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# Special features in PHAIDRA: Templates, cross- references, two-sided objects, versioning

Repository Management PHAIDRA Services

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PHAIDRA also allows you to

- create **templates** for the metadata editor. This way, you do not have to repeatedly enter metadata for objects that have the same metadata;
- create **cross-references** between all objects in PHAIDRA that are related thematically, and remove these cross-references again;
- create **two-sided objects** with a front side and a back side, such as a postcard with an image and text;
- upload different **versions** of objects.



## TEMPLATES

Select an object for which you have already entered the metadata. You can use this object as a template and transfer the metadata to other objects. To create a template, click “Metadata editor” at the bottom right of the detail view:

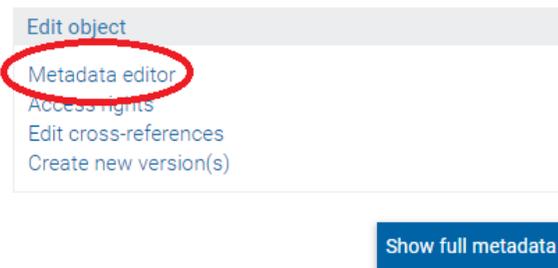


Figure 1

The metadata editor appears. Now, click “Save as template” in the upper left corner:



Figure 2



Please assign a name to the template and confirm by clicking “Save template”:

Object metadata o:978496 save as template

Template name

Save template

Figure 3



Click the “Templates” tab at the top right to view your templates. You can share your templates with other members of the University of Vienna or delete them, if you no longer need them:

## My templates

In the metadata template management function, you can delete your templates or transfer them to other persons.

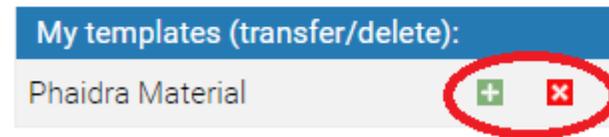


Figure 4

You can now use the templates when you upload new objects: select the relevant template from the metadata editor, which appears as soon as you have uploaded a new object. You do not have to enter recurring data again. **Please note:** Make sure to select the correct licence, as you cannot change it any more after saving.



## CROSS-REFERENCES

You can create cross-references to thematically related objects. Select one of your objects and click “Edit cross-references” at the bottom right in the detail view:

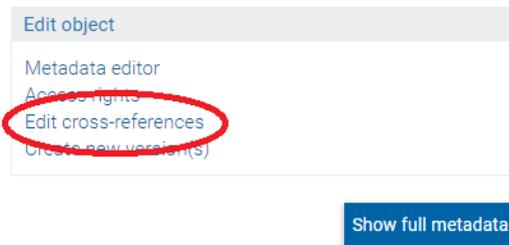


Figure 5

You can now search your own objects or all other objects in PHAIDRA to find a suitable object (search for a specific object or by topic):

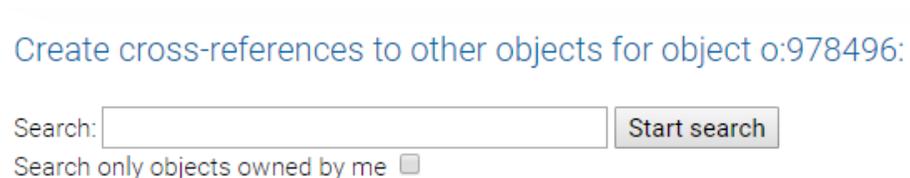


Figure 6



You see a list of all suitable objects in the search results. Select an object and create a cross-reference:

Create cross-references to other objects for object o:978496:

Search:    
Search only objects owned by me

All (2229) Document (17) Paper (0) Audio (0) Video (0) **Picture (2)** Collection (0) Container (0) Book (1) Book page (1) Resource (0) Other (0)



**o:459682** - Quantenkonferenz QuPoN 2015 - Plakat

[Create cross-reference](#)

**o:457391** - Quantenkonferenz QuPoN 2015 - Plakat

[Create cross-reference](#)

Figure 7



You have now created a cross-reference from one object to another. This cross-reference appears in the detail view. You can remove the cross-reference at any time by clicking the “x” to the right:

This object refers to the following objects (1)



o:50660 1. Phaidra User-Day: Donnerstag, 3.12.2009, 11:30-15:30



Figure 8

## TWO-SIDED OBJECTS

You can edit two-sided objects, i.e. objects that have a front side and a back side (e.g. a postcard) in the detail view in PHAIDRA (bottom right-hand side):



Figure 9

Enter the object identifier for the back side (= o:....) and confirm by clicking “Update”:

A screenshot of a user interface element. It consists of a blue header bar with the text "This picture has a front side" in white. Below the header is a light gray area. In this area, there is a label "Identifier:" followed by a text input field containing the text "ie o:123". Below the input field are two buttons: "Update" and "Cancel".

Figure 10



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You have now created an object with a front side and a back side, which are displayed at the bottom right of the detail view. Our tip: For example, if you would like to display a fanfold format, you can create cross-references between the front sides and the back sides.



## VERSIONING

Click “Create new version(s)” at the bottom right of an object’s detail view:

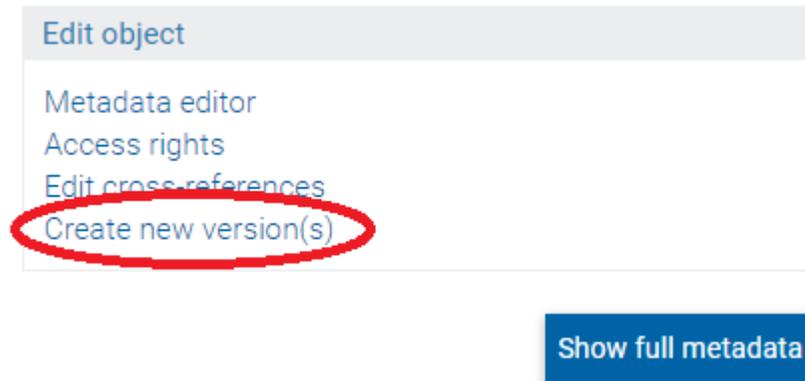


Figure 11



A window appears, allowing you to start a new upload. Select the relevant file from your directory (version X) and start the upload. The file will be stored as a new version:

Create new version o:527313 of object PICTURE

Please choose a file...

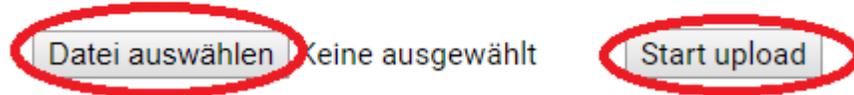


Figure 12

The relevant metadata are transferred and you can adjust them for the new version. Please make sure to select the correct licence, as you cannot change it afterwards.



The different versions of an object are displayed in a scroll-down menu at the right of the detail view:

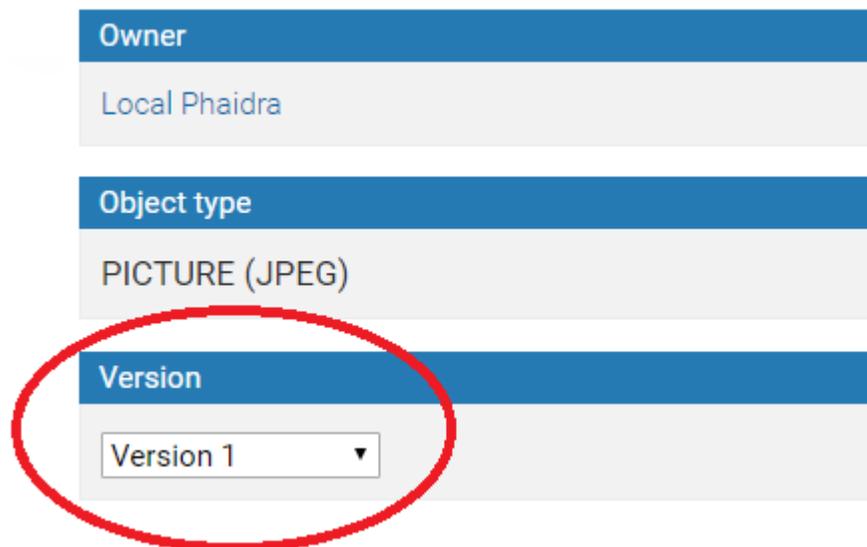


Figure 13

You can restrict access to previous versions or make previous versions accessible worldwide.