

## DocuWare for Smart Document Control



Manage business documents securely, find them quickly and use them intelligently. Anytime, anywhere.

Clearly organized and instantly available information is the key to successful business processes. Yet, too often it takes time consuming searches to find the documents you need: digging through unstructured file directories, email inboxes or, worst of all, grappling with paper-based filing systems.

Without security, version control, process transparency and immediate findability, companies not only lose productivity, they also risk data security breaches and violating compliance regulations.

**DocuWare for Smart Document Control** gives you a secure, searchable home to quickly store and retrieve business documents. In addition, DocuWare provides web-based and mobile access, efficient task assignments and smart digital workflows. The solution is ready to go with minimal set-up allowing you to benefit at the pace you expect.

Help your business get future-proof with mobile and remote collaboration – in the office, on the road or from a home office.

### Now you can:

- Centrally capture, archive and retrieve business documents of all types
- Tightly control access permissions for maximum security and confidentiality
- Retrieve, edit and share documents in a browser, regardless of location
- Automate assignments and monitor due dates
- Obtain approvals via digital workflows
- Track decisions with digital stamps and annotations
- Easily comply with data protection and retention policies

Get started with **DocuWare for Smart Document Control** and experience your productive workplace in the cloud.

## Good organization is key

Comparing quotes, writing orders, canceling or renewing contracts. If you don't have the right information at your fingertips when you need it, you have a lot to lose: time and money, customer loyalty, team productivity and efficiency, and last but not least your patience. Fortunately, secure and easy-to-use document management is far simpler to implement than you might think.

## Easily master daily challenges

**Create next-level organization.** Put an end to handling paper, file clutter and chaos. Take your document storage to the next level with centralized archiving and easy indexing.

**Control document access.** Not all information is meant for everyone. Security and confidentiality matter. Limit who can read or edit a document – even for a specific timeframe if needed.

**Eliminate duplicate filing.** Store each document only once but access it via any number of flexibly definable folders, like specific company or project folders.

**Minimize response times.** Use handy tools like lists that update automatically for immediate information retrieval. Or simply search using any keyword, date or subject to find what you're looking for.

**Make decisions regardless of location.** Share, comment and approve documents from anywhere. Since DocuWare is web-based, you can work on tasks around the clock, while on the go, or from a home office. Ensure version control by automatically saving changed documents as a new version for a complete, easy-to-track document history.

**Meet deadlines.** Be notified automatically before a contract expires, an invoice is due or a document's legal retention period ends.

**Remove email from approval workflows.** Free yourself from endless email trails when soliciting feedback and see the status of requests sent at a glance.

**Keep documents legally compliant.** Leave compliance worries behind. Easily make sure that legal documentation and privacy policies are met.

**Reinforce information security.** Prevent arbitrary document deletion as well as business-critical data loss from threats like viruses, malware, theft, fire or natural disasters.

## DocuWare is best-in-class

- ▶ True multitenant SaaS solution built on Microsoft Azure for high reliability, scalability and security
- ▶ Built for converting manual, document-centric processes into fast digital workflows
- ▶ Recognized for ease of use and straightforward implementation
- ▶ Subscription model eliminates upfront investment and provides an immediate ROI
- ▶ Extensive experience with digital transformation for businesses of all sizes



## Schedule a [FREE] Demo or Call

Demo: [dmsales@da-comitpros.com](mailto:dmsales@da-comitpros.com) Call: Scan QR Code



"During the lockdown our office was closed and we fell behind. I wanted my people to be able to seamlessly and smoothly work from home. I wanted to have a cloud-type of system where we could really go paperless."

Joe Johnson  
OWNER, REBEL REFRIGERATION