Usability Test Task

NRFDB / IR to RIMS

Usability test task for the DSpace addon: Automatic and Manual Metadata Mapper + Ingestion Manager

Task 1: Submit data and save the mapping for future use

Goal:	Submit data into DSpace and choose the appropriate metadata fields. The mapping of the input data structure to the appropriate metadata fields should be saved.
Inputs:	URL: http://nrfdb.cs.uct.ac.za/ingest username: user@example.com password: password Submission file: 1-nrf-test-data-5.csv Collection: University of Cape Town > Completed > Masters
Instructions to user:	Please follow the steps below to begin the process of submitting data into DSpace.
Notes:	● The test file you have been provided with does contain a header (the first row contains the column names). ● The test file uses **semicolons** as separators. ● By saving the mapping, you will be able to easily add future data from the same source, provided it is formatted the same. ● The automatic metadata mapper is incomplete and hence not as accurate as the final system will be. ● The automatic metadata mapper will use the CSV headings as field names if the CSV file contains headings. ● Only the default DSpace Dublin Core fields can be used.
Steps:	1. Go to the Ingestion Manager at the URL provided. 2. Login to the Ingestion Manager using the username and password provided. 3. Browse for and select the input file. 4. Select whether or not the first line of the file being submitted contains column headings. 5. Choose the separator character used by the CSV file 6. Choose to save the mapping as ‘Test1’.

	7. Leave the mapping file on '[I am creating a new mapping]'.
	8. Select the Collection (University of Cape Town > Completed > Masters) from the drop down selection menu.
	9. Click 'Submit' to continue.
	10. Read the information provided.
	11. Select the Dublin Core metadata fields that correspond to the data. The following metadata fields would be appropriate:
	
	`FIELD NAME DUBLIN CORE FIELD`
	`Author : creator`
	`Type : type`
	`Paper Title : title`
	`Language : language`
	`Year : date.issued`
	`Academic Level : description`
	`Subject 1 : subject`
	`Subject 2 : subject`
	`Academic Institution : publisher`
	`Paper Abstract : description.abstract`
	
	`DUBLIN CORE FIELD = primary.secondary`
	
	12. Once selected, click 'Submit' to add the data into DSpace using the metadata classification you provided.
	13. Click 'Submit another batch' to return to the main screen and continue with task 2.

Task 2: Use the previously saved mapping to submit data

Goal:	Use a saved metadata mapping to submit data into DSpace without having to select the metadata fields again.
Inputs:	username: user@example.com password: password Submission file: 2-nrf-test-data-5.csv Collection: University of Cape Town > Completed > Masters
Instructions to user:	Please follow the steps below to begin the process of submitting data into DSpace. Here we are assuming that the data is from the same source (e.g. UCT) and hence has the same structure as that of the file used in Task 1. The actual content may be different, however.

Notes:	• We can use the previously saved mapping to simplify the ingestion process and apply the mapping we created and saved in Task 1 to new data. • The test file you have been provided with does contain a header (the first row contains the column names). • The test file uses semicolons as separators. • This test file has the same structure as that used in Task 1 (and hence requires the same mapping), but it contains different data. • There is no need to manually specify mappings when using a saved mapping.
Steps:	1. Follow the same steps as in Task 1 above, except this time do not enter a name to save the mapping as, and instead load the mapping that you saved in Task 1 ('Test1') from the dropdown menu. Submit to any Collection. 2. You may now log out of the system and continue with Task 3.

Task 3: Approve a pending submission

Goal:	Approve a submission that is pending approval.
Inputs:	URL: http://nrfdb.cs.uct.ac.za/ingest username: **manager**@example.com password: password
Instructions to user:	Please follow the steps below to begin the process of approving a pending submission and allowing the data to be ingested into DSpace.
Notes:	• Here we are using a 'manager' account to approve submissions. This cannot be done using the 'user' account used in Tasks 1 and 2 above. • There may be more than one batch that is listed as pending approval, you may select any batch to approve. • The View Details page allows the manager to review the details of the submission and allows them to download the CSV file submitted should they wish to inspect it. • If a manager decides not to approve a submission the email address is provided as a mailto link with the subject line predefined to be about the submission. This is provided so that the manager can send the user an email with regards to why the submission will not be approved.
Steps:	1. If you are still logged in as the user (in the top menu bar it will state; Logged in as: manager@example.com), logout by

	clicking on the Logout link in the top menu bar. 2. Login to the Ingestion Manager (this time as a manager) using the username and password provided. 3. Review the details of a submission by clicking on the View Details button. 4. Return to the pending approvals list by clicking on the Back to pending approval list button. 5. Approve the submission by clicking on the Approve button. 6. Select Ok in the confirmation dialog. 7. If the submission has been successful the batch has been entered into the DSpace repository. Click on the Back to approve list button to return to the list of pending submission. 8. Logout out of the Ingestion Manager by clicking on the Logout button in the top menu bar.