AMIG
Turn to effective records solutions

Ariane Lightfoot

ARIANE Lightfoot

New Records Management platform
for small office, SMEs and Key
Accounts departments

AMIG – Who are we?

Ariane Lightfoot

AMIG creates paper and electronic records management solutions for public and private sectors

ABOUT US

01 — **More than 20-year experience** in records management and archiving

02 — **Innovative** and fully operational **solutions**

03 — **> 60 business customers** in public sector, finance, healthcare, industry and services

04 — **Strategic partnership** with computer technology experts (Windows, Oracle) and equipment suppliers

OUR CLIENTS

DLA PIPER

TOTAL

Freshfields

Paris Habitat OPH
vivre ensemble la ville

CA
BANQUE ET ASSURANCES

suez
environnement

Application based on the key elements of Records Management

Ariane Lightfoot

✓ A simple and user-friendly tool for managing a **limited amount of records** (300 – 3000 Mi).

✓ Possibility to create Records Units, ensure their transfer to one or several storage rooms, track access demands and respond to them, destruct Records Units at the end of life cycle.

✓ **Complete autonomy** in terms of settings, editing, statistics and organizing storage space.

Technical architecture

100% MICROSOFT ARCHITECTURE

Platform	Database	Server Web IIS	Standard OWIN	Integrated Windows Authentication/LDAP Active Directory

Software Licensing or Saas

Ariane Lightfoot is available in two versions:

1) **On site installation** – so called "On premises" – with the purchase of user licenses. Technical environment (physical or virtual server, database, operating system) is the customer's responsibility.

2) **Installation on Cloud** Microsoft Azure with software delivered on a subscription basis (SaaS – Software as a Service). Technical environment is provided by AMIG via Azure Platform with a subscription on Ariane Lightfoot.

PRICE – SAAS MODE

Front User
9,94€
per user / month

Records Manager
44,65€
per user / month
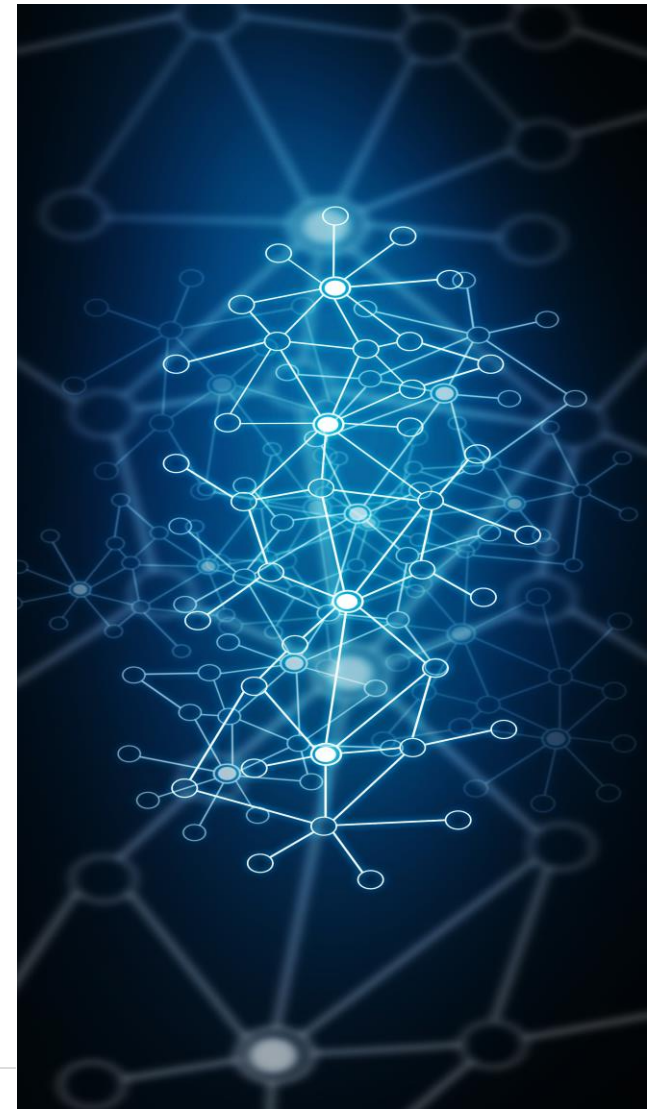
Functionality

FRONT USER

CREATION
- Create / modify/ delete a Records Unit (R.U.)
- Print a R.U. label (barcodes / QR codes)

SEARCH
- Simple search (Google-type search engine)
- Advanced search (multi-criteria)

COMMUNICATION
- Request to access a R.U. or a group of R.U.

RECORDS MANAGER

CREATION
- Create / modify/ delete a R.U.
- Print a R.U. label (barcodes / QR codes)

RECHERCHE
- Simple search (Google-type search engine)
- Advanced search (multi-criteria)

COMMUNICATION
- Request to access a R.U. or a group of R.U.
- Validate consultation requests
- Print a special form that substitutes a R.U. on consultation
- Restore a R.U. after consultation

RECORDS KEEPING
- Archive a R.U. specifying its storage place
- Print a R.U. label
- Modify a R.U. storage place

DESTRUCTION
- Preview a R.U. eligible for destruction
- Print destruction slips
- Validate destruction

ADMINISTRATION / SETTINGS
- Users, Applicants, Services, Activities, Types of documents, Conservation period, Reasons for consultations, Delivery destination

DASHBORD
- Preview and set activity indicators (graphs)

STATISTICS
- Generate, preview, print, export various statistics

Examples of functionality

SEARCH

DATA ENTRY

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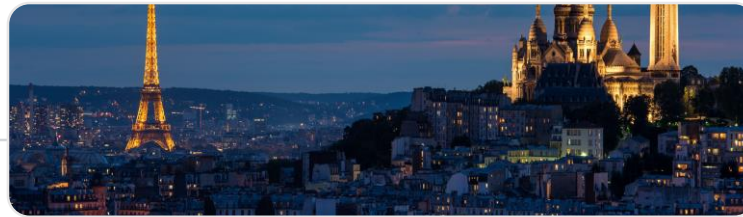
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