

## Duke University *Data Accessioner*



1. To start the Data Accessioner find the directory “SPECOLL\Technical Services Department\Electronic Records Tools\DataAccessioner”
2. On a Windows computer: double-click the file called “start.bat”.


This will open a terminal window which can be ignored. Please be patient while it starts, which may take a while if you have not used another Java application recently. Do not close the terminal window or it will stop the DataAccessioner.

3. Under the “Adapters” menu make sure all the available adapters are selected.
4. Under the “Metadata Managers” menu make sure “Duke Premis” is selected.
5. Enter your name, the accession number assigned to the data being migrated, and (if known) the collection title.
6. Click the button labeled “Accession Directory” and select the accessions directory.



For Special Collections this is the “Accessioned” folder on the network drive called DMM. For University Archives this is the “Accessioned” folder on the network drive called Duarchives. The network drive letter can vary from computer to computer. Do not rely on it.

7. Insert the disk into the computer.

You may wish to perform step 9 before you insert the disk and then return to this step. In most cases you cannot read the disk label without ejecting the disk.

8. Click the disk button  and select the disk or folder you wish to migrate.

Occasionally a disk has one folder that contains everything else. Feel free to select that folder rather than the disk itself.

9. A directory tree will appear above in the space above the icon. You may expand or contract directories by double-clicking 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 an excluded file or directory should be migrated highlight it and click the  button. Including a file or directory will also include their parent directories.
  - 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.

10. Ensure there is a text entered in the Disk Name 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 disk, you are told that the name is already used or contains illegal characters you may click the "Recommend Disk Name" button. This button will go to the indicated accessions directory and find the next available name that conforms to the pattern Disk000 where "000" is the next greatest number to the highest in use.

11. Click the "Disk Label" tab. Transcribe any appropriate label text into this box.

You need not include any manufacture specific information such as the format, capacity, etc.

12. Click on the "Additional Notes" tab. Enter any pertinent information a processor might need to know about this disk or data. Examples include known restrictions, context, applications used to view files, etc.)

The "Reset Disk/Directory" button will clear the directory explorer, disk name, disk label, and additional notes.

The "Reset All" will reset your name, accession number, collection title, accession directory, directory explorer, disk name, disk label, and additional notes.

13. 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 used).
2. Selects which metadata managers to use
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)
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. Have the Data Accessioner recommend a disk name
17. User may transcribe information from a disk label using this tab
18. User may add any additional notes using this tab
19. Start the migration
20. Cancels a migration already running
21. Resets the screen relating to the current disk
22. Resets the window
23. Status information will display here

