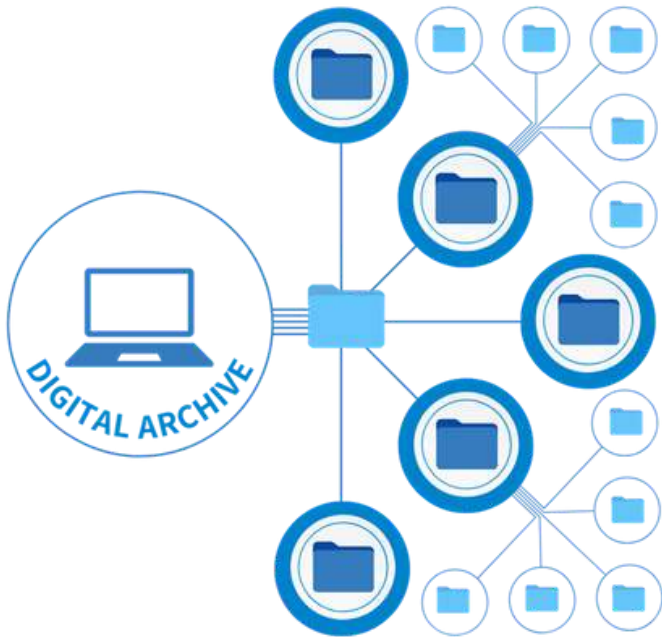


Digital Secured Archive

Cloud, OnPrem or Hybrid model





The digital archive offers an advanced solution for securely storing, searching, and retrieving documents and invoices on an external server, rather than on a hard drive. While digital archives typically function as backups for physical archives, in some cases, a trusted digital archive can completely replace the need for a physical archive.

Work Phases in the Digital Archive



Document scanning/uploading

The document is being scanned/uploaded

Digital Signature

The document is signed with a digital signature

Archiving the Document

The signed document is transferred and stored in the digital archive

Streamlining Organizational Processes

Here are the significant benefits of transitioning to a secure digital system

Economic Savings

A secure digital archive helps the organization save on costs related to the production, storage, scanning, handling, and disposal of paper, while also reducing employee work time.

Time and Resource Efficiency

Daily operational tasks, such as searching, signing, archiving, and sending documents, are performed more easily, quickly, and digitally.

Easy and Rapid Document Retrieval

With a digital archive, any archived document can be located quickly and easily from any computer within the organization, eliminating the cumbersome process of physical searches.

Modern and Eco-Friendly Office

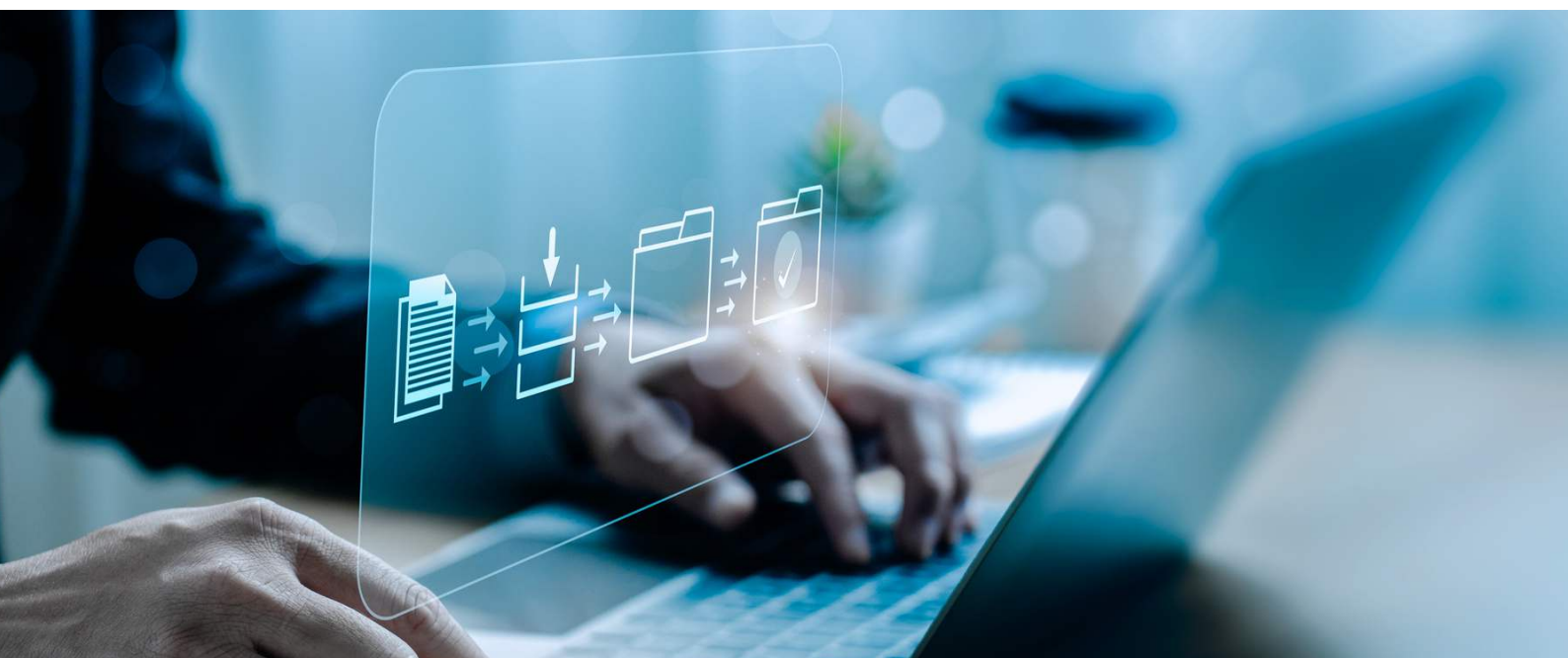
Reducing paper usage contributes to a more eco-friendly office environment, supporting environmental quality and enhancing the organization's green branding.

Space Optimization

Utilizing digital archives frees up significant office space, which can be repurposed for other business needs.

System Capabilities

- Scan and upload multiple documents at once, categorizing them appropriately.
- Use any existing scanner and OCR for efficient data extraction.
- Choose between cloud or local installation with ComSign's secure standard
- Sign documents with smart cards, tokens, or major signature systems
- Manage permissions across multiple users and groups
- Access additional modules and store documents from various departments
- Ensure compliance with tax regulations and easily retrieve documents with simple searches
- Export reports to Excel and enjoy a user-friendly interface
- Enhance security and implement permission management efficiently
- Benefit from quick and simple implementation (system is currently operational)



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