

## Template

### Features Table:

Software Program	
Developers	
Website	
Type of license	
Hosted service provided as alternative to purchasing license	
<b>Technical Requirements</b>	
Operating system required	
Additional hardware or software required	
<b>Accessioning Function</b>	<b>Comments</b>
Record or generate deed of gift	
Track donors	
Record condition	
Record conservation treatment	
Manage physical locations	
Manage copyright	
Control access to restricted materials	
Accession records keyword searchable	
Track method of accession (transfer, donation, loan, or purchase)	
Set processing priorities	
Manage processing status	
Manage monetary appraisals	
Deaccessioning	
Description Function	
Create description record from accession record and automatically populate fields	
Link accession and description records	
Link accession record to multiple description records	
Link description record to multiple accession records	
Hierarchical - create records for fonds, collection, sous-fonds, series, sub-series, files, items and link fonds with its parts in a hierarchy.	

Ability to reorganize hierarchies	
Allow text fields of unlimited length	
Archives standards supported	
Batch modify records	
<b>Searching Function</b>	<b>Comments</b>
Basic search	
Advanced search (by field)	
Date-range search	
Browse	
Search results clearly indicate hierarchical relationships of records	
Records linked to other parts of hierarchy	
Print search results	
<b>Reports Function</b>	<b>Comments</b>
Generate reports	
Customize reports	
<b>Authority Records</b>	
Link authority record to unlimited description records	
Link description record to unlimited authority records	
<b>User Access and Data Security Function</b>	<b>Comments</b>
Public search interface	
Publish finding aids online	
Control when record becomes publicly accessible	
Control who can delete records	
User permissions management	
Manage loans	
Backup/Restore utility	
Keyboard shortcut options	
Allows offline data entry	
<b>Multimedia Function</b>	<b>Comments</b>
Accommodates multimedia files	
Link description record to word processed documents or image files	
Include metadata about linked image files	

<b>Importing and Exporting Data Function</b>	<b>Comments</b>
Import single EAD record	
Import single MARC record	
Import multiple EAD records (batch import)	
Import multiple MARC records (batch import)	
Export single EAD record	
Export single MARC record	
Export single METS record	
Export single HTML	
Export PDF	
Export multiple EAD records (batch export)	
Export multiple MARC records (batch export)	
Export multiple tab-delimited files (batch export)	
<b>Software Support and Training</b>	<b>Comments</b>
Help Manual	
Context-specific help	
Installation instructions	
Technical support provided by developers	
Online user forum or listserv	
Training available	
<b>Customization</b>	<b>Comments</b>
User customization permitted	
Developer customization available	
Localization options	
<b>Price Information</b>	
Single-user license for basic software	
Additional user licenses	
Additional modules:	
Web publishing	
Multimedia	
MARC Transformer	
Training	

Customization	
Data conversion/migration	
Annual maintenance and support fees	
Annual fees for hosted service (includes maintenance and support)	