

# Digital Commons: Batch Uploading files from your local computer

For additional support, please contact [dc-support@elsevier.com](mailto:dc-support@elsevier.com)

# Introduction

The Digital Commons **Batch Upload File Manager** is a feature that complements the existing Batch Upload tool. Using these tools together will allow you to upload full-text and other files from your local computer.

This option eliminates the need for files to be placed on unsecured IT servers, or in a 3rd party storage service like Google Drive or DropBox that can require varying URL modification workflows.

In this reference, you'll find information specific to the Batch Upload File Manager, including how to select files and generate file URLs for use with the Batch Upload tool. For complete steps in the batch import process, please see the [Batch Upload, Export, and Revise](#) guide.

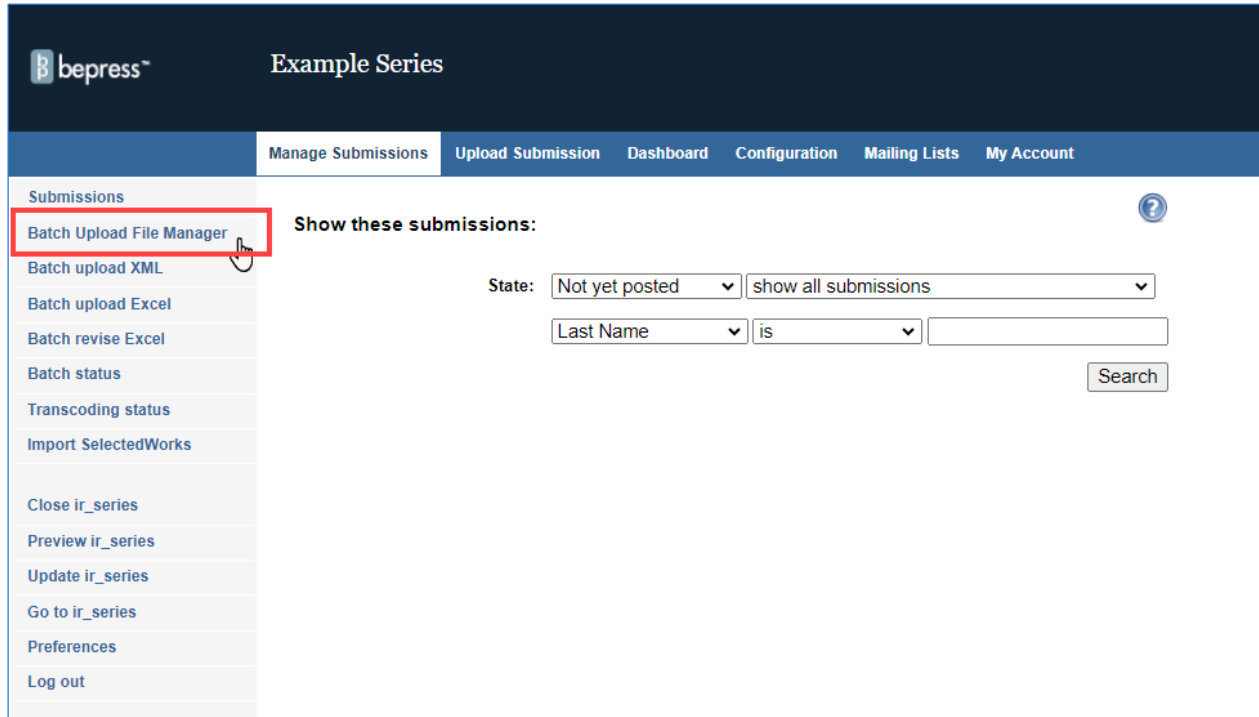
# How it works

The Batch Upload File Manager carries out two tasks:

1. Stores a copy of file(s), which you upload into it, on a secure server maintained by Digital Commons
2. Generates URLs meant to populate the “fulltext\_URL” column in a batch upload or batch revise spreadsheet; these URLs are delivered in a spreadsheet

Whenever a batch upload or batch revise job invokes one of those URLs, the stored file is imported from the server and into your Digital Commons instance. The generated URLs can also be used to batch import supplemental content (using the “additional\_files” column of a batch upload spreadsheet; refer to the [Batch Upload, Export, and Revise](#) guide for details).

# Launching the Batch Upload File Manager



The screenshot shows the bepress interface for an 'Example Series'. The top navigation bar includes 'Manage Submissions', 'Upload Submission', 'Dashboard', 'Configuration', 'Mailing Lists', and 'My Account'. A left sidebar menu lists various actions, with 'Batch Upload File Manager' highlighted by a red rectangular box and a mouse cursor. The main content area is titled 'Show these submissions:' and contains a search form with the following elements: a 'State:' label, a dropdown menu set to 'Not yet posted', a 'show all submissions' dropdown menu, a search criteria section with 'Last Name' and 'is' dropdowns and an empty text input field, and a 'Search' button.

To launch the tool, visit the Manage Submissions page for the series/publication you want to batch upload to, and then click on the Batch Upload File Manager link to launch the tool.

# Selecting Files for Upload

**Digital Commons™** Batch Upload File Manager

DigitalCommons@bepress [My Account](#) [Logout](#)

## 1. Select

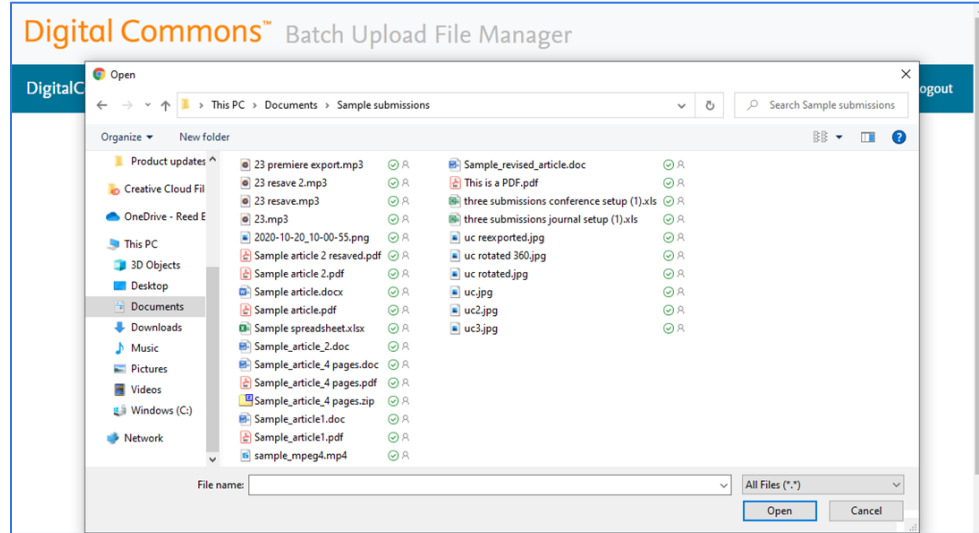
Choose the files you want and begin your upload.

[Select Files](#)

Link	Expires	Remove
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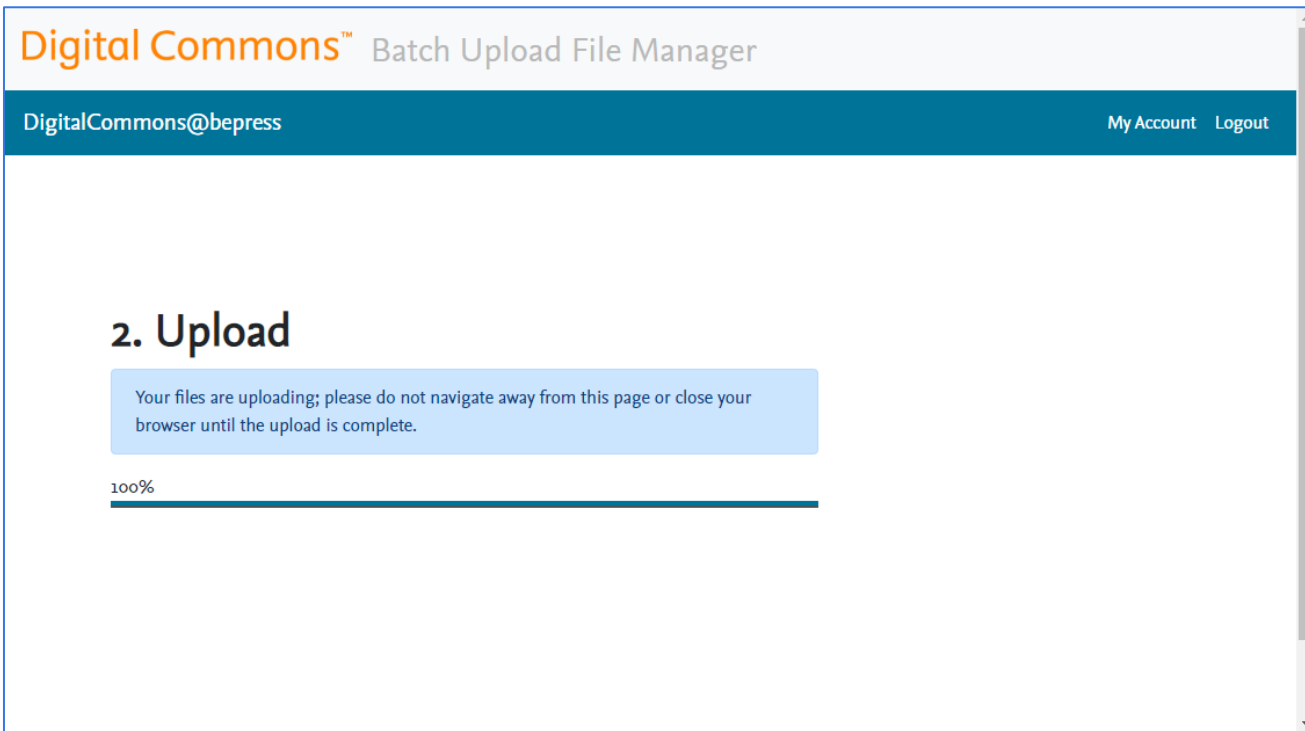
Once the tool has launched, click on the “Select files” button, which will bring up your browser’s file picker to browse your local hard drive.

# Selecting Files for Upload



Select one or more files, then click on the appropriate button (usually 'Open') to proceed with the file upload.

# Uploading Files



Digital Commons™ Batch Upload File Manager

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## 2. Upload

Your files are uploading; please do not navigate away from this page or close your browser until the upload is complete.

100%

The screenshot shows a web browser window with a blue header bar containing the text 'Digital Commons™ Batch Upload File Manager'. Below the header, a dark teal navigation bar displays the user's email 'DigitalCommons@bepress' on the left and 'My Account' and 'Logout' links on the right. The main content area has a white background with the heading '2. Upload'. A light blue message box contains the text: 'Your files are uploading; please do not navigate away from this page or close your browser until the upload is complete.' Below this, a progress bar is shown at 100% completion, with a dark teal bar extending across the width of the progress indicator.

While the files are being uploaded to the Digital Commons server, do not close the tab or your browser.

# Downloading the Spreadsheet


**Digital Commons™** Batch Upload File Manager

DigitalCommons@bepress

## 3. Download

Your upload is complete.

Download your spreadsheet using the links below. Uploads will remain available for 30 days. Fill in the spreadsheet with the remaining metadata, remove the "filename" column, then upload the spreadsheet using the Batch Upload tool.

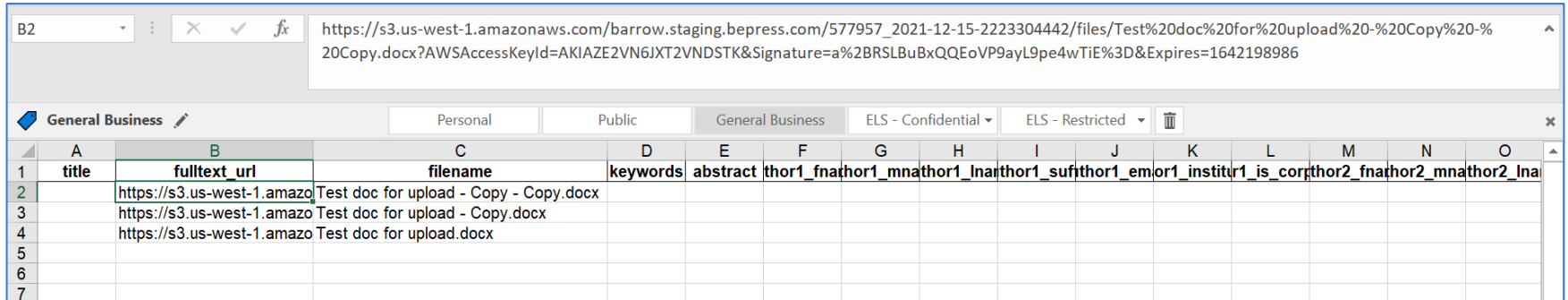
Link	Expires	Remove
<a href="#">batch_8182493_2022-02-18-0159155243.xls</a>	30 days	

Once the upload process is complete, the tool will provide you with a link.

Clicking that link will download a spreadsheet containing the URLs that the tool has generated for your files.



# Reviewing and editing your spreadsheet



The screenshot shows a spreadsheet application interface. At the top, the address bar contains a long URL: `https://s3.us-west-1.amazonaws.com/barrow.staging.bepress.com/577957_2021-12-15-2223304442/files/Test%20doc%20for%20upload%20-%20Copy%20-%20Copy.docx?AWSAccessKeyId=AKIAZE2VN6JXT2VNDSTK&Signature=a%2BRSLBuBxQQEoVP9ayL9pe4wTiE%3D&Expires=1642198986`. Below the address bar, there are tabs for "General Business", "Personal", "Public", "General Business", "ELS - Confidential", and "ELS - Restricted". The spreadsheet table has columns labeled A through O. The first row (row 1) contains headers: "title" (A), "fulltext\_url" (B), "filename" (C), "keywords" (D), "abstract" (E), "thor1\_fn" (F), "thor1\_mn" (G), "thor1\_in" (H), "thor1\_suf" (I), "thor1\_em" (J), "thor1\_inst" (K), "is\_cor" (L), "thor2\_fn" (M), "thor2\_mn" (N), and "thor2\_in" (O). The first three rows (rows 2, 3, and 4) contain data for these columns, with the "fulltext\_url" column containing the same long URL as seen in the address bar, and the "filename" column containing "Test doc for upload - Copy - Copy.docx".

The downloaded spreadsheet will be populated with two columns: “fulltext\_url” (containing the URL for each of the files just uploaded) and “filename” (noting the original names of the files uploaded, as a reference).

Next, you'll combine the newly generated file URLs with the metadata for your batch upload. You may **either**:

1. Add metadata for all the other fields in the spreadsheet, delete the “filename” column, and upload the resultant spreadsheet using the [Batch Upload or Batch Revise tool](#).  
OR
2. Copy the URLs and paste them into the “fulltext\_url” column of a batch upload or batch revise spreadsheet you may have already prepared (e.g., all other metadata entered). Then upload that spreadsheet using the [Batch Upload or Batch Revise tool](#).



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# Questions?

If you need further assistance, please contact your Consultant.

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