

# Docutron Systems

***Our business is your business.***

Docutron designs, develops, markets and supports document management software solutions. We understand how to help companies save money and time. We understand your need to enact business continuity plans. And we understand how to help you meet your compliance requirements.

## DOCUMENT MANAGEMENT THAT MAKES SENSE

Docutron provides a turn-key document management solution for reducing and even eliminating the use and storage of paper based documents. Additionally, we provide the features and functionality to securely manage the existing electronic documents that may be scattered across your desktop network. So whether your company is interested in long-term document archiving solutions, work-flow improvements or complying with growing regulations, Docutron has the knowledge and willingness to get the job done.

A Docutron Document Management System will bring your organization:

***Efficiency*** - Your business is only as fast as your slowest process. Every company faces tremendous bottlenecks in the old-fashion way in which they manage their most important documents; file cabinet storage. We help our clients leverage their technology investments by bringing the past up to speed with the present and preparing them for the future.

***Compliance*** - Our clients' growing concerns with industry compliance laws, such as HIPAA and the Gramm Leach Bliley Act have prompted them to implement a more secure document management process. Docutron can show you how our document management software will bring your business closer to compliance.

***Business Continuity*** - Electronic retrieval and file backup is essential in a world where fire, water damage, human error or other disasters could instantly wipe out your critical documents.

***Resource Management*** - Saving space, increasing worker productivity and reducing unnecessary costs associated with creating, sharing, storing and managing documents. Do more work with the same or less workforce.

***Customer Service*** - Docutron provides the tools that enable companies to be smarter about their customers. In today's business environment, your customers expect prompt and accurate service. The value of getting the right information without delay is invaluable.

***Award-winning Technology*** - Linux based technology is rapidly assuming command in the enterprise server space. Global 2000 companies are turning to Linux as a fast, cost-effective alternative for running mission critical applications. For Docutron, using Linux to implement document management solutions was a no-brainer.



***“Paper based communication is not going to disappear, but it’s important to recognize the risks associated with relying on paper. The main business risk is that business processes are slower with a paper process and that can become a competitive disadvantage... Enterprises should quickly enhance their ability to transmit document electronically... Better e-mail and document information access can lead to greater customer satisfaction and, ultimately, to more revenue opportunities.”***

— Gartner Research



## DRIVING TOMORROW TODAY... DOCUTRON SOFTWARE

Docutron provides web-based document management software solutions that work in small business environments and connect with enterprise objectives. Our unique ability to integrate out of the box with existing applications makes Docutron the best way to streamline document management for all facets of a company's information driven processes. End users are able to access the documents they need in a manner that mimics the traditional filing process. Docutron uses a variety of cabinets, folders, sub-folders and files to organize information in such a way that users can find exactly what they want, when they need it.

As our SMB and Enterprise applications are client/server based, administrators are able to restrict access to specific cabinets as necessary. Everything that goes on in the Docutron Document Management software is tracked and auditable. Docutron understands the compliance challenges facing many of our customers and we offer packages to solve these critical and growing problems.

In addition to being a central repository for scanned images, users may have Docutron icons on their desktops allowing them to drag and drop electronic files into the Docutron Inbox. A variety of Inboxes can be set up to represent the actual place where the user would otherwise put documents before filing them away.

Docutron software is easy to use, rapid to implement and can scale as high as your business needs dictate. We provide the document management software you need to stay competitive and face new challenges.



*“Docutron’s knowledge of both their product as well as the document imaging field itself is superb. The members of the Docutron technical staff have worked hand-in-hand with members of our HR department on the implementation, training, modifications/enhancements, reports and more. I would be very comfortable recommending Docutron Systems and their application to anyone looking into pursuing a document imaging vendor.”*

— Kevin Hinchey  
Information Technologist  
University of New Hampshire

## FOR MORE INFORMATION

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