**Digital Archive Accessioning Checklist**

MySQL database

* Add new record in Accessions table
* Add private UA item in DA
* Create index PDF for UA
* Upload index PDF to S3\Accessions

Omeka installation

* Copy installation files to server
* Edit database configuration
* Enable error reporting
* Enable error logging

Omeka configuration

* Enter configuration settings
* Disallow bots
* Configure additional settings

Web server settings

* Configure site security
* Configure PHP settings
* Verify PDF support
* Verify that background process works

Plugins and theme

* Get Digital Archive zip files
* Upload and extract theme
* Upload the plugin zip files
* Extract individual plugin zip files
* Remove unused plugins

AvantTheme configuration

* Configure AvantTheme
* Remove unused themes

Item elements definition

* Delete unused item types
* Delete unused elements
* Create a new Item Type
* Add new elements
* Arrange element order

FTP access

* Set up super user FTP access
* Create a limited FTP account

Beyond Compare

* Create theme comparison session
* Create plugin comparison session

Plugin installation

* AvantCommon
* Archive Repertory
* Bulk Metadata Editor
* Simple Pages
* Simple Vocab
* AvantAdmin
* AvantCustom
* AvantElements
* AvantImport
* AvantRelationships
* AvantSearch
* AvantReport
* AvantZoom
* AvantS3
* AvantElasticsearch
* AvantVocabulary

Site styling

* Set navigation
* Logo and styling