

BODO Documentation

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2. Quick access links to the collection module

Functions for collections

Collection								Selecting			
											
Create	Open/close	Delete	Move	Copy	Rename	Label	Share	Analyze	Select all	Deselect	Invert selection

Sorting											
											
Sorted by dating	Sorted by object type	Sorted by material	Sorted by location	Sorted manually	Sorting by date	Sorting by object type	Sorting by material	Sorting by location	Sorting manually	Apply manual sorting	Cancel manual sorting

Viewing			
			
Full view	Split view	Slide view on	Slide view off

Functions for collection items

Items			Selecting					Printing		
										
Delete	Move	Copy	Evaluate	Select all	Filter	Deselect	Invert	Printing/Exporting	As list	As file card

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[Invert the selection of collection items or collection folders](#)

[Create a collection](#)

[Rename a collection folder](#)

[Apply a collection label](#)

[Move collection items or collection folders](#)

[Copy collection items or collection folders](#)

[Delete collection items or collection folders](#)

[Sorting of collection items](#)

[Printing/exporting of data/images](#)

[Share collection folders](#)

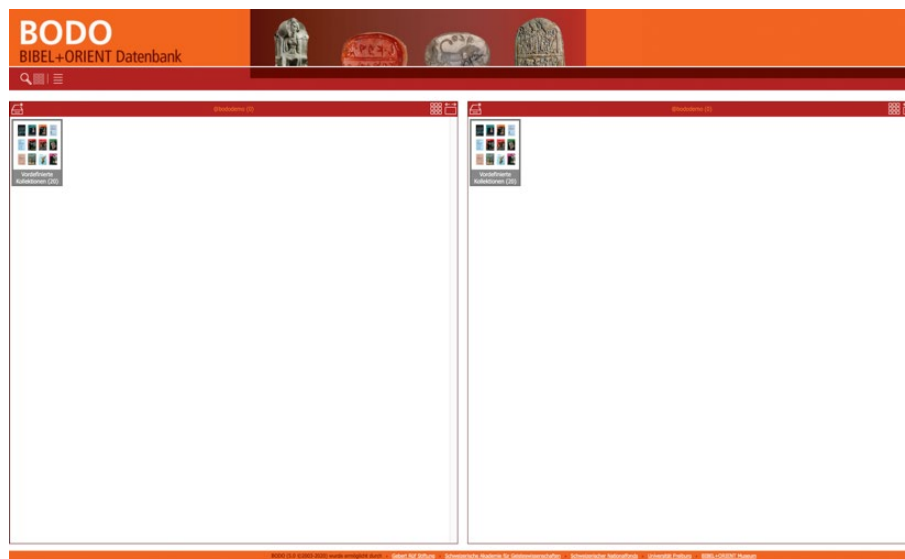
[Analyze data](#)

3. Quick guide for the collection module

This quick guide covers the functions “Copy a collection” (📄 [Copy](#)), “Create a collection” (📄 [Create](#)), “Open/close a collection” (🔒 [Open/close](#)), “Name/rename a collection” (📄 [Rename](#)), “Move a collection/collection items” (📁 [Move](#)), and “Delete objects” (🗑️ [Delete](#)).

1. Startup screen

After [signing in](#) to BODO and [opening](#) the collection module, two identical [ateliers](#), each with a collection of [predefined collections](#), are displayed.

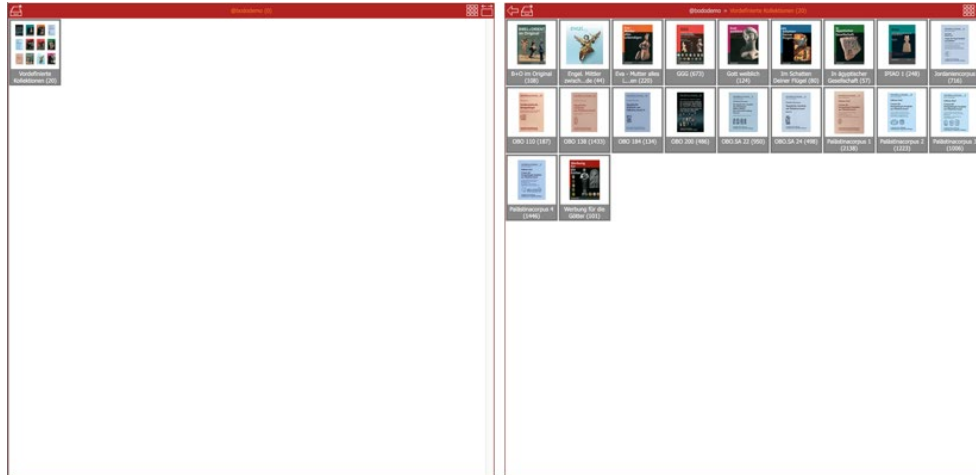


Note: For this quick guide, only the collection with the predefined collections is used. If a query was previously executed in the [query module](#), a [query result collection](#) is also displayed in each of the ateliers.



2. Open and copy a collection

- a. In one of the two ateliers, double-click to open the collection with the predefined collections.



- b. Use the mouse to drag a collection of about 100 objects (see the figure in brackets in the text area of a collection) into an empty area in the opposite atelier to create a copy that can then be used to continue working (predefined collections themselves cannot be modified, they are only sources).



3. Rename a collection

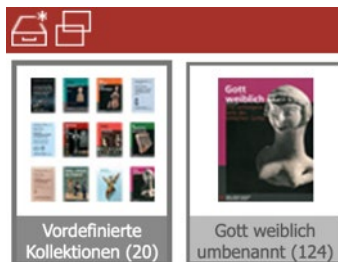
- a. Select the copied collection with a mouse click.

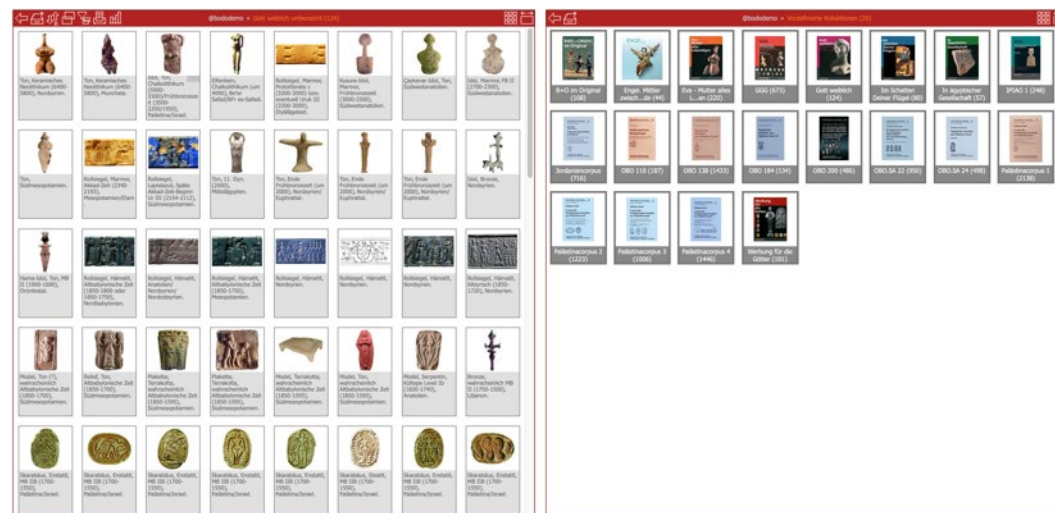


- b. In the toolbar of the atelier where the collection you want to rename is located, click the “Rename collection” icon. 
- c. Change the name in the enabled input field (here in the example: “Gott weiblich” to “Gott weiblich umbenannt”) and confirm the renaming with a carriage return.

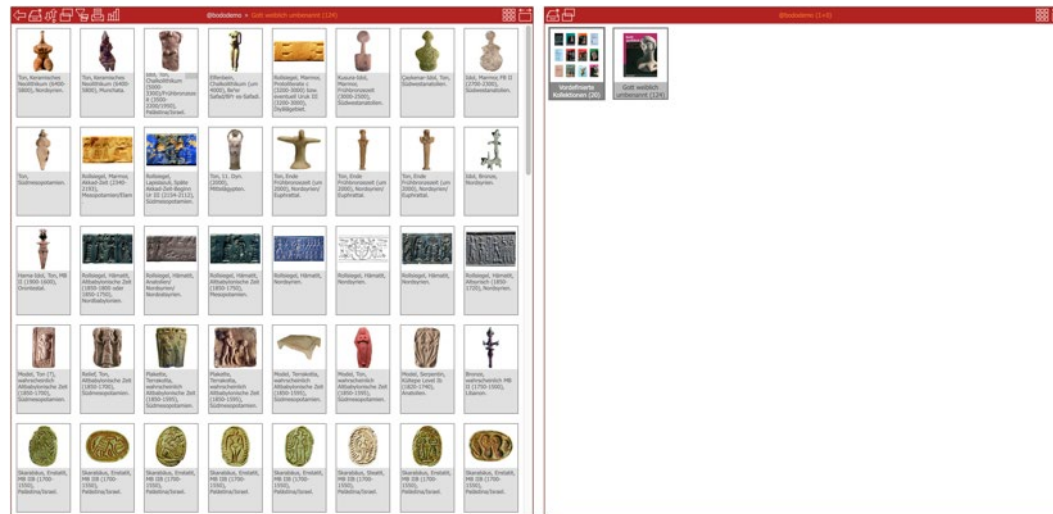


- d. The new name of the collection is now displayed and the collection is sorted alphabetically if multiple collections exist.

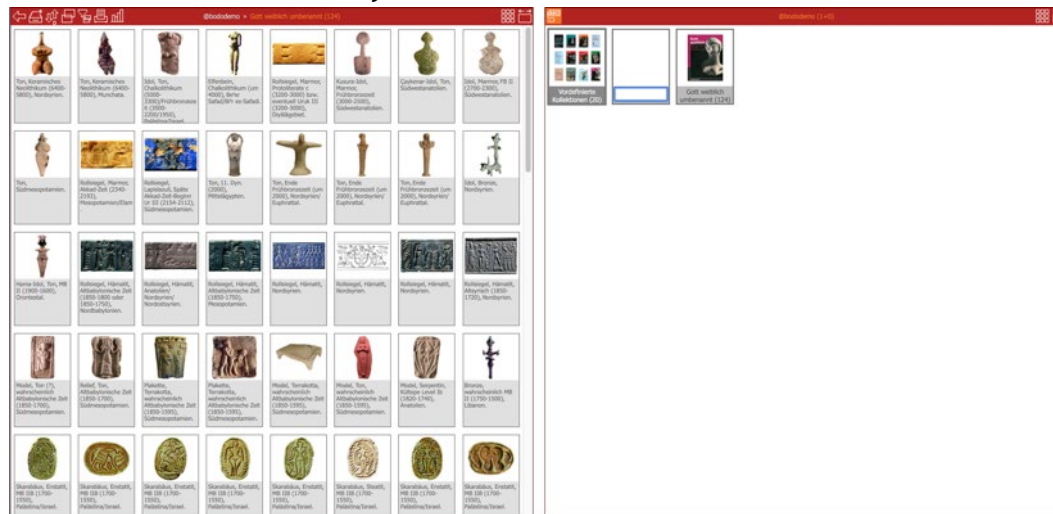




b. In the opposite atelier, close the opened predefined collection by clicking the icon .



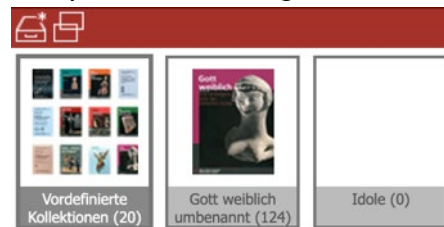
c. Create a new collection by clicking the “Create new collection” icon  in the right-hand atelier. The function for naming the collection is switched on automatically .



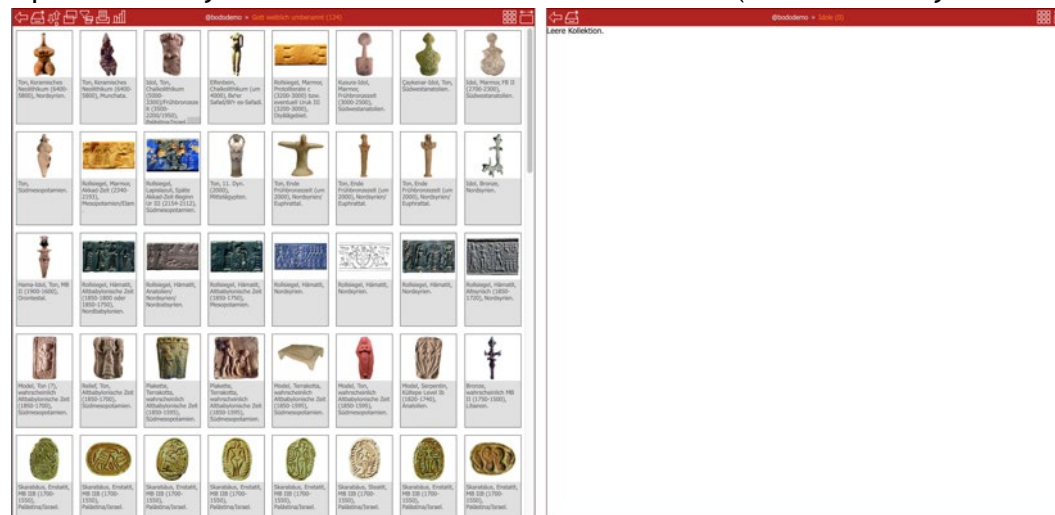
d. To name the new collection, enter a name in the collection input field.



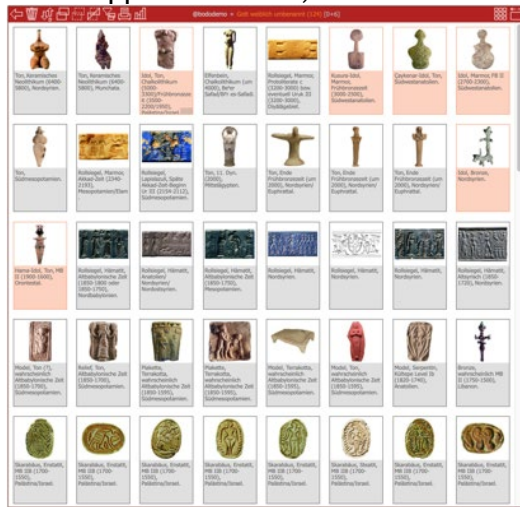
e. Complete the naming of the collection with a carriage return (the new collection will be placed alphabetically).



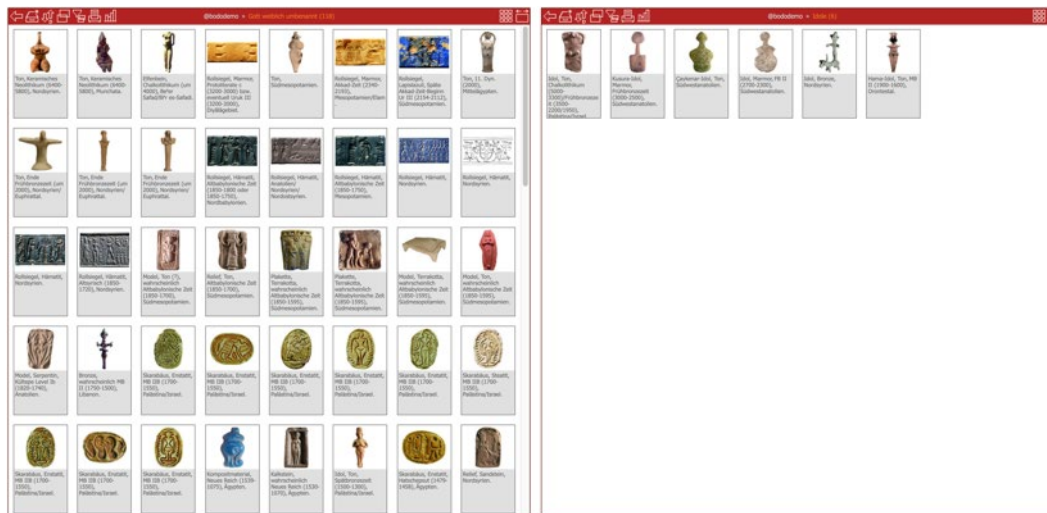
f. Open the newly created collection with a double click (it contains only the status message “Leere Kollektion” [“empty collection”]).



g. In the opposite atelier, mark each of the objects in the opened predefined collection that are to be moved with a mouse click.



h. Drag one of the selected objects with the mouse to the newly created open collection in the opposite atelier so that all selected objects are moved there.



5. Move a collection

- a. In the toolbar of the atelier containing the collection copied and renamed in step 3, close the newly created collection by clicking the “Close” icon  and make sure that in the opposite atelier the previously newly created collection is open.



- b. Use the mouse to drag the renamed closed collection into the newly created and opened collection.



- c. The previously unnamed collection is now no longer placed on the main level of the left atelier, but in the opened collection in the right atelier.



Note: The remaining closed collection in the left atelier is the same collection as the opened collection in the right atelier. They both have the name “Idole”.

The name of the opened collection in the right atelier can be seen in the path on the toolbar: @bodemo » Idole (1+6). @bododemo is the main level to which the “Idole” collection is hierarchically subordinated. In brackets, both in the closed collection in the left atelier and the opened collection in the right atelier, the number of collections and objects contained in them is shown: 1+6 (= 1 collection + 6 objects).

- d. If the opened collection is closed in the right atelier by clicking the “Close” icon , the closed collection is shown on the main level in both ateliers.



6. Delete objects

- a. Double-click to open the newly created collection in one of the two ateliers.



- b. Select the objects to be deleted with a mouse click.



- c. In the toolbar of the atelier click on the “Delete selection” icon .

- d. Click on the “Delete x item(s)” icon  in the atelier toolbar to confirm the operation.



4. BODO Documentation

1. Query module

a. General

i. System requirements

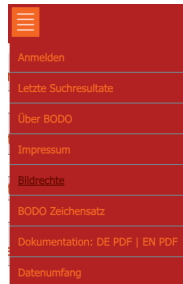
The functionality of BODO is only guaranteed for the Chrome browser. Download: https://www.google.com/intl/de_ALL/chrome

ii. Query scope

Public access currently allows searching eleven of BODO's 200+ database fields: object, material, location, image content (to query images by using keywords), dating, description, discussion, object group, and record ID.

iii. Advantages of signing up with BODO

1. By registering, the following additional functions are available: Create your own collections, edit, sort share, evaluate, export/print, download images in different resolutions and create individual search forms.
2. Signing up and using the extended functions is free of charge (for images in print resolution, costs may be incurred or image rights must be observed. See the information in the menu item “Bildrechte”).

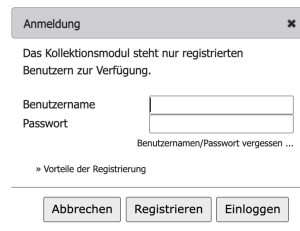


3. Privacy policy: Details of the registration and use of BODO will not be disclosed to outside persons or organizations, nor sold for commercial purposes. Information about the personally stored data can be obtained at any time via juerg.eggler@unifr.ch.

iv. Signing up

1. To sign up with BODO, click on the “Collection Module” icon  in the toolbar  on the BODO home page (when logged out).

2. Click the “Registrieren” button in the dialog box.



Anmeldung

Das Kollektionsmodul steht nur registrierten Benutzern zur Verfügung.

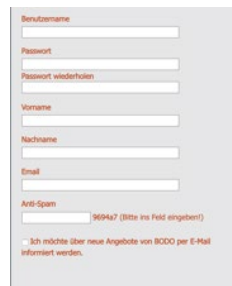
Benutzername

Passwort

Benutzernamen/Passwort vergessen ...

> Vorteile der Registrierung

3. Enter the user data in the registration form, fill in the anti-spam field, and click the “Registrieren” button on the right.



Benutzername

Passwort

Passwort wiederholen

Vorname

Nachname

Email

Anti-Spam 90H47 (Bitte ins Feld eingeben!)

... Ich möchte über neue Angebote von BODO per E-Mail informiert werden.

4. Check your e-mail account and execute the account activation link in the account activation e-mail to complete registration (if no mail was received, check spam folder).

v. Sign in

To be able to log in to BODO, you must be [signed up](#) with BODO.

1. On the home page of BODO click on “Anmelden” on the toolbar  in the menu ...



Anmelden

Letzte Suchergebnisse

Über BODO

Impressum

Bildrechte

BODO Zeichensatz

Dokumentation: DE PDF | EN PDF

Datenumfang

... or click on the “Collection module” icon  in the toolbar.

2. Enter user name and password in the login dialog box.

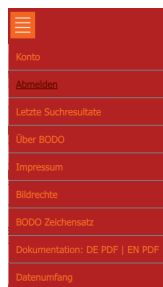


A screenshot of a login dialog box titled "Anmeldung". It contains two input fields: "Benutzername" and "Passwort". Below the password field is a link that says "Benutzernamen/Passwort vergessen ...". At the bottom, there is a link "» Vorteile der Registrierung" and three buttons: "Abbrechen", "Registrieren", and "Einloggen".

3. Click "Einloggen" button.

vi. Sign out

1. Click on "Abmelden" in the menu on the toolbar .

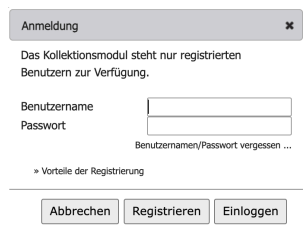


vii. Forgotten username/password

1. Click on "Anmelden" in the menu on the toolbar .



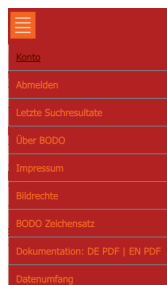
2. Click the “Benutzernamen/Passwort vergessen” link in the login dialog box.



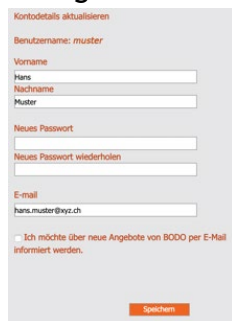
3. In the dialog box requesting the login data, enter the username or e-mail address.
4. Click the “Anfordern” button.
5. Check e-mail account and follow the instructions in the e-mail to reset the credentials (if no e-mail was received, check spam folder).

viii. Change user data

1. Click on “Konto” in the menu  on the toolbar.



2. Change user data in the user account.



3. Click the “Speichern” button.

b. Simply query

If BODO is called up, the simple query is set by default.

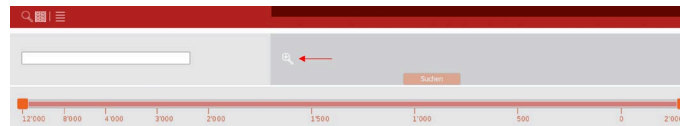
i. Operational area

1. The operational area of the simple query is divided into two parts: the menu area at the top and the query form area at the bottom.



The query form area differs depending on whether you are [logged in](#) or not: in the non-logged-in state, the magnifying glass icon is used to switch to the [advanced query](#); in the logged-in state, a drop-down menu is used to access the personal query forms or the [query form editor](#).

Simple query when *not* logged in:



Simple query when *logged in*:



With closed dropdown menu

With open dropdown menu

2. In the menu area on the left there is the toolbar .
3. The query form area contains the icons for switching to the advanced query  / , the query field , the timeline , the “Search” button  with the checkbox ☒  Nur Datensätze mit Bildern ausgeben (“Return only records with images”).

ii. **Query scope** (see also the item “Datenumfang” in the menu on the BODO homepage)

1. The [simple query](#) searches the following data fields: object type, material, location, image content (to query images by using keywords), dating, description, and discussion. No dating restriction is made when no changes to the timeline are made.
2. Hierarchically [subordinate data fields](#) (occur, for example, with location or image content fields) are not searched.
3. In a query with multiple search terms, only those records are output that contain *all* of the queried search terms. For example, a query with the two search terms “lion” and “goddess” will only output records that contain both “lion” and “goddess”. That is, the simple query joins the individual terms with an AND-[query operator](#) when queried.

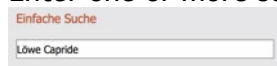
Note: For an OR-query with “lion” or “goddess” (i.e., records containing either “lion” or “goddess”), the “free-text” (i.e., “Freitext” or user-defined text field) search field of the [advanced query](#) can be used. In this case, multiple terms are joined with an OR-[query operator](#) after the query is triggered. An OR-query can also be performed for the “image content” query field in the [advanced query](#) using the [OR-button](#). However, it should be noted that only those data records are output here which

are keyworded with the queried search terms in the “image content” data field. The description and discussion fields are not considered in the “image content” search field, in contrast to the search field of the simple query. As a rule, a query with the same search terms in the “free-text” search field of the advanced query and in the “image content” search field of the former will therefore produce more hits, since the hits in the description and discussion fields are also taken into account here. For the OR-[query operator](#), see also the remarks for the [advanced query](#).

Attention: The search field of the [simple query](#) as well as the search field “Freitext” (free-text) of the [advanced query](#) also searches the description and discussion field of a data record. Regarding the search field “Bildinhalt” (image content) of the [advanced query](#), this results in differences in the results. The search field “Bildinhalt” only queries keywords that were used to tag the represented imagery during data entry. So, if a lion is depicted on an image representation and this image element was assigned to the search field “Bildinhalt” during data entry, this data record is displayed when searching for “Löwe” (lion) using the search field “Bildinhalt.” If, on the other hand, there is no lion on an image representation, i.e. the keyword “Löwe” was not assigned to the search field “Bildinhalt” during data entry, but the lion is mentioned in the description or discussion field, this data record is still output via a search with the term “Löwe” using the search field of the [simple query](#) or the search field “Freitext” of the [advanced query](#), even if no lion is depicted on it. The search field “Bildinhalt” is therefore limited to the represented imagery itself. This means that, as a rule, a search with the same search terms in the search field of the [simple query](#) or the search field “Freitext” of the [advanced query](#) and a search using the search field “Bildinhalt” will return fewer hits in the latter query.

iii. Procedure

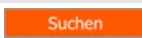
1. Enter one or more search terms separated by a space in the search field.



The screenshot shows a search interface with a header 'Einfache Suche' and a search input field containing the text 'Löwe Capride'.

2. If necessary, adjust the timeline with the two sliders to narrow the query in time.



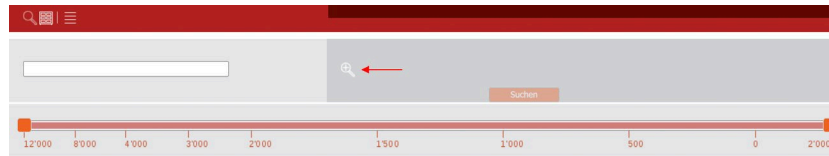
3. Click the “Search” button  to execute the query.

c. Advanced query

If BODO is accessed, the operational area of the [simple query](#) is set by default. Depending on whether you are [logged in](#) to BODO or not, the way to get from the simple query to the advanced query is different.

When not logged in, the magnifying glass icon  is used to switch from the simple query to the advanced query and back. When logged in, hovering the mouse over the icon for selecting the [personal query forms](#)  switches to the [advanced query](#), or accesses the personal query forms and switches back to the simple query.

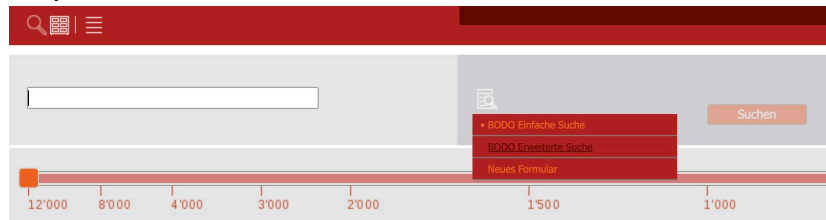
View of simple query when not logged in:



View of simple query when logged in:

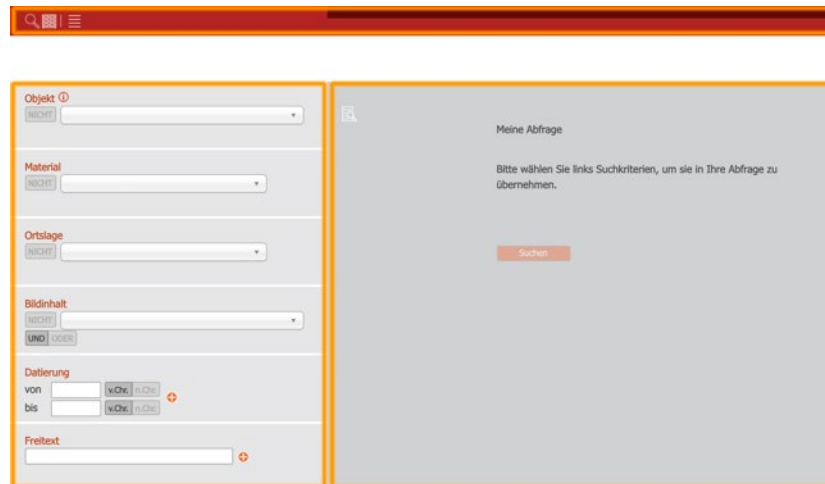


When hovering over the icon for selecting the [personal query forms](#) with the mouse, select the entry “BODO Erweiterte Suche” in the drop-down menu.



i. Operational area

1. The operational area of the advanced query is divided into three parts: the menu area on the top, the query form area on the left, and the query area on the right.



The operational area differs depending on whether you are [logged in](#) or not: if you are not logged in, the magnifying glass icon is used to switch to the [simply query](#); if you are logged in, the icon for selecting the personal query forms is used to switch to the simple query or to access the [personal query forms](#).

Advanced query view when not logged in:

Objekt NICHT

Material NICHT

Ortslage NICHT

Bildinhalt NICHT

Datierung
von
bis

Freitext

Meine Abfrage

Bitte wählen Sie links Suchkriterien, um sie in Ihre Abfrage zu übernehmen.

Advanced query view when logged in:

Objekt NICHT

Material NICHT

Ortslage NICHT

Bildinhalt NICHT

Datierung
von
bis

Freitext

Meine Abfrage

Bitte wählen Sie links Suchkriterien, um sie in Ihre Abfrage zu übernehmen.

2. In the menu area on the left there is the toolbar   .
3. The query form area contains the search fields.

4. The query area displays the query built with the search terms.

ii. General

1. In the [advanced query](#), queries can be composed using various fields and [query operators](#) (see also the explanations on the [query scope](#) of the simple query).
2. Instead of the standard query form of the advanced query (with the search fields object type, material, location, image content [to query images by using keywords], dating and free-text, i.e., “Freitext” or user-defined text field), [registered](#) users can use their [own query forms](#) with individually configured search fields.

iii. Procedure

1. On the initial page of BODO, click on the magnifying glass icon with the plus sign  to the right of the [simply query](#) when you are not logged in, or point the mouse at the personal forms icon  when you are [logged in](#), and select the advanced query (“BODO Erweiterte Suche”) from the drop-down menu that opens.

Note: To switch back to the [simply query](#), click on the magnifying glass icon with the minus sign in the upper left corner of the query area when not logged in, or point the mouse at the personal forms icon when [logged in](#) and select the simple query in the menu that opens.

2. In the query form area, select one or more search terms from the drop-down menus. These are transferred to the query area on the right side after releasing the mouse.
3. To delete the last added search term from a query line, click the remove icon on the right side
4. Click the “Search” button to execute the query. To access the search results directly in the collection module in the collection with the search results instead of on the search results page, click on the checkbox “Direkt im Kollektionsmodul öffnen” (only available when logged in).

☒ Nur Datensätze mit Bildern ausgeben
☐ Direkt im Kollektionsmodul öffnen

5. To delete the query, click the “Abfrage löschen” link next to the “Search” button .

iv. Query options

1. Limit dating

Results can be narrowed down in time with the dating field. Buttons (“v.Chr.”/“n.Chr.”) are used to determine whether the numerical values entered should be interpreted as “B.C.” or “A.D.”. The entered dating is taken over into the query area on the right side with the “apply” button or a carriage return.

Datierung
 von
 bis

2. Exclusion of a search term

By clicking the “NICHT” button to the left of the search field *before* selecting the search term in the drop-down menu, it will be marked “NICHT” in the query, i.e., excluded.

Objekt

Meine Abfrage
 Objekt: NICHT 'Rollsiegel'

3. Multiple search terms from the same search field

With the exception of the search field "image content" (see next paragraph), several search terms from the same search field in the query are connected with the OR-[query operator](#).

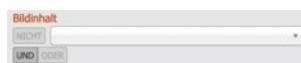
A screenshot of a search query interface. At the top, it says "Meine Abfrage". Below that, in a red box, it says "Objekt: 'Rollsiegel' ODER 'Skaraboid'". There is a small red 'x' icon to the right of the text.

That is, in the example shown, all records are output that have either “Rollsiegel” (“cylinder seal”) or “Skaraboid in the “object type” data field.

Note: The AND-[query operator](#) is not available for the query fields “object type”, “material,” and “location”, because an object cannot represent two different object types at the same time or have been found in two different locations. Currently, the OR-query operator is also used in the “material” query field, even if an object consists of multiple materials and therefore could be searched for material combinations with an AND-query operator. However, since this is very rarely the case, this function is currently not implemented. See also the remarks on the OR-query operator for the [simply query](#).

4. AND/OR: image content

In the “image content” search field (to query images by using keywords), the AND/OR buttons can be used to determine how several search terms are linked together before the search term is transferred to the query. If the default active (dark gray highlighted) [query operator](#) AND is selected, only those entries are output that contain all search terms connected with AND in the query.

A screenshot of a search query interface. It shows a dropdown menu for "Bildinhalt" with "LÖWE" selected. Below the dropdown, there are two buttons: "UND" (highlighted in dark gray) and "ODER".A screenshot of a search query interface. At the top, it says "Meine Abfrage". Below that, in a red box, it says "Bildinhalt: 'LÖWE' UND 'URÄUS'". There is a small red 'x' icon to the right of the text.

5. Subordinate localities

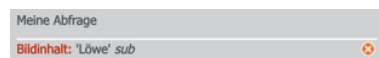
The search field “location” automatically outputs all subordinate locations (e.g., the location "Palestine/Israel" not only outputs those records with the associated search term “Palestine/Israel”, but also those with a location that lie in this area).

6. Semantic subterms

If a search term (e.g., “lion”) has a semantic subterm (e.g., “lion's paw,” “lion's skin”), semantic subterms can be included for the selected search term by answering “Ja” to the question in the dialog box that appears.

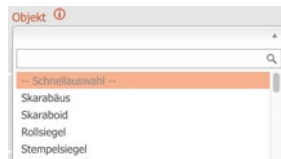
A screenshot of a dialog box titled "Untergeordnete Begriffe". It asks "Möchten Sie untergeordnete Begriffe von 'Löwe' in der Abfrage einschließen?". There are two buttons: "Nein" and "Ja". The "Ja" button is highlighted.

Such search terms are marked in the query with the query operator *sub*.

A screenshot of a search query interface. At the top, it says "Meine Abfrage". Below that, in a red box, it says "Bildinhalt: 'Löwe' sub". There is a small red 'x' icon to the right of the text.

7. Quick selection list

In the search field “object type,” frequently used search terms can be accessed via the “quick selection list”. An individual customization of this list is currently not implemented.

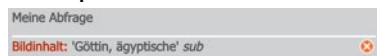


8. Include records without images

Additional results can be displayed by unchecking the checkbox “Nur Datensätze mit Bildern ausgeben” ☐ Nur Datensätze mit Bildern ausgeben. They are listed at the end of the query results.

9. Wildcard search terms

Certain search terms provided in dropdowns represent only thematic generic terms (e.g., “Göttin, ägyptische” [“Goddess, Egyptian”]), which are not searched for themselves. Only their subordinate terms (e.g., Maat, Sakhmet, Hathor) are output. Such placeholder search terms are marked in the query with sub.



10. Free-text query

The user-defined text field (“Freitextsuche”) is identical to the search field of the [simply query](#). For the function, see the explanations for the simple query. In addition, [query operators](#) can be used in the advanced query.

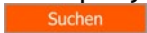
v. Query of record ID

1. If a record ID is known, the associated entry can be called up via the search field “DatensatzID”. The record ID is provided at the end of the [detail view](#) of a record DatensatzID: 33784 or output when [exporting](#) to a document.

Nr.	Objekttyp, Material, Datierung, Herkunft.	ID	Ikonographie
1.	Augenidol, Alabaster, Anfang Frühbronzezeit (3300-3000), Nordsyrien.	743	

2. In order to use the record ID query option, a custom query form must be used, to which the “DatensatzID” search field has been added.



3. Enter the record ID to be searched for in the “DatensatzID” search field (separate multiple record IDs with a comma without a space in between).
4. Transfer the record ID into the query with the „apply” button  or a carriage return.
5. Click the “Search” button  to execute the query.

vi. Query for item groups (beta version)

1. General

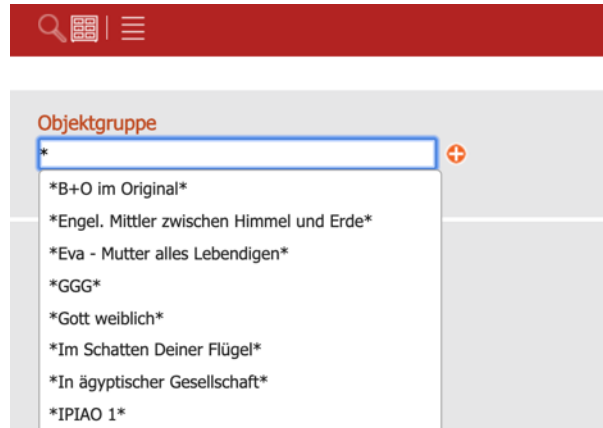
- a. The original object group search field was used for a different purpose in the development of BODO, but will be left in a modified form because useful queries can be created using the procedures or workarounds described below.
- b. Object groups are catalogs or corpora from publications, e.g., the catalog entries from a particular publication such as, for example, “Werbung für die Götter” or the corpus of stamp-seal amulets from Palestine/Israel (in this case, entries from a particular locality).
- c. In addition to output complete object groups, a query within an object group created, e.g., “Akko No. 5” from the corpus of stamp seal amulets.
- d. In order to search for entries in an object group, a personal query form must be created with the help of the [query form editor](#) to which the search field “Objektgruppe” has been added.



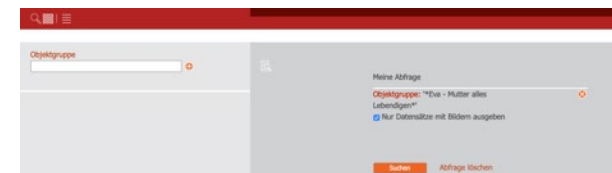
The image shows a user interface for searching object groups. At the top is a dark red horizontal bar containing three white icons: a magnifying glass, a grid, and a hamburger menu. Below this bar is a light gray rectangular area. Inside this area, the word "Objektgruppe" is written in a small, dark font. Below the text is a white rectangular input field. To the right of the input field is a small orange circle containing a white plus sign.

2. Output a complete object group

- a. To display all available object groups, enter the asterisk * in the search field “Objektgruppe”.



- b. By clicking on the selected object group in the drop-down list, you can include it in the query.



Tip: If the object group is known, type the first letter in the “Objektgruppe” search field and select the desired object group from the narrowed selection by clicking with the mouse.



- c. Click the “Search” button **Suchen** to execute the query.

3. Output a specific record of an object group

To search for a specific object group entry or catalog entry, e.g., "Akko Nr. 5" from the object group "Palästinaacorpus," proceed as follows:

- In the search field "Objektgruppe" type the first letter of the desired object group. In the case of the object group "Palästinaacorpus" the letter "p".

- Select the object group *Palästinaacorpus* from the drop-down list with the cursor key (not with the mouse).

- After the catalog name *Palästinaacorpus* in the search field, type in the catalog number, e.g. "5" (several catalog numbers can be entered, separated by a space)..

- Transfer this search term to the query on the right side of the search form with the "Apply" button  or a carriage return

- In the search field "Ortslage," select the location in the drop-down menu with a mouse click, in the current example "Akko".

“Akko” is transferred to the query on the right side of the search form by the mouse click.

Meine Abfrage

Objektgruppe: '*Palästinacarpus*5'

Ortslage: 'Akko (Ptolemais)'

☒ Nur Datensätze mit Bildern ausgeben

f. Click the “Search” button **Suchen** to execute the query.

4. Output all entries of a location from an object group

To output all entries of a location from an object group, e.g., “Akko” from the object group “Palästinacarpus,” proceed as follows:

a. In the search field “Objektgruppe” type in the first letter of the desired object group. In the case of our example for the object group “Palästinacarpus” the letter “p”.

Objektgruppe

- *Palästinacarpus 1*
- *Palästinacarpus 2*
- *Palästinacarpus 3*
- *Palästinacarpus 4*
- *Palästinacarpus 5*
- *Palästinacarpus*

Meine Abfrage

Bitte wählen Sie links Suchkriterien, um sie in Ihre Abfrage zu übernehmen.

Suchen

b. Select the catalog *Palästinacarpus* from the drop-down list with the mouse.

Objektgruppe

- *Palästinacarpus 1*
- *Palästinacarpus 2*
- *Palästinacarpus 3*
- *Palästinacarpus 4*
- *Palästinacarpus 5*
- *Palästinacarpus*

Meine Abfrage

Bitte wählen Sie links Suchkriterien, um sie in Ihre Abfrage zu übernehmen.

Suchen

Palästinacarpus is transferred to the query form on the right side by clicking on it with the mouse.

Meine Abfrage

Objektgruppe: '*Palästinacarpus*'

c. In the search field “Ortslage” select the location with a mouse click, in the current example “Akko”.

The screenshot shows a search interface with two main panels. The left panel has a search bar labeled 'Ortslage' with a dropdown menu open. The dropdown menu lists 'Akko (Ptolemais)', 'Küste von Akko', and 'Ptolemais (Akko)'. The right panel, titled 'Meine Abfrage', shows the current query: 'Objektgruppe: *Palästina*'. Below this, there is a checkbox labeled 'Nur Datensätze mit Bildern ausgeben' which is checked. At the bottom of the right panel are two buttons: 'Suchen' (Search) and 'Abfrage löschen' (Clear query).

“Akko” is transferred to the query form on the right side by clicking on it with the mouse.

The screenshot shows the 'Meine Abfrage' (My Query) form. It contains two fields: 'Objektgruppe: *Palästina*' and 'Ortslage: Akko (Ptolemais)'. Each field has a red 'X' button to its right, likely for clearing the field.

d. Click the “Search” button **Suchen** to execute the query.

vii. Query operators

Query operators can be used to create complex queries. In the following the available query operators are explained.

The following query operators are available in the search field “Bildinhalt”:

1. AND/OR

In the search field “Bildinhalt” you can determine which query operator connects several search terms. The default query operator is “AND” **UND** **ODER**. This means that if, for example, the terms “Löwe” and “Göttin” are included in the query, they are linked with the query operator “AND”.

The screenshot shows the 'Meine Abfrage' (My Query) form. It contains one field: 'Bildinhalt: Löwe UND Göttin'. There is a red 'X' button to the right of the field.

Accordingly, only entries are found that have both terms in the data field „Bildinhalt”.

If entries are to be found that have either one (e.g., “Löwe”) or the other (e.g., “Göttin”), then the two terms must be connected with the query operator OR. To create an OR-query, the first term is selected from the drop-down menu, e.g., “Löwe,” then the query operator “OR” **UND** **ODER** is clicked, and then the second term, e.g., “Göttin” is selected from the drop-down menu.

The screenshot shows the 'Meine Abfrage' (My Query) form. It contains one field: 'Bildinhalt: Löwe ODER Göttin'. There is a red 'X' button to the right of the field.

Tip: By combining these two query operators, complex AND/OR queries can be created. For a query with two OR brackets, e.g., (A OR B) AND (C OR D), first enter A, then B with the operator OR, then C with the operator “AND” and finally D with the operator “OR”.



Meine Abfrage

Bildinhalt: ('Löwe' ODER 'Göttin') UND
('Pferd' ODER 'Gott')

Note: A query with two AND brackets, e.g., (A AND B) OR (C AND D) is currently not implemented. However, the same result can be achieved if two queries are performed (“A AND B” as well as “B and C”) and the two query results are merged into one collection in the [collection module](#).

Attention: In the search field “Freitext” of the [advanced query](#) the plus sign must be used instead of the query operator “AND,” otherwise the term “AND” in the search field “Freitext” will be treated as a search term and not as a query operator. If several search terms are entered in the field “Freitext” without a leading plus sign, these will be combined with the “OR” search operator during the query (for the whole, see also below point 3 “Pluszeichen [+]”).

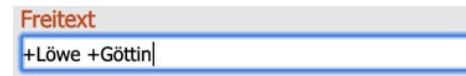
A query with the terms “Löwe” and “Göttin” in the [simple query](#) thus corresponds to “+Löwe +Göttin” in the search field “free text” of the [advanced search](#).

Simple query



Löwe Göttin

Search field “Freitext” of the advanced query



Freitext

+Löwe +Göttin

The following query operators are available in the search field “Freitext”:

2. Asterisk [*]

The asterisk character serves as an abbreviation or wildcard operator. Unlike other operators, it is appended to the search term. A match is given for words that begin with the word preceded by the asterisk. E.g., Löwe* finds “Löwe”, “Löwentatze”, “Löwenfell” etc.

Umlauts are not differentiated. *Baum** finds “Baum”, “Baumszepter”, “Bäumchen”, but also “bäumt” (sich auf). To find only “Baum”, the search term must be enclosed in quotation marks. See no. 5 below.

Note: The asterisk cannot be used preceding a term, e.g., *tatze to find “Löwentatze” or “Katzentatze”.

3. Plus sign [+]

A leading plus sign indicates that the associated word *must* be present in each record output. E.g., +Löwe +Zweig +Göttin will only output entries that contain *all* three keywords (Löwe AND Zweig AND Göttin).

Attention: If the plus signs are omitted (Löwe Zweig Göttin), an OR-query is executed (Löwe OR Zweig OR Göttin). Every entry that contains either “Löwe”, “Zweig,” or “Göttin” will be output.

4. Minus sign [-]

A leading minus sign indicates that this term *must not* be present in the output entry. E.g., +Capride +Mond -Skaraboid only outputs entries with the keywords “Capride” and “Mond” which do not contain “Skaraboid”.

5. Quotation marks ["..."]

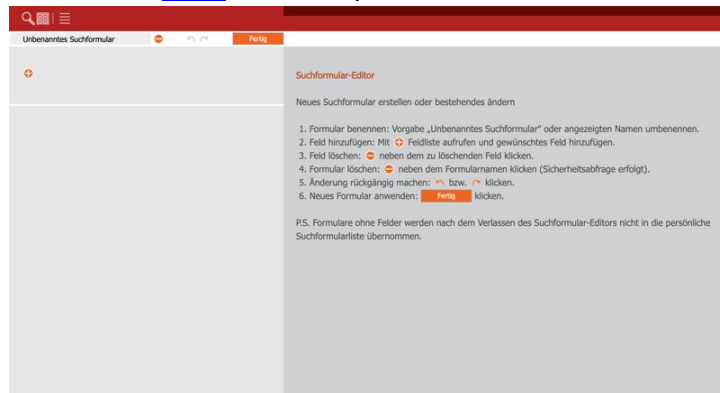
Only records are returned that contain the character string enclosed in double quotation marks. E.g., *Altes Testament* finds “Altes Testament” but not “Alte Testament”.

6. Round brackets ()

Round brackets are used to combine terms into expressions. Expressions in parentheses can be nested. E.g., +Löwe +(Zweig Göttin) [corresponds to “Löwe AND (Zweig OR Göttin)"] finds entries containing “Löwe” and “Zweig” or “Löwe” and “Göttin”.

d. Query form editor

With the query form editor, query forms with individually configured search fields can be created and edited. In order to use the function, a [login](#) with the personal access data for BODO is necessary.



i. Create

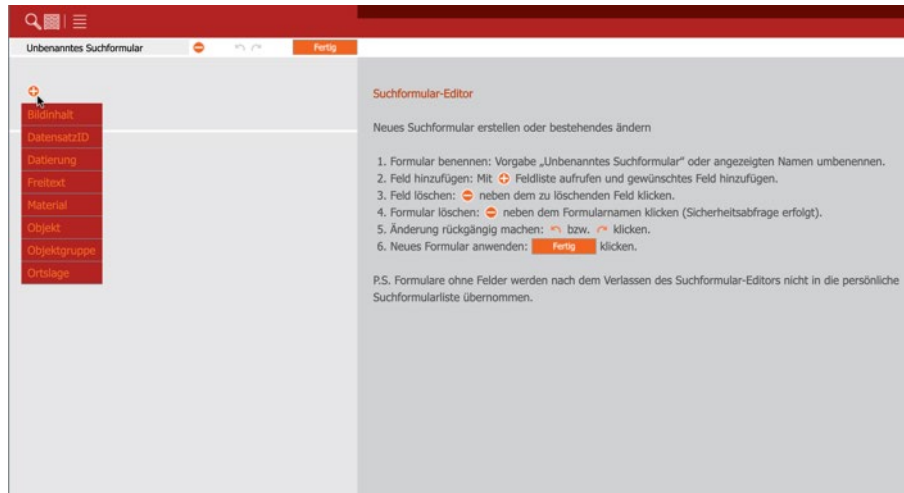
1. In the [advanced query](#), hover over the personal forms icon  and select “Neues Formular” from the drop-down menu.



2. Rename the default “Unbenanntes Suchformular” with a personal query form name (e.g., “My query form”).



3. To add a search field to the personalized query form, use the button  to call up the search field list and click on the one you need.



The added search field is now available in the individual query form.

Unbenanntes Suchformular [minus] [undo] [redo] [Fertig]

DatensatzID [plus]

Suchformular-Editor

Neues Suchformular erstellen oder bestehendes ändern

1. Formular benennen: Vorgabe „Unbenanntes Suchformular“ oder angezeigten Namen umbenennen.
2. Feld hinzufügen: Mit [plus] Feldliste aufrufen und gewünschtes Feld hinzufügen.
3. Feld löschen: [minus] neben dem zu löschenden Feld klicken.
4. Formular löschen: [minus] neben dem Formularnamen klicken (Sicherheitsabfrage erfolgt).
5. Änderung rückgängig machen: [undo] bzw. [redo] klicken.
6. Neues Formular anwenden: [Fertig] klicken.

P.S. Formulare ohne Felder werden nach dem Verlassen des Suchformular-Editors nicht in die persönliche Suchformularliste übernommen.

Note: Currently, the following fields can be added to a customized query form: object, material, location, image content (to query images by using keywords), dating, description, discussion, object group, and record ID. I.e., the search fields of the advanced query are extended by two search fields: record ID and object group. In principle, this list could be extended to over 200 more data fields available in BODO. The current list of search fields will be extended in the future.

4. To add more search fields, repeat step 3.
 5. To remove a search field from the customized form, click the button [minus] to the right of it.
 6. If necessary, work steps can be undone with the undo button [undo] or restored with the restore button [redo].
- To save the customized query form in the personal query form list, exit the query form editor by clicking the “done” button



Note: If a personalized query form is created, it will be automatically activated and takes the place of the [advanced query](#) form, which will be deactivated. Thus, there are always only two query forms to choose from: the simple query and advanced query form or the simple query and a personalized query form.

7. To cancel the generation of a personal query form, exit the query form editor by clicking the button [minus] next to the query form name.

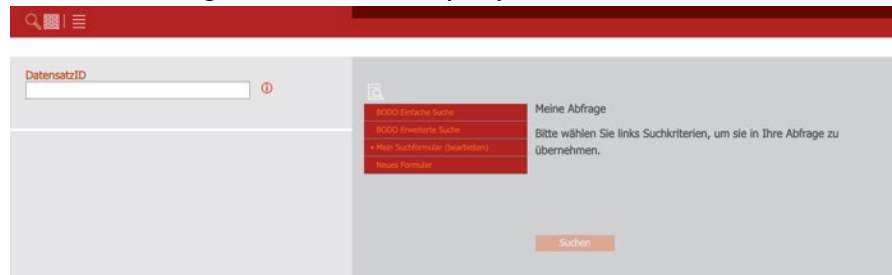
ii. Activate

1. While logged in, hover the mouse over the personal form icon [personal form icon].

2. Select the customized query form to be activated in the drop-down menu with the mouse.



3. After activating the customized query form, it is marked as active by a dot in front of its name.



In this example, the customized query form named “Mein Suchformular” contains only the search field “record ID”. More could be added.

iii. Edit

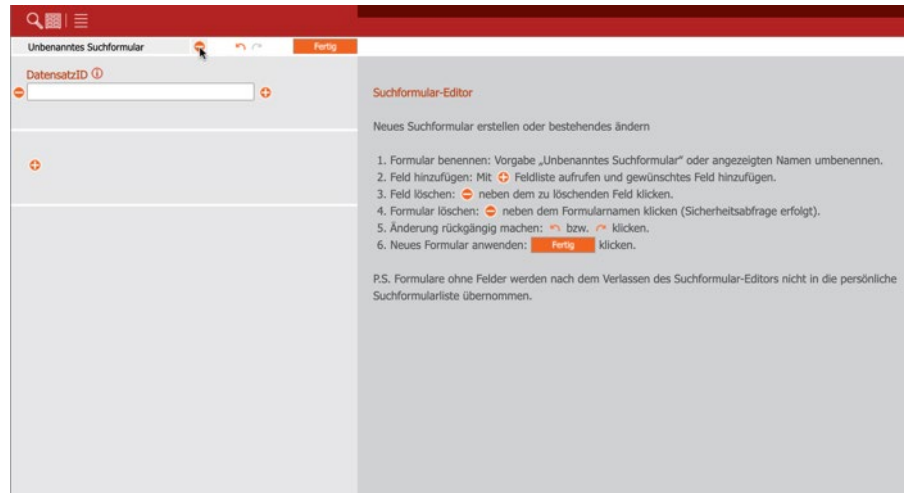
1. The customized query form to be edited must be activated (to activate a customized query form see the previous paragraph).
2. Hover with the mouse over the customized query form icon  and click on the link “(bearbeiten)” in the drop-down menu behind the name of the active custom query form to open the form in the query form editor.



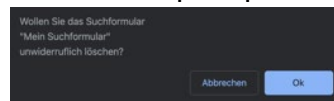
3. To remove a search field from the customized query form, click the button  to the left of the search field in the query form editor.
4. To add a search field, click the button  in the query form editor and click the chosen search field in the list of fields.
5. To save changes and exit the query form editor, click the “done” button  **Fertig**.

iv. Delete

1. Hover with the mouse over the personal query form icon  and click the “(bearbeiten)” link in the drop-down menu behind the name of the active individual query form to open the form in the query form editor.
2. To delete the customized query form, click the button  next to the query form name.



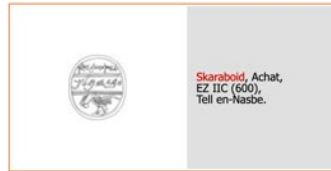
3. Confirm the prompt for deleting the customized query form with “Ok”.



e. Query results

i. General

1. Query results are displayed on the result page with the most important object data (object type, material, dating, location) and a thumbnail of the object.



ii. Operational area

1. The operational area of the query results is divided into two parts: the search criteria and the number of search results are displayed at the top of the menu area in the middle and on the right, and the search results are displayed at the bottom. Tools are available above the search results. When not logged in, these are: “Neue Abfrage” (New query) and “Abfrage ändern” (Change query). When logged in, sorting and print options are added.

Suchkriterien Objekt: Skaraboid Resultate: 574

Neue Abfrage Abfrage ändern

	Wiesel-Skaraboid, Kalkstein, EZ IIC (600), Mesopotamien/Elam.		Fuchs-Skaraboid (7), Kalkstein, Späte Uruk-Zeit (3500-3100), Mesopotamien/Elam.		Kalb-Skaraboid, Kalkstein, Späte Uruk-Zeit (3500-3100), Mesopotamien/Elam.		Stier-Skaraboid, Kalkstein, Späte Uruk-Zeit (3500-3100), Mesopotamien/Elam.		Wildschwein-Skaraboid, Kalkstein, Späte Uruk-Zeit (3500-3100), Mesopotamien/Elam.
	Gelen-Skaraboid, Kalkstein, Späte Uruk-Zeit (3500-3100), Mesopotamien/Elam.		Löwenkopf-Skaraboid, Kalkstein, Späte Uruk-Zeit (3500-3100), Mesopotamien/Elam.		Skaraboid, Kalkstein, EZ IIA (1000-800), Palästina/Israel.		Skaraboid, Kalkstein, EZ IIA (1000-800), Palästina/Israel.		Skaraboid, Kalkstein, EZ IIA-EZ IIB (1000-800), Palästina/Israel.
	Skaraboid, Kalkstein, EZ IIA-EZ IIB (1000-800), Palästina/Israel.		Skaraboid, Kalkstein, EZ IIA-EZ IIB (1000-800), Palästina/Israel.		Skaraboid, Kalkstein, EZ IIA-EZ IIB (1000-800), Palästina/Israel.		Skaraboid, Knochen, EZ IIA-EZ IIB (1000-800), Palästina/Israel.		Skaraboid, Knochen, EZ IIA-EZ IIB (1000-800), Palästina/Israel.
	Skaraboid, Kalkstein, EZ IIA-EZ IIB (1000-800), Palästina/Israel.		Skaraboid, Kalkstein, EZ IIA-EZ IIB (1000-800), Palästina/Israel.		Skaraboid, Kalkstein, EZ IIA-EZ IIB (1000-800), Palästina/Israel.		Skaraboid, Knochen, EZ IIA-EZ IIB (1000-800), Palästina/Israel.		Skaraboid, Knochen, EZ IIA-EZ IIB (1000-800), Palästina/Israel.
	Skaraboid, Harz, EZ IIB-EZ IIC (800-600), Syrien.		Skaraboid, Fayence, EZ IIA-EZ IIB (1000-700), Palästina/Israel.		Skaraboid, Hirschgeweih, EZ IIB-EZ IIC (Ende 8-7. Jh.), Palästina/Israel.		Skaraboid, Kalkstein, EZ IIB (900-700), Phönizien.		Skaraboid, Kalkstein, EZ IIB (900-700), Nordsyrien/ Phönizien.

8000 25.1.2019-2019 wurde ermöglicht durch: Gert Hof Stiftung Schweizerische Akademie der Geisteswissenschaften Schweizerischer Nationalfonds Universität Freiburg EMBL-Genent Museum

— GERT HOF STIFTUNG —

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- In the menu area, the toolbar is located on the left and at the top center, the search criteria and the hits of the current search are displayed.

iii. Navigate record details

- Clicking on a query result displays its detail view.



Query result



Detail view of the record

Objekt: Ton, 76 x 36 x 28 mm.
Datierung: Keramisches Neolithikum (6400-5800) (Halaf-Kultur, zuletzt gebannt vor 3400 und 5200 Jahren).
Herkunft: Nordsyrien, Fundkontext unbekannt.
Sammlung: Fribourg, Sammlungen BIBEL+ORIENT, Vfig 1995.11.
Darstellung: Die Figur charakterisiert eine überdimensionierten, verdickten Beine und Hüften. Die gespreizten Unterschenkel laufen in sich verjüngenden Enden aus. Die Unterarme halten die oberen Brüste. Hals und Kopf als Fortsetzung des Körpers modelliert. Der Kopf endet mit einem abgerundeten Vordringung, wahrscheinlich eine Art Kopfbedeckung. Die Nase ist stilisiert, die Augen und wahrscheinlich auch die Ohren sind durch Bemalung wiedergegeben. Beide Seiten des flachen Gesichts sind von braunen Punkten umgeben, die ein Tätowierung gedeutet werden können. Braunschwarze bis orangebraune waagerechte Streifen verzierten die Arme und den Hals, letztere wohl als Andeutung eines Halschmucks. Weitere bemalte Streifen verlaufen rund um die Beine und am hinteren Teil der Taille entlang (vielleicht Reste eines bemalten Gürtels).
Diskussion: Terrakottafiguren dieses Typs (siehe auch Keel/Schroer 2006 : Nr. 3, 4) sind in Nordmesopotamien und Nordsyrien in großer Zahl gefunden worden, so in den Ausgrabungen von Tell Halaf, Chagar Bazar, Type Gawn, Arpasya, Tell Kaschschak u.a. (Hühnig/Tig 1970 : Nr. 599-611). Die Tradition dieser Figuren lässt sich bis ins 9. Jahrtausend v. Chr. ins voreramische Neolithikum A zurückverfolgen, wie es am Karmel, im Jordanland (Dat. 1), Tessier/Noi 1993 : 31-40) und im mittleren Euphrat in Murabit bemerkt ist (Gauthier 1995 : 48). Im voreramischen Neolithikum B im 8.-7. J. v. Chr. finden sie sich in Raschi bei Ivra, in 'Ain Ghazal bei Amman, am oberen Euphrat in Calat Hopsik und am oberen Tigris in Capoun, also in einem immer deutlich größeren Gebiet als im voreramischen Neolithikum A (Gauthier 1995 : 44, 48, 59, 122, 145). Diese Figur und die zwei Figuren aus Keel/Schroer 2006 : Nr. 3, 4 zeigen zahlreiche gleiche Merkmale. Körperbau und Auffassung sind identisch, die mit Streifen bemalten Arme halten die voluminösen Brüste und treffen sich in der Körpermitte unter den Brüsten; die überdimensionierten Hüften und Beine sind leicht mit einem Maskulaturhaken modelliert. Die Kopfbedeckungen hingegen weichen stark voneinander ab. Die Figuren aus Keel/Schroer 2006 : Nr. 3, 4 haben markenwürdige Kopfbedeckungen, für die es keine Vergleichstücke gibt. Bei Stücken aus kontrollierten Ausgrabungen ist der Kopf allerdings häufig weggebrochen. Die spezielle Kopfbedeckung könnte eine bestimmte gesellschaftliche Rolle andeuten oder Attribut einer bestimmten Erscheinungsweise der Götter gewesen sein. Die Bemalung in Streifen ist ein Kennzeichen der neolithischen Plastik im Vorderen Orient. In den nachfolgenden Epochen wird sie z. B. durch eingetrennten oder aufgetragenen Dekor ersetzt. Die Interpretation der aufgetragenen Streifen ist schwierig; sie könnten u. a. für die Bekleidung stehen. Manche nehmen an, dass Krieger damals aus mehreren Gewändern und danach zusammengehaltenen Bändern bestanden hätten. Es ist aber auch denkbar, dass die Streifen eine Körperbemalung darstellen und die Zugehörigkeit zu einem bestimmten Clan zum Ausdruck brachten und/oder magische Bedeutung hatten.
Bibliographie: Keel 2003a : 126, Nr. 111; Keel/Schroer 2006 : 45-47; Nr. 2; Rammeyer et al. 2004 : 54; Keel et al. 2007 : 41, Nr. 21; Keel 2008 : 36, Nr. 22.
DatensatzID: 732
Permanenter Link: https://hodo.unifi.ch/hodo/id/732

- A click on the “close” icon  in the toolbar of the detail view leads back to the query result page.
- Two navigation options are available at the detail view level:
 - Use the right arrow key to forward one page, and the left arrow key to go back one page.
 - Use the combination of shift key + right arrow to forward ten pages, use the shift key + left arrow key to go back ten pages.

iv. Show bibliographic information

- By moving the mouse over a bibliographic abbreviation (indicated by red text color with underlining), the complete bibliography of the bibliographic abbreviation is displayed as a tooltip.

Darstellung: In waagrechtlicher Anordnung nach links galoppierender Reiter in typisch persischer Tracht; er sticht einen davon rennenden Löwen mit seinem Speer in den Nacken; der Löwe dreht den Kopf zurück; vgl. [Keel 2013](#): Gat Nr. 1 mit Parallelen; Samaria: [Crowfoot/Crowfoot/Kenyon 1957](#): pl. 15:15 und die graeco-persischen Siegel bei [Boardman 1970](#): Nr. 863 und 888 (beide mit Hirsch) und [Boardman 1970](#): Nr. 895 und 896 (beide mit Hirsch). Unter dem Pferd: Hirsch. Crowfoot J.W./Crowfoot G.M./Kenyon K.M., 1957, The Objects from Samaria. Samaria-Sebaste III, London.

- Clicking a bibliographic abbreviation expands the entire bibliography of a section (e.g., “Herkunft”, “Darstellung”, or “Bibliographie”). Clicking a bibliographic abbreviation again in the same section collapses the bibliography.

Darstellung: In waagrechter Anordnung nach links galoppierender Reiter in typisch persischer Tracht; er sticht einen davon rennenden Löwen mit seinem Speer in den Nacken; der Löwe dreht den Kopf zurück; vgl. [Keel 2013](#): Gat Nr. 1 mit Parallelen; Samaria: [Crowfoot/Crowfoot/Kenyon 1957](#): pl. 15:15 und die graeco-persischen Siegel bei [Boardman 1970](#): Nr. 863 und 888 (beide mit Hirsch) und [Boardman 1970](#): Nr. 905 und 925 (beide mit Wildschwein); unter dem Pferd die wahrscheinlich aramäische Inschrift *tjln*; keine Umrahmung.

[Boardman 1970](#): Boardman J., 1970, Greek Gems and Finger Rings. Early Bronze Age to Late Classical, London.

[Crowfoot/Crowfoot/Kenyon 1957](#): Crowfoot J.W./Crowfoot G.M./Kenyon K.M., 1957, The Objects from Samaria. Samaria-Sebaste III, London.

[Keel 2013](#): Keel O., 2013, Corpus der Stempelsiegel-Amulette aus Palästina/Israel. Von den Anfängen bis zur Perserzeit. Katalog Band IV: Von Tel Gamma bis Goschrim (OBO.SA 33), Freiburg Schweiz/Göttingen.

v. Cross-references

1. A red colored catalog number behind a bibliographic entry in the object description is a cross-reference to the corresponding entry in BODO, which can be accessed by a mouse click (cf. below “Keel 2010a: Tell el-Far’a-Nord Nr. **10**”).

23.47.4; Tell en-Nasbe: [McCown 1947](#): pl. 54,23; aber auch aus dem Gebiet des Nordreichs gibt es einige Belege: [Keel 2010a](#): Tell el-Far’a-Nord Nr. **10**; Megiddo: [Lamon/Shipton 1939](#): pl. 73,8; Tel Rehov: [Keel/Mazar 2009](#): 58* fig. 1-2,17;

2. If there are several catalog numbers connected with a hyphen, a mouse click with pressed Command key (Mac) or Control key (PC) opens a menu that allows to access a specific entry of the catalog number group (see below “Keel-Leu 1991: Nr. **80-82**”).

des 7. Jh. (Erbstück, Findling) stammt ein Beleg aus Buseira in Edom: [Eggler/Keel 2006](#): Buseira Nr. **10**; vgl. weiter [Keel-Leu 1991](#): Nr. **80-82**; zur Bedeutung und dem Versuch einer Deutung auf JHWH vgl. [Keel/Uehlinger 1992](#): 155; [Keel 2007](#): 205f

[Keel-Leu 1991](#): Jmrandung.

Nr. 80	we 1936 : no. SA.13, pl. 25; Albright 1943 : 31f, § 18, 194, no. 1407, pl. 29:7; Keel 1978 : 102, Abb. 34;
Nr. 81	92 : 158; Keel 2007a : 205, Abb. 123; Keel 2010 : 62f, Bet-Mirsim Nr. 45; IDD : Ostrich Nr. 10.
Nr. 82	

f. Printing/exporting of data

Data can only be exported and printed via the collection module (see [here](#)). In order to use the collection module, [registration](#) and [login](#) to BODO is necessary so that the individual data can be managed.

g. Download of images

Images can only be downloaded via the collection module (see [here](#)). In order to use the collection module, [registration](#) and [login](#) to BODO is necessary so that the individual data can be managed.

2. Collection module

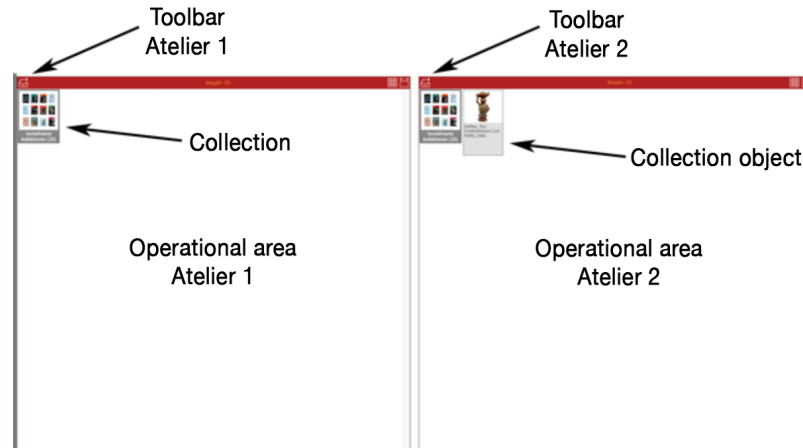
a. General

- i. In the collection module, customized collections with data from BODO (hereinafter "collection objects") can be created, managed, shared and evaluated.
- ii. In order to use the collection module, [registration](#) and [login](#) to BODO is necessary so that the individual data can be managed.
- iii. The collection module is opened by clicking the icon “collection module”  in the toolbar.

b. Operational area

i. Ateliers

The collection module consists of two ateliers, each with a toolbar and an operational area. The ateliers contain collections and collection objects.



ii. Toolbar

1. Tools

The toolbar of the ateliers shows on the left the tools available for each function. 

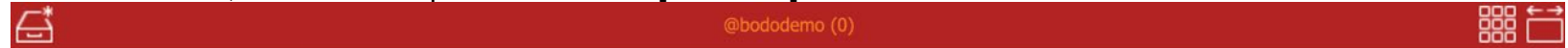
2. Views

- On the right side of the toolbar are the icons for switching the view.
- Clicking the “full view” icon  expands the current atelier to the full width of the collection module. The “split view” icon  reduces the full view so that both ateliers are visible.
- A click on the “slide view on” icon  hides the text areas of collections and collection objects and changes the icon to “slide view off” . Clicking on the “slide view off” icon  shows the text areas again and changes the icon to “slide view” .

3. Collection path

- In the center of the toolbar the collection path is indicated, which shows the hierarchical position of the current collection or collection object within the collection module.

- b. At the main level, the collection path consists of @[username].



- c. On the first level lower than the main level, the full name of the currently opened collection is displayed in orange color.



- d. On the second sublevel and the following ones, the path is shortened to “...” followed by the name of the currently opened collection in orange color.



- e. A click on the shortened collection path shows the full path (all other toolbar elements are hidden in the full path view).



N.B. If the collection path is longer than the atelier width, horizontal and vertical scroll bars are displayed so that the entire collection path can be brought into view.

- f. A click on the orange collection name at the end of the path hides it again.
g. Behind the collection path, the number of personal collections and collection objects on the current hierarchy level are shown in round brackets. The following example shows that there are ten collection objects in the subcollection “Altar”.



Note: The collection with the predefined collections, the query result collection, and the shared collections are not counted in the brackets. Accordingly, when the collection module is used for the first time, there is a “0” in the brackets (see point “b” above), although the collection with the predefined collections is present on the main level.

- h. If collections and/or collection objects are selected, their number is shown in square brackets after the number of collections and collection elements. The following example shows that in the collection “OBO 200”, which has 486 collection objects, no collection but one collection object is selected.

@bododemo » Vordefinierte Kollektionen » OBO 200 (486) [0+1]								
								
Rollsiegel, Marmor, Uruk IVa (3400-3200) bzw. Susa 17-Zeit (3400-3200), Mesopotamien/Elam	Rollsiegel, Amphibolith, Uruk IV (3400-3200) bzw. Susa 18-Zeit-Susa 17-Zeit (3400-3200), Mesopotamien/Elam	Rollsiegel, Diorit, Uruk IV-Uruk III (3400-3000) bzw. Susa 18-Zeit-Susa 16-15-Zeit (3400-3000), Nordsyrien/Mesopotamien/	Rollsiegel, Marmor, Uruk IV-Uruk III (3400-3000) bzw. Susa 18-Zeit-Susa 16-15-Zeit (3400-3000), Mesopotamien/Iran	Rollsiegel, Serpentin, Uruk IV-Uruk III (3400-3000) bzw. Susa 18-Zeit-Susa 16-15-Zeit (3400-3000), Mesopotamien/Elam	Rollsiegel, Marmor, Uruk IV-Uruk III (3400-3000) bzw. Susa 18-Zeit-Susa 16-15-Zeit (3400-3000), Mesopotamien/Iran	Rollsiegel, Marmor, Uruk IV-Uruk III (3400-3000) bzw. Susa 18-Zeit-Susa 16-15-Zeit (3400-3000), Nordsyrien/Mesopotamien/	Rollsiegel, Diorit, Uruk III (3200-3000) oder eventuell Uruk IV-Uruk III (3400-3000) bzw. Susa 16-15-Zeit (3200-3000), Nordsyrien/	Rollsiegel, Hämatit Talk, Uruk IV-Uruk III (3400-3000) bzw. Susa 18-Zeit-Susa 16-15-Zeit (3400-3000), Nordsyrien/

iii. Navigating the collection module

The collection module allows to create sub-collections without any restrictions. To navigate in the collection hierarchy, the following options are available:

1. Opening a collection with a double click leads to the next lower level.
2. Closing a collection by clicking the “close” icon  in the atelier toolbar leads to the next higher level
3. Clicking on a gray collection name in the [full collection path](#) leads to the corresponding collection.

@bododemo » OBO-Publikationen » Corpusbände » Palästina corpus » Palästina corpus 1 (2138)

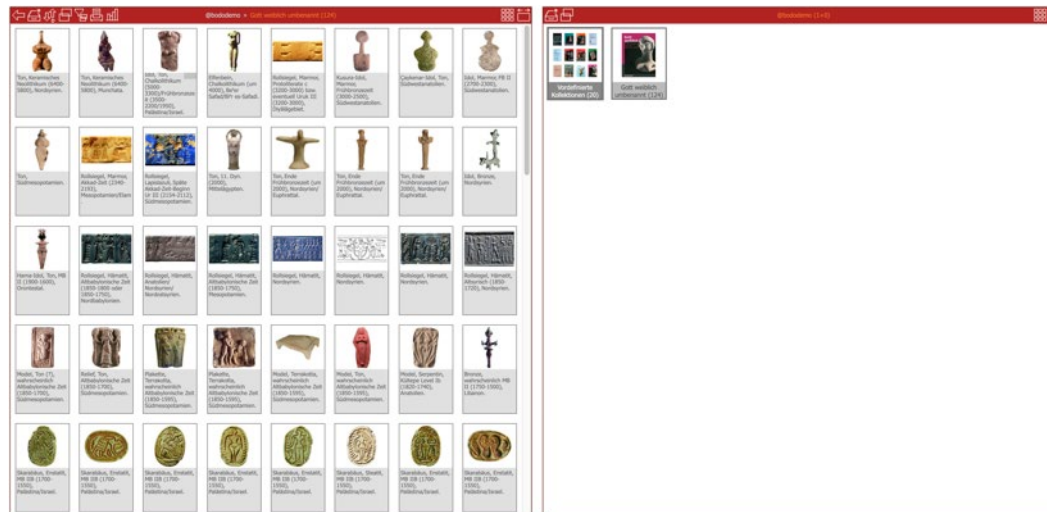
c. Collections

i. General

1. A collection contains a group of collection objects and/or other collections.
2. A closed collection consists of a label and a text area with the collection name and the number of included collection objects in brackets.

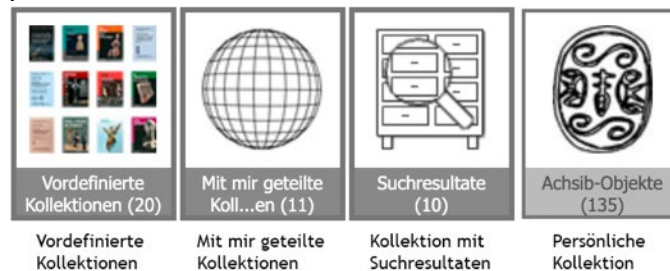


3. An open collection equals the operational area of an atelier. The following picture shows an atelier with two closed collections on the right, and an open collection in the atelier on the left.



ii. Collection types

There are four collection types: predefined collections, collections shared with me (only visible when a collection has been shared with me), a query result collection (only visible after a query has been made in the query module), and personal collections. Only personal collections can be deleted.



1. Predefined collections

The collection with the predefined collections provides collections that can be used as a starting point for own collections without having to create them via a query. Predefined collections can neither be modified nor deleted.



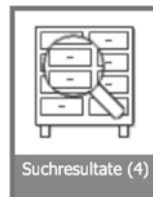
2. Collections shared with me

The collection “Mit mir geteilte Kollektionen” contains collections that others have [shared](#) with me. It is visible only when others have shared collections with me. It is no longer visible when no more collections are shared with me.



3. Query result collection

If a query was executed in the [query module](#), a collection with the query results appears on the main level of the atelier. It contains the query results of the last query executed in the query module



The query result collection can neither be modified nor deleted, but its content can be recreated by a new query in the query module. Besides the predefined collections, it represents the second method of providing data for personal collections. In order to transfer the data of the collection with the query results completely into a personal collection, it can be copied by [moving](#) it to the other atelier. Changes (collection name, collection content) can now be made to this copy of the collection as it has become a personal collection.

Note: Since the collection with the query results cannot be modified, moving it causes it to be copied. I.e., a simple drag & drop of the collection with the query results into the other atelier copies it. The search results collection itself remains intact.

4. Personal collections

Personally created or customized collections are positioned on the main level after the collection with query results. In a subcollection, they are positioned at the beginning of the collection. If there are collection objects in the subcollection, they are positioned after them.



- a. Personal collections are sorted alphabetically by their name.
- b. Unlike the predefined collections, shared collections and the collection with query results, personal collections do not have a dark gray, but a medium gray frame and text block.
- c. [Collection name](#) and [label](#) can be chosen freely.
- d. Personal collections can be [created](#), [deleted](#), [sorted](#), [copied](#), [moved](#), [shared](#), and [evaluated](#).

iii. Open a collection folder

Double-clicking a collection label opens a collection. If the collection to be opened contains a large number of collection objects or if the Internet connection is slow, an orange bar below the collection path shows the loading progress. The arrow terminates the loading process.



Note: Opening a collection with 1,000 collection objects takes about 5 seconds the first time with an Internet connection with a download speed of 400 Mbit/s. With a collection size of 5,000 objects, a loading time of about one minute can be expected the first time. If the same collection is opened again later, loading from the browser's memory takes only a fraction of a second.

iv. Close a collection folder

Clicking the “close” icon  in the atelier toolbar closes the collection and leads to the next higher level of the collection module.

v. **Collection objects**

1. The contents of a collection are collection objects and/or collections. These can also be located on the main level of the collection module. In the following screenshot, the main level of the collection module contains the collection with the predefined collections, a collection named “B+O im Original”, and a single collection object.

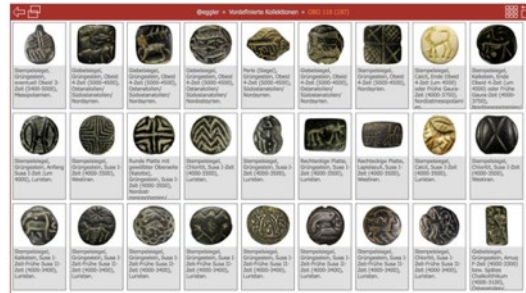


Note: After the [collection path](#), there is "1+1" in brackets. It indicates that the main level contains a collection and a collection object (the collection with the predefined collections is not counted, because it is always present on the main level).

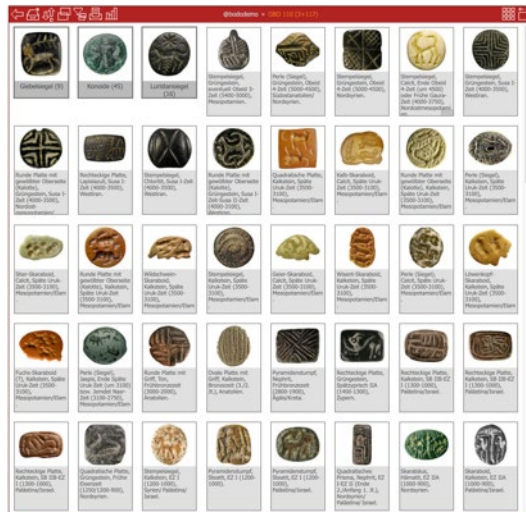
2. A collection object consists of a thumbnail image of the object and a text area with the most important object data: object type, material, dating and location. Collection objects have a fine frame and a light gray text field. I.e., collection objects look like [query results](#), but can be [copied](#), [moved](#), or [deleted](#).



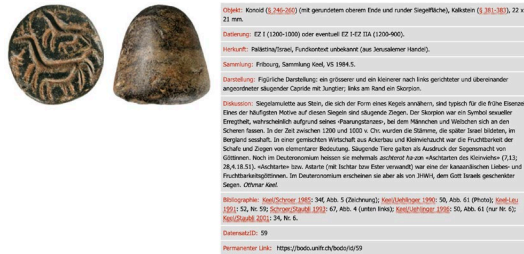
3. When a collection is opened, its collection items are shown in chronological order.



4. If a collection contains collections as well as collection objects, the collection objects appear *after* the collections. In the following screenshot, three collections are shown at the top left, followed by collection objects.



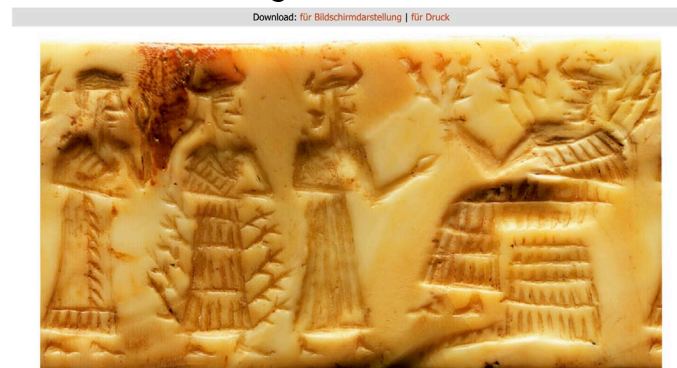
5. Double-clicking on a collection object leads to the detail view of the record.



6. Clicking on an image leads to the enlarged image and the download links for the image.



7. To download an image click on the download link “Bildschirmauflösung” (screen resolution) or “Druckqualität” (print quality).



8. Clicking on the download link “Bildschirmauflösung” will download the image in jpg-format of max. 800x600 pixels in the quality for screen display (e.g., for Powerpoint presentations).

9. Clicking on the download link “Druckqualität” (print quality) download a print quality image in tiff-format with a resolution of 300 dpi for photos or 600 dpi for line drawings.

Bildrechte

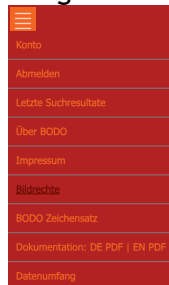
Der Abdruck in wissenschaftlichen Publikationen ist nach vorgängiger Rücksprache gebührenfrei.

Für populärwissenschaftliche bzw. kommerzielle Publikationen werden Publikationsgebühren erhoben.

Für den elektronischen Versand von druckfähigem Bildmaterial fallen Bearbeitungskosten von CHF 15.– pro Bild an.



10. The reprinting of images in scientific publications is free of charge after prior consultation. For popular scientific or commercial publications, publication fees will be charged. The electronic mailing of printable images costs CHF 15.- per image. See also the information on “Bildrechte” in the menu of BODO.



11. To send an e-mail request for the selected image, click the link “Mail-Entwurf im E-Mail-Programm öffnen”.
12. When formulating the image request, make sure that the link contained in the draft e-mail is not deleted or changed. It serves to identify the image for which the request is made.

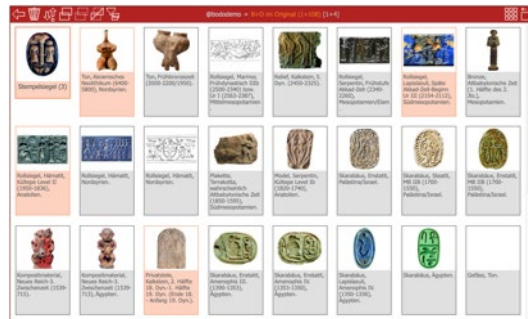
vi. **Selecting collection objects or collections**

Objekte und/oder Kollektionen können ausgewählt werden, um mit ihnen Operationen durchzuführen ([delete](#), [move](#), [copy](#), [share](#), [evaluate](#)).

Objects and/or collections can be selected to perform operations with them ([delete](#), [move](#), [copy](#), [share](#), [evaluate](#)).

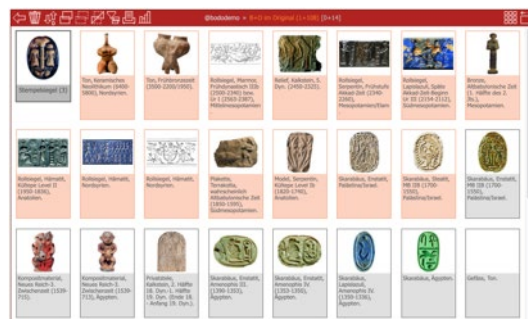
1. Select collection objects or collections *individually*

Select one or more collection objects or one or more collections with a mouse click. The selected collection objects and/or collections are colored in.



2. Select collection objects or collections *in series*

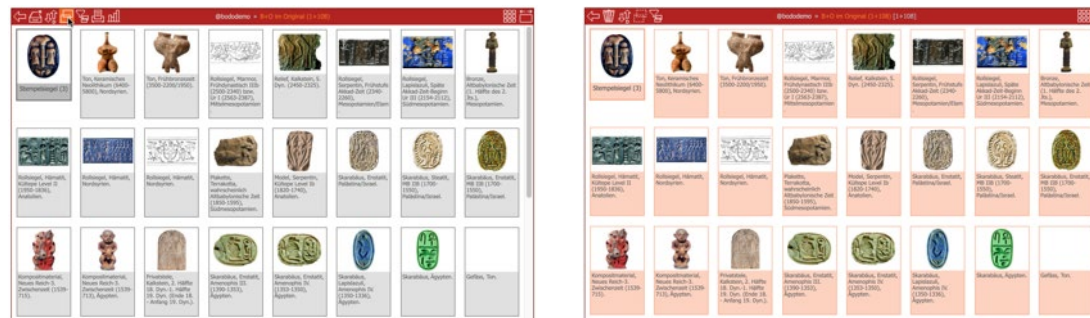
Select the first collection object or collection with a mouse click. Hold down the **Shift key** (Mac/PC) and click the last collection object or the last collection of the series to be selected. The selected collection objects and/or collections are colored in.



Note: Hold down the **Shift key** (Mac/PC) until the selected group is highlighted by coloring.

3. Select *all* collection items or collection folders

Clicking the “select all items” icon  in the toolbar selects all collection objects and collections excluding the collection with predefined collections, the collection with shared collections, and the collection of query results when the operation is performed at the main level.

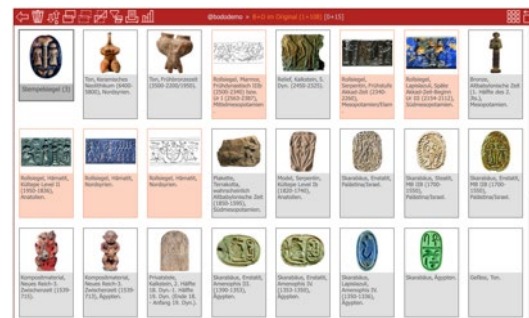


4. Select collection items by filter

- Clicking the “selection by filter” icon  in the toolbar opens an input field. 
- Enter the filter term according to which objects are to be selected in the input field and execute the filter function with a carriage return (note that the filter function is case sensitive).



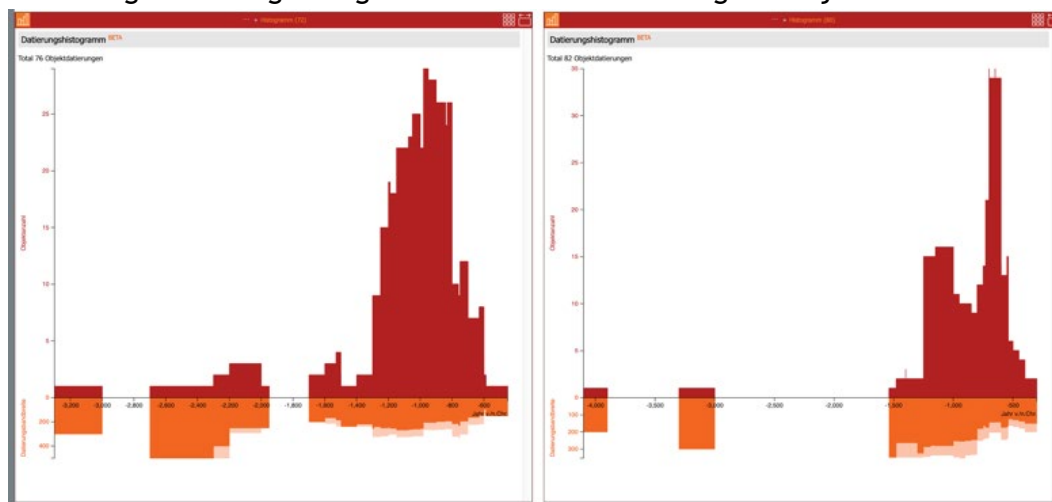
- The input field closes and all collection objects are selected which contain the filter term.



d. Possible applications:

- Create different collections with objects from different locations by [copying](#)/[moving](#) them from a base collection

- Compare the dating histogram of objects with a specific material or the same location in different collections by activating the dating histogram function after filtering the objects in the two ateliers.



Limestone seals: Palestine corpus 2 (Keel 2010)

Limestone seals: Jordanian corpus (Eggler/Keel 2006)

vii. Deselect collection items or collection folders

1. Unselect *individual* collection objects or collections

Clicking again on individual colored collection objects or collections deselects them.

2. Deselect *all* or *several* collection objects or collections

Clicking on the “deselect” icon  in the atelier toolbar deselects the entire selection.

viii. Invert the selection of collection items or collection folders

Clicking on the “invert selection” icon  in the toolbar of the atelier inverts the selection.

ix. Create a collection

1. Clicking the “create new collection” icon  in the toolbar creates a new collection and then turns on the collection naming function .



2. If the new collection is created on the main level of the collection module, it will appear *after* the collection with the predefined collections. If the collection with the shared collections and the collection with the query results exist, then the new collection will be placed *after* them.
3. If the new collection is created within another collection, it appears on the far left.



4. To name the collection, enter a name in the input field of the collection text area.
5. Complete the naming of the collection with a **carriage return**. The collection will be arranged alphabetically if there are other collections on the main level of the collection module or within a collection.
6. The **Esc key**, clicking the orange naming icon , or clicking outside the new collection, which is being created, cancels the creation of a collection.

x. Rename a collection folder

1. Select the collection to be renamed by clicking it and then click the “rename collection” icon  in the toolbar of the atelier.



2. Change the name in the enabled input field of the collection text area and finish the renaming with a **carriage return**.



3. The **Esc key**, clicking the orange naming icon , or clicking outside the new collection, which is being created, cancels the creation of a collection.

xi. Apply a collection label

1. General

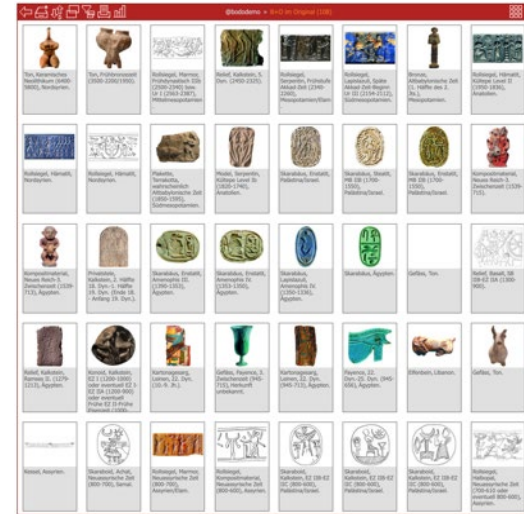
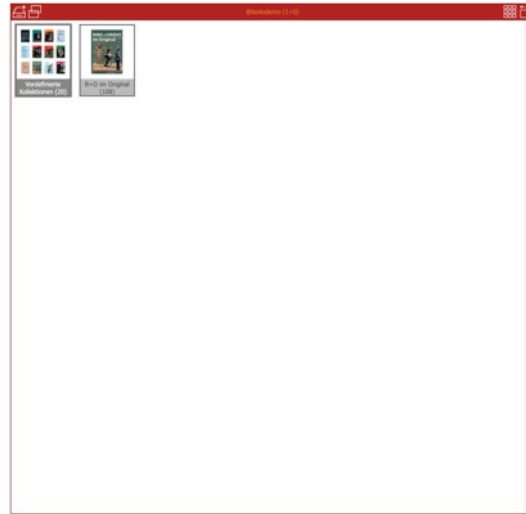
To mark a collection, when collection objects are added for the first time, a label from the collection objects' thumbnails is randomly assigned to the collection. It can be subsequently replaced.



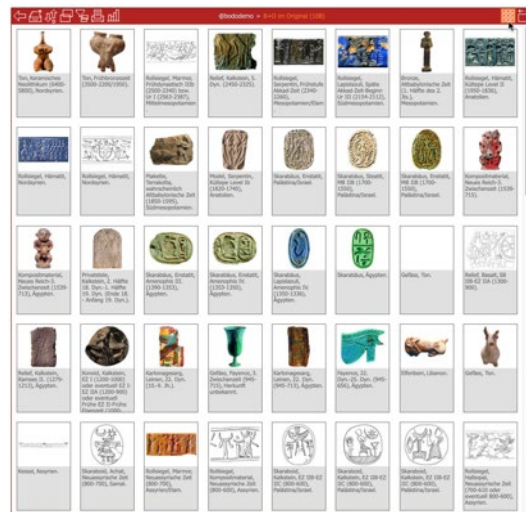
Collection label

2. Procedure

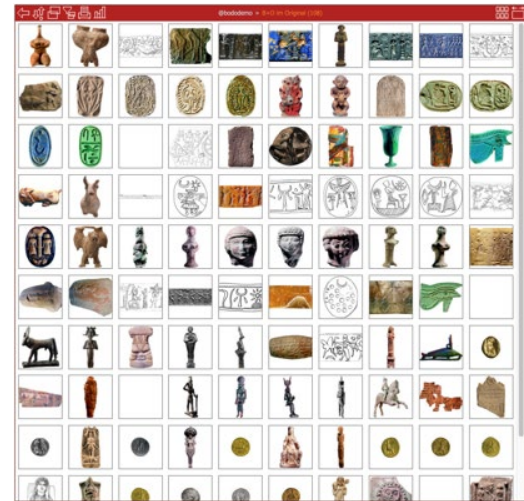
- a. Open the collection whose label is to be replaced by double-clicking it.



- b. Switch to the [slide view](#) by clicking the „slide“ icon  on the right side of the toolbar.



Collection objects in standard view mode



Collection objects in slide view mode

- c. Click the collection object or collection whose image is to be assigned as a label to the opened collection. The clicked collection object is marked by a fine orange frame (in the following screenshot on the far left).



- d. Click the “apply object/collection image as collection label” icon  in the atelier toolbar to use the image as a label.



Note: By clicking the „apply object/collection image as collection label” icon , no change is visible when the collection is open. The assigned label is only visible when the collection is closed again.

- e. The closed collection shows the newly assigned label.



- f. If preferred, click the “slide view off” icon  on the right side of the atelier toolbar to return to the standard view of the collection.



Note: Source of a collection label can be thumbnails of a collection object, but also labels of a collection.

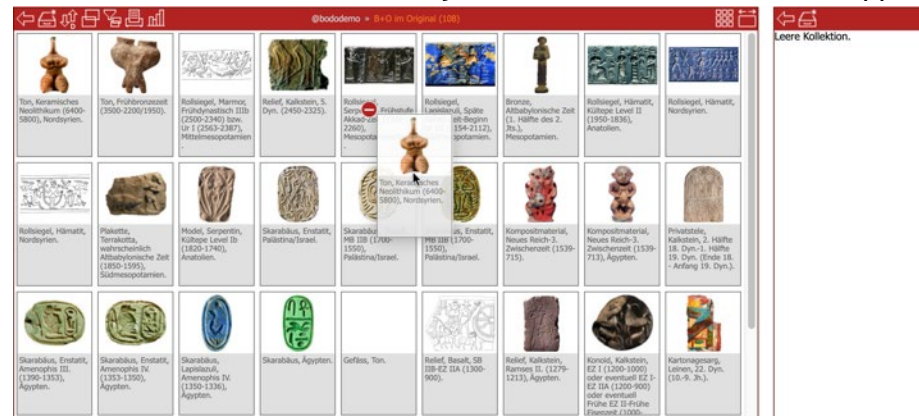
Tip: If a collection contains only subcollections without a label, assign a label to the collection as follows: copy a collection object with the intended image from another collection to the collection to which a label is to be assigned. The thumbnail image of this collection object is then applied to the collection as a label, as described above. Now delete the collection object that served as the label source.

xii. Move collection items or collection folders

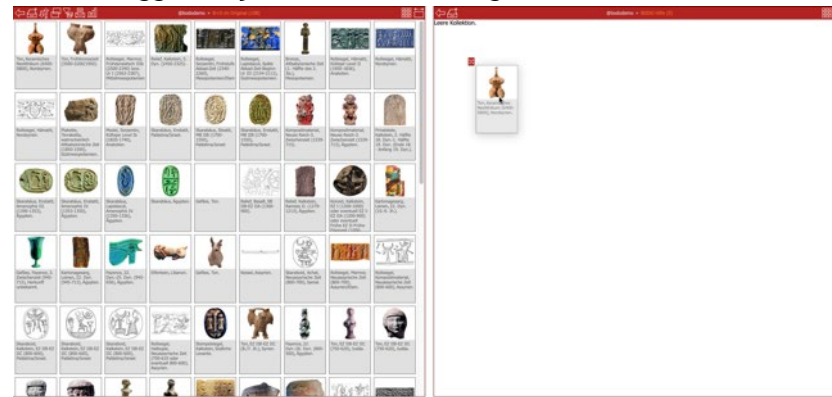
New objects or collections can be assigned to a collection by moving it from another collection. Source collections can be [predefined collections](#), [shared collections](#), the [collection with query results](#), or [personally created collections](#).

1. General

- When the following explanation refers to a collection object or a collection, this applies equally to *several* ([selected](#)) collection objects or collections that can be moved.
- Moving an object or collection within the same atelier is not possible. It has to be done from the left to the right atelier or vice versa. One atelier contains the source collection, the other atelier contains the target collection.
- If one or more collections are moved, their subcollections are moved as well.
- A combination of collection objects and collections cannot be moved.
- A moved collection object is sorted chronologically in the target collection, if no [predefined](#) or [individual](#) sort order is in place.
- A moved collection is placed in front of the collection objects contained in the target collection. If collections already exist, a copied collection will be placed alphabetically with the existing collections.
- While the dragged object is over the source studio, the “forbidden” icon  is visible at its upper left corner to draw attention to the fact that the object or collection cannot be dropped in the source atelier.



- h. If the dragged object is over the target atelier, the “forbidden” icon  changes to the “move” icon .

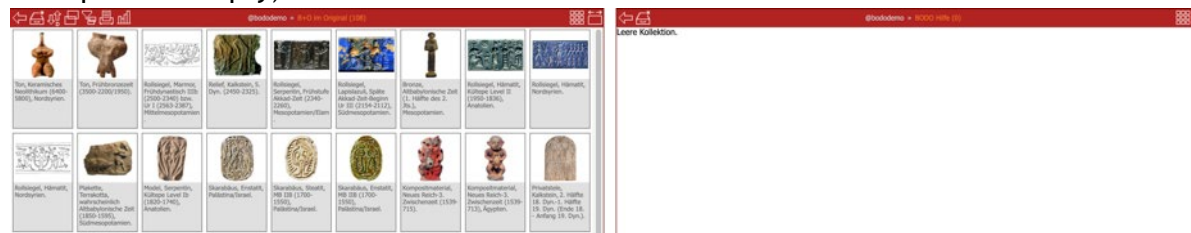


2. Procedure

In the *source atelier*, [open](#) the collection from which to move the collection object or collection.

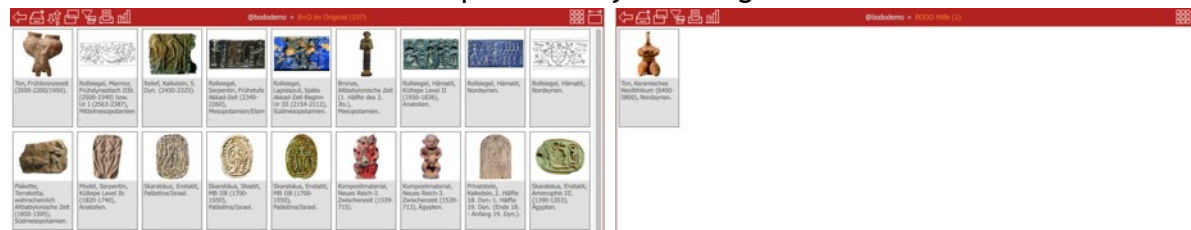
a. Move to an *open* collection

- i. In the *target atelier*, open the collection to which the collection object or collection is to be moved (in the following example it is empty).



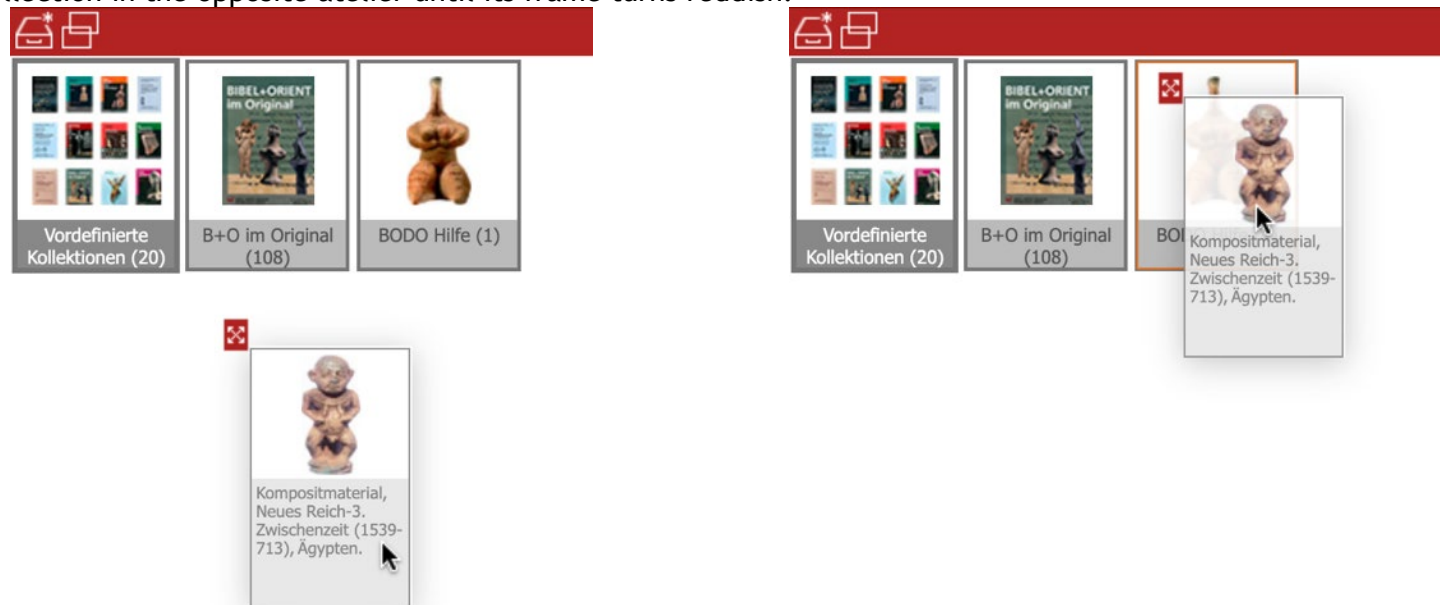
- ii. In the *source atelier*, [select](#) the collection object or collection to be moved with the mouse.

In the *source atelier*, drag the selected collection object or collection from the source collection to the open target collection with the mouse and drop it there by releasing the mouse.



Note: If objects or collections to be moved are released over a collection in the large atelier, they are moved to that collection. If objects or collections are to be moved to the level of the target atelier itself, then release them only over objects and not over collections. If necessary, scroll objects in the target atelier into view before moving them so that the objects or collections can be released over them.

- b. Move to a *closed* collection
 - i. In the *source atelier*, [select](#) the collection object or collection to be moved with the mouse.
 - ii. In the *source atelier* drag the selected collection object or collections from the source atelier *over* the closed target collection in the opposite atelier until its frame turns reddish.



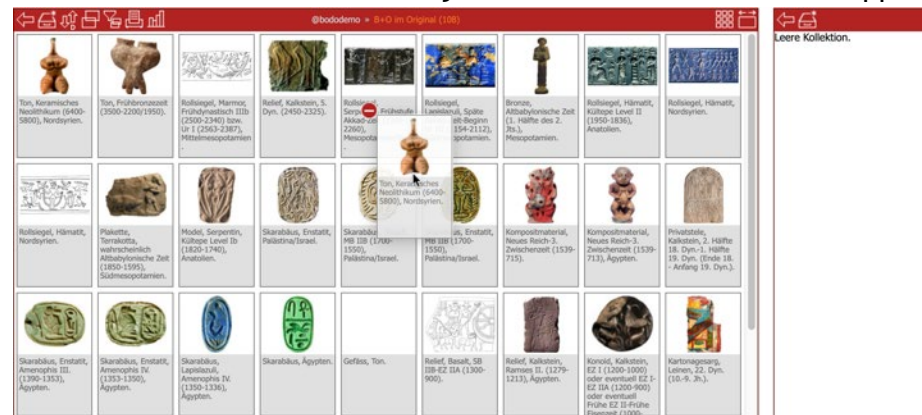
- iii. Release the mouse to drop the collection object(s) or collections(s) into the target collection.

xiii. **Copy collection items or collection folders**

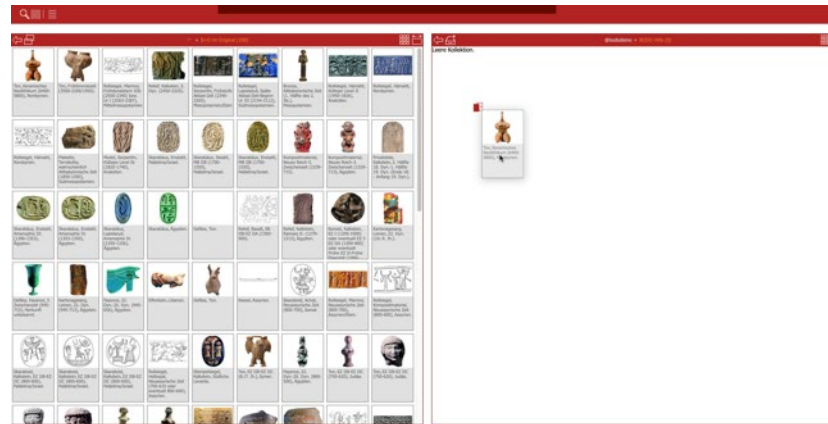
A collection can be assigned objects or collections by copying them from another collection. Source collections can be [predefined collections](#), [shared collections](#), the [collection with query results](#), or [personally created collections](#).

1. General

- When the following explanation refers to a collection object or a collection, this applies equally to *several* ([selected](#)) collection objects or collections that can be copied.
- Copying an object or collection within the same atelier is not possible. It has to be done from the left to the right atelier or vice versa. One atelier contains the source collection, the other atelier contains the target collection.
- If one or more collections are moved, their subcollections are copied as well.
- A combination of collection objects and collections cannot be copied.
- A copied collection object is sorted chronologically in the target collection, if no [predefined](#) or [individual](#) sort order is in place.
- A copied collection is placed in front of the collection objects contained in the target collection. If collections already exist, a copied collection will be placed alphabetically with the existing collections.
- If the name of the copied collection already exists in the target collection, the addition “Kopie von” is prefixed to the collection name (which can be [changed](#) if necessary). It is recommended to integrate the date of the copy by renaming the name of the copy of a collection, so that with several copies of an original it becomes evident when a copy first became (e.g. "Copy of 1.1.1970 from [name of original collection]). This basically applies to every duplication of a collection.
- While the dragged object is over the source studio, the “forbidden” icon  is visible at its upper left corner to draw attention to the fact that the object or collection cannot be dropped in the source atelier.



- If the dragged object is over the target atelier, the “forbidden” icon  changes to the “copy” icon .



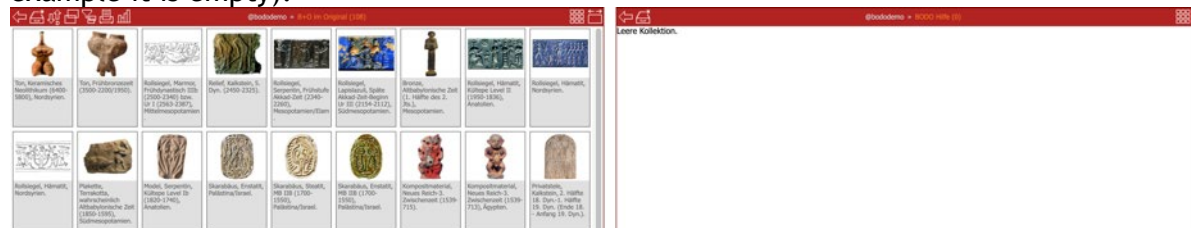
Tip: Copying a collection is an easy way to create a backup copy of a specific configuration of a collection.

2. Procedure

In the *source atelier*, [open](#) the collection from which to copy the collection object or collection.

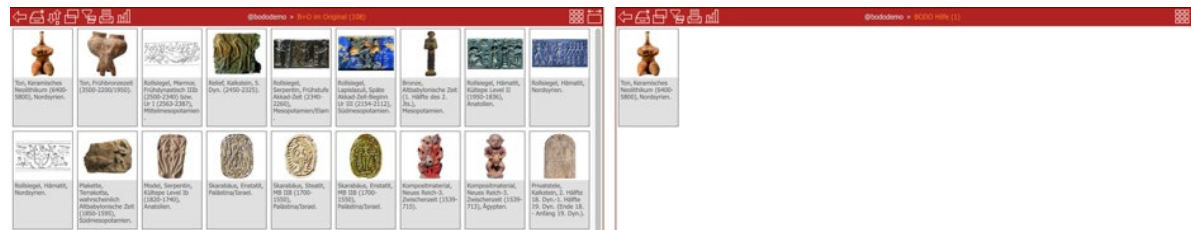
a. Copy to an *open* collection

i. In the *target atelier*, open the collection to which the collection object or collection is to be copied (in the following example it is empty).



ii. In the *source atelier*, [select](#) the collection object or collection to be copied with the mouse.

iii. Start dragging the selected collection object or collection with the mouse in the direction of the destination studio and *then* additionally press the **Option/Alt key** (Mac) or **Alt key** (PC) or **Shift key** (Mac/PC). With the key pressed, drag the object to be copied into the open target collection and drop it there by releasing the mouse.

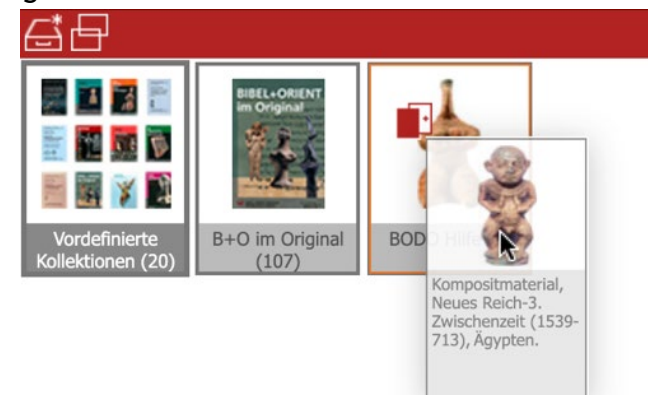


iv. As the last step, release the pressed key.

Note: If objects or collections to be copied are released over a collection in the target atelier, they are copied to that collection. If objects or collections are to be copied to the level of the target atelier itself, then release them only over objects and not over collections. If necessary, scroll objects in the target atelier into view before copying so that the objects or collections can be released over them.

b. Copy to a *closed* collection

- i. In the *source atelier*, [select](#) the collection object or collection to be copied with the mouse.
- ii. Start dragging the selected collection object or collection towards the target atelier with the mouse and then additionally press the **Option/Alt key** (Mac) or **Alt key** (PC) or **Shift key** (Mac/PC). While pressing the key, drag the object to be copied to the closed target collection in the target atelier until its frame turns reddish



iii. By releasing the mouse, drop the object to be copied into the target collection.

xiv. Delete collection items or collection folders

1. [Select](#) the collection object or collection to be deleted.

Note: The maximum number of collection objects that can currently be deleted in a collection at once is 500. If more are selected and deleted, the delete operation may not be executed and the selection will be cancelled.

2. Click on the “delete selection” icon  in the atelier toolbar.
3. To confirm the deletion, click on the “delete x item(s)” icon  in the atelier toolbar.

Note: When deleting a collection, its subcollection(s) will also be deleted!

4. To cancel the deletion process, click the “cancel, do not delete” icon  in the atelier toolbar.

xv. Sorting of collection items

1. General

- a. Collections can be sorted according to predefined criteria or manually.
- b. The following predefined sorting criteria are available for selection:

 “Sort by dating”

 “Sort by object type”

 “Sort by material”

 “Sort by location”

- c. When the sorting menu is *closed*, the current predefined sorting criterion of a collection can be seen in the toolbar of the atelier by the „sorting” icon . If the „manual sort” icon  appears instead of the „sort” icon, the collection has been sorted manually.
- d. An additional letter in the closed sort menu icon indicates the currently active predefined sort criterion.
D = dating 
T = object type 
M = material 
O = location 
- e. By default, a collection is sorted by dating when it is created .

- f. When the [sort menu](#) is *open*, the currently active sort criterion is highlighted in orange. In the following example, the collection is sorted by the object material . The symbol for sorting by material is highlighted  and the “sort” icon  is supplemented with the letter “M” for “material”.
- g. A collection is manually sorted when the “manual sort” icon  is visible in the atelier toolbar.

2. Sorting by predefined criteria

- a. [Open](#) the collection to be sorted by double-clicking it.
- b. In the toolbar of the atelier, click on the “sort” icon  to expand the sort menu to the right .
- c. The sorting menu contains the four predefined sorting criteria  (see above xv.1.b) and to the right the option to adopt the current sorting as manual sorting .
- d. By clicking on a sorting criterion, the collection is sorted accordingly.
- e. Exit the sorting menu by clicking the “close sorting”  icon.

3. Sorting manually

- a. [Open](#) the collection to be sorted manually by double-clicking it.
- b. In the toolbar of the atelier, click on the “sort” icon  to expand the sort menu to the right .
- c. Click the “apply manual sorting” icon .
- d. The collection is switched to the manual sorting mode with numbered collection objects and in the sorting menu the symbol for manual sorting is highlighted by an orange coloring .



Note: If the collection is switched to manual sorting mode but not sorted and the sorting mode is exited, the collection will still be marked in manual sorting status. This means that the toolbar of the atelier will not show the “sort” icon , but the “manual sort” icon . If the manual sorting status should be cleared, the [clear manual sorting](#) function must be used.

- e. Use drag & drop to move individual or [multiple](#) objects in their position.

Tip: The “select all items” function can be used in manual sorting to select all objects except a specific one with two clicks.

First: click the “select all items” icon .

Second: unselect the object you do not want to be selected by clicking on it.

This now allows all selected objects to be moved in front of the unselected object. The unselected object is now at the end after sorting. For large collections, this procedure is easier than moving the first object all the way to the end.

Note: If one or more objects were selected by mouse click before manual sorting, the selection must be actively deselected with “deselect” icon  after the sorting process as it will not be deselected automatically. This is done so that in case of a drop operation to the wrong place the selection combination of objects is preserved and it can be moved to the correct place with a new attempt

- f. In manual sorting mode, sorting by date , object type , materia , or location  can be consulted for the current collection by clicking the corresponding icon in the manual sorting menu. Clicking the selected icon switches back to the manual sort mode.

Note: Objects cannot be moved in consultation mode.

- g. To exit the manual sorting mode, click the “close sorting manually” icon  in the manual sorting menu.

Note: The atelier toolbar now displays the “sort manually” icon  instead of the “sort” icon , indicating that this collection is sorted manually.

4. Cancel manual sorting

- a. In the toolbar of the collection whose manual sorting is to be cancelled, click the “manual sorting” icon .
- b. In the opened manual sorting menu  click the “cancel manual sorting” icon .
- c. The collection is closed and is now sorted again according to the default [predefined criterion](#) of dating.

xvi. Printing/exporting of data/images

1. General

- a. For printing/exporting data a [registration](#) and [login](#) at BODO is necessary.
- b. Collection data is not printed directly, but exported as an OpenOffice document (.odt), which can then be printed out.
- c. To open the downloaded OpenOffice document directly, OpenOffice must be installed. Alternatively, the OpenOffice document can also be imported into Microsoft Word (it is automatically converted into Word format when opened with

Microsoft Word. For compatibility reasons, when saving in Word, it is recommended to select “Save as...” and “Microsoft Word 97/200/XP (.doc)” as the file type.

- d. Download OpenOffice free of charge at: <http://www.openoffice.org/download/index.html>.
- c. In the collection module, only the *collection objects* of a collection can be printed/exported. If there are subcollections in the collection, they will not be printed/exported.
- d. On the main level only collection objects are printed/exported.

2. Procedure

- a. Print data
 - i. Open the collection whose collection objects are to be printed/exported.
 - ii. If all collection objects are to be printed/exported, *do not make a selection*, if only certain collection objects are to be printed/exported, *select* them.
 - iii. Click on the “print all/selected objects” icon  in the toolbar of the atelier to expand the print menu .
 - iv. Two print formats are available: list or file card. The list format outputs the data scope of the result overview. Only those image views with an iconographic representation are output. The file card format outputs the data scope of the detail view.

List

Nr.	Objekttyp, Material, Datierung, Herkunft	ID	Iconographie
1.	Skarabäus, Enstatit, Späte MB IIA-Fröhe MB IIB (1800-1850), Jerusalem Handel.	5481	
2.	Skarabäus, Enstatit, MB IIB (1750-1550), Jerusalem Handel.	5483	
3.	Skarabäus, Kalkstein, EZ IIC (120-800), Jerusalem Handel.	5486	
4.	Skarabäus, Kompositmaterial, MB IIA (2000-1750), Jerusalem Handel.	5490	
5.	Skarabäus, Enstatit, MB IIA (2000-1750) bzw. MB IIB (1750-1550), Jerusalem Handel.	5493	
6.	Skarabäus, Enstatit, MB IIA (2000-1750), Jerusalem Handel.	5475	
7.	Skarabäus, Enstatit, Späte MB IIA-Fröhe MB IIB (1800-1850), Jerusalem Handel.	5482	
8.	Skarabäus, Enstatit, Späte MB IIA-Fröhe MB IIB (1800-1850), Jerusalem Handel.	5501	
9.	Skarabäus, Enstatit, MB IIB (1750-1550), Jerusalem Handel.	5465	
10.	Skarabäus, Enstatit, MB IIB (1750-1550), Jerusalem Handel.	5483	
11.	Skarabäus, Enstatit, MB IIB (1750-1550), Jerusalem Handel.	5456	

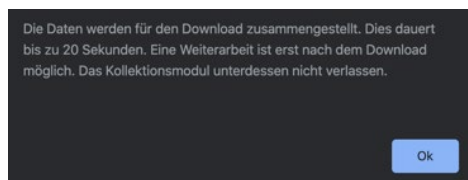
File card



Objekt: Skarabäus, Basaltstein, leicht bräunlich, unten ungl. oben glasiert, flachig.
Qualifikation: Kalkstein, hellbraun, 1,4 x 1,2 x 0,4 mm.
Quelle: Unkenntlich: Vogel auf einer Blüte (vgl. Arpad/Sa 1997, 99, 995, dazu vgl. schon zu Fohlung der Junges Gruppe (Lilja 1996: 47, 99, 103) aus dem 17. Jh., deren Homographie im 8./7. Jh. in Phönizien wieder neu belebt wurde (Jahel et al. 1991: 916, 999, 20; vgl. auch Egler/Karl 2006: 324, 41; vgl. auch Sa 1997: 229, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000).

- v. For the list format, click the list icon , for the file card format, click the file card icon  to initiate the print or download process.

- vi. If the download takes some time, a message about the approximate duration will be displayed. Confirm the displayed information with “Ok”.



Note: Until the download is complete, you cannot continue working. Do not leave the collection module until the download is complete.

- b. Image files alone can be downloaded via the [detail view](#) of a collection object.

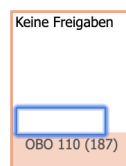
xvii. Share collection folders

1. General

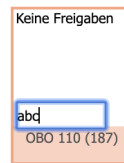
- a. Collections can only be shared with other users of BODO if they are [signed up](#) with BODO.
- b. If a collection is shared, the subcollections it contains are also shared.
- c. To share a collection, the login name of the person with whom a collection is to be shared must be known. For privacy reasons, the login names of other users are not displayed. It must be requested in person.
- d. **ATTENTION:** In the current version of BODO all partners of a shared collection have the same rights. I.e. all of them can add objects to shared collections, delete objects from them and sort them. Even third parties can be removed from the shared collection (but not the owner). Changes and deletions to shared collections should therefore be made with care. **For safety, the owner of a collection is recommended to make a copy of his own collection before sharing it.**

2. Procedure

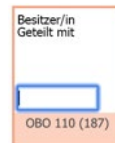
- a. Select the collection to be shared with a mouse click (other collections or objects must not be selected).
- b. Click the “share collection” icon  in the toolbar.
- c. The label of the collection to be shared is hidden and an input field is displayed in the collection box.



- d. In the input field, enter the previously personally requested login name and complete the entry with a carriage return.

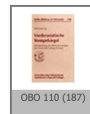


- e. The login name of the owner of the collection followed by the login name of the person with whom the collection is shared will now be displayed above the input field. Enter additional login names if required.



- f. Exit the share collection function by clicking the “close collection” icon .
- g. A closed collection shared by the owner is now marked by the “share collection” icon in the upper right corner.

Collection not shared



Collection shared

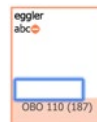


3. Show login name

Point with the mouse to the gray disk of the closed shared collection. In a tooltip, the owner is marked with an asterisk, followed by the login names of those people with whom the collection is shared.

4. Revoke a shared collection

- a. Select the shared collection with a mouse click (other collections or objects must not be selected).
- b. In the toolbar of the atelier click the “share collection” icon .
- c. In the collection box, move the mouse over the login name. The icon for deleting  is displayed behind the login name



- d. Clicking on the delete icon  and the associated person is removed from the collection.
- e. Exit the share collection function by clicking the “close collection” icon .

5. Show me shared collection

- Collections shared with me are located in the “[Mit mir geteilte Kollektionen](#)” collection on the main level of the collection module.



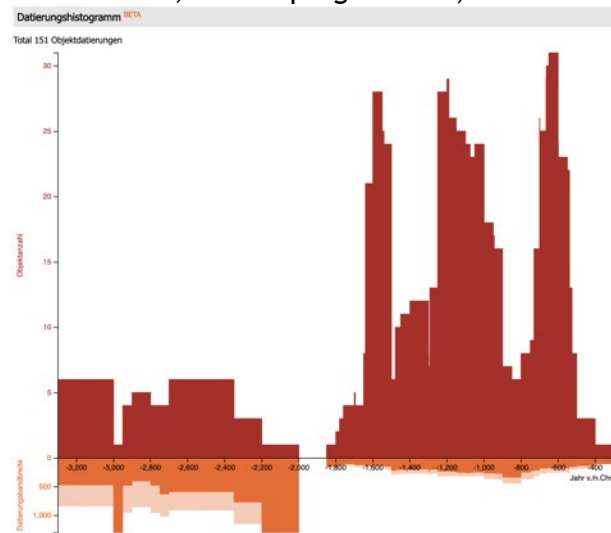
- Double-click the collection “Mit mir geteilte Kollektionen” to open it.

6. Change shared collections

If a shared collection is modified by adding or deleting objects, the page must be reloaded on the opposite side to update the shared collection.

xviii. Analyze data (beta)

- In BODO not only queries can be executed and data collections can be managed, but also data can be evaluated. As an example of a possible application, a dating histogram is implemented as a beta version, with which the chronological distribution of a collection or the selection of collection objects of a collection is displayed (a geographical evaluation of data with a distribution map is programmed, but is currently not implemented. Numerous evaluation tools, which evaluate the more than 200 data fields of BODO, can be programmed).



[Translated with DeepL](#)

Note: For the beta version, a maximum of 150 objects of a collection are randomly selected (the number of object dates shown exceeds the limit of 150 if objects have multiple/alternate dates).

2. To display the dating histogram of a collection, click the “dating histogram” icon  in the toolbar of an open collection.
3. To close the histogram, click the orange highlighted “close dating histogram” icon .