
Deposit Activity Management

About Deposit Activities

A deposit activity is a set of files that a Producer Agent deposits or saves for future deposit. A deposit activity, for example, can be 150 scanned pages of a book along with 150 thumbnail files that are used for previews.

Producer Agents manage deposit activities using the Web-based interface. The interface provides information about each deposit activity, including deposit activity status, the reason for return or decline, or the description of a problem. In addition, the interface enables the Producer Agent to perform a number of actions on a deposit activity. For example, the Producer Agent can deposit draft deposit activities or resubmit returned deposit activities.

The actions that Producer Agents can perform on a deposit activity depend on its status. The Rosetta system stores the deposit activities in folders according to their statuses. (For more information, see [Deposit Activity Folders](#).)

The Producer Agent is kept informed of the status of the submission through e-mails that are automatically generated by Rosetta at particular points in the review process, such as when the submission is received by the Rosetta system or when part or all of a submission has been rejected. Producer Agents may receive notice when their material is approved and placed in a permanent repository. This is configurable (see Adding an E-mail Confirmation in the *Rosetta Configuration Guide*).

Deposit Activity Folders

The deposit activity folders enable Producer Agents to manage content submitted to the Rosetta system.

Producer Agents can work with the following folders:

- Drafts (For more information, see [Drafts Folder](#).)
- Submitted (For more information, see [Submitted Folder](#).)
- Returned (For more information, see [Returned Folder](#).)
- Declined (For more information, see [Declined Folder](#).)
- Approved (For more information, see [Approved Folder](#).)

Drafts Folder

The Drafts folder contains deposit activities that Producer Agents have saved but have not yet deposited. Deposit activities in the Drafts folder can be edited by a Producer Agent. For example, a Producer Agent can add files, remove files, or change descriptive information.

Producer Agents can perform the following actions on deposit activities in the Drafts folder:

- [Viewing Deposit Activity](#)
- [Editing and Depositing Draft Deposits](#)
- [Managing Notes](#)

- [Deleting Deposit Activity](#)
-

Submitted Folder

The Submitted folder contains deposit activities that have been deposited and are waiting for review by a Staff user. Deposit activities in the Submitted folder cannot be edited by a Producer Agent.

Producer Agents can perform the following actions on deposit activities in the Submitted folder:

- [Viewing Deposit Activity](#)
 - [Managing Notes](#)
-

Returned Folder

The Returned folder contains deposit activities that Staff users have reviewed and returned to the Producer Agent due to technical or non-technical issues with the content. Staff users can either return the entire deposit activity or specific files only:

- An entire deposit activity can be returned if the descriptive metadata is inaccurate, if some files are missing, or if the access rights are incorrectly defined. Producer Agents can replace and resubmit the individual returned files.
- Individual files can be returned if the file is corrupt or the image quality is poor. Producer Agents can replace and resubmit the individual returned files.

Producer Agents can perform the following actions on deposit activities in the Returned folder:

- [Viewing Deposit Activity](#)
 - [Resubmitting Returned Deposits](#)
 - [Managing Notes](#)
-

Declined Folder

The Declined folder contains deposit activities that have been declined by a Staff user. Producer Agents can view the declined deposit activities. In addition, Producer Agents can view the Staff user's reason for, and explanatory notes concerning, the decline. Deposit activities in the Declined folder cannot be edited or deleted by a Producer Agent.

Producer Agents can perform the following actions on deposit activities in the Declined folder:

- [Viewing Deposit Activity](#)
 - [Managing Notes](#)
-

Approved Folder

The Approved folder contains deposit activities that have been approved by a Staff user. Deposit activities in the Approved folder cannot be edited by a Producer Agent.

Producer Agents can click the text link **IE List** to view the list of IEs in permanent storage created from the selected SIP, and to view each IE itself.

Producer Agents can perform the following action on deposit activities in the Approved folder:

- [Viewing Deposit Activity](#)

Viewing Deposit Activity

Producer Agents can view deposit activities in each folder. Some information is common to all the folders. For example, all deposit activities have a title, type, and date of creation. All activities also have a link to view a specific item's submission history. See [Activity History](#).

In addition, some folders provide data that are specific to the deposit activity status. For example, deposit activities stored in the Returned folder contain a reason why the deposit activity was returned by the Staff user along with explanatory notes from the Staff user.

To view deposit activities:

1. Log on to the Rosetta Deposit system. The Deposit Activities page opens.

Deposit ID	SIP ID	Title	Material Flow Type	Created On	Submitted On	View	Edit	Notes	Delete	History	Submit
1 9352	925	Oil paintings I like	Unpublished	13/02/2015 21:26:41		View	Edit	Notes	Delete	History	Submit
2 9132	911		Digitized Image	20/01/2015 22:11:30		View	Edit	Notes	Delete	History	Submit
3 9121	909		Digitized Image	20/01/2015 13:48:48		View	Edit	Notes	Delete	History	Submit
4 9117	908		Digitized Image	20/01/2015 13:39:17		View	Edit	Notes	Delete	History	Submit
5 7735	834	Aurigma Test	Unpublished	14/08/2014 08:13:41		View	Edit	Notes	Delete	History	Submit
6 7632	829		Digitized Image	22/07/2014 07:19:45		View	Edit	Notes	Delete	History	Submit
7 7615	828		Digitized Image	21/07/2014 17:21:33		View	Edit	Notes	Delete	History	Submit
8 7613	827		Digitized Image	21/07/2014 14:56:33		View	Edit	Notes	Delete	History	Submit
9 7610	826		Digitized Image	20/07/2014 17:18:54		View	Edit	Notes	Delete	History	Submit
10 7608	825		Digitized Image	20/07/2014 16:10:28		View	Edit	Notes	Delete	History	Submit

Deposit Activities Page (Partial)

The page consists of the following:

- Folders, the tabs on the top, present the names of the folders and the number of deposit activities stored for each kind.
- The Deposit Activities list, under the folder tabs, display deposit activities that are stored in the selected folder along with information about each deposit activity.

Note

A problem description is displayed in the Returned and Declined folders only. This field contains the reason why the deposit activity was returned or declined by the Staff.

2. Click the folder you want to view from the folders pane. The deposit activities in this folder are displayed in the Deposit Activities pane.

Activity History

Deposit activities from every folder contain a link to each item's history. The history link appears in the row of the deposit activity, sometimes visible initially and sometimes only after you click the **More** text in the corresponding row.

Click the **History** link for an item to display the History page for that item.

Deposit / History

Deposit Activity ID	7367	Title	sarity	Created On	18/01/2024 13:43:54
Material Type	Unpublished	Submitted On	18/01/2024 13:51:37		

Filter: All

1 - 3 of 3 Events

Event Type	Description	Module	Submitted On
1 Submit Deposit Activity	Deposit Activity 7367 was submitted for Producer 10000 using Material Flow 2	Deposit	18/01/2024 13:51:37
2 Completed Validation Stack Stage	Finished Validation Stack Stage for SIP 2066 - Errors found.	Staging	18/01/2024 13:51:39
3 Technical Metadata extraction performed on file	The Validation Stack failed technical metadata extraction for File FL42730	Staging	18/01/2024 13:51:39

1 - 3 of 3 Events

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History Page for Submitted Folder Items

Items will have different amounts and types of events depending on how much they have been processed in the system. [Figure](#) from the Submitted folder has two events so far.

To see further details for a history event, click the text under the Event Type heading. The History Event Details page opens.

Deposit / History / Event Details

Event Description	Deposit Activity 7367 was submitted for Producer 10000 using Material Flow 2	Event Type	Submit Deposit Activity
Event ID	3102458	Event Severity	INFO
Created on	Thu Jan 18 13:51:37 GMT 2024	Event Source	S
Event Category		Event Name	MATERIAL_FLOW_ID=2-PRODUCER_TYPE=INTERNAL_PRODUCER_GROUP=Pushed-PRODUCER_PROFILE=
Machine Address		Event Name	admin1
Event Content	MATERIAL_FLOW_ID=2-PRODUCER_TYPE=INTERNAL_PRODUCER_GROUP=Pushed-PRODUCER_PROFILE=	Session ID	
User Group	403	Sub Module	DEPOSIT_L1
Event Duration			
Module	DEPOSIT		

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History - Event Details Page

The Event Details page provides information such as the date on which the event occurred, issues and problems that arose during processing, and impact to the system.

Editing and Depositing Draft Deposits

Producer Agents can edit and deposit any deposit activity in the Drafts folder. For example, a Producer Agent can add files, remove files, or change descriptive information. In addition, the Producer Agent can deposit the deposit activity.

To edit and deposit draft deposit activity:

1. On the Deposit Activities page (see [Viewing Deposit Activity](#)), locate the deposit activity you want to modify and click **Edit**. The Edit Deposit Activity page opens.

Deposit / Edit Deposit Activity

Deposit Activity ID	7044	Title	test reject File from Submission TA	Created On	03/04/2023 14:16:05
Material Type	Unpublished	Submitted On	03/04/2023 14:16:35		

Descriptive Information [Access Rights](#) [Upload Files](#) [Summary](#)

* Creator: test reject File from Submission TA

* Title: test reject File from Submission TA

* Description: test reject File from Submission TA

* Content Type: Manuscripts

* Creation date: 03/04/2023

Publisher's name:

Notes:

[Cancel](#) [Save](#) [Submit Deposit](#)

Edit Deposit Activity Page

The Edit Deposit Activity page enables the Producer Agent to change the deposit activity information, as described in the following table:

Edit Deposit Activity Tabs

Tab	Description
Descriptive Information	Enables the Producer Agent to edit the content metadata.
Access Rights	Enables the Producer Agent to edit who can view the content and when the content can be viewed.
Upload Files	Enables the Producer Agent to edit the list of files.
Summary	Enables the Producer Agent to view general information about the deposit activity.

2. Click the appropriate tabs and make the necessary changes.
3. To save the deposit activity and return to it later, click the **Save** button. The deposit activity shows in the Drafts folder.
To send the deposit activity for review, click **Submit**. The deposit activity is moved from the Drafts folder to the Submitted folder.

The deposit activity is submitted to a Staff user for review. Rosetta sends an automated e-mail confirming the submission by the Producer Agent. The e-mail contains

- a time stamp of the Deposit Activity (date and time)
- the Deposit Activity ID
- the Producer ID
- the Producer Name

Resubmitting Returned Deposits

Staff users can either return the entire deposit activity or specific files only. There are different procedures for

- [Resubmitting an Entire Deposit](#) and
 - [Resubmitting Individual Returned Files](#).
- Most importantly, a Producer Agent must address the relevant issues before resubmitting the deposit activity.

Resubmitting an Entire Deposit

A Producer Agent can resubmit an entire returned deposit activity.

To resubmit an entire deposit:

1. On the Deposit Activities page (see [Viewing Deposit Activity](#)), in the folders pane, click **Returned**.
2. OPTIONAL: View any notes about why the item was returned.
 - a. Locate the deposit activity you want to resubmit and click the corresponding **Notes** text link. The Deposit Notes page opens.

Deposit / Deposit Notes					
Deposit Activity ID	5992	Title	Test SIP Title from dc.xml	Created On	18/05/2021 15:53:31
Material Type	Digitized Image	Submitted On	18/05/2021 15:53:38		

Deposit Activity Notes View

Updated on: 18/05/2021 17:25:03 Updated by: admin1

Notes: File technical problem

Add Note:

Deposit Activity Notes Page

- b. Review the reason why the deposit activity was returned and click **Back** to return to the Deposit Activities page.
3. Locate the deposit activity you want to resubmit and click the corresponding **Edit** text link. The Edit Deposit Activity page opens. For more information about the tabs on this page, see the table [Edit Deposit Activity Tabs](#).
4. Click the appropriate tabs and make the necessary changes.
5. Click **Submit**.

The deposit activity is resubmitted to a Staff user for review. The Producer Agent receives a confirmation e-mail.

Resubmitting Individual Returned Files

A Producer Agent can resubmit individual returned files that are stored in the Returned folder.

To resubmit individual files:

1. On the Deposit Activities page (see [Viewing Deposit Activity](#)), in the folders pane, click **Returned**.
2. OPTIONAL: View any notes about why the items were returned. Partial or full notes may be viewable on the Deposit Activities page. To see the full note:
 - a. Locate the deposit activity containing the files you want to resubmit and click the corresponding **Notes** text link. The Deposit Notes page opens.

Deposit / Deposit Notes					
Deposit Activity ID	5992	Title	Test SIP Title from dc.xml	Created On	18/05/2021 15:53:31
Material Type	Digitized Image	Submitted On	18/05/2021 15:53:38		

Deposit Activity Notes View

Updated on: 18/05/2021 17:25:03 Updated by: admin1

Notes: File technical problem

Add Note:

Deposit Activity Notes Page

- b. Review the reason why the deposit activity was returned and click **Back** to return to the Deposit Activities page.

- Locate the deposit activity containing files that need to be resubmitted and click the **Edit** text link in the corresponding row. The Resubmit Files page opens.

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Rosetta Producer John Smith Demo Institution

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Deposit / Edit Deposit Activity

Deposit Activity ID 24033 Title Created On 26/07/2022 07:28:50

Material Type MaterialType.ALTO Submitted On 26/07/2022 07:29:02

Files location Summary

Material Type CSV for NLE Root Directory

Submission Format Name Internal.NFS for NLE - CSV Current Directory

Select a sub-directory

	Directory Name	Date
1	31951P00756513D	17/05/2020 17:26:01
2	6.0_Demo	17/05/2020 17:26:02
3	87633	17/05/2020 17:26:02
4	8_L_demo	19/03/2024 12:21:22
5	ALTO_test	17/05/2020 17:26:02
6	Argentina_ALTO	17/07/2022 17:26:09
7	AU42127	17/05/2020 17:26:03
8	BostonCollege	17/05/2020 17:26:03
9	CPUT_METS_ALTO_Ready	20/09/2023 15:03:34
10	Danish_SL	17/05/2020 17:26:03
11	Dep1451984978273	17/05/2020 17:26:04
12	Dep1451985244025	17/05/2020 17:26:04
13	Dep1452058985832	17/05/2020 17:26:05
14	Dep1452075559493	17/05/2020 17:26:05
15	Dep1452086399826	17/05/2020 17:26:05
16	Dep1452098626510	17/05/2020 17:26:06
17	Dep1452754382681	17/05/2020 17:26:06
18	Dep1453035115186	17/05/2020 17:26:06
19	Dep1453035318077	17/05/2020 17:26:07

Resubmit Files Page

- OPTIONAL: Click the Problem link to view details about why the file was returned, then click **Back** to return to the procedure.
- Click the **Replace** text link in the row of the file you want to replace. The page refreshes with an Upload File pane.
- Click the **Browse** button in the Upload File pane and, in the Open a File dialog box, select the file to replace the returned one.
- Click the **Upload** button.
- Enter information, as needed, in the **Label** or **Notes** fields.
- Repeat steps 5 to 8 for each file you want to resubmit.
- Click **Submit**.

The deposit activity is resubmitted to a Staff user for review. The Producer Agent receives a confirmation e-mail.

Managing Notes

Staff users record notes to explain why content was returned or declined. In addition, Producer Agents can record explanatory notes for the Staff users when they submit a deposit activity.

Producer Agents can view notes that are stored in all folders and can add and edit notes that are stored in the Drafts, Submitted, and Returned folders.

To view, add, or edit notes:

- On the Deposit Activities page (see [Viewing Deposit Activity](#)), in the folders pane, click the folder containing the submission to which you want to add a note.
- Locate the deposit activity with which you want to work and click the **Notes** text in the same row. The Deposit Activity Notes page opens.

Deposit / Deposit Notes					
Deposit Activity ID	5992	Title	Test SIP Title from dc.xml	Created On	18/05/2021 15:53:31
Material Type	Digitized Image	Submitted On	18/05/2021 15:53:38		

Deposit Activity Notes View

Updated on: 18/05/2021 17:25:03 Updated by: admin1

Notes: File technical problem

Add Note:

Deposit Activity Notes Page

3. To add a note, enter the information in the **Add Note** field and click the **Add Note** button.
4. Click **Save** to save your changes.

Deleting Deposit Activity

A Producer Agent can delete deposit activities from the Drafts folder. Once a deposit activity is deleted, it cannot be restored.

To delete a draft deposit activity:

1. On the Deposit Activities page (see [Viewing Deposit Activity](#)), in the folders pane, click **Drafts**.
2. Locate the deposit activity you want to delete and click **More**. Additional options are displayed.
3. Click **Delete**.

The deposit activity is deleted from the Rosetta system.