ArcMate Lite



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ArcMate Lite

The Efficient Document Management System for SMEs

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Efficient Document Management

Say goodbye to the hassle of manual document management and embrace a seamless and efficient solution tailored to the needs of your growing business with ArcMate Lite.

Overview

ArcMate Lite is an efficient document management solution designed specifically for small and medium-sized enterprises (SMEs). ArcMate Lite streamlines your document management processes, offering a user-friendly interface and powerful features to simplify document storage, collaboration, and secure access.

With its intuitive design and scalable capabilities, ArcMate Lite empowers SMEs to optimize their document workflows, enhance productivity, and unlock valuable insights from their data, all while ensuring data security and compliance.

ArcMate Lite is a fully web-based system with an intuitive user interface available in English and Arabic.

ArcMate Lite is an open system that uses industry standard formats and relies on no proprietary technology, thus securing investments long-term.

Capturing and Indexing

With ArcMate Lite you can capture and index all types of documents easily, anywhere, and anytime.

ArcMate Lite helps you automate and speed up the process of capturing and indexing using batch scanning. Validation rules can be applied on data entry to ensure consistency and uniformity across systems.

In ArcMate Lite, documents are stored and classified into a secure repository and mapped against your physical record storage.



Search and Retrieval

Locate documents and information quickly and easily with ArcMate's intelligent search engine and advanced search features.

Users can search everywhere including the content of documents and annotations, and favourite searches can be saved for reuse.

ArcMate Lite is able to work with the peculiarities of languages like Arabic and Farsi to retrieve all possible variations of words, in addition to approximate and wildcard search capabilities.

ArcMate Lite features a built-in native viewer for numerous types of file formats where users can view the retrieved documents, and share them with others within or outside the organization as per the security rules set.



Collaboration

Users of ArcMate Lite can collaborate on documents by editing and adding different kinds of annotations.

ArcMate Lite provides an extensive set of image editing features in addition to the ability to check out documents for editing in external software. All document revisions are tracked in an advanced version control system.

Security

ArcMate Lite features an advanced security model that goes beyond the standard users, groups, and role or task permissions. It enforces security on the level of objects, be it a document, a page, an indexing field, a tree folder, or an annotation.

Various security policies can be applied to password structure, password age, account expiry, login times, or login IPs. Full audit trails are available for all types of system activity and specific users or activities can be monitored.

ArcMate Lite includes an export and backup management system that provides full and incremental backup operations in addition to scheduling.