

# Managed Document Archiving

## Key Benefits

Main benefits of Arcplace Managed Document Archiving:

- Fully managed state-of-the-art document archiving solution
- End-to-end solution from scanning to long-term storage
- Fast search and retrieval of archived documents
- Easy to use and to integrate with existing business applications
- Ensures long-term integrity and accessibility of archived documents
- Fast compliance with industry and regulatory requirements
- Minimal initial investments
- Fast deployment – in-service within 4–6 weeks

## Digital Document Archiving

There are a number of good reasons why it makes business sense to scan paper documents and archive them electronically:

**Reduce Physical Archiving Space** – Invoices, project files, correspondence, purchase orders or other documents can all be scanned, saving valuable office space.

**Increase employee productivity** – According to a Gartner survey, typical office workers spend on average 40 minutes per day in finding documents upon which they perform business tasks. A document scanning and archiving solution reduces this time drastically.

**Disaster Risk Management** – Studies have indicated that most companies that suffer a total loss of their documentation were out of business within a year. Most companies have regular backups of their electronic data in place, however the same is often not the case for paperwork. Document scanning and archival enables organizations to have copies of documents both in the office and off-site.

## Managed Document Archiving

**Architecture** – Managed Document Archiving provides a cost effective and secure approach to efficiently digitize and archive documents in compliance with Swiss and international regulations.

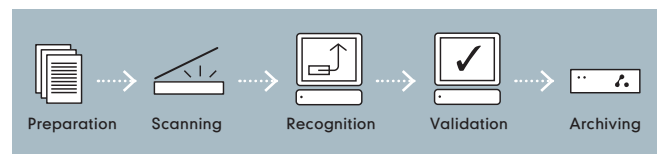
Managed Document Archiving makes use of an appliance located at the customer premises. The appliance runs a professional Document Management and Archiving application and keeps a copy of the archived documents before transferring them to a highly secure and fully-redundant long-term archiving storage platform.



Arcplace Archiving Appliance

The Arcplace long-term storage infrastructure is located at two highly secure datacenters in Zurich and Geneva. To maximize the availability and performance of the Managed Document Archiving Service, Arcplace operates and manages the scanning station, the appliance and the archiving storage centrally from its Operations Center in Zurich.

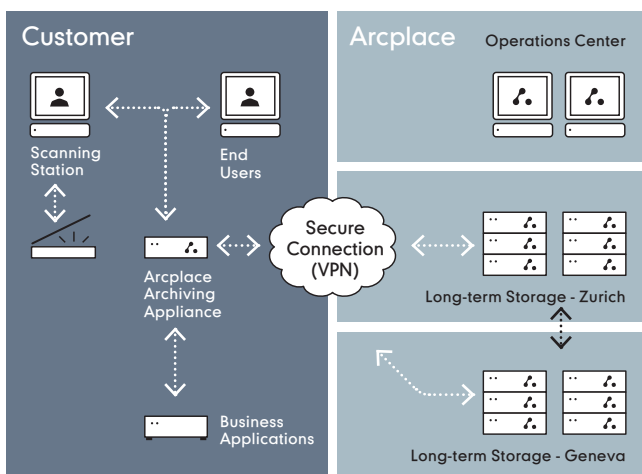
**Scanning** – As part of its Managed Document Archiving solution, Arcplace deploys professional scanning stations that automate time-consuming, error-prone manual document scanning and index extraction processes.



Scanning process

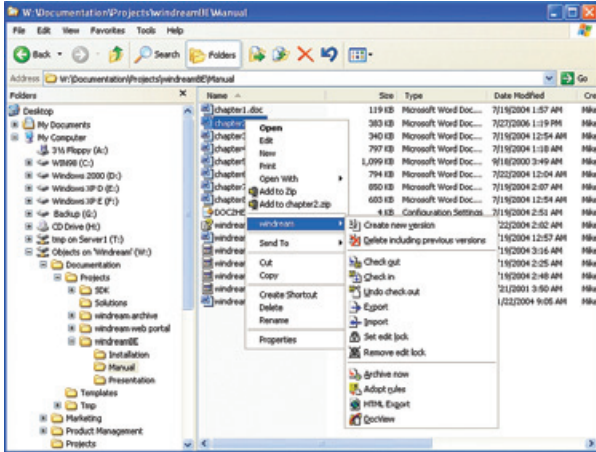
Key features of the scanning stations offered by Arcplace:

- Professional quality scanners
- Automated document imaging, data capture and forms processing
- Use of latest text recognition (OCR/ICR) and image enhancement technologies
- Seamless integration with digital archive
- Easily customizable to fulfill unique requirements
- Arcplace can support you with scanning services



Managed Document Archiving Architecture

**Archiving** – The heart of the Arcplace Managed Document Archiving solution is a modern Document Management and Archiving platform. Besides its ease-of-use achieved through a complete integration in the Microsoft environment the archiving platform interfaces seamlessly with the scanning station. This makes it possible to release documents from the scanner to the archive automatically.



End-user view of archived documents from Microsoft Explorer

Key features of the Managed Document Archiving solution:

**Acquiring and indexing** – In addition to the scanning station, documents can be acquired from any other application and can be indexed during or after the acquisition phase.

**Document retrieval and search** – Advanced search and retrieval functions such as index search, search via document type or full-text search are offered.

**Document preview** – Display quick previews of documents stored in the system.

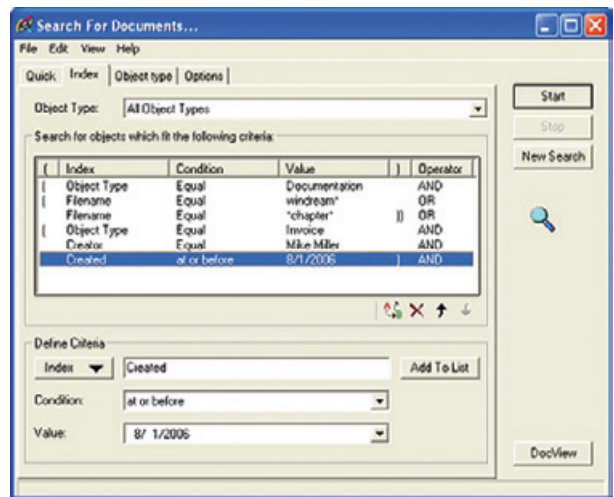
**Document properties** – Windows file properties are enhanced with additional properties such as indices, full-text, versioning, history, lifecycle and access rights.

**Lifecycle management** – Documents can be automatically migrated to the most appropriate storage media (WORM or non-WORM) depending for instance on the types of documents and where they are in their lifecycle.

**Open interfaces** – Documents can be linked, searched or displayed by other business applications.

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## Service Components

The Managed Document Archiving Service includes the following components:

Set-Up	Management
Appliance installation	Infrastructure and application monitoring
Scanning station installation	Software updates and license management
Long-term storage provisioning	Hardware maintenance and replacement
Customization and integration	Appliance backup
Testing and documentation	Change management
Solution deployment	Reporting

## Key Features

The key features of the Managed Document Archiving Service are:

- Fully managed end-to-end document scanning and archiving solution
- Professional scanning stations with advanced capturing technology
- Single archive for both scanned and electronic documents
- Full document management and archiving functionality
- Can be integrated easily with existing business applications
- Compliant and highly secure long-term archiving storage platform
- Guaranteed long-term document integrity and accessibility