

LINKS MANAGEMENT SCREEN

Main Menu >> Search >>

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

Jump to: [Statistics](#)

Display File/Tech Description Geography Admin Groups **Links** Delete

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.

For example, on the Adding & Managing Records page on the VITA Toolkit Help site, you can see 4 separate digital files have been linked to the original record:

External Links

Link Management: **Managing & Customizing Your Site** (id: 3251262)

Sortable Date has not been assigned.
 Earliest Year has not been assigned.
 Latest Year has not been assigned.

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.

Configuring your My Favourites screens

Label: Update Label

URL: Update Label

Status: Last date checked: 6 Dec 2016 11:30:00 Status: 200
 [Edit url and check status]

Configuring your Contribute Module

Label: Update Label

URL: Update Label

Status: Status of Link not yet reviewed
 [Edit url and check status]

Adding a custom domain to your VITA Toolkit site

Label: Update Label

URL: Update Label

Status: Last date checked: 15 Mar 2017 11:54:00 Status: 200
 [Edit url and check status]

VITA Training Videos: Setting up your VITA site

Label: Update Label

URL: Update Label

Status: Last date checked: 1 Jun 2017 16:59:00 Status: 200
 [Edit url and check status]

Add new Link

Label:

URL:

Thumb:

ADD

Sort display order of links

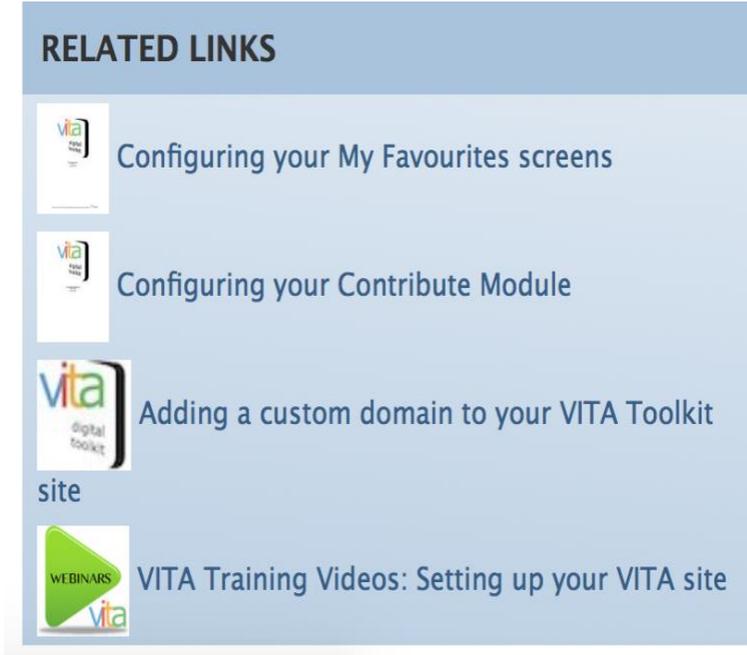
Do this after other edits on the left panel

- Configuring your My Favourites screens
- Configuring your Contribute Module
- Adding a custom domain to your VITA Toolkit site
- VITA Training Videos: Setting up your VITA site

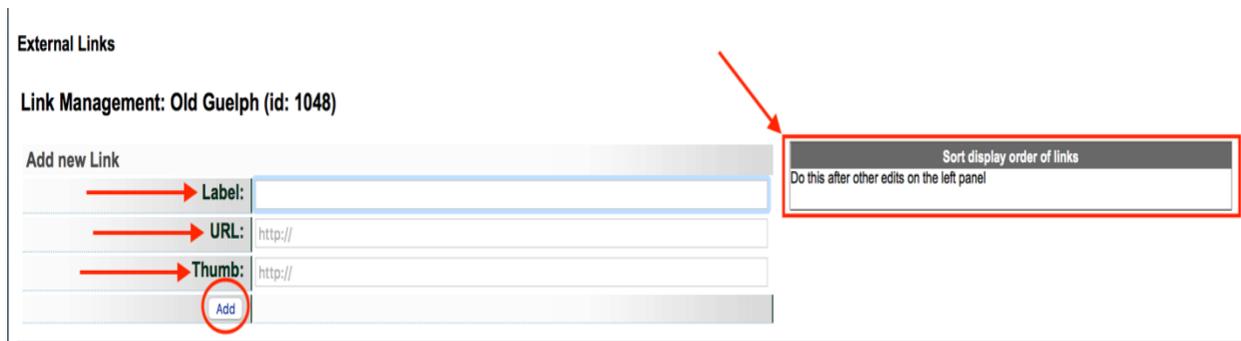
Annotations:

- 1: Points to the status field of the first link.
- 2: Points to the status field of the second link.
- 3: Points to the status field of the third link.
- 4: Points to the status field of the fourth link.
- Thumbnail view: Points to the right-hand side of the interface showing link thumbnails.
- This is how the links will publicly display: Points to the thumbnail view area.

This is how the links display on the public side:



To add a link (s) to your record, simply enter data into the 3 fields:



Label: Give your link a title.

URL: Enter the URL of the website, page or VITA record you wish to associate with the record

Thumb (optional): If it is available, you can grab the link to the Image Address and enter it here. To do this, right click on the image you wish to attach, choose copy Image Address from the drop-down list, and paste it into the Thumb field.

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

Subscribe to ODW YouTube Channel	
Label:	<input type="text" value="Subscribe to ODW YouTube Channel"/>  <input type="button" value="Update Label"/>
URL:	<input type="text" value="https://www.youtube.com/channel/UCmpk7fnw2hAtE4BwY3MwBEQ"/>
Status:	Last date checked: 15 Mar 2017 17:03:00 Status: 200 <input type="button" value="[Edit url and check status]"/>

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:

Thumb:



Date last checked

15 Mar 2017 17:03:00

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

- [Activate RSS Atom & Podcast Broadcasting Options](#) (OurDigitalWorld)
- [Adding & Customizing Web Pages](#) (OurDigitalWorld)
- [Adding & Managing Groups](#) (OurDigitalWorld)
- [Adding & Managing Records Webinars](#) (OurDigitalWorld)
- [Adding Audio Files Webinar](#) (OurDigitalWorld)
- [Creating Virtual Exhibits](#) (OurDigitalWorld)
- [Managing and Customizing your VITA Site](#) (OurDigitalWorld)
- [My Favourites - User Bookmarking](#) (OurDigitalWorld)
- [Site Management Webinars](#) (OurDigitalWorld)
- [Streaming Videos Webinar](#) (OurDigitalWorld)
- [Twitter Cards in VITA](#) (OurDigitalWorld)
- [Working with Newspapers](#) (OurDigitalWorld)

Linked exhibit pages

No linked exhibit pages

Site featured links

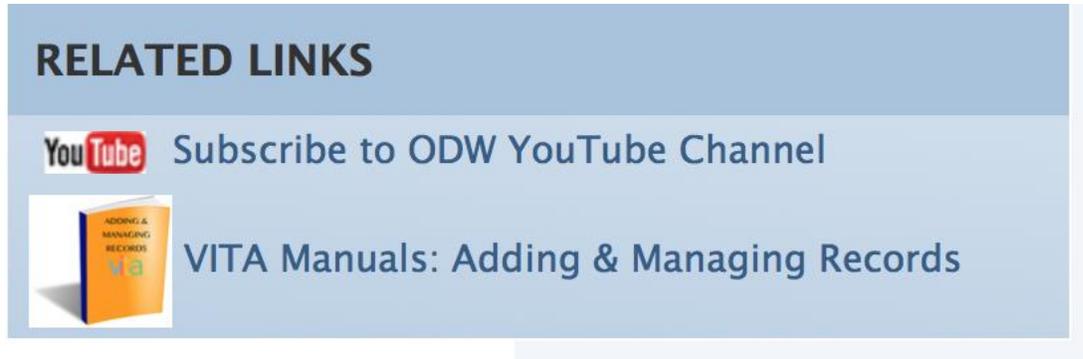
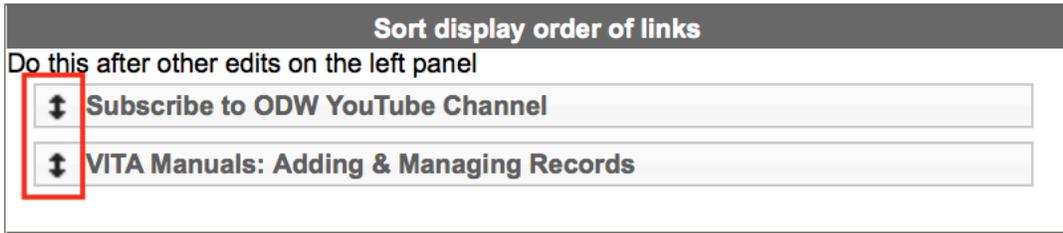
No sites featuring this link

This link cannot be deleted until all the references to it on every site have been deleted (or changed)

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).

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



2.8.1 URL

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

2.8.2 URL LABEL

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

2.8.3 EDIT URL AND 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:

https://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.

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

Subscribe to ODW YouTube channel

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

<https://www.youtube.com/channel/UCmpk7fnw2hAtE4BwY3MwBEQ>

Thumb:



<http://images.ourontario.ca/Partners/ODW/ODW-youtube.png>

Date last checked

15 Mar 2017 17:03:00

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Linked exhibit pages

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No sites featuring this link

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[Update Link and recheck status](#)