



## Archivematica 0.9 tutorial

The screenshot shows the Archivematica Dashboard interface. The top navigation bar includes the Archivematica logo and several menu items: Transfer, Ingest, Archival storage, Preservation planning, Access, Administration, demo, and Connected. Below the navigation bar, there is a form for initiating a transfer. It includes a dropdown menu for 'Type' (set to 'Standard'), a text input for 'Transfer name', a dropdown for the source path (set to '/home/courtney/sampled-data-322'), a 'Browse' button, and a green 'Start transfer' button. Below the form, a table displays the status of various transfers.

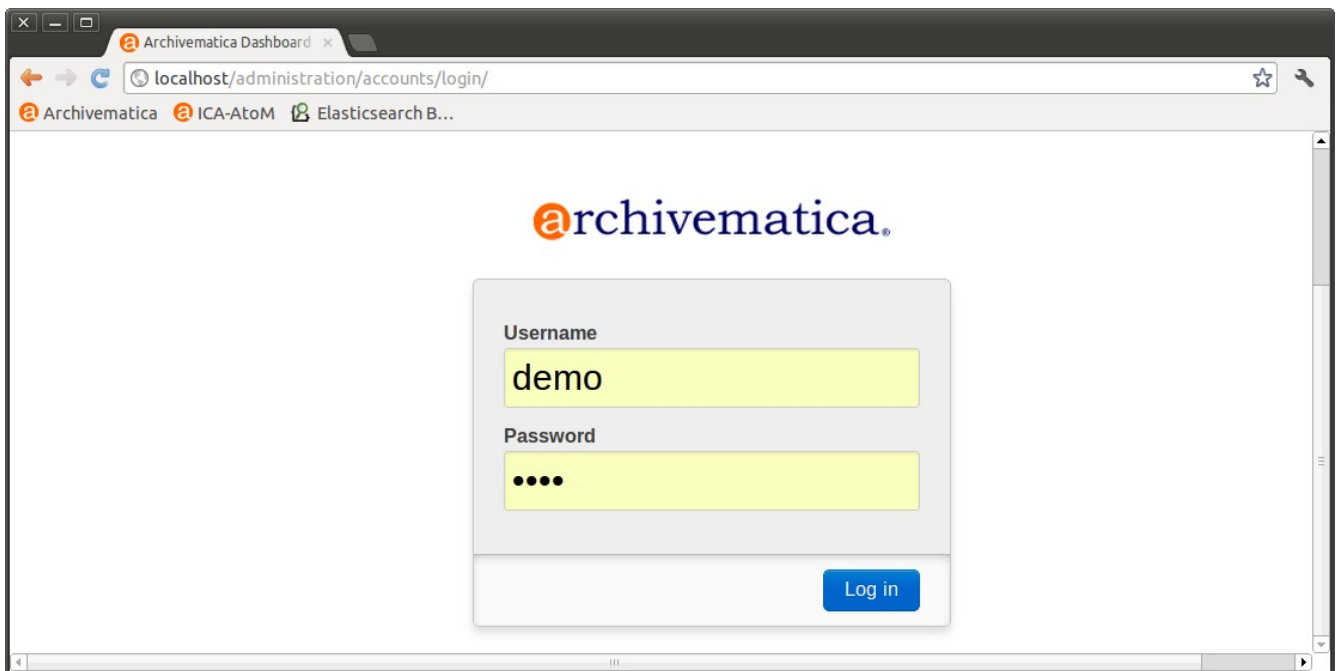
Transfer	UUID	Transfer start time
✓ Multimedia	0dd9e364-b919-4a6b-bb26-485eb77a10e2	2012-08-21 17:30
✓ Raw Camera Images	cb1c4467-2319-4e4f-9c5f-6b71536dfffc2	2012-08-21 17:32
▶ Micro-service: Verify transfer compliance		
▶ Micro-service: Approve transfer		
Job: Approve transfer [?]		Completed successfully
✓ Images	16095dd8-8e33-4383-ae3b-19162a55bbe4	2012-08-21 17:21
✓ Tutorial Office Docs	1af757f0-95e8-45b7-9fef-7366bd1e8748	2012-08-21 17:20



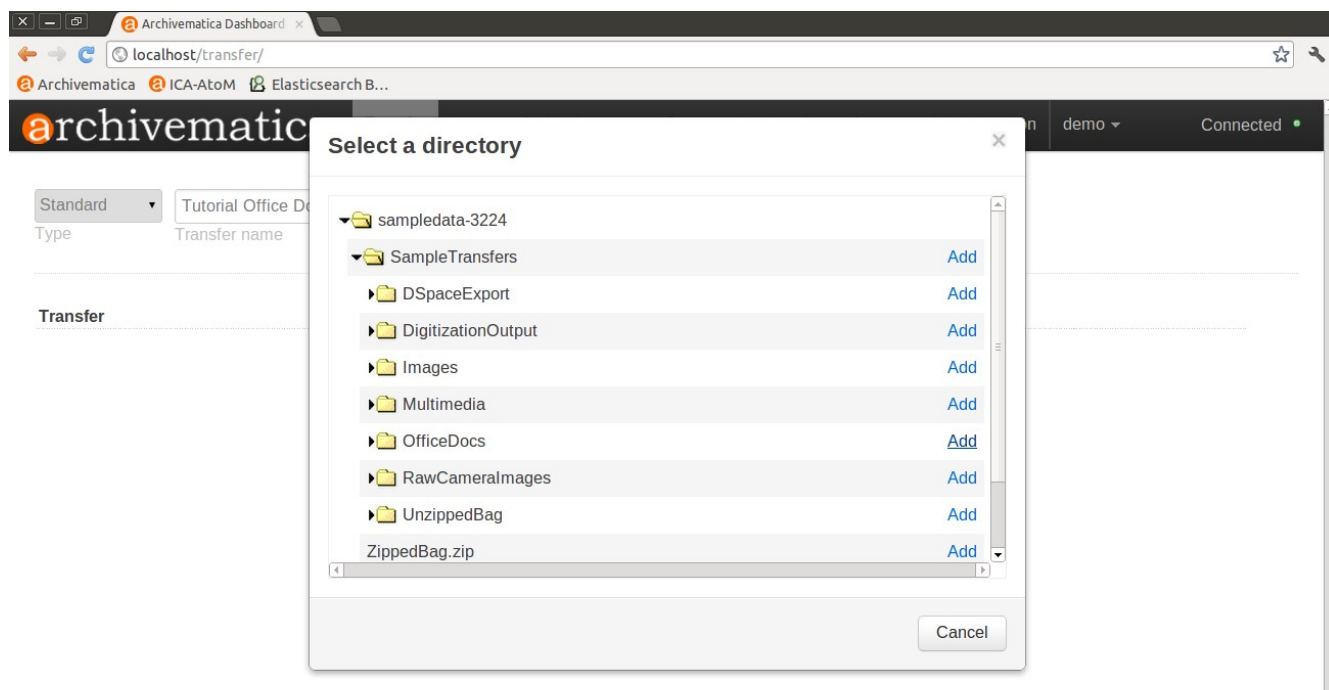
## Exercise 1: OfficeDocs transfer

In this exercise you will be working with a sample transfer called OfficeDocs. You will place the transfer into Archivematica, prepare a Submission Information Package from it, run it through a number of ingest processes, package it as an Archival Information Package, generate a Dissemination Information Package, and upload the Dissemination Information Package into the web-based access system (Qubit/AtoM).

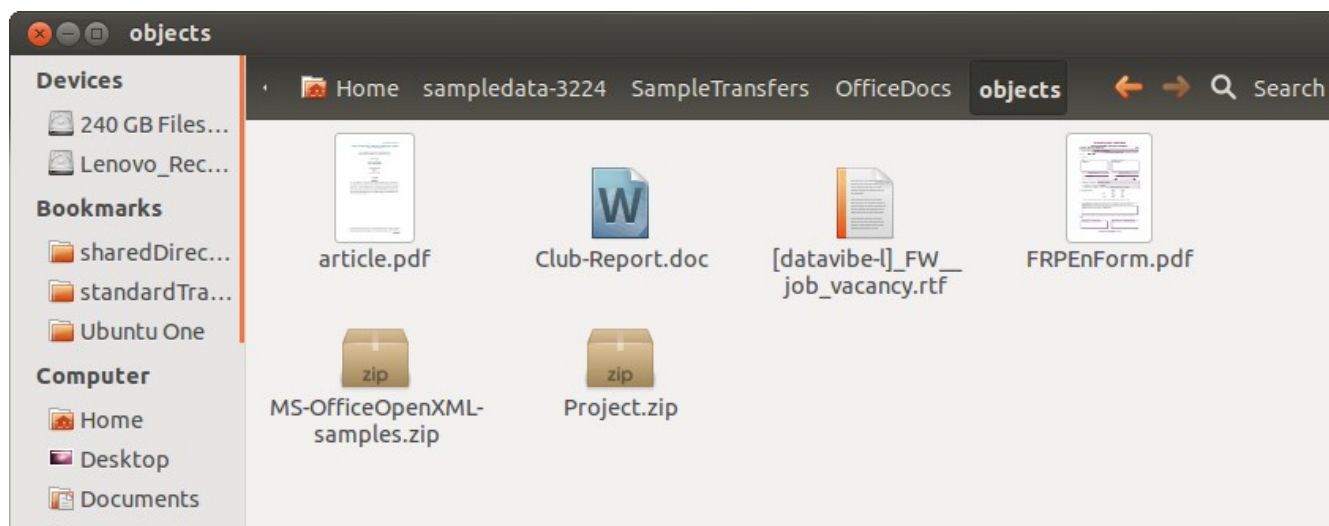
Open the Archivematica dashboard in your web browser and log in. (username: demo, password: demo.)



In the dashboard, click on the Browse button (not shown) and ADD OfficeDocs. This is the sample transfer you will be running through Archivematica during this exercise.



If you would like to see the transfer contents, open OfficeDocs in your file browser in the sampledata folder. Feel free to view the contents of the three sub-folders shown you see. The objects directory, pictured below, contains the digital objects that are to be preserved. The metadata directory contains a submissionDocumentation subfolder, which can be used for transfer forms, donation agreements or any other documents that relate to the acquisition of the records (you'll notice a sample in there - Records\_transfer.rtf). The logs folder will eventually contain logs generated when processing the transfer in Archivematica.



The Office Docs transfer should appear under the upload transfer dialogue. Click the Start Transfer Button.

Standard ▾ Tutorial Office Docs transfer /home/courtney/sampled-data-3224 ▾ Browse Start transfer

Type Transfer name

/home/courtney/sampled-data-3224/SampleTransfers/OfficeDocs 🔔

Transfer	Transfer start time
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The transfer will appear below the line on the dashboard page with a bell icon next to it. This means that Archivematica is ready for you to make a decision about the transfer. The micro-service requiring a decision will automatically open with a drop-down menu of actions. Archivematica is awaiting your decision to approve the transfer. Select "Approve transfer" in the Actions drop-down menu.

Standard ▾ Transfer name /home/courtney/sampled-data-3224 ▾ Browse Start transfer

Type Transfer name

Transfer	Transfer start time
Tutorial Office Docs UUID 2012-08-21 14:23 🔔	

Micro-service: Approve transfer

Approve transfer [?] Awaiting decision ⚙️ Actions ▾

Once the transfer is approved, Archivematica moves it through a series of micro-services. These include:

- Assigning universal unique identifiers (UUIDs)
- Assigning checksums
- Generating a METS file (to capture the original order of the transfer)

- Extracting packages (unzipping any zipped or otherwise packaged files)
- Scanning for viruses
- Characterizing files (identifying them and validating them against known specifications)
- Extracting technical metadata
- Indexing

The screenshot shows the Archivematica Dashboard in a web browser. The browser's address bar shows 'localhost/transfer/#'. The dashboard has a dark header with the Archivematica logo and navigation tabs: Transfer, Ingest, Archival storage, Preservation planning, Access, Administration, and a demo dropdown. The status 'Connected' is shown on the right. Below the header, there's a form to start a transfer. It includes a 'Standard' dropdown for 'Type', a text input for 'Transfer name' (containing '/home/courtney/sampled-data-322'), a 'Browse' button, and a green 'Start transfer' button. Below the form is a table of transfers.

Transfer	UUID	Transfer start time
Tutorial Office Docs ▶ Micro-service: Characterize and extract metadata ▶ Micro-service: Clean up names ▶ Micro-service: Scan for viruses ▶ Micro-service: Extract packages ▶ Micro-service: Quarantine ▶ Micro-service: Generate METS.xml document ▶ Micro-service: Verify transfer checksums ▶ Micro-service: Assign file UUIDs and checksums ▶ Micro-service: Include default Transfer processingMCP.xml ▶ Micro-service: Rename with transfer UUID ▶ Micro-service: Verify transfer compliance ▶ Micro-service: Approve transfer	2e054671-1546-4327-bf54-74a005446854	2012-08-21 14:23
Job: Approve transfer [?]		Completed successfully

If you would like to see more detail about any of the micro-services, click on the grey bar for any micro-service to open the list of jobs that occur during that micro-service.

Standard  /home/courtney/sampledata-322

Type Transfer name

Transfer	UUID	Transfer start time
Tutorial Office Docs ▶ Micro-service: Characterize and extract metadata ▶ Micro-service: Clean up names ▶ Micro-service: Scan for viruses Job: Scan for viruses ▶ Micro-service: Extract packages Job: Extract packages Job: Move to processing directory ▶ Micro-service: Quarantine ▶ Micro-service: Generate METS.xml document Job: Generate METS.xml document ▶ Micro-service: Verify transfer checksums ▶ Micro-service: Assign file UUIDs and checksums ▶ Micro-service: Include default Transfer processingMCP.xml ▶ Micro-service: Rename with transfer UUID ▶ Micro-service: Verify transfer compliance	aef420a6-26da-4753-9826-aab677931dce	2012-08-21 15:00

Once these micro-services are completed, The transfer will show a bell icon next to its name, indicating that you have reached another approval step. Click on the Actions drop-down menu and select "Create single SIP and continue processing".

Standard  /home/courtney/sampledata-322

Type Transfer name

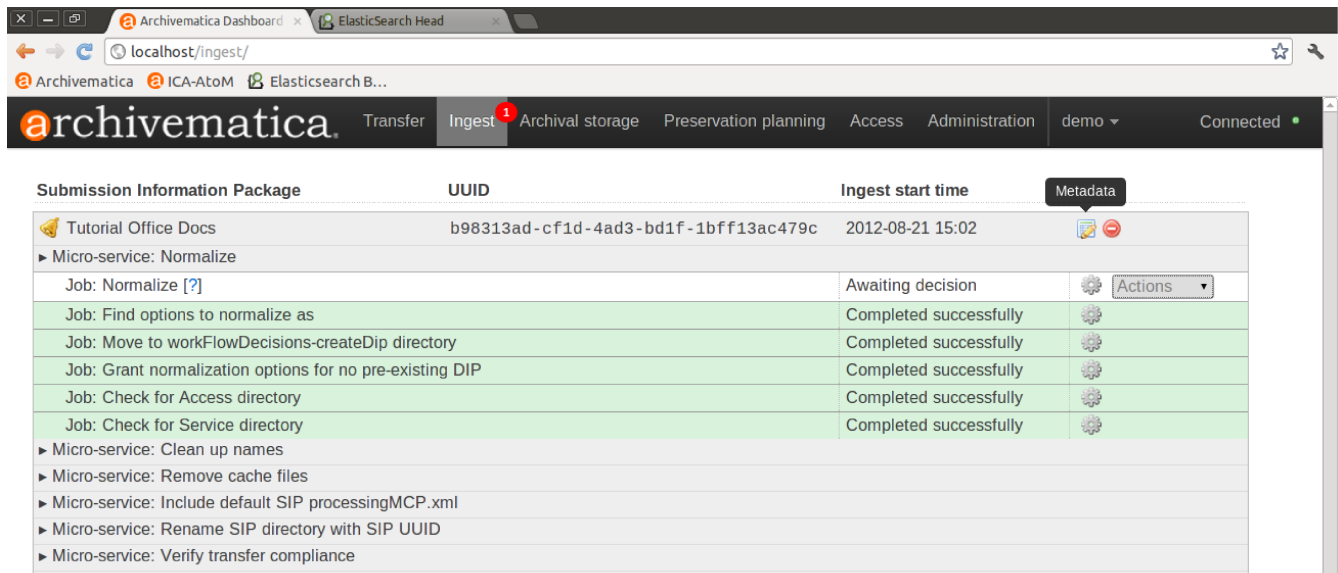
Transfer	UUID	Transfer start time
Tutorial Office Docs ▶ Micro-service: Create SIP from Transfer Job: Create SIP(s) [?] Job: Check transfer directory for objects ▶ Micro-service: Complete transfer ▶ Micro-service: Characterize and extract metadata ▶ Micro-service: Clean up names ▶ Micro-service: Scan for viruses ▶ Micro-service: Extract packages ▶ Micro-service: Quarantine ▶ Micro-service: Generate METS.xml document ▶ Micro-service: Verify transfer checksums ▶ Micro-service: Assign file UUIDs and checksums ▶ Micro-service: Include default Transfer processingMCP.xml ▶ Micro-service: Rename with transfer UUID ▶ Micro-service: Verify transfer compliance	1af757f0-95e8-45b7-9fef-7366bd1e8748	2012-08-21 17:20

Actions

- Reject transfer
- Create single SIP and continue processing
- Create SIP(s) manually

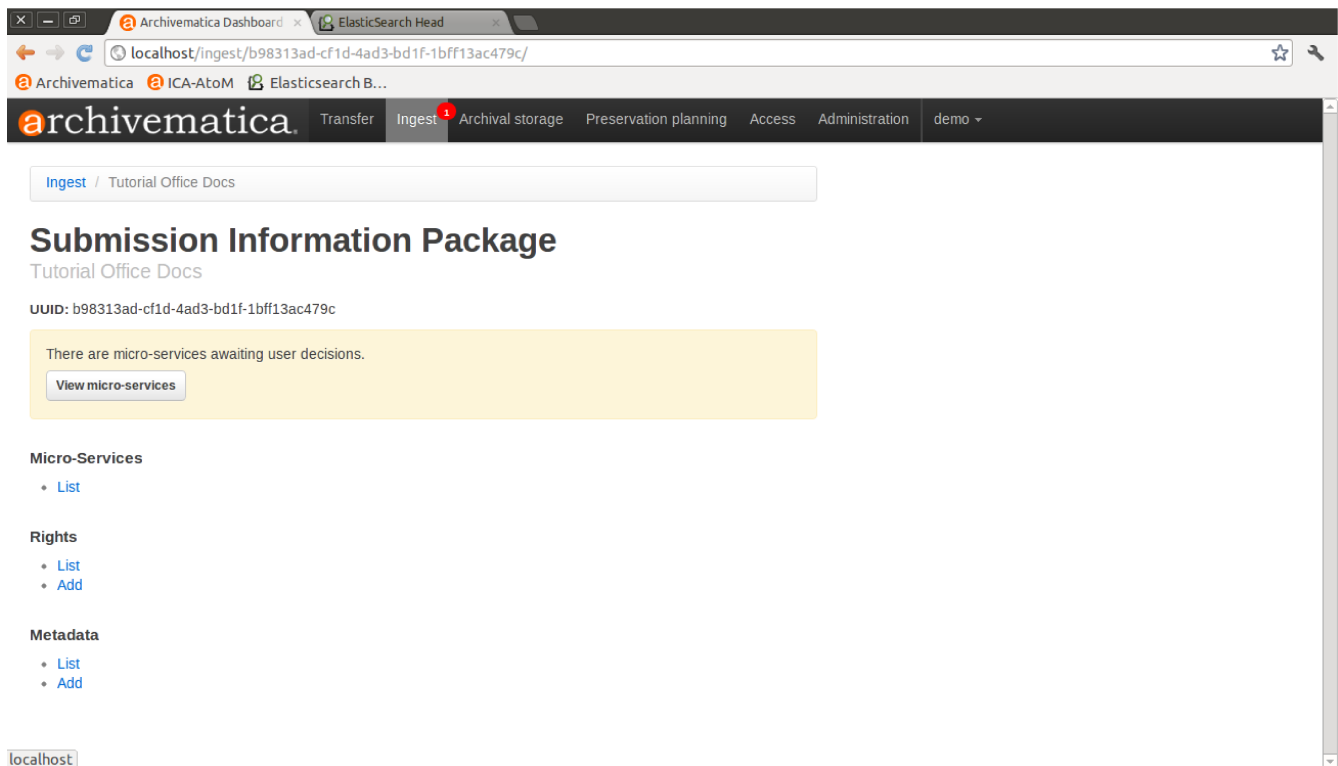
The SIP will begin going through a series of micro-services in the Ingest tab. It will stop at the Normalize micro-service.

Click on the Ingest tab. You will see the SIP with a bell icon next to it. You are now ready to add descriptive metadata and PREMIS rights to the SIP. Click on the template icon in the grey bar highlighting the SIP.



Submission Information Package	UUID	Ingest start time	Metadata
Tutorial Office Docs	b98313ad-cf1d-4ad3-bd1f-1bff13ac479c	2012-08-21 15:02	
▶ Micro-service: Normalize			
Job: Normalize [?]		Awaiting decision	Actions
Job: Find options to normalize as		Completed successfully	
Job: Move to workFlowDecisions-createDip directory		Completed successfully	
Job: Grant normalization options for no pre-existing DIP		Completed successfully	
Job: Check for Access directory		Completed successfully	
Job: Check for Service directory		Completed successfully	
▶ Micro-service: Clean up names			
▶ Micro-service: Remove cache files			
▶ Micro-service: Include default SIP processingMCP.xml			
▶ Micro-service: Rename SIP directory with SIP UUID			
▶ Micro-service: Verify transfer compliance			

This opens a detail panel for the SIP.



Ingest / Tutorial Office Docs

## Submission Information Package

Tutorial Office Docs

UUID: b98313ad-cf1d-4ad3-bd1f-1bff13ac479c

There are micro-services awaiting user decisions.

[View micro-services](#)

**Micro-Services**

- [List](#)

**Rights**

- [List](#)
- [Add](#)

**Metadata**

- [List](#)
- [Add](#)

localhost

# METADATA

To add metadata, click Add under Metadata on the left-hand side of your screen.

Enter metadata as desired. At a minimum, add a title to the SIP. When you're done, click Create at the bottom of your screen.

The screenshot shows the Archivematica web interface. The browser address bar displays `localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bff13ac479c/metadata/add/`. The top navigation bar includes 'archivematica', 'Transfer', 'Ingest' (highlighted with a red circle), 'Archival storage', 'Preservation planning', 'Access', 'Administration', and 'demo'. Below the navigation bar, a breadcrumb trail reads 'Ingest / Tutorial Office Docs / Metadata / Add'. The main heading is 'Metadata' with the subtitle 'Tutorial Office Docs'. The form contains several fields: 'Applies to' (a dropdown menu set to 'Tutorial Office Docs' with a note below stating 'In Archivematica 0.9 metadata can be added at the SIP level only'), 'Title' (a text box containing 'Tutorial for 0.9 Office Docs Sample'), 'Creator', 'Subject', 'Description' (a large text area), 'Publisher', and 'Contributor'.

Your screen will show that metadata has been added to the SIP. If you would like to edit your metadata, click Edit on the right-hand side and enter metadata as before.

The screenshot shows the Archivematica web interface after metadata has been added. The browser address bar displays `localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bff13ac479c/metadata/`. The top navigation bar is identical to the previous screenshot. The breadcrumb trail is 'Ingest / Tutorial Office Docs / Metadata'. The main heading is 'Metadata' with the subtitle 'Tutorial Office Docs'. Below the heading is a table with two columns: 'Title' and 'Applies to'. The table contains one row with the title 'Tutorial for 0.9 Office Docs Sample' and the value 'Tutorial Office Docs'. To the right of this row are two links: 'Edit' and 'Delete'. Below the table is a blue 'Add' button.

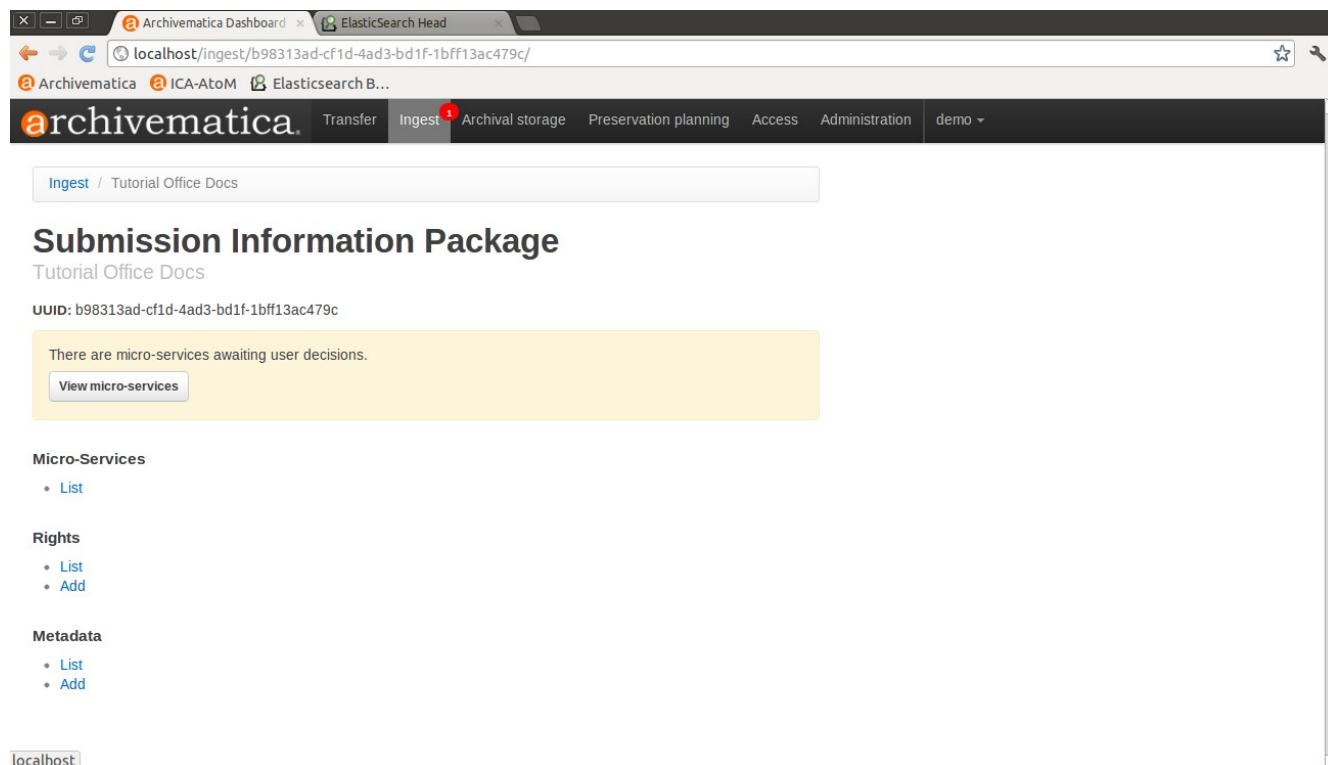
Title	Applies to	
Tutorial for 0.9 Office Docs Sample	Tutorial Office Docs	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)



## RIGHTS

To add rights information, click Add under Rights on the left-hand side of your screen.



You can add rights and restrictions based on copyright, statute, license, other-policy, other-donor and other sets of PREMIS elements.

Enter rights as desired. Click Next to get to the second data entry and page.

The screenshot shows a web browser window with two tabs: 'Archivematica Dashboard' and 'ElasticSearch Head'. The address bar shows the URL: `localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bffa3ac479c/rights/add/`. The Archivematica navigation bar includes links for Transfer, Ingest, Archival storage, Preservation planning, Access, Administration, and demo. The breadcrumb trail is 'Ingest / Tutorial Office Docs / Rights / Add'.

### Rights

Tutorial Office Docs

**Basis**  
Copyright

**Copyright status**  
Under copyright

**Copyright jurisdiction**  
Canada

**Copyright determination date**  
2009/09/16  
Use ISO 8601 (YYYY-MM-DD)

**Copyright start date**  
2004/08/17  
Use ISO 8601 (YYYY-MM-DD)

**Copyright end date**  
Use ISO 8601 (YYYY-MM-DD)

☒ Open End Date

**Copyright documentation identifier:**

<b>Type</b>	Donor form
<b>Value</b>	CCA-2009-67
<b>Role</b>	Copyright holder statement

**Copyright note**  
Copyright held by donor

Save Next Cancel

Save at the bottom of your screen. Or, if you're finished with this part, click Next to move to second part of the rights entry template.

The screenshot shows the Archivematica web interface in a browser. The address bar displays `localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bff13ac479c/rights/grants/1/`. The Archivematica navigation bar includes links for Transfer, Ingest, Archival storage, Preservation planning, Access, Administration, and a demo dropdown. The breadcrumb trail is `ingest / Tutorial Office Docs / Rights / Edit`.

### Rights

Tutorial Office Docs

**Act**  
Publish

**Grantrestriction**  
Conditional

**Start**  
2011/09/16  
Use ISO 8601 (YYYY-MM-DD)

**End**  
  
Use ISO 8601 (YYYY-MM-DD)

☐ Open End Date

**Grantrestriction note**  
Permission to publish must be obtained from the copyright holder.

**Act**  
Disseminate

**Grantrestriction**  
Allow

**Start**  
  
Use ISO 8601 (YYYY-MM-DD)

**End**  
  
Use ISO 8601 (YYYY-MM-DD)

☐ Open End Date

**Grantrestriction note**

Buttons: Save, Done, Cancel

When you click Save, you'll be given the option to add another Act.

The screenshot shows a web browser window with two tabs: 'Archivematica Dashboard' and 'ElasticSearch Head'. The address bar shows the URL: `localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c/rights/grants/1/`. The Archivematica dashboard is open, with the 'Ingest' tab selected. The top navigation bar includes links for 'Transfer', 'Ingest', 'Archival storage', 'Preservation planning', 'Access', 'Administration', and a 'demo' dropdown. The main content area is titled 'Start' and contains a form for adding a new Act and its grants/restrictions. The form includes fields for 'Start' (date), 'End' (date), 'Open End Date' (checkbox), 'Grant/restriction note' (text area), 'Act' (text field), 'Grant/restriction' (dropdown menu), and another set of 'Start', 'End', 'Open End Date', and 'Grant/restriction note' fields. A 'Create new grant/restriction?' button is located at the bottom right of the form. At the bottom of the page, there are 'Save', 'Done', and 'Cancel' buttons.

Archivematica Dashboard x ElasticSearch Head

localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c/rights/grants/1/

Archivematica ICA-AtOM Elasticsearch B...

archivematica. Transfer Ingest 1 Archival storage Preservation planning Access Administration demo

**Start**

2011/09/16

Use ISO 8061 (YYYY-MM-DD)

**End**

Use ISO 8061 (YYYY-MM-DD)

☐ Open End Date

**Grant/restriction note**

Permission to publish must be obtained from the copyright holder.

**Act**

Disseminate

**Grant/restriction**

Allow

**Start**

Use ISO 8061 (YYYY-MM-DD)

**End**

Use ISO 8061 (YYYY-MM-DD)

☐ Open End Date

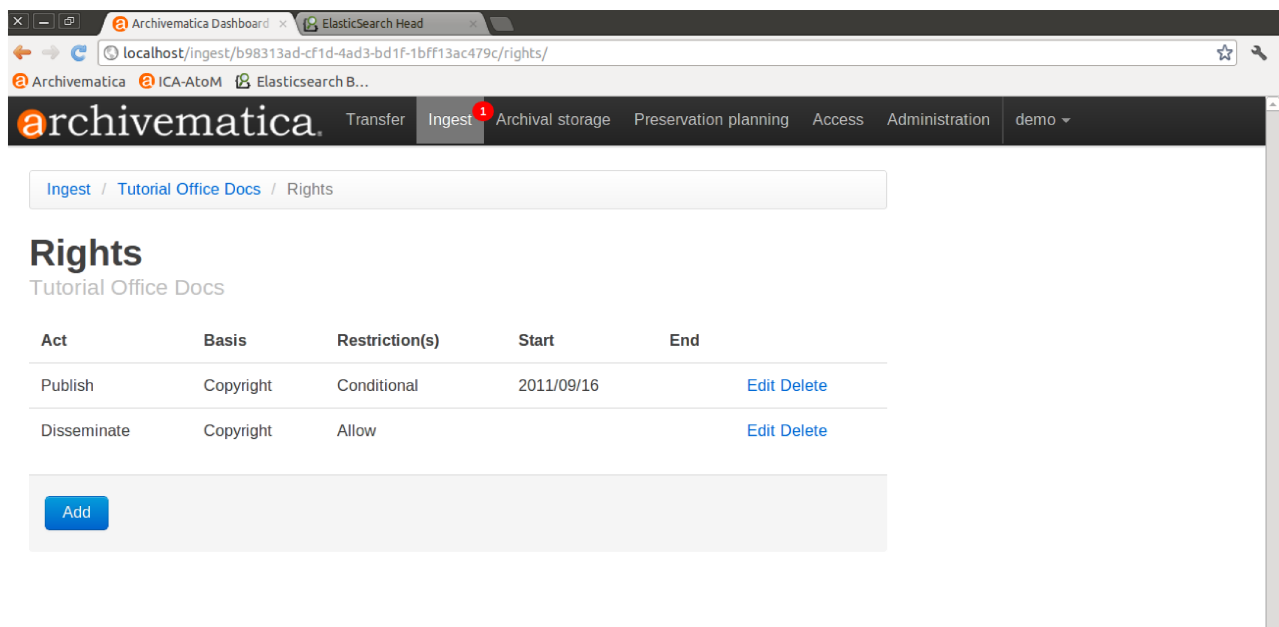
**Grant/restriction note**

Create new grant/restriction?

Save Done Cancel

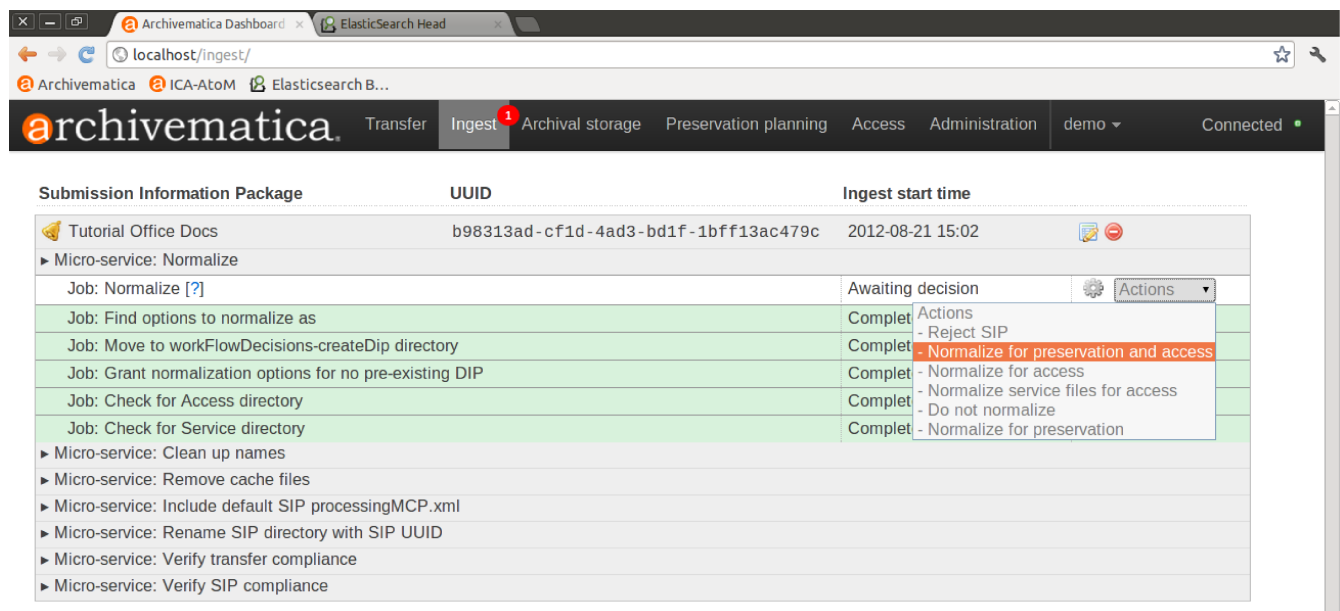
You can add as many new Acts with their grants and restrictions as you would like. When you have finished, click Done.

Your screen will show that rights have been added to the SIP. If you would like to edit your rights, click Edit on the right-hand side and enter metadata as before.



When you are done adding metadata and rights information, click the Ingest tab. You are now ready to move your SIP through ingest.

The next approval step is normalization. At this point, the user can select from a number of options. Select “Normalize for preservation and access” to create preservation masters of the ingested objects and generate access copies for the DIP (Dissemination Information Package).



Once normalization is completed you can review the results of normalization by clicking on the report icon next to the Actions drop-down menu.

The screenshot shows the Archivematica Dashboard with the 'Ingest' tab selected. A red notification bubble is present on the 'Ingest' tab. The dashboard displays a table of submission information packages. The first package, 'Tutorial Office Docs', has a UUID of 'b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c' and an ingest start time of '2012-08-21 15:02'. A 'Report' button is visible next to the package name. Below the package name, a list of jobs is shown, each with a status and a gear icon for actions. The jobs are as follows:

Submission Information Package	UUID	Ingest start time
Tutorial Office Docs	b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c	2012-08-21 15:02
<p>► Micro-service: Normalize</p> <p>Job: Approve normalization <a href="#">(review) [?]</a></p> <p>Job: Move to approve normalization directory</p> <p>Job: Remove files without linking information (failed normalization artifacts etc.)</p> <p>Job: Set file permissions</p> <p>Job: Normalize for preservation and access</p> <p>Job: Create thumbnails directory</p> <p>Job: Create DIP directory</p> <p>Job: Move to processing directory</p> <p>Job: Normalize [?]</p> <p>Job: Find options to normalize as</p> <p>Job: Move to workflowDecisions-createDip directory</p> <p>Job: Grant normalization options for no pre-existing DIP</p> <p>Job: Check for Access directory</p> <p>Job: Check for Service directory</p> <p>► Micro-service: Clean up names</p> <p>► Micro-service: Remove cache files</p> <p>► Micro-service: Include default SIP processingMCP.xml</p> <p>► Micro-service: Rename SIP directory with SIP UUID</p>		

This will open a normalization report. The report lists all the files in the SIP and indicates whether normalization has been attempted and whether or not it was successful. For example, the report shows that the first file, article.pdf, was normalized to a preservation format not to an access format, since pdf is already an acceptable access format.

If there had been any normalization failures the report would have shown the errors in red.

Close the normalization report by clicking on the Close button at the bottom right-hand corner of the screen.

The screenshot shows the Archivemata dashboard with the 'Ingest' tab selected. A table displays the results of file normalization for various documents. The table has seven columns: File name, Preservation normalization attempted, Preservation normalization failed, Already in preservation format, Access normalization attempted, Access normalization failed, and Already in access format.

File name	Preservation normalization attempted	Preservation normalization failed	Already in preservation format	Access normalization attempted	Access normalization failed	Already in access format
<a href="#">article.pdf</a>	Yes	No	No	No	No	Yes
<a href="#">Club-Report.doc</a>	No	No	Yes	Yes	No	No
<a href="#">FRPEForm.pdf</a>	Yes	No	No	No	No	Yes
<a href="#">Members_Master2009.xls</a>	No	No	Yes	No	No	Yes
<a href="#">PPT_test.ppt</a>	No	No	Yes	Yes	No	No
<a href="#">sampledocx.docx</a>	No	No	Yes	No	No	Yes
<a href="#">samplepptx.pptx</a>	No	No	Yes	Yes	No	No
<a href="#">samplexlsx.xlsx</a>	No	No	Yes	No	No	Yes
<a href="#">Syllabus_FINAL.doc</a>	No	No	Yes	Yes	No	No
<a href="#">_datavibe-l_FW__job_vacancy.rtf</a>	No	No	Yes	Yes	No	No

A 'Close' button is located at the bottom right of the table.

Once the report is closed, you can also review the results of normalization in another tab by clicking on Review towards the left in the grey micro-services bar (pictured above) .

The screenshot shows the Archivemata dashboard with the 'Ingest' tab selected. The main content area displays a tree view of normalized files. The tree structure is as follows:

- approveNormalization
  - preservation
  - preservationAndAccess
    - Tutorial Office Docs-b98313ad-cf1d-4ad3-bd1f-1bff13ac479c
      - DIP
        - objects
          - 0f24916f-c1cc-4339-bdf9-59c4cee1ac5f-Syllabus\_FINAL.pdf
          - 2d55e551-a247-41fe-8906-90c070db4c6f-PPT\_test.pdf
          - 44d4c4bf-da9f-4d65-b292-5f769c26d1fd-FRPEForm.pdf
          - 4d3d797b-0415-4ed8-98bc-56677779c064-\_datavibe-l\_FW\_\_job\_vacancy.pdf
          - 68cf1f3-c6bc-4475-96a2-def35a10190c-Club-Report.pdf
          - 9498390a-5294-499e-b826-f42a773c68ef-samplepptx.pdf
          - ab546b4a-ec17-4a49-ba2f-dce631047892-sampledocx.docx
          - d1992a06-b67a-4ad7-9068-6e6dc5eb1f58-samplexlsx.xlsx
          - ea6317f6-d404-4d3f-9de4-7e36c33a96be-article.pdf
          - fc4af12c-a1b7-4380-898d-634623869f60-Members\_Master2009.xls
        - logs
        - metadata
        - objects
        - processingMCP.xml

If your browser has the correct plug-ins to open a file, you may open it in another tab by clicking on it. If you click on a file and your browser cannot open it, it will download locally

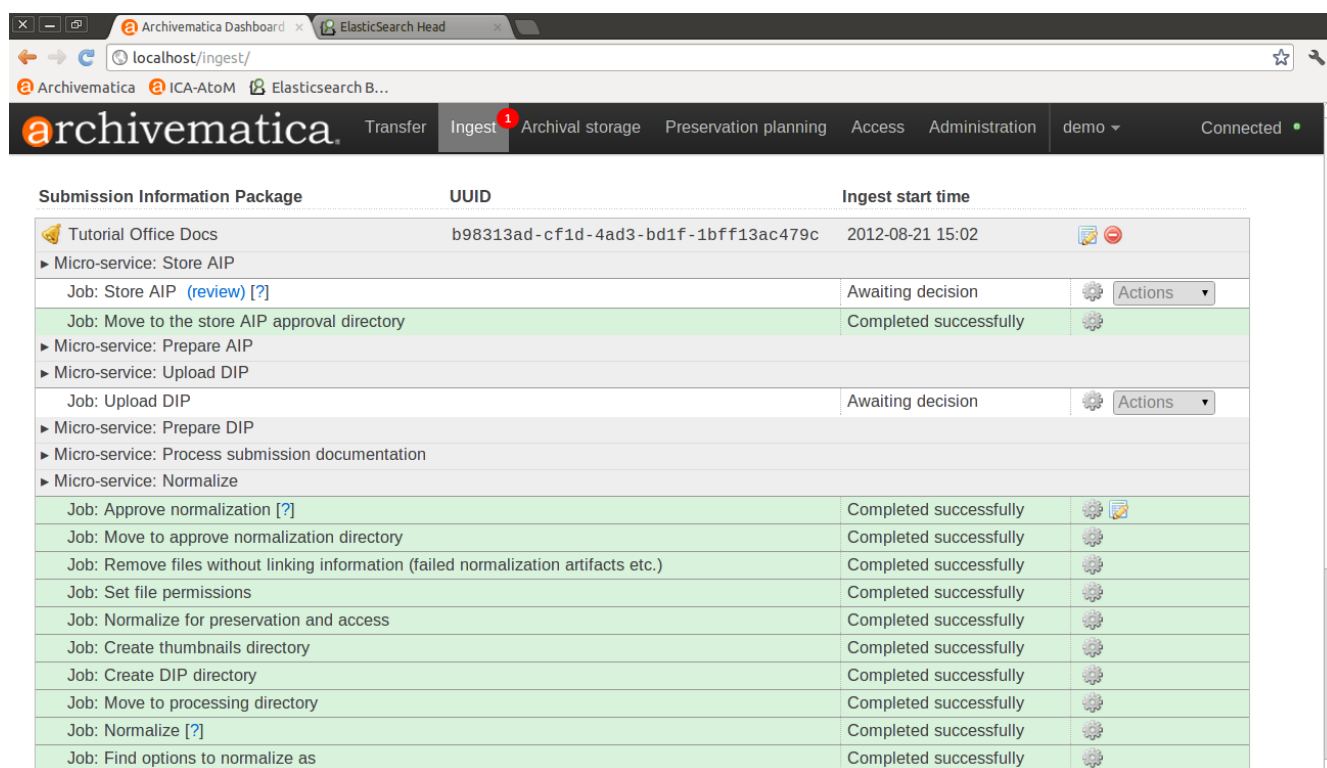
so you can view it using the appropriate software installed on your machine.

Once you are satisfied with your normalization results, select "Approve normalization" from the Actions drop-down menu (not shown) in the Ingest tab.

After normalization is approved, the SIP moves through a number of micro-services. These include:

- Processing submission documentation
- Preparing the METS file
- Generating the DIP
- Verifying checksums generated on ingest
- Indexing
- Packaging the AIP in accordance with the Library of Congress Bagit specification

When these micro-services are completed, the user is presented with two final approval steps, Store AIP and Upload DIP.



The screenshot shows the Archivematica Dashboard with the 'Ingest' tab selected. The dashboard displays a table of submission information packages. The first package is 'Tutorial Office Docs' with UUID 'b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c' and an ingest start time of '2012-08-21 15:02'. The table lists various micro-services and their status. The 'Store AIP' micro-service is currently 'Awaiting decision', while all other micro-services, including 'Prepare AIP', 'Upload DIP', and 'Normalize', are 'Completed successfully'.

Submission Information Package	UUID	Ingest start time
Tutorial Office Docs	b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c	2012-08-21 15:02
Micro-service: Store AIP		
Job: Store AIP (review) [?]	Awaiting decision	Actions
Job: Move to the store AIP approval directory	Completed successfully	
Micro-service: Prepare AIP		
Micro-service: Upload DIP		
Job: Upload DIP	Awaiting decision	Actions
Micro-service: Prepare DIP		
Micro-service: Process submission documentation		
Micro-service: Normalize		
Job: Approve normalization [?]	Completed successfully	
Job: Move to approve normalization directory	Completed successfully	
Job: Remove files without linking information (failed normalization artifacts etc.)	Completed successfully	
Job: Set file permissions	Completed successfully	
Job: Normalize for preservation and access	Completed successfully	
Job: Create thumbnails directory	Completed successfully	
Job: Create DIP directory	Completed successfully	
Job: Move to processing directory	Completed successfully	
Job: Normalize [?]	Completed successfully	
Job: Find options to normalize as	Completed successfully	

Note that you can now review the AIP in the same way that you reviewed your normalized files after normalization. You also have the same options for viewing and downloading all or parts of the AIP at this stage in the Review tab.



In the Actions drop-down menu in store AIP, select "Store AIP". The dashboard will prompt you to pick a storage location from a pre-configured list of options (not shown). Select "Store AIP in standard Archivematica Directory" will move the AIP into archival storage. Note that storage locations are configurable and this option is for testing purposes.

Click on the Archival storage tab. This tab shows a list of AIPs currently in storage which can be sorted by clicking on the arrows in the column headers. At the bottom of the Size column the total storage of all AIPs appears. To view the contents of an AIP, click on a blue link.

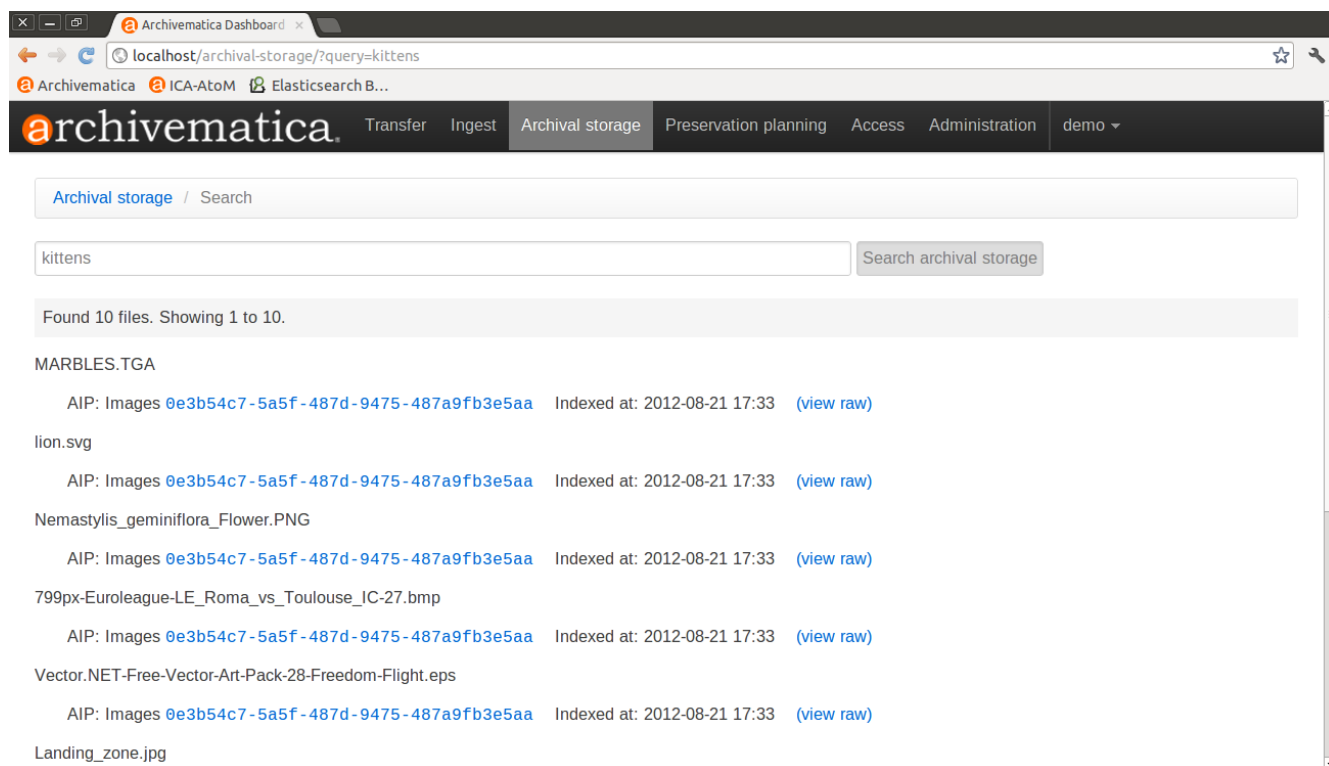
The screenshot shows the Archivematica Dashboard interface. The browser address bar indicates the URL is `localhost/archival-storage/`. The dashboard has a navigation bar with tabs: **archivematica**, Transfer, Ingest, **Archival storage**, Preservation planning, Access, Administration, and demo. Below the navigation bar is a search bar containing the text "kittens" and a button labeled "Search archival storage".

### Browse archival storage

Total size: 107.77 MB Total files: 27 indexed

AIP	Size	UUID	Date stored
<a href="#">Images</a>	24.86 MB	0e3b54c7-5a5f-487d-9475-487a9fb3e5aa	2012-08-21 17:34
<a href="#">Multimedia</a>	82.13 MB	1fa4989f-9bcd-42b0-a7af-1d2da852934e	2012-08-21 17:35
<a href="#">Tutorial Office Docs</a>	0.78 MB	da3edfa3-762b-48f0-84aa-c61190c95d02	2012-08-21 17:26

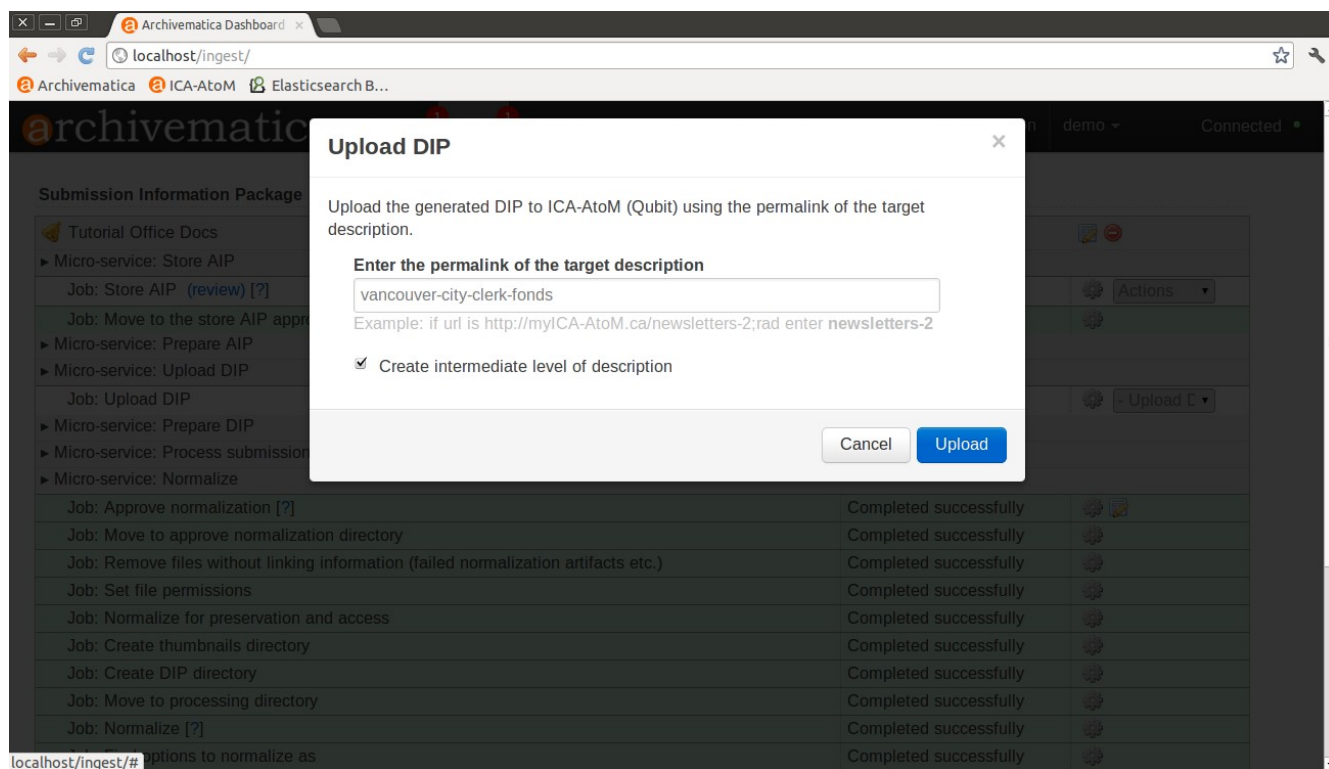
You can search the stored AIPs using the search bar.



Search results show AIPs and AIP parts with their UUIDs and the ability to click on the raw AIP and view it in another screen. If you click on a UUID, the AIP will download locally.

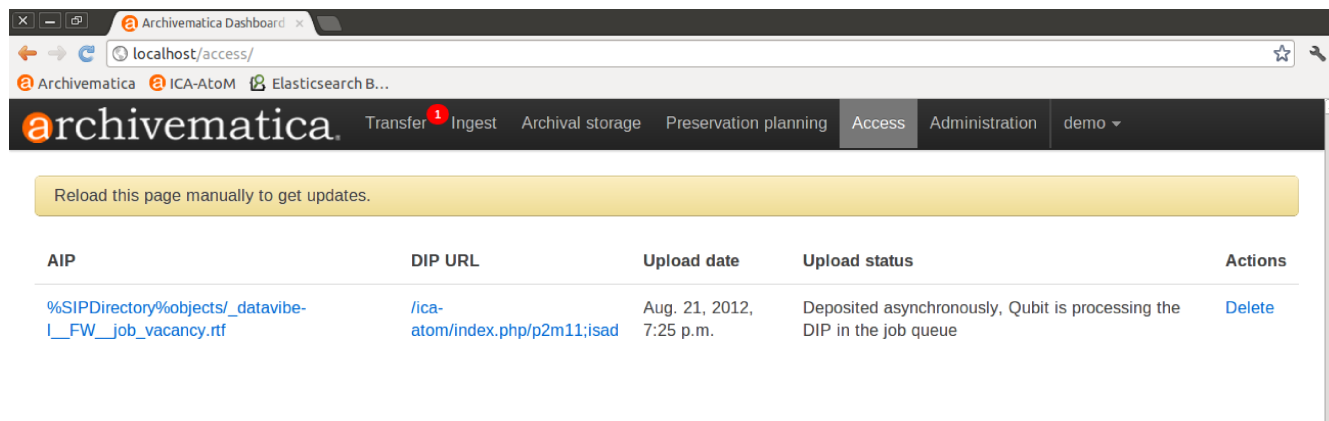
The last stage of processing is to upload the DIP. Return to the Ingest tab and in the Upload DIP Actions drop-down menu, select "Upload DIP to AtoM" (not shown).

A dialogue box will appear which will allow you to select an archival description to which the DIP will be uploaded. Enter *vancouver-city-clerk-fonds*, just as shown in the screenshot, and click on the box next to "Create intermediate level of description":

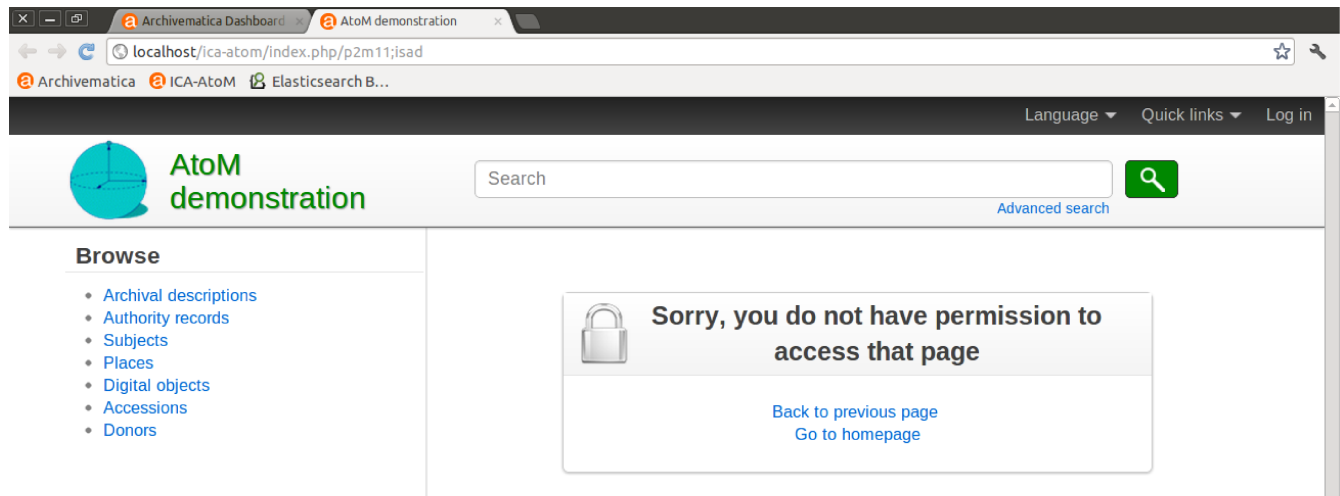


This will upload the digital objects to the Vancouver City Clerk fonds in AtoM, the default web-based access system that is bundled with Archivematica. AtoM has been pre-populated with some sample data, including the Vancouver City Clerk fonds. Note that clicking on "Create intermediate level of description" creates a parent archival description populated with the metadata you added when you were creating the SIP. If you had not clicked on "Create intermediate level of description" the objects would have been uploaded directly to the fonds as immediate child-levels of the fonds.

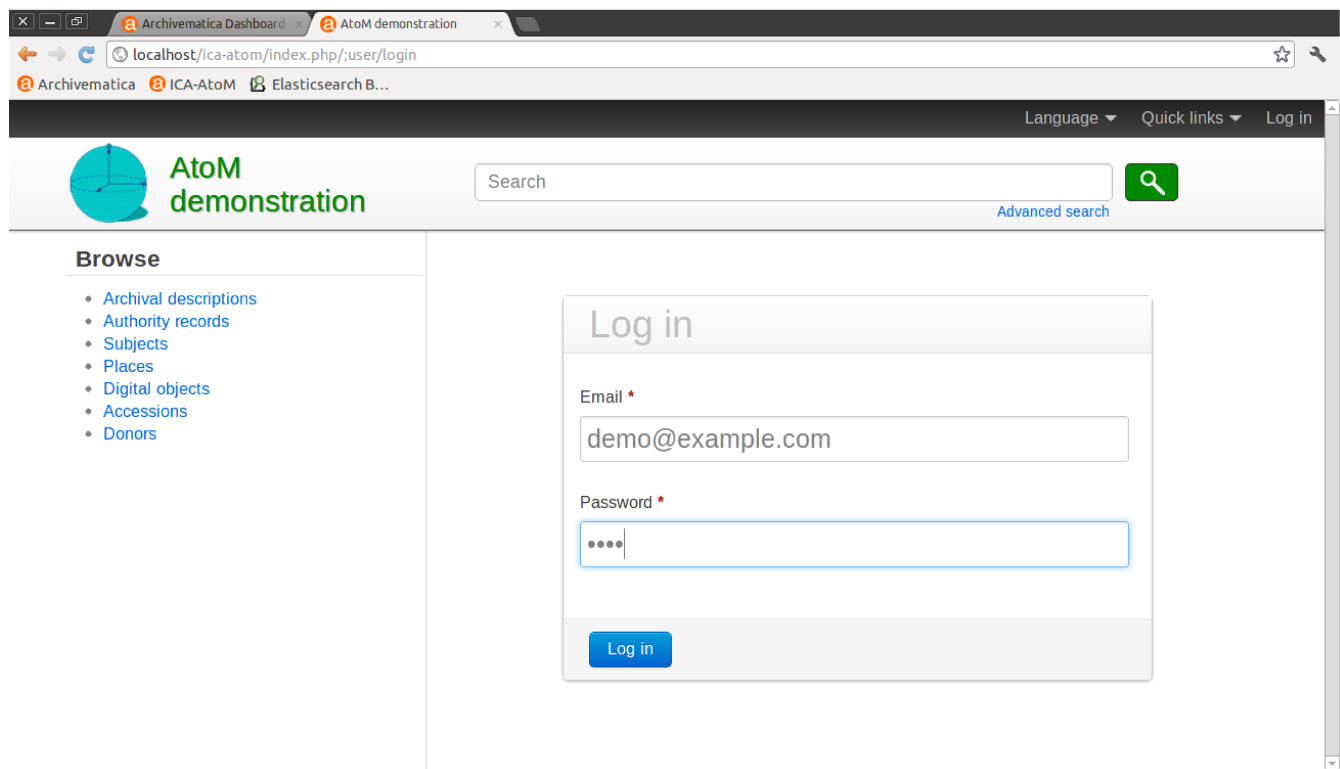
Click on the Access tab. This tab shows a list of AIPs and any DIPs that have been created from them. Right-click on the DIP URL and open the link in a new tab to view the uploaded objects in AtoM.



Since you are not currently logged into AtoM, you will see a message that you do not have access permission. Click on the Log in link in the upper right-hand corner.



Enter the email: demo@example.com and the password: demo, then click the blue Log in button underneath.

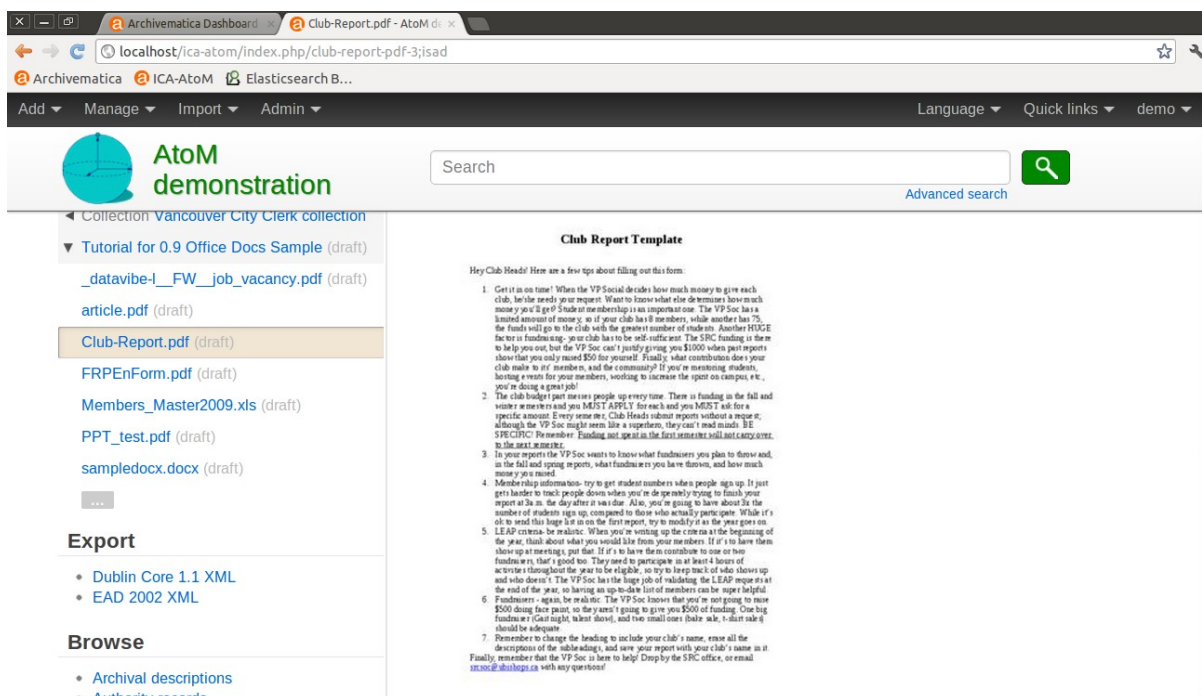


You should now see the uploaded DIP: an archival description containing the metadata you entered when you prepared the SIP, plus the uploaded objects. On the left-hand side is a cover-flow viewer showing thumbnail images. You can scroll through the objects by using right and left arrows on your keyboard.

The screenshot shows the AtoM demonstration web interface. The browser address bar displays `localhost/ica-atom/index.php/p2m11;isad`. The page has a dark navigation bar with links for 'Add', 'Manage', 'Import', and 'Admin'. Below this is a search bar and a 'Language' dropdown. The main content area is divided into two columns. The left column contains a 'Repository' section (City of Vancouver Archives), a 'Creator(s)' section (City of Vancouver. Office of the City Clerk), a 'Digital object' section with a thumbnail of a document titled 'Syllabus\_FINAL.pdf', and a 'Collection' section (Vancouver City Clerk collection). The right column displays the 'View archival description' for 'Tutorial for 0.9 Office Docs Sample (draft)'. It includes a list of mandatory elements: Date(s), Extent and medium, Identifier, and Level of description. Below this are the 'Identity area' (Title: Tutorial for 0.9 Office Docs Sample) and the 'Context area' (Name of creator: City of Vancouver. Office of the City Clerk, Repository: City of Vancouver Archives). At the bottom of the right column are buttons for 'Edit', 'Delete', 'Add new', 'Duplicate', 'Move', 'Link digital object', 'Import digital objects', and 'Link physical storage'.

In AtoM, you edit your description and manage the content of the repository.

Click on a thumbnail in the cover-flow viewer to go to that object. This is an example of a page showing an uploaded digital object. The user can download the object by clicking on the image.



Now that the AIP has been stored and the DIP uploaded, transfer and ingest of OfficeDocs is complete.

## Exercise 2: Images transfer

Now that you have run OfficeDocs through, you are ready to try another transfer. In this case, select the Images transfer from your source directory in the Transfer tab browser. Name your transfer and click on Start transfer, then continue as you did with OfficeDocs.

## Exercise 3: Other transfers

Now that you are familiar with the transfer and ingest process, you may wish to try processing other transfers in sampleData/SampleTransfers, noting the following:

- The other standard type transfers in the sample transfer directory include Multimedia, RawCameraImages, DigitizationOutput, structMapSample and Images.
- If you process the DigitizationOutput transfer, at the normalization step you should select "Normalize for preservation" or "Do not normalize". Archivematica will automatically create a DIP from the access directory. The purpose of this is to allow institutions to generate master, service and/or access copies during digitization and to have Archivematica recognize the derivative relationships between them and generate a DIP from the access copies only.
- Archivematica is designed to act as a back-end preservation system for DSpace. To try the DSpaceExport transfer, you must select "DSpace" as the transfer type from the dropdown menu in the upload stage in the transfer tab. At the normalization step, select "Normalize for preservation" or "Do not normalize".

- If you want to try processing a bagit Bag or a Zipped Bag, be sure to select the transfer type Unzipped Bag or Zipped Bag in the dropdown menu at the upload transfer stage in the transfer tab. The samples available to try are called UnzippedBag and ZippedBag.zip.