Conservation Ingest UI

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This application was created to allow Conservators to ingest files into the system and control whether or not they are linked into Conservation Studio and/or TMS.
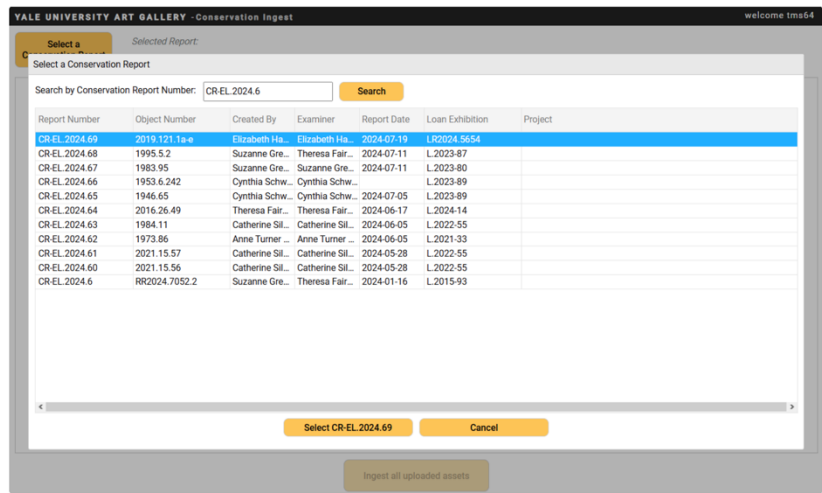
Access is controlled by entries in the MediaTools_webappAuthorization table. For details on how to manage authorization see Web App Authorization .

Initial screen

The first time a user loads the conservation ingest UI, the page will appear as:
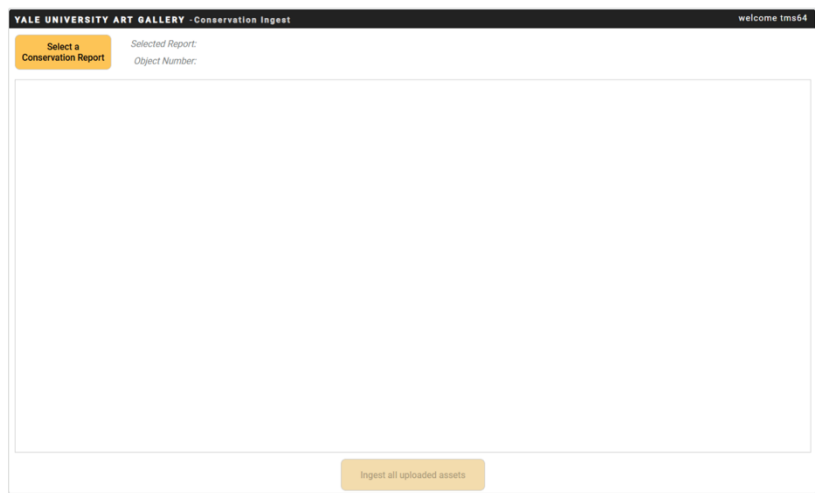
The only thing the user can do is click "Select a Conservation Report". When they do so, the search window is shown:

At startup the search field is pre-populated with a wildcard search for report numbers containing the current year (e.g. "*2025*").

This field supports askterisk wildcards. For example, to find a report where the number starts with "CRL", the user could type "CRL*" in the search field (without the quotes). Wildcards can appear anywhere in the string, e.g. "CRL*LI*6" would only find records starting with 'CRL', having 'LI' in the middle, and ending with '6'. If the search field is blank when the search button is clicked, the search results will be the entire conservation studio report list.

The user can scroll through the results and select a report by double-clicking the row or using the 'Select xxx' button below.

If the search result is a single report (e.g. if a specific report number was typed, or if the wildcard search came up with a single result) then the dialog will automatically close with that report selected and the screen will fill with the report details, shown here:
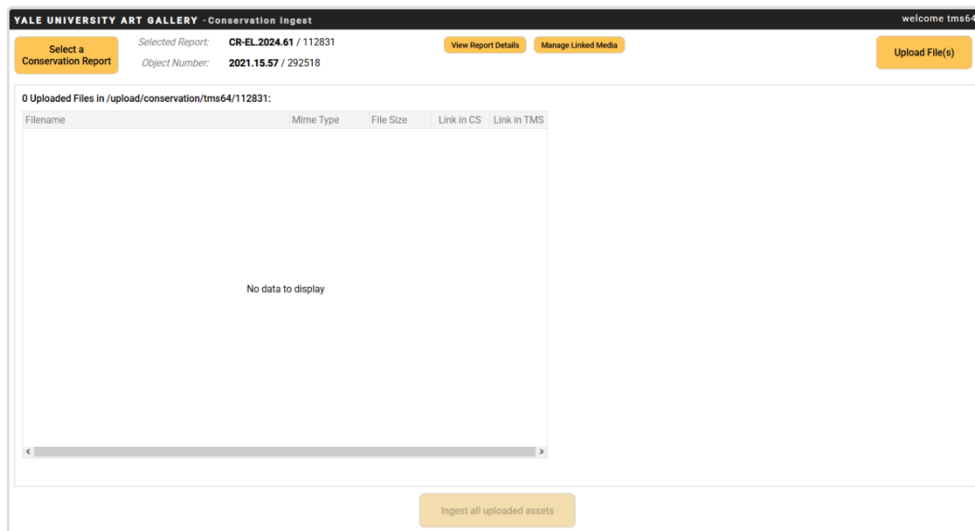
In addition to displaying the selected report and it's associated object, three additional buttons are now displayed: "View Report Details", "Manage Linked Media", and "Upload File(s)".

View Report Details

This displays a dialog with more detail about the selected report.

The media display shows a list of media which is linked to the report in the CS system. I.e. it is a list of records from TMS media tables where table ID = 792. These images may or may not appear in TMS depending on what options were chosen at the time of ingest.

Manage Linked Media

This dialog shows the user a list of assets which are in the DAM (on the right) and a list of media linked into CS (left).


The user can remove links from CS using the 'Remove Link' button. They can add links by choosing an item on the right and clicking 'Create CS link'.

Upload Files

Clicking the 'Upload File(s)' button will open the operating system's file selection dialog (file chooser on mac, 'open' dialog on the PC). The user can then select one or more files for ingest. In order to select multiple files hold down the control key on the mac (or Ctrl on the pc) and click multiple files in the dialog. Click the button to accept, and the application will show a new dialog which displays the progress of the upload of the selected files.
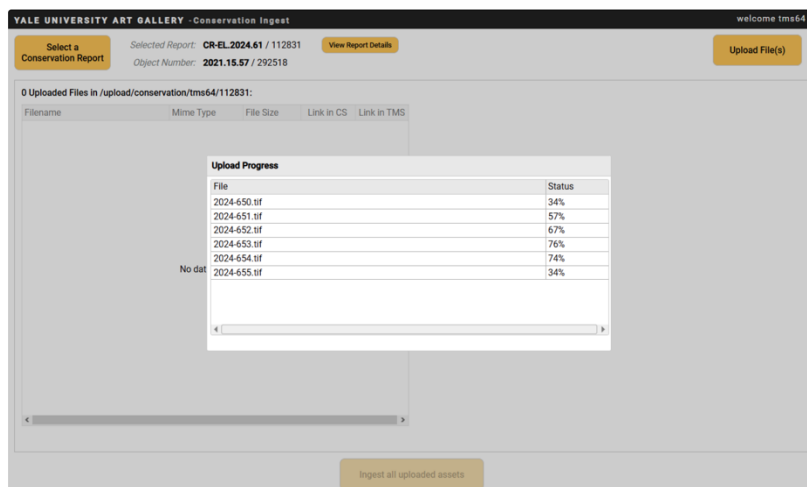
This dialog cannot be closed by the user. It will automatically close after the files are fully uploaded.

After the upload of all files complete the screen will refresh to show the uploaded files:
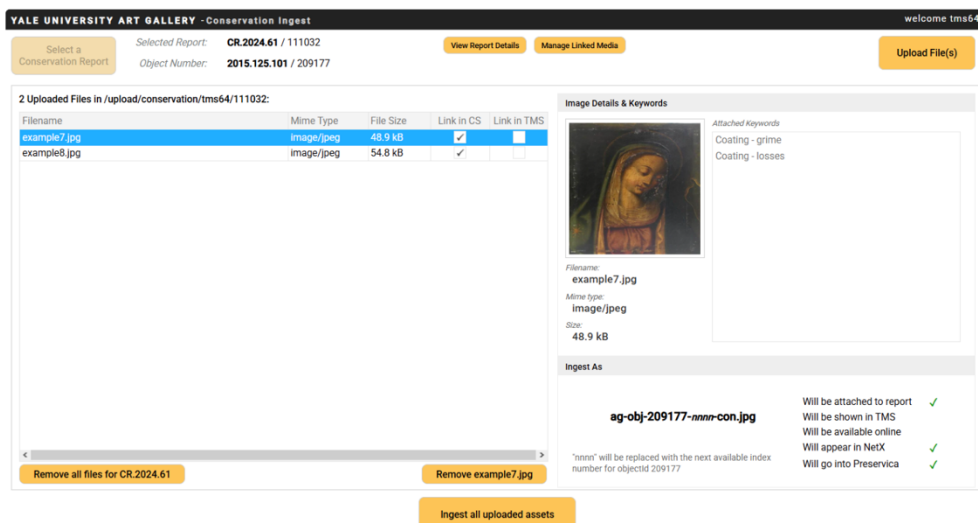
There are several things to note:

- The 'Select a conservation report' button is disabled. Once you upload files for a given report that report stays locked in until you either delete the existing uploads or complete

the ingest. This is primarily due to how we temporarily store the uploaded files (in a folder named after the conservation report ID) to allow resuming a session if it is interrupted (more on this below).

- The left side of the body of the screen shows a grid displaying all the uploaded files. The grid contains checkboxes which the user can change. By default all media will be set to 'Link in CS' checked, and 'Link in TMS' unchecked. If a checkbox is changed the change will be reflected in both the grid and the lower right hand side 'Ingest as' panel.
- 'Link in CS' means "After ingest is complete we will create a link in Conservation Studio so that this image will appear in screens related to this report".
- 'Link in TMS' means "After ingest is complete we will create a link in the TMS media module so that this image appears in the Object's image display".
- Below the grid are two buttons which allow the user to delete uploaded files. This will remove the file or files from the user's upload folder on the server, but will not affect anything on the user's local drive. The left hand button ('Remove all files for xxx') will clear out all uploaded files for the current report, but will leave the report selected. The right hand button ('Remove xxx') will only remove the currently selected file in the grid. If all files are deleted, the report search button is re-enabled.
- The right hand side of the body of the screen shows details about the currently selected row in the grid. The upper portion of this section shows the 'approved conservation keywords' which are attached to this asset. This list is limited to only conservation keywords. In other words, if you add keywords to the asset that aren't in the approved list they will be saved with the image during ingest, but they will not appear in this list in the user interface..
- The lower portion of the right hand side shows a summary of how this file will be ingested. By default, all ingests will go to both NetX and Preservica. They will by default NOT be available online, though that can be changed post-ingest by request (contact Visual Resources for help on this). The checkboxes in the grid allow you to control whether they get linked in TMS and Conservation Studio.

Once files have been uploaded the 'Ingest all assets' button is enabled. When that button is clicked a new dialog is displayed showing the progress of the ingests. When the ingests complete the dialog will automatically close, and the previously uploaded files will no longer be in the upload list.

Uncompleted Ingests at startup

If you upload files but do not complete the ingest during that session, when you re-enter the application you will be presented with a message informing you that you already have an ingest in process:
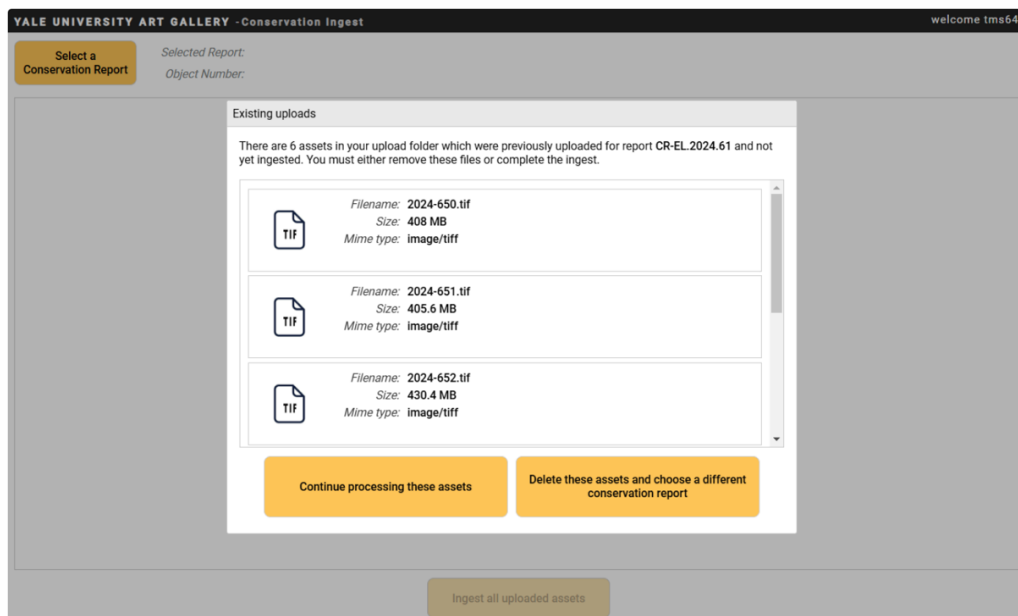
You have two options - either continue processing those assets or choose to delete them and start a new ingest.

If you click the 'Continue processing these assets' then the related report will be automatically loaded and the assets will appear in the uploaded asset list ready for ingest. You can then proceed as normal, including deleting the folder from the main screen or adding additional uploads.

If you click 'Delete these assets and choose a different conservation report' then the folder in your upload area will be removed and the screen will reset to the initial login state with just the search button enabled.

Error conditions

It's possible that errors can occur in various situations. If you attempt to delete a single item from the upload list and it fails you'll get an error like:
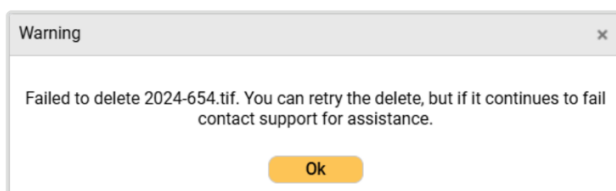
There's nothing the user can do to correct this problem. Admins will be alerted to the issue automatically and will attempt to correct the issue or contact you directly. You can re-attempt the delete and it may succeed, depending on what the root cause of the error was.

The same applies to folder deletion with a slightly different message: