

DIGITAL TRANSFORMATION &  
SMART WORKING TOOL

INFORMATION & BUSINESS  
PROCESS MANAGEMENT

**ARX**  **ivar**®  
**ACTIVATE** your business

**CSQA**  
GESTIONE SICUREZZA INFORMAZIONI  
UNI CEI ISO/IEC 27001 – CERT. n° 38147

## 1 What is it? What is it for?

We help companies to keep information and documents in order for more efficient management.

## 3 Document Management

Archiving is not enough: data must be managed, organised into procedures or files, protected, shared and/or integrated in different ways.

## 7 **ARX** Mobile - **ARX** Social

**ARX** Mobile: manage data and activities from any mobile device.

**ARX** Social: organise company information using hashtags.

## 9 **ARX** Drive

The file sharing suite that allows you to share and sync company documents securely and at any time or place.

## 2 **ARX**ivar

The secure, rapid and shared method of archiving, organising and managing company data. Compatible with the most widely-used ERP systems.

## 5 Business Process Management

Designing, managing and monitoring company processes easily to improve company performance and reduce individual activity times.

## 8 **ARX** Link - **ARX** KPI

**ARX** Link: sending information via links in a controlled and secure manner.

**ARX** KPIs: company process and performance analysis via executive dashboards.

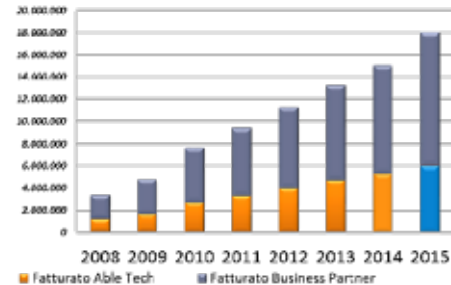
## 10 Certified Storage System Electronic Invoicing

Upload from any ERP or create, sign and distribute electronic invoices to send to your PA and archive all your tax documents according to legal requirements with an in-house solution or via outsourcing.



“We make company tasks easier”

our sole objective since 2001



to today\*

100 people

400 partners

3.000+ **ARX**ivar customers

50.000+ Customers in Certified Storage System and Electronic Invoicing



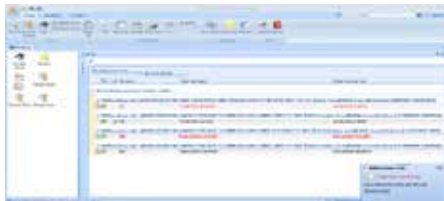
updated data

\*2016

# WHAT IS IT? WHAT IS IT FOR?

## WHAT IS IT?

**ARX**ivar is a modular platform that allows you to archive, organise and manage company information using a powerful workflow engine defined by a graphic modeller.



## WHAT IS IT FOR?

Too much data! Too many documents! Too many emails!

Managing the overload of data that we receive and/or produce daily has become a big issue for all of us.

**ARX**ivar helps you to organise, manage, protect and above all produce less data!

# HOW IS IT USED?

## ADMINISTRATION

- Archiving Accounts Receivable/Payable
- Refund management
- Debt recovery processes
- Payment approval
- Outstanding debt management
- Supplier invoice approval
- European business tax code checks
- Certified email (PEC) management

## CORPORATE

- Worksite document management
- Tender and contract management
- Internal manual management
- Controlled stakeholder communication
- Correspondence/newsletter management
- Realtime document sharing

## QUALITY

- Proof of quality management
- Quality control incoming goods
- Manufacturing defect management
- Risk assessment & management
- Non-conformity management
- Corrective and/or preventive action
- Returns management
- Complaints management
- Module and audit management

## CRM

- Lead, prospect & account management
- Opportunity management
- Sales document management
- Reports & BI
- Data entry

### WHO BELIEVES IN US



## SALES

- Customer proposal issuance and approval
- Customer request management
- Customer order management
- Customer credit checks
- Payment reminder management
- Newsletter approval and distribution
- Open contract/order management (deadlines and renewals)

## HUMAN RESOURCES

- Employee files
- CV management
- Digital payslip distribution
- Management of graphometrically signed contracts
- Holiday and paid leave approval
- Expenses note and transfer management
- Employee web portal

## PURCHASING

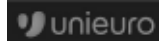
- Purchase order approval
- Payment approval of purchase invoices
- Bill book - payment plan
- Purchase request management
- Sending supplier orders
- Supplier certification
- Active contract expiry and renewal management

## MARKETING

- Collaboration and data sharing
- New product creation cycle
- Advertising campaign approval
- Controlled logo and image distribution

## MANAGEMENT

- BoD convocation documents
- Data security
- Document syncing on mobiles and/or PCs



# ARCHIVING

ERP Connectors



Invoices  
Orders  
Delivery sheets  
Packing lists  
Offers



Archiving  
Distribution  
Link



Documents



Contract  
Templates  
Modules



Outlook  
Lotus  
Gmail



Integration  
WEB  
ERPs  
CRM  
Telephone



# DOCUMENT MANAGEMENT



LOG



Security



Roles



Binders



Folders



Relations



Links



Views



FULL TEXT



Digital  
signature



Alerts  
SMTP



Note



Attachments



Revision



Barcode



Distribution



Hashtag



Report



Search



Digital  
Stamp

# WORKFLOW



OLE DB



Designer  
Flowchart



Task List



Command



Forms



Plug In



Collaboration



Web Service



Organisation



Alerts



Automation



Roles



Control



Variables



# ARXivar

Is an Information & Process Management platform that facilitates business interaction.

## INFORMATION

Information is the cornerstone at the heart of all business activity. With **ARXivar**, you can focus all your company data in a single centralised system and make it available immediately to everyone and everywhere.



## PROCESS

Companies are made up of rules. **ARXivar** allows you to model and manage the rules with its powerful integrated Workflow.

**ARXivar** facilitates and speeds up the execution of internal and external activities; it guides the user with detailed instructions on actions to be completed;

it monitors processes to identify inefficiencies and implement corrective actions to improve the company's operational performance.



- Archiving
- Data upload forms
- Templates
- Protection and security
- Searches
- Custom views
- Sharing
- Previews

# DOCUMENT MANAGEMENT

**ARX**ivar manages any type of document and data, in total security and with immediate location.

## Archiving



Archive all types of digital documents (Word, Excel, Power Point, images, videos, emails...) from the different IT systems used by your company.

## Organisation



**ARX**ivar allows you to organise and connect documents manually or automatically using files, procedures, relations and hashtags.

## Searches

Conduct structured and/or unstructured searches to find the required information every time.



## Security

Protecting information is necessary and often compulsory.

**ARX**ivar guarantees the confidentiality and integrity of archived information, which is why we have been awarded **UNI CEI ISO/IEC 27001** company certification.



# DOCUMENT MANAGEMENT

Archiving is not enough! Data must be organised, controlled and shared.  
All in one single solution.

## OCR Engine

With its powerful integrated OCR engine, **ARXivar** recognises document content and allows you to perform data searches with the power of a search engine.



## Multichannel Sharing

**ARXivar** enables the complete movement of documents (and relative tracing) via email, fax and postal services, as well as the management of distribution lists.



## Business Models

Make available to the whole company business models for the creation of various types of document: proposals, contracts, quality control forms, etc...



## and much more...

The product also includes the following modules: Digital signatures, digital stamping, REPORT GENERATOR, data export. **ARXivar** also includes connectors with the most widely-used ERP systems for data capture and process integration.

# BUSINESS PROCESS MANAGEMENT

**ARX**ivar makes your business system more efficient by designing, managing and monitoring business processes.

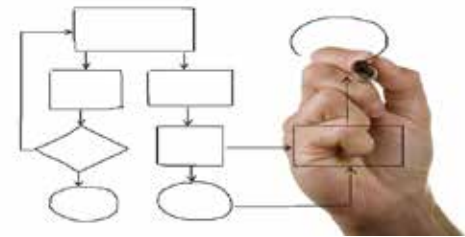
## Modelling

### Graphic modeller

With **ARX**ivar, creating a process has never been easier! All the flow definition stages are carried out using graphic instruments and without any need for coding.

### Rapid and independent management

The Workflow Designer allows the autonomous creation and alteration of workflow structure and logic. In just a few clicks and at any time, a process can be altered and adapted to any unexpected changes in the organisation.



# BUSINESS PROCESS MANAGEMENT

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**ARX**ivar supports thousands of business processes for thousands of companies of all sizes and all over Italy.

## Execution

An operational dashboard guides the user through every stage of the process: activities, information, operating manuals are all available whenever they are needed.



## Monitoring

The control and report instruments provide the management with detailed analysis of process and activity performance so that they may implement improvements to operational efficiency.



# CONFIGURATION & PLUG IN

## Interface / Structure

### Responsive, multi tenant, configurable

Through the Desktop Manager it is possible to totally customize menus, desktops and commands, defining layout for specific devices and users or groups. The user has completely custom tools at his disposal.



## Plug - in

### Chance to call any web service

With **ARXivar** it is possible to call any external web service. The user has at his disposal a single “digital desktop” with **ARXivar** tools and information plus external tools and information. It is also possible to develop completely custom commands and pages.

# COLLABORATION & INTEGRATIONS

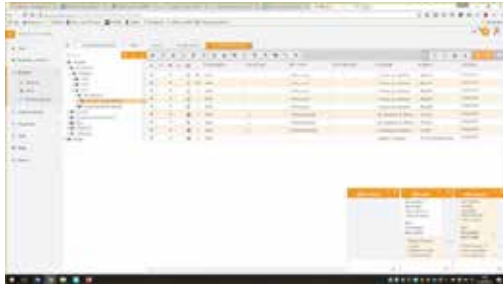
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## Chat

### Social collaboration tools

Internal chat facilitates and centralizes communication and interaction.

It is possible to exchange information and **ARXivar** objects directly in chat, defining their view and editing permissions. The shared element is immediately usable.



## Office 365 / Google Apps integration

### A single interface, multiple web services

**ARXivar** can be integrated with Office 365 and with Google Apps to increase productivity and synergy with the most commonly used work tools.

A single environment that combines the best of each platform and web service.

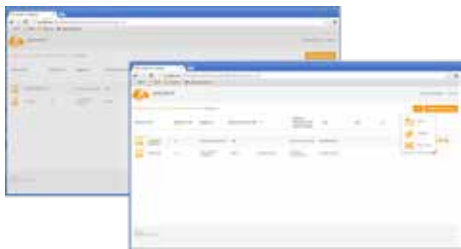
Google Apps

Office

# ARX DRIVE

**ARX** Drive: simple and secure data sharing.

**ARX** Drive is the ideal file sharing solution that allows you to share and sync company documents at any time and with any device (PC, Tablet or Smartphone). Its simplicity of use, similar to the tree structure of Windows folders, and the superior security standards make it the ideal solution for businesses.



## ARX Drive enables the following:

- Access and edit company documents at any time
- View changes made to the document by other users
- Recover previous versions
- Edit a document offline and sync the new version when back online

Security and control: Access to/syncing of a certain file can be limited to defined authorised users/groups. Centralised management of authorisations: documents cannot be edited or deleted without authorisation. This makes **ARX** Drive different from the File Sharing software on the market. Files are shared and protected even when on the move!



# CERTIFIED RECORD MANGEMENT

Our XCE record management service enables the conservation of all tax-related documents in digital format, either in house or in outsourcing.



## Benefits

- Data integrity and numeric sequence control etc.
- Acquisition of Submission Packages from ERP systems
- Digital signatures (including remotely)
- In the case of outsourced storage, the outsourcer is obliged to comply with all storage procedure regulations

# ELECTRONIC INVOICING

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InvoiceXchange (IX) is the online ARXivar service, for creating, transforming, signing and issuing electronic invoices for Public Administration and private bodies.

## The service enables the following:

- **Acquisition** of an invoice in .xml format (only accepted format) produced by the ERP system or creation of an .xml file from a .pdf file.
- Digital **signing** of an invoice with supplier signature certification or with the signature of an intermediary
- **Communication** with the Exchange System with notification management
- Send all invoices for certified Digital **Storage**

# MAIN FEATURES

## DOCUMENT MANAGEMENT

- Archiving (files, scanners, barcodes)
- Data upload forms
- WORD, EXCEL, PDF templates
- Protection, security, encryption, SSO
- Searches
- Custom views
- Sharing
- Previews
- File conversion (PDF)
- Versioning
- Organisation (files, procedures, reports)
- Hashtags
- Record Management
- Sending emails, fax

## COLLABORATION

- Integrated chat
- Controlled data distribution
- Sharing
- Log

## PROCESS MANAGEMENT

- Graphic modeller
- NO programming
- Versioning
- Reporting
- Monitoring
- Web Services

## EMAIL MANAGEMENT

- POP3 and IMAP support
- Certified email (PEC) management
- Outlook/Thunderbird plug-ins

## SPOOL RECOGNITION

- PDF and TXT recognition
- Management system integration
- Barcode recognition

## REPORTS

- Report generator for internally/externally sourced data
- Schedulability



## ELECTRONIC INVOICING

- Invoice conversion from PDF to XML
- Invoice conformity control
- Automatic digital signature in CADEX formats
- Invoice delivery via SDICOOP channel
- Receipt of SDI reminders
- Automatic reminder to invoice matching
- Digital invoice storage via digital date and time stamp and signature
- PEPPOL management

## SYNCING

- Centralised security
- Audit history
- Offline document editing/uploading

## GRAPHOMETRIC SIGNATURES

- Advanced Digital Signature
- Legal value
- Encrypted biometric data

### COMPATIBLE DEVICES

- LCD tablets
- Tablets and Smartphones
- PC Windows

## CERTIFIED STORAGE

- Submission Package and Archiving management according to SInCRO standards
- Distribution package generation
- Online management and consulting interface
- Automatic mass signature process management
- Data integrity and numeric sequence control

## MULTICHANNELLING

- Email/Certified email (PEC)
- Web Mobile
- Mobile App

## REMOTE DIGITAL SIGNATURES

- Mass signature application
- Remote server (HSM)
- OTP mode

## WORK ANYWHERE

- Android/iOS App
- Smart Sign
- Mobile Process Management



for further information

[www.arxiv.com](http://www.arxiv.org)

or  
scan the QRCode

