OFFICE CONTROL SUITE

Bring structure, visibility, and accountability to everyday work.

The Office Control Suite helps organisations regain control over documents, approvals, and information flow by replacing manual, email-driven processes with structured digital workflows.

Documents are automatically captured, routed, approved, and stored - ensuring every action follows a defined process with full visibility and auditability.

WHAT PROBLEM DOES IT SOLVE?

- Manual document handling and data capture
- Email-based approvals with no visibility or tracking
- Errors caused by manually capturing information
- Delays when processes rely on specific individuals

Features & Benefits

Automated
Automated document workflows from capture to approval.

Fewer Manual Processes
Reduced manual data capturing and duplication.

Access Control
Single source of truth with secure access control.

Accountability
Clear audit trails and accountability at every step.

PRODUCTS

| Document Management | Document Management: Legal Pro | Electronic Signature |

Business Outcomes

SPEED
Faster, more reliable business processes.

FEWER ERRORS
Reduced risk and fewer errors.

PRODUCTIVITY
Improved productivity and continuity.

BUSINESS INTELLIGENCE
Confident decision-making based on accurate, up-to-date information.

Itec's Office Control Suite is ideal for organisations needing structured document workflows, compliance readiness, and operational consistency across teams.

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MANAGED
BUSINESS SERVICES