**Basic Digitization Workflow: UA**
This chart shows the basic steps from identification through uploading images to UW-Madison.

**Identification and Selection**

**Description – Initial Metadata Capture**

**Items scanned**

**Copies of description forms created and delivered to Metadata Unit**

**Initial Quality Control (images only)**

**Metadata Creation (entered into Filemaker Pro)**

**FTP Images (batch files) to UW-Madison**

**FMP Database (web based) immediately accessible to UA and UW**

Administrative metadata, reshelving, tracking themes, etc.