

The Xeretec logo is a red diamond shape with the word "Xeretec" written in white, bold, sans-serif font inside it.

# Document Management Solutions

A suite of solutions for effective management and control of documents and information



# Document Management Solutions

While Managed Print Services (MPS) entails the management of your print fleet, Document Management comprises a suite of solutions to help with the effective management and control of documents and information within your organisation. These solutions can be utilised to ensure that your information is stored securely and is available when and where you need it. The primary goals of document management solutions are to reduce paper consumption, and to improve productivity and business processes, by enabling the digitisation, tracking, editing and storing of documents.

## ► Xerox® DocuShare®

Xerox® DocuShare® is an intuitive, integrated enterprise content management (ECM) platform that delivers powerful features in four key areas to accelerate your path to digital transformation – Mobility, Cloud, IoT and Analytics.



cost reduction & control



documents produced only when needed



eco friendly



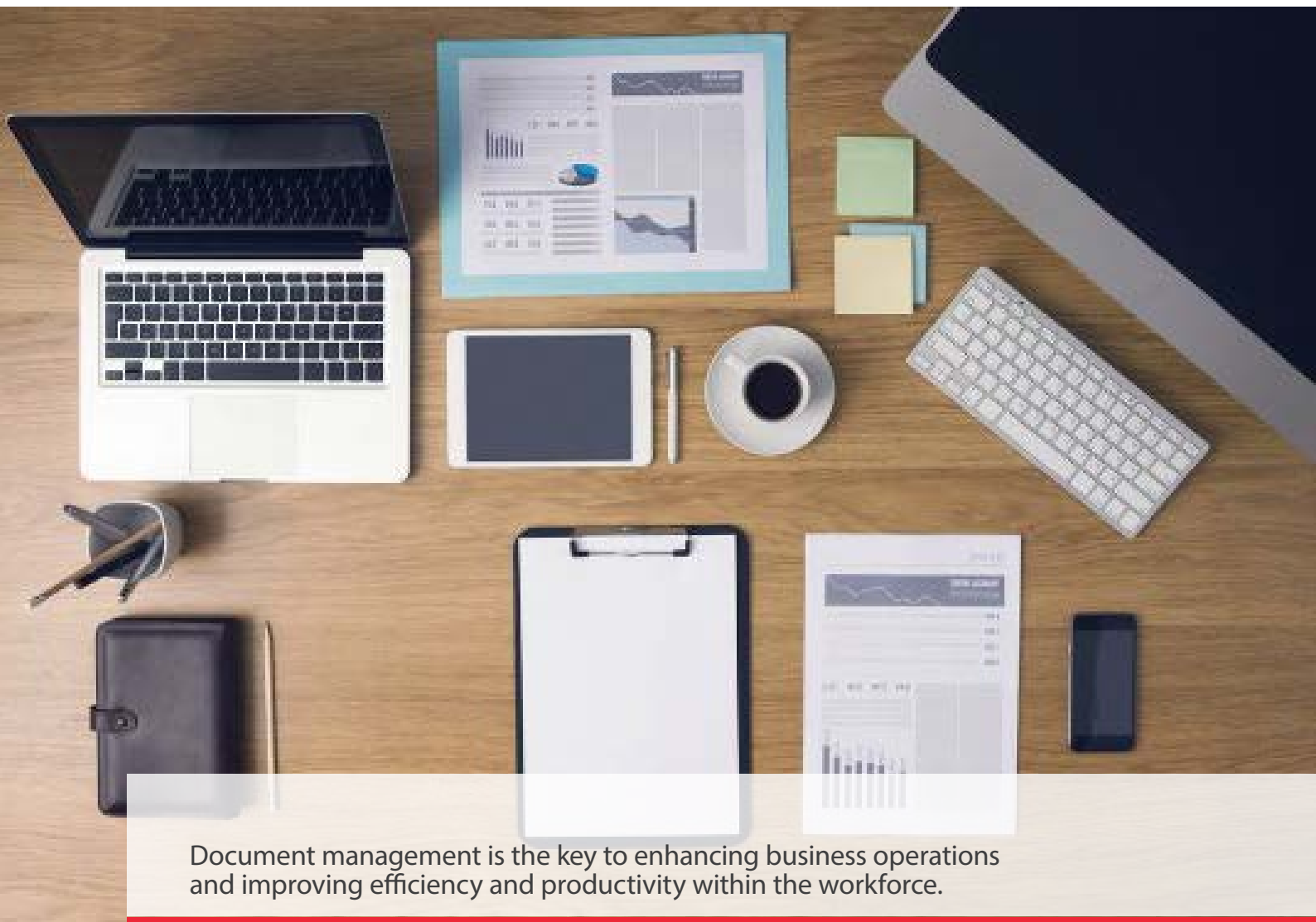
efficient workflow



productivity



full control



Document management is the key to enhancing business operations and improving efficiency and productivity within the workforce.

# Scanning Solutions

Scanning solutions are about turning paper documents into digital documents, ensuring that they can be stored securely and safely to be easily accessed by all who need them, often on multiple devices. The aim is to reduce physical file storage space requirements, while simultaneously enabling the ease of sharing and collaborating on documents across teams. Depending on the requirements of the organisation, these solutions can include the ability to turn scanned documents into editable Word documents or text-searchable PDFs, or even the ability to scan a document and have the language automatically translated to another language. There are a whole host of solutions to choose from, depending on the needs of your business, to help you to make the most of your documents.

At Xerotec we offer a variety of scanning solutions, including:

- ▶ Free apps, such as Xerox® Mobile Link®
- ▶ AutoStore®
- ▶ eCopy®
- ▶ iXware™

## ▶ Xerox® Mobile Link®

Xerox® Mobile Link® is a smartphone/tablet application which can capture, manage and send documents right from your handheld smart device. Connecting to Xerox Multifunction Printers, it can scan, fax and print right from your device, and can also send data to cloud storage.

## ▶ AutoStore®

AutoStore® is an award-winning solution that orchestrates the capture and secure delivery of paper, electronic documents and data into business applications from a wide range of points of capture. Once captured, AutoStore® can easily apply the processes you may need, and then route the files to their final destination.

## ▶ eCopy®

eCopy® delivers secure, streamlined records and document capture and collaboration workflows for your organization. Robust error prevention, recognition and correction features help eliminate data loss and ensure records are captured, classified and archived correctly – and safely.

## ▶ iXware™

iXware™ is a Document Digitisation solution which integrates your scans, faxes, SMS text messages and digital documents with your existing email environment and business applications.



# Workflow Solutions

Workflow solutions address pain points in document management in many industries, by enabling users to better manage and store information, simplify processes, reduce paper waste, and share and collaborate on documents across platforms and teams.

At Xeretec, we have a host of solutions to satisfy different requirements. Our solutions portfolio includes:

- ▶ Xerox® Workflow Automation Solution for New Business Management
- ▶ Xerox® Workflow Automation Solution for File Management
- ▶ Xerox® Workflow Automation Solution for Policies and Procedures Administration
- ▶ Nuance® AutoStore®
- ▶ Output Manager

With the right workflow solutions in place, you can:

- ▶ Transform manual processes into automated and accurate processes that take significantly less time, thus boosting productivity.
- ▶ Streamline the management of controlled information, accelerating the traceability of documents and improving audit reporting.
- ▶ Ensure that processes are completed consistently and on time, with improved quality.

Many organisations use workflow automation and managed document solutions to remove complex processes that are loaded with inefficiency and cost.

Let Xeretec help you drive digital transformation - contact us to learn more.



# Xeretec

Xeretec is a leading integrator of digital print hardware, software, solutions and services, supporting the print needs of businesses across the UK, Ireland and Western Europe. Established in 1991, Xeretec has grown to become both Xerox's largest UK managed print service provider and its largest reseller in Western Europe in terms of scale, enhanced Managed Print Services and heavy and light production print technology.



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