



## THE INTELLIGENT SOLUTION TO MANAGING DOCUMENTS.

Not too long ago, a prominent feature shared by many work places was an abundance of big, ugly filing cabinets that stored heaps of paperwork whilst taking up valuable office space. And apart from being an eyesore in your work environment, managing all these documents and ensuring they were up to date proved to be a challenge in itself. But that was then.

Archive One lets you manage, secure and backup documents either in cloud or an internal server where it will no longer encroach on your physical space. Simply login, refer to its intuitive dashboard and select the documents you need to work with. What's more, you can even receive email alerts for the ones with upcoming expiry dates.

That way, not only will you enjoy peace of mind knowing that your documents are all neatly organized and stored in one place, you can also rest assured you will never fall behind with your paperwork again.

### ARCHIVE ONE IS IDEAL FOR:

- Search and retrieval of documents
- Version control of documents
- Document set management
- Access logs
- Document approval
- Pre-defined document sets for SEC, BIR, HR

### KEY FEATURES OF ARCHIVE ONE INCLUDE:

- User rights management and access control
- Predefined list of statutory documents
- Government mandatory documents, permits, etc.
- Functionalities to help manage compliance documents
- Employment records (201 file), government and non-government, regulatory documents
- Search document through tag keywords (metadata)
- File validity alerts
- Receive alerts for expiring documents through email with alert escalation
- Document history logs, who accessed and viewed documents, which machine was used, etc.
- Document viewer
- Version control and retention
- Bulk uploading



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