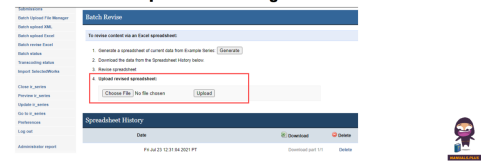


ELSEVIER Batch Upload File Manager Software



ELSEVIER Batch Upload File Manager Software User Guide

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ELSEVIER Batch Upload File Manager Software

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Batch upload Excel
Batch revise Excel
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Transcoding status
Import SelectedWorks

Close ir_series
Preview ir_series
Update ir_series
Go to ir_series
Preferences
Log out

Administrator report

Batch Revise

To revise content via an Excel spreadsheet:

1. Generate a spreadsheet of current data from Example Series: Generate
2. Download the data from the Spreadsheet History below.
3. Revise spreadsheet
4. Upload revised spreadsheet:

Choose File

No file chosen

Upload

Spreadsheet History

Date	Download	Delete
Fri Jul 23 12:31:04 2021 PT	Download part 1/1	Delete

Specifications:

- Product Name: Digital Commons Batch Upload File Manager
- Functionality: Complements the existing Batch Upload tool for uploading files from a local computer
- Support Contact: dc-support@elsevier.com

Product Usage Instructions

Introduction:

The Digital Commons Batch Upload File Manager is designed to assist users in uploading full-text and other files from their local computer securely.

How it works:

The Batch Upload File Manager stores uploaded files on a secure server and generates URLs for use with the Batch Upload tool, facilitating batch imports and revisions.

Launching the Batch Upload File Manager:

To begin, visit the Manage Submissions page for the desired series/publication and click on the Batch Upload File Manager link to access the tool.

Selecting Files for Upload:

Once the tool is open, click on the 'Select files' button to choose files from your local hard drive.

Uploading Files:

After selecting the files, proceed with the file upload by clicking 'Open' or the appropriate button. Ensure not to close the browser tab during the upload process.

Downloading the Spreadsheet:

Upon completion of the upload, a link will be provided to download a spreadsheet containing the generated URLs for the uploaded files.

Reviewing and Editing Your Spreadsheet:

The downloaded spreadsheet will include columns for fulltext_url (URLs for uploaded files) and filename (original file names). Combine these URLs with metadata for batch uploads or revisions using the provided options.

FAQ:

- Q: How can I get additional support for Digital Commons Batch Upload File Manager?

A: For additional support, please contact dc-support@elsevier.com

- Q: Can I use the generated URLs for importing supplemental content?

A: Yes, the generated URLs can be used for batch importing supplemental content using the `additional_files` column in a batchupload spreadsheet.

Digital Commons: Batch Uploading files from your local computer For additional support, please contact dc-support@elsevier.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.

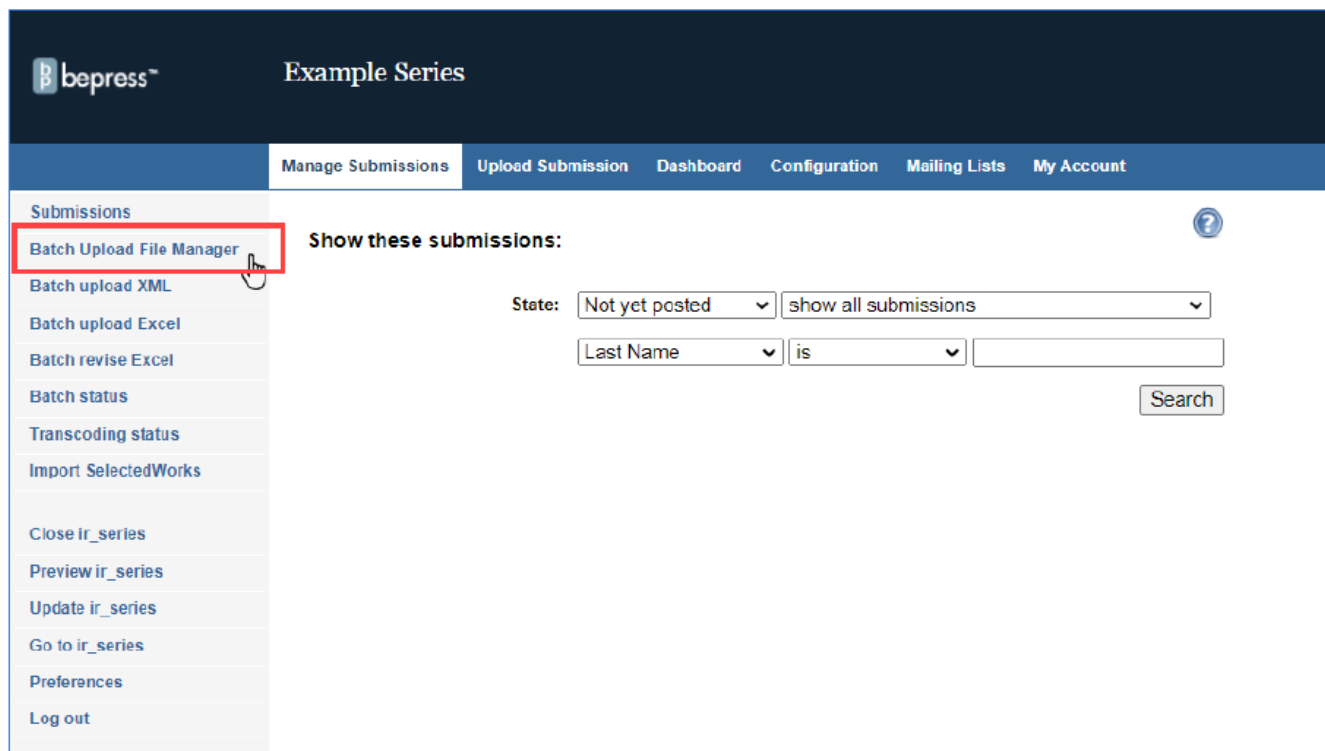
How it works

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

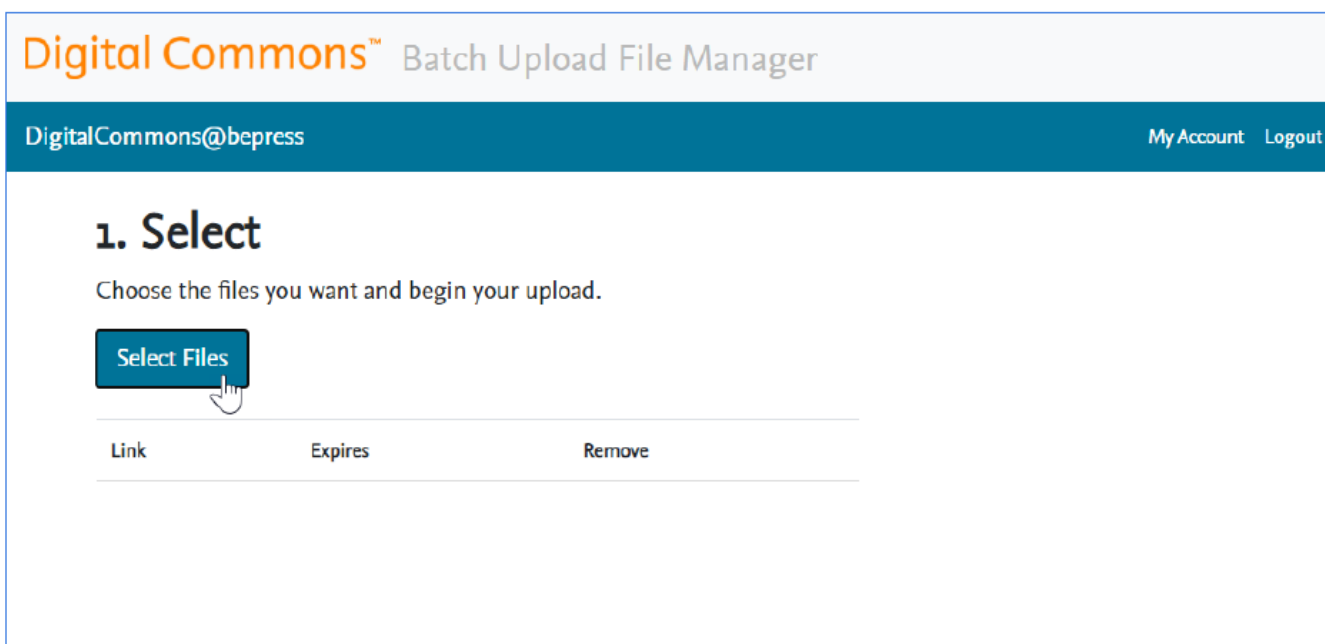
Whenever a batch upload or batch revise job invokes one of those URLs, the stored file is imported from the server and into your Digital Commons instance. The generated URLs can also be used to batch import supplemental content (using the "additional_files" column of a batch upload spreadsheet; refer to the Batch Upload, Export, and Revise guide for details).

Launching the Batch Upload File Manager



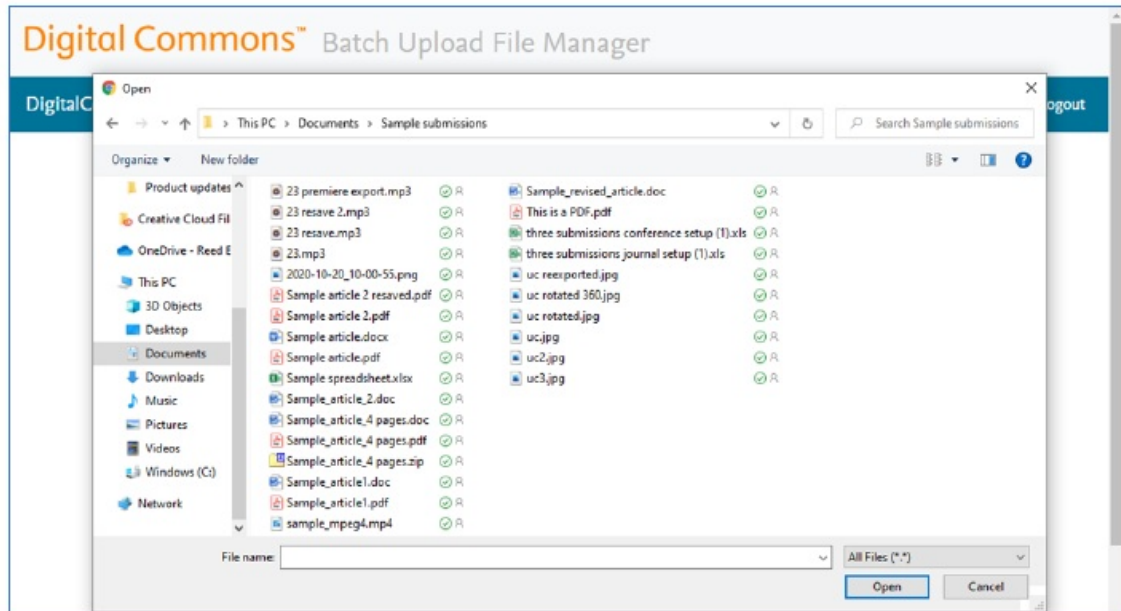
To launch the tool, visit the Manage Submissions page for the series/publication you want to batch upload to, and then click on the Batch Upload File Manager link to launch the tool.

Selecting Files for Upload



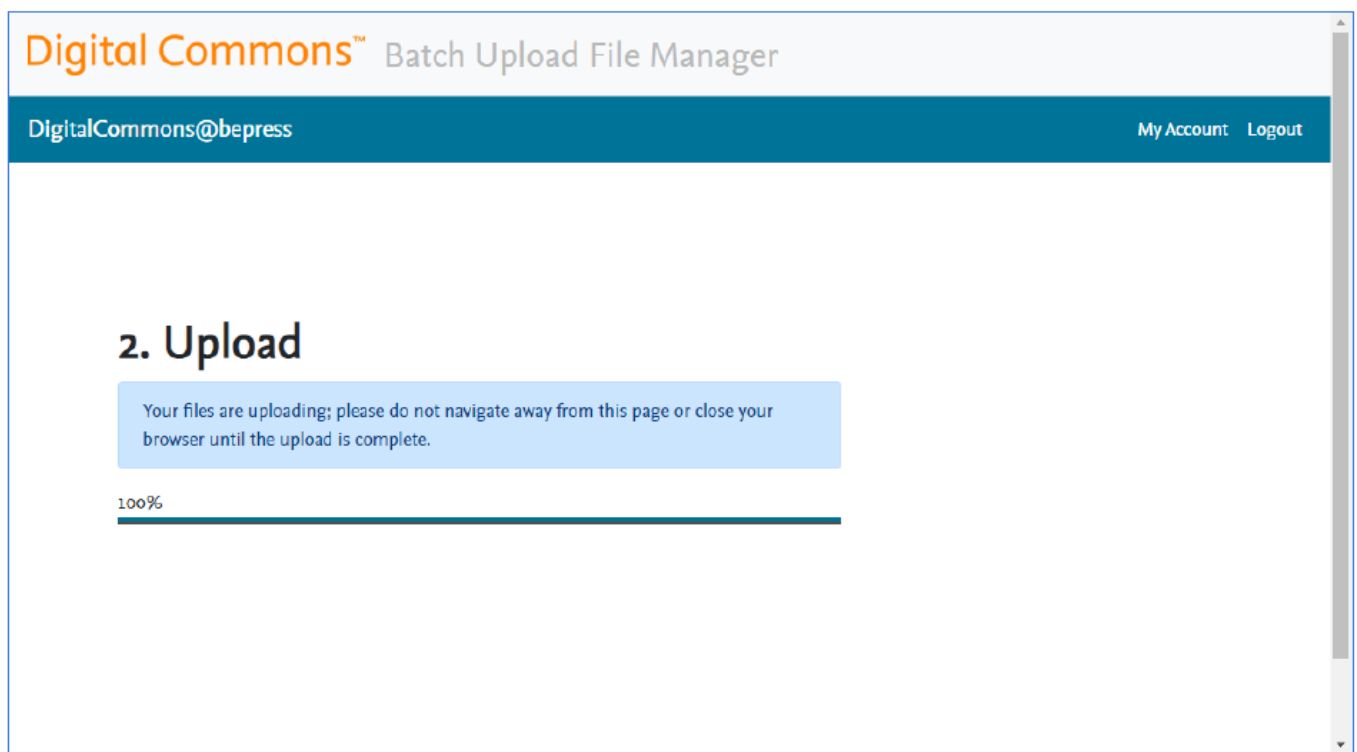
Once the tool has launched, click on the “Select files” button, which will bring up your browser’s file picker to browse your local hard drive.

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

Digital Commons™

Batch Upload File Manager

DigitalCommons@bepress

3. Download

Your upload is complete.

Download your spreadsheet using the links below. Uploads will remain available for 30 days. Fill in the spreadsheet with the remaining metadata, remove the "filename" column, then upload the spreadsheet using the Batch Upload tool.

Link	Expires	Remove
batch_8182493_2022-02-18-0159155243.xls	30 days	

- 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 the “fulltext_url” column of 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.

Email: dc-support@elsevier.com

Phone: [510-665-1200](tel:510-665-1200), option 2

Documents / Resources



[ELSEVIER Batch Upload File Manager Software](#) [pdf] User Guide

Batch Upload File Manager Software, Upload File Manager Software, File Manager Software, Manager Software, Software

References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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