

**ByL ARCHIVIO®**



**ARCHIVING  
PAPER DOCUMENTS**





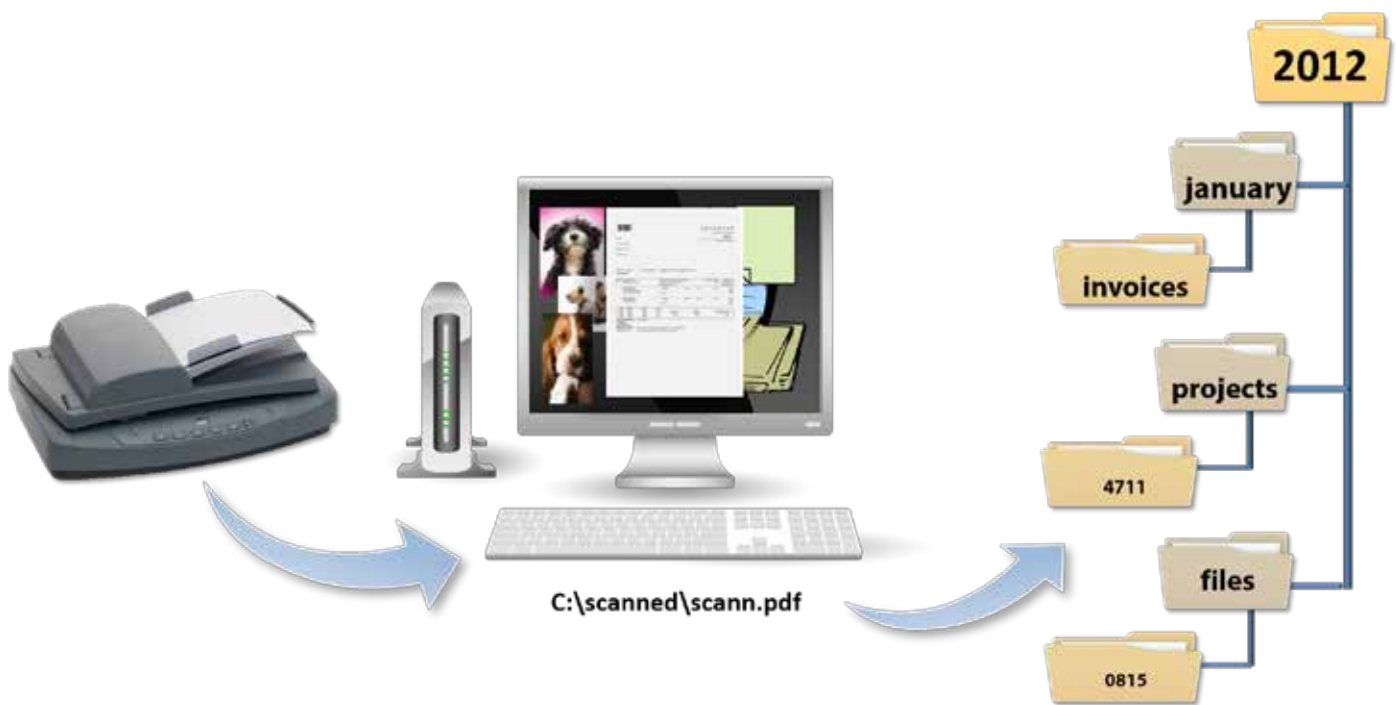
## ARCHIVING PAPER

BvLArchivio® provides you with the option of archiving paper documents either manually or automatically.

Both processes are possible in BvLArchivio® and both have been optimized and adapted to current requirements with the use of the latest technology.



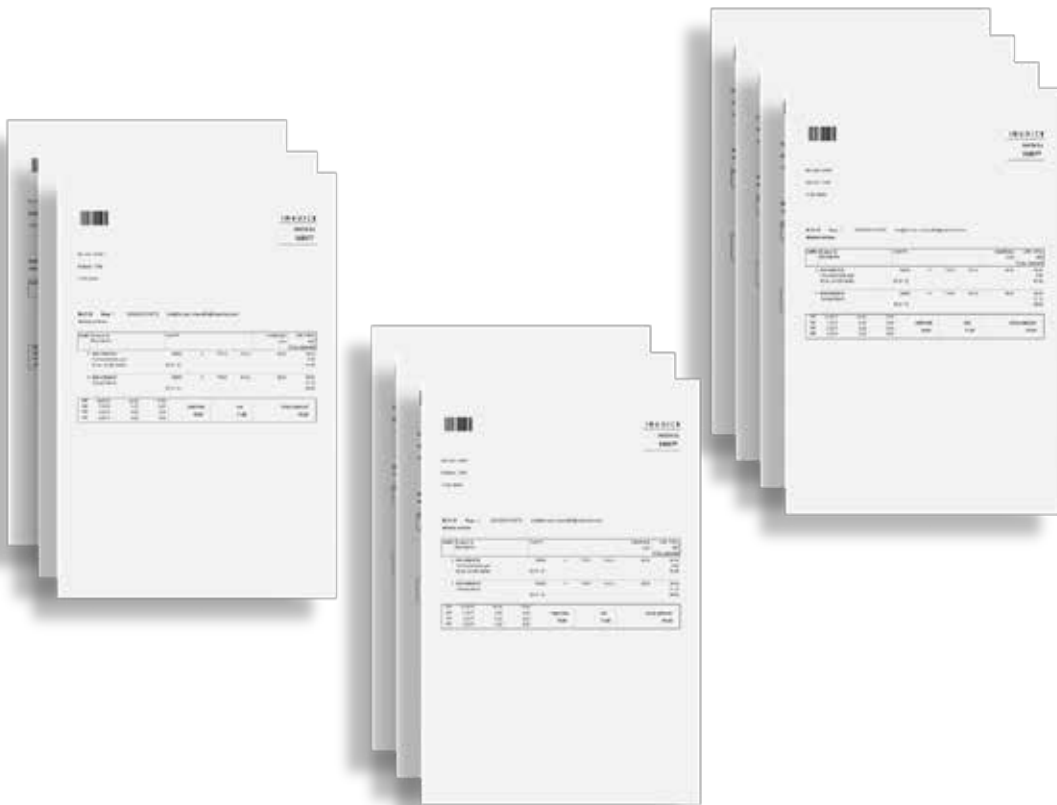
*Instead of reading this brochure, you can also view our 9-minute films.*  
[www.BvLArchivio.com/Film1.html](http://www.BvLArchivio.com/Film1.html)



## ARCHIVING PAPER

Many companies still work according to the old model of manual archiving. A process that is extremely time-intensive and thus costs companies a lot of money. This process is mostly carried out today as follows:

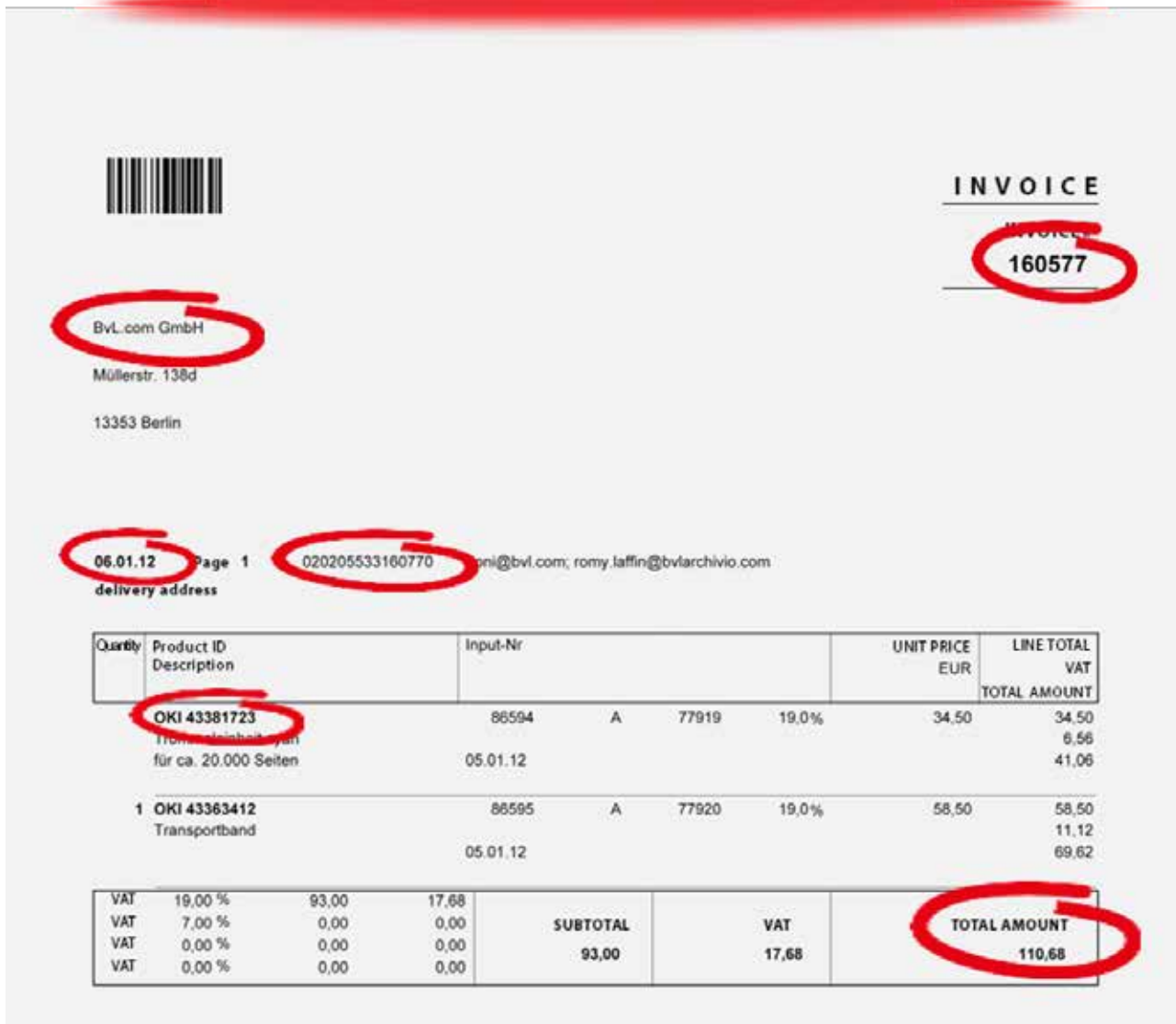
We scan the document at our workstation or desktop. We open the scanned file on our workstation for control purposes. The file is then manually renamed so that the file name provides reference to the contents of the file. Finally, the file needs to be moved to the desired archive directory. This process 'requires knowledge about the archiving rules for this document and it is naturally also important that no errors occur while the file is being transferred. These types of working methods are very time-intensive and should therefore be avoided.



## ARCHIVING PAPER

BvLArchivio® enables you to automatically archive those processes that are repeated every day.

In our modern office world, most processes are repeated on a daily basis. We receive invoices every day, write letters every day, or handle a diverse range of other written documentation. These tasks should be carried out, where possible, using automated processes. The system offers you a number of options for automating your processes. Place the documents on your scanner, select the relevant archive library on the scanner (select the scanning destination), and finally press the “Scan” button on your scanner. The archiving process has now been fully completed. You do not need to subsequently handle or rename any files. It is also not necessary for you to carry out any additional work at your workstation. In BvLArchivio®, we call this form of automation ASF technology.



In our example, every invoice is directly and fully automatically saved in the digital archive.

Every invoice is now stored in an unchangeable and audit-proof way in the archive. The BvLArchivio® server has a text recognition function. It is able to read your documents. It automatically reads all of the words, terms, and numbers from all pages of the document. In BvLArchivio®, every document in the archive is not only saved according to a specific filing system, but also based on all of the terms read from the document. This form of technical archiving can be used for all types of documents, no matter whether you are dealing with invoices, letters, quotations, written documents, or contracts – every document can be archived quickly and conveniently. It can then be retrieved in future using all of the terms found. You can use all of the terms and numbers to search for documents at a later date.

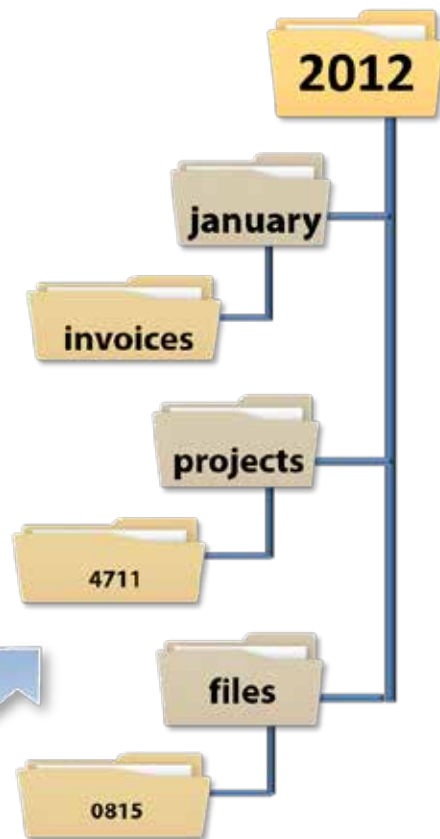
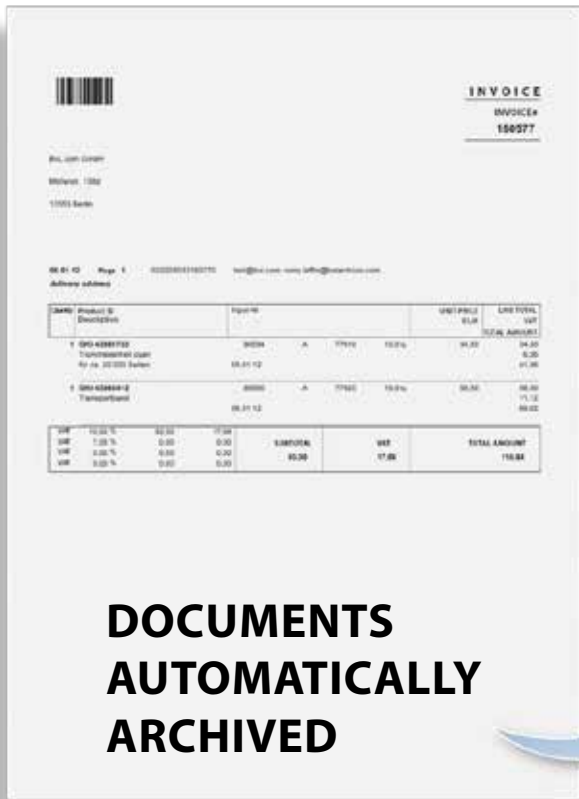


## STRUCTURE FILING

In today's "paper world," we file our documents (invoices in our example here) in ring binders. In order to be able to find our paper documents more quickly in a filing cabinet or archive room, we currently label our ring binders.

We also file our paper documents in a ring binder or a folder so that these paper documents are kept together. Ring binders and folders are currently labeled because certain documents need to be kept together. How can we now ensure that paper documents are automatically archived in the correct digital directory or the correct digital filing location?

This is achieved in BvLArchivio® using control information. This type of control information guarantees that the scanned documents are automatically saved to the correct archive directory in the relevant locations. There are a number of different options for issuing this control information (also called control commands).



The first option is a control sheet. The control sheet is comparable to the label on a ring binder. It contains the same information that we would have written on the side of the ring binder.

## AUTOMATICALLY ARCHIVING







## POSSIBILITIES FOR CONTROL INFORMATION



Alongside the option of using a control sheet, you also have other possibilities for issuing control information.

For example, you can issue the control information on a stamp, a barcode sticker, or a printed label applied to your documents. Use the control option that you consider the most suitable. You can see the different examples illustrated here once again. You can issue your paper documents with a wide variety of control information in this way and thus save a lot of time. Scan using either a control sheet, a label applied to the document, a barcode applied or printed onto the document, or print the control information directly onto your own documents.

It is irrelevant where the control information is printed or attached, or whether it is found on the first page, in the middle of the document, or on the last page – all of these options are available to you.



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