

Connecticut

COLLECTIONS

A project of:
**Connecticut League of
History Organizations**

If your system is not yet ready, use the Sandbox for practice.



CLHO: Sandbox

User Name:

Password:



Log-in info

User Name:

Administrator

Password:

Bristol1

For your institution's log-in information contact:

ctco@clho.org

CTCo 102

What we're covering:

- Workflow
- Sets
- Custom Display

- Best Practices
- Subject Headings - if we have time

Projects and Workflow

- Cleanup?
- New Data Entry?

Who is working on this?

What do you need to be able to
see/review?

Projects and Workflow

- Create Custom Displays to track the data you need/want to see.
- Export displays to use as checklists

Cleanup

See the records that need to be changed

New Data Entry

See how the data fits together, ensure vital data is being entered

SEARCH ENTITIES

HISTORY:

*(171)

SAVED SEARCHES:

-

Set Tools

SEARCH

ADVANCED SEARCH

BROWSE

Current location Find Search

Search: * [Save search](#) Search

Jump to page: Your search found 171 entities Page 1/4 [Next](#)

Edit	Entity identifier	Display name
1	9	Alfred Atmore Pope
2	152	Arthur Sands Bibbins
3	122	Bacon Wakeman
4	123	Bacon Wakeman
5	173	Burr?
6	85	Charles K. Davis
7	127	Charles K. Davis
8	131	Charles K. Davis
9	8	Claude Monet

MANAGE > My displays



YOUR DISPLAYS:

9 displays are available

Current location > Manage > My displays

Filter:

New display for col

Display name	Owner	Content type
Collection Finding Aid	CollectiveAccess Administrator	collections
Condition Report	CollectiveAccess Administrator	objects
Exhibition Label	CollectiveAccess Administrator	objects
General Object Report	CollectiveAccess Administrator	objects
Loan detail	CollectiveAccess Administrator	loans
Locations w/ accession numbers	CollectiveAccess Administrator	objects
Obj name, Type	CollectiveAccess Administrator	objects
Object Checklist	CollectiveAccess Administrator	objects
Researcher Display	CollectiveAccess Administrator	objects

- My preferences
- My watched items
- Tools
- My project teams
- My displays**
- My sets
- My search tools
- My metadata alerts
- User generated content
- Lists & vocabularies
- Exporters
- Access control
- Pawtucket
- Logs
- Administration



Select the module
you are creating
the new Display
for, click the +

A screenshot of a user interface element, likely a dropdown menu, with a dark blue border. The text "New display for" is on the left. To its right is a dropdown menu with the word "objects" selected. Further right is a small black circle containing a white plus sign (+).

New display for objects +

New Display Screen

Name your display with something easy to figure out, but not too long.

Click Save, the choices at left will turn black.

Creating new display list

Number of placements: 0

Type of content: objects

Owner: CollectiveAccess Administrator

BASIC INFO

DISPLAY LIST

LOG

Current location Manage Edit display Basic info

Save Cancel

Display list name

Locale English (US)

+ Add display list name

Display code

Is system display?

No

Display settings

Display empty values?

Bottom line format

Show display in

- Search/browse (thumbnail view)
- Search/browse (full view)
- Search/browse (list view)
- Editor summaries

New Display Screen

To make your selections, choose Display List

Drag-and-drop fields from the left to the column on the right.

Click Save. That's it.

Now check it live, and go back-and-forth a couple times to make it what you want.

COLLECTIVEACCESS

NEW FIND MANAGE IMPORT HISTORY

BACK TO LIST (?/9)

Current location > Manage > Edit display > Display list

Save Cancel Delete

Viewing display list:
Entity Name List (entity_name_list)
Number of placements: 0
Type of content: objects
Owner: CollectiveAccess Administrator

BASIC INFO
DISPLAY LIST
LOG

Display list contents

Drag your selection from column to column to edit the contents of the display.

Available information

- Collection Related collections
- Entity Related entities
- General Creation date/time
- General Last modification date/time
- List item Related list items
- Loan Related loans
- Object Access
- Object Accession status
- Object Accessory
- Object Acquisition method
- Object Appraisal information
- Object Bag number
- Object Box number

Information to display

Save Cancel Delete

SETS

- ❖ Create unique groupings
- ❖ Not Collections-level groupings
(manuscripts/archives)
 - ❖ Organize informally

Possible uses:

Exhibitions; Catalog projects; Important objects/records;
Frequently searched groupings

Creating a new set

Can access this from a couple different ways.

- From search results, using Set Tools at left column
- Adding directly to Set list

The image displays two screenshots of the CollectiveAccess web interface. The left screenshot shows the 'SEARCH OBJECTS' sidebar with the 'Set Tools' button circled in red. The right screenshot shows the 'SEARCH OBJECTS' main panel with arrows pointing to the 'Add checked to set' and 'Create set' sections.

Left Screenshot (Sidebar):

- Logo: CA COLLECTIVEACCESS
- SEARCH OBJECTS
- HISTORY: shoe (28)
- SAVED SEARCHES: -
- SEARCH BY SET: garden
- CURRENT SORT: Idno
- Set Tools** (circled in red)
- SEARCH
- ADVANCED SEARCH
- BROWSE

Right Screenshot (Main Panel):

- Logo: CA COLLECTIVEACCESS
- SEARCH OBJECTS
- HISTORY: shoe (28)
- SAVED SEARCHES: -
- SEARCH BY SET: garden
- CURRENT SORT: Idno
- Add checked to set:** garden (dropdown), [Toggle checked](#), Add
- Create set:** shoe (dropdown), from results (dropdown), Create
- Open set for batch editing
- SEARCH
- ADVANCED SEARCH
- BROWSE

Where can I see what sets my objects are related to?

The screenshot displays a web interface for editing a physical object record. The main content area is titled "Editing Physical Object" and includes a thumbnail image of a black dress. Below the image, it indicates the object is a "Part of lot: 1974.029". A vertical sidebar on the left contains a menu of tabs: BASIC INFORMATION, PHYSICAL CHARACTERISTICS, ARCHEOLOGY, GEOGRAPHY, CULTURE/STYLE, VALUATION, PROVENANCE AND RIGHTS, CONDITION, SUBJECTS, MEDIA, RELATIONSHIPS, LOCATION, and ADMIN INFO. The "RELATIONSHIPS" tab is currently selected. The right-hand panel contains several sections for metadata and status:

- Collection source:** A dropdown menu set to "Fairfield Museum and History Center".
- Object status:** A list of checkboxes with the following options: accessioned, conservation lab, for consideration, missing, on file, on exhibit, on loan, and pending accession to deaccession.
- Record Status:** A dropdown menu set to "new".
- Access:** A dropdown menu set to "not accessible to public".
- Related sets:** A section with a "Sort by" dropdown set to "Relevance" and a list of relationship buttons: "all physical objects | all physical objects", "Fisher Fashion | Fisher Fashion", "Fisher grant objects | Fisher grant objects", and "Objects with media | Objects with media". Below this list is an "Add relationship" button.
- Deaccession status:** A section with a checkbox labeled "Deaccessioned?".

BACK TO LIST (27/139)

Viewing User set:

Alice in Museumland (Alice_exhibit)



Number of items: 44
Type of content: objects

Duplicate items in this set and add to: current set

Owner: Diane Lee

BASIC INFO

ITEMS

LOG

Current location Manage Edit set Items



Save



Cancel




Delete

Set items


Sort by: name identifier

Export as: Accession Status-Location


Add object:

- 1



Octagonal Lens Spectacles (A - 3639)

✕
- 2


Eyeglasses and Case (1983.4.33AB)

✕
- 3


ABJ_31_Horses Pulling Carriage (ABJ_31_Horses Pulling Carriage)

✕
- 4


Burr Homestead Green Gardens (MOW_030_Burr Homestead Green Gardens)

✕

Don't forget to visit the Connecticut Collections Forum! See what is going on, ask questions, and get questions answered from the rest of the CTCo community!

Can't connect?
Email:
ctco@clho.org

Connecticut Collections Forum

Admin v

Hello CTCo User!

Welcome to the CTCo Forum - your personal space to ask questions, get help, and converse with other users.

Connecticut Collections (CTCo) is an open-source, online resource tool that allows history and heritage organizations to accomplish three of their primary goals: 1) to privately manage their organizational collections in a state-of-the-art collections management system, 2) to share their collections with the public through a portal that includes collections from other CTCo users, and 3) to preserve their digital collections and associated metadata in the Connecticut Digital Archive (CTDA) where they will be safe for generations to come.

Create topic

✔ Subscribed (Unsubscribe)

	Topic	Last message	Replies
	April 30 Training Session!	Friday, April 06, 2018 11:19 AM Bob McDougall	1
	Exploring Storage Hierarchy	Tuesday, March 27, 2018 9:18 AM Diane Lee (Administrator)	16
	Welcome to the CTCo Forum!	Tuesday, March 20, 2018 10:36 AM	3

Questions??

