



MQM Admin Documentation

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Table of Contents

Introduction	4
The Duplicate Checker	4
Searching For Duplicates	4
The Results Page	5
Comparing Items	6
Merging duplicates	7
Merge Preview	8
Configuration	9
atmire-mqm.cfg	9
Duplicate search configuration properties	9
Duplicate checker user interface settings	9
Submission	10
The Batch Editor	11
Selected Items	12
Automated Edit	14
Item Actions	14
Item Mapping	15
Performing an Automatic Batch Edit	16
Manual Edit	16
Item Edit Page	17
Adding a new field	18
The tool bar	18
Task queue	19
Configuration	19
Language Support	19
Author column metadata field	20
Queue control	20
Browser Support	20

- [Introduction](#)
- [The Duplicate Checker](#)
 - [Searching For Duplicates](#)
 - [The Results Page](#)
 - [Comparing Items](#)
 - [Merging duplicates](#)
 - [Merge Preview](#)
 - [Configuration](#)
- [The Batch Editor](#)
 - [Selected Items](#)
 - [Automated Edit](#)
 - [Manual Edit](#)
 - [Task queue](#)
 - [Configuration](#)
- [Browser Support](#)

Introduction

This document is aimed at DSpace administrators and describes how to use and configure @mire's Metadata Quality module. It contains two sections describing the different aspects of the Metadata Quality module. The first section explains the "*Duplicate Checker*" component of the module and how to configure this component to suit your requirements. The second section describes how to use and configure the "*Batch Edit*" component. The final section lists the browser compatibility of the module.

The Duplicate Checker

The Duplicate Checker is a tool to help you identify and remove duplicates in your repository. Duplicates are different Items in DSpace that are digital representations of the same real world object. The Duplicate Checker can find potential duplicates in your repository by looking for Items that have identical or very similar metadata. Once the module has identified potential duplicates, you are able to perform one of the following actions:

- merge them into a single Item;
- delete one or more of them;
- mark them as unrelated so they won't be suggested as duplicates again.

To open the *Duplicate Checker*, make sure you're logged in with an administrator account. Once you're logged in as an administrator, you will be able to click on the "duplicate checker" link in the "Metadata Quality" menu in the DSpace navigation on the righthand side of the webpage.

Searching For Duplicates

When you open the Duplicate Checker you are presented with three options:

- **Check the entire repository for possible duplicates:**
 - Searches the entire repository.
- **Check for duplicates in a certain community or collection:**
 - Allows you to select a Community or Collection to limit the scope of the search.
- **Check for possible duplicates of one or more specific items:**
 - Allows you to enter a search query to look for duplicates.

Because searching for duplicates can take a lot of time and processing power, all duplicate searches have to be limited. You can choose to stop after a set number of duplicates has been found, or after a certain amount of time has passed, and repeat the process if required.

▶ **Check the entire repository for possible duplicates**

▼ **Check a certain community or collection for possible duplicates**

Community/Collection to check:

- ☐ ▶ Items with documents
- ☐ ▶ Items with large images
- ☐ ▶ Items with videos
- ☐ ▶ @mire
- ☐ ▶ OAI7 DSpace Pre-Conference Workshop
- ☐ ▶ Random items with files
- ☐ ▶ Random items without files
- ☐ ▼ TEST Community
 - ☐ Test collection
 - ☐ Women's Learning Partnership
 - ☒ ▼ Nexuslib Community
 - ☐ Nexuslib Collection

Options:

Stop checking for duplicates after set(s) of duplicates was (were) found

Stop checking for duplicates anyway after minutes have passed.

Check for Duplicates

▶ **Check for possible duplicates of one or more specific items**

Search within the Community 'NexusLib' and stop after 3 sets of duplicates have been found, or after 10 minutes

The Results Page

The results page contains one or more tables, one for each set of duplicates that was found. Each Item in the table has a checkbox next to it. You should check the box next to the Items you want to start working with. If you don't check anything before you perform an action all Items within that table will automatically be included for that action. You can perform the following actions:

- **Merge:** merge 2 or more Items together into one new Item
- **Compare:** compare the metadata, files, and collections to which they belong for all the selected Items
- **Delete:**
 - If you have all Items in the set selected, or none: click 'confirm delete' to delete all those Items.
 - If you have some of the Items selected, but not all:
 - Selecting the 'keep handle' option will allow you to delete the Items you've selected, and also redirect users that try to access the item page of the deleted item to one of the ones you haven't selected.
 - Selecting 'delete everything' will delete all items in the set *also the ones you did not select*.
- **Mark all items as unrelated:** Marks the Items so the Duplicate Checker will never show them as duplicates again.

	Title	Contributors	Issue Date	
<input type="checkbox"/> Item1	Retrieval for decision support resources by structured models	Guntzer, Ulrich, Muller, Rudolf, Muller, Stefan, Schimkat, Ralf-Dieter	2007	More Info
<input checked="" type="checkbox"/> Item2	Retrieval for decision support resources by structured models	Guntzer, Ulrich, Muller, Rudolf, Muller, Stefan, Schimkat, Ralf-Dieter	2007	More Info

☒ keep handle to refer to item Item1

☐ delete everything

A set of duplicates on the results page

Comparing Items

The compare mode displays the chosen Items in a layout that makes it easy to compare their metadata. Every Item receives a number and a coloured label. The label for an Item is shown in front of every piece of metadata that belongs to it.

In the **Metadata Values** section each metadata field will be displayed followed by the values the selected items have for that field. If more than one item has the same value for a field, that value will be shown only once with the labels for all those items in front of it. If metadata values are similar for two or more items, they are displayed below each other with the differences highlighted. The order metadata fields have in the Duplicate Checker can be configured in the file `config/modules/atmire-mqm.cfg`. All fields that are not mentioned there are shown underneath those that are, not in any particular order.

– Metadata values

– Title (dc.title):

Item3 N/A Dietary folate₂ methionine₂ riboflavin₂ and vitamin B-6 and risk of sporadic colorectal cancer
Item2 en Dietary folate₁ methionine₁ riboflavin₁ and vitamin B-6 and risk of sporadic colorectal cancer

– Author (dc.contributor.author):



Item2 Item3 N/A Dindore, Vasundhara
Item2 Item3 N/A Engeland, Manon van
Item2 Item3 N/A Vogel, Stefan de
Item2 N/A Goldbohm, R₁ Alexandra
Item3 N/A Goldbohm, R₂ Alexandra
Item3 N/A Weijenberg, Matty P₂
Item2 N/A Weijenberg, Matty P₁
Item2 N/A Brandt, Piet A₁ van den
Item3 N/A Brandt, Piet A₂ van den

Metadata values on the compare page

Attached Files lists the files of the selected Items grouped by Bundle. For each of the files, an item label indicates which item it belongs to.

– Attached files:

▼ **BUNDLE: ORIGINAL**





Item item1

Name file14469

Kind Adobe Portable Document Format

Size 237.4Kb


 [View/Open](#)

Item item3

Name file14205

Kind Adobe Portable Document Format

Size 118.7Kb

 [View/Open](#)

The Attached files section

In the **Collections** section the Collections the items are part of will be listed. Each Collection name is followed by the labels of the Items that are part of it.

– Collections:

Test collection item1 item2 item3

Collection 1 with files item1 item2

Collection 5 without files item1 item3

The Collections section visualizes in which collections items are stored or mapped

At the top and the bottom of the compare page there are sections marked **Items overview** where you can (optionally) remove items from the current selection, and do a new compare, or go to the merge step.

– Items overview

	Title	Issue Date	Submitter
<input checked="" type="checkbox"/>	item2 Dietary folate, methionine, riboflavin, and vitamin B-6 and risk of sporadic colorectal cancer	2008	Lieven Droogmans
<input checked="" type="checkbox"/>	item3 Dietary folate methionine riboflavin and vitamin B-6 and risk of sporadic colorectal cancer	2008	Lieven Droogmans

Compare
Merge

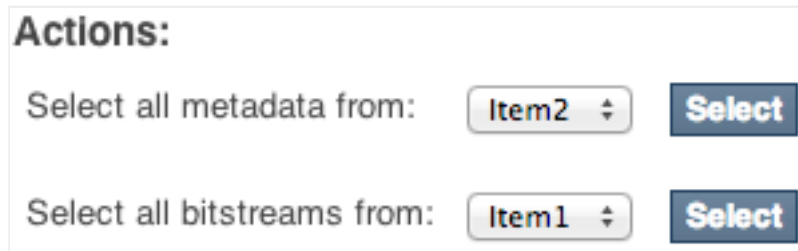
The Items overview section

Merging duplicates

The merge page will allow you to select which metadata values you want to retain in the merged Item. You can start the process by indicating from which item all metadata or files should be retained by default. Further in the process you can make modifications to this default selection for each of the metadata fields.

The **Actions** at the top of the page allow you to:

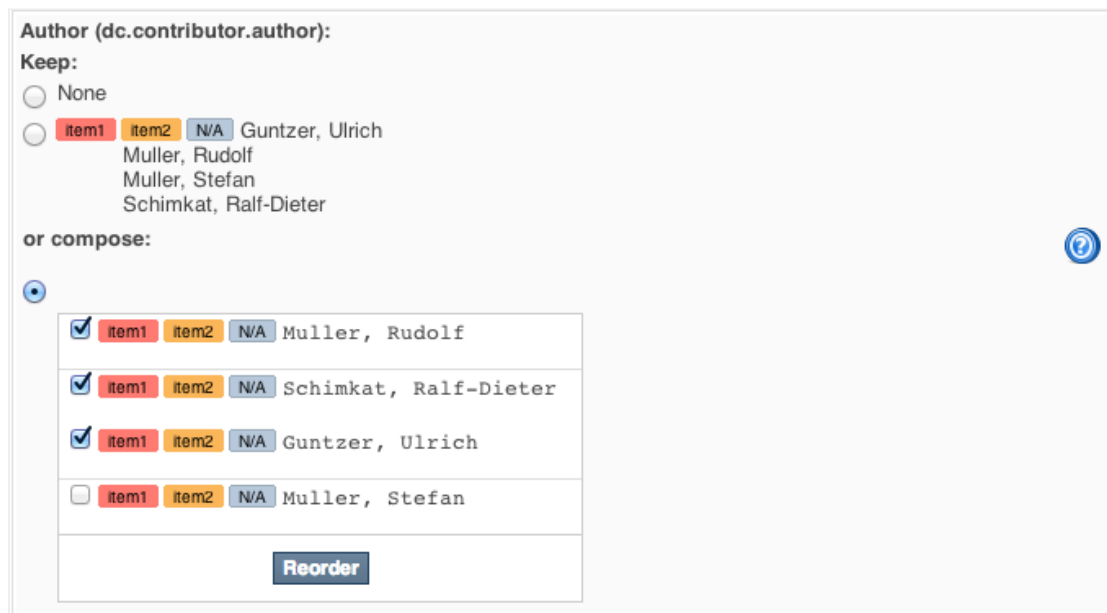
- Select all the metadata from one of the Items.
- Select all files from one of the Items.



The quick merge actions section

Further down the page you can compare metadata values for each of the individual fields. Per field, you are presented with following options:

- **None** will not include this field in the merged Item.
- The **Item options** can be used to select all values for this field from one of the Items.
- **Compose** will show all distinct metadata values for this field of all of the selected Items in a list, and you can check the boxes next to the values you want in the merged Item. You can also press the reorder button to change the order in which the values you've selected will appear in the merged Item. Use the blue arrows to move values up or down.



Merging the author field

Similar to the compare page, direct access to the items that are being merged is available at the top and bottom of the page.

To continue the merge process click the *Preview merge result* button.

Merge Preview

Before a merge is executed you'll see a preview of the merged Item, all its metadata fields, files, and the collections it will be in. You can choose to go back to the merge page and adjust something or click 'Confirm' to perform the merge operation.

When you confirm the following things will occur:

- A new item will be created which will receive the selected metadata, bitstreams, collections from the merge page and will also get an additional `dc.description.provenance` field containing information about the items from which this item was merged
- The original Items will be withdrawn. If regular users visit one of the original Item pages, they will be automatically redirected to the merged Item's page. Administrators won't be redirected, they can still see the original Items and can choose to reinstate them if necessary.

Configuration

atmire-mqm.cfg

The Metadata Quality Module can be configured in the file `config/modules/atmire-mqm.cfg`. The configuration parameters specific to the Duplicate Checker can be divided into two parts: the settings that determine how duplicates are found and the settings related to the user interface.

Duplicate search configuration properties

```
duplicatecheck.find.nbrecords={number}
```

This line indicates the maximum amount of duplicates that can be found for an Item. Lowering this amount will increase the performance, but if it's set too low, there could be cases where you don't find all duplicates of an Item at once, and have to search and merge multiple times to remove all duplicates for that Item.

```
duplicatecheck.find.field.1 = title:dc.title.null
duplicatecheck.find.field.2 = author:dc.contributor.author
```

Lines like these determine the metadata fields the duplicate checker will compare to find potential duplicates. These fields should match the following pattern: `{schema}.{element}.{qualifier}`, if there's no qualifier use `null` instead.

```
duplicatecheck.compare.operator = AND
duplicatecheck.compare.sufficient.1 = dc.identifier.other:0
duplicatecheck.compare.sufficient.2 = dc.identifier.issn:0
```

After the previous `duplicatecheck.find` lines are used to find potential duplicates, further refinement can be configured to ensure that the items found are effectively duplicates of each other.

The properties above indicate metadata fields which are significant enough to consider the items as duplicates when one of them gives a close enough match.

When this is the case, the other metadata fields aren't checked anymore and the matching item is immediately added to the list of potential duplicates.

The part in front of the colon is the metadata field and must match the following pattern: `{schema}.{element}.{qualifier}`, if there's no qualifier use `null` instead.

The part after the colon is a number that is used by the heuristic filter (the algorithm to check if the metadata values are similar). If this number gets smaller, the differences between Items also need to be smaller for them to be considered to be duplicates.

```
duplicatecheck.compare.operator = AND
duplicatecheck.compare.required.1 = dc.title.null:0.3
duplicatecheck.compare.required.2 = dc.contributor.*:0.3
```

The properties above are used to indicate how similar the given metadata fields must be to account for a duplicate.

The `duplicatecheck.compare.required.operator` field can be set to either 'AND' or 'OR'. If set to 'AND', all the conditions above must be met in order for items to be duplicates of each other. If set to 'OR', one match is sufficient for the items to be considered as duplicates. If not set, the `duplicatecheck.compare.required.operator` field defaults to 'AND'.

The part in front of the colon is the metadata field and must match the following pattern: `{schema}.{element}.{qualifier}`, if there's no qualifier use `null` instead.

The part after the colon is a number that is used by the heuristic filter (the algorithm to check if the metadata values are similar). If this number gets smaller, the differences between Items also need to be smaller for them to be considered to be duplicates.

```
duplicatecheck.compare.recommended.1 = dc.date.issued
duplicatecheck.compare.recommended.2 = dc.identifier.issn
duplicatecheck.compare.recommended.distance = 0.5
duplicatecheck.compare.recommended.maxdifferent.operator = OR
duplicatecheck.compare.recommended.maxdifferent.1 = 2
duplicatecheck.compare.recommended.maxdifferent.2 = 30%
```

These lines can be used to specify additional metadata fields to be considered when determining whether or not 2 Items are duplicates. The `duplicatecheck.compare.recommended.{index}` properties are the metadata fields to consider.

The `distance` property specifies how different metadata fields can be and still be considered as duplicates. This could be any number larger than 0, but in general the best results will be achieved when it is smaller than 1.

The `maxdifferent` properties specify when 2 items will be considered as duplicates after calculating the difference functions. The `maxdifferent` properties (1 and 2) define the maximum difference there can be between the metadata values. If a number is specified (in this example this is 2), no more than 2 of the compared metadata fields can be different for the Items to still be flagged as duplicates. If a percentage is used, this is the percent of matches that can be invalid. The operator defines whether one or all these rules should apply, the value can either be OR or AND.

Duplicate checker user interface settings

```
duplicatecheck.display.title=dc.title
```

```
duplicatecheck.display.author=dc.contributor.author
duplicatecheck.display.date=dc.date_issued
```

These properties are used to configure which metadata fields are shown on the following places:

- On the duplicate search result page
- On the top and bottom of the compare and merge duplicate pages

```
mqm.multilanguage.enabled=true
```

The duplicatechecker has an option to display the language of the metadata field, the field can have the values `true`, or `false`, the default being `false`.

```
duplicatecheck.defaultDCTypes.1=dc.title
duplicatecheck.defaultDCTypes.2=dc.contributor.author
duplicatecheck.defaultTitles.1=xmlui.dri2xhtml.METS-1.0.item-title
duplicatecheck.defaultTitles.2=xmlui.dri2xhtml.METS-1.0.item-author
```

The properties above are used to indicate which metadata fields are shown first in the compare and merge pages. The `defaultDCTypes` property is the metadata field and `defaultTitles` is the property in the messages used to display.

```
duplicatecheck.threshold = 5:1
```

The compare page shows minor differences in metadata fields, the threshold to which metadata fields must match before any highlighting is attempted can be configured by the property above. Especially when comparing abstract fields, you generally do not want to see every additional space or punctuation highlighted. But you can always adjust this threshold if you find that more or less differences need to be highlighted. Increasing the first digit will show less highlighting, decreasing the first digit will show more highlighting.

The duplicate checker can be configured to make versions of a merged item rather than creating a new item based on the merged items. Set `duplicatecheck.create-new-version` to `true` to make this option available to the user.

The duplicate checker offers an option to make a new version for one of the items.

Submission

To further prevent duplicates from entering the repository you can enable a submission step that will notify the submitter when it's likely the submission in progress is a duplicate. This is only a warning, a submitter can still choose to ignore it and continue the submission.

You can enable the step by adding the following code to the file `item-submission.xml`, located in your `dspace/config/` directory within the tag `<submission-process>` after the `describe` step:

```

<step>
  <heading>duplicatecheck.submission.check</heading>
  <processing-class>org.dspace.duplicate.submit.DuplicateCheckerStep</processing-
class>
  <xmlui-binding>org.dspace.app.xmlui.aspect.duplicatechecker.submission.DuplicateCheckerStep</
xmlui-binding>
  <workflow-editable>true</workflow-editable>
</step>

```

The submission step has a few extra configuration properties in atmire-mqm.cfg as well.

To create new version in the duplicate checker step in the submission:

`submission.enable-merge=true` (This is false by default)

`submission.group-can-merge=Administrator` (The name of any DSpace group)

When creating a new item starting from the submission steps, it might lead to confusion once there are multiple items in your workspace / workflow. If `duplicatecheck.create-new-version` is set to true (see above) then the following property will only allow making versions of the other items and delete/reject the item at hand.

`submission.version-only=true` (This is false by default)

Item submission

Import Source
Describe
Describe
Upload
Duplicate Check
Review
CC License
License
Complete

Potential duplicates:

Title	Contributors	Issue Date	
How the Mind Hurts and Heals the Body	Ray, Oakley	1878	Create new version
How the Mind Hurts and Heals the Body	Ray, Oakley	1965-05	Create new version
Task 57085; How the Mind Hurts and Heals the Body	Ray, Oakley	2018	Create new version
20181122 How the Mind Hurts and Heals the Body	Ray, Oakley	1500	Create new version
20181122 2 How the Mind Hurts and Heals the Body	Ray, Oakley	1500	Create new version

< Previous
Save & Exit
Next >

The submission step shows possible duplicate and a button the make a new version for them.

The Batch Editor

The Batch Editor is a tool to apply a number of metadata changes to a set of Items. The Batch Editor can be used in two different modes, the automatic and the manual edit mode.

The automatic mode can be used for tasks like adding the same keyword to a set of Items or adding an editor to the list of authors of a number of selected items, if this editor is not already included as authors. These are just a few examples of the types of tasks that can be performed with the automatic edit mode. It can be used to automate most metadata modification tasks that would be repetitive and time consuming to do using the regular DSpace admin interface.

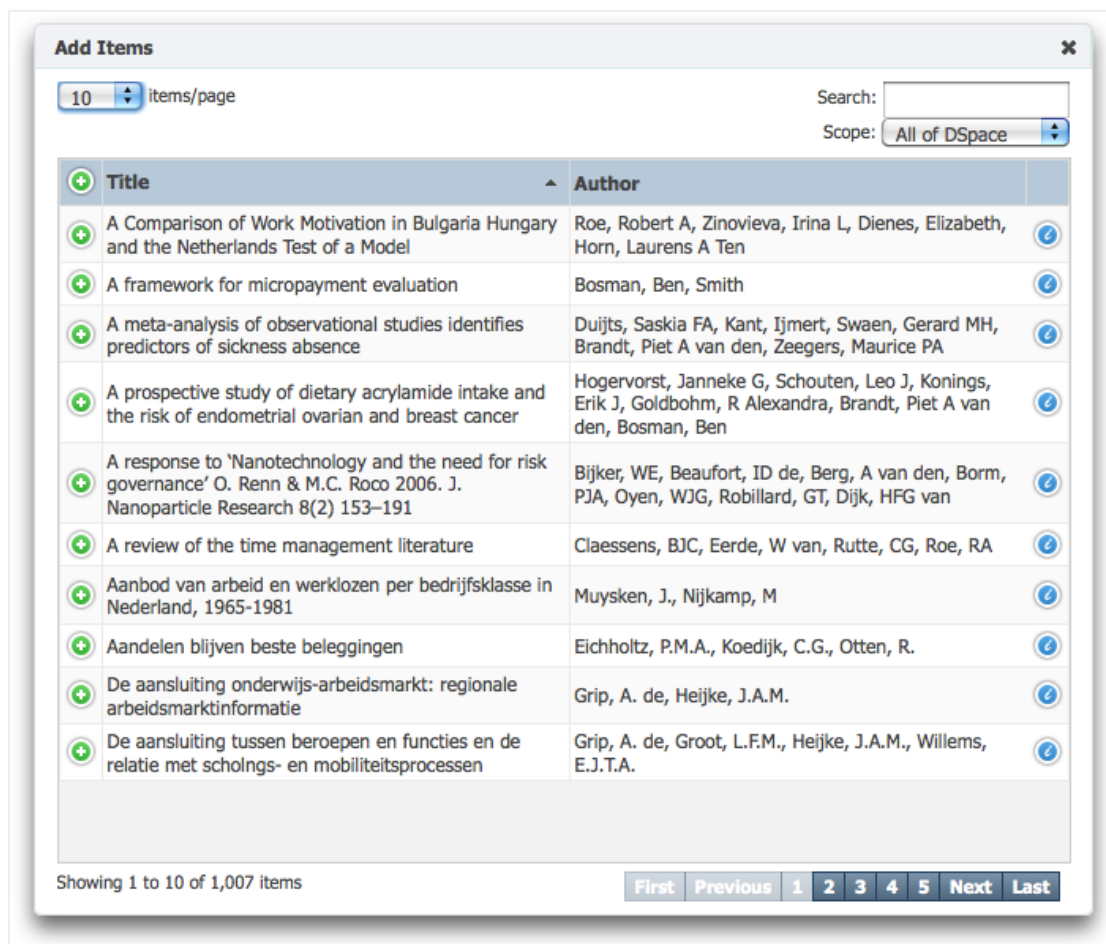
The manual edit mode is intended for cases where the changes you need to make to the Items can't be expressed as a set of rules. Maybe the changes vary from Item to Item, or there's a set of Items you know have poor metadata but you'd need to look at them one at a time to decide what needs to change. The manual batch edit offers a way to streamline the process of editing multiple Items in quick succession.

To open the Batch Editor, first, make sure you're logged in with an administrator account, then click the *New task* link under *batch edit* in the Metadata Quality menu of the DSpace navigation at the righthand side of the webpage.

Selected Items

Both the automatic and the manual batch edit require a 'batch' of Items to work with. So the first step is selecting the Items you want to modify.

When you first open the Batch Edit a dialog titled *Add Items* will pop up. This dialog contains a list of all Items in the repository sorted by title. The list of items is divided into pages. You can switch to another page using the buttons in the bottom right corner. In the top left corner you can use the drop-down to change the number of items per page.



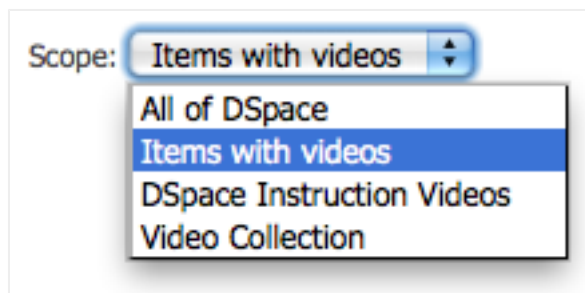
The Add Items dialog

The top right corner of the dialog contains a search box and a scope drop-down menu. The search box works with same kind of queries as the DSpace simple search feature. The difference however, is that you start with the list of all items, and you narrow it down by typing a query in the search box. The list will be updated while you type, you don't need to click a search button.

The scope drop-down is set to 'All of DSpace' by default. If you open it you will see a list of all top level Communities in your repository. Click on one of these Communities to narrow the scope of the Item list to Items from that Community. Now the scope drop-down will contain a different set of options:

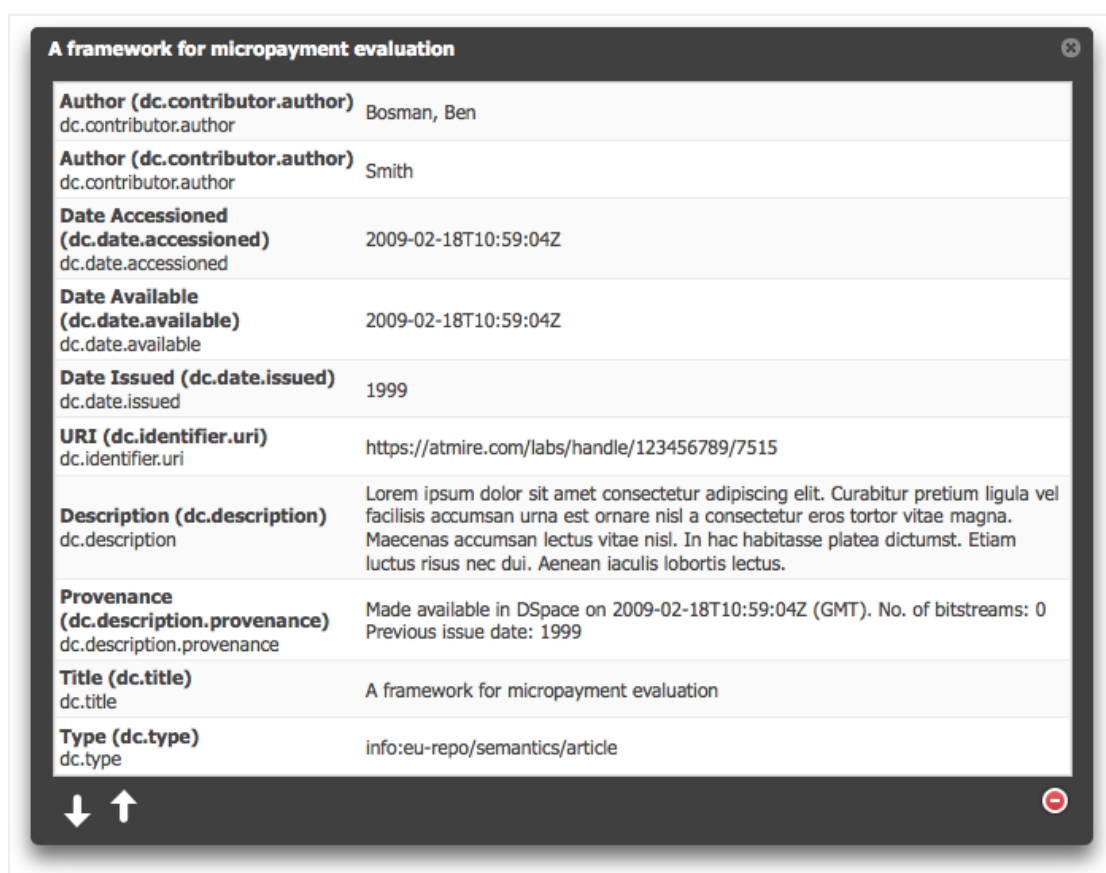
- The first option will still be 'All of DSpace'.
- The second option is the currently selected Community.
- All other options are Communities and Collections within the selected Community.

With these options you can narrow down the scope further or move up in the tree it again.



The scope drop-down for the Community 'Items with videos'

Each Item row contains a blue button labeled 'i'. Clicking this button, or selecting the row and press the space bar, will open the Item Inspector. The Item Inspector is a dialog that contains all the metadata of an Item. This can be useful if the title and the authors aren't sufficient to decide whether or not you want to include the Item in your selection. You can use the arrow buttons on the Inspector dialog, or the arrow keys on your keyboard, to move to the previous or next item in the list. You can close the Inspector by clicking the 'x' button or by pressing escape or the space bar on the keyboard.



The Item Inspector

To add an Item to the selection click the green plus button next to the item row. This will add the Item to a similar list that can be found on the page behind the dialog. This list contains the set of currently selected Items. In both lists the green plus button in the Item's row will turn into a red minus button. You can use this button on either list to remove the Item from the selection again.

You can close the dialog at any time. Closing it will not influence the list of selected Items. If you re-open it, by clicking the *Add Items* button on the main page, all settings you've changed before you closed it (e.g. The scope, the page, the search query, ...) will still be as you left them.

Selected Items

10 items/page Search:

	Title	Author	
	A Comparison of Work Motivation in Bulgaria Hungary and the Netherlands Test of a Model	Roe, Robert A, Zinovieva, Irina L, Dienes, Elizabeth, Horn, Laurens A Ten	
	A framework for micropayment evaluation	Bosman, Ben, Smith	
	A meta-analysis of observational studies identifies predictors of sickness absence	Duijts, Saskia FA, Kant, Ijmert, Swaen, Gerard MH, Brandt, Piet A van den, Zeegers, Maurice PA	
	A prospective study of dietary acrylamide intake and the risk of endometrial ovarian and breast cancer	Hogervorst, Janneke G, Schouten, Leo J, Konings, Erik J, Goldbohm, R Alexandra, Brandt, Piet A van den, Bosman, Ben	

Showing 1 to 4 of 4 items

First Previous 1 Next Last

Add Items Reset

The list of selected Items

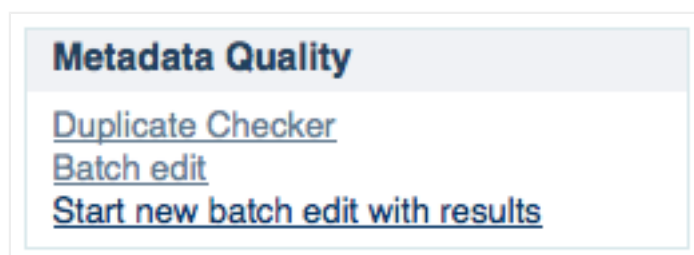
In the header of the *Add Items* list is another plus button. Clicking this button will add all Items in the table to the list of selected Items. Note that this takes the active search and scope settings into account. You can, for example, type an author's name in the search box and set the scope drop-down to a certain Collection. Next, click the plus button in the list heading to add all Items in the chosen Collection with the specified author to the selection at once.

Similarly, the list of selected Items has a minus button in its header. Clicking this button will remove all items in the list from the selection. This list also has a search box that will narrow down the number of Items shown to only those corresponding to the query in it. Using the search box does not remove any Item from the selection, but it can be used in conjunction with the minus button in the header to remove only the Items that correspond to a certain query from the selection.

The list of selected Items also has an Item Inspector that works exactly the same as the one in the *Add Items* dialog, with an additional remove button at the bottom. Pressing this remove button or the delete key on your keyboard will remove the current Item from the selection.

Clicking the *Title* header in the list of selected Items or the *Add Items* list will reverse the sort order of the Items in that list. Clicking the *Reset* button under the Selected Items list will clear all Items from the selection and put any settings that have been modified in the Manual or Automated Edit back to their default values.

You can also select the set of Items you want to work on in a different way. On every browse, and search results page in DSpace, the Metadata Quality section of the navigation will contain a link labeled '*Start new batch edit with results*'. Clicking this link will open the Batch Editor with the search results, or the Items you were browsing as the selected Items for a batch edit. You can still remove or add Items to that initial set using the methods described above.



The link in the navigation to start a new Batch Edit with DSpace search results

After you've selected the Items you want to work on, click the **Manual Edit** or **Automated Edit** tab below.

Automated Edit

The Automated Edit tab has two sections: **Item Actions** and **Item Mapping**

Item Actions

In the Item Actions section you can configure the changes that will be applied to the metadata of all the items you've selected before. For each action you'll need to specify a *Metadata Rule*. You can add a new rule by clicking the green plus button.

Metadata rules are represented as sentences. You can swap out parts of a sentence using drop-down lists or text fields to determine the that will be affected by the rule, the values that will be used and the conditions that must be met before the action is executed. For example. If you select the 'remove' action, the sentence will be *'Remove the property dc.contributor.advisor'*. This could be changed to something like *'Remove the english version of the property dc.title.alternative if that property contains (Translated title)'*. Each rule begins with one of the following actions:

- **remove:** Remove metadata fields, a constraint can be included to only remove a field if it contains (or doesn't contain) a specified value.
- **insert:** Insert new metadata fields, a constraint can be included to only insert a field if the item doesn't already have an instance of that field (in that language).
- **move:** Move the value of a certain metadatafield to another. This can be used for example to move the content of `dc.description` to `dc.description.abstract` or to move the version of a field saved with the wrong language to the right language. A constraint can be included to only move a field if it contains (or doesn't contain) a specified value.
- **copy:** Copy the value of a certain field to another. This can be used for example to copy `dc.contributor.advisor` fields to `dc.contributor.author`. A constraint can be included to only copy a field if it contains (or doesn't contain) a specified value.
- **replace:** Replace (part of) a value in a field with another. For example replace 'foriegn' with 'foreign' in `dc.description.abstract`.
- **modify:** Modify the value of a field in one of the following ways:
 - Capitalize the first letter
 - Capitalize The First Letter Of Each Word
 - convert the value to lowercase
 - CONVERT THE VALUE TO UPPERCASE

The screenshot shows a web interface titled "Item Actions". Inside, there's a configuration box. The first part has a dropdown menu set to "remove". The second part has a dropdown menu set to "the English version of" followed by a text field containing "the property". The third part has a dropdown menu set to "dc.title.alternative". The fourth part has a dropdown menu set to "if that property contains" followed by a text field containing "(Translated title)". To the right of these fields are two circular buttons, one green with a plus sign and one red with a minus sign.

A 'remove' metadata rule

Item Mapping

In the Item mapping section you can change the Collections the Items in the selection belong to.

Remove from collection(s) contains a list of all Collections any of the selected Items are currently part of. Each Collection in the list is preceded by a checkbox to select it for removal. When the Batch Edit is performed all Items in the selection will be removed from every Collection selected here. It doesn't matter if not all Items are part of all the Collections you've selected, they will only be removed from a Collection if they belong to it.

Add to collection(s) contains the tree of all Communities and Collections in the DSpace installation with a checkbox next to each Collection. Every Item in the selection will be added to every Collection selected here.

If the item mapping configuration causes certain selected items to no longer have ANY collection, the batch edit won't perform the operation for those items, to prevent items getting lost

Item Mapping

Remove from collection(s)

☐ Collection 5 without files

☐ Collection 3 without files

Add to collection(s)

- ▶ Items with documents
- ▶ Items with large images
- ▼ Items with videos
 - ☒ Video Collection
- ▶ Random items with files
- ▶ Random items without files

The Item Mapping section

Performing an Automatic Batch Edit

At the bottom of the page is a button labeled 'Add task to the queue'. Clicking this button will add the task to the queue, from where the Batch Edit task can be performed. This button will be disabled if the editor detects that it can't or shouldn't be performed. Please beware that the module does not have an undo or rollback functionality. Therefore it is of key importance that you are fully aware of what the effect will be of the actions you've configured on the Items you've selected. If you are not sure, you can always start off by performing the edit on a single test Item, before executing them on a large set.

Manual Edit

The manual edit process is not part of the main Batch Edit page. The manual edit process will take you to an edit page for each of the Items you've selected.

Manual Edit

Automated Edit

Metadata-field Visibility Settings

5 fields/page

Search:

	Field
	Abstract (dc.description.abstract)
	Advisor (dc.contributor.advisor)
	Alternative Title (dc.title.alternative)
	Author (dc.contributor.author)
	Box (dc.description.box)

Showing 1 to 5 of 78 fields

First

Previous

1

2

3

4

5

Next

Last

Start Edit

The Manual Edit tab




The Manual Edit tab contains a list of all possible metadata fields in your repository. Each field has an eye icon next to it, you can click it to hide a field from being displayed in the edit pages. This list has the same page, search and sort options as the other lists in the batch edit. It also has a greyed out eye icon in the header that can be used to hide or show all fields.

The field visibility settings allow you to hide all metadata you don't want to modify during the batch edit, to keep the focus on the fields you do want to modify. So if you only want to see a few fields, it's often a good idea to start by clicking the eye icon in the header to hide all fields and then search for the few fields you do want to see, and make them visible again.

After you're done with the visibility settings click the '*Start Edit*' button to go to the edit page for the first Item in your selection.

Item Edit Page

An Item edit page looks like a DSpace detailed Item view page with a few modifications. In the metadata table there's a pencil icon next to each field label. If you click one of those pencils the rows representing the field will be replaced with an editor for that field.

Author (dc.contributor.author)		Roe, Robert A	
		Zinovieva, Irina L	
		Dienes, Elizabeth	
		Horn, Laurens A Ten	
Date Issued (dc.date.issued)		2000	
URI (dc.identifier.uri)		https://atmire.com/labs/handle/123456789/7495	

Edit a metadata field by clicking a pencil

The editor contains a text box for each instance of the field. Underneath the text box is the language field, and on the right are a green plus and a red minus button. The plus button will add a new instance of the field underneath the current one. The minus button will remove the current value.

Title: [Submission view](#)
Enter the main title of the item.

A Comparison of Work Motivation in Bulgaria
Hungary and the Netherlands Test of a Model




language:

Cancel Save

The editor for dc.title using the standard view

If the field you're editing is part of the submission workflow there will be a link in the top right corner of the editor to switch to the '*submission view*' if you click it, the editor will change to the one used in the submission. e.g. If you select the submission view for 'dc.date.issued' you'll see a box for the year, a drop-down list for the month, and another box for the day, just like issue dates in the submission.

Date of Issue: [Standard view](#)
Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

2000

▼

Year
Month
Day

Cancel Save

The editor for dc.date.issued using the submission view

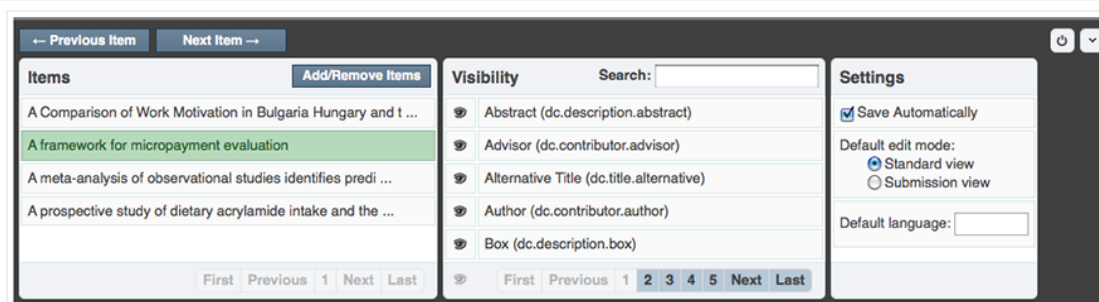
Note that the actual submission workflow code is used to show and process the results of these submission view editors. That means that any action that will save metadata in the submission will also immediately save it here. For example using the '*Add*' or '*Remove selected*' buttons for an author field will immediately add or remove an author and save it, even if you press cancel afterwards because that's how it works in the submission workflow. You can avoid this by using the '*Standard view*' instead of the submission view. In the standard view nothing is saved until you press the save button.

Adding a new field

The last row of the metadata table contains a text box and a button labeled 'Add a field'. To add new metadata to an item, type (part of) the name of the field you want to add in the text box, and select the field from the drop-down list that appears. You can click it or use the arrow keys to select it. Then press the enter key, or click the 'Add a field' button to open an editor for the field you've selected.

Adding a new metadata field

The tool bar



The toolbar, folded open

Every Item edit page in a Manual Batch Edit has a black toolbar at the bottom of the screen. The toolbar consists of two parts: A bar at the top, and a section at the bottom containing 3 grey lists.

- The left list contains the Items you've selected for the current Batch Edit. Click on an Item to go to its edit page. The Item you're currently editing is highlighted in green
- The list in the center allows you to change the field visibility settings.
- The list on the right allows you to set defaults for the manual edit process:
 - **Save Automatically:** If this is checked any unsaved changes you have will be saved if you navigate to another item in the list, or use any other link on the page. This is particularly useful if you need to quickly edit the same field for multiple items. You open the editor for the field on the first Item page, change it, and click 'next item'. Your change will be saved automatically and the editor for that field will still be open on the next Item page. So in essence it allows you to save and edit the same field for another Item in one click.
If you perform an action we can't predict, like closing your browser, or opening a bookmark, the changes can't be saved automatically (browsers don't allow it, for security reasons), but you will get a warning indicating that you have unsaved changes with the option to go back and save.
 - **Default edit mode:** Here you can select your preferred way of editing the metadata fields. Select 'Submission view' to open new editors in submission view by default.
 - **Default language:** If you enter a language code here, it will be automatically put in the language box of any new field you create.

The bottom section can be hidden using the # button at the very right of the toolbar. To the left of that button is a power button, click it to end the current Manual Batch Edit. On the left side of the toolbar are buttons to go to the previous and the next Item in the selection (if they exist).



The toolbar, folded shut

Task queue

Multiple batch edit tasks can be prepared and queued before running them. The task queue is accessible from the **Task queue** link under *batch edit* in the Metadata Quality menu of the DSpace navigation.

A table is displayed with all the batch edit tasks in the queue. At the lower end of the table there is a link **Create a new task** which will let you create a new batch edit task as described in the previous sections. Give the new task a name in the **Automated Edit** tab. At the bottom there is the 'Add task to queue' button. When that button is clicked, the queue is displayed again and the task that was just created has been added.

Batch Edit Task Queue					
Queue:					
#	Title	Created By	Date	Status	
1	title task 1	atmirenv@gmail.com	2013-10-03 16:11	Queued	
2	title task 2	atmirenv@gmail.com	2013-10-03 16:12	Queued	
Create a new task					

The task queue

To the right of each task a trash can icon provides the possibility to remove a task from the queue.

When the queue is ready to be performed, click on the **Queue: play** icon to start performing the tasks. The **play** icon will change into a **stop** icon and a status column will indicate which tasks have been processed, are being processed or are still queued for processing. The status of each task is not updated automatically, a page refresh is necessary to see the current status.

Batch Edit Task Queue					
Queue:					
#	Title	Created By	Date	Status	
1	title task 1	atmirenv@gmail.com	2013-10-03 16:11	In Progress	
2	title task 2	atmirenv@gmail.com	2013-10-03 16:12	Queued	
Create a new task					

The task queue in progress

Configuration

The parameters in `config/modules/atmire-mqm.cfg` relevant to the Batch Edit are prefixed `batchedit`.

Language Support

```
batchedit.supported.languages
```

Its value should be a comma separated list of language codes for languages you want to be able to use in the Batch Editor. When this parameter is not set, the language of existing metadata values will never be changed, and no language information will be saved for new metadata values added by the Batch Edit.

Example configuration

```
batchedit.supported.languages = en, nl, fr, de
```

This line would enable the languages english, dutch, french and german in the Batch Edit.

Author column metadata field

The configuration parameter *batchedit.display.author* applies to the [Add items](#) window. It defines which dc.value is displayed in the column *Author*.

```
batchedit.display.author=dc.contributor.author
```

Queue control

The configuration parameter *batchedit.task.thread.auto-start* defines if the batch edit starts processing items immediately if a task is added to the queue. On a default installation it is set to true but if it is not present in the configuration file it is false.

Browser Support

The table below shows the browser support for this module

- Browsers that aren't listed are **unsupported**.
- In any browser **JavaScript must be enabled** for the module to work.

	Windows	OS X	Linux
Chrome	Recommended	Recommended	Supported
Firefox	Recommended	Recommended	Supported
Safari	Supported	Supported	n/a
Opera	Supported	Supported	Supported
Internet Explorer 10.x	Recommended	n/a	n/a
Internet Explorer 9.x	Recommended	n/a	n/a
Internet Explorer 8.x	Supported	n/a	n/a
Internet Explorer 7.x	Unsupported	n/a	n/a

Recommended	The module has been tested and works in this browser
Supported	The module should work in this browser
Unsupported	The module probably won't behave as it should in this browser.