



DOCUMENT MANAGEMENT SYSTEM

A digital filing cabinet for smarter and seamless archiving



CAPTURE

Scan or import
documents for storage



INDEX

Sort and file using
barcodes, OCR and other
system references



STORE

Utilize local or cloud
storage with SharePoint
or OneDrive

Customers are using the Document Management System to...



Automatically file signed
proof-of-delivery documents
with customer invoices and
order details



Sort documents into multiple
filing methods (month/year,
customer/vendor, etc.)



Align vendor purchase
and payment details



Digitize signed paper
timesheets and eliminate
physical filing