

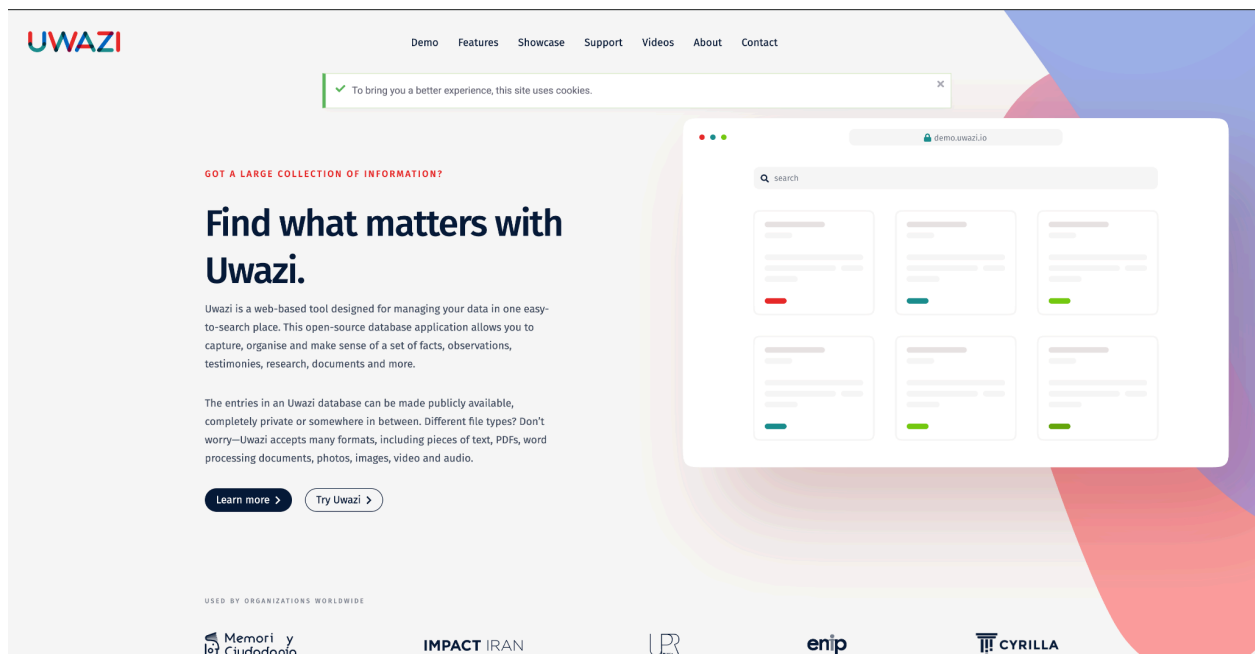
July Archive

The Platform: <https://uwazi.io/>

The Distribution: <https://github.com/huridocs/uwazi>

The Documentation: <https://uwazi.readthedocs.io/en/latest/>

The Demo: <https://afghanistanmemoryhome.org/>



Fully correct workflow based strictly on the docs. Everything below follows the official rules.

01. Key Rules From Uwazi Documentation (Verified)

Important things confirmed from the docs:

- **1 row = 1 entity** in CSV.
- Column headers **must match template property titles** exactly (spaces matter).
- The first column **must be Title**.
- For **supporting files**, use column **Attachments**.
- Multiple attachments use **| separator**.

- CSV must be **UTF-8**.
- For attachments import you must upload a **ZIP containing:**

import.csv

file1.jpg

file2.pdf

file3.mp4

Files cannot be inside folders.

02. Best Data Model For July Reform Archive

Create a template in Uwazi called:

Event

Recommended fields:

Property	Type
Title	Text
Date	Date
Day	Numeric
Division	Select
District	Select
Location	Text
Event Type	Select
Description	Rich Text
Source Link	Link
Location_geolocation	Geolocation

This lets you later show:

- timeline
 - map
 - filters
-

03. Correct CSV Format (Based On UwaziDocs)

Example:

Title,Date,Day,Division,District,Location,Event Type,Description,Source Link,Attachments
Day 12 – Clash – Shahbag – Dhaka,2024/07/15,12,Dhaka,Dhaka,Shahbag,Clash,Police
clashed with
protesters,https://news.com,2024-07-15_dhaka_clash1.jpg|2024-07-15_dhaka_clash2.jpg
Day 12 – Student Rally – Rajshahi,2024/07/15,12,Rajshahi,Rajshahi,RU
Campus,Protest,Students gathered,,2024-07-15_rajshahi_rally1.jpg

Important:

Attachments = supporting files
File = primary PDF

04. File Structure For the uploader

This exact rule for the uploader:

Project folder:

JulyReform/

media/

2024-07-15_dhaka_clash1.jpg
2024-07-15_dhaka_clash2.jpg
2024-07-15_dhaka_video.mp4
2024-07-15_rajshahi_rally1.jpg

import.csv

Then create ZIP:

import.zip

import.csv

2024-07-15_dhaka_clash1.jpg

2024-07-15_dhaka_clash2.jpg

2024-07-15_dhaka_video.mp4

Everything must be the **same level**.

05. Workflow Between Me & Uploader

The task (Uploader):

collect media

rename files

fill spreadsheet

Example rename rule:

YYYY-MM-DD_location_eventtype_number.ext

Example:

2024-07-15_dhaka_clash_01.jpg

2024-07-15_dhaka_clash_02.jpg

2024-07-15_dhaka_clash_video.mp4

My task

Export sheet → **CSV**

Create **ZIP**

Upload into Uwazi

Location:

Library → Import **CSV**

06. Google Sheet Template (Ready Structure)

This sheet:

Title	Date	Day	Division	District	Location	Event Type	Description	Source Link	Attachments
-------	------	-----	----------	----------	----------	------------	-------------	-------------	-------------

Example row:

Day 12 – Clash – Shahbag – Dhaka	2024/07/15	12	Dhaka	Dhaka	Shahbag	Clash	Police clashed with protesters	https://news.com	2024-07-15_dhaka_clash1.jpg 2024-07-15_dhaka_video.mp4
----------------------------------	------------	----	-------	-------	---------	-------	--------------------------------	---	--

07. Huge Trick (Saves You Many Errors)

Before doing a big import:

1. Create **2 events manually in Uwazi**
2. Use:

Export CSV:

Then Uwazi will give the **perfect CSV structure**.

Use that file as a template.

This is the safest workflow.

08. Recommended Structure

Since our archive is **36 days**, organize events like:

Day 01 – Protest – Dhaka University

Day 01 – Road Blockade – Chittagong

Day 02 – Arrest – Sylhet

Day 03 – Clash – Shahbag

This works perfectly with:

- timeline
 - filters
 - maps
-

09. Advanced Option (Later)

Once archive grows we can create **3 templates**:

Event

Person

Organization

and link them using **Relationships**.

10. Biggest Mistake People Make

Need to Avoid:

1 event per day

Correct approach:

1 row = 1 incident

Even if it's the same day.

11. Hosting

Link: <https://www.hostinger.com/docker-hosting> or any
Any Plan would work for the first.. Here is an overview

Minimum:

Hostinger VPS KVM 1

1 vCPU, 4 GB RAM, 50 GB SSD

Hostinger VPS

↓

Ubuntu 22

↓

Docker

↓

Uwazi container

↓

MongoDB

<----- Else ----->

Go to Hostinger → Docker Hosting

- 1. Create a new Docker project**
- 2. Add MongoDB container**
- 3. Add Uwazi container**
- 4. Connect containers via environment variable**
- 5. Map ports (Uwazi → 8080 or 80)**
- 6. Add domain + SSL**

7. Visit your site & setup admin

Domain Setup: julyreformarchive.org

12. Uwazi Flow (Backend)

The Installation guide: <https://davemateer.com/2024/01/30/uwazi-api>

The Sauri System: [example](#)

City, Division:

<https://docs.google.com/spreadsheets/d/18fEXTPmrPguMQ-FRpB3YVuWQMb7sbnWPXVVMZwQrAE0/edit?usp=sharing>

a. Stop the running server

In the terminal where Uwazi is running, press:

```
Ctrl + C
```

This stops the process.

b. Start Uwazi again

From your project folder:

```
cd uwazi
```

Start the backend:

```
yarn dev
```

Start the frontend (in another terminal):

```
yarn webpack-server
```

c. If you want a clean restart (reset database)

Run:

```
yarn blank-state --force
```

Then start again:

```
yarn dev  
yarn webpack-server
```

D. Typical Uwazi restart workflow

Ctrl + C

```
yarn dev  
yarn webpack-server
```