



## SOUTRON DIGITAL ARCHIVE

### Protect and preserve, index and make discoverable

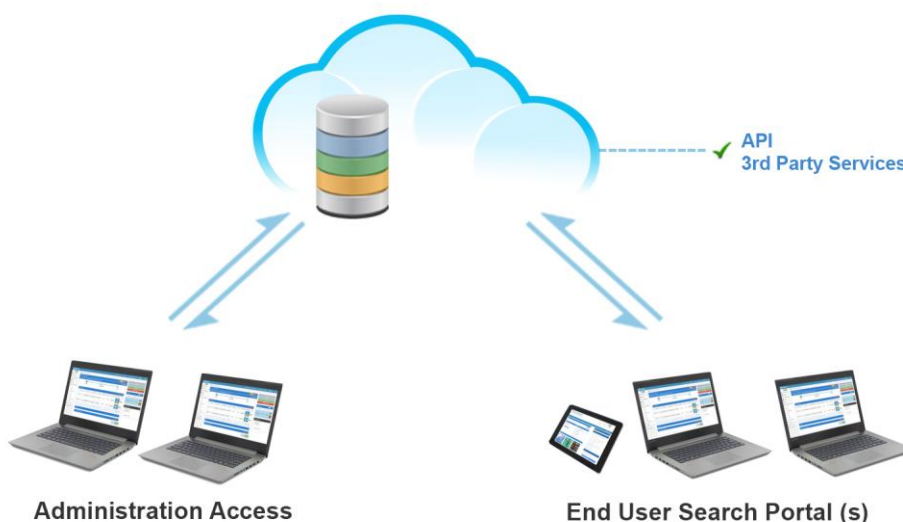
Archives are usually unique collections of documents or records, which have been selected for permanent preservation because of their value as evidence or as a source for historical or other research. They tell stories, document people and identity, and are valuable sources of information for research or supporting regulatory requirements.

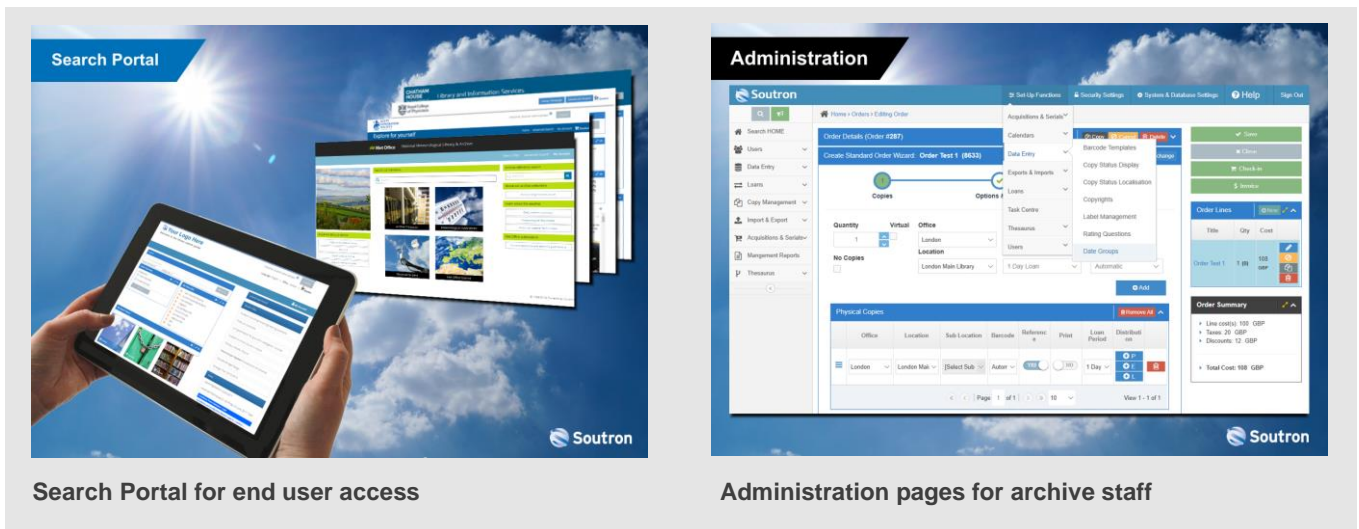
Management of these records is an important business function for many organisations. When records are no longer needed in active use, they are reviewed to decide which should become part of an archive collection. Soutron is designed to meet the needs of organisations pursuing all of these objectives.

- Out of the box, easy to customise, flexible to adapt to future needs
- Continuously developed, fully managed and supported
- Driven by our passion to provide the best Archive Management service

Soutron Archive Management System is engineered to take full advantage of new web technologies including HTML5 leading to improved performance and greater flexibility in presentation of results across all types of devices.

### Fast Cloud Based and Mobile Friendly Archive Management Software





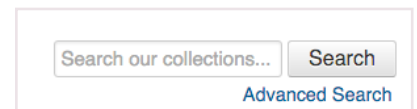
Search Portal for end user access

Administration pages for archive staff

The Archivist / Records Manager is in control of every aspect of the system through the use of simple menu selections. There are no external files to manage and no settings to be maintained on individual PCs. Soutron has easy to configure fields, data structures, record templates, classifications, thesaurus terms, locations and policies. Multiple Search Portals can be set up with secured content delivered as needed.

## SEARCH AND PRESENTATION

Soutron's continually evolving and enhanced Search Portal, is supremely flexible and easy to customise with hierarchical tree navigation, related records, control over layout and content presentation and superior performance.



*Embed your search in any web page*

Soutron is adept at presenting materials for different audiences so public access and guest users can see sub-sets of materials while researchers and others can be offered more expansive access to content. How users interact with the archive and records service can vary and functions are available for users to select and share content, request items for loan or for viewing in situ at the archive under controlled conditions.

Mobile devices are more commonly used by users. Soutron is Mobile Responsive so the display is tuned to the size of the screen on which content is displayed.



Maximising return on investment and simplifying the number of databases in use is a common goal for many of our clients. This is why Soutron is designed to be so flexible:

- Multiple types of data under management in a single database
- Relational structures manage physical items, digital content, PDFs & documents
- All types of content stored (digital assets & metadata recording physical items)
- Ingest PDFs, office docs, video, image, audio, ePUB & others
- Multiple Search Portals linking to internal & external data sources
- Review retention schedules, weeding & integration with digital preservation

Consulting services combined with Soutron's database flexibility and functional performance provides strategic direction to get the best out of the application software and presenting the archive as a strategic asset.



## SOUTRON ARCHIVE – Main Features

### Archiving

Supporting collection strategies for all types of organisations, governments & business archives.

- Archival Descriptive Standards: ISAAR, ISAD(G), DACS
- Relational attributes for cross referencing of material
- Collection hierarchy display using a tree view
- Date range searching including date events, inclusive results
- Managing locations for materials
- Users, researchers can request “Book to View” objects, items
- Accession and describe archival materials
- Image import functionality including metadata (xif)
- Establish names of subjects and names of donors
- Supporting audio & video content from YouTube and other sources

### Cataloguing

- Multi-lingual
- Single or multiple archives
- Physical and digital materials
- Copy - cataloguing
- Flexible field descriptors
- Design fields
- Validation and security of data
- Date, date ranges and descriptive date groups
- Full text and rich text
- Repeating fields
- Integrated multi-lingual polyhierarchical thesaurus
- Relational linking between and within records

### Search

- Own branded Search Portal(s)
- Company logo, colours & style
- Simplify access to content
- Collections / Saved Searches
- Multi-office, archive portals
- Multi-lingual support
- Mobile responsive
- Create custom pages, menu, display RSS feeds
- End users My Account features, view requests
- Single Sign-On / SAML, AD and ADFS support
- Easily configured to integrate with websites
- Website search widget also available
- Social media sharing features for public sites
- Descriptive date group search

### Loans & Requests

Fast processing of:

- User requests
- Loans and renewals
- Notices
- Loan history & Statistics
- Assign loans to projects
- Fines
- Customisable email notifications
- Anonymise users for GDPR
- Self-Issue (Barcodes or RFID)

### Acquisitions

Fast comprehensive order processing wizard for all types of materials and assets.

- Books, objects, serials, items, online subscriptions etc.
- Custom chart of accounts / fund accounting
- Single / multi office budgets & Multi-currency
- Departmental / project budgets
- Standing orders, payment methods
- Single line or multi-line orders
- On-screen transaction history with filters
- Drill down analysis to orders
- Flexible order: change, cancel, amend
- Invoice recording and reconciliation
- Manage taxes, delivery charges
- Approve invoice for payment / record date of payment
- Record original and final cost
- Auto-transfer to accounting systems
- Integrated with the catalogue, serials and loans systems



## SOUTRON ARCHIVE – Main Features

### Import / Export

- Exchange data with 3<sup>rd</sup> party systems via our API
- Import and Export data in XML, CSV, Tagged, MARCXML formats - & BibTeX (Import)
- Manual selection of records for output
- Auto scheduling of imports and exports
- Import images (pdf, jpg, tiff, png) & XIF metadata
- Mapping table to convert data to local fields
- Integrated with supply libraries for biblio data
- Apply controls to limit exports
- Zip output files to include records and attachments
- Email, output to file, print

### Reports

- Over 150 standard reports to choose from, run ad-hoc in real time
- Output to xls, csv, pdf, rtf
- Set parameters to limit / sort results
- Tables, charts, graphs
- Catalogue reports - ad-hoc report writer
- Management reports - on request via Help Desk
- Scheduled reports via email
- On screen summaries, statistic snap shots

## SMALL OR LARGE COLLECTIONS, LOCAL OR GLOBAL, PHYSICAL AND DIGITAL

Soutron works with all types of Archive and Records Management services, large and small, contributing to 30 years' experience in managing all types of information assets. Cross referencing library with archives in a combined database brings into focus strategic benefits for the organisation.

Listening to individual archivists' needs has led to a comprehensive solution that requires no internal IT expertise to support it. Soutron is your development and IT support provider, a single point of contact and a continuous development programme to keep your service at the forefront of technology.

## SERVICE AND SUPPORT

The Soutron system is implemented by highly experienced professionals, employed by Soutron and working every day on similar tasks. This expert service is backed up with technical resources to:

- Clean data using automated scripts
- Custom screen design template building
- System integration using APIs and Web Services
- Help identify your requirements & customise and integrate search interfaces
- Set up HTML, CSS to present content and brand your application
- Deliver on 'out of the box' requirements

Experience is important. Detailed project planning and in-depth training maximise your use of the application. Your needs are the priority consideration throughout and these needs are analysed and addressed by the experienced team within Soutron.

## NEXT STEPS

To find out how Soutron can improve your archives, visit [www.soutron.com/archive](http://www.soutron.com/archive) or **get in touch**:

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