

Collaboration  
 Greater control  
 Employee efficiency  
 Security  
 Integration  
 Project management  
 Business continuity  
 Finance approval  
 Accessible  
 Access rights  
 Optimisation  
 Multiple users  
 Content management  
 Searchable PDF  
 Mobile access  
 Data protection  
 Process automation  
 Version control  
 Improved productivity  
 Archive  
 Enterprise  
 Scalable  
 Meta-data  
 Electronic Filing Cabinet  
 Optical character recognition  
 Workflow  
 Process Management  
 Compliance

***ITDS***  
***Cloud***  
 Document Management

# Cloud Based Document Management Solutions

**Bring your document management back under control**

# ITDS Cloud

Document Management

Every day businesses create and store thousands of documents and the volume of digital and paper information generated can be overwhelming. Managing documents such as invoices, contracts, everyday mail and emails, even video or audio files, not to mention the new content created on an ongoing basis can drain time, money and other resources across a business.

Despite the move to digitisation there is still a heavy reliance on paper and labour intensive processes. So it's no surprise that on average employees can spend up to 40% of their time looking for documents.

Imagine an easier way where all your documents are stored digitally, centrally and securely on a cloud based electronic document management system, providing a central repository for all your business content, helping you manage information more effectively and boosting your productivity.

## Key features enabled by cloud access level:

### Trial

Basic content management services inc. personal content management, email repository (Outlook integration), document search, view and download.

### Gold

All trial features plus version control, document routing and approval, cover sheets for scan to repository, MFP integration.

### Platinum

All gold features plus logo customisation, team workspace project collaboration and automated workflows inc. integration with external databases such as Sage, ERP and CRM systems.

### Platinum Plus

All platinum features plus server clustering.



## Reduce IT infrastructure

Today's digital workplace brings new challenges, as the amount of information stored continues to grow, so too does the strain put on IT infrastructure, leading to increasing costs and the burden of larger storage requirements, as well as the regular hardware and software updates that are required. A cloud based solution offers you a flexible and affordable per seat payment plan, allowing scalability as your business grows without the need for costly IT investment.



## Enhance document security

Free cloud tools such as a Dropbox for information sharing offer little security and create significant risk for an organisation, however there is a smarter way of working, allowing you to securely scan, store and retrieve documents instantly in the cloud.

All documents are held centrally, so you can control individual user privileges and access rights, ensuring documents remain in the right hands.

We provide a private cloud solution that keeps your documents safe and adheres to the latest ISO:27001 and PCI-DSS security standards, as well as ISO:9001 for quality and ISO:14001 environmental standards. All data is physically encrypted\* and managed on your behalf to provide a secure and cost effective solution rolled into one. Dedicated SLAs are in place that guarantee your documents are secure, giving you complete peace of mind.

## *E-signatures reduce turnaround times by 80%.*

*Source: Ombud Research*

\* Platinum Plus only



## Transform your business processes

Eliminate paper transactions by making your contracts, delivery forms, sales orders and other documentation electronic with the facility for digital signatures on mobile devices. Consider electronic delivery of payslips and invoices to customers and employees directly from the system. This provides complete transparency of documents and processes across the organisation.



## Instant access to documents anytime, anywhere

The evolution of the workforce means the need for instant access to critical information on-the-go. Due to the system being based in the cloud you can access information securely from any location and from any device, giving you access when you need it most.

**75% of Europe's workforce will be mobile by 2018.**

Source: IDC



## Visibility of all your documents

Easily capture, archive and distribute information across the business. An electronic document management system provides a central storage system with easy access to all your documents at the touch of a button.

Files are logically stored with powerful search functionality to retrieve documents. Scan documents directly from your multi-functional device or upload files from the network, clever index terms are then assigned and these keywords or reference numbers are captured using advanced Optical Character Recognition (OCR) technology. For documents already in an electronic format, simply drag and drop into the system or use a virtual print driver.



## Enhance workplace collaboration

Securely share documents in real-time with teams working across multiple departments or locations. With version control functionality you can assign tasks to work groups and ensure team members are working on the latest documents.



## Optimise your processes

Optimise every day tasks to become more efficient and productive. Simplify processes to remove human error and free up resources. Built in digital workflows automatically allocate tasks to the right person and manage the approvals process to speed up turnaround times, freeing up time to focus on other areas.

**54% of companies manually file newly received items as paper.**

Source: : KAE / Canon



## Protect your data

Facilitate business continuity and implement disaster recovery processes with a document management solution. All of your information is stored and accessed in the ITDS cloud, which has redundancy and resilience built into all elements of its data centre, so if the worst should happen your documents are safe and the business can continue to operate without the worry of lost, missing or inaccessible documents.

**77% of business owners want to be able to access files remotely.**

Source: Intuit



## Compliance for your business

A document management system facilitates a clear audit trail of all your documents. Helping your business adhere to the latest data protection legislation and other regulatory, corporate governance and industry specific standards, including HMRC requirements.



## Intuitive content management

Enjoy convenient information management tools that give autonomy to organise work how you wish. Our cloud based document management system provides an engaging, user-friendly interface that helps streamline office processes to become more efficient.

**For more information Tel: 0207 101 0096 or  
Email: [info@itdocumentsolutions.com](mailto:info@itdocumentsolutions.com)**

**IT DOCUMENT  
SOLUTIONS**

	<b>Trial</b>	<b>Gold</b>	<b>Platinum</b>	<b>Platinum Plus</b>
<b>Summary</b>	30 day trial service with zero commitment	Shared private cloud environment with standard resilience	Dedicated private cloud environment with standard resilience	Dedicated private cloud environment with high end resilience
<b>Storage</b>	5GB per user	5GB per user	5GB per user	Tailored
<b>No. of users supported</b>	Up to 5 users	Up to 25 users	Unlimited	Unlimited
<b>Key features</b>	Basic content management services inc. personal content management, email repository (Outlook integration), document search, view and download.	All trial features plus version control, document routing and approval, cover sheets for scan to repository, MFP integration.	All gold features plus logo customisation, team workspace project collaboration and automated workflows inc. integration with external databases such as Sage, ERP and CRM systems.	All platinum features plus server clustering.

Start enjoying the benefits of an ITDS cloud document management solution today!

For your free 30-day trial contact us on: 0207 101 0096

“ Since moving to an electronic process we no longer have a mountain of files full of paper on our desks and we feel the workload pressure has been relieved ” ~ **TATA**