

Secure Document Management System for Businesses

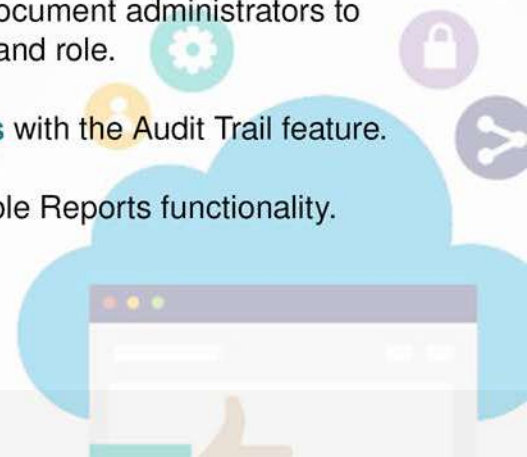
Archive One is a document management software designed to help organizations easily classify, store, secure, and retrieve essential documents that are needed for retention and audits.

With the help of our partners, we provide an end-to-end document management solution from scanning to document storage.



How Archive One Can Help You

- **Keep vital files in a central repository** making it more accessible and shareable across the organization.
- **Prevent data loss and accidental deletion of records** with its secure data storage and backup.
- **Find documents quicker and easier** with its enhanced search capabilities.
- **Protect and preserve documents** along with the integrity and authenticity of information.
- **Prevent unauthorized viewing of documents** by allowing document administrators to create permissions based on each user's needs, privileges, and role.
- **Track users who viewed, accessed, and downloaded files** with the Audit Trail feature.
- **Generate insights** from business data using the Customizable Reports functionality.



+ Key Features

-  **Secure and Organized Storage**
Archive One provides database and library separation, access audits, and has the ability to generate access passes. Administrators can track users who have accessed the system and the documents, including the date and time stamps—allowing companies to monitor and secure any confidential information.
-  **Powerful Search Functionality**
Archive One's powerful search engine allows advanced search to further narrow down results to specific documents or other items such as notes. It allows flexibility to customize search fields for better search experience.
-  **Retention**
Retention period can be applied to documents based on the retention policies defined for each document type.
-  **Document Version Control**
The version control feature ensures that users have access to the latest and updated version of documents while preserving the older versions.
-  **Role-Based User Permissions**
A user's role determines what they can and cannot do in the system. This feature prevents data breach by keeping tighter control over document access and downloads.
-  **Custom Reporting Capabilities**
Quickly generate data intelligence reports associated with your Archive One database and libraries with drag and drop reporting. Reports generated can be exported to Excel and PDF for submission.
-  **Integration**
Archive One can be connected with internal and external applications. Boost your productivity with Outlook, Office 365, and custom integrations.



SYSTEM REQUIREMENTS

DATABASE SERVER Minimum Specification

CPU: 2 GHz Dual Core Processor

RAM: 8 GB

HDD: SAS drives (160 GB)

Operating System: Microsoft Windows Server Standard 2012

Database: MS SQL Server 2012 Express

WORKSTATIONS Minimum Specification

CPU: 2 GHz Dual Core Processor

RAM: 4 GB

System Storage Space:
At least 5 GB

Operating System:
Microsoft Windows 7
& up

CLOUD SPECIFICATION



Archive One Feature Highlights

Archive One delivers productivity, data preservation, security, and audit capabilities. Enable excellent document control and smooth information flow across your organization—no matter where your team is working from.

Powerful Search

Archive One allows advanced search to get search results based on document content, tags, or notes.

Version Control

Users have access to the latest and updated version of documents while the older versions are preserved.

Retention

Retention period can be applied to documents based on the retention policies defined for each document type.

Custom Indices

Tag and organize your documents with different “search” terms to aid their subsequent retrieval.

Preview Watermarks

Protect your documents from unauthorized capture during previews through a digital watermark.

Access Pass

Temporary access to a document can be granted to a user. It expires in 24 hours to allow for less administration.

Access Logs

Track every activity being performed on a document, along with the name of the user, date, and timestamp for security purposes.

Document Authentication

With Archive One, you can check if a file is authentic by comparing it with the documents stored in the system.

QR Code

Easily share a digital copy of a document using a QR code.

Remote Access

Archive One allows users to access the documents from different locations.

Integration

Boost your productivity with Outlook, Office 365, and custom integrations.

Digital Audits & Reports

With a single user interface for audits, you can easily prepare for audits, provide access to auditors, and quickly generate reports.