Sequencing in OLIVIA

It is now possible to designate the sequence in which Surrogate Records appear within a Work or Site Record. This document provides some examples of the sequencing functionality. If you have further questions please write to the OLIVIA Users' List: olivia@hulmail.harvard.edu.

The ability to designate the sequence number for Image Records attached to Work records, previously available in OLIVIA, has also been enhanced. These enhancements have been made to the OLIVIA system to improve the user’s experience in VIA by providing a logical view of Surrogates and/or Images. Although not all Surrogates associated with Work or Site records require sequencing, there are records where ordering the Surrogates can facilitate the use of the records in VIA. Examples of records where sequencing would be useful include a Manuscript cataloged as a Work, with multiple folios cataloged as Surrogates or a Site Record with Surrogates for multiple views of the site.

Instructions for Sequencing in OLIVIA

When working with Surrogate Records or Image Records attached to a Work, Site or Group you may want to designate the sequence in which they appear in VIA.

NOTE: If the record you are working on is shared by multiple repositories, please contact the other repository(ies) before sequencing to determine if guidelines need to be established and followed.

To sequence Surrogate or Image Records –

1. Go to the Surrogates or Images tab in a Work, Site or Group Record.
2. Decide in what order you would like the Surrogates or Images to export to VIA (NOTE: you do not have to sequence the entire list)
3. You may move the Surrogates to the top/up/down/to the bottom using the buttons appearing above the list on the left:
   - //\ = Make this the first item in the list.
   - \ = Move this item up one position in the list.
   - \ = Move this item down one position in the list.
   - \\ = Make this the last item in the list.
4. You may Assign Seq # to individual Surrogates or Images using the “Assign Seq #” button. This will allow you to give the designated record the new sequence number, changing the record sequence numbers around it to reflect its new position.
5. You may Seq All by using the “Seq All” button. This will assign sequence numbers to all of the Surrogates or Images in your list in the order you currently have them.
6. You may Clear All Seq by using the “Clear All Seq” button. This will remove all sequence numbers from the records, uncheck them and make them 0. This will override any existing sequencing!
Examples of Sequencing in OLIVIA

The examples with screenshots below show you how to sequence records in OLIVIA.

Four surrogates are listed in the Works record pictured below. On the left of the list, a checkbox and sequence number appears for each. The check boxes are empty and the sequence numbers are all 0 because none of these surrogates have been sequenced yet…

Suppose the user wanted to make the third surrogate the first in the sequence order. They would simply highlight the third row by clicking on it and then click on the \textit{move to top} button. The result is...

The digital image record has been moved to the first position in the list, it has been marked as sequenced, and its sequence number has been set to 1. Suppose the user decided that the next item in the sequence should be the color slide. They would highlight that row and click the \textit{move up} button. The list now looks like…

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Then they decide to make the b&w negative number 3 using the same process...

The user then changes their mind and decides that the b&w negative should have been number 2. They just click the move up (/) button a second time. Note that every time a record moves in, out, or within the sequence, the remaining items in the sequence will adjust their sequence numbers to make way...

Later, the user decides the digital image surrogate should be at the end of the sequence. They would just highlight it in the list, and click the move to bottom (\/) button...

That would move it to the end of the sequenced list. If the user later decided they didn’t want to have the digital image sequenced at all, they would just highlight it and click the move down (\) button. The sequencer understands that since the surrogate is already at the very last spot in the sequence, the user must be trying to push it completely out of the list of sequenced items. The check box gets un-checked and the sequence number goes back to 0...
It’s very fast and easy to move the records around using the buttons, but for very long lists, it might be easier just to highlight a record and enter the desired position. To do so, the user highlights the desired record and presses the Assign Seq # button. They will be prompted for the new sequence number...

In this example, the user enters a 1, and clicks the Set button...

Now the lantern slide surrogate has moved to the first position in the sequence and the other sequenced items have been adjusted accordingly.