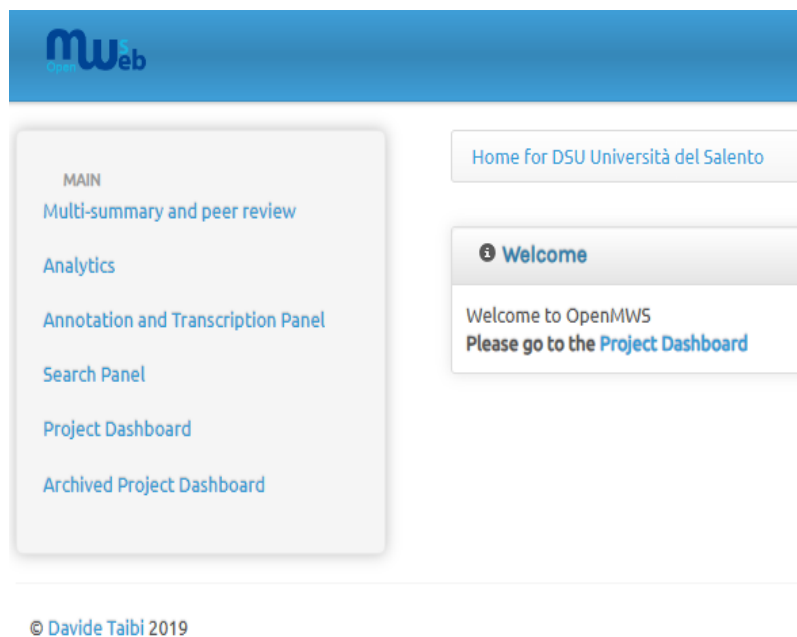




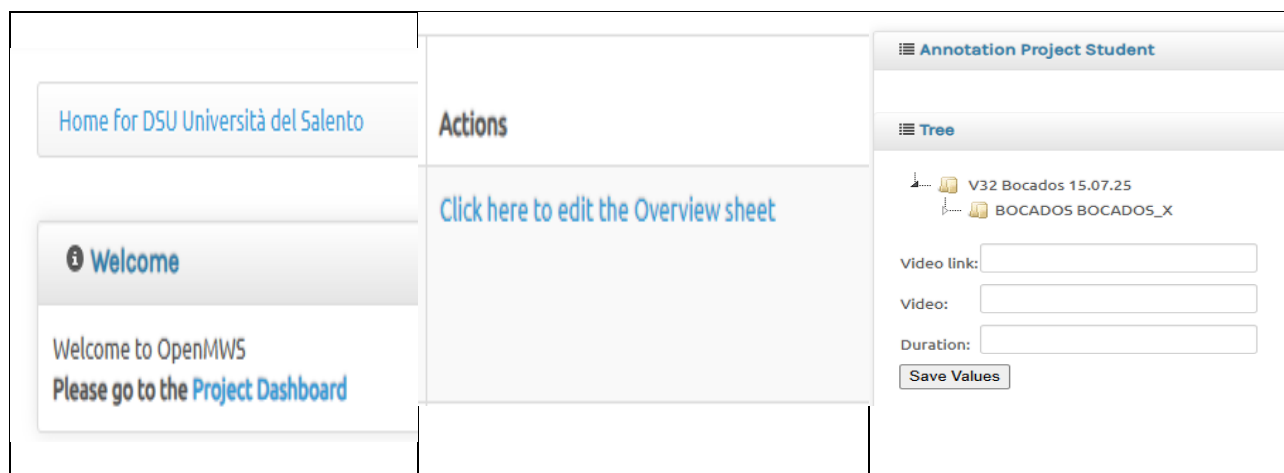
Manual on adding data to Overview playlists using the DSU OpenMWS Dashboard

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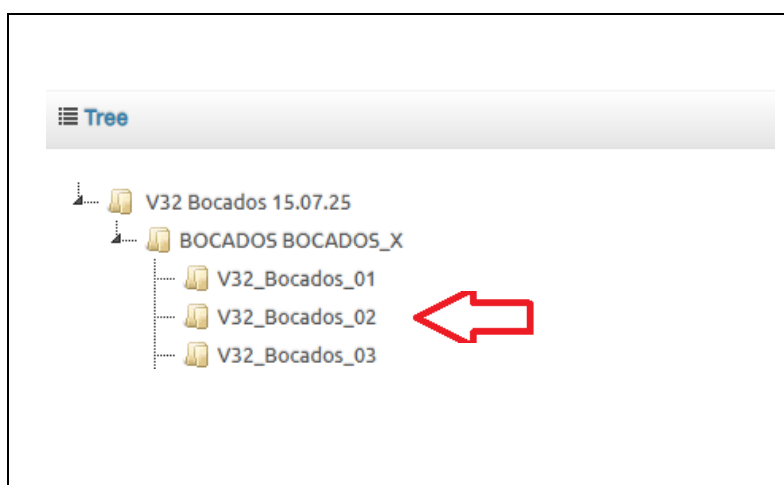


Introduction: This manual explains how to add data about video or podcast duration using the OpenMWS Dashboard. When retrieving data from a specific YouTube site e.g. copying either the video title or the variable part of the URL address listed there, the Dashboard is less error-prone than the direct insertion of data into the Overview sheet of an Excel template. This is especially the case with numerical data such as dates and durations as no prior formatting is required. This manual illustrates the procedure for the addition or adjustment of duration time stamps and assumes that you have accessed the DSU site (<http://openmwsmain.pa.itd.cnr.it/>) using the username and password supplied to you via an *shcorpus* email.

Step 1: Click on the links shown in the first two columns of the screenshot below and open the Tree by clicking on the small white arrow in the third column.



Step 2: Then, click on the item you are working on and scroll down until you see the video or podcast and in question.



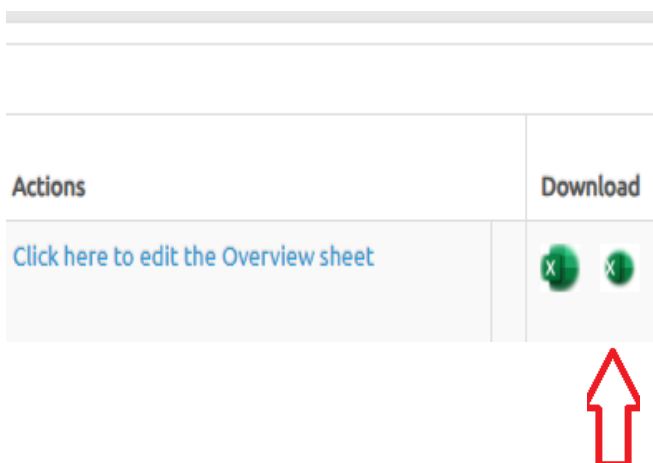
Step 3: When clicked, the time bar in the video or podcast is now visible. Details can now be added to the Duration box using the MM:SS format e.g. 01:17 represents 1 minute, 17 seconds. The SAVE VALUES button must be clicked to save the data.



The screenshot shows a form with three input fields and a button. The first field is labeled 'Video link:' and contains the text 'fIKqPs-A7Fo'. The second field is labeled 'Video:' and contains the text 'Risotto en salsa de quesos con cha'. The third field is labeled 'Duration:' and contains the text '01:17'. Below these fields is a button labeled 'Save Values'. Below the button is a section header 'Inspect Sequence' with a hamburger menu icon to its left.

Video link:	fIKqPs-A7Fo
Video:	Risotto en salsa de quesos con cha
Duration:	01:17
<button>Save Values</button>	
Inspect Sequence	

Step 4: Exit the OpenMWS platform and re-enter with the username and password provided. Return to the Project Dashboard. Download the Overview sheet to check that your data has been recorded. To this end, click the SMALL green icon – the second from the left in the row of DOWNLOAD ICONS.



The screenshot shows a table with two columns: 'Actions' and 'Download'. The 'Actions' column contains a link 'Click here to edit the Overview sheet'. The 'Download' column contains two green circular icons, each with a white 'X' inside. A red arrow points to the second green icon from the left.

Actions	Download
Click here to edit the Overview sheet	 