



Creating Your GRN Search Page

Goal

- Build your GRN site look with the search results of your choosing
- Add a search box to your site



How MHS Uses the Search Box

- Show search box on MHS site
- <http://www.mnhs.org/index.htm>
- Keyword search [railroad] (History Finder)
- Fielded search [Hill] (People Finder)

Logging In

<http://greatriversnetwork.org/admin/>



[Logout](#)

[Home /](#)

Username:

Log In

Password:

Opening Public View

- Open another browser window
- Go to <http://greatriversnetwork.org/>
- ach
- blue
- olms
- nico

What is an Admin Site?

- Web page that you'll log in to with a password
- You'll have the option to name your page and put organizational information
- You can choose which collections you want to search
- You can customize your search page to look like your institution's webpage
- You can get the info to add a search box on your site



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[Research Library](#) ~ [Volunteers & Donations](#) ~ [Membership](#) ~ [Internet Links](#)

The Crow Wing County Historical Society has been keeping tabs on Crow Wing County's history since 1927. The museum has three floors of exhibits including displays on the lumber industry, the railroads, mining, and home life. You can also walk through a period home from the early 1900s, completely restored!

Venture into your own history using the museum's research library; look through hundreds of historical photographs, maps, and books. Page through historical copies of several area newspapers, some going back to the late 1800s.





CROW WING COUNTY

HISTORICAL SOCIETY
MUSEUM & LIBRARY - EST. 1927



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[Home](#) / [Search](#)

Keyword or phrase:

Collections to Search


- | | |
|---|---|
| <input checked="" type="checkbox"/> Minnesota Historical Society Place Names  | <input checked="" type="checkbox"/> Minnesota Historical Society Photo & Art Database  |
| <input checked="" type="checkbox"/> Digital Horizons  | <input checked="" type="checkbox"/> Minnesota Birth Records Index  |
| <input checked="" type="checkbox"/> Minnesota History Magazine  | <input checked="" type="checkbox"/> Nicollet County Historical Society Web Site  |
| <input checked="" type="checkbox"/> North Dakota Marriages  | <input checked="" type="checkbox"/> Minnesota Death Records Index  |
| <input checked="" type="checkbox"/> Minnesota Historical Society Web Site  | <input checked="" type="checkbox"/> Olmsted County Historical Society Web Site  |
| <input checked="" type="checkbox"/> UND Chester Fritz Library Digital Collections  | <input checked="" type="checkbox"/> Anoka County Historical Society Web Site  |
| <input checked="" type="checkbox"/> Minnesota Historical Society Finding Aids  | <input checked="" type="checkbox"/> Minnesota Veterans Grave Index  |
| <input checked="" type="checkbox"/> Minnesota Reflections  | <input checked="" type="checkbox"/> Blue Earth County Marriages  |
| <input checked="" type="checkbox"/> Blue Earth County Historical Society Web Site | <input checked="" type="checkbox"/> Minnesota Historical Society Library Catalog  |

© 2008 Crow Wing County Historical Society, PO Box 722, Brainerd MN, 56401 - Phone: (218) 829-3268 - Email: history@mnhs.org
Site design by Ross Hoffmann - Email: ross.hoffmann@gmail.com - Site hosting by Syvantis Technologies - Web: <http://www.crowwingcountyhistoricalsociety.org>

[Minnesota Historical Society](#)  [Bush Foundation](#)

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What We'll Cover

- Logging in to the Partner Admin site
- Administrative options
 - Organization Info, password changing
 - Collections
- Editing look and feel
 - Header
 - Footer
 - Side Bar Navigation
- Apply Changes
- Create a Search Box on your site
 - History Finder
 - People Finder

Changing Your Password

- [Organization Information](#)
- [Collections](#)
- Edit Look and Feel elements
 - [Header](#)
 - [Footer](#)
 - [Side Navigation](#)
 - [Display people finder link](#) (Yes)
- [User Management](#) 
- [Apply Changes](#)
- Create a form for your site
 - [History Finder](#)
 - [People Finder](#)

Password

Anoka County Historical Society

[Logout](#)

[Home](#) / Manage Users

Name	Username	Type	Active
Todd Mahon	Anoka	Anoka County Historical Society	Yes

Password

Username * Anoka

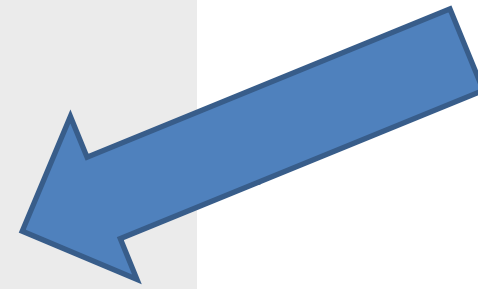
Password

First name *

Last name *

Email *

Active ☒ YES ☐ NO



Administrative Options

- [Organization Information](#)
- [Collections](#)
- Edit Look and Feel elements
 - [Header](#)
 - [Footer](#)
 - [Side Navigation](#)
 - [Display people finder link](#) (Yes)
- [User Management](#)
- [Apply Changes](#)
- Create a form for your site
 - [History Finder](#)
 - [People Finder](#)

Organization Info

GRN Admin - Crow Wing County Historical Society

[Logout](#)

[Admin Panel](#) / [Partner Management](#) / [Partner Panel](#) / View



Edit Organization

Abbreviation	Active	Public
jenel	Yes	Yes

Organization Name: Crow Wing County Historical Society
Address: PO Box 722
Country: USA
State/Province: MN
City: Brainerd
Postal Code: 56401
Organization E-mail: jenel.farrell@mnhs.org
Organization Phone: 651-259-3250

Description: This is a test organization
Website:

Primary Contact Name: Jenel Farrell
Position: Program Assistant
Email address: jenel.farrell@mnhs.org
Phone Number: 651-259-3250

Adding Collections

Anoka County Historical Society

[Home](#) / Collections

[Manage History Search](#) | [Manage People Search](#)

Name	URL
Anoka County Historical Society Web Site	http://www.ac-hs.org/index.html
Anoka County Images and Photos	http://reflections.mndigital.org/cdm4/browse.php?CISOROOT=%2Fach

People / History Collections

Anoka County Historical Society

[Home](#) / [Collections](#) / Manage History Search

Save

Cancel

Display On Site	On By Default	Name	URL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Anoka County Historical Society Web Site	http://www.ac-hs.org/index.html
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Anoka County Images and Photos	http://reflections.mndigital.org/cdm4/browse.php?CISOROOT=%2Fach

Choosing Collections for Display

Anoka County Historical Society

[Home](#) / Collections

[Manage History Search](#) | [Manage People Search](#)

Name	URL
Anoka County Historical Society Web Site	http://www.ac-hs.org/index.html
Anoka County Images and Photos	http://reflections.mndigital.org/cdm4/browse.php?CISOROOT=%2Fach

Default Collections

[Home](#) / [Search](#)

Keyword or phrase:

Search

Collections to Search



Nicollet County Historical Society Web Site 



Nicollet County Images and Photos 

All Collections

Unset Collections

Building Your GRN Site Look

- Header
- Footer
- Side Bar Navigation



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[Research Library](#) ~ [Volunteers & Donations](#) ~ [Membership](#) ~ [Internet Links](#)

[Home](#) / [Search](#)

Keyword or phrase:

Collections to Search

- | | |
|---|---|
| <input checked="" type="checkbox"/> Minnesota Historical Society Place Names ⓘ | <input checked="" type="checkbox"/> Minnesota Historical Society Photo & Art Database ⓘ |
| <input checked="" type="checkbox"/> Digital Horizons ⓘ | <input checked="" type="checkbox"/> Minnesota Birth Records Index ⓘ |
| <input checked="" type="checkbox"/> Minnesota History Magazine ⓘ | <input checked="" type="checkbox"/> Nicollet County Historical Society Web Site ⓘ |
| <input checked="" type="checkbox"/> North Dakota Marriages ⓘ | <input checked="" type="checkbox"/> Minnesota Death Records Index ⓘ |
| <input checked="" type="checkbox"/> Minnesota Historical Society Web Site ⓘ | <input checked="" type="checkbox"/> Olmsted County Historical Society Web Site ⓘ |
| <input checked="" type="checkbox"/> UND Chester Fritz Library Digital Collections ⓘ | <input checked="" type="checkbox"/> Anoka County Historical Society Web Site ⓘ |
| <input checked="" type="checkbox"/> Minnesota Historical Society Finding Aids ⓘ | <input checked="" type="checkbox"/> Minnesota Veterans Grave Index ⓘ |
| <input checked="" type="checkbox"/> Minnesota Reflections ⓘ | <input checked="" type="checkbox"/> Blue Earth County Marriages ⓘ |
| <input checked="" type="checkbox"/> Blue Earth County Historical Society Web Site ⓘ | <input checked="" type="checkbox"/> Minnesota Historical Society Library Catalog ⓘ |

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Adding the Header

- Open the **Header** page & then click on the **html** editor
- Go to your website
- In the browser window select **View** and then **Page Source**
- Look at the source code and determine which part of it is the header of your site. Copy it and paste it in the html editor

Header Editor

Save

Cancel



Make Sure Your Links Link

- Go through the html code and make sure that any place that has 'href' or 'src' has the root link to YOUR website
- These 'href' need <http://www.bechshistory.com/>

Make Sure Your Links Link

```
<li>  
  <a href="http://www.bechshistory.com" class="MenuBarItemSubmenu">Home</a> </li>  
<li><a class="MenuBarItemSubmenu" href="/museum/index.html">Museum</a>  
  <ul>  
    <li><a href="/museum/blue_earth_county_history.html">BEC History</a></li>  
    <li><a href="/museum/exhibits.html">Exhibits</a></li>  
    <li><a href="/volunteering/index.html">Volunteer</a></li>
```



Applying Changes

- OKAY! You've got your html in the header and you'd like to look at the page
- **Save changes** there and return to your Admin home
- Then, you must go to Apply Changes and click **Apply Changes** to the **Header** before these changes will appear on your site

Apply Changes

Header Data

[View](#)

Apply Changes

Footer Data

[View](#)

Apply Changes

Sidebar Data

[View](#)

Apply Changes

Collections Data

[View](#)

Apply Changes

Apply Changes

- These procedures are the same for the footer and side bar navigation
- For all procedures, you must not only save the changes in the header, footer, & side bar navigation area, but you must also go to the Apply Changes area and click **Apply Changes** for changes to be made
- This allows you to work on your site without the changes taking effect

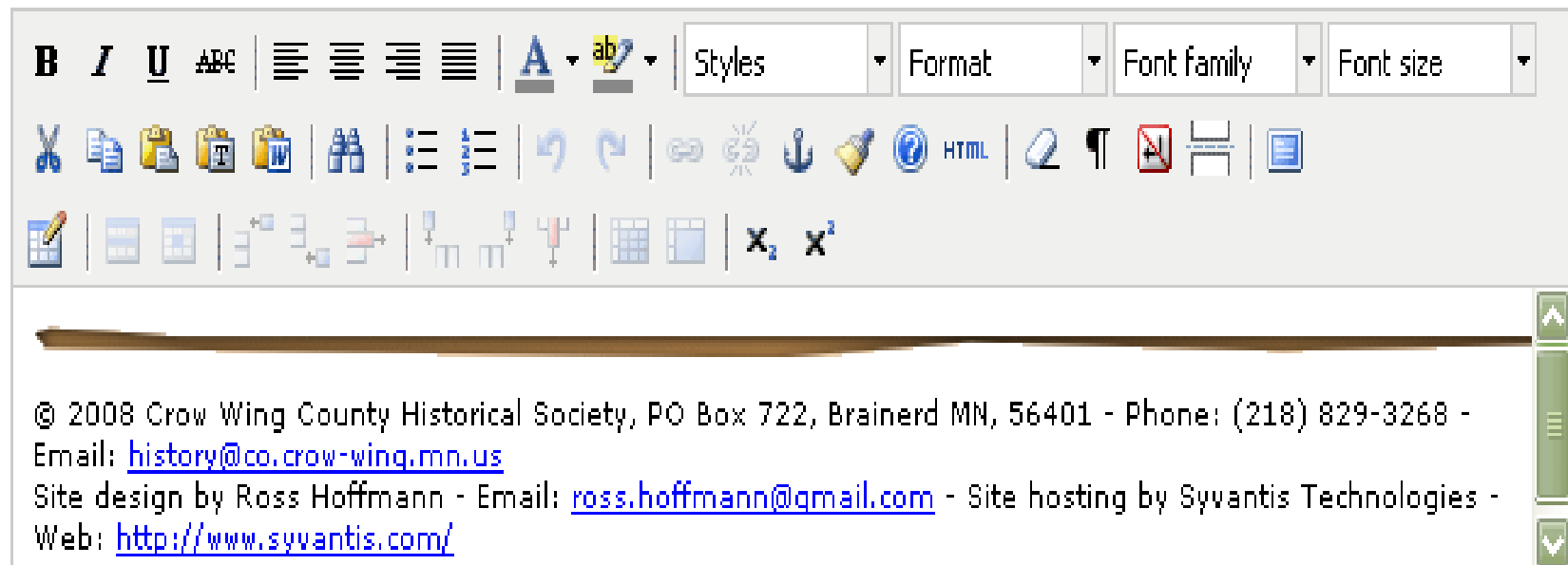
Footer

- Open the **Footer** page & then click on the **html** editor
- Go to your website
- In the browser window select **View** and then **Page Source**
- Look at the source code and determine which part of it is the Footer of your site. Copy it and paste it in the html editor

This Looks Familiar!

Save

Cancel



Remember to Save & Apply Changes

Header Data

[View](#)

Apply Changes

Footer Data

[View](#)

Apply Changes

Sidebar Data

[View](#)

Apply Changes

Collections Data

[View](#)

Apply Changes

Side Bar Navigation



CROW WING COUNTY
HISTORICAL SOCIETY
MUSEUM & LIBRARY - EST. 1927

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[Research Library](#) [Volunteers & Donations](#) [Membership](#) [Internet Links](#)

[Home](#) / [Search](#)

Keyword or phrase:

Collections to Search

<input checked="" type="checkbox"/> Minnesota Historical Society Place Names ⓘ	<input checked="" type="checkbox"/> Minnesota Historical Society Photo & Art Database ⓘ
<input checked="" type="checkbox"/> Digital Horizons ⓘ	<input checked="" type="checkbox"/> Minnesota Birth Records Index ⓘ
<input checked="" type="checkbox"/> Minnesota History Magazine ⓘ	<input checked="" type="checkbox"/> Nicollet County Historical Society Web Site ⓘ
<input checked="" type="checkbox"/> North Dakota Marriages ⓘ	<input checked="" type="checkbox"/> Minnesota Death Records Index ⓘ
<input checked="" type="checkbox"/> Minnesota Historical Society Web Site ⓘ	<input checked="" type="checkbox"/> Olmsted County Historical Society Web Site ⓘ

[Home](#)
[Crow Wing County Historical Society](#)
[Brainerd History Group](#)
[Search for people](#)

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Side Bar Navigation

[Logout](#)

GRN Admin - Crow Wing County Historical Society

[Admin Panel](#) / [Partner Management](#) / [Partner Panel](#) / Edit Side Navigation

SaveCancel

Name	URL	Up	Down	Delete
<input type="text" value="Home"/>	<input type="text" value="http://www.crowwinghi"/>		↓	⊘
<input type="text" value="Crow Wing County Hist"/>	<input type="text" value="http://www.crowwinghi"/>	↑	↓	⊘
<input type="text" value="Brainerd History Group"/>	<input type="text" value="http://lakesarea.braine"/>	↑		⊘

New

Remember to Save & Apply Changes

Header Data

[View](#)

Apply Changes

Footer Data

[View](#)

Apply Changes

Sidebar Data

[View](#)

Apply Changes

Collections Data

[View](#)

Apply Changes

Display People Finder Link



GRN Admin - Crow Wing County Historical Society

[Logout](#)

[Admin Panel](#) / [Partner Management](#) / [Partner Panel](#) / Show People Finder

Save

Cancel

Display People Finder: Yes ☒ No ☐



Display People Finder Link



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[Research Library](#) [Volunteers & Donations](#) [Membership](#) [Internet Links](#)

[Home](#) / [Search](#)

Keyword or phrase:

Collections to Search

<input checked="" type="checkbox"/> Minnesota Historical Society Place Names 	<input checked="" type="checkbox"/> Minnesota Historical Society Photo & Art Database 
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<input checked="" type="checkbox"/> Minnesota History Magazine 	<input checked="" type="checkbox"/> Nicollet County Historical Society Web Site 
<input checked="" type="checkbox"/> North Dakota Marriages 	<input checked="" type="checkbox"/> Minnesota Death Records Index 
<input checked="" type="checkbox"/> Minnesota Historical Society Web Site 	<input checked="" type="checkbox"/> Olmsted County Historical Society Web Site 

[Home](#)
[Crow Wing County Historical Society](#)
[Brainerd Library Group](#)
[Search for people](#)

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Breadcrumbs

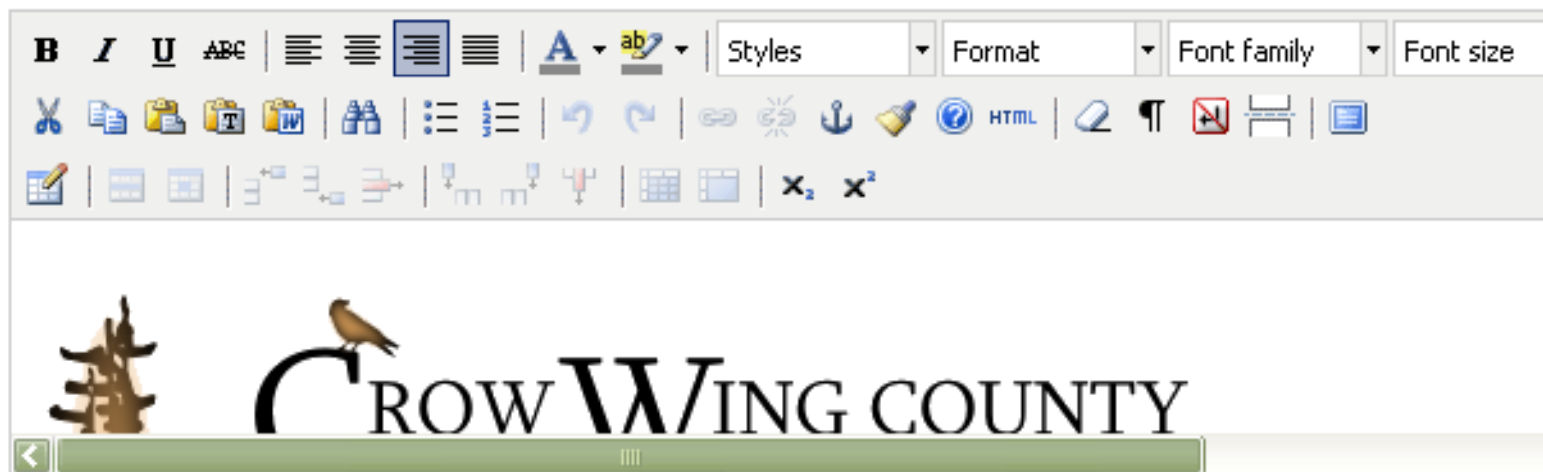
- Checkbox that controls the Breadcrumb feature (at bottom of Admin page)
- Provides links back to the parent pages of the user's current page
- The Breadcrumb provides a trail for the user to follow back to the starting point of the search page

GRN Admin - Crow Wing County Historical Society

[Admin Panel](#) / [Partner Management](#) / [Partner Panel](#) / Edit Header

Save

Cancel



A WYSIWYG editor interface. The top section contains a toolbar with various icons for text formatting (bold, italic, underline, ABC), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, undo, redo, link, unlink, anchor, help, HTML, source, print, and a preview icon. Below the toolbar are dropdown menus for 'Styles', 'Format', 'Font family', and 'Font size'. The bottom section is a preview area showing a logo of a tree and a bird on a branch, followed by the text 'CROW WING COUNTY' in a large, serif font. A green bar is visible at the bottom of the preview area.

Show Breadcrumbs? ☒

Creating a Search Box for your Website

- To generate the required HTML code for a History finder Search box:
 - Select History Finder or People Finder from the Collection Manager page under Create a Form for Your Site

Creating a Search Box for your Website

Home / [Collection Manager](#) / Create a History Form For your Site

Save

Cancel

Number of records to display:

Select the collections to be searched:

Example Collection ☐ Another Example Collection ☐

Refresh Data

Creating a Search Box for your Website

- Select **Refresh Data** to generate the HTML to copy. Consider the following options beforehand:
 - You can limit the number of results a Search will display on your page. Decide how many search results you can handle and enter the value in the field
 - If you want a particular collection to be available for a user's search, be sure to check the appropriate box

Search Box

Anoka County Historical Society

[Home](#) / Create Forms

Number of records to display:

Select the collections to be searched:

Anoka County Historical Society ☒ Anoka County Images and Photos ☒

[Refresh Data](#)

```
<form action='http://greatriversnetwork.org/ach/keywordFinder.php' method='POST' />
  <label accesskey='k' for='keyword'>Keyword or phrase:</label>
  <input type='text' accesskey='k' id='keyword' maxlength='50' value="" name='keyword'/>
  <input name='collection[]' type='hidden' id='achWebSite' value='achWebSite' />
  <input name='collection[]' type='hidden' id='mdlOAI' value='mdlOAI' /><input
type='submit' accesskey='u' id='searchKeyword' value='Search'/>
</form>
```

Search Box

- Clicking Refresh Data gives you the code that you need to put into the code that creates your own site
- Open your html editor
- Cut and paste the code
- Paste it into your sites code

Overview: Your GRN Site

- Maintain the look of YOUR website by adding header, footer, and side bar navigation
- Choose which search results you'd like displayed
- Add search boxes to your website
- Continue to submit collections to the GRN so that we can make them available to your patrons (coming soon)!