What's new in Modes Complete version 1.4

Spectrum 5.0 compliance

We have reviewed Modes for compliance with Spectrum 5.0. We have added two new *Procedures* files – *Collections review information* and *Reproduction information*. The *Spectrum 5* help file supplied with the program now includes examples of how to record each Spectrum Unit of Information in Modes.

Expanded data structure

We have added new elements to improve alignment with Spectrum 5.0. A list of these revisions can be found at the beginning of the *Object elements* help file.

Support for GDPR

New access controls for grids and indexes, and new password options, give better protection to your personal data. We have added a new **Consent** element within the **Person** group to allow to you record the consent given for the collection and use of an individual's personal data.

Access rights for Grids

We have restricted access to grids by 'public' or 'read-only' users, to protect sensitive data. Read-only users cannot create new grids, and can select only grids which have been assigned to them by the administrator[1].

Grids can be restricted for other user groups too. This also allows you to reduce the 'clutter' of unused grids.

Access rights for Indexes

Indexes can be restricted to particular user groups, to protect sensitive data. This also allows you to reduce the 'clutter' of unused indexes.

Advanced password options

We have added new options for enforcing password security. In Modes Admin you can set the maximum and minimum length of a password; whether it should contain uppercase, lowercase, digits, or other characters; how frequently passwords should expire, and whether they can be re-used.

You can continue to use Modes without these restrictions.

New 'readers' group

Read-only users in the 'public' group have limited access to grids, indexes, views and reports. This is to protect reseachers from accessing sensitive data.

As this may be too restrictive for some read-only users, we have added a user group called 'readers' who have full access to grids, indexes, views and reports in read-only mode.

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[1] First included in August 2016 revision of version 1.3

Font selection for views and outputs

We have made it easier to select the font you want to use for any of the views and outputs.

Select **Options > Font** to set your preference. The font you select will be used for all views and outputs, as well as for editing.

Because font selections are a *user option*, different users can choose different fonts.
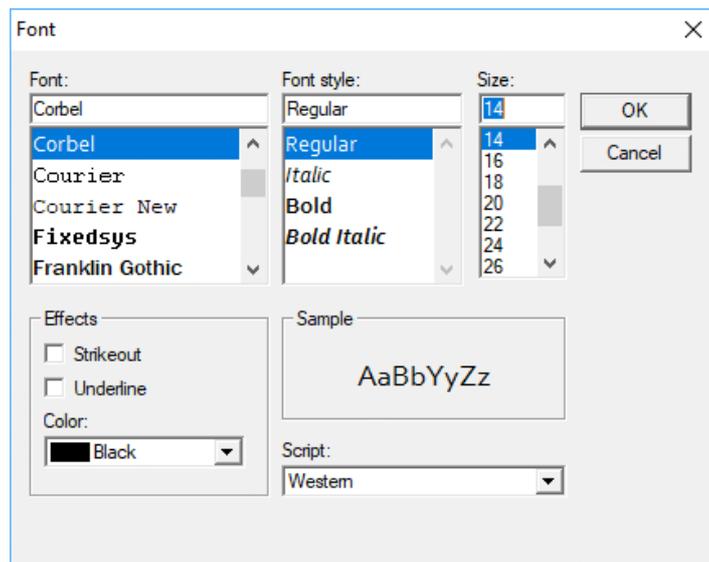
New PDF views

The familiar *Full record* display on the **Browser** tab now has its counterpart on the **PDF** tab.

Select the **PDF** tab, then select *Full record* from the toolbar. This replicates the layout of the **Browser** view, but in a paginated print-ready format which is easy to email or save as a PDF file.

Also included as PDF outputs are *Full record (omitting confidential elements)* and *Full record (omitting empty elements)*.
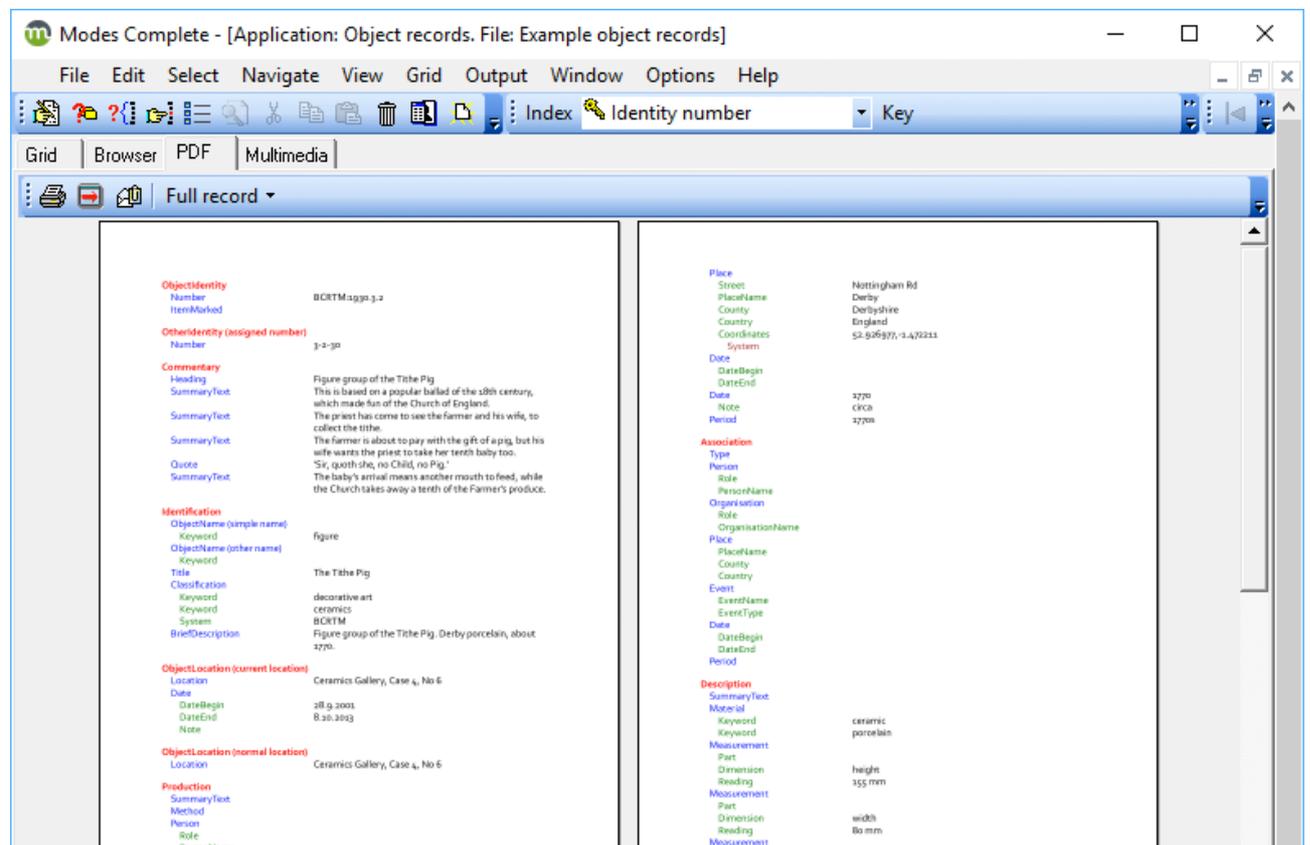
New server component (NexusDB 4.50)

The most significant part of the upgrade is 'behind the scenes' and will not affect most users' experience of Modes Complete. We have updated the core database from NexusDB version 2.08 to version 4.50. This will fix problems which some users experienced in running Modes on Windows Server 2012.

This brings the ModesServer component fully up to date, and will provide the foundation for the future development of Modes. It includes a browser-based console for managing the ModesServer settings, and will allow us to develop Modes Complete in a browser-based interface. A prototype is available for demonstration.

Confidential element selection

Some views and outputs are designed to suppress 'confidential' elements (such as **Valuation**). We've made it easy to select which elements are treated as 'confidential' using options in the Modes Admin program.
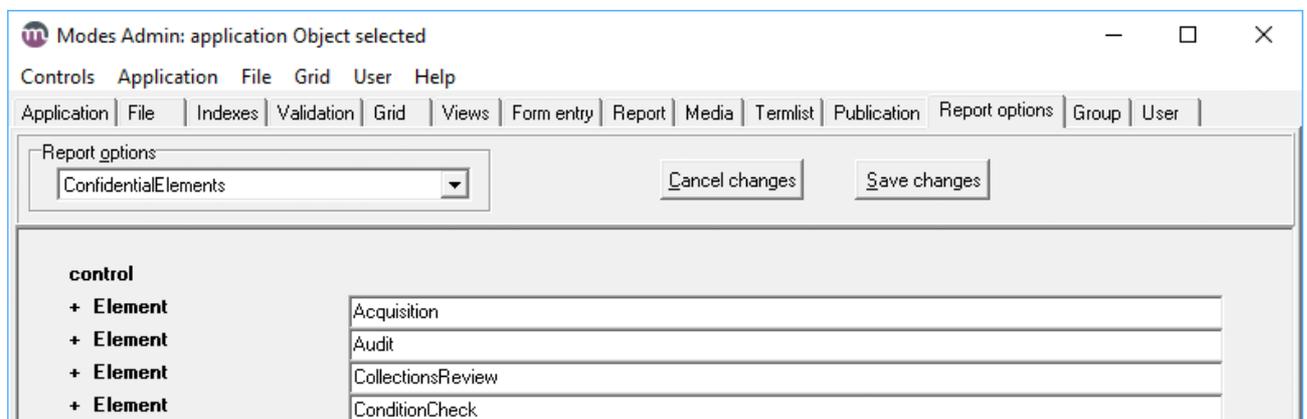
Validation settings for global updates

When running global updates (**Edit > Update** and **Edit > Global grid edits**) records will be validated by default.
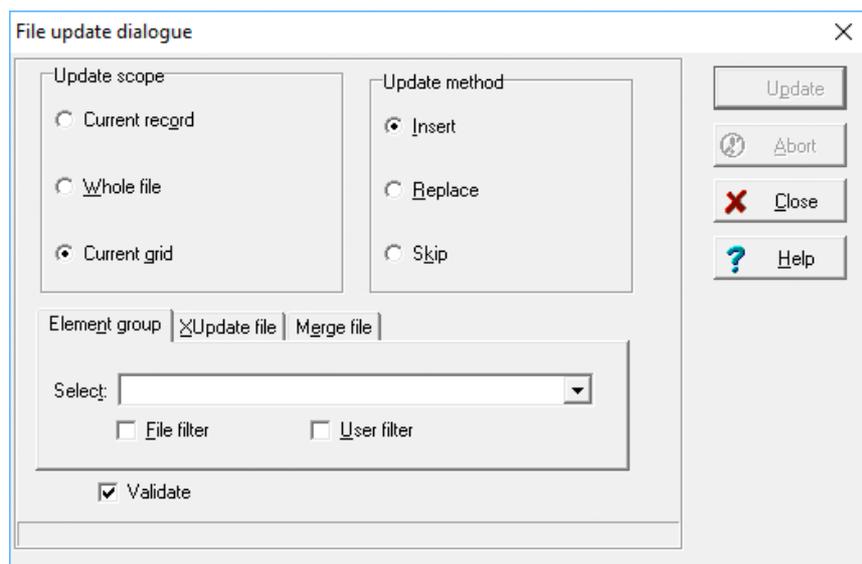
Descriptive names for Indexes

A descriptive name or alias can be assigned to an index in the Modes Admin program. For example, an index called 'People and organisations – acquired from' could be labelled with the alias 'Donors' names'. This helps you to customise the program with your own preferences. The descriptive name can be changed without the need to re-index the file.

System data for indexes

You can quickly check which field or fields an index is reading from. Select *System data > Indexes* from the **View** menu. This displays the name and description of each index along with the xpath for the field the index is compiled from.

Import files from Modes Compact

Modes Complete users can now import records directly from a Modes Compact backup, without any preparation or conversion. Modes Compact users cannot import records from Modes Complete.

Fit to width setting for grids

The *Fit to width* option on the **Grid** toolbar now works consistently for screen display, printing and PDF outputs[2]. When Fit to width is selected, the grid will expand the full width of the page or screen.
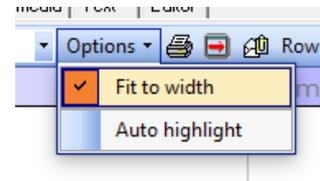
Default for Save subset bookmark

We have changed the default for **Save subset bookmark** from *ID* to *Primary key*. This removes a difficulty which many users experienced with restoring subsets in files where ID numbers had changed.

The *Primary key* option is always reliable, although it is considerably slower to save the bookmark file.
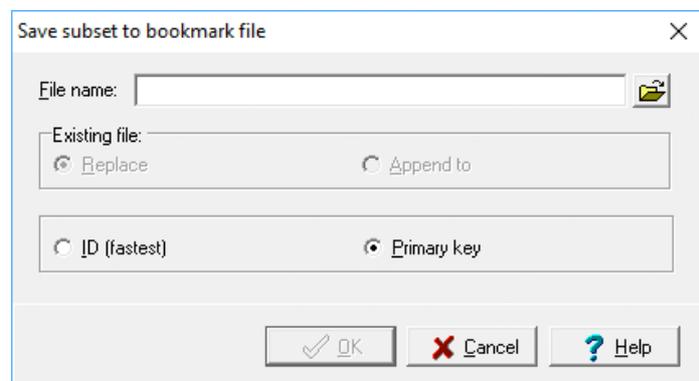
Restrictions on image folders

We've added an option in Modes Admin to prevent users from dragging-and-dropping images from any folder which is not listed in a media control. This gives administrators control over where images are stored.

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[2] First included in the November 2016 revision of version 1.3

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Upgrading from version 1.2

Users upgrading from version 1.2 will add features which were previously included in the version 1.3 upgrade:

Indexed search

Select all, *Deselect all* and *Reverse selection* buttons allow you quickly to select all of the items in the list, undo, or reverse your selections.
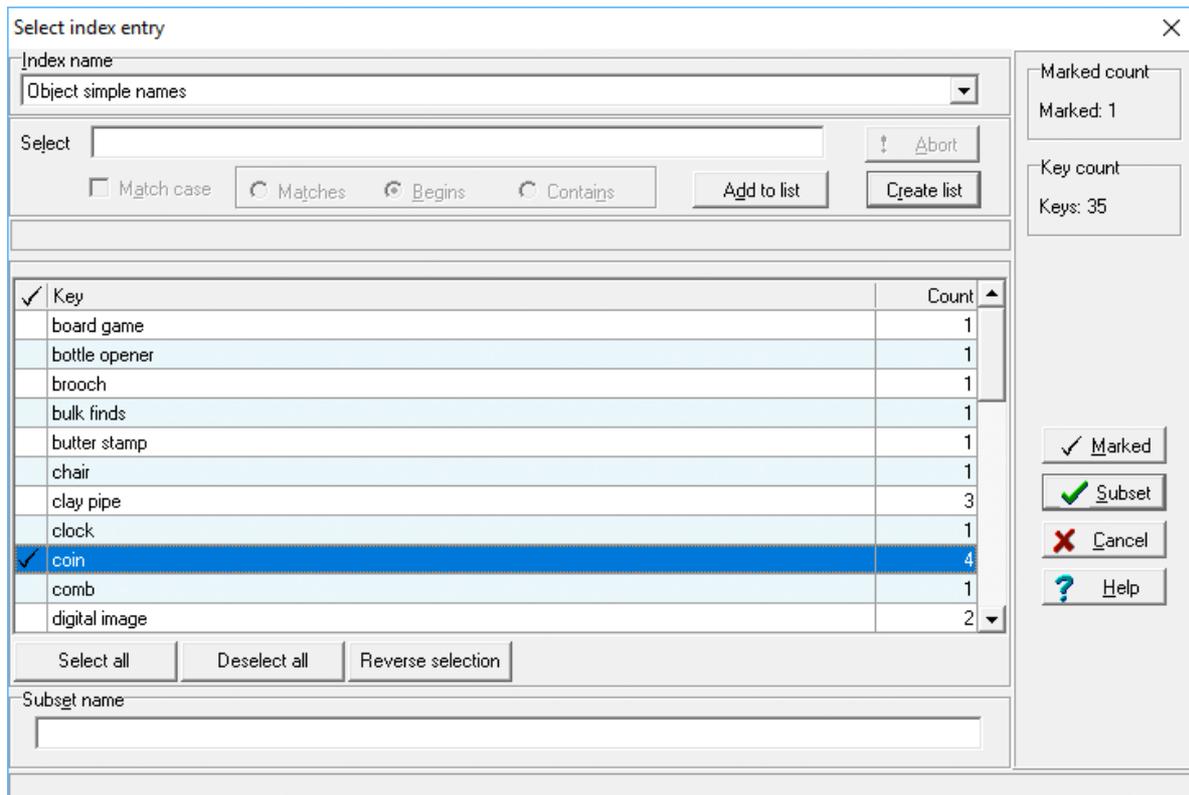
Spell checking

Right-click on any element to check the spelling. But we've removed the pop-up which checked all the spellings whether you wanted it to or not!

Image drag and drop

Options for *EXIF data* and *IPTC data* are now deselected by default. This makes it easier to keep your records clear of unwanted detail.

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Elements help

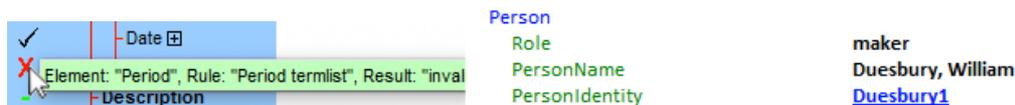Ever wondered how to use a particular element?

By right-clicking on an element in the **Editor** tab, you can now choose *Elements help* to display a definition and examples of how to use the element.

Also, we fixed a problem where **Help** pages were sometimes too wide to print.

Validation check

Hover the mouse over the red cross to check on the the type of validation error.

Text search

We've made text searches much faster when advanced options are hidden.
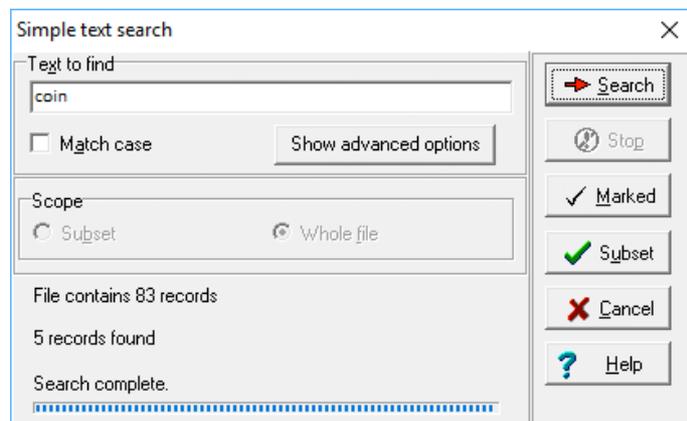
The *Search attributes*, *Whole word* and *Limit search* features are still available as advanced options. But searches will be slower when advanced options are selected.
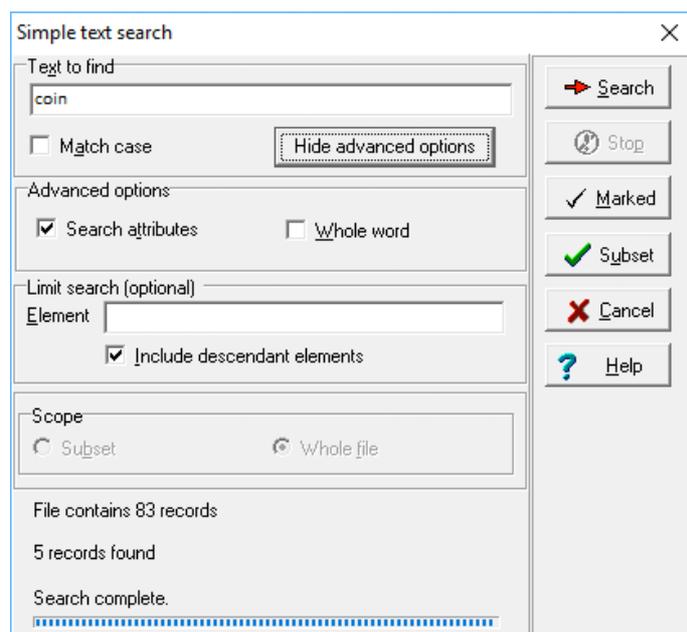
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Sort grid

A new toolbar button gives easy access to the *Sort data grid feature*, and this feature has been redesigned to give easier setup of Grid sorting.
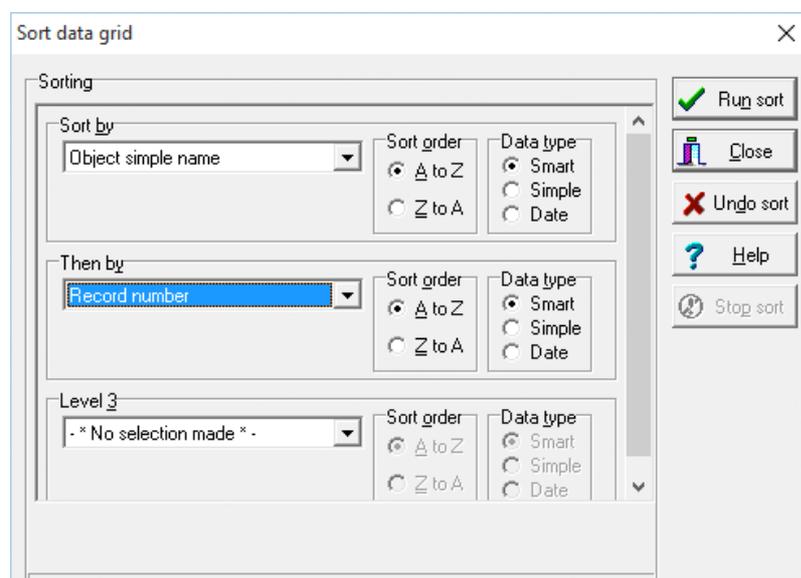
Linking to other records

We've made it easier to hyperlink to other records about related objects, people, places and events.

Recording Archives

We've added support for recording archives, including new templates mapped to the ISAD(G) standard.

Outputs, views and reports

We've de-cluttered the views and reports so that it is easier to find what you need.

We've added new reports, including:

- Update locations

  This allows you quickly to update batches of records with new ObjectLocations.

- Re-order elements

  This allows you to re-arrange the structure of your existing records to match a sample record or template.

- Clone current record

  Create multiple copies of a record.
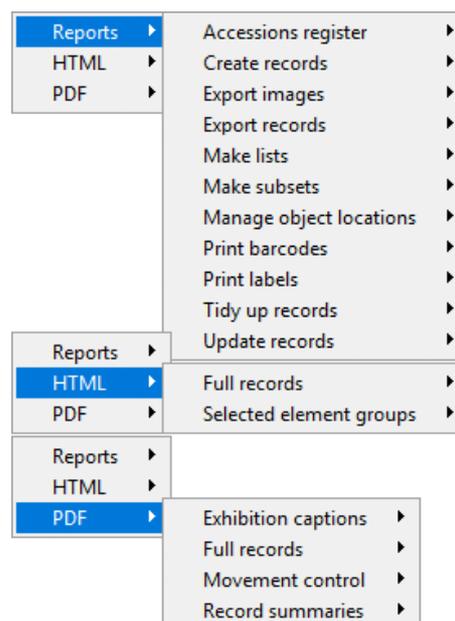
Modes Admin: Report options tab

The **Report options** tab allows you to customise settings used in reports and other outputs. These include the museum name, address and contact details, the logo to be included at the bottom of each page; margins, fonts and other layout settings; default rights and licensing for publication; options for map outputs.

Modes Admin: Index strategies

To overcome a problem in indexing accented or non-Latin characters, we have introduced two new indexing strategies. eachwordunicode and wordincontextunicode will support indexing of a wide range of accented Latin alphabet characters, plus Greek and Cyrillic.

Modes Admin: Publication tab

The **Publication** tab allows you to set up control records which can be used to enable publication of your data using the Modes Linked Data Framework.

Reference: Grids, Indexes and Templates

The following templates, grids and indexes are included with the version 1.4 upgrade package.

Object application

Grids:

_Inventory	Summary - association
Accessions register	Summary - association
Classifications	Summary - content
Collections care	Summary - content
Image lightbox	Summary - description
Multimedia	Summary - field collection
Object locations	Summary - field collection
Record editing history	Summary - production

Indexes:

_source templates	Materials
Classifications	Multimedia filenams
Dates	Object names
Entry number	Object simple names
Events	Other identity numbers
How acquired	People and organisations – acquired from
Identity number	People and organisations – associated
Image filenames	Periods
Item marked	Places
Locations – current location	Titles
Locations – normal location	Word search

Templates:

_inventory template	decorative art template
archaeology template	digital image template
books template	document template
coins template	ethnography/folk life template
costume template	event template

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Templates (continued):

fine art template	organisation template
geology template	person template
loan in template	photograph template
medals template	place template
mineral specimen template	social history template
natural history template	technology/transport template
oral history template	

Procedures application

Grids:

Acquisition	Object entry
Loans in	Object exit
Loans out	Record editing history
Movements	

Indexes:

_source templates	Entry number
Acquisition reference number	Entry number
Audit reference number	Exit number
Collections review number	Exit number
Condition check reference number	Incident number
Conservation number	Insurance or indemnity reference number
Dates - date of entry	Loan in number
Dates - date of exit	Loan out number
Dates - date returned	Locations - new location
Dates - date returned	Locations - previous location
Dates - delivery date	Movement number
Dates - planned removal dates	Object names
Dates - removal dates	Peoples names
Dates - return due	Process reference number
Dates - return due	Reasons for entry
Disposal reference number	Reasons for exit

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Indexes (continued):

Reproduction number

Use of collections reference number

Valuation reference number

Word search

Templates:

acquisition template

audit template

collections review template

condition check/technical assessment template

conservation and treatment template

disposal template

exhibition template

indemnity template

insurance template

loan in template

loan out template

loss/damage template

movement template

object entry template

object exit template

process template

reproduction template

use of collections template

valuation template