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Comprehensive solution Online Archive

■ Purpose

The solution meets the needs in remote electronic document archive (electronic storage, data center) enabling online access and attending services: converting of documents from paper, video, photo and other forms into electronic digital form, remote storage of originals and copies at any media. The solution can be used in organizations of various scale and spheres of activities.

■ Brief description of operation

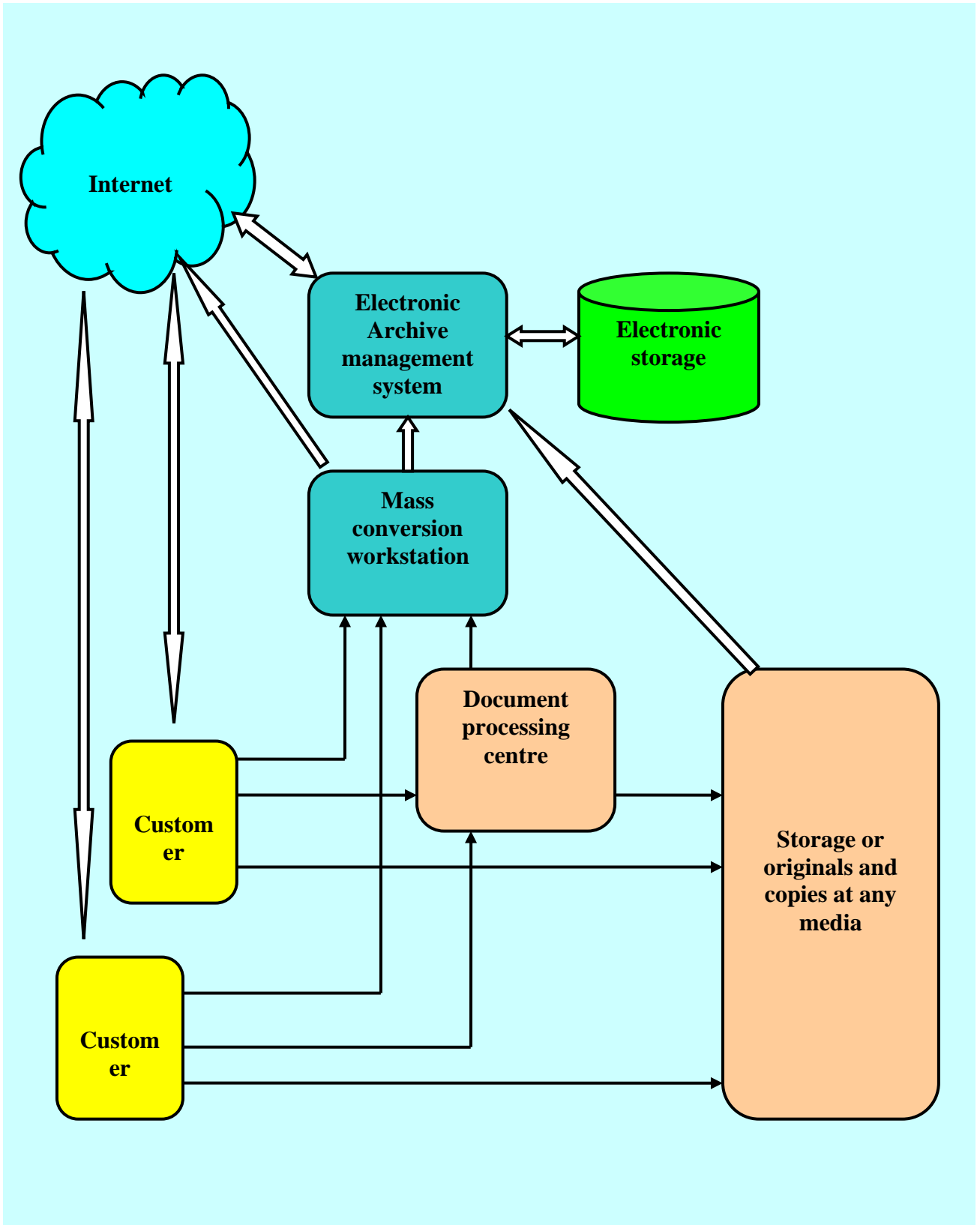
You and your employees (**Customer**) have Internet access to **Electronic archive management system** that enables to create working data of electronic documents, work with this information and interact with **Electronic Storage** as electronic document storage location.

Mass conversion workstations are used to create original data assets or to convert existing documents to electronic form. Converting of documents in electronic digital form (electronic document) is carried by the **Document processing center**. Paper documents and physical document media (video, photo, etc) that **customers** have or that have been created by the **Document processing center** can be placed in the **Storage of originals and copies at any media**. Information of location of originals and copies at physical media is represented in the **Electronic archive management system**.

■ Advantages

- Full-featured complete solution
- An opportunity to use separate components
- Outsourcing of hardware, software, services, specialist resources
- An easy system of interaction with the organizing entity (one-window system)
- Flexible payment system (ASP – Application Service Providing)

■ Structure



■ **Functionality**

■ **Electronic archive management system:**

- Thin client online access
- Client authentication
- Administering of roles, rubricator and documents rights
- Classification (rubrication) of documents (archive structuring)
- Document registration

- Work with reference-books and glossaries
- Document version control
- Management of electronic documents in different formats
- Reporting
- Search for documents by various criteria (columns, record card fields, context, morphology)
- Document viewing and printing capabilities
- Electronic digital signature
- Matching with case classification
- Control of storage terms
- Specification of location of originals and copies
- System event logging
- Continuous operation mode
- **Electronic storage:**
 - Archival information storage (large volume, reliability, security, backup)
 - Division into separate client electronic storages
 - Content management and data retrieval in real time
 - Continuous operation mode
- **Mass conversion workstation:**
 - Entering packet data (Internet / Intranet) in a selected classifier (rubricator)
 - Automatic filling of main fields of a record card
- **Communications means:**
 - Uninterrupted access in real time
 - Continuous operation mode
 - Data protection (channel security, network user control, filtering unwanted resources, virus protection, encryption)
- **Document processing center:**
 - Mass converting of documents (paper, video, photo etc.) in electronic digital form
 - Processing sorted and unsorted paper documents
 - Mass converting of documents to electronic and other media
- **Storage of originals and copies at any media:**
 - Preparation of documents to be stored
 - Storage of documents at any media (paper, magnetic, special)
 - Servicing client inquiries for access to archive documents
- **Main technical characteristics**
- **Electronic archive management system:**
 - Platform – J2EE
 - Technology – IRP Technology (Apache Tomcat WEB server, JBoss application server)
 - Product – IRP FrameDoc Electronic Archive
 - Thin client - WEB-browser
 - Certificated electronic digital signature system
 - Number of clients – unlimited
 - Operation mode – 7x24
 - Location – Data center
- **Electronic storage:**
 - Servers
 - Raid arrays
 - Storage specialized software
 - Storage volume – unlimited
 - UPSs
 - Physical and information security

- Responsiveness (write/read) – is defined by server and Raid array responsiveness
- Operation mode – 7x24
- Location – Data center
- **Mass conversion workstation:**
 - Workstation
 - Product – IRP FrameDoc Electronic Archive
 - Location – Data center (Client – individually)
 - Operation mode – 7x24
- **Communication means:**
 - VPN
 - FireWall
 - Anti-viral package
 - Certificated cryptoprotection system
 - Operation mode – 7x24
- **Document processing center:**
 - Commercial streaming scanners
 - Commercial book scanners
 - Commercial scanners for microfilms / microfiches
 - Location – Storage of originals and copies
- **Storage of originals and copies at any media:**
 - Specialized archive room
 - Safety system
 - Fire fighting system
 - Document delivery system

■ **Terms and conditions**

- Online archive management system is provided to customers at the terms of ASP model, i.e. software application lease.
- Base cost of services includes: server license (allowing installation of the mass conversion workstation) for the management system (unlimited number of users is provided as a *bonus to customers that concluded an agreement in 2006*), unlimited volume of data storage, operation training, system documentation, 7x24 technical support, new version support
- Minimum term of agreement is 1 year
- Payment is to be carried out on a monthly (quarterly) basis
- Customization of a typical solution to meet certain customer's requirements (archive structuring, record card and report configuration, role and right administering, etc.) is to be paid as additional service (in ASP agreement) in accordance with the price-list on the basis of cost of specialists in men-days
- Remuneration for specialists' work (for example, a system administrator if this position is outsourced) is to be paid as additional service (in ASP agreement) in accordance with the price-list on the basis of cost of specialists in men-days
- Mass entering of electronic documents (if this task is outsourced) is to be paid as additional service (in ASP agreement) in accordance with the price-list on the basis of cost of specialists in men-days (if Customer's specialists enter data using Data center workstation, it is **free of charge**)
- If the work is carried out by the Document processing center, it is paid in accordance with additional agreement and the price-list on the basis of volume of processed documents.

- Storage of originals and copies at different media is to be paid in accordance with additional agreement and the price-list on the basis of storage types and units, and archive support services
- Before the agreement is concluded, a Customer is provided an opportunity to get a better idea of the system by using it **free of charge** during one month (typical solution, not more than three users, storage volume not more than 50 GB).
- One-window system is used to interact with users.
- Using one-window system provides consulting about comprehensive solution, additional services, as well as execution of ASP model agreement, additional agreements and services.
- One-window system works in 5x8 mode

■ **Organizers**

IRP Technology (IRP Technology's link to www.irptec.ru)

IRP Technology's products and solutions are designed to create up-to-date IT infrastructure providing transparent process support and adequate response to changing environment minimizing overhead costs.

IRP FrameDoc – EII-based management of corporate information in the electronic form and at physical media (Electronic archive, workflow).

IRP ProcessFrame - A cost-effective application integration platform based on BPM (Business Process Management) and SOA (Service-Oriented Architecture) principles.

IRP ProcessIntelligence - designed for effective business activity monitoring in accordance with BAM (Business Activity Monitoring) principles.

Comprehensive approach to customers' tasks is possible due to a wide range of provided services, including:

- Integration – creation of up-to-date organization's IT infrastructure, application and process integration on the basis of SOA (Service-Oriented Architecture) and EAI (Enterprise Application Integration) concepts
- IT consulting and business process optimization
- Supplies of hardware and software

IRP Technology was established by Rechner Und Peripherie Virtriebs GMBH (RuP) that has been successfully working at global IT market for over 15 years

TELOS Unified Archive and Archive Service

ZAO TELOS Unified Archive and Archive Service, or TELOS Archive, is a member of TELOS Group that was established in 1997. The company is specialized in collection, storage, security, and retrospective use of document and information at all main types of media (paper, electronic, etc).

Confidentiality of stored information and documents is provided by multi-level system of access to information resources that was developed and adopted taking into account the most demanding requirements.

The **storage** is protected on a twenty-four-hour basis and is equipped with a double system of physical control and video monitoring. The storage is equipped with an advanced fire detecting and fighting system that provides required protection against fire.

The company has its own delivery service, which will deliver documents or materials right to your office or to any other place when requested.

E-Stock, Center of information and financial technologies

E-Stock, Center of information and financial technologies was established in 2001. Its initiators taking an active part in its activities are Moscow Central Stock Exchange, Computing Centre of the Russian Academy of Sciences, CMA Small Systems AB. Its main lines of activities are creation, deployment, and support of electronic data-processing systems, as well as a wide range of e-commerce and IT outsourcing services.

E-Stock has been certified in compliance with ISO 9001:2000 standard for quality management systems in the field of providing services of remote access to information resources and their further support.

Web2L® is a universal broker system for professional financial market players.

i-Trading is a system of trader online access to trading sessions of Moscow Central Stock Exchange currency markets.

i-Futures is a service of online access to trading sessions of Moscow Central Stock Exchange term market section (standard contracts).

i-Deposits is a service of online access to deposit operations of Moscow Central Stock Exchange public securities section.

Internet gateway rent is online connection of trader broker system to Moscow Central Stock Exchange trading network.

■ Results

- Organization of a remote, reliable and secure Online archive (electronic storage, Data center)**
- Comprehensive system of Online archive management on the basis of thin client technology**
- Comprehensive system of additional services**
- Integrated business model of document archiving system (electronic and traditional)**

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