

WHITEPAPER

LAGO ARCHIVING

Comply with legal archiving requirements without warehouses full of print

Many clients struggle with archiving due to the legal guidelines. Most companies are obliged to keep flyers in an archive for at least 5 years. Today, this is usually done in the form of printed copies that are stored in a warehouse. LAGO Archive solves this problem and frees up space in your warehouses utilizing our digital archiving of the printed version with full text search.

The legal archiving requirement does not necessarily mandate that the archive is stored in paper format. The challenges of overfilled archives is still a reality in many companies. We offer a better solution. With LAGO Archiving, Comosoft enables a digital archiving approach that is far superior to all other document management systems.

Completeness and structure instead of mass confusion

With LAGO Archiving you have everything in one place and from one central source, complete and with additional advertising and product information. Tedious long searches of drives and systems are now a thing of the past. LAGO Archiving generates a PDF from every variant and every document of a project and captures this PDF as a searchable PDF. The PDF is automatically stored in LAGO FS and will never be lost!

Don't search, just find!

You can freely define which information (product information such as article number, article name, advertising copy and more) that should be used as search parameters in the LAGO system.

This is a decisive advantage compared to most other classical document management systems. In those systems, you not only have to ensure that the PDF files are available for every printed version of a flyer or catalogue, but you also have to enter and store additional information for retrieval for every PDF. This is not only time-consuming, but also error-prone!

If the index search is activated and affected fields are marked as indexable, you can choose whether the values of the respective indexed field should be retained when the project content is deleted, or the project is set to the status „Archive“. This makes it possible to find these values without the content continuing to exist in the database.

Performance and Space in the Database and in the LAGO FS

Projects already archived in LAGO can be set to the status „Archive“. If this project status is set, all contents of the project are deleted so that only data records at project level and project variant level remain. The PDF can still be searched and opened via the data records. Of course, the fields marked as „archive search“ are also retained, so that the search still functions completely.

The deletion of data records that are no longer required creates space in the database as well as in the LAGO FS, since documents, thumbnails, correction documents etc. are deleted and only the PDF is stored.

Once stored in the central configuration, it is now permanently possible to archive projects. Many of our major customers not only save considerable resources in hardware, but also are reducing the environmental impact using the the paperless archive and the reduced storage space costs.

If you want to permanently delete something, you can do so automatically with our programmed time functions to delete your archive at some point in the future.

You'll never have to worry about whether you have archived the latest version of a flyer and whether all variants are complete.

LAGO Archiving is ideal for eliminating physical archives and manual searching and enables you to quickly finding the flyer you want!

List of Features

- Archiving of complete projects in LAGO - Automatic compliance with legal retention periods
- Time savings through fully indexed search within the archive reduced impact to the environment
- Save resources by saving paper costs
- Save costs for space in the warehouse
- No need to walk around and manually look for archived documents