

Bulk Upload instructions

These instructions are unique to the operation of the Landscape Change Program's bulk upload process. Before processing a spreadsheet check to make sure that all the information in the spreadsheet is correct, it is much easier to make changes to the spreadsheet than it is to each individual image once they are in the archive. Additionally make sure the images are "archive ready", (have the images been cropped, rotated, adjusted?). For the spreadsheet it might be useful to run through a "check list".

- Are all mandatory fields filled? – Mandatory fields must be filled for the spreadsheet to process.
 - Make sure Original or Reshot is filled it
 - If it is a reshot, upload the original first
 - Create a new spreadsheet for the reshots, rename the file name to match the LS number of the original. (i.e. LS12345.jpg)
 - Make sure there are no paragraph breaks in any fields (description and original metadata fields are likely culprits).
 - Do the image names to match the file names exactly? These have to match or the spreadsheet will not process.

It is necessary to convert the excel file to a text file before processing. Choose "Save as", select "tab delimited text file" under file format. Open this new .txt file in Text Wrangler or some other (not word) text editor. Check for broken lines, each file should fill only one line, broken lines means that there is an error in the spreadsheet. If you have a broken line, open the .xls file, fix the problem and resave as a text file. Continue this process until each file takes up only one line. Also check for anything else that looks funny. Lastly, check for empty lines beyond the last line of text, if there are any, delete them and save the .txt file.

Next connect to the `smb://zoofiles.uvm.edu/landscapeglcp` server. Drop all the .jpg images into the Bulk_Store folder. Drop the bulk upload .txt file into the Maintenance folder.

Open a terminal window. Connect to `ssh glcp@zoo.uvm.edu`. Navigate to the maintenance folder (`cd /:/geology/landscape/maintenance`). Hint, hit tab when writing a file or



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folder name and it will finish the word.

```
glcp@elk.uvm.edu 501>cd:/geology/landscape/maintenance/
```

Begin by running a test to check for any errors. Type `./bulk_upload.pl filename 1 | less` into the command field, where filename = whatever your bulk upload file is named.

```
glcp@elk.uvm.edu 503>./bulk_upload.pl  
bulk_upload_spreadsheet_LHS.txt 1 | less
```

Using the space bar you can navigate through the pages, use `b` to go back. To check for errors, type `/ERROR` and hit enter. If it returns "Pattern not found" that means there are no errors and it is OK to process. Hit shift `C` to make the program stop running. `Q` will quit the program. If errors were found, fix them, resave as a txt file, check the file in text wrangler, drop it into the maintenance folder and re-run the test until all the errors are gone. From the command line hit space bar and the previous command will come up, making "re-running" easier. Typing `g` will take you to the last page, which shows a summary of the errors if there are any.

To run the program and process the images Type `./bulk_upload.pl filename` and hit enter. While the program is running, check the "to be processed" file periodically to make sure the images are coming through fine. If there is a big problem, type `c` into the terminal and the program will stop.

Upon completion the program will display a error summary if there were any files that did not process correctly. From this page you can determine what file, if any, need to be reprocessed. Your images are now in the archive (though they still need to be approved for public viewing.)