indoc online

Documentation and Archives Management

Aimed at the management of documental heritage, in doc is divided into two major areas - Library Documentation and Archive Documentation. It was created with the most recent technologies, obeying the international management and documentation standards to respond adequately to the needs of institutions that seek to efficiently manage their collection in a tool available through the network. in doc is the result of more than 25 years of experience and research by a qualified team in this area of expertise.
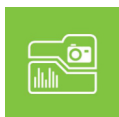
in doc is installed on a server with IIS and can run on local or public networks (over the Internet using a browser).

This application was developed taking into account international standards, for the Historical Archive follows the guidelines for archival description according to the rules of multilevel description and ISAD structure and the EAD standard. For authority control it uses the ISAAR(CPF) standard. For searching and sharing resources on the Internet, in doc uses the OAI-PMH protocol, with the data in XML format.
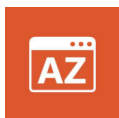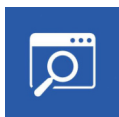
MODULES

References: Record of documentary reference data that support cataloging and collection management: bibliography (monographs, periodicals or electronic), still images, moving images, graphics, archival material, cartography, among others.
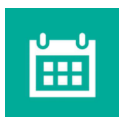
Multimedia: It allows the management of all types of digital files associated with the records, access to derived images and their properties in terms of metadata.

Terminology: Allows the management and parameterization of different tables/terms to help with data entry in the remaining application modules.

Assisted Searches: It allows the insertion, modification, deletion and visualization of searches created and parameterized by the application's users.
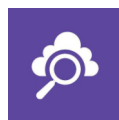
Events: Register of the data that allow the management of the collection: exhibitions, catalog production , conservation, loans, requests, culling, movements, insurance, research projects, reproductions or other type of relevant event.

Entidades: Registration and management of data on any type of entity (authors, photographers, stakeholders, insurers, etc.) required for heritage documentation.

Reports: Module that provides different reports based on the information in the database. All available reports are produced by Sistemas do Futuro according to the users' requests.

Search: In the general search you can search the entire information system using a word or expression.
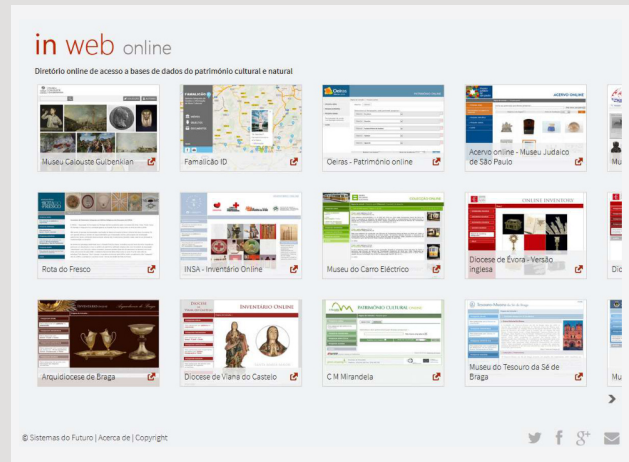
Settings: Allows you to view the characteristics associated with the profile, change the access password or other data related to the user. You can also quickly select the files with visibility for the web.

ONLINE ACCESS

It is also possible to publish your collection online by creating a publicly accessible digital catalog. The online disclosure of your collection's data is optional and allows the configuration of the type of fields and the information that is made available to the public.

The online catalog uses a tool specifically developed for the provision of online cultural content, the in web - online access to heritage, which already has several versions and is used by various cultural institutions, such as museums, foundations, dioceses, etc.

www.inwebonline.net

CLOUD HOSTING SERVICES

Sistemas do Futuro provides its customers with cloud servers to host in doc. Through an annual maintenance and technical assistance contract that includes software support, free updates, daily backups, data security and confidentiality.

The contract is adjusted with the different disk space options that the customer wants and can, at any time, adjust the space to his needs according to the options table.

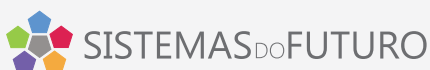| CLOUD HOSTING		
	DISK SPACE	Nº IMAGES
Option A	1 GB	3.000
Option B	5 GB	15.000
Option C	10 GB	30.000
Option D	20 GB	60.000

*The number of images may vary depending on the resolution.

TECHNICAL REQUIREMENTS

in doc needs specific computer requirements (see table) if the installation is done in the Customer's server and without using the hosting services provided by Sistemas do Futuro, Lda.

TECHNICAL REQUIREMENTS		
	SERVER	CLIENT
Operating system	Win. Server 2019	Microsoft Edge v. 87.0.664.75
Database	SQL Server 2019	Mozilla Firefox v.58.0.1
RAM	>= 16 GB	
Disk Space	>= 100 GB	Google Chrome v. 63.0.3239.132
CPU	Intel Corei7 (Quad core)	
Web Service	IIS e .NET 4.5	Safari . Apple V. 14.0.2

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