

Entering data in the DIANE directory

Digital Infrastructure for the Analysis of
National movements in Europe

WHAT?

DIANE is a **digital research environment** where researchers can **connect, collect and visualise data** on national and regional movements in Europe

WHO?

DIANE is an initiative of the academic network **NISE (National movements and Intermediary Structures in Europe)**

HOW?

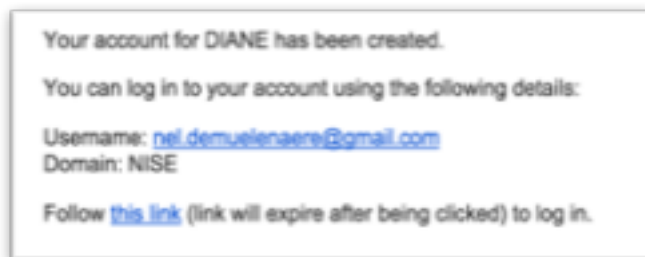
This **user guide** explains **step-by-step** how to **enter information** about your institute and archives in the DIANE online database

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First things first

Click on the link in the e-mail message ‘account details for DIANE’



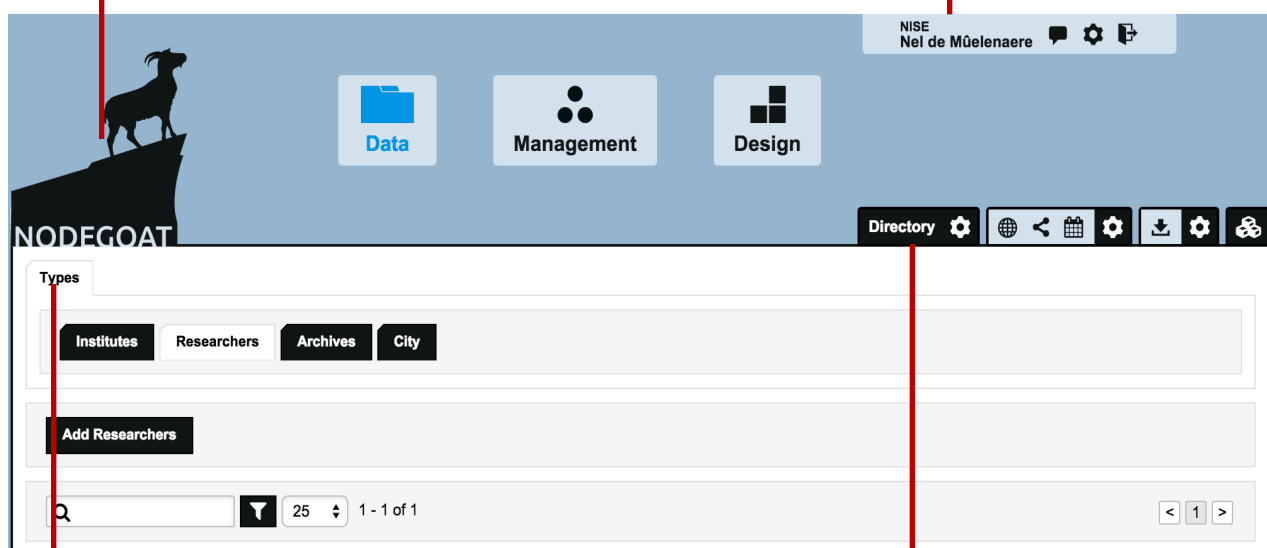
The screenshot shows the NodeGoat login interface. At the top left is the NodeGoat logo (a goat on a rock). To the right are three navigation buttons: Data, Management, and Design. A user profile bar at the top right shows 'NISE Nel de Mûelenaere' with a chat icon, settings gear, and a logout icon. A yellow box contains a welcome message and account details: 'Hi NeldM, Below are the basic account details for your DIANE account: Username: nel.demuelenaere@gmail.com Email: nel.demuelenaere@gmail.com Domain: NISE Please provide the password you want to use:'. Below this are input fields for 'Password' and 'Confirmation', each with a masked password field. A 'Send' button is at the bottom right of the form. The footer includes the 'LAB1100' logo.

Create your **personal password** and login on **www.diane.nise.eu**

This screenshot is similar to the previous one but highlights the 'Login' button in the top navigation bar. The main form area contains the text 'Please log in to nodegoat to manage your projects.' and input fields for 'Username' and 'Password'. A 'Lost your password? Click here.' link is below the password field. A 'Login' button is at the bottom right of the form. The footer includes the 'LAB1100' logo.

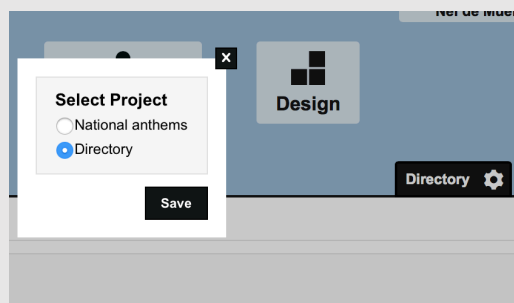
DIANE uses the **Nodegoat** platform, created by **Lab 1100**. Go to nodegoat.net if you want to know more about Nodegoat, or watch their tutorials.

As **User** you have **access to the Data area** (you will get a default page if you click on management and design). If you want to improve the design or add a keyword, please **send a message to** nel.demuelenaere@nise.eu.



Type is the largest category in DIANE, **comparable to a table** in a classic database. There are **3 types** in the **Directory** project: Institutes, Researchers and Archives. Click on the type if you want to enter or view **Objects**. The type **City** is a default type with geo-information. You won't be able to add Objects to this type.

You can **change projects by clicking on Directory**. We invite you to have a look at our pilot research project **National anthems**.



How to add **an institute** to DIANE:

Step 1

Click on **Institutes**
Click on **Add Institutes**

Types

Classifications

Institutes

Researchers

Archives

City

Add Institutes

Step 2

Add your **institute** to the database,
by completing the following **object descriptions**:

English name	<input type="text"/>	ver
Original name	<input type="text"/>	ver
Abbreviation	<input type="text"/>	ver
Legal status	<input type="text"/>	ver
Activity	<input type="text"/>	ver
Collections	<input type="text"/>	ver
Keywords	<input type="text"/>	ver
Website	<div><div>del</div><div>add</div><input type="text"/></div>	ver
Notes	<div><div></div><div>ver</div></div>	
Covered countries	<input type="text"/>	ver
Covered Regions	<input type="text"/>	ver
Covered Communities	<input type="text"/>	ver
Author(s) and date e.g. Joan Bull (23/01/2016)	<input type="text"/>	ver

Step 2

Enter here additional information **that cannot be stored in the Sub-Objects.**

Paste **as plain text**

Chrome: use keys **ctrl+shift+v** in Windows or keys **cmd+shift+v** in Mac **OSX/Other**

browsers: use a **plain text editor** like Notepad.

Archives and Documentation Centre for Flemish Nationalism

English name	Archives and Documentation Centre for Flemish Nationalism	ver
Original name	Archief-, Documentatie- en Onderzoekscentrum voor het Vlaams	ver
Abbreviation	ADV N	ver
Legal status	private	
Activity	<input type="text"/> <input type="button" value="ver"/>	
	research — documentation — collection	
Collections	<input type="text"/> <input type="button" value="ver"/>	
	archives — documentation — library — objects — audiovisual archives	
Keywords	<input type="text"/> <input type="button" value="ver"/>	
	theory formation [nationalism] — political parties — periodicals — national-socialism — cultural organisations — autonomy — second world war — minorities	
Website	<input type="text"/> <input type="button" value="del"/> <input type="button" value="add"/> <input type="button" value="ver"/>	
	http://advn.be/	
Notes	<div>The ADVN was founded in 1984 in Flanders, as a private independent scientific institute. It is recognized by decree and funded by the Flemish Community.</div> <div>The institute has an archival, documentation and research assignment concerning nationalism and national movements in general, and Flemish nationalism and the Flemish movement in particular.</div> <div>It collects, preserves and describes on those subjects all sorts of historical sources (archives, books, periodicals, photographs, films, tapes a.s.o.). These are made available, general and specific regulations permitting for research in</div> <div><input type="button" value="ver"/></div>	
Covered countries	Belgium	
Covered Regions	<input type="text"/> <input type="button" value="ver"/>	
	Flanders	
Covered Communities	<input type="text"/> <input type="button" value="ver"/>	
	(Flemish / Flemings)	
Author(s) and date e.g. Joan Bull (23/01/2016)	<input type="text"/> <input type="button" value="ver"/>	
	Andreas Stynen (15/02/2016)	

You can choose several activities, collections and key words from **the drop down menu**. Please contact us if you want to **add an activity, collection or keyword** that is not in the list.

It is important that you **enter your name (first name+surname) and the date of entry**. Please read the copyright section in the DIANE manual for more information on ownership.

Step 3

Next, you store **vital information** about the institute in **Sub-Objects**

- ✓ Sub-Objects are unique to Nodegoat and **contextualise the object in time and space**.
- ✓ They store the (temporal) 'state' or **the biography of an object** e.g. place and time of birth, employments, interests or connections to other actors in DIANE.
- ✓ This will allow you **to visualise the data on geographical maps, timelines and social networks graphs**.

Sub-Objects menu

Sub-Objects: Editor

[Location] + ++ [Affiliated researchers] + ++ [Projects] + ++ [NISE-membership] + ++

These are the four Sub-Objects that will **locate the institute in space and time**, and **link it to other Objects in DIANE**. Click on the + or ++ in Sub-Objects: Editor to create **multiple Sub-Objects**.

Location

[Location] del ver

Date Start

Date End ☒

Location

Location Latitude

Location Longitude

Name ver

Notes

[Location] del ver

Date Start

Date End

Location

Location Reference City Located

ver

Name ver

Notes

You can Choose a **City** or a **reference point** in a map by clicking on **Area** in **Location** and

This sub-object is essential: it contains **the location and establishment** of the institute. It also captures **institutional changes**. This is where you can enter former names or predecessors of the institute by **creating a different sub-object for each institutional phase**.

Step 3

Affiliated researchers

[Affiliated researchers] del ver

Date Start

Date End ☒

Location Reference

Researcher ver

Function ver

Please select **Institutes** in the drop down menu, and **select the institute** in Location Reference.

Enter researchers that **were/are employed at or affiliated with** the institute.

Projects

[Projects] del ver

Date Start

Date End ☐

Location Reference

ver

Project title ver

Historical time frame ver

Contact person ver

Researchers (last name, first name)

Link to the project and uploads URL: File: ver

Notes ver

Publications ver

If the main location is this object or another institute in DIANE, please select **Institutes** in the drop down menu and **select the institute**. If not, Choose **City** and enter **the City or Area** on the map.

Enter here research/heritage projects on **themes that are relevant to or featured** in DIANE.

Step 3

NISE-membership

[NISE-membership] del ver

Date

Location Reference

Membership ver

Contact person ver

Choose **Institutes** in the drop down menu, and select **National movements and Intermediary Structures in Europe** in Location Reference.

Step 4

Click on: **Save Institutes**

(Remember: Clicking on Enter will not save the object)

- ✓ Inspect your object by clicking on it in the **Institutes overview**.
- ✓ **Congratulations!** Your institute is part of the Digital Infrastructure for the Analysis of National movements in Europe.
- ✓ You can **change or add** to the object by clicking on edit.

Overview Cross-Referenced Analyse

Center for political history, Antwerp University edit

Name Center for political history, Antwerp University

Legal status public %

Activity research %, education %

Collections library %

Keywords political parties %, clubs %, first world war %, second world war %

Website <https://www.uantwerpen.be/en/rg/power-in-history/>

Notes

Countries Belgium %, Germany %, France %, United Kingdom %, Turkey %

Regions Flanders %, Wallonia %

People (Flemish / Flemings) %, (Walloons) %

Persons in DIANE Miry Karei %

Artifacts in DIANE The Flemish Lion %

Author(s) and date(s) Nel de Molenaele, 14/01/2016

Sub-Objects: Overview [Location] [Affiliated researchers] [Projects]

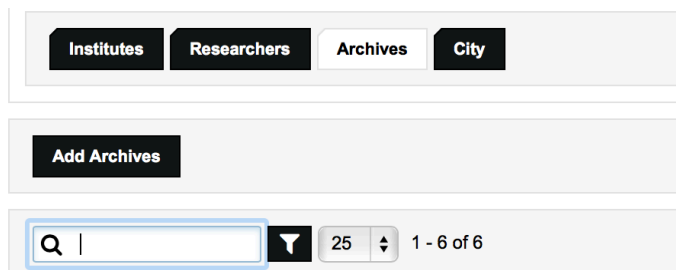
1 - 4 of 4

	Date Start	Date End	Location
[Location]	01-01-2003	∞	City [Located] Antwerp (US)
[Affiliated researchers]	01-09-2007	∞	City [Located] Antwerpen (BE)
[Affiliated researchers]	01-01-2011	∞	City [Located] Antwerpen (BE)
[Projects]	01-01-2016	31-12-2018	City [Located] Antwerpen (BE)

How to add **an archive description** to DIANE:

Step 1

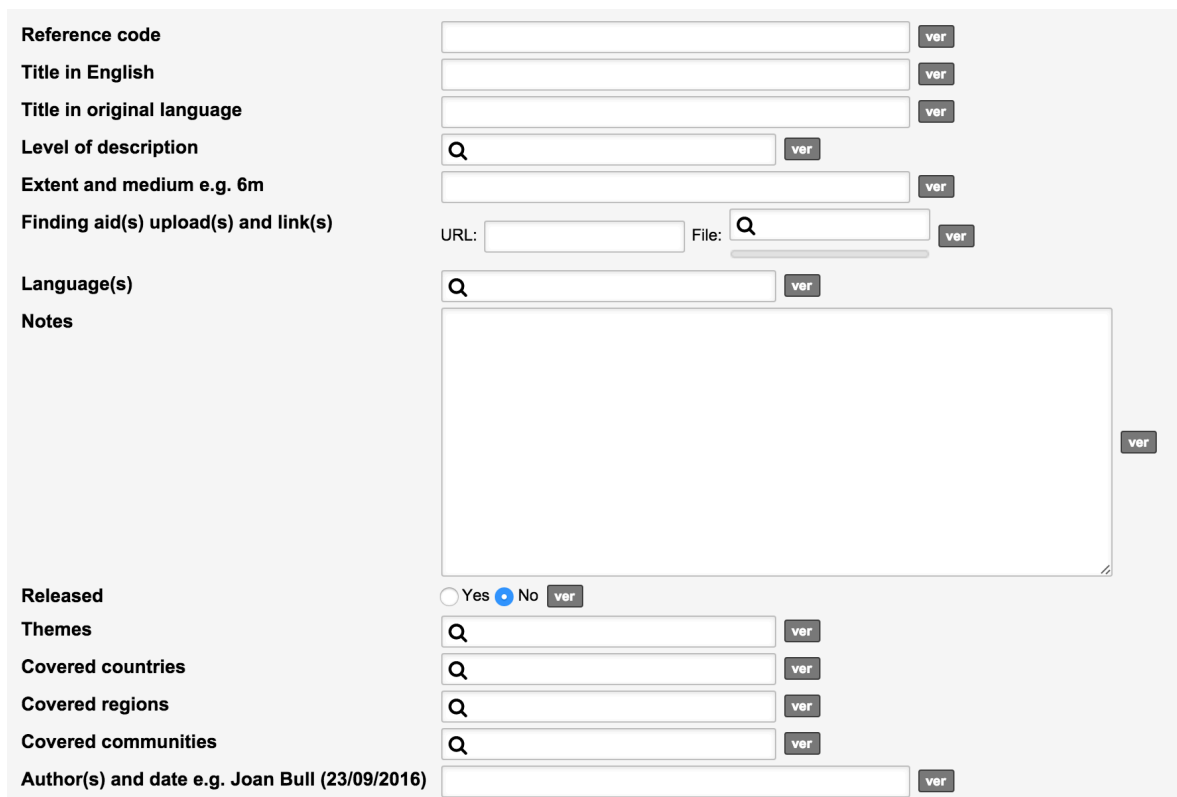
Click on **Archives**
Click on **Add archives**



The screenshot shows the top navigation bar with four tabs: 'Institutes', 'Researchers', 'Archives' (selected), and 'City'. Below the tabs is a button labeled 'Add Archives'. At the bottom, there is a search bar with a magnifying glass icon, a dropdown menu showing '25', and a text indicating '1 - 6 of 6'.

Step 2

Add an archive as an **object** to the database,
by completing the following **object descriptions**:



The screenshot shows the 'Add Archives' form with the following fields and labels:

- Reference code
- Title in English
- Title in original language
- Level of description
- Extent and medium e.g. 6m
- Finding aid(s) upload(s) and link(s)
- Language(s)
- Notes
- Released
- Themes
- Covered countries
- Covered regions
- Covered communities
- Author(s) and date e.g. Joan Bull (23/09/2016)

Each field has a search icon (magnifying glass) and a 'ver' button. The 'Notes' field is a large text area. The 'Released' field has radio buttons for 'Yes' and 'No' (selected), and a 'ver' button. The 'Author(s) and date' field has a 'ver' button.

Step 2

Enter the **unique reference code** of the archive.

Give the name of the collection in **English** and in the **original language**.

Enter the **size in the metric system** of the archive being described.

Keremê Anqosî Archives fonds

Reference code	BE/ADV/NAC996	ver
Title in English	Keremê Anqosî Archives	ver
Title in original language		ver
Level of description	Q fonds	ver
Extent and medium e.g. 6m	Unknown	ver
Finding aid(s) upload(s) and link(s)	URL: File: Q	ver
Language(s)	Georgian KAT - Kurdish KUR -	
Notes	<div>Q ver</div> <p>Keremê Anqosî is a old, well-known public Kurdish figure and has been at the center of Kurdish cultural life for decades.</p> <p>There is a handwritten inventory by Keremê Anqosî.</p> <div>ver</div>	
Released	<input type="radio"/> Yes <input checked="" type="radio"/> No ver	
Themes	literature - cultural organisations - associations -	
Covered countries	Q Georgia	ver
Covered regions	Q	ver
Covered communities	Q (Kurds)	ver
Author(s) and date e.g. Joan Bull (23/09/2016)	Nel de Muelenaere, 20/01/2016	ver

Creation, repository and scope will be submitted in the **Sub-Objects**. Only enter essential information not covered by the Sub-Objects.

Please be concise and **paste plain text**.

Chrome: use keys **ctrl+shift+v** in Windows or keys **cmd+shift+v** in Mac

OSX/Other browsers: use a **plain text editor** like Notepad.

Upload **finding aids** and enter website links to the archives.

Step 3

Next, you create Sub-Objects

Sub-Objects menu

Sub-Objects: Editor

[Time frame and creator] + ++ [Repository] + ++ [Related objects in DIANE] + ++

These two Sub-Objects that will **provide the context for the archive**.
Click on the + or ++ in **Sub-objects: Editor** to create **multiple sub-objects**.

Time frame and creator

[Time frame and creator] del ver

Date Start 01-01-1970

Date End 01-01-2000

Location Reference

City Located

Q Tbilisi (GE)

Q Keremê Anqosî ver

Q ver

Q ver

Notes

Keremê Anqosî keeps very valuable archives at his daughter's place. ver

Enter **the historical period** the archive covers and the main location.

Choose the **person, association or institute** from the types Persons, Network of persons or Institute **create one** by clicking on New. You **don't need to complete the whole Object**, entering their name will suffice for now.

Only add **essential information** on the archive.

This sub-object contains information on **the content of the archives**. It stores the period the archive covers, related location(s) and the historical actors that created the archive.
If there were **multiple** creators and/or locations, you can **add another sub-object**.

Step 3

Repository

[Repository] **del** **ver**

Date Start

Date End

Location

Location Reference

Institute **ver**

Notes

Choose **Institutes** in the drop down menu, and select **the institute that holds the archive** in Location Reference.

Select the **institute** from the type **Institutes**.

This sub-object provides information on the **archive holder**. You can re-create the repository history by **creating multiple Sub-Objects**.

Related objects in DIANE

[Related objects in DIANE] **del** **ver**

Date Start

Date End

Location

Location Reference

Person **ver**

Network of persons **ver**

Events **ver**

Locations **ver**

Songs **ver**

Writings **ver**

Referendums **ver**

These **Sub-Objects** link the archive to other objects in the database. You can create as many relations/sub-object as you choose. Please don't forget to **enter the date or period and precise location**. You can select the object in the list, or create a new one by clicking on New. You **don't need to complete the whole Object**, entering the name will suffice for now.

Step 4

Click on: **Save Archives**

(Remember: Clicking on Enter will not save the object)

- ✓ Inspect your object by **clicking on it in the Archives overview**.
- ✓ You can **change or add to** the object by clicking on edit.
- ✓ **Congratulations!**

