Archive Systems

ASPEN Virtual File Room

Archive Systems is changing the way the world manages documents.

The shift to a paperless work environment should deliver results, not more infrastructure for you to install and manage. ASPEN Virtual File Room (VFR) is an on-demand, document management service that enables you to instantly retrieve and manage your documents from anywhere in the world using a Web browser. This on-demand service requires no hardware or software to manage so you can dedicate resources to strategic business initiatives.

Built on a world-class infrastructure and accessed via the Internet, ASPEN VFR is a subscription-based document management service that enables you to capture, store, retrieve, manage and share documents online. Organizations can implement ASPEN VFR throughout the enterprise or in specific departments as part of a comprehensive paperless initiative. Key areas for implementation include human resources, accounting, customer service, loan processing, and more.
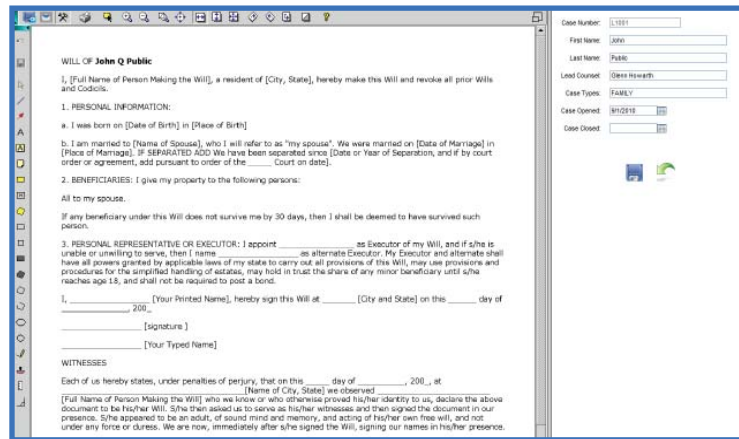
KEY FACTS:

❑ Provides a platform that is specifically designed for the quick search and retrieval of critical records.

❑ Removes the burden of hardware and system maintenance from already over-burdened IT departments with a Software-as-a-Service model.

❑ Enables you to quickly request and retrieve stored document images from within line-of-business applications.

❑ Allows you to dynamically select a group of records that may be viewed securely by third parties.

❑ Creates a backup of your critical documents.

Document Management Services

This enterprise-strength solution integrates document receipt, scanning and data capture services, along with online content storage and Web-based image access to provide you with a comprehensive solution.

A Powerful and Flexible Platform

ASPEN VFR guarantees 24x7 access to your information through a Web browser. All content is stored in redundant Data Centers with ensured business continuity and disaster recovery. Your records can then be found instantly using the user-defined search functionality and accessed through the robust viewer.

Manipulate images, add annotations, and more with ASPEN VFR.

Additional Benefits

Companies can also request hard copy delivery of documents through ASPEN Virtual File Room while taking advantage of Archive Systems' business records storage service. This enables you to make the connection between the paperless and the paper world to quickly gain access to the information you need.

- ❏ A comprehensive pay-as-you-go subscription service
- ❏ A fully redundant online document repository
- ❏ A scalable solution supporting unlimited users
- ❏ No additional investments in infrastructure or personnel
- ❏ Ease of implementation and quicker time to value
- ❏ Industry leading service level commitments

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