

Modifying the Input Form

Select Content


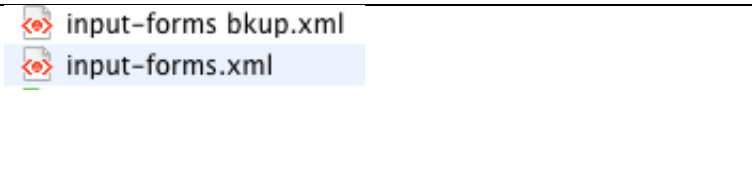
Before you start to edit an input form

- Decide which collection(s) the modified form will apply to
- Make a list of all the metadata fields you want included
- Check that the fields you want are good Dublin Core
- Put the fields in the order you want them to appear
- Decide if you want page breaks in the description process

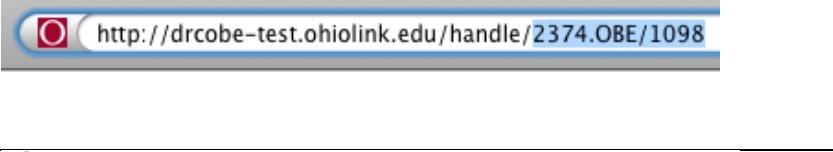
Metadata Schema

If you are adding new fields in the input forms, be sure you update your metadata registry first.

Get the current input-form

<p>Download your current input-form from your test instance server via FTP. The input-forms.xml file is located at <code>/dspace/config/input-forms.xml</code>. When you are done editing the file you will reload it back to this same folder.</p>	
<p>Once the file is downloaded make a copy and call it <code>input-forms bkup.xml</code>. (Tip: add the modification date to the file name.) This is a backup in case you need to undo the changes you make to the form.</p>	


Select the Collection


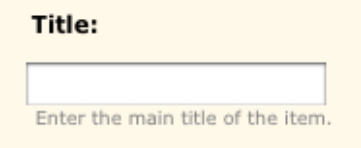


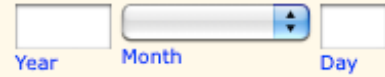


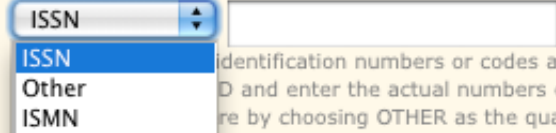
<p>Go to the first page for the collection you want to change the input forms for. In the address bar copy the text that follows "handle/" This is your collection handle.</p>	
<p>In <code>input-forms.xml</code> near the top you will see the tag <code><form-map></code> with tags <code><name-map></code> inside it.</p>	<pre data-bbox="711 1234 1539 1360"><form-map> <name-map collection-handle="default" form-name="traditional" /> <name-map collection-handle="123456789/446" form-name="cudac" /> <name-map collection-handle="2374.OBE/1450" form-name="oberlinAA" /> </form-map></pre>
<p>Add a line after the last <code><name-map></code> tag but before the closing <code></form-map></code> tag. Type <code><name-map collection-handle="[HANDLE FROM URL]" form-name="[FORM NAME]" /></code>. For the handle from URL paste in the handle you copied, for form-name give the input form a name that reflects your school and the collection the input form will apply to, don't use spaces in the name.</p>	<pre data-bbox="711 1360 1539 1726"><form-map> <name-map collection-handle="default" form-name="traditional" /> <name-map collection-handle="123456789/446" form-name="cudac" /> <name-map collection-handle="2374.OBE/1450" form-name="oberlinAA" /> <name-map collection-handle="2374.OBE/1098" form-name="oberlinNEW" /> </form-map></pre>

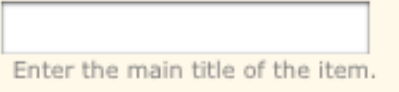


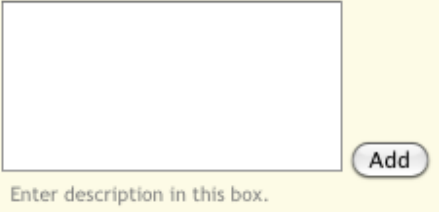
Create a new template

<p>You can type in an entirely new template or copy an existing template and modify the fields it calls. To copy an existing template select and copy an entire <code><form>...</form></code> tag and all of its contents.</p>	<pre><form name="traditional"> ... </form></pre>
<p>After the last form tag, but before the closing <code></form-definitions></code> tag. Type a new line and type the comment <code><!-- [FORM NAME] collection specialized single item submission --></code>.</p>	<pre><form name="one" > [13 lines] <!-- Oberlin NEW collection specialized single item submission --> </form-definitions></pre>
<p>After this comment paste the form you just copied.</p>	<pre><!-- Oberlin NEW collection spe <form name="traditional"> <page number="1"></pre>
<p>In the form tag you just pasted, change the name attribute from "traditional" to your new form name.</p>	<pre><!-- Oberlin NEW collection spec <form name="oberlinNEW"> <page number="1"></pre>

About the template

<p>This section explains the tags used to create the submission form. Use this information to edit the submission forms as needed. Each <code><field></code> tag controls one field in the submission process. Edit each <code><field></code> tag as needed. If you want to remove a field, delete the entire <code><field></code> tag and all its content.</p>	
<p><code><page number="1"></code></p>	<p>The first tag under <code><form></code> is <code><page number="1"></code>. The page tag determines where the steps are in your submission processes. The contents of each <code><page></code> tag make up one step in the input processed, where you close one page tag and open another in the XML, your submission process ends one step and users click the "next" button to go to the next step. Each new page tag should have the number attribute set to the next number (1,2,3, etc). All field tags must be in a page tag, though you can have only one page tag if you want the entire description process to be in one step.</p>
<p><i>Example input-form:</i> <code><page number="1">... </page></code> <code><page number="2">... </page></code> <code><page number="3">... </page></code></p>	<p>Example Submission Form:</p> 
<p><code><field></code></p>	<p>Within page tags are <code><field></code> tags. Each field tag corresponds to one piece of input in the submission process and one metadata field. The tags within the <code><field></code> tag identify and describe the submission process and metadata field</p>
<p><code><dc-schema></code></p>	<p>The first tag within the <code><field></code> tag is <code><dc-schema></code>. The contents of this tag reference what metadata schema the field is from. This should always be set to "dc" for Dublin Core unless you know you are using a different schema. The full tag will look like <code><dc-schema>dc</dc-schema></code></p>
<p><code><dc-element></code></p>	<p><code><dc-element></code> tag defines the metadata element this field in the submission processes maps to.</p>

<code><dc-qualifier></code>	If the element you define in <code><dc-element></code> needs to be modified by a qualifier use the tag <code><dc-qualifier></code> . If you do not need a qualifier leave this tag empty.
<code><repeatable></code>	Can this field be repeated? Set this field to either "false" or "true." See the Metadata Application Profile for information about repeating fields.
<i>Example input-form:</i> <code><repeatable>true</code> <code></repeatable></code>	Example Submission Form: 
<code><label></code>	The <code><label></code> field provides the text that appears above the input field.
<i>Example input-form:</i> <code><label>Title</label></code>	Example Submission Form: Title: 
<code><input-type></code>	<code><input-type></code> determines the way the submitter can enter information. The options are: onebox, textarea, date, name, dropdown, qualdrop_value, series, list. <i>Note: with dropdown, qualdrop_value, and list you must also use the value-pairs-name attribute for input-type. See the following section on value-pairs. <code><input-type value-pairs-name="YOUR IDENTIFIERS"> qualdrop_value</input-type></code></i>
<i>Example input-form:</i> <code><input-type>onebox</input-type></code>	Title: 
<i>Example input-form:</i> <code><input-type>textarea</input-type></code>	Description: 
<i>Example input-form:</i> <code><input-type>date</input-type></code>	Date created: 
<i>Example input-form:</i> <code><input-type>name</input-type></code>	Author:  <small>Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr</small>
<i>Example input-form:</i> <code><input-type value-pairs-name="OBEidentifiers">dropdown</input-type></code>	Publication Type: 
<i>Example input-form:</i> <code><input-type value-pairs-name="OBEidentifiers2"> qualdrop_value</input-type></code>	Identifiers:  <small>identification numbers or codes as ID and enter the actual numbers or codes by choosing OTHER as the qual</small>
<code><hint></code>	<code><hint></code> shows text below a field in order to provide information to the submitter about.

<p>Example input-form: <code><hint>Enter the main title of the item.</hint></code></p>	
<p><code><required></code></p>	<p><code><required></code> is used if submitters are not allowed the leave a field blank. If a submitter leaves a required field blank then this message will display. If a field is optional do not type any text but just leave the tag empty.</p>
<p>Example input-form: <code><required>You must enter a main title for this item.</required></code></p>	
<p><code><visibility></code></p>	<p>This optional element restricts the visibility of a field to a submission stage, or a workflow review stage, but not both. For more information about using this field, see http://www.dspace.org/1_6_0Documentation/ch14.html#N183C7. (Note: this field is omitted from the DTD.)</p>
<p><code><vocabulary></code></p>	<p>This is an optional element and should only be used if you are loading a controlled vocabulary into Dspace. See https://wiki.duraspace.org/display/DSPACE/Alter+submission+input+forms and http://www.dspace.org/1_6_0Documentation/ch14.html#N183C7 for more information about using this field.</p>
<p>Example one <code><field></code> <code><dc-schema>dc</dc-schema></code> <code><dc-element>title</dc-element></code> <code><dc-qualifier/></code> <code><repeatable>>false</repeatable></code> <code><label>Title</label></code> <code><input-type>onebox</input-type></code> <code><hint>Enter the main title of the item.</hint></code> <code><required>You must enter a main title for this item.</required></code> <code></field></code></p>	<p>Title: </p>
<p>Example two <code><field></code> <code><dc-schema>dc</dc-schema></code> <code><dc-element>description</dc-element></code> <code><dc-qualifier>abstract</dc-qualifier></code> <code><repeatable>>true</repeatable></code> <code><label>Description</label></code> <code><input-type>textarea</input-type></code> <code><hint>Enter description in this box.</hint></code> <code><required/></code> <code></field></code></p>	<p>Description: </p>

Value Pairs

<p>If you use dropdown, qualdrop_value or list as an input type you need to include the attribute <code>value-pairs-name=</code> and set the value to a name you create</p>	<pre><field> <dc-schema>dc</dc-schema> <dc-element>type</dc-element> <dc-qualifier>local</dc-qualifier> <repeatable>>false</repeatable> <label>Version</label> <input-type value-pairs-name="OBEidentifiers">dropdown</input-type> <hint>Enter the version of submitted material</hint> <required/> </field></pre>
---	---

<p>Scroll down past all the <form> tags and the closing tag of </form-definitions>. After the comments you will see the tag <form-value-pairs></p>	
<p>Within <form-value-pairs> are the <value-pairs> tags. The <value-pairs> tags each correspond to a list, we will leave the current <value-pairs> for now and create a new set.</p>	
<p>Place your cursor on the line after <form-value-pairs> and type " <value-pairs value-pairs-name="[List Name]" dc-term="[DC Element]" dc-qualifier="[DC Qualifier]">". Change List Name to the name you used in the value-pairs-name element and DC Element to the field this list applies to, if the field has a qualifier add dc-qualifier="[DC Qualifier]" as an attribute with the correct qualifier</p>	<pre><value-pairs value-pairs-name="OBEidentifiers" dc-term="type" qualifier="local"> </value-pairs></pre>
<p>Between the opening and closing tags of <value-pairs> type "<pair></pair>"</p>	<pre><value-pairs value-pairs-name="OBEidentifiers" dc-term="type" qualifier="local"> <pair> </pair> </value-pairs></pre>
<p>Between the opening and closing <pair> tags type "<displayed-value></displayed-value>"</p>	<pre><value-pairs value-pairs-name="OBEidentifiers" dc-term="type" qualifier="local"> <pair> <displayed-value> </displayed-value> </pair> </value-pairs></pre>
<p>In the <displayed-value> tag type the first item in your dropdown list as you want it to appear</p>	<pre><value-pairs value-pairs-name="OBEidentifiers" dc-term="type" qualifier="local"> <pair> <displayed-value>Peer Reviewed Article</displayed-value> </pair> </value-pairs></pre>
<p>After the closing </displayed-value> tag create a new line then type "<stored-value></stored-value>"</p>	<pre><value-pairs value-pairs-name="OBEidentifiers" dc-term="type" qualifier="local"> <pair> <displayed-value>Peer Reviewed Article</displayed-value> <stored-value> </stored-value> </pair> </value-pairs></pre>
<p>In the tag <stored-value> type a stored value that corresponds to your displayed text but includes no space or special characters.</p>	<pre><value-pairs value-pairs-name="OBEidentifiers" dc-term="type" qualifier="local"> <pair> <displayed-value>Peer Reviewed Article</displayed-value> <stored-value>peer_article</stored-value> </pair> </value-pairs></pre>
<p>For each item you want in your dropdown list you need to type another <pair> tag and repeat this process.</p>	

Install your new input form

Once you have finished modifying the input-forms.xml document check that it is well-formed and valid xml the reload your new document.



Catalina Oyler, The Five Colleges of Ohio for OhioLINK DRMC 2012