

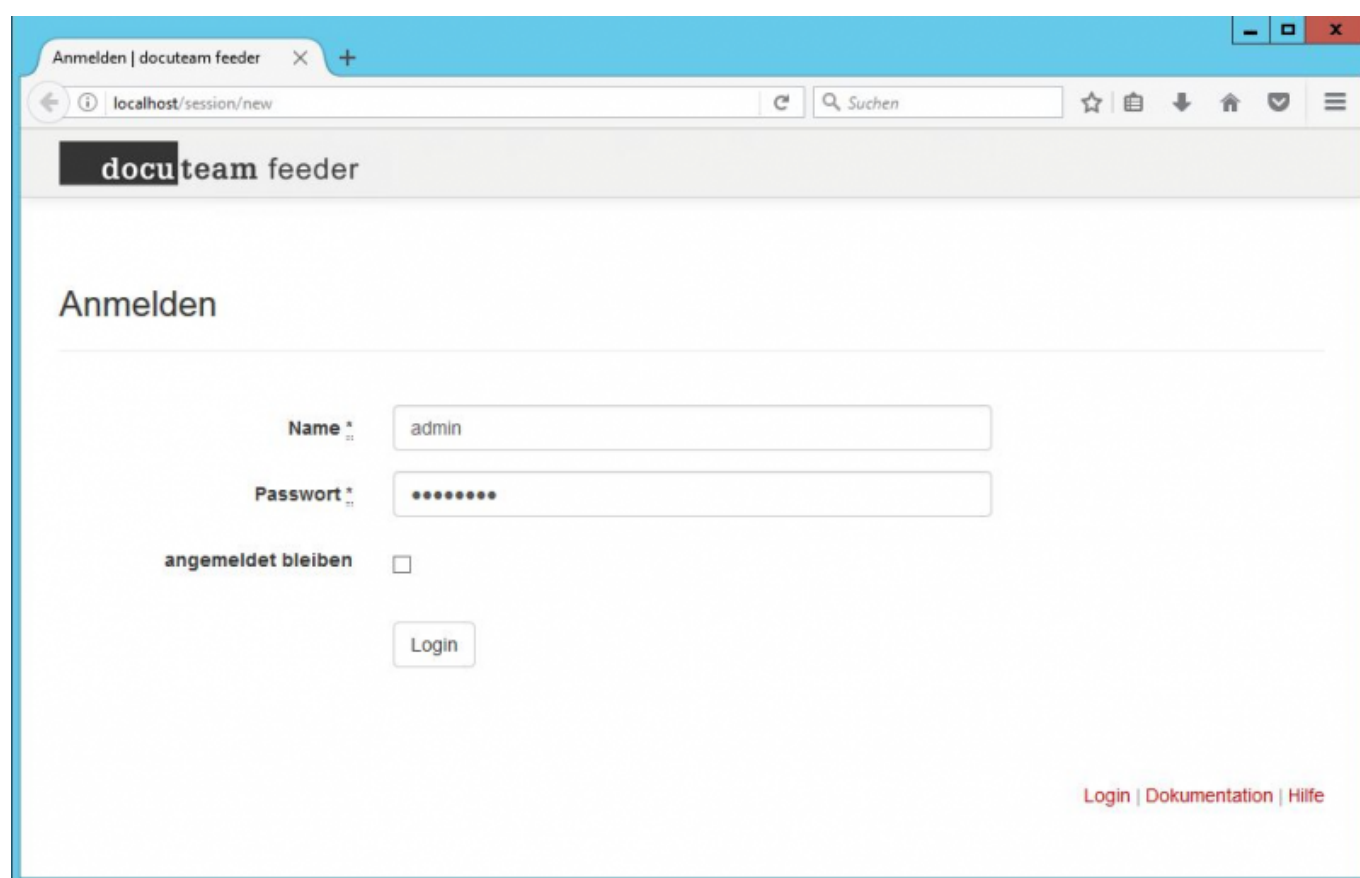
docuteam feeder 3.8.1

Executing Ingest processes of digital deliveries automatically, rather than manually, is standard operation. As soon as a new SIP is delivered to the intended folder, an appropriate Ingest workflow will be launched. This workflow will process the SIP in several steps. The process is logged and can be monitored online.

The interaction with docuteam feeder takes place via web front-end.

Log in to the system

Accessing docuteam feeder in your browser will display a login window.



The screenshot shows a web browser window with the title "Anmelden | docuteam feeder". The address bar displays "localhost/session/new". The page header features the "docuteam feeder" logo. The main heading is "Anmelden". Below this, there are two input fields: "Name *" with the value "admin" and "Passwort *" with masked characters. A checkbox labeled "angemeldet bleiben" is present and unchecked. A "Login" button is located below the password field. At the bottom right, there are links for "Login", "Dokumentation", and "Hilfe".

If you activate the checkbox “remember me”, the entered data will be suggested, the next time you log in.

Ausführungen | docuteam feeder

Organisation_A ▾ Ausführungen Workflows Cockpit Benutzer Admin ▾

Ausführungen

alle | wartend | laufend | fertig | fehlgeschlagen | neu gestartet

ID	Workflow	SIP	Status	Startzeit	Dauer	
80	Quality Assurance, Migration and Storage	Test_Wi_02_zip	● ● ● ●	Freitag, 07. Juli 2017, 10:56 Uhr	00:00:32	anzeigen löschen
79	Quality Assurance	Test_Wi_02_zip	● ● ● ●	Freitag, 07. Juli 2017, 10:55 Uhr	00:00:06	anzeigen löschen

After a successful login, you will land on the page “executions”. If you’ve logged in as administrator you’ll find a menu bar to the top right with five sections: executions, workflows, steps, users, cockpit:

docuteam feeder

Organisation_A ▾ Ausführungen Workflows Cockpit Benutzer Admin ▾

Organisation_A
Organisation_B

If you’ve logged in as a user, following sections are available:

docuteam feeder

Ausführungen Workflows Cockpit

- **Executions:** this section shows an overview of all completed, ongoing or pending executions. An execution is the actual processing of a SIP by means of a specific workflow.
- **Workflows:** a workflow is an orderly sequence of (pre-)defined process-steps, which is applied to a SIP during an execution. In this section, workflows are defined, managed, launched and, if necessary, deleted.
- **Steps:** a step is the integration and coordination of software components and services. This menu section is only visible to administrators.
- **Users:** user administration. This section is only visible to administrators.
- **Cockpit:** this section provides information on memory, used file formats, etc.



Menu option „executions“

The menu option „executions“, shows an overview of all completed, ongoing or pending workflow-processes. .

Ausführungen | docuteam feeder

localhost/organizations/1/workflow_executions

Organisation_A | Ausführungen | Workflows | Cockpit | Benutzer | Admin

Ausführungen

alle | wartend | laufend | fertig | fehlgeschlagen | neu gestartet

ID	Workflow	SIP	Status	Startzeit	Dauer	
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In this section you can monitor all executions. It comprises a list of all SIP,

- Which are currently being processed
- Which have completed a process
- Whose process was cancelled due to an error

The list has several columns containing information about the processes:

- **ID** shows the unique processing number
- **Workflow** shows the name of the workflow processing the SIP. For further information on the workflow, switch to the section **Workflows** and click the button show in the row of the corresponding workflow..
- **SIP** shows the SIP currently being processed.
- The column **Status** displays each processing step of a workflow as a dot. The colour of the dot indicates the status of the corresponding step:
 - **brown**: this step is still outstanding.
 - **yellow**: this step is being processed.
 - **green**: this step was completed successfully.
 - **red**: this step was aborted due to an error.
 - **black**: this step was skipped.
- **Starting time** shows the time, the execution process was launched..
- **Duration** shows the elapsed time since the launch of the process.

Please note that the information given, refers to the time the page was first visited. If you wish to know the current status, you have to reload the page.

To call up details of an execution, click on the link “show” at the right end of the corresponding row.

The amount of information shown at each workflow-step depends on the log-level. If a step was completed successfully, a green „completed with code 0“ is displayed and the next step will commence. Should a step fail, an error-code will be signalled in red. In the example below a file migration could not be executed correctly.

Ingest: file migration

Status: fehlgeschlagen mit Code 1

Befehl:

```
cd %FEEDER_JAVA% && java -Djava.library.path=C:\docuteam\apps\feeder_java\dlls\64bit ch.docuteam.feeder.ingest.SIPFileMigrator "400_Testdaten1" false
```

Antwort

Antwort:

```
ERROR 2016-07-13T16:16:58.124 (FileConverter$PDFToolsConverter) 37817352
ERROR 2016-07-13T16:16:58.124 (FileConverter$PDFToolsConverter) Some parts of the document could not be processed
ERROR 2016-07-13T16:17:47.982 (FileConverter$PDFToolsConverter) 37817352
ERROR 2016-07-13T16:17:47.982 (FileConverter$PDFToolsConverter) Some parts of the document could not be processed
ERROR 2016-07-13T16:18:01.852 (FileConverter$PDFToolsConverter) -2143223551
ERROR 2016-07-13T16:18:01.852 (FileConverter$PDFToolsConverter) The file couldn't be opened.
ERROR 2016-07-13T16:18:01.867 (FileConverter$PDFToolsConverter) -2143222271
ERROR 2016-07-13T16:18:01.867 (FileConverter$PDFToolsConverter) The analysis has been stopped.
ERROR 2016-07-13T16:18:33.07 (FileConverter$PDFToolsConverter) 37817352
ERROR 2016-07-13T16:18:33.07 (FileConverter$PDFToolsConverter) Some parts of the document could not be processed
```

Dauer: 00:04:11

The same rule applies in this case: to view the current status, the page needs to be reloaded.



Menu option "workflows"

The menu option „Workflows“ shows all defined ingest-workflows, that can be applied to a SIP.

ID	Name	starten	verwalten
1	Administration	starten	verwalten
2	Run	starten	verwalten
3	Quality Assurance	starten	verwalten
4	Check SA and Migration into 3_storage	starten	verwalten
5	Quality Assurance, Migration and Storage	starten	verwalten
6	Cleanup	starten	verwalten
7	Check Checksums	starten	verwalten
8	Preservation: Deliver DIP by PUID	starten	verwalten
9	Preservation: Update Fedora Objects	starten	verwalten

By clicking „show“ the individual steps of the particular workflow will be shown.

The screenshot shows a web browser window with the URL `localhost/organizations/1/workflows/5`. The page title is "Workflow: Quality Assurance, Migration and Storage". The breadcrumb navigation shows "Organisation_A" > "Ausführungen" > "Workflows". The main content area displays a list of 12 steps for a workflow, each starting with a "Schritt-Präfix" of `cd %FEEDER_JAVA%`. The steps are:

1. java ch.docuteam.feeder.qualityassurance.SIPExtractor "\${SIP}"
2. java ch.docuteam.feeder.qualityassurance.SIPSubmissionAgreementCheck "\${SIP}" false
3. java ch.docuteam.feeder.qualityassurance.SIPFixityCheck "\${SIP}"
4. java ch.docuteam.feeder.qualityassurance.SIPVirusCheck "\${SIP}" false
5. java ch.docuteam.feeder.qualityassurance.SIPConfirmation "\${SIP}"
6. java -Djava.library.path=C:\docuteam\apps\feeder_java\dlls\64bit ch.docuteam.feeder.ingest.SIPFileMigrator "\${SIP}" false
7. java ch.docuteam.feeder.storage.METSValidator "\${SIP}"
8. java ch.docuteam.feeder.storage.FOXMLCreator "\${SIP}"
9. java ch.docuteam.feeder.storage.FOXMLIngester "\${SIP}" false
10. java ch.docuteam.feeder.ingest.CreateEADFile "\${SIP}"
11. java ch.docuteam.feeder.ingest.Cleanup "\${SIP}"
12. java ch.docuteam.feeder.ingest.SIPRemoveFromInbox "\${SIP}" C:\docuteam\workbench_de/5_backup

Below the steps, it shows the creation and last modification dates: "Erstellt durch admin am 25. Mai, 07:01 Uhr" and "Zuletzt bearbeitet von admin am 06. Juli, 16:11 Uhr". At the bottom, there are links for "bearbeiten" (edit) and "zurück" (back). The footer indicates the user is logged in as "admin" with links for "Logout", "Dokumentation", and "Hilfe".

The link „edit“ und „Bearbeiten“ leads to a page in which workflows can be edited. A workflow always has a linear progression: Basically, a SIP is sent into a pipeline, in which each step is processed successively. In case of an error, the process is stopped and the pending steps are omitted.

Workflow bearbeiten | docuteam: X

localhost/organizations/1/workflows/3/edit

Suchen

docuteam feeder Organisation_A Ausführungen Workflows Cockpit Benutzer Admin

Workflow bearbeiten

Name: Quality Assurance

Schritt-Präfix: cd %FEEDER_JAVA%

Step	Parameter
Quality Assurance: extract SIP into wo	"\${SIP}"
Quality Assurance: check formats aga	"\${SIP}" false
Quality Assurance: fixity check (md5)	"\${SIP}"
Quality Assurance: virus check	"\${SIP}" false
Ingest: cleanup working copies	"\${SIP}"

Workflow aktualisieren

In the trial operation, ingest-workflows of individual SIPs can be executed manually. The button start was designed for this purpose. After you've clicked on the button a dialogue box appears in which you can type in the name of your SIP. Important: the name should be entered without the file-ending .zip.

The screenshot shows a web browser window with the URL `localhost/organizations/1/workflow_executions/new?workflow_id=5`. The page title is "Neue Ausführung für Quality Assurance, Migration and Storage". The header includes the "docuteam feeder" logo and navigation links: "Organisation_A", "Ausführungen", "Workflows", "Cockpit", "Benutzer", and "Admin". The main form contains two input fields: "Objekt-ID" with a "SIP" dropdown menu, and "Manuelle Eingabe". A "Ausführung erstellen" button is located below the "Manuelle Eingabe" field. The footer indicates the user is logged in as "admin" and provides links for "Logout", "Dokumentation", and "Hilfe".

Neue Ausführung für Quality Assurance, Migration and Storage

Objekt-ID

SIP

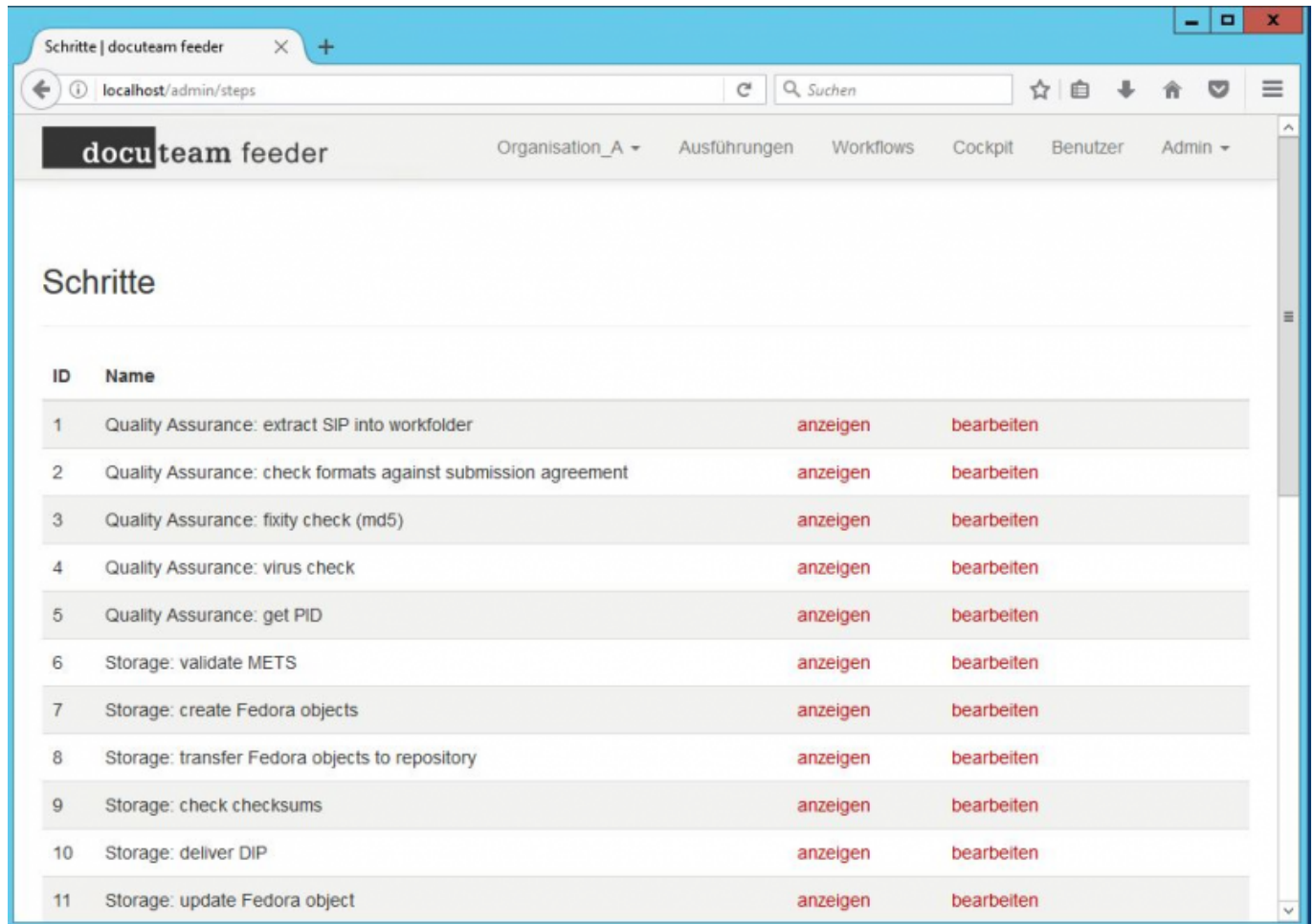
oder

Manuelle Eingabe

Angemeldet als admin | [Logout](#) | [Dokumentation](#) | [Hilfe](#)

Menu option "steps"

The menu option „steps“ shows all workflow-steps, which are available in docuteam feeder and can be compiled into an ingest-workflow.



The screenshot shows a web browser window with the URL `localhost/admin/steps`. The page title is "Schritte | docuteam feeder". The navigation bar includes "Organisation_A", "Ausführungen", "Workflows", "Cockpit", "Benutzer", and "Admin". The main heading is "Schritte". Below it is a table with 11 rows, each representing a step in the ingest process. Each row has an ID, a Name, and two action buttons: "anzeigen" and "bearbeiten".

ID	Name	anzeigen	bearbeiten
1	Quality Assurance: extract SIP into workfolder	anzeigen	bearbeiten
2	Quality Assurance: check formats against submission agreement	anzeigen	bearbeiten
3	Quality Assurance: fixity check (md5)	anzeigen	bearbeiten
4	Quality Assurance: virus check	anzeigen	bearbeiten
5	Quality Assurance: get PID	anzeigen	bearbeiten
6	Storage: validate METS	anzeigen	bearbeiten
7	Storage: create Fedora objects	anzeigen	bearbeiten
8	Storage: transfer Fedora objects to repository	anzeigen	bearbeiten
9	Storage: check checksums	anzeigen	bearbeiten
10	Storage: deliver DIP	anzeigen	bearbeiten
11	Storage: update Fedora object	anzeigen	bearbeiten

New steps can also be added, for example, to integrate additional migration tools or to expand the ingest-process with additional functionalities.

Neuen Schritt erstellen | docuteam

localhost/admin/steps/new

Suchen

docuteam feeder

Organisation_A

Ausführungen

Workflows

Cockpit

Benutzer

Admin

Neuen Schritt erstellen

Name *

Command *

Type *

ScriptStep

Schritt erstellen

Angemeldet als admin | [Logout](#) | [Dokumentation](#) | [Hilfe](#)



Menu option "users"

Benutzer | docuteam feeder

localhost/organizations/1/users

Suchen

docuteam feeder

Organisation_A

Ausführungen

Workflows

Cockpit

Benutzer

Admin

Benutzer

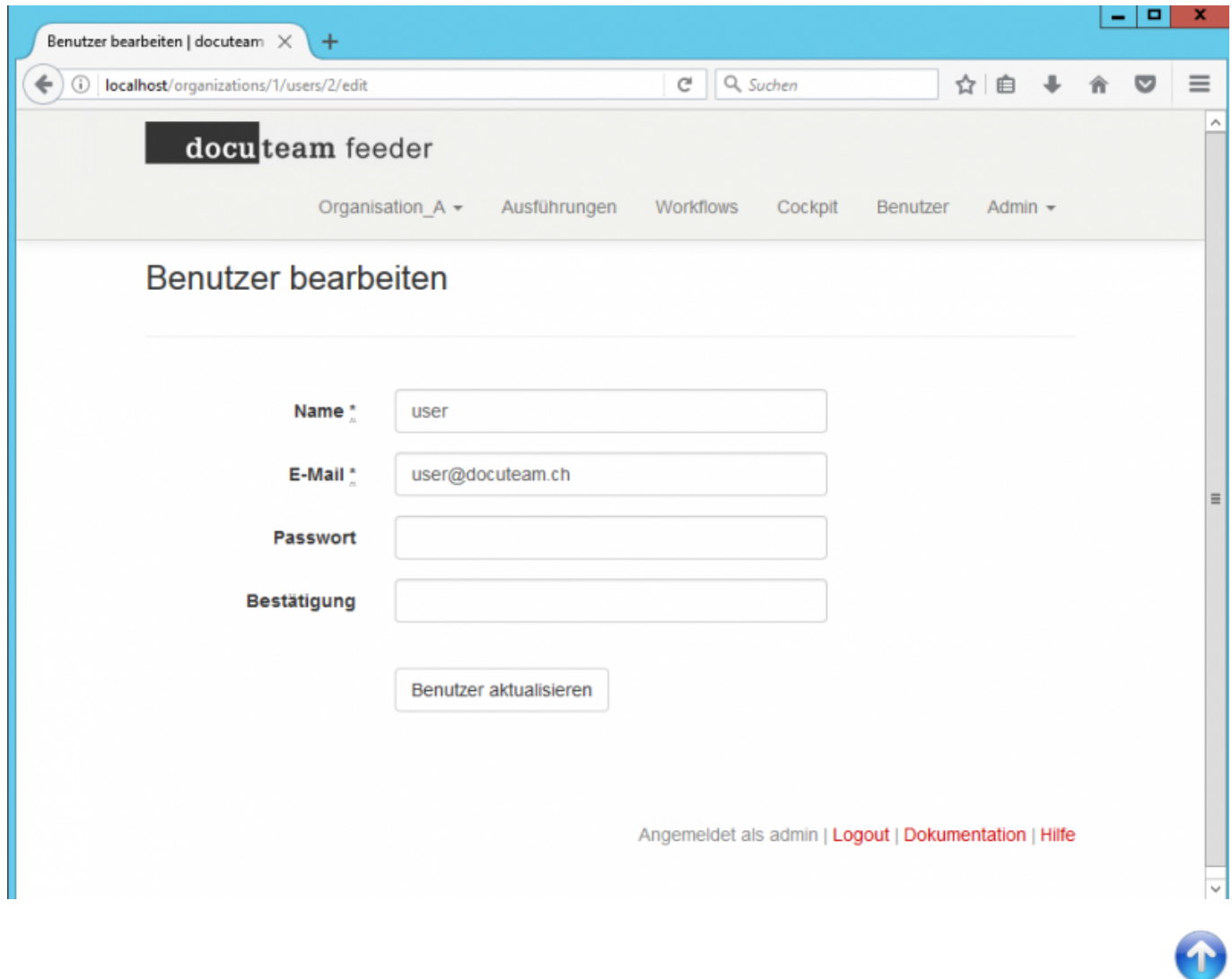
Name		
admin	bearbeiten	löschen
peter	bearbeiten	löschen

Neuen Benutzer erstellen

Angemeldet als admin | [Logout](#) | [Dokumentation](#) | [Hilfe](#)

To add a new user, a user-name, email adress and pasword need to be created. Additionally, the role of the user needs to be defined:

- An **executor** can execute and monitor ingest-workflows, yet cannot create or change them.
- An **administrator** can execute as well as create or change ingest-workflows. In addition, an administrator can manage users..



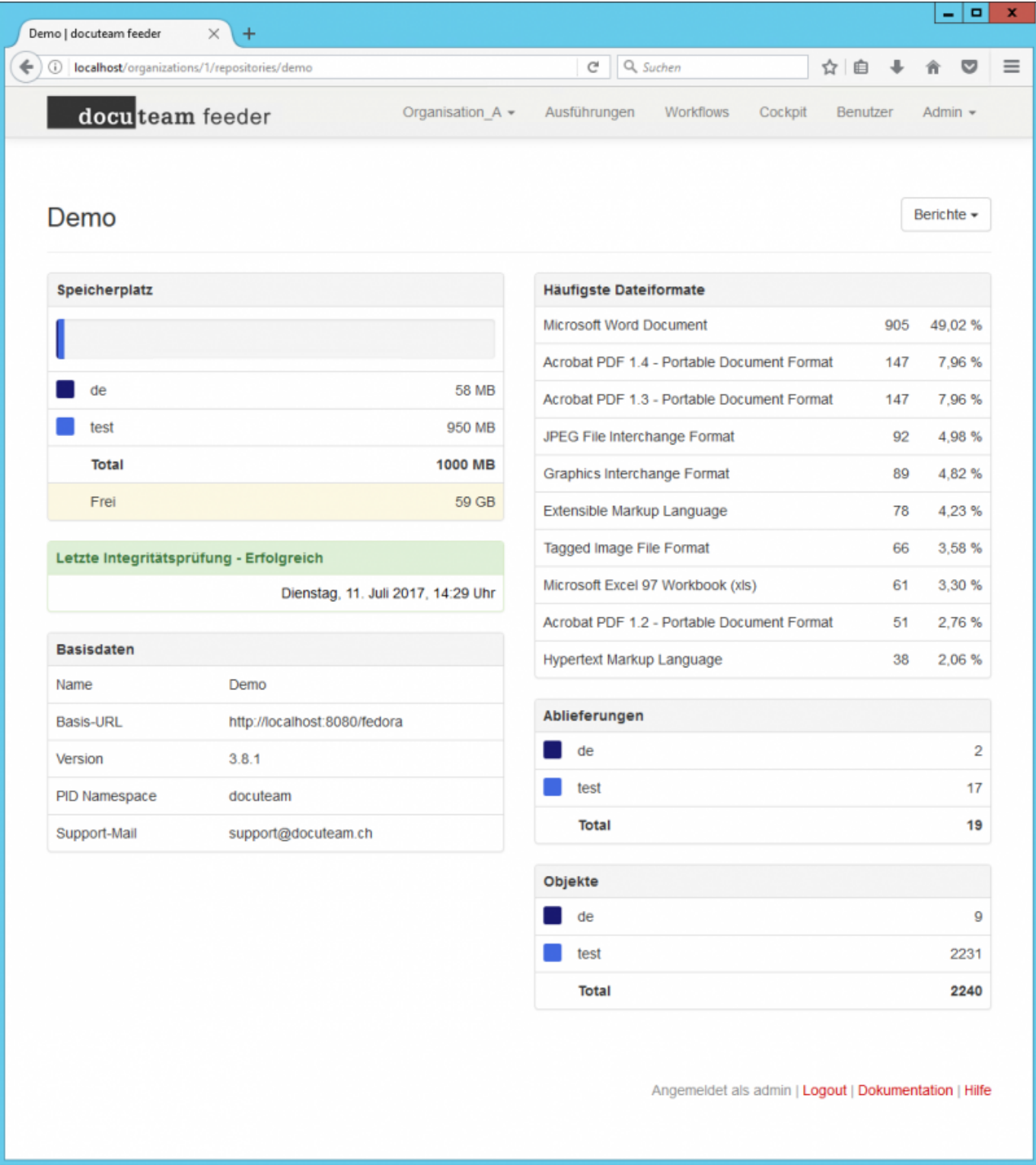
The screenshot shows a web browser window with the address bar displaying 'localhost/organizations/1/users/2/edit'. The page title is 'Benutzer bearbeiten | docuteam'. The main heading is 'Benutzer bearbeiten'. The form contains the following fields:

- Name ***: Input field with the value 'user'.
- E-Mail ***: Input field with the value 'user@docuteam.ch'.
- Passwort**: Empty input field.
- Bestätigung**: Empty input field.

Below the fields is a button labeled 'Benutzer aktualisieren'. At the bottom right, there is a status bar showing 'Angemeldet als admin | [Logout](#) | [Dokumentation](#) | [Hilfe](#)'. A blue circular icon with an upward arrow is located at the bottom right of the page.

Menu option "cockpit"

The cockpit informs you about memory conditions, the amount of various file formats, or the number of ingests and objects. The cockpit gathers information from the fedora commons repository mostly [docuteamOASIS](#)).



Detailed reports on file formats or memory conditions can be issued.

Demo: Dateiformate | docuteam: X +

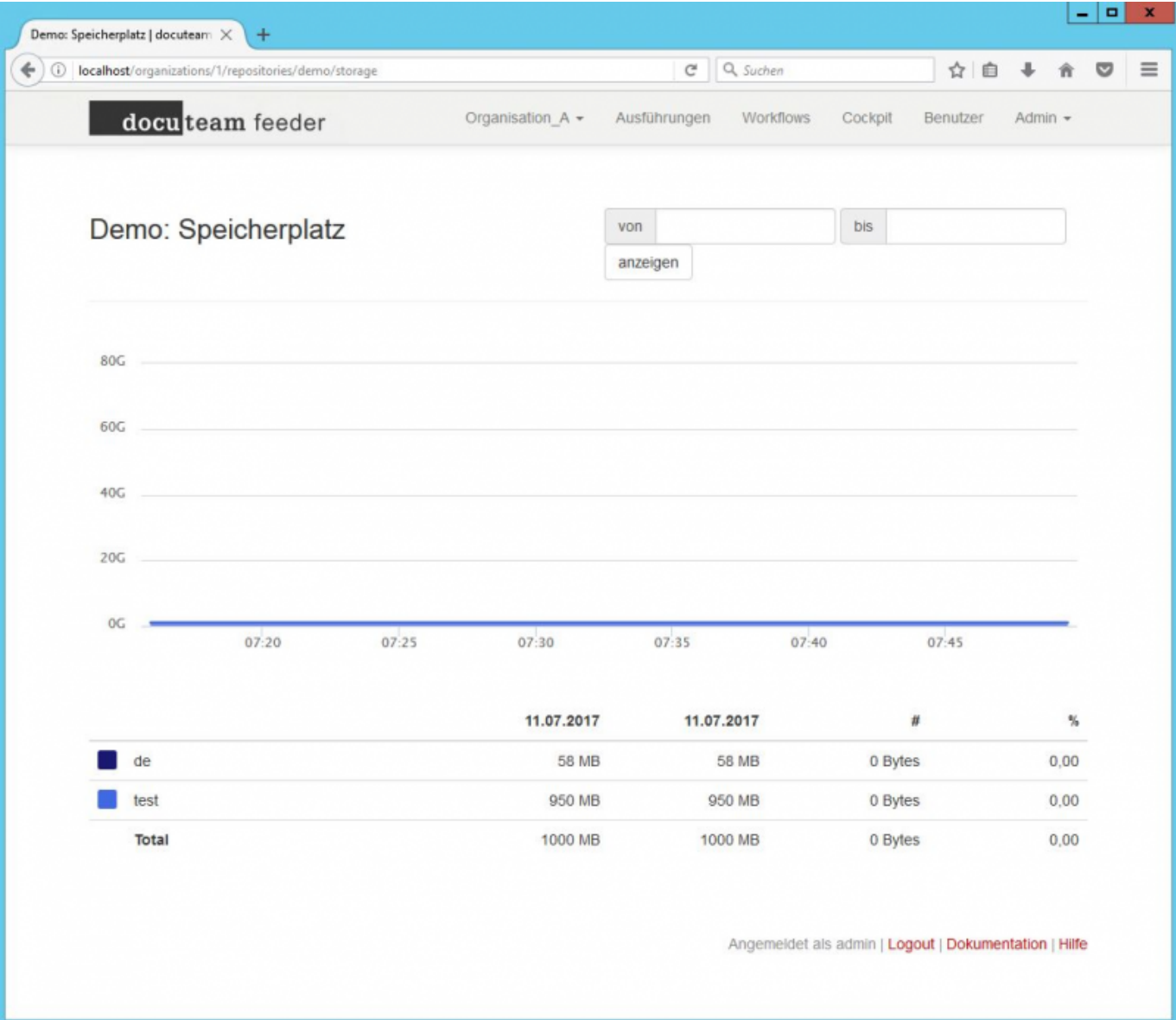
localhost/organizations/1/repositories/demo/file_formats Suchen

docuteam feeder Organisation_A Ausführungen Workflows Cockpit Benutzer Admin

Demo: Dateiformate

Total de test

Name	PUID	#	%
Microsoft Word Document	fmt/40	883	47,83 %
Acrobat PDF 1.3 - Portable Document Format	fmt/17	147	7,96 %
Acrobat PDF 1.4 - Portable Document Format	fmt/18	147	7,96 %
Extensible Markup Language	fmt/101	78	4,23 %
JPEG File Interchange Format	fmt/43	78	4,23 %
Graphics Interchange Format	fmt/4	66	3,58 %
Tagged Image File Format	fmt/353	66	3,58 %
Microsoft Excel 97 Workbook (xls)	fmt/61	61	3,30 %
Acrobat PDF 1.2 - Portable Document Format	fmt/16	51	2,76 %
Rich Text Format	fmt/50	27	1,46 %
Hypertext Markup Language	fmt/96	27	1,46 %
Acrobat PDF 1.5 - Portable Document Format	fmt/19	25	1,35 %
Log File	x-fmt/62	24	1,30 %
Graphics Interchange Format	fmt/3	23	1,25 %
Microsoft Word Document	fmt/39	22	1,19 %
Plain Text File	x-fmt/111	11	0,60 %
JPEG File Interchange Format	fmt/44	10	0,54 %
Microsoft Excel 5.0/95 Workbook (xls)	fmt/59	10	0,54 %
Thumbs DB file	fmt/682	9	0,49 %
Hypertext Markup Language	fmt/100	9	0,49 %
Windows Bitmap	fmt/116	8	0,43 %



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