
Working with Research Assets

Overview

This page describes how to work with research assets in Esploro after they have been added and approved.

For information about adding researcher output as deposits and managing and approving them, see [Working with Research Deposits](#). For information about working with student deposits, see [Working with Research Deposits: Adding Electronic Theses and Dissertations \(ETD\) Deposits](#). For information about approving assets that were added through Smart Harvesting, see [Author Matching Approval Task List](#).

For an overview of how to access and get more information on the various features in Esploro, see [Quick Guide for Administrators in Esploro](#).

Watch the [Managing Research Deposits and Assets](#) video (6:00).

After being approved, deposits become Esploro assets (see [Working with Research Deposits](#)). The metadata of assets can be modified individually or in bulk. In order to modify them in bulk, they must be exported, after which they can be updated, and imported back into Esploro. DOIs can also be registered in bulk. Asset normalization can automatically transform the data in one or more assets – for example, by replacing digits with other characters, such as a dash. You can deposit dissertations and theses into Esploro by integrating with the [ETD Administrator](#) (using SWORD server).

Researchers can also modify certain asset fields, and add or remove files and URL links, via their private Profiles. Depending on your system settings, these changes may require approval by staff.

When working with research assets, you can import usage statistics into Esploro from an Excel document. This is useful for analytic reports that record the usage performed in other systems. You can import an Excel file into Esploro from databases of citation counts of research publications. This is useful for measuring the impact of the asset in the academic community.

Note





When searching for research assets in Esploro, the search results include deposits as well.

To manage research assets, you must have the Configuration Manager and Normalization Manager roles for Asset Normalization.

Before working with research assets, ensure that your administrator has configured research organization units and researchers. See [Configuring Research Organization Units](#) and [Managing Researchers](#).

Managing Research Assets

You manage research assets on the Research Assets page. To open this page, search for research assets; see [Searching in Esploro](#).

Facets	Research Assets (1 - 5 of 5) where (keywords contains keywords 'albert')					Save Query
Asset Type Dataset (1) Journal article (4) Academic Unit Physics and Astron... (4) Deposit Status Approved (4) Submitted (1) Publication Title Annalen der Physik (4) Authors Albert Einstein (3) Publication Year 1905 (4) Asset Category Dataset (1) Publication (4) File Extension pdf (3) Subjects Astrophysics (1) Gravity fields (1) Light scattering (1)	2	 Über einen die Erzeugung und Verwandlung des Lichtes betreffenden heuristischen Gesichtspunkt ID: 194241020121 Journal article Researcher deposit by Einstein, Albert Approved DOI: 10.1002/andp.19053220607 Asset last updated: 10/20/2019 Published in: Annalen der Physik Date: Publication 01/01/1905 Edit View File				
	3	 Über die von der molekularkinetischen Theorie der Wärme geforderte Bewegung von in ruhenden Flüssigkeiten suspendierten Teilchen ID: 194241020121 Journal article Researcher deposit by Einstein, Albert Approved DOI: 10.1002/andp.19053220806 Asset last updated: 10/20/2019 Published in: Annalen der Physik Date: Publication 01/01/1905 Edit View File				
	4	 Ist die Trägheit eines Körpers von seinem Energieinhalt abhängig? ID: 194241020121 Journal article Researcher deposit by Einstein, Albert Approved DOI: 10.1002/andp.19053220814 Asset last updated: 10/21/2019 Published in: Annalen der Physik Date: Publication 01/01/1905 Edit View File				
	5	 Zur Elektrodynamik bewegter Körper ID: 194241020121 Journal article Researcher deposit by Einstein, Albert Submitted DOI: 10.1002/andp.19053221004 Assigned by: Unassigned Deposit submitted: 07/29/2019 Deposit last updated: 07/29/2019 Published in: Annalen der Physik Date: Publication 06/02/1905 Edit Return				

Research Assets

The Research Assets page displays a record list of research assets, including research deposits. (For more information about record lists, see [Record Lists](#).) The search results can be sorted in a variety of ways. Two levels of sorting are implemented: **Sort by** and **Secondary Sort by**. For each level, you can choose to sort in the following ways:

- **Rank** – An internal ranking mechanism that takes the following ranking factors into account:
 - **Term Frequency** – The higher the search term frequency in the assets' metadata, the higher the score.
 - **Inverse Document Frequency** – The rarer a search term is across all assets' metadata in the index, the higher its contribution to the score.
 - **Coordination Factor** – The more search terms found in the assets' metadata, the higher its score.
 - **Field Length** – The more words a field contains, the lower its score. This factor penalizes assets with longer metadata field values.

This ranking system is based on Apache Solr; for more information, see <https://solrtutorial.com/solr-search-relevancy.html>.

- **Title** – In ascending or descending order
- **Record Update Date** – In ascending or descending order
- **Asset Date** – The year of the asset, in ascending or descending order.

The **Asset Date** is not a standalone field; instead, its value is derived from one of the date fields defined for the asset. Since some date fields may be empty, a *hierarchy* is used to determine the **Asset Date**. This hierarchy ranks the date fields based on how representative they are of the asset. The highest-ranked date field that is defined for the asset is selected as the **Asset Date**. (This is also the date that appears in the asset record in the search results, as shown in the illustration above.)

The hierarchy of date fields used to determine the **Asset Date** is:

1. Date of degree
2. Date published
3. Date e-published
4. Date copyrighted
5. Date posted
6. Date available
7. Date presented
8. Date of opening
9. Date of performance
10. Date valid
11. Date issued

12. Date renewed
13. Date approved
14. Date accepted
15. Date defended
16. Date submitted
17. Date of application
18. Date completed
19. Date created
20. Date collected
21. Date other
22. Date updated

For information about the tabs that appear beneath each record in the list, see [Viewing Additional Asset Details](#), below.

You can filter the assets using the facets in the left pane of the search results. Facets include a count in parentheses next to the facet label. The numbers in parentheses are directly related to the total count of assets.

Select the facet to narrow the search results. You may select more than one facet when multiple facets are available. You clear a previously selected facet by selecting the X icon



beside the selected facet. If you have multiple facets selected, select **Clear all** to clear all your facet selections.

Asset Icons

The following icons may appear in an asset record:



- – Not publicly visible, either due to status (the asset is still a deposit), an access right restriction or a suppression of the asset from display





- – Displays when the asset is identified as *open access* – i.e., there are no limitations on who can view or download it (see [When Is an Asset Labeled Open Access?](#), below)



- – Indicates that an approved/imported asset will not be displayed in the Profile



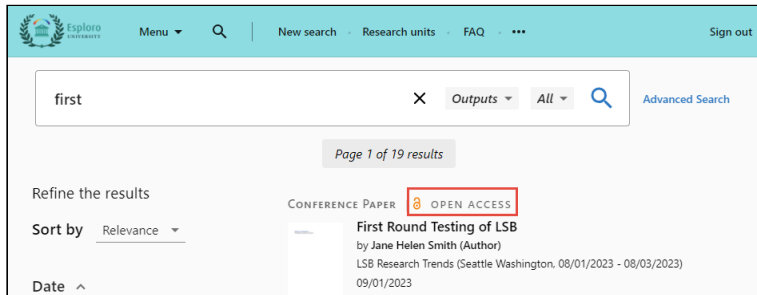
- – Indicates that an approved/imported asset will not be displayed in the Portal

1	 First Round Testing of LSB ID: 9952411200121 Conference paper Researcher deposit by Smith, Jane Helen	Affiliation: Esploro University Asset last updated: 09/10/2023	Creator: Smith, Jane Helen Conference: LSB Research Trends, Seattle Washington, 08/01/2023 - 08/03/2023	Date: Presented 09/01/2023  Open access	Edit View File ...
<div> Files (1) Asset Details Related Assets Deposit policy </div>					

Icons in an Asset Record*

* Note that this asset will not appear in the Portal when its settings are configured like this, even though it is *open access*, because these Profile and Portal display settings prevent it from being displayed.

When an open-access asset appears in the Portal, the **Open Access** icon is also displayed with it:



Open Access Indication in the Portal

When Is an Asset Labeled *Open Access*?

Files and links that are attached to an asset can each be assigned individual access rights. Whether the asset itself is labeled *Open Access* depends on the access settings of these files and links, and is determined based on an algorithm. The algorithm is somewhat complicated, but the gist of it is as follows:

- If *any* files attached to the asset are either marked as **Open** or have no access rights defined for them, the asset is labeled Open Access (regardless of the access rights of any links attached to the asset).
- If no files are attached to the asset, but links are attached to it, then: If any of the links are marked as **Open**, the asset is labeled Open Access. If none of the links are marked as **Open**, either because they have no access rights defined for them, or because they are marked as having other types of access rights, the asset is **not** labeled Open Access.
- If no files or links are attached to the asset, the asset is **not** labeled Open Access.

That is to say:

1. The settings of attached files are given precedence over the settings of attached links.
2. When no setting is specified for a file, the default is Open Access. When no setting is specified for a link, the default is **Not** Open Access.

Note

A file whose **Access Rights** policy is **Embargo** is treated as Open when the end-date of the embargo has passed.

This description of the algorithm is an over-simplification, because both files and links can be attached to an asset either as *main* attachments or as *supplemental*. (Any attachment that is not marked as *supplemental* is considered a *main* attachment.)

File Information for "LSB_Test.pdf"

Display Name

Graph of Test Data

Choose access rights policy

Open

Select license

Content type

Description

Supplemental

☒

Cancel

Save

File Marked as Supplemental

For the purposes of labeling an asset as Open Access, supplemental files and links are essentially treated by the algorithm as Closed Access, regardless of their actual access settings. Thus, for example, if an asset has a two files attached to it, and file #1 is a main file, and is Closed, while file #2 is a supplementary file, and is Open, the asset is **not** labeled Open Access, because it is only a supplementary file that is Open.

Files

Generate Temporary Link

Manage access rights

Manage license

	<input type="checkbox"/>	Display Name	File Name	Size	Access Rights	Embargo Expiry Date	License	Description	Content type			
	<input type="checkbox"/>	1	Introduction	Sample Abstract of Research.docx	12.17 KB	Closed	-	-	-	-	Viewer	...
	<input type="checkbox"/>	2	Graph of Test Data	LSB_Test.pdf	717.71 KB	+	Open	-	-	-	Viewer	...



Drop files here, or [browse](#).

Main Asset File Closed, Supplemental File (

) Open

For additional information about the access settings of files and links attached to assets, see [Configuring Access Rights and Licenses](#).

Viewing Additional Asset Details

Additional information about each asset appears in tabs beneath the asset, where relevant. If the tabs contain any information, the tab area can be expanded to make it visible by selecting one of the active tabs or the **Expand all** button (), or collapsed to reduce the amount of space occupied by the asset's information on the page by selecting the **Collapse all** button ()



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Research Asset Viewer

Note

If an asset does not have a value for a particular field, that field does not appear in the **Descriptive Information** area of the viewer.

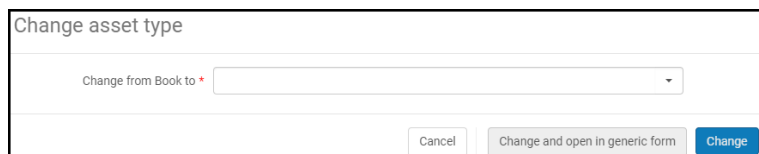
- Metadata information appears in the **Asset Details** tab.
- Related assets, and their relationships, appear in the **Related Assets** tab. Select the link in any row to view the related asset. Related assets are added in the **Relationships** section that is available when adding or editing any asset or deposit, including ETD assets . See [Adding Staff-Mediated Research Deposits](#).
- The deposit policy to which the researcher agreed when making the deposit appears in the **Deposit policy** tab. To configure whether the entire policy appears in this tab, see [Configuring Esploro Deposit Policies](#).

Working With Research Assets

The actions available for each asset depend on your user role, the asset's status, and other details about the asset. The actions are described below. (See [Working with Research Deposits](#) to view information about fields that appear below.)

- **Delete** (Research Assets Manager only) – Delete the asset.
- **Edit** – Edit the metadata of the asset. Select this option to open the Asset Details page.
- **Change asset type** – Change the asset category and/or type (not available for an ETD). When you select this action,

the **Change asset type** dialog box appears. Select the new category and type, and then select **Change** to save your changes.

A dialog box titled "Change asset type". It contains a dropdown menu with the text "Change from Book to *". Below the dropdown are three buttons: "Cancel", "Change and open in generic form", and "Change".

Change Asset Type Pane

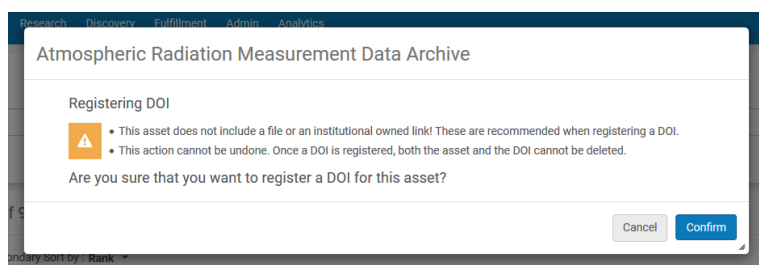
Note

When you change an asset type, some settings may not appear when you edit or view the asset if these settings are not relevant to the new type. Nevertheless, these settings are retained in the asset's metadata. You can view and/or edit these settings in the generic form.

For a list of available asset categories and types, see [Research Asset Categories and Types](#).

- **Edit in generic form** – Edit the asset in the generic form (not available for an ETD) . See [Adding Staff-Mediated Research Deposits - Generic](#). See also the above note. For configuring asset types to always open in the generic form or not, see [Configuring Asset Types to Open in Generic Form](#).
- **Link ETD to a researcher** (ETD only) – Use this action to link an existing local student or researcher to the ETD. If the ETD is already linked to a local student or researcher, you can select **Unlink ETD to a researcher**.
- **View File / Files** – View the file or files associated with the asset.
- **Register DOI** – Register the DOI with the DOI registration agency. See [Digital Object Identifier \(DOI\) Registration](#). Esploro attempts to register the asset's DOI with a DOI agency. If mandatory information is missing, Esploro displays a warning message that the asset does not include a file or an institutionally-owned link. If no date is provided in the asset record, Esploro automatically fills out the Publication Date field with the current date. For Crossref registration, the status of the registration request may be pending in CrossRef, in which case any changes to the status are sent by email to the email address that is configured for Crossref. For more information, see [Configuring DOI Agencies](#).

The following warning message is displayed when registering a DOI. The first bullet is displayed in the warning message only if an asset does not include a file or institutionally-owned link.

A screenshot of a warning message dialog box titled "Atmospheric Radiation Measurement Data Archive". The dialog box has a header "Registering DOI" and a warning icon (yellow triangle with an exclamation mark). The message text reads: "This asset does not include a file or an institutional owned link! These are recommended when registering a DOI." and "This action cannot be undone. Once a DOI is registered, both the asset and the DOI cannot be deleted." Below the message is a question: "Are you sure that you want to register a DOI for this asset?". At the bottom right are two buttons: "Cancel" and "Confirm".

Warning Message when an Asset Does Not Include a File or Institutionally-Owned Link

- **Register Handle** - Manually register handles. When a unique identifier is created for an asset, it can be registered directly to the handle server without running a job. This feature must be enabled by Ex Libris customer support for it to be active. See [Configuring Handle Server Integration](#) for more information on handles.
- **Delete from ORCID** – For assets that have already been pushed to ORCID, removes all references to the asset from ORCID, enabling you to remove incorrect researchers, flag a researcher as not-for-display, or delete the asset from Esploro. Note that, if none of these changes are made, the asset will be sent to ORCID again the next time the **Update Researcher ORCID** job runs (see [ORCID in Esploro](#)).

Editing Asset Metadata

Select **Edit** to edit the metadata of an asset in the Asset Details page. This page includes the following tabs:

Asset tab - In the **Asset** tab, you can modify asset details, including the following components:

- Deposit
- Visibility
 - Display in portal - This is checked by default. If this option is unchecked then it will only display the title in search results on the Portal, but the full details will not be visible.
 - Display in profiles - This is checked by default. If this option is unchecked then it will only display in the researcher's private Profile.
- Files – Add and manage files belonging to the asset. Depending on their access rights, these files may be accessible to users via the Portal; files that are not intended to be available in the Portal should be added in the [Attachments](#) tab. The following actions are available for files that have been added here (see also, [Files Section](#)):
 - Edit File Information – Edit the metadata of the file: its display name, access rights, license, content type, description, and whether it is a main or supplemental file.
 - Download – Download a copy of the file.
 - Delete – Remove the file from the asset.
 - Generate Temporary Link – Generate a temporary link, which grants access to the file for a certain period of time to the requester, to an access-restricted file.
 - Replace – Replace the file with a different file of the same type. None of the metadata of the file, including its original name, are changed when you use this option. This is useful if you want to replace a file, but you want existing links in indexes (such as Google Scholar) and other locations to continue to work properly.
- Links for Remote Access
- Creators and Contributors

If many creators/contributors were added, you can select the **Manage creators** or **Manage contributors** buttons to view up to 500 of them on a single page. See [Manage Creators and Contributors](#), below, for more information.

- Statuses and Dates (see also [Date Hierarchy](#))
- Asset Details
- Publications Details (is part of)
- Article Information
- Parent Details
- Conference / Event
- Additional Description Fields
- Description and Research Topics
- Geospatial Information

- Access Rights and License (Asset level)
- Asset Grants and Funders
- Comment
- Relationships
- Additional Fields
- Research Acceptance of Deposit Policy

Attachments tab – Add files or links to the asset record that do not represent the content of the asset, such as additional signed policy documents, mail correspondence with the researcher. These files and links are only available in the Hub; they do not appear in the asset record in the Portal.

Internal Notes tab – View, edit, or delete internal notes that were attached to the asset by the system, staff, or researchers, or add new internal notes.

Communications tab – Contact one of the researchers responsible for the asset, and track previous communications with the researchers.

History tab – View information about past status changes to the asset, such as when the asset was created or approved.

Managing Creators and Contributors

You can manually update the list of creators and contributors of an asset and the properties of each author in the list. You can change the order in which the authors appear in the list by dragging them up and down in the list. In addition, you can modify or delete the affiliations of multiple authors in bulk. If an author has multiple affiliations, you can also manually add additional affiliations to their information (this cannot be done in bulk).

Managing Long Lists of Creators or Contributors

If an asset has many creators/contributors, you can open the list in a separate management page in which you can view up to 500 of them. This makes it easier to find an author, change affiliation in bulk, and change the order in which the authors are displayed. Note that very long lists may take time to load.

To open the list of an asset's creators or contributors in a separate page:

- In the Asset Details page, select the **Manage creators** or **Manage contributors** buttons. The Manage Asset Creators or Manage Asset Contributors page opens.

For a video showing how to manage research assets with many authors see [here](#).

ID	Display in profile	Name	ORCID	Affiliation	Creator role	Match status	Approve or Revoke
1	<input type="checkbox"/>	Chomarov, Ruth L. P. (i)	https://orcid.org/0000-0002-0514-7791	Physical Therapy and Rehabilitation Science	Corresponding Author	Manual	Approve
2	<input type="checkbox"/>	Post, Andrew A. (i)	-	-	Author	Manual	Approve
3	<input type="checkbox"/>	Riva, Elizabeth K. (i)	-	-	Author	Manual	Approve

Manage Creators Button

Updating Author Affiliations in Bulk

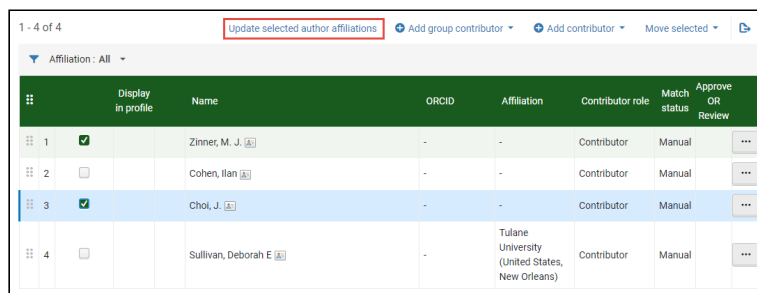
In the Manage Asset Creators/Contributors page, you can update the affiliations of multiple creators/contributors in bulk.

Note

Bulk updates of affiliations do not affect authors that have multiple affiliations (see [Adding Multiple Affiliations to a Creator or Contributor](#), below). The affiliations of authors with multiple affiliations can only be managed individually.

To update the affiliations of multiple creators/contributors in bulk:

1. In the Asset Details page, in the **Asset** tab, select the **Manage creators** or **Manage contributors** buttons to open the Manage Asset Creators or Manage Asset Contributors page (respectively).
2. Select the checkboxes next to the creators/contributors you want to update
3. Select the **Update selected author affiliations** button. The **Edit Affiliation** dialog box opens.



1 - 4 of 4

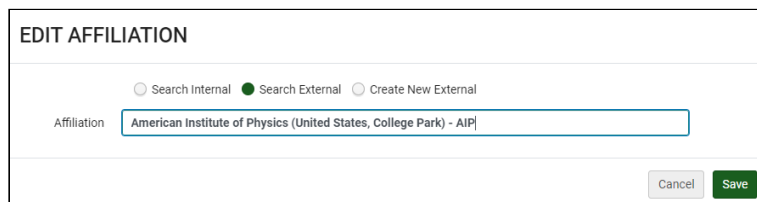
Update selected author affiliations Add group contributor Add contributor Move selected

Affiliation: All

	Display in profile	Name	ORCID	Affiliation	Contributor role	Match status	Approve OR Review
1	<input checked="" type="checkbox"/>	Zinner, M. J.	-	-	Contributor	Manual	...
2	<input type="checkbox"/>	Cohen, Ilan	-	-	Contributor	Manual	...
3	<input checked="" type="checkbox"/>	Choi, J.	-	-	Contributor	Manual	...
4	<input type="checkbox"/>	Sullivan, Deborah E	-	Tulane University (United States, New Orleans)	Contributor	Manual	...

Update Selected Author Affiliations Button in the Manage Asset Contributors Page

4. Select one of the following:
 - **Search Internal** to select an affiliation within the organization
 - **Search External** to select an external affiliation that is already defined in your system
 - **Create New External** to create a new external affiliation
5. If you selected **Search Internal** or **Search External**, under **Affiliation**, begin typing a string of characters that appears in the name of the affiliation you want to add. When you find the affiliation, select it. If you selected **Create New External**, enter a **Name** and **Code** for the new affiliation, and select its **Type**.



EDIT AFFILIATION

☐ Search Internal ☒ Search External ☐ Create New External

Affiliation

Cancel Save

Edit Affiliation Dialog Box

6. Select **Save**. The selected affiliations are updated.

1 - 4 of 4 Update selected author affiliations Add group contributor Add contributor Move selected

Affiliation: All

	Display in profile	Name	ORCID	Affiliation	Contributor role	Match status	Approve OR Review
1	<input type="checkbox"/>	Zinner, M. J.	-	American Institute of Physics (United States, College Park) - AIP	Contributor	Manual	...
2	<input type="checkbox"/>	Cohen, Ilan	-	-	Contributor	Manual	...
3	<input type="checkbox"/>	Choi, J.	-	American Institute of Physics (United States, College Park) - AIP	Contributor	Manual	...
4	<input type="checkbox"/>	Sullivan, Deborah E.	-	Tulane University (United States, New Orleans)	Contributor	Manual	...

Updated Affiliations

Adding Multiple Affiliations to a Creator or Contributor

When you edit an asset, you can define up to five affiliations for each of its creators and contributors. In the Hub, when multiple affiliations are defined for an author, the first one in the list is displayed in the asset page, with an **Expand** button () beside it. Select the **Expand** button to open a box in which all of the affiliations are displayed.

Creators and Contributors

CREATORS

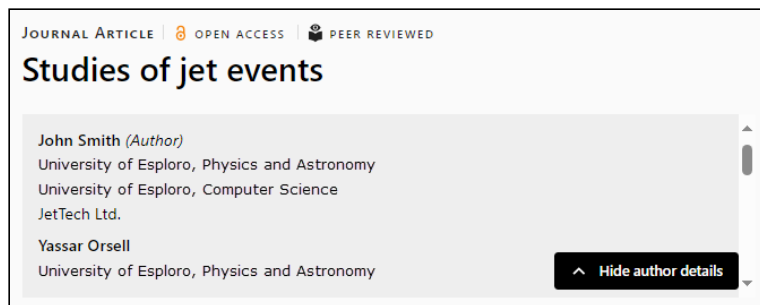
1 - 19 of 19 Manage creators Add group author Add creator Move selected

Affiliation: All

	Display in profile	Name	ORCID	Affiliation	Creator role	Match status	Approve OR Review
1	<input type="checkbox"/>	Smith, John	-	Physics and Astronomy	Author	Manual	...
2	<input checked="" type="checkbox"/>	Orsell, Yassar	-	Physics and Astronomy	Added by System
3	<input type="checkbox"/>	Schwartz, Adam	-	Computer Science	...	Manual	...
				JetTech Ltd.	...	Non-	...

Box Showing Multiple Affiliations of an Author

The affiliations also appear in the asset page in the Portal. At the top of the asset page, the list of authors can be expanded to show the affiliations of the authors by selecting the **Show details for ... authors** link below the list. In addition, the list of authors can optionally also appear in the **Details** section of the asset page, with some or all of their affiliations listed; see [Configuring the Display of Multiple Author Affiliations in the Portal](#), below.



Expanded Author List Showing the Authors' Affiliations

Adding Affiliations to the Author of an Asset

To add affiliations to an author of an asset:

1. In the Asset Details page, in the **Asset** tab, in the row actions of the author, select **Edit**. The **Edit creator** (or **Edit contributor**) dialog box opens.

2. Under **EDIT AFFILIATION/S**, select one of the following:
 - **Search Internal** to select an affiliation within the organization
 - **Search External** to select an external affiliation that is already defined in your system
 - **Create New External** to create a new external affiliation
3. If you selected **Search Internal** or **Search External**, under **Affiliation**, begin typing a string of characters that appears in the name of the affiliation you want to add. When you find the affiliation, select it. If you selected **Create New External**, enter a **Name** and **Code** for the new affiliation, and select its **Type**.
4. Select the relevant **Add** button. The affiliation is added to the list.

Note

If five affiliations are already defined for the author, the **Add** button is not available.

5. To change the order in which the affiliations appear in the list, drag them up or down, as required.

6. Select **Save**. The dialog box closes and the changes are added to the Asset Details page (but not yet saved in the database).
7. When you have finished modifying the Asset Details page, select **Save** to save them in the database.

Configuring the Display of Multiple Author Affiliations in the Portal

You can configure the display in the Portal of author affiliations in the **Details** section of the full asset page. The options available enable you to choose whether to display the list of creators in this section at all, and, if so, whether to show their roles, and whether and how to display their affiliations:

- **Roles** – When a role is defined for a creator, if it is displayed, it appears in parentheses after the creator's name.
- **Affiliations** – When one or more affiliations are defined for a creator, if they are displayed, they appear after the creator's name and role. Depending on the option selected, all affiliations may be displayed, only those that are related to your institution, or only the first affiliation specified for the creator.

These settings are configured in the **Asset Page** tab of the Research Portal configuration page ([Configuration Menu > Portal & Profiles > Research Portal > Assets Display Configuration](#)), in the **Details** configuration (see [Configuring the Research Portal: Details Settings](#)). For additional information, see [Configuring the Research Portal: Options for Displaying a List of Creators](#).

Details	
TITLE: SUBTITLE	Studies of jet events
RESOURCE TYPE	Journal article
CREATORS	<p>John Smith (Author) University of Esploro, Physics and Astronomy University of Esploro, Computer Science JetTech Ltd.</p> <p>Yassar Orsell University of Esploro, Physics and Astronomy</p> <p>Adam Schwartz (Corresponding Author) JetTech Ltd.</p>

Asset Details in the Portal Showing a List of Creators with Their Roles and All Their Affiliations Displayed

Deleting Author Affiliations in Bulk

In the Manage Asset Creators/Contributors page, you can delete the affiliations of multiple creators/contributors in bulk.

To delete all of the affiliations of multiple creators/contributors in bulk:

1. In the Asset Details page, in the **Asset** tab, select the **Manage creators** or **Manage contributors** buttons to open the Manage Asset Creators or Manage Asset Contributors page (respectively).
2. Select the checkboxes next to the creators/contributors you want to delete.

3. Select the **Delete selected author affiliations** option.
4. Confirm that you want to delete the affiliations of the selected authors. The affiliations are deleted from the page (but not from the asset record until you select **Save**).
5. At the top of the page, select **Save**. All of the affiliations of the selected authors are deleted from the asset record.

Uploading Large Files

You can upload files larger than 2 GB, using a desktop loader utility, *Esploro File Uploader*, that bypasses the browser limitation by enabling users to upload files straight to Esploro. In order to do this, you can download the Esploro File Uploader at [Asset Files Uploader](#) (in the Developer Network). The utility does not have to be installed; you just open the file to use it.

Note

The version of the Esploro File Uploader described is part of the December 2023 release. If the version of the utility you have was downloaded before December 3, 2023, it is an older version, and cannot upload files larger than 5 GB. From December 3, 2023, and onwards, it is recommended to download the new version.

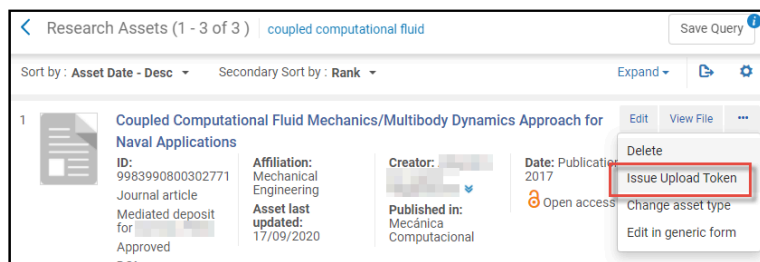
Before you can use the Esploro File Uploader to upload files to an asset, you must go to the asset and create a token that identifies the asset, environment, and customer instance, as explained below. (In order to be able to create an upload token, the `esploro_display_issue_upload_token` customer parameter needs to be set to **True**; see [Configuring Institution Settings](#)).

In principle, the Esploro File Uploader enables you to upload files of up to 5,000 GB. However, a customer parameter, `file_loader_utility_size_limit_in_GB`, controls the maximum size in your organization. By default, this parameter is set to 5 GB. (For information about setting this parameter, see [Configuring Institution Settings](#).) When the asset token is created, the code of the token includes information about the current maximum file size configured in your system. After the asset token is validated by the uploader, the size limit is displayed in the uploader window. (Thus, if the value of the customer parameter is modified after the asset token is generated, the change is not implemented in the uploader.)

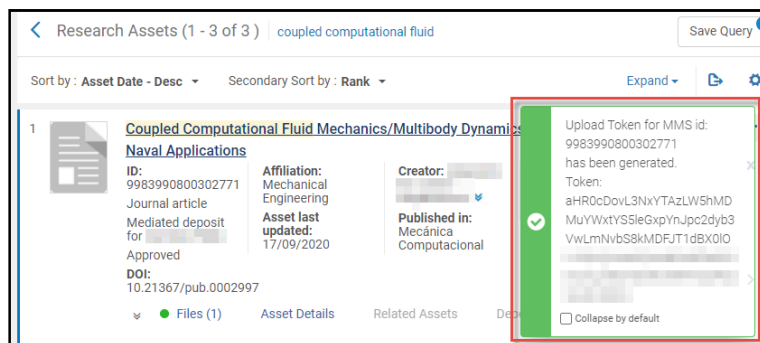
The Esploro File Uploader initially uploads files to an upload folder, and then transfers them, in the background, to the storage folder. Very large files may take up to a few hours to be completely uploaded to the storage folder. During this time, the files are listed under the asset in Esploro, but are not yet accessible.

To upload a large file:

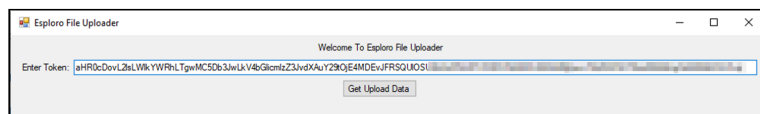
1. For the relevant asset, select **Issue Upload Token** from the actions menu.



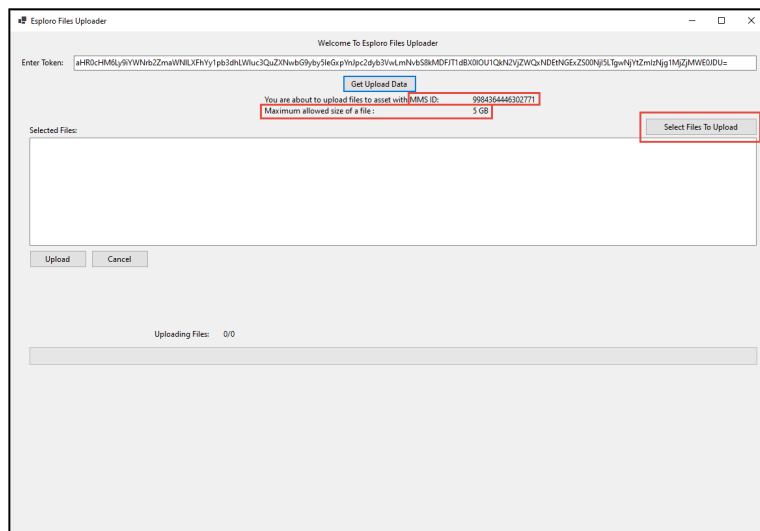
2. Copy the token ID from the message that displays.



3. Open the Esploro File Uploader (see [above](#)).
4. Paste the token into the **Enter Token** field.



5. Select **Get Upload Data**. The token is validated and the File Uploader window expands. The MMS ID of the asset is displayed, and, below it, the maximum file size is indicated. Below them are the upload controls. The maximum file size is the maximum size *per file* – you can upload multiple files, even if the sum of their sizes is larger than the maximum specified.



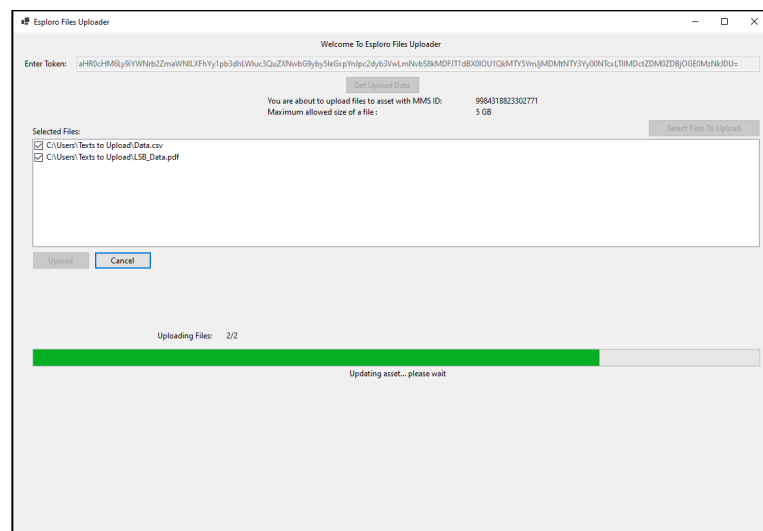
6. Verify that the correct MMS ID appears.
7. Select the **Select Files To Upload** button and then select the files you want to upload. The files you select appear under **Selected Files**. (The checkboxes to their left control whether they will be included in the upload.

Clear the checkboxes of files you added but do not want to include in the upload. You cannot delete files from the list.)

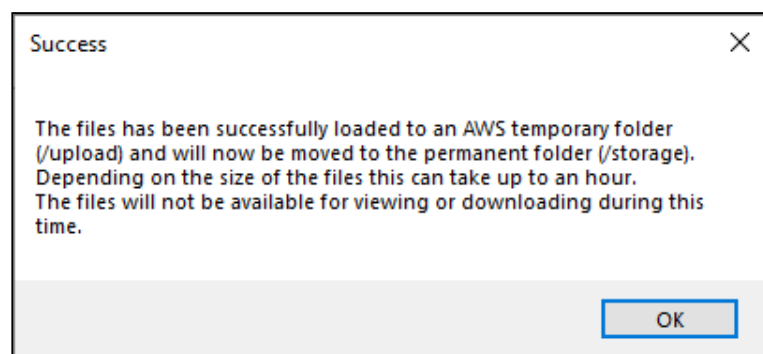
8. When you've finished selecting files, select **Upload**. The files are uploaded one by one. After all the files are uploaded, they are associated with the deposit.

When the upload is finished, a **Success** message pops up. This indicates that the files have been saved in the upload folder; it may take a while for them to be transferred to the storage folder, at which time they will become available for viewing and downloading. The files are automatically assigned "closed" access rights.

During the upload process, you can select the **Cancel** button to stop the upload. If you do so, the files that were already uploaded will not be associated with the deposit.



Upload Underway

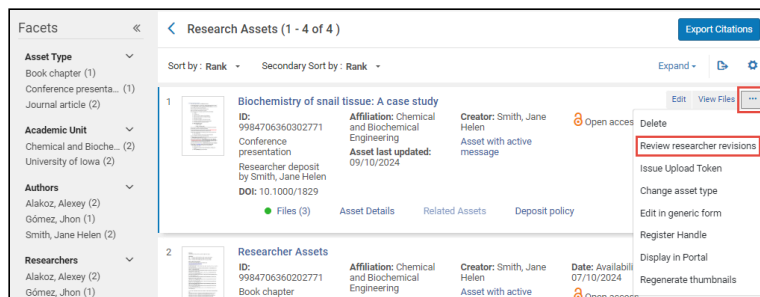


Success Message

9. In the **Success** message, select **OK**.

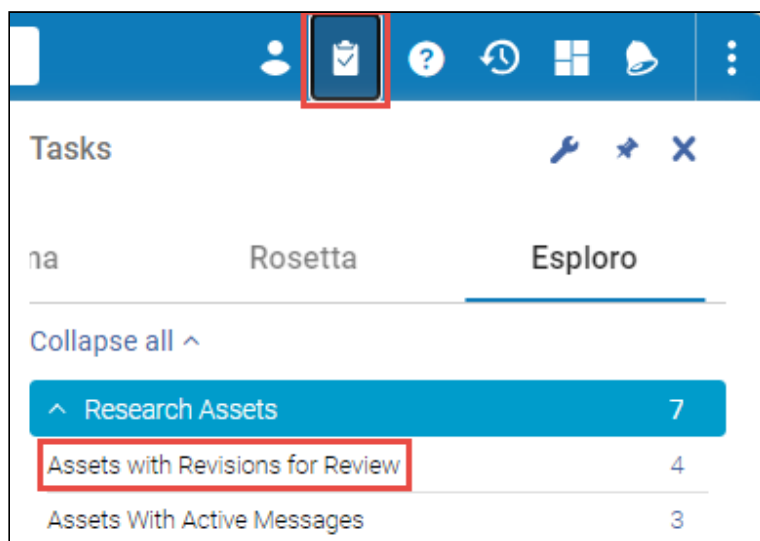
Approving Researchers' Modifications to Assets

Researchers can update certain asset fields from their private Profiles (see [Adding Output to a Profile](#)). Depending on your system settings (see [Configuring Asset Display on the Portal](#)), the changes they make may require staff approval in order to be implemented in the assets records. When an asset is awaiting approval for updates made by researchers, the option **Review researcher revisions** appears in the asset's **More Actions** menu in its entry in the Research Assets page.



Review Researcher Revisions in an Asset's More Actions Menu

You can use the **Assets with Revisions for Review** task list (under **Research Assets**) to find all the assets that are currently awaiting approval for researcher modifications.



Assets with Revisions for Review Task List

Reviewing Researcher Modifications

You can accept or reject researchers' modifications to asset records.

To review researcher modifications to asset records:

1. In the Research Assets page, in the asset's **More Actions** menu, select **Review researcher revisions**. The Review Researcher Revisions page opens and displays a list of fields that were modified by researchers and not yet approved.

< Review Researcher Revisions
Submit

Smith, J. H. (n.d.). Biochemistry of snail tissue: A case study. <https://doi.org/10.1000/1829>
ID: 9984706360302771

Created By Smith, Jane on 10/07/2024

Asset Field	Current Value	New Value	Action
Title	Biochemistry of snail tissue	Biochemistry of snail tissue, initial findings	<input type="radio"/> Accept <input type="radio"/> Reject

2. For each revision, under **Action**, select either **Accept** or **Reject**. When you have selected an action for each of the revisions, the **Submit** button becomes active.

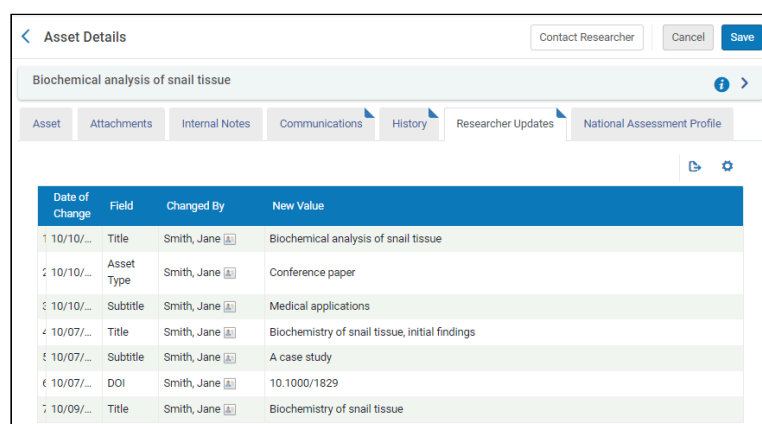
3. Select **Submit**. The changes you accepted are implemented, the researcher is informed, and the asset record is once again open for editing by researchers.

Viewing a History of Researcher-Initiated Modifications

You can see a list of modifications that were made to an asset record by researchers in the asset's Details page. The list includes all modifications that were already approved. Modifications that were not yet approved, or that were rejected, do not appear.

To see a list of researcher-initiated modifications to an asset record:

1. In the Research Assets page, in the asset's **More Actions** menu, select **Edit**. The asset's Details page opens.
2. Select the **Researcher Updates** tab. A list of researcher-initiated modifications is displayed in the tab. This tab does not appear in the Details page of assets that were never modified by researchers.



Date of Change	Field	Changed By	New Value
1 10/10/...	Title	Smith, Jane	Biochemical analysis of snail tissue
2 10/10/...	Asset Type	Smith, Jane	Conference paper
3 10/10/...	Subtitle	Smith, Jane	Medical applications
4 10/07/...	Title	Smith, Jane	Biochemistry of snail tissue, initial findings
5 10/07/...	Subtitle	Smith, Jane	A case study
6 10/07/...	DOI	Smith, Jane	10.1000/1829
7 10/09/...	Title	Smith, Jane	Biochemistry of snail tissue

Exporting Research Assets to CSV

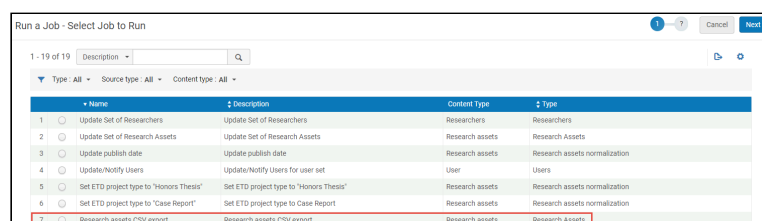
You can export a set of research assets to CSV format using the **Research assets CSV export** manual job. See [Running Manual Jobs on Defined Sets](#). Below are instructions for exporting a set of research assets to CSV and for downloading the exported CSV file.

Note

Creators, contributors and files are not included in the export, because these fields cannot be updated using CSV import.

To Export a Set of Research Assets to CSV

1. Go to **Admin > Run a Job** and select the **Research assets CSV export** job.



Name	Description	Content Type	Type
1 Update Set of Researchers	Update Set of Researchers	Researchers	Researchers
2 Update Set of Research Assets	Update Set of Research Assets	Research assets	Research Assets
3 Update publish date	Update publish date	Research assets	Research assets normalization
4 Update/Notify Users	Update/Notify Users for user set	User	Users
5 Set ETD project type to 'Honors Thesis'	Set ETD project type to 'Honors Thesis'	Research assets	Research assets normalization
6 Set ETD project type to 'Case Report'	Set ETD project type to 'Case Report'	Research assets	Research assets normalization
7 Research assets CSV export	Research assets CSV export	Research assets	Research Assets

2. Select **Next** and then select the set.
3. Select **Next** and then select either the **Full export** or the **Selective export** radio button.

Full export exports all fields and columns, while **Selective export** allows you to select specific fields to export.

4. For **Selective export** select the relevant fields in the **Task Parameters: Fields to export** section.

5. Select **Next** and then **Submit**.

To Download an Exported CSV File

1. Make sure that the job has finished. The Status in the Running tab is **Running** until it has completed, at which stage it is no longer displayed on the page. Note that you may need to refresh the page to see the updated status.
2. In the Monitor Jobs page select **History**.

3. Select the Name of the CSV job.

Research assets CSV export - Journal Articles without DOI - 01/30/2022 06:02:01 PM IST	23174057140002771	4129	0	Research	ex_impd (s)	01/30/2022 06:02:29 PM IST	01/30/2022 06:02:29 PM IST	01/30/2022 06:04:23 PM IST	Completed Successfully
--	-------------------	------	---	----------	-------------	----------------------------	----------------------------	----------------------------	------------------------

4. Select the link next to **Link to Exported Records**.

5. In the Exported Files page select **Download** from the row actions menu.

Bulk Update of Existing Research Assets

You can update existing research assets in a set, using the **Update Set of Research Assets** job as described below. Alternatively, you can update selected research assets in a set using the CSV Import feature (see [here](#)). For information on working with sets see [Managing Search Queries and Sets](#).

Bulk Update of Existing Research Assets in a Set Using the Manual Job

If you want to apply the same change to all members of the set, use the **Update Set of Research Assets** job (see [here](#)). Otherwise, use CSV Import as described below.

The following operations are supported by the Update Set of Research Assets job:

- **Creator or Contributor**
 - **Replace affiliation on asset** - Replace the affiliation that the creator or contributor had at the time that the asset was created.
 - **Update public profile display** - Display or hide the asset in the public Profile of the researcher.
- **Academic Unit**
 - **Add** - Add an asset's academic unit to a set of assets.
 - **Remove** - Remove an asset's academic unit from a set of assets.
 - **Replace** - Update one academic unit with another for a set of assets.
- **Access Rights** - Update or remove the access rights granted to an asset.
 - **Remove** - Remove the access rights for an asset.
 - **Replace** - Update the access rights for an asset.
- **License** - Replaces or removes the license held by an asset.
 - **Remove** - Remove the license for an asset.
 - **Replace** - Update the license for an asset.
- **Asset Type** - Update from one asset type to another.
 - **Replace** - Update the asset type for an asset.
- **Visibility** - Change an asset's Profile and Portal visibility.
 - **Portal visibility** - Select True to display the asset on the Portal.
 - **Profile visibility** - Select True to display the asset on the Profile.
- **Non-affiliated authors** - Remove an asset's non-affiliated authors.
 - **Remove All** - Remove all non-affiliated authors from the assets in the set.
- **Links** - Remove all links
 - **Remove All** - Remove all links from the assets in the set.
 - **Remove By** - Remove links from the set according to selected criteria.

Bulk Update of Selected Existing Research Assets Using CSV Import

You can update a set of research assets by exporting it in CSV format, making changes to the CSV file, and then importing the file to Esploro. For information regarding the CSV file format and importing a file of new assets in CSV, see [Esploro Import File Formats](#). For exporting in CSV format use the **Research assets CSV export manual** job (see [Exporting Research Assets](#)).

Note

Creators, contributors and files are not included in the export, because these fields cannot be updated using CSV import.

For importing research assets using profiles, see [here](#).

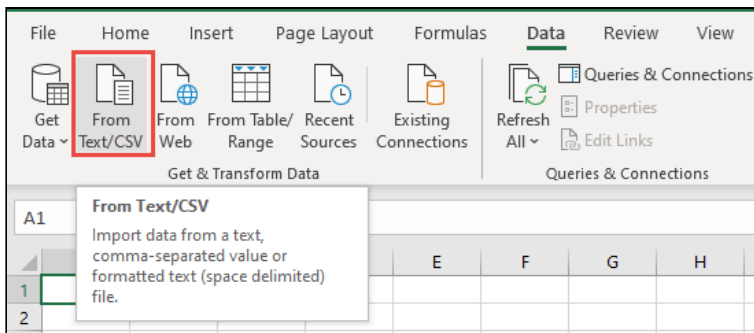
For a video showing how to update research assets in bulk see [How to Bulk Update Assets Using CSV](#).

To update a set of research assets using CSV import:

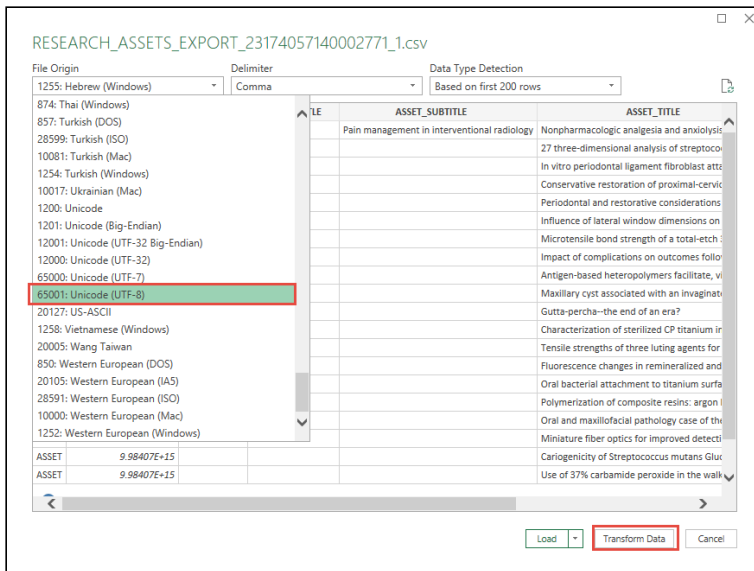
Note

If you want to apply the same change to all members of the set, e.g., delete links from all members of a set, change the asset type for all members in the set, delete non-affiliated authors, etc., use the [Update Set of Research Assets job](#). Otherwise, follow the steps below.

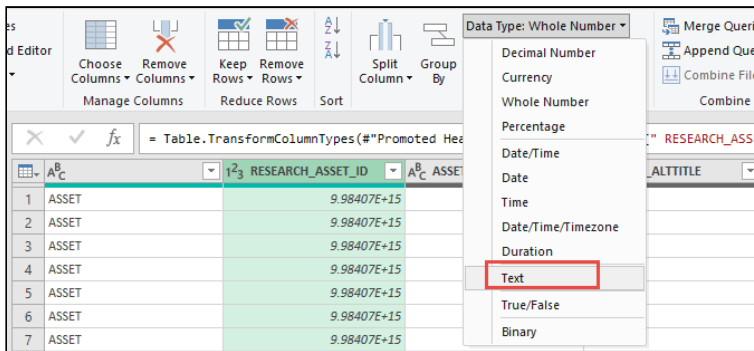
1. Make a set of the assets you plan to update as described in [Managing Search Queries and Sets](#).
2. Export the assets as described in [Exporting Research Assets](#)
3. Get the resulting CSV file from its download location.
4. Import the CSV file to Excel as described below. Do not open the CSV in Excel, or the final digit of the MMS ID (research_originate_id) will change.
 - Open a new spreadsheet in Excel.
 - From the Data menu select **From Text CSV**.



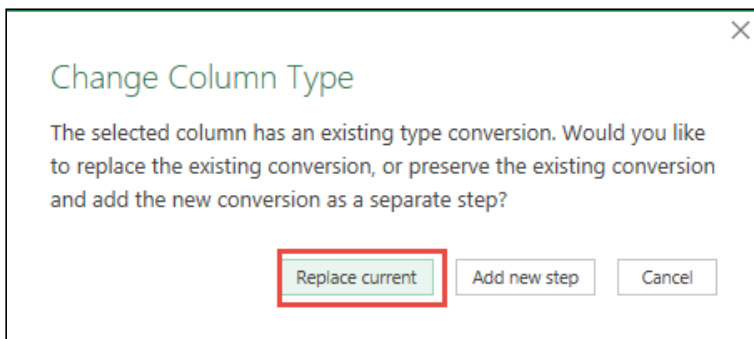
- Select the file that was downloaded and select **Import**.
- For File Origin select UTF-8 and then select **Transform Data**.



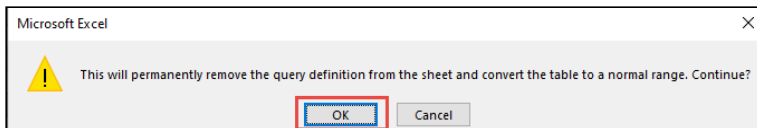
- Select the RESEARCH_ASSET_ID column and change the Data Type to **Text**.



- In the Change Column Type box that appears select **Replace Current**.



- In the Home menu select **Close and Load**.
- Update the fields you need to change. Note that deleting the contents of any cell will delete that value from the Esploro asset.
Do not delete the asset ID or the update will not work - only assets with asset IDs will be uploaded.
- For assets with multiple rows, if you delete some of those rows then the data in them will be deleted from the Esploro record.
- If you remove all rows of an asset then the asset will not be updated.
- The first 2 columns should not be moved. The other columns can be rearranged as needed.
- In the Table Design menu, select **Convert to Range**.
- In the message that appears select **OK**.



- Delete the A1 cell value (added automatically by Excel to avoid blank table headings).
- Save the file as a CSV.

Note

After saving the CSV, make sure to not open the file in Excel before importing it back into Esploro or the process will not work. You can open the file in a text reader or notepad.

5. You are now ready to import the file back into Esploro. Select **Repository > Import Assets > Manage Import Profiles**.
 6. If you already have a **CSV Import** profile for research assets, you will see it on the Import Profiles page.
-

Note

There is a difference between the profile for updating assets and the profile for importing new assets. For updating existing assets, the **Import Mode** field should be set to **Update**. For importing new assets, the **Import Mode** field should be set to **Create new**.

7. If you don't have a profile specifically for updating existing research assets, create a new profile (see [Creating an Import Profile](#)). Make sure that **Update** is selected for **Import Mode**.
8. You can now run the profile by selecting **Run** from the row actions menu and then selecting the **Select File** option.

9. Add the file details, select **Add**, and then select **Submit**.
10. To see if the job has finished, refresh the page. When the job has completed, select **Report** from the row actions menu to view the job report. In the Assets Imported section of the report, the **Overlaid records** count refers to the number of existing assets that were updated.

Note

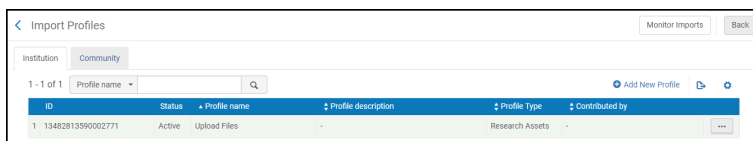
You can view errors by selecting **View errors from the row actions menu** on the Records with warnings row.

Bulk Import of New Research Assets Using Import Profiles

You can import new research assets in bulk by performing a two-step process. First you configure and run an import profile to import the records. Second you run a job that extracts the files and adds them to the Esploro asset records. For more information about import profiles, see [Managing Import Profiles](#). When importing assets, Esploro tries to match assets to existing ones and overlays them, and in addition, tries to match authors to existing authors, creators, and contributors and match them.

To update assets using CSV Import see [here](#).

You manage Esploro import profiles on the Import Profiles (Esploro) page (**Repository > Import Assets > Manage Import Profiles**).



ID	Status	Profile name	Profile description	Profile Type	Contributed by
1 13482813590002771	Active	Upload Files		Research Assets	

Import Profiles

Actions you can perform on this page include:

- Create an import profile – see [Creating an Import Profile](#) for more information.
- View or edit an import profile – select **View** or **Edit** in the row actions list.
- Run an import profile – select **Run** in the row actions list (see [Running an Import Profile](#) for more information).
- See a history of when the profile was run – select **History** in the row actions list.
- Delete the profile – Select **Delete** in the row actions list.

Running the Import Research Assets Files Extract Job

After running an import profile job for adding new assets, you must run the **Import Research Assets Files** job (**Admin > Run a Job**) to extract the files and add them to the Esploro asset record. Select the imported file from which you want to extract the files.

Esploro Import File Formats

Esploro file format must be in XML or CSV format.

For an XML file, Ex Libris provides a schema for you to use to generate the XML. For details, see [Esploro XML](#).

[Select here](#) for an example CSV file. You can create your own CSV file by first exporting a set of research assets; see [Exporting Research Assets](#).

The CSV file format consists of a predefined header column and header row that must contain the data according to specific rules. The following is part of an example CSV file that can be used to perform a bulk import:

	A	B	C	D
1		group_id	ASSET_TITLE	ASSET_SUBTITLE
2	ASSET	1	ASSET_TITLE1	ASSET_SUBTITLE1
3	PRTOF	1		
4	CREATOR	1		
5	CREATOR	1		
6	OCREATOR	1		
7	CONT	1		
8	CONT	1		
9	OCONT	1		
10	LINK	1		
11	LINK	1		
12	FILE	1		
13	FILE	1		
14				

CSV Format

Take into account the following points when creating the import file:

- The elements in the first column consist of the record types in which the fields of the first row reside in Esploro. For example, because the ASSET_TITLE field resides on the Asset (Row #2) in Esploro, the value of the asset title is placed in cell C2:

	A	B	C	D
1		group_id	ASSET_TITLE	ASSET_SUBTITLE
2	ASSET	1	ASSET_TITLE1	ASSET_SUBTITLE1
3	PRTOF	1		
4	CREATOR	1		
5	CREATOR	1		
6	OCREATOR	1		
7	CONT	1		
8	CONT	1		
9	OCONT	1		
10	LINK	1		
11	LINK	1		
12	FILE	1		
13	FILE	1		
14				

Asset Title

- The first two fields – the type and either **group_id**, **research_asset_id**, or **research_originate_id** are mandatory and must be in order. All remaining fields can be in any order.
- ASSET_TITLE**, **ASSET_AFFILIATION**, and **ASSET_RESTYPE** are also mandatory.
Note that for ASSET_AFFILIATION you need to add the institutional prefix before each affiliation code, e.g., 01AUL_INST__01AUL_INST.
- The vast majority of elements of Row 1 reside on the asset, so that the data for these row items will be in the Asset row (Row #2).

- Some elements of Row #1 (for example **CREATOR_FAMNAME** and **CREATOR_GIVNAME**) do not reside on the asset, but on other record types, for example, on the **CREATOR**. The data for these elements reside in the Creator row (Row #4, for example):

	A	CI	CJ	CK	CL	CM
1		PRTOF_TITLE	PRTOF_ID	PRTOF_IDTYPE	CREATOR_FAMNAME	CREATOR_GIVNAME
2	ASSET					
3	PRTOF	PRTOF_TITLE	PRTOF_ID	PRTOF_IDTYPE		
4	CREATOR				CREATOR_FAMNAME1	CREATOR_GIVNAME1
5	CREATOR				CREATOR_FAMNAME2	CREATOR_GIVNAME2

Creator

- The group ID number in Column B must be the same for all the metadata of the asset record. Multiple asset records can be added to one CVS file by giving them unique Group IDs. All of the elements in Column A must be present for each Group ID.
- For the record types in column A that can be repeated, the metadata for each instance of that element must be in that instance's row.
- Multiple **ASSET_KEYWORDS** columns can be included in a single CSV file. This is one way you can add multiple keywords to an asset: Add additional columns with the heading **ASSET_KEYWORDS** to the file, and then add additional keywords to the asset rows in those columns.
- You can also add multiple keywords in a single column by separating them with these characters: **@@**.

	A	B	C	D	E
1		RESEARCH_ASSET_ID	ASSET_KEYWORDS	ASSET_KEYWORDS	ASSET_TITLE
2	ASSET	9983816896802771	Dentistry	Physical anthropology	Introduction to p
3	ASSET	9984072096502771		Fundamental and applied biological sciences. Psychology@@Classical genetics, quantitative genetics, hybrids@@Human@@General aspects@@Psychology, Psychoanalysis. Psychiatry@@Psychopathology. Psychiatry@@Biological and medical sciences@@Genetics of eukaryotes. Biological and molecular evolution@@Medical sciences	Mediator variatio

Attaching Multiple Keywords to Assets Using Multiple Columns and/or @@ as a Separator

The following table provides information for each column element:

CSV Fields				
Field Code	Multiple	Field	Description	Values / Format
type		Line Type (mandatory)	<p>The type of record to import (see the next column). Multiple lines may be used to import a single assets and its creators, files, etc. These are grouped by the ID of the next column.</p> <p>Must be the first column.</p>	<ul style="list-style-type: none"> ASSET - The asset's main metadata. PRTOF - The journal's asset metadata for an article. CREATOR - A researcher creator. OCREATOR - An organization or group creator. CONT - A researcher contributor. OCONT - An organization or group contributor. LINK - A link. FILE - A file.
group_id		Group ID (mandatory *)	Group ID is an arbitrary ID used to	Free text

Field Code	Multiple	Field	Description	Values / Format
			group records to an asset in this file. * One of group_id, research_asset_id, or research_originate_id must be the second column.	
research_asset_id		MMS ID (mandatory *)	When MMS ID is used, the asset in Esploro is replaced with the contents in this file. This field groups records to an asset in this file. * One of group_id, research_asset_id, or research_originate_id must be the second column.	Free text (digits)
ASSET_ORIGASSET_ID		Originating System ID (mandatory *)	The ID from the originating system, if any. When Originating System ID is used, the asset in Esploro is replaced with the contents in this file. This field groups records to an asset in this file. * One of group_id, research_asset_id, or research_originate_id must be the second column.	Free text
ASSET_TITLE		Asset Title (mandatory)		Free text
ASSET_SUBTITLE		Asset Subtitle		Free text
ASSET_DOI		Asset DOI		DOI
ASSET_P MID		Asset PMID		PMID
ASSET_ISBN	Y	Asset ISBN		ISBN
ASSET_EISBN	Y	Asset EISBN		EISBN
ASSET_PMCID		Asset PMCID		PMCID
ASSET_GOVNUM		Asset GOVNUM		GOVNUM
ASSET_PUBLISHER		Asset Publisher		Free text
ASSET_PUBLICATIONPLACE		Asset PUBLICATIONPLACE		PUBLICATIONPLACE
ASSET_PUBLISHDATE		Asset Publication Date	At least one date is mandatory.	YYYYMMDD
ASSET_AVALDATE		Asset Available Date	At least one date is mandatory.	YYYYMMDD
ASSET_ACCEPTDATE		Asset Accepted Date	At least one date is mandatory.	YYYYMMDD
ASSET_COPYRIGHTDATE		Asset Copyright Date	At least one date is mandatory.	YYYYMMDD
ASSET_CREATEDATE		Asset Creation Date	At least one date is mandatory.	YYYYMMDD - YYYYMMDD

Field Code	Multiple	Field	Description	Values / Format
ASSET_OPENINGDATE		Asset OPENINGDATE	At least one date is mandatory.	YYYYMMDD
ASSET_PERFORMANCEDATE		Asset PERFORMANCEDATE	At least one date is mandatory.	YYYYMMDD
ASSET_CONFDAT		Asset Conference Date	At least one date is mandatory.	YYYYMMDD
ASSET_SUBMITDATE		Asset Submitted Date	At least one date is mandatory.	YYYYMMDD
ASSET_DATEISSUE		Asset Date Issued	At least one date is mandatory.	YYYYMMDD
ASSET_DATESUB		Asset Date Submitted	For ETDs. At least one date is mandatory.	YYYYMMDD
ASSET_DATEUPD	Y	Asset Date Updated	At least one date is mandatory.	YYYYMMDD
ASSET_DATEVALID		Asset Date Validated	At least one date is mandatory.	YYYYMMDD
ASSET_DATEEPPUB		Asset Date E-Published	At least one date is mandatory.	YYYYMMDD
ASSET_DATEPOSTED		Asset Date Posted	At least one date is mandatory.	YYYYMMDD
ASSET_DATEOTHER	Y	Asset Date Other	At least one date is mandatory.	YYYYMMDD
ASSET_DATEAPP		Asset Date Approved	For ETDs. At least one date is mandatory.	YYYYMMDD
ASSET_DATECOMPL		Asset Date Completed	For ETDs. At least one date is mandatory.	YYYYMMDD
ASSET_DATEDEGREE		Asset Date Degree Awarded	For ETDs. At least one date is mandatory.	YYYYMMDD
ASSET_DATEDEF		Asset Date Defended	For ETDs. At least one date is mandatory.	YYYYMMDD
ASSET_DATEPRESNT		Asset Date Presented	At least one date is mandatory.	YYYYMMDD
ASSET_EVNTDAT		Asset Event Date	At least one date is mandatory.	YYYYMMDD
ASSET_RESTYPE		Asset Resource Type	The Type Code of the asset type (mandatory). This is composed of the asset's category and type; see Esploro Glossary of Terms and Basic Concepts .	Example: publication.book
ASSET_RESSUBTYPE		Asset Resource Subtype	The subtype code of the asset (optional); see Esploro Glossary of Terms and Basic Concepts .	Example: subtype.tabular
ASSET_KEYWORDS	Y	Asset Keywords	Asset subjects	Free text in the form of single words or multi-word phrases; separate multiple keywords with the characters @@; see above

Field Code	Multiple	Field	Description	Values / Format
ASSET_PEEREVIEW		Asset Peer Reviewed		<ul style="list-style-type: none"> • YES • NO • UNKNOWN
ASSET_LANG	Y	Asset Language		ISO 639-2/B Three letter code
ASSET_ABSTRACT		Asset Abstract		Free text
ASSET_COPYRIGHT		Asset Copyright	Copyright statement.	Free text
ASSET_LICENSECODE		Asset License		License code; see Configuring Esploro Licenses
ASSET_ACCESSRIGHT		Asset Access Rights		Access Rights ID; see Configuring Esploro Access Rights
ASSET_ACCESSRIGHTDATE		Asset Access Rights Date	Relevant when access rights is not "open": A date associated with the access rights, such as a fixed embargo date.	MM/DD/YYYY
ASSET_AFFILIATION	Y	Asset Affiliation (mandatory)	Research organization unit.	Code, visible when viewing the organization unit; see Configuring Research Organization Units . Requires the institutional prefix before the code, e.g., 01AUL_INST__01AUL_INST
ASSET_ANZTOA		Asset Type of Activity	Relevant to ANZ customers	<ul style="list-style-type: none"> • Applied research • Experimental development • Pure basic research • Strategic basic research
ASSET_AUDIENCE		Asset Audience		Free text
ASSET_BIBLIOGRAPH		Asset Bibliography		Free text
ASSET_COURSENAME		Asset Course Name		Free text
ASSET_COURSENUMB		Asset Course Number		Free text
ASSET_COVERAGE		Asset Coverage		Free text
ASSET_DATECOLLECT		Asset Date Collected		YYYYMMDD-YYYYMMDD

Field Code	Multiple	Field	Description	Values / Format
ASSET_DATEISSUE		Asset Date Issued		YYYYMMDD
ASSET_DATERENEW		Asset Date Renewed		YYYYMMDD
ASSET_DGRSEASON		Asset Degree Season		Code table
ASSET_DGRPRG		Asset Degree Program		Code table
ASSET_EDUCTNLEVEL		Asset Education Level		Free text
ASSET_GRANTNOTE		Asset Grant Note		Free text
ASSET_ILLUSTRATION		Asset Illustration		Free text
ASSET_INSTRUCTMETHOD		Asset Instruction Method		Free text
ASSET_LEARNTIME		Asset Typical Learning Time		Free text
ASSET_LOCLFLD1		Asset Local Field 1		Free text
ASSET_LOCLFLD2		Asset Local Field 2		Free text
ASSET_LOCLFLD3		Asset Local Field 3		Free text
ASSET_LOCLFLD4		Asset Local Field 4		Free text
ASSET_LOCLFLD5		Asset Local Field 5		Free text
ASSET_LOCLFLD6		Asset Local Field 6		Free text
ASSET_LOCLFLD7		Asset Local Field 7		Free text
ASSET_LOCLFLD8		Asset Local Field 8		Free text
ASSET_LOCLFLD9		Asset Local Field 9		Free text
ASSET_LOCLFLD10		Asset Local Field 10		Free text
ASSET_LOCLFLD11		Asset Local Field 11		Free text
ASSET_LOCLFLD12		Asset Local Field 12		Free text
ASSET_LOCLFLD13		Asset Local Field 13		Free text
ASSET_LOCLFLD14		Asset Local Field 14		Free text
ASSET_LOCLFLD15		Asset Local Field 15		Free text
ASSET_ORIGASSET_ID		Originating System ID	The ID from the originating system, if any. Relevant when not using research_originate_id .	Free text
ASSET_ORIG_REPOSITORYNAME		Asset Originating System Name	The asset name from the originating system, if any.	Free text
ASSET_PAGES		Asset Pages		Free text

Field Code	Multiple	Field	Description	Values / Format
ASSET_PROJTYPE		Asset Project Type	For ETDs.	Code table
ASSET_PRIMARYSUBJ		Asset Degree Primary Subject	For ETDs.	A research topic code; see Appendix: Research Topics
ASSET_SECONDARYSUBJ		Asset Degree Secondary Subject	For ETDs.	A research topic code; see Appendix: Research Topics
ASSET_SIZE	Y	Asset Size		Free text
ASSET_EXTENT	Y	Asset Extent		Free text
ASSET_FORMAT	Y	Asset Format		Free text
ASSET_METHODS		Asset Methods		Free text
ASSET_MOBILCOMPAT		Asset Mobile Compatibility		<ul style="list-style-type: none"> • Yes • No • Unknown
ASSET_EDITION		Asset Edition		Free text
ASSET_PUBSEASON		Asset Publication Season		Code table
ASSET_SERIESNUMBER		Asset Series Number		Free text
ASSET_SRCCODEAVAIL		Asset Source Code Availability		<ul style="list-style-type: none"> • Yes • No • Unknown
ASSET_SPATIALDESC		Asset Spatial Description		Free text
ASSET_SUBJECT	Y	Asset Subject	Asset research topics.	A research topic code; see Appendix: Research Topics
ASSET_TECHINFO		Asset Technical Information		Free text
ASSET_TEMPORALDESC		Asset Temporal Description		Free text
ASSET_OTHERDESC		Asset Other Description		Drop down field that includes an option to add free text
ASSET_OPENACCESS		Asset Open Access		<ul style="list-style-type: none"> • YES • NO • UNKNOWN
ASSET_PRVNCE		Asset Provenance	Not in use	Free text

Field Code	Multiple	Field	Description	Values / Format
ASSET_SERIESINFO		Asset Series Information		Free text
				Free text
ASSET_ALTTITLE	Y	Asset Alternate Title		Free text
ASSET_TRANSLATTI	Y	Asset Translated Title		Free text
ASSET_OTHERTIT	Y	Asset Other Title	Asset alternate title 2.	Free text
ASSET_SERIES		Asset Series		Free text
ASSET_VOLNUM		Asset Volume Number		Free text
ASSET_IDURI		Asset ID URI	Not in use	Free text
ASSET_IDOTHER		Asset ID Other	Not in use	Free text
ASSET_IDPQDT		Asset ID PQDT	Not in use	Free text
ASSET_HANDLE		Asset HANDLE		Free text
ASSET_COMMENT		Asset Comment		Free text
ASSET_CONFNAME		Asset Conference Name		Free text
ASSET_CONFNUM		Asset Conference Number		Free text
ASSET_CONFLOC		Asset Conference Location		Free text
ASSET_EVNTNAM		Asset Event Name		Free text
ASSET_EVNTLOC		Asset Event Location		Free text
ASSET_EVNTTYP		Asset Event Type		
ASSET_EVNTNUM		Asset Event Number		Free text
ASSET_DGRGRANT	Y	Asset Degree Grantor	For ETDs. Organization that granted the degree.	Free text
ASSET_DGRLEVEL		Asset Degree Level	Not in use	Free text
ASSET_DGRNAME		Asset Degree Name	For ETDs. Degree awarded.	Use ETD degree name mapping table.
ASSET_PAGESUNPAGINATED		Asset Pages Unpaginated		Free text
ASSET_APPLICATIONDATE		Asset Application Date		Free text
ASSET_RENEWEDDATE		Asset Renew Date		Free text
ASSET_PATENT_STATUS		Asset Patent Status		Free text
ASSET_PATENT_NUMBER		Asset Patent Number		Free text

Field Code	Multiple	Field	Description	Values / Format
ASSET_PATENT_ABBREVNUM		Asset Patent Abbreviation Number		Free text
ASSET_PATENT_KINDCODE		Asset Patent Kind Code		Free text
ASSET_PATENT_APPLICATIONNUM		Asset Patent Application Number		Free text
ASSET_PATENT_APPLICATIONCODE		Asset Patent Application Code		Free text
ASSET_PATENT_AGENCY		Asset Patent Agency		Free text
ASSET_WOS		Asset WOS		WOS
ASSET_SCOPUS		Asset SCOPUS		SCOPUS
ASSET_ARXIV		Asset ARXIV		ARXIV
ASSET_ARK		Asset ARK		ARK
ASSET_SICI		Asset SICI		SICI
ASSET_RNO		Asset RNO		RNO
ASSET_ISMN		Asset ISMN		ISMN
ASSET_PORTAL_VISIBILITY		Asset Portal Visibility		<ul style="list-style-type: none"> • Yes • No
ASSET_PROFILE_VISIBILITY		Asset Profile Visibility		<ul style="list-style-type: none"> • Yes • No
ASSET_IDENTIFIER_ADDITIONAL01		Asset Additional Identifier		IDENTIFIER_ADDITIONAL01
ASSET_IDENTIFIER_ADDITIONAL02		Asset Additional Identifier		IDENTIFIER_ADDITIONAL02
ASSET_IDENTIFIER_ADDITIONAL03		Asset Additional Identifier		IDENTIFIER_ADDITIONAL03
ASSET_IDENTIFIER_ADDITIONAL04		Asset Additional Identifier		IDENTIFIER_ADDITIONAL04
ASSET_IDENTIFIER_ADDITIONAL05		Asset Additional Identifier		IDENTIFIER_ADDITIONAL05
ASSET_IDENTIFIER_ADDITIONAL06		Asset Additional Identifier		IDENTIFIER_ADDITIONAL06
ASSET_IDENTIFIER_ADDITIONAL07		Asset Additional Identifier		IDENTIFIER_ADDITIONAL07
ASSET_IDENTIFIER_		Asset Additional Identifier		IDENTIFIER_

Field Code	Multiple	Field	Description	Values / Format
ADDITIONAL08				ADDITIONAL08
ASSET_IDENTIFIER_ADDITIONAL09		Asset Additional Identifier		IDENTIFIER_ADDITIONAL09
PRTOF_EPAGE		Journal End Page	For type PRTOF.	Free text
PRTOF_SPAGE		Journal Start Page	For type PRTOF.	Free text
PRTOF_ISSUE		Journal Issue	For type PRTOF.	Free text
PRTOF_ARTICLENUMBER		PRTOF_ARTICLENUMBER		Free text
PRTOF_VOL		Journal Volume	For type PRTOF.	Free text
PRTOF_ISSN		Journal ISSN	For type PRTOF.	Free text
PRTOF_EISSN		Journal EISSN	For type PRTOF.	Free text
PRTOF_ISBN		Book ISBN	For type PRTOF	Free text
PRTOF_EISBN		Book Electronic ISBN	For type PRTOF	Free text
PRTOF_PAGES		Pages of parent publication	For type PRTOF.	Free text
PRTOF_NLMABRV		NLM abbreviation for journal	For type PRTOF.	Free text
PRTOF_TITLE		Journal Title	For type PRTOF.	Free text
PRTOF_DOI		Journal DOI	For type PRTOF	Free text
CREATOR_FAMNAME	There can be multiple creator lines for the same asset	Creator Last Name	For type CREATOR.	Free text
CREATOR_GIVNAME		Creator First Name	For type CREATOR.	Free text
CREATOR_MIDNAME		Creator Middle Name	For type CREATOR.	Free text
CREATOR_NAMESUF		Creator Name Suffix	For type CREATOR.	Free text
CREATOR_AFFILIATION		Creator Affiliation	For type CREATOR. Organization research unit or external research organization.	Code table
CREATOR_EMAIL		Creator Email	For type CREATOR.	Free text
CREATOR_RESEARCHERID		Creator Researcher ID	For type CREATOR. Web of Science Researcher ID.	Free text
CREATOR_ORCID		Creator ORCID	For type CREATOR.	Free text
CREATOR_PRIMARYID		Creator PRIMARYID	For type CREATOR	Free text

Field Code	Multiple	Field	Description	Values / Format
CREATOR_BRCODE		Creator BRCODE	For type CREATOR	Free text
CREATOR_ADDITIONAL		Creator ADDITIONAL	For type CREATOR	Free text
OCREATOR_ORGANIZATION		Organization Name	For type OCREATOR. The organization name.	Free text
CONT_TYPE	There can be multiple contributor lines for the same asset	Contributor Type	For type CONT.	Code in table
CONT_CONTNAME		Contributor Full Name	For type CONT.	Free text
CONT_FAMNAME		Contributor Last Name	For type CONT.	Free text
CONT_GIVNAME		Contributor First Name	For type CONT.	Free text
CONT_MIDNAME		Contributor Middle Name	For type CONT.	Free text
CONT_NAMESUF		Contributor Name Suffix	For type CONT.	Free text
CONT_AFFILIATION		Contributor Affiliation	For type CONT.	Code in page
CONT_EMAIL		Contributor Email	For type CONT.	Free text
CONT_RESEARCHERID		Contributor Researcher ID	For type CONT. Web of Science Researcher ID.	Free text
CONT_ORCID		Contributor ORCID	For type CONT.	Free text
CONT_PRIMARYID		Contributor PRIMARYID	For type CONT.	Free text
CONT_BRCODE		Contributor BRCODE	For type CONT.	Free text
CONT_ADDITIONAL		Contributor ADDITIONAL	For type CONT.	Free text
OCONT_ORGANIZATION – can be multiple		Organization Contributor Name	For type OCONT. Organization research unit or external research organization.	Code
LINK_LINKURL	There can be multiple link lines for the same asset	Link URL	For type LINK.	Free text
LINK_LINKTITLE		Link Title	For type LINK.	Free text
LINK_LINKDESC		Link Description	For type LINK.	Free text
LINK_CONTENTTYPE		Link Content Type	For type LINK.	Code from the Asset File and Link Types table; see Configuring Research Asset File and Link Types

Field Code	Multiple	Field	Description	Values / Format
LINK_LINKLCNSE		Link License	For type LINK.	License code; see Configuring Esploro Licenses
LINK_LINKRIGHTS		Link Access Rights	For type LINK.	Access Rights ID; see Configuring Esploro Access Rights
LINK_LINKOWN		Link Owner	For type LINK. Link owner.	<ul style="list-style-type: none"> • Institution • External
LINK_ORDER		Link Order	For type LINK. Link order.	Free text
LINK_DISPLAY_IN_VIEWER		Link Display in Viewer	For type LINK.	Free text
FILE_FILEURL	There can be multiple file lines for the same asset	File URL	For type FILE. Exiting file URL; the file will be downloaded from this URL and uploaded to Esploro.	Free text
FILE_LICENSE		File License	For type FILE.	License code; see Configuring Esploro Licenses
FILE_RIGHTS		File Access Rights	For type FILE.	Access Rights ID; see Configuring Esploro Access Rights
FILE_CONTENTTYPE		File Type	For type FILE.	Code from the Asset File and Link Types table; see Configuring Research Asset File and Link Types
FILE_DESCRIPTION		File Description	For type FILE.	Free text
FILE_DISPLAY_NAME		File Display Name	For type FILE.	Free text
FILE_ORDER		File Order	For type FILE.	Numeric
FILE_RIGHTS_DATE		File Rights Date	For type FILE.	YYYYMMDD
FILE_RIGHTS_REASON		File Rights Reason	For type FILE.	Free text
FILE_SUPPLEMENTAL		File Supplemental	For type FILE.	<ul style="list-style-type: none"> • Yes • No

Viewing the Research Import Profile Reports

Running a research import profile produces two reports:

- **Research Asset Import Profile Report**

This report displays the assets that were uploaded by running the import profile including records processed, assets matched, authors matched, and assets imported and not imported.

- **Author Matching Report**

This report displays authors matched by the import profile and their associated assets.

Research Asset Import Profile Report

To access this report:

1. Select **Repository > Manage Import Profiles** and then select **History** in the row actions for the profile.
2. Select **Report** in the row actions list for the report you want to view.

Completed Successfully

Process ID

Finished on

Status

Files Processed

21848596000301

18/06/2019 19:34:47 PM IDT

Completed Successfully

1

Started on

Total run time

Status date

Records with exceptions

18/06/2019 19:23:44 PM IDT

11 Minutes 2 Seconds

18/06/2019 19:34:47 PM IDT

0

Counters

Total records processed

18

Total records imported

18

Total records not imported

0

Assets Matched

	Count
1 Matches found	0

Author matching

	Count
1 Number of affiliated authors matched - Strong	2
2 Number of non-affiliated authors matched - Strong	19
3 Number of affiliated authors matched - Uncertain	24
4 Number of non-affiliated authors matched - Uncertain	17
5 Number of authors matched - New Non-Affiliated	40
6 Assets with at least one uncertain affiliated author	10
7 Assets with only non-affiliated authors, at least one uncertain	1
8 Assets with only strong affiliated authors	2
9 Assets with only strong non-affiliated authors	0
10 Assets with at least one new non-affiliated author	10

Assets Imported

	Count
1 Total records imported	18
2 Imported records (no match)	18
3 Overlaid records	0

Assets Not Imported

	Count
1 Total records not imported	0
2 Records duplicated in Job	0
3 Records failed	0

Import Profile Job Report

For some results, the following options are available:

- View the list of assets that match the result
- Create a set out of these assets
- Download this list of assets to an XML file.

Note

When a research assets curator or manager approves author matches (when editing an imported research asset), the relevant numbers in the report are lowered accordingly.

Author Matching Report

To access this report:

1. Select **Repository > Manage Import Profiles** and then select **History** in the row actions for the profile.
2. Select **Author matching (by authors)** in the row actions list for the report you want to view.



Author Matching Report

Select the relevant tab to view affiliated or non-affiliated authors. Select an author to view their researcher Profile. Select the **Matched Assets** tab in any author to see associated assets.

Importing Research Asset Files in Bulk

If you have a set of research assets that link to files in other locations, you can import those files to Esploro in bulk and change the assets to point to the (now) local files instead. See the Import Research Assets Files job in [Running Manual Jobs on Defined Sets](#). You can also reach this job by selecting **Research > Import Assets > Import Research Assets Files**. To configure bulk imports see [here](#).

Importing Relations for Migrated Assets

When importing assets from other systems, it is possible to include an asset's relations to other assets in the input XML. For more details on the structure of the input XML, see the [Developers Network](#).

Once the relations are successfully imported with the assets, you need to run the Import Research Assets Relations job on the migrated set of assets to create the relations for each asset in the set. For more details on jobs, see [Running Manual Jobs on Defined Sets](#).

Name	Description	Content Type	Type
1. Import Research Assets Relations	Import Research Assets Relations	Research assets	Research Assets

Import Research Assets Relations job

Editing Research Assets in Bulk

Repository managers can update their asset sets in bulk using the **Update Set of Research Assets** job. The Update Set of Research Assets job is a Research Assets job. The job runs on research assets sets defined by the repository manager prior to running the job. To define a set, see [Managing Search Queries and Sets](#). For more information on running a job, see the Update Set of Research Assets job in [Running Manual Jobs on Defined Sets](#).

For a video on this topic see [How to Update Research Assets in Bulk](#).

To run the Update Set of Research Assets Job:

1. Navigate to the Esploro jobs page (**Admin > Run a Job**).
2. From the **Type** drop down menu, select **Research Assets**.
3. Select the **Update Set of Research Assets** radio button and click **Next**.
4. Select a radio button corresponding to a set and click **Next**.
5. Select an action for the fields to update in the following table:

Update Set of Research Assets Job		
Field to Update	Action	Comments
Creator or Contributor	Replace Affiliation on Asset	
Academic Unit	One of the following actions: <ul style="list-style-type: none">◦ Add◦ Replace◦ Remove	
Access Rights	One of the following actions: <ul style="list-style-type: none">◦ Replace◦ Remove	
License	One of the following actions: <ul style="list-style-type: none">◦ Replace◦ Remove	

6. Click **Next**. The **Run a Job - Review and Confirm** screen is displayed.
7. Click **Submit** to run the job, **Back** to change your task parameters, or **Cancel** to cancel the job.

Deleting Research Assets in Bulk

Repository managers can delete asset sets in bulk using the **Delete Set of Research Assets** job. The Delete Set of Research Assets job is a Research Assets job. The job runs on research assets sets defined by the repository manager prior to running the job. To define a set, see [Managing Search Queries and Sets](#). For more information on running a job, see the Update Set of Research Assets job in [Running Manual Jobs on Defined Sets](#).

For a video on this topic see [How to Delete Research Assets in Bulk](#).

To run the Delete Set of Research Assets Job:

1. Navigate to the Esploro jobs page (**Admin > Run a Job**).
2. From the **Type** drop down menu, select **Delete Set of Assets**.
3. Select the **Delete Set of Research Assets** radio button and click **Next**.
4. Select a radio button corresponding to a set and click **Next**.
5. Select the checkboxes according to the following table:

Delete Set of Research Assets Job		
Checkbox	Action	Comments
Do not delete if related to other assets	Determines whether or not to delete assets that are related to other assets.	
Do not delete if includes a file	Determines whether or not to delete assets that include a file.	
Do not delete if includes a reserved DOI	Determines whether or not to delete assets that have a reserved DOI.	

6. Click **Next**. The **Run a Job - Review and Confirm** screen is displayed.
7. Click **Submit** to run the job, **Back** to change your task parameters, or **Cancel** to cancel the job.

Note

Assets with a registered DOI cannot be deleted. However, assets with a reserved DOI are deleted by the job.

Registering DOIs for Asset Sets in Bulk

Repository managers can register DOIs for assets in bulk, by using the **Register DOI for Research Assets** job. The job runs on research assets set by the repository manager, prior to running the job. For more information on running a job, see [Running Manual Jobs](#).

- To define a set, see [Managing Search Queries and Sets](#).
- The Register DOI for Research Assets job is a Research Assets job. For more information, see the Register DOI for Research Assets job in [Running Manual Jobs on Defined Sets](#).
- For the job to run, a DOI profile must be configured. For more information on configuring a DOI profile, see [Configuring DOI Agencies](#).

The following validation checks are performed by the batch job:

- Asset type matches one of the configurations.
- Asset is not suppressed.
- Asset does not have DOI (excluding reserved). If its already a registered DOI, no update is done with this job, i.e., the asset is skipped.
- For DataCite, the asset has creators and contributors.

Note

DOIs will be registered only for assets that pass all the validation checks.

Asset Normalization

Asset normalization is the process of automatically transforming (add, update or delete) the data in one or more assets using normalization rules (also known as drools).

Some sections of the asset, such as relationships, files and links, are not supported for editing by drools. For these, you need to use the CSV Update (see [Bulk Update of Existing Research Assets Using CSV Import](#)).

The process of normalization includes the following steps:

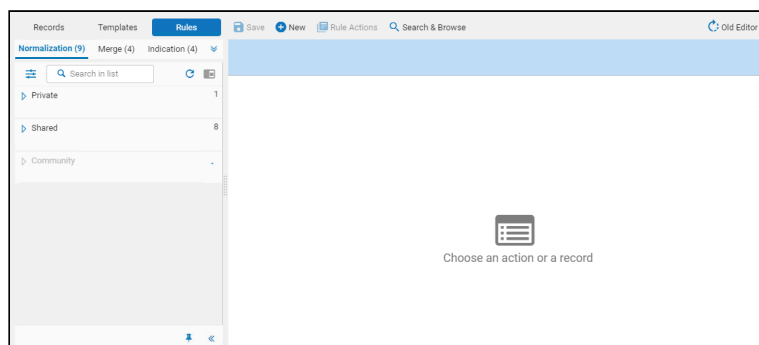
1. Create a **research asset set**. See [Managing Search Queries and Sets](#).
2. Create a **normalization rule** (also known as a drool): a series of transformation steps in a specialized syntax to conditionally match data in the asset and transform that data in some way: add to, delete, move, or replace the data. See [Managing Asset Normalization Rules](#).
3. Create a **normalization process** that includes the rule (see [Configuring Normalization Processes](#)). This creates a manual job that you can run.
4. Run the **manual job** on this set, specifying the normalization rule to use for the transformation. See **User defined research assets normalization jobs** in [Running Manual Jobs on Defined Sets](#).

Managing Asset Normalization Rules

[View old UI](#)

To create a normalization rule:

1. Select **Show MDE** from the Esploro menu. The Metadata (MD) Editor opens. The MD Editor is a rich, complex record editing tool. Most of its features are relevant only to Alma and are described in the Alma documentation (see [Navigating the MD Editor Page](#)).
2. Select **Rules**.



MD Editor - Rules

3. Select **New > Normalization (Research)**. The Rules properties pane appears.

Rules properties

Name*

Description:*

☒ Private

☐ Shared

Save

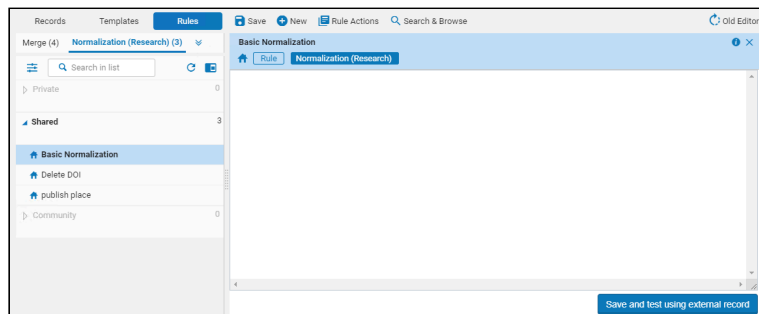
Cancel

Rules Properties Pane

- Enter a name and description, select **Shared**, and select **Enabled**. All of these actions are mandatory.
- Select **Save** to create the rule. The rule appears in the left pane under **Normalization (Research) > Shared**. If you do not see the **Normalization (Research)** sub-tab in the left pane, select



on the top to display the full list of available sub-tabs.



Normalization Rule (Research)

- Enter the normalization script in the central text box and select **Save**. For assistance, contact Ex Libris. Some examples include the following.

```
rule "Remove digits"
  when
    exists "/record/title"
  then
    set TEMP"1" to get value "/record/title"
    remove substring using regex (TEMP"1", "\\d+")
    replace "title" with value TEMP"1"
  end

rule "Replace digits with -"
  when
    exists "/record/title"
  then
    set TEMP"1" to get value "/record/title"
    replace string by string (TEMP"1", "\\d+", "-")
    replace "title" with value TEMP"1"
  end
```

```

rule "Get only the digits"
  when
    exists "/record/title"
  then
    set TEMP"1" to get value "/record/title"
    return substring using regex (TEMP"1", "\\d+")
    replace "title" with value TEMP"1"
  end

rule "Set peerreview to yes"
  when
    (true)
  then
    replace "peerreview" with value "yes"
  end

rule "Change resource type"
  when
    "//resourcetype.esploro" equals "creativeWork.musicalComposition"
  then
    replace "resourcetypeEsploro" with value "creativeWork.musicalScore"
  end

```

You can test the normalization rule without actually importing any records.

To test a normalization rule:

1. When editing the rule, select **Save and test using external record**. Alternately, you can reach for this page from the Main Menu (**Repository > Manage Assets > Test Normalization Rules**). The Testing Normalization of Research Assets page appears.

Testing Normalization of Research Assets Page

2. In order to perform the test, you need to save one test record in XML format. You can use this same record for future testing. For full details of how to create the test record, see [here](#).
3. Browse for the file or enter the file name and select **Upload**.
4. Select the normalization rule and select **Run test**.
5. You can view the results on the page.

Configuring Normalization Processes

For more information, see [Asset Normalization](#).

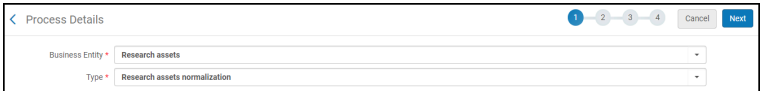
You can configure Esploro normalization processes on the (Asset) Process List page (**Repository > Manage Assets > Normalization Processes**). For more information about this page, see [Configuring Processes](#) in. On this page, you can add, view, edit, copy, and delete processes.



Process List Page

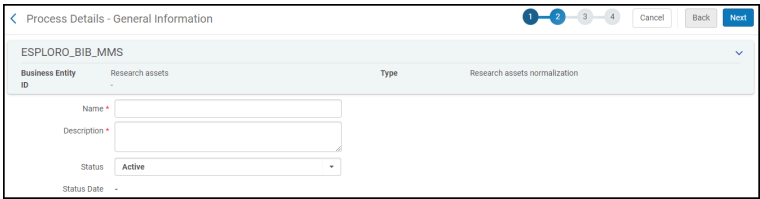
To create a normalization process:

1. On the (Asset) Process List page, select **Add Process**. Step one (Process Details) of a wizard appears.



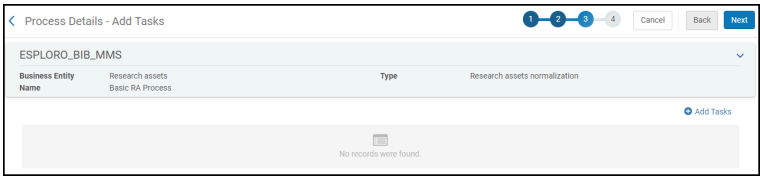
Process Details Page

2. Leave the fields as they are and select **Next**. The Process Details - General Information page (step 2) appears.



Process Details - General Information Page

3. Enter a name and description (these are both mandatory), and select **Next**. The Process Details - Add Tasks page (step 3) appears.



Process Details - Add Tasks Page

4. On this page, add one or more normalization rules (tasks) to apply in succession when this process runs. Each of these rules is a task. For each task, perform the following steps.
 1. Select **Add Task**. The Add Tasks pane appears.

Name	Description
Research asset normalization	Research asset Normalization

Add Tasks Pane

2. Select the only option (**Research asset normalization**) and select **Add and Close**.
5. Select **Next**. The Process Details - Task Parameters page (step 4) appears.

Business Entity	Name	Type	Research assets normalization
ESPLORO_BIB_MMS	RESEARCH ASSET NORMALIZATION		

Add Tasks Pane

6. For each task that you configured in the last steps, select a previously defined asset normalization rule.
7. Select **Save** to save the process. A new manual job appears on the Run a Job page. See [Running Manual Jobs on Defined Sets](#).

ETD Administrator Integration

Esploro supports an integration with [ETD Administrator](#) (using SWORD server) for depositing dissertations and theses into Esploro. Integration is handled by the SWORD Server integration profile. See [ETD Administrator Integration](#) for instructions. After the profile is created, the primary ETD administrator at your institution needs to contact ETD Administrator technical support and give them the URL, user name, and password.

Importing Usage Statistics

You must have the following role to import usage statistics:

- Configuration Manager

You can import usage statistics into Esploro from an Excel document. This is useful if you want usage performed in another system to be recorded in Esploro for analytics reports and the Research Portal.

The format of the Excel file is different depending on the originating system and the export format the system provides for the usage:

Digital Commons

The following is an example of the Digital Commons format:

	A	B	C	D	E	F	G	H	I	J
1										
2	URL	1/1/2017	2/1/2017	3/1/2017	4/1/2017	5/1/2017	6/1/2017	7/1/2017	8/1/2017	9/1/2017
3	http://esploro.edu/annals-of-esploro/vol55/iss3/2	9	5	2	4	2	4	2	3	4
4	http://esploro.edu/mff/vol21/iss1/8	5	6	6	1	2	1	0	0	0
5	http://esploro.edu/annals-of-esploro/vol51/iss3/2	2	1	1	0	0	0	1	2	3

For an example copy of the Excel file, see the following files:

- A first row is required, but it is ignored.
- The header must be the second row.
- The header of the first column must indicate the match type, according to which the row is matched to an asset in Esploro, i.e., either URL or OriginatingAssetId.
The content of the first column should include:
 - The unique asset URL in Digital Commons for **URL**.
OR
 - The Asset ID in Digital Commons for **OriginatingAssetId**.
- The header must have at least one usage date per column. The usage date should be in the format MM/dd/yyyy.
- For Digital Commons:
 - [Digital Commons Example Excel File - Import Usage Data By Cover Page URL](#)
 - [Digital Commons Example Excel File - Import Usage Data By Originating System ID](#)
 - [Digital Commons Example Excel File - Multiple Dates](#)

EPrints

The following is an example of the EPrints format:

	A	B	C	D	E
1	uid	eprintid	timestamp	value	count
2	0	1677	20100828	downloads	5
3	1	1801	20100828	downloads	1
4	2	1559	20100828	downloads	1
5	3	1720	20100828	downloads	1
6	4	227	20100828	downloads	8
7	5	1637	20100828	downloads	1
8	6	99	20100828	downloads	3
9	7	1795	20100828	downloads	1
10	8	1202	20100828	downloads	4
11	9	162	20100828	downloads	1
12	10	1193	20100828	downloads	2
13	11	1187	20100828	downloads	1
14	12	272	20100828	downloads	1
15	13	1138	20100828	downloads	1

For an example copy of the Excel file, see [EPrints Example Excel](#).

- The header is in the first row.
- Column 1 – uid: an internal EPrints usage ID not used by the import.
- Column 2 – eprintid: The Asset's EPrints ID that is matched with the Asset Originating System ID in Esploro.
- Column 3 – timestamp: The usage date in YYYYDDMM format. At least one usage date is required.
- Column 4 – value: a usage type that is ignored by the import, since you configure the usage type directly on the Import Usage Statistics page (see below).
- Column 5 – count: the number of usages.

Fedora

The following is an example of the Fedora format:

	A	B	C	D	E
1	assetID	assetFileID	timestamp	countrycode	
2	esploro-lib:56914	PDF-1	1528310111	PK	
3	esploro-lib:56914	PDF-1	1528352094	SI	
4	esploro-lib:56914	PDF-1	1528352160	SI	
5	esploro-lib:56914	PDF-1	1528354424	SI	
6	esploro-lib:56914	PDF-1	1528356158	US	
7	esploro-lib:56914	PDF-1	1528364162	AU	
8	esploro-lib:56914	PDF-1	1528364210	AU	
9	esploro-lib:56914	PDF-1	1528364239	AU	
10	esploro-lib:56914	PDF-1	1528367938	US	
11	esploro-lib:56915	PDF-1	1528374996	US	
12	esploro-lib:56915	PDF-1	1528375016	US	
13	esploro-lib:56915	PDF-1	1528396525	US	
14	esploro-lib:56915	PDF-1	1528397077	SI	
15	esploro-lib:56915	PDF-1	1528554866	BR	
16	esploro-lib:56915	PDF-1	1528692722	CN	
17	esploro-lib:56915	PDF-1	1528796046	RU	
18	esploro-lib:56915	PDF-1	1530717556	CN	
19	esploro-lib:56915	PDF-1	1537400859	KR	

For an example copy of the Excel file, see the [Fedora Example Excel](#).

Note

Each row with a usage date and time represents one usage count. To load usage from Fedora, on the the Import Usage Statistics page, select **Yes** for the Permit Overlapping Dates field (see below).

- The header is in the first row.
- Column 1 – `OriginatingAssetId`: The Fedora's asset ID that is matched with the Asset Originating System ID in Esploro.
- Column 2 – `assetFileID`: The Fedora asset file ID – ignored by the import.
- Column 3 – `timestamp`: The usage date and time in UNIX format. At least one usage date is required.
- Column 4 – `countrycode`: the column must exist, but values are not mandatory. The country the usage originates from using a 2 letters code value as the country code.

Dspace

The following is an example of the Dspace format:

T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	ID	Item_ID	Item_HITS	Bitstream_ID	Bitstream_HITS	Month	Year	Dspace_Collection	Dspace_Community	Item_ID	Item_TITLE	Item_URI	Item_CREATOR	in_archive	withdrawn	accessioned_date	owning_dspace_collection	
2	10883542	36	0	14	2	1	2011	1	0	36	Windows into https://r.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		
3	10899948	36	0	14	15	2	2011	1	0	36	Windows into https://r.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		
4	10818954	36	0	14	3	3	2011	1	0	36	Windows into https://r.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		
5	10831860	36	0	14	10	4	2011	1	0	36	Windows into https://r.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		
6	10949766	36	0	14	0	5	2011	1	0	36	Windows into https://r.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		
7	10960772	36	0	14	0	6	2011	1	0	36	Windows into http://hull.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		
8	10982978	36	0	14	0	7	2011	1	0	36	Windows into http://hull.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		
9	10999584	36	0	14	0	8	2011	1	0	36	Windows into http://hull.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		
10	11016190	36	0	14	0	9	2011	1	0	36	Windows into http://hull.i.Roe, Mary F.	1	0	6/27/2006 23:12	1	1		

For an example copy of the Excel file, see the [Dspace Example Excel](#).

Note

Each row with a usage date and time represents one usage count. To load usage from Dspace, on the the Import Usage Statistics page, select **Yes** for the Permit Overlapping Dates field (see below).

The header is in the first row. The columns are described below:

Name	Description
ID	The Dspace usage ID – ignored by the import.
Item_ID	The Dspace asset ID – ignored by the import.
Item_HITS	Number of record views – read by the import if the selected usage type is “Record views”
Bitstream_ID	The Dspace file ID – ignored by the import.
Bitstream_HITS	Number of file views – read by the import if the selected usage type is “File views/downloads”
Month	Month of the usage transaction (first day of the month is added to the Esploro date by the import)
Year	Year of the usage transaction
Item_URI	The unique asset URL in Dspace

Generic

The following is an example of the Generic format:

CREATE_DATE	MATCH_ID	MATCH_ID_TYPE	SERVICE_TYPE	NUM_ACCESS
20200101	law_pubs-1928	OriginatingAssetI	metadata_view	20
20200102	law_pubs-1818	OriginatingAssetI	metadata_view	14
20200103	law_pubs-2766	OriginatingAssetI	metadata_view	26
20200104	law_pubs-2195	OriginatingAssetI	metadata_view	7
20200105	law_pubs-1786	OriginatingAssetI	metadata_view	5

For an example copy of the Excel file, see the [Generic Example Excel](#).

Note

Each row with a usage date and time represents one usage count. To load generic usage data, on the the Import Usage Statistics page, select **Yes** for the Permit Overlapping Dates field (see below).

The header is in the first row. The columns are described below:

Name	Description
CREATE_DATE	Date of the usage transaction
MATCH_ID	Legacy system asset ID that is matched with the asset originating system ID in Esploro. Depending on the MATCH_ID_TYPE column, this can have ID or URL.

MATCH_ID_TYPE	Accepts the values URL or OriginatingAssetId (same as for Digital Commons)
SERVICE_TYPE	<p>The usage_type to be loaded. The following values are supported:</p> <ul style="list-style-type: none"> • METADATA_VIEW • FILE_REQUEST • SPECIFIC_FILE_REQUEST <p>The data in the file (and not the job parameters) will determine the usage_type.</p>
NUM_ACCESS	Number of usages

How to Import Usage Statistics

You import usage statistics from the Import Usage Statistics page ([Repository > Import Assets > Import Usage Statistics](#)):

Import Usage Statistics

Match type *

Usage Type ☒ Record views ☐ File views/downloads
☐ Specific file view/download

Originating system

Permit Overlapping Dates ☐ Yes ☒ No

Choose a file *

Import Usage Statistics

To import usage statistics:

Note

The loader can be used more than once. Each time it is used, data is added and not overwritten. The loader supports XLSX files only.

1. Select a match type to identify the asset according the first column of the excel, either Cover Page URL or Originating System ID.

Note

Cover Page URL is a valid option only if importing usage from Digital Commons and the header URL is used in the first column of the file. Otherwise, select Originating System ID.

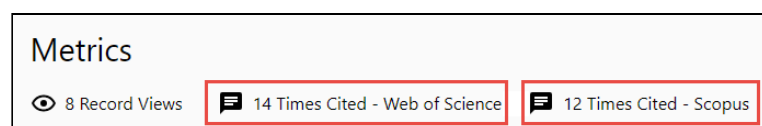
2. Select a usage type for the data to be imported:
 - Record Views – views of the asset's metadata page in the Research Portal.

- File Views / Downloads – total views and file downloads of the asset
 - Specific file view/download – file views and file downloads of a specific file. This adds the usage for the first file of the asset.
3. Select the originating system from the drop-down list.
 4. If you are loading usage from Fedora or you are loading usage from a different originating system that overlaps with usage dates that already exist in Esploro and you want to count both usages, select **Yes** for the Permit Overlapping Dates field to allow usage with a duplicate date to be loaded. If not, select **No** to reject usage that has a duplicate date.
 5. Select the Excel file to import.
 6. Select the **Import** button to import the file.

The usage data is imported into Esploro.

Loading Citation Metrics

You can import an Excel file into Esploro from databases of citation counts of research publications. A citation count is useful for measuring the impact of the asset in the academic community. Data can be imported from Web of Science (WOS) or Scopus. It can be displayed on the full asset page in the Portal and incorporated in Analytics reports. (It is not visible in the Hub.)



Citation Counts in the Metrics of an Asset in the Portal

Note

- Before you can import citation counts for research outputs from a source, you must enable the source and verify that you have a license for the data from that source. This is configured on the Citations Sources page (**Configuration > General > Institution Settings > Citation Sources**). For more information, see [Configuring Institution Settings](#).
- Citation counts from a particular data source are only displayed in the Portal if they are activated for display in the Portal settings; see [Configuring the Research Portal](#).
- WOS citation counts can also be imported into Esploro automatically if WOS is integrated with Esploro. This option is only available to WOS subscribers. When citation counts are imported in this way, the WOS citation count that appears in the Portal links to the asset's page in WOS. For additional information, see [Web of Science Integration](#).

Each Excel file of citation counts you import can only contain data from a single source – either WOS or Scopus. The file must contain a header row with headings for the following columns:

- **DOI** – The DOI identifier of the asset
- **Total Citations** – The total number of citations

Each of these columns can only appear once in the file. In addition, the file can optionally contain columns for individual years, in which the citation counts for those years are itemized. This data is not displayed in the Portal, but can be used by Analytics. The total number of citations given in the Total Citations column does not necessarily have to equal the sum of the itemized values.

This is an example of an Excel file of citation counts that can be imported into Esploro:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DOI	Total Citations	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
2	10.10101/demo.101010	626	10	38	42	76	80	60	83	55	72	54	37	19
3	10.11111/demo.111111	12											2	10

Sample Excel Citation Count File

To load citation metrics data from an Excel file:

1. In the Load Citation Metrics page ([Repository > Import Assets > Load Citation Metrics](#)), select the **Source of Data** and the file.



Load Citation Metrics Page

2. Select **Import**. The *Import esploro citations* job reads the file and imports the data into Esploro, and the Monitor Jobs page ([Admin > Monitor Jobs](#)) opens with the **Running** tab selected and the job status displayed. Select **Refresh** to update the status, as required. When the job is finished, it disappears from the **Running** tab. Select the **History** tab to see information about the run. (For information about working with this tab, see [Viewing Completed Jobs](#).)

The job report displays the following metrics about the job:

- Processed records
- Missing ID rejected records
- No match on ID rejected records
- Loaded records

Running Author Matching Report / Update Approved Matches

This report lists author-researcher matches for assets imported via an Import Profile (migration) or via SWORD as well as those captured by Smart Harvesting.

For more information, see [Reports and Notifications](#) and [Author Matching Approval Task List](#).

Additional References

- [Video: How to Manage Research Deposits and Assets](#)
- [Video: Depositing New Research Assets \(7 minutes\)](#)
- [Video: How to Update Research Assets in Bulk](#)
- [Video: How to Delete Research Assets in Bulk](#)
- [Working with Research Deposits](#)
- [Working with Student Deposits](#)
- [Adding Staff Mediated Research Deposits](#)
- [Managing Import Profiles](#)
- [SWORD Deposits](#)