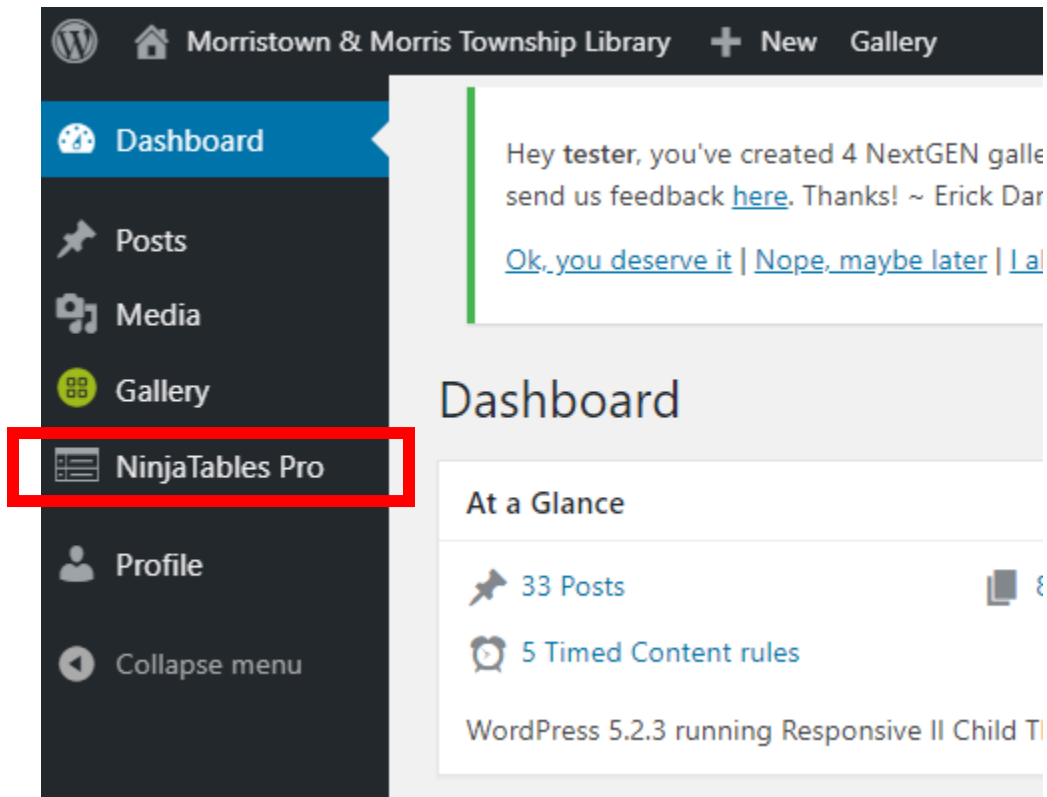


Adding or Updating Finding Aids (History Center)





















Once you are logged in, click “NinjaTables Pro” on the left-hand side of your dashboard.



You will see multiple tables, but the only one you need is “Archival & Manuscript Collection Finding Aids”. Please ignore all the others as if they don’t exist (but **don’t** delete them, because that would be bad. Just ignore them.) Hover over the title and the “edit” option will appear. Click that.

2341	Recommended Websites
1758	Kids Educational Games
1597	Archival & Manuscript Collection Finding Aids Edit Preview Duplicate Delete

To edit a previously made entry, simply find it in the list that appears, and click on the corresponding blue pencil to the right of the title that you want to edit.

American Associat...	Clubs & Organizations	   
American Civilizati...	Clubs & Organizations Historic Preservation Collections	   
Angus Family Evid...	Family & Personal Papers	   
Arnold Family Pap...	Family & Personal Papers Local Business Collections	   
Auchincloss and S...	Family & Personal Papers	   

Add Data

To add a new Finding Aid, in the top right corner of your screen, click the “Add Data” button. You will then see this screen:













Add Data

Title & Description

Add Media

VisualText


Paragraph

B**I**

Subjects

Subjects

☒ Continue Adding



Add

In the field marked “Title & Description” add your title, link, and description. This field works exactly the same as the old website as far as the content you want to put in it.

The “Subjects” field is new, and a little complicated. This field allows the resulting table to be sortable by subject. Right now the table has six subjects, based on what was on the old website. These are:



- Church, School & Government Records
- Clubs & Organizations
- Deeds
- Family & Personal Papers
- Historic Preservation Collections
- Local Business Collections

If you would like to add to the Finding Aid to any of these subjects, type the subject in, in full, exactly as listed above, in the “Subjects” box. If you type in “Church School and Government Records” the filter system will not catch it. It must be exact, down to any ampersands or commas: “Church, School & Government Records”.

If you would like to add a new subject, go to the “Table Configuration” tab. This will be near the top of your screen when you’re already in editing mode.

Then click “Custom Filters” on the left hand menu that appears.

The screenshot shows the 'Table Configuration' interface. At the top, there are tabs: 'Table Rows', 'Table Configuration' (selected), 'Table Design', 'Frontend Editing', 'Custom CSS/JS', and 'Import - Export'. On the left sidebar, there are options: 'Columns', 'Rendering Settings', 'Custom Filters' (highlighted with a red box), 'Buttons (CSV/Print)', and 'Language Settings'. The main content area is titled 'Custom Search Filters' and contains the text: 'Custom Search Filters is useful if you want to add select box / Radio Button to show a group of rows of your table. To learn more about this [click here](#)'. Below this text is a blue button labeled 'Add New Filter'. At the bottom, there is a table with the following structure:

Name	Type	Target Columns	Action
Subjects	select		 

The 'Subjects' row is highlighted with a red box, and the blue pencil icon in the 'Action' column is also highlighted with a red box.

There is already a filter created called “Subjects”, in order to edit it click the blue button to the right of the title that looks like a pencil.

After clicking the blue pencil button, scroll down and under “Filter Options” you will see this:

Filter Options ⓘ

	Label	Filter Value	
☰	Church, School & Government Records	Church, School & Government Records	-
☰	Clubs & Organizations	Clubs & Organizations	-
☰	Deeds	Deeds	-
☰	Family & Personal Papers	Family & Personal Papers	-
☰	Historic Preservation Collections	Historic Preservation Collections	-
☰	Local Business Collections	Local Business Collections	- +

The left hand column is what patrons will see in the drop-down menu. The right-hand column is what we type in the “Subjects” box when we add data to our table. I have kept them the same in both for simplicities sake.

Technically we could make the “Filter Value” whatever we like – it’s for our use, and the patrons never see it, but keeping it the same makes it a little easier to keep track of.

If you would like to add a new subject, click the bright green button with a plus sign on the bottom right of the Filter Options.


You will see a new, empty line appear on the bottom of the Filter Options. Keep in mind your “Filter Value” can be anything, but for every new Finding Aid you add for that subject, it must be consistent. For example, if I wanted to create a new subject labelled “Flowers of New Jersey” I could do this:

	Label	Filter Value
☰	Flowers of New Jersey	Flowers of New Jersey

Or this:

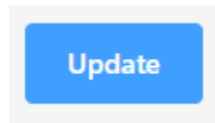
	Label	Filter Value
☰	Flowers of New Jersey	Flowers NJ

Or this:

	Label	Filter Value
	Flowers of New Jersey	My Dog is the Best Dog

But If I do the final example that means that every time I add a Finding Aid to the label “Flowers of New Jersey” I have to remember that the Filter Value is a random claim about a dog I don’t own. Much easier to have it be related, and/or exactly the same as the label.

When you are satisfied with your new Label and its corresponding Filter Value, click the blue “Update” button in the bottom right corner.



Now that you have your new subject, you can add as many Finding Aids as you like using the appropriate “Filter Value”.

Once both your new filter and at least one new data entry using its Filter Value are added, you will be able to navigate to the Finding Aids page and see it in action:

North Jersey History & Genealogy Center

Archival & Manuscript Collection Finding Aids

Subjects

All

All

Church, School & Government Records

Clubs & Organizations

Deeds

Family & Personal Papers

Historic Preservation Collections

Local Business Collections

Flowers of New Jersey

17th, 18th and 19th Century British Plays
This collection contains 43 plays including satires, comedies, amatory fiction, Restoration and Georgian time periods, and were women.

North Jersey History & Genealogy Center, 1675-1776
The types of plays include dramatic and Irish authors during the 17th century of 35 playwrights, three of

Abell, Frank D. Papers, 1901-1968
Morristown, New Jersey banker and politician; [Related collection, Jennie Dean Beaver, M.D., Papers 1967]

Don’t worry, deleted the “Flowers of New Jersey” Subject. It won’t really be there. It was just an illusion (example).