California
Historical
Resources
Information
System

Fresno
Kern
Kings
Madera
Tulare

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HOW TO RETRIEVE DATA REQUEST RESULTS FROM THE SSJVIC

Download 7zip Software (Free Software)

1. Go to the 7zip website: www.7-zip.org
2. In the first box, click "Download" for the version of Windows your computer is running. (There is also an option for Mac on the "Download" page to the right.)
   a. If you are unsure if you are running 32-bit or 64-bit Windows, Microsoft Windows Support can show you how to check.

7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 19.00 (2019-02-21) for Windows:

Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

3. Once your download is complete, double click on the file and follow the prompted steps to install you 7-Zip File Manager.

Downloading SSJVIC Data Request Results

1. When your request has been completed, SSJVIC staff will send you one Box invitation link and a second email with your password.
   a. The Box invitation will provide a link to your results, as shown on the right.
   b. The second email, as shown below, will be an encryption key unique to these results.

box   Sign Up

Celeste Thomson invited you to collaborate on:
24-000.7z

"I'd like to share my files with you on Box." – Celeste Thomson
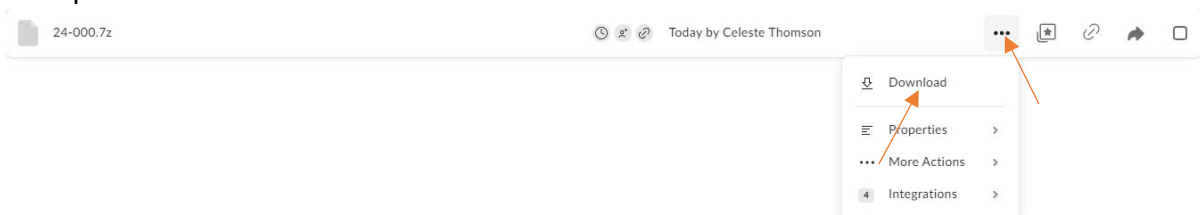
Accept Invite

Hello,

We have completed work on this request and uploaded the encrypted file to Box. The link to download your results will be sent in a second email, directly from Box. Results will be available for download for one week. Instructions for downloading and opening the results can be found on the "Record Search Services" page of our website (linked below). The encryption key is: pA55WoRd

Regards,

Celeste M. Thomson, Coordinator (she/her/hers)
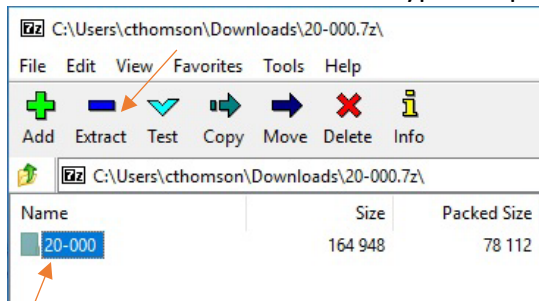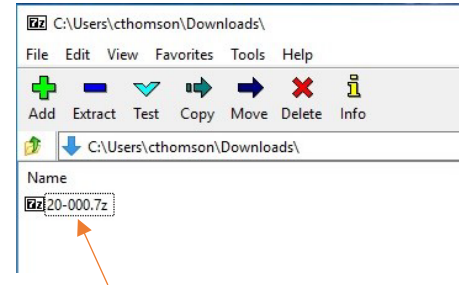Southern San Joaquin Valley Information Center

2. Click the link provided in the Box email. A web page will open, and you will be prompted to sign up for a free account. If you have not previously made an account with Box using this email, do so now. If you have, click the "Log in" button in the top right cornor of the screen.
   a. Encrypted files cannot be viewed online. On the right side of the line containing your results, click the "…" button. You will get a dropdown menu. Click on the "Download" button from the dropdown menu.

24-000.7z   Today by Celeste Thomson   …

⤓ Download
≡ Properties   >
… More Actions   >
4 Integrations   >

   b. The encrypted file is now saved to your computer, likely in your "Downloads" folder.

Opening and Saving Your Downloaded Results

1. Open your 7-Zip File Manager and navigate to your downloaded results.

    a. Double click on the downloaded file. You will get a pop-up window prompting you to enter a password.

    b. Type in the encryption key SSJVIC staff sent in the second email. **NOTE:** copy and paste can sometimes cause errors. It is best to retype the password as shown.

    c. When the password has been successfully entered, the folder containing your results can now be viewed.

    d. To save an unencrypted copy of this file to your computer, first highlight the folder by clicking on it one time. Then hit the "Extract" button on the toolbar. A pop-up window will ask you to choose where save a copy of your results. Do so, then click "OK."

    e. You now have an unencrypted copy of your results saved to your computer.