

In general, Site Administrators are responsible for managing Action Items like Comments, Contributions, Testimonials (Plus users), broken links and link management and reviewing records with missing thumbnails. The action Items are displayed on the Main Menu.

Training data set	
Records	135
Records with thumbnails	135
<a href="#">List records missing thumbnails</a>	
Total Files	506
Newspaper Pages	32
Total Pages (including News)	202
Total File Storage space (MBs)	116.6
Total File Storage space (MBs)	699.62
Storage per record with files (KBs)	1230.95
Comments	1
Records with Comments	1
Records in Groups	21
Number of exclusive Groups	8
Number of shared Groups	0
<a href="#">List records with links</a>	
<b>Action items</b>	
<ul style="list-style-type: none"><li>• <a href="#">List records missing thumbnails</a></li><li>• <a href="#">Review Comments (1)</a></li></ul>	

## Action items

- [List records missing thumbnails](#)
- [Review User Contributions \(1\)](#)
- [Site Testimonials](#)
  - VITA Training: [Unreviewed \(67\)](#); [Approved \(10\)](#)

### 7.1 Review and manage comments

When a user submits a comment, a linked number will appear beside Review Comments in the Action Items section of the main menu. As well, an alert will be sent to the Feedback email address assigned in the Agency profile (see Section 3.1).

Click on the Review Comments link to see the Comments queued for review.

[Main Menu](#) >> [Review Comments](#) >> [List all Comments](#)



[Dear Friends Letter](#)  
Submitted: 13/10/2011 10:37:00 AM

[Main Menu](#) >> [Review Comments](#) >> [List all Comments](#)

Click on the Thumbnail or Image title to see the Comment.

Posted by Jess Posgate, ([jposgate@ourontario.ca](mailto:jposgate@ourontario.ca)), 13 Oct 2011 at 10:37

#### Public Comment Permission

`<p> The reference to Arthur Ponsonby is to Now is the Time:  
An appeal for peace (1925). </p>`

Approved:  Yes  No

The user will have specified whether or not their name and/or comment can be made public. If they have chosen not to make the comment public, the number of approved comments will be shown on the public display screen, but only the text from public comments will display to end users.

Posted by [name withheld] Jan 2009 at 20:03

#### Public Comment Permission

`<p> Thank you for posting this information. It was really  
helpful in learning about my Uncle Arthur who sailed on this  
ship from 1942 - 1943. Thank you again.  
</p>`

Approved:  Yes  No

Users are required to provide an email address, so you can contact them about their comments.

Click on Yes or No to approve or not approve a comment then click “Update Comment” to publish the comment to the public display side.

Posted by Jess Posgate, ([jposgate@ourontario.ca](mailto:jposgate@ourontario.ca)), 13 Oct 2011 at 10:37

#### Public Comment Permission

`<p> The reference to Arthur Ponsonby is to Now is the Time:  
An appeal for peace (1925). </p>`

Approved:  Yes  No

The comments were updated at 13 Oct 2011 10:40:47

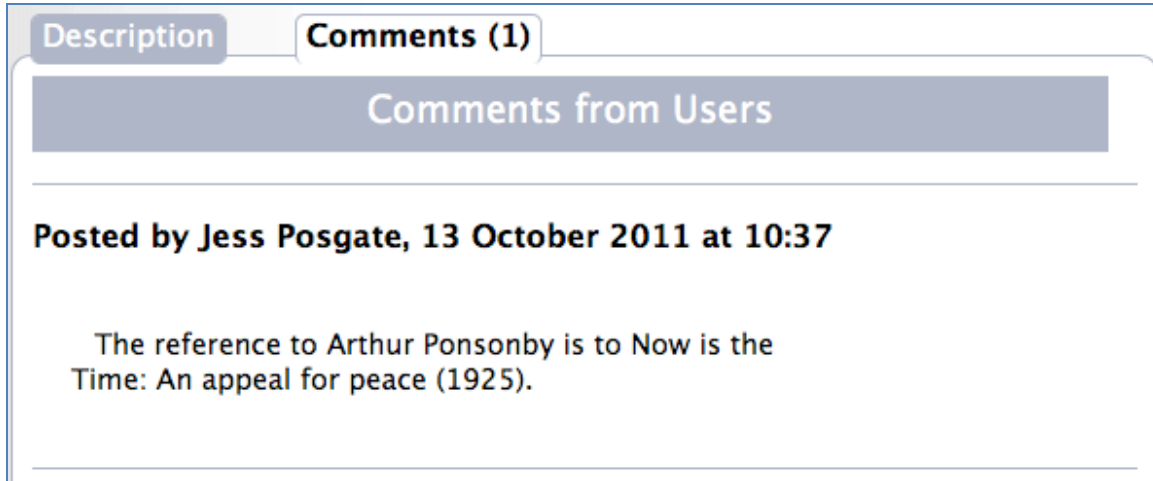
Posted by Jess Posgate, ([jposgate@ourontario.ca](mailto:jposgate@ourontario.ca)), 13 Oct 2011 at 10:37

#### Public Comment Permission

<p> The reference to Arthur Ponsonby is to Now is the Time:  
An appeal for peace (1925). </p>

Approved:  Yes  No [Update Comment](#)

Public view:



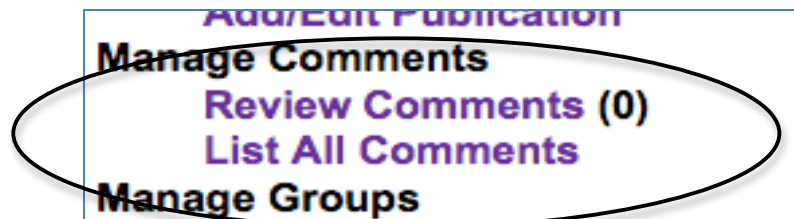
**Description** **Comments (1)**

**Comments from Users**

**Posted by Jess Posgate, 13 October 2011 at 10:37**

The reference to Arthur Ponsonby is to Now is the Time: An appeal for peace (1925).

All comments are cached and can be reviewed at any time. Click on Review All Comments in the Navigation Bar you can read through any and all comments that have been submitted over time.



**Add/Edit Publication**  
**Manage Comments**  
**Review Comments (0)**  
**List All Comments**  
**Manage Groups**

You cannot remove comments, only select No for “not approved” and this will suppress those comments you do not want public.



Posted by [redacted] 9 Nov 2006 at 10:24

Public Comment Permission

`<p> sweet.....i would tap that house! </p>`

Approved:  Yes  No

If a record has a comment associated with it, the record cannot be deleted.

## 7.2 Review and manage links

Any links associated with records in each agency's collection are checked automatically and if they are broken, the Link Review comment and a number will appear under Action Items on the Main Menu. Action items will be generated if there are records without thumbnail images associated, if there are links that need reviewing, or if there are new comments waiting for review. Link information and missing thumbnail alerts are also generated in the right sidebar of the main menu.

<b>Training data set</b>	
Records	135
Records with thumbnails	135
<a href="#">List records missing thumbnails</a>	
Total Files	506
Newspaper Pages	32
Total Pages (including News)	202
Total File Storage space (MBs)	116.6
Total File Storage space (MBs)	699.62
Storage per record with files (KBs)	1230.95
Comments	1
Records with Comments	1
Records in Groups	21
Number of exclusive Groups	8
Number of shared Groups	0
<a href="#">List records with links</a>	

## 7.2.1 Link review

**Remember:** Updating a link on the review link screen will change EVERY instance of it as it occurs in VITA, not just on one specific record.



Click on the Review Link hyperlink to see a list of links. Beside the link label will be a link status code. For information on what each status means, see [http://en.wikipedia.org/wiki/List\\_of\\_HTTP\\_status\\_codes](http://en.wikipedia.org/wiki/List_of_HTTP_status_codes).

Click on the [Edit] to arrive on the record Links screen.



**Link Management: Sandwich First Baptist Church (1851) (id: 1)**

**External Links**

If you want a **different** link associated with this record, first use **Add new link**. Then delete the old one, if that's appropriate. **Deleting** a link only drops the connection between your record and the URL. It doesn't affect other records (or other sites) that may also be linked to that URL.  
 Click [Edit url and check status] if this specific link is broken and needs to be fixed for **everyone**. Please, be sure that is what you intend to do. We trust you.

**Walkerville Times - historical notes about Sandwich First Baptist Church**

**Label:** Walkerville Times - historical notes about Sandwich First Baptist Church

**URL:** <http://www.walkervilletimes.com/sandwichbaptist.htm>

**Status:** Last date checked: 21 Oct 2010 0:11:00 Status: 200

**Waymarks - Historical plaque information**

**Label:** Waymarks - Historical plaque information

**URL:** [http://www.waymarking.com/waymarks/WWM9B9E\\_SANDWICH\\_FIRST\\_BAPTIST\\_CHURCH\\_1851\\_Windsor](http://www.waymarking.com/waymarks/WWM9B9E_SANDWICH_FIRST_BAPTIST_CHURCH_1851_Windsor)

**Status:** Last date checked: 21 Oct 2010 0:13:00 Status: 200

**Add new Link**

**Label:**

**URL:**

**Sort display order**  
 Do this after other edits on the left panel

- Walkerville Times - histori  
Baptist Church
- Waymarks - Historical pla

Click the “Edit URL and check status” link and then edit the URL the link label or reassess the status of the link by clicking the update button on the next screen:

**Updating a link will change every reference to this URL in Vita (yes, we do mean each and every one).**

This allows you to fix a broken link in one record, and have it corrected **everywhere**. This is a design feature.

**URL Label**

**URL:** [\[Link to page\]](#)

**Date last checked**  
 21 Oct 2010 0:11:00

**Status code**  
 200  
 200 is "normal". Something in the 300s means the link has moved and there's a forwarding address. The 400s are variations on "this can't be found".  
 For additional information on status codes try [this article in Wikipedia](#).

**Check link**

Yes  No

If the Link check routinely returns a 500 for this link but it is otherwise available, use this to stop the checking. (Some servers hesitate enough to trick the checks.)

**Linked Records**

[Sandwich First Baptist Church \(1851\) \(Training data set\)](#)



**Remember:** Updating a link will change every reference to this URL in VITA, e.g. multiple links that have different labels but the same URL will **all** be changed when one of those links is edited and updated.

**URL Label** – Edit link label.

**URL: [Link to Page]** – hyperlink will take you to the destination page; edit the URL in the input box below.

**Date last checked** – Timestamp of last link check

**Status Code** – the status of the link will display here. Code 404 is a common error message whereas Code 200 means the link is working. For more information about status codes, use the link in the screen text.

**Check link** – unless you are working with a link that routinely returns a status code 500, leave this on the default “yes” setting. If you are experiencing a 500 status quite often but you can still connect to the site using this URL, the problem is likely due to the server on the other end. To avoid having repeated and unnecessary “Link review” calls for action, turn this Check Link option to “no”.

**Linked records** – a list of ALL the records that contain this link will be displayed here. Click on the record title to make any individual record-level changes.

**To change the link on one record**, go to the record itself, add a new link TO THE RECORD and delete the shared link.

**To delete a link**, you must do so at the record level as well.

If a link is no longer associated with a record, as seen here:

: [Edit]  
[http://en.wikipedia.org/wiki/Louise\\_Bertram](http://en.wikipedia.org/wiki/Louise_Bertram)  
~~Federated Women's Institute of Ontario: [Edit]~~  
~~<http://fwio.on.ca>~~  
Agnes Macphail: [Edit]  
<http://greyhighlandspubliclibrary.com/>  
Agnes Macphail Website: [Edit]  
<http://greyhighlandspubliclibrary.com/AgnesMacphail/>  
Township of Terrace Bay: [Edit]  
<http://http://www.terracebay.ca/?pgid=1>  
Agnes Macphail Digital Collection: [Edit]

click the [Edit] link and on the Link Management screen, click the Delete this URL link.

**Updating a link will change every reference to this URL in Vita (yes, we do not do it one).**

This allows you to fix a broken link in one record, and have it corrected **everywhere**. This is a design

**URL Label**

**URL:** [\[Link to page\]](#)

**Date last checked**

This link hasn't been checked yet. Use the "Update Link and recheck status" to issue a link check

**Status code**

For additional information on status codes try [this article in Wikipedia](#).

**Check link**

Yes  No

If the Link check routinely returns a 500 for this link but it is otherwise available, use this to stop the link check (don't hesitate enough to trick the checks.)

**Linked Records**

No records currently call this specific link. [Delete this URL](#)

[Update Link and recheck status](#)

## 7.2.2 Manage links

To see a complete list of records with associated links, click on the hyperlink at the bottom of the right hand side of the Main Menu. This provides a quick glance review for your linked records.

Records with Comments	3
Records in Groups	25
Number of exclusive Groups	2
Number of shared Groups	6

[List records with links](#)

**Main Menu >> Records with Links**

This checklist is a list of **24** records with links attached.

**Group Portrait with Agnes Macphail at Nenagh School Picnic (22097)**  
Supporters of Agnes Macphail at Nenagh School Picnic (<http://images.ourontario.ca/Macphail/details.asp?ID=23364>)

**Supporters of Agnes Macphail at Nenagh School Picnic (23364)**  
Group Portrait with Agnes Macphail at Nenagh School Picnic (<http://images.ourontario.ca/Macphail/details.asp?ID=22097>)

**Agnes Macphail (23689)**  
Library and Archives Canada (<http://www.collectionscanada.gc.ca/>)

**My Ain Folk (23707)**  
Grey Roots Museum and Archives (<http://www.greyroots.com/about-us/our-history/grey-roots-museum-archives/>)

**Agnes Macphail with friends (23822)**  
Agnes Macphail with an unidentified gentleman (<http://images.ourontario.ca/Macphail/details.asp?ID=23823>)

**Agnes Macphail with an unidentified gentleman (23823)**  
Agnes Macphail with friends (<http://images.ourontario.ca/Macphail/details.asp?ID=23822>)

**Dugald & Henrietta McPhail at Ceylon (23826)**  
Henrietta & Dugald McPhail with visitors (<http://images.ourontario.ca/Macphail/details.asp?ID=23767>)

**Dugald & Henrietta McPhail at Ceylon (23826)**  
McPhail homestead in Ceylon (<http://images.ourontario.ca/Macphail/details.asp?ID=23470>)

**Gertha & Agnes McPhail (23830)**  
Gertha & Agnes McPhail Seated (<http://images.ourontario.ca/Macphail/details.asp?ID=23766&number=4>)

**Gertha & Agnes McPhail (23830)**  
Gertha & Agnes McPhail Sepia (<http://images.ourontario.ca/Macphail/details.asp?ID=23471&number=2>)

**Gertha & Agnes McPhail (23830)**  
Grey Roots Museum & Archives (<http://www.greyroots.com/>)

Go directly to the record's Link screen by clicking on their titles for any link management you need to perform.

[Group Portrait with Agnes Macphail at Nenagh School Picnic \(22097\)](#)  
[Supporters of Agnes Macphail at Nenagh School Picnic \(http://images.ourontario.ca/Macphail/details.asp?ID=23364\)](#)  
[Supporters of Agnes Macphail at Nenagh School Picnic \(22364\)](#)

**Main Menu >> Search >> Results**  
Create new record: **with uploaded file; without upl**

<b>Display</b>	<b>File/Tech Data</b>	<b>Descriptive Data</b>
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**Link Management**

If you want a **different** link associated with this record, first appropriate.

**Deleting** a link only drops the connection between your record and other sites) that may also be linked to that URL.

Click [Edit url and check status] if this specific link is broken, make sure that is what you intend to do. We trust you.

**Supporters of Agnes Macphail at Nenagh School Picnic**

<b>Label:</b>	Supporters of Agnes Macphail at Nenagh School Picnic
	<input type="button" value="Update Label"/>
<b>URL:</b>	<a href="http://images.ourontario.ca/">http://images.ourontario.ca/</a>

Click on the link title to go to the link destination page.



### 7.3 Records without thumbnails

Missing thumbnails means that records that display in results sets will display using a default graphic. This may be desirable if the item is a clipping and has been assigned the default thumbnail for the publication, but may not be so interesting for objects that have records with unique images associated with them.

#### 7.3.1 Review records without thumbnails

Use the "List records missing thumbnails" link in the right hand sidebar of the main menu or click on the same link listed under Action Items.

The image shows a dashboard with a table of statistics and an Action Items sidebar. The table has the following data:

Records	86
Records with thumbnails	85
<b>List records missing thumbnails</b>	
Total Files	261
Total File Storage space	2
Storage per record with files	
Comments	

The "List records missing thumbnails" link in the table is circled in black. To the right, the "Action items" sidebar contains the following items:

- List records missing thumbnails
- Link Review (1)

An arrow points from the "Link Review (1)" item to the "List records missing thumbnails" item in the sidebar.

Click on the record titles to arrive at the record display screen (data management side).

[Main Menu](#) >> [Records without thumbnails](#) >> [Records without thumbnails \(linked to Publications\)](#)

This checklist is a list of records that do not have thumbnails assigned to them. They may have some reason the thumbnail was not uploaded or was subsequently deleted. The absence of thumbnail way the record is displayed in a variety of interfaces.

**Note:** Records that are assigned to publications are not in this list because they may deliberate thumbnail from the publication's thumbnail, and we got tired of producing a list that was that big to

- [Workers cottages at 18-26 Thomas Street \(13516\)](#)
- [test \(13517\)](#)
- [Erchless Castle in Scotland \(13521\)](#)
- [Erchless Castle \(13525\)](#)
- [Parish church of Croy \(13529\)](#)
- [Parish Church of Croy \(13531\)](#)
- [Erchless Castle \(13532\)](#)
- [Roderick Donald Matheson Ch \(13533\)](#)
- [Roderick Donald Matheson C \(13534\)](#)
- [Roderick \(13535\)](#)
- [Bookplate of Roderick Don \(13536\)](#)
- [Extract of Matriculation \(13537\)](#)
- [Extract of \(13538\)](#)
- [Overlookin \(13539\)](#)
- [A deep ba \(13540\)](#)
- [Great Gra \(13541\)](#)
- [Robert Ke \(13542\)](#)
- [Broadway \(13543\)](#)
- [The Famo \(13544\)](#)

[Main Menu](#) >> [Search](#) >>

Create new record: [with uploaded file; without upload](#) [\(Duplicate Record\)](#) [View entry in Public site](#)

Display	File/Tech Data	Descriptive Data	Geographic Data	Administrative Data	Groups	Links
<a href="#">Delete</a>	<b>Earliest Year has not been assigned.</b>					
	<b>Latest Year has not been assigned.</b>					

**Workers cottages at 18-26 Thomas Street**

**Media Type:**  
Image

**Item Type:**  
Photographs

**Description:**  
The houses at 18-26 Thomas Street were built circa 1852 for the shipyard workers and their families who worked for Duncan Chisholm, ship builder and tinsmith. Frame construction with shiplath clapboard siding, these houses have "six over six" windows – based on a pane width that was quite common from

Workers cottages at 18-26 Thomas Street

No Comments




Map Satellite Hybrid

Navigate to the File/Tech data screen to upload or replace missing Thumbnail image for the record. In the screenshot there is no regular image file associated with the audio record, so both files would need to be uploaded (See VITA Data Management Manual). If no thumbnail is assigned, a default graphic will appear in the result sets.

The screenshot displays a 'File summary' interface. On the left is a sidebar with several options: 'Associate another file with this record', 'Associate a single Zoomify zip file with this record', 'Associate multiple pages with this record', 'When finished editing pages/text:', and 'Update Index'. The main area shows a file entry for 'Audio (MP3) [Audio]'. This entry is circled in black and includes the following details: 'File Type: MP3', 'File Exists: <https://data.ourontario.ca/Partners/Training/Train0000601A.MP3>', and a link for '[Details/Edit]'. Below the file entry, there is a note: 'To order the links click and drag the thumbnail or sort icon up or down the list.'

### 7.3.2 Records linked to publications

If the missing thumbnails are for records linked to a Publication, no records will be listed on the first screen because it is redundant, but you can navigate to those records using the link in the navigation bar as seen here:



Main Menu >> Records without thumbnails >> **Records without thumbnails (linked to Publications)**

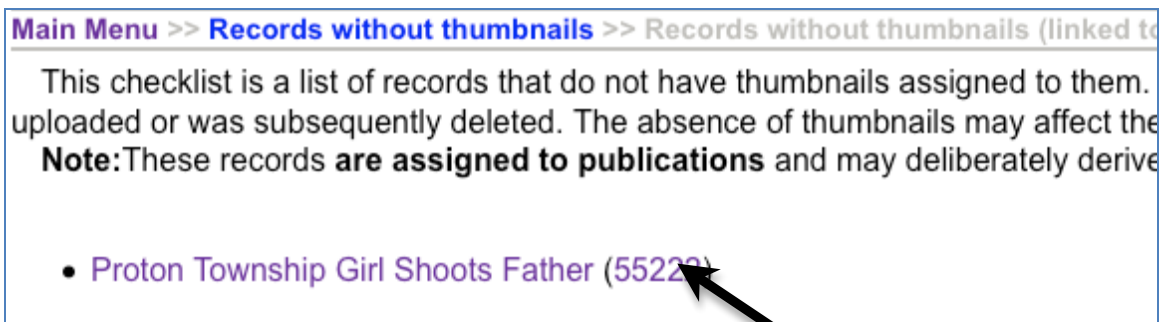
This checklist is a list of records that do not have thumbnails assigned to them. They may have been uploaded or were subsequently deleted. The absence of thumbnails may affect the way the records are displayed.

**Note:** Records that are assigned to publications are not in this list because they may have a default thumbnail, and we got tired of producing a list that was that big to no good purpose.

There are no records without attached files for review.

Main Menu >> List of Records without attached files

Click on the record title to navigate to that record. If it is indeed assigned to a publication (i.e. is a clipping) it will be deliberately assigned the default thumbnail uploaded for that Publication title.



Main Menu >> **Records without thumbnails** >> Records without thumbnails (linked to Publications)

This checklist is a list of records that do not have thumbnails assigned to them. They may have been uploaded or were subsequently deleted. The absence of thumbnails may affect the way the records are displayed.

**Note:** These records are assigned to publications and may have a default thumbnail.

- **Proton Township Girl Shoots Father (55229)**



## 7.4 Testimonials or “fan mail”

Plus and News plan subscribers will have additional action items once the Testimonials are set up and publicized on their sites (see Site Management Section 7.2). As well, an email will be automatically sent to your feedback email address when new testimonials are submitted for approval (see Agency management Section 3.1)

The screenshot displays a web interface with two main sections: 'Manage Records' and 'Training data set'.

**Manage Records**

- Add Record:**
  - and upload file
  - without a file
  - as a Birth, Marriage or Death (BMD) entry
- Search or Update Record**
  - Prooflist [last added first, from the indexes]
  - Top 100 Records [aka: the last 100 records added, from the database]
  - Record id:
- Add/Edit Publication**
- Add Batch/Edit Templates**

**Manage Comments/Testimonials**

- List All Comments
- Unreviewed Testimonials: for this agency
- All Testimonials (and Search/Filter): for this agency

**Manage Groups**

- Add or Update Record Group
- Add Records to Groups

**Manage Virtual Exhibits / Photo Essays**

- Add or Update Exhibit/Essay

**Manage Application**

- Agency Management
- Site Management
- Monthly Statistical Snapshot

**Training data set**

Records	136
Records with thumbnails	136
<b>List records missing thumbnails</b>	
Total Files	505
Newspaper Pages	32
Total Pages (including News)	202
Total File Storage space (MBs)	116.6
Total File Storage space (MBs)	699.6
Storage per record with files (KBs)	1243.74
Comments	1
Records with Comments	1
Records in Groups	22
Number of exclusive Groups	8
Number of shared Groups	0
<a href="#">List records with links</a>	

**Action items**

- List records missing thumbnails
- Site Testimonials
  - OurOntario Training: Unreviewed (63); Approved (6)

An arrow points from the 'All Testimonials (and Search/Filter): for this agency' link in the 'Manage Comments/Testimonials' section to the 'List records missing thumbnails' link in the 'Action items' section.

For details on reviewing, approving or searching testimonials for your agency, see Site Management Section 7.2.

## 7.4 Contributions

If the settings require agency approval before a contribution is added to the collection, another alert shows in the Action items area of your agency home screen

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## Action items

- ~~List records missing thumbnails~~
- **Review User Contributions (1)**
- **Site Testimonials**
  - VITA Training: **Unreviewed (67); Approved (10)**

Like the Top 100, recent contributions are listed here for review and approval.

A List of contributed records which have not yet been made public (or deleted)

- **Contributed** [Photo of Edgar Charles Doupe \(760\)](#) **Non-public** **Added:** 1 Aug 2014 12:17:25

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## Recently contributed records are also tagged and listed in your Top 100

This checklist is a list of the last 100 records added for this agency.

- **Contributed** [Photo of Edgar Charles Doupe \(760\)](#) **Non-public** **Added:** 1 Aug 2014 12:17:25
- **Contributed** [Christening Day \(759\)](#) **Added:** 31 Jul 2014 15:19:09
- **ODW stuff (3) (758)** **Non-public** **Added:** 31 Jul 2014 9:38:55
- **ODW stuff (2) (757)** **Non-public** **Added:** 31 Jul 2014 9:38:54
- **ODW stuff (1) (756)** **Non-public** **Added:** 31 Jul 2014 9:38:53
- **ODW stuff (3) (755)** **Non-public** **Added:** 31 Jul 2014 9:37:26
- **ODW stuff (2) (754)** **Non-public** **Added:** 31 Jul 2014 9:37:24
- **ODW stuff (1) (753)** **Non-public** **Added:** 31 Jul 2014 9:37:22
- **Talking ODW at the OLA Super Conference 2013 (750)** **Added:** 29 Jul 2014 16:05:06
- **OLITA award for Technological Innovation , 2008 (749)** **Added:** 29 Jul 2014 16:05:04
- **First OurOntario portal interface (746)** **Non-public** **Added:** 29 Jul 2014 15:57:45

Click through to manage and update the records.

## Updating records

User contributed records will have content in these data management screens:

Descriptive data:

- media type Image (for files) or Text (for stories)
- title
- description or full text

#### File/tech Data

- resized file (if applicable)

#### Geographic Data

- geographic location(s)

#### Administrative Data

- contributor name/email (public or not)
- creative commons license

#### Group



- as assigned in module settings

To enhance search and discovery of user-contributed material, you can add other metadata (subjects, item types, add to other groups, etc.), modify the user description or text, or make public/non-public just as you would any other record in VITA.

### Making records Public




When a record goes public, the contributor will receive an email alert with a confirmation and link to their record.

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**Your contribution has been reviewed and made public**  

Inbox x

---

 **info@ourdigitalworld.org** 12:24 (20 minutes ago) ☆  

to me ▾

Thanks once again for your contribution. You can review your record at <http://train.ourontario.ca/760/data> . Feel free to use the Social Bookmark to share your contribution via Facebook, Twitter and a variety of other services.

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