INDEX

A short presentation 4
What is euromuse.net 4
What do you find on www.euromuse.net 5
How do you enter data for euromuse.net 9
1. What is the programme typo3 9
2. Log-in 9
3. Overview 10
4. Web: list 11
5. User: Setup 12
6. Structure 12
7. Add a new exhibition 13
7.1 Add an exhibition's title 14
7.2 Link to an exhibition portal 15
7.3 Select the museum 16
A short presentation

**What is Euromuse.net**

Euromuse.net is a public access portal giving accurate information on major exhibitions in European museums. It provides all vital information in one place, updated by the host museum; with euromuse.net users will never again be bogged down in proliferating individual websites and search engines.

![Fig. 1 Screenshot of the webpage www.euromuse.net](image-url)
The existing euromuse.net portal presents exhibitions from 160 museums and 18 European countries. The number of museums participating is continuously growing. Each museum's information is available in the native language and in English. Updating of euromuse.net is continuous. A multinational editorial team updates information and guarantees high quality of information.

WHAT DO YOU FIND ON WWW.EUROMUSE.NET

1. You can find information about the most important European museums
2. You can find descriptions and information about the most interesting exhibitions
3. You can find online resources like online visits, eLearning material and tools or special museum literature
4. You can find direct links to the museums' websites
fig. 4 Screenshot “search by topic”

fig. 5 Screenshot “search result”

fig. 6 Screenshot “selected exhibition”
How do you enter data for euromuse.net

1. What is the programme typo3

The program typo3 is a Content-Management-System (CMS) for remote content management of the portal www.euromuse.net.

The “Frontend” of typo3 is simply the Website - the “Backend” is your workspace, e.g. here you can edit museum’s information or you can announce new exhibitions. Every organization can select its preferred language in the backend. All forms are automatically translated.

2. Login

a) To use the CMS you have to login into the Backend of typo3;

b) Your Browser has to be Firefox 2.0, Internet Explorer 6.0 or newer. Cookies and Java-Script have to be activated;

c) Go to: http://www.euromuse.net/typo3

d) Please Login with your Username und your Password;

e) The Login will be provided by the administrator. Please be sure to handle your Login confidential.

3. Overview

The menu is located on the left side. Most of your work you can do with the „List“ under „Web“.
4. **Web: List**

The Web: List module provides low level access to records appearing on a page.

5. **User: Setup**

This module allows you to customize your backend user profile. Here you can change your active systemlanguage, name and email address. You may also configure other general features in the system.

6. **Structure**

Please select „List“. Now you can see two folders in the tree-view. The “Storage—Buildings” folder contains a table of all buildings used by the Euromuse-portal. The “organization” folder contains all tables which are accessible for your organization only.
7. **Add a new exhibition**

Open your “organization” folder, then click on the “exhibitions” folder (mostly the folders name is translated into your default language). At the left side, you can see the “exhibitions” tables. All your exhibitions are listed here. To add a new exhibition click on the “new record” icon, on top of the table (white icon with green circle and a plus).

7.1 **Add an exhibition’s title**

Then you have to select the local language, which means the language of the exhibition. Please notice, that the following fields (title, subtitle and description of the exhibition) refer to your selected language. Fill in title, subtitle, short description and detailed description of the Exhibition in your local language and in English. Please note, that no exhibition is published on the portal, without English translation.
7.2 **Link to an Exhibition Portal**

Simply copy the URL information in the appropriate fields (it is a good idea to copy the URL directly from the URL field of your Web-Browser).

7.3 **Select the Museum**

Then select the museum and the building where the exhibition takes place (if the museum is not in this list, please add your museum first — refer to the following point n.8).
7.4 Permanent vs. Temporary Exhibition

If you are adding a permanent exhibition you have only to click on the checkbox. To fill in the beginning an ending date of a temporary exhibition, you can fill in the date directly or you can use the calendar extension. Please note, that you can fill in and modify past exhibitions, listed in the archive-section of the portal, clicking on the orange pencil icon.

7.5 Exhibition topics

Select the topics of your exhibition by clicking on them in the “Items:”-window, at the right side.

You can delete the topics by selecting them on the left window and clicking on the “cancel” icon.
7.6 Upload Exhibition Images

The image upload module is not finished yet. Nevertheless you can upload pictures directly from your local PC or send them via email to the administrators for bringing them in the right format. Click on the button “Search” and browse your local directories. The file is uploaded while you save the record. For every uploaded image you can fill in the caption and the copyright information.

7.7 Save Your Data

To save your Data click on the floppy disk symbol on top or at the foot of the page. If you do not want to save, click the “x”-icon.
8. ADD A NEW MUSEUM

Select your “organization” folder, in the file tree and click on the museums table on the right side. To add a new museum to your organization, simply click on the “new record” icon (white cube with green circle) at your museums table.

To edit data of a museum, simply click on the “pencil” icon behind the museums name.

8.1 ADD THE MUSEUM’S NAME

Automatically your organization is selected.

Then select your local language. The language selection refers to the following fields, as name, short and detailed description of your museum, links referring to the museum.

The name of the museum is an obligatory field; you can not save the record without entering the name. All the information have to be filled in local language and in English.
8.2 Select a building
You have to select at least one building which belongs to this museum clicking on the window on the right side.

Select the desired element by simply clicking on it. To un-select click the “x”-icon between the two selector windows.

8.3 Museum topics
You can add topics the museums deals with selecting elements in the window on the right side.

You can add and delete the topics or the museum by simply clicking on it. To deselect click the “x”-icon between the two selector windows.
8.4 Upload Museum Images

Please, note that the image upload module is not finished yet.

For further information, you can refer to the previous point n.7.6 concerning the upload of the exhibitions images.

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