

# Things I wish I'd known...



AtoM tips, tricks, and gotchas

# User inactivity logout time limit





# User inactivity logout time limit

Did you know? By default, AtoM will automatically log you out of the application after 30 minutes of inactivity. This is a security measure in case you accidentally leave a logged in browser session open.

However, it also means that if you spend too long working on a single record without pausing to save, your data will be lost! When you try to save, AtoM will direct you to the login page.

Be sure to save your work periodically to prevent this from happening!

# User inactivity logout time limit

This setting can be adjusted by a system administrator in a configuration file found at: `config/factories.yml`

See: <https://www.accesstomemory.org/docs/latest/admin-manual/customization/config-files/#config-factories-yml>

Look for the following:

```
user:  
  class: myUser  
  param:  
    timeout: 1800 # Session timeout in seconds
```



# User inactivity logout time limit

**WARNING:** Some users have reported that increased values still seem to logout sooner than expected.

For example, a value of 80 minutes (`timeout: 4800`) has been reported to actually keep a user logged in between 55-70 minutes.

This is likely caused by a bug in Symfony (the PHP framework AtoM uses) that we have not been able to address.

We don't recommend setting this value much higher than 80 minutes anyway, as it could have unexpected results. Please make it a habit to save regularly!

# User inactivity logout time limit

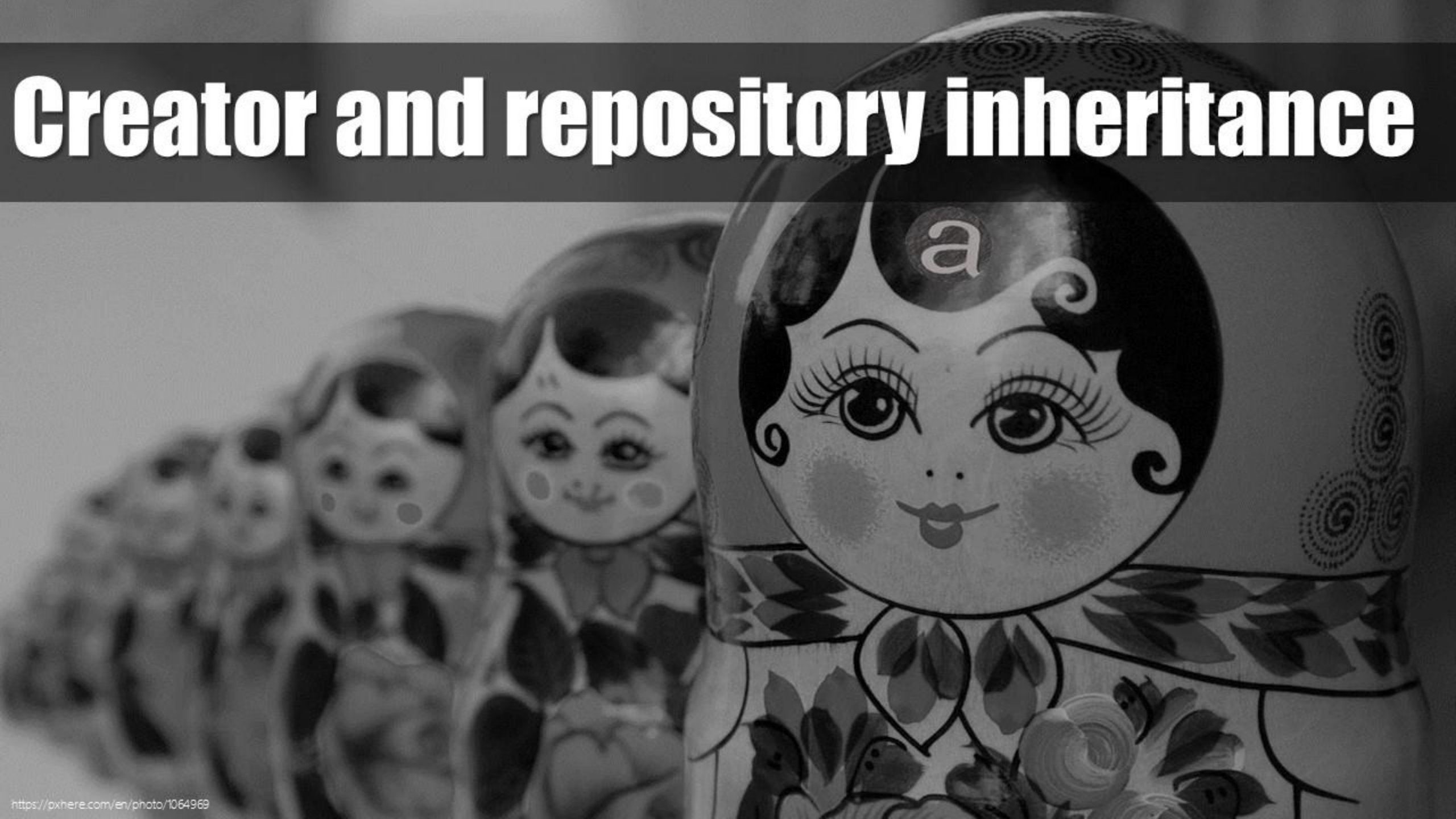
**BONUS TIP:** Many browsers have free extensions or add-ons that can automatically save web form data (like AtoM's edit templates) as you work, and recover it if it is lost.

Search the web store for your preferred browser to find options.

**NOTE:** We have NOT tested the use of these ourselves, and cannot recommend a specific extension. If you find one you like, why not share with the community in the [AtoM User Forum](#)?



# Creator and repository inheritance



# Creator and repository inheritance

There's no need to add creators or repositories at lower levels – AtoM will inherit these automatically. In fact, there can be negative consequences to do doing so!

- Creator's authority record becomes crowded with links to related descriptions, making it less useful as an entry point for users
- When custom permissions are applied to users or groups, this adds more checks that must be performed before each page load, which can slow performance

<b>Identity area</b>	
Reference code	ON00120 007-4
Title	6. Lisgar St. Looking North Sudbury, Ontario - Robert Brown Ltd - Duplicate Benjamin Film Labs.
Date(s)	• [between 1955 and 1965] (Creation)
Level of description	Item
Extent and medium	1 photograph: col, mounted on slide
<b>Context area</b>	
Name of creator	Steinberg, Israel "Irving" (1919 - 2011)
Repository	City of Greater Sudbury Archives
<b>Content and structure area</b>	
Scope and content	Item is a picture of a city street, cars, and buildings.
<b>Allied materials area</b>	
Existence and location of copies	Item has been digitized. Prints of image may be requested. Email <a href="mailto:archives@greatersudbury.ca">archives@greatersudbury.ca</a> for more information.
<b>Notes area</b>	
Note	Gordon Brown, Robert Brown's son used to take professional photographs of Sudbury and sell them at Robert Brown Jewelers. Image used with permission of Robert Brown Jewelers.
<b>Access points</b>	
Place access points	• <a href="#">Canada</a> » <a href="#">Ontario</a> » <a href="#">Sudbury, Greater</a>



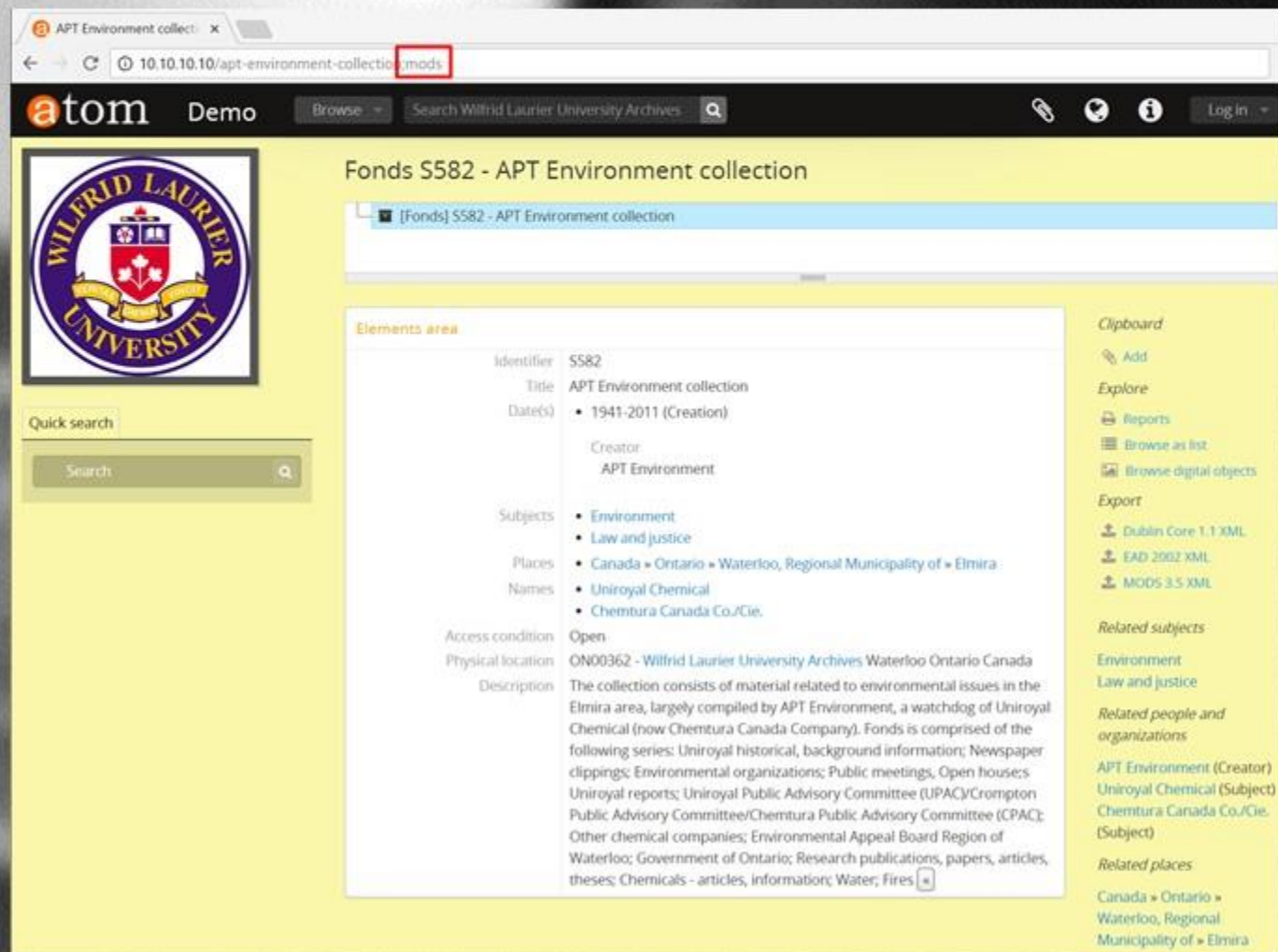
# Preview data in another template



# Preview data in another template

You can preview data in another standard without having to edit, by adding a semi-colon and the standard's abbreviation to the end of its URL:

Standard template	Add to URL
ISAD(G)	;isad
RAD	;rad
DACS	;dacs
Dublin Core	;dc
MODS	;mods



The screenshot shows a web browser window with the URL `10.10.10.10/apt-environment-collection/mods`. The page is titled "Fonds S582 - APT Environment collection" and displays a preview of the collection in the MODS (Metadata Object Description Schema) format. The preview includes fields such as Identifier (S582), Title (APT Environment collection), Dates (1941-2011), Creator (APT Environment), Subjects (Environment, Law and justice, Canada, Ontario, Waterloo, Regional Municipality of, Elmira), Places (Elmira), Names (Uniroyal Chemical, Chemtura Canada Co./Cie.), Access condition (Open), Physical location (ON00362 - Wilfrid Laurier University Archives Waterloo Ontario Canada), and Description (The collection consists of material related to environmental issues in the Elmira area, largely compiled by APT Environment, a watchdog of Uniroyal Chemical (now Chemtura Canada Company). Fonds is comprised of the following series: Uniroyal historical, background information; Newspaper clippings; Environmental organizations; Public meetings, Open houses; Uniroyal reports; Uniroyal Public Advisory Committee (UPAC)/Crompton Public Advisory Committee/Chemtura Public Advisory Committee (CPAC); Other chemical companies; Environmental Appeal Board Region of Waterloo; Government of Ontario; Research publications, papers, articles, theses; Chemicals - articles, information; Water; Fires).

The page also features a "Quick search" bar, a "Clipboard" section with links to Dublin Core 1.1 XML, EAD 2002 XML, and MODS 3.5 XML, and a "Related subjects" section with links to Environment, Law and justice, and Related people and organizations.



# ASCIIbetical not Alphabetical sort



# ASCIIbetical not Alphabetical sort

AtoM's sort is not what is called a "natural sort" – in fact, doing a perfect alphabetic sort in a multilingual international application can be quite difficult!

Currently, AtoM's sorting is what is sometimes called ASCIIbetical – that is, it sorts based on the ASCII table. This means that: capitalization, punctuation, accents, and other special characters all affect the sort order.

	-0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-A	-B	-C	-D	-E	-F
0-					-	~	.		°		~	€	✓			
1-		0001	0002	0003	00C9	00D8	00D9	00E7	00DA	0009	00D0	00D6	00C7	000D	000E	000F
2-		0010	0011	0012	0013	0014	0015	0016	0017	0018	0019	001A	001B	001C	001D	001E
3-		!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/
4-		0000	0021	0022	0023	0024	0025	0026	0027	0028	0029	002A	002B	002C	002D	002E
5-		0	1	2	3	4	5	6	7	8	9	:	;	<	=	>
6-		0030	0031	0032	0033	0034	0035	0036	0037	0038	0039	003A	003B	003C	003D	003E
7-		@	A	B	C	D	E	F	G	H	I	J	K	L	M	N
8-		0040	0041	0042	0043	0044	0045	0046	0047	0048	0049	004A	004B	004C	004D	004E
9-		P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^
A-		0050	0051	0052	0053	0054	0055	0056	0057	0058	0059	005A	005B	005C	005D	005E
B-		`	a	b	c	d	e	f	g	h	i	j	k	l	m	n
C-		0060	0061	0062	0063	0064	0065	0066	0067	0068	0069	006A	006B	006C	006D	006E
D-		p	q	r	s	t	u	v	w	x	y	z	{		}	~
E-		0070	0071	0072	0073	0074	0075	0076	0077	0078	0079	007A	007B	007C	007D	007E
F-		€		,	f	„	...	†	‡	^	%	Š	<	œ		Ž
		20AC		201A	201B	201C	201D	201E	201F	2020	2021	2022	2023	2024	2025	2026
		‘	’	“	”	•	-	—	~	™	š	>	œ		ž	ÿ
		2018	2019	201C	201D	2022	2013	2014	202C	2122	2181	203A	2153		217E	217F
A-		;	ç	£	¤	¥	¦	§	¨	©	ª	«	¬	®	¯	°
B-		00A0	00A1	00A2	00A3	00A4	00A5	00A6	00A7	00A8	00A9	00AA	00AB	00AC	00AD	00AE
C-		°	±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾
D-		00B0	00B1	00B2	00B3	00B4	00B5	00B6	00B7	00B8	00B9	00BA	00BB	00BC	00BD	00BE
E-		À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î
F-		00C0	00C1	00C2	00C3	00C4	00C5	00C6	00C7	00C8	00C9	00CA	00CB	00CC	00CD	00CE
		Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ
		00D0	00D1	00D2	00D3	00D4	00D5	00D6	00D7	00D8	00D9	00DA	00DB	00DC	00DD	00DE
		à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î
		00E0	00E1	00E2	00E3	00E4	00E5	00E6	00E7	00E8	00E9	00EA	00EB	00EC	00ED	00EE
		ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ
		00F0	00F1	00F2	00F3	00F4	00F5	00F6	00F7	00F8	00F9	00FA	00FB	00FC	00FD	00FE



# ASCIIbetical not Alphabetical sort

	-0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-A	-B	-C	-D	-E	-F
0-																
1-																
2-																
3-																
4-																
5-																
6-																
7-																
8-																
9-																
A-																
B-																
C-																
D-																
E-																
F-																

## "Bitter Paradise: The Sell-Out of East Timor" fonds

Fonds • 1985 - 1997

The fonds consists primarily of video recordings of interviews, meetings, and other events in the United Kingdom, the United States, East Timor and Indonesia. It contains the work of Briere, Elaine

## 1st Coniston Wolf Cub Pack

CA 000120-027 • Fonds • October, 1948 - January, 1954

This fonds consists of one scrapbook created by the 1st Coniston Wolf Cub Pack. It contains a photograph of the first 1st Coniston Wolf Cub Pack and individual photographs of the members of the 1st Coniston Wolf Cub Pack.

## A. Richard King fonds

CA 000120-027 • Fonds • Copied 2007 (originally created 1963-1964)

The fonds consists of copy prints of photographs taken by Choooutla and their school life in and around Carcross, Yukon. Subjects include King, A. Richard, 1919-2005

## A.H. Howard fonds

CA 0000012-5C115 • Fonds • 1880-1914

Fonds consists of drawings, watercolours and designs of A. H. Howard. The fonds contains sketchbooks in which Howard drew Ontario landscapes and towns, and other subjects. Howard, A. H., fl. 1889-1904

## APT Environment collection

CA 0000362-5582 • Fonds • 1941-2011

The collection consists of material related to environmental issues in the Yukon. The collection is the property of the APT Environment. The collection is the property of the APT Environment.

## Aaron Moulton fonds

CA 0000012-5582 • Fonds • 1897 - 1898

The fonds consists of copies of four hand-written (and transcribed) letters. The letters were written by Aaron Moulton while he spent in the Yukon's Klondike from 1897-1898. Also included is a list of names of the Klondike miners. Moulton, Aaron

Double quotes will appear before letters

Numbers appear after punctuation but before letters

Spaces will affect sort order as well

Capital letters appear before lower case letters

# ASCIIbetical not Alphabetical sort

Some other examples:

- `Za` would appear before `aardvark` (capitalization matters)
- Numbers without leading zeroes would sort: 1, 10, 100, 11, 2, etc
- Leading spaces will affect sort order
- Accented characters will sort later than non-accented ones - and a capitalized accented character will sort differently than one that is not  
`'test'` will appear before `"test"` (different special characters will sort in a different order)

Using leading zeroes where applicable can help! (e.g. 001, 002, 003)



# Filter search and browse pages



# Filter search and browse pages

Did you know there is an easy way to limit a results to the descriptions of a particular archival unit (e.g. a fonds or collection), or the holdings of a particular repository?

AtoM has facets available on the search/browse page for these, but by default they only show the top 10 matching results, which sometimes aren't enough to find the specific records you need.

However, you can get to these options another way!

Narrow your results by:

LANGUAGE ^	
Unique records	632
English	632
French	8
PART OF ^	
All	
Nathanael Spady fonds	145
Kantokoski (Koski), Kolvula & Korpela...	56
Heit Family	45
Alex Potter fonds	21
Chelmsford Women's Institute	21
St. John the Evangelist Catholic Yout...	21
Irving Steinberg Sudbury Slide Collec...	18
Denis Landry	15
Querney Family	7
Allon Peebles personal papers	5
ARCHIVAL INSTITUTION ^	
All	
Wilfrid Laurier University Archives	312
City of Greater Sudbury Archives	231
Art Gallery of Ontario	48
Burlington Historical Society	16
University of British Columbia Archiv...	12
Women's College Hospital Archives	10
Yukon Archives	3



# Filter search and browse pages

Options in right-hand context menu on archival description view page:

- **Browse as list:** will take you to a browse page limited to the current hierarchy
- **Browse digital objects:** will take you to a browse page showing all descriptions in the current hierarchy with a digital object

## Fonds 016 - Kantokoski (Koski), Koivula & Korpela Family

The screenshot displays the archival description view for Fonds 016 - Kantokoski (Koski), Koivula & Korpela Family. The left sidebar shows a hierarchical tree structure:

- [Fonds] 016 - Kantokoski (Koski), Koivula & Korpela Family
  - [Sous-fonds] .1 - Ann Eva Chisholm (nee Kantokoski/Koski)
  - [Series] 1 - Kantokoski (Koski) Family
  - [Series] 2 - Koivula Family
    - [File] 1 - Photographs
      - [Item] 1 - Amalia Koivula with Grandchildren
      - [Item] 2 - Ida Marie Koivula - Victor Lehti
      - [Item] 3 - Sisters L - front row: Oscar + Julia Koivula Maki with Lilja Back row: Oliva + Oscar - R - front row Eeva Annikka [...]

The main area shows a photograph of Amalia Koivula with Grandchildren. Below the photo is a slider and the text "Amalia Koivula with Grandchildren". At the bottom, it says "Results 1 to 10 of 34" and "Show all".

The right-hand context menu is open, showing options:

- Clipboard
  - Add
- Explore
  - Reports
  - Inventory
  - Browse as list**
  - Browse digital objects**
- Import
  - XML
  - CSV
- Export
  - Dublin Core 1.1 XML
  - EAD 2002 XML
- Finding aid
  - Delete
- Download

The "Browse as list" and "Browse digital objects" options are highlighted with a red box.

Identity area: ON00120 016

# Filter search and browse pages

Filter tag indicates page is limited to selected hierarchy

Can now use facets and advanced search filters to explore further within this collection.

Narrow your results by:

- PART OF
  - All
  - Kantokoski (Koski), Koivula & Korpela... 56
- CREATOR
  - All
  - Chisholm, Ann Eva (nee Kantokoski/... 1
  - Kantokoski (Koski), Koivula & Korpela... 1
- NAME
  - All
  - Chisholm, Ann Eva (nee Kantokoski/... 1
  - Kantokoski (Koski), Koivula & Korpela... 1
- PLACE
- GENRE
- LEVEL OF DESCRIPTION
- MEDIA TYPE

Showing 57 results  
Archival description

Kantokoski (Koski), Koivula & Korpela ... x

Advanced search options

Print preview Export CSV View: Sort by: Most recent

34 results with digital objects Show results with digital objects

**Photographs**

ON00120 016-2-1 • File • 1906 - Before 2000 •  
Part of Kantokoski (Koski), Koivula & Korpela Family  
File consists of nine photographs of the Korpela family.

**Koivula Family**

ON00120 016-2 • Series • [ca. 1906] - [2011?] •  
Part of Kantokoski (Koski), Koivula & Korpela Family  
Series consists of one annotated photocopy of a computer printout of the Koivula family tree, beginning with Henrik Jakobsson Koivula; a photocopy of a handwritten family tree concerning descendants of Susanna Sanna Johansdotter Saarela Koivula; a...

**Matti Nikolai Kantokoski b. 4.1.1868 - Father of Juho (John) Lempi, Saimi, Matias (Ma...**

ON00120 016-1-1-2-1 • Item • [193-?] •  
Part of Kantokoski (Koski), Koivula & Korpela Family  
One annotated print copy of a black and white photograph of Matti Nikolai Kantokoski and his wife Maria Sofia sitting in a horse-drawn cart, while a young boy stands beside them holding a bicycle.

**Ann Eva Chisholm (nee Kantokoski/Koski)**

ON00120 016-1 • Sous-fonds • [192-?] • 1973 •  
Part of Kantokoski (Koski), Koivula & Korpela Family  
Sous-fonds consists of photographs and various textual material.  
Chisholm, Ann Eva (nee Kantokoski/Koski)



# Filter search and browse pages

Archival institution view page includes a list of all linked holdings (descriptions).

There is a browse option above the holdings list that will take you to a browse page limited to the holdings of the current repository.



The screenshot displays the City of Greater Sudbury Archives website. On the left, the 'Holdings' section features a search bar and a 'Browse 18 holdings' button, which is highlighted with a red rectangle. Below this, a list of holdings is shown, including '1st Coniston Wolf Cub Pack', 'Charles Bibby', 'Chelmsford Women's Institute', 'Doris Landry', 'Eva Cram', 'Heit Family', 'Irving Steinberg Sudbury Slide Collection', 'Jim Dufour', 'Kantokoski (Koski), Koivula & Korpela Fa...', and 'Michael Kelly'. At the bottom of the holdings list, it indicates 'Results 1 to 10 of 18'.

The main content area on the right is titled 'City of Greater Sudbury Archives' and features the city's logo. Below the logo, there is a section for 'Identity area' with fields for Identifier (ON00120), Authorized form of name (City of Greater Sudbury Archives), Parallel form(s) of name (Archives de la Ville du Grand Sudbury), and Type (Municipal, Community). A 'Contact area' section provides the address (5 Lindsley Street, Falconbridge, Ontario P0M 1S0), telephone (705-688-3965), fax (705-699-1919), and email (archives@greatersudbury.ca). A 'Description area' section states that the Archives serves the entire population of the City of Greater Sudbury and its institutions by acquiring, preserving, and providing access to records of enduring value.


On the far right, a 'Clipboard' section includes an 'Add' button and a 'Primary contact' section with the address '5 Lindsley Street, Falconbridge, Ontario P0M 1S0' and an 'Email' button.

# Filter search and browse pages


Filter tag indicates page is limited to selected repository's top-level descriptions.

Remove top-level filter tag to see all levels linked to the current repository. Use facets and filters to refine further.


Narrow your results by:

**LANGUAGE** 


- Unique records 18
- English 18
- French 3


**ARCHIVAL INSTITUTION** 


- All
- City of Greater Sudbury Archives 18


**CREATOR** 


- All
- Chelmsford Women's Institute 1
- Bibby, Charles 1
- Cram, Eva (nee Wolotko) 1
- The Canadian Bank of Commerce, Su... 1
- O'Flynn Cash Grocery 1
- St. John the Evangelist Catholic Yout... 1
- Soroptimist Club of the Sudbury Nick... 1
- 1st Coniston Wolf Cub Pack 1
- Kantokoski (Koski), Koivula & Korpela... 1
- Dufour, Jim 1


**NAME** 

**PLACE** 

**SUBJECT** 



**GENRE** 


**LEVEL OF DESCRIPTION** 

 Showing 18 results  
Archival description

City of Greater Sudbury Archives x Only top-level descriptions x

Advanced search options


Print preview Export CSV View:   Sort by: Most recent

1 results with digital objects  Show results with digital objects

**Heit Family**  
ON00120 015 • Fonds • 1939-1974  
This fonds consists of photographs and various textual material.  
Heit (family)

**Jim Dufour**  
ON00120 019 • Fonds • ca. 1916  
This fonds consists of one VHS copy of a Mond Nickel film, originally recorded on 16mm film.  
Dufour, Jim

**Irving Steinberg Sudbury Slide Collection**  
ON00120 007 • Collection • [between 1955-1965]  
Colour slides depicting various sights in and around Sudbury in the late 1950s and early 1960s. Some of the slides are numbered suggesting they were part of a larger slideshow on Sudbury. Slides may have been collected to support claims related ...  
Steinberg, Israel "Irving"

 **Stevens Family**  
Fonds • 1926  
This fonds consists of one DVD copy of a VHS copy of a film, originally on 16mm.  
Stevens Family

**Walden Garden Club**



# Put a zebra in it!



# Put a zebra in it!

AtoM's autocomplete fields can sometimes make it difficult to find the record you want – especially if you have many records with the same title!

Related descriptions

- Fonds CA ON00012 SC069 - Gallery 44 Centre for Contemporary Photography fonds
- Series CA ON00034 2012-004-10 - Photographs
- Series ON00120 008-4 - Photographs
- Series ON00120 015-.1-1 - Photographs
- Series ON00120 015-1 - Photographs
- Series ON00120 016-.1-1 - Photographs
- Series CA ON00362 S747-1 - Photographs
- Series CA ON00362 U251-10 - Photographs, songs, newspaper clippings
- Series CA ON00362 S743-2 - Photographs
- Series - Photographs (draft)



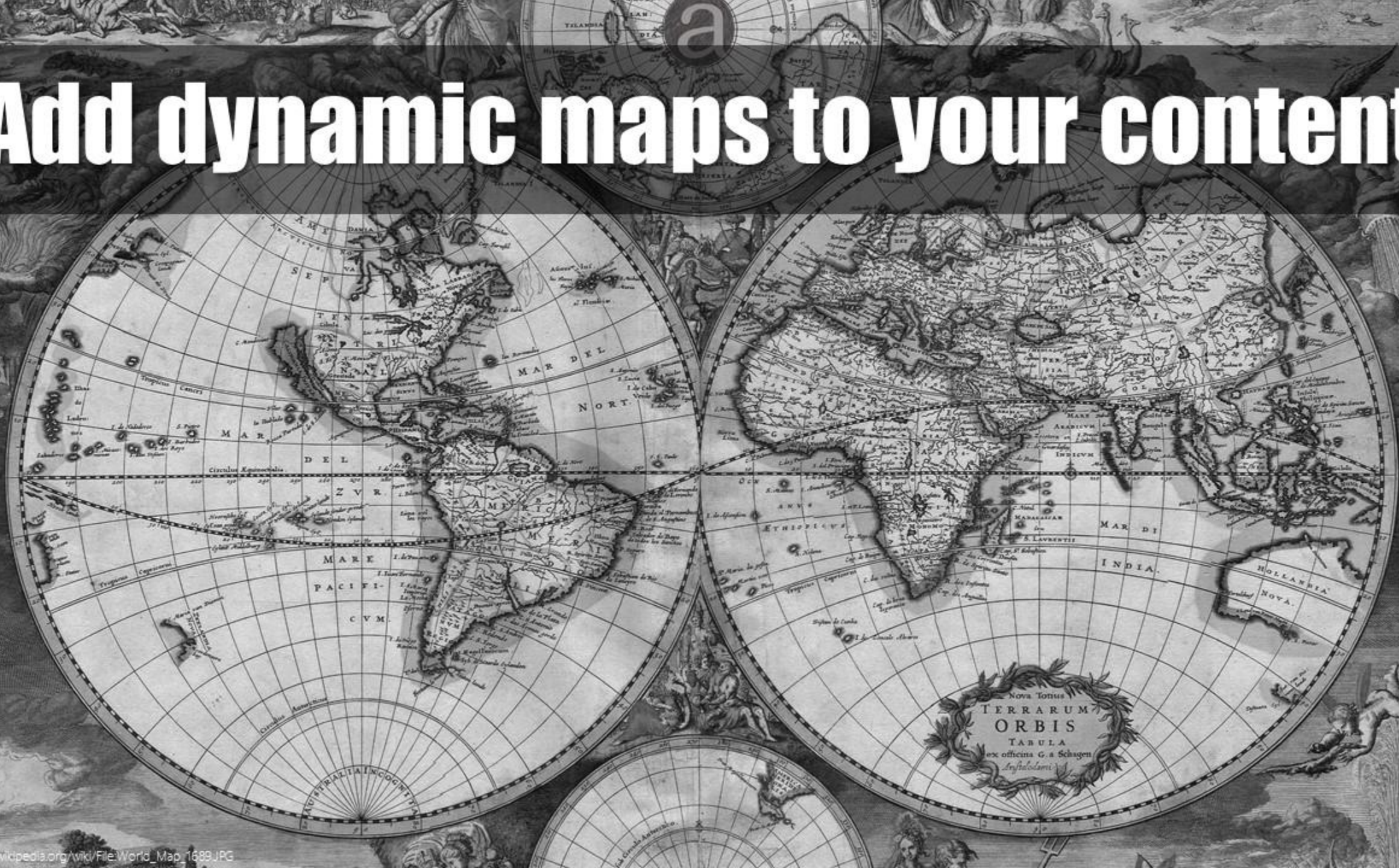
# Put a zebra in it!

## One simple workaround:

- Go to the description you want to link and enter edit mode
- Add a unique word (like "zebra") to the title
- Go back to the target description and search for zebra in the autocomplete
- Link your records
- Return to the related description and re-edit the record to remove the unique keyword



# Add dynamic maps to your content





# Add dynamic maps to your content

If you have a **Google Maps API Key**, you can add dynamic maps to your repository record, or to digital objects for basic geo-tagging!

First, add the API key in **Admin > Settings > Global**:

Google Maps Javascript API key (for displaying dynamic maps)	<input type="text" value="ElzaSyBH5Rwf5X6-gKGVl2lRRVmyj7eRiwG1Ryp"/>
Generate archival description reports as public user	<input checked="" type="radio"/> yes <input type="radio"/> no
Cache description XML exports upon creation/modification	<input type="radio"/> yes <input checked="" type="radio"/> no
<input type="button" value="Save"/>	

# Add dynamic maps to your content

For repository records, just add latitude and longitude values in the Contact area.

**Pro tip:** there is a CLI task that can attempt to fetch lats and longs based on the existing address info!



Upload limit

0.88 of 26 GB (3%) (Edit)

Holdings

Search holdings

Browse 18 holdings

1st Coniston Wolf Cub Pack  
Charles Bibby  
Chelmsford Women's Institute  
Denis Landry  
Eva Cram  
Heit Family  
Irving Steinberg Sudbury Slide Collection  
Jim Dufour

City of Greater Sudbury Archives

Archival institution City of Greater Sudbury Archives



Other languages available



Identity area

Identifier	ON00120
Authorized form of name	City of Greater Sudbury Archives
Parallel form(s) of name	<ul style="list-style-type: none"><li>Archives de la Ville du Grand Sudbury</li></ul>
Type	<ul style="list-style-type: none"><li>Municipal</li><li>Community</li></ul>

Clipboard

Add

Primary contact

5 Lindsley Street  
Falconbridge, Ontario P0M  
1S0

Email



# Add dynamic maps to your content

For digital objects, first navigate to Settings > Default page elements, and enable the Digital object map setting.

**Pro tip:** This won't work if you don't add the API key first!

## Default page elements

Enable or disable the display of certain page elements. Unless they have been overridden by a specific theme, these settings will be used site wide.


Name	Value
Logo	<input checked="" type="checkbox"/>
Title	<input checked="" type="checkbox"/>
Description	<input type="checkbox"/>
Language menu	<input checked="" type="checkbox"/>
Digital object carousel	<input checked="" type="checkbox"/>
Digital object map	<input checked="" type="checkbox"/>
Copyright status filter	<input checked="" type="checkbox"/>
General material designation filter	<input checked="" type="checkbox"/>

Save

# Add dynamic maps to your content

Then you can navigate to a description with a digital object, and in the Digital object metadata area, add lat and long values. On save the page will show a map in the metadata area for the digital object!

Digital object metadata



Filename	007-1-1-10.jpg
Latitude	46.492494
Longitude	-80.993238
Media type	Image
Mime-type	image/jpeg
Filesize	245 KiB
Uploaded	May 10, 2012 1:44 PM



# Warning: 2018 Maps API changes!

As of Sept 2018, you can no longer use the Maps API without entering billing info.

However, users are given **\$200/month credit**, so smaller archives can potentially still use it for free.

Can I still use Google Maps Platform for free?

Yes. When you enable billing, you get \$200 free usage every month for Maps, Routes, or Places. Based on the millions of users using our APIs today, most of them can continue to use Google Maps Platform for free with this credit.

What products can I use with the \$200 monthly free credit?

The credit applies to our core Maps, Routes, and Places products.

What is the pricing after I exceed the \$200 monthly free credit?

You only pay for what you use. You can review rates and access your spending any time in your [Google Cloud Platform Console](#), where you can also set daily quotas to protect against unexpected increases. You can also [set billing alerts](#) to receive email notifications, when charges reach a preset threshold determined by you.

See:

- <https://cloud.google.com/maps-platform/user-guide/pricing-changes/>
- <https://developers.google.com/maps/billing/understanding-cost-of-use>

# Add a watermark to your digital objects

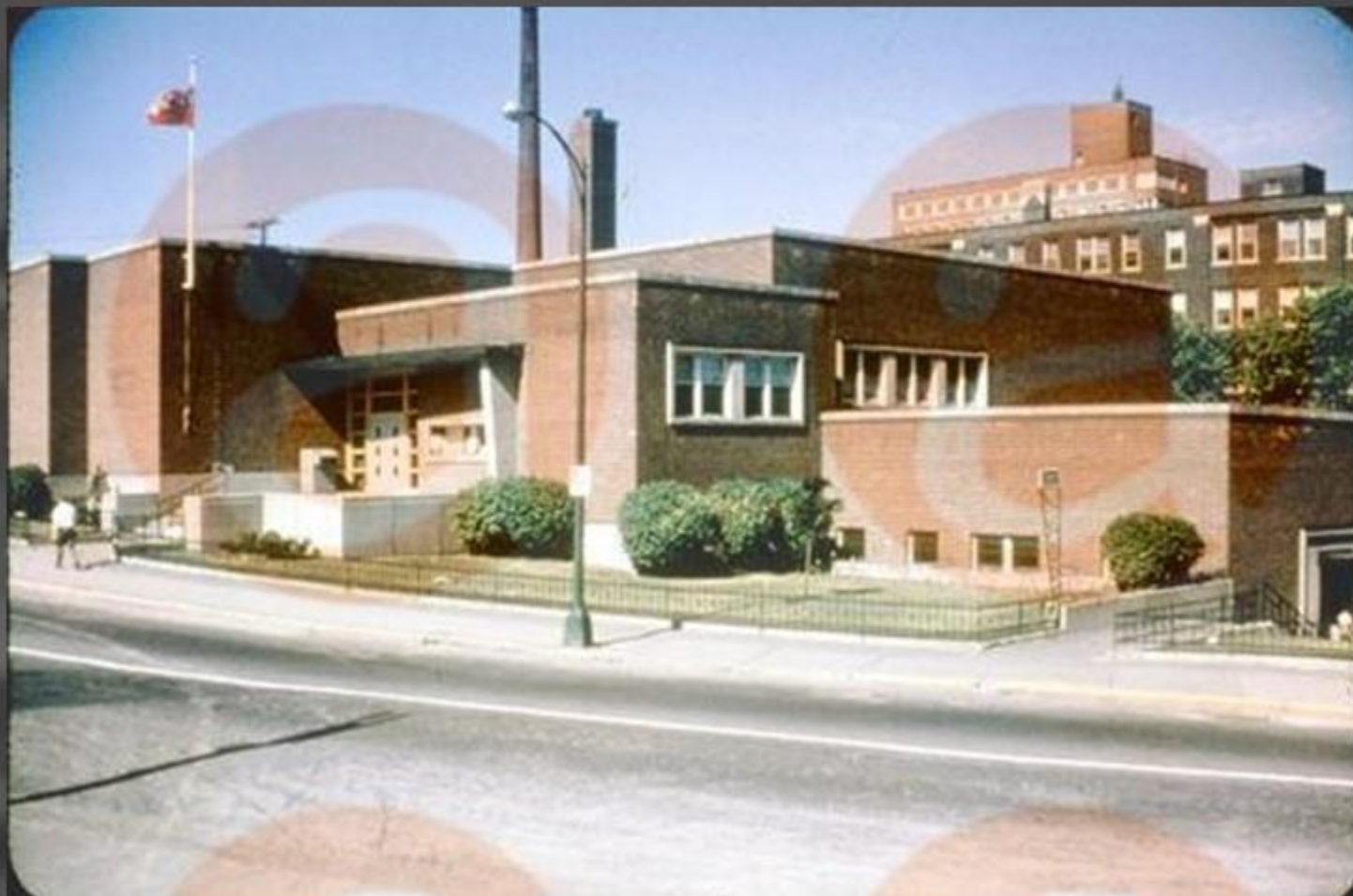




# Add a watermark to your digital objects

If you add a file named watermark.png to your root AtoM installation directory, AtoM will use it as a tiled watermark on the reference image for future digital object uploads.

Pictured: a 250x250px AtoM logo w white background used on a 480x317px reference image



# Add a watermark to your digital objects

## Usage notes:

- Use an image with either a transparent or a white background
- Only reference images will be affected – masters and thumbnails are unchanged
- Will only affect image derivatives – videos etc. are not affected
- Currently will only tile. This is handled by the imagemagick library – developers could change the way this is implemented to append a single watermark
  - See: <https://github.com/artefactual/atom/blob/HEAD/lib/model/QubitDigitalObject.php#L1194-L1204>



# Add a search box to a static page



# Add a search box to a static page

You can add HTML to static pages that reference AtoM's web form inputs, including elements such as search boxes and submit buttons.

This can be a nice way to customize your home page or other static pages.

## Welcome to the AtoM Online Demo!

The version hosted here at <http://demo.accesstomemory.org/> is an easy way to test the latest release of the AtoM software. You are free to add and change any of the sample data. However, please note that the website will automatically reload the default data every hour, on the hour. So any data that you enter yourself will not be permanently saved. Additionally, there may be more than one demo user logged-in at the same time, so you may see data changes made by others while you are using the software.

The demo site is publicly edited and unmoderated - Artefactual Systems accepts no responsibility for the content created by its users. For reasons of security, the digital object link and multiple digital objects import features are currently disabled on the demo site. Additionally, the Import XML and CSV feature is also disabled for reasons of security. Users that wish to test these features must download the Virtual Appliance and run AtoM on your personal computer.

### Search this site

### Log in

You can log in with full administrator privileges using the following email address and password,

email: `demo@example.com`

password: `demo`



# Add a search box to a static page

## Code snippet:

```
<form action="/informationobject/browse" data-  
autocomplete="/search/autocomplete"  
autocomplete="off"><input type="hidden" name="topLod"  
value="0"/><input type="text" name="query" value=""  
placeholder="Search our holdings"/><button class="btn  
btn-default btn-block">Search</button></form>
```

# Add a search box to a static page

You can also customize it:

```
<form action="/informationobject/browse" data-autocomplete="/search/autocomplete" autocomplete="off" style="width:300px; text-align:center; margin: 0 auto;"><input type="hidden" name="topLod" value="0"/><input type="text" name="query" value="" placeholder="Search this site"/><button class="btn btn-default btn-block">Search now</button></form>
```



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You can login with full translate privileges using the following email address and password,

email: `translate@example.com`

password: `translate`

# Add a collapsible section to a static page

```
<div id="hiddencontent" style="position: relative; height: 300px; overflow-y:
hidden; border: 2px solid lightgray; border-radius: 3px; padding: 10px;">
<a style="cursor: pointer;font-weight: 600;font-size: 15px;border: 2px solid
lightgray;color: gray;border-radius: 3px;background-color: lightgray;position:
absolute;top: 5px;right: 5px;padding: 5px 10px;" onclick="if
(document.getElementById('hiddencontent').style.height != 'auto') {
document.getElementById('hiddencontent').style.height = 'auto'; this.innerText =
'- Collapse'; } else {document.getElementById('hiddencontent').style.height =
'300px'; this.innerText = '+ Expand'; }">+ Expand</a>
```

Add page content here!

```
</div>
```



# Add a collapsible section to a static page

## Privacy Policy

+ Expand

### Website visitors

This Access to Memory (AtoM) site is designed to allow users to browse and search for the holdings of archives, libraries and museums. Public users will not be asked to log in and will not be asked for any personally identifying information.

However, like many modern websites, AtoM collects cookies in order to enable browsing and loading of certain types of content. A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Visitors to AtoM sites who do not wish to have cookies placed on their computers should set their browsers to refuse cookies. However, certain features may not function properly without the aid of cookies.

AtoM supports integration with Google Analytics (<https://www.google.com/analytics/>) for the purposes of gathering statistics on page views, site usage, user location, and other data on site visits. All data collected by Google Analytics are stored and processed by Google, according to the Google Ads Data Processing Terms. (<https://privacy.google.com/businesses/processorterms/>)

None of the information gathered through the use of cookies or Google Analytics is used for any purpose other than the ones described above.

Edit

Delete

# Add a collapsible section to a static page

## Privacy Policy

- Collapse

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### Logged-in users

Users who log in have user accounts with usernames and passwords. These data are collected solely for the purpose of enabling users to log in to the software and are not disclosed to third parties. All AtoM user passwords are stored in encrypted form to enhance data security.

### Searching in AtoM

You can search our collections with the following search box:

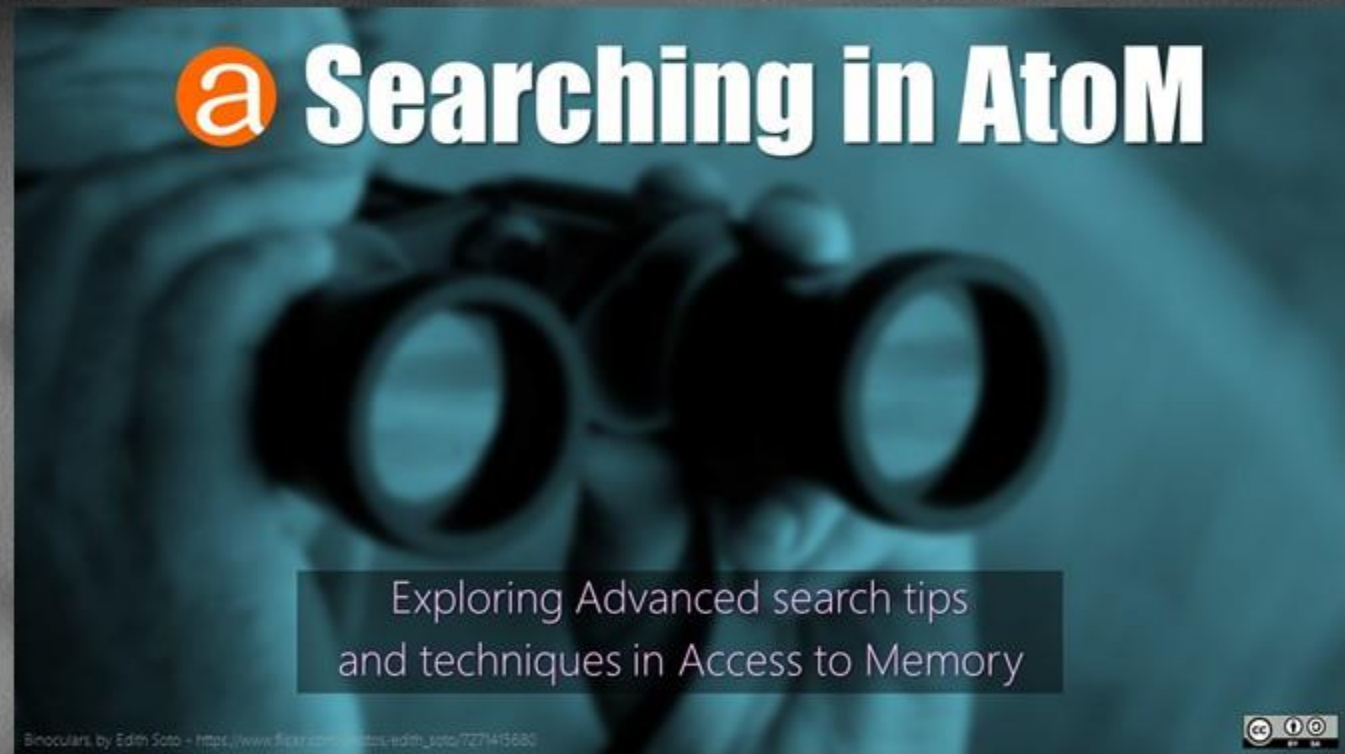


# Expert searching with Elasticsearch

A black and white photograph of a magnifying glass resting on a document with cursive handwriting. The magnifying glass is positioned over a section of the text, which includes the name 'Cassius' and the date '1916'. The background is dark and textured, with the magnifying glass's handle visible on the right side.

# Expert searching with Elasticsearch

AtoM uses a library called Elasticsearch (ES) to provide its search index. ES fields can be targeted directly to return results that are otherwise not possible to discover easily via the user interface search and browse options.



For more details, see: <http://bit.ly/AtoM-search> (esp. slides 22 – 31)



# Expert searching with Elasticsearch

## EMPTY / MISSING FIELDS

- Syntax:
  - **`!_exists_:field.name`**

### Examples

Search for English descriptions with no scope and content:

- **`!_exists_:i18n.en.scopeAndContent`**

Search for French descriptions with no extent or medium statement:

- **`!_exists_:i18n.fr.extentAndMedium`**

## POPULATED FIELDS

- Syntax:
  - **`_exists_:field.name`**

### Examples

Search for English descriptions with a subject access point:

- **`_exists_:subjects.i18n.en.name`**

Search for Spanish descriptions with a statement on Sources in the Description control area:

- **`_exists_:i18n.es.sources`**

# Expert searching with Elasticsearch

## PUBLICATION STATUS

- Field name:
  - publicationStatusId**

Use **159** for draft; **160** for published descriptions

### Examples

Return all draft descriptions:

- publicationStatusId:159**

Return all published descriptions:

- publicationStatusId:160**

For a full list of Elasticsearch field names and further instructions on how to use them, see the AtoM documentation:

- <https://www.accesstomemory.org/docs/latest/user-manual/access-content/advanced-search/#expert-searching-and-indexed-elasticsearch-fields>

### Expert searching and indexed Elasticsearch fields

Below is a list of all indexed archival description field names as they are found in Elasticsearch. Expert users can use the information below to target search queries to specific indexed fields, and implement search parameters otherwise not directly available via the [user interface](#).

#### See also:

Where possible, lists of the Elasticsearch fields for other entities have been added to each relevant dedicated search section in the general Search documentation, as they must be used in the related dedicated search box. See:

- Elasticsearch Authority record fields
- Elasticsearch Accession record fields
- Elasticsearch Archival Institution record fields
- Elasticsearch term fields

### INTRODUCTION AND BASIC USAGE

AtoM currently uses Elasticsearch version 1.7 - you can find the documentation for AtoM's ES version here:

- <https://www.elastic.co/guide/en/elasticsearch/reference/1.7/index.html#>

The index is organized hierarchically so that related elements are nested within broader categories. These are expressed in the ES field names as periods separating the name elements. For example, AtoM's [alternative identifiers](#) consist of 2 fields - a label and an identifier value. In the ES index, these are expressed as:

```
alternativeIdentifiers.identifier-  
alternativeIdentifiers.label
```





# Questions?

[info@artefactual.com](mailto:info@artefactual.com)