



ACTION ITEMS

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VITA 6.1

UPDATED JANUARY 2020

INTRODUCTION

In general, Site or Agency Administrators are responsible for managing Action Items like Comments, Contributions, Testimonials (Plus users), broken links and link management and reviewing records with missing thumbnails. The action Items are displayed on the Main Menu.

Action items

- **Records with generic thumbnails**
- **Review comments (1)**
- **Review User Contributions (6)**
- **Site Testimonials**
 - **6.1 Full-Width: Unreviewed (49); Approved (69)**

COMMENTS

When a user submits a comment, a linked number will appear beside Review Comments in the Action Items section of the main menu. As well, an alert will be sent to the Feedback email address assigned in the Agency profile (see Agency Management manual).

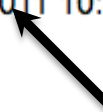
Click on the Review Comments link to see the Comments queued for review.

[Main Menu](#) >> [Review Comments](#) >> [List all Comments](#)



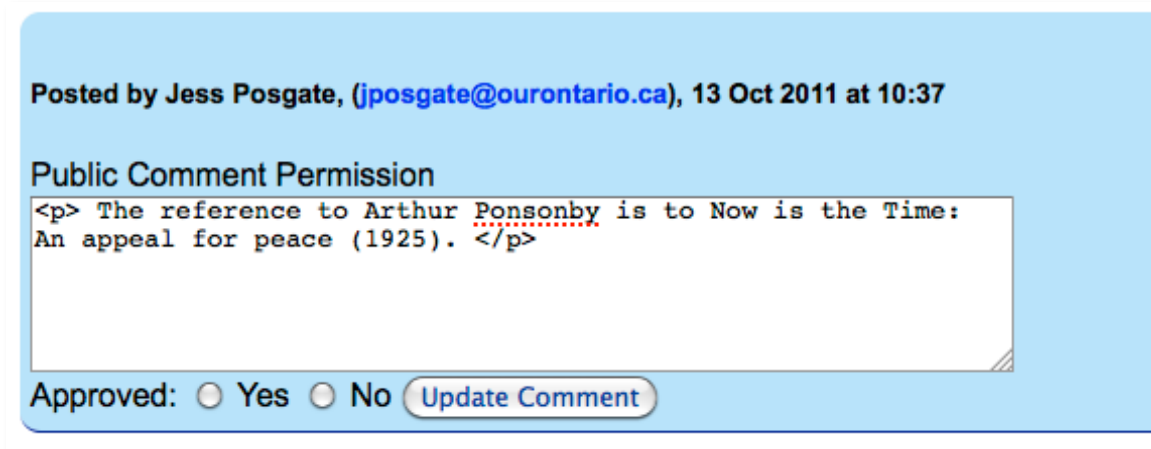
[Dear Friends Letter](#)

Submitted: 13/10/2011 10:37:00 AM



[Main Menu](#) >> [Review Comments](#) >> [List all Comments](#)

Click on the Thumbnail or Image title to see the Comment.



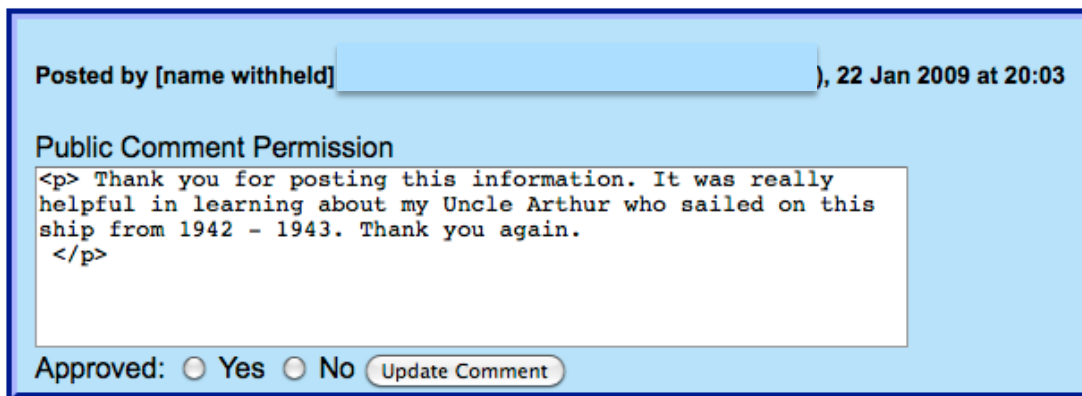
Posted by Jess Posgate, (jposgate@ourontario.ca), 13 Oct 2011 at 10:37

Public Comment Permission

`<p> The reference to Arthur Ponsonby is to Now is the Time:
An appeal for peace (1925). </p>`

Approved: ☐ Yes ☐ No [Update Comment](#)

The user will have specified whether or not their name and/or comment can be made public. If they have chosen not to make the comment public, the number of approved comments will be shown on the public display screen, but only the text from public comments will display to end users.



Posted by [name withheld] [redacted], 22 Jan 2009 at 20:03

Public Comment Permission

`<p> Thank you for posting this information. It was really
helpful in learning about my Uncle Arthur who sailed on this
ship from 1942 - 1943. Thank you again.
</p>`

Approved: ☐ Yes ☐ No [Update Comment](#)

Users are required to provide an email address, so you can contact them about their comments.

Click on Yes or No to approve or not approve a comment then click "Update Comment" to publish the comment to the public display side.

Posted by Jess Posgate, (jposgate@ourontario.ca), 13 Oct 2011 at 10:37

Public Comment Permission

`<p> The reference to Arthur Ponsonby is to Now is the Time:
An appeal for peace (1925). </p>`

Approved: ☒ Yes ☐ No [Update Comment](#)

The comments were updated at 13 Oct 2011 10:40:47

Posted by Jess Posgate, (jposgate@ourontario.ca), 13 Oct 2011 at 10:37

Public Comment Permission

`<p> The reference to Arthur Ponsonby is to Now is the Time:
An appeal for peace (1925). </p>`

Approved: ☒ Yes ☐ No [Update Comment](#)

Public view:

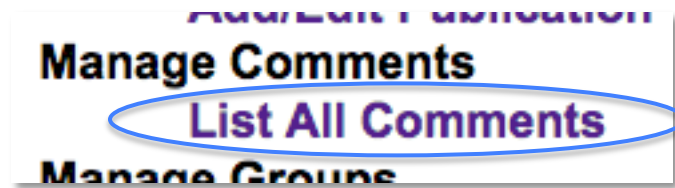
Description **Comments (1)**

Comments from Users

Posted by Jess Posgate, 13 October 2011 at 10:37

The reference to Arthur Ponsonby is to Now is the Time: An appeal for peace (1925).

All comments are indexed and can be reviewed at any time. Click on Review All Comments in the Navigation Bar you can read through any and all comments that have been submitted over time.



You cannot remove comments, only select No for “not approved” and this will suppress those comments you do not want public.

If a record has a comment associated with it, the record cannot be deleted, only made non-public.

RECORDS WITH GENERIC THUMBNAILS

Sometimes records are unintentionally created without a thumbnail, most often the “parent” records for other items, such as Groups, Exhibits, Publications. This is a quick way to review those records and add images that are more representative of the record contents, especially in results lists, featured collections on the home screen (where you can choose to have/not have the thumbnails display), and to display with the record itself.

NOTE: Index records will **always** have generic thumbnails unless you specifically associate image files with their parent publication record.

Click the link in action items to generate your list – this list will include any non-public records as well, including ODW-generated import groups.

Action items

- **Records with generic thumbnails**
- **Site Testimonials**
 - Illinois Newspaper Collections: [Unreviewed \(0\)](#); [Approved \(0\)](#)
 - OLA Archive: [Unreviewed \(0\)](#); [Approved \(23\)](#)
 - Test Vita Site: [Unreviewed \(0\)](#); [Approved \(0\)](#)

Main Menu >> Records with generic thumbnails

This checklist is a list of records that do not have thumbnails assigned to them. It was either not uploaded or was subsequently deleted. The absence of thumbnails may affect the display of the record.

Note: Records that are assigned to publications are not in this list because they are not in the list of records that are assigned to publications and we got tired of producing a list that was that big to no good purpose.

- [Brantford Courier \(2460566\)](#)
- [Brockville Gazette \(2460773\)](#)
- [Bytown Gazette \(2460799\)](#)
- [Bytown Independent \(2460824\)](#)
- [Canadian Correspondent \(2461664\)](#)
- [Correspondent and Advocate \(2461668\)](#)
- [Canadian Emigrant \(2461687\)](#)
- [Canadian Freeman \(2461689\)](#)
- [Canadian Freeman \(2461693\)](#)
- [Journal \(2461700\)](#)
- [Colonial Advocate \(2702699\)](#)

Main Menu >> Search >>

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate](#)) [Create](#)

| Display | File/Tech | Description | Geography | Admin |
|---------|-----------|-------------|-----------|-------|
|---------|-----------|-------------|-----------|-------|

No files have been attached.
This Publication record will not display in the Public Sites.

Alternate Views: [VITA](#), [Dublin Core](#), [MODS](#), [RSS](#), [Atom](#), [Solr](#)

Brantford Courier

Description

Discussion (0)

Creators:

Lemmon, Thomas, Ed.
Lemmon, Henry, Ed.

Media Type:

Go to the File/Tech data screen and associate a file with this record (see Adding and Managing Records manual for details). You only need a Regular + Thumbnail to render an image display for the record.

RECORDS WITH LINKS

Review all linked records and their links in a single space. Under the snapshot and above the Action Items box, click the “List records with links” to generate your list.

Records 15,828
Total Files 1,630
Total storage space (GBs) 0.6
comments 24
Records with comments 21
Records in Groups 15,331
Number of exclusive Groups 3
Number of shared Groups 1

[List records with links](#)

Action items

- [Records with generic thumbnails](#)

Each record is listed and linked, with the Link label and URL

Click on the record name to go to the Links screen for that record.

Click on the Link label to go to the external location.

Main Menu >> Records with Links

This checklist is a list of 11 records with links attached.

- Royal Flying Corps - Band Portrait (25382)**
Leonard Arthur Weston (http://www.lincoln.library.on.ca/local_history/Royal%20Flying%20Corps/BandMembers_Weston_Leonard_Arthur.htm)
- Casper Miller Home (54136)**
Jordan House Hotel (<http://www.jordanhouse.ca/index.php>)
- Daniel Rittenhouse - Jordan (57156)**
Daniel Rittenhouse (http://www.lincoln.library.on.ca/local_history/OurOntarioInformationPages/Rittenhouse_Daniel.htm)
- Woodburn Cottage (64094)**
Woodburn Cottage data (http://www.lincoln.library.on.ca/local_history/OurOntarioInformationPages/WoodburnCottage.htm)
- Main Street Beamsville (64105)**
InterUrban Transit (<http://www.chatham-kent.ca/transportation/pages/interurbantransit.aspx>)
- Beamsville Express (3480771)**
Succeeded by Lincoln Post Express (<http://images.ourontario.ca/lincoln/3480772/data>)
- Beamsville Express (3480771)**
Succeeded by Post Express (<http://images.ourontario.ca/lincoln/3480773/data>)
- Post Express (3480772)**
Preceded by Beamsville Express (<http://images.ourontario.ca/lincoln/3480771/data>)
- Post Express (3480773)**

On the links screen, you will see the editable fields and also an auto-generated status for the link. For a list of error codes, go to https://en.wikipedia.org/wiki/List_of_HTTP_status_codes.

Leonard Arthur Weston

Label: Leonard Arthur Weston
[Update Label](#)

URL: http://www.lincoln.library.on.ca/local_history/Royal%20Flying%20Corps/BandMembers_Weston_Leonard_Arthur.htm

Status: Last date checked: 24 Sep 2014 22:35:00 Status: 404
[\[Edit url and check status\]](#)

[Delete](#)

You can update the label on this screen and click “update label”.

To alter the URL or add a Link thumbnail, open the “Edit url...” link.

Main Menu >> Review Links >> Edit Link

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
Leonard Arthur Weston

URL: [\[Link to page\]](#)
http://www.lincoln.library.on.ca/local_history/Royal%20Flying%20Corps/BandMembers_Weston_Leonard_Arthur.htm

Thumb:

Date last checked
24 Sep 2014 22:35:00

Status code
404
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
[Royal Flying Corps - Band Portrait](#) (Lincoln Public Library)

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)

[Update Link and recheck status](#)

Main Menu >> Review Links >> Edit Link

Here, you can then edit the URL, the link label, or add an image URL to act as a thumbnail; you will reassess the status of the link by clicking the “update” button at the bottom.

You will also see the list of records using this link—every one of which will be affected by changes to this central screen. If a link is in use, it cannot be deleted until all associated records have had the link removed individually. This is a feature, to safeguard against losing information created over time and users.

USER CONTRIBUTIONS

See the User Contributions manual

TESTIMONIALS

See the Site Management manual