Digital archive in small companies
Advantages and challenges
About me

- Marcel Chavez, 26 years old
- Studying since 2011 at University Bern
- Working at Informaticon since 2013
Informaticon

- Has about 100 employees
- 4 locations (Thun, Zurich, Frutigen, Ulm)
- Product: A3 (ERP-System), A3 Fleet (Mobile Order for Drivers)
- Industrial sectors of customers: construction, wood processing, trade, garage owner
- Targeted customers of Informaticon are SME’s (small and mid-sized enterprises)
Archiving now

Improvement zone

Docs from A3 → Printing → Storage room

Accessible
Searchable
Protected
Improvement zone

- Reduce paper overhead
- Make storage room redundant
- Improve searchability through external access and indexing
Improvement zone

Direct access from A3

File security and modification protection
Goals

- Implement an archive system with following components:
  - Authentication and authorization
  - Correctness and protection against modification
  - Access and User protocol
  - Searchability
- Compatible with A3
Challenges

- Government Requirements¹
  - Integrity
  - Documentation / Protocols
  - True to original
  - Authenticity
  - Accessibility

1) [https://www.egovernment.ch/de/dokumentation/rechtliche-fragen/elektronische-archivierung/](https://www.egovernment.ch/de/dokumentation/rechtliche-fragen/elektronische-archivierung/) (in own Words)
Challenges

- Best format for archive
- PDF/A-3 requirements
- Create hash value
- Sign document (certificate and timestamp)

Challenges

- Interface to A3
- Same Users for Web Archive and A3
- Same database and values
- Automatic archiving of documents
- Backwards compatibility
Next steps

Rough Outline

Concept Implementation User testing

**Repeating Tasks**
- Documentation
- Testing
- Communication with team members / superior
Next steps

**Concept**

**Database**
- Evaluate current DB-structure
- Expand or begin from scratch
- Considering different approaches
- Risk analysis

**Web Archive**
- Evaluate current archiving process
- Considering different structures
- Risk analysis
Next steps

Implementation

- Realise the good intentions of the concept phase
- Always try to evaluate current state of system
- Plan on good communication with superior
User testing

- Hasn’t been planned properly at this state of the project
- Tests with team members and hopefully with customers of Informaticon
Summary

- Slow archiving process at the moment
- Improve with interface to ERP system
- Challenging requirements from government and ERP system