

Cloud Document Archiving

Key Benefits

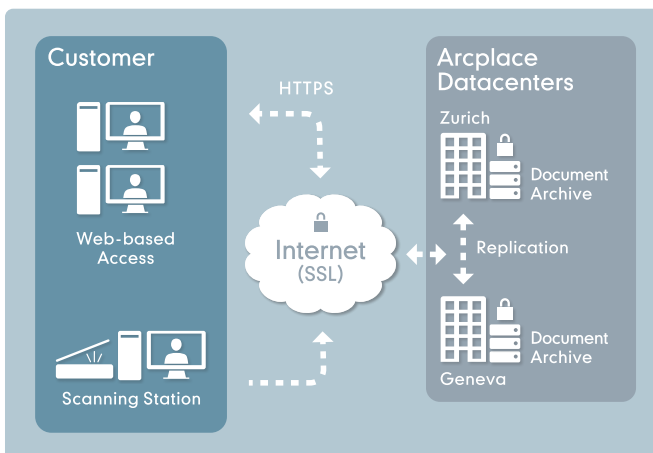
- 100% web-based document archiving service
- Advanced document management and archiving functionality
- Works for all types of documents (paper and electronic)
- Easy to use, flexible and extendable
- Suitable for organizations of all sizes
- Compliant with Swiss and international archiving laws and regulations
- ISO-certified and FINMA compliant datacenters in Zurich and Geneva
- Fast deployment with limited initial investments

Archiving Challenges

Not only is the design and deployment of digital archiving solutions that satisfy all the regulatory and business requirements of an organization a complex undertaking, the costs associated with deploying and operating such a solution are considerable. Recognizing that for most companies archiving is not a core competency, Arcplace has developed a Cloud Document Archiving service. It allows companies to make use of a high-end document and archiving platform at a significantly lower cost than for an in-house solution.

Cloud Document Archiving

Using leading technology and industry best practice, Arcplace has developed 100% web-based services for managing and archiving documents. In order to ensure disaster recovery and compliance, the Arcplace infrastructure is hosted in highly secure datacenters in Zurich and Geneva that are ISO 27001 certified and FINMA compliant. This infrastructure allows customers to manage and archive documents in compliance with both Swiss and international archiving laws and regulations.



Arcplace Cloud Document Archiving

In order to maximize accessibility and quality, the Arcplace Operations Team monitors and manages the infrastructure from its operations center in Zurich.

Functionality

Document scanning

- Documents can be scanned with an optional scanning station
- Document can be indexed manually, with barcodes or with separation sheets
- Scanned documents can be full-text indexed
- Scanned documents can be automatically transferred to the archive

Document management

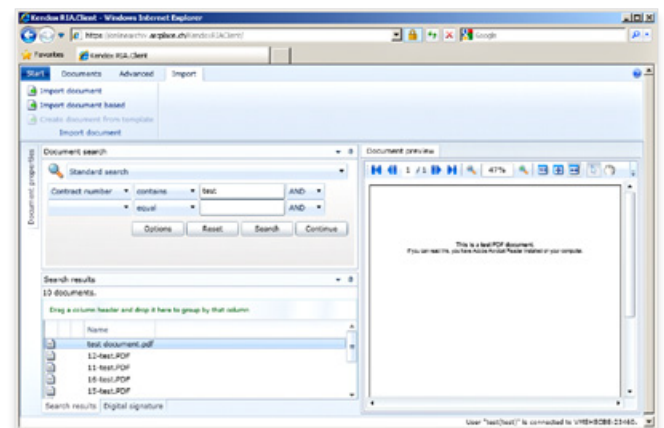
- Document upload
- Document indexing
- Document versioning
- Dossier management
- Templates and standard text fragments
- Notifications / Alerts
- Document access control

Document archiving

- Archiving of all types of documents
- Document lifecycle management
- Compliant storage of archived documents
- Tamper-evident audit trails

Document search

- Simple index-based search
- Advanced search capabilities including proximity keywords and full-text search
- Document preview with web viewer (page by page, no full download required)



Arcplace Cloud Document Archiving user interface

Document access

- Access to archive from secure web interface (SSL)
- Microsoft Office look and feel
- Rich Internet Application (RIA)

Key Features

- Archiving of scanned documents
- Archiving of digital documents (e.g. MS Office, PDF or CAD files)
- Access to archive from secure web interface (SSL)
- Full-text indexing and search functionality
- Powerful search capabilities (index and content)
- Compliant archiving

This service is powered by



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