

ARCHIVE MANAGEMENT SYSTEM

Archive Management is a Document Content Management System for the Web and LAN. The solution helps in delivering active and trusted document content to multiple channels, while providing for a unified storage umbrella for multiple information carriers such documents, engineering drawings, images, audio and video, HTML, etc. and thus your web site becomes the central repository of all your documents. The Document Management System returns the power of information to the user, helping organizations optimize operations, minimize costs and enhance efficiency. By dynamically organizing and controlling the delivery of documents, it allows organizations to simplify their work processes and retain the competitive edge.



The Document Content Management System assists you in all stages of building, maintaining, re-engineering a Document Management Product. Document Content management systems commonly provide storage, versioning, metadata, security, as well as indexing and retrieval capabilities. We offer solutions for document management and content management, including processing and routing software, scanning appliances.

- By enabling organizations reduce their use of papers; it also eliminates the costs of filing, photocopying and off-site storage of documents.
- It helps organizations maintain records in compliance with appropriate regulations by ensuring that documents are only accessible to privileged users, and that all processes flow as designed.
- As organizations move towards business units and dispersed workforces, employees can remain connected and productive. It eliminates the need to recreate work and ensures that decisions are based on the most recent and relevant information.

Salient features of Archive Management System:

- 1.** Data Capturing
- 2.** Data Storing facilities
- 3.** Searching facilities