



**A software system to describe, manage and consult
historical archives**

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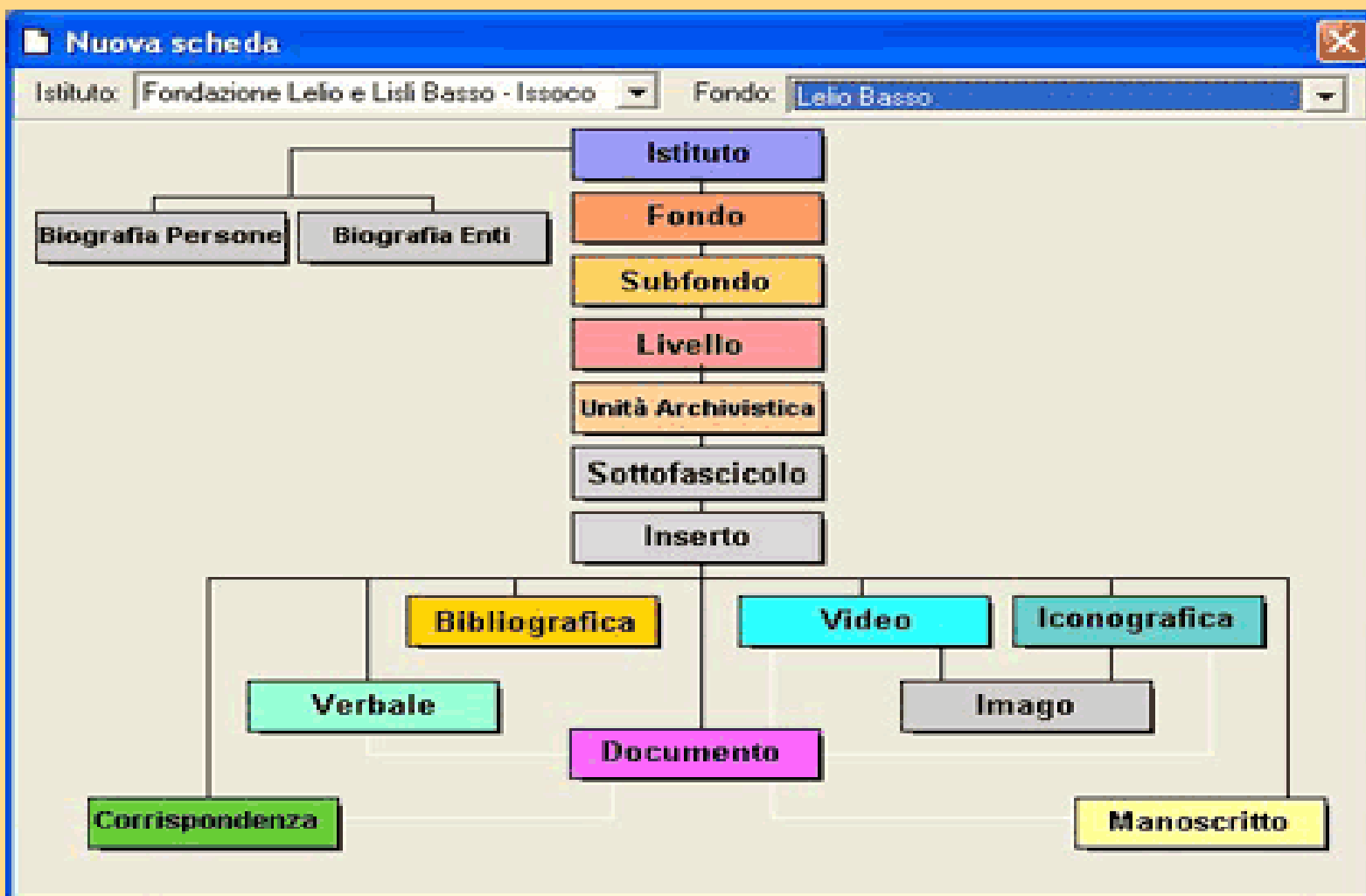
Gea 4 can:

- handle any type of documents (texts, images, drawings, videos);
- define dynamic archival structures;
- offer a wide range of retrieval and printing options;
- file and integrate information, standardising its representation;

Gea 4 can:

- describe contents in an organised and controlled way;
- restore fragmental archival collections;
- browse multimedial objects associated to the archival description

A hierarchical architecture



The archival description

- Areas of description based on ISAD and ISAAR (Cps) standards
- Several types of records are also available for analytical description (correspondence, manuscripts, oral recordings, photos, video, iconographic, bibliographic).
- GEA allows to manage complex classification systems (up to 4 levels) and allows to order the records accordingly to the classification.
- Records for biographies of persons and institutions that collected, created or are mentioned in the paper are automatically created and hyperlinked to the archival records.

Main functions

- **establishing and modifying the archival structure:** the structure can be defined both in advance and in progress;
- **ordering and numbering:** different criteria can be established (chronological, alphabetical, original position, classification) and modified in progress;
- **management of biographies:** names inserted in specific fields automatically generate biography records hypertextually linked to each individual occurrence;

Main functions

- **search:** several different searches are possible: general, by each data field or by record type;
- **images browsing:** it is possible to join together several images to create a “sequence”. By displaying the sequence and browsing the digital documents, readers simulate the exploration of the actual archival holdings;
- **merging of records stored on different machines:** if archivists do not work on a local network, it is possible to merge databases compiled on different stand-alone machines.

Other Functions

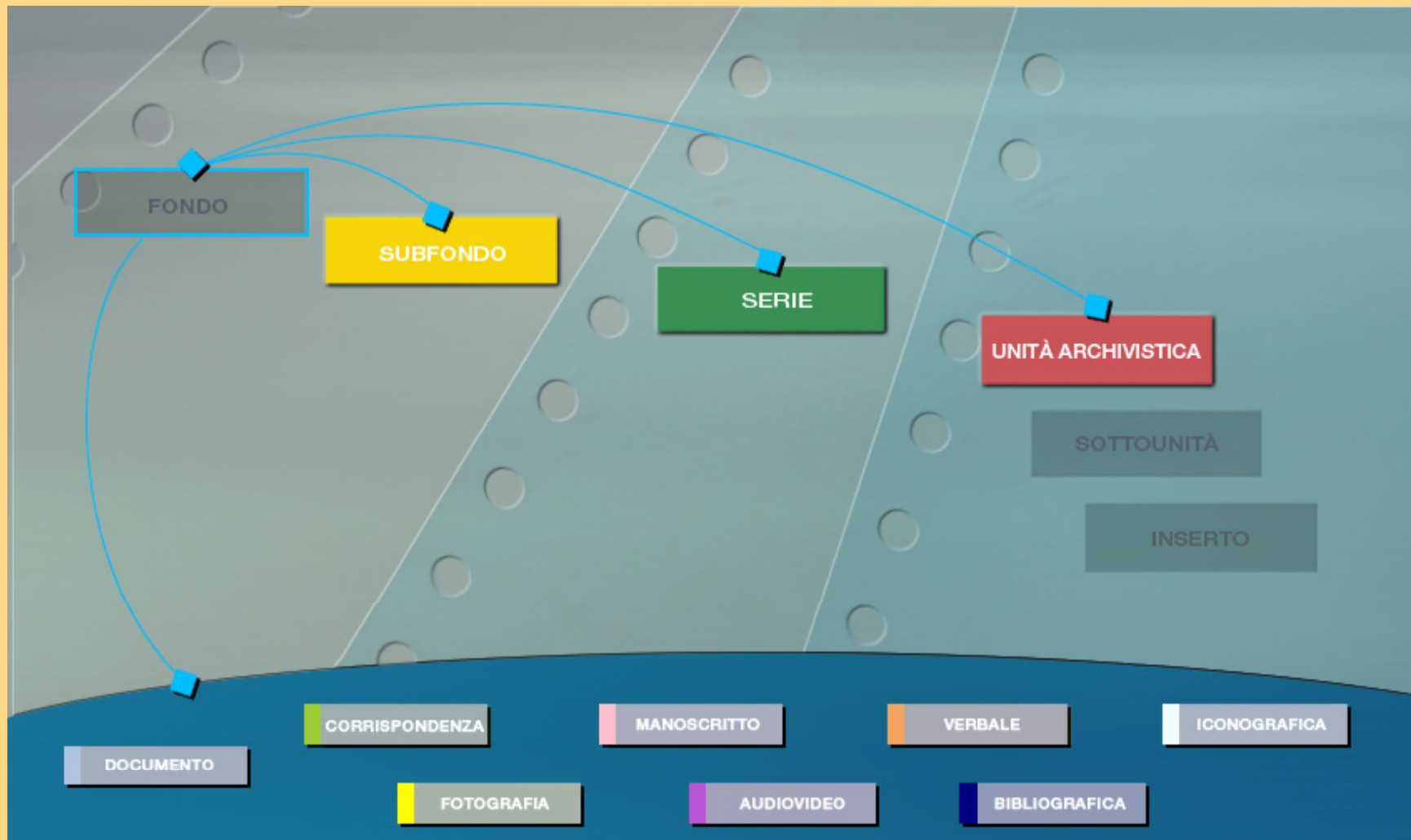
- **drag and drop or copy/paste** functions to move the papers;
- **availability of several records**, dictionaries, views on the same screen;
- **navigation** through the different hierarchical levels by direction arrows;
- **display of temporary and final number** of the archival units;
- **quick copying** of persons, organizations and place names to the index from any other field in a record;
- **automatic filling** of chronological informations;
- **immediate warning** in case of inconsistencies in dates of related levels.

Additional information

- **online help:** two help modes are available:
 - pressing the F1 key the system provides the pages of the manual for the function in use;
 - pressing the F5 key each record field comes with archival compilation instructions.
- **users and access:** three users profiles are available, with three different levels of access to the database: Administrator (full access), Archivist, Reader.
- **print:** several reports are available (inventory at document level, chronological orders of document, correspondence index, original order and references).

**The system can be used on stand-alone computers,
on local networks and through the web.**

Gea 5



New features

- **multilingual version**: starting with english and spanish, more languages soon available;
- **managing of record groups and complex level structures** (superfonds);
- **descriptive records for bibliographic items and museum objects**
- **a dedicated tool** to link records to associated objects (word files, photos, audio, video etc);

New features

- **export in XML format** (EAD/EAC standard);
- **advanced managing of images on the web;**
- **advanced managing of shelving;**
- **more functions for archival description;**
- **possibility of virtual re-arrangement of archival structures on the screen**

For more information:

www.archividelnovecento.it

➤ english version

➤ **The GEA Software**