



ELECTRONIC DOCUMENT SOLUTIONS

Transforming the management, security and sharing of information by organising and processing content based on what it is rather than where it resides.

doc-IT is a document management system that integrates with printers and MFPs to enable the intelligent capturing and managing of an organisation's data.

It enables existing mobile devices and multifunction printers to feed all data sources into a central intelligence bank, including integration with ERP and CRM systems, to create a single view of customer and business information that is compliant and safe.

doc-IT addresses these challenges

Compliance

- ✓ Support GDPR and POPI compliance through automated controls
- ✓ Audit-proof business with easy records management

Document Access and Sharing

- ✓ Never lose another document by implementing strict access rights
- ✓ Always access the correct document with version controlled, digital copies that display its full history
- ✓ Shared documents are available to all users at the same time, greatly reducing error and overlap
- ✓ Find any document within seconds, no matter who filed it, when

Intelligent, Connected Data

- ✓ Automate document processes and workflows, saving time and increasing productivity
- ✓ Keep track of every bit of customer information in one place by connecting doc-IT to your legacy, cloud-based, CRM, accounting and email systems

What documents can doc-IT process and store?

1. Physical Paper: Scanned to PDF, TIFF, JPEG, etc.
2. Electronic Documents: Word, Excel, PowerPoint, Video, etc.
3. Emails
4. Business Process Management: Workflows and Process Flows



What can you do with doc-IT?



COMPLETE DOCUMENT MANAGEMENT

Leverage a reliable document management system with strict access rights that are active from the first implementation.

AUTOMATE WORKFLOWS

Save employees' valuable time of by automating basic document tasks from change control and training to expense claims.



POWERFUL SEARCH

Find any document in under 30 seconds, including words and phrases inside documents, filtered with extensive options.

FULL COMPLIANCE

doc-IT's solutions make compliance easy, fully supporting POPI, GDPR and several ISO standards.



SOLID INTEGRATION

Combine the power of the information in your documents with your CRM system through seamless integration.

KEEP TRACK OF DOCUMENTS

All digital copies in doc-IT are version-controlled, with a full history for each document. This includes enforcing retention policies for tax compliance purposes.



RELIABLE SECURITY

Document rights are managed on a per document, per person basis.

COMPLETE MOBILE AND MFP SUPPORT

Your employees can safely and easily access documents on their mobile devices, as well as use mobile devices and multi-function printers to easily capture information into the document management ecosystem.



SIMPLE COLLABORATION

Independent annotations, controlled sharing and intuitive electronic approval make document collaboration empowering.

CHOICE IN STORAGE:

Keep your documents on-premise, in the cloud or a combination thereof for the most efficient, accessible and cost-effective model that fits your business.

