

## SOUTRON INFORMATION MANAGEMENT SYSTEM

### Go Beyond...

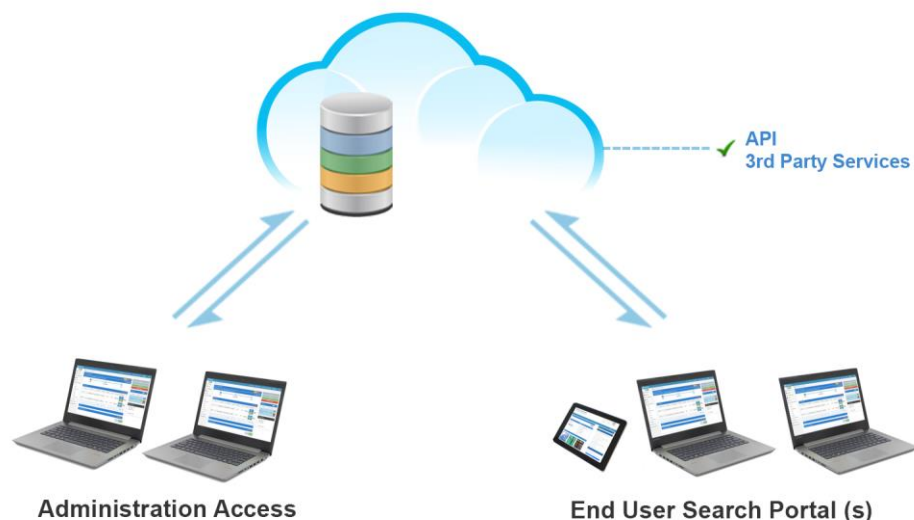
Soutron's web-based information management system provides Library, Knowledge and Archive collections management functions in a single database solution. Providing self-service functionality, encouraging collaboration, providing document submission review processes and the capture of feedback and comments.

It reduces the pressure on staff and increases access to knowledge from any device including mobile smart phones and tablets.

- Built on over 30 years' of library and knowledge management expertise
- 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 Information Management service

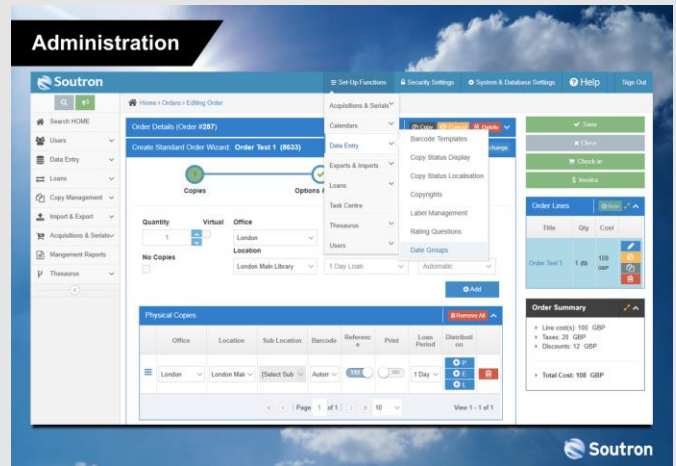
A fully managed application engineered to take full advantage of new web technologies including HTML5 leading to improved performance and greater flexibility in presentation of results across all types of devices.

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





End User Search Portal



Administration pages

## SEARCH PORTAL

Soutron's Search Portal, gives control over design, layout and content to aid "marketing" of information services, offering more customisation plus faster performance.

Soutron is a single multi-purpose application, where the database can:

- store data for library, archive collections and knowledge
- manage physical & digital items, PDFs, images, audio & video
- streamline workflows for each application
- capture and process data manually, via scanners & automated import schedules
- present information on desktop and mobile devices in a responsive web browser layout



*Designed for Desktop, Tablet & Mobile*

Single or multiple search portals are easily created to cater for the information needs of discrete user communities. Staff are able to direct content to the customers that it serves and present web pages with appropriate content and links to internal or external resources.

## THE LATEST IN WEB TECHNOLOGIES

Soutron is a comprehensive solution for organisations large or small, with the facility to apply rich functionality across all aspects of library, knowledge and archive within **one flexible database**.

Simply put, it offers better value for money because it can do more than a legacy system, it takes full advantage of the latest web technologies.



## Cataloguing

- Multi-lingual and supports Unicode characters
- Single or multiple libraries / archives
- Physical & digital materials
- Copy - cataloguing
- Flexible field descriptors
- Design / re-arrange fields by drag n drop
- Validation & security of data
- Date, date ranges & descriptive date groups
- Full text & rich text fields, repeating fields
- Integrated multi-lingual polyhierarchical thesaurus
- Relational linking between and within records

## End User Search Portal

- Organisation branded Search Portal(s)
- Simplify access to content
- Collections, reading lists, saved searches
- Multi-office, multi-lingual search portals
- Mobile & Tablet responsive design
- Detailed facet search & date filters
- Search by descriptive dates (eg:19th Century...)
- Create custom pages, menu, RSS feeds
- Embedded document PDF viewer
- End users self-manage loans, renewals
- Single Sign-On / SAML, AD & ADFS support
- Easy website integration
- 3<sup>rd</sup> party website search widget available
- Social media sharing features (for public sites)

## End User Submissions & Document Review

- Custom user submission forms
- Drag n Drop file attachment support
- Review the status of submissions in My Account
- Document, Image, Audio, Video Submissions
- Create document deadlines
- Setup peer review groups of users
- Fully automated process
- Out of office / holiday notices
- Document version control
- Full audit trail / reporting

## Loans & Requests

Fast processing of:

- User requests
- Loans & 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.

- Books, serials, items, online subscriptions
- Custom chart of accounts / fund accounting
- Single / multi office budgets
- Departmental budgets & Multi-currency
- 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 & reconciliation
- Manage taxes, delivery charges
- Approve invoice for payment
- Record date of payment
- Record original & final cost
- Auto-transfer to accounting systems
- Fully integrated with the catalogue

## Serials

Extensive workflows to manage all aspects of serials:

- Fast check in & receipt of journal issues
- Easy to set up single or multiple subscriptions
- Predicted issues & enumeration control
- Routing lists & list templates; single & bulk
- Order creation & management of life cycle
- Loan individual issues plus circulate routing list
- Single screen for receipt, cancel, claim issues
- Barcoding of issues & creation of items for loan
- Auto-update of expected issues to catalogue record
- Checked in issues display status in catalogue
- Claims - manual, semi-auto; automatic

## 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
- Output to xls, csv, pdf, rtf
- Set parameters to limit / sort results
- Tables, charts, graphs
- Catalogue reports
- Management reports - on request via Help Desk
- Scheduled reports via email
- On screen summaries, statistic snap shots

## SERVICE AND SUPPORT

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

- Clean data using script libraries
- Custom screen design template building
- System integration using APIs & Web Services
- Help identify your requirements
- Customise & integrate search interfaces
- Set up HTML, CSS to present content & branding
- 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 Global.

## NEXT STEPS

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

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