

# Documents

## Business Value





Upgrading your current paper-based filing system to a digital solution gives your employees streamlined access to business documents and – in addition – provides for a smooth and rapid information flow. Instead of searching for documents, your staff is free to focus on higher-level tasks and making good decisions that boost your bottom line.

The document management module helps you control access to sensitive information and enforce security measures. The system also helps ensure compliance with industry and governmental regulations by automating your financial records management and retention processes.

## Advantages

- Documents can be easily replicated and stored off-line or in the cloud as a perfect disaster recovery solution
- Switching to a digital document management system delivers real savings on document storage
- Ensures your files are automatically updated across all of your devices
- Allows you to easily share files with just a few clicks

## Key Features

-  Greater efficiency and productivity
-  Lower costs for document storage and supplies
-  Robust data security and automated compliance
-  Business continuity