

RIAMCO Submission Database

1. File name requirements

The database only accepts files with this file naming convention.

US-[REPOSITORY CODE]-[identifier].xml

Example: US-RPB-ms78.13.xml

Example: US-R-Ar-2000-70.xml

Example: US-RBrRW-UA2009.01.xml

Example: US-RPPC-quinn.xml

The file name must exactly match the metadata in the <eadid> tag at the top of the XML record. This is an example of the tag and the matching file name:

```
<eadid countrycode="US" mainagencycode="US-RPB" identifier="ms2010.010.xml">US-RPB-  
ms2010.010</eadid>
```

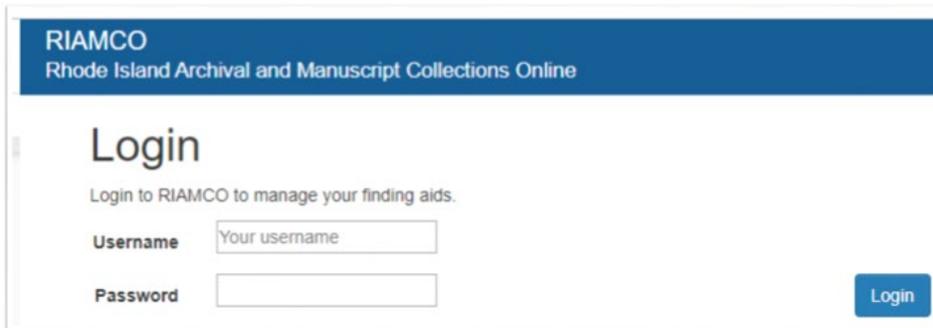
File name: US-RPB-ms2010.010.xml

2. Logging in

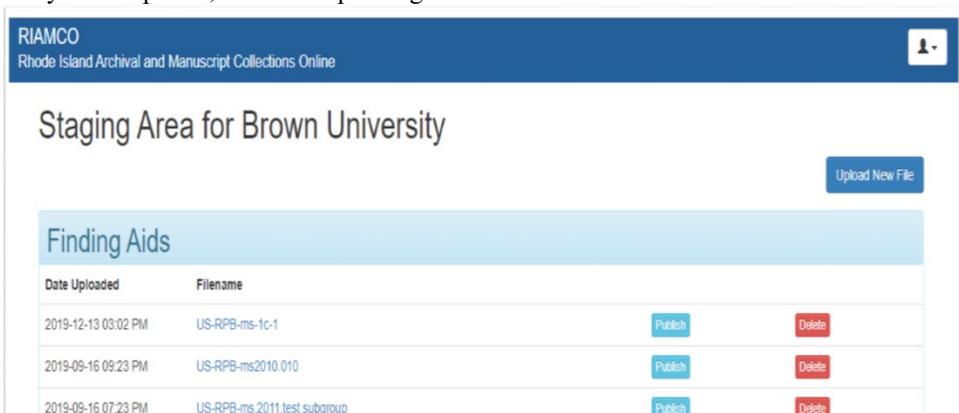
The Submission Database address is: <https://www.riamco.org/login>

Enter the repository's **username** / **password** and select **Login**. If you don't know the credentials for your repository, send an email to contact@riamco.org to request them.

Multiple users for the same repository *can* be logged in at the same time.



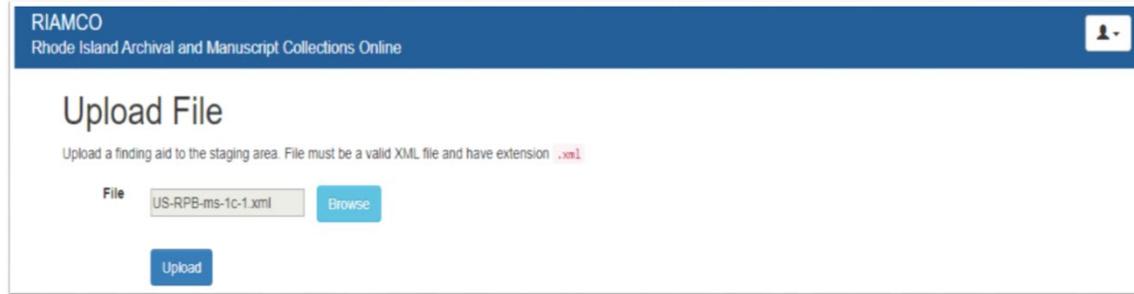
You will arrive in the Staging Area where you can view a list of all the pending files, upload new files, publish files ready for the public, and delete pending files.



Date Uploaded	Filename		
2019-12-13 03:02 PM	US-RPB-ms-1c-1	Publish	Delete
2019-09-16 09:23 PM	US-RPB-ms2010.010	Publish	Delete
2019-09-16 07:23 PM	US-RPB-ms.2011.test.subgroup	Publish	Delete

3. Upload a new finding aid to the pending file

To upload a finding aid, select **Upload New File** and browse to the file.



Select **Upload**. The file will then appear at the top of the list in the Staging Area with the date and time it was uploaded. The finding aid will not upload if the file does not follow the **File name requirements** described at the beginning of these instructions, or if it is not valid / well-formed XML.



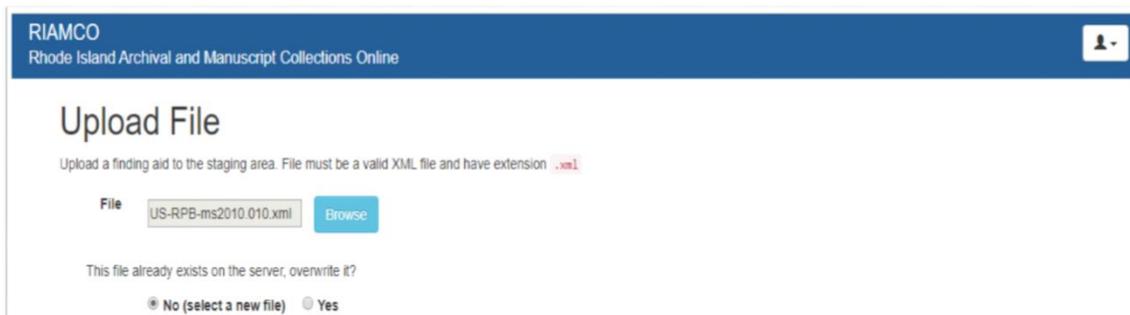
Date Uploaded	Filename		
2019-12-13 03:02 PM	US-RPB-ms-1c-1	Publish	Delete
2019-09-16 09:23 PM	US-RPB-ms2010.010	Publish	Delete
2019-09-16 07:23 PM	US-RPB-ms.2011.test.subgroup	Publish	Delete

4. Preview the pending finding aid

Click on the **Filename**. A new window will open in your browser where you can preview the finding aid to confirm it displays and functions correctly.

5. Upload a revised finding aid to the pending file

If you need to make changes to the finding aid you can upload a revised version. Follow the same uploading procedures in Step 3. The system will ask you to confirm that you want to replace the existing file.

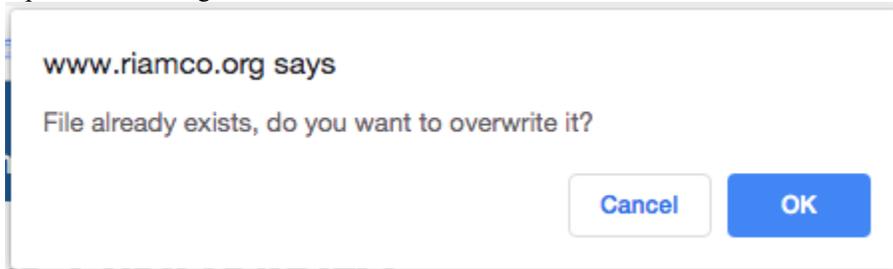


6. Publish the finding aid

Select **Publish** button next to the name of the finding aid. The finding aid is now available to the public. It will appear in the search results after a lag time of about 5 minutes while the system indexes it.

7. Publish a revised finding aid

If you find a mistake in a published finding aid you can upload and publish a new one. Follow the instructions for uploading in Step 3. When you choose the publish button the system will ask you to confirm that you want to replace the existing file.



8. Delete a pending finding aid

Select **Delete** next to the name of the finding aid. This delete button only deletes a pending version, not the published version.

9. Delete a published finding aid

If you have a finding aid that you don't want to revise and need deleted completely, contact the RIAMCO administrator by sending an email to contact@riamco.org.

10. Logout

Go to the person icon at the top right of the screen. Select **Logout**.

