OLIVIA 2.0 Release Notes

OIS will be releasing version 2.0 of the OLIVIA cataloging system in early November. This is a major new release that includes a number of functional enhancements as well as upgrades to OLIVIA client and server software (4th Dimension). This announcement describes the new features expected in this release plus information about timing of the release and access to new desktop clients.

And, just a reminder that staff should report any problems using the new client to OLIVIA support staff in OIS (by email to: olivia-support@hulmail.harvard.edu).

This announcement is divided into four sections:

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Timing of new release
Rollout of the new release is scheduled for November 7, 2005. Users should have the new OLIVIA 2.0 client installed on or before that date. If the new client is installed prior to the roll out date, the new client will not be useable until November 7.

Users should log off OLIVIA by 5:00 p.m. on Friday, November 4. OLIVIA will not be available on November 5 and November 6.

Downloading the new OLIVIA 2.0 client

Access to OLIVIA version 2.0 will require installation of a new desktop client. The new OLIVIA client and installation instructions are available for download from the OIS web site:

http://hul.harvard.edu/ois/systems/olivia/software.html

Once the new client is installed, users can log in with their existing name and password. Please note that the system may be slow the first time it is used on a machine, as it will be downloading information from the server.

Enhancements coming in version 2.0

Data Entry and Display

1. Removed the Country field from the Work record entry form and moved its contents to the Transferred Information field on the “Notes and Numbers” tab. (Site records for the Countries should be linked to Works if needed.)
2. **Added the Group ID number** to the search results screen in Groups.

3. **Extended the BC date range in the Start Year field** to six decimal places. It is now possible to enter BC dates as far back as 999,999 BC.

4. **Added State/Province and Country columns to the "Select a Site" screen** which appears when linking Sites to Works and to the “Select a Site” screen which appears when linking Sites to Groups.

5. To the Site Record, **added the ability to enter State/Province names by selecting from a drop-down list.** State/Provinces not in the drop-down list can be entered manually.

6. **Added a Local Source Note field to the Add Index Term dialogue box.** Use this field to record information regarding local authority sources (including source name and a brief scope note for the term if necessary). This is an internal field, not exported to VIA. Terms from listed resources should still be used if possible, before resorting to Local sources.

7. **Display changes to the top (read only) part of the Surrogate record for Works.**
   * Changed Name field label to Work Title.
   * Added Display Name from the Work record (displays above Work Title).
   * Removed Description field.

8. **Display changes to the top (read only) part of the Surrogate record for Sites.**
   * Changed Name field label to Site Name.

9. **Added a “Gender” field in the Name record** to record the gender of an individual. Select the term “Male” or “Female” from a drop-down list. Use of this field is optional, and should be determined by local repository practices. This data is not exported to VIA.

**Searching**

10. **Added a Name Lookup button to Sites and Groups** “Search by Example” forms, similar to the lookup feature available for Works. Just type the first few letters of a name and click the Lookup button to select from a list of names. The selected name will be added to the search form.

11. **Added the ability to search by a list of comma-separated accession numbers** in the Surrogates “Search by Example” form.

12. **Added a new “Title begins with” search** to Works “Search by Example” form (in addition to the “Title contains” search option currently available). The Title begins with search is indexed so results come back quickly.

13. **Added the ability to search for Surrogates by Work, Site, or Group classification number.**

14. **Added Associated Name search and lookup options** (for names directly associated with the surrogate) to the Surrogates “Search by Example” form.
15. On the “Search by Example” form for Works and Sites, added the ability to retrieve records by the name of a saved Surrogate set (from a pick list of Surrogate sets). This would search for all the Works (or Sites) which are linked to Surrogates in the selected set.

**Reporting**

16. Quick Reports can now access data from all tables (not just the currently selected table). For example, you can now produce a Quick Report that includes the Accession number and Classification number (from the Local Work Info page) from a Work record.

**General**

17. Added ability to sort linked records, also known as “sorting on the inlays.” For example, it is now possible sort entries on the Surrogates tab of the Work record by clicking a column heading.

18. Extended the create sets function to the Names and Image Sources tables, similar to sets functions which now exist for other tables (Works, Sites, etc.)

19. For Work records which are linked to a Group record, there is now an option for having these Work records display in VIA only within the Group record. A checkbox labeled “Export Only in a Group,” has been added in the Groups area of the Names, Sites, and Groups page on the Work Record. Once the Work is linked to a Group, this box may be checked if the Work should only appear in VIA as a part of the Group record and not independently. Use of this box should be determined by local repository practice.

20. Added the Work title to the spreadsheet generated by the Batch Image Processing function.

21. It is now possible to determine the repository associated with an OLIVIA user by consulting the "View / Modify Users" option under the “Admin” menu choice. This is read-only access, except for users with “administration” privileges.

22. Improved client performance gained by upgrading to current releases of OLIVIA system components (4th Dimension and its QPix image handling plugin). This includes:
   * Faster response time in the client.
   * Doubled the number of user licenses (from 5 to 10) to avoid those pesky QPix errors.

**Known issues with version 2.0**

There are a few issues with this new release that staff should be aware of.

- For PC users, the keyboard command for canceling out of screens (Ctrl .) does not work when a screen is in focus (that is, when there is an active cursor in a field on the screen). In this situation, staff should use the “Cancel” button instead. This keyboard command does work if the screen is not in focus. The keyboard command does work on the Mac.
- For PC users, there is no active cursor when a record is first displayed. In other words, after opening a record, the user must click into a field to get an active cursor. This is not a problem for Mac users.

- On repeatable fields (Work type, Culture, etc.), the action needed to delete a term has an additional step. After selecting the term to be deleted and clicking on the minus button, the user will see the message “Do you really want to delete this record?” To continue with the deletion of the term, the user needs to click on OK (or click cancel of the term is to be retained). The term “record” in the dialogue box refers to the term only, not the entire record being created.

- Arrow indicating active field for entering data in repeatable fields does not flash.

- For users of Windows XP, if a problem with the background color is noticed, switch to Windows Classic by going to Settings >> Control Panel >> Display Properties >> Themes and selecting Windows Classic.