

Cloud Document Management

Powerful. Simple. Smart.

DOCASSIST IS...

A TRUE CLOUD PLATFORM

- No hardware or software
- Fast implementation
- Mobile access
- Architected for the web

FEATURE-RICH

- Document management
- Automated workflow
- Application integration
- Automated indexing
- Multi-layer security

SIMPLE

- Intuitive user interface
- Personalized dashboards
- Fast implementation
- No additional IT burden

ALWAYS AVAILABLE

- Tier IV data center
- Web-based access
- Built-in disaster recovery

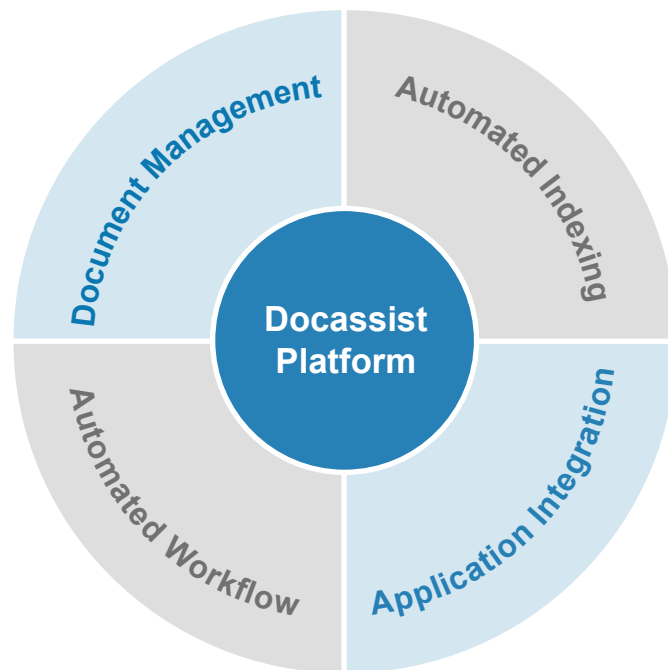
AFFORDABLE

- SaaS delivery
- Pay as you grow
- Measurable ROI

ORGANIZE, AUTOMATE, AND CONNECT IN THE CLOUD

The Docassist cloud platform makes it easy for your organization to transform mountains of paper, electronic files, and data into a single, secure, scalable, and always available source of business documents and information.

Your organization can operate as a truly connected, efficient, and innovative workplace using Docassist. Harness the power of document management and secure cloud delivery to optimize your business processes.



OPTIMIZE ANY PROCESS



Accounts Payable
Expense Reporting
Order Processing



Contract Management
Proposal Management



Employee
Administration



Marketing
Collaboration



Customer
Service



Field Service Management
Warehouse Management

CLOUD DOCUMENT MANAGEMENT

Capture, store, and retrieve information within Docassist to optimize your existing processes.

CAPTURE



Scan, print, email, or upload documents into Docassist

INDEX & STORE



Index & file into virtual cabinets, drawers, & folders

FIND



Search & retrieve documents instantly

AUTOMATED INDEXING

Transform your content into smart documents

Automatically identify what is printed on documents or data within files; collect and save this information in the cloud.

- » **Optical Character Recognition (OCR)** - make documents searchable
- » **Zonal OCR** - create templates defining zones of identifying information
- » **Barcode Capture** - utilize barcodes to automate data entry

ADVANCED WORKFLOW

Make your documents work for you

Replicate manual processes into electronic workflows while achieving dramatic improvements in efficiency, accountability, and compliance.

- » Easily move existing processes into powerful Docassist workflows
- » Automatically route documents to the right people at the right time
- » Use dashboards to monitor, track, and manage workflows

INTEGRATION

Extend the power of Docassist to your other business systems

Share data with other business applications such as ERP, CRM, and HRMS.

- » Eliminate dual entry of data
- » Easily sync data between Docassist and your business applications
- » Centralize critical documents and information into a secure platform you can access from anywhere

Additional Benefits of the Docassist Platform

- Provide disaster recovery and centralized access for valuable corporate data.
- Assure compliance through audit logs, access control, and encryption.
- Improve security of corporate information.
- Reduce carbon footprint by saving energy, space, and paper.