archivematica
open archival information system

Archivematica 0.6.2 user instructions

1. Start Archivematica

1.1. Open the terminal (Applications > Accessories > Terminal) and leave it open for the entire session
1.2. Type: runArchivematicaMCPServer.sh
1.3. Password: [enter password]
1.4. Open another terminal window (press *ctrl, Shift, t* simultaneously)
1.5. Type: runArchivematicaMCPClient.sh
1.6. Password: [enter password]
1.7. Open your web browser and navigate to http://localhost/sips: this is the Archivematica dashboard.

2. Place SIP in Archivematica

2.1. Open your file browser
2.2. In your home directory or another directory, create a SIP with the following folder structure:
     objects
     logs
     logs/fileMeta
     metadata
2.3. Place the files to be preserved in the objects folder.
2.4. Place the SIP in /receiveSIP/
2.5. Rename the SIP. Note that the SIP will disappear from the folder in a second or two after it is renamed.

See next page.

3. Appraise SIP for submission

3.1. In http://localhost/sips click your browser's refresh button, then click on the SIP
3.2. You will see that the following micro-services have been completed:
- Assign file UUIDs and checksums (assigns a unique identifier and generates a checksum for each file in the SIP)
- Verify SIP compliance (checks for the required SIP folder structure described in 2.2, above)
- Create SIP backup (creates a complete backup of the SIP and places it in /SIPbackups/. This copy disappears once the completed AIP has been placed in archival storage)
- Prepare for appraise SIP for submission (changes file permissions on the SIP to allow the archivist to modify the SIP contents)
- Create DC (creates a dublincore.xml file and places it in the metadata folder of the SIP)
- Verify metadata directory checksums (checks any checksums that have arrived with the SIP – please note that this has been only partially implemented)

SIP	UUID	Timestamp	Actions
Dec22SIP	8c7479b9-780e-4c04-8db6-f73ce56600cf	2010-12-22 22:30:25	Remove
Micro-Service: Appraise SIP For Submission **Description for approval:** Check the SIP to make sure it conforms to your Submission Agreement. Delete any files not accepted for ingest. Show tasks		Requires approval Browse directory Approve	
Micro-Service: Verify metadata directory checksums Show tasks		Completed successfully	
Micro-Service: Create DC Show tasks		Completed successfully	
Micro-Service: Prepare For Appraise SIP For Submission Show tasks		Completed successfully	
Micro-Service: Create SIP backup Show tasks		Completed successfully	
Micro-Service: Verify SIP compliance Show tasks		Completed successfully	
Micro-Service: Assign file UUIDs and checksums Show tasks		Completed successfully	

3.3. You may wish to review the SIP at this point, as per the instructions in the Archivematica dashboard ("Description for approval"). In the file directory, open the folder /appraiseSIPForSubmission/ and open the SIP. If you delete files, note that a log of deleted files will be created and placed in the logs folder of the SIP.
3.4. You can also add information to the dublincore.xml file in the metadata directory of the SIP if you like.
3.5. In the dashboard, click Approve.

4. Appraise SIP for preservation

4.1. The SIP travels through a number of micro-services after it is is approved. To see its progress, refresh your browser and click on the SIP (note that automatic updating of the dashboard is under development – i.e. in future it will not be necessary to refresh the page).

4.2. You will see that the following micro-services have been completed:

- Appraise SIP for submission (completed when you clicked Approve in step 3.5, above)
- Scan for removed files post appraise SIP for submission (checks to see if any files were deleted and creates a list of them at /logs/removedFilesAppraise SIPForSubmission.log)
- Place in quarantine (locks the SIP in quarantine for a pre-set period of time; one minute is the default, for demonstration purposes)
- Remove from quarantine
- Extract package (extracts objects from any zipped files or other packages)
- Detox filenames (removes prohibited characters from file and folder names)
- Scan with Clam AV (scans for viruses and malware)
- Characterize and extract metadata (format identification and validation; metadata extraction)
- Prepare for appraise SIP for preservation (changes file permissions on the SIP to allow the archivist to modify the SIP contents)

SIP	UUID	Timestamp	Actions
Dec22SIP	a82b9344-4e79-4b20-8c53-029e145e9f62	2010-12-22 20:08:37	Remove
Micro-Service: Appraise SIP For Preservation **Description for approval:** Appraise SIP for preservation. Delete any files not accepted for preservation. Delete any zipped or otherwise packaged files. Show tasks		Requires approval Browse directory Approve	
Micro-Service: Prepare For Appraise SIP For Preservation Show tasks		Completed successfully	
Micro-Service: Characterizate and extract metadata Show tasks		Completed successfully	
Micro-Service: Scan with ClamAV Show tasks		Completed successfully	
Micro-Service: Detox filenames Show tasks		Completed successfully	
Micro-Service: Extract package Show tasks		Completed successfully	
Micro-Service: Remove from Quarantine Show tasks		Completed successfully	
Micro-Service: Place in quarantine Show tasks		Completed successfully	
Micro-Service: Scan for removed files post appraise SIP for submission Show tasks		Completed successfully	
Micro-Service: Appraise SIP For Submission Show tasks		Completed successfully	

4.3. You may wish to review the SIP again at this point and removed any more files that shouldn't be preserved. In the file directory, open the folder /appraiseSIPForPreservation/ and open the SIP. If you delete files at this point, a log of deleted files will be created and placed in the logs folder. Note that in future, appraisal decisions at this point will be assisted by a summary of technical information about the files (format, validation status, characteristics such as compression etc.).

4.4. In the dashboard, click Approve.

5. Store AIP and upload DIP

5.1. The SIP continues to move through micro-services once it has been appraised and approved. As before, refresh your web browser to see its progress.

5.2. You will see that the following micro-services have been completed:

- Appraise SIP for preservation (completed when you clicked Approve in step 4.4, above)
- Scan for removed files post appraise SIP for preservation (checks to see if any files were deleted and creates a list of them at /logs/removedFilesAppraise SIPForPreservation.log)
- Create DIP directory (creates a directory for access copies)
- Normalize (creates preservation master copies and access copies of the files)
- Compile METS (generates the METS file which contains all the preservation metadata for the AIP)
- Prepare AIP (packages the AIP in accordance with the Library of Congress Bagit specification)
- Copy METS to DIP Directory (adds the METS file to the DIP directory)
- Create AIP checksum (generates checksum for the packaged AIP)
- Add DC to METS (adds the Dublin Core metadata file to the METS file)
- Generate DIP (takes the DIP directory out of the AIP and places it in /uploadDIP/)
- Prepare for appraise DIP for upload (changes file permissions on the DIP to allow the archivist to modify the DIP contents)

SIP	UUID	Timestamp	Actions
Dec22SIP	a82b9344-4e79-4b20-8c53-029e145e9f62	2010-12-22 20:26:50	Remove
Micro-Service: Upload DIP **Description for approval:** If desired, review the DIP and remove any access copies that should not be uploaded to the public access system, e.g. for copyright or security reasons. Click "Approve" to upload the DIP to the access system. Show tasks		Requires approval Browse directory Approve	
Micro-Service: Store AIP **Description for approval:** If desired, review normalized files and any other content. Click "Approve" to move the AIP into archival storage. Show tasks		Requires approval Browse directory Approve	
Micro-Service: Prepare For Appraise DIP For Upload Show tasks		Completed successfully	
Micro-Service: Generate DIP Show tasks		Completed successfully	
Micro-Service: Add DC to METS Show tasks		Completed successfully	
Micro-Service: Create AIP checksum Show tasks		Completed successfully	
Micro-Service: copy METS to DIP Directory Show tasks		Completed successfully	
Micro-Service: Prepare AIP Show tasks		Completed successfully	
Micro-Service: Compile METS Show tasks		Completed successfully	
Micro-Service: Normalize Show tasks		Completed successfully	

5.3. You can review the AIP's contents at this time but you can't make any changes. To review the AIP, in the file directory go to /storeAIP/ and open the AIP.

5.4. In Store AIP in the dashboard, click Approve to move the AIP into archival storage. The AIP will

be moved into the folder /AIPStore/.

5.5. You can review the DIP and delete any files you don't wish to upload into your access system. In the file directory, go to /uploadDIP/ and open the DIP. Delete files as desired.

5.6. In Upload DIP in the dashboard, click Approve. This uploads the DIP to the access system. A backup copy of the DIP, including the deleted files, will appear in /DIPbackups/, and will include a list of the files that were uploaded.

6. View access copies in ICA-AtoM

6.1. Open http://localhost/ica-atom.

6.2. Log in using the email demo@example.com and the password demo.

6.3. Click on archival descriptions (under the search box) and click on the top description in the list.

7. Exit Archivematica

7.1. In each terminal window, press *ctrl* and \ (backslash) simultaneously. This will end your session. Note that you should do this and restart Archivematica if the system crashes or if you have been away from your desk for a lengthy period of time.