

OrangeDAM Documentation for Users without an Account

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This document is for WHS staff who do not have a user login to the Wisconsin Historical Society Digital Collections OrangeDAM system. It describes some introductory functionalities to get you started.

Start

Access the system at <u>explore.wishistory.org</u>. You do not need to log in to perform the following tasks.

Basic Search

Start a new search: Perform a basic search by typing in some keywords and phrases in the search bar at the center or simply click on the magnifying glass icon to start browsing the collection.



Filter search results: On the search results page, there is the option to filter search results using **Standard Filters** on the left panel. Filter options include *Subject*, *Decade*, *Collection*, *Creator*, and so on. Select and deselect the desired criteria to narrow results.



Asset View

Click open an asset from the search results page to view its details.

1. Key metadata are shown when the Information is available. Key fields include

Subjects, Dates, Rights, Physical Format,

and Identifiers.

- 2. Use this view to review caption information.
- 3. Zoom in and out on the image.
- 4. If the asset is a PDF file, the Book Reader view allows the user to flip through pages.

Access Request + Share

Click open an asset from the search results page to view its details.

- Make access request: If download is not an option for this particular asset, you can make a download request on the Asset View page by clicking on Request Access/Download. This launches a window for filling out a templated email to send forward the request. Review the email content, and then click Send. The request will be reviewed in 2-4 business days.
- 2. Share: There are a couple ways to share an asset with others.
 - a. Use Get Link to obtain a permanent link you can use to direct others to this asset.
 - b. Use the **Share** function to get a printable version or to send the asset through a templated email. Do not share direct links to OrangeDAM with external users at this time.



