

Batch Manifest

AMP's *batch ingest* feature is currently the only method provided for adding items to collections. A batch ingest is started by uploading the media files in the appropriate AMP Dropbox and using the AMP interface to upload a manifest for processing.

When a new collection is created, AMP creates a sub-directory with the name of that collection (substituting underscores for any blanks), beneath the AMP Dropbox directory. The media files must be uploaded to that collection-named sub-directory, which must be done before the batch ingest is uploaded through an SFTP client. Instructions for [how to properly transfer files with an SFTP client such as Cyberduck can be found here](#). A user can combine in a single batch manifest items for different collections, and all the media files need to exist in the sub-directory that corresponds to the collection it belongs. The batch ingest should not duplicate an item, nor primary nor supplementary files for an item.

During the pilot project, if a batch ingest file was uploaded and there was an error, please inform the developers so that they can rectify any duplicates or other issues that may have occurred.

Batch manifests must be in comma-separated values (.csv) format; the batch ingest will not accept Excel spreadsheets (.xlsx, etc.), so please remember to export your files as .csv if you are editing them with Excel, Google Sheets, LibreOffice Calc, or other spreadsheet software.

Manifest format

The following is a sample of a batch manifest:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Collection Name	External Source	External Item ID	Item Title	Item Description	Primary File	Primary File Label	Primary File Description	Supplemental File Type	Supplemental File	Supplemental File Label	Supp File Desc
2	Music Library	MCO	nc580r580	West Side Story	West Side Story	vad9596a.mp4	West Side Story - Part 1	Part 1	primary	supplement.pdf	file info	detailed info
3	Music Library	MCO	nc580r580	West Side Story	West Side Story	vad9596b.mp4	West Side Story - Part 2	Part 2				
4	Music Library	MCO	nc580r580	West Side Story	West Side Story	vad9596c.mp4	West Side Story - Part 3	Part 3				
5	Music Library	MCO	nc580r580	West Side Story	West Side Story				item	WestSideStoryProgram.pdf	Program	
6												

Collection name

The collection must already exist in AMP. The name of the collection is used to determine:

- which collection Dropbox holds the media files to be uploaded
- to which collection in AMP the information in that line refers.

External Source (Source is the old column name)

This field may be left blank. It can be used to tell AMP the source system of the item. This information is added by AMP in the bag it provides with AMP-generated metadata for target systems to consume. Within AMP this currently serves no purpose.

External Item ID (Source ID is the old column name)

This field may be left blank. When provided, it is used as the unique identifier of the item during the batch ingest process (if not, Item Title is the unique identifier). This allows items within the same collection to have the same Title.

Item Title

The bibliographic title of the item. If the External Item ID is not provided, this title is used to uniquely identify an item within a collection; in this case, one cannot have multiple items with the same title within a collection.

Item Description

This field may be left blank. When provided, it will be displayed as the item description in AMP.

Primary File

This is the filename of the media file that has been placed in the Dropbox for ingestion. The uniqueness of a primary file is the combination of Collection, Item/External ID, and Primary File Label. File names are unique within an item, but not across items (that is, two distinct items can have the same primary filename).

Warning: if a batch manifest includes 2 lines with the same value in the Primary file column for different items in the same collection, the validation step will let it pass, but the ingestion process will have a runtime error because in the dropbox there can only be one copy of a file with that name.

Primary File Label

Users must provide a label (or title) for the file. That label will be used to uniquely identify the file within this item. In other words, one cannot have multiple primary files with the same label if they are associated with the same item within the same collection.

Primary File Description

This field may be left blank. When provided, it will be displayed as the file description in AMP.

Supplemental File fields:

Multiple supplemental files can be specified per line. For each supplemental file, you need 4 fields:

- **Supplemental file Type** - user must specify at if they want to place the file at the Collection, Item, or Primary file level
- **Supplemental file** - the filename of the binary file (which needs to be found in the same Dropbox as the media files)
- **Supplemental file Label** - the user must provide a label (or title) for the supplemental file. That label will be used to uniquely identify the file in association with item. One cannot have multiple supplementary files with the same name associated with the same item within the same collection.

Supplemental files can be added to a primary file that has already been transferred in a previous batch file. The user will have to include all of the information of the primary file with the new supplemental file attached. When the batch ingest is uploaded, it will present an error message, but the new supplemental file will have been transferred.