

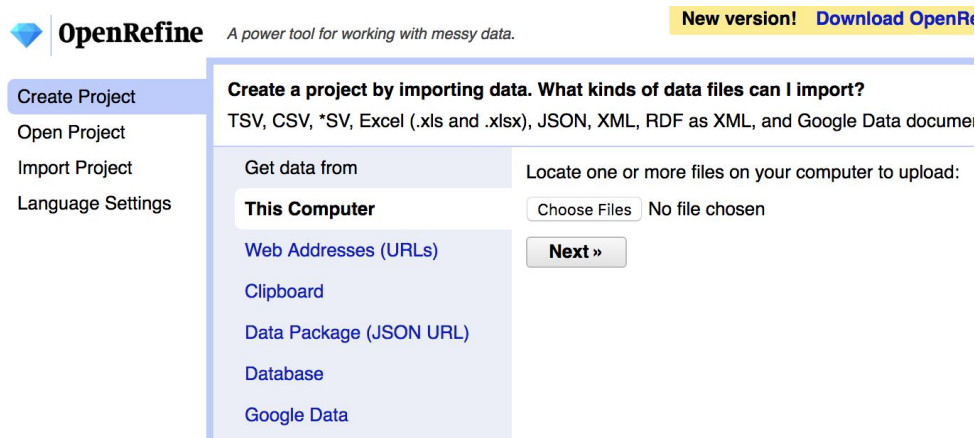
# Instructions to create shipping manifest in OpenRefine

Open filemaker and perform a find that gathers all the tapes shipped on a given date

- Select **File>Export records...**
- Choose to export as CSV and choose a useful save location
- Select the fields you want (**recordingTapeNumber, Speakers::nameFull\_fm1, Films::filmTitleValue, recordingDate**)
  - Note that to use the OpenRefine project file I provide you must keep this order when you export to CSV
- Export records

Open up OpenRefine. It will open a tab in Chrome.

Choose **Create Project> Get data from this computer> Choose Files**




- In the dialog box, find the exported CSV from FileMaker and click Open
- Click **Next**
- In the options window that opens, make sure that the line **Parse next (1) line as column headers** option is unchecked
- The other default options should be fine
- Now click on **Create Project>>** and maybe also choose a more descriptive name, like BAMPFA MediaPreserve Manifest [date].

The image shows the 'Create Project' options window. It has a light blue header. Below the header, there are two input fields: 'Project name' with the text 'Untitled csv' and 'Tags' which is empty. To the right of these fields is a button labeled 'Create Project »'.

- In the next window, click on the link **Undo/redo** then click **Apply**

Facet / Filter **Undo / Redo** 0 / 0

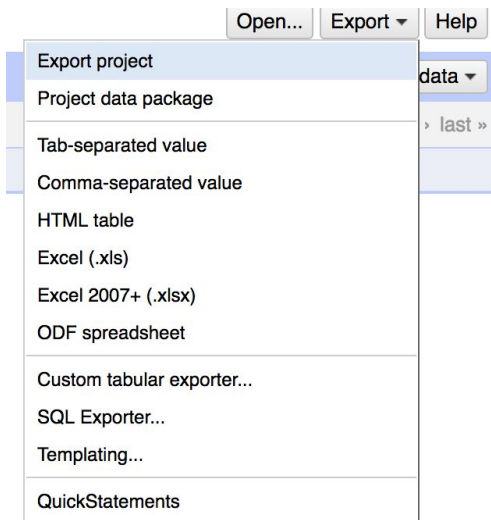
**Infinite undo history** 

Don't worry about making mistakes. Every change you make will be shown here, and you can undo your changes anytime.

[Learn more »](#)

Extract... Apply...

- - Copy the text below in JSON TO PASTE INTO OPENREFINE
    - Be sure to copy all the brackets
  - In the large text area that comes up, paste in the JSON and click
- **Perform Operations**
- The Speaker and Film Title columns should now be merged and separated with semicolons
- Click **Export** and select Excel 2007+



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- The file will be saved to wherever you have Downloads go and will be named whatever your Project Name is.
- The other columns can be renamed as needed.

**JSON TO PASTE INTO OPENREFINE (copy everything below this line including the brackets)**

```
[
  {
    "op": "core/multivalued-cell-join",
    "description": "Join multi-valued cells in column Column 3",
    "columnName": "Column 3",
    "keyColumnName": "Column 1",
    "separator": "; "
  },
  {
    "op": "core/multivalued-cell-join",
    "description": "Join multi-valued cells in column Column 2",
    "columnName": "Column 2",
    "keyColumnName": "Column 1",
    "separator": "; "
  },
  {
    "op": "core/column-addition",
    "description": "Create column side a filename at index 1 based on column
Column 1 using expression grel:\\"bampfa_\"+value+\\"_a.wav\"",
    "engineConfig": {
      "mode": "record-based",
      "facets": []
    },
    "newColumnName": "side a filename",
    "columnInsertIndex": 1,
    "baseColumnName": "Column 1",
    "expression": "grel:\\"bampfa_\"+value+\\"_a.wav\"",
    "onError": "set-to-blank"
  },
  {
    "op": "core/column-rename",
    "description": "Rename column Column 2 to speakers",
    "oldColumnName": "Column 2",
    "newColumnName": "speakers"
  },
  {
    "op": "core/column-rename",
```

```

    "description": "Rename column Column 3 to film titles",
    "oldColumnName": "Column 3",
    "newColumnName": "film titles"
  },
  {
    "op": "core/column-rename",
    "description": "Rename column Column 4 to original recording date",
    "oldColumnName": "Column 4",
    "newColumnName": "original recording date"
  },
  {
    "op": "core/column-rename",
    "description": "Rename column Column 1 to original tape number",
    "oldColumnName": "Column 1",
    "newColumnName": "original tape number"
  },
  {
    "op": "core/column-addition",
    "description": "Create column Title at index 1 based on column original tape
number using expression grel:\"BAMPFA Audio Cassette 4000-01-\"+value",
    "engineConfig": {
      "mode": "record-based",
      "facets": []
    },
    "newColumnName": "Title",
    "columnInsertIndex": 1,
    "baseColumnName": "original tape number",
    "expression": "grel:\"BAMPFA Audio Cassette 4000-01-\"+value",
    "onError": "set-to-blank"
  }
]

```