Arena Group Hosted Services

Access to any document, anytime, anywhere!

Hosted Services will help you

- Reduce costs
- Increase productivity
- Increase customer satisfaction
- Implement an effective disaster recovery strategy

What is it?

Arena's Hosted Services enable you to upload documents to a secure password protected web space with access 24 hours a day, 7 days a week, from anywhere with a web connection.

Our service eliminates the need for any costly new hardware and can be accessed from any existing, web enabled equipment.

If you haven't got the facilities for scanning at your premises or, where your historic archive might be too large, Arena can supply a high speed scanning service to take away all the hard work!

All the benefits of **m**store without any installation on your servers, without any need to invest in new hardware or upgrades, and with the added benefit of only paying for the space you use...

Features of **m**store Hosted Services

- Unlimited storage capacity
- Scalable costs
- 24/7 availability
- Secure multi level access
- Reinforced disaster recovery
- Easy to use system
- No capital outlay

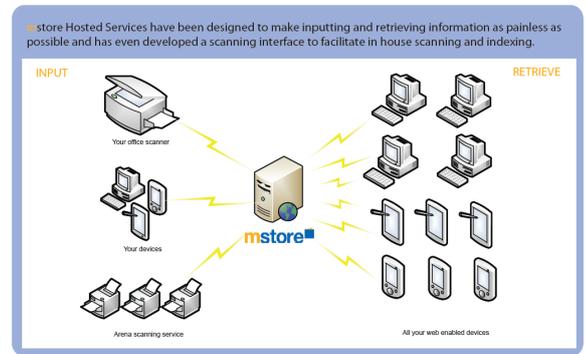All you need is an internet connection...

mstore

How it works

Create new or scan existing documents

mstore Hosted Services are Arena's internally developed online document management systems. There are a number of ways to input your documents to the system, delivering unrivalled levels of freedom and flexibility.

- Upload directly from your PC or handheld device
- Scan directly from an MFD
- Utilise Arena's high speed scanning service to prepare and process your documents.

Index and upload your files

Documents are indexed against a pre-defined coding system, agreed with you, and uploaded via a secure web portal. Indexing criteria is defined by you prior to any scanning or uploading to ensure documents are "filed" appropriately and are easily retrievable.

Search, retrieve, restore

Documents are instantly available to access and share securely with your approved users. Documents can be downloaded, printed, emailed and uploaded again as many times as necessary without additional cost. All activity which takes place on the secure server is logged and a full audit trail is available for each and every document stored.

Return or destroy

Customers who choose to have their historic files/archive scanned by our in house scanning service are given a variety of post scan options:

- Documents can be returned in hard copy format
- Documents can be returned in electronic format (e.g. disk or memory stick)
- Documents can be securely and safely destroyed in our industrial shredder

mstore Hosted Services have been designed to make inputting and retrieving information as painless as possible and has even developed a scanning interface to facilitate in house scanning and indexing.

INPUT — RETRIEVE

Your office scanner — Your devices — Arena scanning service — mstore — All your web enabled devices

Benefits of Arena's Hosted Services

Along with the usual desktop mstore features and advantages, Arena's Hosted Services come complete with a range of additional business boosting benefits designed to make your office more profitable, efficient and secure.

Controlled costs

With Arena Hosted Services you only pay for the space your documents occupy on our servers. By storing your documents online you can reduce:

- your print and duplication costs
- the cost of storing paper documents (1Gb of server space will store up to 40,000 sides of A4)
- the cost of document retrieval

By only paying for the space you use, you can budget and manage costs more effectively.

Reduced Risk

Hard copy documents held either on or offsite are susceptible to a variety of threats including theft, fire and water damage. By transferring to electronic storage you are removing many of the risks completely, keeping business critical documents out of harm's way.

Arena hosts its **m**store remote platform across multiple servers, in multiple UK locations, to ensure continuity for our customers should the worst happen.

Improved efficiency

With all your business documents available online, 24/7, Arena Hosted Services improve the efficiency of your business and the effectiveness of your workforce.

Increased security

Access to your documents is via a secure, password protected portal preventing any unauthorised intrusion. Administrators can define varying security rights for different user groups to protect sensitive information.

Other benefits include: Flexible working   Improved regulatory compliance   Improved information sharing

For more information
call 0844 863 8000
email enquiries@arenagroup.net
Web: www.arenagroup.net

Arena consultancy   Arena EDM   Arena copy&print