

1 Prepare Your Content

- A** Read the Metadata Field Guide to learn what fields are available for import.
 - Field Guide
- B** Download a CSV template and start filling in your metadata.
 - Import Template
- C** Upload your files over SFTP, using a tool like [FileZilla](#) to transfer files.

Metadata Field Guide

This is a dynamically generated guide to the metadata used in this application. Many fields are multi-valued. To include multiple values in a single CSV cell, separate them with the delimiter that has been configured for this application: | - |

Example: Value 1 | - | Value 2

Download as CSV

based_near

Predicate: http://orpha.com/ontology/based_near
 Type: Not specified
 Validation: No validation present in the model.
 Multiple values accepted: yes
 Edit Form Label: Location
 Import Header: Location
 Required on Edit Form: no
 Usage: A place name related to the work, such as its site of publication, or the city, state, or country the work concerns are about. This field is a URI. The URI should be a Geonames identifier. You can look these up at Geonames (<http://www.geonames.org>). Example: <http://www.geonames.org/520646>

bibliographic_citation

Predicate: http://orpha.com/ontology/bibliographic_citation
 Type: Not specified
 Validation: No validation present in the model.
 Multiple values accepted: yes
 Edit Form Label: Bibliographic Citation
 Import Header: not configured
 Required on Edit Form: no
 Usage: Used to store the preferred bibliographic citation.

contributor

Predicate: <http://orpha.com/ontology/contributor>
 Type: Not specified
 Validation: No validation present in the model.
 Multiple values accepted: yes
 Edit Form Label: Contributor
 Import Header: not configured
 Required on Edit Form: no
 Usage: A person or group you want to recognize for playing a role in the creation of the work, but not the primary one. Example: Smith, Mary

creator

Predicate: <http://orpha.com/ontology/creator>
 Type: Not specified
 Validation: No validation present in the model.
 Multiple values accepted: yes
 Edit Form Label: Creator
 Import Header: not configured
 Required on Edit Form: yes
 Usage: The person or group responsible for the work. Usually this is the author, artist, or other person or people responsible for creating the content. Example: Luffler, Herman K., photographer

one

2 Upload Your Files

- A** Upload a CSV that lists the metadata and files you want to import.
 - Upload Your CSV
- B** Choose a collection that you'd like your new works to be associated with.
 - WPA Posters
- C** Select update behavior. New works will always be added to the repository. Existing works can be overwritten, updated, or ignored.
 - Overwrite All Files & Metadata
- D** Preview your import and start the import if everything looks good, or overwritten
 - Preview Import

two

Well documented
 Simple to use batch import
github.com/curationexperts/zizia

3 Monitor Your Progress

- A** Check the status of batches that have been submitted for import.
 - Import History

ID	Associated User	CSV File	Number of Works	Number of Files	Total Size
1	mark@curatoneperts.com	tenejo-ephemera_home-sanitation-sm.csv	3	48	322 MB
2	mark@curatoneperts.com	2019-09-27_tenejo-sampleCSV-30_WPA.csv	30	30	1.03 GB

Filename	Size	Row Number
13400u.tif	69.8 MB	1
3128u.tif	73.3 MB	2
3y042k3u.tif	37.8 MB	3
3y0504u.tif	4.78 MB	4
3y0506u.tif	4.89 MB	5
3y0518u.tif	32.2 MB	6
3y0518u.tif	33 MB	7
3y4879u.tif	4.35 MB	8
3y4889u.tif	9.76 MB	9
3y0519u.tif	33 MB	10

three



imports as easy as 1-2-3