

# UPLOADS

## COURSE DATABASE, DAILY REPORTS

### OVERVIEW:

At the end of each day, we will be uploading our collected and synthesized digital materials to a database hosted by UVA's Institute for Advanced Technology in the Humanities (IATH). This database will form the basis of the Landscape Studies Initiative's ongoing work.

### REQUEST PASSWORD AND LOGIN:

You should already have a username in the LSI database. To gain access, go to [http://fieldmethods.iath.virginia.edu/landscape\\_studies/user/password](http://fieldmethods.iath.virginia.edu/landscape_studies/user/password) enter your e-mail address and click "E-mail new password".

Check your e-mail and follow the instructions to set up a password. Go to [http://fieldmethods.iath.virginia.edu/landscape\\_studies/user](http://fieldmethods.iath.virginia.edu/landscape_studies/user) to login.

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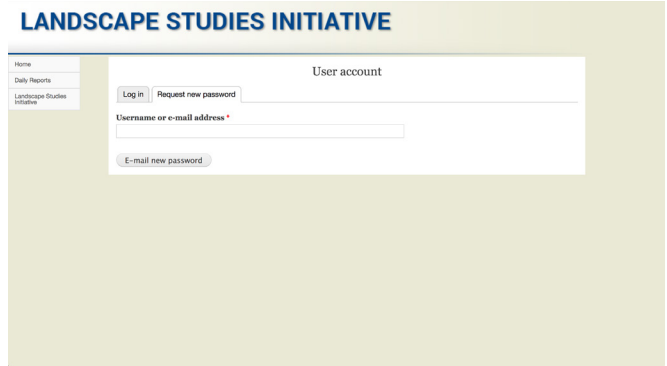
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### RESOURCES AND UPLOADS:

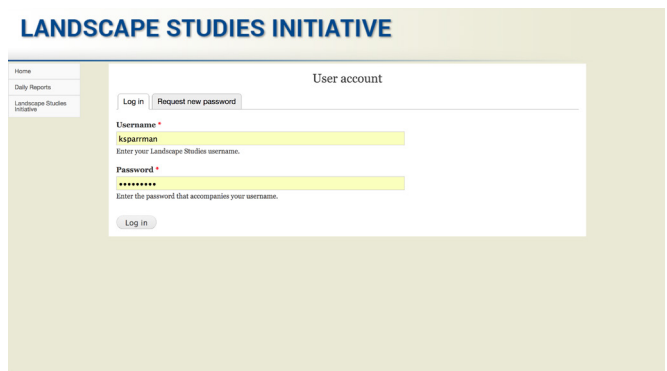
On the home page, you will see course resources, including these tutorials and exercise documents.

When you are ready to make a field work report, use the top menu bar and go to *Content > Add Content > Daily Report*. See the next page for details on making a daily report.

For redundancy sake, be sure to maintain a copy of all uploaded materials on your local system or an external hard-drive.



Request new password



Login

## DAILY REPORT:

Add a title in the form:

*[group #]\_[your name]\_[a theme for that day]*

Input your name

Sites and sub-sites (for Muskau) are pre-populated.

Summarize the days documentation in terms of what questions you were pursuing, why you documented things in the ways that you did, and how your work is contributing to your group's larger goals. Write a minimum of three sentences.

Use the top five keywords that describe the media and themes of this upload.

Each of these tabs allows for the inclusion different file types and the appending of a title and description. Choose "Add new node" to upload new files. Choose "Add existing node" to link this daily report to a file that has already been uploaded to the database.

The screenshot shows the 'Create Daily Report' form in a web application. The form is divided into several sections:

- Title:** A text input field with a red asterisk indicating it is required.
- AUTHOR:** A section with a dropdown menu and an 'Add another item' button.
- ENTRY DATE:** A text input field showing '07/25/2018' and a 'Format: 07/25/2018' label.
- START / END DATES:** A section with a dropdown menu.
- SITES:** A section with a dropdown menu and an 'Add another item' button.
- SUB-SITES:** A section with a dropdown menu and an 'Add another item' button.
- Report Text:** A rich text editor with a toolbar and a large text area.
- Report Keywords:** A section with a text input field and a green 'G' icon.
- REFERENCES:** A section with a dropdown menu.
- ZIPPED IMAGE BATCH:** A section with a 'Choose File' button, an 'Upload' button, and a note: 'Files must be less than 1000 MB. Allowed file types: zip.'
- IMAGE(S):** A section with 'Add new node' and 'Add existing node' buttons.
- AUDIO FILE(S):** A section with 'Add new node' and 'Add existing node' buttons.
- VIDEO FILE(S):** A section with 'Add new node' and 'Add existing node' buttons.
- GEOSPATIAL FILE(S):** A section with 'Add new node' and 'Add existing node' buttons.
- DRAFTING / DOCUMENT FILE(S):** A section with 'Add new node' and 'Add existing node' buttons.
- Menu settings:** A section with a 'Provide a menu link' checkbox.
- Revision information:** A section with 'No revision' text.
- URL path settings:** A section with 'No alias' text.
- Authoring information:** A section with 'By ksparrman' text.
- Publishing options:** A section with 'Published' text.
- Save:** A button at the bottom of the form.