# 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:

docuteam we	🍽 Sprache 🔻	
Anmeldung		
E-Mail Passwort	Password vergessen?	
	Anmelden	

### **Features**

#### Language

Choose your preferred language via toolbar:

Deutsch Français		🍽 Sprache 🔻
Deutsch Français		
Français	Deuts	ch
	França	ais

#### **Overview**

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

docu <mark>team</mark> webgat	e	<ul> <li>⊀ Zurück</li> </ul>	😤 Startseite	🍽 Sprache 🔻	🛔 Profil	Abmelden 🕒
Archive						Erweiterte Suche
Name	Letzte Aktualisierung					
Historisches Archiv ABB Schweiz	30.09.2013 04:02					i≣ Anzeigen
Sandbox	30.09.2013 04:03					i≡ Anzeigen

- 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:

		l we	ogate.docuteam.ch		C		<u> </u>
Suche	Q	<b>←</b> Zurück	A Startseite	🍽 Sprache 🔻	🌡 Profil	Abmelden	🕑 Hil
Gemeindearchiv xy (1552-201) > D Bestand mit digitalen O	<mark>2)</mark> bjekten	D Bestand	mit digital	en Objekter	1		
> DA bilder	2	1.1 Signatur	D				
> DB multimedia	2	1.2 Titel	Be	estand mit digitalen Ot	ojekten		
> DC pdfs	2	1.4 Verzeichnung	g <b>sstufe</b> Be	estand			
		7: Verzeichnung	gskontrolle				
		7.1 Bearbeiter/in	Ar	dreas Nef			
		7.3 Verzeichnung	<b>gsdatum</b> 18	.05.2015			
		Digitale Objekte	5 5 5 5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		1 MB		
		DA.A.T		Un.A.2	i iviD		

3/5

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:

Suche Q ...

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.

Suche	×
Textfelder	
Signatur	
Jahr	
	Suchen Zurücksetzen
L	

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.

nichts	Q	<ul> <li>Zurück</li> </ul>	🖀 Startseite	i≋ Sprach	e ▼ 🎍 Profil	Abmelden
Suche						
Resultate Anzahl Treffer: 1	Datum	Um	fang	Kurzform	Kontext	
L.62 "Heute ist eben gar nichts mehr wi früher". Das Unternehmen BBC Brown Boveri und Cie. von 1927 bis 1938	ie 2000	15 1	ИВ	D	Historisches Archiv A L Bibliothek und I	ABB Schweiz Dokumentation

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

5/5

# Gemeinde%organisation Q ... Image: Sprache ▼ Image: Hilfe Suche Image: Sprache ▼ Image: Sprache ▼<

#### **Resultate Metadaten**

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Anzahl Treffer: 3

Signatur/Titel	Datum	Umfang	Stufe f	Archival file	Kontext		
B1.11					Gemeindearchiv xy, 1552-2012		
Gemeindeorganisation - Verwaltung und Kommissionen	6		Unterbestand		B1 Registratur 1979-1995, 1950- 1997		
B1.02.03.3 950-Jahr- Jubiläum Gemeinde xy: Protokolle des	1986	1986 1 cm			B1.02 Ausstellungen, Feste, Vereine, Kultur		
Organisationskomitees, 1986					B1.02.03 Festorganisationen		
					Gemeindearchiv xy, 1552-2012		
A4 Gemeindeorganisation			Unterbestand		A Altes Archiv (Akten ausserhalb des Registraturplans)		

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Last update: 2019/01/07 11:26

