OE
CANADA INC.
DIGITAL OFFICE SOLUTIONS

DocuWare

What is DocuWare?

DocuWare is a digital document management system, like a digital filing cabinet for your business's paperwork, but smarter and easier to use. Instead of having stacks of paper or folders scattered around, this system keeps all your important documents, like contracts and invoices, safe and organized on a secure server. You can quickly find what you need with a simple search, share files with coworkers no matter where they are, and even work on documents together online. It's all about making your work life less cluttered and more streamlined, saving you space and hassle, and keeping your documents secure. Add in workflow automation and you've got an unparalleled productivity tool.

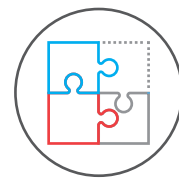## With a document management system and workflow automation you can:

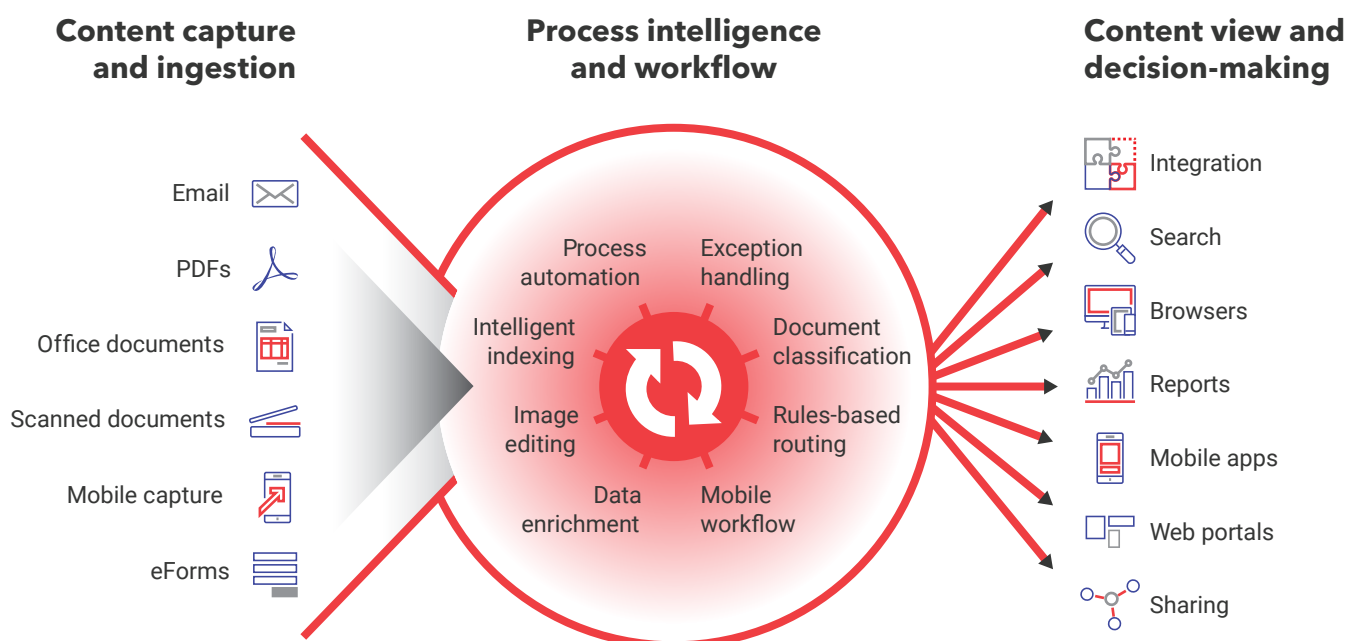**Increase efficiency**   **Reduce costs**   **Improve cash flow**   **Optimize processes**   **Boost service**

How does DocuWare work?

DocuWare uses metadata indexing, descriptive tags or labels are attached to files, to help organize and retrieve documents efficiently. Here's how it works: when a document is uploaded or created within the system, metadata such as the document type, author, creation date, and relevant keywords are assigned. This metadata acts like a powerful indexing system, making it easy to search for and find documents later. Workflow automation takes this a step further by automating routine tasks, such as routing documents for approval, notifying team members of required actions, and archiving completed documents. This means that instead of manually handling each step of a process, like approvals or updates, the system automatically moves documents along the workflow based on pre-set rules, significantly speeding up operations and reducing the chance for errors, ensuring that the right documents get to the right people at the right time, all with minimal manual intervention.
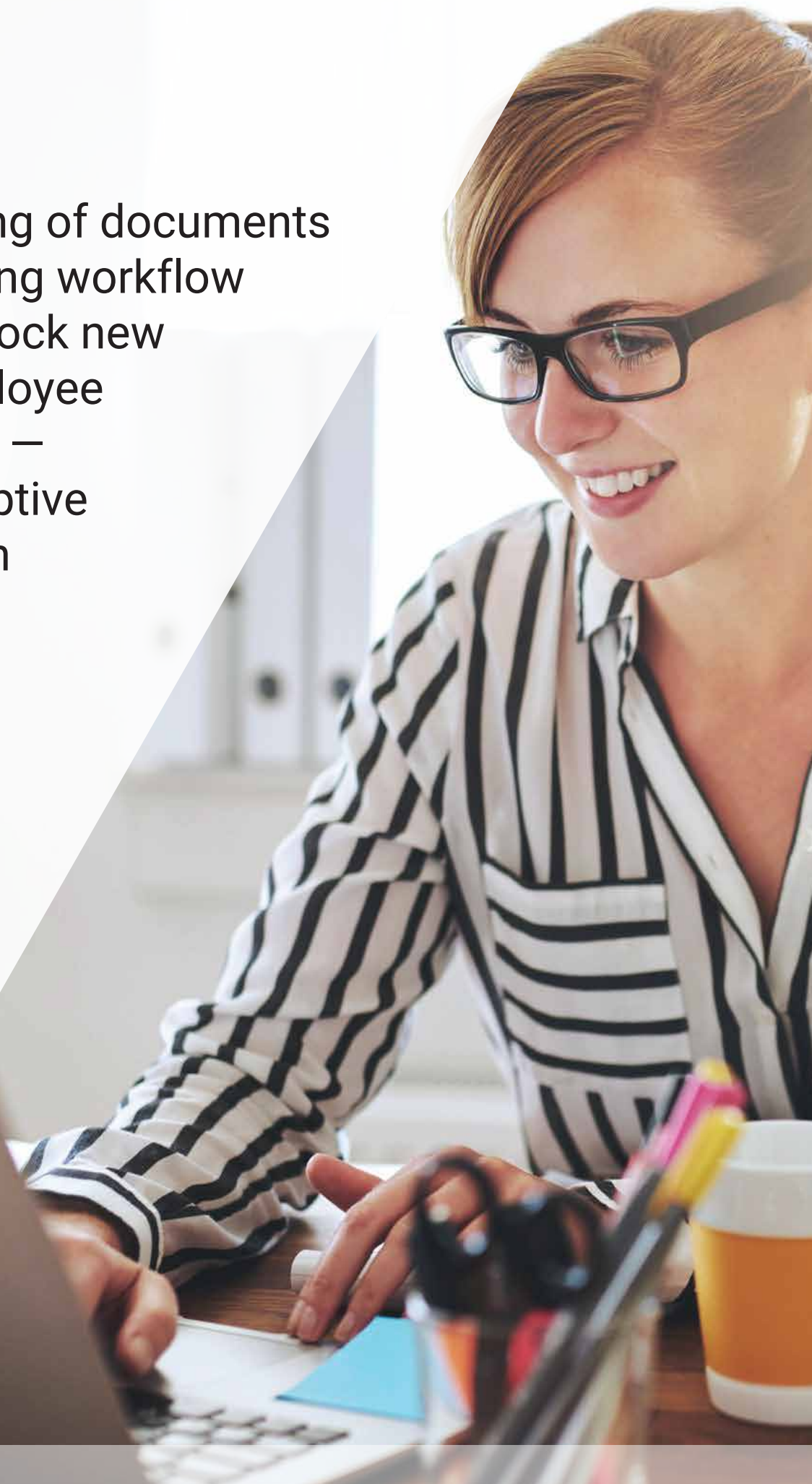
Content capture and ingestion

- Email
- PDFs
- Office documents
- Scanned documents
- Mobile capture
- eForms

Process intelligence and workflow

- Process automation
- Exception handling
- Intelligent indexing
- Document classification
- Image editing
- Rules-based routing
- Data enrichment
- Mobile workflow

Content view and decision-making

- Integration
- Search
- Browsers
- Reports
- Mobile apps
- Web portals
- Sharing

Once documents are safely stored in DocuWare, they are available when and where you need them, in the office, on the road, at an time and on any device. Over 18,000 customers worldwide enjoy these benefits.

Improve efficiency and save money

"The number of documents we print has been reduced by 90% as electronic processes have been put in place. More significant than our cost or environmental savings is our ability to ensure orders are being processed in a timely manner and accounts payable invoices are processed efficiently"

Ian Nichol, Finance Manager
Talbot Marketing

Smart handling of documents and automating workflow steps can unlock new levels of employee effectiveness — without disruptive changes to an organization.

Benefits of Document Management

Documents are stored in a convenient & secure, centralized repository

Instantly access your documents from anywhere, anytime - from a computer or mobile device

Automatically index documents to copy critical data improving search capabilities

Use powerful workflows to automate processes throughout your organization

Integrates with a wide range of exisiting systems including, ERP and CRM software

Acheive the highest levels of security, compliance and control for your critical documents

Provides users with a clean, intuitve workspace that offers the same expereince in & out of the office

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