

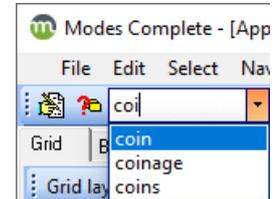
What's new in Modes Complete version 1.5

1 Upgrading from version 1.4

Word search

Modes Complete 1.5 includes a new **Word search** feature on the toolbar. This is now the fastest way to search a Modes data file.

When you type into this search box, any matching terms in the database immediately appear as a list. You can select a term from the list to mark or subset the corresponding records.



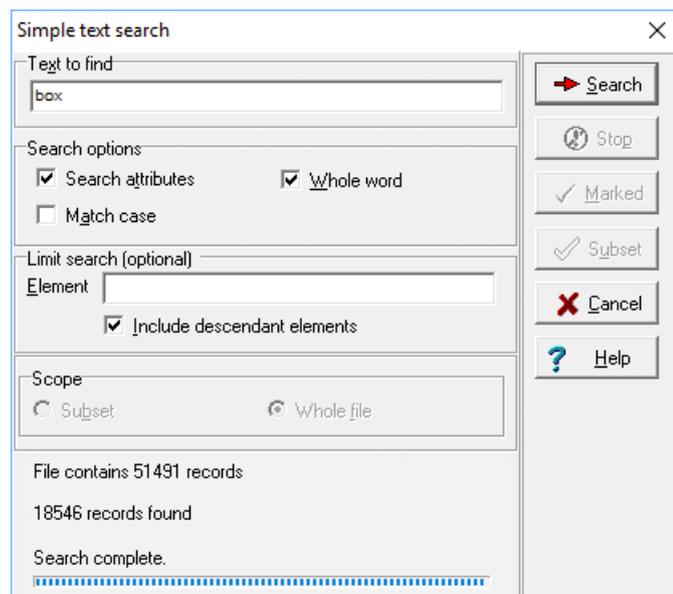
Indexed search

Indexed search is very much faster in this version. We estimate that searches are up to 20 times faster than previously. The list of keys is generated almost instantly when the default **Begins** option is selected.

Text search

Text search has also got a lot faster in our latest version.

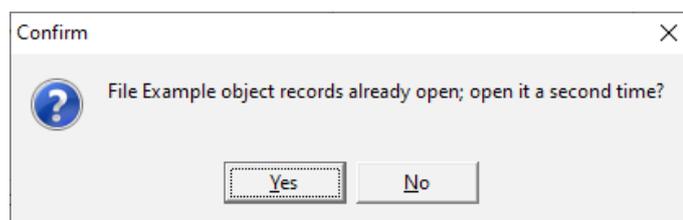
You can search at lightning speeds when the default **Whole word** option is selected.



Warning before opening same file twice

Users sometime get into difficulties when they unintentionally open the same file twice.

The new version will warn you before opening a file, if that file is open already.



Text nodes in Editor

Users sometimes get into difficulties when they unintentionally create a TEXT_NODE element in the Editor screen. We have removed the options which allowed this to happen.

Grids, Indexes and Templates

The upgrade package includes options to import new grids, indexes and templates. See our *Upgrade overview* document for a full list of these.

Reports

Reports have all been reviewed, rewritten and improved where possible.

Barcodes

Barcode labels can now be generated to represent storage locations, and there is an option to include barcodes in the PDF full record outputs.



Library, drawer 1, CD4

Hazard icons

Records can be flagged with hazard icons, which will appear in the Browser, PDF and Grid views.



Multimedia icons

We've added an option to use larger icons for linked multimedia files on the **Multimedia** tab.

Easy set up for local termlists

We've provided pre-defined termlists for object names, classifications, and object locations, ready for you to populate with your own list of terms.

Calendar reminders

You can create and save calendar reminders for return dates for loans, object entry and object exit records in the Procedures application.

New standalone database component (NexusDB 4.50)

The standalone client is now written in NexusDB 4.50. This means that standalone data files are now fully interchangeable with networked data files. This will allow version 1.4 users to set up standalone copies of their networked data files more easily.

Derive XPath

The **Derive XPath** and *drag-and-drop* methods for setting up new grid columns now always create a specific path with an occurrence number for each element. New columns will no longer display scrolling cells by default.

2 Upgrading from version 1.3

Users upgrading from version 1.3 will add features which were previously included in the version 1.4 upgrade:

Spectrum 5.0 compliance

Modes Complete 1.4 was the first UK collections management system to be compliant with Spectrum 5.0. The *Spectrum 5* help file supplied with the program now includes examples of how to record each Spectrum Unit of Information in Modes.

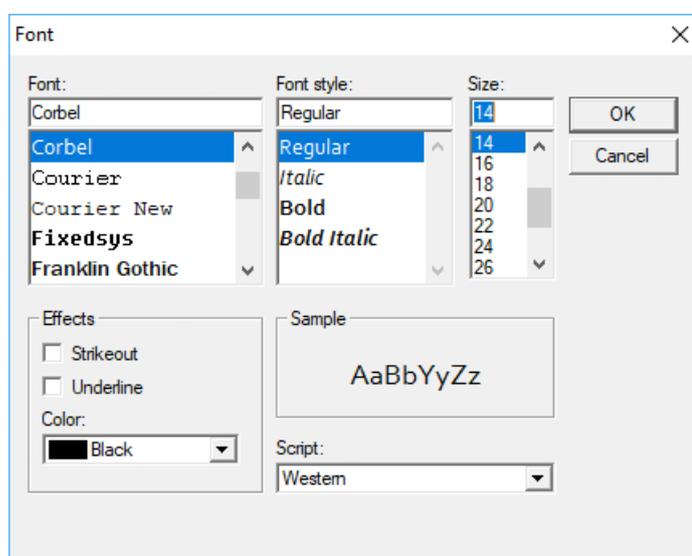
We have added two new *Procedures* files – *Collections review information* and *Reproduction information*. We have added new elements to improve alignment with Spectrum 5.0. A list of these revisions can be found at the beginning of the *Object elements* help file.

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 'readers' group

Read-only users in the 'public' group have limited access to grids, indexes, views and reports. This is to protect researchers 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.

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 you to 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 administrator¹.

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.

Fix for problem with printing from Grid and creating PDFs

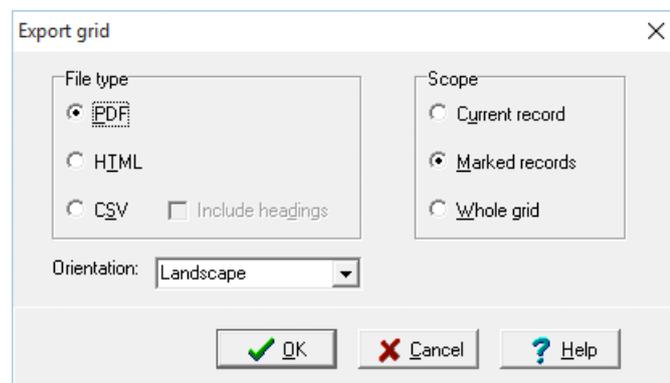
We have fixed a problem with generating PDF outputs, which many users experienced when trying to print data from the Grid.

Export larger files from the grid

Users often found it difficult to save more than a few hundred records from the grid.

Version 1.4 can process large exports from the grid very quickly.

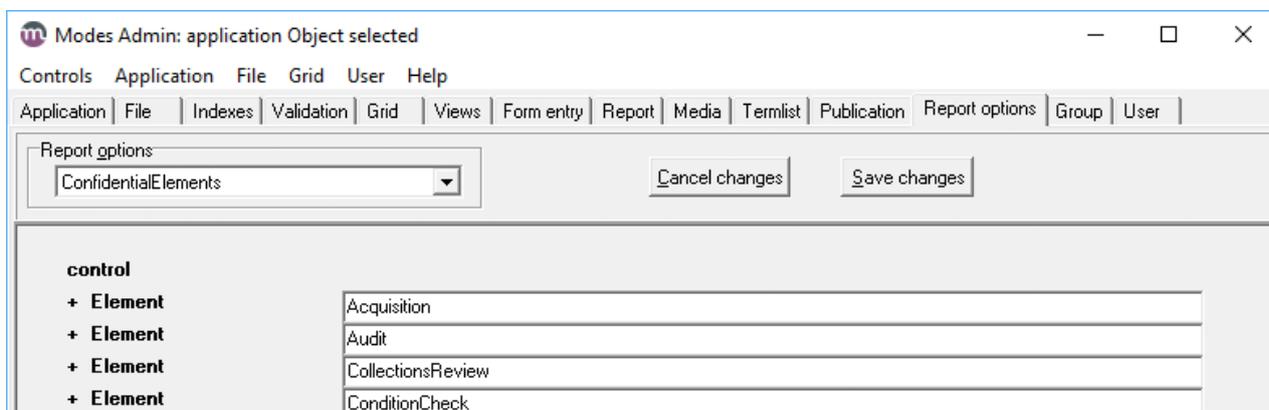
Save the whole grid as a CSV file which you can open in Excel.



¹ First included in August 2016 revision of version 1.3

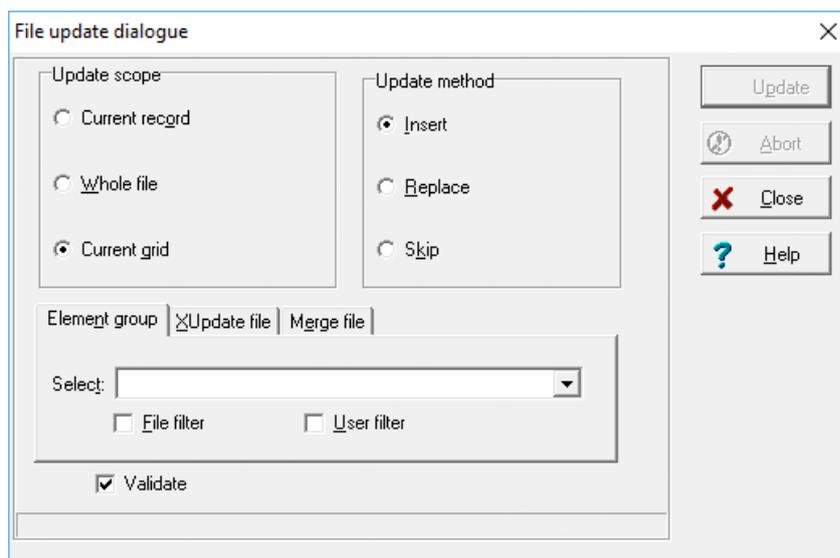
Confidential element selection

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.

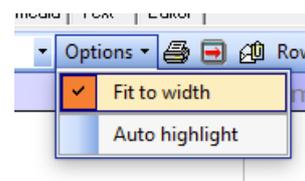


Import files from Modes Compact

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.

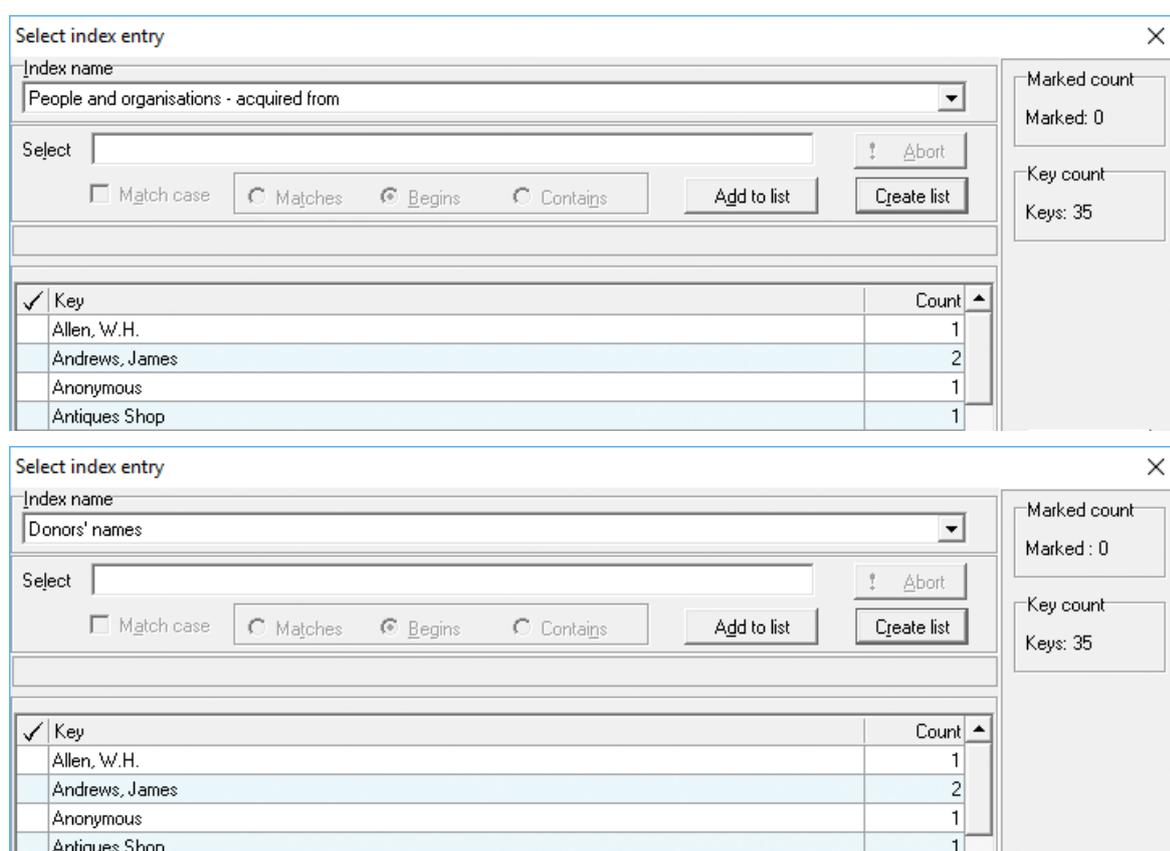
Fit to width setting for grids

The *Fit to width* option on the Grid toolbar now works consistently for screen display, printing and PDF outputs². When Fit to width is selected, the grid will expand the full width of the page or screen.



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.



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.

² First included in the November 2016 revision of version 1.3

System data for indexes

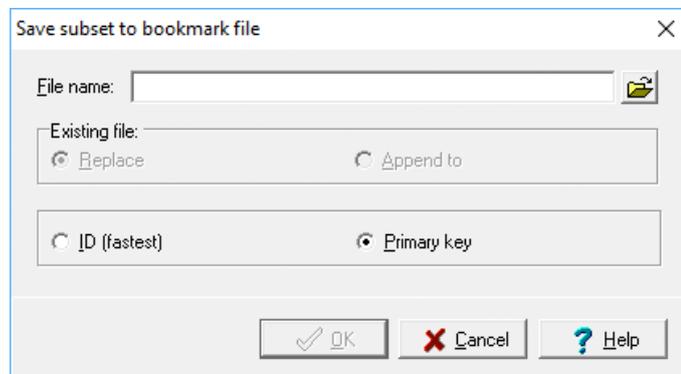
You can quickly check which field or fields an index is reading from. Select **System data > Indexes** from the **View** menu. This displays the name and description of each index along with the xpath for the field the index is compiled from.

Name	Description	XPath	Required Rights
Events	Events	//EventName/text()	public
How acquired	How acquired	/Object/Acquisition/Method/text()	poweruser
Identity number	Identity number	/Object/ObjectIdentity/Number/text()	public
Image filenames	Image filenames	/Object/Reproduction/Filename/text()	readonly
Item marked	Item marked	/Object/ObjectIdentity/ItemMarked/text()	poweruser
Levels of description	Levels of description	/Object[contains(@elementtype,'isad')]/	readonly
Loan in renewal date	Loan in renewal date	/Object/LoanIn/RenewalDate/text()	readonly
Loan in return date	Loan in return date	/Object/LoanIn/ReturnDate/text()	readonly

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.



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.

Windows 10 compatibility

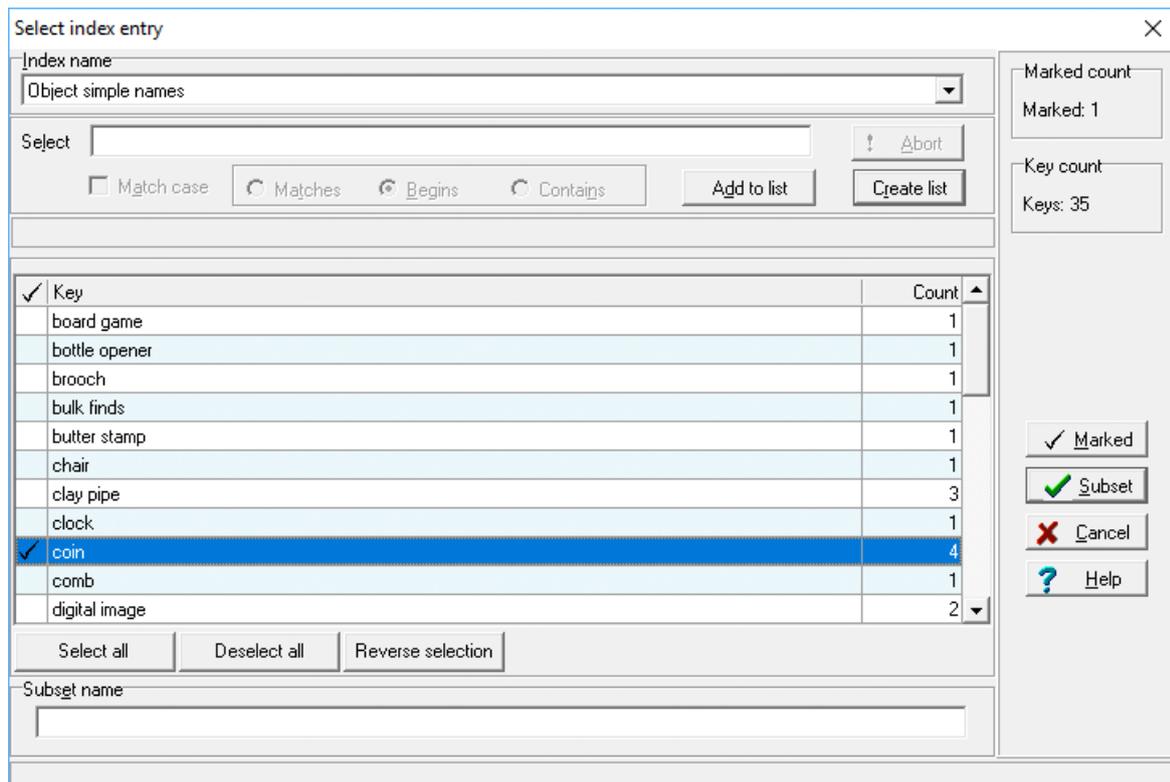
Modes Complete version 1.4.2.47 fixed a problem with running Modes Complete in Windows 10 version 1809 (and later).

3 Upgrading from version 1.2

In addition to the above, 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!

Show termlist	Ctrl+F2
Spell check	F8
Elements help	Ctrl+F1

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.



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.

Show termlist	Ctrl+F2
Spell check	F8
Elements help	Ctrl+F1

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

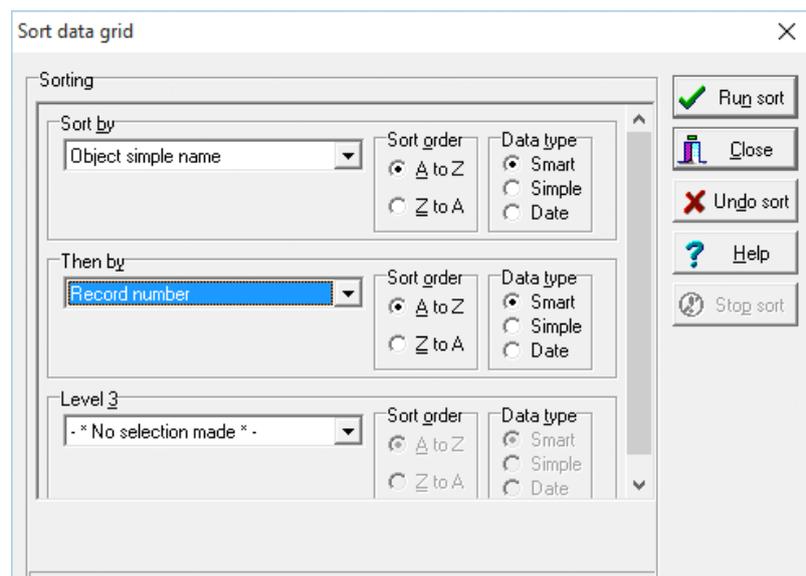
Validation check

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



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

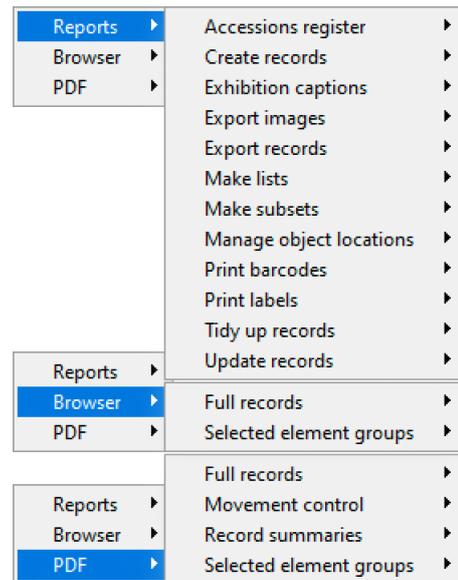
We've added support for recording archives, including new templates mapped to the ISAD(G) standard.

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.