

Advanced Active Digital Preservation™ archiving & discovery software

Professional edition combines the simplicity of our new generation user interface with added power, flexibility and storage capacity to ensure the long-term security, accessibility and authenticity of your digital collections.

A powerful easy-to-use solution that includes greater control, flexibility and customization

Professional edition includes an array of powerful innovations that enable archivists, records managers and information professionals to further simplify and automate the future proofing of high-value digital content for compliance and long-term value protection.



Quickly upload & grow your digital archive

Easily upload your valuable collections & invite others to contribute to your archive



Customize & extend your metadata

Easily manage, enrich and edit metadata using standard schemas or create your own



Automatically maintain files in recommended formats

Eliminate data obsolescence. Automatically maintain records in the latest readable formats over decades with Active Digital Preservation™



Extend and integrate Professional into your content ecosystem

Leverage Preservica's extensive API library for seamless data exchange with other software applications

Overview

Preservica Professional contains all the functions required to deliver advanced Digital Preservation, as specified in the Open Archival Information System (OAIS) reference architecture (ISO14721:2012): Ingest, Archival Storage, Data Management, Administration, Access, Preservation Planning and Preservation Action.

Content Upload

Ingest allows users to load information into the archive in a managed and efficient manner. Preservica Professional provides:

- Upload and prepare content directly via web browser (no tool download required):
 - Simple drag and drop interface for individual files up to browser limit (approx. 50GB)
 - Upload larger files via a secure holding area
- Immediately safeguard content to 99.999999999% durability while you prepare your content for upload into Preservica
- Easily re-arrange content hierarchy before upload
- Add, edit and enrich descriptive metadata
- Restore autosaved temporary projects at any time
- Package ingest types include:
 - Easily upload content in multiple formats, born digital or from digitization
 - Ability to upload DSpace packages
 - Ingest ISO disk images (e.g. images of CD, DVD and Hard Disk Drives)
 - Ingest directly from PastPerfect and CONTENTdm
 - Preserve email and MBOX files from Microsoft Outlook (MSG, PST) and Gmail
 - Compressed & uncompressed folders containing common formats for documents, AV files, and more

- Workflow steps to perform quality assurance including:
 - Virus checking
 - Checksum verification
 - Checking permitted file formats
 - Checking metadata is well-formed
- Built in technical metadata extraction required for preservation (for more see Preservation below)
- Workflow to migrate file formats on ingest using user defined migration pathway (normalization)
- Automated storage processes:
 - Index selected metadata and content
 - Coordinate storage passing the material into the archival database and cloud storage
- Manual and automated workflows to perform all required ingest processes
- Ability to detect the ingest of duplicate files

Archival Storage

Preservica Professional stores content within Amazon Web Services (AWS). This provides the following functions:

- Use of AWS Simple Storage Service (S3) to hold digital assets (files) for fast, frequent access
 - For integrity multiple copies of files are saved across multiple cloud storage locations
 - Ability to split collection between AWS S3 Standard, Glacier Flexible Retrieval and Deep Glacier Archive
 - Encrypt content stored in AWS
 - Isolation of content in S3 and Glacier to store the content for one organization only
 - Integrity checking of all objects held in storage
 - Checksums calculated on storage for each copy
 - Checksum re-calculated on access or at regular timed intervals on files at rest
 - Confirmation by Preservica Professional that when a file is accessed, it is the same as the file loaded in ingest using its own checksum (choose from MD5, SHA-1, SHA-256, SHA-512)
- Descriptive metadata can select from one or more standard metadata schemas provided (display and edit templates included):
 - Encoded Archival Descriptor (EAD) 2002
 - MODS 3.4
 - Dublin Core 1.1
 - Alternately, descriptive metadata can make use of user provided descriptive metadata schemas:
 - Add XML schema definition
 - Add transforms to present and edit the schema (XSLT)
 - Add templates to allow metadata with default values to be quickly added to assets
 - Add custom search indexes
 - Content management functions provided:
 - Assign one or more metadata fragments to an asset or folder
 - Edit descriptive metadata on any asset post-ingest
 - Make bulk changes to the metadata of multiple assets. Includes replacing, clearing or adding a fragment
 - View the audit trail of information and digital objects
 - Unlimited information hierarchy, with digital objects held at any level
 - Drag and drop to organize and reorganize content
 - Synchronize catalog metadata and collection structure from Axiell CALM, Adlib and ArchivesSpace
 - Classify personal data information for the GDPR fragment
 - Create reference metadata to refer to the same information across multiple assets
 - Professional Plus includes automated retention and disposition of records:
 - Meet regulatory, statutory and compliance requirements for long-term records
 - Create and apply retention policies to single records
 - Automate disposition with records presented for appraisal or deletion
 - Replace incorrect content within an asset without having to reupload

Access for Expert Users

Preservica Professional provides a web-based "Explorer" to allow the browsing, searching, viewing and downloading of all metadata and content:

- Professional Plus includes automated retention and disposition of records:

Data and Collection Management

Preservica Professional contains a range of capabilities to allow users to manage the metadata that describes the content:

- Meet regulatory, statutory and compliance requirements for long-term records
- Create and apply retention policies to single records
- Automate disposition with records presented for appraisal or deletion
- Replace incorrect content within an asset without having to reupload

Access for Expert Users

Preservica Professional provides a web-based “Explorer” to allow the browsing, searching, viewing and downloading of all metadata and content:

- Interactive features:
 - Explore the collection hierarchy, drilling down to information objects of interest
 - Flexible post-ingest collection arrangement with drag-and-drop
 - Easy to create linked content to enable the rapid creation of temporary exhibitions
 - View the files and all metadata (description and audit trail) for any asset
 - View technical metadata for files
 - Thumbnail preview of files (for selected file formats)
 - Download any asset or selected part
 - In-browser rendering to view, listen or play content without having to download the file including images, office formats, emails, social media posts, web pages, captioned videos, and the rendering of 3D assets
 - Download assets and folders in OPEX (Open Preservation Exchange) format for enhanced usability
- Search tools including:
 - Full text search of permitted file formats and metadata
 - Logical search functions (AND OR NOT etc.)
 - Fielded searches incorporating searching over any registered descriptive schema
 - Limit search to within a selected folder
 - Export search results into CSV for custom reporting on metadata
 - New generation explorer search functionality
- Workflows:
 - Launch Access workflows, for example creating a Dissemination Information Package (DIP) for download or delivery, transforming metadata for download into preferred schema either using the provided METS transform or a user provided transform, and sending notifications by e-mail and/ or text when the DIP is ready for download
 - Launch Data Management workflows for a specific asset, for example delete or move
 - Optional workflow to migrate file formats on access using user defined migration pathways (normalization)

- Ability to control access to content (or content and metadata) through roles and access control lists (see Administration)

Access for Non-Expert Users

- An easy to customize web based portal to provide advanced search and controlled public and internal access to content
- Range of intuitive, customizable themes
- Open access for public information or user authentication for more secure content
- Fast playback of Audio/Visual content
- Integration with content management systems via CMIS interface (read only)
- Accessibility WCAG 2.0 AA (excluding optional animated theme)
- Display most popular assets and allow users to compile favorites

Preservation Planning and Action

- Organization and Planning:
 - Uses File Format Registry based on the UK National Archives’ PRONOM database
 - Ability to perform preservation planning based on simple selection of formats, including the ability to select preservation and presentation actions and to select migration pathways
 - Growing list of file formats recognized (2,400+) and migration pathways
- Characterizing the collection:
 - Ability to perform file-level characterization including format identification, format validation and property extraction
 - Ability to perform component identification and measurement of component-level essential characteristics
- Migration:
 - Ability to perform migrations including postmigration verification of component-level essential characteristics
 - Ability to create new “Digital Master” preservation copies
 - Ability to create lower quality presentation copies used for dissemination
 - Ability to see and compare pre and post-migration component information
 - Migrate files to Microsoft Office Open XML documents (.docx), in line with the NARA Policy recommendation
 - Ability to migrate multi-part assets such as multi-page TIFF to multiple JPEGs and PDF to multiple JPEGs. This allows all pages to be rendered in the multi-image gallery renderer and enhances the viewing experience

- Standard tools provided including:
 - Identification / Characterization: DROID 6.3 and signature file v94, JHOVE 1.20 (JPEG, PDF, HTML, JPEG2000, AIFF, XML, TIFF, GIF, PNG), Native XML validation only), Media Info (for audio and video formats), FiWalk (for disk images), ExifTool (for MS Office OLE formats and other image formats e.g. Canon RAW), Apache POI (for MS Office OpenXML formats validation only), Native Java (for OpenDocument formats and MS Office OpenXML formats property extraction only)
 - Migration: Libre Office (various office formats to OpenDocument formats, PDF, PDF/A and various vector graphics formats to SVG and PDF), Imagemagick (most image formats), FFMPEG (various AV formats), Handbrake (for video)
 - Implementation of all Preservation Actions via the standard workflow engine allowing more complex pathways or actions to be automated
- Ability to migrate individual image and video files in a multi-part asset, such as a social media record, to new formats over time to ensure the record can always be read in full

Security & Administration

- Includes a set of standard reports produced in PDF, XML or CSV formats:
 - Ingest reports
 - Access reports
 - Data Management reports
 - Preservation reports
 - Administration reports
 - Proof and authenticity reports
 - Storage & file type reports
 - Information with GDPR personal data classification reports
- Administration:
 - Manage schemas used for content description
 - Fast file existence check
 - Optional integrated in-product assistance and step-by-step guidance
- User Management & Authentication
 - Create and suspend users
 - Create roles and assign to users
 - Users requested new password
 - Option to enable two factor authentication, compatible with common authentication applications
- Comprehensive security model for assets:
 - Define tags saying which actions can be performed by which user roles
 - Assign tags to assets and folders allowing fine grained user access control to information objects

Support

Operations

- Preservica Professional is operated by a professional operations team that keeps the system operating, maintains backups, checks performance and does test restores
- The hardware platforms are provided by Amazon Web Services via locations in US (N. Virginia), Canada (Montreal), EU (Dublin), UK (London) or Australia (Sydney).
- Operations fall under our ISO 27001 (Information Security Management System) accredited processes
- There is no system administration requirement for the customer
- Online & on-demand training is included for users and managers of the system.
- Remove your data from Preservica with no cost exit with no data lock-in

Standard Support

Preservica provides a full ongoing support service including a dedicated support portal, community hub, email support, new feature releases and bug fixes.

Integration

Preservica Professional Plus includes the ability to extend and integrate with APIs on a transaction limited basis.

Development Program

Preservica Professional is under active development with major and minor releases made throughout the year. All development is performed under our ISO 9001 Quality Management System.

System Requirements

Access to Preservica is provided through the following supported browsers:

- Google Chrome v77+
- Internet Explorer v11
- Mozilla Firefox v69+
- Safari v12 (web browser upload only)

An open connection to the internet is required for connection to Preservica Professional.

