

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

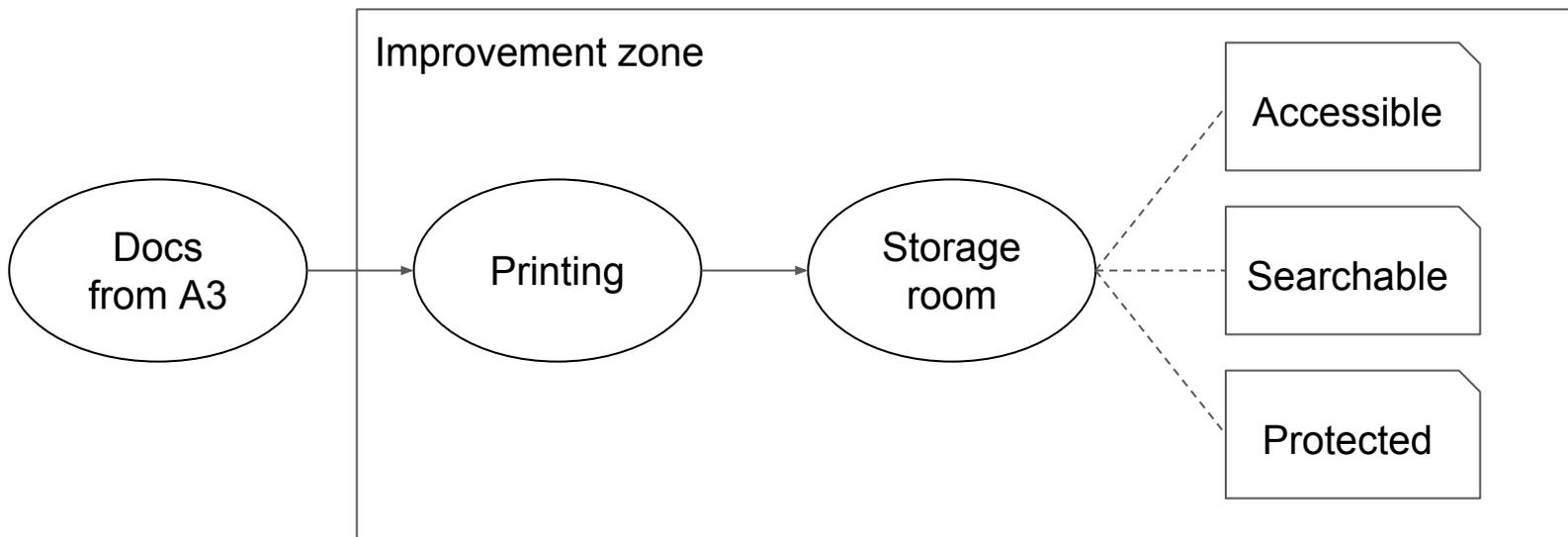


Informaticon

- 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)

INFORMATICON®

Archiving now



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



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

2) Schweizerische Eidgenossenschaft

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

2) <https://www.admin.ch/gov/en/start.html>

Challenges

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



1)PDF/A-3

1) <https://www.pdfa.org/member-news/habe-ich-da-eben-eine-pdf-a-3-datei-bekommen/?lang=de>

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



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



Implementation

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

Next steps

User testing



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