

File of Additional Metadata (FOAM) for INSTITUTIONS

The File of Additional Metadata (FOAM) for institutions enables publishers to add to or edit **subscriber metadata** displayed in Usage Vizor.

FOAM custom data fields can be used to add attributes to current subscriber metadata to aid in analysis. These additional attributes might include currency or indicate if a subscriber is academic or corporate.

FOAM can also be used to overwrite previously uploaded metadata. For example, to change the SALES_AGENT attribute (see below) for one or more subscribers, publishers can upload a FOAM file that replaces Jane Jones in the SALES_AGENT field with John Smith for a set of subscribers and upload this file to Vizor Manager. The metadata for these subscribers will be replaced in Usage Vizor and these subscribers can then be isolated by selecting John Smith in the 'Sales Agent' drop-down.

Please note that attributes can only be altered or replaced with text and must be associated with a valid membership number. Blank fields or fields containing spaces will retain their previously assigned attribute. Publishers seeking to 'zero-out' a specific attribute are advised to replace it with "none" or some other text. This text will appear in the corresponding dropdown in Usage Vizor. Altered or replaced metadata cannot be reversed without re-uploading all subscriber metadata.

File Specification

FOAM files must be tab-delimited to validate in Vizor Manager. If publishers encounter problems validating a FOAM file, they should check to be sure the file is encoded as UTF-8 or ISO-8859-2 which is Microsoft Excel's default encoding.

File Format

Cells in the first row of the file must contain ALL 25 of the row headers in the order they are listed (see example below).

	A	B	C	D	E	F	G	H	I
1	MEMBERSHIP_NUMBER	FIRST_NAME	LAST_NAME	INSTITUTION_NAME	PHONE	FAX	EMAIL	ADDRESS	ADDRESS2
2									

Column Header	Value	Required	Example
MEMBERSHIP_NUMBER	Unique membership id	Yes	1080213
FIRST_NAME		No	Yoshi
LAST_NAME		No	Watanabe
INSTITUTION_NAME		No	MANIPURI UNIVERSITY
PHONE		No	901-765-1773
FAX		No	901-765-1773
EMAIL		No	yoshiw@mani.edu
ADDRESS		No	237 University Ave.
ADDRESS_2		No	Rail Stop #RFD 334
TITLE		No	Director
AFFILIATION		No	Brown University
RINGOLD_ID		No	10624
SALES_AGENT		No	Jane Jones
TIER		No	Gold
CONSORTIUM		No	No
START_DATE		No	10/10/2015
COUNTRY		No	India
REGION		No	North Coast
CONTACT		No	Billy Boyer
INSTITUTION_ALTERNATE_NAME		No	Manipuri Sister College
INSTITUTION_ALTERNATE_IDENTIFIER		No	MSC
MEMO		No	Send to Jim in 2017
CUSTOM_1		No	
CUSTOM_2		No	
CUSTOM_3		No	

Delivery

Files of Additional Metadata can be uploaded via Vizor Manager or FTP deposit. See the *Vizor Manager User Guide and FTP Info* in the Vizor Community Forum for more information.

FOAM filenames should follow this format: vizor_sub_details_[PUBLISHER]_MM_DD_YY.tab

PUBLISHER = name of abbreviation of publisher

MM_DD_YYYY = month/day/year for when the file was created or updated.

Example vizor_pat_details_ash_09_01_2017.tab

Please contact vizor-support@highwirepress.com for support.