

**Rosetta Health Checklist**

**Objective**

The objective of this checklist is to assess the progress of the deployment process in your library, verify that the library activities are functioning properly, and estimate your readiness for Switch to Support.

Perform the Rosetta Health Check by verifying the functionalities listed below.

Based on the results of the check list, the deployment status is established by your Project Manager who updates the relevant parties (Support and Product Management).

*Note that some checks in this list may not be relevant to your library.*

*Their importance for the Health Check depends on your needs and preferences.*

An asterisk (\*) Indicates that the check may involve an external integration.

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| **Go Live run date** |  |
| **First run date**  |  |
| **Second run date** |  |

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| **Overview** |
| **General** | **Yes** | **No** | **NA** | **Comments** |
| Do you have an understanding of the Rosetta workflow that allows you to perform your daily work and to implement new workflows, if needed? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Were you introduced to the Rosetta modules? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Do you know how to switch between the Deposit, Management, and Administration modules? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you track and view deposits (SIPs)? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you track and view IEs and Files? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Were you introduced to the Rosetta data model - IE, Representations, Files, Collections? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you explain the difference between Deposit ID / SIP ID and IE? | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Deposit Module** |
| **Library Activity** | **Yes** | **No** | **NA** | **Comments** |
| Can you create new Producers and Producer Agents? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you deposit new digital material? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you configured new material flows? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you configure and use access rights? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you configured and use retention policies? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you created / updated [submission forma](http://il-dtldev08c.corp.exlibrisgroup.com:1801/mng/action/submissionFormat.do?operation=Search&menuKey=com.exlibris.dps.wrk.general.menu.producer.Advanced.ConfigureSettings.MaterialFlows.SubmissionFormat&backUrl=)ts? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you configured submission job(s)? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you use the deposit wizard to ingest materials? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you use and configure the CSV deposit? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| \* Can you use and configure the OAI PMH harvester? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| \* Can you use and configure the METS deposit material flow? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| \* Can you use and configure the FTP deposit material flow? | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **SIP Processing - Submissions** |
| **Library Activity - Requests** | **Yes** | **No** | **NA** | **Comments** |
| Are you using the sampling rate? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you reject/decline IEs/Files? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you view an object summary for IE, representation, and file in the TA work bench? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you done basic trouble-shooting for errors reported in the TA workbench? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you configured the auto correction rules? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you configure SIP processing and routing rules? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you used the Web editor: edit MD and run services? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you configure new enrichment tasks? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you configure new validation stack(s)? | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Data Management** |
| **Library Activity - Requests** | **Yes** | **No** | **NA** | **Comments** |
| Can you search for an object (simple, advanced) MD search? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you create and manage sets? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you create a new task chain? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you create maintenance processes and monitor process execution? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you configure collections in Rosetta? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you trouble-shoot technical issues in the permanent repository? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| \* Has the publishing configuration been completed? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you delete data from the permanent repository? From the recycle bin? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you read dashboard reports? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you to update a representation for an existing IE? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| \* Have you assigned CMS metadata to a Rosetta record? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| \* Do you plan to implement a submission application? | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **User Management** |
| **Library Activity** | **Yes** | **No** | **NA** | **Comments** |
| Can you manage staff users? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Has PDS configuration been completed? | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Delivery**  |
| **Library Activity** | **Yes** | **No** | **NA** | **Comments** |
| Have you configured **Delivery rules**? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you configured File / Mets viewers? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| \* Do you plan to configure external viewers? | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Administration** |
| **Library Activity** | **Yes** | **No** | **NA** | **Comments** |
| Can you run system checks? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you defined the Consortia / Institution / Department level and understand its meaning? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you configured storage rules?  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you been introduced to how storage is managed in Rosetta? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Have you defined new plugins for Rosetta? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you use Rosetta APIs? | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Preservation** |
| **Library Activity** | **Yes** | **No** | **NA** | **Comments** |
| Can you update the format library version? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you define a preservation plan? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Can you run risk reports? | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Miscellaneous** |
| **Library Activity** | **Yes** | **No** | **NA** | **Comments** |
| Can you extract errors from Rosetta logs? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Are you aware of the Developer’s Network? | [ ]  | [ ]  | [ ]  | Click here to enter text. |