

Wordtext Systems, Inc. is now a distributor of Archive One - Document Management System!



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

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

Archive One is a centralized document repository that helps save time, reduce costs, improve operational efficiency and provides security for all physical electronic documents.

Benefits

- Reduces the time required for searching, retrieving, classifying and storing documents.
- Allows administrators to track and log all users that have accessed the system.
- Sends alerts every time documents are due for updates or renewal
- Allows you to deploy the archive as a standalone application, networked over the corporate LAN and/or accessed via the internet

Key Features

- This flexible solution adapts to any company's document management procedures
- 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

CONTACT US FOR MORE INFORMATION

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