

Configuration Procedures

Preparations for Creating a Plan

A Preservation plan is based on preparatory work performed in the format library and risk analysis segments of Rosetta. The foundations of this work center on establishing a comprehensive format library and identifying the risks that accompany each format in the library, then creating queries and sets of objects that belong to those formats and risks.

For detailed information on how to develop these building blocks, see the sections on format libraries and risk analysis in this guide.

Building a Preservation Plan

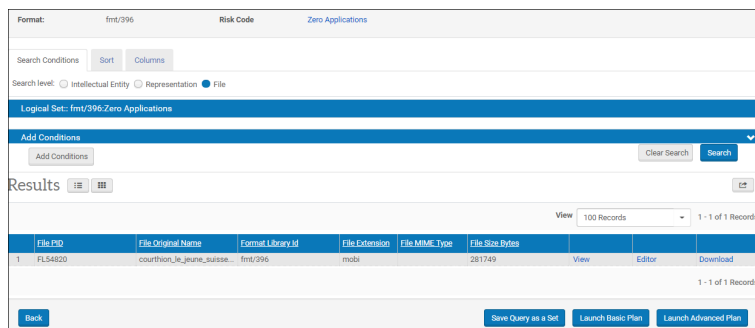
You can build a Preservation plan based on a Preservation set or a duplicate of an existing Preservation plan. Additional key components include alternatives (distinct paths or treatments of at-risk objects) and evaluation criteria for those alternatives.

A Plan from a Preservation Set

You can perform searches of objects in your repository based on at-risk formats. The results will help you determine the degree of risk that exists among objects in your collections.

To build a plan from your risk format results, perform the following steps.

1. With your risk results open on the Search Object page, click the **Launch Advanced Plan** button.



Post-query Search Object page

Rosetta opens the Plan Details - Administrator Information page.

★ » Deposits ▾ Submissions ▾ Data Management ▾ Preservation ▾ Site Map

Preservation: Manage Preservation Sets / Details

Plan Name	-	Creation Date	14/02/2024	Created By	admin1
Source Format	x-fmt/392	Source Classification	Image (Mix)	Risk Code	Zero Applications
Preservation Set	18178179	Test Set	-		

General Information

* Plan Name

* Plan Reason

Attached Documents

Document path

Preservation Plan Creation - Step 1

2. In the General Information section of the page, enter a name for this plan and a reason for adding it to the Preservation plan database.
3. To attach a supporting document to the test plan, click the **Browse** button in the Attached Documents section, locate the document you want to attach, and select it.
The path and filename display in the Document path field.
4. To upload the file, click the **Add** button. Information about the file displays in the Attached Documents section.
5. To create a test set, click the **Test Set Members** button at the bottom of the page.

Note

Creating a test set is required for moving on to the next step.

The Search Object page opens.

Deposits Submissions Data Management Preservation

Preservation: Manage Preservation Sets / Details

Format: x-fmt/392 Risk Code Zero Applications Preservation Set x-fmt/392:Zero Applications -18178179 Number of Set Members: 0

Search Conditions Sort Columns

Search level: Intellectual Entity

Itemized Set: Itemized from Logical : 18178179

Number of Set Members: 0

Add Conditions

Add Conditions

Clear Search Search

Results

View Default Paging 1 - 10 of 62 Records 1 2 3 >>

	Title (DC)	Type (DC)	IE.PID	SIP.ID	Producer Name	IE.Creation Date				
1	<input type="checkbox"/>		IE23898	595	Demo Internal Producer	30/04/2013	View	IE Viewer	Editor	Export
2	<input type="checkbox"/>	Hayal	IE24270	626	Demo Internal Producer	14/07/2013	View	IE Viewer	Editor	Export
3	<input type="checkbox"/>		IE48678	821	Demo Internal Producer	20/07/2014	View	IE Viewer	Editor	Export
4	<input type="checkbox"/>		IE48687	821	Demo Internal Producer	20/07/2014	View	IE Viewer	Editor	Export
5	<input type="checkbox"/>		IE53981	1059	Ex Libris Demo Producer	16/11/2015	View	IE Viewer	Editor	Export
6	<input type="checkbox"/>	DSL Demo	IE54005	1064	Ex Libris Demo Producer	18/11/2015	View	IE Viewer	Editor	Export
7	<input type="checkbox"/>	Eucharistic Ministers at the 2012 50th Eucharistic Congress, First Day Ceremony, 17th June, at Croke Park GAA Stadium, Dublin	IE54622	1120	Ex Libris Demo Producer	05/01/2016	View	IE Viewer	Editor	Export
8	<input type="checkbox"/>	Preservation demo	IE55138	1180	Ex Libris Demo Producer	10/04/2016	View	IE Viewer	Editor	Export
9	<input type="checkbox"/>	image	IE59824	1679	Ex Libris Demo Producer	14/08/2017	View	IE Viewer	Editor	Export
10	<input type="checkbox"/>	Rivka Test January 1 2000	IE60545	1732	Ex Libris Demo Producer	24/10/2017	View	IE Viewer	Editor	Export

Add Selected 1 - 10 of 62 Records 1 2 3 >>

Search Object page from Preservation Plan

6. Select test set members from the **Results** pane by clicking the check boxes. If you have more than one page of test items to choose from, click the Add Selected button before moving on to the next page. (That will refresh the page.)
7. When you have added all items for your test sample, click the **Review Set** button to review all items in the set. The Set Members page shows the items you selected.

Deposits Submissions Data Management Preservation

Preservation: Manage Preservation Sets / Details

Itemized Set: Itemized from Logical : 18178179

Primary sort: None Asc Secondary sort: None Asc Sort

	Title	PID	Type	Creation Date	Modification Date					
1	<input type="checkbox"/>	DSL Demo	IE54005	Intellectual Entity	18/11/2015 21:33:48	14/02/2024 13:39:31	View	Editor	Remove	Export

1 - 1 of 1 Records

Delete Selected

Back

Set Members for Testing

8. After you review the set and delete any items you want to exclude, return to the wizard by clicking the **Back** text, make any adjustments you need, then click **Next**. The Plan Details - Alternatives Evaluation Form opens. This form determines the criteria your institution will use to evaluate the alternative. Criteria can relate any aspect of maintaining your institution and your collections.

★ » Deposits ▾ Submissions ▾ Data Management ▾ Preservation ▾ Site Map

Preservation: Manage Preservation Sets / Details

Plan Name	General Name	Creation Date	14/02/2024	Created By	admin1
Source Format	x-fmt/392	Source Classification	Image (Mix)	Risk Code	Zero Applications
Preservation Set	18178179	Test Set	25965885		

Additional Evaluation Criteria

	Selected Evaluation Criteria	Evaluation Notes	
1	Importance	How important is this item	Delete
2	Integrity > Traceability of change	Choose the appropriate value	Delete
3	Integrity > File Format Verification	Choose the appropriate value	Delete
4	Cost-Software > Initial	Choose the appropriate value	Delete
5	Cost per Day	Choose the appropriate value	Delete
6	opinion	Describe in your own words	Delete
7	Is it well documented?	Is there good documentation in English?	Delete

Select Evaluation Criterion: Importance Add Criterion

Back Cancel Next

Evaluation Criteria

This page shows one set of evaluation criteria for comparing the different alternatives. The entire table of criteria is loaded from a separate table and the user can delete any items that don't apply to this plan.

- For instructions on how to add new criteria that is not in the table, see [Evaluation Criteria](#). When you are satisfied with the evaluation criteria for this alternative, click the **Next** button. The Plan Details - Evaluation Assignment page opens.

★ » Deposits ▾ Submissions ▾ Data Management ▾ Preservation ▾ Site Map

Preservation: Manage Preservation Sets / Details

Plan Name	General Name	Creation Date	14/02/2024	Created By	admin1
Source Format	x-fmt/392	Source Classification	Image (Mix)	Risk Code	Zero Applications
Preservation Set	18178179	Test Set	25965885		

Add User

No records were found

Back Alternative List Cancel Save

Evaluation Assignment

- Click the **Add User** button to assign the evaluation of test results to an Editor in the system. The User List page opens to a table of Editors..

★ » Deposits » Submissions » Data Management » Preservation » Site Map

Preservation: Manage Preservation Sets / Details

Find in All

1 - 10 of 27 Users > >>

		Name	Record Type	Account Type	Telephone	Status	Update Date	Expiry Date
1	<input type="checkbox"/>	User SLNSW	Staff	Internal	03-9668990	Active	09/05/2014 04:30:53	
2	<input type="checkbox"/>	Staff User	Staff	Internal	000-000-0000	Active	10/09/2014 17:55:13	
3	<input type="checkbox"/>	Omri Ascarelli	Staff	Internal	12345	Active	04/11/2014 15:39:10	
4	<input type="checkbox"/>	Robert Bley	Staff	Internal	1234	Active	13/04/2015 08:02:08	
5	<input type="checkbox"/>	Limor Shmaiser	Staff	Internal	111	Active	26/04/2015 09:02:53	
6	<input type="checkbox"/>	Nico Börner	Staff	Internal	04089809187	Active	17/06/2015 10:30:21	
7	<input type="checkbox"/>	Rebecca Cohen	Staff	Internal	123	Active	23/07/2015 17:42:51	
8	<input type="checkbox"/>	Andrew French	Staff	Internal	111	Active	21/01/2016 16:30:13	
9	<input type="checkbox"/>	Alfredo Bronsoller	Staff	Internal	1234	Active	21/01/2016 16:32:43	
10	<input type="checkbox"/>	Alfredo Bronsoller	Staff	Internal	1234	Active	21/01/2016 16:33:17	

1 - 10 of 27 Users > >>

Editors Available for Evaluation Assignment

- Click the check boxes beside the users to which you want to assign the evaluation. Then click the **Add** button. The Plan Details - Evaluation Assignment page refreshes with the user(s) you selected.
- Click the **Save** button to save the plan and return to the List of Preservation Plans page. To save the plan and go directly to the Alternative List, click the **Alternative List** button.

Evaluation Criteria

The evaluation criteria of preservation plans and plan alternatives can be customized to suit your institution's needs and priorities. Fields for evaluating criteria can be added to the system. They can be classified by type (text field or drop-down box). Code tables for drop-down values can be created by staff and stored in a dedicated table. This table and all related code tables are accessible to Preservation Analysts and Managers through the Management > Preservation user interface. Analysts creating evaluation forms for plans and alternatives can draw from this pool of criteria, as needed.

Managing Plan and Alternative Evaluation Forms

Evaluation criteria is set up for plans and plan alternatives in the same way.

Note

You must first connect to the consortium before making code table updates for preservation.

To set up evaluation criteria:

- Follow the path from the **Preservation** tab to Advanced Preservation Activities to **Plan Evaluation Criteria** or **Alternative Evaluation Criteria**, depending on whether you are developing criteria by which to evaluate a plan or to evaluate an alternate to a plan. The Manage Evaluation Criteria page you selected opens.

★ » Data Management » Preservation »

Preservation: Plan Evaluation Criteria

	Field Name	Description	Field Type	Code Table Name		
1	Importance	How important is this item	Drop-down list	EvaluationCriteriaImportance	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	Integrity > Traceability of change	Choose the appropriate value	Drop-down list	IntegrityFileFormatVerification	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	Integrity > File Format Verification	Choose the appropriate value	Drop-down list	IntegrityTraceability	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	Cost-Software > Initial	Choose the appropriate value	Drop-down list	CostSoftwareInitial	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5	Cost per Day	Choose the appropriate value	Text	-	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
6	opinion	Describe in your own words	Text	-	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
7	Is it well documented?	Is there good documentation in English?	Drop-down list	ManualEvaluationYesNo	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

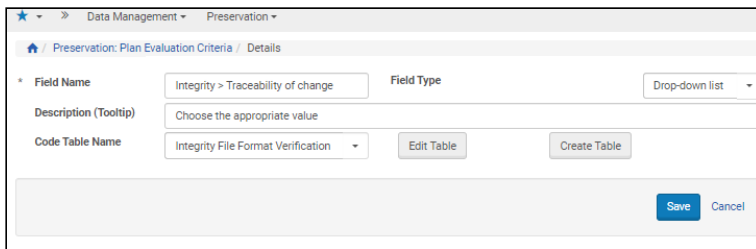
Evaluation Criteria Page

Existing fields and information for each field display in a table.

Header	Information
Field Name	The label of the field as it appears on the user interface of the person creating the survey.
Description	The tooltip, typically directions for how to enter a value for the field.
Field Type	The type of value, indicating the way to enter the value (select drop-down or enter text). Drop-downs (or “Combo Boxes” must be accompanied by code tables listing available selections.
Code Table Name	The code table that lists values for a Combo Box field. This table can be added to the system, or an existing code table can be used, with or without edits. See

Fields can be added (button top left), edited, or deleted (per row).

2. To view a field in detail and perform edits, click the **Edit** link of the field’s row.



View or Edit Entries for an Evaluation Field

3. Add entries for a new field or edit existing entries.
4. If you are creating a “Combo Box” (or, a box displaying values that the customer much choose from), click either the **Edit Table** button or the **Create Table** button to edit or create values for the selection box. See [Adding/Editing a Code Table](#) for information on how to manage code values for an evaluation field.
5. If you are creating or editing a text field, select the **Field Type** of **Text**.
6. When you are finished entering fields and values for the evaluation field, click **Save** to save your edits/entries and return to the list of fields for your plan or alternate.

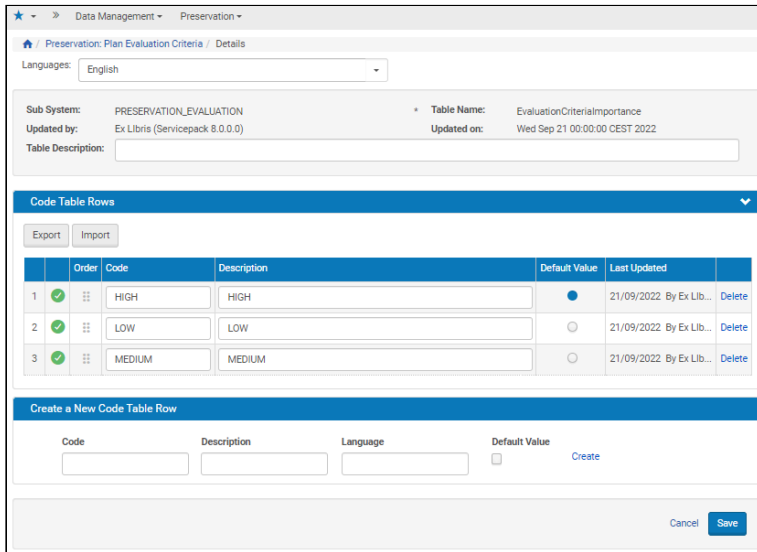
Adding/Editing a Code Table

Note

You must first connect to the consortium before making code table updates for preservation.

To add or edit values for a drop-down list within a field:

1. Click the **Create Table** button or, to edit an existing table’s values, select the **Code Table Name** from the drop-down menu and then click the **Edit Table** button.
The Code Tables page opens.
If you are creating a new table, enter a name and description in the respective fields and click the Create button. The empty row for a code table opens below the general table information.
If you are editing an existing table, the full Code Tables page opens with values entered for the field you selected.



Code Table For Preservation Evaluation Criteria

To switch to another table, click the **Table Name** drop-down list and select a different table name.

2. Edit any existing row or add a new row from the Create a New Code Table Row section. You can also change the display order of the values as they appear in the drop-down list by clicking the up or down arrow buttons in the Display Order column.
3. When you have created the new table, click the **Save** button.
The new or edited code table is saved to the system and can be used as part of an evaluation criterion, is added to the Preservation Plan, and shows in all future Preservation Plans and Plan Alternatives.

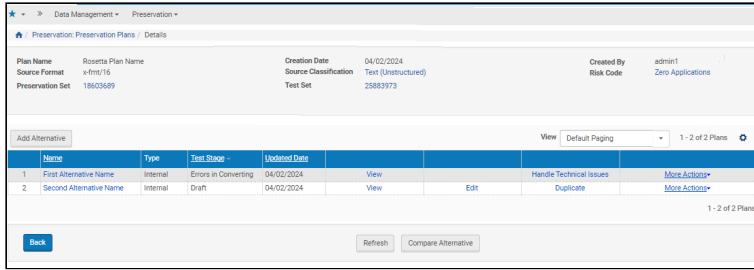
Adding Plan Alternatives

A plan alternative defines, for a format risk, a possible path, its actions, and its outcome for mitigating the risks of that format. More than one alternative can be assigned to a single format risk, and a Preservation Analyst can determine which option is the most beneficial to the institution based on tests of the alternatives (and other considerations).

Alternatives involve converting existing objects so that they become viable for the future, using either an internal plug-in tool or an external service. Every Preservation plan requires at least one alternative plan. This allows the institution at least two options when evaluating the plan: to keep the data as it is (in its source format) or to perform an alternative action to improve the quality and/or longevity of the data (in a target format).

To create an alternative for a plan:

1. Access the Alternatives Details - General Information page through one of the following paths:
 - After creating a plan, click the **Alternative List** button at the bottom of the Plan Details - Evaluation Assignment page.
 - From the Preservation main page, click **Preservation Plans**, then click the **Alternatives List** text link corresponding to the row containing the plan you want to work with.
The first time the Alternatives List Page is opened for this plan, no alternatives are listed and the message. **No records were found** displays below the **Add Alternative** button. Once you have added alternatives, Rosetta lists them in a table below the **Add Alternative** button.



Alternatives List, Two Existing Entries

When alternatives have been added, they appear in a table with general information and available actions (detailed below).

Fields and Actions on the List of Alternatives

Field	Description
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Add Alternative	Adds a new alternative for the plan. Note that the only supported alternative type at this point is migration.
Evaluate Test	Opens the evaluation interface for evaluating the test results.
View	Opens the alternative in view mode.
Handle Technical Issues	Opens the TA folders where failed test sets are stored.
Test Summary	If the alternative has been tested, opens the test results summary.
Edit	Enables the user to edit the alternative details (selected plug-in, evaluation criteria, alternative evaluation).
Duplicate	Creates a duplicate of the alternative.
Delete	Deletes the alternative.
Run Test	Runs a new test of the plug-in on the test subset. The system creates a new test record and directs the user to the test list. In the case of an external migration alternative, this action launches the process of creating the descriptor file and separates the representations that need to be sent for migration outside of Rosetta.
Import	For external migration alternatives, this action launches the automatic validation that checks the descriptor file and matches it with the number of files in the import directory. If the validation passes, the loading starts automatically. If the validation fails, an error message specifies the lines in the descriptor file that didn't pass the validation.

- To create an alternative, click the **Add Alternative** button below the general information pane. The Alternatives Details wizard opens. The top pane contains general information like the plan name, the source classification and format, and the creator of the plan.

Alternative Name: []

Description: []

Target Format: []

Migration Type: External Internal

Export Directory: /exlibris/dps/d4_1/profile/operational_shared/operational_export_directory/25883995

Import Directory: /exlibris/dps/d4_1/profile/operational_shared/operational_export_directory/25883995

Buttons: Cancel, Next

Add Alternative Wizard, Step 1 - Migration Type External

Alternative Name: []

Description: []

Target Format: []

Migration Type: External Internal

Plug-in: Video HLS Migration Tool

Parameters: []

Buttons: Cancel, Next

Add Alternative Wizard, Step 1 - Migration Type Internal

3. Enter information in the fields according to the table below.

Alternative Wizard Step
1 Fields

Field	Description
-------	-------------

Alternative Name	The name of the plan alternative.
Description	(Optional.) A description of the actions involved in this alternative.
Target Format	<p>The format to which the source files' common significant properties should be automatically compared. The drop-down opens a list of available formats in the Format Library.</p> <hr/> <p>Note</p> <p>The actual migration target format depends on the selected migration tool.</p> <hr/>
Migration Type	Either internal or external, depending on whether the migrations in the file use an internal plug-in tool and are carried out through the Rosetta process automation framework or whether the files are sent to an external vendor who converts the

	files off-site and returns them to Rosetta as new representations of the IEs.
Select Plug-in	A field that displays after a user selects Internal for the Migration Type. The field contains a drop-down list of all plug-ins that work with the selected format.
Export/Import Directory	When the user has set the Migration Type to external, read-only directory paths for outgoing files (Export Directory) and returning files (Import Directory) display below the Migration Type field.

4. Click the **Next** button.

- If the plug-in requires parameters, the second step of the wizard opens with a place for those parameter values below the Plugin Parameters bar.
 1. Enter values in the Plugin Parameters section.
 2. Click the **Next** button. The evaluation criteria for the alternative opens as step 3.
- If no plug-in parameters are required, the evaluation criteria for the alternative opens as step 2.

Alternative Wizard, Step 2

Four types of evaluation, based on the format source and target for the alternative, display on this page.

Alternative Wizard, Step

3

Type	Description
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Automatic Evaluation - Source vs. Target	The user selects the properties of the classification group that should be measured by the system when it compares the original format file to the migrated file (for example, File extension must equal file extension).
Automatic Evaluation - Target Characteristics only	The user selects the target file properties that are not compared to those of the original file, but are measured according to the selected operators and parameters (for example, File size smaller or equal 3MB). Select Validate Format ID to validate the target's file format (as selected in the first step of the alternative wizard) and inform the user when viewing the plan results if conversion succeeded or not.
Automatic Evaluation – File Comparison Plugin	The user selects a plugin, an operator, and a parameter to define the criteria for comparing the files.
Manual Evaluation	The user selects the evaluation criteria that are stored in a separate table with their possible values. For example, the criterion Character -> Font size unchanged could be Yes or No . The evaluation criteria is stored in the Evaluation Criteria Mapping table, which holds the name, description, and controlled list of values if the criterion is a drop-down. For more information about configuring this table, see the <i>Rosetta Configuration Guide</i> , Working with Mapping Tables.

- Use the drop-down menus and text fields to indicate parameters for automatically evaluating the alternative source compared to the target or the target on its own.
- Add or remove any manual criteria using the Add buttons and Delete text in the bottom section (Manual Evaluation) of the page.
- Click the **Next** button.
The Alternatives Details - Evaluation Criteria page opens. This is the final step of the alternatives wizard.

The screenshot shows the 'Evaluation Details' page for an alternative plan. At the top, there is a breadcrumb trail: 'Data Management > Preservation > Preservation: Preservation Plans / Details'. Below this is a progress indicator with three steps, where step 3 is active. A table displays the following information:

Alternative Name	Alternative - 1	Target Format ID	fmt/14	Alternative Created By	admin1
Plan Name	Rosetta Plan Name	Plan Creation Date	04/02/2024	Plan Created By	admin1
Source Classification	Text (Unstructured)	Source Format	x-fmt/16	Risk Code	Zero Applications

Below the table is the 'Evaluation Details' section, which contains several criteria with input fields:

- Importance:** A dropdown menu set to 'HIGH'. Below it is the text 'How important is this item'.
- Integrity > Traceability of change:** A dropdown menu set to 'No'. Below it is the text 'Choose the appropriate value'.
- Integrity > File Format Verification:** A dropdown menu set to 'No'. Below it is the text 'Choose the appropriate value'.
- Cost-Software > Initial:** A dropdown menu set to '50000\$ a year'. Below it is the text 'Choose the appropriate value'.
- Cost per Day:** An empty text input field. Below it is the text 'Choose the appropriate value'.
- opinion:** An empty text input field. Below it is the text 'Describe in your own words'.
- Is it well documented?:** A dropdown menu set to 'No'. Below it is the text 'Is there good documentation in English?'.

At the bottom of the page, there are three buttons: 'Back', 'Cancel', and 'Save'.

Alternative Wizard, Step 3

All the criteria selected previously by the plan editor displays for the evaluator. Each criterion has a list of possible values for selection (for example, Yes/No, Good/Fair/Bad) or an open text box for writing an evaluation.

- Enter the details and click the **Save** button

The alternative is complete and Rosetta returns you to the Alternatives List page, where the new alternative appears as an entry in the table.

Editing Alternatives

Users can edit existing plan alternatives at certain test stages (when the alternative isn't being actively tested).

To edit an alternative for a Preservation plan, open the Alternative Details page by following **Preservation > List of Preservation Plans** and clicking the **Alternatives List** text link corresponding to the plan's row, then the **Edit** link corresponding to the individual alternative plan.

The Alternatives Details page opens to the General Details tab.

The screenshot shows the 'Alternative Details Edit Page' with a breadcrumb trail: 'Preservation: Preservation Plans / Details'. It features a table of metadata and three tabs: 'General Details', 'Evaluation Criteria', and 'Alternative Evaluation'. The 'General Details' tab is active, showing fields for Alternative Name, Description, Select Target Format, Alternative Type, * Select Plug-in, Parameters, Export Directory, and Import Directory.

Alternative Name	jpg alt	Target Format ID	fmt/44	Alternative Created By	admin1
Plan Name	PreservationType test time - 17:29	Plan Creation Date	06/12/2017	Plan Created By	admin1
Source Classification	Image (Mix)	Source Format	fmt/353	Risk Code	lzw

Alternative Name	jpg alt
Description	-
Select Target Format	fmt/44
Alternative Type	Internal
* Select Plug-in	tiff_2_jp2_lzw_compression

Parameters	
Export Directory	/exlibris_shared/operational_shared/operational_export_directory/196476/196482/export
Import Directory	/exlibris_shared/operational_shared/operational_export_directory/196476/196482/import

Alternative Details Edit Page

Each tab corresponds to a different kind of information. (This information was entered initially through the Add Alternative wizard.)

For more information on the fields, see [Adding Plan Alternatives](#).

For information relating to the testing and execution of plans, see [Adding Alternatives](#).

Descriptor File

The descriptor file is relevant for an external migration only. It holds information on the files, representations, and IEs used to create new representation(s). This section describes descriptor file

- [Generation](#)
- [Contents](#)
- [Validation](#)

Generation

The descriptor file is used both for export and import. It is generated differently according to the source of the add representation action.

When the user clicks **Execute** on a signed-off Preservation plan, the system creates the descriptor file. All the fields in the Add Representation Fields mapping table are mapped in the descriptor file. While processing each IE in the set, the

information on the original IE, the representation, and the files are added to the descriptor. For each file, the indication of whether conversion is needed or not will be added to the descriptor.

The descriptor file is updated outside of the system, either by the vendor performing the conversion or the library staff. When the files are imported, an updated version of the descriptor is also imported.

Contents

The descriptor is a comma-separated values (CSV) file. The first line in the descriptor will contain the column names.

The following fields in the descriptor file are required:

Required Fields in the Descriptor File

Field Name	Description
IE PID	The PID of the IE to which the new representation must be linked.
Representation PID	The PID of the original representation. The value is recorded in the descriptor during export. This value will be used later in the import process (for Provenance Information).
Preservation Type	The Preservation Type of the original representation, Preservation Master or Modified Master. For Preservation actions, the type is created during export and the same value will be used for import. The new representation will be assigned the same Preservation Type as the original representation. For representations added from the Web Editor, the Preservation Type will be taken from the value the Editor enters in the form. This column will be mapped to the field <code>DNX.generalRepCharacteristics.preservationType</code> .
Original PID	The PID of the original file. It is created during export. This value will be used later in the import process (for Provenance Information).
File Name	The name of the original file will be inserted during export. When importing, the name has to be replaced by the name of the new file.
File Location	The path to the file relative to the directory where the descriptor file is placed.
Usage Type	The Usage Type of the original representation. For Preservation actions, it is created during export. This value will be used later in the import process. The new representation will be assigned the same Usage Type as the original representation. For representations added from the Web Editor, the Usage Type will be taken from the value the Editor enters in the form. This column will be mapped to the field <code>DNX.generalRepCharacteristics.usageType</code> .
Conversion Required	When adding a representation, the user must provide all the files for the representation. When exporting, all the files will be exported. It is possible that only part of the files need conversion. For this purpose, for the files that need to be converted, the value of this field will be "Yes," for files that don't need conversion, the value of this field will be "No."
Submission Reason	This field will appear only for Master representations. The field will be filled in only when Add Representation is called from the Web Editor (that is, no Preservation plan is attached). The text entered will be saved as a Provenance event.

It is possible to define a dynamic list of DNX fields to load when adding a representation.

In order to support the dynamic definition of metadata fields, the mapping table Add Representation Fields is provided. The mapping table defines which DNX field each of the entered values is mapped to. All the fields listed in the Add Representation Fields mapping table can be added to the descriptor (for example, Label, Representation Code, Mime type, File Label, Checksum, Capture System, Source Type).

Note

- When a new representation is created, a generic structure map is created and the original physical map is

abandoned. The system does not support adding a new logical structure map through the `descriptor.csv` file. The physical structure map will be generated according to the order of the files in the descriptor file.

- There are two separate descriptor files, one for export and one for import. The format of the files is the same. The two files are placed in the same directory.
-

Validation

Before importing the files, the system performs a series of validation tasks, ensuring that:

- The descriptor file format is correct: it is a.csv file. If an error is found, a message will be displayed and the Add Representation process aborted.
- The number of files in the Import Directory matches the number of files in the descriptor. If an error is found, a message will be displayed and the Add Representation process aborted.
- The names of the files in the Import Directory match the names of the files in the descriptor. There are no extra or missing files.
 - When adding a representation from the Web Editor, if an error is found, a message will be displayed and the Add Representation process aborted.
 - When adding a representation as part of a Preservation Test or Execution, if files are missing for an IE, the IE will be marked as a candidate to skip and Add Representation will continue with the next IE. See Error Handling for more details.
- The descriptor file is well-formed. If an error is found, a message will be displayed and the Add Representation process aborted.
- The descriptor file contains all the mandatory fields. If an error is found, a message will be displayed and the Add Representation process aborted.
- All the labels in the descriptor file match labels in the Add Representation Fields mapping table. If an error is found, a message will be displayed and the Add Representation process aborted.
- The values of fields with object type representation (for example, Preservation Type, Representation Code, Usage Type, Capture System and Source Type) are the same for all the files in the same representation. If an error is found, a message will be displayed and the Add Representation process aborted.