

ADVANCED SETTINGS IN DSPACE

Batch Metadata import through CSV in DSPACE

Metadata can be imported into DSpace directly through .csv file. Steps to be followed :

1. Create .csv file in Unicode (UTF-8) encoding with delimiter as comma.

The first row of the CSV must define the metadata values that the rest of the CSV represents. **The first column must always be "id" which refers to the item's internal database ID.** All other columns are optional. The other columns contain the dublin core metadata fields that the data is to reside.

A typical heading row looks like:

id,collection,dc.title,dc.contributor,dc.date.issued,etc,etc,etc. where

id = item's internal database [Mandatory field]

[while creating new metadata entries , this field contains '+' and then press tab to go to second column]

[while editing .csv file obtained by exporting metadata , this field will contain some item ID which needs to be retained as it is a mandatory field]

collection = collection handle

dc.title = title of the digitized element

dc.contributor.author = author name

dc.date.issued = Issue date

dc.type = type of element like Book, Dataset,etc.

A typical .csv file looks like :

Id	collection	dc.title[en_US]	dc.contributor.author	dc.date.issued	dc.type[en_US]
+	123456789/2	C++	Pund, Mukesh	2016	Book
+	123456789/2	Python	Pund, Mukesh	2015	Dataset

Save it as .csv file with Unicode UTF-8.

If you want to store multiple values for a given metadata element, they can be separated with the double-pipe '|' (or another character that you defined in your modules/bulkedit.cfg file).

For example:

Horses || Dogs || Cats

2. To import file into Dspace :

- Login as an Administrative User
- Click "Import Metadata" and select the CSV file
- In XMLUI, "Import Metadata" can be found under the "Administrative" menu on any page
- In JSPUI, "Import Metadata" can be found under the "Administer" menu (under your user account dropdown).
- On the Administration Tools page, select "Import Metadata" from the "Content" dropdown
- After uploading the CSV, you will be presented with a summary of all changes that will be performed in the system. You can review these changes and choose whether to apply them or cancel.
- Thus, the metadata gets imported into Dspace.

You can also import from command line :

```
# [dspace]/bin/dspace metadata-import -f name_of_file.csv
```

Eg : # /dspace/bin/dspace metadata-import -f /root/Desktop/col_14.csv

Batch Metadata Editing in CSV

1. Go to Collection Page of whose metadata you want to edit and click on 'Export Metadata' . It will give you a .csv file as above.
2. Open .csv and make changes into required metadata elements or add new metadata elements in a similar way keeping item ID intact as it is a mandatory field. For example :

id	collection	dc.publisher
3	123456789/2	ABC publications
4	123456789/2	XYZ Publications

3. In excel, editing .csv file is a different way :

If you are editing with Microsoft Excel, be sure to open the CSV in Unicode/UTF-8 encoding

By default, Microsoft Excel may not correctly open the CSV in Unicode/UTF-8 encoding. This means that special characters may be improperly displayed and also can be "corrupted" during re-import of the CSV.

You need to tell Excel this CSV is Unicode, by importing it as follows. (Please note these instructions are valid for MS Office 2007 and 2013. Other Office versions may vary)

- First, open Excel (with an empty sheet/workbook open)
- Select "Data" tab
- Click "From Text" button (in the "External Data" section)
- Select your CSV file
- Wizard Step 1
 - Choose "Delimited" option
 - Start import at row: 1
 - In the "File origin" selectbox, select "65001 : Unicode (UTF-8)"
 - NOTE: these encoding options are sorted alphabetically, so "Unicode (UTF-8)" appears near the bottom of the list.
 - Click Next
- Wizard Step 2
 - Select "Comma" as the only delimiter
 - Click Next
- Wizard Step 3
 - Select "Text" as the "Column data format" (This must be done for each column individually in Excel)
- Click Finish
- Choose whether to open CSV in the existing sheet or a new one

4. Save changes and import it in the same way as above.

IP BASED AUTHENTICATION :

DSPACE allows IP based authentication to allow access of specific items to specific groups/IP.

Steps to be followed :

1. Create group (Eg. NISCAIR) in DSpace without adding e-persons
 - Login as Administrator
 - Go to Administer under drop down -> Access -> Groups -> Create new group -> Update Group
2. Go to specific item/collection which you want to allow to specific IP
 - Click on Authorizations -> Edit Anonymous to group created (NISCAIR)

3. To enable IP Authentication, you must ensure the **org.dspace.authenticate.IPAuthentication** class is listed as one of the AuthenticationMethods in the following configuration:

- Go to authentication.cfg file

```
# /dspace/config/modules/authentication.cfg
plugin.sequence.org.dspace.authenticate.AuthenticationMethod = \
    org.dspace.authenticate.IPAuthentication
```

4. To configure IP Authentication, Once enabled, you are then able to map DSpace groups to IP addresses in authentication-ip.cfg by setting ip.GROUPNAME = iprange[, iprange ...], e.g:

- Go to authentication-ip.cfg file

```
# /dspace/config/modules/authentication-ip.cfg

ip.MY_UNIVERSITY = 10.1.2.3, \           # Full IP
                  13.5, \             # Partial IP
                  11.3.4.5/24, \      # with CIDR
                  12.7.8.9/255.255.128.0, \ # with netmask
                  2001:18e8::32       # IPv6 too
```

ip.NISCAIR = ip address (for eg. 192.168.x.x, 124.124.x.x, etc)

Negative matches can be set by prepending the entry with a '-'. For example if you want to include all of a class B network except for users of a contained class c network, you could use: 111.222,-111.222.333.

Notes:

- If the Groupname contains blanks you must escape the spaces, e.g. "Department\ of\ Statistics"
- If your DSpace installation is hidden behind a web proxy, remember to set the useProxies configuration option within the 'Logging' section of dspace.cfg to use the IP address of the user rather than the IP address of the proxy server.

5. Restart DSpace

COLLECTION BASED DEFINED TEMPLATES:

Dspace allows to create defined templates according to the requirement .

1. Go to input-forms.xml file .
2. Create a new form of any name (here custom) where you can take only required fields from the default form traditional according to your requirement.
3. Map it with collection handle as shown to create item submission form in this collection .

/dspace/config/input-forms.xml

```
<form-map>
  <name-map collection-handle="default" form-name="traditional" />
  <name-map collection-handle="123456789/11" form-name="custom" />
</form-map>
```

```
<form-definitions>
```

```
  <form name="custom">
    <page number="1">
      <field>
        <dc-schema>dc</dc-schema>
        <dc-element>contributor</dc-element>
        <dc-qualifier>author</dc-qualifier>
        <repeatable>>true</repeatable>
        <label>Authors</label>
        <input-type>name</input-type>
        <hint>Enter the names of the authors of this item.</hint>
        <required></required>
      </field>

      <field>
        <dc-schema>dc</dc-schema>
        <dc-element>title</dc-element>
        <dc-qualifier></dc-qualifier>
        <repeatable>>false</repeatable>
        <label>Title</label>
        <input-type>onebox</input-type>
        <hint>Enter the main title of the item.</hint>
        <required>You must enter a main title for this
item.</required>
      </field>

      <field>
        <dc-schema>dc</dc-schema>
        <dc-element>date</dc-element>
        <dc-qualifier>issued</dc-qualifier>
```

```

    <repeatable>>false</repeatable>
    <label>Date of Issue</label>
    <input-type>date</input-type>
    <hint>Please give the date of previous publication or public
distribution. You can leave out the day and/or month if they aren't
    applicable.</hint>
    <required>You must enter at least the year.</required>
  </field>

  <field>
    <dc-schema>dc</dc-schema>
    <dc-element>publisher</dc-element>
    <dc-qualifier></dc-qualifier>
    <repeatable>>false</repeatable>
    <label>Publisher</label>
    <input-type>onebox</input-type>
    <hint>Enter the name of the publisher of the previously
issued instance of this item.</hint>
    <required></required>
  </field>

<field>
  <dc-schema>dc</dc-schema>
  <dc-element>description</dc-element>
  <dc-qualifier>abstract</dc-qualifier>
  <repeatable>>false</repeatable>
  <label>Abstract</label>
  <input-type>textarea</input-type>
  <hint>Enter the abstract of the item. </hint>
  <required></required>
</field>
</page>
</form>
</form-definitions>

```

4. Save the file.

5 .Check it by submitting an item in that collection .