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:

2.2 PROOFLIST

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 fiancee Margaret Green

Public School, Huntsville
Hunstville 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.

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: [   ] go

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**: 29 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

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: [   ] go ⬅

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
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- Public School, Huntsville , 19 Jul 1910 (1490) **Added**: 21 May 2018 22:25:23

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: 1491 go ⬅