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Software Suite for
Case and Financial Management

Front Office Product Sheet

DMS Archive

Product Features

- Admin users can block documents from archiving via a checkbox in the document profile record or a checkbox in the matter record
- Includes business rules for auto tagging, i.e. tag all docs in a matter closed for more than 6 months
- Analyze, archive, and restore audit trails for the last 100 archive sessions to optimize or correct your processes
- Real-time, dynamic displays of documents as they move during the archive or restore process

Eventually document archiving is required to manage large doc databases effectively. As time passes and your database gets bigger and slower, you ultimately realize LESS is MORE; hence, you need a tool like PerfectLaw® DMS Archive that not only reduces search times and the size of your database, but like Weight Watchers®, keeps the weight off if you follow the rules! DMS Archive does this by pruning the database-automating via a doc archive-and-restore process using age and date based formulas; this pruning limits the size of the ACTIVE database!

PerfectLaw® DMS Archive utility automates both the archive and restoration of documents and document profiles via age- and date-based formulas to improve both the speed and storage management.

Benefits

- Maintain a fast DMS and controls the size of the ACTIVE database
- Eliminate the need for daily backup of inactive docs, while keeping them online
- Reduce your overall storage requirements via WinZip and other compression products
- Instantly restore archived docs without calling the IT department or restoring from tape
- Supports organized offsite archives and improved disaster recovery

PERFECTLAW®
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Save money by reducing your storage requirements.



Easily restore archived documents without the need to call the IT department.

Functions

- Tag for Archive – Archiving docs begins by tagging docs that should be moved from ACTIVE to archive
- Selective blocking prevents specific docs or doc types from being archived even though they have been tagged
- Restore – Restoring is the process of moving a set of documents from Archive back to the ACTIVE database
- Advanced DataBrowser Views for ACTIVE and Archive databases support searching and reporting functions that include:
 - Docs in the next archive set
 - Blocked docs
 - Archived docs
 - ACTIVE plus archived docs
 - Audit trails

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