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FACTS Data Sheet: Archive

The FACTS Archive solution helps distributors save valuable time and money by storing important business documents electronically. Information is kept secure, organized and easy-to-access. Archive allows distributors to reach new levels of efficiency and productivity by bringing them closer to the elusive “paperless office”.

If you are like most distributors, you probably spend a lot of time and money producing and handling paper. Imagine if your staff could find any document – current or historical – with just a few keystrokes, then easily view and print it – without having to then re-file it correctly. By dramatically reducing the need to store boxes of archived registers and paper files, distributors can reclaim much needed warehouse space and use it for revenue-generating inventory.

Archive Allows You To ...

- Save time by enabling your staff to find and file documents quickly
- Save time spent manually printing, collating and filing paper reports and documents
- Free-up valuable space used for storing documents in file cabinets and banker boxes
- Save money on office supplies, such as paper, toner and manual filing systems
- Enhance security by authorizing users to view various documents through security settings
- Improve document safety by saving documents to backup media, which can be stored in a fireproof safe or offsite as part of your disaster recovery plan.

➔ A PARTNER SOLUTION ...

Developed by Earnest & Associates, an Authorized Infor Solution Partner, Archive is certified by Infor as a leading solution for FACTS. By selectively creating alliances with partners that maintain the same the same rigorous quality standards for programming, design and functionality, Infor provides our customers with an expanded and enhanced FACTS solution.

Data Security

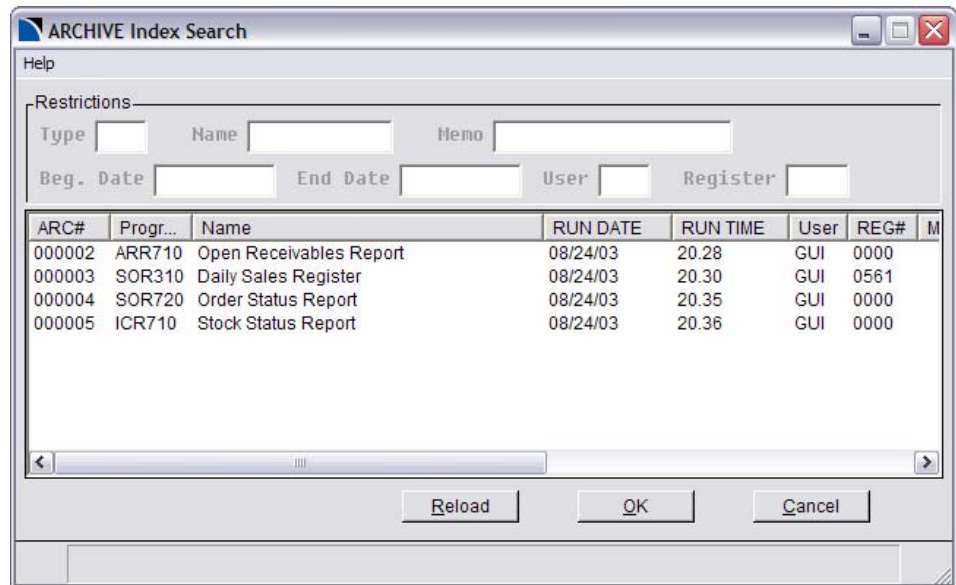
Archive is more secure than paper since all FACTS security levels are observed and enforced. Now you can safely store important documents electronically, ensuring paper documents are not misplaced or misfiled. Your off-site backup ensures reports and registers are preserved even in the unlikely event of a fire or other disaster.

Simple to use, Archive is available through the FACTS printer selection system, allowing any program using FACTS printers to create Archives, including Job Stream runs.

- Print to one of six available online libraries
- Optionally create a memo for each Archive
- Speed end-of-period processing by eliminating the need to wait for printers.

Document retrieval is made easy since Archive puts all stored documents at your fingertips:

- Find documents easily with filters by Program, Program Type, User and Date. Locate FACTS Registers instantly with a filter by Register number
- Search for specific data within your documents such as a customer, item or dollar amount – matches are highlighted for easy recognition
- Print lists of Archive files, including dates, memos, user codes, names and sizes.



Search for reports and registers printed to the Archive libraries

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