

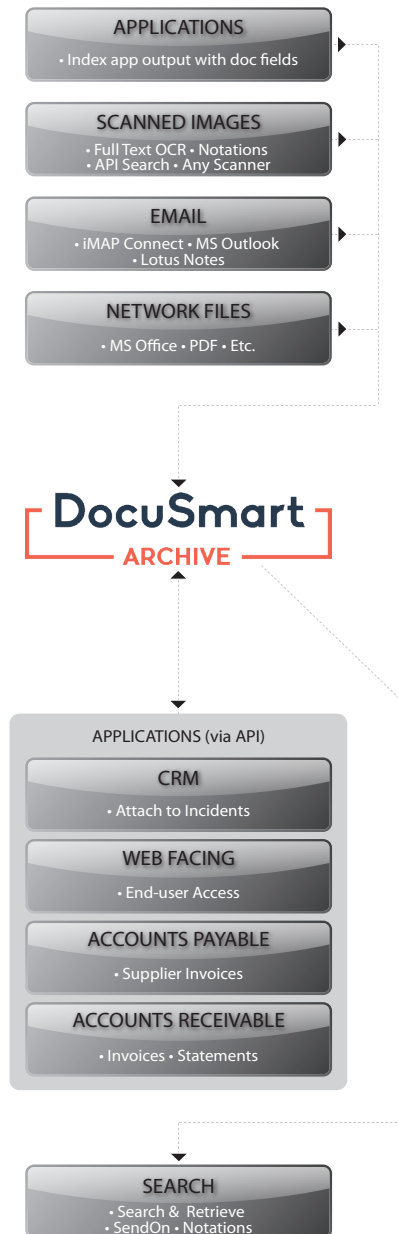
Put the filing cabinet out to pasture.

What DocuSmart Archive can do for your organisation.

- Accurate, timely and transparent responses to all legislative and regulatory requirements
- Reduced duplication
- Less creation, storage, retrieving and handling of paper
- Reduced risk
- Improved business continuity
- Save once and share anywhere
- Informed decision making through ready access to information



DocuSmart



DocuSmart Archive helps organisations become more efficient and more productive by automatically storing, indexing and filing documents in electronic format for easy retrieval. All documents can be filed electronically: Word, Excel, PDF and TIFF, as well as paper documents that have been scanned.

Capture and indexing

Documents are captured and indexed using defined values such as invoice, order numbers, even barcode. With the SuperText option every word in a document can be indexed, so you don't need to put in extra identifiers.

File retrieval

Finding the document you're looking for is easy with normal Windows password security permissions. File retrieval is logical and intuitive. Users can drill down with the Explorer view, through the simple hierarchy of repositories, filing cabinets and drawers, with the use of powerful, built-in filters. Documents can be searched and accessed from within your applications.

Compliance

Notes can be attached to help with tracking and compliance for audit purposes. Automatic user and time stamping keeps track of who has worked on a file, and when.

Go to pentanasolutions.com/edm or call 1300 135 770 and discover how DocuSmart Archive can increase efficiency, reduce costs and use less paper.

(And put your filing cabinets out to pasture.)



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