



Archivematica 0.9 tutorial

A screenshot of the Archivematica Dashboard. The title bar says "Archivematica Dashboard". The address bar shows "localhost/transfer/". The navigation menu includes "Transfer", "Ingest", "Archival storage", "Preservation planning", "Access", "Administration", "demo", and "Connected". The main content area shows a table of transfers. The columns are "Transfer", "UUID", and "Transfer start time".

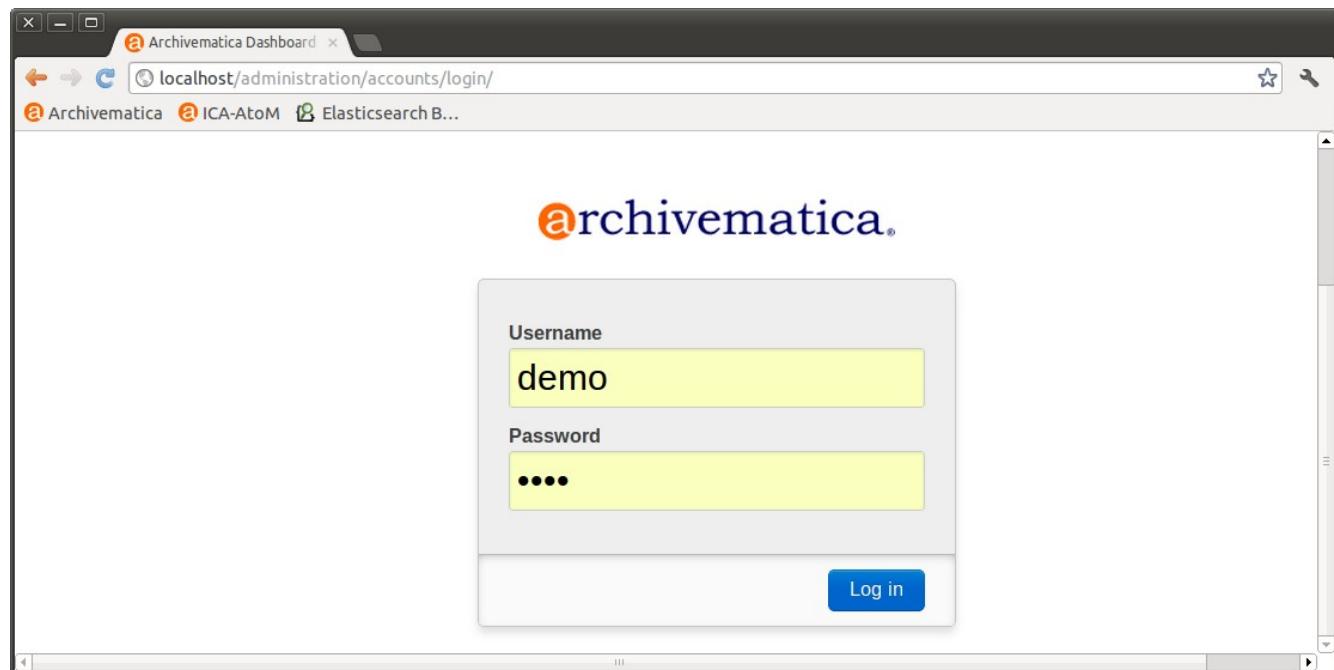
Transfer	UUID	Transfer start time
✓ Multimedia	0dd9e364-b919-4a6b-bb26-485eb77a10e2	2012-08-21 17:30
✓ Raw Camera Images	cb1c4467-2319-4e4f-9c5f-6b71536dffc2	2012-08-21 17:32
▶ Micro-service: Verify transfer compliance		
▶ Micro-service: Approve transfer		
Job: Approve transfer [?]		Completed successfully
✓ Images	16095dd8-8e33-4383-ae3b-19162a55bbe4	2012-08-21 17:21
✓ Tutorial Office Docs	1af757f0-95e8-45b7-9fef-7366bd1e8748	2012-08-21 17:20



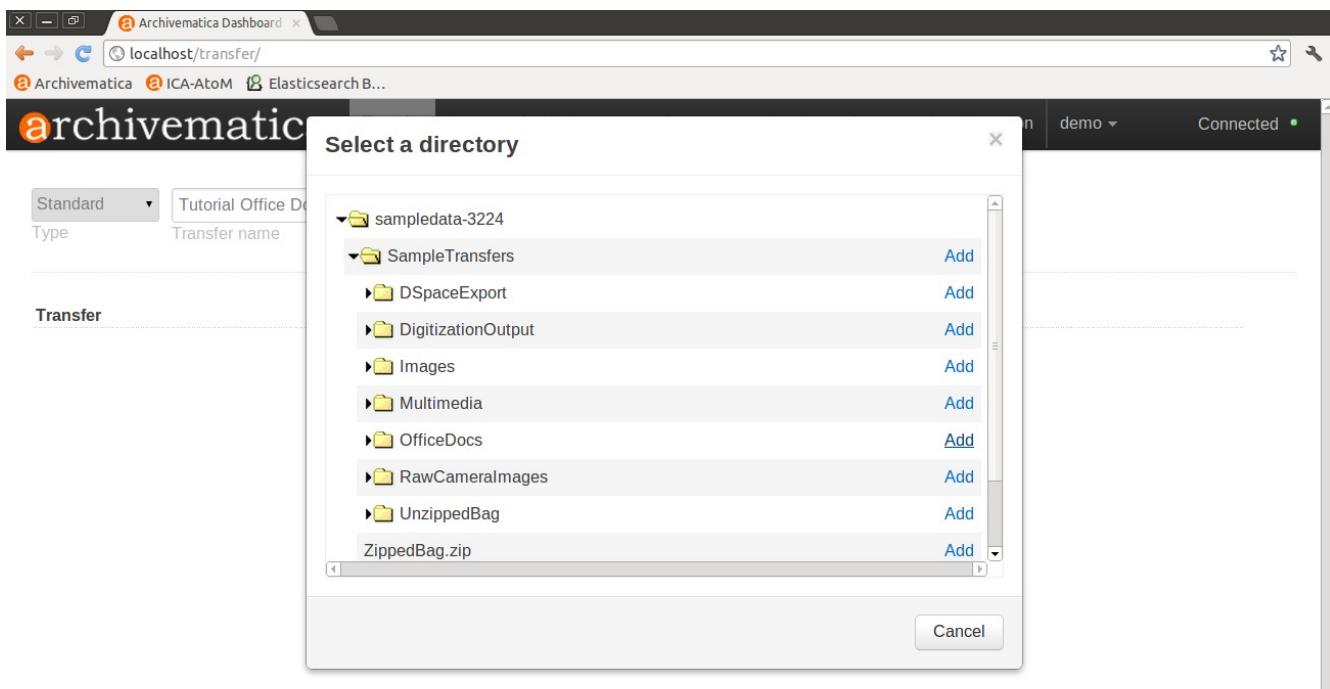
Exercise 1: OfficeDocs transfer

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).

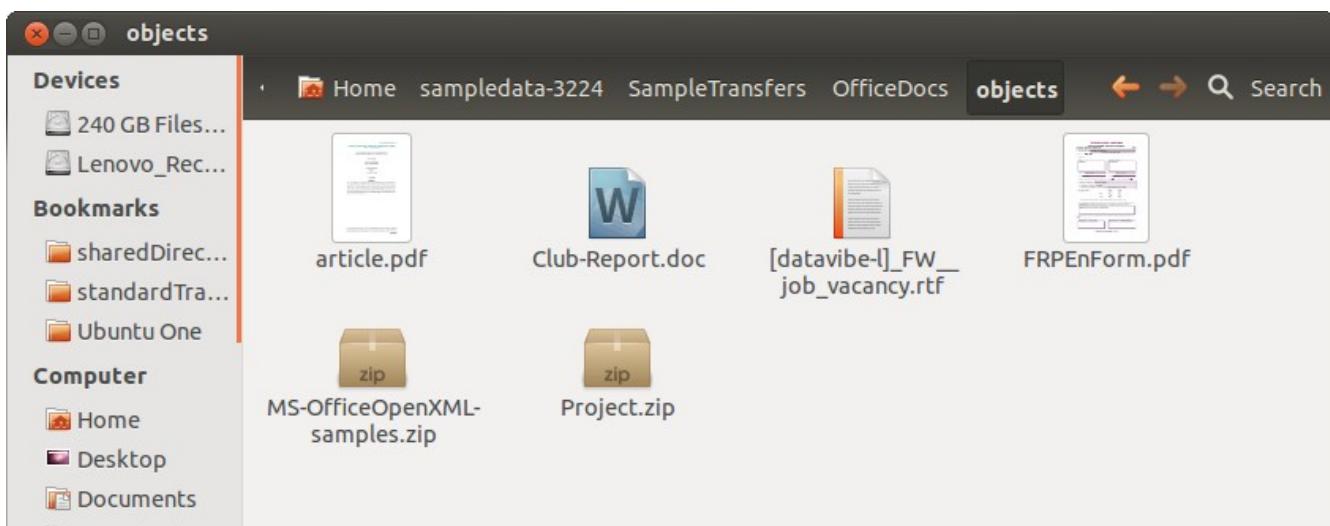
Open the Archivematica dashboard in your web browser and log in. (username: demo, password: demo.)



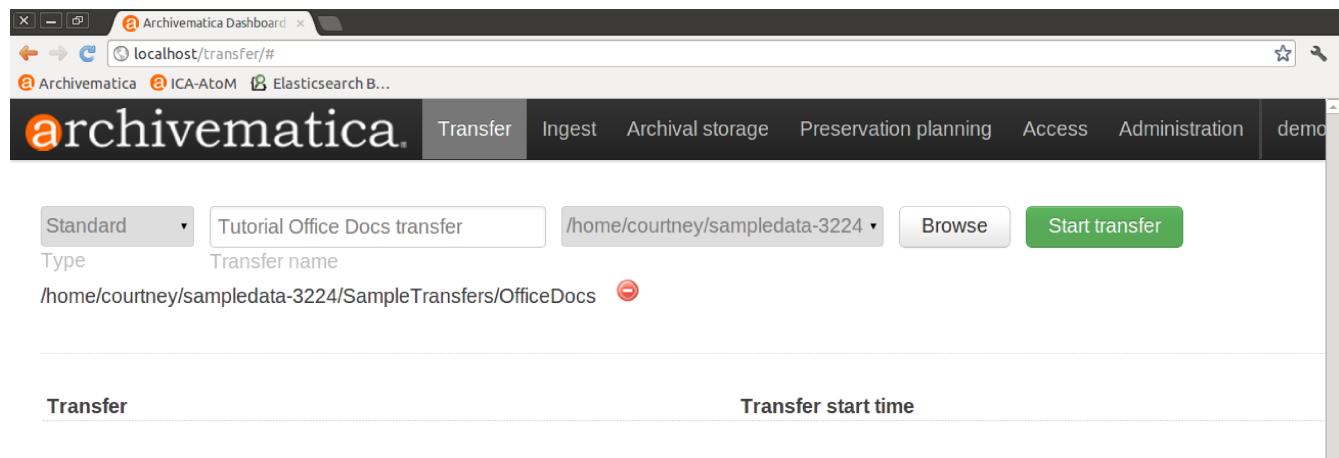
In the dashboard, click on the Browse button (not shown) and ADD OfficeDocs. This is the sample transfer you will be running through Archivematica during this exercise.



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.

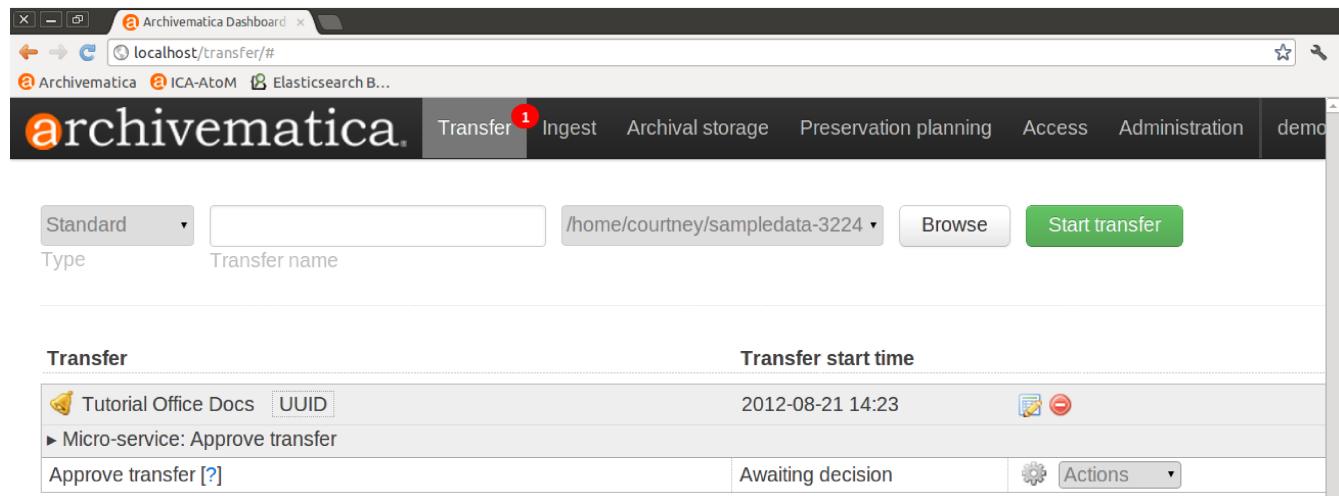


The Office Docs transfer should appear under the upload transfer dialogue. Click the Start Transfer Button.



Transfer	Transfer start time
Tutorial Office Docs transfer	Transfer start time (red bell icon)

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.



Transfer	Transfer start time
Tutorial Office Docs transfer	Transfer start time (green checkmark icon)

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

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 they grey bar for any micro-service to open the list of jobs that occur during that micro-service.

The screenshot shows the Archivematica Dashboard interface. At the top, there are three tabs: "Archivematica Dashboard" (active), "ElasticSearch Head", and "Inbox (1) - courtney.mum...". Below the tabs, the header includes links to "Archivematica", "ICA-Atom", "Elasticsearch B...", and user information "demo" and "Connected". The main content area has a "Transfer" tab selected. A "Transfer name" input field contains "/home/courtney/sampledata-322". Below it, a "Browse" button and a green "Start transfer" button are visible. A dropdown menu labeled "Standard" is open. The main table lists the transfer details:

Transfer	UUID	Transfer start time
Tutorial Office Docs	aef420a6-26da-4753-9826-aab677931dce	2012-08-21 15:00
► Micro-service: Characterize and extract metadata		
► Micro-service: Clean up names		
► Micro-service: Scan for viruses		
Job: Scan for viruses	Completed successfully	
► Micro-service: Extract packages		
Job: Extract packages	Completed successfully	
Job: Move to processing directory	Completed successfully	
► Micro-service: Quarantine		
► Micro-service: Generate METS.xml document		
Job: Generate METS.xml document	Completed successfully	
► 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		

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".

The screenshot shows the Archivematica Dashboard interface, similar to the previous one but with a bell icon next to the transfer name "Tutorial Office Docs". This indicates an approval step. The "Actions" dropdown menu is open for the transfer row, showing the following options:

- Reject transfer
- Create single SIP and continue processing** (highlighted in red)
- Create SIP(s) manually

The rest of the interface and table content are identical to the first screenshot.

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.

The screenshot shows the Archivematica Dashboard interface. The top navigation bar includes links for Archivematica, ICA-AtOM, Elasticsearch B..., Transfer, Ingest (with a red notification badge), Archival storage, Preservation planning, Access, Administration, demo, and Connected. The main content area is titled "Submission Information Package". It lists a single item: "Tutorial Office Docs" with UUID "b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c". The status is "Ingest start time: 2012-08-21 15:02". A "Metadata" button is shown with a tooltip. Below the item, a list of micro-service steps is displayed:

- ▶ Micro-service: Normalize
- Job: Normalize [?]
- Job: Find options to normalize as
- Job: Move to workflowDecisions-createDip directory
- Job: Grant normalization options for no pre-existing DIP
- Job: Check for Access directory
- Job: Check for Service directory
- ▶ 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.

The screenshot shows the Archivematica Ingest detail panel for the "Tutorial Office Docs" SIP. The top navigation bar is identical to the previous screenshot. The main content area has a breadcrumb trail: Ingest / Tutorial Office Docs. The title is "Submission Information Package" for "Tutorial Office Docs". The UUID is "b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c". A message box states: "There are micro-services awaiting user decisions." with a "View micro-services" button. On the left, there are three sections with expandable lists:

- Micro-Services**
 - [List](#)
- Rights**
 - [List](#)
 - [Add](#)
- Metadata**
 - [List](#)
 - [Add](#)

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 Dashboard with the URL localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c/metadata/add/. The page title is "Metadata" under "Tutorial Office Docs". The "Applies to" dropdown is set to "Tutorial Office Docs". The "Title" field contains "Tutorial for 0.9 Office Docs Sample". Other fields like "Creator", "Subject", "Description", "Publisher", and "Contributor" are empty. A note at the top says "In Archivematica 0.9 metadata can be added at the SIP level only".

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.

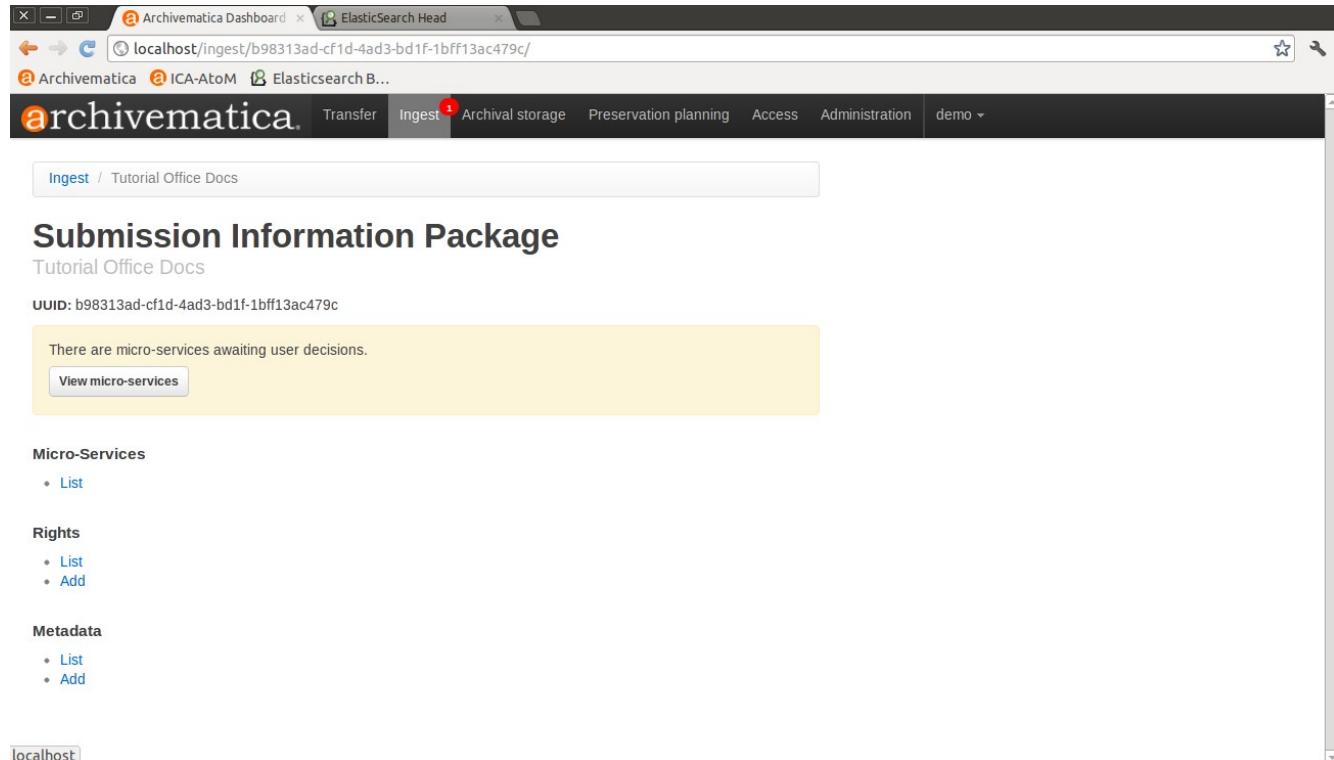
The screenshot shows the Archivematica Dashboard with the same URL as the previous screenshot. The page title is "Metadata" under "Tutorial Office Docs". The table now lists one item:

Title	Applies to	
Tutorial for 0.9 Office Docs Sample	Tutorial Office Docs	Edit Delete

A blue "Add" button is visible at the bottom left of the table area.

RIGHTS

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



The screenshot shows the Archivematica Dashboard interface. At the top, there are tabs for Archivematica Dashboard, ElasticSearch Head, and a specific ingest entry. Below the tabs, the main navigation bar includes Transfer, Ingest (with a red notification badge), Archival storage, Preservation planning, Access, Administration, and demo. The Ingest tab is active, showing the 'Submission Information Package' for 'Tutorial Office Docs'. The UUID of the package is b98313ad-cf1d-4ad3-bd1f-1bff13ac479c. A yellow callout box highlights the 'View micro-services' button under the Micro-Services section, which also lists 'List' and 'Add' options. The Rights section also lists 'List' and 'Add' options. The Metadata section lists 'List' and 'Add' options. At the bottom left, there is a search bar with 'localhost' typed into it.

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.

Archivematica Dashboard × ElasticSearch Head

localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bff13ac479c/rights/add/

Archivematica ICA-Atom Elasticsearch B...

archivematica Transfer Ingest Archival storage Preservation planning Access Administration demo

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:
Type
Donor form
Value
CCA-2009-67
Role
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 a web browser window with two tabs: "Archivematica Dashboard" and "ElasticSearch Head". The main content area is titled "localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bff13ac479c/rights/grants/1/". The interface is for managing rights grants. At the top, there are links for Archivematica, ICA-Atom, and Elasticsearch. Below that is a navigation bar with "archivematica", "Transfer", "Ingest" (with a red notification dot), "Archival storage", "Preservation planning", "Access", "Administration", and "demo". The current page is "Rights". A breadcrumb trail shows "Ingest > Tutorial Office Docs > Rights > Edit".

The "Rights" section has a heading "Tutorial Office Docs". It contains several input fields:

- Act:** Publish
- Grant/restriction:** Conditional
- Start:** 2011/09/16 (ISO 8601)
- End:** (ISO 8601)
- Open End Date:** (checkbox)
- Grant/restriction note:** Permission to publish must be obtained from the copyright holder.

Below this, another set of fields is shown in a yellow-highlighted box:

- Act:** Disseminate
- Grant/restriction:** Allow
- Start:** (ISO 8601)
- End:** (ISO 8601)
- Open End Date:** (checkbox)
- Grant/restriction note:** (text area)

At the bottom of the form are three buttons: "Save" (highlighted in blue), "Done", and "Cancel".

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

Screenshot of the Archivematica Dashboard showing the Ingest tab selected. The URL in the browser is localhost/ingest/b98313ad-cf1d-4ad3-bd1f-1bff13ac479c/rights/grants/1/. The interface displays two sections for adding grants/restrictions:

- Top Section:** Fields for "Start" (2011/09/16) and "End" (empty), both using ISO 8601 format. A checkbox for "Open End Date" is present. A note in a box states: "Permission to publish must be obtained from the copyright holder."
- Bottom Section (highlighted in yellow):** Fields for "Act" (Disseminate) and "Grant/restriction" (Allow). It includes "Start" and "End" fields (empty), a "Grant/restriction note" box (empty), and a "Create new grant/restriction?" button.

At the bottom of the form are three buttons: Save, Done, and 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.

Act	Basis	Restriction(s)	Start	End
Publish	Copyright	Conditional	2011/09/16	Edit Delete
Disseminate	Copyright	Allow		Edit Delete

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).

Submission Information Package		UUID	Ingest start time
Tutorial Office Docs	b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c	2012-08-21 15:02	Edit Delete
► Micro-service: Normalize			
Job: Normalize [?]		Awaiting decision	Actions ▾
Job: Find options to normalize as	Completer	Actions	- Reject SIP
Job: Move to workflowDecisions-createDip directory	Completer	- Normalize for preservation and access	
Job: Grant normalization options for no pre-existing DIP	Completer	- Normalize for access	
Job: Check for Access directory	Completer	- Normalize service files for access	
Job: Check for Service directory	Completer	- Do not normalize	
		- Normalize for preservation	
► 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			
► Micro-service: Verify SIP compliance			

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. The main area displays a table of jobs for an 'Tutorial Office Docs' submission package. The columns are 'Submission Information Package', 'UUID', and 'Ingest start time'. The first row shows a UUID of b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c and an ingest start time of 2012-08-21 15:02. The 'Actions' column for this row contains a 'Report' button, which is highlighted with a black box and a tooltip pointing to it.

Submission Information Package	UUID	Ingest start time	Actions
Tutorial Office Docs	b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c	2012-08-21 15:02	Report
► Micro-service: Normalize			
Job: Approve normalization [review] [?]		Awaiting decision	
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	
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			

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.

Screenshot of the Archivematica Dashboard showing the Ingest report. The report table lists various files with their preservation and access normalization status.

File name	Preservation normalization attempted	Preservation normalization failed	Already in preservation format	Access normalization attempted	Access normalization failed	Already in access format
article.pdf	Yes	No	No	No	No	Yes
Club-Report.doc	No	No	Yes	Yes	No	No
FRPEnForm.pdf	Yes	No	No	No	No	Yes
Members_Master2009.xls	No	No	Yes	No	No	Yes
PPT_test.ppt	No	No	Yes	Yes	No	No
sampledocx.docx	No	No	Yes	No	No	Yes
samplepptx.pptx	No	No	Yes	Yes	No	No
samplexlsx.xlsx	No	No	Yes	No	No	Yes
Syllabus_FINAL.doc	No	No	Yes	Yes	No	No
_datavibe-l_FW_job_vacancy.rtf	No	No	Yes	Yes	No	No

localhost/ingest/# Close

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) .

Screenshot of the Archivematica Dashboard showing the normalization preview. The sidebar displays a tree structure of normalized objects, including PDFs, Word documents, and Excel spreadsheets.

- 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-FRPEnForm.pdf
 - 4d3d797b-0415-4ed8-98bc-56677779c064_datavibe-l_FW_job_vacancy.pdf
 - 68cf1ff3-cbbc-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.

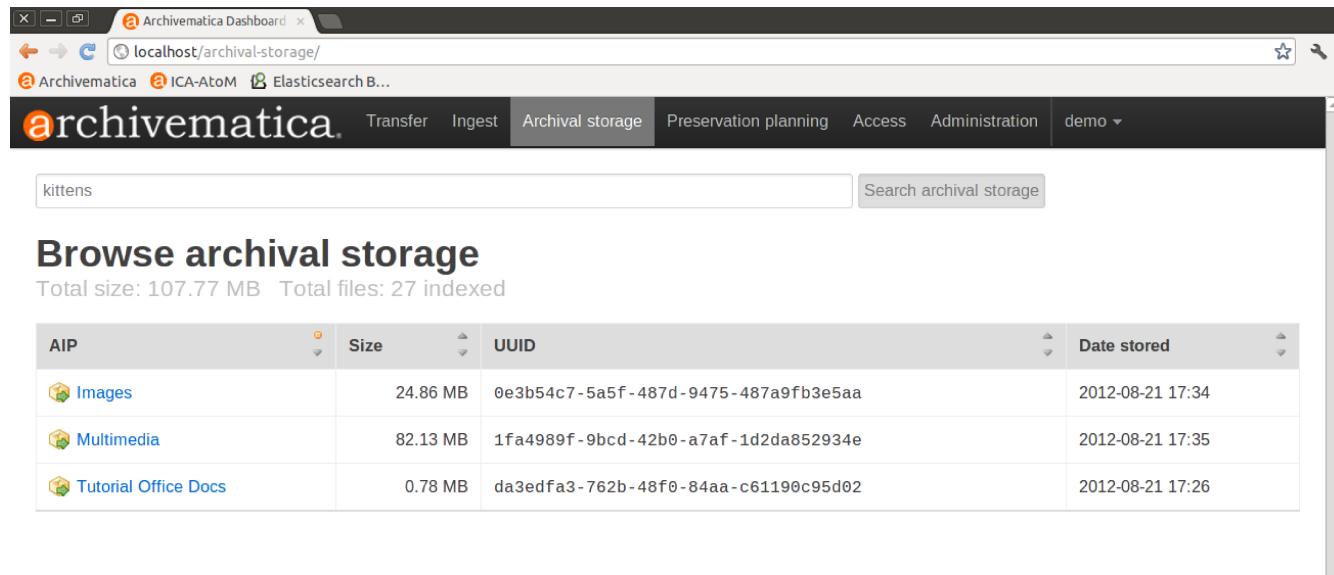
The screenshot shows the Archivematica Dashboard with the 'Ingest' tab selected. The main area displays a table of jobs and their status. The columns are 'Submission Information Package', 'UUID', and 'Ingest start time'. The first row shows a package named 'Tutorial Office Docs' with a UUID of 'b98313ad-cf1d-4ad3-bd1f-1bfff13ac479c' and an ingest start time of '2012-08-21 15:02'. Below this, there is a list of jobs grouped by service: 'Micro-service: Store AIP', 'Micro-service: Prepare AIP', 'Micro-service: Upload DIP', 'Micro-service: Prepare DIP', 'Micro-service: Process submission documentation', 'Micro-service: Normalize', and 'Job: Approve normalization'. Each job has a status column indicating its outcome (e.g., 'Awaiting decision', 'Completed successfully') and an 'Actions' button.

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	Actions
► 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	Actions
Job: Move to approve normalization directory	Completed successfully	Actions
Job: Remove files without linking information (failed normalization artifacts etc.)	Completed successfully	Actions
Job: Set file permissions	Completed successfully	Actions
Job: Normalize for preservation and access	Completed successfully	Actions
Job: Create thumbnails directory	Completed successfully	Actions
Job: Create DIP directory	Completed successfully	Actions
Job: Move to processing directory	Completed successfully	Actions
Job: Normalize [?]	Completed successfully	Actions
Job: Find options to normalize as	Completed successfully	Actions

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 title bar says "Archivematica Dashboard" and the address bar shows "localhost/archival-storage/". The main navigation bar includes links for Archivematica, ICA-Atom, Elasticsearch, Transfer, Ingest, Archival storage (which is highlighted), Preservation planning, Access, Administration, and demo. Below the navigation is a search bar with the placeholder "Search archival storage". The main content area is titled "Browse archival storage" and displays the message "Total size: 107.77 MB Total files: 27 indexed". A table lists three AIP entries:

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

You can search the stored AIPs using the search bar.

The screenshot shows the Archivematica Dashboard interface. At the top, there's a header bar with the title 'Archivematica Dashboard' and a URL 'localhost/archival-storage/?query=kittens'. Below the header is a navigation menu with tabs: Transfer, Ingest, Archival storage (which is selected), Preservation planning, Access, Administration, and a demo dropdown. The main content area has a breadcrumb trail 'Archival storage / Search' and a search bar containing 'kittens'. A message below the search bar says 'Found 10 files. Showing 1 to 10.' The results list includes:

- MARBLES.TGA
AIP: Images [0e3b54c7-5a5f-487d-9475-487a9fb3e5aa](#) Indexed at: 2012-08-21 17:33 ([view raw](#))
- lion.svg
AIP: Images [0e3b54c7-5a5f-487d-9475-487a9fb3e5aa](#) Indexed at: 2012-08-21 17:33 ([view raw](#))
- Nemastylis_geminiflora_Flower.PNG
AIP: Images [0e3b54c7-5a5f-487d-9475-487a9fb3e5aa](#) Indexed at: 2012-08-21 17:33 ([view raw](#))
- 799px-Euroleague-LE_Roma_vs_Toulouse_IC-27.bmp
AIP: Images [0e3b54c7-5a5f-487d-9475-487a9fb3e5aa](#) Indexed at: 2012-08-21 17:33 ([view raw](#))
- Vector.NET-Free-Vector-Art-Pack-28-Freedom-Flight.eps
AIP: Images [0e3b54c7-5a5f-487d-9475-487a9fb3e5aa](#) Indexed at: 2012-08-21 17:33 ([view raw](#))
- Landing_zone.jpg

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":

The screenshot shows the Archivematica Dashboard interface. A modal dialog box titled "Upload DIP" is open in the foreground. The dialog contains instructions to "Upload the generated DIP to ICA-AtoM (Qubit) using the permalink of the target description." Below this is a text input field containing "vancouver-city-clerk-fonds". A note below the input field says "Example: if url is http://myICA-AtoM.ca/newsletters-2;rad enter newsletters-2". There is a checked checkbox labeled "Create intermediate level of description". At the bottom of the dialog are "Cancel" and "Upload" buttons. In the background, the main dashboard shows a list of submission steps under "Submission Information Package" and a table of job status logs.

Job	Status
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

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.

AIP	DIP URL	Upload date	Upload status	Actions
%SIPDirectory%objects/_datavibe- I_FW_job_vacancy.rtf	/ica- atom/index.php/p2m11;isad	Aug. 21, 2012, 7:25 p.m.	Deposited asynchronously, Qubit is processing the DIP in the job queue	Delete

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.

The screenshot shows a web browser window with the title bar "Archivematica Dashboard" and "AtoM demonstration". The address bar shows "localhost/ica-atom/index.php/p2m11;isad". The page content includes a logo for "Atom demonstration", a search bar, and a "Browse" sidebar with links like "Archival descriptions", "Authority records", etc. A central message box displays a lock icon and the text "Sorry, you do not have permission to access that page". Below the message are links to "Back to previous page" and "Go to homepage".

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

The screenshot shows a web browser window with the title bar "Archivematica Dashboard" and "AtoM demonstration". The address bar shows "localhost/ica-atom/index.php;/user/login". The page content includes a logo for "Atom demonstration", a search bar, and a "Browse" sidebar with links like "Archival descriptions", "Authority records", etc. A central message box displays the word "Log in". Below the message is a form with fields for "Email *" containing "demo@example.com" and "Password *" containing "demo". A blue "Log in" button is at the bottom of the form.

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 Archivematica AtoM interface. At the top, there's a navigation bar with links for Add, Manage, Import, Admin, Language (set to demo), Quick links, and demo. Below the navigation is a search bar with a magnifying glass icon and an Advanced search link. The main content area has a header "View archival description" followed by the title "Tutorial for 0.9 Office Docs Sample (draft)". To the left, there's a sidebar with sections for Repository (City of Vancouver Archives), Creator(s) (City of Vancouver, Office of the City Clerk), Digital object (with a thumbnail for "Syllabus_FINAL.pdf"), Collection (with "Show all" and "Collection Vancouver City Clerk collection" options), and a footer with buttons for Edit, Delete, Add new, Duplicate, Move, Link digital object, Import digital objects, and Link physical storage. A note in the digital object section states: "• Date(s) - This is a mandatory element. • Extent and medium - This is a mandatory element. • Identifier - This is a mandatory element. • Level of description - This is a mandatory element."

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.

The screenshot shows the Archivematica Dashboard interface. At the top, there are tabs for 'Archivematica Dashboard' and 'Club-Report.pdf - AtoM'. Below the tabs, the URL is 'localhost/ica-atom/index.php/club-report-pdf-3;isad'. The main navigation bar includes 'Add', 'Manage', 'Import', and 'Admin'. On the right, there are links for 'Language', 'Quick links', and 'demo'. The left sidebar features the 'AtOM demonstration' logo and sections for 'Collection Vancouver City Clerk collection', 'Tutorial for 0.9 Office Docs Sample (draft)', and 'Export' (with options for Dublin Core 1.1 XML and EAD 2002 XML). The right sidebar shows 'Advanced search' and a search bar. The central content area displays the 'Club Report Template' document, which contains several numbered steps and some explanatory text.

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, RawCameralImages, 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.