

Contiki ECM Archive Link

Integration / Archive system / Automation

Several public and private businesses are obligated to use a common archive system for electronic journaling and archiving. For users of Contiki ECM who then have two systems to relate to, it is a dilemma to know which system to put the contract documents into. Contiki Archive Link solves the problem for you, making sure that you are automatically compliant with your organization's requirements and letting you focus on more important contract management work.

Contiki Archive Link reduces the work of archiving Contiki documents to a minimum. Depending on setup, Contiki will automatically send chosen documents to your archive system.

When the status on the contract documents in Contiki changes to completed, the user will be asked if the documents shall be sent to the archive system.

In the archive system the documents will be tagged with key information regarding the contract; e.g. supplier information, contract description, contract number etc. This makes it easy for the users of the archive system to find the correct documents through searching.

When a document is saved in the archive system for the first time, an identifier is returned to Contiki as reference. The information about the contract (metadata) and the documents are transferred from the Contiki integration web service to an external system through an agreed protocol and defined format (API) between Contiki and the archive system.

The document files themselves can be sent separately and will then be stored on a file area decided by the archive system. The Contiki Integration Service will update the archive system on a regular basis with changed key information about the contract and documents. Contiki saves the original version of the document internally and therefore can replicate the document itself or any associated metadata when needed.

ABOUT EXARI

Exari delivers the most complete Enterprise Contract Lifecycle Management platform, used every day by market-leading companies to understand all aspects of their contract ecosystem worldwide. With Exari, customers can reduce contract risk and improve operating efficiency with 100% Contract Certainty™.

