Kandlous Digital Archive

**End of Traditional Archives
Beginning of Electronic Archives**
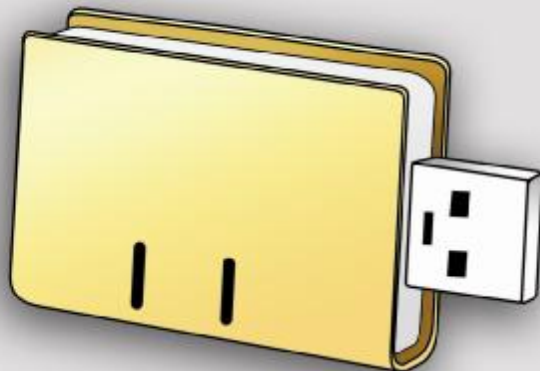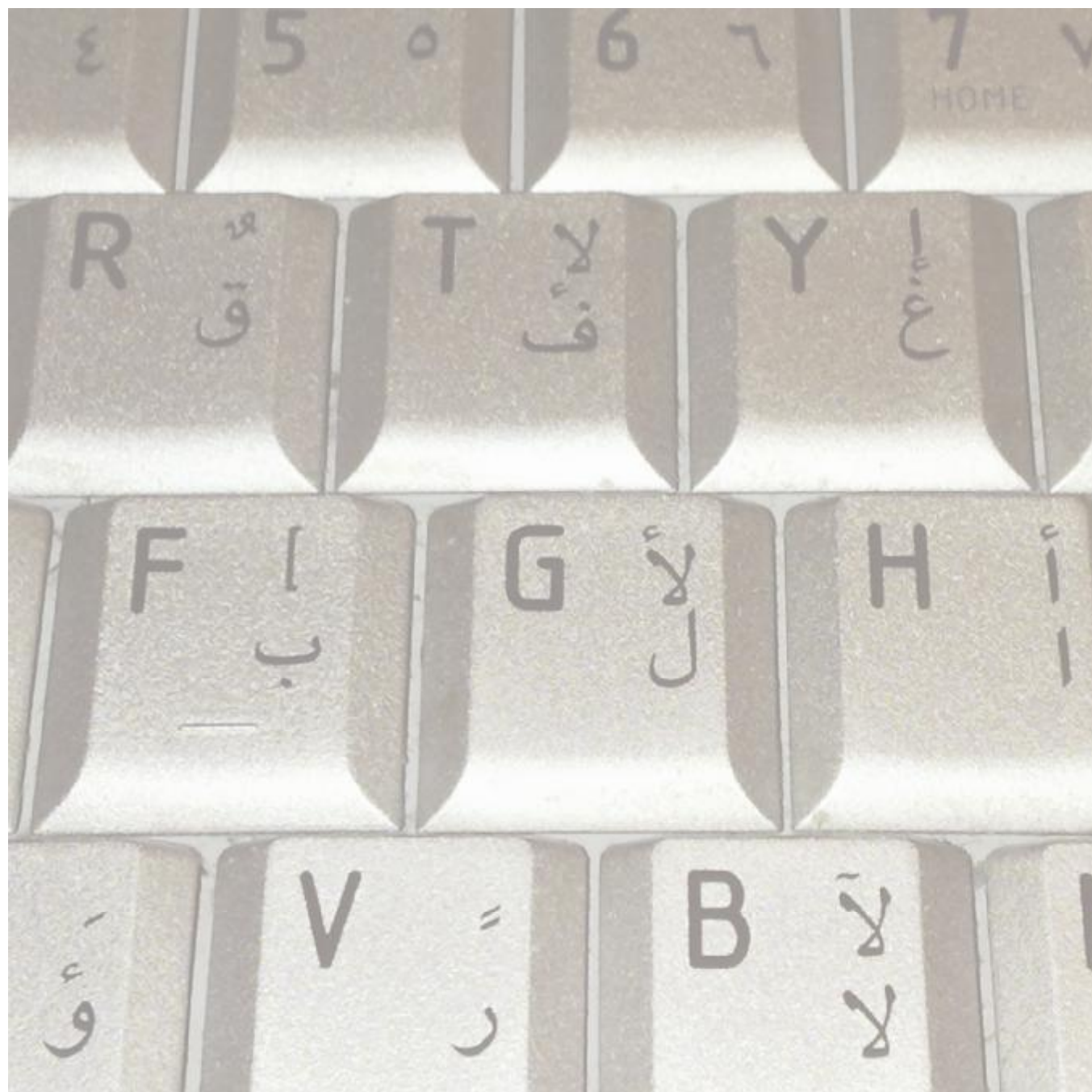
A Fast Reliable Cost Effective Software Retrieval System

In today's business environment having information at your fingertips and the capacity to access it with a keystroke has created the most rapidly adopted and consequential revolution in human history. Welcome to the world of advances in information technology (IT) and communications.

Global social progress, cultural and commercial flowering and all manner of human advances stemming from IT and its offspring in personal and networked computing, the internet and mobile telephony in the palm of your hand, are shaping our current and future capacities at unprecedented speed. Websites, weblogs, digital libraries and e-commerce are now the lingua franca of our virtual world. These are key building blocks shaping and constantly transforming cyberspace and the infrastructure of tomorrow's world order.

Organizations and business firms routinely procure, produce and process documentation and information. Hence archiving and retrieval have always been indispensable keys to a more efficient use of human resources, time and money.

Entrepreneurs constantly need to access and update their data banks. Yet, traditional archives are stored in hard copy with documents and information crammed in file cabinets, folders and paper dossiers. In the age of information technology the shortcomings in this outdated mode of doing things, i.e., disorderly indexing of subjects, time-consuming and thus costly access to documents and the vulnerability of paper to the elements are all obvious drawbacks.

The archive is the institutional memory of every organization. Any weaknesses and confusion therein will disrupt core activities and thus the actual progress of the company. The worst-case scenario is the physical destruction of this paper nerve centre through accidents like fire or other unforeseen events that cannot be compensated for. The harm of such probabilities is irreversible.

How can this eventuality be eliminated while exponentially upgrading the overall efficiency of the organization?

Paper had been the only means of saving information for centuries. In a bit more than a century we have witnessed the development and wide utilization of photography, microfilm, microfiche, and magnetic tapes. Today however, is the era of digital saving of information.
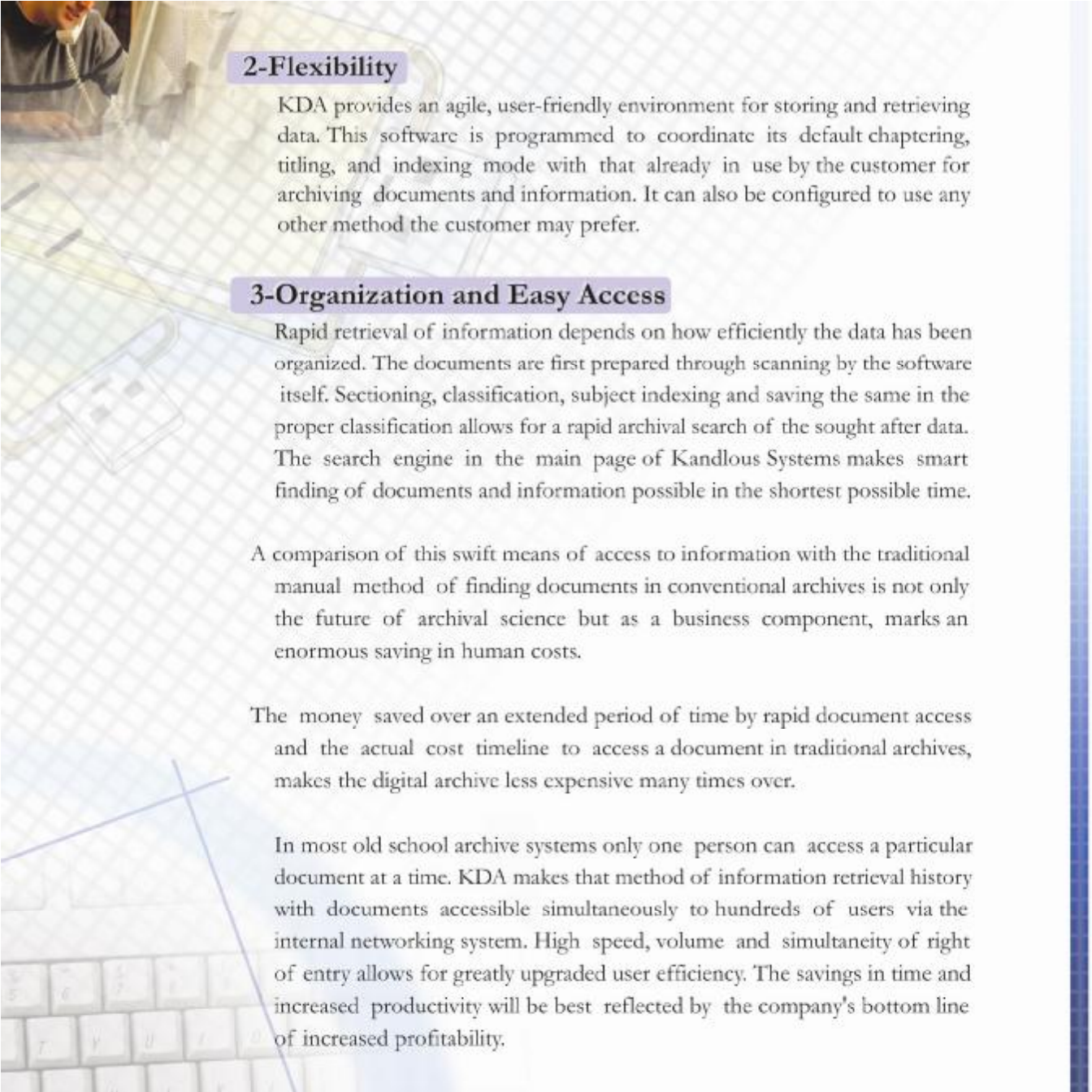
Ignoring this new world of accessing data archiving and storage is tantamount to ignoring the bottom line of your firm's profit and loss margins and forgetting the all important efficiency factor in running an enterprise of any kind.

Kandlous Digital Archive Software Systems (KDA), a computer network software product of Arman Iranian Legal and Economic Institute (AILEI), greatly enhances the competence level of any organization still stuck in the age of paper files and removes the element of vulnerability of traditional archives to a great extent. Consider the heightened capacity for organizing a busy office, saving time and money while increasing quick availability of information for all staffers. Think search engine speed as opposed to human hand and eye speed in finding documents, plus durability and security for your documentation and information. KDA will put you on the cutting edge of information retrieval while securing against the pitfalls of conventional paper archiving. The software offers you features that will mark your business as the place to go for efficient service.

1- Simplicity

The Kandlous system has been designed to 'keep it simple'. No specially trained personnel are needed to operate the software. This feature creates space for a greater volume of users to comfortably interact with the system and in the process, significantly increase individual and collective productivity. One consequence is a markedly improved cost ratio of doing business. Another result will be an organization working smoothly and cost effectively at a level that your present business would consider unimaginable.

2-Flexibility

KDA provides an agile, user-friendly environment for storing and retrieving data. This software is programmed to coordinate its default chaptering, titling, and indexing mode with that already in use by the customer for archiving documents and information. It can also be configured to use any other method the customer may prefer.

3-Organization and Easy Access

Rapid retrieval of information depends on how efficiently the data has been organized. The documents are first prepared through scanning by the software itself. Sectioning, classification, subject indexing and saving the same in the proper classification allows for a rapid archival search of the sought after data. The search engine in the main page of Kandlous Systems makes smart finding of documents and information possible in the shortest possible time.

A comparison of this swift means of access to information with the traditional manual method of finding documents in conventional archives is not only the future of archival science but as a business component, marks an enormous saving in human costs.

The money saved over an extended period of time by rapid document access and the actual cost timeline to access a document in traditional archives, makes the digital archive less expensive many times over.

In most old school archive systems only one person can access a particular document at a time. KDA makes that method of information retrieval history with documents accessible simultaneously to hundreds of users via the internal networking system. High speed, volume and simultaneity of right of entry allows for greatly upgraded user efficiency. The savings in time and increased productivity will be best reflected by the company's bottom line of increased profitability.

4- Optimising Office Space

A major drawback of paper archives is the amount of floor space they occupy and as the process is perpetual, the need for more room is also perpetual. If your establishment finds itself moving to a new office address, the burden of hard copy record storage will quickly arise as a problem.

Aided by KDA, this dilemma can be literally placed in your pocket on a memory stick and upon arriving in your new premises you will also have solved the twin difficulty of allocating rooms for your cumbersome paper archives and constant need for more floor space. The genuine burden of rearranging long years and large volumes of accessible records is removed by installing the user-friendly KDA system in your office computer network.

5- Durability

Restricted space obliges some companies to simply dispose of their old documents and it does happen that such discarded records one day become relevant again but are gone. Digitalisation of information removes such problems by providing unfettered preservation of records while the length of time they can be kept on file becomes a non-issue. After scanning your documents into the system even if you discard the hard copies, they remain permanently at your fingertips.

6- Accessibility from Everywhere

Accessing your archives at any time and from any outside location is another convenience afforded by the system. Use of this digital archive frees you from being present at the office and allows you to retrieve any documents or records you may require. KDA and a reliable internet connection makes everywhere your office.

If you are on a business trip or engaged in commercial negotiations in another country, you can connect to the Kandlous archive, choose, copy and print out the relevant material and place it directly at the disposal of your counterpart.

7- Independence and Free Working Environment

In traditional hard copy archival systems it is commonplace for the keys to
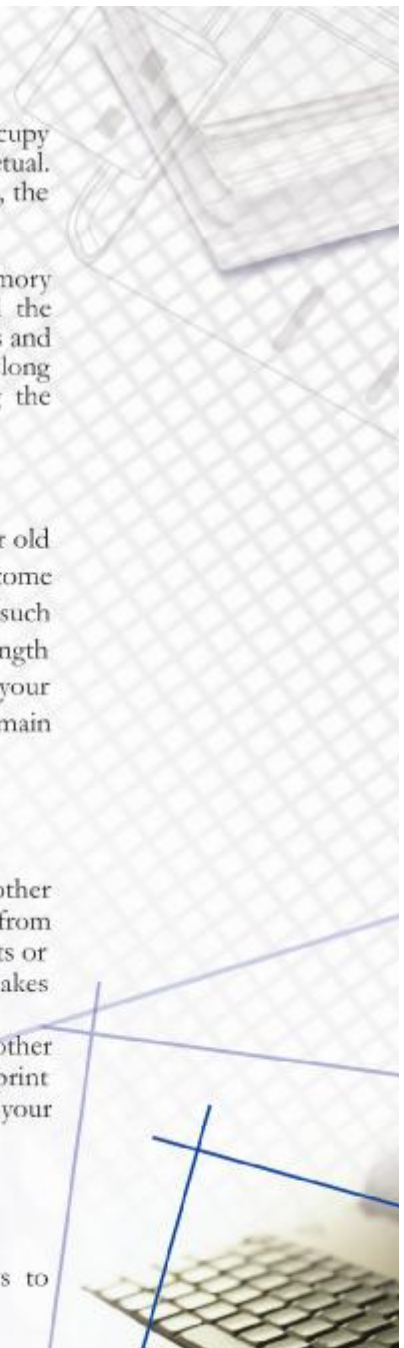
the kingdom of office information to be in the hands of one particular person. This keeper of access is also the human door through which you must pass to get your work done. Hence absence or non-cooperation can mean staff members cannot access documents and records, sometimes making completion of an assignment impossible.

The digital Kandlous system frees up companies and organizations from this type of information monopoly and allows users easy admission to those areas within the network related to their specific tasks. The removal of the zealous guard at the gate affords you a workplace that is more transparent, dynamic, efficient and free.

8-Highest Security

Wear and tear on hard copy documents, their being lost, misplaced, even stolen or otherwise manipulated are among the weaknesses and real hazards observed in traditional archive systems. The Kandlous Digital Archive System provides you with enduring protection from these perils. Its multiple back up feature makes recovery of any deleted information simply a few keystrokes away, guaranteeing the integrity and sustainability of the archive contents. Passwords, internal controls, user registration identity that includes time of access to the archive, software and hardware firewalls and obstacles that prevent hacking and the built-in impossibility of unauthorized copying provide the user with cutting edge technology assurances against security breaches. Company management also has the added protection of designating which staff members have access to specific areas of the archive. All these features provide the KDA software with the hi-tech capacity to insure that potential security concerns that can seriously undermine or even shut down a company are near non-existent on the management's agenda.

9- Supplementary Services

The Kandlous Digital Archive is not limited to organizing, saving and retrieving documents and papers. A compendium of general information needed by companies such as the laws and regulations relating to labour and taxation, social security, import and export rules and any changes thereto, as well as urgent public notices and news are all elements of KDA. These materials are constantly updated on the internet or via e-mail during the term of the support services. This information is provided to effectively expand the

professional knowledge and increase the daily awareness of client organiz-
-ations, companies and institutions.

10- Provision of a Turnkey Operation

Contrary to the practice of many suppliers of archive software, Arman Iranian
Legal & Economic Institute (AILEI) goes well beyond the routine sale of
software. Rather it handles each client's order on a turnkey project basis.
AILEI dispatches its own highly experienced technical personnel and
equipment to the workplace of the customer and then begins the process of
creating the digital archive of the organization, company or institution in
close cooperation with the specific needs of each individual consumer. After
completion of the project, it is delivered to the client ready-to-use

11- Training

Customer self-reliance and self-sufficiency in using the digital archive and
adding new materials to the already existing documents and information
constitutes one of AILEI's primary objectives. This will entail the staff of
the client's organization being thoroughly trained in the correct utilization of
the Kandlous archive and updating its contents so that apart from
exceptional cases, no need will exist for the assistance of our expert staff.

12- Technical Support

Periodic technical visits for monitoring and examining the performance of the
system once it is installed, trouble shooting, answering questions that will
naturally arise and providing general guidance to the users are part and
parcel of AILEI's after sales services.
For more information and the opportunity to view the Kandlous
Digital Archive in actual operation, kindly contact us at:

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