ICA-AtoM 1.1 Training Workshop

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Introduction to ICA-AtoM 1.1

ICA-AtoM, which stands for *International Council on Archives - Access to Memory,* is a web-based, free software application for standards-based archival description in a multi-lingual, multi-repository environment. It is designed to support ICA standards such as *General International Standard Archival Description* (*ISAD[G]), International Standard Archival Authority Record* for Corporate Bodies, Persons and Families *(ISAAR[CPF]), International Standard for Describing Institutions with Archival Holdings (ISDIAH),* and *International Standard for Describing Functions (ISDF).* ICA-AtoM allows you to describe your archival holdings in context. You will not create an archival description in isolation: you will link it to a description of a creator and a description of an archival institution, resulting in a complete account of what the records are, who created them and what archives they belong to.

See http://ica-atom.org for more information about the application.

How these Tutorials Work
This series consists of ten tutorials which are to be completed in the order listed:

1. Log in

2. Browse and Search
  2.1 Archival Records
  2.2 Authority Records
  2.3 Archival Institutions
  2.4 Functions
  2.5 Subjects
  2.6 Places
  2.7 Digital Objects

3. Edit /Add Archival Institution

4. Edit /Add / Import Authority Record

5. Edit / Add/ Import Archival Description

6. Attach Digital Objects

7 Add/ Import Subject Terms

8. Physical Storage

9. Add Functions

10. Administer ICA-AtoM

For More Information and to provide Feedback:
If you would like more detailed instructions on using ICA-AtoM in general, you can consult the on-line user manual at http://www.ica-atom.org/docs/index.php?title=User_manual. If you have any comments, questions or suggestions about the tutorials, the user manual or the software itself, please go to the ICA-AtoM discussion list at http://googlegroups.com/group/ica-atom-users.

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Tutorial 1.0: Log in

In this tutorial you will learn how to log into ICA-AtoM . To add or edit content in ICA-AtoM, you need to log in.

1.0 Start at ICA-AtoM Homepage

1.1 Click the log in link in the user menu (located in the upper right-hand corner of your screen)

For this workshop you will log in as an Administrator. This will allow you to add and edit archival institution records in addition to archival descriptions and authority records. It will also allow you to add terms and functions.

1.2 In the Log in screen enter the following data:
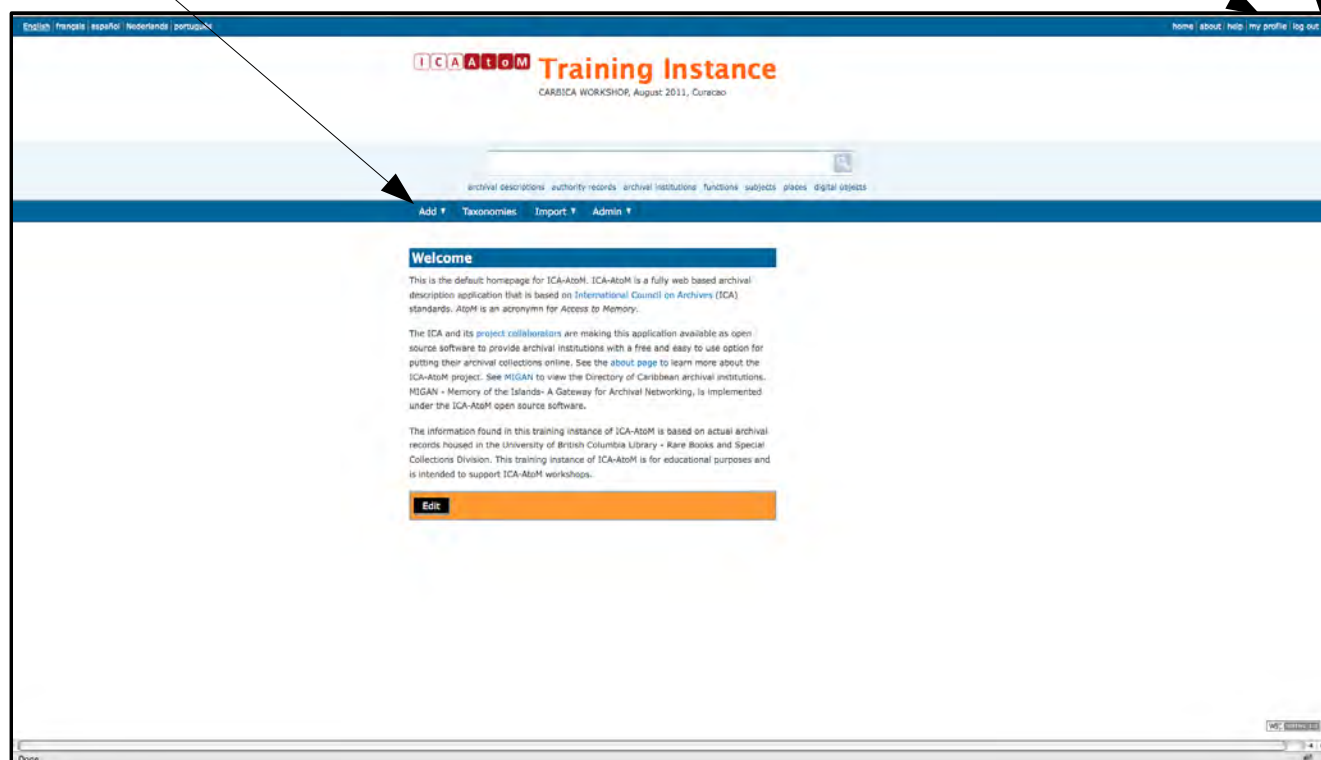
1.2.1 In Email type *demo@example.com*

1.2.2 In Password type *demo*

1.2.3 Click Log In

You are now logged in. Note that the following items now appear on your screen:

1) a log out link

2) a "my profile" link (which takes you to screen where you can edit your login and password)

3) a menu bar, which you will use to add and edit descriptions

ICA-AtoM is now customized to your User Role as an Administrator. The main menu bar is now visible.

To log out, click the log out link in the user menu, ICA-AtoM will return you to the homepage with view-only access. If a time-lapse of more than 10 minutes occurs during data entry, ICA-AtoM will automatically log you out and you will need to log back into the program. If this happens, simply repeat the steps in this tutorial.

Tutorial 2.0: Browse and Search

In this tutorial you will learn how to use the browse and search features and to navigate some of ICA-AtoM's menus and links.

2.1 Browse archival descriptions

2.1.1 Use the browse menu to browse complete lists of various types of records. The browse menu is a horizontal list directly below the search box. In the browse menu, click archival descriptions.

By default, the results are displayed ten at a time and sorted in the order of recent changes. In this example, the Alphabetic sort order has been selected by simply clicking on the grey text.

By clicking on a blue link, you will be taken directly to the archival description view page.

2.1.2 Click *Harold Pritchett fonds* listed under Title

You are now in the archival description view page for the Harold Pritchett fonds. The description provides contextual information about the archival materials and is arranged into hierarchical levels (fonds, series, files, items). In ICA-AtoM the data elements used for describing archival records are derived from the ICA's General International Standard Archival Description (ISAD).

Try scrolling to the bottom of the screen to read the entire fonds-level description (the example below is only a partial representation of the description).

2.2 Search for archival descriptions

Use the search box to find descriptions in ICA-AtoM that contain text matching a search query. The search box is located over the main menu on all ICA-AtoM pages, including the home page.

2.2.1 Type *"membership cards"* into the search box. Be sure to use the quotation marks.
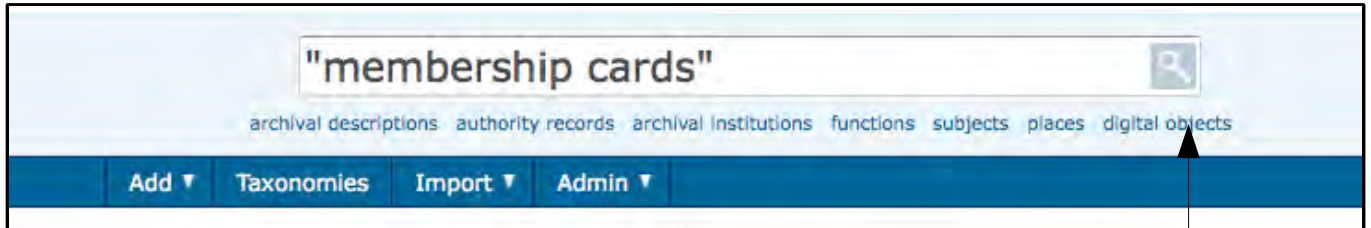
2.2.2 Click the search icon (a magnifying glass)

Your screen will list each description, showing title, scope and content, reference code, dates, repository and 'part of'. Clicking on the blue links will take you to the full descriptions. To return to the list of search results use the back button in your browser (not shown).

Search for ['membership cards']

Union membership materials
This series consists of material related to Pritchett's membership in the United Brotherhood of Carpenters and Joiners of America, the International Woodworkers of America, and the International Workers Industrial Union of Canada. Includes correspondenc...
Reference code
CA 001-UBSC UBC RBSC ARCH 00001-JDHP 001
Date(s)
1932 - [c. 1940] (Creation)

Level of description
Series
Part of
Jane Doe collection of Harold Pritchett materials

Harold Pritchett fonds
The fonds consists of a scrapbook (1936-1939); clippings, printed material; correspondence (1970s); financial statements of B.C. District, IWA (1945-1947); ribbons and buttons for IWA and Labour Progressive Party conventions (1944-1948); subject files p...
Reference code
CA 001-UBSC UBC RBSC ARCH 00002
Date(s)
1933-1980 (Creation)

Level of description
Fonds
Repository
University of British Columbia Library Rare Books and Special Collections

Results 1 to 2 of 2

2.2.3 Note that the search term *"membership cards"* was entered using quotations. This meant that the two words were searched as a phrase. Entering *membership cards* without quotations would have resulted in the default OR boolean operator being used. The search box in ICA-AtoM can accommodate a number of search types.

Try the following more advanced searches:

> *membership and not cards*
> *workers and "membership cards"*
> *workers and not "membership cards"*
> *union* and workers*
> *union* and not labour*

2.2.4 You can refine your search further by searching on specific fields. Try the following searches, being sure to type them exactly as they are shown (no capital on the field name, no space after the colon):

> *title:union*
> *repository:"University of British Columbia Library Rare Books and Special Collections"*
> *scopeandcontent:workers*
> *union* and not scopeandcontent:workers*

Notes on Boolean Operators:
AND searches for records containing both of the words and narrows the search.
OR searches for records containing either of the words and broadens the search.
AND NOT searches for records containing the first term but not the second term.
The asterisk * may be used to truncate a search term. This means that work* will search for work, works, workers, working, etc.

2.3 Browse Authority Records

Return to the homepage by clicking on the "Training Instance" text at the top of the screen, or by clicking on the "Home" text in the upper righthand corner of the screen.

2.3.1 In the Browse menu click Authority Records.
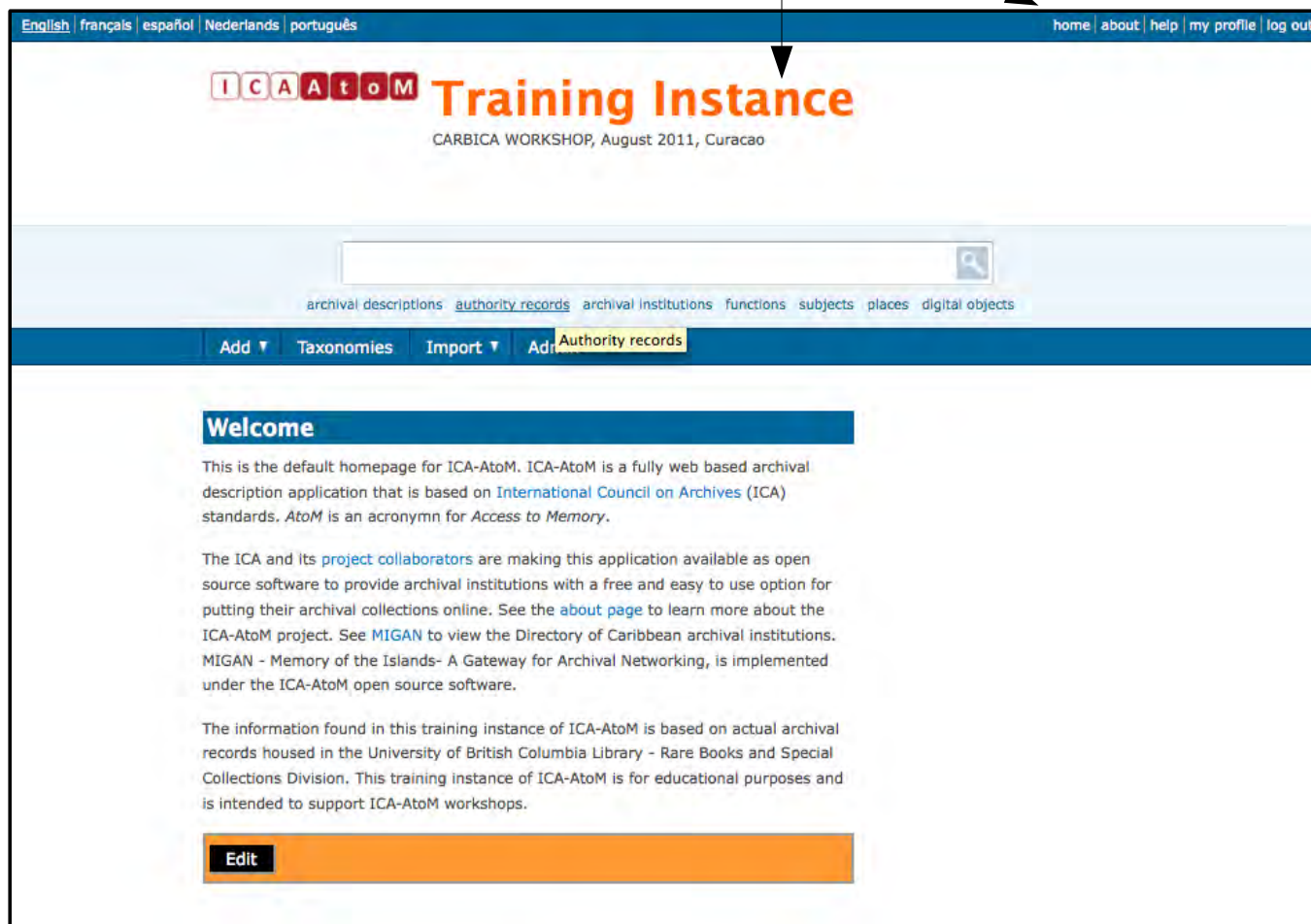
In ICA-AtoM, authority records are collections of information about actors – corporate bodies, persons, or families – who interact with archival materials, typically as creators. The data elements used to describe authority records are based on the ICA's International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR).

2.3.2 You are viewing a list of all available authority records. The default setting is to list authority records in order of recent changes made to the records. You may select Alphabetic ordering instead by clicking on the grey text link on the left side of the screen.

2.4 Search Authority record

The authority record browse screen also provides you with the choice of searching within authority records.

2.4.1 Type *john doe* into the search box located at the bottom of the screen and then click the black Search Authority record box to initiate the search.

Your search for *john doe* should return one authority record, titled *Doe, Jane (1920-1997 ; historical collector).*

2.4.2 Click on the blue link under the Name column to go to the authority record view page.

2.4.3 Alternatively, you can return to the homepage and type *"john doe"* into the main search box and hit return or click on the magnifying glass to initiate the search. Be sure to use the quotation marks.


The search result for *"john doe"* provides a concise view of the descriptive record(s) that contain a reference to the search term.
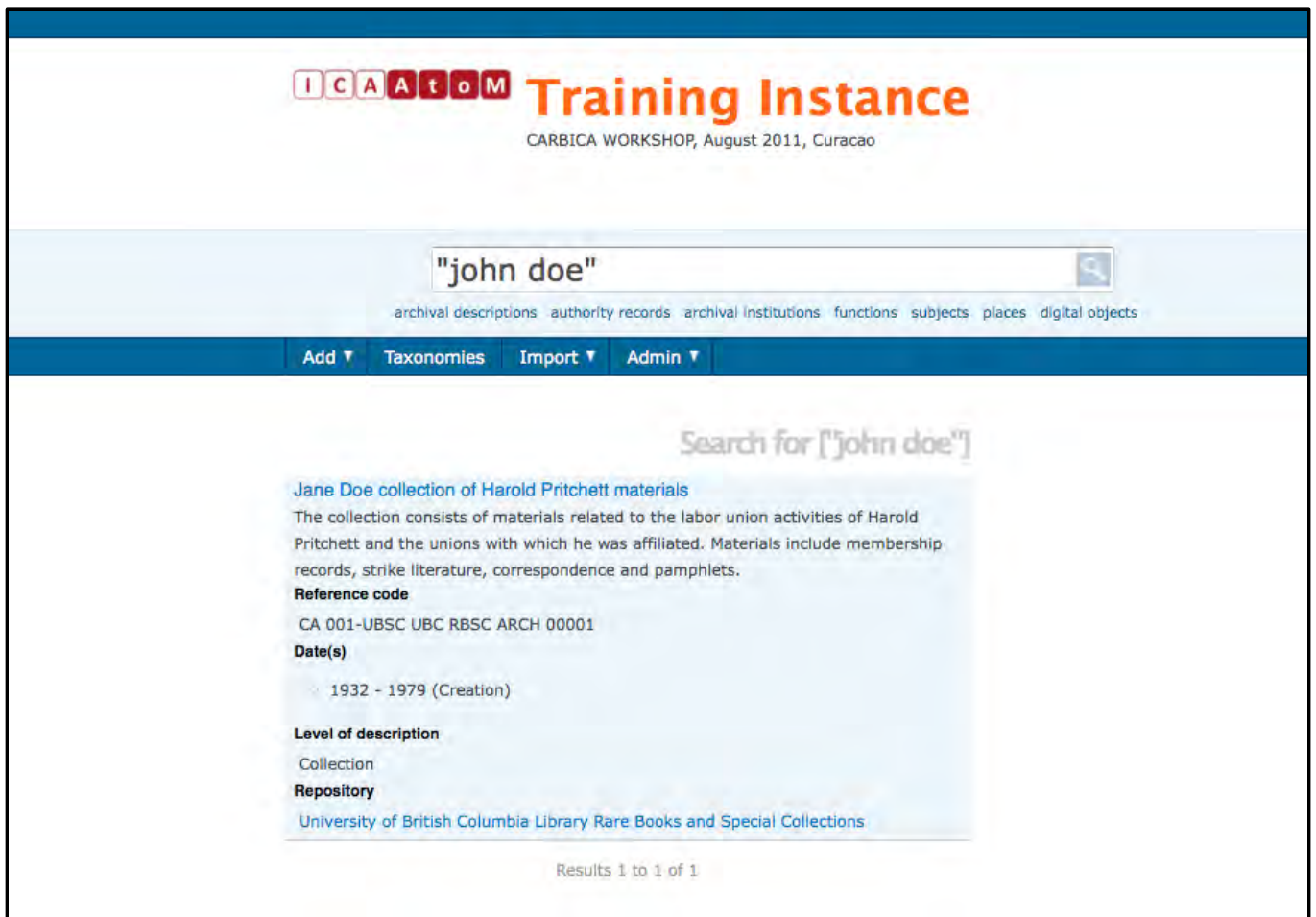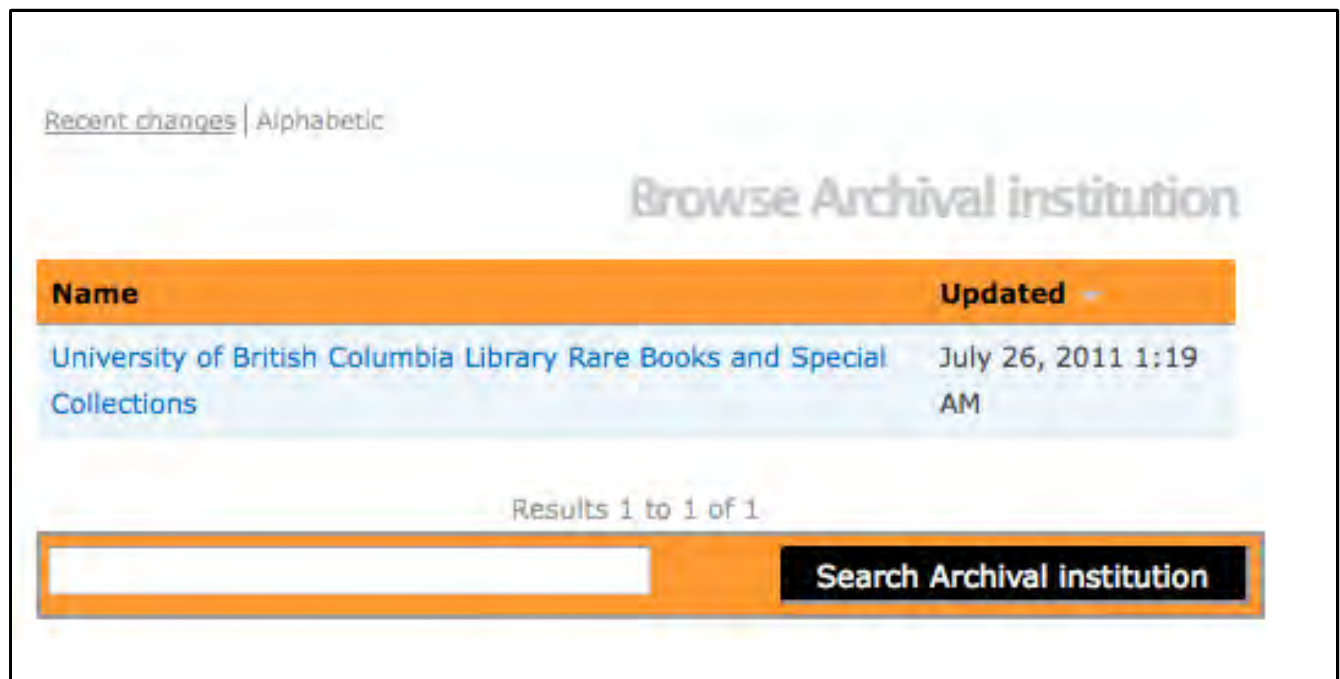
2.5 Browse Archival institutions

In ICA-AtoM the data elements used to describe archival institutions are based on the ICA's International Standard for Describing Institutions with Archival Holdings (ISDIAH).

2.5.1 Return to the homepage and click *Archival institutions* from the browse menu.
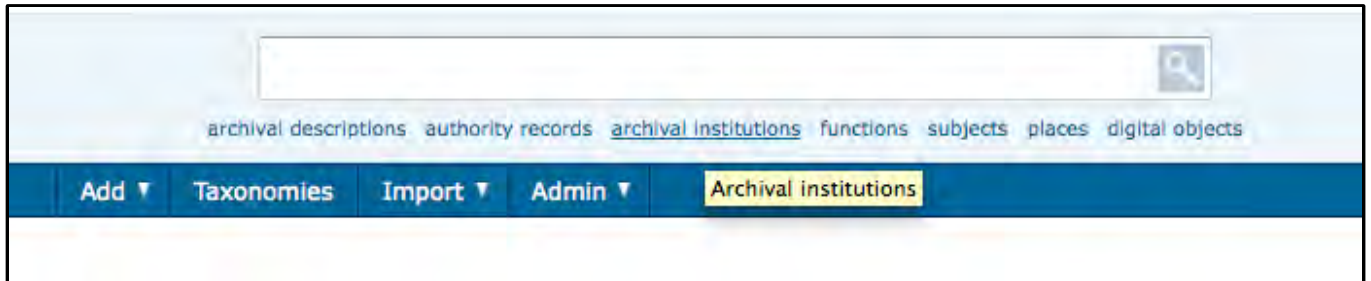
The browse results provide a list of available archival institutions. In this tutorial there is only one archival institution. Later in the tutorials you will create an archival institution and add it to the list.

2.5.2 Under the name column, click *University of British Columbia Library Rare Books and Special Collections* in blue text.

ICA-AtoM brings you to the Archival institution view page.

Note that a listing of archival holdings within the institution is available in the context menu at the right side of the screen. Remember to scroll to the bottom of the screen to read the full description of the archival institution.

2.6 Search Archival Institution

2.6.1 While in the archival institution view page, locate the holdings search box in the context menu on the right and type *logging*. Click the magnifying glass to initiate the search.

Note that the search has been limited to the term *logging* within the holdings of *University of British Columbia Library Rare Books and Special Collections*. The search is not conducted on records held outside of this specific archival institution.

For reference purposes only, screenshots have been included in this training manual from the MIGAN site using ICA-AtoM. Here is a list of archival institutions and a description of the *National Archives Curaçao*.

2.7 Browse functions

A function is a type of entity that describes activities linked to records creation, maintenance and use. Functions in ICA-AtoM are linked to archival descriptions, authority records and other functions. In ICA-AtoM the fields for describing functions are sourced from the ICA's International Standard for Describing Functions (ISDF).

2.7.1 Navigate to the homepage and click *functions* in the browse menu.
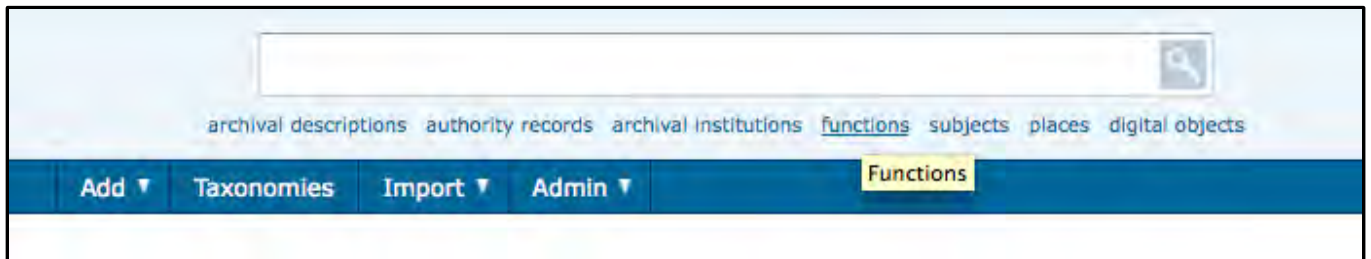
The browse function list will present all available functions. The default is set to recent changes. You can select *Alphabetic* to change the sort order.

2.7.2 Under the Name column, click *Strikes (labor action)* in the blue hyperlink text
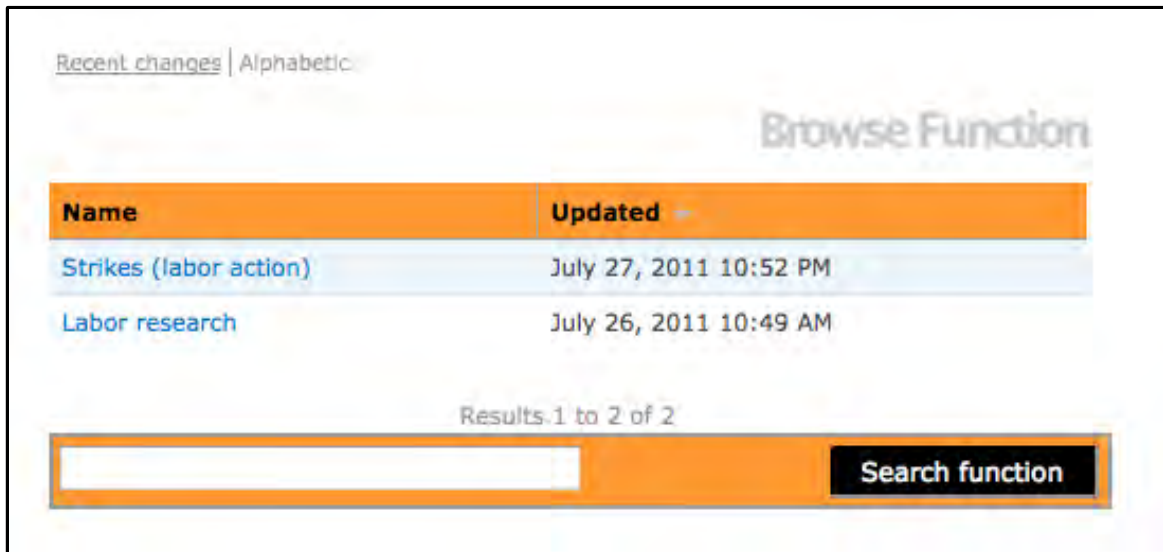
ICA-AtoM sends you to the ISDF function view page. Note which related resources share this function.

View ISDF function

Strikes (labor action)

Identity area

Type	Activity
Authorized form of name	Strikes (labor action)

Context area

Description	Strikes usually consist of some type of work stoppage and are usually employed in the context of negotiations between labor and management.

Relationships area

Related resource	Title
	Lumber Workers Industrial Union strike literature
	Identifier
	CA 001-UBSC UBC RBSC ARCH 00001-JDHP 003-sf1
	Nature of relationship
	Records relating to the activity. This literature was created during loggers' strikes in 1934.
	Dates of the relationship
	1934
Related resource	Title
	I.W.A. District Council No.1 fonds
	Identifier
	CA 001-UBSC UBC RBSC ARCH 00004
	Nature of relationship
	Contains records relating to activity.

Control area

Description identifier	CA-LAB-01
Status	Draft
Level of detail	Partial
Dates of creation, revision or deletion	July 26, 2011 (creation)

Edit   Delete   Add new

2.8 Browse by Subject Term

In ICA-AtoM, subjects are controlled-vocabulary terms grouped in a taxonomy and used as acess points in archival descriptions.

2.8.1 Return to the homepage and click subjects in the browse menu.

The result is a browse list of all available subjects.

2.8.2 Under the subjects list, click the blue term "logging".

ICA-AtoM will show you a list of descriptions containing the subject term "logging" and will indicate the fonds to which each descriptions belongs. Scroll to the bottom of the screen to see the full listing.

Subjects – logging

Harold Pritchett fonds

The fonds consists of a scrapbook (1936-1939); clippings, printed material; correspondence (1970s); financial statements of B.C. District, IWA (1945-1947); ribbons and buttons for IWA and Labour Progressive Party conventions (1944-1948); subject f...

Reference code

CA 001-UBSC UBC RBSC ARCH 00002

Date(s)

1933-1980 (Creation)

Level of description

Fonds

Repository

University of British Columbia Library Rare Books and Special Collections

I.W.A. District Council No.1 fonds

The fonds consists of minutes, photographs, printed material, and correspondence relating mainly to union organization in the forest products industry (1931-1952), including the Lumber Workers' Industrial Union, Lumber and Saw Mill Workers Union,

...

Reference code

CA 001-UBSC UBC RBSC ARCH 00004

Date(s)

1931-1979 (Creation)

Level of description

Fonds

Repository

University of British Columbia Library Rare Books and Special Collections

International Woodworkers of America, Western Canadian Regional Council No.

2.8.3 To view a description, click on one of the blue links. For this exercise, click on *I.W.A District Council No.1 fonds.*

Scroll down the page and note that this description has been indexed with the terms *Logging, Forestry* and *Strikes (labor)*.

2.8.4 To view a list of other records containing the subject term *Strikes (labor)* click on the blue link text.

Your screen now shows two archival descriptions that contain the subject term *Strikes (labor)*.

Subjects – strikes (labor)

I.W.A. District Council No.1 fonds

The fonds consists of minutes, photographs, printed material, and correspondence relating mainly to union organization in the forest products industry (1931-1952), including the Lumber Workers' Industrial Union, Lumber and Saw Mill Workers Union, ...

Reference code

CA 001-UBSC UBC RBSC ARCH 00004

Date(s)

1931-1979 (Creation)

Level of description

Fonds

Repository

University of British Columbia Library Rare Books and Special Collections

Lumber Workers Industrial Union strike literature

Reference code

CA 001-UBSC UBC RBSC ARCH 00001-JDHP 003-sf1

Date(s)

1934 (Creation)

Level of description

File

Part of

Jane Doe collection of Harold Pritchett materials

Results 1 to 2 of 2

Browse all Subjects

2.8.5 To return to a complete list of subjects, click subjects in the browse box, just as you did at the beginning of this exercise.

2.9 Browse by Place

   2.9.1 You can browse for descriptions indexed by place (geographical location) the same way you browsed for descriptions indexed by subject term. In the browse box, click places.
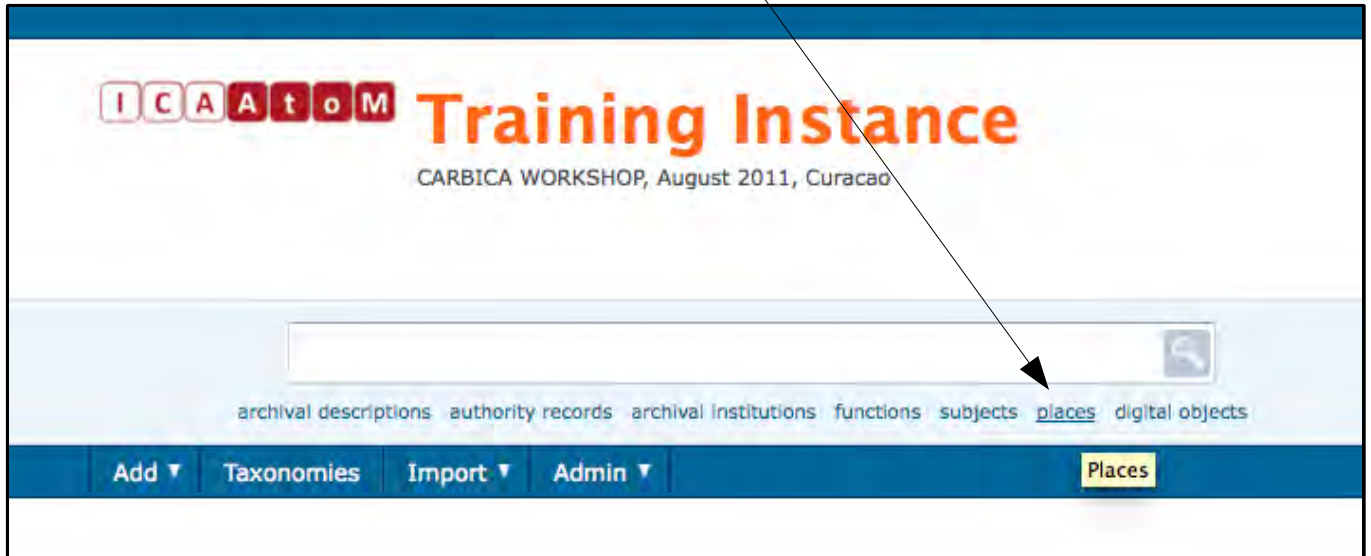
Your screen will show a list of place terms on the left and the number of descriptions containing each place term on the right.
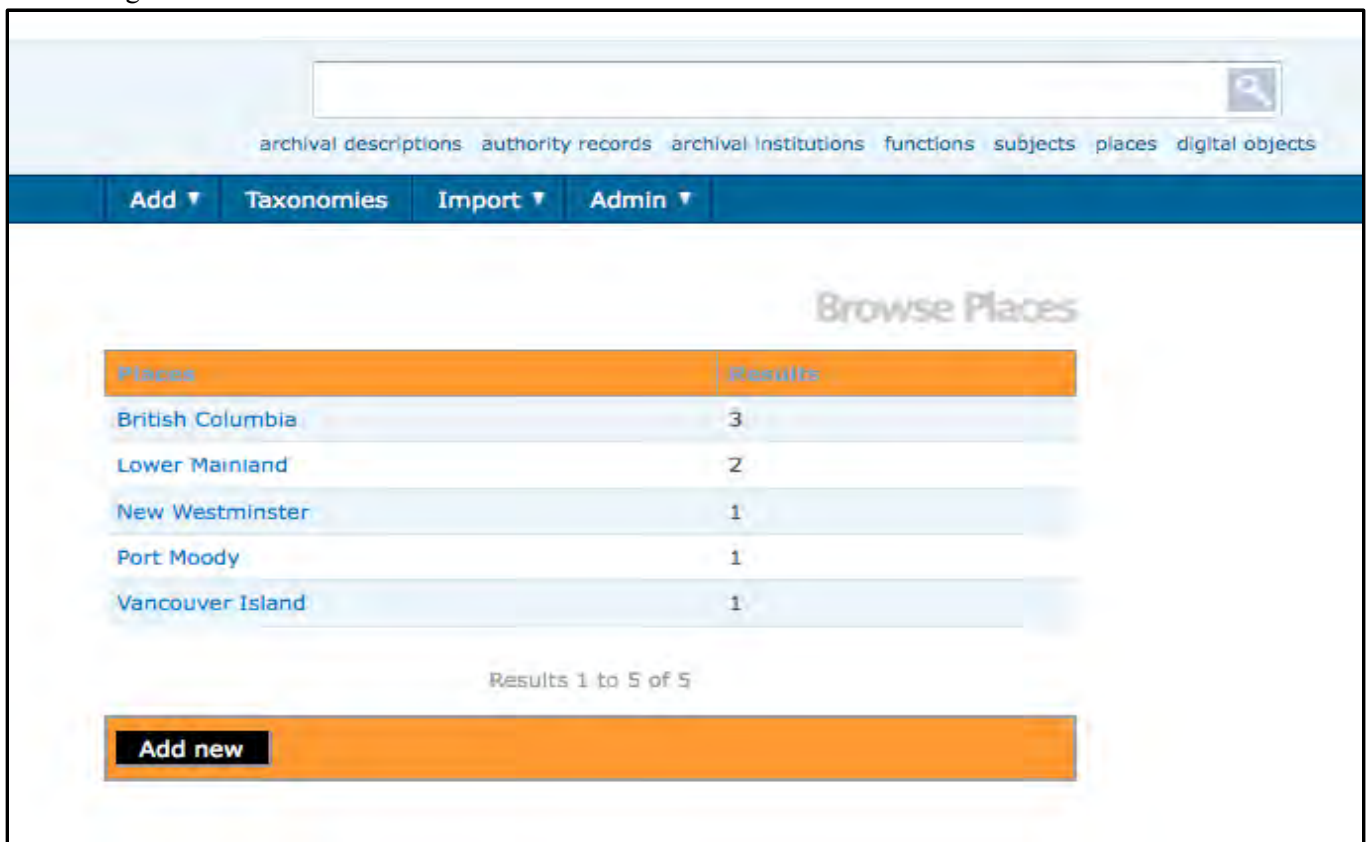
 2.9.2 Click on the blue link text for British Columbia..

ICA-AtoM shows you the list of archival descriptions that include the place name "British Columbia".

Places – British Columbia

Harold Pritchett fonds

The fonds consists of a scrapbook (1936-1939); clippings, printed material; correspondence (1970s); financial statements of B.C. District, IWA (1945-1947); ribbons and buttons for IWA and Labour Progressive Party conventions (1944-1948); subject f...

Reference code

CA 001-UBSC UBC RBSC ARCH 00002

Date(s)

○ 1933-1980 (Creation)

Level of description

Fonds

Repository

University of British Columbia Library Rare Books and Special Collections

International Woodworkers of America, Western Canadian Regional Council No. 1 fonds

The fonds consists of financial records, minutes, correspondence, legal documents, departmental files, broadcast transcripts, proceedings, convention reports, agreements, printed material and copies of the newspaper, British Columbia Lumber Worker...

Reference code

CA 001-UBSC UBC RBSC ARCH 00003

Date(s)

○ 1943-1982 (Creation)

Level of description

Fonds

Repository

University of British Columbia Library Rare Books and Special Collections

Jane Doe collection of Harold Pritchett materials

The collection consists of materials related to the labor union activities of Harold Pritchett and the unions with which he was affiliated. Materials include membership records, strike literature, correspondence and pamphlets.

Reference code

2.9.3 Click on the blue link text *International Woodworkers of America, Western Canadian Regional Council No.1 fonds* and scroll to the bottom of the description where Place access points are listed.
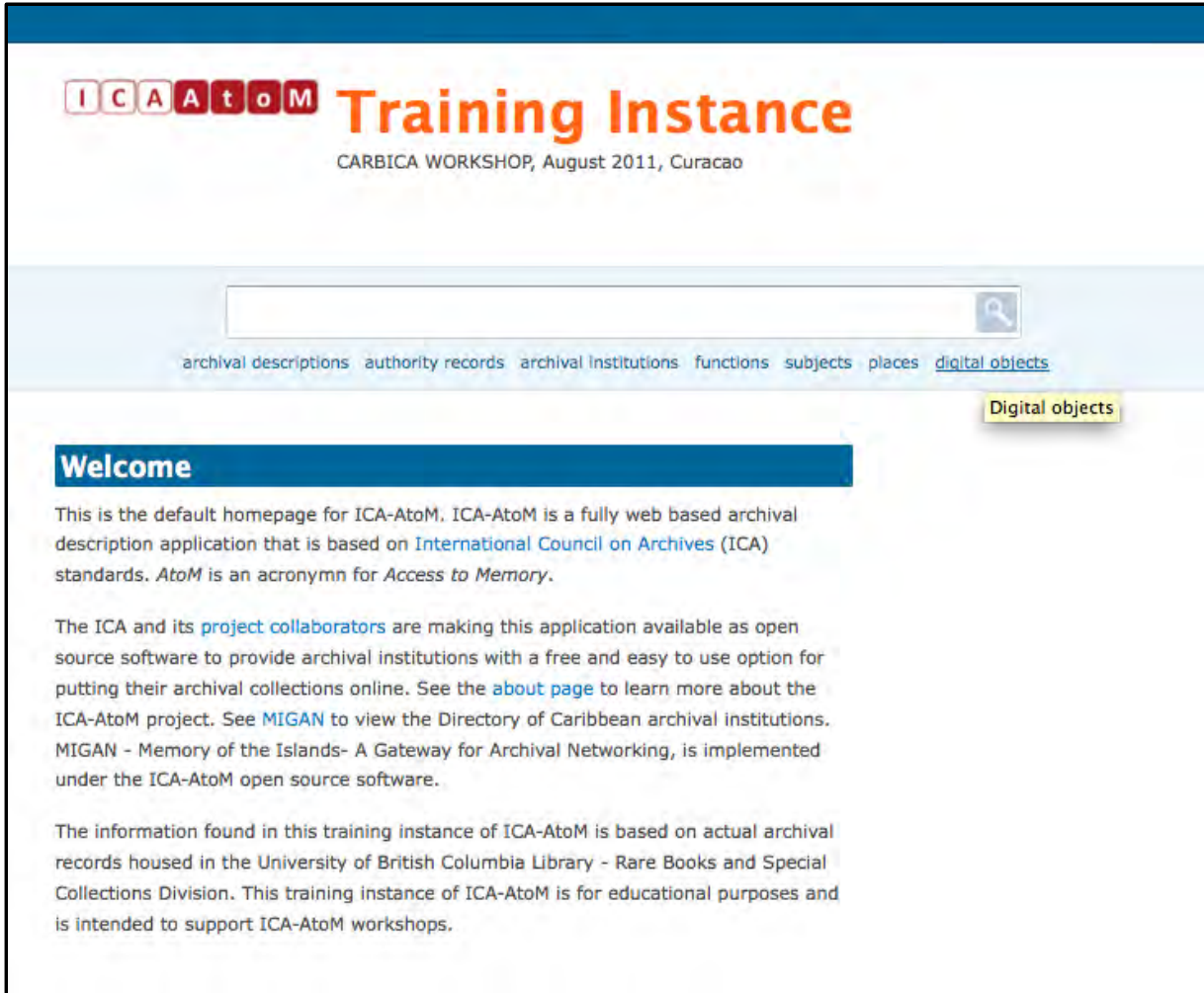
Access points	
Subject access points	○ labor unions
	○ logging
Place access points	○ British Columbia
Name access points	○ International Woodworkers of America. Western Canadian Regional Council No. 1 (Creator)
	○ Pritchett, Harold
	○ International Woodworkers of America

2.10 Browse Digital objects

Digital objects are computer files that can be uploaded into and displayed by ICA-AtoM. They include scanned images, digital photographs, sound and moving image files, and other scanned or born-digital items.

2.10.1 Navigate to the homepage and click *digital objects* in the browse menu.

2.10.2 A list of available digital objects is provided. Click *Image* in blue text under the Name column.

A gallery of thumbnail references is provided. The fonds that the image belongs to is listed as "part of".

2.10.3 Click *Photograph of Harold Pritchett.*

2.10.4 Scroll to the bottom of the archival description view page to see all the metadata related to the image

Congratulations! You have completed this tutorial.

Tutorial 3.0: Edit/Add Archival Institution

In this tutorial, you will create an Archival Institution Record.

3.1 To locate an Institution's record go to the home page and Click archival institutions in the Browse menu.
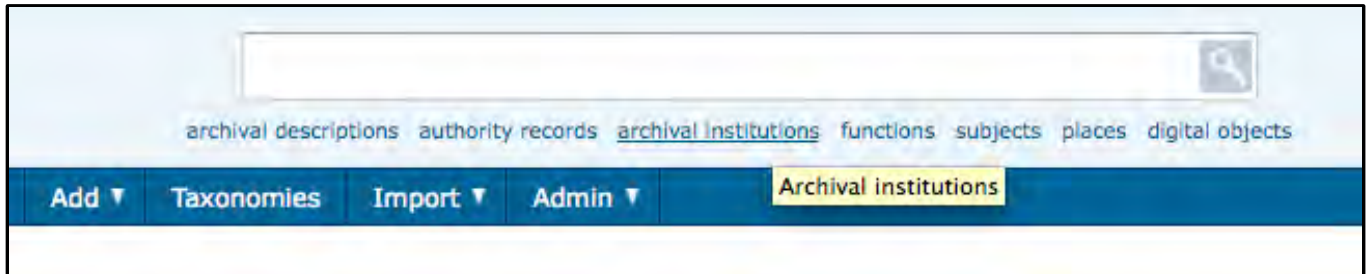
ICA-AtoM will take you to a list of all repositories.

3.2 Click on the blue link text *University of British Columbia Library Rare Books and Special Collections* to go to the archival institution's view page.

3.3 In the view page, take time to scroll down and review the entire description of the archival institution, *University of British Columbia Library Rare Books and Special Collections.*

View Archival institution

University of British Columbia Library Rare Books and Special Collections

|	
Identifier	001-UBSC
Authorized form of name	University of British Columbia Library Rare Books and Special Collections
Other form(s) of name	UBC Special Collections
	UBC RBSC
Type	University
Contact information	**(Primary contact)**
	Irving K. Barber Learning Centre1961 East Mall
	Vancouver
	British Columbia
	Canada
	V6T 1Z1
	Telephone
	(604) 822-2521
	Fax
	(604) 822-9587
	Email
	rare.books@ubc.ca
	URL
	http://www.library.ubc.ca/spcoll
	Sarah Romkey, Rare Books and Special Collections Archivist
	Sarah Romkey's e-mail address: sarah.romkey@ubc.ca
Geographical and cultural context	As a division of the University of British Columbia Library system, Rare Books and Special Collections supports both the academic mission of the university and the research needs of the wider public.
Administrative structure	The department forms a division within the library of the University of British Columbia. The department is divided into two sections, once focusing on archival and manuscript materials and the other on rare books.
Records management and collecting policies	The department's primary collecting activities focus on materials related to all aspects of the history of British Columbia, both before and after its organization as a British colony and later a Canadian province. Additionally, the department collects materials that complement existing holdings, which are particularly strong in Canadian history; Canadian, English, and children's literature; cartography, including not only western Canada but maps of Tokugawa-era Japan and European atlases dating from the

Holdings

- Harold Pritchett fonds
- I.W.A. District Council No.1 fonds
- International Woodworkers of America, Western Canadian Regional Council No. 1 fonds
- Jane Doe collection of Harold Pritchett materials

Results 1 to 4 of 4

The Edit button appears at the bottom of view pages. The Delete and Add new buttons provide the option to delete an institution's description and/or add a new description for another archival institution.
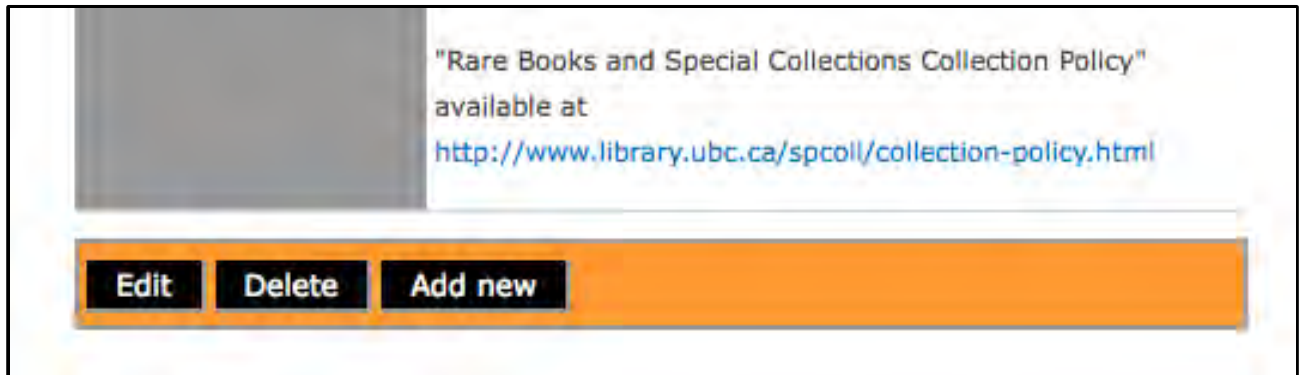
3.4 Click *Edit* and you will see an editing screen. Edit pages allow users to add, edit and delete the contents of archival institution descriptions. In edit mode ICA-AtoM displays all fields in a record for data entry.

3.5 On the left of each area is a grey arrow, click arrows to expand sections to review data entry forms or click on the blue link text. At this point in the tutorial do not alter the data in the fields.
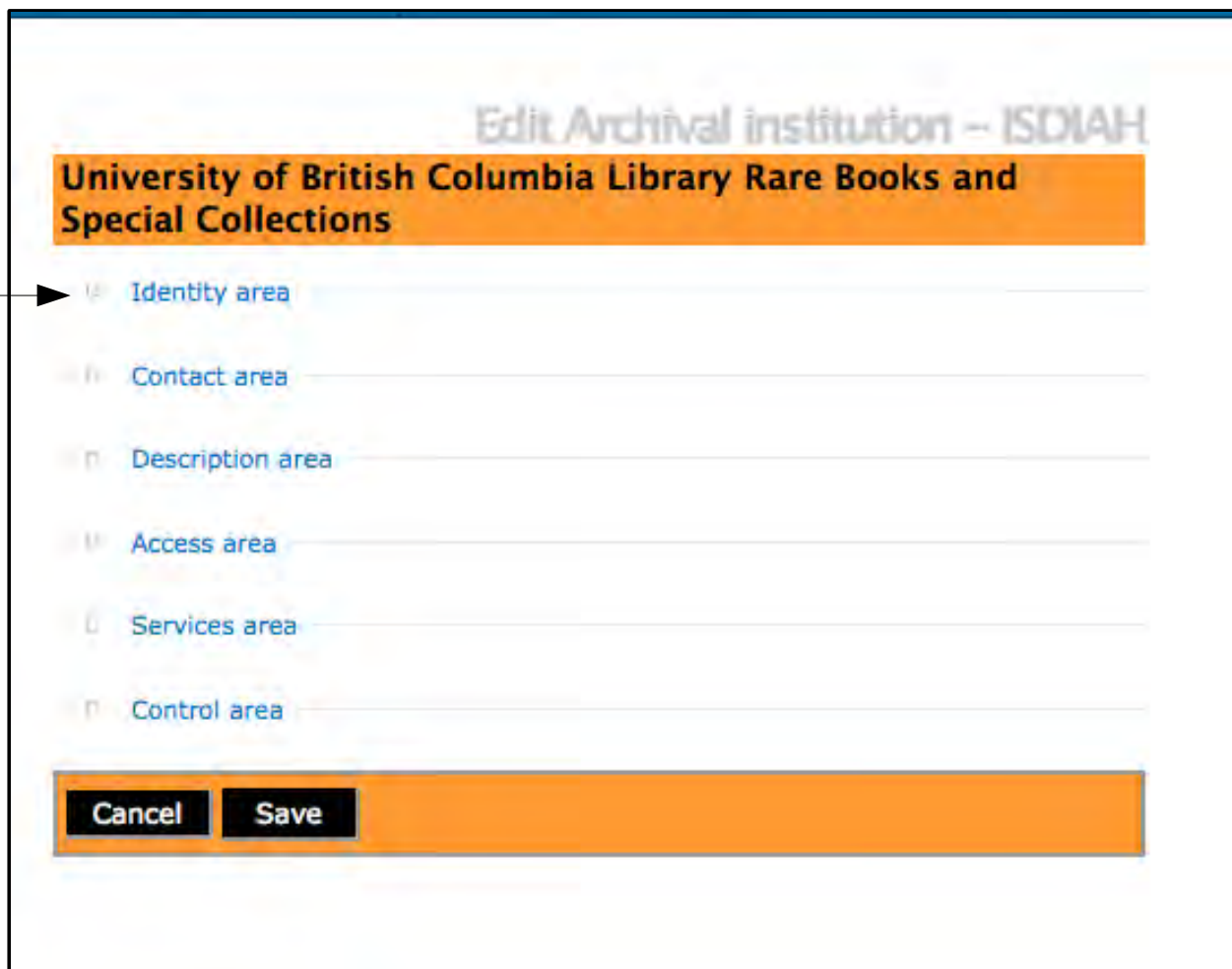
3.6 Return to the homepage and <u>hover the cursor over the ADD menu</u> until the drop-down list appears.
Hint: make sure you do not click on the ADD menu as this will result in the edit menu for Archival descriptions.

3.7 Select and click *Archival institutions*

3.8 Start at the top of the edit screen and click the grey arrows to open each area and begin data entry.

Note that data entry fields marked with a red asterisk are required elements according to the ICA standards.

In the following exercise you will create a new description for an archival institution, *Port Moody Archives*. Each step is explained and all the required data is provided for you. Once you are comfortable with the process, feel free to input additional data in fields that are not included in this tutorial.

3.9 In Identifier type *PMA* (acronym for Port Moody Archives)

Edit Archival institution – ISDIAH

Untitled

Identity area

Identifier *

PMA

Authorized form of name *

Port Moody Archives

Parallel form(s) of name

Other form(s) of name

Type

| International |
| National |
| Regional |
| Provincial/state |
| Community |
| Religious |
| University |
| Municipal |
| Aboriginal |
| Educational |

Record the type of the institution. (ISDIAH 5.1.5) Select as many types as desired from the drop-down menu; these values are drawn from the Repository Types taxonomy.

Cancel   Create

3.10 In Authorized form of name, type *Port Moody Archives.*

3.11 In **Type** select *Community* from the drop-down menu. A drop-down list menu is a list of data-entry options that appears below certain fields in edit pages. Values are drawn from controlled-vocabulary terms, authority records and default data contained in ICA-AtoM's database tables.

3.12 Notice that when you click on the data entry window a tooltip appears. Tooltips are online text designed to assist users to enter data in edit pages. Tooltip text is derived from the standard on which the edit templates are based.

In this step you will add a mailing address to the archival institution's description.

3.12 Click on contact area

3.13 Enter data as follows:

3.13.1 In street address type *18 Williams Street*

3.13.2 In city type *Port Moody*

3.13.3 In region/province type *British Columbia*

3.13.4 In country type or select *Canada*

3.13.5 In postal code type *X0X 0X0*

3.13.6 In contact person type *Your Name* (for example, I would type *Jessica Bushey*)

3.13.7 In contact type type *Archivist*

3.14 To save and view the record, click the create button.

Everything looks good! Continue editing.

3.15 Click the Edit button

Edit Archival institution – ISDIAH

Port Moody Archives

▷ Identity area

▷ Contact area

▷ Description area

▷ Access area

3.16 Click on Access area and enter data as follows:.

3.16.1 In opening times type *Monday – Friday: 9:00am – 3:00 pm*

3.16.2 In accessibility type *Port Moody Archives is accessible for users with disabilities.*

 Access area

Opening times

Monday-Friday: 9:00am - 5:00pm

Conditions and requirements

Accessibility

Port Moody Archives is accessible for users with disabilities.

"Record information about travelling to the institution and details for users with disabilities, including building features, specialised equipment or tools, parking or lifts." (ISDIAH 5.4.3)

 Services area

 Control area

Note the small horizontal lines below each of these fields. These lines allow you to expand the size of the box by clicking on them and pulling them downward with the mouse. This feature appears under all free-text fields in ICA-AtoM; note that there is no limit to the amount of text you can put in free-text fields.

3.17 Click on Services area and enter data:

       3.17.1 In research services type *Port Moody Archives (PMA) staff are available to assist researchers in locating archival or published materials and to advise on research questions.*

       3.17.2 In reproduction services type *Please contact the reference archivist with requests for reproduction of archival records.*

       3.17.3 In public areas type *The Port Moody Archives (PMA) has a reading room with public access computer terminals.*

Services area

Research services

Port Moody Archives (PMA) staff are available to assist researchers in locating archival or published materials and to advise on research questions.

Reproduction services

Please contact the reference archivist with requests for reproduction of archival records.

Public areas

The Port Moody Archives (PMA) has a reading room with public access computer terminals.

3.18 Click on Control area and enter data:

    3.18.1 In Status select *Final*

    3.18.2 In Level of detail select *Minimal*

    3.18.3 In Dates of creation, revision and deletion type *August 24, 2011*

    3.18.4 In Language type *English* (you must type the first two letters to activate the auto complete)

3.19 To save and view the record, click the Save button at the bottom of the screen.

Control area

Description identifier

Institution identifier

Rules and/or conventions used

Status

Final

Level of detail

Minimal

Dates of creation, revision and deletion

August 24, 2011

Language

E

Eastern Frisian

Efik

Ekajuk

Elamite

English

English-based Creole or Pidgin

Erzya

Esperanto

Estonian

Ewe

Select the language(s) of this record from the drop-down menu; enter the first few letters to narrow the choices. (ISDIAH 5.6.7)

View Archival institution

Port Moody Archives

Identifier	PMA
Authorized form of name	Port Moody Archives
Type	Community
Contact information	**Archivist (Primary contact)**
	18 Williams Street
	Port Moody
	British Columbia
	Canada
	X0X 0X0
	Your Name Here
Opening times	Monday-Friday: 9:00am - 5:00pm
Accessibility	Port Moody Archives is accessible for users with disabilities.
Research services	Port Moody Archives (PMA) staff are available to assist researchers in locating archival or published materials and to advise on research questions.
Reproduction services	Please contact the reference archivist with requests for reproduction of archival records.
Public areas	The Port Moody Archives (PMA) has a reading room with public access computer terminals.
Status	Final
Level of detail	Minimal
Dates of creation, revision and deletion	August 24, 2011
Language(s)	○ English

Holdings

No results

Edit   Delete   Add new

Congratulations! You have finished this tutorial.

Tutorial 4.0: Add an Authority record

An authority record is a body of information about a person, family or organization responsible for creating archival records. For each new creator you need to add an authority record. TIP: before you add a new authority record always check to make sure that it doesn't already exist.
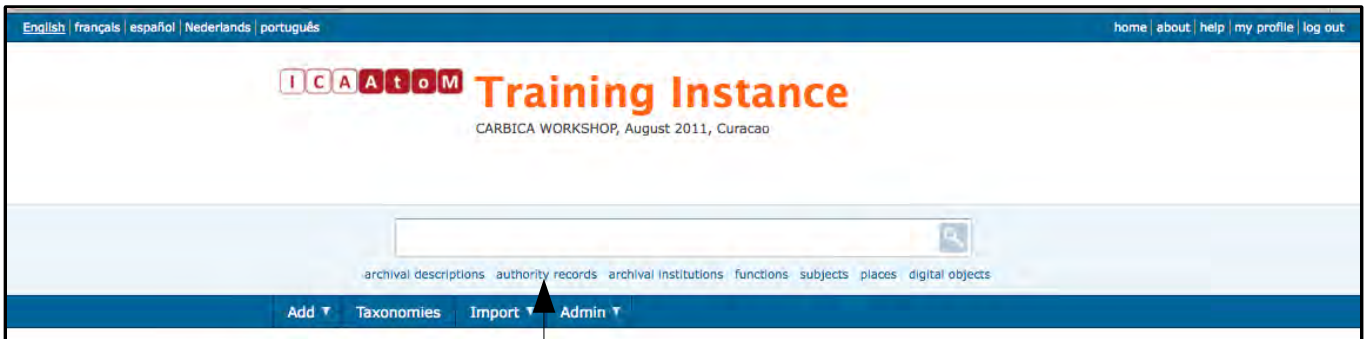
4.1 Click authority records in the browse menu. This will take you to a list of all authority records.

4.2 Type *thurston-flavelle and mill* into the search box and then click search authority record black box.

4.3 You will not retrieve any results. Now that you know that there is no existing authority record for Thurston-Flavelle Mill you can add one. Start by hovering your cursor over *ADD* to activate the drop-down menu.
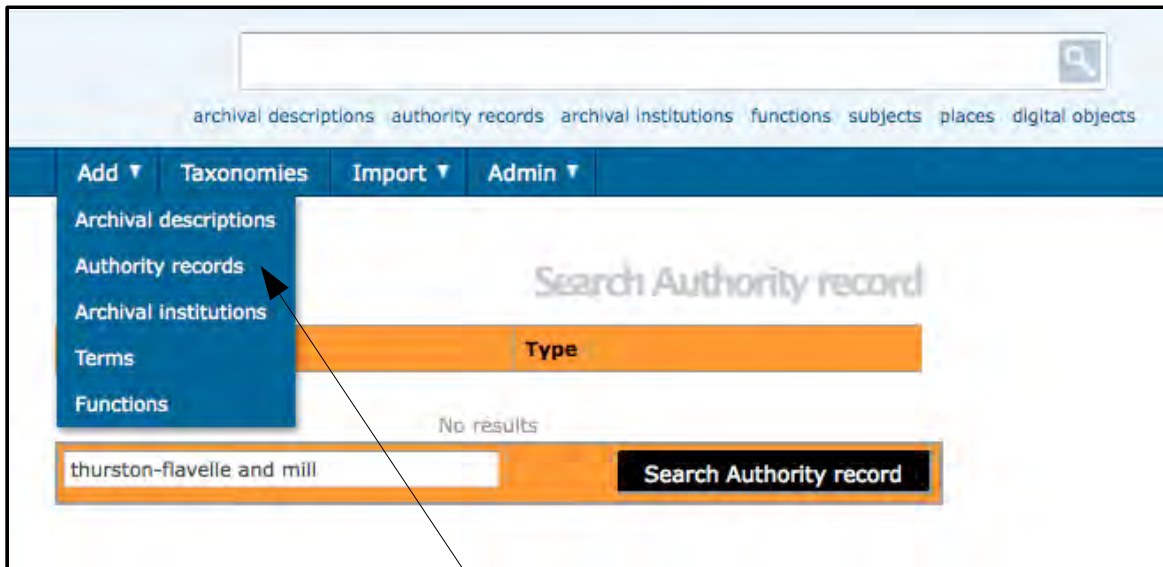
4.4 Select and click on *Authority records* from the drop-down list.

See next page for data entry.

4.5 Click identity area

4.6 In Type of entity, select *Corporate body*

4.7 In Authorized form of name type *Thuston-Flavelle Mill.*

4.8 To close this information area, click identity area. Note that any time you are editing a record in ICA-AtoM, you can click on these blue information area links to open and close them.

4.9 Click the create button at the bottom of the screen to save and view your authority record.

4.10 Click description area and enter the following data:

4.10.1 In Dates of existence type *1912-1954.*

4.10.2 In History type *In 1905 emerson Lumber was built by J.S. Emerson on leased waterfront property in Port Moody east of the Canadian Pacific Lumber Company's Port Moody mill. The mill office was located near Rocky Point Park in Port Moody and cut western red lumber and shingles exclusively. On June 11, 1908 a half share in the mill was purchased by Perry Douglas Roe and Robert Abernathy for $250,000. it was incorporated on July 27, 1908 as the Emerson Lumber Company Limited. On October 1st, 1912 the mill was purchased by Robert Thurston and Aird Flavelle and renamed the Thurston-Flavell Mill. In 1955 the mill was sold to Canadian Collieries Ltd. but was still called Flavelle Cedar. In 1995 International Forest Products (Interfor) bought Flavelle Cedar and modernized the mill. It reopened in 2000 and is still known as Flavelle Cedar.*

4.10.3 In Places type *Port Moody*

4.11 Click control area and enter the following data:

4.11.1 In Description identifier type *PMA-AR001*

4.11.2 In Institution identifier type *Port Moody Archives*
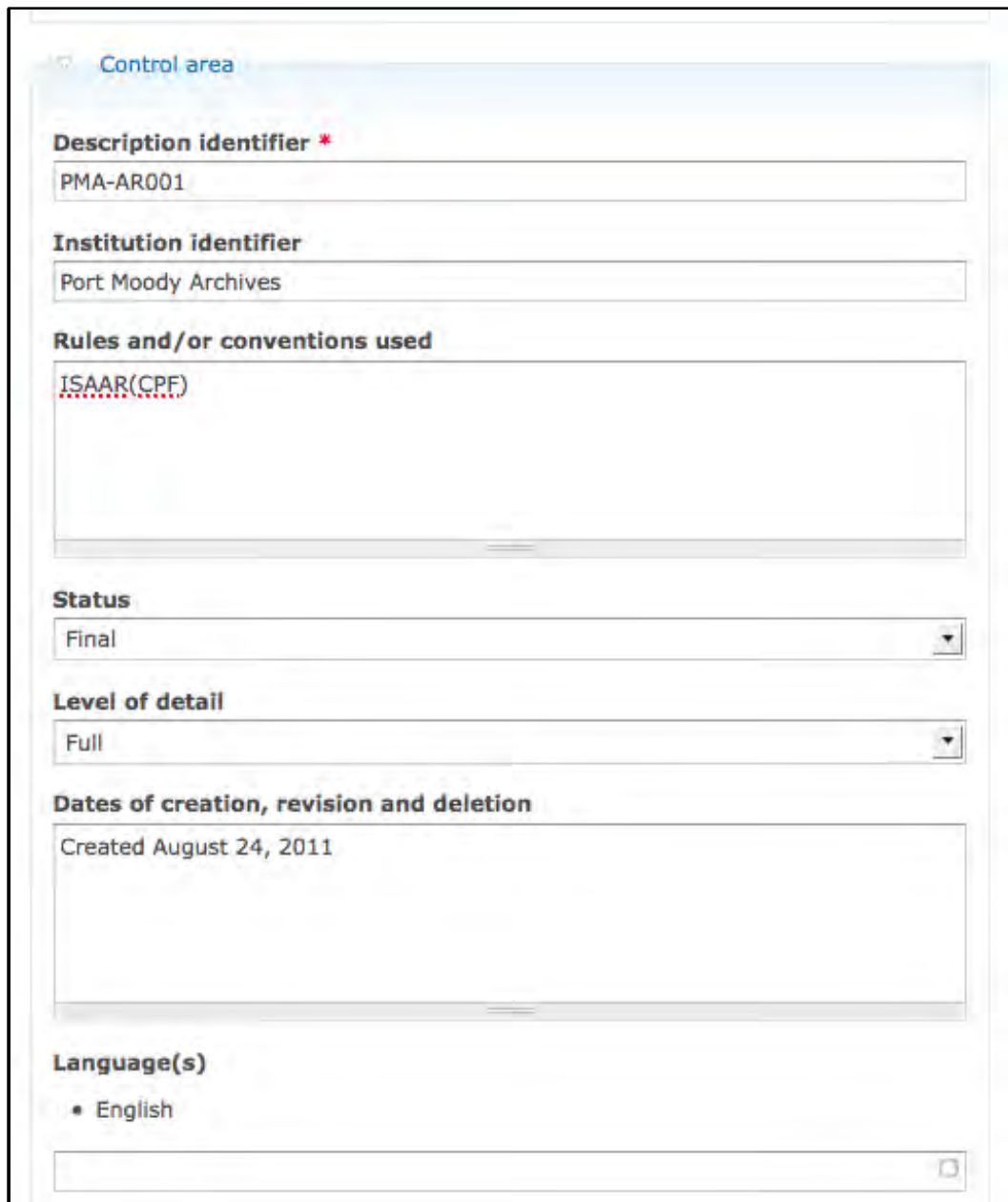
4.11.3 In Rules and/or conventions used type *ISAAR(CPF)*

4.11.4 In Status type *Final*

4.11.5 In Level of detail type *Full*

4.11.6 In Dates of creation, revision and deletion type *Created August 24, 2011*

4.11.7 In Languages type *English*

4.12 To save and view the authority record, click the **Create** button

Thurston–Flavelle Mill

Export

○ EAC

Type of entity	Corporate body
Authorized form of name	Thurston-Flavelle Mill
Dates of existence	1912-1954
History	In 1905 Emerson Lumber was built by J.S. Emerson on leased waterfront property in Port Moody east of the Canadian Pacific Lumber Company's Port Moody mill. The mill office was located near Rocky Point Park in Port Moody and cut western red cedar lumber and shingles exclusively. On June 11, 1908 a half share in the mill was purchased by Perry Douglas Roe and Robert Abernathy for $250,000. It was incorporated on July 27, 1908 as the Emerson Lumber Company Limited. On October 1st, 1912 the mill was purchased by Robert Thurston and Aird Flavelle and renamed the Thurston-Flavelle Mill. The first 3 months were profitable but business slowed down and the mill had to shut down for 3 months over Christmas. In 1955 the mill was sold to Canadian Collieries Ltd. but was still called Flavelle Cedar. Weldwood of Canada Ltd. purchased the mill in 1964 and Flavelle Cedar became a division of Weldwood of Canada. It had 350 employees. In 1966 the production of shingles and shakes was discontinued. The mill changed hands again in 1995 when International Forest Products (Interfor) bought Weldwood of Canada Ltd. and Flavelle Cedar. The mill was modernized in 1995 with a major rebuild. In 1998 Flavelle Cedar closed but was reopened in 2000 when it was purchased by Mill and Timber. Currently (2009) the mill has approximately 50 employees as is still known as Flavelle Cedar.
Places	Port Moody
Description identifier	PMA-AR001
Institution identifier	Port Moody Archives
Rules and/or conventions used	ISAAR(CPF)
Status	Final
Level of detail	Full
Language(s)	○ English

Edit   Delete   Add new

4.13 To Import an Authority Record. Return to the homepage and click Authority records from the browse menu.

4.14 In the browse results screen, hover your cursor over Import and click on *XML*.

ICA-AtoM provides an import functionality that can be used to import archival descriptions, authority records, archival institutions and terms. The following filetypes can be imported: EAD (hierarchical archival descriptions and associated authority records, archival institution descriptions and taxonomy terms), EAC (authority records) and SKOS (hierarchical taxonomies).

4.15 The import window will open, click Browse button and select the folder on your desktop entitled "TutorialFiles" and select the file entitled *flavelle-aird-dundas.xml*.

4.16 Click Import when ready.
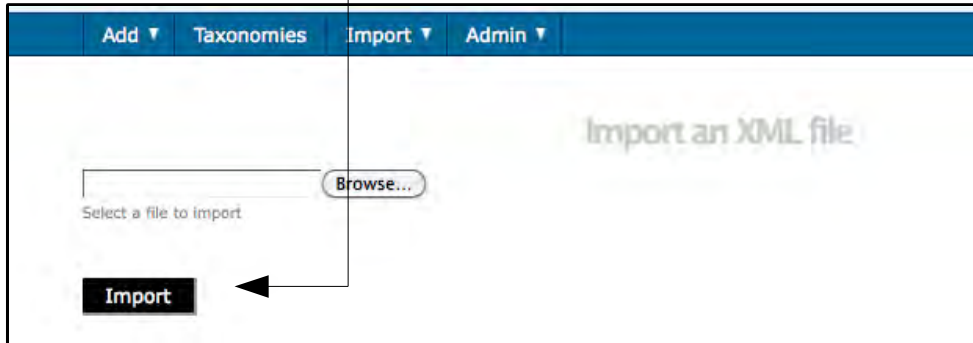
4.17 Once import is complete, click View Authority Record
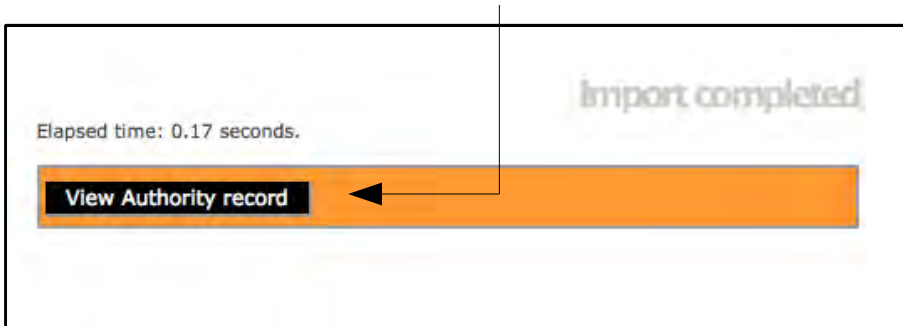
You have successfully imported the authority record for Aird Dundas Flavelle.
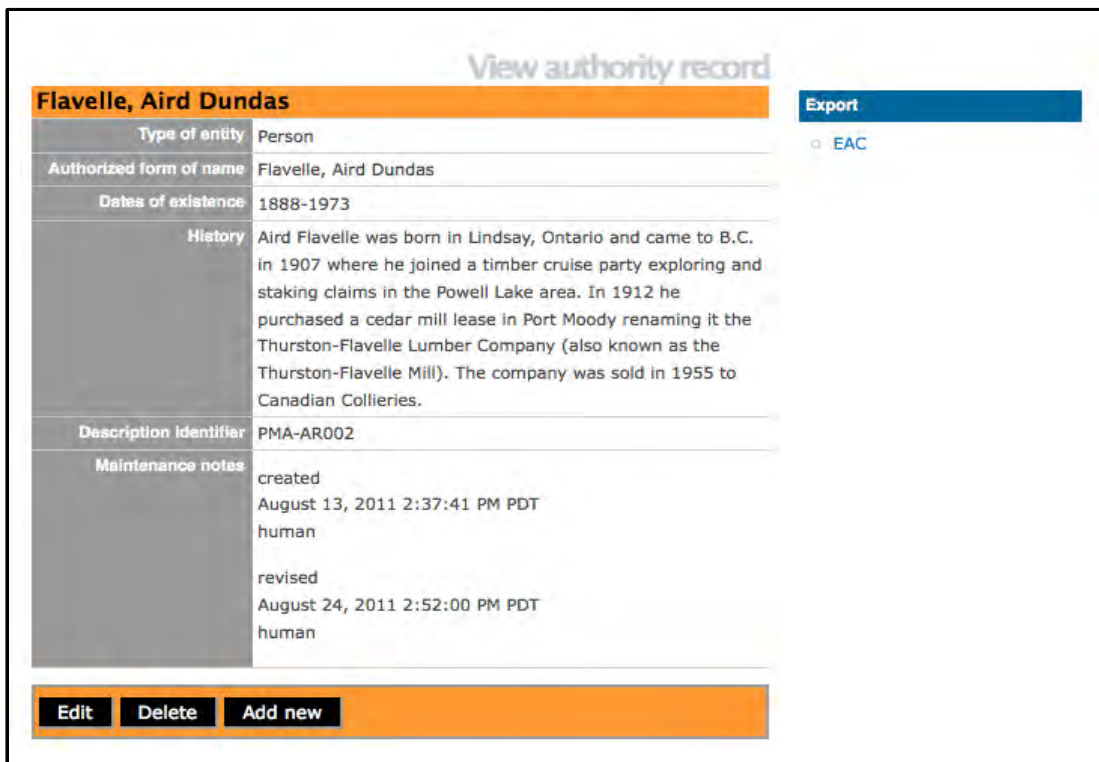
4.18 Return to the homepage and click Authority records from the Browse menu.

You should see a listing of the authority record you added for Thurston-Flavelle Mill and the authority record you imported for Aird Dundas Thurston.

Congratulations! You have finished this tutorial.

Tutorial 5.0: Add archival descriptions

In this tutorial you will create archival descriptions for a fonds, a series and a file. You will link these descriptions together in a hierarchy and will also link them to their related authority and archival institution records.

5.1 Hover your cursor over the *Add* menu and click *Archival descriptions* from the drop-down menu

5.2 Click Identity area

Edit archival description – ISAD

Untitled

▷ Identity area

▷ Context area

▷ Content and structure area

▷ Conditions of access and use area

▷ Allied materials area

▷ Notes area

▷ Access points

▷ Control area

Publication status   **Source language**
draft   English

Cancel   Create

5.3 In the Identity area enter data as follows:

    5.3.1 In Identifier type *MS-O495*

    5.3.2 In Title type *Aird Dundas Flavelle fonds*

    5.3.3 In Type select *Creation* and in Start type *1903* and in End type *1964*

    5.3.4 In Level of description select *Fonds*

    5.3.5 In Extent and medium type *54 cm of textual records; 31 photographs*

Edit archival description – ISAD

Untitled

Identity area

Reference code

Identifier *
MS-0495

Provide a specific local reference code, control number, or other unique identifier. The country and repository code will be automatically added from the linked repository record to form a full reference code. (ISAD 3.1.1)

Title *
Aird Dundas Flavelle fonds

Date(s) *

Type	Date	Start	End
Creation		1903	1964

Level of description *
Fonds

Add new child levels

Identifier	Level	Title

Add new

Extent and medium *
54 cm of textual records
31 photographs

Context area

Content and structure area

5.4 Click Context area and enter data:

5.4.1 In Name of creator(s) select *Flavelle, Aird Dundas*

5.4.2 In Repository select *Port Moody Archives*
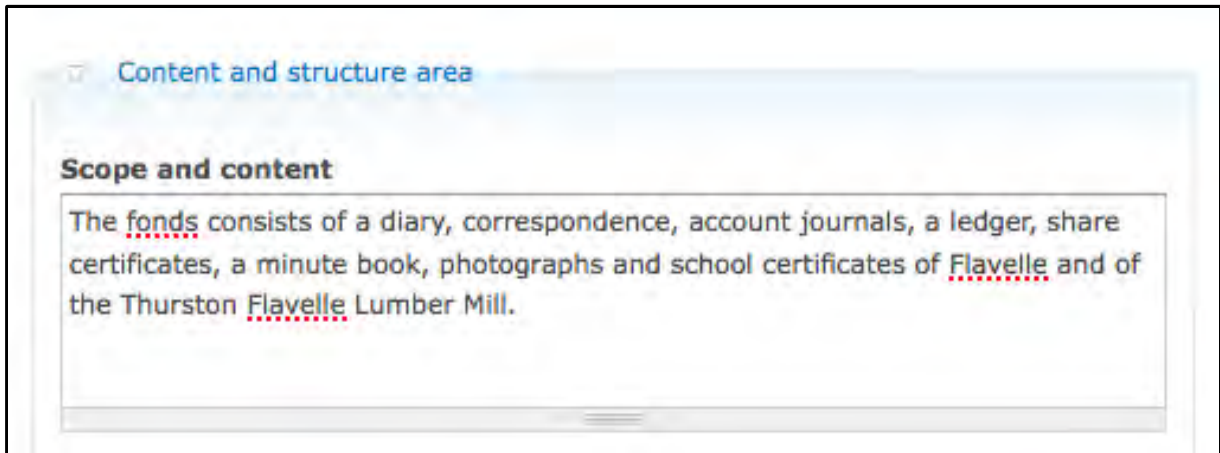
5.5 Click Content and structure area and enter data:

  5.5.1 In Scope and content type *The fonds consists of a diary, correspondence, account journals, a ledger, share certificates, a minute book, photographs and school certificates of Flavelle and of the Thurston Flavelle Lumber Mill.*

5.6 Click Create (the default setting is draft)

Note that when you selected a creator, ICA-AtoM created links to the creator's record (the authority record you added earlier). It also inserted the creator's biographical sketch from the authority record, and added the name of the creator as a name access point. Note the draft status of the fonds level description.

Note that the Reference code of the archival description "MS-0495" is now preceded by the Reference code of the Archival Institution "CA PMA".

5.7 Click Edit to edit the archival description. Select *published* from the drop down list at the bottom and click Save. Your archival description can now be viewed by all users. Draft status provides the opportunity for archivist/managers to review and approve work done by assistants and volunteers using ICA-AtoM prior to publishing the content to the general public.

Edit archival description – ISAD

Fonds MS-0495 – Aird Dundas Flavelle fonds (draft)

Identity area

Context area

Content and structure area

Conditions of access and use area

Allied materials area

Notes area

Access points

Control area

Publication status   **Source language**
draft   English
draft
published

Cancel   Save

Archival institution
Port Moody Archives

Creator
Flavelle, Aird Dundas

Fonds
Fonds MS-0495 – Aird Dundas Flavelle fonds (draft)

Export
Dublin Core 1.1 XML
EAD 2002 XML

5.8 To create a Series-level description in this Fonds. Click Edit

5.9 In the edit screen Click the Identity area to add data:

  5.9.1 In Add new child levels type into Identifier *001* in Level select *Series* in Title type *Mill Photographs*

5.10 Click Save

In the archival description view page the red alert box identifies the missing elements from the series-level archival description. Note that the series title is now available in the context menu on the right in a tree hierarchy beneath the fonds-level.

An alternate method for creating lower level descriptions is to click the Add new button while in the archival description screen for Aird Dundas Flavelle fonds. This action will add a new child record to the fonds.

5.11 Click Edit in the bottom menu.

See next page for data entry.

5.12 Edit Identity Area and enter the data:

5.12.1 In Date(s) under Type select Creation and in Start type *1919* and in End type *1930*

5.12.2 In Extent and medium type *8 photographs*

5.13 Click Content and structure area and enter data in area:

      5.13.1 In Scope and content type *Series consists of photographs depicting Aird Dundas Flavelle's life at the Thurston- Flavelle Lumber Mill.*

5.14 Change status to published and click Save.

5.15 To import an Item-level description, hover your cursor over the Import tab in the blue menu.

5.16 Select XML from the drop down list.
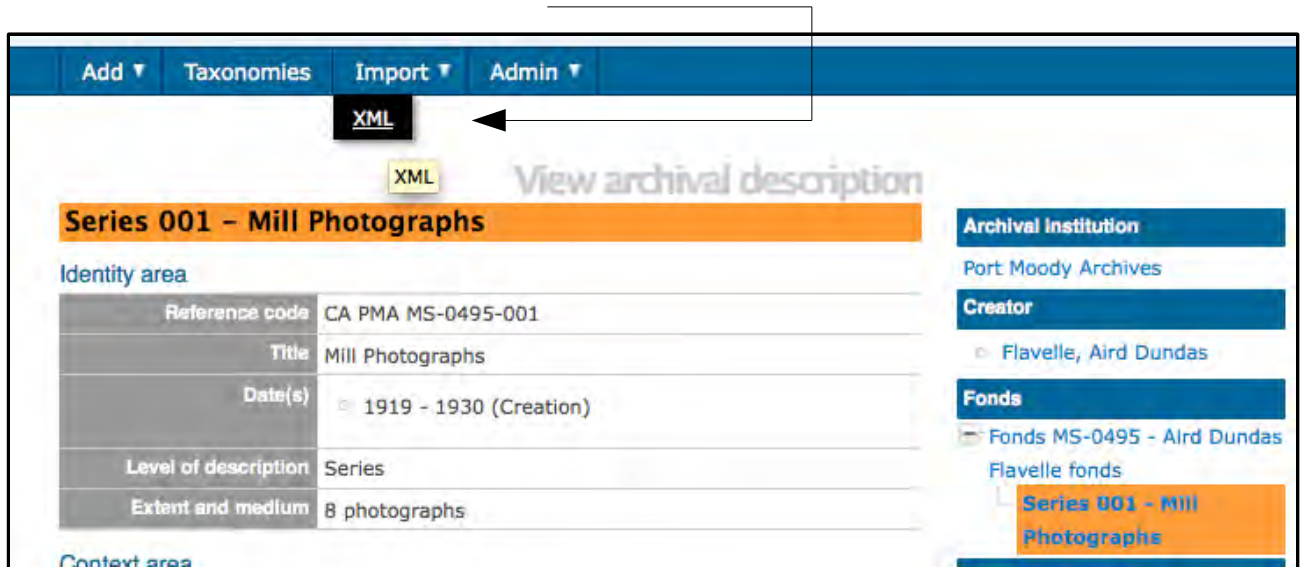
5.17 Click Browse and select the folder on your desktop entitled "TutorialFiles" and select the file entitled *crew-at-upper-camp-in-woods.xml*

5.18 Click the Import button when file is ready

5.19 Once the Import is complete (ignore any warnings) click View Archival description
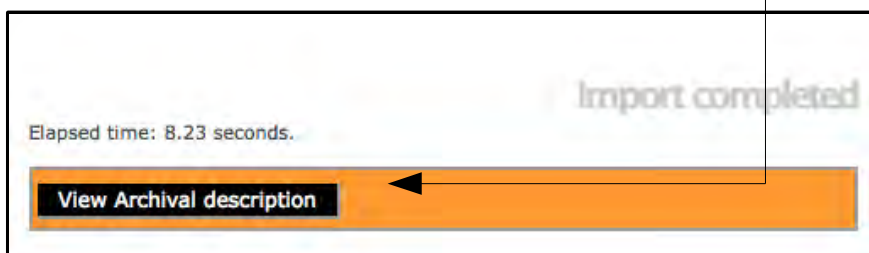
The result of your import is an Item-level archival description in draft status. If you review the context menu on the right side of the screen you will see that the Item needs to be moved into the Arid Dundas Flavelle fonds hierarchy.

5.20 To move the item-level description into the series it belongs to, refer to the next page for instructions on using the move function.

5.21 Click *Aird Dundas Flavelle fonds*

5.22 Click *Mill Photographs* (this is the series you want to import your item-level description into)

5.23 Click Move here to initiate move

Review the context menu on the right side of the screen and you will see that the item-level archival description is nested within the series it belongs to. This is an example of an hierarchical archival description from fonds through series to item-level.

Congratulations! You have completed this tutorial.

Tutorial 6.0: Link Digital Object to archival description

In this exercise you will learn how to link a digital image to an item-level archival description.

6.1 In the item-level archival description view, scroll to the bottom of the screen and click Link digital object.

6.2 Click Browse and select the folder on your desktop entitled "TutorialFiles" and then select the JPEG file on your desktop entitled *loggers_camp_141.jpg*

6.3 Click Create

View the imported digital image, which is now linked with its archival description. Remember to scroll to the bottom of the page to read all the descriptive information.

In this exercise you will learn how to import more than one digital object into an existing archival description.

6.4 Navigate to the *Mill Photographs* Series-level archival description and click Import digital objects.

6.5 In the Import multiple digital objects screen, click Select files.

6.6 On your desktop, select the folder entitled "TutorialFiles" and then select two JPEG files entitled *board_of_directors_141.jpg* and *certificate_141.jpg*.

6.7 In Level of description select Item from the drop-down list

6.8 In Digital objects under Title type *image 02* and under Title type *image 03.* Remember item/image 01 has already been linked to the archival description in the previous exercise.

6.9 Click Import

6.10 Click on Image 01 in the context menu on the right side of the screen and you will see that the archival description is missing required elements.

6.11 Click Edit to add required data to the item-level description with an attached digital object.

See next page for data entry.

6.12 Click Identity area to enter data:

6.12.1 In Identifier type *02*

6.12.2 In Title type *Board of directors*

6.12.3 In Date(s) under Type select *Creation* and in Start type *1922* and in End type *1922*

6.12.4 In Level of description select *Item* from the drop-down list.

6.12.5 In Extent and medium type *1 photograph: b&W; 16x24 cm.*

Identity area

Reference code
CA PMA MS-0495-001-02

Identifier *
02

Title *
Board of directors

Date(s) *

Type	Date	Start	End	
Creation		1922	1922	×
Creation				

Level of description *
Item

Add new child levels

Identifier	Level	Title	
			×

Add new

Extent and medium *
1 photoprint : b&w ; 16x24 cm

6.13 Click Context area to enter data:

6.13.1 In Name of creator(s) type *Flavelle, Aird Dundas*

6.13.2 In Repository type *Port Moody Archives*

6.14 Click Save

The item-level archival description is complete and the digital image is linked.

Navigate to the second digital object you imported entitled *Image 03* and view the archival description. Note the red warnings. This item-level archival description is missing required elements.

6.16 Click Identity area to enter data:

6.16.1 In Identifier type *03*

6.16.2 In Title type *Members certification*

6.16.3 In Date(s) under Type select *Creation* and in Start type *1924* and in End type *1924*

6.16.4 In Level of description select *Item* from the drop-down list.

6.16.5 In Extent and medium type *1 photoprint: b&w; 21x26 cm.*

6.17 Click Context area to enter data:

6.17.1 In Name of creator(s) type *Flavelle, Aird Dundas*

6.17.2 In Repository type *Port Moody Archives*

6.18 In Publication status select *published* from the drop-down list.

6.19 Click Save.

The item-level archival description is complete and the digital image is linked.

6.20 Navigate to the fonds-level archival description for *Aird Dundas Flavelle fonds* and on the right side of the screen in the context menu you will see your 3 digital images in the thumbnail viewer. Try moving the scroll ball left and right to view the thumbnails.

Congratulations! You have completed this tutorial.

Tutorial 7.0: Add / Import Subject Terms

In this tutorial you will learn how to edit an existing archival description and add name access points and subject access points. You will be using terms that exist and creating new terms.

7.1 Select the item-level archival description entitled Item 02 - *Board of directors*
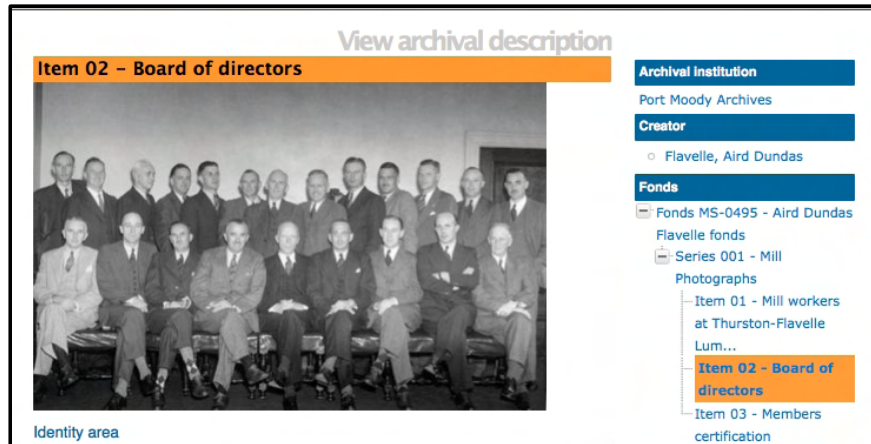
7.2 Click Edit at the bottom of the screen.

7.3 Click Conditions of access and use area to enter data:

7.3.1 In Conditions governing access type *Photograph too damaged to handle*

7.3.2 In Physical characteristics and technical requirements type *There is some water damage to photograph. Conservation treatment is needed.*

7.4 Click Access points and enter data:.

 7.4.1 In Subject access points type *lab* and wait, the auto-complete data entry field will search for the term in the database taxonomy and supply the text labor unions. This is because the term already exists.
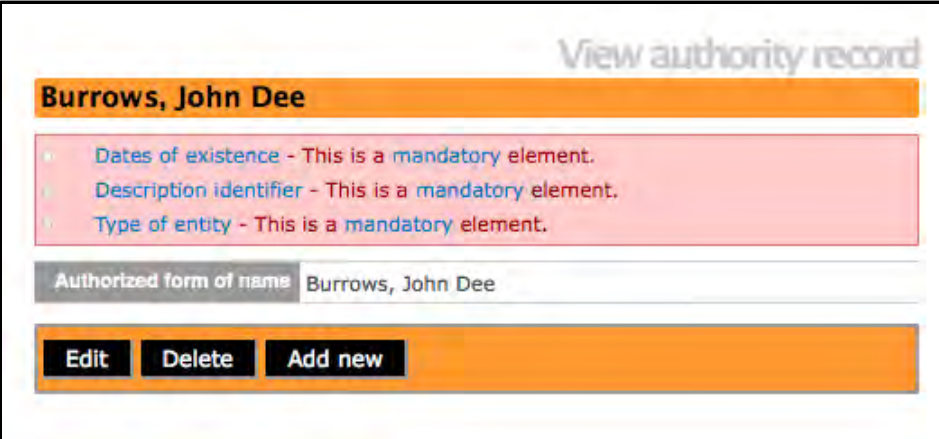
 7.4.2 In Place access points type *Port Moody*

 7.4.3 In Name access points type *Burrows, John Dee* then click on the white space below the data entry box. A new data entry box will appear, type *Simpson,Carl* and in a new box, type *Williams, David.* (Tip: If you make a mistake you can select the "x" to delete individual names).

7.5 Click Save. The item-level archival description should now include the added information. Note that the access points you entered are now hyperlinks. Click *Burrows, John Dee*

The resulting Authority record for Burrows, John Dee requires additional elements to comply with ISAAR; however, we will leave it for now. The important point is that an authority record has automatically been created from the name access point your added to the item-level archival description earlier in the tutorial.
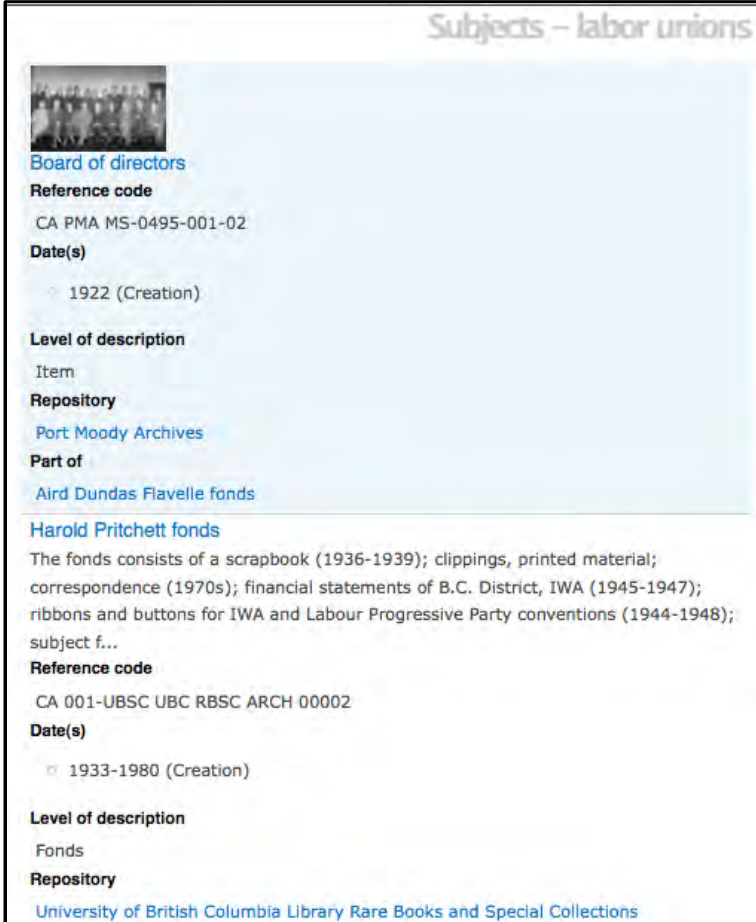
7.6 Use the return arrow on your browser to go back to the item-level archival description.

7.7 Select the subject access point labor unions. The hyperlink should result in a view screen with a list of fonds that contain the subject term labor unions.

In this exercise you will create a hierarchical subject taxonomy and add some of the terms as access points to your resource descriptions. Unlike the previous exercise, the term does not exist.

7.8 Navigate to the homepage and hover your cursor over Add until the drop-down list appears. Click Terms.

7.9 Enter data to create a new term:

7.9.1 In Taxonomy type *Sub.* Wait for the auto-complete menu to show Subjects, then select.

7.9.2 In Name type *business and commerce*

Enter the rest of the data as follows:

7.9.3 In Use for type *business, commerce*

7.9.4 Click Relationships. In Add new narrow terms type into separate fields the following terms:
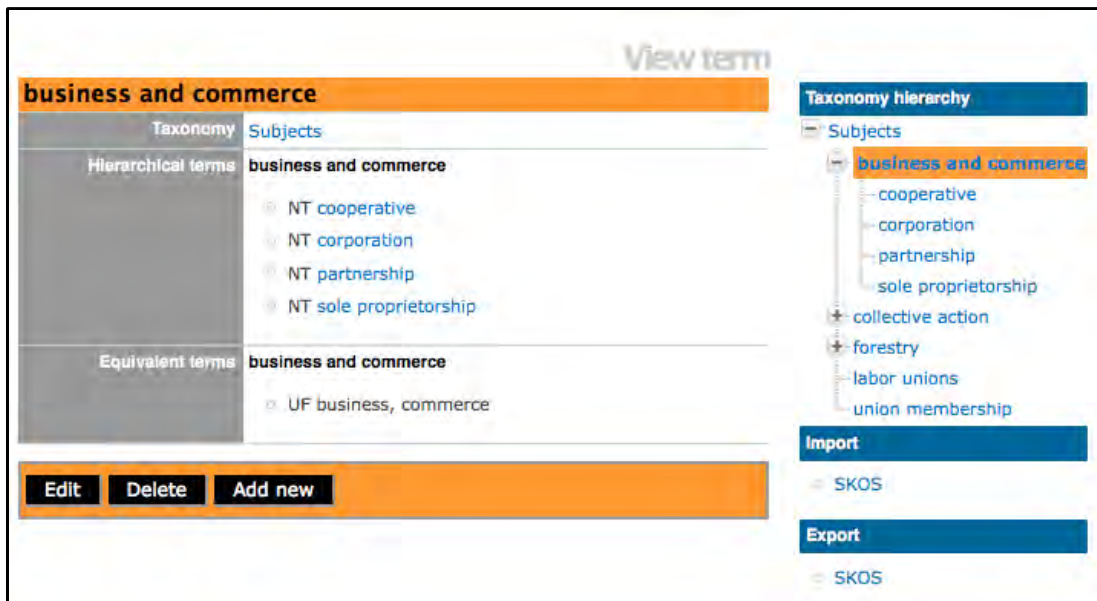
>   *Sole proprietorship*
>   *Partnership*
>   *Corporation*
>   *Cooperative*

7.10 Click Create. Your saved taxonomy term should look like this. Note that you are building a hierarchy of terms which can be easily navigated in the context box on the right.

In this exercise you are going to add a subject term as an access point in an archival description.

7.11 Navigate to the item-level archival description for *Board of directors* and click Edit.

7.12 Select Access points and in Subject access points type *bus* and wait for auto-complete menu then select *business and commerce.*

7.13 Click Save. The new subject term is now included as an access point in the archival description.

In this exercise you will learn how to import a taxonomy term.

7.14 Navigate to the homepage and click Taxonomies
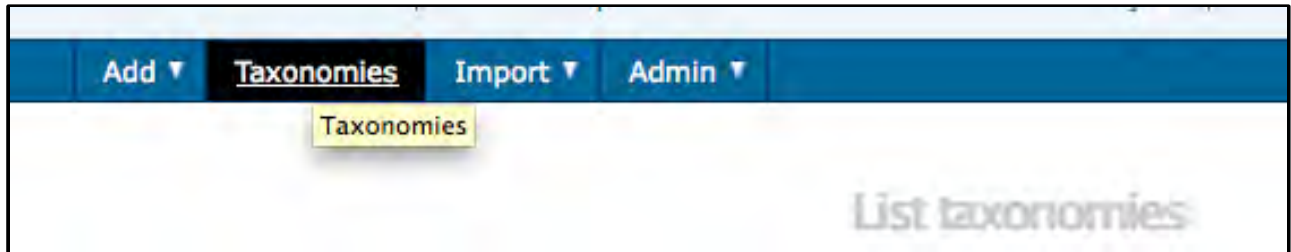
7.15 At the bottom of the List of taxonomies click Next to see the second page.

7.16 Click Subjects

7.17 In the List Subjects screen select Import SKOS

7.18 Click Browse and select folder entitled "TutorialFiles" from desktop and then select XML file entitled *immigration.xml*

7.19 Click Import

Import Subjects (SKOS)

Select a file to import

File

[   ] (Browse...)

The maximum size of file uploads is 8 MB.

Import

7.20 After Import is complete Click View Subjects

Import complete

The following top-level terms were imported

□ immigration and emigration

A total of 2 terms were imported in 1.95s

View Subjects   **Import more Subjects**

The Subject term immigration and emigration has been added to the Subjects Taxonomy

List Subjects

Subjects term	Scope note
business and commerce (4)	
collective action (1)	
forestry (1)	
immigration and emigration (1)	Includes the act of foreigners entering into a country for the purpose of permanent residence and the act of leaving one's country to settle in another. Reasons for doing so, include economic, political, poverty and family.
labor unions	
union membership	

Import
⊚ SKOS

Export
⊚ SKOS

Results 1 to 6 of 6

Add new

7.21 In the Subjects term list Click immigration and emigration to view the term in detail.

7.22 Navigate to the homepage and in the main search box type *immigration*

7.23 Click on the title *Harold Pritchett American immigration status.*The search result located the term immigration in the title of a file-level archival description.

7.24 Click Edit at the bottom of the archival description screen.

7.25 Click Access points and in Subject access points type *imm* and wait. The auto-complete menu will present the new subject term immigration and emigration for you to select.

7.26 Click Save. The subject access point has been successfully added to the file-level archival description. Your archival description now contains a subject access point.

Congratulations! You have completed this tutorial.

Tutorial 8.0: Link Physical Storage

In this tutorial you will learn how to link physical storage to a fonds-level description and an item-level description. You will also learn how to view all the archival resources within a single box.

8.1 Navigate to the Aird Dundas Flavelle fonds archival description and Click Link physical storage

8.2 In Name type *Box 05*

8.3 In Location type *Aisle 04. Shelf 02. Main Repository*

8.4 In Container type select *Hollinger box*

8.5 Click the Save button

Your archival description now contains the physical storage location.. Note that you can enter more than one storage location if needed.

Fonds
- Fonds MS-0495 - Aird Dundas Flavelle fonds
  - Series 001 - Mill Photographs

Export
- Dublin Core 1.1 XML
- EAD 2002 XML

Physical storage
- Hollinger box: Box 05 - Aisle 04. Shelf 02. Main Repository

Now assign *Item 01 – Mill workers at Thurston Flavelle Lumber Mill* to the same box:

8.6 Navigate to the item-level description by clicking on the link in the context menu. You may have to expand the series to see the Item.

Fonds
- Fonds MS-0495 - Aird Dundas Flavelle fonds
  - Series 001 - Mill Photographs
    - Item 01 - Mill workers at Thurston-Flavelle Lum...
    - Item 02 - Bo directors
    - Item 03 - Members certification
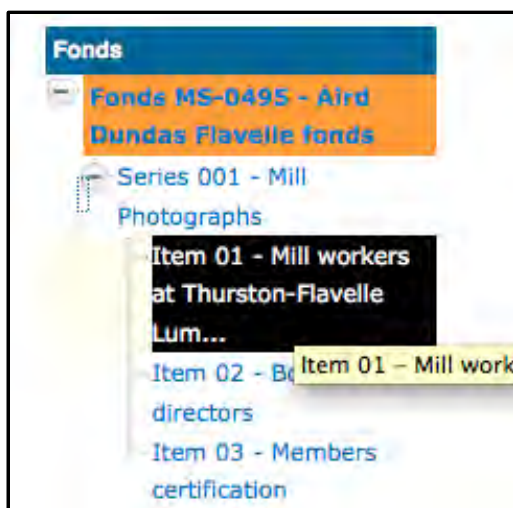
8.7 Click Link physical storage

8.8 Since you have already created a record for Box 05, you can now select it from the drop-down list under add container links (duplicate links will be ignored).

8.9 In Type select *Folder* from the drop-down list.

8.10 Click Save

8.11 View the item-level archival description and note that in the context menu box the Physical Storage is linked.

8.12 To see the contents of Box 05, click on the box link in the context menu. See results on next page.

The View physical storage screen shows a list of Box 05's contents.

Congratulations! You have completed this tutorial.

Tutorial 9.0: Browse /Add function

In this tutorial you will browse an existing function and create a function.
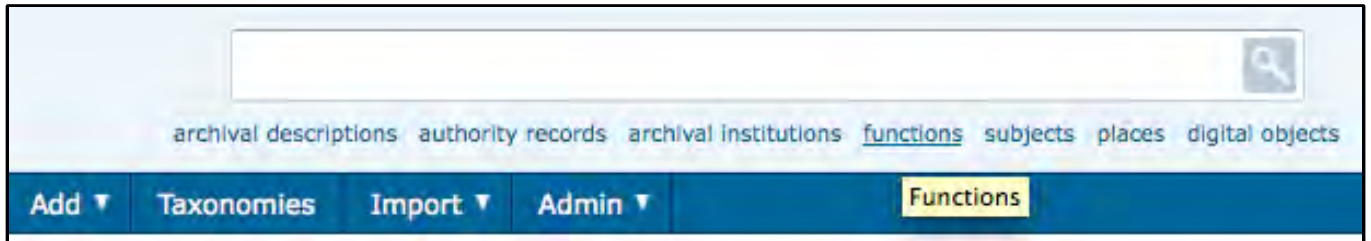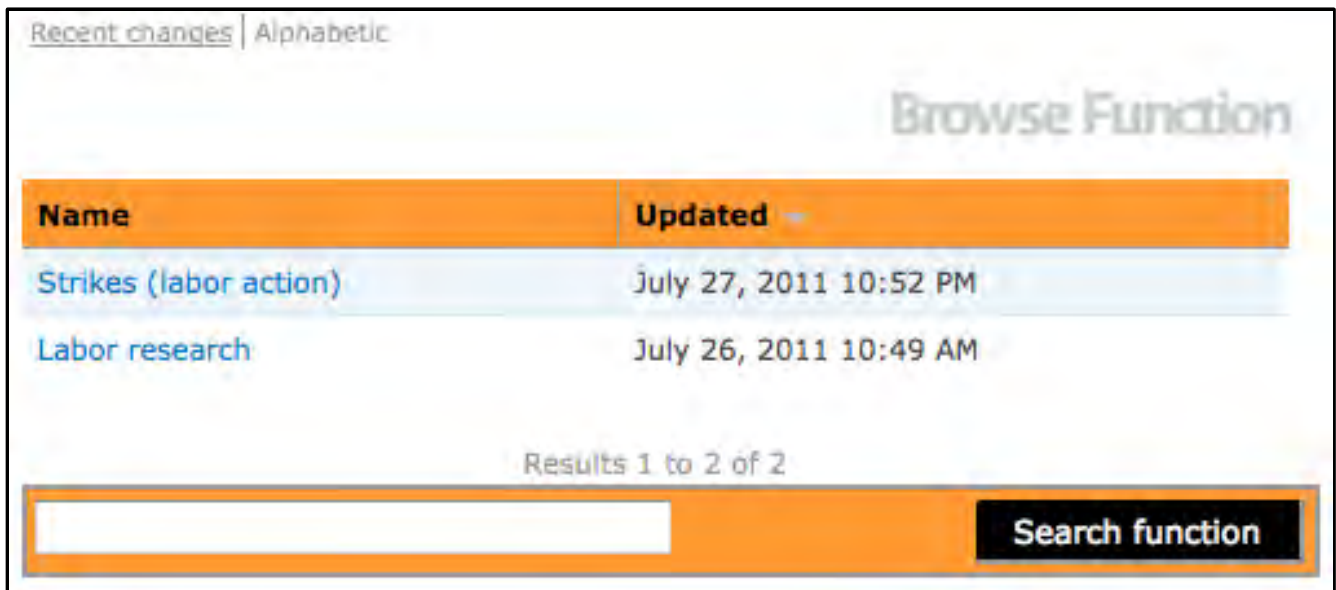
9.1 Navigate to the homepage and in the browse menu Click Functions

The Browse Function screen provides a list of all available functions.

9.2 Click *Strikes (labor action)*

9.3 Viewing the function let's you see a description of the function and the resources that share a relationship with the function. Click on the Title of the first related resource.

View ISDF function

Strikes (labor action)

Identity area

Type	Activity
Authorized form of name	Strikes (labor action)

Context area

Description	Strikes usually consist of some type of work stoppage and are usually employed in the context of negotiations between labor and management.

Relationships area

Related resource	**Title**
	Lumber Workers Industrial Union strike literature
	Identifier
	CA 001-UBSC UBC RBSC ARCH 00001-JDHP 003-sf1
	Nature of relationship
	Records relating to the activity. This literature was created during loggers' strikes in 1934.
	Dates of the relationship
	1934
Related resource	**Title**
	I.W.A. District Council No.1 fonds
	Identifier
	CA 001-UBSC UBC RBSC ARCH 00004
	Nature of relationship
	Contains records relating to activity.

Control area

Description identifier	CA-LAB-01
Status	Draft
Level of detail	Partial
Dates of creation, revision or deletion	July 26, 2011 (creation)

Edit   Delete   Add new

The function is included in the archival description of this file

9.4 To create a function navigate to the homepage and hover your cursor over Add.

9.5 Click Functions from the drop-down list.
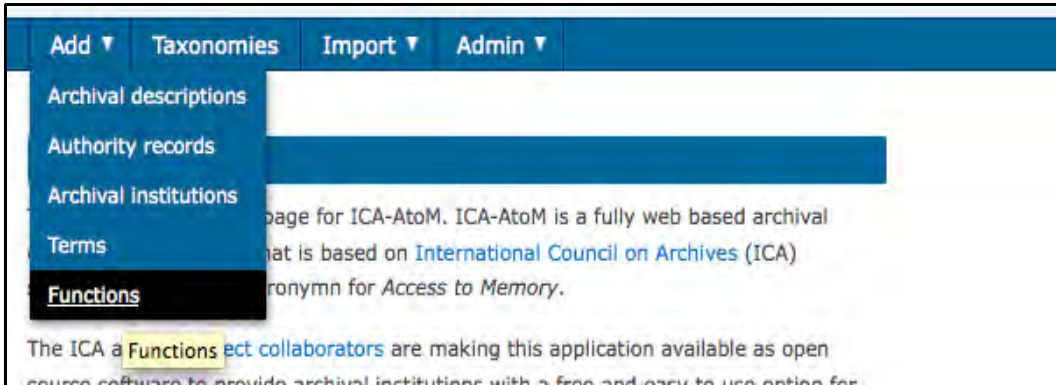
9.6 In the Edit Function screen Click Identity area and enter data:

9.6.1 In Type select *Activity* from the drop-down list. Note that the ISDF tooltips are available to help you.

9.6.2 In Authorized form of name type *Preparing logs*

9.7 In the Edit Function screen Click Context area and enter data:

 9.7.1 In Dates type *1918-1955*

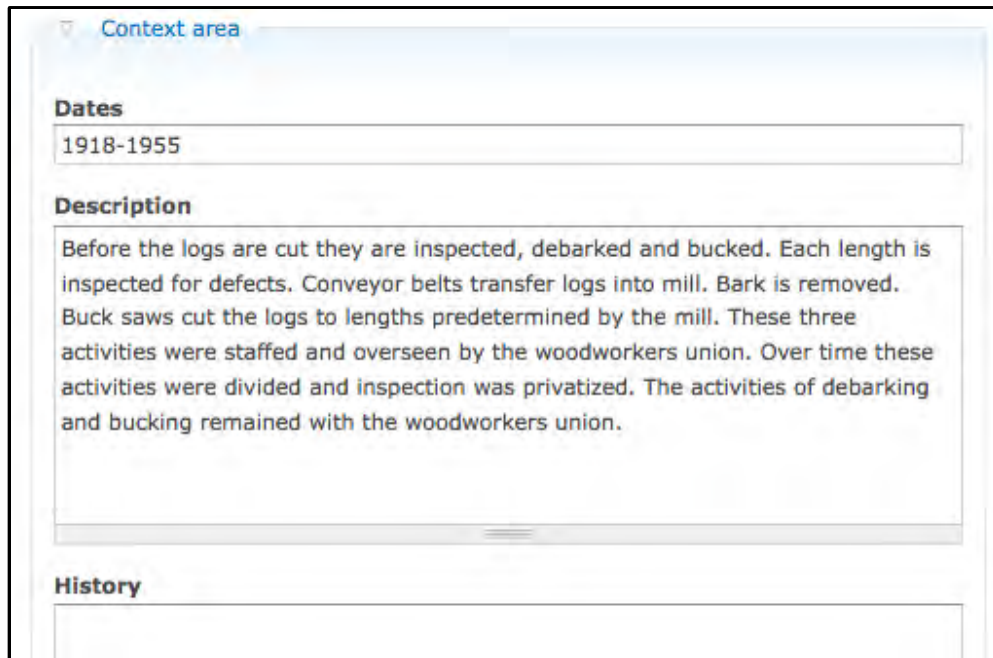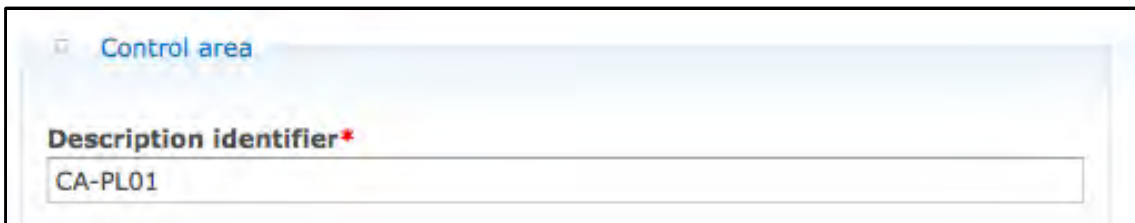 *9.7*.2 In Description type *Before the logs are cut they are inspected, debarked and bucked. Each length is inspected for defects. Conveyor belts transfer logs into mill. Bark is removed. Buck saws cut the logs to lengths predetermined by the mill. These three activities were staffed and overseen by the woodworkers union. Over time these activities were divided and inspection was privatized. The activities of debarking and bucking remain with the woodworkers union.*

9.8 Click Control area and enter data:

 9.8.1 In Description identifier type *CA-PL01*

9.9 Click Create

9.10 Click Edit and Select Relationships area to enter data:

9.10.1 In Related authority record Click Add new. A dialog box will appear to enter data.

9.10.2 In Authorized form of name type *Thu* and wait for the drop-down list of authority records, select *Thurston-Flavelle Mill*

9.10.3 In Nature of relationship type *One of the main activities conducted at the Thurston-Flavelle Mill was preparing logs.*

9.10.4 In Date Start type *1920* and Date End type *1944*

9.10.5 Click Submit

9.11 In Related resources click Add new.

     9.11.1 In Title type *Fonds* and wait for the drop-down list of archival descriptions. Select *Fonds MS-0495- Aird Dundas Flavelle fonds*

     9.11.2 In Nature of relationship type *Correspondence discusses the cost of preparing logs and methods to streamline the activities.*

     9.11.3 In Date Start type *1938* and in Date End type *1942*

     9.11.4 Click Submit

9.12 Click Save
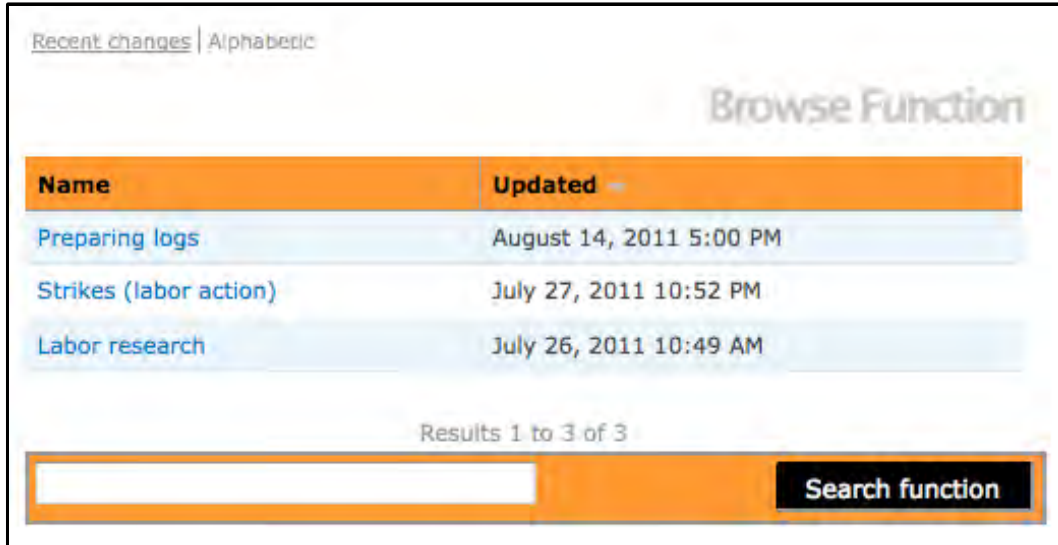
9.13 Click on the blue resource links and you will see that the function "preparing logs" has been added to the Thurston-Flavelle Mill authority record and the function "CA-PL01-Preparing logs" has been added to the Aird Dundas Flavelle fonds archival description.

9.14 Navigate to the homepage and select Functions from the Browse menu. Preparing logs has been added to the list of available functions.

Congratulations! You have completed this tutorial.

Tutorial 10: Administer ICA-AtoM

In this tutorial you will be carrying out some basic administrative activities – managing user accounts, changing description templates, creating a new static page, adding a menu, changing user interface labels and translation functions. All of these administrative functions are accessed via the Admin tab in the main menu bar.

10.1 Navigate to the homepage and hover your cursor over Admin and Click Users

10.2 View the List of users and Click Add new to enter data:

10.2.1 Select Basic info and in Username type *Volunteer 01*

10.2.2 In Email type *volunteer@archives.com*

10.2.3 In Password type ABC123, retype the same thing in Confirm password

10.2.4 Select Access control and in User groups select Contributor from the drop-down list

10.2.5 In Allowed languages for translation select Dutch

10.3 Click Create

Your saved account should look like this:

Users can be assigned different access privileges to create, edit and delete descriptions and taxonomy terms on an individual basis or Users can be affiliated with a Group, such as Contributor, and then they can inherit the privileges of the Group.

There are many ways to refine a user's permissions and demonstrating all of them is beyond the scope of this tutorial. In the View user profile screen, there is a grey menu directly above the user's profile.

10.4 Click on Archival description permissions in this menu. The screen will show the permissions that the user has to create, update and delete Archival descriptions. These can be limited to a specific archival institution.

As the Administrator you can change the permissions to Grant or Deny. The term Inherit means that the User inherits the general permissions associated with their group, in this case Contributor.

Change description template

ICA-AtoM includes different templates for creating and editing resource descriptions: the International Standard for Archival Description (General) (ISAD[G]), Canadian Rules for Archival Description (RAD), Dublin Core and Metadata Object Description Schema (MODS).

10.5 Under Admin Click Settings

10.6 Select Default Template and switch from ISAD(G) to RAD.

10.7 Click Save

Navigate to some of your archival descriptions to view them in RAD. You will see that both the view screen and edit screen will now contain RAD fields and field labels. In many cases red warnings will be visible because required elements for compliance with the RAD standard are missing.

You may wish to change the template back to ISAD(G) for the rest of the workshop.

Add a new static page

Administrators can edit or add new static pages (i.e., html pages) in ICA-AtoM.

10.8 Navigate to Admin and select Static pages from the list.

10.9 Click Add new

10.10 In Title type *Exhibits*

10.11 In Slug type *exhibits* (this creates a permanent link to this static page)

10.12 In Content type *The Port Moody Archives is currently showing early 20th-century panoramic photographs in its public gallery. The exhibit closes September 8, 2011.*

10.13 Click Create

View Result
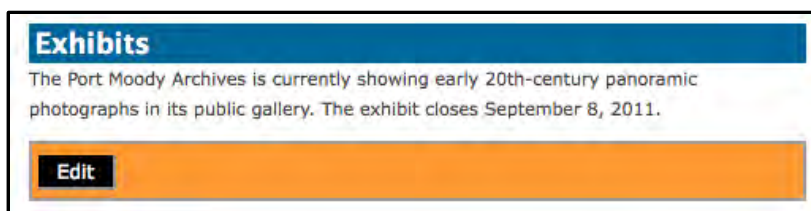
Administrators can add, edit, delete and move menus in ICA-AtoM. In this exercise, you will create a new menu for exhibits.

10.14 Select Admin and click Menus

10.15 Click Add new at the bottom of the page.

10.16 In the Edit menu add the following data:
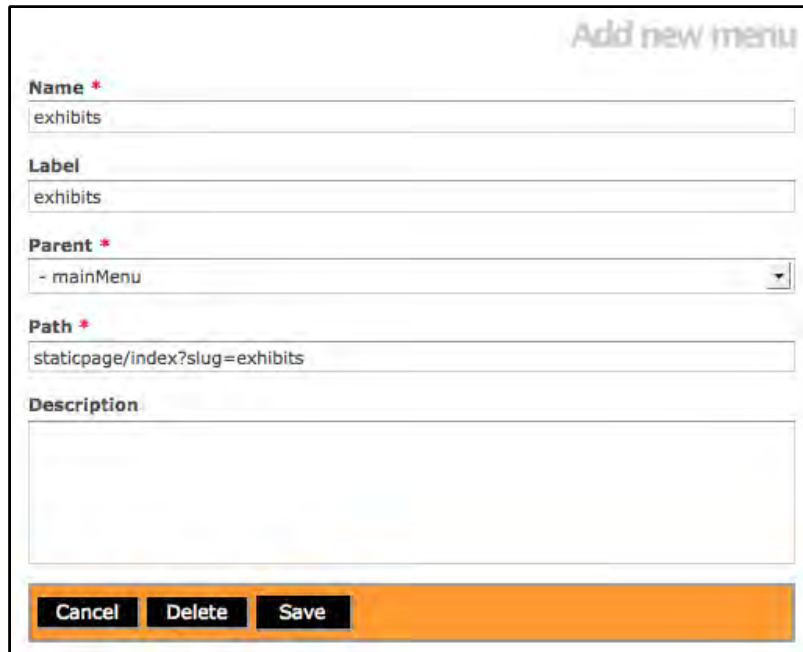
    10.16.1 In Name type *exhibits*

    10.16.2 In Label type *exhibits*

    10.16.3 In Parent select -*mainMenu*

    10.16.4 In Path type *staticpage/index?slug=exhibits*

10.17 Click Save

Add new menu

Name *
exhibits

Label
exhibits

Parent *
- mainMenu

Path *
staticpage/index?slug=exhibits

Description

Cancel   Delete   Save

Once the menu is saved you will see a link to it in the main menu bar. This is because you selected "main menu" as the parent menu when you created it. By placing the menu for exhibits in the main menu bar it allows an Administrator easy access to edit the static page when updating information about changing exhibits.

Add ▼   Taxonomies   Import ▼   Admin ▼   exhibits

Exhibits
The Port Moody Archives is currently showing early 20th-century panoramic photographs in its public gallery. The exhibit closes September 8, 2011.

Edit

Customize user interface labels

Administrators can change the labels that appear on ICA-AtoM's view, edit and list screens.

10.18 Navigate to Admin and select Settings.

10.19 Select User interface label and change data:

　　　　10.19.1 In repository change Archival institution to *Archival repository*

10.20 Click Save

Site settings

▷ Global

▷ Site information

▷ Default page elements

▷ Default template

▽ User interface label

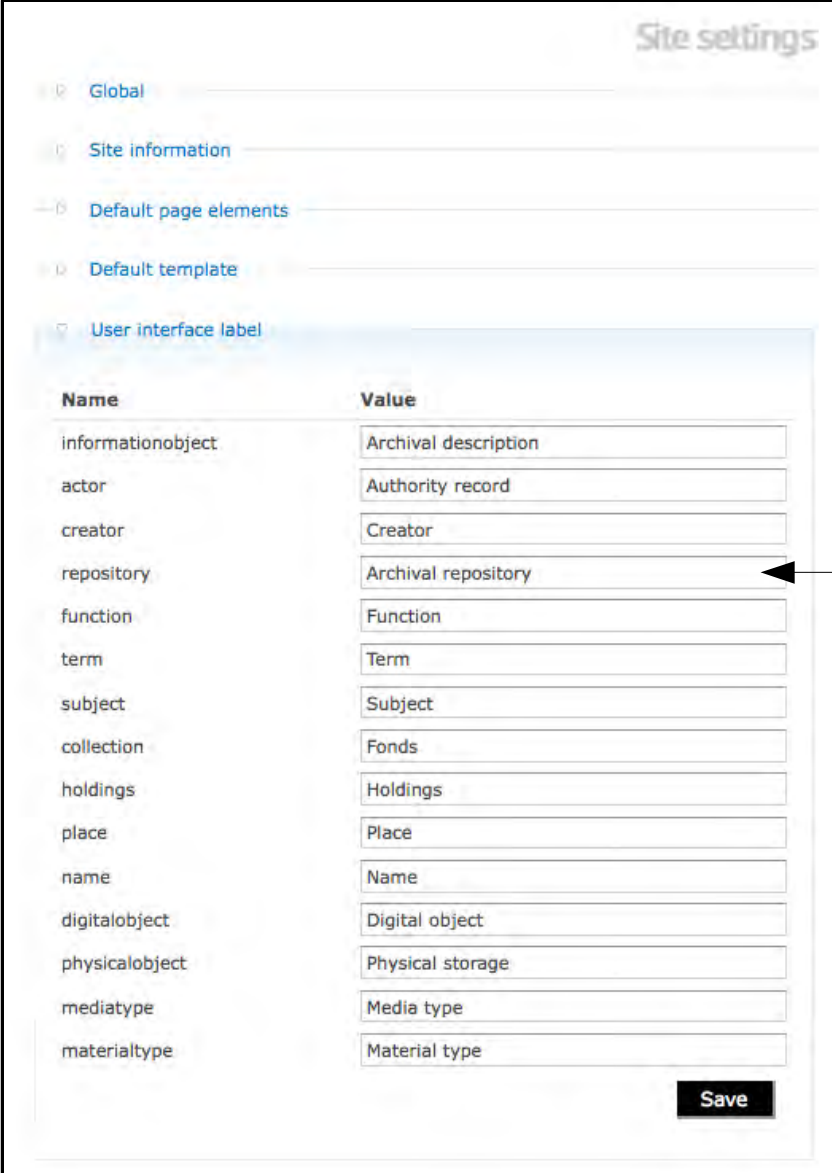| Name	Value
informationobject	Archival description
actor	Authority record
creator	Creator
repository	Archival repository
function	Function
term	Term
subject	Subject
collection	Fonds
holdings	Holdings
place	Place
name	Name
digitalobject	Digital object
physicalobject	Physical storage
mediatype	Media type
materialtype	Material type

Save

10.21 Navigate to one of your archival descriptions. You will see that "Archival institution" has been changed to "Archival repository" in the context menu.
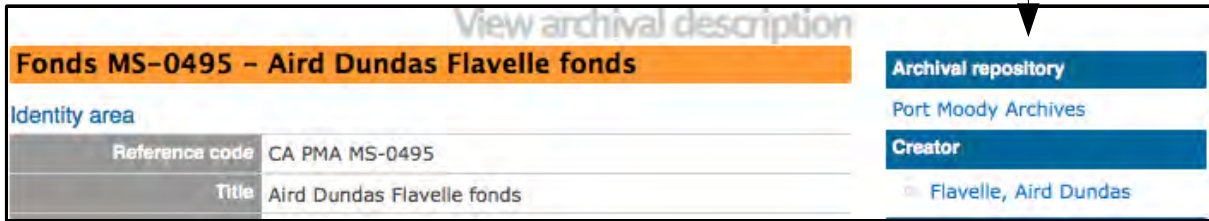
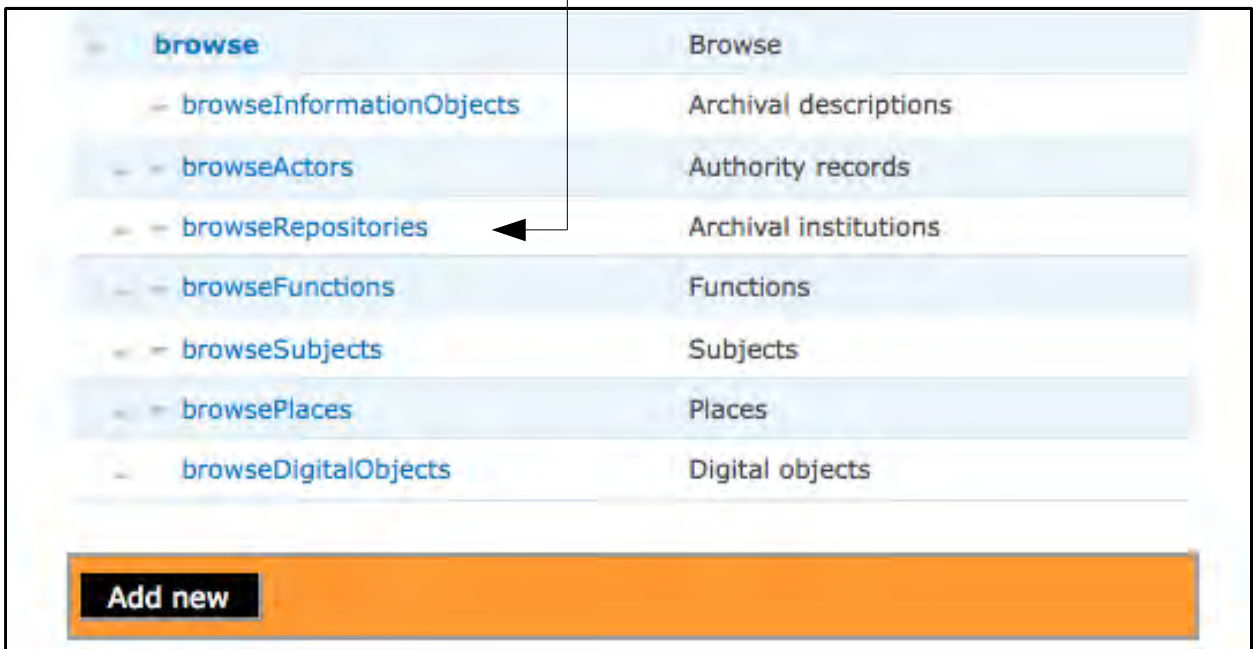10.22 Navigate to the description for the Port Moody Archives. You will see that in the screen title "Archival institution" has been changed to "Archival repository"
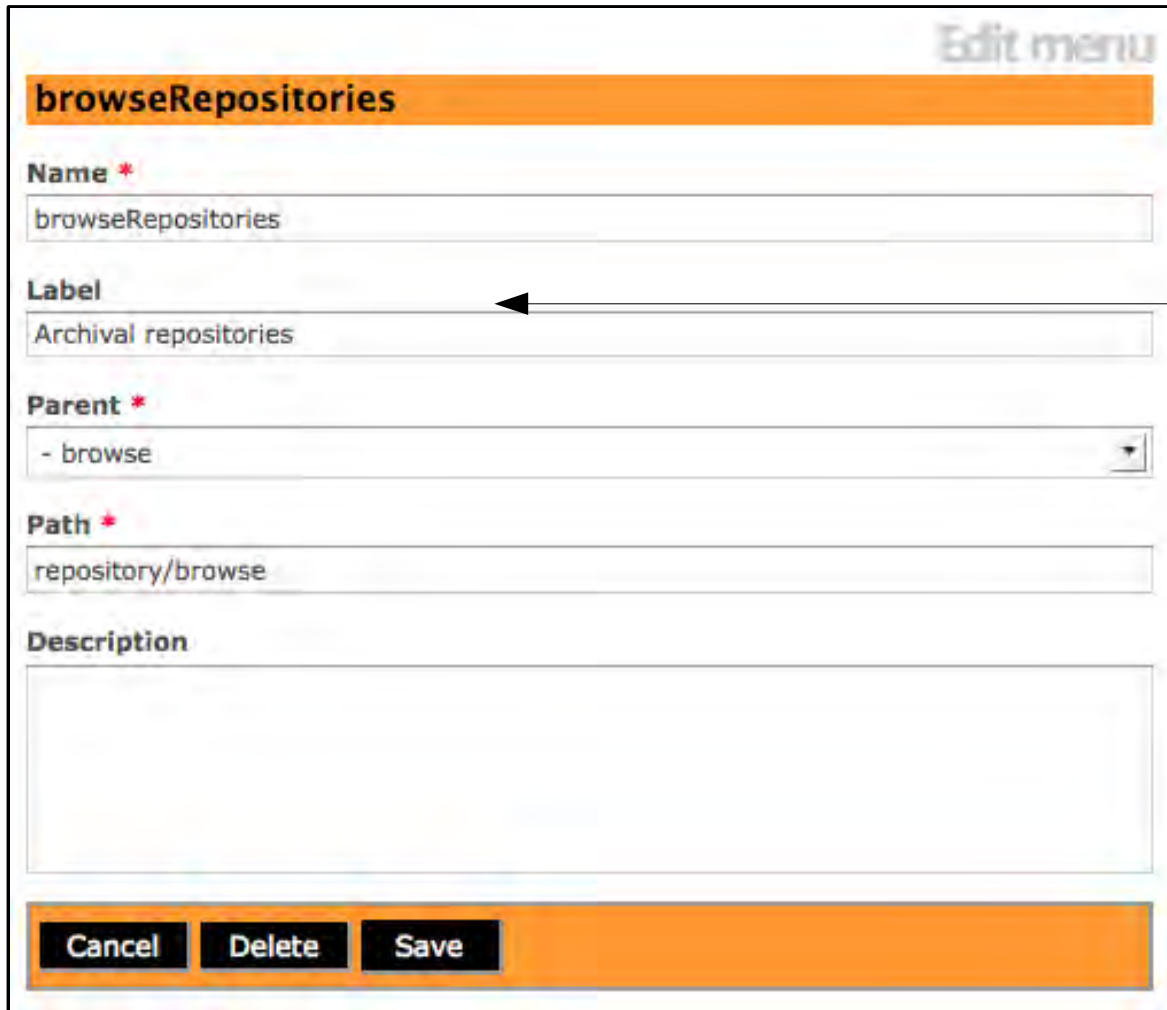

10.23 To change the browse menu label from "archival institutions" to "archival repositories" hover your cursor over Admin and select Menus from the drop-down list.

10.24 Select browseRepositories

10.25 In Label change the text to *Archival repositories*

10.26 Click Save

The browse box now lists "archival repositories" instead of institutions.
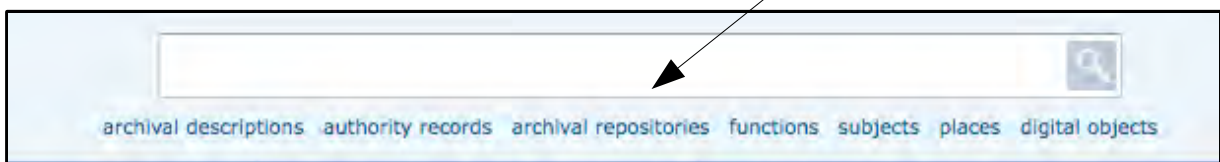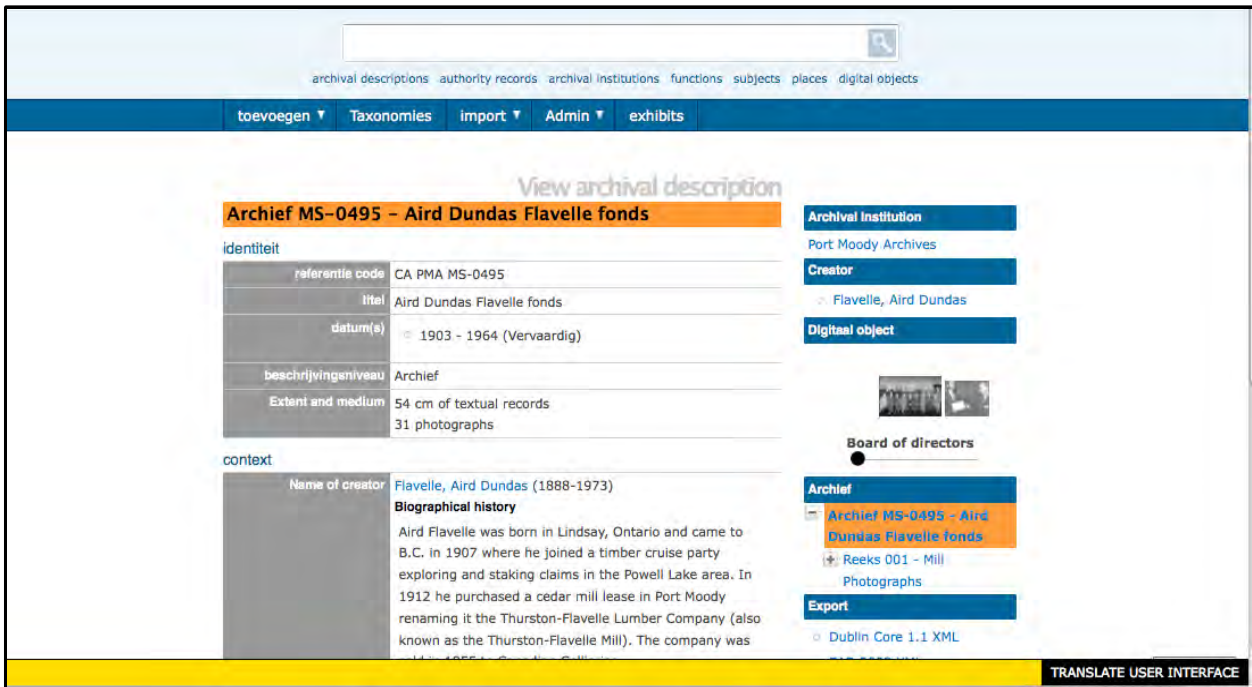
Translating records

In ICA-AtoM you can create records in English, French, Spanish, Dutch etc... All records and taxonomy terms can be translated into another language.

10.27 Navigate to the homepage and select the desired language in the top left-hand corner of the screen.

10.28 Click on the language of your choice. For this exercise we will select Dutch.

As you can see many of the labels are translated. The work of translation for ICA-AtoM labels and terms is provided by volunteers. This means that as features are added and the program changes, translation needs are ongoing. See below for an example of both the labels and the content in Dutch (note that the ICA-AtoM template has been modified in this example).

Congratulations! You have completed this tutorial.   You are finished with the Training Manual. Well done!