2020 cleanup of data - attaching licenses, agreements, and organizations in FOLIO

1. First, determine if we still have subscription to the products from the publisher or vendor
2. Look for an license in box - go to this folder https://cornell.app.box.com/folder/86385636422 and use the search function at the top of the screen. Limit the search to pdfs if you get too many results. If you can't find a license, make a note in this file: https://cornell.app.box.com/file/618902304246 - use the "provider and task list" column "s" to record missing licenses
3. Look for the license information in Folio - if no license existing in Folio, add a dummy license (naming convention: [name of provider]-temp. During the creation of the temp license, you will be asked to add an organization; if it has been loaded, you will find it in FOLIO, and be able to attach it to the license. If you can't find an organization, you will need to create one, and come back and attach it.
4. Locate or create organization
    a. Add interface and pertinent information

        i.   Move alias into code field

        ii. Add admin information from "Resource_Administrative_Information_COO-2020-01-02" excel file located in Box

1. Locate or create license
    a. We don't need the number that was migrated into the "description" field
    b. Add minimal terms if adding a temp, or leave as it was in Intota
    c. Add supplementary document (URL from Box)
    d. Need a name to save (and maybe a category?)- do we have a convention?
    e. Create agreement
        i. 12/25/2019 as start date if we don't know start date
        ii. **b.   *Description field is where to add all notes for our own use! ***

            i.   long DB note from Database_Details_Report tab in "USE THESE FILES FOR MIGRATION" file.

            ii. Note from Voyager PO if applicable

            iii. NERF number if applicable

            iv. Note from Voyager Holdings record if applicable

1. Add Organization
2. Add License
3. Attach holdings from Holdings App (find title in Holdings/agreements/add
4. Look at Agreement to be sure there is a License, Organization, Interface and that holdings are attached (if there are holdings in the Holdings App)