



Search and Update Records

VITA 6.4

UPDATED JULY 2022

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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

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This is supported by the VITA Toolkit, a service of OurDigitalWorld

[Need Help?](#)

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

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

SEARCHING AND UPDATING

SEARCH AND UPDATE RECORDS

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

The link to the advanced search screen 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

On the Results screen, you can add facets to change the results being returned – you can also remove facets by clicking the red x beside it, i.e. starting with a keyword, then adding a media type, then faceting by a specific group e.g.

Results Test

We found 164 matching items

Keywords to search: brown



Page 1 of 5

1 2 3 4 5 → Next



Brown, Jack and Brown, Evelyn (Anniversary: 60)   
appeared in Brampton Guardian, 28 May 2008, p. 45 ...Brown, Jack and Brown, Evelyn (Anniversary: 60)...

Results Test

We found 117 matching items

Keywords to search: brown

Media Types: Newspapers



Page 1 of 3

1 2 3 → Next



Brown, Jack and Brown, Evelyn (Anniversary: 60)   
appeared in Brampton Guardian, 28 May 2008, p. 45 ...Brown, Jack and Brown, Evelyn (Anniversary: 60)...

Results Test

We found 1 matching items

Keywords to search: brown


Media Types: Newspapers

Groups:: Black Liberation



Page 1 of 1



Black Liberation, 1 Aug 1969 
... are plain. LEONARD BROWN OF THE LEAGUE OF REVOLUTIONARY- BLACK WORKERS (FROM DRUM...

This same functionality is available on the public results screen; the difference is that in the data Management side you will also see your non-public records.

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

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.

The default list is the most recent 100 records added.

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
- Phillip Crookston Chronicle , 10 Nov 1912 (1433) **Added:** 7 Mar 2017 12:54:40

You can filter the Top100 to the most recently added Non-Public Records or to only those that have been Contributed by end users.

[Main Menu](#) >> [Top 100: All](#) >> [Non-Public](#) >> [Contributed](#)

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

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).

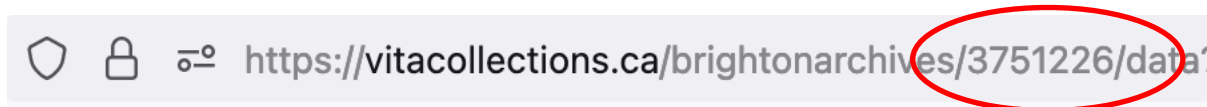
The Record ID can be located in the Descriptive Data Screen, right beside the Title:

| Display | File/Tech | Description | Geography | Admin | Groups | Links | Delete |
|--|-----------|-------------|-----------|-------|--------|-------|--------|
| Descriptive Data: Shawnee Spencer Obituary Collection (id: 3751226) | | | | | | | |

Or in the record URL in the data management site



Or public site:



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
- Top 100 Records [aka: the las
- Record id: go

ADVANCED SEARCH SCREEN

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

GEOGRAPHIC LOCATION: [\(What is this?\)](#)

GROUPS:

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:

CREATIVE COMMONS:
☐ Attribution-NoDerivatives (1) ☐ Attribution-ShareAlike (2)

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

SORT BY: RESULTS PER PAGE:

There are two ways to access the Advanced Search Screen:

1. From the Main Menu. Open the "Search or Update Record" link

Jess Posgate (Test 4.0.1 Database stuff) [LOGOUT](#)

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/Volume](#)
[Add/Edit Newspaper Issue](#)
[Add Batch/Edit Templates](#)

Manage Comments
[List All Comments](#)

Manage Subjects
[Subject Checklist](#) (right click/save as csv)

Manage Groups
[Add or Update Record Group](#)

Manage Exhibits
[Add or Update Exhibit](#)

Manage Application
[Agency Management](#)
[Site Management](#)
[Monthly Statistical Snapshot](#)

[Logout](#)

Action items

- [Review comments](#) (3)
- [Review User Contributions](#) (42)
- [Site Testimonials](#)
 - [Test 4.1 English: Unreviewed \(19\); Approved \(5\)](#)

2. From the Navigation bar. The link to access the Advanced Search Screen can be found at the top left of the screen. Click on "Search":

Main Menu >> [Search](#) [\[Top 100\]](#) >>

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

[Display](#) [File/Tech](#) [Description](#) [Geography](#) [Admin](#) [Groups](#) [Links](#) [Delete](#)

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

LIMITING KEYWORD SEARCHES

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

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. E.g. Boat-Boats-Boast-Boris

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

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?

GEOGRAPHIC LOCATION

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

GEOGRAPHIC LOCATION:

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

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:

[Scroll down to select] 

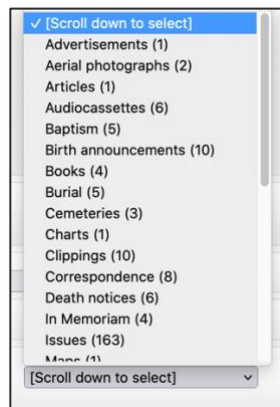
LIMIT BY MEDIA AND ITEM TYPE

Scope by media type: every possible media type assigned to your plan type will display here. Select as many Media Types as you would like returned – this will include Primary and Secondary Media Types

MEDIA TYPE TO LIMIT SEARCH TO:

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

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



SEARCH BY FEATURE

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? | <input type="radio"/> |
| Has comment? | <input type="radio"/> |
| Contributed? | <input type="radio"/> |
| Public display? | <input type="radio"/> Yes <input type="radio"/> No |

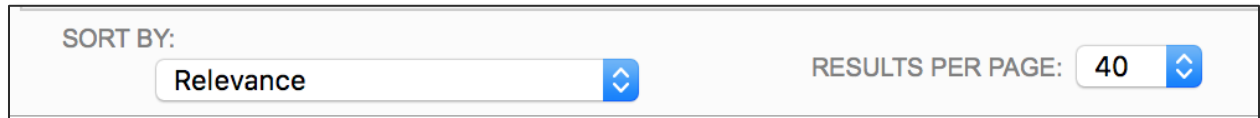
SORT/RESULTS OPTIONS

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)

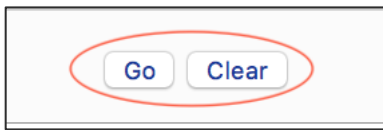
DEFINING THE NUMBER OF RESULTS PER PAGE

Choose from 10, 40, 100 or 200 results per page.



A horizontal search filter bar. On the left, it says "SORT BY:" followed by a dropdown menu showing "Relevance" and a blue arrow icon. On the right, it says "RESULTS PER PAGE:" followed by a dropdown menu showing "40" and a blue arrow icon.

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



A rectangular box containing two buttons: "Go" and "Clear". The "Go" button is on the left and the "Clear" button is on the right. Both buttons are white with blue text. A red oval is drawn around both buttons.

To reset the search form, click “Clear”.