
3.7 Hands-On: Material Flows

Managing Material Flow Data Sources

Motivation: Familiarize yourself with creating the material flow's components.

Scenario 1: The Deposit Manager Creates Metadata Forms and Submission Formats

The Deposit Manager creates metadata forms and submission formats.

Let's start:

1. Open your Web browser and enter the URL of the Management area:

[http://\[rosettatest.com\]:1801/mng](http://[rosettatest.com]:1801/mng)

2. Log in using your user. Be sure to select the Training institution.
3. Go to **Deposits > Deposit Arrangements > Metadata Form**
4. Click **Add Metadata Form**.
5. Fill in the fields in the **Design Information** tab.
6. Select the **Fields Information** tab.
7. Create a metadata form.
 - a. Don't forget to click on **Add New field** and **save field**.
 - b. Make sure you preview your work periodically to check what you are doing.
8. Save the form.
9. Go to **Deposits > Deposit Arrangements > Submission Format**
10. Select **Http Load** and click on **Add**
11. Fill the form and **Save**

Scenario 2: The Deposit Manager Creates One Material Flow and Assigns it to the Producer

The Deposit Manager creates a manual material flow (using the metadata form and the appropriate submission formats created in Scenario 1) and assigns it to a Producer.

Let's start:

1. Go to **Deposits > Deposit Arrangements > Material Flows**
2. Click on **Add Material Flow**
3. Fill in the Name and choose **Manual**
4. Fill the form
 - a. Make sure to select your submission format created in Scenario 1
 - b. Make sure to select your Metadata Form created in Scenario 1
5. **Save**
6. Go to **Deposits > Producers and Agents > Producer Profiles**
7. Update the Producer Profile **Training – Default**
8. In tab Material Flow List, select the material flow you have just created and add it.
9. Go to **Deposits > Producers and Agents > Producers**
10. Edit the producer you created in the first Hands-on
11. Adjust the field Profile to select Training – Default and Save
12. Logout and enter the URL of the Deposit area:

[http://\[rosettatest.com\]:1801/deposit](http://[rosettatest.com]:1801/deposit)

13. Log in using the credentials of one of the Producer Agents you selected. Be sure to select the Training institution.
14. See that you can submit material with your materiel flow and see your metadata form.
15. Submit some materials.