



josh Archive!

The Organization Intelligence **Software**

document archiving
substitutive Conservation

Automatic document filing with **josh Archive!**

Completely automated document filing, easily, intelligently and transparently.

WHAT IS JOSH ARCHIVE?

josh Archive! Is the integrated solution which completely automates all of the actions necessary for carrying out the Document Archiving and Substitutive Conservation processes: from the initial scanning of the document to their conservation, passing through the intermediate phases of archiving, signature and saving on a digital device, josh Archive! is the innovative and rigorous solution which fully meets the legislative regulations in force; it is simple and integrated with the most commonly used applications.

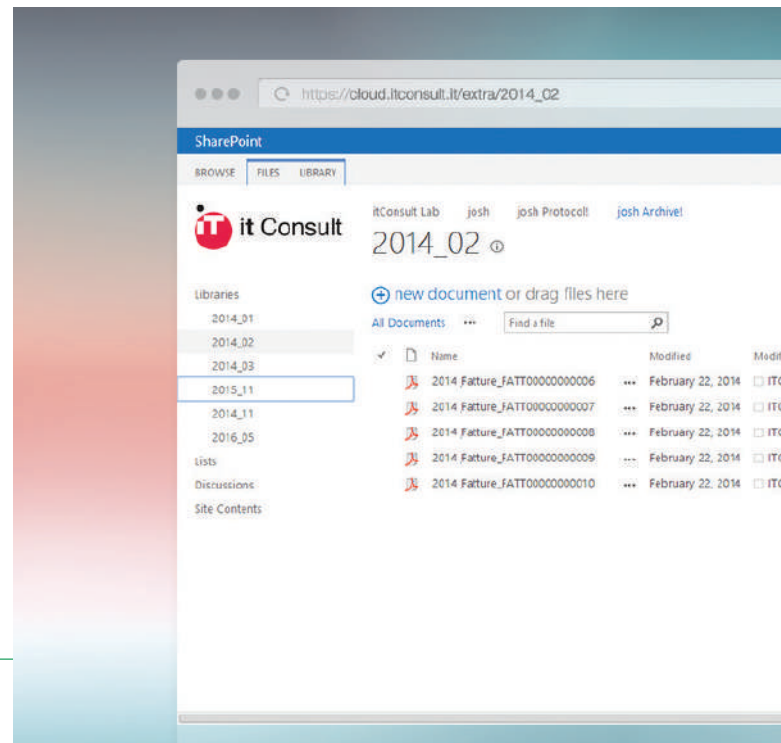
josh Archive! solves the problems linked to the manual management of documents and contributes to making the business processes within the organization more versatile and streamlined.

DOCUMENT ARCHIVING

Document Archiving is one of the elements that characterizes josh Archive!; in addition to preparing documents for successive Conservation (optional), josh Archive! provides the company with an easy to use and practical

portal for consulting the documents.

Whether the documents are natively electronic or paper, they are archived automatically in the target folders in Microsoft SharePoint, a powerful document management system which is perfectly integrated into josh Archive!.



CONSERVE IN DIGITAL? YES YOU CAN!

Substitutive Conservation is the process which allows only digital conservation of documents, preventing deterioration so that they are available in their original integrity and authenticity over time.

josh Archive! supports the entire Substitutive Conservation process in full compliance with the legal obligations stated in the legislation in force.

However, dematerialization is also a choice pro-efficiency which brings with it the concrete benefits of increased productivity and automation.

SIGNATURE AND STAMP WITH INFOJAM

The placement of Digital Signature and Time Stamp represents the final phases of the Substitutive Conservation process after which it is possible to proceed with the real dematerialization of the documents.

josh Archive! allows the complete and final elimination of paper because the corresponding electronic documents produced by the josh InfoJam tool have the guarantee features required by the law and are therefore conserved substitutively for all rights and purposes.

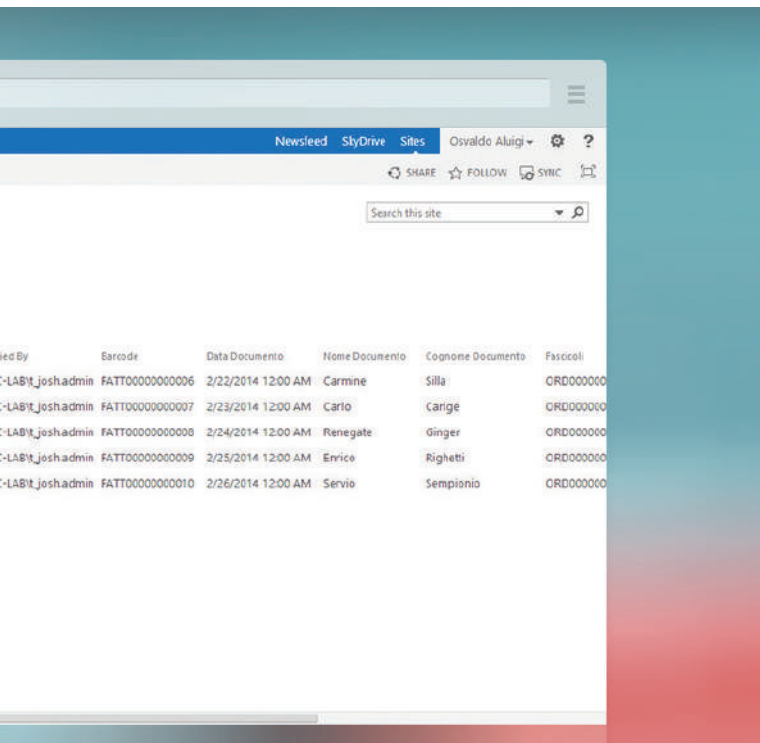
josh Archive! aims at practicality and ease of use, making

with josh Archive! it is finally possible to get rid of paper and replace with documents filed in digital format

these functions available on a massive scale, thus providing an easy to use tool that significantly accelerated the entire process.

The envisioned checks against the exhibition of the conserved documents make it possible to immediately ascertain the state of the Conserved Archive in terms of the placement of the Digital Signature and Time Stamp, and also the validity of the certificates used by the Documents Conservation Manager.

josh InfoJam also provides full support for the generation of SML files for transmitting the Imprints of the Computer Archives to the Internal Revenue Service as envisioned by the legislation in force.



The screenshot shows a web application interface with a table of document records. The table has columns for 'Created By', 'Barcode', 'Data Documento', 'Nome Documento', 'Cognome Documento', and 'Fascicoli'. The data rows show records created by 'LAB\joshadmin' with various barcodes and dates in February 2014, listing names like Carmine, Carlo, Renegade, Enrice, and Servio.

Created By	Barcode	Data Documento	Nome Documento	Cognome Documento	Fascicoli
LAB\joshadmin	FATT000000000006	2/22/2014 12:00 AM	Carmine	Silla	ORD000000
LAB\joshadmin	FATT000000000007	2/23/2014 12:00 AM	Carlo	Carige	ORD000000
LAB\joshadmin	FATT000000000008	2/24/2014 12:00 AM	Renegade	Ginger	ORD000000
LAB\joshadmin	FATT000000000009	2/25/2014 12:00 AM	Enrice	Righetti	ORD000000
LAB\joshadmin	FATT000000000010	2/26/2014 12:00 AM	Servio	Sempionio	ORD000000

Automated digitalization and filing, with **josh Archive!**

Thanks to **josh Scanner**, paper documents are digitalized and filed automatically in SharePoint.

ELECTRONIC AND PAPER DOCUMENT

The Document Archiving process involves documents of different provenance: this implies the processing and archiving of documents which are in different formats. josh Archive! offers a mass function for scanning paper documents and the possibility of interfacing and integrating with the most commonly used management systems. These services of elevated value allow the acceptance of various types of documents with the peculiarity of drawing the maximum benefit from both in terms of quality, completeness and functionality.

SCANNING AND BARCODES

The paper documents are scanned using josh Scanner (integrated in josh Archive!) for the acquisition of the documents in electronic format, thus making them available for automatic archiving in the Microsoft SharePoint document management system. josh Scanner offers functions for printing and interpreting barcodes (includ-

ing bi-dimensional) to be placed on the document to identify it univocally.

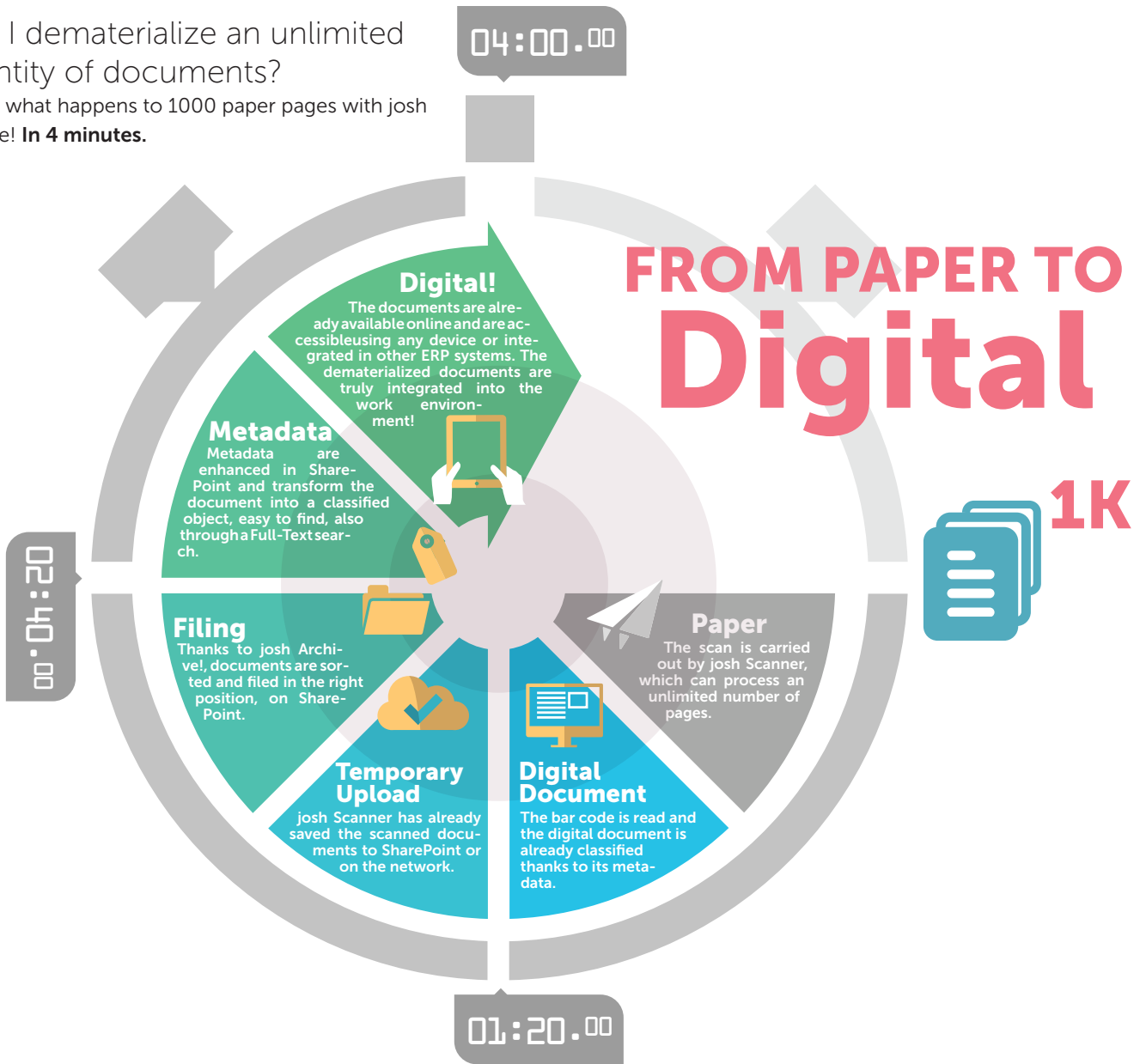
PASSIVE CYCLE: GENERIC DOCUMENTS

Using josh Scanner josh Archive! provides the concept of Generic Documents: a sort of simple reference assigned to the documents pending destination type sorting when the information relative to the document will be entered into the management system.

Finally, also using josh Scanner, support to the passive cycle is completed by the possibility to easily and intuitively manage digital files, as well. Using Drag & Drop, the e-mails and files can be dragged into josh Scanner directly from system files or from Microsoft Outlook.

Can I dematerialize an unlimited quantity of documents?

Watch what happens to 1000 paper pages with josh Archive! **In 4 minutes.**



Manage company ERP documents, with **josh Archive!**

Many of the business documents are produced by an ERP: Why not get them directly from the source?

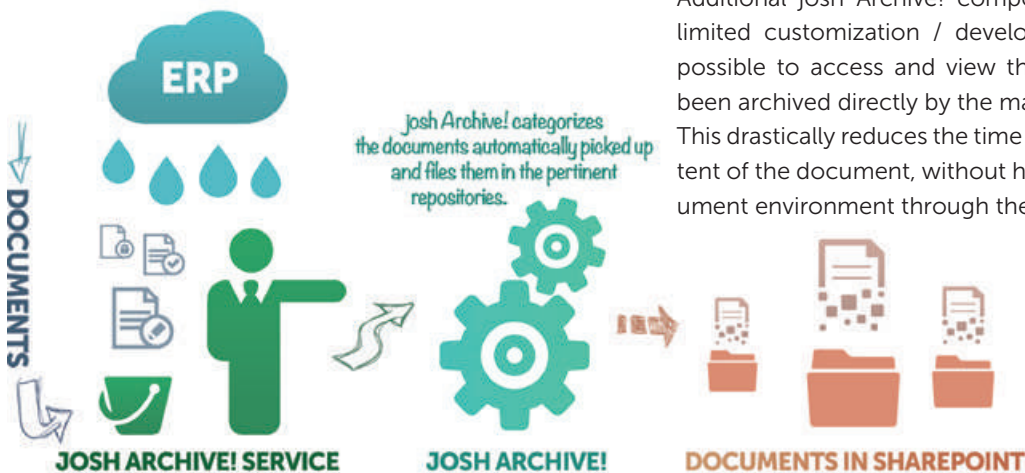
ERP AND CRM SYSTEM INTEGRATION

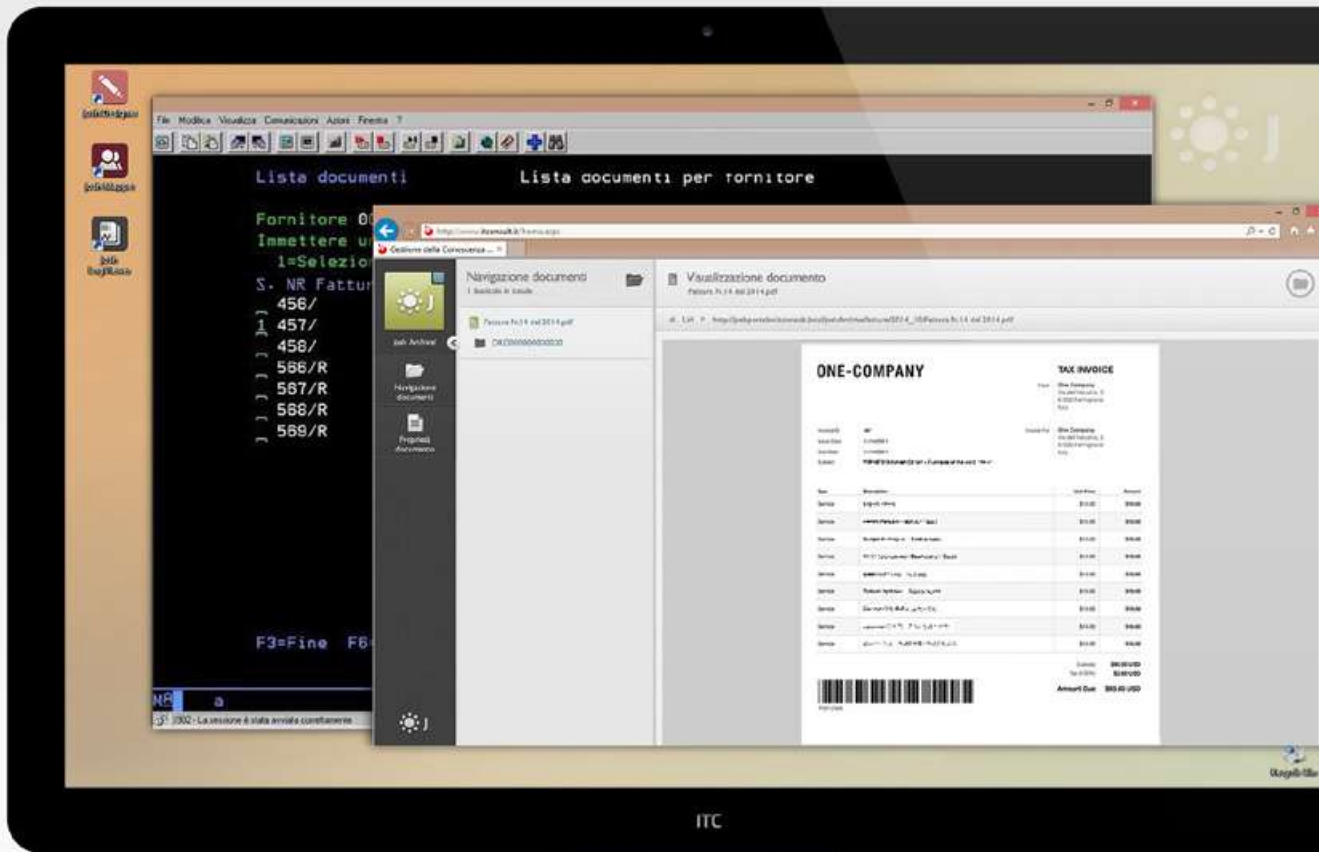
josh Archive! makes it possible to automatically archive documents originated from the management system (ERP) through a service that is always running that automatically takes the generated documents and transfers them to the appropriate folders of the document management system.

The documents, automatically archived upon genera-

tions, are rapidly available in the document environment and immediately usable by the users in compliance with the assigned authorizations and skills.

josh Archive! makes it possible to enrich documents with properties and metadata automatically assigned values upon archiving or successively, thus increasing the possibilities of use in terms of classification and research. Additional josh Archive! components, together with a limited customization / development activity, make it possible to access and view the documents that have been archived directly by the management interface. This drastically reduces the time needed to view the content of the document, without having to access the document environment through the company portal.





The integration between the ERP management system and josh Archive! can be extended to the graphic interface, linking registration in the ERP to the document URL. This is only possible with the most modern, web-oriented systems but also from legacy systems with a character interface.

BPM and documents with josh and **josh Archive!**

Automate workflows that concern document filing, integrating josh and **josh Archive!**

INTEGRATED PROCESS MANAGEMENT

josh Archive! is perfectly integrated into the josh platform, the Organization Intelligence and Business Process Management system created by it Consult.

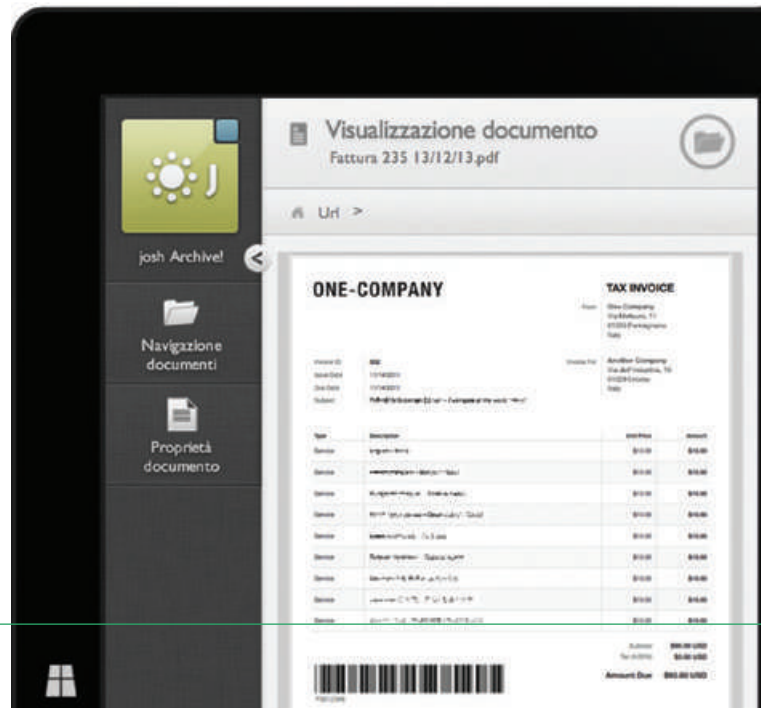
Using the powerful modeling tool, josh Designer, the processes (workflows) can be graphically designed and the rules for task activity content and assignment can be defined easily and powerfully.

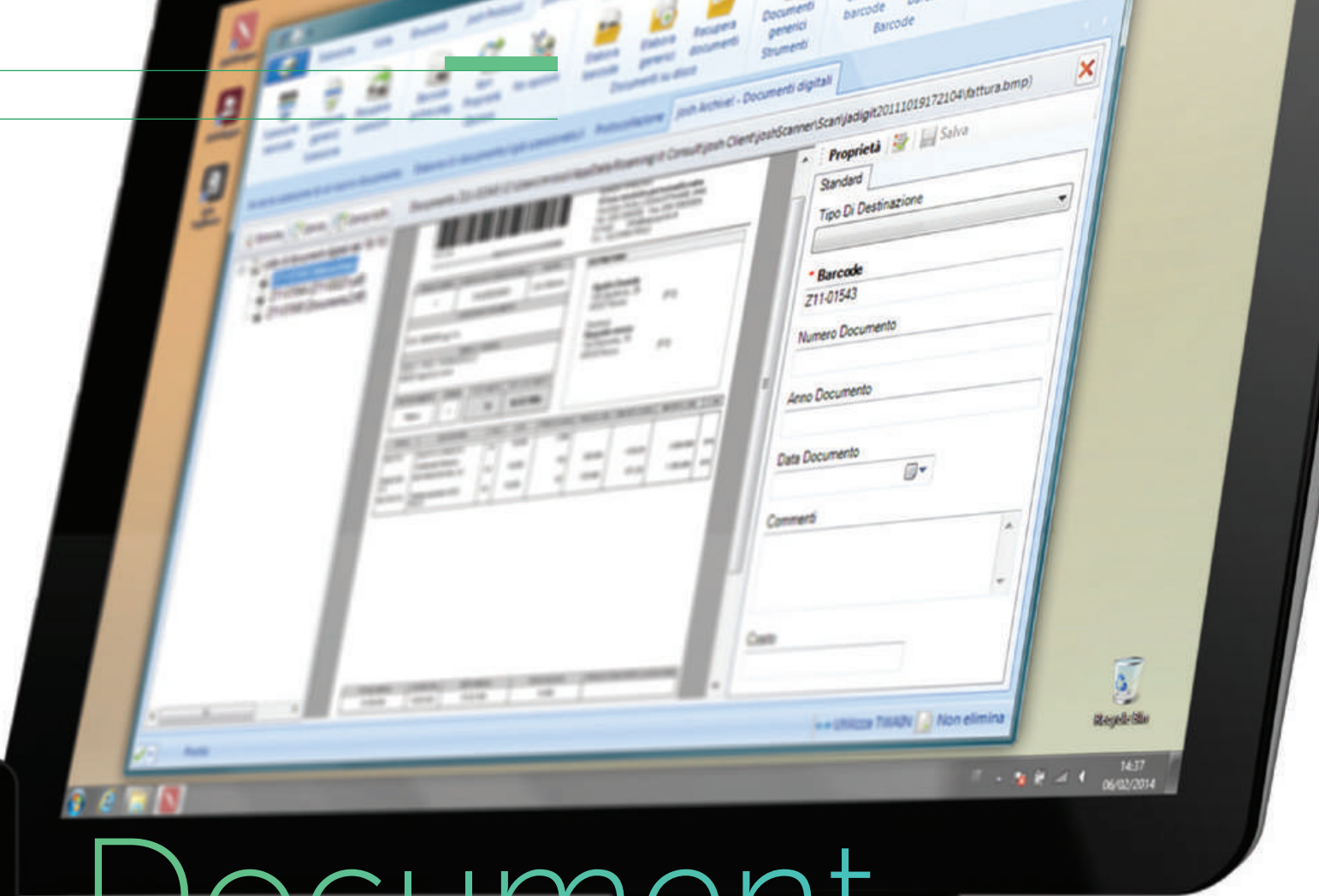
Archiving the document within the document system is the automatic start of the process: this makes it possible to define the actions which must be carried out by the operators in relation to the document, allowing both the monitoring of the advancement of the process and its subsequent verification.

In addition, the Conservation Process Manager, who is responsible for checking the validity of the process, is well supported by the system in carrying out this delicate activity: special josh functions integrated with josh Archi-

ve! remind the user of deadlines and suggest the actions to be taken.

This way josh Archive! becomes a piece in the puzzle of the complete strategy which, through josh, takes the organization to high levels of productivity and efficiency, through the formalization and automation of the business processes, directly handled by management, without the need for the intermediation of the IT personnel.





Document Automation.

A modern technological system

Modern document management, entirely accessible and usable via web with SharePoint and **josh Archive!**

josh Archive! automates the document collection and saving process with Microsoft SharePoint, an advanced and structured document repository.

The SharePoint document management system is different from a traditional file systems in terms of fundamental features, namely:

- It supports all file types
- Version management
 - Major Version (1, 2, 3, 4, ...)
 - Major & Minor Version (1.1, 1.2, 2.0, ...)
- Permissions up to the single file level
- Freely defined classification metadata for document collection
- Search by content (full-text) and by metadata

- Customized searches through Search Server functions
- Automatic notification of changes in documents of interest

Ad hoc functions for the structuring and profiling of folders, management of different types of documents, authorization check make it possible to suitably prepare the document archiving environment and make it compliant with the needs of the organizational context in which it is used.

The elevated native integration with Microsoft Office totally simplifies access to the document repository and makes the platform itself a valid tool for daily use.

Dematerialize with no intermediaries.

SYSTEM REQUIREMENTS

Server

A Windows 2003/2008/2012 and Active Directory based server system
Microsoft SharePoint 2013 (or Windows SharePoint Foundation 2013) or Microsoft Office SharePoint Server 2010 (or Windows SharePoint Foundation 2010 + Search Server 2010 Express) or Microsoft Office SharePoint Server 2007 (or SharePoint Services 3.0 + Search Server 2008 Express)
Microsoft SQL Server 2005/2008/2008R2
josh Archive! is also available on Cloud on Microsoft Azure.

Client

A personal computer with a Microsoft Windows operating system (Windows 8, 7, XP)
Internet Explorer 8 or later
The document and file view component is compatible with any browser on any modern device.

OPTIONAL PREREQUISITES

Server

Additional filters (iFilter) for full-text indexing (in particular those released by Adobe, Captaris, Foxit).

Client

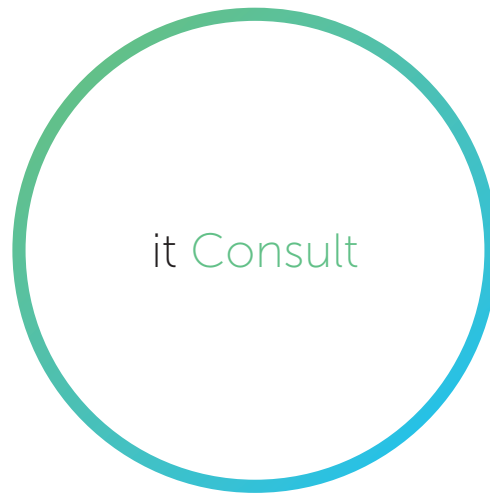
Microsoft Office System
SmartCard Reader

Additional requisites are required for the use of josh Scanner, the automatic document scanning software.





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