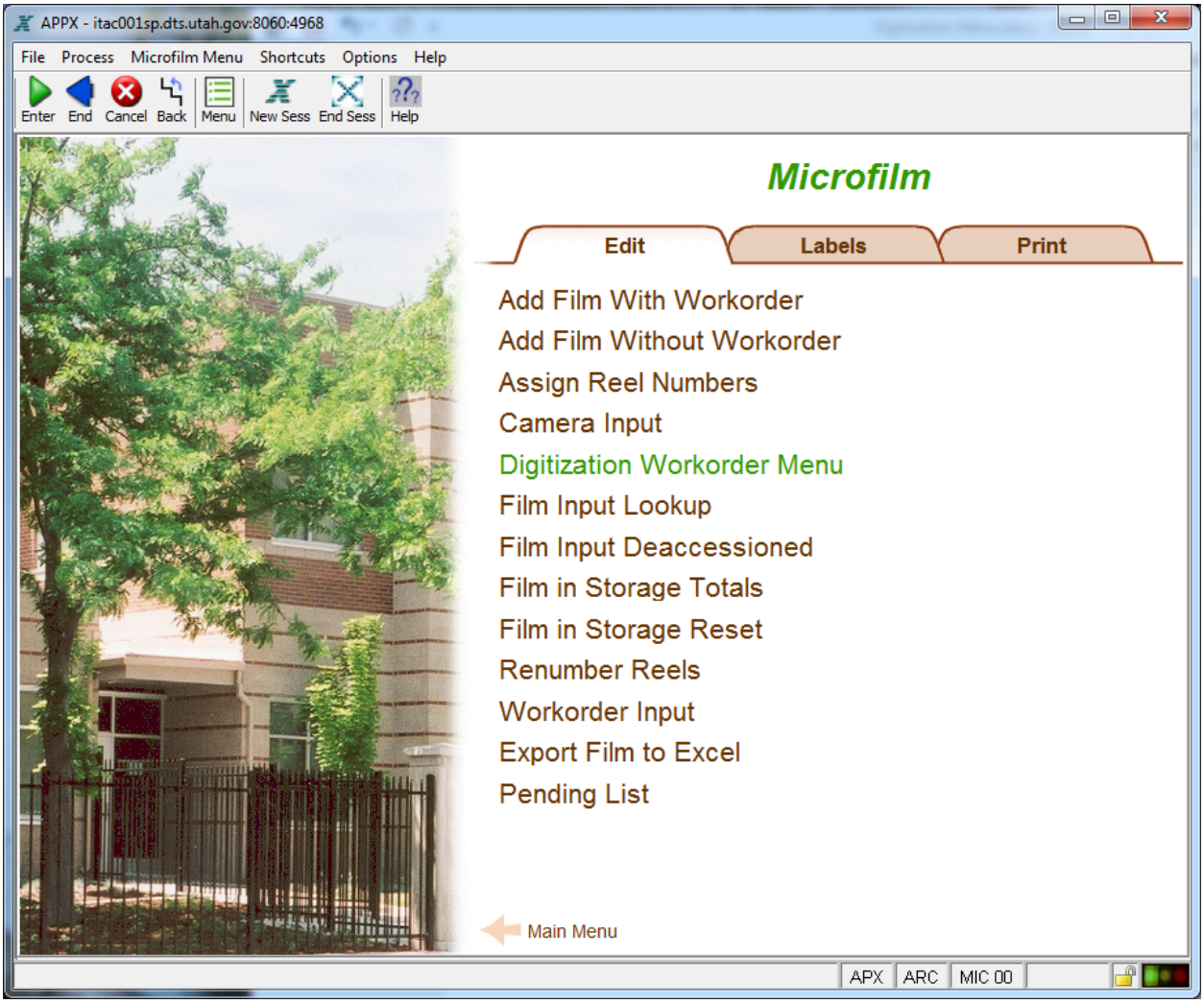
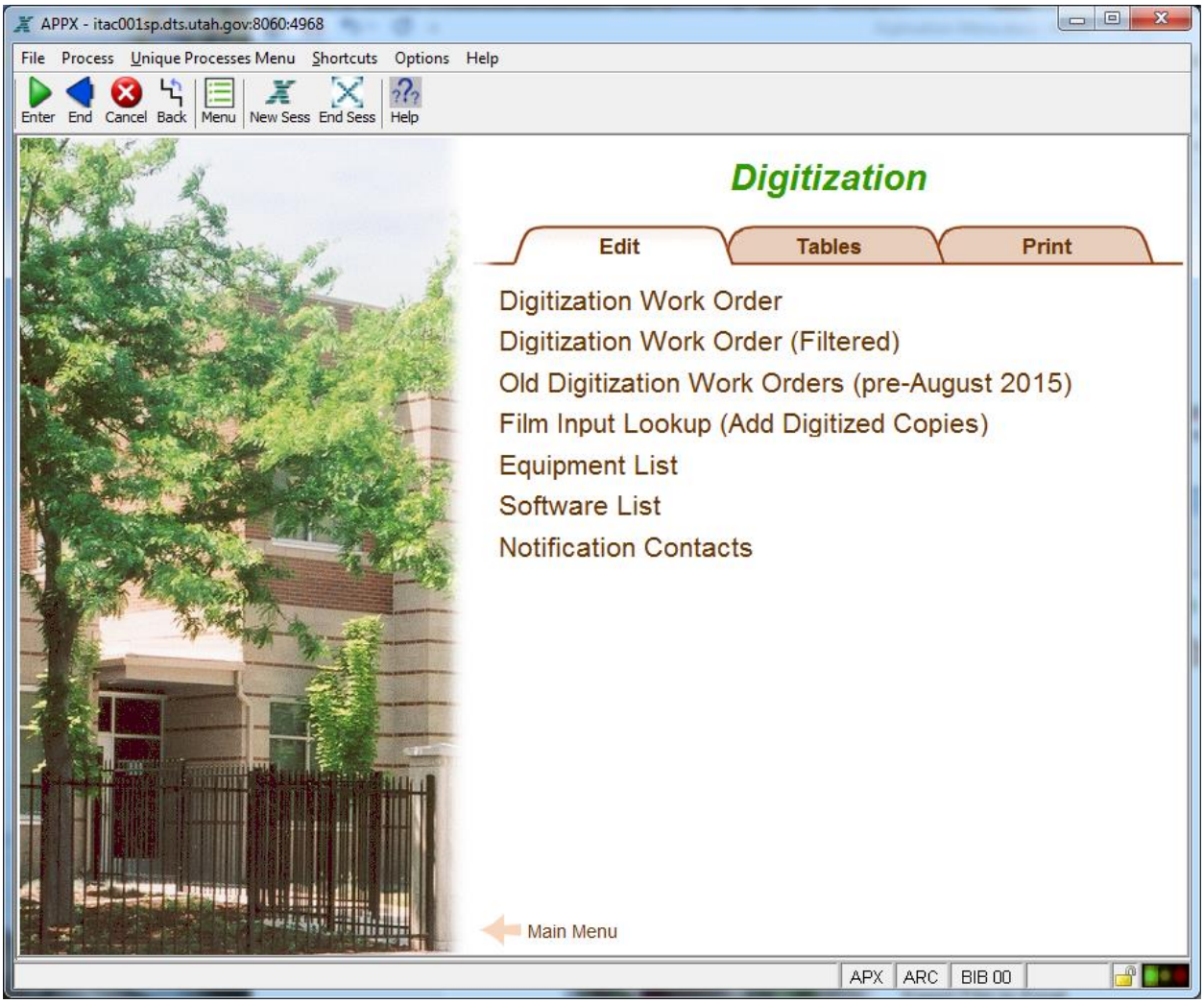
Digitization Workorder Menu

July 10, 2017

The Digitization Menu is an option within the Microfilm Menu. Digitization workorders provide a list of instructions for converting an analog format into a digital one. Only some of the records being digitized originate on microfilm.

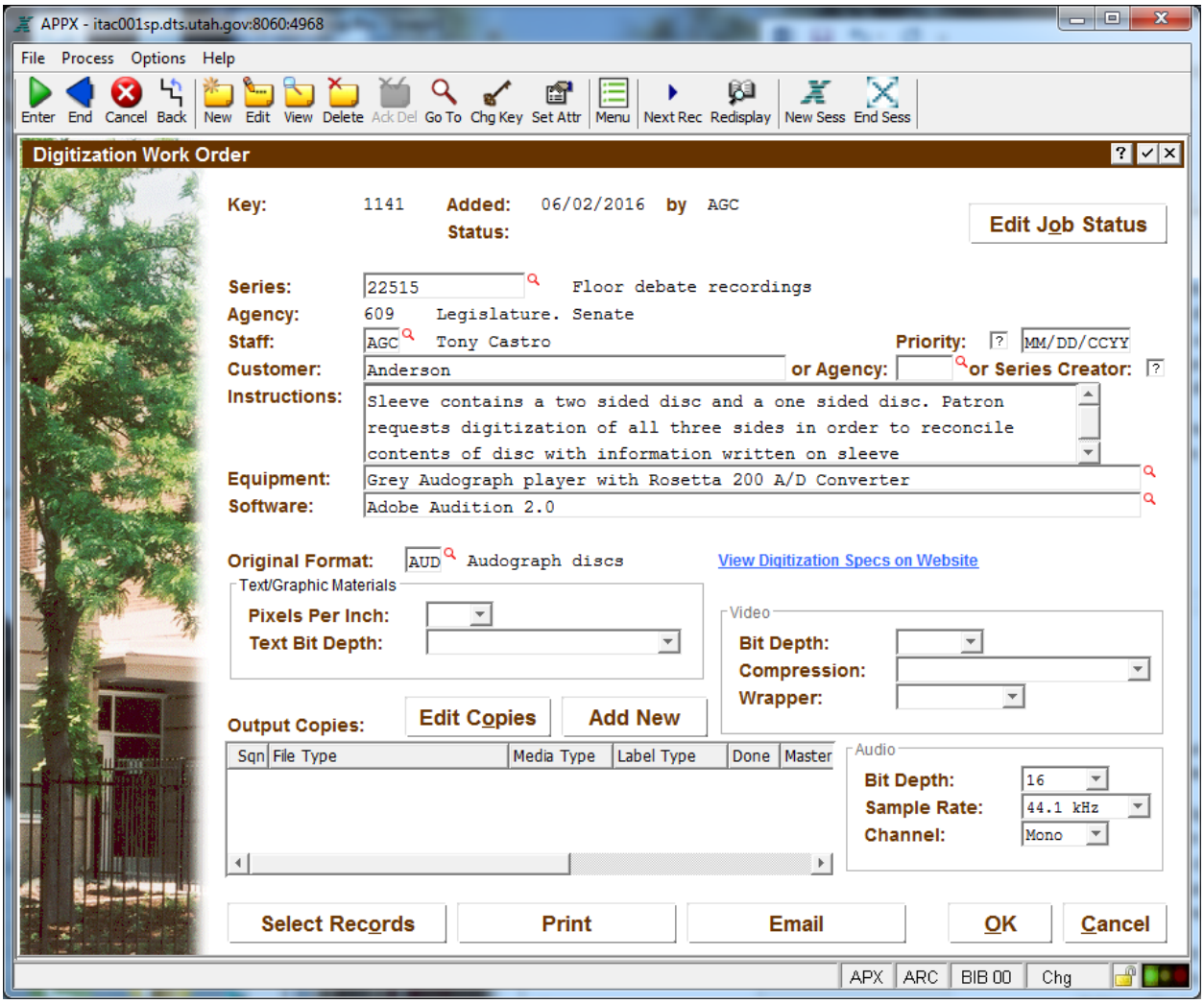


Click on the Digitization Workorder Menu option.



The digitization workorder process was redesigned in 2015. Older data that could fit the new scheme was imported into the Digitization Work Order table. However, the older data still exists under the Old Digitization Work Orders (pre-August 2015) in case other metadata about those orders needs to be referenced.

Click on Digitization Work Order and bring up a record by providing the key and clicking OK. The default sort order of this file is in reverse numerical order, so the last order added comes up first if you just click OK without providing a key value.

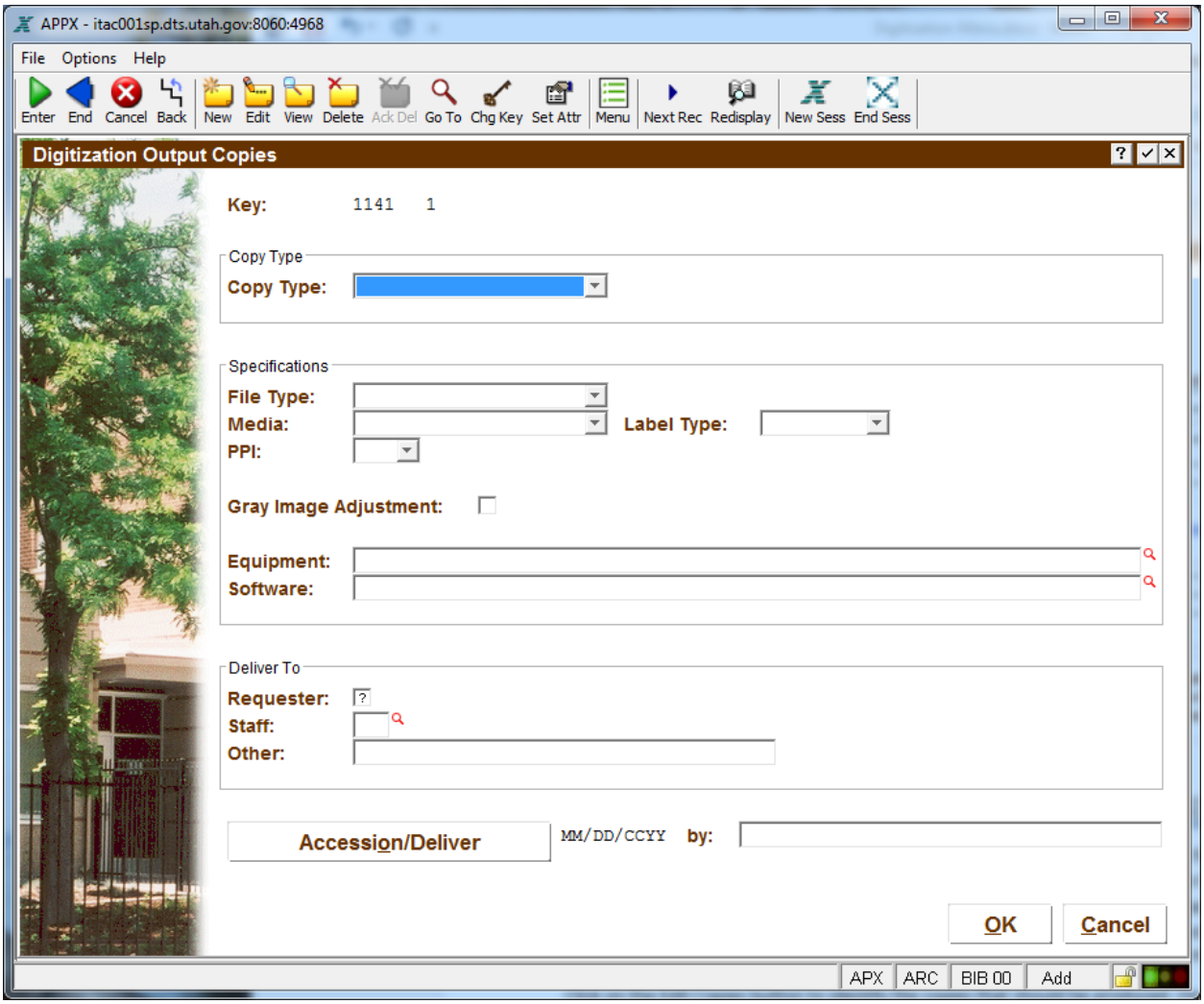


Provide the metadata details requested on this screen. The Priority checkbox and date is there to inform staff doing the digitizing how best to prioritize projects. The general policy is that patron requests should be filled within a week, special archival projects (where records are being temporarily borrowed from local governments) should be done within about three weeks, and everything else is a normal priority that should be done in the order requested.

The Customer name can be typed directly if it is for a patron, but if it is an agency, provide the agency's key value. If the agency needing the digitization work done is the same agency that created the records, just click the Series Creator checkbox to simplify things. The correct agency should print on the digitization order report.

Note that the Equipment field is required. If the Equipment and Software options that you need are not on the list when you scan for values using the red magnifying glass button to the right of the field, then new values can be added. The Original Format field is linked to individual staff who have responsibilities regarding digitizing specific formats, so if the Email button is clicked, the email will be sent to staff based upon the Original Format value.

Click on the Edit Copies or Add New button to identify the copies that should be produced. Once they are added, each copy will be listed in the table widget on the main workorder screen, and double-clicking will take you to them individually. Deleting a copy requires you to first go into Edit Copies, and scroll through the copies using the Next Record button on the toolbar until you see the one you want to delete, then click Delete, then Acknowledge Delete to remove that copy.



Provide the copy type needed (agency, master, patron, or reference copy), file type (such as JPG, TIF, WAV, etc), and the media the file is to be written to, plus the label type that should be attached to the media. The PPI setting should follow the recommendations for the specific file type as contained in http://archives.utah.gov/emp/processing/imaging-guidelines.html. The Gray Image Adjustment checkbox is only used when microfilm is being digitized, and only checked if the copy is for a patron. This setting is used in the microfilm digitization software to create a better-quality output automatically using some pre-sets. However, this setting is not used on the master digitization files, because even better quality output can be produced through Photoshop that is more precise than what Gray Image Adjustment offers.

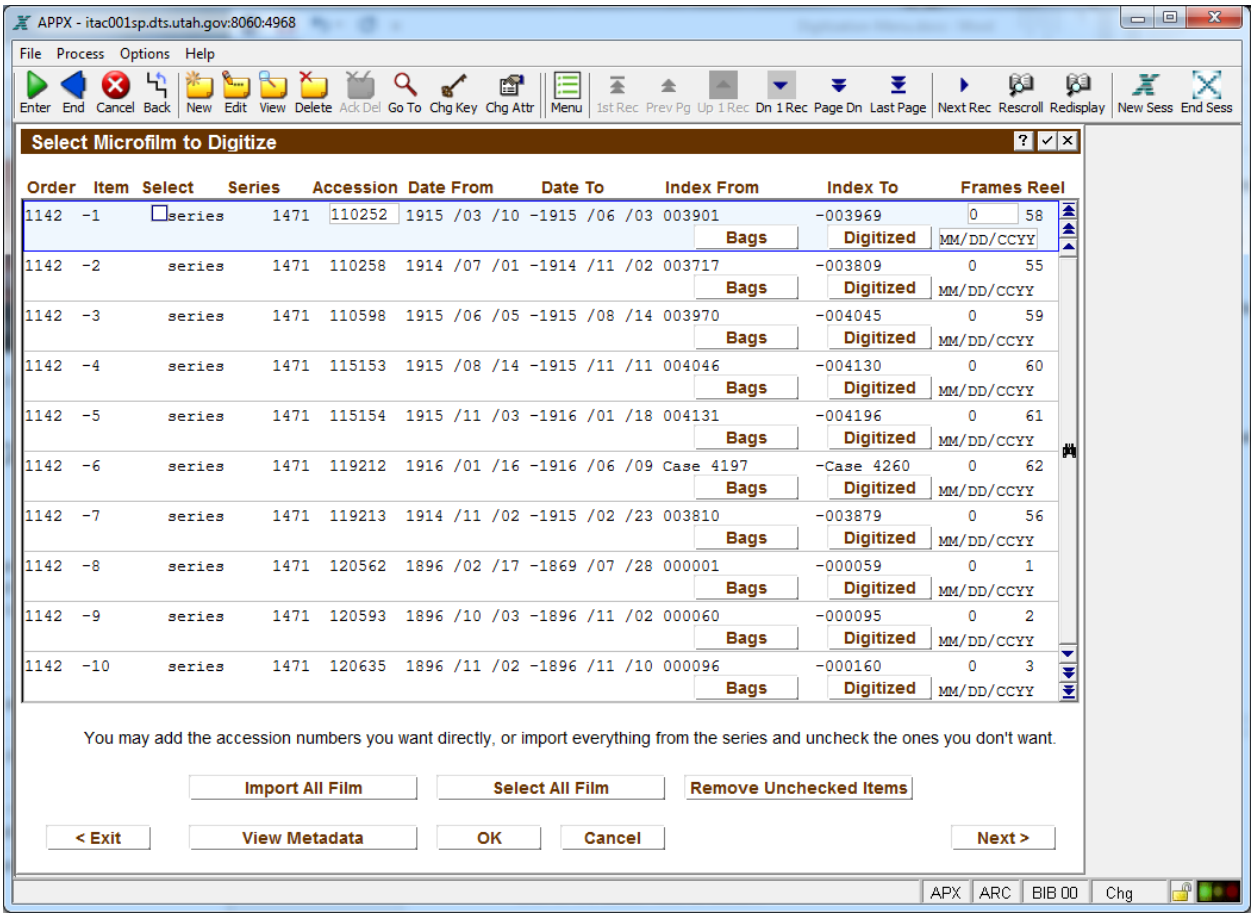
The Equipment and Software options can be filled out here if they are different than what was indicated on the main digitization order screen. The person who did the digitizing should specify what was used after the copy is made.

The person requesting the copy should indicate who the copy should be delivered to. The person creating and delivering the copy should click the Accession/Deliver button after the copy is complete, which will populate the date field and include their name in the “by” field.

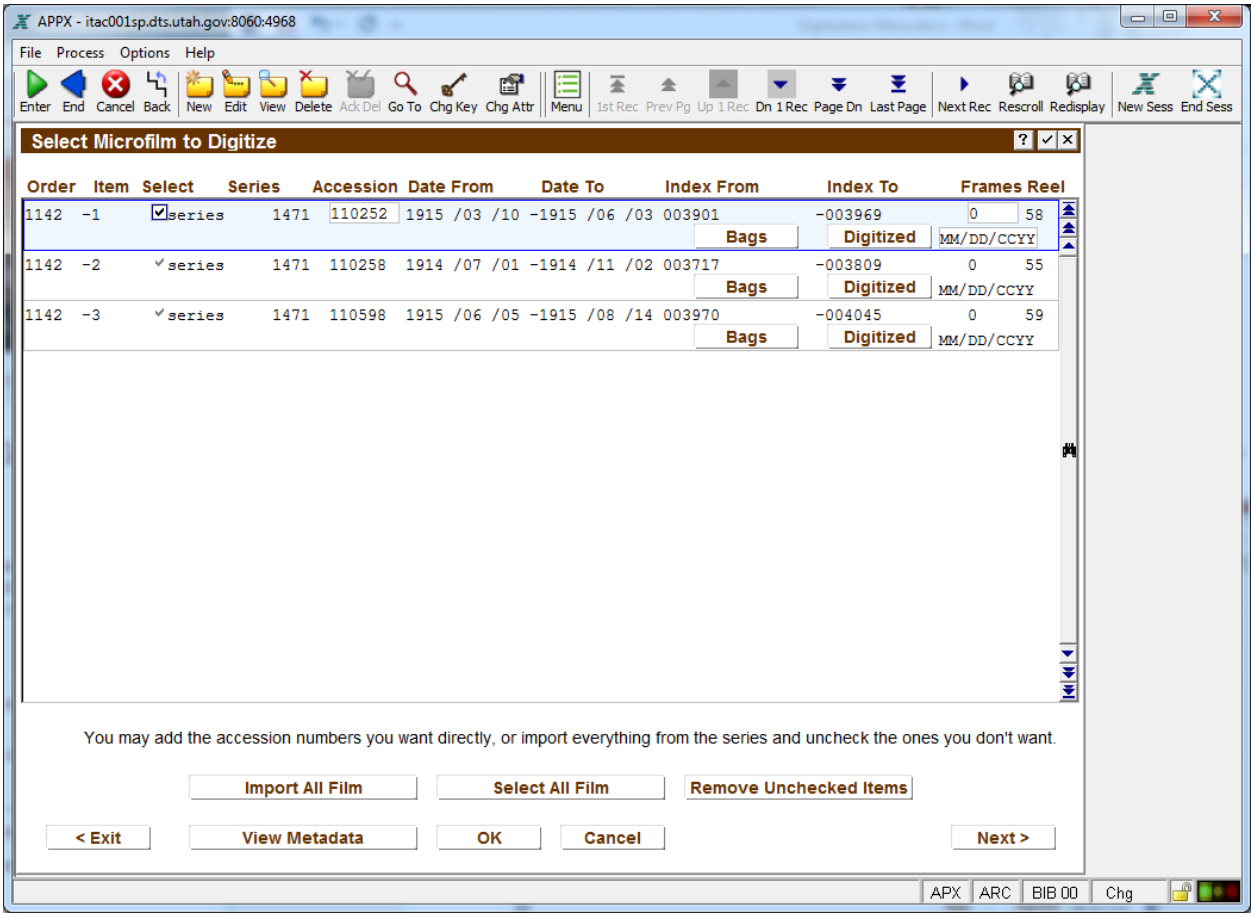
Click OK to save your data, or Cancel to return to the Digitization Workorder screen.

Click on the Select Records Button.

Depending on the original format, either a list of boxes or a list of microfilm will be available for you to choose from. In the example below, click Import All Film:

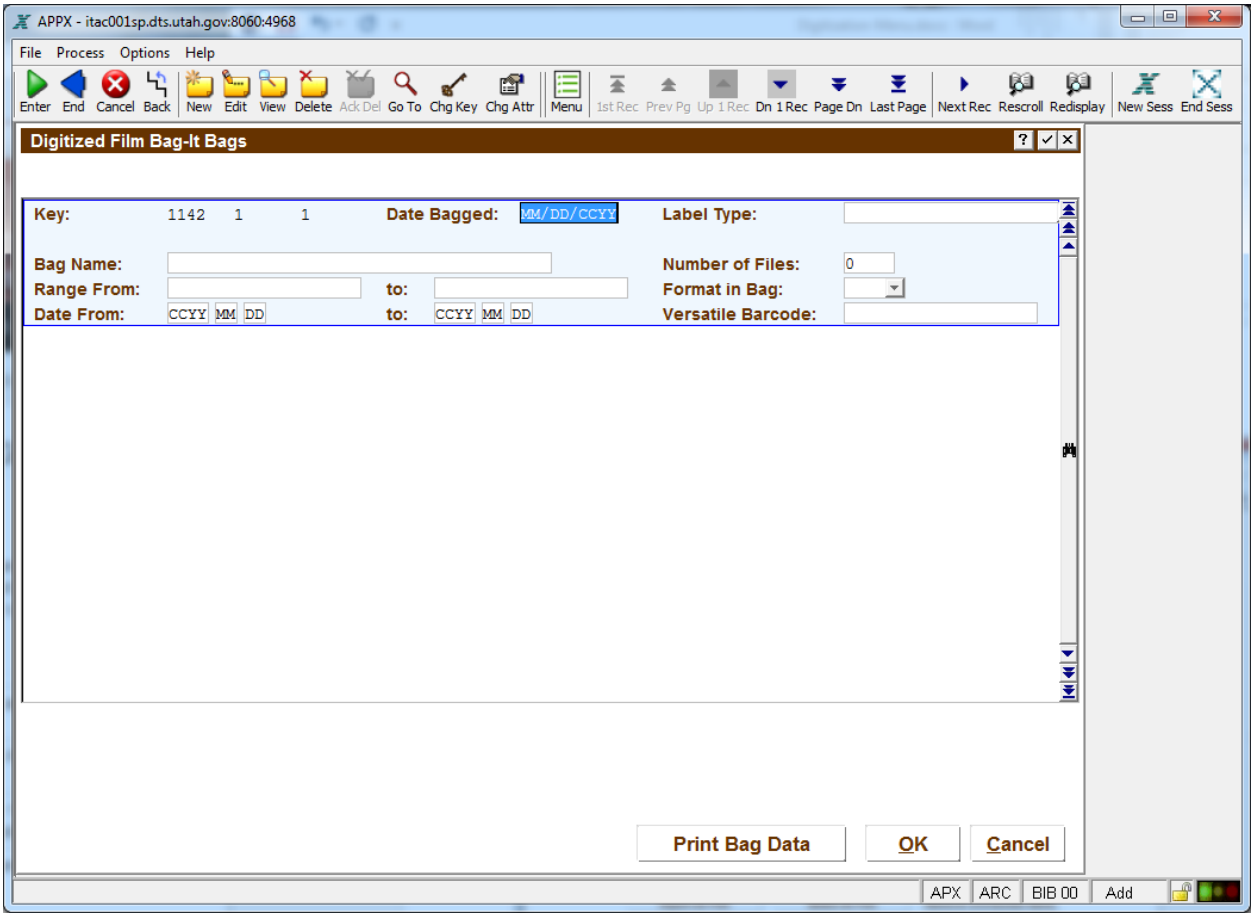


Select individual rolls by checking the Select checkbox and hitting OK or pressing Enter to save your selection. Alternatively, you may select all film at once by clicking the Select All Film button. To remove unselected items from the list, click Remove Unchecked Items. The example below has three items selected, and the remainder have been removed:

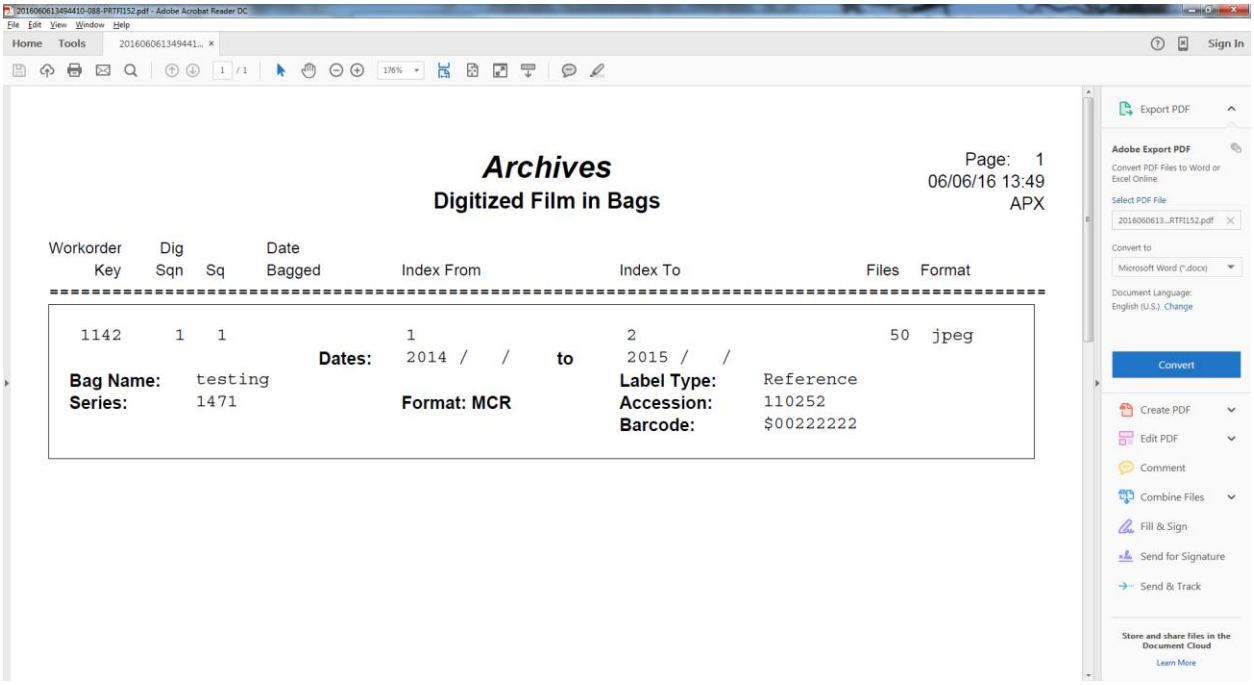


The View Metadata option provides an XML file of metadata and opens it for you to see. [Bug note: The old LAN server is still being pointed to as the destination, so the write fails.]

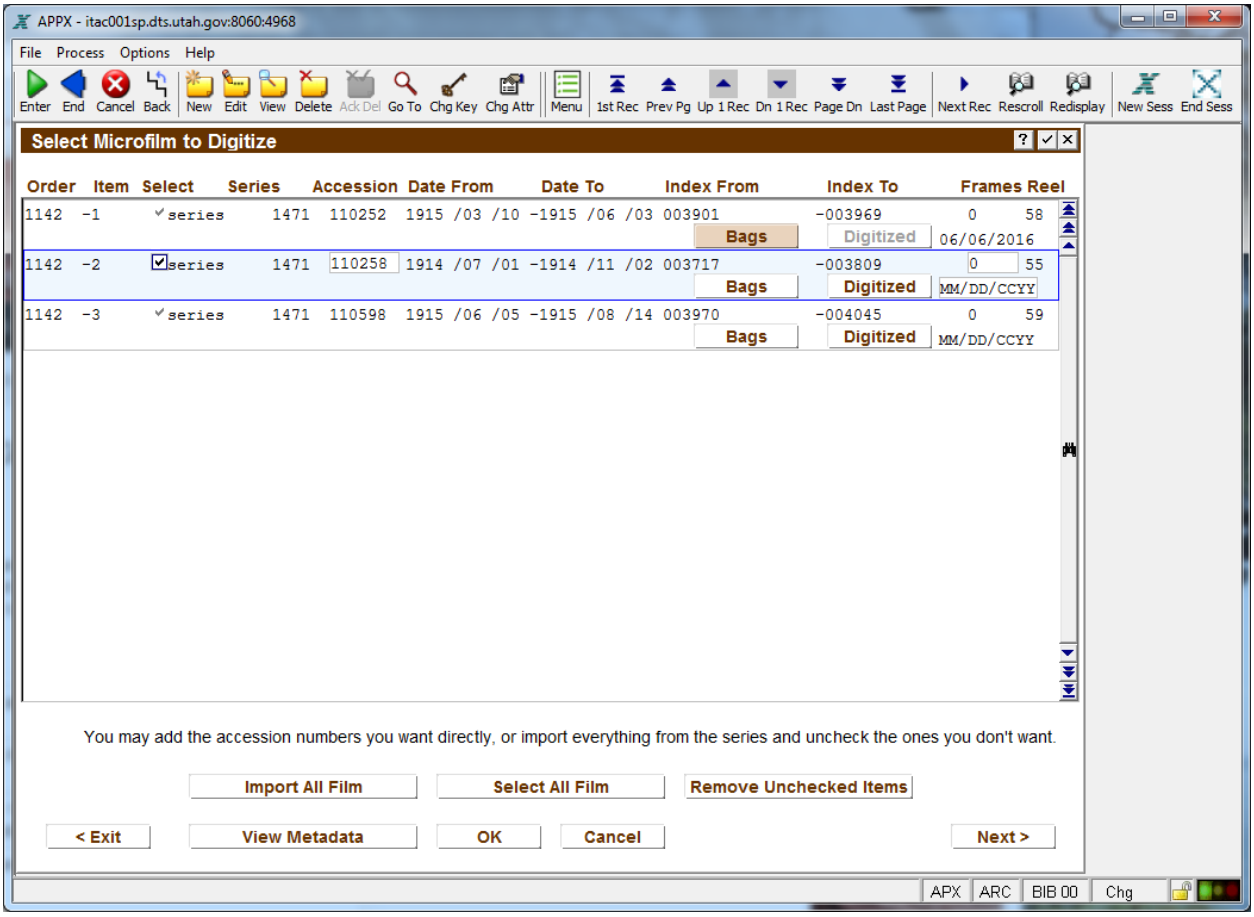
If BagIt details are desired to be recorded here as part of the digitization process, click on the Bags button. Or, alternatively, navigate to the film accession record in Film Input Lookup, then click on the Digitized button to add bag details. An enhancement could be added that would connect the two BagIt metadata screens a little more closely.



Add details about the bag, save your record by clicking OK, then click the Edit button on the toolbar to go to the record just added. Click the Print Bag Data:

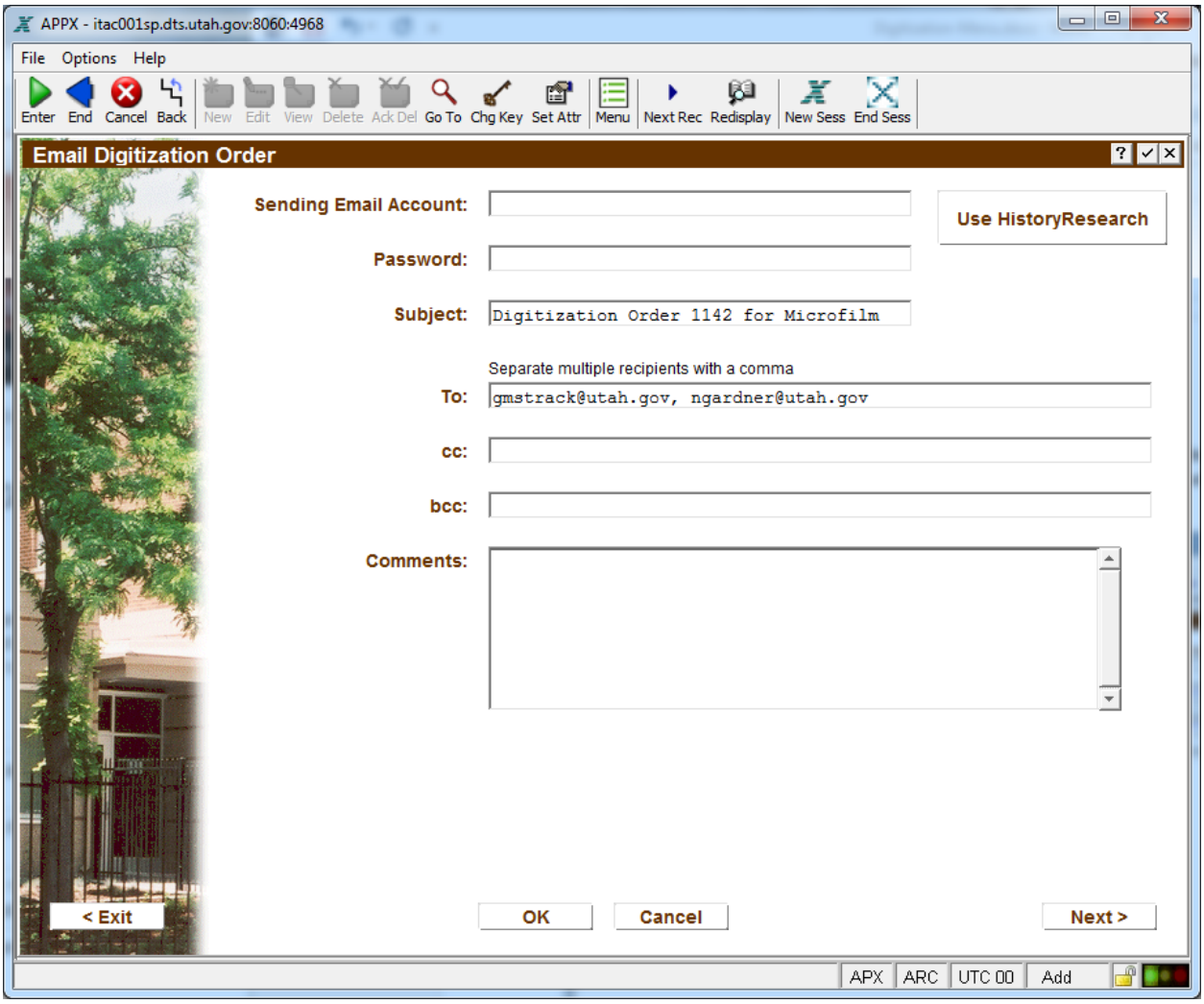


Click Continue to go back to the previous screen, then Cancel to return to the Selected Microfilm to Digitize screen. Once the records have been digitized, click the Digitized button, which will populate the date field with today's date and make the Digitized button disabled.



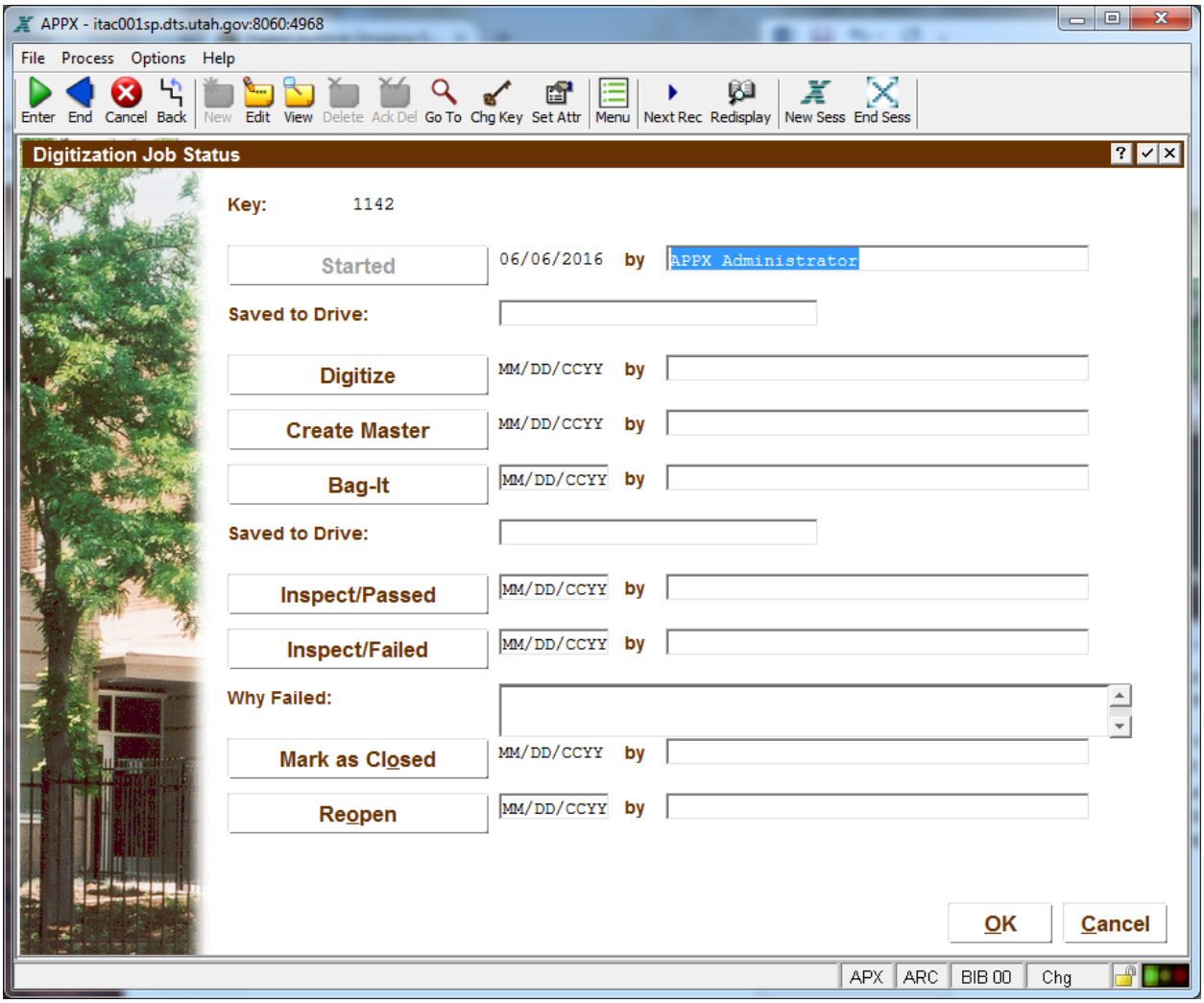
Click Cancel to return to the Digitization Workorder screen.

To email the digitization order to the person who will be doing the digitizing, click the Email option. A screen will come up where you may provide additional details. Use the History Research email account to send the email. Notice that the names of two staff members were pre-populated here, based upon who has responsibility for microfilm digitization.



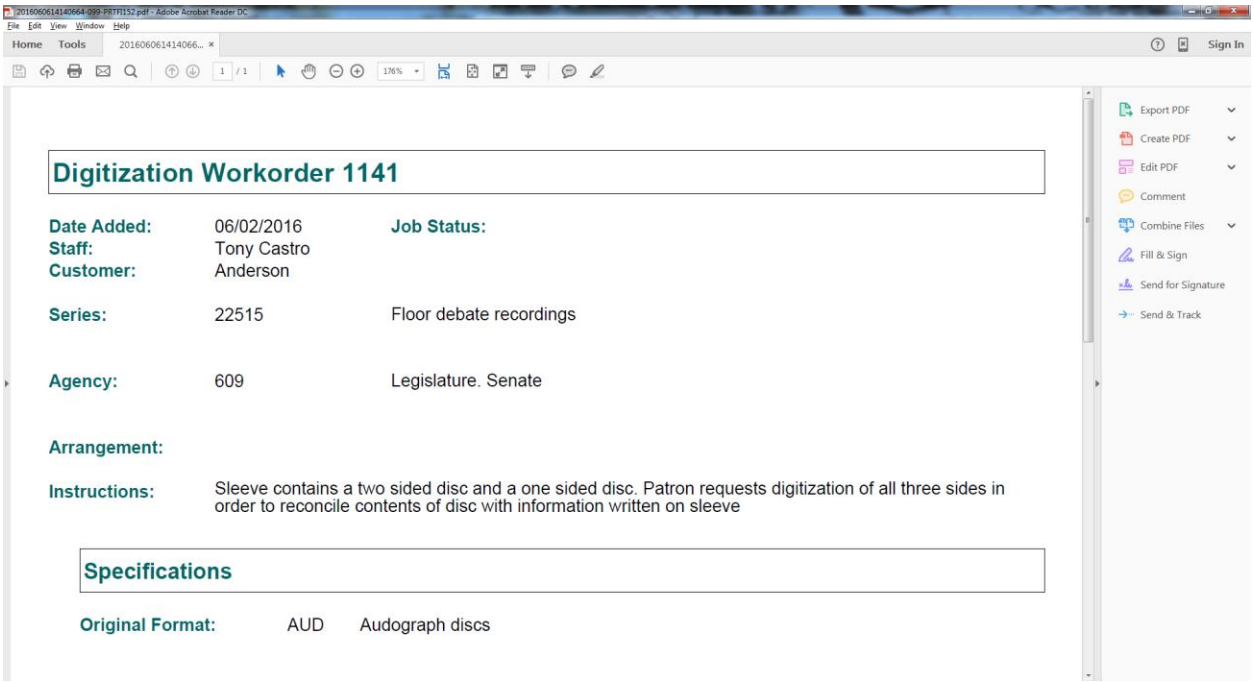
Click OK to send the email, or Cancel to cancel and return to the Digitization Workorder screen. If the message went through successfully, a notice will pop up on screen.

When the staff member who will be doing the work receives the workorder, their first responsibility is to click on the Edit Job Status button to acknowledge the receipt. They should click on the Ready to Start button, which will populate the associated date field with today's date, and write their name as "by". Clicking any of these buttons will return the user to the Digitization Workorder screen in order to save the data just added. Going back into the Edit Job Status screen will show buttons ready to be clicked, and after they are clicked they become disabled. So be sure you really intend to the date that something occurred:



Click Cancel to return to the Digitization Workorder screen.

To print the workorder, click the Print button.



Digitization Workorder 1141

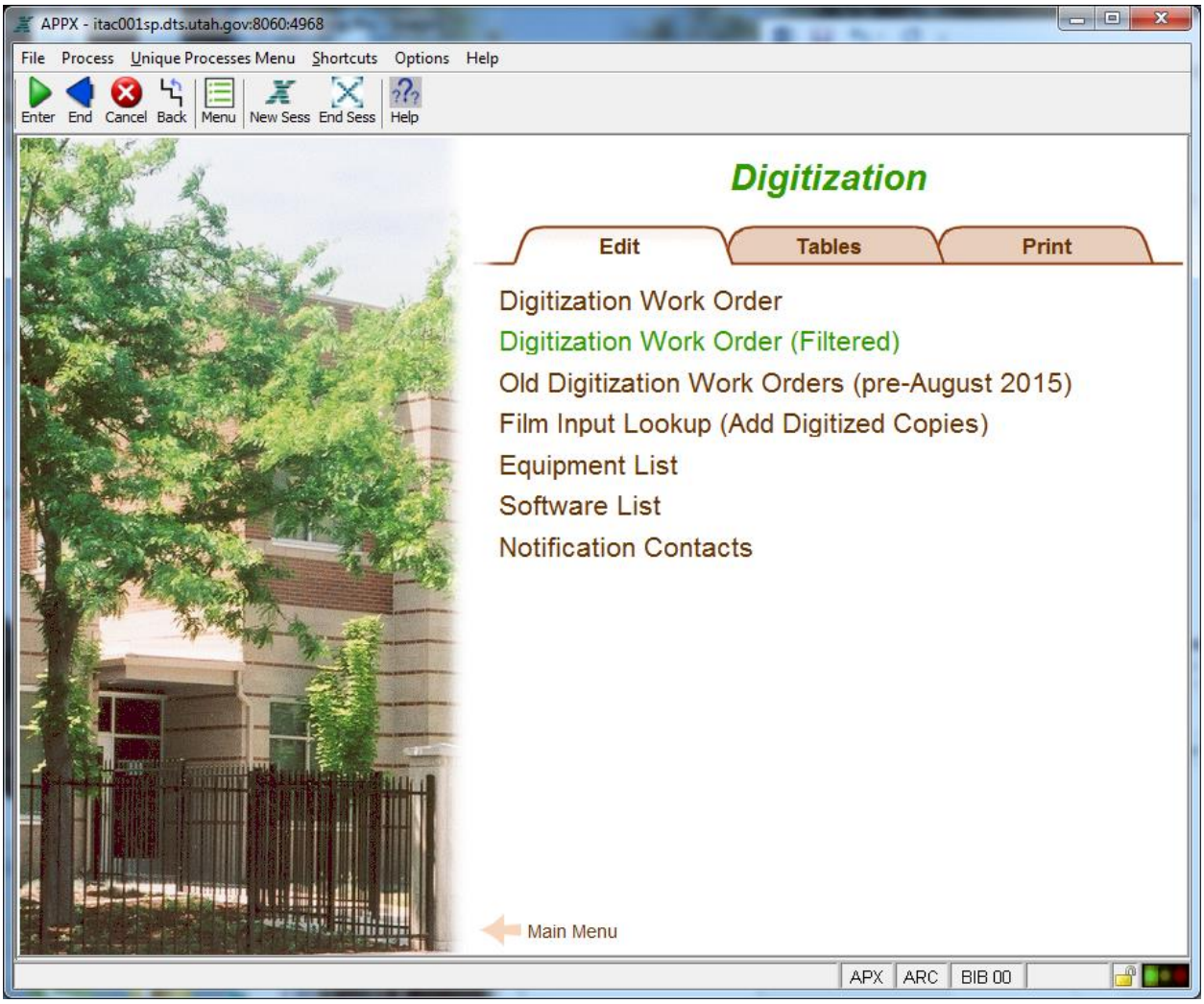
Date Added:	06/02/2016	**Job Status:**
Staff:	Tony Castro	
Customer:	Anderson	
Series:	22515	Floor debate recordings
Agency:	609	Legislature. Senate
Arrangement:		
Instructions:	Sleeve contains a two sided disc and a one sided disc. Patron requests digitization of all three sides in order to reconcile contents of disc with information written on sleeve	

Specifications

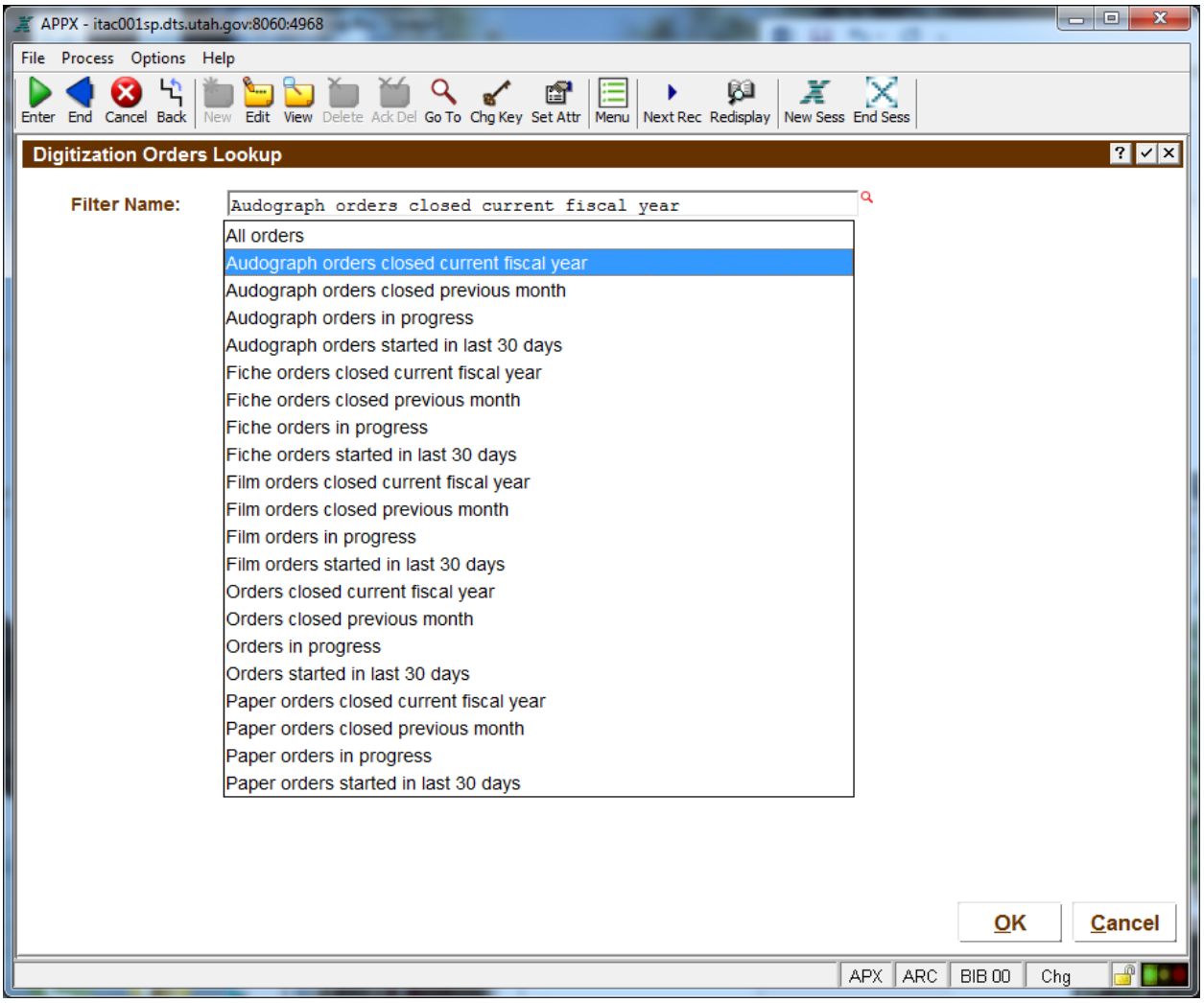
Original Format:	AUD	Audograph discs

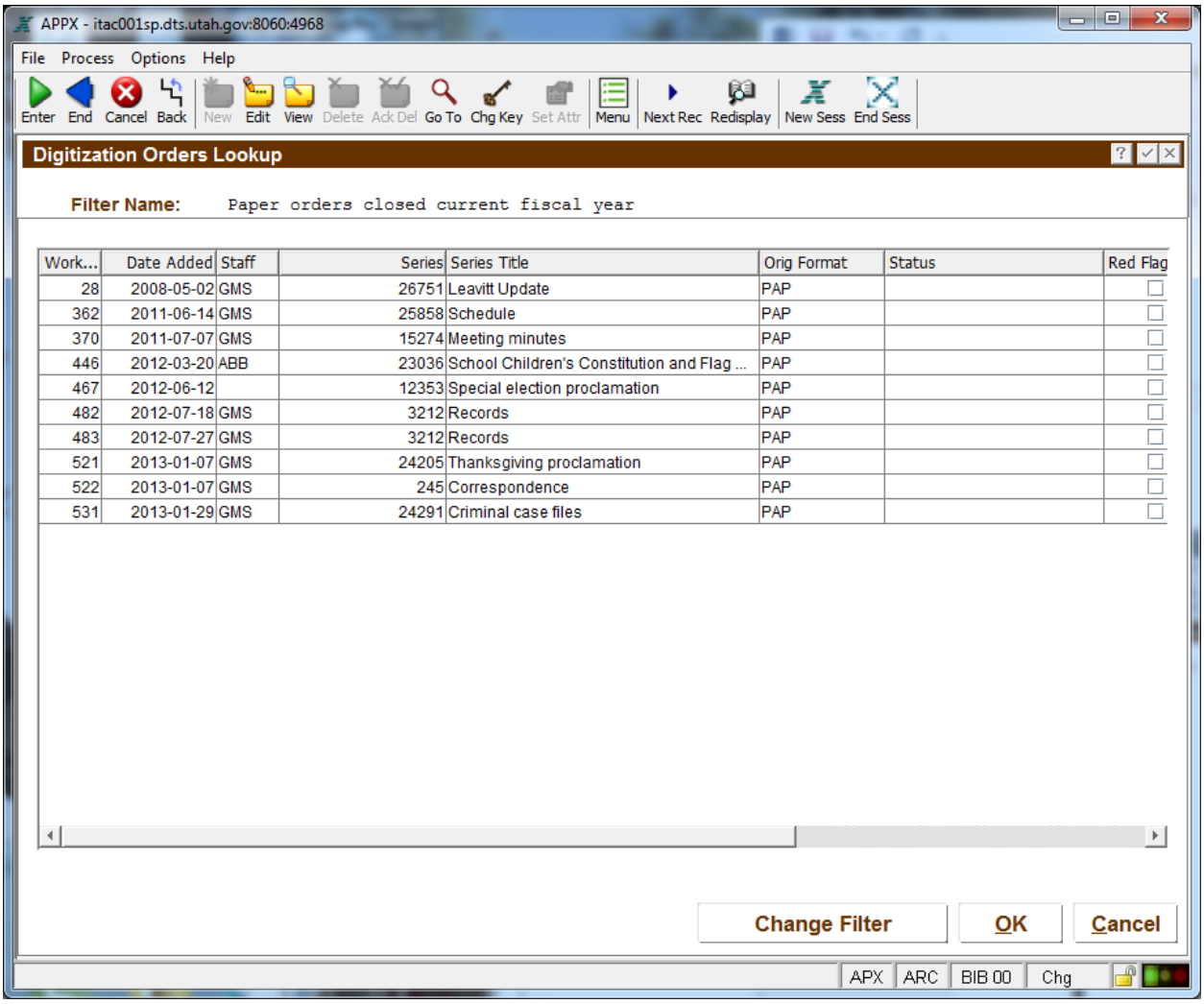
Click Continue to return back to the Digitization Workorder screen.

Click Cancel to return to the Digitization Menu. Click Digitization Work Orders (Filtered).



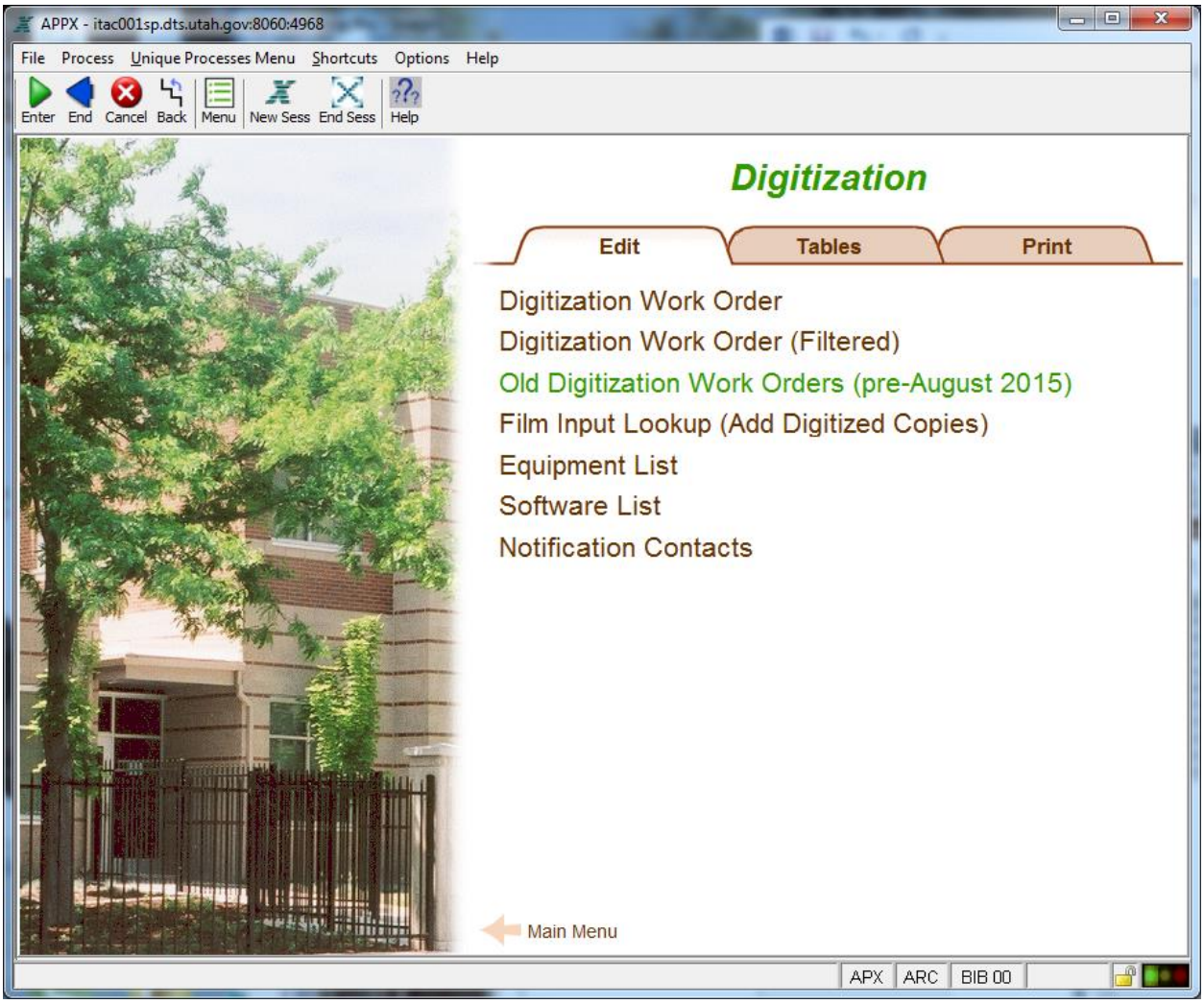
This option is provided to make it easy to navigate through specific types of workorders, especially those in progress or recently completed, to track how well they are coming along. The Filter Name field has several built-in queries:

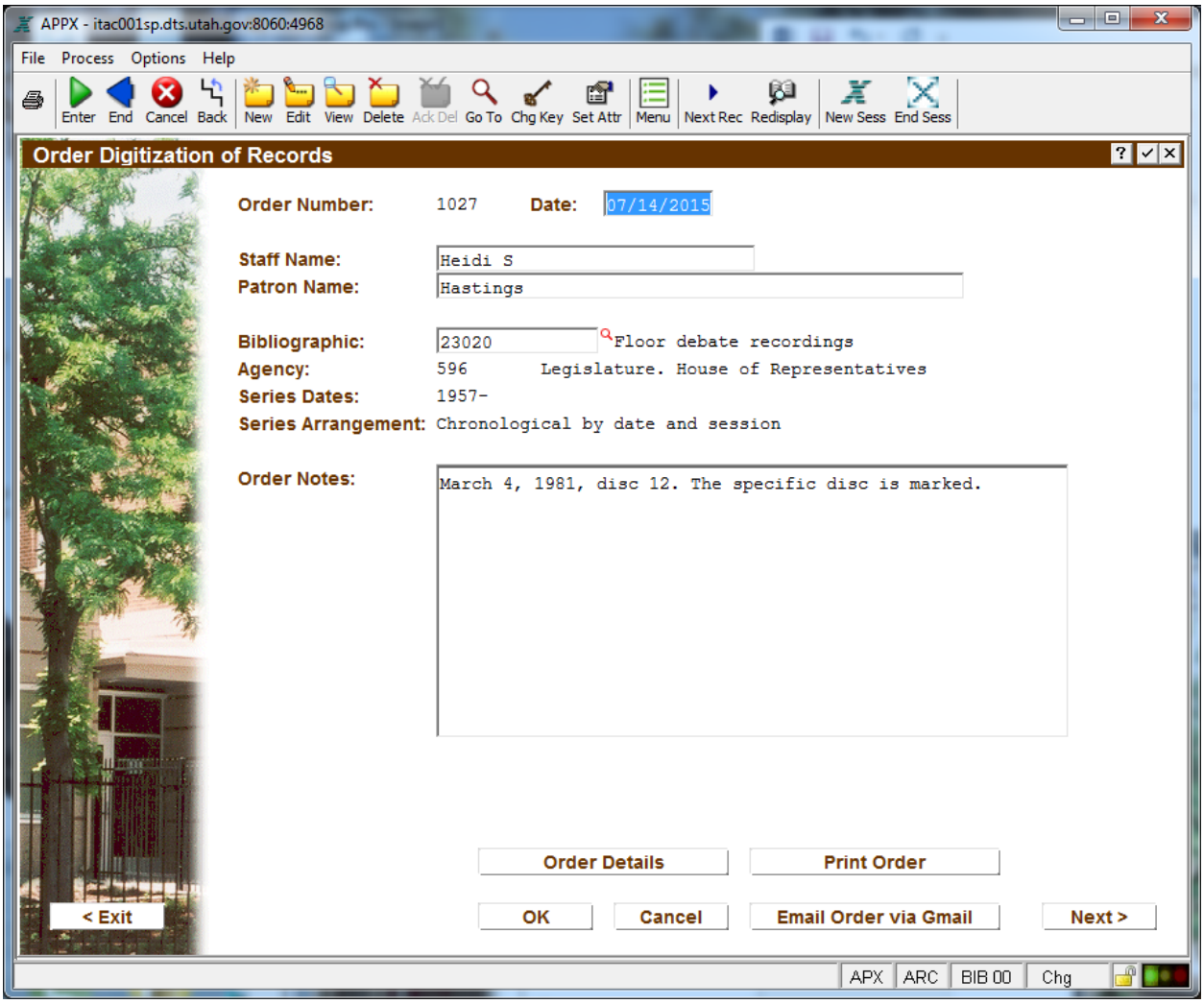

APPX - itac001sp.dts.utah.gov:8060:4968
File Process Options Help
Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess
Digitization Orders Lookup
Filter Name:
Audograph orders closed current fiscal year
All orders
Audograph orders closed current fiscal year
Audograph orders closed previous month
Audograph orders in progress
Audograph orders started in last 30 days
Fiche orders closed current fiscal year
Fiche orders closed previous month
Fiche orders in progress
Fiche orders started in last 30 days
Film orders closed current fiscal year
Film orders closed previous month
Film orders in progress
Film orders started in last 30 days
Orders closed current fiscal year
Orders closed previous month
Orders in progress
Orders started in last 30 days
Paper orders closed current fiscal year
Paper orders closed previous month
Paper orders in progress
Paper orders started in last 30 days
OK
Cancel
APX ARC BIB 00 Chg



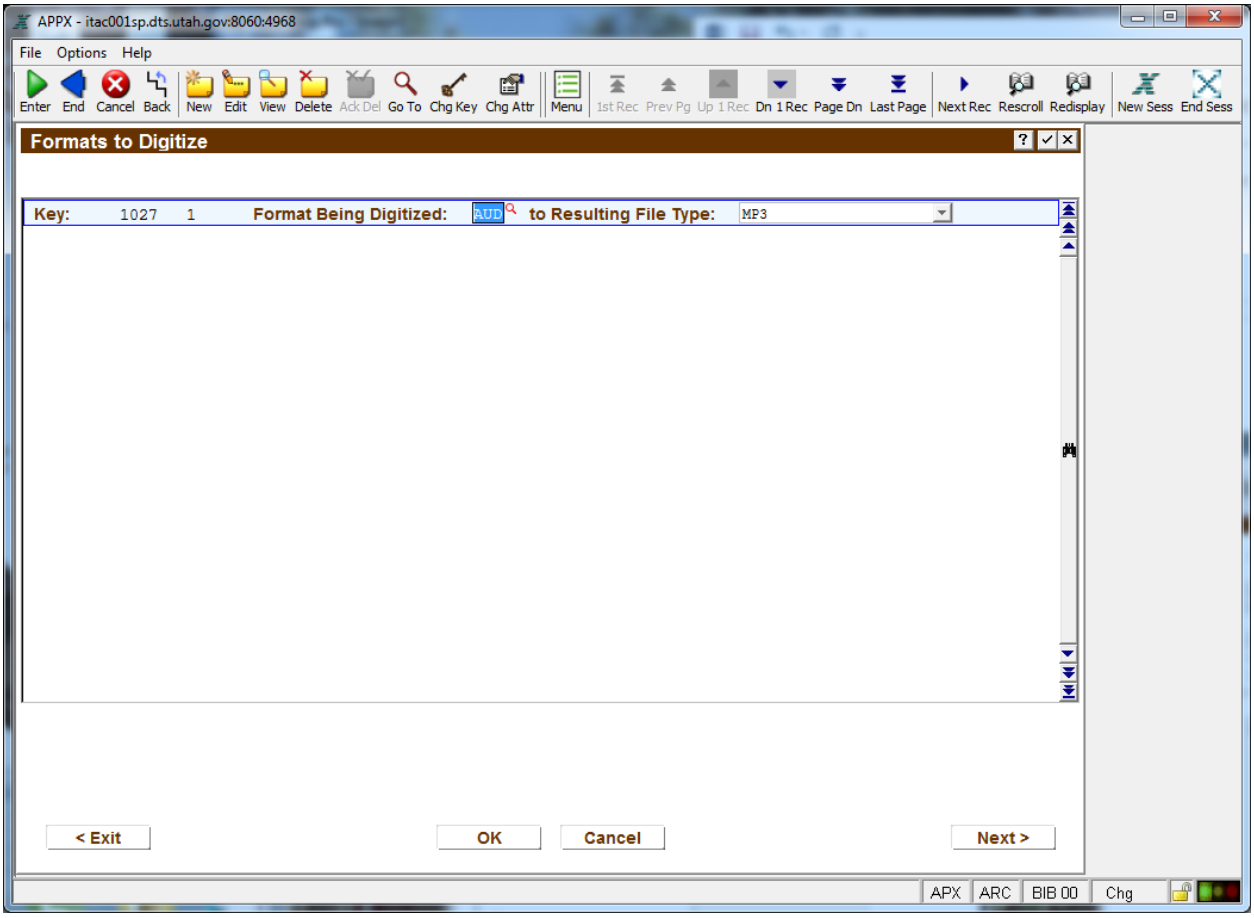
Double click to view the digitization order, or click Cancel to go back to the Digitization Wordorder Menu.

Click on Old Digitization Work Orders (pre August 2015):

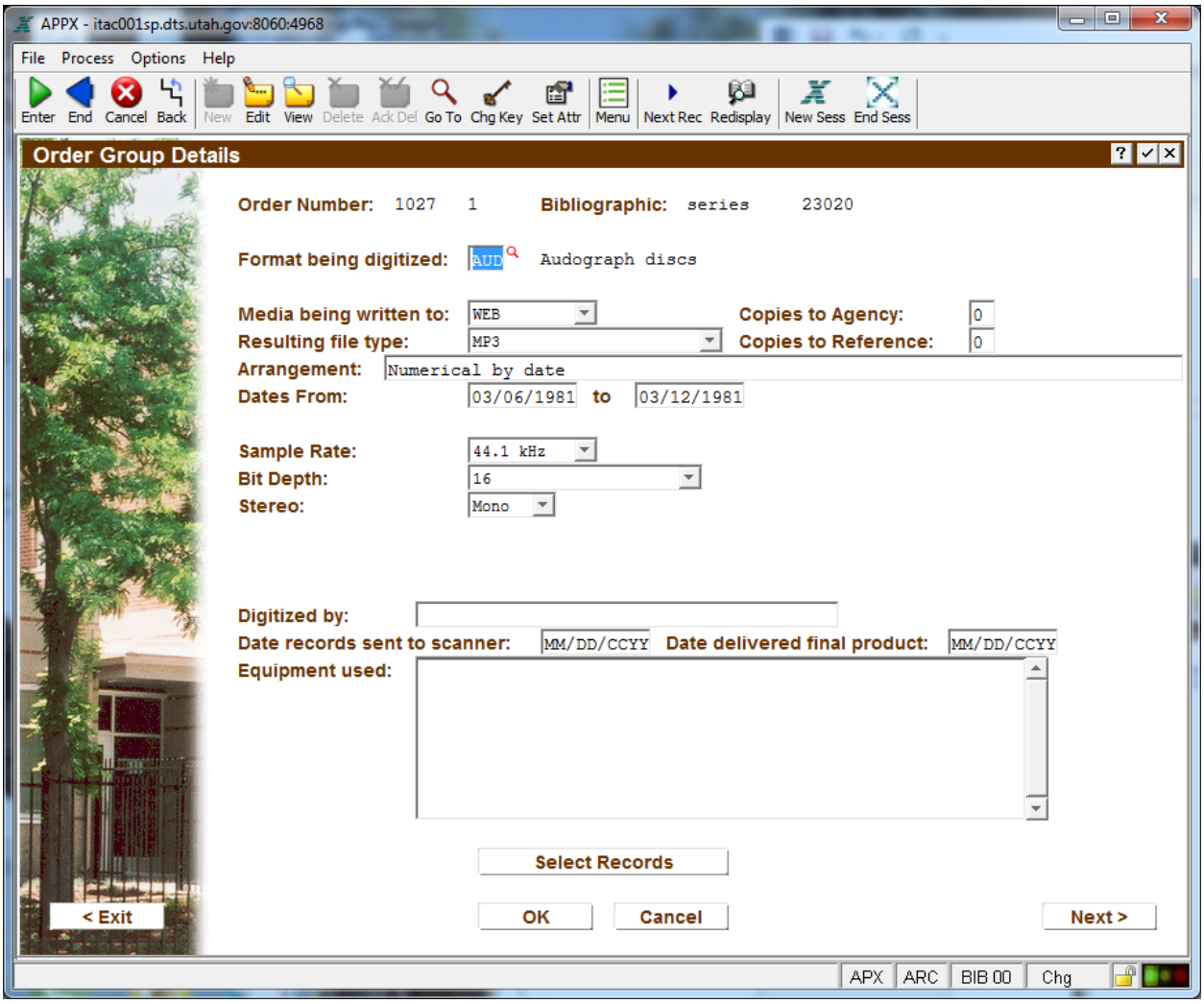

APPX - itac001sp.dts.utah.gov:8060:4968
File Process Unique Processes Menu Shortcuts Options Help
Enter End Cancel Back Menu New Sess End Sess Help
Digitization
Edit
Tables
Print
Digitization Work Order
Digitization Work Order (Filtered)
Old Digitization Work Orders (pre-August 2015)
Film Input Lookup (Add Digitized Copies)
Equipment List
Software List
Notification Contacts
Main Menu
APX ARC BIB 00



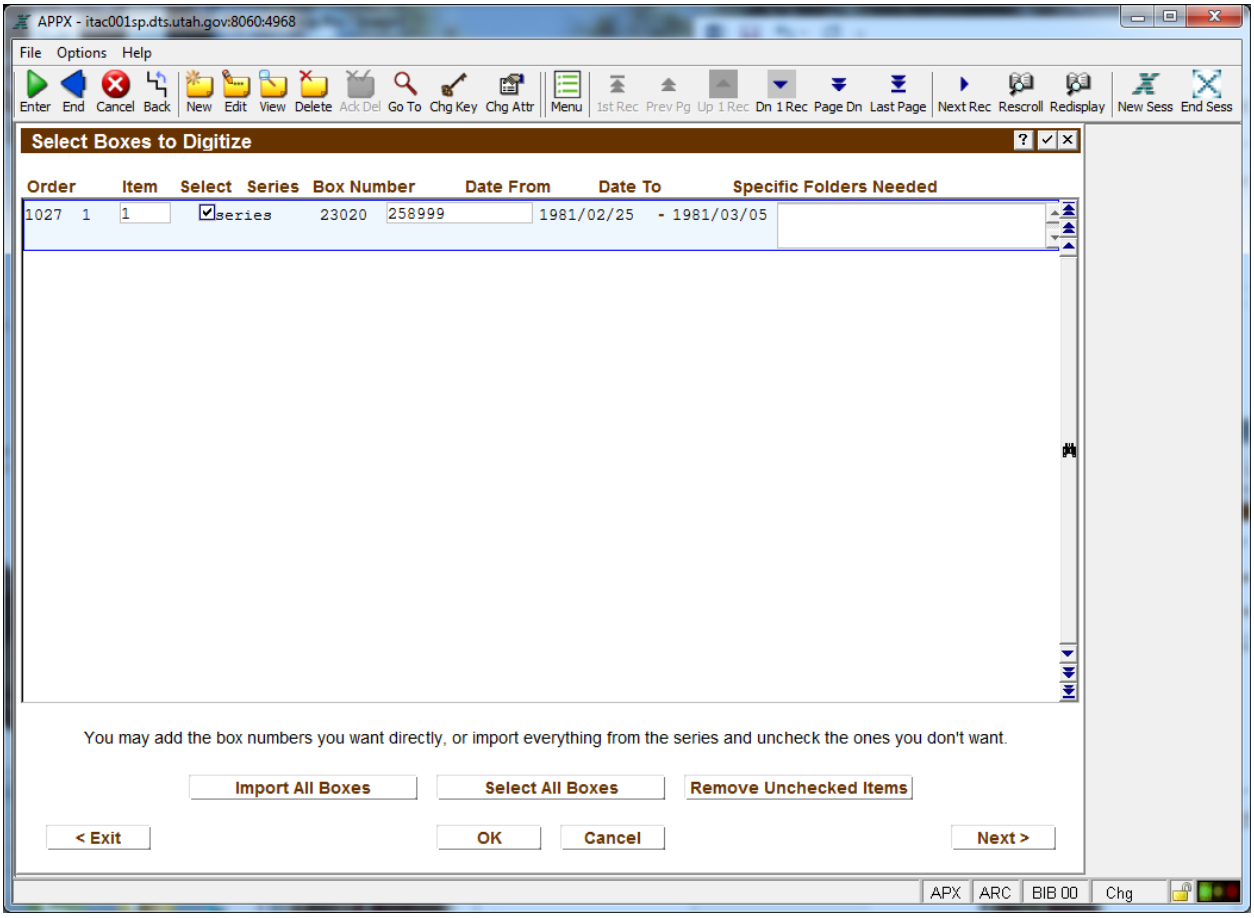
The information contained here is now obsolete, but may be valuable for reference purposes. Click the Order Details button to drill down to see the associated formats.



Then click OK to see the full detail:

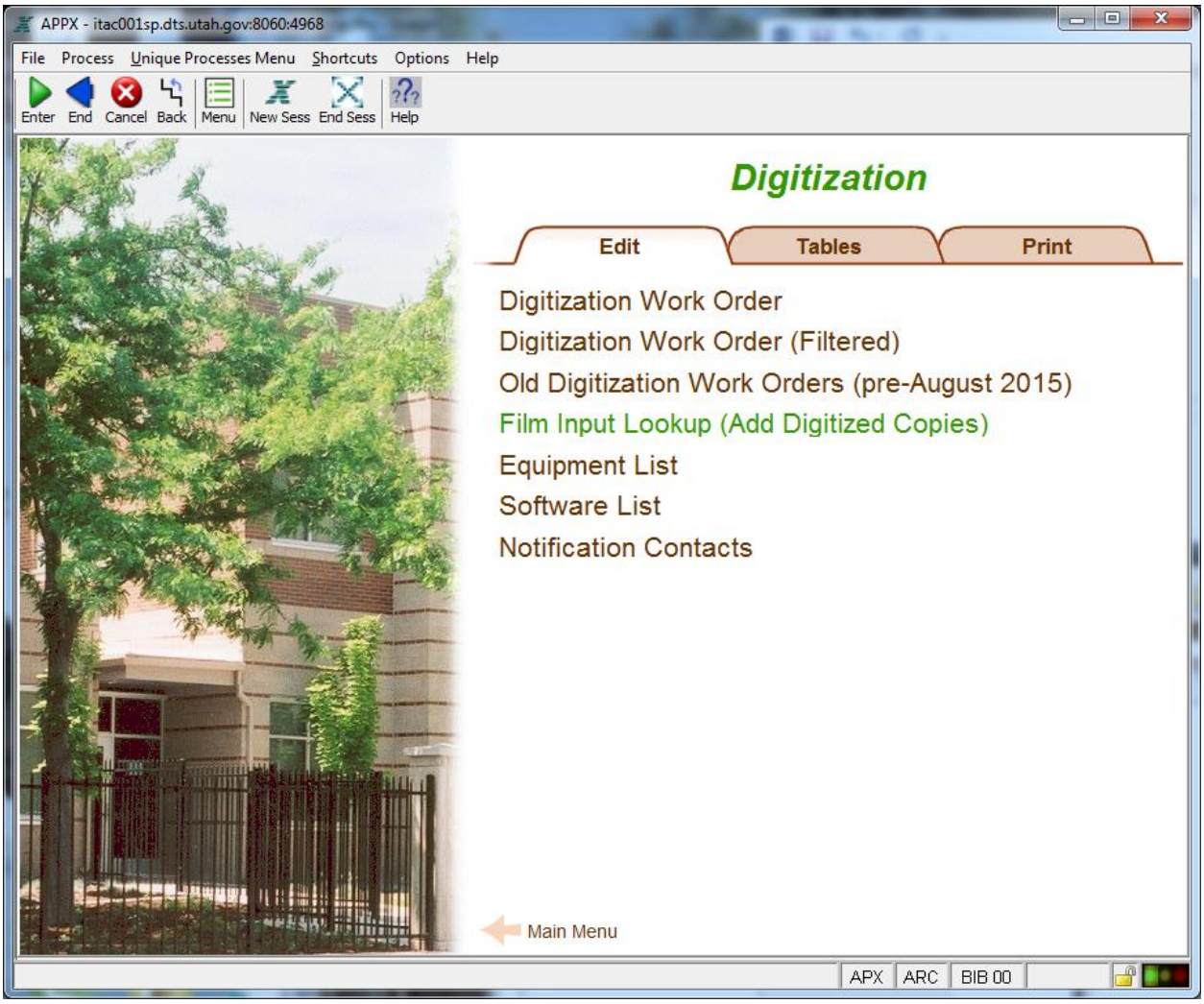


Click Select Records to see what was digitized:



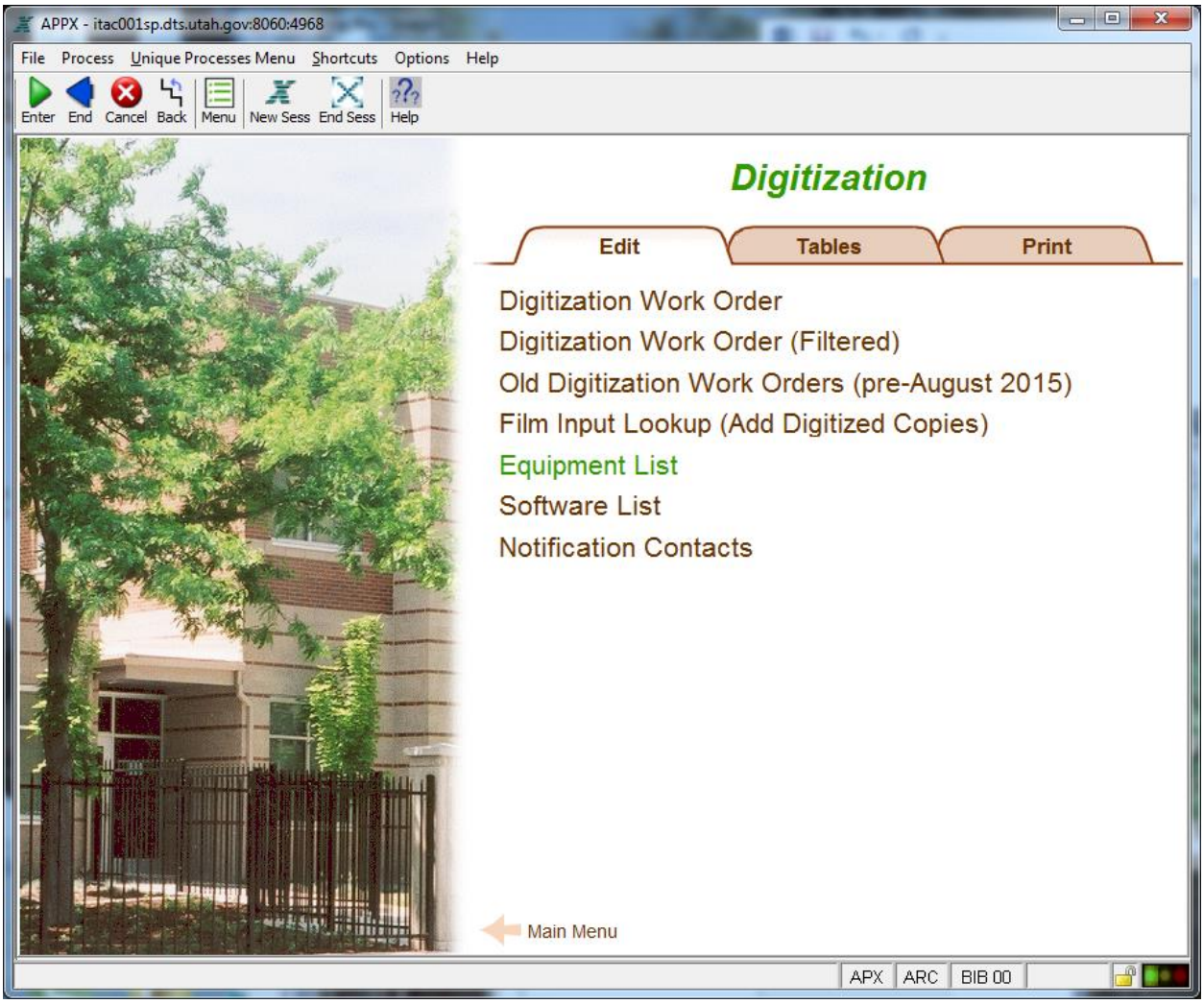
Click Cancel until you return back to the Digitization Workorder Menu.

Click on Film Input Lookup (Add Digitized Copies):

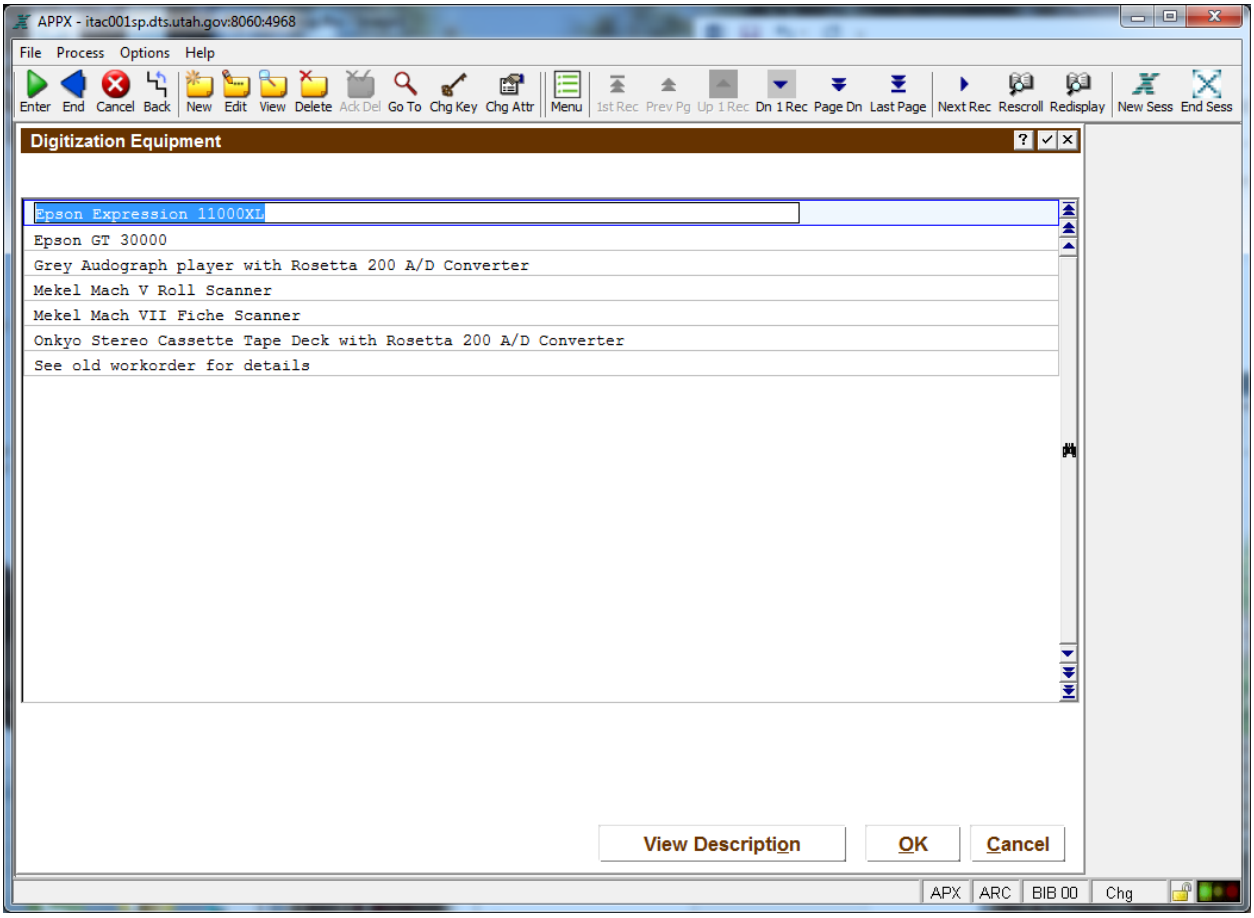


This option is the same as the Film Input Lookup option on the Microfilm Menu, and is included here to facilitate workflow. See the Microfilm Edit Menu instructions for further information.

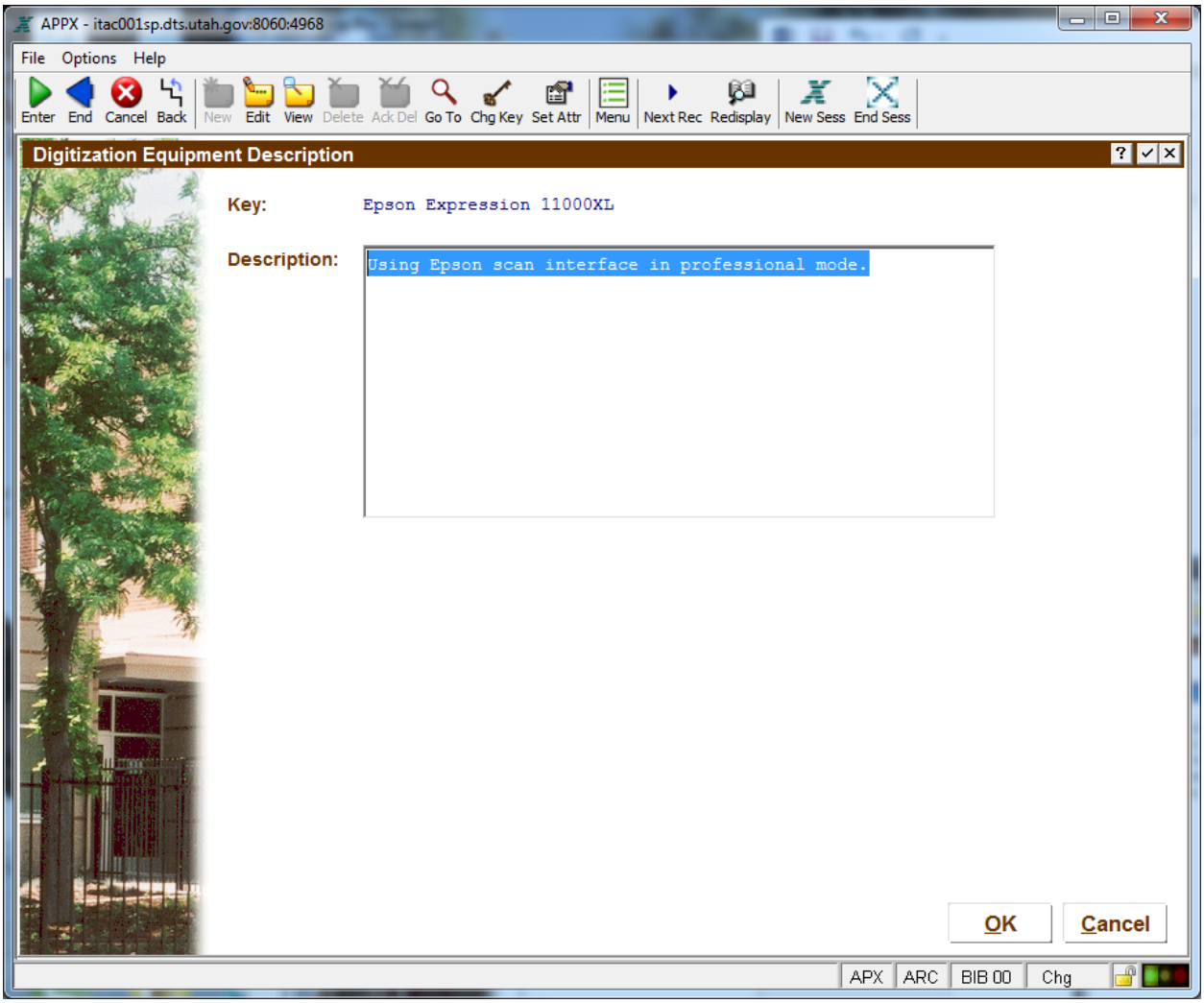
Click on the Equipment List option:



This provides a master list of equipment used in the digitization process, which is referenced on the digitization order. If you try to type equipment information on the workorder without that detail being included here, an error will result.

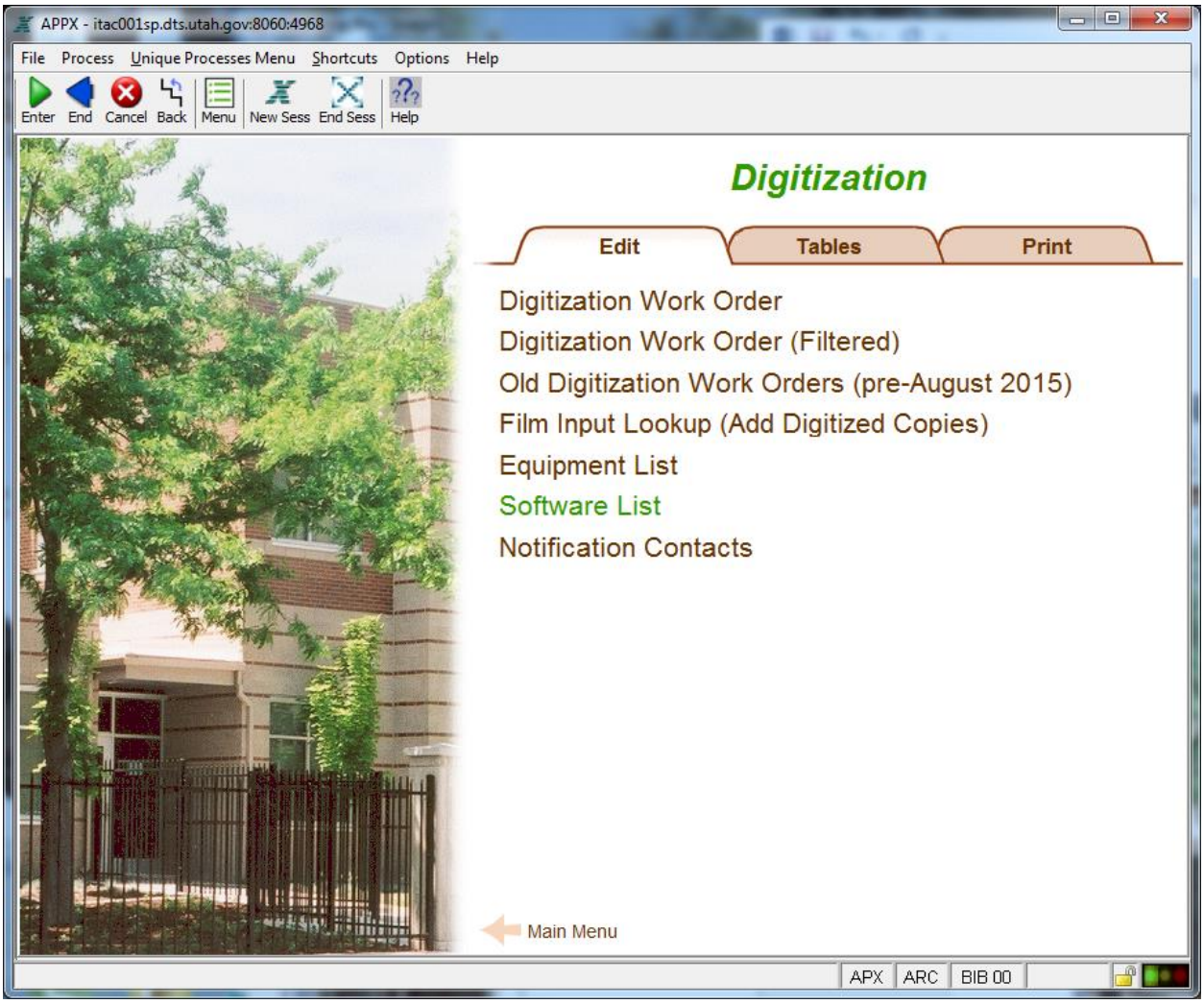


The rows here are summary data describing the equipment. For a fuller description, click View Description.

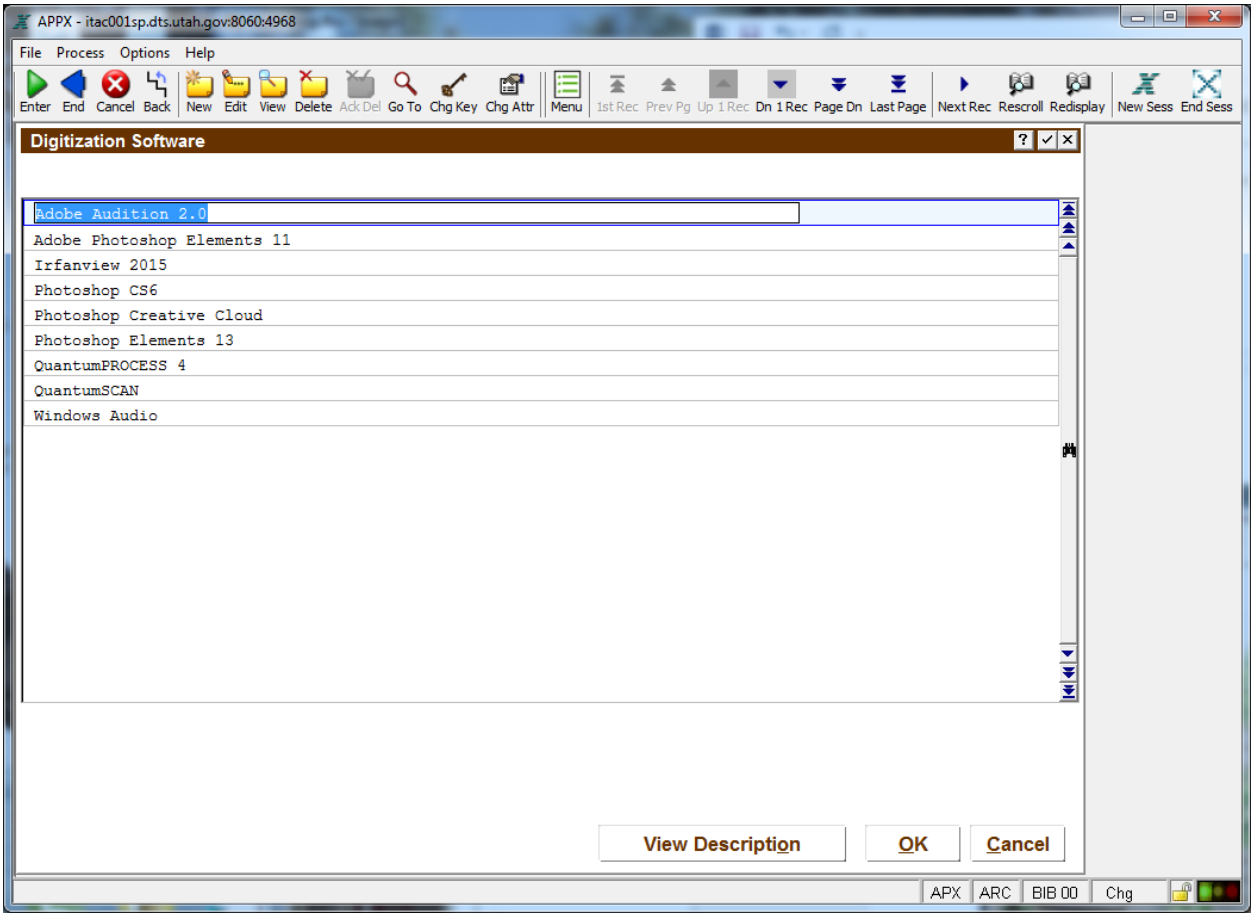


Click OK to save your changes or Cancel to return back to the previous screen. Click Cancel again to return to the Digitization Workorder Menu.

Click Software List:

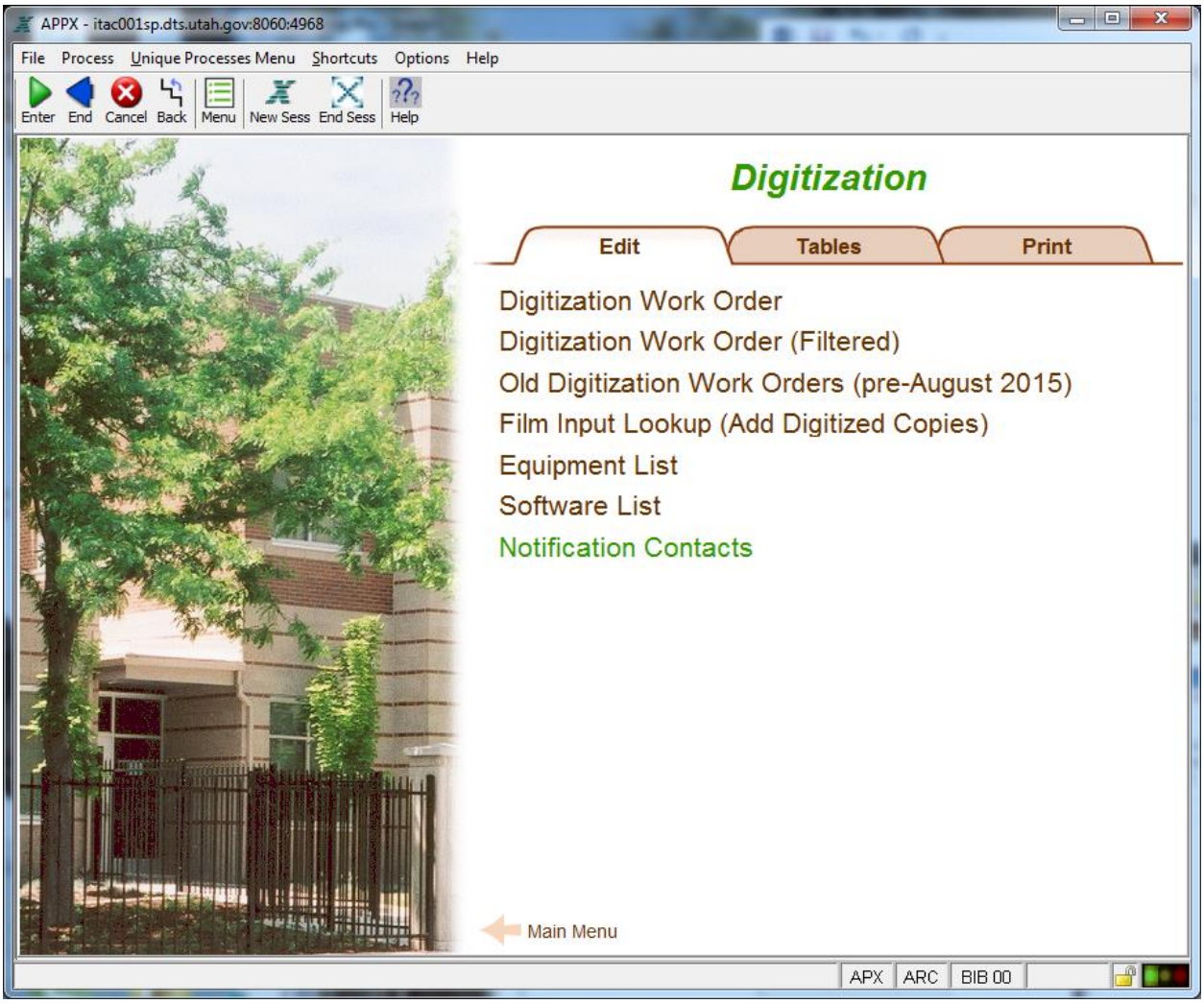


This information is similar to what is listed for equipment, but is limited to software:



To view a fuller description of the software, click View Description. Click OK to save your changes or Cancel to return to the previous screen. Click Cancel again to return to the Digitization Workorder Menu.

Click Notification Contacts:


APPX - itac001sp.dts.utah.gov:8060:4968
File Process Unique Processes Menu Shortcuts Options Help
Enter End Cancel Back Menu New Sess End Sess Help
Digitization
Edit
Tables
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Digitization Work Order
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Old Digitization Work Orders (pre-August 2015)
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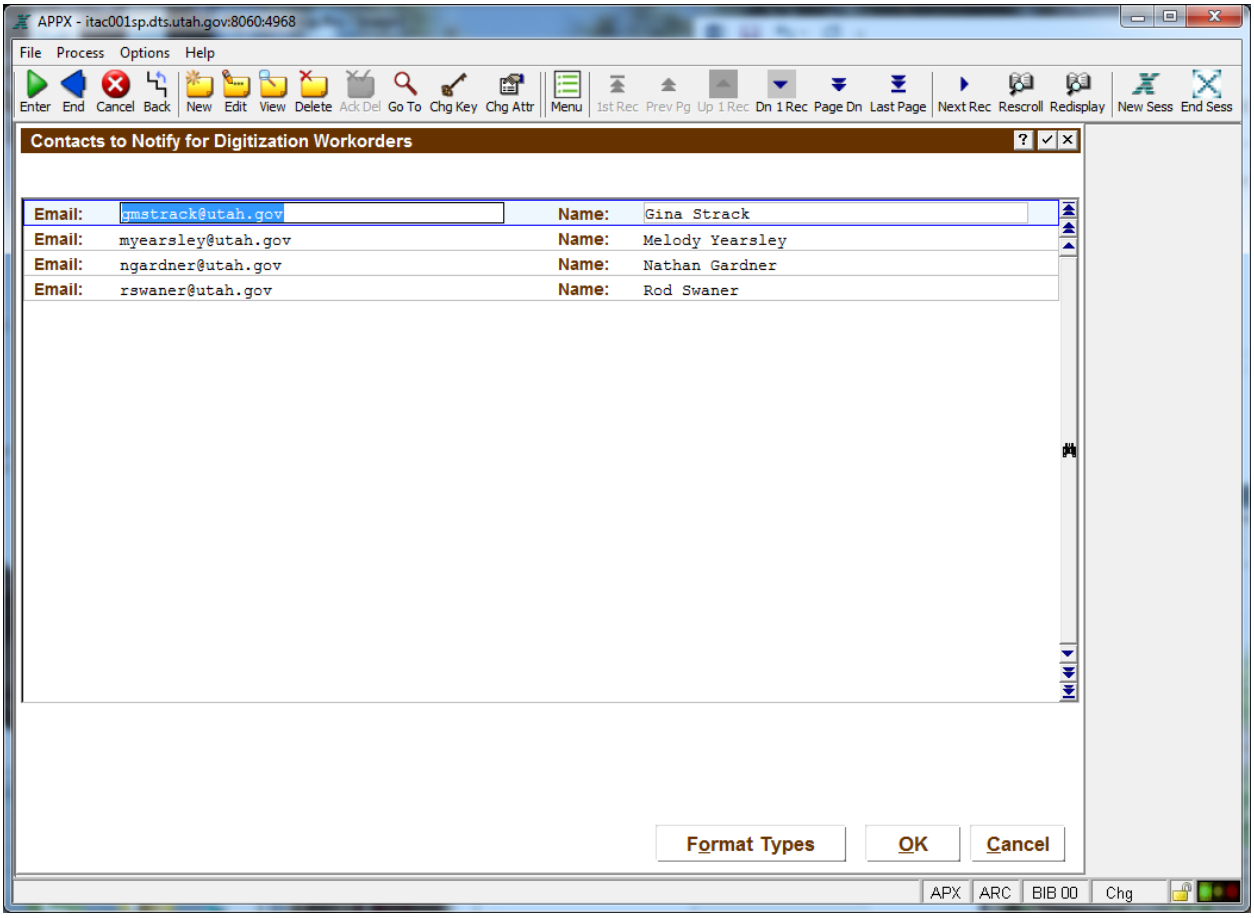
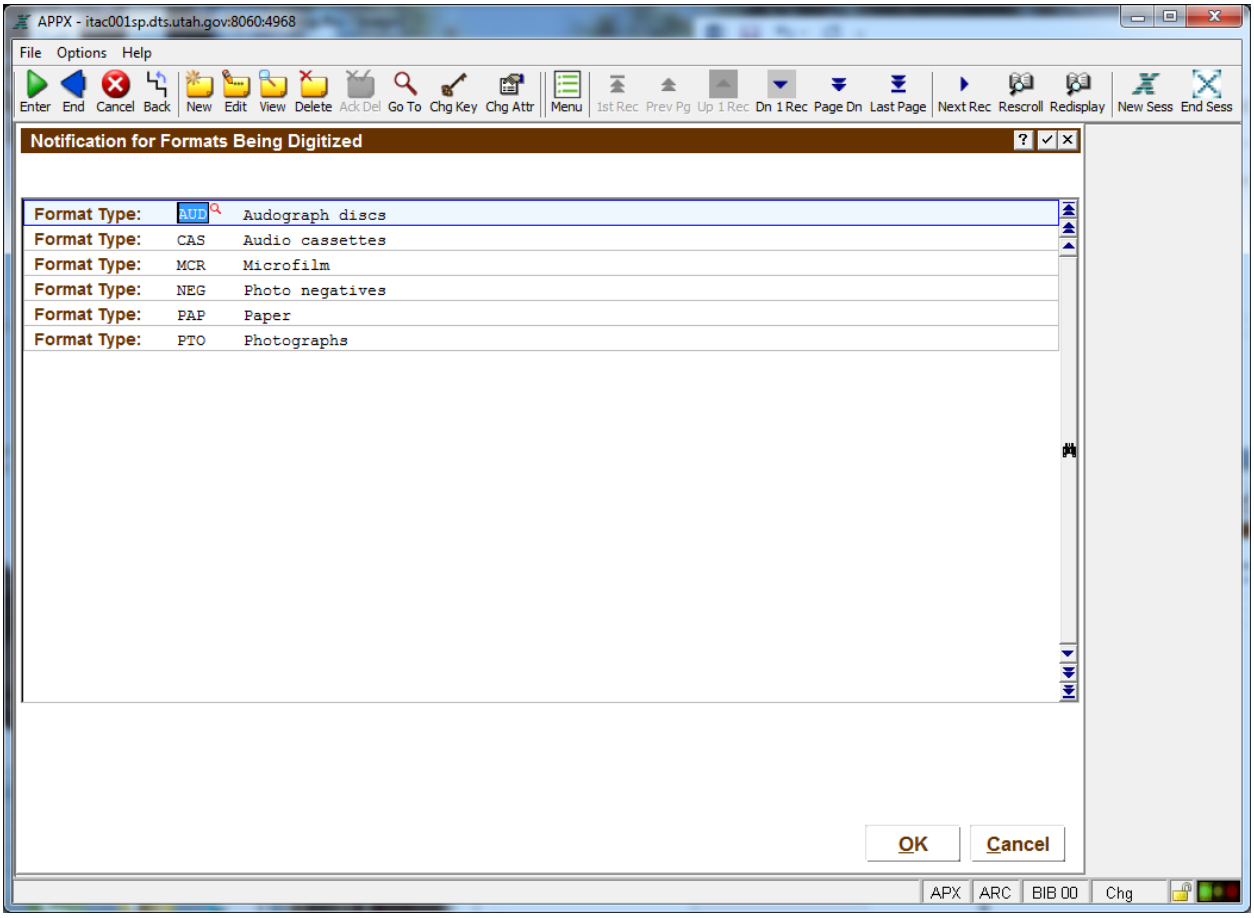
APX ARC BIB 00

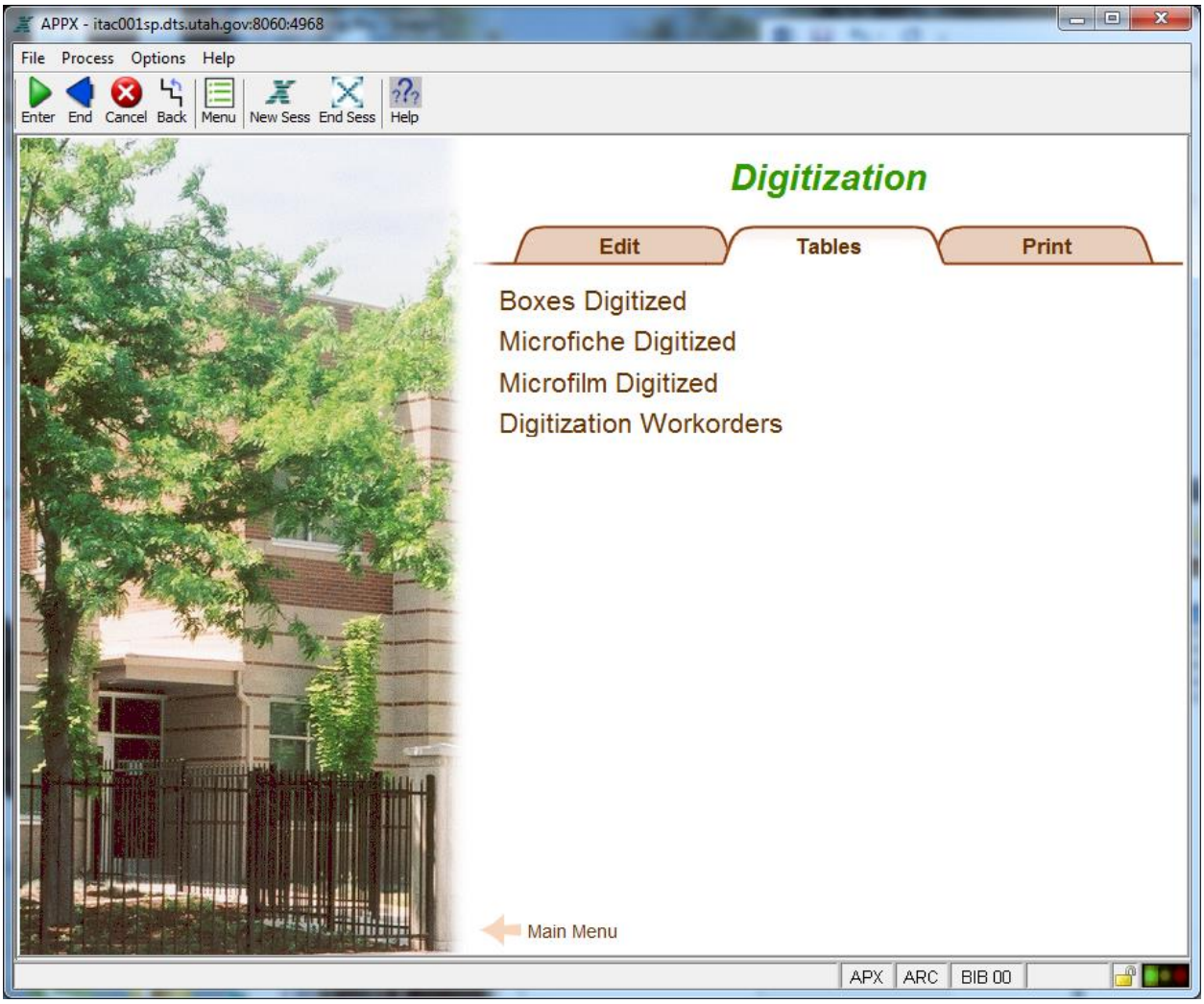


Each staff member who has digitization responsibilities is listed here. To identify which format types an individual works with (thus controlling who receives emails about a new digitization order), click on Format Types.

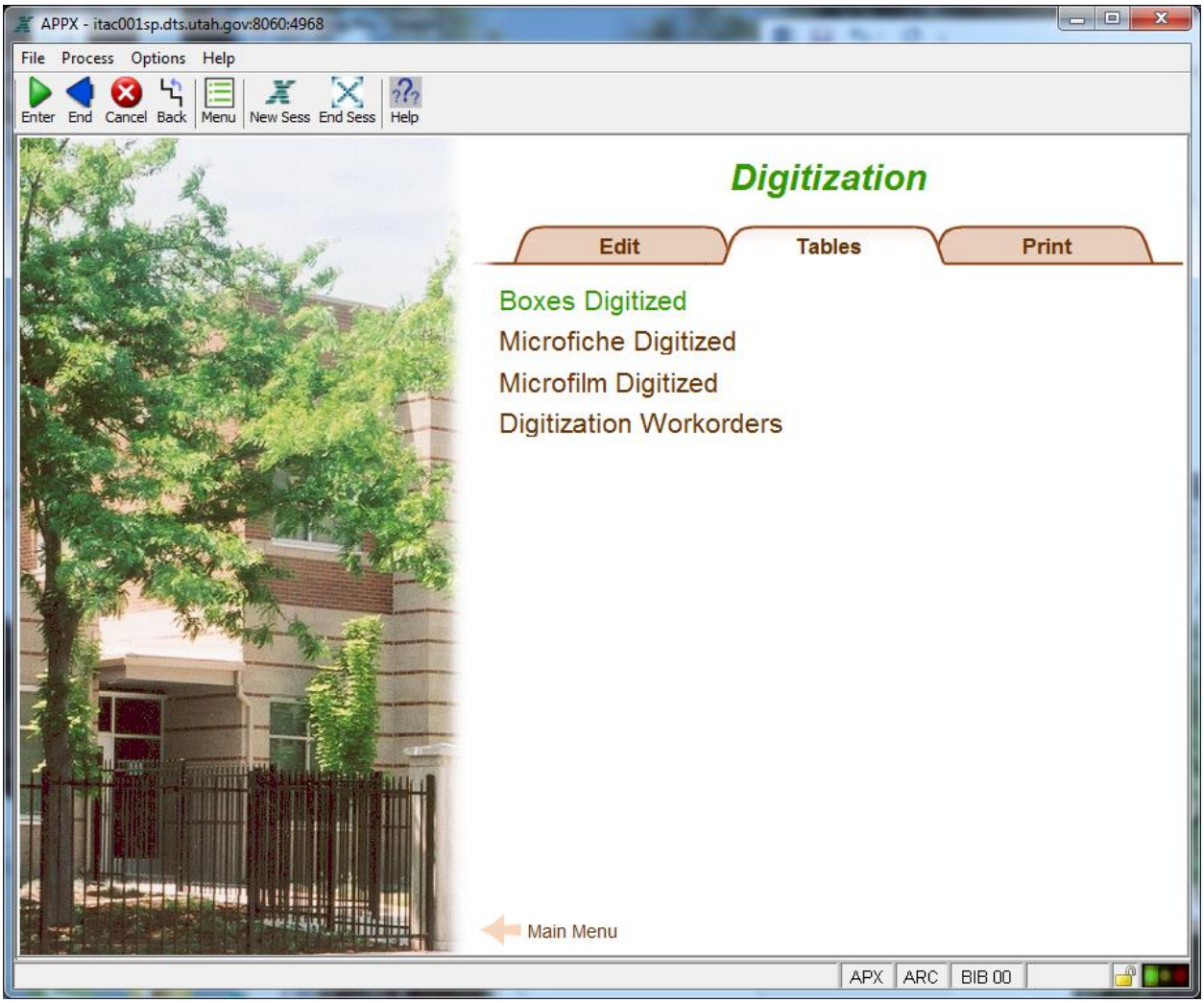


Click OK to save your changes, or Cancel to return to the previous screen. Click Cancel again to return to the Digitization Workorder Menu.

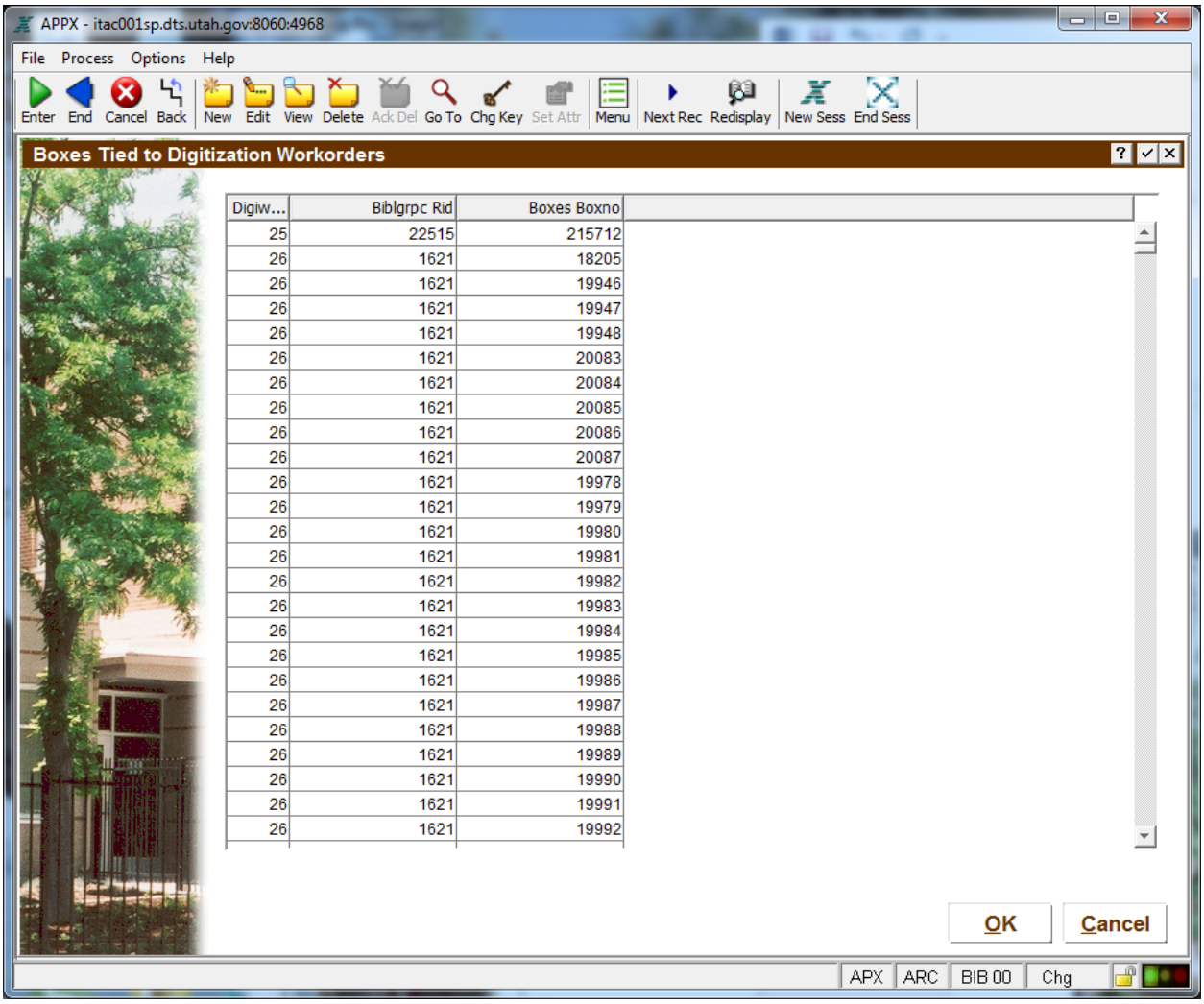
Click on the Tables menu tab:



To view which containers have already been digitized in previous projects, choose Boxes Digitized, Microfiche Digitized, and/or Microfilm Digitized.

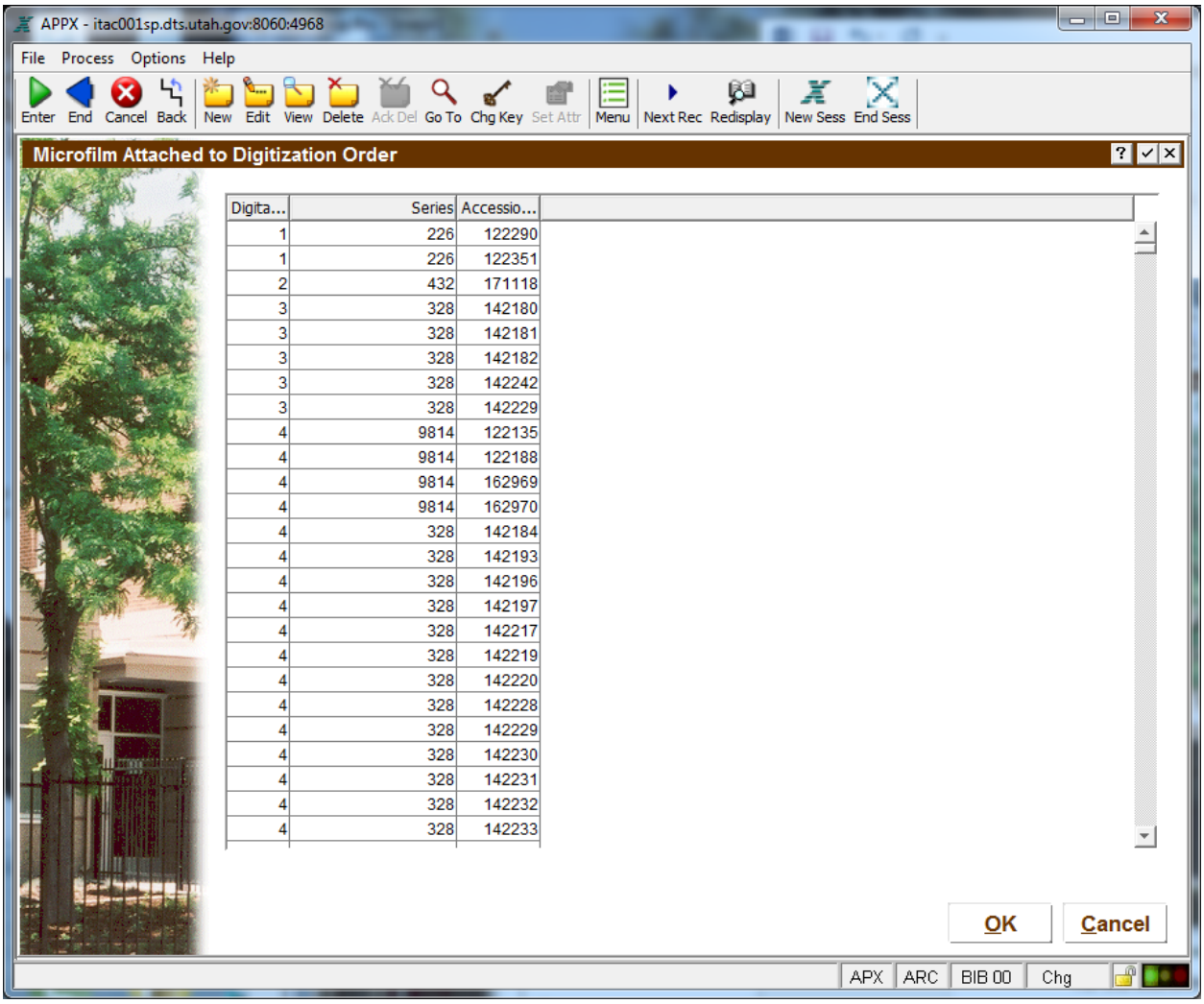


A table widget is produced which includes the Versatile box number:



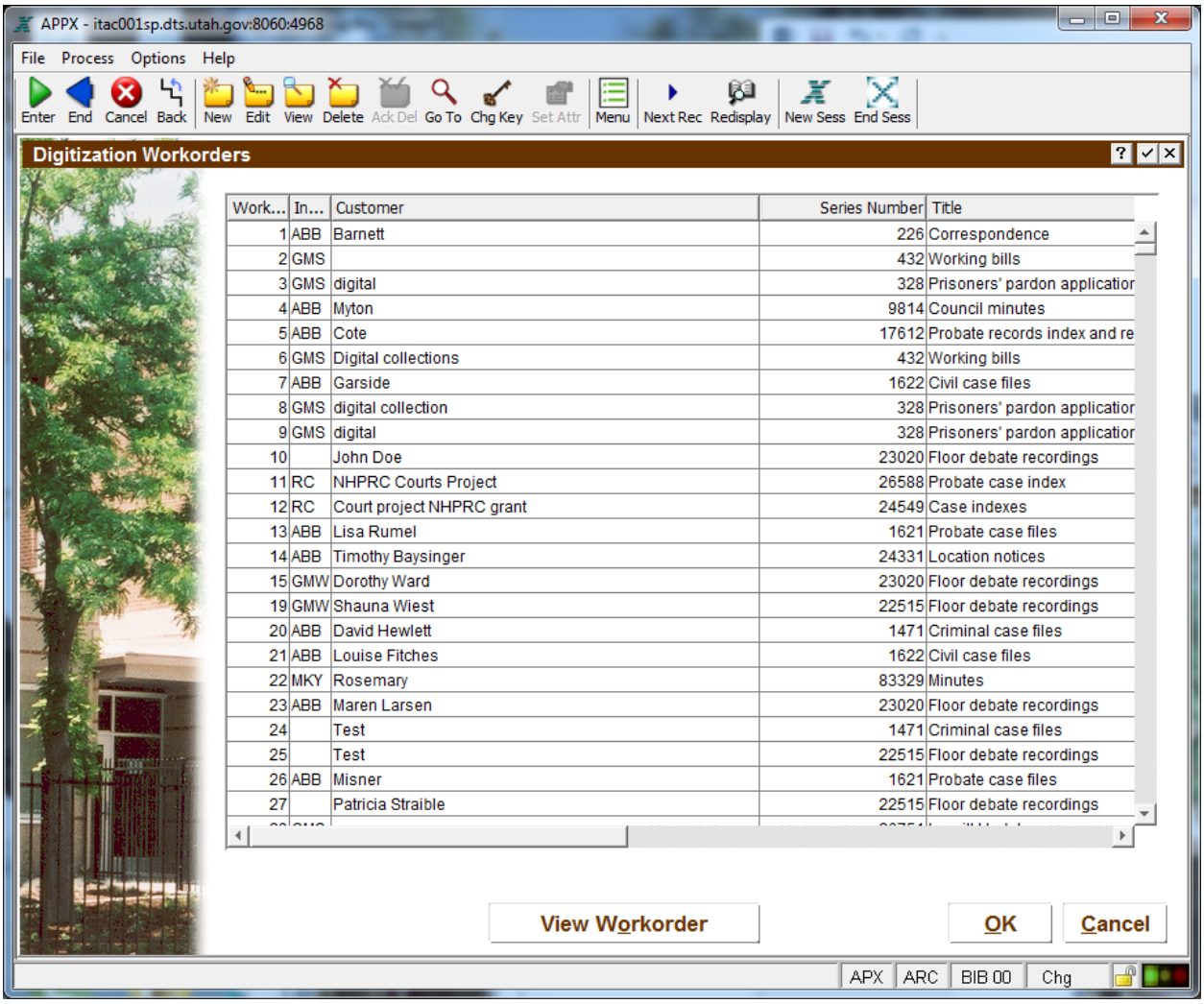
To view the associated workorder, double-click a row.

For the Microfilm option, the accession number is made available:

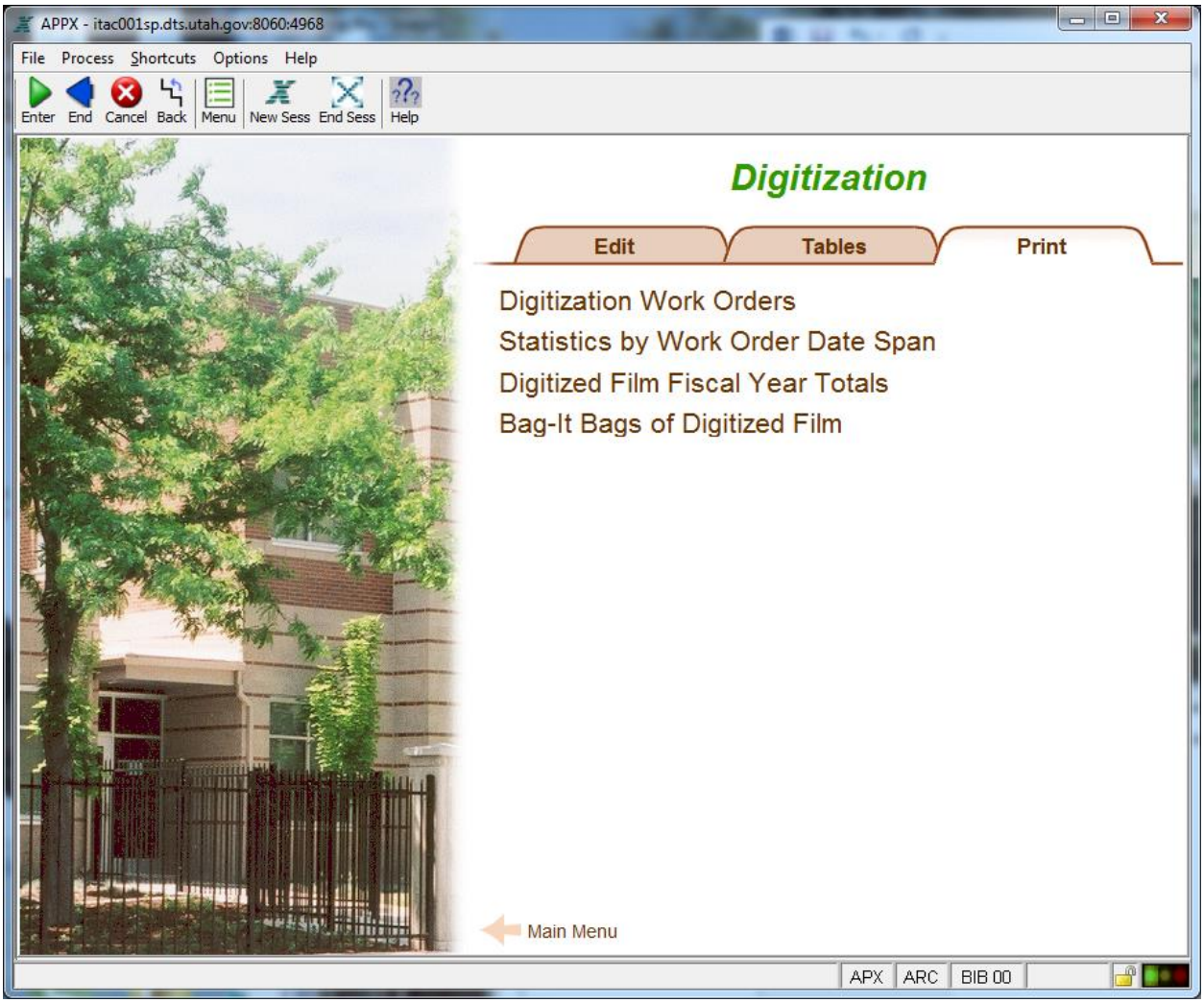


Return to the Digitization Workorder Menu, Tables tab, and click Digitization Workorders:

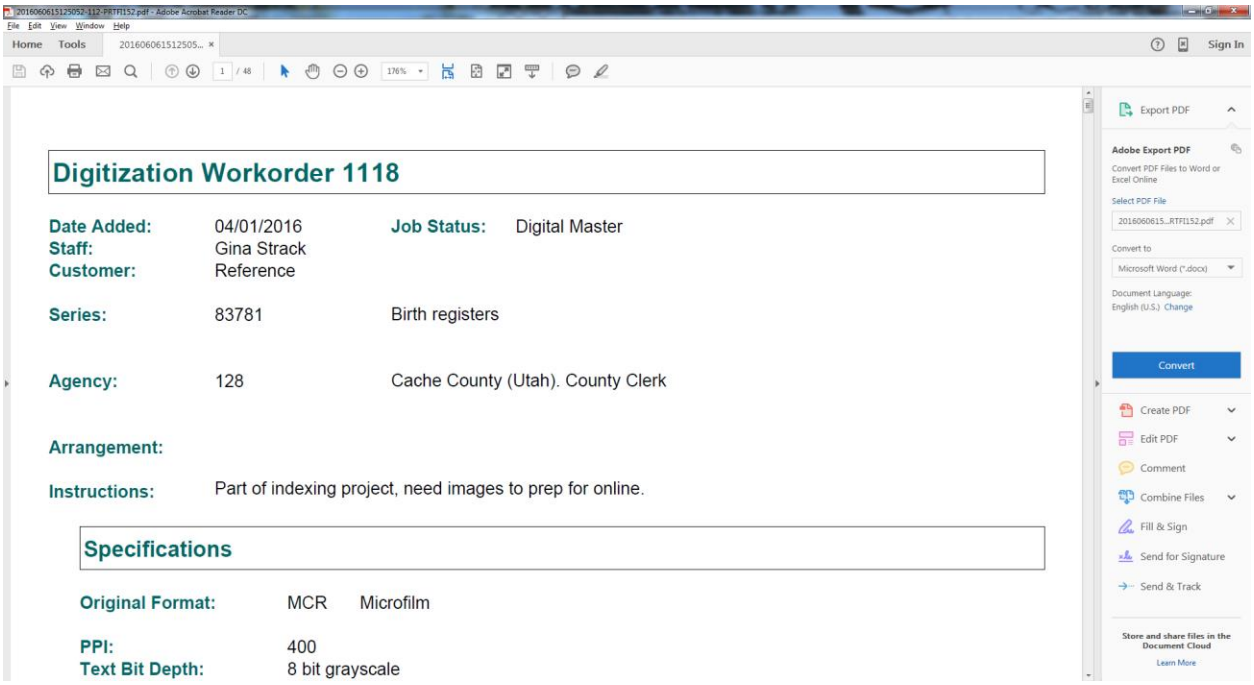
This provides an easy-to-sort list of each workorder. If you double-click a row, or single-click and then click View Workorder, you can drill down to the actual workorder.



Click Cancel to return to the menu. Click on the Print tab of the Digitization Workorder Menu:



Click on the Digitization Work Orders option:



Digitization Workorder 1118

Date Added: 04/01/2016 **Job Status:** Digital Master
Staff: Gina Strack
Customer: Reference

Series: 83781 Birth registers

Agency: 128 Cache County (Utah). County Clerk

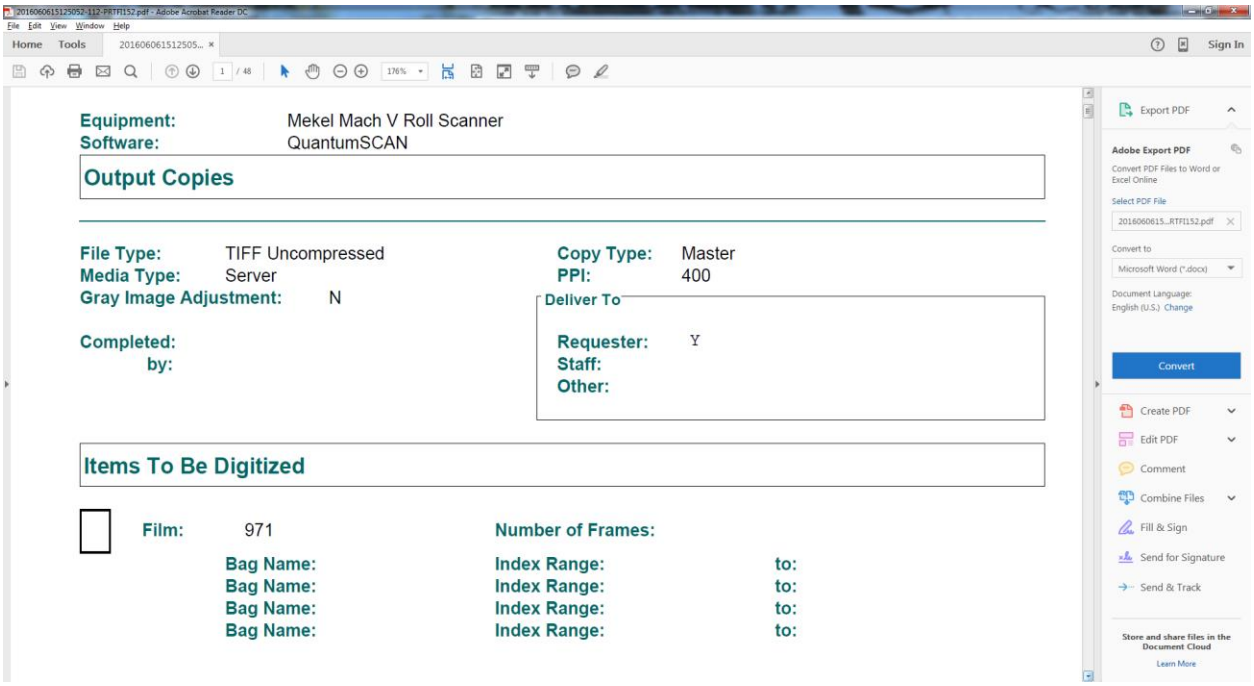
Arrangement:

Instructions: Part of indexing project, need images to prep for online.

Specifications

Original Format: MCR Microfilm

PPI: 400
Text Bit Depth: 8 bit grayscale



Equipment: Mekel Mach V Roll Scanner
Software: QuantumSCAN

Output Copies

File Type: TIFF Uncompressed
Media Type: Server
Gray Image Adjustment: N

Copy Type: Master
PPI: 400

Deliver To

Requester: Y
Staff:
Other:

Completed:
by:

Items To Be Digitized

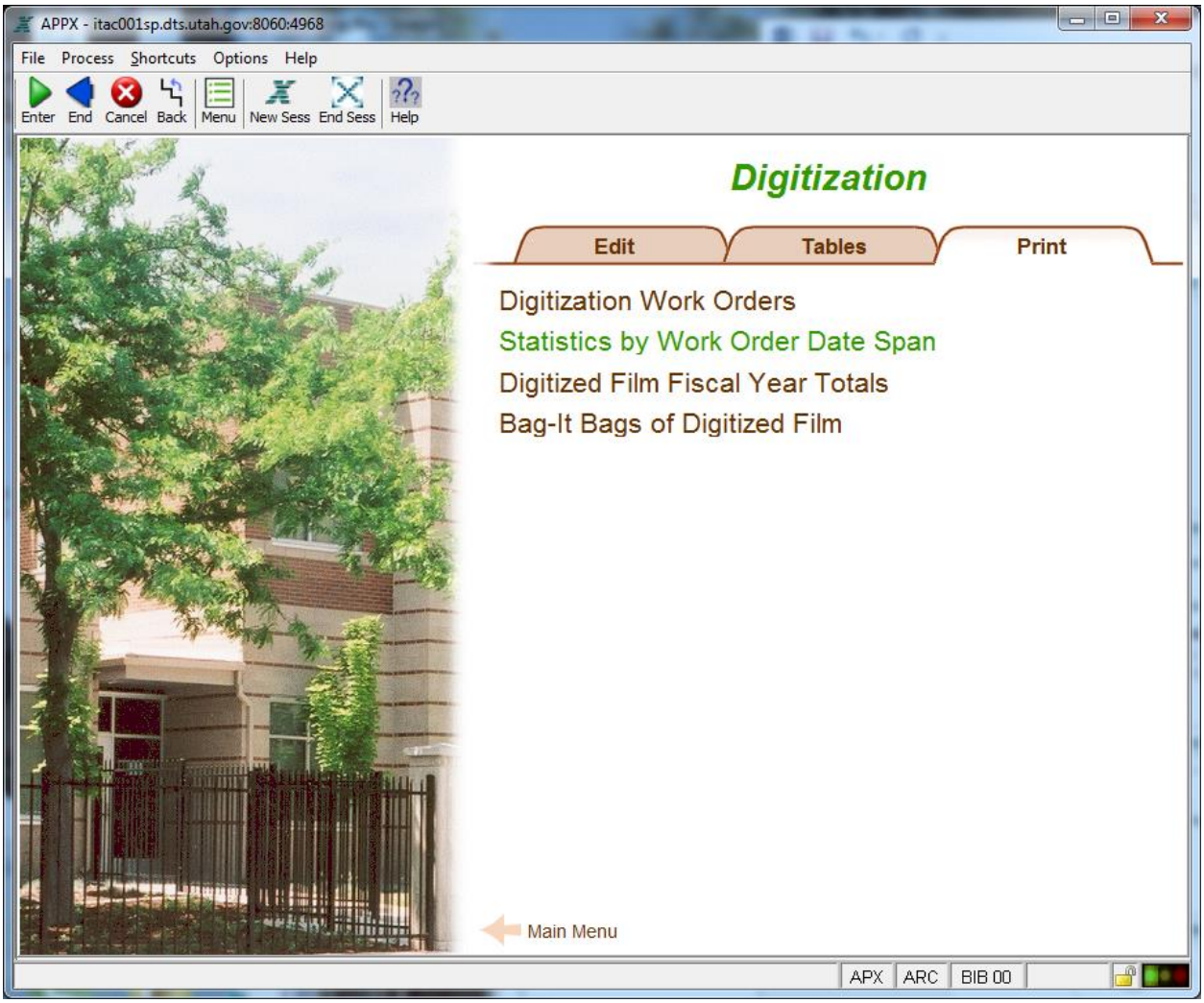
☐ **Film:** 971 **Number of Frames:**

Bag Name: **Index Range:** **to:**
Bag Name: **Index Range:** **to:**
Bag Name: **Index Range:** **to:**
Bag Name: **Index Range:** **to:**

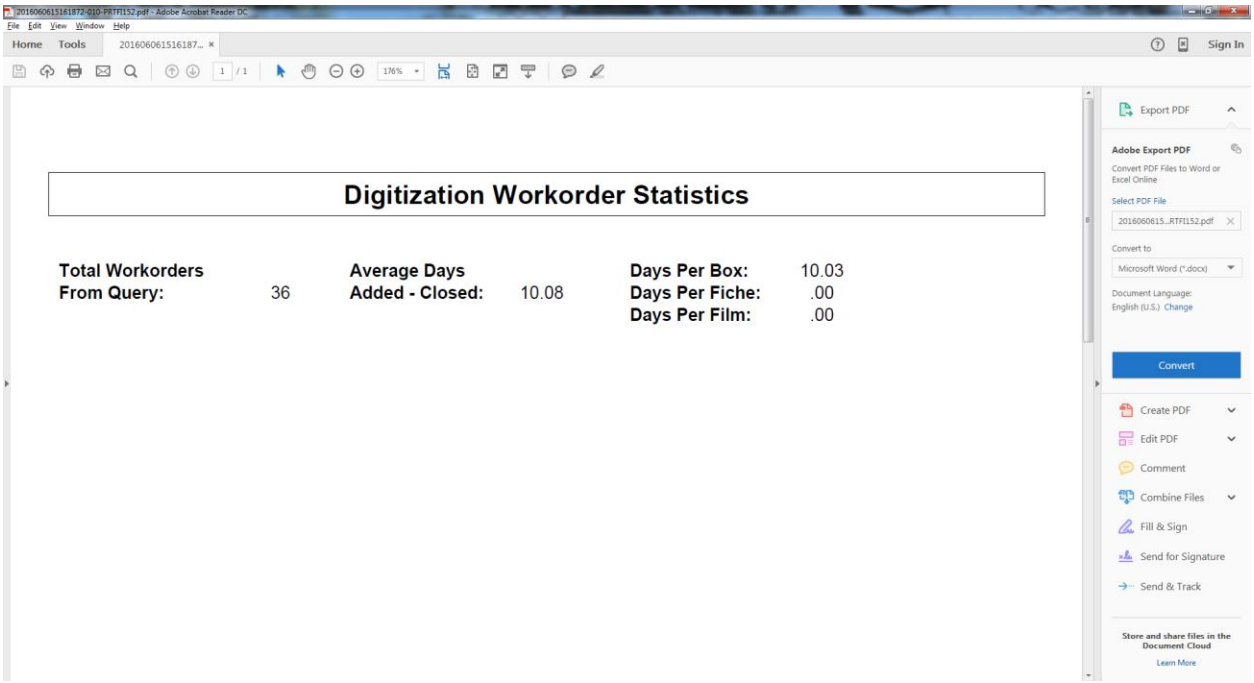
This report provides a way to mark details of the digitization process as it is happening, where staff will scribble values on the paper to later be entered back into the database.

Click Continue to return to the menu.

Click Statistics by Work Order Date Span:



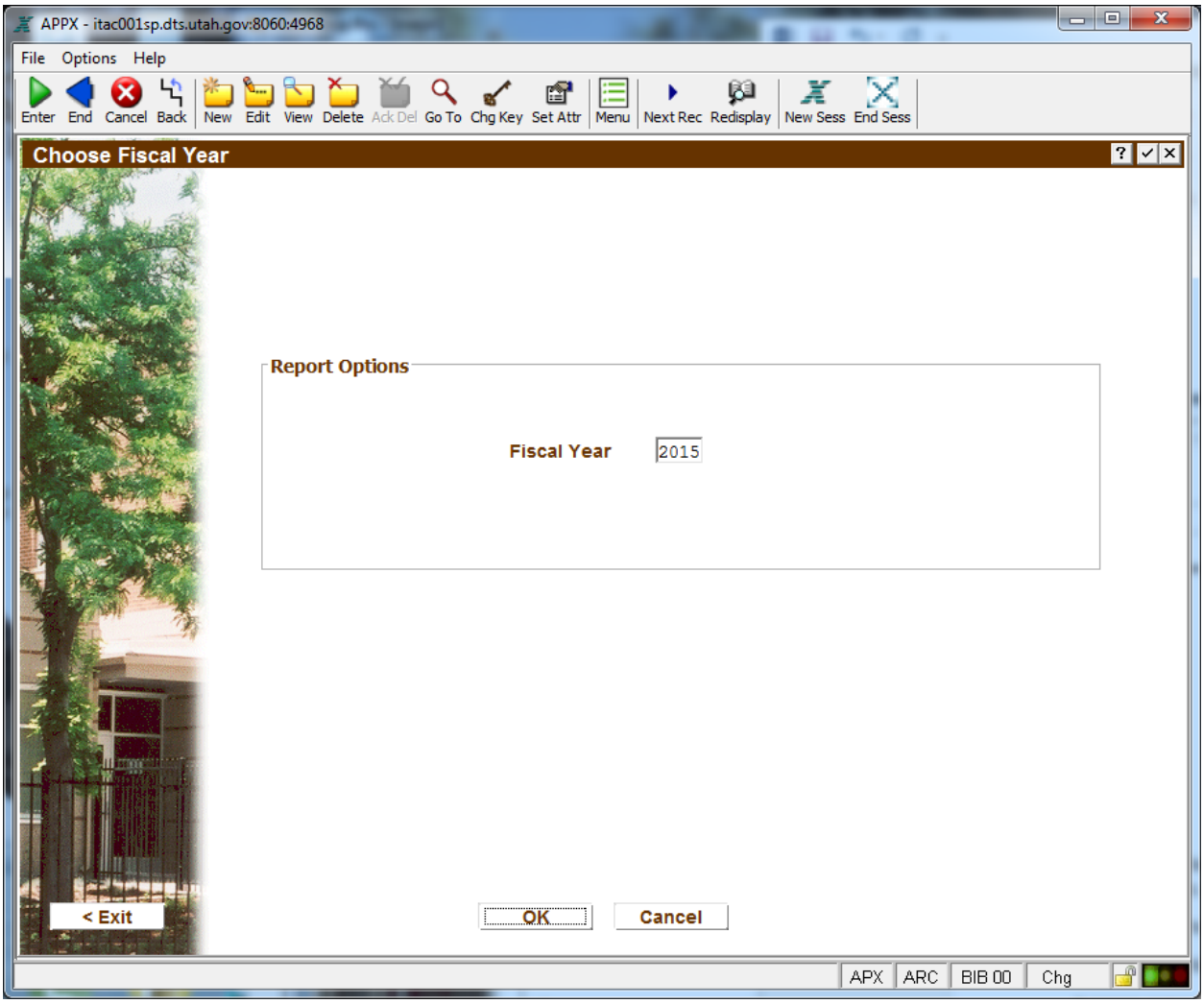
Provide in the query the date span of statistics you are seeking, then click OK.



Click Continue to return to the menu.

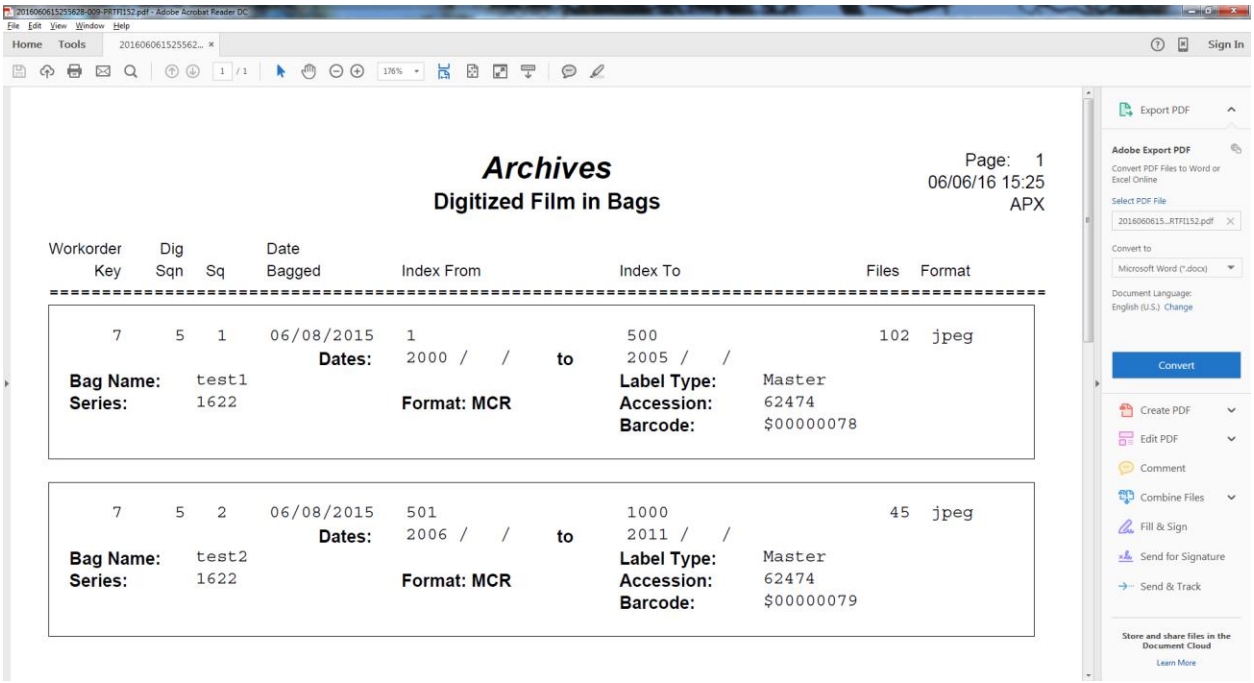
Click Digitized Film Fiscal Year Totals:

A screen comes up asking for which fiscal year is needed:



Click OK to run the report. [Bug note: Nothing comes up. The query did not appear on screen. The Update produces a blank file on the AXAEM server, and the file is not sent to the client.]

Click Cancel to return to the menu. Click on Bag-It Bags of Digitized Film. Note that data will only appear on this report if BagIt information is actually entered on the digitization workorder where containers are selected. It does not pull from BagIt information connected with microfilm accession information tied to Film Input Lookup.



Archives

Digitized Film in Bags

Page: 1
06/06/16 15:25
APX

Workorder Key	Dig Sqn	Sq	Date Bagged	Index From		Index To	Files	Format
7	5	1	06/08/2015	1		500	102	jpeg
			Dates:	2000 / /	**to**	2005 / /		
Bag Name:	test1					**Label Type:** Master		
Series:	1622			**Format: MCR**		**Accession:** 62474		
						Barcode: $00000078		

Workorder Key	Dig Sqn	Sq	Date Bagged	Index From		Index To	Files	Format
7	5	2	06/08/2015	501		1000	45	jpeg
			Dates:	2006 / /	**to**	2011 / /		
Bag Name:	test2					**Label Type:** Master		
Series:	1622			**Format: MCR**		**Accession:** 62474		
						Barcode: $00000079		