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

Machine generated alternative text:
Preservation
1-lome Producers Submissions
Producers and Agents Deposit Arrangements
Manage Producers Manage Producer Profiles
Manage Material flows
Data Management
Advanced Tools
Run Reports
Content Structure
Metadata Form
Submission Format
Access Right Policies
Retention Policies
List of Metadata Profiles
Material Type
Producer Groups
1st time registration reasons
csv Temp[ates
Access Right Copynghts
MFAssertion Of Copyrights
1st time registration rules
Producers Reports Job
Submission Job
OAI-PMH Harvester
Delrvery XSL files
Delivery Copynghts Statements
Copyrights Boilerplate Configuration
Email Configuration
Terms of Use Configuration Files
CAl Transformation Configuration F es

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

Machine generated alternative text:
Producers and Agents Deposit Arrangements Advanced Tools
Manage Producers Manage Producer Profiles Run Reports
Manage Material Flows Content Structure
Metadata Form
Submission Format
Access Right Polices
Retention Policies
List of Metadata Profiles
Material Type
Producer Groups
1st time registration reasons
CSV Templates
Access Right Copynghts
MF Assertion Of Copynghts
1st time registration rules
Producers Reports Job
Submission Job
OAI-PMH Harvester
Delivery XSL fes
Delivery Copyrights Statements
Copyrights Boilerplate Configuration
Email Configuration
Terms of Use Configuration Files
OAI Transformation Configuration Files

Machine generated alternative text:
Filter: All
Add Content Structure CS’! Loader Converter ‘ Add
Find:
1 -7 of 7 Records
in: All ‘ Go
Name
METS
SoF.Simple
SoF.Complex
DC Content Structure
test shahar
CSV table
METS Converter
Comma Separated Converter
Set Of Files Converter
Set Of Files Converter
Dublin Core Converter
Comma Separated Converter
Comma Separated Converter
Material Flow
Associated Material Flaws
No Associated Material Flows
Associated Material Flaws
Associated Material Flaws
Associated Material Flaws
Associated Material Flaws
No Associated Material Flows
I
2
3
4
5
6
7
Created On
1711212009 16:16:29
View
Update
Duplicate
More... —
12/03/2014 17:09:41
View
Update
Duplicate
More...—
17/12/2009 16:16:29
View
Update
Duplicate
Mora.. —
17/12/2009 16:16:29
view
Update
Duplicate
More... —
09103/2015 02:40:30
View
Update
Duplicate
More... —
09/03/201509:45:13
View
Update
Duplicate
More...—
16/01/2012 14:50:20
View
Update
Duplicate
Mora.. —

Choose the CSV template

Machine generated alternative text:
.Jrnlrnflwm?JJL
¿fine Submissions Data Management Preservation Quick Launch Site Ma
Home > Producers > Advanced Tools> Content Structure > Content Structure Details
Id 5630613 Creation Date 09103/2015 Created by adminl
Update Date 09103/2015 Updated by adminl Type CSVCSConverter
Privacy Level GENERIC
LOI Content Structure Details
* Name it sI-aI-ar
CSVTemplate testshahar
Generate CSV Option Complex (one lE per deposit) ‘
Cancel I ֽW.VD  

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:
1-lome Pioducan Submissions Data Management Preservation Quick Launch Site Map
Home > Producers > Advanced Tools> Content Structure > Content Structure Details
Id 5630613 Creation Date 09/0312015 Created by adminl
Update Date 09/03/2015 Updated by adminl Type CSVCSConverter
Privacy Level GENERIC
10 Content Structure Details
Name est shahar
CSVTemplate testshahar
Generate C SV Option Complex (one lE per deposit) ‘
Cancel
Download ַSV Template

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
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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
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Important notes about the CSV file:

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

Machine generated alternative text:
Object Type Title (DC) Title (DC) Access Rights Policy ID (lE) Preservation Type File Original Path File Original Name FILE - Format (DC)
SIP test shahar
lE testshahar testshaharl AR_EVERYONE
Representation TEST_SHAHAR
FILE / yale.jpg jpg
FILE / yale.png png