Digital Commons: Batch Uploading files from your local computer

For additional support, please contact dc-support@bepress.com

Introduction

The Digital Commons **Batch Upload File Manager** is a feature that complements the existing Batch Upload tool. Using these tools together will allow you to upload full-text and other files from your local computer.

This option eliminates the need for files to be placed on unsecured IT servers, or in a 3rd party storage service like Google Drive or DropBox that can require varying URL modification workflows.

In this reference, you'll find information specific to the Batch Upload File Manager, including how to select files and generate file URLs for use with the Batch Upload tool. For complete steps in the batch import process, please see the Batch Upload, Export, and Revise guide.

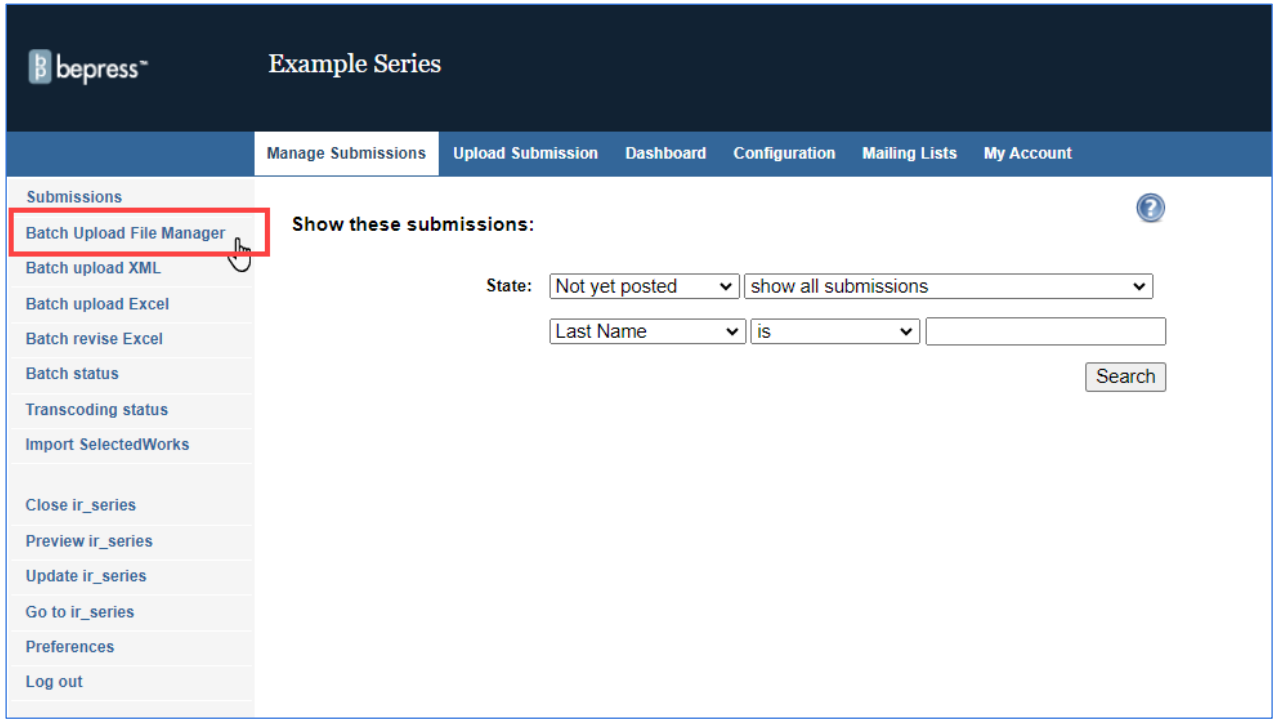
How it works

The Batch Upload File Manager carries out two tasks:

1. Stores a copy of file(s), which you upload into it, on a secure server maintained by Digital Commons
2. Generates URLs meant to populate the “fulltext_URL” column in a batch upload or batch revise spreadsheet; these URLs are delivered in a spreadsheet

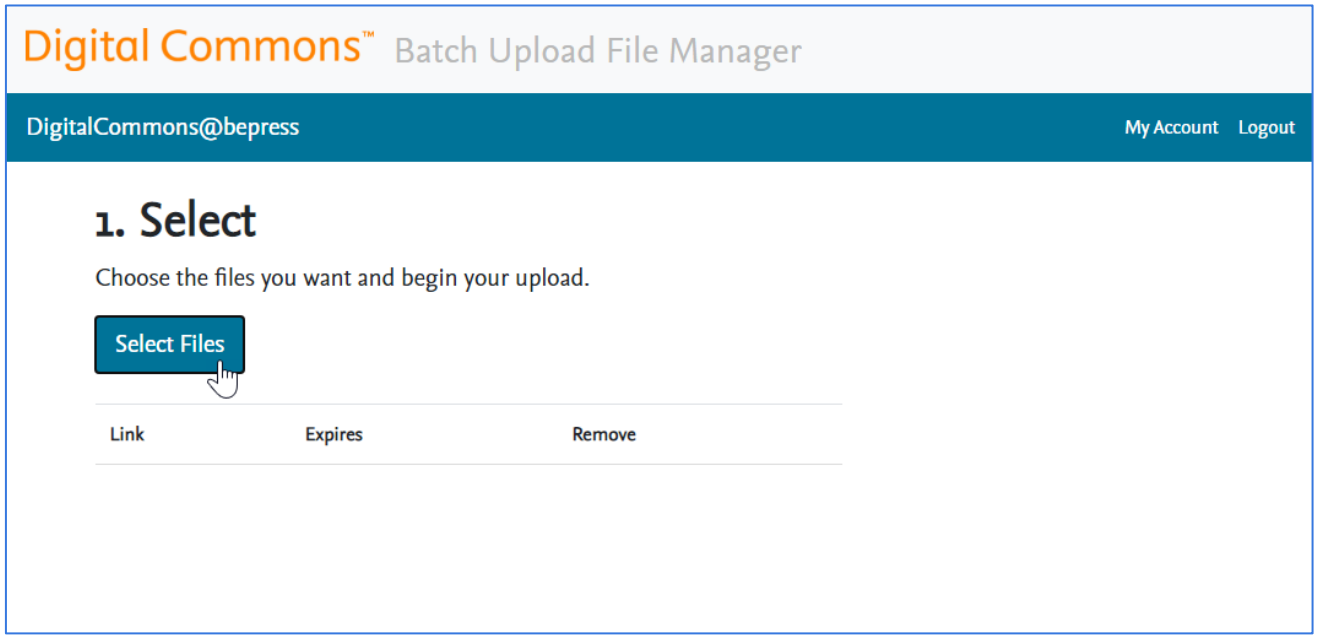
Whenever a batch upload or batch revise job invokes one of those URLs, the stored file is imported from the server and into your Digital Commons instance.

Launching the Batch Upload File Manager



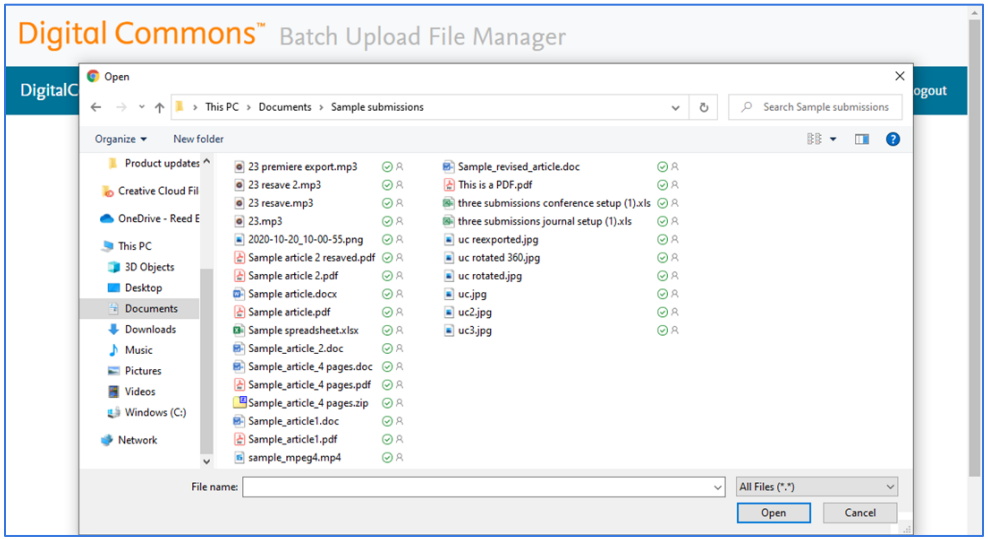
To launch the tool, visit the Manage Submissions page for the series/publication you want to batch upload to, and then click on the Batch Upload File Manager link to launch the tool.

Selecting Files for Upload



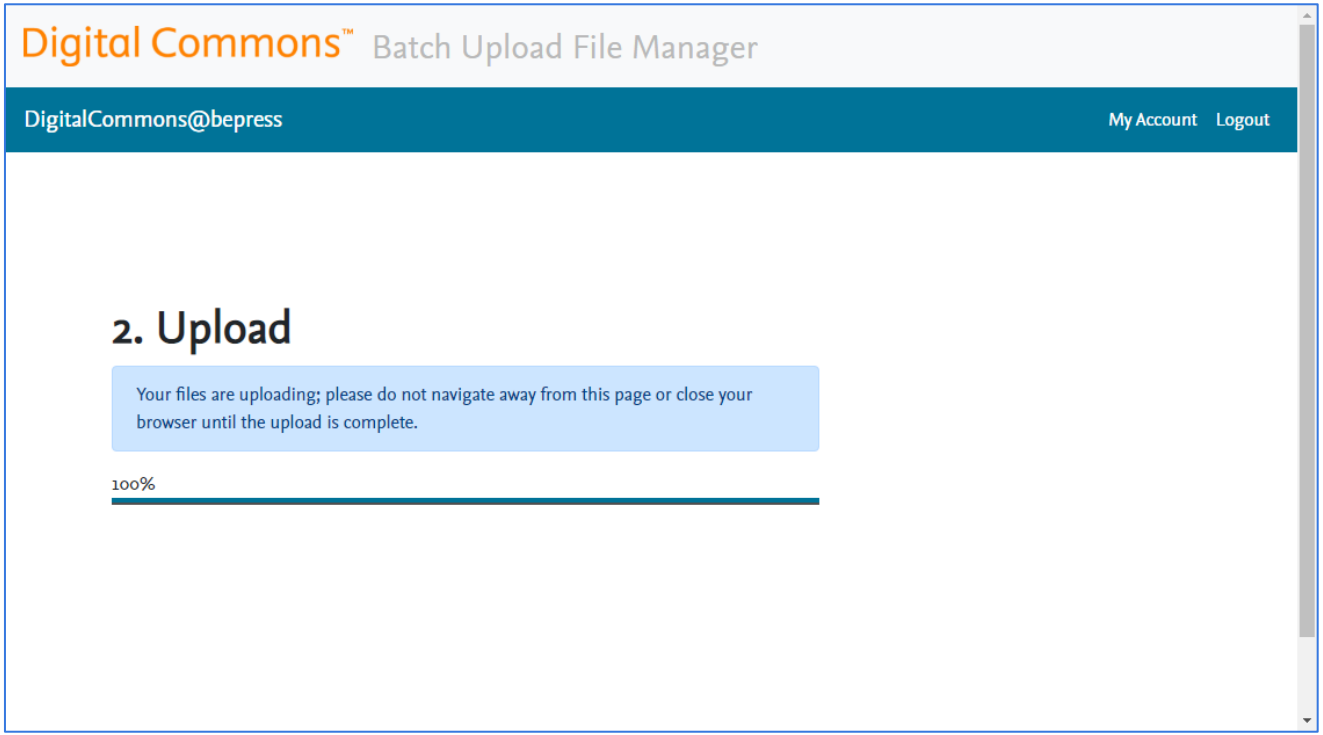
Once the tool has launched, click on the “Select files" button, which will bring up your browser’s file picker to browse your local hard drive.

Selecting Files for Upload



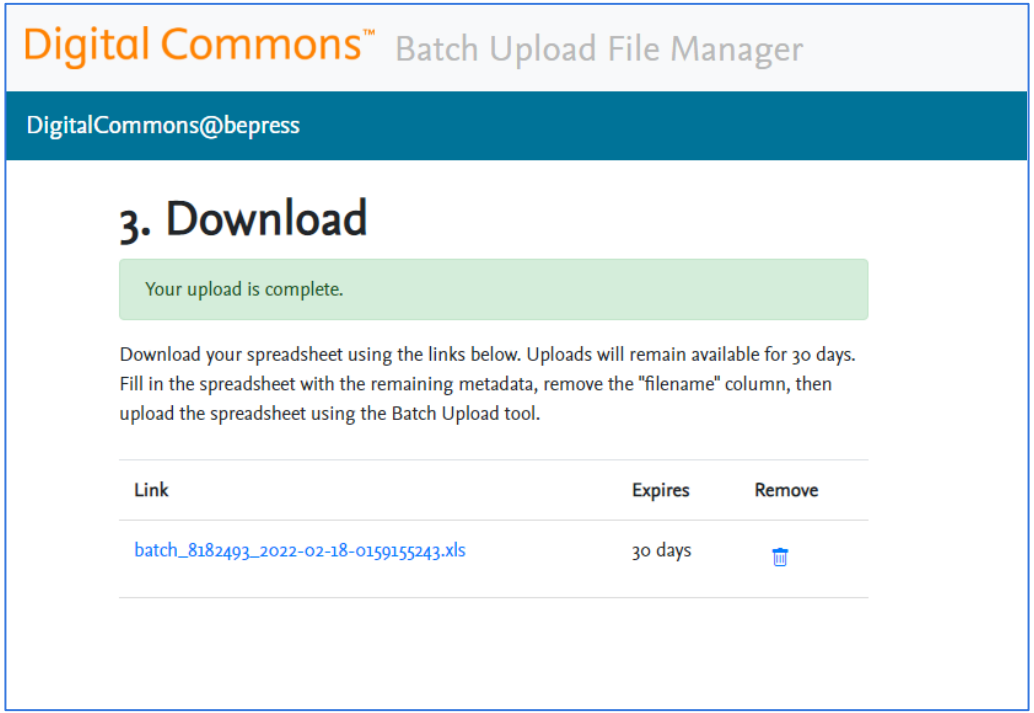
Select one or more files, then click on the appropriate button (usually ‘Open') to proceed with the file upload.

Uploading Files



While the files are being uploaded to the Digital Commons server, do not close the tab or your browser.

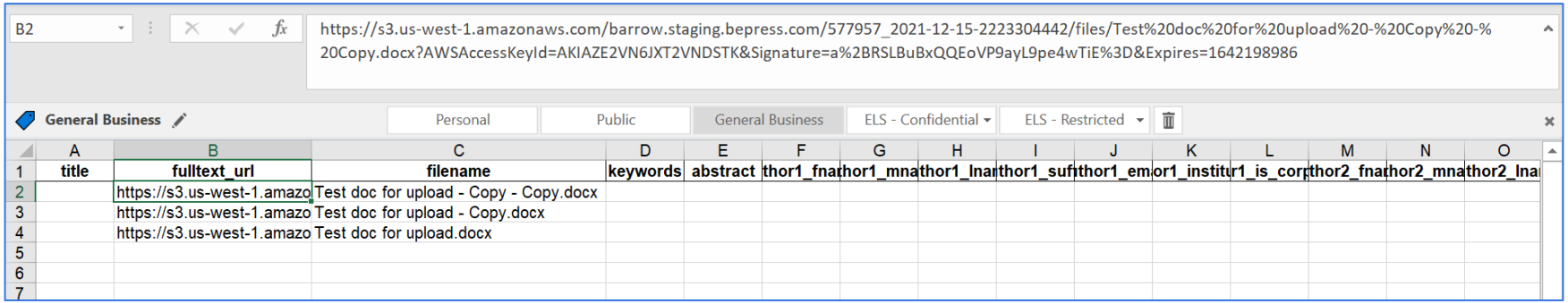
Downloading the Spreadsheet



Once the upload process is complete, the tool will provide you with a link.

Clicking that link will download a spreadsheet containing the URLs that the tool has generated for your files.

Reviewing and editing your spreadsheet



The downloaded spreadsheet will be populated with two columns: “fulltext_url” (containing the URL for each of the files just uploaded) and “filename” (noting the original names of the files uploaded, as a reference).

Next, you'll combine the newly generated file URLs with the metadata for your batch upload. You may **either**:

1. Add metadata for all the other fields in the spreadsheet, delete the “filename” column, and upload the resultant spreadsheet using the Batch Upload or Batch Revise tool.
   OR
2. Copy the URLs and paste them into a batch upload or batch revise spreadsheet you may have already prepared (e.g. all other metadata entered). Then upload that spreadsheet using the Batch Upload or Batch Revise tool.

Questions?

If you need further assistance, please contact your Consultant.
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