# Connecticut

A project of: Connecticut League of History Organizations If your system is not yet ready, use the Sandbox for practice.



Log-in info

User Name:

Administrator

Password:

Bristol<sub>1</sub>

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
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- Best Practices

# **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

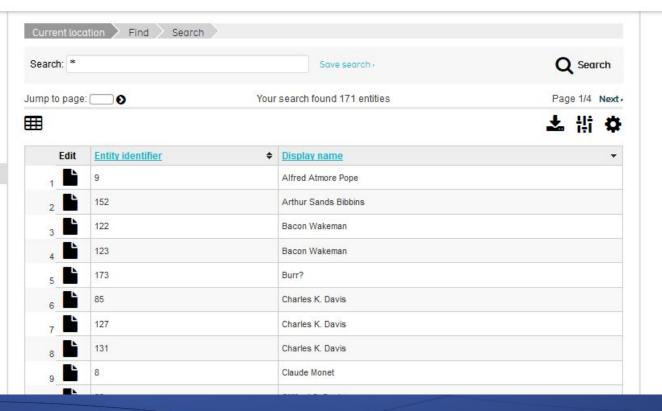
## Cleanup

See the records that need to be changed

### New Data Entry

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

ADVANCED SEARCH BROWSE



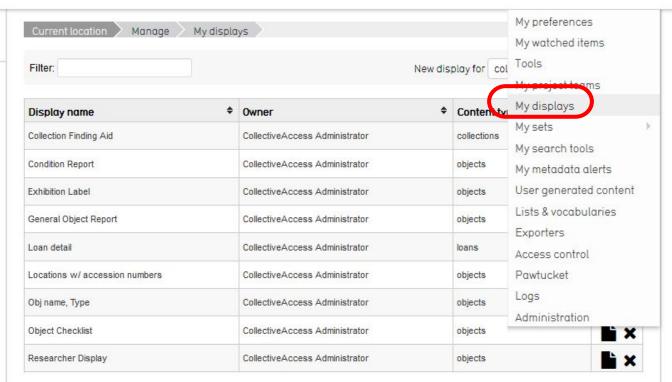
#### MANAGE > My displays



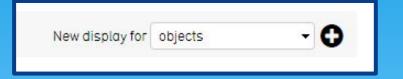
NEW FIND MANAGE IMPORT HISTORY

YOUR DISPLAYS:

9 displays are available



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

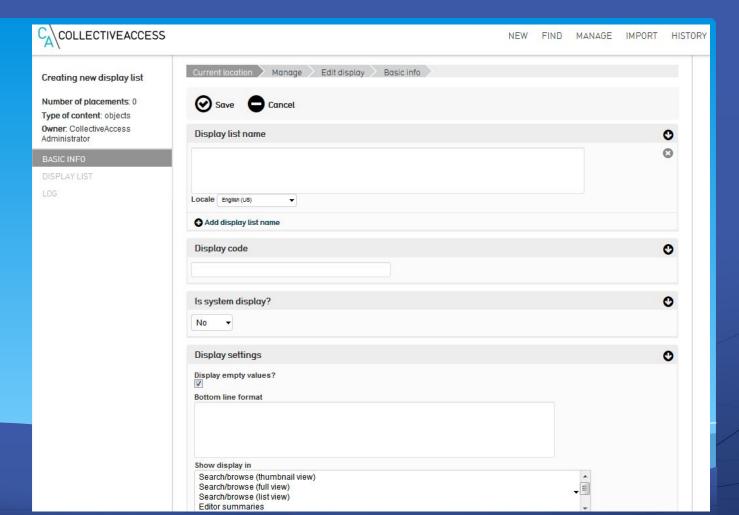


tor, click the

#### 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.



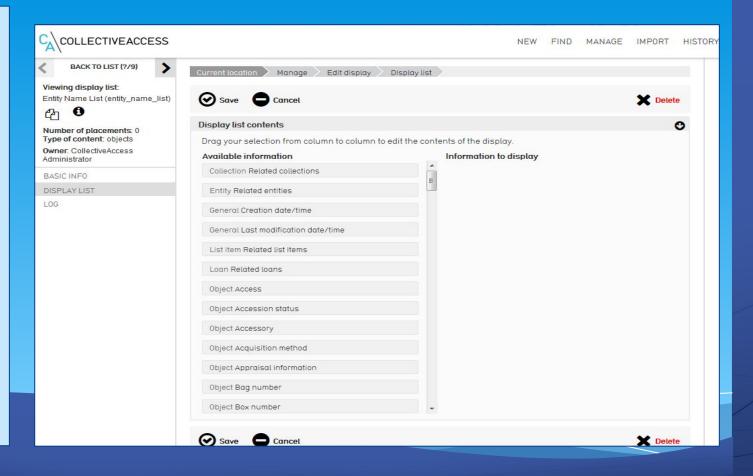
#### New Display Screen

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.



# SETS

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

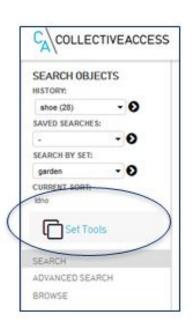
Possible uses:

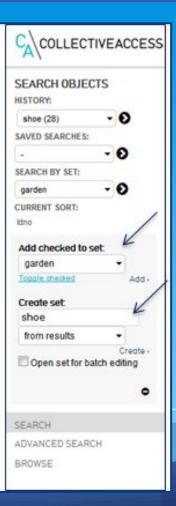
Exhibitions; Catalog projects; Important objects/records; Frequently searched groupings

## Creating a new set

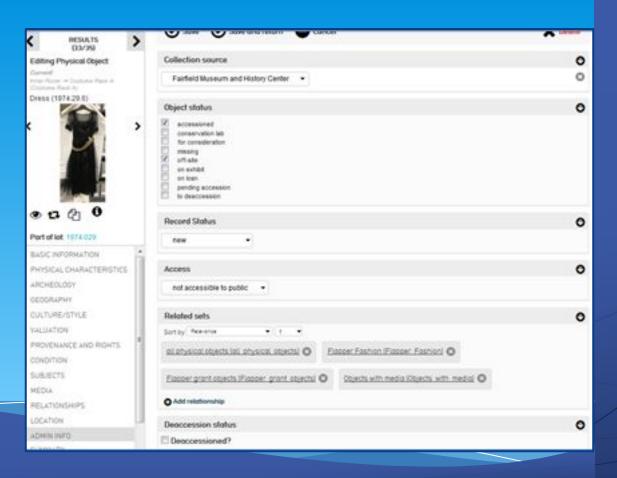
Can access this from a couple different ways.

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



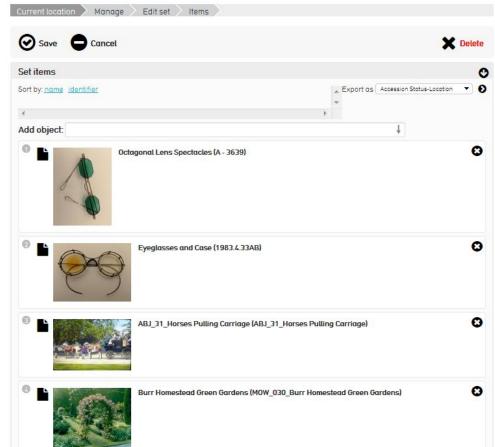


Where can I see what sets my objects are related to?









# 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**

#### 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 SessionI	Friday, April 06, 2018 11:19 AM Bob McDougall	1
	Exploring Storage Hierarchy	Tuesday, March 27, 2018 9:18 AM Diane Lee (Administrator)	16
П	Welcome to the CTCo Forum!	Tuesday, March 20, 2018 10:36 AM	3

# Questions??

