

A large, soft-focus image of a sunset over the ocean, with a large, glowing sun in the upper center and its reflection shimmering on the water's surface. A dark brown horizontal band is overlaid across the middle of the image.

# VIRGILIO



THE SIAV SOLUTION

that preserves the legal validity of electronic documents



# PRESERVE DIGITAL MEMORY



## PROBLEMS

Currently Italian regulations permit the creation of **electronic documents with full legal validity** under the condition that specific rules regarding their preservation are observed.

The standards introduced by the codice dell'Amministrazione Digitale (E-Government Act), allowing the introduction of new digital tools, provide a unique opportunity for Public Bodies and Private Companies to streamline and organize document flows, thus increasing **the overall efficiency of business processes**.

Among the most sensitive aspects to be considered, the most critical certainly relates to the need to guarantee **the legal validity of electronic documents** over time, according to a precise set of rules and procedures, under penalty of losing the validity of the document.

## THE SIAV SOLUTION

**Virgilio** is an innovative system of **Digital Preservation** designed to manage digital archives of electronic documents **in an easy, efficient and secure way**.



**Virgilio** is the "electronic safe," designed to protect and preserve electronic documents with a strategic role in business continuity. It replaces the concept of physical digital media with the more advanced and efficient concept of a **single digital archive**. The aim is to involve all the company departments and functions in **total digital information management**, in order to eliminate the inefficient physical management of paper documentation and the related processes (Paperless Process Management).

With **Virgilio** you can define distinct document areas, such as Tax, Human Resources, Sales, and Technical Office. These can be managed using specific storage processes (in accordance with legal requirements), with a flag indicating they have been successfully carried out or that they contain errors.

**Virgilio** integrates a set of specific services **monitoring the physical and logical status of** the archive. It constantly monitors the characteristics of each document, such as legibility, integrity, legal validity, format obsolescence and the possibility of discarding it from the archive.

The system is powerful and sophisticated, but at the same time it is user-friendly: the configuration, administration and display tools are simple and flexible. They can be operated by users who do not necessarily have a high level of IT skills, as there are assisted procedures to guide users in managing the system at each stage.

**Virgilio** also allows expansion of the **Archiflow** platform, in order to provide it with the features required of a modern **Records Management system**.



# VIRGILIO

## The ELECTRONIC SAFE

[www.siaav.com](http://www.siaav.com)

## REQUIREMENTS

A complex company model requires a single system that is highly sophisticated and user-friendly for managing the Digital **Preservation** of electronic documents that often differ in origin, type and format.



The tasks and responsibilities of the **Preservation Manager**, the new job title introduced by CNIPA resolution 11/04 under article 5, to whom the responsibility of organizational management of Digital Preservation processes is delegated, are specifically defined and involve a series of organizational and operative activities.

Having technological tools that allow management of **various types of documents** with different workflows in an automated, secure and efficient way, represents an absolute necessity for any Company or Organization that wishes to manage their preservation process internally.

Solutions that are limited to simply managing the physical support production phase as per CNIPA regulations appear to be inadequate when a **multi-company model is needed**. The requirement is to progress from managing a physical media archive to a **single virtual repository, the digital preservation archive**, capable of preserving different document formats and guaranteeing a high level of reliability and control as well as streamlined administrative and maintenance procedures.

## EXAMPLE

A health organization wants to create a centralized Digital Preservation system to manage all documentation produced by its four hospitals.



The requirement is to manage all health and administration documentation of the four Hospitals with a single system, in order to continuously monitor all activities and guide the operator through manual activities, which are subject to obligatory deadlines as stipulated by current law, through controlled automation.

Document flows that must be submitted to the preservation process by each individual hospital include:

- Digitally signed laboratory analysis and radiology reports;
- Digital radiographic images in DICOM format;
- Pay checks in PDF format;
- Digitally signed Management decisions in PDF format;
- ASCII spool format invoices produced by an AS400 system.

**Virgilio** must therefore guarantee Digital Preservation of approximately twenty document flows having different processes and preservation rules. To that end it is configured to centrally manage all the identified flows, allowing the Preservation Manager to monitor all phases and handle any identified errors, from a single administrative dashboard. Furthermore, the ability to display preserved documents can be delegated to individual hospitals, thereby giving them autonomy for handling requests from authorities in charge of monitoring and verifying the preserved documents.

## Multi-company Solution.

Virgilio allows you to structure the document archive for Digital Preservation according to your specific needs, including the option of defining a multi-company system. In this way it can support the requirements of large Organizations or Companies, as well as those wishing to provide preservation services to their own customers, guaranteeing the necessary confidentiality.

## Automatic Monitoring.

Virgilio offers a powerful archive administration console and includes a series of components capable of keeping the status of documents under control, for example by automatically renewing the period of validity, discarding those which are no longer necessary, and notifying any critical situations. Each operation is automatic and controlled, making Virgilio a true "Virtual Assistant" for the Preservation Manager.

## User-friendly.

Virgilio was designed to be easy to use and intuitive. Each function has a descriptive panel the user can consult in order to locate the search information in real time.

## Enterprise Solution.

Virgilio was designed to be used by large Organizations or Companies that produce millions of documents requiring Digital Preservation. Virgilio's architecture allows for the distribution of workloads over various servers, making the entire system extremely reliable.

## On-line Digital Archive.

Virgilio is the solution for keeping always on-line the archive of the preserved documents: digital supports remain on a magnetic disk and are therefore immediately accessible. Copying onto physical media, such as CDs or DVDs, only serves to guarantee back-up copies. However these are never required for archive consultation, saving a significant amount of time.



## PRESERVE digital memory

"And when they ask us what we're doing,  
you can say, We're remembering."

RAY BRADBURY, *Fahrenheit 451*  
Published in Italy by Mondadori

