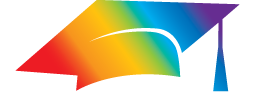
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**Primo Administration**

**Pipes Configuration**Hands-on Exercise

**Learning Objectives**

To see how your data sources, normalization rules and pipes have been configured in Primo.

By the end of this exercise, you will be able to:

* Access and view data sources
* Access and view normalization rule sets
* Access and view pipes configuration
* Check the history of a pipe.

**Requirements**

To complete this exercise, you will need to have a Super Admin or Admin level password to your configured Primo Sandbox Environment.

Your Primo Sandbox will need to have the following configurations for this exercise:

* Your Institution created
* Data source for your ILS created
* Normalization rule configured for your catalog data
* Pipe created and run at least once for your library catalog data
* View created for your institution
* Access to the Front End of your view and data visible

**General Instructions**

This exercise accompanies the **Primo Administration: Pipes Configuration** training session. For help with the exercise, go to the training’s launch page where you can review the presentation, download the presentation **Handout**, and find links to **Recommended Articles** in the Knowledge Center.

Please use your library’s **Primo Sandbox Environment** to complete this exercise. Note that you will not be making changes to your Sandbox Environment, only viewing default settings and configurations that have already been made.

**The Activity**

|  |  |
| --- | --- |
| **View Existing Data Sources** | |
| 1. **Log into your Primo Back Office.** | |
| 1. **Go to *Ongoing Configurations > Pipe Configuration Wizard > Data Sources***   **OR**  ***Local Data > Data Sources* in the top navigation** |  |
| 1. **Note that you can create a new data source under *Add a New Data Source.*** |  |
| 1. **Note that you already have a data source created for your library catalog data.** 2. **Click *Cancel & Go back* to return to the Pipe Configuration Wizard** |  |
| **View Existing Normalization Rule Sets** | |
| 1. **Go to *Ongoing Configurations > Pipe Configuration Wizard > Normalization Rules configuration***   **OR**   1. ***Local Data > Normalization Sets* in the top navigation** |  |
| 1. **Note that you have a normalization rules set created for your institution.** |  |
| 1. **Note that it is possible to create a new normalization rules set by duplicating an existing set.** 2. **Click *Back* to return to the Main Menu** |  |
| **View Existing Pipes** | |
| 1. ***Go to Publishing > Pipe List* in the top navigation** |  |
| 1. **Note that you have at least one pipe created. Most likely you will have a Regular pipe and a No harvesting-Update DS pipe created.** 2. **You can click *Edit* to see how each pipe was configured, but be sure to click *Back to Pipe List* and not *Save* to go back to the pipes list.** |  |
| 1. **For any of the pipes that have been run, you can click *History*.** |  |
| 1. **Here we have a list of each instance where this pipe was run.** 2. **Note the Stage and Status of the job.** 3. **Click on the *link* in the Name column to see more details about one of the jobs.** |  |
| 1. **Note the details in each of the stages – Harvest, NEP (Normalization, Enrichment, Persistence), Dedup, and FRBR.**   **Note that if the Last stage setting in the pipe was Dedup, FRBR, or FRBR not Dedup, these sections will be missing from the Job Details screen.**  **Note that it is also possible to see the log files for each of the stages at the top of the screen. For more information about reading these log files, please refer to the Primo documentation in the Knowledge Center.** |  |