



Search and Update Records

VITA 6

August 2018

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PART 1

GETTING STARTED

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

Toolkit Help About us About VITA

VITA Development Formats
Training (v6.0) Login
Test Build (v6.0) Login
Test 5.2 Plus (v5.2) Login
Prototype (v6.0) Login

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.

PART 2

SEARCHING AND UPDATING

2.1 SEARCH AND UPDATE RECORDS

VITA offers a number of ways to quickly find and update specific records in your collection.

Links to advanced search screens for finding specific records in your collection, public and non-public, can be found on the main menu. Simply click on a link for access to that screen:

Manage Records

Add Record:

- and upload file
- without a file
- as a Birth, Marriage or Death (BMD) entry

Search or Update Record

- Prooflist [last added first, from the indexes]
- Top 100 Records [aka: the last 100 records added, from the database]
- Record id:

Add/Edit Publication

Add/Edit Issue

Add Batch/Edit Templates

Manage Comments

List All Comments

Manage Groups

Add or Update Record Group

Manage Exhibits

Add or Update Exhibit

Manage Application

Agency Management

Site Management

Monthly Statistical Snapshot

2.2 PROOFLIST

Search or Update Record

- **Prooflist** [last added first, from the indexes]
- Top 100 Records [aka: the last 100 records added, from the database]
- Record id:

The Prooflist links to a results set of everything in the agency's collection, ordered last added first, public and non-public. This list is generated from the index:

Results

We found **95** matching items

Page 1 of 5 **1** 2 3 4 5 → Next

Southern Ontario in the early 1900s

...

United Church, Capreol Ontario

Postcard from John Thornton to his fiancée Margaret Green

Public School, Huntsville

Huntsville July 19, 1910 Hi Margaret, What do you think of my old grammar school? Yours, John

Video test 4

Non-public record

video test 3

Non-public record

Test v6 video

Non-public record

V6 Video streaming

Non-public record

Proton Girl Shoots Father

Flesherton Advanced (Flesherton, Ontario: Caruthers Corporation), 30 Apr 1942

Non-public record

Willoughby Polka

Non-public record

SEARCH WITHIN THESE RESULTS

Go

SORT

Ordered by: Relevance

[Relevance](#)
[Title \(0-9, Z-A\)](#)
[Oldest date \(to newest\)](#)
[Newest date \(to oldest\)](#)
[Date added \(newest first\)](#)

CONTRIBUTORS

[Training data set \(95\)](#)

MEDIA TYPES

- [Audio \(5\)](#)
- [Exhibit \(1\)](#)
- [Genealogical Resource \(16\)](#)
- [Group \(18\)](#)
- [Image \(37\)](#)
- [Newspaper \(20\)](#)
- [Object \(2\)](#)
- [Place \(1\)](#)
- [Publication \(3\)](#)
- [Text \(45\)](#)
- [Video \(9\)](#)

GROUPS

[Old Maps of Ontario \(7\)](#)
[Flesherton Advanced \(6\)](#)
[Flesherton business photographs \(6\)](#)
[Pat's Test \(5\)](#)

[\[A-Z\]](#) [\[1-9\]](#)

SUBJECTS

[Business enterprises \(8\)](#)
[Atlas, Ontario, Bruce, Historic Townships \(7\)](#)

To access any record in the prooflist, simply click on it.

2.3 TOP 100 RECORDS

Search or Update Record

- **Prooflist** [last added first, from the indexes]
- **Top 100 Records** [aka: the last 100 records added, from the database]
- **Record id:**

The Top 100 is a list of record titles, ID nos. and date added timestamp for the last 100 records added to the collection. Allows for fast navigation to recent additions and also to check for records not showing in results sets to make sure that they were added to the database.

This checklist is a list of the last 100 records added for this agency.

- **Group** Southern Ontario in the early 1900s , 1875 (1492) **Added:** 23 May 2018 21:04:06
- United Church, Capreol Ontario (1491) **Added:** 21 May 2018 23:03:02
- Public School, Huntsville , 19 Jul 1910 (1490) **Added:** 21 May 2018 22:25:23
- Video test 4 (1474) **Non-public Added:** 11 Feb 2018 12:20:42
- video test 3 (1473) **Non-public Added:** 11 Feb 2018 12:19:02
- Test v6 video (1472) **Non-public Added:** 11 Feb 2018 12:09:50
- V6 Video streaming (1471) **Non-public Added:** 11 Feb 2018 12:08:34
- Proton Girl Shoots Father Flesherton Advanced , 30 Apr 1942 (1470) **Non-public Added:** 5 Feb 2018 16:58:02
- Willoughby Polka (1467) **Non-public Added:** 28 Jan 2018 16:12:18
- Audio File (1466) **Non-public Added:** 27 Jan 2018 15:29:20
- All About Salt (1462) **Added:** 26 Jan 2018 22:29:21
- Bob Brown Interview: All About Salt (1458) **Non-public Added:** 20 Jan 2018 10:39:39
- testing viddler (1456) **Non-public Added:** 13 Sep 2017 14:02:30
- test horticultural document (1455) **Added:** 21 Aug 2017 12:52:19
- **Group** Horticultural Society Collection (1454) **Added:** 21 Aug 2017 12:44:03
- Flesherton Advanced , 2 Feb 2015 (1453) **Non-public Added:** 30 May 2017 12:11:52
- Flesherton Advanced (1452) **Non-public Added:** 30 May 2017 10:53:46
- Book 1 Crookston Chronicle , 3 May 2017 (1451) **Non-public Added:** 3 May 2017 20:57:26
- Pat's Test , 13 Apr 2017 (1449) **Non-public Added:** 13 Apr 2017 23:41:13
- St. Mary's Roman Catholic Cemetery (1448) **Added:** 30 Mar 2017 13:58:42
- testing wspl digital pdf (1446) **Added:** 29 Mar 2017 11:52:35
- test (1445) **Non-public Added:** 27 Mar 2017 17:17:29
- Pat's Test , 21 Mar 2017 (1440) **Non-public Added:** 21 Mar 2017 20:26:19
- Pat's Test , 20 Mar 2017 (1439) **Non-public Added:** 20 Mar 2017 20:18:49
- Pat's Test , 19 Mar 2017 (1438) **Non-public Added:** 19 Mar 2017 18:03:34
- Pat's Test , 3 Feb 2017 (1437) **Non-public Added:** 17 Mar 2017 22:35:16
- Pat's Test (1436) **Non-public Added:** 17 Mar 2017 22:34:09
- Pat's Test , 2 Mar 2017 (1435) **Non-public Added:** 17 Mar 2017 22:32:21
- **Exhibit** Old Maps of Ontario (1434) **Added:** 9 Mar 2017 13:57:28
- Phillips Crookston Chronicle , 10 Nov 1912 (1432) **Added:** 7 Mar 2017 13:51:49
- Proton Girl Shoots Father Flesherton Advanced , 23 Mar 1885 (1430) **Added:** 7 Mar 2017 12:57:26
- / Flesherton Advanced (1420) **Non-public Added:** 3 Mar 2017 14:02:55
- testing generic masthead assignment Crookston Chronicle , 17 Mar 1885 (1411) **Added:** 1 Mar 2017 10:21:09
- Flesherton Advanced , 17 Mar 1883 (1407) **Added:** 23 Feb 2017 11:02:23
- Flesherton Advanced (1403) **Added:** 21 Feb 2017 13:06:41
- Crookston Chronicle , 17 Mar 1885 (1402) **Added:** 21 Feb 2017 12:46:53
- Crookston Chronicle (1401) **Added:** 21 Feb 2017 12:34:26
- St. George's Square , 18 Jul 1925 (1388) **Added:** 7 Feb 2017 12:23:05
- Flesherton Cheese Factory (1385) **Added:** 6 Dec 2016 13:19:53
- Flesherton Bell Telephone staff , 1946 (1384) **Added:** 6 Dec 2016 13:19:53
- Murdoch's Home Hardware , 1995 (1383) **Added:** 6 Dec 2016 13:19:53
- Croft's Pit & Aggregate services (1382) **Added:** 6 Dec 2016 13:19:53
- Ceylon Bowling Lanes (1381) **Added:** 6 Dec 2016 13:19:53
- Bernard's Quality Cars (1380) **Added:** 6 Dec 2016 13:19:53
- **Group** Flesherton business photographs (1379) **Added:** 6 Dec 2016 13:19:53
- **Template** Split Rail Businesses (1378) **Non-public Added:** 6 Dec 2016 13:08:07
- template (1372) **Non-public Added:** 6 Dec 2016 11:01:03
- Bob Brown (1371) **Added:** 30 Nov 2016 20:55:52
- Willoughby Polka (1370) **Added:** 30 Nov 2016 20:33:38
- Willoughby Polka (1368) **Non-public Added:** 30 Nov 2016 20:22:04
- GHPL Manual (1328) **Non-public Added:** 22 Nov 2016 13:37:31
- Dear Friends (1327) **Non-public Added:** 22 Nov 2016 13:06:05
- **Group** BMDs (1309) **Added:** 19 Nov 2016 17:37:27
- Robbie Burns Postcard , 10 Sep 1952 (1302) **Non-public Added:** 15 Nov 2016 13:10:25
- Schneider Diary 1863 (1299) **Added:** 2 Nov 2016 10:21:01
- Tips for searching records in your VITA site (1291) **Non-public Added:** 8 Oct 2016 12:45:16
- Audio/Video Management (1246) **Added:** 29 Jun 2016 18:49:03
- Newspaper Content Management (1245) **Added:** 29 Jun 2016 18:35:20
- Data Management Manual (1244) **Added:** 29 Jun 2016 18:07:37
- Text Management Manual (1241) **Added:** 29 Jun 2016 17:39:33
- **Group** VITA Toolkit Training Manuals (1226) **Added:** 20 Jun 2016 17:23:27

2.4 RECORD ID

Search or Update Record

- [Prooflist](#) [last added first, from the indexes]
- [Top 100 Records](#) [aka: the last 100 records added, from the database]
- Record id: ←

The Record ID is a quick way to navigate to a specific record using its ID number (as seen in Data Management record screens.) This is the record ID assigned by VITA during upload, not the Local Identifier you add to the record as assigned by your agency (search Local Identifier through the Advanced Search screen in Data Management).

The Record ID can be located in the Descriptive Data Screen, right beside the Title:

Descriptive Data: United Church, Capreol Ontario (id: 1491)

You can also locate the Record ID by going to Top 100 Records Link. The ID can be identified in brackets beside the Title - or Date if one has been assigned:

- [Group Southern Ontario in the early 1900s , 1875 \(1492\)](#) Added: 23 May 2018 21:04:06
- [United Church, Capreol Ontario \(1491\)](#) Added: 21 May 2018 23:03:02
- [Public School, Huntsville , 19 Jul 1910 \(1490\)](#) Added: 21 May 2018 22:25:23
- [Video text 1 \(1474\) Max Public](#) Added: 21 May 2018 19:00:10

Once you have located the ID, simply type it into the Record ID field and click on go:

Search or Update Record

- [Prooflist](#) [last added first, from the indexes]
- [Top 100 Records](#) [aka: the last 100 records added, from the database]
- Record id: ←

PART 3

ADVANCED SEARCH SCREEN

[Main Menu](#) >> [Search](#) >> [Help](#) >> [Add record](#) [Reset checklists](#)

KEYWORD(S) TO SEARCH:

Logic between keywords:

☐ And
☐ Or
☐ Phrase

Field(s) to Search:

☒ All
☐ Title
☐ Subject
☐ Creator Name(s)
☐ Last Name
☐ Personal Name(s)
☐ Corporate Name
☐ Local Identifier

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

☐ Exact
☒ Fuzzy
☐ Fuzzier
☐ Fuzziest

BETWEEN TWO YEARS:

... OR FUZZY DATE:

after: before: Enter year: how fuzzy?

GEOGRAPHIC LOCATION:

[\(What is this?\)](#) [Scroll down to select]

GROUPS:

[Scroll down to select]

MEDIA TYPE TO LIMIT SEARCH TO:

... OR ITEM TYPE TO LIMIT SEARCH TO:

☐ Audio ☐ Collection ☐ Exhibit ☐ Genealogical Resource ☐ Group ☐ Image ☐ Newspaper ☐ Publication ☐ Text ☐ Video ☐ Web site/page

[Scroll down to select]

CREATIVE COMMONS:

☐ Attribution-ShareAlike (7) ☐ PublicDomain (34)

Has mystery? ☐
Has comment? ☐
Contributed? ☐
Public display? ☐ Yes ☐ No

SORT BY:

Relevance

RESULTS PER PAGE: 40

Go Clear

There are two ways to access the Advanced Search Screen:

1. From the Main Menu. Click on Top 100 Records. Then click on any record within the list to access the Search link (see option 2 below)
 - **Group Southern Ontario in the early 1900s , 1875 (1492) Added: 23 May 2018 21:04:06**
 - **United Church, Capreol Ontario (1491) Added: 21 May 2018 23:03:02**
 - **Public School, Huntsville , 19 Jul 1910 (1490) Added: 21 May 2018 22:25:23**

2. From within a record. The link to access the Advanced Search Screen can be found at the top left of the screen. Click on the Search:



Main Menu >> **Search** >>
Create new record: with uploaded file; without upload (Duplicate) Create new template View entry in public site
Jump to: Statistics

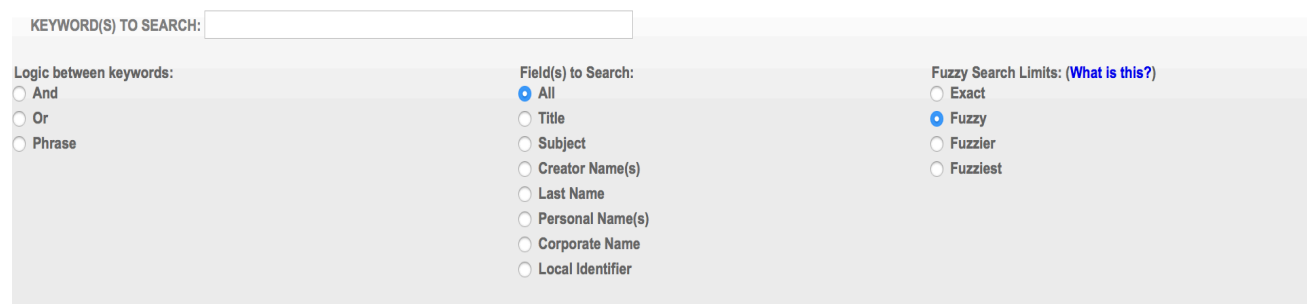
There are many ways to scope a search using the facets on the Advanced Search screen.

3.1 LIMITING KEY WORD SEARCHES

Define the logic between keywords: “keyword AND keyword” will search for both terms no matter how they appear in the content (i.e. separately or together); “keyword OR keyword” will search for either of the keywords and bring back all content containing either keyword; “keyword keyword” PHRASE will return results only where the keywords as they have been entered in the search bar are found in the content.

Search within specific data field: Title, Subject, Creator Name(s), Last name, Corporate name, or Local Identifier.

Fuzzy searching: allows the search engine to return keywords that almost match your search terms—you can determine how closely or dissimilar the results need to be using the fuzzy-fuzziest radio buttons.



KEYWORD(S) TO SEARCH:

Logic between keywords:	Field(s) to Search:	Fuzzy Search Limits: (What is this?)
<input type="radio"/> And	<input checked="" type="radio"/> All	<input type="radio"/> Exact
<input type="radio"/> Or	<input type="radio"/> Title	<input checked="" type="radio"/> Fuzzy
<input type="radio"/> Phrase	<input type="radio"/> Subject	<input type="radio"/> Fuzzier
	<input type="radio"/> Creator Name(s)	<input type="radio"/> Fuzziest
	<input type="radio"/> Last Name	
	<input type="radio"/> Personal Name(s)	
	<input type="radio"/> Corporate Name	
	<input type="radio"/> Local Identifier	

3.2 SEARCH BY DATE RANGE

Search between two dates: this searches records where Sortable Dates have been assigned. Be sure to use the appropriate date format.

Fuzzy Dates: allows the search engine to return records whose Earliest & Latest dates are within a +/- range as predetermined by you (how fuzzy?)

BETWEEN TWO YEARS:
after: before:

... OR FUZZY DATE:
Enter year: how fuzzy?

3.3 GEOGRAPHIC LOCATION

Select from the drop-down menu of geographic locations that have been assigned to records in your collection.

GEOGRAPHIC LOCATION:

[\(What is this?\)](#)

3.4 GROUPS

Select records according to the group to which they are assigned by selecting the group name from the drop-down list. In data management, the groups list includes public AND non-public groups.

GROUPS:

3.5 LIMIT BY MEDIA AND ITEM TYPE

Scope by media type: every possible media type assigned to your collection will display here.

Scope by item type: choose an item type from the drop-down list to see only those records classified as certain item types.

MEDIA TYPE TO LIMIT SEARCH TO:

☐ Audio
☐ Collection
☐ Exhibit
☐ Genealogical Resource
☐ Group
☐ Image
☐ Newspaper
☐ Publication
☐ Text
☐ Video
☐ Web site/page

... OR ITEM TYPE TO LIMIT SEARCH TO:

3.6 SEARCH BY CREATIVE COMMONS LICENSE

Scope or search by license type: click the checkboxes of the license types you want to scope your search results to.

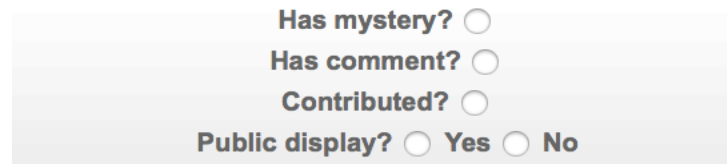
CREATIVE COMMONS:

☐ Attribution-ShareAlike (7)
☐ PublicDomain (34)

3.7 SEARCH BY DEFINING RECORDS CHARACTERISTICS

Select records that do or do not have: Mystery Questions or Comments associated or have Contributed status

Select records that are Public or Non-Public



Has mystery? ☐

Has comment? ☐

Contributed? ☐

Public display? ☐ Yes ☐ No

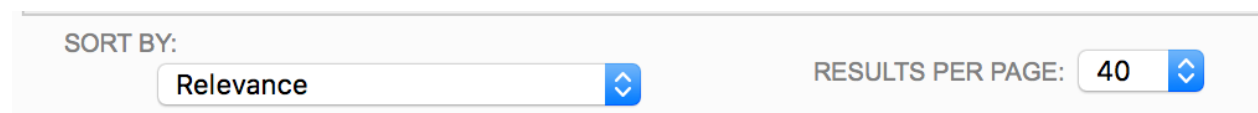
3.8 SORT/RESULTS OPTIONS


Sort results by:


- Relevance
- Title (o-g, A-Z)
- Sort by date (oldest first)
- Sort by date (newest first)
- Oldest date (to newest)
- Newest date (to oldest)
- Date Added (newest first)
- Date Modified (newest first)
- Date made public (newest first)

3.9 DEFINING THE NUMBER OF RESULTS PER PAGE

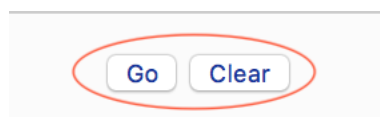
- 10, 40, 100 or 200.



SORT BY: Relevance 

RESULTS PER PAGE: 40 

Once you have selected your search criteria (s) – click on the GO button located at the bottom centre of the screen:



Go Clear