DIGITAL LIBRARY OF THE Caribbean

APPENDIX 3

Toolkit Installation and Configuration

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Toolkit Installation and Configuration

Introduction

- The freely distributed dLOC Toolkit allows each partner to track the digitization of items and collect data about the digital resources. It is available at:

  http://www.uflib.ufl.edu/digital/collections/download/

- For an overview of this kit, see Section 3 of this manual.
- Since this application runs on a local database, only one machine in each institution is likely to have the dLOC Toolkit installed. This should be the machine attached to the scanners.

Installation

- Three separate installations are required to install the dLOC Toolkit.
  - .NET Framework 1.1
    - This installation file is distributed on the dLOC Toolkit CD and is also available from Microsoft's downloads page.
  - dLOC Toolkit PreRequisites
    - The step installs MSDE (Microsoft SQL Desktop Edition) on the local machine and then creates the project-specific database.
  - dLOC Toolkit Applications
    - This final step installs all of the applications necessary.
- All of the necessary install files are on the dLOC Toolkit installation CD. Instructions are also included for each of these steps in the index.html file.
- Optionally, you may install the version of the dLOC Toolkit Applications which does not require MSDE. This setup file can be found by exploring the disk and navigating to the XML subdirectory. Once there, run Setup.exe.

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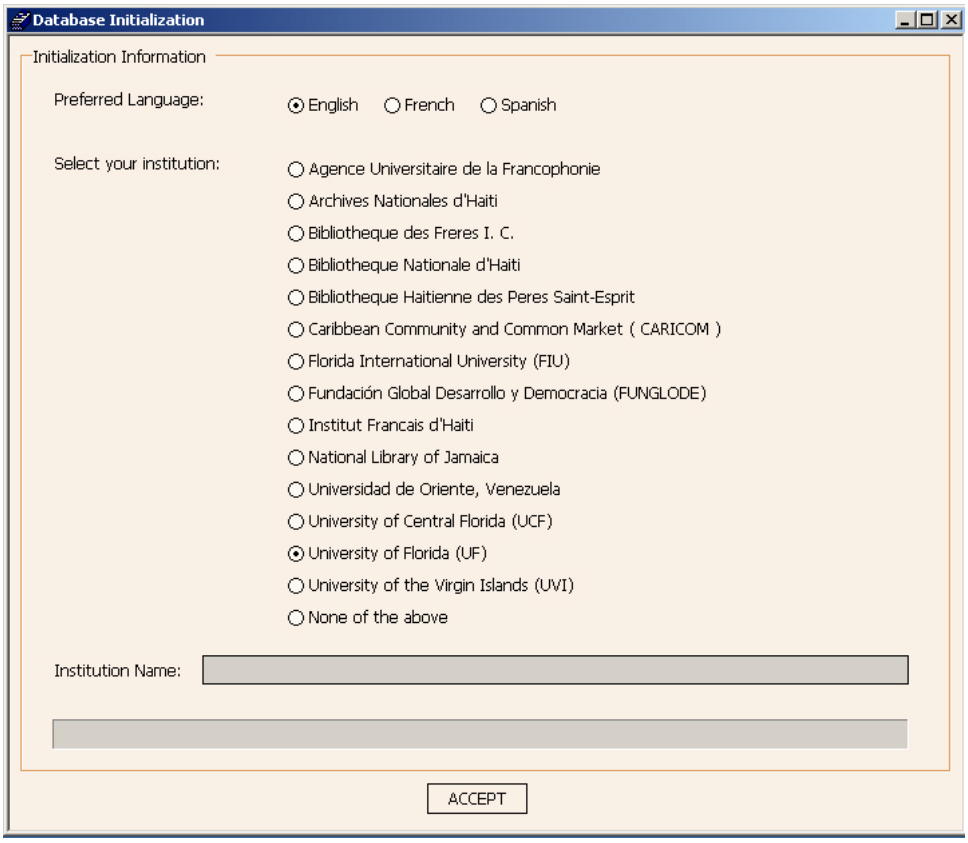
Initialization

- The first time the dLOC Tracking application is launched, you will be asked to select your institution from a list, as well as your preferred interface language.

- Once selected, the database will be configured and default metadata templates will be generated for your institution. In addition, the directory structure described below will be created on your local machine.



Directory Structure

- During initialization of the toolkit, the following directory structure is created:
  - C:\DLOC\ - Root folder. You should scan into folders at this level.
    - C:\DLOC\METS - Holds the data files for each resource.
    - C:\DLOC\Ready for QC – Place packages here when they are ready to be Pre-QC processed.
    - C:\DLOC\Photoshop – Used during Pre-QC work.
    - C:\DLOC\QC – Items ready to be QC'd
    - C:\DLOC\Complete – Once an item is QC'd, it will be moved here

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- C:\DLOC\Archive – If an item is FTP'd from the Complete folder, it will be moved here.

- If this directory structure is NOT created on your machine, please create it.

- Using this directory structure allows the tracking database to locate each item, and suggest the next processing step.

- Each of these folders will be discussed during the workflow sections.

Configuring the FTP Client

- Included in the software toolkit is a custom FTP Client, named *Go dLOC!*. This application can send all of your images to the central dLOC web server, allowing integrated searching and display.

- The application will attempt to FTP the entire digital package to the dLOC server, including the digital masters. These digital masters can then be archived in the central dLOC archive.

- If bandwidth restrictions do not allow the digital masters to be FTPed, a blank text file named 'notiffs.txt' can be placed in the main program folder (usually 'C:\Program Files\dLOC\dLOC Toolkit').

- If bandwidth use is heavy during certain hours, the ftp task can be scheduled to launch automatically at any hour. At that time, it will FTP all packages in the Complete folder ('C:\dLOC\Complete'). This can be done through the scheduled tasks available from the Control Panel.

  - From the control panel, select 'Scheduled Tasks'
  - Select 'Add Scheduled Task'
  - A wizard will step you through the creation of the task.
  - You will have to browse to the file. It is usually located at 'C:\Program Files\dloc\dLOC Toolkit\Go dLOC!.exe'
  - Once created click on the task to pull up the advanced properties.
  - You will need to add the word AUTOMATIC after the name of the file to run.
  - Optionally, you can also add comments
  - The properties should match the screen print below.

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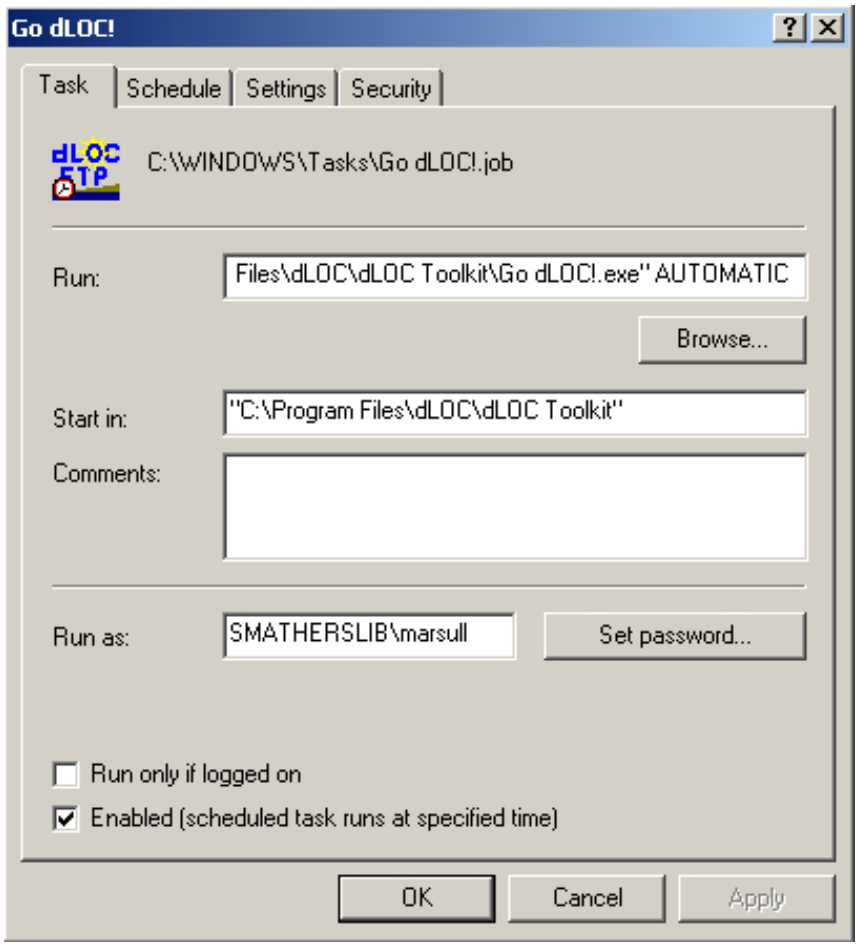
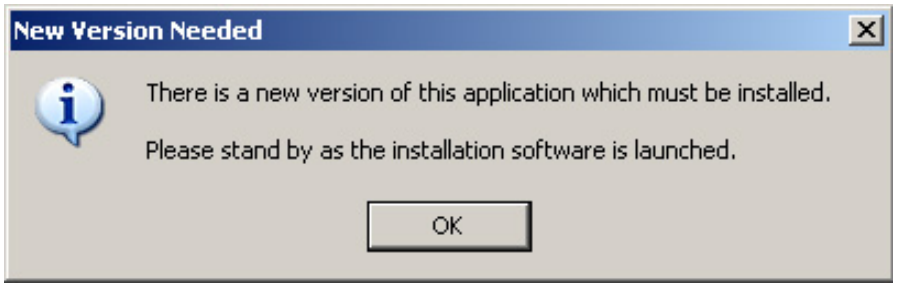


Web Updates

- The toolkit will attempt to check for a new version on the web each time an application is launched. If a new version is available, the following form will be displayed.



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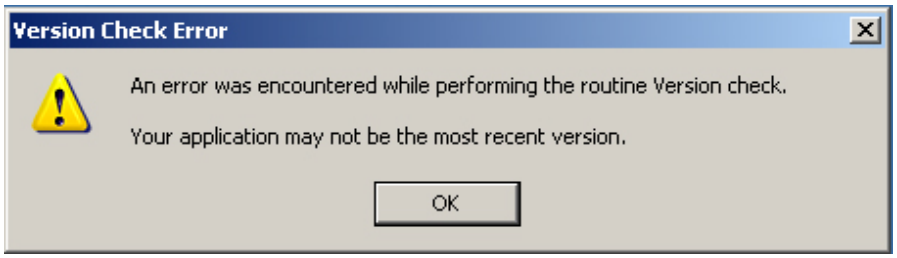
- Clicking okay will cause you to be navigated to the web site which will provide details on updating the application.

- If the automatic version check fails for any reason, you can simply continue with the current version. However, the following form will be displayed.



- If the computer will not be attached to the internet, or you wish to disable this automatic check, create a blank text file named 'noupdate.txt'. Place this file in the main program folder (usually 'C:\Program Files\dLOC\dLOC Toolkit').

- If you do disable this check, be sure to check the website frequently to learn of new updates.

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