Document Management Services

We can seamlessly integrate cloud-based digital services with your in-house ERP systems, saving a lot of time and money. This way you get all the benefits of systems that can talk to each other, without changing what you already have.

ITEC
QUALITY PEOPLE, SMART TECHNOLOGY SOLUTIONS

MANAGED BUSINESS SERVICES

What is Document Management?

Document Management oversees the intelligent capturing and managing of your organisation's data. For example, mobile devices and multifunction printers can digitise documents. Data can be fed into ERP and CRM systems and channeled to the various parts of the company when they need it. Crucial information can be in the hands of employees, even as they sit in front of a customer. A good data management system will transform your business.

Core features

- Control your most valuable intangible asset: data.
- Create a single truth and let intelligence drive the organisation.
- Reduce printing cost overheads by integrating MFPs.
- Capture documents effectively through scanning and photo captures.
- Automate processes to free resources and time.

- Introduce an effective Enterprise Content Management solution.
- Rely on archiving to distinguish data classes.
- Maintain regulatory and compliance rigor without the headaches.
- Experience a solid Return on Investment through time and resources saved.
- Integrate data and documents with your CRM and ERP.

Why ITEC?

- A leading expert in document management ecosystems.
- Highly experienced in integrating document capture environments.
- Provider of best-of-breed cloud and onsite ECM solutions.
- We offer flexible in-house financing solutions.

- The first solutions company to offer a certified carbon offset programme.
- Consistent support both onsite and through our national resolution centre.
- We don't just drop off machines, but tailor a journey to walk with the client.

DID YOU KNOW?

"Poorly integrated business data often leads to poor business decisions, reduces customer satisfaction and competitive advantage, and slows product innovation—ultimately limiting revenue, while adding little or no business value."

- Research firm, Forrester

Make data work for you

Enterprise-grade, cost-effective tools

The top-grade systems used by enterprise are now in reach of all companies. Thanks to cloud platforms, it is very affordable and easy to deploy high-level business applications, scaling them as needed while keeping control of costs.

Integrate systems data for a single truth

Stop wondering if the spreadsheet in front of you is accurate or if someone else has a different copy. By integrating systems and data sources, you can soon have a single truth where and when you need it.

Manage data across the organisation

Data permeates across the business. This data can get lost, be misinterpreted or show up too late for a crucial decision. You take stock of your physical assets, so do the same for data.

Automate core business functions

Since data is the lifeblood of a business, it also touches all parts of it. As such, the data can also reveal processes that can be automated. Invoices and other critical documents can be captures with a phone camera and automatically filed, freeing up staff and resources.

Create effective document output staff can use

You're only as good as what you know, so arm your employees with the best knowledge. By using an enterprise content management system such as M-Files, documents can be made available securely and conveniently when staff need them.

Integrate document capture with CRMs and ERPs

The CRM and ERP are often the heart of your sales operations. Don't let it get sidelined: using data capturing technologies and automation, the right information can be shared with core business applications, making them more potent than ever before.

Create archives to effectively tier information

Data is a valuable currency for the business, but not all data is relevant all the time. There are many reasons to keep some data at hand and some archived. Not knowing which is which will consume a lot of resources, as well as impact the ability to make backups.

Stay on top of regulation and compliance

More regulations are coming into play around data, creating new risks for companies. Compliance can be very tricky if your data is in disarray. But it can also become very easy when using effective data management solutions.

Capture company knowledge seamlessly

Don't let useful knowledge fall through the cracks. Using phones and multifunction printers, documents can be digitised and stored. Digital documents can be tagged and traced. Capturing can be automated to a level that you will know when something is wrong before it goes wrong.

OTHER MANAGED BUSINESS SERVICES

Communications

The message is more important than the medium, especially when we have assessed your business to give you access to all the tools of communication you need. PABX, mobile, video conferencing, data calling… whatever works for your business to get the message across.
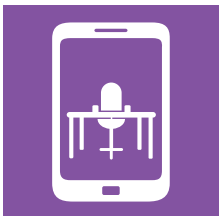
Cloud

We can help you to run your business applications and hardware on the cloud. Since everything in the cloud is more connected, you can securely cross reference and share information across different applications.

Security

We can integrate security into every part of your business so that you are more prepared for disaster recovery, business continuity, more aware of your employee activities and have a solid operational awareness of your technology.

Mobility

Business now happens on the move, whether as the core or an enhancement to your solutions. We can help you see how best to use mobile technology so you can do your business best.

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Contact us

+27 11 236 2000

info@itecgroup.co.za

www.itecgroup.co.za