

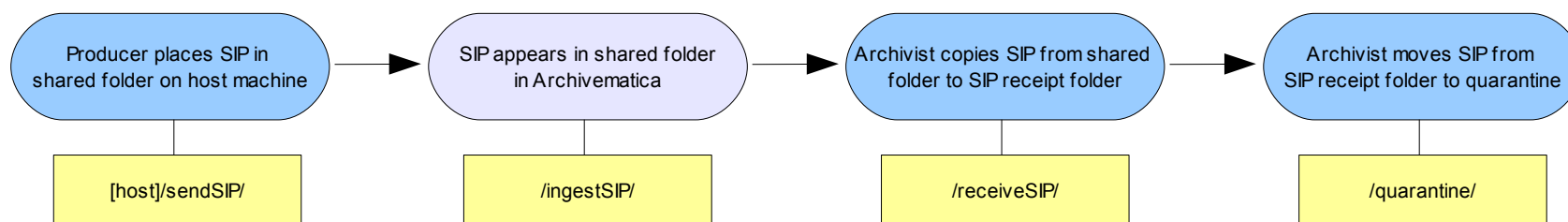


Release 0.5 user guide

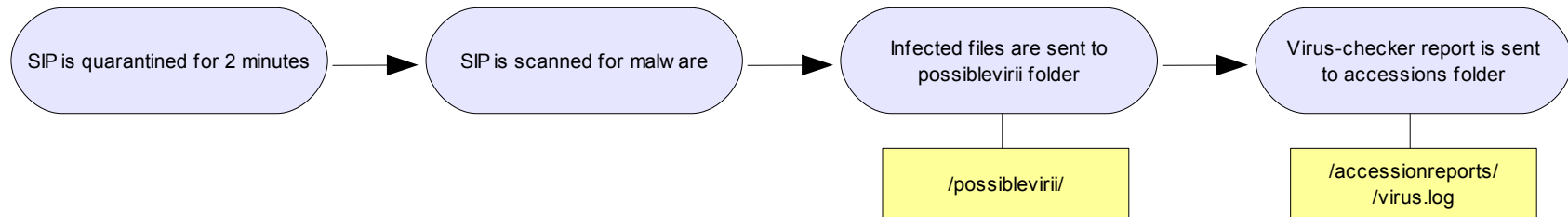
This printable document is to be used in conjunction with documentation available on the Archivemata.org wiki at http://www.archivemata.org/wiki/index.php?title=Release_0.5_Documentation. It is designed to be an easy-to-use desktop reference to Archivemata 0.5, but does not replace all of the documentation on the wiki.



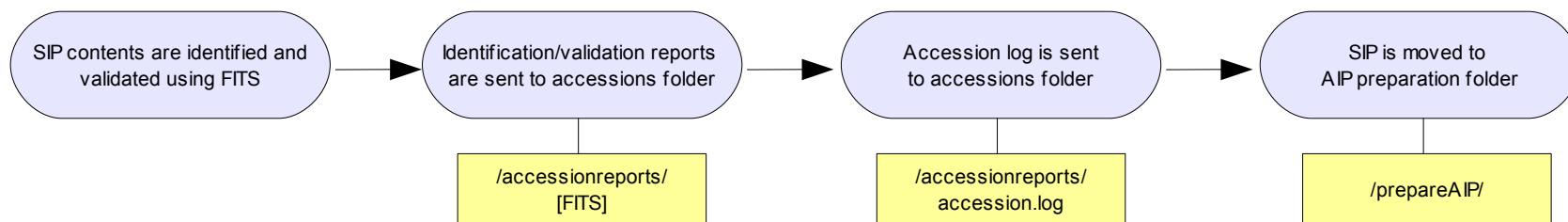
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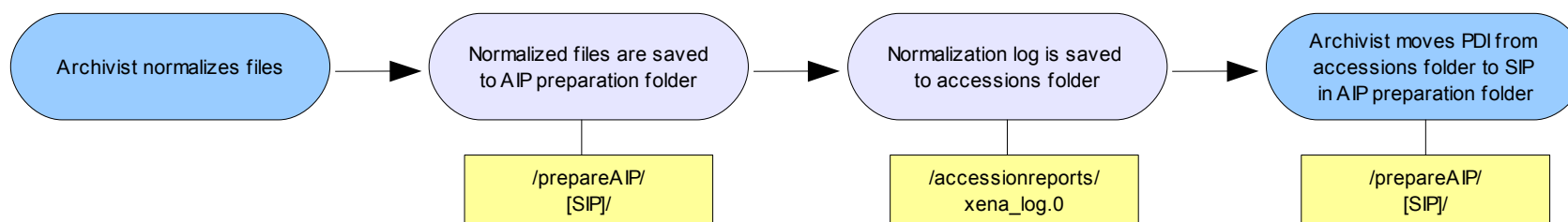
Workflow diagram step	Description
Producer places SIP in shared ingest folder on host machine [manual step]	<ul style="list-style-type: none"> Place a folder of digital files into the shared ingest folder on the host machine.
SIP appears in shared folder in Archivematica [automated step]	<ul style="list-style-type: none"> SIP will appear in /home/demo/ingestSIP/. To navigate to this folder, click Places > Home folder.
Archivist copies SIP from shared folder to SIP receipt folder [maunaul step]	<ul style="list-style-type: none"> Copy SIP from /home/demo/ingestSIP/ to /home/demo/receiveSIP/. The SIP in /home/demo/ingestSIP/ acts as a backup copy. If anything goes wrong during the ingest process, this backup copy can be retrieved and processed.
Archivist moves SIP from SIP receipt folder into quarantine [manual step]	<ul style="list-style-type: none"> Drag the SIP from /home/demo/receiveSIP/ and drop it into /home/demo/quarantine/. Note that you must drag and drop, not copy and paste, in order to trigger the quarantine process.



Workflow diagram step	Description
SIP is quarantined for 2 minutes [automated step]	<ul style="list-style-type: none"> In a production system, SIPs would normally be quarantined for a set period of time (for example, four weeks), to allow anti-virus software to be updated with the latest virus profiles. A lock should appear on the SIP folder in quarantine. The archivist will not be able to read or modify the files during this time.
SIP is scanned for malware [automated step]	<ul style="list-style-type: none"> At the end of the quarantine period, ClamAV will automatically scan the files for viruses and other malware.
Infected files are sent to possiblevirii folder [automated step]	<ul style="list-style-type: none"> Infected files will appear in /home/demo/possiblevirii/. If this occurs, do not take any further steps in the ingest process. Inform the Producer that infected files have been found. It is recommended at this point to delete all SIP copies and request that the Producer take steps to review the causes of the problem and eventually resubmit a malware-free SIP.
Virus-checker report is sent to accessions folder [automated step]	<ul style="list-style-type: none"> A report on ClamAV's virus scan will appear automatically: home/demo/accessionreports/virus.log.

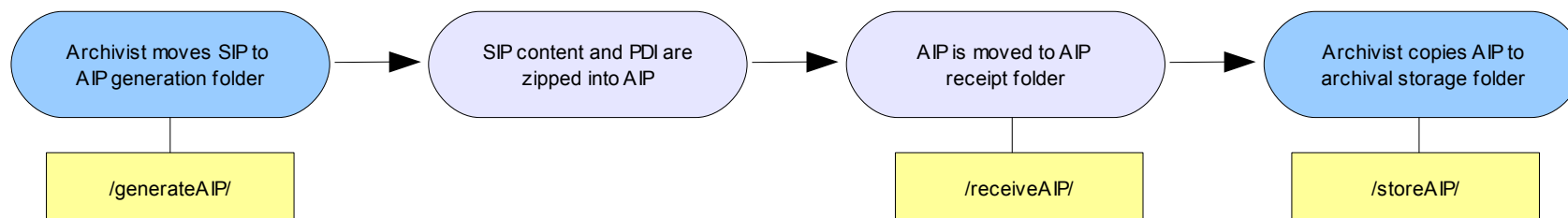


Workflow diagram step	Description
SIP contents are identified and validated using FITS [automated step]	<ul style="list-style-type: none"> FITS (File Information Tool Set) is automatically launched once the quarantine period has ended and the files have been scanned for viruses.
Identification/validation reports are sent to accessions folder [automated step]	<ul style="list-style-type: none"> The FITS report will appear in /home/demo/accessionreports/. The report appears as a folder with a 10-digit number; inside the folder is a report for each file in the SIP. Note that each report contains an MD5 checksum for the file.
Accession log is sent to accessions folder [automated step]	<ul style="list-style-type: none"> A report on the accession process will appear automatically: home/demo/accessionreports/accession.log. For each file in the SIP, the accession log will state "Accession of /tmp/accession-[FITS folder number]/[SIP number]/filename] completed successfully."
SIP is moved to AIP preparation folder [automated step]	<ul style="list-style-type: none"> At the end of the quarantine process, Archivematica automatically drops the SIP into /home/demo/prepareAIP/.

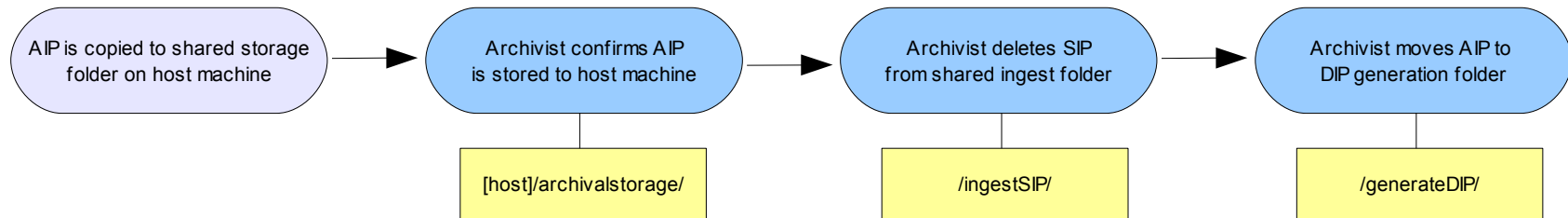


Workflow diagram step	Description
Archivist normalizes files [manual step]	<ul style="list-style-type: none"> • From Archivematica's Linux desktop, open Xena • Click Add Directory • Select <code>/home/demo/prepareAIP/[SIP]/</code> • In Tools > Xena 4.2.1 Preferences > Xena destination directory enter <code>/home/demo/prepareAIP/[SIP]/</code>. • In Tools > Xena 4.2.1 Preferences > Xena log file enter <code>/home/demo/accessionreports/xena_log.</code> • Click OK to close Xena 4.2.1 Preferences • Click Normalise • Wait for normalization process to be completed (a pop-up dialogue box will open indicating that the process has been completed). • Click OK to close pop-up window • Close Xena
Normalized files are saved to AIP preparation folder [automated step]	<ul style="list-style-type: none"> • In the SIP, look for files with the extension <code>.xena</code>. These are normalized versions of the original files. • To view representations of normalized files, open the Xena Viewer from Archivematica's Linux desktop.

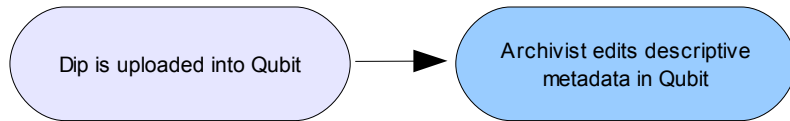
Workflow diagram step	Description
Normalization log is saved to accessions folder [automated step]	<ul style="list-style-type: none"> • A log file showing all the actions taken by Xena will appear: /home/demo/accessionreports/xena_log.0.
Archivist moves PDI from accessions folder to SIP in AIP preparation folder [manual step]	<ul style="list-style-type: none"> • In Archivematica, all the contents relating to the SIP in /home/demo/accessionreports/ are considered PDI (Preservation Description Information). • Cut these contents and paste them to /home/demo/prepareAIP/[SIP].



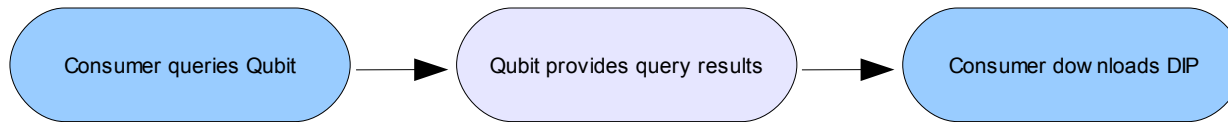
Workflow diagram step	Description
Archivist moves SIP to AIP generation folder [manual step]	<ul style="list-style-type: none"> • Drag the SIP from /home/demo/prepareAIP/ and drop it into /home/demo/generateAIP/. • Note that you must drag and drop, not copy and paste, in order to trigger the AIP generation process. • Nothing will appear to happen to the SIP that has been dropped into the AIP generation folder. However, the next two steps below will have been automatically triggered.
SIP content and PDI are zipped into AIP [automated step]	<ul style="list-style-type: none"> • A script called BagIt will run in the background, converting the SIP into a single zipped file. In Archivematica, this zipped file, which also includes metadata generated by the bagging process, constitutes the AIP.
AIP is moved to AIP receipt folder [automated step]	<ul style="list-style-type: none"> • The bagging process automatically copies the AIP to /home/demo/receiveAIP/. • To view the AIP, double-click it. When it opens in a separate window, double-click it again; this will allow you to view (but not modify or delete) the contents of the zipped bag.
Archivist copies AIP to archival storage folder [manual step]	<ul style="list-style-type: none"> • Copy the AIP from /home/demo/receiveAIP/ to /home/demo/storeAIP/.



Workflow diagram step	Description
AIP is copied to shared storage folder on host machine [automated step]	<ul style="list-style-type: none"> Because storeAIP is a shared folder, Archivemata automatically sends a copy of the AIP to the shared storage folder on the host machine.
Archivist confirms AIP is stored to host machine [manual step]	<ul style="list-style-type: none"> Check to confirm that the AIP has appeared in the shared storage folder on your host machine.
Archivist deletes SIP from shared ingest folder [manual step]	<ul style="list-style-type: none"> Delete the SIP from /home/demo/ingestSIP/.
Archivist moves AIP to DIP generation folder [manual step]	<ul style="list-style-type: none"> Drag the the AIP from /home/demo/receiveAIP/ and drop it into /home/demo/generateDIP/. Note that you must drag and drop, not copy and paste, in order to trigger the DIP generation process.



Workflow step	Description
DIP is uploaded into Qubit [automated step]	<ul style="list-style-type: none"> Archivematica automatically uploads the DIP into Qubit.
Archivist edits descriptive metadata in Qubit [manual step]	<ul style="list-style-type: none"> From Archivematica's Linux desktop, open Qubit. Click "log in" in the upper right-hand corner of your screen. Log in using the Email <i>demo@example.com</i> and the password <i>demo</i>. Click "add/edit > recent updates" Click the appropriate blue link under "Title". Click the "Edit" button. Add descriptive metadata as desired. Click the "Save" button.



Workflow diagram step	Description
Consumer queries Qubit	<ul style="list-style-type: none">• Enter a search query into Qubit's search box.
Qubit provides query results	<ul style="list-style-type: none">• Qubit will provide a list of results in response to the query. To view the full record (i.e. to go to the "View archival descriptions screen") for each result, click on the blue link in the list of search results.
Consumer downloads DIP	<ul style="list-style-type: none">• Click on the thumbnail icon in the "View archival description" screen.• To view the DIP, open the file.• To save the DIP to your desktop, save the file.