

# Enterprise Content Management (ECM)

## Technical Sheet



# ECM

The **ECM** system of **NamirialArchive** offers powerful data management via web part technology, through which the user or the administrator can define personal, fully customizable spaces, with the goal of publishing intranet and Internet portals, where information can be shared and documented. A powerful yet easy-to-use collaboration engine.

In the shared SAAS delivery model, the ECM provides access to the NamirialArchive web application.

## Account setup

NamirialArchive allows you to set up and define accounts through the administrative area, which has the following features:

- **Company** definition (private company or public administration);
- **Roles** definition (Users, Delegates, Signatories, Preservation Manager, Preservation Service Manager, Public Official);
- **Document types** definition;
- **Metadata** (research index) definition for each document type;
- Definition of **users** with different permissions (e.g., admin, user, power-user, ...): for webpart, document types, DMS folders, read-only, edit and upload documents;
- **User group** definition;
- **Submission job** definition (scheduling, no. of documents included, automatic signature, no. of document types included);
- **Archiving job** definition (scheduling, no. of SIPs included, hash chaining, no. of document types included);
- **Submission report job** definition (scheduling, no. of SIPs included, notification email).

# Log-in

The suite supports the following log-in types:

- **Username** and **password**
- Domain (**SSO**) for PrivateSaaS and On-premises
- **MyNamirial** (OnePlatform IDP) with MFA

## Document types and metadata

NamirialArchive allows to define all kind of document types with specific metadata:

- Configuration of document types and metadata for archiving (**DMS**);
- Configuration of document types and metadata for long term archiving (**LTA**);
- Configuration of document types with sensitive data and metadata for archiving (**Encrypted LTA**);
- **Automatic signature** and **time stamp** available for each document type;
- Configuration of **scripts for versioning** of archived documents;
- Configuration of **standard archiving scripts**;
- Configuration of **custom archiving scripts** (e.g., import of metadata from customer DB via VPN);
- Batch import/export of **document types in XML format**;
- **Copy/delete** document types.

# Components list

Within the following table are reported all the service components:

Component	Description
Provisioning (for partners/distributors)	Customer and Service Provisioning System
NamirialArchive ECM	Web application
SDK	Installation and Integration Documentation API

## Delivery model

NamirialArchive supports the most popular software delivery models and is therefore deliverable in **SAAS** (Software as a Service), **Private Saas** and **On Prem** mode, depending on the needs of the Client.