GDL-44
SFU MoveIt User Guide

For overview of entire transfer process, see PRC-57, Procedures: Transfer Digital Materials to SFU Archives.

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INTRODUCTION

SFU MoveIt is a small utility built by SFU Archives and SFU Library to package digital objects in a standardized format to facilitate transfer of digital materials from records creators ("producers") to a preservation repository. SFU MoveIt uses the BagIt standard developed by the US Library of Congress. It packages digital objects on the producer's local machine into a standard BagIt container ("Bag") and captures a small amount of metadata, including transfer credentials and checksums. The actual transfer of the package to SFU Archives is via producer upload to a folder on SFU Vault, the university's cloud storage service.

The full transfer procedure involves the following steps:

1. Complete a *Digital Records Transfer Request Form* and email it to moveit@sfu.ca.
2. Receive a *Transfer Approval Notice* with Transfer Number, link to a folder on SFU Vault, and expiry date.
3. Use SFU MoveIt to package the materials for transfer.
4. Upload the transfer package to the folder on SFU Vault.

This user guide provides instructions for using SFU MoveIt during step 3. For more detailed information about the transfer procedure as a whole, see *Procedures: Transfer Digital Records to SFU Archives. Point of View: Records Producers (PRC-57-A)*.

INSTALL

To install SFU MoveIt, go to the Archives' website and download the appropriate installer:

http://www.sfu.ca/archives/digital-repository/move-it.html
**Which version should you install?**

There are separate versions for Windows and Mac OS. Download the version that corresponds to the operating system of the computer from which you will be running SFU MoveIt and transferring files to the Archives.

- If you are installing a Mac version, you should also download the Mac uninstaller.

**Install the Windows version**

Download SFU MoveIt Windows version as a single .exe file; once downloaded, it will appear on your computer as SFUMoveIt.exe.

- You can store the file anywhere on your computer.
- SFU MoveIt is now ready to use.

**Install the Mac version**

Download the Installer_SFUMoveIt_Mac.zip file.

- Store the file anywhere on your computer.
- Double-click the zip file; the installer will appear.
- Double-click the installer file to install.

Depending on how your computer's permissions settings are configured, you may receive a message that it cannot be opened because it is from an unidentified developer.

- If this happens, click "OK"; then right-click the installer file and from the pop-up menu select "Open."
- Click "Open" to proceed; you will receive a notice that install was successful.
UNINSTALL

From time to time, SFU MoveIt may be upgraded. Before installing a newer version, you should uninstall the previous one.

Uninstall the Windows version

In the Windows version, uninstall by simply deleting the MoveIt.exe application (move to trash).

Uninstall the Mac version

To uninstall the Mac version, you need to run the uninstaller.


LAUNCH

The interface for launching SFU MoveIt is different in the Windows and Mac versions.

Launch the Windows version

Double-click the SFUMoveIt.exe file. The application opens a dialog box asking you to select the folder you want to package for transfer.
Click the button "Choose a folder to transfer".

- SFU MoveIt will prompt you to navigate to the folder you want to transfer.
- Select the folder and click OK.
- SFU MoveIt will begin the packaging process and you will be prompted to enter data (see Step 3).

**Launch the Mac version**

Navigate to the folder you want to package for transfer and right-click (or click while holding down the Option key) the folder.

- A pop-up menu will appear.

In the pop-up menu, select Services > Transfer to SFU Archives.

- SFU MoveIt will begin the packaging process and you will be prompted to enter data (see next section below).

**PACKAGING FILES FOR TRANSFER**

When packaging digital materials for transfer, SFU MoveIt will prompt you to enter several pieces of data. The prompts work the same in both the Windows and Mac versions.

**User name**

Enter your name. The Archives uses this information to validate your transfer.
• The name should be the same as that on *Digital Records Transfer Request Form* that was originally submitted and approved.

![Username](image1.png)

**Transfer number**

Enter the Transfer Number supplied by SFU Archives; this was included in the *Transfer Approval Notice* you received authorizing the transfer.

• Transfer numbers have the form TRN-YYYY-NNN (e.g. TRN-2016-020)

• For more details on Transfer numbers, see *Procedures: Transfer Digital Materials to SFU Archives. Point of View: Records Producers (PRC-75-A).*

![Transfer Number](image2.png)

**Session number**

Session numbers are used to distinguish between multiple packages sent under the same Transfer Number.

• If the total size of the files you are transferring is larger than 7 GB, it is advisable to break up your transfer into a number of smaller transfer packages or "sessions" (each ≤ 7 GB).

• If you need more than 1 session, you will have to run SFU MoveIt on each package to format it separately.

• Use the same Transfer Number, but indicate the Session Number here (e.g. 1, 2, 3...).
• If there is only 1 transfer package, enter 1 as the Session Number.

Transfer complete

SFU MoveIt will begin packaging your files.

• On completion, SFU MoveIt will create a folder to your desktop, using the Transfer Number + Session Number as the folder name (e.g. TRN-2016-333-1).
• SFU MoveIt will alert you that packaging is complete.
• The desktop folder created by SFU MoveIt is the one you should upload to SFU Vault to complete the transfer.

Time lag

It may take some time for the packaging operation to complete, especially if the transfer is large; please be patient.

In the Mac version, you can tell that the operation is still in progress from the spinning gear in the Mac OS Menu Bar that appears on the top of your screen and from the "CreateBag" icon that appears in your Dock.
WHAT DOES IT DO?

SFU MoveIt does not actually transfer files; transfer is via upload to a shared folder on SFU Vault. What SFU MoveIt does is prepare the files for transfer by packaging them into a standardized transfer and storage format called BagIt, developed by the US Library of Congress.

Desktop folder

The desktop folder created by SFU MoveIt contains two objects:

- A zip file that is the actual contents of the transfer (the BagIt-compliant Bag).
- A meta file created by SFU MoveIt that contains data about the transfer.
The meta file

The meta file includes the following information:

- **Transfer Number**: the number you entered when prompted.
- **User**: the name you entered when prompted.
- **Checksum**: the checksum of the zipped Bag file; the Archives uses this to validate the transfer by comparing this checksum with a checksum generated after the transfer has been uploaded to SFU Vault; if the alphanumeric string is different, it means the file was corrupted during upload.
- **Time Received**: the timestamp of when the Bag was created.

There then follows a list of the files that were packaged into the Bag.

You should retain the meta file for your transfer records; it documents who sent what when; and it can be used to identify files in the event that you later need to retrieve digital records transferred to Archives.

```
Transfer Number: TRN-2016-333-1
User: Hilary Jenkinson
Checksum: 100eb4d5641da03285d49bc2a130aef
Time Received: 2016-08-19 14:17:21

data/Cana.jpg
Test7_ImagesSmall/SFUScaphip1.jpg
Test7_ImagesSmall/animated-gif-image-2.gif
Test7_ImagesSmall/animated-gif-pictures-4.gif
```

The Bag

To view the contents of the Bag, double-click the zip file. The Bag contains four "tag" files plus the digital objects:

- **bag-info.txt** – identifies the software used to create the Bag, the date it was created, and some technical metadata for machine processing about the Bag contents.
- **bagit.txt** – identifies the directory as a Bag, the version of the BagIt specification used, and the character encoding used for tag files.
- **data** folder – contains the actual transfer objects.
- **manifest-md5.txt** – lists the files in the data folder, with individual MD5 checksums.
- **tagmanifest-md5.txt** – lists the tag files, with their checksums.