

scopeArchiv™

→ scopeArchiv is a comprehensive AIS standard software. With a clear concept and superior configurability, scopeArchiv adapts to variable archival structures and is at the same time conform with international standards. scopeArchiv supports integrally typical work processes of a modern archive – classical or digital – and keeps up with growing requirements due to its modular concept.

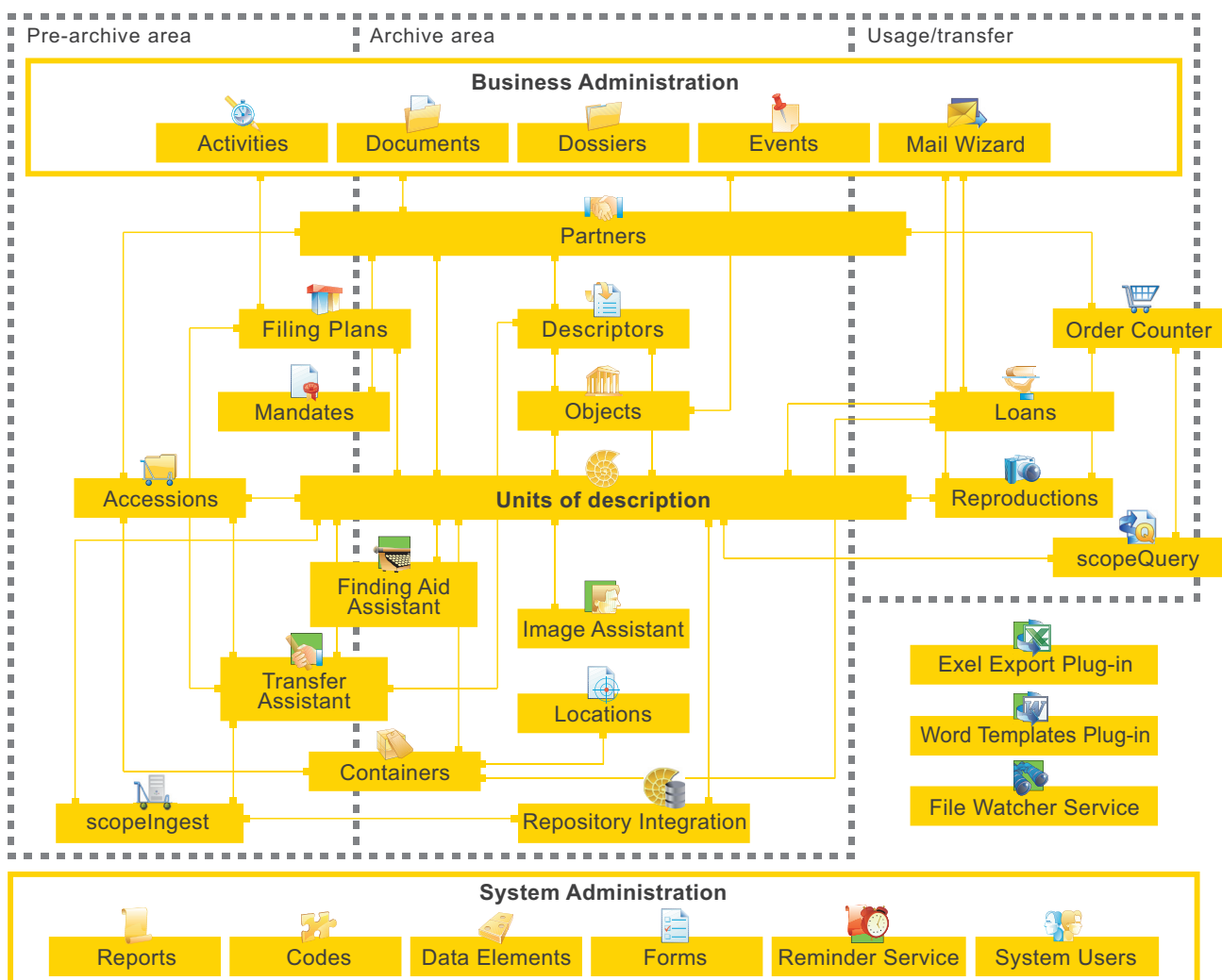


→ scopeArchiv can manage all types of data media – from the parchment document to digital files. scopeArchiv can accept digital primary data and metadata from other systems, e.g. DMS and older archive systems. Transfer enables units

of description, descriptors (structured keywords), filing plan positions and file links to the primary data to be generated from the metadata. scopeArchiv supports the OAIS-conform digital archiving. The software has an interface to the most

common repositories on the market. In combination with our ISO-20652 based Ingest modules, scopeArchiv provides the integral basis for the hybrid management of physical and digital records in the archive.

Overview of modules of scopeArchiv™



Plan of record groups at a glance

→ The archive plan shows the developed structures of the archive material. The levels of description (department, fonds, series, dossier, document etc.) are freely definable and nameable. Units of description (UD) can be edited, positioned or locked in the archive plan. The editing status of each UD is immediately evident. (Fig. 1)

Time for essential tasks

→ Employees quickly familiarize themselves with the system. They carry out their routine work more efficiently, thus gaining time for essential tasks. It gives them scope to develop their potential and knowledge more quickly and make better use of this.

Archive standards

→ Standardization leads to a focus on strategic processes – away from perfecting rare special cases. scopeArchiv suggests the use of tried-and-tested sample processes for many workflows and supports the description standards ISAD(G), ISAAR(CPF) and, from version 5 and later, also EAD and METS, without prescribing them to the archive.

One database, one entire system

→ When software is selected, a great deal of importance is attached to sophisticated individual functions. Later, in operation, the sum of the functions and the uniform mode of operation are more crucial. scopeArchiv supports in *one* system all work steps within the archive and in contact with the outside world. Proprietary databases for image or literature collections are no longer necessary, paper and electronic files are managed in a single system. This uniformity creates the crucial added value.

Efficient description

→ Thanks to scopeArchiv, archivists' requirements for accuracy are met in full. Description is nevertheless performed more quickly, with fewer errors and more transparently. scopeArchiv offers ingenious copy functions for data entry, multiple

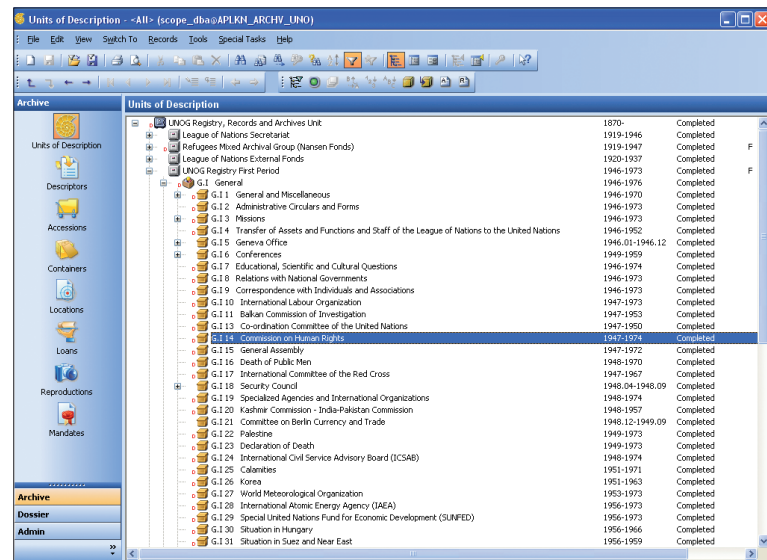


Fig. 1: Plan of record groups

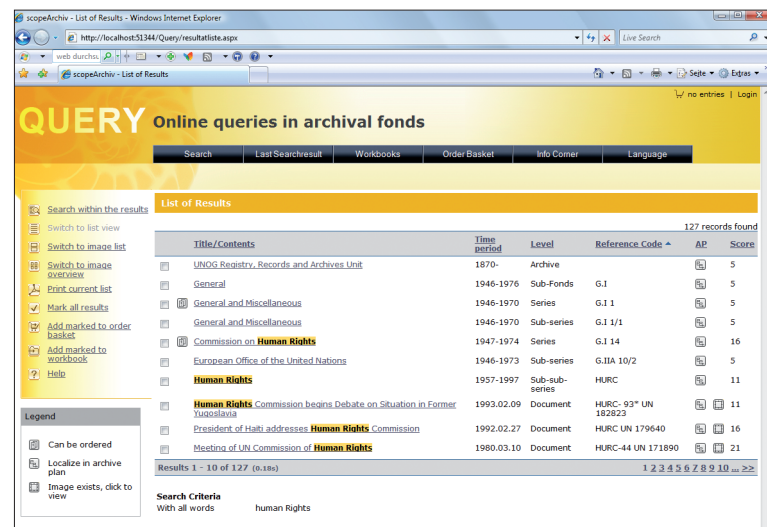


Fig. 2: Searching via the Internet

update of data and search and replace over entire data collections. This also includes editing in the list view, copying of the value of the predecessor and integrated spell check. In-depth initial entry and dealing with backlogs, a frustrating task abandoned by many archives, become affordable again.

Transfer of complex digital data/Ingest

→ Complex accessions and data transfers, including electronic data from document or business administration systems are enjoyable thanks to the Transfer Assistant. In addition, photographs, videos and sound files in all common formats can be archived and presented on the Internet. The configurable and ISO-20652 based scopelngest module, combined with our repository integration, allows you the entry into the OAI conform digital archiving. scopeArchiv wraps physical and digital archiving up and allows you the management of hybrid archival material.

Searching via the Internet

→ The search tool Query enables access which is independent of time and place to the released archive material via the Internet. In the Intranet, shorter search procedures used with specially marked fonds result in even quicker results. Both structured searches in the archive plan as well as full-text and descriptor searches are available. The search result can be displayed in the browser, stored in work folders and ordered for viewing in the reading room or for reproduction. (Fig. 2)

Ahead of time

→ scopeArchiv constantly keeps itself up-to-date. New market requirements are covered before the majority of archives actually make use of them – the availability of new functions even prompts many archives to think about them. scopeArchiv is therefore also the bearer of new technologies and ways of thinking.