SOFTOLOGY

Focus on Electronic Document Management

Although we are now in the 'information age', most small to medium sized businesses still depend on traditional methods of document storage, i.e. space hungry filing cabinets and conventional folders. However as we produce more and more of our business documents in an array of different formats, many forward thinking organisations have identified the need to store and manage these documents in a centralized 'virtual filing cabinet', providing them with instant access to any document at the click of a mouse.

Softology's document management, Softology DM, is a powerful electronic document management system for both paper and computerised documents, which will help you eliminate your 'paper-chase' and control your documents from your desktop computer.

Softology DM document management will capture, store and display any type of document in practically any format. Scanned documents, Microsoft Office documents, and electronically captured documents are indexed using customized templates into a centralised secure archive from where they are instantly accessible and retrievable in a number of different ways. The viewing and management of documents is dependant on user permissions, which are granted by the system administrator.

There are many benefits to implementing Softology DM document management over and above simply saving on your storage space and consumables. Staff productivity and customer service are greatly improved due to instantly being able to find important information, compliance issues and disaster recovery are solved by a comprehensive audit trail and all documents become available to off-site workers with remote access.

Softology DM document management will sit seamlessly alongside your existing systems and is designed to use Microsoft operating conventions. This, added to the fact that we can easily alter the look and feel of the software, means users can quickly and easily master the software without the need for extensive training.

Softology DM is an Enterprise Wide Solution. Its modular architecture lends to great flexibility in the different ways that the software can be used across an organisation. Softology has experience of applications such as

- Customer Relationship Management (CRM)
- Accounting
- Property Management
- Personnel and Supply Chain
- Hospital Finance
- Local Authority Child Care
- Stockbrokers
- SIPPS

helping companies get more from their investments in existing software and systems.

Installation of Softology DM onto a Windows server PC is very straightforward, meaning there is minimum disruption to your office environment. This combined with rapid user-acceptance, means that your company can start to reap the rewards of saving time and money immediately.

Consequently our clients see a swift Return On Investment, with the software typically paying for itself within the first 6-12 months after implementation.