

Preparing a Metadata File for Bulk Registration

If you want to register multiple files and provide metadata for each object (data file) or collection in that registration, prepare that metadata in a Microsoft Excel XLSX file.

1. Become familiar with the rules for each collection type you intend to use:
 - Can collections of this type contain collections?
 - Can collections of this type contain data files?
 - What are the required attributes for each collection type?
 - What are the required attributes for a data file in a collection of each type?
 - What are the valid values and default values for each attribute?

For some of these rules, refer to [Viewing the Data Hierarchy and Metadata Structure for an Archive](#). Consider gathering additional information by creating your initial collections and data files individually, as described in the following pages:

- [Creating an Empty Collection via the GUI](#)
- [Registering from Your Local System via the GUI](#)

2. Download the example metadata file from the following GitHub location:

https://github.com/CBIIT/HPC_DME_APIS/blob/master/doc/training/samples/Example_Metadata.xlsx 

3. Revise the file to reflect the objects or collections you intend to specify for registration:
 - In the first column, specify the location of each object or collection that you intend to register.
 - In the second column, specify the collection type. The default collection type is Folder.
 - In the remaining columns, specify the user-defined attributes for each object or collection. The character limit for each metadata value is 2700.
 - In each row, specify information for one of your objects or collections.
 - Each object can be any file type.
 - The system requires a row for each object or collection with mandatory metadata.
 - If the default values are acceptable for all mandatory metadata of an object or collection, you can omit that row.
4. Remove all formatting (such as word wrapping).

For instructions on performing the bulk registration with the resulting XLSX metadata file, refer to one of the following pages:

- [Registering from a Globus Endpoint via the GUI](#)
- [Registering from an AWS S3 Bucket via the GUI](#)
- [Registering from Google Drive via the GUI](#)
- [Registering from Google Cloud via the GUI](#)

For questions, contact NCIDataVault@mail.nih.gov.