Search Engine Indexing Guide

Version 1.0.0

Date Produced
09/01/17

Date Revised
09/01/17

Date of approval

Prepared for
Calm User Group

Prepared by
Benjamin Doty & David J Eyrl

Contact
t: +44 (0)115 900 8000
e: b.doty@axiell.com

Search Engine Indexing of Calm Records

In order for search engines to index individual records on your CalmView site (instead of just linking to the site as a whole), you must have an up-to-date version of CalmView and also must edit your site's robots.txt file to include a link to your site's sitemap.
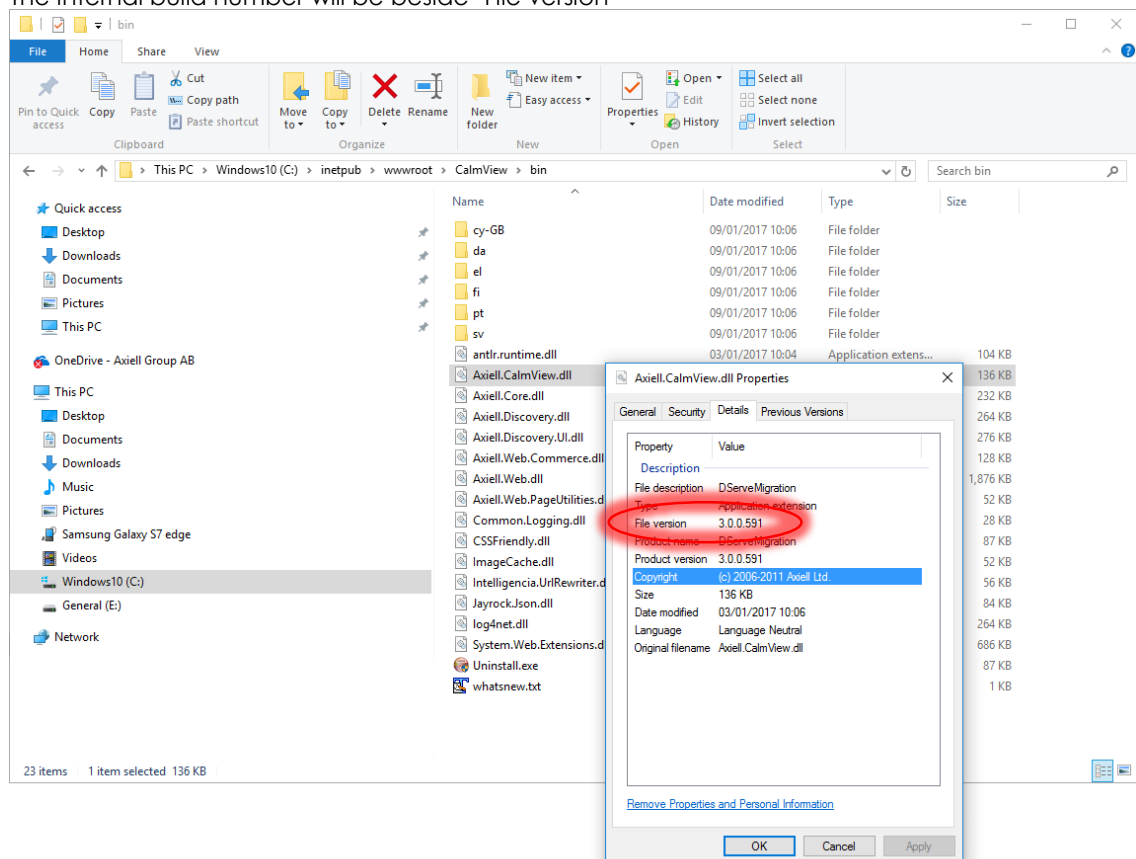
CalmView Internal Build Numbers

For this indexing to work, you must be running CalmView internal build number **3.0.0.591** or higher.

To Check the Internal Build Number

Start on the web server that holds your CalmView files:

- Navigate to the folder */inetpub/wwwroot/CalmView/bin*
- Right-click on the file *Axiell.CalmView.dll*
- Click **Properties**
- Click the **Details** tab

  The internal build number will be beside 'File version'

If your version of CalmView is lower than 3.0.0.591, you will need to contact the helpdesk to update CalmView.
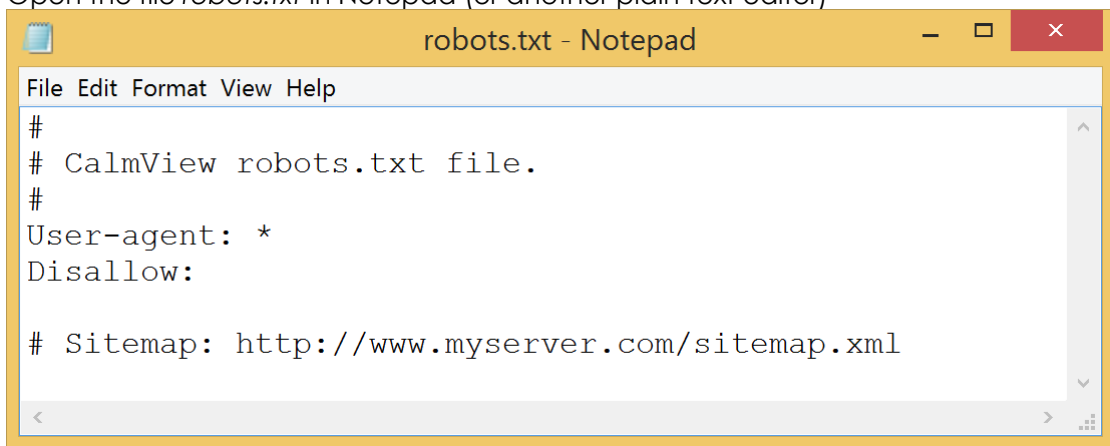
Editing robots.txt

The robots.txt file tells search engines like Google how to read your CalmView site. You will need to edit it so that it points at your CalmView site's sitemap, then save the file in the proper location. A sitemap is basically an index of the pages on a website in a form easily understood by search engines, helping them to find pages on the site.

To Update the robots.txt File

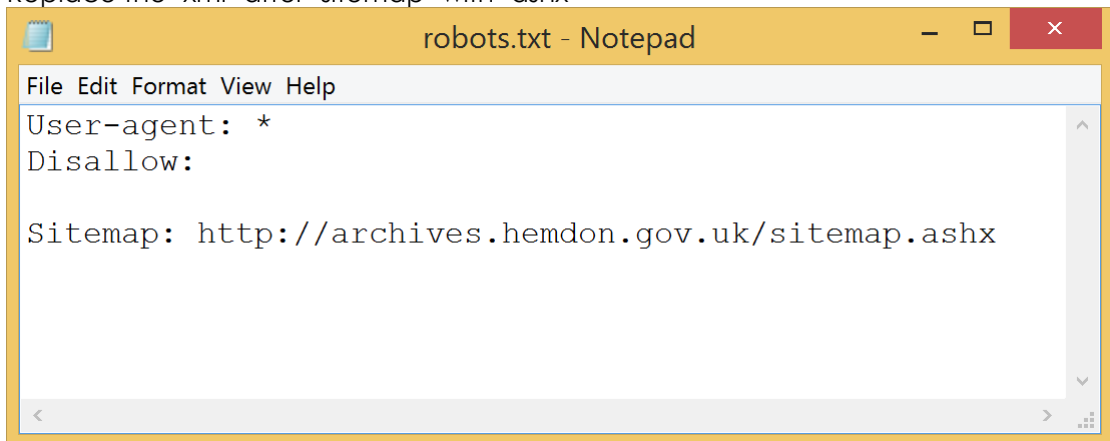Start on the web server that holds your CalmView files:

 - Navigate to the folder */inetpub/wwwroot/CalmView*
 - Open the file *robots.txt* in Notepad (or another plain text editor)

```
#
# CalmView robots.txt file.
#
User-agent: *
Disallow:


# Sitemap: http://www.myserver.com/sitemap.xml
```
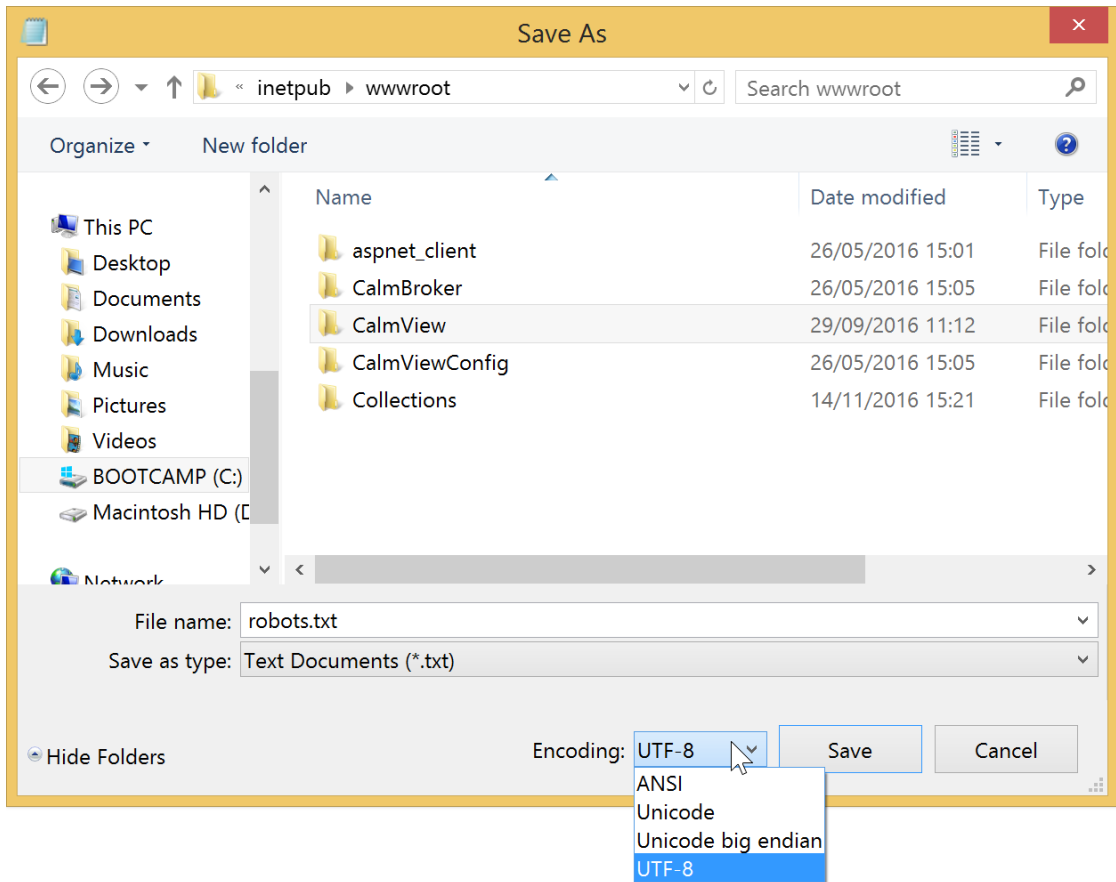
 - Delete the three lines at the top that begin with '#'
 - Delete the '#' and the space (' ') before 'Sitemap'
 - Replace 'www.myserver.com' with the domain name of your CalmView site's address (the part after 'http://' which ends with a top-level domain like '.ac.uk' or '.com'), for example 'archives.hemdon.gov.uk' or 'calmview.hemdon.ac.uk'
 - Replace the 'xml' after 'sitemap' with 'ashx'

```
User-agent: *
Disallow:

Sitemap: http://archives.hemdon.gov.uk/sitemap.ashx
```

 - Click **File** on the menu bar
 - Click **Save As…**
 - Navigate to the highest-level folder of your CalmView site (this is most likely *inetpub/wwwroot*)
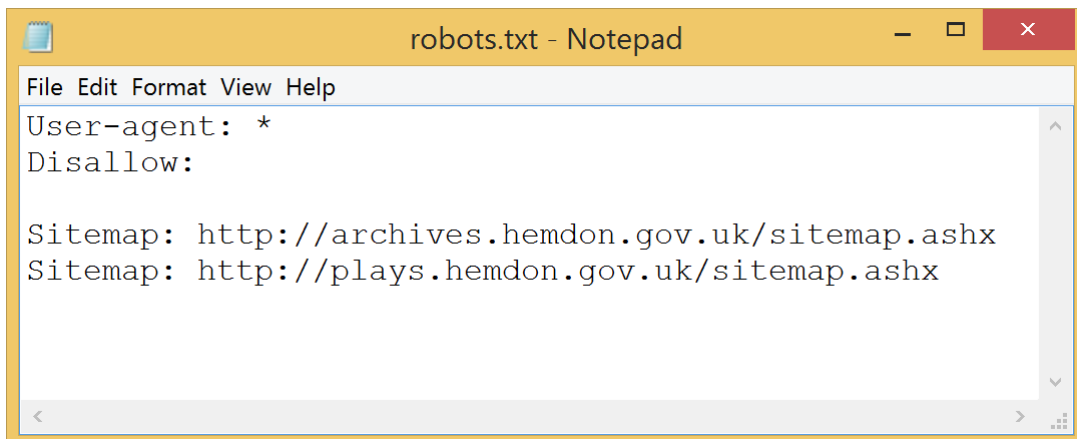 - Click the drop-down box next to 'Encoding'

> ➢ Click 'ANSI'
> ➢ Click [Save]

⚠️ *It is okay to overwrite a previous robots.txt file this way, but you may want to make a backup of that file before doing so.*

If your organisation has multiple CalmView sites, you can link to the sitemaps of each of them in a single robots.txt file, as below:

Checking Whether Your Site is Indexed

You can check whether your site is indexed by suggesting that Google (or another search engine) index it. This should help to hurry along the process of indexing your site. To suggest that Google index your site, go to https://www.google.com/webmasters/tools/submit-url (you will have to log in with a Google account). There, enter the domain name of your CalmView site's address (the part after 'http://' which ends with a top-level domain like '.ac.uk' or '.com'), for example 'archives.hemdon.gov.uk' or 'calmview.hemdon.ac.uk' and submit your request. For more information about this process, consult the help information of your preferred search engine.

 It may take some time for the results to begin appearing in the search engine.