



TakeStock Data Sheet: Archive

Archive allows distributors to save time and money by ensuring that key information is kept safe and secure.

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

Important Business Considerations

How much time does your staff spend manually collating and filing paper documents? How much money do you spend on paper, toner, filing systems, etc.? *Imagine if you could make these processes more efficient and reduce your expenses.*

Do you have dozens, if not hundreds, of banker boxes taking up valuable space in your warehouse? How long would it take someone to find a single document stored in one of those boxes? What if a piece of paper was accidentally filed in the wrong box; would you ever find it? *Imagine if you could reclaim valuable warehouse space while empowering your staff to find any document within seconds, then easily view, print, e-mail, or fax it – and then “re-file” it quickly and accurately.*

Does your business have a disaster recovery plan? How would you recover important business documents stored in file cabinets and banker boxes in the event they are destroyed by fire, flood or some other disaster? *Imagine the peace of mind knowing all your business documents are safe and secured.*

➔ BUSINESS OBJECTIVES:

Improve your overall document management program by ensuring a safe, systematic and secure method for capturing and storing business documents.

➔ BENEFITS:

Archive uses document information to quickly find documents for viewing, printing, e-mail or fax. The search criteria is entered in the same manner as TakeStock Filters and Management Alerts.

The Answer is Archive from TakeStock

If you are like most distributors, you probably spend a lot of time and money producing and handling paper. The Archive solution in TakeStock allows you to significantly reduce these expenses and recognize real improvements in efficiency and productivity. Imagine the benefits if your staff could find any document – current or historical – with just a few keystrokes, then easily view, print, e-mail or fax it – without then having to re-file it correctly. By dramatically reducing the need to store paper files, distributors can reclaim much needed warehouse space and use it for revenue-generating inventory.

TakeStock Archive Allows You To ...

- Save time looking for documents, enable your staff to be more efficient and provide better service
- Save time spent manually printing, collating and filing paper reports, registers and documents
- Save space used for storing printed 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 types of documents through Archive Group security
- 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.

Archive Features

- Archive documents are created from the print process, documents, registers and reports and can be archived in addition to or instead of hard-copy printed output.
- Archived documents are stored on the network as PDF files (Adobe Portable Document Format – Adobe Acrobat not required) which retain their original appearance when viewed or printed and are considered more secure than text files.
- PDF files can be viewed with Acrobat Reader, which is free software available online.
- Users can search for specific data within individual documents using the Acrobat Find feature.
- External documents can be saved in archive folders in other formats (ie. TXT, XLS, DOC, HTM) and lookup information for these documents can be added to the TakeStock Archive.
- Information about archived documents is saved in the TakeStock database as documents are archived.
- Archive documents are saved by Group and users are granted access permission by group.
- Archive Inquiry.
- Archive is compatible with TakeStock Viper Forms, Job Stream and Background Processor

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