

Trident Users

Trident will need to support the activities of several different types of users, each with a different role and with different sets of tasks. It is important that Trident provide UI that supports each user's tasks. Roles should have permissions relevant to their tasks to allow them to complete.

This document describes these users and their tasks in Tripod.

Admin

An admin manages the system. He/She creates collections, and users. An admin has access to all functions in trident and access to all collections in the repository

Tasks:

- Create/Update/Delete [Collection](#)
- Create/Update/Delete users

Collection Manager

Collection Managers facilitate the execution of projects. They need to be able to monitor collection progress, verify metadata records, create/edit/delete records, manage cataloger permissions, create/edit the collection level metadata, publish the collection.

Tasks:

- Monitor Collection progress
- Create/Update Collection [Collection](#)
- Verify [Items](#)
- Create/Retrieve/Update/Delete [Items](#)
- Add catalogers to the [Collection](#) (?)
- Add catalogers to the [Item](#) (?)
- Publish/Unpublish [Collection](#)
- Report problems with [Items](#)
- Define Metadata Profile for [Collection](#)
- Create/Update/Delete [Categories](#)

Cataloger

Catalogers create and maintain metadata records for items in the repository. Catalogers may need to be granted access to records in specific collections.

Tasks:

- View incomplete [Items](#)
- Create/Retrieve/Update/Delete [Items](#)

Limited Cataloger

A cataloger with limited permissions. This user may be a student employee.

Tasks

- View incomplete [Items](#)
- Update [Items](#)

Observer

An observer keeps track of a project's status but does not contribute to the item metadata or components. A collection sponsor may be an observer.

Tasks:

- Monitor Collection progress
- Report problems with [Items](#)
- Report problems with [Collections](#)

Digital Production Manager

The Digital Production Manager runs the digitization process. This includes grouping scannable objects, managing scanner operators, performing quality control assessments of scans, and adding components to items.

Tasks:

- Identify [Items](#) and [Components](#) for digitization
- Create scanning specifications
- Scan materials
- Create/Retrieve/Update [Items](#)
- Create/Retrieve/Update/Delete [Components](#)
- Add scanner operators to system and/or collection
- Group [Components](#)
- Check [Components](#) for quality/correctness

Scanner Operator

A scanner operator digitizes materials, adds components to an item, and create technical metadata. The current workflow has scanner operators checking out groups of items that are then scanned.

Tasks:

- Scan materials
- Create/Retrieve/Update [Items](#)
- Create/Retrieve/Update/Delete [Components](#)

- ◆ Add [Component](#) files to Trident
- ◆ Create Administrative Metadata for component
- Create [Component](#) derivatives