**Welcome to Digital Archival Tracker User Guide/Manual**

Digital Archival Tracker is a Windows Desktop C# WPF application developed entirely using Visual Studio 2015. The application requires few drivers to be installed before first run. These are listed below:

* **Driver (Required)**: 2007 Office System Driver: Data Connectivity Components. [Download](https://www.microsoft.com/en-us/download/details.aspx?id=23734).
* **Driver (Required)**: Microsoft .NET Framework 4.5. [Download](https://www.microsoft.com/en-us/download/details.aspx?id=30653).
* **Software (Optional)**: Microsoft Office 2007 or later.
* **Software (Optional)**:SQLite DB Browser for Windows (Free). [Download](http://sqlitebrowser.org/).

After the final packaging is complete, Digital Archival Tracker will install the mentioned drivers automatically or will at least include it with the installation folder. As of now an almost complete version of the application is ready for user testing.

Steps to follow **BEFORE** running your Digital Archival Tracker Pre-Release Version:

1. Download and install 2007 Office System Driver: Data Connectivity Components for proper functioning of the application. Restart your system.
2. Download and install Microsoft .NET Framework 4.5. (If .NET Framework 4.5 or later is already installed, you will be notified that you don’t have to install it again). If for some reason your system did not come with .NET Framework 4.5 or later pre-installed and you download and install the latest version from the link above, make sure to restart your system as well.

**Note**: .NET Framework 4.5 or later comes pre-installed on all Windows 10 Operating Systems.

1. Downloading and installing SQLite DB Browser for Windows is optional and not needed for Digital Archival Tracker’s functioning.

How to Run the application after you’ve installed the required drivers:

To run the application, navigate through the following:

**digital-archival-tracker** (Main Folder) --**-> Digital Archival Tracker** (Folder) --**-> Digital Archival Tracker** (Sub Folder) **--->** **bin** ---> **Debug** **--->** (Double Click) DigitalArchivalTracker (Right Click and make sure the file’s extension is .exe). You can also right click the file and send to Desktop as a shortcut.

The packaging of the application has proven to be challenging than what we anticipated but nonetheless we will make the installation and program running easy at the final release. When the final installer is ready, the application would be installed just like any other Windows application.

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How to use the application:

**Using the first tab – OnGoing Preservation**

**Summary**: This tab is will allow you to add, update and delete AIP Records just like in an Excel File. A back-end database (database.db) is maintained inside the application’s folder. All the information pertaining to this tab is stored here. You can add and delete tables, add and delete columns and perform add, update and delete on AIP Records straight from the user interface of the application without having to click too many buttons.

**Usage**:

**Start by Uploading a Valid Excel File**:

1. To start using OnGoing Preservation tab, upload a valid Excel (.xlsx) file by clicking on the green excel icon on the **left-hand side** of the application. This will open a file browsing window where you can browse through your system and select an Excel file.

**Note**: Make sure your selected Excel (.xlsx) file has an **“ID”** column with numbers in it. The numbers don’t have to begin from 1 but if they do, it’ll be easier for user identification.

If your Excel file doesn’t have an “ID” column, you can easily create one and fill the column with numbers.

1. Once you’ve selected a valid AIP Excel file, select the sheet name from the list in the drop-down on the **right-hand side**.
2. Proceed to enter a custom table name in the field. This will be your table name and it can be anything related to your Excel file.

**Note 1**: Make sure a table with the name that you are entering doesn’t already exist by clicking on the **“Select table”** drop-down list. Every table name must be unique as this is a requirement for any database and this will also prevent the user from accidentally erasing the previously saved information in the table with the new one.

**Note 2**: The application will perform an error check and notify the user if they’ve entered a table name that matches with a pre-existing table in the final release version.

1. Next, click on **Read/Create Table** button and the application will read your Excel file, create a table in the database with your given custom name and present the Excel information in the grid. The current table which is being displayed is shown in a field **“Current Table”** right in the center of the user interface.

**Note**: It may take a couple of seconds or more depending on the number of records in the Excel for the program to read and insert in the table. We’re hoping to decrease this time significantly in the final release version. However, loading a pre-existing table is almost instantaneous.

**Loading & Deleting a pre-existing/current table**:

1. To load a pre-existing table from your database, select a table from **“Select table”** drop-down list and hit **Load Table** button. This will bring the selected table and the **“Current Table”** label will change accordingly.
2. To delete a table from your database, select a table and hit **Delete Table**. This will permanently delete the table.

**Adding & Deleting a column**:

1. Once you’ve created a table from a valid AIP Excel file or loading a pre-existing table, you can add columns by entering a valid column name in the textbox on the right-hand side and pressing **Add Column**. Also, make sure that the column name being entered does not already exist in the list of columns. This is another restriction imposed by any database.

**Note 1**: Due to restrictions imposed by the database, a valid column name **should not begin** with a number or a special character such as - (), \*, comma, !, @, # etc.

**Note 2**: The application will perform an error check and notify you if you’ve entered an invalid name in the final release version. We will also check for a duplicate column name entry in the final release of the application.

1. To delete a column, simply select a table from the table list and load or if you’ve recently created a table from an AIP Excel file, select a column from **“Select column”** and hit **Delete Column** button.

**Adding, updating and deleting an AIP Record**:

1. To add a record, scroll down the list of records and click on an empty row. Enter **“ID”** for that row and you can continue adding values to your columns straight in to the cells. Once you’ve added a record, hit **Enter** and make sure to press **Save Changes** for the changes to be saved in the database table.
2. To update a record, choose any record from the list and double click on any column’s value you want to update just as you would in an Excel application. Make sure to **Save Changes** after you update even a single a column.
3. To delete a record, simply choose a single record and hit the “delete” key on your keyboard. You can also delete multiple records, start by single clicking on a record and again single clicking at the end of the range of records simultaneously holding down **SHIFT** key. Press “delete” on your keyboard to delete the bunch of records. Press **Save Changes** to save.

**Exporting current table to CSV file**:

1. Simply clicking on **Export to CSV** will open a Save As file dialog where you can give a name to your file. There are no restrictions on the naming of this file as it is related to the Windows Operating System. Once, the data is exported you will see a confirmation message and the location of the CSV file.

**Note:** When you open your recently exported CSV file, you will see 2 warnings. Just click **Ok** or **Agree** on both the warnings and you will be able to view your CSV file.

**Using the second tab – Fixity Overview**

**Summary**: This tab allows you to view each individual Fixity file information in a clean and concise manner. All the information regarding each Fixity file is shown in this tab.

**Usage**:

**Loading Fixity Folder and Viewing a Project**:

1. C:\Users\Northwest Laptop\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Open Folder.pngTo load a Fixity folder, click on and a Folder browser dialog pops. Select the folder where all the Fixity files are stored. After you’ve loaded a Fixity folder, the path of the folder is displayed. Click on **Parse Fixity** button. This will go ahead and read all the information in Fixity file discovered in the folder.
2. To view a Fixity file’s information, each Fixity file is read as a “Project” and you can view the project’s information by selecting a project from the **“Select a Project Name”** drop-down list. Click **Read Fixity Report**.
3. To clear the user interface, hit **Clear Data**. This will clean up the user interface but you will still be able to select and a project from the list of projects.

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