

## Common User Interface Elements

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### Web Interface

The Rosetta Web interface contains:

- core pages on which the main services are made available to users based on user roles and access rights
- administrative pages for setting up permissions and other variables during configuration
- common objects and links that appear across pages

This section describes some common links and objects that appear on many or all of the pages in the Rosetta interface. It also describes the Home pages for the Producer, Management, and Administration modules.

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#### **Note**

Rosetta does not support multiple instances in the same browser.

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### Home Page

Rosetta has three Home pages to accommodate each type of user and activity. After logging on to Rosetta, users see the Home page that is relevant to their role:

- [Deposit Home Page](#)
- [Management Home Page](#)
- [Administration Home Page](#)

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### Deposit Home Page

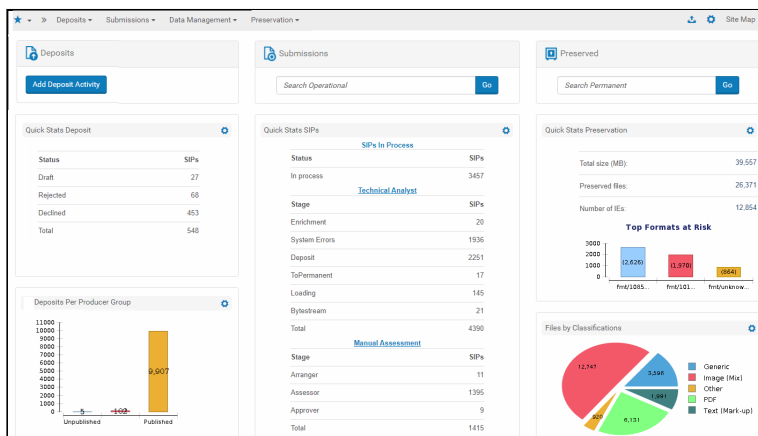
After logging on, Producers go directly to a list of My Producers so that they can select the Producer on whose behalf they are depositing. The Deposit module takes them through a wizard for submitting material.



### Deposit Home Page

## Management Home Page

The Rosetta Management Home page consists of a header and three columns containing key reports and search fields.



### Home Page for the Management Module

Out-of-the-box, each column contains statistics, charts, and activities relevant to its area (Ingest/Deposit, Submissions, Preserved). The reports displayed can be configured by clicking the Configuration icon



. For more information, see the *Rosetta Staff User's Guide* chapter, **Running and Viewing Reports**.

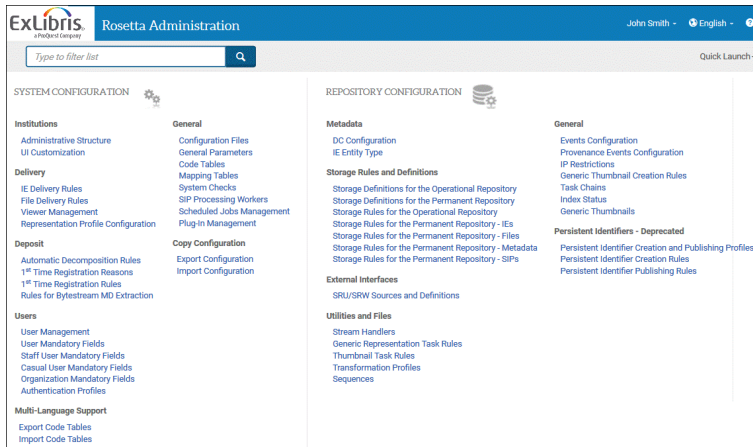
Additionally, on this page you can perform searches by SID, PID, or text (see the *Staff User's Guide* for detailed information). You can also add a deposit activity, add personalized favorite destinations, or use the roll-over menus that cascade from the four segments (Deposits, Submissions, Data Management, and/or Preservation, depending on the user's role and privileges).

For details about searches and reports on this page, see the *Rosetta Staff User's Guide* chapter, **Searching and Reporting For All Staff**

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## Administration Home Page

The Administration Home page contains a double-pane layout with a searchable flat list of sections and pages in the Administration module.



### Administration Home Page

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## Header Features

Every page in Rosetta contains a header with the following features:

- Product logo, customizable (see *Configuring Skins for Viewers in the Rosetta Configuration Guide*)
- User name with a link to contact information and language (with option to change language)
- Navigation bar with links to main areas of the site. Areas change according to a user's role and responsibilities, such as whether the user is a Negotiator or an Administrator and whether they are using the Management module or the Administration module to carry out their tasks and responsibilities. Click the double arrow to open a search box that allows you to search for a menu option. Most navigation bars include a link to the Site Map.
- If a Management module also has Administrative privileges, then an icon



will be displayed, linking to the Administration module.

- A Favorites menu with links to your favorite management pages.

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## Features Repeated Across Pages

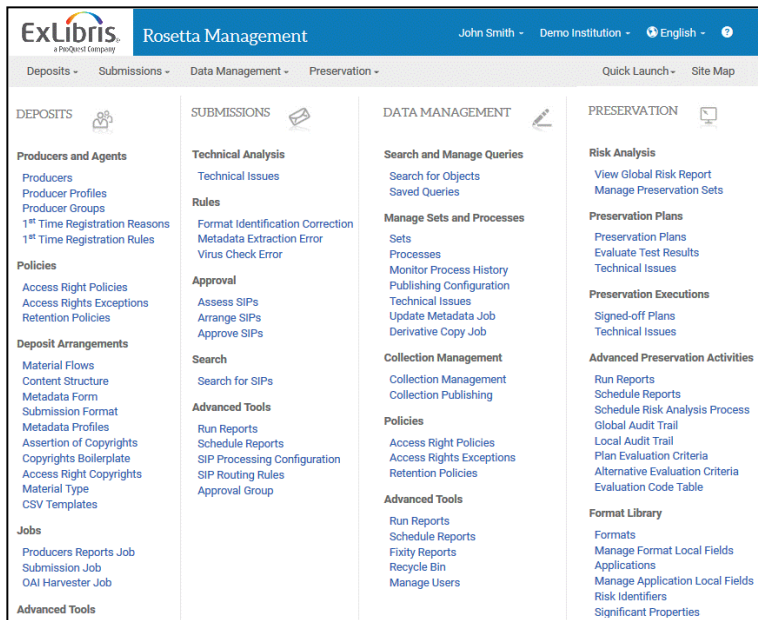
The following features are repeated across pages:

- [Site Map Link](#)
- [Contact Link](#)

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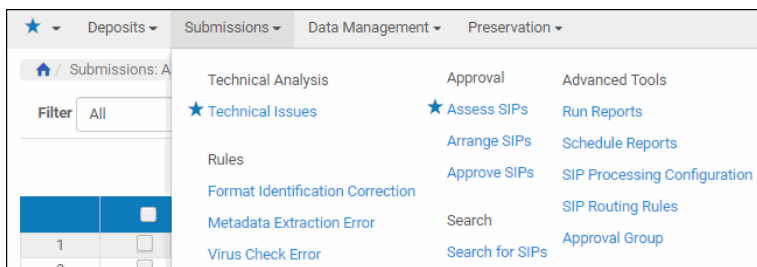
## Site Map Link

A link to a role-based view of the site map displays on the right side of the header of most pages. Items shown on the map depend on the user's role. The figure below displays a site map containing all links for all Management-related roles.



## Site Map, All Management Roles

The links are the same as those that display from the navigation bar roll-over menus of Rosetta (see below).

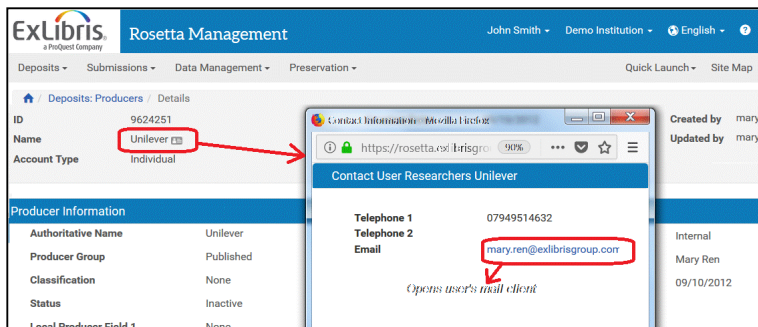


## Submissions Menu

Select the star next to a menu option that you want to mark as a favorite. You can access your favorite menu options from the start icon at the top left of the Rosetta header.

## Contact Link

On pages where an individual user's name appears (for example, the user detail page for a Producer Agent) or several individuals are listed (for example, a list of Producers), a contact icon displays beside each user's name. Clicking the icon opens a small pop-up window with contact information for the individual user.



## Contact Icon Opens User Information Form

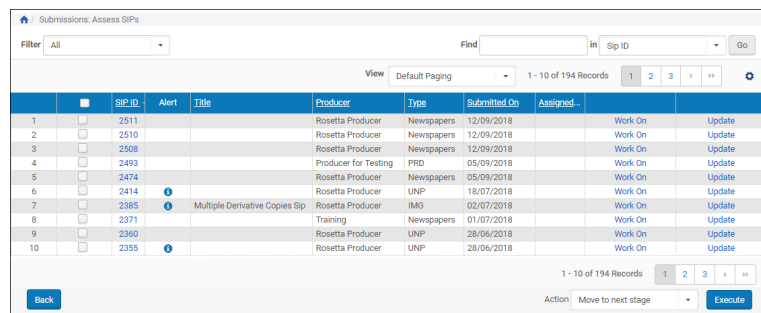
Clicking the e-mail text link on the form opens a new blank message in the user's e-mail client. (If necessary, Rosetta launches the mail client application first.) The e-mail sender composes a correspondence as in a regular e-mail and sends it to the recipient.

### Note

- The e-mail client integration is supported for Microsoft Outlook.
- For reporting purposes, this feature gets logged as a *request* to send e-mail because the external application (Outlook) takes over the actual e-mail correspondence when it opens.
- This feature is assigned as a default privilege to a majority of Management roles: Assessor, Approver, Arranger, Technical Analyst, Negotiator, and User Manager.
- This feature does not overlap or interfere with the automatic e-mail template that opens when a Producer Agent's submission has been declined or rejected.

## User Preferences

On several pages in Rosetta that display tables or lists of information, you can customize the way the information is displayed. Your settings are saved across all institutions.



	<input type="checkbox"/>	SIP ID	Alert	Title	Producer	Type	Submitted On	Assigned...	Update
1	<input type="checkbox"/>	2511			Rosetta Producer	Newspapers	12/09/2018	Work On	Update
2	<input type="checkbox"/>	2510			Rosetta Producer	Newspapers	12/09/2018	Work On	Update
3	<input type="checkbox"/>	2508			Rosetta Producer	Newspapers	12/09/2018	Work On	Update
4	<input type="checkbox"/>	2493			Producer for Testing	PRD	05/09/2018	Work On	Update
5	<input type="checkbox"/>	2474			Rosetta Producer	Newspapers	05/09/2018	Work On	Update
6	<input type="checkbox"/>	2414			Rosetta Producer	UNP	18/07/2018	Work On	Update
7	<input type="checkbox"/>	2385		Multiple Derivative Copies Sip	Rosetta Producer	IMG	02/07/2018	Work On	Update
8	<input type="checkbox"/>	2371			Training	Newspapers	01/07/2018	Work On	Update
9	<input type="checkbox"/>	2360			Rosetta Producer	UNP	28/06/2018	Work On	Update
10	<input type="checkbox"/>	2355			Rosetta Producer	UNP	28/06/2018	Work On	Update

### Assess SIPs

The following customizations are available:

- resize the columns of the table
- reorder the columns of the table by dragging and dropping
- from the Settings icon, you can select the columns that appear in the table
- display the number of records per page