Tutorial EHRI Portal

Version May 2019

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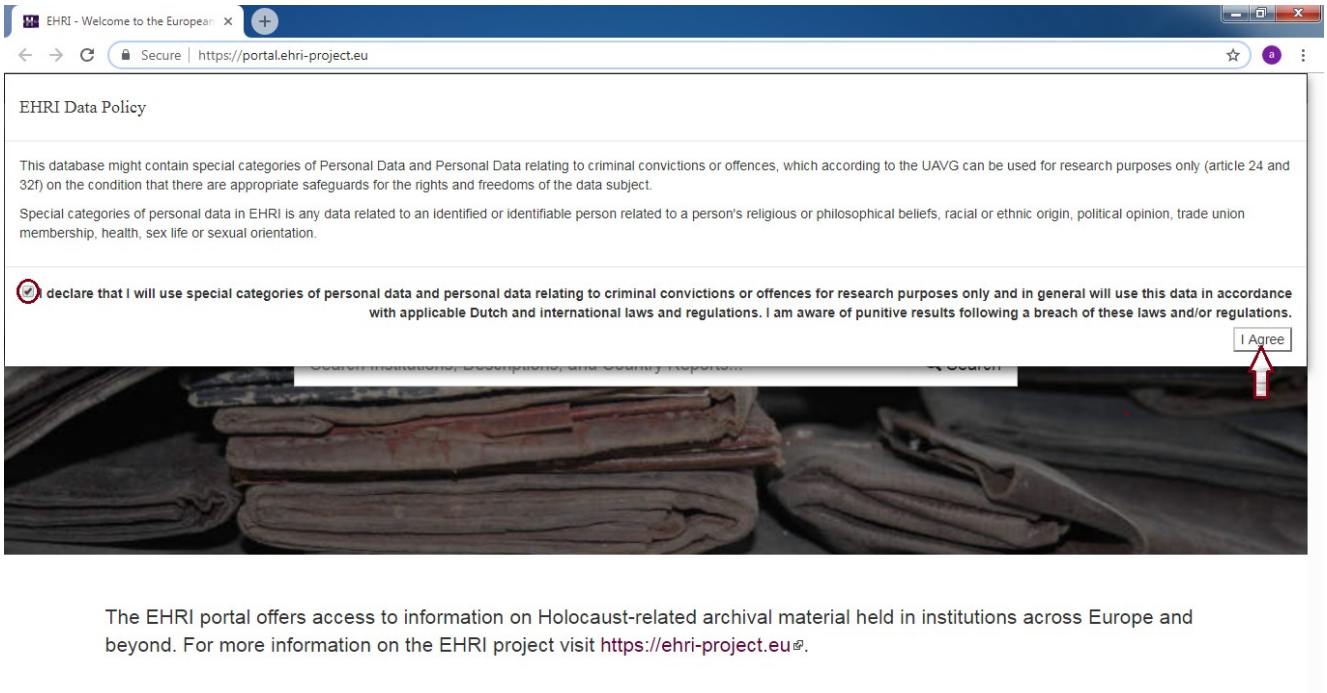
The European Holocaust Research Infrastructure (EHRI) Portal web page is https://portal.ehri-project.eu/

1. How to create your *EHRI Profile*

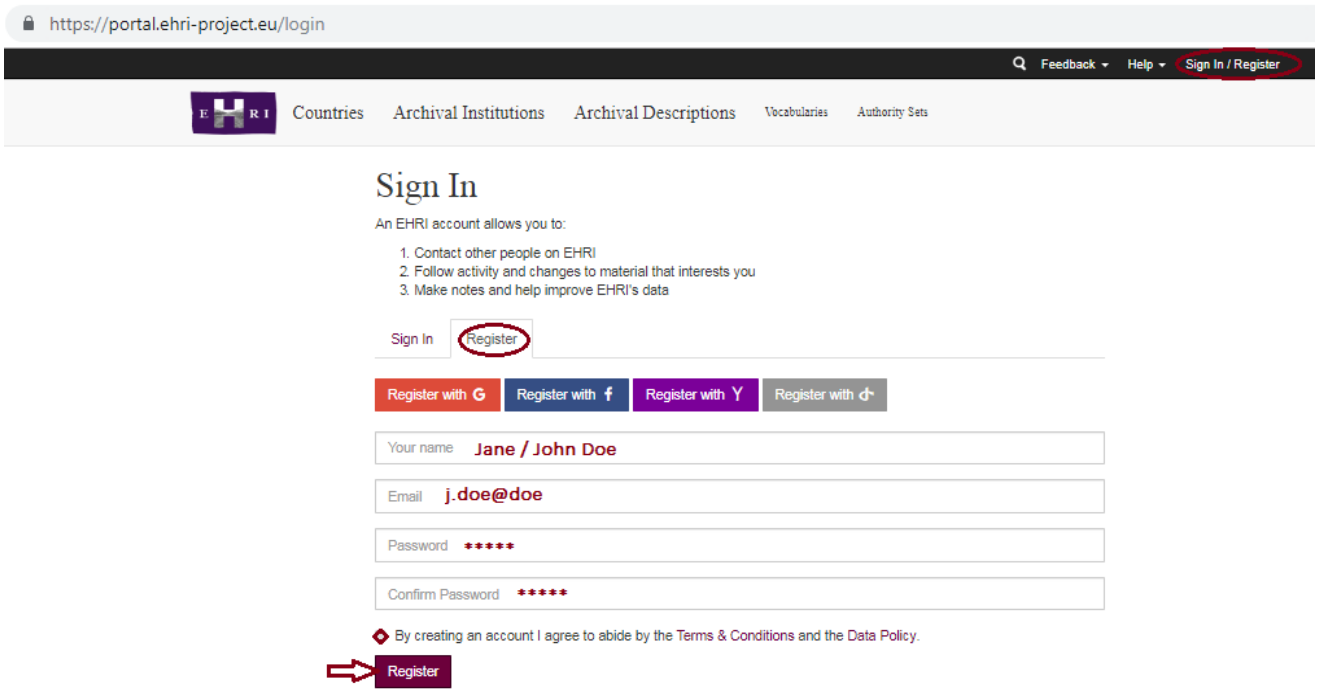
Before starting, please make sure you have agreed to the 'EHRI Data Policy' by ticking the small box on the left hand side of the window, and then clicking on 'I agree'.



Once you have agreed to the 'EHRI Data policy', please click 'Sign in/Register' (top right), click the 'Register' tab and register for the EHRI Portal by filling in the required fields below.

Tick the small square to the left of the 'Terms & Conditions' at the bottom of the page and then click the 'Register' button.

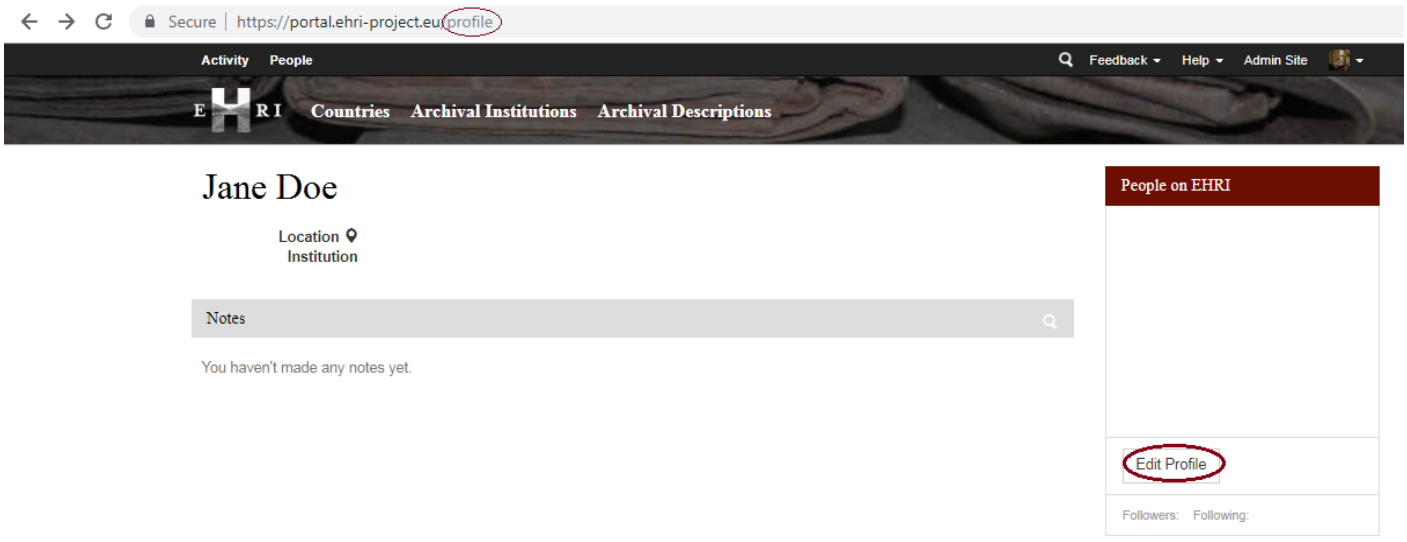
Tips & tricks: You can also register with your Facebook, Yahoo and Open ID account.



After registering, you can 'Sign in' into the EHRI Portal, using your email & the password you created in the previous step.

You will arrive at your 'Profile page' on the EHRI Portal.

Please feel free to use the 'Edit profile' button. Beyond building a digital research infrastructure, the EHRI Project is building a human network, and we would like to know you (including a profile picture if possible).

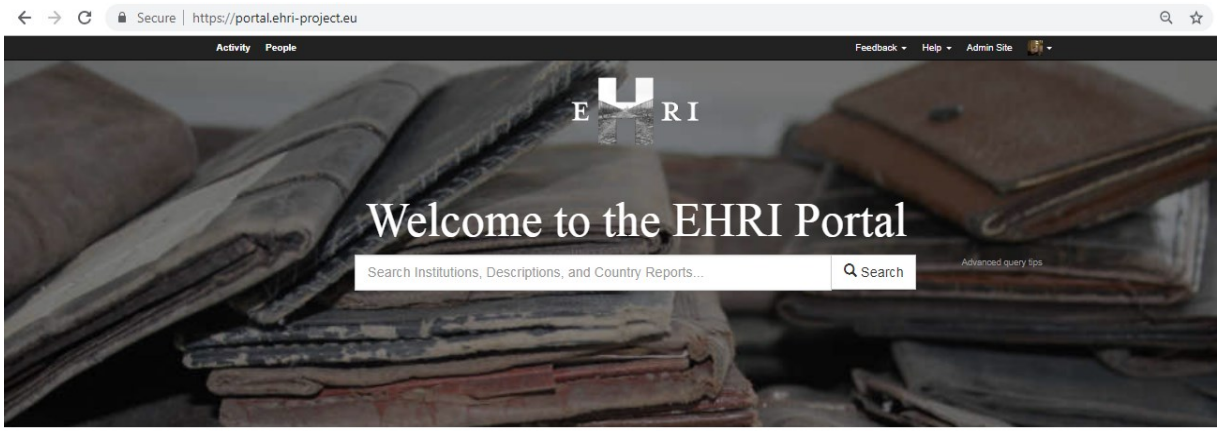


Tips & tricks: The 'EHRI Portal' is one of the most important outputs of the 'EHRI Project'. Therefore, before starting your work, give yourself a bit of time to explore and to learn more about other people in EHRI.

1.1. The EHRI Portal

The EHRI Portal is built around three major hierarchical elements 'Countries', 'Archival Institutions', and 'Archival Descriptions'. For a short introduction, please see this video https://training.ehri-project.eu/unit/7-ehri-portal-manual and this online course https://training.ehri-project.eu/unit/7-ehri-portal-manual.

In the next pages we will explain ***How to create Archival institutions, Archival Descriptions, Authority Records, and Access Points***, but first here is an additional introduction to the EHRI Portal.



The EHRI portal offers access to information on Holocaust-related archival material held in institutions across Europe and beyond. For more information on the EHRI project visit https://ehri-project.eu.

Countries

EHRI national reports provide an overview of the Second World War and Holocaust history as well as of the archival situation in the covered countries.

Browse 57 country reports.

Archival Institutions

An inventory of archival institutions that hold Holocaust-related material.

Browse 2,006 archival institutions in 51 countries.

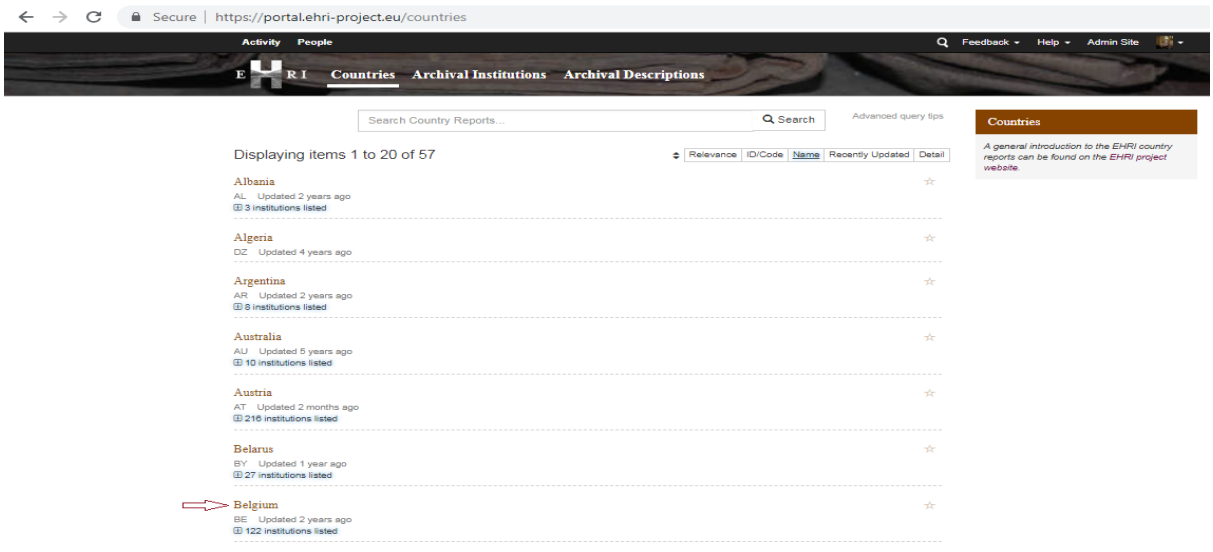
Archival Descriptions

Electronic descriptions and finding aids of Holocaust-related archival material.

Browse 235,151 archival descriptions in 640 institutions.

1.2. Countries

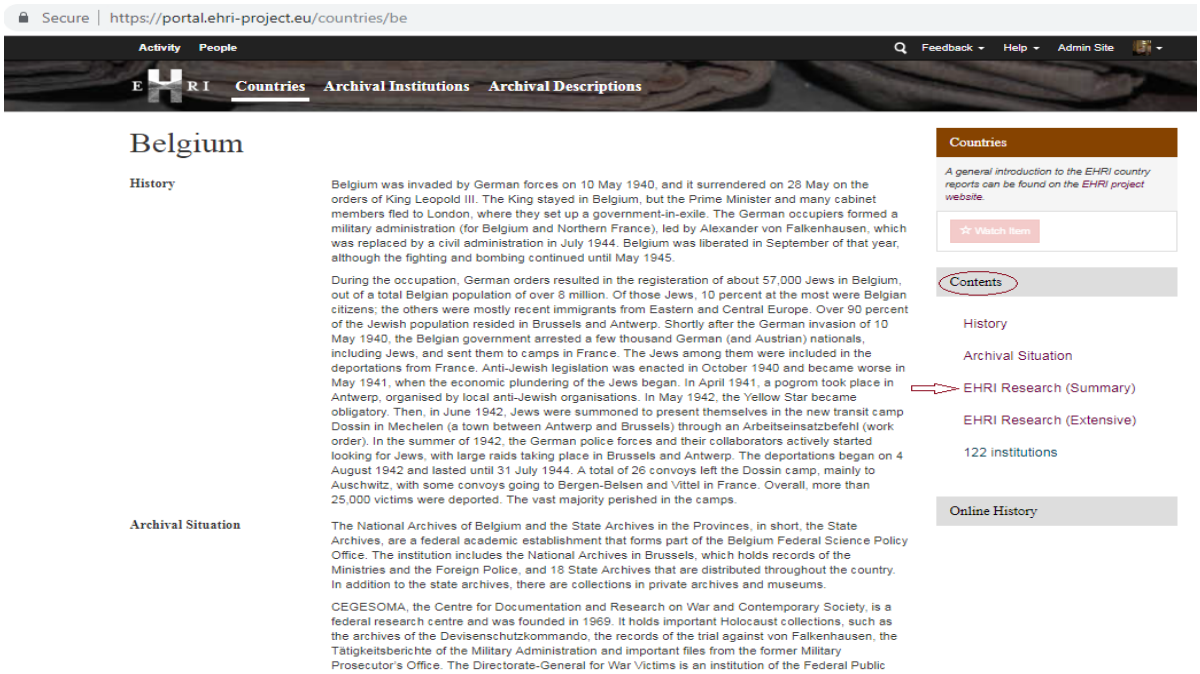
Each country has a dedicated country report. To access this page just click on the country name.



Country reports provide information about the Holocaust history of and the archival situation in that country, as well as a summary of EHRI's research work conducted on the respective country so far and an extensive report of that work. For more information about the structure, length and purpose of the country reports, please read the introduction to the country reports on the EHRI website (https://www.ehri-project.eu/country_reports).

Below the country report, there is a search box for archival institutions situated within this country, as well as a possibility to browse archival institutions in this country. You can further explore the archival descriptions within these archival institutions.

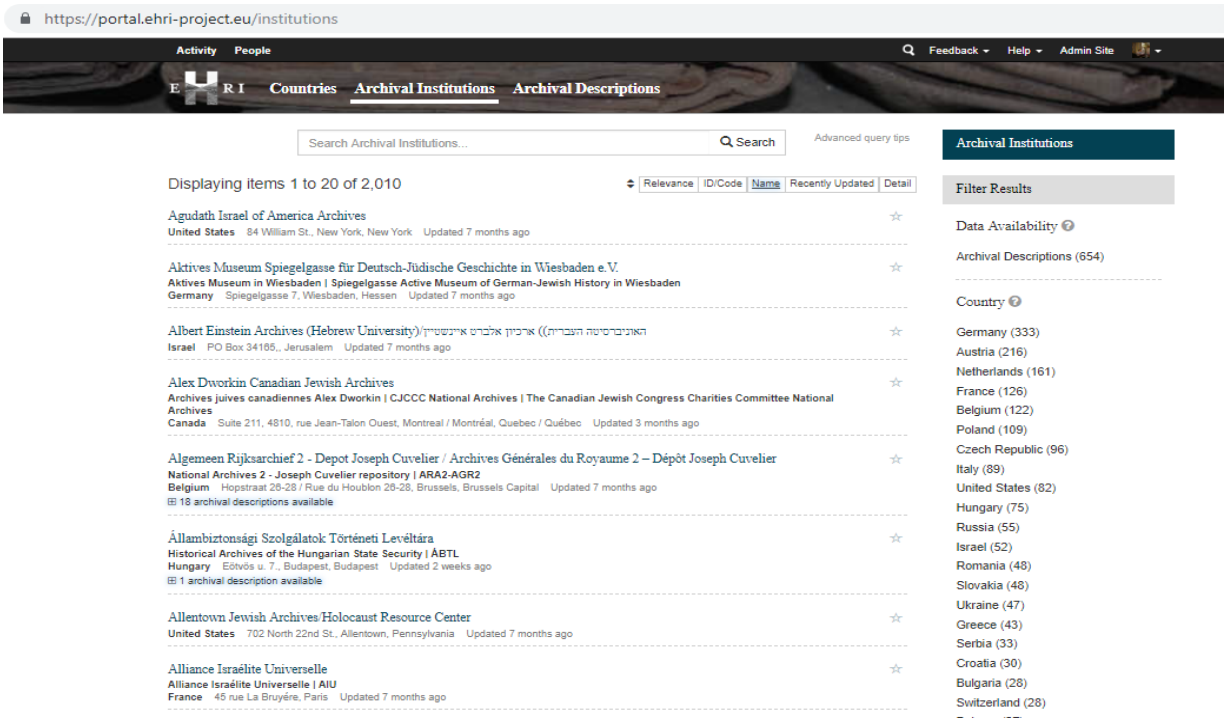
Tips & tricks: We recommend you read all the information listed in the 'country profile page'. However, if you are just interested in a specific section of a country profile, click on the section's name under Contents.



1.3. Archival Institutions.

The EHRI Portal provides information on archival institutions which hold Holocaust-related archival material.

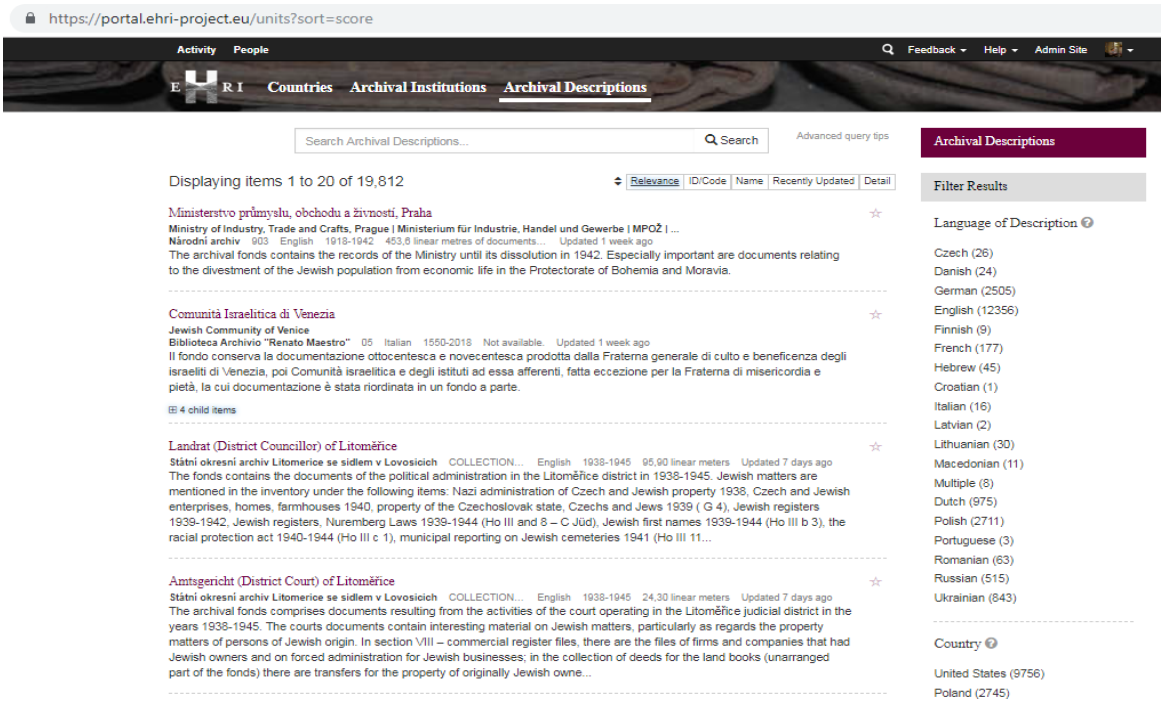
One can find archival institutions using the general search box, search or browse the archival institutions under 'archival institutions' or access them via the search function underneath the country reports.



1.4. Archival Descriptions

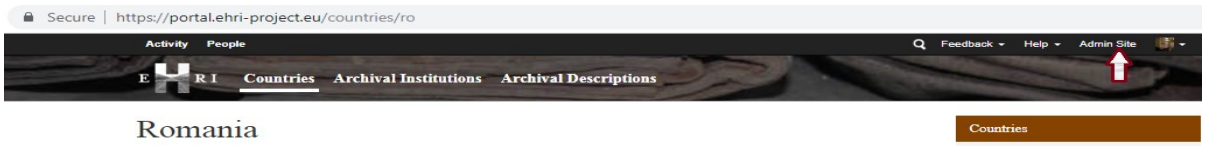
The EHRI Portal provides Holocaust-related archival descriptions.

Archival descriptions can be searched through the general search box, searched or browsed via ‘archival descriptions’ or, if an archival institution has archival descriptions of its holdings on the EHRI Portal, these can be searched or browsed below the description of the particular archive on its archival institution entry page in the EHRI Portal.

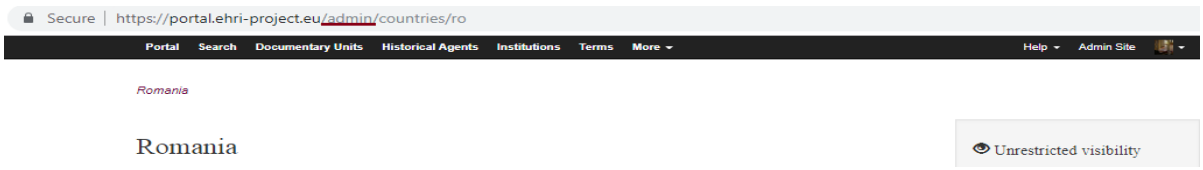


2. How to create *Archival Institutions*

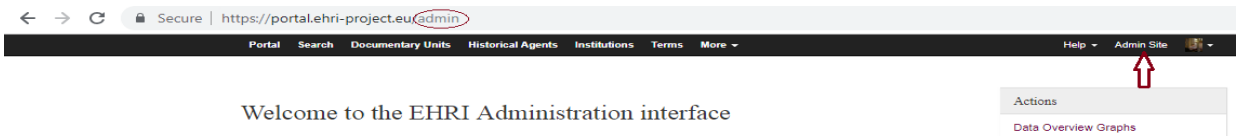
In order to be able to work in the EHRI portal, you need to receive access to the 'admin page'. This needs to be done by an EHRI project administrator (please contact by email). Once access has been granted, you will see the additional words 'Admin Site' on the top-right of the Portal webpage.



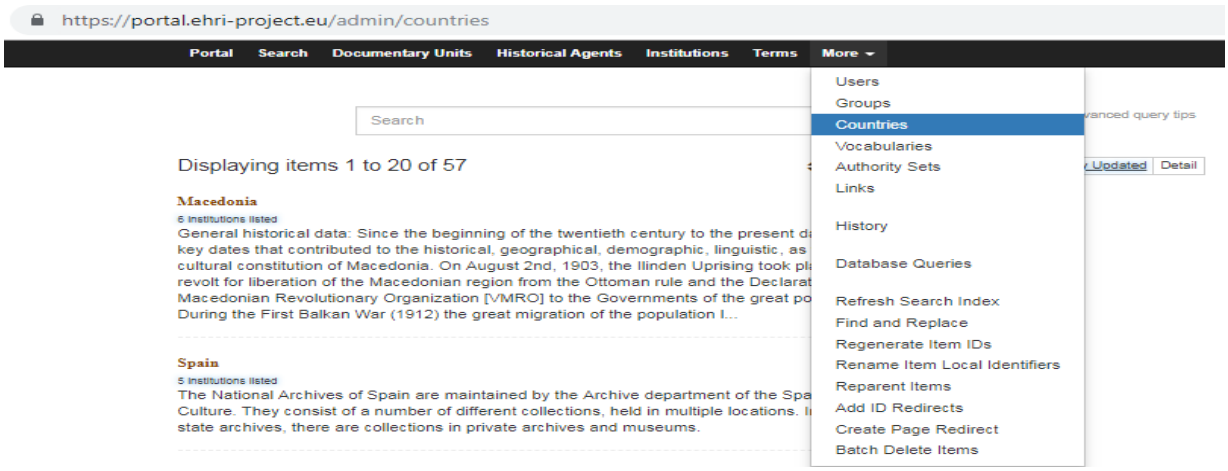
When you click on "Admin site", you will be directed to the work environment of the EHRI Portal.



Tips & tricks: Work in the EHRI Portal, such as adding and editing content, is only possible through the EHRI Admin site. Therefore, please make sure you click on the Admin site button. Please ensure that you see admin written after .eu/ in the browser address line. https://portal.ehri-project.eu/admin allows you to perform your work in the portal. Please note that except for when you decide to hide your description via 'set visibility' on the right-hand sight of the page, all your work on the Admin page will immediately be reflected in the public version of the EHRI portal. If you are curious to see what your work looks like 'from the outside', just remove admin/ in the browser, e.g. https://portal.ehri-project.eu/~~admin/~~institutions/us-005551. If your recent changes are not yet visible, please refresh the page. In order to return to the work environment, simply type admin/ again after .eu/ and press enter.



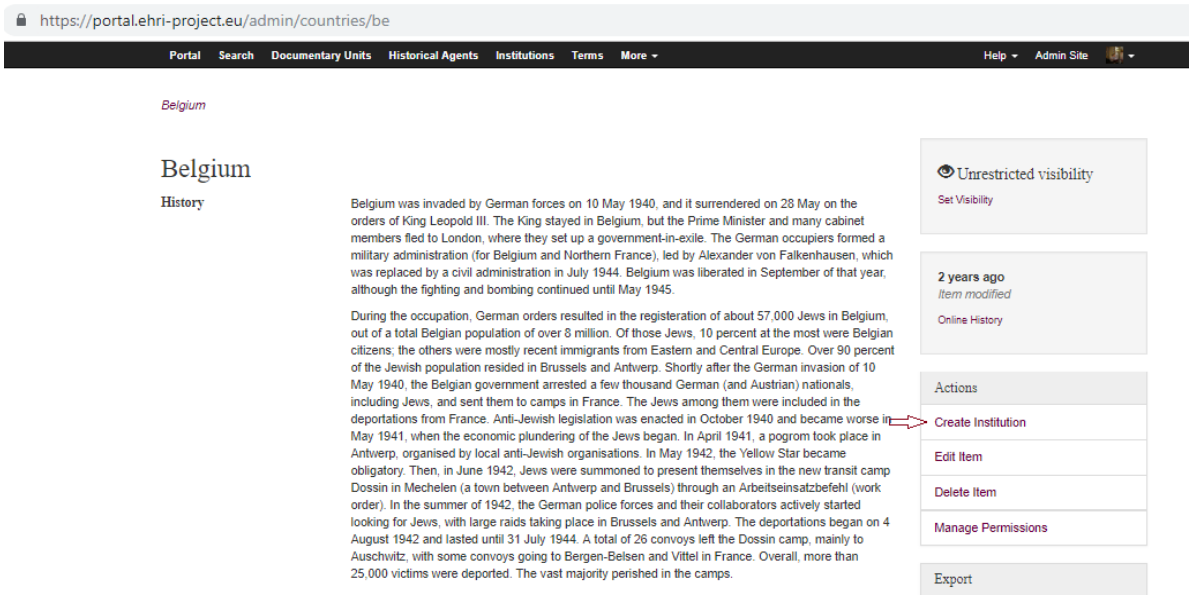
Archival institutions can be created only in relation to a specific country. In order to add a new institution, go to the More menu and select Countries:



Tips & tricks: You can change the way the portal displays items by clicking on one of: Relevance, ID/Code, Name, Recently Updated, Detail. Please feel free to explore all of these options and choose the one which accommodates your current work best.

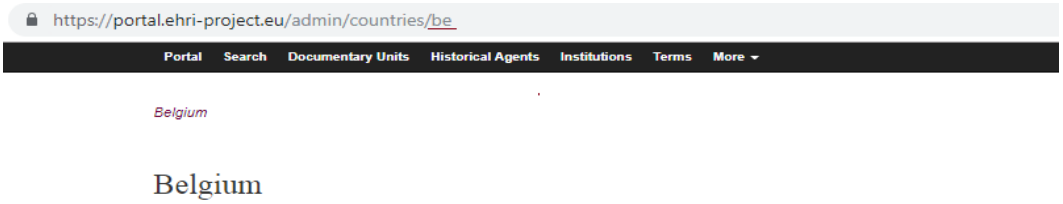
Search for the country in which you want to create an archival institution. In this example, we have decided to work on Belgium.

After you click on ‘Search’, you will see the link to the Belgium page, where you can see the Belgium Country Report, as previously discussed. Click ‘Create institution’ on the right side of the page under ‘Actions’.

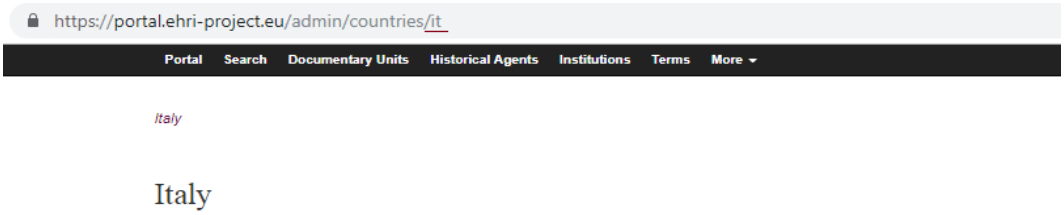


Tips & tricks: In order to quickly move from one country report to another, just replace the ISO Country Code at the end of the address in your browser. See the examples below:

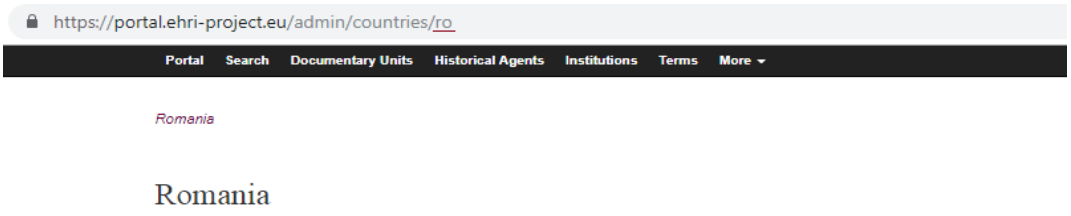
Belgium:



Italy:



Romania:



Once you have clicked on ‘Create institution’, you will be redirected to a new page with empty fields. The creation of a new archival institution involves filling out the following fields:

It is **mandatory** to provide:

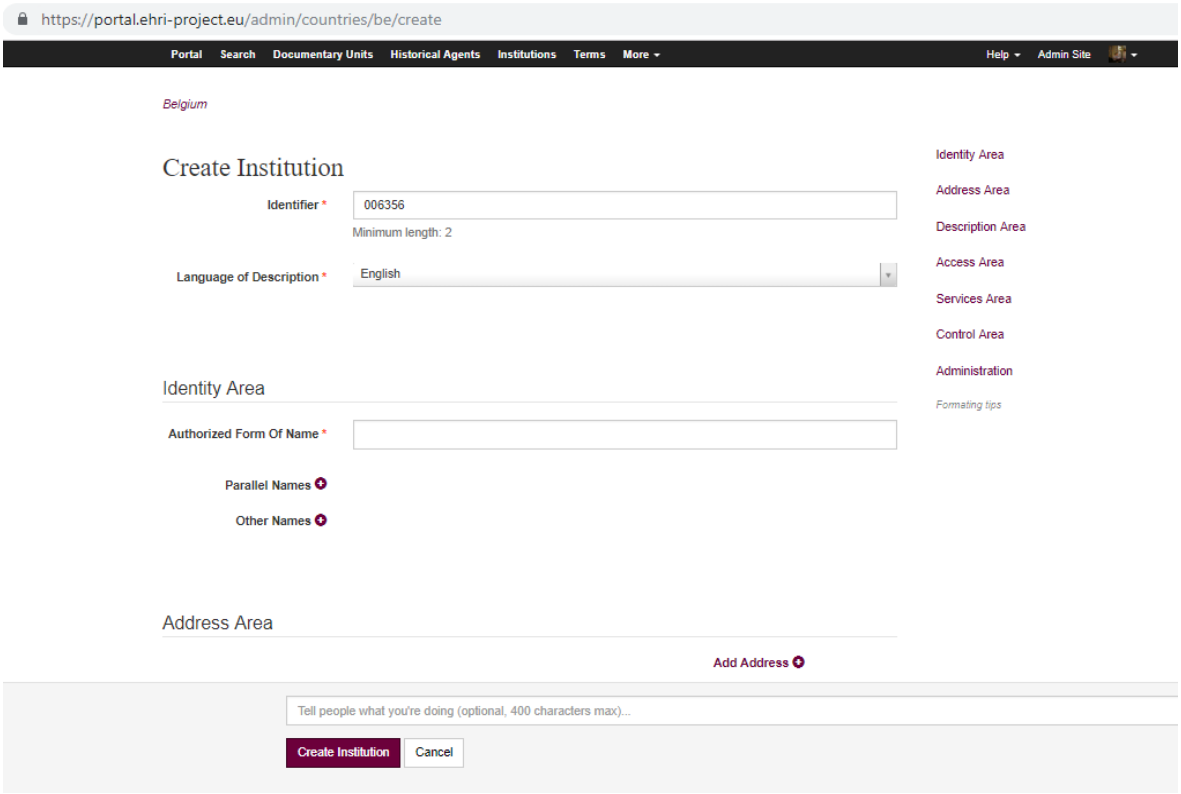
- Identifier (this is automatically generated by the system);
- Authorized form of name;
- City;
- Country code;

- Website;
- Sources.

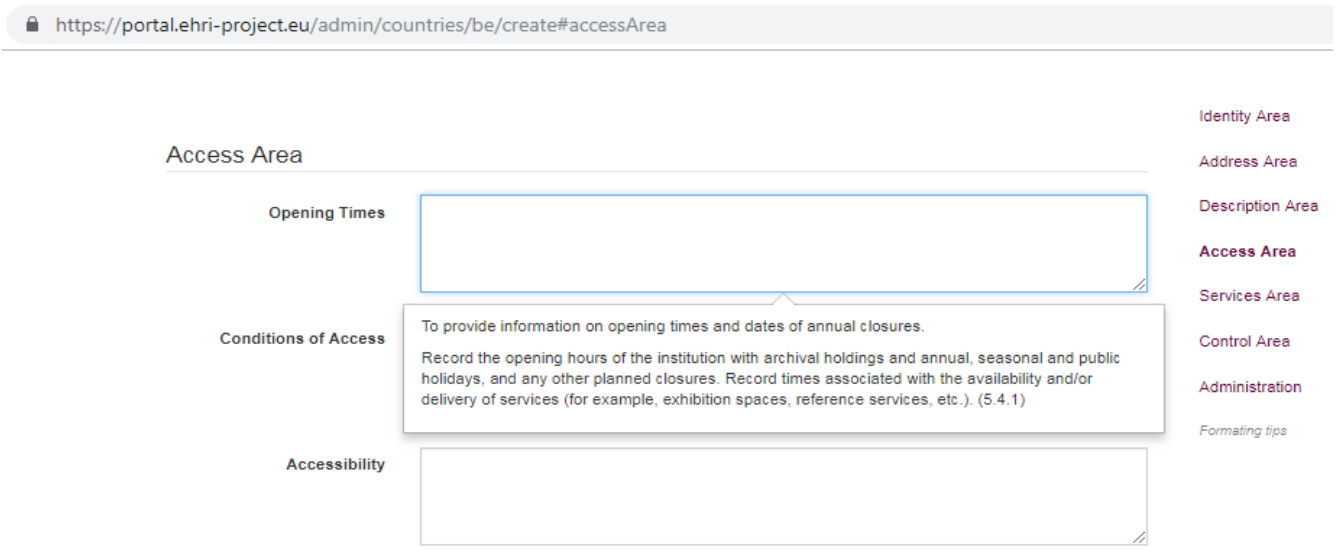
It is desirable to provide:

- Parallel names (to provide an English translation of a non-English language name of an institution you are describing);
- Other names (to provide abbreviations, acronyms, historical names and other names);
- Address Name/Type;
- Contact person;
- Region;
- Post code;
- Street address;
- Email;
- Telephone;
- History;
- Records management and collecting policies;
- Archival and other holdings;
- Finding aids, guides and publication;
- Research services;
- Level of detail.

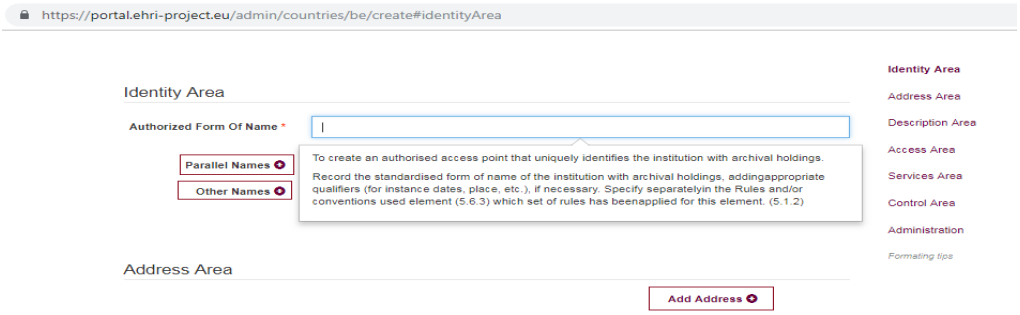
All the other fields are optional.



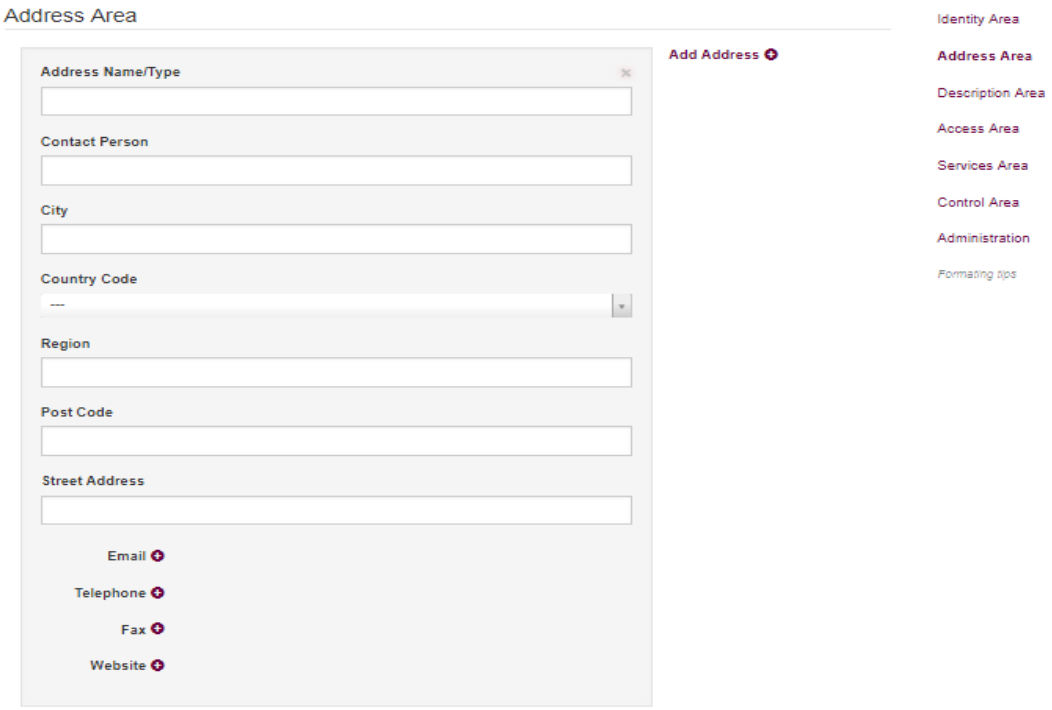
You can fill out each of the fields by simply clicking on them. Moreover, if you click on the respective text field, an explanation of the field function will be displayed.



Throughout the page you will encounter ready-to-fill-in fields, and plus-buttons **+**.

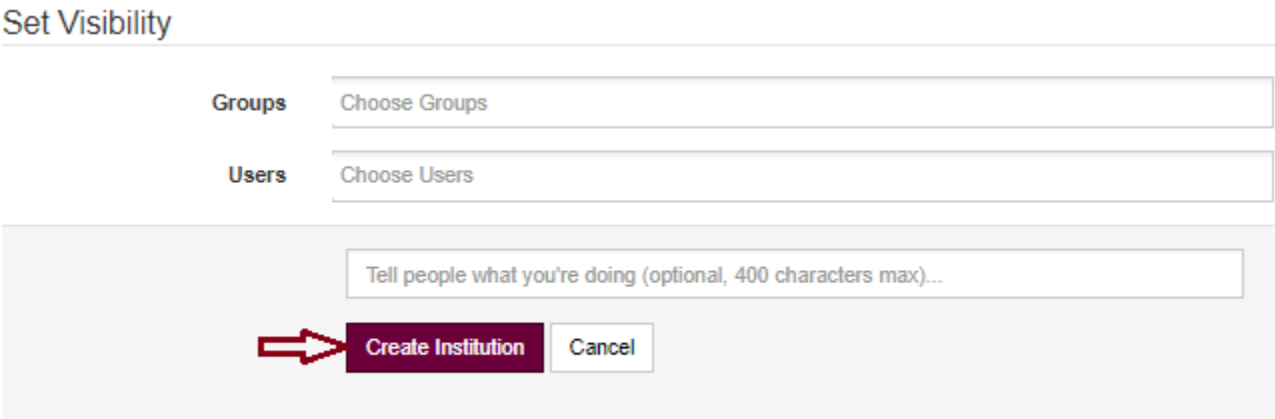


Once you have clicked on the plus button, new ready-to-fill-in fields will open.

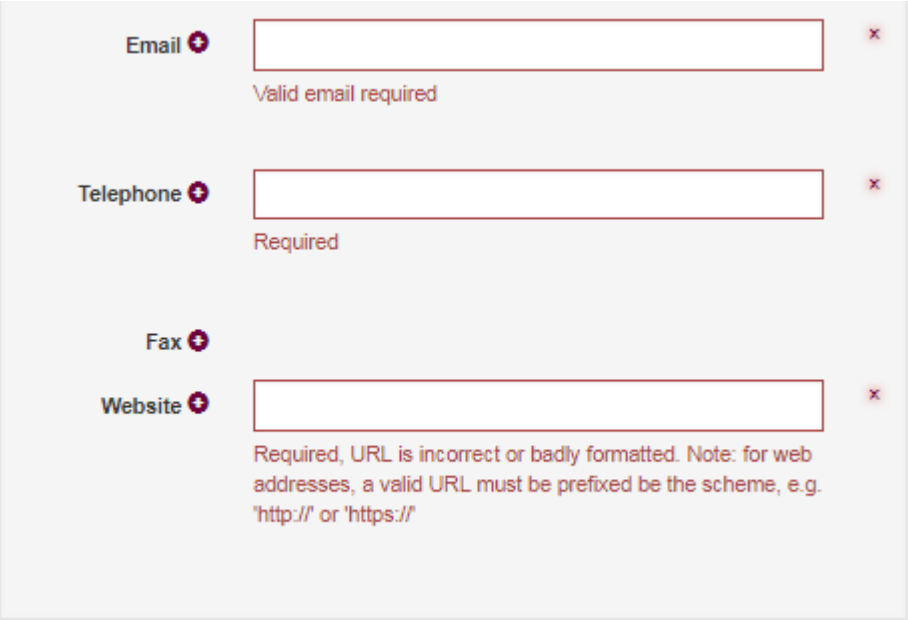


You can create as many fields with the plus button as you need.

To save your description, click on ‘Create institution’ at the bottom of the page.



*Tips & tricks: If you receive an error-message when trying to save your description, this may be caused by an open field created by having clicked on a plus button. You will need to close the empty field indicated in red by clicking the **X** to the right of the respective field.*

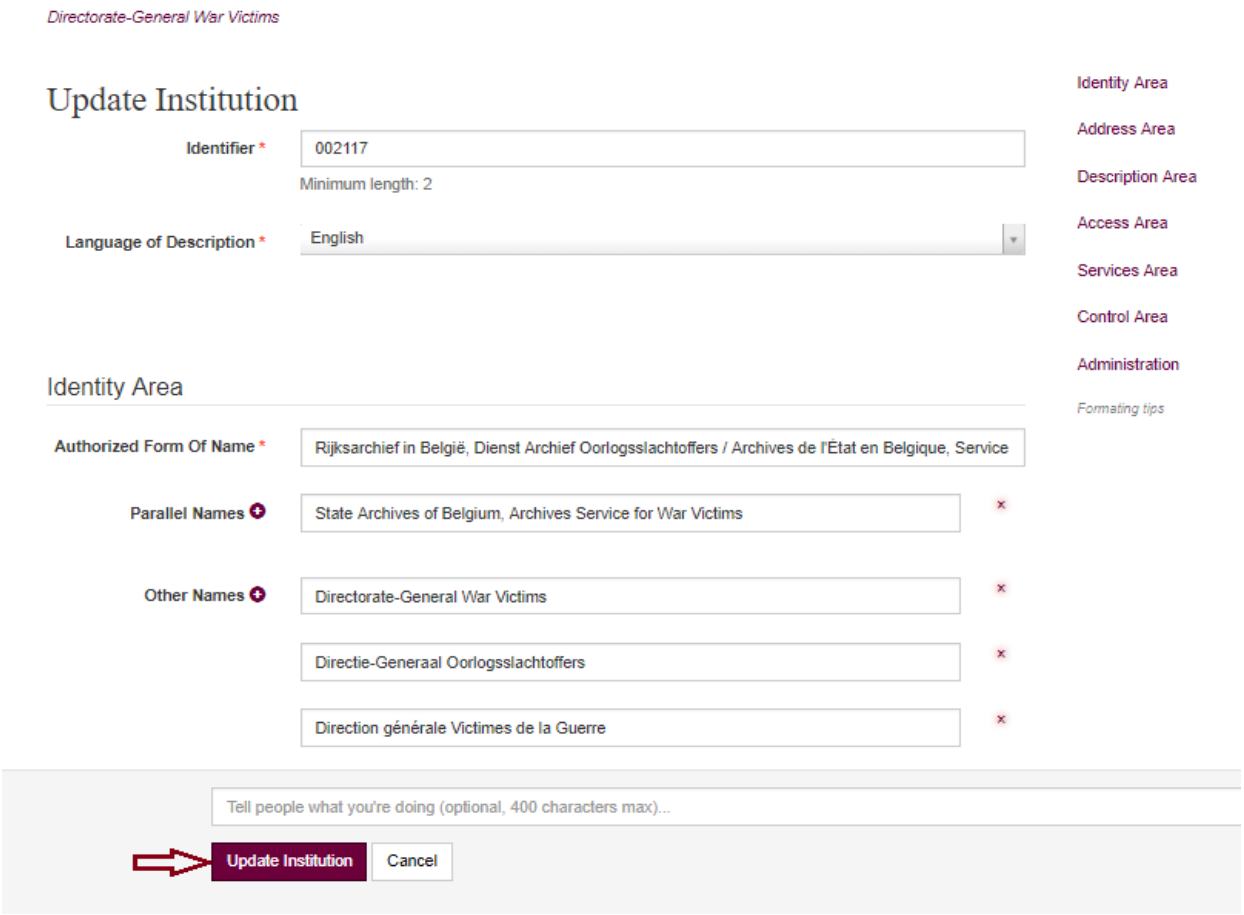


2.1. How to update *Archival Institutions*

Once an archival institution has been created, you can always update it by going to its entry in the EHRI Portal and clicking on ‘Edit Item’.

Note: If you want to suggest the deletion of an institution, please contact info@ehri-project.eu.

You will be redirected to an editing page. Once you have finished, you can save your update by clicking on 'Update Institution' at the bottom of the page.



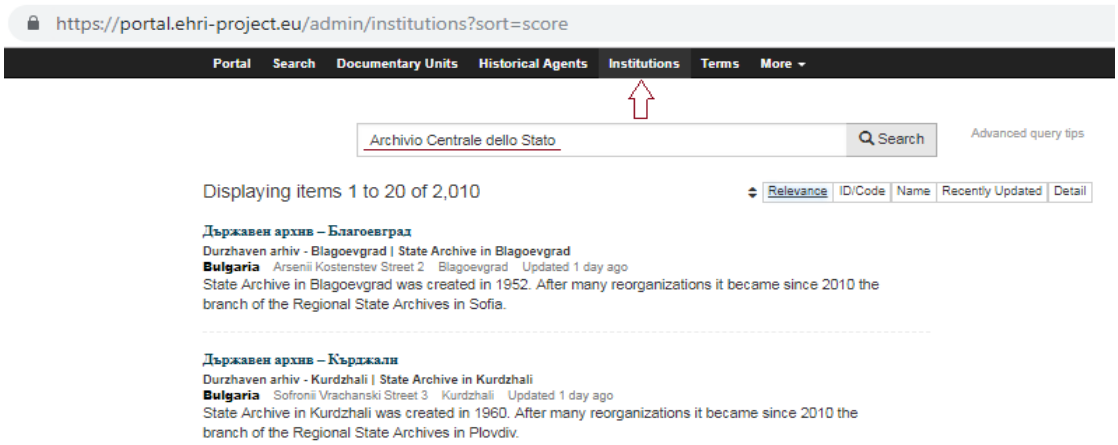
3. How to create *Archival Descriptions*

3.1. Top-level archival descriptions

Before you start creating a Collection, please make sure you are working in your Admin profile. A good idea would be to review the information and tips & tricks described earlier.

Collections are held by archival institutions, therefore you need to go to the respective archival institution's page to create an archival description. For this example, we have decided to work on Italy.

You can find the archival institution either by using the general search box, by using the search box at 'Institutions'...



… or by browsing the country.

Once you have identified the relevant archival institution, you can create a top-level archival description.

Once you have clicked on 'Create archival description'', you will be directed to an editing page.

It is **mandatory** to provide:

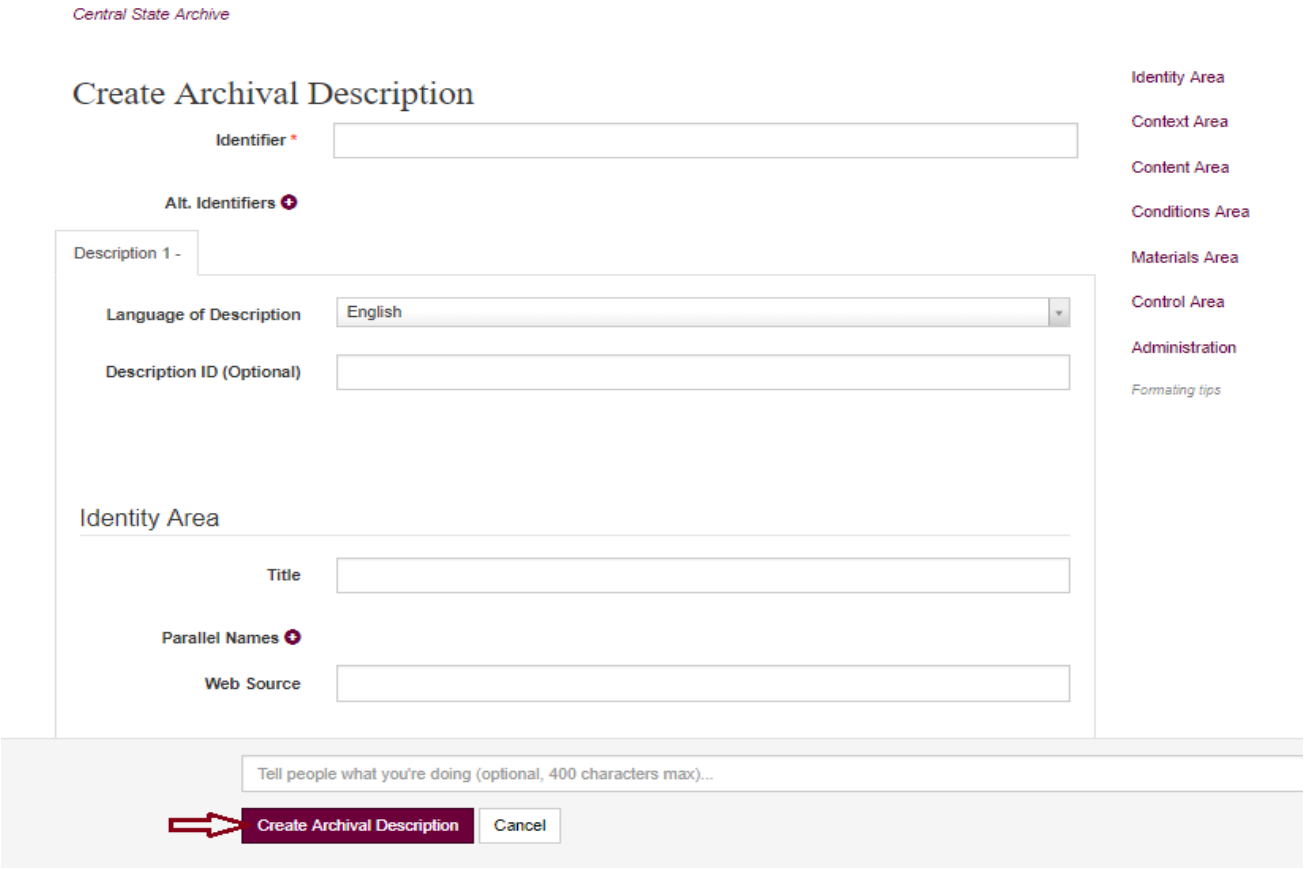
- Identifier (call number provided by the archive);
- Language of description;
- Title;
- Date(s);
- Level of description;
- Extent and medium;
- Language(s) of Materials;
- Script(s) of Materials;
- Archivist's notes.

! Please note that adding the creator to the archival description is also mandatory. This, however, can only be done after the archival description has been created: see below how to add a creator !

It is desirable to provide:

- Biographical history;
- Archival history;
- Scope and content;
- Finding aids;
- Existence and location of originals;
- Existence and location of copies;
- Publication note.

All the other fields are optional.



You can fill out each of the fields by simply clicking on them. Moreover, if you click on the respective text fields an explanation of the field function will be displayed. Throughout the page you will encounter ready-to-fill-in fields and plus-buttons. Once you have clicked on the plus button, new ready-to-fill-in fields will open.
You can create as many fields with the plus button as you need.

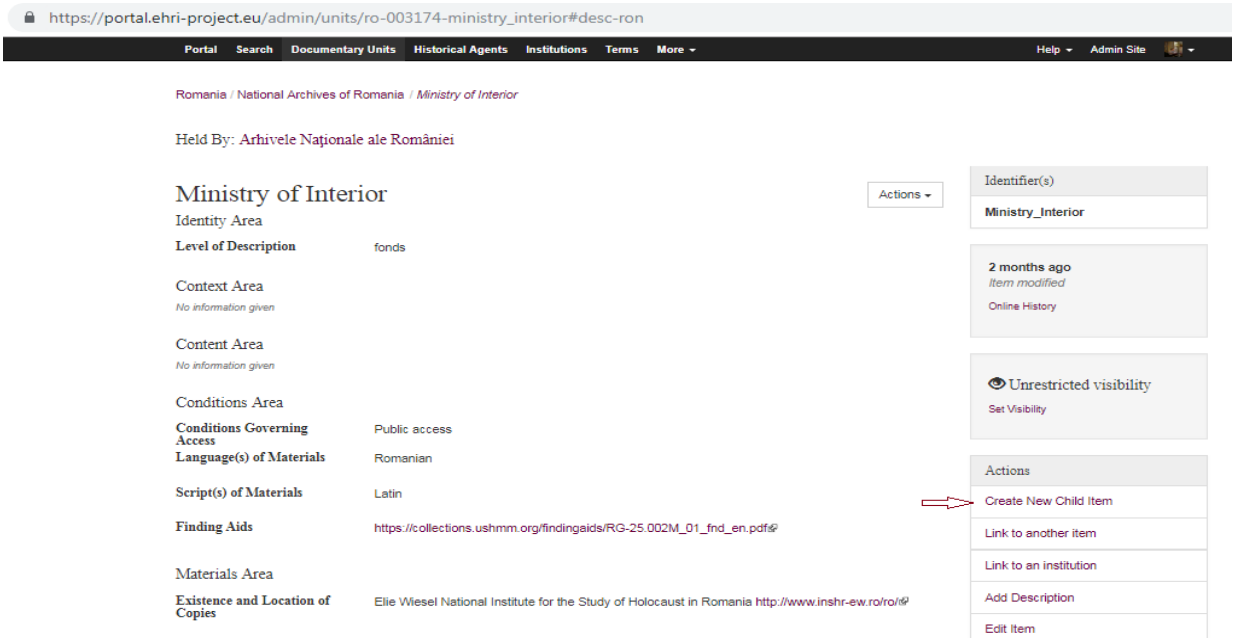
To save your description, click on 'Create Archival Description' at the bottom of the page.

*Tips & tricks: If you receive an error message when trying to save your description, this may be caused by an open field created by having clicked on a plus button. You will need to close the empty field indicated in red by clicking the **X** to the right of the respective field.*

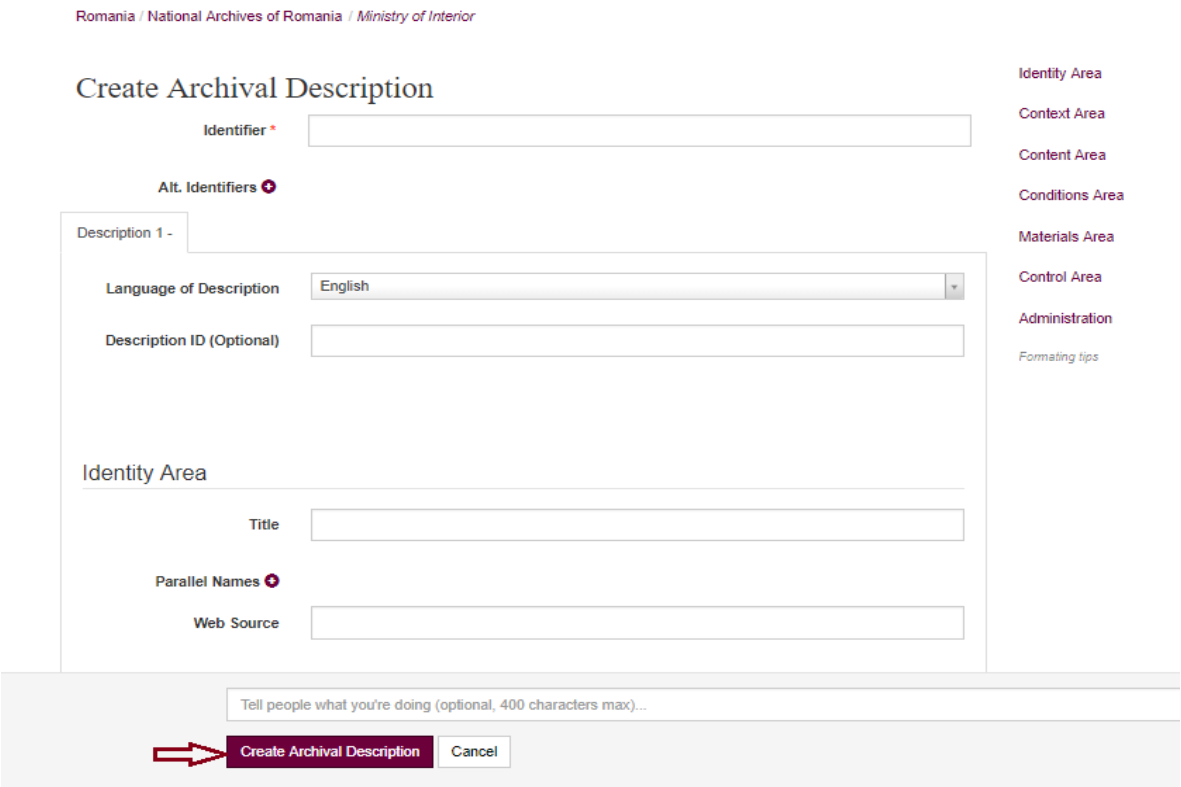
3.2. Child items

The creation of child items allows you to create a hierarchical structure in your descriptions.

Child Items are held by a parent archival description, therefore you first have to go to the parent archival description page to create a child item description. For this example, we will work on Romania.



On the parent archival description page you have to click on 'Create new child item' button. You will be directed to an editing page, with the same structure as the parent archival description page.

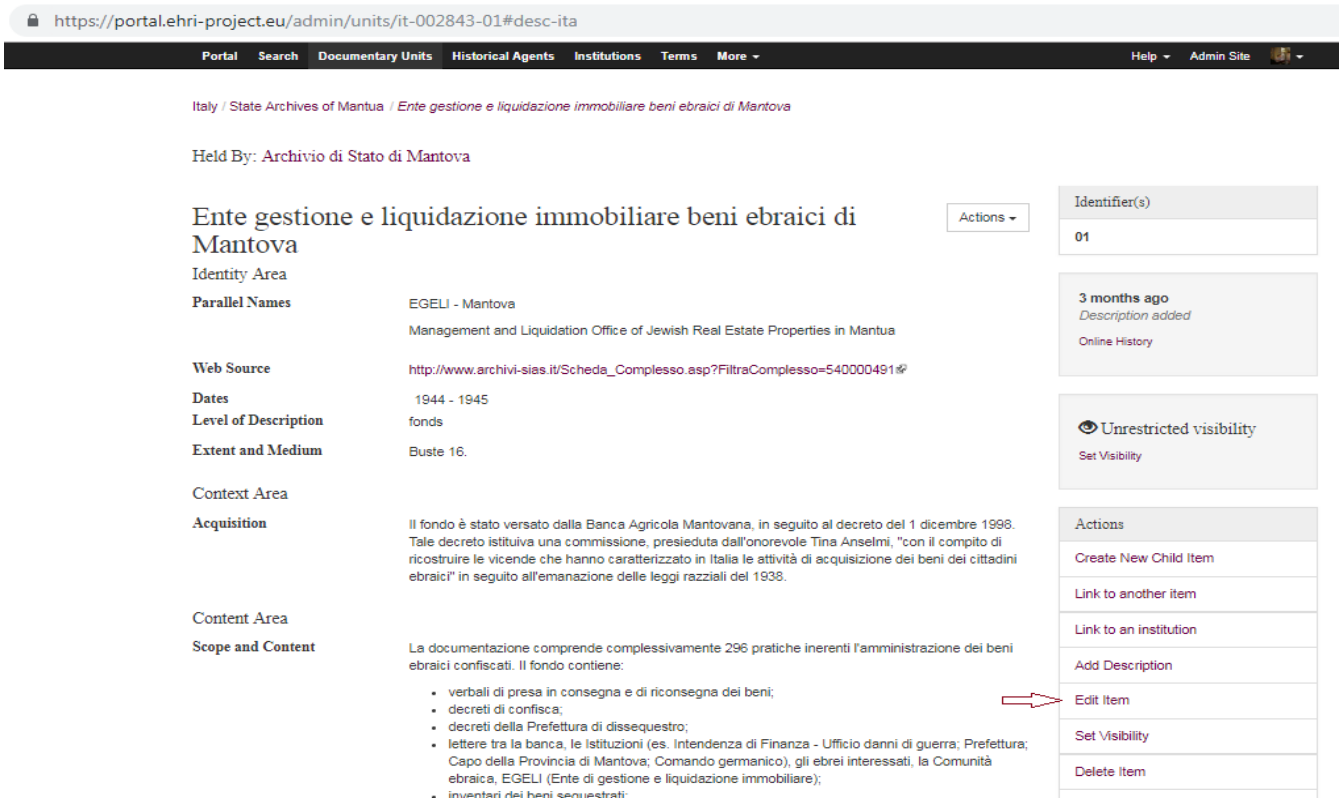


Now follow the steps described above under **How to create *Archival Descriptions***.

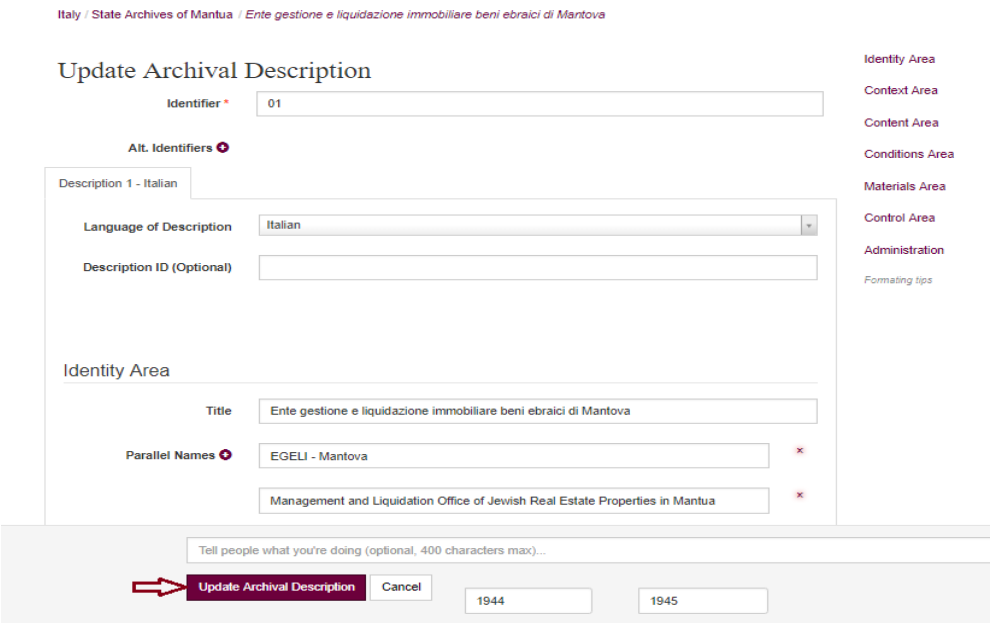
3.3. How to update *Archival Descriptions*

Once an archival description has been created, you can always update it by going to its entry in the EHRI Portal and clicking on ‘Edit Item’.

Note: If you want to suggest the deletion of an item, please contact info@ehri-project.eu.



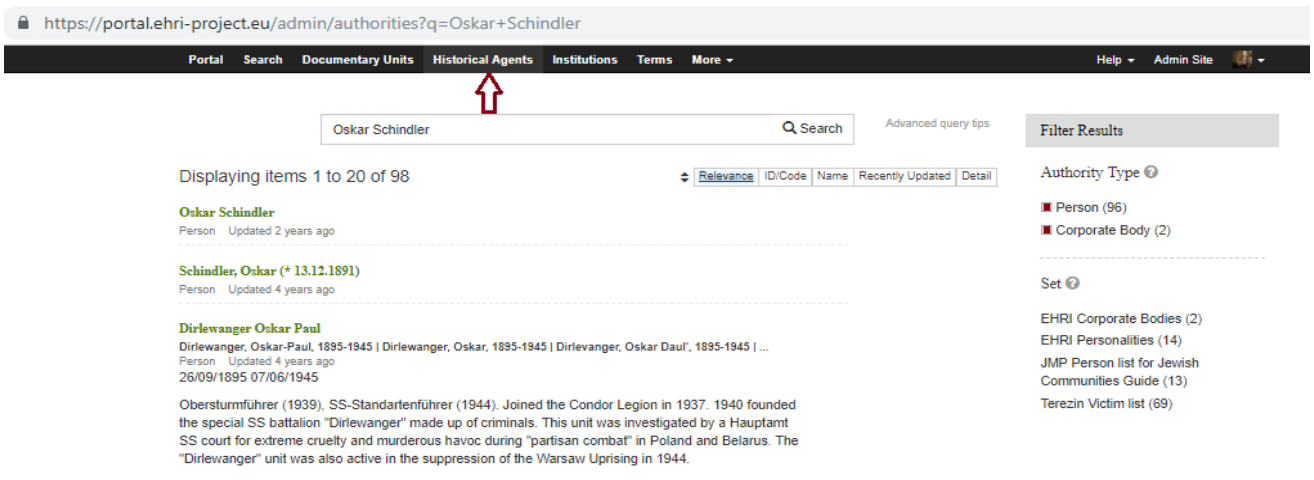
Once you have finished editing, you can save it by clicking on ‘Update Archival Description’ at the bottom of the page.



4. How to add *Creators to Archival Descriptions*

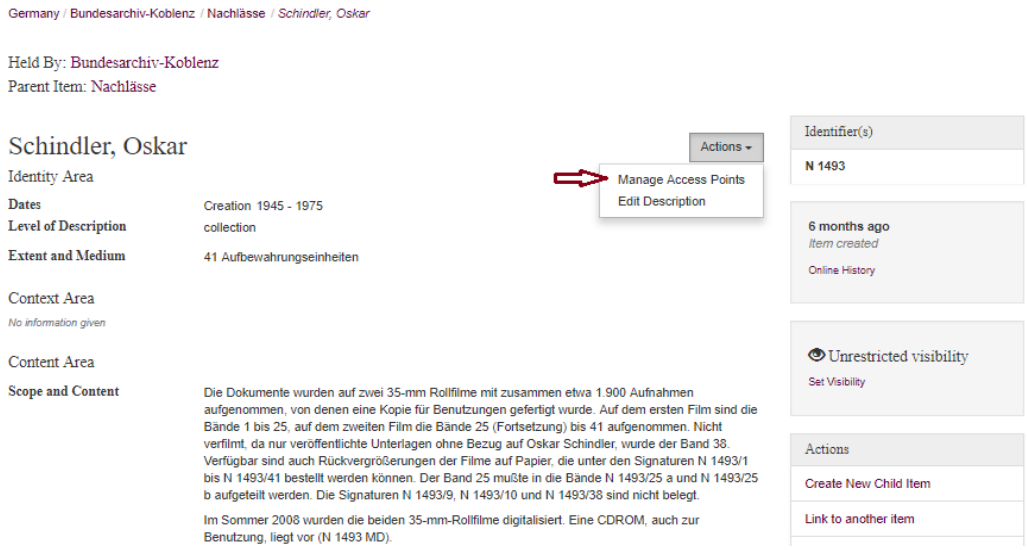
It is mandatory to add a creator to every archival description. The creator is the individual, group, or organization that is responsible for the production, accumulation, or formation of the archival collection. Creators are saved under 'Authority sets'.

The first thing to do it to verify whether you can already find the Creator under Historical Agents.

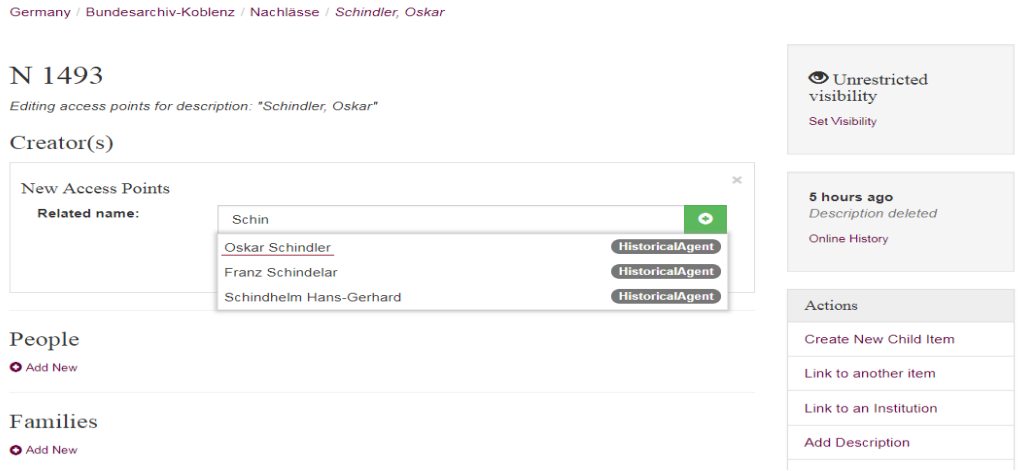


4.1. Existing creators

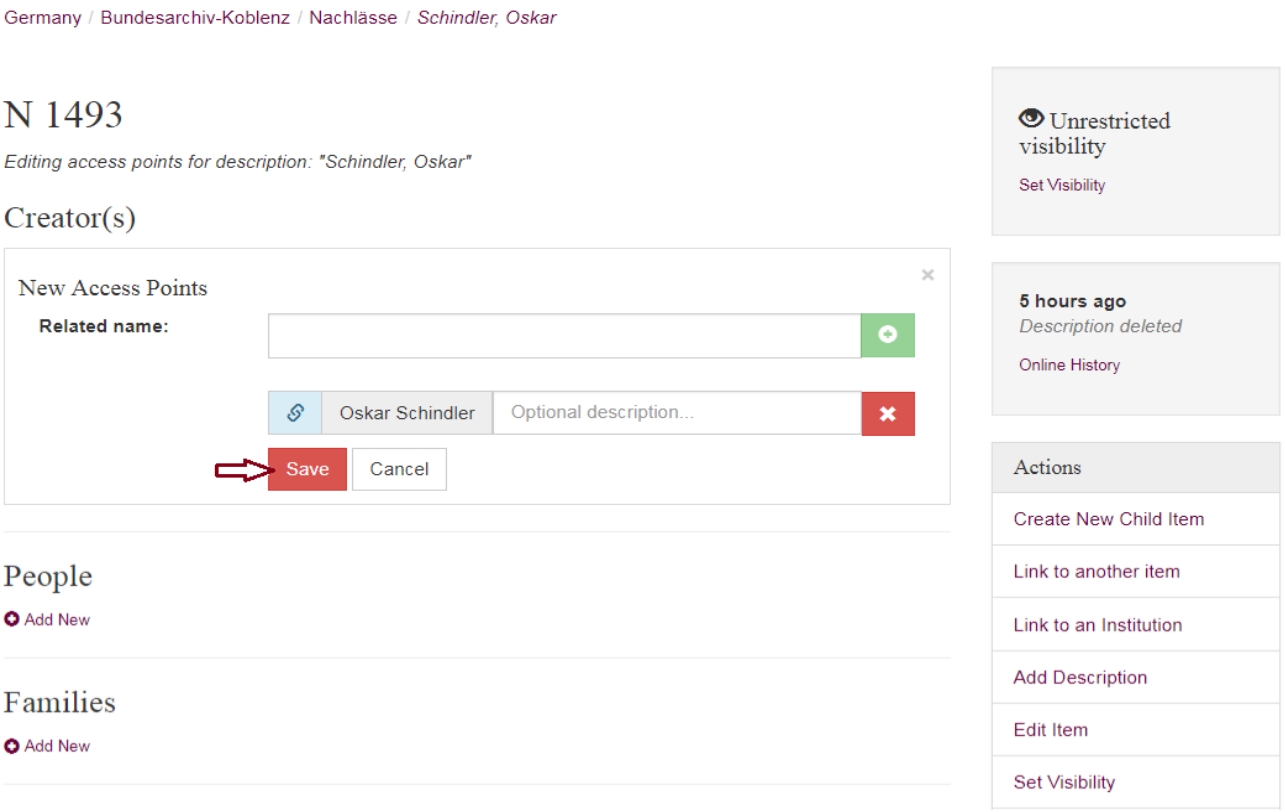
If you find the creator you are looking for, go to the archival description page, and click on Actions > Manage Access Points.



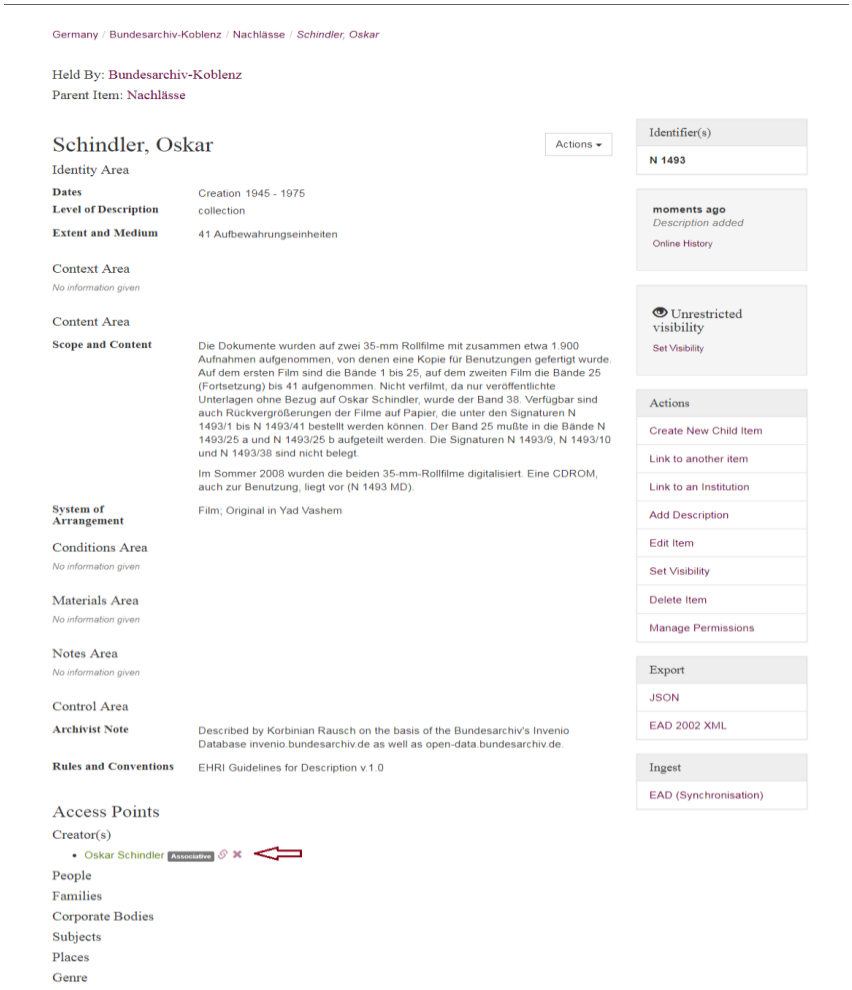
Click on the plus button under creator, and start typing the name you wish to add. Related terms will appear pop up underneath the box.



Select the appropriate name and click on it, then click on save.

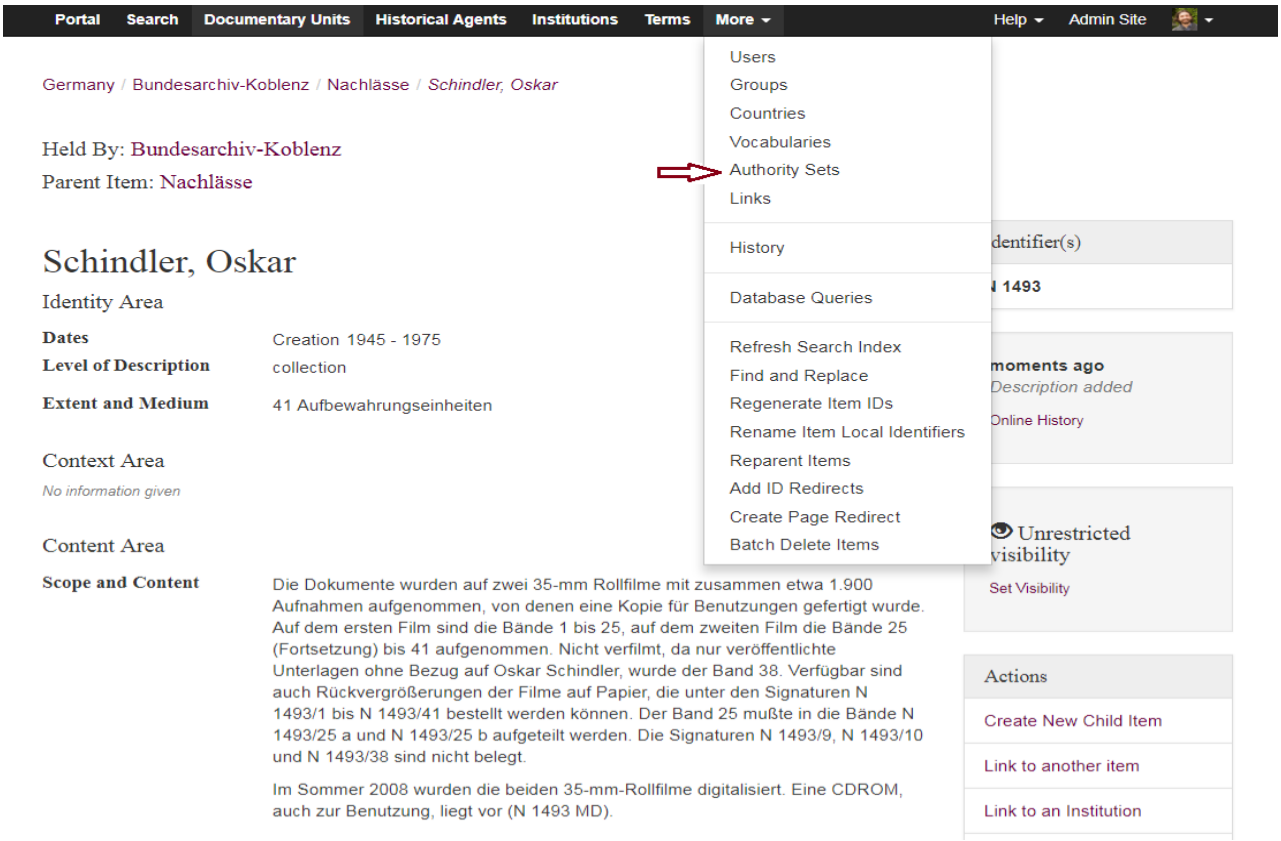


The relationship has been created.



4.2. New Creators

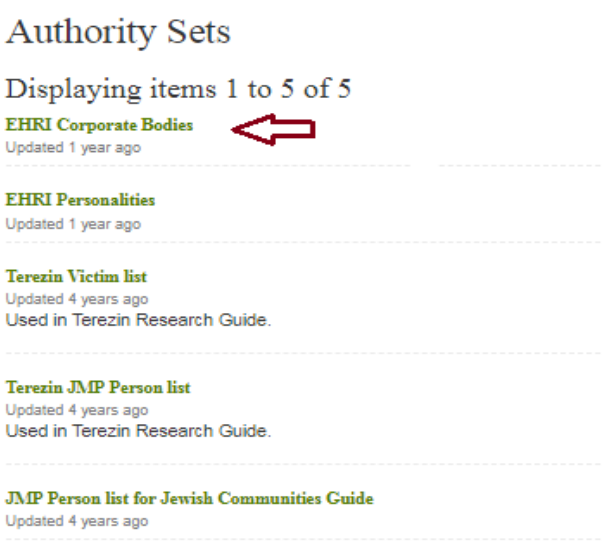
If you did not find the creator you were looking for under Historical Agents, you will need to create it. To do so, go to More > Authority sets:



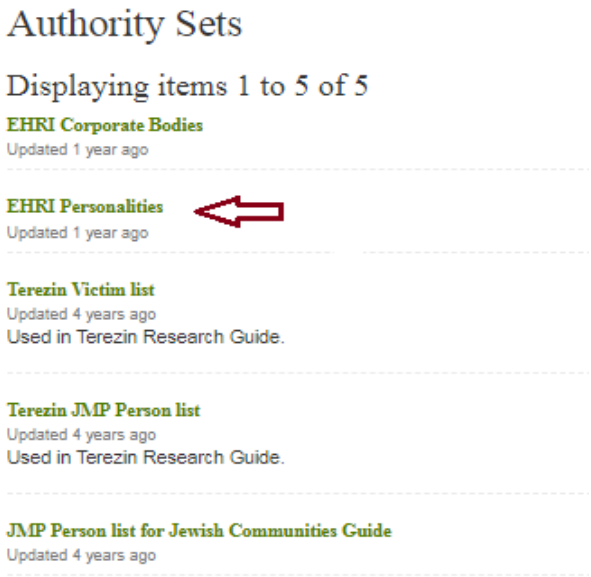
If you click on the Authority sets button, you will be redirected to the following page

For creators you create yourself, there are two options:

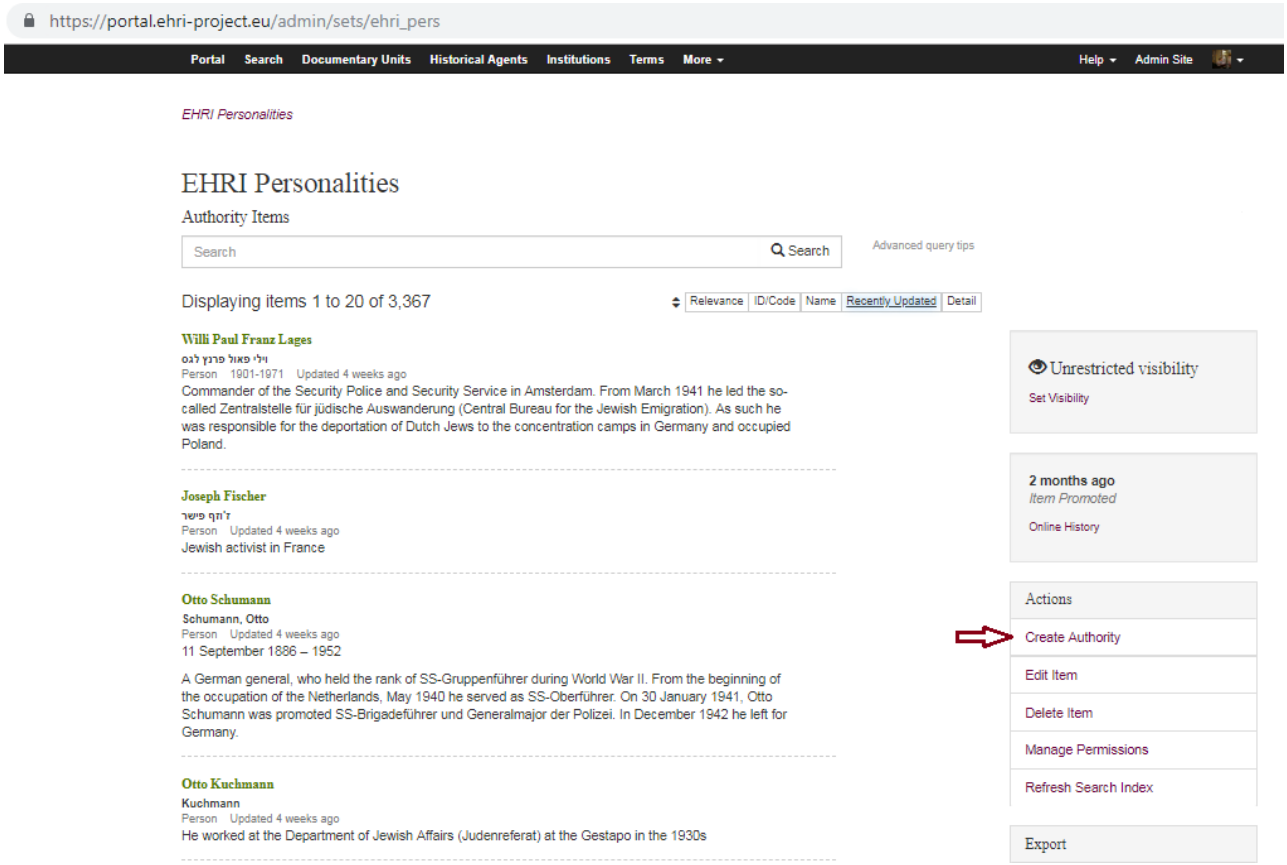
If the creator is an institution or an organization, click on EHRI Corporate Bodies.



If the creator is a person or family, click on EHRI Personalities.



You will be redirected to the respective page. Click on the Create Authority button.



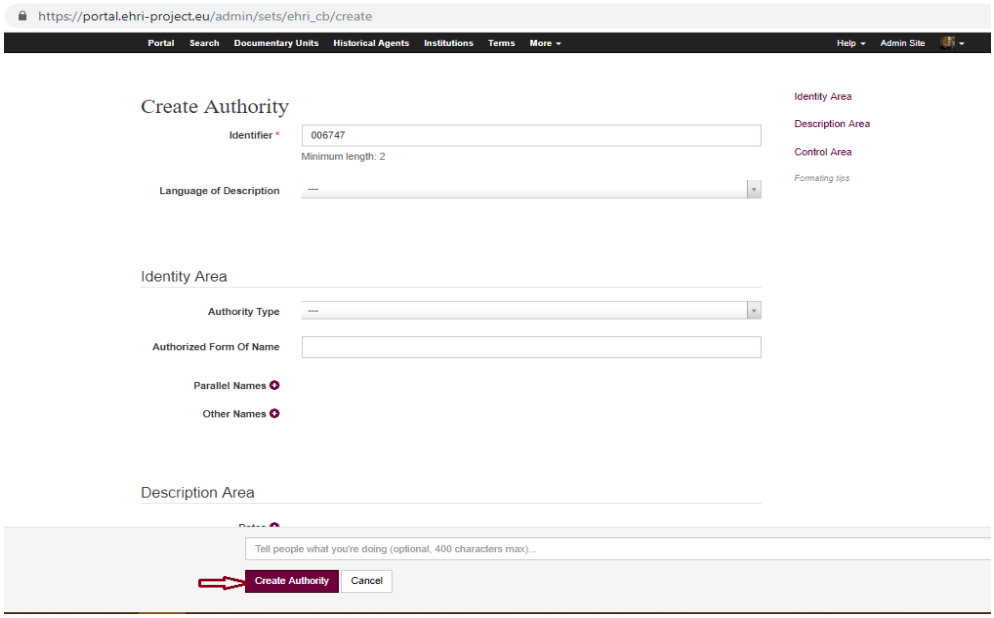
You will be redirected to an editing page.

It is **mandatory** to provide:

- Identifier (this is automatically generated by the system);
- Language of description;
- Authority type;
- Authorized form of name;
- Sources.

It is desirable to provide:

- Parallel names (to provide an English translation of a non-English language name of an institution you are describing);
- Other names (to provide abbreviations, acronyms, historical names and other names);
- History.



To create the relationship between the Archival Description and its Creator you follow the same steps as in the first scenario.

5. How to link to other *further keywords (names, subject, places and genre).*

You have the possibility to add further keywords to your archival description. Keywords can include names (people, families and corporate bodies), subjects, places and genre.

In our example, the archive being described is located in Italy.

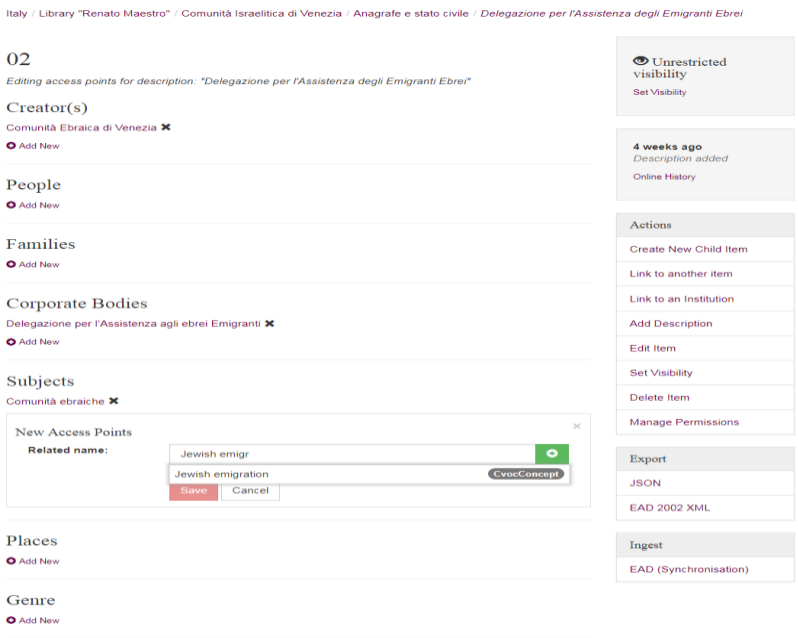
Go to the archival description to which you wish to add keywords. Go to Actions > Manage Access Points.

Click on Manage Access Points, and you will be redirected to the following page. We will continue our example by adding a 'Subject'. Start typing the Subject you wish to add in the empty text-box: available values will appear automatically.

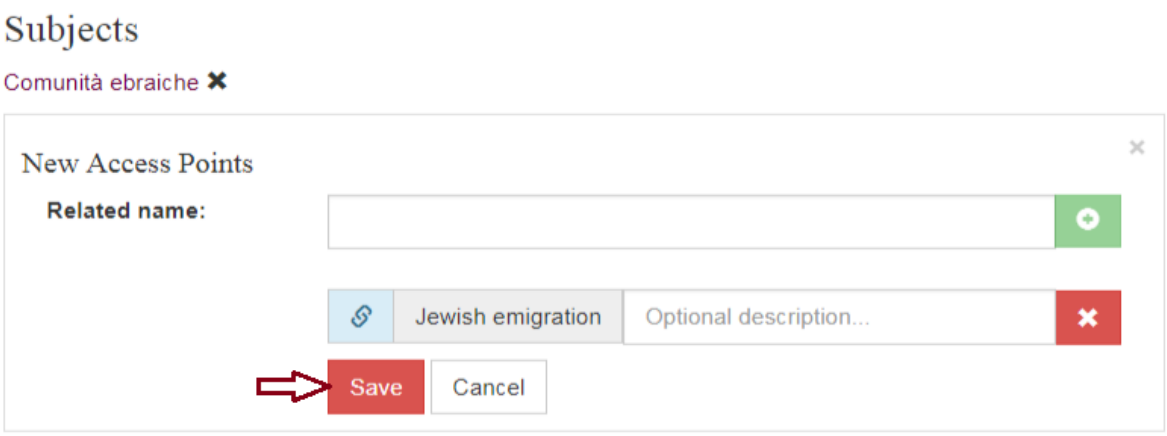
There are two options:

5.1. Existing keywords

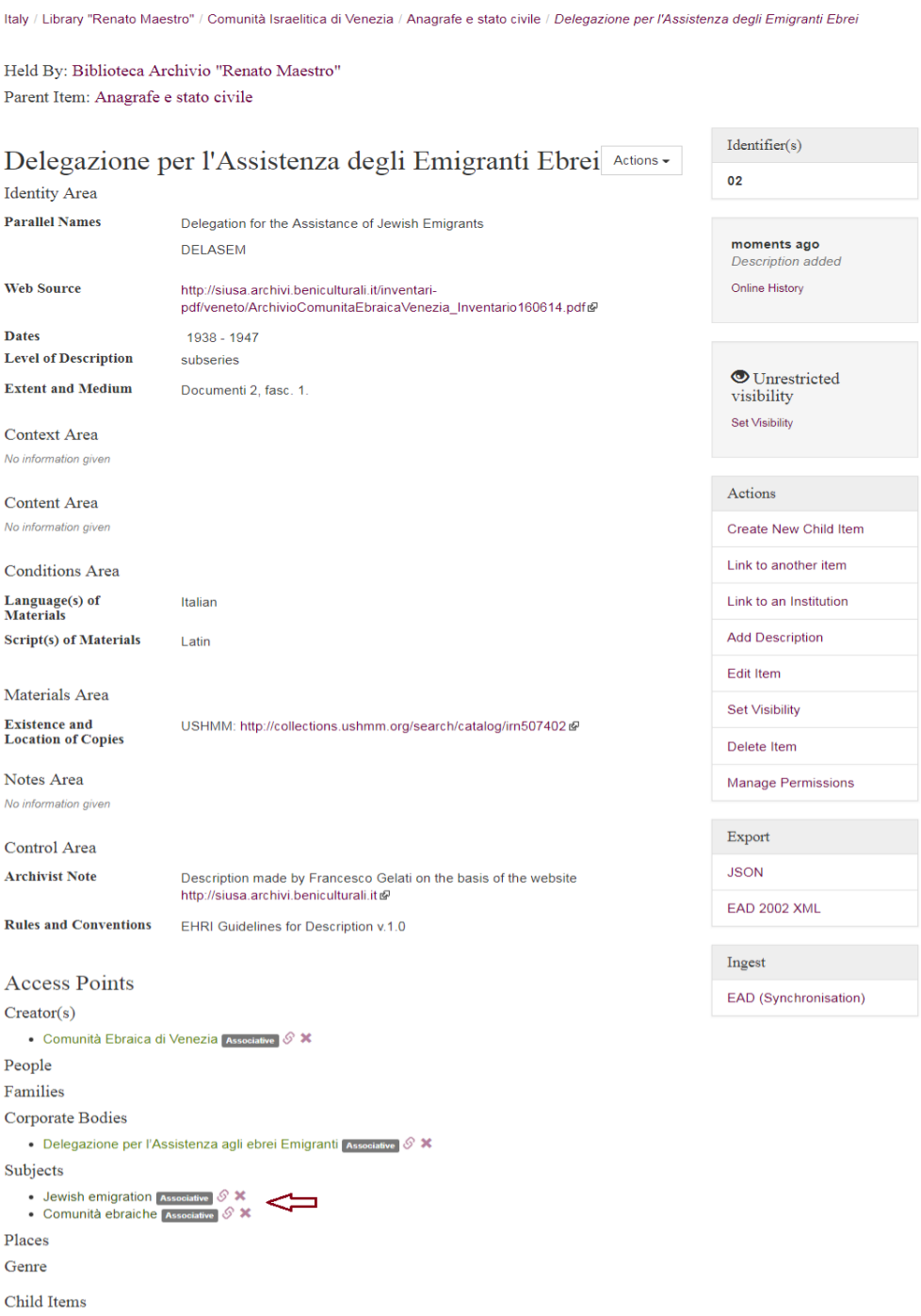
If you find the desired value, in our example 'Jewish emigration'...



Select it, and click on the Save button.

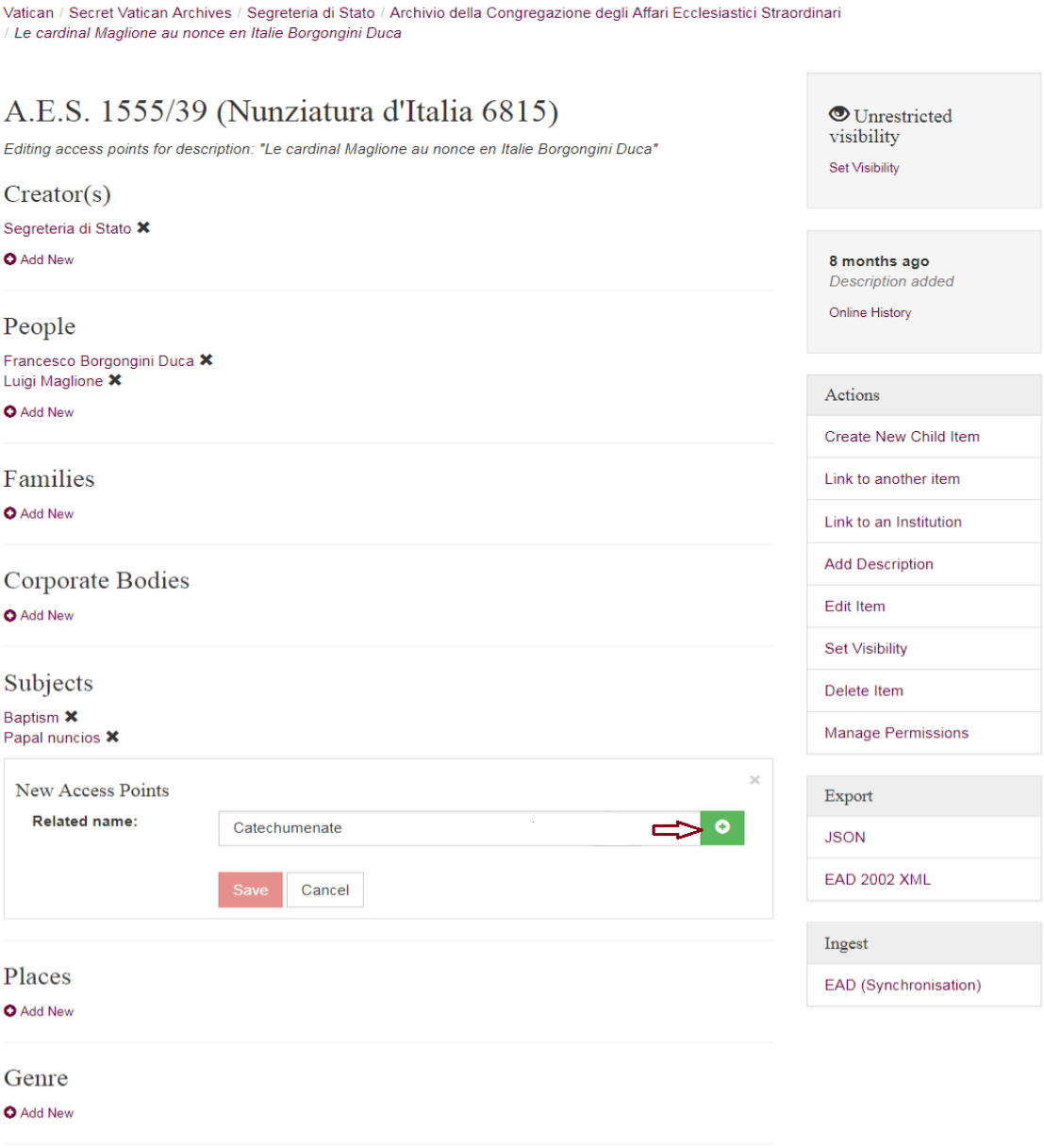


Your relationship has been created and is visible at the bottom of the Archival description page.

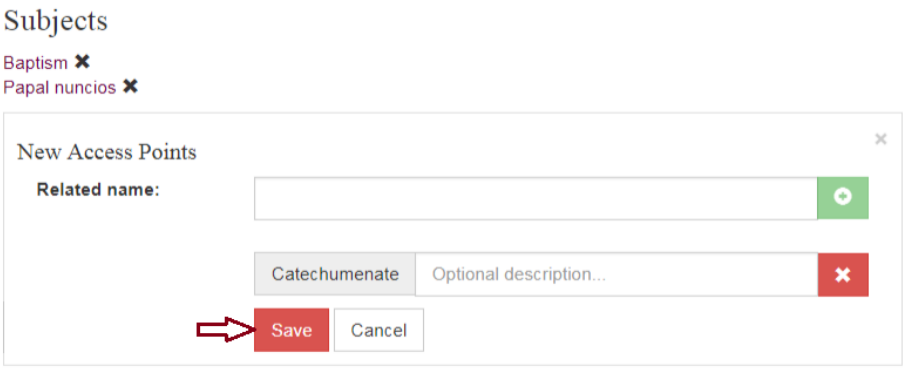


5.2. New keywords

If you did not find the Subject you were looking for in the pop-up list, enter it as plain text and click on the green ‘plus’ button.



Then click on the Save button.



Your relationship has been created and is visible at the bottom of the Archival description page.

Held By: Archivio Segreto Vaticano

Parent Item: Archivio della Congregazione degli Affari Ecclesiastici Straordinari

Le cardinal Maglione au nonce en Italie Borgongini Duca

Actions

Identity Area

Parallel Names Cardinal Maglione to the Nuncio to Italy Borgongini Duca

Web Source http://www.vatican.va/archive/actes/documents/Volume-6.pdf

Dates 1939

Level of Description item

Context Area

No information given

Content Area

Scope and Content Maglione asks Borgongini Duca to invite Italian authorities to consider catechumenate, instead of baptism, as proof of Catholic faith.

Conditions Area

Language(s) of Materials Italian

Script(s) of Materials Latin

Materials Area

Publication Note Secrétairerie d'Etat de Sa Sainteté, Actes et documents du Saint-Siège relatifs à la période de la Seconde Guerre Mondiale, Città del Vaticano: Libreria Editrice Vaticana, 1969, vol.6.

Notes Area

No information given

Control Area

Archivist Note Description made by Francesco Gelati.

Rules and Conventions EHRI Guidelines for Description v.1.0

Access Points

Creator(s)

- Segreteria di Stato Associative

People

- Francesco Borgongini Duca Associative
- Luigi Maglione Associative

Families

Corporate Bodies

Subjects

- Catechumenate
- Baptism Associative
- Papal nuncios Associative

Places

Genre

Identifier(s)

A.E.S. 1555/39 (Nunziatura d'Italia 6815)

moments ago
Description added
Online History

Unrestricted visibility
Set Visibility

Actions
- Create New Child Item
- Link to another item
- Link to an Institution
- Add Description
- Edit Item
- Set Visibility
- Delete Item
- Manage Permissions

Export
- JSON
- EAD 2002 XML

Ingest
- EAD (Synchronisation)

6. How to create *Connections between Originals and Copies*

In the EHRI Portal we can create links between the archival institutions which hold the original archival units and the archival institutions, which hold copies of the original archival unit.

Four types of connections between copies and originals can be created:

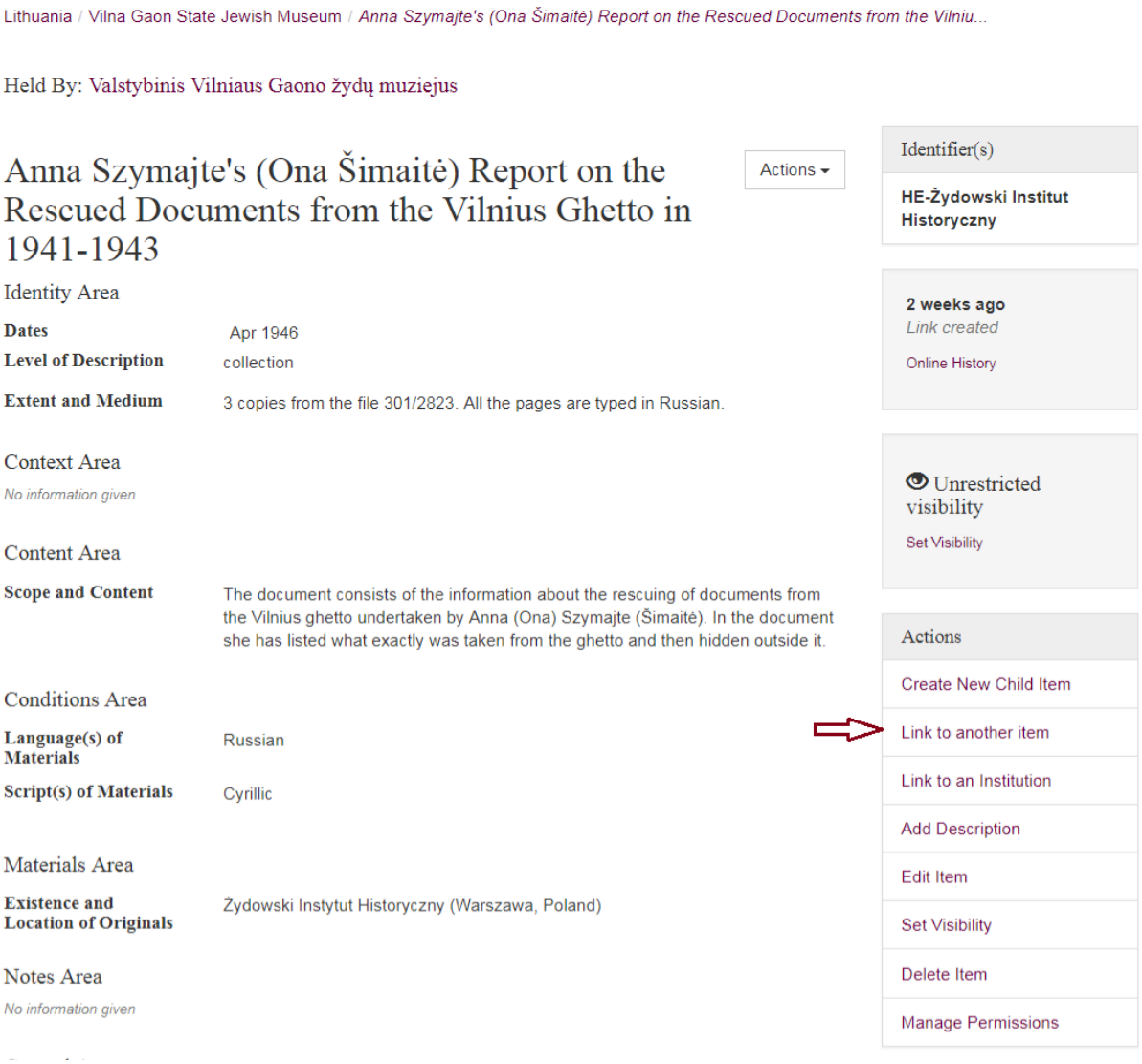
- Original archival unit – Copy archival unit;
- Original archival institution – Copy archival institution;
- Original archival institution – Copy archival unit;
- Original archival unit – Copy archival institution.

Before you start creating connections, please make sure you are working in your Admin profile. A good idea would be to review the information and tips & tricks described earlier.

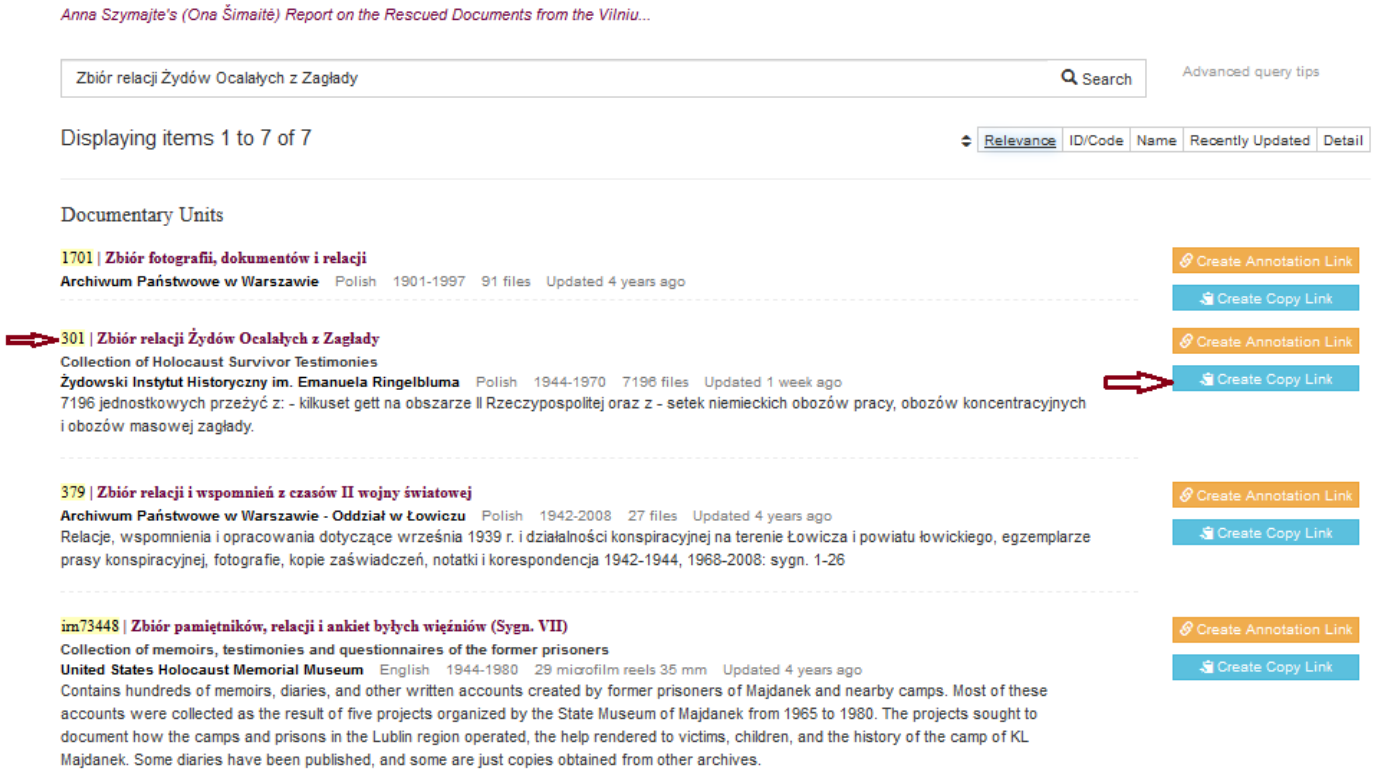
6.1. Original archival unit – Copy archival unit

For our first type of connection we will work on linking an original archival unit held in Warsaw, Poland with a Copy collection held in Vilnius, Lithuania.

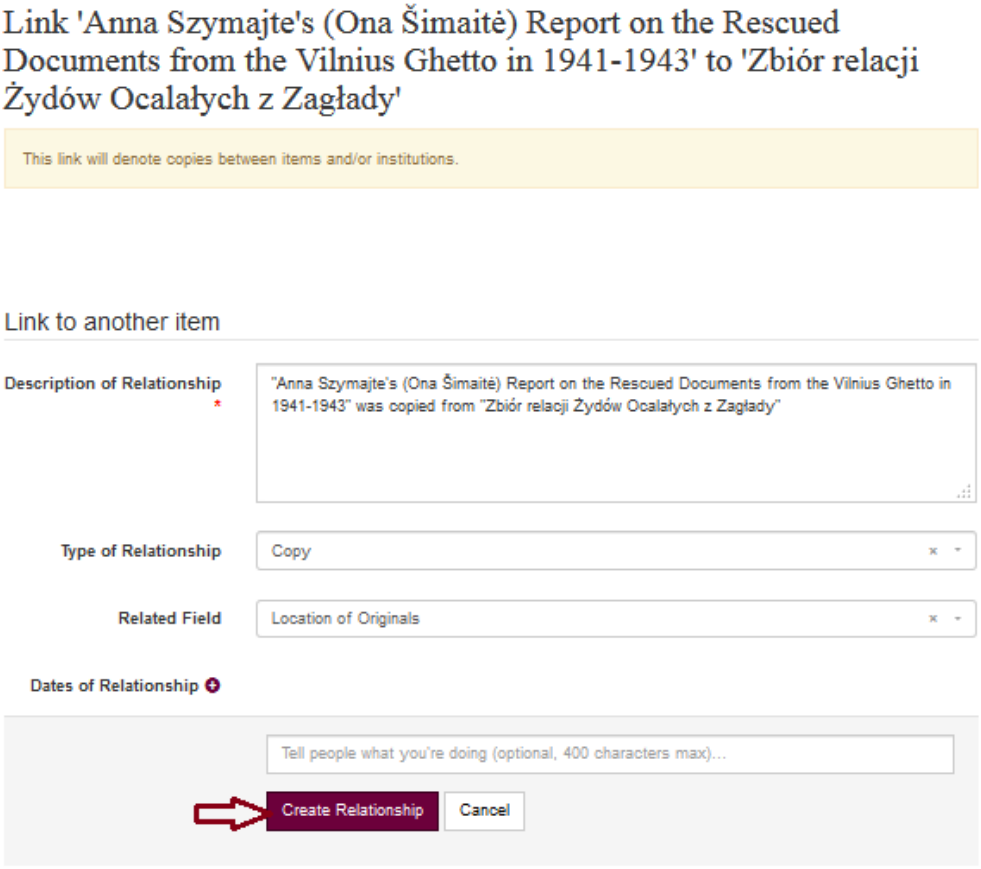
Once you have identified the copy archival unit you want to connect, go to Actions > Link to another item.



Click on the Link to another item button. In the opened window, search for the original archival description with which you want to create a link. Once you have found it, click on the Create copy link button:



A new page will open. Click on the Create relationship button:



Your Original archival unit – Copy archival unit was created, and you can see this at the bottom of the page:

Held By: Valstybinis Vilniaus Gaono žydų muziejus

Anna Szymajte's (Ona Šimaitė) Report on the Rescued Documents from the Vilnius Ghetto in 1941-1943

Actions

Identity Area

Dates	Apr 1946
Level of Description	collection
Extent and Medium	3 copies from the file 301/2823. All the pages are typed in Russian.

Context Area

No information given

Content Area

Scope and Content	The document consists of the information about the rescuing of documents from the Vilnius ghetto undertaken by Anna (Ona) Szymajte (Šimaitė). In the document she has listed what exactly was taken from the ghetto and then hidden outside it.

Conditions Area

Language(s) of Materials	Russian
Script(s) of Materials	Cyrillic

Materials Area

Existence and Location of Originals	Żydowski Instytut Historyczny (Warszawa, Poland)

Notes Area

No information given

Control Area

Archivist Note	Entry written by Neringa based on survey. Entry updated by Neringa on 14 February 2015.
Rules and Conventions	EHRI Guidelines for Description v.1.0

Access Points

Creator(s)

People

- Ona Šimaitė Associative

Families

Corporate Bodies

Subjects

- Testimonies, Biographies Associative
- Ghettos Associative

Places

- Vilna, Vilnius, Wilno Associative

Genre

Links to Other Items

Zbiór relacji Żydów Ocalałych z Zagłady Copy
"Anna Szymajte's (Ona Šimaitė) Report on the Rescued Documents from the Vilnius Ghetto in 1941-1943" was copied from "Zbiór relacji Żydów Ocalałych z Zagłady"

Zbiór relacji Żydów Ocalałych z Zagłady Copy
The Vilna Gaon State Jewish Museum holds partial copies records of original files held at the Jewish Historical Institute in Warsaw.

Identifier(s)

HE-Żydowski Institut Historyczny

2 weeks ago
Link created
Online History

Unrestricted visibility
Set Visibility

Actions
- Create New Child Item
- Link to another item
- Link to an Institution
- Add Description
- Edit Item
- Set Visibility
- Delete Item
- Manage Permissions

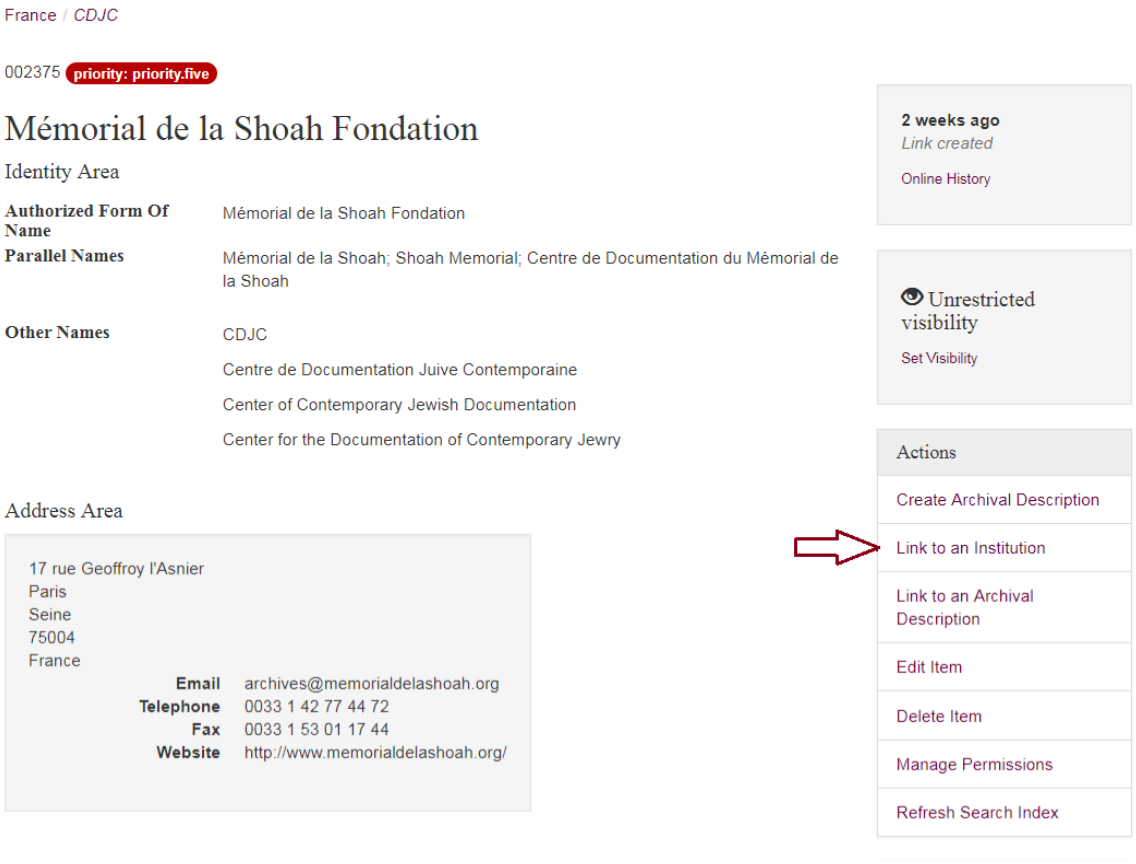
Export
- JSON
- EAD 2002 XML

Ingest
- EAD (Synchronisation)

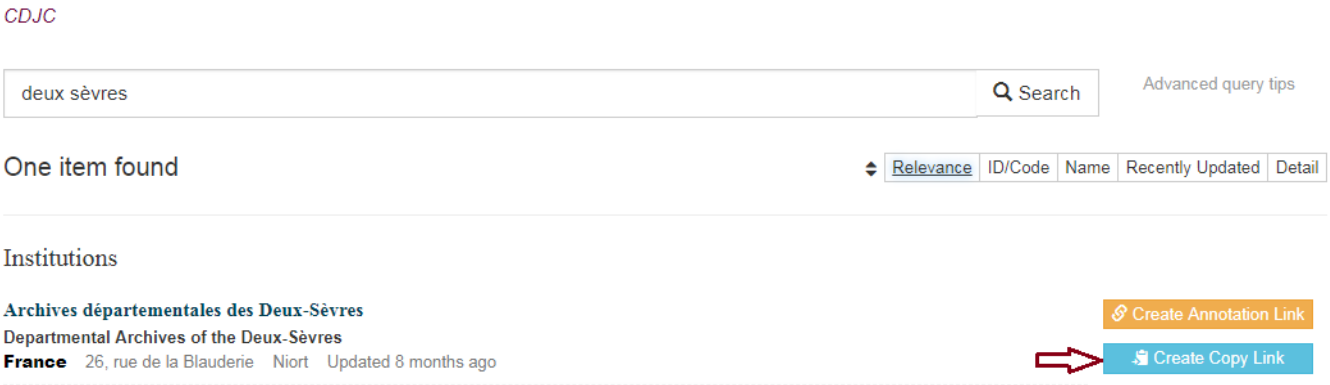
6.2. Original archival institution – Copy archival institution

For our second type of connection we will work on linking an Original archival institution to a Copy archival institution. In our example, both institutions are located in France.

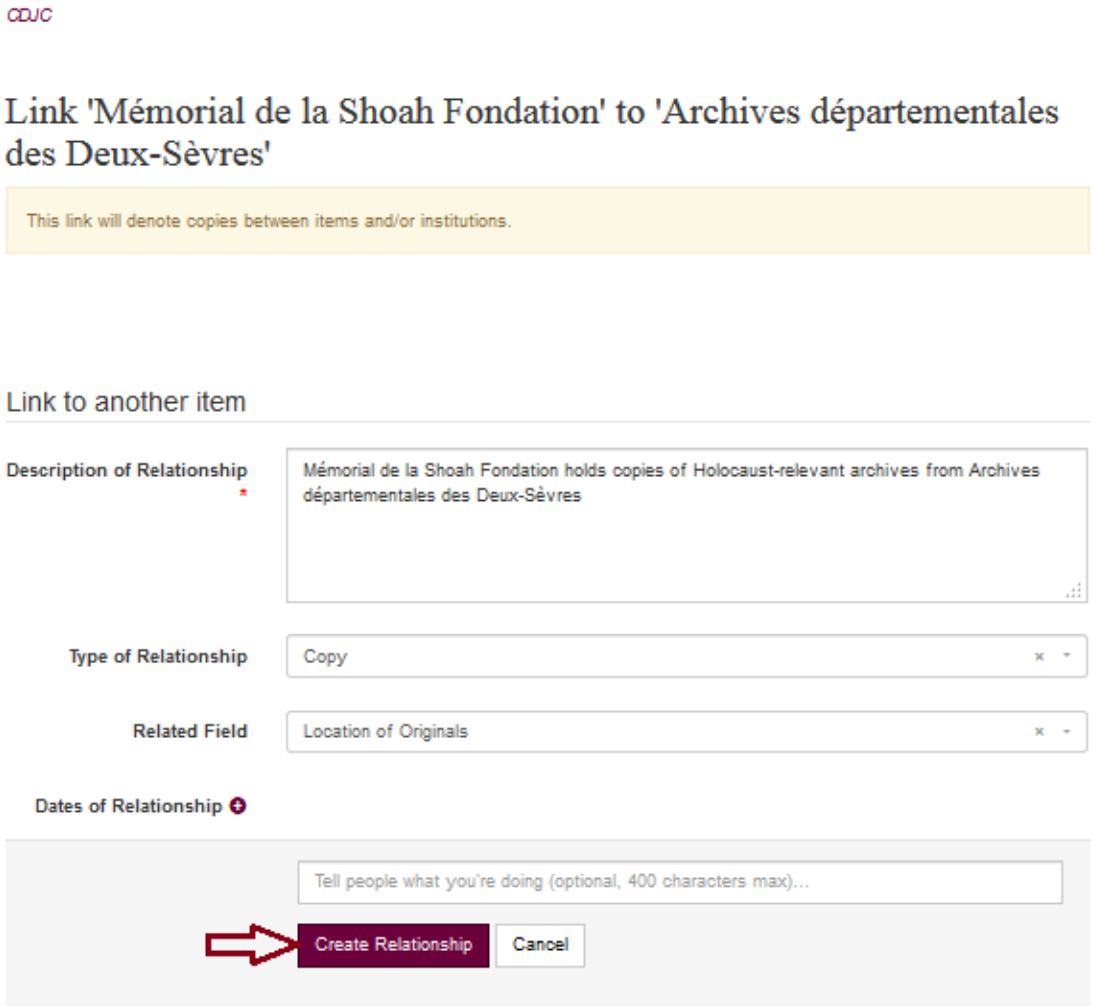
Once you have identified the copy archival institution you want to connect, go to Actions > Link to an institution:



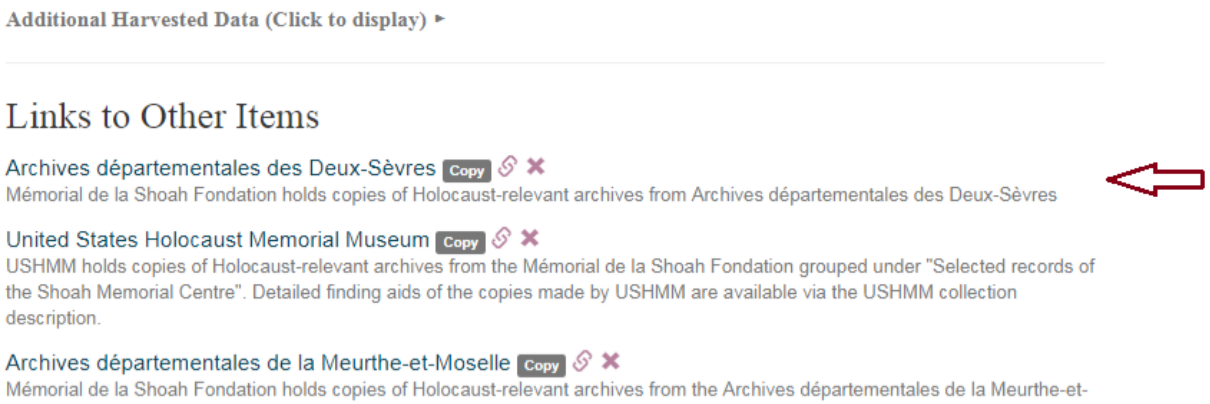
Click on the Link to an institution button. In the opened window search for the Original archival institution with which you want to perform the linking. Once you have found it, click on the Create copy link button:



A new page will open. Click on the Create relationship button:



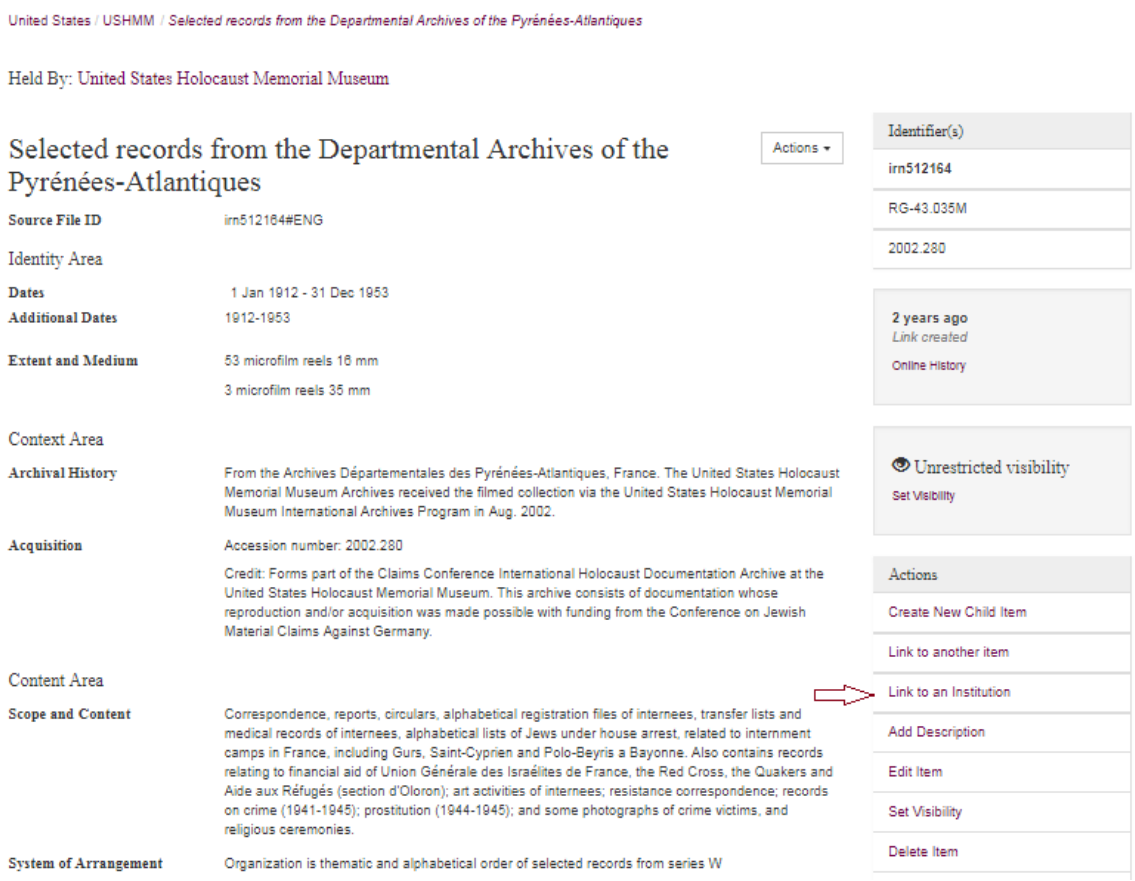
Your Original archival institution – Copy archival institution link has been created and is visible at the bottom of the page:



6.3. Original archival institution – Copy archival unit

For our third type of connection we will work on linking a Copy Archival Unit located in the USA to an Original archival institution located in France.

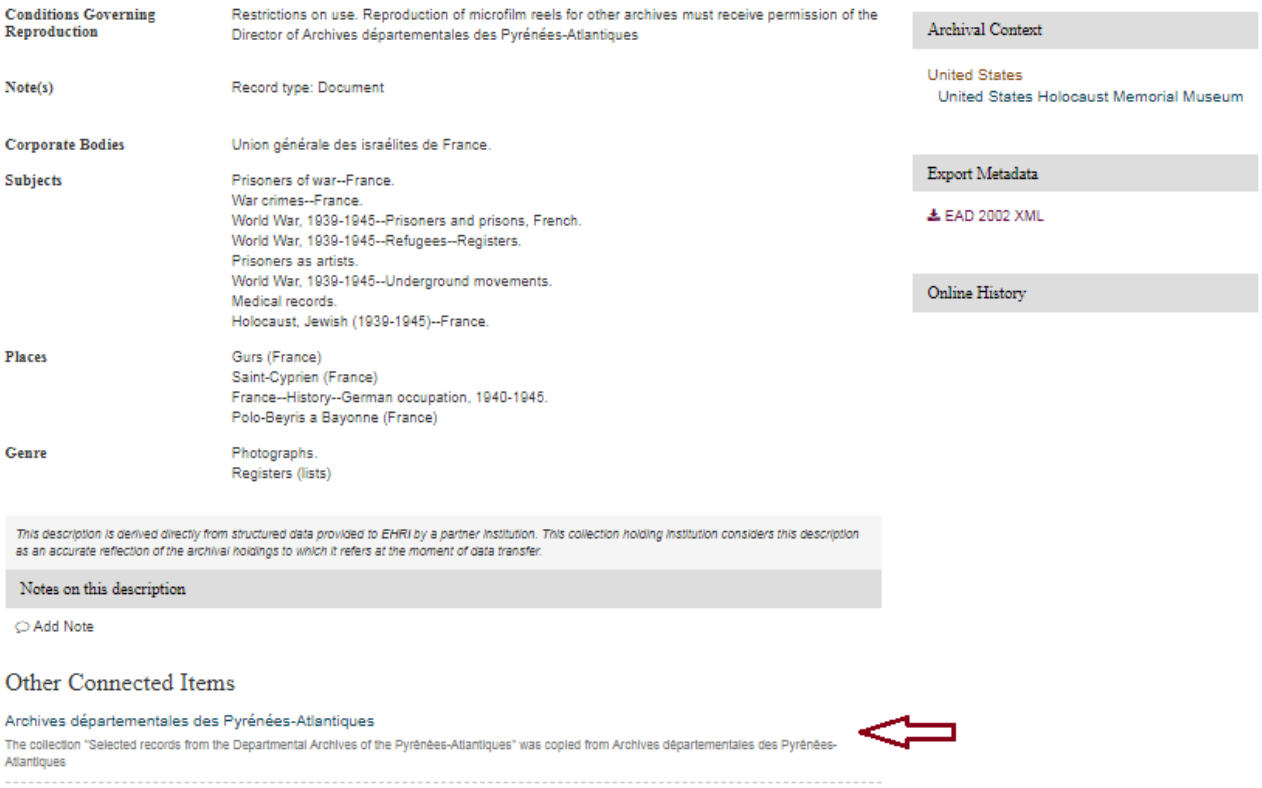
Once you have identified the Copy archival unit you want to connect, go to Actions > Link to an institution:



Click on the Link to an institution button. In the opened window, search for the Original archival institution with which you wish to create a link. Once you have found it, click on the Create copy link button:

A new page will open. Click on the Create relationship button:

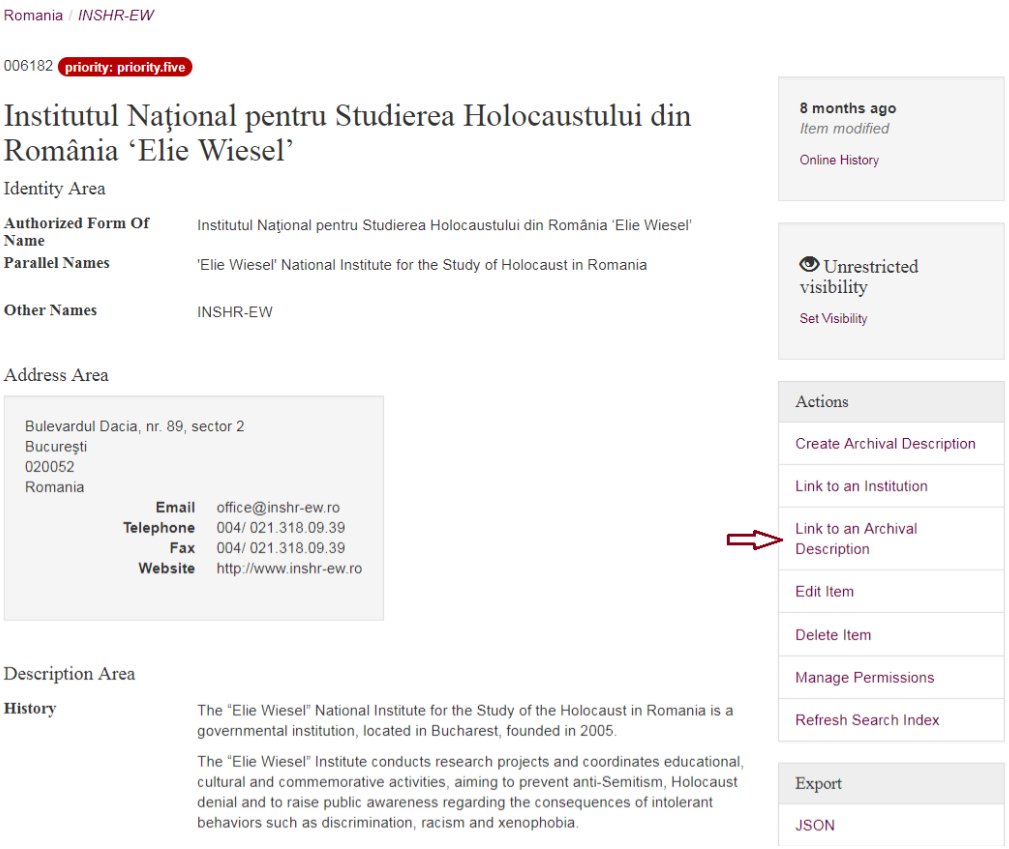
Your Original archival institution - Copy archival unit link has been created and is visible at the bottom of the page.



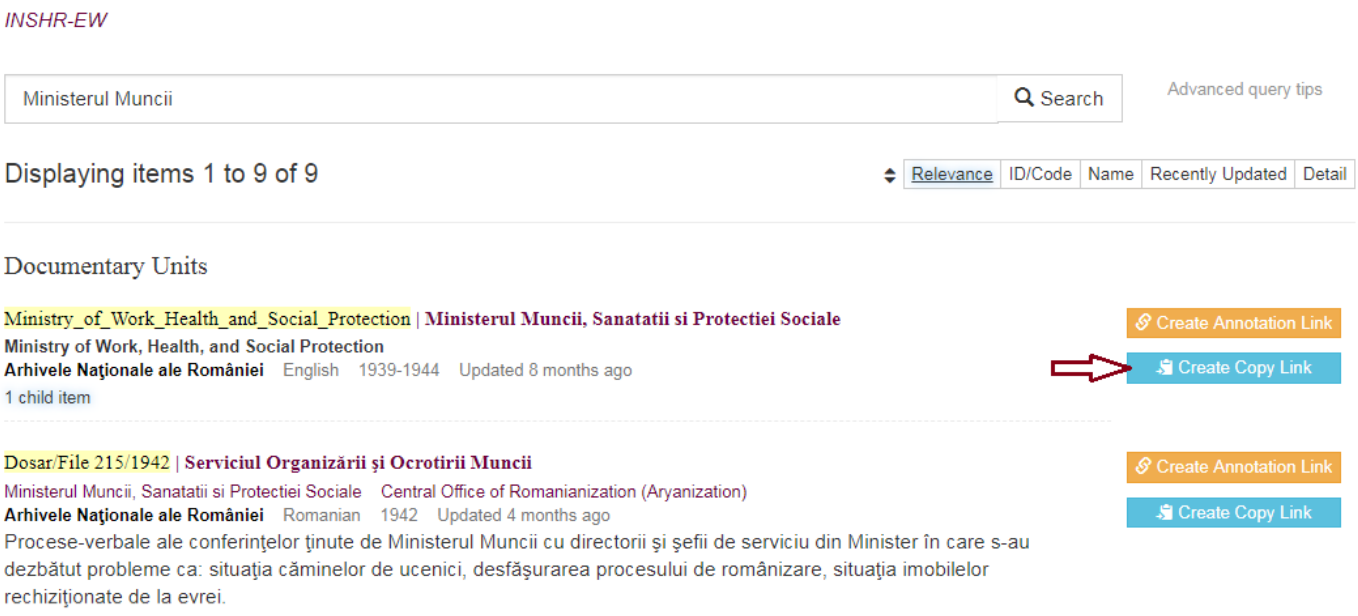
6.4. Original archival unit – Copy archival institution

For our fourth type of connection we will work on linking an original archival unit to a copy archival institution. In our example, both of them are located in Romania.

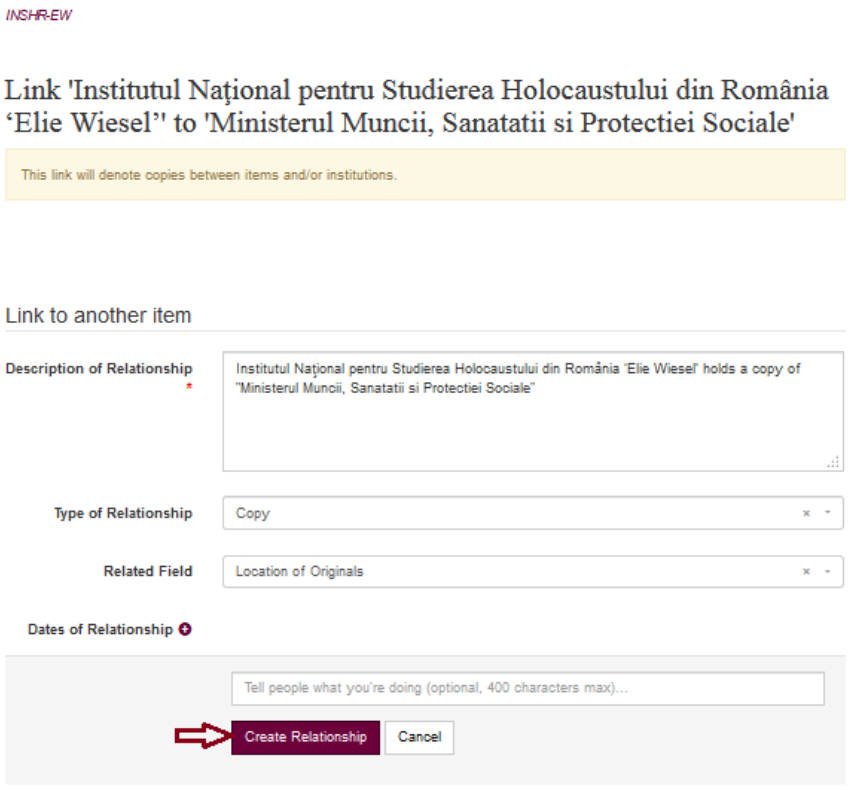
Once you have identified the Copy archival institution you want to link, go to Actions > Link to an Archival Description:



Click on the Link to an Archival Description button. In the opened window, search for the Original archival unit with which you want to perform the linking. Once you have found it, click on the Create copy link button:



A new page will open. Click on the Create relationship button:



Your Copy archival institution – Original archival unit link has been created and is visible at the bottom of the page:

Romania / *INSHR-EW*

006182 priority: priority.five

Institutul Național pentru Studierea Holocaustului din România 'Elie Wiesel'

Identity Area

Authorized Form Of Name Institutul Național pentru Studierea Holocaustului din România 'Elie Wiesel'

Parallel Names 'Elie Wiesel' National Institute for the Study of Holocaust in Romania

Other Names INSHR-EW

Address Area

Bulevardul Dacia, nr. 89, sector 2
București
020052
Romania

Email office@inshr-ew.ro
Telephone 004/ 021.318.09.39
Fax 004/ 021.318.09.39
Website http://www.inshr-ew.ro

Description Area

History

The "Elie Wiesel" National Institute for the Study of the Holocaust in Romania is a governmental institution, located in Bucharest, founded in 2005.

The "Elie Wiesel" Institute conducts research projects and coordinates educational, cultural and commemorative activities, aiming to prevent anti-Semitism, Holocaust denial and to raise public awareness regarding the consequences of intolerant behaviors such as discrimination, racism and xenophobia.

Access Area

Opening Times Opening hours: Monday - Friday, 9:00am - 2:00pm

Services Area

Research Services

The most important and complete archive containing official documents on the Holocaust in Romania is owned by the „Elie Wiesel" Institute. In our collection, researchers can find over 1 million documents that come from the main archival sources regarding the Holocaust in Romania like: the National Archives of Romania, the archives of the Council of Ministers, ministerial archives, the Intelligence Service archives, and the Archives of the Romanian Jewish Federation.

List of funds and collections http://www.inshr-ew.ro/ro/holocaustul-din-romania/documente.html (in English)

Control Area

Rules and Conventions EHRI Guidelines for Description v.1.0

Links to Other Items

Ministerul Muncii, Sanatatii si Protectiei Sociale Copy
Institutul Național pentru Studierea Holocaustului din România 'Elie Wiesel' holds a copy of "Ministerul Muncii, Sanatatii si Protectiei Sociale"

Iron Guard Copy
Institutul Național pentru Studierea Holocaustului din România 'Elie Wiesel' holds a copy of "Iron Guard"

8 months ago
Item modified
Online History

Unrestricted visibility
Set Visibility

Actions
- Create Archival Description
- Link to an Institution
- Link to an Archival Description
- Edit Item
- Delete Item
- Manage Permissions
- Refresh Search Index

Export
- JSON
- EAD 2012 XML

Ingest
- EAD
- EAD (Synchronisation)