



## Historical Society Administrator Guide

*Features and benefits are continuously added, so some screenshots contained in this guide may not exactly match what you see live. Please contact us with any questions.*

### Ready to Digitize your Archive Content?

We scan newspapers in bound volumes, loose/folded, microfilm; photos, slides, negatives, movies, books, magazines; and oversize materials such as maps, drawings, and artwork. Our work is “all inclusive” of shipping containers, shipping & logistics, scanning, processing, and hosting.

SCAN CENTERS LOCATED IN

**Washington, Michigan & Maryland**

Contact Paul Jeffko [paulj@smalltownpapers.com](mailto:paulj@smalltownpapers.com)

For technical assistance, training, and support, admins are invited to contact ArchivelnABox 24/7 by clicking “Create Trouble Ticket” on the left side of the admin management dashboard or, call 360-427-6300 8a.m. – 5p.m. PST Monday through Friday.

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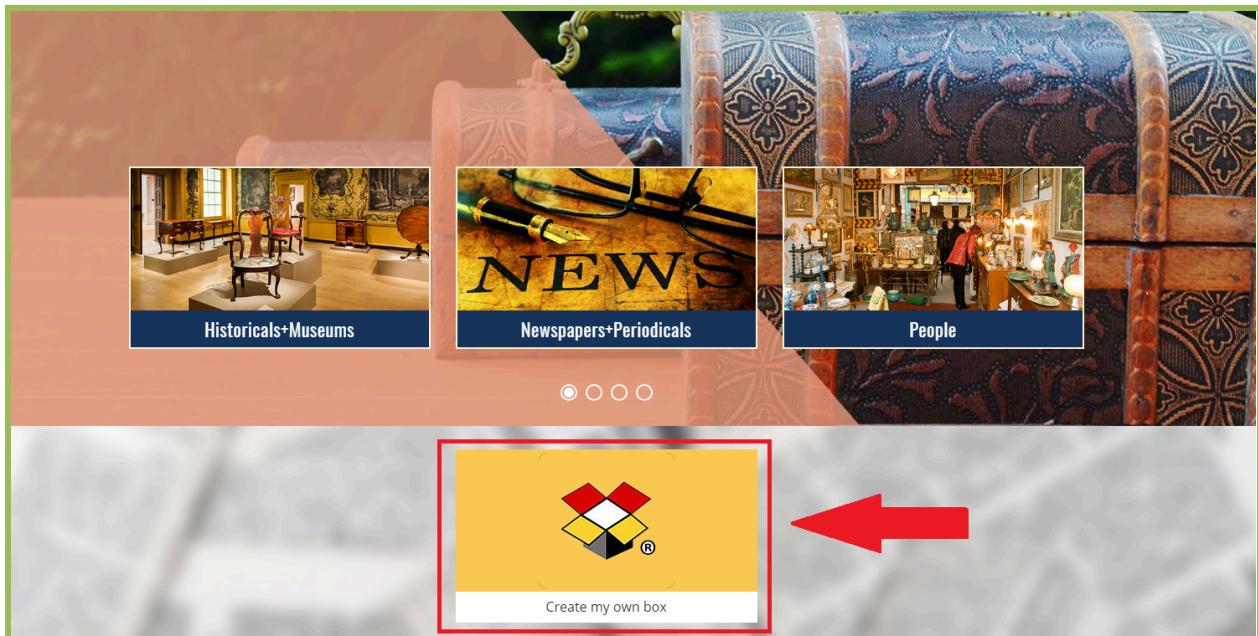
**Create Assistant Accounts and Assign Records**

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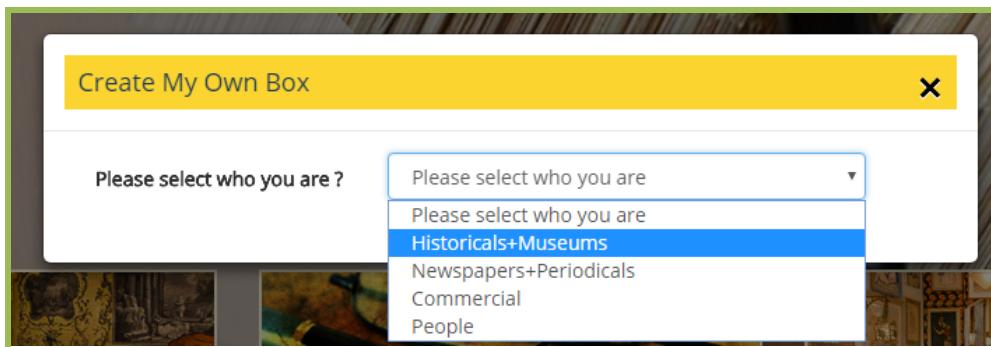
## Step 1: Register for an account

Go to [www.archiveinabox.com](http://www.archiveinabox.com)

Scroll down and click “Create my own box”



Select “Historicals+Museums” in the drop down



Click “Register Your Society”

## Connect with people who discover and share your history.

Join our established group of **Historical Societies and Museums** who share content by publishing their collections online. All published content is available to anyone, anywhere in the world. Connect your archive with people who can discover and share your history.

[Register your society](#)

[Back to Archive](#)



### Easy to use. Build your brand.

ArchiveInABox for **Historicals** is designed to make the most of your time. Tools help streamline all processes. Templates automate repetitive tasks. Easy management of your brand, messaging, and advertising. Place house ads anywhere and push your brand throughout your archive.



Fill out the form, then click “Next”

### Historical Society Information

Historical Society Name\*:

State\*:

### Contact Information

First Name\*:

Last Name\*:

Title\*:

Username\*:

Email\*:

Phone Number\*:

Preferred Time Zone\*:

[Next](#)

Fill out the next form, then click “Next”

Location Information

Physical Address	Mailing Address
<input type="checkbox"/> Same As physical Address	
Address Line 1*: <input type="text" value="Enter text"/>	Address Line 1*: <input type="text" value="Enter text"/>
Address Line 2: <input type="text" value="Enter text"/>	Address Line 2: <input type="text" value="Enter text"/>
City*: <input type="text" value="Enter text"/>	City*: <input type="text" value="Enter text"/>
State*: <input type="text" value="Enter text"/>	State*: <input type="text" value="Enter text"/>
Zip*: <input type="text" value="Enter text"/>	Zip*: <input type="text" value="Enter text"/>

Tax Information

Federal Tax ID Number: <input type="text" value="Enter text"/>	
State Tax ID Number: <input type="text" value="Enter text"/>	
Entity Organization: <input type="text" value="501 Non-profit"/>	

Other Information

Redactions Email Address: <input type="text" value="Enter text"/>	
Reprint Email Address: <input type="text" value="Enter text"/>	
Contact Email Address: <input type="text" value="Enter text"/>	
Website URL: <input type="text" value="Enter text"/>	

Organization Structure

Select all that apply

<input type="checkbox"/> Board of Directors	
<input type="checkbox"/> CEO	
<input type="checkbox"/> Executive Director	
<input type="checkbox"/> president	
<input type="checkbox"/> Other Executive	
<input type="checkbox"/> Committees	

Next

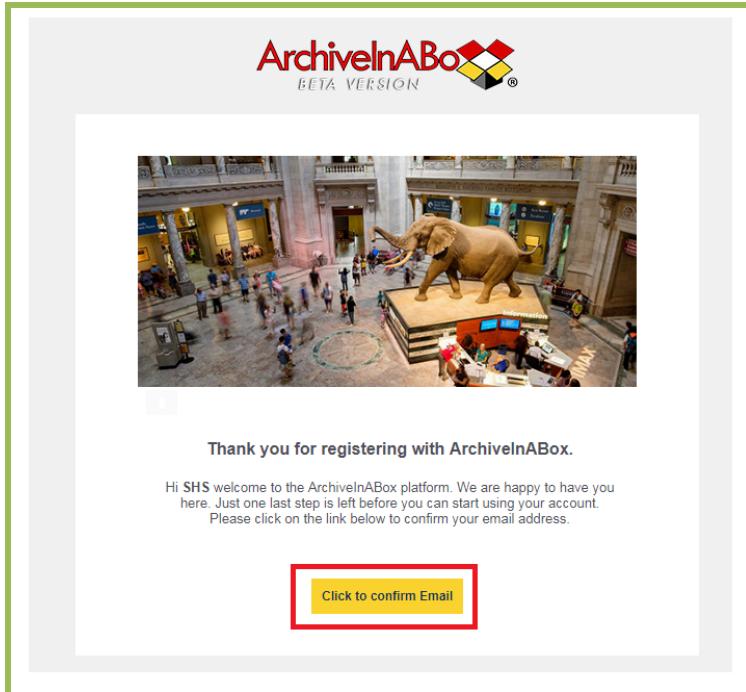
You will be taken to a page where you can review the information you entered for your account. To edit the information, click “Edit” in the top right corner

Historical Society Information	
Historical Society Name*:	Shelton Historical Society
State*:	WA
Contact Information	
First Name*:	Cody
Last Name*:	France
Title*:	Owner
Username*:	SHS
Email*:	cody@smalltownpapers.com
Phone Number*:	(123) 123-1234

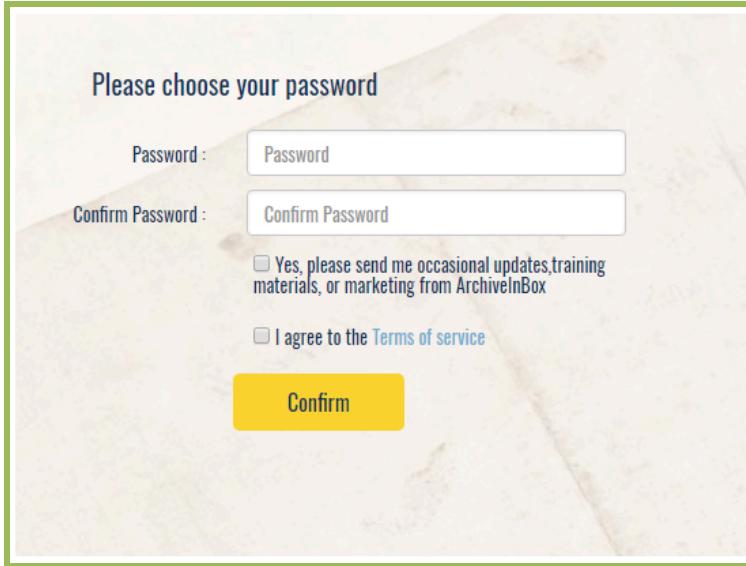
Once you have confirmed that all the information is correct, you will need to agree to the Terms of Service before clicking "Submit"

<input type="checkbox"/> I agree to the <a href="#">Terms of service</a>
<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Terms of service</b> <span style="float: right;">X</span></p> <p style="text-align: right;"><a href="#">Print</a></p> <p>Legal Notices – AIB TERMS OF USE</p> <p>Please carefully review the following basic rules that govern your use of the Web Site. Please note that your use of the Web Site constitutes your unconditional agreement to follow and be bound by these Terms of Use. If you (the "User(s)") do not agree to them, do not use the Web Site, provide any Content to the Web Site or download any Content from the Web Site. The Terms of Use applies to you as an individual and any entity you represent in your capacity of using the Web Site, including providing published Content to Users.</p> <p>AIB reserves the right to update or modify these Terms of Use at any time.</p> <p style="text-align: center;"><a href="#">Yes I agree</a>   <a href="#">No I do not agree</a></p> </div>
<b>Submit</b>

At this point the system will send you an email which you will need to click the validation link in



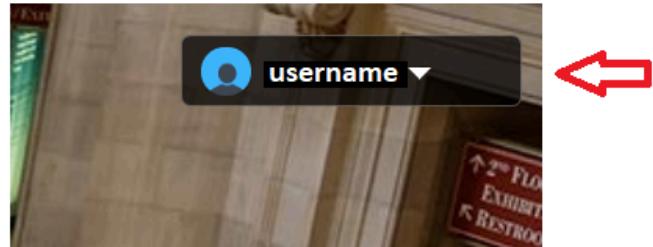
You will be taken to a page where you will setup your password



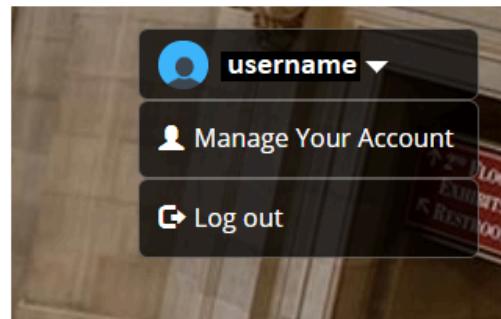
At this point, the system will alert the ArchivelnABox who will review your account for approval. Once your account has been approved, the system will send you an email to notify you that your account has been approved and you can log in and begin building your archive!

To log into your account, click on the “Login” button in the top right corner of any page on [www.archiveinabox.com](http://www.archiveinabox.com)

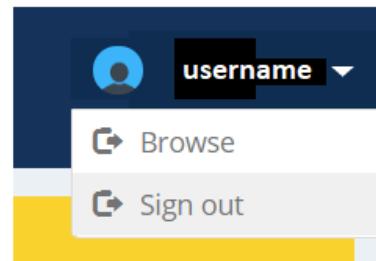
After you log in, you will see this icon in the upper right side.



Click on it to toggle between Manage and Public View



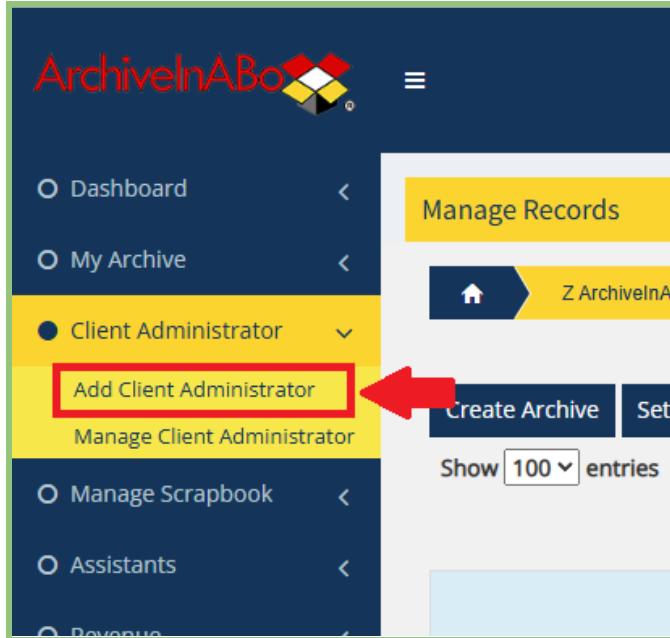
**Manage as Administrator**



**Browse in Public View**

## Step 2: Create additional admin accounts

Click “Add Client Administrator” under the “Client Administrator” section in the menu on the left side



Select whether the new administrator account will be a Primary or a Secondary admin. Primary admins can create additional admin accounts. Secondary admin accounts cannot create any additional admin accounts. Otherwise, both account types have access to all of the same features.

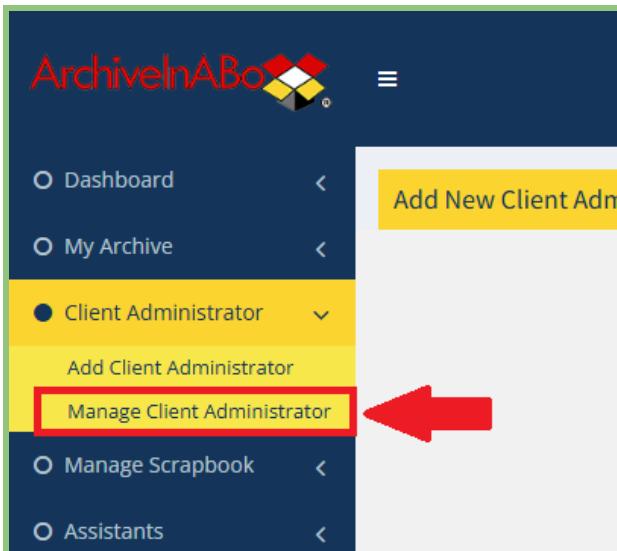
Enter the User Login (Username) for the new admin account as well as the User Email address.

Click “Add Administrator” to save the changes.

Z ArchivelnABox	
Archive Group :	Z ArchivelnABox
User Type :	Primary
User Login :	Login username
User Email :	Email Id
<input type="button" value="Add Administrator"/> <input type="button" value="Clear Form"/>	

The system will send a validation email to the email address that was entered in the form. Once the user clicks the validation link in the email, their account will be validated and they will be asked to create a password for their account.

To manage the admin accounts that are registered to your organization, click “Manage Client Administrators” in the menu on the left side



On the Manage Client Administrators page, you can see who currently has an admin account that is registered to your organization, update their email address and password, delete admin accounts, as well as use the “log in as” feature to easily log into an existing admin account.

### Step 3: Setup your homepage

#### Step 3a: For AIB PAL Owner

Click “Global Configuration” in the menu on the left side

The screenshot shows the ArchivelnABo Owner Management interface. On the left, there is a vertical navigation menu with the following items:

- Dashboard
- My Archive
  - Upload/Manage Records
  - Create Fields
  - Manage Fields
  - Create Template
  - Manage Templates
  - Register Client
- Client Administrator
- Assistants
- Revenue
- Help Message
- Upload User Guide
- Global Configurations
- Sign out

A red arrow points to the "Global Configurations" item in the menu. The main content area is titled "Owner Management" and contains sections for "Manage Records" and "Create Archive Group".

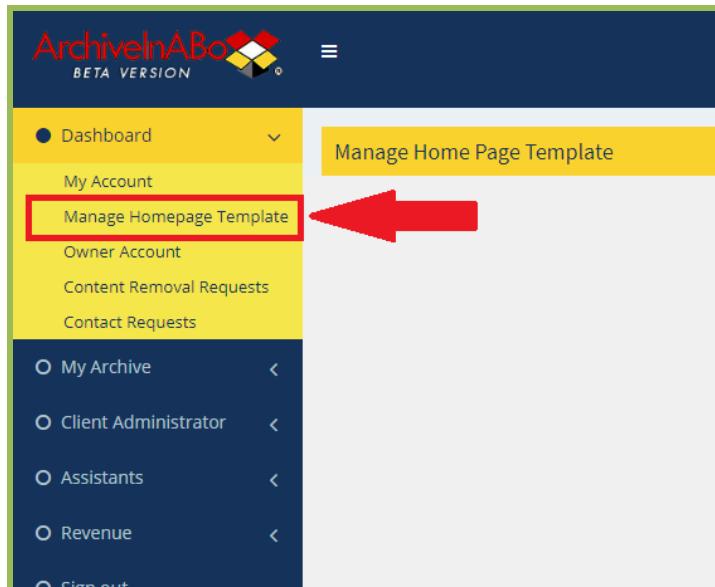
On the Global Configuration page you can edit the following information:

1. Logo Image
2. Banner Image
3. Homepage Title
4. Trending Artifacts

The screenshot shows the 'Global Configuration' page with a green border. At the top left is a logo for 'ROCK COUNTY HISTORICAL SOCIETY & MUSEUM'. 
   
Field 1: 'Logo Image' has a placeholder 'Choose File' and a note '(Must be at least 200 X 200 (Width X Height))'. It contains a thumbnail of the Rock County Historical Society & Museum logo.
   
Field 2: 'Banner Image' has a placeholder 'Choose File' and a note '(Must be at least 1600 X 340 (Width X Height))'. It contains a thumbnail of a banner image showing a building with a sign that says 'Welcome to the Rock County Historical Society & Museum'.
   
Field 3: 'Home Page Title' contains the text 'Rock County Historical Society & Museum'.
   
Field 4: 'Trending Artifacts time line in days' contains the number '30'. To its right is a checked checkbox labeled 'Show Trending Artifacts'.
   
At the bottom right is a blue 'Save Configuration' button.

### Step 3b: For AIB PAL Client pages and [www.archiveinabox.com](http://www.archiveinabox.com) historical society homepage

Click "Manage Homepage Template" in the menu on the left side



Use the tabs at the top of the page to update the different parts of your homepage.

First, is the Basic Information tab

Manage Home Page Template

Basic Information   Contact Information   Images

Historical Society Name : ?

Display Name : ?

Address : ?

About Content : ?

Detail Description : ?

Request Reprint Text : ?   
File   Edit   View   Insert   Format   Table  
Paragraph   B   I   S   A   A   ⌂   ⌂   ⌂

Upcoming Events Text : ?

**Update**   **Clear Form**

Next is the Contact Information tab

The screenshot shows the 'Contact Information' tab selected in a navigation bar. Below it is a form with the following fields:

- Preferred Time Zone :
- Contact No. :
- Website :
- Hours :
- Watermark Text :
- Display State :
- Display County :
- Display City :
- Display Zip :

At the bottom are two buttons: 'Update' (dark blue) and 'Clear Form' (red).

And finally, the Images tab

The screenshot shows the 'Images' tab selected in a navigation bar. Below it is a form with the following fields:

- Logo Image :  No file chosen  
(Must be at least 200 X 200 (Width X Height))
- Banner Image :  No file chosen  
(Must be at least 1600 X 340 (Width X Height))
- Promotional Image :  No file chosen  
(Must be at least 600 X 400 (Width X Height))
- Promotional Image URL :
- Archive Group Thumb :  No file chosen  
(Must be at least 400 X 400 (Width X Height))
- Record Display Page Logo :  No file chosen  
(Must be at least 400 X 400 (Width X Height))
- Hist. Connection Logo :  No file chosen  
(Must be at least 200 X 200 (Width X Height))

At the bottom are two buttons: 'Update' (dark blue) and 'Clear Form' (red).



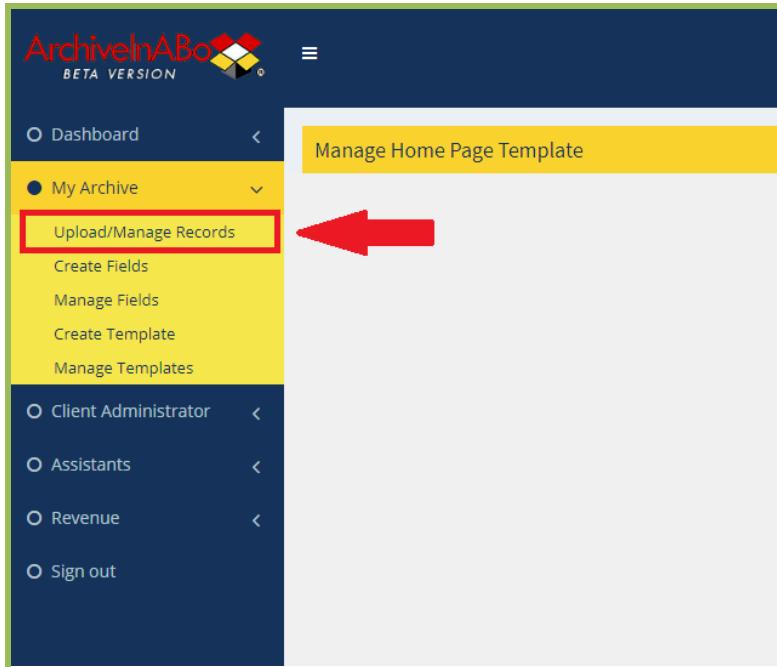
You can view your homepage by clicking on your username in the top right corner of the page, then selecting “Browse” in the menu.

Based on the above setting, here is what your homepage will look like:

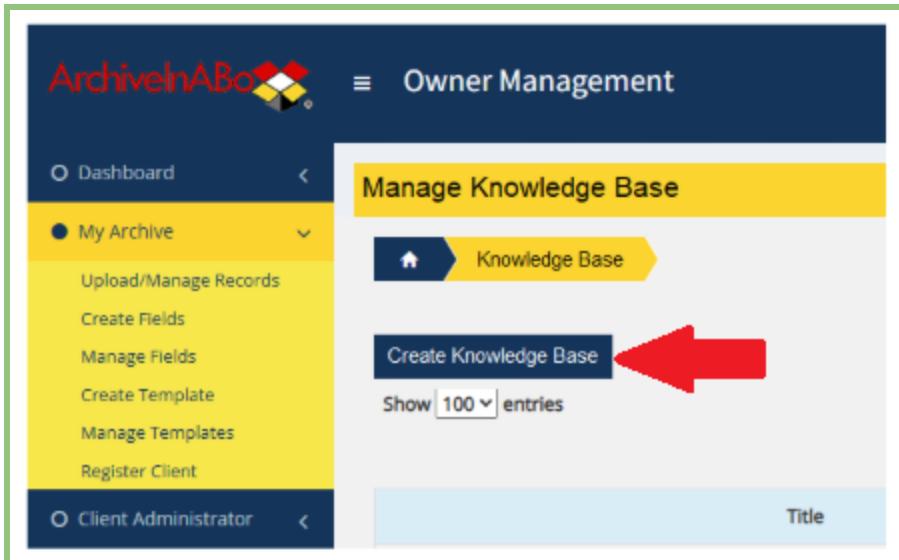
The screenshot displays the ArchivelnABo homepage. At the top, there is a banner featuring a desert landscape with red rock formations. Overlaid on this banner is a circular logo for "HISTORIC DOWNTOWN WILMINGTON 1810". In the top right corner of the banner, there is a "LOGIN" button. Below the banner, the main content area has a dark blue header with the text "Shelton Historical Society" and a "Contact" button. To the left of the main content, there is a Google Map showing the location of "927 W Railroad Ave" in Shelton, WA. The map includes street names like W Railroad Ave, S 12th St, and S 10th St. Below the map, there is a "View larger map" link and a note stating "We are located at: 927 W Railroad Ave. Shelton, WA 98584". To the right of the map, there is a button labeled "ENTER my archive". The main content area features a large photograph of the interior of a historical society. The room contains wooden bookshelves filled with books, a large wooden desk in the foreground, and framed historical photographs and documents on the walls. On the right side of the main content area, there is a sidebar with several sections: "CONTACT INFO" (with contact number (360) 427-6300 and website www.sheltonhistorical.com), "DETAIL DESCRIPTION" (with a note about hours), "HOURS" (listing hours from 8am to 5pm Monday-Friday), and "UPCOMING EVENTS" (noting "No upcoming events").

#### Step 4: Create a Knowledge Base (AIB PAL Only)

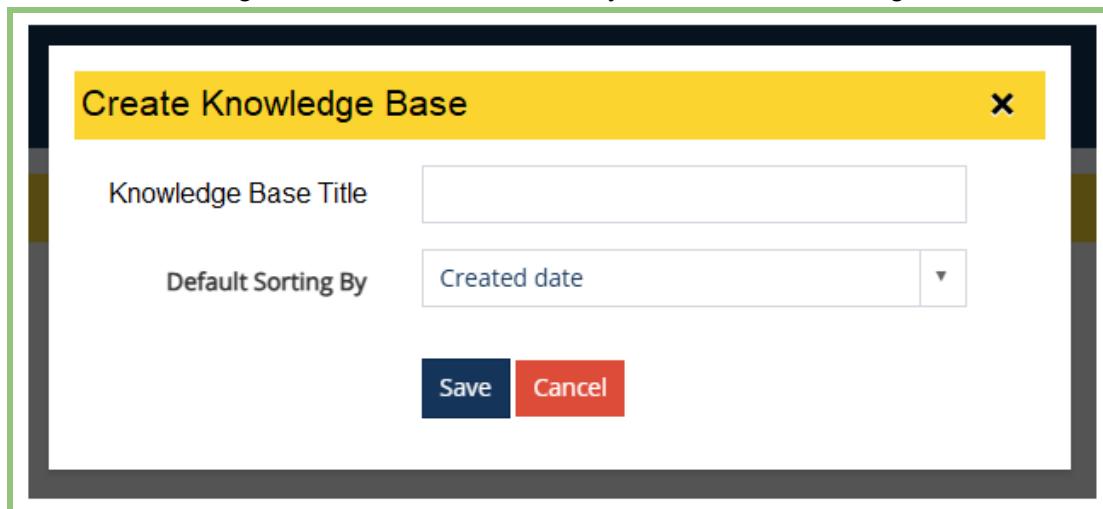
Click “Upload & Manage Records” under the “My Archive” section of the menu on the left



Click “Create Knowledge Base”



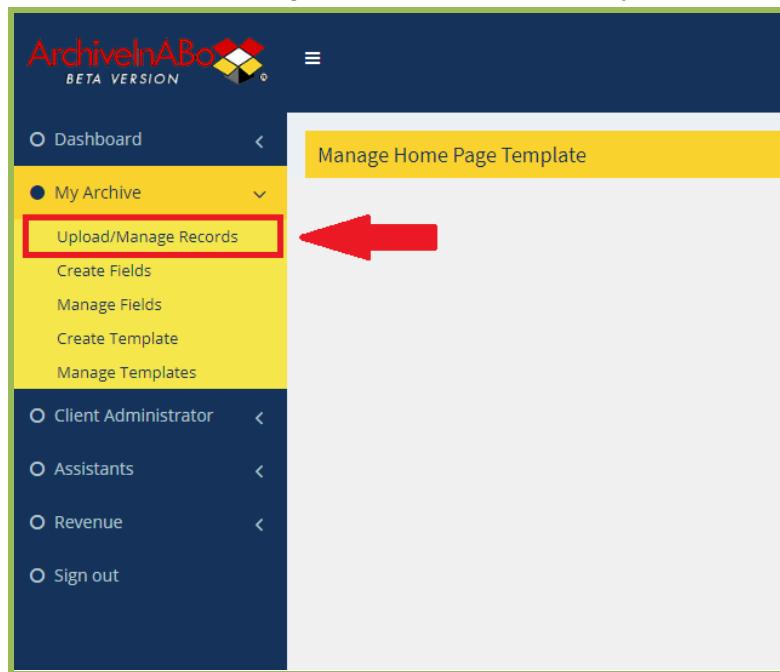
Enter the knowledge base title and select how you want the knowledge base sorted



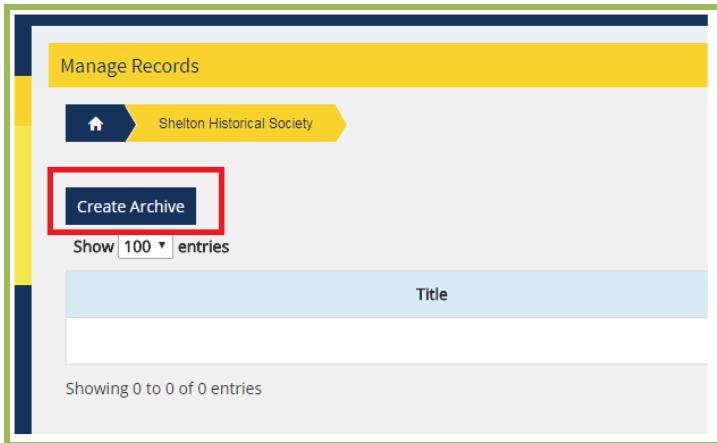
The dialog box has a yellow header bar with the text "Create Knowledge Base" and a close button "x". Below the header are two input fields: "Knowledge Base Title" and "Default Sorting By". The "Default Sorting By" field contains "Created date" with a dropdown arrow. At the bottom are two buttons: "Save" (dark blue) and "Cancel" (red).

### Step 5: Setup your Archives, Collections, and Sub Groups

Click “Upload & Manage Records” under the “My Archive” section of the menu on the left



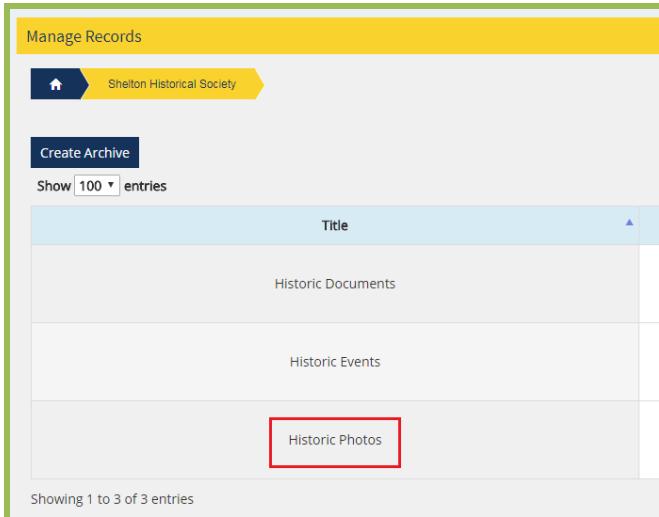
Click “Create Archive”



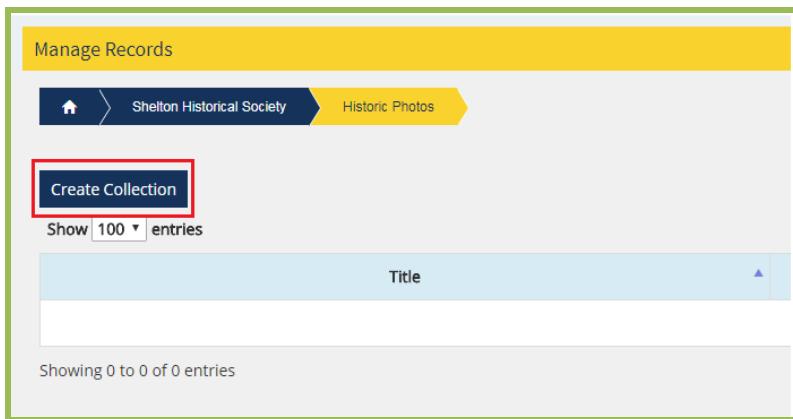
A popup will appear where you can enter your archive name. The archive is going to be your very top level of organization. Some examples of archives may be Historic Photos, Historic Documents, Events, etc.

Or some other examples would be Smith Family, Jones Family, City Hall, Simpson Logging Company Archive. How you name and organize your Archive, Collections, and Sub Groups, is completely up to you!

After creating your archive(s), click on an archive title



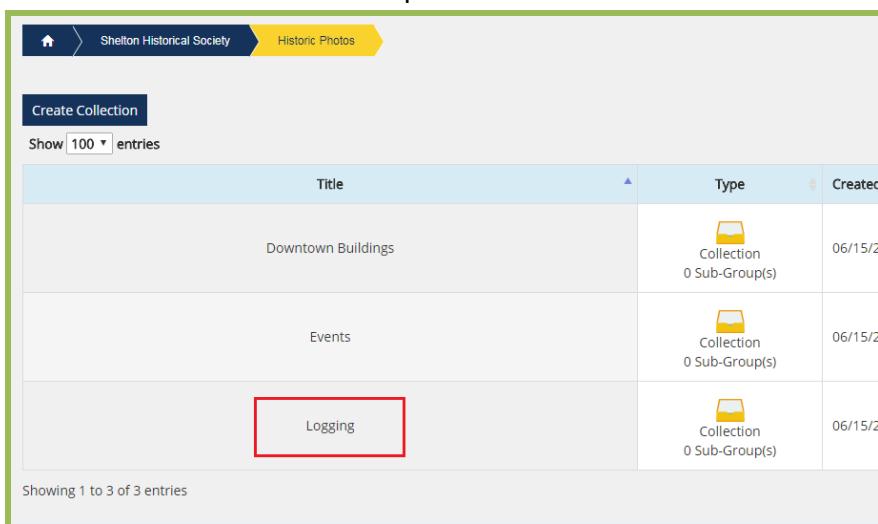
Click on “Create Collection”



The screenshot shows a web-based application titled "Manage Records". At the top, there's a breadcrumb navigation: Home > Shelton Historical Society > Historic Photos. Below the navigation, a button labeled "Create Collection" is highlighted with a red box. Underneath it, a dropdown menu shows "Show 100 entries". A table header row is visible with columns for "Title", "Type", and "Created". The main content area displays a message: "Showing 0 to 0 of 0 entries".

A popup will appear where you can enter the Collection name. You can also choose whether you want this collection to be visible to the public. In this case we are using the “Historic Photos” Archive that I created. Some examples of Collections within this archive may be Downtown, Buildings, Events, etc. Or you could organize them by year, decade, etc.

Click on a Collection name to open the collection



The screenshot shows a list of collections within the "Manage Records" interface. The table has columns for "Title", "Type", and "Created". Three entries are listed: "Downtown Buildings" (Collection, 0 Sub-Group(s), 06/15/2), "Events" (Collection, 0 Sub-Group(s), 06/15/2), and "Logging" (Collection, 0 Sub-Group(s), 06/15/2). The "Logging" entry is highlighted with a red box. The footer of the table says "Showing 1 to 3 of 3 entries".

Title	Type	Created
Downtown Buildings	Collection 0 Sub-Group(s)	06/15/2
Events	Collection 0 Sub-Group(s)	06/15/2
Logging	Collection 0 Sub-Group(s)	06/15/2

Click “Create Sub Group”

The screenshot shows a software interface titled "Manage Records". At the top, there is a breadcrumb navigation: Home > Shelton Historical Society > Historic Photos > Logging. Below the navigation, there are two buttons: "Create Sub Group" (highlighted with a red box) and "Assignment". A dropdown menu "Show 100 entries" is visible. The main area is a table with a single column labeled "Title". The table displays the message "Showing 0 to 0 of 0 entries".

A popup will appear where you can enter the name of the Sub Group.

Click on a Sub Group name to upload records to the Sub Group, or to create additional Sub Groups within the Sub Group

The screenshot shows the same software interface as the previous one, but now displaying two entries in the "Title" column: "Loggers" and "Trains". The entry "Trains" is highlighted with a red box. The message at the bottom of the table says "Showing 1 to 2 of 2 entries".

Click “Add Record” to upload a record to the Sub Group you are in

The screenshot shows a software interface titled "Manage Records". At the top, there is a breadcrumb navigation: Home > Shelton Historical Society > Historic Photos > Logging > Trains. Below the navigation, there are three buttons: "Create Sub Group", "Add Record", and "Assignment". The "Add Record" button is highlighted with a red box. Below these buttons is a dropdown menu "Show 100 entries". The main area displays a table with a single column labeled "Title". At the bottom of the table, it says "Showing 0 to 0 of 0 entries".

Note: You can also create additional Sub Groups within a Sub Group by clicking the “Create Sub Group” button.

## Step 6: Upload a Record

The Add Record page is split into three sections.

- On the left side is where you can see where this record is going to be uploaded as well as mark additional Sub Groups where you want this record to be uploaded. (Note that if you select multiple sub groups in the menu on the left, the record that you upload will be uploaded to the original sub group, then linked in the additional sub groups you selected.)
- The middle section is where you will enter all of the information about the record you are uploading
- The right side is where you can add additional fields to the middle section by clicking "Add" next to one of the fields (you can also create your own custom fields that will appear on the right side. That feature will be covered later in this document)

The screenshot shows the 'Add Record' interface divided into three main sections:

- Left Sidebar:** A tree view of categories under 'Sheilton Historical Society'. Categories include 'Historic+Documents', 'Historic+Events', 'Historic+Photos', 'Downtown+Buildings', 'Events', 'Logging', 'Loggers', and 'Trains'. A blue bar at the bottom indicates the current path: 'Historic Photos --> Logging --> Trains'.
- Middle Input Area:**
  - Step 1: About Your Record:** Fields include 'Record Name' (with 'Item Title' as a sub-field), 'Visible To Public?' (set to 'Yes'), 'Private?' (set to 'No'), 'Perform OCR?' (set to 'No'), and a 'Tags' input field.
  - Step 2: Designate Your Fields:** A dropdown for 'Custom Template' with options 'SELECT A CUSTOM TEMPLATE' and 'Use This Custom Template'.
  - Step 3: Define Record Characteristics:** Options for creating individual records or attaching multiple files to a single record.
  - Step 4: Attach Files:** An 'Upload' section with a 'Choose Files' button and a 'Start Uploads' button. Below it is a 'URLs For This Record' section with a text area, 'Remove Selected URL' button, 'Paste URL:' input field, and 'Add URL To List' button.
- Right Sidebar:** A 'Traditional Fields' section with buttons for 'Additional Info', 'Creator', 'Date', 'Description', and 'Location', each with 'Add' and 'Remove' buttons.

Enter your record information in the “About Your Record” section

### Step 1: About Your Record

<span style="color: yellow;">?</span> Record Name: *	<input type="text"/>	
Item Title:	<input type="text"/> <input type="checkbox"/> Same as Record Name	
<span style="color: yellow;">?</span> Visible To Public?:	Yes <input type="button" value="▼"/>	If 'Yes', then the record can be seen by public users.
<span style="color: yellow;">?</span> Private?:	No <input type="button" value="▼"/>	Private records are not published (anyone with a direct link can view this record)
<span style="color: yellow;">?</span> Perform OCR?:	No <input type="button" value="▼"/>	If selected, system will submit files for OCR processing
Tags:	<i>Words or phrases separated by commas</i>	

If you are using a custom template, select your template in the “Designate Your Fields” section (see **Step 7: Create Custom Fields** below).

Select whether you are uploading multiple files to a single record, or creating individual records from each file in the “Define Record Characteristics” section.

### Step 3: Define Record Characteristics

<span style="color: yellow;">?</span> <input type="radio"/> Create individual records for each file ( <i>all designated and pre-filled fields will appear in each record</i> )
<span style="color: yellow;">?</span> <input type="radio"/> Use Record Name with iteration numbers
<span style="color: yellow;">?</span> <input type="radio"/> Use the original file name as the Record Name for each record
<span style="color: yellow;">?</span> <input checked="" type="radio"/> Attach multiple files to this single record
<span style="color: yellow;">?</span> <input checked="" type="radio"/> Use Item Title with iteration numbers
<span style="color: yellow;">?</span> <input type="radio"/> Use original file names for the Item Title

Choose the files that you want to upload in the “Attach Files” section. You can use the “Choose File” button to browse your desktop, or you can drag and drop the files directly on the form. Once you have selected the files you want to upload, click the “Start Uploads” button. Your files will begin uploading and you will see a progress bar for each file as well as an overall progress bar for the whole batch of files that you are uploading.

**Step 4: Attach Files**

Upload: Choose Files No file chosen **Start Uploads**

URL's For This Record:

Remove Selected URL

Paste URL:  Add URL To List

You can also enter URLs in the “URLs for this record” section. Paste the URL in the “Paste URL” field, then click the “Add URL to List” button to add the URL to the record.

Enter the Location Information in the “Location Information” section (if applicable). If you enter the location information, a map will appear on the public side where they will be shown the location of the record.

**Step 5: Location information**

Address:

City:

State: ---Select---

Zip Code:

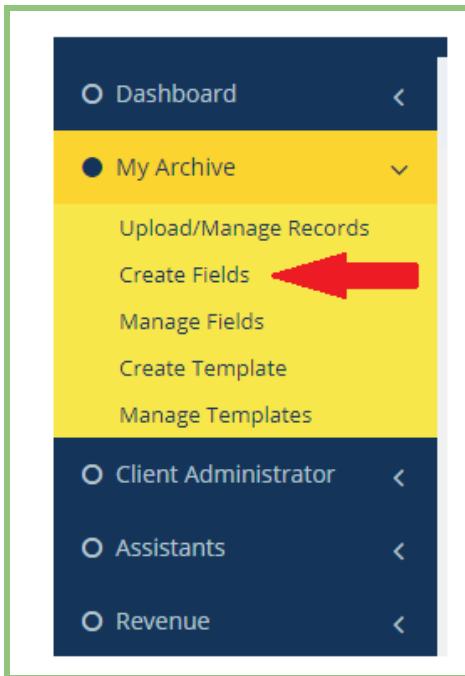
Lat:  Long:  **Update Lat/Long**

**Add Record** **Clear Form**

After filling in all applicable fields, click the “Add Record” button to save the record.

## Step 7: Create Custom Field

Click “Create Fields” on the left side



Use the “Field Owner” drop down to indicate if you want the field to appear for your whole archive or only within certain Sub Groups

The image shows a form titled "Shelton Historical Society". It contains four input fields: "Field Owner" (set to "Shelton Historical Society" with a red arrow pointing to the dropdown arrow), "Field Name" (set to "Text input"), "Field Type" (set to "- Select -"), and "Field Display Width" (set to "Text input"). Below the form is a note: "Edit to change the size of the field on the screen". At the bottom are two buttons: "Add Field" (dark blue) and "Clear Field" (orange). The entire form is enclosed in a green rectangular border.

Enter the field name

Shelton Historical Society

Field Owner: Shelton Historical Society ▾

Field Name: Text input 

Field Type: - Select - ▾

Field Display Width: Text input

Edit to change the size of the field on the screen

Add Field Clear Field

Select the type of field you are creating

Shelton Historical Society

Field Owner: Shelton Historical Society ▾

Field Name: Text input

Field Type: - Select - 

Field Display Width: Text input

Edit to change the size of the field on the screen

Add Field Clear Field

Enter the Field Display Width (This will adjust how large the field appears on your upload form.)  
**If unsure, enter: 100**

Shelton Historical Society

Field Owner:	<input type="text" value="Shelton Historical Society"/>
Field Name :	<input type="text" value="Text input"/>
Field Type:	<input type="text" value="Short Text, Up To 255 Characters"/>
Field Display Width :	<input type="text" value="100"/> 

Edit to change the size of the field on the screen

**Add Field** **Clear Field**

Click "Add Field"

Shelton Historical Society

Field Owner:	<input type="text" value="Shelton Historical Society"/>
Field Name :	<input type="text" value="Caption"/>
Field Type:	<input type="text" value="Short Text, Up To 255 Characters"/>
Field Display Width :	<input type="text" value="100"/>

Edit to change the size of the field on the screen

 **Add Field** **Clear Field**

Your field will now appear on the right side of the Add Record form

You Are Creating A Record In: Loggers

**Step 1: About Your Record**

Record Name:  Item Title:   Same as Record Name

Visible To Public?: Yes If 'Yes', then the record can be seen by public users.

Private?: No Private records are not published (anyone with a direct link can view this record)

Perform OCR?: No If selected, system will submit files for OCR processing

Tags:  Words or phrases separated by commas

**Step 2: Designate Your Fields**

Custom Template: -- SELECT A CUSTOM TEMPLATE --

**Step 3: Define Record Characteristics**

Create individual records for each file (all designated and pre-filled fields will appear in each record)

**Traditional Fields**

- Additional Info
- Creator
- Date
- Description
- Location

**Custom Fields For Archive Group Shelton Historical Society**

- Caption

You can add your custom field to any record by clicking the “Add” button when initially creating a record or while editing a record

You Are Creating A Record In: Loggers

**Step 1: About Your Record**

Record Name:  Item Title:   Same as Record Name

Visible To Public?: Yes If 'Yes', then the record can be seen by public users.

Private?: No Private records are not published (anyone with a direct link can view this record)

Perform OCR?: No If selected, system will submit files for OCR processing

Tags:  Words or phrases separated by commas

**Step 2: Designate Your Fields**

Custom Template: -- SELECT A CUSTOM TEMPLATE --

**Step 3: Define Record Characteristics**

Create individual records for each file (all designated and pre-filled fields will appear in each record)

**Traditional Fields**

- Additional Info
- Creator
- Date
- Description
- Location

**Custom Fields For Archive Group Shelton Historical Society**

- Caption

You Are Creating A Record In: Loggers

[Return To List](#)

**Step 1: About Your Record**

Record Name:  Item Title:   Same as Record Name

Visible To Public?: Yes  Private?: No  If Yes, then the record can be seen by public users.  
Private records are not published (anyone with a direct link can view this record)

Perform OCR?: No  If selected, system will submit files for OCR processing

Tags:  Words or phrases separated by commas

**Step 2: Designate Your Fields**

Custom Template:   ←

Caption:

**Step 3: Define Record Characteristics**

Create individual records for each file (all documents and non-filled fields will appear in each record)

**Traditional Fields**

Additional Info	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
Creator	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
Date	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
Description	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
Location	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

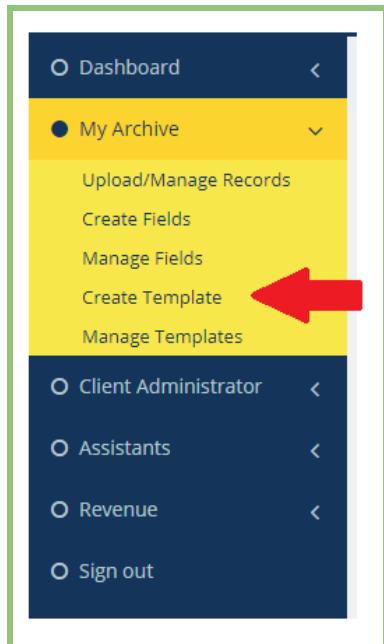
**Custom Fields For Archive Group Shelton Historical Society**

Caption	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
---------	------------------------------------	---------------------------------------

You can also remove a custom field you added by clicking the red “Remove” button on the right side of the page.

## Step 8: Create Custom Templates

Click “Create Template” on the left side



Select a field from the “Template Field” section, then click “Add Field”

The screenshot shows the 'Create Templates' interface for the 'Shelton Historical Society' archive. In the 'Template Field' section, a red arrow labeled '1' points to the list of fields: 'Additional Info', 'Creator', 'Date', 'Description', 'Location', and 'Shelton Historical Society'. Below this list are two buttons: 'Add Field' (with a red arrow labeled '2' pointing to it) and 'Remove Field'. To the right, the 'Template Name' is set to 'Text input' and the 'Fields On Template' list is empty, showing 'NO FIELDS SELECTED'.

Enter a name for your custom template on the right side

The screenshot shows the 'Create Templates' interface for the 'Shelton Historical Society' archive. The 'Template Name' field is filled with 'Text input', indicated by a red arrow. The 'Fields On Template' list contains 'Additional Info', 'Caption', and 'Description', which are highlighted with a gray background. The 'Template Field' section and other interface elements remain the same as the previous screenshot.

You can change the order of the fields by selecting a field in the “Fields on Template” section, then using the up and down arrows to the right

The screenshot shows the 'Create Templates' interface for the 'Shelton Historical Society' archive. The 'Fields On Template' list contains 'Additional Info', 'Caption', and 'Description'. A red arrow points to the up and down arrows on the right side of this list, indicating they can be used to change the order of the fields. The 'Template Name' field is still set to 'Text input'.

Click “Add Template” to save your custom template

The screenshot shows the 'Create Templates' interface. On the left, under 'Template Field', there is a list of 'Traditional Fields': Creator, Date, Location, and a section for 'Shelton Historical Society'. In the center, there are buttons for 'Add Field' and 'Remove Field'. To the right, the 'Template Name' is set to 'My Historic Photos Template', and the 'Fields On Template' list includes 'Additional Info', 'Caption', and 'Description'. At the bottom, there is a red arrow pointing to the 'Add Template' button.

You will now see your custom template on the Add Record page in the “Custom Template” drop down in Step 2

The screenshot shows the 'Add Record' page. On the left, there is a sidebar with a tree view of categories like 'Shelton Historical Society', 'Historic+Documents', etc. The main area shows 'Step 1: About Your Record' and 'Step 2: Designate Your Fields'. In 'Step 3: Define Record Characteristics', there is a dropdown menu for 'Custom Template' which has 'My Historic Photos Template' selected. A red arrow points to this selection. There is also a 'Use This Custom Template' button.

After you select your custom template from the drop down, click the “Use This Custom Template” button

The screenshot shows the 'Add Record' page again. The 'Custom Template' dropdown is now set to 'My Historic Photos Template'. A large red arrow points to the 'Use This Custom Template' button, which is highlighted in blue.

You will see the custom fields that you included in the template appear on the upload form

**Step 2: Designate Your Fields**

Visible To Public?: Yes      If 'Yes', then the record can be seen by public users.

Private?: No      Private records are not published (anyone with a direct link can view this record)

Perform OCR?: No      If selected, system will submit files for OCR processing

Tags: Words or phrases separated by commas

**Step 3: Define Record Characteristics**

Custom Template: My Historic Photos Template      Use This Custom Template

Additional Info

Caption

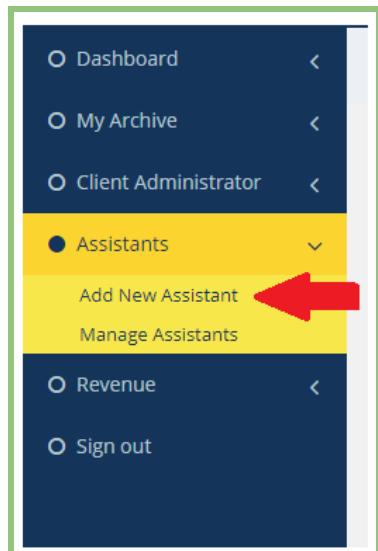
Description

**Step 4: Define Record Characteristics**

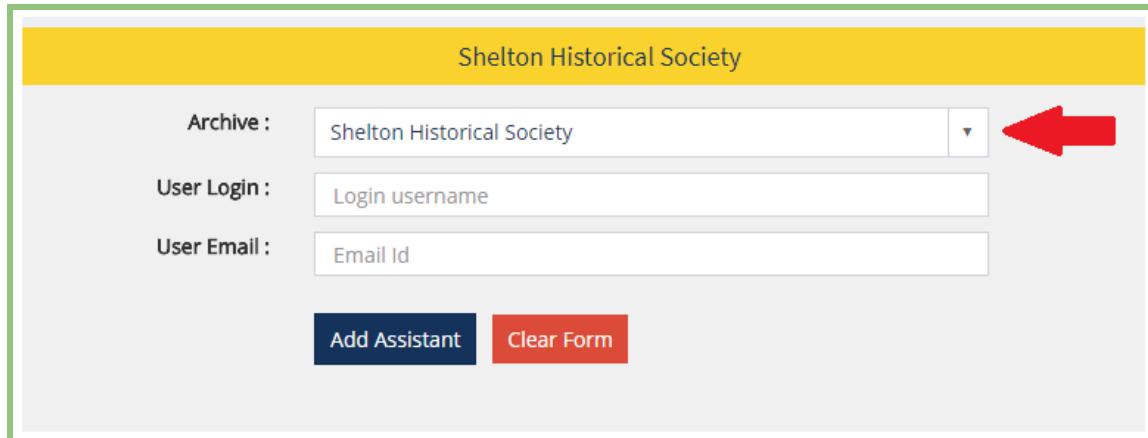
Create individual records for each file (all designated and pre-filled fields will appear in each record)  
 Create individual records for each file (all designated and pre-filled fields will appear in each record)  
 Use Record Name with iteration numbers  
 Use the original file name as the Record Name for each record

## Step 8: Create Assistant Accounts and Assign Records

Click “Add New Assistant” on the left side under the “Assistants” section



Select the Archive you want the Assistant to be related to. If you select your top level Archive, you will be able to assign any Sub Group within your whole archive to this assistant. If you select one of your archives listed in the drop down, you will only be able to assign the assistant to Sub Groups within that specific archive.



Shelton Historical Society

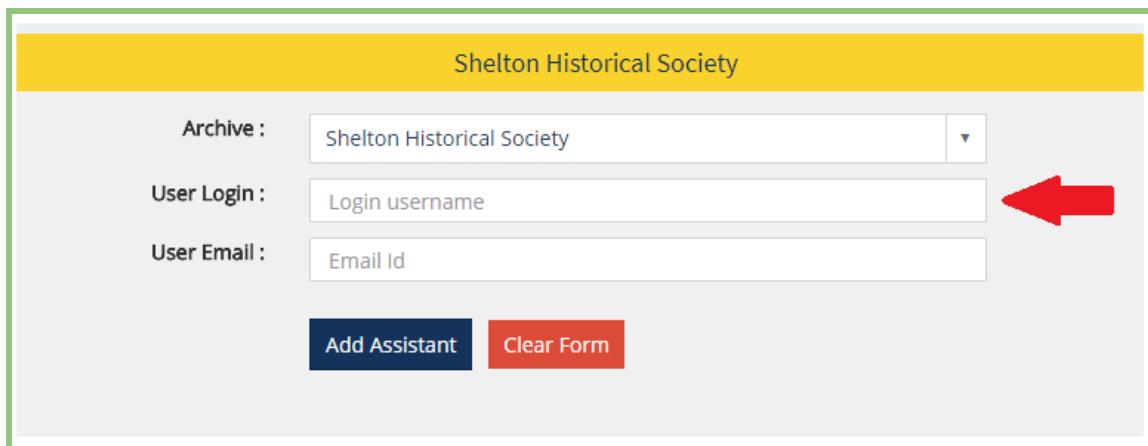
**Archive :** Shelton Historical Society

**User Login :** Login username

**User Email :** Email Id

**Add Assistant** **Clear Form**

#### Create a username



Shelton Historical Society

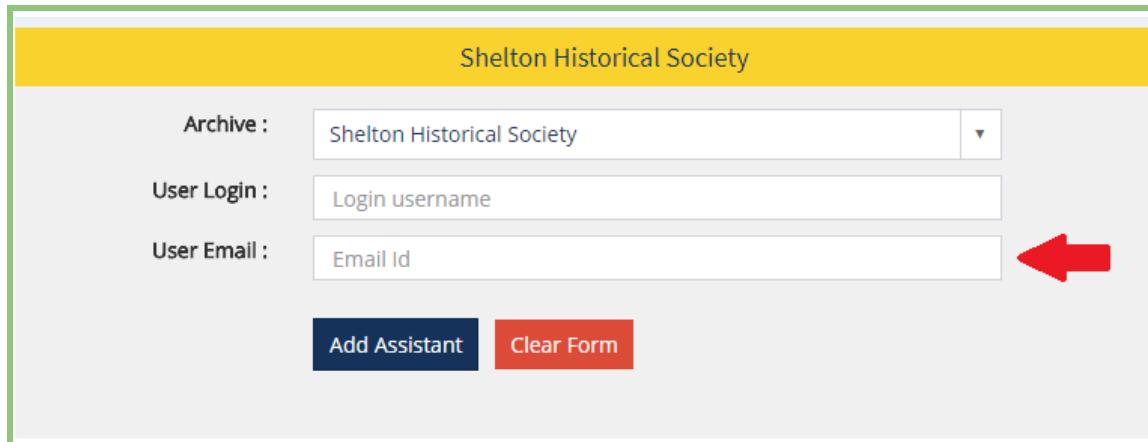
**Archive :** Shelton Historical Society

**User Login :** Login username

**User Email :** Email Id

**Add Assistant** **Clear Form**

#### Enter their email address



Shelton Historical Society

**Archive :** Shelton Historical Society

**User Login :** Login username

**User Email :** Email Id

**Add Assistant** **Clear Form**

Click “Add Assistant”

Archive : Shelton Historical Society

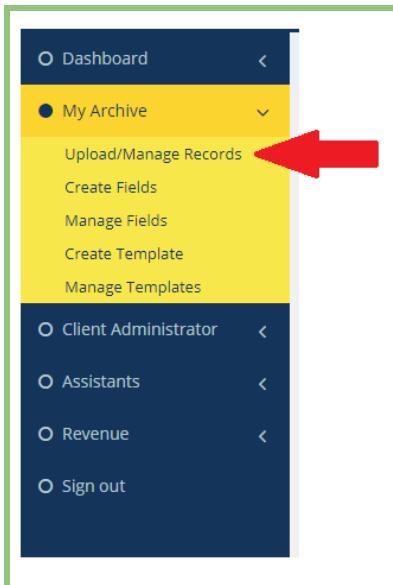
User Login : jim\_assist\_SHS

User Email : jim@smalltownpapers.com

Add Assistant    Clear Form

An email will be sent to the email address you entered. The assistant will need to click the link in that email to validate their account and set their password.

To assign a Sub Group to an Assistant, click on “Upload/Manage Records”



Navigate to the Sub Group you want to assign to the assistant and check the box on the left side

Title	Type	Created
<input type="checkbox"/> Loggers	Sub-Group 1 Rec(s)	06/15/2018 03:13:36 PM
<input type="checkbox"/> Trains	Sub-Group 0 Rec(s)	06/15/2018 03:13:23 PM

Click the “Assignments” button

Title	Type
<input checked="" type="checkbox"/> Loggers	Sub-Group 1 Rec(s)
<input type="checkbox"/> Trains	Sub-Group 0 Rec(s)

Select the Assistant you want to assign the Sub Group to

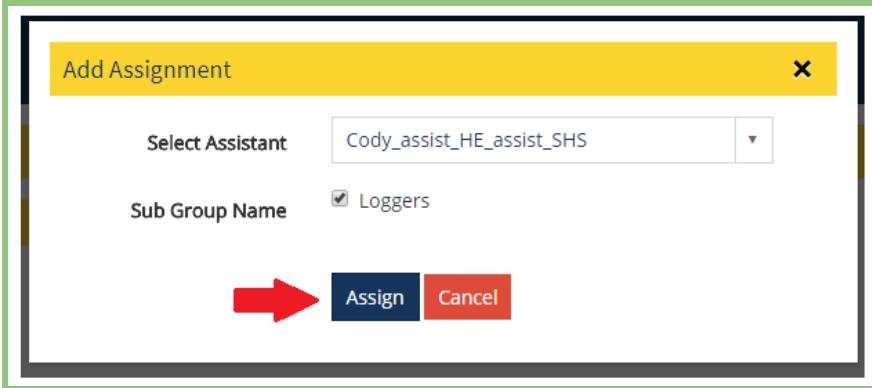
Add Assignment X

Select Assistant:

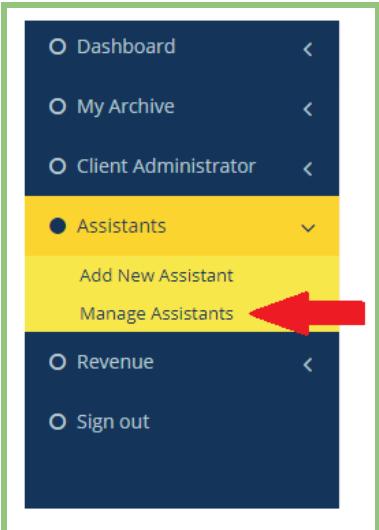
Sub Group Name:  Loggers

Assign Cancel

Click “Assign”



To manage your assistant accounts, click “Manage Assistants” in the menu on the left



You can edit an account by clicking the pencil icon on the right side

User Login	User Title	Actions
Cody_assist_HE_assist_SHS	Cody_assist_HE_assist_SHS	
jim_assist_SHS	jim_assist_SHS	

You can view what Sub Groups are assigned to an Assistant by clicking the Manage Assistant icon shown below

User Login	User Title	Actions
Cody_assist_HE_assist_SHS	Cody_assist_HE_assist_SHS	
Jim_assist_SHS	Jim_assist_SHS	

A popup will appear showing what Sub Groups are currently assigned to the Assistant account

Managing Assignment for Assistant: Jim\_assist\_SHS

**Available Sub Groups**

- Shelton Historical Society
  - + Historic+Documents
  - + Historic+Events
  - + Historic+Photos

**Selected From Available Sub Groups**

**Assigned Sub Groups**

Loggers

Assign
Unassign

You can also assign multiple Sub Groups to an Assistant using this window. Select the Sub Groups you want to assign to the Assistant, then click the blue “Assign” button.

\*NOTE: A Sub Group must contain at least one Record before you can assign it to an Assistant.

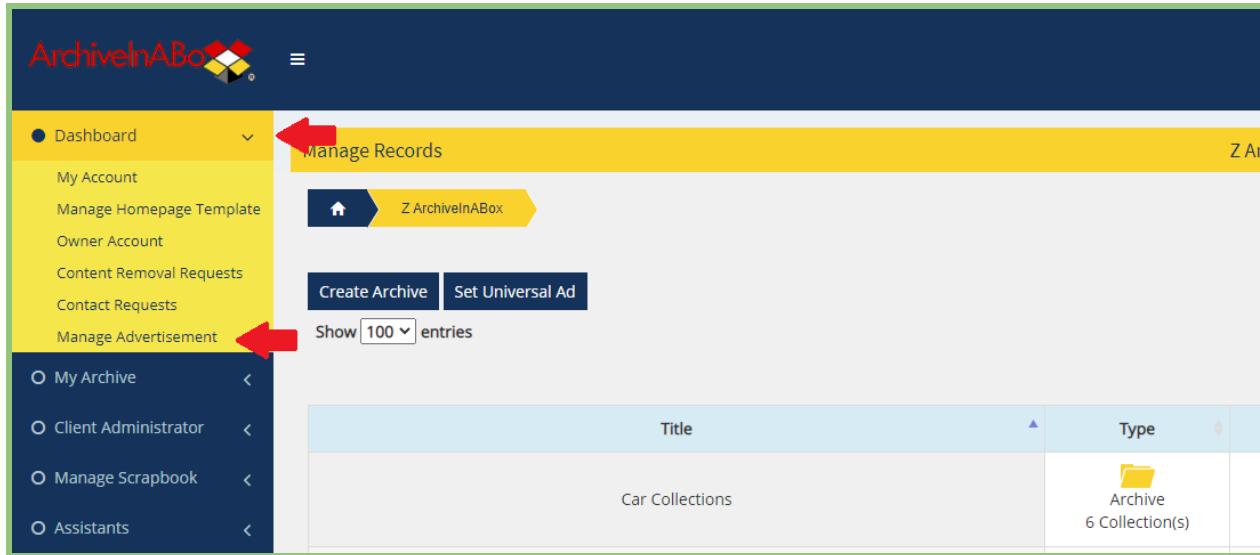
## Advertising Manager

With Advertising Manager, you can sell and manage your own advertising/sponsorship program. Sell your own local ads and keep all the money.

Showcase your local patrons, sponsors and supporters by publishing their display ad (300x250) across your entire archive or in specific collections or subgroups. Raise money to help support your organization’s mission to preserve and make accessible!

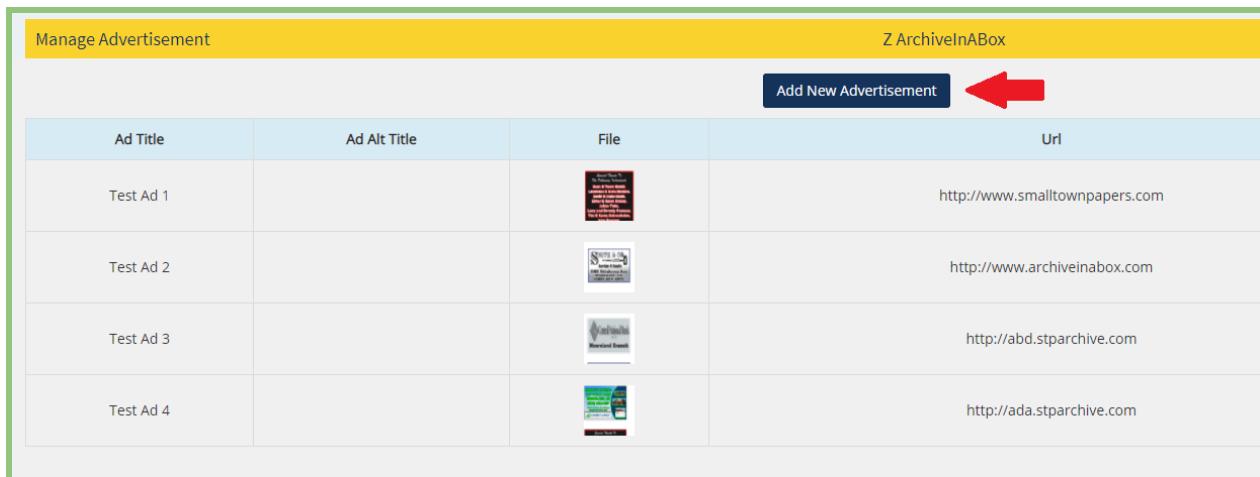
Family patrons can sponsor individual collections.

To manage and upload advertisements, click “Manage Advertisements” in the menu on the left side of the page



The screenshot shows the ArchivelnABox dashboard. On the left, there is a sidebar with a yellow header containing "Dashboard" and several menu items: "My Account", "Manage Homepage Template", "Owner Account", "Content Removal Requests", "Contact Requests", and "Manage Advertisement". The "Manage Advertisement" item is highlighted with a red arrow. The main content area has a yellow header bar with "Manage Records" and a "Z ArchivelnABox" logo. Below the header are buttons for "Create Archive" and "Set Universal Ad", and a dropdown for "Show 100 entries". The main content area displays a table with columns for "Title" and "Type". One row in the table is labeled "Car Collections" and "Archive 6 Collection(s)".

Click “Add New Advertisement” to upload a new ad



The screenshot shows the "Manage Advertisement" page. At the top, it says "Manage Advertisement" and "Z ArchivelnABox". Below that is a dark blue button with the text "Add New Advertisement" and a red arrow pointing to it. The main area is a table with four columns: "Ad Title", "Ad Alt Title", "File", and "Url". There are four rows in the table, each containing a test advertisement. The first row has a file thumbnail for "Test Ad 1" and a URL to "http://www.smalltownpapers.com". The second row has a thumbnail for "Test Ad 2" and a URL to "http://www.archiveinabox.com". The third row has a thumbnail for "Test Ad 3" and a URL to "http://abd.starchive.com". The fourth row has a thumbnail for "Test Ad 4" and a URL to "http://ada.starchive.com".

Fill out the form, then click “Submit”

Manage Advertisement		Z ArchiveInABox		
		Add New Advertisement		
Advertisement Title :	Advertisement Alt Title :	Advertisement Link Url :	Advertisement Banner :	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="file"/>	(Must be a valid url. Example: http://www.google.com/)
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		(Must be at least 300 x 250 (Width x Height))
Ad Title	Ad Alt Title	File	Url	Action
Test Ad 1			http://www.smalltownpapers.com	

Advertisement Title is the title of your advertisement.

Ad Alt Title is a secondary or a sub title that you can use but is not required. For example, if you have multiple ads from the same vendor, you can use the Advertisement Title to list the vendor name, then use the Ad Alt Title to list the name of the advertisement.

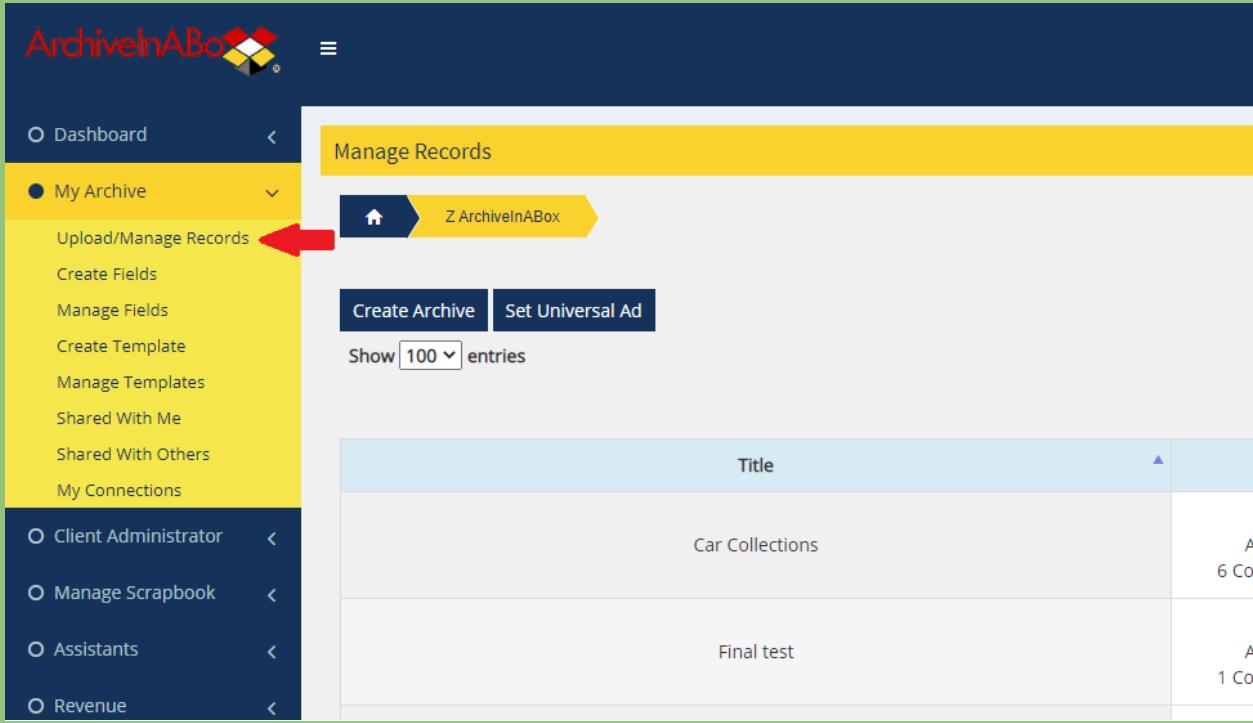
Advertisement Link URL is where you can paste a URL link to link the advertisement to another site, for example, the vendor's site. If you put a link in the Advertisement Link URL field, when a user clicks on the advertisement, they will be taken to the URL you entered.

Click Choose File to select the advertisement image you want to upload. The image must be at least 300x250 pixels.

After uploading an advertisement, you can edit or delete the advertisement by clicking the icons in the Actions column on the right side

Manage Advertisement		Z ArchiveInABox		
		Add New Advertisement		
Ad Title	Ad Alt Title	File	Url	Action
Test Ad 1			http://www.smalltownpapers.com	
Test Ad 2			http://www.archiveinabox.com	
Test Ad 3			http://abd.starchive.com	
Test Ad 4				

To assign an advertisement to an archive, collection, or sub group, click Upload/Manage Records



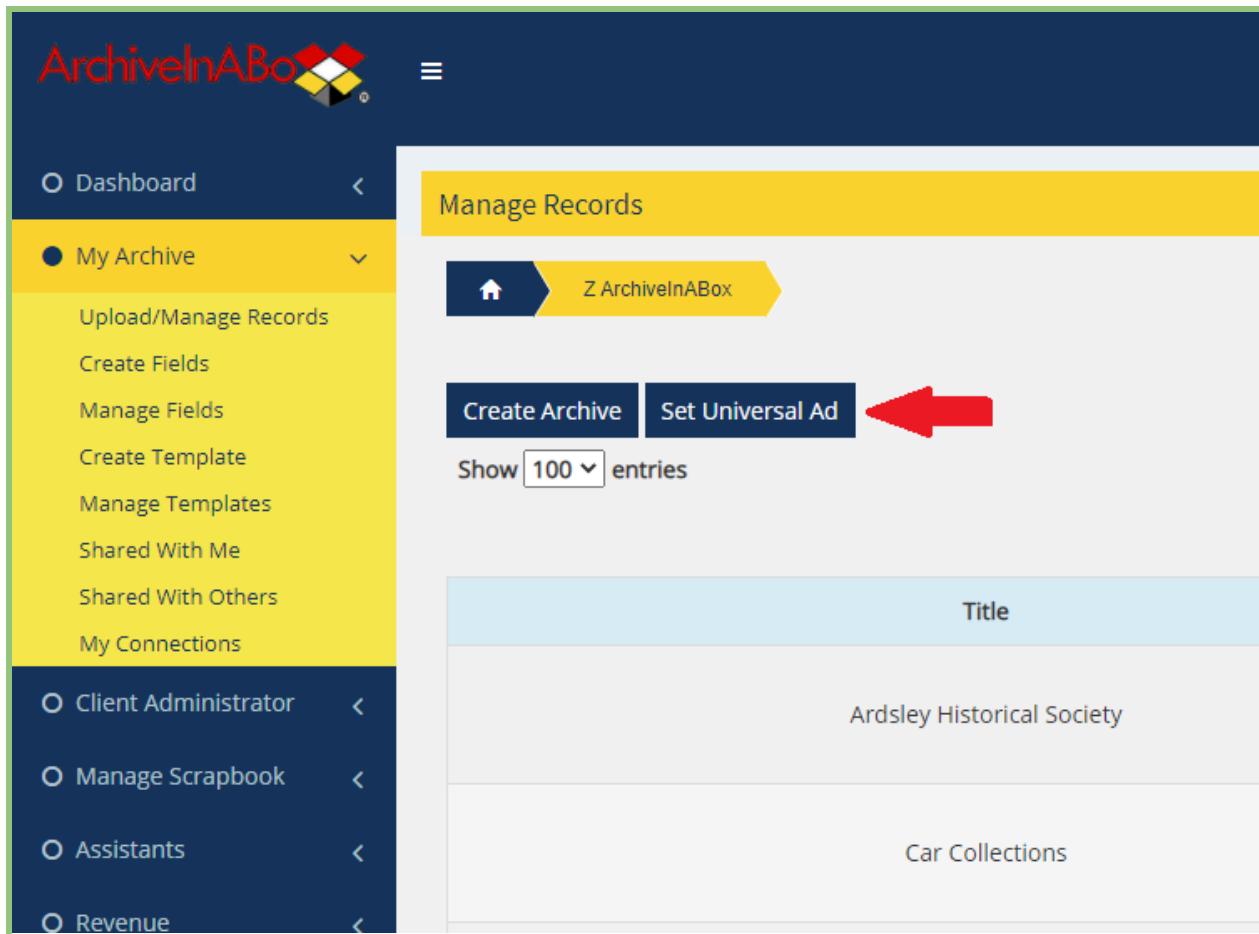
The screenshot shows the ArchivelnABox application interface. On the left, there is a vertical sidebar with a dark blue header and a yellow body containing various menu items. One item, "Upload/Manage Records", is highlighted with a red arrow pointing to it. The main content area has a yellow header bar with the text "Manage Records". Below this is a toolbar with a house icon, a search bar containing "Z ArchivelnABox", and two buttons: "Create Archive" and "Set Universal Ad". There is also a dropdown menu set to "Show 100 entries". The main area displays a table with two rows. The first row has a title "Car Collections" and a status "6 Co". The second row has a title "Final test" and a status "1 Co".

Title		
Car Collections	A 6 Co	
Final test	A 1 Co	

There are two ways to assign ads to your archives.

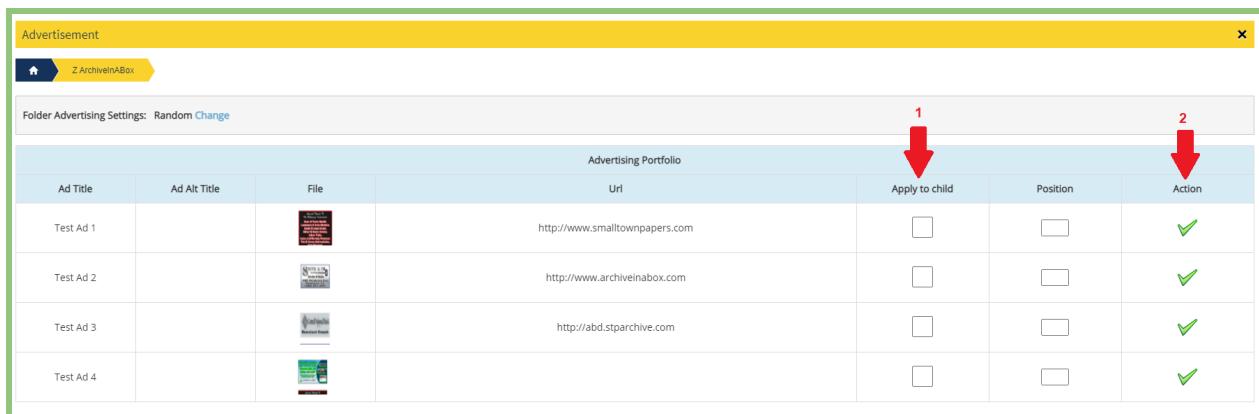
1. Universal Ads (these ads are assigned to your whole archive)
2. Ads assigned to specific folders (these ads will only appear within the specific Archive, Collection, or Sub Group that you assign them to)

To assign a Universal Ad, click the “Set Universal Ad” button on the Upload/Manage Records page



The screenshot shows the ArchivelnABox interface. On the left, there's a sidebar with categories like 'Dashboard', 'My Archive' (which is selected), 'Client Administrator', 'Manage Scrapbook', 'Assistants', and 'Revenue'. The main area is titled 'Manage Records' and contains a breadcrumb navigation: 'Home > Z ArchivelnABox'. Below the breadcrumb are two buttons: 'Create Archive' and 'Set Universal Ad' (the latter has a red arrow pointing to it). A dropdown menu shows 'Show 100 entries'. The main content area displays a table with two rows. The first row has a 'Title' column containing 'Ardsley Historical Society'. The second row has a 'Title' column containing 'Car Collections'.

Check the box in the “Apply to Child” column, then click the green check mark in the “Actions” column to set the ad as a Universal Ad. You can also set the position of the ad in the “Position” column. For example, if you have an ad that you always want to display first you can set the position to 1.



The screenshot shows the 'Advertisement' settings page. At the top, it says 'Advertisement' and 'Folder Advertising Settings: Random Change'. Below that is a table titled 'Advertising Portfolio'. The columns are 'Ad Title', 'Ad Alt Title', 'File', 'Url', 'Apply to child' (with a red arrow labeled 1 pointing to the checkbox), 'Position' (with a red arrow labeled 2 pointing to the input field), and 'Action' (with a green checkmark). There are four rows in the table, each representing a test advertisement: 'Test Ad 1', 'Test Ad 2', 'Test Ad 3', and 'Test Ad 4'. All four rows have their 'Apply to child' checkboxes checked and green checkmarks in the 'Action' column.

To remove a Universal Ad that was previously set, click the red X in the Actions column

Advertising Portfolio						
Ad Title	Ad Alt Title	File	Url	Apply to child	Position	Action
Test Ad 3			http://abd.starchive.com	<input type="checkbox"/>	<input type="checkbox"/>	
Test Ad 4				<input type="checkbox"/>	<input type="checkbox"/>	

Advertisements applied to this folder						
Ad Title	Ad Alt Title	File	Url	Apply to child	Position	Action
Test Ad 1			http://www.smalltownpapers.com	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1	
Test Ad 2			http://www.archiveinabox.com	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1	

To set an ad for a specific Archive, Collection, or Sub Group, navigate to the folder that you want to assign the ad to, then click on the advertisements button under the Actions column on the right side

Title	Type	Created	Date Claimed	Actions
Historic Photos	Collection 2 Sub-Group(s)	06/14/2018 11:24:05 AM	NA	
Maps	Collection 1 Sub-Group(s)	06/14/2018 11:23:45 AM	NA	

Date Claimed	Actions
NA	
NA	

If there are any ads that were set at a higher level than the level you are currently on, you will see those in the bottom of the popup that appears. For example, in the screenshot below, I had already assigned a Universal Ad to my archive. That Universal Ad is shown in the **Advertisements Applied from Parent Folder(s)** section at the bottom of the popup in the screenshot below.

In this popup, check the box in the **Apply to Child** column, then click the green check mark on the right side to assign an advertisement to this folder.

The screenshot shows the 'Advertisement' settings dialog. At the top, it says 'Folder Advertising Settings: Random Change'. Below this are two tables:

- Advertising Portfolio:** This table lists ads from parent folders. It has columns for Ad Title, Ad Alt Title, File, Url, Apply to child (checkbox), Position (input field), and Action (green checkmark). Three ads are listed: Test Ad 2, Test Ad 3, and Test Ad 4. Red arrows labeled '1.' and '2.' point to the 'Apply to child' checkbox and the green checkmark respectively.
- Advertisements applied from parent folder(s):** This table lists ads applied to this folder. It has columns for Ad Title, Ad Alt Title, File, Url, Apply to child (checkbox), Position (input field), and Action. One ad is listed: Test Ad 1, with a checked 'Apply to child' checkbox and a position of 1.

Once again, you can click the red X to remove an ad from a folder.

The screenshot shows the 'Advertisement' settings dialog. The 'Advertising Portfolio' table remains the same as the previous screenshot. In the 'Advertisements applied to this folder' table, the 'Test Ad 2' row now has a red 'X' in the 'Action' column, indicating it has been removed. A red arrow points to this 'X'. In the 'Advertisements applied from parent folder(s)' table, the 'Test Ad 1' row also has a red 'X' in the 'Action' column, indicating it has been removed. A red arrow points to this 'X'.

# Watermark Manager

With the Watermark Manager feature you can set a default watermark that will appear on your whole archive. Additionally, you can set custom watermarks for specific folders (Archives, Collections, and Sub Groups) or even specific records.

To set the default watermark text which will automatically be applied to your archive as a whole, go to the “Manage Homepage Template” page

The screenshot shows the ArchivelnABox dashboard. On the left, there's a sidebar with various menu items. One item, "Manage Homepage Template", is highlighted with a large red arrow pointing towards it from the left. The main content area is titled "Manage Records". It features a search bar with "Show 100 entries" and two buttons: "Create Archive" and "Set Universal Ad". Below the search bar, there are two sections: one labeled "Title" containing "Ardsley Historical Society" and another below it containing "Car Collections".

Click the Contact Information tab

Manage Home Page Template

Basic Information      Contact Information      Images



Contact Information

Historical Society Name : ?

Display Name : ?

Address : ?

About Content : ?

Enter the watermark text in the Watermark Text field. (30 character limit)

Manage Home Page Template

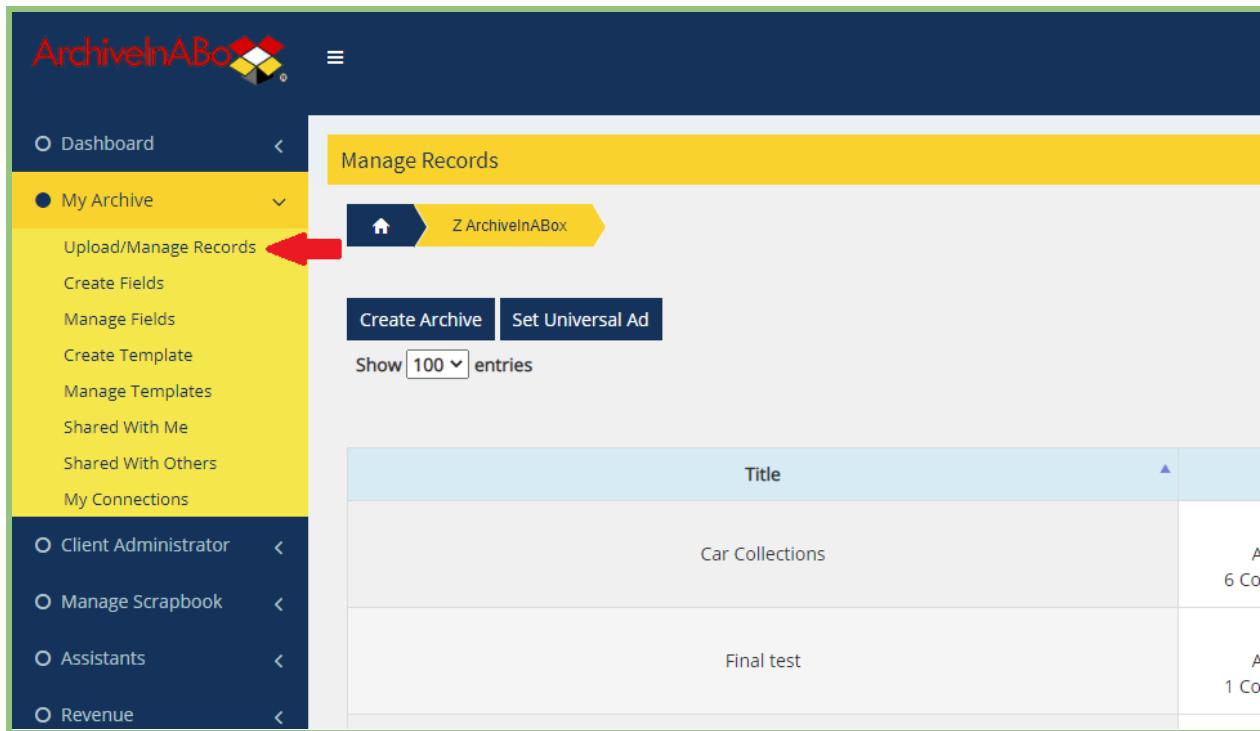
**Basic Information**   **Contact Information**   **Images**

Preferred Time Zone : ?	UTC-8: Pacific Standard Time (PST)
Contact No. : ?	Text input
Website : ?	Text input
Hours : ?	Text input
 Watermark Text : ?	Text input
Display State : ?	--Select---
Display County : ?	Text input
Display City : ?	Text input
Display Zip : ?	Text input

**Update**   **Clear Form**

Click Update at the bottom of the page to save the changes

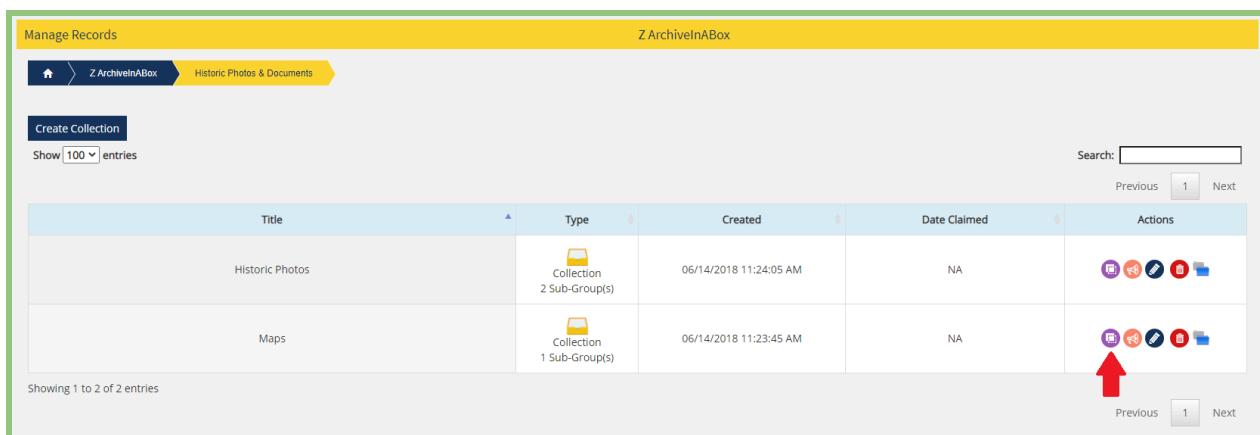
To set the watermark for a specific folder within your archives or a specific record, go to the Upload/Manage Records page



The screenshot shows the ArchivelnABox web application. On the left, there is a vertical sidebar with a yellow background containing several menu items under categories like 'My Archive', 'Client Administrator', 'Manage Scrapbook', 'Assistants', and 'Revenue'. One item, 'Upload/Manage Records', is highlighted with a red arrow pointing towards it. The main content area has a yellow header bar with the text 'Manage Records' and the 'Z ArchivelnABox' logo. Below the header, there are buttons for 'Create Archive' and 'Set Universal Ad', and a dropdown menu 'Show 100 entries'. The main table displays two records: 'Car Collections' and 'Final test', each with a 'Title' column and an 'Actions' column.

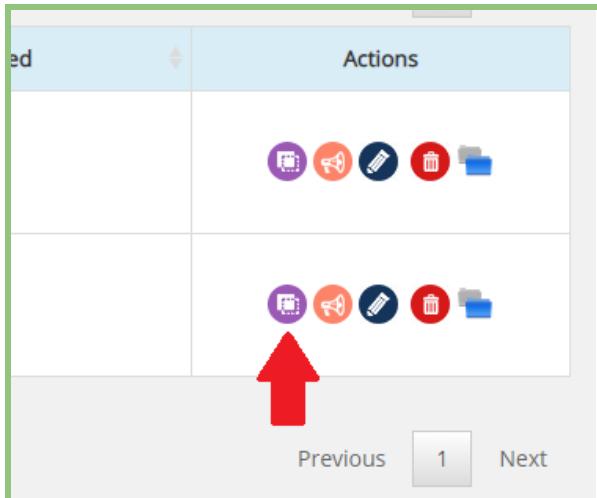
Title	Actions
Car Collections	A 6 Co
Final test	A 1 Co

Navigate to the folder (Archive, Collection, or Sub Group) or to the record you want to set a custom watermark for and click the Watermark icon on the right side under the Actions column



This screenshot shows the 'Manage Records' page for the 'Historic Photos & Documents' collection. The top navigation bar includes 'Create Collection' and a search bar. The main table lists two entries: 'Historic Photos' and 'Maps'. The 'Actions' column for each entry contains several icons, with a red arrow pointing specifically to the 'Watermark' icon in the 'Maps' row.

Title	Type	Created	Date Claimed	Actions
Historic Photos	Collection 2 Sub-Group(s)	06/14/2018 11:24:05 AM	NA	
Maps	Collection 1 Sub-Group(s)	06/14/2018 11:23:45 AM	NA	



A popup will appear where you can enter the custom watermark for that specific folder or record.

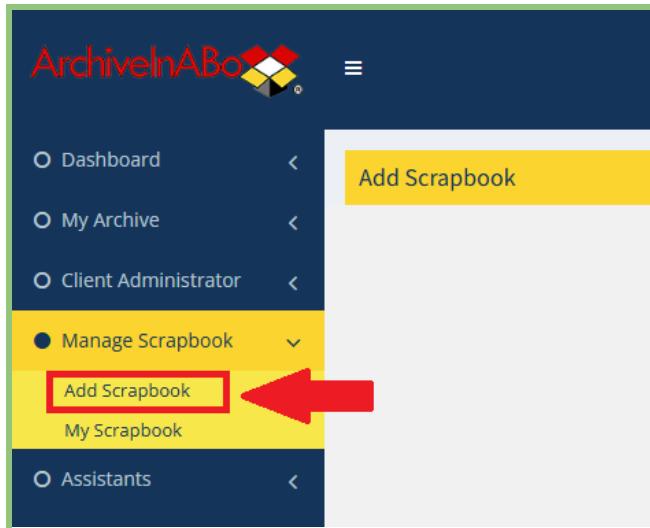
A screenshot of a 'Add Watermark' dialog box. The title bar says 'Add Watermark' and has a close button. The main area has a label 'Archive Watermark Text' and a text input field containing the text 'SmallTownPapers'. At the bottom are 'Submit' and 'Cancel' buttons.

Enter the text, then click Submit to save the changes.

When you set a watermark for a specific Archive, Collection, or Sub Group, the watermark will be applied to all records within that Archive, Collection or Sub Group including any new uploads within that folder.

## Create and Manage Scrapbooks

To create a scrapbook, click “Add Scrapbook” in the menu on the left side of the page



Enter the scrapbook title and choose whether the scrapbook is Public or Private. “Public” means the scrapbook will be visible to all users who are browsing your archives. “Private” means only users with a direct link to the scrapbook, which you will have to send them, will have access to the scrapbook.

A screenshot of the 'Add Scrapbook' form. The title bar says 'Z ArchiveInABox'. The form has two main sections: 'Scrapbook Title:' with a placeholder 'Enter scrapbook title' and 'Scrapbook Type:' with a dropdown menu set to 'Public'. At the bottom are two buttons: a dark blue 'Add Scrapbook' button and an orange 'Cancel' button.

To manage your existing scrapbooks, click the “My Scrapbooks” button in the menu on the left side of the page

The screenshot shows the ArchivelnABox application interface. On the left, there is a vertical navigation menu with the following items:

- Dashboard
- My Archive
- Client Administrator
- Manage Scrapbook** (selected, indicated by a blue dot)
- Add Scrapbook
- My Scrapbook** (highlighted with a red box)
- Assistants
- Revenue

On the right, under the heading "My Scrapbook", there is a table with two entries:

Scrapbook Title	Shared With
Forest Festival	Smith Family

Below the table, it says "Showing 1 to 2 of 2 entries". A large red arrow points from the "My Scrapbook" button in the sidebar to the table on the right.

On the My Scrapbooks page, you can see a list of your scrapbooks, see who the scrapbook is shared with, edit your scrapbooks to change the name or type of scrapbook, delete scrapbooks, view a list of the records that have been saved within each scrapbook, and share the scrapbook with someone else.

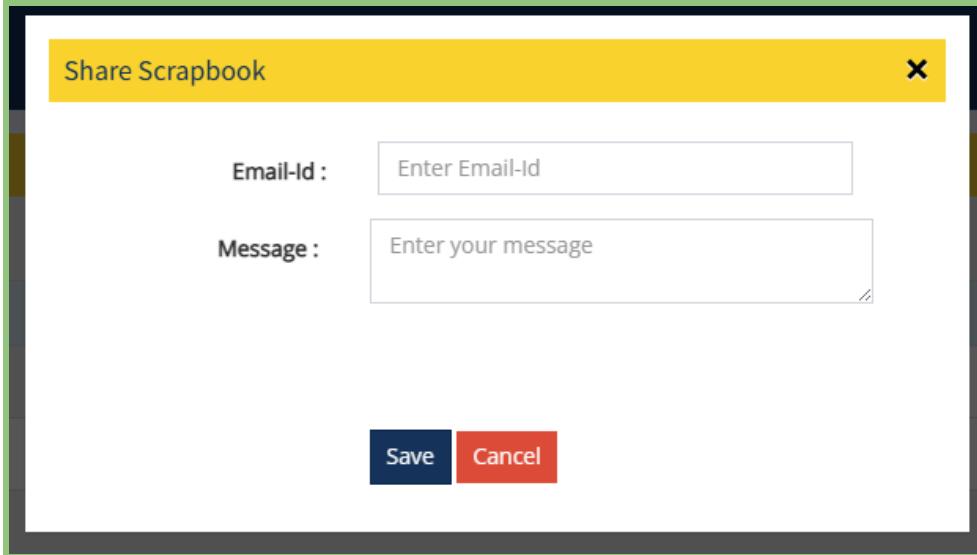
To share a scrapbook with someone, click the yellow icon on the far right of the “Actions” column

The screenshot shows the "My Scrapbook" page with the following table:

Scrapbook Title	Shared With	Actions
Forest Festival Scrapbook		
Smith Family Scrapbook		

A red arrow points to the share icon in the "Actions" column for the "Smith Family Scrapbook" entry. The table also includes a header row and a footer note "Showing 1 to 2 of 2 entries".

Enter the email address for the person you want to share the scrapbook with. You can enter a message in the “Message” field if you want to include a message in the email that will be sent to the recipient.



## Reprint Requests

On ArchivelnABox, you can enable a “Reprint Request” button which allows public users to request a reprint/copy of a specific record. To enable this feature, click the “Manage Homepage Template” option in the menu on the left side of the page

The screenshot shows the ArchivelnABox homepage. On the left, there is a sidebar with various options: Dashboard, My Account, Manage Homepage Template (which is highlighted with a red box and has a red arrow pointing to it), Owner Account, Content Removal Requests, Contact Requests, and Manage Advertisement. Below these are sections for My Archive, Client Administrator, and Manage Scrapbook. The main content area is titled "Manage Records" and contains buttons for "Create Archive" and "Set Universal Ad", and a dropdown for "Show 100 entries". There are also sections for "Title" and "Addresses".

Click the “Images” tab near the top of the page

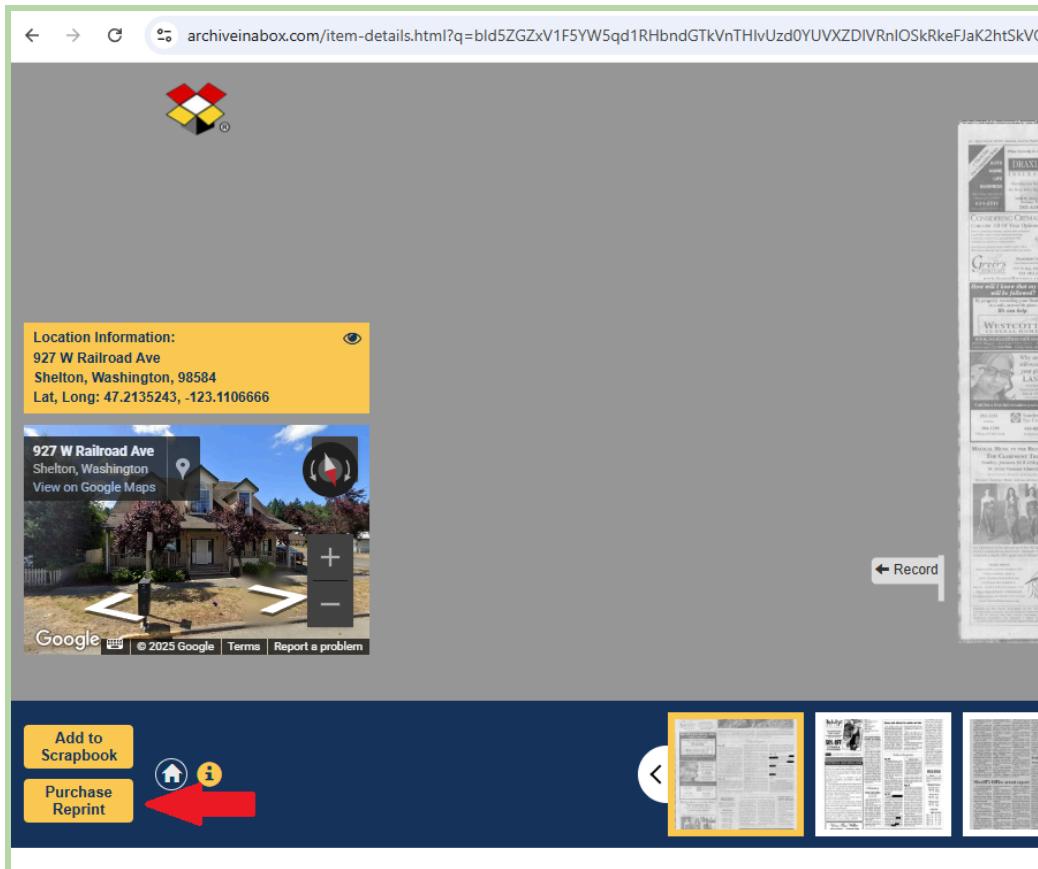
The screenshot shows the "Manage Home Page Template" page. The sidebar on the left is identical to the previous screenshot. The main content area has three tabs at the top: "Basic Information", "Contact Information", and "Images" (which is highlighted with a red box and has a red arrow pointing to it). Below the tabs, there are input fields for "Historical Society Name" (with value "Z ArchivelnABox"), "Display Name" (with value "Text input"), and "Tags" (with value "Tags").

Select “Enable” for the Show Purchase Reprint Button option

The screenshot shows a web-based configuration interface for a record. At the top, there are fields for "Record Display Page Logo" and "Hist. Connection Logo", both with "Choose File" buttons and "No file chosen" messages. Below these are two radio buttons: "Enable" (selected) and "Disable" for the "Show Purchase Reprint Button". A red box highlights this section. Further down, there's a section for "Trending artifacts" with similar "Enable" and "Disable" radio buttons. At the bottom right are "Update" and "Clear Form" buttons.

Click “Update” to save the changes.

This will enable the “Purchase Reprint” button on the View Record page.



When a user clicks the “Purchase Reprint” button on the View Record page, the form below will appear

Reprint Form X

Your purchase includes a Restricted Use License. Read our [Copyright and Permitted Use Policy](#).  
For larger orders and multiple editions, please [contact us](#).

\* = Required Field

First Name\* :

Last Name\* :

Email Address\* :

Paste links here of the page(s) you  
wish to order\* :

How will these pages be used?\* :

Comments :

**SUBMIT REQUEST**

When the user fills out the form and click “Submit Request”, their request will be listed on the Reprint Requests” page in your admin account

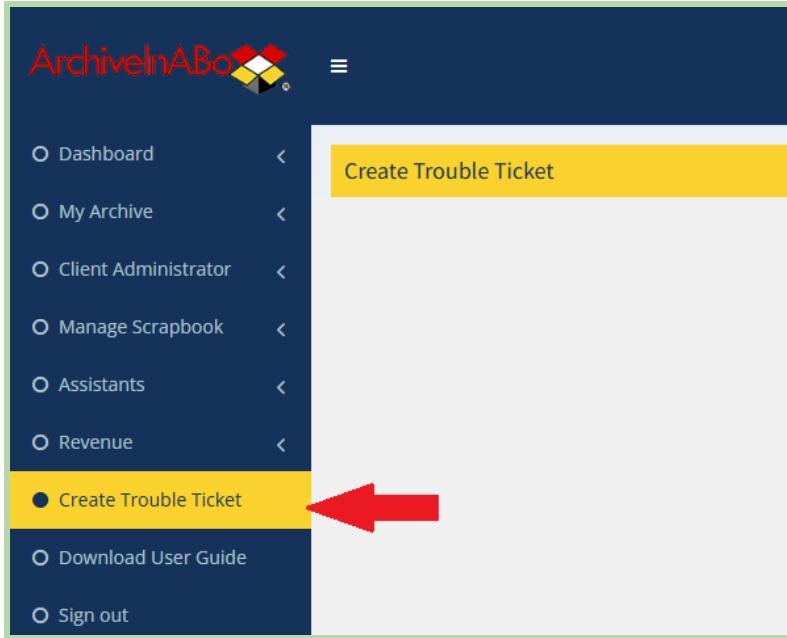
The screenshot shows the ArchivelnABox software interface. On the left, there is a vertical navigation menu with the following items:

- Dashboard
- My Archive
- Client Administrator
- Manage Scrapbook
- Assistants
- Revenue (selected, indicated by a blue dot)
- Reprint Requests (highlighted with a red box and a red arrow pointing to it)
- Create Trouble Ticket
- Download User Guide
- Sign out

The main content area is titled "Manage Records" and contains a "Create Archive" button, a "Set Universal Ad" button, and a "Show 100 entries" dropdown. Below this, there is a table with columns "Title" and "Address". One row in the table is partially visible, showing "Ardsley Historica".

## Trouble Ticket

ArchiveInABox admins can submit a trouble ticket at any time if you run into any issues or have any questions. Simply click the “Create Trouble Ticket” option in the menu on the left side of the page then fill out the form.



Z ArchiveInABox

Name :

Email :

Your Computer :

Browser Type :

Describe Your Issue :

**Submit Ticket**