

The New School Bulk Update Spreadsheet Editor

Hudson Molonglo developed a spreadsheet editor for [The New School Archives and Special Collections](#) that enables export of an existing ASpace resource record (or parts of a resource record) into an Excel spreadsheet. In the spreadsheet, one can add/revise/delete data in select fields and the spreadsheet then reimported back into the existing ASpace record with data changes, but without affecting other content in the record.

The tool allows data changes to the following fields:

- Title
- Level of Description
- Dates (subrecord)*
 - Expression
 - Begin
 - End
 - Certainty
- Extent (subrecord)
 - Portion
 - Number
 - Type
 - Container Summary
- Instances
 - Top Container Type / Indicator / Barcode
 - Child Type / Indicator / Barcode
 - Grandchild Type / Indicator / Barcode
- Conditions Governing Use note
 - Content
 - Date Begin/End
 - Type
- Scope and Content note
 - Content
- Bio/Hist note
 - Content

Dates**

How the date sub-record should be entered/edited in the spreadsheet depends upon the type of date being entered: whether it is a “certain” date or an approximate date, and if so, what kind of approximate date is entered in the expression.

- If you edit an existing date sub-record, and it is a certain date (i.e. no words in the expression like "circa," "probably", etc.), delete the existing begin/end dates in the

spreadsheet—the TimeWalk plugin*** will correctly parse the expression. If you add a new certain date expression, there is similarly no need to enter begin/end dates in the spreadsheet.

- If you edit or add a date in the date expression column that is preceded by the words “circa” or “approximately,” you also do not need to enter begin/end dates or complete the date certainty column--TimeWalk will automatically generate these fields.
- If you edit or add a decade range (2010s, for example), you do not need to enter begin/end dates, but you do need to complete the date certainty column.
- If you edit or add a date in the date expression column that includes “probably,” “before/after”, “or” you will need to fill in both the begin/end dates and the date certainty--TimeWalk does not parse date expression fields with these terms.

To Use

1. Navigate to resource record
2. In toolbar at collection-level, click "More" > "Bulk Update Spreadsheet"
3. Select desired Archival Objects to include in the spreadsheet. You can choose portions of a resource, such as a series within a larger collection. Note that you may need to include sections of a finding aid that you do not need to edit in this spreadsheet. They can be ignored and will re-import exactly as they were exported.
4. Click "Download Spreadsheet"
5. After downloading data, it is important to “suppress” the resource record so that another user cannot edit the record in between downloading the data and re-importing the edited data. Click “Suppress” in the resource record toolbar (more information on suppressing records can be found in the ASpace User Manual [here](#)). Note that this will also un-publish the resource from the PUI.
6. Revise fields in the spreadsheet as desired (note that you may get a pop-up telling you how to unlock the spreadsheet in order to make changes--doing this does not cause problems for the re-import).
7. Once ready to import, navigate to the resource record and click “Unsuppress” in the resource record toolbar.
8. To process the spreadsheet, we need to create a job. At the top of the resource record (not the area in which you created the spreadsheet), click "Create" > "Background Job" > "Spreadsheet Bulk Update Job".
9. Choose your spreadsheet for the "Spreadsheet File" input field

10. Click "Start Job"
11. This will take you to job page and provide you with a running output on how it's going.
12. Upon success, you'll see the updated archival objects listed in the log with links provided at the bottom of the page.
13. Upon error, any issues processing the spreadsheet will be output in the log. These could be validation errors or version mismatches, or maybe a bug, who knows!
14. Delete spreadsheet after careful review.

That's it!

If you have any questions, comments, or corrections to this guide, please let us know:

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Notes

* To ignore components that do not require updating, either do not check the box for export, or check all but leave them unedited in the spreadsheet. The data in those components will remain unedited.

** The guidance provided here on entering dates in the spreadsheet assumes that your Aspace instance uses the TimeWalk plugin, which parses dates from the date expression field into the date begin/end fields .

*** If you are adding a new date subrecord, the TimeWalk plugin will generate begin/end dates, but if you are editing an existing date subrecord, one must update the begin/end date along with the date expression in the spreadsheet.

**** Take care when editing the spreadsheet not to accidentally delete information from cells. There is no way to "undo" edits made via spreadsheet once the data has been imported.