User Manual

ACTApro Benutzung

Inhalt

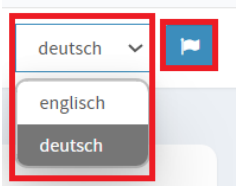
1. Common Symbols (Icons)

To make ACTApro as user-friendly as possible, the application uses symbols. These function as buttons assigned to certain features. Below are the most common and important symbols used.

 file	archive
 folder + T	partial plan of record groups
 green sheet + B	collection
 folder + K	partial collection
 blue sheet	unit of description
plus	sub-items are displayed
 minus	sub-items are hidden
 pencil	edit
 bin	delete
 calendar	open seat reservation
printer	print
 arrows pointing outward	show full view
arrows pointing inward	show short view
shopping cart	order
shopping cart (crossed out)	document cannot be ordered
clipboard	add to watchlist
 clipboard with paper	copy permanent link
 shopping basket	bulk order
 shopping basket (crossed out)	document is in the shopping basket

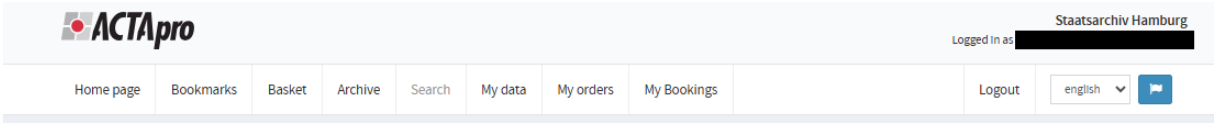
2. Choose your language

Choose your language via the button in the top menu on the homepage and confirm your choice by clicking the blue flag icon.



3. Navigation Bar

Use the buttons in the navigation bar to access the various work areas of ACTApro:



4. My Bookings

With the seat reservation tool, you can pre-order archival materials for a specific date. A seat reservation is required to proceed with any order – this also applies to reproduction orders.

To make a seat reservation, select the “My Bookings” tab and click on the green “Add new booking” button. Then navigate to the desired order date and use the blue “Booking” button to complete the reservation.

5. Archive (plan of record groups)

The plan of record groups displays the different hierarchical levels of the archive in a tree structure – from the main collections down to individual units of description. Many documents only become understandable when seen within their position in the archive’s plan of record groups.

This page allows you to navigate through the hierarchically organized document structure. You can browse the various collections or directly access known ones.

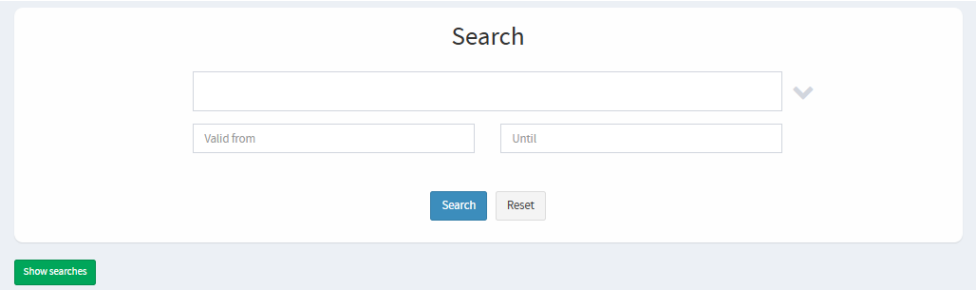
The available levels (from top to bottom) are:

Collection	(Bestand)
Classification	(Klassifikation)
Series	(Serie)
Archival Unit	(Verzeichnungseinheit)
Case File	(Vorgang)

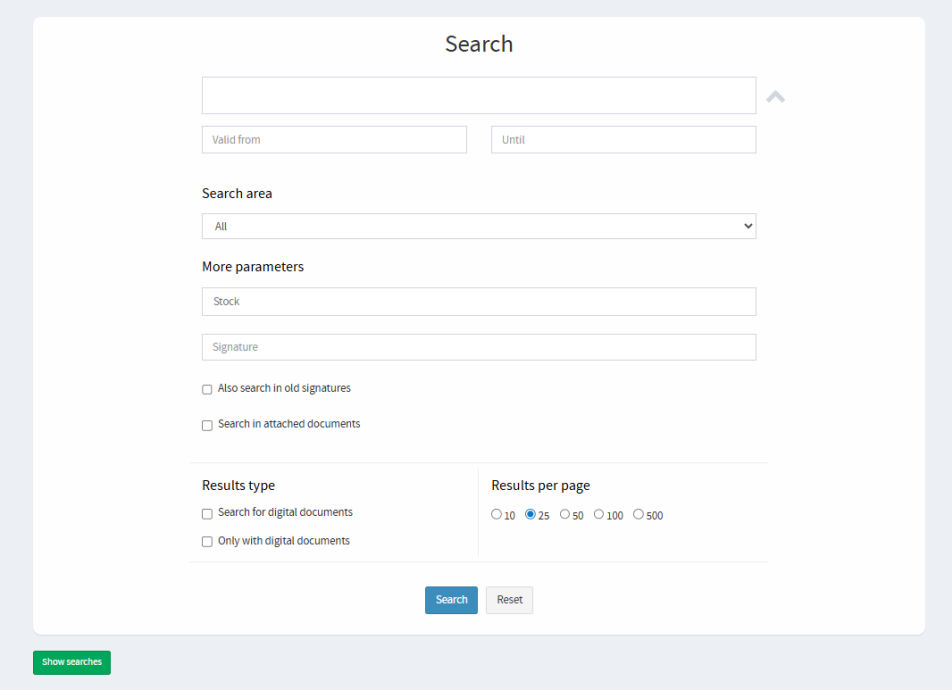
These levels may be nested in different ways, e.g., collections can have sub-collections, classifications may have sub-classifications, etc.

6. Search

Enter your search terms in the search field and click on “Search” to start a query.



Additional input fields are available on the search form to refine your search. Click the arrow next to the search field to expand these options.



Search terms can be truncated using an asterisk (“*”) to allow partial matches.

“Search Term(s)”

Enter keywords here. Multiple words are automatically combined with the “AND” operator. To search for an exact phrase, use quotation marks.

„Date Range from/to“

Restrict the search to a specific time range. This filter applies only to the “Date” field.

„Search Scope“

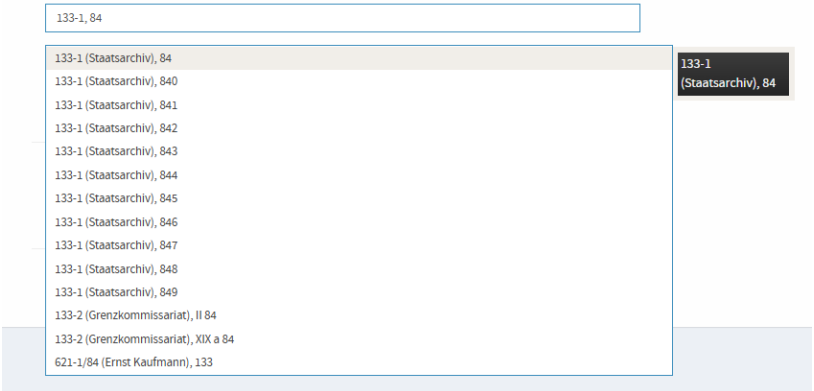
Limit the search to specific areas. Available scopes include:

„stock“

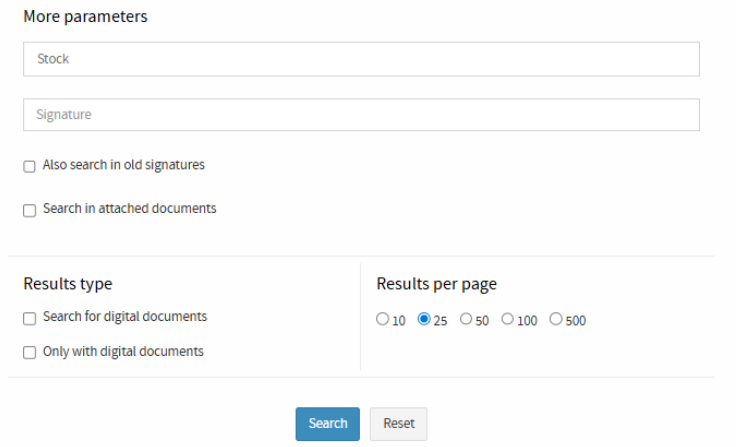
Restrict the search to one or more collections. Enter a stock name (or part of it) to see matching entries in a dropdown list. Selected collections appear above the input field and can be removed with the “x” icon.

„Signature“ and „Also search in old signatures“

Search directly by signature or part of it. When the checkbox “Also search in old signatures” is enabled, old signatures will be included in the search. Enter a collection number and signature into the “Signature” field. The collection name will be auto-filled.



Click the blue “Search” button then.



Click the blue “Search” button to execute the search. If “Also search in signatures” is checked, you can also search by those.

“Results per page”

Choose how many results are shown per page (10, 25, 50, 100, 500). The default is 25.

After setting your criteria, click “Search” to begin. Click “Reset” to clear all search fields.

Search results can also be displayed in a print-friendly format (“Print view”), showing all records in detail view for printing directly from your browser.

7. Buttons and Functions

7.1 „Display/Hide subordinate documents”

Use these buttons to expand or hide the plan of record groups. Click the “Plus” icon to display to the next hierarchy level. Click “Minus” to hide the tree again. You can also click the blue-highlighted title to display/hide sublevels.

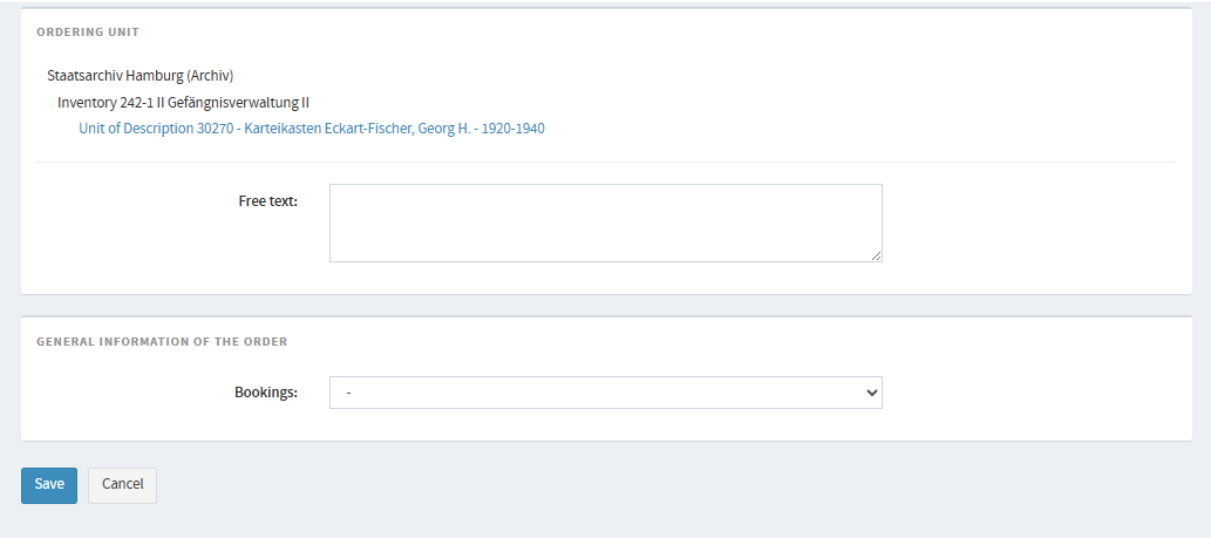
7.2 „Show/Hide full view“

Each node in the archival structure has a button to open its detailed information. The button's icon changes depending on the document type (e.g. collection  , classification  , series, unit, case file) and the archival material type (e.g., file, charter, etc.).

Hovering over the button displays a tooltip: “Show full view.” Clicking it opens the full view. Clicking it again (icon changes) will close the full view.

7.3 „Order for presentation in the Lesesaal“

Clicking on the shopping cart icon (“Order for presentation in the Lesesaal”) opens a form to request the archival material in the reading room.



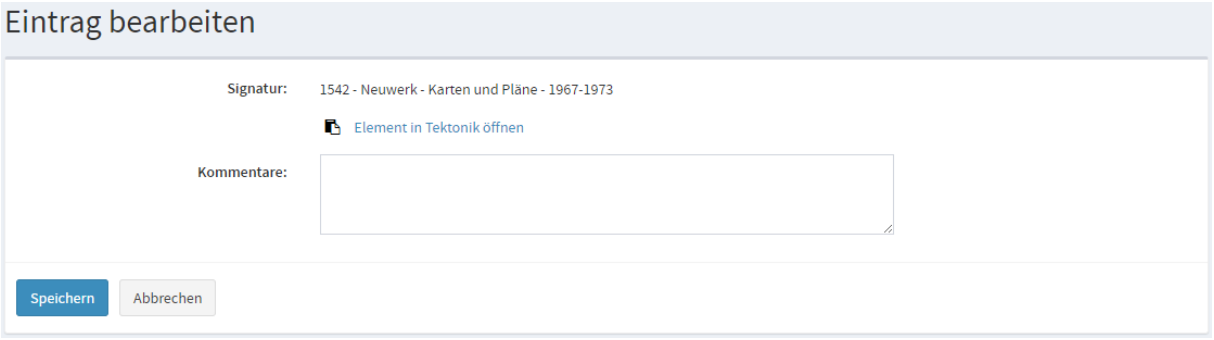
You can see the archival context of the archival material under “My orders”.

7.4 „Print“

To print information about a document type in the plan of record groups, click the “Print” button. This opens a printer-friendly version of the full view, which you can print directly via your browser.

7.5 „Add bookmark“

The bookmark function allows you to compile a list of signatures for archival units. Clicking “Add to Favorites” opens a form where you can add a comment to the title and reference code if desired.



7.6 „Copy permanent link of this development unit to clipboard“

Clicking the „clipboard with paper” icon will copy a link to your clipboard. A short message confirms the action. You can save the link externally as a hyperlink. Opening this link in a browser will take you directly to the specific node in the plan of records group.

8. Reproduction orders

To replace a reproduction order, request the archival material first. In the free text field, enter “zur Repro” (for reproduction”). For civil registry records, also include the register number and name.

Then fill out the order form the Elbe-Werkstätten (link to form). Submit the form in the reading room or send it directly to the Elbe-Werkstätten via email: digitalisierung-im-staatsarchiv@elbe-werkstaetten.de.

ATTENTION: Special formats and documents from the *Plankammer* are handled through our online service for inquiries. Please visit our website for more information.