

Instructions for Running BDPLInventory Script

Step 1: Obtain BDPLInventory Script, Save It, and Get It to Run

-1- Download the script appropriate for your operating system from the Born Digital Preservation Lab (BDPL).

- BDPL staff will email you the script as an attachment. You will need to let them know what operating system you are using.

-2- Save and Unzip the Script.

- Create a new folder on the desktop, entitled "BDPLInventory".
- Drag the attachment, and these instructions, to this folder from your "Downloads" folder.
- If the file is a Zip file, Unzip it and extract it to this same folder.
- Remember this location.

-3- Run BDPLInventory.

- Double-click the BDPLInventory program.

Step 2: Running the Script

-1- When you run the script, it will ask you to select 2 folders:

- (a) The folder that you want BDPLInventory to analyze and generate checksums for.
 - This will be the highest-level folder for the items that will be transferred to BDPL.
- (b) The folder in which you will keep the results of this analysis.
 - This will be the folder "BDPLInventory" that you created on your Desktop

***Important Note:** On a Mac, the questions, "Which folder would you like to analyze?", etc., do not appear. You will just have to remember that the first folder is the one to be analyzed and the second folder is where you will place the results.

-2- Next, it asks you for the name of the .csv file in which the results will be recorded:

- If you are not there already, navigate to the BDPLInventory folder on the Desktop.
- Enter the name, "BDPL_Results.csv" and click "Ok."
- You may enter a different name for this file. Just remember what it is.
- The extension .csv will be added automatically.

-3- Finally, the script will run.

- It may take several minutes, depending on how large the object folder is.
- When the script is done, a message will appear that says, "All Done!"

-4- What should you do if the BDPLInventory script will not run?

- If the script does not run, or does not run properly, contact BDPL staff.
- When you do, be sure to include any error messages, verbatim, and describe what happens, in as much detail as you can.
- If possible, include a screenshot of the error message.

Step 3: Post-Inventory Cleanup

-1- Open and look at "BDPL_Results.csv" to confirm that the BDPLinventory worked.

- The file will open in any spreadsheet program. When you open it, a pop-up appears with "import" options.
- The "encoding" or "character set" should be UTF-8.
- Where separator values are given, only "comma" should be marked.
- If there is a "text delimiter" option, it should be set to double-quotes (").
- The number in the first column of the spreadsheet should tell you how many files, total, were scanned

-2- Send "BDPL_Results.csv" and the file that begins with "Compare..." to BDPL Staff

- The script generates a comparison file, entitled CompareMMDD_HHMMSS.txt
ex. Compare1010_100221.txt (if it was run on October 10th, at 10:02:21 AM)
- Send the two files as email attachments to BDPL staff. These two files do not contain any of the contents of the data to be transferred, so there should be no risk in sending them via email.
- Please keep the items in the BDPLinventory folder until all of the data has been transferred.