

Document Management Solution

Documation's Document Management Solution is a high performance document storage and retrieval solution designed to help you capture, manage, share, store and retrieve documents in any area of your organisation securely.

The solution provides online access across the business and also through secure portals for customers, suppliers and partners. With the option to retrieve direct from your business application, ERP, HR or CRM systems, you have the information you need at your fingertips.

Documents are archived according to current business practice and retention policies, and available online via line of business systems, the internet or desktop.

Benefits

- + Eliminate the requirement for paper copies
- + Faster response to queries
- + Download & share documents by email on demand
- + Safe, secure, legally compliant storage
- + Audit record for every document access
- + Instant access 24/7 from anywhere in the world
- + Multiple language application within one system
- + Option to search and retrieve from other applications



Documation's Document Management capture component incorporates email capture, scanning, and import and EDF (electronic document filing) capture, ensuring consistent and fast processing for all documents regardless of original format. Document capture can occur centrally or at the location at which documents arrive so that delays are minimised and work is shared. Document Management can incorporate the option to back-scan historical documents and import from legacy document management systems. Functionality exists for these documents to be automatically recognised and indexed, thus creating a powerful facility through which to search archives.



Indexing captures the key information to be used for subsequent document retrieval input into the solution via manual indexing or captured using intelligent capture technology.



Our Document Management solution has been designed to meet and exceed the standards laid out in the UK Code of Practice BIP 0008. Published by the British Standards Institute, BIP 0008 describes the procedures to be used throughout the lifetime of a document, and which can be used in a court of law to demonstrate that a document retrieved from electronic storage is an authentic reproduction of the original.



Documents are available online to authorised users 24/7 from anywhere in the business. To aid retrieval users have access to a variety of search facilities, such as free text search and wild cards. Once a document is displayed, users have the option to see a full audit trail and the workflow history for that document. Document retrieval can be through a Documation facility or via an integrating system.



Access security
Document Management incorporates flexible security features allowing for authorisation to be defined by department, role, operating company, down to document type and individual document.



Who are we? Documation is a certified ISO 27001 compliant, leading provider of finance process automation software, delivering services and solutions to businesses and organisations in the UK, Europe and around the World.

As a company we have nearly 30 years' experience of supplying solutions across markets and industries, offering a portfolio of solution templates for common business areas, from our Invoice Management Solution for Accounts Payable to Purchasing, Remittance Delivery and Expense Management more.