



ArchiveRM[®]

The EverSuite archiving and records management solution

ES-ArchiveRM enables you to transfer electronic (Electronic Archiving System) and paper documents (Integrated Archive System) into archives, in compliance with legal traceability and conservation obligations guaranteeing the legal value of documents. ES-ArchiveRM records and protects your company's know-how and legacy.

Business challenges

Today every company needs to protect and store its data capital, which serves as the company's knowledge base, while showing compliance with respect to legal traceability and conservation obligations. It must therefore anticipate the risks that document loss and degradation represent.

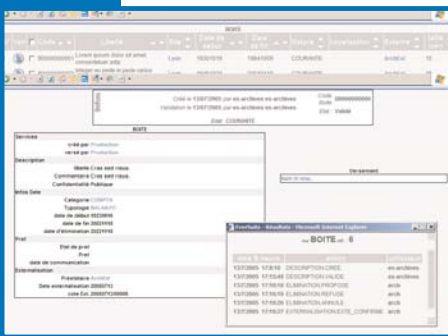
Computerization of the hardcopy storage process enables part of these obligations to be met. In the face of a critical inflow of electronic and e-mail streams, which are considered today as company documents of legal value, storage management concerns not only hardcopy documents but also electronic streams.

EverSuite ArchiveRM offers you an integrated solution enabling you to implement the overall hardcopy and electronic storage policy defined by your company.



ES-ArchiveRM's added value

- Store important data, whether in hardcopy or electronic format
- Ensure the traceability of your documents
- Guarantee the documents' legal value (NFZ 42-013 standard, etc.)
- Make access to documents easier
- Personalize the solution to match your company's storage processes
- Reduce your storage costs by purging unnecessary documents
- Build on an integrated solution, including hardcopy and electronic storage processes
- A 100% web-based solution for a simplified rollout

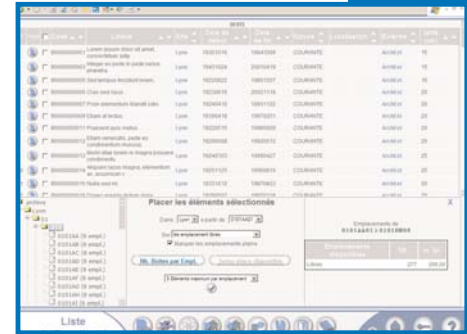
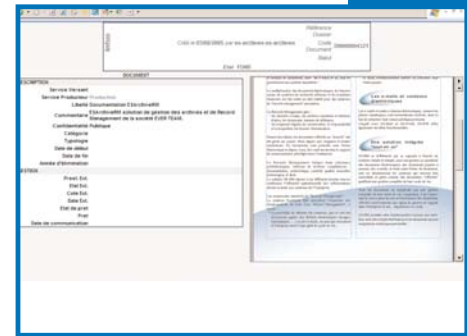


Use ES-ArchiveRM to:

- Manage your paper or electronic archives
- Optimize storage space
- Automate your electronic stream storage
- Comply with legal traceability (Records Management) and conservation obligations, etc

Even if the processes for hardcopy and electronic storage processing are similar, and the Records Management constraints linked with traceability obligations are the same, **ES-ArchiveRM** manages the different characteristics imposed by the different formats.

<i>Archive life cycle</i>	<i>Paper archiving process</i>	<i>Electronic archiving process</i>
<i>Transfer</i>	Entry of transfer data: multi-level Web form (box, folder, subfolder, document, etc.). Circuit of transfer acceptance by the storage department.	Digitization or multi-format stream import, reports, text, XML, e-mails, standard office documents, etc. Transfer encryption. Electronic signature. Clustering by batches, folders, etc.
<i>Checks with the information system</i>	Checking data with the Information System: Customer code verification, etc.	
<i>Management settings</i>	Defining the legal retention period, validity, accessibility communicability and document storage location according to document type, format and legal status.	
<i>Storage</i>	Packaging, container. Optimized location in storage facility or outside source facility. Graphic management of multi-site storage facilities.	Multi-site, multi-format storage: magnetic, optical, electronic strongbox. Occupied space management.
<i>Sorting and purging</i>	Physical destruction of containers or documents. Freeing storage facility space.	Physical deletion of electronic documents.
<i>Search</i>	Powerful search functions: meta-data (data entry forms, Boolean operators, and wizards), full text.	
<i>Retrieval</i>	Check-out requests. Hardcopy or electronic retrieval.	Optimized display and access: on the fly conversion, cache memory, pre-fetching, etc.
<i>Traceability and legal value</i>	Traceability of documents and department actions: creation or transfer date, modification, validation, access, check-out, storage, etc. Electronic signature of meta-data and documents. Management of transferring departments over time, linked to LDAP	
<i>Certificates and statistics</i>	Transfer, check-out, purge forms, etc. Stored volumes or occupied spaces per department, etc. Documents transferred per department, etc.	
<i>Access Rights</i>	Comprehensive management of access rights: Access to documents from your department, etc.	



Based on the EverSuite infrastructure, **ES-ArchiveRM** combines the same innovative technical characteristics:

- A 100% web software solution based on industry standards: J2EE, XML, JDBC, SOA
- Ease of integration into your company's information system
- LDAP directory connector

A scaleable offer

Built on the EverSuite Enterprise Content Management infrastructure, **ES-ArchiveRM** enables you to easily add supplementary EverSuite solutions and services, including electronic documents and folders management, email management, report management, Business Process Management, web content management, portal.

