

Benefits

- A flexible solution that adapts to any company's document management procedures.
- A system that reduces the time required for searching, retrieving, classifying and storing documents.
- A powerful secure tool that allows administrators to track and log all users that have accessed
- Archive One sends alerts every time a document is due for update or renewal
- Archive One can be deployed as a standalone application, networked over the corporate LAN, and/or accessed via the internet.

Key Features

- Comprehensive archive administration
- User rights management and access control
- View access logs – know who has accessed or added files
- File validity alert – receive alerts for expiring and expired documents
- View document history
- Document set status report – for auditing purposes
- Document Sets - attach documents to document sets using pre-defined document templates
- Version Control and Retention - create and retain multiple versions of the same document
- Controlled Documents – control the changes and release of special documents
- Document Browser – manage free flow documents



PAPERLESS TRAIL INC.
7/F, Angkor Plaza 104 V.A. Rambo Street, Legaspi Village Makati City 1229, Philippines
Tel: +632 893 5951 +632 893 5383 Fax: +632 326 0442
info@paperlesstrail.net
www.paperlesstrail.net



Archive One

Manage compliance of:

- Employee 201 files
 - BIR/ITR filing and payments deadline
 - SSS/PhilHealth remittance schedule
 - SEC Compliance
 - DTI Regulatory Compliance
 - Insurance Policy Remittance
 - PAG-IBIG
 - * Custom Documentation Sets
- * Subject to Customization *

Overwhelmed with your Records Management?



Don't wait until the problem is too big to handle!

Archive One

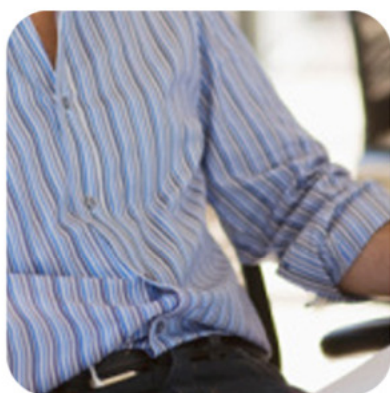
Product Overview

Archive One is a document management system designed to help document administrators classify, store & secure, search for and retrieve essential company records.

With its advanced search features, Archive One makes searching for all documents (old & new) fast and simple.

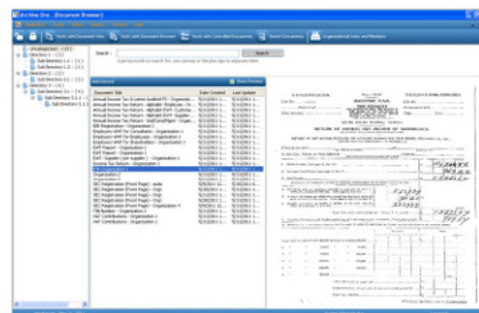
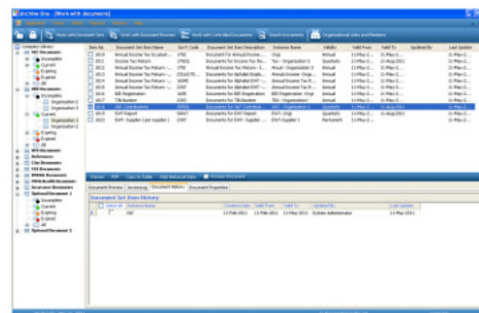


A centralized document repository helps save time, reduce costs, improve operational efficiency and provide security for all physical and electronic documents.



Why do you need Archive One?

- Multiple organized files in a single repository
- Improved search capabilities
- Enhanced security and compliance
- Faster access and retrieval of documents
- Protect your documents from unauthorized access
- Advanced search features
- Standalone or networked solution



Manage compliance of

- Employee 201 files
- BIR / ITR filing and Payment Deadline
- SSS / PhilHealth Remittance Schedule
- SEC Compliance
- DTI Regulatory Compliance
- Insurance Policy Remittance
- Pag-IBIG Remittance
- * Custom Document Sets
- * Subject to Customization *

