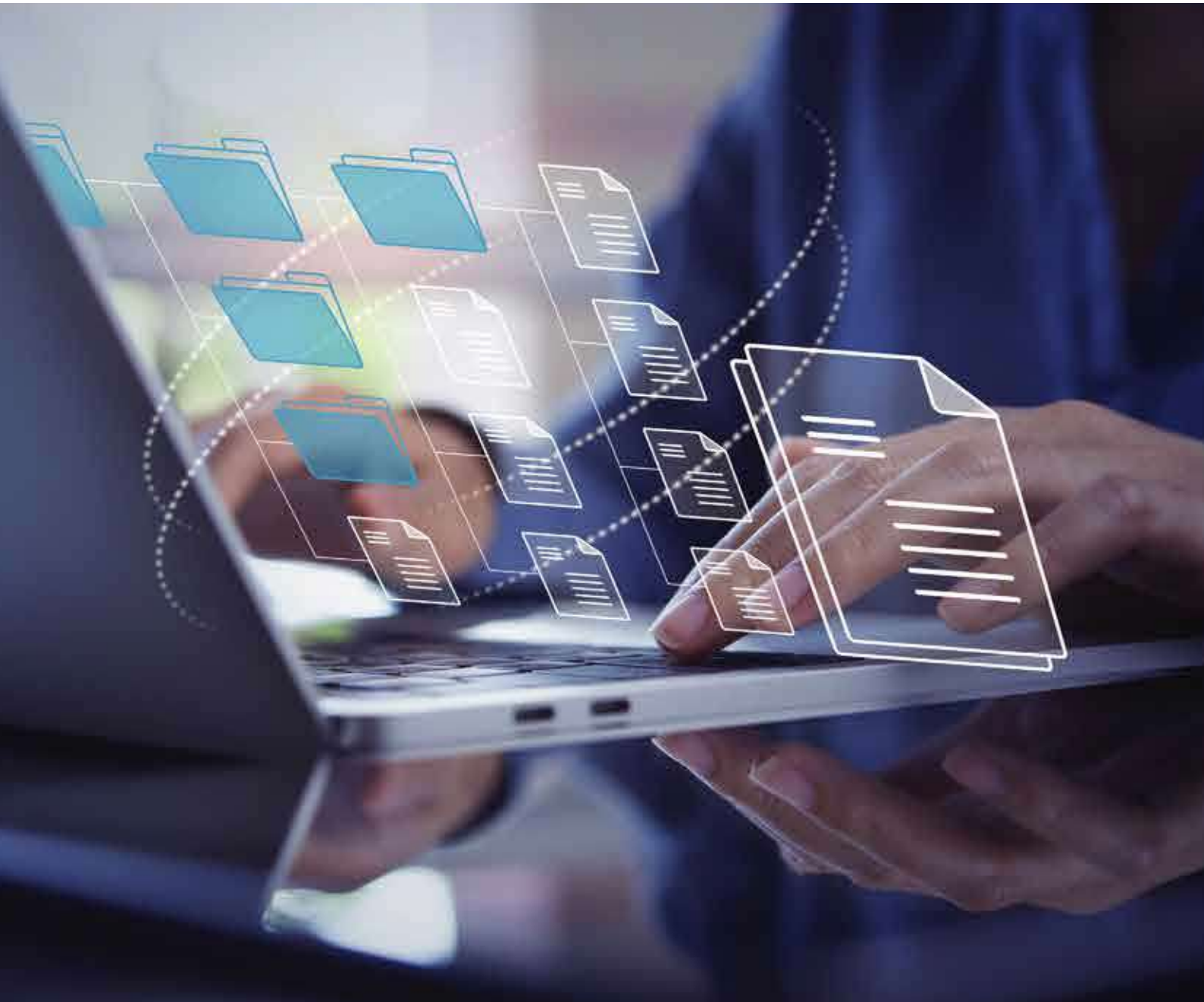# ArcMate Enterprise

NVS Soft®
www.nvssoft.com

ArcMate Enterprise™

The Powerful Document and Records
Management System for Businesses of all Sizes

Enterprise Document Management System

ArcMate Enterprise is an industry-leading solution for document management trusted by enterprises and government departments for accelerating digital transformation. ArcMate Enterprise is powered by a Service Oriented Architecture and is available in Enterprise and DataCenter editions.

Overview

ArcMate Enterprise is based on an n-tier architecture that is designed for security and scalability, with core functions built and embedded as services.

ArcMate Enterprise is an open system that uses industry standard formats and relies on no proprietary technology, thus securing investments long-term.

ArcMate Enterprise is a fully web-based system with an intuitive user interface available in English, Arabic, French, and Turkish.

With ArcMate's native mobile apps for iOS and Android, users can easily capture, find, and share documents on the go.

ArcMate Enterprise is powered by an advanced API that enables system integrators to build and integrate line of business applications with its repository and core functionalities.
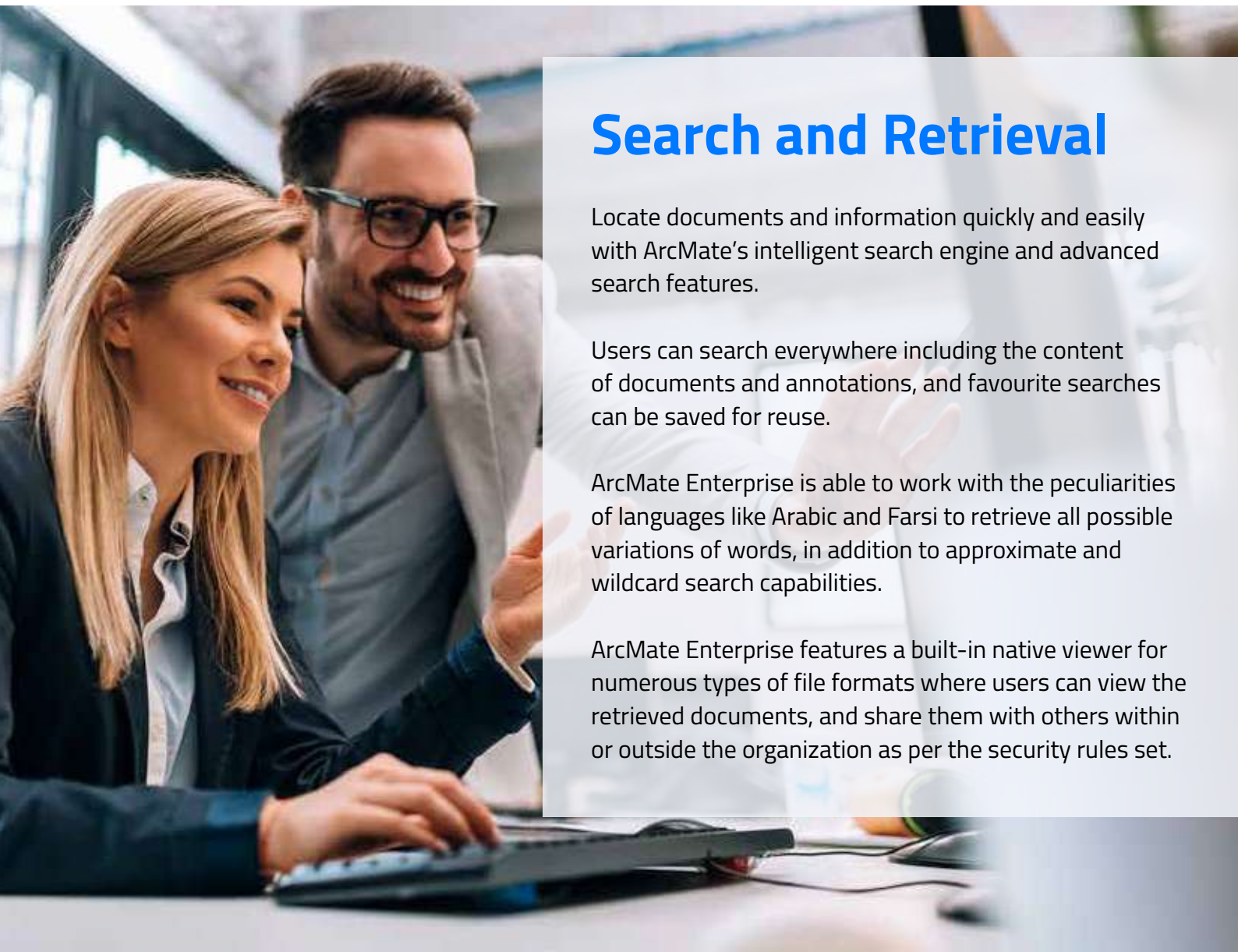
Capturing and Indexing

With ArcMate Enterprise you can capture and index all types of documents easily, anywhere, and anytime.

ArcMate Enterprise helps you automate and speed up the process of capturing and indexing using batch scanning, folder monitoring, email and Microsoft Office integration, and intelligent recognition and indexing.

Additional indexing data can be pulled from 3rd party systems. Validation rules can be set to ensure consistency and uniformity across systems.

Documents are stored and classified into a secure repository and assigned a lifespan and a sequence for retention and disposal. ArcMate Enterprise can also map your physical record storage by managing virtual storage cabinets.

Search and Retrieval

Locate documents and information quickly and easily with ArcMate's intelligent search engine and advanced search features.

Users can search everywhere including the content of documents and annotations, and favourite searches can be saved for reuse.

ArcMate Enterprise is able to work with the peculiarities of languages like Arabic and Farsi to retrieve all possible variations of words, in addition to approximate and wildcard search capabilities.

ArcMate Enterprise features a built-in native viewer for numerous types of file formats where users can view the retrieved documents, and share them with others within or outside the organization as per the security rules set.

Collaboration

Users of ArcMate Enterprise can collaborate on documents by editing and adding different kinds of annotations.

ArcMate Enterprise provides an extensive set of image editing features in addition to the ability to check out documents for editing in external software. All document revisions are tracked in an advanced version control system.

ArcMate Enterprise features a document routing system that enables users to route documents among them in predefined sequences. Users can be assigned roles to perform different types of actions and they can delegate their rights to other users.

For more complex collaboration requirements, ArcMate Enterprise integrates with external workflow and business process management engines for more advanced document workflow capabilities.

Records Management

- Gain full control over the lifecycle of documents and records from inception through to disposition and attain governance and regulatory compliance with ease.
- Classify records, manage file plans, and control access and security.
- Set retention policies on records based on time or events.
- Freeze records or manage their disposition process.
- Automate record management operations with workflows for approval, disposal, unfiling, etc.
- Generate disposal reports and access detailed audit trails on all record management activities.
- Support for standard encodings and metadata such as DoD 5015.2

Security

ArcMate Enterprise features an advanced security model that goes beyond the standard users, groups, and role or task permissions. It enforces security on the level of objects, be it a document, a page, an indexing field, a tree folder, or an annotation.

Various security policies can be applied to password structure, password age, account expiry, login times, or login IPs. Full audit trails are available for all types of system activity and specific users or activities can be monitored.

ArcMate Enterprise includes an export and backup management system that provides full and incremental backup operations in addition to scheduling. In addition, the disaster recovery module allows the reconstruction of repositories from document storage in case of any failure.