



**Walk The Workflow
Tutorials For
Data Accessioner
DA: Metadata Transformer Tool
Fixity
November 2017**

This POWRR Institute is generously funded by the

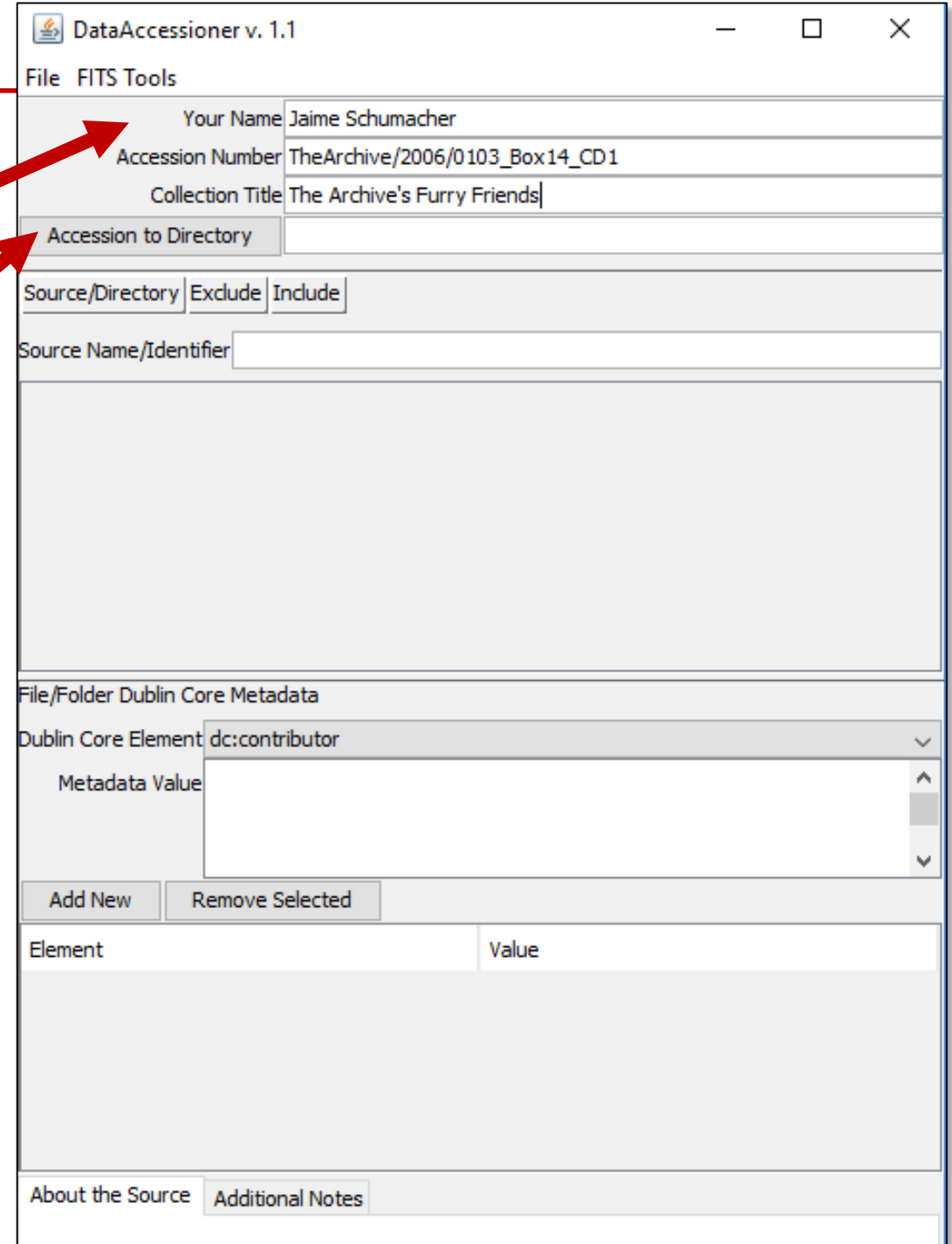
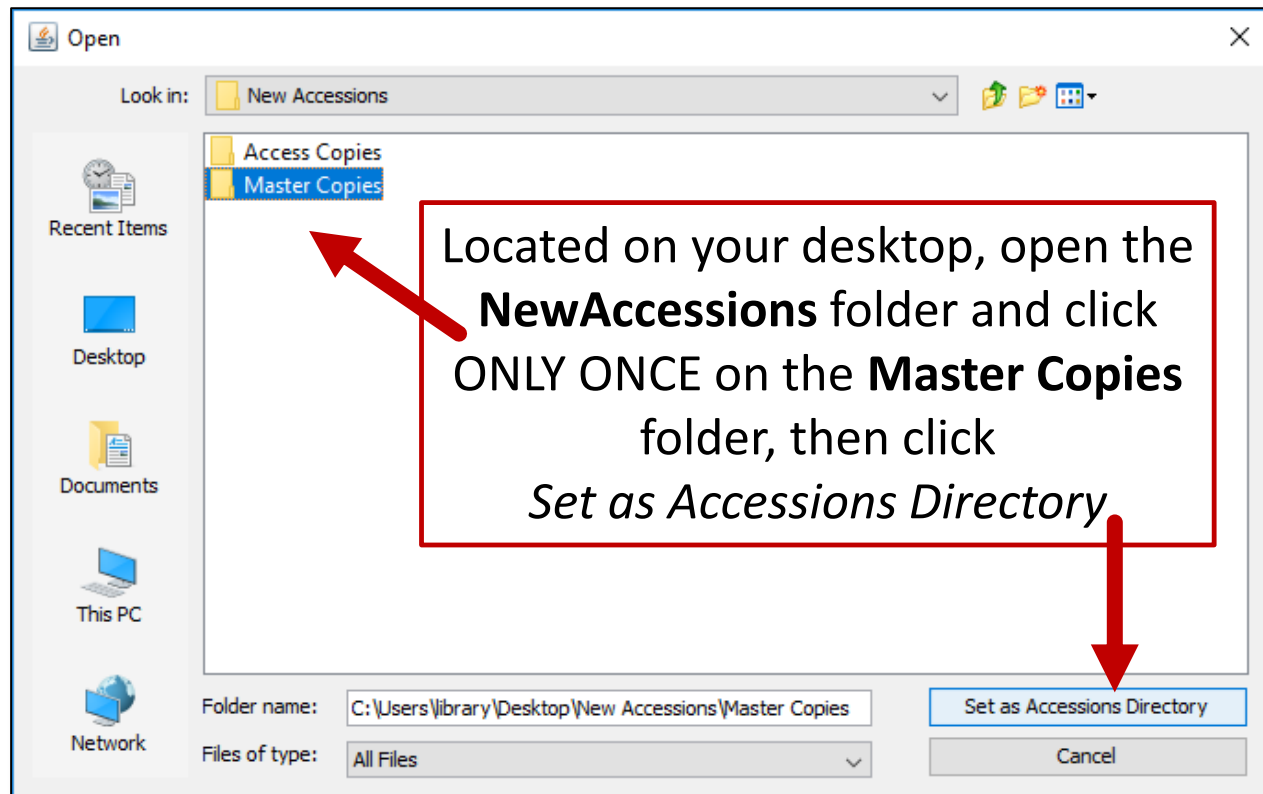


DataAccessioner - Walkthrough

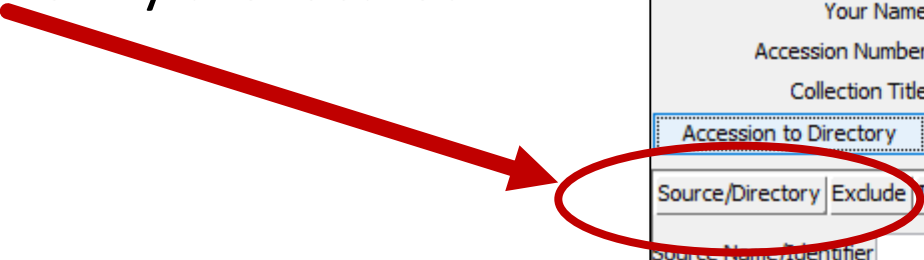
E:\Digital_POWRR_Workshop_Tools_and_Hands_On_Activities\
Data Accessioner\DataAccessioner_v1_1\dataaccessioner-1.1

Fill out the top 3 fields.

Select your *Accession To Directory*:
This is where you want the collection to go live...
preferably a stable media like your network drive.



Click Source/Directory to select the location where the digital materials currently are located.



DataAccessioner v. 1.1

File FITS Tools

Your Name Jaime Schumacher

Accession Number TheArchive/2006/0103_Box14_CD1

Collection Title The Archive's Furry Friends

Accession to Directory C:\Users\library\Desktop\New Accessions\Master Copies

Source/Directory Exclude Include

Source Name/Identifier

File/Folder Dublin Core Metadata

Dublin Core Element dc:contributor

Metadata Value

Add New Remove Selected

Element	Value
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About the Source Additional Notes

Open

Look in: DonatedCollection

A Curator's Cat Collection

A Digital Dog Collection

Recent Items

Desktop

Documents

This PC

Network

Folder name: On_Activities\DonatedCollection\A Curator's Cat Collection

Files of type: All Files

Select Disk/Directory to Migrate

Cancel

Located in your flash drives at
E:\Digital_POWRR_Workshop_Tools_and_Hands_On_Activities\DonatedCollection
Click ONLY ONCE on the
A Curator's Cat Collection
folder, then click
Select Disk/Directory to Migrate.

Populate descriptive metadata

Select a folder or file that has metadata you wish to add.

The Dublin Core metadata is added here, clicking *Add New* after each addition.

Click *Migrate* to begin the migration process.

The screenshot shows a software window with the following components:

- Source/Directory:** Includes buttons for 'Exclude' and 'Include'.
- Source Name/Identifier:** A text field containing 'A Curator's Cat Collection'.
- File List:** A table with columns for file names, dates, and counts. The first row is selected.
- File/Folder Dublin Core Metadata:** A section for editing metadata, including a dropdown for 'Dublin Core Element' (set to 'dc:subject') and a text area for 'Metadata Value'.
- Buttons:** 'Add New' and 'Remove Selected' buttons are located below the metadata editor.
- Table:** A table with columns 'Element' and 'Value'.
- Additional Notes:** A text area containing the note 'CD has a label that states "Orbit's stuff"'. The 'Additional Notes' tab is active.
- Migration Panel:** A row of buttons at the bottom: 'Migrate', 'Cancel', 'Clear Source Information', and 'Clear All'. The 'Migrate' button is circled in red.
- Status Bar:** Displays 'Running FITS on 233 638576246007 2392 n.jpg'.

Red arrows from the text instructions point to the following elements:

- From 'Select a folder or file...': One arrow points to the selected folder 'A Curator's Cat Collection' in the file list, and another points to the file '1101810_10102319469226957_55721_n.mp4'.
- From 'The Dublin Core metadata is added here...': One arrow points to the 'Add New' button, and another points to the 'Metadata Value' text area.
- From 'Click Migrate to begin...': One arrow points to the 'Migrate' button.
- From 'Note the progress bar.': One arrow points to a small green progress bar in the bottom right corner of the window.

Note the progress bar.

What did you create?

Name	Date modified	Type	Size
0103_Box14_CD1	11/21/2017 10:10 ...	File folder	
0103_Box14_CD1	11/21/2017 10:11 ...	XML Document	67 KB

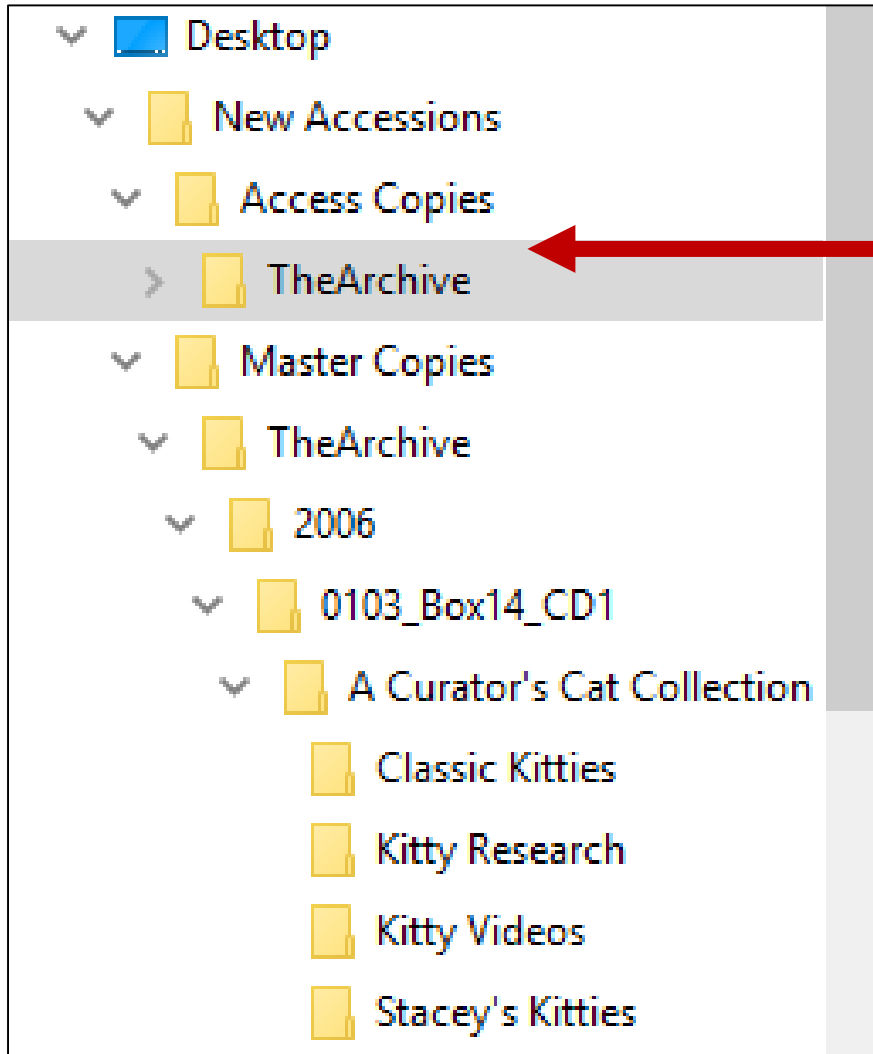
XML file with LOTS of metadata

Located in the Directory you specified...

...is a copy of your migrated collection.

You. Are. AWESOME.

Not quite finished...



Make a copy of the Master, place in the Access Copies folder, and don't touch the Master Copy again...

...unless a new derivative is needed

...or until you move it into a preservation system!

Basic descriptive metadata that you created

```

<?xml version="1.0" encoding="UTF-8"?>
- <collection name="The Archive's Furry Friends" xmlns="http://dataaccessioner.org/schema/dda-1-1">
  - <accession number="TheArchive/2006/0103_Box14_CD1">
    <ingest_note>The Archive's Furry Friends transferred by Jaime Schumacher on Tue Nov 21
      10:10:36 CST 2017</ingest_note>
    <ingest_time>00:00:57.57178</ingest_time>
    <additional_notes>CD has a label that states "Orbit's stuff"</additional_notes>
  - <folder name="A Curator's Cat Collection" last_modified="2017-10-23T17:25:02.000">
    - <dcx:description xmlns:dcx="http://purl.org/dc/xml/">
      <dc:description xmlns:dc="http://purl.org/dc/elements/1.1/">Contents of CD 1 located
        in Box 14 of collection TheArchive/2006/0103</dc:description>
      <dc:rights xmlns:dc="http://purl.org/dc/elements/1.1/">CC BY NC ND</dc:rights>
    </dcx:description>
    <folder name="Classic Kitties" last_modified="2017-10-23T17:24:58.000">
      - <file name="233_638576246007_2392_n.jpg" last_modified="2014-04-02T18:07:06.000"
        MD5="e285034d51e058a277b02132d2ffa11f" size="82873">
        <premis:object xsi:type="premis:file" xmlns:uuid="java:java.util.UUID"
          xmlns:fits="http://hul.harvard.edu/ois/xml/ns/fits/fits_output"
          xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
          xmlns:premis="info:lc/xmlns/premis-v2">
          - <premis:objectIdentifier>
            <premis:objectIdentifierType>uuid</premis:objectIdentifierType>
            <premis:objectIdentifierValue>49b856f3-1892-404d-a2bf-
              7b8fbe40ee9f</premis:objectIdentifierValue>
          </premis:objectIdentifier>
          - <premis:objectCharacteristics>
            <premis:compositionLevel>0</premis:compositionLevel>
          - <premis:fixity>
            <premis:messageDigestAlgorithm>MD5</premis:messageDigestAlgorithm>
            <premis:messageDigest>e285034d51e058a277b02132d2ffa11f</premis:messageDigest>

```

Extracted metadata:
Folder names
File names
Last modified
Size
...and more!

Dublin Core Metadata

MD5 Checksum

File Characterization Shenanigans!

```
<premis:size>82873</premis:size>
- <premis:format>
  - <premis:formatDesignation>
    <premis:formatName>JPEG File Interchange
      Format</premis:formatName>
    <premis:formatVersion>1.01</premis:formatVersion>
  </premis:formatDesignation>
  - <premis:formatRegistry>
    <premis:formatRegistryName>http://www.nationalarchives.gov.uk/pronom</premis:form:
    <premis:formatRegistryKey>fmt/43</premis:formatRegistryKey>
  </premis:formatRegistry>
  <premis:formatNote>image/jpeg</premis:formatNote>
  <premis:formatNote>DROID Signature File Version: 88</premis:formatNote>
  <premis:formatNote>Identified by: Droid v6.1.5</premis:formatNote>
  <premis:formatNote>Identified by: Jhove v1.11</premis:formatNote>
  <premis:formatNote>Identified by: file utility v5.03</premis:formatNote>
  <premis:formatNote>Identified by: Exiftool v10.37</premis:formatNote>
  <premis:formatNote>Identified by: NLNZ Metadata Extractor
    v3.6GA</premis:formatNote>
  </premis:format>
</premis:objectCharacteristics>
<premis:originalName>233_638576246007_2392_n.jpg</premis:originalName>
```

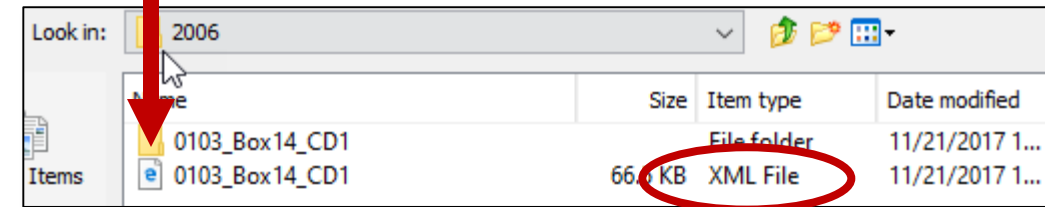
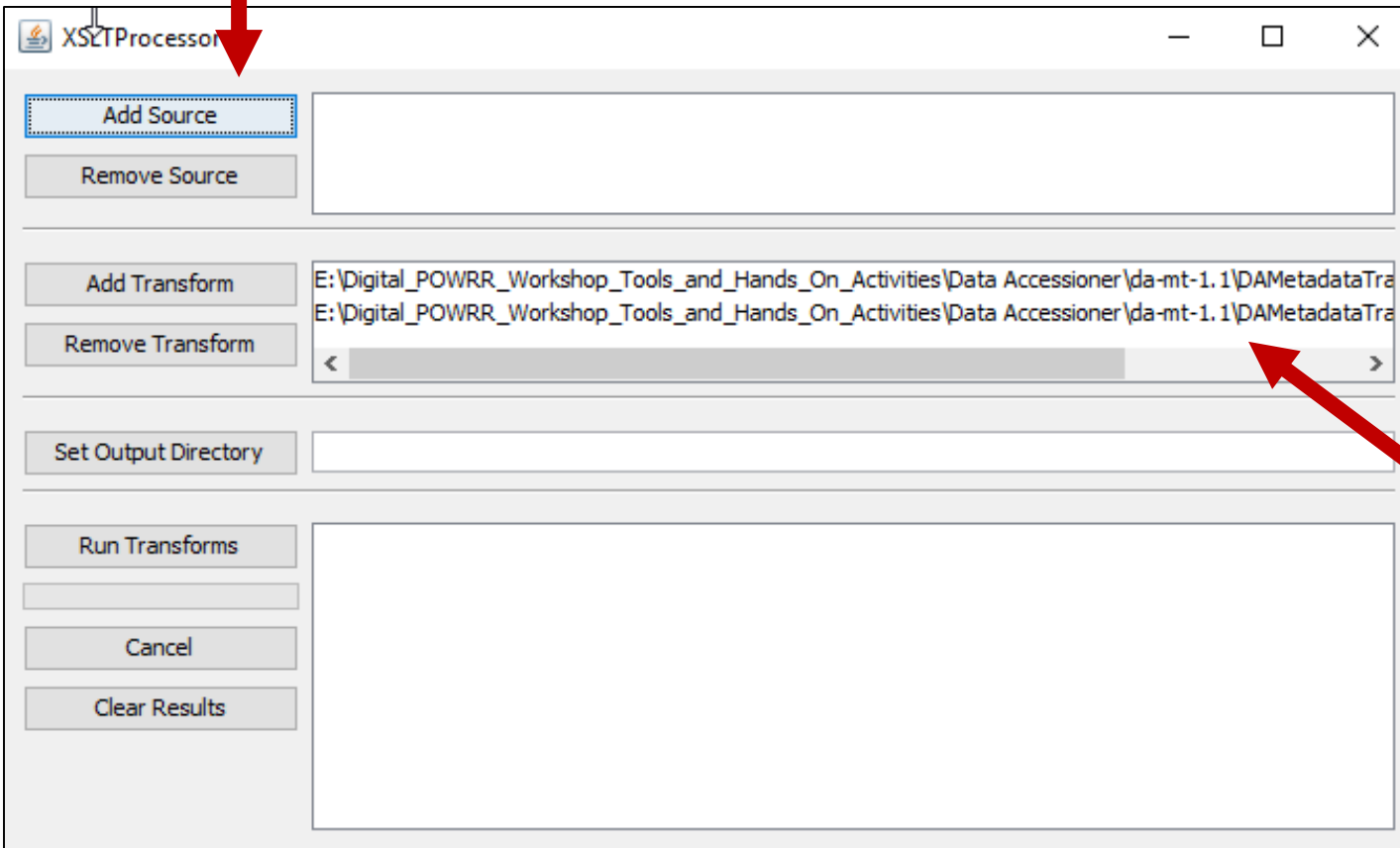


DA Metadata Transformer Tool - Walkthrough

E:\Digital_POWRR_Workshop_Tools_and_Hands_On_Activities\Data Accessioner\da-mt-1.1\DAMetadataTransformer-1.1

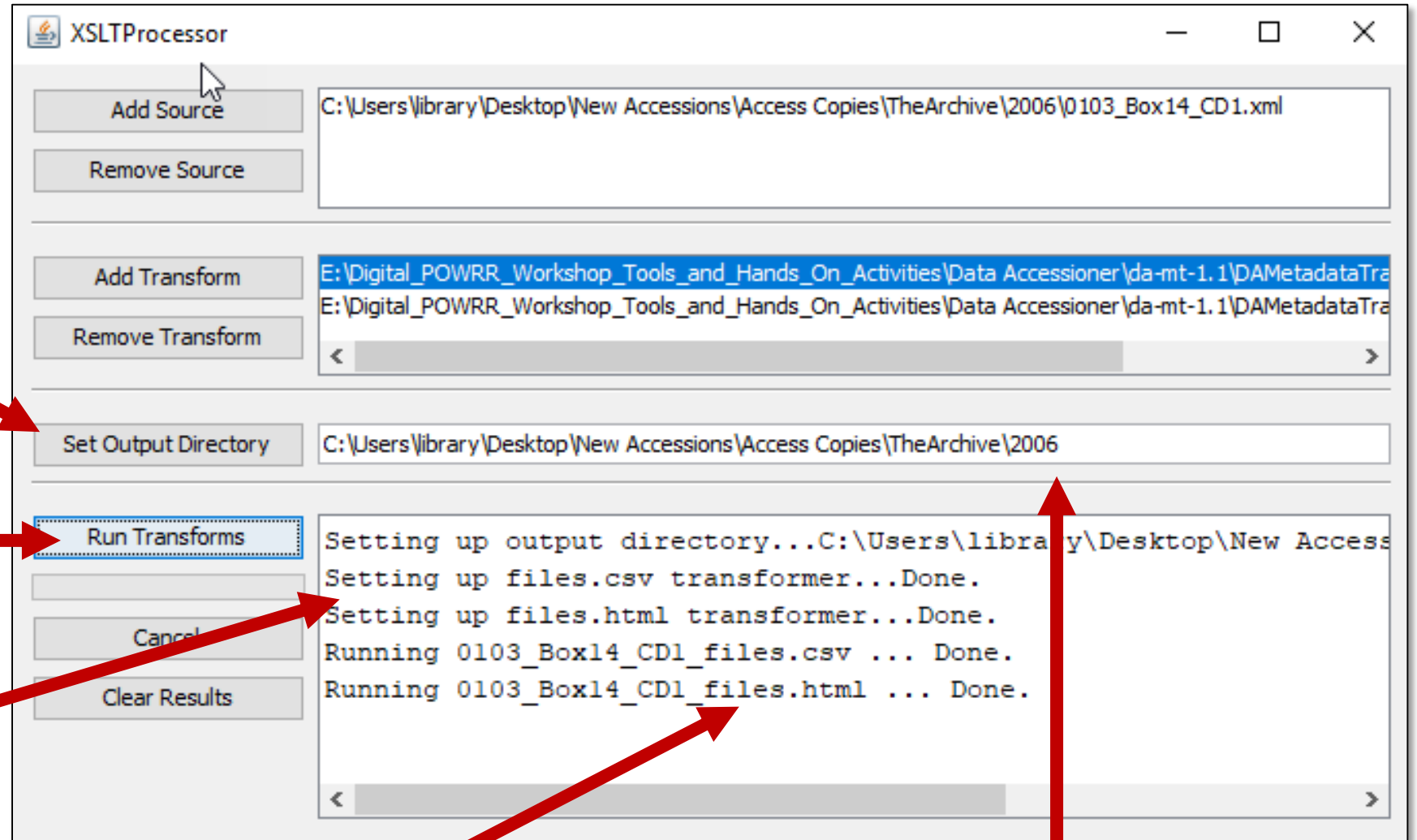
Click on *Add Source...*

....and select the XML file
DataAccessioner created.



There are sample xslt style sheets provided.

You can edit them and/or create new ones... Whatever is necessary to get the reports you need.



Click *Set Output Directory*
To select where the
generated reports will live.

Click *Run Transforms*.

Once the reports have
been generated, DA:MT
will show the results.

In this case, two
files were created:
a CSV file and
an HTML file.

To view the reports, you'll need to head to
the folder you set as the Output Directory.

Coverts XML Into CSV (Comma Separated Value....a spreadsheet!)

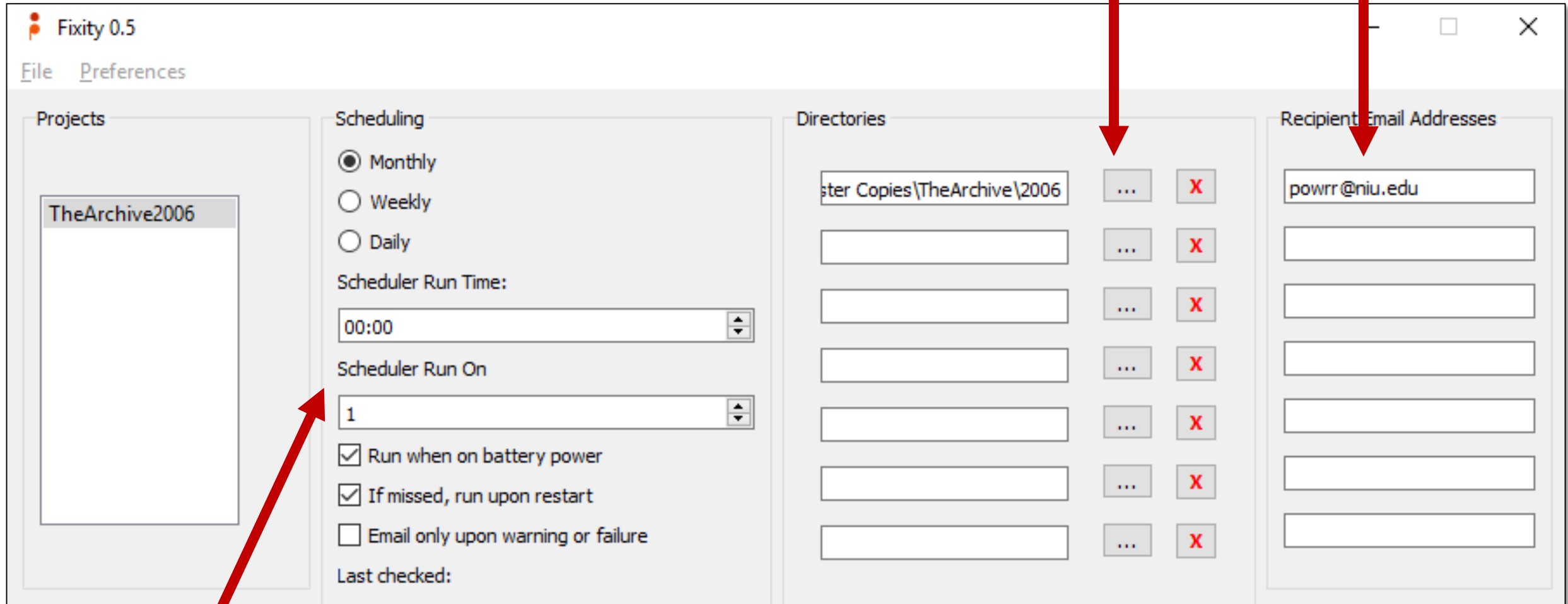
	A	B	C	D	E	F	G	H	I
1	directory path	file name	file exten	last modified	size (bytes)	md5	file format	format ve	format re
2	A Curator's Cat Collection/Classic Kitties/	233_638576246007_2392_n.jpg	jpg	2014-04-02T18:27:06.000	82873	e285034d5	JPEG File Interchange Format	1.01	fmt/43
3	A Curator's Cat Collection/Classic Kitties/	252214_10101729763467027_865277491_n.jpg	jpg	2014-04-02T18:24:34.000	78193	2cf2ac108	JPEG File Interchange Format	1.02	
4	A Curator's Cat Collection/Classic Kitties/	396743_10101730863183187_1062547226_n.jpg	jpg	2014-04-02T18:24:50.000	32097	1d98f60a3	JPEG File Interchange Format	1.02	fmt/44
5	A Curator's Cat Collection/Classic Kitties/	475px-450px-50s_cats_large.jpg	jpg	2014-04-09T11:15:22.000	36620	108eaa26f	JPEG File Interchange Format	1.02	fmt/44
6	A Curator's Cat Collection/Classic Kitties/	543349_10101339612837017_413576055_n.jpg	jpg	2014-04-02T18:25:32.000	81353	346b060c0	JPEG File Interchange Format	1.01	
7	A Curator's Cat Collection/Classic Kitties/	59282_10102075760101997_1384684780_n.jpg	jpg	2014-04-02T18:22:50.000	69741	7dd3bc35f	JPEG File Interchange Format	1.01	
8	A Curator's Cat Collection/Classic Kitties/	6-50s-cats-from-hubby.jpg	jpg	2014-04-09T11:22:40.000	142338	78b33b0c1	jpeg		
9	A Curator's Cat Collection/Classic Kitties/	76a77588d7d10632ba43a86a85f7efee.jpg	jpg	2014-04-09T11:15:46.000	381996	752f523fd	JPEG File Interchange Format	1.01	fmt/43
10	A Curator's Cat Collection/Classic Kitties/	Cats from the 1950's (3).jpg	jpg	2014-04-09T11:22:32.000	170740	076a92d2f	JPEG File Interchange Format	1.01	fmt/43
11	A Curator's Cat Collection/Classic Kitties/	Cats from the 1950's (5).jpg	jpg	2014-04-09T11:22:26.000	277130	01877dac0	JPEG File Interchange Format	1.01	fmt/43
12	A Curator's Cat Collection/Classic Kitties/	champ-champ-pet-food-company-j-r-butland-cat-fo	jpg	2014-04-09T11:16:02.000	116145	d22922636	JPEG File Interchange Format	1.02	fmt/44
13	A Curator's Cat Collection/Classic Kitties/	Thumbs.db	db	2014-04-09T11:54:40.000	22528	5441363cc	FPX		
14	A Curator's Cat Collection/Classic Kitties/	Thumbs.db.doc	doc	2014-04-15T12:06:00.000	22528	5441363cc	Microsoft Word Binary File Format		
15	A Curator's Cat Collection/Kitty Research/	animalplay.ppt	ppt	2014-04-15T12:06:04.000	4558848	1429e8cf5	Microsoft Powerpoint Presentation	97-2003 1	fmt/126
16	A Curator's Cat Collection/Kitty Research/	Behaviour_-_Cat_behaving_badly.pdf	pdf	2014-04-09T11:13:16.000	222865	ff4cd50d1	PDF/A	1b	
17	A Curator's Cat Collection/Kitty Research/	Cats Indoors! Slide Show - Wildlife Impacts.ppt	ppt	2014-04-09T11:11:34.000	7991808	58a86c588	Microsoft Powerpoint Presentation	97-2003	fmt/126
18	A Curator's Cat Collection/Kitty Research/	Cat_BasicCare.pdf	pdf	2014-04-09T11:12:38.000	107759	d2d3f866a	Portable Document Format	1.3	fmt/17
19	A Curator's Cat Collection/Kitty Research/	FelHusCh1.pdf	pdf	2014-04-09T11:13:00.000	7882504	252c45971	Portable Document Format	1.6	fmt/20
20	A Curator's Cat Collection/Kitty Videos/	1101810_10102319469226957_55721_n.mp4	mp4	2014-04-15T12:06:32.000	6837983	fb7bbe9ff	MPEG-4 Media File		fmt/199
21	A Curator's Cat Collection/Kitty Videos/	1253816_10102391726213377_17322_n.mp4	mp4	2014-04-15T12:06:36.000	2056636	5ad4c7026	MPEG-4 Media File		fmt/199
22	A Curator's Cat Collection/Kitty Videos/	Thumbs.db.doc	doc	2014-04-15T12:06:48.000	25088	6ad682952	Microsoft Word Binary File Format		

Fixity - Walkthrough

File -> New Project (no spaces, please!)

Select which folders/files you wish to monitor...

...and who should receive the reports.






Make selections based on local practice.

To test: **File -> Run Now** (save settings when prompted)
Now check your email!

New Project

Fixity Report: 2017-11-21 12:32:28 - TheArchive2006

 **digitallypowrr@gmail.com**
Today, 12:32 PM
powrr

  fixity_2017-11-21-123...
5 KB


Download Save to OneDrive - Northern Illinois University



Fixity report
Project name TheArchive2006
Algorithm used sha256
Date 2017-11-21
Time Elapsed 0 hrs 0 min 7 seconds
Total Files 29
Confirmed Files 0
Moved or Renamed Files 0
New Files 29
Changed Files 0
Removed Files 0

Since it's a new project,
Total Files and *New Files*
are the same.
Confirmed Files is 0.

We Have a Problem

Fixity Report: 2017-11-21 12:40:21 - TheArchive2006

 **digitallypowrr@gmail.com**
Today, 12:40 PM
powrr

  fixity_2017-11-21-124...
6 KB

Download Save to OneDrive - Northern Illinois University

Fixity report
Project name TheArchive2006
Algorithm used sha256
Date 2017-11-21
Time Elapsed 0 hrs 0 min 5 seconds
Total Files 30
Confirmed Files 25
Moved or Renamed Files 0
New Files 1
Changed Files 1
Removed Files 3

**If the monitored files are unchanged
Total Files
and
Confirmed Files
will be the same.**

But if there is a
problem, Fixity
will tell you.

