

DIGITAL ARCHIVES

WE DIGITIZE AND STORE YOUR DOCUMENT.
THE DIGITAL REVOLUTION IS ALREADY UNDERWAY.

SGA FREES UP SPACE AND OPTIMIZES ACCESSIBILITY TO YOUR DATA

How?

We **digitize** part or all of your archive, we **index** it by establishing with you the criteria, i.e. we **make it versatile, searchable, reliable** but above all **useful** for the purpose.

We take care of the paper documents. You have the pleasure of **finding a document immediately** when you are looking for it or the peace of mind of knowing that an **entire room** full of paper is enclosed **in a DVD**.

In partnership with industry experts we also implement **integrated projects that can be available on the web**. This and much more is the **digital document storage** service of SGA Srl.

We define **with you** the collection criteria | A paper room **in a DVD** | A On request everything is **available via the web**

DIGITAL DOCUMENT STORAGE AND ARCHIVE DIGITALIZATION

We support our customers in **digitizing small and large amounts of documents** for every need: from the implementation of internal and external EDM systems, to permanent dematerialization, to the simple creation of a digital copy to offer a flexible service of **digital document storage**.

Our operators use scanning stations consisting of powerful dedicated workstations and high-capacity scanners that guarantee speed, accuracy and reliability. Times and costs of digitizing an archive depend on the following factors:

TOTAL NUMBER OF PAGES

High page counts require extended scanning times

WORK EXECUTION TIMES

Shorter times require more resources

ORIGINAL CONDITIONS

Archive consisting of documents of different formats (A3, A4, A5, etc.)

Process of preparing documents for scanning (cleaning staples and other binding systems)

ORIGINAL DELIVERY CONDITIONS

Process of recomposing post-scan documents (binding as originally intended)

Checking the conformity of scans with originals

TYPE OF SCANNING

White/Black or Color

Scanning quality: higher scanning resolution means higher image quality

Text Recognition with OCR for transforming the image into searchable text

PRIVACY

SGA Srl is responsible through one of its own employees for the collection and return of the originals in order to ensure high standards of privacy.

DATAROOM STRUCTURING

SGA: experience dedicated to professionals

From the experience and the strong partnership created with over three hundred professional firms throughout the country, SGA is able to provide valuable support to all those professionals who operate on different levels and aspects of corporate customers or who, being involved in various ways in the management of ordinary and extraordinary insolvency procedures, must simultaneously consult from different locations large amounts of documents. SGA makes this possible through massive scanning and the creation of digital document datarooms safely available on our portal, navigable as a website and traceable in content.

This allows professionals a considerable saving of time and costs and obviously a greater respect for the environment. Discover our **digital document storage** services for professional firms in the section dedicated to [archive management](#) for [bankruptcies](#) and check out our high standards of [security in document storage](#).

EDM (ELECTRONIC DOCUMENT MANAGEMENT)

The information exchanged between the various stakeholders of daily economic life (private companies, public administrations, etc.), is formalized through the issuance of documents that make them historicizable and relevant at administrative, legal and tax level.

The very high number of business transactions combined with the need for proper training and subsequent administration of documents, makes Electronic Document Management (EDM) a strategic element of corporate life.

The effectiveness of an EDM system can be seen in a series of great economic and organizational benefits **with a special attention to the environment:**

- **Reduce costs and times of documents delivery**, optimizing their forwarding through the available technological channels (automated mass paper document delivery, fax, e-mail, web publication).
N.B. the Italian legislation equates the probative value of computer documents to the paper ones: sending digital documents (invoices, orders, circulars, etc...) is more efficient than sending paper ones, legally recognized and completely free.

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- **Stop the production of paper stored in binders, folders, cabinets, etc.** by historicizing the documents produced in digital media, which are less expensive and bulky.
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- **Have the entire archive within mouse reach**, simplifying access to data through simple computer devices.
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- **Make the work environment more comfortable, tidy and organized**, providing users with tools that facilitate normal activities.
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- **Find documents anywhere and securely on the Internet** through a user-friendly web interface, used by all users of the network.
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- **Respect the environment**

A software platform, entirely designed and developed by one of our technological partners, allows the integration of the software with all the most popular corporate IT systems such as SAP, Dynamics, IBM, Oracle, Zucchetti and others. Thanks to these special modules, **document management** and **digital document storage** reach the highest efficiency standards.

MANAGE THE DOCUMENTS OF THE ACTIVE AND PASSIVE CYCLE

ACQUIRE PAPER WITH BARCODE AND OCR RECOGNITION SYSTEM

AUTOMATE STORAGE PROCESSES

STORE IN A SUBSTITUTE MANNER IN ACCORDANCE WITH THE LAW

MANAGE ELECTRONIC INVOICING

MANAGE CORPORATE PROCESSES (WORKFLOW)

MANAGE MULTI-CHANNEL SENDING (E-MAIL, FAX, PAPER MAIL)

MANAGE THE PRINTING OF DOCUMENTS

MANAGE MAILINGS

MANAGE THE WEB PUBLICATION

BACKUP CUSTODY

Tape Vaulting and Tape Collect Services:

The best choice for the security of your data. Keeping backup media in physically separate locations from your systems is strictly necessary to prevent copies from being lost with the originals in the event of a theft, fire, flood or other catastrophic event.

Secure retention and availability of data has always been a critical issue. Corporate data is vital to the company's business. It is part of the company's assets and, as such, should be retained.

When it comes to **digital document storage**, it's clear that technological progress has quickly led to the creation of so much digital information, organized in a way that guarantees:

access speed
protection from unwanted access
retention over time

If, for the first two characteristics, you have to rely on a state-of-the-art operating system, for the last one, our partner [Laus Informatica](#) provides [Tape Collect](#) and [Tape Vaulting](#) services that help to organize, manage the transport and ensure the retention over time of magnetic media (off-site backup).

The custody and transport service is customizable according to the criticality levels of your business. The backup tapes are individually stored in envelopes and sealed with specific "anti-burglary" security labels in order to comply with all the requirements of the law on privacy for data processing (Law 196/2003). Handling will be carried out by anonymous means using special security suitcases, equipped with suitable shock-absorbing material and in compliance with the "recommendations for the management and storage of magnetic media" issued by the ECMA (European Computer Manufacturers Association). All vehicles used for transport are equipped with a satellite tracking system (GPS) with automatic request to the operative assistance center in the event of collision/break-ins. The backups of data and configurations can thus be stored in a different place and at a proper distance from the company's headquarters in controlled environmental conditions with the certainty of the usability of the backup at all times.

The Tape Collect and Tape Vaulting service includes:

- Tape vaulting
- Collection and delivery service through personalized contracts, n.b.d., 4h, h24

The storage of magnetic media will take place at the vault designed and built in accordance with the "recommendations for the management and storage of magnetic media" issued by the ECMA (European Computer Manufacturers Association) regarding the control of humidity and temperature. The access to the vault is protected by a 15 cm thick Martin Siemens steel door, for a total mass of 460 kg, with either a double bit ISN11 key lock or a self-powered digital combination with six variable numbers.

On request, the magnetic media will be indexed in advance by affixing barcodes to allow any search in a fast and reliable way.

The customer will be given the index to facilitate the request of the media for consultation, data reconstruction, recycling of videotapes. The vault is CCTV-monitored and is equipped with a fire-fighting system. Inside the bunker, anti-seismic and anti-intrusion sensors are installed to protect against external attacks.

Once a visit with an expert is planned, we will be able to propose a complete solution for **digital document storage** that is suitable for the real needs of your company.

TOLL FREE NUMBER



CONTACT US

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