
6.6 Hands-On: Technical Analyst Workbench

Technical Analyst Workbench

Objectives

Upon completion of this section of the training, you will be able to:

- Handle a SIP that failed during Format check
- Handle a SIP that failed during MD Extraction
- Handle a SIP that failed during Virus check
- Handle a SIP that failed during Fixity check

Scenario 1: Handle a SIP that failed in the File Format task

Introduction

In this section, we will look at:

- A Technical Analyst viewing a SIP that failed in the File format task (DROID)
- A Technical Analyst checking the problem and manually assigning a file format to the file
- A Technical Analyst moving the SIP to its next stage

Handle a SIP that failed in File Format task

1. Enter the Management area.
2. Select **Submissions > Technical Analysis > Technical Issues>**
3. Click on **Validation** folder to view the SIPs that failed during Validation stack stage.
4. Choose a SIP from the list that failed because of a File Format Issue
5. Click **Work On**.

6. View the SIPs four tabs: **Content List**, **Metadata**, **Notes**, and **History**.

Note: Find the Events that show that the SIP failed during File format task.

7. Click **View** and view the file through the viewer.
8. Close the viewer and click **Format**. Choose the appropriate format from the list. (search for text format)
9. Click **Add** for assigning the format to the file
10. Click **Yes** for confirming that the SIP will move to the next stage as a result

Result: The SIP is moved out of the TA workbench.

Scenario 2: Ignore a SIP that failed in MD Extraction

Introduction

In this section, we will look at:

- A Technical Analyst viewing a SIP that failed in MD extraction task
- A Technical Analyst checking the problem and allows the SIP to continue its processing
- A Technical Analyst moving the SIP to its next stage

Handle a SIP that failed in MD Extraction task

1. Enter the Management area.
2. Select **Submissions > Technical Analysis > Technical Issues**
3. Click on **Validation** folder to view the SIPs that failed during Validation stack stage.
4. Find in the list the SIP that failed with MD Error.
5. Click **Work On**.
6. View the SIPs four tabs: **Content List**, **Metadata**, **Notes**, and **History**.

Note: Find the Events that show that the SIP failed during MD Extraction task.

7. Click **View** and view the file and its metadata.
8. Close the viewer and click **MD ERROR**.
9. In the **Notes** box, indicate the reason why the problem is being ignored.
10. Click **Save**.

11. make sure that "**Move to next step**" is selected in the drop down and click on "**Execute**"

Result: The SIP is moved out of the TA workbench.

Scenario 3: Ignore a SIP that failed in Fixity check

Introduction

In this section, we will look at:

- A Technical Analyst viewing a SIP that failed in Fixity check
- A Technical Analyst checking the problem and allows the SIP to continue its processing
- A Technical Analyst moving the SIP to its next stage

Handle a SIP that failed in Fixity check

1. Enter the Management area.
2. Select **Submissions > Technical Analysis > Technical Issues>**
3. Click on **Validation** folder to view the SIPs that failed during Validation stack stage.
4. Find in the list the SIP that has files that failed during fixity check.
5. Click **Work On**.
6. View the SIPs four tabs: **Content List, Metadata, Notes, and History**.

Note: Find the Events that show that the SIP failed during Fixity check.

7. Click **View** and view the file and its metadata.
8. Close the viewer and click **Fixity**.
9. You are about to regenerate fixity values. The existing values will be discarded. If you want to continue and regenerate press "OK", otherwise to go back to previous screen press "Cancel".
Click **OK**
10. make sure that "**Move to next step**" is selected in the drop down and click on "**Execute**"

Result: The SIP is moved out of the TA workbench.

Scenario 4: Decline a SIP that failed the Virus check

Introduction

In this section, we will look at:

- A Technical Analyst viewing a SIP
- A Technical Analyst declines the SIP due to a Virus that was found by the system.

Handle a SIP that failed the Virus check

11. Enter the Management area.
12. Select **Submissions > Technical Analysis > Technical Issues**
13. Click on **Validation** folder to view the SIPs that failed during Validation stack stage.
14. Find in the list a SIP with files that failed virus check.
15. Click **Work On**.
16. View the SIPs four tabs: **Content List, Metadata, Notes, and History**.

Note: Find the Events that show that the SIP failed during Virus Check.

17. In the **Actions** drop-down list, select **Reject SIP**.
18. Click **Execute**.
19. In the **Notes** box, indicate the reason why the SIP has been rejected.

Result: The rejected SIP is moved out of the TA workbench.