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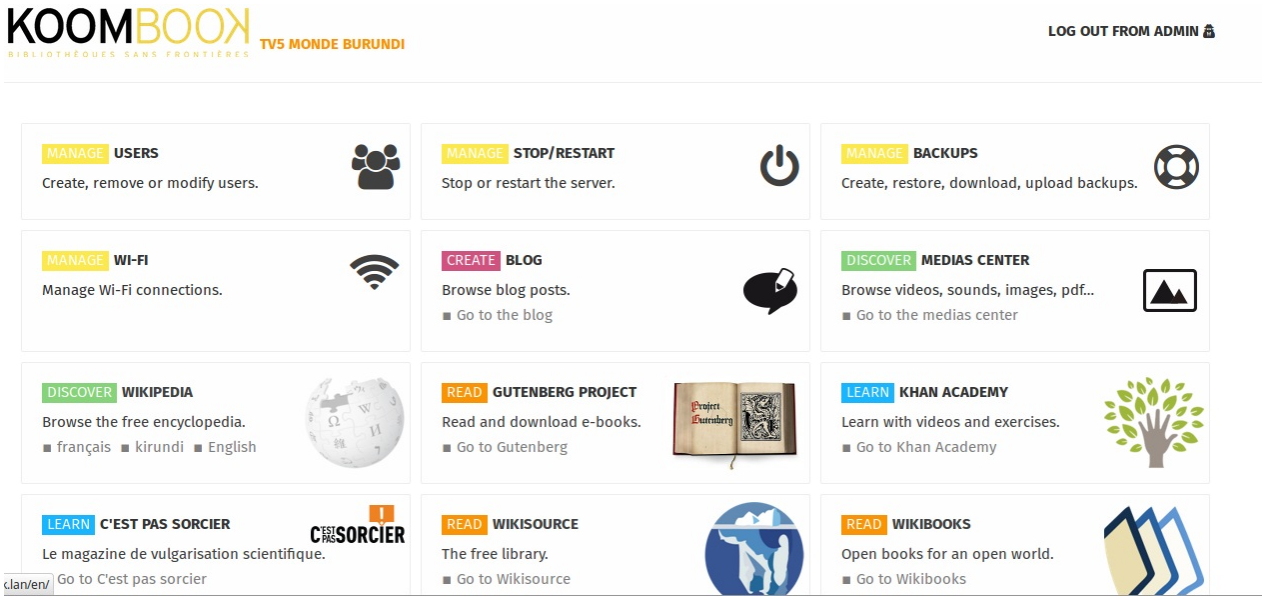
The Ideascube portal

Ideascube is a content portal offering digital documentary resources (books, multimedia files, videos), websites (Wikipedia, the Gutenberg project, Wikisource) and initial and further training tools (Moocs) that can be viewed off-line. Once on-line, the KoomBook can update resources already installed and upload new ones. Ideascube is the software from which the KoomBook operates.



Autors

Last update : Tue Mar 28 2017 08:41:19 GMT+0000 (UTC)

Connecting to the server

Before you can access and browse the available options you have on the graphical user interface of the ideas box Server, you must connect to the server

This is done through:

- Search for a wireless hotspot that refer to the IDB server
- Connect to this network by the same way you connect to any other wireless network and dont forget you need the credintal number for that
- Go to the web browser, prefer to use the browser firefox as the percentage of information security is higher than other browsers
- Through the URL bar, and enter the URL of the server: **ideasbox.lan** , then you will be redirected to the graphical interface of the server and you can browse all the options available for you.

Note If you facing any problem with accessing the site through the URL **ideasbox.lan** , you must make sure that you are connected to the server's wireless network, and that the address begins with **http://ideasbox.lan**

Administrators

In order to access the administration functions of the KoomBook, you must be signed in as the Administrator.

Signing into the Administrator pages

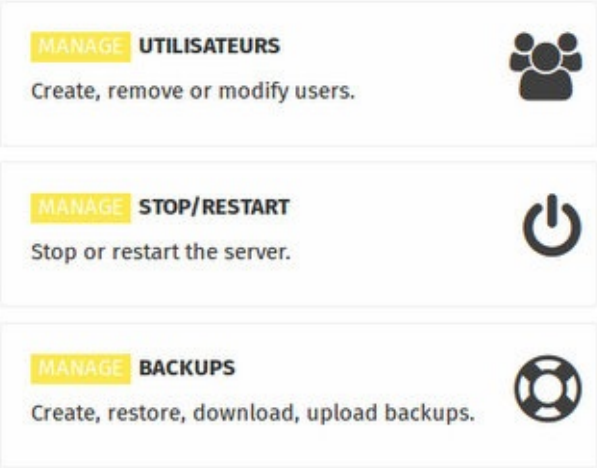
On the top-right of the portal, click on **"Sign in"**

You will then be directed to the login page:

Enter your user name and password selected when you signed in for the first time.

Available functions

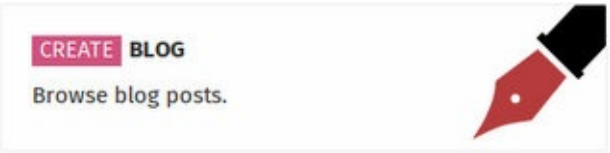
- Create/remove/modify
  - a blog post
  - a media file
  - a user
- Stop and restart the machine (only way to stop the KoomBook)
- Check battery levels
- Connect the KoomBook to a WI-FI network


MANAGE UTILISATEURS
Create, remove or modify users.
MANAGE STOP/RESTART
Stop or restart the server.
MANAGE BACKUPS
Create, restore, download, upload backups.

Users

The user section of the interface can be accessed by all.

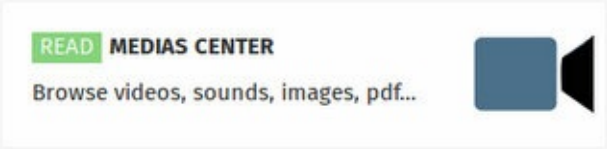
Blog



The blog allows you to post messages that can be viewed by all users of the KoomBook. You can also illustrate your messages using media files found in the Media Center.

These themes are used to group together messages according to listed keywords.

Media center



The Media Center groups together all types of media files:

- Images
- Videos
- Pdf files
- Sound files
- Text files
- Epubs
- IT applications

These contents can be tagged so they can be found quickly.

You can also use filters per file type, in order to display only images or videos for example.

The Library

Ideascube includes a book administration application. *Please note, this application is not available on KoomBooks, as they do not systematically include paper books.*

The Library application allows you to browse through all the books available in the Ideas Box, both paper and digital books.

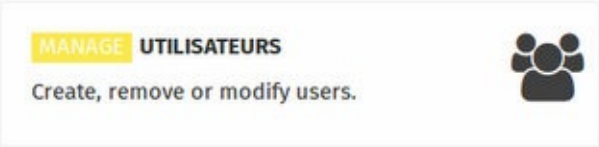
The Library is used to manage all the books in the Ideas Box, whether paper or digital. It allows users to browse the collection of books, do searches for titles or authors, and to sort books by title, date added, author and language.

Applications

According to the project, various applications are installed. Here are a few examples:

- **BSF Campus** : Building programme for librarians
- **Wikipedia** : Collective, universal, multilingual encyclopaedia, using the wiki principle
- **Khan Academy** : Free set of more than 2200 mini-lessons, via video tutorials, on a variety of themes with a focus on mathematics

Users



This section is used to create, modify or remove users. Each user with “staff” status is granted blog and media admin rights.

Adding a new user

Click in the right-hand menu on **Add a user** then enter:

- **Serial**: the user’s username
- **Full name**: the user’s full name

In the right-hand menu, click on **Set password** to add a password to the user you have just created. In the right-hand menu, click on **Add staff status** to add administrator rights.

Adding administrator rights to a user

If you have created a standard user (with no specific rights), you may want to grant new rights so that the user can, for example, add content to the Media Center.

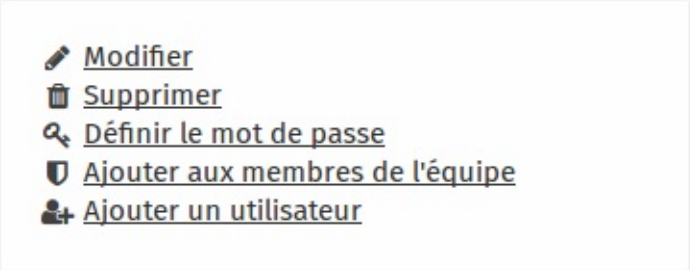
Step 1

In the main window of the user admin section, click on the user for whom you wish to change the password.

Here, for example, we are going to change the password of the **admin** account. Click on the **admin** link.

Step 2

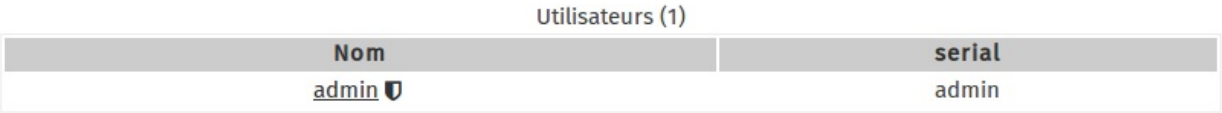
In the right-hand menu, click on **Add to team members**



Your user now enjoys administrator rights.

Changing a user’s password

Step 1

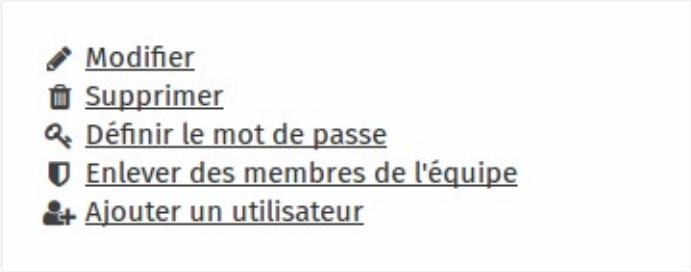


In the main window of the user admin section, click on the user for whom you wish to change the password.

Here, for example, we are going to change the password of the **admin** account. Click on the **admin** link.

Step 2

In the right-hand menu, click on **"Set password"**



Step 3

In this new window, enter the new password in each box. When finished, click on the **Submit** button.

/!\ PLEASE NOTE: To create a strong password, forget passwords and look for passphrases. For example: "The boat floats on the river" is a good passphrase that is easy to remember. Now, select your own passphrase!

Modifying a user

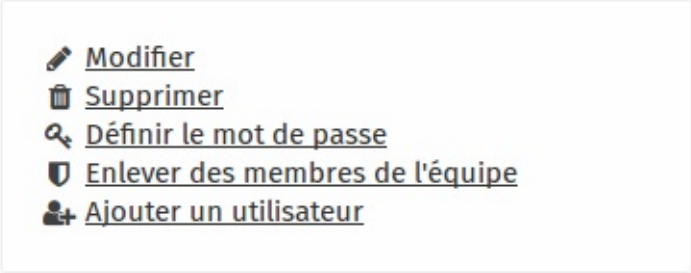
Step 1

In the main window of the user admin section, click on the user for whom you wish to change the password.

Here, for example, we are going to change the password of the **admin** account. Click on the **admin** link.

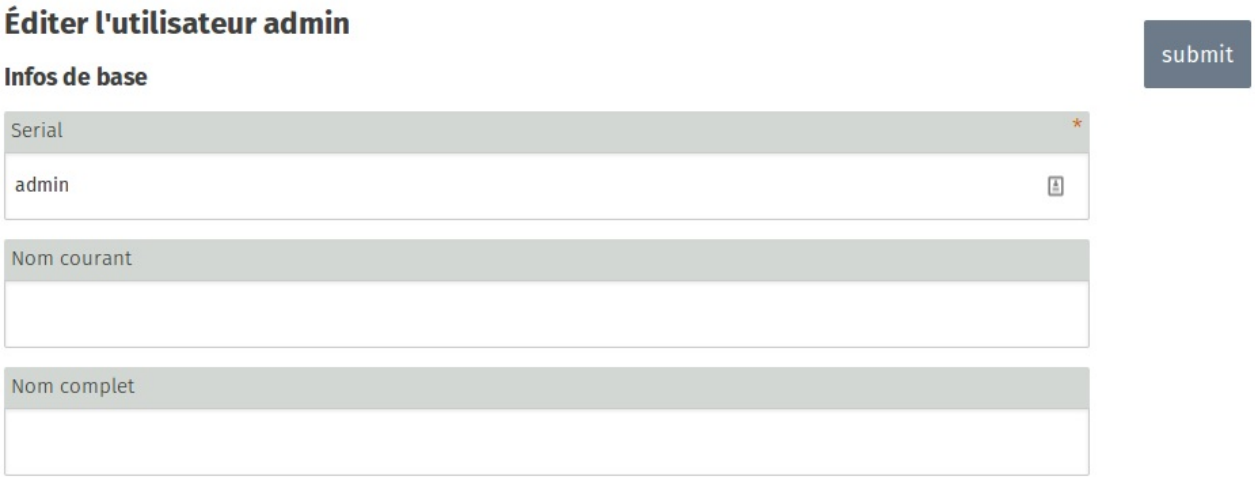
Step 2

In the right-hand menu, click on **Modify**)



Step 3

In this new window, you can modify information. Click on **Submit** to save your changes.



Removing a user

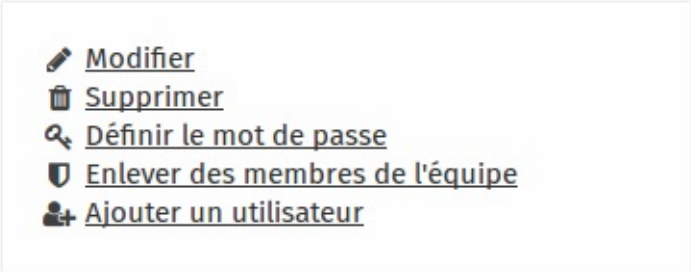
Step 1

In the main window of the user admin section, click on the user for whom you wish to change the password.

Here, for example, we are going to change the password of the **admin** account. Click on the **admin** link.

Step 2

In the right-hand menu, click on **Remove**

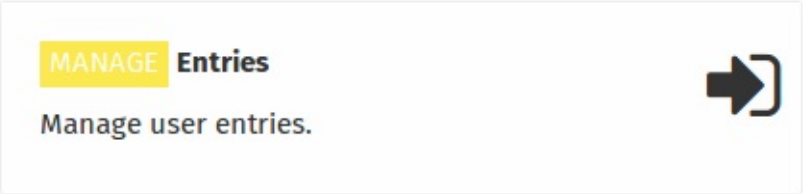


Step 3

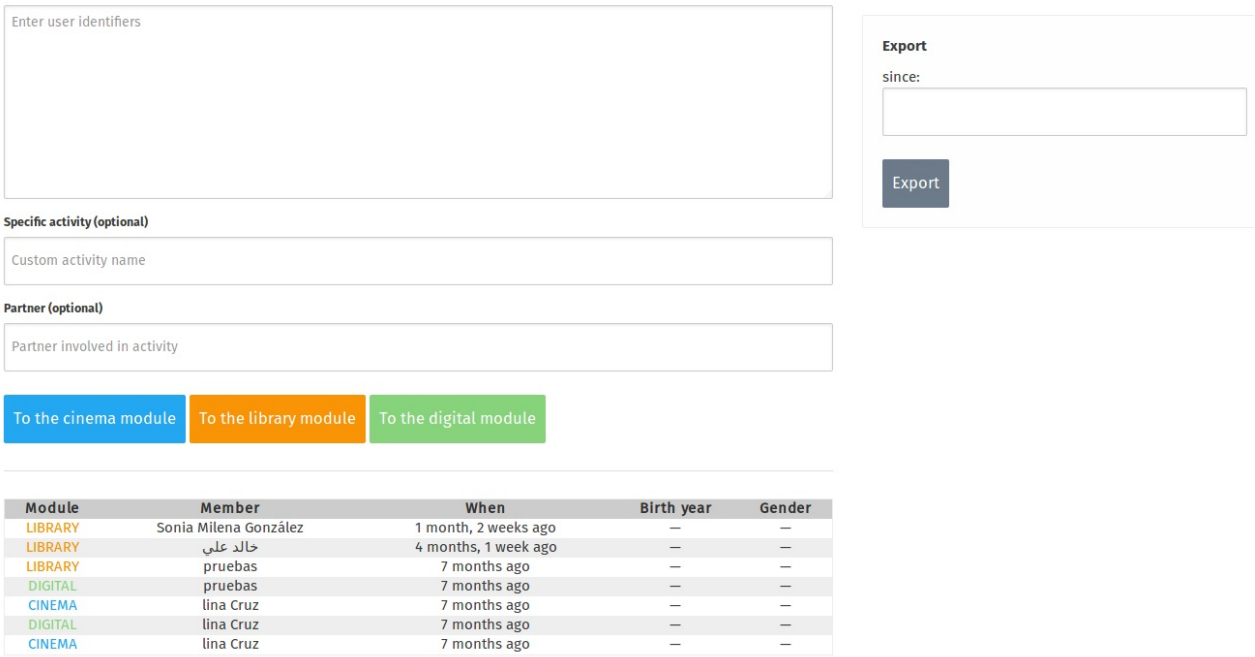
Confirm the deletion of the user by clicking on Yes

Manage Entries

In this application, you can manage user access to the IDB , you will select the box that was used to implement the activity by users.



When you select the **Entries** application, you will be redirected to the page where you will manage users' access to the box has been used. You can also see the users who have been logged in through the visible menu at the bottom of the screen. You can also import the list of managed users.



Through the manage entries page you will add the user acording to the box they used by implementing 4 steps:

First step

Enter User ID : In this step you enter the user ID, which is the number on the membership card, and you can enter more than one user ID at the same time,by inserting each entry on separate line from the previous entry

Note You can enter the ID manually, or using the barcode reader device to facilitate and speed up the process.

Second step

In this step you will select the name of the activity that users will execute in the **Specific activity** field , where this step is an optional step as you can add the entries without specifying the activity they will perform .

Third step

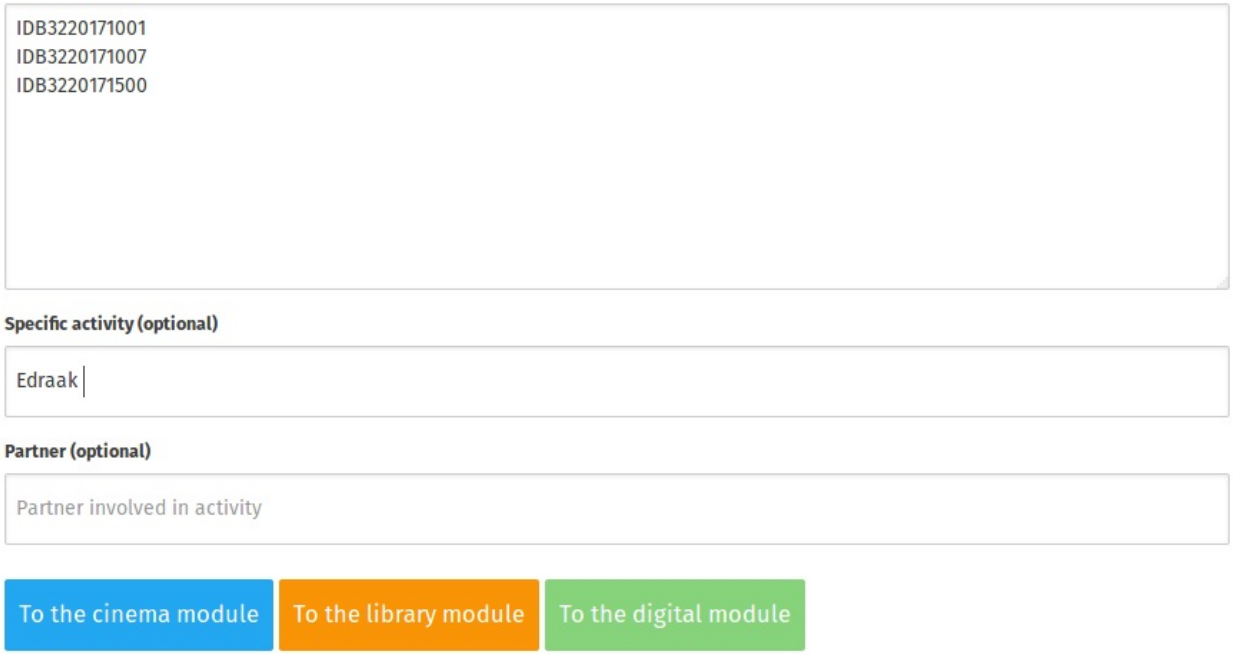
In this step, you will enter the ID of the Partner if the activity is executed with the partner in **Partner** field , where this step is also optional.

Forth Step

This step can be considered as a step that will save all the input that been added , when you click one of the three available options all the input will be saved this entry and will appear in the list of entries at the bottom of the screen.

the available choices

- To the Cinema module : to be selected if the Cinema module is used to implement the activity
- To Library module: selected if the Library module will be used to implement the activity
- To digital module: is selected if the Multimedia module is used to implement the activity



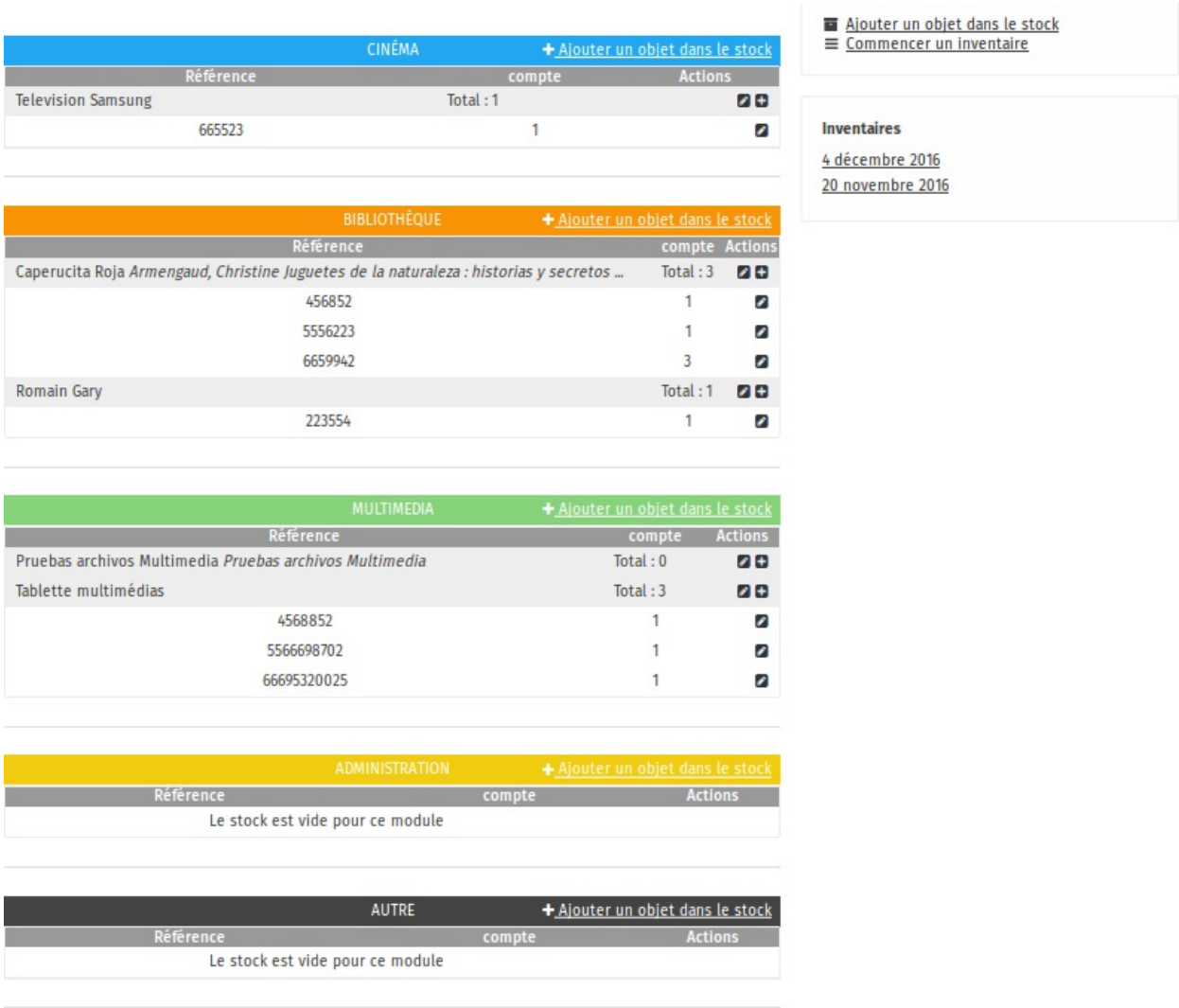
Export Entries list

This option allows you to get a list of users who have been managed in the entries for accessing the boxes through the **Export** option on the right side of the screen, just select the date you want to have the list for and press **Export** and So you will get the list saved on your PC, but you will get it with CSV format , it's the default fromat for the ideascube system.

Stock

Administrators are able to manage an inventory of all items in the Ideas Box through the **Stock** application. Managing an inventory is essential to know the status of resources in an Ideas Box and to enjoy visibility over supplies, books, computers or tablets which are available, awaiting repair, to be repurchased or on loan.

Stock is organised into 5 sections: one per module and a "miscellaneous" section. When you conduct an inventory of your Ideas Box, you must do so per module to make the task easier.



1. Creating an inventory

The first time that an Ideas Box is used, you must make an inventory of all items present in the Ideas Box. This step is completed only once, at the start of the Box's use, but it is very important. Once the inventory is created, the Administrator of the Box must manage stock regularly and check the status of all items in the Ideas Box.

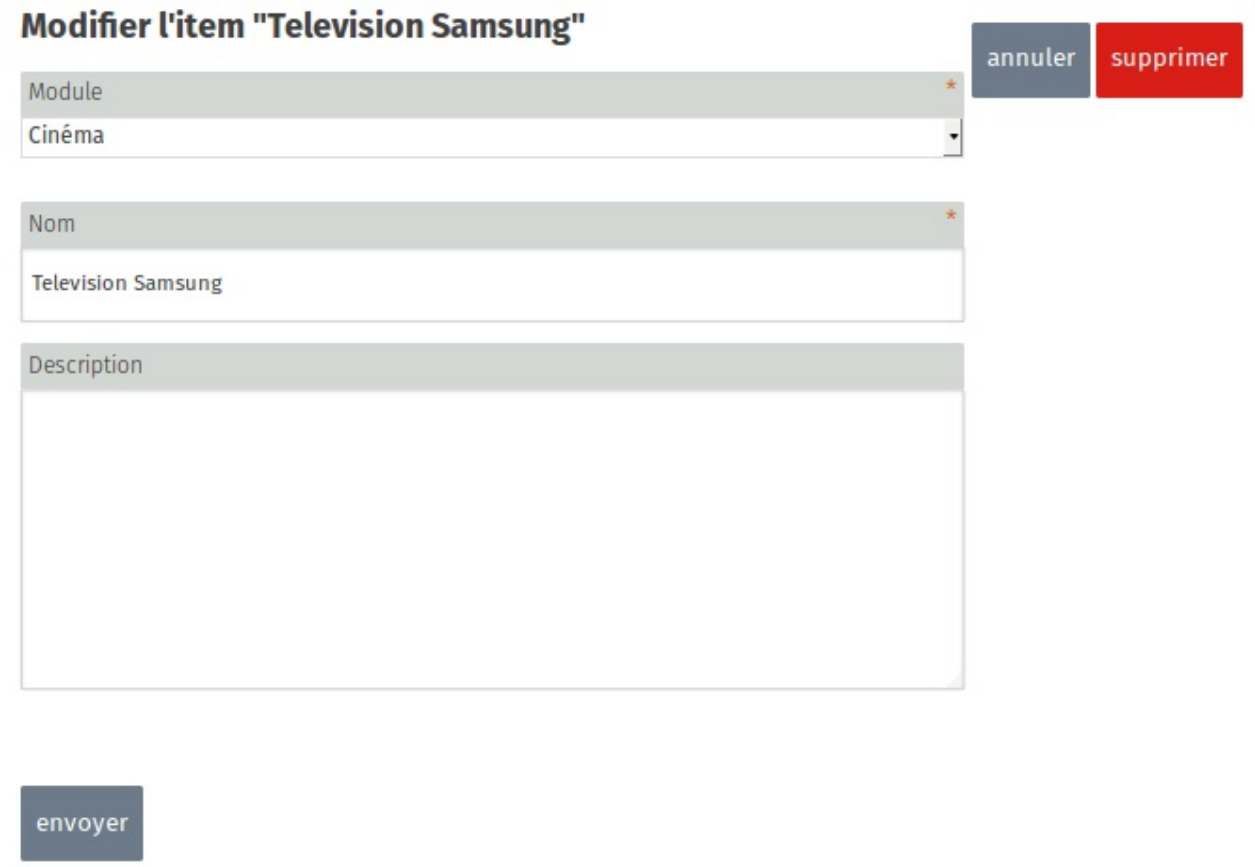
Creating stock: items and copies

To create an inventory of items in the Ideas Box, you must first of all create items (which correspond to a reference), then for each item, create copies of it. An item is related to one or more copies. It is possible to have more than one copy of a tablet.

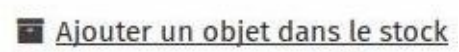
Items

An item is the description of the device you are going to list in the inventory. Related information:

- The module in which it is kept (Cinema, Administration, Library, Multimedia or Miscellaneous)
- A clear name (example: Tablet 10” Android Samsung)
- A description



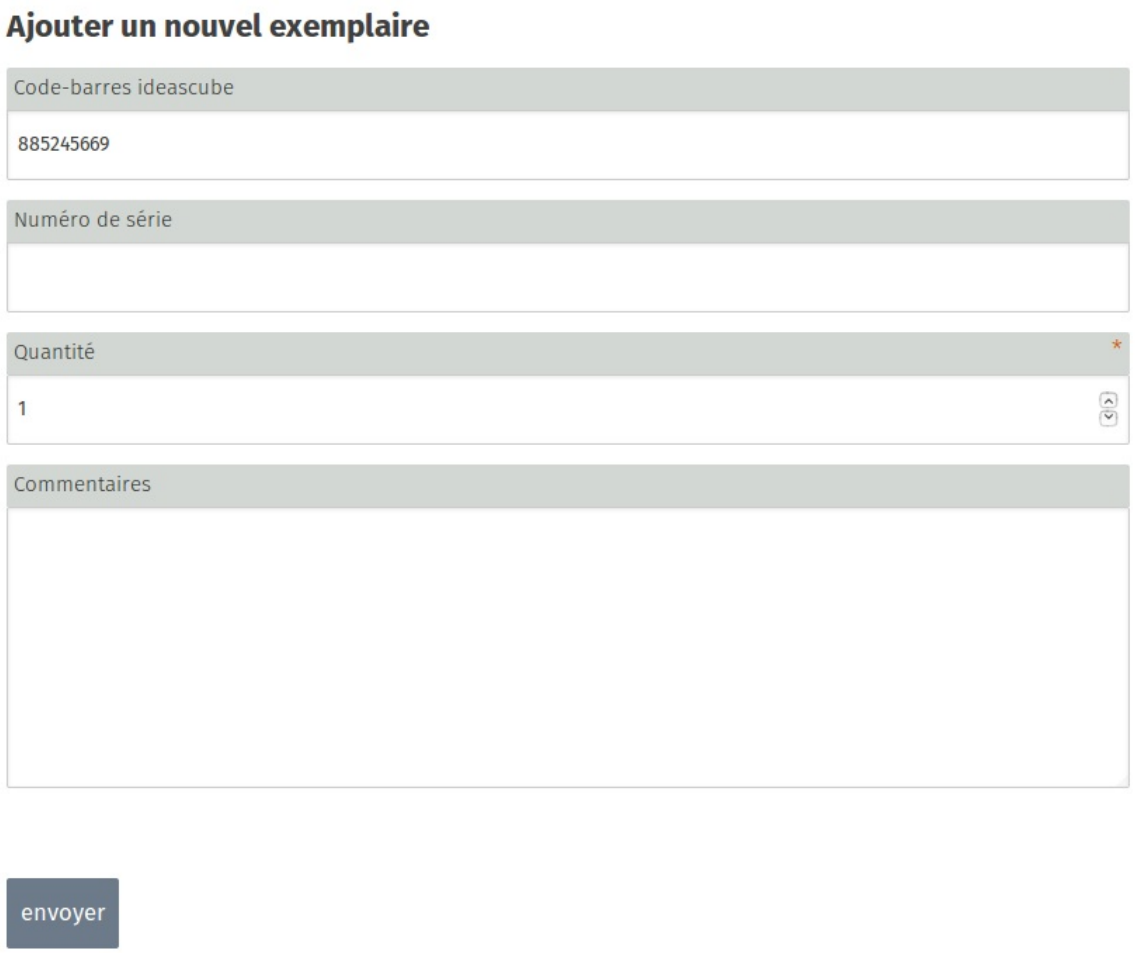
To add an item, click on **"add an item"**



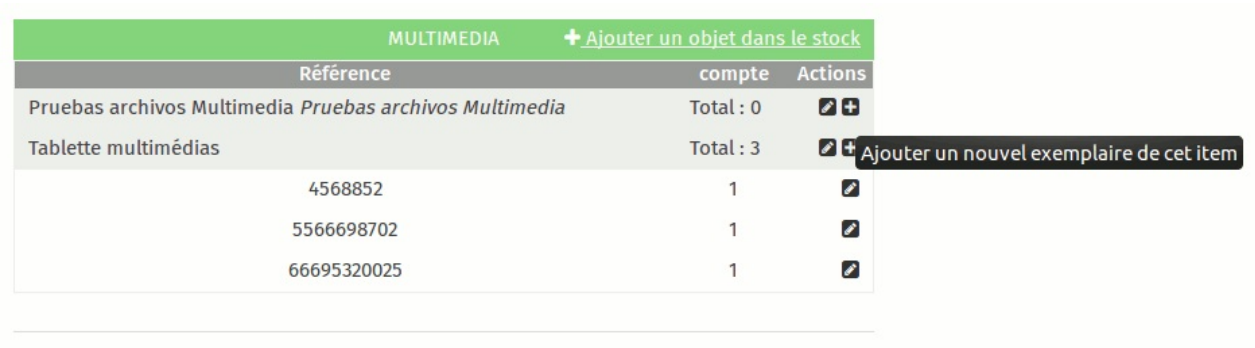
Copies

For each type of item, television, tablet, computer, etc., you must create as many copies as there are items of this type in the Box. A copy is given:

- A barcode: on the label stuck on tablets
- A serial number: for electronic devices
- A quantity: default setting 1; the quantity can change for example for a box of coloured pencils for which you wish to state the number of pencils in the box (or a puzzle for which you wish to state the number of pieces)
- Comments: which can be used to describe the condition of the item. E.g. tablet with damaged screen or incomplete board game.



To add a copy of any given item, click on the "+" button next to the description of the item.



In order to speed up the creation of the initial inventory, Ideas Boxes come with hand-held scanners to be connected to the USB port of a computer to scan the barcodes on the labels of copies and to enter them automatically into the application when in the copy creation form.

Exception: books

Books are specific items with specific features. The Stock application is unable to manage these features (example: publisher, cover, collection, etc.) They must not be created in this application but directly in the Library application.

Once books are created in the Library, they will also appear in the Stock application and you will be able to conduct a full inventory of the Ideas Box.

2. Managing stock: inventories

Once the initial inventory is completed, the Administrator of the Ideas Box must conduct regular inventories of the Box. To do so, click on the **"Start an inventory"** button and a screen will open with all the listed items. For each copy of the item a box with a red tick means that for the moment the presence of the copy of the item in the Ideas Box has not yet been checked.

CINÉMA		
compte	Code-barre	statut
Television Samsung		
1	665523	

BIBLIOTHÈQUE		
compte	Code-barre	statut
Caperucita Roja		
1	456852	
1	5556223	
3	6659942	
Romain Gary		
1	223554	

MULTIMEDIA		
compte	Code-barre	statut
Pruebas archivos Multimedia		
Tablette multimédias		
1	4568852	
1	5566698702	
1	66695320025	

ADMINISTRATION		
compte	Code-barre	statut
Le stock est vide pour ce module		

You must look at each item and scan it with the hand-held scanner. Once the barcode is scanned, the red tick becomes white.

CINÉMA		
compte	Code-barre	statut
Television Samsung		
1	665523	2

BIBLIOTHÈQUE		
compte	Code-barre	statut
Caperucita Roja		
1	456852	1
1	5556223	1
3	6659942	3
Romain Gary		
1	223554	1

MULTIMEDIA		
compte	Code-barre	statut
Pruebas archivos Multimedia		
Tablette multimédias		
1	4568852	1
1	5566698702	1
1	66695320025	1

ADMINISTRATION		
compte	Code-barre	statut
Le stock est vide pour ce module		

This system allows you to see very easily which items are missing from an inventory.

The list of all your inventories is archived in Ideascube. You are therefore able to view items which have been added since the last inventory and those which have been removed from the Ideas Box. You can also export inventories in csv format.

The Library

Administrators are able to create, modify and remove books and to add copies for each of the books created.

Books and copies

To use the Library application, you must understand the difference between a book and a copy. The book is equivalent to a concept, while the copy is the object. A book can be associated with one or more copies. It is possible to have more than one copy of a book in a library. If no copy has been created for a book, the book will not appear in the library.

Creating books

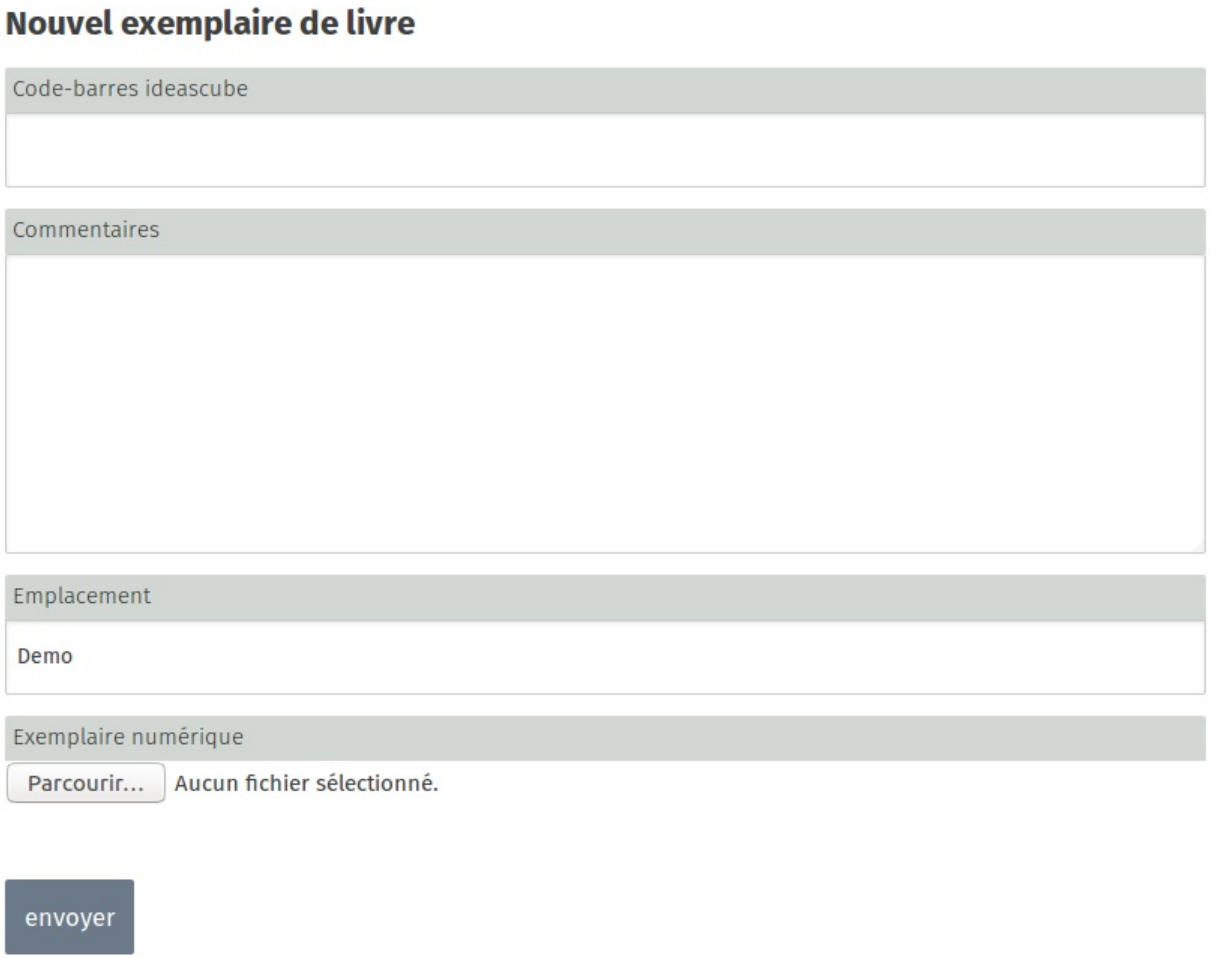
You must create a book before creating a copy. To do this in the Library application, click on the Create a book button. Please note: this button only appears if you are signed in as an Administrator.

The book is therefore a description including the title, the author, the ISBN number, cover picture, series, summary, sub-title, publishing house, a category (adult, children, theatre, novel, etc.), a language and tags.

Creating copies

Once the book is created, you can assign one or more copies to it. To do so, click on the book, and click on the button "Add a copy ". *Please note: this button only appears if you are signed in as an Administrator.*

A copy is given a barcode, comments (to state the condition of the book copy or any other useful information), a location if it is a paper book, a file to be uploaded if it is a digital book.



Book loans

By creating a copy and entering the barcode related to a book, you can manage book loans in the Prêt (Loan) application.

Importing books

You can import several books in one batch in the Library via the "import notices" option. You can import four types of catalogue files:

- a catalogue from another Ideas Box or KoomBook in Ideascube format import using book - ISBN numbers
- csv files from Moccam en ligne
- a catalogue in unimarc format

We recommend the first two options: importing from a catalogue in Ideascube format or importing using ISBN numbers.

To import from a catalogue in Ideascube format: select the option "zip ideascube", click on browse to select the zip file then click on "Charger des notices depuis un fichier" (Load notices from a file). This option is only useful if you wish to import a catalogue from another Ideascube software. An export from Ideascube must be completed prior to this. This is done via the option "export a catalogue". The export is in zip file format.

To import books using their ISBN number: enter the files in the fields of the "From ISBN" form. This option only works when connected to the Internet as data is recovered from the http://openlibrary.org/ website. We strongly recommend that Ideascube users enter the notices of books which are not directly available on http://openlibrary.org/ and then restart the

import. In this way, these new notices will be available to the entire Ideascube user community and the openlibrary.org community.

The import creates book notices. For each book created, you must then create a copy and enter the barcode related to the book.

Loans

It is possible to loan any item saved in the Ideas Box Stock application.

Once all your devices are listed in the Ideascube Stock application, you can loan them to users listed in the "users" application.

Loans for books, e-readers, tablets, computers, etc.

To loan an item to a user, such as a book, tablet, e-reader or computer:

- Enter the item's barcode (usually there is a label with a barcode on Ideas Box devices) or scan the barcode using the USB scanner,
- Enter the name of the user to whom the item is to be loaned – you can only lend items to users who are already listed in the Ideas Box – to find the name of users, see their card or consult the "users" application in the Ideascube,
- Define the date on which the user must return the loaned item.

Any item fitted with a barcode may be loaned.

Viewing items out on loan

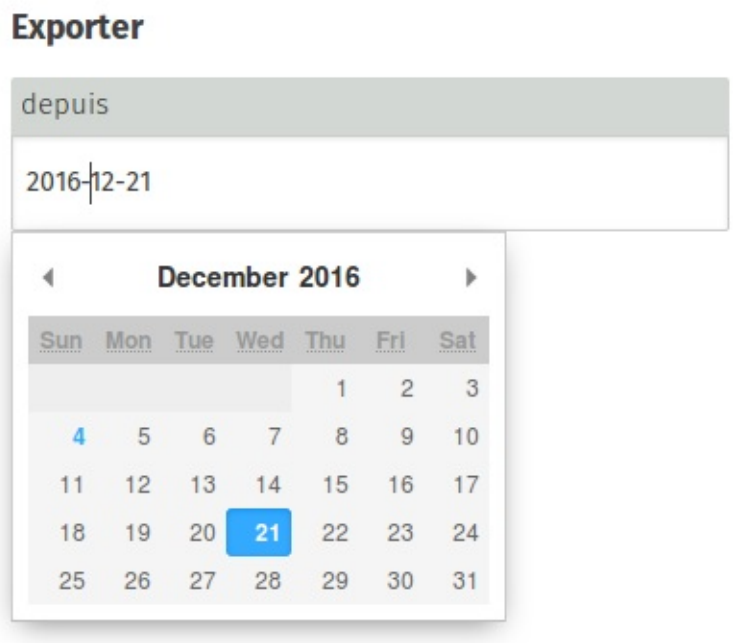
Below the interface used to loan items, you can view the list of items currently out on loan with:

- The item on loan and its barcode
- The name of the person who has loaned the item
- The return date
- The name of the administrator who authorised the loan

Returns

When library members return loaned books or e-readers, in order to end the loan in the Ideascube admin interface, simply enter the barcode of the returned item in the *Returns / specimen* field.

Exporting the list of loans



Please note: the list of all loaned items can be exported in CSV format:

- Click in the Exporter field,
- Enter the date from which you want the loan list,
- Click on Export.

The blog

To create a new post, start by clicking on the **Blog** section.

When you are signed in as an Administrator, a new menu will appear at the right of the screen **Add a post**.

Adding a blog post

Mandatory fields

- Title of your post
- Author (select your user name)
- Summary (this will be displayed on the main blog page)
- Publication date (generally today's date)
- Status (draft, published, deleted)
- Language

Optional fields

- Auteurs vrac
- Image (useful to illustrate your post)

- Tags (carefully select keywords related to your post so that it can be found easily using a filter)

Modify a blog post

Delete a blog post

The Media Center

To add new media, you must first go to the **Media Center section**.

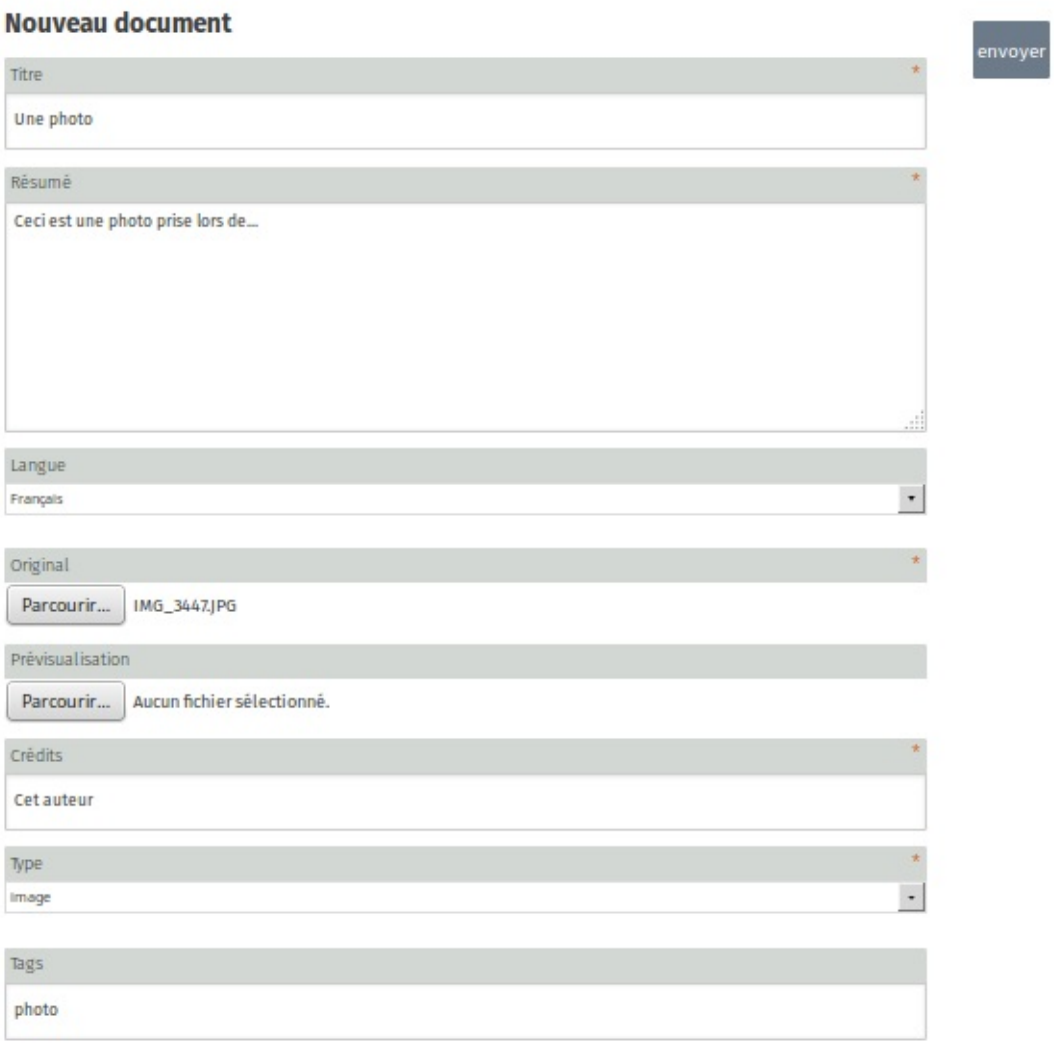
Once signed in as Administrator, a new menu appears on the right of the screen: **Add a document.**

The Media section is used to import the following types of media files:

- Images
- Videos
- Pdf files
- Sound files
- Text files
- Epubs
- IT applications

Tags can be used to sort media files by area of interest, making it easier to create a collection of documents on a particular theme!

Adding a document



Mandatory fields

- Title
- Summary
- Original (path to your file)
- Credits (author of the media file)
- Type (file type)

Optional fields

- Language
- Preview (if you have an image to illustrate the media file)
- Tags (carefully select keywords related to your post so that it can be found easily using a filter)

Modify a document

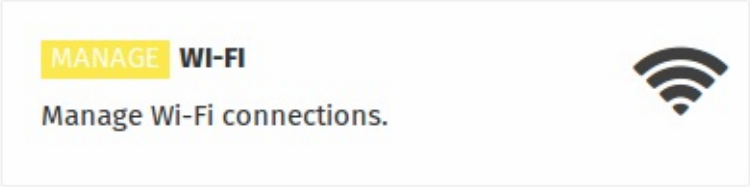
Delete a document

Managing the homepage

The Homepage application is used to manage the applications displayed on the Ideascube homepage.

The Ideascube Administrator can decide to activate an application (or card) depending on the situation and user type.

Managing WI-FI



The KoomBook is able to connect to an existing WI-FI network if you do not have an Ethernet cable.

This function enables you to:

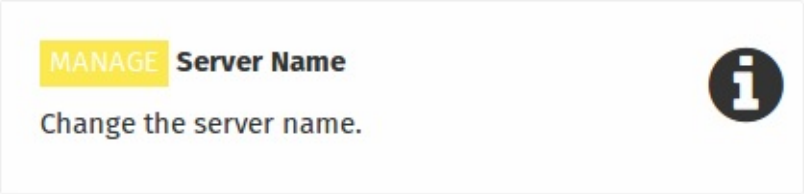
- Update the KoomBook (which automatically uploads updates when connected to the Internet)
- Act as a bridge with the Internet while remaining connected to the KoomBook and accessing your applications within it.

Connecting to a WI-FI network

Click on the WI-FI network you wish to connect to. If this network is private (little black padlock), a password is required.

Once a hotspot is configured, it is stored in the memory for future use. No passwords will be requested when connecting. To delete the network, click on History.

Server Name



When you are logged on as an administrator, you can change the name of the server as appropriate and have a clear indication of its location or the way it is used.

The default name for the server is Ideas Cube, which is an indication of the operating system on which the server is running

To change the name of the server click on the application **server name** , which takes you to the page where you can change the name of the server through it and by writing the name of the server you want in the box allocated to him and then press the button **Submit**

Languages

When you are logged in as an administrator, you can select the languages in which administrators can enter the content with (languages that are available in the Language menu when adding content to the server).

To edit the languages available, click on **Languages** ,which will take you to the page where you can select the languages you want to be available, by selecting the small box that is on the side of each language, then clicking the **Save** button.

Select Languages

Select here the languages which will be available when uploading content

- [ ] Afrikaans (af)
- [ ] አማርኛ (am)
- [x] العربية (ar)
- [ ] Asturiana (ast)
- [ ] Azərbaycanca (az)
- [ ] беларуская (be)
- [ ] български (bg)
- [ ] Bambara (bm)
- [ ] ɛʋɛ (bu)
- [ ] Brezhoneg (br)
- [ ] Bosanski (bs)
- [ ] Català (ca)
- [ ] سۆرانی (ckb)
- [ ] Česky (cs)
- [ ] Cymraeg (cy)
- [ ] Dansk (da)
- [ ] Deutsch (de)
- [ ] Dolnoserbski (dsb)
- [ ] Ελληνικά (el)
- [x] English (en)
- [ ] Australian english (en-au)
- [ ] british english (en-gb)
- [ ] Esperanto (eo)
- [x] Español (es)
- [ ] Español de argentina (es-ar)
- [ ] Español de colombia (es-co)
- [ ] Español de mexico (es-mx)
- [ ] Español de nicaragua (es-ni)
- [ ] Español de venezuela (es-ve)
- [ ] Eesti (et)
- [ ] Basque (eu)
- [ ] فارسی (fa)
- [ ] Suomi (fi)
- [x] Français (fr)
- [ ] Frysk (fy)
- [ ] Gaeilge (ga)
- [ ] Gàidhlig (gd)
- [ ] Galego (gl)
- [ ] עברית (he)
- [ ] Hindi (hi)
- [ ] Hrvatski (hr)
- [ ] Hornjoserbsce (hsb)
- [ ] Magyar (hu)
- [ ] Interlingua (ia)
- [ ] Bahasa indonesia (id)
- [ ] Ido (io)
- [ ] Íslenska (is)
- [ ] Italiano (it)
- [ ] 日本語 (ja)
- [ ] ქართული (ka)
- [ ] Қазақ (kk)
- [ ] Khmer (km)
- [ ] Kannada (kn)
- [ ] 한국어 (ko)
- [ ] Kurdî (ku)
- [ ] Lëtzebuergesch (lb)
- [ ] Lingála (ln)
- [ ] Lietuviškai (lt)
- [ ] Latviešu (lv)
- [ ] Македонски (mk)
- [ ] Malayalam (ml)
- [ ] Mongolian (mn)
- [ ] मराठी (mr)
- [ ] ᬩᬲᬩᬮᬶᬦᬵ (ms)
- [ ] Norsk (bokmål) (nb)
- [ ] नेपाली (ne)
- [ ] Nederlands (nl)
- [ ] Norsk (nynorsk) (nn)
- [ ] Norsk (no)
- [ ] Afaan (om)
- [ ] Punjabi (pa)
- [ ] Polski (pl)
- [ ] پښتو (ps)
- [ ] Português (pt)
- [ ] Português brasileiro (pt-br)
- [ ] Kirundi (rn)
- [ ] Română (ro)
- [ ] Русский (ru)
- [ ] Slovensky (sk)
- [ ] Slovenščina (sl)
- [ ] Af-soomaali (so)
- [ ] Shqip (sq)
- [ ] Српски (sr)
- [ ] Srpski (latinica) (sr-latn)
- [ ] Svenska (sv)
- [ ] Kiswahili (sw)
- [ ] தமிழ் (ta)
- [ ] [illegible] (te)
- [ ] ภาษาไทย (th)
- [ ] ትግርኛ (ti)
- [ ] Türkçe (tr)
- [ ] Татарча (tt)
- [ ] Уйғур (ug-cn)
- [ ] Українська (uk)
- [ ] اردو (ur)
- [ ] Tiếng việt (vi)
- [ ] Wolof (wo)
- [ ] 简体中文 (zh-hans)
- [ ] 繁體中文 (zh-hant)

Save

Stopping the device

The **STOP/RESTART** function appears when you are connected as an Administrator. This is the only way to stop the device.

Click on one of the two buttons to make your choice.

We recommend that you **do not force shutdown** via the push button. If you do so, you may cause permanent damage to the device's operating system.

The KoomBook is completely shut down after the blue LED goes off.