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1 Introduction

The archival information system Arcinsys was developed by the Federal State Archives Hessen (Hesse) in cooperation with the Niedersachsen (Lower Saxony) Federal State Archives between 2011 and 2014. It has been in use since the end of 2014, and it continues to be further developed. The Federal State Archives Schleswig-Holstein was the third partner to join the association of archives in the end of 2016. The Federal State Archives Bremen uses Arcinsys since 2019 as a cooperation partner of the Niedersachsen Federal State Archives.

The installations of Arcinsys can be accessed at the following Internet addresses:

- **Hessen**: [https://arcinsys.hessen.de](https://arcinsys.hessen.de)
- **Niedersachsen and Bremen**: [https://www.arcinsys.niedersachsen.de](https://www.arcinsys.niedersachsen.de)
- **Schleswig-Holstein**: [https://arcinsys.schleswig-holstein.de](https://arcinsys.schleswig-holstein.de)

An additional joint website contains overviews for the archives that work with Arcinsys, as well as for their respective archival and data-protection regulations:

- [https://arcinsys.de](https://arcinsys.de)

1.1 Technical requirements

Arcinsys is a web-based application that can be used without the local installation of special software. Archives employees in the association as well as external users are consequently able to access the archival information system from any computer that has an Internet connection and a current browser.

1.2 Person designations

Depending on the role and the authorisation, persons who use Arcinsys are assigned different designations, both in the archival information system and in this manual:

<table>
<thead>
<tr>
<th>Person</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person in general using Arcinsys</td>
<td>User</td>
</tr>
<tr>
<td>Person without a user account</td>
<td>Anonymous user</td>
</tr>
<tr>
<td>Person with user account who is logged in</td>
<td>Logged-in user</td>
</tr>
</tbody>
</table>
1.3 **Arcinsys range of offers and functions**

Conceived as a shared system for external users as well as for employees, Arcinsys provides the following functions:

For anonymous users:

- researching information via archives (menu: Navigator);
- researching in freely accessible described data (menus: Navigator and Search); and
- retrieving freely accessible digital copies of archival material (menus: Navigator and Search).

In addition for logged-in users:

- saving and retrieving search queries (menu: Search);
- creating a memo list (menu: Memo list); and
- submitting requests for access to archives (menu: Request).

In addition for approved users (users with approved request for access):

- ordering freely accessible archival material (menu: Memo list);
- overviewing ordered and accessed archival material (menu: Access);
- researching in described data that is not freely accessible (prerequisite: assigned authorisation) (menus: Navigator and Search); or, if applicable,
- ordering archival material that is subject to terms of protection (prerequisite: assigned authorisation) (menu: Memo list).

Further functions are available to employees.

The modular organisation of Arcinsys enables flexible use of all functions.
1.4 Organisation of Arcinsys

1.4.1 User interface

The Arcinsys programme is divided into the following areas:

- **Menu area:** menus and submenus;
- **Navigation area:** navigation tree with bullet points for structure;
- **Main area:** area for executing commands and actions as well as area for list view, detail view, and forms; and
- **Footer:** links to general information about Arcinsys, to the data protection policy, and to the legal notice (Impressum).
All areas and functions available for external users can be displayed in German or optionally in English. Select the language version by using the appropriate link in the header on the Arcinsys homepage and on the search pages of the “Search” module.

### 1.4.2 Control elements

<table>
<thead>
<tr>
<th>Name</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection field</td>
<td><img src="image" alt="Selection in tree" /></td>
<td>To select the desired option, click on the corresponding area in the field.</td>
</tr>
<tr>
<td>Selection calendar</td>
<td><img src="image" alt="Selection calendar" /></td>
<td>A click on the selection calendar expands the calendar view. To select the desired date, click on the arrow in the month/year field, then on the desired month/year in the drop-down list. You can also navigate to the previous or next month with the sideways pointing arrows. Click on the desired day in the calendar. The date appears in the entry field. You can also enter the date manually.</td>
</tr>
<tr>
<td>Name</td>
<td>Example</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Auto-complete field</td>
<td><img src="image.png" alt="Example Image" /></td>
<td>As soon as you have entered one or more characters in the field, matching terms will be displayed in a drop-down list. Click on the desired entry to adopt it into the field.</td>
</tr>
<tr>
<td>Scroll function to first page</td>
<td><img src="image.png" alt="Scroll Arrow" /></td>
<td>To go to the first page, click this arrow.</td>
</tr>
<tr>
<td>Scroll function to previous page</td>
<td><img src="image.png" alt="Scroll Arrow" /></td>
<td>To go to the previous page, click this arrow.</td>
</tr>
<tr>
<td>Scroll function to next page</td>
<td><img src="image.png" alt="Scroll Arrow" /></td>
<td>To go to the next page, click this arrow.</td>
</tr>
<tr>
<td>Scroll function to last page</td>
<td><img src="image.png" alt="Scroll Arrow" /></td>
<td>To go to the last page, click this arrow.</td>
</tr>
<tr>
<td>Scroll function to desired page</td>
<td><img src="image.png" alt="Scroll Arrow" /></td>
<td>The number after the slash in the blue field indicates the number of pages of the particular list (in this case: 264). To go to a specific page, enter the page number in the entry field and click on the enter button or on the blue field.</td>
</tr>
<tr>
<td>Checkbox</td>
<td><img src="image.png" alt="Checkbox" /></td>
<td>To activate a function listed after the checkbox, select the box. A checkmark will appear in the box.</td>
</tr>
</tbody>
</table>
### Drop-down list field

There are two variants of drop-down list fields:
1. **Drop-down list field with read-only field:**
   - If you click the drop-down arrow next to the field, a list with possible entries appears. To adopt the desired entry into the field, click on it.
2. **Drop-down list field with entry field:**
   - As soon as you enter one or more characters, or if you click the drop-down arrow next to the field, a drop-down list of suggestions appears. Click on the desired entry to adopt it into the field.

### Entry field

**Field for entering user-defined text.**

### Function icons

When a function icon is clicked, a specific action is executed. Most of these icons have a mouseover function, so when you move the mouse pointer over the icon, the appropriate executable action will also be displayed as text.

### Help texts

If you click on a question mark icon that belongs to a specific field or segment, a window opens with additional information or input help for the corresponding area. To subsequently close the window, click on the question mark icon once again.
<table>
<thead>
<tr>
<th>Name</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Info icons</td>
<td><img src="image" alt="Info icons" /></td>
<td>An info icon can be used to display a specific status or name. Most of these icons have a mouseover function, so when you move the mouse pointer over the icon, the appropriate information will also be displayed as text.</td>
</tr>
<tr>
<td>Message</td>
<td><img src="image" alt="Message" /></td>
<td>A message either contains information about an executed action or a note that you have failed to make an entry or have entered an incorrect one.</td>
</tr>
<tr>
<td>Radio button</td>
<td><img src="image" alt="Radio button" /></td>
<td>You can make only one selection from several options.</td>
</tr>
<tr>
<td>Sort function</td>
<td><img src="image" alt="Sort function" /></td>
<td>To sort a list according to identifier, name or life span in ascending or descending order, click on the corresponding arrows next to the desired option. The appropriate arrow is displayed in green, thereby indicating the selected sort sequence.</td>
</tr>
</tbody>
</table>

### 1.5 Organisation of the manual

This manual has been compiled from texts by employees of the federal state archives Hessen and Niedersachsen and of the municipal archives Weiterstadt. It is intended to demonstrate and illustrate in detail the functions available in Arcinsys.

As a rule, the chapters are all organised in the same manner. First, the possible requirements are pointed out, prior to a brief introduction to each function. Then the individual work steps are described in detail. For a better understanding, illustrations have been added at many points. It should be noted that illustrations from both Arcinsys Hessen and Arcinsys Niedersachsen have been used. However, they apply to all Arcinsys installations.
Basic differences between the various Arcinsys installations and special features for individual federal state archives are noted in the text at the appropriate points and are indicated by the following icons:

- HB Bremen
- HE Hessen (Hesse)
- NI Niedersachsen (Lower Saxony)
- NI Niedersachsen (Lower Saxony) and Bremen
- SH Schleswig-Holstein

Additional information is set off from the continuous text and indicated by the corresponding icon. The following types of information are used:

- ✔ Prerequisite: Specifies work steps or functions that must be executed or that must exist (as the case may be, also elsewhere in the programme) in order for the subsequently described work step to function.

- 🎨 Tip: Indicates how to simplify or shorten the performance of work steps.

- 🚨 Attention: Points out conditions that must be fulfilled so that work steps are able to function, or indicates interdependencies that must be observed.

- ➤ Example: Illustrates the previously described work step based on a specific example.
2 Navigator

The "Navigator" menu enables you to research according to archives, fonds and archival items as well as to access information on these. The research is carried out in a navigation tree that is organised in hierarchical levels.

2.1 Navigation tree

Select a bullet point in the navigation tree by clicking on it. If there are subitems under the bullet point, these are expanded.

Another click on the selected bullet point collapses the subitems. Expanding or collapsing the subitems is also possible by clicking on the small plus or minus sign in front of the bullet point.

If there are objects on the level of a bullet point, these will be listed in the main area as soon as you select the bullet point by clicking on it. If there are no objects on the level of a bullet point, the message is displayed in the main area: "Click on a bullet point on the left in the navigation tree."

In order to access a lower structure level, click on "Navigator" in the list view in the main area in the corresponding line on the right.
When starting Arcinsys, the navigation tree displays the archival landscape. If you click on a bullet point, the archives of an archival division are displayed in the list view. In order to access the level of an archives, click on "Navigator" in the corresponding line of the list. The navigation tree now displays the tectonics of the archives.

When you click on a bullet point in the navigation tree of the archival tectonics, the fonds series and fonds assigned to the bullet point will be displayed in the list view. In order to access the fonds of a fonds series, click on "Navigator" in the corresponding line of the list on the right. In order to return from the list view of the fonds series to the list view of the tectonics item, click on "Close series" in the header of the main area. In order to access the level of a fonds, click on "Navigator" on the right in the corresponding line of the list. The navigation tree now displays the classification of the fonds.

When you click a bullet point in the navigation tree of the classification system, the item series and descriptions that are assigned to that particular classification item are displayed in the list view. In order to access the descriptions of an item series, click on "Navigator" in the corresponding line of the list on the right. In order to return from the list view of the item series to the list view of the classification item, click on "Close series" in the header of the main area.

In order to access the level of the archival landscape of a federal state, click on the link "Archives in (...)" in the header of the navigation tree.

When the archival tectonics are displayed in the navigation tree, you can go to the detail page of the archives by clicking on the corresponding link in the header of the navigation tree.
When the classification of a fonds is displayed in the navigation tree, you can go to the detail page of the fonds by clicking on the corresponding link in the header of the navigation tree.

2.2 List view

The list view contains the following columns:

- **Type**: The icons indicate the particular type of the object. The mouseover function also displays the appropriate information as text.
  - [Archive]
  - [Fonds]
  - [Fonds series or item series]
Description

- Identifier: For the archives type, the identifier is comprised of the archival ID. For the fonds and fonds series types, the identifier is comprised of the archival ID and of the fonds identifier or fonds series identifier, as the case may be. For the item series and description types, the identifier is comprised of the archival ID and the identifier of the fonds and the identifier of the item or the item series, as the case may be. For descriptions for which a stored fonds is entered, the identifier is comprised of the archival ID, the identifier of the stored fonds, and the identifier of the item.

- Name: As a general rule, this is the title (e.g. of the description or the fonds) or the name of the archives. In the case of longer titles, only an abbreviated name is displayed in the list.

- Life span: This is the time of entry and creation of the archival items.

- Info: The following info icons provide additional information. The corresponding information is displayed as text using the mouseover function.
  - Monitor: Digital copies available in the fonds
  - Padlock: The object is restricted for use due to a legal term of protection or other legal requirements. Blocked archival items can only be ordered with a special authorisation.
  - Eye: The object is hidden, and it will only be displayed for approved users with a corresponding authorisation.
  - Red cross: The object is flagged for deletion.

Published digital copies, meaning freely available for use without logging in, are displayed as a thumbnail.

- Action: The links “Navigator” and “Detail page” enable the selection of various levels. Logged-in users can adopt archival items onto their memo list using the link “Order” (see 6.1 Create a memo list).
List view of fonds:

List view of descriptions:
List view of descriptions with digital copies for use:

The list view provides the following options:

- **Print**: In order to print out the current page of the list view, click on the link in the header and execute your browser’s print function.

- **Create a link**: In order to create a link to the list view, click on the link in the header. A new window opens with the URL (Internet address). Select the URL and copy it using the key combination CTRL+C or by opening the context menu with a right click and by clicking on "Copy". In order to return to the list view, click on "Close" or on the X button.

- **Sort entries**: For notes on the sort function, see 1.4.2 Control elements.

- **Scroll**: For notes on the scroll function, see 1.4.2 Control elements.

- **Display preview**: In order to expand or collapse the preview for an entry, click on the corresponding line.
In order to call information for a selected bullet point in the navigation tree, click on "Detail page" in the header of the main area. In order to call information for an archives, a fonds series, a fonds, an item series, or a description, click on "Detail page" in the column "Action" in the corresponding line of the list view, or click on "Detail page" at the bottom end of the preview.

2.3 Detail page

The detail page contains the content-related information on an object, and at the same time it provides various functions (such as printing or creating links).

Detail pages can be called for the following objects: Archives, fonds series, fonds, item series, description, representation, as well as bullet points for the structure at the archival-landscape level, the archival tectonics, and the classification of a fonds.

Detail pages can be selected in the navigator via the "Detail page" link. The "Detail page" link can be found in the "Action" column of the list view for the objects archives, fonds series, fonds, item series, and description. If you have clicked on a bullet point (highlighted in blue), the "Detail page" link for this bullet point is in the header of the main area. Representations are displayed on the detail page of the descriptions as a list. The "Detail page" link for a representation is in the "Action" column.

Detail pages are always organised in the same manner. In the header of the main area is the identifier of the selected object or, in the case of bullet points, the title of the bullet point. Likewise in the header of the main area, the offered functions can be selected via links. The main area contains the content-related information on the object (such as title and life span) in the "Description" section.
If authority files are linked to a description, the according information is displayed in a separate section "Authority files and further links".

There are also the corresponding representations of the item listed on the detail page of the descriptions. If a digital copy is contained in the description, this will be displayed via the "Show digital copies" button or a thumbnail for each page of the digital copy. In order to view the digital copy, click on the button or on one of the thumbnails.
The following functions are available on the detail page:

- "Show associated objects" (not available on the detail page of descriptions and representations): By clicking on this link, you leave the detail page and, if available, the corresponding archives, fonds series, fonds, item series, or descriptions are displayed as a list. In the case of bullet points, you go to this bullet point in the navigation tree. In the case of archives and fonds, you go to the corresponding root bullet point in the navigation tree.

- "Print": In order to print the detail page, click on this link and execute your browser’s print function.

- "Create link": In order to create a link to the detail page, click on this link. A new window opens with the URL (Internet address). Select the URL and copy it using the key combination CTRL+C or by opening the context menu with a right click and by clicking on "Copy". In order to return to the list view, click on "Close" or on the X button.
• "Send": In order to send a reference to this page via e-mail to yourself or to another person, click on this link. A new window opens. Make the entries in the mandatory fields "E-mail recipient" and "Sender" and then click on the "Send" button. The message appears: "The e-mail has been successfully sent." In order to return to the detail page, click on "Close" or on the X button.

• "Improve": In order to send a suggestion for improvement to the archives, click on this link. A new window opens. Make the entries in the fields "Sender" (mandatory field) and "Message". In order to give the archives the opportunity of asking questions or giving you feedback, enter your e-mail address in the field "E-mail". Change the default subject, if required. Check the box for "Data protection". Click on the button "Send now". The message appears: "The e-mail has been successfully sent." In order to return to the detail page, click on "Close" or on the X button.

• "Close detail page" or "Show context" or "Show description", as the case may be:
  - "Close detail page": In order to close the detail page of a bullet point, click on this link. You will receive the list view of the objects associated with the closed bullet point.
  - "Show context": In order to close the detail pages of archives, fonds series, fonds, item series, or descriptions, click on this link. You will receive the list view of the level of the closed object.
  - "Show description": In order to close the detail page of a representation, click on this link. You will receive the detail page of the description associated with the closed representation.
3 Search

Arcinsys offers the following search functions:

- **Simple search:** Allows searching for one or more words or terms. The search can also be narrowed down to a certain period of time. Optionally, the search is performed in an area previously selected via the navigator or in all archives of the archival information system.

- **Identifier search:** Allows direct selection of a known identifier.

- **Extended search:** Allows limiting the search to certain archives, fonds, and life spans, as well as combining search words with description models and the appropriate fields (description elements).

3.1 Notes for simple and extended search

Search results are displayed in a result list. You can save search queries and reopen them for a new search of the same kind.

Search words:
Search words can be truncated by using * at the end (example: searching for "fran*" will find "Frankfurt" and "France"). Truncating the beginning of a word, as in "*place", is not possible. Please refine your search term in this case (e.g. "birth-place"). Only letters and numbers may be used. The entry is not case-sensitive. "Ä", "ö", "ü", and "ß" are equivalent to "ae", "oe", "ue", and "ss". It is not possible to search for punctuation marks or special characters. Entering several search words will return only records containing all requested search words (AND operator).
Use OR between the search words to retrieve records containing either of the words (OR operator).
Use NOT before a search word to exclude that word from your search.
Several words or terms enclosed in double quotes will prompt a search for the exact phrase. The terms have to appear in exactly the same order in the result as typed in (e.g. "The Great War").

Specific time period:
You can narrow down your search to the time of entry and creation of an archival item (the so-called life span). You will also find hits that only partly overlap with the specified period.
All time periods will be considered if no specific time period is entered in the fields "Time period from" and "to".
If you want to search from a specific year onwards, enter that year into the field "Time period from". If you want to search up to a specific year, enter that year only into the field "to". If you want to narrow down the search to one single, specific year, enter the same year into both fields.

You can also narrow down your search to find only descriptions that have at least one public digital copy linked to them. Check the box "Only objects with digital copies".
In order to remove all current entries from the form to create a new search query, click on the link "Reset" in the header of the main area.

### 3.2 Simple search

Open the menu "Search" and then open the submenu "Simple search". Enter one or more words in the auto-complete field "*Search words" (mandatory field). The search words must have at least two characters (letters and/or numbers).

💡 Tip: The numbers in brackets behind the words in the suggestion list indicate the number of results containing the specific word.

You can narrow down your search to a specific time or time period using the fields "Time period from" and/or "to".

In the selection field "Search area", you have the following possibilities for determining the search area:

- "All archives": Select this option if you want the search to be conducted in all archives and fonds of the archival information system. This is the option preset by default in Hessen.

- "Selection in tree": Select this option if you want the search to be conducted only in the area highlighted blue in the navigation tree together with all corresponding subordinate objects. This is the option preset by default in Niedersachsen and Bremen as well as in Schleswig-Holstein.
If you want to make a different selection in the navigation tree, go to the required point in the tree and select it. Then open the search menu again and select the search area “Selection in tree” again.

If you made no selection in the navigation tree, the search will be conducted in the entire archival information system.

If you want to narrow down the search to descriptions with public digital copies linked to them, check the box “Only objects with digital copies”.

Start the search by clicking on the button “Search”.

Results will be displayed in a list (see 3.5 Result list). If the search produced no results, the according message will be displayed: “Your simple search produced no results.”
3.3 **Identifier search**

Open the menu "Search" and then open the submenu "Identifier search".

Enter the archives or the archival ID in the drop-down list field "Archives identifier" and optionally the identifier of the fonds identifier in the auto-complete field "Fonds identifier" and the identifier of the archival item in the auto-complete field "Item identifier". The archives has to be selected in the drop-down list. Truncating is not possible for "Archives identifier", "Fonds identifier" and "Item identifier" can be selected using the drop-down list. You can also enter the identifier manually. Truncating is possible.

In order to search simultaneously for several identifiers starting with one or more characters that are the same, truncate the fonds identifier or the item identifier by using a "*" at the end.

Example: Searching for 12* will find 123, 124, and 1231.

Attention: When making entries in the field "Item identifier", the first characters in the identifiers always have to be used. Entering "No. 1" or "No. **" or "No. 1**", for example, will result in finding the item with the identifier "No. 1". If only "1" or "1**", for example, is entered, however, the item "No. 1" will not be found.

If you only make an entry in the field "Archives identifier", the archives will be displayed as a result. If you only make entries in the two fields "Archives identifier" and "Fonds identifier", the fonds will be displayed as a result.

Start the search by clicking on the button "Search". Results will be displayed in a list. If the search produced no results, the according message will be displayed: "Your identifier search produced no results."

3.4 **Extended search**

The submenu "Extended search" allows you to limit the search to certain archives and/or fonds as well as to combine search words with description models and the appropriate description elements.

Open the menu "Search" and then open the submenu "Extended search".

In the selection field "Search area", you have the following possibilities for determining the search area:

- "All archives" (see 3.2 Simple search). This is the option preset by default in Hessen.
- "Selection in tree" (see 3.2 Simple search). This is the option preset by default in Niedersachsen and Bremen as well as in Schleswig-Holstein.
- "Following selection": Use this option to narrow down the search to one archives or to one archival fonds.
Attention: The search will only be narrowed down by entries in the fields "Archives identifier" and "Fonds identifier" if the option "Following selection" is selected.

Select the required archives from the drop-down list. For selecting the fonds, enter the identifier of the fonds in the auto-complete field "Fonds identifier".

Fonds identifiers can be truncated by using ** at the end (searching for 12* will find “123” and “124”).

You can select a further archives and/or fonds for conducting the search in the next line. In order to produce a hit, use OR between the search words to retrieve records containing either of the words (OR operator).

You can narrow down your search to a specific time or time period using the fields "Time period from" and/or "to".

You can limit your search to a certain description model by selecting the desired model from the drop-down list of the field "Description model". If you made no selection, the search will be conducted in all models.

You can further narrow down the search by selecting a description element in the drop-down list for the field "Element". If you made no selection, the search will be conducted in all available description elements.

Tip: Only description elements that are contained in the previously selected description model will be given as options in the field "Element".
Hessen:

All description models and elements:

Elements of the description model "Register":
Niedersachsen and Bremen, Schleswig-Holstein:

All description models and elements:

Elements of the description model "Item description":

Enter one or more words in the auto-complete field "Search words".
Tip: The numbers in brackets behind the words in the suggestion list indicate the number of results containing the specific word.

Other than with the simple search, for which at least two characters have to be entered in the field "Search words", here a search is possible for only one letter or number. Searching without any search words at all is also possible, provided that other search options are selected.

In one or two further lines, as the case may be, it is possible to select one description element each and/or to enter search words. This selection also refers to the previously selected description model. In order to produce a hit, all entries in the two or three lines, as the case may be, have to apply (AND operator between the lines).

If you want to narrow down the search to descriptions with public digital copies linked to them, check the box "Only objects with digital copies".

Start the search by clicking on the button "Search". Results will be displayed in a list. If the search produced no results, the according message will be displayed: "Your extended search produced no results."

### 3.5 Result list

When the search has been successfully conducted, the number of hits and their distribution to the archives and fonds is displayed in the facet tree. The results are sorted by the number of hits in descending order. The complete number of hits is also displayed as a message in the main area, and an abbreviated version of the search query is repeated above the header of the list view. Additional search criteria for more complex search queries are made available by expanding the list (click on the arrow icon). The individual results are displayed in a list view.
Tip: For technical reasons, facets cannot be applied to the fonds for large amounts of results exceeding the number of approx. 1,000 facets. In this case, facets are only applied to the archives. Within an archives, a facet is furthermore displayed with the bullet points of the tectonics that were found.

The following objects can be displayed in the column "Type". The mouseover function also displays the appropriate information as text.

- Archives
- Structure
- Fonds
- Fonds series or item series
- Description

In order to facet the search result, i.e. to display only the results from a certain archives or fonds, click on the corresponding facet point in the facet tree.

If the result list has several pages, you can use the scroll function (see 1.4.2 Control elements) in the header of the main area to view further results.

Use the respective sort function (see 1.4.2 Control elements) in the header of the list view to sort the result list by identifier, name, or life span in ascending or descending order.

By clicking on the appropriate line, you can expand and collapse a preview for the individual results. The search word is color-highlighted in the preview.

Additional information is displayed in the column "Information" via the following info icons. The mouseover function also displays the appropriate information as text.

- Monitor: Digital copies available in the fonds.
- Padlock: The object is restricted for use due to a legal term of protection or other legal requirements. Blocked archival items can only be ordered with a special authorisation.
- Eye: The object is hidden, and it will only be displayed for approved users with a corresponding authorisation.
- Red cross: The object is flagged for deletion.

Published digital copies, meaning freely available for use without logging in, are displayed in the column “Information” as a thumbnail.

In order to call the detail page of a result, click on the link "Detail page" in the corresponding line on the right or in the preview at the bottom left. The search word is color-highlighted on the detail page.

Tip: The detail page will open in a new tab of the browser. You can return to the result list by clicking on the previous tab.

Clicking "Navigator" in the appropriate line will give you a display of the corresponding objects on a new page:

- Structure: The bullet point is highlighted blue in the navigation tree. The series and descriptions of the fonds to which the bullet point belongs (or the fonds series and fonds of the archives to which the bullet point belongs) are displayed in the main area.

- Fonds series: The fonds assigned to the fonds series are displayed in the main area. The identifier of the fonds series is displayed in the header of the main area.

- Fonds: The fonds is listed in the header of the navigation tree. The item series and descriptions assigned to the fonds are displayed in the main area.

- Item series: The fonds is listed in the header of the navigation tree. The descriptions assigned to the series are displayed in the main area. The identifier of the item series is displayed in the header of the main area.
3.6 Save search

Prerequisite: Log in in Arcinsys with username and password.

You can save search queries for the purpose of retrieving and repeating them. Both the simple and extended searches and the identifier search offer this feature. For saving a certain search query, you first have to conduct the search. Then click on the link "Save search" in the header of the main area of the result list of the search you conducted.

A new window opens with the prompt: "Save search". Enter a name for the query in the field. Click on the button "Save search". If you do not wish to save the search, click on the button "Close".

3.7 Load or delete a saved search

Prerequisite: Log in in Arcinsys with username and password.

Open the menu "Search" and then open the submenu "Simple search" or "Identifier search" or "Extended search", as required. Click on the link "Load saved search" in the header of the main area.
A new window opens with the prompt: "Load simple search" or "Load identifier search" or "Load saved search", which will display your saved search queries sorted by date together with the number of hits in each case. The following actions are offered:

- In order to call a certain search, click on the button "Load" in the line with the desired search query. You can now repeat the search by clicking on the button "Search".

- In order to delete a saved search query from the list, click on the button "Delete" in the line with the appropriate search.

If you do not wish to conduct any of these actions, click on the button "Close".

---

### Load extended search

<table>
<thead>
<tr>
<th>Name of search</th>
<th>Date</th>
<th>Result(s)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schloss Johannisberg 1600-1799</td>
<td>06.01.2017</td>
<td>9</td>
<td>Load</td>
</tr>
<tr>
<td>Kloster Eberbach 1200-1400</td>
<td>06.01.2017</td>
<td>2024</td>
<td>Load</td>
</tr>
<tr>
<td>Wiesbaden</td>
<td>13.04.2016</td>
<td>108</td>
<td>Load</td>
</tr>
</tbody>
</table>

[Close button]
4 Registration and log in

4.1 Registration

To use Arcinsys beyond mere research, you have to be registered first. By registering, you will open a user account, which is protected by a username and a password that you selected.

Only you can make changes to the registration data. Also, the data will only be forwarded when you submit a request for access at an archives.

In order to register, click on the button "Log in" in the log-in area. This will expand a window with a number of links. Click on the link "Register".

A registration form is displayed. Mandatory fields are marked with a *.

4.1.1 Username

The username must have at least 8 characters and no blanks. The entry is not case-sensitive.

4.1.2 Enter e-mail address

The e-mail address is only required for resetting a forgotten password. If you do not have an e-mail address, you can alternatively enter the e-mail address of a person you trust when you register.

4.1.3 Create a password

The password must meet the following requirements:

- It must be between 12 and 20 characters long.
- It must include at least one uppercase letter (A to Z; no ä, ö, ü).
- It must include at least one lowercase letter (a to z; no ä, ö, ü).
- It must include at least one number (0 to 9).
- It must include at least one special character (@, #, $, %, +, - or ).
While entering your password, the requirements that you still have to meet will be displayed at the bottom right under "Password quality check".

When you re-enter your password in the field "Repeat password", the correct entry is confirmed on the right by green dots. The error message "Wrong entry" will be displayed in the instance of a typing error.

### 4.1.4 Enter and submit your address

⚠️ Tip: It is not necessary to enter a postal address for registration. You will then be required, however, to specify your address with each request for access. If you enter your address data once during registration, it will be automatically copied into the form used when you submit a future request for access.

Click on the button "Submit address" in order to enter your address data. Further fields for entering your address and your phone and fax numbers will be displayed.

Click on the button "Register" to complete the registration. A new window opens to confirm successful registration. You have the options of clicking the buttons "Go to log in" for immediately logging in or "Log in later" for logging in another time.

### 4.2 Log in

✅ Prerequisite: Registration in Arcinsys.

After log in, you can use the memo list (see 6.1 Create a memo list) for saving your research results and you can submit requests for access to archives (see 5.1 Submit a request for access).

Click on the button "Log in" in the log-in area. This will expand a window with a number of links. Click on the link "Log in".

Enter your username and your password. Click on the button "Log in".

When you log in for the first time, a window with the message will open: "You have successfully logged in to Arcinsys." You can now directly submit a request for access. In order to select this option, click on the button "Yes". This will open a form "Submit a request for access" (see 5.1 Submit a request for access). If you do not wish to submit a request for access at the moment, click on the button "No, later".

⚠️ Attention: If you leave the application inactive for 30 minutes, you will be automatically logged out.
4.3 Change data

After log in, you can call the link "My data" in the log-in area to update your information in the registration form. You can also change your password here. If you change data apart from changing your password, you will be prompted to enter your current password twice. In order to save the changed data, click on the button "Save". The changed data in the user account will not affect already existing requests for access. The new data will be used only for new requests.

4.4 Reset a forgotten password

If you have forgotten your password, click on the button "Log in" in the log-in area. This will expand a window with a number of links. Click on the link "Forgot your password".

Enter your username. Click on the button "Send". An e-mail will be sent to your e-mail address specified in your user account. The e-mail will include a link to a page where you can enter a new password.
5 Submitting requests for access

In order to access archival material, you must first submit a request for access. The request is addressed to the repository archives, which also grants the approval. Only after the request has been granted approval is it possible to order archival items.

5.1 Submit a request for access

Prerequisite: Log in in Arcinsys with username and password.

Open the menu "Request". Click on the link "Submit a new request" in the header of the main area or on the button "Submit a new request" in the main area. The "Personal details" from the user account/registration form will be automatically adopted into this form. Complete the missing entries in the mandatory fields marked with *. Select the archives for submitting the request in the drop-down list of the field "Archives".

You can select a number of options in each of the fields "Types of use" (Hessen) or "Purpose of use" (Niedersachsen and Bremen, Schleswig-Holstein) and "If yes, in which form". Check the box for "Data protection" and "Archival law". Transmit the request for access to the selected archives by clicking on the button "Request" or on the link "Request" in the header of the main area. Immediately after sending, it is still possible to make changes and send a corrected version. As soon as you have left the page, however, corrections are no longer possible.

Further requests for access have to be submitted if the archives or the subject are changed. If a request has expired and you wish to continue accessing archival items, please contact the relevant archives. Either will the previous approval be extended or you will be asked to submit a new request.

5.2 Show and print requests for access

If you would like to have a table that lists your submitted requests for access, open the menu "Request" and then open the submenu "My requests for access". The table displays information on the status of the requests and offers a print function.
• The column "Info" gives notes on whether it is sufficient to submit the request electronically through the application or whether a signed hardcopy of the form is additionally required.

• The icons in the column "Status" inform you about the specific status of your request (submitted, approved, not approved, expired).

• You can print out your request by clicking on the icon for the function "Show request and decision" in the column "Action". The print view will be displayed. Click on the link "Print" for printing out the request.
6 Ordering and using archival material

6.1 Create a memo list

Prerequisite: Log in in Arcinsys with username and password.

The memo list serves as an interim storage for archival items you want to order later. For creating a memo list, you first have to conduct a search. Research results are displayed in lists (see 2.2 List view and 3.5 Result list). As a logged-in user, you will be shown the link "Order" in the column "Action" for each description listed. By clicking the link, the corresponding archival item will be adopted to the memo list and the following message will be displayed:

If you want to add other archival items to the memo list, click on the button "No, later". You can immediately switch to the order process by clicking on the button "Yes, order". The page "Memo list" opens. The further procedure is described in 6.2 Order archival items.

Open the menu "Memo list" to access the memo list function. Your memo list may contain up to 30 descriptions. Please remove old positions if you want to add new ones. In order to delete a description from the memo list, click on the icon "Remove highlighted position from the memo list" in the appropriate line. In order to expand or collapse the preview of a description, click on the icon "Preview" in front of the appropriate line. Orders that have already been placed are marked with a green check in the column "Information". The order remains valid even after removing the position from the memo list. The entry in the column "Authorised" indicates whether you can order the respective archival item.

<table>
<thead>
<tr>
<th>Action</th>
<th>Identifier</th>
<th>Description</th>
<th>Life span</th>
<th>Authorised</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>RHSDM, 1212, 15</td>
<td>Regierung der Garde-Kolonne von Reutenbach</td>
<td>1727 - 1782</td>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>[ ]</td>
<td>RHSDM, 1202, 1204</td>
<td>Situation der Karabische Buckel</td>
<td>1882</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>[ ]</td>
<td>RHSDM, 1202, 1204</td>
<td>Entdeckung einer Bildergalerie in der &quot;Gute Manna&quot; bei</td>
<td>1983</td>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>[ ]</td>
<td>RHSDM, 1202, 1204</td>
<td>Ostpreußen, Kalkberg</td>
<td>1983</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>[ ]</td>
<td>RHSDM, 1202, 1204</td>
<td>Tausch der Ostpreußischen Bank in Gedenk durch</td>
<td>2081</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>[ ]</td>
<td>RHSDM, 1202, 1204</td>
<td>Schuldenheinrich beim Mondan Pflanzer (Meinungs), 1677</td>
<td>Yes</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>
6.2 **Order archival items**

Prerequisite: Log in in Arcinsys with username and password; valid request for access.

For ordering archival items to access at the archives, open the menu "Memo list". Only archival items that have been adopted to the memo list can be ordered. Place a checkmark in the column "Action" in the line of each desired archival item to order it. Check the box in front of "Action" in order to select all archival items on the memo list for the order with one click. A repeated click on this checkbox will remove all marks.

Activate the order process by clicking on the link "Order". A new window opens. Using the selection calendar, you can enter the planned date for your visit to the archives and add a message in the field "Notes", if required. If there are several approved requests for access, you have to assign the archival items to the respective request when ordering. Click on the button "Send order".

You can trace the progress of your order in the menu "Access", submenu "My orders" before your visit to the archives (see 6.3 Show information on ordered archival items).

If there is a "No" in the column "Authorised" of the memo list, it is not possible for you to order the archival item. The message "The order is not possible" will be displayed if you nevertheless click on "Order". A missing authorisation may be due to the following:

- You do not have an approval for a request for access yet. Possible reasons:
  - You have not yet submitted a request at the archives. Submit a request for access in the menu "Request" (see 5.1 Submit a request for access).
  - The archives has not granted approval for your request for access yet. Check the status of your request in the submenu "My requests" of the menu "Request" (see 5.2 Show and print requests for access).

- Your request for access has expired.
  - Check the status of your request in the submenu "My requests" of the menu "Request" (see 5.2 Show and print requests for access) and contact the archives if necessary.

- Your request for access is valid; nevertheless you cannot place an order. Possible reasons:
  - You are not authorised to order archival items with restricted access. (You can tell if an archival item has restricted access by the padlock icon in the column "Information". Normally, these archival items are still subject to periods of protection.) Contact the archives if necessary.
6.3 Show information on ordered archival items

Open the menu "Access" and then the submenu "My orders". The current status of processing your order is shown in the column "Order status". The message "Ordered" indicates that your order has been received at the respective archives. The message "Charged-out" indicates that the ordered archival items have been delivered to the reading room. The message "Made available" indicates that the archival item has been retrieved from the stack area. The column "Representation" contains information on the form in which the archival item has been made available to you (e.g. original, digital copy, fiche, etc.). The type of use says whether the archival items are physically submitted (in the reading room) or whether digital access is granted (of digital representations). Most of the archives generally do not provide other types of use (such as delivery or collection). In order to open the detail view for a certain archival item, click on the icon "Open detail view in the context" in the appropriate line.

Tip: The detail page of the archival item will open in a new tab of the browser. You can return to the list of ordered and accessed archival items by clicking on the previous tab.

You will find information on earlier accesses to archival items in the menu "Access" and there in the submenu "All my accesses".