HOW-TO-GUIDE

EXACTLY

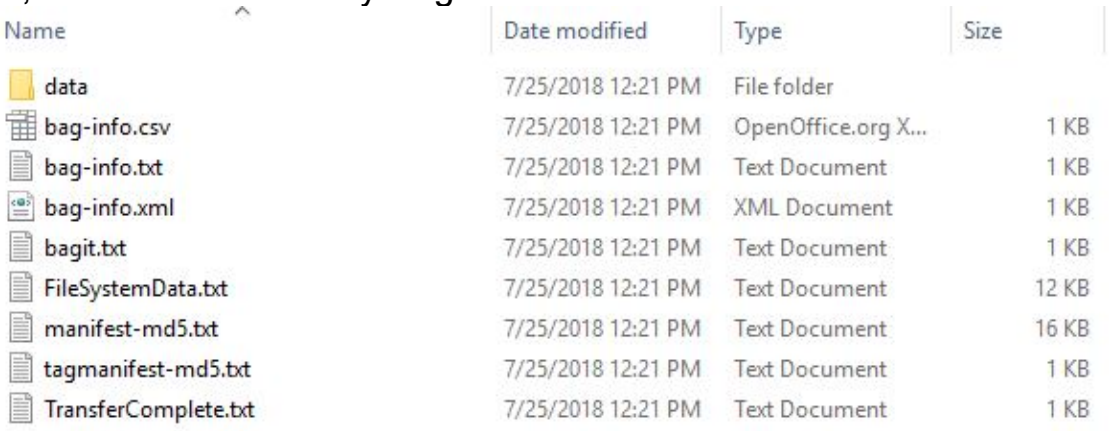
OWLS
Local Libraries • Better Together

What is Exactly?

Exactly is a free and open source application that is easy-to-use for remotely and safely transferring any digital data from a sender to a recipient.

Exactly allows recipients to create customized metadata templates for senders to fill out before submission. Exactly can send email notifications with transfer data and manifests when files have been delivered to the archive.

So, what is in an Exactly BagIt file?



Name	Date modified	Type	Size
data	7/25/2018 12:21 PM	File folder	
bag-info.csv	7/25/2018 12:21 PM	OpenOffice.org X...	1 KB
bag-info.txt	7/25/2018 12:21 PM	Text Document	1 KB
bag-info.xml	7/25/2018 12:21 PM	XML Document	1 KB
bagit.txt	7/25/2018 12:21 PM	Text Document	1 KB
FileSystemData.txt	7/25/2018 12:21 PM	Text Document	12 KB
manifest-md5.txt	7/25/2018 12:21 PM	Text Document	16 KB
tagmanifest-md5.txt	7/25/2018 12:21 PM	Text Document	1 KB
TransferComplete.txt	7/25/2018 12:21 PM	Text Document	1 KB

Exactly creates a bag of checksums, manifest, bag info, and the images you digitally preserved under “data.” By using Exactly, this allows Fixity to run the checksums created against the digital collections to make sure the collections are holding their integrity. By holding their integrity, this means that they are not becoming corrupt, or changing. This allows us to make sure that items will be seen the same in 50 years as they are today.

This will serve as a guide on how to run the Exactly software. If you have any questions during the process, please contact Exactly:
https://www.weareavp.com/contact/

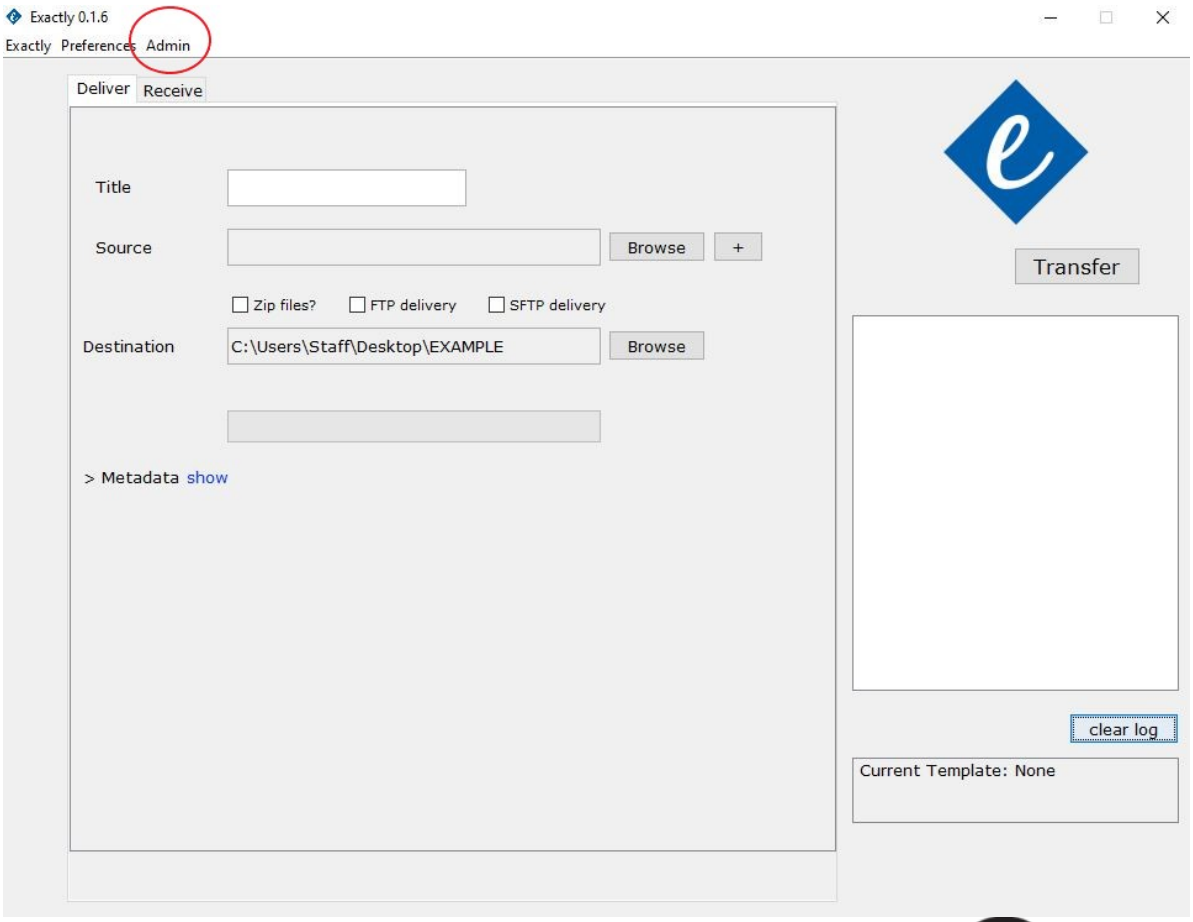
Email Settings - Admin Menu (important)

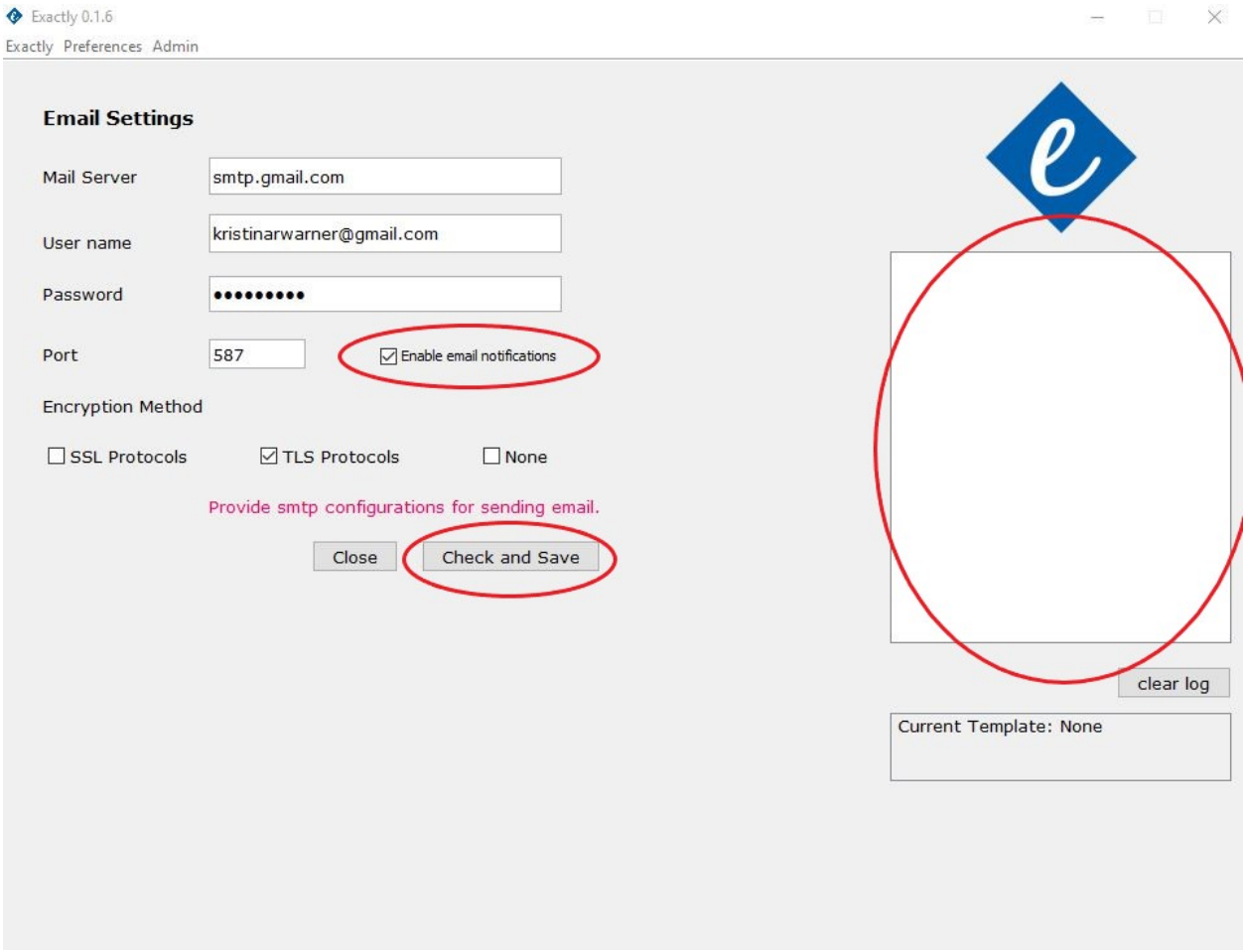
Administrative settings should be created by the receiving entity and included in preset configurations. If the receiving entity has not provided settings in the preset configurations, see below.

Email Settings

- Enter in email “send” settings in order for email notifications to be sent. You may need to consult your email provider for appropriate settings for sending email from the application.
- The “Email Notifications” checkbox must be enabled in order for notifications to be automatically sent by Exactly.

You may have to adjust your security settings on your email account (for example with Gmail) in order to allow third party applications to send email on your behalf.





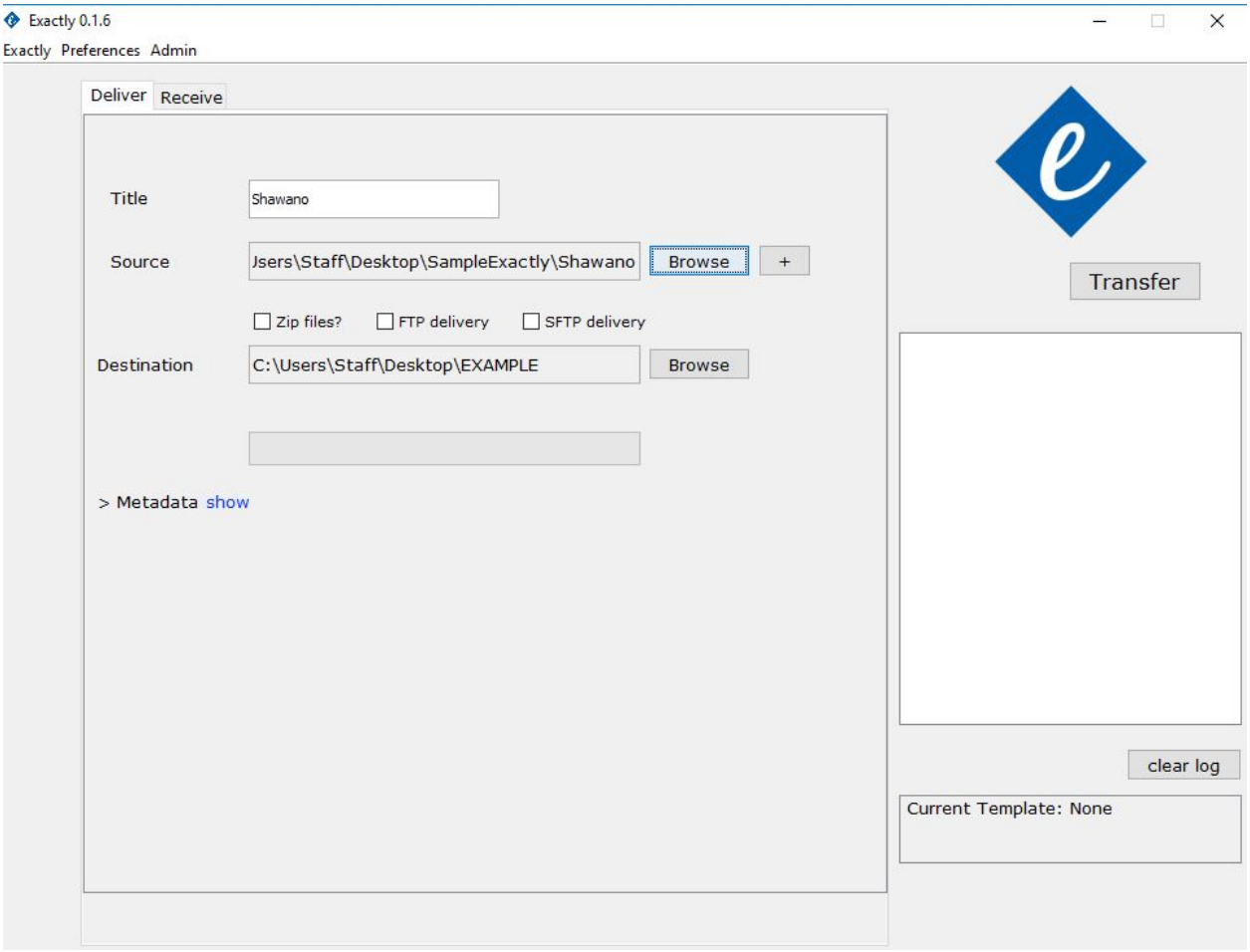
The white box will let you know if something was successful or not. Reminder, the server settings that come preset work well with Gmail, however will need to be adjusted for library emails.

Package Delivery

Here is where you will provide basic (required) package delivery information or package-level metadata in order to successfully transfer your files. Consult with the archive or other receiving entity on appropriate conventions and destinations.

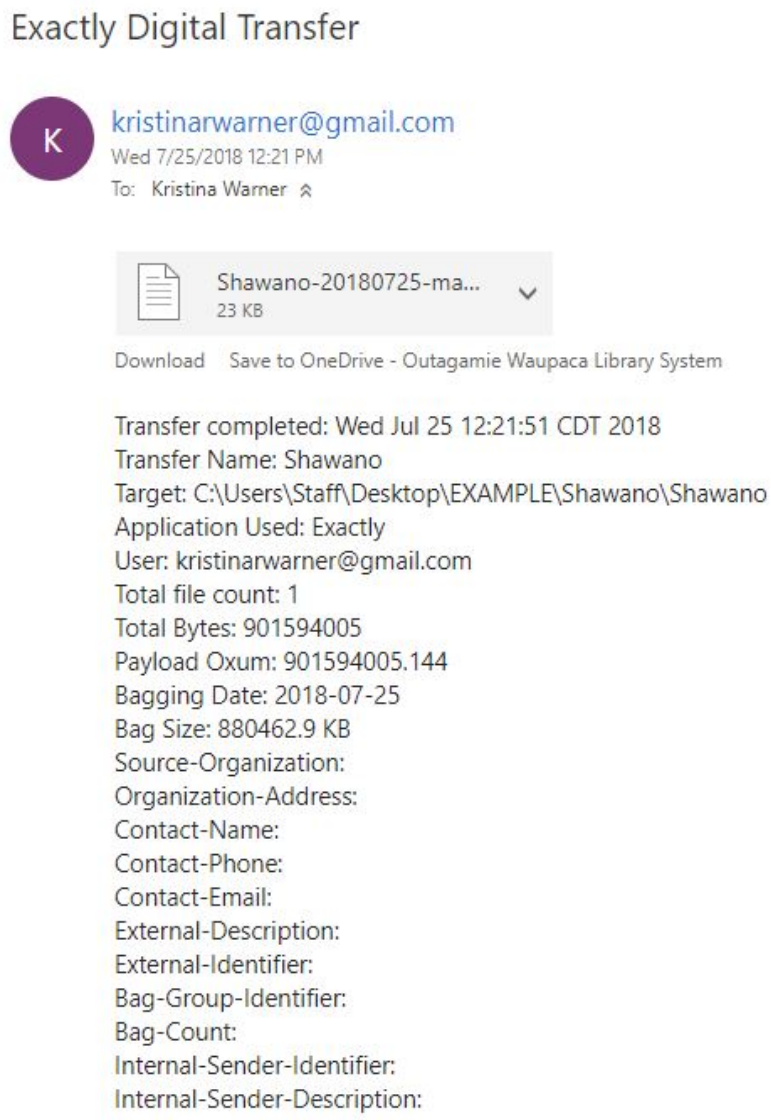
First, make sure that you have selected the "Deliver" tab.

1. Title: You must provide a title for your package. Example: Shawano
2. Source Locate the file that you would like to transfer by clicking "Browse."
3. Destination: Where you want the Bag to be located. For example, moving a digital collection from a computer, to an external hard drive.



4. Before hitting transfer, add any metadata that is applicable.
5. Transferring files: Using Exactly to transfer files is easy. Once you have the application configured, and your metadata is complete, all you have to do is to press the "transfer" button in the Transfer Quad (upper right).
   - -The status bar and log (right) will tell you the status of your transfer.
   - -When your transfer completed, the log will indicate "transfer completed successfully."

6. Email notification of successful transfer.



Exactly Digital Transfer

K kristinarwarner@gmail.com
Wed 7/25/2018 12:21 PM
To: Kristina Warner

Shawano-20180725-ma...
23 KB

Download Save to OneDrive - Outagamie Waupaca Library System

Transfer completed: Wed Jul 25 12:21:51 CDT 2018
Transfer Name: Shawano
Target: C:\Users\Staff\Desktop\EXAMPLE\Shawano\Shawano
Application Used: Exactly
User: kristinarwarner@gmail.com
Total file count: 1
Total Bytes: 901594005
Payload Oxum: 901594005.144
Bagging Date: 2018-07-25
Bag Size: 880462.9 KB
Source-Organization:
Organization-Address:
Contact-Name:
Contact-Phone:
Contact-Email:
External-Description:
External-Identifier:
Bag-Group-Identifier:
Bag-Count:
Internal-Sender-Identifier:
Internal-Sender-Description:

Within the email notification, you will also get the manifest for the Bag. This also can be found within the Bag you created.