

TOSHIBA e-Archiving Suite

Electronic Archival System



Total Document Solution

Toshiba's e-Archiving Suite solution is an electronic document management system which enables you to digitise, index and store your business critical information.

It can scan and convert your paper files and archive them together with your existing Microsoft Office documents, and emails, all in one secure digital cabinet. Once indexed, you can search all your files for the information you need, instantly, from the Windows application or web app.

The e-Archiving Suite brings together document capture, approval and validation, process automation, collaboration and tracking, into one innovative platform. Standards-based and fully compliant, the e-Archiving Suite is designed for people who don't have time to manage documents.



What can the e-Archiving Suite do for you?

- Never lose a document again by combining paper document stores, file server storage and email stores
- Import existing electronic documents and migrate existing folder structures
- Electively archive individual emails with metadata by using the Microsoft Office client, or capture all content from monitored mailboxes
- Rapidly search the entire contents of your file server and filing cabinet with the powerful document indexer
- Grant users or groups individual access to view and open files, folders and document cabinets

Store **Index** Search



Technical Specifications

Minimum System Requirements

- Dual-core CPU 2GHz or greater
- 2GB RAM
- 300MB free disk space
- Windows 7, Windows 8.1, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2



e-Archiving Suite System Specifications

- Enterprise-strength, SQL-based database with no record limit
- Feature-rich Windows client
- Secure internet gateway with web client
- Clients for Microsoft Office 2007, 2010, 2013
- Integrated document capture to a range of file formats, including PDF/A, JPG, TIFF, Excel and Word
- Full user authentication with user directory integration
- Barcode recognition and extraction module capable of recognising many barcode types
- OCR engine supporting dozens of languages with graphical and tabular output
- User audit reports detailing all transactional logs
- Capture all document metadata to aid in search and retrieval



Complete **Information** Lifecycle



SCAN



SAVE



SEARCH



SEND



SECURE



SHRED

AUSTRALIA 1300 794 202
www.toshiba-business.com.au

NEW ZEALAND (9) 570 8530
www.toshiba-business.co.nz

TOSHIBA

Technical data is subject to change without prior notice. All company and/or product names are trademarks and/or registered trademarks of their respective manufacturers in their markets and/or countries. All rights reserved. We are constantly making efforts to deliver the latest status of data to our partners. Specifications for some models may change in the time between the production and the release of this documentation. Copyright © 2014 TOSHIBA TEC.