

UK wide: 0800 046 8081

Contact

# Online Archive Management

Flexible access and management of archives is a key success factor for clients looking to outsource their archive storage.

Cleardata has created Cleardox, a bespoke Online Archive Management System to enable clients to perform a variety or records management tasks, view real time reports and the status of their archives in offsite storage.

Cleardox provides a full electronic audit trail by time, user and date for any physical movement, providing complete security for your archives.













# **Key Features**



#### File Requests

Cleardox enables users to complete and submit file retrieval requests. Users can select the urgency level, as well as the retrieval method, e.g. email, sftp, physical retrieval.



### **Request a Collection**

Arrange collections and deliveries. Users can also manage locations.



#### Request Storage Supplies

Order archive boxes and barcode labels.



### **Managed Destruction**

Benefit from managed destruction dates, with automated email notifications to authorised users when archives are reaching the end of their retention period. Users can manage requests online. This provides managed storage for records stored offsite, reducing unnecessary storage costs.



### **Keep Until dates**

Users can manage retention dates online and extend archiving periods if required.



#### **Activity Reports**

Standard archive reports can be produced via our Cleardox Archive Management System including:-



#### **Retrieval Request Activity**

Shows all activity or requests made. Ability to filter by dates.



### **Box Status Reports**

Shows all boxes and whether they are in storage, returned or shredded. Ability to filter by department or phase.



## **Box Contents Reports**

Shows each box and its content items. Ability to filter by department or phase.

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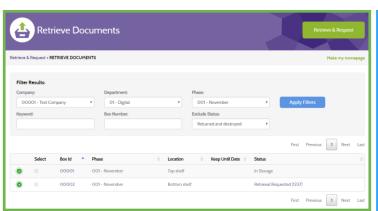




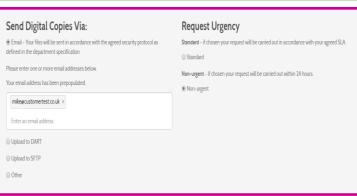


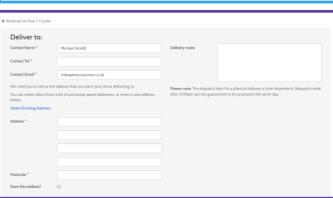
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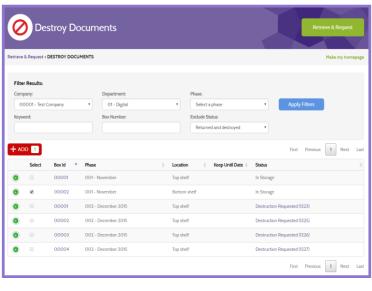
# A Quick Tour of Cleardox

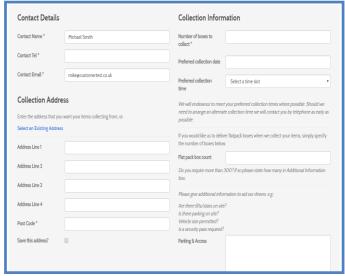












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