ARCHIVE ONE

DOCUMENT MANAGEMENT

Makes **compliance** and audits **easy.**

Archive One is a document management system designed to help document administrators classify, store, secure, search for and retrieve essential company documents that are needed for retention and audits.
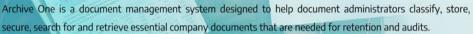
Archive One acts as a back up of paper documents, either in a cloud server, or on internal servers, freeing up valuable office space previously used to store hardcopy documents.

PRACTICAL DOCUMENT MANAGEMENT

BENEFITS

BE COMPLIANT

- ☑ CUTS RECORD RETENTION COSTS
- ☑ VERSION CONTROL & RECORD INTEGRITY
- ☑ AUTOMATED COMPLIANCE REPORTS
- ☑ TRACK MISSING DOCUMENTATION
- ☑ NO ACCIDENTAL DELETION OF RECORDS
- ☑ TRACK BREACHES

BE SECURE

- ☑ ONE TIME PASSWORDS
- ☑ AUTHORIZED AND AUDITED ACCESS
- ☑ AUDITED SECURITY SETUP
- ☑ ENCRYPTION IN TRANSIT AND AT REST
- ☑ USE DIGITAL SIGNATURES

BE PRODUCTIVE

- ☑ FIND DOCUMENTS FAST
- ☑ IMPORT OFFICE FILES
- ☑ STAY ON TOP WITH DASHBOARDS
- ☑ REMOVE PHYSICAL COPIES
- ☑ INTEGRATE WITH EXISTING SYSTEMS
- ☑ ALL REGULATORY RECORDS IN ONE

SECURITY

An essential element of any document management system. Archive One provides database separation, library separation, access audits, and access passes.

Documents can be digitally signed with CA certificates for improved security.

DASHBOARD

The dashboard shows the consolidated data, metrics and latest activities on a single screen. The essential feature of the dashboard includes the ability to pull real-time data from multiple sources.

CUSTOMIZABLE REPORTS

Custom reports can be created to help data mine your company's archive. Users can create custom indices by document type. Reports generated can be exported to Excel and PDF for submission.

Developed and Supported by

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