SOUTRON

PRODUCT FACT SHEET

Soutron Information Management System

Transform information into organizational knowledge

OVERVIEW

The Soutron Information Management System is a cloud-based platform that helps organizations manage, discover, share, and protect valuable knowledge, research, library, archive, and information assets through a single secure repository.

Key Challenges Solved

- Information scattered across multiple systems.
- Poor discoverability of organizational knowledge.
- Inconsistent metadata and taxonomies.
- Difficulty managing both physical and digital materials.
- Limited access to expertise and historical knowledge.

Key Benefits

- Centralized knowledge repository.
- Secure access from any device.
- Customizable portals and workflows.
- Faster information discovery.
- SharePoint and enterprise integration.
- Supports libraries, archives, and knowledge centers in one platform.

Core Features

- Knowledge & Information Portals.
- Metadata Management.
- Authority Control & Thesaurus.
- Relational Database Architecture.
- Document Submission Workflows.
- Advanced Search Portal.
- Dashboard Reporting & Analytics.
- REST API Integration.
- Import / Export Tools.
- SharePoint Integration.

Standards Supported

AACR2, RDA, ISAD(G), ISAAR, Dublin Core.

IDEAL FOR

Corporate libraries, knowledge centers, research teams, legal organizations, government agencies, universities, think tanks, and professional services firms.

WHY SOUTRON?

A highly flexible information platform that unifies knowledge, content, metadata, and organizational expertise in a secure, scalable SaaS solution.

Simplified and modernized information management

Intuitive collection access and ILS workflows

- Mobile-responsive, cloud-based access for users and administrators.
- Secure, customizable search portals for staff, customers and the public, with hierarchical navigation and metadata control for easy access.
- Support for diverse content types, including PDFs, images, audio, video and other born-digital formats.
- Full online reference room/research system for circulation, reproductions, and copyright, including aspects like crowdsourcing and commenting.

Showcase Your Collection

By taking advantage of our pre-built search portal templates designed for library portals, information centers and knowledge centers, you can quickly start providing fast, secure access to internal and external materials on any device due to Soutron's responsive design.

Soutron ILS supports single or multiple locations, with customized information center portals, seamlessly integrated with SharePoint and Microsoft Active Directory, if needed. Soutron ILS tasks and workflows appeal to many because of the simplified operations, associated cost savings, and efficiencies that can be achieved.

Cataloging & Item Management

Not every collection is the same. You might have just a single Collection and location or multiple Collections and locations. Soutron's Portal technology is designed to help you to highlight your work in the way that you want to without restrictions. The organization and presentation of your collection, including references to physical materials alongside digital items, is up to you, and can be seamlessly integrated with SharePoint intranet portals.

Template-driven Soutron simplifies the data capture for books, images, photographs, physical documents, audio-visual recordings, alongside digital materials, complete with full-text indexing. If you want to use ISAD(g) standards to catalog content or follow your own methodology, Soutron is ideally suited to your needs.

Audio visual online collections

Easily create online audio video collections for your hosted YouTube, Vimeo and SoundCloud content to highlight corporate videos, podcasts, and more. Easily create digital media collections for human resources, marketing, and other departments to catalog, protect, and display those materials.

Hierarchical Structures

Inherent database design flexibility securely stores everything in one place with relational attributes that allows for the cross-referencing of material. You can define relationships between records and have as many fonds, series and sub-series, file, and items levels as you wish so that your Collection is presented in the best way possible.

Copyright and control over who can see and download materials are also flexibly applied, so you can protect your valuable collection materials and yet make it available to your user community.

Metadata governance made easy

Robust thesaurus authority control provides for the creation of any number of thesauri, each with a full complement of built in metadata relationships, featuring fast capture of metadata / EXIF data from images, external sources, scanned files, electronic documents. API support enables sharing of metadata with other systems, ensuring metadata governance across systems. Support for Descriptive Dates, such as 19th century, is also supported to help your users find relevant content.

Main Features

Cataloging

- Multi-lingual and supports Unicode characters.
- Single or multiple libraries / archives.
- Physical & digital materials.
- Copy-cataloging.
- 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

- Organization branded Search Portal(s).
- 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 and video viewer.
- End users self-manage loans, renewals.
- Single Sign-On / SAML, AD & ADFS support.
- Easy website integration with search widget.
- 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.
- Out of office / holiday notices.
- Document version control.
- Full audit trail / reporting.

Loans & Requests

- User requests.
- Loans & renewals.
- Notices.
- Loan history & Statistics.
- Assign loans to projects.
- Fines.
- Customizable email notifications.
- Anonymize users for GDPR.
- Self-Issue (Barcodes or RFID).

Main Features (continued)

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.

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 catalog record.
- Checked in issues display status in catalog.
- Claims - manual, semi-auto; automatic.

Import / Export

- Exchange data with third-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

- Visual dashboard reports.
- Over 150 standard reports to choose from.
- Output to xls, csv, pdf, rtf.
- Set parameters to limit / sort results.
- Tables, charts, graphs.
- Catalog reports.
- Management reports - on request via Help Desk.
- Scheduled reports via email.
- On screen summaries, statistic snap shots.

Soutron Information Management System

soutron.com

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