

## PAPER-FREE AND SECURE: ARCHIVING WITH edarchiv

According to the law, tax-relevant data are required to be preserved for periods of from 6 to 10 years in electronically evaluable form if they have been received digitally, for example in PDF, or if supporting documents in paper form have been digitalised. Yet not only supporting documents that are governed by an obligation to preserve, but also other documents from day-to-day business are digitally stored in a way that saves space and can thus be retrieved faster later on. And that means that cabinets full of files, insufficiently secure as they were, are now a thing of the past.

edarchiv, from eurodata, is the convenient digital solution for the secure and compliant archiving of company data. With it, you can make tremendous reductions in your paper-based processes, saving time and money. edarchiv meets the requirements of the taxation authorities (i.e. conforms to the GoBD – basic principles governing the correct and proper keeping and preservation of books, records and documents and data access) relating to security, unalterability, recording of other actions, fast retrievability of documents, viewability by authorised users and the possibilities as regards compliance with statutory retention periods. Adherence to these basic principles can also at any time be ensured by eurodata throughout processes of technical change and migration. edarchiv also offers special auditor access which can be arranged to relate to particular folders and periods of time – so the next audit will also be completely hassle-free.



Have invoices and other documents sent to you **directly into your archive by e-mail** – paper-free, time-saving and perfectly structured.



We guarantee **security!** eurodata stores your data in high-performance data centres in Saarbrücken, certified in accordance with ISO/IEC 27001.



Costs are only incurred when the data are delivered; subsequent archiving is inclusive. So you can **calculate in the long term without any worries.**



Our products are there to make you feel at ease: really modern look, easy to use and designed to **make your processes easier.**



**The advantages you get from the cloud solution:** available anywhere, no maintenance costs, no investment costs for hardware; all you need is a browser.



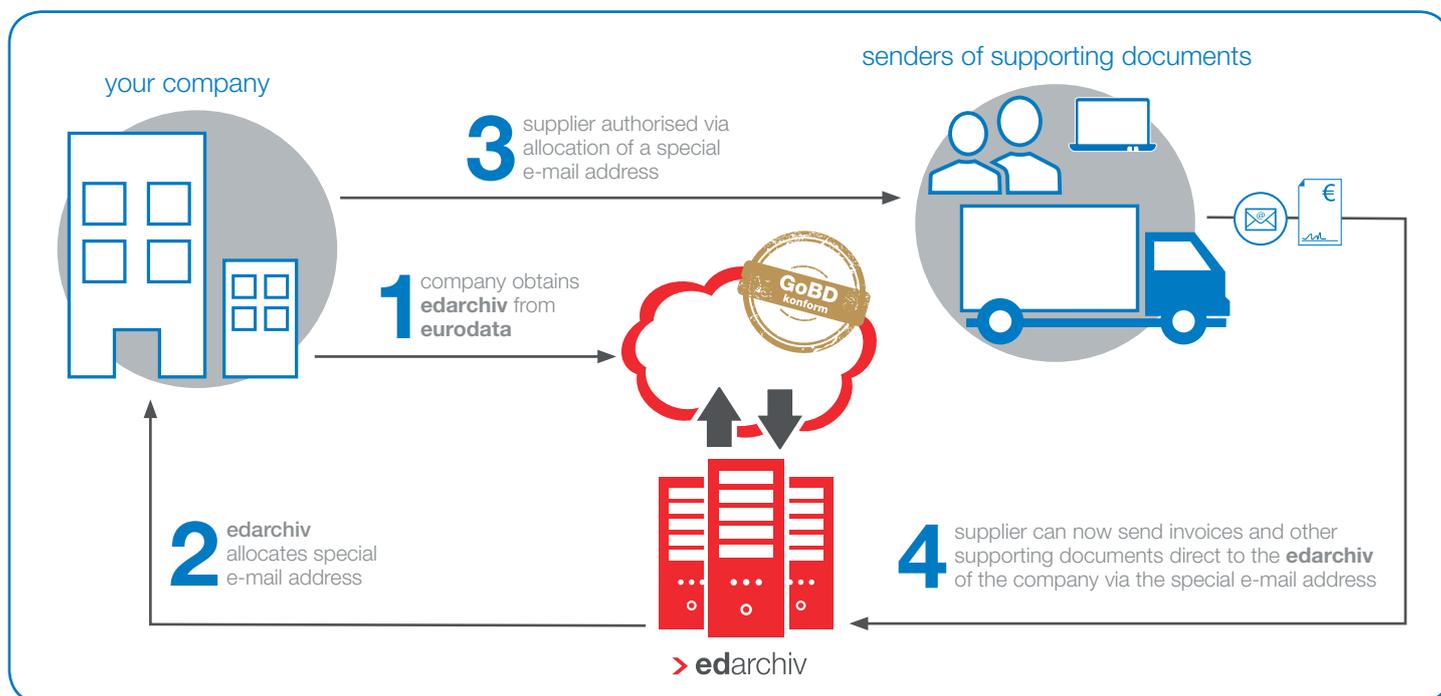
Our experience counts: since 1965, eurodata has been looking after customers with highly sensitive data. We have earned their **trust!**

The screenshot displays the edarchiv web interface. On the left, there is a navigation menu with categories like 'Eingang', 'Kontoauszüge', 'Lieferscheine', 'Rechnungen', 'Verträge', 'Papierkorb', and 'Export'. The main area shows a table of documents with columns for 'Archivdatum', 'Dokumenttyp', 'Von', 'Betreff', and 'Ordner'. A 'Details' panel on the right shows information for a document from 'FIRMA Muster', including 'Archivdatum', 'An:', 'Betreff', 'Dokumenttyp', 'Kommentar', 'Nachricht', 'Ordner', 'Von:', 'Belegdatum', 'Betrag', 'Belegnummer', 'Kundennummer', 'Rechnungssteller:', 'Buchungsnummer', 'Bezahl:', and 'Gebucht:'. Below the main interface, there is a smaller screenshot of the 'Einstellungen' (Settings) page, specifically the 'Ordnerverwaltung' (Folder Management) section, which shows a list of folders and their settings, including a checkbox for 'Benachrichtigungen über archiviertes E-Mails an die Kontakt E-Mail Adresse' and a text field for the email address 'archiv-1@my.edarchiv.de'.

edarchiv offers you a clear overview of your archived data and a simple search function, for fast access to particular documents.

edarchiv makes it possible to archive invoices or other documents via e-mail. E-mail addresses are created for archive folders, so your suppliers can send their electronic documents for automatic and audit-proof archiving by e-mail.

## SECURE ARCHIVING MADE EASY



	<b>Automatic archiving of e-mails and e-mail attachments</b>	✓		<b>Keywording</b>	✓
	<b>Archiving of documents of all types</b> (invoices, contracts, images ...)	✓		<b>Linking of documents</b> (e.g. delivery note and invoice)	✓
	<b>Automatic archiving of point-of-sale data</b> (e.g. journals, daily reports, inventories)	✓		<b>Possibility to create folder structure individually and without any restrictions</b>	✓
	<b>Full-text search and retrieval</b>	✓		<b>Export via download</b>	✓
	<b>Notification of newly archived documents</b>	✓		<b>User administration</b> (unlimited number of users, issue of access rights to folders, read and write)	✓
	<b>Customer log</b> (history of all activities in the product)	✓		<b>Special auditor access</b> (read, for particular folders and periods of time)	✓
	<b>Sender administration</b> (approved, unknown and blocked senders)	✓		<b>Personalisation of interface</b>	✓
	<b>Message box for non-assignable entries</b>	✓		<b>On-line access via any browser, anywhere, at any time</b>	✓

Are you familiar with **edtime** yet? With the on-line time recording system **edtime**, you can record your employees' working hours digitally. The system consists of a digital clock for the employees and a cockpit for the entrepreneur. Info at [www.ed-portal.de](http://www.ed-portal.de)



For more information go to: [www.eurodata.de/en/edarchiv](http://www.eurodata.de/en/edarchiv) or contact us!