

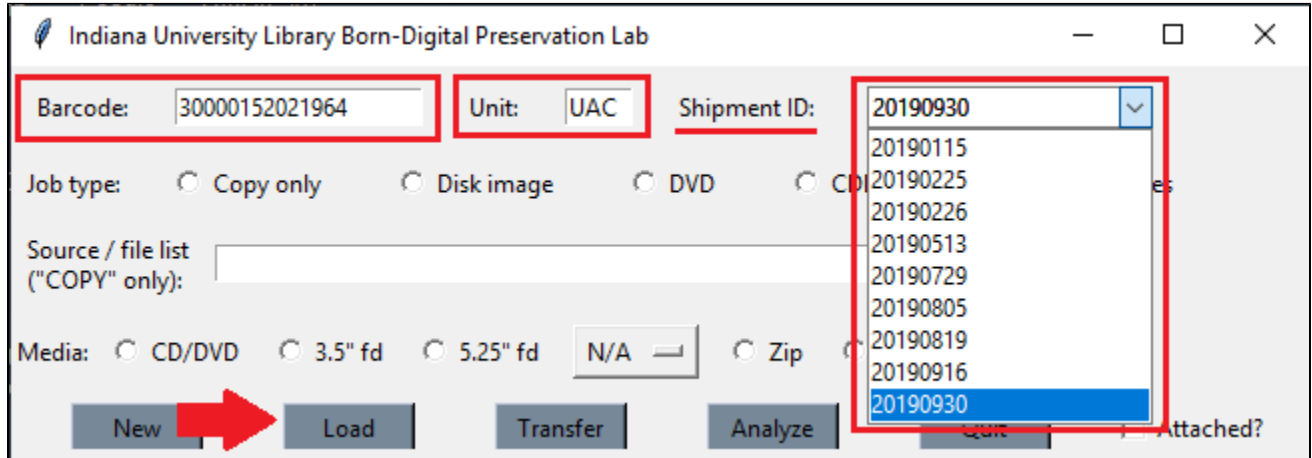
3. Transfer an Item

This page describes the process of transferring content from original storage media or network location to the BDPL file server.

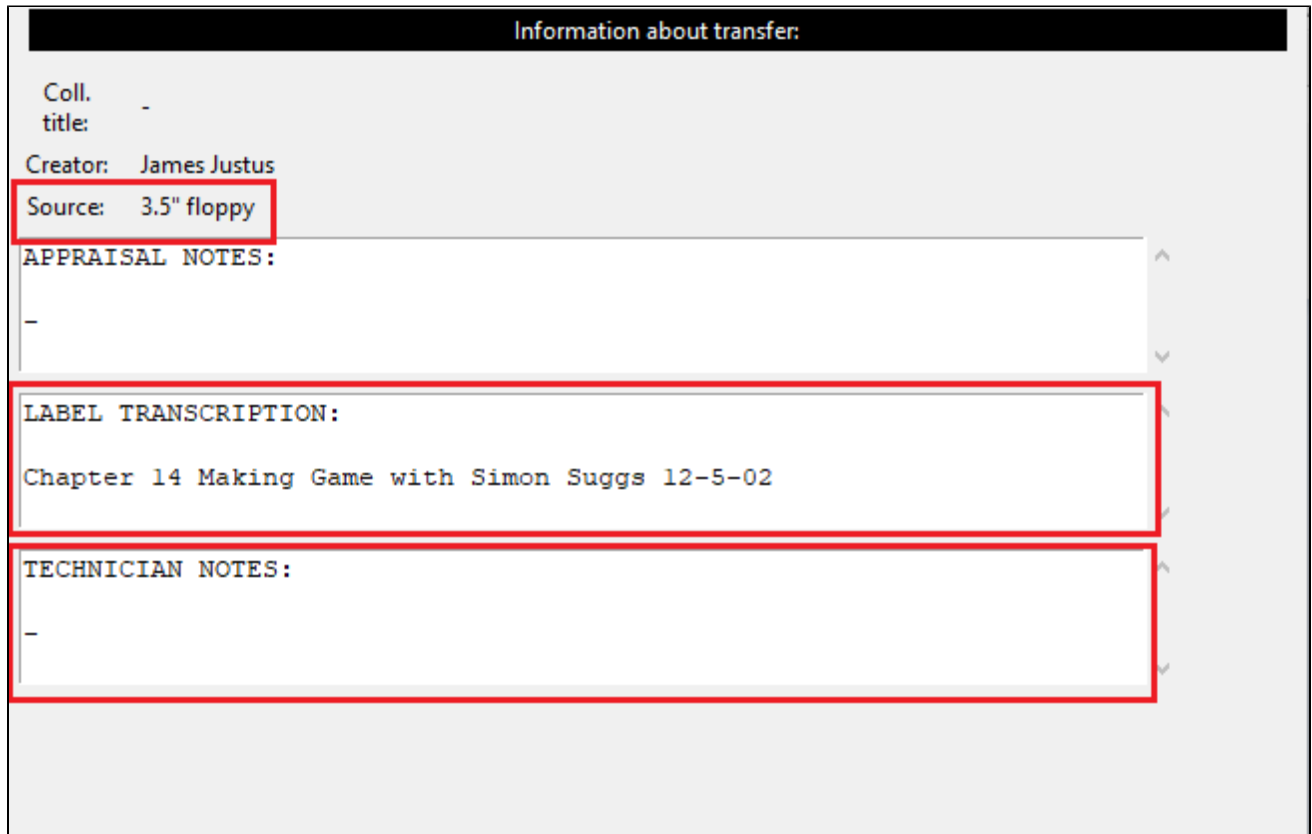
- [Load Record](#)
- [Transfer Instructions by Job Type](#)
- [Troubleshooting](#)

Load Record

After you have successfully launched the BDPL Ingest Tool and the GUI has opened, scan or enter the item barcode and unit abbreviation (as identified by the BDPL manager) in the appropriate textboxes. Then select the appropriate shipment ID from the dropdown menu (if no selections are available or the correct date is not included, consult with the BDPL manager) and click the 'Load' button.



The lower half of the Ingest Tool interface will now populate with information from the BDPL manifest completed by the collecting unit:



Check the 'Source' and 'Label transcription' fields (if relevant) to verify that the media is the correct item (if it appears to be incorrect, apply a Post-It note with a description of the problem to the item and proceed to the next item). Pay particular attention to any information in the 'Technician Notes' field, as the unit may have provided specific instructions about what content to transfer or other important information about the item (consult with the BDPL manager as needed).

Transfer Instructions by Job Type

As noted in the User Manual [Overview](#), the Ingest Tool has four main job types ('Copy only', 'Disk images', 'DVD', and 'CDDA'), as determined by the type of media and its content. See part [Identifying and Handling of Legacy Media](#) for more information on identifying media (especially optical media).

- [Copy Only Job Type](#)
- [Disk Image Job Type](#)
- [DVD Job Type](#)
- [CDDA Job Type](#)

Troubleshooting

See section [8. Troubleshooting](#) for more information on issues that may arise during the Transfer process.