

Archive Systems



ASPEN Virtual File Room

For many industries, the shift to a paperless work environment is a transition that continues to evolve over time. The reality is that many processes are still paper-based. For industries such as financial services, hospitality, retail and others, forms typically get printed to paper for processing, or through an approval cycle. Departments within an organization, such as Human Resources or Finance & Admin, still handle a large amount of paper documents.

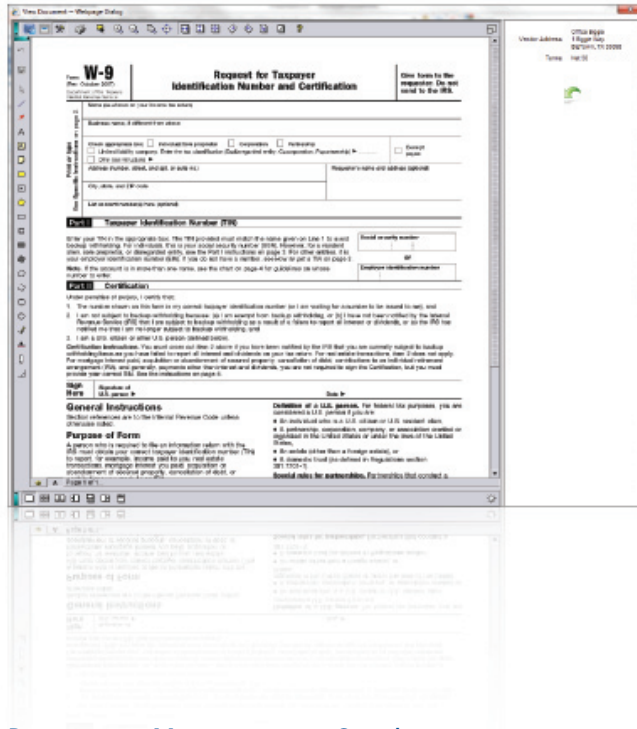
These companies are forced to source a variety of hardware, software and services to help them manage paper documents as they convert them to electronic format. Archive Systems is uniquely able to provide integrated software and services to enable the path to paperless, including the secure management, storage and conversion of physical, paper documents. Virtual File Room (VFR) is a document management system designed for organizations that wish to convert, manage and secure their paper files as electronic documents.

Key Facts

- Platform specifically designed for the quick search and retrieval of critical records
- Removes the burden of hardware and system maintenance from IT departments with a Software-as-a-Service model
- Quickly request and retrieve stored document images from within line-of-business applications
- Allows selection of a group of records that may be viewed securely by third parties
- Creates a backup of your critical documents

Benefits

- A comprehensive pay-as-you-go subscription service
- A fully redundant online document repository
- A scalable solution supporting unlimited users
- No additional investments in infrastructure or personnel
- Ease of implementation and quicker time to value
- Industry leading service level



Document Management Services

This enterprise-strength solution integrates document receipt, scanning and data capture services, along with online content storage and web-based image access to provide a comprehensive document management solution.

Virtual File Room provides:

Management of electronic documents; secure, centralized access to documents; integration with key systems such as Enterprise Resource Planning, Human Resources, Information Systems, Customer Relationship Management, and more.

Manipulate images, add annotations, and more with VFR.

A Powerful and Flexible Platform

VFR guarantees 24/7 access to business critical information through a web browser. All content is stored in redundant data centers with ensured business continuity and disaster recovery. Records can then be found instantly using the user-defined search functionality and accessed through the robust viewer.

Archive Systems

With over 20 years of experience, Archive Systems understands the complexities of records management, and provides customers with a wide spectrum of services and software systems to manage the lifecycle of their documents and vital records. By utilizing the most advanced technologies, we provide a solution to manage paper and digital documents and the connection between them. Archive Systems is the bridge to a paperless future.

Toll Free 1.800.899.3975

Email info@archivesystems.com

Website archivesystems.com

Headquarters

39 Plymouth Street

Fairfield, NJ, 07004

USA

Canadian Office

55 Water St, Suite 400

Vancouver, BC, V6B 1A1

Canada

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