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## How to Add a New Institution to Rosetta

- **Article Type:** General
  - **Product:** Rosetta
  - **Product Version:** 4
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### Desired Outcome Goal:

To Add a New Institution to Rosetta for deposit and other preservation activities.

### Procedure:

1. Login to the Advanced Configuration module in Rosetta
2. Go to Home > Advanced Configuration > List of Institutions
3. Click "Create New Institution", complete the form as follows and click "Add":  
Code: **\*\*MUST\*\*** be in ALL CAPS, no spaces (only field in Rosetta that must be in ALL CAPS).  
Name: Enter a name (mixed case, spaces allowed)  
Color and Logo Settings: Choose from pull-down menu  
Description: Enter a description (mixed case, spaces allowed)

NOTE: Up to Service Pack 4.0.0. Rosetta allows the institution to be created with a lower-case code. This will cause issues with deposits (they will be lost).  
Service Pack 4.0.1 (mid-Oct) [DPS-13010] to add a blocker so that this will not be possible.

4. Click "Create New Department", complete the form as follows and click "Add":  
Code: Can contain lower case characters but no spaces  
Name: Enter a name (mixed case, spaces allowed)  
Description: Enter a name (mixed case, spaces allowed)

NOTE: Unless remote authentication is being setup for Rosetta, the Home > Advanced Configuration > List of Institutions > PDS link doesn't need to be configured.  
Patron Directory Service (PDS) link in the institution.  
Users can be registered using either an external legacy application or the Rosetta system.  
PDS enables the authentication and logon of users, regardless of the registration method.  
For example, the PDS can be configured to work with an external user database such as an LDAP directory service.

5. in order to be able to login (locally) to the new institution, a new new tab\_service file will need to be added on the server (as follows):
  - a. login to the application server via unix
  - b. enter: pdsroot (shortcut to /exlibris/dps/d4\_1/pds/)
  - c. cd conf\_table/
  - d. Copy and rename an existing tab\_service file: cp tab\_service.abc tab\_service.def
  - e. vi and change institution code and description in the new file (e.g. tab\_service.def)
  - f. wq (write and quit)

Example tab\_service.<lower\_case\_institution\_code>:

```
[AUTHENTICATE]
program =dps.pl
params =rosetta.unl.edu,1801,BOR-AUTH,N
[END]
[BOR_INFO]
program =dps.pl
params =rosetta.unl.edu,1801,BOR-INFO,N
[END]
[INSTITUTE_DISPLAY]
code =ABC
desc =ABC Institution (ABC)
lang = ENG
[END]
```

NOTE: Refer to the Ex Libris Documentation Center > Cross-Product > Technical Documentation > Patron Directory Service Guide for more details about the tab\_service file.

6. Login to the new institution.

Rosetta will only provide access to Data Management > Advanced Tools > User List for the new institution so that the user can establish permissions before an setup and deposits are performed there.

7. Add permissions to user accounts for the new institution.

NOTE: Refer to the "User Management" chapter in the Ex Libris Documentation Center > Rosetta > Technical Documentation > Version 4.x > Rosetta Configuration Guide

8. Once the new institution is established and all appropriate users have permissions, deposit setup and activities can proceed.

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## Additional Information

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NOTE: Unless remote authentication is being setup for Rosetta, the Home > Advanced Configuration > List of Institutions > PDS link doesn't need to be configured. Patron Directory Service (PDS) link in the institution. Users can be registered using either an external legacy application or the Rosetta system. PDS enables the authentication and logon of users, regardless of the registration method. For example, the PDS can be configured to work with an external user database such as an LDAP directory service.

NOTE: Refer to the Ex Libris Documentation Center > Cross-Product > Technical Documentation > Patron Directory Service Guide for more details about the tab\_service file.

NOTE: Refer to the "User Management" chapter in the Ex Libris Documentation Center > Rosetta > Technical Documentation > Version 4.x > Rosetta Configuration Guide

**Category:** Administration - Rosetta

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