

Documentation for populating PhD collection in Digital Commons from Proquest Reports

Order of Operations

Download the generated spreadsheet from DC Collection

The screenshot shows the 'Batch Revise' interface in the Digital Commons system. The browser address bar indicates the URL: https://digitalcommons.salve.edu/cgi/editor.cgi?window=batch_revise&context=doctoral_dissertations. The page title is 'Doctoral Dissertations' and the breadcrumb trail includes 'Manage Theses/Dissertations' and 'Upload Thesis/Dissertation'. The left sidebar contains a menu with 'Batch revise Excel' circled in red. The main content area is titled 'Batch Revise' and contains the following instructions:

To revise content via an Excel spreadsheet:

1. Generate a spreadsheet of current data from Doctoral Dissertations:
2. Download the data from the Spreadsheet History below.
3. Revise spreadsheet
4. Upload revised spreadsheet:

Below the instructions, there is a file selection area with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. A red arrow points to the 'Generate' button.

The 'Spreadsheet History' section shows a table with the following data:

Date	Download	Delete
Fri Jun 21 05:10:05 2024 PT	Download part 1/1	Delete

© 2024 The Berkeley Electronic Press

Download 2 reports from ProQuest at

<https://www.etdadmin.com/admin/reports?siteId=480>

Run report

Step 1. Select a report

Default report

Step 2. Select your delivery method.

Download
 Email to:
Separate multiple email addresses with commas.

Step 3. Include dissertations/theses in the report that meet the following criteria

Status Reset	Last Event Reset
<input type="text" value="Any Status"/> Submission in Progress Ready for Decision Ready for Checklist Waiting for Revisions (Minor) Waiting for Revisions (Major) Ready for Delivery Delivery in Progress	<input type="text" value="Any Last Event"/> Draft Saved Submitted Submitted with Revisions Administrator assigned Administrator unassigned Registered decision: Accepted Registered decision: Rejected

Administrator Reset	Tag Reset
<input type="text" value="Any Administrator"/> Unassigned Emsellem, Dawn Iglesias, Edward Richter, Lisa	<input type="text" value="Any Tag"/>

Date Submitted	Degree Type
From <input type="text" value="01/01/2012"/>	<input type="radio"/> Doctoral
To <input type="text"/>	<input type="radio"/> Master's
	<input checked="" type="radio"/> Any

First download the general report removing any unnecessary fields. This will provide the "publication#" field that can be turned into a static url. This simply involves adding the prefix

<https://www.proquest.com/LegacyDocView/DISSNUM/>

to the number such as

10260774

<https://www.proquest.com/LegacyDocView/DISSNUM/10260774>

In Excel use

=CONCATENATE("http://www.proquest.com/LegacyDocView/DISSNUM/",
C2)

Replace C2 with whatever the target cell is. Make sure to create an extra column for this to go in.

Once the url is created combine this and the Institutional Repository Export report to populate the spreadsheet from BePress.



Manage Dissertations & Theses | Run Reports | Manage Site

Run Report | Manage Reports | Institutional Repository Export

Institutional Repository Export

Download a file containing metadata for your institution's dissertations/theses. You can edit and upload this file into your institutional repository.

Delivery Date

Include dissertations/theses delivered to ProQuest within these dates:

From

To

Start Export

