



STRESS-FREE.
Exterus Document Management is here.



Document Management Services

INPUT/TRAVEL

- Single step scanning direct to file or email.
- Seamless device to destination document routing and automation solutions.
- Workflow Automation using interactive or unattended OCR indexing from barcodes, open text and DataGlyphs.

DESTINATION

- Desktop image indexing software with efficient document storage and retrieval.
- Advanced server-based document indexing with complete integration to desktop applications. Full secure web access to saved documents.

SEARCH/REPORTING

- Instantaneous search results based on single field or advanced multi-field search interfaces. Accessible through stored macros or adhoc access.

Document Management out of hand?



Document Management Overview

Features and Benefits Overview

No more wasted time, lost files, or running out of storage space

Many people don't realize the amount of time and effort that goes into managing a large amount of records. In addition to the careful attention to detail that is required in making sure the documents are filed correctly, a lot of time goes into tracking down files, moving storage boxes, making photocopies and destroying documents.

With **Exterus Document Management** you can turn your paper documents into digital images that can be retrieved effortlessly in seconds through a secure connection anywhere you have internet access.

What is "Document Management"?

Document Management is the conversion of paper documents into electronic images that are stored on your computer. Once on your computer, these documents can be retrieved effortlessly in seconds and can replace your paper filing system.

Not only does Document Management help prevent lost files, it also makes it easier to transport and distribute files, and also can protect files when disaster strikes. With Document Management you can start to simplify your life with just one step.

Top Ten Reasons for Document Management

- 1. Increased effectiveness of office workers.** Eliminate time spent searching for files, and provide real time, multiple access to the same documents, allowing employees to take more effective and timely actions.
- 2. Improved customer service.** Instantly retrieve a customer's document in seconds, while they are still on the phone.
- 3. Better security and control over information.** Prevent unauthorized access to documents and ensure that the right people get documents when they are needed.
- 4. Space savings and improved appearance of the facility.** Save space and facilitate a clean, well organized office, creating an environment that looks smart and professional. Also, disaster preparedness is made more manageable.
- 5. Better audit trails.** Establish a complete audit trail of the life of a file, both for creation and processing of documents, as well as showing who has used them throughout their life cycle.
- 6. Automated compliance with retention requirements.** The power of a database and jukebox can provide an automated way to track and dispose of documents according to their published retention requirements.
- 7. Reduced paper storage expenses.** File room space, file cabinets, folders and labels and costs for off-site storage.
- 8. Always up-to-date information.** Documents can be accessed simultaneously by numerous users which eliminates out-of-file conditions. Imaging allows concurrent usage of the same document, so only one master copy is in circulation.
- 9. Reduction in paper creation.** Eliminate the time and expense associated with copying, faxing and distributing documents.
- 10. Lower labor expenses.** The manual tasks of handling paper can be replaced with the automatic movement of document images. Imaging can eliminate the time spent filing documents, pulling them for retrieval, back-filing them and purging them to move to off-site storage.

Is this your Document Management Workflow?



Key Benefits:

- ◆ Prevents lost records
- ◆ Saves storage space
- ◆ Manages records easily
- ◆ Finds documents quickly
- ◆ Makes documents centrally available
- ◆ Eliminates the need for filing cabinets