

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 of 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.

A Quick Tour of Cleardox

Retrieve Documents

Retrieve & Request

Retrieve & Request • RETRIEVE DOCUMENTS

Filter Results:

Company: 00001 - Test Company | Department: 01 - Digital | Phase: 001 - November | Apply Filters

Keyword: | Box Number: | Exclude Status: Returned and destroyed

Select	Box Id	Phase	Location	Keep Until Date	Status
<input type="checkbox"/>	00001	001 - November	Top shelf		In Storage
<input type="checkbox"/>	00002	001 - November	Bottom shelf		Retrieval Requested (1237)

Box 00001

Retrieve & Request • RETRIEVE DOCUMENTS • STORED BOX DETAILS

Company: 00001 - Test Company | Location: Top shelf
 Department: 01 - Digital | Keep Until: 29 November 2018
 Phase: 001 - November | Status: In Storage
 Box Id: 00001

+ Retrieve Full Box

Box Contents

The indexed contents of this box are shown below

Select	Details	Ranges	Status
<input type="checkbox"/>	david glass, michael ree, 100 - 200, 201 - 300	100 - 200 201 - 300	In Storage
<input checked="" type="checkbox"/>	Gavan Sharkey (500-600)	500 - 600	In Storage

Send Digital Copies Via:

Email - Your files will be sent in accordance with the agreed security protocol as defined in the department specification

Please enter one or more email addresses below.

Your email address has been prepopulated.

Enter an email address

Upload to DART
 Upload to SFTP
 Other

Request Urgency

Standard - if chosen your request will be carried out in accordance with your agreed SLA.

Non-urgent - if chosen your request will be carried out within 24 hours.

Non-urgent

Retrieval via Post / Courier

Deliver to:

Contact Name * | Delivery notes

Contact Tel *

Contact Email *

You can either select from a list of previously saved addresses, or enter a new address below.

Select Existing Address

Address *

Postcode *

Save this address?

Please note: The despatch date for a physical delivery is time dependent. Requests made after 2:00pm are not guaranteed to be processed the same day.

Destroy Documents

Retrieve & Request

Retrieve & Request • DESTROY DOCUMENTS

Filter Results:

Company: 00001 - Test Company | Department: 01 - Digital | Phase: Select a phase | Apply Filters

Keyword: | Box Number: | Exclude Status: Returned and destroyed

+ ADD

Select	Box Id	Phase	Location	Keep Until Date	Status
<input type="checkbox"/>	00001	001 - November	Top shelf		In Storage
<input checked="" type="checkbox"/>	00002	001 - November	Bottom shelf		In Storage
<input type="checkbox"/>	00001	002 - December 2015	Top shelf		Destruction Requested (1223)
<input type="checkbox"/>	00002	002 - December 2015	Top shelf		Destruction Requested (1225)
<input type="checkbox"/>	00003	002 - December 2015	Top shelf		Destruction Requested (1226)
<input type="checkbox"/>	00004	002 - December 2015	Top shelf		Destruction Requested (1227)

Contact Details

Contact Name *

Contact Tel *

Contact Email *

Collection Information

Number of boxes to collect *

Preferred collection date

Preferred collection time

Collection Address

Enter the address that you want your items collecting from, or

Select an Existing Address

Address Line 1

Address Line 2

Address Line 2

Address Line 4

Post Code *

Save this address?

We will endeavour to meet your preferred collection times where possible. Should we need to arrange an alternate collection time we will contact you by telephone as early as possible.

If you would like us to deliver flatpack boxes when we collect your items, simply specify the number of boxes below

Flat pack box count

Do you require more than 300? If so please state how many in Additional Information box

Please give additional information to aid our drivers. e.g:

Are there lifts/stairs on site?
 Is there parking on site?
 Vehicle size permitted?
 Is a security pass required?

Parking & Access