vita

digital
toolkit

VITA 5
Agency Management Guide

Last revised 2014-08-06

Table of Contents

Part 1   Agency manager roles & responsibilities

Anyone with level 3 security can see and manage agency screens in VITA as well as any action items. With different subscriptions come different options within agency management. The Basic screens are available to everyone, extra features are available to Regular, Plus and Newspaper subscribers. Use this guide to navigate to the features you want to manage according to your agency subscriber level.

Part 2   Using VITA

2.1   Logging on to VITA

Access the login page at: https://data.vitatoolkit.ca/

Enter your username and password
Login

For users with multiple agency permissions, the next screen offers up all those agencies in a linked list. Choose the agency to enter the main menu.

Reminder: VITA Toolkit Training available this week: March 26, 27, 28. Register here or see the VITA Toolkit Network for more information.

Select Agency

Please select the name of the agency whose records you plan to update.

- 1812 History
- Ajax Public Library
- Barrie Public Library
- Bibliothèque Publique de La Nation
- Blind River Public Library
- Brampton Library
- Brock University Archives
- Brockton Heritage Committee
- Burlington Historical Society
- Burlington Public Library
- Christie Historical Committee
- City of Kawartha Lakes Public Library
- Club généalogique du Nipissing Ouest
- Cobourg Public Library
- County of Brant Public Library
- Deseronto Archives
- Dunnville District Heritage Association
- Edinburgh Square Heritage and Cultural Centre

On the Main Menu, use the link to "Switch Agency"

Manage Records
  Add Record:
- and upload file
- without a file
- as a Birth, Marriage or Death (BMD) er

  Search or Update Record
- Prooflist [last added first, from the inde:
- Top 100 Records [aka: the last 100 rec the database]
- Record id: [＿＿＿] (go)

  Add/Edit Publication
  Add/Edit Issue
Manage Comments
  Review Comments (0)
  List All Comments
Manage Groups
  Add or Update Record Group
  Add Records to Groups
Manage Application
  Agency Management
  Site Management
  Monthly Statistical Snapshot

Logout >> **Switch Agency**

2.2   **Main menu**

Once you click on the login button, you will be presented with the Main Menu.

On the right is an overview of your agency's records and interactive record information.

On the left is a selection of management options ranging from data entry and editing to agency management.

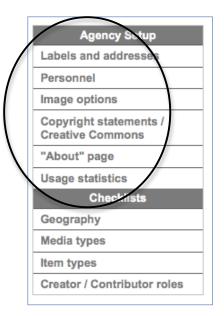Only Level Three users are able to see the Manage Application options:
- Agency Management
- Site Management
- Monthly Statistical Snapshot

Only Site administrators (a security setting changed by OurDigitalWorld staff) can make changes to site management. See Site Administration manual.

Note: Main menu options will change according to subscriber plan.

Part 3   **Basic agency setup**

What is an "Agency"? In VITA, an Agency is the person or organization that contributes material and is responsible for their collection of material and the records being uploaded onto a site.

Multiple agencies can display their collections through a mutual "site" in the public view. Similarly, one agency can contribute to multiple sites.

This section will discuss the Agency set up screens for **Basic Plan subscribers**.

3.1   **Agency profile: Labels and addresses**

The agency label and addresses screen is used to record and update the name, contact information, and web address for each agency that uses the VITA toolkit. A basic agency profile will be completed by Our Ontario staff during the set up process and can be edited by the site administrator once the subscription is activated. As well, the agency plan type and available modules are listed on this screen.

Labels and addresses

Agency code:	Training
Agency setup date:	19 Oct 2010 16:54:55
Name of Agency:	Training data set Any changes to this field trigger changes to each record in your index, which make take considerable amounts of time. Depending on server activity and the number of records this may be as little as five minutes or over an hour.
Type:	Others
Agency Email addresses:	**Public:** info@ourontario.ca This address is displayed on each public record as part of the agency contact information. It is vulnerable to spamming, but is a valuable link between users and your agency ... should they want to order copies of things or seek permission to use records and images in specific ways. **Feedback:** diane@mnsi.net This address is **never** displayed on a public record. It is exclusively used to route emails that the software generates. For example, it will let you know that a new comment (and if you use Vita Plus, testimonial) has been submitted.
Agency URL	http://ourontario.ca/ Test
Agency Address	123 My Street Ave. City, Province W0W 1H0
Record Count	135

Sites	⊙ OurOntario Training
	    Select a default site from those available above. This will be used to point to the public site from the data management pages. More importantly, it will be used in the export of data from this agency to other indexes like **OurOntario.ca**.
	    Any changes to this field trigger changes to each record in your index, which make take considerable amounts of time. Depending on server activity and the number of records this may be as little as five minutes or over an hour.

Language of Description	⊙ English ○ Français Select language [_____]
Vita Plan	**Type:** Basic Plan last modified: 11 Oct 2011 14:57:12 **Modules:** Web Pages: 0 (Agency "About" page) Testimonials: No Video: No Batch Templates: No Web crawler sitemaps: No **Note on removing pages from Google:** See Google's Webmaster Tools FAQ
	(Update Training data set)

Agency code and **setup date**: Both are hard coded during initial subscription set up.

Agency name: Can be changed by the Site administrator, but with the caveat that it is displayed on every record in the collection so triggering a re-index may take some time. Only change this field if absolutely necessary.

Type: indicates the kind of organization the agency is (i.e. Museum, Archives, Historical Society, etc.) and is assigned during set up.

Agency email addresses – Public: This address is displayed on each public record as part of the agency contact information. It is vulnerable to spamming, but is a valuable link between users and your agency i.e. should they want to order copies of images or seek permission to use records and images in specific ways.

Agency email addresses – Feedback: This address is **never** displayed on a public record. It is exclusively used to route emails that the software generates, e.g. new comments or contributions are submitted. Multiple email addresses can be entered if separated by a comma.

Agency URL: Exposed on every public record. Web address for organization's home page.

Agency address: Exposed on every public record. Mailing address for organization.

Record count: Real-time number of records (public and non-public) contributed by the agency.

Sites: Linked name of the site(s) to which this agency contributes records. The selected site is the default view of the agency records, i.e. for previewing in Data Management and from OurOntario.ca portal. Note: Changing this triggers a substantial reindex of the agency's entire collection and may take some time.

Language of description: Primary language used in descriptive records.

VITA plan: shows the type of plan the agency subscribes to; modification dates of that subscription, and the available modules. These are assigned during initial set up.

3.2   Personnel

Agency managers can create, update and delete Personnel files. Site administrators are usually responsible for assigning user access and managing the personnel profiles for their VITA subscription. The site administrator for your agency will be designated during subscriber setup and their access to Site Management is assigned by Our Ontario staff. Talk to us to request changes to Site Admin personnel status.

The Personnel screen offers a list of all users assigned by your agency, and a snapshot of their status and activity. Click the Update button to change personnel file information (see 3.2.2).

Agency Setup		
Labels and addresses	**Primary contact** Jess Posgate jposgate@ourdigitalworld.org	UPDATE Login: jposgate3 Security Level (Role): 3 (Agency Manager) Site Manager: VITA Training Last Login: 6 Aug 2014 12:04:07 Login Count: 254 Date Added: 2 Oct 2011 18:28:32
Personnel		
Image options		
Copyright statements / Creative Commons		
"About" page	Spanish Translation	UPDATE Login: translate Security Level (Role): 3 (Agency Manager) Site Manager: VITA Espagnol Last Login: 18 Feb 2014 9:56:40 Login Count: 62 Date Added: 9 Aug 2013 13:24:29
Export options		
Usage statistics		
Checklists		
Geography		
Media types		
Item types	Summer Student Temp student@youragency.com	UPDATE Login: sstudent Security Level (Role): 2 (User deletes) Date Added: 17 Sep 2013 13:17:36
Creator / Contributor roles		
Newspapers		

3.2.1   Add new user

At the bottom of the screen, use the Add user input boxes to open a new personnel file.

Add person

Name: George Brown   **Email address:** gbrown@gmail.com   (Add)

Add/Update Personnel File

Use this screen to create a personnel file for your login users and non-login users. This helps us contact the right person at your organization (i.e. primary contact Yes/No) and ensures you have up to date information about your users at every level of the organization.

Add a new user by entering more contact information. If you want to assign a second email address, use a comma and space after the first email assigned to them.

Basic Agency Management   **Part 3**

When you click "Update personnel file" a second set of fields will appear.

Login to this agency Yes/No: CEOs, department heads, or other people in the organization may have influence or decision-making power about your VITA

subscription. These folks do not necessarily USE the toolkit (select "no"), but are pertinent to maintaining your subscription.

Login: Login name **must be unique**—enter first initial and last name
> **Generic usernames:** use an identifier to associate generic users with the agency, e.g. GHPLuser or TBPLuser instead of just "User"*

Password: Passwords should be 6-8 characters including numbers and punctuation; passwords should not be considered secure.

Security Level: Only levels 1-3 have meaning.
- Level 1 can create and edit records, but not delete
- Level 2 can create, edit and delete records as well as manage the agency profile and checklists.
- Level 3 can create, edit and delete records as well as manage the agency profile and checklists

> **Remember:** User passwords are editable to anyone with access to the user management screen (i.e. users with Level 3 security access and Site Administrators). Any changes to that user's password, however, is **global** and will affect that user's access to **ALL** agencies to which they are assigned.

Disambiguation:
Any similarity between a new user's full name, login name or email address will be identified within the entire MAD (Modify, Add, Delete) index and returned to you:

"This user is already assigned to *AgencyName*": Alerts you to existing accounts and to avoid duplication.

Basic Agency Management   **Part 3**

Jess Posgate (jposgate)
  Cook Memorial Public Library District (Login Count: 0)
  St. Jerome's University Library (Login Count: 0)
  Canadian Community Newspaper Finder (Login Count: 0)
  Niagara-on-the-Lake Public Library (Login Count: 0)
  Clarington Museum and Archives (Login Count: 0)
  Ontario Historical Society (Login Count: 0)
  This user is already assigned to Ontario Historical Society

Jess Posgate (jposgate3)
  Burlington Public Library (Login Count: 6)
  Add to Ontario Historical Society

Jess Posgate (jposgate1)
  OurOntario.ca (Login Count: 0)
  Add to Ontario Historical Society

Jess Posgate (jposgate2)
  OurOntario.ca (Login Count: 1)
  Add to Ontario Historical Society

Jess Posgate (jposgate3)
  OurOntario.ca (Login Count: 29)
  Add to Ontario Historical Society

"Add to agency": Offers an existing user account as one to add to your agency rather than adding a new account for someone who may already have one.

"Add person": Start fresh with a new name and email to create a new personnel account.

3.2.2   Manage user profiles

George Brown
Volunteer
123-456-7890
gbrown@gmail.com, georgieboy@hotmail.com

UPDATE
Login: gbrown
Security Level (Role): 1 (User no deletes)
Date Added: 11 Oct 2011 15:52:43

To edit the profile for a current personnel file, click on the Update button.

Required fields are Login Name, Password and Security Level.

User Profile Information

- The user's name, login name and email address are pre-populated for existing users. Edit those names here if necessary.
  - **Full name**: should be entered in natural order (i.e. John Smith)
  - The **Login name** should be unique. Use only alpha (a-z) and numeric (0-9) characters.
  - **Email**: This is a private email address for that person and for use by VITA managers and Our Ontario staff.

- The password field is blank but not empty and should only be edited to change that user's password; leaving it blank will keep the password the same.
  - **Password**: should not be considered secure. Use 6-8 characters including numbers and punctuation. After the account has been added this appears blank. Only enter something here if you need to change the password, otherwise it will remain the same.

- After editing the user profile, click "Update" to commit the changes to the index.

User passwords are editable to anyone with access to the user management screen (i.e. users with Level 3 security access and Site Administrators). Any changes to that user's **password and profile**, however, is **global** and will affect that user's access to **ALL** agencies to which they are assigned.
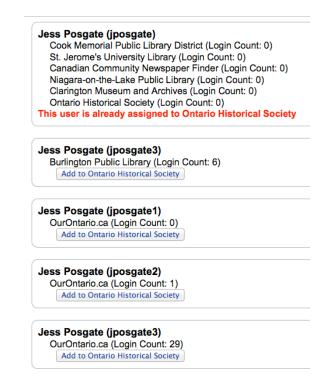
Agencies
- Each user can have access to one or more agencies.
- A list of agencies is shown along with the user's security level.
- To change the user's security level, you must login to the agency in question and change their security level for that agency

3.2.3   Delete user

To delete a user from an agency, go to their user profile and click Delete Personnel File.

You will receive a confirmation screen:

Confirm the deletion of the association of George Brown with this agency:

DELETE GEORGE BROWN'S PERSONNEL FILE

3.3 **Image size**

Zoom image file options

Zoomify files require Flash to display. For viewers who do not have Flash installed on their computers, we offer up your static JPG image file instead. This is the default setting. If you want to suppress that alternate view, you can toggle that choice here:

Public view:

Constrain Zoom Sizes

On display pages for zoomified files, a range of options might be presented to the end user; use the following options to select the range of options.

Full range :

small (400 x 300)
default (900 x 700)
large (1200 x 900)
extra large (1600 x 1200)

Two smaller sizes:

small (400 x 300)
default (900 x 700)

Full Image Options

The Image Sizes options are where you can choose to **not** include a full size display; to **include** a full size display that is processed to a specific number of pixels (see Image File Size, below); or, for larger files, to convert your original image file to a JPEG but **keep** the original size.

Full sized image options	○ Do not process full size (just thumbnail and regular size)
	There will be no full size
	⦿ Process full size and reduce to preferred full-size
	The full sized view will be converted, if necessary, to a JPEG and reduced, if necessary, to **some number of** pixels on its long side.
	○ Convert to Jpeg (if required) but don't reduce in size
	The full sized view will be converted, if necessary, to a JPEG but kept at its original size.

The public view of any VITA record will automatically include a **thumbnail** (shown in menu views) and a **regular** size (shown in record views). It is optional to provide a **full** size image of your object. [Note: images below are not to scale]

Thumbnail

Regular

Full

Image File Sizes

During your agency set up, talk to Our Ontario staff about customizing the file sizes for each display option if necessary. Below are the default sizes.

Thumbnail	150
Regular	400
Full	1600
Reverse	800
Stereoview	1600
Detail	1600

The numbers here represent the **long side** of any image in pixels.

3.4   Permissions

3.4.1   Copyright statements

Your organization is responsible for determining the copyright status of the objects it plans to publish online.

Copyright Statements

The Default statement is "Copyright status unknown", and makes the user responsible for determining copyright. In case users do not pursue the question and potentially misuse the content, best practices dictate that the organization publishing the object online makes every effort to determine the copyright status of its collection items.

For all objects, provide Terms of Use and Reproduction information that suits the copyright status of each item before they become public. The copyright statements page contains default values (as shown here), but you can create or customize these to suit your material or international copyright laws.

During data entry, a copyright status checklist is available on the administrative data screen of each record. The selected status will generate the corresponding statement on the public display.

Remember:
- Copyright status must be determined for every item as part of your workflow
- Please be sensitive to copyright restrictions as you build your collection and be sure to represent each object with the appropriate statement

For more information, see the Copyright FAQ available at http://knowledgeontario.ca/KOSolutions/OurOntario/FAQ/OurOntarioCopyrightFAQ.

3.4.2 Creative Commons licenses

Creative Commons is a nonprofit corporation dedicated to making it easier for people to share and build upon the work of others. The Creative Commons provides free licenses and other legal tools to indicate how others can share, remix or use objects commercially or any combination thereof are consistent with the rules of copyright. See the Creative Commons website at http://creativecommons.org/.

Part of the agency set up asks you to **select a default CC license** for your entire collection from the following options. Other CC licenses can be selected at the object level during data management.

Attribution only

Attribution-NoDerivatives

Attribution-NonCommercial-NoDerivatives

Attribution-NonCommercial

Attribution-NonCommercial-ShareAlike

Attribution-ShareAlike

Dedicated to or certified to be in the public domain

None = All rights reserved

Undecided, don't set a default

3.5 "About" page

Every agency can create an "About" page for their VITA site.

Use the web page editor to build a profile of your agency, digitization project, or about the site.

Belleville Public Library: "About" page

Build your "About" page for your agency here. Use the save icon in the top left corner, and the editor will save the HTML for you.

Note: you might want to edit your text in another application with an active spellcheck. The WYSIWYG editor supplants whatever spellchecking your browser might have provided in this space.

Note for advanced users: Expect that content to appear within a table cell on the output page, so certain html values are not legal. Everything within the toolbar here should remain valid. Don't forget that you should validate the resulting page if you want your site to remain valid for purposes of accessibility.

The Belleville Public Library and John M. Parrott Art Gallery has its origins in a Mechanics' Institute operated from 1851 to 1859. Municipal Library service in Belleville officially began in November 1876 with the establishment of the "Mechanics' Institute and Library Association". The name was changed in 1895 to the Belleville Public Library, in accordance with the new provincial Act Respecting Public Libraries.

In 1903, the City passed the first by-law for the operation of the Belleville Public Library, for that year. New by-laws were passed each year thereafter until 1908 when the by-law establishing on-going library operations was passed. Senator and Mrs. Henry Corby purchased the Merchants Bank of Canada property, remodeled it to serve as a library, and presented it to the City in 1908 "...for the use of the citizens of the City of Belleville for their sole and only use forever as a free public library."

A branch in the east-end of Belleville located at the corner of Farley Street and Victoria Avenue (known as the

Path: div

The result is a page with your default site branding and a customizable panel of information, links, graphics, etc.

Please note the information on that screen about validating your HTML for accessibility purposes.

To include your sidebar for navigation purposes, save your About page text; go to Site Management; click on the "About page" link and select whether you want the right or left sidebar (see Site management Section 5.3.2 "Search page") to appear on your About page or neither if you prefer.

About Pages

Site Setup
General values
Branding
Security

Pages
Test public pages
▸ Navigation bar
▸ Search page
▸ Advanced Search
▸ Results
▸ Details
▸ Full Image
▸ Comments
▸ Pages
▸ Postcards
▸ Photo Essay/Exhibits
▸ "Browse By" pages
▸ "About" pages
▸ Help
▸ RSS
▸ Atom
▸ Podcast
▸ Search Widgets

... when finished
REINITIALIZE PUBLIC SITE

Side bar to use: ⦿ left ○ right ○ neither (Update)

This applies to the display of your agencies' "about" pages, as well as the following web pages.

Options
Mobile Search
Advanced Search
Search Hints
Browse by Location
Browse by Subject
What's New
Photo Essays
Mysteries
Comments
RSS
Atom
How to link to this site
Search OurOntario.ca portal

Welcome to the VITA Training digital collection.
Here you will find a myriad of interesting--if repetitive--collection objects ranging from postcards to reel-to-reel video clips.
The Training digital collection is a "sandbox" space for developers to test new code and media types without breaking anything in the places that matter to our real users--you. It also allows us to display things in a live public space without populating the OurOntario.ca portal with these test objects and records.

Enjoy the site!
VITA toolkit staff
1-888-537-1377
~~~~~~~~~~~~~~
Bienvenue à la collecte de formation VITA numérique.

Ici vous trouverez une myriade d'intéressant – si répétitives – objets de collection allant de cartes postales à bobine à bobine clips vidéo. La collecte de formation numérique est une «sandbox» l'espace pour les développeurs de tester le nouveau code et les types de supports sans rien casser dans les lieux qui comptent pour nos utilisateurs réels – vous. Elle nous permet également d'afficher des choses dans un espace public sans vivre peuplant le portail OurOntario.ca avec ces objets de test et de dossiers.

Bonne visite!
VITA trousse du personnel
1-888-537-1377

Our Ontario

You can also insert a table and add a custom sidebar or navigation panel using the HTML editor.

Basic Agency Management   **Part 3**

accessibility.

Welcome to the VITA Training digital collection.

Here you will find a myriad of interesting--if repetitive--collection objects ranging from postcards to reel-to-reel video clips.

The Training digital collection is a "sandbox" space for developers to test new code and media types without breaking anything in the places that matter to our real users--you. It also allows us to display things in a live public space without populating the OurOntario.ca

HTML Source Editor

☑ Word Wrap

```
<p><strong><img style="float: right;" src="http://ourontario.ca/GraphicsLibrary
/compass_features.gif" alt="Our Ontario Logo" width="150" />Welcome to the VITA Training
digital collection.</strong></p>
<p>Here you will find a myriad of interesting--if repetitive--collection objects ranging from
postcards to reel-to-reel video clips.</p>
<p>The Training digital collection is a "sandbox" space for developers to test new code and
media types without breaking anything in the places that matter to our real users--you. It
also allows us to display things in a live public space without populating the <a
title="Search Our Ontario Discovery Portal" href="http://ourontario.ca/"
target="_blank">OurOntario.ca</a> portal with these test objects and records.</p>
<p> </p>
<p>Enjoy the site!</p>
<p>VITA toolkit staff</p>
<p>1-888-537-1377</p>
<p>~~~~~~~~~~~~~~~</p>
<p><span id="result_box" lang="fr"><strong><span class="hps">Bienvenue</span> <span
class="hps">&agrave; la collecte</span> <span class="hps">de formation</span> <span
class="hps">VITA</span> <span class="hps">num&eacute;rique.</span></strong></span><span
id="result_box" lang="fr"><strong><span class="hps"><strong><img style="float: right;"
src="https://ca.othree.ca/download/.attachments/oologonoca_400gif" alt="Our Ontario Logo"
width="150" /></strong></span></strong></span><span id="result_box" lang="fr"><strong>
</strong><br /></span><br /><span id="result_box" lang="fr"> <span class="hps">Ici vous
trouverez</span> <span class="hps atn">une myriade d'</span><span>int&eacute;ressant -</span>
<span class="hps">si</span> <span class="hps">r&eacute;p&eacute;titives</span> <span
class="hps">-</span> <span class="hps">objets de collection</span> <span class="hps">allant
de</span> <span class="hps">cartes postales</span> <span class="hps">&agrave; bobine</span>
<span class="hps">&agrave; bobine</span> <span class="hps">clips vid&eacute;o</span>
</span><span id="result_box" lang="fr"><span class="hps">.</span></span><br /><span
id="result_box" lang="fr"><span class="hps">La collecte</span> <span class="hps">de
formation</span> <span class="hps">num&eacute;rique est une</span> <span class="hps">&laquo;
sandbox&raquo;</span> <span class="hps">l'espace</span> <span class="hps">pour les
d&eacute;veloppeurs</span> <span class="hps">de tester</span> <span class="hps">le nouveau
code et</span> <span class="hps">les types de supports</span> <span class="hps">sans rien
casser</span> <span class="hps">dans les lieux</span> <span class="hps">qui comptent pour
nos</span> <span class="hps">utilisateurs r&eacute;els</span> <span class="hps">-</span>
<span class="hps">vous.</span> <span class="hps">Elle nous permet &eacute;galement</span>
<span class="hps">d'afficher</span> <span class="hps">des choses</span> <span
```

Update **Cancel**

To link to your About page you can capture the URL for that page (e.g. http://train.ourontario.ca/about/a1) and embed the link anywhere. To add it to your navigation sidebar, see Site Administration Manual, Section 5.3.2 "Search page".

3.6 Usage statistics

A variety of metrics are being generated that measure the use of your VITA collection and provide some information about how end users are accessing your

records. Select a tab within the usage stats screen to see how many users are finding and using your site and how they are finding material within your collection(s).

Note: All statistics are generated according to Agency, not Site. All stats are captured for data management and public interface uses. For multi-agency sites, the statistical snapshots will have to be calculated by adding together numbers from each Agency's Usage Statistics.

Overview
- Number of visits to your Site since the beginning of the current month and Pages viewed

| Overview | Pages | Days/week | Browsers | OS's | Popularity | Searches |

Summary (Current Month)

	Visits	Pages
Search results	182	600
Other pages	643	1,237
Totals	643	1,837

Totals are exclusive of pages that are usually accessed repetitively by agents for you: Open search, RSS, Atom, and podcasts
Visits are not cumulated.

"Visits" count the number of unique sessions on the site.
"Pages" count the number of Details pages viewed.

Pages
- Number of hits according to page type and period of time
- Note: some figures may be affected by spammers and robots (e.g. The number of hits on the Write Postcard page is not reflected by the number of Confirm Sending Postcard page because there is an anti-spam tool on that page)

Basic Agency Management   **Part 3**

	Overview	Pages	Days/week	Browsers	OS's	Popularity	Searches

Page views

Page	Total Count	Last 365 days	Last 31 days	Last 7 days	Yesterday and Today
Search (initial screen)	17,389	15,954	838	246	49
Advanced Search	2,390	2,283	84	23	12
Results (plus mobile, What's New)	751,880	249,142	1,883	574	76
Details	72,017	65,223	2,429	594	79
Comments tab on Details	4,581	4,578	78	27	0
Full Image	19,575	17,509	595	194	37
User added content pages					
Add Comment	25,768	23,015	83	18	2
Write PostCard	67,613	67,170	112	33	1
Confirm sending PostCard	68,948	68,939	0	0	0
View PostCard	0	0	0	0	0
Optional pages					
Browse by Location	977	977	19	5	1
Browse by Subjects	1,936	1,863	67	12	2
Essay	10,673	6,073	0	0	0
Mobile pages					
Mobile Search	94	94	1	0	0
Mobile Details	376	376	83	14	1
Totals	**1,044,217**	**523,196**	**6,272**	**1,740**	**260**
"Subscription" pages					
RSS	22,519	20,242	1,754	815	135
Atom	9,218	8,975	783	266	55
Podcast	113	78	10	0	0
Open Search	26,109	22,543	11	2	1
Totals	**57,960**	**52,361**	**2,564**	**1,084**	**451**

Days/Week
- Numbers of visitors according to each day of the week

	Overview	Pages	Days/week	Browsers	OS's	Popularity	Searches

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Days of the Week	43,857	63,759	53,052	54,338	47,004	47,307	41,581	**350,898**
% of Total	12	18	15	15	13	13	12	

Due to rounding percentages may not add up to 100

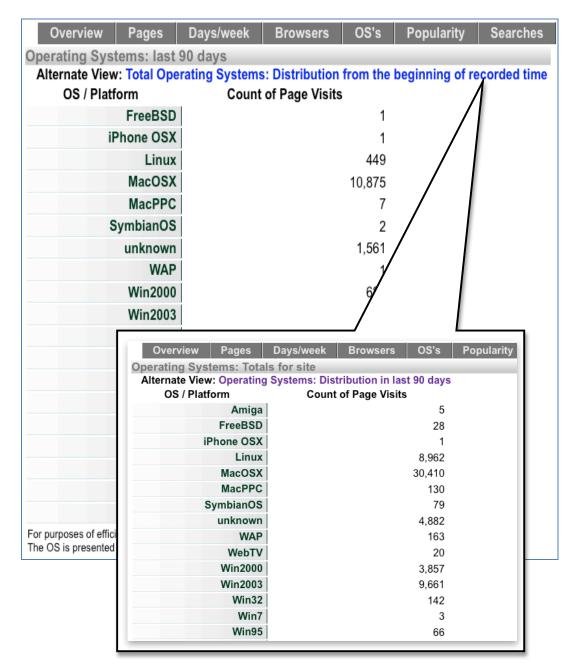*Browsers*
- Reveals the browser types and versions used by your viewers, information that might effect how you select material or choose display options for future collection building
- Default view shows browsers used in Last 90 Days
- Click on link to see browsers used since information has been gathered

Browsers

Alternate View: Browsers: Distribution from the beginning of recorded time

Browser	Version	Last 90 days
AOL	6	44
	7.0	199
BaiDu	0.0	547
BlackBerry	0.0	
BrowseX	0.0	
Camino	1.0	
	1.5	5
Charlotte	0.0	92
Chrome	0.2	
	1.0	
Default Browser	0.0	
DoCoMo	0.0	
DotBot	0.0	
ELinks	0.11	
FAST Enterprise Crawler	0.0	
Feedfetcher-Google	0.0	
Firefox	0.0	
	1.0	
	1.5	
	2.0	
	3.0	10
Flock	2.0	2
Google Webmaster Tools	0.0	
Iceweasel	2.0	
IE	4.01	

Browsers

Alternate View: Browser distribution in last 90 days

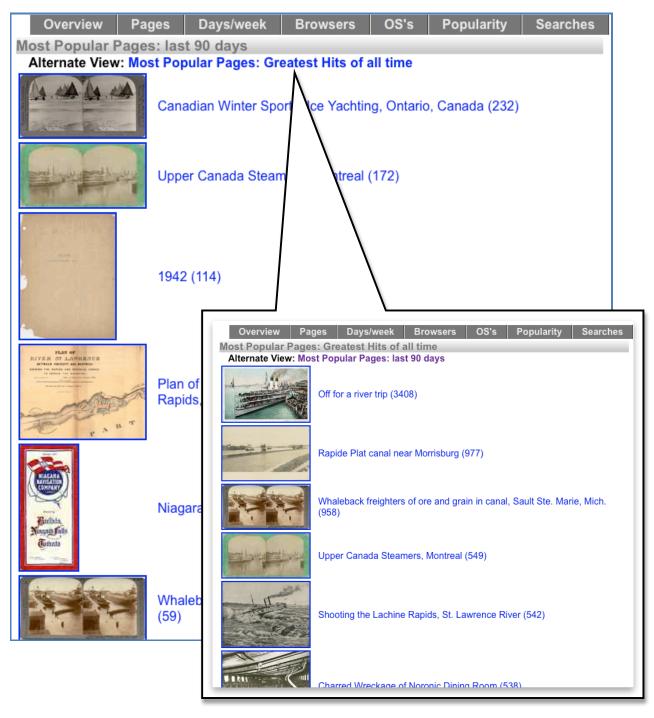| Browser	Version	Total seen
Amiga	0.0	5
AOL	6.0	333
	7.0	919
Apple-PubSub	0.0	8
AppleWebKit	0.0	15
Avant Browser	0.0	98
BaiDu	0.0	1,732
BlackBerry	0.0	38
BrowseX	0.0	8
Camino	0.9	12
	1.0	5
	1.5	12
CazoodleBot	0.0	1
Charlotte	0.0	190
Chrome	0.2	8
	0.3	21
	0.4	18
	1.0	94
Coral	0.0	73

OS's (Operating Systems)

- Shows what types and versions of operating systems your viewers are using, information that might determine what their experience of the site might be
- Default view shows browsers used in Last 90 Days
- Click on link to see browsers used since information has been gathered

Overview	Pages	Days/week	Browsers	OS's	Popularity	Searches

Operating Systems: last 90 days

Alternate View: **Total Operating Systems: Distribution from the beginning of recorded time**

OS / Platform	Count of Page Visits
FreeBSD	1
iPhone OSX	1
Linux	449
MacOSX	10,875
MacPPC	7
SymbianOS	2
unknown	1,561
WAP	1
Win2000	6
Win2003	

For purposes of effici
The OS is presented

Overview	Pages	Days/week	Browsers	OS's	Popularity

Operating Systems: Totals for site

Alternate View: **Operating Systems: Distribution in last 90 days**

OS / Platform	Count of Page Visits
Amiga	5
FreeBSD	28
iPhone OSX	1
Linux	8,962
MacOSX	30,410
MacPPC	130
SymbianOS	79
unknown	4,882
WAP	163
WebTV	20
Win2000	3,857
Win2003	9,661
Win32	142
Win7	3
Win95	66

Basic Agency Management   **Part 3**

Popularity
- Displays which items in your collection are the most popular according to viewer hits
- Default view shows browsers used in Last 90 Days
- Click on link to see browsers used since information has been gathered

| Overview | Pages | Days/week | Browsers | OS's | Popularity | Searches |

Most Popular Pages: last 90 days
Alternate View: **Most Popular Pages: Greatest Hits of all time**

Canadian Winter Spor   ce Yachting, Ontario, Canada (232)

Upper Canada Steam   treal (172)

1942 (114)

Plan of
Rapids,

Niagara

Whaleb
(59)

| Overview | Pages | Days/week | Browsers | OS's | Popularity | Searches |

Most Popular Pages: Greatest Hits of all time
Alternate View: **Most Popular Pages: last 90 days**

Off for a river trip (3408)

Rapide Plat canal near Morrisburg (977)

Whaleback freighters of ore and grain in canal, Sault Ste. Marie, Mich. (958)

Upper Canada Steamers, Montreal (549)

Shooting the Lachine Rapids, St. Lawrence River (542)

Charred Wreckage of Noronic Dining Room (538)

Searches
- Reveals how users are navigating through and searching on your site (e.g. keywords used, and any other constraints). The relative success of each of those searches is also tabulated
- For more detail about any given user session, click on the SessionID

Overview	Pages	Days/week	Browsers	OS's	Popularity	Searches

Searches/Results

Total	Last year	Last 31 days	Last 7 days	Last 24 hours
74,972	65,662	1,881	574	75

Search types in the last 7 days

Keyword Query	372
Faceted Subjects	152
Geographic Location	41
Group Name	20
Item type	19

Search Results in the last 7 days

Time of Search	SessionID	Keywords	Other Constraints	Result Count
1 May 2009 10:43:30	261736973	burlington		484
1 May 2009 10:44:59	261736973	bu...		70
1 May 2009 10:45:05	261736973	bu...		
1 May 2009 10:45:47	261736973	ha...		
1 May 2009 10:46:26	261736973	la...		
1 May 2009 10:47:29	261736973	iva...		
1 May 2009 10:48:48	261736973	"b...		

Overview	Pages	Days/week	Browsers	OS's	Popularity	Searches

Navigation by Session: 261736973

User Agent string: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR 2.0.50727; .NET CLR 3.0.04506.30; .NET CLR 3.0.04506.648; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729)
User Agent: IE70
Operating System: WinXP

Time of Search	Keywords	Other Constraints	Result Count
1 May 2009 10:43:30	burlington		484
1 May 2009 10:44:59	burlington gazette		70
1 May 2009 10:45:05	burlington gazette		70
1 May 2009 10:45:47	hamiltonian		11
1 May 2009 10:46:26	lady hamilton		605
1 May 2009 10:47:29	ivan r		14
1 May 2009 10:48:48	"browns wharf"		11
1 May 2009 10:49:24	aldershot		1

Time of display	Page	RecordID	Record owner	Referring Code	Referrer
1 May 2009 10:43:02	Search	0			http://www.maritimehistoryofthegreatlakes.ca /search/Search.asp
1 May 2009 10:44:07	Details	137	MHGL	vs	http://images.maritimehistoryofthegreatlakes.ca /results.asp?q=burlington&st=kw
1 May 2009 10:46:51	Details	24436	MHGL	vs	http://images.maritimehistoryofthegreatlakes.ca /results.asp?q=lady+hamilton&st=kw
1 May 2009 10:48:03	Details	63086	MHGL	vs	http://images.maritimehistoryofthegreatlakes.ca /results.asp?q=ivan+r&st=kw
1 May 2009 10:48:10	Full Image	63086	MHGL		http://images.maritimehistoryofthegreatlakes.ca /details.asp?r=vs&ID=63086&number=11

Part 4	**Regular & Plus agency setup**

Agency Setup
Labels and addresses
Personnel
Image options
Copyright statements / Creative Commons
"About" page
(Export options)
Usage statistics
Checklists
Geography
Media types
Item types
Creator / Contributor roles

The additional Export options setup screen appears for Regular, Plus and News subscribers.

4.1	**Export data**

Download a complete file of all your VITA records by selecting one of the export file options on this page. The file will be generated in XML (eXtensible Markup Language).

Export	
Notes	With a browser, we recommend you right click and "Save Link As ..."
Type of Export	VITA
	Dublin Core

Download options:
- **VITA**—contains all the information from every field included in your records
- **Dublin Core**—contains only the information from fields in your VITA records that are Dublin Core fields. These fields are marked by this symbol:

Exporting data takes time. Depending on how large your collection is (how many records, and how complex they are) it may take an hour or three nights. Doing an export during high traffic time (i.e. during regular business hours when VITA is being used by many subscribers), it may also slow the tool down for everyone.

Recommended download procedure:
- **Do your export at the end of the day, but before midnight when our servers go into backup mode**

- **Right click** on the type of export file you want to download
- "**Save link (target) as…**" to whatever directory makes sense for you
- **Add** the .xml extension to the file name
- **Save** with the character encoding of UTF-8 (if possible)

Part 5   Agency checklists

The following checklists can be managed by all levels of subscribers.

Agency Setup
Labels and addresses
Personnel
Image options
Copyright statements / Creative Commons
"About" page
Export options
Usage statistics
Checklists
Geography
Media types
Item types
Creator / Contributor roles

5.1   Geography

The Geographic Data entered into any VITA record uses standard place names and locator specifications identified using the embedded GeoNames geographical database. The geography checklist is set up according to your collection needs, and is meant to enable quick choices for data entry where common locations are assigned to records.

Predict international location checklist **without constraints**: Use the Additional Places text box to browse and select international geographical locations that will most commonly be entered in your records. **Note:** this may be confusing, as many place names recur all over the world (e.g. see below). Consider constraining to the country you know is appropriate.

Or, constrain the geo-search **by country**:
- Select Default Country
- Click Update Country

For Canada & United States, you can also constrain **by province or state**:
- Select Default Province/State
- Click Update Province/State

Then, add place names to the checklist by typing them into the Additional Places input box and select the appropriate place from the supplied drop-down menu. Only places from the constrained regions will show in the drop down menu.

The ID number of that location will appear in the input box.
Save the location to your checklist by clicking on the **update** button.

To regain access to the international list, select "n/a" as the Default Country and click Update Country. The check list will not be affected.

Setting constraints: The constraints set in agency management will affect the data management "Geographical Data" screen and its functionality, but the constraints can be overridden on the data management side so locations outside the constrained regions can be associated with the record object. For more information, see the Data Management manual, Section 4.4

5.2   Media types

Predict here a checklist of media types you will be uploading to your VITA collection. The selected media types will appear on the Add a Record screen and will determine the data input template for the record.

Additional media types (i.e. audio, video) are listed according to Subscriber plan. The screenshots below reflect a Basic plan list.

Select one media type as a default.
Click on the **update** button to add or remove media types from the checklist.

Remember:
- "Image" is the default media type if no other is selected
- After a record is uploaded, the media type of that record can be changed during data management in the descriptive data input screen
- Secondary media types are also selected during data management and are derived from this checklist

Media types

Type	Default	Alternates	Definitions	Default Thumbnail
Image	◉	☑	A static visual representation. Examples include paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type Text to images of textual materials.	
Text	○	☑	A resource consisting primarily of words for reading. Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.	
Object	○	☑	An inanimate, three-dimensional object or substance.Note that digital representations of, or surrogates for, these objects should use Image, Text or one of the other types.	
Publication	○	☑	Use for titles like newspapers or other serial publications to which individual records (clippings, articles) are going to be attached. Do not use this to manage individual digital texts. It is intended for fragments of issues or volumes.	
Genealogical Resource	○	☑	Use for records that supply information on family events and relationships like births, marriages and deaths.	
Newspaper	○	☑	Use, in addition to "text" for serials published at stated, frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other items of current interest.	

Select the preferred default media type to be selected when users add a new record. This list of elements is derived from the **DCMI Type Vocabulary**. You can also select multiple alternates from the second column.

(Update Training data set)

Add Record

Title	
Media type	◉ Image ○ Text ○ Object ○ Publication ○ Genealogical Resource ○ Newspaper ▽
Category	[Select one of the options below] ▽
Label	▽

5.3   Item types

Predict a checklist of the item types you will be representing in your VITA collection. Item types will be assigned according to the media types available for your subscription plan.

Add new item types to the checklist by using the input box and drop down menu.
Select which media type you want the Item Type assigned to
Click on the **update** button to add the item type to the checklist.

Item types

Genealogical Resource

- ☑ Adoption announcements
- ☑ Advertisements
- ☑ Birth announcements
- ☑ Birthdays
- ☑ Card of Thanks
- ☑ Clippings
- ☑ Death notices
- ☑ In Memoriam
- ☑ Marriage announcements
- ☑ Wedding Anniversaries
- ☑ Wedding Announcements

Image

- ☑ Charts
- ☑ Clichés-verre
- ☑ Drawings
- ☑ Linocuts
- ☑ Maps
- ☑ Photographs
- ☑ Stereographs
- ☑ Wood engravings

Newspaper

- ☑ Advertisements
- ☑ Charts
- ☑ Clippings
- ☑ Maps
- ☑ Photographs

Object

- ☑ Buttons (Fasteners)
- ☑ Firearms

Text

- ☑ Books
- ☑ Clippings
- ☑ Documents
- ☑ Leaflets
- ☑ Newspapers
- ☑ Scrapbooks

Add an Item type

for which media type checklist:

○ Image   ○ Text   ○ Object   ○ Publication   ○ Genealogical Resource   ○ Newspaper

(Update Training data set)

Item types can be assigned to more than one Media Type checklist; the suggested media type is listed with the Item type record in the drop down list.

Remember:

- Other item types can also be chosen during data entry in the descriptive data input screen according to available media types

5.4 Creator / Contributor roles

Predict a checklist of the creator and contributor roles that are represented by the objects in your VITA collection.
Add new roles to the checklist by using the input box and drop down menu.
These will automatically be associated with certain media types.
Click on the **update** button to add the role name to the checklist.

Remember:
  • Creator and Contributor roles can also be added during data entry in the descriptive data input screen

Part 6 **News agency checklist**

Agency Setup
Labels and addresses
Personnel
Image options
Copyright statements / Creative Commons
"About" page
Export options
Usage statistics
Checklists
Geography
Media types
Item types
Creator / Contributor roles
Newspapers

A unique feature for agencies managing full run newspaper collections is the ability to add a quick list of newspaper publications for easy selection of new issues during record creation.

6.1 **Newspapers**

Add existing publication titles from the dropdown menu to your checklist here:

The titles chosen on the Agency Management side will then display for easy selection on the Add Issue screen during Data Management:

Add Newspaper issue, Step 1

Publication Title	○ Flesherton Advance
	◉ Made Up Title
	○ Markdale Standard (Markdale, Ont.)

Note: Publications in this context are specifically newspapers and need to title you expected in this list, check that both of these values are set. If the sure to **identify it as a Newspaper in "media type"**.

Publication Date

Publication Date: This is required and must be a date that resolves to a s day, put that date in the "display date" field and enter a specific date here

Display Date

Display Date: Display Date is for those things like "Dec 2010" that look lik publications by quarter or season. In these cases the application still requi the user the string of characters you enter here.