
Automatically Add Deposited Items to a Collection

- **Article Type:** General
 - **Product:** Rosetta
 - **Product Version:** 3
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Desired Outcome Goal:

Automatically add manually deposited items to a collection.

Procedure:

1. Go to Producers > Advanced Tools > List of Metadata Forms and create a new metadata form (* denotes a mandatory field in the form):

a. *Label - Collection name

b. *Type - Text

c. *DC Tag - Is Part Of

d. *Mandatory - Yes

e. Single Line - No

f. Default Value - Collection name

g. Tooltip - optional

h. *Description - displays to the Depositor, so it may be helpful to add: "Note that this item will be added to the ??? Collection"

2. Go to Submissions > Advanced Tools > SIP Processing Configuration List

a. click "Add Processing Configuration" button to create a new processing configuration.

Include the following information in the field creation form (* denotes a mandatory field in the form):

*Name - SIP Processing Configuration name

Validation Stack Routine - Validation Stack - Full

Approval - Approver

Enrichment Routine - Assign Collection by DC

3. Go to Submissions > Advanced Tools > (Routing) Rule List and create a new SIP Routing Rule as follows:

a. Make sure it's at the top of the list of SIP Routing Rules (list is read top-down)

b. Specify the following Input General Parameters so that IEs that meet these criteria will get added to the collection:

Material Flow = Name of material flow for this collection

Producer = Name of producer for this collection

Producer Group = producer group for this collection

c. Specify the following Output Parameters:

Approver Group = approver group for this collection

Process Configuration Id = select the "Process Configuration Id" created in step #2 above.

4. Create a Task that is applied during the Enrichment state of the submission that creates this collection:

Advanced Configuration > Repository > List of Task Chains > "Assign Collection by DC" Task Chain Details

Task List:

Name - Assign Collection By DC

Description - Assign Collection By DC

Level - INTELLECTUAL_ENTITY

Task Parameters:

DC Field - Is Part Of

DC Separator Character - /

5. Ingest content and confirm that the collection was added based on the 'default' value in the metadata form and that the IE was also added to the collection.

Category: Deposit - Rosetta

Subject: Rosetta

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