



# Digital Archiving

## How document archiving works today

When archiving, it is important to capture and sort documents in the company and then store them securely so that no information is lost and they can be accessed directly and quickly. Digital archiving is far superior to paper archiving in terms of security and access times and offers many other advantages.



## Archiving your business documents: faster, more flexible and more secure than ever before

With the dataglobal Group's ECM/DMS solution, archived information can be retrieved almost in real time. Digital archiving will also enable your company to work much more effectively: You will save time and money and benefit from an enormous competitive advantage over companies that still have to retrieve their files from the basement. It goes without saying that the centralised management and archiving of your documents fully complies with all legal requirements. This applies to the management of e-mails as well as all other sensitive company data.

## Your benefits with Digital Archiving



More efficiency in the office



Quick search of documents



Comply with retention periods



Revisions-sichere Archivierung



Audit-proof archiving



Digital archive + DMS in one product

## The most important functions

Here is an overview of the most important digital archiving functions.



### Fast document search

By indexing your documents and providing various search functions, you will receive the document you require within a few seconds.

### Comply with retention periods - deadlines and life cycles

Certain business documents, such as archived invoices, must be stored in the company within a legally defined retention period. In general, all business-related documents, including emails, are subject to a specific retention period. Using integrated lifecycle management, you decide how long a document must be stored and when it can be deleted. This ensures that you comply with all applicable deadlines.

### Audit-proof archiving

Your documents are archived in an audit-proof manner. Audit-proof means that archived information, provided it is business-relevant, must be protected at all times against

- unauthorised access and
- changeability.

This requirement is legally stipulated in the GoBD, among others. To protect personal data, the provisions of the EU General Data Protection Regulation (GDPR) must also be observed.

### Compatibility with a wide range of formats

In principle, you can save any information or document in the archive, as long as it is available in digital form. In addition to text documents such as PDF invoices or emails, this also includes image and video files as well as files from third-party applications (ERP, CRM, etc.).

### Get in contact now:

Would you like to find out more about the dataglobal Group's ECM/DMS solution or other products and services from our portfolio? We would be happy to advise you in a personal meeting.

Contact us now and make an appointment. We look forward to hearing from you.



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## dataglobal Group – Software solutions for the digital workplace – Made in Germany

What drives us as dataglobal Group is the vision of a working world in which people can work easily and mobile from anywhere in the world – securely, conveniently and with the tools and functions they need for their own peak performance on the job. Although we provide the technical innovation, in the end you do the work that matters.

We support you in optimising the processes in your company both economically and in terms of ecologically sustainable corporate management. In this way, together we can master the challenges of a modern working world that is characterised by rapid change and the breaking down of outdated ways of thinking, presenting its players with new tasks.