

CREATING RECORDS IN VITA

The basic data-entry template is divided into eight screens:



1. Display – displays how the record will look in the public interface
2. File/Tech – details the file list and information about each file associated with the record (e.g. File size, location, etc.) and input areas for technical metadata
3. Descriptive – data elements that describes the intellectual content of the digital object, and assists with the discovery of the object
4. Geographic – lists quick pick locations for collection and location input box with preview in Google Maps
5. Administrative – data elements that facilitate the management of the digital object and capture non-public information
6. Groups – for adding objects to existing groups and adding new groups
7. Links – for adding links to display with the object
8. Delete – offers the option of deleting the object from the index (Level 2 and higher)

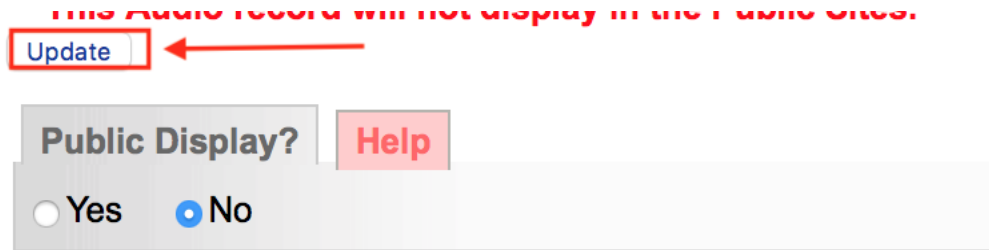
Options available on more than one screen include:

- a. **Record ID** – on all screens except **Display** and **Delete** the record title is followed by the record ID number.

Descriptive Data: Willoughby Polka (id: 1467)

This helps isolate and identify records to enable fast searching from the main menu via the Record ID search box.

- b. **Update Record Button** – immediately updates the record to include the latest data that you have input. Update the record whenever you enter information in a data field or once you have finished entering the information on a given screen. If you leave the screen before updating the record, all the information you just input will be lost, and you will have to re-enter it again.



Preview the updated record as it would appear to an end-user by viewing the record in the **Display** screen. **Always update record before moving to a new screen.**

- c. **Public Display** – denotes whether the record is available on the public site. If yes, the record is available to end-users; if no, the record is only available to internal users of your organization who have login access to VITA software. Note that the default setting is No as illustrated above.

Helpful reminders - highly recommended data elements will appear on the top of the screen in red if they have not been completed.

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

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

Jump to: [Subjects](#) [Dates](#)

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
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Descriptive Data: Willoughby Polka (id: 1467)

- No Item Type has been assigned.
- Sortable Date has not been assigned.
- Earliest Year has not been assigned.
- Latest Year has not been assigned.
- This Audio record will not display in the Public Sites.

[Update](#)