Documentation of the Ynibox Server – September 2017

Sommaire

Installation of the Ynibox Server – April 2017

This document explains how to install the Ynibox Server on a standard computer. After the installation, to get a fully functional server, you'll need to read and apply the complementary post install steps installation available in the documentation section of the Ynibox website.

Prerequisites

You'll need a 4 gb usb key, or a virgin dvd (the following will be done with a usb stick). And a PC computer from any brand, aged less than 8 years. Most of these laptops will run an Intel i3, i5 or i7 CPU. Please note that Apple laptops are not supported so far. Old Core or Core 2 Duo can have an issue with the mouse when getting out of sleep. This is why younger computers are better.

The configuration recommended is a i5 CPU with 4 Gb of RAM and a hard disk no less than 160 gb. Anyway, the system will work on a Core duo CPU with 1 gb of RAM and 80 gb of hard disk (ie 2005 machines). Be aware that netbook are supported, but their limited disk space can be a limitation for adding new resources to the server. Most of the CPU are supported on X86. This excludes ARM CPUs.

If you can get an internet connection, you'll be able to download specific software and updates for your installation. However, this is not mandatory. This installation will be made using an Ethernet cable linked to a broadband connection.

Installation will take between 20 and 45 minutes depending on your hardware.

Download and burning of the iso file

Download the last version of the Ynibox iso from the ynibox website (www.ynibox.org). As it weights approximately 3.5 gb, this can take a while.

Connect a blank or useless usb key on your laptop and burn the iso on it. Every data will be overwritten. You can use many software for this, depending on your operating system and version. Here is an example of the free software Win32 Disk Imager on Windows 7 :
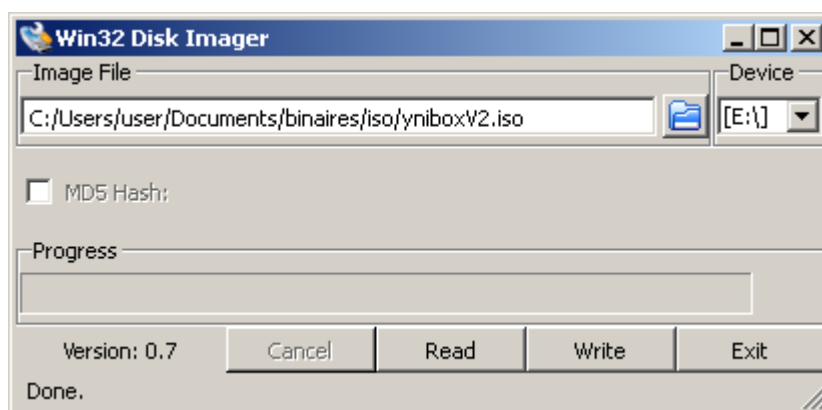
Check that device letter is the usb key you want to wipe. Then click Write. The end of the process displays a "Write successful" message. You can now connect the key to your future server.

Configuration of the computer : boot device

You have to ask the computer to start on the usb stick. This usually requires to press a specific key for boot option at startup. They are often displayed on boot screen. Here is an example on a common laptop : you'll find the shortkey in your computer's documentation if necessary.
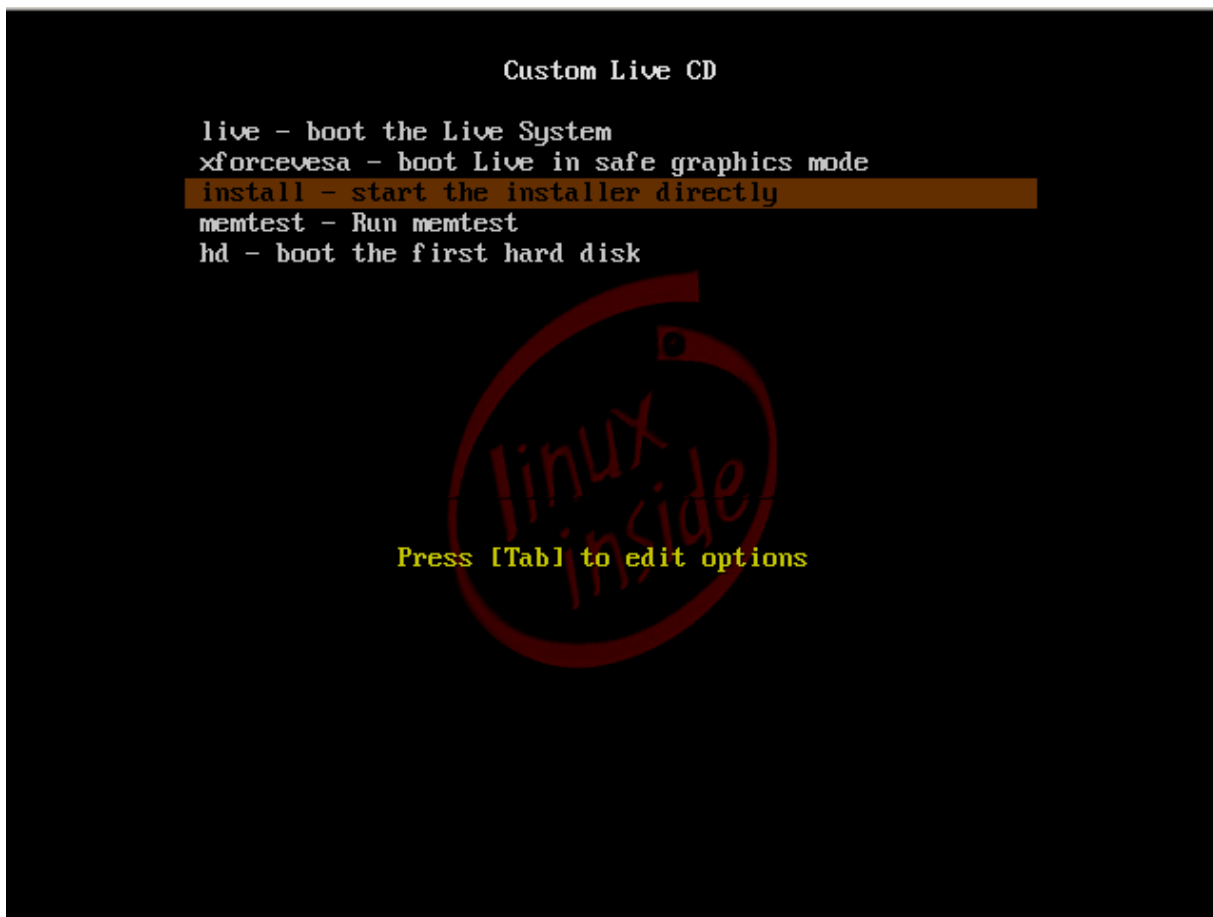

So, on this particular machine, pressing the F9 key at boot leads to a selection menu. Choosing usb hard disk as startup device launches the Ynibox installer.

Install of Ynibox software on the internal hard disk

On the installer menu that opens, choose install and press enter.


Wait for the splashscreen to show. Can take a while, depending on your hardwarer.

Then choose your language in the list and click continue :
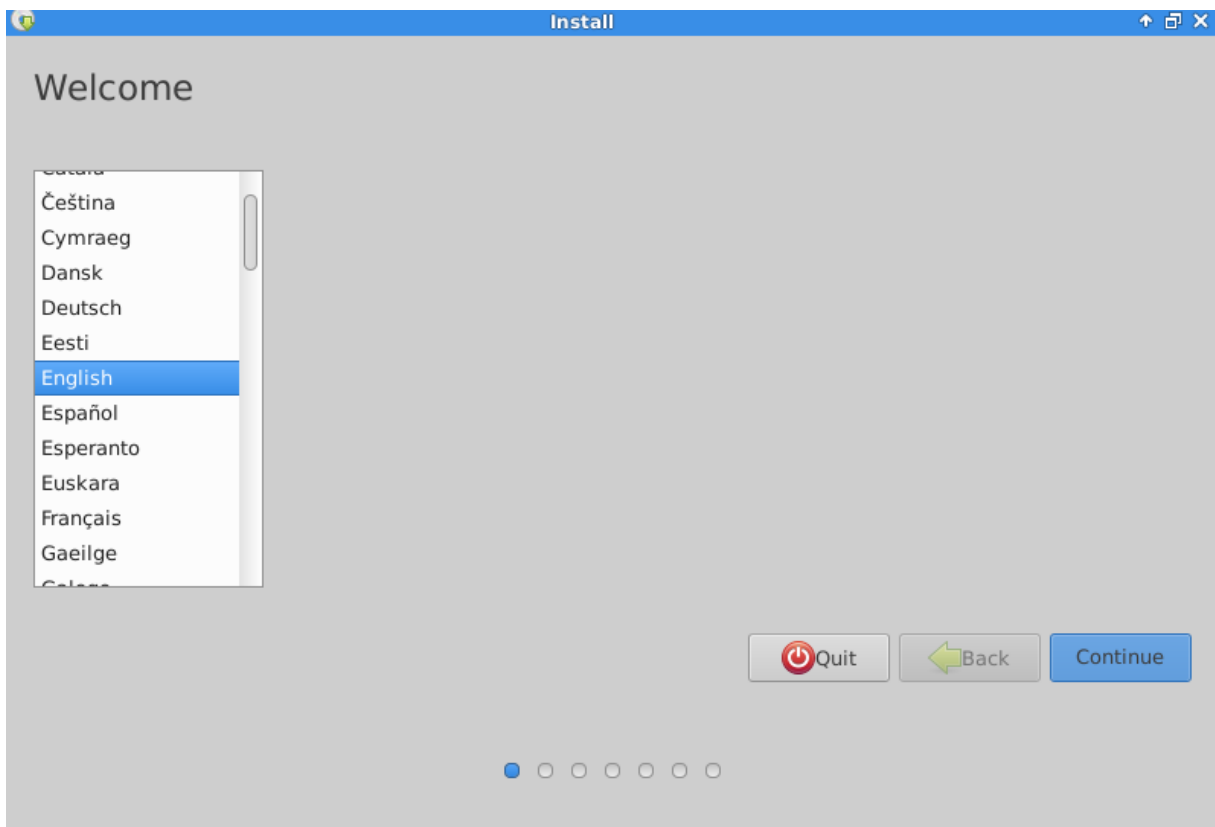
On the next screen, if you have internet connection, check the download updates while installing and Install third party software thick boxes. Then click continue. If you don't have an internet access, the system will install anyway.
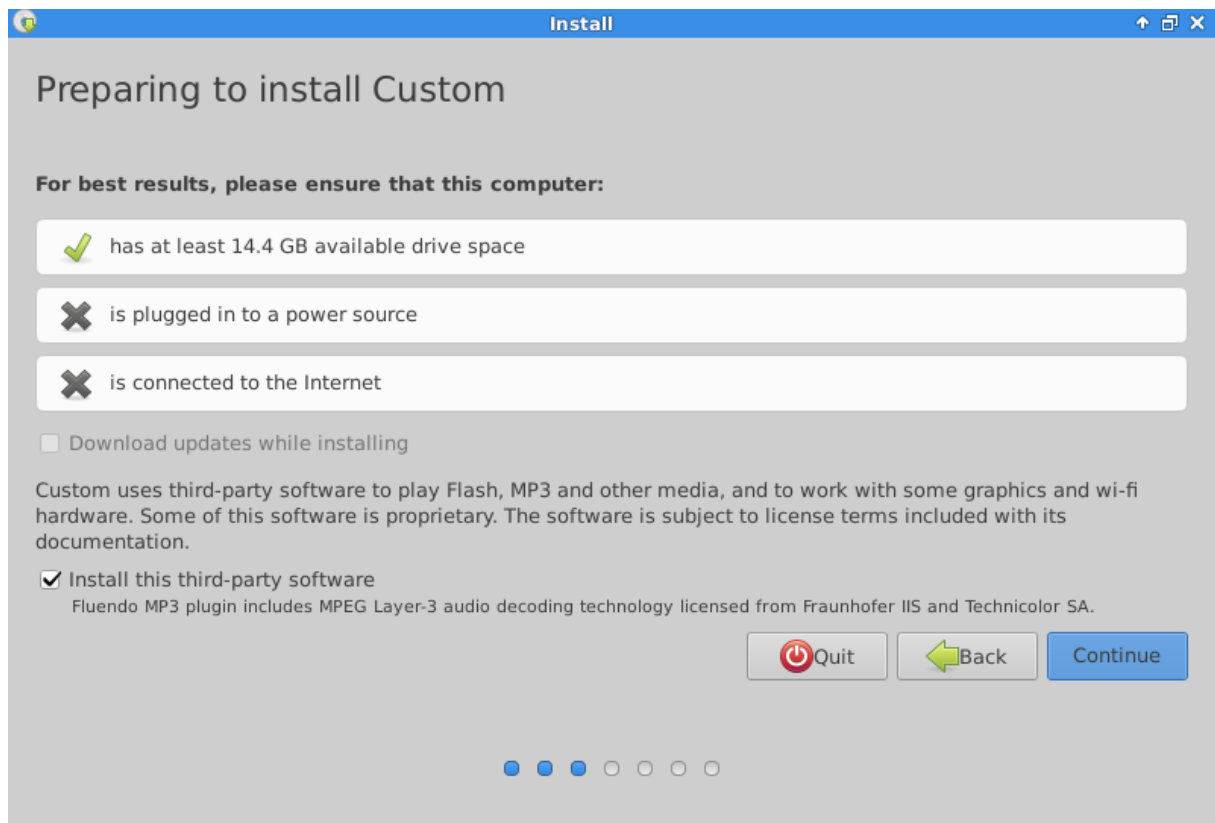
On next page, select Erase disk and install Custom (**Warning : this will destroy all data on your hard disk, make some backup before**). Then click Install Now.
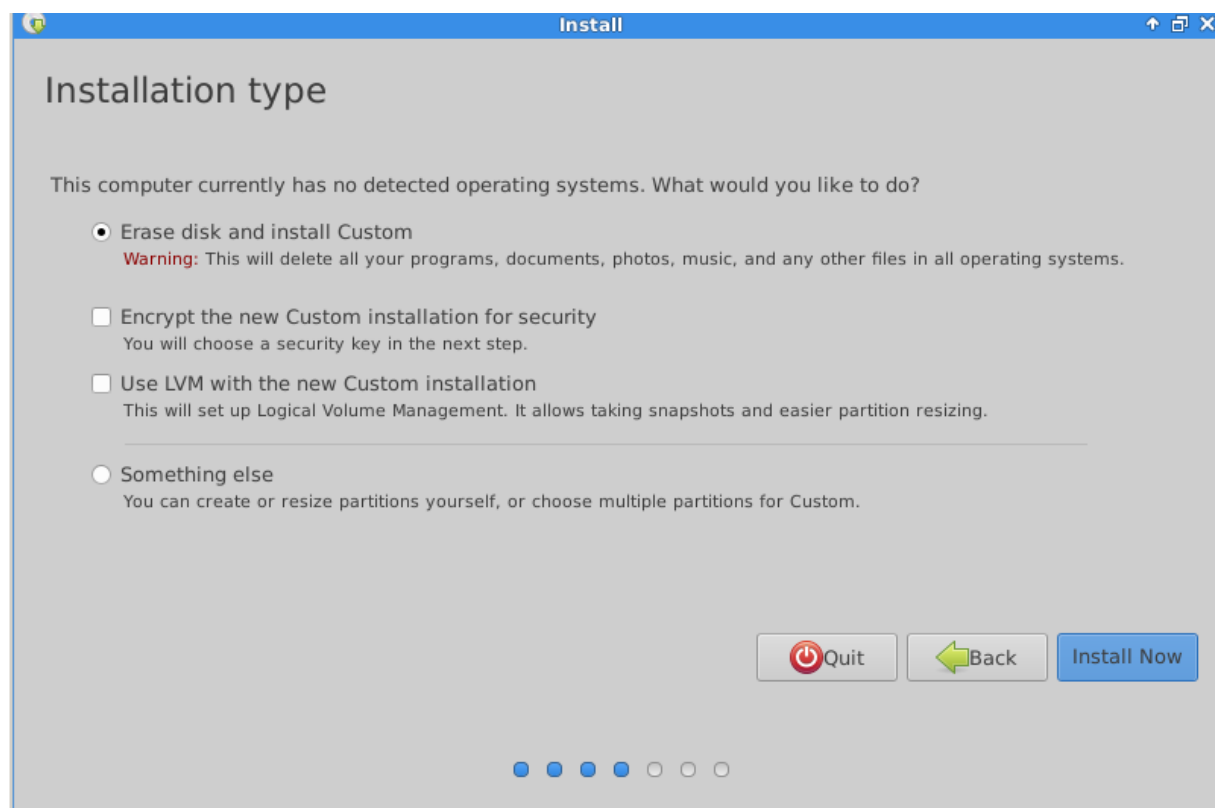
On the next screen, click continue. This will definitely destroy all previous data on the hard disk.

Write the changes to disks?

If you continue, the changes listed below will be written to the disks. Otherwise, you will be able to make further changes manually.

The partition tables of the following devices are changed:
 SCSI3 (0,0,0) (sda)

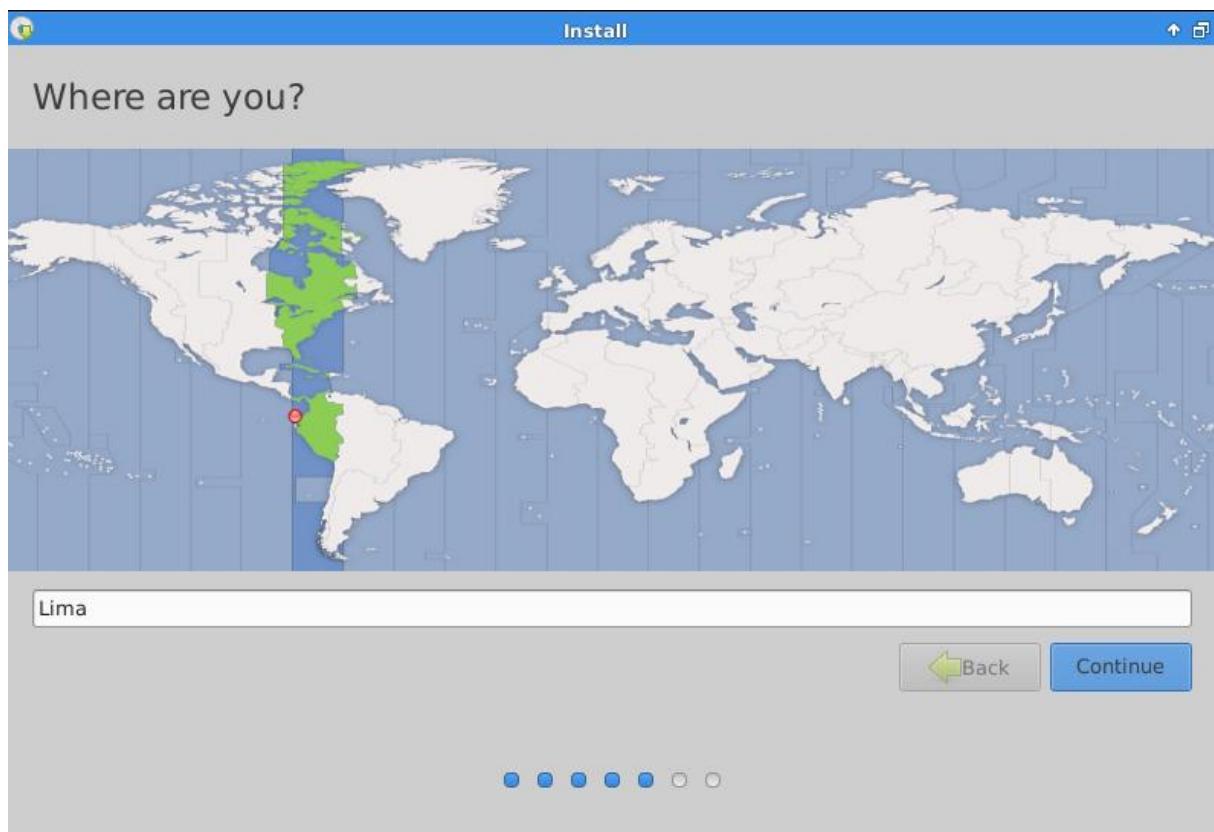The following partitions are going to be formatted:
 partition #1 of SCSI3 (0,0,0) (sda) as ext4
 partition #5 of SCSI3 (0,0,0) (sda) as swap

Go Back   Continue

Then choose your location and click continue :

Install

Where are you?

Lima

Back   Continue

Then choose your keyboard layout and click continue :
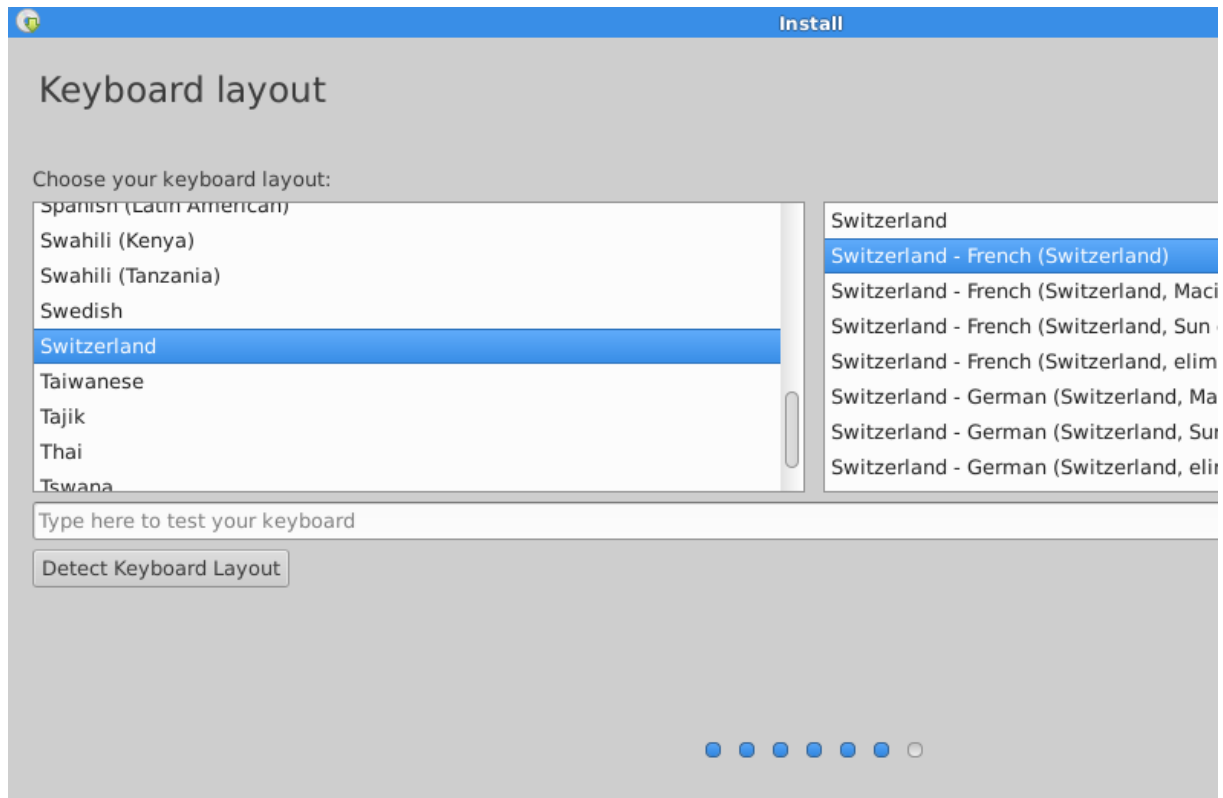
You can now personalize your server. For non advanced users, please stick to the default credentials.

Your name : Librarian

Your computer's name : Ynibox

Pick up a username : librarian (Warning : keep it small caps, case sensitive).

Choose a password : Ynibox56 (or whatever you want).

Confirm your password : Ynibox56 (or whatever you want).

Click continue.

The system then displays a progress bar. Depending on your computer's performances, this step can be long. Different operations are displayed. Please be patient.
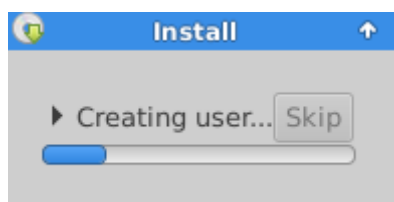
At the end of the process, you'll get notified that the installation is over. Click Restart Now.
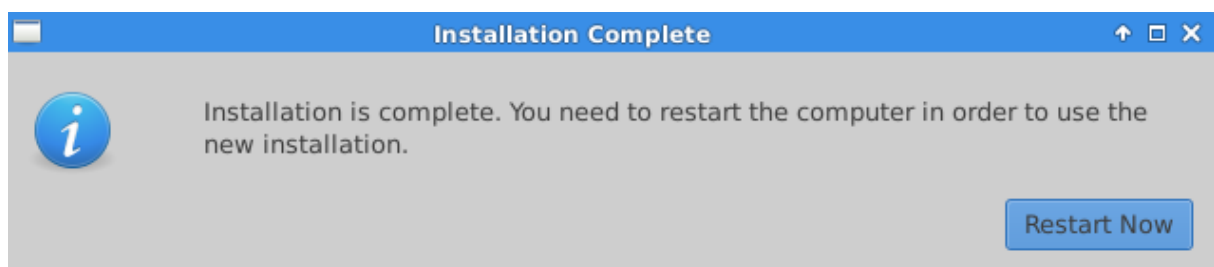
When the next splashscreen displays, remove the usb stick (or DVD) and press enter. The computer will restart on the new system.

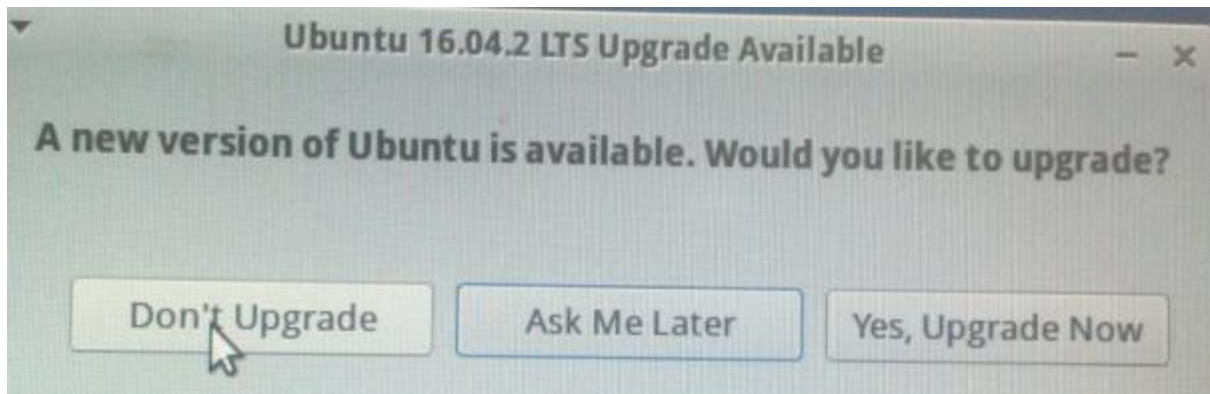After reboot, enter the password (Ynibox56), discard any message about language installation and refuse the distribution upgrade (as it would broke the ILS installation).

The server is now up and running. You have to apply the post install steps, especially on the network configuration, to make it available for all users.

If you have an internet connection, you can install updates. You can access the main menu by clicking on the mouse face in the upper left corner. Then click into the main menu "software upgrade" on the upper left of the screen. The click on "settings/software updater" and in the following screen choose "Install Now" :
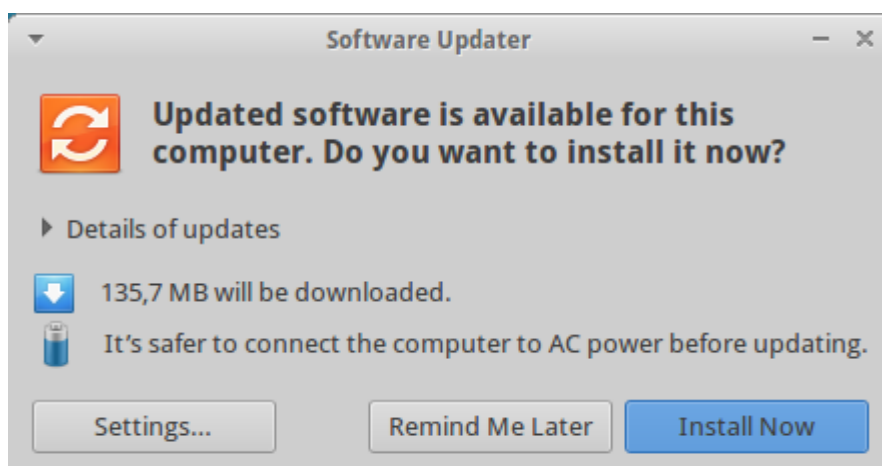
Password and credits

Here are the information to log into the most useful interfaces of the server. Please keep in mind that you can change this credentials to ensure that your system is safe from attacks. Especially for the ILS. As they are the same for all installations, anyone can find them and log into your system if you keep them as they are.

Changing default password should be done by choosing a strong one : including capitals, numbers,and punctuation marks.

Anyway, Ynibox is not designed to be state-of-the-art securised tool. Even if it is mostly virusproof, the system is not 100 % safe from hacking. Keeping the physical computer far from malicious hands is a good start to make it last long.

System User

Graphical interface username : librarian

Librarian user password : Ynibox56

Internal website administrator
Internal website username : Yniadmin
Internal website password : Ynibox753159
Internal website administration interface : http://www.ynibox.lan/wp-admin/

Integrated Library Software
ILS username : admin
ILS password : admin
ILS website administration interface : http://www.ynibox.lan/pmb/admin.php

Databases
Internal databases username : root
Internal databases password : Ynibox567
Internal databases administration interface : http://www.ynibox.lan/phpmyadmin/
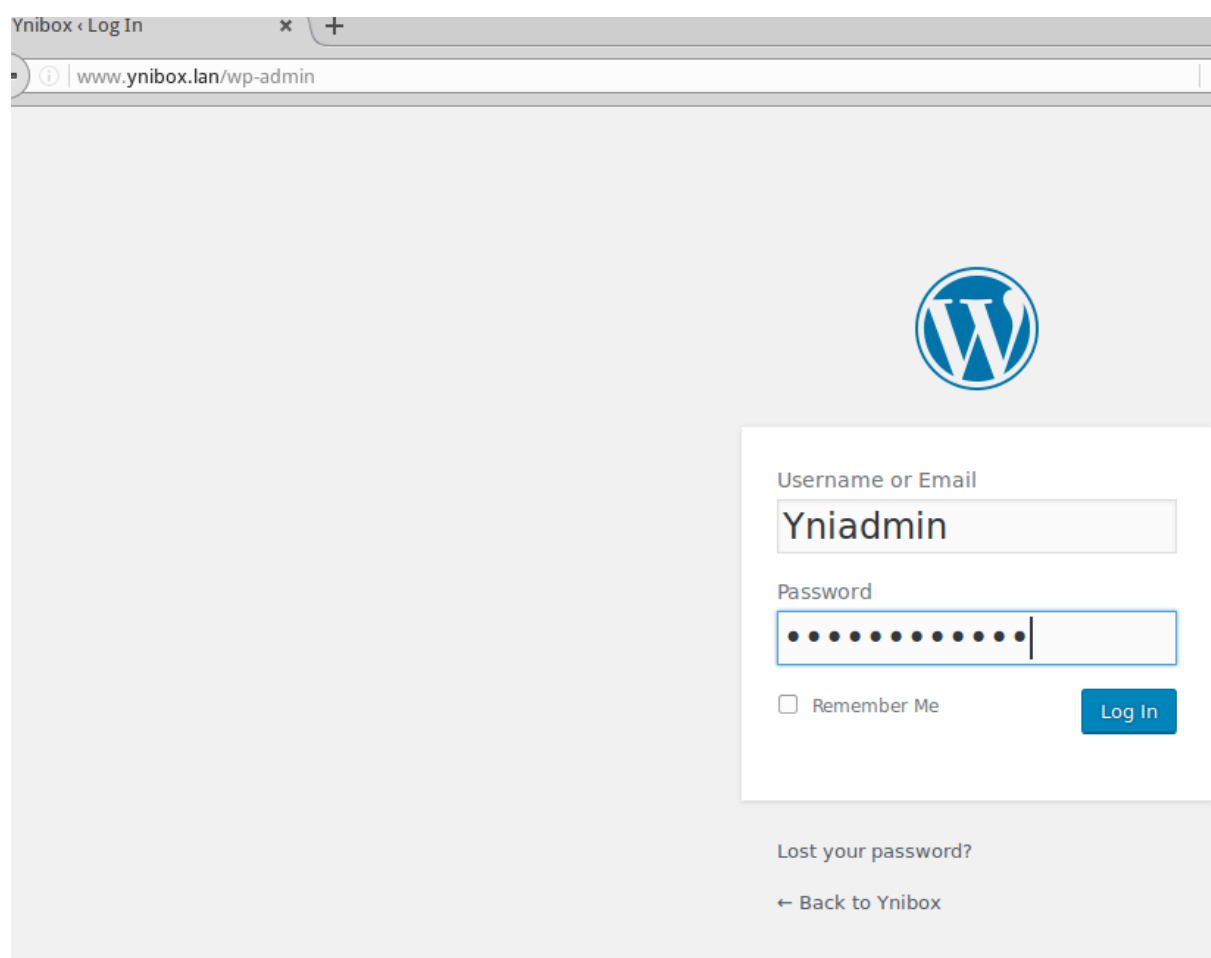
How to change passwords
Change password s is necessary after the setup, as they are in this documentation, and on a regular basis, to avoid them being stolen by malicious users.

Internal wordpress site
Open a web browser and navigate to www.ynibox.lan/wp-admin. Enter the username and password :

Click Log In. In the following screen, click on the message «Howdy, Yniadmin» in the right upper corner of the screen :
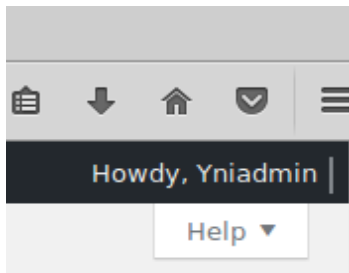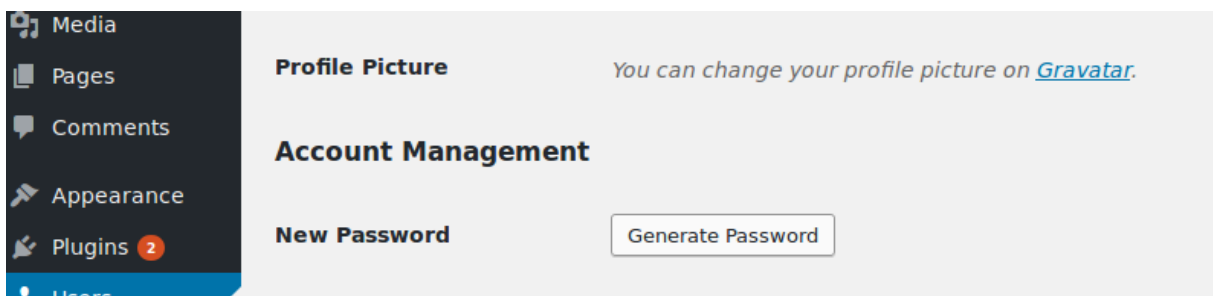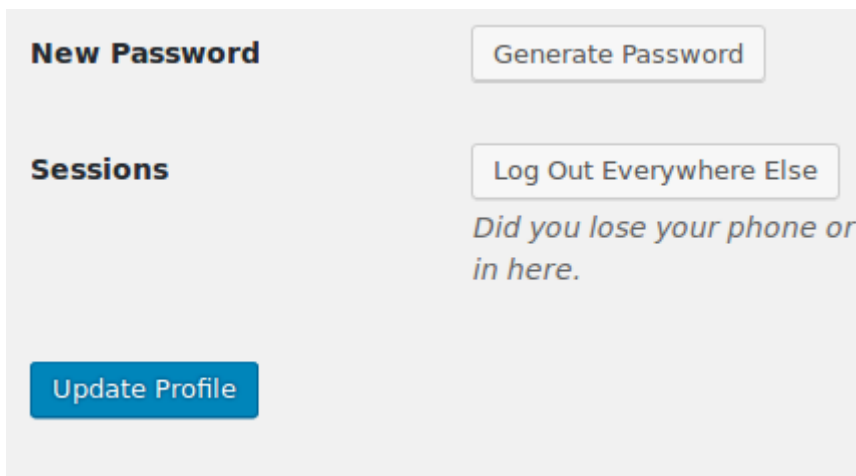
Then click edit My profiles. In the next screen, navigate to the bottom oft he page and click «Generqte Password»
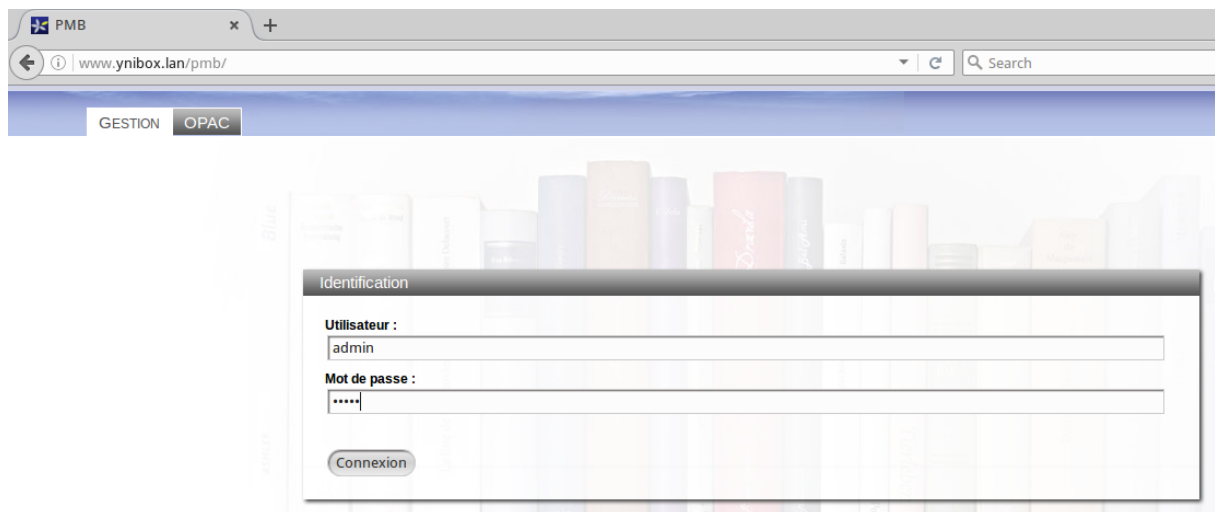
Type the new password and hit the enter key.
Click on «Update Profile».

The new password will be required at the next login on the website's administration interface.

ILS software

Navigate to www.ynibox.lan/pmb and enter the credentials

In the upper right corner oft he next screen, click on the little grey wheel «Edit user settings admin»
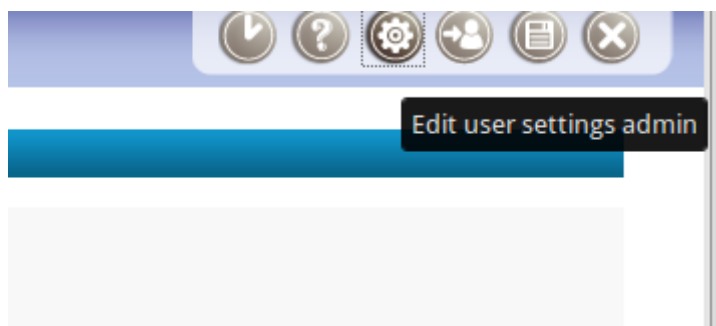
In the next screen, enter your new password and confirm it

Then scroll to the bottom of the page and click save.
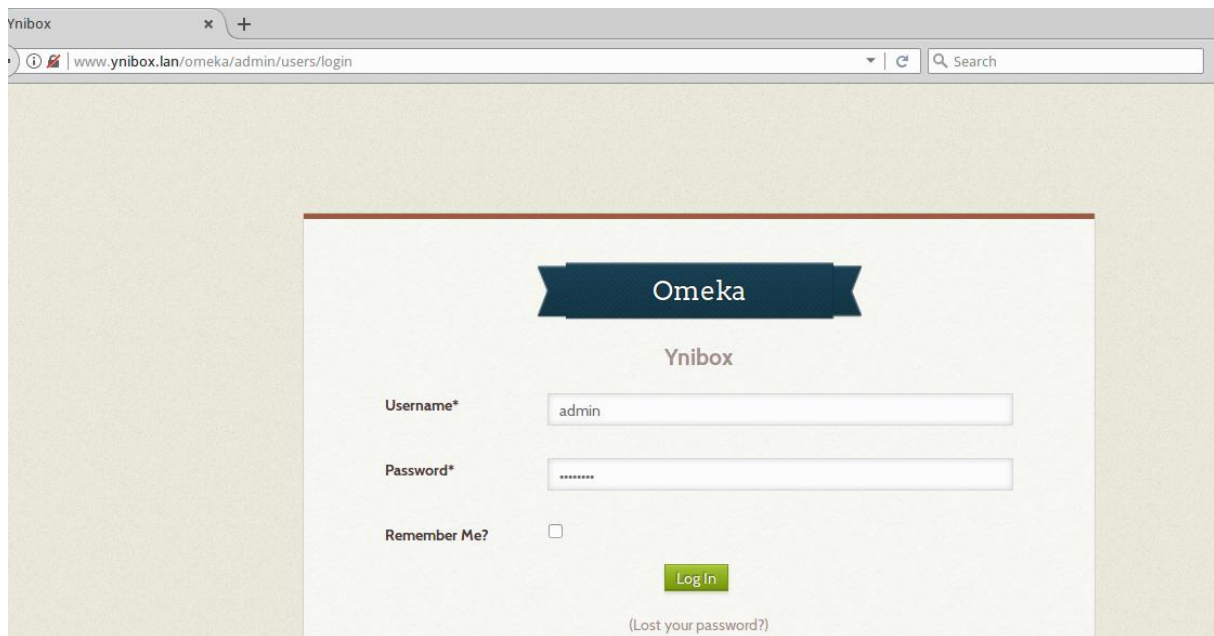
Your password is saved and will be asked at next login.
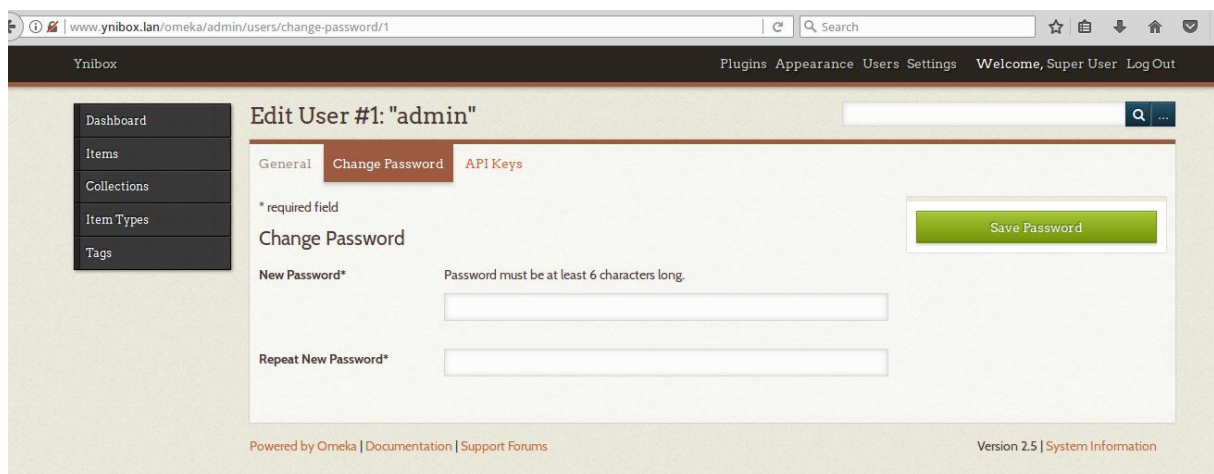
Change password : OMEKA

Go to www.ynibox.lan/omeka/admin

Enter the credentials and click log in :
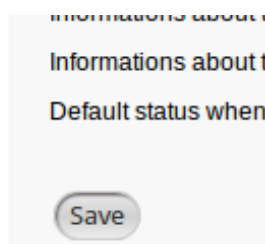

In the following screen click on «Welcome, user» in the upper right of the screen. Then click on the Change password tab :

Enter the new password, confirm it and click Save password. Then click update use. The new password is set, you can close the browser tab.

Change root and librarian password
In the main nenu, navigate to terminal Emulator
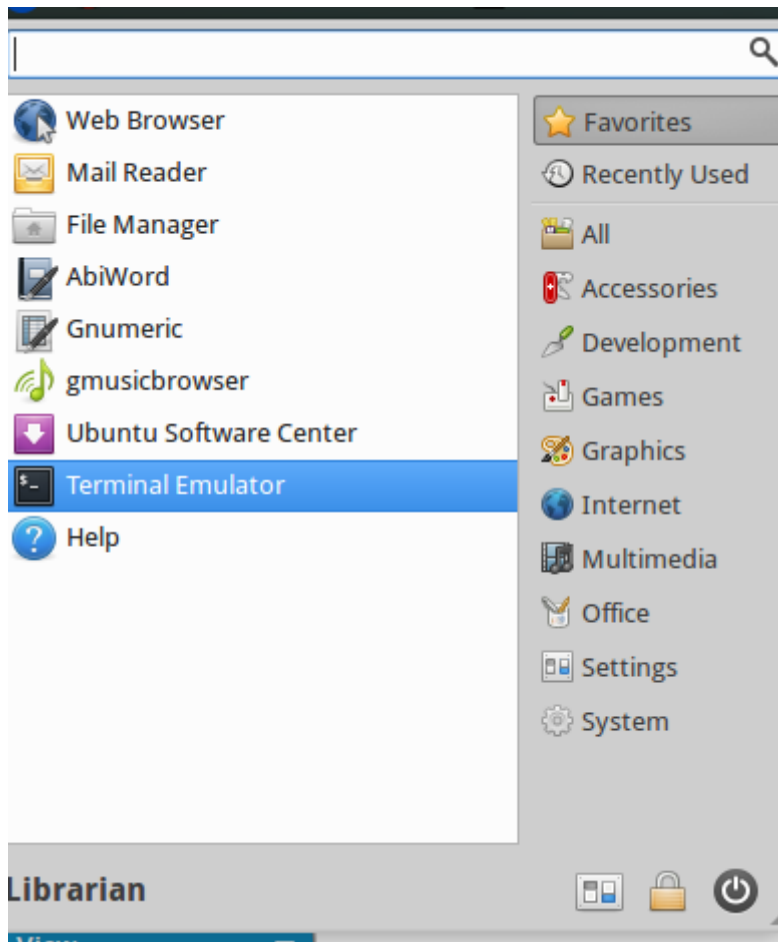
In the next screen, type « sudo passwd root» and hit enter -

Then enter your new password and confirm it by hiting enter.

The new password is set.

The process is the same if you want to update the librarian password :
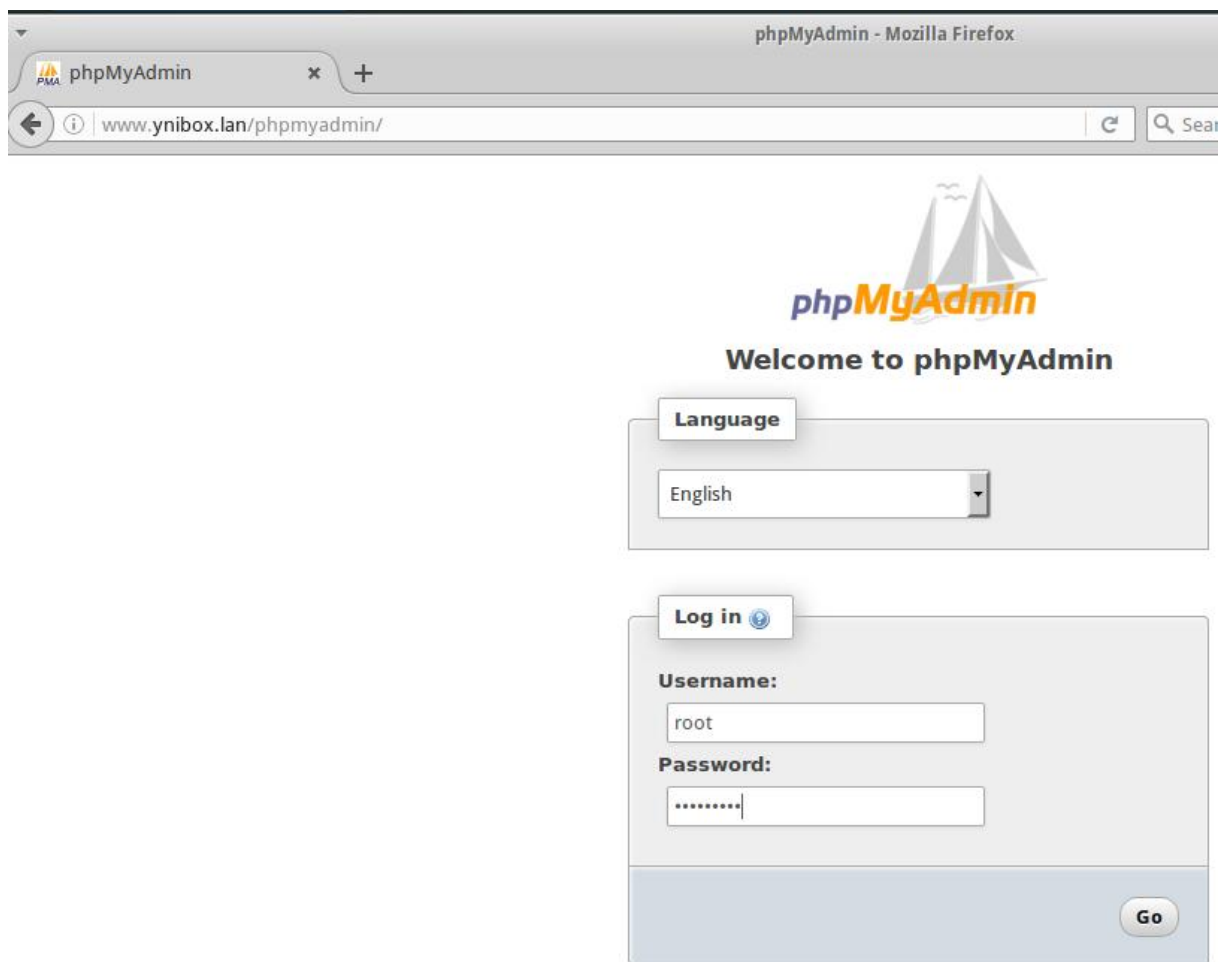
Juste type « sudo passwd librarian », enter and confirm the new password.

Change the PhpMyadmin password

In a web browser, navigate to www.ynibox.lan/phpmyadmin

Enter the username and password and click Go.

To be completed

Post install steps 06/09/2017

The following instructions are intended for advanced users only. They describe the post install steps to follow in order to allow the wifi dongle or external router to broadcast the data, and the addition of zim files (ie, electronic resources) to the server.

We strongly recommend to use an external wifi router, as a wifi dongle is unable to handle more than 5 or 10 clients properly.

Warning : this documentation is mainly suitable for advanced users, familiar with Linux command line operations. Please keep in mind that we can provide already customized servers that fit your needs, please contact us for specific configurations.

What you are supposed to have so far

This document assumes that you have installed the Ynibox software on a computer, most likely a laptop PC with an intel i3 or i5 CPU.

What is now needed is the configuration of this machine. Regarding contents, you can add resources (mainly zim files with Wikipedia for instance, or files in Omeka) for the users to enjoy. You can also tweak the ILS to fit your needs and reflect your books and documents, both paper and electronic.

This computer can be integrated into an existing network (aka LAN). In this case, you'll need an IT technician.

The computer can also broadcast datas using a wifi chip or an external wifi router (better choice).

This document gives clues for both network integration and content addition.

System update and network configuration

Do apt-get update (do NOT dist-upgrade, this would broke the ils installation).
Do apt-get upgrade
You can also use software updater in graphic mode to avoid terminal commands.

Integration of the server in an existing wired network

You'll need an It person for this.

- Fix an ip on the server (or setup a permanent DHCP lease linked to its Ethernet mac adress)
- Insert this ip as www.ynibox.lan in the internal DNS. If you don't have DNS server, add www.ynibox.lan to every hosts file in the clients machines. Another possibility is adding the Ynibox server as secondary DNS. You'll just have to configure dnsmasq and etc/hosts on the server.

System modification : method

All modifications can be made using the graphic interface instead of command line for non advanced users.
In the left top program menu (represented by a white mouse icon) select system/task manager.
In the first up icon, you can choose Run Program…

Type xterm and hit enter key. A black windows opens.
Type sudo thunar and hit enter key. You are asked for a password : type Ynibox56 and hit enter.

A file manager windows opens with advanced rights (root status). You can now modify system files using the graphic interface. Please keep in mind you can also destroy everything. Take care.

Boot speeding

Modify /etc/init/failsafe.conf

Modify all sleeps valors to 5.

Modify /etc/default/apport and make it enabled=0

Wifi dongle adding and configuration

Add a usb wifi dongle. Should be quite good quality : allows 300 mbs transmission and, overall, master mode. The clue is to take a good wifi dongle with external antenna. The following examples is made with an additional wifi chipset. It will be call wlan1.

Network

Content of etc/hosts :

127.0.0.1   localhost
10.0.1.1   Ynibox
10.0.0.1   www.ynibox.lan
10.0.0.1   ynibox.lan
10.0.0.1   fonts.googleapi.com
10.0.0.1   2.gravatar.com

Content of /etc/network/interfaces

interfaces(5) file used by ifup(8) and ifdown(8)
auto lo
iface lo inet loopback

auto wlan1
iface wlan1 inet static
address 10.0.0.1
netmask 255.255.255.0

Content of /etc/NetworkManager/NetworkManager.conf

 (please change wifi dongle mac adress) : the usb wifi dongle mac address must be added in networkmanager.conf as unmanaged. To know the hardware (mac) address of the dongle, you can type ifconfig in a terminal.

[main]
plugins=ifupdown,keyfile,ofono
dns=dnsmasq

#ignore internal wifi chipset for allowing hostapd to create a hotspot
[keyfile]
unmanaged-devices=mac:ec:08:6b:19:85:49

[ifupdown]
managed=false

Content of /etc/hostapd/hostapd.conf (note that the password for clients will be Ynibox12345678).

auth_algs=1
beacon_int=50
channel=1
country_code=FR
disassoc_low_ack=1
driver=nl80211
hw_mode=g
ht_capab=[HT40+][HT40-][SHORT-GI-40][RX-STBC1]
ieee80211d=1
ieee80211n=1
interface=wlan1
ssid=Ynibox
wmm_enabled=1
wpa_key_mgmt=WPA-PSK
wpa_pairwise=TKIP
wpa=2
wpa_passphrase=Ynibox12345678

Content of /etc/dnsmasq.conf

interface=wlan1
except-interface=wlan0
dhcp-range=10.0.0.2,10.0.0.52,12h

listen-address=10.0.0.1
localise-queries
local=/lan/
domain=ynibox.lan
expand-hosts
addn-hosts=/etc/hosts.dnsmasq
no-negcache
log-facility=/var/log/dnsmasq.log

Alternative way : configuration of a modem router attached to the server

This solution is better for handling a great numbers of clients and improve stability of the wifi network. The basic idea is to connect a router to the Ethernet port of the server. This router will handle the wifi access without any password.

Unboxing and configuration restore
The router used is a Netgear N300 wireless routerWNR2000 v4. It has been chosen because of its reliability, affordability and wide spread. It can be powered in 12V and therefore by a solar panel. 4 ethernet ports available for connecting laptops and reduce power consumption of wifi chipsets.

Installation and configuration
The router is connected to its charger. When it ends its initialization sequence, a wifi network appears. If not, you can reset the router using a paper clip. The default SSID and password are provided on a sticker with each different router.
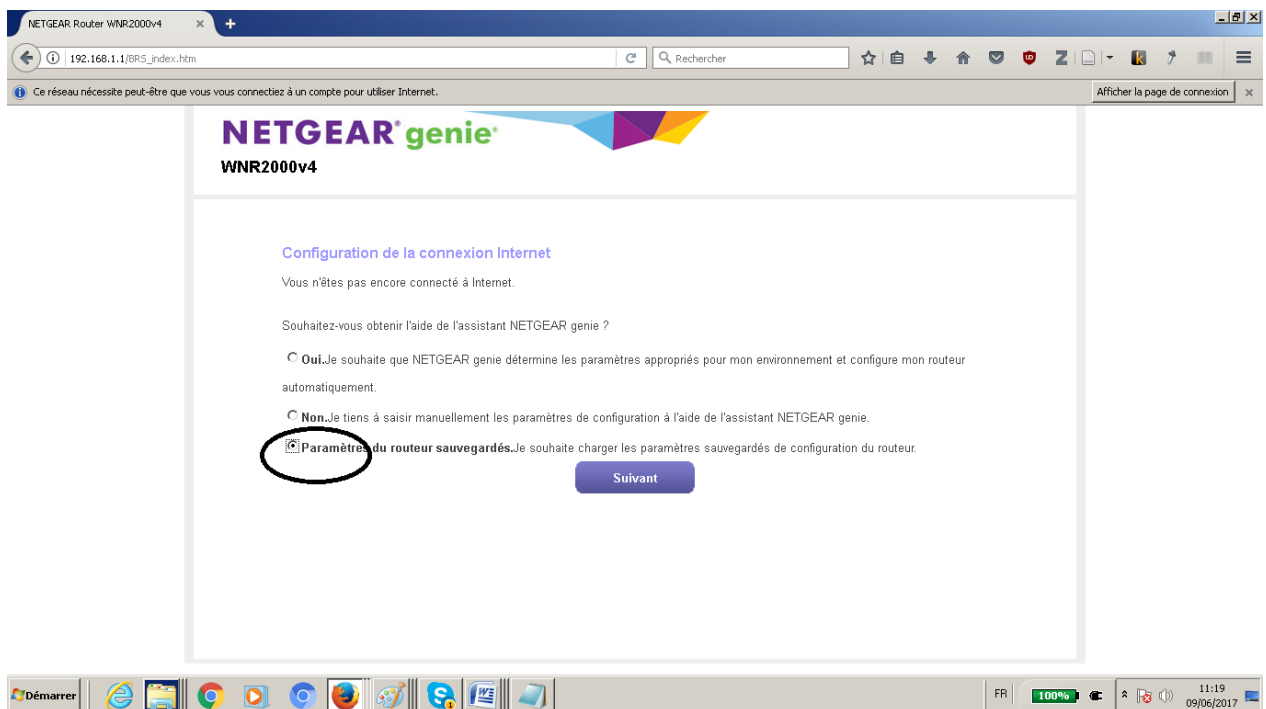
Connect to the wifi :
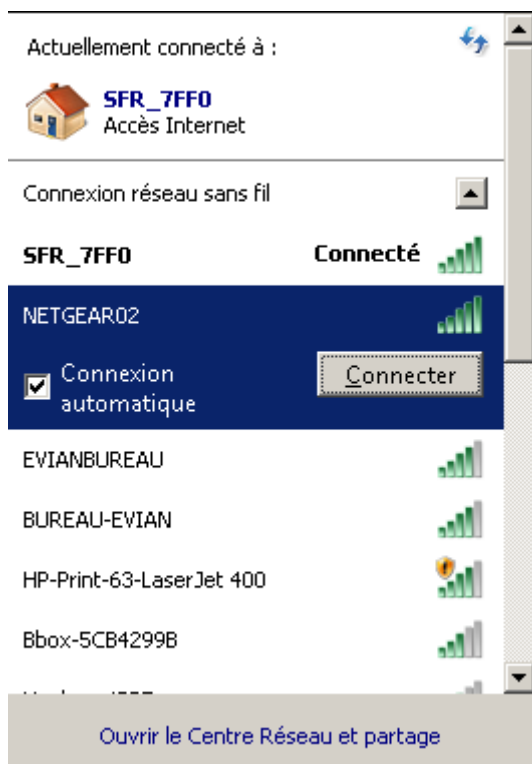
The password is provided on the sticker. You can also use the WPS button for quicker connection.
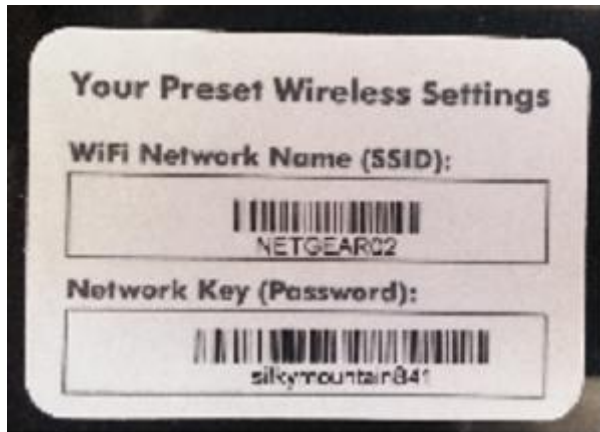
Once connected, you can launch a web browser (Firefox is a better choice for this). Then connect to the 192.168.1.1 adress. Choose to restore a previous configuration. Click next.

On the next screen click browse to pick up an existing file.
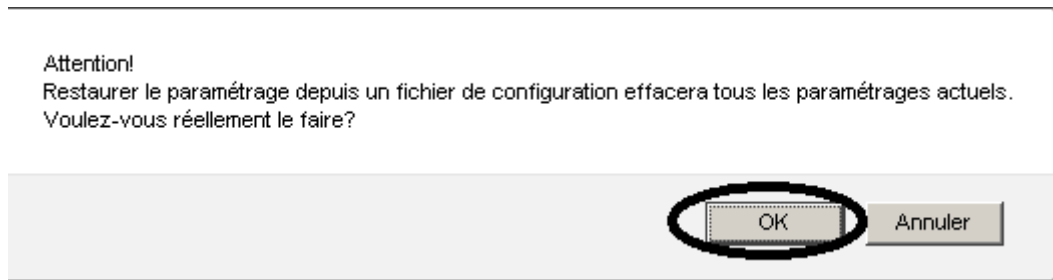
Then upload the file NETGEAR_wnr2000v4.cfg. It can be downloaded here :

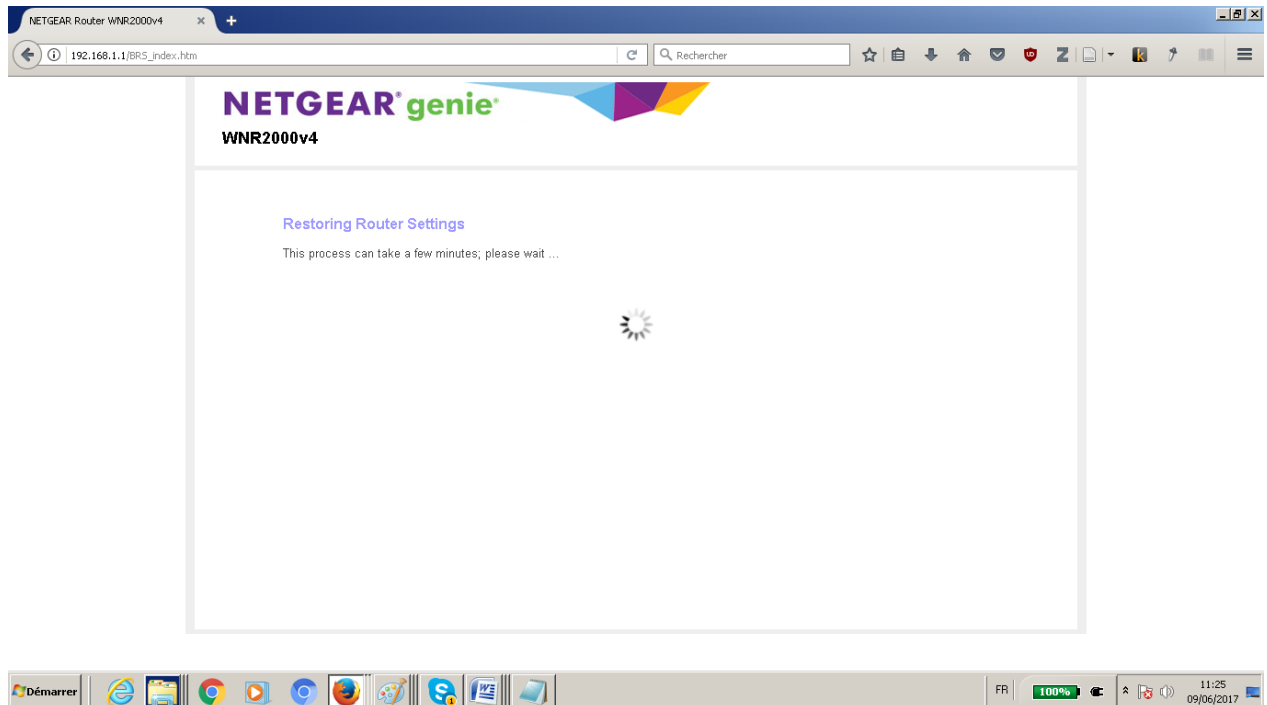http://www.ynibox.org/wp-content/uploads/iso/NETGEAR_wnr2000v4.cfg

Once the file is selected, click next.

You get a warning popup. Accept it by clicking OK.

Attention!
Restaurer le paramétrage depuis un fichier de configuration effacera tous les paramétrages actuels.
Voulez-vous réellement le faire?

OK   Annuler

The restoration process starts and may take a few mlinutes.

Your browser should freeze, as the wifi has been modified. Wait 3 minutes then select the Ynibox bibliotheque SSID in the wifi list. No authentification is required.
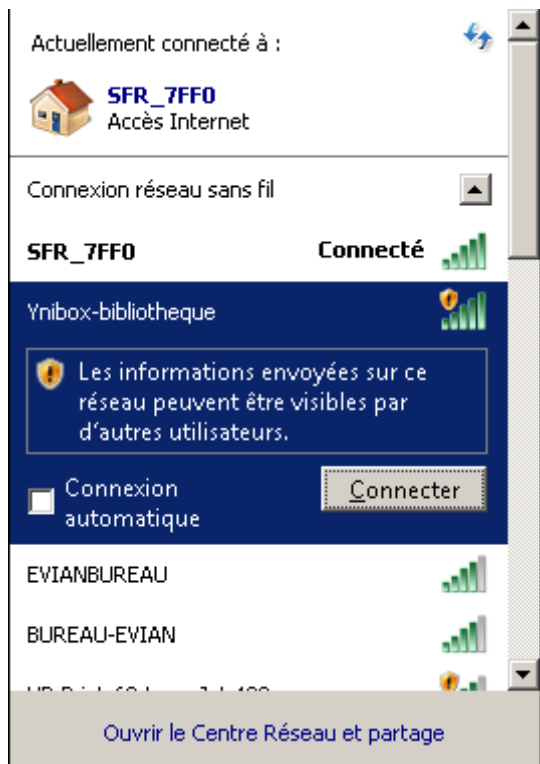
You can now connect an Ethernet cable between the yellow port of the router (named Internet) and the Ethernet socket of the Ynibox server. Restart both. The wifi now grants access to the server contents.

If something goes wrong

Connect to the modem's ip address. Can be 192.168.1.1 by default, or http://172.16.0.3/index.htm when the configuration has been restored from the file.

Then compare your configuration to the following screenshot and correct the differences.

You'll need to authenticate. Use admin/password for credentials.
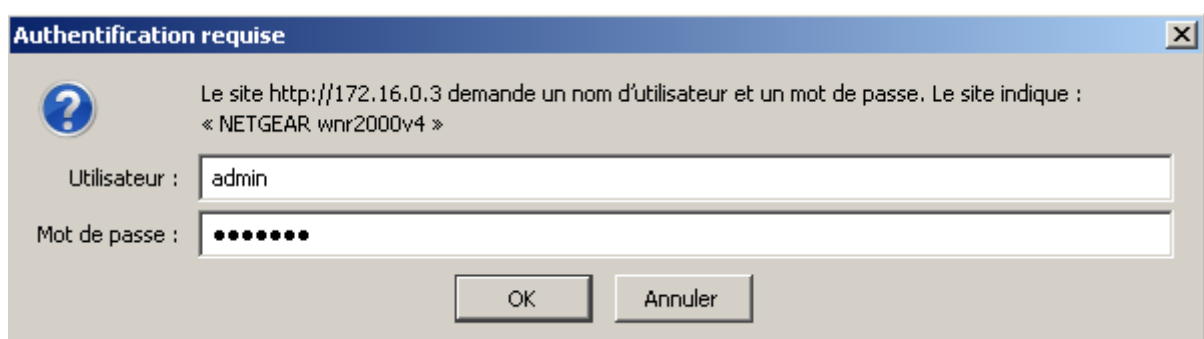
Wireless tab (you can change the network name as you want).

Internet tab

Do not forget to click "apply" after updating the configuration.

Kiwix server (zim handling) : optional

Kiwix commands for updating library.xml

cd /usr/local/share/kiwix/bin$
sudo ./kiwix-manage /usr/local/share/kiwix/library.xml add /usr/local/share/kiwix/zim/wikipedia_fr_all_2015-11.zim

This has to be repeated for every single zim.

Zim download and copy

Zims can be downloaded at https://download.kiwix.org/zim/

Copy additional zim files in /usr/local/share/kiwix/zim
Copy index files in /usr/local/share/kiwix/index

Indexes can be generated manually. This process can take a very long time.
See the process of creating indexes at

Update of the internal website

Connect to www.ynibox.lan/wp-admin

You need to create html links in the ynibox website (keep in mind to use www.ynibox.lan as url).

Update of Kiwix library : all terrain configuration file

You'll need to configure kiwix if you want to add or update some content included in the zim files (eg updating Wikipedia file on a yearly basis). All changes have to be made in the /usr/local/share/kiwix/library.xml file. First copy this file as library.xml.backup before any modification. Then modify it to fit your needs and restart the server to take it in count.

Then add a line into the library.xml. The line shouldbe identical in most points to other lines, except size, name, description, name of the files and indexes. Restart the server for the changes to be applied.

Alternative way : content of standard /usr/local/share/kiwix/library.xml (as it is, on April 2017). Just download it from the Ynibox website and delete unwanted lines in it. TODO : add the file to the ftp server.

Installation of proftpd server : optional

This is necessary if you want to add big volumes of data without spending time on the Omeka setup. The files will be available in a very simple way, with no description or metadata. They will look basically as they look in a file explorer.

Sudo apt-get install proftpd

Replace /etc/proftpd/proftpd.conf by the following :

```
#
# /etc/proftpd/proftpd.conf -- This is a basic ProFTPD configuration file.
# To really apply changes, reload proftpd after modifications, if
# it runs in daemon mode. It is not required in inetd/xinetd mode.
#

# Includes DSO modules
Include /etc/proftpd/modules.conf

# Set off to disable IPv6 support which is annoying on IPv4 only boxes.
#UseIPv6                          on
# If set on you can experience a longer connection delay in many cases.
IdentLookups                 off

ServerName                 "Ynibox"
ServerType                 standalone
DeferWelcome               off

MultilineRFC2228           on
DefaultServer              on
ShowSymlinks               on
```

```
TimeoutNoTransfer          600
TimeoutStalled             600
TimeoutIdle                1200


DisplayLogin               welcome.msg
DisplayChdir               .message true
ListOptions                "-l"

DenyFilter                        \*.*/

# Use this to jail all users in their homes
# DefaultRoot                    ~

# Users require a valid shell listed in /etc/shells to login.
# Use this directive to release that constrain.
 RequireValidShell             off

# Port 21 is the standard FTP port.
Port                       21

# In some cases you have to specify passive ports range to by-pass
# firewall limitations. Ephemeral ports can be used for that, but
# feel free to use a more narrow range.
# PassivePorts          49152 65534

# If your host was NATted, this option is useful in order to
# allow passive tranfers to work. You have to use your public
# address and opening the passive ports used on your firewall as well.
# MasqueradeAddress           1.2.3.4

# This is useful for masquerading address with dynamic IPs:
# refresh any configured MasqueradeAddress directives every 8 hours
<IfModule mod_dynmasq.c>
# DynMasqRefresh 28800
</IfModule>

# To prevent DoS attacks, set the maximum number of child processes
# to 30.  If you need to allow more than 30 concurrent connections
# at once, simply increase this value.  Note that this ONLY works
# in standalone mode, in inetd mode you should use an inetd server
# that allows you to limit maximum number of processes per service
# (such as xinetd)
MaxInstances               30

# Set the user and group that the server normally runs at.
User                       proftpd
Group                      nogroup

# Umask 022 is a good standard umask to prevent new files and dirs
# (second parm) from being group and world writable.
Umask                      022  022
# Normally, we want files to be overwriteable.
AllowOverwrite                 on
```

Uncomment this if you are using NIS or LDAP via NSS to retrieve passwords:
PersistentPasswd   off

This is required to use both PAM-based authentication and local passwords
AuthOrder   mod_auth_pam.c* mod_auth_unix.c

Be warned: use of this directive impacts CPU average load!
Uncomment this if you like to see progress and transfer rate with ftpwho
in downloads. That is not needed for uploads rates.
#
UseSendFile   off

TransferLog /var/log/proftpd/xferlog
SystemLog   /var/log/proftpd/proftpd.log

Logging onto /var/log/lastlog is enabled but set to off by default
#UseLastlog on

In order to keep log file dates consistent after chroot, use timezone info
from /etc/localtime. If this is not set, and proftpd is configured to
chroot (e.g. DefaultRoot or <Anonymous>), it will use the non-daylight
savings timezone regardless of whether DST is in effect.
#SetEnv TZ :/etc/localtime

<IfModule mod_quotatab.c>
QuotaEngine off
</IfModule>

<IfModule mod_ratio.c>
Ratios off
</IfModule>

Delay engine reduces impact of the so-called Timing Attack described in
http://www.securityfocus.com/bid/11430/discuss
It is on by default.
<IfModule mod_delay.c>
DelayEngine on
</IfModule>

<IfModule mod_ctrls.c>
ControlsEngine   off
ControlsMaxClients   2
ControlsLog   /var/log/proftpd/controls.log
ControlsInterval   5
ControlsSocket   /var/run/proftpd/proftpd.sock
</IfModule>

<IfModule mod_ctrls_admin.c>
AdminControlsEngine off
</IfModule>

#
Alternative authentication frameworks
#

```
#Include /etc/proftpd/ldap.conf
#Include /etc/proftpd/sql.conf

#
# This is used for FTPS connections
#
#Include /etc/proftpd/tls.conf

#
# Useful to keep VirtualHost/VirtualRoot directives separated
#
#Include /etc/proftpd/virtuals.conf

# A basic anonymous configuration, no upload directories.

 <Anonymous ~ftp>
   User                         ftp
   Group                             nogroup
   # We want clients to be able to login with "anonymous" as well as "ftp"
   UserAlias                 anonymous ftp
   # Cosmetic changes, all files belongs to ftp user
   DirFakeUser  on ftp
   DirFakeGroup on ftp
#
   RequireValidShell        off
#
   # Limit the maximum number of anonymous logins
   MaxClients               10
#
#  # We want 'welcome.msg' displayed at login, and '.message' displayed
#  # in each newly chdired directory.
   DisplayLogin             welcome.msg
   DisplayChdir         .message
#
   # Limit WRITE everywhere in the anonymous chroot
   <Directory *>
    <Limit WRITE>
     DenyAll
    </Limit>
   </Directory>
#
#  # Uncomment this if you're brave.
#  # <Directory incoming>
#  #  # Umask 022 is a good standard umask to prevent new files and dirs
#  #  # (second parm) from being group and world writable.
#  #  Umask                        022  022
#  #       <Limit READ WRITE>
#  #       DenyAll
#  #       </Limit>
#  #       <Limit STOR>
#  #       AllowAll
#  #       </Limit>
#  # </Directory>
#
</Anonymous>
```

Include other custom configuration files
Include /etc/proftpd/conf.d/

end of the file, copy stops here

Adding content to the ftp server

You can drag and drop files into the /srv/ftp folder on the server.

Cutomization of proftpd welcome message (optional) :

add in /srv/ftp/welcome.msg a message inspired from this one, customized with your own server name.

Welcome on the Ynibox server

You can download the following resources on your own device. Please check the associated licence before redistributing or sharing with others.

Server management

Updates

Update of the internal website : adding or deleting a link to a new resource
If you happen to add a major resource to the server, you can add an icon for the users to access it easily. On the contrary, if you want to hide a resource, you can delete an existing icon.

Adding a new icon

Connect to the Wordpress administration interface by entering this address in a web browser :

www.ynibox.lan/wp-admin

The system asks you for a username and password. By default you should use Yniadmin for the username and Ynibox753159 for password. You can modify this credentials and you are strongly invited to do so.
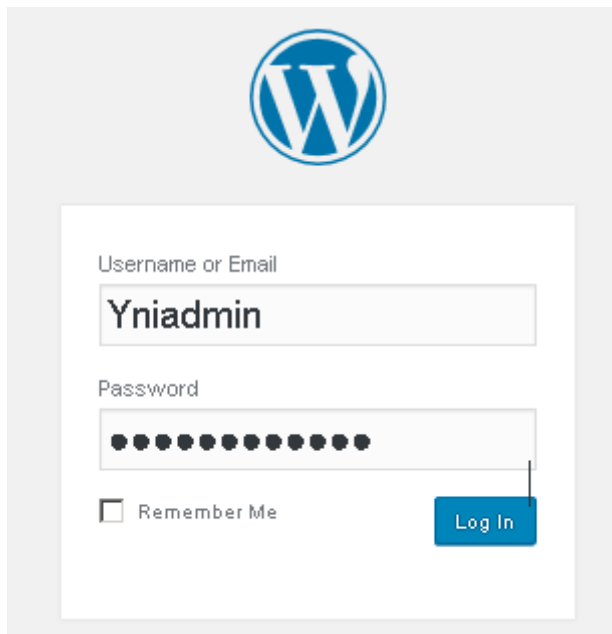
Then click login. In the new window, click customize your site.
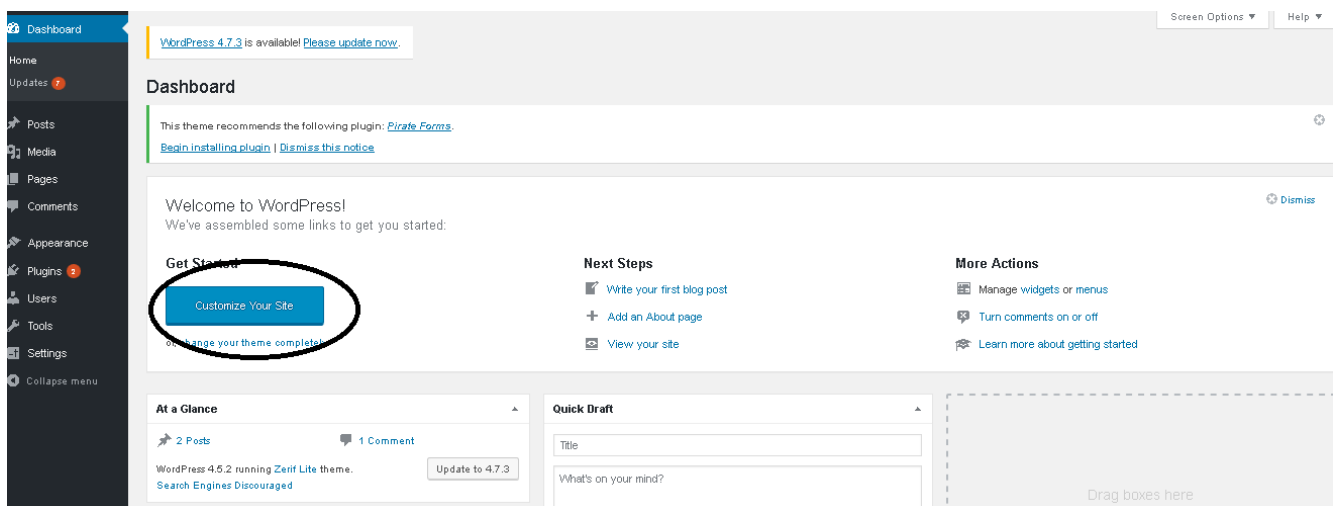
You can now modify all the settings. Let's pretend we want to add an icon in the Contents section. Click on Our Focus section.

Click on Our focus section widget
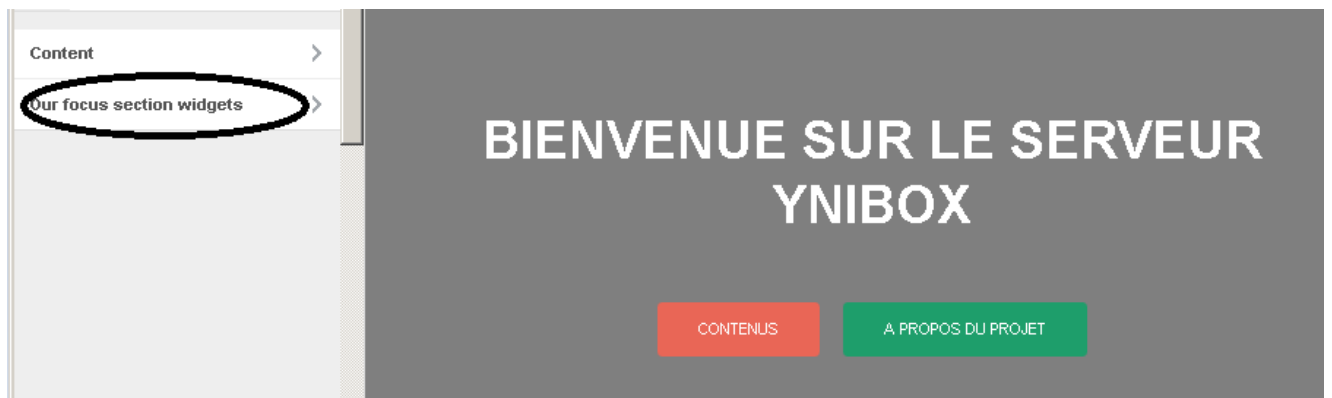
Click on Add a widget

Click on Zerif – Our focus widget

Type the title, description, and add the address of the resource.
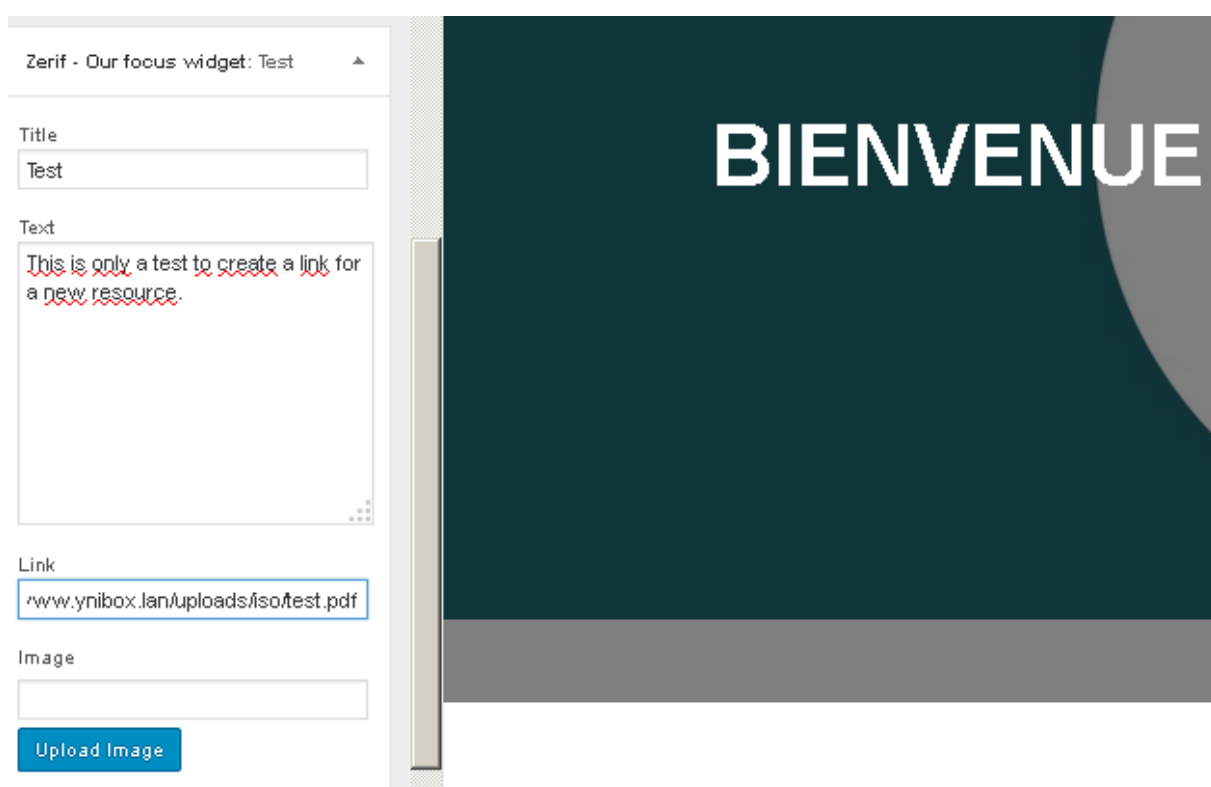
You can choose a thumbnail image to make the icon more efficient. Click on upload image. Then click on the image you want to use, and click "insert into post".
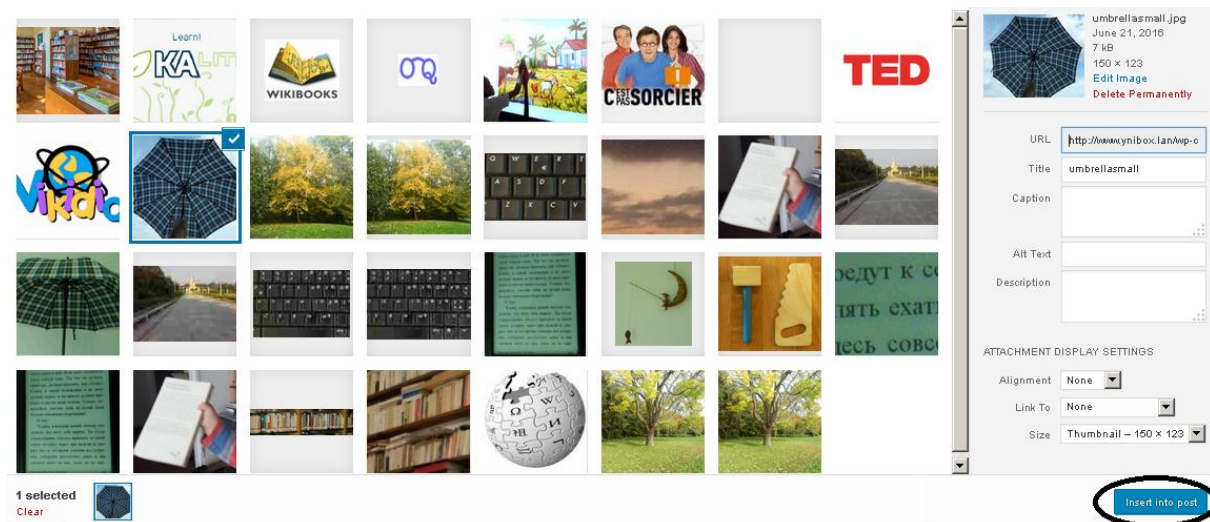
NB : be sure that the image you choose has approximately a size of 150x150.

You can also upload your own image (beware of copyrights!) by clicking Upload Files in the left up corner.

Once your image is inserted into the post, you can apply the changes.

Text

This is only a test to create a link for
a new resource.

Link

www.ynibox.lan/uploads/iso/test.pdf

Image

http://www.ynibox.lan/wp-content/

Upload Image

Delete | Close   Apply

Your icon appears on the website.
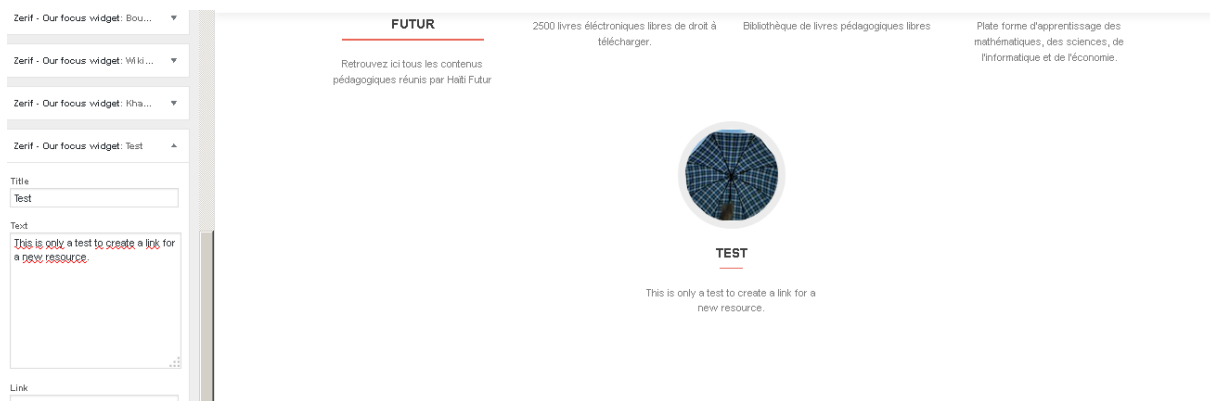
You can now click Save and Publish and logout from the administration interface.
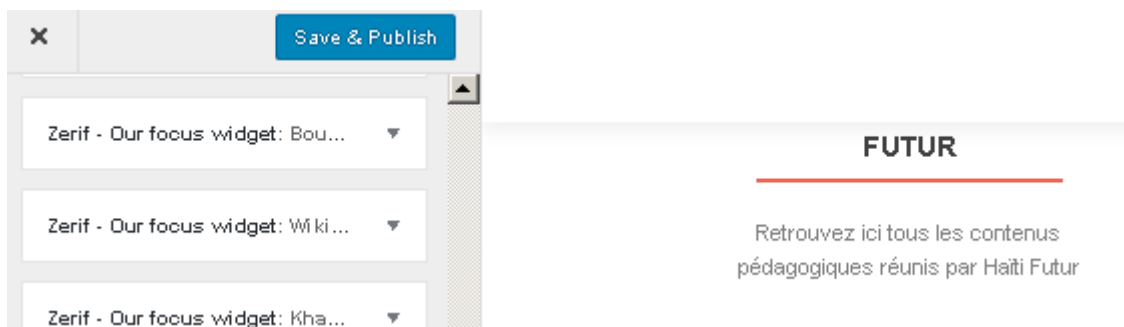
Click on the cross in the upper left corner.
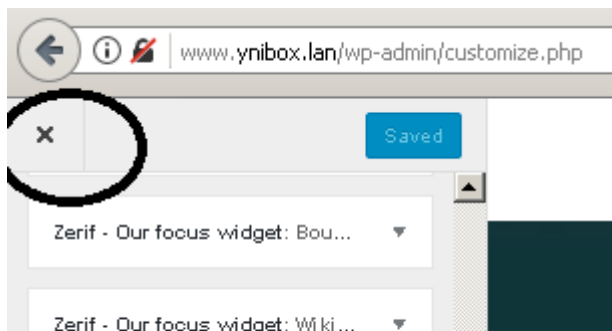
You'll be back to the main interface (dashboard). Click on Howdy, Yniadmin in the upper right corner, then click logout.
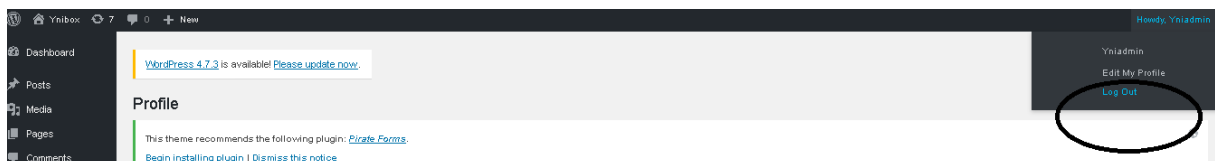
Keep in mind that you or the users may have to reload the website or clean their cache, navigation history, to enjoy the modifications.

Update of Kalite

The interface is quite easy to use. If you are lost, please refer to the kalite documentation available online at this address : https://learningequality.org/ka-lite/infographic/

ILS PMB

PMB's users documentation is available here :

http://forge.sigb.net/redmine/projects/pmb/wiki/Documentation_PMB

This documentation is very complete and covers all the daily duties of librarians on the software.

Here are a few additional tutorials for the software, especially for the initial setup of the library.
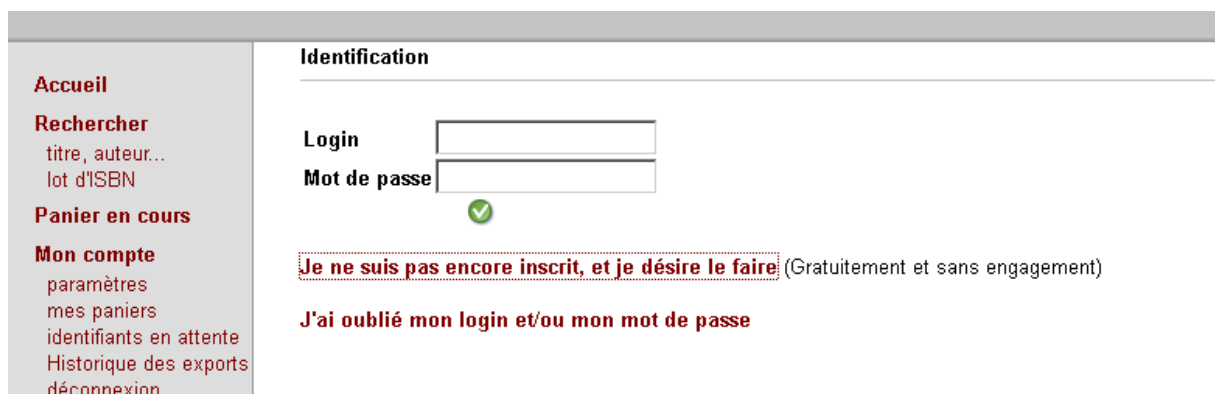
Massive Cataloguing

Massive cataloging is import of records using batch processing. We use the Moccam on line service to import existing records in PMB. Internet access is needed. It is better to use Firefox web browser.

For initial cataloguing of numerous books, it is better to proceed by bundle of 20 books at once.

On line method

Connect to the moccam-en-ligne website. You have to create your own ids before starting. It is free and fast.

Once you have created a username and password, click on "lot d'isbn" :

http://www.moccam-en-ligne.fr/rechercher/mel_admin.php?module=export_isbn
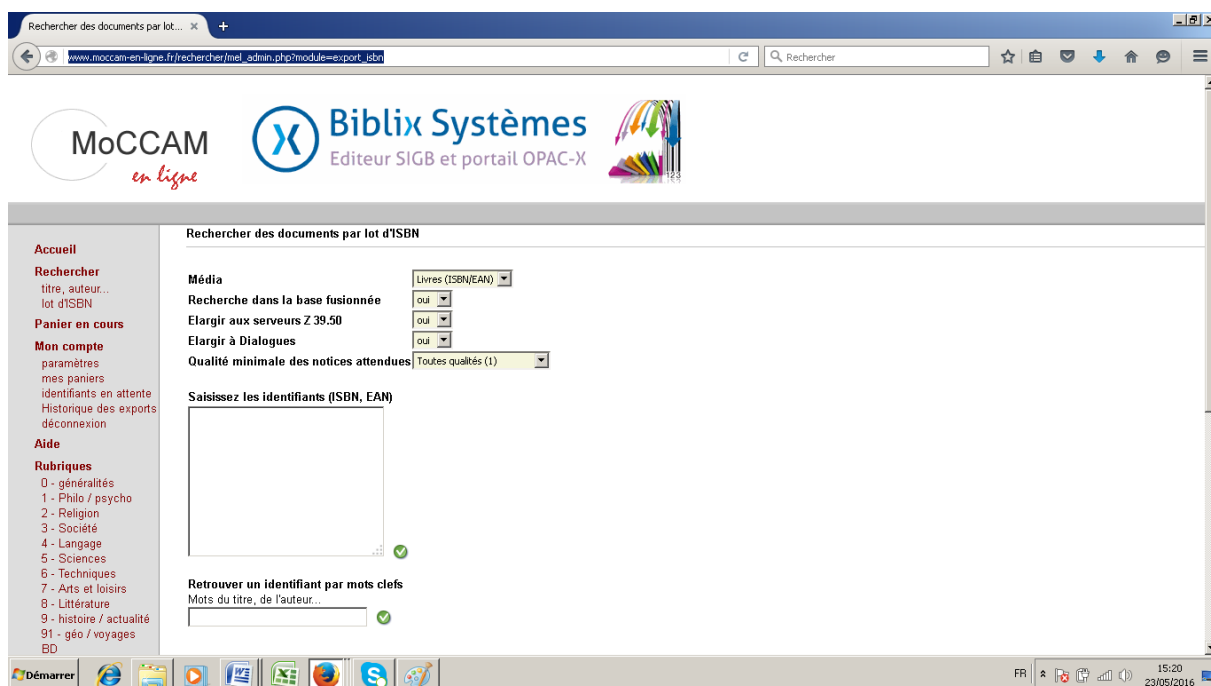
Enter then all the ISBN (barcode on the back of the book) and click on the little green cross in the right bottom. You'll certainly gain time and avoid errors by using a usb barcode reader. Any cheap one will do the job. They are available worldwide.

In the next screen, take a look to the quality of the records find by the system. Click on « afficher le panier » if you have any doubt.

In the next window, check all the records you want to import and choose to export in the Unimarc iso PMB format.

Panier 2149000

Actualiser le panier
Dupliquer le panier
Créer un nouveau panier

Exporter au format : Unimarc iso PMB
Enrichir les notices avec le résumé Dialogues ☑

Trier le panier par : titre ☑ ✓

Notices cochées : Copier dans le panier ---> ☑ ☑ ✓

☑ à l'ami Carême : quatre-vingts poèmes (unimarc)

AUTEUR : Carême, Maurice
EDITEUR : Hachette jeunesse, 1993
COLLECTION : Fleurs d'encre

☑ Comptines pour ne pas chuinter (unimarc)

AUTEUR : Coran, Pierre
EDITEUR : Casterman, 2000
COLLECTION : Direlire.

☑ Comptines pour ne pas zozoter (unimarc)
AUTEUR : Coran, Pierre
EDITEUR : Casterman, 1989 (cop)

Then click on the green cross close to the export format choice :

Exporter au format : Unimarc iso PMB
Enrichir les notices avec le résumé Dialogues ☑

In the next window, right clic on the red phrase and choose « save the link target as ».

In the next window, choose a path and a name for the pan file, then save it :
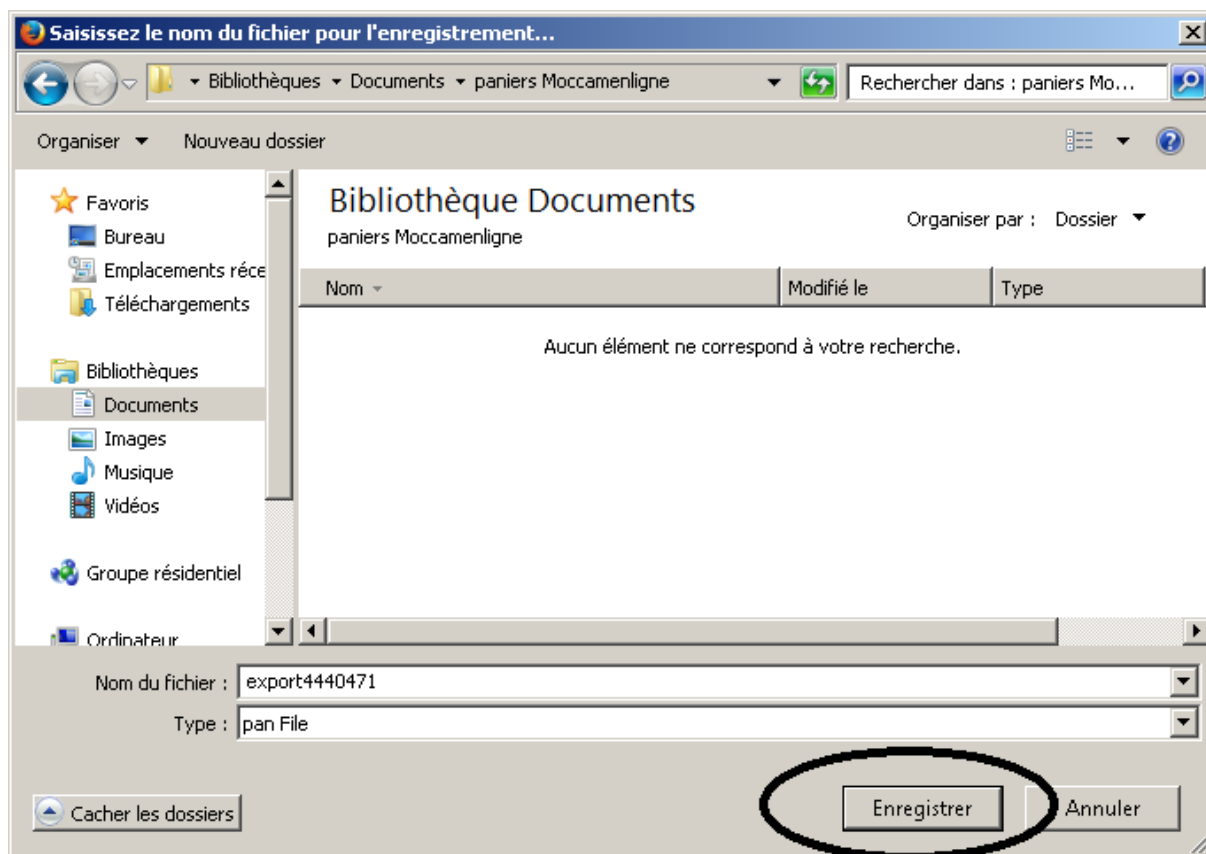
Import of the records in PMB

Launch the administration tab of PMB. You'll need an admin account for this. Then clik on imports in the left bottom.
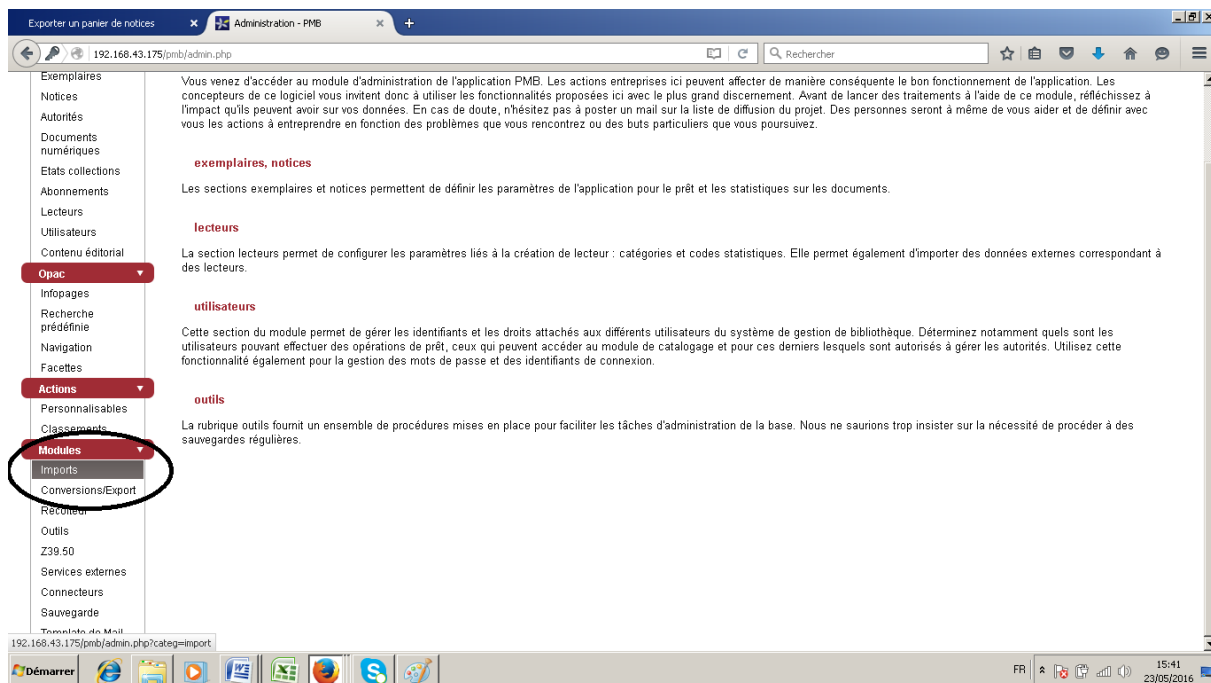
Click on Notices Unimarc :
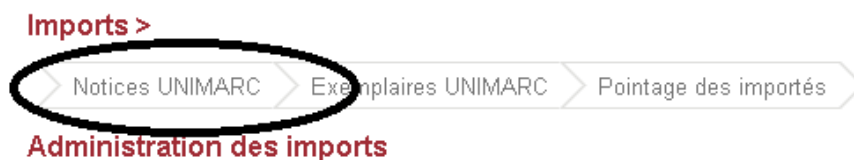
Choose « import PMB » and click on "téléchargement de votre fichier" :
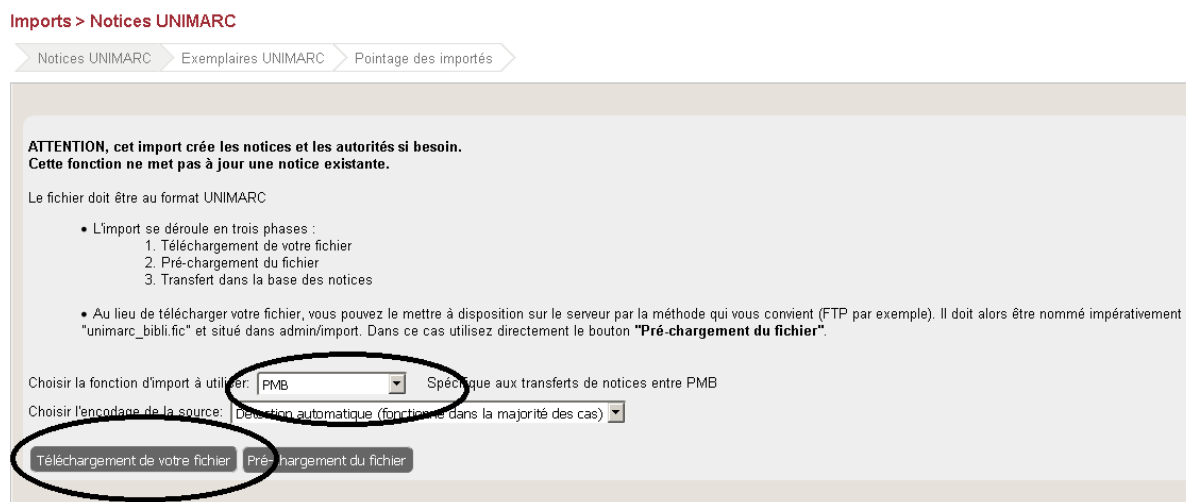
Dans la fenêtre suivante, cliquer sur parcourir, sélectionner le fichier précédemment sélectionné et faire suivant :

In the next window, check that you have the right number of records

Check of the data and creation of the specimen

In the cataloguing tab, click on "dernières notices" :

Cliquer ensuite sur la notice pour laquelle on veut ajouter un exemplaire :

Add a specimen number and click « ajouter un exemplaire ». This number is ideally printed in a barcode pasted in the front cover of the document.

Fill in the form and save the specimen in PMB :

Check that the specimen is available in the OPAC.

If you need help

PMB has a built-in help system

http://www.ynibox.lan/pmb/doc/index.php?script_name=catalog.php&categ=expl_create&id=34&lang=fr_FR

The process for cataloguing dvd et cd is very similar, you just have to choose a different barcode format (typically, EAN) on Moccam batch processing page.

Manual cataloguing

Books not present in Moccam-en-ligne must be catalogued using Z3950 or manually. This is another story.
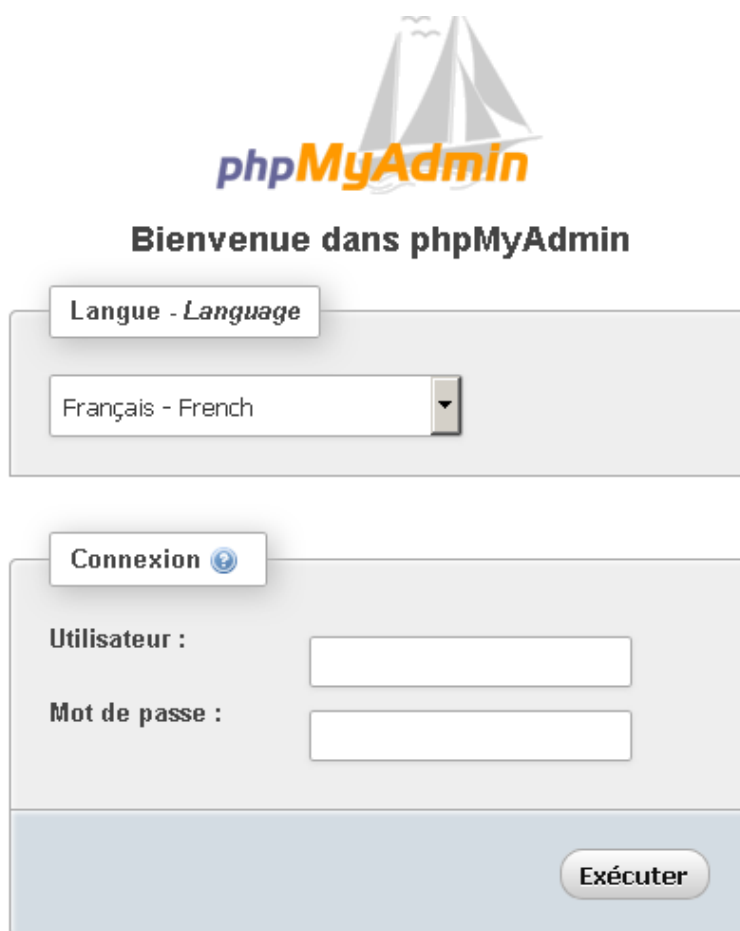
Backup of databases

Introduction

You'll need to connect to the Ynibox server using firefox. You can use the server itself, but do not forget to store the backup on another location (can be a usb stick).

This method is for the database only. For the files, please backup the PMB installation folder (/var/www/pmb). You can do the same for OMEKA, Wordpress, Kalite, and so on. Just click on the wanted database in the left column of PhpMyAdmin.

Step by step

Connect to the web interface of phpmyadmin :
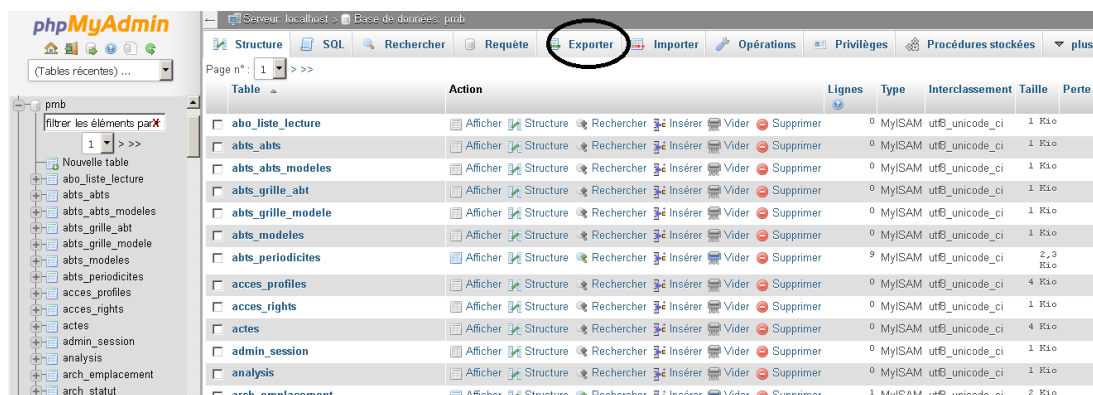
www.ynibox.lan/phpmyadmin

Enter root as username and Ynibox567 as password (or the password you have setup previously). Then click execute.
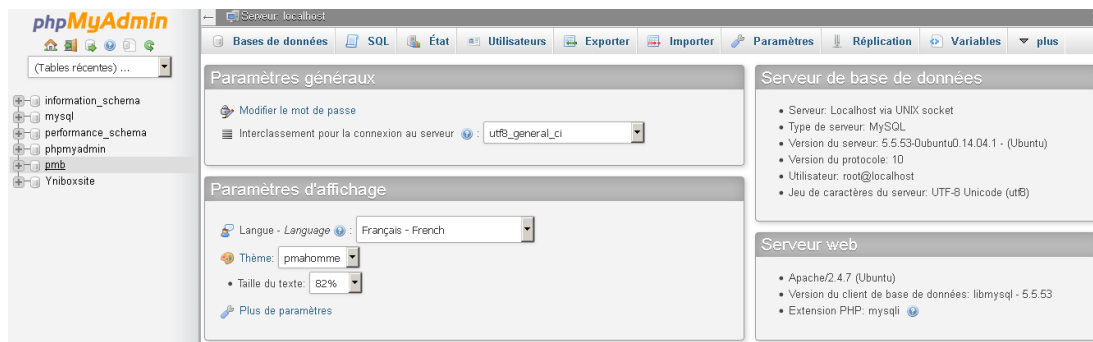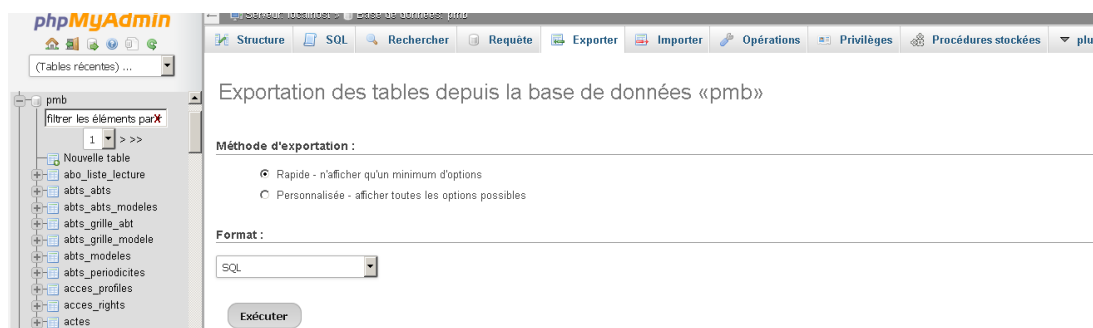

In the next screen, click PMB on the left column. Click Omeka for the omeka db, click Yniboxsite for the wordpress installation. Each of these db must be backup once a week.
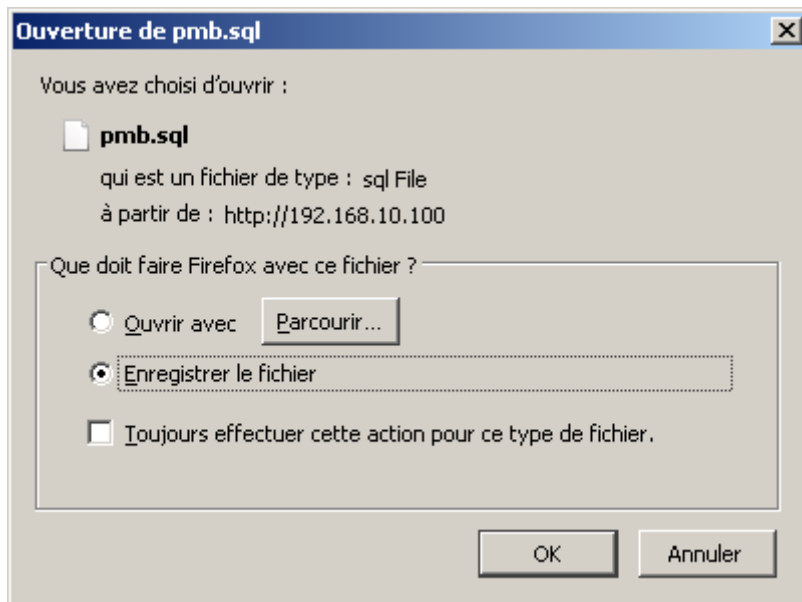
Then click export :

In the next window, click Execute :

Accept the storage of the file on the local machine :

The file can be stored on a removable media, likely a usb stock. If necessary, the restoration of this file will allow to retrieve all settings, records, specimen, users, of the library for PMB. The restoration will also work for Omeka or Wordpress.

Recommendation
Backup the database once a week.

Store the usb key in a different place than the server.

If personal data is recorded for the users (location, date of birth, phone number…) protect the backup with a strong password to avoid data being stolen.

If you need further assistance

The Ynibox is a bundle of existing software. You'll be able to find a specific documentation for each of them.

Most of the software provide a complete documentation. Check on the internet. List to do.
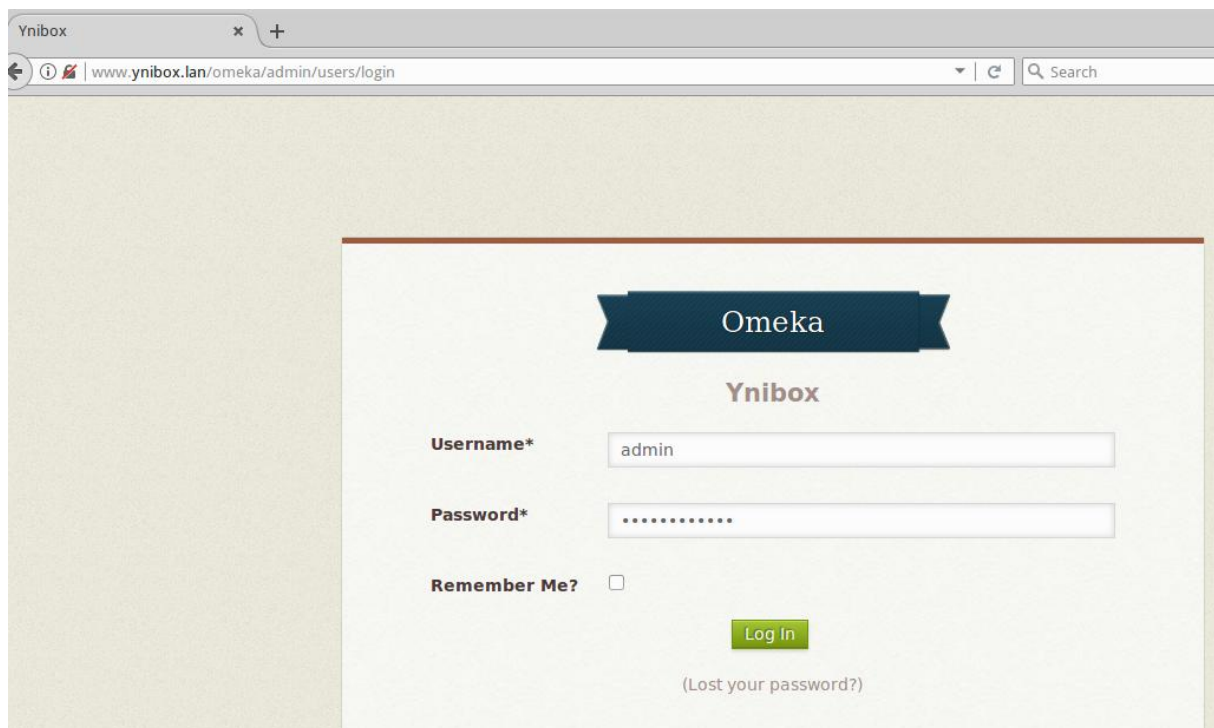
Resource adding

There are three mains components for adding resources to the server : the ILS software for cataloging of physical resources, the Wordpress installation for displaying Kiwix and zim resources, and Omeka for adding resources by administrators or end-users.

OMEKA configuration and resources adding
Omeka is a tool for handling digital resources to the users. It supports many kind of files and helps retrieving them by indexing metadatas. Omeka can be feed by administrators but also by end-users, even without deep knowledge of IT.

Navigate to www.ynibox.lan/omeka/admin. In the window, type your username and password and click Log In.

If you want to add a collection : click on collection in the left menu. Then click add a collection.

In the following screen fill in the different Dublin Core fields :

Title : Main name of the collection.

Subject : What is it about.

Description : What's inside.

Source : the original place (is not the author).

Publisher : basically, the organization running the Ynibox server.

Date : a period of time when the resource was created.

Contributors : the author responsible for the resource.

Rights : Copyright information. We recommend to use Creative Commons there.

Relation : possible resource associated with the collection.

Format : file format that will be available in the collection.

Language : the language used in the collection.

Type : kind of resource (information, entertainment…).

Identifier : unique identifier on the server. Can be a digit (e.g 001).

Coverage : the spatial or temporal universe covered by the resource.

You can add some information by clicking "add input". The best practice is to add a single information in a single input for better indexation. It may take time to fill in all the fields, but if you miss this step your documents may be not browsable later on. Search and advanced search are based on these informations, so take care of them. There is almost no need in adding collections or items in the omeka website if you don't fill in these metadatas.

Once you filled in all the relevant fields, the collection is ready for publishing. Check the public checkbox to make your collection available for visitors. Check the featured checkbox if you want it to be displayed on the main page of the omeka website. Then click "add collection".

The collection is now available for browsing by the users. You have to add some items for it to be populated. If you choose to make a featured collection, it is displayed on the main page
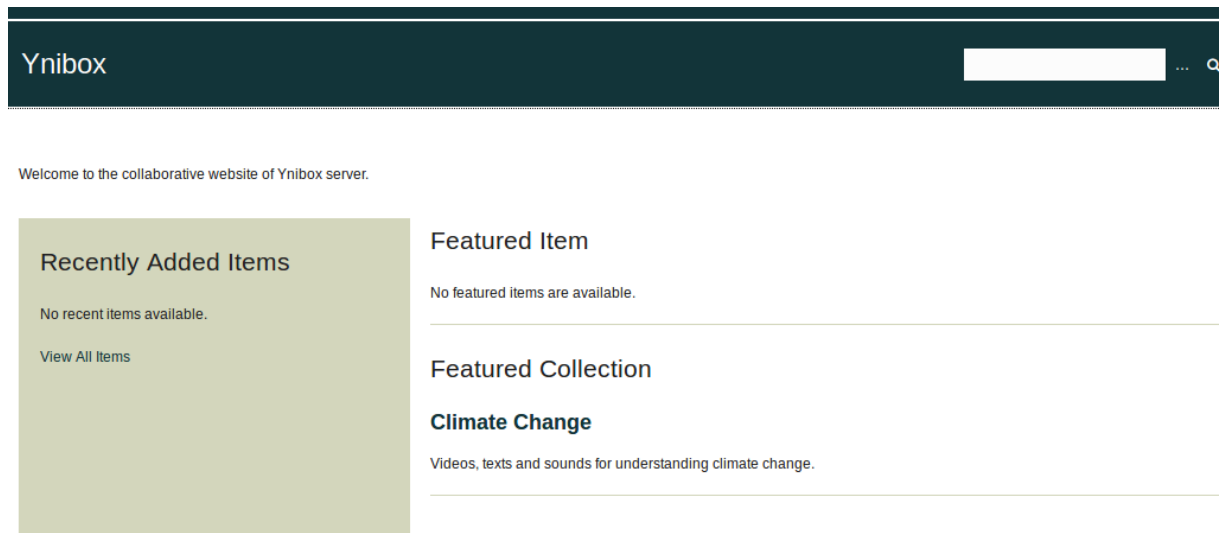
You can now add some items to the collection. The process is very similar. Please pay attention to the copyright issues and credit all authors, even if you import only Creative Commons Zero resources.

Implementation of different languages into the Ynibox Server

Omeka

Change the locale value in config.ini (var/www/html/omeka/application/config/config,ini

Juste be sure that the corresponding files (mo file) exists in in the Application/language directory

Wordpress