

How to fill a research request

Starter edition



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A faster way to
respond to research
and public records
requests

An easier way to
share and provide
access to large
digital files

Welcome to Preservica

Discover more





Navigate to your target 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 99.999999999% durability - from the second it's uploaded.

1. Sign-in to Starter.
2. Navigate your folder hierarchy by expanding each parent folder using the + symbol to the right of the folder name.

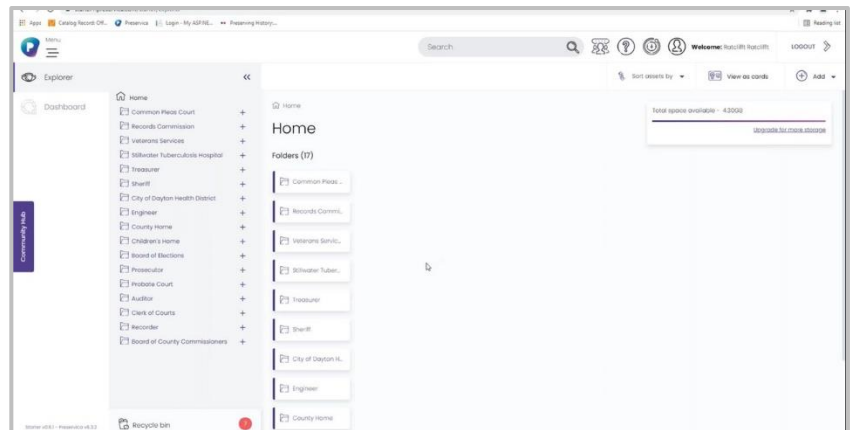


Did you know?

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.

Go to step 2



2

Ingest and protect your content with easy drag and drop

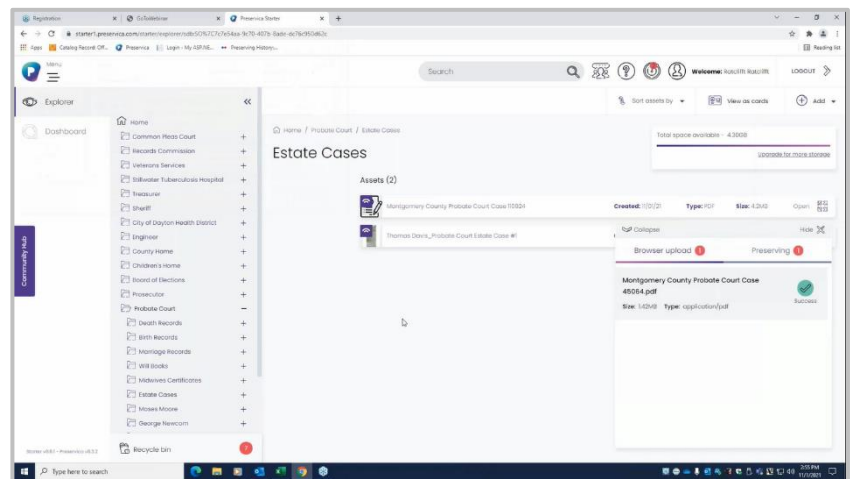
Starter removes the hassle from digital preservation by automatically transforming any content, large or small, you upload to recommended preservation formats, including access copies to share with your user and peer communities.



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 your selected folder.
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.

Go to step 3



3

Enrich your content and make it searchable

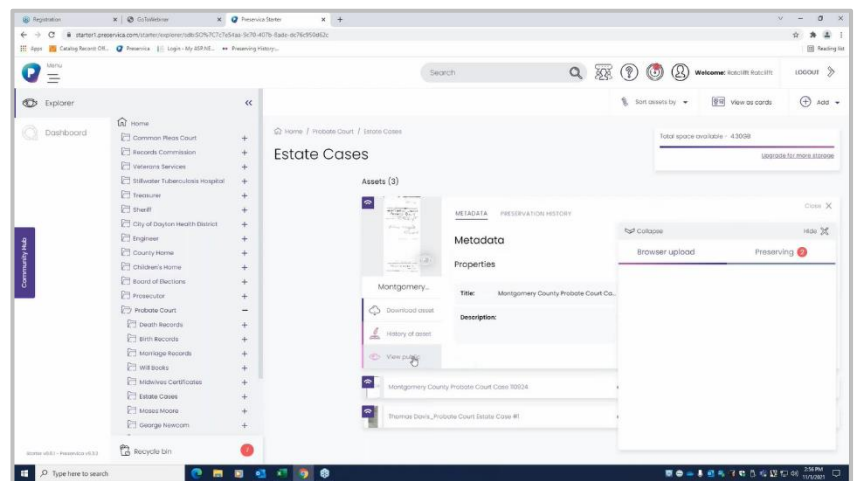
Preservica allows you to enrich and add metadata at any time after upload, as well as manage and rearrange your content on-demand. You can also make use of powerful search to quickly access relevant content.

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 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.



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.

Go to step 4



4

Change access permissions at asset level and easily share your content with requestors

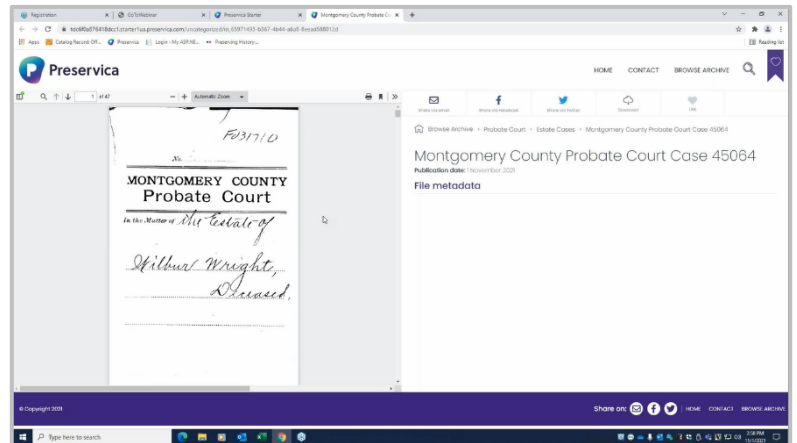
Within seconds you can view, render and share digital assets, large and small, without needing to break up the content to meet traditional file transfer limitations associated with methods such as email. In order to share a specific asset with a requestor online follow these steps:



Did you know?

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

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.



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.