



KUMSUNG

কুমচুং

Theatre, Film & Performance Archive

User Manual

Version 1.0 · October 2026

In loving memory of
Bina Prova Doley Goswami and Devalota Gogoi

Created by Dr Mrinal Jyoti Goswami on behalf of AANK_A Creative Line, Assam, India
<https://aank.org/digital-tools/kumsung/>



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1 Welcome to KUMSUNG

KUMSUNG keeps the creative history of a theatre group, a film company, a festival or an artist: the productions and the people who made them, scripts, posters, photographs, programmes, press cuttings, audio and video recordings, oral histories, a timeline and research notes. Everything is kept on your own device, in English and Assamese, and it works without the internet.

KUMSUNG is one of seven apps that work together: XUDHAKANTHA (the mother app), SILPA KUTIR, XUNPAKHILI, BURHA LUIT, AAROHAN, SRINIBARAN and KUMSUNG. It keeps the work of every studio, and a production can go from KUMSUNG to XUDHAKANTHA and come back again (chapters 6 and 9).

The name and the mark

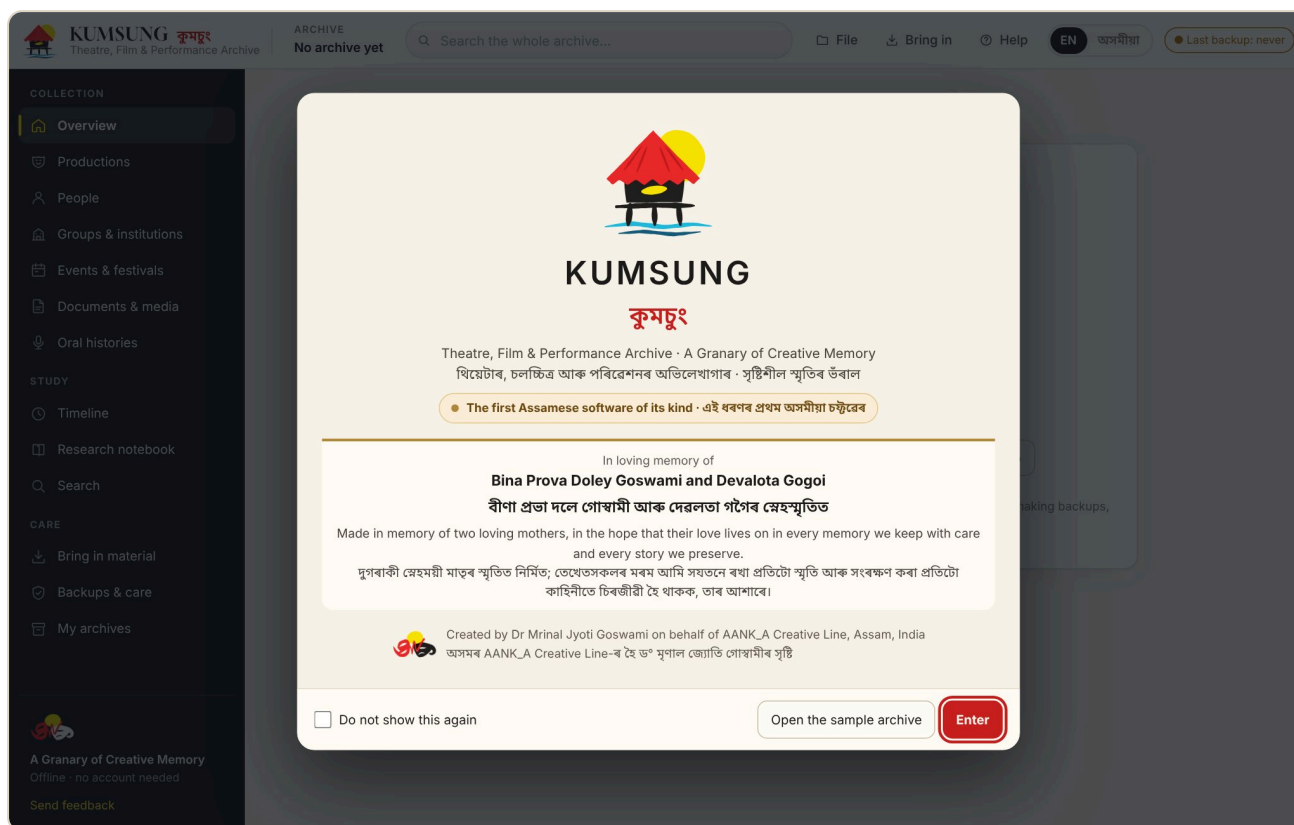
In the Mising language a kumsung is the granary where the harvest is kept safe for the year ahead. KUMSUNG keeps the memory of a group in the same way. The mark shows a granary on stilts by the Luit, with the AANK sun behind it; the golden grain inside the granary is also the eye of a theatre mask.

Who it is for

- Theatre groups: productions, artists, scripts, photographs, programmes and reviews.
- Film companies: films, screenplays, screenings and the people who worked on them.
- Festival organisers: editions, the productions that took part and reports.
- Researchers: oral histories, evidence, citations and interpretations.
- Artists: a record of their own career.
- Cultural institutions: collections of performance heritage.

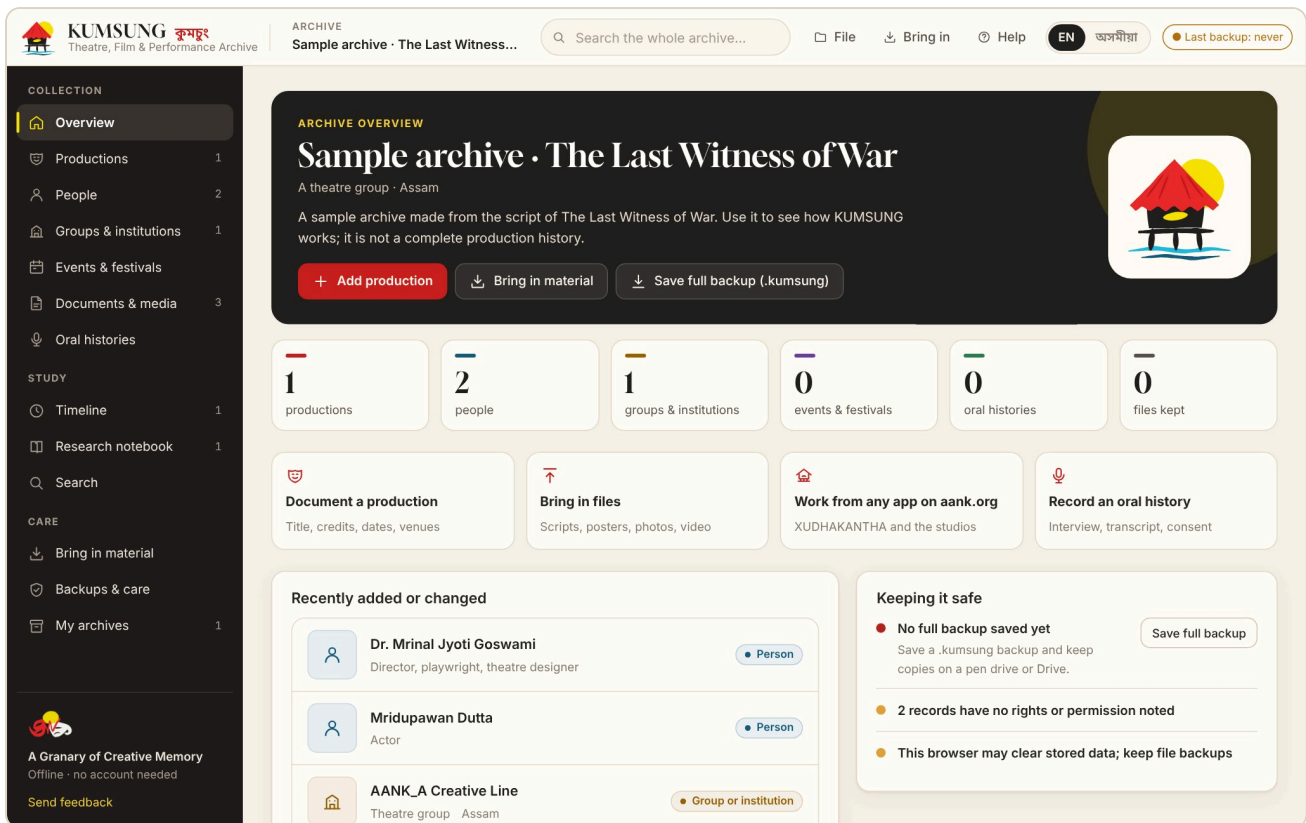
Dedication

In loving memory of Bina Prova Doley Goswami and Devalota Gogoi. Made in memory of two loving mothers, in the hope that their love lives on in every memory we keep with care and every story we preserve.



The welcome screen. Choose **Enter**, or open the sample archive to look around first.

The first time you open KUMSUNG, a welcome screen appears with the dedication. Tick **Do not show this again** if you do not want to see it each time; you can bring it back from the **Help** menu.



The overview of an archive.

The screen has three parts:

- The top bar: the KUMSUNG mark, the archive that is open, a search box for the whole archive, the **File**, **Bring in** and **Help** menus, the **EN | অসমীয়া** switch, and the **Last backup** sign, which shows when the last full backup was saved.
- The side panel: the sections of the archive in three groups, **Collection**, **Study** and **Care**, with the number of records in each.
- The main area, where the chosen section opens.

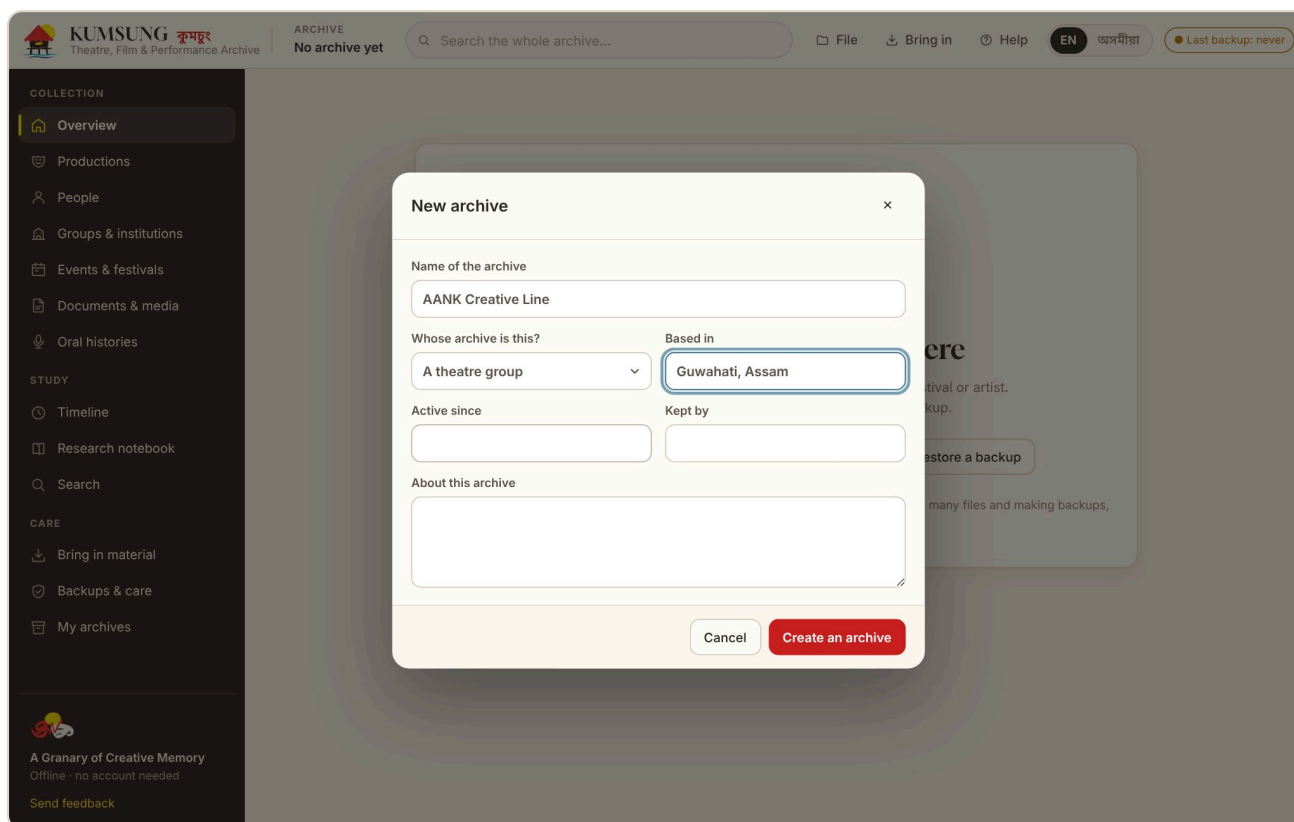
The **Overview** shows how many productions, people, groups, events, oral histories and files the archive holds, buttons for the most common tasks, the records changed most recently, and a short list called **Keeping it safe**. That list tells you when a backup is due, which records have no rights noted, which oral histories have no consent recorded, and when the files were last checked.

Tip

Switch between English and Assamese at any time with **EN | অসমীয়া**. Your records stay as you wrote them; only the labels of the app change.

3 Archives

Keep one archive for each group, company, festival or person. Records and files stay inside their own archive, so the history of two groups never gets mixed.

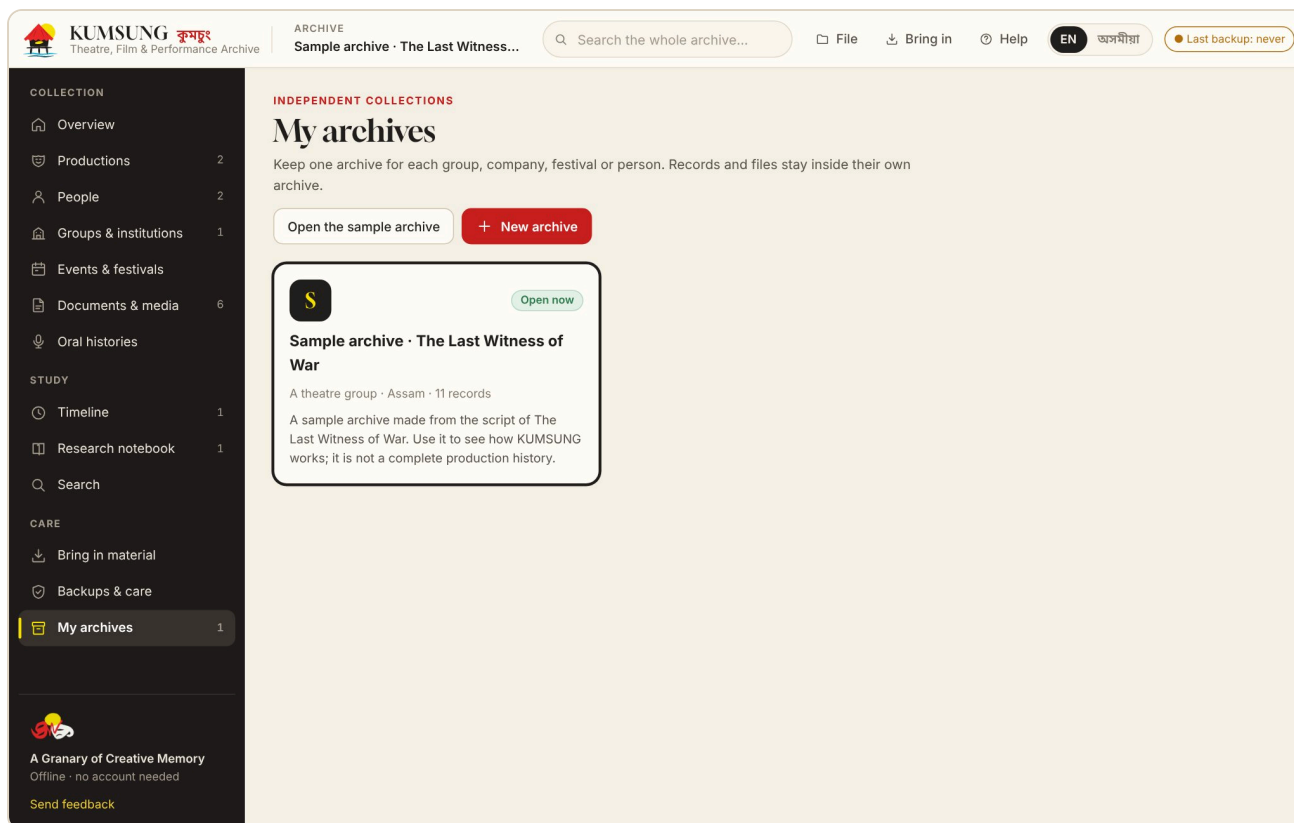


The screenshot shows the Kumsung Theatre, Film & Performance Archive web application. A 'New archive' dialog box is open in the center. The dialog has a title bar with a close button. It contains several input fields: 'Name of the archive' with the text 'AANK Creative Line'; 'Whose archive is this?' with a dropdown menu showing 'A theatre group'; 'Based in' with a dropdown menu showing 'Guwahati, Assam'; 'Active since' with an empty date field; 'Kept by' with an empty text field; and 'About this archive' with a large text area. At the bottom of the dialog are 'Cancel' and 'Create an archive' buttons. The background shows the main interface with a sidebar menu on the left and a top navigation bar.

Creating a new archive.

1. Choose **Create an archive** on the first screen, or **File > New archive**.
2. Give its name, whose archive it is (a theatre group, a film company, a festival, an artist or researcher, an institution), where it is based, since when it has been active and who keeps it.
3. Write a few lines about the archive and choose **Create an archive**.

To move to another archive, click the archive name in the top bar or open **My archives**. The details of an archive can be changed, and an archive can be deleted, from **Backups & care**.



My archives.

Tip

The sample archive, made from the script of The Last Witness of War, opens as a separate archive. Use it to try every part of KUMSUNG without touching your own records.

4 Records

Everything in an archive is a record of one of six kinds:

Kind	What it holds
Production	A play, film, Bhaona, mobile theatre show, dance or music work, with its credits, first performance, venue and number of shows.
Person	An artist, writer, technician or anyone else, with roles, dates and a biography.
Group or institution	A theatre group, film company, festival body, institution or venue.
Event or festival	A performance, premiere, festival edition, screening, workshop, award or tour.
Document or media	A script, poster, photograph, programme, press cutting, recording, design, letter or any other material, usually with its files.
Oral history	An interview, with the interviewee, interviewer, consent, duration and transcript.

Adding a record

Edit - The Last Witness of War

BASICS

Title: The Last Witness of War

Title in the other language or original script:

Short description: A meta-narrative monodrama

Date: A full date, a year, or "c. 1965"

Until:

Place or venue:

Language: Primarily Assamese; some English

Description: A solo performance centred on the meta-narrator. The 20 x 20 ft stage is divided into an 8 x 8 chessboard, and the actor never leaves it. The text has ten scenes; one actor performs several speaking identities.

Keywords: monodrama, war, memory, Assamese theatre, solo performance

Separate with commas

ABOUT THE WORK

Kind:

Genre or form:

Cancel Save record

The record form. The fields change with the kind of record.

Choose the section in the side panel and then the red **Add** button, or use the buttons on the **Overview**. The form has four parts:

- **Basics:** the title, a title in the other language or the original script, a short description, dates, place, language, a full description and keywords.
- **About the work:** the details that belong to this kind of record, such as genre, first performance and duration for a production, or consent and transcript for an oral history.
- **Credits:** the people and groups who made the work, each with a role and an optional note such as the character played.
- **Rights, source and certainty**, and the linked records.

Dates can be written freely: “2019”, “12 March 1998” or “c. 1965”. KUMSUNG reads the year from them to sort the timeline.

Edit · The Last Witness of War

Duration: about 48 minutes

Number of performances or screenings:

Stage: 20 x 20 ft, divided into an 8 x 8 chessboard

Characters: The meta-narrator and the identities he voices

CREDITS

People and groups who made this work. A new name also creates a person record.

Name	Role	Note
Dr. Mrinal Jyoti Goswami	Director	Concept, dramaturgy and direction
Mridupawan Dutta	Actor	The meta-narrator
AANK_A Creative Line	Producing group	Note (e.g. character)

+ Add a credit

RIGHTS, SOURCE AND CERTAINTY

Rights status: Our own work

Rights holder: AANK_A Creative Line

Permission or licence: Private sample; publication rights not assessed

Source: Final script of The Last Witness of War

Cancel Save record

Credits, rights and certainty in the form.

Credits make people

Every name you write in a credit becomes a person record, unless that person is already in the archive. Open a person and you see **Appears in:** every production in which they are credited, with their role. Write a name the same way each time so that one person has one record.

How sure is this?

Archives hold facts, guesses and opinions side by side. Mark each record as **Documented** (backed by evidence), **Uncertain** (to be checked) or **Interpretation** (your reading of the evidence). Access can be

Open, Restricted or **Private**, for material such as unpublished scripts or interviews that must not be shared.

The record page

The screenshot shows the Kumsung Theatre, Film & Performance Archive interface. The top navigation bar includes the Kumsung logo, a search bar, and links for File, Bring in, Help, and language settings (EN, অসমীয়া). A sidebar on the left lists various collection and study options. The main content area displays the record for 'The Last Witness of War', a meta-narrative monodrama. It includes sections for About, Credits, Files, and Timeline. The About section describes a solo performance on a stage divided into an 8x8 chessboard. The Credits section lists Dr. Mrinal Jyoti Goswami as the Director and Mridupawan Dutta as the Actor. The Files section is currently empty. The Timeline section shows two entries: 'Date not known - Rehearsal or making' and 'Final script completed'. On the right, a Details panel provides additional information such as Kind (Play), Duration (about 48 minutes), Stage (20 x 20 ft, divided into an 8 x 8 chessboard), Characters (The meta-narrator and the identities he voices), Language (Primarily Assamese; some English), and Keywords (monodrama, war, memory, Assamese theatre, solo performance). A Linked records panel at the bottom right lists related items like 'Dr. Mrinal Jyoti Goswami', 'Mridupawan Dutta', 'AANK_A Creative Line', 'Final Script - The Last Witness of War', 'Chessboard Stage and Prop Inventory', and 'Final Tableau - E3 / E2'.

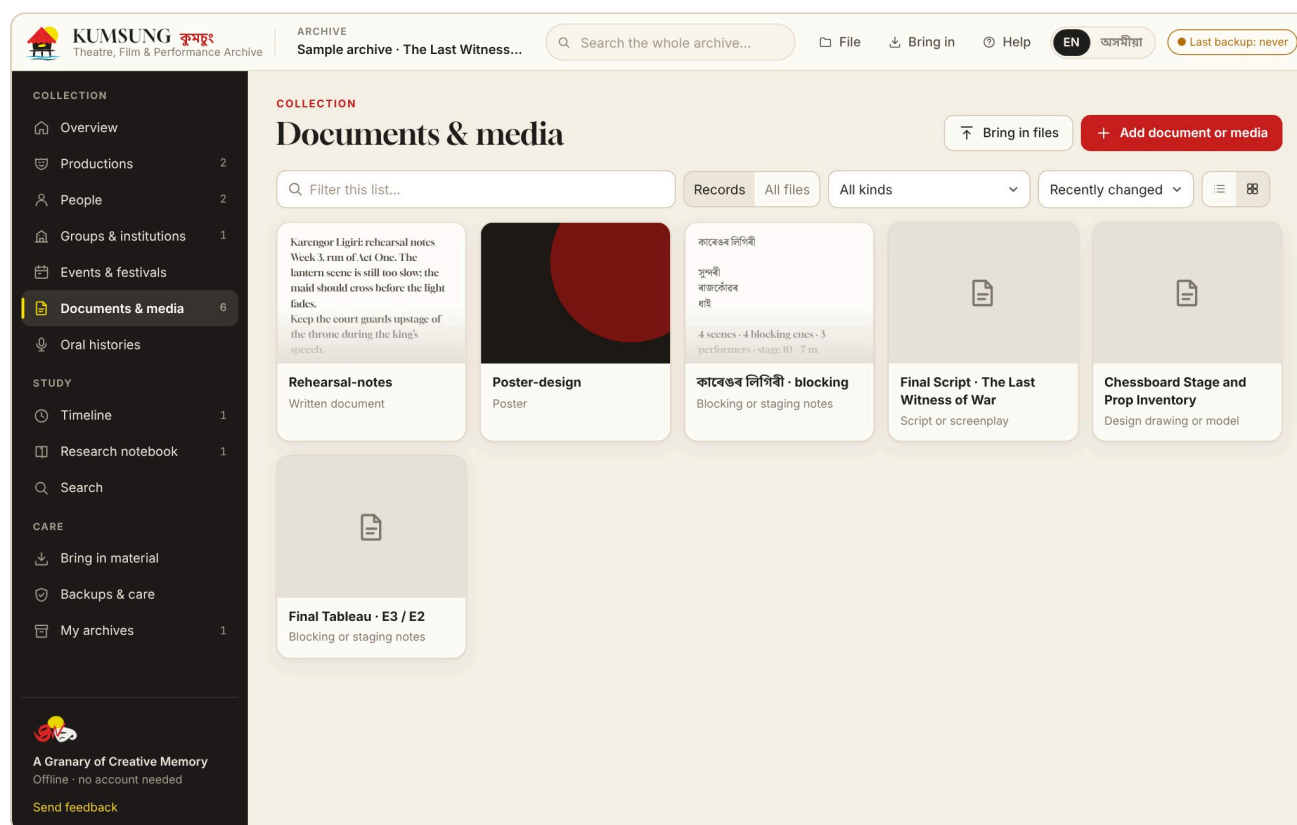
A production record.

A record opens as a dossier: the cover picture, the description, the credits, the files, and the timeline entries and research notes linked to it; on the right are its details, linked records, rights and source, and how it came into the archive. The buttons at the top let you edit it, add files, print it, send a production to another AANK app, or delete it.

5 Files and media

Add files to any record with **Add files**, or drag them onto the record page. Each file is copied into the archive and given a SHA-256 fingerprint, so that any later change to it can be detected. Your original files are not changed.

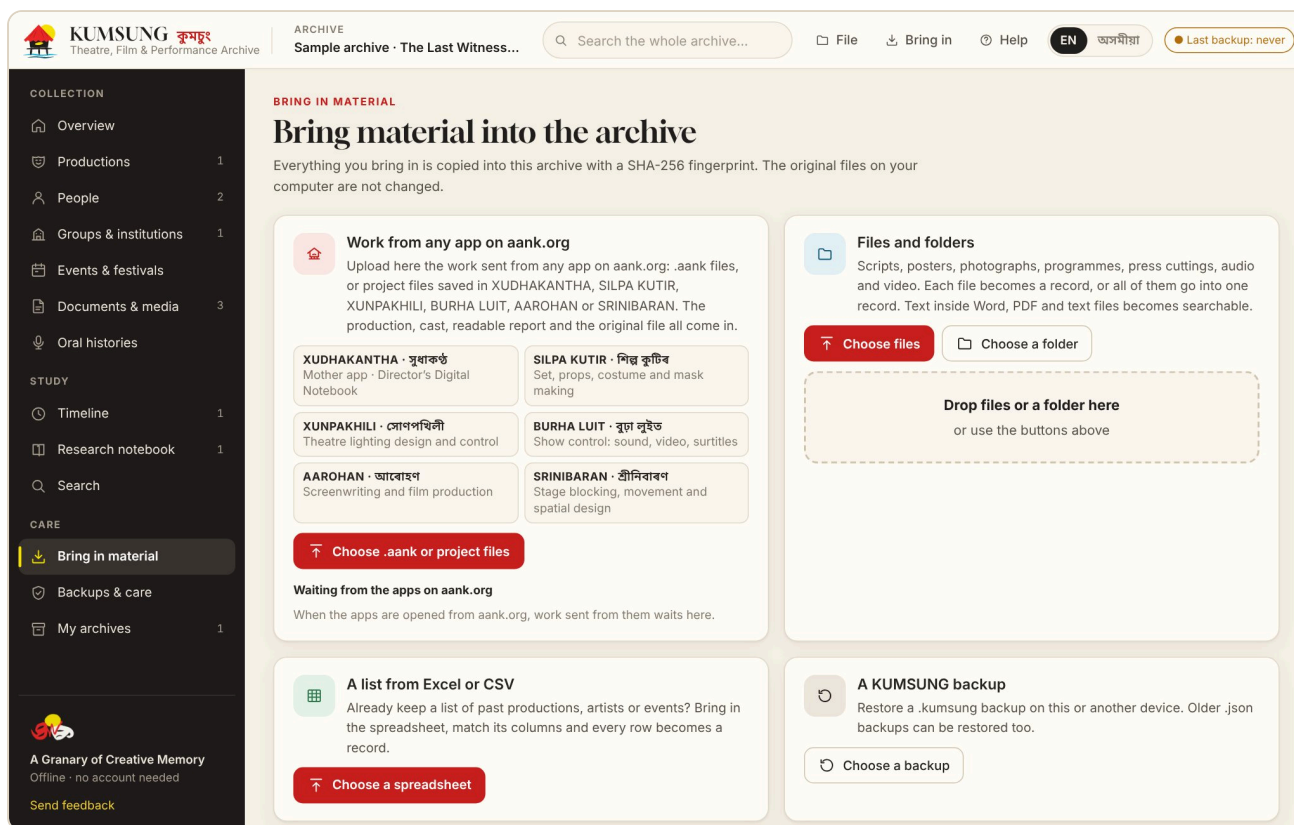
- The text inside Word (.docx), PDF, OpenDocument (.odt), text, Fountain and Final Draft files is read so that search can find words inside them. Scanned pages are pictures and have no text to read.
- Pictures, the first page of a PDF and a frame of a video are shown as previews. Audio and video play on the record page.
- Under each file: download it, use it as the cover picture, read the text found inside it, or remove it.
- A file can be up to 300 MB. Keep very large video files on a hard disk and write where they are in **Original kept at**.



Documents & media, shown as cards.

The **Documents & media** section lists the document records. Switch to **All files** to see every file in the archive, from any record, and filter by kind: images, PDF, Word and text, audio, video, AANK project files or other.

6 Bringing material in

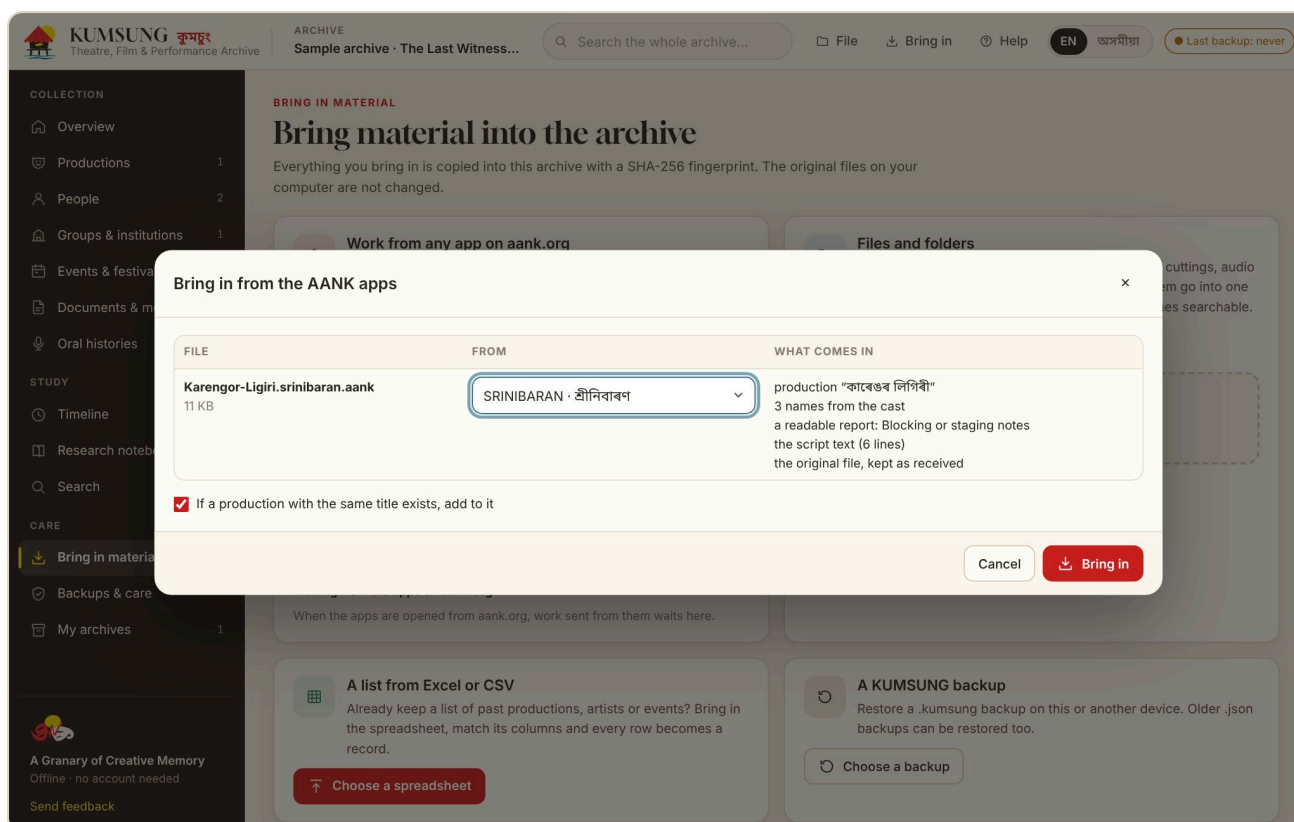


Bring in material: the four ways in.

Everything you bring in is copied into the open archive with a SHA-256 fingerprint, and the care log records what came in and when.

Work from any app on aank.org

KUMSUNG keeps the work of every AANK app. In XUDHAKANTHA, SILPA KUTIR, XUNPAKHILI, BURHA LUIT, AAROHAN or SRINIBARAN choose **Send to...**, pick KUMSUNG or another app, and choose **Save .aank file**. Then in KUMSUNG choose **Bring in** > **Upload work from any app on aank.org** and pick that file. Project files saved by the apps can be chosen in the same way.



KUMSUNG shows which app each file came from and what will come in.

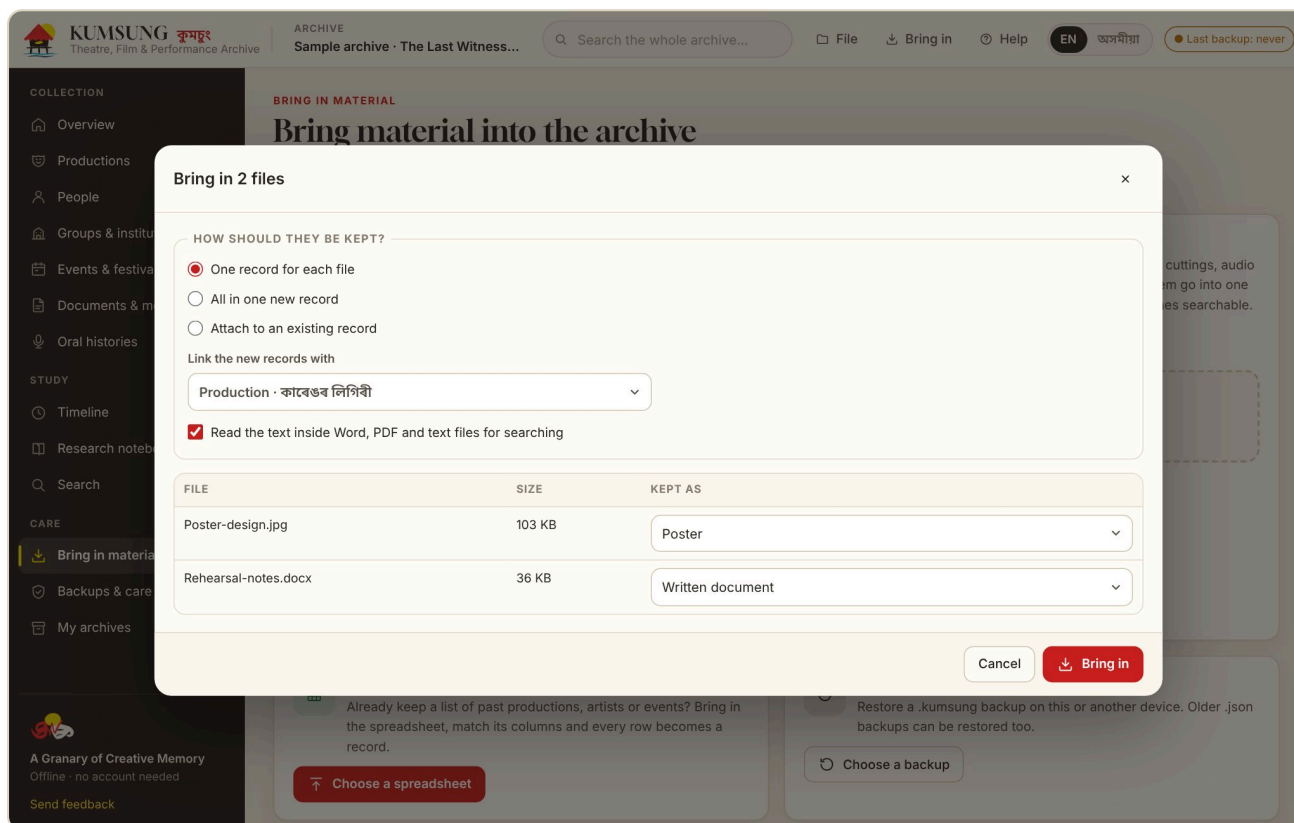
From an .aank file come the production with its stage, the cast (each named actor becomes a person, credited with the character), the readable report the app wrote, the script lines if they were sent, and the original file itself, kept exactly as it was received. If a production with the same title is already in the archive, the new material is added to it.

App	Its report is kept as
XUDHAKANTHA	Director's notes
SILPA KUTIR	Design drawing or model
XUNPAKHILI	Lighting design
BURHA LUIT	Show control and cues
AAROHAN	Script or screenplay
SRINIBARAN	Blocking or staging notes

Tip

When the apps are opened from aank.org, work sent from them waits in **Bring in material**, under **Waiting from the apps on aank.org**. Work addressed to another app can be copied into KUMSUNG as well, and it stays there for that app too.

Files and whole folders



Choosing how files are kept.

Choose files, choose a whole folder, or drop them on the page. KUMSUNG suggests the type of each file (script, poster, photograph, programme, press cutting and so on) from its name and kind; change any of them before bringing them in. Then choose how to keep them:

- **One record for each file:** all linked to a production or another record if you choose one.
- **All in one new record:** for example a photo set from one performance.
- **Attach to an existing record:** a record that is already in the archive.

A list from Excel or CSV

Bring in a list · Productions-list.xlsx

Each row becomes
Production

4 rows · Names in Director, Playwright and similar columns also become person records, credited on the production.

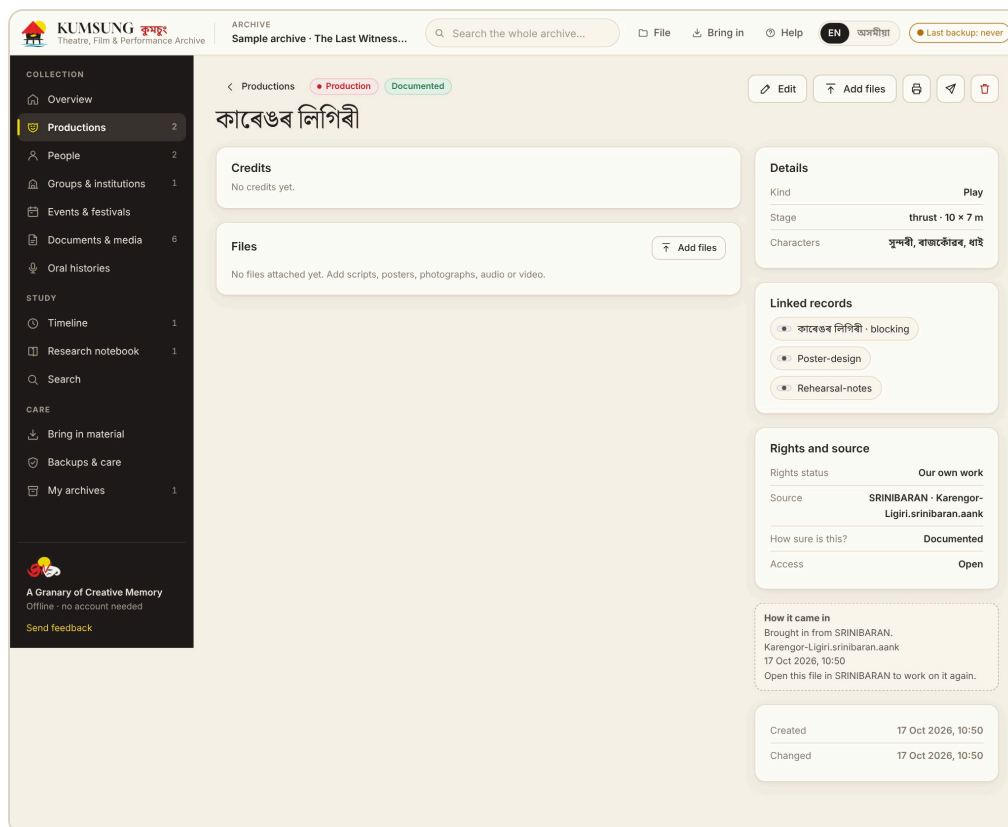
COLUMN IN YOUR FILE	FIRST VALUE	GOES INTO
Title	Karengor Ligiri	Title
Year	2024	Date
Director	Ananya Baruah	Credits · Director
Playwright	Jyoti Prasad Agarwala	Credits · Playwright
Venue	Rabindra Bhawan, Guwahati	Place or venue
Cast	Rupa Das; Ankur Bora	Credits · Actor

Cancel Bring in

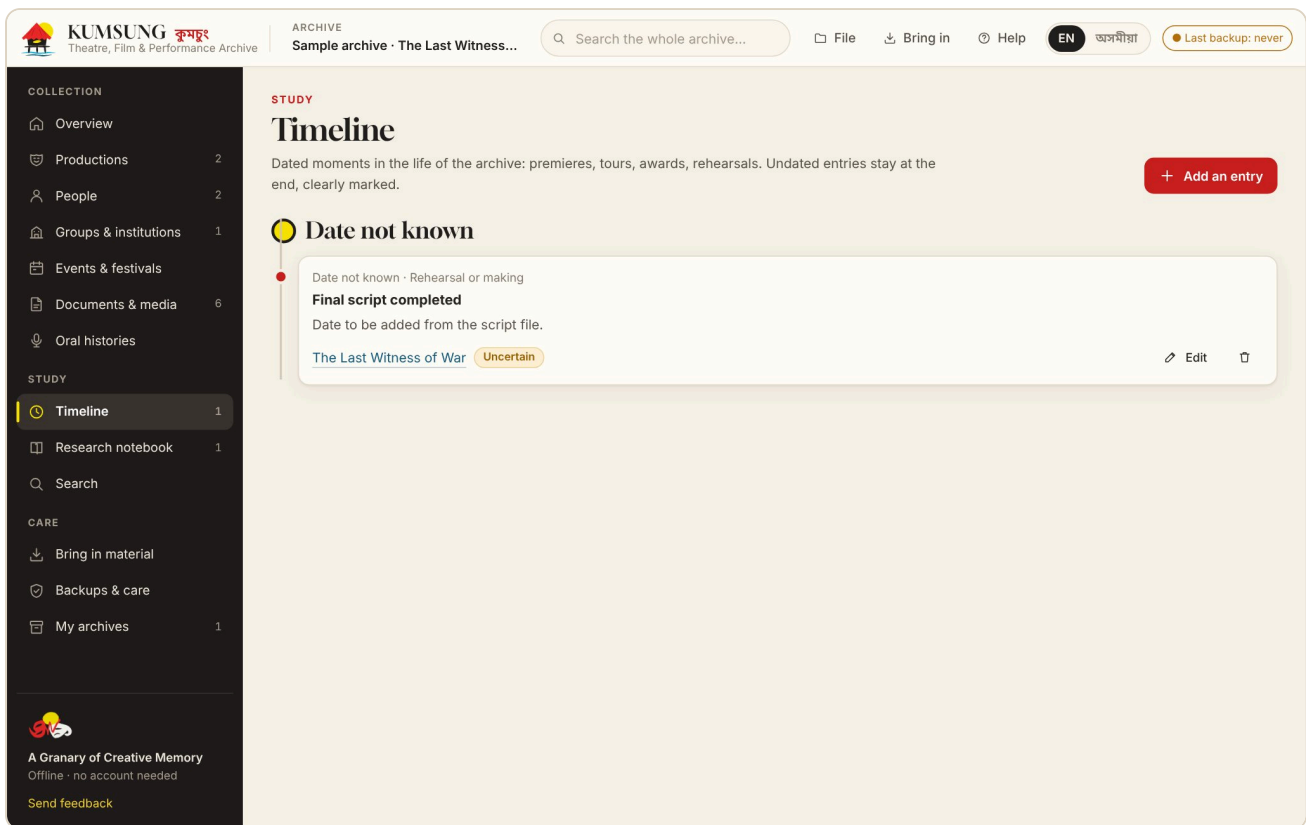
Matching the columns of a spreadsheet.

If you already keep a list of past productions, artists or events in Excel (.xlsx or .xls), LibreOffice (.ods) or a CSV file, bring it in as a whole. Choose what each row becomes, then check where each column goes. KUMSUNG recognises common headings in English and Assamese, such as Title or নাম, Year or বছৰ, Director or নির্দেশক, Playwright or নাট্যকাৰ, Venue or স্থান.

- Names in credit columns (Director, Playwright, Cast and others) become person records and are credited on the record. Several names in one cell can be separated by commas, semicolons, “and” or “আৰু”.
- A row whose title is already in the archive completes that record instead of making a second one.
- Columns you mark as **Other details** are added to the description with their heading.

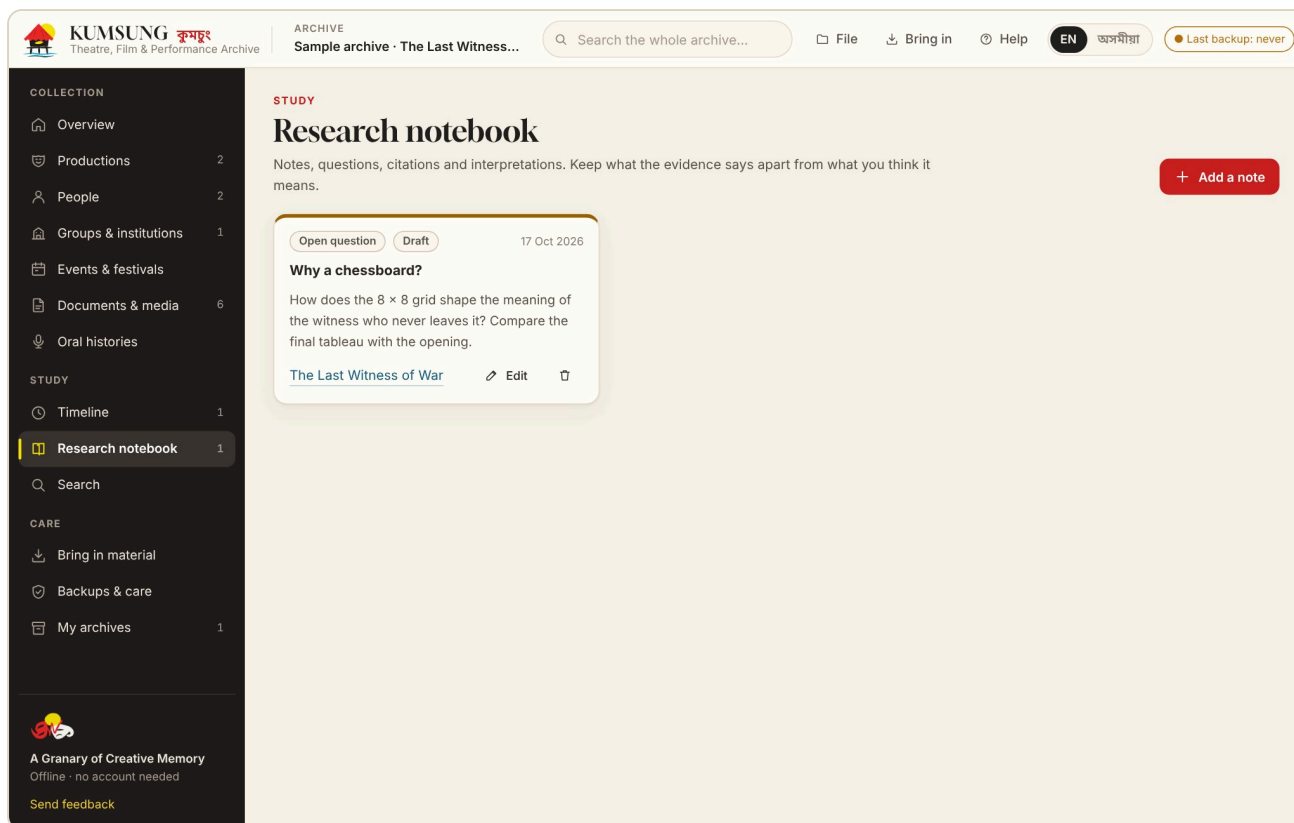


The production after bringing in a SRINIBARAN file, a poster, rehearsal notes and a list.



The timeline, grouped by year.

The timeline holds dated moments in the life of the archive: premieres, performances, rehearsals, tours and festivals, awards, publications and broadcasts. Link each entry to a record. Entries without a date stay at the end, clearly marked **Date not known**.



The research notebook.

The research notebook keeps notes, open questions, citations and interpretations, each with a status: **Draft**, **Checked** or **Needs a source**. Keep what the evidence says apart from what you think it means.

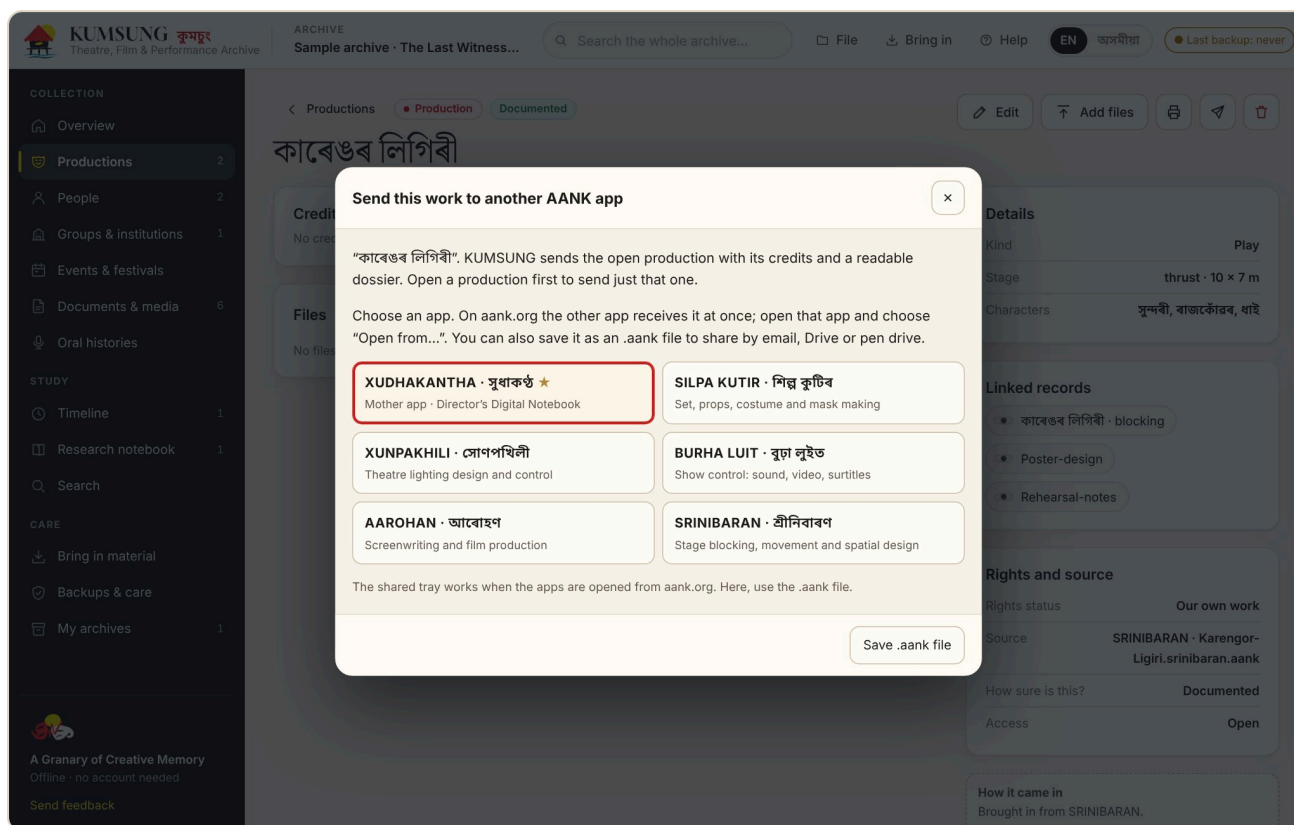
8 Search

The screenshot displays the KUMSUNG Theatre, Film & Performance Archive search interface. At the top, there is a search bar with the text "lantern" entered. Below the search bar, the interface is divided into several sections. On the left, there is a sidebar with a "COLLECTION" menu containing items like "Overview", "Productions", "People", "Groups & institutions", "Events & festivals", "Documents & media", and "Oral histories". Below this is a "STUDY" menu with "Timeline", "Research notebook", and "Search" (which is highlighted). Further down is a "CARE" menu with "Bring in material", "Backups & care", and "My archives". The main content area on the right is titled "STUDY Search" and shows "3 results". It is divided into three sections: "RECORDS", "INSIDE FILES", and "My archives". The "RECORDS" section shows two entries: "Chessboard Stage and Prop Inventory" and "Final Tableau · E3 / E2". The "INSIDE FILES" section shows one entry: "Rehearsal-notes.docx". The "My archives" section shows one entry: "My archives".

Search finds words inside records, notes and files.

Type in the search box at the top (Ctrl+K or ⌘K takes you there). KUMSUNG searches titles, descriptions, credits, details, timeline entries, research notes and the text inside Word, PDF and text files, and shows each match in context. Each list page also has its own filter box.

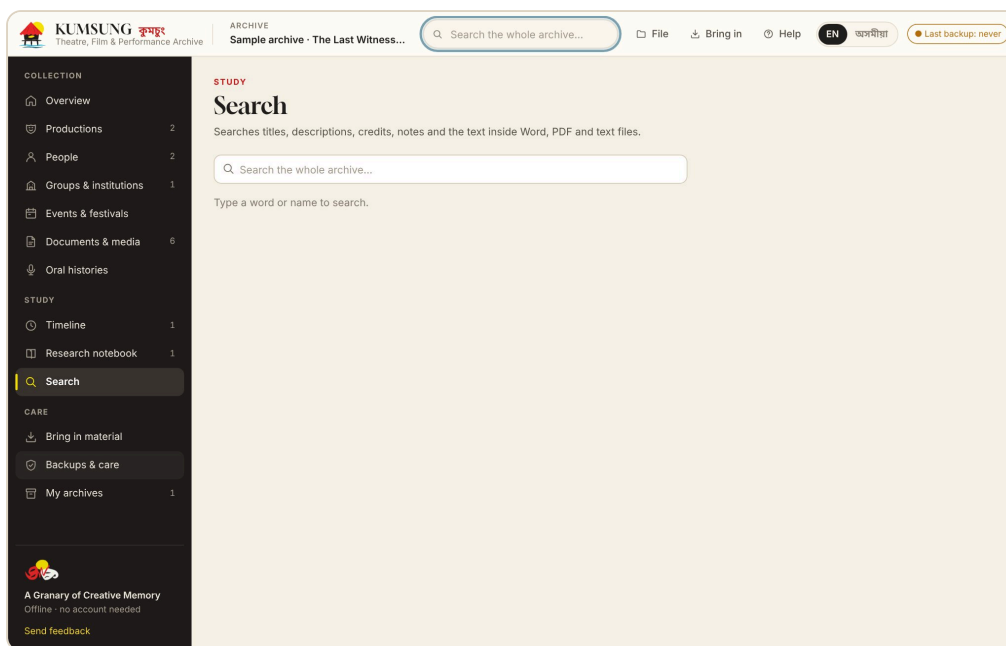
Sending to the other AANK apps



Sending a production to XUDHAKANTHA.

Open a production and choose **Send to an AANK app**, or **Bring in > Send to another AANK app**. Choose XUDHAKANTHA, the mother app, or any studio. The production goes with its title, cast and crew and a readable dossier. On aank.org it reaches the other app at once; elsewhere, save it as an .aank file and open that file in the other app with **Open from....**

In XUDHAKANTHA the archive record is kept with the production under **Documents from other apps**, and the cast is added to the production. A production sent from XUDHAKANTHA comes into KUMSUNG as described in chapter 6.



Backups & care.

A browser is a workplace, not a vault. Save a full backup regularly, after every large import and at least once a month, and keep it in at least two places, such as a pen drive and Google Drive.

The full backup (.kumsung)

File > Save full backup makes one .kumsung file. It is an ordinary ZIP file, so even without KUMSUNG anyone can rename it to .zip and open it. Inside are:

- **files** : every original file, in a folder for each record;
- **kumsung.json** : every record, credit, timeline entry, research note and the care log;
- **catalogue.csv** : the list of records, for Excel or LibreOffice;
- **checksums-sha256.txt** : the fingerprint of every file;
- **README.txt** : a short note in English and Assamese.

Restoring

File > Restore a backup brings a .kumsung file back, on this device or another one. If that archive is already on the device, choose to replace it or to keep both. Every file is checked against its fingerprint while it is restored. Older .json backups can be restored in the same way.

File check, storage and the care log

- **Check all files** recomputes every fingerprint and reports files that have changed or cannot be read. Download the report to keep with your backups.

- **Storage on this device** shows how much space the archive uses and whether the browser has agreed to keep it permanently. Ask for permanent storage with **Keep the archive permanently**.
- The care log lists imports, backups, restores and file checks with their dates.

Catalogues and reports

These hold descriptions only, not the files:

- **Excel:** three sheets, Records, Timeline and Files.
- **CSV:** the list of records, for any spreadsheet program.
- **JSON:** a portable catalogue for other systems, with basic Dublin Core fields for each record.
- **Word:** a report of the whole archive.
- **Print or PDF:** a dossier of the whole archive, or of one record from its page. Choose “Save as PDF” in the print window.

11 Good practice for an archive

1. Set up the archive with its name and purpose.
2. Record productions, people and groups before bringing in large numbers of files.
3. Bring in the evidence: scripts, posters, photographs, recordings, programmes and press cuttings.
4. Write down the source, the rights holder and any permission. Oral histories need the speaker's consent, and some may have to stay restricted.
5. Connect related records and add timeline entries.
6. Mark uncertain information as uncertain; do not present a guess as a fact.
7. Save full backups, keep them in two places, check the files, and now and then restore a backup on another device to be sure it works.

Tip

Keep precious originals, such as old photographs and manuscripts, in safe physical care as well. KUMSUNG keeps copies and the story around them.

12 About and feedback

Send feedback

Tell us about any problem, a mistake in the content, a question or a new idea. Nothing is sent until you press "Send by email".

Your name (optional) Email or WhatsApp number (optional)

Only if you would like a reply

Type

Message

0 / 4000

Added automatically

App: KUMSUNG (कुम्भार) - Version 1.0
Used as: portable file
Language: English
Open section: My archives
Size: 1 archives, 11 records, 5 files
Last backup: never
Device and browser: Linux - Chrome 141
Screen / window: 1366x860 / 1366x860
Date and time: 2026-10-17 10:50 (UTC+05:30)

Your archive, its records and its files are never attached.

Send feedback.

Help › Send feedback opens a form for a problem, a mistake in the content, a question or a new idea. Nothing is sent until you choose **Send by email**, and your archive, its records and its files are never attached. **Help › About KUMSUNG** shows the version, the dedication and the licences.

What this version does not do

- It is a working archive, not a certified preservation repository.
- Archives on one device are not protected by passwords or separate accounts, and the data in the browser is not encrypted.
- There is no cloud copy and no website publishing. Your backups are your safety.
- How much a browser can store depends on the device; very large video collections belong on a hard disk.

KUMSUNG (কুম্ভুং) · Version 1.0

Created by Dr Mrinal Jyoti Goswami on behalf of AANK_A Creative Line, Assam, India.

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This version is free and will remain free. We plan to offer a Pro version later, with a few more advanced features. The Pro version will be a paid edition.

Feedback: mrinal.goswami2026@gmail.com · All digital tools: <https://aank.org/digital-tools/>

