



DOCUMENT IMAGING & MANAGEMENT SYSTEMS

SAVE TIME AND MONEY...

Instant access to
business critical data

Is your business currently operating in a paper-based environment? If so, chances are you're **losing money**. Why? On average, companies spend **\$20** in labor to file a document and **\$120** in labor to find a misfiled document. Paper-based document retrievals are **slow** and **inefficient**, causing **delays** that are **costly** to your business. Storing file cabinets takes up valuable floor space, documents **risk security & disaster exposures**, shared access is difficult and the quality of **customer service** is **compromised**. The bottom line...The creation, handling and distribution of paper can **cost** your business **time** and **money**. Cole Technology Group provides document imaging & management systems that can solve these problems for your organization, resulting in more efficient and profitable business operations.



www.coletechgroup.com

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How it works...

With document imaging & management systems, paper-based documents, reports and PC generated files can be captured, indexed and archived for later retrieval. Business-critical data is electronically stored in a centralized and secure location, making information instantly available to qualified personnel anywhere across the enterprise. Document imaging tools allow you to convert paper records into electronic files, while document management software is used to manage your electronic files and enables you to capture email and web-based content. These electronic documents can be viewed online, printed, faxed or emailed. Documents can be indexed and retrieved through advanced features, including full-text search, optical character recognition (OCR), data extraction, bar code recognition and more. Document imaging & management systems provide the best way for your organization to manage paper and electronic files, resulting in more efficient and profitable business processes.

Systems designed for your business...

Because our customers work in diverse environments, Cole Technology Group provides document imaging & management systems for all platforms, including IBM System i, Windows and web-based platforms. Our cross-industry solutions can be customized to meet the specific needs of your business and can be fully integrated with your current enterprise information systems, including ERP, ECM or specific vertical applications. Document imaging & management systems can be used in all departments of your organization, from human resources to accounting, bringing the efficiency and cost savings throughout the entire enterprise. Cole Technology Group offers document management solutions for organizations of every size, in all markets— banking, insurance, energy, transportation, credit, manufacturing, distribution, health care, government operations and many others. Improve the way you handle paper and electronic files with a document imaging & management system that is right for your business.

Powerful...Expandable...Reliable... Secure...

Cole Technology Group provides document imaging & management systems that are powerful, expandable, reliable and secure. We partner with industry leading corporations to bring you best of breed technology solutions based on the needs of your business. We offer the most advanced solutions that are user friendly and cost effective. By combining Cole Technology Group's vast industry knowledge and experience with innovative solutions, we can help you make real and measurable improvements in your organization.

Contact us to schedule a free one-on-one IT business assessment and a demonstration of our products.

Benefits of Document Management Systems

Reduced Costs

- Reduce costs associated with manual retrievals of information.
- Eliminate costly storage space, both onsite & offsite.
- Eliminate costs associated with lost or misfiled documents
- Reduce archival costs.

Improved Worker Efficiency & Productivity

- Provide instant access to information, which means less time searching.
- Enable workflow capabilities, resulting in more efficient business processes.
- Reduce time searching for lost or misfiled documents.
- Provide access to multiple people and share files.
- Organize more effectively.

Improved Customer Service

- Enhance customer responsiveness through instant access to files.
- Minimize the risk of losing customer files and misplacing information.
- Provide web access, extending 24x7 reach to your customers.
- Improve professionalism and reduce the number of callbacks.

Minimized Risk of Security & Disaster Exposures

- Provide authorization to access files.
- Enable encryption of document contents.
- Enhance physical security controls.
- Improve disaster recovery protection.
- Instantly back-up business-critical data.

Supports Green Business Initiatives

- Limit the creation and distribution of paper.
- Eliminate the need for multiple copies of reports.

Improved Record Management

- Simplify organization & control of records.
- Preserve files through less handling.
- Improve audit capabilities.
- Improve compliance with regulatory requirements.

Industry Leading Features:

Document Imaging
Content Management
Records Management
Report Capture
Forms Design
Workflow
Data Extraction
Data Redaction
Forms Recognition
Optical Character Recognition (OCR)
Bar Code Recognition
Full-Text Search