

Institute of African Studies

DIGITAL ARCHIVE OF SOUND AND VISION

User Guide

A Guide to Digital Archive of Sound and Vision

December 2023

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1. Introduction

Welcome to the Institute of Africa Studies Manual. This manual outlines the procedures and guidelines for effective archived files accessibility for end users. It serves as a reference for all stakeholders involved in software acquisition, deployment, monitoring, and retirement.

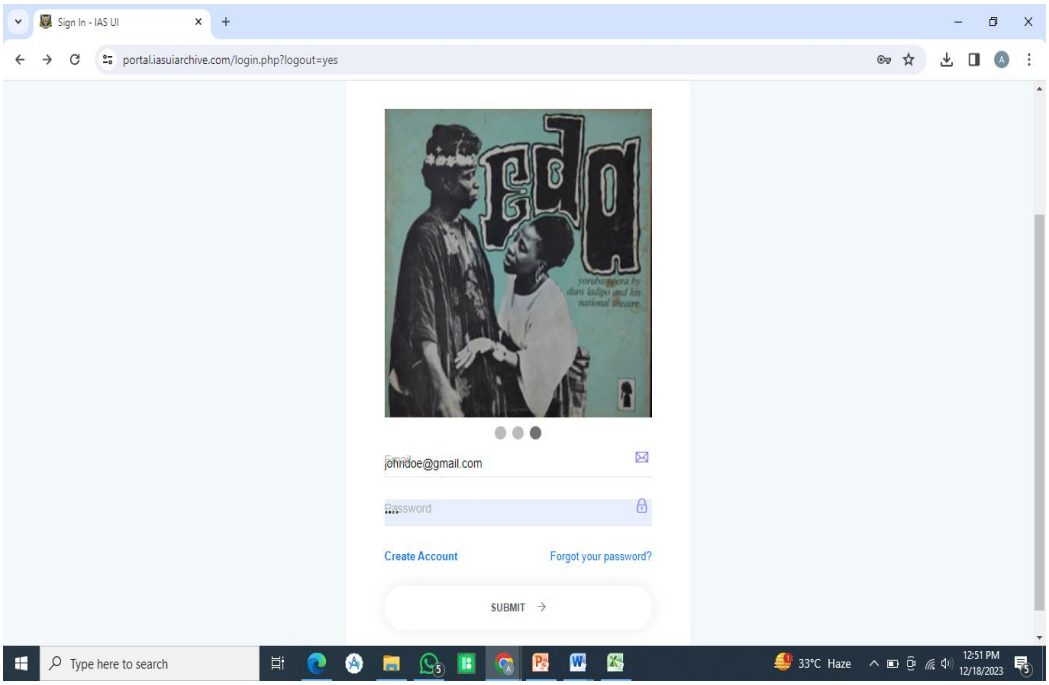
1.1. Purpose of the Manual

The purpose of this manual is to establish standardized processes as regards the usage of the Archive system. By following the guidelines outlined in this manual, we ensure institute compliance, file accessibility control, and efficient file management.

2. Usage Process

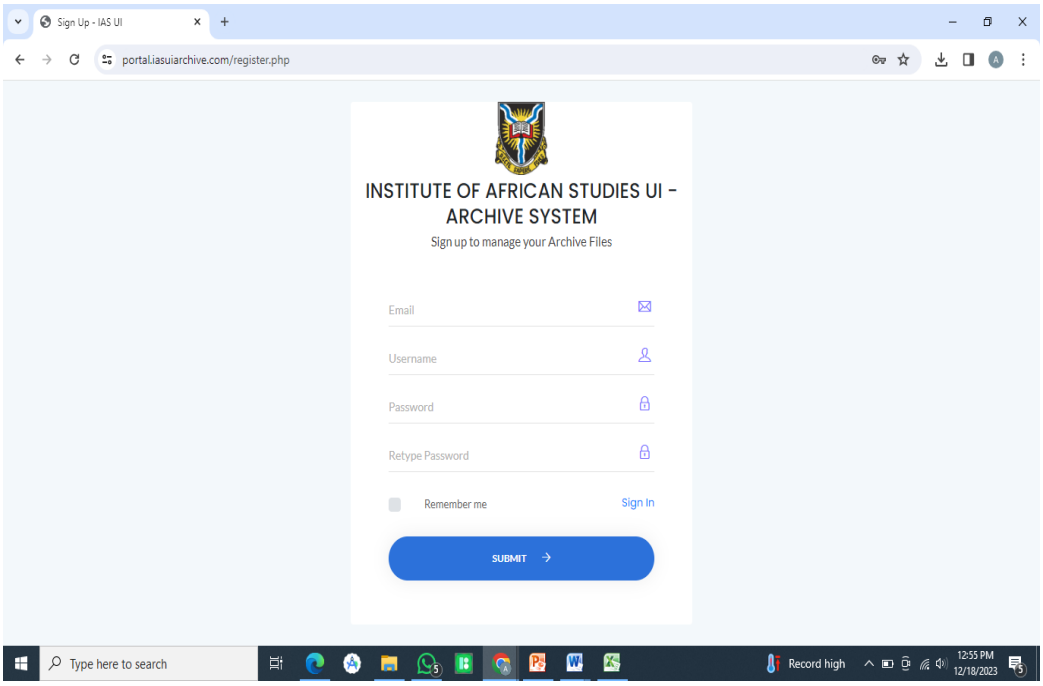
This involves a well-defined process that covers usage registration, login, accessing files, requesting file.

2.1. Landing Page (Login Page)



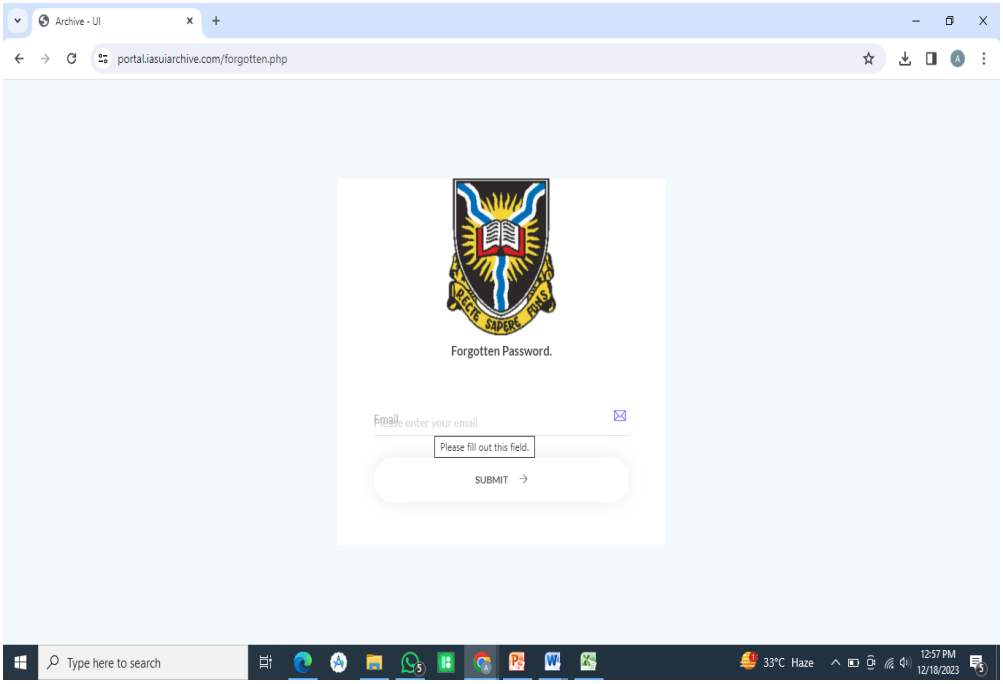
2.2. Registration Page

Create a new account by entering your email, username, password



2.3. Forgotten Password

When you forget your password, you can click on Forgot your Password on the Login page. Then you will enter your registered email in the form to get a password reset link.

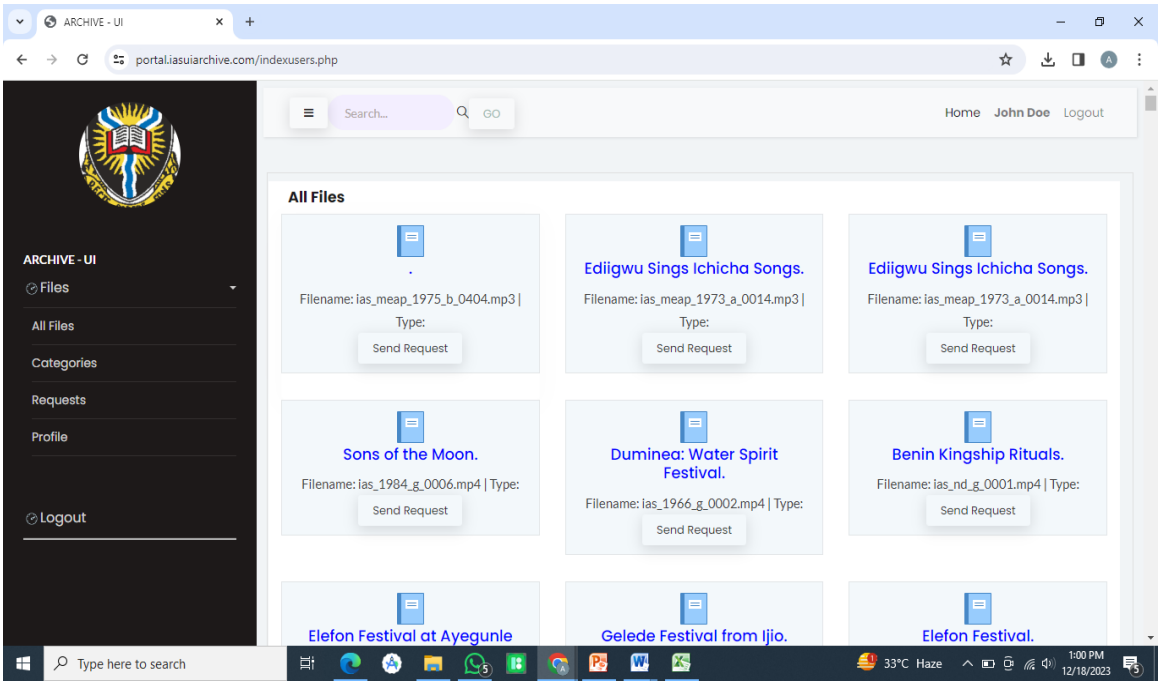


3. Dashboard

When you are logged in successfully, you will see a dashboard where you get to see the following links

3.1. All Files

Here, you see all files in the Institute Archive.



You can search for any file by typing the file name in the search field at the top section. Then, you click on the GO button beside it, it will show the search results for the file.

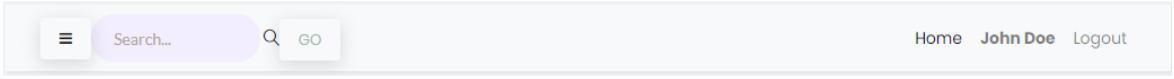


Fig. 4

Search Results is as shown below

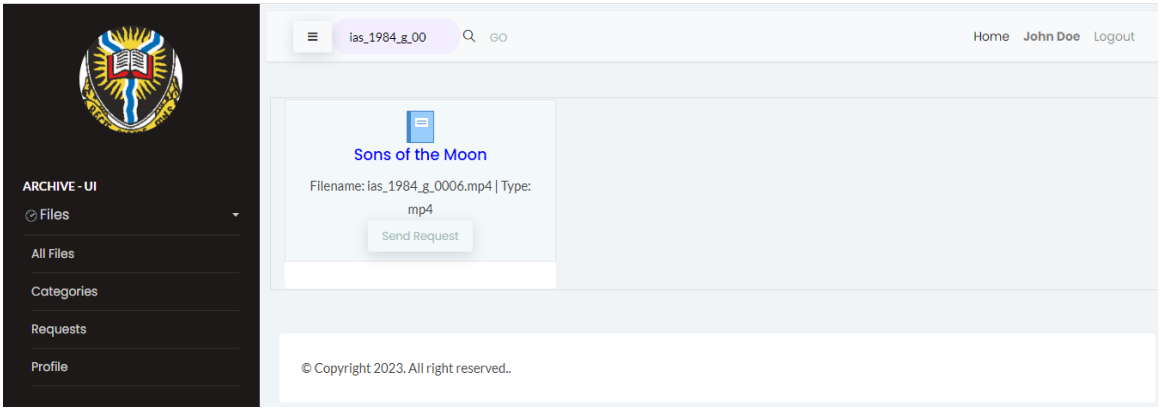


Fig. 5

3.2. Categories

Files can be viewed in group according to how they are named or categorized.

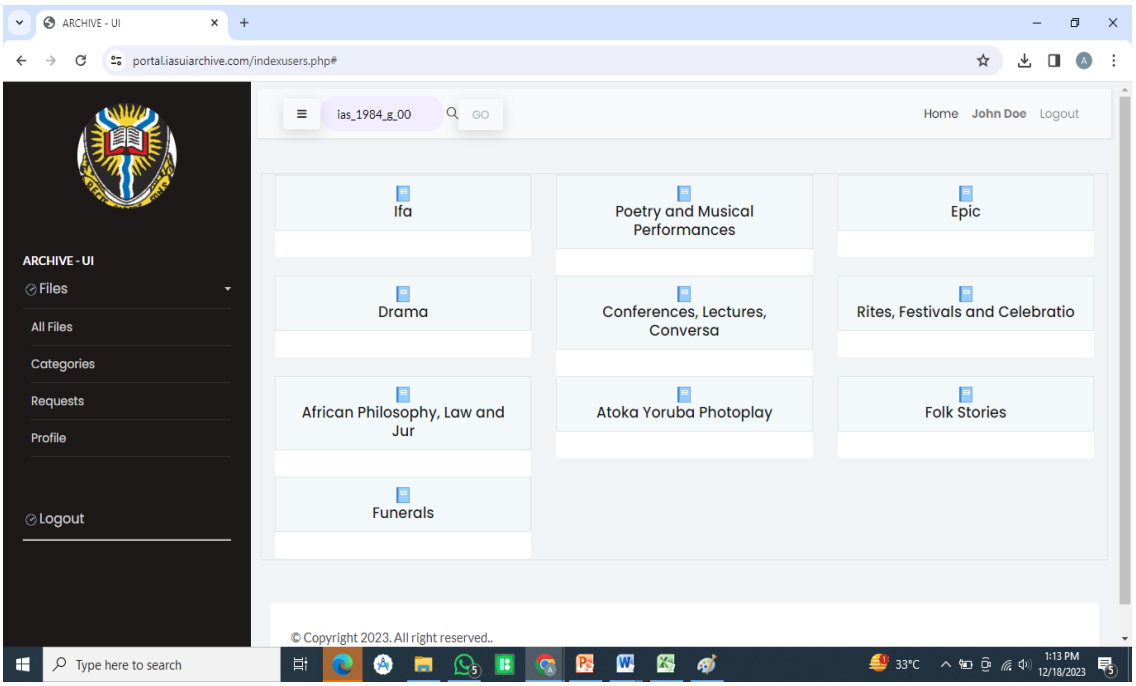


Fig. 6

3.3. Requests

You can make a request to view, watch, and listen to any file you prefer. In order to have full access to a preferred file, you can send a request to the administrators by clicking on Send Request,

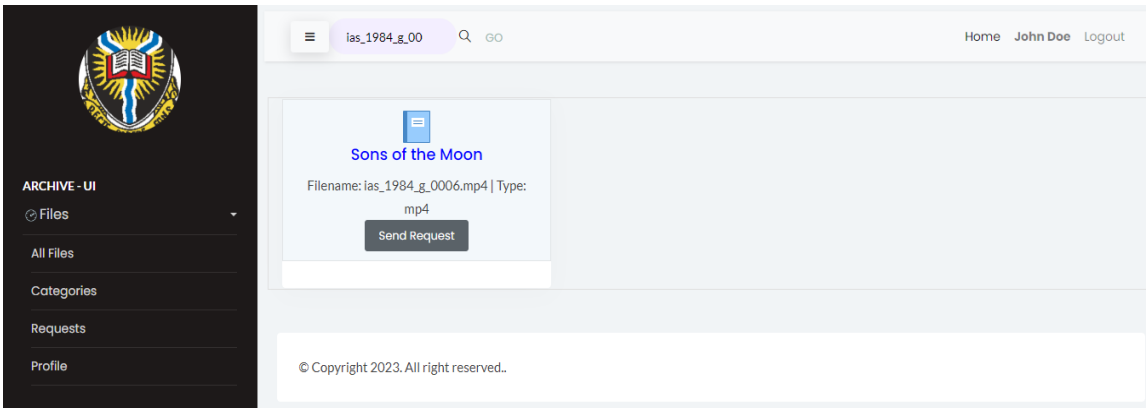


Fig. 7

After Send Request has been clicked, a pop dialog will appear.

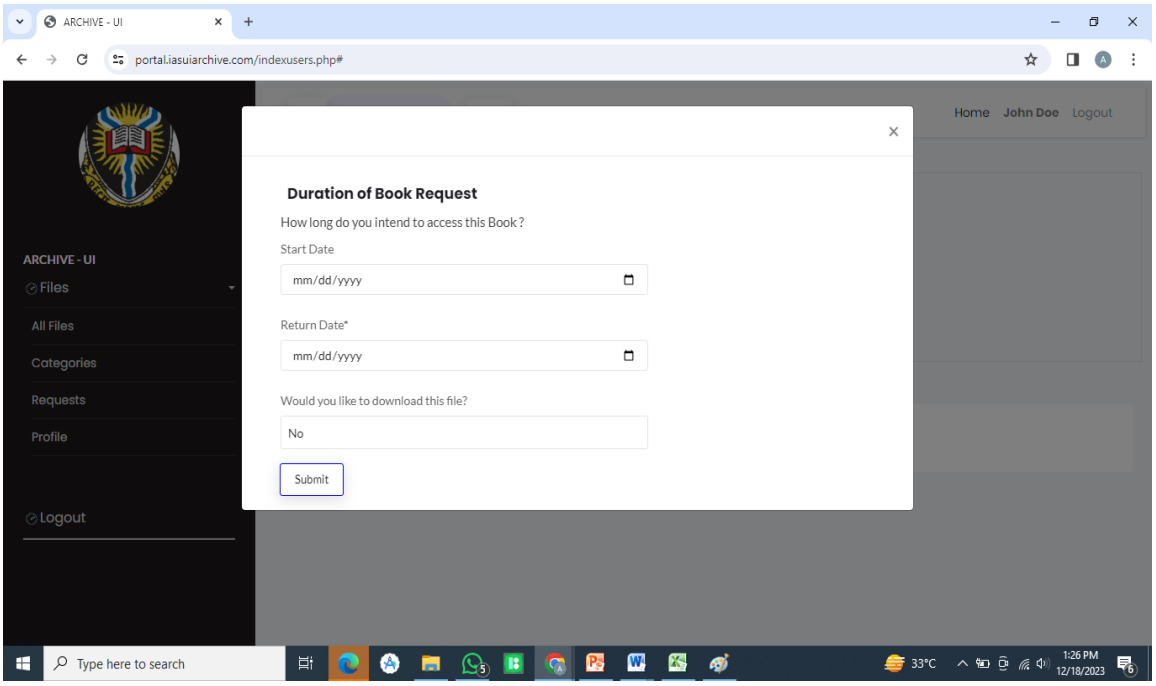
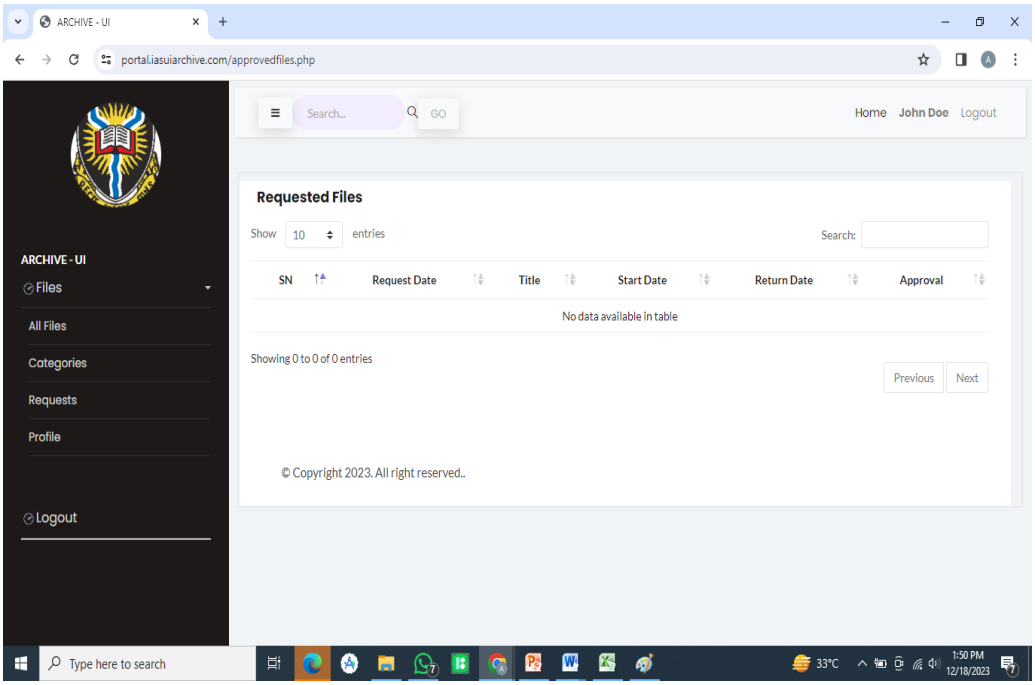


Fig.8

Then a form will appear as shown in Fig.8. Select a date you intend to start accessing the file, and a date you intend to stop accessing the file on the Archive portal. In order to download the file, select the option from the form, and then click Submit button.

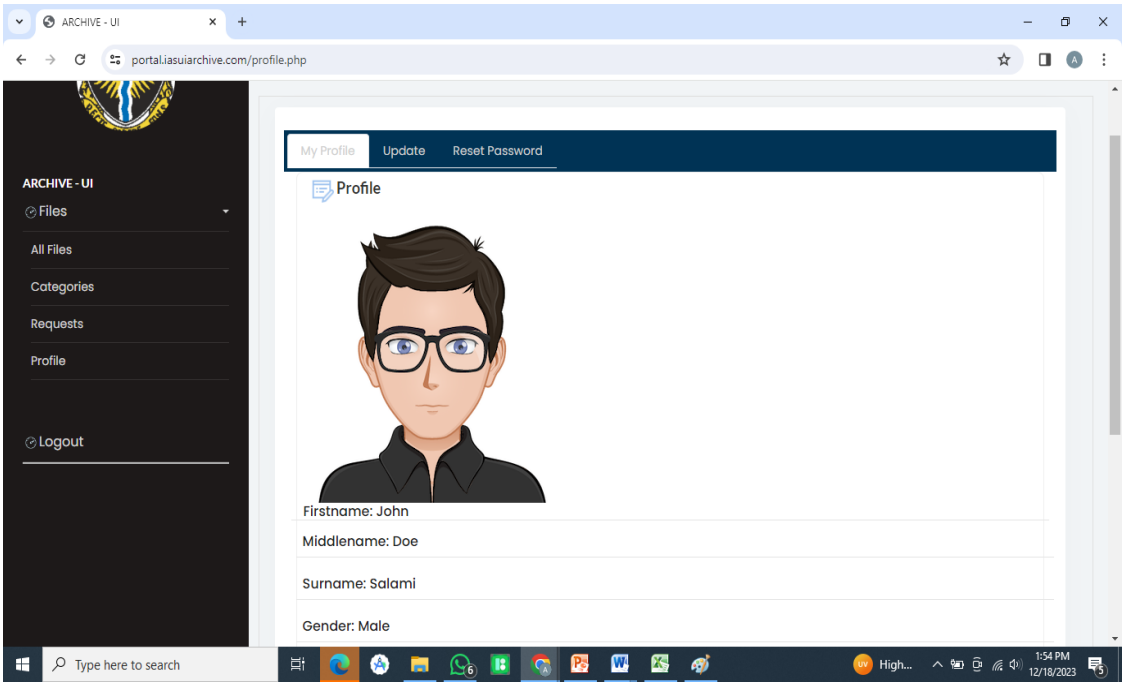
3.4. All Request

Once your requested file is granted by the Admin, you get to access all your requested files under this section.



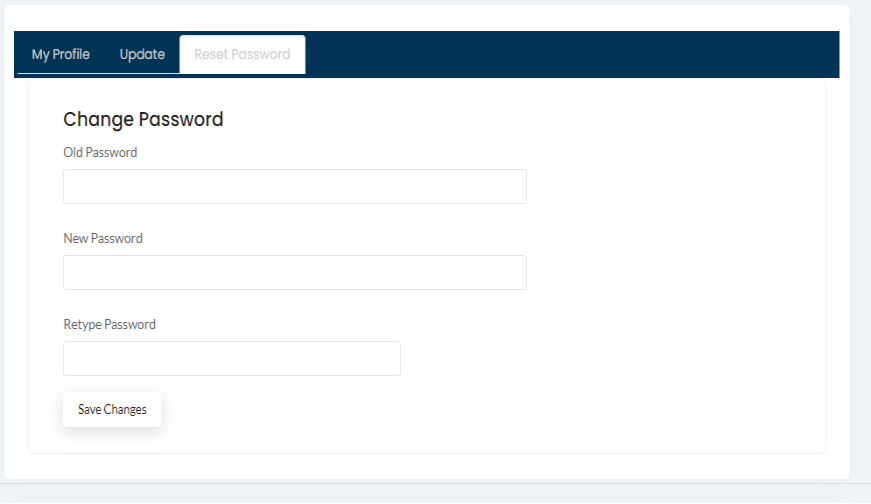
3.5. User Profile

Your profile page gives you access to view and edit your personal data



3.6. Profile (Password Change)

You can change your password under the Password Tab in the Profile page.



4. Security and Data Privacy

Protecting sensitive information and ensuring data privacy are critical considerations in archive management.

4.1. Protection of Sensitive Information

Software user data containing sensitive information is stored in encrypted databases. Access controls are implemented to limit access to authorized personnel only.

4.2. Data Privacy Compliance

UI Archive adheres to data privacy regulations, such as GDPR and HIPAA, ensuring that software archive data containing personal or sensitive information is handled with utmost care and compliance.

4.3. Access Control and Authorization

Access to the software database is restricted based on roles and responsibilities. User access is granted only to individuals requiring the information for their tasks.