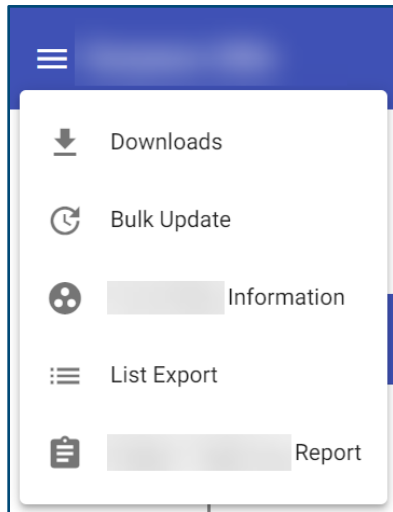



# Utilities For Our Systems (UFOS)

Utilities For Our Systems (UFOS) are in-house applications that facilitate Directory and Object metadata management.



## Introduction

[Click here to access Utilities For Our Systems](#) and use the main menu  to select an application. UFOS include tools to:

1. Export a list's Objects and Object metadata.
2. Bulk update EntityCMTE Information.
3. Bulk update individual Object comments and citations.

Bulk updates made using Utilities For Our Systems do not automatically re-register to DOWNSTREAMU.

4. Compile a report of a Directory's Metadata settings and values.

### List requirements to use UFOS

1. The Production System list ID is required for list-based UFOS.

[Redacted UI Screenshot]

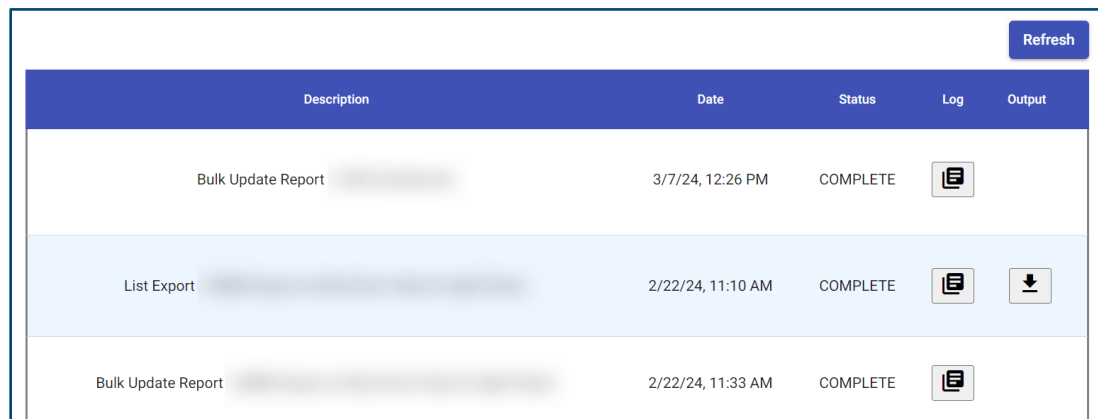
2. List names are limited to 80 characters when used with Production SystemUFOS.

3. You must be the owner/creator of any list used in Utilities For Our Systems. If the list owner is not available to run the application for you, go to the Object list you would like to use, select all Objects, and save them to a new list. Then use the new list in the application.





## UFOS Downloads




All UFOS requests generate a log file when complete. **List Export** and **Directory Metadata Report** requests generate CSV files according to your specifications. These are available to be reviewed and saved from the **Downloads** page.

1. Select **Downloads** from the main menu to track the **Status** of your request and to download file(s) when the request is **COMPLETE**.



The screenshot shows a web interface for tracking UFOS requests. At the top right is a blue 'Refresh' button. Below it is a table with columns: Description, Date, Status, Log, and Output. The table contains three rows of data, all with a status of 'COMPLETE'. The first row is 'Bulk Update Report' from 3/7/24 at 12:26 PM. The second row, 'List Export' from 2/22/24 at 11:10 AM, is highlighted in light blue and has both 'Log' and 'Output' download icons. The third row is another 'Bulk Update Report' from 2/22/24 at 11:33 AM.

Description	Date	Status	Log	Output
Bulk Update Report	3/7/24, 12:26 PM	COMPLETE		
List Export	2/22/24, 11:10 AM	COMPLETE		
Bulk Update Report	2/22/24, 11:33 AM	COMPLETE		

2. Click the **Log** button  to download a report on your request when complete.
3. Click the **Output** button  to download your file when complete.
4. Click the **Refresh** button  to update the **Status** column while you wait.

If your request fails or times out, [clear the browser cache](#) and try again. If it still fails, [submit a ticket](#).

# List Export

Use this tool to export an Object list as a CSV that you can edit for order, included Objects, etc. You can use an existing list that you own, or create a new one.

To speed processing, break up lists containing over 400 Objects into smaller lists. Then export each smaller list.

You must be the owner/creator of any list used in UFOS. If the list owner is not available to run the application for you, go to the Object list you would like to use, select all Objects, and save them to a new list. Then use the new list in the application.

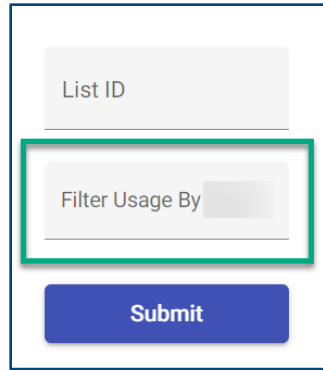
1. Note the list ID for the Objects to be exported.

*[Redacted UI Screenshot]*

2. [Click here](#) to open the **List Export** application. The page has fields to enter your Production System list ID and select the content and metadata to include.

The screenshot shows the 'List Export' application interface. At the top, there is a blue header bar with a menu icon. Below the header, the title 'List Export' is displayed. A text prompt asks the user to 'Enter a list ID below to export' metadata from a specific list. There is a text input field for the 'List ID' and a 'Filter Usage By' dropdown menu. A 'Submit' button is located below these fields. To the right of the input fields, there is a 'Select All' checkbox. The main content area is divided into three columns of checkboxes for selecting data to export. The first column, titled 'Details', includes checkboxes for ID, Name (checked), Set, Stem Count, Media IDs, Status, Comments, and Options. The second column, titled 'Info', includes checkboxes for Most Recent, Most Recent Role, Most Recent Date, Most Recent Action, Most Recent Destination, Most Recent Next Date, Most Recent Remarks, Primary, Primary Role, Primary Date, Primary Review Action, and Primary Destination. The third column, titled 'Stats', includes checkboxes for Admin, Description, Usage Type, and Population.

3. Enter the [List ID](#) from Production System.
4. You can also select an Output in the **Filter Usage by SubDomain** dropdown to include only Usage for a given SubDomain.



The screenshot shows a form with a blue border. Inside, there is a light gray box containing a 'List ID' input field. Below it is another light gray box containing a 'Filter Usage By' input field, which is highlighted with a green border. At the bottom of the form is a blue 'Submit' button.

5. Select the Object metadata you want to include in the export.
  - **Select All:** All **Object Details**, **Metadata**, **Languages**, **Entity Info**, **Stats**, and **Usage** for each Object.
  - **Object Details:** The primary Object elements: text, answer options, comments, etc.
  - **Metadata:** Any metadata and values associated with each Object.
  - **Languages:** Any languages associated with each Object.
  - **Entity Info:** Any selected type of Entity Information associated with each Object.
  - **Stats:** Any selected Stats type(s) associated with each Object.
6. Select **Downloads** from the main menu to track the **Status** of your request and to download file(s) when the request is **COMPLETE**.

The CSV list export has a column for each criterion selected in your request.

*[Redacted Output Screenshot]*

You can use this spreadsheet to work with Objects according to their metadata.

To update Object order in a Production System list, save a copy of this export, reorder the Objects, and [upload the new list order](#) into Production System.