

# Processing Steps, Crowley Digital Deliveries

## Overview of Newly Delivered Files

1. Transfer a copy of the files from hard drive to D: drive
  - a. Text files go: P:\Users\COLLECTIONS\_DOCUMENTATION\DigitizationProjects\Registrar\_AcquisitionDigitization\_Crowley\text files\_Crowley
  - b. Get a copy of the manifest we sent to Crowley in order to make sure all accessions are accounted for, manifests found: P:\Users\COLLECTIONS\_DOCUMENTATION\DigitizationProjects\Registrar\_AcquisitionDigitization\_Crowley\Manifests & ORs
  
1. Check PDFs
  - a. Are they OCR'd
  - b. Do they all have a folder image
  - c. Are all pages accounted for (perform spot check)
  - d. Do the accessions match with the manifest NMAH sent to Crowley
  
1. Check JPGs
  - a. Are all pages accounted for (perform spot check)
  - b. Do the numbers of JPGs match numbers in the same accession, PDF version (perform spot check)
  
1. Write and send report
  - a. Email goes to: Brady, Vicki, Sherri, and Melanie
2. Update calendar and project tracker: [Project tracking](#); [Project Calendar](#)

## Begin Processing the Delivery

1. Create a ticket for both PDF and JPEG <https://jira.si.edu/issues/?jql=>
2. Embed metadata in JPEGs and QC - compare against created spreadsheet
  - a. Keywords
  - b. Replace Metadata
  - c. Embed Description
  - d. Change File Name
  - e. Write File Name
3. Move JPEGs to Hot Folder
4. Embed metadata in PDFs and QC - compare against created spreadsheet
  - a. Keywords
  - b. Replace Metadata
  - c. Change File Name
  - d. Embed Description
  - e. Write File Name
5. Update JIRA
  - a. in progress, how many JPGs and PDFs, Media ID range
6. Make XG Spreadsheets (SQL, media, data)
7. Move PDFs to I:Drive
8. Run XG Spreadsheets and check that they are linked to the correct acquisition and that they show up when you click on the media icon
  - a. If PDFs do not show up make sure you performed step 7
9. Move PDFs to Hot Folder
10. Add XG metadata
11. Update JIRA
  - a. PDFs added to XG
12. Work on Side Project if needed
  - a. Wait for JPGs to show up in the DAMS
13. Add DAMS metadata for JPEGs
14. Work on Side Project if needed
  - a. Wait for PDFs to show up in the DAMS
15. Add DAMS metadata for PDFs
16. Close out tasks
  - a. Email Melanie and Alicia
  - b. Close JIRA ticket
  - c. Move files and spreadsheets
17. Very end of processing:
  - a. Check DAMS and XG Metadata
  - b. Add notes to burn down chart: [Project tracking](#)