ITEC
QUALITY PEOPLE, SMART OFFICE SOLUTIONS

Take charge of information chaos
with a document management strategy

Intelligent systems that enable you to manage the growing volume of documents in your business.

Large organisations struggling to keep on top of the growing volumes of documents streaming into their businesses need to look at document management systems as a means of bringing order to the chaos.

That's the word from Holger Groenert, product marketing manager at Itec Distribution. He says that managing a deluge of documents from sources as varied as fax, email and post is a major cost for most large enterprises. With paper usage growing rather than declining and email volumes rising exponentially, this is a problem that is likely to deepen over the next decade.

In addition, the growing number of laws and regulations around information storage and auditability of business processes that most enterprises face means that organisations need to bring their documents under control, says Groenert.

STREAMLINING PROCESSES

Groenert says that document management systems that integrate with printers and multifunctional products (MFPs) are one way that companies can streamline workflow and bring order to the many documents they need to store and occasionally retrieve.

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There are powerful solutions that make it simple for companies to automate routine document tasks like finding them on the network, scanning them from paper, converting them into standard file format like PDF and storing them in a structured manner to facilitate easy retrieval at any time, Groenert says.

Companies can put solutions in place that not only scan paper documents, but turn them into manageable and editable electronic data. This removes much of the human error from the equation when capturing documents and saves the time and money involved in typing them in, says Groenert.

M-Files from Itec is an example of a powerful yet easy to use document management software application that solves the problems of managing, finding, and tracking documents and information in medium-sized and large companies. It helps businesses to succeed in an information-intensive environment by improving efficiency and workflow, maximising information reuse, eliminating redundant files and avoiding conflicts and data loss.

Robust document management systems such as M-Files also provide an audit trail about who has accessed and edited documents that companies need to achieve ISO-9000 certification and meet other compliance requirements. Only an enterprise-class document management system such as M-Files makes it simple to perform full-text search of documents or to search files by keywords, tags, annotations, or dates, says Groenert.

A complementary solution, Itec Document Navigator, closes the gap between paper documents, MFPs and electronic document management systems. This application streamlines the entire process of capturing, digitising, distributing and using documents.

Document Navigator captures data from sources such as MFPs, desktop clients, accessible files, email and FTP servers and can automatically convert it into a wide range of electronic formats including Word, Excel, PDF, sPDF, JPEG, TIFF, XML and PDF/A. It also makes it easy to forward digital documents directly from a MFP to any internal or external email address, to send scans to network folders, and to index documents with multiple keywords/ meta-data options.

Itec also offers Optical Character Recognition (OCR) products like ABBYY FineReader that allow users to convert scanned images, photographs and other received files into editable content. Once converted, such documents allow for text or content search.

FOR SMALLER BUSINESSES

Solutions such as PaperPort Professional 11 make it simple for small companies or single users to scan, organise and find all documents including paper, PDF, application files and photographs.

Also for smaller companies, PageScope Workware from Itec is as easy-to-use application that simplifies the process of working with scanned and electronic documents by converting them automatically to PDF format. Once files are converted into the PDF format, it's easy to store and combine various documents of different applications into new documents.

WANT TO KNOW MORE?

For more information about tools for the document output environment that offer a range of cost-savings and efficiency gains, call 27 11 236 2000 or visit www.itecgroup.co.za.