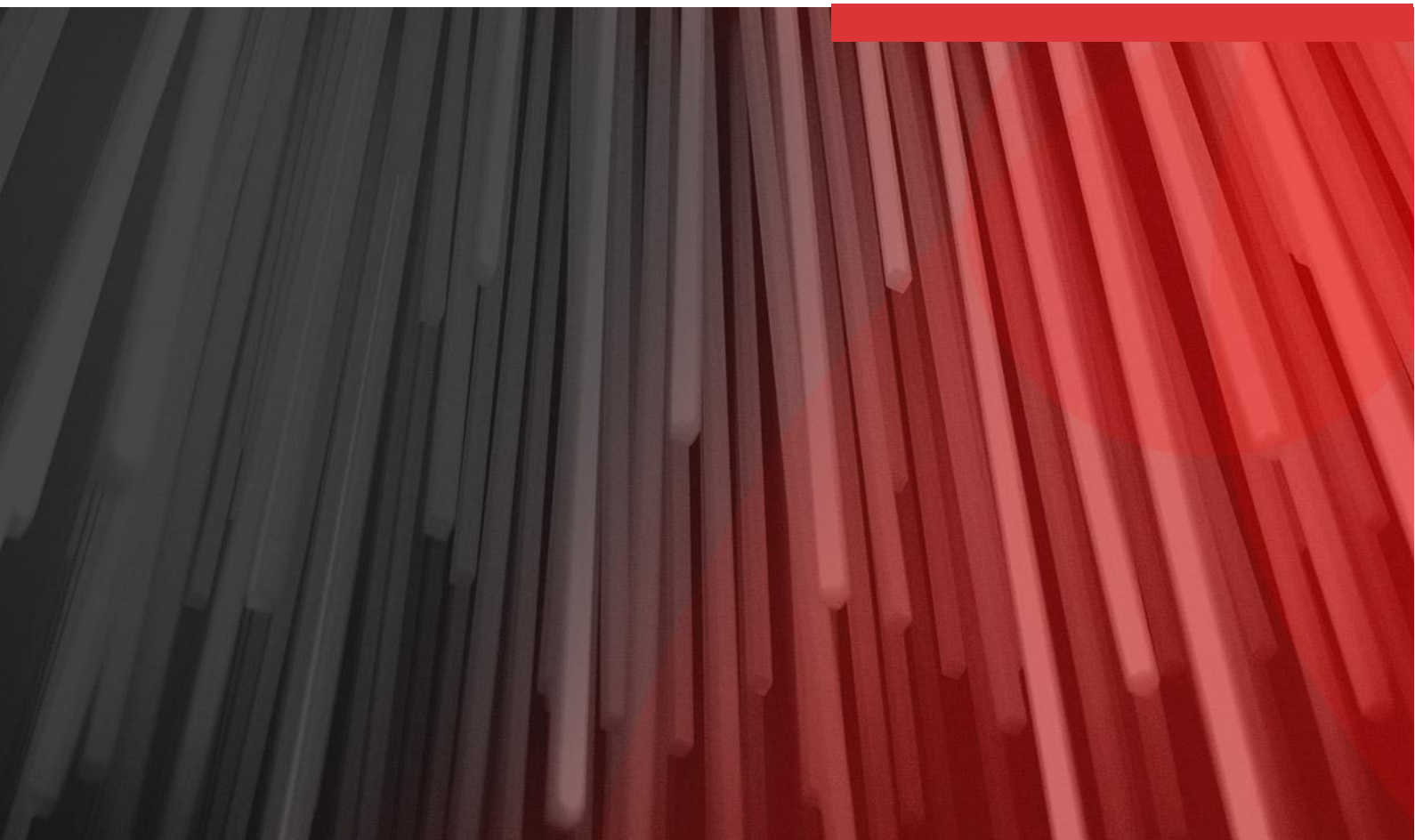


# USER GUIDE



## DROP FOLDER

RODA@AIDA

#### ABOUT THIS DOCUMENT

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## **EXECUTIVE SUMMARY**

This document provides instructions for the correct use of the drop folder service integrated in RODA.

The drop folder is a mechanism that automates the task of ingesting SIPs in RODA. To enable this mechanism, it is necessary to meet some requirements and understand the workflow.

The following sections detail the requirements and workflow of the service.

## CONTENTS

REQUIREMENTS	5
WINSCP	5
Installation	5
Configuration	5
Connection	7
DROP FOLDER	8
Structure	8
Submission	8
RODA PROCESS	12

## 1. REQUIREMENTS

The following requirements must be met to use this guide:

- RODA implementation with the drop folders service configured by KEEP Solutions;
- FTP/SFTP server, with registered users;
- Tool to transfer files to the FTP server, for this guide we will use WinSCP;
- A SIP (Submission Information Package) with the EARK version corresponding to the one configured in the drop folder.
- The special empty file called 'ready' which can be created by anyone or provided by KEEP Solutions

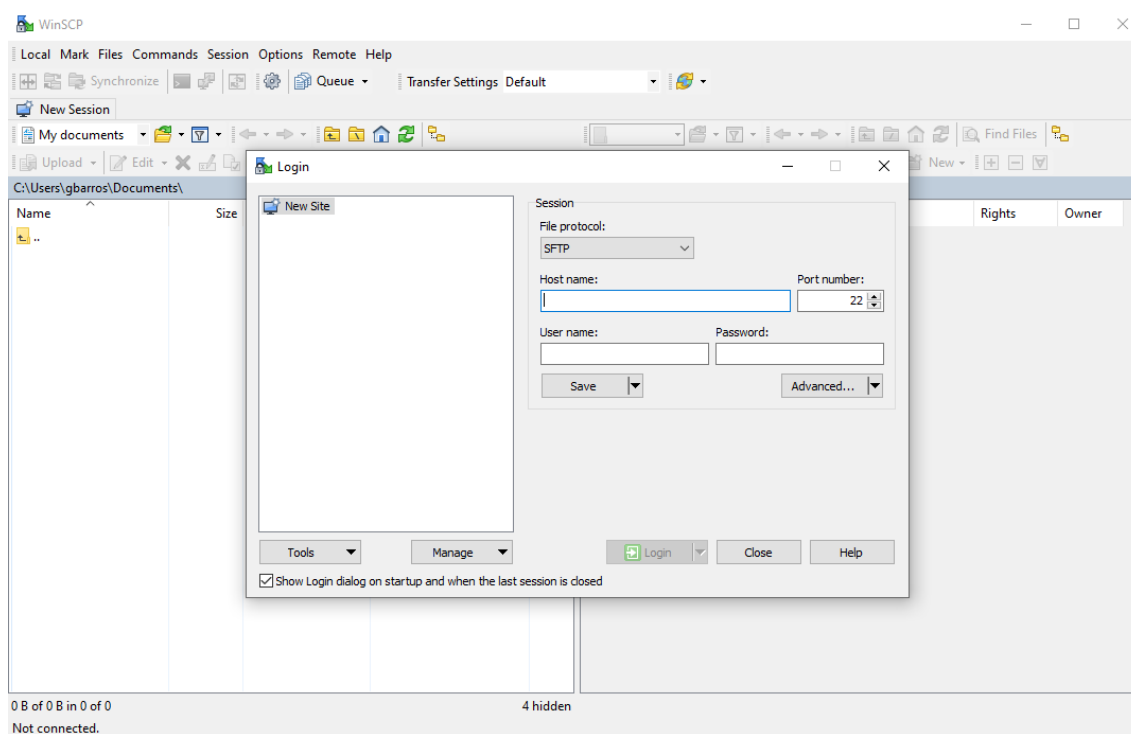
## 2. WINSCP

### 2.1. INSTALLATION

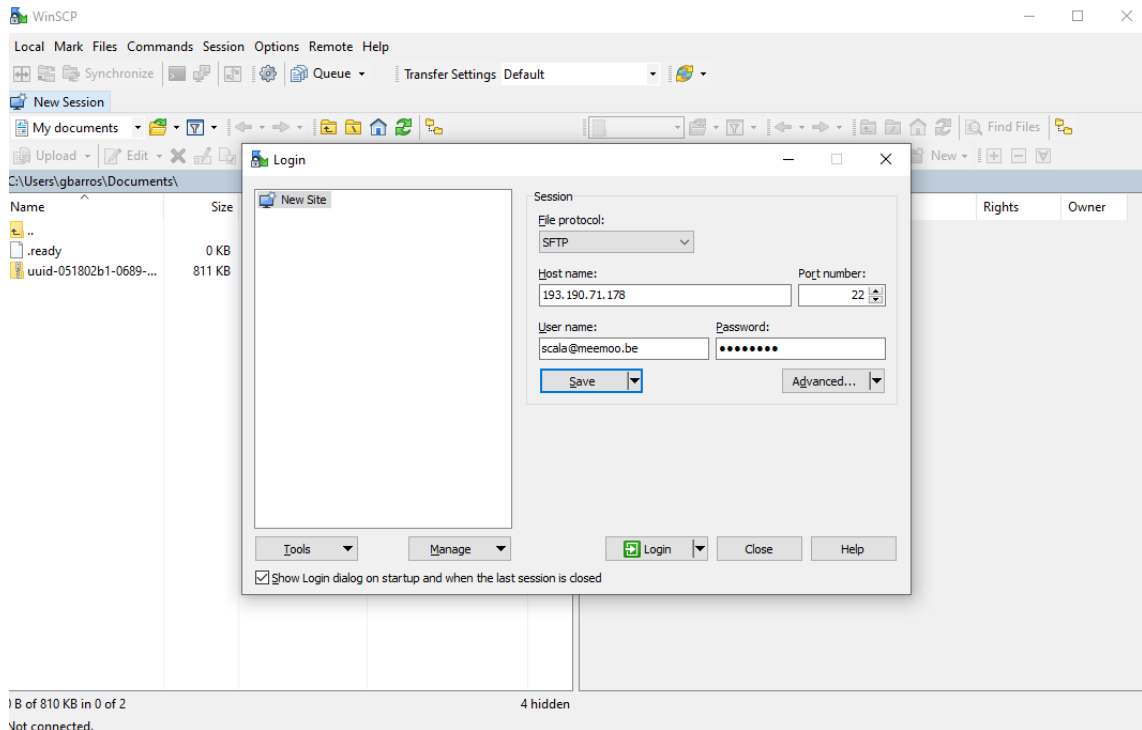
Download WinSCP from the [official website](#). Once it is downloaded, run the installer.

### 2.2. CONFIGURATION

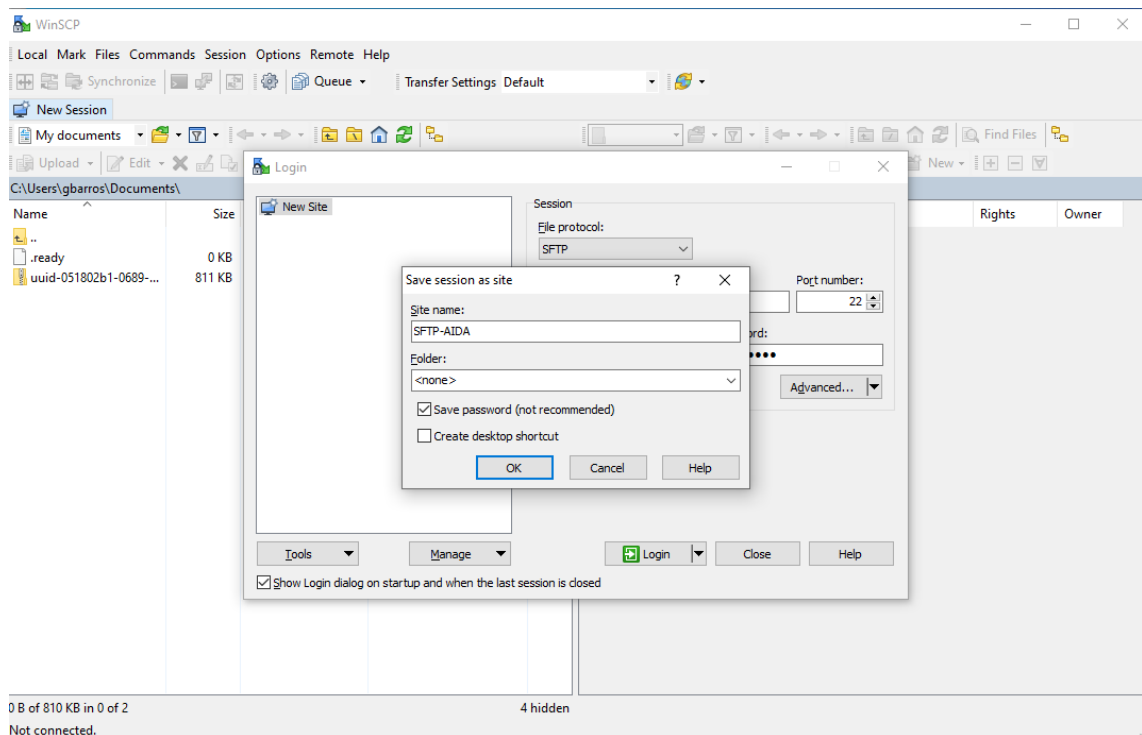
After installing, configure an SFTP server session, for that, find the 'Session' option in the toolbar and then click on 'New Session'.



Fill the form with the information acquired from the FTP server provider

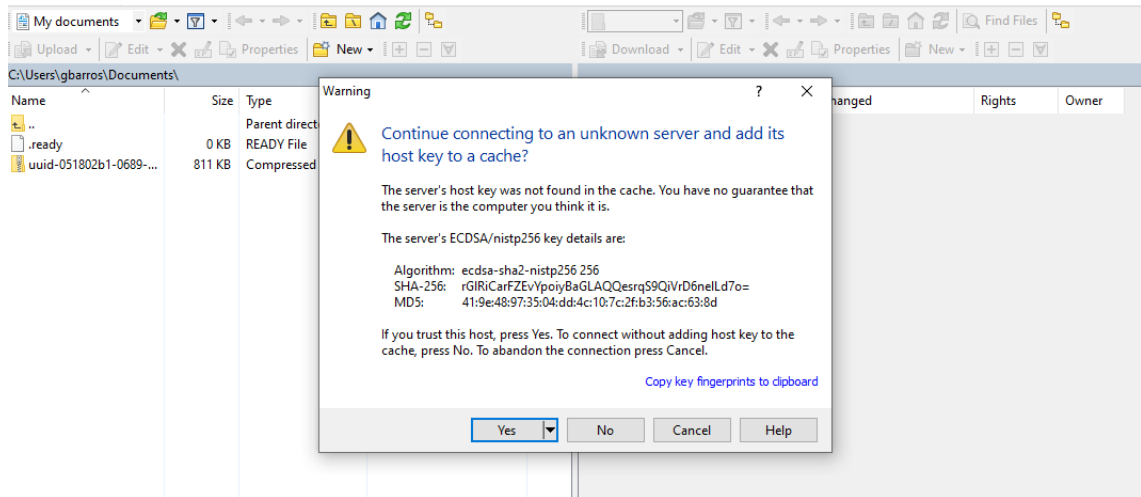


Save these settings for later use.

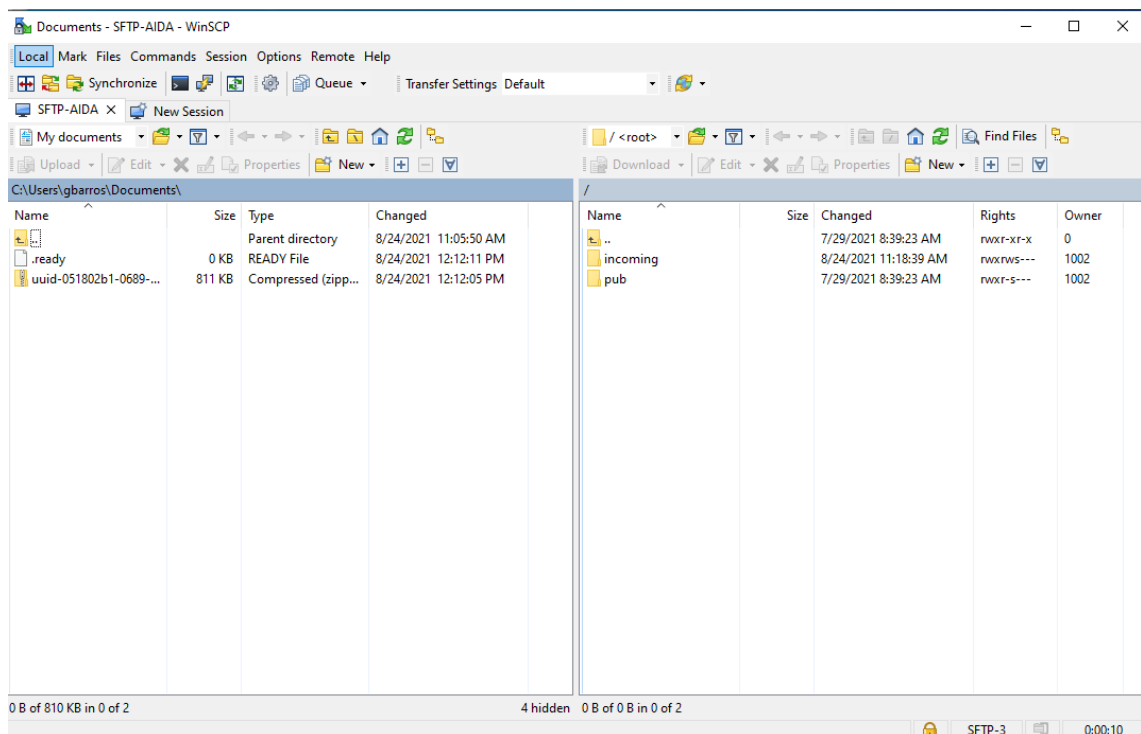


## 2.3. CONNECTION

Click the **Login** button to test the settings. If it is the first time trying to connect, the following window will appear:



Click **yes** and wait for the connection to be made, if everything works WinSCP should show the FTP server folder structure in the right column.



### 3. DROP FOLDER

#### 3.1. STRUCTURE

To submit a SIP in the drop folder service, the following structure must be created:

```
DROP-FOLDER
├── JOB_FOLDER_1
│   ├── sip.zip
│   └── .ready
└── JOB_FOLDER_2
    ├── sip_1.zip
    ├── sip_2.zip
    └── sip_n.zip
```

**DROP-FOLDER** is the root directory of incoming content

**JOB\_FOLDER** is the folder that envelops all the SIPs that will be submitted. Can contain a single SIP or a batch of SIPs.

**sip.zip** is the submission package created by the RODAI-IN or the commons-ip library.

**.ready** is an empty file, when created triggers the automatic ingest workflow.

#### 3.2. SUBMISSION

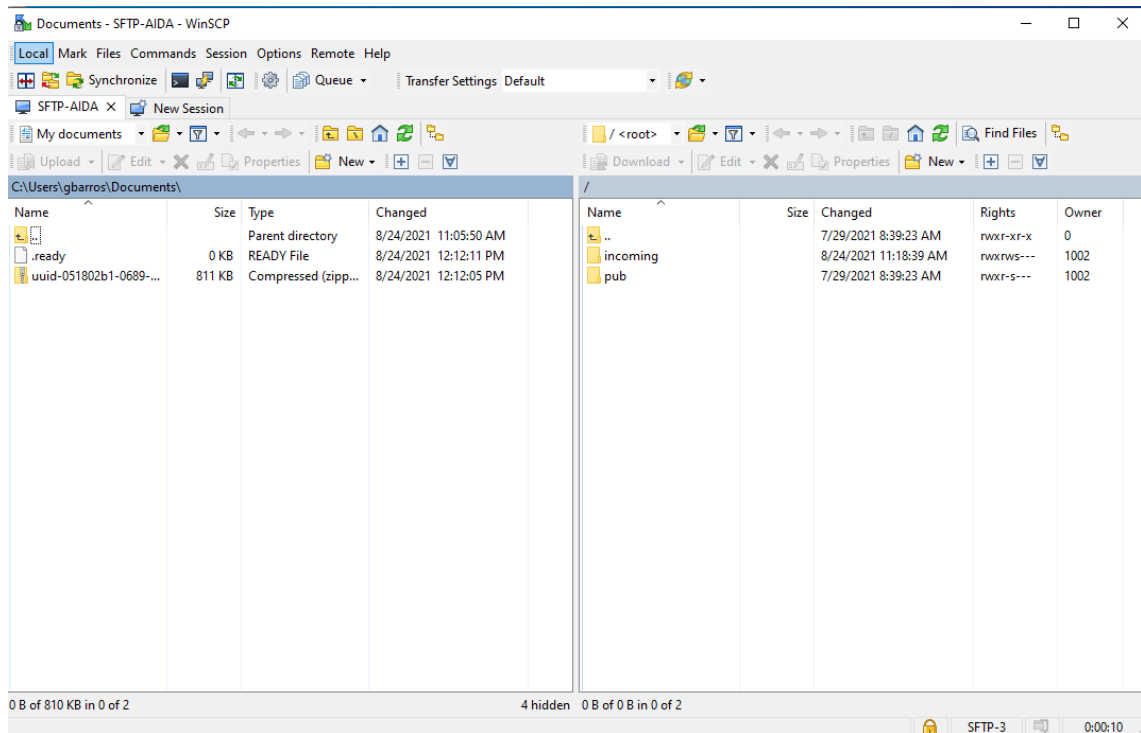
After connecting with WinSCP on the FTP server, find the drop folder root directory, which in this case will be the **incoming** folder.

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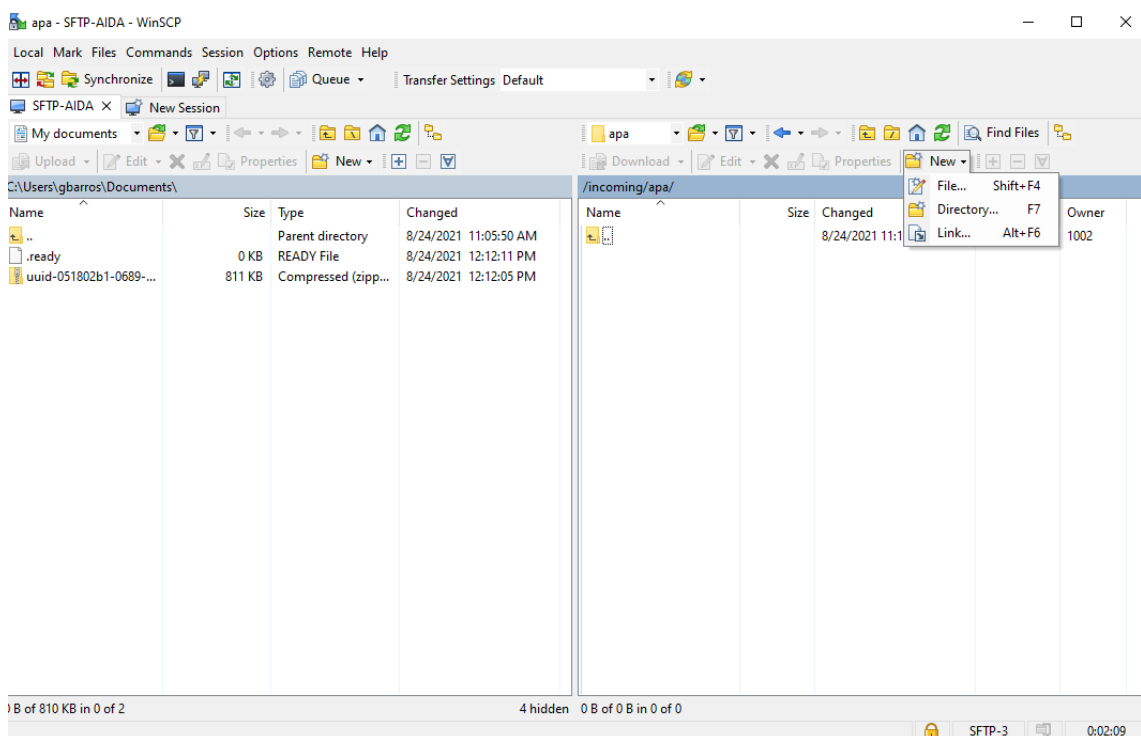
*There is a conflict between the **APA** and **VAl** institutions, according to the information provided, these institutions have the same OR- $\langle ID \rangle$ , so they share the same drop folder. The mapping is always 1x1, which means that a single drop folder is mapped to a single Founds in RODA, so to work in both organizations, a specific folder was created with the name of the organization inside the **incoming** folder*

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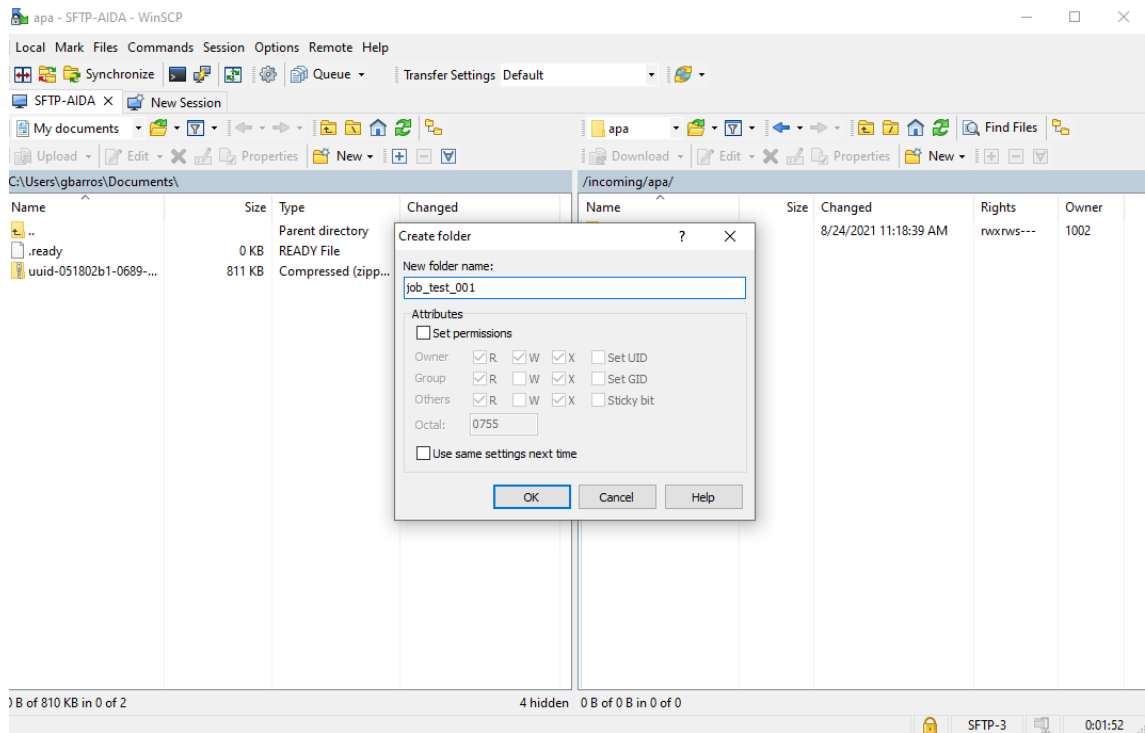




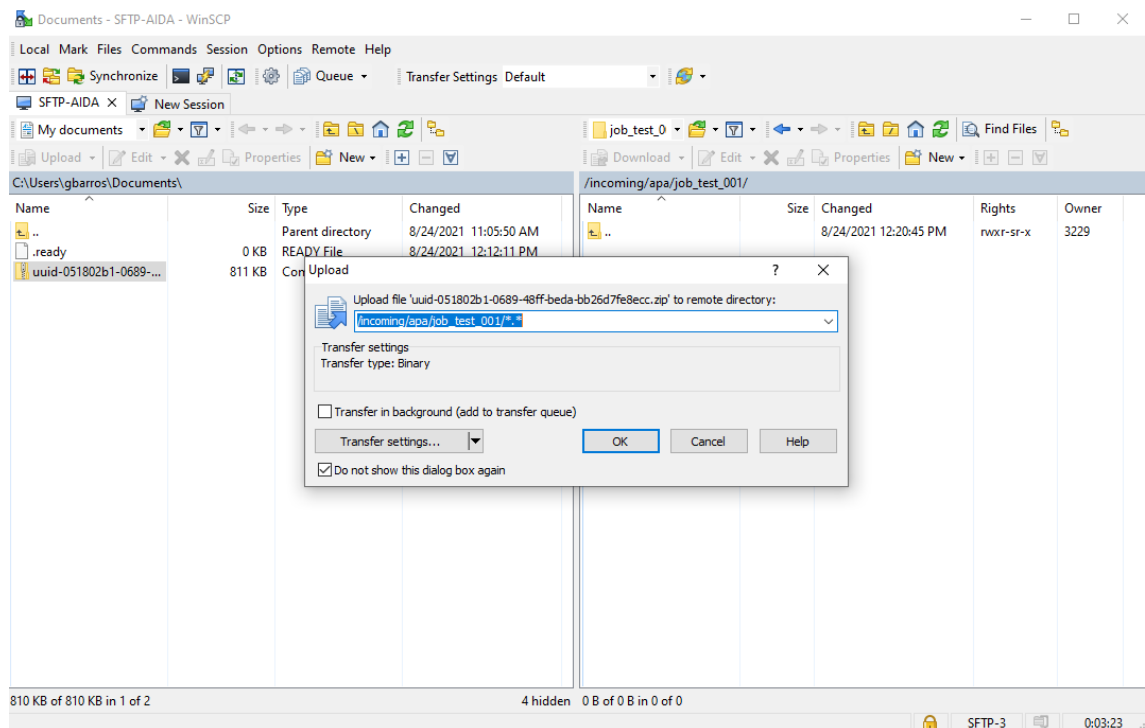
Create a new directory inside the drop folder, this directory will be the **JOB\_FOLDER** that was mentioned earlier, to do this find in the toolbar of the FTP server column the **NEW** button and then click on **Directory**.



Name this folder with a name that has some context, so that you can identify it in RODA later, please avoid using spaces and special characters.

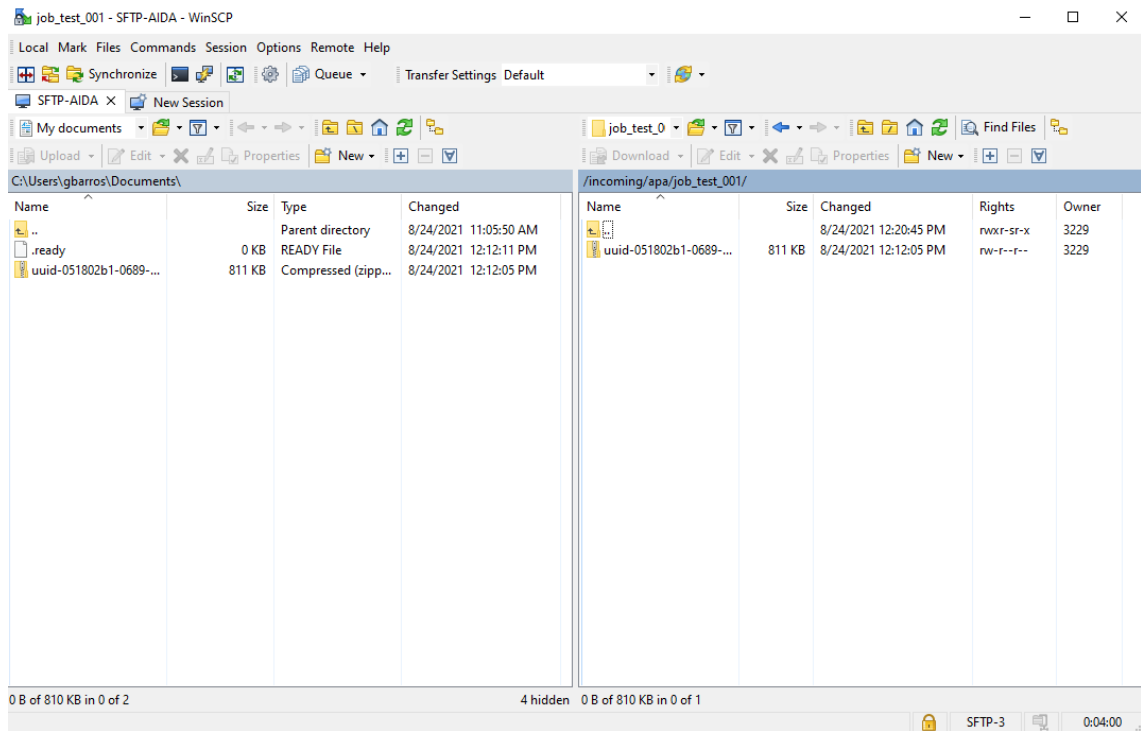


Using the left column panel, find and transfer the SIPs that must be submitted in this process



Depending on the size of the SIP transferring it to the FTP server may take some time.

After all SIPs were successfully transferred to the FTP server, we have to notify the drop folder service that this package is ready to be ingested by RODA. For that we will transfer the **.ready** file to the same location as the SIPs.

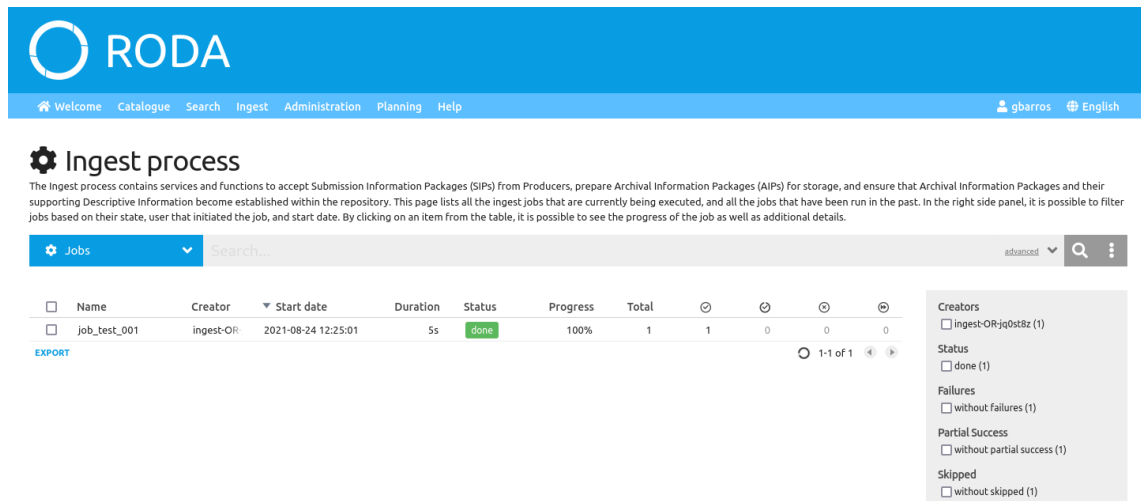


The drop folder service is scheduled to run every minute on the server and checks if any of the configured folders have packages with the .ready file.

## 4. RODA PROCESS

Once a package is ready to be ingested, a process in RODA will be created, it is possible to check the status through the RODA interface.

Go to Ingest > process and search for the name given to **JOB\_FOLDER** during the package creation process on the FTP server



The screenshot shows the RODA web interface. The header is blue with the RODA logo and navigation links: Welcome, Catalogue, Search, Ingest, Administration, Planning, Help. The user is logged in as gbarros and the language is English.

The main section is titled "Ingest process" with a gear icon. Below the title is a description: "The Ingest process contains services and functions to accept Submission Information Packages (SIPs) from Producers, prepare Archival Information Packages (AIPs) for storage, and ensure that Archival Information Packages and their supporting Descriptive Information become established within the repository. This page lists all the ingest jobs that are currently being executed, and all the jobs that have been run in the past. In the right side panel, it is possible to filter jobs based on their state, user that initiated the job, and start date. By clicking on an item from the table, it is possible to see the progress of the job as well as additional details."

Below the description is a table of ingestion jobs. The table has columns: Name, Creator, Start date, Duration, Status, Progress, Total, and several filter icons. The first row shows a job named "job\_test\_001" created by "ingest-OR" on "2021-08-24 12:25:01" with a duration of "5s", status "done", and progress "100%".

On the right side, there is a sidebar with filters:

- Creators**
  - ☐ ingest-OR-jq0st8z (1)
- Status**
  - ☐ done (1)
- Failures**
  - ☐ without failures (1)
- Partial Success**
  - ☐ without partial success (1)
- Skipped**
  - ☐ without skipped (1)

On this screen it is already possible to view the result of the ingestion, click on the process to check the packages created and the ingestion report.

## KEEP SOLUTIONS

 [www.keep.pt](http://www.keep.pt)

 +351 253 066 735

 [info@keep.pt](mailto:info@keep.pt)

 [sales@keep.pt](mailto:sales@keep.pt)

KEEP SOLUTIONS, LDA.  
Rua Rosalvo de Almeida, n° 5,  
4710-429 Braga  
Portugal

KEEP SOLUTIONS is a company whose mission is to provide advanced solutions for information management and digital preservation.

Our approach consists in providing software and services to allow our customers to make a more efficient management of their information assets.

The company started its activity in 2008, having acquired the status of academic spin-off of the University of Minho, for being a business initiative with strong bonds with research centres and departments from this institution.

Our clients are mostly found in the public sector, more specifically in the areas related to archives, libraries and museums.

We invest in the continuous development of innovative solutions. To support that, we remain active in the production of scientific knowledge while engaging in large-scale R&D projects in cooperation with national and international institutions.