

Archive One Feature Highlights

Archive One delivers productivity, data preservation, security, and audit capabilities. Enable excellent document control and smooth information flow across your organization—no matter where your team is working from.

Powerful Search

Archive One allows advanced search to get search results based on document content, tags, or notes.

Version Control

Users have access to the latest and updated version of documents while the older versions are preserved.

Retention

Retention period can be applied to documents based on the retention policies defined for each document type.

Custom Indices

Tag and organize your documents with different “search” terms to aid their subsequent retrieval.

Preview Watermarks

Protect your documents from unauthorized capture and alteration during previews through a digital watermark.

Access Pass

Temporary access to a document can be granted to a user. It expires in 24 hours to allow for less administration.

Access Logs

Track every activity being performed on a document, along with the name of the user, date, and timestamp for security purposes.

Document Authentication

With Archive One, you can check if a file is authentic by comparing it with the documents stored in the system.

QR Code

Easily share a digital copy of a document using a QR code.

Remote Access

Archive One allows users to access the documents from different locations.

Integration

Boost your productivity with Outlook, Office 365 and custom integrations.

Digital Audits & Reports

With a single user interface for audits, you can easily prepare for audits, provide access to auditors, and quickly generate reports.