Spotlight Batch Upload: Pre-flight Checklist

Loading from Vault

1. ☐ Settings in Vault
   a. ☐ The [visibility](#) of all your items is set to public
   b. ☐ Geographic coordinates are in decimal degrees (e.g. 8.142462, -2.381817). Here is a [conversion tool](#) for different coordinate formats.
2. ☐ A mapping document (see [instructions](#))
   a. ☐ Each metadata field in Vault has a corresponding Spotlight field or
   b. ☐ Vault fields that don't transfer to Spotlight say "N/A" or are left blank in the "Vault" column
3. ☐ An email or note that says if:
   a. ☐ there are special characters or diacritics that don't appear in English (e.g. à, ŋ, Chinese characters)
   b. ☐ there are non-image items such as PDFs or videos
   c. ☐ you have [compound objects](#)

Loading into Spotlight directly

1. ☐ A thumb drive or Q:Drive folder that contains all objects
   a. ☐ No spaces in file names/paths
2. ☐ A [user document](#) describing your objects (i.e. metadata). Please ensure:
   a. ☐ Each row under the url heading contains a unique file name and/or path (see [instructions](#))
   b. ☐ There are no spaces in file names/paths under "url"
   c. ☐ Geographic coordinates are in decimal degrees (e.g. 8.142462, -2.381817). Here is a [conversion tool](#) for different coordinate formats.
   d. ☐ Terms in [facet fields](#) are separated by semicolons
3. ☐ A [mapping document](#) (see [instructions](#))
   c. ☐ Each metadata field in the user document has a corresponding Spotlight field or
   d. ☐ User fields that don't transfer to Spotlight (e.g. misc. notes to self) say "N/A" or are left blank in the "Vault" column
4. ☐ An email or note that says if:
   d. ☐ there are special characters or diacritics that don't appear in English (e.g. à, ŋ, Chinese characters)
   e. ☐ there are non-image items such as PDFs or videos
   f. ☐ you have [compound objects](#)