Batch Upload to Hyrax

Instructions for batch uploading digital objects to Hyrax from spreadsheets

Step-by-step guide

1. Create a spreadsheet for the objects you want to upload using the templates in `\Lincoln\Library\ESPYderivatives\templates`
2. Place the .TSV spreadsheets you wish to upload in `\Lincoln\Library\ESPYderivatives\import`
3. Place the files listed in the spreadsheet in `\Lincoln\Library\ESPYderivatives\files`
4. Use ssh to log on: ssh railsprod
5. Switch to railsuser with: `sudo -u railsuser bash`
7. Test that all import files are correct by running: `rake import:check`
8. To Import, run:
   - `rake import:sheet`
   - a. to import in background (recommended), run: `nohup rake import:sheet >> /media/Library/ESPYDerivatives/log/myLogFile.log 2>&1 &`
9. Monitor the background jobs at https://archives.albany.edu/sidekiq/ (requires Hyrax login)

Package Import to AIP (replaced by Processing Ingested Digital Files)

1. To package the files into `\Lincoln\Masters\Archives\AIP`, examine the finished .TSV spreadsheet in `\Lincoln\Library\ESPYderivatives\complete`
   - a. If using the Processing Ingested Digital Files workflow, remove files from `\Lincoln\Library\ESPYderivatives\files\<collectionID>` and return to Processing Ingested Digital Files.
2. If the sheet is correct, move the .TSV to `\Lincoln\Library\ESPYderivatives\complete\move`
3. Ensure the files are still in `\Lincoln\Library\ESPYderivatives\files`
4. Use ssh to log on to rails2 (espydev)
5. Change directory with "cd /opt/lib/scripts"
6. Activate the correct Python environment with "pyenv activate bagImports"
7. run "python bagImports.py" with the params collectionID, path to legacy metadata files, path to master files
   - a. Example: "python bagImports.py apap150 /media/Masters/Special Collections/Electronic_Records_Library/apap150/legacy /media/Masters/Special Collections/Electronic_Records_Library/apap150/masters"
8. Be sure that any ArchivesSpace Digital object file paths are updated.

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