

# Create, Assign, and Use an Institutional Internal Class

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## Overview

VIVO supports the concept of an Institutional Internal Class, a class that you can create and assign to your people, and other entities, to indicate that they are part of your institution. Using an Institutional Internal Class, you can limit VIVO's displays of entities to those in your institution.

## Create an Institutional Internal Class

Create a local ontology if you do not already have one. If you have one, add a class to your existing local ontology.

Go to Site Admin > Ontology list > Add new ontology

Add your new ontology (see the example below)

### Ontology Editing Form

Creating New Record (\* Required Fields)

Ontology name

VIVO Local Extensions

Namespace URI\* (must begin with http:// or https://)

http://my.domain.edu/ontology/vlocal#

Namespace prefix

vlocal

Create New Record

Reset

Cancel

Ontology name: Whatever you want. The name you give will appear in the list of VIVO ontologies.

Namespace: Must be your domain name as specified in your runtime.properties, followed by "/ontology/" followed by a name of your choice, followed by the '#' sign.

Namespace prefix: a short word. This word will appear in the prefix list in your SPARQL windows and will be used by you in any SPARQL queries referring to your local ontology.

Submit Changes

Add a new class to your local ontology

Go to 'Hierarchy of Classes Defined in This Namespace' > Add New Class

Add your new class (see the example below)

**Class Editing Form**

**Creating New Record** (\* Required Fields)

Class label  
 by convention use initial capital letters; spaces OK

Class group  
 for menu pages, search results and the index page

Ontology

Internal name\* (RDF local name)  
 must be valid XML without spaces; by convention use camel case with an initial capital

Short definition to display publicly

Example for ontology editors

Description for ontology editors

Display level

Update level

Publish level

Display rank when collating property by subclass

Custom entry form

Class label: Text, describes the class. This will be visible on the VIVO interface.

Class Group: People. This allows the class to be used to restrict the display of people to those people who have the institutional class you are defining.

Ontology: Select your previously created local ontology from the drop down menu

Internal Name: This word will be used in your SPARQL queries, along with the local ontology prefix to refer to your local class. In this example, the complete reference in SPARQL would be vlocal:MyEntity.

Short definition to display publicly: Use language your users will understand

Example for ontology editors: More detail. Can be very technical.

Description for ontology editors: Will appear in the ontology editor. Remind future ontology editors of the purpose of the class and how one will know what entities should be in the class.

Display level: Set to editor and above from the drop down

Update level: Set to curator and Above from the drop down

Publish level: All users including public

Once you are satisfied with the values, press Create New Record

## Assign your Institutional Internal Class

### Method 1: (Manual)

Go to the person in the UI

Click Edit Individual

Click Add Type

Select your Institutional Internal Class from the drop down

### Method 2: (Bulk)

Create a set of RDF, one triple per person you would like to have in the institutional class. Each triple will look like

```
<personuri> rdf:type vlocal:MyEntity .
```

Go to Site Admin -> Add/remove RDF Data and add your triples

## Use your Institutional Internal Class

Define institutional internal class

Go to Site Admin > Institutional internal class

Select your new class from the dropdown menu

To restrict display to only those people in your institution,

Go to Site Admin > Page Management > People

Click the plus sign to expand the 'Browse Class Group' box

Check 'Only display people within my institution'

Click "Save this Content"