



Uniting Documents and People

By providing a central location for documents that can be accessed, searched, and retrieved 24x7 by users, your business can easily distribute forms, information, and postings to almost any source.

Call your Account Executive today to learn more.

**800-700-1000
pcm.com**



Bring paper documents into the digital age

For most businesses, the volume of paper documents produced, filed, and stored is enormous, and it keeps growing every year. Although paper may never fully disappear from the workplace, you can mitigate the risk and cost associated with its storage and handling by converting paper documents to digital files with a business-class scanner and document management software. Your business can improve its workflow and achieve better efficiency and cost savings—all while meeting new and increasingly stricter retention and compliance regulations.

Document Management Systems

Document Management Systems (DMS) provide the hardware and software that enables your businesses to efficiently store, manage, and track electronic documents and electronic images of paper-based information.

A DMS system:

- ▶ **Captures** documents in any format, including paper, e-mail, mainframe reports, and e-forms
- ▶ **Manages** content according to your organization's business rules and gauges the health of processes in real-time
- ▶ **Stores, organizes, and tracks** your content, so documents are there when you need them
- ▶ **Delivers** documents on demand, so processes run fast and costs stay low
- ▶ **Preserves and protects** your documents, so you meet and stay in compliance with internal and external standards

Uncover Efficiencies and Cost Savings

From storage and retrieval to disaster recovery and versioning, converting documents from paper to digital provides ways for businesses to save money and improve efficiencies through:

- ▶ Reduced storage and maintenance costs



By digitizing your documents and setting rules for access, you not only meet your organization's retention guidelines, but you also create a collaborative environment that boosts efficiency, innovation, and growth.

- ▶ Faster searching and retrieval through optical character recognition, sorting, and indexing
- ▶ Digitizing and automating existing workflows with document management software
- ▶ Backing up files to protect against loss or catastrophic events
- ▶ Providing a central repository for access 24x7 by authorized users
- ▶ Improving service levels and productivity

We have expert resources to help meet the demands of modern businesses. From an industry-leading portfolio of products and software to solution engineers and architects to professional services and field support, we give you access to comprehensive solutions.

Call your Account Executive today and start leveraging the power of Document Management Systems for your business.

Our Document Management Partners:

