

DataAccessioner User Guide

For DataAccessioner v1.0.0

1. *Either:*

- a. Double-click the file “DataAccessioner.jar”.
- b. Double-click the file “start.bat”. (Mac & Linux users can use the “start.sh”)

- Please be patient while it starts, which may take a while if you have not used another Java application recently.
- Using “start.bat” or “start.sh” allows the application to use more memory which is helpful when generating a lot of metadata.
 - This will open a terminal window which can be ignored.
 - Do not close the terminal window or it will stop the DataAccessioner.

2. Under the “FITS Tools” menu (de)select the desired adapters. (All are selected by default.)
3. Enter your name, the accession number assigned to the data being migrated, and (if known) the collection title.
4. Click the button labeled “Accession to Directory” and select the accessions directory (i.e. where you want to copy the disk or directory to). Or simply type it in the neighboring text-box.
5. Insert the disk into the computer if you are accessioning external media (e.g. a CD or USB flash-drive).
6. Click the “Source Disk / Directory” button and select the disk or directory you wish to migrate.
7. Update or replace the “Source Name/Identifier” as appropriate.

- By default the system will use either the disk label or directory name if available.
- If, when you try to migrate the source, you may be told that the name is already used or contains illegal characters and not start. You will need to re-name your “Source Name.”

8. A directory tree will appear above in the space below the source selection button. Expand or contract directories by double-clicking them or single-clicking the plus and minus icons next to them.
 - a. To indicate that a file or directory should not be migrated highlight it and click the “Exclude” button. Files and directories that are excluded will have the icon  in the directory tree.

- b. To indicate that a previously excluded file or directory should be migrated: highlight it and click the  button. Including a file or directory will NOT automatically include their parent directories; be sure the parent directories are not excluded.
9. Add Dublin Core metadata to any directory or file in the directory tree as appropriate.
 - a. Dublin Core Metadata section reflects the entries for the currently selected file or folder in the directory tree. Clicking on a different file or tree will cause the current list of element-value pairs to be saved, cleared from the screen, and updated with the previously saved metadata for the newly selected item (if any).
 - b. To add a new metadata value:
 - i. Select the Dublin Core element from the drop-down box
 - ii. Type the value in the text-box below
 - iii. Click “Add Value”
 - iv. It will now appear in the Dublin Core metadata table.
 - c. To remove an existing metadata value:
 - i. Select the element-value pair in the Dublin Core metadata table to be removed.
 - ii. Click the “Remove Value” button.
 - iii. The element-value pair is now removed from the metadata table.

The “Clear Source Information” button will clear the directory tree, source name/identifier, and any saved Dublin Core metadata.

The “Clear All” will clear your name, accession number, collection title, and accession directory *in addition* to the source information described above.

10. Click the “Migrate” button. The application will then check for common problems such as invalid disk names before continuing the migration.
 - a. A status message and progress bar will be displayed at the bottom of the window.
 - b. If you need to cancel a migration click the “Cancel” button. You will be asked if you want to keep the files already move to the accessions directory.

Annotated Sample Screen-shot

1. File menu.
2. Selects which FITS tools to use, notated by checkboxes. (Default: all.)
3. Name of the user running the Data Accessioner
4. Accession number for the materials being accessioned
5. Collection title (optional)
6. Shows directory path to the accession folder (where the data is copied to)
7. Click for a directory selection window: use to select the accession folder
8. Directory tree of the source data
9. Red icon indicates that a file/folder will not be transferred (i.e. is excluded)
10. Displays a file/directory selection window: use to select source disk/data
11. Exclude the highlighted file or folder
12. Include the selected file or folder previously excluded.
13. "Source Name/Identifier" textbox: Used to name the destination folder in the accession's directory (automatically set to the system name but may be changed)
14. "Dublin Core Metadata Section" reflects the metadata for the currently selected file or folder.
15. Dublin Core Elements drop-down box.
16. Metadata value textbox.
17. Adds the currently selected Dublin Core element and textbox content to the Metadata Table.
18. Removes the selected metadata entry from the Metadata Table
19. The "Metadata Table" displays the metadata entries already created.
20. Begins the migration.
21. Cancels a migration already running
22. Resets the screen relating to the current source (disk or directory) currently loaded.
23. Resets the window
24. Status information

