



DOCUMENT MANAGEMENT

Learn the benefits of going paperless...



WHAT IS DOCUMENT MANAGEMENT?

The coordination and control of the flow (storage, retrieval, processing, printing, routing, and distribution) of electronic and paper documents in a secure and efficient manner, to ensure that they are accessible to authorized personnel as and when required.



WHY GO DIGITAL?

Now - more than ever - is the time to go digital. Those clients that have implemented Document Management can run Business As Usual with the #lockdown...

FIND DOCUMENTS IN 30 SECONDS

Based on the statistic, a worker spends 2.5 hours per day, looking for information. That is 30% of the average work day.

DIGITAL STORAGE

How would you recover files if a fire, flood, or other disaster destroys the papers? Do you have enough room to store seven years worth of tax records? Are the time, storage space, and effort involved in maintaining a paper filing system cost-effective? Can you find specific files quickly when needed?

ENSURE LEGAL COMPLIANCE

Whether it be POPI , SARS compliance or reducing your Auditors time to find paper trails, our document solution is fit for purpose.

COLLABORATE FROM ANYWHERE

Now, more than ever, collaborating from anywhere is imperative. With a Mobile Application, you can access all relative data from your phone and laptop.

LONGEVITY IN THIS BUSINESS IS ABOUT BEING ABLE TO REINVENT YOURSELF OR INVENT THE FUTURE - SATYA NADELLA

DOCUMENT PROCESSING

Without touching your keypad, process documents at the click of a button. Approve all documents, like payments, from anywhere.

AUDIT TRAILS

A full audit trail of the documents with date, time and who edited the document is stored. 33% struggle with the document versioning, full version control, tracked and accessible.

NO MORE LOST DOCUMENTS

When data is lost from negligence or theft it can lead to exposure of confidential information. Customer loyalty is also tarnished after a data loss event, especially if client data is compromised.

UNIFORM FILING STRUCTURE

Integrity/Continuity of Records: Records remain complete and accessible despite changes in agency organization, personnel, and records keeping technology. Efficiency: Minimize time wasted searching for information.

**THE TIME,
IS NOW.**

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*Instead of using
technology to automate
processes, think about
using technology to
enhance human
interaction. – Tony
Zambito*

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CLICK ON OUR DIGITAL BUSINESS CARDS FOR MORE INFORMATION