

Archive for e-mail and e-invoicing

Data integrity. Authenticity. Audit-proof.

E-Mail
ARCHIV
E-Invoicing

Today, a large part of corporate communication is handled via e-mail. Many of these e-mails contain sensitive data or are subject to legal requirements, which can vary from country to country. Electronic invoicing is also becoming increasingly important. In the public sector, electronic invoicing will soon be mandatory. Uniform regulations for securing and storing e-mails and e-invoices, legal requirements and internal company regulations must be observed to protect against legal disputes.

Audit proof storage

The easiest way to protect the company and employees in disputes is to record who wrote what. It must be ensured that the e-mails and e-invoices cannot be manipulated. Furthermore, it must be guaranteed that only the author or recipient, as well as explicitly authorized persons, have access to the e-mails.

Legal and regulatory compliant

Even though e-archiving is mostly based on a company's own processes, there are more and more countries that also legally prescribe this procedure. In Germany, for example, companies are obliged to archive all relevant corporate communications. There are also certain compliance requirements for lending under Basel II, compliance with which can lead to better terms and conditions. The correct, i.e. tamper-proof and long-term archiving of your e-mails and e-invoices thus has a direct influence on your business success.

Transparent integration into your infrastructure

Collax offers companies of all sizes the optimal solution for archiving their e-mails and e-bills. The Collax E-Archive module can be integrated transparently and easily into existing IT infrastructures with an existing e-mail server, or the module can be combined with a Collax server that already contains an e-mail server. The existing IT infrastructure does not have to be changed for this purpose. The implementation works seamlessly. This is the reason why small companies in particular prefer the Collax solution, since compliance requirements can be implemented quickly and without much effort.

Four-eyes principle

The dual control principle secures access control to the e-archive and thus ensures the integrity, confidentiality and availability of e-mails and e-invoices. of the e-mails and e-bills.

Advantages

- Simple and uninterrupted implementation
- Audit-proof storage
- Four-eyes principle
- Tamper-proof archive
- Open, platform-independent archive format
- Archive for any e-mail server
- Transparent for end users
- Easy search through indexing
- Optimal use of storage space
- Long-term backup on DVD, Blu-ray etc.

Technical Details

Outsource archive data, research for users

In addition to the audit-proof archiving tool, the Collax E-Archive includes automatic ISO generation for archiving on CDs, DVDs or blue-rays. Furthermore, a user interface is also included. This allows you to give your employees access to their own e-mail archive. Via a browser window they now get an overview of their entire e-mail archive. This makes the administrator's job much easier, as employees can recover lost e-mails themselves. Of course, a user can only view his own e-mails.

Possible applications

The Collax E-Archive offers different configuration options, depending on your requirements. For example, the module can be installed on its own on a selected server between the Internet and an active e-mail server. Especially companies that already have a functioning IT infrastructure and only want to extend it with an e-archiving tool benefit from the easy implementation. Your employees can also use the Collax E-Archive without any problems. Of course, it is also possible to combine the module with a Collax server that is already equipped with a mail server. This provides you with a complete solution for your company.

Functionality

Each e-mail/e-invoice sent or received is stored unchanged in the archive and an identical copy is forwarded to the recipient. This process takes into account the compliance requirements to store the original in an audit-proof manner. Immediately upon archiving, an electronic signature is created for each e-mail/e-invoice. To ensure data integrity at a later stage, the e-mail/e-bill is saved in the database together with this signature. When an e-mail/e-bill is retrieved from the archive, its authenticity is checked and the result is transmitted. The archiving process is designed to be "fail-save". This means that technical precautions have been taken to archive e-mails and e-bills correctly or reject them as undeliverable in unforeseeable situations (transmission error, hardware defect).

System requirements

- Collax Business Server
- Collax Groupware Suite
- Collax Plattform Server
- 64-Bit Prozessor (x86)

Technical Highlights

- Extensive search function
- Easy recovery of e-mails by the user
- Automatic ISO generation for archiving on CD, DVD or Bluerauy
- Tamper-proof archive
- Total index always available even after data has been moved to external storage
- Data integrity
- Signed storage
- Authenticity check during query
- Integration with ActiveDirectory
- Long-term backup to DVD, Bluerauy etc.
- User and auditor access
- Easy installation in all environments

