Information Sharing
Digital document management allows your team members to read, share, and modify the same document.

Reduce Storage Space
Reduce expensive office and warehouse space by converting paper to electronic files.

Security
Electronic data can be encrypted so that even if it’s copied or stolen, the information can be protected.

Preserve Historic Documents
Preserve documents such as old books, letters and photos by scanning them.

Cost Saving
Eliminate paper and reduce operating expenses by as much as 25%.

Supports mobility
Work out-of-office or on-the-go with access to documents almost anywhere.

Efficient Retrieval
Employees spend 3 hrs/week finding archived paper. Reduce time wasted by using digital files.

Prevent Document Loss
15% of all paper documents are misfiled or misplaced.

Environmentally Friendly
45% of paper printed in offices ends up in the trash. Share documents digitally instead.

Disaster Recovery
Store scanned images offsite as part of your fire, flood or theft recovery plan.