



# Document Management Solutions

Capture.Tag.Find.Do



## WE DELIVER COST-EFFECTIVE SOLUTIONS THAT IMPROVE PRODUCTIVITY

As business grows, so does information. Today, information technology has in many ways failed to eliminate the dependence on document-based information. Every minute of every day, your business receives constant requests for information. Paper-based solutions are time-consuming, space-intensive, and lack basic security features and back up. Files can easily be lost, misplaced, misfiled, or totally lost due to natural disasters: fires and water damage. But there is a simple way to back up a paper-based filing system that gives you big productivity gains and improves customer service. Like many others, move to a system that allows you to access all the information you need with the click of a button from a desktop.

Earn the benefits of working with Tech One Document Management Solutions.

- Access files anytime, anywhere with cloud-based technology
- Reduce the need for physical storage of documents
- Avoid loss and damage to files
- Capture data via our services or third-party applications
- Tag documents using manual or automated methods
- Find files easily using the Tag Cloud
- Share documents easily with colleagues, clients, and partners
- Save time by focusing on more important business processes
- Increase employee productivity and cost

## HOW IT WORKS

Data and document images are uploaded to virtual servers using cloud-based technology. There is no need for a technical team, software upgrades, or physical servers. Everything is accessible online, given user login credentials and permissions. Users gain safe, reliable, and convenient access to centralized data. We ensure the security of your documents by housing them in an environment with 128-bit encryption and multi-level security on the application. Our solutions meet military-grade security standards for your documents.

## WEB SERVICE INTEGRATION WITH EXISTING SOFTWARE

Our document management solutions integrate well with existing company software such as ERP, CRM, HRMS, and Legacy using XML and web-based services.

Web Service Integration is made possible by the Enable External Services feature within the document management system. By doing this, authenticated users can search documents using the interface of their existing application; you are able to get results from the system we provide without need for log-in. This eliminates company expenses on training and reduces concerns from staff unsure about learning new software. Our solutions are able to adapt and make itself useful according to your business needs.

## SAVE TIME LOCATING FILES. FOCUS ON MORE IMPORTANT TASKS.

You've heard the benefits. Now it's time to know how it works. Here is an overview of how we process documents, and more importantly, how you can find and share them, whenever and wherever needed.

### CAPTURE

**\*For detailed information on our capture process, see our Document Capture flyer.**

In this step, a digital copy of the file is made, and relevant data is extracted for indexing. As a leading document management solutions provider, our capture services\* involve using state-of-the-art production level scanners, industry standard and internationally approved work flows, and operated by the best document management experts in the industry.



### TAG

Once documents are uploaded to the system, documents are labeled using "tags" that are keywords associated with the document. It will be used to find, simplify, and make the document indexing process more intuitive. For example, if you want store a receipt for the finance department, simply assign the tag "Receipt" to the document. This makes the documents easier to locate. Tags can be user-defined or automated (OCR/ICR technology). Choose to tag documents on your own or avail of our services.

### FIND

Finding your document is easier with our unique, fun, and innovative feature for document management systems: the Tag Cloud. The Tag Cloud is a visual representation of all tags acquired from the indexing process. Remember that receipt from Finance? Find it by clicking the department name "Finance" and look for the "Receipt" tag. All documents identified with the same tag will show up in the search results.

Document ID	Tag	Date
100110	ABC Communications Limited	04/25/2012
100111	ABC Communications Limited	04/26/2012
1112	ABC Communications Limited	04/27/2012
234576	ABC Communications Limited	04/28/2012



**Locate documents easily.** Traditional document management systems require the use of search parameters, which means a user must know the content of the document before being able to locate it. The tag cloud removes the requirement of a user to search documents using information found in the document. It makes the searching more intuitive. You can also search for documents using existing office solutions such as Microsoft SharePoint, ERP, CRM, HRMS, or Legacy applications.

**Be more organized.** With the Tag Cloud, you can be more organized. Create libraries for different departments, and assign tag colors for each library. Colored tags make it easy to identify the source of a particular document.

### DO

Now that you've found the document you're looking for, you have the option to print, download, or share the document with colleagues, clients, and partners. With a few clicks, be able to access the information you need without having to deal with musky storage space, cluttered file cabinets, or unending making of copies. Save time and increase productivity with our application and services.

**Capture. Tag. Find. Do. With Tech One, document management is made easy.**

## CLIENTS AND SERVICES

With more than 10 years of experience in the development and deployment of Document Imaging Applications and Services, we have served clients across these industries:

- Banking and Finance
- Insurance and Risk Management
- Manufacturing
- Telecommunications
- Government and Public Sector
- Small and Medium Enterprises
- Apparel and Garment Industry, etc.

## ABOUT ENADOC

Enadoc is a U.S.-based document management solution company focused and specialized on electronic document management solutions and document processing services. Our Cloud offerings are hosted with Amazon Web Services, designed to ensure 24/7 availability, high security, disaster recovery capabilities, and protection for your records.

## CONTACT US

Enadoc LLC  
3 Bethesda Metro Center  
Suite 700  
Bethesda  
Maryland 20814

M: +1 301 332 8923

