Producer places SIP in shared folder on host machine

SIP appears in shared folder in Archivematica

Archivist copies SIP from shared folder to SIP receipt folder

Archivist moves SIP from SIP receipt folder to quarantine

SIP is quarantined for 2 minutes

SIP is scanned for malware

Infected files are sent to possiblevirii folder

Virus-checker report is sent to accessions folder

Legend:

= manual step

= automated step

= location (folder name)
Normalized files are saved to AIP preparation folder
Normalization log is saved to accessions folder
Archivist moves PDI from accessions folder to SIP in AIP preparation folder
Archivist moves SIP to AIP generation folder
Archivist normalizes files
SIP contents are identified and validated using FITS
SIP content and PDI are zipped into AIP
Archivist moves SIP to AIP preparation folder
SIP is moved to AIP in AIP preparation folder
AIP is moved to AIP receipt folder
Archivist copies AIP to archival storage folder
SIP contents are identified and validated using FITS
Identification/validation reports are sent to accessions folder
Accession log is sent to accessions folder
Archivist moves PDI from accessions folder to SIP in AIP preparation folder
Accession log is sent to accessions folder
Identification/validation reports are sent to accessions folder
Archivist moves SIP to AIP generation folder
Accession log is sent to accessions folder
Accession log is sent to accessions folder
SIP is moved to AIP preparation folder
SIP contents are identified and validated using FITS
Identification/validation reports are sent to accessions folder
Accession log is sent to accessions folder
Archivist moves PDI from accessions folder to SIP in AIP preparation folder
Accession log is sent to accessions folder
Accession log is sent to accessions folder
AIP is copied to shared storage folder on host machine

Archivist confirms AIP is stored to host machine

[host]/archivalstorage/

Archivist deletes SIP from shared ingest folder

/ingestSIP/

Archivist moves AIP to DIP generation folder

/generateDIP/

Dip is uploaded into Qubit

Archivist edits descriptive metadata in Qubit

Consumer queries Qubit

Qubit provides query results

Consumer downloads DIP

End process