

# Enterprise Document Management



Review

Annotate

Collaborate

Search

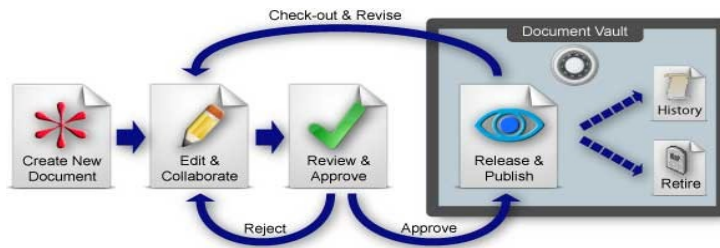
**37%** of photocopies are unnecessary

cost savings . scalable



# Enterprise Class Web Document Management

A survey showed that employees around the world waste around **30%** of their time searching for Documents, resulting in lost of Productivity



## Complete Document Management Solution

- Document Capture
  - Scanning, Importing , metadata and Indexing)
- Document Management
  - Search, Retrieval & Distribution
- Document Imaging
  - Annotations, Zoom, Rotate & Flip

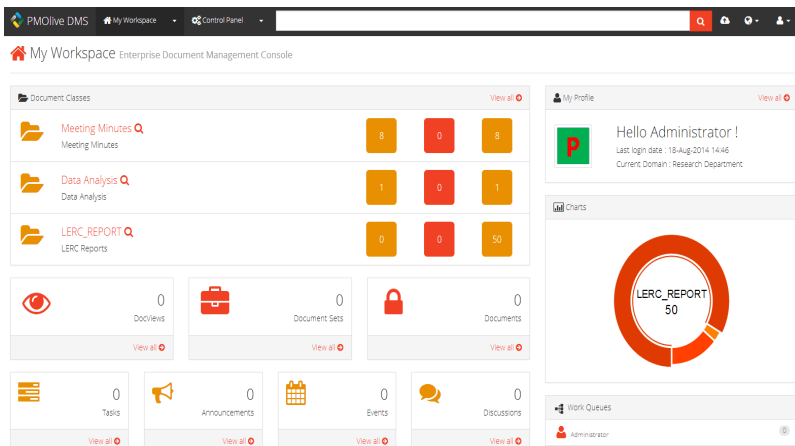


## Cost Savings

- No storage & retrieval costs
- No filing cabinet & files
- Save money on fax and postage;
- Save Paper and Printing Cost
- Digital documents don't suffer wear and tear

## Application Areas

- **General Business**
  - Human Resources
  - Purchasing
  - Correspondence
  - Contracts
- **Healthcare & Biotech**
  - Billing Support
  - Patient Records
- **Education**
  - Admissions
  - Student records
  - Teacher certification
- **Government**
  - Land records
  - Building permits
- **Utilities**
  - Engineering drawings
  - Regulatory documents



*any time . any place . any device*



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