

Archival and Management

Electronic Document Management (EDM) tools address the multiple needs of different size firms when it comes to storing, managing, and working with documents across the enterprise. Through our long-term relationships with the carefully chosen partners below, we can design and implement a comprehensive document management plan for your organization that will provide centralized electronic document storage to address ease and security of access, address the costs and risks of hard copy document storage, and remove the constraints of physical document workflows within your company.

The DocuWare document management system is state-of-the-art software for integrated document management. It can automatically process any type of document regardless of its source; with internal control procedures that help you meet audit requirements. DocuWare imports them, classifies them, adds a fulltext index and makes them available for onward processing.

Additional Records Management functions ensure that all access is secure, controlled, and logged. Enhanced with workflow functionalities, Web Content Management and universal integration functions, DocuWare provides powerful Enterprise Content Management (ECM) functionality for enabling expansion throughout an organization.

DocuWare offers comfort and security. Even the most exacting users will be impressed not only by the comprehensive features, but also by its userfriendliness and simple administration—all of which, together with the extensive integration capability and optimum security, combines to make DocuWare a product that can grow with your requirements, well into the future.

DocumentMall provides businesses with a powerful service delivered via the Internet for document management and document sharing. Only DocumentMall combines industry-leading document security with powerful document management, digital imaging and collaboration services in an on-demand, "anytime, anywhere" software-as-a-service solution.