

Fedora - QuDex Spreadsheet Builder

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Walkthrough the Fedora-QuDeX Spreadsheet Application

This application eases the process of creating template spreadsheets containing the appropriate metadata headers to create both Qudex Collection and documents descriptions.

Qudex Collections Spreadsheet

A Qudex Collections spreadsheet will create in Fedora several "Qudex Instance Objects", one per annotated row in the spreadsheet. This objects will hold their own metadata description fields and a special datastream which contains the XML version of the whole Qudex Instance. This XML instance is constructed from all the Qudex document objects associated with the Qudex Collection object, which are in the form of Fedora objects but translated to its associated XML fragment.

Qudex Documents Spreadsheet

This type of spreadsheet contains descriptions of "Qudex Documents" that will be stored in Fedora as objects. Each of these documents will be associated with an already existing Collection object and will hold the following data:

- Document specific metadata fields to describe this document
- Document Qudex Categories
- Document Qudex Codes
- Document Qudex Categories

Creating a spreadsheet involves the following steps:

- Select the type of spreadsheet: Collections or Documents spreadsheet.
- Adding description headers to the spreadsheet
- Generate spreadsheet, which will include at least all the Qudex mandatory fields.

How-to Example

Select the type of spreadsheet

In this example we are creating a Qudex document spreadsheet, which used the following Metadata Schemas:

- Special Qudex Schema. For those Qudex specific fields that do not have their equivalent in other standard schemas
- Dublin Core. For those Qudex fields that can be mapped to Dublin Core elements
- W3C WGS84 lat/long Vocabulary. Used to describe locations by place, or latitude/longitude pairs.
- RDF Vocabulary. To specify the type of object we are describing
- Fedora Relationships Ontology. To specify to which collection the document created belongs to. Note that the collections objects have to be described and stored in Fedora first.

1. Once we have started the process, the first window that appears is 'Type of spreadsheet selection'. From here we will select the Documents spreadsheet and click on 'Go to Metadata Configuration'

[View screenshot](#)

Metadata Selection

2. Now we are in the Metadata Selection screen and in the left hand side menu we can see that we have already some metadata fields selected. To ease the process, all the elements needed (optional and mandatory have been

selected). Now, one can go to a specific schema and delete those optional elements that are not needed, if that is the case. If not, we could go directly to the 'Review section'

[View screenshot](#)

2.1 If we want to include all the fields, then we can jump directly to the review section.

2.2 If we want to deselect metadata elements from particular vocabularies, we then have to select the desired schema and then click on 'Select Metadata Elements'

From the 'metadata elements selection' screen we can select/deselect only optional elements since the mandatory elements need to be present in order to generate valid Qudex spreadsheets

[View screenshot](#)

Review and Generate spreadsheet

Two different actions could be performed from here:

- Review the metadata headers included in the spreadsheet so far. At this point, you could always go back and delete or add new elements.
- Generate Spreadsheet. This step involves validating and generating the spreadsheet.

The last step, once reviewed the headers included, will be to generate the spreadsheet. Then a dialog will appear to either save the file or open it.

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To start the process again and clean all headers we have to click the 'Start new spreadsheet' button.

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[Start Spreadsheet creation](#)

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