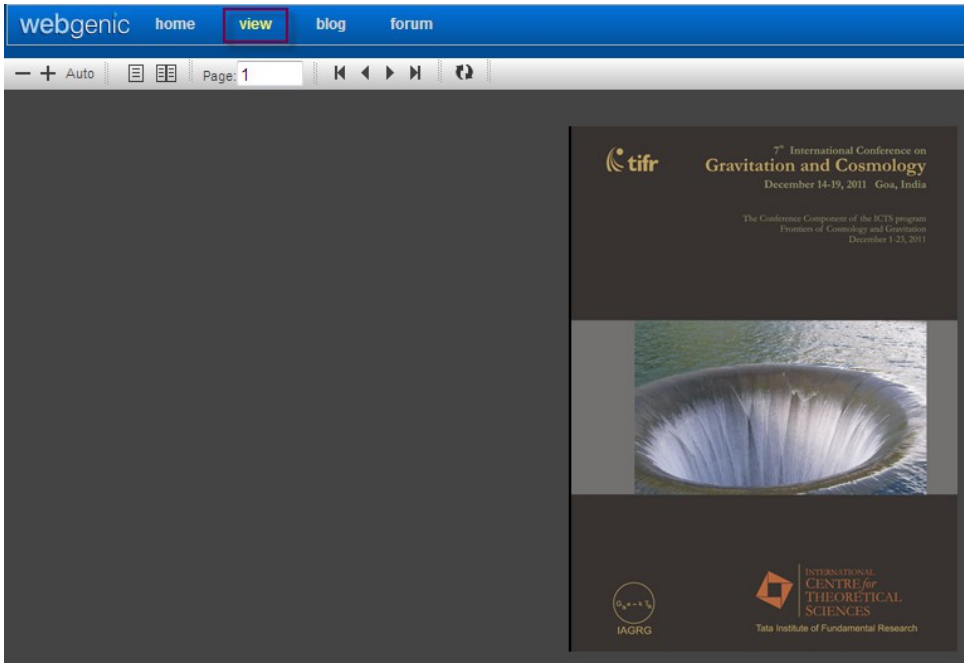


Figure 25: Selected book cover in Reader area >> view menu

5) The **Reader Area** provides the following two options for opening the book and reading it:

❖ Below the menu options, the screen provides various controls as indicated in Figure (28):

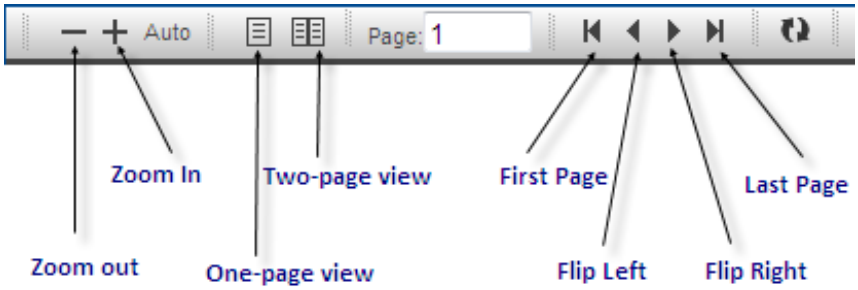


Figure 26: Different controls for reading a book

You can use these controls for browsing and reading the book.

- You can also simply use the left mouse click for turning the pages of the book. If you click on the right page, the book opens the next page. If you click on the left page of the book, it goes to the previous page. For other features you can use the controls displayed in Figure (29).

Can I download the selected e-book to my desktop?

Yes, you can. For this, refer to Figure (29) which displays a PDF edition option.

Figure 27: Download e-book

Click on the download link to download the selected book to your computer for offline reading.

What are the steps involved in book reading in a nutshell?

Please refer the following flowchart to have an idea of the book reading process in a nutshell.

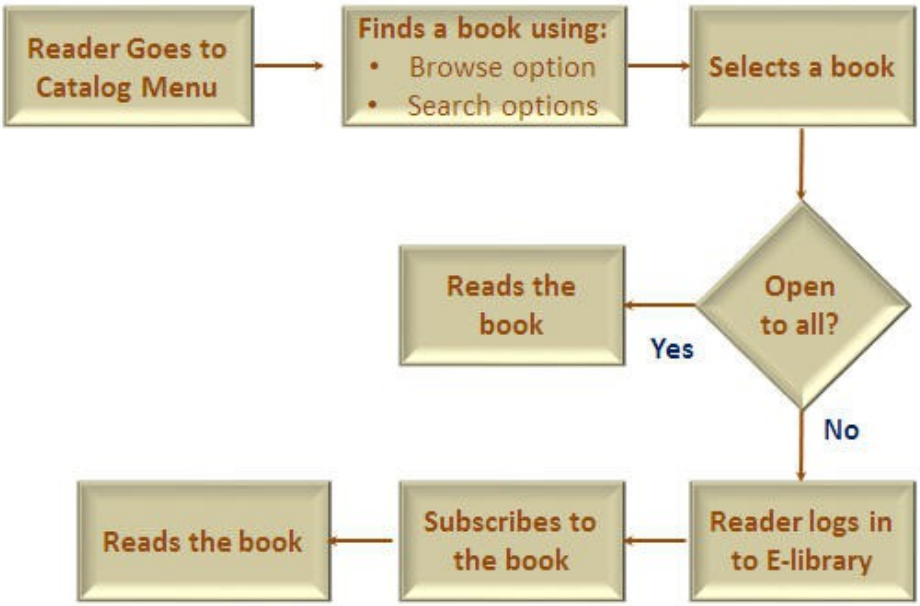


Figure 28: Book reading process

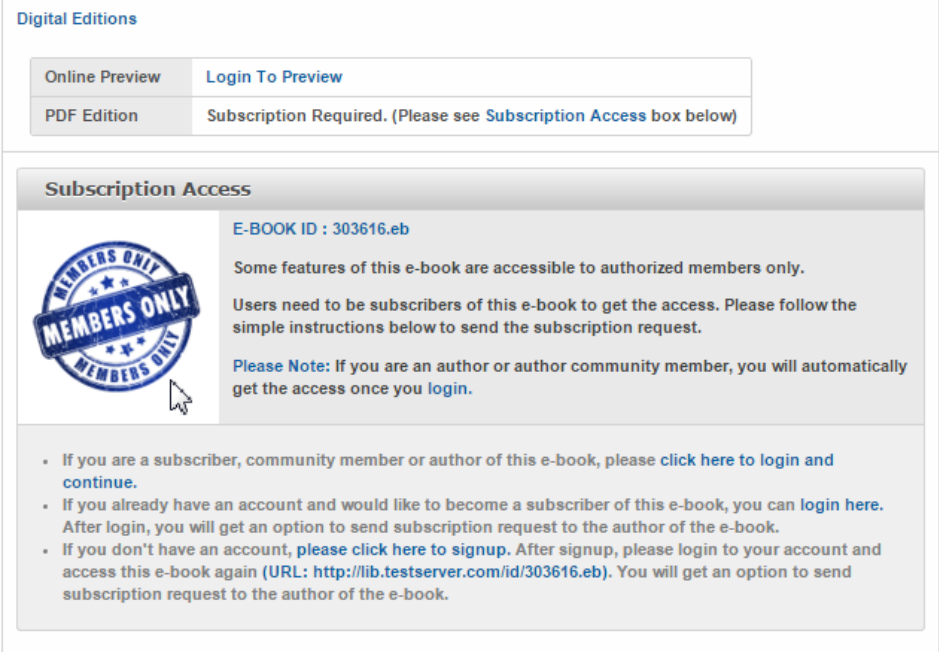
Can I read a book without logging into the application?

Here, you have two scenarios:
1. Access to any of the books in the Catalog without logging into the application.
2. Access to books depending on the access control maintained by the book's author.

In the first scenario, you can definitely search a book through the Catalog menu but if you want to open it for viewing, then you need to be a user who is granted access for reading the book , otherwise it flashes an error message as shown below.

Let us now consider the second scenario. Some books are published to be accessible by anyone, for example, the ICGC book that we have used earlier is available for access to all. You do not need to login to the application for reading it. You can simply open the site, go to the Catalog menu and access the book for reading.

However, there are certain books that are published to be accessible by specific users, in which case, only those users can read it. Users who do not have access to these books will be shown these books with a *Members Only Access* image as shown below.



You can go back to the Catalog Page or Main Site, login to the application and try accessing the site.

5. Book Building Process

At the end of this lesson you will be able to:

- Explain the book building process.
- Describe the different book building steps.
- Explain the different book building team and reader communities.
- Explain the different members of the book building team and their role in the book building process.

Can you explain the outline of the book building process in the application?

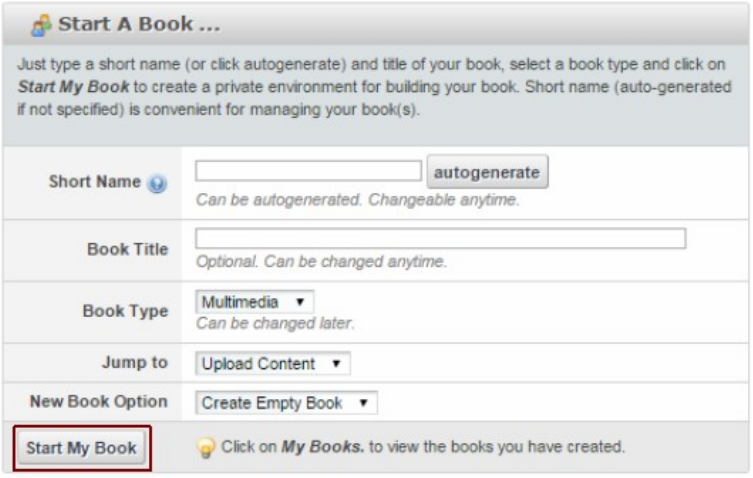
Creating Single Book

1. Log into the application.

2. You are by default directed to the **My Pages** area. Click on **Create Books** link in the navigation bar on the top. Here you will see **Start A Book** and **Bulk Upload** options. This section describes **Start A Book** option. (**Bulk Upload** is described at the end of this chapter.)

3. In **Start A Book**, option, enter the book details such as **Short Name**. You can also leave them blank or click on **autogenerate** button to auto-generated these details. (These can be changed later anytime)

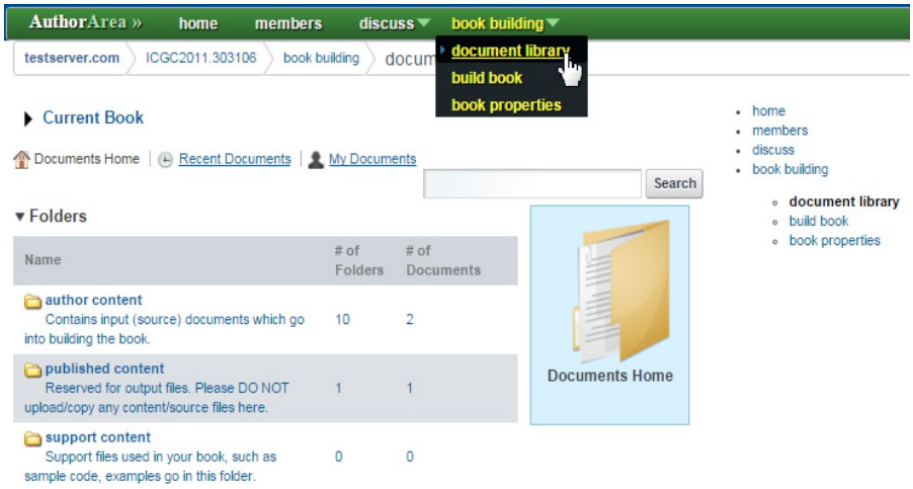
4. Click on the **Start My Book** button.



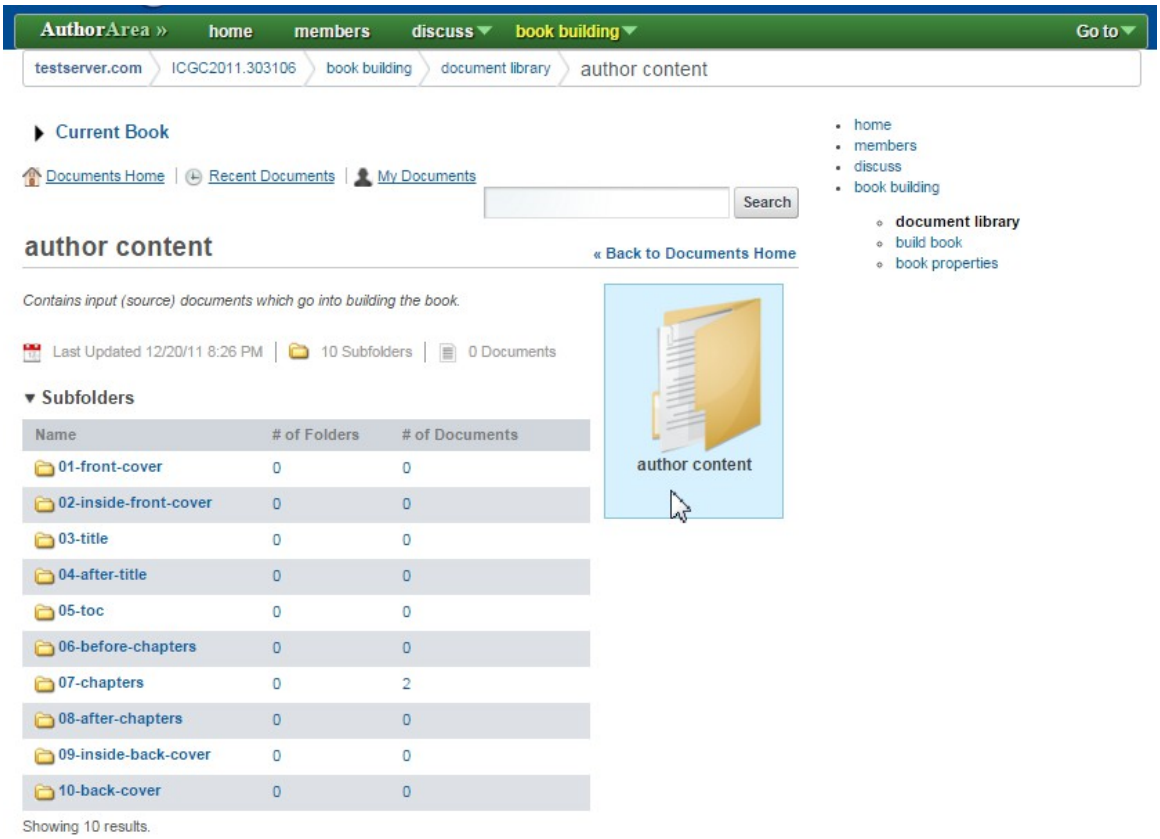
5. This creates a blank book. An e-book id with a *.eb extension is generated for the book. 4. This e-book id is an essential reference for the book's identification throughout the application.

6. After the book is created, you are automatically directed to the **Author area.**

7. Under the **book building >> document library** option, an **author content** folder is available for holding all the source (input) document which go into creation of the book.



8. The **author content** folder, contains different sub-folders associated with the aspect of book building.



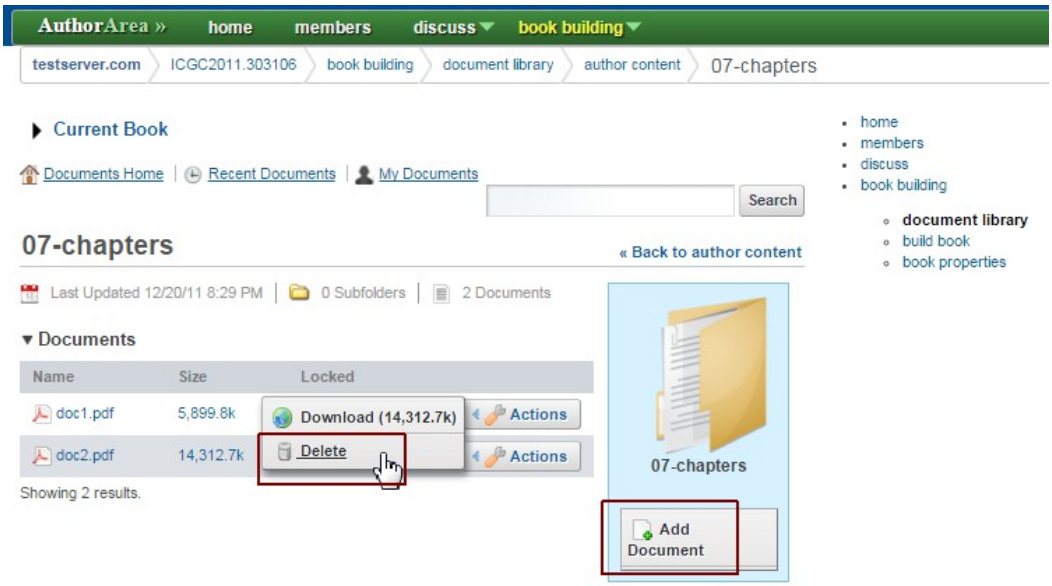
9. As seen in the screen-shot above, under **author content** folder, the book building structure is available as folders starting from **front-cover** to **back-cover** of the book.

10. Click on any one of these folders (e.g. **chapters**)

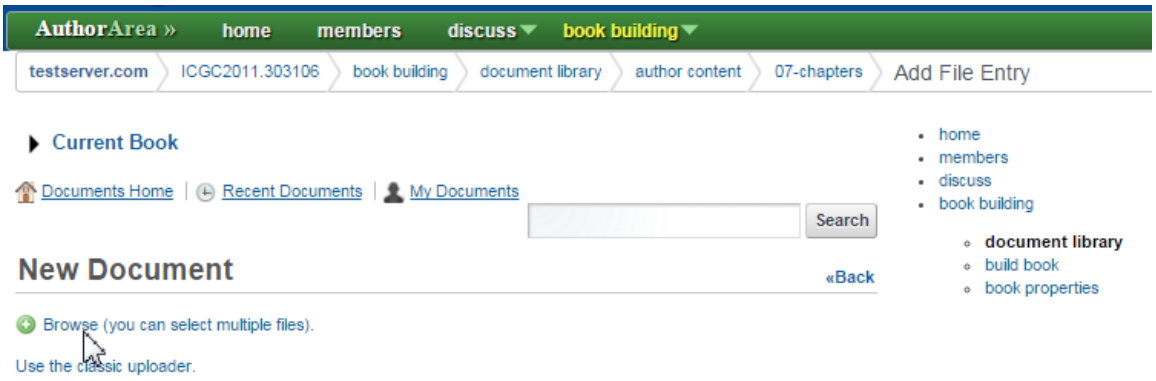
When a new book is created from **Start A Book** tool, you can select one of following options for **New Book Option** parameter:

- **Create Empty Book:** Server automatically adds just a single file **remove-this-document.pdf** to the chapters folder of the book.
- **Add Sample Pages:** Server automatically adds sample pages in each sub-folder under **author content** folder.

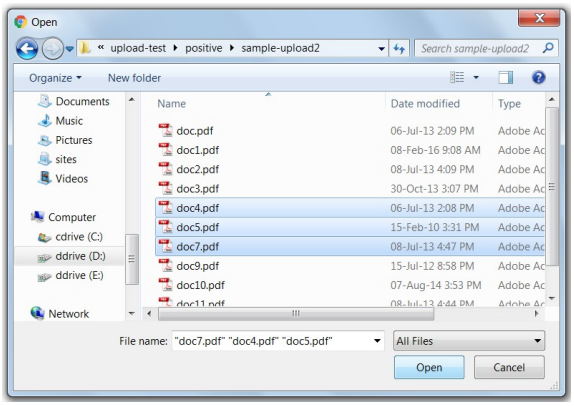
These are temporary files to show you how your newly created book looks like. These file should be deleted as you start uploading your source (input) content for the book.



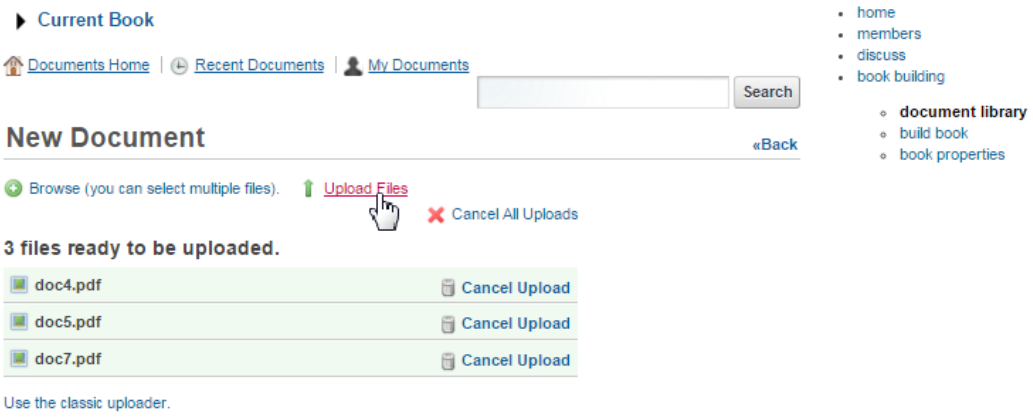
11. As can be seen above, you can add/delete source (input) document as per your requirements. Click on **Action** >> **Delete** to delete any pre-existing document. Click on **Add Document** to upload documents from your computer's disk into the current folder of the document library.



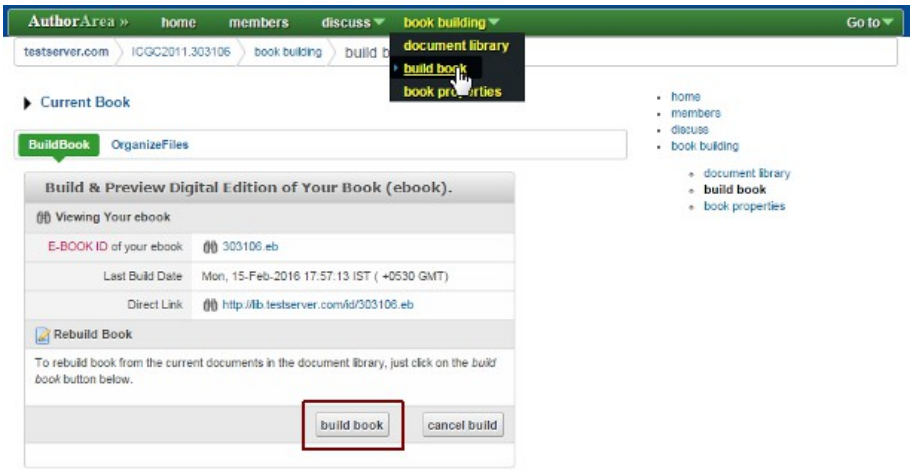
12. Clicking on Add Document button, opens **New Document** page. This page a a **Browse** link to upload multiple files from your computers disk. Clicking on **Browse** will a **open** dialog box as seen below:



13. This Open dialog box lets you select (multiple) files from your computer's disk. Select your desired files and click on **Open** button in lower right corner. This will prepare selected files to upload. Click on **Upload Files** to upload the selected files.



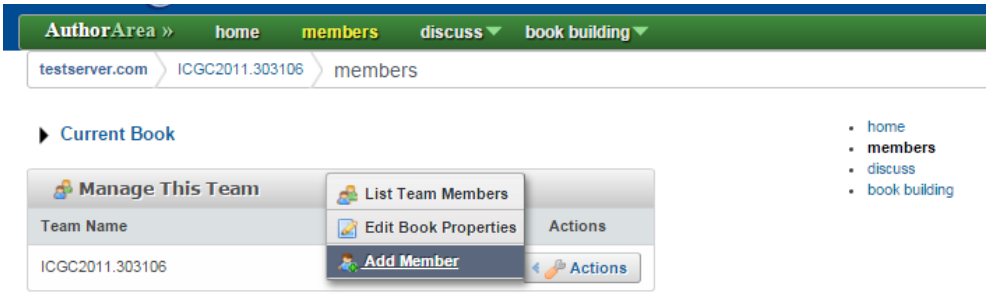
14. Once the documents are uploaded, you can generate the book at any time during the process using the book building >> build book option. Click on the build book button seen on this page.



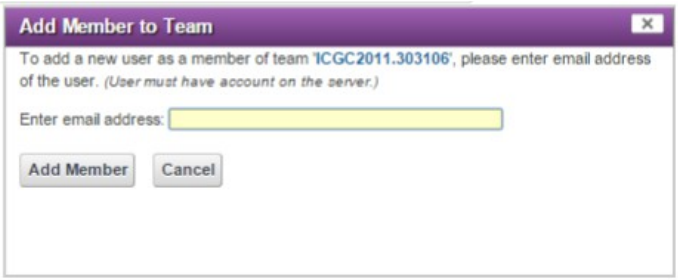
15. This action builds (compiles) the book with current source documents in the document. This generated book can be viewed by you (and the members of your team) by clicking on the links available directly above the **build book** button.

Member Management

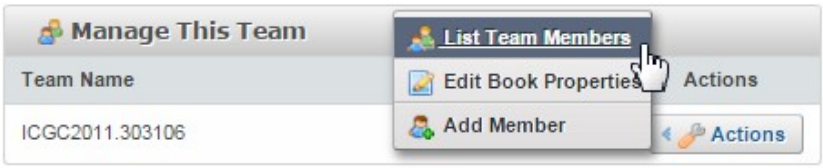
Once in the Author area, you can add members for book building using **members** link in the navigation
bar on the top. To Add a member, click on **Actions** button once inside members page.



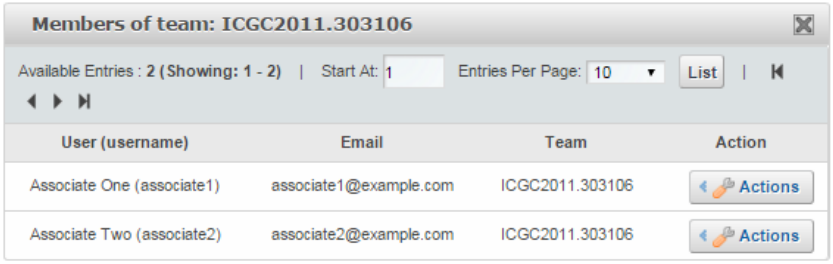
This will open following window. Enter user's email address and click on **Add Member** button. *(user must be already registered with the server).*



To list existing team members, click on **Actions** >> **List Team Members.**



This will show list of members.



Team members that you have created can now be assigned desired tasks and can participate in the current book's building process.

Following flowchart shows the steps discussed above:

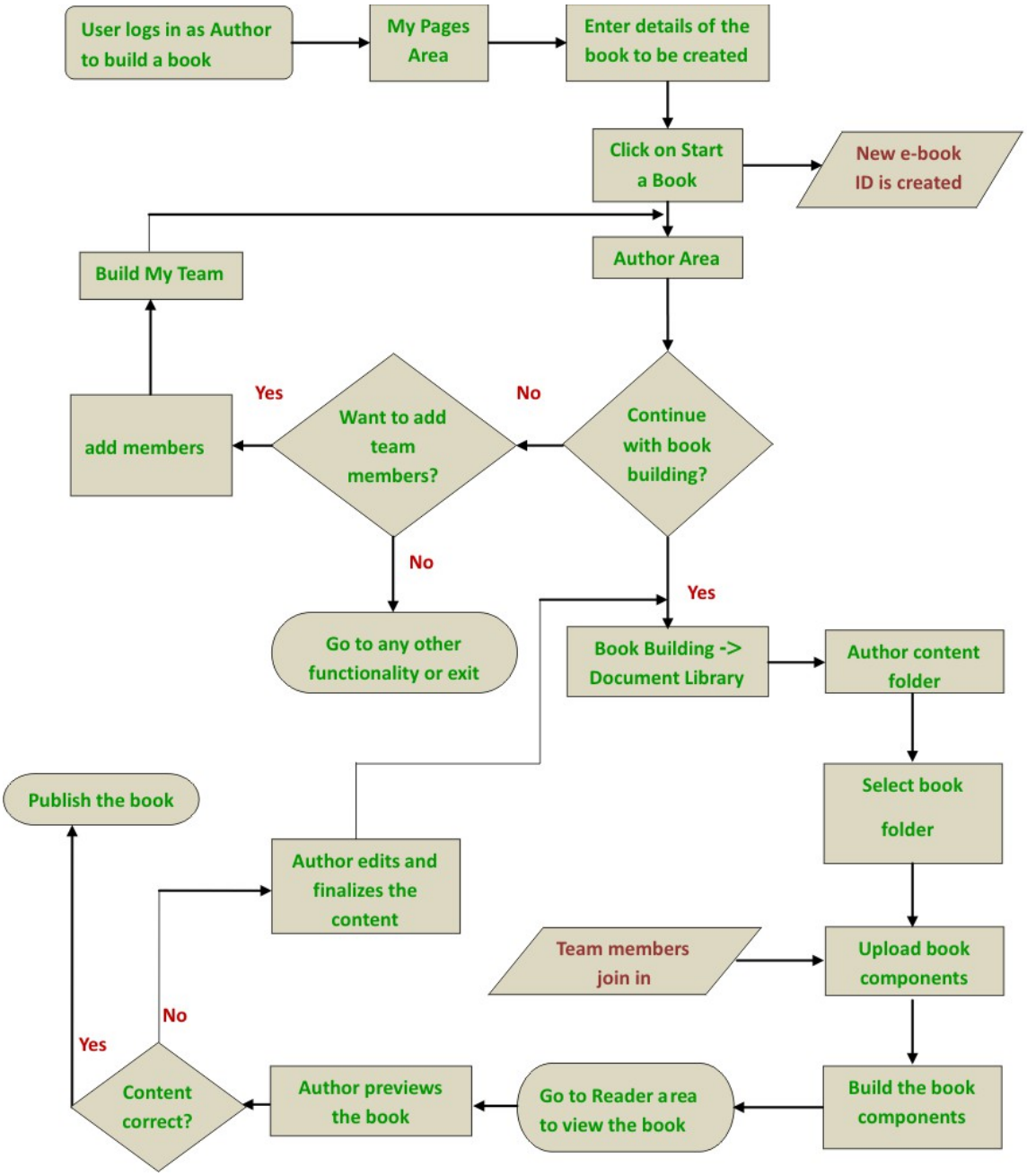
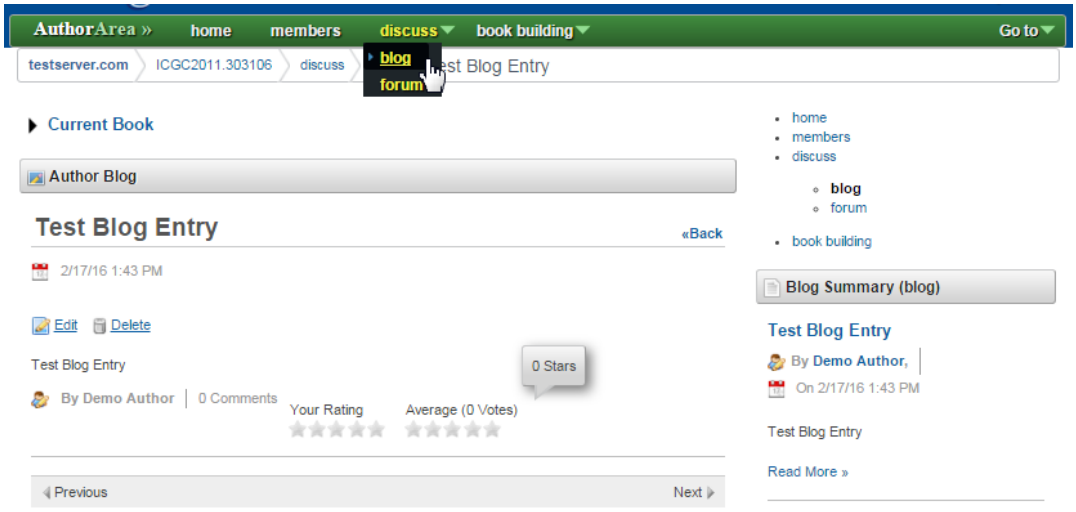


Figure 29: Book building process flow

Collaboration Tools

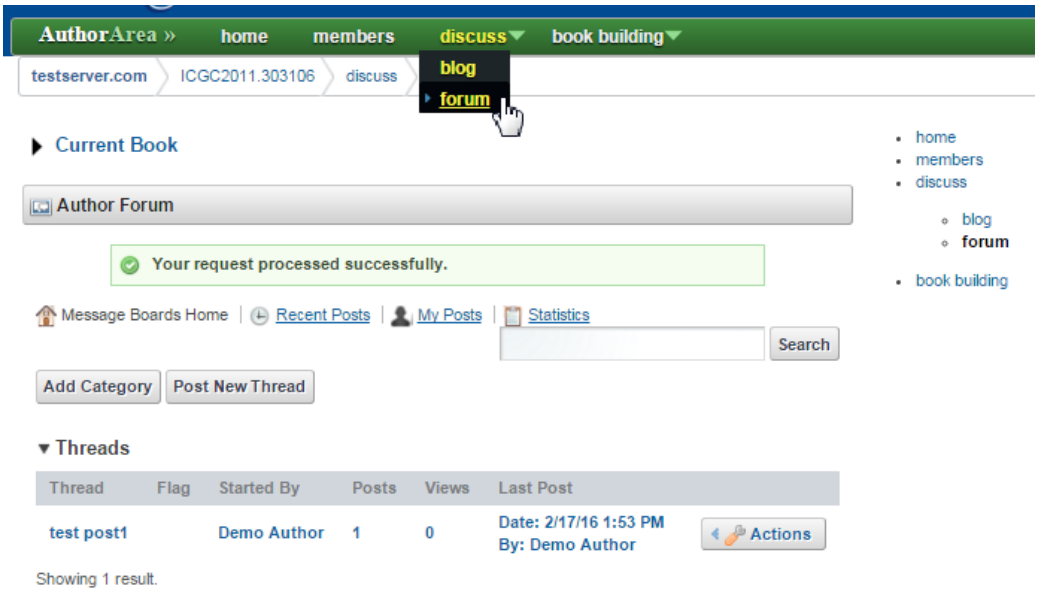
Author Blog

Author can use **Author Blog** to broadcast messages, make announcements, suggestions and in general connect with his/her team members. Each **Author Blog** is independent and is dedicated to a book.



Author Forum

Authoring team members can use **Author Forum** to post questions, discuss, review progress and help each other in building a book. Each Author Forum is independent and is dedicated to a book.


AuthorArea »
home
members
discuss
book building
blog
forum
testserver.com
ICGC2011.303106
discuss
Current Book
Author Forum
Your request processed successfully.
Message Boards Home
Recent Posts
My Posts
Statistics
Search
Add Category
Post New Thread
Threads
Thread
Flag
Started By
Posts
Views
Last Post
test post1
Demo Author
1
0
Date: 2/17/16 1:53 PM
By: Demo Author
Actions
Showing 1 result.
home
members
discuss
blog
forum
book building

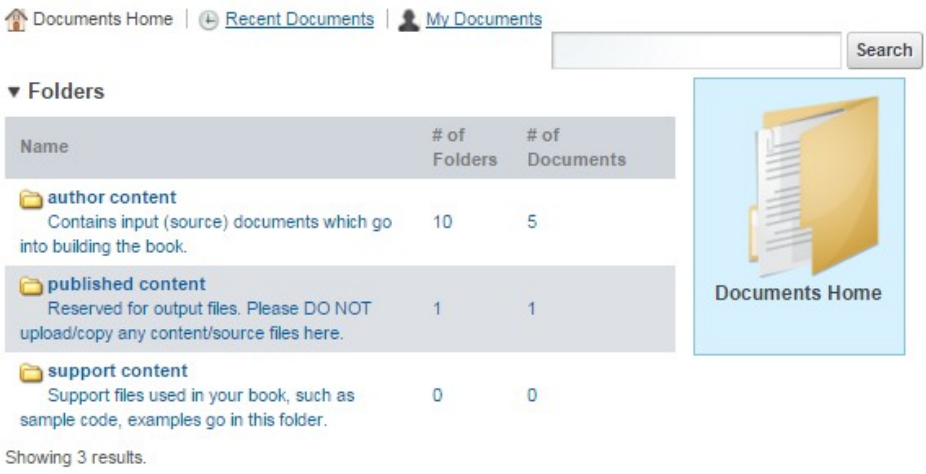
Book Building Tools

This section contains following sections:

- **document library**
- **build book**
- **book properties**

document library

We saw in the previous section (during book building process), that the **document library** is a place to upload your source (input) documents which go into building a book.



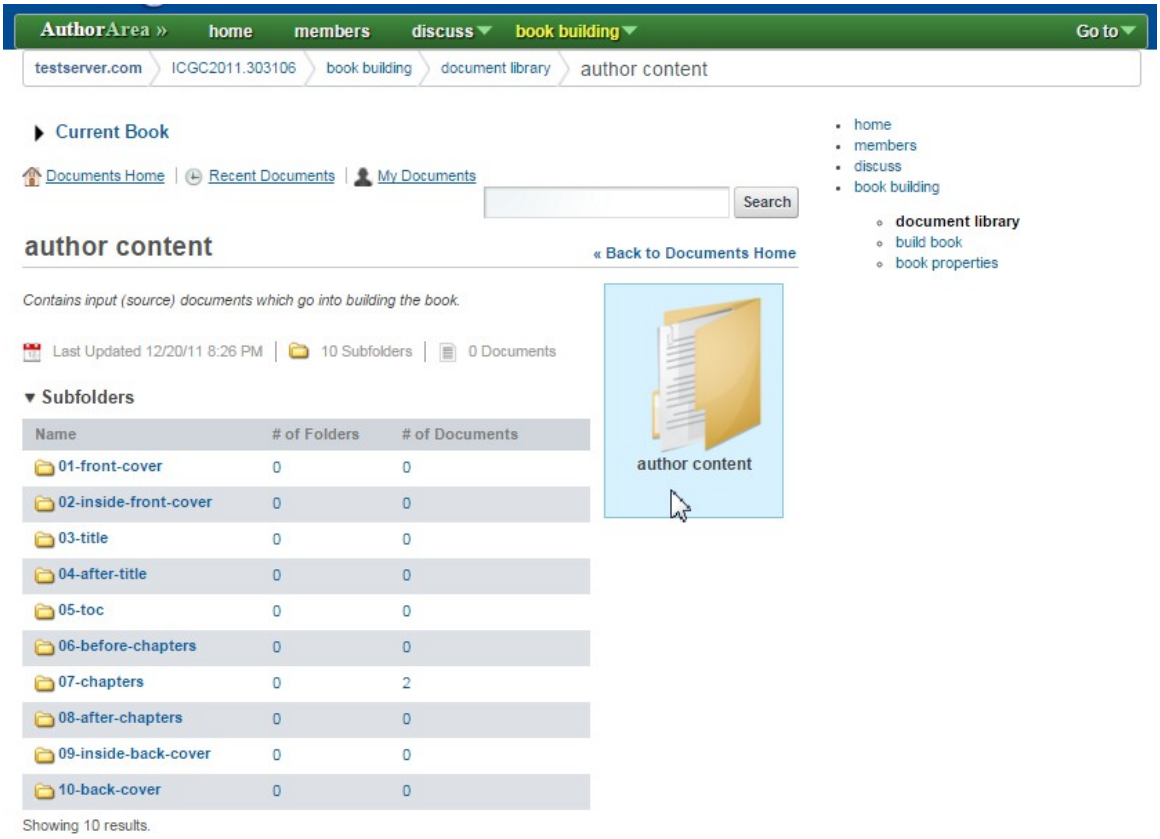
At the top level, the document library contains following folders:

- **author content**: Contains input (source) documents which go into building the book.
- **published content**: Reserved for built output files.

- **support content**: Support files used in your book, such as sample code, examples go in this folder. Download links to these files can be made available to readers. (this feature will be available in next future versions)

Structure of author content

The **author content** folder, contains different sub-folders associated with the aspect of book building.



As seen in the screen-shot above, a complete book building structure is available as sub-folders starting from **front-cover** to **back-cover** of the book. Members of the authoring team can upload source document in any of these folders. When the book is built, the server picks up all the files in sequence (from **front cover** to **back cover**) to create the book.

When a new book is created from **Start A Book** tool, you can select one of following options for **New Book Option** parameter:

- **Create Empty Book**: Server automatically adds just a single **file** *remove-this-document.pdf* to the chapters folder of the book.
- **Add Sample Pages**: Server automatically adds sample pages in each sub-folder under author content folder.

These are temporary/template files. You can use these files to build a book right away as a trial to see your book looks like with.

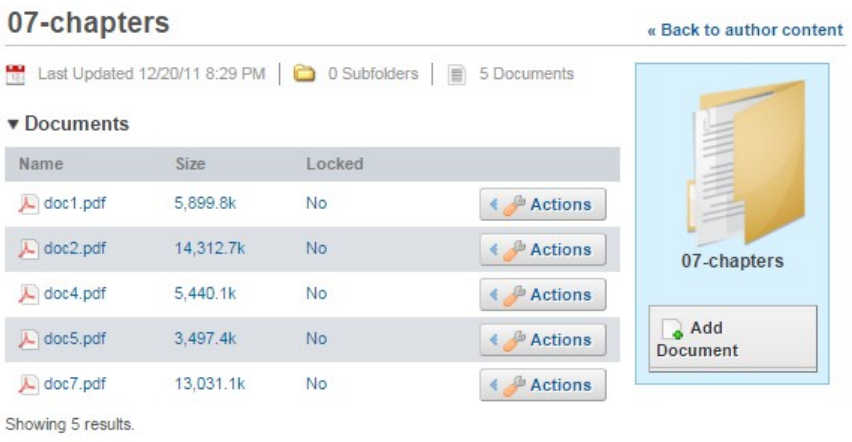
These files are temporary/template files given to you for reference so that you have a clear understanding of each of the folders and the type of file to be uploaded in each. For example, if you want to add the cover page of your book, you will upload a file created by your Graphic Designer into the **01-front-cover** folder. Similarly, the title page of your book can go to the **03-title** folder, the main content into the **07-chapters** folder, and so on.

The greatest advantage of such an arrangement is that it helps you build your book at any stage. For example, if your team is ready with the front page and the chapters but your Calligrapher is not yet finished with the title page design, you can still go ahead and build the book to have an idea how it is shaping. Once your Calligrapher is ready with the title page, you can add it to the correct folder and re-build the book.

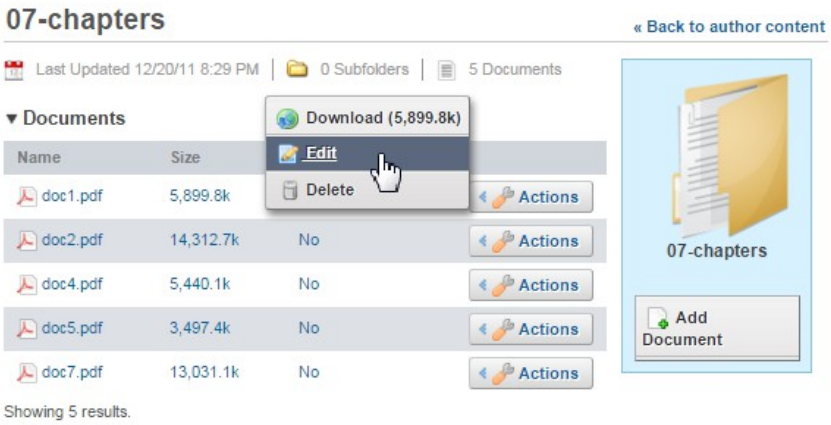
Document Version Control

The document library has a built in document version control. This ensures that when a document is upgraded in the document library, the earlier version is not overwritten but a new version is automatically created for the document. This ensures that there is no accidental loss of data and you can always go back to the earlier version or copy a section from earlier version into newer version anytime.

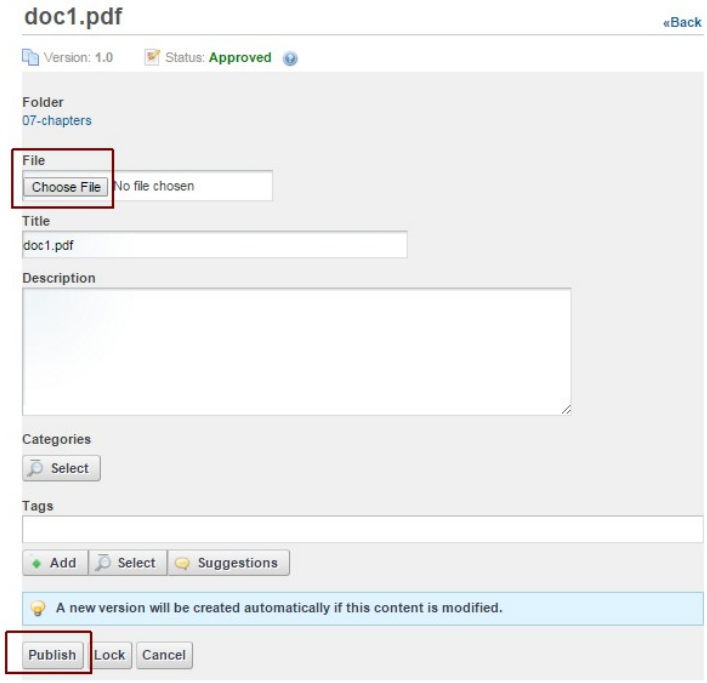
To see a newer version getting created, click on any of the sub-folders under **author content**, for example on **07-chapter**. You will see you existing document in this folder as follows.



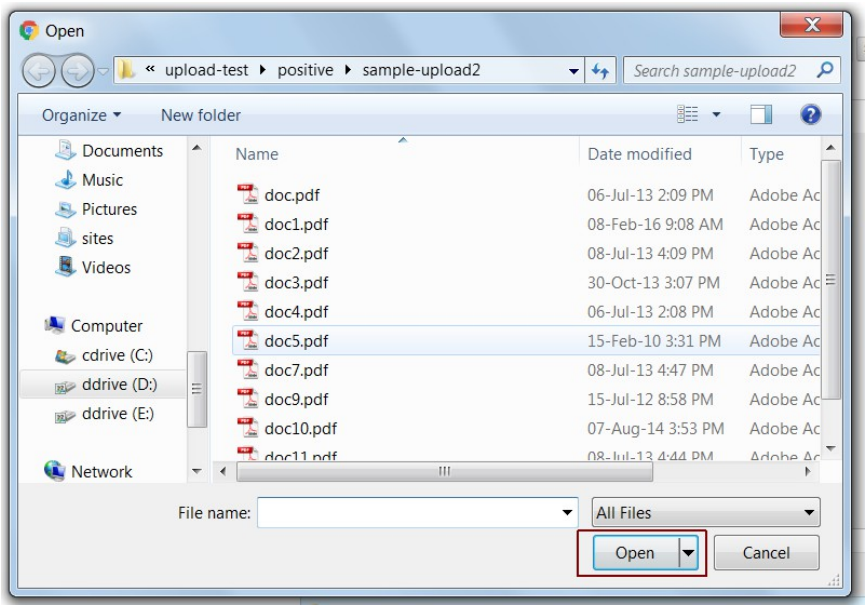
Click on **Actions** >> **Edit** in front of any one of the documents.



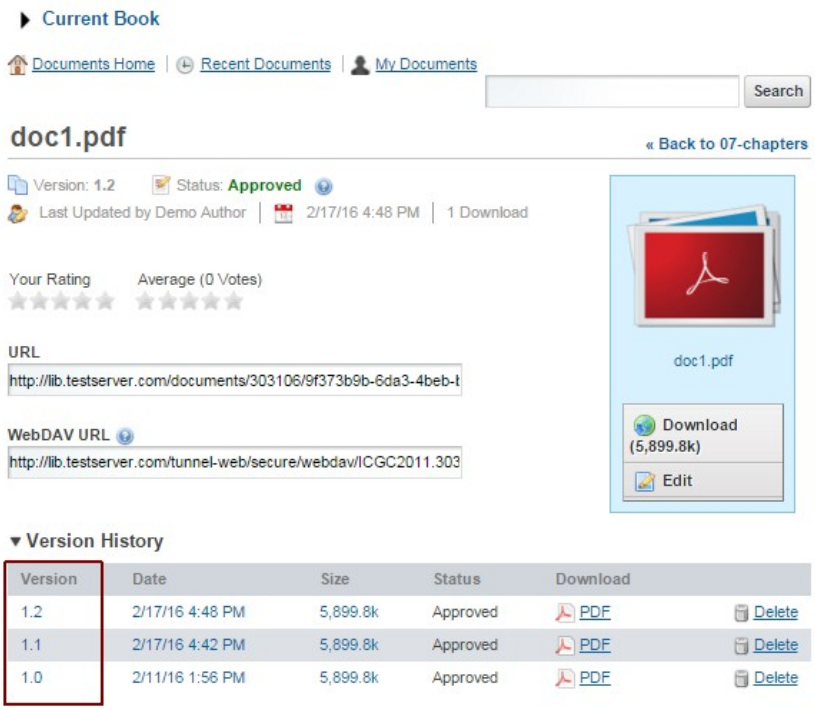
This will open an **Edit Dialog** for the document as seen below:



Click on **Choose File** to upload a new file from your computer's disk. This will open your computers Open dialog box as seen below. Select a the desired file and click on Open button. After that, click on **Publish** button as seen in the edit dialog box above.



This will upload the file and create a new version of the document. You will see list of files in the current folder again.
To see versions of the file, click on any file in the first column of the file list. You will see versions of the current document as seen below:

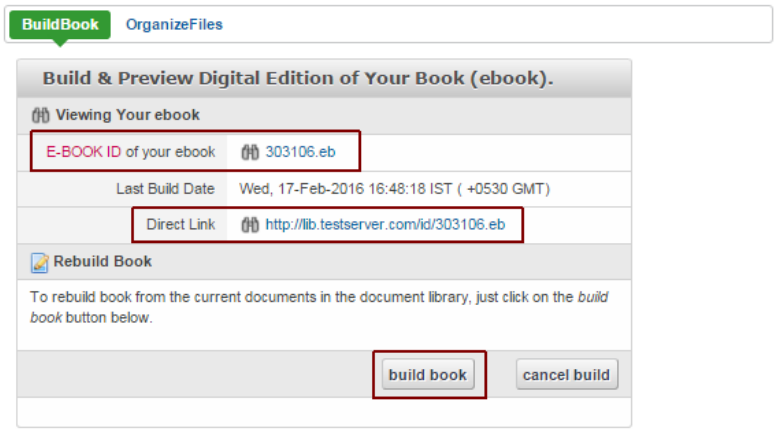


One can delete any version any time by click on the **Delete** button corresponding to the version number.

It is recommended to keep few older versions around till you are done with the final book building.

Build Book Tool

We had briefly covered this tool in the previous section (during book building process) .



The tool shows following:

- **E-Book ID** : This is unique ID created for the book. It can be used to access the book directly from the browser address bar by typing URL. Example:
  http://lib.testserver.com/id/**303106.eb**
  where **303106.eb** is an E-Book ID
- **Direct Link:** This shows expanded direct URL to the E-Book as explained above
- **build book** button : You can use this button whenever you need to rebuild your book. Only the team leader (Author) will see this button.

Sequence of Files in Document Library

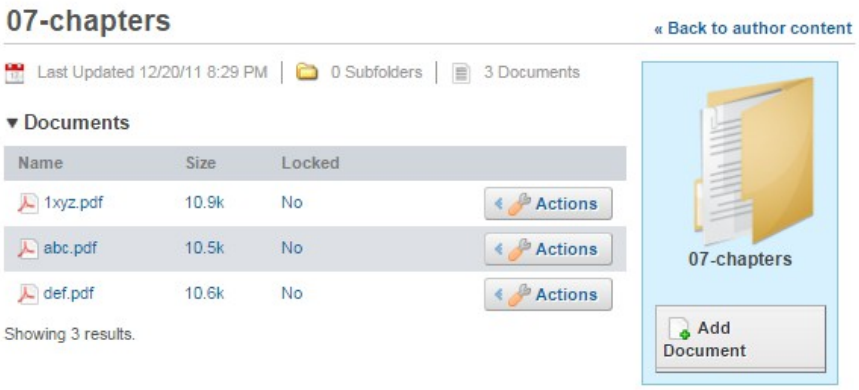
While building the book, the server uses following sequence of sub-folders under author content:

- 01-front-cover
- 02-inside-front-cover
- 03-title
- 04-after-title
- 05-toc
- 06-before-chapters
- 07-chapters
- 08-after-chapters
- 09-inside-back-cover
- 10-back-cover

The documents under **01-front-cover** are read first, followed by documents under **02-inside-front-cover** and so on.

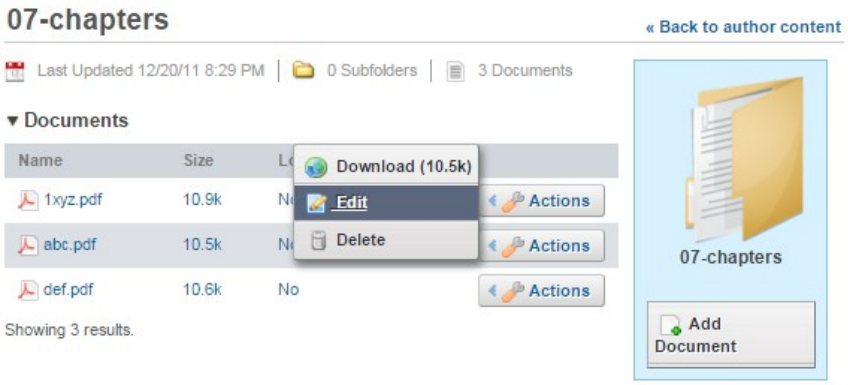
The folders above can contain multiple documents. What about their sequence? By default, the server uses alphanumerical sorting algorithm to arrange sequence of document within a sub-folder while reading and adding them to the book. If all documents start with an alphabet, they will be arranged in alphabetical order. If some of the documents start with a number, those documents are listed in numerical order first and then rest of the documents are listed in alphabetical order.

For example, if **07-chapters** folders may contain following files:

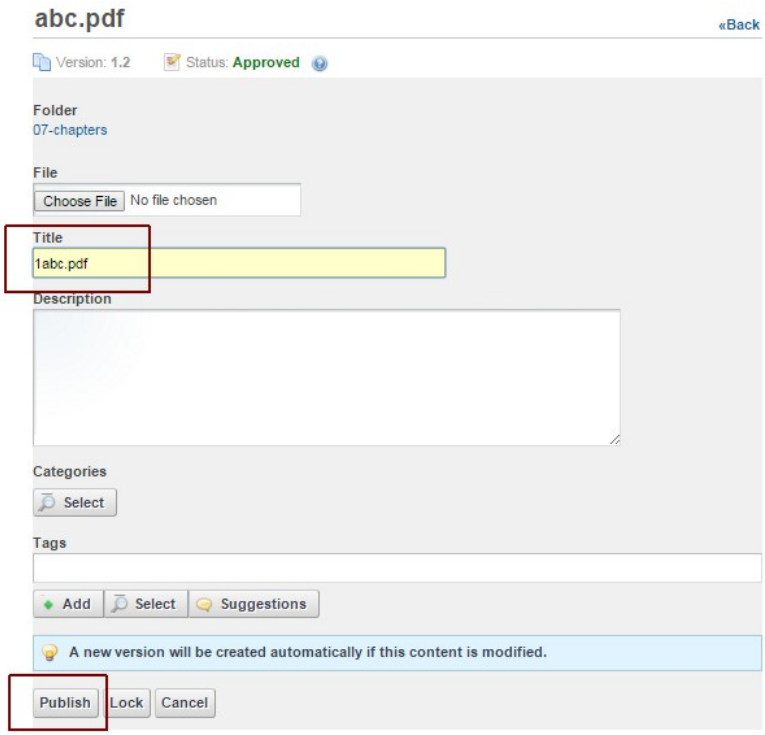


As can be seen, the document library arranges these documents in **alphanumerical** order. As numbers have preference over alphabets, **1xyz.pdf** is listed first and then **abc.pdf** and **def.pdf**. When building a book, this is the order (as seen in the document library listing) in which these documents will be read and added to the book. If you wish to change the order in which they are arranged, rename the document (change title) using **Actions** >> **Edit** option.

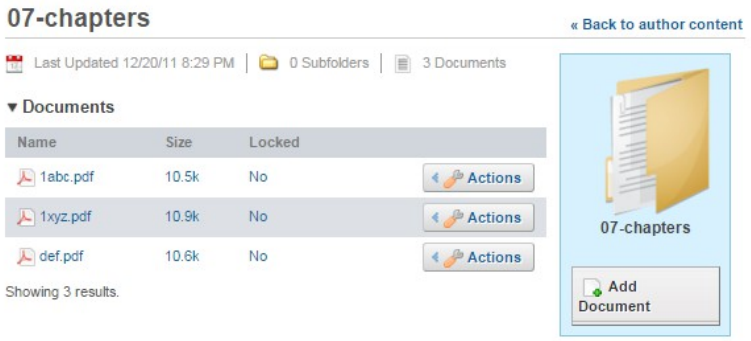
For example, if we wish abc.pdf to be the first in the list, click on **Actions** >> **Edit** next to **abc.pdf**



This will open following dialog box. Change the title to 1abc.pdf and click on **publish** button.

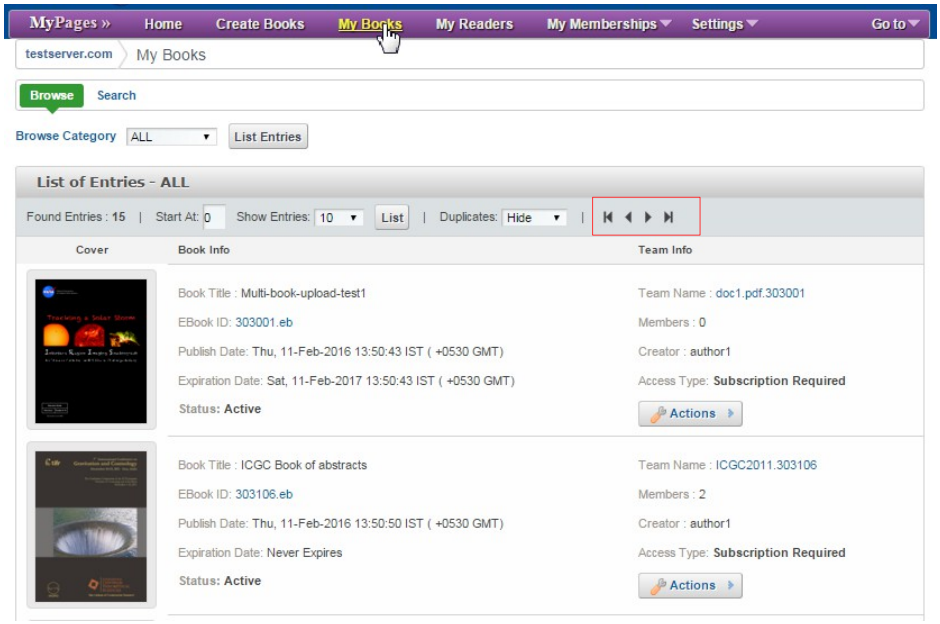


The sequence of documents in document library will change as seen below:



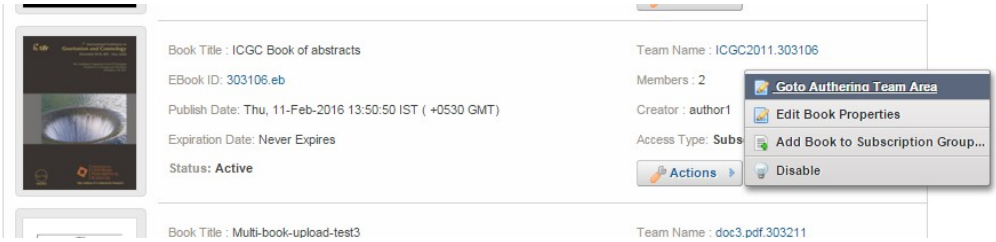
Viewing List of Created Books

Login to your account. This will take you to **My Pages** section as seen below. Click on **My Book** in the top navigation bar. This will list all the books you have created so far.



Click on arrows in the top right corner to see first, previous, next & last page of listing.

To see actions available per book in this listing, click on Actions button.



The Actions button has 4 options:

- **Goto Authering Team Area** : Takes you to books **Author Area**
- **Edit Book Properties**: Takes you directly to **Book Properties** section of **Author Area**
- **Add Book To Subscription Group**: Adds Book to subscription group
- **Disable:** Disables book

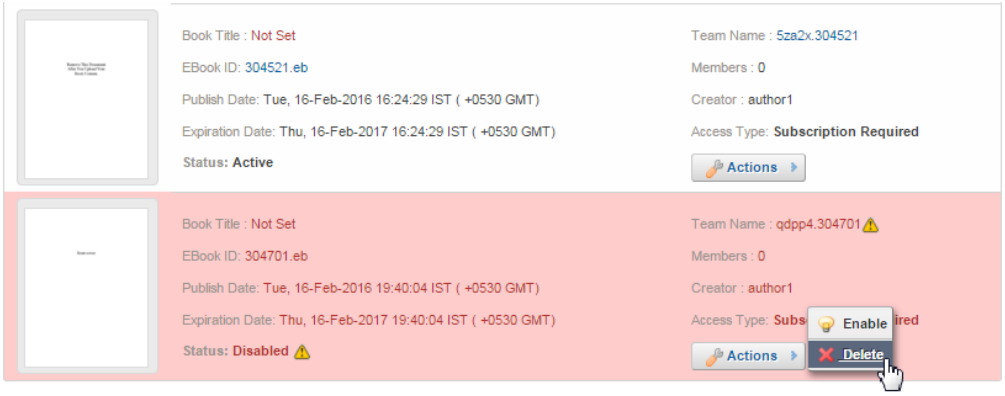
Deleting A Book

Deleting book is a two step process:

- Disable a book
- Delete the disabled book

This two process has been designed to prevent an accidental delete of the book.

While under **My Books**, click in **Actions** >> **Disable** option for the book you wish to delete. This will first disable the book and show it in red color in the book listing as seen below.



To delete the book, click on **Actions** >> **Delete**.

You can also enable it back by clicking on **Actions** >> **Enable**.

Am I supposed to build the complete book from start to finish?

Not necessary. You can take the ownership of the entire book and build it from start to finish. However, book building involves a number of aspects such as creating the table of contents, writing the preface, designing the front and back cover, creating the index, and so on. Therefore, it is advisable to always have a team comprising of members expert in those specific fields. You can take any one of the following approach for building a book:

- **Collaborate & Build (single book):**
  - Gather a team of experts who will help you in building a book.
  - Assign them various tasks
  - Decide deadline
  - Set book publish date (in **book properties** page)
  - Each member uploads content (input) document.
  - Review the progress
  - Discuss and resolve team's' issue in the author forum
  - Assign meta-data
  - Set access control
  - Announce publishing of the book via reader's blog.
- **Collaborate & Build (multiple book):**
  - Start/Create different teams for different books.
  - Follow the process similar to mentioned above (for single book) for each of your book.
- **Create & Build a Book on Your Own**
  - If you are comfortable in handling all the activities of book creation by yourself, you can very much work alone and create your book.**Who can become the team members of a book building process?**

Figure (32) describes an example of a book created by a self-publishing single author who collaborates with the other team members that create the e-book. The roles of the author and the different team members are as follows:

- **Author:** Develops content, designs chapters, creates table of contents, generates the index, etc.
- **Graphic Designer:** Designs the front and back cover of the book.
- **Calligrapher:** Designs the title of the book.
- **Illustrator:** Designs the diagrams required during content creation.
- **Editor:** Reviews the book and its content and confirms finalization.

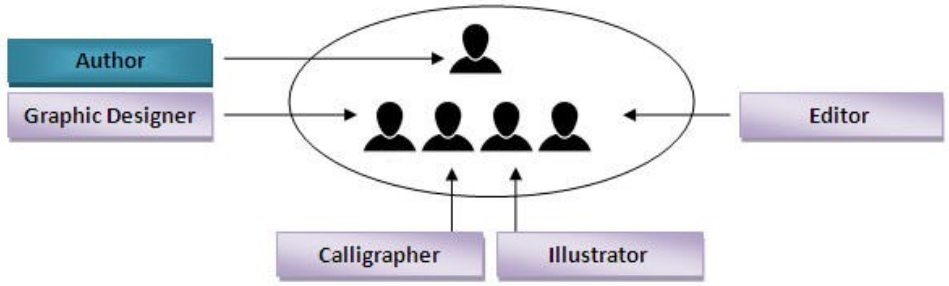


Figure 30: The Book Building Community: Single Author

Though the diagram displays roles defined for each member, these roles are interchangeable such that each member can perform any of the roles assigned, as per the scope.

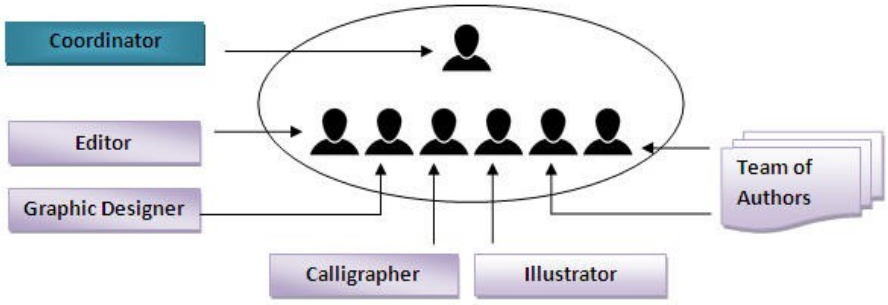


Figure 31: The Book Building Community: Group of Authors

Figure (33) displays a team of authors and other members that are all involved in creating a journal and its different aspects. The roles of these authors are interchangeable as per the book building requirements. All the other members perform the same roles as mentioned in the Figure (32). In Figure (33), the coordinator oversees the journal creation process and ensures that the end product is realized perfectly. The Coordinator can also act as an author who generates the outline for the journal such as Table of contents, and so on. Accordingly, the team of authors can use this outline to generate the contents for the chapters they will create.

How can we classify this entire process?

We can classify the book building process right from content upload to book reading by readers into the following 4 steps

- **A:** Uploading of content by team into document library.
- **B:** Perform the book building process.
- **C:** Author and the team review the book and makes changes.
- **D:** Book is published and is available to readers for reading

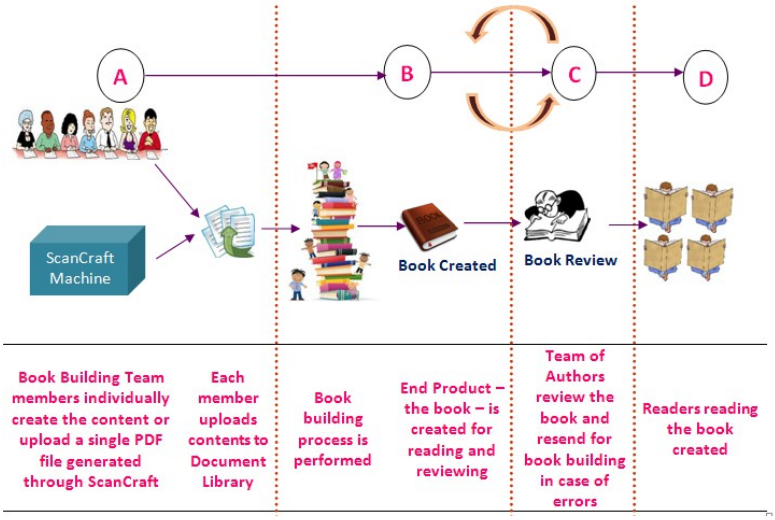


Figure 32: Book Building Process Flow

Book building Process Examples

Group of Authors creating a journal

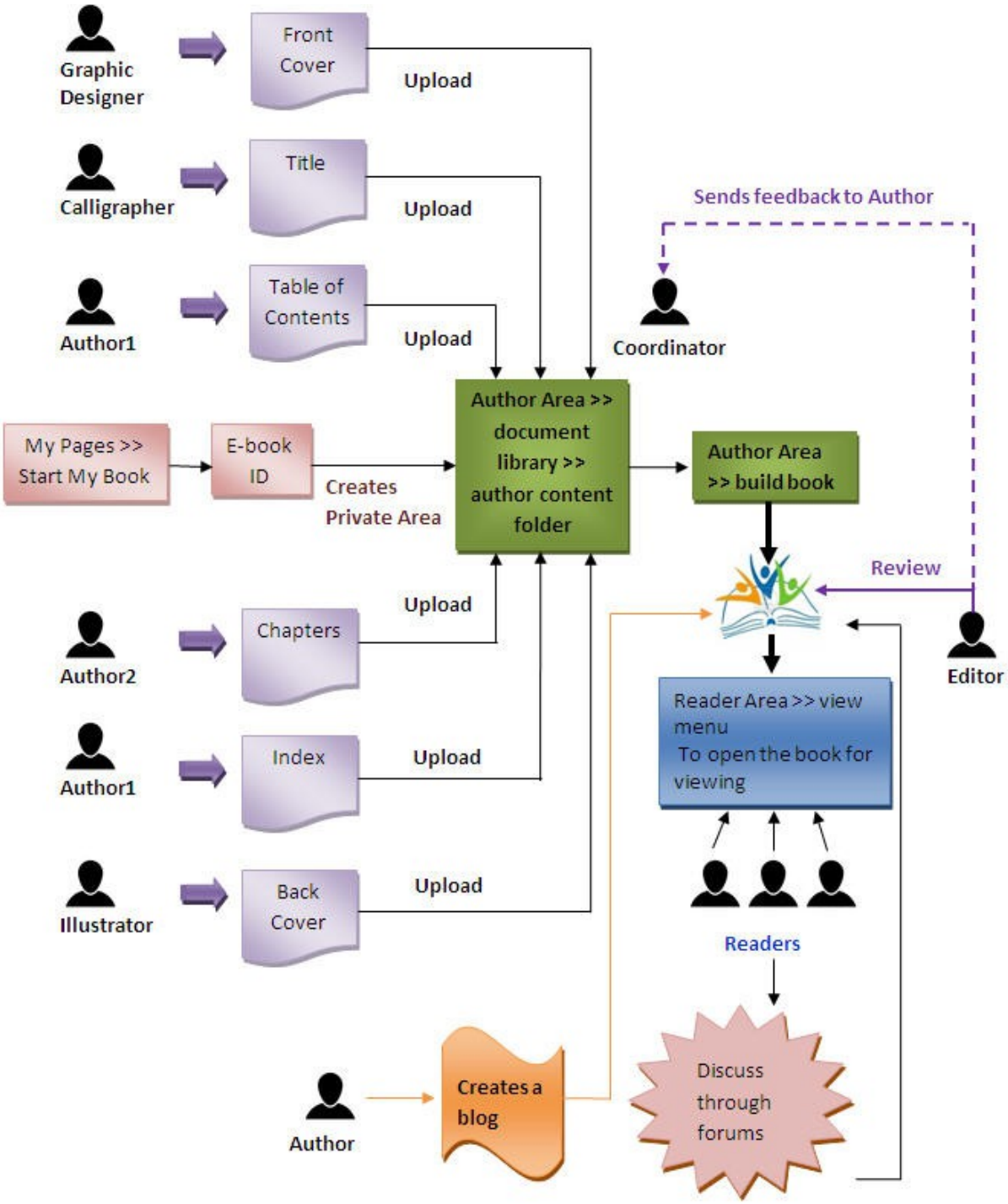


Figure 33: The Book Building Process: Group of Authors creating a journal

Single Author creating a book

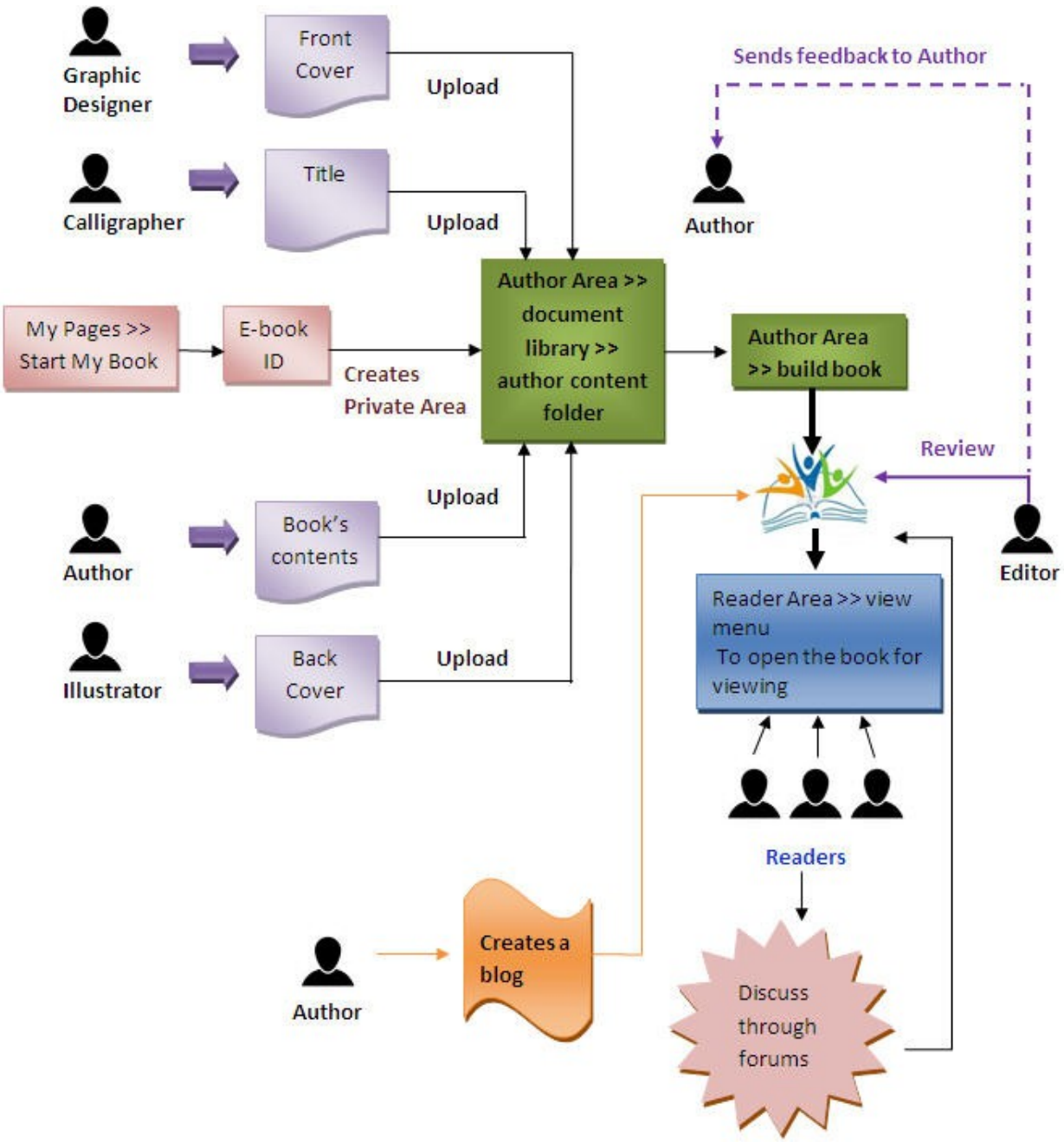


Figure 34: The Book Building Process: Single Author creating a book

Bulk Upload Tool

This document explains how to upload a bundle (compressed zip file) containing multiple PDF files and a metadata spreadsheet to Webgenic eLibrary Server using **Bulk Upload Tool**.

Bulk Upload Tool accepts a bundle in a compressed zip file format (e.g. upload1.zip) containing multiple PDF files and a metadata description spreadsheet bundled together. Once uploaded, the tool goes through the bundle and creates ebooks from each PDF file and sets the ebook meta-data as specified in the spreadsheet.

Preparing Upload Bundle

Following steps explain a process of creating the upload bundle.

- Go to any temp folder on your computer.
  - Example: **d:/tmp**

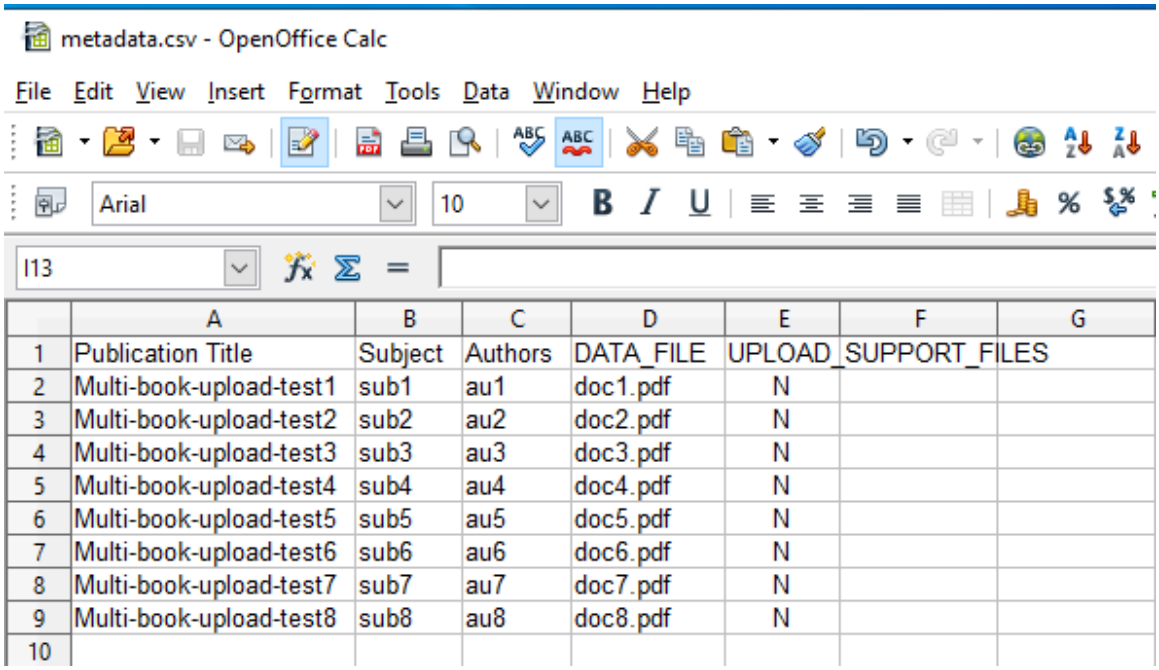
- Create an upload folder under the temp folder
  - Example: **d:/tmp/sample-upload**

- Copy multiple PDF files, which you need to upload, to the upload folder
  - Example: Copy *d1.pdf, d2.pdf, d3.pdf* and more to **d:/tmp/sample-upload**

- Create a new blank spreadsheet using any spreadsheet tools such Microsoft Excel or OpenOffice Calc save it as metadata.csv under **d:/tmp/sample-upload**
  - Example: In your spreadsheet tool, click on *File→Save As*. This will open a *Save As* dialog box.
  - In *file name* option, type ***metadata***
  - In *Save As Type* option, select ***CSV (.csv)*** format.
  - Click on *Save*

- In the spreadsheet, create following columns headers in the first row:
  - *Publication Title, Subject, Authors,DATA_FILE, UPLOAD_SUPPORT_FILES*
  - The column name ***DATA_FILE*** is mandatory and is reserved for PDF file name to be uploaded. All other column names are optional.
  - These are some of the sample column names and are configured in the eLibrary server.
  - If there are typing errors in column names or any other column name is entered, the upload tool report error, unless advanced feature to auto-create new column name is set.
  - Start entering meta-data values in rows below the column headers. You can leave some fields (cells) blank if you you don't have any data to enter.
  - A sample spreadsheet screen-shot is shown below.

- In the DATA_FILE column of every row, enter name of the PDF file related to the meta-data entered in the row.



	A	B	C	D	E	F	G
1	Publication Title	Subject	Authors	DATA_FILE	UPLOAD_	SUPPORT_FILES	
2	Multi-book-upload-test1	sub1	au1	doc1.pdf	N		
3	Multi-book-upload-test2	sub2	au2	doc2.pdf	N		
4	Multi-book-upload-test3	sub3	au3	doc3.pdf	N		
5	Multi-book-upload-test4	sub4	au4	doc4.pdf	N		
6	Multi-book-upload-test5	sub5	au5	doc5.pdf	N		
7	Multi-book-upload-test6	sub6	au6	doc6.pdf	N		
8	Multi-book-upload-test7	sub7	au7	doc7.pdf	N		
9	Multi-book-upload-test8	sub8	au8	doc8.pdf	N		
10							

- Make sure that all the PDF files entered in the rows are copied to the current upload folder **(d:/tmp/sample-upload)**

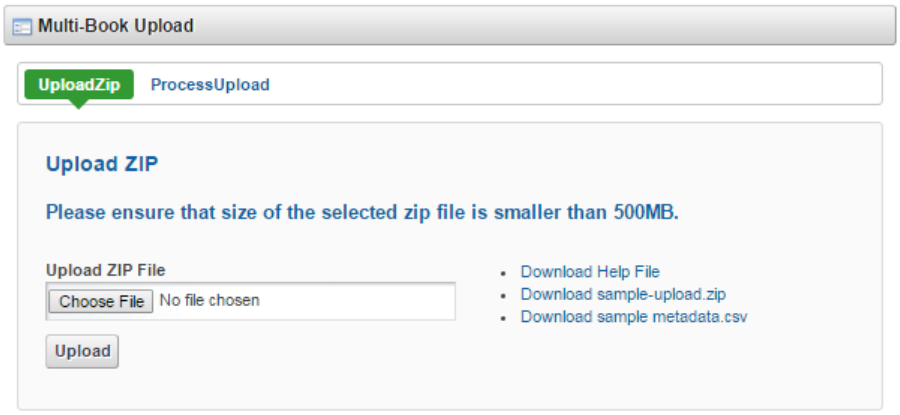
- Once you are done entering data in the rows and copying PDF file in the current upload folder, create a zip file of the upload folder.
  - Example: In your file explore, go to **d:/tmp** folder
  - Right click on **sample-upload** and select *Send To → Compressed (zipped) folder*
  - This will create upload bundle **sample-upload.zip** under **d:/tmp** folder

- There is no restriction on number of PDF files is a upload bundle. But the server many enforce limit (configurable by the Administrator) on the final size of the upload bundle. The current limit is displayed in Bulk Upload Tool.

Using Bulk Upload Tool

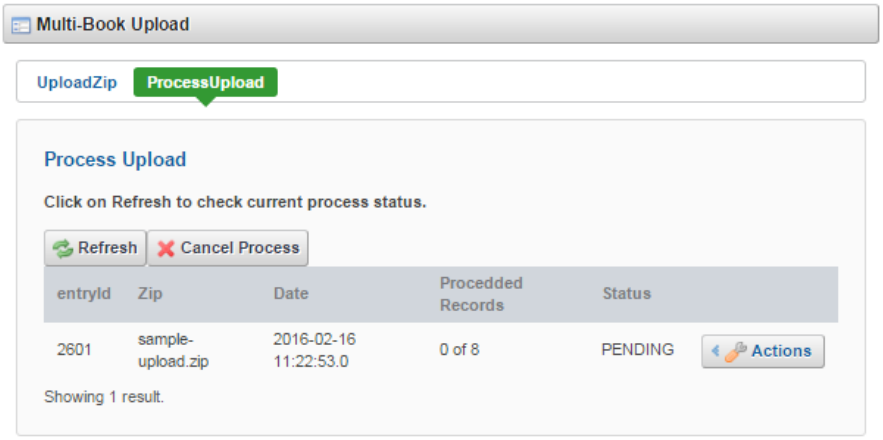
Uploading bundles using Bulk Upload tool is a two step process. **UploadZip** (step 1) is accessible by clicking on the first tab and **ProcessUpload** (step 2) is available by clicking on the second tab.

- Step 1 – **UploadZip** : User uploads a bundle.
  - In this step, the tool just accepts the uploaded bundle and stores it in user area on the server side.
  - The actual ebook creation happens in step 2.
  - User can upload multiple bundles, one after the another, before proceeding to step 2.



UploadZip Tab:

- Step 2: **ProcessUpload**: User selects uploaded bundles from the list shown by the tool, and clicks *Process*
  - The tool goes through the selected bundle and creates ebooks from each PDF file and sets the ebook meta-data as specified in the spreadsheet included in the bundle.
  - User repeats this step until all bundles are processed.

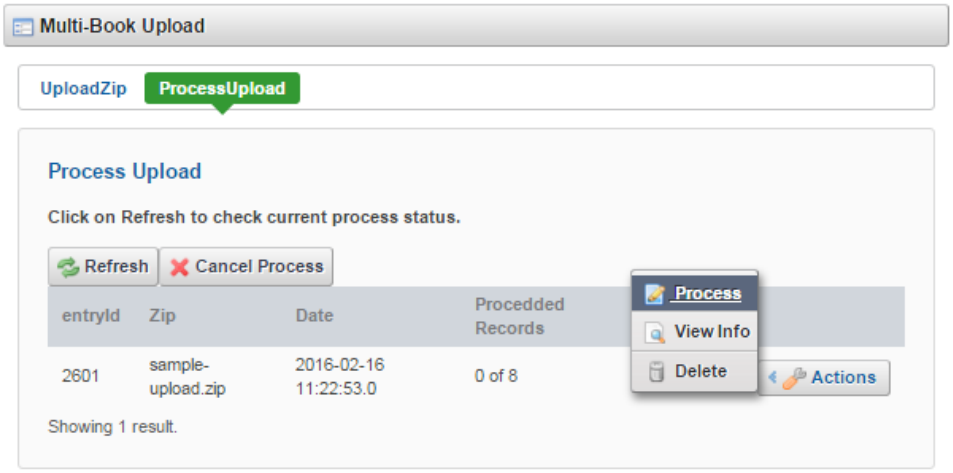


ProcessUpload Tab

Options available under **ProcessUpload tab:**

- Click on **Actions** >> **Process** to start the upload processing.

- Click on **Actions >> View** Info to view the meta-data content of the bundle.
- Click on **Actions >> Delete** once bundle has been processed successfully.
- Cancel processing anytime by clicking on **Cancel Process** button.



Options under ProcessUpload Tab:

Uploading multiple bundles with two step process provides following advantages:

- **Minimizes failures due to connectivity issues**
  - If a simple huge upload is initiated and connectivity is lost, it results in significant wastage of time and efforts.

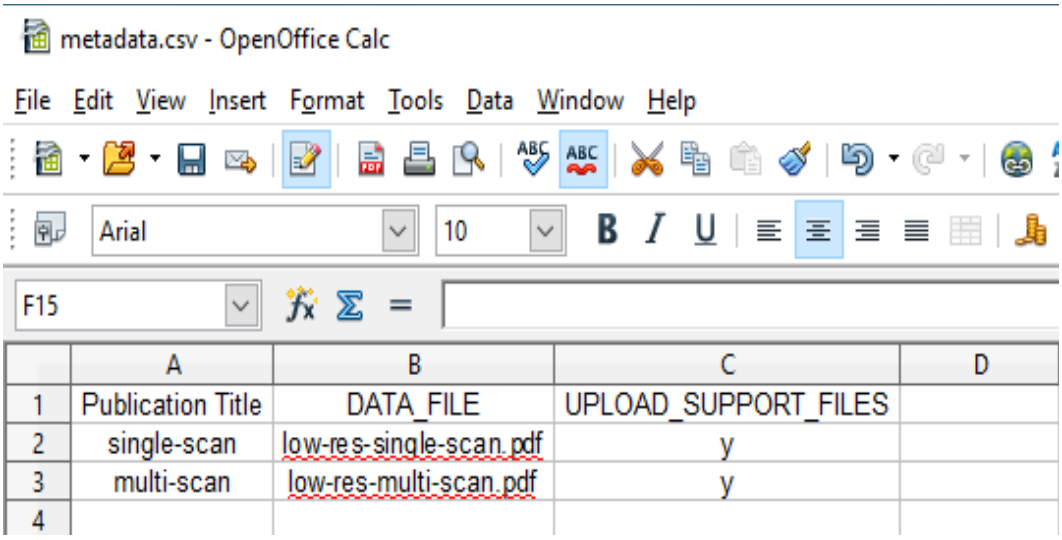
- **Take advantage of faster connectivity when available**
  - When a faster connection is available, user can just upload multiple bundles in step 1 (**UploadZip**). The processing in step 2 (**ProcessUpload**) can be initiated later anytime even on a slower connection as it does not involve large data transfer between browser and the server.

- **Easy recovery from mistakes**
  - If mistakes are detected in bundle creation (e.g duplication, wrong meta-data value), the uploaded bundle can be deleted from the server without processing

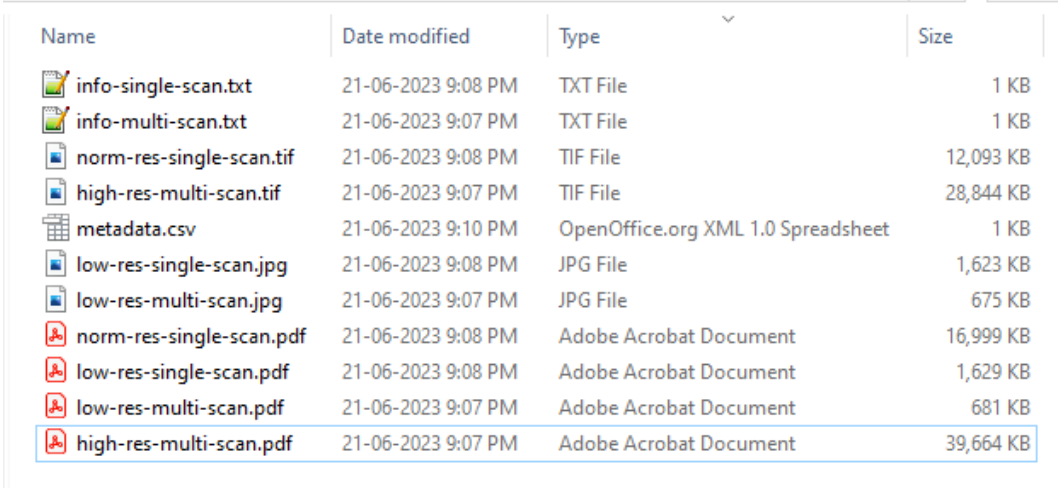
- **Work sharing and increased productivity**
  - As step 1 and 2 are independent from each other, they can be executed at separate times. Team member(s) responsible for preparing the meta-data and bundles can just upload bundles. Some other team member responsible for reviewing the meta-data can later process uploaded bundles after the inspection.

Bulk Upload with Supprt Files

The bulk load upload of herbarium specimen scan files need to automatically pickup and upload associated support files such as high resolution PDF and tif files, low resolution jpeg file, information text file. This features requires standardization of filenames which are generated when the specimen scans are post-processed and exported to identify associated support files while uploading the main speciment's PDF file.



	A	B	C	D
1	Publication Title	DATA_FILE	UPLOAD_SUPPORT_FILES	
2	single-scan	low-res-single-scan.pdf	y	
3	multi-scan	low-res-multi-scan.pdf	y	
4				



Name	Date modified	Type	Size
info-single-scan.txt	21-06-2023 9:08 PM	TXT File	1 KB
info-multi-scan.txt	21-06-2023 9:07 PM	TXT File	1 KB
norm-res-single-scan.tif	21-06-2023 9:08 PM	TIF File	12,093 KB
high-res-multi-scan.tif	21-06-2023 9:07 PM	TIF File	28,844 KB
metadata.csv	21-06-2023 9:10 PM	OpenOffice.org XML 1.0 Spreadsheet	1 KB
low-res-single-scan.jpg	21-06-2023 9:08 PM	JPG File	1,623 KB
low-res-multi-scan.jpg	21-06-2023 9:07 PM	JPG File	675 KB
norm-res-single-scan.pdf	21-06-2023 9:08 PM	Adobe Acrobat Document	16,999 KB
low-res-single-scan.pdf	21-06-2023 9:08 PM	Adobe Acrobat Document	1,629 KB
low-res-multi-scan.pdf	21-06-2023 9:07 PM	Adobe Acrobat Document	681 KB
high-res-multi-scan.pdf	21-06-2023 9:07 PM	Adobe Acrobat Document	39,664 KB

The *metadata.csv* file above lists *low-res-single-scan.pdf* and *low-res-multi-scan.pdf* as *DATA_FILE* to upload and sets UPLOAD_SUPPORT_FILES to "***y***". During upload, the server will automatically detect a common pattern in files and upload following files accordingly:

for *DATA_FILE* file *low-res-single-scan.pdf:*

upload to ***author content*** folder:
low-res-single-scan.pdf

upload *to* ***support content*** folder*:*
low-res-single-scan.jpg,
norm-res-single-scan.tif,
norm-res-single-scan.pdf,
info-single-scan.txt

for *DATA_FILE* file *low-res-multi-scan.pdf:*

upload to ***author content*** folder:
low-res-multi-scan.pdf

upload *to* ***support content*** folder*:*
low-res-multi-scan.jpg,
high-res-multi-scan.tif,
high-res-multi-scan.pdf,
info-multi-scan.txt

6. Setting Book Properties (meta-data, access control and more)

Setting Meta-data (Properties)

You can enter meta-data such as Publishing Title, book category, book's short name, and so on, which can help you locating the book quickly and easily while using the Search options.

To add this meta-data, click the **book properties** sub-menu.

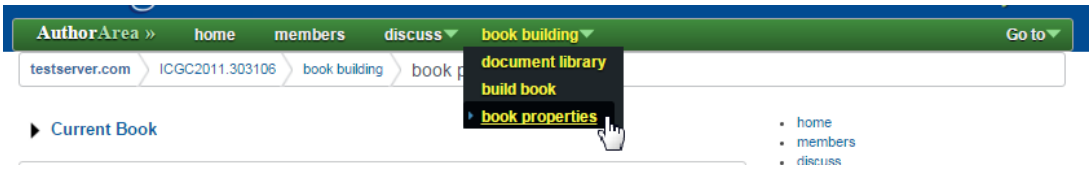


Figure 35: Book properties sub-menu to add book details

This opens the book properties screen.

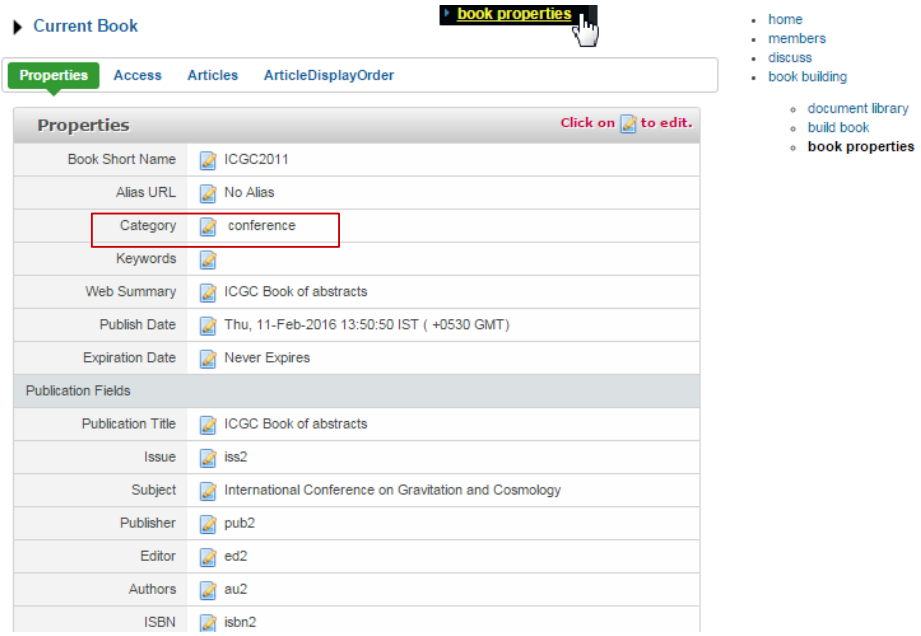


Figure 36: Book properties screen to enter meta-data

To edit/change any property, click on the edit icon next to the property:

For example, if you want to assign a **Category** to the book, click on the edit icon next to **Category**.

This opens the screen as shown in Figure below:

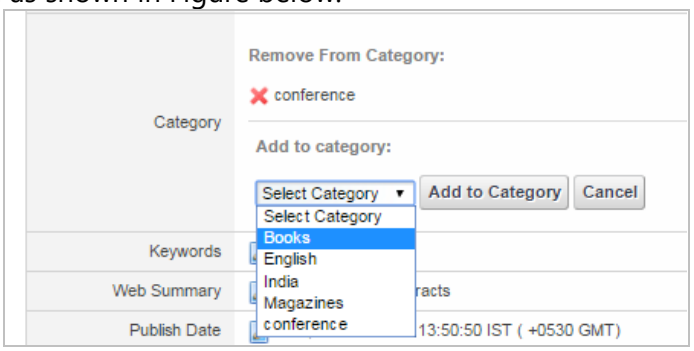
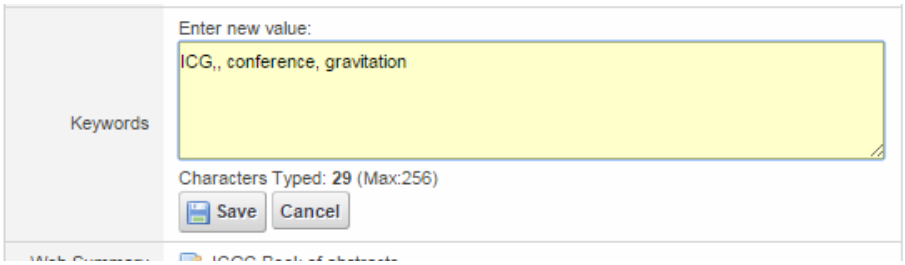


Figure 37: Assigning categories.

Click **Add to Category** button. The selected book gets added to the selected category. You can assign multiple categories to the book.

Similarly, you can set other properties, for example Keywords, for the book as seen below:



The meta-data can be added/changed anytime during the existence of the book.

Setting Access Control

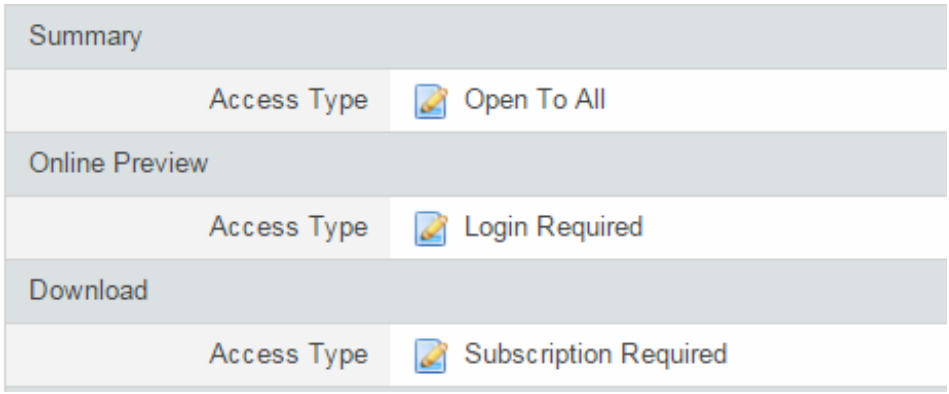
Define access to your book with fine control. Your book has three modes of access:

- **Summary**: Displays book entry in catalog and shows dashboard to authorized users.
- **Online Preview**: Allows authorized users to preview (enabled) pages of the book in the browser.
- **Download**: Allows authorized users to download available digital editions of the book.

Each one of these book modes can be independently set to following access settings:

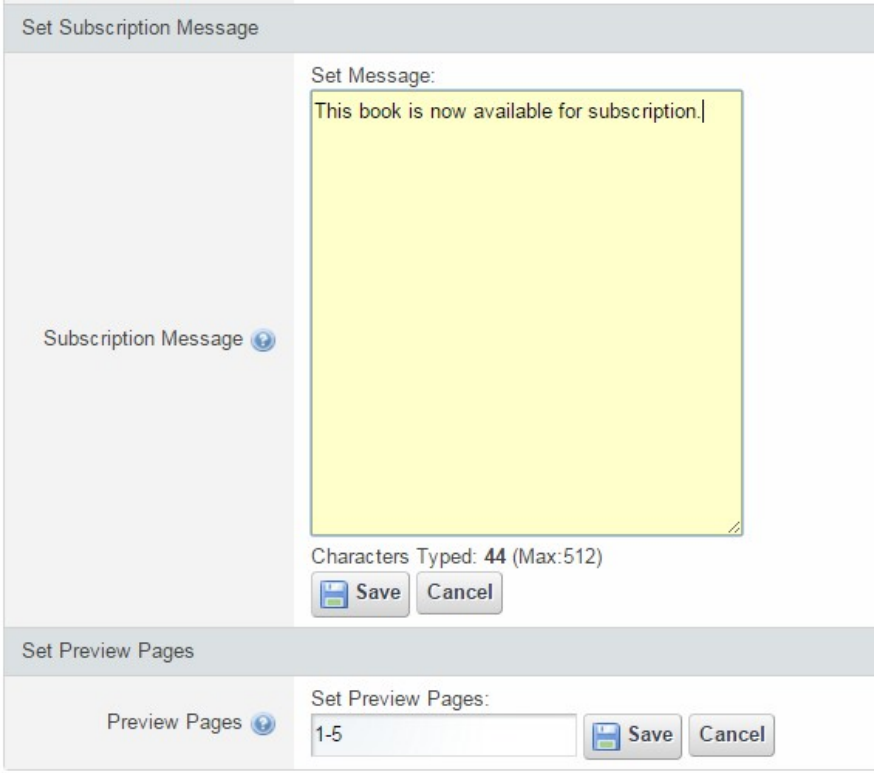
- **Open To All**: Any user, including anonymous (not-logged-in) users can access book mode.
- **Login Required**: Users need to login to access the book mode.
- **Subscription Required**: Subscription Required to access the book mode.
- **Disabled**: Book mode disabled.

Click on (edit) to select desired setting for mode of access and click on save.



You can also set **Subscription Message** for potential subscribers. This message will be displayed to users who are currently not subscribed to this book when they try to access/view book's dashboard.

You can also set the number of pages allowed for preview. You can define individual pages or range of pages for preview. Example definition: 2,13-15,20. This will enable preview of pages 2, 13 to 15 and 20. Only numbers, comma(,) and dash(-) allowed in the definitions. If no preview pages are defined, all pages are assumed to be enabled for preview.


Set Subscription Message
Subscription Message
Set Message:
This book is now available for subscription.
Characters Typed: 44 (Max:512)
Save
Cancel
Set Preview Pages
Preview Pages
Set Preview Pages:
1-5
Save
Cancel

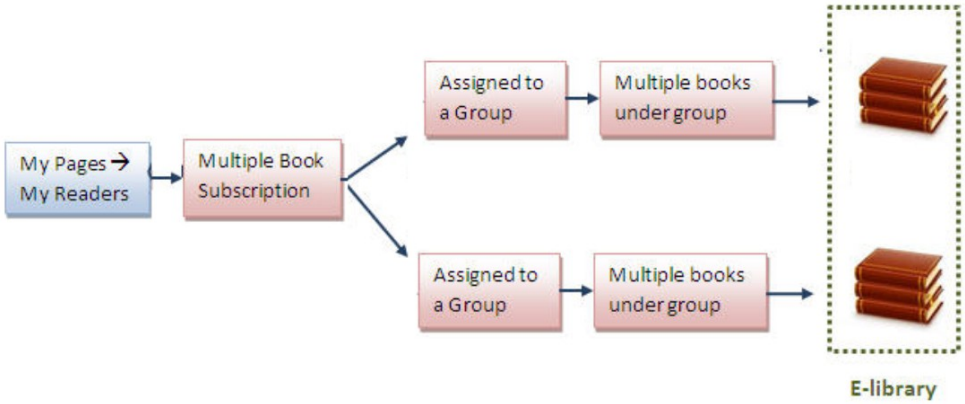
7. Book Subscription

Multi Book Subscription

The application has a provision of either making a book available to all for reading or making it available by subscription.

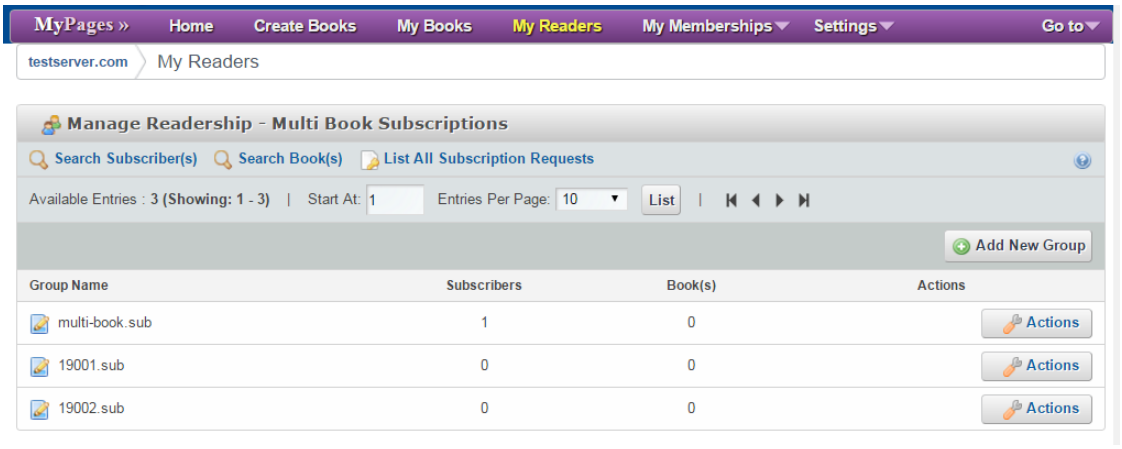
Multi Book Subscription is an powerful & easy to use technique for managing multiple subscribers for multiple books. It greatly reduces subscription management efforts.

- The subscription is set at a group-level under which multiple books and users are available.
- All books are stored in a group.
- The group is assigned to readers.
- Readers can then access all books in that group.



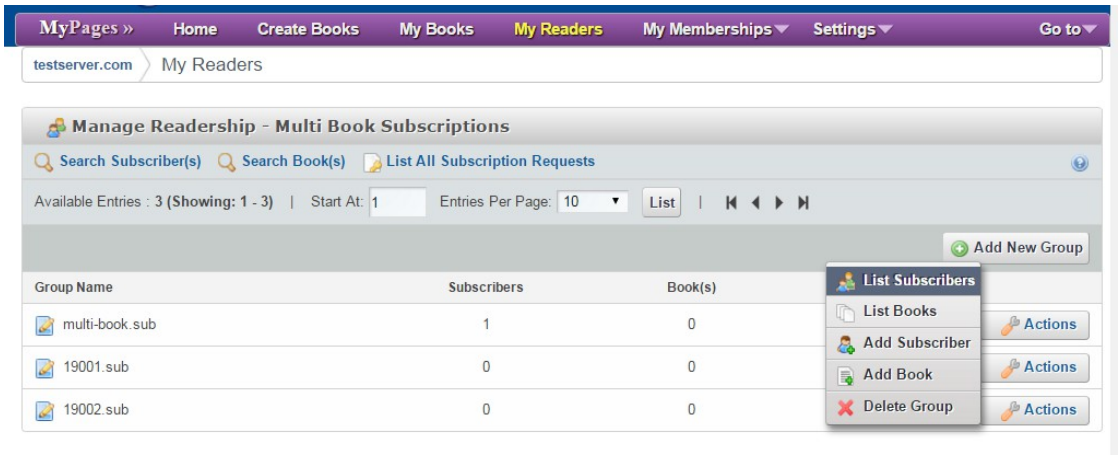
Managing Subscription

Login to your account. This will take you to **My Pages** section as seen below. Click on **My Readers** in the top navigation bar. This will take you to subscription management section



Here you can see list of existing subscription groups. Following functions are available:

- **Add New Group**: New group is added with auto-generated name.
  - Click on (edit) to change group name.
- **Search Subscribers**: Searches all groups for the given subscriber (user) and shows result. Partial user name search possible.
- **Search Books**: Searches all groups for the given books and shows result. Partial book name search possible.
- **List All Subscription Requests**: Lists all subscription requests sent by users (non-subscribers) who wish to subscribe to various books (see details below).

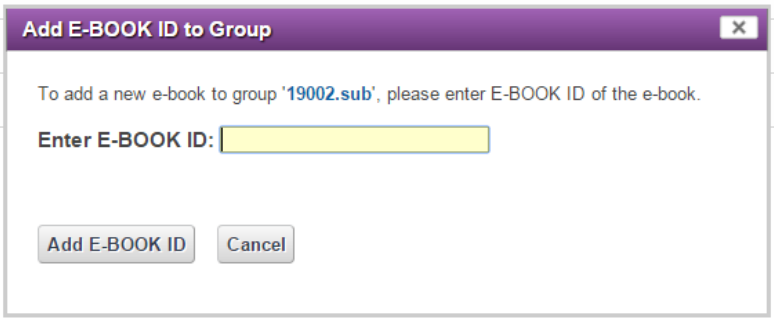


Adding Books to Subscription Group

There are two ways to add books:

From Inside My Readers

- Click on **Actions** button for the group. This pops up options. Select **Add Book** (see figure above)
- This will pop-up following dialog box.

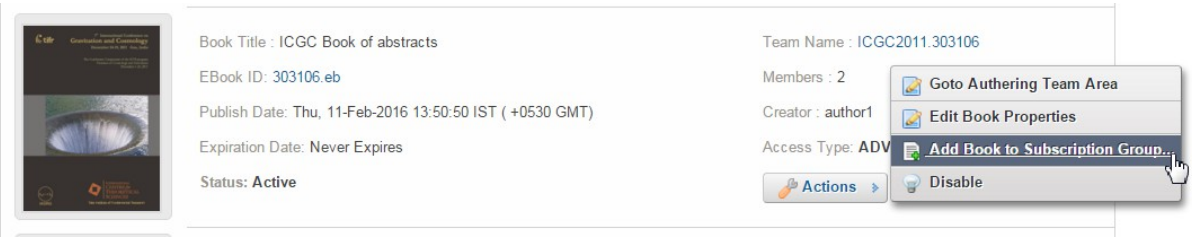


Enter E-Book ID of the book and click on **Add E-BOOK ID** button.

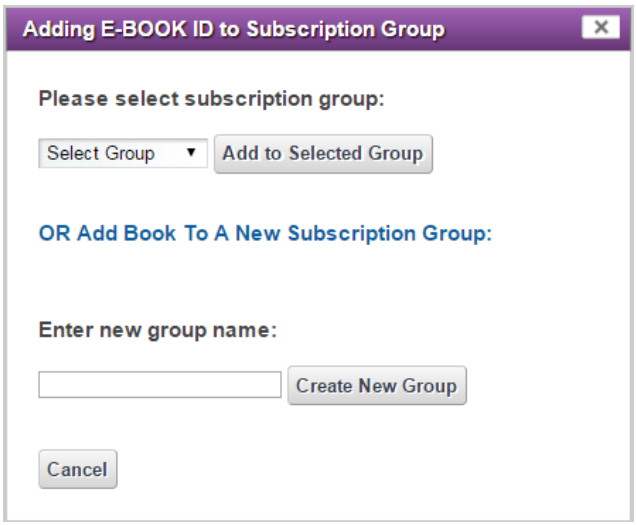
From Inside My Books

Login to your account. This will take you to **My Pages** section. Click on **My Books** in the top navigation bar. This will list all the books you have created so far.

To see actions available per book in this listing, click on **Actions** button.



This will pop-up following dialog box:



Here you have two options:

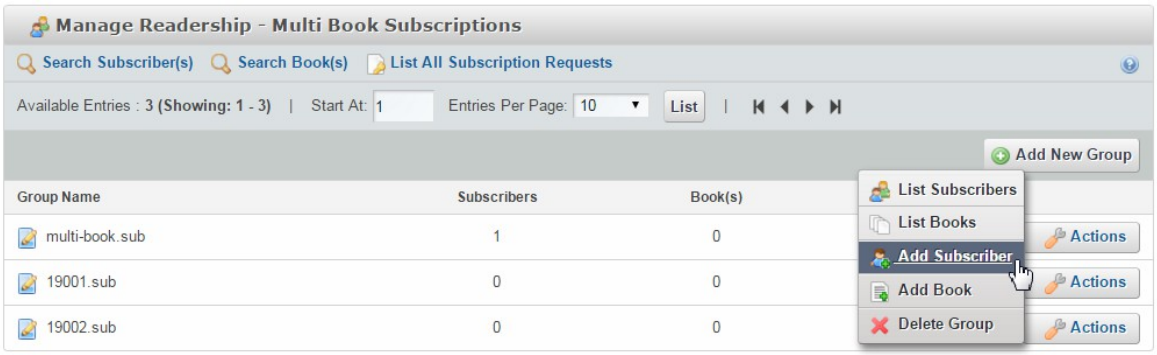
- **Add to Existing Subscription Group**: Select existing group by clicking on *Select Group* and click on **Add to Selected Group** button**.**
- **Add to New Group:** Specify new group name (leaving it blank will auto-generate) and click on **Create New Group** button. The book will be added to newly created group.

Adding Subscribers to Subscription Group

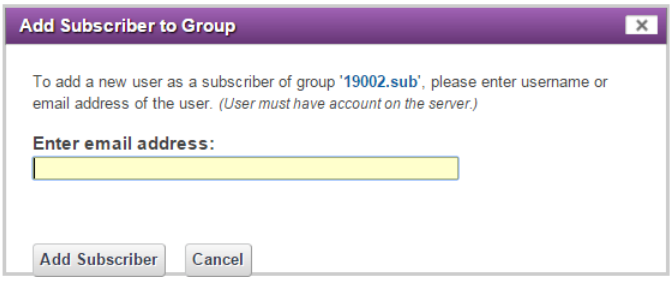
There are two ways to add subscribers to a subscription group.

Add by Username or Email-address

- Click on **Actions** button for the group. This pops up options. Select **Add Subscriber**



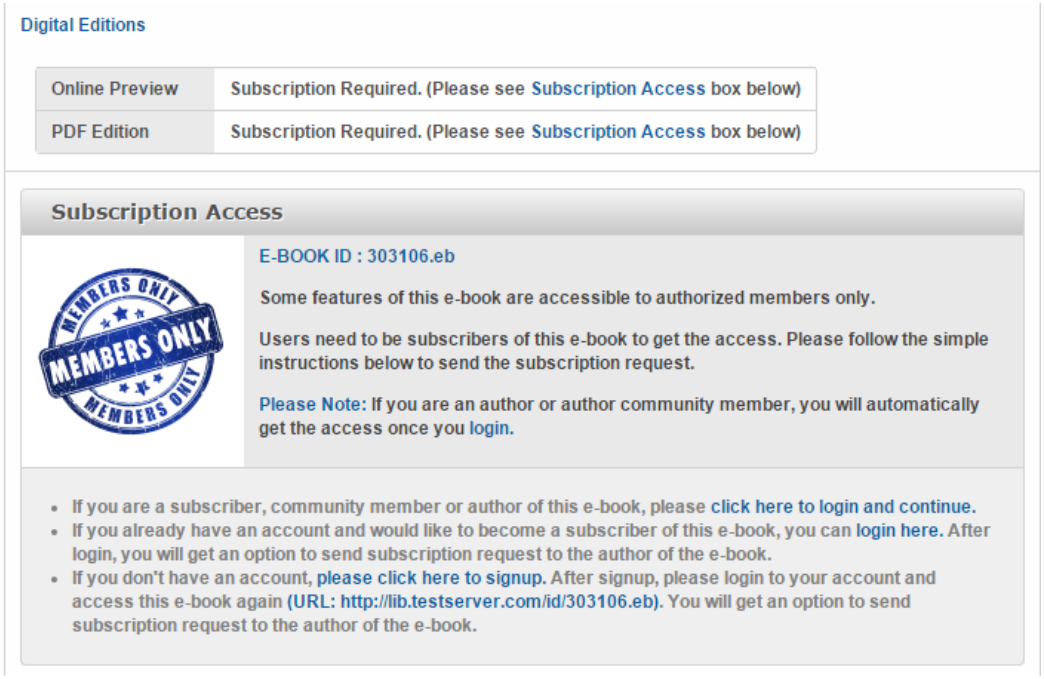
This will pop-up following dialog box.



Enter username or email-address of the user and click on **Add Subscriber**.

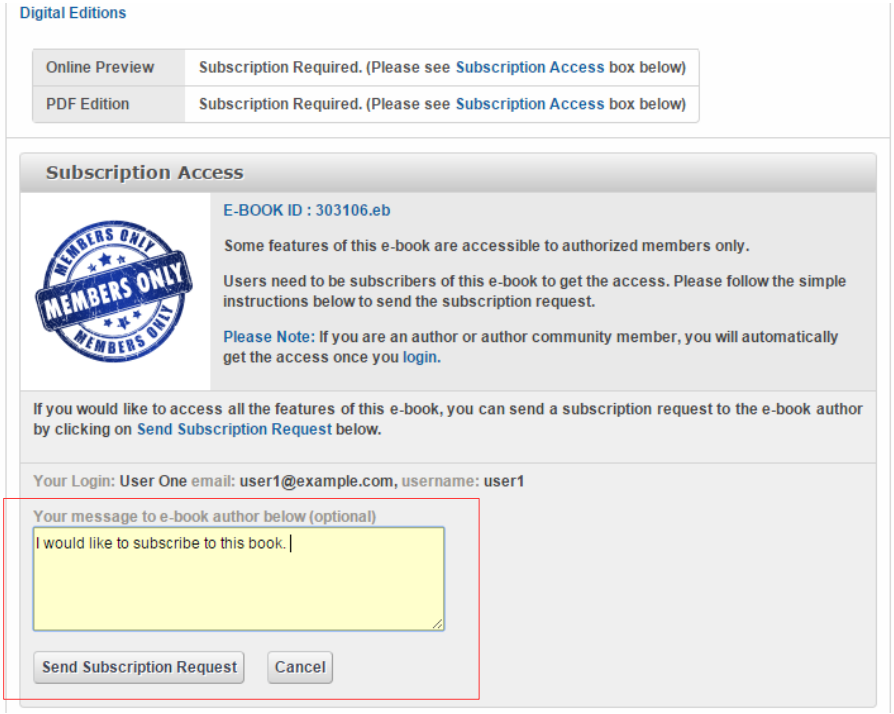
Accept Subsciption Request

While browsing the catalog, users may click on a book which has restricted access. They will see following page if they are not logged in.



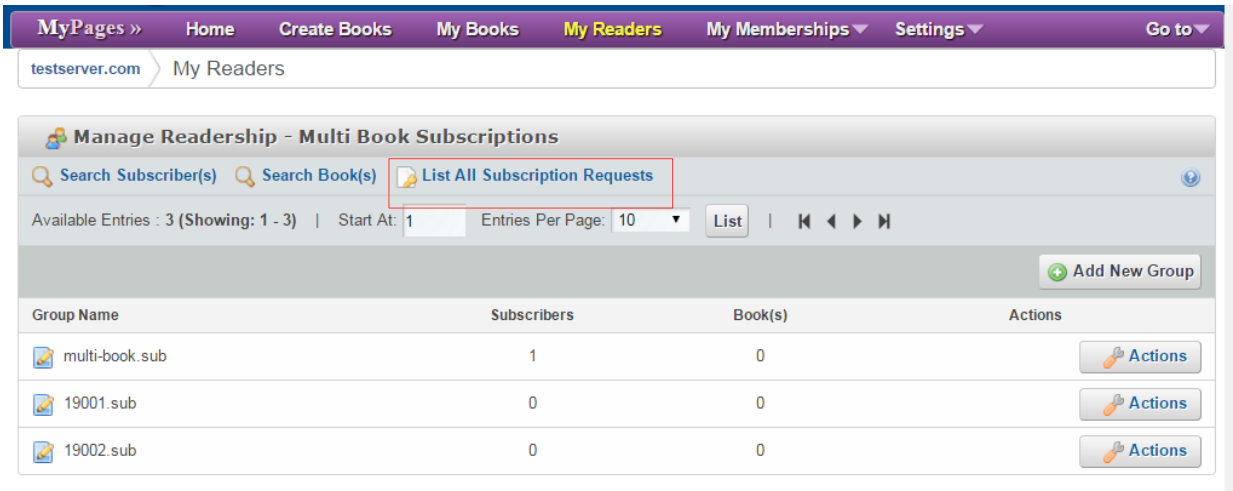
If user has logged in, following page is presented:

Here user can (optionally) type a subscription request and click on **Send Subscription Request** button. This sends a subscription request to book's author with users account info.

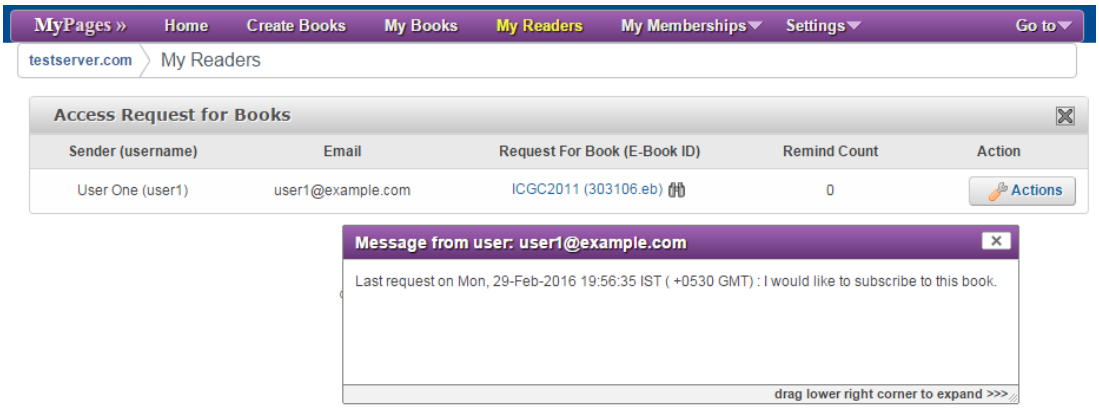


Viewing Subscription Requests

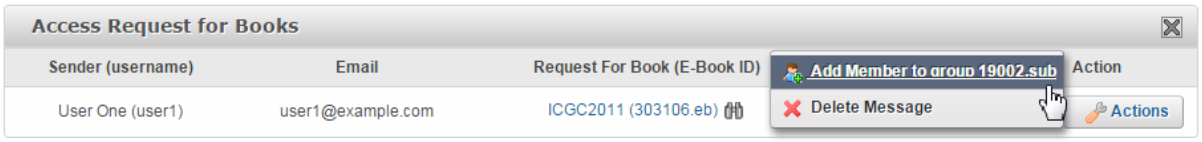
Once under **My Readers** section, click on the **List All Subscription Requests** link. See figure below:



This will list all the subscription requests sent by users as see below. Click on (view) to see any Message Details.

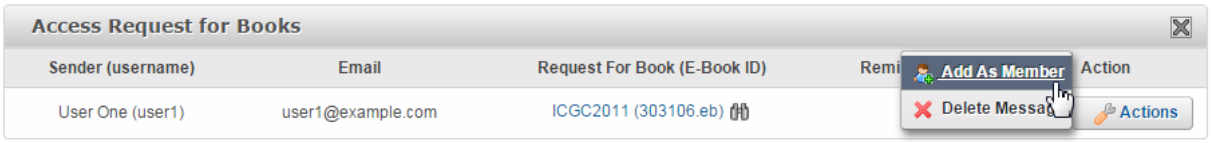


Click on Actions to see available options:

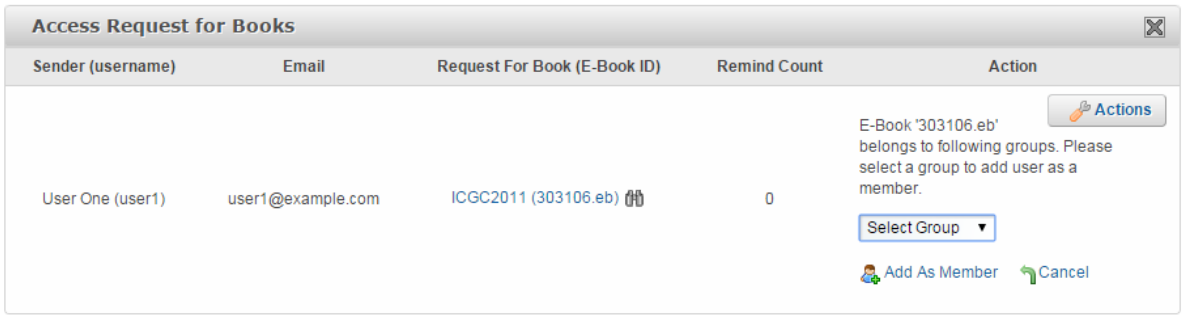


To accept subscription request, click on **Add Member To Group ...** from pop-up options. This will add the user as a subscriber to the group.

If the book (for which subscription request is received) belongs to more than one group, it will first show following option.



After **Add As Member** is selected, a list of group to which the book belongs is presented. Click on *Select Group* for the desired group from the drop down list and then click on **Add As Member** link below.



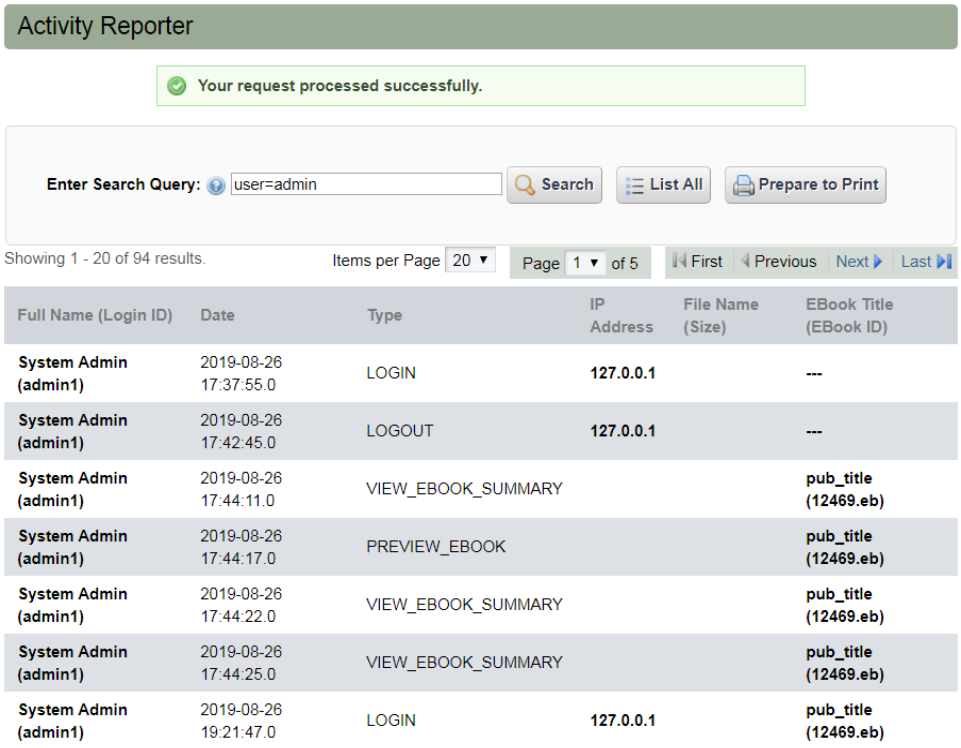
8. Activity Report Feature

At the end of this lesson, you will be able to:

- Check activities of users of server and it's details.
- Generate report based on the searched terms.
- Create a printable format document of the activities.

Search Feature Using Available Terms

This powerful search feature allows you to search among the entries of activities using predefined search terms such as user, type, year, month, day, date, ip, ebook. These terms can be used individually or combined in any order. These terms should always post-fix with equals to sign (=) or colon (:) sign. The values of search terms can be provided partially.
For example: user=admin, user=author, user=au, type=login year=2019, user=admin type=login year=2019 month=05.



Full Name (Login ID)	Date	Type	IP Address	File Name (Size)	EBook Title (EBook ID)
System Admin (admin1)	2019-08-26 17:37:55.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-26 17:42:45.0	LOGOUT	127.0.0.1		---
System Admin (admin1)	2019-08-26 17:44:11.0	VIEW_EBOOK_SUMMARY			pub_title (12469.eb)
System Admin (admin1)	2019-08-26 17:44:17.0	PREVIEW_EBOOK			pub_title (12469.eb)
System Admin (admin1)	2019-08-26 17:44:22.0	VIEW_EBOOK_SUMMARY			pub_title (12469.eb)
System Admin (admin1)	2019-08-26 17:44:25.0	VIEW_EBOOK_SUMMARY			pub_title (12469.eb)
System Admin (admin1)	2019-08-26 19:21:47.0	LOGIN	127.0.0.1		pub_title (12469.eb)

Activity Reporter

Your request processed successfully.

Enter Search Query: user=author Search List All Prepare to Print

Showing 1 - 20 of 36 results. Items per Page 20 Page 1 of 2 First Previous Next Last

Full Name (Login ID)	Date	Type	IP Address	File Name (Size)	EBook Title (EBook ID)
Author One (author1)	2019-08-26 17:36:53.0	LOGIN	**127.0.0.1**		**---**
Author One (author1)	2019-08-26 17:37:35.0	LOGOUT	**127.0.0.1**		**---**
Author One (author1)	2019-08-26 17:42:56.0	LOGIN	**127.0.0.1**		**---**
Author One (author1)	2019-08-26 17:42:59.0	VIEW_EBOOK_SUMMARY			**test book (11161.eb)**

Activity Reporter

Your request processed successfully.

Enter Search Query: user=au Search List All Prepare to Print

Showing 1 - 20 of 36 results. Items per Page 20 Page 1 of 2 First Previous Next Last

Full Name (Login ID)	Date	Type	IP Address	File Name (Size)	EBook Title (EBook ID)
Author One (author1)	2019-08-26 17:36:53.0	LOGIN	**127.0.0.1**		**---**
Author One (author1)	2019-08-26 17:37:35.0	LOGOUT	**127.0.0.1**		**---**
Author One (author1)	2019-08-26 17:42:56.0	LOGIN	**127.0.0.1**		**---**
Author One (author1)	2019-08-26 17:42:59.0	VIEW_EBOOK_SUMMARY			**test book (11161.eb)**
Author One (author1)	2019-08-26 17:43:06.0	PREVIEW_EBOOK			**test book (11161.eb)**

Activity Reporter

Your request processed successfully.

Enter Search Query: type=login year=2019 Search List All Prepare to Print

Showing 1 - 20 of 107 results. Items per Page 20 Page 1 of 6 First Previous Next Last

Full Name (Login ID)	Date	Type	IP Address	File Name (Size)	EBook Title (EBook ID)
Author One (author1)	2019-08-26 17:36:53.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-26 17:37:55.0	LOGIN	127.0.0.1		---
Author One (author1)	2019-08-26 17:42:56.0	LOGIN	127.0.0.1		---
Author One (author1)	2019-08-26 18:46:53.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-26 19:21:47.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-27 06:56:59.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-27 13:59:53.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-27 15:09:53.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-27 19:30:30.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-28 06:52:08.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-28 14:30:58.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-08-28 15:23:39.0	LOGIN	127.0.0.1		---

Activity Reporter

Your request processed successfully.

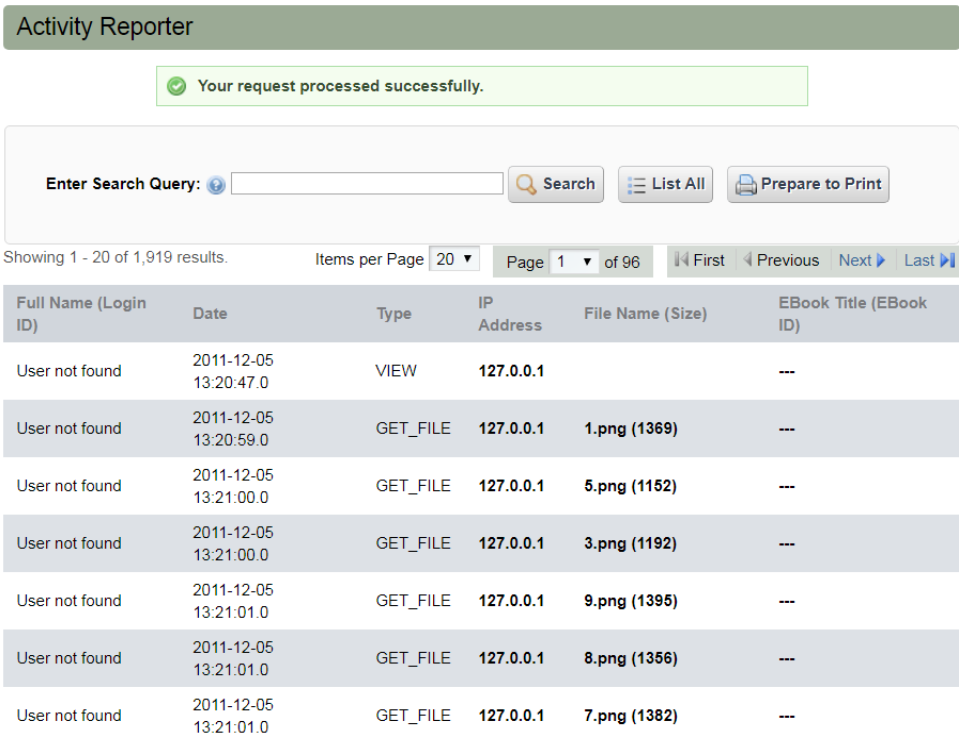
Enter Search Query: user=admin type=login year=2019 mo Search List All Prepare to Print

Showing 1 - 20 of 51 results. Items per Page 20 Page 1 of 3 First Previous Next Last

Full Name (Login ID)	Date	Type	IP Address	File Name (Size)	EBook Title (EBook ID)
System Admin (admin1)	2019-09-03 14:52:13.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-03 18:52:48.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-03 19:12:29.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-04 07:14:56.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-04 18:28:08.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-05 08:00:15.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-05 10:47:19.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-05 18:28:17.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-06 11:17:59.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-06 15:25:14.0	LOGIN	127.0.0.1		---
System Admin (admin1)	2019-09-06 16:13:59.0	LOGIN	127.0.0.1		---

List All Activity Reports

To view all the activities and their detail information use **List All** button. By clicking on **List All** button server will show all the activities performed in the below table.



Full Name (Login ID)	Date	Type	IP Address	File Name (Size)	EBook Title (EBook ID)
User not found	2011-12-05 13:20:47.0	VIEW	127.0.0.1		---
User not found	2011-12-05 13:20:59.0	GET_FILE	127.0.0.1	1.png (1369)	---
User not found	2011-12-05 13:21:00.0	GET_FILE	127.0.0.1	5.png (1152)	---
User not found	2011-12-05 13:21:00.0	GET_FILE	127.0.0.1	3.png (1192)	---
User not found	2011-12-05 13:21:01.0	GET_FILE	127.0.0.1	9.png (1395)	---
User not found	2011-12-05 13:21:01.0	GET_FILE	127.0.0.1	8.png (1356)	---
User not found	2011-12-05 13:21:01.0	GET_FILE	127.0.0.1	7.png (1382)	---

Prepare Activity Report To Print or Save

To print the activity report first you need to click on **Prepare to Print** button. It will display the report in printable format in new window. Press ctrl + p button on keyboard or right click on new window and click on print option. Now you can choose your printer in the destination option and click on print to print the report. To save the report as pdf you can choose destination option as save as pdf and click on save button.

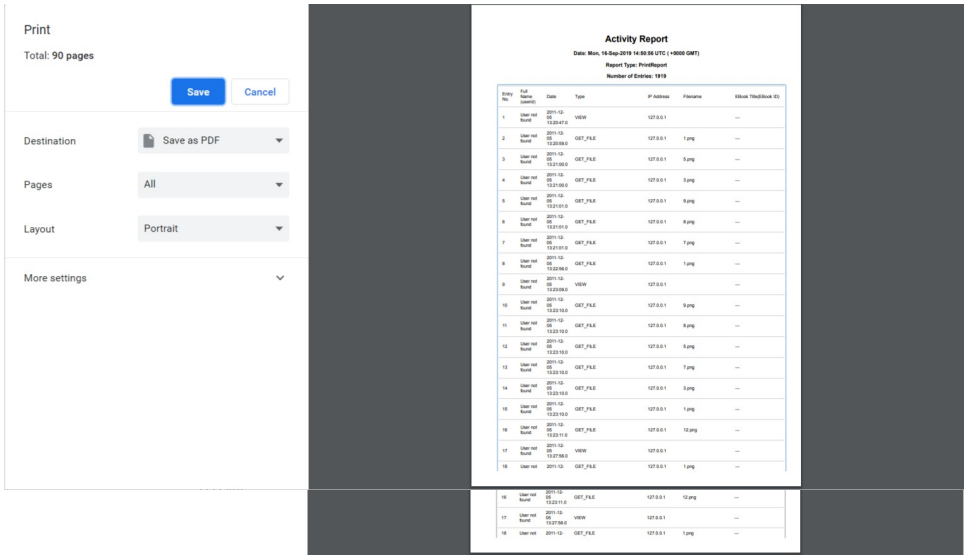
Activity Report

Date: Mon, 16-Sep-2019 17:04:34 UTC (+0000 GMT)

Report Type: listAll

Number of Entries: 1920

Entry No.	Full Name (userid)	Date	Type	IP Address	Filename	EBook Title(EBook ID)
1	User not found	2011-12-05 13:20:47.0	VIEW	127.0.0.1		---
2	User not found	2011-12-05 13:20:59.0	GET_FILE	127.0.0.1	1.png	---
3	User not found	2011-12-05 13:21:00.0	GET_FILE	127.0.0.1	5.png	---
4	User not found	2011-12-05 13:21:00.0	GET_FILE	127.0.0.1	3.png	---
5	User not found	2011-12-05 13:21:01.0	GET_FILE	127.0.0.1	9.png	---
6	User not found	2011-12-05 13:21:01.0	GET_FILE	127.0.0.1	8.png	---
7	User not found	2011-12-05 13:21:01.0	GET_FILE	127.0.0.1	7.png	---
8	User not found	2011-12-05 13:22:56.0	GET_FILE	127.0.0.1	1.png	---
9	User not found	2011-12-05 13:23:09.0	VIEW	127.0.0.1		---
10	User not found	2011-12-05 13:23:10.0	GET_FILE	127.0.0.1	9.png	---



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