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# Digital Secure Archive

## On-Prem or On Cloud,
## Secure, Simple and Efficient

Digitally archive every document, including contracts, financial records, government documents, invoices, confidential health records, or any other type of documents.



**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



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# Digital archive work process

**1** *Invoice scanning*

The document is being scanned and a "scanned document" label appears

**2** *First qualified digital signature*

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

**3** *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

**4** *Archiving the invoice*

The signed document is transferred and stored in the digital archive

**5** *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)

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# 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 automatic, fast, and error-proof process.
- **Separate folders for different types of documents -** 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 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 by your organization. Options include but are not limited to:
  - **OTP**
  - **SMS**
  - **Biometrics**
  - **Unique username and password**

- **Managed access -** Manage user permissions 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.

## Additional 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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