



**Contribution Module
VITA 502
June 2015**

Contribution Module

Customizing your Contribution module

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Contribution Module

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▸ Testimonials
▸ Help
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▸ Atom
▸ Search Widgets
▸ Contribute
... when finished
REINITIALIZE PUBLIC SITE

Managing your Community Contribution Module

When you make this module public (i.e. make it show on your site), any member of the public can submit image files with descriptions and/or stories to add to your collection. Depending on your settings, these contributions will appear on your site as part of a "User contributions: [Your site name]" group. This allows the publicly submitted material to be included or excluded in search results and can be treated like any other group, i.e. used for slideshows, featured, included in advanced search drop downs, etc.

To manage your Contribution module go to:
Site Management>Pages>Contribute

For more information about managing and displaying the contributed records, see the manuals Managing User Contributions and Displaying User Contributions.

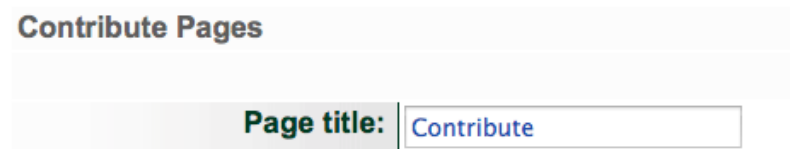
Contribution Module

First, click through to customize your site labels and settings for public module.

Branding: the public view of your Contribution screens uses the same banner as your Site. If this banner is disproportionate, please ensure your site banner is 100px high and 1600 px wide.

1. Page/Module Title:

Change label for Page Title (default is Contribute)

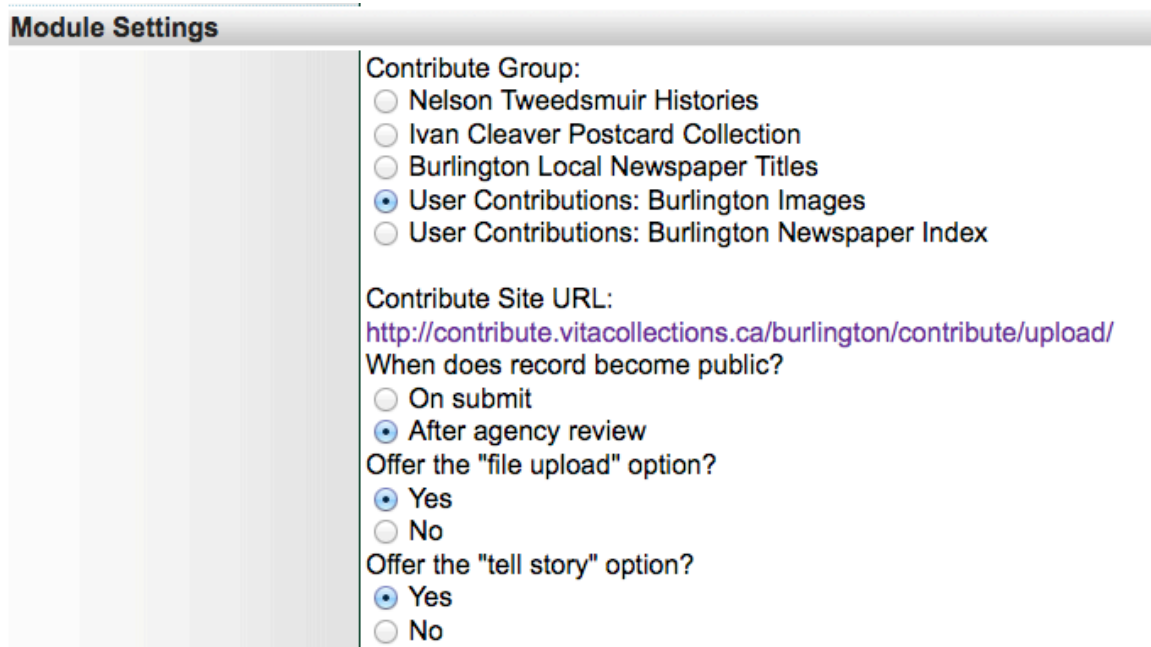


Contribute Pages

Page title:

2. Module settings:

Determine what kinds of records you want users to contribute and how you manage those submissions.



Module Settings

Contribute Group:

- Nelson Tweedsmuir Histories
- Ivan Cleaver Postcard Collection
- Burlington Local Newspaper Titles
- User Contributions: Burlington Images
- User Contributions: Burlington Newspaper Index

Contribute Site URL:
<http://contribute.vitacollections.ca/burlington/contribute/upload/>

When does record become public?

- On submit
- After agency review

Offer the "file upload" option?

- Yes
- No

Offer the "tell story" option?

- Yes
- No

a) Add to a group

A generic non-public Group has been set up to gather your user-contributed records (called User contributions: Your Site Name). If you plan to do targeted gathering, you might want to create a new event or theme-specific Group for new user materials to flow in conjunction with records from your organization, e.g. "Stories from the 2013 Ice Storm." Remember you can always add a contributed record to a group individually as well.

Contribution Module

b) Contribute site URL

The Contribute module is sitting outside of VITA. That means it needs a separate, pre-determined domain. That URL will be listed here so you have an easy way to copy and point to it in any HTML field within VITA (e.g. your sidebars, site footer or web pages!) or other external page where you want people to find it. The basic URL will be:

<http://contribute.vitacollections.ca/yoursitename>.

Module Settings

Contribute Group:

- Nelson Tweedsmuir Histories
- Ivan Cleaver Postcard Collection
- Burlington Local Newspaper Titles
- User Contributions: Burlington Images
- User Contributions: Burlington Newspaper Index

Contribute Site URL:
<http://contribute.vitacollections.ca/burlington/contribute/upload/>

When does record become public?

- On submit
- After agency review

Offer the "file upload" option?

- Yes
- No

Offer the "tell story" option?

- Yes
- No

c) When do contributed records become public?

Choose whether your agency wants to automatically include new contributions in the public site, i.e. "On submit", or after the contribution has been reviewed. See the Managing User Contributions manual for a quick workflow overview.

Note: in any case, when a user submits a new record, an email will be sent to the Agency Feedback address as you have determined in Agency Management Labels & Addresses

Contribution Module

Agency Email addresses:	Public: <input type="text" value="askalibrarian@bpl.on.ca"/>
	This address is displayed on each public record as part of the a users and your agency should they want to order copies of t
	Feedback: <input type="text" value="askalibrarian@bpl.on.ca"/>
	This address is never displayed on a public record. It is exclus that a new comment has been submitted.

d) Offer the File upload or tell story options?

Choose Yes or No depending on whether you want users to be able to upload files and describe them and/or tell their story in writing without a file.

	http://contributor.municipal.ca/submitting/submitting-screen.aspx
	When does record become public?
	<input type="radio"/> On submit
	<input checked="" type="radio"/> After agency review
	Offer the "file upload" option?
	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
	Offer the "tell story" option?
	<input checked="" type="radio"/> Yes
	<input type="radio"/> No

3. Submission screens:

The following options are for customizing the fields and information on the public submission screens. The options are broken down screen by screen.

Contribution Module

Submission Screens

Intro labels:

Introduction:

We're gathering more information and stories about your experience with the latest Heritage fair. Feel free to upload your photos or documents, or tell us your story.

The **ODW** agency does not retain any copyright over material you upload and contributions will be reviewed before being made public.

Note: This is an extended block of text to introduce the contribute workflow. You may wish to indicate the scope of the contributions you are seeking, e.g. images or stories, limits on file sizes or types, and in particular the kinds of content (pictures of the ice storm or whatever you may be seeking. There is also the opportunity to make a brief statement of your review policy (public only after review or public immediately). Perhaps you may wish to encourage users to link to the resulting contribution via Facebook or Twitter. Simple HTML (e.g. <p> and </p>) can be used to structure your introduction.

You can choose to...:

You can choose to...

Note: Only displayed when site has both Image and Story option turned on.

Upload a file:

Upload a file

Note: Button label to choose the file upload path. Only displayed when site has both Image and Story option turned on.

Write a story:

Write a story

Note: Button label to choose the story path. Only displayed when site has both Image and Story option turned on.

Contribution Module

4. Customizing screen language

a. Intro Labels (for the Contribution landing page)



- **Introduction:** This is an unstructured text field that will accommodate simple HTML formatting so you can introduce the contribution options, maybe why you're gathering new material from the public, and invite people to share.

Contribution Module

Introduction:

This is where you get to share your personal memories as part of the community story!
How?

Note: This is an extended block of text to introduce the contribute workflow. sizes or types, and in particular the kinds of content (pictures of the ice storr (public only after review or public immediately). Perhaps you may wish to en be used to structure your introduction.

- Customize the link labels for the upload file/ add story choices, e.g.

Your contributions

Share your memories as part of our community collection!

Click [here](#) to see what others have added to the collection...then, agree to the Terms of Agreement and send us a picture or tell us a story.

I agree to the Terms of Use. [Show Terms of Use](#)

Upload a file



Write a story



- **Upload a file:** Change the **button label** for people who want to contribute an image or scanned document file.

Contribution Module

- **Write a story:** Change the **button label** for people who want to contribute their personal memories or other stories in a text field.

b. Submission fields

The following fields and button or link labels appear as the user steps through their chosen path (upload file or tell a story) and depend on that path (see some examples highlighted below). You have the option to change or customize the default language in the writable fields below. The default label and punctuation appears above the input box.

Submission fields:

Choose your file:
Choose your file: Appears for file uploads

Title: Appears for both options

Description:

Full text:

Your story:

Add location(s):

Limit geography by:
Limit to: Geography appears for both options

Choose country: (list label)

Choose province: (list label)

Choose state: (list label)

Add place(s):

Note: Add multiple places by selecting additional locations. [[Needs to be a screen write]]

Contributor :
Your name: Contributor info & permissions appear for both options

Contributor Email:

Name : (for when you just need the label "name")

Email : (for when you just need the label "Email")

c. Review screen

After someone creates a new record, they are presented with a preview screen for their review. From that screen they can take action to submit it, return to the edit screens or delete it before sending.

Contribution Module

Gull Island postcard

Please review your contribution

Edit

Description:

My grandfather William Smith and grandmother Eleanor née Redner pictured at the lighthouse on Gull Island.

Add location(s)

Gull Island , Ontario , Canada: 43.98342, -77.73279

Who is this?

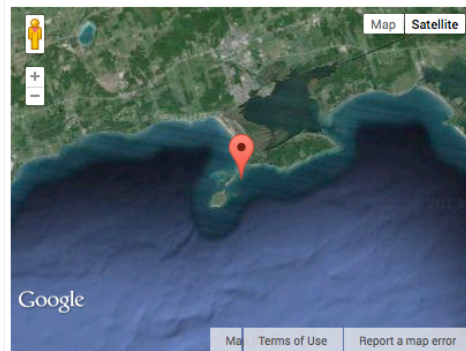
Jess Posgate jesterp@gmail.com

Your name will be credited for this contribution. Your email will not be made public.

Creative Commons licence



[See larger view](#)



Depending on the file type they have uploaded, they will also be able to see the optional views as if they were viewing it in the public collection. You can alter the labels for any or all of these options in the following fields.

Review screen:

Please review your contribution

[Please review your contribution](#)

Edit (button label)

[Edit](#)

Submit (button label)

[Submit](#)

Delete (button label)

[Delete](#)

See larger view (link to the full sized image)

[See larger view](#)

See regular view (return link to the normal sized display with the metadata)

[See regular view](#)

See text file (link to the text file [PDF, DOC or TXT])

[See the text file](#)

d. Confirmation text

After clicking “Submit”, the contributor will receive a series of messages with non-public URLs to preview their contribution and an email (assuming they provide a valid email address). You can change those screen messages here.

Contribution Module

Confirmation text:	Non-public, on submit: Thank you for your submission. After review, you should get an email that it is publicly available. Would you like to make another contribution? e.g. "Thank you for your submission. After review, you should get an email that it is public"
	Public, on submit (before URL): Thank you! See your contribution at e.g.: "Thank you! See your contribution at "
	Public, on submit (after URL): Would you like to make another contribution? e.g.: "Would you like to make another contribution?"
	Public permission to display name: No: Neither your name nor your email will be made public, but we still need them for administrative purposes before we can accept this contribution. e.g.: "Neither your name nor your email will be made public, but we still need them for ad"
	Yes: Your name will be credited for this contribution. Your email will not be made public. e.g.: "Your name will be credited for this contribution. Your email will not be made public."
	We were unable to process your contribution at this time. Please contact us [info@ourdigitalworld.org] and include the URL e.g.: "We were unable to process your contribution at this time". Note that it may be usefu

e. Deletion text

After clicking the “delete” button on the review screen, the contributor will see some “are you sure” messaging and opportunities to return and start again. You can alter those messages here.

Contribution Module

Deletion text:	Are you sure? (pop-up screen title) <input type="text" value="Are you sure?"/> Delete my contribution (button on pop-up screen) <input type="button" value="Delete my contribution"/> Cancel (button on pop-up screen) <input type="button" value="Cancel"/> Delete screen text: <input type="text" value="This item will be permanently deleted and cannot be recovered."/> e.g.: "This item will be permanently deleted and cannot be recovered." Delete result text on upload screen: <input type="text" value="Your previous contribution was deleted. Would you like to start again?"/> e.g.: "Your previous contribution was deleted. Would you like to start again?" Note: After deleting the user is re-directed to the upload screen in case additional uploads are wanted.
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f. Edit screen

After clicking “Edit” on the review screen, the user will see their record with editable fields on a labeled page with an Update button for committing changes. You can modify the text for the page label and button label here.

Edit screen:	Please edit your contribution <input type="text" value="Please edit your contribution"/> Update (button label) <input type="button" value="Update"/>
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5. Other, linked, text

In some cases, the text and labeling you’ve used in other spaces or interactive modules is adopted by the Contribution module. To alter that text, follow the links provided in this section and navigate to the specific fields you want to modify.

Other Text (use linked site-management screens to edit)	
	Is it OK to make your name public? (see Comments) Yes / No (see Navigation Bar) Creative Commons licence (see Details) Creative Commons labels (see Advanced Search rights panel)

6. Terms of Agreement

The terms of agreement is presently a generic set of terms and assignment of a Creative Commons BY-NC-SA license that the user agrees to before they submit any material. This term will be customizable in the future.

Contribution Module

7. Committing your changes

After customizing the settings or language and text on your Contribute screens, you must request a “reinitialization” to the server where the module is hosted.

First click the “Update” button.

At the bottom of the screen, you’ll see a message to contact us to reinitialize your contribution module.

Reinitialize the server:

To commit any changes to this page for the public view, please email info@vitatoolkit.ca.

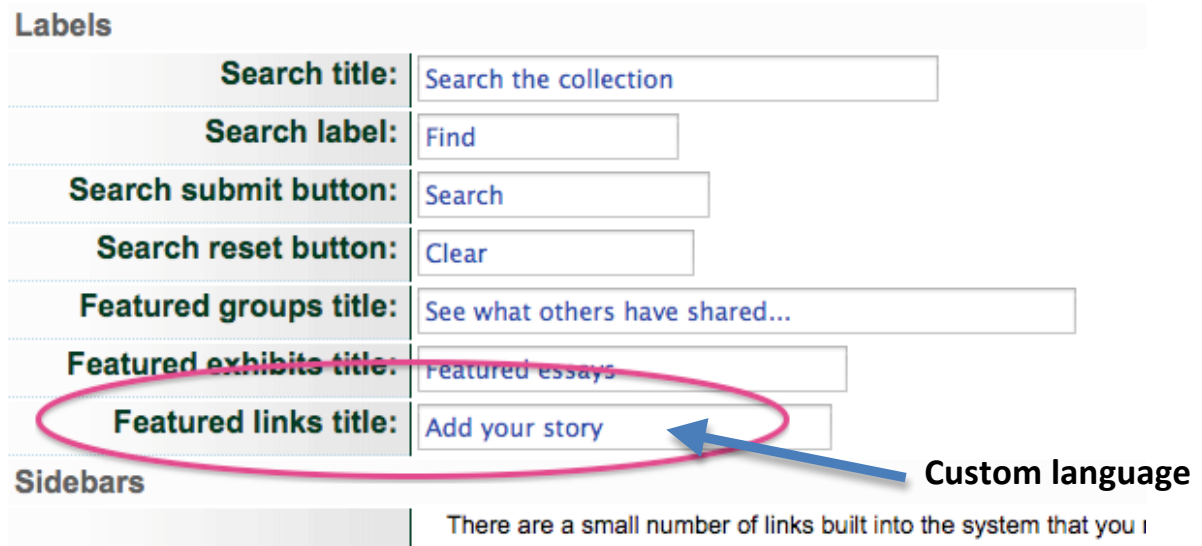
Adding contribution module as a Featured link to French and English sites

Go to main menu > Site management

Choose English site > search page

add your custom language / label for the “Featured Link” area of your search page

Labels	
Search title:	<input type="text" value="Search the collection"/>
Search label:	<input type="text" value="Find"/>
Search submit button:	<input type="text" value="Search"/>
Search reset button:	<input type="text" value="Clear"/>
Featured groups title:	<input type="text" value="See what others have shared..."/>
Featured exhibits title:	<input type="text" value="Featured essays"/>
Featured links title:	<input type="text" value="Add your story"/>
Sidebars	
There are a small number of links built into the system that you i	



You'll need to customize your French site > Search > Featured link label as well

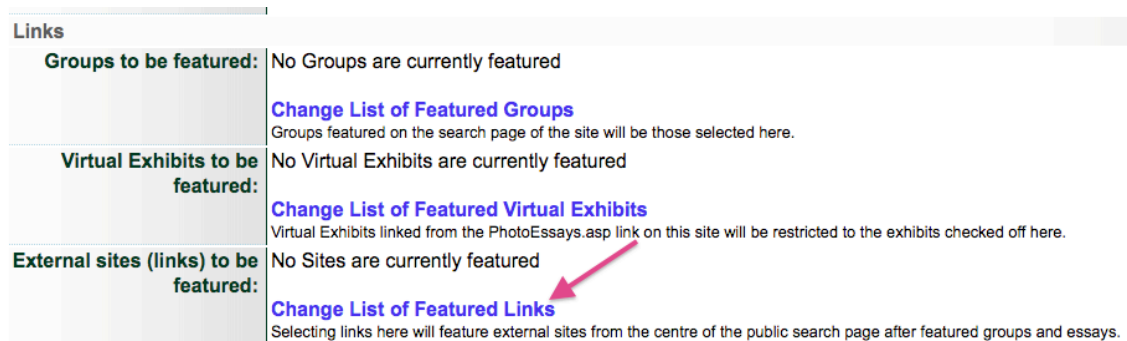
Search reset button:	<input type="text" value="Effacer"/>
Featured groups title:	<input type="text" value="Collections vedettes"/>
Featured exhibits title:	<input type="text" value="Essais/expositions vedettes"/>
Featured links title:	<input type="text" value="Sites vedettes"/>
Sidebars	



Add the link to your English site search page

Click “Change list of Featured links”

Links	
Groups to be featured:	No Groups are currently featured Change List of Featured Groups Groups featured on the search page of the site will be those selected here.
Virtual Exhibits to be featured:	No Virtual Exhibits are currently featured Change List of Featured Virtual Exhibits Virtual Exhibits linked from the PhotoEssays.asp link on this site will be restricted to the exhibits checked off here.
External sites (links) to be featured:	No Sites are currently featured Change List of Featured Links Selecting links here will feature external sites from the centre of the public search page after featured groups and essays.



Adding contribution module as a Featured link to French and English sites

Add English link and label, click update.

vita | Legato (Legato Inc.)

[Main Menu](#) >> [Update/Add Sites](#) >> [Canada 150: Notre Canada - Nos Histoires: Search page](#) >> [Select Featured Links for Site](#)

Current site links

	The Links checked off here will be featured on the site search page
Featured Links	There are currently no links associated with this Sites.

Add a new link

Label:	<input type="text"/>
URL:	<input type="text"/>

[Main Menu](#) >> [Update/Add Sites](#) >> [Canada 150: Notre Canada - Nos Histoires: Search page](#) >> [Select Featured Links for Site](#)

This is supported by the [VITA Toolkit](#), a service of [OurDigitalWorld](#)
[Need Help?](#)

Links	
Groups to be featured:	No Groups are currently featured Change List of Featured Groups Groups featured on the search page of the site will be those selected here.
Virtual Exhibits to be featured:	No Virtual Exhibits are currently featured Change List of Featured Virtual Exhibits Virtual Exhibits linked from the PhotoEssays app link on this site will be restricted to the exhibits checked off here.
External sites (links) to be featured:	Share your story here (http://contribute.vitacollections.ca/canada150/contribute/upload/) Change List of Featured Links Selecting links here will feature external sites from the centre of the public search page after featured groups and essays.
Slideshow	

then do the same for your French site

Click Update

Don't forget to reinitialize your site to commit the changes and see them on your search page.



VITA 5
Managing User Contributed Content
June 2014

Managing User Contributed content

Making records public

In module settings, choose whether new files and/or stories are automatically added to the collection or if they require approval before being added.

Module Settings

Contribute Group:

- Nelson Tweedsmuir Histories
- Ivan Cleaver Postcard Collection
- Burlington Local Newspaper Titles
- User Contributions: Burlington Images
- User Contributions: Burlington Newspaper Index

Contribute Site URL:
<http://contribute.vitacollections.ca/burlington/contribute/upload/>

When does record become public?

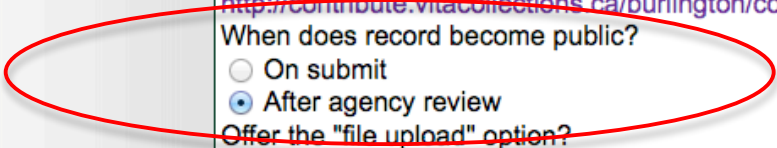
- On submit
- After agency review

Offer the "file upload" option?

- Yes
- No

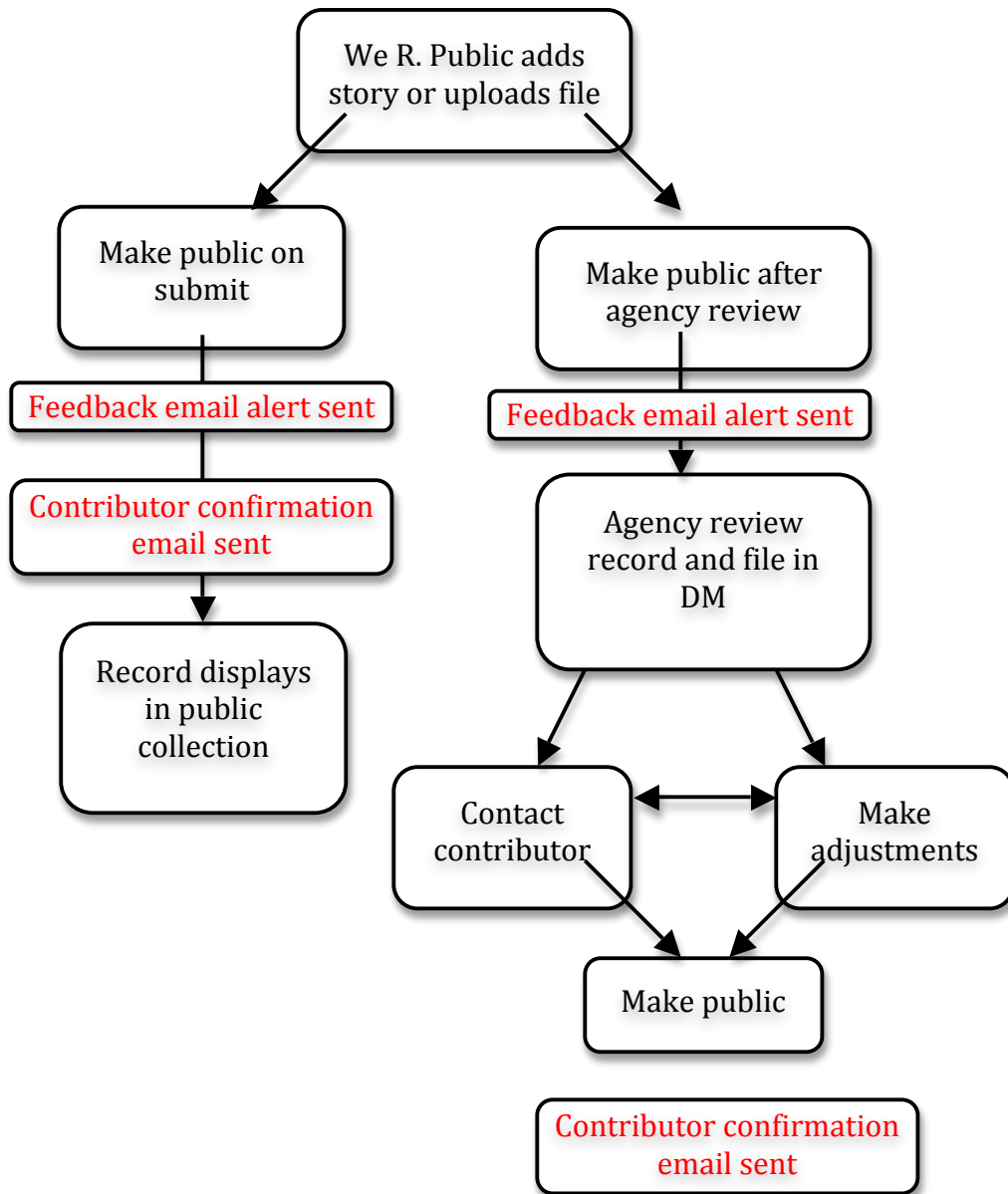
Offer the "tell story" option?

- Yes
- No



Managing User Contributed content

Approval workflow



Alerts for new contributions



New contributions will generate two levels of alerts.

When any new contribution is submitted, an email is sent to the Agency "Feedback" email. Make sure you have a valid email in your agency settings screen.




Managing User Contributed content

Agency Email addresses:	Public: askalibrarian@bpl.on.ca This address is displayed on each public record as part of the a users and your agency ... should they want to order copies of t
	Feedback: askalibrarian@bpl.on.ca This address is never displayed on a public record. It is exclus that a new comment has been submitted.

That email will direct you to login and review the record by Record ID.

A Record has been contributed to your VITA agency  

Inbox x

 **info@vitatoolkit.ca** 12:35 PM (19 minutes ago) ☆  

to me ▾

A record has been added to your site via the Contribution module. You can confirm the contents by logging in at <http://data.vitatoolkit.ca/> and checking Record ID: 761

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

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

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

Managing User Contributed content

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.

Managing User Contributed content

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.



VITA 502
Displaying Contributed Material
May 2015

Displaying your User Contributed collections

As a Featured Group or Collection...

In Site Management>Search page>Featured Groups

Choose to add your User Contributions Group to the home screen and label it how you like!

The screenshot displays the Canada 150 website interface. At the top center is the "CANADA 150" logo with a red maple leaf. Below the logo is a search bar with the text "Search the collection" and a "Find" label. To the left of the search bar is a sidebar menu titled "Options:" with items like "Recherche en Français", "Mobile Search", "Advanced Search", "Browse by Location", "Search Hints", "What's New", "RSS", "Atom", and "How to link to this site". Below the search bar, there is a section titled "Add your story" with a red circle around the text "Browse the collection" and a red arrow pointing to it. To the right of the search bar is another sidebar menu titled "Canada 150 News" with items like "Join Canada 150", "FAQ: Frequently Asked Questions", "About Us", "Canada 150 Partner Sites", and "What's New?". Below the "What's New?" section is a photo of a snowy scene with a person shoveling snow, and a caption: "First Photo Uploaded on Smartphone February 12, 2015 -- a sunny, cold (-15) in Toronto. Although shoveling snow is not always fun, it is a small price to pay for such beauty." At the bottom right, there is a "Powered by / Alimenté par" logo for "via" and "easystory".

To add to your home screen sidebar...

Displaying your User Contributed collections



Members Only | Contact Us | Sitemap

Welcome
About the Provincial Office Library Collection
About OGS
OGS Annual Report
OGS Conference 2015 - Tracks Through Time
OGS Advocacy
Protecting Ontario's Cemeteries
OGS website

Options
Mobile Search
Advanced Search
Browse by Location
Search Hints
What's New?
RSS
Atom
How to link to this site

SHARE [social icons]

Search the OGS Collections

Search Clear

Browse our collections

- OGS Books
- OGS Mystery Photos
- OGS Periodicals
- OGS WW1 Memorial Wall

Special Collections

- Family Histories
- OGS Cemeteries
- Oxford County Branch Library Collection

Share Your Family's Story

Our Stories

What's New?

OGS Seminar 1999: Our Ontario Families
Did you attend OGS Conference 1999 in Toronto?

Powered by / Alimenté par vita

Go to Site Management>Search page>Sidebar (left or right)

Add an html link that looks like this (below) but with the specific URL for your contributed materials group and choose your own label:

```
<a href="http://vitacollections.ca/MyOrg/results?grd=370">Our Stories</a>
```

Where do you get your Group URL?

Go to Advanced Search and select the User contributions group.

Displaying your User Contributed collections

Advanced Search

En Français >> Search >> Advanced Search

SHARE

Keyword(s) to search:

Logic between keywords: And Or Phrase

Field(s) to Search: All Title Subject Creator Name(s) Last Name Local Identifier

Fuzzy Search Limits: (What is this?) Exact Fuzzy Fuzzier Fuzziest

Between two dates: from: to:
(enter in the form YYYYMMDD, YYYYMM or YYYY)

Geographic Location: (What is this?)

Groups:

Media Type to limit search to: Groups (2) Images (32) Texts (18) OR Item type to limit search to:

Has Comment? Yes No

On the public view of group contents, copy and paste the group web address or URL

www.canada150.org/2824715/data

CANADA 150

En Français >> Search (Advanced) >> What's New >> Details << Previous >> Next

Search:

User Contributions: Canada150 English

Records Description Comments (0)

We found 48 matching items.

Page 1 of 3 1 2 3 Next →

Canada 150 Launch -- July 1, 1997
On July 1, 1997 in Scarborough, Ontario we launched the Canada 150 project: a 20-year project to encourage Canadians to record their personal, family and community histories as our gift to Canada on its 150th anniversary. Originally the project was about encouraging people to record their stories...

2013 Ice Storm in Toronto
The 2013 ice storm caused neighbourhood black outs throughout Toronto for up to 5 days for some folks. Our electricity was off for 3 days and only started again in during the very early hours of Christmas morning. We had opened up some presents on Christmas Eve in our winter coats, toques and...

Memorable Morning
You know how an ordinary day can turn into a memorable day? Well, let me tell you about such an experience. In 1940 Ruby, Merle and I (Eileen) were walking to school. It was approximately 2 miles by road or if we cut through a sheltered 50 acre ploughed field, it was slightly shorter. WE ...

An Adventure, War and More
My Uncle Tom Scotchmer and John Armstrong were born on adjoining farms near Bayfield Ontario. They were best friends, played together, went to school together, and got into trouble together. The 1939-1945 war was on and the radio news cast made sound exciting and adventurous. Tom and John ...

First Uploaded Story on a Smartphone
When this project started in 1997, there was little thought that the digital world would explode with devices that would allow us to upload stories from our cell phones. In fact, the Blackberry smartphone would not come out for another 6 years and the iPhone would not come out for another 10...

First Photo Uploaded on Smartphone

Search within these results: Go

Sort

Ordered by: Relevance

- Oldest date (to newest)
- Newest date (to oldest)
- Relevance

Media Types

- Images (31)
- Texts (17)

Contributors

Legacies Inc. (48)

Map

Map of locations associated with these pictures. Click on a balloon to do a geographic search.

Displaying your User Contributed collections

In your Advanced search screen...

Once contributions start flowing into your collection, the public can find that content through the **Advanced Search** screen

Through the Group you've selected to gather user contributed materials

Advanced Search

In Français >> Search >> Advanced Search

SHARE [social icons]

Keyword(s) to search:

Logic between keywords: And Or Phrase

Field(s) to Search: All Title Subject Creator Name(s) Last Name Local Identifier

Fuzzy Search Limits: (What is this?) Exact Fuzzy Fuzzier Fuzziest

Between two dates: from: to:
(enter in the form YYYYMMDD, YYYYMM or YYYY)

Geographic Location: (What is this?)

Groups:

User Contributions: Canada150 English
User Contributions: Canada150 Français

Media Type to limit search to: Groups (2) Images (32) Texts (18) ... or item type to limit search to:

Has Comment? Yes No

in the Features panel...

ion (8) Text (37) web site/page (1)

Mysteries: Yes No

Comments: Yes No

Was Contributed? Yes No

In results sets...

Displaying your User Contributed collections

posters (1) **Photographs (23)** Portraits (1)
Postcards (1) Scrapbooks (4) Sheet music covers (1)
Stereographs (1)

Features

- Was Contributed? (3)
- Mysteries: (5)

Groups

- Bun Yarwood Photograph Collection (2)
- Essex County (6)

Pelto Family
1951, This photo was taken as the Pelto Family was leaving towards the church for Coral's wedding

Portrait of "Selbit" the magician

As a scoped site...

For subscribers with more than one display site available to them, you could even configure a standalone site to display just your Group of user contributed material.

Talk to us about setting up your User Contributions Site.

Search by Contributor name option

When does this apply?

You are gathering contributions using the Community Contribution module
Your contributors have agreed to make their names public

How does it work?

Community contributors' names are now searchable. They are treated like keywords. You can use the generic search bar on the home screen or scope your search to the "Contributed by" field on the Advanced Search screen.

On the public side...

Using the Advanced search screen, users can search the Contributor name field and scope to items that have been contributed.

The screenshot shows the 'Advanced Search' page. At the top, there is a navigation bar with 'OurOntario >> Search >> Advanced Search' and a link to 'en Français'. Below this is a 'SHARE' button and social media icons. The main search area is a large box with several sections:

- Keyword(s) to search:** A text input field containing 'bedard'. A red arrow points to this field.
- Logic between keywords:** Radio buttons for 'And' (selected), 'Or', and 'Phrase'.
- Field(s) to Search:** Radio buttons for 'All', 'Title', 'Subject', 'Creator Name(s)', 'Last Name', 'Local Identifier', and 'Contributed by' (selected). A red arrow points to the 'Contributed by' option.
- Fuzzy Search Limits:** Radio buttons for 'Exact' (selected), 'Fuzzy', 'Fuzzier', and 'Fuzziest'. A link '(What is this?)' is next to it.
- Between two dates:** Two input fields for 'after:' and 'before:', with a note '(enter in the form YYYYMMDD, YYYYMM or YYYY)'.
- Geographic Location:** A dropdown menu with '(What is this?)' and a '(Scroll down to select)' prompt.
- Groups:** A dropdown menu with '(Scroll down to select)'.
- Media Type to limit search to:** Radio buttons for 'Audio (1)', 'Exhibits (1)', 'Genealogical Resources (1)', 'Groups (1)', 'Images (72)', 'Newspapers (2)', 'Objects (2)', 'Texts (7)', and 'Videos (7)'.
- ... or Item Type to limit search to:** A dropdown menu with '(Scroll down to select)'.
- Mysteries?:** Radio buttons for 'Yes' and 'No'.
- Comments?:** Radio buttons for 'Yes' and 'No'.
- Contributed?:** Radio buttons for 'Yes' and 'No'. A red arrow points to the 'Contributed?' section.
- Creative Commons:** Checkboxes for 'Attribution only (5)', 'Attribution-NonCommercial (8)', 'Attribution-NonCommercial-ShareAlike (5)', 'Attribution-NoDerivatives (1)', 'Attribution-ShareAlike (1)', and 'All rights reserved (17)'.
- Sort by:** A dropdown menu.
- Results per page:** A dropdown menu set to '20'.
- Go** and **Clear** buttons. A red arrow points to the 'Go' button.

At the bottom left, there is a footer with 'Search >> Advanced Search' and a link to 'en Français'.

How do I make contributor names a searchable field on the Advanced search screen?

Login to VITA

> Site management

> Advanced Search

> say "Yes" to Record Contributor (you can also customize the label):

Site Setup	
General values	
Branding	
Security	
Pages	
Test public pages	
• Navigation bar	
• Search page	
• Advanced Search	
• Results	
• Details	
• Full Image	
• Comments	
• Pages	
• "Browse By" pages	
• Web pages	
• Testimonials	
• Help	
• RSS	
• Atom	
• Search Widgets	
• Contribute	
• My Favourites	
... when finished	
REINITIALIZE PUBLIC SITE	

Advanced search page

Page title:

Keywords panel

Search label:

Logic panel:

Logic between keywords: And

Or Or

Phrase

Fields panel

Field(s) to Search: All

Title Title

Show "All" option: Yes No

Vessel Name

Show "Vessel Name" option: Yes No

Official Number

Show "Official Number" option: Yes No

Subject

Show "Subject" option: Yes No

Creator

Show "Creator" option: Yes No

Last Name

Show "Last Name" option: Yes No

Personal Name

Show "Personal Name" option: Yes No

Corporate Name

Show "Corporate Name" option: Yes No

Identifier

Show "Identifier" option: Yes No

Contributed by Record Contributor

Show "Record Contributor" option: Yes No

Click update & Reinitialize Public Site.

On your public site it will appear as a field scope for keyword searching:

Keyword(s) to search:

Logic between keywords:

And

Or

Phrase

Field(s) to Search:

All

Title

Subject

Creator Name(s)

Last Name

Local Identifier

Contributed by

Fuzzy Search Limits: [\(What is this?\)](#)

Exact

Fuzzy

Fuzzier

Fuzziest

On contributed records, public donor names are also now linked:

Cannon

Description Comments (0)

Media Type:
Image

Description:
Kings Navy Yard

Contributed by:
[Di Bedard](#)

Copyright Statement:
or something profound

Creative Commons licence:
 [\[more details\]](#)

Contact us
Test 4.0.1 Database stuff
by email info@ourdigitalworld.org
online <http://www.someurl/>



- [Comment on this item](#)
- [Create electronic postcard](#)
- [Full Image](#)

Clicking on this name returns any items wherein that person is the name donor of an item.



We found 2 matching items.

Community Contributor Name: [Di Bedard](#) **Sort by:** Relevance

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Celebrating!

  April 6th is international tartan day... wear it with pride!



Cannon

  Kings Navy Yard

Showcasing your contributors

Lastly, agencies with lots of user-contributed material can add a “wall” to their home site for listing the contributors by name.

The screenshot shows the VITA website interface. At the top left is the VITA logo and a tree icon. Below it is a sidebar with 'Options:' containing links for Mobile Search, Advanced Search, Browse by Location, **Browse by Contributors** (circled in red), Search Hints, What's New, RSS, Atom, and How to link to this site. The main content area features a search bar with 'Find:' and 'Search the collection' text, and buttons for 'Search' and 'Clear'. Below the search bar are sections for 'Featured groups' (listing BMDs and Clippings and Schooners in Rivers (3.4)) and 'Featured exhibits' (listing a Brief Essay & thoughts on "what to test"). On the right side, there is a 'Sponsors' section with a thank-you message and a list of names including The Township of Wilmot, Waterloo Regional Heritage Foundation, and others. At the bottom right, there is a 'What's New?' section.

NOTE: All variations of a person’s name will be considered unique and display separately. The agency has the power to normalize names in those records if they so choose.

The screenshot shows the 'Browse by Contributor' page. At the top, it says 'Browse by Contributor' and 'Search (Advanced) >> Browse by Contributor'. Below this is a list of contributors with counts: DBedard (1), Di (1), Di Bédard (13), Diane (7), Diane Bédard (4), Jess Posgate (1), Jess USER Posgate (1), and **Walter Lewis (29)**. Below the list is another 'Search (Advanced) >> Browse by Contributor' link. At the bottom, there is a disclaimer: 'Software technologies and hosting of VITAtoolkit Collections are provided by OurDigitalWorld. This is a development site. Do not believe anything you see or read here. It is all for the amusement of the developers.' The VITA logo and 'Powered by / Alimenté par' text are at the bottom right.

How do I make this happen?

To add this “Contributor wall” to your home screen, go to:

Site management

>Search page

>Choose which sidebar you’d like to add it to (right or left)

>Copy and paste the link information to add the Browse by Contributors option

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Use this link anywhere HTML can be included

Left sidebar:

```
<div class="SiteNav">
<div class="h4">Options:</div>
<a href="http://test2.OurOntario.ca/comm/mSearch">Mobile
Search</a>
<a href="http://test2.OurOntario.ca
/comm/AdvancedSearch">Advanced Search</a>
<a href="http://test2.OurOntario.ca
/comm/BrowseByLocation">Browse by Location</a>
<a href="http://test2.OurOntario.ca
/comm/BrowseByContributors">Browse by Contributors</a>
<a href="http://test2.OurOntario.ca
/comm/SearchHints">Search Hints</a>
<a href="http://test2.OurOntario.ca/comm/WhatsNew">What 's
New</a>

<a href="http://test2.OurOntario.ca/comm/rss.xml"> RSS</a>
<a href="http://test2.OurOntario.ca/comm/atom.xml"> Atom</a>
<a href="http://test2.OurOntario.ca/comm/SearchWidgets">How
to link to this site</a>
```

Supply an HTML message to be placed at the left of the search page.

Click update and reinitialize your site

Remember, you can also add the Browse by Contributors screen a “featured link” on your home search screen.