YourArchive®
Feature Set

YourArchive's unique set of features are specifically designed to help you connect to, manage, inform, and engage, your community members.

OVERVIEW

YourArchive's unique set of features combine the best of community management systems with the strongest engagement elements of social media and the attraction of shared history. Allowing you to not only organise your community and history, but to use it to engage your community members.

KEY FEATURES

Community Management	
A one-stop custom portal for members to visit, keep up to date and interact with one another	✓
A comprehensive User Database to record your community members and the information you need to be able to work with them	✓
Integrated communications tools to talk with your audience, via the portal, by email, and through direct social media connectors	✓
Channel Management allows your to quickly and easily create pages to publicise occassions, clubs, campaigns, record attendees, or anything else you want to draw attention to	✓
Track campaigns and fundraising, manage donor pledges, gift-aid and all associated administration through the donor management function	✓

Archive/Content Management	
Storage of multiple different types and formats of photos, videos, and documents	✓
Drag and drop content upload for files and folders	✓
Optical character recognition (OCR) for text search in documents and images	✓
Multi-level folder structure, with folder management and movement for simple organisation	✓

YOUR ARCHIVE®

Archival content tagging for ease of discovery, using standard or user created custom tags	✓
Archival content search using filters of tags, folders, and content meta data	✓
Separation of content storage (archive side) from content publication (gallery side) so you completely control what is externally visible, and to whom	✓
Bulk upload and automatic folder replication during upload	✓
Prevention of duplicate content upload, avoiding file replication	✓

People Management

Facial Recognition across entire archive of content, with sophisticated naming and custom facial image management	✓
Facial recognition searches across all content, no need to identify manually one photo at a time	✓
Community network mapping – get a graphical representation of the connections between your community members NEW!	✓
Custom data fields for people (e.g. years of attendance, organisations)	✓

Content Publication

Operator creation of albums/galleries containing multiple different media types	✓
Gallery creation in as little as three clicks, no technical skills required	✓
Provision of a bespoke central portal providing a one stop shop for users to view and search all published content in one place	✓
Unique URL generation for all published galleries to allow individual/direct sharing	✓
Create galleries as static, containing a fixed set of content, or dynamic which update automatically to include any new material which matches the specified criteria	✓
Public/private hybrid allows you to choose at a gallery level to whom the content will be visible: anyone, all your approved users, or a specific list of users	✓
Group galleries into folders for ease of your management and user browsing and discovery	✓
Content watermarking, overlayed in transit so original content is unaltered	✓

Creation of dedicated channels to support specific events, campaigns, or occasions. Present relevant archive material, collect related user content, provide details, and record attendees, all in one place.	✓
Separation of content storage and galleries, allowing a "store once, publish multiple times" ability	✓
Exhibition galleries allow you to create text-based articles supported by archival materials, ideal for story-telling and/or messaging *NEW!*	✓
Optional prevention of content downloading	✓

User Engagement	
User search functions to find images of, or references to themselves, in photos and documents and add them to system generated personal "That's me" galleries	✓
User naming of faces in content with administrator moderation	✓
User populated biographies to support archival content and drive interaction	✓
Automatic generation of personalised galleries for users identifying themselves, collating all published images of them	✓
User email notifications for new content, comments, replies or other relevant interactions and information	✓
User mobile device notifications for new content, comments, replies or other relevant interactions and information *NEW!*	✓
Full user search functionality providing visibility of published content, posts, comments, and people	✓
User comments and replies at individual content level	✓
Viewing of gallery content in slide show format	✓

Social Media / Communications	
Direct sharing of archival content to your social media accounts	✓
Scheduling of social media posts	✓

User to user direct messaging	✓
User comments and replies at individual content level	✓
Creation of dedicated channels to support specific events, campaigns, or occasions. Present relevant archive material, collect related user content, provide details, and record attendees, all in one place.	✓
User recorded attendance for event pages	✓
Mass email functionality: send communications for events, campaigns, or occasions, supported by content from your archive NEW!	✓

Building a more complete archive

Discover previously unseen or lost materials through user uploads	✓
Build a more complete history by understanding who is in your materials via community members providing names of people in photos and documents	✓
Put 'meat on the bones' of your history by bringing in additional information from those who know it best through user comments	✓
User populated biographies support archival content	✓

Administration

Individual gallery interaction metrics and reports of content interaction at the user level, with daily email reports	✓
Built in email functionality to publicise events, campaigns, and occasions,	✓
Scheduling of go-live and expiry dates for galleries	✓
Moderation of all user uploaded materials, allowing acceptance or rejection	✓
Simple moderation of user provided information, allowing acceptance or rejection	✓

Full user management including permissions for both archive and published materials access	✓
Detailed data reporting, allowing administrators to understand which material is most interesting to the audience, the most active users and what they are viewing	✓
AI content moderation of user comments and submissions	✓

DEPLOYMENT

All the features listed above are available to all customers but are also optional and granular so your organisation can choose whether to apply them holistically, case by case, or not at all. You should decide how you want to save and harness your history, and manage your community, not us.

We are constantly developing the platform to add new features which allow our users to enhance their engagement activities without taking up your valuable time and budget. To keep up to date on our latest additions follow us on social media, LinkedIn, or sign up for our email newsletter via our website.

For more information on YourArchive®or to arrange a demonstration email info@yourarchive.com or call us on 020-8145-4466.