

Manual

APP Vakliteratuur

-Admin Website-

Composition: Ingressus

Version: 1.0

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Rotterdam, 22 januari 2021

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Version History

Version	Description	Date
1.0	Final version (English)	21-01-2021

1 Introduction

Vakliteratuur offers digital notifications for end users in an entirely new way. Via smartphone or tablet, the user gains access to relevant sources at all times, as well as full control of the layout. In the underlying management system, the app can be fully customised to fit the user's needs and insights. The implementation by Ingressus has been completed. This manual describes usage and maintenance of the accompanying admin website by the library.

2 Settings

2.1 Changing settings

2.1.1 General

Organisations can change their own data as was processed during implementation. To change the data: click the menu on the left hand side of the web page. Click 'Instellingen bewerken' (change settings) (fig. 1).

Logo, colours, opening hours and e-mail information can all be changed here (fig. 2).

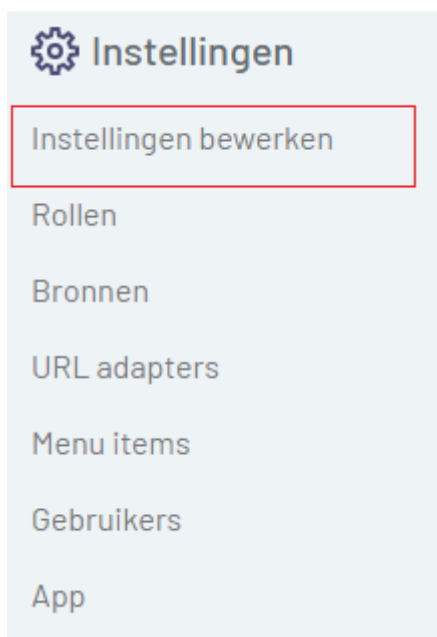


Fig. 1. Changing settings.

Organisaties / Ingressus / Bewerk

Algemeen Kleuren SSO(SAML)

Naam*
Ingressus

Straat
Conradstraat

Straatnummer
18

Toevoeging
E7.172

Postcode
3000 CH

Plaats
Rotterdam

Telefoonnummer
010-2060260

Website
https://www.ingressus.nl

Informatie

Logo (max 500x500)




Fig. 2. Example of changing settings with at the top tabs for 'Algemeen' (general), 'Kleuren' (colours) en 'SSO(SAML)'.

2.1.1.1 Logos

In the tab 'Algemeen' (general) logos can be added, as well as images that need to be displayed elsewhere in the app.

Logo: upload your organisation logo. This will be displayed in the app's start screen.

Header logo: upload the logo you wish to display at the top of the app, above the menu bar, at all times.

Splash screen: upload the image you would like displayed when the app is loading. The organisation logo will be displayed for a short moment and succeeded by the splash screen.

If the image for 'Standaard RSS-feed / website afbeelding (140x140)' (standard RSS-feed/website image 140x140) is empty, a standard image will be displayed in the shape of a black book. If you would like to use your own image as a default, upload it here.

If using Google Analytics, add your code in the field *Google Analytics code*. Then configure the dashboard within Google Analytics itself to monitor use of the app.

2.1.1.2 Registration code

Scroll down to reach "registratiecode" (registration code) (fig. 3).

Add a registration code to forward to end users, to facilitate them entering the library's own app-environment. Registering in the web version first offers the benefit

of easier typing. The end user can then log into the app with the provided login details.

Registratie code (4 karakters lang)

HHHH

Verstuur nieuwe registratie mail naar

voorbeeld@registratie.nl

Opslaan

Opslaan en toon

Opslaan en bewerk

Fig. 3. Example of registration code and e-mail.

Attention! If a new user registers without the registration code, they will enter the demo environment. We can't change this, so the user will have to reregister with a valid registration code to fix it.

Registering for end users:

- Go to #
- Click "registreren".
- Enter your details.
- Enter the organisation's registration code.
- Click "registreren".

2.1.1.3 Colours

Changing the displayed colours of the app is possible too. See fig. 2, tab 'Kleuren'. After changing the colours, click 'Opslaan' (save).

2.1.1.4 SSO(SAML)

If you are using Single Sign On (SSO) and arrangements have been made for this during implementation, this tab will be filled out. See fig. 2, tab SSO (SAML)

2.2 Roles

In the menu on the left hand side of the page, click 'Rollen' (roles) (fig. 4).

By adding roles, groups of target users can be defined with their own set of sources/RSS-feeds/subjects/sliders and video's.



Fig. 4. Rollen (roles).

With each role, you can indicate whether it should be visible for registration via the app. Keeping this switched off gives you the opportunity to keep certain roles and sources hidden.

There's an option to include an end date with a role. As soon as this date is reached, access to the app will be disabled for this role.

Click 'Voeg rol toe' (add role) to add a role or click the pencil to edit a role (fig. 5).

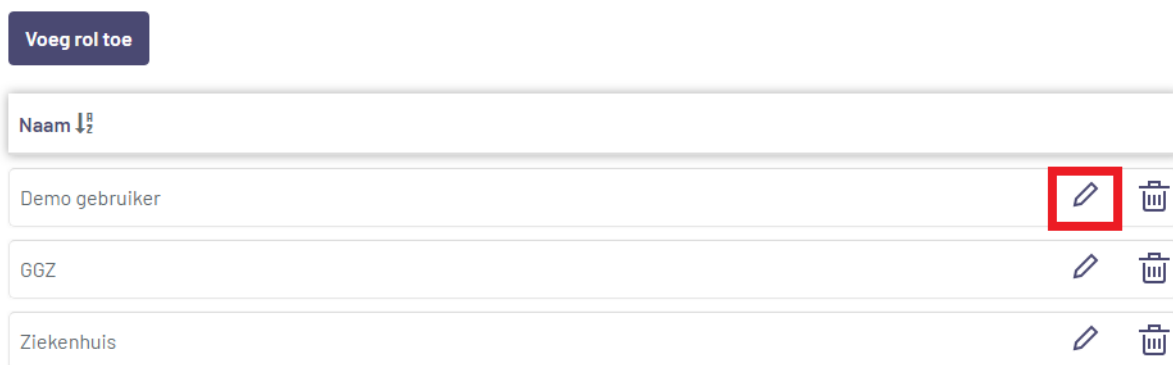


Fig. 5. Example of roles. Click the pencil to edit.

In the edit screen (fig. 6), you can edit the visibility of a role and add an end date. After completing your edits, click 'Opslaan' (save).

You can also choose whether a role should be selected by default if a user logs on via the *Single Sign On* (SSO) method. It's possible to connect the app to your own ICT-system, so end users can use their own login details. Upon using the app for the

first time, the new user will be linked to the default role and its related content automatically.

Optionally, you can allow users to create their own accounts. In that case, if you choose *Toon bij registratie via app* (show for registration within app), this role will be shown as an option on the registration form.

Ingressus / Rollen / Nieuw

Naam*

Demo gebruiker

Nee Koppel rol bij aanmaak nieuwe gebruiker

Nee Toon bij registratie

Toegang t/m

Bronnen RSS feeds en websites Onderwerpen Sliders Video's

Alle bronnen

Personen

RSS feeds

Opslaan Opslaan en bewerk Annuleer

Fig. 6. Role editing screen. Edit the visibility of the role and add end date.

Select for each of the available sources, RSS-feeds, websites, subjects, sliders and videos whether a certain role should have access to it.

Attention! If new sources, RSS-feeds, subjects, sliders or videos are added to the app, the role needs to be updated to activate the newly added content.

See chapter 3 for explanation of adding new content to the app.

Edit or update a role as follows:







- In the roles list (fig. 7), click the role you wish to edit the access of (or the pencil behind it). A list of accessible content for the role is shown (fig. 8).
- Select the sources, RSS-feeds, websites, subjects, sliders and videos you would like this role to have access to.
- Click 'Opslaan en bewerk' (save and edit) to finish updating the role.

Ingressus / Rollen

Zoeken

Voeg rol toe

Naam ↓

Demo gebruiker		
GGZ		
Ziekenhuis		

1 - 3 van 3

Voeg rol toe

Fig. 7. Example of roles list. Click a role to edit the settings.

Ingressus / Rollen / Demo gebruiker / Bewerk

Naam*

Nee Koppel rol bij aanmaak nieuwe gebruiker

Nee Toon bij registratie

Toegang t/m

Bronnen RSS feeds en websites Onderwerpen Sliders Video's

Alle bronnen

- Catalogus Mediatheek
- Dagelijks nieuws
- Nieuws uit online nieuwsbronnen
- Ovid
- Personen
- PubMed
- RSS feed
- RSS feeds

Opslaan **Opslaan en bewerk** **Annuleer**

Fig. 8. Example of different sources a role has access to.

2.3 Sources

In the menu to the left hand side of the web page, click 'Bronnen' (sources) (fig. 9). Sources are the various connectors the app uses to display content. They connect to external systems such as databases, websites or library systems.

Here, you can choose whether the library catalogue and/or PubMed needs to be searched. Contact Ingressus ServiceDesk if you would like to add a new connector. We can add existing connectors (see below) or even build new ones (for a fee).

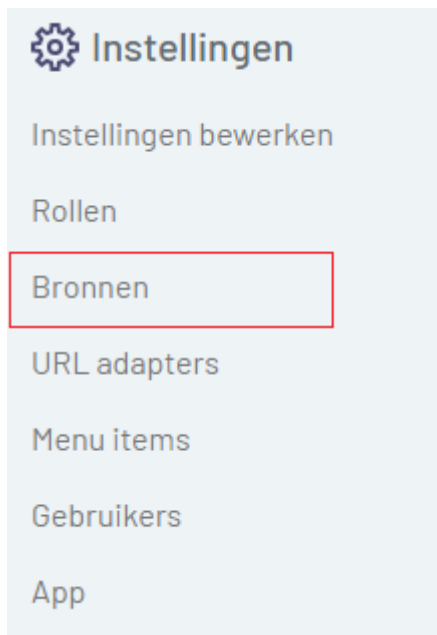


Fig. 9. Bronnen (sources).

As of this moment (december 2020) the following connections to external systems are possible.

DBNK – out of order at the moment

EBSCO Discovery Search (EDS)

The EBSCO Discovery Search connector creates the possibility to search EDS directly from the *Vakliteratuur* app. Ask EBSCO for your *CustomerID*, *GroupID* and *ProfieldID* so we can implement the connector. After this, you can choose which sources within EDS can be searched. For example, just ebooks or EBSCOHost sources.

Google

The Google connector integrates your own custom made Google Search Engine into the app *Vakliteratuur*. Within Google, it's possible to configure your own search engine, to use on your own website(s). In this search engine, it's possible for instance to ensure your own pages appear higher up in the search results. To connect your own *Google Search Engine* to the app, you need a *Google API key* and your *Search Engine ID*.

HowardsHome

Ingressus works with HowardsHome and has its own GGZ and Medical news portals. The RSS-feeds from these portals can be connected to make relevant messages appear as news in the app. For this, messages before 9 AM have been deduplicated and selected. Mijn Digitale Bibliotheek (My Digital Library) users that have an additional support subscription with Ingressus, can use this connector for free.

Journal Tocs Articles

JournalTocs is a collection of tables of contents to scientific journals. If you use this service, your existing profile can be connected to the *Vakliteratuur* app. We offer connections for searching the content of articles and for receiving alerts to new journal Tocs.

Legal Intelligence

Legal Intelligence provides access to a large collection of legal sources via one combined search engine.

OCLC Discovery

Vakliteratuur can be connected to Worldcat and Worldshare. To connect Worldcat to the app, we will need your WS key. To connect Worldshare, we will need both your *WS key* and *Secret ID*.

OvidDS

Ovid Discovery provides access to millions of medical articles and sources. If you are subscribed to OvidDS, we can supply a connection to the app.

PubMed

A standard PubMed connector is available. Based on your subjects, records from PubMed will be found and displayed within the app. Searching PubMed directly from the app is possible as well.

Rechtsorde

Your subscription to this search engine for legal and fiscal information can be connected to the app.

RSS-feed pool

The RSS-feed pool can display a collection of sources on a single subject. The Redactietool (redaction tool) provides easy editing or exclusion/inclusion of individual messages.

RSSFeeds

The RSSFeeds connector allows for searching RSS-feeds. If you have added multiple RSS-feeds (*see paragraph 3.2*), you can make them searchable. RSS-feed articles will be saved in the app's memory for thirty days.

SharedContent

The SharedContent connector allows you to compose and post your own messages within a certain feed or subject. These messages will be displayed as news items to selected (or all) users.

Twitter

Include messages from specific Twitter-accounts in the news feeds with the Twitter connector.

User

Brontype User allows users to mark other app users from their own organisation as favourites. It also allows users to send messages to each other.

X-ref

The X-ref connector makes various X-ref catalogues searchable by the app. It also provides the various news feeds with records from these catalogues. An extra option is to allow book loan requests via the app. The loan requests will be sent to the mailbox of your own library.

YouTube

YouTube can be searched via the app as well. Videos can be displayed as a separate feed too, to be viewed directly from the app. Videos will be suggested based on defined subjects from within the app *Vakliteratuur*.

2.4 URL-adapters

In the menu on the left hand side of the web page, click 'URL-adapters' (fig. 10). HAN is an example of an URL-adapter. By providing HAN-links through the app, users will have access to content wherever they are. If you use HAN, the URL-adapter will be added during the implementation process.

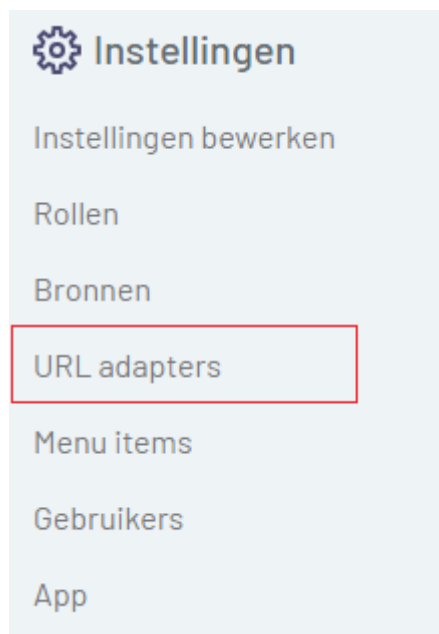


Fig. 9. URL-adapters

2.5 Menu items

In the menu on the left hand side of the web page, click 'Menu items' (fig. 11).

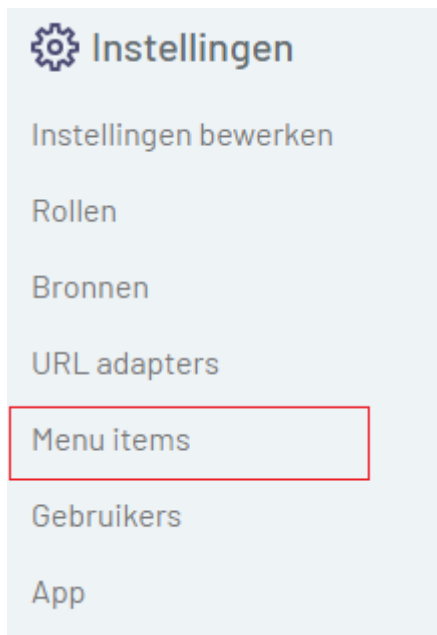


Fig. 11. Menu items

'Menu items' allows you to input a service message, which will be displayed underneath the app's 'Instellingen' (settings).

2.6 Users

In the menu on the left hand side of the web page, click 'Gebruikers' (users) (fig. 12).

It is preferred that users register for the app themselves, for instance by using the aforementioned registration code. During the registration process, they can choose a role to access a predefined set of sources/feeds/subjects/videos. The user can choose to receive notifications as well.



Fig. 12. Gebruikers (users)

You can also add and/or activate users yourself and define their role, notifications and subjects. Do this by clicking 'Voeg gebruiker toe' (add user). The following fields will be displayed (fig. 13):

Ingressus / Gebruikers / Nieuw

Uit **Actief**

Naam*

E-mail*

Toegang t/m

Wachtwoord

Rollen

Geen rollen geselecteerd ▾

Opslaan **Opslaan en toon** **Opslaan en bewerk** **Annuleer**

Fig. 13. Adding a user.

Enter name, e-mail address and password for the user and activate them by clicking 'Actief' (active). If their access to the app is temporary, you can also add an end date. Select the appropriate role.

Attention! The password needs to contain 8 characters.

Edit users or add roles directly from the overview list. Click the pencil to edit or the bin to delete (fig. 14).



Fig. 104. Click the pencil icon to edit

Click the eye to view the user. Here, you can switch notifications on/off and view user statistics.

Attention! As soon as roles, subjects, RSS-feeds etc. are added to the app, you can connect them to a user here. If you don't do this, these options will remain empty.
See paragraph 2.2 for an explanation of adding roles into the app.
See chapter 3 for explanation of adding content to the app.

2.7 App

In the menu on the left hand side of the web page, click 'App' (fig. 15). This is where the order of the subjects on the home page of the app (lay-out) is determined.

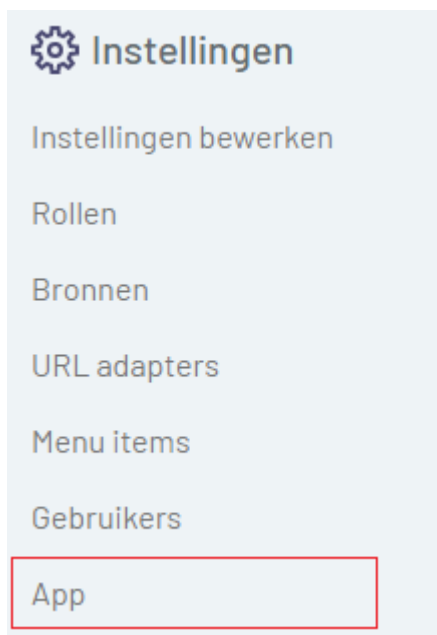


Fig. 15. App

Click one of the headers to change the lay-out and the order of the headers, for example 'Home' (Fig. 16).

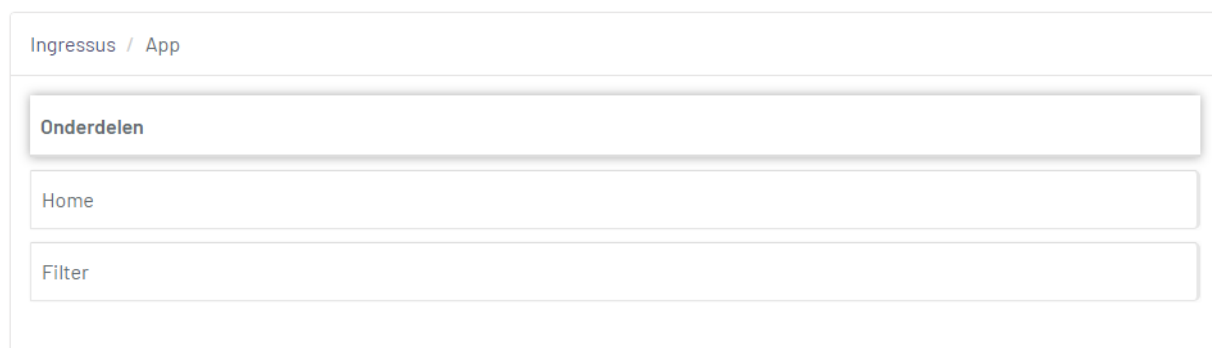


Fig. 116. Overview of app headers.

You will see the lay-out of the home page, with arrows beside it to drag headers upwards or downwards to change the order for your app user (fig. 17).

Attention! This list will get longer as soon as RSS-feeds, subjects etc. are added to the app.

See chapter 3 for explanation of adding content to the app.

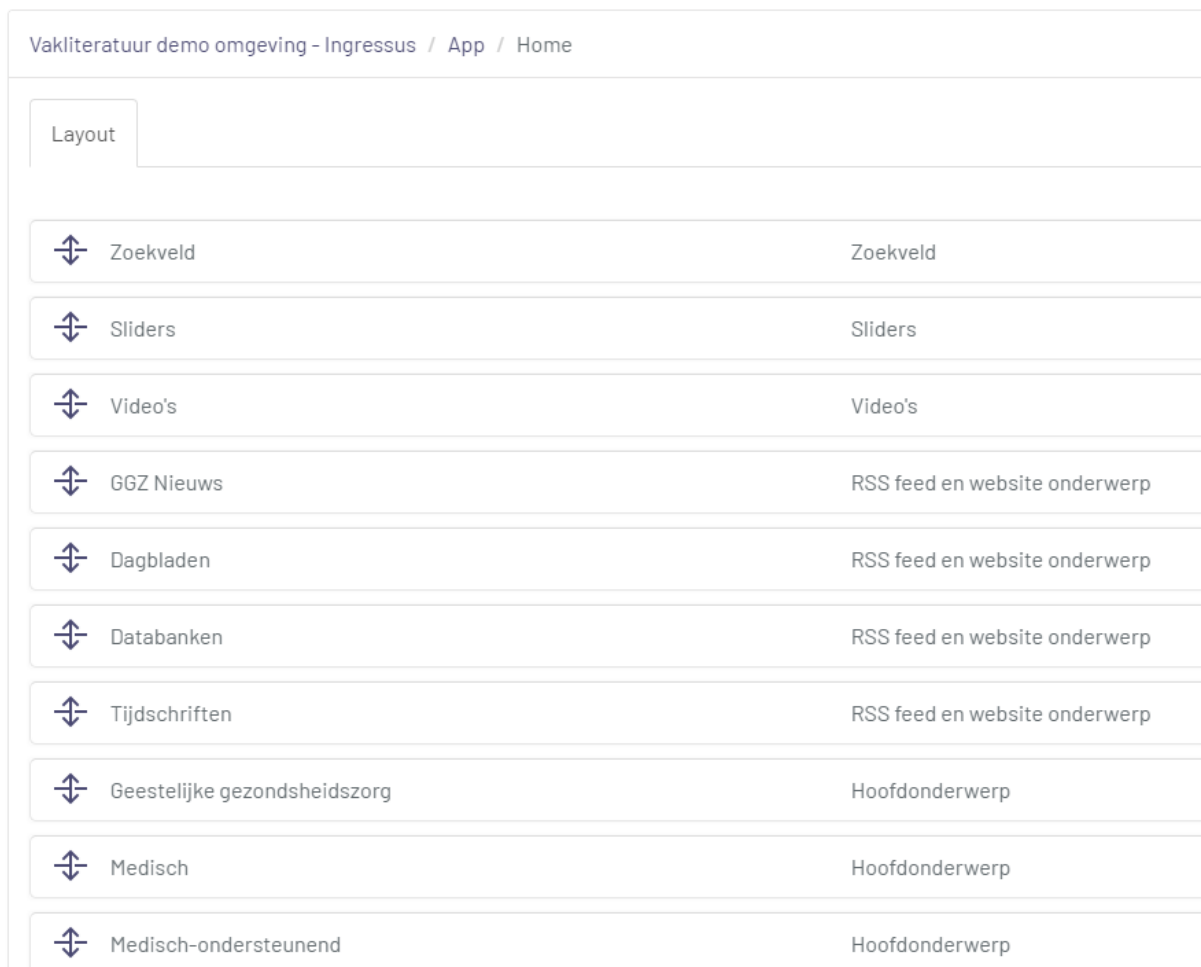


Fig. 17. Lay-out of the app. Use the arrows to move headers up or down.

Create a new 'Filter' and select relevant sources. This will make a list of filters/sources appear in the app for your users' convenience.

3 Content

3.1 Main subjects

In the menu on the left hand side of the web page, click 'Hoofdonderwerpen' (main subjects) (fig. 18).

These are the subjects that have been suggested during the implementation process or that have been imported from the library catalogue. (fig.19).

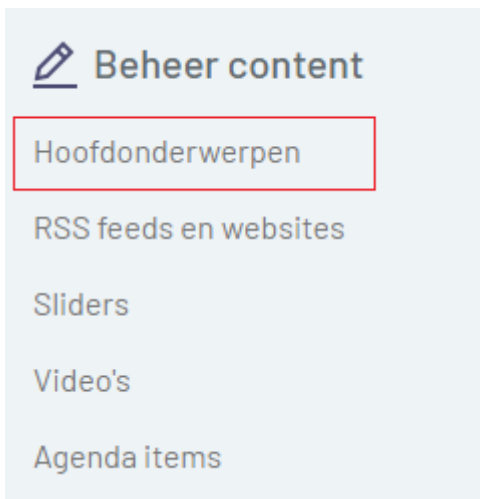


Fig. 12. Hoofdonderwerpen (main subjects)

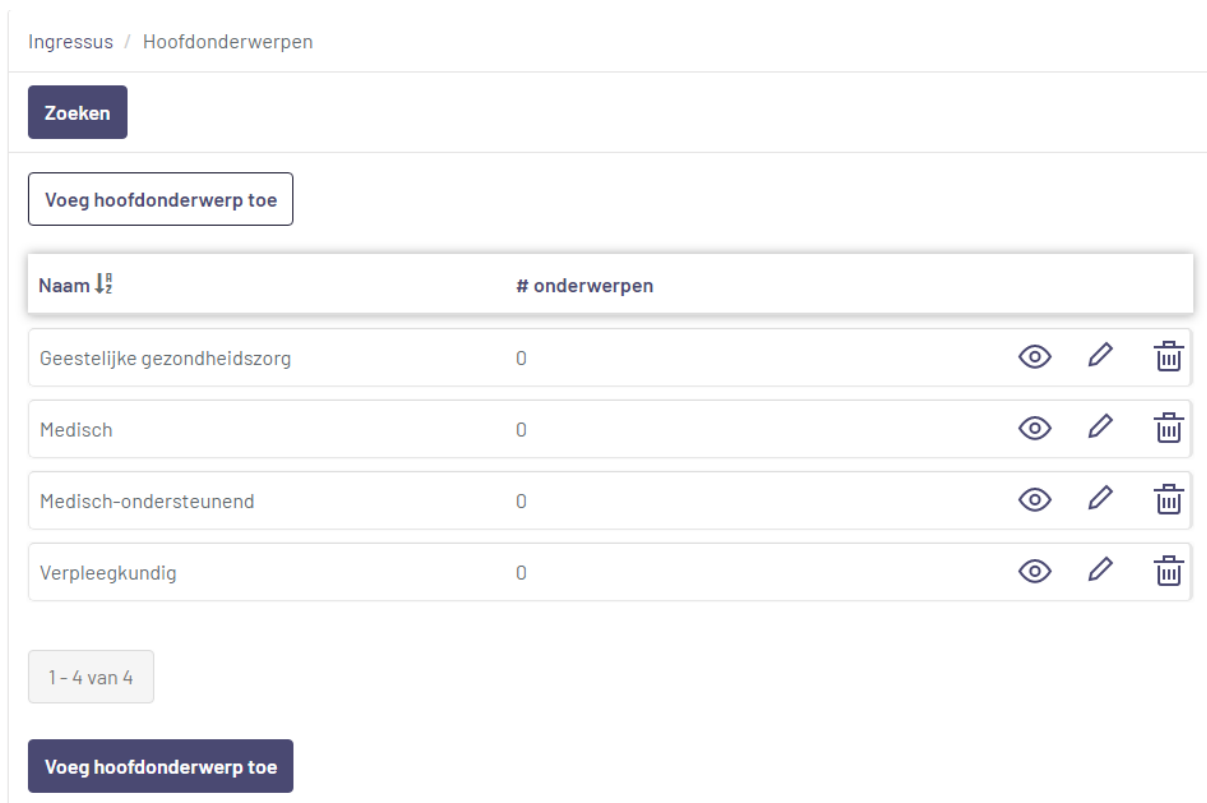


Fig. 139. List of main subjects. Click a subject to show sub-topics.

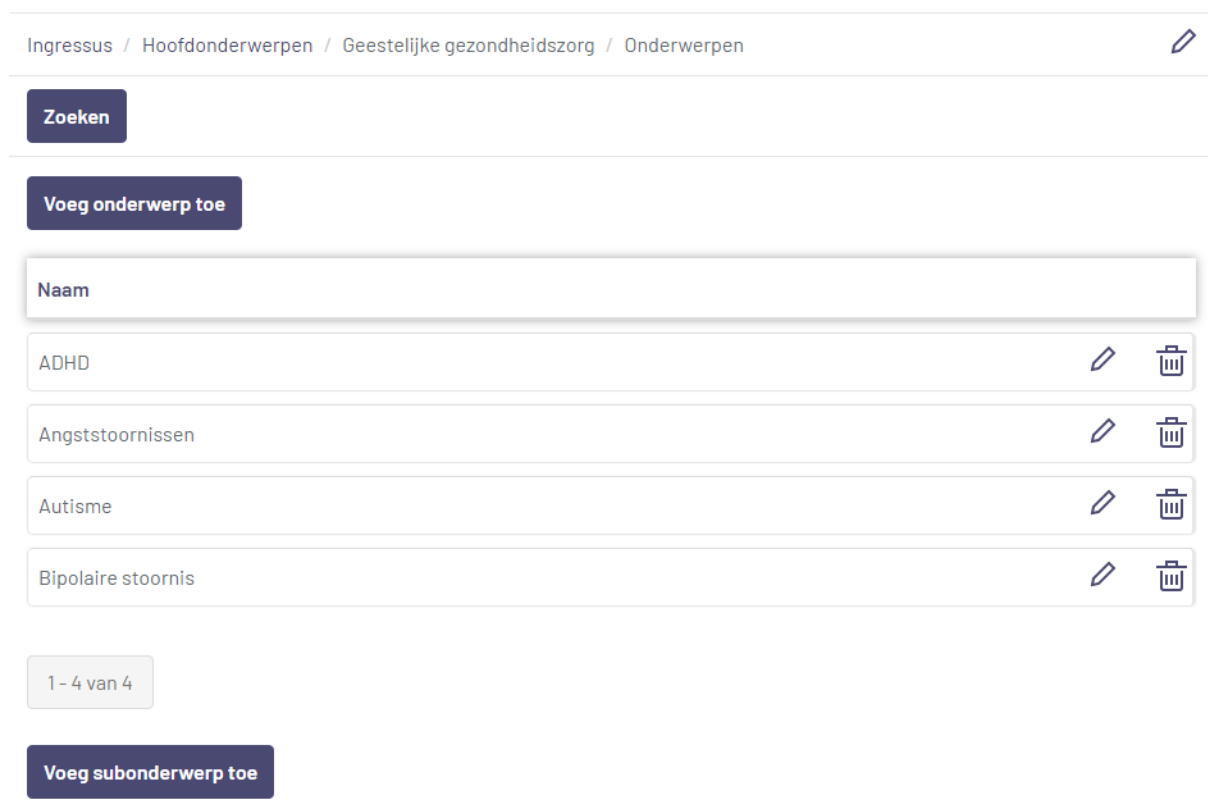
Main subjects can have sub-topics. You can add and edit these (fig. 20). Add a subject by clicking 'Voeg onderwerp toe' (add subject) at the top of the list.

Enter the desired name, this is what the system searches for by default. The field 'zoektermen' (search terms) can be used to add additional search terms. You can choose terms that need to be present together (AND), or words of which at least 1 should be present (OR). Sentences or words that need to be found in a specific order should be put between quotation marks.

Truncation happens automatically. This means that a search for 'inter' will also match to 'internet', 'international', etc. If you wish to prevent this, use double quotation marks "." to search exactly for a word/part/sentence.

Explanation. *Combining OR and AND is not possible, because the app is searching in various systems with varying search indices simultaneously.*

Editing a subject is possible too. Click the pencil behind the subject of your choice. Click the bin to delete a subject.



The screenshot shows the Ingressus interface for managing subjects. At the top, there is a breadcrumb trail: 'Ingressus / Hoofdonderwerpen / Geestelijke gezondheidszorg / Onderwerpen'. Below this is a search bar with a 'Zoeken' button. A 'Voeg onderwerp toe' button is positioned above a text input field labeled 'Naam'. Below the input field is a list of subjects, each in a white box with a light blue border. The subjects listed are 'ADHD', 'Angststoornissen', 'Autisme', and 'Bipolaire stoornis'. To the right of each subject name are two icons: a pencil for editing and a trash bin for deleting. Below the list is a pagination indicator '1 - 4 van 4' and a 'Voeg subonderwerp toe' button.

Fig. 20. Example of subject list.

3.2 RSS-feeds and websites

In the menu on the left hand side of the web page, click 'RSS-feeds en websites' (fig. 21).

This is where you will find subscriptions and other sources the library has access to. These can be displayed in 'deelgroepen' (groups), such as 'Databanken' (databases), 'Dagbladen' (newspapers), 'Tijdschriften' (journals) etc. (fig. 22).

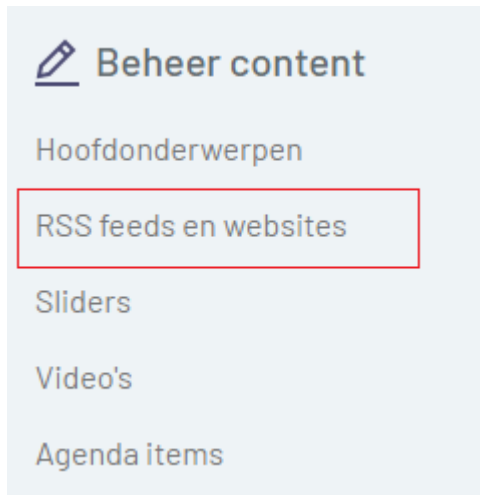
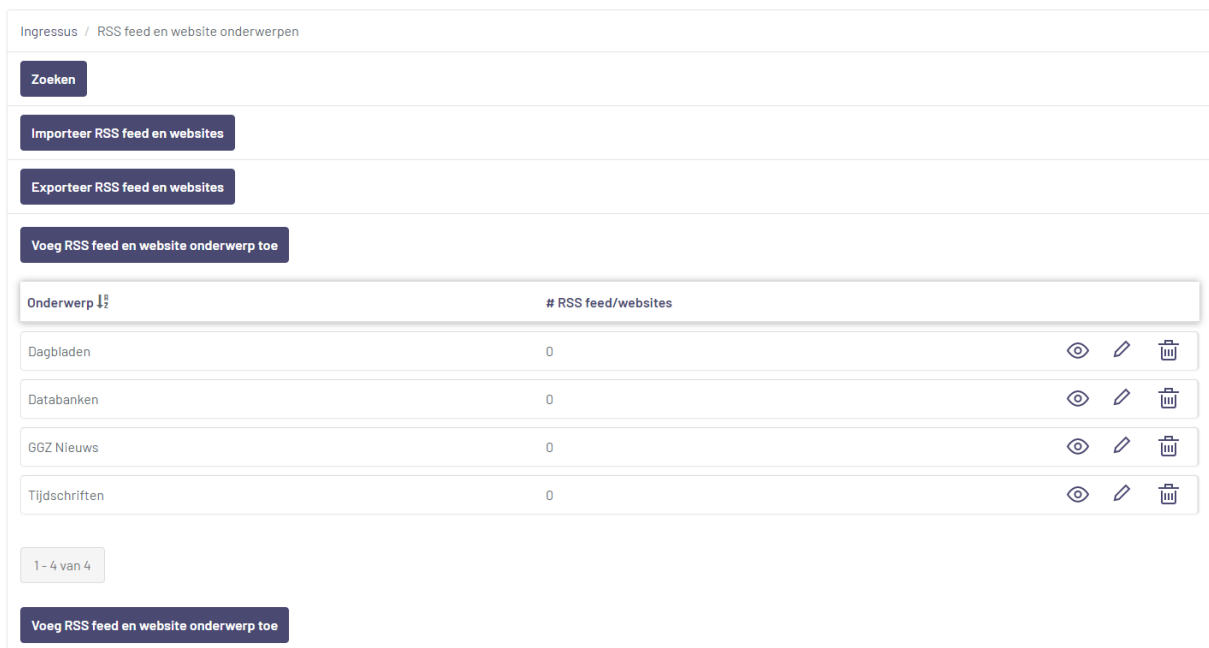


Fig. 141. RSS-feeds and websites



The screenshot shows the 'RSS feed en website onderwerpen' overview page. It includes a search bar, buttons for 'Importeer RSS feed en websites', 'Exporteer RSS feed en websites', and 'Voeg RSS feed en website onderwerp toe'. Below is a table with columns for 'Onderwerp' and '# RSS feed/websites'. The table lists four categories: 'Dagbladen', 'Databanken', 'GGZ Nieuws', and 'Tijdschriften', each with a count of 0 and icons for visibility, edit, and delete. A pagination bar shows '1 - 4 van 4' and another 'Voeg RSS feed en website onderwerp toe' button is at the bottom.

Onderwerp ↓	# RSS feed/websites			
Dagbladen	0	👁	✎	🗑
Databanken	0	👁	✎	🗑
GGZ Nieuws	0	👁	✎	🗑
Tijdschriften	0	👁	✎	🗑

Fig. 152. Overview of groups of RSS-feeds and websites

Contents of RSS-feeds and websites:

The supplied journals and websites have been added during the implementation process. For adding RSS-feeds/websites yourself, follow these steps:

- Pick the appropriate 'deelgroep' (group) for your RSS-feed or website, such as 'Databases', 'Newspapers' or 'Journals'. For instance, if you wish to add 'Algemeen Dagblad': click 'Newspapers'. You will see an overview of all newspapers already in the system.
- At the top, click 'Voeg RSS-feed/website toe' (add RSS-feed/website). This will take you to a form to add the new RSS-feed/website (see fig. 23).

Add the following info:

- **Naam (name):** title of newspaper/journal/database/book
- **Rollen (roles):** pick a matching role or leave empty. In 'Roles' a new selection of titles can be added later too.
See paragraph 2.2 for explanation of Roles.
- **URL:** include the HAN-link or direct link.
- **Forceer URL als link 'UIT' (force URL if link 'off'):** If the added link is an RSS-feed, this should be set to 'UIT' (off). This will ensure the overview of all newspapers to show an RSS.
- **Forceer URL als link 'AAN' (force URL if link 'on'):** If the added link is not an RSS-feed, this should be set to 'AAN' (on). This will ensure the overview of all newspapers to show a link.
- **Sub onderwerp (sub-topic):** enter f.i. the name of a publisher or another characteristic.
- **Afbeelding (image):** if you don't upload an image, a default one will be displayed.
It's possible to upload your own image for each title, for instance the logo of the newspaper. To do this, use 'Knipprogramma' (cut) (Windows flag+shift+S), save the image and upload here.
- **URL-adapter:** this will be empty, or if you are a HAN-user, it will be filled with 'han'.
- **RSS-feed pools:** If you wish to use these, select the appropriate RSS-pools. Creating new RSS-pools can be done in 'instellingen' (settings) - 'bronnen' (sources. See paragraph 2.3)
- Click 'Opslaan' (save).

Naam*

Rol(len)


Demo gebruiker -

URL*

Url Forceer URL als link

Subonderwerp

Afbeelding



Drag & drop files here ...

Select file... Cancel Browse ...

URL adapter

Niets geselecteerd

RSS feed pools

Geen RSS feed pools geselecteerd -

Opslaan Opslaan en bewerk Annuleer

Fig. 16. Example of form to add a new RSS-feed or website.

3.3 Sliders

In the menu on the left hand side of the web page, click 'Sliders' (fig. 24).

Sliders are images with a link behind them. They can be adjusted according to your own preferences. When using the app, the user can click a slider to be forwarded to for instance your organisation's website or a relevant source.

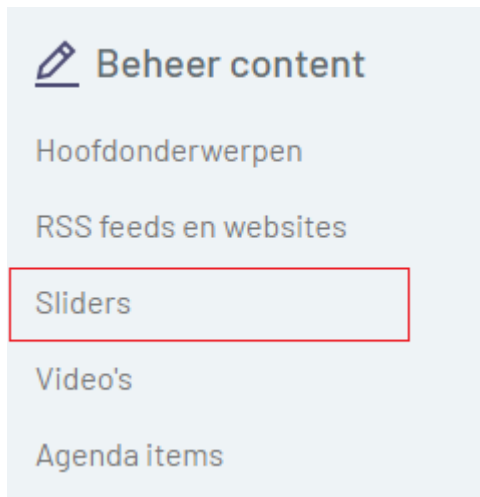


Fig. 17. Sliders.

Add a slider by clicking 'Voeg slider toe' (add slider). Input a title and add an image (fig. 25). Select a role to place the slider inside a target group with its own set of sources, subjects etc.

See paragraph 2.2 for an explanation of Roles.

In the URL field, you can add the link the image will refer to. You can always change this at a later point in time by clicking the pencil, or remove the slider by clicking the bin.

Ingressus / Sliders / Nieuw

Titel*

Rollen

Geen rollen geselecteerd ▾

Afbeelding (600x450)*

Drag & drop files here ...

Select file... Browse ...

URL

Opslaan Opslaan en bewerk Annuleer

Fig. 18. Adding a slider.

3.4 Videos

In the menu on the left hand side of the web page, click 'Video's' (fig. 26). Videos can be added and changed according to your own preferences as well.

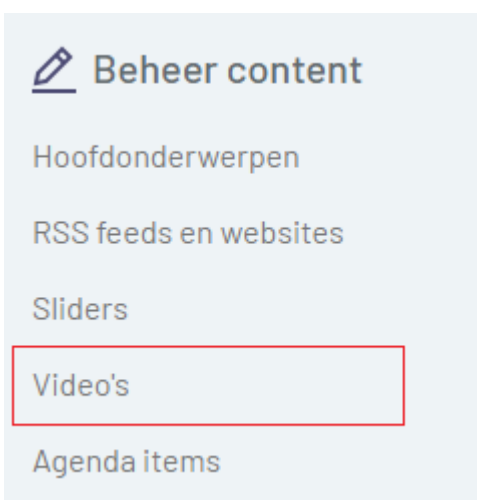


Fig. 196. Videos.

You can add a video by clicking ‘Voeg video toe’ (add video). This will take you to the form to add the title, URL and roles (fig. 27). If you don’t upload an image, YouTube will generate a default image (thumbnail) to display.

Ingressus / Videos / Nieuw

Titel*

Rollen

Geen rollen geselecteerd ▾

Youtube video URL*

Afbeelding (480x360)

Drag & drop files here ...

Select file... Browse ...

Standaard Youtube video afbeelding wordt gebruikt wanneer er geen eigen afbeelding is geselecteerd.

Opslaan Opslaan en bewerk Annuleer

Fig. 27. Adding video.

Attention! If you add sliders and videos, they will also appear in the app’s complete overview. *See paragraph 2.7, fig. 16.*

This is where you can determine the order (lay-out) of the app’s home page. This means that you can decide where the videos and sliders should be displayed relative to other parts of the app. You can also decide between vertical or horizontal orientation of videos.

3.5 Calendar items

In the menu on the left hand side of the web page, click 'Agenda items' (calendar items) (fig. 28).

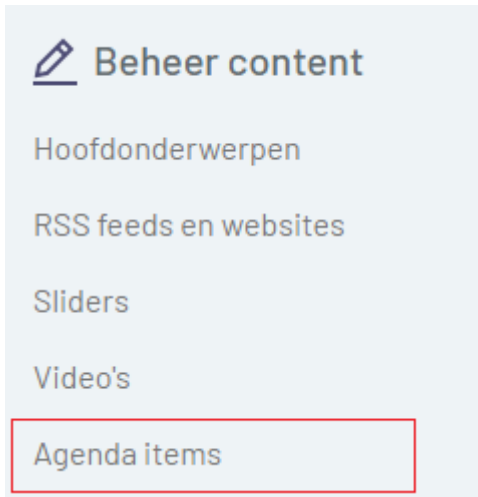


Fig. 28. Agenda items (calendar items)

This feature enables the administrator to announce events.

To add a new event, choose date and time, title, location and text. (fig. 29)

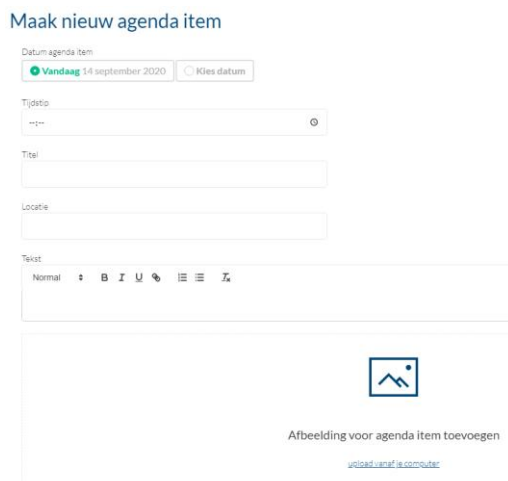
A screenshot of a web form titled 'Maak nieuw agenda item'. The form includes a date selection field with 'Vandaag 14 september 2020' selected and a 'Kies datum' button. Below this is a 'Tijdstip' field with a dropdown arrow. The form also has input fields for 'Titel', 'Locatie', and 'Tekst'. The 'Tekst' field has a rich text editor toolbar with options for bold, italic, underline, link, list, and link removal. At the bottom, there is an image upload area with a placeholder icon and the text 'Afbeelding voor agenda item toevoegen' and a URL 'upload.yanfaia.computer'.

Fig. 29. Adding calendar items.

4 Statistics

4.1 View statistics

Upon logging in, you will immediately see the option to view 'Statistieken' (statistics) (fig. 30).

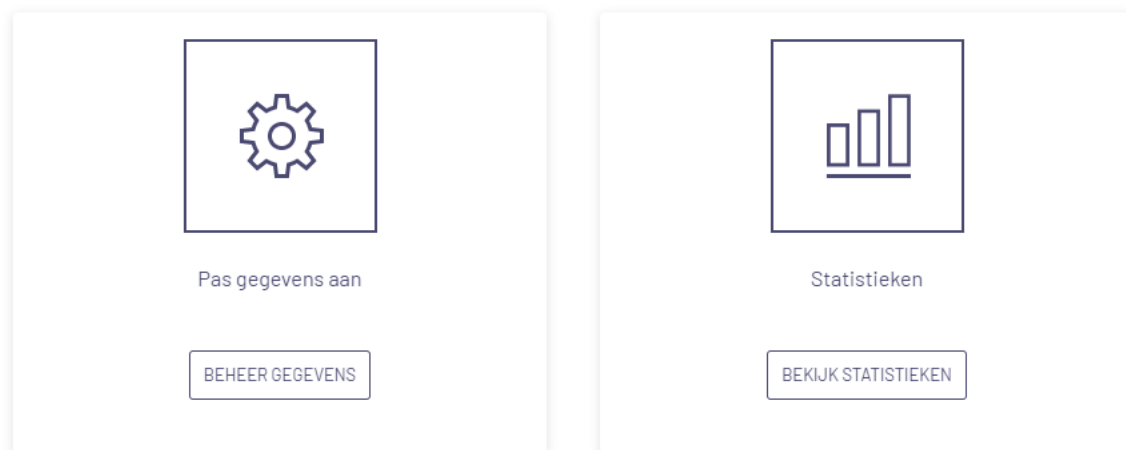


Fig. 30. Bekijk statistieken (view statistics)

Click 'Bekijk Statistieken' (view statistics) to open the statistics (fig. 31). The default display includes statistics over the past year, shown for API-calls, number of searches and users, along with a diagram at the top. Here, you can edit the period shown. Choose from:

- Past year
- Past 90 days
- Past 30 days
- Past 7 days
- Per year
- Per quarter
- Per month
- Per week

Along the bottom of the screen, the statistics for a chosen period are shown in a table as well. You can copy this table and paste it to f.i. Excel, Word or e-mail.

Periode 12-10-2020 t/m 17-01-2021

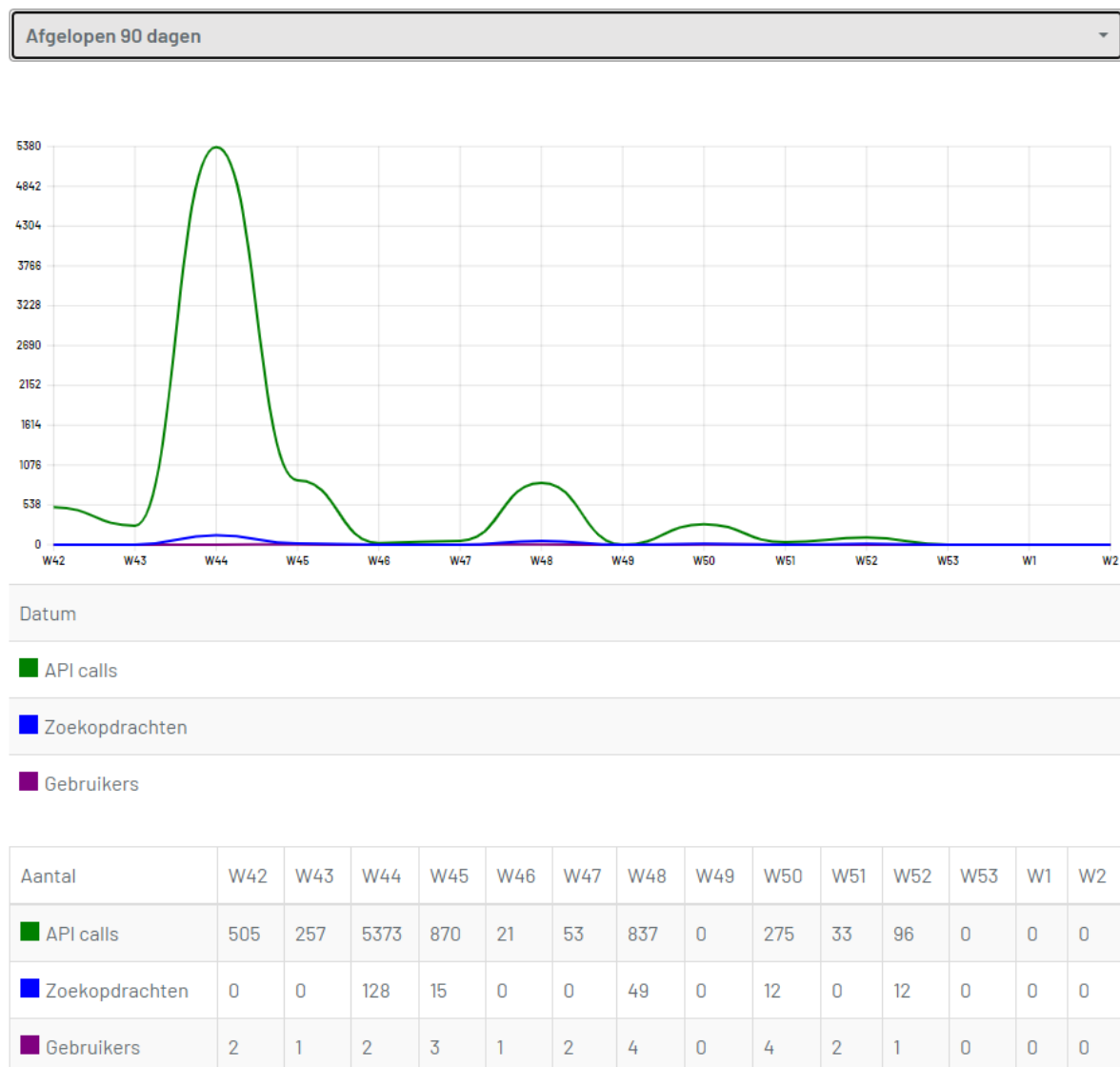


Fig. 31. Statistics