Vital Public Interface

Vital functionality enables access to digital repositories, and the Vital interface provides access to end users, staff, and administrators.

# Introduction

* Introduction of trainer and trainees
* Introduction to Vital

# Vital Portal and Public Access

* Access Portal Overview
* Public - Global View
* Show All
* Results display page
	+ Quick Collection
* Searching
	+ Simple
	+ Advanced
	+ Search History
	+ Browse
	+ Expert
	+ Personal Author pages
		- Highlights
		- Most accessed
		- Recent Additions
* Vital Resources
	+ Help
	+ Disclaimer, Privacy, Copyright, Contact
	+ Changing Language
* Viewing Objects
	+ Item Display page
		- Citation & Handle
		- Datastream table
		- Metadata
		- Statistics
		- Save/email citation
		- Viewing datastreams
		- Communities and Collections
* Browse Communities and Collections
* Searching Communities and Collections

# Access Control and Management

* Consortia and Access Control
* Working with Sites
	+ Default Site
	+ Add a new site
	+ Manage sites
* Access Control
	+ Manage Groups
		- Create, Edit, and Delete Groups
		- Assign permissions to the Group
	+ Users
		- Create, Edit, and Delete Groups
		- Managing & assigning to group(s)
* Objects page
	+ Object permissions per group
* Data Stream page
	+ Data Stream permissions per group

# Working with Objects

* Managing Communities and Collections
	+ Creating new community
		- Deleting a community
	+ Creating new collection
		- Deleting a collection
	+ Using quick collection to add existing objects to a collection
* Contributing new objects
	+ Contribute an individual item (Vital Admin)
	+ Contribute a batch load (Vital Admin)
	+ Batch Load (brief discussion)
	+ Single submission (Valet) (brief discussion)
* Working with Objects
	+ Updating Object Properties
	+ Delete Object
	+ Downloading FOXML
	+ Removing object from a site
		- Removing from repository
	+ Indexed Metadata
	+ Adding Datastream to an object
	+ QuickEdit XML (show MARCXML & DC)
	+ Replace Data Stream
	+ Delete Data Stream
	+ Lock Data Stream

# Single Submission - Valet

* Submission
* Review
* Approval (publication)

# Additional Functions

* Customizing the Vital interface (for a site) via Settings
	+ Appearance
	+ Metadata
	+ Slideshow
* Icons
	+ Add icon
	+ Manage icons
* Reporting
	+ Statistics
	+ Administrative Reports
	+ Diagnostics Page
* Indexing
	+ Repository Indexing
	+ Indexing Configuration
		- What is Xpath?
	+ Multiple schemas
		- Adding a new index
		- Editing an existing index

This publication is supplied for the exclusive use of customers of Innovative Interfaces with the understanding that it shall not be shown or distributed to anyone outside of the customer's organization without the prior written permission of Innovative Interfaces. This publication may be copied only if the copies are for the exclusive use of staff members of libraries that have purchased the Innovative system.

© 2022, Innovative Interfaces, Inc.