

ELIMINATING PAPER FOREVER

OFFNET

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The Siav digital preservation module OFFNET enables you to comply with all the obligations established by CNIPA resolution 11/2004 and by the Ministry of Economy and Finance (MEF) decree of 23 January 2004, on digital preservation with legal validity for all fiscal documentation.

The system enables you to execute the entire digital preservation process, which starts from print spools produced by the management system or from scanned documents and ends with the generation of digital media that is legally valid.

FUNCTIONS

PHASE 1 PREPARATION

In this first phase OFFNET takes charge of the print spools or scanned documents from the management system, which contain the documents to be handled for the digital preservation process, and sets them up in a suitable format for preservation.

Documents in an ASCII spool format can be converted into TIFF or native PDF format using the integrated ASCII spool module, which is also in charge of extracting the obligatory indices required by regulation, and that are necessary to guarantee search functions within digital media. Processing spools in native PDF format requires the use of the optional Siav SvPDF module for extracting obligatory indices and preparing the documents for the next phase.

PHASE 2 MANAGEMENT

In this phase the documents must be digitally signed (every individual document) by the administrative manager or authorized agent, with immediate application of a timestamp. This operation can be easily managed with the Disp-Sign module, available through either the standard Windows interface or in Web mode.

The main functions available are:

- Management of document type
- Management of digital signature authorized users
- Association of users to document type
- Display of signed list of documents
- Display of signed documents
- Check of index progression (e.g. invoice number)
- Use of smart-card or HSM (Cryptographic Server)

The massive digital signature phase enables you to launch the signing of all documents for preservation, by typing the authorization PIN only once within the signature device. Every digitally signed document is given a timestamp, indicating the date and time of signature, and is temporarily archived on virtual media (self-consulting media), pending the next phase of certification.

The signature phase through Disp-Sign Web can also be managed "server side," using an HSM device connected directly to the signature server.

In the case of outsourcing, you can also apply the signature remotely via Web, in order to guarantee the client direct management of this delicate digital signature phase.

PHASE 3 CERTIFICATION



In this last phase, the virtual media created in the previous phase must be certified by the Preservation Manager, by applying a digital signature and timestamp to the finalized file generated by the certification process.

This operation can be managed completely using the Support Certification Module, which can implement the following functions:

- certification of media;
- application of the Preservation Manager's digital signature;
- timestamping of finalized file.

Once the certification phase is completed (after the timestamp phase) the media is legally valid for fiscal purposes, and can therefore be copied for subsequent secure preservation.

With the support certification module you can track the list of supports made and carry out the obligatory integrity and legibility verifications.

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