The New DRS (DRS 2) Quick Start Guide

Contents

General

How to report feedback or ask for help?

To get help please fill out the DRS feedback form at:
http://nrs.harvard.edu/urn-3:hul.ois:drshelp

When are services available?

DRS 2 Loader is available Monday through Saturday 8 AM - 8PM. DRS 2 Web Admin and Delivery Services and the DRS 2 SFTP drop boxes are available 24/7. If the batches are loaded to drop boxes outside of the DRS 2 Loader availability window, they will be processed as soon as the DRS Loader starts running.

Where is the DRS 2 Documentation?

See http://hul.harvard.edu/ois/support/docs-drs.html#drs2doc

Batch Builder

How do I install Batch Builder 2?

The Batch Builder 2 installation ZIP file can be downloaded from:
http://hul.harvard.edu/ois/systems/drs/BatchBuilder-2-current.zip

Recommended System Requirements

- Physical Memory: 3 GB RAM or higher (higher than 3 GB requires a 64-bit Operating system).

- Java version 1.7.0 or higher.

- Operating System: Windows XP/Vista/7, Mac OS X 10.5.8 or higher, Linux.

Setup Instructions

Unzip the installation package to a directory of your choice. To run Batch Builder double click on the executable file .

Note: on the Mac, the first time you run Batch Builder you will need to press and hold the Control key, and then click the Batch Builder icon. Then click on Open from the shortcut menu. This will save the app as an exception to Mac security settings (which by default only allow registered apps from Mac app store to run). Next time you need to run Batch Builder, simply double click on the Batch Builder icon.

Batch Depositing

What are compatible SFTP clients?

There are two SFTP clients that have been tested to work with DRS 2:

- FileZilla- http://filezilla-project.org/download.php?type=client: a free open source Windows and Mac compatible SFTP client.
- WinSCP - http://winscp.net/eng/download.php: a free SFTP, SCP and FTP client for Windows.

How do I access DRS 2 Drop Boxes

Once you receive your DRS 2 drop box credentials and your drop box account is active, install a compatible SFTP client. Then enter the following information:

DRS 2 Production Dropboxes

- Host Name: `drs2drop.lib.harvard.edu`
- User Name: as provided by LTS
- Password: as provided by LTS
- Remote directory: /incoming

DRS 2 QA (Test) Dropboxes

- Host Name: `drs2drop-qa.hul.harvard.edu`
- User Name: as provided by LTS
- Password: as provided by LTS
- Remote directory: /incoming

Access to active DRS 2 drop boxes is restricted to trusted Harvard networks or Harvard VPN. If you need to access DRS 2 drop boxes via Harvard VPN and your VPN subnet has not been registered with LTS, please contact us using the DRS 2 feedback form: http://nrs.harvard.edu/urn-3:hul.ois:drshelp

Can you recommend a utility to batch rename files?

Windows: there are two free utilities for Windows that are being used by DRS depositors for batch file renaming:

- THE Rename (freeware) – runs on Windows XP/Vista/7[1]
  (http://www.herve-thouzard.com/therename.zip)
- Bulk Rename Utility (freeware) - runs on Windows XP/Vista/7
  http://www.bulkrenameutility.co.uk/Download.php

Mac: these two utilities seem to work well for batch renaming (tested at LTS):

- NameChanger (freeware) – runs on OS X 10.5+
  http://www.mrrsoftware.com/MRRSoftware/NameChanger.html
- Name Mangler (commercial $20): runs on Mac OS X 10.6 or later
  http://manytricks.com/namemangler/
- A Better Finder Rename for Mac (commercial - $19.99)
  http://www.publicspace.net/ABetterFinderRename/index.html

Web Admin

How do I connect to DRS 2 Web Admin?

Access to the DRS 2 Web Admin requires a registered Harvard ID and PIN, and an active Web Admin account.

Users with active Web Admin accounts can access the DRS 2 Web Admin using the following URLs:

- **DRS 2 Web Admin Prod**
  - http://nrs.harvard.edu/urn-3:hul:drs2-admin
- **DRS 2 Web Admin QA (Test)**
  - https://drs2-qa.hul.harvard.edu:9400/drs2_webadmin/search

The following browsers are supported:

- Mozilla Firefox
- Google Chrome
- Safari

Internet Explorer is not supported at this time.

Users with active Web Admin accounts can access the tool on trusted Harvard networks or Harvard VPN. If you need to access DRS 2 Web Admin via Harvard VPN and your VPN subnet has not been registered with LTS, please contact us using the DRS 2 feedback form: http://nrs.harvard.edu/urn-3:hul.ois:drshelp.

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[1] When installing THE Rename on Windows 7 you may run into an error "The program can't start because MSVBVM50.DLL is missing from your computer." If so, you will need to download and install a package from Microsoft that contains VB5 runtime files, which THE Rename needs to run: http://support.microsoft.com/kb/180071.

Downloading Content

How do I unzip content downloads from Web Admin?

To support downloads larger than 4GB, DRS2 uses the ZIP64 standard. You will need to use a ZIP client that can handle ZIP64 archive files. In most cases, the built-in ZIP support available on Windows and Macs does not handle ZIP64 files very well. Here are several recommendations for third party tools:

- **Windows**
    - PeaZip (free)
    - 7-ZIP (free)
    - PK-ZIP ($29.00)
    - WinZip ($29.95)
- **Mac**
    - UnArchiver GUI or/and UnArchiver command line (free)
    - Keka (free)
    - ExpressZIP (free Mac version)
    - BetterZip2 ($19.95)

PDS Maintenance

This functionality is now part of Web Admin. In Web Admin, go to File Structure section on Object page of the object you want to edit and then modify its PDS structure using the Web Admin structure editor.

Managing Delivery URNs

Individual delivery URNs can be managed in DRS 2 Web Admin. See DRS 2 Web Admin User Guide for instructions: http://hul.harvard.edu/ois/systems/drs/docs/wa2-userguide/edit-urn.html.

DRS Delivery Systems Links

The links below can be used to check that recently deposited content is delivery correctly in DRS delivery systems

Production delivery links:

- Check file and object (PDS Document Objects only) delivery by delivery URN:
    - http://nrs.harvard.edu/[delivery URN of the file or PDS Document Object from the DRS deposit report]
- Check PDS Document object delivery in PDS:
    - http://pds.lib.harvard.edu/pds/view/[DRSID of the PDS Object]
- Check audio streaming delivery in SDS:
    - http://sds.lib.harvard.edu/sds/audio/[DRSID of the audio file or an audio playlist]

- Check file delivery in FDS:
    - http://fds.lib.harvard.edu/fds/deliver/[DRSID of the file]
- Check image delivery in IDS:
    - http://ids.lib.harvard.edu/ids/view/[DRSID of the image file]

QA (test) delivery links:

- Check file and object (PDS Document Objects only) delivery by delivery URN:
    - http://nrstest.harvard.edu:9031/[delivery URN of the file or PDS Document Object from the DRS deposit report]
- Check PDS Document object delivery in PDS:
    - http://pdstest.lib.harvard.edu:9005/pds/view/DRSID of the PDS Object]
- Check audio streaming delivery in SDS:
    - http://sdstest.lib.harvard.edu:9007/sds/audio/[DRSID of the audio file or an audio playlist]
- Check file delivery in FDS:
    - http://fdstest.lib.harvard.edu:9001/fds/deliver/[DRSID of the file]
- Check image delivery in IDS:
    - http://idstest.lib.harvard.edu:9001/ids/view/[DRSID of the image file]