

Metadata Entry Module – Brief Introduction

Metadata is a catalogue of the documents stored in Document Management System. Waqf DMS Metadata Entry Module has been used here as a means of cataloging archived information. The purpose of this module is to capture the physical Metadata information into digital format & upload the related scanned documents into the archival system. The Output of this Waqf DMS Metadata Entry Module will be in the form of Dublin core which will be imported in Waqf DMS subsequently.

(The **Dublin Core** is a set of metadata elements providing a small and fundamental group of text fields captured by DEO through which information can be described and catalogued)

Guidelines for Digitization (Scanning of Documents, Installing & Data Entry in Waqf DMS Metadata entry Module)

1. Type of Documents to be scanned

It is recommended to scan only those documents which represent the ownership of the property. For example: Waqf Deeds (WD), Record of Rights (ROR), Gazette Notifications(GZ), Land Record Documents(LR), Maps(MAP), Registration Forms(REG)

2. Scanning of the Documents

- 2.1. Scanning should be done in Grayscale as far as possible
- 2.2. If colored scanning is required, use minimum colors so as to reduce the size of the file.
- 2.3. Scanned pages should be Readable to the user
- 2.4. Scanned File/Image should be saved in multi-page PDF format for each document.
- 2.5. It is recommended that State Waqf Board Logo should be displayed in the background with very light shade (as a watermark) on every scanned page.

3. Naming Convention of the Scanned Documents

- 3.1. Once a document is scanned, a file is to be named as **Document name_wakf id**. For Example the user needs to follow the required naming convention.
 - 3.1.1. If, For a Wakf Estate, Wakf ID created is MP000001 & related to this Waqf Estate the supporting property document to be scanned is Record of Right then the file naming convention should be given as ROR_MP000001.pdf
 - 3.1.2. In case of multiple volumes of the same documents available, the naming convention for the Scanned Record of Right documents should be given as ROR1_MP000001 & ROR2_MP000001 & So on.

4. Pre-requisites for the Installation of Waqf DMS Metadata Entry Module

- 4.1. Run on Windows operating System (e.g. windows XP/ windows 7)
- 4.2. Install jre 1.6

5. Run Waqf DMS Metadata Entry Module

- 5.1. Double click on Waqf DMS Metadata setup file provided by NIC PMU(Waqf)
- 5.2. Following form will be displayed (Test Data is shown for reference)

The screenshot shows the 'Waqf DMS Meta Data Entry Module' interface. It features a title bar with the application name and standard window controls. The main area is divided into several sections: 1. 'Select Destination Folder for Creation of Dublin Core Structures' with a text input field for 'Destination Folder *' and a 'Browse' button. 2. 'Property Managed By' with three radio buttons: 'Mutawalli' (selected), 'Managing Committee', and 'SWB'. 3. 'Waqf Detail' with fields for 'Waqf ID *', 'Waqf Estate Name *', 'Waqf Creation Date', 'Waqf Classification *' (dropdown set to 'Sunni'), 'Waqf Registration No *', 'Waqf Scheme *', 'Waqf Type *' (dropdown set to 'Allal-Aulad'), 'Waqf Registration Date *' (2010-11-13), 'Waqf Gazetted *' (dropdown set to 'Yes'), and 'Waqf Gazette Details *'. 4. 'Waqif Detail' with fields for 'Waqif Name *', 'Waqif Father Name', 'Waqif Address *', 'Waqif City *', and 'Waqif District *'. 5. 'Mutawalli Details' with fields for 'Mutawalli Name *', 'Mutawalli Father Name *', 'Mutawalli Address *', 'Mutawalli District *', and 'Mutawalli City *'. 6. 'Property Details' with fields for 'Immovable Property Details', 'Movable Property Details', and 'Remarks'. 7. 'Upload Scanned File(s)' with a 'Browse' button, an 'Add' button, and a 'Remove' button. 8. 'Commands' with 'Save' and 'Close' buttons.

5.3. Form is ready for Metadata Entry

5.4. DEO to capture the Metadata information into the Module

6. Guidelines for Data Entry into Waqf DMS Metadata Entry Module

6.1. Destination folder

6.1.1. User to select a destination folder or create a new folder for a session.

6.1.2. This folder will store the data entry captured from physical Metadata page.

6.1.3. Once the user exit from the form he will have to create another destination folder

6.1.4. It is recommended that User create this destination folder date wise.

6.2. All the fields marked as * are mandatory

6.3. Date should be entered in YYYY-MM-DD format

6.4. In Waqf creation Date field user either can enter Date or Character depending on information available. For e.g. User can enter waqf creation date as 'over 100 years' or '1910-01-01' depending upon the available information.

6.5. Scanned file is to be uploaded by clicking on browse & add button.

6.6. On Clicking on save button record gets submitted & the system displays the following alert. " Record Saved " & prompt user to click on the button named as " Yes" or "No"

6.6.1. After clicking on "Yes" the user will be able to submit another entry with in the selected destination folder

6.6.2. After clicking on " No" form will be closed & user in case reopens the form: he will have to select/create another destination folder for the new session

7. Output of Waqf DMS Metadata Entry Module

7.1. After submission of Metadata form the Module automatically create a folder with in the destination folder(refer 6.1) named as dc_1

7.2. Created dc_1 folder will contain the following files

7.2.1. PDF files uploaded by the DEO

7.2.2. One dublin_core.xml file which contains the information entered through various field of the form.

7.2.3. One contents file which will have the names of all the PDF files uploaded by the DEO

8. This output will be imported in Waqf Estate & Waqf Property Archival Document Management System(Waqf DMS)