Web Archiving Service
Project Administration User Guide

There are two types of administrative users in WAS. An **institution administrator** can manage projects and users for the entire institution. A **project administrator** manages curatorial activity within a single WAS project. This guide describes the features available to the project administrator.

A Web Archiving Service project is a holding bin for captured sites and collections. There is no limit to the number of sites or collections permitted within a project, but most projects will only contain one collection. Each project must have at least one administrator who manages activity and users within the project.

Until WAS Pilot Test 5, each user had only one project and each project had only one user. Now projects can have many users and a user may be a member of many projects.

A Web Archiving Service Project

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Logging In
Now that users can participate in many different projects, or have other administrative roles, the login process may require you to select which project you want to work with. If you are only affiliated with one project, you will not be prompted to make a project selection.

The Project Administration Screen
Choose the Administration menu, then Project Admin to get to the main Project Administration screen. This screen will show you some overall project statistics, including the amount of overall storage used by the project, the number of sites created and the number of captures completed. This screen also provides links to the actions and reports available to project administrators.

Inviting Users
Web Archiving Service projects are designed to allow collaboration both within and across institutions. We recognize that you may want to collaborate with faculty at your own institution, or with subject specialists at other institutions as you build your web archive. However, we also recognize that all new users can potentially impact the allotted storage available to your institution. Therefore the process of adding new users is open-ended, but contains some safeguards. You may invite anyone to become a member of your project, but if the person you invite does not already have a WAS account with your institution, your institution administrator will have to approve the invitation before the new user can sign in. Here is how the new user invitation process works:

1. Select Invite User and supply the invitee email address and role.
If you choose submitter, the new user will be able to create sites, run captures, search and display content, build collections and delete content. If you choose project administrator, the new user will also be able to invite and manage users, in addition to the tasks available to submitters.

2. If the user you invite does have a WAS account and is from your institution:

3. If the person you invite does not have a WAS account:

   You’ll have the option to send an email invitation for them to register. (You will not need to compose the email message, WAS will set up the message automatically.)

Here is what the text of the email invitation will look like for the users you invite:
When the invitee follows the link, this is the screen she will see:

![Account Registration Form](image)

When the invitee has filled out the registration form, your institution administrator will
review and either approve or deny the account. The invitee will receive an email in both cases. The message will have your address as the sender, in case the invitee has any questions about the account.

4. If the person you invited already has a WAS account with a different institution, the invitation will be reviewed by your institution administrator and either approved or denied.

Managing Users
The Manage Users screen lets you see all of the users affiliated with the project, remove existing users from the project, or change user permissions.

You are not permitted to remove yourself from the list or revoke your own administrative privileges. If you need to be removed from a project, contact your institution administrator. If you are not sure who your institution administrator is, use the Contact WAS link at the top of any screen.

To change a user’s permissions, click the checkbox, then select from the drop-down menu at the bottom of the list.

Reports
A brief overall report of project activity is available in the sidebar of the main Project Administration screen. Reports are also available to show the next scheduled captures and the currently running captures. Further reports, such as user activity stats will be made available in the future.
Requesting New Projects

Whenever you have a long list of sites to capture that are on a completely different subject matter, or when you need to collaborate with a different group of people, contact your project administrator to request a new project. A new project is usually recommended for an event capture where you don’t plan to collect the sites over a long period of time.

Known Issues

WAS Pilot 5 will record who created a site, and who started a capture (using the capture button). It will also specify who created comments on individual files. But it does not yet offer a complete audit trail of activity. If one user edits a site description or schedule created by another user, there is not yet a record of the editing history.