

ByL ARCHIVIO®



ARCHIVING FILES



Every file format can be saved
in BvLArchivio®



ARCHIVE FILES

BvLArchivio® enables you to archive every file format.

Every file that you archive in BvLArchivio® remains audit-proof and unchangeable for ever.

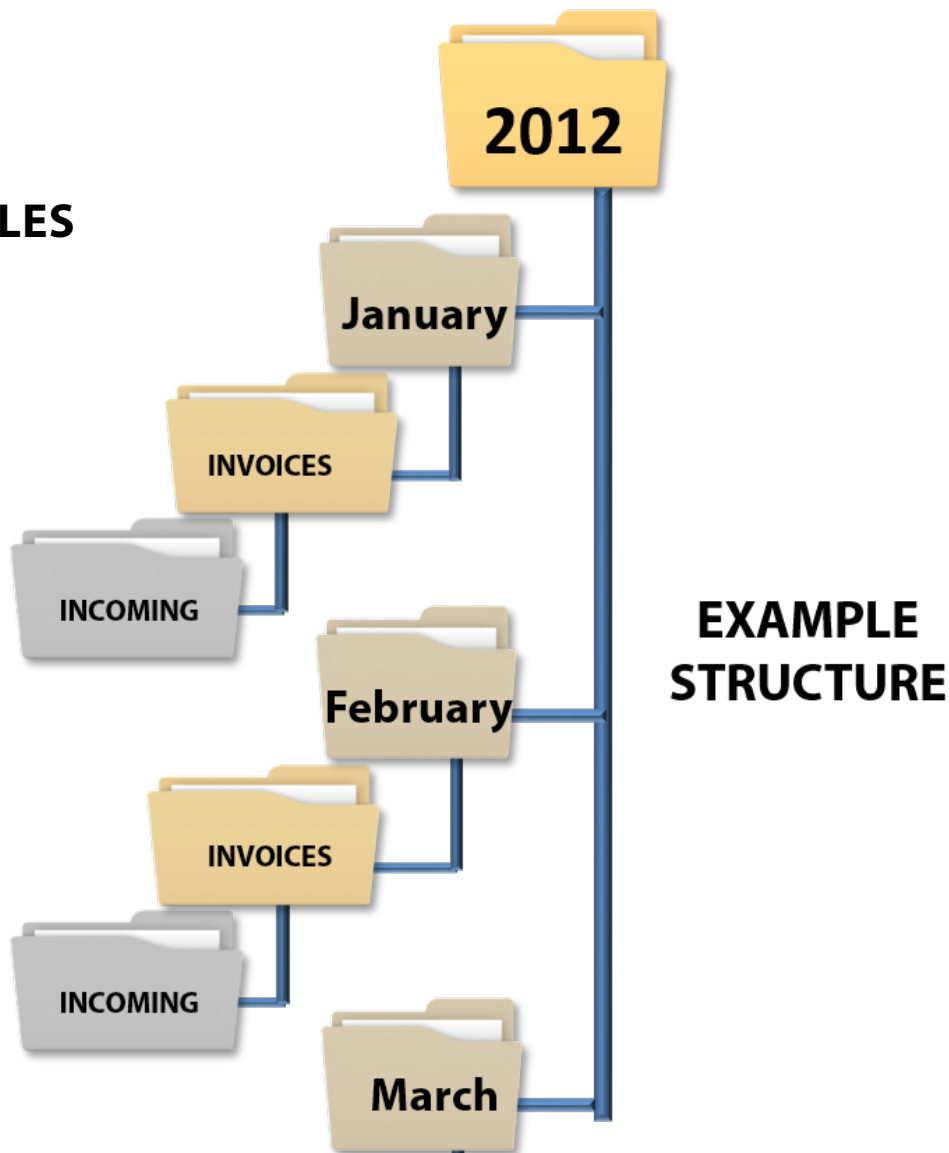
You can archive every file format, even electronic invoices in PDF format. It is also possible to archive images or voice recording files in a tamper-proof manner.



*Instead of reading this brochure, you can
also view our 5-minute films.*

www.BvLArchivio.com/Film1.html

ARCHIVE FILES



Perhaps you have already set up a filing structure today.

You have the option in BvLArchivio® of completely adopting your existing filing structure in the system. You can archive files in BvLArchivio® either individually or also in batches.

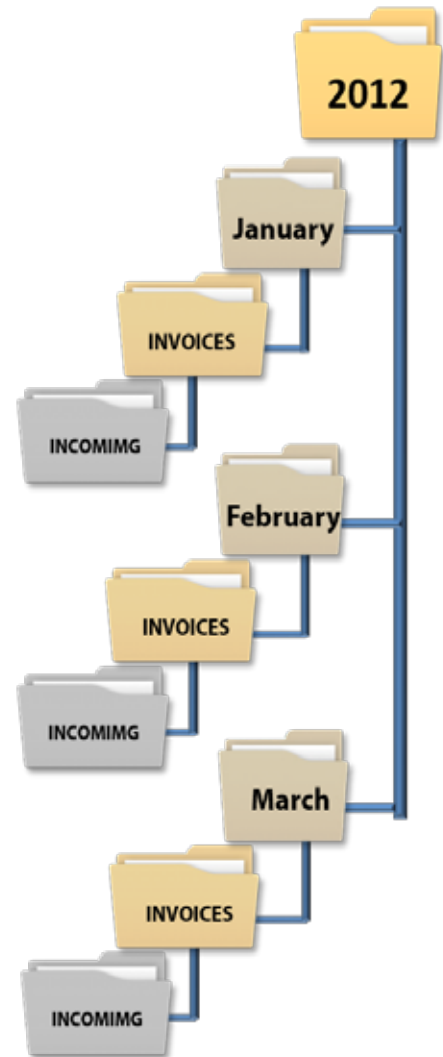
On the following pages, we will show you how you can archive files on a day-to-day basis.

If you already have an existing archive containing a lot of files that you want to adopt in the system, you can achieve this via the universal interfaces or simply contact us and our experts will assist you.



You can see here the user interface for BvLArchivio®. In order to archive any file in BvLArchivio®, click on the “Archive” button. The archiving window shown below will open, click on the “Search” button and then select the desired file that you want to archive.

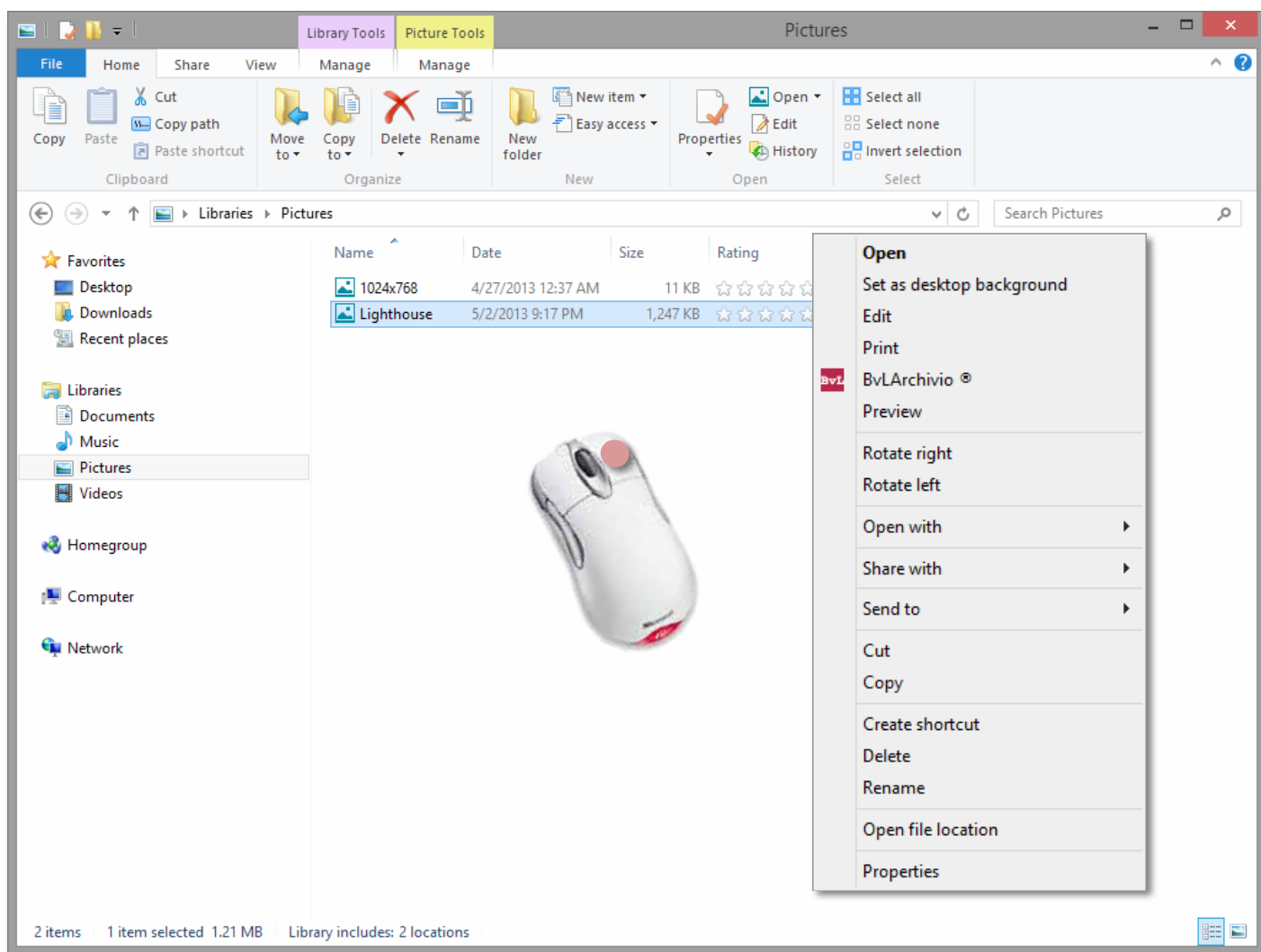




The file you selected will now be shown to you with its file name for confirmation.

You can now enter a tick in the relevant field to indicate that the whole contents of the selected PDF file should be read. The PDF document can be automatically found at a later date based on all of the terms that were read by BvLArchivio® from all pages of the document. For example, this enables an electronic invoice to be automatically found based on all of the terms and numbers that are included on the document itself, e.g., invoice numbers, article numbers, order numbers, etc.!

You can also additionally enter further filing information just like with the labeling on a ring binder in physical archiving, which you simply enter into the text field provided. The sequence in which the information is entered is irrelevant here. For example, enter your project number, your reference number, or your accounts payable number. Enter the terms here that you would have written on the side of the ring binder or enter the digital archive structure that you are already using.

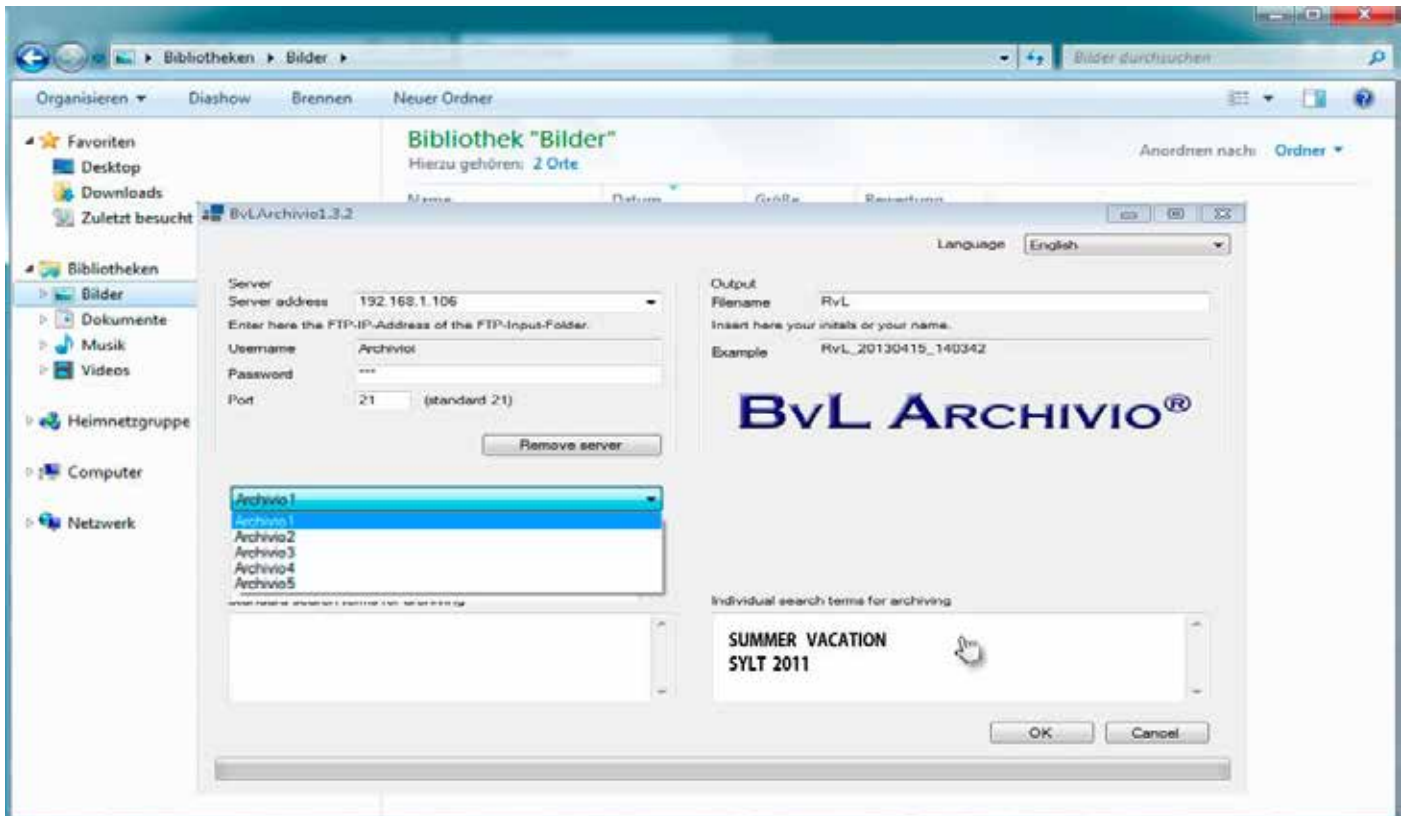


ARCHIVING FILES WITH PLUG-IN

A second and very convenient option for archiving files is provided by our Windows Explorer plug-in.

This option for archiving files does not even require you to log into the archive server, you simply need to directly select the file you want to archive from your computer's user interface with your mouse button.

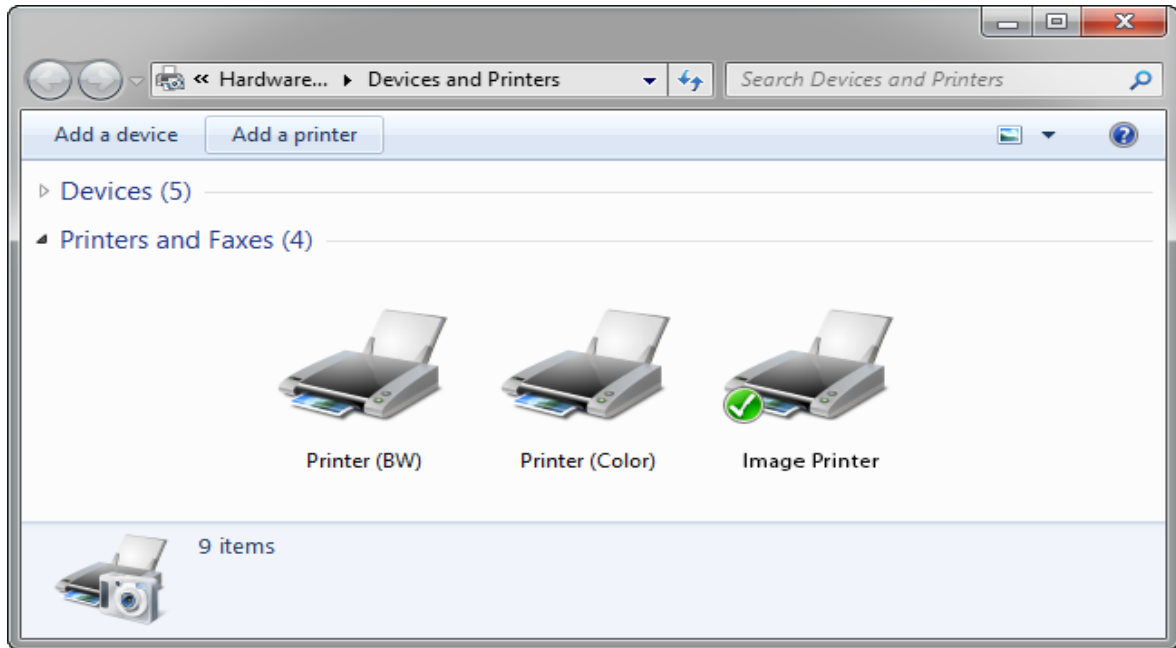
Click with the right mouse button on the desired file to open the option menu and select the menu option "BvLArchivio."



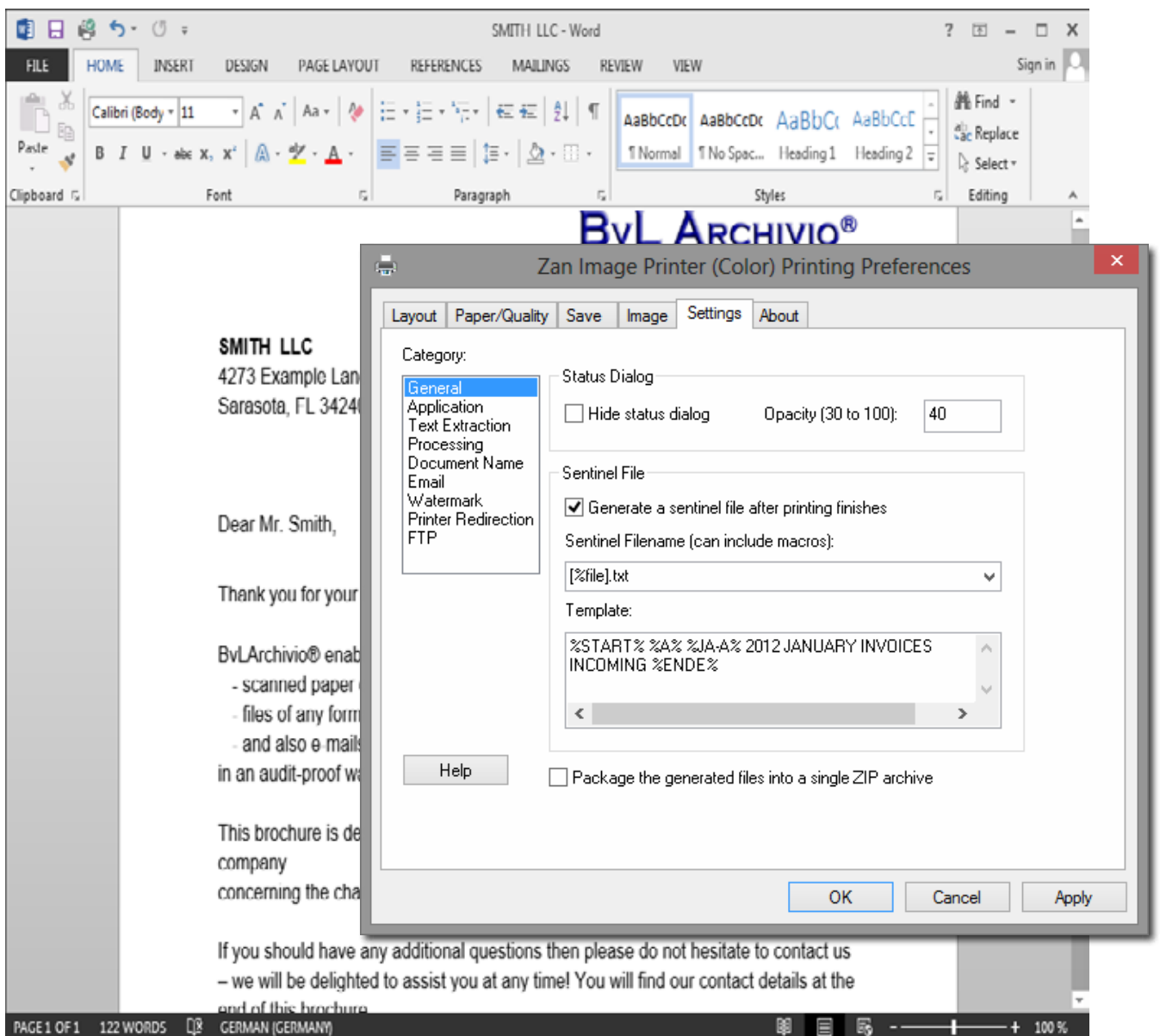
The BvLArchivio® window will open.

Now select the relevant archive. If you have selected a PDF file, you can now enter a tick in the relevant field to indicate that the whole contents of the PDF file should be read. The PDF document can then be automatically found based on all of the terms that were read by BvLArchivio® from all pages of the document.

You can also additionally enter further filing information just like with the labeling on a ring binder in physical archiving, which you simply enter into the text field provided. The sequence in which the information is entered is irrelevant here. For example, enter your project number, your reference number, or your accounts payable number. Enter the terms here that you would have written on the side of the ring binder or enter the digital archive structure that you are already using.



Another option for saving files on your archive server is the method using an image printer. An image printer enables you to directly save documents to the archive from every application.



For example, let us assume you write a letter in Word, as shown on page 8.

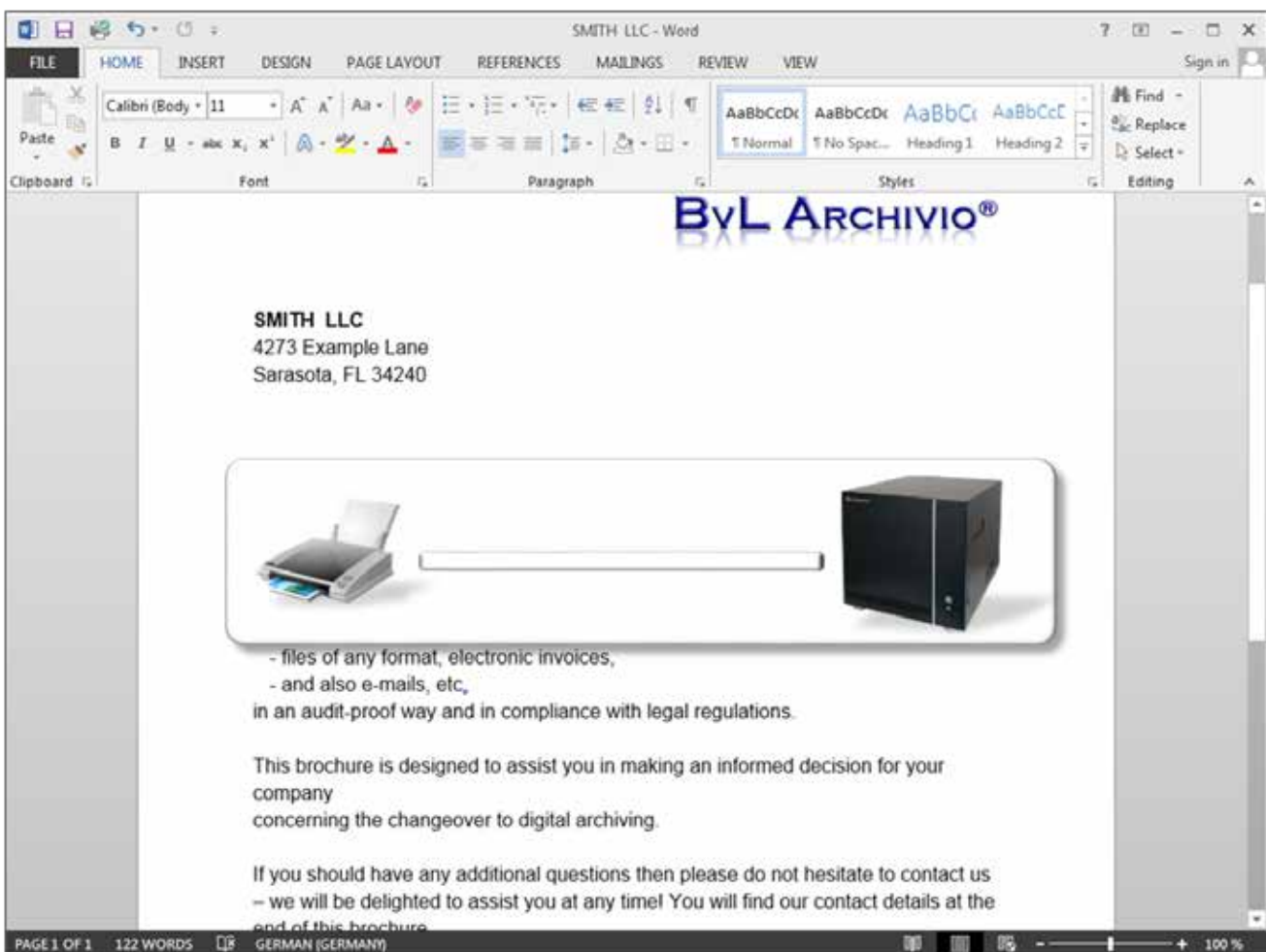
Once you have finished writing the letter, you can directly print it to the archive. The advantage here is that your document will be automatically converted into the long-term archiving format PDF/A.

In order to print to the archive from any application, simply select the familiar function "Print" in your menu bar and print to the image printer.

The dialog window (see page 8) for the "Zan" image printer will open. You can once again decide here whether the document, in this case your letter, should be completely read using ASF technology so that you can find it again using all of the terms and numbers found on your document. Naturally, you can also enter your own additional filing information here in the text field, e.g., "Correspondence 2012."

All words, terms, and numbers from your document will be read and you can then subsequently search for all of these words, terms, and numbers in the archive in addition to the separately entered filing information that you entered in the text field.

Searching for a combination of terms is of course also possible. You don't need to do anything more than simply print your document to the archive.





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