

# › ARCSTORE®

## MANAGING YOUR ARCHIVES, MEDIA AND SCANNED DOCUMENTS

### ArcStore – a helpful interface for all aspects of your archiving procedure.

#### Ordering boxes

Order archive boxes online with ease, according to your document packaging requirements.

#### Creating documents

Use the 'Document manager' module to create, modify and edit the labels used for identifying and locating the document or archive.

#### 'In-house' module

Manage your archives in-house thanks to the 'In-house' module. Organise and safeguard the archives you store on your premises. Thanks to this module, you will always be able to find and locate your in-house documents.

#### Transferring documents to secure Labgroup repositories

Use the 'Document manager' module to make an online request for your new archives to be collected and transferred to secure Labgroup repositories.

#### Searching for archived documents:

Use the search module to find your documents

The simple keyword search enables you to rapidly draw up a list of all documents indexed in the module.

The advanced search enables you to narrow your search by combining several index fields.



**Whether entrusting all or some of their archives to a specialist third party, organisations wish to have a simple, efficient and secure tool which enables them to manage their documents, browse the electronic inventory of their paper archives, search and view their digital documents and trace their backup media.**

› **ArcStore, the fruit of many years' development by Labgroup,** is a modular solution for managing physical and digital archives. Closely linked with Labgroup's various other services, ArcStore makes it possible for organisations to carry out a wide range of actions simply and quickly, such as searching for and displaying a scanned document, searching for a paper archive box, or requesting the delivery of archived documents from Labgroup. It is also possible to make specific requests, such as for media to be collected, archives to be destroyed or specific documents to be managed.

› **ArcStore is a powerful search tool** for digital documents; each document can be found by keywords (metadata) or content (full-text search in PDF with the 'Powersearch' module).

Looking up archived documents:

In just a few clicks, you can submit an online request for an archive (scanned document) to be returned to you physically or electronically. Your documents will be returned to you within half a day following your request.

Managing scanned documents:

ArcStore is also a solution for managing electronic documents, designed to help you search for, extract and display digital documents.

Compliance, traceability and security:

ArcStore is the perfect tool to help your organisation meet compliance requirements. It guarantees the security and traceability of your digital documents and archives. It allows you to generate reports easily in the event of an audit or a legal request.

## Advantages

- › **Unique interface for managing your archives and backup media**
- › **Database structured by module**
- › **Web-based system requiring no installation**
- › **Easy and convenient to use**
- › **Based on proven technologies**
- › **Powerful search engine**
- › **Security and traceability**

ArcStore is a powerful and modular solution to manage all your professional archiving tasks.

# ArcStore

