

# intran|da Sync2Goobi

## Software user manual

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# 1 What is Sync2Goobi?

Sync2Goobi is an application that allows for the simple and efficient transfer of large data volumes to Goobi, intranda's workflow management program for digitisation projects. Even if your network connection is slow, data can be uploaded gradually to the Goobi server in the background. While the main purpose of the application is to upload digitised material (e.g. Tiff images), it can also be used to upload all the other data handled by Goobi (e.g. audio/video files and born digital material).

Sync2Goobi has been designed to minimise the need for manual intervention by the user. Uploads are managed in the form of jobs, and an algorithm is used to largely automate the task of assigning them to specific Goobi processes.

# 2 Symbols

The functions described in this Sync2Goobi manual are represented by a number of symbols/icons. The table below is intended to serve as a reference.

Symbol	Description	Notes
	Start	This icon is used to start or continue one or more jobs.
	Pause	This icon is used to pause one or more jobs.
	Remove	This icon can be used to abort a job and delete it from the list.
	New job	This icon allows you to add a new job to the list.
	Remove all	This icon is used to delete all completed jobs from the list.
	Move up	This icon allows you to change the sequence of jobs. Clicking the symbol will move the selected job up the list.
	Move down	This icon allows you to change the sequence of jobs. Clicking the symbol will move the selected job down the list.

## 3 Initial operation

The current version of Sync2Goobi does not require further installation work. It is usually supplied by intranda as a zip file and can be extracted at any location in the file system. To run the program, simply click the corresponding icon.

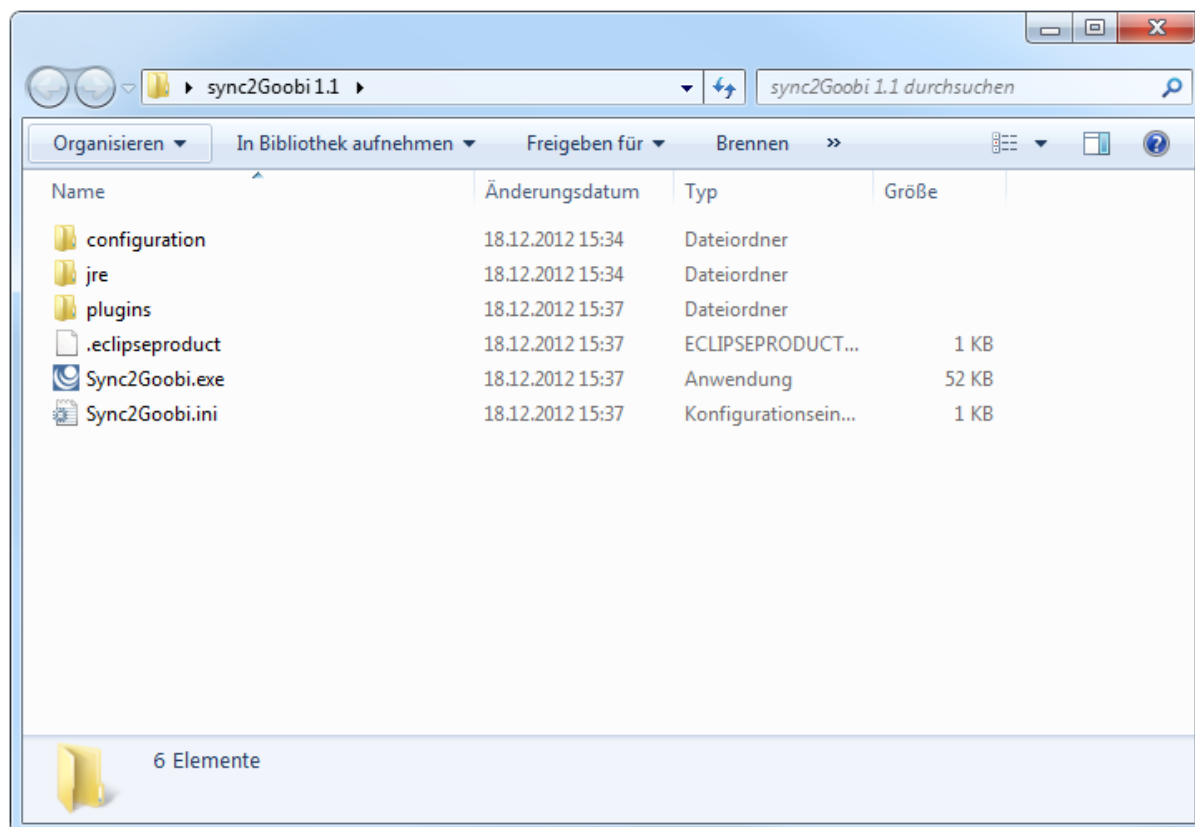


Figure 3.1: Sync2Goobi program folder

## 4 Using Sync2Goobi

Sync2Goobi can be used with a number of Goobi servers, each of which is managed as part of a profile. When the program is started, the user will be asked to select a profile and log in. After login, Sync2Goobi will automatically establish a link to the Goobi user's work drive and continue to process any existing jobs that have not yet been completed.

### 4.1 Login

As long as a profile has already been created in the program settings for the link to Goobi (see Section 5), the login window will open immediately once the program is started.

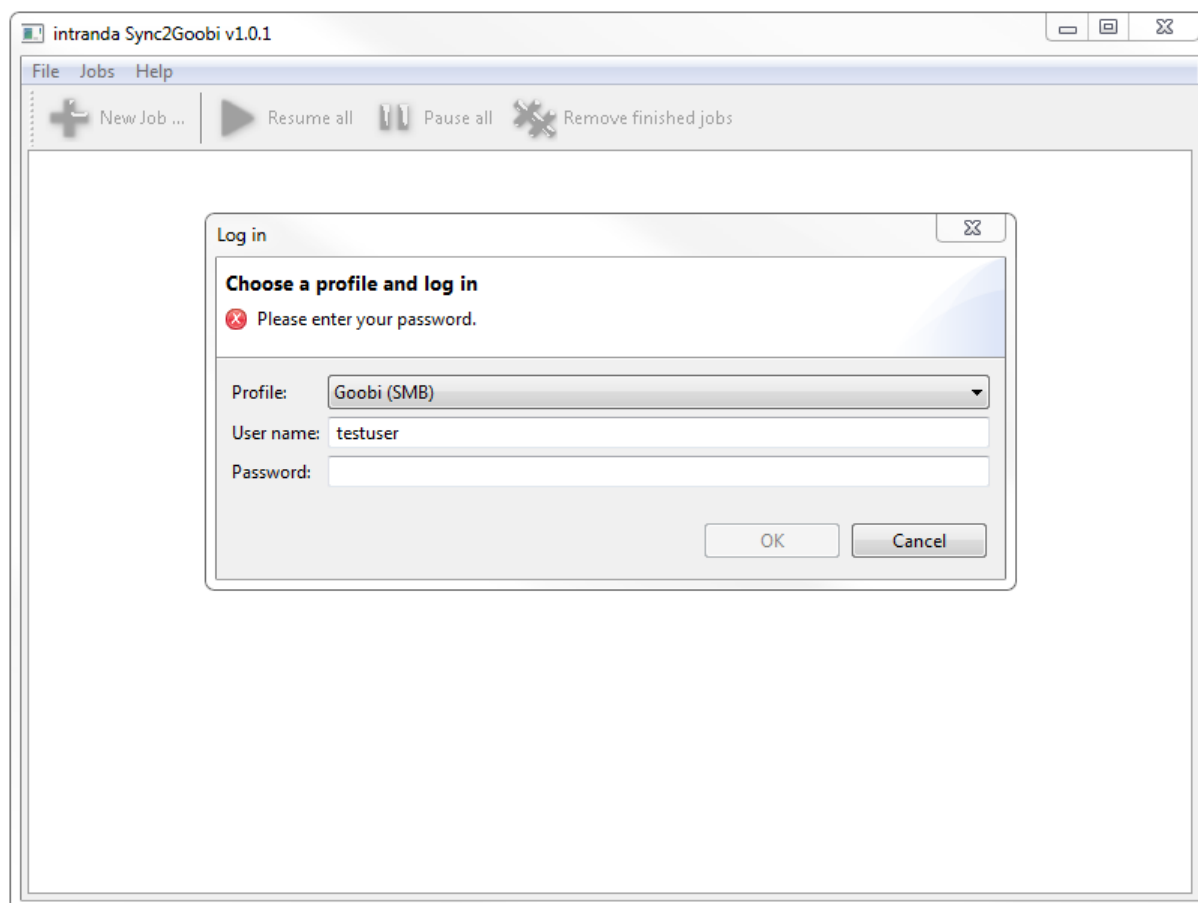


Figure 4.1: The login window is displayed after starting Sync2Goobi

The login window can be used to select the required Goobi server from the drop-down menu Profile. Next, enter your Goobi user name and password and click OK to connect with the required server and open your Goobi user work drive as a network drive.

## 4.2 Uploading folders to Goobi

The easiest way of uploading folders to Goobi in the form of new jobs is to select the folders in your operating system's file manager and drag them to the Sync2Goobi window.

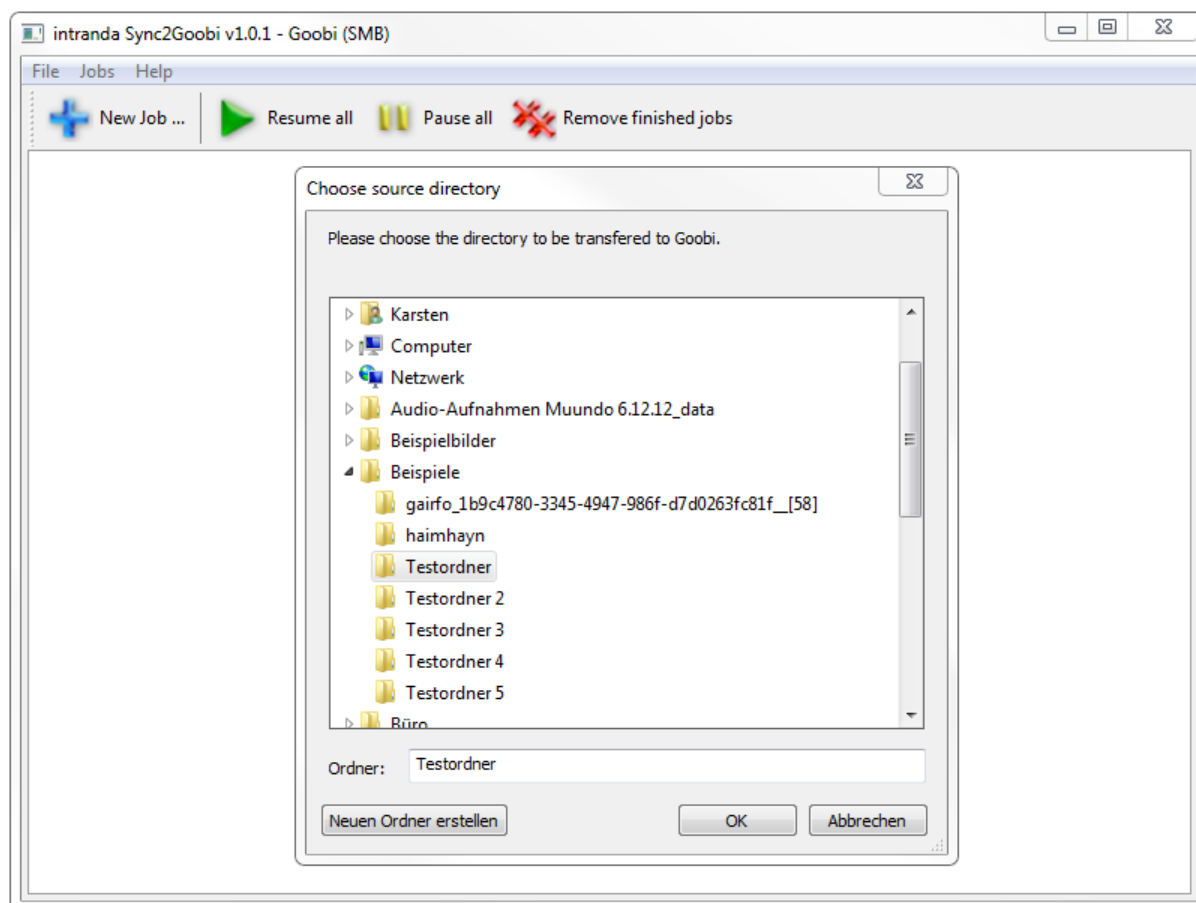


Figure 4.2: Selecting the folder for upload

Alternatively, you can select the folder you wish to upload using the dialogue box (see Figure 4.2). To display the dialogue box, select File - New job or the New job button in the menu/shortcuts bar at the top of the program window.

Once you have chosen a folder that you want to upload as a new job, Sync2Goobi will automatically check whether the folder you have selected matches any of the Goobi tasks that you have already accepted in Goobi as a registered user. If the name of the selected folder exactly matches that of a task you have already accepted in Goobi, the copying process will automatically start straight away. However, if the folder name cannot be clearly matched with a process, a window will appear showing the tasks you have already accepted in Goobi. Choose the correct task from the window to start the copying process.



### 4.3.2 Editing several jobs simultaneously

You can edit a number of jobs at the same time using the buttons in the shortcuts bar at the top of the program window or by selecting items from the jobs menu.

Selecting the Pause button will pause all jobs that have not yet been completed. To restart all jobs that have been paused, select Start. The Start button can also be used to restart any jobs that have been interrupted due to a fault.

The Remove all button can be used to remove all jobs that have been completed from the list.

## 5 Configuration / Preferences

Select File - Preferences to open the Preferences dialogue box. This allows you to create and manage a number of profiles for different Goobi servers as well as different file transfer protocols. In the event of a problem, you can also use this window to restore the program's default settings.

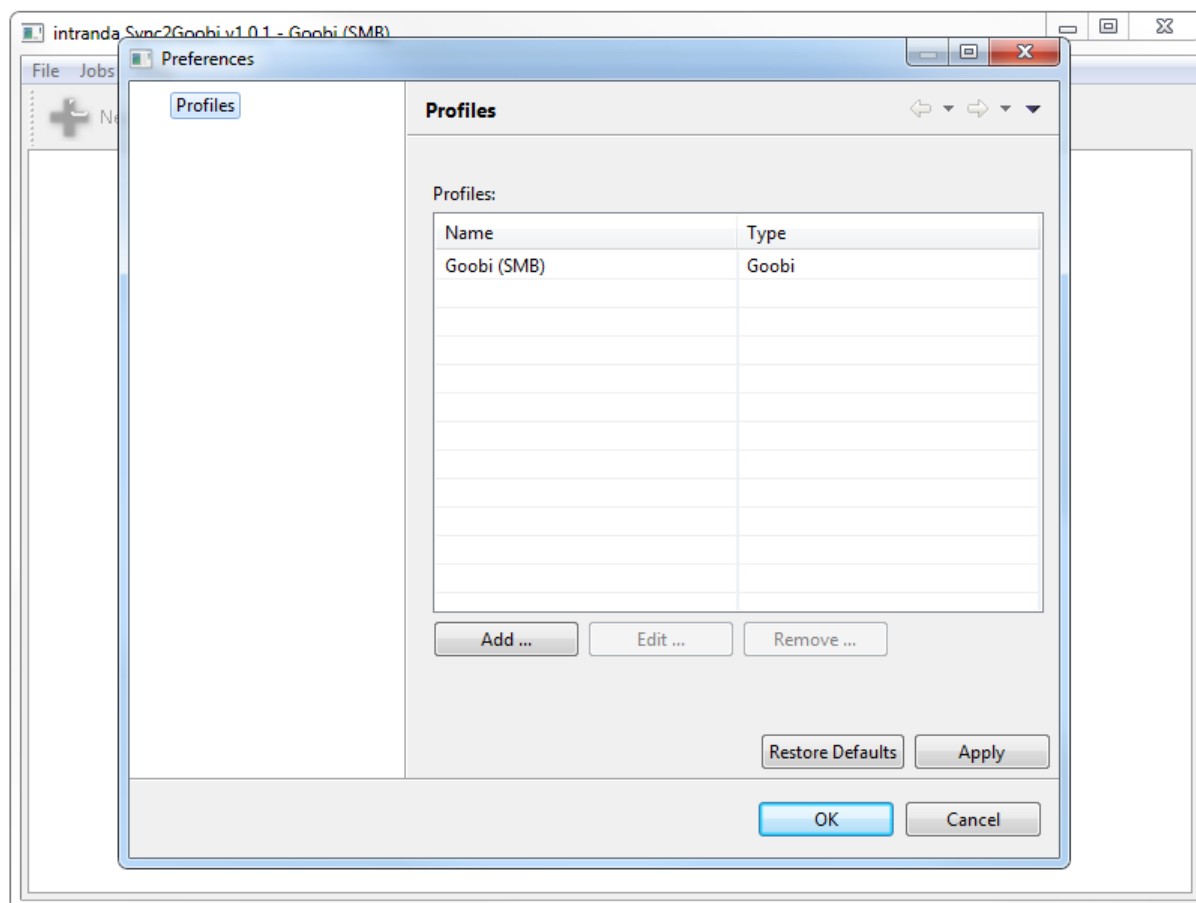
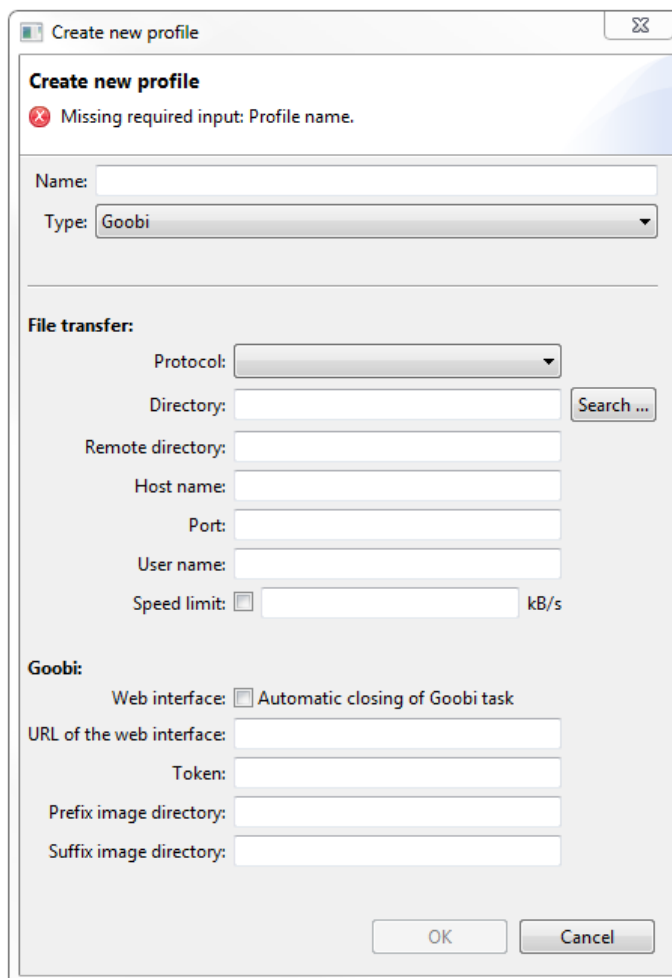


Figure 5.1: Preferences dialogue box with profile management options

If you select the Add button, Sync2Goobi will display the Create new profile dialogue box.





**Create new profile**

✖ Missing required input: Profile name.

Name:

Type:

---

**File transfer:**

Protocol:

Directory:

Remote directory:

Host name:

Port:

User name:

Speed limit: ☐  kB/s

---

**Goobi:**

Web interface: ☐ Automatic closing of Goobi task

URL of the web interface:

Token:

Prefix image directory:

Suffix image directory:

Figure 5.2: Create new profile dialogue box

First, you need to enter the name of the new profile and select a file transfer protocol. The following sections explain how to configure each of the protocols.

As well as defining the file transfer protocol, you need to configure the method of communicating with Goobi. This is also explained in greater detail in the following sections.

## 5.1 Local protocol

The Local protocol copies data into a directory on your own computer. To use this option, you first need to select an existing directory.

## 5.2 SMB (Server Message Block) protocol

If you wish to use the SMB protocol, you first need to enter the local access path for the folder provided by Goobi. If you are using Windows, this should be a free drive letter (e.g. T:). For MacOS X and Linux, enter a path to an existing directory (e.g. /home/username/goobi\_mount/). Enter the name of the SMB folder provided by Goobi as the remote directory. When you are communicating with Goobi, this is often the corresponding user name, so you can use the variable \$USERNAME. Enter the name of the server in the Host name field and your Goobi account in the User name field. Optionally, you can stipulate a bandwidth limit or a maximum speed for data transfer to the configured server.

## 5.3 SFTP (SSH File Transfer Protocol)

If you wish to use the SFTP protocol, you generally need to enter your own home directory on the target server as the remote directory. You can then use the variable \$USERNAME as in the previous section. Enter the name of the server in the Host name field. In the Port field, enter the port that has been configured on the server for the SFTP protocol. This is usually port 22. Again you can use your own Goobi account in the User name field and, if you wish, specify a speed limit for data transfer.

## 5.4 Communicating with Goobi

The Preferences dialogue box also contains a number of settings for communicating with Goobi. You can, for example, specify whether a task should be closed automatically in Goobi once the associated job has been completed in Sync2Goobi. To do this, you need to configure the URL for the web interface and the correct token.

Finally, the Preferences dialogue box allows you to define the prefix and suffix for the master folder in Goobi. The default settings are master\_ for the prefix and \_media for the suffix.

# 6 Contacts

### Contacts

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