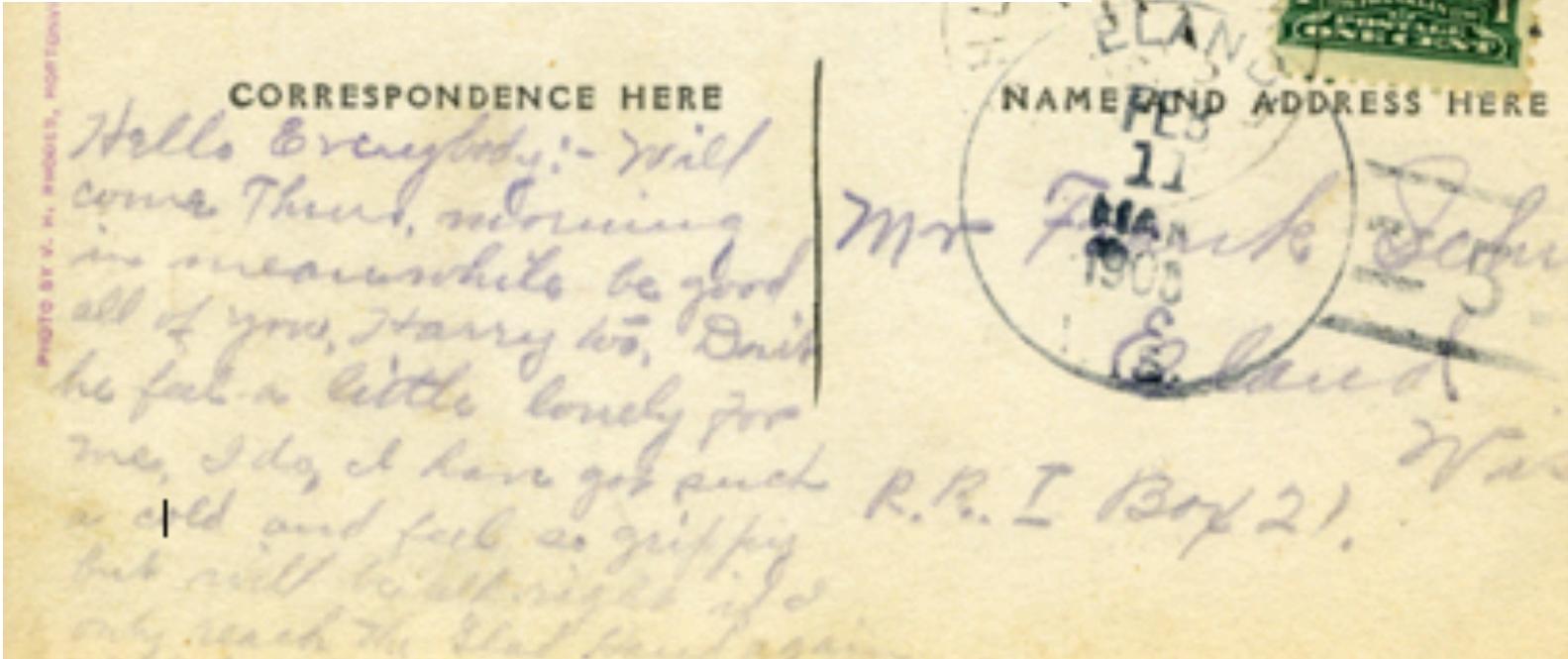




HOW-TO-GUIDE

FIXITY



CORRESPONDENCE HERE

Hells Everybody:- Will
come Thurs, morning
in meanwhile be good
all of you, Harry too. Don't
he feel a little lonely for
me, I do, I have got such
a cold and feel so griping
but will be all right if I
only reach the flat land again

NAME AND ADDRESS HERE

Mr Frank Scott
R.R. I Box 21
Edwards
Wash



PHOTO BY V. H. ARBUTHNOT, HOPTUNNY

What is Fixity?

Widely used in organizations large and small, Fixity is a free utility for automated monitoring and reporting on the data integrity of stored files.

Fixity scans a folder or directory and creates a manifest of the files, including their file paths and their checksums, against which a regular comparative analysis can be run. Fixity monitors file integrity through the generation and validation of checksums, and file attendance through monitoring and reporting on new, missing, moved and renamed files.

Fixity is a simple, powerful and popular application for automated monitoring and reporting on the data integrity of stored files. Fixity provides data for comparative analyses and sends status updated and reports automatically.

Monitoring and Reporting

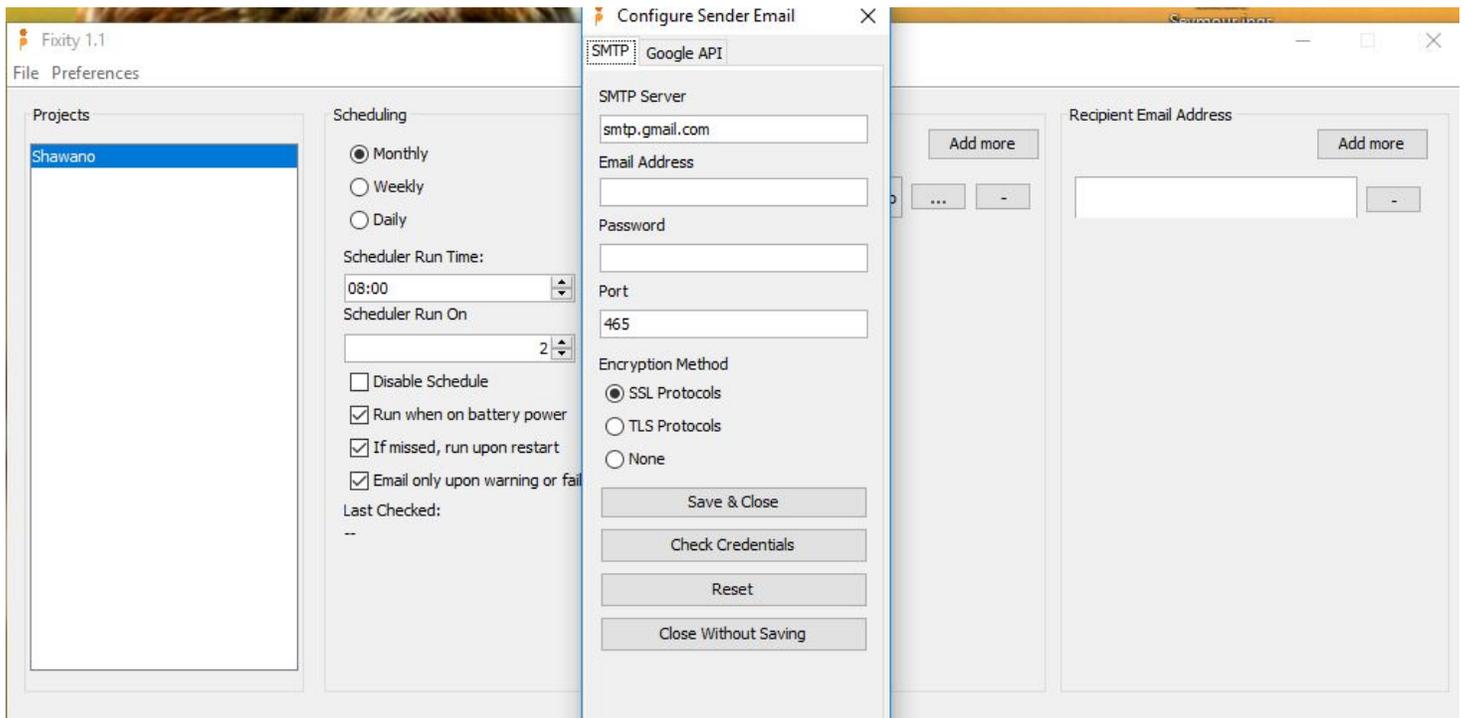
Fixity emails a report to the user documenting flagged items along with the reason for a flag, such as that a file has been moved to a new location in the directory, has been edited, or has failed a checksum comparison for other reasons.

Fixity is a powerful application that supplements tools like Exactly, which focuses on data exchange, offering ongoing monitoring and reporting for digital files in repositories, servers, and other long-term storage locations.

Fixity Video Tutorial: <https://vimeo.com/100311241>

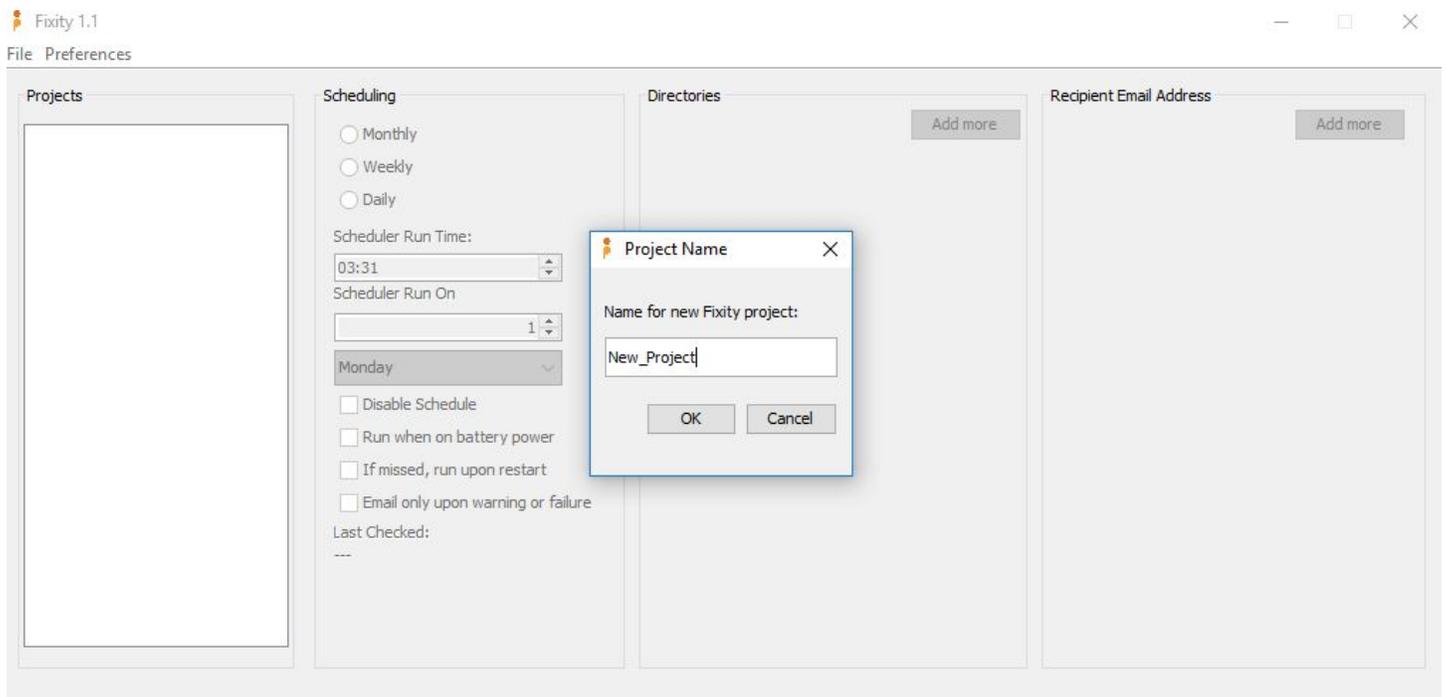
First, add email preferences:

1. Go to, “Preferences,” click on “Email Settings”
2. Like Exactly, SMTP Server and Port will need to be changed. These settings pictured work well for Gmail.
3. Click on “Check Credentials,” this will send an email to the email address provided to make confirm everything is working correctly
4. Once you receive the email, click “Save & Close”



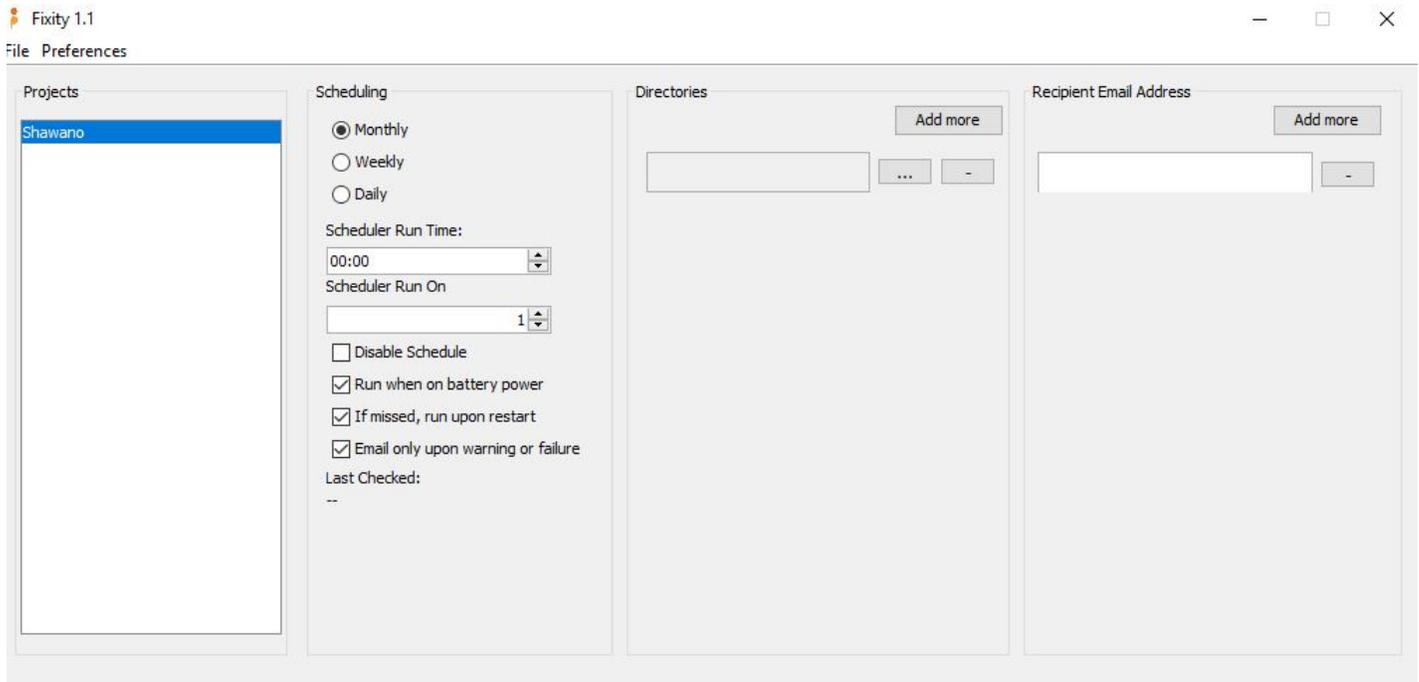
Getting Started after adding email preferences:

1. When starting Fixity, go to File, click on “New Project”
2. When you give the project a name, I would recommend to name it the same as the files you are running Fixity against. For example, we already Bagged the Shawano files, the new project in Fixity will be called Shawano. This will help in the future in case Fixity finds any issues that need to be addressed.

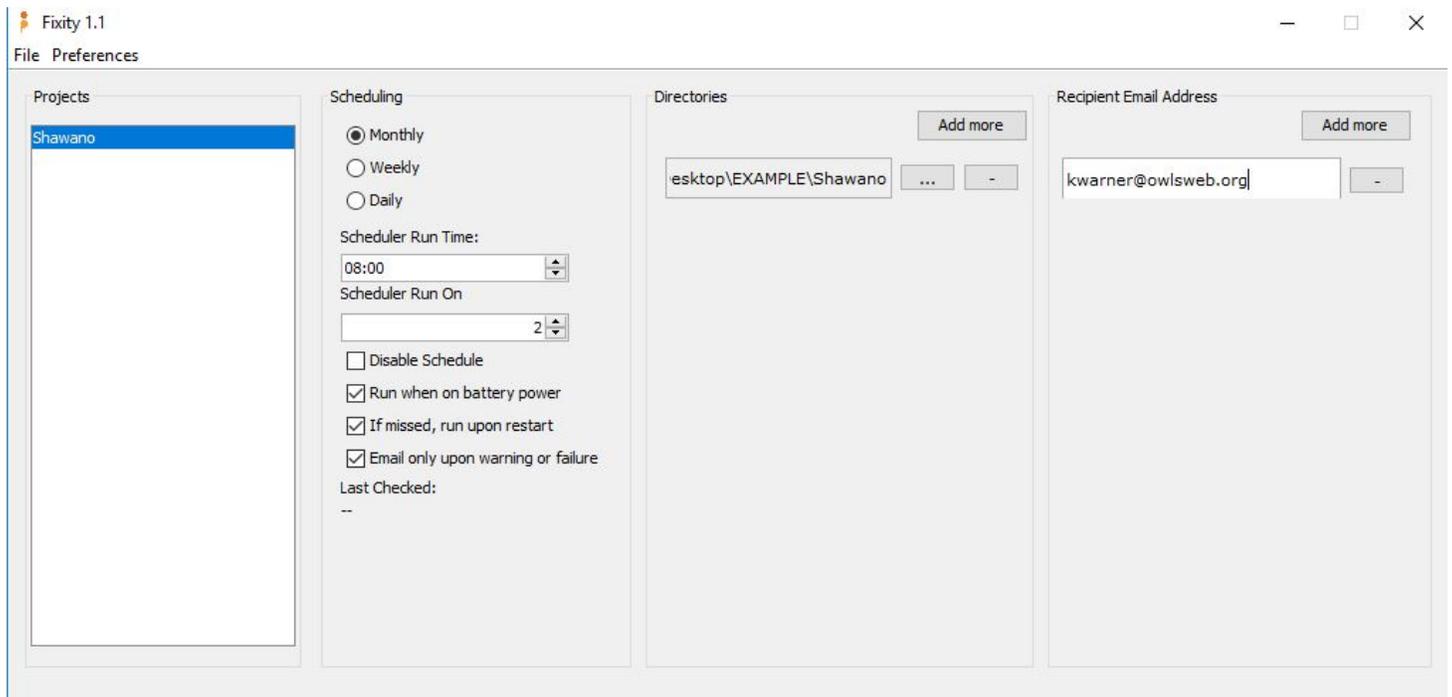


Next,

1. Click on your project, decide how often you want Fixity to run, recommendation is at least monthly. Decide what time you want it to run at, what day you want it to run on and if you want it to run on battery power, if missed, and if you want to be emailed upon warning or failure. If unclick the last one, this will allow Fixity to send you emails to alert you that ran for the month.



2. Click on the three dots to find the collection you want to run fixity against.
3. Add recipient email



4. Once you are all set to run Fixity, go to “File” and click on “Save Project,” hit “OK.”
5. Next, you will go back to “File,” click on “Run Now,” hit “OK,” and this will run Fixity.
6. Fixity will alert you when it is done running.