

# DataAccessioner User Guide

*For DataAccessioner v0.3.1*



1. *Either:*

- a. Double-click the file “DataAccessioner.jar”.
- b. Double-click the file “start.bat”. (Mac & Linux users can use the “start.sh”)

- Please be patient while it starts, which may take a while if you have not used another Java application recently.
- Using “start.bat” or “start.sh” allows the application to use more memory which is helpful when generating a lot of metadata.
  - This will open a terminal window which can be ignored.
  - Do not close the terminal window or it will stop the DataAccessioner.

2. Under the “Adapters” menu select the desired adapters.
3. Under the “Metadata Managers” menu select the desired metadata manager.
4. Enter your name, the accession number assigned to the data being migrated, and (if known) the collection title.
5. Click the button labeled “Accession to Directory” and select the accessions directory (i.e. where you want to copy the disk or directory to).
6. Insert the disk into the computer if you are accessioning external media (like a CD or USB flash-drive).

You may wish to perform step 10 before you insert the disk and then return to this step. In most cases you cannot read the disk label without ejecting the disk.

7. Click the “Source Disk / Directory” button and select the disk or folder you wish to migrate.
8. A directory tree will appear above in the space below the source selection button. You may expand or contract directories by double-clicking them or single-clicking the plus and minus icons next to them.
  - a. To indicate that a file or directory should not be migrated highlight it and click the  button. Files and directories that are excluded will have this icon in the directory tree.
  - b. To indicate that a previously excluded file or directory should be migrated highlight it and click the  button. Including a file or directory will also include their parent directories, you may need to go back and re-exclude files and folders within an included folder as appropriate.

c. Clicking the two “Display” buttons: size and last modified will toggle the display of the file’s size and last modified date next to the file in the directory tree.

9. Ensure there is a text entered in the Source Name or Identifier text box. The program will, by default, enter the system’s folder or disk display name if it exists.

If, when you try to migrate the source, you may be told that the name is already used or contains illegal characters and not start. You will need to re-name your “Source Name.”

10. Add any notes about the source that may be appropriate in the “About the Source” and “Additional Notes” fields. (E.g. the disk’s label information or location).

It is appropriate for organizations to set their own policies about what information is recorded where. E.g. Use the “About the Source” field for a disk label transcription and the “Additional Notes” field for known restrictions or applications used to view files, etc.

The “Clear Source Information” button will clear the directory explorer, disk name, disk label, and additional notes.

The “Clear All” will reset your name, accession number, collection title, accession directory, directory explorer, disk name, disk label, and additional notes.

11. Click the “Migrate” button. The application will then check for common problems such as invalid disk names before continuing the migration.

a. A status message and progress bar will be displayed at the bottom of the window.

b. If you need to cancel a migration click the “Cancel” button. You will be asked if you want to keep the files already move to the accessions directory.

## Annotated Sample Screen-shot

1. Selects the adapters you want to use (may be blank if no plugins are available). Multiple adapters may be selected at the same time.
2. Selects which metadata managers to use. Only one may be used at a time.
3. Name of the user using the Data Accessioner
4. Accession number for the materials being accessioned
5. Collection title (optional)
6. Shows directory path to the accession folder (where the data is copied to)
7. Displays a directory selection window: use to select the accession folder
8. File tree of the source data
9. Red icon indicates that a file/folder will not be transferred
10. Displays a file/directory selection window: use to select source disk/data
11. Exclude the highlighted files/folders
12. Include the selected files/folders (and parents) previously excluded.
13. Toggle file size information
14. Toggle file data modified information
15. Name given to disk folder in the accession's directory (automatically set to the system name but may need to be changed)
16. This is information about the source disk or directory that is about to be migrated. E.g. the disk's label or source.
17. User may add any additional notes using this tab
18. Start the migration
19. Cancels a migration already running
20. Resets the screen relating to the current source (disk or directory) currently loaded.
21. Resets the window
22. Status information will display here

