

طالال أبو غزالة للحلول الإلكترونية  
Talal Abu-Ghazaleh E-Solutions



TAG E-Solutions

# TAG-Archive

## Digital Transformation Solution





## ABOUT US

TAG Business Solutions is a member of the Talal Abu-Ghazaleh Global (TAG.Global), the largest global group of professional service firms in the fields of Accounting, External Audit, Internal Audit, Corporate Governance, Taxation, Educational Consultancy, Economic and Strategic Studies, Management Advisory Services, Professional and Technical Training, Technology Transfer, Project Management, Investors and Business Advisory Services, Human Resources and Recruitment Services, E-Government, E-Commerce, E-Education, IT Security Audit, Web Design, Professional Interpretation and Translation, Website Arabization, Domain Names Registration, ICT Strategic Planning, ERP Consulting Services, IT and Internet Skills Training and Examinations, Intellectual Property News Agency, IP Business and Asset Valuation and Branding Services, IP Registration and Protection, Intellectual Property Renewals, IPR Protection and Management, Legal Services, and Public Offering.

Since our inception in 1972, TAG.Global has acquired an outstanding record of successes among its clients, including global agencies, international and Pan-Arab governmental funding organizations, as well as leading companies in the banking, insurance, commerce, technology and industrial fields. Over the years, we have successfully partnered with many clients to undertake challenging business and management decisions positively impacting people, equipment, facilities and capital.

At TAG.Global our mission is to help clients become more successful by providing smart digital transformation solutions that are further augmented by professional electronic archiving and business process services. Over the years, we have developed a rich client base that spans many industries, fields, technologies and business entities of varying sizes.



# TAG-ARCHIVE SOLUTION

TAG-Archive is a powerful digital transformation solution designed to empower users to save time, money and resources by transforming their paper-based legacy world into the digital information age. The solution allows for the electronic archiving of documents, hence eliminating the cumbersome manual and often error-prone and unsecure processes. TAG-Archive empowers organizations to abandon their reliance on physical documents and greatly reduce their stored paper archives, rendering their processes more secure, efficient and agile. In addition, organizations can expect to reduce operating expenses costs by up to 75% with electronic archiving.

TAG-Archive complements the range of services offered through the Talal Abu-Ghazaleh Information Technology International (TAGITI), the ICT solutions and consultancy arm of TAG.Global, to bring the power of this ever-challenging sector to offering practical business solutions.

## **Benefits**

In addition to saving and reducing the storage space as a result of document digitization, storage cost is effectively eliminated saving businesses a considerable amount of money year after year. TAG-Archive allows clients to quickly search, index, track and retrieve archived documents easily and effectively. It also provides document disaster recovery in a simple and easy manner.

TAG-Archive ensures clients better security over digitized documents by granting and revoking different levels of permissions and access to different employees. It facilitates the easy exchange of documentation between employees and external entities.



## Features

TAG-Archive is focused on providing a leading-edge professional archiving solution.

Because of the unique metadata-driven architecture, clients can find the right document instantly with a simple keyword search -- a much faster and more effective means for locating information than navigating through complex and confusing network folders. In addition, check-out and check-in features eliminate the problems of data loss and "version creep" that can occur when simultaneous changes to documents are made by multiple users.

In addition, TAG-Archive seamlessly integrates into Microsoft Edge and supports all Windows applications, so it's immediately familiar to anyone who uses Windows. As such, there is no need for extensive training and user resistance is minimized.

TAG-Archive also offers a flexible deployment model, which includes on-premise, cloud and hybrid deployment options.

In terms of regulatory compliance, the solution supports a wide range of compliance needs, including:

- ISO 9000/9001 and GMP in manufacturing
- Regulations such as FDA 21 CFR Part 11 and EU GMP Annex 11 affecting pharmaceutical, medical device and biotech companies
- HIPAA and related privacy requirements in the medical field
- Sarbanes-Oxley Act compliance in the accounting and financial services space



# FUNCTIONALITY

The solution supports a wide range of business and technical functionalities including:

- Web access and mobile document management capabilities
- Workflow with email notifications
- Fast offline use and remote/mobile access
- Support for scanned paper documents and email
- Check-in/check-out with audit trail
- Secure metadata-driven user access permissions
- Fast search for both “full text” file contents and metadata
- Multi-language support (over 24 languages)
- Automatic version history: restore versions or compare changes
- Compatible with all desktop scanners and all-in-one printers
- Automated backups of all data
- Robust interface for connecting to external databases such as an enterprise CRM and ERP
- Rich scripting capabilities and a complete Application Programming Interface (API)
- Change log and audit trail: always be able to see who has made edits and changes
- Support for all file formats (Word, Excel, PDF, JPEG, etc.)
- Import e-mail messages from your email server
- Windows Active Directory authentication
- Control data visibility; hide and protect sensitive documents while maintaining a single storage location
- Simple and configurable permission settings reduce the risk of human error
- Text recognition in scanning (OCR)
- Publish certain documents specifically to customers and partners
- Advanced data reporting and analysis capabilities
- Archive files in PDF/A-1b format for efficient long-term preservation of electronic documents
- View, create, edit, and store documents in offline mode, with automatic synchronization once re-connected



## TAG-ARCHIVE PROFESSIONAL SERVICES

TAG Business Solutions provides a number of professional archiving services for organizations to enable their digital transformation journey by using our solution. Such services include, but are not limited to, the following:

### **Implementation Services**

TAG.Global professional teams have extensive experience in the implementation of the TAG-Archive solution and all the professional services around it, including:

- **Document Scanning Services:** eliminating paper documents by professionally digitizing all print media in an organization through the utilization of advanced scanning technology.
- **Document Management Outsourcing Services:** an end-to-end document scanning and archiving service from document collection through to final delivery of digitized documents. In addition, we can provide an implementation of a Document Management System (DMS) if needed by the client.
- **Document Management Consulting Services:** delivers expertise to organizations that are engaged in searching for a suitable DMS by providing RFP preparation and associated vendor selection activities. A company-wide document management system also controls digital files that are generated directly through applications -- such as those in the Microsoft Office suite (Word, Excel and PowerPoint), accounting software, CAD, email, and so on. Managing (rather than simply storing) documents enables quicker access to, and greater command over, business information.



- **Business Process and Workflow Services**

You can begin reaping the benefits of effective information and process management and avoid the chaos and confusion of the network folder approach. From advanced reporting features and mobile document access to the ability to seamlessly integrate with existing CRM and ERP systems, TAG-Archive provides a flexible platform that supports a widerange of business needs and requirements.

Defining and monitoring tasks is easiest where the task documents are located. With the workflow feature, the company's routines can be widely automated and tasks can be assigned to the right people at the right time. Users receive e-mail notifications about task-related issues, and managers can monitor task progress and approve completed tasks.



## **TAG-ARCHIVE METHODOLOGY**

After defining an organization's requirements for digital archiving through an initial assessment phase, the conversion process of physical files into digital assets begins. The process is typically undertaken in the following manner:

- Documents are carefully collected and optimally organized.
- Documents are then prepared for scanning.
- Documents are then physically scanned using modern, high-quality scanning technology to ensure best resolution.
- After each phase, the number of documents scanned is checked against the number of the original physical documents to ensure consistency.
- The indexing process, which is a critical step, is then carried out.
- Digital documents are then provided to the client per their requirements.
- Throughout the process, TAG.Global professional teams work side by side with the client to ensure that a customized service is delivered.



Customized Service

## 1. INDEXING

The digitized documents are indexed for easy future reference. This is done in conjunction with the customer in order to ensure that digital documents are effortlessly retrievable in a manner that complies with the business processes of the organization.

## 2. RETURN

Once completed, the digital files are provided to the customer and the paper documents are either returned or destroyed upon request.



## WHY TAG-ARCHIVE?

- Excellence in execution and service delivery
- Effective services to digitize your business by creating a paperless environment
- Outstanding professional services that combines state-of-the-art scanning technologies with the expertise of proficient staff and “Best Practice Outsourcing Services” to guarantee that documents are processed and handled professionally and expediently
- Secure and automated access control customized to your business
- Easy to use and accessible from anywhere
- Flexible deployment models which cater to the needs of your organization
- Access to information is quick and easy
- Optimized workflow and business process efficiencies
- Enables extra services to meet the unique requirements of each project



## CLIENT REFERENCES

TAG Business Solutions has successfully engaged with clients in different regions, industries, sectors, and technologies. With the TAG.Archive digital transformation solution, growth has been remarkable and client satisfaction unparalleled. Today, we are proud to be serving the following entities:



# Talal Abu-Ghazaleh Global Members

- 1. Talal Abu-Ghazaleh Global (TAG.Global)**  
**tag.global**  
The Global Organization for professional services and education
- 2. Talal Abu-Ghazaleh & Co. International (TAG-Audit)**  
**tagi.com**  
Audit and Accounting Services
- 3. Talal Abu-Ghazaleh & Co. Consulting (TAG-Consult)**  
**tag-consultants.com**  
Management, Economic, and Financial Consulting Services
- 4. Talal Abu-Ghazaleh Valuation (TAG-Value)**  
**tagvaluation.com**  
Asset Valuation and Branding Services
- 5. Talal Abu-Ghazaleh Domains (TAG-Domains)**  
**tagidomains.com**  
ICANN Accredited Registrar
- 6. Talal Abu-Ghazaleh Information Technology International (TAG-ITI)**  
**tagiti.com**  
Consultation, Development and Implementation in the Field of Information and Communication Technologies (ICT)
- 7. Talal Abu-Ghazaleh E-Solutions (TAG E-Solutions)**  
**tagesolutions.com**  
Software Solutions
- 8. Talal Abu-Ghazaleh Intellectual Property (AGIP)**  
**agip.com**  
Registration and Protection of Intellectual Property Rights
- 9. Talal Abu-Ghazaleh Legal (TAG-Legal)**  
**tag-legal.com**  
Legal Services
- 10. Talal Abu-Ghazaleh International Advertising (TAG-Media)**  
**media.tag.global**  
Media Consultants
- 11. Talal Abu-Ghazaleh International Press & Publishing (TAG-Publish)**  
**tag-publication.com**  
Services and Consultations in the Field of Printing and Publishing
- 12. Talal Abu-Ghazaleh Recruitment & Human Resources Development (TAG-Recruit)**  
**tagirecruitment.com**  
Human Resources and Recruitment Services
- 13. Talal Abu-Ghazaleh Tenders (TAG-Tenders)**  
**vtagtenders.com**  
Tenders and Bids
- 14. Talal Abu-Ghazaleh Translation (TAG-Translate)**  
**tagtranslate.com**  
Professional Interpretation and Translation Services
- 15. Talal Abu-Ghazaleh Visa Services - Chinese Visa Section (TAG-Visa)**  
**tag-visa.com**  
Chinese Visa Services
- 16. Talal Abu-Ghazaleh International University (TAGIUNI.Global)**  
**tagiuni.global**  
Highly Accredited Online Academic and Professional Programs
- 17. Talal Abu-Ghazaleh Digital University (TAG-DU)**  
**tag-du.com**  
Providing Digital Educational Programs
- 18. Talal Abu Ghazaleh University College for Innovation (TAGUCI)**  
**taguci.com**  
College for Business and IT
- 19. Talal Abu-Ghazaleh University College of Business-Bahrain (TAG-UCB)**  
**tagucb.com**  
Bachelor Degrees in Business Administration
- 20. Talal Abu-Ghazaleh Educational Consulting (TAG-Education)**  
**tageducational.com**  
Academic consulting and counselling in the field of higher education
- 21. Talal Abu-Ghazaleh Confucius Institute (TAG-Confucius)**  
**tagconfucius.com**  
Teaching Chinese Language
- 22. Talal Abu-Ghazaleh E-Training (TAG E-Training)**  
**tagitc.com**  
Providers of Accredited IT Training and Certification Services

23. **Talal Abu-Ghazaleh Academy (TAGACADEMY.Global)**  
**tagacademy.global**  
Organizing, Holding and Sponsoring Training Courses, Workshops and Seminars
24. **Talal Abu-Ghazaleh Knowledge Society (TAG-KS)**  
**tagks.com**  
It is the CSR arm of TAG.Global which helps the youth enter labor market through offering them training courses and linking them with employers
25. **Talal Abu-Ghazaleh Knowledge Forum (TAGKF)**  
**tag-forum.org**  
Event Organizing Services
26. **Electronic Arabic Encyclopedia Registration Website (TAGEPEDIA)**  
**register.tagopedia.org**  
Enriching the online world with Arabic content
27. **Talal Abu-Ghazaleh Laptop (TAGITOP)**  
**tagitop.com**  
Affordable state-of-the-art Laptops
28. **International Arab Society of Certified Accountants (IASCA)**  
**iascasociety.org**  
Professional Certificates (IACPA, IACMA and IFRS Expert), Membership, Training Courses, and Professional Publications
29. **Arab Society for Intellectual Property (ASIP)**  
**aspip.org**  
Training and Raising Awareness in Legal and Intellectual Property Fields
30. **Licensing Executives Society - Arab Countries (LES-AC)**  
**lesarab.org**  
Advancing the Business of Intellectual Property Globally
31. **The Arab International Society for Management Technology (AIMICT)**  
**aimict.org**  
Capacity building and advanced IT training
32. **Arab Center for Mediation and Arbitration (AIPMAS)**  
**aipmas.org**  
Conflict settlement related to Intellectual Property
33. **Arab Organization for Quality Assurance in Education (AROQA)**  
**aroqa.org**  
Quality of Education
34. **Arab States Research and Education Networks (ASREN)**  
**asrenorg.net**  
High Speed Research and Education Networks and e-Infrastructure Services
35. **Talal Abu-Ghazaleh for Cloud Computing Services (TAG-Cloud)**  
**tagicloud.com**  
Cloud Computing Consulting Services (CCCS)
36. **Family Business Governance Center (FBGC)**  
**fbgc.jo**  
Family business and governance
37. **Arab Omani Management Training Institute (AOTI-Oman)**  
**tagi-aoti.com**  
Organize, hold and sponsor training courses, workshops and seminars
38. **Abu-Ghazaleh Intellectual Property News Agency (AG-IP News)**  
**agip-news.com**  
Providing media services in the field of intellectual property
39. **All 4 Palestine Organization (All4Palestine)**  
**all4palestine.com**  
Compilation of Prominent Palestinian Profiles
40. **Talal Abu-Ghazaleh Information Technology International News Agency (TAG-IT News)**  
**tagitnews.com**  
Media Services in the Field of Information Technology
41. **TAG-Knowledge and Wealth Creation (TAG-Creation)**  
**tagcreation.com**  
Business Advisory and Wealth Creation
42. **Talal Abu-Ghazaleh Training-Bahrain (TAGI-Training Bh.)**  
**tagitraining.bh**  
Training Services
43. **Talal Abu-Ghazaleh Education News Agency (TAG-Educa News)**  
**vtageducanews.com**  
Media services in the field of education

44. **Arab Center For Dispute Resolution (ACDR)**  
**acdr.aipmas.org**  
 Domain Name Dispute Resolution
45. **Talal Abu-Ghazaleh Proctored Testing Centers (TAGI-Metric)**  
**tagimetric.com**  
 Third Party Proctored Examinations and Assessments.
46. **Talal Abu-Ghazaleh Capital Services (TAG-Capital)**  
**tag-capital.com**  
 Financial consultations
47. **Talal Abu-Ghazaleh University Management Advisory Services (TAG-Universities)**  
**taguniconsult.com**  
 Consultations in Higher Education
48. **Talal Abu-Ghazaleh for Dispute Resolution Center (TAG-Resolution)**  
**tagresolution.com**  
 Arbitration to settle conflicts in the field of trademarks
49. **Talal Abu-Ghazaleh Computer Refurbishment Center (TAG-CRC)**  
**tagerc.com**  
 Refurbishing and developing computers
50. **Talal Abu-Ghazaleh Design & Publishing (TAG-Design)**  
**tagidesign.com**  
 Design of printing consultations
51. **Talal Abu-Ghazaleh Research Center (TAG-Research)**  
**tagrsc.com**  
 Business Education Researches
52. **Talal Abu-Ghazaleh Academy for Languages (TAG-Lingual)**  
**tag-languages.com**  
 Languages Training and educational courses
53. **Talal Abu-Ghazaleh Internal Audit (TAG-Audit)**  
**taginternalaudit.com**  
 Internal Audit Services
54. **Talal Abu-Ghazaleh Foundation (TAG-Foundation)**  
**tag-foundation.org**  
 Initiatives in areas of social development, economy, training and job creation, and thought and research forums
55. **TAG-International Institute for Social Responsibility (TAG-IISR)**  
**tag-foundation.org**  
 Social development, economic, and training initiatives
56. **Talal Abu-Ghazaleh Partners in Development (TAG-PID)**  
**tag-foundation.org**  
 Initiatives and forums Development
57. **Talal Abu-Ghazaleh Patents (TAG-Patents)**  
**tagip-search.com**  
 Patents services
58. **Talal Abu-Ghazaleh International Diploma in IT Skills (TAGDIT.Global)**  
**tagitc.com**  
 Providers of Accredited IT Training and Certification Services
59. **ICTDAR – Talal Abu Ghazaleh for Small and Medium Enterprises (ICTDAR-TAG SME)**  
**tag.global**  
 Provide training to small and medium businesses and entrepreneurs to build sustainable practices and enable them to access finance
60. **Talal Abu-Ghazaleh Business and Culture Radio (TAGBC.FM)**  
**tagbc.fm**  
 Radio Channel for Disseminating Thought, Culture and Education
61. **Talal Abu-Ghazaleh International Records (TAGI-RECORDS)**  
**tagirecords.com**  
 Protection of copyrights and neighboring rights in the field of music industry, registration and legal services of companies and domain name registration
62. **Arabic Fluency Certificate (TAGTALAKA.GLOBAL)**  
**tagarabic.global**  
 Provider of Arabic fluency exam, teaching Arabic language and teaching methods
63. **Talal Abu-Ghazaleh Advisory (TAG-Advisors)**  
 Management Advisory Services, Technology Transfer Projects
64. **Jordanian National Orchestra Association (JOrchestra)**  
 Concerts and Musical Events

## The Global Organization for Professional Services and Education

tag.global

### JORDAN

#### (Regional Office):

- Amman - Head Office
- Amman Office
- Amman (University)
- Irbid
- Maan

### ASIA

#### TAG.Global Offices:

##### AFGHANISTAN:

- Kabul

##### BAHRAIN:

- Manama

##### CHINA:

- Beijing
- Chengdu
- Guangzhou
- Shanghai

##### INDIA:

- Bangalore
- Mumbai
- New Delhi

##### INDONESIA:

- Jakarta

##### IRAN:

- Tehran

##### IRAQ:

- Baghdad
- Erbil

##### KAZAKHSTAN:

- Almaty

##### KUWAIT:

- Kuwait

##### LEBANON:

- Beirut (AGIP)
- Beirut (TAG-Audit)

##### MALAYSIA:

- Kuala Lumpur

##### OMAN:

- Muscat
- Salalah
- Duqm

##### PAKISTAN:

- Karachi
- Lahore

##### PALESTINE:

- Gaza
- Ramallah

##### QATAR:

- Doha

##### SAUDI ARABIA:

- Khobar
- Riyadh
- Jeddah

##### SOUTH KOREA:

- Seoul

##### SRI LANKA:

- Colombo

##### SYRIA:

- Damascus

##### UNITED ARAB EMIRATES:

- Abu-Dhabi
- Ajman
- Al-Ain
- Hamriya
- Sharjah
- Dubai
- Jebel Ali

- Ras Al-Khaimah

- Um Al-Quwain
- Fujairah

##### YEMEN:

- Sana'a

#### Liaison Offices:

##### BANGLADESH:

- Dhaka

##### CHINA:

- Hong Kong

##### JAPAN:

- Osaka

##### SINGAPORE:

- Singapore

##### UZBEKISTAN:

- Tashkent.

### AFRICA

#### TAG.Global Offices:

##### ALGERIA:

- Algeria

##### CAMEROON

#### (Covering 15 Countries):

- Douala

##### EGYPT:

- Cairo

##### ETHIOPIA:

- Addis Ababa

##### KENYA:

- Nairobi

##### LIBYA:

- Tripoli

**MOROCCO:**

- Casablanca

**NIGERIA:**

- Abuja

**SOUTH AFRICA:**

- Johannesburg

**SUDAN:**

- Khartoum

**TANZANIA:**

- Dar es Salaam

**TUNISIA:**

- Tunis

**Liaison Offices:**

**DJIBOUTI:**

- Djibouti

**EUROPE**

**TAG.Global Offices:**

**MALTA:**

- San Gwann

**RUSSIA:**

- Moscow

**TURKEY:**

- Ankara

**Liaison Offices:**

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- Sydney

**CYPRUS:**

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**ITALY:**

- Rome

**NEW ZEALAND:**

- Wellington

**SWITZERLAND:**

- Geneva

- Zurich

**TURKEY:**

- Istanbul

**POLAND**

- Warsaw.

**NORTH AMERICA**

**TAG.Global Offices:**

**CANADA:**

- Montréal

**MEXICO:**

- Mexico City.

**Liaison Offices: CANADA:**

- Ottawa

**PANAMA:**

- Panama City

**SOUTH AMERICA**

**TAG.Global Offices:**

**BRAZIL:**

- Rio de Janeiro

**CHILE:**

- Santiago

**VENEZUELA:**

- Caracas

**Liaison Offices:**

**COLOMBIA:**

- Bogotá

**OFFICES UNDER ESTABLISHMENT**

**ARGENTINA:**

- Buenos Aires

**BELGIUM:**

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**BRUNEI:**

- Bandar Seri Begawan

**FRANCE:**

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**MACEDONIA:**

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**NORWAY:**

- Oslo

**ROMANIA:**

- Bucharest

**SPAIN:**

- Madrid

**SWEDEN:**

- Stockholm

**THAILAND:**

- Bangkok

**UNITED KINGDOM:**

- London

**VIETNAM:**

- Hanoi







## In Our 50<sup>th</sup> Anniversary








### Our Leadership in Capacity Building

	Translated Pages:	10,000,000+
	Professional Reports:	1,000,000+
	Professionals Trained:	500,000+
	Granted Professional Certificates:	500,000+
	Abu-Ghazaleh Intl Certificate in IT:	250,000+
	Contracted Trainers:	10,000+
	Contracted Advisers:	50,000+
	Affiliated Training Centers:	1,000+

### Our Consulting Services

	Archived Documents:	150,000,000+
	Trademarks in the IPPR Database:	2,000,000+
	Scientific Subjects in TAGEPEDIA:	1,000,000+
	Conducted Feasibility Studies:	10,000+
	Restructured Institutions by Us:	4,000+
	ISO Certified Organizations:	400+







### Presence Online

	Annual Online Outreach:	30,000,000+
	Search Engine Results:	1,500,000+
	Active Followers on Social Media:	1,000,000+
	Videos Online:	4,000+
	Social Media Page	100+

### Our International Status

	Total Clients (All Services):	1,000,000+
	TM TMs Registered Globally:	500,000+
	IPRs Managed:	100,000+
	Annual Increase (Clients):	25,000+
	Our Audit Firm is among the Global Top 20	
	Best IP Firm in the Middle East for 10 Years	
	Number of Convictions against Us Globally:	0
	Inducted to the IP Hall of Fame, Chicago 2007	

### Our Knowledge-based Achievements

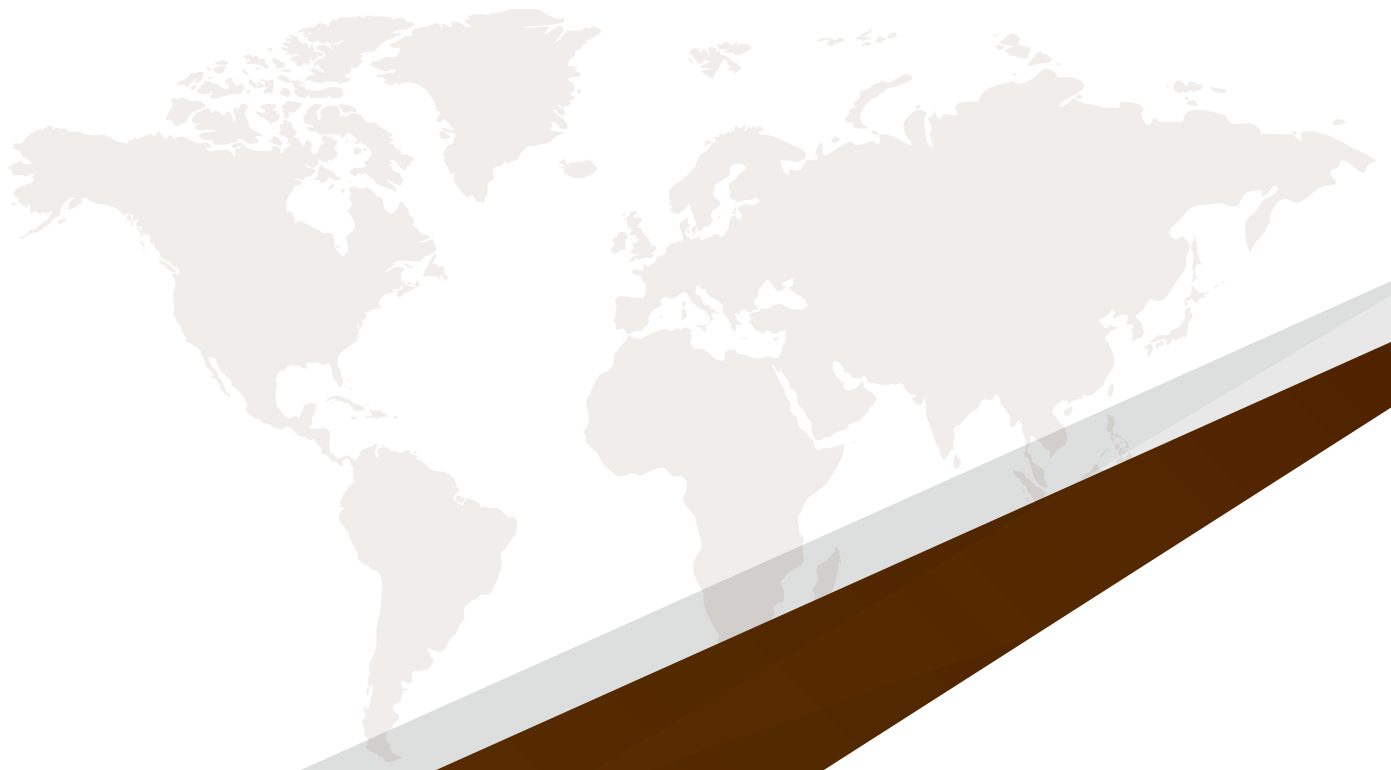
	150 Databases with Classified Records:	500,000+
	Developed E-Software Solutions:	100
	TAG.Global's Websites:	60
	TAG.Global's Own Internet Line: TAG-ISP	
	Constructed and own TAG-Computing Cloud	
	1 <sup>st</sup> Global Accredited Domain Name Registrar	

### TAGTech Products

	TAG-DC			TAGITOP-Plus			TAGITOP-Uni
	TAG-TAB II			TAGITOP-Plus II			TAGITOP-Pro
	TAG-TAB Kids			TAGITOP-Multi			TAG Phone 

### Talal Abu-Ghazaleh Foundation (CSR)

 Our knowledge stations serving communities: 200 | Our fully operated & funded capacity building institutions: 50  
 Talal Abu-Ghazaleh allocates 50% of its annual profits to Talal Abu-Ghazaleh Foundation and invests the other half in developing its capacities and expanding activities



# **TAG-Archive**

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

