



Manual

Arcinsys version 2025.2.2
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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 Bremen State Archives uses Arcinsys since 2019 as a cooperation partner together with the Niedersachsen Federal State Archives.

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

HE Hessen: <https://arcinsys.hessen.de>

**NI
HB** Niedersachsen and Bremen: <https://www.arcinsys.niedersachsen.de>

SH Schleswig-Holstein: <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>

A glossary of the most important technical terms relating to archiving and the archival information system as well as an overview of the most important symbols in Arcinsys are supplied in the section "About Arcinsys".

- <https://www.arcinsys.de/about/glossar.php>
- <https://www.arcinsys.de/about/symbole.php>

1.1 Technical requirements

Arcinsys is a web-based application that can be used without local installation. 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. You can also use Arcinsys in the responsive view on mobile devices such as smartphones and tablets that have an internet connection and an up-to-date 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:

Person	Designation
Person in general using Arcinsys	User
Person without a user account	Anonymous user
Person with user account who is logged in	Logged-in user
Person with approved request for access or transmitted access form	Approved user
Archives employee	Employee

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:

- creating a memo list (menu: Memo list);
- submitting requests for access or transmitting access forms to archives (menu: Request); and
- ordering archival items (menus: Navigator, Search, Memo list, and Order basket).

In addition for approved users (users with approved request for access or with transmitted access form):

- accessing freely accessible archival material (menu: Access);
- 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,

- submitting requests to archives to shorten terms of protection (menu: Request);
- accessing decisions for requests to shorten terms of protection (menu: Request);
- accessing archival material that is subject to terms of protection (prerequisite: assigned authorisation) (menu: Access).

Further functions are available to employees.

The modular structure of Arcinsys enables flexible use of all functions.

1.4 Organisation of Archinsys

1.4.1 User interface

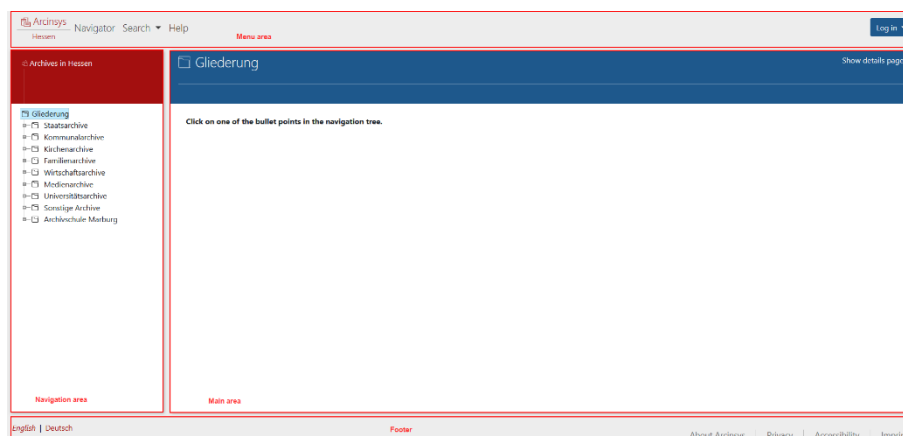
The Arcinsys programme is divided into the following areas:

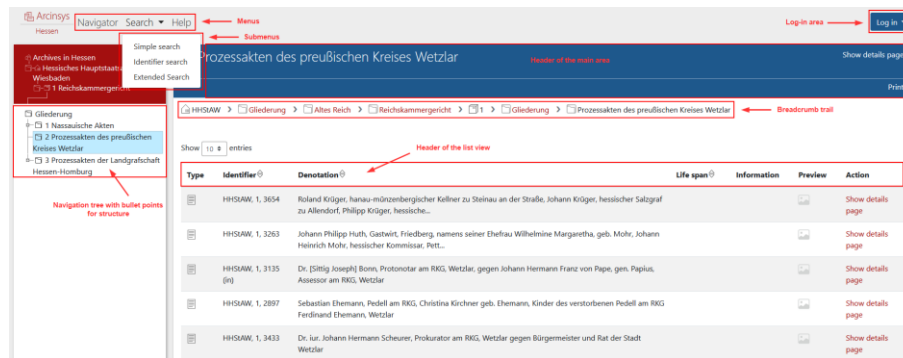
- Menu area: menus and submenus;



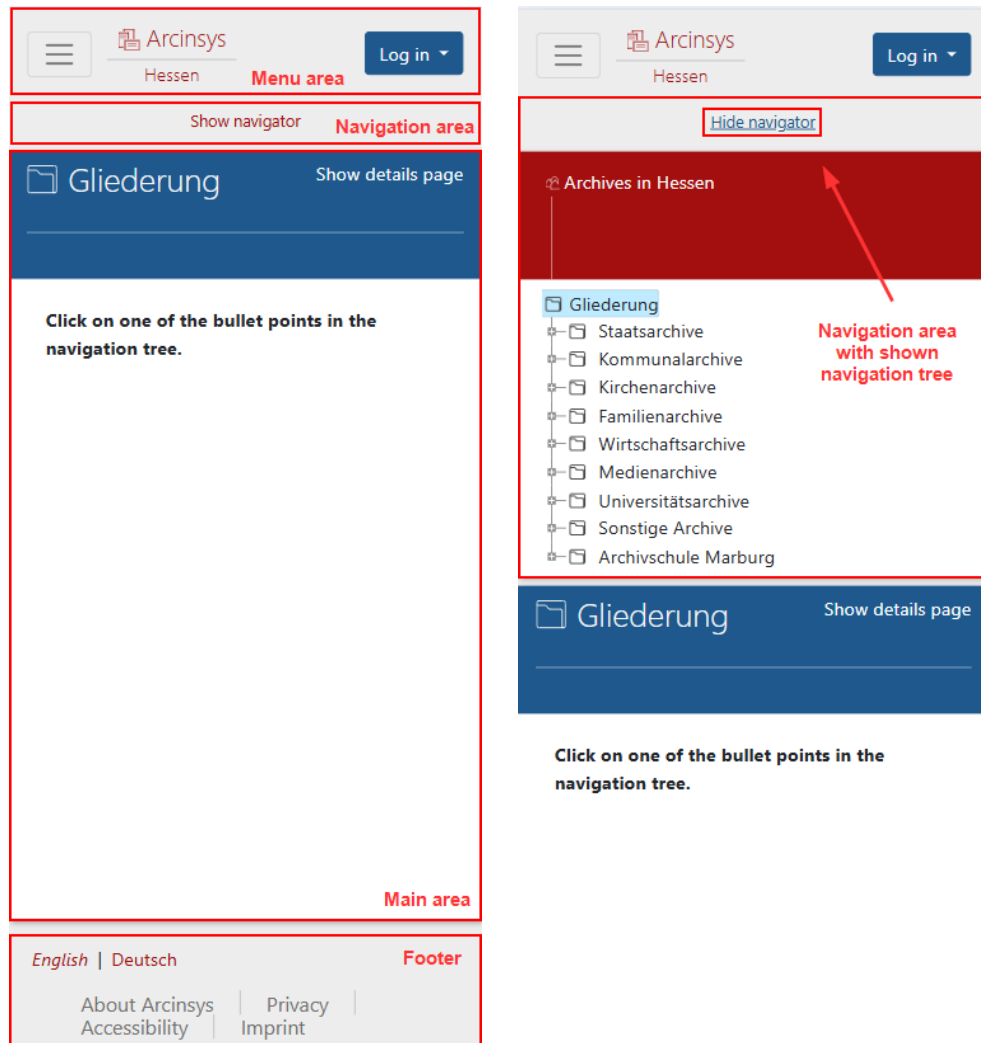
Tip: You can call up the online tutorial and the Arcinsys manual as a PDF file via the "Help" menu.

- Navigation area: navigation tree with bullet points for structure;
- Main area: area for executing commands and actions as well as area for breadcrumb trail, list view, detail view, and forms; and
- Footer: language selection (German and English), links to general information about Arcinsys, to the data protection policy, to accessibility, and to the legal notice (Impressum).






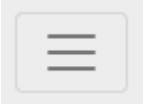


The responsive view on mobile devices, for example, is divided into the same areas:

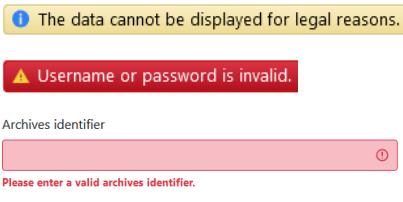


The screenshot shows the Arcinsys web application interface. At the top, there is a header with the Arcinsys logo, the text 'Hessen', a 'Log-in area' with a 'Log in' button, and a 'Log in' dropdown menu. Below the header is a 'Navigator' section with a 'Menus' label. It contains a 'Search' dropdown menu with options for 'Simple search', 'Identifier search', and 'Extended Search'. A 'Submenus' label is also present. Below the search options is a 'Help' link and a 'Show navigator' button. The main content area has a blue header with the title 'Prozessakten des preußischen Kreises Wetzlar', a 'Show details page' link, and a 'Print' button. Below the header is a 'Breadcrumb trail' showing the navigation path: 'HHStAW > Gliederung > Altes Reich > Reichskammergericht > 1 > Gliederung > Prozessakten des preußischen Kreises Wetzlar'. Below the breadcrumb trail is a 'Show 10 entries' dropdown menu. The main content area is a table with columns 'Type', 'Identifier', and 'Denotation'. The first row of the table contains the following data:

Type	Identifier	Denotation
	HHStAW, 1, 3654	Roland Krüger, hanau-

1.4.2 Control elements

Name	Example	Description
Auto-complete field	<p>Fonds identifier</p> <input type="text" value="2"/> <ul style="list-style-type: none"> 2 Mittelrheinische Reichsritterschaft 20 Chorherrenstift Diez 2001 Handwerkskammer Wiesbaden 2002 Handwerkskammer Koblenz 	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.
Drop-down list field	<p>Description model element</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>All elements</p> <p>All elements</p> <p>(Long) regestum</p> <p>Previous provenances</p> <p>File type</p> <p>File reference of execution of sentence</p> </div>	If you click the drop-down arrow next to the field, a list with possible entries appears. Click on the desired entry to adopt it into the field.
Function icon		Click on the recycle bin icon to delete a line marked with this icon.
Hamburger menu		The hamburger menu consisting of three bars is at the top left in the responsive view (e.g. on a smartphone). Click on it to display the menu selection and to select a specific menu.
Help texts		If you click on the question mark icon on the "Registration" page, a window with additional information will open. To subsequently close the window, click on the question mark icon once again.
Info icons		An info icon can be used to display a specific status or object type. 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. Tap and






Name	Example	Description
		hold an info icon in the responsive view (e.g. on a smartphone) to display the information as text.
Message	 <p>The screenshot shows a message box with two error messages: a yellow one with an information icon stating 'The data cannot be displayed for legal reasons.' and a red one with a warning triangle stating 'Username or password is invalid.' Below these is a form field labeled 'Archives identifier' with a red border and a red 'x' icon, and a red error message below it: 'Please enter a valid archives identifier.'</p>	A message either contains information about an executed action or a note on a missing or invalid entry.

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:

-  Bremen
-  Hessen
-  Niedersachsen
-  Niedersachsen und Bremen
-  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.
-  Responsive view: Note on differences between the responsive view on smaller screen sizes or mobile devices and the otherwise described desktop view.

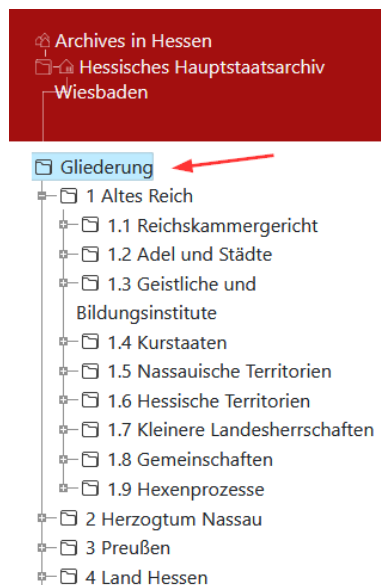
2 Navigator

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.

 Responsive view: Tap on the hamburger menu at the top left and select the "Navigator" menu. Then tap on "Show navigation tree" to show the navigation tree.

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.



A double 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 in the navigation tree."

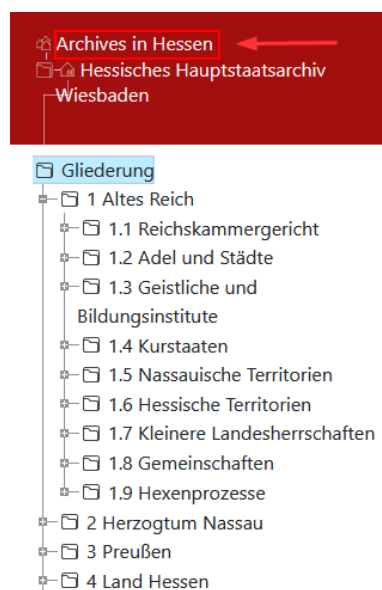
In order to access a lower structure level, click on "View content" in the list view in the main area in the corresponding line.

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 "View content" in the corresponding line of the list. The navigation tree now displays the tectonics of the archives.

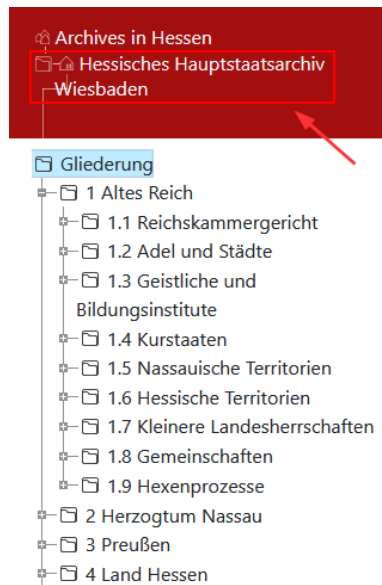
When you click on a bullet point in the navigation tree of the archival tectonics, the fonds series and fonds assigned to the bullet point will be displayed in the list view. In order to access the fonds of a fonds series, click on "View content" in the corresponding line of the list. In order to return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

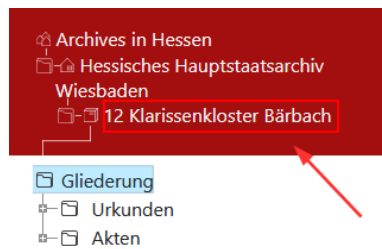
In order to access the level of the archival landscape of a federal state, click on "Archives in (...)" in the header of the navigation tree.



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



2.2 Breadcrumb trail

As soon as you select a bullet point in the navigation tree in an archives, the corresponding breadcrumb trail is displayed in the main area above the list view.



The breadcrumbs show the trail along the navigation tree up to the currently selected object and thus your current hierarchy level. The individual breadcrumbs in red each provide links to the higher-level bullet points or series in the navigation tree. Click on them to switch directly to another level.


2.3 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 description model of the object as text: Tap and hold the icons in the responsive view (e.g. on a smartphone) to display the information as text.

 Archives

 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.


- **Denotation:** 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 denotation is displayed in the list.

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

- **Information:**
The following info icons provide additional information. The corresponding information is displayed as text using the mouseover function. Tap and hold the icons in the responsive view (e.g. on a smartphone) to display the 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.

- **Preview:** Published digital copies, meaning freely available for use without logging in, are displayed by a preview image.

- Action: The links "Show details page" and "View content" enable the selection of various levels. Logged-in users can adopt archival items onto their memo list using the link "Bookmark" (see 5 Memo list). For ordering, logged-in users can add archival items to the order basket using the link "Into the order basket" (see 7.1 Add archival items to the order basket).

 Tip: If you have already placed the description in the order basket, the link "Into the order basket" is replaced by the displayed text "Is in order basket". After the order has been sent, the text will read "Already ordered" for as long as the archives has not yet reshelled the description.

List view of fonds:

Gewerkschaften und Berufsverbände Show details page
Print

HHSIAW > Gliederung > Bestände nichtstaatlicher Herkunft > Organisationen und Einrichtungen > Gewerkschaften und Berufsverbände

Show 10 entries

Type	Identifier	Denotation	Life span	Information	Preview	Action
	HHSIAW, 2058	Deutscher Gewerkschaftsbund (DGB) - Kreisbüro Frankfurt a.M.				Show details page View content
	HHSIAW, 2029	Deutscher Gewerkschaftsbund (DGB) - Kreisbüro Wiesbaden-Rheingau-Taunus, Wiesbaden				Show details page View content
	HHSIAW, 2030	Deutscher Gewerkschaftsbund (DGB) - Zweigbüro Hoch- und Main-Taunus-Kreis, Bad Homburg				Show details page View content
	HHSIAW, 2028	Verband Hochschulen und Wissenschaft im Deutschen Beamtenbund (DBB) - Landesverband Hessen				Show details page View content

List view of descriptions:

Sitzungen und Konferenzen Show details page
Print

HHSIAW > Gliederung > Bestände nichtstaatlicher Herkunft > Organisationen und Einrichtungen > Gewerkschaften und Berufsverbände > 2058 > Gliederung > Allgemeine Verwaltung > Sitzungen und Konferenzen

Show 10 entries

Type	Identifier	Denotation	Life span	Information	Preview	Action
	HHSIAW, 2058, ...	Projektgruppe "Arbeit und Leben"				Show details page View content
	HHSIAW, 2058, ...	Deutscher Umwelttag in Frankfurt am Main 1992				Show details page View content
	HHSIAW, 2058, ...	Kreisbeamtenausschuß				Show details page View content
	HHSIAW, 2058, 1	Ausschüsse, Gremien	1981 - 1990			Show details page

List view of descriptions with digital copies for use:

Aachen Show details page
Print

HSTAD > Gliederung > Sammlungen und Karteien > R 4 > Gliederung > Orte und Regionen in Deutschland > Orte A > Aachen

Show 10 entries

Type	Identifier	Denotation	Life span	Information	Preview	Action
	HSTAD, R 4, 11319 UF	Aachen, Landsitz v. Luttlitz bei Aachen / Außenansicht mit Grundrissen von Erdgeschoss und erstem Stockwerk	1906 - 1906			Show details page
	HSTAD, R 4, 15424	Aachen, Marschierort	1908 - 1908			Show details page
	HSTAD, R 4, 32536	Aachen, Münster (Dom), St. Foilan und Rathaus	1909 - 1909			Show details page

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.
- **Sort entries:** To sort a list according to a specific column in ascending or descending order, click on the corresponding arrows next to the desired option. The appropriate arrow is displayed in black, thereby indicating the selected sort sequence.



Responsive view: If one or more columns are too long for the first line of a list due to the screen or display size, the information is displayed in additional lines below. Sorting is not possible for these lines.

- **Scroll:** Use the scroll function at the end of the list view to go to the next, to the previous or to a specific page in the list.
- **Number of lines per page:** You can enter the number of lines to be displayed per list page (10, 25 or 50) above the header of the list view.

In order to call information for a selected bullet point in the navigation tree, click on "Show details 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 "Show details page" in the column "Action" in the corresponding line of the list view.

2.4 Details page

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

Details 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.

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

Details 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 "Print" and "Back" can be selected via links. Below this is the breadcrumb trail of the object for which the details page is called up (not available on the details page of archives and bullet points of the archival landscape). Besides complete identifier, the main area contains content-related information on the object (such as title and life span) and other information.

655 Back
Print

HHSAAW > Gliederung > Altes Reich > Reichskammergericht > 1 > Gliederung > Nassauische Akten > Prozessakten > 655 Show context

Complete identifier
HHSAAW, 1, 655

Civil trial record

Identification (trial record)

Title	Johann Heymann, Netzbach gegen Witwe von Friedrich Heymann Anna Elisabeth, Jost Heymann, Netzbach
Life span	o.J.
Provenance (justice)	
(Previous) provenances	Nassau-diezische vormundschaftliche Regierungskartei 1723 Annahme am RKG nicht zu ersehen
Further information (trial record)	
Facts of the case	Anspruch des Klägers als ältester Sohn auf alleinige Erbfolge im Hof bei Netzbach (1577 vom St.-George-Sohn in Limburg der Familie Heymann mit Erbansrecht übertragen) (unvollständig)
Notes	
Includes	Lediglich die Entscheidungsgründe für das erstinständige Urteil und darin einen Auszug aus der Nassau-katzenelnbergischen Landesordnung

If authority files are linked to a description, the according information is displayed in a separate section "Authority files and further links".

Complete identifier
HHSAAW, 301171, 3910 v

Map / Plan

Identification (map / plan)


Title	Grundriß der Stadt Alsfeld
Dating	1961
Place	Alsfeld
Information on manufacturer	
Printer / Publisher	Hessisches Landesvermessungsamt
Further information (map / plan)	
Scale	1:5000
Number of sheets	1
Accession number	35/1968
Authority files and further links	
Alsfeld	
GND: 074001366-2 ; GeoNames: 2998128	

There are also the corresponding representations of the item listed on the details page of the descriptions in the section "Representations". The "Type" column lists the appropriate description model of the representation.

If a digital copy is contained in the description, this will be displayed via the "Show digital copies" button and, if available, by one or more preview images of the digital copy. In order to view the digital copy, click on the button or on one of the preview images.

510 Back
Print

HSAAD > Gliederung > Sammlungen und Karten > R 4 > Gliederung > Orte und Regionen in Deutschland > Orte > Bad Lauterberg > 510 Show context



[Show digital copies](#)

Complete identifier
HSAAD, R 4, 510

Picture / Photograph

Identification (picture)

Title	Bad Lauterberg (Harz), Hotel und Pension Zum Eigenkopf
Dating	1897
Original dating	[um 1897], datiert 25. April 1897

The following functions are available on the details page:

- "Print": In order to print the details page, click on this link and execute your browser's print function.
- "Back": Click on this link to return to the previous page. The details page of a bullet point takes you to the list view of the objects associated with that bullet point. The details page of an archives, a fonds series, a fonds, an item series or a description takes you to the list view of the level of the particular object. Click on "Back" on the details page of a representation to return to the corresponding description.
- "Show context" (not available on the details page of bullet points and representations): Click on this link on the details page of an archives, a fonds series, a fonds, an item series or a description to go to the list view of the level of the particular object.
- "View content" (not available on the details page of descriptions and representations): By clicking on this link, you leave the details 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.

The following functions are moreover available to logged-in users:

- "Bookmark": To adopt the description to your memo list, click on this link. For more information on the memo list, see 5 Memo list.
- "Into the order basket": To add the description to your order basket, click on this link. The further order procedure is described in 7.2 Order archival items. The further order procedure is described in 7.2 Order archival items.



Tip: This link is only shown for descriptions with at least one representation.



Tip: If you have already ordered the description, and the archives has not reshelfed it yet, the link is replaced by the displayed text "Already ordered".



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 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. "Ems dispatch").

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). To do so, enter a time period in the "Time period from" and "Time period to" fields. 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 "Time period 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 "Time period 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".

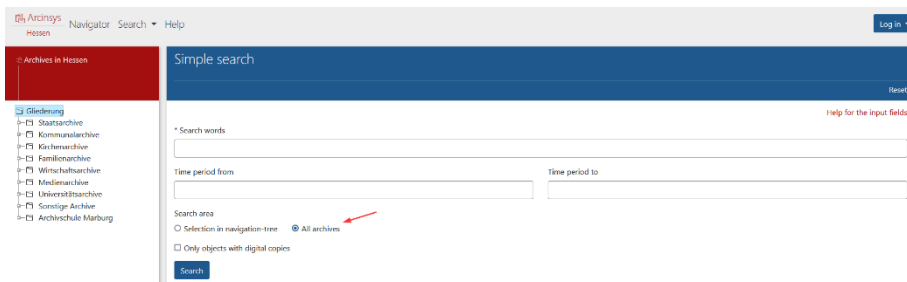
Enter one or more words in the field "*Search words" (mandatory field). The search words must have at least two characters (letters and/or numbers).

 **Tip:** The numbers in brackets behind the words in the drop-down 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 "Time period to".

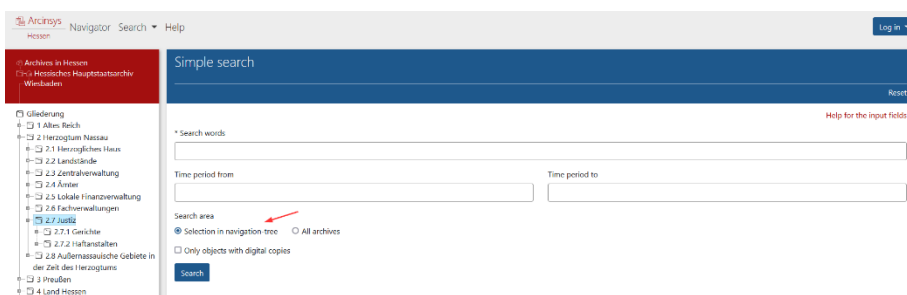
Use the radio buttons to define the options for the search range:

- "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.



The screenshot shows the Arcinsys Simple search interface. On the left, there is a navigation tree with a red header 'Archives in Hessen'. The search area is set to 'All archives', indicated by a red arrow pointing to the selected radio button. The search fields include 'Search words', 'Time period from', and 'Time period to'. A 'Search' button is located at the bottom left of the search area.

- "Selection in navigation-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.



The screenshot shows the Arcinsys Simple search interface. In the navigation tree on the left, the 'Herzogtum Nassau' section is highlighted in blue. The search area is set to 'Selection in navigation tree', indicated by a red arrow pointing to the selected radio button. The search fields and 'Search' button are the same as in the previous screenshot.

If you want to make a different selection in the navigation tree, go to the required point in the navigation tree and select it. Then open the search menu again and select the search area "Selection in navigation-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".

Search area

Selection in navigation-tree All archives

Only objects with digital copies

Search



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 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 field "Archives identifier" and optionally the identifier of the fonds in the field "Fonds identifier" and the identifier of the archival item in the 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.

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".

Use the radio buttons to define the options for the search range:

- "All archives" (see 3.2 Simple search). This is the option preset by default in Hessen.
- "Selection in navigation tree" (see 3.2 Simple search). This is the option preset by default in Niedersachsen, Bremen, and 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.

Extended search

Search area
 Selection in navigation-tree All archives Following selection

Archives identifier Fonds identifier

Archives identifier Fonds identifier




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

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 "Time period to".

You can limit your search to a certain description model by selecting the desired model from the drop-down list in 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 field "Description 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 "Description element".

HE Hessen:

All description models and elements:


Extended search


Search area
 Selection in navigation-tree All archives Following selection

Archives identifier

Archives identifier

Time period from

Description model
 All models 

All elements (dropdown menu):
 All elements
 (Long) registum
 Previous provenances
 File type
 File reference of execution of sentence
 Alias name
 Former identifier
 Workplace
 Essay
 Project initiator
 Design
 Author
 Person in charge
 Treatment proposal
 Access
 Occupation
 Special circumstances
 Custodial history
 All elements 

Elements of the description model "Register":


Extended search


Search area
 Selection in navigation-tree All archives Following selection

Archives identifier

Archives identifier

Time period from

Description model
 Register 

All elements (Register) (dropdown menu):
 All elements (Register)
 (Previous) provenances
 Former identifier
 Reference number
 Also contains
 Descriptors
 Includes
 Also includes
 Place of finding (sheet / page)
 Life span
 Organisation number and file reference
 Other authority identifiers
 Title
 Additional information
 Intermediate archival identifier
 All elements (Register) 

NI HB SH Niedersachsen and Bremen, Schleswig-Holstein:

All description models and elements:


The screenshot shows the 'Extended search' interface. On the left, there are search filters: 'Search area' with radio buttons for 'Selection in navigation-tree', 'All archives' (selected), and 'Following selection'; two 'Archives identifier' text boxes; a 'Time period from' text box; and a 'Description model' dropdown menu currently set to 'All models'. On the right, a dropdown menu is open, listing various description elements. A red arrow points to the 'All models' dropdown on the left, and another red arrow points to the 'All elements' dropdown at the bottom of the right-hand menu.

Elements of the description model "Item description":


This screenshot is similar to the one above but shows the 'Description model' dropdown set to 'Item description'. The right-hand dropdown menu is also open, but it is filtered to show only elements relevant to the 'Item description' model. A red arrow points to the 'Item description' dropdown on the left, and another red arrow points to the 'All elements (Item description)' dropdown at the bottom of the right-hand menu.



Tip: If a description element is used in more than one description group, the selection in the field "Description element" will cause a search in all so-called description elements, regardless of the description group.

 Example: The description element "Name of institution" is used in the description groups "Postal address" and "Visiting address". If the element is selected, the search will be conducted in both description elements.

Enter one or more words in the field "Search words".

 Tip: The numbers in brackets behind the words in the drop-down 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".

Description model
All models

Description model element
All elements

Description model element
All elements

Description model element
All elements

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 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 ("Hits per archives"). The results are sorted by the number of hits in descending order. The individual results are displayed in a list view.






The screenshot shows a search results page. On the left, there is a facet tree titled "Hits per archives" with a red header. It lists various archives with their respective hit counts, such as "Hessisches Staatsarchiv Marburg (141)". A red arrow points to the "All hits (298)" label. On the right, there is a "Result list" section with a blue header. It displays a table of search results with columns for Type, Identifier, Denotation, Life span, Information, Preview, and Action. The table contains five rows of results, each with a checkbox, an identifier, a denotation, and links for "Show details page" and "View content".

Type	Identifier	Denotation	Life span	Information	Preview	Action
<input type="checkbox"/>	HSAM	Gesundheits- und Sozialwesen				Show details page View content
<input type="checkbox"/>	HSAM, 408	Gesundheits- und Badepolizei				Show details page View content
<input type="checkbox"/>	HSAM, 156 e	Gesundheits- und Versorgungswesen				Show details page View content
<input type="checkbox"/>	HSAM, 235	Gesundheits- und Wohlfahrtswesen				Show details page View content
<input type="checkbox"/>	StadtA KS, 5.3	Gesundheits- und Fürsorgewesen				Show details page View content



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 further more 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: Tap and hold an info icon in the responsive view (e.g. on a smartphone) to display the 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 below the list to view further results. You can enter the number of lines to be displayed per list page (10, 25 or 50) above the header of the list view.

Use the respective sort function in the header of the list view to sort the result list by identifier, denotation or life span in ascending or descending order.



Responsive view: If one or more columns are too long for the first line of a list due to the screen or display size, the information is displayed in additional lines below. Sorting is not possible for these lines.

Additional information is displayed in the column "Information" via the following info icons. The mouseover function also displays the appropriate information as text. Tap and hold an info icon in the responsive view (e.g. on a smartphone) to display the 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 by a preview image in the column "Preview".

In order to display the details page of a result, click on the link "Show details page" in the column "Action" in the corresponding line. The search word is color-highlighted on the details page.









Tip: The details page opens in the same tab. You can return to the result list by clicking on "Back".

Clicking "View content" 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.

Result list

Show 10 entries

Type	Identifier	Denotation	Life span	Information	Preview	Action
	HHS1AW, 483	Kreisleitung Maintaunus-Obertaunus				Show details page View content
	HHS1AW, 435, 24835	Landeskulturplanung - Meliorationsplanung - (Maintaunus)	1936 - 1945			Show details page Into the order basket Bookmark
	HHS1AD, Q 4, 8/78-Z/12	Maintaunus - Field Advisor Report	1946 - 1948			Show details page Into the order basket Bookmark

To adopt a description to your memo list, click on the link "Bookmark" in the corresponding line (see 5 Memo list).

To adopt a description to the order basket, click on the link "Into the order basket" in the corresponding line (see 7.1 Add archival items to the order basket).



Tip: If you have already ordered the description, and the archives has not reshelfed it yet, the link is replaced by the displayed text "Already ordered".

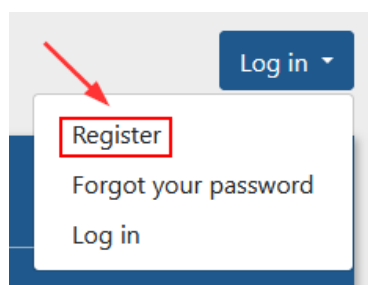
4 Registration and log in

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 to an archives when you submit a request for access or fill out an access form (see 6 Submitting requests for access or access forms).

In order to register, click on the button "Log in" in the menu area. Select the link "Register" from the options offered.



The "Registration" page is displayed. Mandatory fields are marked with *.

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 .).

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 in each access form or 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 access form or a request for access. The address details can be changed as required when they are adopted into the request or into the form.

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.

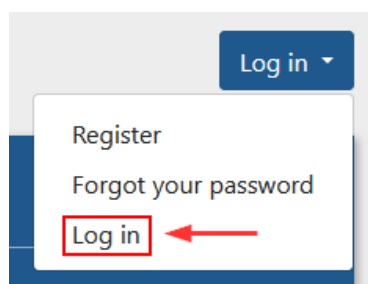
Click on the button "Register" to complete the registration. A new window opens to confirm successful registration. You have the options of clicking the buttons "Go to log in" for immediately logging in or "Log in later" for logging in another time.

4.2 Log in


 Prerequisite: Registration in Arcinsys.

After log in, you can use the memo list (see 5 Memo list) for saving your research results; and you can submit requests for access to archives or fill out access forms (see 6 Submitting requests for access or access forms).

Click on the button "Log in" in the menu area and select the link "Log in" from the options offered.



The log-in page opens. Enter your username and your password. Click on the "Log in" button.

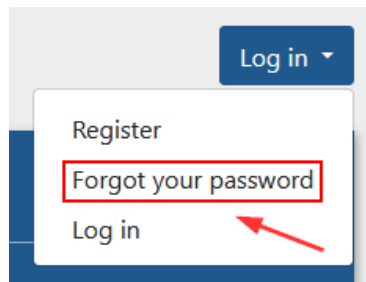
 Attention: If you leave the application inactive for 30 minutes, you will be automatically logged out.

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 or access forms. The new data will be used only for new requests for access or new access forms.

4.4 Reset a forgotten password

If you have forgotten your password, click on the button "Log in" in the menu area and select "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 Memo list

✓ Prerequisite: Log in to Arcinsys with username and password

If you are logged-in as a user, you will find the link "Bookmark" in the column "Action" for each archival item on a list (see 2.3 List view and 3.5 Result list).

The screenshot shows a memo list for the period 1300-1370. The list contains three entries, each with a 'Bookmark' link in the 'Action' column. A red arrow points to the 'Bookmark' link in the first row.

Type	Identifier	Denotation	Life span	Information	Preview	Action
	HHSIAW, 12, U 3 a	Gottschalk, armer Diener Gottes ("homo pauperculus et inutilis dei servus"), schreibt dem Erzbischof Baldwin von Trier, Erzkanzler in Gallien, Graf G	1344 - 1344			Show details page Into the order basket Bookmark
	HHSIAW, 12, U 17	Konrad von Schönborn verleiht zugleich namens seines Schwagers Heidenreich von Seelbach und dessen Frau Gertrud, seiner Schwester, dem Nonnenkloster v	1357 - 1357			Show details page Into the order basket Bookmark
	HHSIAW, 12, U 44	Schwester Lyfmut, Äbtissin des St. Klarenordens zu Bärbach ("zur Berp-"), und der Konvent daselbst bekunden, daß sie Heinrich Schreingin von Weinhau (1368 - 1368			Show details page Into the order basket Bookmark

The link "Bookmark" is also on the details page of a description in the header of the main area.

The screenshot shows the details page for item U 3 a. A red arrow points to the 'Bookmark' link in the header area.

The description is adopted to the memo list by clicking the link. The memo list can hold up to 100 descriptions. When this capacity is reached, the text "Memo list is full" appears instead of the "Bookmark" link in the "Action" column.

Open the menu "Memo list" to access your memo list. The number of positions currently listed and contained in total on the memo list is indicated at the bottom of the page. If the memo list has several pages, you can use the scroll function below the list to view further memo list items. You can enter the number of lines to be displayed per list page (10, 25 or 50) above the memo list.

To empty the memo list, click on the link "Clear memo list" in the header of the main area. To transmit all memo list positions into the order basket, click "All into the order basket" in the header of the main area. In order to delete a description from the memo list, click on "Remove" in the appropriate line in the "Action" column.

The screenshot shows a memo list with two entries. The first entry has a 'Remove' link in the 'Action' column, indicated by a red arrow.

Identifier	Denotation	Life span	Information	Action
HHSIAW, 1, 1017	Johann Flach von Schwarzenberg und seine Frau Kunigunde geb. von Lindau, Großwinternheim gegen Ottilie von Seldeneck, Witwe von Johann von Bellers...	1515 - 1515		Show details page Into the order basket Remove
HHSIAW, 1, 1026	Heinrich Liepmann, Oestrich, Rheingau gegen Conrad Benden, Mittelheim, Rheingau	1518 - 1518		Show details page Into the order basket Remove

To order descriptions from your memo list, see 7.1 Add archival items to the order basket and 7.2 Order archival items.

If descriptions that can be ordered are not in the order basket yet, the link "Into the order basket" is displayed in the "Action" column.

If descriptions already are in the order basket, the text "Is in order basket" is displayed in the "Action" column.

If you have already ordered the description, and the archives has not reshelfed it yet, the text "Already ordered" is displayed in the "Action" column.

Orders that have already been placed are marked with a green check in the "Information" column. The order remains valid even after removing the position from the memo list.

Identifier #	Denotation	Life span	Information	Action
HHQAWK. 1, 1026	Heinrich Liepmann, Oestrich, Rheingau gegen Conrad Bendes, Mittelheim, Rheingau	1518 - 1518	✓	Show details page Already ordered Remove
HHQAWK. 1, 1033	Friedrich Loer, Ratsmitglied in Limburg gegen Michael Leyendecker, Weilburg	1528 - 1529		Show details page Into the order basket Remove
HHQAWK. 1, 1040	Dr. jur. Johann Lump, RKG-Advokat, Nürnberg, dann auch Caspar Mart als RKG-Fiskal gegen Albrecht Moer, Schuttheil in Oberwiddersheim	1522 - 1529		Show details page Into the order basket Remove

In order to export the memo list as CSV file, click on the "CSV" link in the header of the main area. The CSV file contains all columns except "Action". In order to print the memo list, click on the "Print" link in the header of the main area and execute your browser's print function.

The list can be filtered by all table contents using the field "Search" immediately above the list. As soon as you make an entry, only the descriptions containing the entered character or the entered character string will be displayed.

Clear memo list All into the order basket CSV Print

Frequently asked questions

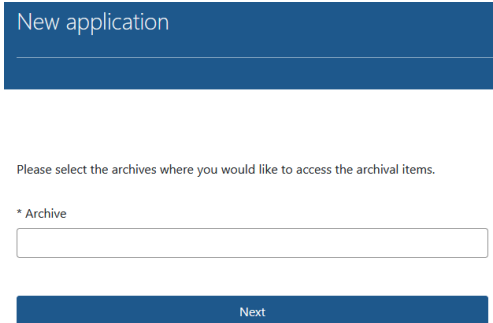
Search:

6 Submitting requests for access or access forms

✓ Prerequisite: Log in to Arcinsys with username and password

Depending on the particular archives, either an approved request for access or a filled-out access form, which does not need to be approved, will be required for accessing archival material.

In the menu "Request", open the submenu "My requests for access and access forms". Click the button "New application" in the main area. The page "New application" opens.



New application

Please select the archives where you would like to access the archival items.

* Archive

Next

Use the drop-down list of the mandatory field "**Archives" to select the archives where you would like to access the archival items.

💡 Tip: If the desired archives is not available for selection, then it is not participating in the module "Request" in Arcinsys. Please refer to this archives in a different way.

Click on the button "Next". This opens the page "Create new access form" or "Create new request for access", depending on the archives.

6.1 Submit a request for access

The "Personal details" from the user account/registration form will be automatically adopted into this form. Update the contact data if necessary.

Create new access request

Access at

Stadtarchiv Weiterstadt (StadtA Weit)

Personal details

Last name

Testnutzer

First name

Max

Occupation / scientific qualification

* Street and house number

State

* Postal code

* City

E-Mail

Phone

Client

Complete the missing entries in the mandatory fields marked with *.

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 boxes for "Data protection" and "Archival law". Click on the button "Next".

The page "Check request for access" opens. The page contains all your entries.

Click on the button "Correct" to make changes or additions. The page "Create new request for access" with your entries opens again. You can now make changes. Then click on the button "Next". The page "Check request for access" opens again with the updated entries.

Transmit the request for access to the selected archives by clicking on the button "Send".

Further requests for access or access forms are required if you want to select other archives. A further request for access is required at the same archives if you change the subject. 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.

6.2 Fill out access form

The "Personal details" from the user account/registration form will be automatically adopted into this form. Update the contact data if necessary.

Create new access form

Access at
Hessisches Hauptstaatsarchiv Wiesbaden (HHStAW)

Personal details

Last name First name

Address

* Street and house number State

* Postal code * City

E-Mail Phone

Check the boxes for "Data protection" and "Archival law". Click on the button "Next".

The page "Check access form" opens. The page contains all your entries.

Click on the button "Correct" to make changes or additions. The page "Create new access form" with your entries opens again. You can now make changes. Then click on the button "Next". The page "Check access form" opens again with the updated entries.

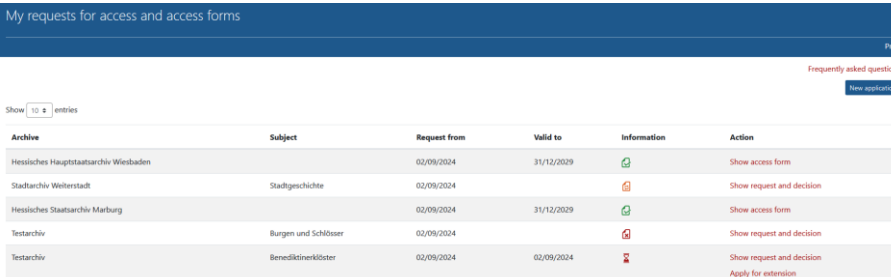
Transmit the access form to the selected archives by clicking on the button "Send".

You are automatically authorised to access publicly available archival items at this archives as soon as you transmit the access form. The access form will have the longest possible validity period.

Further access forms or requests for access are required if you want to select other archives. A new form only needs to be filled out for the same archives if your contact data has to be changed.

6.3 Show and print requests for access / access forms

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 and access forms".



Archive	Subject	Request from	Valid to	Information	Action
Hessisches Hauptstaatsarchiv Wiesbaden		02/09/2024	31/12/2029		Show access form
Stadtarchiv Weilenerstadt	Stadtgeschichte	02/09/2024			Show request and decision
Hessisches Staatsarchiv Marburg		02/09/2024	31/12/2029		Show access form
Testarchiv	Burgen und Schlösser	02/09/2024			Show request and decision
Testarchiv	Benediktinerklöster	02/09/2024	02/09/2024		Show request and decision Apply for extension

The table on the page "Requests for access and access forms" contains the following columns:

- "Archives": The particular archives to which you transmitted your request for access or your access form is displayed.
- "Subject": The work subject specified in your request for access is displayed.
 - 💡 Tip: As work subjects are only specified in requests for access, this line by default contains no entry in access forms.
- "Request from": The original date of transmission is displayed.
- "Valid to": The validity date of the particular request for access or access form is displayed.
- "Information": These icons inform you about the specific status of your request or form. The mouseover function also displays the appropriate information as text. Tap and hold an info icon in the responsive view (e.g. on a smartphone) to display the information as text.
 - Access to archival material is generally possible.
 - Approval to access archival material was refused.
 - Your request has been transmitted to the archives.
 - Your request has expired.
- "Action": Clicking on the link "Show request and decision" or "Show access form" opens the print view of the request or access form. Click on the link "Print" to print out the request or access form.






6.4 Apply for extension of a request for access



You can apply for extension of requests for access that expire in the current calendar year or have expired in the previous year. Such requests are indicated in the table by the link "Apply for extension" in the submenu "My requests for access and access forms" in the "Action" column.

My requests for access and access forms Print

[Frequently asked questions](#)
[New application](#)

Show 10 entries

Archive	Subject	Request from	Valid to	Information	Action
Hessisches Hauptstaatsarchiv Wiesbaden		02/09/2024	31/12/2029		Show access form
Stadtarchiv Weilenerstadt	Stadtgeschichte	02/09/2024			Show request and decision
Hessisches Staatsarchiv Marburg		02/09/2024	31/12/2029		Show access form
Testarchiv	Burgen und Schlösser	02/09/2024			Show request and decision
Testarchiv	Benediktinerklöster	02/09/2024	02/09/2024		Show request and decision Apply for extension

The application extension is transmitted to the archives by clicking on the link "Apply for extension". A message to confirm the transmission of the application is displayed. Instead of the icon  (Expired), the column "Information" will then show the icon  (Transmitted).



Tip: You can also apply for extension of an expired request for access in the course of ordering archival material (see 7.2 Order archival items). For this purpose select the expired request for access and send your order. The application for extension is automatically transmitted to the archives.



Attention: An automated extension is not possible for requests for access that have expired prior to the previous year. In this instance, please refer to the specific archives or submit a new request.

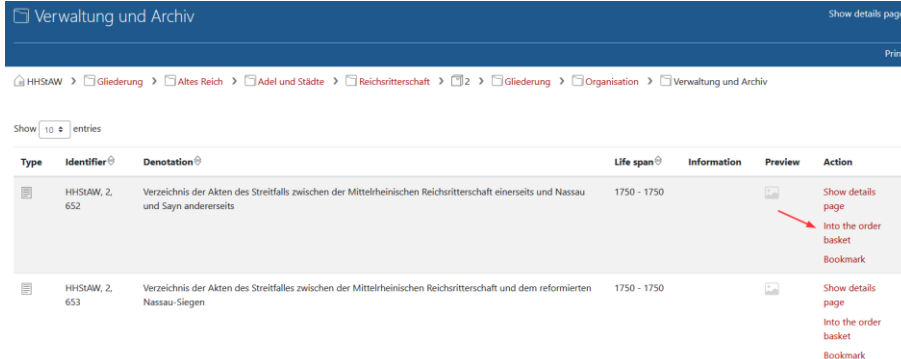
7 Ordering and using archival material

✓ Prerequisite: Log in to Arcinsys with username and password

7.1 Add archival items to the order basket

To order archival items, you must first place them in the order basket.

If you are logged-in as a user, you will find the link "Into the order basket" in the "Action" column for each archival item on a list that is available for order (see 2.3 List view, 3.5 Result list and 5 Memo list).



Type	Identifier	Denotation	Life span	Information	Preview	Action
	HHSAAW, 2, 652	Verzeichnis der Akten des Streitfalls zwischen der Mittelrheinischen Reichsritterschaft einerseits und Nassau und Sayn andererseits	1750 - 1750			Show details page Into the order basket Bookmark
	HHSAAW, 2, 653	Verzeichnis der Akten des Streitfalles zwischen der Mittelrheinischen Reichsritterschaft und dem reformierten Nassau-Siegen	1750 - 1750			Show details page Into the order basket Bookmark

The link "Into the order basket" is also on the details page of a description in the header of the main area.



⚠ Attention: Ordering is not possible if no representation has been created for a description. Instead of the link "Into the order basket", descriptions without representation are labeled as "Not available for order".

⚠ Attention: Descriptions from archives not participating in the module "Access" are not available for order. The link "Into the order basket" is therefore not displayed for these descriptions. Instead, they are labeled as "Not available for order in the memo list (see 5 Memo list)".

The description is added to the order basket by clicking the link "Into the order basket".

💡 Tip: On the "Memo list" page (see 5 Memo list), it is possible to adopt all archival items at the same time to the order basket by clicking the link "All into the order basket" in the header of the main area. All archival items that are available for order will be transmitted to the order basket up to its capacity.

The text "Is in order basket" is displayed in the "Action" column to indicate that the order basket already contains the archival item.

The order basket can hold up to 30 archival items per archives from a maximum of five archives. The link "Into the order basket" is replaced by the text "Order basket is full" when this capacity is reached.

7.2 Order archival items

Click on "Order basket" to open the order basket menu.

The current number of archival items in the order basket is indicated below the heading. The archival items in the order basket are assigned to the appropriate archives.

Before sending the order, enter a date in the mandatory field "*Earliest date of visit" for each archives listed in the order basket.

You can add a remark to your order for each archives in the field "Notes".

Order basket

Clear order basket

Help for the input fields
Frequently asked questions

Your order basket contains 1 archival item(s) from 1 archives.

HHSIAW Hessisches Hauptstaatsarchiv Wiesbaden	Address: 65187 Wiesbaden Minibacher Straße 55 Opening hours: Mo - Fr 9:00 - 17:30 Uhr (10 Bestellungen pro Tag)
*Earliest date of visit TT.MM.JJJJ	Notes

Further entries in the area for the archives and, as applicable, required actions, will be necessary depending on which of the following conditions are fulfilled:

- To access archival material at the archives where you would like to order the archival items, you must first submit an online request for access, which has to be approved by the archives:
 - If you have not yet submitted a request for access at the particular archives, or if the existing requests have not been granted or have expired prior to the previous calendar year, the link "Submit new request for access" will be displayed below the field "Earliest date of visit". Click on the link to open the page "Submit new request for access". The further procedure is described in 6.1 Submit a request for access. As soon as you have sent the request for access, open the order basket once again.
 - If you have already submitted one or more requests for access at the particular archives and if these have not all been refused or expired prior to the previous calendar year, "*Request for access" will be displayed below the field "Earliest date of visit". Select the appropriate option. All valid requests for access, along with submitted but not yet granted requests for access, as well as requests for access that expired in the current calendar year or in the previous year, are offered for selection.

If you select an expired request for access, an extension of the request is automatically applied for when you send the order.

- If you wish to submit a further request for access to work on a subject that is not covered by one of the existing requests for access, go to the menu "Request", then to the submenu "My requests for access and access forms", and click the button "New application". This opens the page "New application". The further procedure is described in 6.1 Submit a request for access. As soon as you have sent the request for access, open the order basket once again.
- To access archival material at the archives where you would like to order the archival items, you must first fill out an access form:
 - If you have not yet filled out an access form at the particular archives, the link "Create new access form" will be displayed below the field "Earliest date of visit". Click on the link to open the page "Create new access form". The further procedure is described in 6.2 [Fill out access form](#).
 - If you have already filled out an access form at the particular archives, the text "The access form of [date] will be used." will be displayed below the field "Earliest date of visit".



Tip: A new form only needs to be filled out for the same archives if your contact data has changed.

To fill out a further access form, go to the menu "Request", then to the submenu "My requests for access and access forms", and click the button "New application". The page "New application" opens. The further procedure is described in [Fill out access form](#). As soon as you have sent the access form, open the order basket once again.

The descriptions with identifier and denotation are shown below the appropriate archives.

The legal prerequisite to access the archival item is displayed for each description in the "Information" column. The form (representation) of the archival material to be provided is indicated in the column "Available".

Order basket Clear order basket

Help for the input fields
Frequently asked questions

Your order basket contains 2 archival item(s) from 1 archives.

HHStAW
Hessisches Hauptstaatsarchiv Wiesbaden

* Earliest date of visit
TT.MM.JJJJ

The access form of 28/08/2024 will be used.

Address 65187 Wiesbaden Mosbacher Straße 33
Opening hours Mo - Fr 9:00 - 17:30 Uhr [10 Bestellungen pro Tag]

Notes

Identifier	Denotation	Available	Information	Action
HH-StAW, 461, 39214	Verfassungschutzangelegenheiten (1936 - 1958)	Original		Bookmark Remove from order basket
HH-StAW, 801, 50001	Pressemittellungen Nr. 1/2019 bis Nr. 19/2019 (2019 - 2019)	Digitalen Archivobjekt		Bookmark Remove from order basket

To adopt a description from the order basket to the memo list, click on the link "Bookmark" in the appropriate line on the right. If the memo list already contains the description, the link "Bookmark" is replaced by the text "Is on the memo list". The text "Memo list is full" is displayed when the capacity of the memo list is reached.

To delete a description from the order basket, click on the link "Remove from order basket" in the appropriate line on the right. The order position is deleted, and the number displayed in the header of the main area to indicate the number of archival items in the order basket is updated.

Order basket

Clear order basket

Help for the input fields
Frequently asked questions

Your order basket contains 2 archival item(s) from 1 archives.

HHStAW
Hessesches Hauptstaatsarchiv Wiesbaden

Address 65187 Wiesbaden Mosbacher Straße 55
Opening hours Mo - Fr 9:00 - 17:30 Uhr [10 Bestellungen pro Tag]

* Earliest date of visit
TT.MM.JJJJ

Notes

The access form of 28/08/2024 will be used.

Identifier	Denotation	Available	Information	Action
HHStAW_461_39214	Verfassungsschutzangelegenheiten (1936 - 1958)	Original		Bookmark Remove from order basket
HHStAW_901_50001	Pressemittellagen Nr. 1/2019 bis Nr. 19/2019 (2019 - 2019)	Digitalis: Archivobjekt		Bookmark Remove from order basket

In order to delete all archival items from the order basket, click on the link "Clear order basket" in the header of the main area.

After making the required entries, click the button "Next". The page "Check order" opens. This page contains all archival items to be ordered according to archives and as well as your entries.

Click on "Correct" to make changes. The order basket reopens. After making your changes, click on the button "Next".

To send the order, click on the button "Order". Your order is then transmitted to the appropriate archives, and the order basket is automatically emptied. For further information on your orders, see 7.3 Show information on ordered archival items.

7.3 Show information on ordered archival items

Open the menu "Access" and then the submenu "My orders".

The info icons "Padlock" and "Eye" in the column "Authorisation" show if an archival item is hidden (not published) or if it has restricted access.

The info icon indicates that the authorisation to access the archival item is present. The info icon indicates that you are not (yet) authorised to access the archival item.

Attention: If the list contains archival items that are subject to restrictions and require a separate authorisation, this will be displayed in a message above the list. In this instance, please contact the relevant archives outside of Arcinsys to request shortening of the period of protection, for example, or to obtain another special permit. Please note that the archival items may not be available yet on the planned visit date due to such restrictions. Please check prior to your visit if the authorisation has already been granted.

My orders Print

You have ordered archival items requiring a special authorization. Please refer to the appropriate archives in advance for this purpose.

This page shows your new orders for archival items and the items already made available.
As soon as archival items have been registered as returned or reshelfed, they will only appear under "All my accesses".
If you have submitted a new request for access or applied for extension, you have to wait for approval by the appropriate archives before the archival material can be made available.

Show entries

Identifier*	Permission	Order status	Notes	Visit planned from	representation type	Type of use	Action
HHISLAW 1, 1937		Made available		09/09/2024	Mikrofiche	Submittal	Show details page
HHISLAW 1, 1961		Ordered		09/09/2024	Mikrofiche		Show details page
HHISLAW 1, 2054		Charged-out		09/09/2024	Mikrofiche	Submittal	Show details page
HHISLAW 518, 2383/25		Ordered		02/09/2024	Original		Show details page
HHISLAW 518, 2393/07		Ordered		02/09/2024	Original		Show details page
HHISLAW 519/1, 155		Charged-out		09/09/2024	Original		Show details page
HHISLAW 519/1, 175		Ordered		09/09/2024	Original		Show details page
HHISLAW 519/1, 180		Ordered		09/09/2024	Original		Show details page

The current status of processing your order is shown in the column "Order status". The text "Ordered" indicates that your order has been received at the respective archives. The text "Charged-out" indicates that the archival item has been retrieved from the stack area. The text "Made available" indicates that the ordered archival items have been delivered to the reading room. The column "Representation type" contains information on the form in which the archival item has been made available to you (e.g. original, digital copy for use, microfiche, 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 link "Show details page" in the appropriate line of the "Action" column.




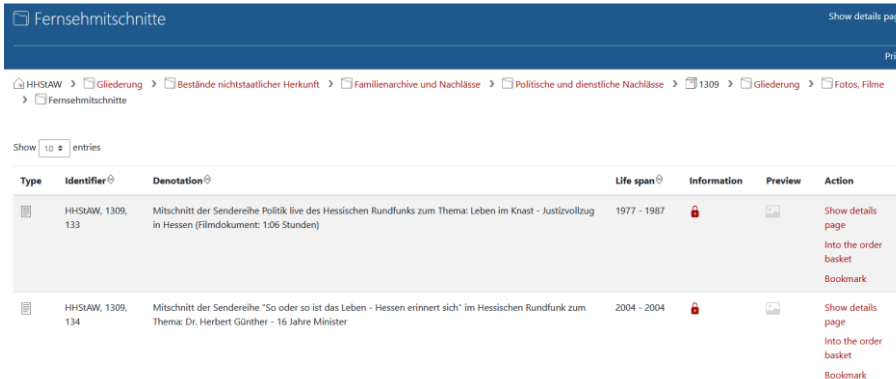
Tip: The details page opens in the same tab. You can return to the list of ordered and accessed archival items by clicking on the "Back" link.

You will find information on currently ordered archival items, on current and earlier accesses to archival items, and on currently issued archival items in the menu "Access" and there in the submenu "My accesses".

8 Submitting requests to shorten terms of protection

✓ Prerequisite: Log in to Arcinsys with username and password

If archival items are blocked for use due to legal terms of protection or other legal requirements, the access restriction is shown in the list view by the info icon "Padlock" .




Type	Identifier	Denotation	Life span	Information	Preview	Action
	HHSAAW, 1309, 133	Mitschnitt der Sendereihe Politik live des Hessischen Rundfunks zum Thema: Leben im Knast - Justizvollzug in Hessen (Filmdokument: 1:06 Stunden)	1977 - 1987			Show details page Into the order basket Bookmark
	HHSAAW, 1309, 134	Mitschnitt der Sendereihe "So oder so ist das Leben - Hessen erinnert sich" im Hessischen Rundfunk zum Thema: Dr. Herbert Günther - 16 Jahre Minister	2004 - 2004			Show details page Into the order basket Bookmark

If you have ordered archival items marked with a red padlock, the following message will be displayed in the submenu "My orders": "You have ordered archival items requiring a special authorisation. Please refer to the appropriate archives in advance for this purpose."

Access to archival items prior to expiration of the terms of protection generally requires a request to shorten the terms of protection in which the reasons for the necessity of the access are stated. The shortening of the terms has to be requested from the relevant archives.

You also need a request to shorten terms of protection if you wish to research in hidden descriptions or fonds or to access descriptions that are still subject to terms of protection and not yet described in Arcinsys.

 **Tip:** This information relates to the regulations of the federal state archives in Hessen, Schleswig-Holstein, Niedersachsen, and Bremen. Other archives administrating their described data in Arcinsys may have different archival regulations.

8.1 Check if request to shorten terms of protection is required

If you have ordered archival items marked with a red padlock, or if you wish to order undescribed archival material that is still subject to terms of protection, or if you wish to research in hidden fonds and descriptions, please contact the relevant archives outside of Arcinsys. You can find the address in Arcinsys on the details page of the archives. We recommend you contact the archives via e-mail.

The archives will then check if a request to shorten terms of protections is necessary for your particular project. The ordered archival items are possibly blocked due to other restrictions than those regulated by federal state or German archival law. A special approval by the owner may be required if the particular archival material is not the property of the archives, for example, or the fonds and descriptions may be hidden due to ongoing revisions.

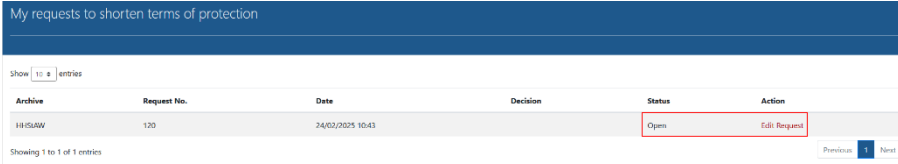
If a request to shorten terms of protection is required, an individual request form will be generated for you. You will receive an according notification via e-mail from Arcinsys as soon as the form is available to you.

You will also receive an e-mail notification if no request is necessary or if you have to contact a different person or agency in order to access the desired archival material.

8.2 Submit a request to shorten terms of protection

You can fill out and submit your request to shorten terms of protection as soon as you have received the e-mail from Arcinsys notifying you that the form is available.

Open the menu "Request" and then open the submenu "My requests to shorten terms of protection". The form created by the archives is displayed in a table on that page. A new request or a request not yet submitted to the relevant archives is marked with the link "Edit request" and the status "Open".



Archive	Request No.	Date	Decision	Status	Action
HRSUAW	120	24/02/2025 10:43		Open	Edit Request

You can find a detailed explanation of the individual table columns under 8.3 Show and print requests to shorten terms of protection and decisions.

To call up the request form, click on the link "Edit request" in the "Action" column. The request to shorten terms of protection opens. Your personal data are automatically adopted from your request for access or the access form. If applicable, you can update your contact data and fill out the field "Ordering entity". Check the boxes for "Data protection" and "Archival law". Click on the button "Next".

The page "Details on archival material" opens. The request to shorten terms of protection contains only those archival items ordered by you or for you by the archives that are blocked and require a request. You can determine for which of these archival items you wish to submit the request by selecting the option "Yes" or "No" in the table in the column "Include in request" of the particular description. To call up information on a description, click on "Details page" in the column "Action" in the corresponding line.

Details on archival material Save

Access to archival items subject to terms of protection
The archival items you ordered that require a request to shorten the terms of protection are shown in the table. Select „Yes“ for the archival items you would like to include in the request to shorten the terms of protection.

Include in request	Identifier	Action
<input checked="" type="radio"/> Yes <input type="radio"/> No	HH-IGAW, 1309, 133	Detailpage
<input type="radio"/> Yes <input checked="" type="radio"/> No	HH-IGAW, 1309, 134	Detailpage

HE SH Hessen, Schleswig-Holstein:

To (additionally) access blocked archival items that are not yet created in Arcinsys, please enter the items in the field "Undescribed archival items subject to terms of protection".

NI HB Niedersachsen and Bremen:

To (additionally) access blocked archival items that you did not order yet, please enter the items in the field "(Additional) archival items subject to terms of protection".

To (additionally) research in hidden fonds and descriptions, please enter them in the field "Hidden fonds and descriptions".



Tip: For the individual creation of the form, ordered archival items that are blocked are checked by the archives with regard to the requirement of a request to shorten the terms of protection. Further blocked archival items you ordered since the form was provided to you and before sending the request are not automatically added to the request.

HE SH Hessen, Schleswig-Holstein: You can use the option of a decision supplement for these archival items after receiving the decision (see 8.4 Request decision supplement).

NI HB Niedersachsen and Bremen: You can enter these archival items in the field "(Additional) archival items subject to terms of protection", or you can use the option of a decision supplement for these archival items after receiving the decision (see 8.4 Request decision supplement).

Click on "Back" to return to the previous page. To go to the next page, click on the "Next" button.



Attention: Please always use the Arcinsys buttons "Back" and "Next" for navigating the request to shorten terms of protection because the back and forward function of your browser may cause technical errors.

According to your entries, only those pages will then be displayed that are relevant for your request. Mandatory fields are marked with *. For detailed information on the individual fields see here:


HE https://www.arcinsys.de/docs/tutorial/Kurzanleitung_Schutzfristverkuerzung-santrag_HE.pdf

NI HB https://www.arcinsys.de/docs/tutorial/Kurzanleitung_Schutzfristverkuerzung-santrag_NI_HB.pdf

If you know the names of persons concerned to whom the personal archival material relates, you can enter these on the page "Details of persons concerned".

Details of persons concerned Save


Persons known by name
 If persons concerned to whom the personal archival material relates are known by name to you, please give precise details. Please also indicate if you have a consent from the person concerned or, if the person is already deceased, from the closest dependants.

Action	Name	Birthdate	Date of death	Comment	Consent
	<input type="text" value="Hans Müller"/>	<input type="text" value="01.08.1900"/>	<input type="text" value="09.06.1967"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No


[Add person](#)


Persons not known by name
 If persons concerned to whom the archival material relates are not known by name to you, please give descriptive information, e.g. about the group of persons.

Back
Next

 **Responsive view:** The table with the information on persons known by name is not displayed in full on smaller screens, e.g. on smartphones. Use the horizontal scroll bar to read and fill out all details.

☰







Hessen

Details of persons concerned

Save

Persons known by name
 If persons concerned to whom the personal archival material relates are known by name to you, please give precise details. Please also indicate if you have a consent from the person concerned or, if the person is already deceased, from the closest dependants.

Action	Name	Birthdate
	<input type="text" value="Hans Müller"/>	<input type="text" value="01.08.1900"/>

[Add person](#) 

Persons not known by name
 If persons concerned to whom the archival material relates are not known by name to you, please give descriptive information, e.g. about the group of persons.

You can make any changes to your entries as long as you have not submitted the request to the archives yet. Simply navigate to the required page and enter your corrections.



Tip: As a result of some changes, you will be shown pages that you have not edited yet and where you have to add information.

You have the option of saving your current entries and interrupting the work on your request on each page. For this purpose, click on the button "Save" in the header of the main area. When you reopen the request, the first page is displayed.

As soon as you have made all the required entries, a review page with your entire request is displayed. To make changes, click on "Change provided details" in the relevant section.

Check Save

Personal data and declarations of consent

Last name	Tom
First name	Tom
Title	[no information]
Street, house number	Tschirnstr. 1
Postal code	12345
City	Tosdorf
Country	[no information]
Phone number	[no information]
E-Mail	[no information]
Ordering entity	[no information]
Data protection	confirmed
Archival law	confirmed

[Change provided details](#)

Details on archival material

Archival items for this request to shorten the terms of protection

Identifier
HHSAAW_1309_133

The according page opens. Then use the button "Next" to navigate to the "Review" page.

To submit your request to shorten the terms of protection to the relevant archives, click on the button "Send".

After the request to shorten the terms of protection has been submitted, the archives will check the request.



Tip: Depending on the relevant archives, the facts of the case in question, and the number of archival items concerned, it can take up to several weeks to check your request.

You will receive a notification via e-mail from Arcinsys as soon as the archives has issued the decision.

8.3 Show and print requests to shorten terms of protection and decisions

To receive a tabular list of your requests to shorten terms of protection and the appropriate decisions (provided they are already completed by the relevant archives), open the menu "Request" and then open the submenu "My requests to shorten terms of protection".

My requests to shorten terms of protection

Show 10 entries

Archive	Request No.	Date	Decision	Status	Action
HRISJAW	120	24/02/2025 10:56	✓	Decision issued	Show Request Show decision
HRISJAW	121	24/02/2025 10:58		Open	Edit Request

The table contains the following columns:

- "Archives": The particular archives to which you are submitting / have submitted your request to shorten terms of protection is displayed.
- "Request No. ": The number of the request is displayed.
- "Date": Depending on the particular status, the following dates and times are displayed:
 - Open: Date and time of request form creation by the archives.
 - Submitted to archives: Date and time of request submittal to the archives.
 - Decision issued: Date and time of decision issue by the archives.
 - Re-opened: Date and time of decision re-opening for decision reissue
- "Decision": The result of the processed request is indicated by an info icon.
 - ✓ The request was approved.
 - ✗ The request was not approved.
- "Status": The current status of processing your request to shorten terms of protection is displayed.
 - Open: Your request was not submitted to the archives yet.
 - Submitted to archives: Your request has been transmitted to the archives.
 - Decision issued: The archives processed your request and issued a decision.
 - Re-opened: Your request was re-opened for reissue.
- "Action": Click on the link "Show request" or "Show decision" to open the print view of the request to shorten terms of protection or of the appropriate decision. Click on the link "Print" to print out the request or decision. Click on the link "Edit request" to continue editing the request.

8.4 Request decision supplement

If you already have an approved request to shorten terms of protection and wish to access further blocked or hidden archival material, please contact the archives outside of Arcinsys. You can find the address in Arcinsys on the details page of the archives.

The archives will then check if a further request to shorten terms of protection is required for the particular fonds or descriptions or if the present decision can be supplemented.

If a decision supplement is possible, it is displayed as an addition to the present decision.

If a further request to shorten terms of protection is required, the archives will create a new request form. You will receive an according notification via e-mail from Arcinsys as soon as the form is available to you.