

docuteam webgate

Accessing archives through printed finding aids no longer meets all of the users' needs. Especially when accessing and searching for records via archive catalogue, printed directories are limited. This is where docuteam uses **webgate**, offering users an online-version of their archive catalogues. This allows a flexible use of readily available information, regardless of location.

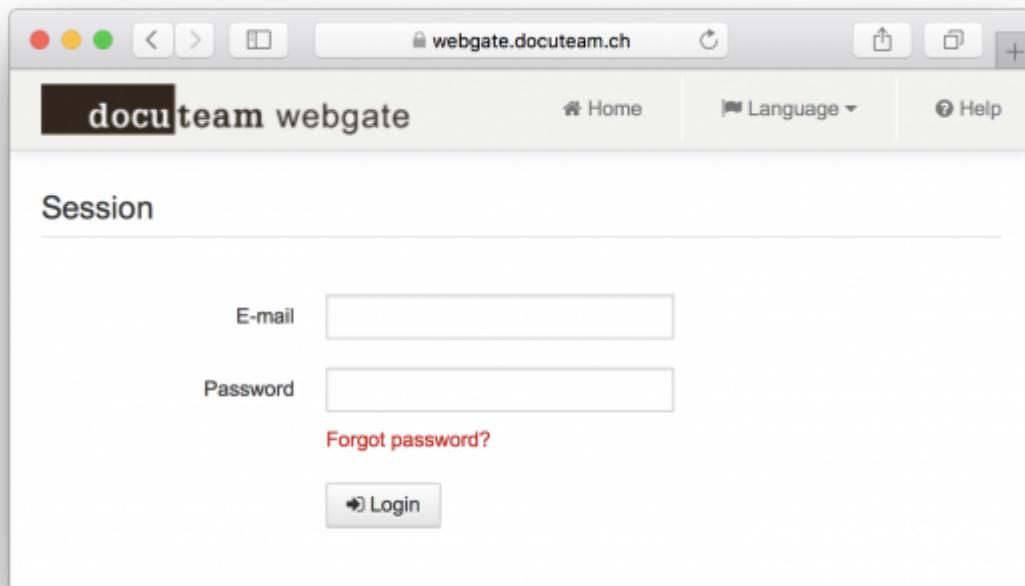
Access

Docuteam webgate can be accessed via <http://webgate.docuteam.ch> and is available in three languages: [Français](#), [English](#), [Deutsch](#).

Registration/Authorisation

Upon completion of the project you will receive an email with an invitation for registration, allowing you to set a password for your webgate access. The password is personal, disclosing it to third parties is your own responsibility.

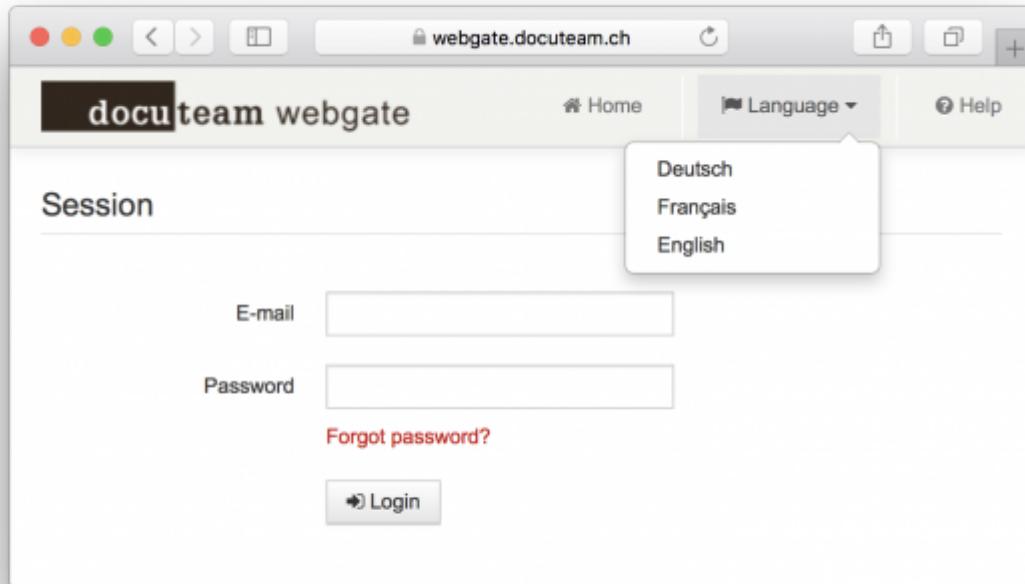
You can now log into webgate with your email address and your newly created password:



Features

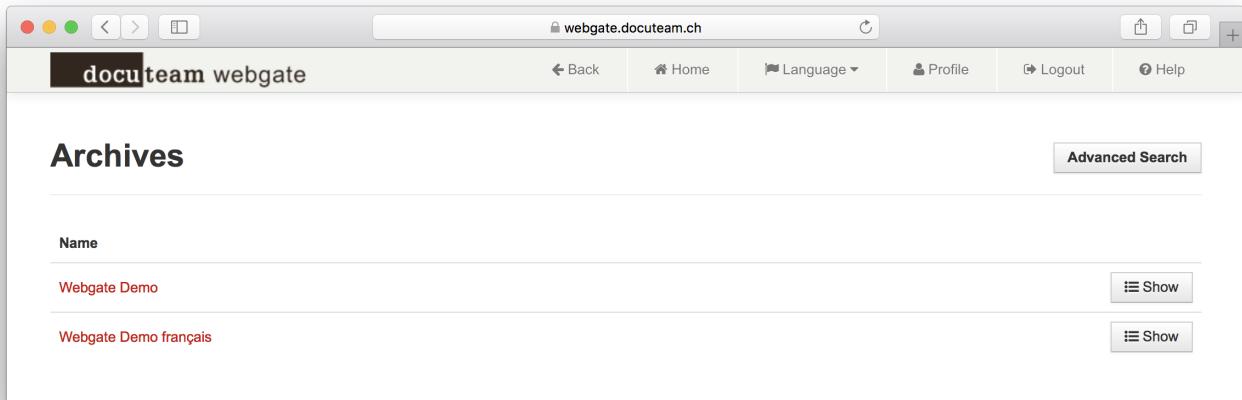
Language

Choose your preferred language via toolbar:



Overview

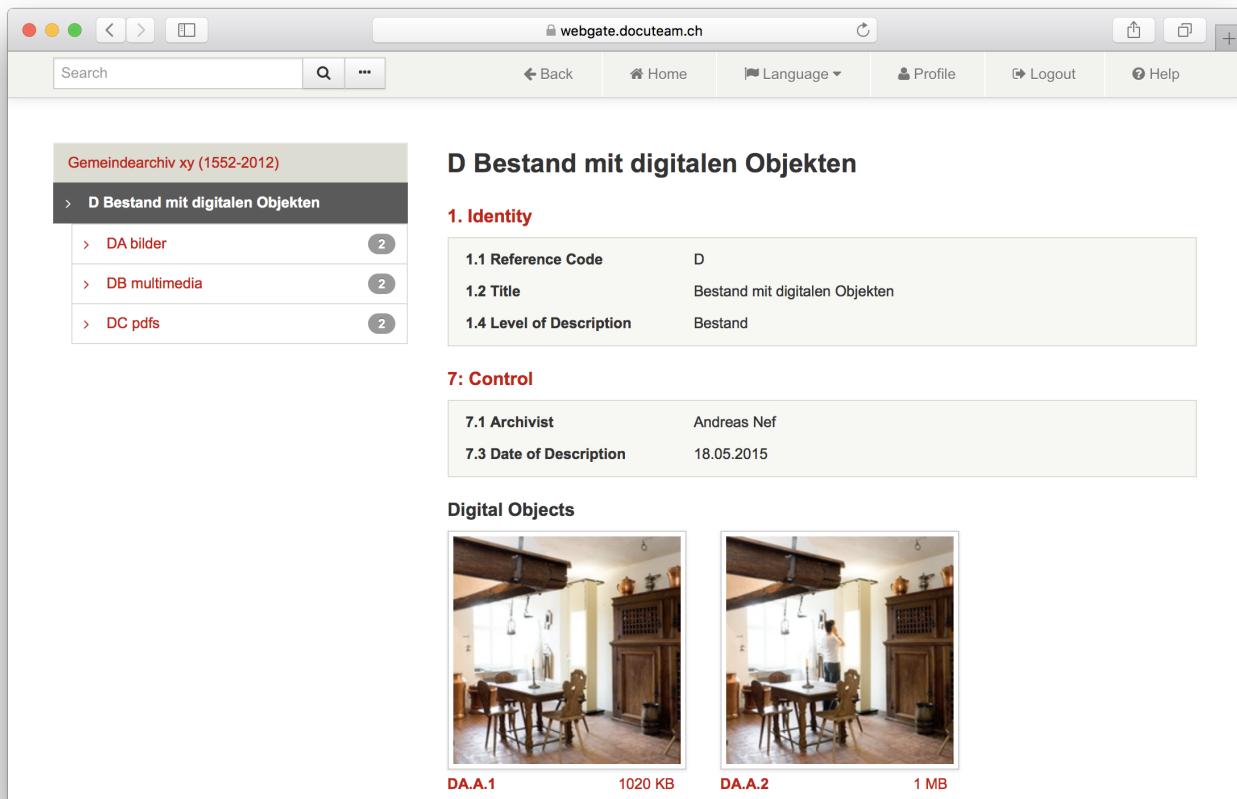
The main page shows a list of archives available to you:



1. The button "back" in the toolbar has the same function as the one in your browser, which is necessary for certain tablet-displays.
2. The button "main page" will return you from any page back to this overview.

Specific archives

By either selecting the name of an archive or clicking on the button “display” you can access the catalogue of a specific archive:



The screenshot shows a web browser window for webgate.docuteam.ch. The left sidebar shows a tree structure for the 'Gemeindearchiv xy (1552-2012)' archive, with 'D Bestand mit digitalen Objekten' selected. The right panel displays the catalogue for this specific archive. The title is 'D Bestand mit digitalen Objekten'. The '1. Identity' section shows fields: 1.1 Reference Code (D), 1.2 Title (Bestand mit digitalen Objekten), and 1.4 Level of Description (Bestand). The '7: Control' section shows fields: 7.1 Archivist (Andreas Nef) and 7.3 Date of Description (18.05.2015). The 'Digital Objects' section shows two images of a room with a table and chairs, labeled DA.A.1 and DA.A.2, with file sizes of 1020 KB and 1 MB respectively.

If you have access to one archive only, its catalogue will be displayed to you directly.

Archive structure / tectonic structure

The tree structure on the left-hand side shows you:

1. The current entry with a dark grey background
2. Its direct sub-entries, indented with a white background
 1. The number behind a sub-entry shows you how many sub-entries that particular entry contains.
3. The entire (superordinate) hierarchy with a light grey background

Details

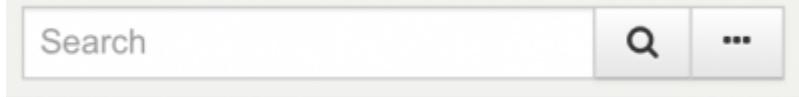
Details on the current entry are displayed on the right-hand side:

1. By default, the first group of metadata fields (compulsory ISAD(G) fields) can be viewed and read directly
 1. Information on possible locations can also be found here

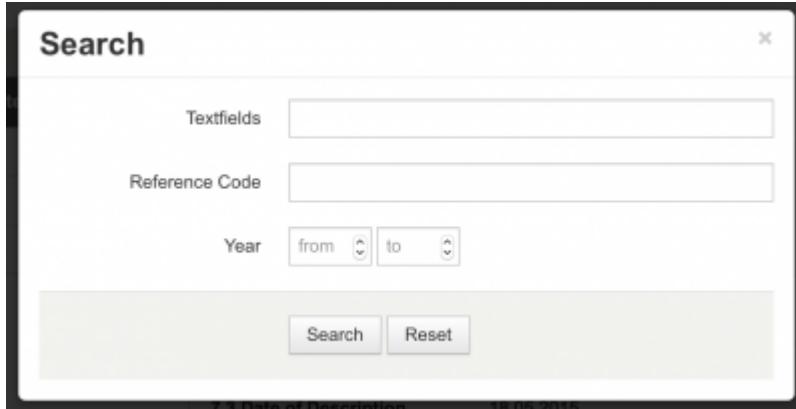
2. Additional metadata groups according to ISAD(G) are shown, if further data is available

Search

You can start a search request using the search box in the upper left corner of the toolbar:

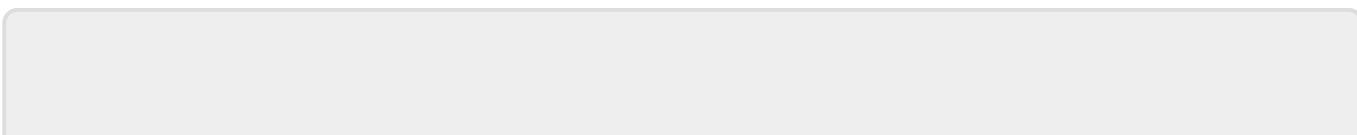


The detailed search can be accessed by clicking the button with the three dots. In addition, the fields "textfields", "reference code" or "year" can be searched.



The results are displayed according to the tectonic structure of the archive. The column "context" shows the first two superior levels of a particular entry.

Reference code/Title	Date	Extent	Level	Archival file	Tree context
DB.B.3 Independence day 2009 049			Dokument		DB multimedia DB.B video
DA.B.8 8102			Dokument		DA bilder DA.B hess_kupferstiche
DA.B.7 8099			Dokument		DA bilder DA.B hess_kupferstiche

A wildcard search (truncation, placeholder) is possible using '%'.


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Permanent link:
<https://wiki.docuteam.ch/doku.php?id=en:docuteam:webgate>

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