



Using the Ascertia Document Archive Web-Portal

The Security Problem

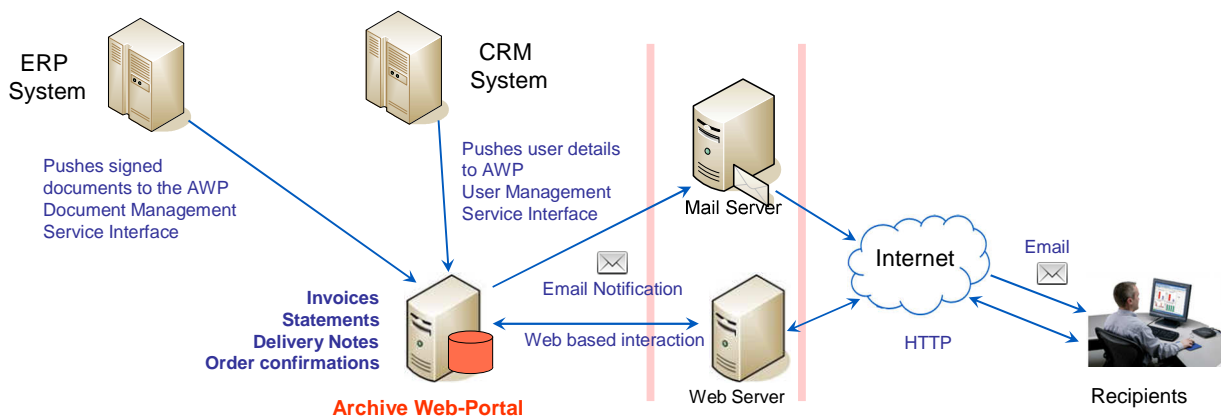
When turning from paper based communication to electronic documents organisations have two security concerns. Firstly they need to protect their brand and show that the document is original and unchanged since it was released by the organisation. Secondly they need to make it easy for the recipient to have access to this information without Internet privacy concerns.

Signing the email body is not effective when it comes to delivering such information, particularly because many popular web-mail applications do not support digital signatures. However signed attachments, especially PDF and PDF/A documents are very good for this purpose. Nevertheless when attached to an email the contents can still be read by any interceptor even though the data cannot be changed without invalidating the corporate signature.

Other problems include tracking whether the document has been received or even read. If the recipient asks for a copy how can this request be most easily handled? For example, if the document is an invoice does it need to be marked as a copy? These are some of the issues associated with how to deliver authenticated information to many external parties.

Providing Effective Security

Ascertia's solution to these problems is delivered within its Archive Web Portal (AWP) product. Documents are expected to be signed using the PDF Signer Server, XML Signer Server or File Signer Server versions of the ADSS Enterprise Server. Once signed, the documents are passed to the AWP server over a web-services interface:



The Archive Web Portal provides these key features:

- 1) It accepts documents of various types transferred to it from existing business applications using a web services interface.
- 2) It stores and archives documents for a defined retention period (days, months or years) as set by the AWP administrator. At the end of this time the information is automatically deleted from the archive.
- 3) It informs users about the availability of documents through automated email notifications
- 4) It provides a web-portal interface for end users to login and to view new documents; and also review old retained / archived documents that were assigned to their account.
- 5) Effective user management is provided to create, amend, suspend and delete users. In addition, management information is kept that shows when users have logged on to the portal and accessed the documents assigned to them.

Using the Ascertia Document Archive Web Portal

Effective Document Management

AWP is a highly effective product that enhances the cost savings made by moving from paper based systems to electronic documents. It provides a faster, more effective and self-managed environment for handling key business documents. AWP can be used internally for customers, partners and supplier documentation and it can be easily linked to existing CRM systems. The keys features are:

- **Privacy Protection:**
AWP stops email privacy concerns – all documents are held protected within the AWP environment and only authorised account holders can access the information. Web Server SSL security protects the data whilst it is being read or downloaded.
- **Document Management:**
New documents put into the AWP generate an email alert to the end-recipient. They remain showing as unread – much like an email inbox. When read the documents are retained for later review. If a user does not login and access the document within a given time interval then additional follow-up emails can be sent and finally an administrator can be alerted if the document remains unread. Existing legacy documents can also be easily uploaded into the AWP.
- **Enhanced User Experience:**
The user experience is very effective. Users can see new, current and old archived documents. They can help themselves to the original (signed and timestamped) documents placed in the Archive Web Portal. These are not copies instead the user is accessing the original data. There is no need to create a 'copy' document – and this saves ERP processing costs and complexities, especially where invoices are involved.
- **User Management:**
Existing user information can be easily uploaded into the AWP system. More than one user can be assigned to an account and either individual email or group email addresses can be used. Multiple users from a recipient organisation can therefore be allowed to access important documents.
- **Security Management:**
All user logon and document access events are recorded and the information is logged for audit and reporting purposes. If there is a dispute these records can prove invaluable to clearly show user access to the system and their access to a document.
- **Retention Management:**
AWP stores and archives the business documents based on a retention policy for the document type for days, weeks, months or years. Documents are automatically deleted after the retention period has expired ensuring that regulatory requirements are met.
- **High Availability:**
AWP can be run on multiple servers and uses modern database technology to ensure that highly available, scalable solutions can be provided.
- **Future features:**
Ascertia has a roadmap of features to add to this product to enhance its capabilities.

For further information on the Archive Web Portal product contact us via e-mail at sales@ascertia.com or visit our website at www.ascertia.com.



Identity Proven, Trust Delivered