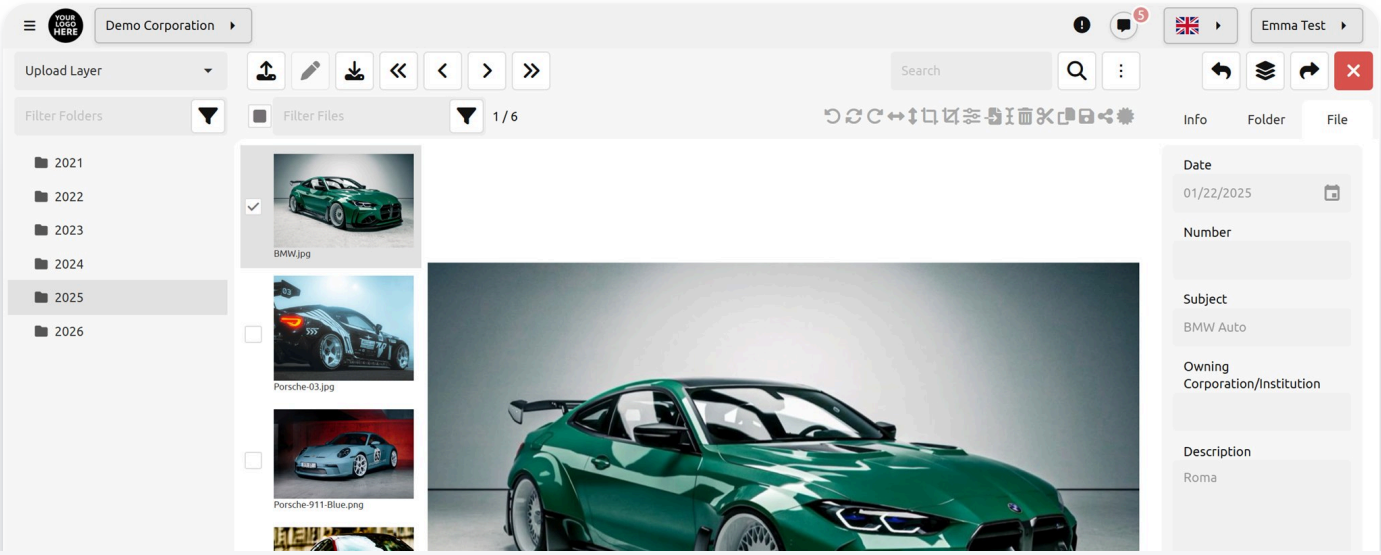
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MODULE

Archive Management System

Multiple Archives | Automatic OCR and Automatic Indexing | Automatic Import Options | Extensive Security Options



Discover Documenos® Archive Management.

The application's archive module is used to make available all kinds of digitised data, including books, pages, photographs, videos, or audio recordings.

In compliance with personal data protection legislation, the most advanced security settings can be applied at different levels for each archive.

Options for loading data into the electronic records archive are highly varied to suit your organisation's needs. Electronic records can be uploaded to the application via SOAP-API or REST-API. With the appropriate setting, the application can watch any FTP server or DISK location you choose, and content saved there can be archived automatically.

Multiple Archives

You can manage multiple archives within each company. Each archive can be kept in a different data storage location, with different rules and security policies applied.

Automatic OCR and Automatic Indexing

You can run automatic OCR on archives and also automatically index metadata such as IPTC and EXIF.

Automatic Import Options

An archive's content can be imported automatically and continuously from disk or an FTP server.

Digitisation Process

Documenos® provides every tool you need to run archiving work as a process using scientific methods.

Features

Our customers' favourite features

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Managing the Digitisation Process

Manages digitisation processes. Allows an unlimited number of dynamic index fields to be defined for each archive.

Managing Physical Archives

Manages physical archives across hierarchical levels such as building, room, cabinet and shelf, together with the asset types they contain.

Multi-Layer Security

In addition to access-level management, provides access settings at archive, layer and folder level. Gives researchers temporary, controlled access to archives.

Content Editing Options

Lets you perform dozens of photo functions such as cropping, rotating and adjusting contrast, colour or sharpness directly in your web browser. You can also trim specific segments of videos to create new ones.

Automatic Indexing

Makes images added to the archive searchable through automatic OCR. With the help of artificial intelligence (AI), it converts speech in audio files to text in about 100 languages and enables search within videos.

Automatic Data Upload

Continuously and automatically loads data into the archive system from disk storage or FTP servers.

Publishing and Sharing

Lets you share documents securely with internal or external users.

Statistics and Reporting

Provides archive usage statistics, file movements and access analysis.

Flexible Access and Sharing Options

You can configure in detail who can access any material in the archive, when and from where, and whether they are allowed to edit, download or share the data they access.

Multi-Layer Architecture

Spreads digital archive production processes across multiple layers to ensure process security, simplify complex processes and enable performance measurement.

Search and Privacy Settings

Provides permission-based search and access features for documents containing confidential or personal data.

Extensive Security Options

Access privileges can be set differently for each archive and customised by layer or folder.

Personal Portfolio Management

Allows users to manage their personal documents in private folders.

Download for Free

See the full module and its screenshots on our website.

documenos.com

Partner with us to make your business shine!

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