The Archive Cycle

Capture life!
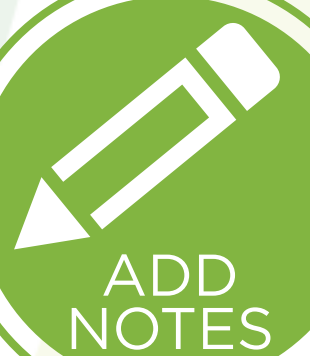**1** PRESERVE
2 ENHANCE
3 SHARE

1 PRESERVE

- Scan and convert photos, documents, audio, and video.
- Upload/Import single records & bulk record sets
- Always have a redundant method for data back-up

SCAN

CONVERT

BACKUP

UPLOAD

ADD NOTES

2 ENHANCE

- Tag
- Supplement with notes and related records
- Group records into related subsets as a 'Saved Search'
- Collaborate with others

TAG

COLLABORATE

SAVE SEARCHES

3 SHARE

- Share links to records and record groups through email, text, Pinterest, Twitter, Facebook, & Instagram
- Export selected records or full archive
- Save primary record with metadata as a PDF

EXPORT

SAVE PDF

EMAIL

SHARE LINKS