Secure Document Management System for Businesses

Archive One is a document management software designed to help organizations easily classify, store, secure, and retrieve essential documents that are needed for retention and audits.

With the help of our partners, we provide an end-to-end document management solution from scanning to document storage.

How Archive One Can Help You

- **Keep vital files in a central repository** making it more accessible and shareable across the organization.

- **Prevent data loss and accidental deletion of records** with its secure data storage and backup.

- **Find documents quicker and easier** with its enhanced search capabilities.

- **Convert scanned files/images to text** using the Optical Character Recognition (OCR) functionality and indexing capabilities.

- **Protect and preserve documents** and the integrity and authenticity of information.

- **Prevent unauthorized viewing of documents** by allowing document administrators create permissions based on each user's needs, privileges and role.

- **Track users who viewed, accessed, and downloaded files** with the Audit Trail feature. Generate insight from business data using the Customizable Reports functionality.