

## 4.7 Group Management screen

One of the features of VITA is the ability to create “groups” of records.

The Groups screen allows you to manage your records within the Groups context.

Use the checklist function to add your records to a group and/or to deselect your record from a group.

Use the Add New Group input box as a shortcut to create a new group (a feature that is also linked from the Main Menu: Manage Groups).

See Part 5 of this manual for more information about managing and displaying Groups.

**Group Management: Robbie Burns Cottage (id: 210)**

This record is currently assigned to the following groups:

☒ [Training Postcards Collection](#) ▾

To remove this image from one of the groups to which it is currently assigned, simply uncheck it.

**Additional Groups**

☐ [Everett Collection](#) ▾ (1) **Exclusive**

☐ [Needs review](#) ▾ (1) **Exclusive**

☐ [new test](#) (1) **Shared**

☐ [Olde Sandwich Towne](#) (4) **Exclusive**

☐ [Testimonials](#) ▾ (8) **Shared**

☐ [Things Sepia](#) ▾ (7) **Exclusive**

☐ [Windsor & Area Historical Buildings](#) (4) **Exclusive**

[Add to Groups](#) [Reset](#)

**Add New Group by entering Title :**

(50 characters max) [Go!](#)



Full Image

Reverse

  Message from Agnes Macphail to her sister

No Comments

**Groups of Related Records**

[Training Postcards Collection](#)

## 4.8 Links Management screen

This module allows you to create links to other web pages that are in some way associated with the digital file you are describing, and will appear as part of the publicly displayed record.

You may enter as many links as necessary.

### Remember:

**Updating a link**—will change every reference to this URL in VITA (yes, we do mean every one). This allows you to fix a broken link in one record, and have it corrected everywhere. This is a design feature.

**Add new link**—Use to add a link to record or if you want a different link associated with this record add it here then delete the old one, if that's appropriate.

**Deleting a link**—Deleting a link here only drops the connection between your record and the URL. It doesn't affect other records (or other sites).

### Link Management

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.

**Agnes Macphail in Formal Wear**

**Label:** Agnes Macphail in Formal Wear

Update Label

**URL:** <http://images.ourontario.ca/Macphail/details.asp?ID=23727>

**Status:** Status of Link not yet reviewed  
[\[Edit url and check status\]](#)

Delete

**Add new Link**

**Label:**

**URL:** <http://>

Add

**Sort display order of links**

Do this after other edits on the left panel

Agnes Macphail in Formal Wear

**Updating a link will change every reference to this URL in**  
This allows you to fix a broken link in one record, and have it corrected **every**

**URL Label**  
Agnes Macphail in Formal Wear

**URL:** [\[Link to page\]](#)  
<http://images.ourontario.ca/Macphail/details.asp?ID=23727>

**Date last checked**  
This link hasn't been checked yet. Use the "Update Link and recheck stat

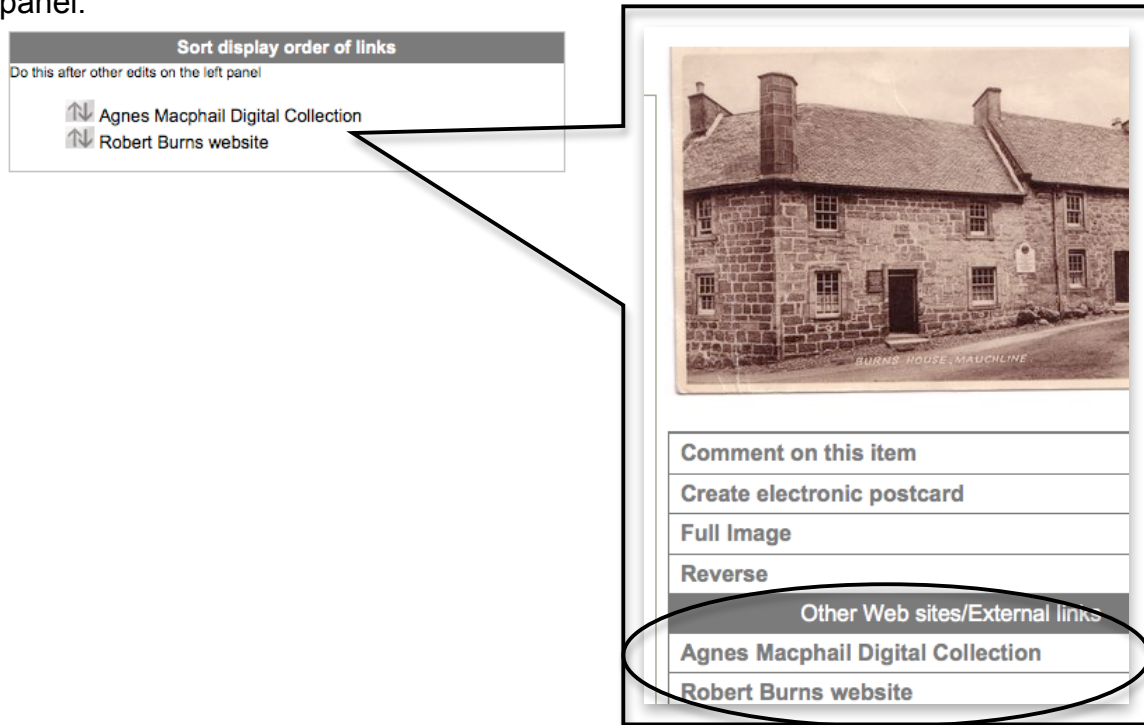
**Status code**  
For additional information on status codes try [this article in Wikipedia](#).

**Check link**  
☒ Yes ☐ No  
Use this for records that the Link check processes routinely return a 500 f

**Linked Records**  
[An Evening with Agnes Macphail](#) (Grey Highlands Public L

## Sorting Links

Reorder the links for public display by using the elevator buttons in the right panel.



### 4.8.1 URL

Definition	A URL (Uniform Resource Locator) address
Options	NA
Status	Mandatory for adding links
Publicly Displayed:	Yes
Repeatable	Yes

### 4.8.2 URL Label

Definition	A textual description of the site for which you have provided a URL
Options	NA
Status	Mandatory if a URL is added
Publicly Displayed:	Yes
Repeatable	Yes

### 4.8.3 Edit URL & Check Link Status

Go to the Edit URL & Check Link status screen to fix broken links or manage link throughout VITA.

**URL Label & URL:** Any changes made on this screen to the URL Label or URL will affect all other instances of the link in VITA.

**Date last checked:** This is a log of the last link check that was made.

**Status Code:** If a code appears here other than 200, the link is considered compromised and will be listed as needing to be checked in the Action Items on the main menu. For more information about the status codes, follow the link to the Wikipedia article that details status codes:  
[http://en.wikipedia.org/wiki/List\\_of\\_HTTP\\_status\\_codes](http://en.wikipedia.org/wiki/List_of_HTTP_status_codes).

**Check Link:** Keep this set at the default “yes” in order to check the links automatically

**Linked records:** A list of records that share this link, each title is linked to the record itself.

**Update & Check Link Status:** Click the update button to check the link after editing or to make a manual check at any time. The Date last checked and status code will refresh with any new information.

The image shows two screenshots of a web interface for managing links. The top screenshot shows the 'Update Link and recheck status' button being clicked, with a black arrow pointing to it. The bottom screenshot shows the same interface after the update, with the 'Date last checked' and 'Status code' fields updated.

**Updating a link will change every reference to this URL in Vita (yes)**  
This allows you to fix a broken link in one record, and have it corrected **everywhere**. This

**URL Label**  
Agnes Macphail in Formal Wear

**URL:** [\[Link to page\]](#)  
<http://images.ourontario.ca/Macphail/details.asp?ID=23727>

**Date last checked**  
This link hasn't been checked yet. Use the "Update Link and recheck status" to issue

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

**Check link**  
☒ Yes ☐ No  
Use this for records that the Link check processes routinely return a 500 for that other

**Linked Records**  
[An Evening with Agnes Macphail](#) (Grey Highlands Public Library)

**Update Link and recheck status**

**URL Label**  
Agnes Macphail in Formal Wear

**URL:** [\[Link to page\]](#)  
<http://images.ourontario.ca/Macphail/details.asp?ID=23727>

**Date last checked**  
22 Dec 2009 12:37:00

**Status code**  
200  
For additional information on status codes try [this article in Wikipedia](#).

**Check link**  
☒ Yes ☐ No  
Use this for records that the Link check processes routinely return a 500 for that otherwise a

**Linked Records**  
[An Evening with Agnes Macphail](#) (Grey Highlands Public Library)

## 4.9

## Delete Record screen

Selecting the "Delete" button at the bottom of this screen will remove the entire record from the database, the public indexes. It is not retrievable. Only do this if you really mean to. Otherwise you might consider turning the public display off in the Descriptive Data or Administrative Data tabs.

Str.ALGERIAN in Lachine Rapids, St. Lawrence River

Publication:

Media Type:  
Image

Item Type:  
Postcard

Description:  
Coloured postcard of Richelieu and Ontario Navigation Company steamboat ALGERIAN in the Lachine Rapids, flying flying no flags as she runs the rapids of the Saint Lawrence River.

Notes:  
Undivided back for address. Postmarked Montreal, QU, 17 Jun 1907. This image was used in other ways in previous years. By 1907 the ALGERIAN had been renamed CORNWALL and was no routinely on this route. This image was used in Walter Lewis and Rick Neilson's The River Palace, 2008.

Inscriptions:  
"6212 Str.ALGERIAN in Lachine Rapids, St. Lawrence River"

Date of Original:  
c 1903

Dimensions:  
14 x 8.9 cm

Dimensions:  
Width: 14cm  
Height: 8.9cm

Subject(s):  
[Algerian \(steamboat\)](#)  
[Rapids](#)  
[Steamboats](#)

Local identifier:  
195



[Full Image](#)[Reverse](#) [No Comments](#)

Other Web sites

[Link to The River Palace \(Amazon\)](#)

Delete this record: Goodbye forever!

Select the "Delete this record: Goodbye forever!" button at the bottom of the screen. *Deleting the record will remove it from both the database and the public indexes.* It is not retrievable and the data will be erased.

If you want to remove the record from publicly display but wish to keep the record for data management purpose, simply turn the public display off in the Descriptive, Geographic or Administrative Data screens.

**Note:** You cannot delete a record if there are comments associated with this record. You can only recall the record and designate it not for public display.

**Level One Users cannot delete records.** If a user has a Level 1 security status, they will see the following message: "In their wisdom, the folks who set up your account didn't give you enough privileges to actually make a record, however flawed, go away permanently. You might ask them to upgrade your privileges. Alternatively, turn the public display off in the Descriptive, Geographic or Administrative Data tabs."

## 4.10 Duplicating a record

If you are going to create a record or series of records that have similar data elements, you may want to use the “Duplicate Record” feature to create a copy of the metadata record that you can then edit.

Main Menu >> Search >> Results  
Create new record: with uploaded file; without upload (Duplicate) View entry in public site

- Search and retrieve the record that you want to copy
- Click on “Duplicate” link in the main menu bar. Once you click on the Duplicate record feature, you will have created a copy of the record that you can edit and start associating digital files
- **Note:** Not all fields will be duplicated and no files will be associated
- To add a digital object (image, text, video, audio, pages, etc) to the metadata record you are creating, go to the File/Technical Data screen.
  - Click on “Associate files with this record”
  - Browse your computer for the digital file.
  - Choose the appropriate Category and Label options.
  - Click on upload to associate the digital object file with the duplicate record.
  - Edit the record within the template forms to describe the uploaded digital object file.

A Plus Plan feature that builds on the duplicate function is “Templates”. See Plus Plan manual for more information.