**DA**

Digital Archiving

for

Community Groups

Archiving and Sharing files important to your group

Please also see the video "Digital Archive Demo" [link]

Installation and first use

Click on the file Setupe.exe in the digital Archive installation files.

The application will install on your PC and the shortcut will be found by clicking on the windows button then in the menu under the maker name > Jeff Vincent > Digital Archive for Community Organisations
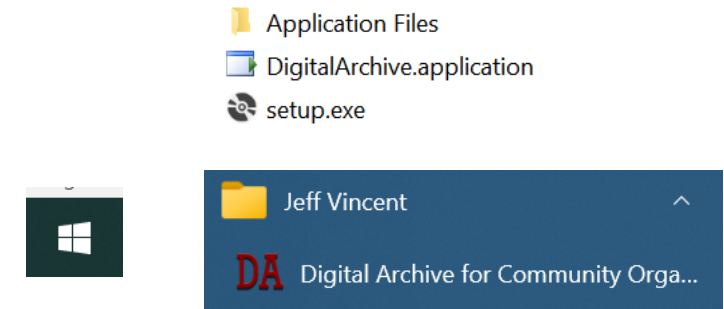
The application will open up into the main screen

The user can change the User Name that will used in this instance of the application by going to the menu Application > Edit User Name
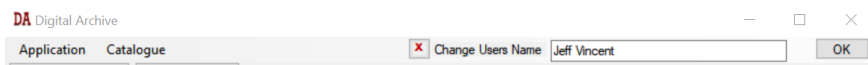
The default name will be your PC username

This username will used in the catalogue to identify an records you create or amend

The toolbar at the bottom of the application shows your username, the name of the current catalogue (if there is one) and either the Application version, or if a catalogue is open, the current version number of the catalogue.

You are now ready to create your first archive catalogue

The application will install at this location
`C:\Users\<user Name>\AppData\Local\Apps\2.0\H995H9PA.V03`

Creating your first catalogue

Select the menu Catalogue > New Catalogue

A form will appear for you to select the location of your archive catalogue and give it a name and description.

The catalogue will need to sit in the root folder of collection of files you wish to include in your archive. You must have permission to create and edit files in this area, in order that the catalogue can be created

The Name and Description have a minimum and maximum amount of letters that can be used - you will be prompted if your choice does not sit within these parameters

The new catalogue has been created, now the details of the files in the location have to be imported into the catalogue. Click on the Import New button (or menu Catalogue > Import Content)
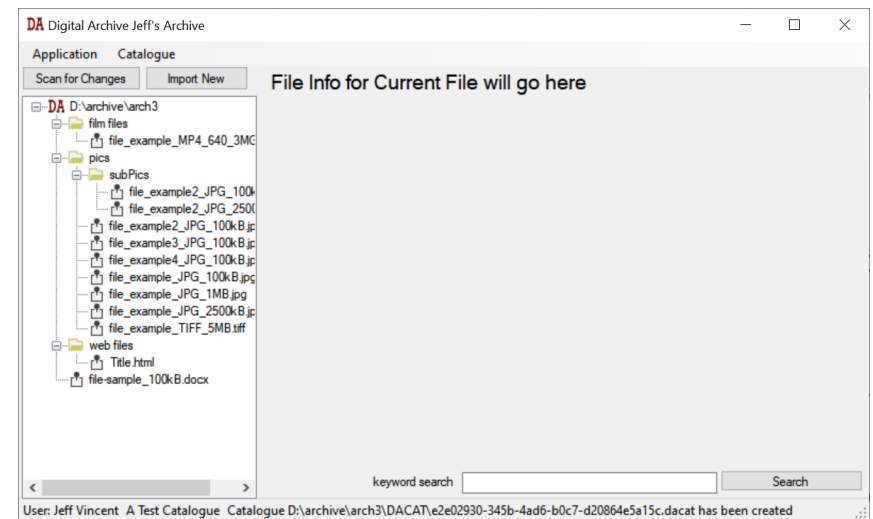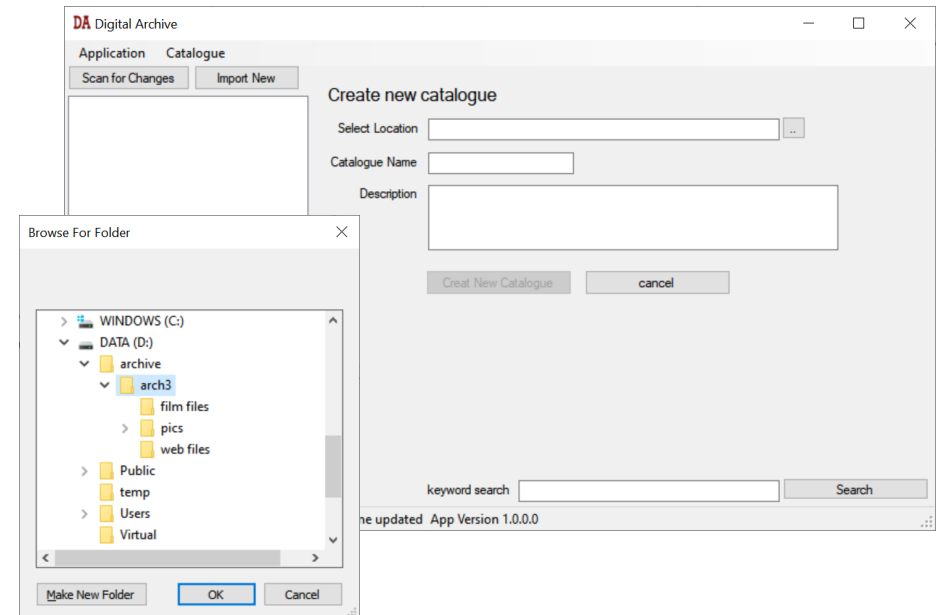
The black icons next to each file name will change to green when the file details are imported. This will include taking details of the file as a unique checksum based upon its content.
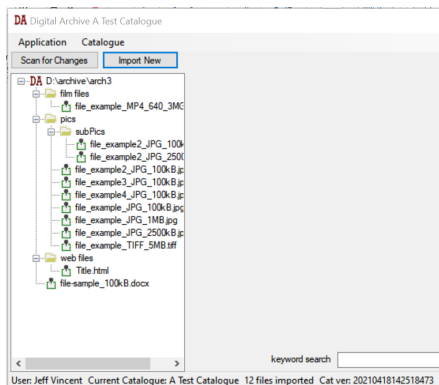
Click on a file to preview (if available) and show details in the main part of the screen

The import of files may take a while as data and size have to be read and recorded.
Please be patient

Open an existing catalogue

An existing catalogue can be opened by either through the menu Catalogue > Open Catalogue or my double clicking on an existing catalogue in windows explorer.

When the application is opened it will attempt to open the catalogue that was in use when it was last shut down.

The menu Catalogue > Open Recent will show up to the last five(5) catalogues that have been used—click on the one you want and, if it is still available, it will open.

Once open the catalogue will check against the files to see if there have been any changes or files added or deleted,

If the file is changed the application will notify you that a change has taken place by changing the icon to red or if a file is deleted it will show with the cross icon
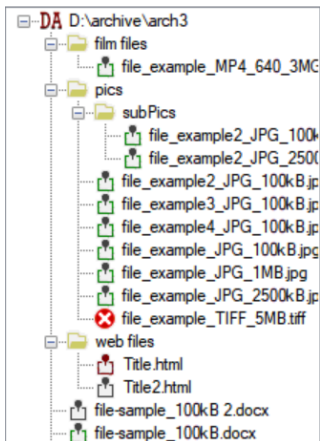
The tree view for the current catalogue can also be refreshed by pressing the Scan For Changes button or menu Catalogue > Scan for Changes

Click on a file to preview (if available) and show details in the main part of the screen

Editing and Using the Catalogue

[these items are still be provided in the application]

File Preview and show details

Click on a file to preview (if available) and show details in the main part of the screen

menu Catalogue > Edit Catalogue

Change Name and Description of current Catalogue

menu Catalogue > Scan for Duplicates

Scan catalogue for duplicate files—highlight duplicates

Remove files

Right click on a file and select Remove files from Catalogue (with option to delete actual file from folder if it exists)

Accept changes

Right click on a file showing with red icon to Accept changes notified by a checksum check. (User discretion required to accept that the change was genuine)

menu Catalogue > Keywords

Add keywords to selected file(s). These will be stored in the catalogue alongside keywords that may already exist the file metadata

Keyword Search

Search for files associated with chosen keywords. The treeview will show only those files relating to the choice.

GDPR and Copyright
Allow users to Tag and highlight files that contain copyright or sensitive personal data

View Change Logs

A change log is kept with the catalogue and application of any changes made to the current catalogue—including additions, changes to contents and missing files. A copy of these logs are added to the ReadMe file associated with each catalogue, but currently the changelogs are not visible from the app.

Sharing catalogues with others

Keep the catalogue and files within a shared file area—this could be a cloud location such as Google Drive or OneDrive or a file sharing site such as BitTorrent. As long as the files are visible with the file structure of the local PC they will be able to be used.

Any user who has the application installed on their local PC will be able to view catalogues created by some one else, providing they have the necessary permissions set in the relevant system to read and write in that share.

The log files will record any changes made by users along showing their chosen username.

The catalogue for each archive is in a folder called DACAT which will be in the root of the archive folders. It will contain the catalogue database which has a globally unique name (GUID) and a file called ReadMe.txt which will contain useful information and a local cpy of the change log which will be updated whenever changes are made or detected.

IT IS NOT RECOMMENDED TO ALLOW TWO OR MORE USERS WORK ON THE CATALOGUE AT THE SAME TIME. YOU MAY GET FILE LOCK ISSUES AND YOUR FILE SHARING APP MAY CREATE ADDITIONAL COPIES OF THE CATALOGUE

The GUID name and the current version of that catalogue (shown on the main screen of the application) can be used to help identify the most recent copy of a catalogue if additional copies get created.

PLEASE BE AWARE OF YOUR OBLIGATIONS UNDER THE DATA PROTECTION ACT AND COPYIGHT LAW. Your organisation should ensure that any content you share within the catalogue does not breach these laws. Make sure that you have permission from the copyright owner for files to be include in the archive and that the contents of files are not sensitive and do not unnecessarily show personal data.

Good Practice

Use clear names and descriptions for your catalogues—this will help a future user

Take care not to create multiple instances of a catalogue—regular backups are very good practice but make sure you are using the correct version of the catalogue—especially if sharing with others

The catalogue does not stop files being deleted or altered. It will however identify if this happens. Users are recommended to back up files that are being shared. Users should ensure that shared folders or torrents, etc remain visible to authorised users and available to them if others are no longer part of your organisation.

The import of files may take a while as data and size have to be read and recorded.
Please be patient!