

How to publish collections and items



Requirements: Read OVA Setup.

https://www.timemachinebox.eu/sites/default/files/docs/OVA_Setup.pdf

In this manual you'll understand how to easily publish collections and items on the Omeka platform installed in the TMB.

You'll be able to create them manually (using Omeka administration tools) or using a provided shell script.

- 1) Log in your TMB using:
 - a) User: *tmb*
 - b) Password: *tmb*
- 2) Run Firefox
- 3) Visit the TMB link (<http://tmb.server>) you'll find in the bookmarks.
- 4) You should see the Omeka home page, with no collections yet published.
- 5) Log in TMB Administration (<http://tmb.server/admin>) using:
 - a) User: *tmb*
 - b) Password: *tmbtmb*
- 6) To create manually a collection from the administration area, visit: *Collections* → *Add Collection*
You can get detailed instructions visiting <https://omeka.org/classic/docs/>
- 7) To add manually an item to a collection, visit: *Items* → *Add Item*
You can get detailed instructions visiting <https://omeka.org/classic/docs/>
- 8) To publish already existing archives you can look as an example at the shell command:

```
/home/tmb/tmb-api/load-example-data.sh
```

This command will publish on Omeka some images and metadata you can find in the folder
~/tmb-api/data/example/

The shell command simply uses the *TMBDashboardServer.php* script passing several parameters.
Type the following command in the shell (from the *~/tmb-api* folder) to get a list of all the available options.:

```
php TMBDashboardServer.php --h
```

Collection and items metadata can be provided to the import script using some *xlsx* files. Take a look to the following files to see how metadata are represented in several fields:

- Collection metadata: *example_info.xlsx*
- Items metadata: *example_tc.xlsx*