How to load CSV file?

We start with creating a CSV template

In the template we detail the information that will be in the CSV file



We'll create a content structure for the CSV table (we can add new or take an existing one)





Choose the CSV template



Now create material flow for the deposit

![Machine generated alternative text: j Home •Z:  Submissions Data Management Preservation Quick Launch Home> Producers> Deposit Arrangements> Manage Material Flows> Material Flow Details Material Flow ID 3303664 Created on 26105/2014 Created by - Material FlowType Manual Update Date 09/0312015 Updated by admini 10] Material Flow Definition * Name Descriptionllnstructions Status Active Status Date 26/05/2014 Sampling Rate (%) I Material type test222 ‘ * Internal .‘No )Yes Assertion of Copyrights Boilerplate Statement 1 y Metadata Profile empty ‘ I0 Technical Definitions * Select content structure test shahar , * Select submission format Detailed CSV , (0]] Descriptive Definitions * Select Metadata form Hebrew_form ‘ Preview Access Right Form]()

Select the content structure you created and a CSV submission format

![Machine generated alternative text: j Home •Z:  Submissions Data Management Preservation Quick Launch Home> Producers> Deposit Arrangements> Manage Material Flows> Material Flow Details Material Flow ID 3303664 Created on 26105/2014 Created by - Material FlowType Manual Update Date 09/0312015 Updated by admini 10] Material Flow Definition * Name Descriptionllnstructions Status Active Status Date 26/05/2014 Sampling Rate (%) I Material type test222 ‘ * Internal .‘No )Yes Assertion of Copyrights Boilerplate Statement 1 y Metadata Profile empty ‘ I0 Technical Definitions * Select content structure test shahar , * Select submission format Detailed CSV , (0]] Descriptive Definitions * Select Metadata form Hebrew_form ‘ Preview Access Right Form]()

When you deposit choose the material flow you created

Zip the files you want to load

Create the CSV file (by editing an existing one or by download the CSV template from the content structure or by generate the file on the deposit step)



![Machine generated alternative text: Upload Files I (iJ” 3 Please upload your files here: O UploadFilel Description: zipped activity content * File Choose ׁe kkk zip Generate C 5V File Generate [f] Upload File 2 Description: descriptive CSV file File Choose File No file chosen <Back Cancel wy::  ‘mW Ex Libris Ltd., 2015 Terms or Use]()

When depositing load the zipped content and the CSV file

![Machine generated alternative text: 4- 4 C  iI-dtldevO8c.corp.exlibrisgroup.com: 8O1/deposit/action/exlibrisWorkflow.do Please upload your tiles here: Upload File I (] Generate C SV File Upload File 2 Description: File Generate descriptive CSV file Choose File test2 shaha. .. erated.csv Producer: Nisbet, Alistair User: Johna Smith Institution: Demo Institution Language: English Help Logout <Back Cancel Upload Files Description: zipped activity content File Choose File test2.zip 3 © Ex Libris Ltd., 2015 Terms of Use]()

Important notes about the CSV file:

1. Make sure the formats matches
2. File original path is: '/'

