

Streamline and facilitate access to archives with everteam.archive

everteam.archive is a powerful fully web based solution for hybrid, physical and electronic records management in line with regulatory compliance. It handles large number of structured and unstructured data and provides users with a single secure point of access to the enterprise's archives.

everteam.archive allows organizations to meet legal requirements of traceability and conservation while protecting and securing their intellectual possessions.

Key Benefits

- Improve business-critical archiving process efficiency.
- Facilitate access to archives and ensure traceability and legal value of corporate documents.
- Increase compliance by applying retention policies on all records.
- Increase intellectual property protection and business stability in case of a disaster.
- Reduce storage costs by destroying unneeded documents.
- Easily adapts to organizational changes and evolution.

Compliance with international Standards

- NF Z42-013 Standards
- NF 461 Certifications
- ISO 14641-1 Standards
- ISO 15489-1: 2016 Standards
- ISO 14721 – OAIS Standards
- MoReq2010 Standards

Features

Capture

- Capture data, documents, email messages, and files from any source based on triggers and actions, and store them as records.

Archive Transfers and Metadata

- Inventory of archives, by referencing information in the form of descriptive files: transfers, boxes, folders or documents.
- Advanced metadata management and multi-level description.
- Creation of documents, files and boxes, classification and circulation based on custom requirements.
- Configuration of various entry points (transfer, box and folder) based on the organization's archiving process.

Records Circulation

- Real-time management of all operations related to records circulation according to the defined flows.
- On-site management of access, retrieval, time extensions, return, photocopy scanning requests etc...

Taxonomy, Storage Space and Deposits Management

- Classification of documents according to their characteristics.
- Hierarchical management of physical storage space.
- Modeling and management of rules and constraints related to site configurations and categories of records, for optimized storage space.

Search and Retrieval

- Multi criteria advanced search features based on documents, boxes or location reference.
- Listing containers and records facilitating the search and retrieval operation.

Third-party Storage

- Integration of Everteam Archives with third party archive and record management service providers and facilities, in cases of insufficient local storage space.

Security

- Multi-level permissions and security management with the ability to configure login authentication, password controls and access rights by function, department or record type.

Statistics & Analytics

- Monitoring, tracking and measuring total storage space, and space allocation for each container.
- Standard or custom statistical reports.
- View graphical reports of storage rooms and allocated shelves and boxes.
- Use powerful content analytics to extract insights into patterns hidden in your records, revealing critical business advantages.

Smart Bar Coding

- Printing barcodes and barcode labels.
- Rapidly capture and recognize record information by reading the attached barcodes.
- Support for real time and batch transactions as well as the integration of PDA devices.

Y-archiving and Electronic Safe

- Archiving a document simultaneously in a main space as well as in one or more secondary archiving spaces.
- Generating security logs for access to the archiving system with security audits and setting archives access rules for archives visibility and communication.

Retention and Disposition

- Managing archives retention and disposition rules, and the release of storage spaces.
- Tracking and monitoring record statuses (active, semi-active, historical) and disposal stages.

