



Document Management



Digital Document Management

One **Complete** Solution for property support services





Digital Document Management

Reducing the reliance on paperwork can bring a range of benefits. From the obvious advantages such as the reduced need for physical storage space, through to the ease in which electronic files can be archived and retrieved when required – not to mention the environmental benefits. At OCS Document Management, we provide the resources and technology to make the paperless office a reality.

Our on-site service provides the personnel and equipment to convert your paper documents and files into a digital format and manage how they are stored and distributed.

Incoming mail can be opened by machine at the mailroom, automatically scanned and distributed to the recipient by email or workflow. OCR (Optical Character Recognition) software can be pre-programmed to automatically check the text contained within the document for keywords, enabling each file to be organised or distributed by department or document type. It can even identify documents such as invoices and statements and automatically check and reconcile them against purchase orders.

We can also provide a 'scan on demand' service which enables individual paper documents or reports to be scanned, copied or saved to disc/ electronic-repository for back-up or distribution.

To enable scanned documents, as well as faxes, emails and application files, to be stored and retrieved easily, we can set-up and manage an electronic document management system, complete with an integrated search engine, or the ultimate productivity tool - a complete workflow solution. Either of these can be hosted either on your own network or as a dedicated area within our web-based portal if required.

So for a comprehensive service that will increase your Company's productivity and make piles of paperwork a thing of the past, choose Digital Document Management from OCS.



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Freephone: 0800 282 382

Email: info@ocs.co.uk

www.ocs.co.uk