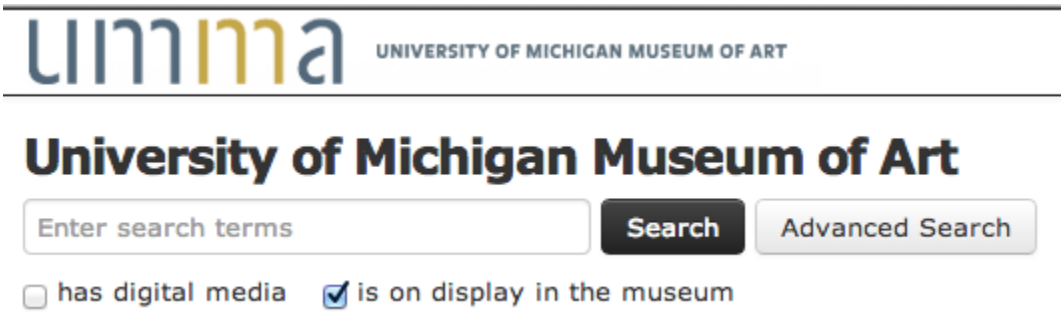
UMMA – Searching the Collection Online and Using Portfolios

Searching the collection

UMMA's collection can be searched by going to the museum's website (umma.umich.edu) and clicking "Search Online" under the dropdown menu under "Collections."

Be sure to click "Login" (in the upper-right) when you access the system. Otherwise you will have access only to low-resolution images and not be able to save portfolios.

The basic search on the front page searches for matches in all fields. Users can search for objects that are on display in the galleries by clicking that box below the search text window (see image below).

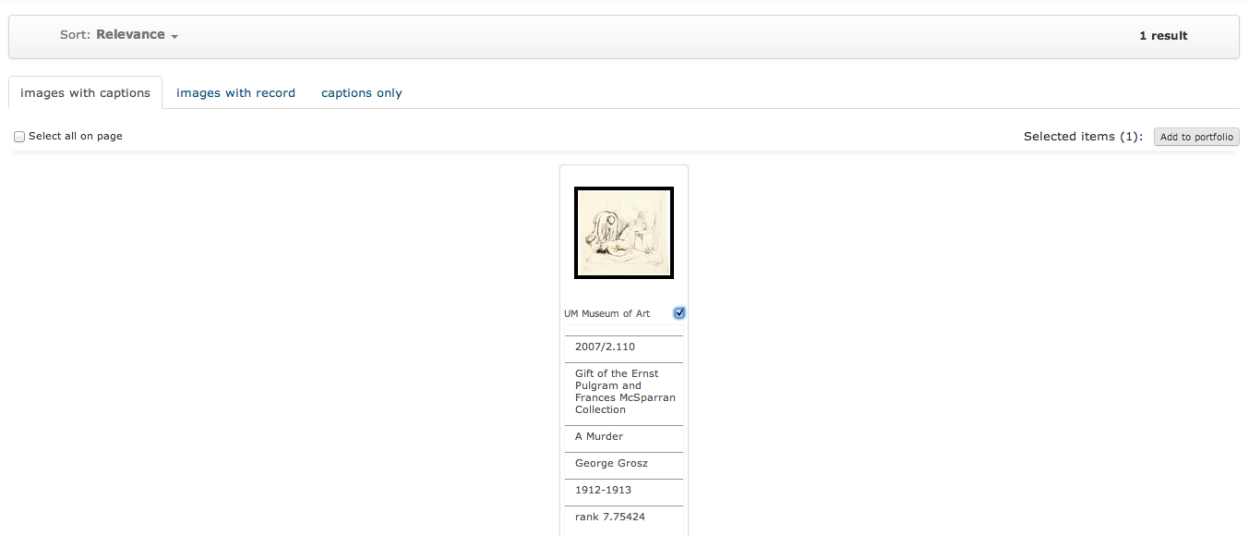


The check box to search only records with digital media is not relevant for searching with UMMA. All of our objects are digitized or are scheduled to be photographed soon. Clicking "Advanced Search" takes users to a search page where they can specify search terms for three different fields.

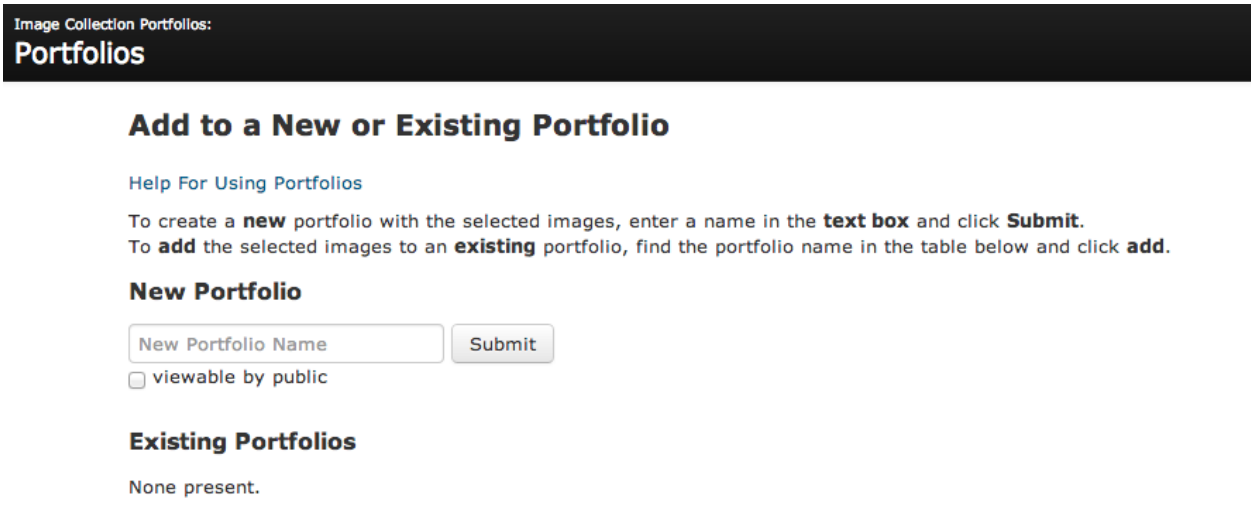
Contact David Choberka (dchoberk@umich.edu) or Anne Drozd (drozda@umich.edu) if you need assistance with your search or if you would like someone familiar with the system to see what they can find.

Creating Portfolios

Portfolios provide a way to collect and organize images in this system. To create a portfolio, search the collections for images of interest. Select one or more images and click the "add to portfolio" button (see image below).



A screen will appear, perhaps in a separate window or tab, that allows you to either create a new portfolio by giving it a name, or add it to an existing portfolio (see image below).



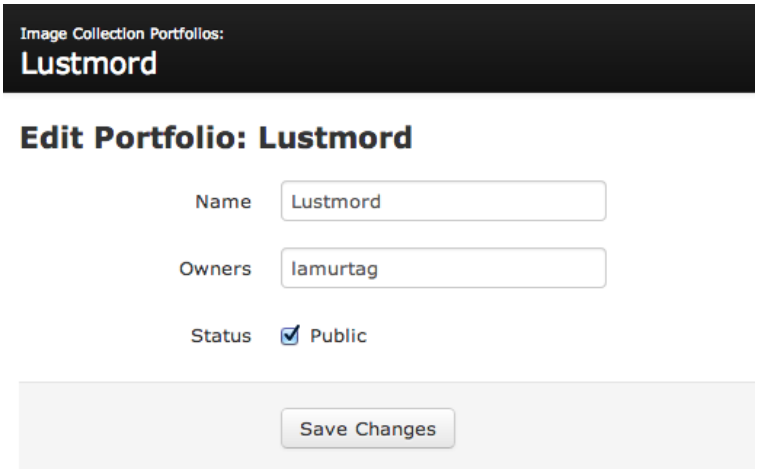
Portfolios can contain up to 500 items. There is no limit to the number of portfolios you may have.

Portfolio Naming

Portfolio names can be a maximum of 128 characters long. Some characters are not allowed and will be removed automatically when you create or rename a portfolio. When you create a new portfolio, you will be asked to give it a name.

Editing Portfolios

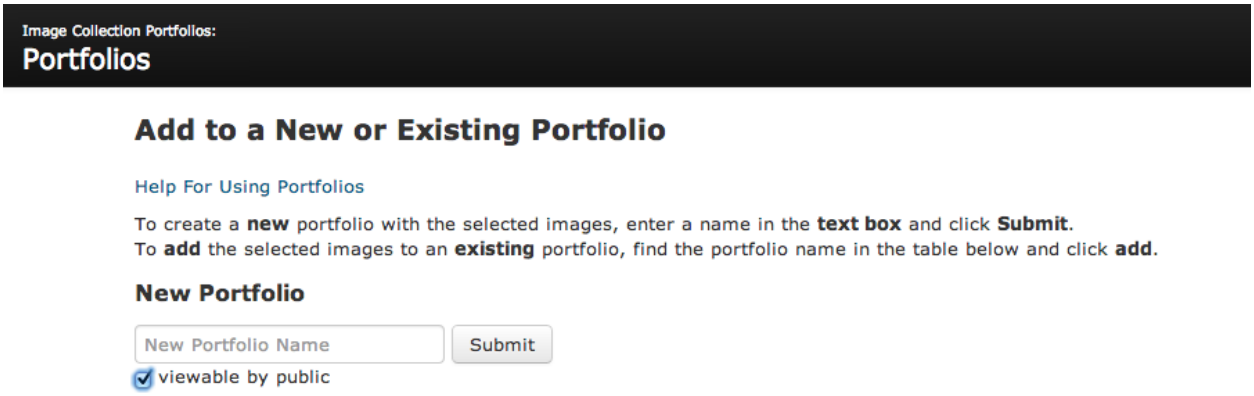
To change the name of an existing portfolio or to change its ownership, go to the "Portfolios" page (click on "Portfolios" in the top-right corner) and then click "Edit Portfolio" under the portfolio that you want to change. You can type the new name in the window (see image below). Owners can be added by entering their UM uniq names in the window. Separate the owners' names with a space. The system does not verify that uniq names are correct and valid, so be sure to enter them correctly.



Public or Private

Portfolios may be public, or private. A private portfolio is viewable only by the owners. A public portfolio can be viewed by anyone, but can only be changed or deleted by an owner. Keep in mind that some images may have access restrictions that do not allow the image to be viewed by unauthorized users.

Portfolios are private by default. When creating a portfolio you are given the option to make it public (see image below).



An existing portfolio can be made public or private at anytime by clicking the button below it in the list of portfolios.

Duplication

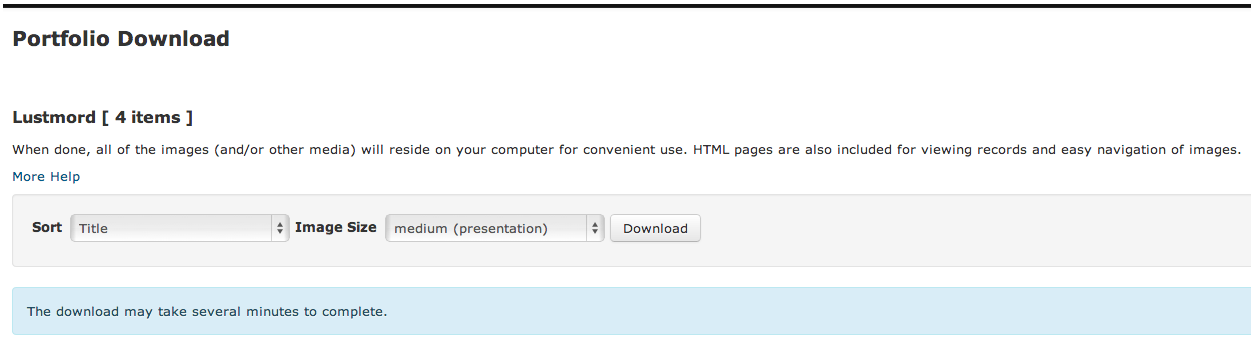
It is possible to duplicate an entire portfolio by selecting and adding all items to a new portfolio. This may require multiple iterations if the portfolio has more items than will display on a single page (100).

Deletion

A portfolio can be deleted by going to the "PORTFOLIOS" page and clicking "Delete Portfolio." You will be asked to confirm the action. You must be an owner.

Downloading

Portfolios can be downloaded to your computer for offline viewing. A downloaded portfolio consists of a folder containing additional folders of media files and HTML pages. The HTML pages can be viewed in a browser, making it easy to navigate the images and view text data about each. The HTML pages also link back to the online version of the portfolio. To download a portfolio, go to the "PORTFOLIOS" page and click "download..." A page of options will appear, along with more help (see image below).



Linking

It is possible to link to a portfolio from another web page/site. To get the proper URL, open the portfolio and copy the URL/address from the web browser. Once you have copied the URL, you can paste it where you need it.