



Lotus Domino® Application



## **GeoCom® Electronic Delivery**

Version 7.0 – September 2008

Product information

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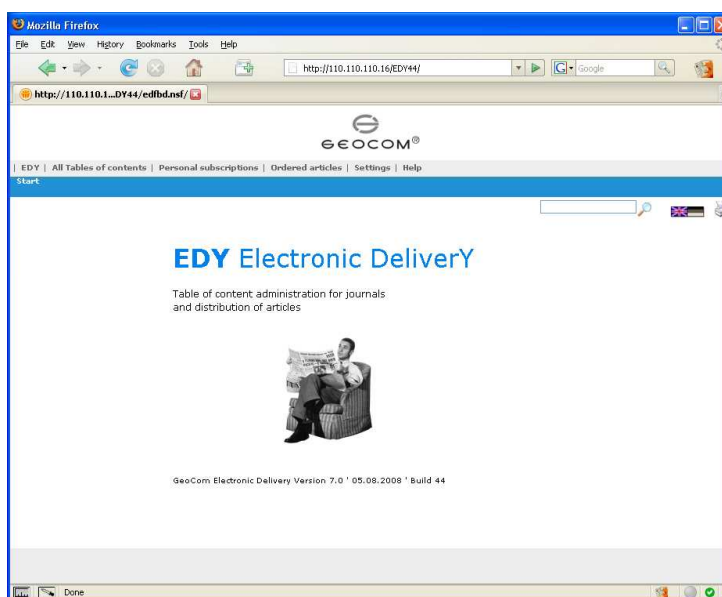
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## 1 Management Summary

GeoCom® Electronic Delivery is a content management system for subscribed periodicals. The application serves for the electronic recording and distribution of both tables of contents and articles of periodicals. It is thus convenient for lawyer co-partnerships with nationwide locations.

The overall aim is to provide readers with directories of journals and gazettes in overview and to make articles online available. And this is not only restricted to titles that are available at only one location.

By means of a standard browser, e. g. Internet Explorer, readers can easily visualise online tables of contents of subscribed journals and mark out of them articles and essays for order – independently from office hours of the library.



### Optimising the flow of information

GeoCom® Electronic Delivery represents the complete administration process – starting with incoming new issues up to the stage of articles by considering legally established conditions of the copyright. Thus, GeoCom® Electronic Delivery helps to avoid time consuming investigations and enhances the retrieval of relevant information, and brings down costs in a sustainable way by reducing the amount of manifold subscribed periodicals.

### Supporting the daily workflow

By means of GeoCom® Electronic Delivery all tasks can be done in an easy, fast and clear way. And this is not only limited to the administration of user data or the registration of new issues but also for the user specific processing of copy orders. The automatic data synchronisation with other library management systems as e. g. for GeoCom® Library serves to import periodical's data.

### Workflow

Readers may select from a digital news rack periodicals in what they are interested in and save them to their personal 'virtual' subscription. As soon as a new issue of a periodical arrives, library assistants digitise the table of content and the reader gets informed by an e-mail notification.

According to the reader's option this information is sent out daily, weekly or immediately.

Since readers can retrieve the directories online, the sending of indices by surface mail is not necessary any more. Copy orders for selected articles of issues can easily be generated by the readers themselves while editing the graphic of a digitised directory with a mouse click. Selected articles will then be sent to the readers as pdf-files.

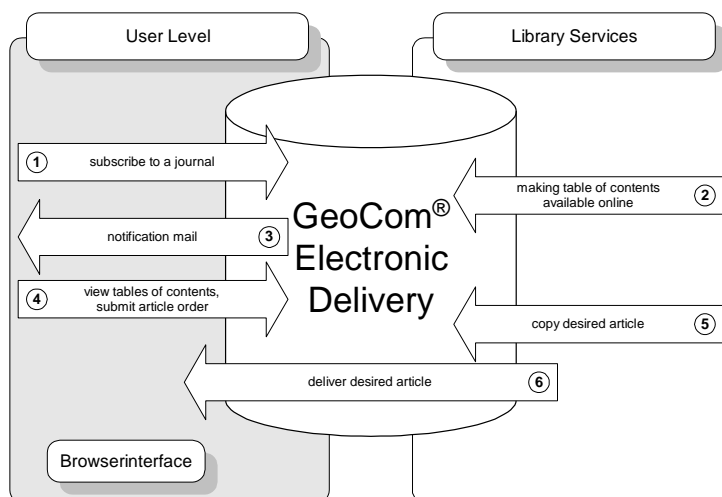


Illustration: Workflow diagram

### Numerous statistical analysis feature

GeoCom® Electronic Delivery disposes of many statistical functions that enables staff not only to see the number of copies (digitised versions) made at their own location or at other locations and period but also gives an overview of the number of copies delivered to each reader.

### Highlights for readers

- Easy access via standard internet browser
- Online retrievable directories as overview for readers
- Access to journals that are not subscribed at the own location
- Access according to journal, issue and title
- Dialogue language German and English
- Copy orders via e-mail and redlining function
- Automatically notification via e-mail when new issues have arrived
- Personal settings

### Highlights for librarians

- Intuitive and easy database handling
- User specific copy orders and order processing
- Integrated automatic data synchronisation for bibliographical data, e. g. with GeoCom® Library
- On-time digitising of tables of contents and articles
- Grouping of manifold copy orders to one single scan order

- Easy dispatching of copies by e-mail
- Considerably statistical analysis options
- Dialogue language German or English

#### **Highlights for administrators**

- Adjustment to customer specific environments, infrastructures and networks
- Central administration
- Updates without interfering work operations
- In-house-training for librarians and administrators

## **2 Working with GeoCom® Electronic Delivery**

GeoCom® Electronic Delivery is a content management system that is designed for companies, authorities, and associations that have to manage the compilation and distribution of tables of contents and articles of a numerous periodicals collection at different locations.

At this, the Lotus Domino® based electronic newspaper kiosk supports all administrative duties – from the maintenance of periodicals and user data or the registration of new journals and tables of contents up to the user specific processing of copy orders.

Independently from office hours of the library and location, directories of journals in overview are online retrievable for each reader.

### **2.1 Easy database handling**

GeoCom® Electronic Delivery is characterised by an easy database handling. The combination of functionality and ease of use leads staff members to use the content management system intuitively in the right way just from the beginning. All functions may be reached by the menu, the icon, or the action bar. This enables librarians to use the system in an effective way and reduces the training phase to a minimum.

In addition, GeoCom® Electronic Delivery disposes of sophisticated electronically features as e. g. specific electronic forms for recording new titles or for managing copy orders.

To ensure an unobstructed workflow, work steps can be handled in an effective way by using specific buttons and dialogue boxes. Through personal “subscriptions” of selected periodicals and journals user specific order processing is possible.

### **2.2 Easy management through automatic data synchronisation**

All information concerning the periodicals in stock are managed by the application GeoCom® Electronic Delivery.

Through Lotus Domino's fast replication mechanisms even stocks of periodicals at other related locations can be included in an easy way.

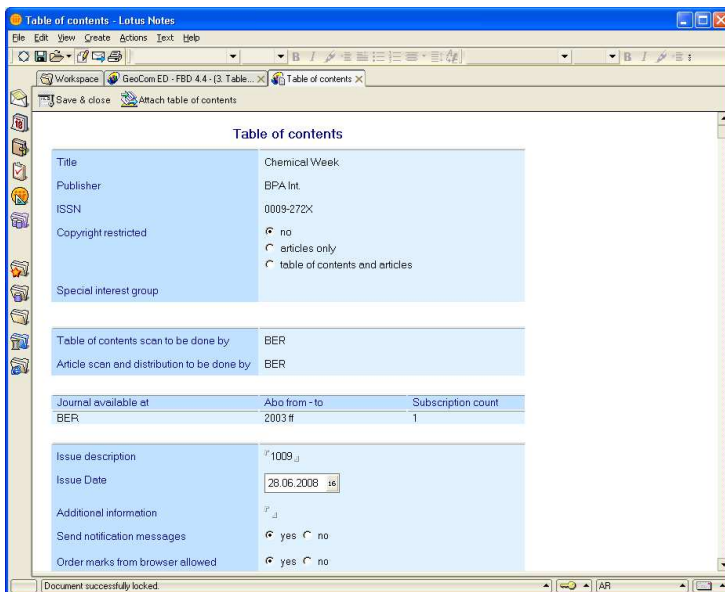


Illustration: View librarians “tables of contents“

The most convenient way to record new periodicals data is to use the database GeoCom® Electronic Delivery Import, the so-called ED Import. The synchronisation enables staff members to import periodicals’ data from other library systems as e. g. GeoCom® Library in an easy and time-saving way.

Beside the electronically way of importing periodicals data it is also possible to record new data manually. This is particularly interesting for new periodicals that are electronically not available so far.

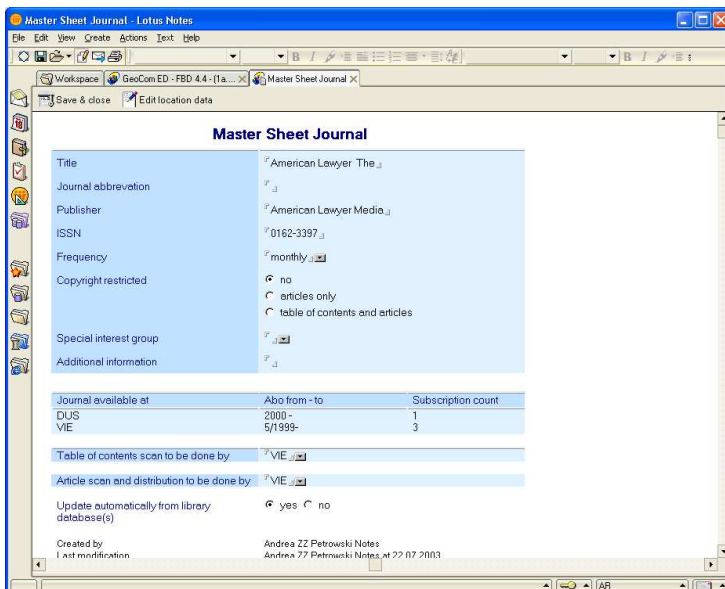


Illustration: Electronic form for recording a new periodicals title by hand

The maintenance of the periodicals’ stock in GeoCom® Electronic Delivery may be accomplished – as data import – by using the module ED Import. At this, the system automatically replicates the data with those of the used library databases.

If the import module is not available or if changes refer to the data stock

within GeoCom® Electronic Delivery, these modifications also can be accomplished manually.

**2.3 Workflow for systematic content management**

The concept of the workflow builds the basis of the content management system GeoCom® Electronic Delivery.

The way of how directories and articles are allocated leads to a faster and more effective order processing (online retrievable tables of contents in overview, delivering copy of articles as pdf-documents via e-mail).

The following diagram visualises the workflow starting with the personal “subscription” of a journal up to the completion of a copy order using GeoCom® Electronic Delivery:

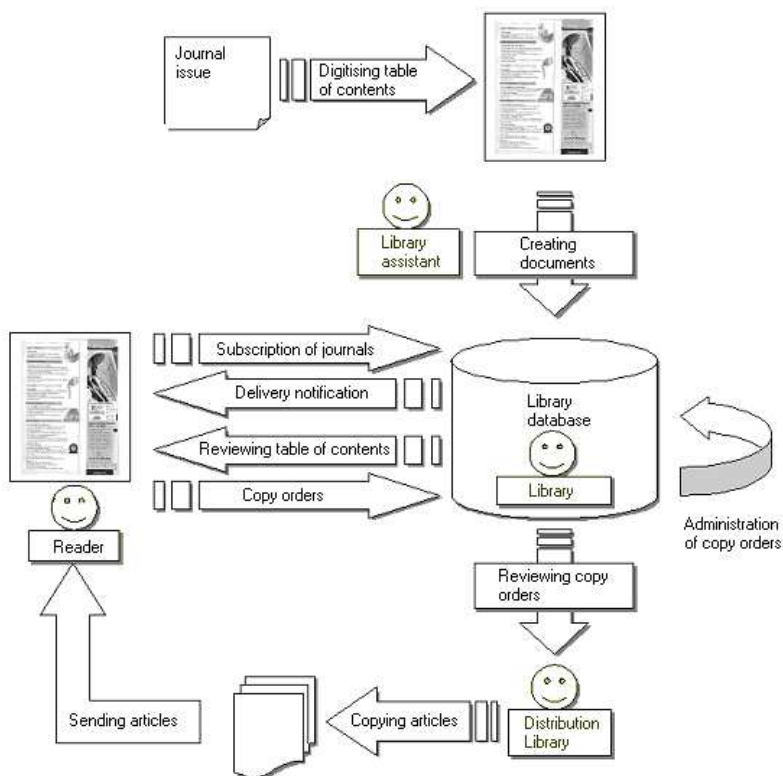


Illustration: Workflow GeoCom® Electronic Delivery

**Managing journals**

With GeoCom® Electronic Delivery librarians and their assistants administer all issues of journals (title, date of publication, etc.) available. Following this, the tables of contents will be digitised and saved as graphic to the database. Herefrom, subsequently readers may seek for and select those issues they are interested in.

### Subscribing journals

The reader decides which journal is important. Thereto the newsworthy stock of journals can be easily accessed via standard browser interface. And specific titles can be personally and ‘virtually’ subscribed by a single mouse click on the journal. This ensures that a user gets automatically informed by e-mail through the library as soon as a new issue of a specific journal has arrived.

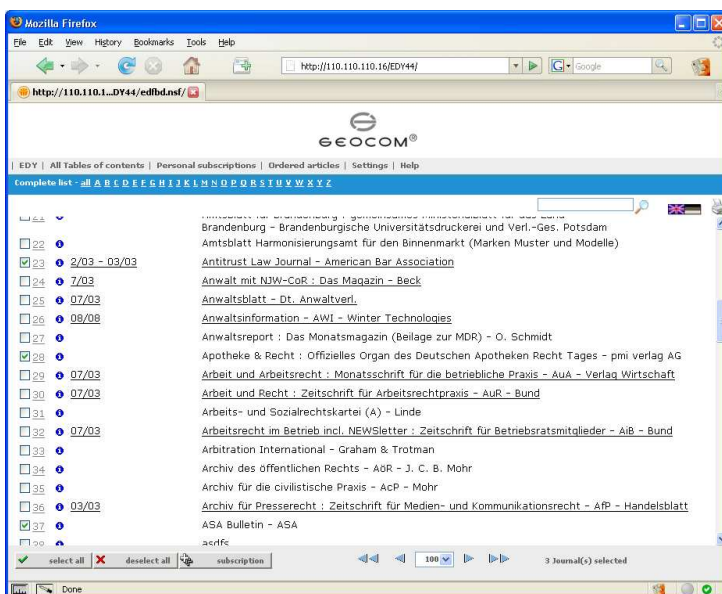


Illustration: View reader “subscription of journal”

### Digitising tables of contents

The library staff gets informed about which journals are in a personal reader’s subscription. These will be then saved to each user profile. Next to the arrival of a new issue library assistants digitise the corresponding directory and provides it to each reader.

### Ordering articles

By means of a standard browser readers may seek online for articles within all digitised tables of contents and mark single articles for order by using the so-called redlining function.

In addition, it is possible to attach specific comments to the copy order. A directory edited in this way, will then be saved. Therewith the copy order is just generated.

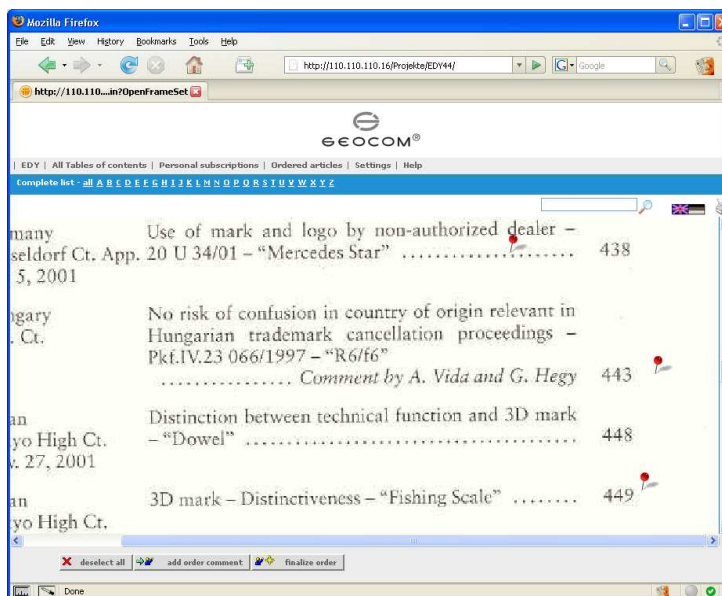


Illustration: View reader “directory with markings (Redlining function)”

### Processing copy orders

Library staff members deals with the copy order by digitising the article and sending it back to the reader as attached pdf-document by e-mail.

## 2.4 Work environment for librarians

The handling with copy orders can be carried out – as well as the maintenance of the stock of journals – in a comfortable way from a Notes client. Hereby librarians have full access to the database and also have all related functions at hand.

The different views are designed in such a manner that every assistant can retrieve the relevant data – whether responsible for recording new tables of contents, for dealing with copy orders or for maintaining the stock of journals.

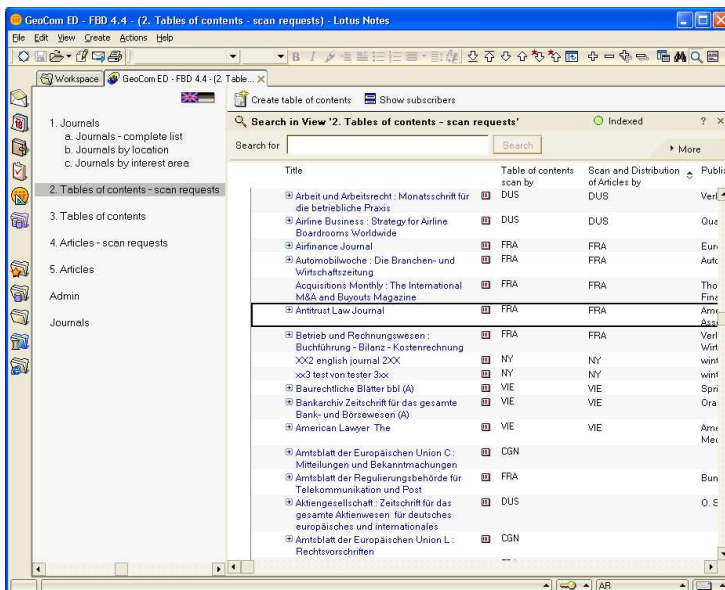


Illustration: View librarians “Tables of contents - scan requests“

## 2.5 Work environment for readers

The handling of the content management systems is from the reader’s point of view comfortable and easy: The access is given via a standard web browser. Directories of journals may be seen online and can be provided with marks to indicate an order.

The personal ‘subscription’ of journals as well as ordering copies by using the redlining function are realised via Internet browser.

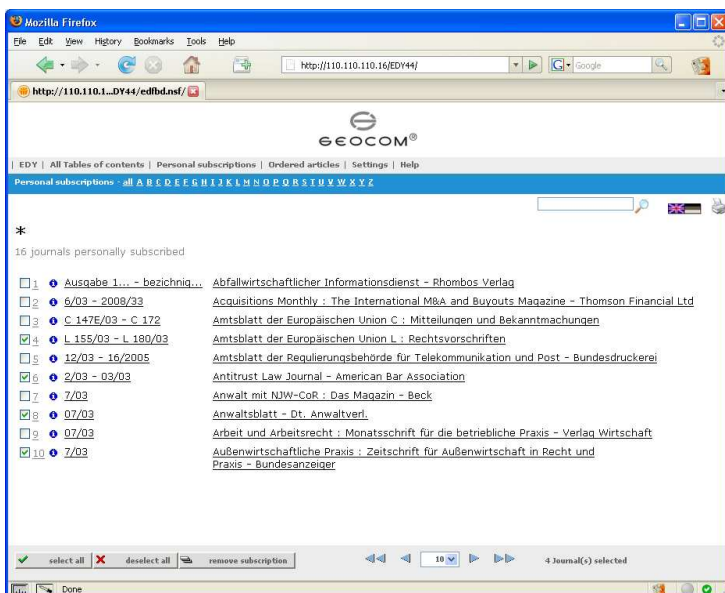


Illustration: View reader “journals personal ‘subscription““

Readers may also change within the browser interface their personal settings, e. g. administrating information with regards to date and frequency of being informed about new journals.

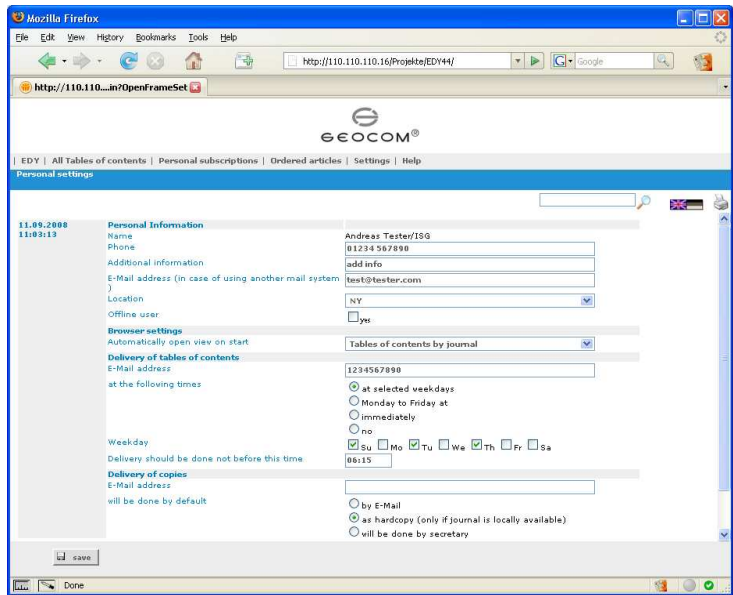


Illustration: View reader “personal settings“

## 2.6 Numerous statistical functions for evaluation

With GeoCom® Electronic Delivery miscellaneous statistics are created quickly and easily.

By user specific order processing, a detailed view of the reading habits can be generated, as for example according to:

- Which periodicals are read regularly
- Which reader has a particular interest in articles
- At which location the most copies are generated
- From which location the most copies are sent

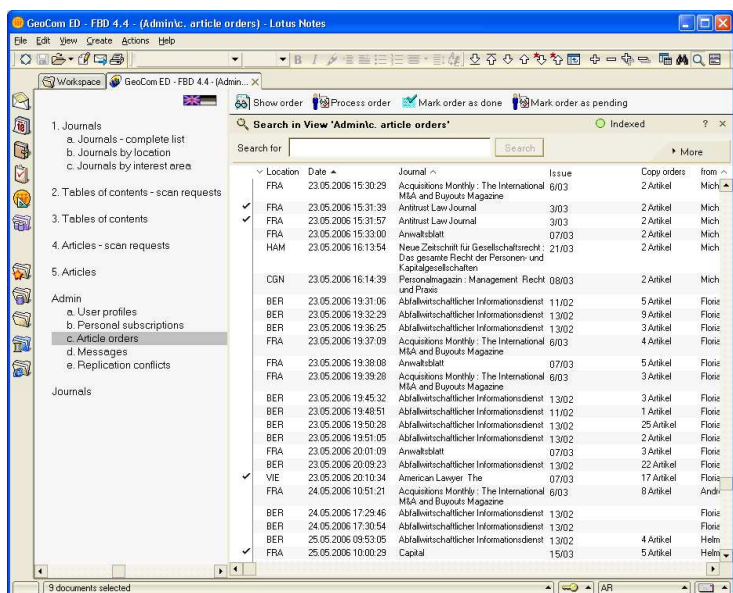


Illustration: View Librarian “Admin c. Article orders“

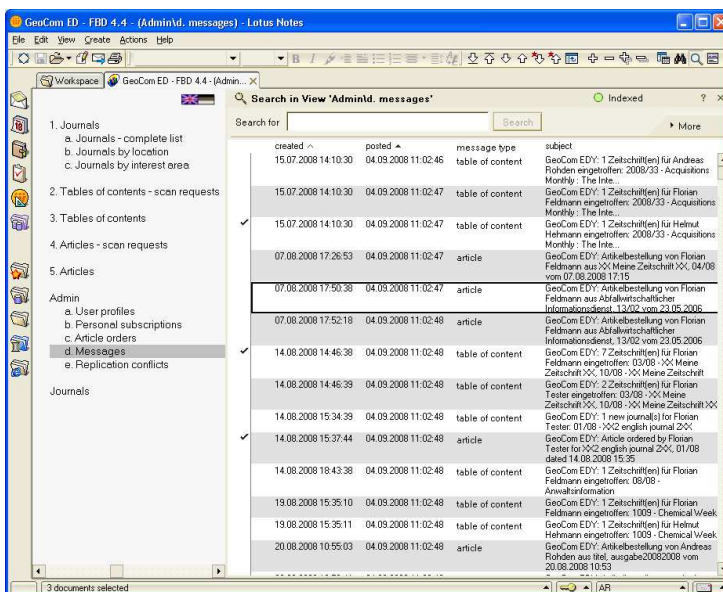


Illustration: View Librarian “Admin d. Messages“

Beside the reading habits of the users, the economic efficiency of individual subscriptions can be checked by creating statistics on the ordered copies per journal. That way, titles of the periodicals which are not needed anymore – due to a lack of interest – may be found out as well. Finally provides this evaluation facilities important facts for controlling and economic decisions.

### 3 Administration and configuration

With regards to customer-designed or company specific enhancements, the content management system is build up openly and modularly. This guarantees that GeoCom<sup>®</sup> Electronic Delivery can be integrated in already existing infrastructures and networks at any time.

Beside, the relevant security functions within the data processing (access rights and roles can be configured) the content management system can be administrated comfortably by central positions. This reduces the IT-effort to a minimum.

This convenience is not limited only to the data management but also enhanced towards the administration. That way, updates can be integrated without interfering the work operation, and the application configured according to specific parameters. This facilitates not only the workflow, but also increases the performance of the complete administration process.

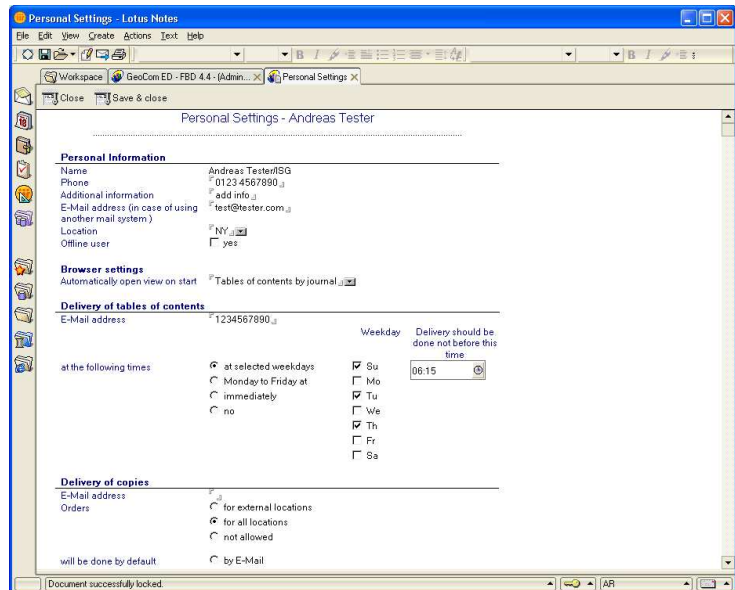


Illustration: View Administrator "Personal settings"

## 4 Enhancements

Customer specific enhancements as well as adjustments to the appropriate look-and-feel can be designed by the **ISG Information Systems GeoCom GmbH**.

More information on: [www.geocom.de](http://www.geocom.de)