**Ingestion Client Guide**

**Sending images to the server**

After a session’s images have been exported into TIFFs, the Ingestion Client will connect the images with the metadata and transfer the TIFFs safely to the server.

Open the Ingestion Client program on the desktop by double clicking the icon on the desktop.

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Two windows will open, the GUI interface and a task prompt.

You will only operate in the GUI interface window to start the process of exporting the TIFFs.

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In the start menu, choose if you want the Ingestion Client to shut down the computer after it completes the transfer. This is useful if you run the Ingestion Client at the end of the workday.

Now simply follow the steps shown. The button in the left upper corner will show the last step completed.

Step 1: **Login to Refinery server**

1. Insert username and password provided to you by DaSSCo.
   * This is unique for the Ingestion Client and not to be confused with the Specify or computer login.

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1. A screenshot of a computer error

   Description automatically generatedA screenshot of a computer error message

   Description automatically generatedClick ‘check credentials’
2. One of two windows will pop up. Follow the directions.
3. If you’re verified proceed to next step

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Description automatically generatedStep 2: **Set working directory**

1. Click ‘input working directory’
2. Select the folder you want to ingest.
3. Click ‘back’ and proceed to step 3.

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1. Note that all the RAW files in the folder must be exported to TIFFs. If any are missing, an error message will specify which RAW files are missing a corresponding TIFF file.

Please export any missing files and input the working directory again.

Step 3: **Add additional metadata**

1. Enter the metadata for the workstation.

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1. Click ‘Create’
2. Click ‘Back’ and proceed to step 4

Step 4: **Start processing**

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1. Under ‘Start processing’ click the ‘Start processing’ button. The TIFFs are now being associated with the metadata and sent to the server. You can follow the progress in the different progress bars.

The GUI window may start lagging or become non-responsive, but that only indicates that the Ingestion Client is working.

1. This step can easily run in the background while using the computer.

**Backlog**

When you need to process backlog folders, select the name of the digitiser who took the images in the drop-down menu highlighted in step 3. Their initials will be part of the folder name.

This associates their name as the photographer of the images, ensuring that the metadata for the folder is correct.

However, when you enter the Ingestion Client stats into the Digitisation Statistics sheet use your own name, as you were the one processing.

**Shutting down the workstation**

1. If the Ingestion Client is still running at the end of your day, leave the computer on to allow the process to conclude.
2. Turn off the monitor. Use the ‘Work in Progress’ sign and leave the workstation to process.
3. If you have selected ‘Yes’ under ‘Switch workstation off after completion’ in the start menu, the Ingestion Client will close programs and shut down the computer when it has completed its tasks.

Otherwise notify your fellow digitisers that the workstation will still be on. If no one is scheduled to use the workstation the following day, be sure to return and turn the computer off manually.

**Errors**

If the Ingestion Client does not complete the run, log it in the Issues Log with relevant information and screenshots. Notify Thomas.

After a folder has been processed by the Ingestion Client it should be empty. The Herbarium Workstations will contain a Capture One folder, but no other files should be present.

Please check folders you have processed next time you are at the workstation or on the N-drive if the workstation deposits there.

If the folders are empty, please delete them.

If there are any files left, add “\_error” to the end of the folder name and notify Thomas.