Steps for uploading a single new thesis or dissertation on demand (rush process instead of batch process):

1) Locate folder of corresponding batch of ProQuest ETDs from the "dr" network drive. Make a copy of this folder on the "digital_services" drive in "DR Sharing"—"ETD files"—"Originals".
2) Use the ETD_CON tool (http://lib.dr.iastate.edu/digirep_outreach/7/) to unzip the folder's contents into a folder under "DR Sharing"—"ETD files" named "[batchID]-unpacked". The batch ID is the name of the original folder from the "dr" network drive.
3) In this folder, navigate into the "XML" folder and find the XML for the ETD you are looking for. They are identified by the author's last name. Also navigate into the "PDF" or "Large PDF" folder to find the PDF associated with the ETD. Check in the "Supplemental files" folder to see if there is a supplemental file under the author's last name. If there were multiple ETDs in the batch with the same last name, use the original XML to check if the supplemental files belong to the ETD (look for a <DISS_attachment> tag in the ProQuest metadata.) Move the XML, PDF, and supplemental files folder (if present) into a new folder at the same level as the "XML" and "PDF" folders called "rush processed" so they aren't uploaded again when the time comes to process the rest of the files in the batch.
4) Using oXygen XML editor, transform the XML from step 3 using the XSL file "ETD-ProQuestXML2bepressXML-[batchID].xsl". Use the Saxon-PE processor. Specify the output location to be in the folder you just created called "Rush processed" in the batch's root folder. For the output file name to be ${cfn}-transformed.xml [current file name with 'transformed' appended]. Apply the transformation.
5) Open the transformed XML file you created in step 4. This will be the basis for the metadata you will refer to in the following steps.
6) Log in to the DR admin website. Go to the ETD collection and choose Manage Theses/Dissertations – Upload Thesis/Dissertation tab.
7) Enter metadata from the XML into the given form following the instructions below. Double check all metadata against the title page of the PDF of the ETD. When a discrepancy occurs, default to the information found on the title page over the provided metadata, except in the case of names, in which instance, use the fullest form of name given on any of the data sources.

Element/Field	Data Source	Instructions	Example Value(s)
Dissertation/Thesis Title	<title>	Only capitalize first word and proper nouns (not even words after a colon). No period at end.	3G UMTS man in the middle attacks and policy reform considerations
Author (Email, First, Middle, Last, Suffix, Institution)	<author> <email> <institution> <lname> <fname> <mname> <suffix>		fmlast@iastate.edu Iowa State University

Degree Type	< document-type>	Select from the drop-down menu.	Thesis *or* Dissertation
Date of Award	<publication-date>	Only include year. If this value does not match the date on the title page of the PDF, use the value on the title page.	2016
Embargo Period	<field name="embargo_date" type="date"> <value>2001-01-01</value> </field>	Enter date using drop-down menus	January 1 2001 September 13 2016
Degree Name	<degree_name> (but double check against title page!)	Select from the drop-down menu.	Master of Science Doctor of Philosophy
Department	<department>	Select from the drop-down menu.	Statistics
Major	*Found only on the title page of the PDF.*	Enter the major(s). If a single major, no terminating punctuation. If multiple majors, separate with a semicolon and a space.	Geology Psychology; Human Computer Interaction
First, Second, and Third Advisor	<field name="advisor1" type="string"> <value>Margaret Sloss</value> </field> *or field name="advisor2", or "advisor3"*	Only include advisors listed on the title page of the PDF as "Major Professor" or "Co-Major Professor"	Margaret Sloss
Keywords	<keywords> <keyword>	Enter all keywords, separated by commas. Add as the first keyword the Major (as determined above).	Family environment Statistics Horses
Subject Categories	<disciplines> <discipline>	Select values using the given ontology tree. Values are inherited hierarchically, so no need to include	Family, Life Course, and Society

		a parent value if you are including one or more of its children.	
Abstract		Remove <p>ABSTRACT</p> if present. If abstract is in all caps, use Excel to convert to sentence case, paying attention to capitalization of proper nouns, acronyms, etc. HTML is allowed, just select the HTML button from the WYSIWYG editor.	<p>This is a dissertation where I identify, research, and solve a giant problem.</p>
Copyright Owner	<field name="rights_holder" type="string"> <value>J. L. Ahn</value> </field>	Make sure name is fullest form and matches that entered in author information above. Make sure to remove any extra whitespaces.	J. L. Ahn
Copyright Date	<field name="copyright_date" type="string"> <value>2016</value> </field>	Only include year. If this value does not match the date on the title page of the PDF, use the value on the title page.	1977
Language		Use the standard value "en".	en
Provenance		Use the standard value "Received from ProQuest."	Received from ProQuest
File Format		Use the standard value "application/pdf"	application/pdf
File Size	<field name="file_size" type="string"> <value>99 pages</value> </field>	This should be the number of pages in the PDF.	99 pages

8) **Upload Full Text**: Select the radio button next to "Upload file from your computer". Click the browse button and select the PDF file. Before you do this, you should have double checked to make sure that all signature were redacted from the document (typically on the title page or other preliminaries, but sometimes found at the end of the document).

9) If there were supplemental files identified in step 3, check the box to add additional files. Use the metadata in the ProQuest XML in the <DISS_attachment> tags. Use the <DISS_file_descr> as the description of the supplemental object. If necessary, capitalize the first word of this value.

10) Click "Submit". Once the submission has uploaded and you have double-checked all metadata, click the "Publish and Update" button.

11) Once you have received a confirmation email from Digital Commons, you will have the link for the newly created RTD. Notify whoever requested the ETD of this URL so they may notify the patron requesting the document.