

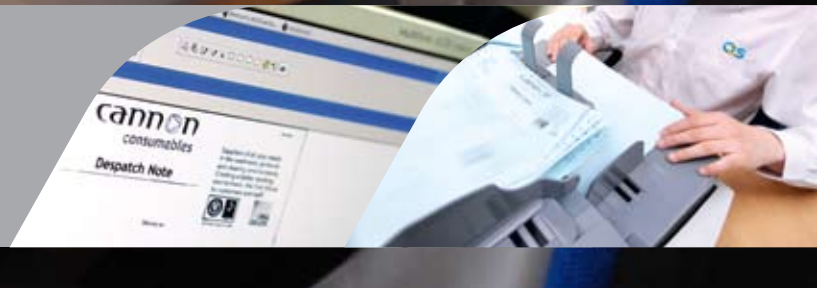


Document Management



Electronic Archiving

One Complete Solution for property support services





Electronic Archiving

Storage of documents and records is an essential part of business, often for compliance with legislation. However storage space is becoming increasingly expensive, documents within traditional paper files are more difficult to find, they are vulnerable to deterioration and misplacement over time and are at risk from disaster such as fire or flooding.

At OCS Document Management, we can transform your paper filing into an easily accessible and secure electronic archive. This can readily be integrated with existing or outsourced hard copy archive repositories.

Scanned documents can be stored within records management software or an Electronic Document Management System (EDMS), which enables a series of rules to be applied to each file, including keywords to enable them to be easily retrieved via a database search, or a date to be set to enable an automatic notification when the documents are due for review or destruction.

Security can be assured by assigning different user access privileges and an electronic repository can be easily duplicated and back-up copies stored off-site to protect against potential disaster.

At OCS Document Management, we can set-up and configure an EDMS either on your own network or hosted in a dedicated area of a secure online portal, allowing remote access from any location.

So for easy and secure storage of important documents, go digital with an Electronic Document Management System from OCS.



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