

DOC SAYS:

IT'S EASY BEING
GREEN



HOSTED DOCUMENT MANAGEMENT

Reduce your environmental footprint and go paperless with an online document management system that maximizes performance and minimizes cost.

Cole Technology Group's Hosted Document Management solution is a web-based imaging system that allows you to capture, index and store paper-based documents, reports and PC generated files. Your business critical information is electronically stored in a central and secure location, giving you instant access anytime, anywhere, via a Web browser and a secure Internet connection. A document management solution supports green business initiatives by limiting the creation and distribution of paper. Files can be shared electronically, eliminating the need to print documents and make multiple copies of reports. Less paper means fewer filing cabinets and less real estate, which not only reduces cost, but also significantly reduces your environmental footprint.



www.coletechgroup.com

HOSTED DOCUMENT MANAGEMENT

DID YOU KNOW?

On average, companies spend \$20 in labor to file a document and \$120 in labor to find a misfiled document.

In today's economic climate, businesses are looking for ways to reduce operational costs while maximizing efficiency and productivity. A hosted document management solution enables you to realize the benefits of an enterprise-class solution, without the investment in resources such as hardware, software and IT personnel. Your business can now implement software faster – no installation needed – at a lower cost of ownership. Your data is safely stored in a highly secure data center, where backups, maintenance and upgrades are regularly performed. Hosted document management offers considerable benefits, including reduced costs, easy deployment, low maintenance, remote access, 24/7 professional support and minimized hardware footprint.

Basic Features

Content Types Supported

- Black & White Documents
- Color Images
- Imported External Documents
- PC Generated/Digitized Documents
- Email and Faxes
- Audio and Video

Scanning

- Black & White Scanning
- Color Scanning
- Barcode Scanning

Search Capabilities

- Bar Code Recognition
- Full-Text Search

Integration

- Microsoft Office
- Microsoft Outlook

Information Management

- Document Imaging
- Records Retention
- Records Management
- View Online, Fax, Email or Print
- Automatic Data Redaction

Advanced Features

Optical Character Recognition (OCR)

Advanced Workflow

Integration with Business Applications

Benefits of Hosted Document Management

Reduce 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

Support Green Business Initiatives

- Limit the creation and distribution of paper
- Eliminate the need for multiple copies of reports
- Reduce environmental footprint

Improve Worker Efficiency & Productivity

- Provide instant, online access to information
- Enable workflow capabilities
- Reduce time searching for lost or misfiled documents
- Provide access to multiple people and share files
- Organize more effectively

Improve 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 Records Management

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

Minimize Risk of Security & Disaster Exposures

- Control authorization to access files
- Enable encryption of document contents
- Enhance physical security controls
- Improve disaster recovery protection
- Facilitate automated backups business-critical data

To learn more about Cole Technology Group's Hosted Document Management solution or to schedule a free one-on-one demonstration, please contact Samantha Kahoe at skahoe@coletechgroup.com or 360-2901.