

Company

scope solutions ag was founded in November 2000 and currently has a workforce of 15.

scopeO AIS meets your requirements of an O AIS conform and ISO 20652 based digital long-term archiving.

scopeArchiv™ is successfully used by over 60 customers with over 1000 workplaces throughout Europe.

The software is available in the languages German, English and French. Additional languages are planned.

References

National archives

Albania, Liechtenstein, Luxembourg, Austria, Switzerland, Slovenia

Archives of Swiss cantons

Appenzell Outer Rhodes, Appenzell Inner Rhodes, Basel-Town, Berne, Fribourg, Jura, Lucerne, Obwalden, St. Gall, Thurgovia, Vaud, Valais, Zurich

Archives of German federal states

Baden-Württemberg, Hamburg, Saxony-Anhalt

Regional Archives Slovenia

Celje, Koper, Ljubljana, Maribor, Nova Gorica, Ptuj

Communal and city archives

Almere (NL), Amsterdam (NL), Dresden (D), Frauenfeld (CH), Riehen (CH), Martigny (CH), Saarbrücken (D), Winterthur (CH), Zurich (CH), Schaffhausen (CH)

University archives

Fribourg (CH), Katholieke Universiteit Leuven (B), University Vienna (A), Academy of Fine Arts Vienna (A)

Archives of international organizations and special institutions

Office for Cultural Activities, St. Gall (CH)
Burgerbibliothek, Berne (CH)
Cantonal Offices of Historic Monuments, Basel Town (CH)
Federal Office of Cultural Affairs, Berne (Section Historic Monuments, National Library) (CH)
Swiss National Library, Berne (CH)
Evangelical Central Archive, Berlin (D)
PTT History Archive and Library, Berne (CH)
Building Inspector's Office of Canton Zurich, Zurich (CH)
International Olympic Committee, Lausanne (CH)
Heritage Foundation SBB, Berne (CH)
SRG SSR idée Suisse (Swiss Broadcasting Corp), Berne (CH)
swissinfo – Swiss Radio International, Berne (CH)
The United Nations Office at Geneva, Geneva (CH)
World Council of Churches, Geneva (CH)







Archives of international companies

AXA Winterthur Group, Winterthur (CH)
Bank of International Settlements BIS, Basel Town (CH)
Clariden Leu, Zurich (CH)
Credit Suisse Group, Zurich (CH)
Syngenta International, Basel Town (CH)


The most up-to-date list of references can be found at www.scope.ch.

Modules in the Context of the Archival Process



→ System Administration


-  **Reports**
 - Maintenance of existing reports for scopeArchiv
 - Design and integration of user-defined reports
-  **Codes**
 - Design and maintenance of codes and code groups (vocabularies), which can be made available throughout the system
-  **Data Elements**
 - Design and maintenance of input fields of various formats, which can later be used for input forms. Data elements can be directly linked to code lists
-  **Forms**
 - Design and maintenance of input forms (masks) with elements defined earlier using Data Elements
-  **Reminder Service**
 - Automatic dispatch of e-mails when certain conditions are met (e.g. "date of loan exceeded", "target date reached")
 - Module-independent and programmable for almost every reminder function
-  **System Users**
 - Capture and maintenance of all system users (named users)
 - Definition and maintenance of access authorizations of all system users (read, write, administer etc.)


→ Archival Core Processes → Pre-archive

-  **Filing Plans**
 - Saving filing plans of record-producing partners in order to use them as structural guidelines for accessing units of description which are already archived
 - Maintenance of relationships to record-producing partners, to already registered material, administrative files and other filing plans
-  **Mandates** (requires Partners)
 - Registration, structuring, and maintenance of mandates (duties and responsibilities), their temporal and legal context and relations to mandated partners (government authorities, commissions, organizational units etc.)




→ Accessions and transfers

-  **Accessions** (requires at least Partners)
 - Connection to record-producing and record-supplying partners
 - Administration of accessions and their locations
 - Connections to earlier accessions and described material
 - Integration of delivery lists
 - Allocation of work, balancing of work load and monitoring of work status
-  **Transfer Assistant** (requires at least Units of Description)
 - Computer-assisted processing of electronic delivery lists and deliveries (meta and primary data) from external sources while maintaining the structure (formats: tab delimited, CSV, XML in accordance with definable interface specification)
 - Quality control and data preparation before the data is transferred to scopeArchiv (Units of Description, Descriptors, Filing Plans)



-  **Image Assistant** (requires at least Units of Description)
 - Conversion of digital image or plan files (vector drawings) into user-defined formats (JPEG etc.)
 - Linking both original and converted files to existing units of description


-  **Finding Aid Assistant** (requires at least Units of Description)
 - Quality control, correction and reorganization of existing finding aids from various source formats such as Word, Access or Excel via an intermediate format (tab delimited)
 - Loading of the corrected finding aids into scopeArchiv (Units of Description)


→ Description and registration

-  **Units of Description**
 - Generation of units of description within a hierarchical structure during registration
 - Creation and administration of all information relevant to units of description (conditions of use, protection periods, references etc.)
 - Visualization of the archive plan
-  **Descriptors** (requires Units of Description)
 - In-depth registration and standardized description of units of description, objects or partners by assigning keywords (preferred terms and non-preferred terms etc.)
 - Central administration of (standardized) keywords
 - Easier search for units of description and objects
-  **Objects**
 - Registration and establishment of buildings inventory (incl. main, partial and secondary objects)
 - Additional assignment of descriptors
 - Link to units of description



→ Inventory and location management

-  **Locations** (requires Containers)
 - Registration and maintenance of buildings, rooms, rows, and storage areas
 - Optimum management of storage areas (showing available spots etc.)
 - Fast and reliable finding of containers and records
-  **Containers** (requires Units of Description)
 - Packing (logical) units of description into physical containers
 - Labeling of containers (barcodes, labels) and assignment to a location
 - Categorization and checking of the contents of a container
 - Charge-out and loan


-  **Loans** (requires at least Business Administration and Units of Description)
 - Registration of loan orders via the Intranet/Internet (requires scopeQuery and Order Counter)
 - Processing loans to internal and external clients (ordering, issuing, returns, reminders, waiting lists etc.)
 - Statistics on archive usage


-  **Reproductions** (requires at least Business Administration and Units of Description)
 - Registration of reproduction orders via the Intranet/Internet (requires scopeQuery and Order Counter)
 - Processing reproduction orders (copying documents, files, photos, plans etc.)
 - Checking and evaluation of reproduction activity and status


→ Communication and usage


-  **scopeQuery** (requires Units of Description)
 - Searching the archive material via the Internet/Intranet
-  **scopeQuery FilePublisher** (Add-on to scopeQuery)
 - Creating and storing a copy of the files released for publishing on the Web server
-  **Order Counter** (requires Units of Description, Loans/Reproductions, Partners, scopeQuery)
 - Placing orders for loans or reproductions via the Internet/Intranet


→ Business Administration


-  **Partners**
 - Registration and maintenance of all master partner data
 - Direct availability of partner data for communication via e-mail, telephone, mail etc.
 - Linking partner data to other data such as accessions, units of description, loans etc.

-  **Dossiers**
 - Capture of general information for transactions
 - Classification of business types and creation of links to partners or other transactions involved
 - Statistics on own business activities from various points of view
 - Registration of transactions in a filing plan
 - The correct registration of activities, documents and events within Dossiers guarantees the reconstruction of all business processes




-  **Events**
 - Registration and maintenance of events such as meetings, incoming mail etc.
 - Administration of events in their logical business context
 - Statistics across dossiers

-  **Activities**
 - Registration and maintenance of activities (e.g. preparation, configuration etc.) related to individual transactions
 - Scheduling of activities and allocation to partners involved in the transaction
 - Evaluation of open issues within and beyond the single dossier (project controlling)


-  **Documents**
 - Registration and maintenance of metadata of all documents belonging to a dossier (transaction)
 - Creation of documents (e.g. using templates) directly from Dossiers
 - Management of documents within their logical relationship, i.e. stored in a dossier and related to Partners, Events and Activities


-  **Mail Assistant** (Plug-in for MS Outlook)
 - Registration of all incoming and outgoing e-mails in a dossier
 - Creation and dispatch of a document (e-mail with attachments) and saving the event in accordance with the specifications of the dossier
 - Linking e-mails to activities and events. Automatic registration of an activity as a task in MS Outlook

→ Special programs

-  **Excel export plug-in**
 - Transfer of data from the scopeArchiv database to an Excel table
-  **Word templates plug-in**
 - Creation of templates which can be retrieved from scopeArchiv
 - Transfer of data from the scopeArchiv database to the document
-  **File Watcher Service**
 - Check whether files or directories were moved or renamed in Windows Explorer, and update of links in the scopeArchiv database

→ Digital Archiving

-  **scopeIngest**
 - Configurable, integrated, O AIS conform and ISO 20652 based ingest
 - Support for arbitrary number of SIP formats
 - Support for various AIP DPI formats (EAD, METS, PREMIS, Dublin Core etc.)
 - Services oriented and workflow based architecture aimed to include customer specific ingest processes

-  **Repository Integration**
 - O AIS conform connectivity to various Repositories in the market (Fedora-Common, DIAS, DigiTool, Centera)
 - Basis for integrated hybrid records management in the archives

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IT solutions for archive management. Records management consulting.

scope solutions ag → scopeArchiv™ → scopeServices
www.scope.ch

scope solutions ag is the most competent business partner for IT-relevant archival management. Our hybrid archival strategy wraps both classic and digital archiving. Our AIS solutions are requested and recommended throughout Europe. We advise organizations how the requirements of digital long-term archival for records management can be implemented in good time and help to perform these duties in an economical and customer-oriented manner, while meeting statutory requirements.

Our offer includes:

- AIS standard software (scopeO AIS, scopeArchiv™)
- scopeArchiv™ Hosting
- Training and support
- Consulting in digital long-term archiving
- Ingest-Consulting and pre-ingest-implementation
- Consulting in Archival-Storage-Evaluation (non-product related)
- Database administration
- Programming