

## Processing community contributions to the CV Covid-19 Archive

- 1) Once logged into the site admin page, select “Collecting” from the site info in the column to the left.
- 2) Select the form, “Contribute an object”
- 3) Select the tab, “Collected Items”
- 4) Filter to the items that need review by selecting “Needs review”
- 5) Select an item to review it.
  - a. Click “Edit item” from the button in the upper right corner of the page.
  - b. Select the appropriate resource template.
  - c. Clean-up or enhance the metadata, if needed. The bulk of the metadata should be contributed by users. Remember, we want to adhere to standard entries for date and location.
  - d. Make private, by clicking the eye icon, the “affirmedBy” and “type” fields.
  - e. Place a pin on the map, if one is not already there.
  - f. In the upper right, click on the eye to make the item visible to the public
  - g. Save your updates.
- 6) Back on the “Collected Items” tab (from step 3) make sure to update the items you edited so they are now listed as “public.”

(Instructions taken from an email by Greg Kocken, Special Collections Librarian and University Archivist, UW-Eau Claire)