



*By Namaa InfoLogistics*

# **PHYSICAL RECORDS MANAGEMENT INNOVATIVE SYSTEM**

DocuArena is designed to help organizations in different industries to streamline their records storage and management processes, improve their data security, and save costs.



**DocuArena**

powered by **namaa**  
INFOLOGISTICS

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**DocuArena**

## Features

# Overview

In today's digital age, physical records remain crucial for numerous industries. Despite the widespread acceptance of electronic records management, a vast volume of paper documents continues to be generated, necessitating secure storage and controlled handling due to both business requirements and regulatory mandates.

DocuArena streamlines physical documents/records archiving operations and management, offering a comprehensive solution that integrates all archiving centers functions and operations into a single, user-friendly web application.

DocuArena seamlessly integrates with DMS and other solutions, enabling users to manage both physical and digital records under a unified platform.

Continuous system enhancements are driven by an aggressive and ambitious development plan focused on introducing new features that enhance efficiency, save time, and ensure compliance with evolving regulations.



### ADHERING TO GLOBAL STANDARDS

BUILT UPON CUTTING-EDGE TECHNOLOGY, DOCUARENA COMPLIES WITH INDUSTRY-RECOGNIZED STANDARDS, ENSURING THE HIGHEST LEVELS OF SECURITY AND RELIABILITY.



### Anywhere Accessibility

DOCUARENA'S WEB-BASED ARCHITECTURE PROVIDES SEAMLESS ACCESSIBILITY FROM ANY DEVICE, ENABLING USERS TO MANAGE RECORDS FROM ANYWHERE IN THE WORLD.



### Data Security and Controlled Access

DOCUARENA'S N-TIER ARCHITECTURE SAFEGUARDS SENSITIVE DATA THROUGH MULTI-LAYERED SECURITY MEASURES AND GRANULAR ACCESS CONTROLS.



### UNIFIED RECORD MANAGEMENT

DOCUARENA'S CENTRALIZED PLATFORM STREAMLINES THE MANAGEMENT OF BOTH PHYSICAL AND DIGITAL RECORDS, PROVIDING A HOLISTIC VIEW OF YOUR ORGANIZATION'S INFORMATION ASSETS.



### Flexible Deployment Options

DOCUARENA OFFERS BOTH CLOUD AND ON-PREMISES DEPLOYMENT OPTIONS, CATERING TO DIVERSE ORGANIZATIONAL PREFERENCES AND INFRASTRUCTURE REQUIREMENTS



### Expert Guidance

DOCUARENA IS BACKED BY A TEAM OF HIGHLY EXPERIENCED PROFESSIONALS WITH OVER 50 YEARS OF COMBINED EXPERTISE, PROVIDING COMPREHENSIVE SUPPORT AND ENSURING SUCCESSFUL IMPLEMENTATION.





## Advanced Search

Eliminate the hassle of time-consuming searches. Our system enables you to search effortlessly using any custom criteria, locating boxes, files, or documents in no time.

## Warehouse Management

Automate physical record storage by establishing a warehouse in the system. The system simplifies warehouse creation with defined dimensions and auto-generates location barcodes linked to their respective warehouse.

## Entities Management

The system effectively manages various entity levels, including documents, files, and boxes. These entities receive auto-generated barcodes assigned by DocuArena. These barcodes are linked to their respective business owners, referred to as clients, and categorized by their owners' departments and subdepartments. The system guides users through a simple and user-friendly sequence of screens to add the defined data set for each entity.



## Work orders

Streamline and structure warehouse operations. The workorder module precisely records all actions, ensuring alignment with agreed contracts and SLAs. Only authorized personnel can request entity transactions. The system monitors daily warehouse operations and generates reports on demand. Authorized personnel can request services for specific boxes, files, or documents on a specific date. Upon issuance, the work order initiates its fulfillment process.

## Invoices and Consumption

Once a work order service is completed and confirmed, the system automatically generates an associated invoice. Invoices are compiled on a monthly basis. Notably, for cases where the client manages the warehouse, the invoice is replaced with consumption hours and efforts.



## Powerful Dashboard

DocuArena's smart customized metrics and reports provide summarized views of all important indicators. This allows teams in various roles to benefit from a single look. The view and level of detail vary according to the role privilege.

## Tracer Module

DocuArena's full tracking system allows users to easily trace the history of all entities, from creation to scheduled shredding. This eliminates the frustration of searching for important files or documents and provides clear visibility to all system users.



## Administration

DocuArena's robust administration module ensures tight control and smooth operations for all warehouse management processes. This includes adding clients with their tree of departments and sub-departments, as well as defining agreed services and sub-services.



## Retention and Safe Destruction

DocuArena enables users to add retention periods and define planned destruction dates. The system sends alerts before reaching the destruction date, allowing users to confirm destruction or extend the date.



## Barcode Generator Module

DocuArena's barcode generator module allows users to generate new barcodes for boxes, files, and documents. Users can also reprint previously printed barcodes in case they were damaged.

## Users Access Management

DocuArena guarantees secure access to system functions and data viewing through clear roles and user creation and management modules.

