



Digital Secure Archive

**On-Prem or on the Cloud,
Secure, Simple and Efficient**

Digitally archive every document including contracts, financial records, government documents, invoices and confidential health records



Comda – Leading in strong authentication solutions and digital signing



The digital archive is an advanced solution for storing, searching and retrieving documents and invoices in a secured fashion on an external server and not on a hard drive.

As computerized archives usually function as backups for physical archives, a trusted CA's digital archive replaces the physical archive and redundant the need of one.

The digital archive advantages

- Allows retrieval of documents through simple queries of the stored data
- After the digital document is stored, the physical document can be eradicated according to the terms and conditions of invoice eradication
- Complies to the regulations of the Israeli tax authority



Digital archive work process



Invoice scanning

The document is being scanned and a “scanned document” label appears



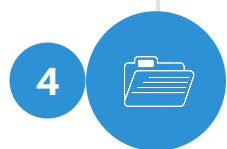
First qualified digital signature

The documents is signed on behalf of the assessee with an qualified digital signature



Second qualified digital signature

The document is signed for the second time with qualified digital signature by a different person to certify the document copy



Archiving the invoice

The signed document is transferred and stored in the digital archive



Eradication of the physical invoice

The origin document can be eradicated at the end of the taxation year instead of keeping it in a physical archive for 7 years (according to the Israeli tax regulations)



Key Features

- **System Customization:**

- **Local installation or a cloud service(SaaS)** - According to the customer's preference.
- **Digital Signature Module** - Enables qualified digital signatures on documents using a signature server (like ComSign's Signer-1)
- **Barcode identification module** - Capture document information and link it to a barcode for easy document tracking and management
- **Enterprise module** - Sign incoming accounting documents, vendor invoices, receipts, contracts, and other regulatory documents as part of a workflow.
When the last signature is in place, the document is considered signed

- **OCR** - automatic scanning of documents, content extraction, and automatic indexing. This feature makes the manual indexing process an automatic, fast, and error-proof process.

- **Division into document folders of various types** - This feature allows the logical division of large amounts of documents into folders of the same kind, which makes work easier and improves information security in the document access.

- **Simultaneous files management** - Manage separate archives for an unlimited number of company departments. Users can be assigned to one or more departments and access only the documents of those departments

- **Scanning** - Integrate the digital archive with all types of scanners

- **Protected access** - Limit access to digital archives to those users that meet the requirements set forth by your organization. Options include but are not limited to:

- **OTP**
- **SMS**
- **Biometrics**
- **Unique username and password**



- **Managed access** - Manage permissible users according to user names or groups or according to the organizational Active Directory user permissions.
- **Compatible formats** - Suitable for all types of formats, including TIFF, WORD, PDF, and more.
- **Document indexing** - Quickly retrieve stored documents with an advanced search engine by tagging documents with keywords.
- **Multiple interfaces** - Interface with DB, SQL, Active Directory, and network folders.

More Features

- **Document exporting** - Easily export data to CSV or PDF file.
- **Licensing** - Obtain separate licenses for admin and user (for document viewing only)
- **Multiple signatures** - Sign multiple documents. Add multiple signatories.
- **Indexing** - Retrieve files easily in the future by indexing them according to certain identifying features.
- **File Servers** - Eliminate the need to set up folders and subfolders on a file server
- **Centralized storage** - Maintain files in a central, secure location
- **Access** - Access digital archive at any time.
- **Verify** - Validate the electronic signature of e-signed documents

Did you know?

Comsign (Comda) is an eIDAS QTSP (Qualified Trust Service Provider).

QTSPs are regulated (Qualified) to provide trusted digital certificates under the electronic Identification and Signature (eIDAS) regulation.



Among our clients

We are happy to serve clients from a wide variety of industries and sectors in the market - government ministries, educational institutions and higher education, insurance and finance, energy, high-tech, communications, real estate, pharmaceuticals, aviation and tourism, security, services, vehicles, and more. A partial list of our customers:



For further details about our solutions, please contact us and we will gladly be at your service!

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