

Rochester Electronics Transforms Internal Content Management with Soutron Archive



INTRODUCTION

Rochester Electronics, LLC has been providing 100% authorised semiconductors to customers worldwide for over 40 years. They have over 15 billion devices in stock, encompassing more than 200,000-part numbers, in addition to providing extensive design and licensed manufacturing capabilities to their clients. Their clientele includes customers in the industrial, transportation, medical, automotive, aerospace, and defence market segments.

CHALLENGE

The archives department at Rochester Electronics supports the company's engineering staff, including electrical and process, as well as manufacturing experts, as part of their content management and protection duties. Rochester's materials were spread physically and electronically across multiple departments and various storage media.



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Meghan Turney, MLIS
Archives Supervisor, Rochester Electronics



To govern the 500,000 documents, many with custom file types, Rochester's archive staff needed a solution that would support a large volume of documents, custom file types, images, and design schematics, all securely stored in one database.

Given the nature of their business, security concerns needed to be addressed. Access to some of the documents require a higher security clearance, some require department-wide security only, and some require a tight level of granular security. Finally, it was vital that the company's engineers and archive team could quickly and easily find what they needed at a moment's notice. What they needed was a single archive to securely store and protect their proprietary content, submitted and catalogued with proper metadata classification for quick findability.

SOLUTION

A Soutron client since 2014, Rochester's archive staff reached out to Soutron Global to see if there was a way to incorporate the new materials into Soutron, given the extra security requirements and the wide variety of standard and custom document formats.

A review of Rochester's requirements and Soutron's archival capabilities proved that Soutron's robust search functionality, ability to store custom file types flexibly and securely, ease of customisation, PDF viewer, and metadata thesaurus would resolve their needs.

"Soutron is a very customisable archive system that allows you to tailor your database to the many needs you and your company may have," said Meghan Turney, MLIS, Archives Supervisor at Rochester Electronics. "I can't say enough good things about

Soutron! They've been tremendously helpful in addressing our needs and are a true delight to work with."

Working with Soutron Global, Rochester's archive staff tailored Soutron to update their database structure to organise materials better, secure documents, manage metadata, and create unique resource pages to help users find what they were looking for. "Soutron has been a great team to work with. They are solution-based with customisations for your institutional needs," states Meghan.

Soutron's Thesaurus Standardises Communications

Soutron's robust metadata Thesaurus functionality has contributed to Rochester Electronics improving its communications and helps deliver more relevant results when searching for materials.

Before, various departments used different names for the same item. To standardise the terminology, Rochester's archivists utilised Soutron's Thesaurus to establish validation metadata lists for each department's specific vocabulary. Meghan adds "I appreciate the ability to connect metadata across various product lines."

End-user Submission Shortens Workflows

Rochester's employees now submit their materials for approval into the archive database, which "Makes my job easier," states Meghan. Employees who submit materials are guided with a customisable online submission form. Due to the flexibility of system, Meghan has been able to change field names to make the submission process intuitive and easily understood. During the submission process, if the correct metadata vocabulary term is not found, the submitter can enter the new term for approval into the Thesaurus to enable the use of that new keyword.

The productivity improvement has been a great boon to Rochester Electronics staff. "Our team's workflows would be twice as long without this product," says Meghan.

Security

The company's new secure search portal provides access to multiple shared resource pages, in addition to segmented departmental materials, providing each department secure access to its items. Additional

granular permissions are applied for sensitive content, further helping to maintain proper security measures.

RESULTS

Before implementing Soutron Archive to manage their content, Rochester's materials were spread physically and electronically across multiple departments and various storage media. Combining all this information into one system and making the materials easily searchable while addressing changing archival needs presented a challenge.



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Soutron's flexible structure has provided Rochester Electronics with a simple, standardised search capability, robust metadata management, a customisable search portal, and a single storage solution that the original shared media system lacked. Their collection now includes almost 500,000 records, many containing design schematics with custom record types.

According to Meghan, "The biggest advantage to implementing Soutron Archive was information organisation and improved searchability. Although the transition completely changed certain workflows, our engineers submit materials daily. They also say it's much easier to find what they need now, compared to the previous solution."

To learn more about Rochester Electronics and its services and solutions, visit their website at:

www.rocelec.com



To find out how you can migrate to a fast, secure, cloud based archive or library management system to support your organisation, start a conversation with Soutron Global today: www.soutron.com