—— *Local Swiss Archives User Guide*

Internal archive database of the Swiss Federal Archives

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1 Introduction

The internal archive database of the Swiss Federal Archives (SFA) *Local Swiss Archives* can be used to search for archive materials that have been indexed and made accessible electronically down to dossier level, where the search can, for reasons of data protection, only be carried out in the reading room. However, the dossiers or documents found must be ordered via the *Online access to the Federal Archives* portal for consultation in the reading room or to obtain a digital version. Requests to consult records can also be submitted via the portal.

Information on closure periods under the Swiss Federal Act on Archiving (ArchA, SR 152.1), requests to consult records and reading room opening hours can be found on the website of the SFA (www.bar.admin.ch).

1.1 Functions

The start page offers four main functions:

- **A: Search**   Full-text or field search
- **B: Navigate**   Archive plan search
- **C: Save**   Workbooks (save selected search results)
- **D: Login**   Log in to your user account

1.2 Sign up

You need a personal user account to use all the local search functionality and in particular to save interesting search results in the Portfolio. To open an account, simply click on "Login".

Signing up as a new user is free and does not result in any obligation. Your password is stored in encrypted form and cannot be seen even by SFA staff.

You can start using the workbooks function immediately after signing up.

2   Search

You have two options to search for specific terms: full-text search and field search.
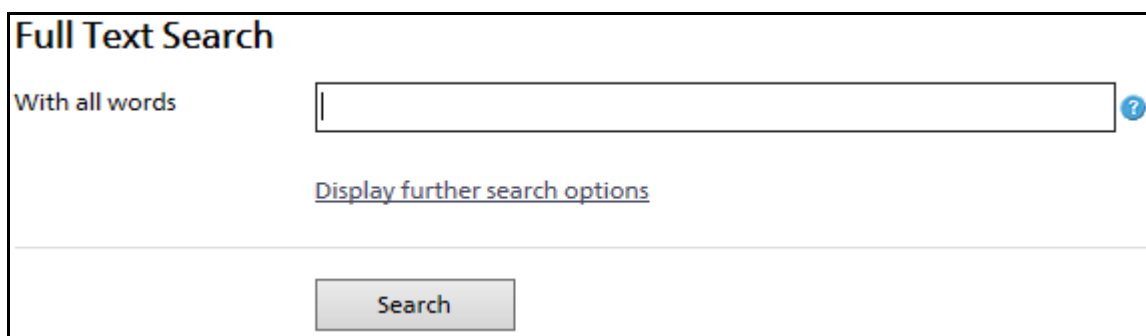

! **Please note:**
In both full-text and field searches, only the metadata of fonds, sub-fonds, series and dossiers are searched, not the dossier contents.
Metadata are title/description of contents, reference code, additional component, file reference, and previous file reference.

2.1   Full-text search

A **full-text search** can be used to search for one or more terms **in all fields** of the metadata.

Full Text Search

With all words [   ] ?

Display further search options

[Search]

The search can be refined by clicking on "Display further search options":

"With all words":	All search terms appear, irrespective of their position in the field.
"With exact phrase":	All search terms appear in the order entered.
"With one of the words":	At least one of the search terms appears.
"Without the words":	None of the search terms appears.
"Words which sound similar":	A search for *Meier*, for example, also finds *Meyer*.
"Take word variants into account":	Variants of the search terms with different prefixes and suffixes are also taken into account. A search for *Kunst* also finds *Kunsthaus* and *Kunst-stoff*.

The time period to be searched and the level of description (e.g. series, dossier) can also be set here.

Full Text Search

With all words	
with exact phrase	
with one of the words	
without the words	

☐ Words which sound similar (soundex)

☐ Take word variants into account (root)

☑ Highlight matches

Restrict search to:

Search Range	(entire archive) ⌄
Time Period	to _____ to _____
Type of archival material	⌄

☐ Images available online

Level(s) of Description _____ [...]

Display options:

Results per page   10

Hide extended search options

[Search]

2.2   Field search

A **field search** can be used to search for terms **in selected fields** (the fields you can select are title, reference code, additional component, file reference and previous file reference).

Terms can be searched for in up to three fields at once, and their position can be specified in each field. The fields can also be combined using the operators AND, OR and NOT.

The same search restrictions are available as for a full-text search.

Field search

Title ▾	starts with ▾		AND ▾ ❓
Ref. code ▾	starts with ▾		AND ▾ ❓
Zusatzkomponente ▾	starts with ▾		❓

Restrict search to:

Search Range	(entire archive) ▾	❓
Time Period	from	to	❓
Type of archival material	▾	❓
	☐ Images available online	❓
Level(s) of Description	[...]	❓

Display options:

| Sorting | In ascending order ▾ | by | Reference Code ▾ | ❓ |
| Results per page | 10 | | ❓ |

2.3   List of results

The results of your search are listed under "List of Results." The list comprises the following columns:

1. Checkbox
2. Shopping cart symbol (link to the equivalent dossier in *Online access to the Federal Archives*)
3. Title/Contents:
    1st line: title (as a hyperlink).
    2nd line: description of contents (where available)
4. Time period
5. Level (e.g. dossier, series)
6. Reference Code
7. Crosshair symbol (locate in archive plan)
    Click on the symbol to switch to the archive plan view. The item is marked in the archive plan. This allows you, for example, to search for further dossiers in the same series.
    If you hold the cursor over the symbol, the archive plan view opens in a pop-up window. This allows you to see the item in context without leaving the list of results.
8. Score (relevance to the search term as a percentage)

Click on the underlined column headings to sort the results in ascending or descending order.

Check the box to select an item. You can then process the selected items using the commands in the left-hand menu.

2.4   Detail view

Click on a title in the list of results to open the detail view. This shows all available metadata for the selected item.

! Please note:
Not all items of the same level as the selected dossier are shown under "Archive plan context". Only the preceding and following items are shown.
The entire archive plan can be viewed by clicking on "Localize in archive plan" in the left-hand menu.

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3   Save

Workbooks allow you to save search results for later use. You can give each workbook a title and a description. You can create as many workbooks as you want. They will be stored until you delete them manually.

! Please note:
You need to log in to your personal user account to use workbooks.

The contents of the Portfolio **are not synchronised** with *Online access to the Federal Archives*.

Click on "Add selected items to workbook" to create a new workbook (Portfolio) from these items or add them to an existing workbook.

The titles of workbooks can be changed, and selected workbooks can be deleted or merged.

4 Order

Dossiers cannot be ordered via *Local Swiss Archives*. They must be ordered via *Online access to the Federal Archives*.

There are a number of ways to synchronise search results. Clicking on the shopping cart symbol will redirect you automatically to the same dossier in *Online access to the Federal Archives*.

You can also do this via the link at the bottom of the page in the detail view:

You can also copy (Ctrl+C) and paste (Ctrl+V) the reference code of the unit of description you want to order or right-click in the search field at *Online access to the Federal Archives*:

For details of how to order and other information, see the "Information" section of *Online access to the Federal Archives*.

If the dossier you have selected in *Local Swiss Archives* is not available at *Online access to the Federal Archives*, this means it has not been published online for reasons of data protection or privacy. In this event, you will have to use the *Add dossiers to shopping cart manually* function of the shopping cart at *Online access to the Federal Archives*.

Shopping cart

Order the documents for the reading room or as an administration loan, place digitisation orders or submit requests to consult records.

Your shopping cart is empty.

> Add dossiers to shopping cart manually

5 Online assistance and contacts

The Federal Archives offer online assistance via chat or co-browsing at certain times at *Online access to the Federal Archives*.

General questions and feedback can either be sent using the contact form in the Info Corner or e-mailed directly to the Swiss Federal Archives at
bundesarchiv@bar.admin.ch.