

PART 1

GETTING STARTED WITH GROUPS

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

- Groups are “owned” by the agency who creates them.
- Groups can be created on any topic that you think is relevant – i.e. Churches in the Niagara Region, Train Stations with Unique Architecture, My Favorite Pictures, etc.
- Groups and their content can be easily created, edited, and deleted by the owner agency.
- Records can be assigned to one or more groups *at the same time*.
- Groups can be publicly displayed or kept non-public and used for internal management purposes.
- Groups can be shared (open to any agency to add) or exclusive (only your agency has access and can manage).
- Groups can be added to other Groups
- Groups can be “closed” to stop any new items being added.

1.1: LOGGING IN

Go to <https://data.vitatoolkit.ca>

Enter your username and password and click the Big **Login** Button

**Note: Usernames and passwords are assigned by your site and agency administrators and are case sensitive*

Please Note - Your VITA username & password are now case-sensitive.

Username Password

Login

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- Training (v6.0) [Login](#)
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This is supported by the VITA Toolkit, a service of OurDigitalWorld

If you are managing data in multiple agencies, you will be presented with a list of agencies. Select the agency whose collection content you are planning to work on.

Select Agency

Please select the name of the agency whose records you plan to update.

- 1812 History
- Ajax Public Library
- Algonquin Area Public Library
- Alpena County George N. Fletcher Public Library
- Amethyst Mine Panorama
- Atikokan Mining Attraction Association
- Bancroft Public Library
- Barrie Public Library
- Beardmore Regional Historical Society
- Belleville Public Library
- Bibliothèque Du Canton d'Alfred-Plantagenet
- Bibliothèque Publique de Clarence-Rockland
- Bibliothèque publique de Hawkesbury
- Bibliothèque Publique de La Nation
- Bibliothèque publique du canton de Russell
- Blind River Public Library
- Bracebridge Public Library
- Brampton Library
- Brighton Digital Archives
- Brock University Archives
- Brockton Heritage Committee
- Bronte Historical Society
- Burk's Falls, Armour & Ryerson Union PL
- Burlington Public Library
- Caledon Public Library
- Chatham-Kent Museum
- Chatham-Kent Public Library
- Christie Historical Committee
- City of Burlington, Clerks Department
- Clarington Museum and Archives
- Clarington Public Library
- Club généalogique du Nipissing Ouest
- Cobourg Public Library
- Community Archives of Belleville & Hastings County
- Cook Memorial Public Library District
- County of Brant Public Library
- Cramahe Township Public Library
- Default Agency

If you work with a single agency, you will be delivered immediately to the main menu of that agency.