At the python prompt type:

1. pip install pypreservica

and then

2. pip install ArchivesSnake

3. create a folder and put both main.py and credentials file [example: Oklahoma (folder) with main.py and credentials.properties

4. edit the credentials - adding your Preservica password and aspace password

TEST - edit the folder containing the data - select a test corpus for running quick trail [Jones (folder) legislative (folder) 5 pdfs

run the program, go to the folder containing main.py and the credentials, type cmd in the bar above then type python main.py at the >> and see how it goes.

look carefully at the outcome including the publication set-up and the links in ArchivesSpace. Make sure everyting is syncing, there are digital objects in ArchivesSpace and items in Preservica that match. If not, look at the credentials above and adjust. Also, make sure the file ID (item level) exists in ArchivesSpace exaactly [example: CAC_CC_109_2_1_8_0001 is the digital file to ingest but on ArchivesSpace you see CAC_CC_109_2_1_8_001 -- the 001 and 0001 do not match. Fix this]

5. run another TEST then start running batches

ALERT if digital objects are created in ArchivesSpace that you do not want or if they change completely, you must delete the digital object record on ArchivesSpace completely AND edit the archival record to delete all preservica links. If this is not completed Preservica will continue to try and link the files which creates errors or misrepresented information.