

Packing List Checker

Version 1.7b User's Guide

12 January 2021

1. Purpose

The Packing List Checker (PLC) checks packing lists created with the Packing List Generator (PLG) versions 1.6 and 1.7 *only*. Use the PLC if the packing list is edited after creation with the PLG, created by a tool other than the PLG, or is programmatically created.

2. General Functions

The PLC checks a packing list based on the rules for the structure and to a limited extent the data content (e.g., ISBN or ISSN). It also:

1. Verifies that all the files in the packing list are on disk.
2. Verifies that the folder being checked does not contain any extra file(s).
3. Verifies that all content types are correct for the packing list.
4. Checks the “No-Show?” status of conferences.
5. Checks the “Scope/Quality” status of conferences.
6. Validates the “Identifier¹” begins with “10.” then 4 or 5 digits, followed by a “/”. The rest of the DOI consists of upper or lower case letters, numbers, and any of these characters “-,_'()”. This column is used *ONLY when your IEEE partner instructs*.
7. Supports only 13 digit ISBNs.
8. Verifies that the length of the packing list “Header Information” is correct.
9. Checks the “Open Access” status for acceptable values for packing list version 1.6 or 1.7.
10. Enforces the rules for supplemental (multimedia) material, which includes the requirement that the supplemental files for a paper are contained in a single zip file. The zip file must contain a readme file ending in “readme.pdf” or “readme.txt”. Also ensures that the multimedia material follows the file name rules (As described in Item 11 below).
11. Enforces the rules for PDF file names to ensure that they consist of (1) upper or (2) lower case letters, (3) numbers, (4) “-”, and (5) “_”. Spaces may not appear in the file name. Nor can there be more than 1 period. The maximum length is limited to 54 characters in total (including the required extension).
12. Verifies that “Journal Stage” and “Magazine Stage” contains the values “Early-Access” or “Final”.
13. Verifies that “Conference Stage” contains “Open-Access”, “Early-Preview”, or “Final”.
14. Verifies that “Promotional Date” and “Meeting Date” follow the ISO-8601 date format.
15. Verifies that “eCF Paper ID” (new to version 1.7) is less than 200 characters.
16. Verifies that “eCF Transfer Complete?” is “Y”, “N”, or “NA”.
17. Requires a valid “Conference Record Number” if the packing list has “eCF Paper ID(s)”.
18. Adds “.txt” to the end of the packing list when necessary
19. Checks each multimedia file for a single readme.txt or readme.pdf file
20. Checks for conferences that at least one orig-research paper does not have Scope/Quality issues
21. Checks for conferences that at least one orig-research paper is not a No-Show.

¹ The “Identifier” must be a DOI.

3. Installation Requirements

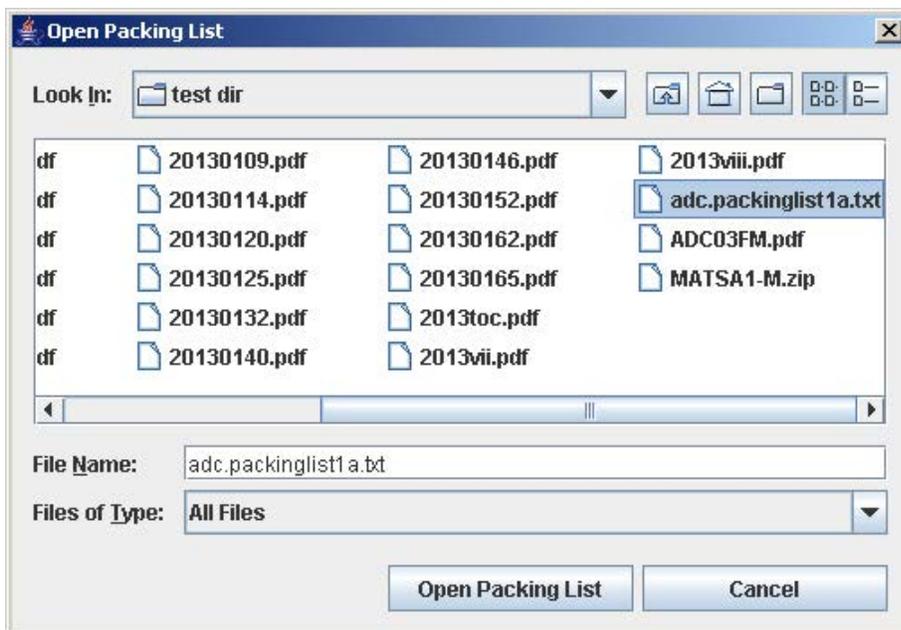
The packing list checker requires JAVA runtime version 1.6 or later. If not already installed please install JAVA on the computer. Then uncompress the ZIP file to a convenient location.

4. Running the PLC

Either double click on the “.jar” file (Windows/Mac) or type the command (Unix/Linux/Solaris):
`java -jar packinglistchecker_1_7.jar` at the command prompt. Once the PLC is started the following screen appears:



1. Choose the type of packing list to check (conference proceedings, transactions and journals, or magazines).
2. Click on “Open Packing List”.
3. Navigate to the folder containing the packing list, PDF files, and optional multimedia files.



4. Choose the packing list in the folder or directory and click “Open Packing List”.
5. Review the results in the “Packing list checker log” pop-up box.
6. Click “OK” when done.

7. If the last line displayed is INFO and there are **no WARNINGS** as shown below *use the original packing list.*



8. If there are **WARNINGS** but **no ERRORS** as shown below use the *new version of the packing list*. If the packing list is "somepackinglist.txt" then the new version is "somepackinglist.new.txt".

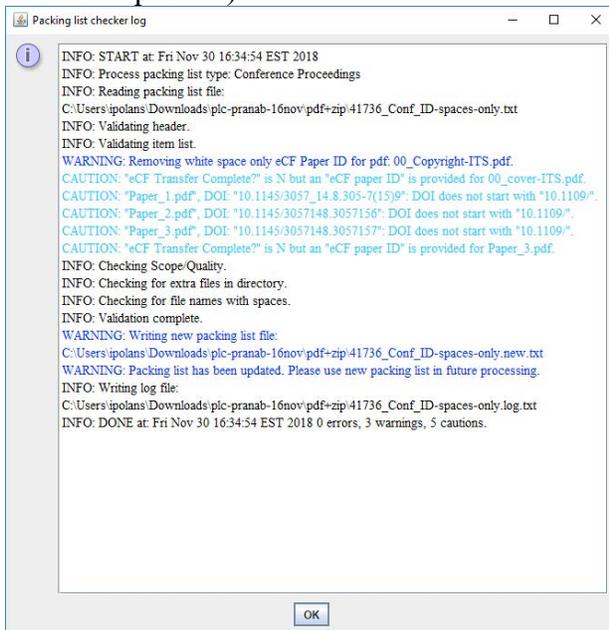


9. Otherwise make the necessary corrections to the **ERRORs** and re-run the PLC. An example report with errors is shown below.



5. Known Issue

If “eCF Paper ID” is just one or more blanks (spaces) and “eCF Transfer Complete?” is “Y” the PLC will output an **invalid** packing list even though it appears to be correct as shown below (No errors are present):

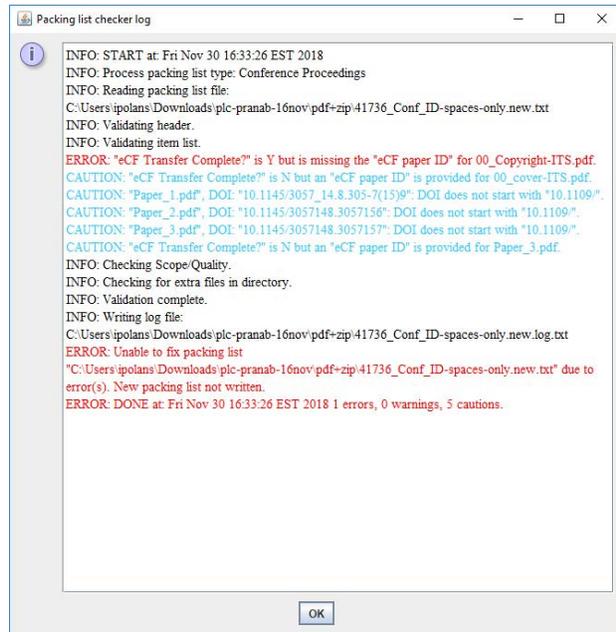


As shown in the previous screen capture, the PLC creates a new packing list:

WARNING: Writing new packing list file: C:\Users\ipolans\Downloads\plc-pranab-16nov\pdf+zip\41736_Conf_ID-spaces-only.new.txt

WARNING: Packing list has been updated. Please use new packing list in future processing.

However if the new packing list (41736_Conf_ID-spaces-only.new.txt) is run through the PLC a second time an **ERROR** is detected as show below:



There should be no reason to run the PLC twice. *But due to this issue you must run the PLC twice whenever the PLC creates a new version of the packing list. Remember if the “eCF Transfer Complete?” is ‘Y’ there must be a valid “eCF Paper ID”.*

6. Log File

When checking the packing list a log file (on disk) is created and also displayed in a pop-up box (on-screen). The log consists of a series of Info, Warning, Error, and Caution messages. These are defined below with their properties:

- **INFO** Information only, including messages about the overall progress of the validation. All **INFO** messages are colored **black** on-screen.
- **WARNING** Any time a correctable error is found in the packing list, the application will log a **WARNING**. If a packing list contains only **WARNING**-class problems, the PLC will write a corrected packing list (subject to user confirmation). All **WARNING** messages are colored **dark blue** on-screen.
- **CAUTION** Conditions *requiring a person to review the packing list* are logged as a **CAUTION**. A packing list with one or more **CAUTION**s does not cause a rewrite. All **CAUTION** messages are colored **light blue** on-screen.
- **ERROR** Any non-correctable conditions are logged as an **ERROR**. A packing list with one or more **ERROR**s is not rewritten. All **ERROR** messages are colored **red** on-screen.

In addition the last line of the log shows whether or not the packing list has been updated. If the last line is an **ERROR** then the packing list has not been updated even if the log contains **WARNING**s. If the packing list log contains only **WARNING**s and the last line is **INFO** than the packing list has been updated.

*If a **WARNING** is issued but no **ERROR** please make sure to use the new packing list as described in the log file. The new file may be edited with the PLG if necessary and then checked with the PLC.*

7. Important WARNINGS

If the following message appears:

WARNING: Packing list does not identify "Scope/Quality" issues. Fixing the "Scope/Quality" values. It means the packing list has “Scope/Quality” values of Y or N but also has the value that means the packing list does not check for “Scope/Quality. *If the PLC detects the latter for any PDF file then all values are set to “Scope/Quality” is not checked.* This should only occur if the PLC is hand-edited.

8. Important CAUTIONS

If the following message appears:

CAUTION: All "orig-research" articles are set to suppress. It means that all the basic research papers are set as suppress (only content types that are “orig-research” are checked). This is likely an error and should be fixed with the packing list generator.

If the following message appears:

CAUTION: All articles have "Scope/Quality" problems. It means that all articles (including front matter and back matter) have been identified as having “Scope/Quality” issues. *If any article in the issue does not have “Scope/Quality” issues then this caution does not appear.*

9. Automatic removal of spaces from the PDF or multimedia file names

If the PLC detects spaces in the file name it first checks to see that the new name doesn't already exist. If it does an **ERROR** is logged to disk and screen. If the new name doesn't already exist it makes a back-up copy of the original file and issues a **WARNING** in case there are other unfixable problems (**ERRORS**). If there are no **ERRORS** the packing list is rewritten with the new file name(s).

The back-up is in a folder or directory called “original” in the same folder or directory that the PLC is checking.

If it is necessary to re-run the PLC, first delete any renamed files in the main folder or directory and then copy the contents of the “original” folder or directory to the folder or directory where the other PDF files are. Then delete the “original” folder or directory.

*If there are no **ERRORS** then just delete the “original” folder or directory and continue.*