

# Complete Content Management from A to Z.

## WebDocs™ — Access all your information from anywhere, anytime.

WebDocs is a complete content management solution that helps streamline business processes by electronically managing the lifecycle of all your business information.

Eliminate your organization's paper shuffle by scanning and electronically storing, managing and routing PC files, invoices, work orders, forms, images and more.

Whether you're a small business or a large company, WebDocs makes managing documents easy. The software is browser-based, which means you can access, use and share files from the office, at home or from the road.

Plus, going digital with your business information means you'll streamline workflow, increase productivity and save money on paper and printing costs.

### Anything goes

Manage existing electronic documents or files generated from your ERP or other back-end systems. Documents not digital? Just scan and index them for secure and easy access.

### Find your stuff fast

Information's useless if you can't find it. With WebDocs, you can assign multiple search keys to each document, giving you the ability to quickly search and find the information you need.

### Use, share and route documents

Review, route and modify documents from anywhere, anytime. Email, fax and print as needed. Every time a document changes, WebDocs automatically creates a new version, so information is never accidentally lost.



### SharePoint integration

Keep colleagues and coworkers connected with our SharePoint integration tool. WebDocs integrates seamlessly with SharePoint to give you a robust and secure document repository for your collaboration and document sharing needs.

### Enterprise-level security

Advanced security features keep your information safe from external and internal threats. System administrators have complete control over user access by folder and document type. User groups can be set up to allow document access to multiple users across your business.

### Features:

- Web-based access
- Built-in document routing
- SharePoint integration
- Full-text indexing, multiple key search function
- Revision tracking, audit trail for SOX, HIPAA compliance
- Enterprise-level security



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