

# ADMINISTRATOR MANUAL

## BASIC FUNCTIONALITY - RULES

### ADDING A RULE

1. Click on **ADD a NEW RULE**.
2. Choose the **RULE TYPE** that you want the new rule to belong to. For a detailed explanation of the available rule types, please refer to the corresponding section of this manual.
3. Fill in the fields that appear with the desired values. For a detailed explanation of the available options, please refer to the corresponding section of this manual.

### DELETING A RULE

1. Click on **DELETE RULE**.
2. Select the rule you want to delete. The available rules are presented using their names.

### EDITING A RULE

1. Click on **EDIT** (and duplicate) **RULE**.
2. Select the rule you want to edit (and duplicate). The available rules are presented using their names.
3. Edit the values that appear and click submit.
4. A **NEW RULE** will be created with the values you have specified. The old rule will be **PRESERVED**. If you do not want to preserve the old rule, you may **DELETE** it as described in the previous section.

## RULE TYPES

Each rule you create belongs to a specific rule type. Rule types are abstract units of functionality that can be parameterized by specifying values for their fields. For example, the basic functionality of the rule type “Field Exists” is to make sure that a field is present on a given document. So, if you create a new rule of this type and set the field as “dc:identifier” then the new rule will look for the existence of a dc:identifier field in the harvested oai-dc record.

Apart from a certain rule type, rules belong to certain job types as well. The job type that a rule belongs to determines the kind of document that the rule will be applied on. For example, the rule we described before should belong to the “OAI Content Validation” job type, since the documents we wanted the rule to be applied on are oai-dc records harvested from a specific repository.

### GENERAL FIELDS

All rules have some fields in common. These are:

1. Name: The name of the rule, must be short, descriptive and unique for each rule.

2. Description: A detailed and thorough description of the rule's functionality and failure conditions and semantics.
3. Mandatory: If the rule is mandatory then whenever the rule is not successful the score will suffer. If the rule is optional then whenever the rule is successful the score will be increased.
4. Success: The correct syntax as regular expression is `([=<>][0-9]+)|a`. For a thorough explanation of this field please refer to the corresponding section of this manual.
5. Weight: An integer indicating how important this rule is. The base weight is 1. Weights greater than 1 mean that this rule impacts more on the score.
6. Provider Information: This information is used by the Provider Module to harvest the correct items for validation. For more information please refer to the corresponding section of this manual.
7. Job Type: The type of jobs that this rule will be applicable on. Also determines the way that the "provider information" field will be used. For more information please refer to the corresponding section of this manual.

## GENERAL BEHAVIOR OF A RULE