LUNA-Insight – Guide for staff

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Introduction

For information about searching and using LUNA-Insight, see the student guide.

This guide is for staff creating collections and adding items to LUNA-Insight.

Tutorial videos are available at

https://lunaimaging.atlassian.net/wiki/spaces/V75D/pages/655688/Tutorial+Videos

Terminology		
LUNA Viewer	end user view	
Record	metadata file	
Media item	image file	

https://insight.latrobe.edu.au/editor/e/login

Login with your La Trobe user name e.g. j2smith LUNA-Insight opens in LUNA Library

LUNA Library 🔻	Welcome r3lewing Tools Tools Tools Tools Tools Defaults Help Log Out
LUNA Library >>	
	▼ Search

Click on **Tools** at the top right to see the tools you have to work with.

LUNA Library 🗸	Welcome r3leves Tools Edit Settings/Defaults Help Log Out Library
LUNA Library >>	Uploader Viewer LUNAversal Viewer Collection Manager Search

If you don't see the tools you need, contact IS to get access.

Creating a new collection

Go to Collection manager,

You will have the option to create a new collection or work on an existing one.

Click on the **Create new collection** button.

Type in the name of the collection, and a brief description. Collection Name and Collection Description appear in LUNA viewer.

Choose an existing data schema template from the drop-down list. If you are unsure, Dublin Core is a good default choice.

UNA Collection Mar	nager		Welcome	Tools	Help
Collections Templates					
New Collection	Save				
Anatomy: Help	(limit 200 characters)	Test collection			
Anatomy: Introduction	Collection Description	This is a collection of images for testing.			
Anatomy: limbs					
Anatomy: MASTER					
Anatomy: Medical Imaging					
Anatomy: Radiology					_A
Anatomy: tissues & organs	Base data schema on	Dublin Core Y Edit Help			
Anatomy: trunk body wall Anatomy: trunk viscera	Header Graphic	Select Template A Record In Ston			
Cinema Studies - Digital Video		Deneia Archive Template Dental Histology Transparency Template			
DeneiaArchive		Digital Video Library template			
Dental Histology Transparency	Default Group ID	Dublin Core			
Fracture Revision Guide	Luna Viewer Theme	Dublin Core - Anatomy dublincore Medical (maning Template)			

As a minimum, you must provide a

- Collection name and
- Data schema.

It is a good idea to select the

• media item filename as the first Thumbnail field if there is no other data.

Most of the rest of the screen can be left with the default settings.

Header graphic for collection. Choose existing image or upload a new one. (optional)

LUNA viewer theme - 3 themes to choose from - default, blue or white

Title – select one of the data fields as the title for items.

Thumbnail fields. Select up to 4 fields to display with thumbnail image. Choosing a Thumbnail field allow images to be viewed in the LUNA viewer even if no data – choose **media item filename** as a default.

Sort fields Select up to 4 fields for default sort order.

Summary fields. Select up to 4 fields for summary (mouseover),

Map fields to **Who / What / When / Where** categories. These appear as facets and categories for browsing.

humbhail Fields		Sort Fields	Summary Fields		
Media item filename 🗸 🗸		Id Number 🗸	Id Number	~	
- •		- *	Description	~	
- *		- *		~	
		- *	-	~	
- *					
	Who	What	Where		When
- Y Fields Description	Who Creator	What Subject	Where		When
Fields Description Diagnostic Imaging Mode	Who Creator	What Subject File type	Where		When
Fields Description Diagnostic Imaging Mode Id Number	Who Creator	What Subject File type	Where		When
Fields Description Diagnostic Imaging Mode Id Number Media item filename	Who Creator	What Subject File type	Where		When
Fields Description Diagnostic Imaging Mode Id Number Media item filename Pathology	Who Creator	What Subject File type	Where		When
Fields Description Diagnostic Imaging Mode Id Number Media item filename Pathology Publisher	Who Creator	What Subject File type	Where		When

Media metadata options: makes custom data and embedded data e.g. exif, iptc, xmp display/searchable or not.

Scroll to the bottom of the screen and click on **Save**.

Add media to a collection

Media items can be uploaded with or without data. They can be linked on load, or after loading. Go to **Uploader** and select the **collection** from top left drop-down list.

Click on Settings at the top right.

You can choose to store the source image in LUNA-Insight.

Choose whether to display records and media items immediately in the LUNA viewer.

Under **Link records and media items** choose a field to link the data with the images – this is usually the *filename* of the image.

occungs		,
🗌 Store source image fi	les	1
For display in LUNA Record	Viewer	
🗸 Media Item		
 For custom thumbna misc items in this bat misc items in this coll Uploader display field 	ail linking ch lection Ids	
Title	~	
Creator	~	
PageNumber	~	
Identifier	~	
Link records and me	dia items with	
Filename	*	
Media items or records OUnlinked media items OAny media items and items	s in this batch or records in collection records in collection (slo	w)
Apply links now		
Apply links now		

Choose one of the options:

- *Media items or records in this batch* This will only link records with media items in this batch.
- Unlinked media items or records in collection This will check all the media items in the whole collection that you have uploaded that are Unlinked (no record attached to them).
- Any media items and records in collection This will search the entire collection for ANY media item that matches the linking field you choose and attach the record.

Close the Setting window.

Click on the **Select files** button and add the files you want to upload. When all media items have been selected click **Start Upload**.

It's a best practice to upload your data first then upload the media. This allows the system to attempt linking with an existing record as each media item is processed.

Data should be in a csv file, and the headers should match the field names and order in the data schema for the collection. You can download a blank data file from the lower left **Download blank data schema .csv file**. Fill in the rows with your record information. Save the file as a csv file.

Image files can be .jpg, .png, .tif and possibly other formats.

Linking Records & Media Items manually

To link a record to an existing item, open the record in the **Record Editor**, click on the **Media Item Linking** tab, and find image. Click on + at top right of image to link to the record. Go back to the record editor to check that image is now linked.

Edit data manually in LUNA Library

In the Library, select an image and click the **Edit** icon at top left of image.



The editor screen will appear. There are a few tabs.

For display in LU	NA Viewer (thumbnail indicator 💻)		+
Subject	Ear swab		_
Animal	dog		
Description	Unknown species or age (probably a dog)		- an
+ Note	Bacterial overgrowth		image13.jpg
Age	unknown		
Arrow	Blue arrow: squamous epithelial cell	1 × A	
	Yellow arrows: bacteria	0 - •	

- **Record editor** here you can add or update metadata based on the collection's data schema. There is a checkbox to change whether an item is available *For Display in LUNA viewer*.
- **Media item editor** custom data relating to the image can be added here. This data will stay with the image if it is moved to another collection. Record data will not. Embedded data e.g. exif, iptc, xmp will automatically be uploaded with media. This data can display and be searachable or not.
- **Media item linking** this is where media can be linked to data records if it isn't already linked. See below.
- **Restriction** limit who can see images and records.

Other features

Media groups. Items can be added to a media group, this can be public or private. Media groups can be

- displayed as a slideshow.
- exported
- embedded using a widget.
- For more information see

https://lunaimaging.atlassian.net/wiki/spaces/V75D/pages/656091/Working+with+Media+Gr oups

Video closed captioning - html or WebVTT (web video text tracks) files can be imported to use for closed captioning of video.

Multi-Page documents – multi page documents such as books can be uploaded as a single pdf file or as multiple images or as a Book Reader object. A reader can flip through the pages of a Book Reader object like a book.

See Multi-Page Documents in LUNA

Timeline – media items can be used to create a timeline.

Create a new data schema template

New data schemas should be created sparingly. Where possible use Dublin Core. Go to **Collection manager**, click on the **Templates** tab.

LUNA Collection Manager	
Collections Templates	
New Template	
A Record In Ston	-
Deneia Archive Template	
Dental Histology Transparency Template	
Digital Video Library template	
Dublin Core	
Dublin Core - Anatomy	
dublincoro	

Click on the **New Template** button to create a new template from scratch OR Copy an existing template to create a new template based on an existing data schema.

Give template a Name, and Description. Click **OK**.

Filename is the first field by default. Always include "Filename" as one of your data fields. This is the easiest way for the system to link records and media items together.

Select this field. A properties box opens, fill in as necessary.

Check the Required box if you want the field to be mandatory.

Save.

Display Name	
Filename	
Field Type	
Text	•
Text Box Type	
Single	
Required	
Length of field: Min Max	
Service For display in LUNA Viewer	
Searchable in LUNA Viewer	
Sortable in LUNA Viewer	
Save	
	Display Name Filename Field Type Text IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII

To add a field, click on **New Field**. Fill in the properties and click on **Save**. The new field will appear in the list of fields.

Save after creating each field.

Use **Field Groups** for repeating fields. Click on the **New Field Group** button and give the group a name. Then add a new field to the Field Group. The field only needs to be added once.



The order of the fields can be changed by hovering over the field name and clicking on the up/down arrows.