

ELECTRONIC CONTENT MANAGEMENT

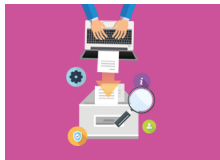


Overview

Softcat's Electronic Content Management gives you an on-premise or hosted virtual filing cabinet to reduce your paper consumption and free up your valuable space and time. This system replaces and automates traditional paper filing with an intelligent, simple, digital document management process that securely stores your documents and can quickly recall them when required.

Improved security

From the moment the document is scanned in, security is wrapped around it. From viewing and editing rights, to version control, and full disaster recovery, access to the document is guarded and monitored, in line with the GDPR. We can also set retention dates in line with legal requirements, but the system will check with you before anything is discarded.



Speed up document processing

Storing documents digitally means that paper never crosses desks, making digital approvals faster, giving instantaneous search and retrieval, making users' lives more efficient by avoiding manual processes. Employees have historically spent 30% to 40% of their time looking for documents, but this intelligent system knows where documents are and pushes them through to their destination so work is carried out faster.

Free up valuable office space

Our secure Electronic Content Management removes your onsite storage, giving you space to grow your business and reduce the cost of offsite storage. It also means you have totally secure digital storage that is safe from theft or natural disaster, such as fire or flood.



Interdepartmental integration

Our system provides a single space, linking all departments with one integrated area for documents to be stored. It's a modular solution, and once we've set up the core system, you can grow and add departments' documents to streamline your working practices and document storage as well as retrieval processes.

Our Electronic Content Management Process



Input and capture

We take your documents and scan them.



Manage

We only allow authorised people access to the document.



Archive

All documents can easily be found through simple searches.

Why Softcat for Electronic Content Management?

We understand that lost and misfiled documents cause frustration are costly and can take up valuable time, so our system is tailored to your needs to ensure that your documents are secure, simple to find, and easy to manage. Our dedicated team of experts will first understand your organisation's objectives and processes, and then work with you to build a bespoke solution to achieve a flexible, cost-effective document management system. You'll then have access to an intelligent dashboard to see exactly how the system is operating and whether any changes are required.

National coverage of fleet engineers	Industry leading SLAs	Market leading solution	Access to intelligence dashboard
UK based operations centre		Bespoke, flexible solutions	