

Universal Archiving Module

User Manual

Version: 1.0.5.12

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1. Introduction

The purpose of the Universal Archiving Module (UAM) is to simplify the incorporation of records and their descriptions into the agency's Electronic Records Management System (ERMS), converting them to a format that matches requirements, and forwarding those with an archival value to the public archive.

1.1 Glossary

Archival creator – a legal or physical entity whose activities result in the creation and accumulation of records that form an archive.

Archival format – a file format used for long-term preservation of digital files. In Estonia, the list of archival formats is available in the National Archives' digital archival system strategy and archival guidelines.

Archival structure – the hierarchical classification structure used to classify single records at archives. The classification levels at the National Archives of Estonia are: archive/fond > sub-archive/sub-fond > function > series > sub-series.

Archive – a comprehensive assemblage of records created or received in the course of the archival creator's activities.

DHX – Document exchange protocol (DHX) is a standardised technical and organisational solution, enabling institutions to exchange documents, based on a distributed or decentralised principle.

ERMS classification code – Classification code used in the ERMS to identify description units and records.

Metadata – data about the data. For example a computer file can be described by metadata elements like file name, size, format, etc.

Migration – the process of converting computer files from an obsolete file format to a new file format to overcome software obsolescence .

Project – the process of preparing a set of records and their metadata for delivery into the National Archives' digital repository.

Public archive – the National Archives of Estonia and its subdivisions.

Record container – an XML container designed to transfer the record and its metadata into the National Archives' digital repository.

UAM – Universal Archiving Module

UAM ID – unique reference code created within UAM.

Validation – the process of checking data against certain criterion / set of rules.

X-Road/X-tee – is a data exchange layer used in Estonia.

2. General Instructions

2.1 Form buttons

Each input form has its own set of buttons. However, some buttons repeat across forms, with the same functionality (Save, Delete, Print, Mark).

The **Save** and **Print** buttons are always active (if the form has been saved at least once), and can be clicked. Other buttons may be inactive in some circumstances, if the corresponding action is not allowed (for example, the archival creator cannot be deleted if it is the parent for at least one archival project). The circumstances for the inactivity of buttons are explained separately in each form's description.



Save (available on all forms) – saves the form. Mandatory fields (marked with an *) must be filled first.



Add archival creator (available on archival creator form) – opens a form to add an archival creator.



Add project (available on archival creator form) – opens a form to add a project. The archival creator form must be saved first. Only one project can be open at a time.



Copy project (available on project view) – used to copy a project.



Print (available on all input forms) – used to print form data. The current form must be saved first.



Delete (available on all input forms) – deletes the open object and its sub-objects. The form must be saved first.



Add sub-fond (available on fond form) – opens a form to add a sub-fond. The fond form (or previous form) must be saved first.



Add function – (available on fond form) – opens a form to add a function. The fond form must be saved first.



Select function – (available on fond form) – opens a form to add a function described in the archival creator's view.



Add sub-function (available on function form) – opens a form to add a sub-function. The function form must be saved first.



Add series (available on function form) – opens a form to add a series. The (sub-)function must be saved first.



Add sub-series (available on series form) – opens a form to add a sub-series. The series must be saved first.



Add dossier (available on series form) – opens a form to add a dossier. The project must be approved and the (sub-)series must be saved.



Create relationship (available on fond, function, series and dossier forms) – creates a relationship between a previously marked object and the selected object. Requires a creation purpose (the Description field). The selected object's history will be updated with the provided description.



Merge (available on fond, function, series and dossier forms) – the button is only active when another same level object is marked. It is possible to merge only objects that are in the same level or object and its sub-object.



Add as child (available on fond, function, series and dossier forms) – the marked record will be moved and made a child of the selected record.



Mark (available on fond, function, series and dossier forms) – the selected object will be marked.



Upload new file (available on file form) – the button is only shown in the file form. An imported file that is not in an archival format can be replaced with a new file.



Save computer file on media (available on file form) – the button is only shown in the file form. The file can be saved to a local drive.



Cancel work on the form (available on all input forms) – asks the user to confirm, and if so, cancels unsaved changes to the form.



Open file – the button is shown when viewing the contents of the record container in the file form. The file can be opened.

2.2 Adding a New Row

There are two ways to add a new row:

- Save the entire form (click **Save**)
- Press **Enter** on your keyboard.

Sources

Source	
*	
Click here to add a new row	
▶ Publication no 1	

If the mandatory fields have not been filled, the system will produce a warning and highlight the empty mandatory fields in red.

Related material

Related object (UAM)	Type of relationship	Related object (external)	Description
*	Click here to add a new row		
I	Related archival creator		

Error

This line contains errors. Do you want to make corrections?

Yes **No**

Clicking **Yes** in the warning window will let you correct the data. Clicking on the red icon will display the details of the error.

Clicking **No** in the warning window will erase the entire row (not just the part that was left empty).

2.3 Deleting Data in the Form

To delete rows in the form, click on the row you want to remove and press the **Delete** key on your keyboard.

2.4 Sorting

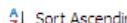
The data in the form can be sorted (within one block). To do this, click on the column header.

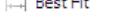
Access restrictions			
Restriction notice	Valid from	Valid until	
Click here to add a new row			
Internal	14.11.2007	19.12.2012	
Contains personal data	01.08.2004	20.11.2014	

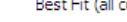
An arrow will appear in the header of the column that is used to sort the data.

Right-click on the column header to see the various sorting options.

Forms of name				
Title	Type	Language	Valid from	Valid until
Click here to add a new row				
Creator		Estonian	12.11.2010	

 Sort Ascending
 Sort Descending
 Clear Sorting

 Group By This Column
 Group By Box
 Column Chooser
 Best Fit

 Clear Filter

 Best Fit (all columns)

- **Sort Ascending** – rows are sorted by column contents, a>z.
- **Sort Descending** – rows are sorted by column contents, z>a.
- **Clear Sorting** – the previously applied sorting is removed.
- **Group By This Column** – the data is grouped by the contents of this column.
- **Group By Box** – the data is grouped by the contents of multiple columns.
- **Column Chooser** – used to move columns.
- **Best Fit** – the column width will be adjusted based on the contents (to best fit the data on the screen).

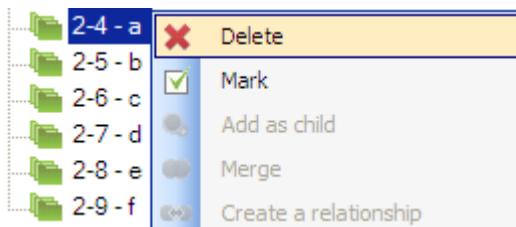
Sorting is only visual, and will not be carried over to a printout.

2.5 Archival classification tree view options

The following buttons are available above the classification tree:

-  - **Expand branches** – clicking the icon will open active branches in the classification tree.
-  - **Expand all branches** – clicking the icon will open all branches in the classification tree.
-  - **Collapse branches** – clicking the icon will collapse active branches in the classification tree.
-  - **Collapse all branches** – clicking the icon will collapse all branches of the classification tree.

Example of a classification tree modification options:



Clicking the **Plus** sign will open the classification tree and display the object's sub-elements.

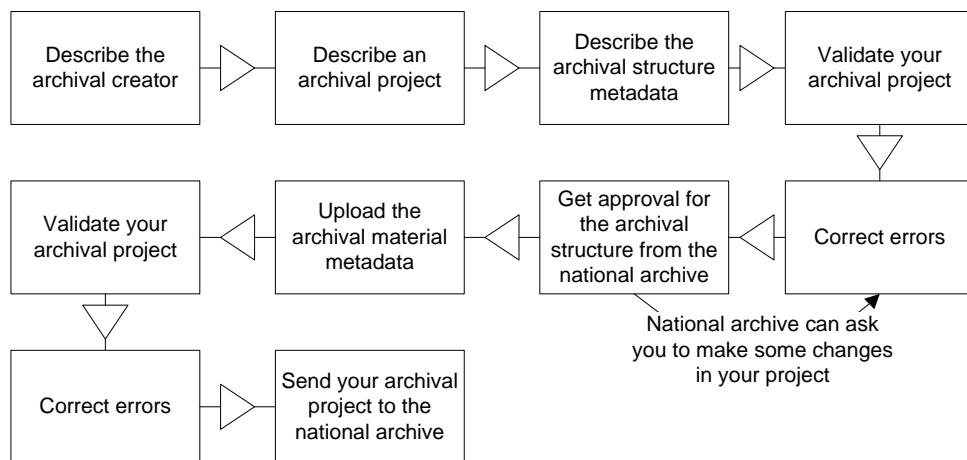
Right-clicking on the name will open the context menu:

- **Delete** – the objects marked in the menu (and their sub-objects) will be deleted. Please note: the system may not delete an object that is open, only objects selected in the menu. Please note: there is no way to delete files manually.
- **Mark** – the selected objects will be marked.
- **Add as child** – the marked record will be moved and made a child of the selected record.
- **Merge** – only visible when a different object of the same type has been marked. Only objects of the same type or an object and its sub-object can be merged.
- **Create relationship** – a relationship will be created between a previously marked object and the selected object. The provided description will be added to the selected object's activity history.

To select multiple objects from the classification tree, hold down **Ctrl** (to select individual objects) or **Shift** (to select a range of objects) while left-clicking.

3. Working with the application

Below you can see the general workflow. You must start your work with describing the archival creator before you can construct an archival structure.



Drawing 1. General workflow.

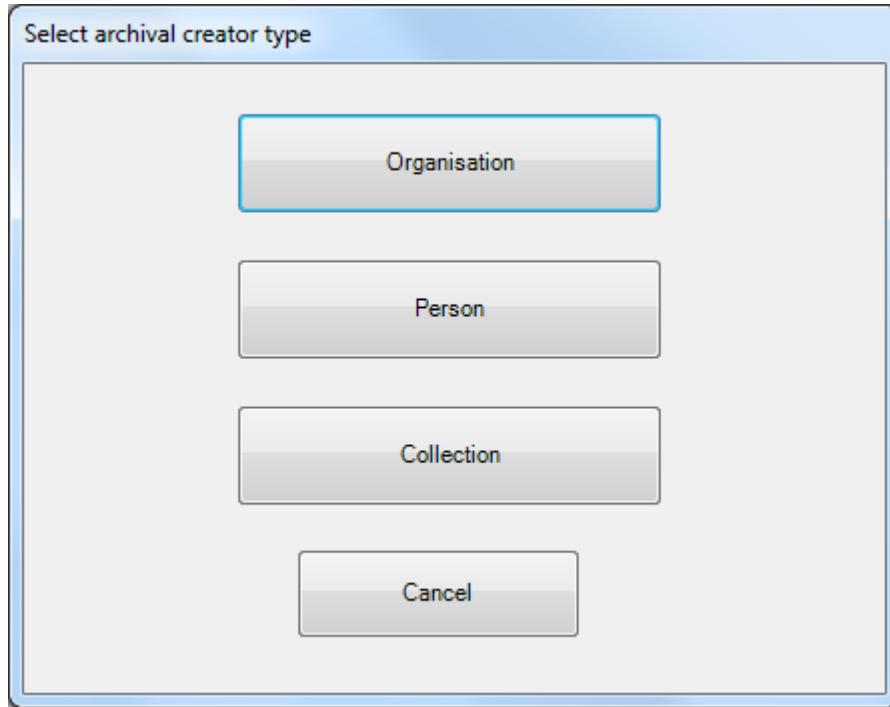
Sending your archival project to the national archive is the last step you can perform with this application. Official confirmation that the current project is successfully completed is given by using external communication tools.

3.1 Describing the Archival Creator

The archival creator can be described both manually, and by importing a description in the XML format from the National Archives.

3.1.1 Manual Description

Open the **File** menu and select **Add archival creator**. The archival creator addition form will open.



Drawing 2a. Archival creator description type selection.

There are choices “Organisation”, “Person” and “Collection”. Choosing one of the options changes only the names of description elements of an agency/archival creator. The next screenshot shows a form of choice “Organisation”.

Archival creator

IDENTITY	DESCRIPTION	FUNCTIONS	INTERNAL STRUCTURE	HISTORY	RELATIONSHIPS	DESCRIPTION CONTROL																														
Official names <table border="1"> <tr> <td>Name</td> <td>Valid from</td> <td>Valid until</td> </tr> <tr> <td>*</td> <td colspan="2">Click here to add a new row</td> </tr> <tr> <td colspan="3"></td> </tr> </table> Official name abbreviation <table border="1"> <tr> <td>Name</td> <td>Valid from</td> <td>Valid until</td> </tr> <tr> <td>*</td> <td colspan="2">Click here to add a new row</td> </tr> <tr> <td colspan="3"></td> </tr> </table> Official names in foreign languages <table border="1"> <tr> <td>Name</td> <td>Valid from</td> <td>Valid until</td> <td>Language</td> </tr> <tr> <td>*</td> <td colspan="3">Click here to add a new row</td> </tr> <tr> <td colspan="4"></td> </tr> </table>							Name	Valid from	Valid until	*	Click here to add a new row					Name	Valid from	Valid until	*	Click here to add a new row					Name	Valid from	Valid until	Language	*	Click here to add a new row						
Name	Valid from	Valid until																																		
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*	Click here to add a new row																																			
Name	Valid from	Valid until	Language																																	
*	Click here to add a new row																																			
Register	<input type="text"/>		Registry code	<input type="text"/>																																
Reference code *	<input type="text"/>																																			

Drawing 2b. Archival creator description form.

Metadata elements are divided on separate tabs.

The mandatory fields (marked with an *) must be filled. In addition, at least one official name form must be added. Enter the **Title** and select the **Type** from the dropdown menu. The system will populate the language selection and date range automatically (these can be changed later).

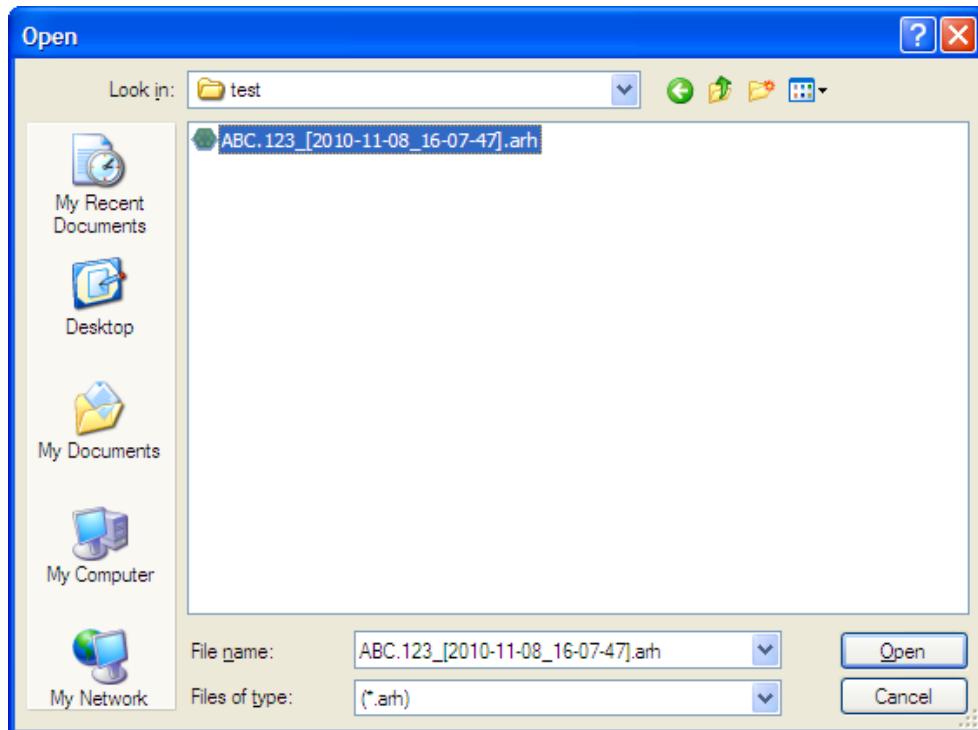
The list of mandates (in the **Mandates** panel) is filled automatically if the functions and their mandates have been added to the archival project. The mandates can also be added to the form manually.

The inactive buttons on the form are:

- All except **Save** and **Cancel** if the archival creator has not been saved.
- All except **Save** and **Print** if the archival project has been marked as approved.
- **Add sub-creator** always if it's the sub-archive creator form.
- **Delete** if the record has a project or sub-creator associated with it.

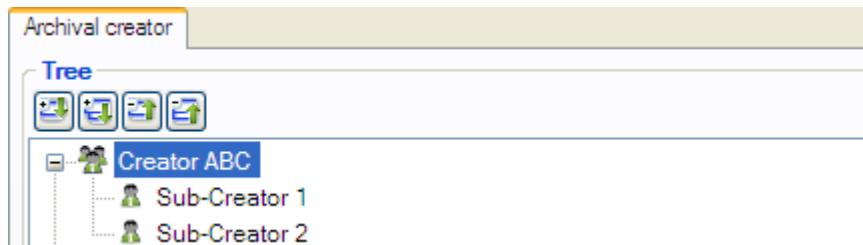
3.1.2 Adding an Archival Creator from an XML(ARH) File

Open the **File** menu and select **Add creator from XML**. The browser will open the file selection window.



Drawing 3. Adding an archival creator from an XML file.

Determine the location of the file to be imported, select the file, and click **Open**. If the XML is valid, then the general view of the archival creator will be populated with the data from the file, including all sub-creators.



Drawing 4. Archival creator general view.

3.1.3 Updating the Archival Creator and Sub-Creator Data

Updating the archival creator data is only possible while the archival structure is unapproved (see *Starting a new archival project*). Once the archival structure has been approved, the form is locked and the data cannot be changed.

To update the creator data, open the archival creator general view (left-side menu) and click on the archival creator's name. The right-side window will display the archival creator form.

3.2 Describing the Archival Project

In the context of the UAM, a **project** is the transfer of deliverable records to the public archive.

3.2.1 Starting a New Archival Project

To create a new project, open the archival creator or sub-creator view and click **Add project**. The data entry form will open.

Project

Project name * Agency 1 2018-03-27T20:07:12.523Z

Author's first and last name *

Location

Position

Agency * Agency 1

Archival list No. Fixed finding aid

First folder No.

Creation date 27.03.2018

Modified -

Transfer date -

Transmission description -

Drawing 5a. Project adding view

Dates cannot be filled manually, they will be automatically populated by the system:

- **Creation date** – the date when the project was created.
- **Modified** – the date when the project was last modified.
- **Transfer date** – the date of the project's last transmission.
- **Transmission description** – whether the document was transferred via the DHX or an XML file was created.

The project status selection affects the UAM's behavior in the future (the behavior differs between the LITE version and the standard version).

The LITE version does not include the project status, and therefore does not include the limitations based on the project status.

- Changing the archival creator data
 - The standard version allows changes to the archival creator data only while all of the creator's projects are in *Archival structure unapproved* or *Project transferred* status.
- Changing the archival structure.
 - The standard version can only change the archival structure when the project's status is *Archival structure unapproved*.
- Changing dossiers, including record management in dossiers
 - The standard version can add and merge dossiers, add imported records to dossiers and delete records from dossiers only when the project status is *Archival structure waiting for approval* or *Archival structure approved*.
- Validation of mandatory fields for archival structure units corresponds to the standard version's validation when the project status is *Archival structure unapproved*.
 - Fonds and sub-fonds:
 - Mandatory: *Title*
 - Optional: *Scope and Content*, *System of Arrangement*
 - Function and sub-function:
 - Mandatory: *ID* and *Name*

- Optional: mandate. However, if the mandate is present, its data fields must be filled.
- Series and sub-series:
 - Mandatory: *UAM ID* and *Title*
- Mandatory unit fields are subject to the same validation rules in both the LITE version and the standard version. Validation of mandatory fields does not depend on the project status.

The inactive buttons on the form are:

- **Open, Transfer, Print, Copy, Delete** if the project has not been saved.

3.2.2 Updating the Archival Project Data

To update the archival project data, go to the archival creator general view (in the left-side menu) and click on the project name. The project form will open in the right-side window.

3.2.3 Copying the Archival Project

A new archival project can be initiated by copying the existing project. Open the archival creator view and click **Copy project**



The project description form will open. Since this is a new project, the fields in the view must be filled with the required data. Once that is done, click **Save**.

After the form has been saved, the archival creator's general view will include an option for the newly copied project.



Drawing 5b. Copied project

All data down to the series level will be copied from the selected archival project to the new project.

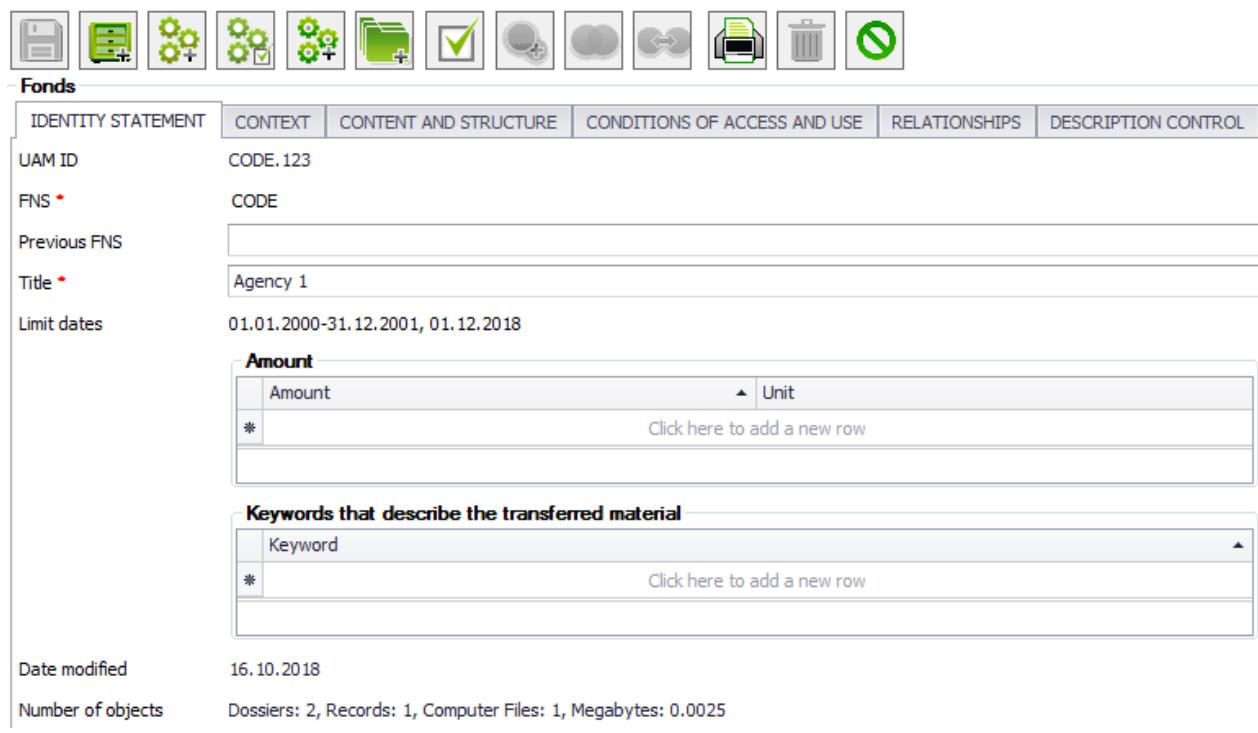
3.3 Describing the Archival Structure Metadata

There are three ways to enter the archival structure metadata:

- The user will create functions and series in the UAM manually, by entering the data in the corresponding views.
- The user will import the series and functions from the agency's document management system (see section 8, *Loading series/function metadata into the UAM*).
- The user will import the archival structure from an XML file (see the section *Creating an archival structure from XML*).

3.3.1 Fond level description

Open the project (the **Open** button in the archival creator project form), and in the archival structure general view, click on the fonds name. The metadata description form will open. To add a new sub-fonds, open the (sub-)fonds form and click **Add sub-fonds**.



The screenshot shows the 'Fonds' metadata form. At the top, there is a toolbar with various icons for file operations like save, print, and delete. Below the toolbar, the form is divided into several sections:

- IDENTITY STATEMENT** tab (selected): Contains fields for UAM ID (CODE.123), FNS (CODE), Previous FNS, Title (Agency 1), and Limit dates (01.01.2000-31.12.2001, 01.12.2018).
- CONTEXT** tab: Contains a table for 'Amount' with columns for 'Amount' and 'Unit'. A note says 'Click here to add a new row'.
- CONTENT AND STRUCTURE** tab: Contains a table for 'Keywords that describe the transferred material' with columns for 'Keyword'. A note says 'Click here to add a new row'.
- CONDITIONS OF ACCESS AND USE** tab: Contains a table for 'Access conditions' with columns for 'Condition' and 'Type'.
- RELATIONSHIPS** tab: Contains a table for 'Relationships' with columns for 'Relationship' and 'Type'.
- DESCRIPTION CONTROL** tab: Contains a table for 'Control' with columns for 'Control' and 'Type'.

At the bottom, there are fields for Date modified (16.10.2018) and Number of objects (Dossiers: 2, Records: 1, Computer Files: 1, Megabytes: 0.0025).

Drawing 6. Fonds metadata

An approved archival structure requires that the fields *Scope and Content* and *System of Arrangement* be filled.

The **Actions** table cannot be filled manually. The data will be inserted automatically when an object is merged, added as a child, or deleted. Example: if two functions are merged into one, the new function's actions table will contain a new action: *Function merged: 1.1.1 Function_Name*.

The **Related Material** table can be filled manually, but some data will also be inserted automatically by the system:

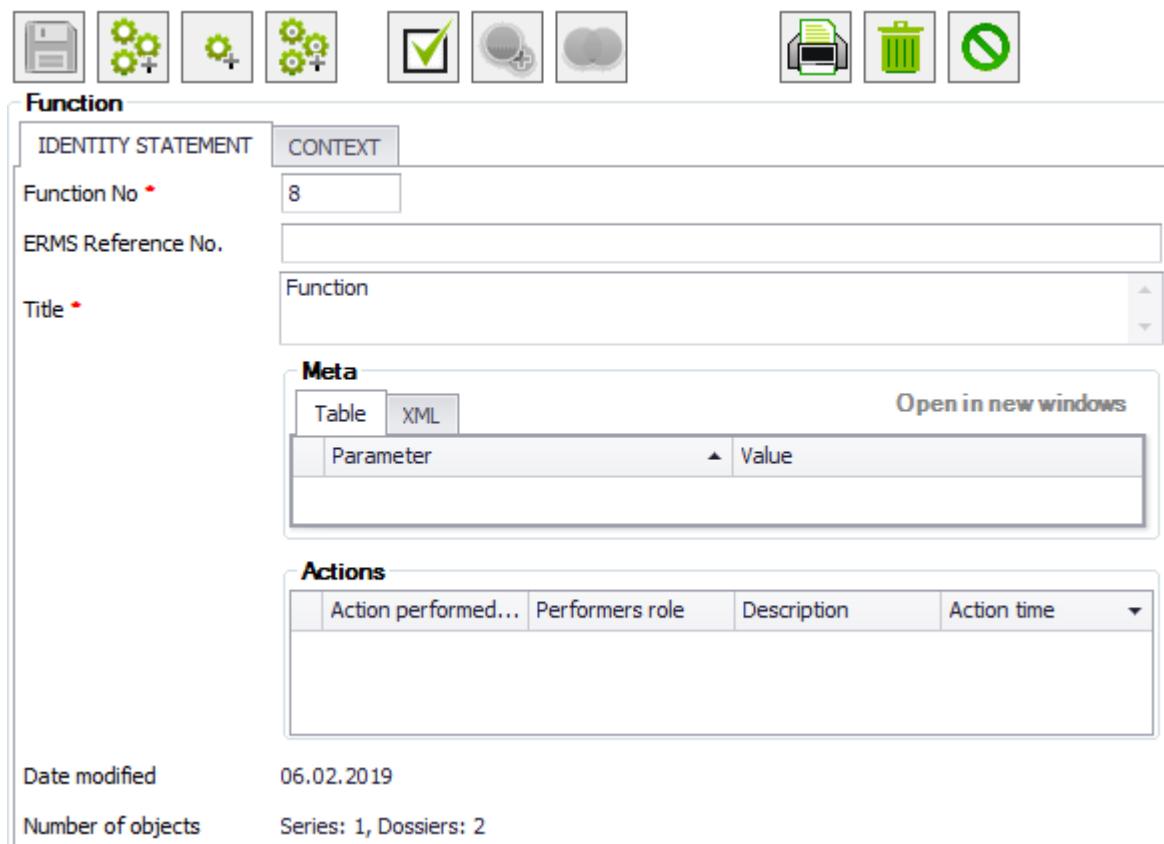
- The **Related Object** value cannot be selected manually.
- The system will only insert data if a relationship is created between two objects (the **Create Relationship** button). The column **Related object** will be populated with the name of the related object.

The inactive buttons on the form are:

- All except **Save** and **Cancel** if a new sub-fonds is being added, and the view has not been saved.
- All except **Save**, **Mark**, **Print** and **Cancel** if the archival project has been marked as approved.
- **Create relationship** if no other object has been marked.
- **Merge** if no object of the same type has been marked.
- **Add as child** if no series/function has been marked.

3.3.2 Function level description

To describe the metadata of an existing function, go to the archival structure's general view and click on the function's name. The metadata description form will open. To create a new function, open the (sub-)fonds form and click **Add function**.



Function	IDENTITY STATEMENT	CONTEXT	
Function No *	8		
ERMS Reference No.			
Title *	Function		
Meta			
Table XML		Open in new windows	
Parameter		Value	
Actions			
Action performed...	Performers role	Description	Action time
Date modified	06.02.2019		
Number of objects	Series: 1, Dossiers: 2		

Drawing 7. Function metadata

To save the data, at least the mandatory fields (marked with an *) must be filled. In addition, at least one mandate must be added.

In case functions were described in the archival creators's metadata then they can be added to the archival structure via **the dropdown menu** or **the Select function** icon.

Mandates can be added to the mandates table in two ways: 1) using the dropdown menu to add mandates that were described at the archival creator level, and 2) entering a new mandate. If a new mandate is entered, it automatically appears at the archival creator level. Every mandate can only be added once (considering all mandate values).

Related material can be added to the related material table manually, but some data will also be inserted by the system:

- The **Related object** value cannot be selected manually.
- The system will insert data if a relationship is created between two objects (the **Create relationship** button). The column **Related object** will be populated with the name of the related object.

The **Actions** table cannot be filled manually. The data will be inserted automatically when an object is merged, added as a child, or deleted. Example: if two functions are merged into one,

the new function's actions table will contain a new action: *Function merged: 1.1.1 Function_Name*.

The inactive buttons on the form are:

- All except **Save** and **Cancel** if the function has not been saved.
- All except **Save**, **Mark**, **Print** and **Cancel** if the archival project has been marked as approved.
- **Add function**, always if this is a sub-function form.
- **Create relationship** if no other object has been marked.
- **Merge** if no object of the same type has been marked.
- **Add as child** if no series/function has been marked.

3.3.3 Series level description

To change the metadata of an existing series, open the archival structure general view and click on the series name.

To add a new series, open the (sub-)function form and select **Add series**. In both cases, the metadata description form will open.

Series																				
IDENTITY STATEMENT <table border="1"> <tr> <td>UAM ID *</td> <td>ERA.15-1-1</td> </tr> <tr> <td>ERMS reference code</td> <td></td> </tr> <tr> <td>Title *</td> <td>Series</td> </tr> <tr> <td>Limit dates</td> <td>2000-2005</td> </tr> </table>		UAM ID *	ERA.15-1-1	ERMS reference code		Title *	Series	Limit dates	2000-2005											
UAM ID *	ERA.15-1-1																			
ERMS reference code																				
Title *	Series																			
Limit dates	2000-2005																			
CONTENT AND STRUCTURE <table border="1"> <tr> <td colspan="2"> Amount <table border="1"> <tr> <td>Amount</td> <td>Unit</td> </tr> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> <tr> <td>></td> <td>100.00 box</td> </tr> </table> </td> </tr> <tr> <td colspan="2"> RELATIONSHIPS <table border="1"> <tr> <td colspan="2"> Keywords that describe the transferred material <table border="1"> <tr> <td>Keyword</td> </tr> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> </table> </td> </tr> </table> </td> </tr> <tr> <td>Date modified</td> <td>05.10.2011</td> </tr> <tr> <td>Number of objects</td> <td>Dossiers: 1, Records: 2, Computer Files: 4</td> </tr> </table>		Amount <table border="1"> <tr> <td>Amount</td> <td>Unit</td> </tr> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> <tr> <td>></td> <td>100.00 box</td> </tr> </table>		Amount	Unit	*	Click here to add a new row	>	100.00 box	RELATIONSHIPS <table border="1"> <tr> <td colspan="2"> Keywords that describe the transferred material <table border="1"> <tr> <td>Keyword</td> </tr> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> </table> </td> </tr> </table>		Keywords that describe the transferred material <table border="1"> <tr> <td>Keyword</td> </tr> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> </table>		Keyword	*	Click here to add a new row	Date modified	05.10.2011	Number of objects	Dossiers: 1, Records: 2, Computer Files: 4
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RELATIONSHIPS <table border="1"> <tr> <td colspan="2"> Keywords that describe the transferred material <table border="1"> <tr> <td>Keyword</td> </tr> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> </table> </td> </tr> </table>		Keywords that describe the transferred material <table border="1"> <tr> <td>Keyword</td> </tr> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> </table>		Keyword	*	Click here to add a new row														
Keywords that describe the transferred material <table border="1"> <tr> <td>Keyword</td> </tr> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> </table>		Keyword	*	Click here to add a new row																
Keyword																				
*	Click here to add a new row																			
Date modified	05.10.2011																			
Number of objects	Dossiers: 1, Records: 2, Computer Files: 4																			

Drawing 8. Series metadata

To save the data, at least the mandatory fields (marked with an *) must be filled.

Related material can be added to the related material table manually, but some data will also be inserted by the system:

- The **Related object** value cannot be selected manually.
- The system will insert data if a relationship is created between two objects (the **Create relationship** button). The column **Related object** will be populated with the name of the related object.

The **Access restrictions** table contains the mandatory fields **Restriction notice** and **Valid to** or **Duration of restriction**. If the restriction notice is **Public**, dates are not mandatory.

In the same panel, the value of the **Duration of restriction** field does not have to be numerical, the duration can also be described in words.

The **Actions** table cannot be filled manually. The data will be inserted automatically when an object is merged, added as a child, or deleted. Example: if two functions are merged into one, the new function's actions table will contain a new action: *Function merged: 1.1.1 Function_Name*.

The inactive buttons on the form are:

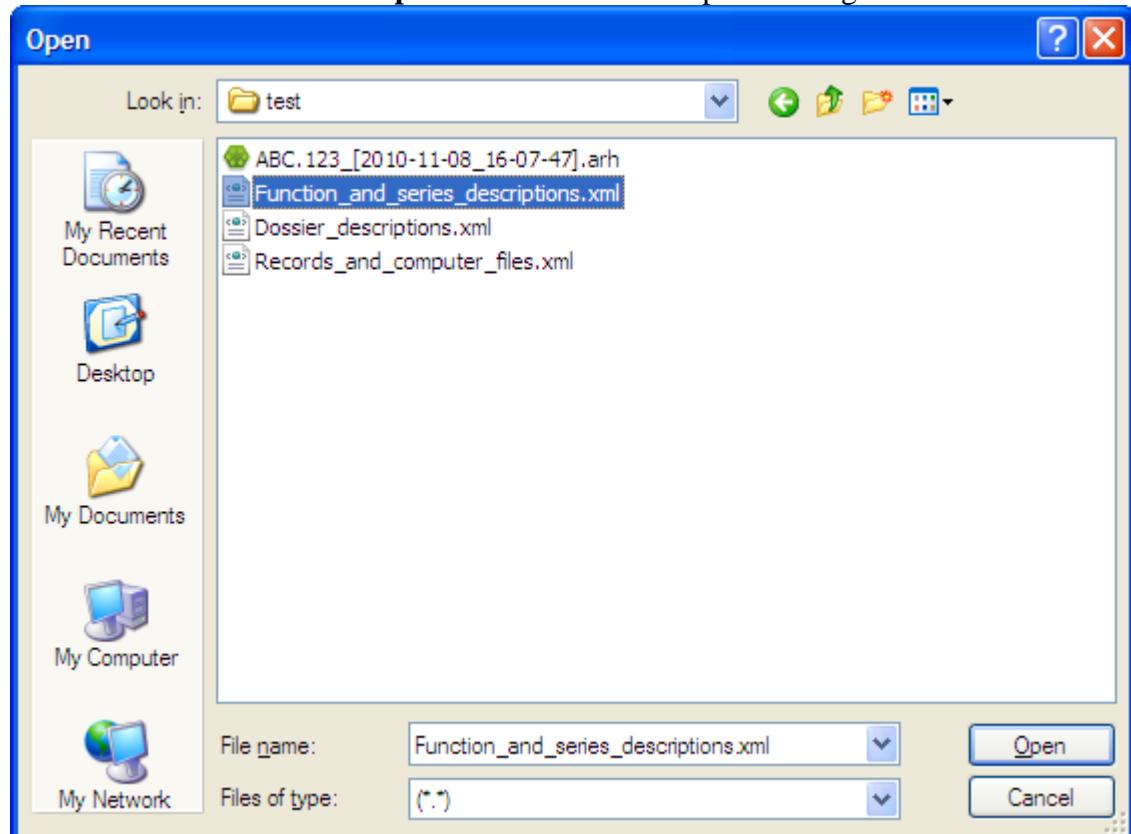
- All except **Save** and **Cancel** if the series has not been saved.
- All except **Save**, **Mark**, **Print**, **Add Dossier** and **Cancel** if the archival project has been marked as approved.
- **Add series**, always if this is a sub-series form.
- **Create relationship** if no other object has been marked.
- **Merge** if no object of the same type has been marked.
- **Add as child** if no series/function has been marked.

3.4 Uploading archival descriptions

To upload metadata to the UAM, open the previously created project (on the archival creator general view, click on the project name), open the project menu and select **Load data**.

Next, make a selection:

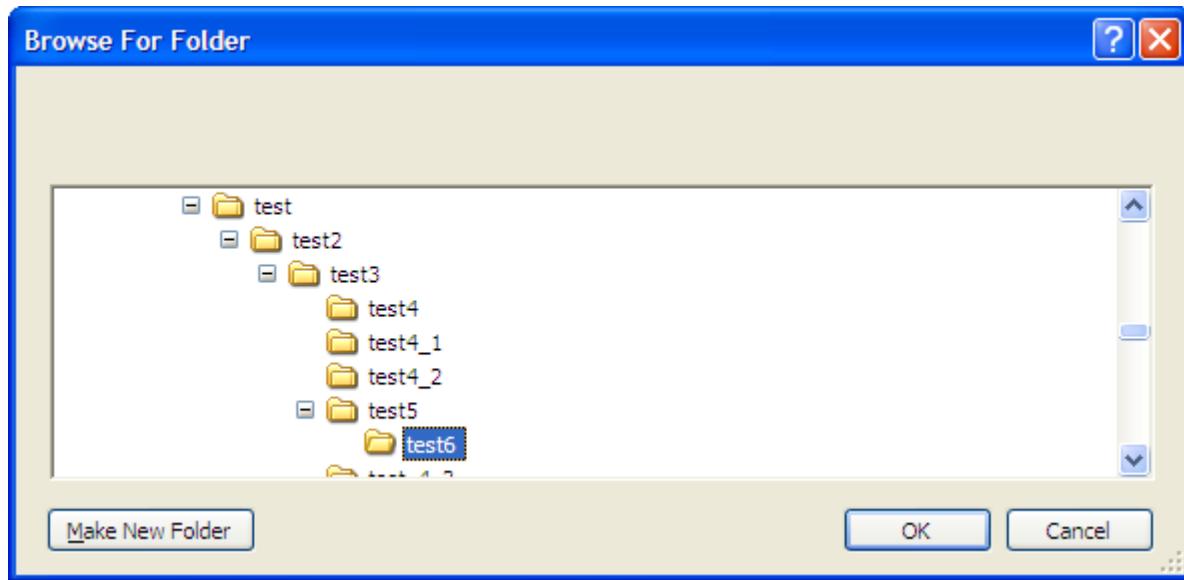
- **From individual computer file** – select and upload a single file.



Drawing 9. Series/function XML selection view

or

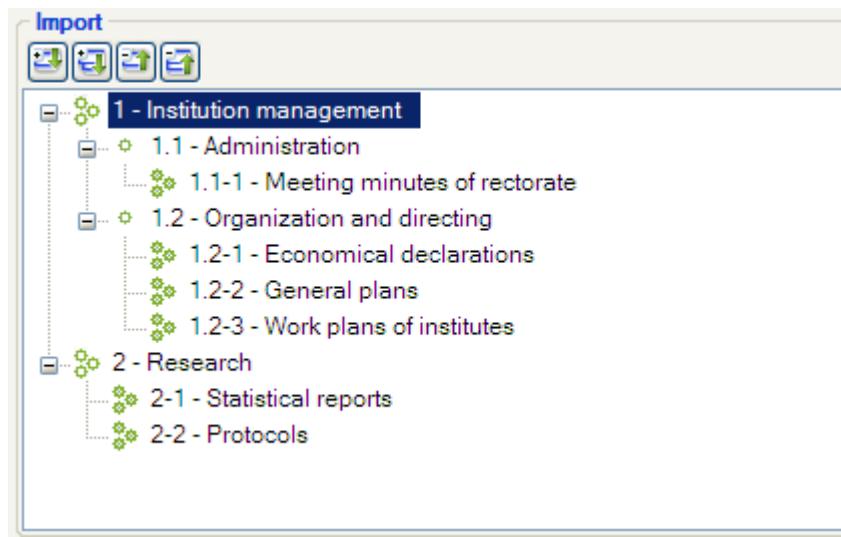
- **From folder** – upload an entire folder.



Drawing 10. Series/function XML folder selection view

To import, all files in the folder and its subfolders must be in a valid format. If a file in an invalid format is found, the import will fail and no files will be uploaded to the UAM. The UAM will display an error message.

If the data has been imported successfully, the import report is displayed and the **Import** window will display the data from the XML content. A list of imported data will also be displayed.



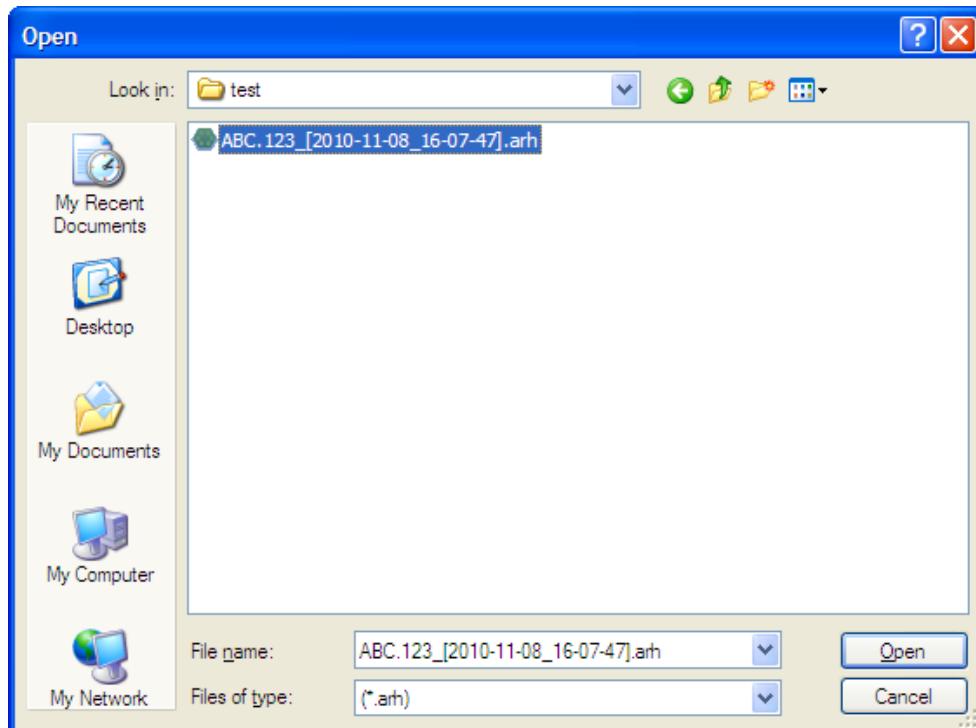
Drawing 11. Imported series

The imported series/functions can be opened (by clicking on the name) and edited. The metadata editing form will open (see section *Describing the Archival Structure Metadata*).

3.4.1 Creating an Archival Structure

3.4.1.1 Creating an Archival Structure from XML

Open the archival project. Open the project menu and click **Load data > Download archival structure > Single file (arh)**. A browser window will open to select the file.



Drawing 14. *.arh file selection view

The UAM will verify the input file and read the function and series metadata from it. If the input file is invalid, the UAM will display an error message.

3.4.1.1 Creating an Archival Structure from Folders

Open the archival project. Open the project menu and click **Load data > Download archival structure > Folder** or **Folder (with files)**. A browser window will open to select the root folder.

The rules are the following:

- The first folder in the root folder is always a series level.
- The last/deepest level folder is always a dossier.
- Any folder between is a sub-series level.

Similar import options can be found on

- function level (*Add series from folder*, *Add series from folder (with files)*) under right click.
- series level (*Add dossier from folder*) under right click.

The import works in a drag-and-drop style as well.

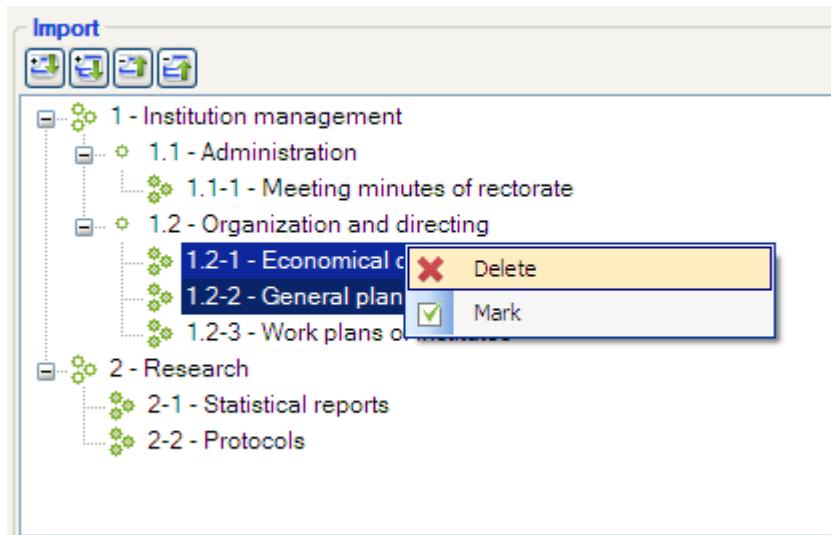
3.4.2 Connecting Imported Series/Function Data to the Archival Project

Imported data must be added to the project manually. The project archival structure must be unapproved.

Select the series/function, then right-click and select **Mark**.

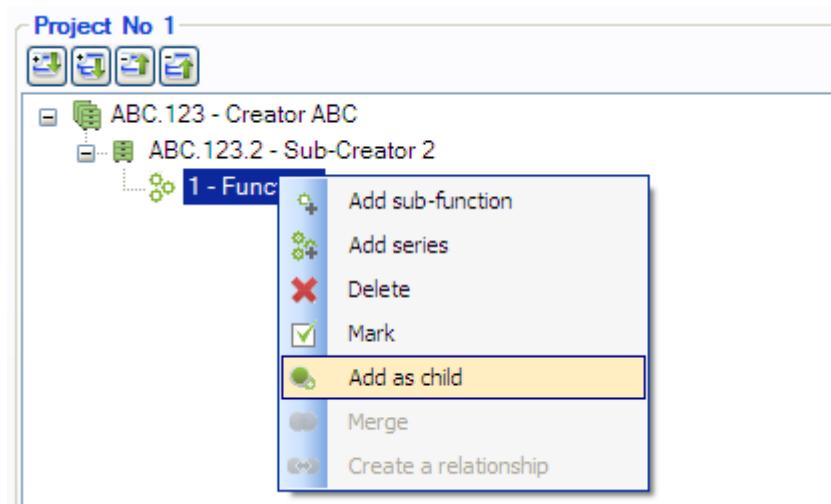
- To select multiple series/functions, use **Select all**. You can also hold down **Shift** (to select a range of objects) or **Ctrl** (to select individual objects) while clicking on the required series/functions.

To delete the series/function, select **Delete**.



Drawing12. Selecting a series in the import window.

Once the series/function has been selected, go to the archival structure general view and find the place where the selected data will be moved. Then select **Add as child**. The objects will be moved to the project.



Drawing 13. Archival structure general view

3.4.3 Repeated Import of Series/Function Metadata

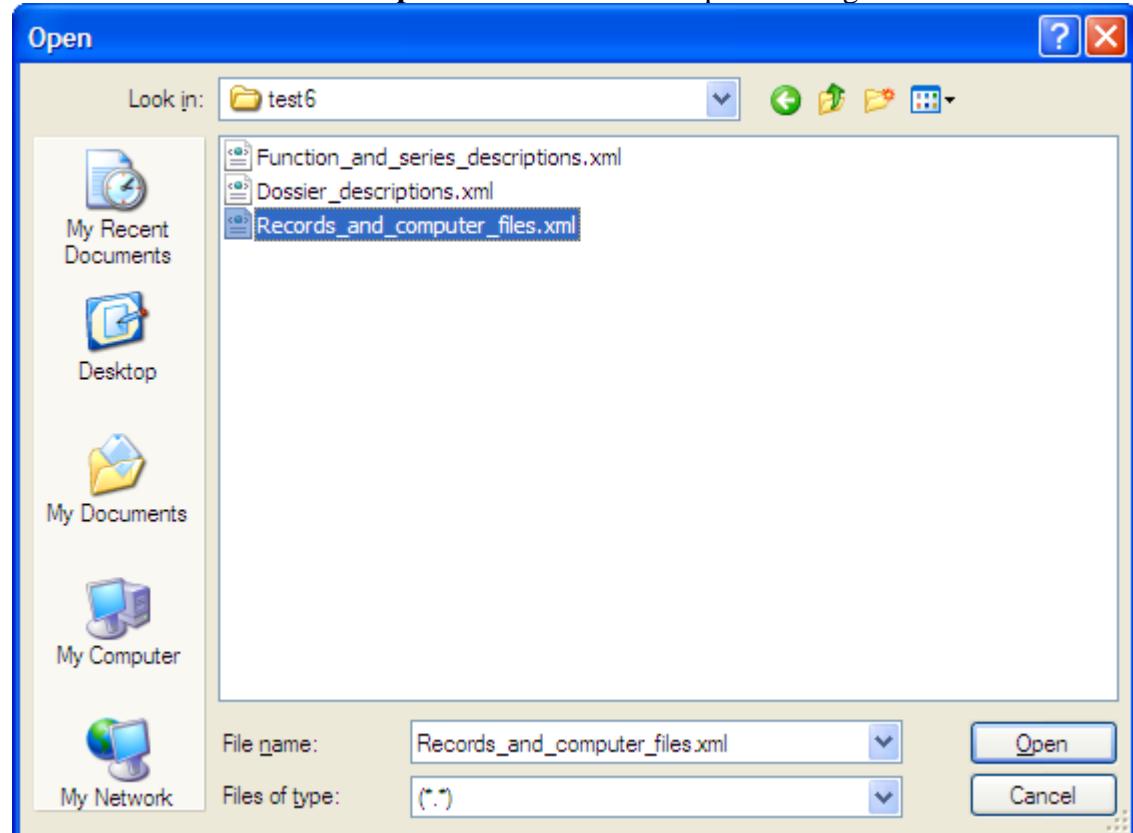
If a series or function that already exists is uploaded to the UAM, the values of the fields **Name**, **Scope** and **Content** will be overwritten.

3.5 Uploading Archival Material (Dossier/Record/File) Metadata to the UAM

Once the archival creator and archival structure data have been approved by the public archive's archivist, the data can be marked as approved in the UAM (in the project editing form), to make sure that the data is not accidentally edited during future activities. The approval is received from the public archive's archivist outside the UAM, and applied by the agency's archivist. Editing the dossier, record and file level metadata is forbidden while waiting for the approval to be applied.

To upload the archival material metadata to the UAM, open the project menu and select **Load data**. Then make a selection:

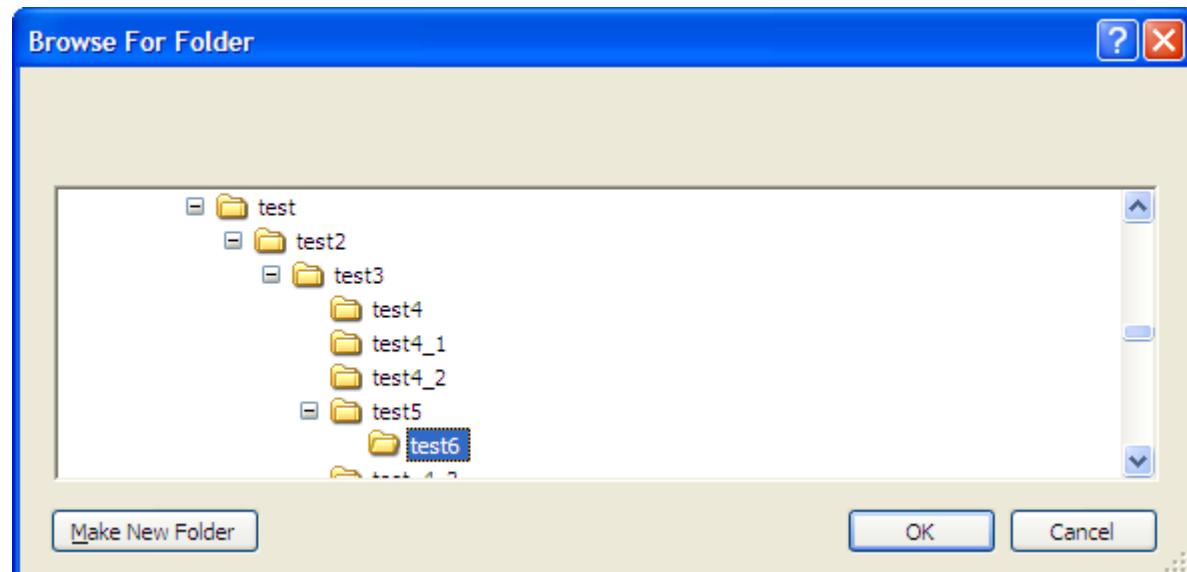
- **From individual computer file** – select and upload a single file.



Drawing 15. Dossier/record/file XML selection view

or

- **From folder** – upload an entire folder.



Drawing 16. Dossier/record/file XML folder selection view

To import, all files in the folder and its subfolders must be in a valid format. If a file in an invalid format is found, the import will fail and no files will be uploaded to the UAM. The UAM will display an error message.

The UAM will verify the input files and metadata, and read the technical metadata from the files. Files not in the archival format will be converted as necessary (see *Converting imported files*).

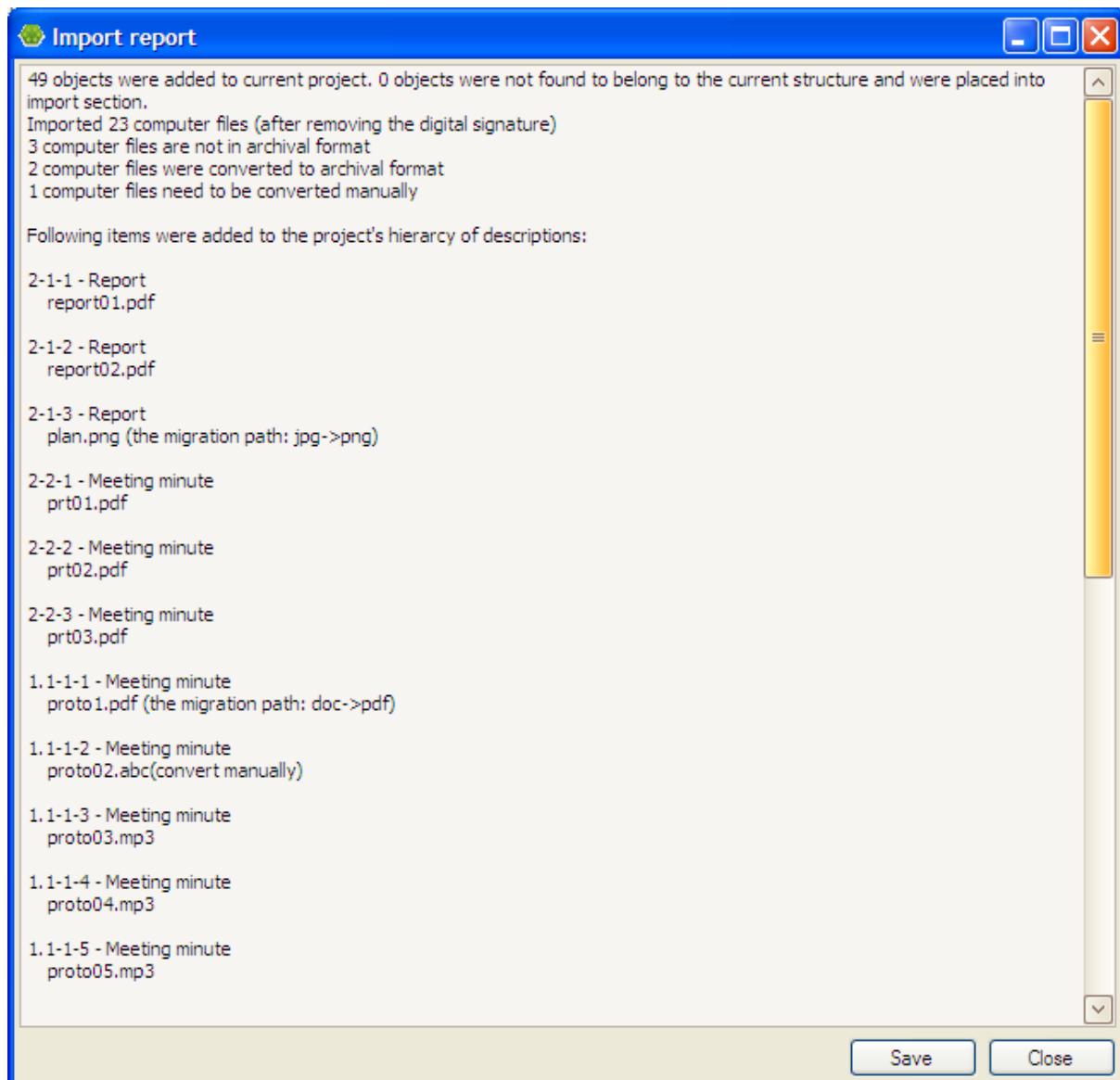
3.5.1 Converting Imported Files

File conversion is part of the data import process. If the imported data contains files that are not in the archival format and the converter is turned on (see File -> Settings), they are converted automatically. After the conversion, the name of the file will be the same, only the extension will be changed. If automatic conversion fails, the files must be converted by other means and then replaced in the UAM. Such files will have the **Upload new computer file** icon in the UAM:

Computer file	
File name *	proto02.abc
File format	ABC
Original	Yes
Final	Yes
In archival format	No
Copy	No
File size in bytes	753153
File Type	
Hash value	52ec7d64c099ec29f518daf8779a68e85db165cd0fd2571c29e9c18d2130a136
Hash algorithm	SHA256
Hash Date	26.10.2011
Software Name	
Software Version	

Drawing 16a. Computer file view

After the file import, a report will open, containing (among other data) information about the conversion that took place during the import.



Drawing 17. Import report

All conversions performed during the import are visible both in the original file and the resulting file's **Actions** list.

3.5.2 Connecting Imported Material Data to the Archival Project

A relationship is created automatically between the imported data and the project, but only if the series/function had been imported before and their ERMS reference code is the same as the dossier.

If the data has not been moved to the project automatically, this can be done manually (see section 8.1 *Connecting Imported Series/Function Data to the Archival Project*).

3.5.3 Repeated Import of Archival Material Metadata

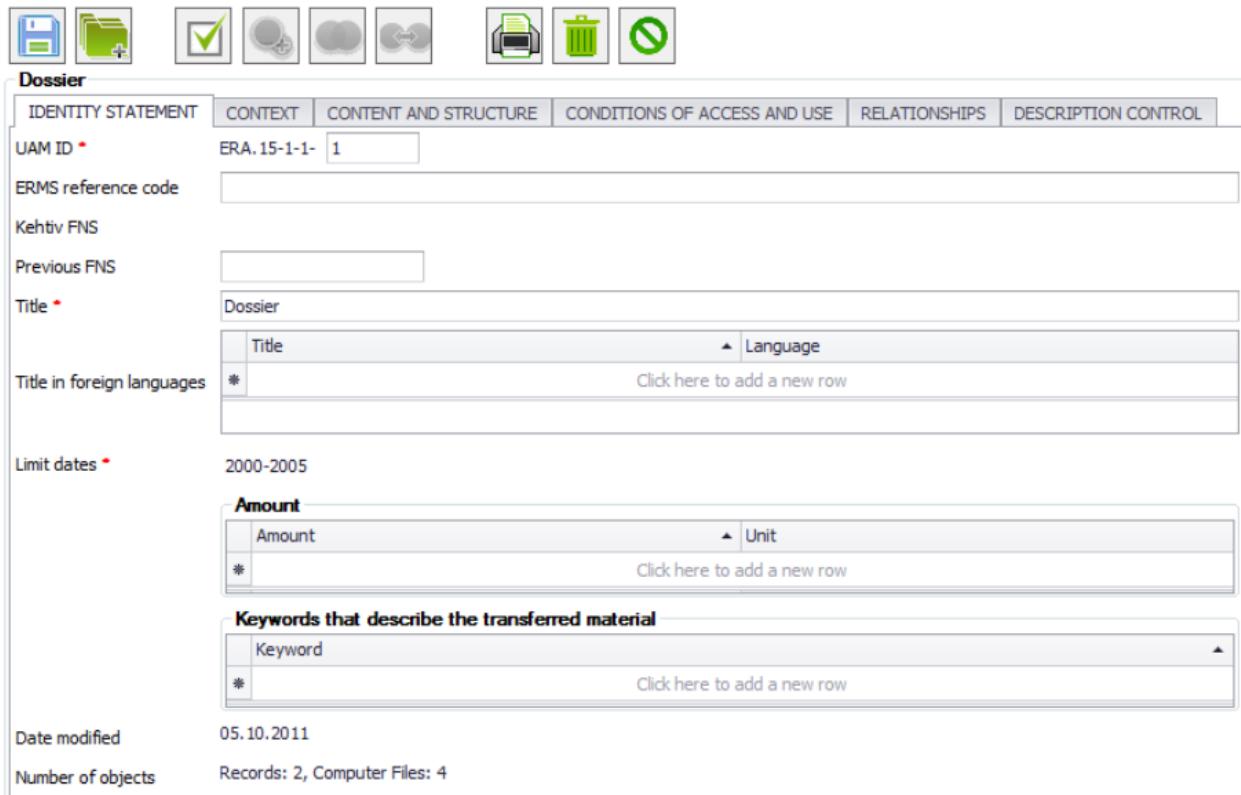
If a dossier that already exists is uploaded to the UAM, the dossier's **Name** field will be overwritten.

If a record/file that already exists is uploaded to the UAM, and the identically named record/file is found, the user is asked whether to update the data or add a new record/file.

3.6 Describing the Archival Material Metadata

3.6.1 Dossier metadata

To describe the metadata of an existing dossier, open the archival structure general view and click on the dossier name. When adding a new dossier, select **Add dossier** in the series form. In both cases the metadata description form will open.



UAM ID *	ERA.15-1-1- 1				
ERMS reference code					
Kehtiv FNS					
Previous FNS					
Title *	Dossier				
Title in foreign languages	<table border="1"><tr><td>Title</td><td>Language</td></tr><tr><td>*</td><td>Click here to add a new row</td></tr></table>	Title	Language	*	Click here to add a new row
Title	Language				
*	Click here to add a new row				
Limit dates *	2000-2005				
Amount	<table border="1"><tr><td>Amount</td><td>Unit</td></tr><tr><td>*</td><td>Click here to add a new row</td></tr></table>	Amount	Unit	*	Click here to add a new row
Amount	Unit				
*	Click here to add a new row				
Keywords that describe the transferred material	<table border="1"><tr><td>Keyword</td></tr><tr><td>*</td><td>Click here to add a new row</td></tr></table>	Keyword	*	Click here to add a new row	
Keyword					
*	Click here to add a new row				
Date modified	05.10.2011				
Number of objects	Records: 2, Computer Files: 4				

Drawing 18. Dossier metadata

To save the data, at least the mandatory fields (marked with an *) must be filled.

If one or more records have been added as children to the dossier, the **dates** cannot be changed.

The **Access restrictions** table contains the mandatory fields **Restriction notice** and **Valid to** or **Duration of restriction**. If the restriction notice is **Public**, dates are not mandatory. In the same panel, the value of the **Duration of restriction** field does not have to be numerical, the duration can also be described in words.

Related material can be added to the related material table manually, but some data will also be inserted by the system:

- The **Related object** value cannot be selected manually.
- The system will insert data if a relationship is created between two objects (the **Create relationship** button). The column **Related object** will be populated with the name of the related object.

The **Actions** table cannot be filled manually. The data will be inserted automatically when an object is merged, added as a child, or deleted. Example: if two dossiers are merged into one, the new dossier's actions table will contain a new action: *Dossier merged: 1.1.1 Some Dossier*.

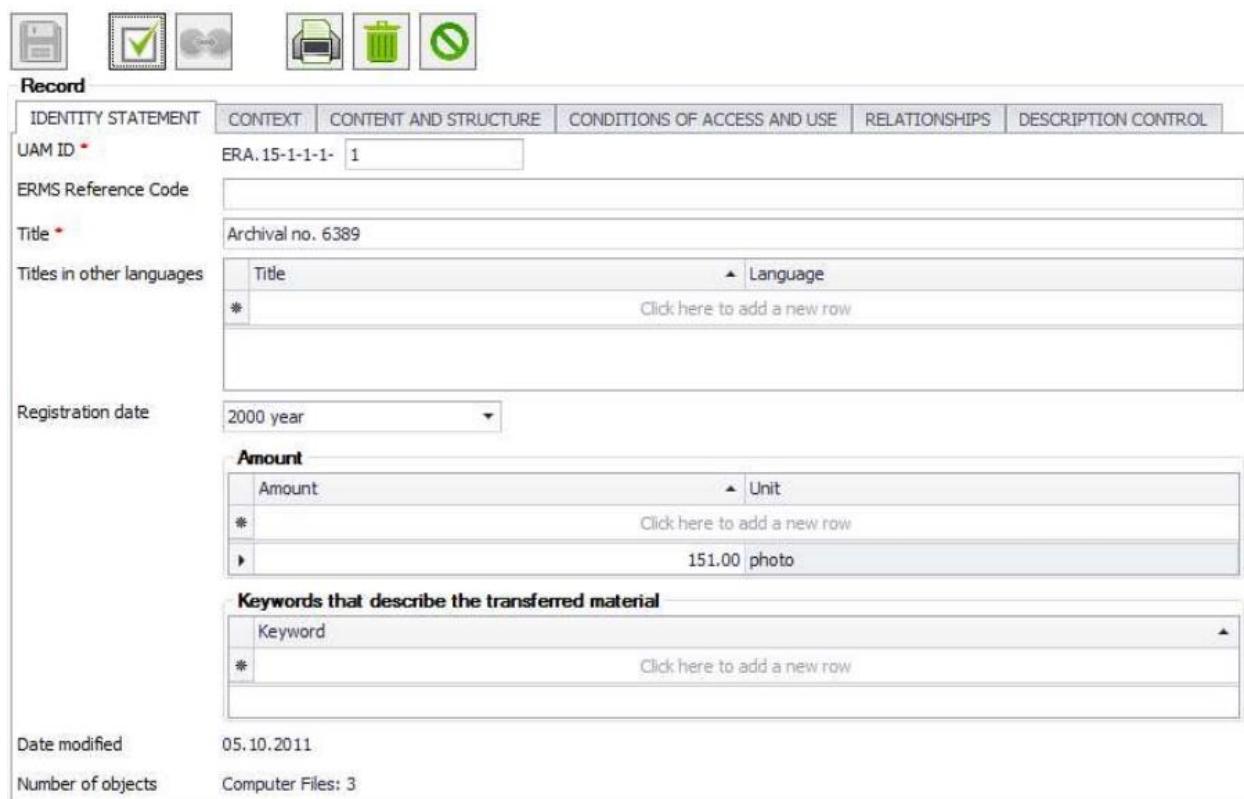
The inactive buttons on the form are:

- All except **Save** and **Mark** if the function has not been saved.
- All except **Save**, **Mark**, **Print** and **Cancel** if the archival project has not been marked as approved.
- **Create relationship** if no other object has been marked.
- **Merge** if no object of the same type has been marked.
- **Add as child** if no series/function has been marked.

3.6.2 Record level description

To describe the record metadata, open the archival structure general view and click on the record name. The metadata description form will open.

The record level cannot be created manually. Record data must be imported into the system.



The screenshot shows a web-based form for managing record metadata. At the top, there is a horizontal toolbar with several icons: a document, a checkmark, a circular arrow, a printer, a trash can, and a stop sign. Below the toolbar, the form is titled 'Record' and has a 'IDENTITY STATEMENT' tab selected. The form contains the following fields:

- UAM ID:** ERA.15-1-1-1- 1
- ERMS Reference Code:** (empty field)
- Title:** Archival no. 6389
- Titles in other languages:** A table with a single row showing 'Title' and 'Language' columns. The 'Title' cell contains an asterisk (*). A link 'Click here to add a new row' is visible.
- Registration date:** 2000 year
- Amount:** A table with a single row showing 'Amount' and 'Unit' columns. The 'Amount' cell contains an asterisk (*). A link 'Click here to add a new row' is visible. The 'Unit' cell contains '151.00 photo'.
- Keywords that describe the transferred material:** A table with a single row showing 'Keyword' column. The 'Keyword' cell contains an asterisk (*). A link 'Click here to add a new row' is visible.
- Date modified:** 05.10.2011
- Number of objects:** Computer Files: 3

Drawing 19. Record metadata

The **Access restrictions** table contains the mandatory fields **Restriction notice** and **Valid to** or **Duration of restriction**. If the restriction notice is **Public**, dates are not mandatory. In the same panel, the value of the **Duration of restriction** field does not have to be numerical, the duration can also be described in words.

The **Annexes** table is used to mark files that are appendices to this record. The dropdown menu displays all files related to this record.

Related material can be added to the related material table manually, but some data will also be inserted by the system:

- The **Related object** value cannot be selected manually.
- The system will insert data if a relationship is created between two objects (the **Create relationship** button). The column **Related object** will be populated with the name of the related object.

The **Actions** table cannot be filled manually. The data will be inserted automatically when an object is merged, added as a child, or deleted. Example: if the record has been moved to a different dossier, the record's actions table will contain a new action: *Previous location: Previous dossier name*.

The inactive buttons on the form are:

- All except **Save**, **Print** and **Cancel** if the archival project has not been marked as approved.
- **Create relationship** if the project has been approved and no other object has been marked.

3.6.3 File Metadata

To describe file metadata, open the archival structure general view and click on the file name. The metadata description form will open.

The file level cannot be created manually. File data must be imported into the system. The UAM will read the file metadata, and it cannot be edited.



Computer file

File name *	protokoll1.pdf
File format	PDF
Original	No
Final	Yes
In archival format	Yes
Copy	No
File size in bytes	42618
File Type	Text
Hash value	ddd74b3b52e2096657be18c73ea57889f22a262dbf7825c2650c0a6d7c927bf9
Hash algorithm	SHA256
Hash Date	26.10.2011
Software Name	OpenOffice.org 3.3
Software Version	

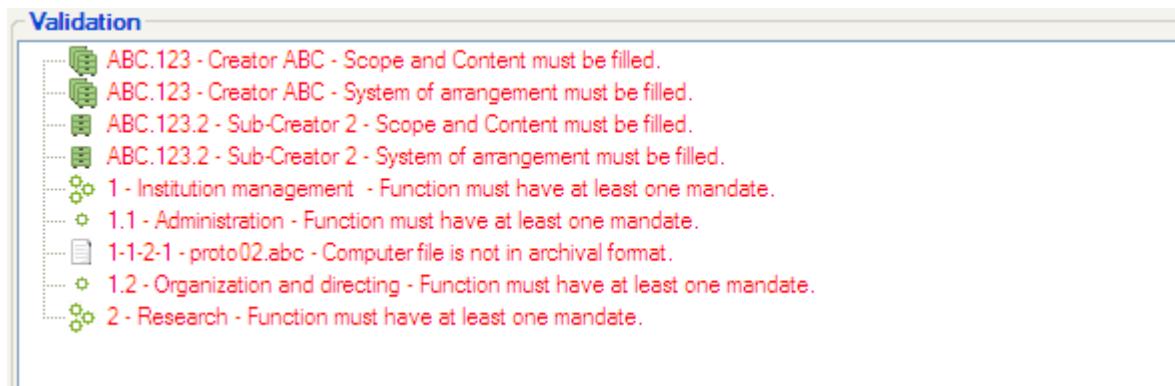
Drawing 20. File metadata

Descriptions of some data:

- *In archival format* – determines whether or not the import/processing result file is in the archival format.
- *Original* – determines whether this is the original imported file or a processed file.
- *Final* – determines whether or not the file has been successfully processed in the previous step. *Final = Yes* is for files that have not been touched (conversion, decapsulation).
- *Copy* – determines whether this is the original file or a dissemination file.

3.7 Validating the Archival Project

To validate the output parameters for the metadata of the archival structure and records, open the project menu and click **Validate**. The system will execute the validation procedure (check that the data is correct) and will display the errors encountered in the archival project in the validation window (bottom left).



Drawing 21. Validation results

Click on the error in the validation window to open the form where the error was encountered and repair it.

Typical validation errors and their descriptions:

- “Element name” must be filled. Mandatory fields (marked with an *) are not filled.
- Series cannot have other direct subordinates than sub-series and dossiers. The object cannot have two objects of different types as sub-objects.
- Fond must contain at least one dossier. Each fond/series must have at least one dossier.
- There are more than one items with the same title at this level. Objects on the same level within the same description unit must be unique.
- There are two archival creators with same official name. The official names for subcreators under a common A language can appear only once at one level.
- A language can appear only once at one level. The language selection list can only include the same language once.
- One keyword can appear only once at one level. Keywords must be unique within one description unit.
- There are more than one dossiers in the description unit with the same title and same dates. The dossier view’s title and dates must be unique.

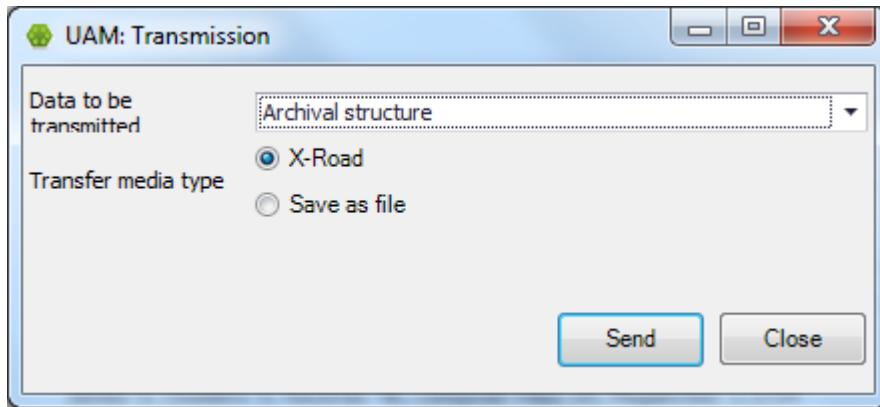
The validation process identifies all XLSX, DOCX and ODF files with enabled track-and-change functionality. These files can be manually downloaded from UAM, the track-and-change functionality disabled and uploaded again to UAM if required.

Validation errors must be resolved before the archival project is transmitted. If some validation error cannot be resolved, the archives must be informed in order to accept the project with validation errors.

If there are no validation errors, the message *No errors found in the project!* will be displayed.

3.8 Transmitting the Archival Structure to the Public Archive for Approval

The UAM can be used to save the archival creator and archival structure data to an XML file and send it via email or X-Road to the public archive’s archivist for approval. To transmit the data, open the **Project** menu and select **Send**. A selection window will open:



Drawing 22. Transmitting the archival structure

3.8.1 Transmitting Data via X-Road

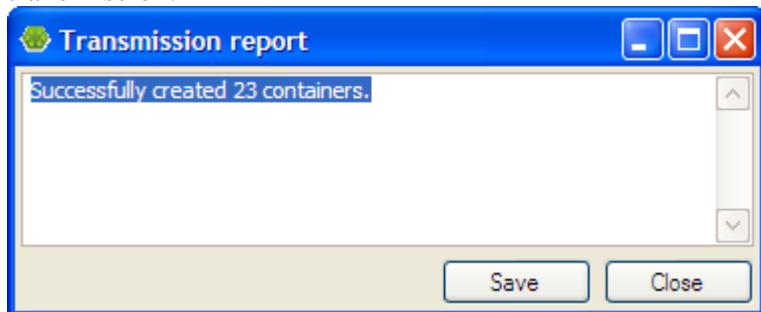
To send the data via the X-Road, all the DHX/X-Road settings must be defined. Select **DHX/X-Road** as the option to transmit the archival structure.

The DEC can be used to send:

- Archival structure
- Archival structure and record containers
- Record containers

Select the appropriate option and click **Send**.

After the records have been transmitted, the transmission report will be displayed. This shows how many containers were created, and whether there were any errors during the transmission.



Drawing 23. Transmission report

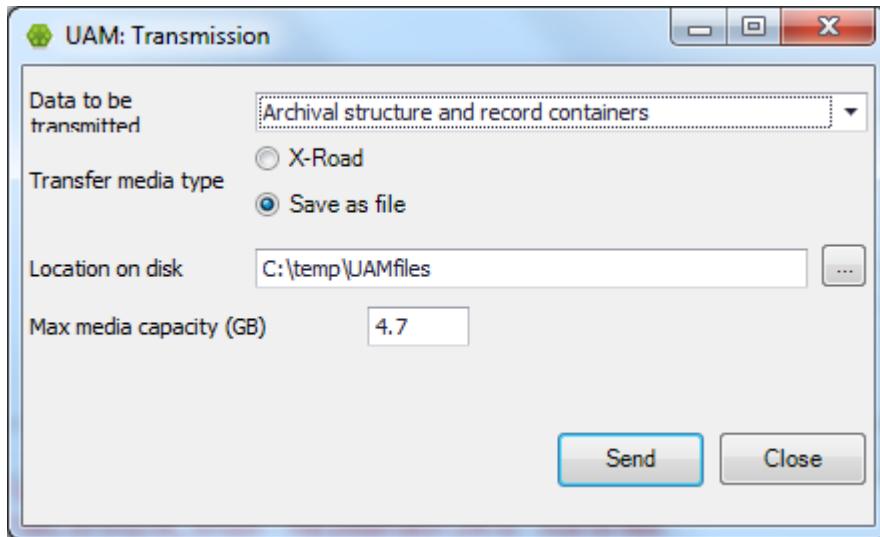
3.8.2 Saving Data to Media

To save the data to the computer's hard drive/memory stick/etc., select **Save as file** as the transfer media type. The following can be saved:

- Archival structure
- Archival structure and record containers
- E-ARK formats

In either case, you will need to specify the **Location on disk** – the place where the files will be saved.

To save the archival structure and record containers, select the **Max media capacity**. If the container size is larger than the selected maximum capacity, a system of folders titled *disk 1*, *disk 2* etc. will be created on the media. Each “disk” size is smaller than the selected media capacity.



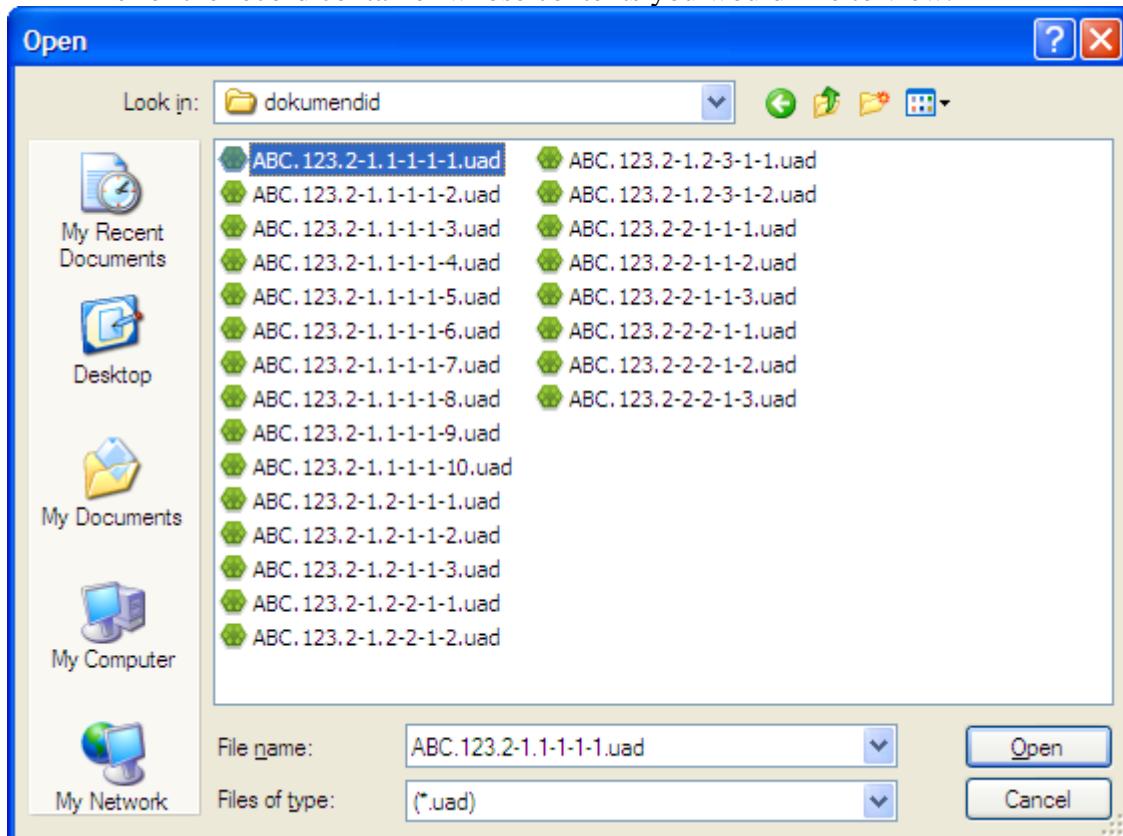
Drawing 24. Saving data to media as files

3.9 Additional Menu Options

3.9.1 Viewing the Record Container

Record containers can be opened with a double-click on UAD files or via the File menu in the application.

Open the **File** menu and select **View record container**. In the window that opens, select the XML file for the record container whose contents you would like to view.



Drawing 25. Selecting the record container

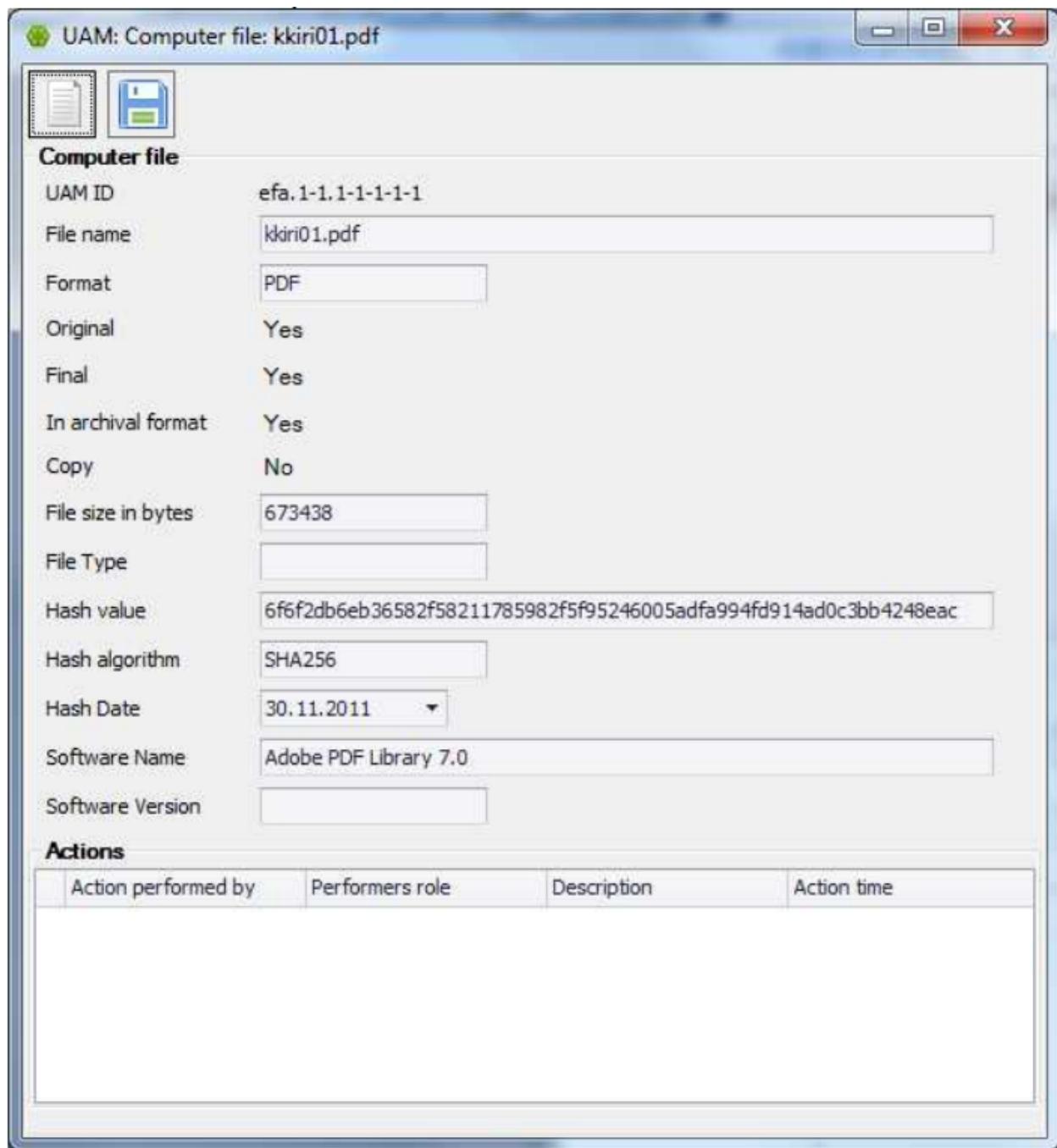
After the record container is selected, the container's contents will be displayed, including the record and links to files.

Record											
	IDENTITY STATEMENT	CONTEXT	CONTENT AND STRUCTURE	CONDITIONS OF ACCESS AND USE	RELATIONSHIPS						
UAM ID											
ERMS Reference Code	1.1-1-1										
Project	<ul style="list-style-type: none"> ABC.123 - Creator ABC ABC.123.2 - Sub-Creator 2 <ul style="list-style-type: none"> 1 - Institution management <ul style="list-style-type: none"> 1.1 - Administration 1 - Meeting minutes of rectorate <ul style="list-style-type: none"> 1-1 - Protocols 2008 (1-10) 										
Hierarchy											
Title	Meeting minute										
Titles in other languages	<table border="1"> <thead> <tr> <th>Title</th> <th>Language</th> </tr> </thead> <tbody> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> </tbody> </table>					Title	Language	*	Click here to add a new row		
Title	Language										
*	Click here to add a new row										
Registration date	07.01.2008 date										
Amount	<table border="1"> <thead> <tr> <th>Amount</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> <tr> <td>▶</td> <td>0.84 MB</td> </tr> </tbody> </table>					Amount	Unit	*	Click here to add a new row	▶	0.84 MB
Amount	Unit										
*	Click here to add a new row										
▶	0.84 MB										
Keywords that describe the transferred material	<table border="1"> <thead> <tr> <th>Keyword</th> </tr> </thead> <tbody> <tr> <td>*</td> <td>Click here to add a new row</td> </tr> </tbody> </table>					Keyword	*	Click here to add a new row			
Keyword											
*	Click here to add a new row										

Drawing 26. Record metadata

If the ERMS reference codes are the same for the record and the project, then the **Project** field will contain a link to the archival project. Click the project name to open the project form.

Click the file name to open the file form.

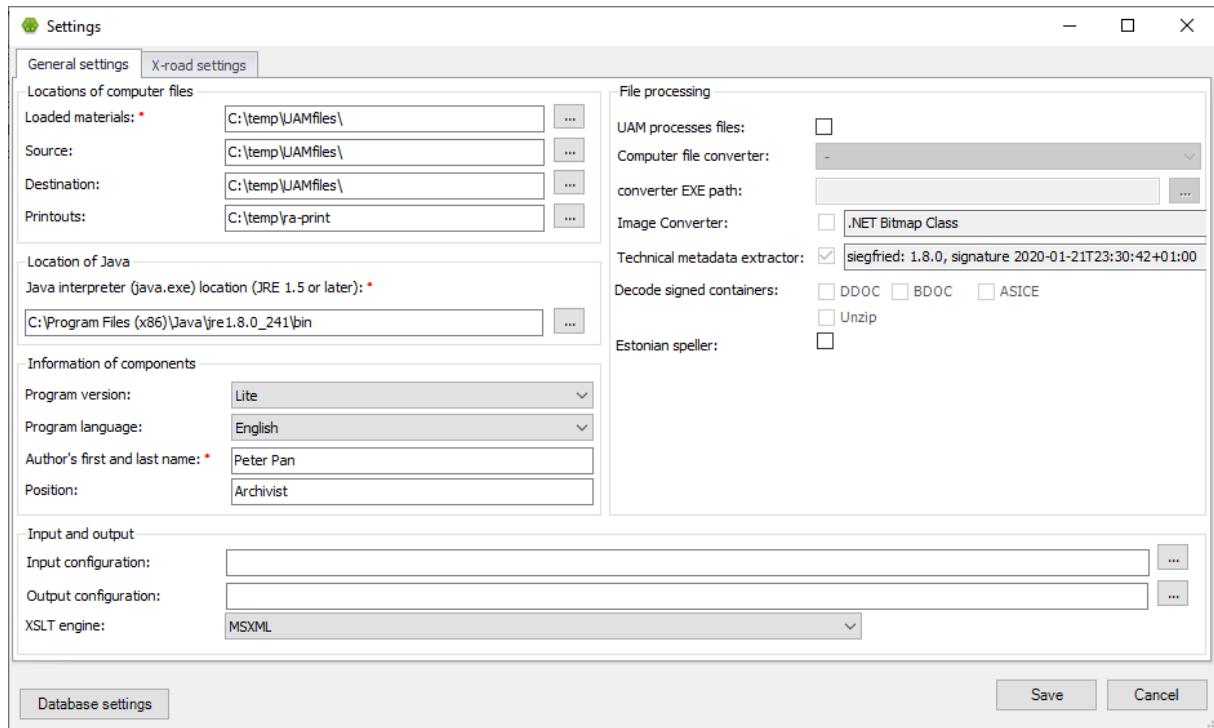


Drawing 27. File metadata

Click **Open file** to see the file contents.

3.9.2 System Settings

To use UAM, you must first configure the system settings. The initial configuration is performed during the system's installation and the first execution of the UAM. If settings need to be changed or augmented later, this can be done by selecting the File menu, then Settings. The input fields available in the Settings window are described in detail in the UAM Installation Guide.

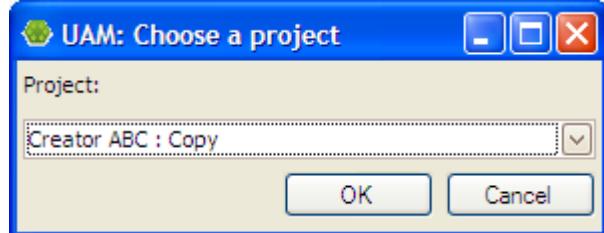


Drawing 28. System settings

3.9.3 Comparing Archival Structures

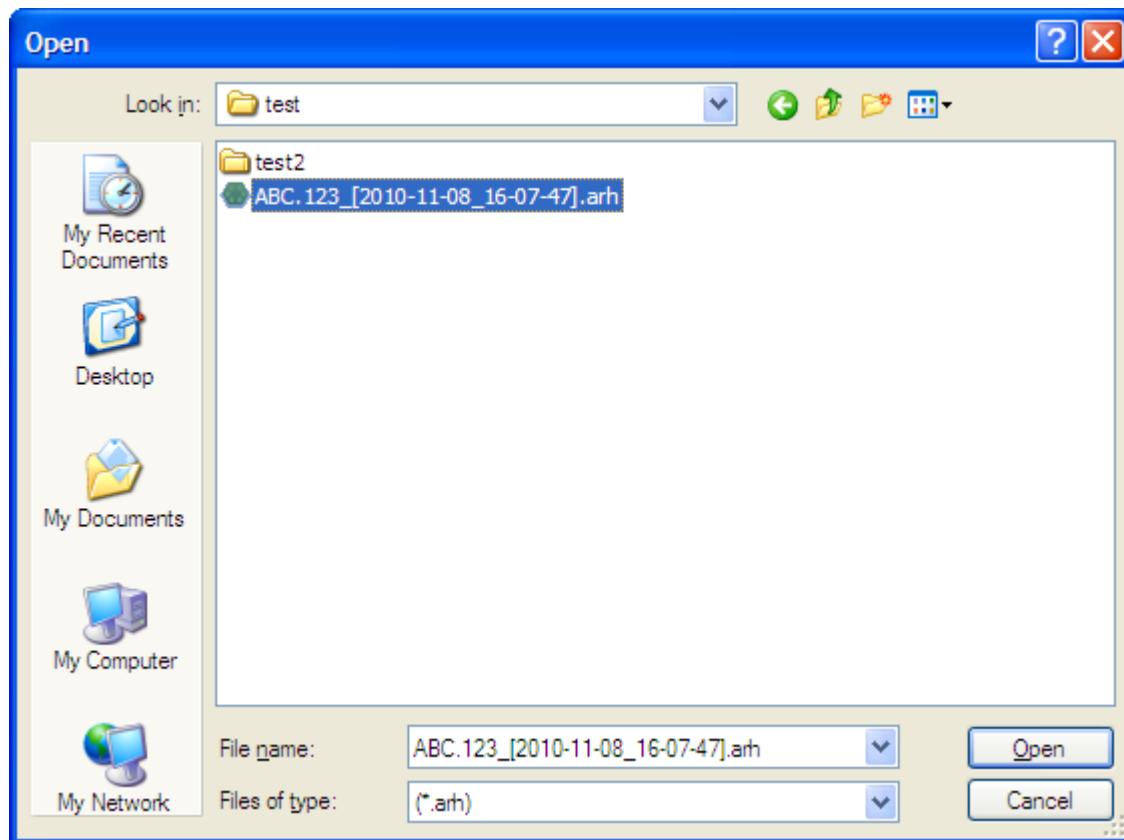
Select a project. Next, open the **Project** menu and select **Compare archival structure**. There are two options for comparison:

- Compare to another project in the UAM



Drawing 29. Project selection

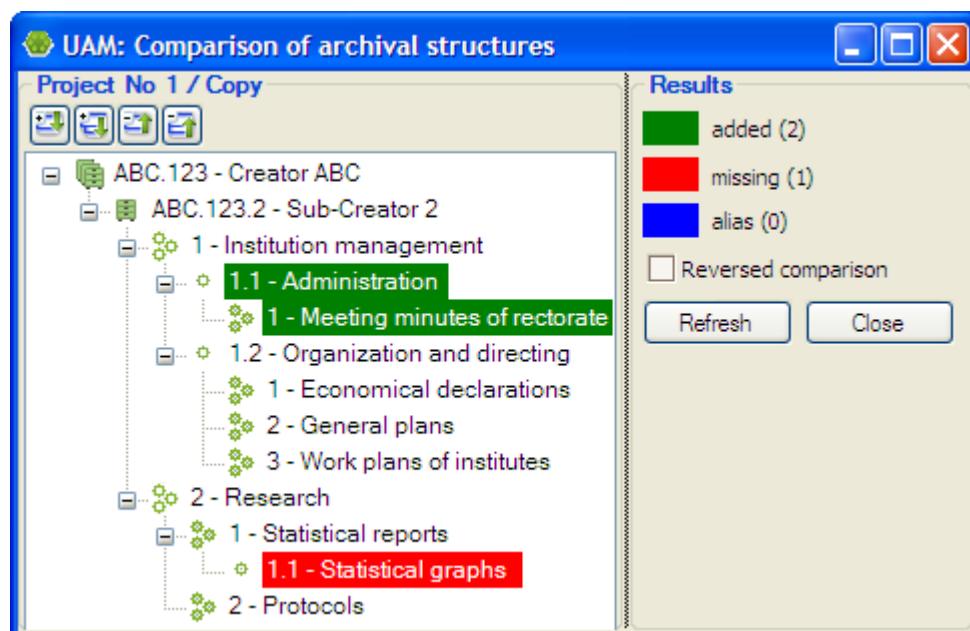
- Compare to an archival structure XML



Drawing 30. Selecting an XML for comparison

After the comparison method and the project/XML file are selected, a form will be displayed, containing the project's structural tree (down to the series):

- The added description hierarchy is highlighted in green
- The removed description hierarchy is highlighted in red
- Parts with a different name but the same ID are highlighted in blue.



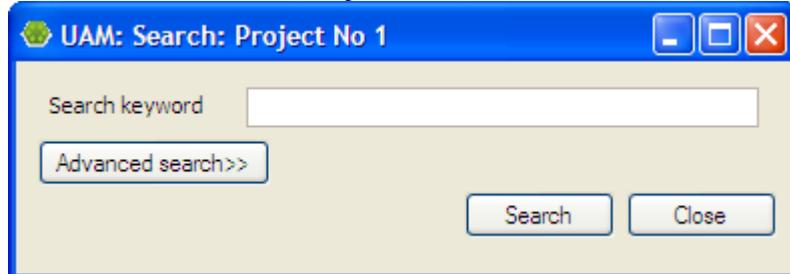
Drawing 31. Comparison of archival structures

Select **Reversed comparison** to flip the comparison around. Originally the UAM project was compared to the XML file, now the XML file will be compared to the UAM project. If the project data in the UAM has changed in the meantime, click **Refresh** to see the most recent data.

3.9.4 Search

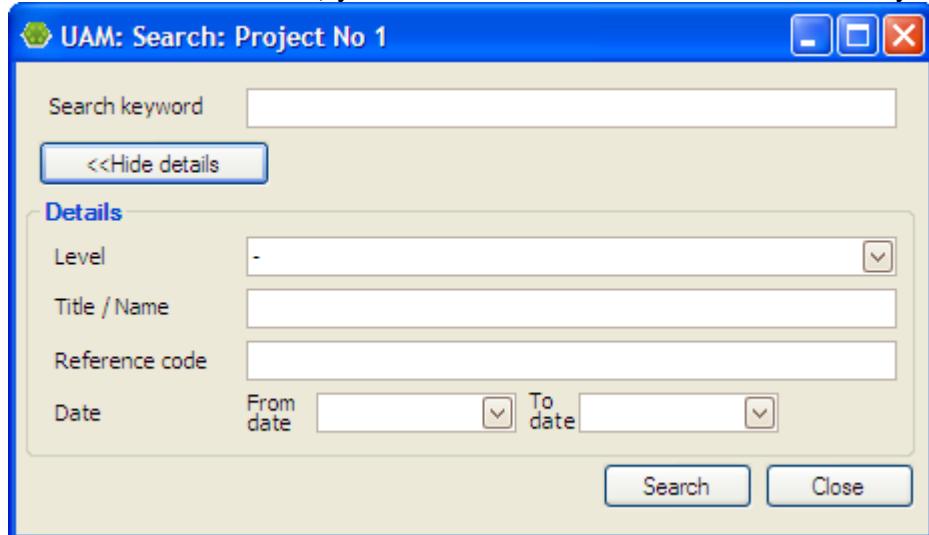
The UAM can be used to search for units within the same project. Select the project, then open the **Project** menu and select **Search**. There are two search methods:

- Full text search (simple search) across all UAM text fields (including reference codes)



Drawing 32. Simple search

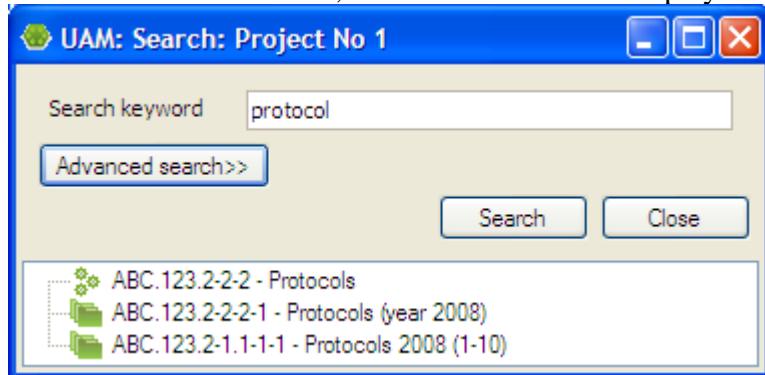
- Advanced search (by title/file name, reference code, dates, hierarchy level)



Drawing 33. Advanced search

The search covers the currently open project. File contents are not searched.

If the search is successful, the search results are displayed in the same window:



Drawing 34. Search results

Doubleclick on the title or right-click and select **Open** to go to the description unit.

If the search is unsuccessful, the message *No results were found* is displayed.

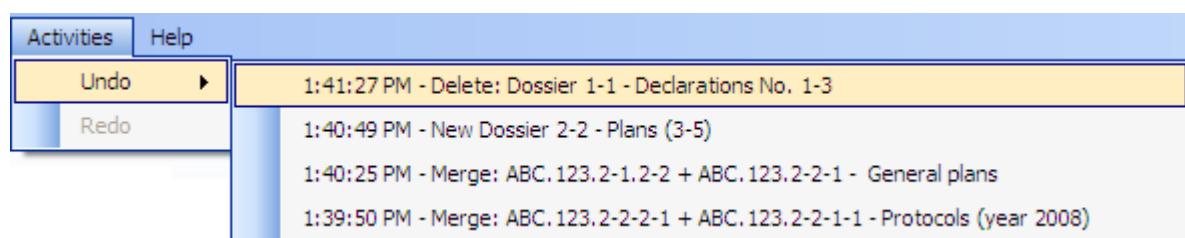
3.9.5 Undoing Actions

The UAM supports:

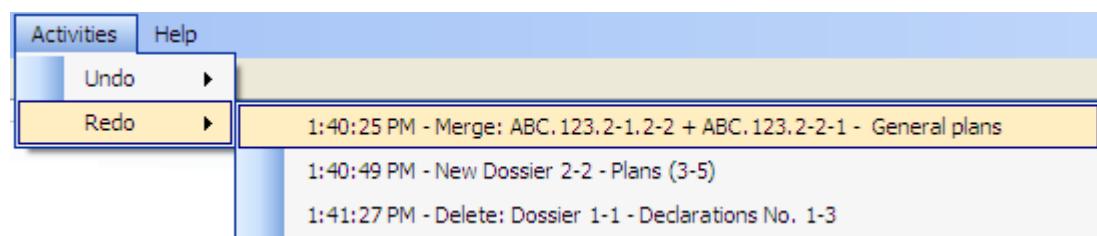
- Cancelling the addition of a new unit, using the **Cancel** button on each form.
- Cancelling the changes to a unit's data, using the **Cancel** button on each form.
- Undo non-form actions such as merging units, moving and deleting them.

When performing non-form actions, the **Actions** menu will contain an **Undo** option along with a description of the action (and a timestamp). Selecting this menu option will restore the system status to what it was before the action. For example, if the menu option refers to the addition of a new unit, the system will be restored to the condition before the unit was added. If the menu option refers to the merger of two units, the system will be restored to the condition when the units were still separate.

- If the **Undo** submenu's topmost option was selected, only one action is undone.
- If one of the **Undo** submenu's lower options was selected, all actions above it in the menu are undone.
- Each undone action will create an option in the **Actions** menu's **Redo** submenu.



Drawing 35. Undoing actions



Drawing 36. Redoing actions

- To redo the last undone action, open the **Actions** menu, then the **Redo** submenu, and select the topmost menu option. For example, if the menu option refers to the creation of a new unit that was cancelled via the **Undo** menu, the unit will be created again.
- To redo a series of undone actions, open the **Actions** menu, then the **Redo** submenu, and select a lower menu option. All the actions above it will also be redone.
- Each redone action will create an option in the **Actions** menu's **Undo** submenu, just as happened when the actions were performed originally.
- If a lower menu option is selected from the **Redo** submenu, all the redone actions are added to the **Undo** submenu in reverse order.

Undoing and redoing is only possible for non-form actions. For example, if a relationship is created between units and a field in one of those units is edited afterwards, then undoing the relationship creation does not restore the edited field to its old value.

Please note: Undo and redo options are cleared when the archival material's metadata is uploaded to an archival project.

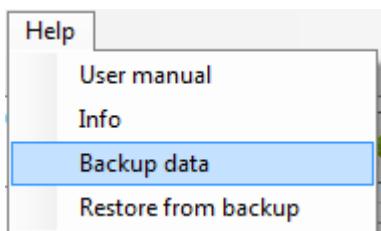
3.9.6 Printing Data

The UAM supports printing out the contents of every form, via the **Print** button. The **Printouts** menu supports the following printouts for the currently selected project:

- Archival structure printout
- Archival list printout
- Integrity report printout
- Error list printout.

3.9.7 Backing up and restoring metadata and files

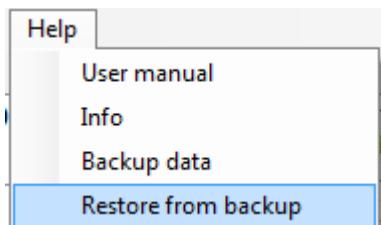
Select **Backup data** under the **Help** menu in order to back up the metadata and files.



Drawing 37. Backup data

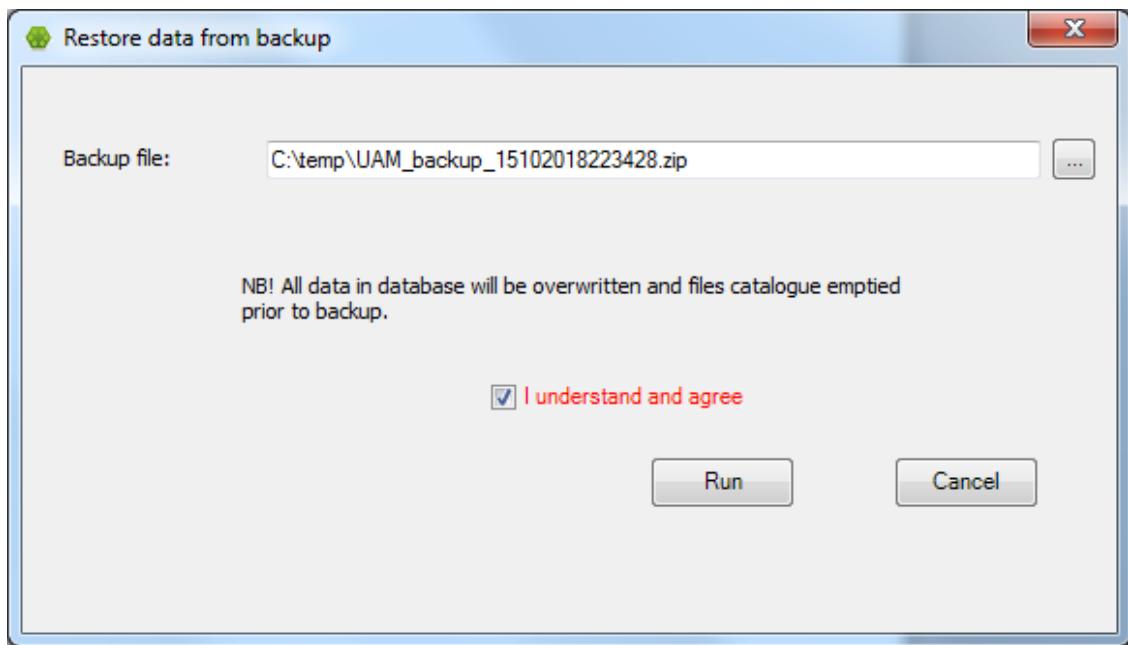
UAM creates a ZIP file containing the backup of the database and files folder.

Select **Restore from backup** in order to restore the database and the files folder.



Drawing 38. Restore from backup

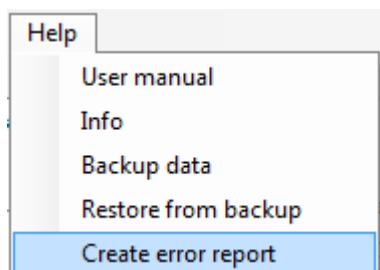
UAM opens a window where you can select the backup (ZIP) file and start the restoration process.



Drawing 39. Restore data from backup

3.9.8 Error report

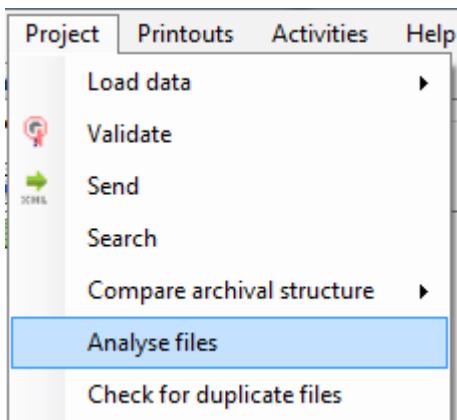
Select **Help -> Create error report** in order to collect all relevant files (RahvusarhiivLog.txt, UAM.exe.config) that are necessary for the identification of the cause of the encountered error. All files will be zipped into one ZIP container.



Drawing 40. Create error report

3.9.9 File analysis

Select **Project -> Analyse files** in order to analyse files in your project.



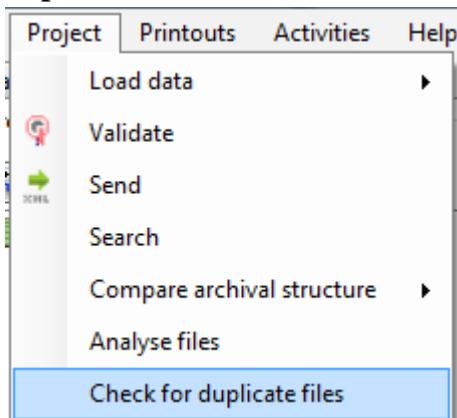
Drawing 41. Analyse files

All files will be included in the file analysis (incl. zipped and digitally signed containers). The result is presented in the validation window and as a PDF file. The report contains information about the total number and size of files in the project, plus information about their formats.

NB! The file added to the description of the structure of the archival creator is excluded from the file analysis.

3.9.10 File uniqueness check

UAM allows to identify duplicating files in the project if selecting **Project -> Check for duplicate files**.



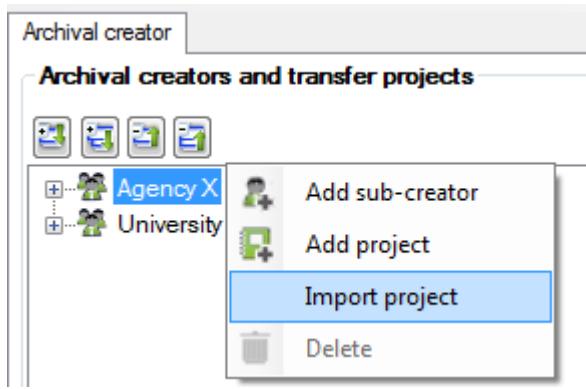
Drawing 42. Check for duplicate files

All files will be included in the check (except the duplicates in the same container (e.g. ZIP, DDOC, ...)). The check is based on file hash sums.

The result is presented in the validation window.

3.9.11 Project re-import

Right-click on the name of the archival creator opens a choice "Import project".



Drawing 43. Project re-import in UAM

Re-import is based on the ARH and UAD files – it creates a new project based on the content and metadata encapsulated in these files.

No content conversions, unpacking or other processing are done during the re-import of the project. The content and metadata will be imported into UAM exactly as they are in the ARH and UAD files.