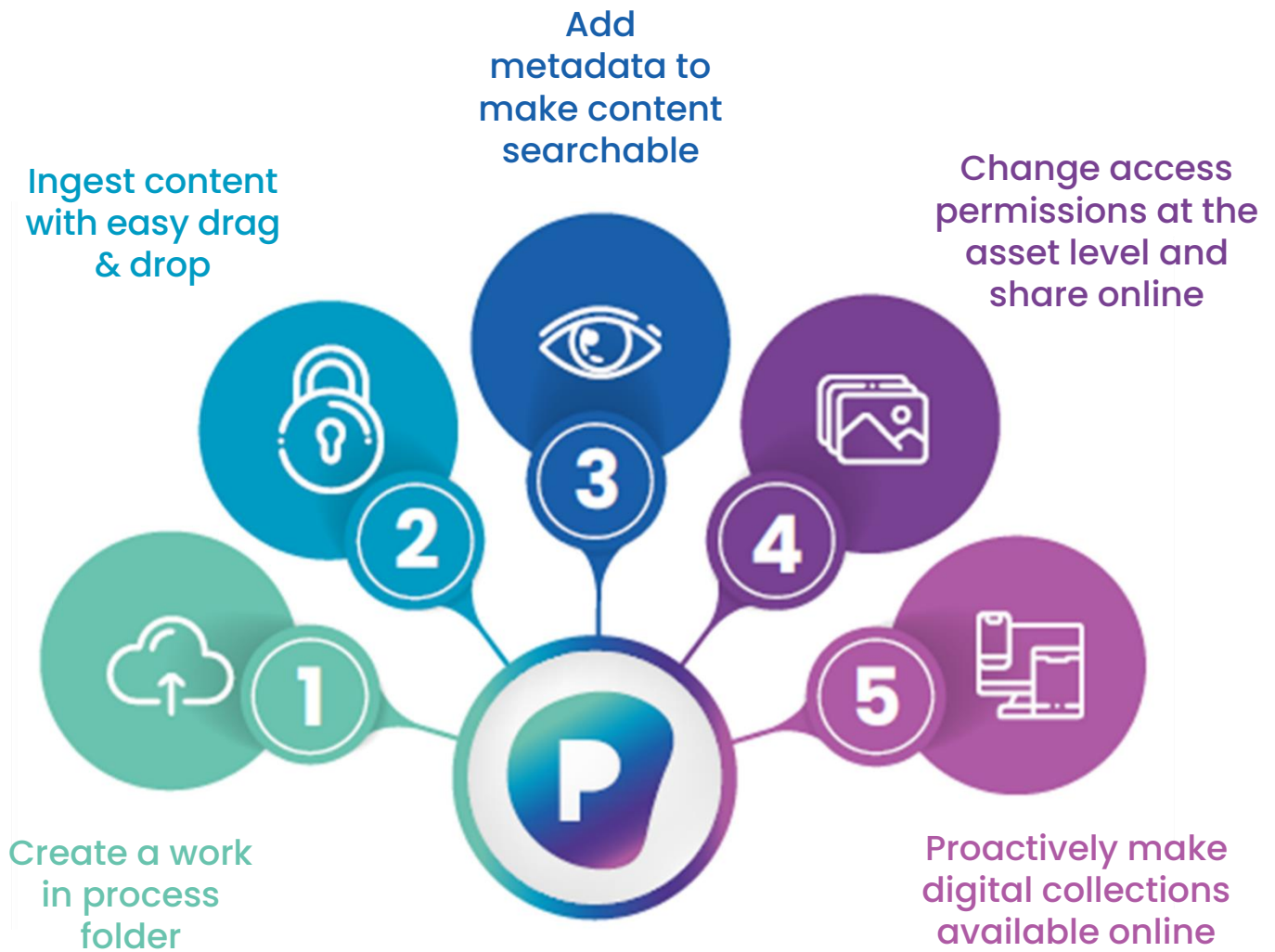


# How to fill a public records request

## Starter edition



**Brad Houston**  
City of Milwaukee



# Welcome to Preservica

Discover more





# Create a work in process folder

Preservica immediately preserves your digital content (aligned to OAIS ISO 14721 and the highest NDSA levels) and securely stores it in the cloud - with multiple copies and 99.99999999% durability - from the second it's uploaded.

1. Sign-in to Starter.
2. Create a new folder by the 'Add' button. in the top right and select "Create a new folder".
3. Give it an appropriate name.
4. Right click and set it to 'Private'.

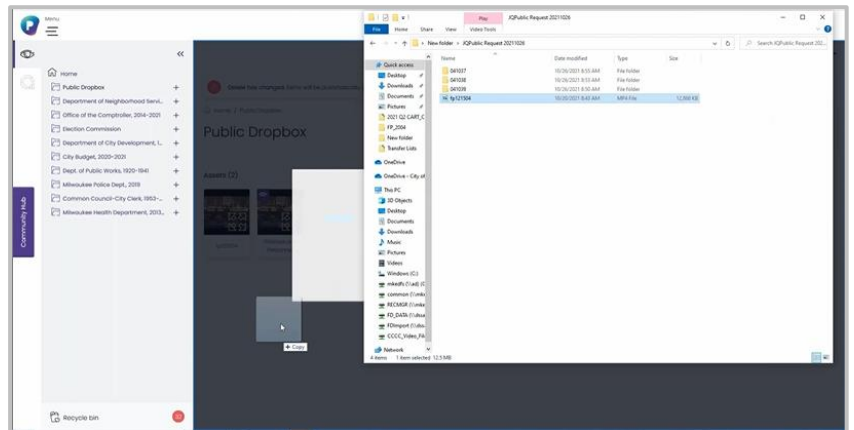


### Did you know?

You can upload your own existing hierarchy and content as a zipped folder via the upload interface.

Accessible on any device

Starter's highly accessible interface can be used in browser or on a mobile device, allowing you to manage and enhance your archive from anywhere.



### Did you know?

You can organize and rearrange your hierarchy at any time. Easily create folders, collections and subcollections.



## 2 Ingest your content with easy drag and drop

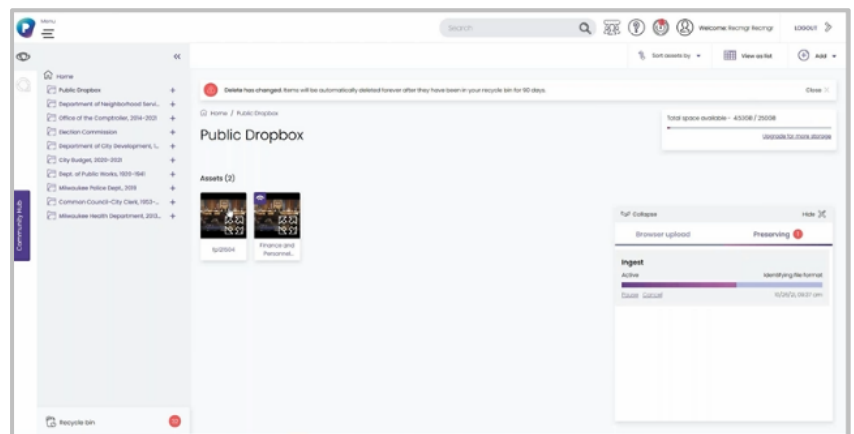
Starter removes the hassle from digital preservation by automatically transforming any content you upload to recommended preservation formats, including access copies to share with your user and peer communities.



### What are generations?

Generations are copies of your original file that Preservica uses for preservation purposes. Preservation ensures that your content will always remain accessible, regardless of any changes to technology and preferred file formats.

1. Open the folder you just created.
2. Locate the content you want to ingest into Starter.
3. Drag and drop your content into the new folder OR click on the 'Add' button in the top right.
4. A pop-up notification will appear in the bottom right confirming that your file is uploading.
5. Congratulations - **your files have been safely uploaded and are now securely preserved!**



### Don't worry

Your original file and its original format is maintained at all times in Preservica. You can download it at any time by finding the 'Generation 1' file listed in the Preservation view sub-section.



# 3

## Add metadata to make content searchable

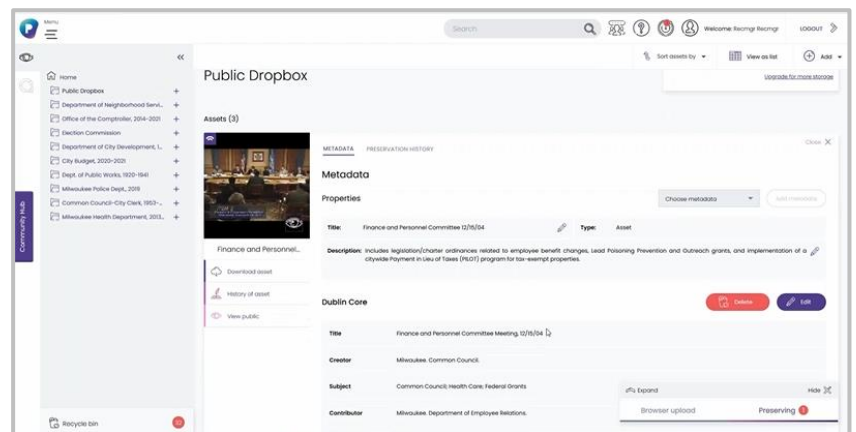
Preservica allows you to enrich and add metadata at any time after upload, as well as manage and rearrange your content on-demand. You can also make use of powerful search to quickly access relevant content.



### Did you know?

Preservica allows users to edit or remove their existing or add new metadata (including completely new schemas) at any time – so you can easily adapt to changing requirements or add new descriptive information as you receive it.

1. Click on the metadata tab next to the asset's thumbnail.
2. Add your desired metadata schema – choose between Dublin Core, MODS or both.
3. Edit any metadata fields with the descriptive information.
4. Press save when you've finished.
5. Click in the search bar at the top of your screen.
6. Type in a keyword or phrase and press enter or click the magnifying glass.
7. **It's as simple as that!** Your content will display instantly below.



### Did you know?


Preservica features advanced, full-text search – enabling you to quickly find and download relevant content to efficiently respond to information requests in seconds.



# 4

## Change access permissions at asset level and share the URL

Within seconds you can view, render and share digital content. In order to share a specific asset with a requestor online follow these steps:

1. In your folder right click on the file you want to share and change the access view to 'Public'.
2. Click the 'View public' icon just below the content thumbnail.
3. This will take you to your public access portal, where you can see the content and metadata as it would be displayed publicly.
4. In the top right  you'll see multiple sharing buttons – enabling you to easily share the selected content across multiple social media feeds, or via a persistent link in an email.



### What are representations?

Representations are different views of your content which Preservica chooses from depending on how you want to use it. The preservation representation keeps your original content safe; the access representation is designed to provide your online user community with accessible formats, which render faster online and are more appropriate as download options.



### Did you know?

Using a persistent link to share content means that the recipient is able to access the content instantly without any restrictions.



# 5

## Proactively make digital collections available online

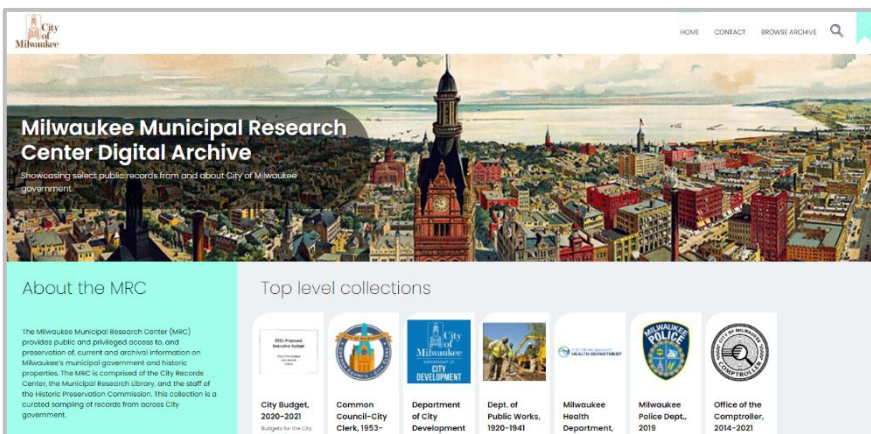
Out-of-the-box, Preservica enables you to easily and proactively share your digital collections with your community, colleagues and students – all through your own built-in online access portal, seamlessly connected to your digital repository. You can enable users to self-serve content anytime, anywhere by following these steps:

1. Create a new folder or select an existing one.
2. Right click on the folder and ensure it is set to 'Public'.
3. Drag your content into this folder.
4. Click the 'View public' icon. This will take you to your public access portal where you can view your content as part of a collection.



### Did you know?

All Preservica users get free access to their own public access portal, allowing you to instantly share your preserved content within minutes of uploading it for the first time.



## Congratulations!

Now you know how to quickly upload content, safely store, actively preserve, fully curate, find and make it available online in a matter of minutes to specific requestors and the general public.