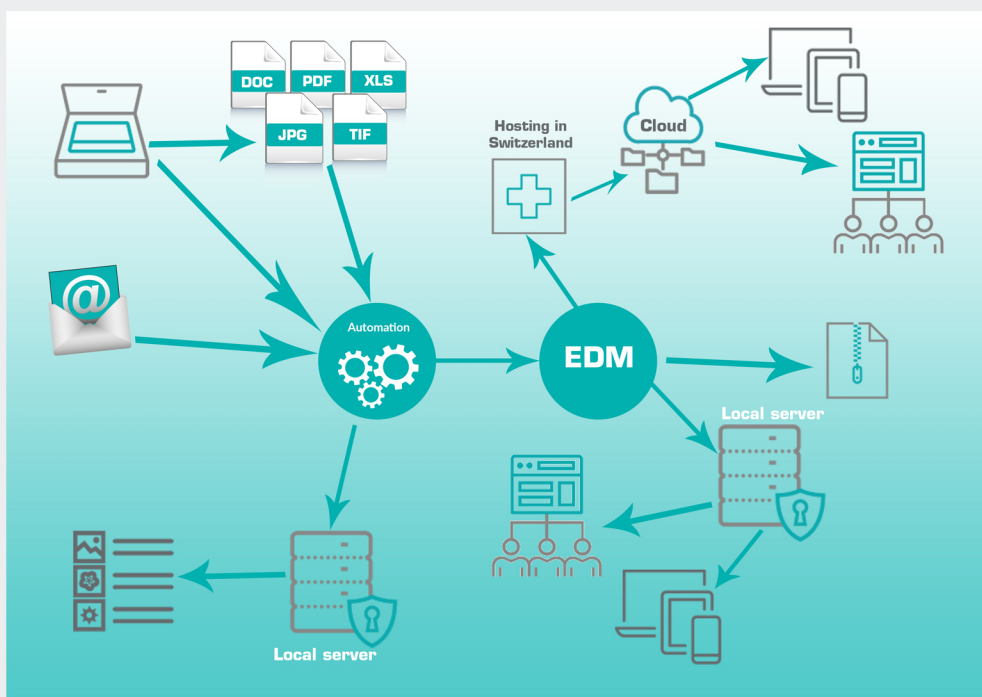




WHAT YOU GAIN BY DEMATERIALIZING YOUR DOCUMENTS

- **Easy access and sharing** of your files thanks to digitization and EDM
- **Consistent** consultation of your digital document collections
- **The security** of personal data processing
- The transition to **paperless work** in your premises
- **Less expenses** and time wasted



Simplify your **daily tasks**
and optimize your **working time.**

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The company Infoteam is at your service

A support personalized !

Infoteam Digital is at your side to cover the entire life cycle of the document, from its capture to its electronic archiving, including its integration into the EDM and its multi-station consultation.

This electronic document management software integration service allows us to accompany you further in the digital shift !

First appointment : We see together your needs, your steps and the resources to deploy.

Background audit : Understanding your business, the tools used, the departments involved, their expectations, their constraints and their feelings about the integration of an EDM process.

Proposal of a solution : We implement a solution to guide you in the right direction and provide an adapted and sustainable offer.

Adjustment of the proposal : A consultation with your teams is crucial, because it allows to optimize the best adapted solution and to ensure an easy handling for your teams.

Integration of the solution : Modeling the integration, test phase, adjustment of the configurations, are important and numerous interventions which can ensure the good progress of the integration.

Accompaniment : Your teams will not be alone, we will be there to train them and accompany them in this step of change towards the EDM reflex and Zero paper.

Every business is **unique**,
every need is **different**.

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Digital



Doc.SERIES

Doc.Capture

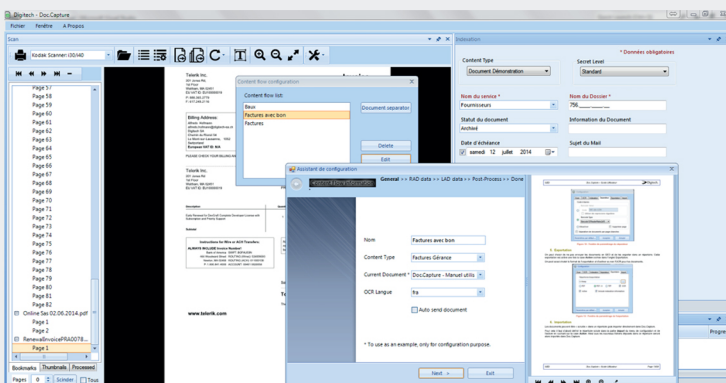


Doc.Capture has a series of connectors that will allow you to link to all your applications, whether SharePoint, AIRS, Alfresco, Nuxeo, DropBox, GoogleDoc, Doc.ECM, but also many others such as all your business applications. The solution also allows standard export of fields in XML or CSV and transforms your documents into PDF and PDF/A. Doc.Capture uses an OCR engine to recognize each word in the documents in order to work with flexibility and power in modern "fulltext" formats in compliance with international standards.

Doc.Capture also offers the possibility of communicating with any ODBC compatible database. With this flexibility, Doc.Capture is the standard front-end application for all systems. Doc.Capture scans your documents, recognizes the information (RAD/LAD) and exports the files and indexes to the electronic document management system or to a business application. This modern and intuitive solution allows you to move from paper to electronic document management, optimizing workflows and reducing costs.

Some features

- * Basic licenses per workstation or instance installed with no limit of pages processed.
- * Customizable indexing mask.
- * Multi-content management.
- * Multi-stream management.
- * Optical processing in the background.
- * Drag & drop.
- * Mass indexing.
- * ODBC connection to databases.
- * Simple and graphical tool configuration.
- * Removal of blank pages.
- * Thumbnail view.
- * OCR for fulltext search.



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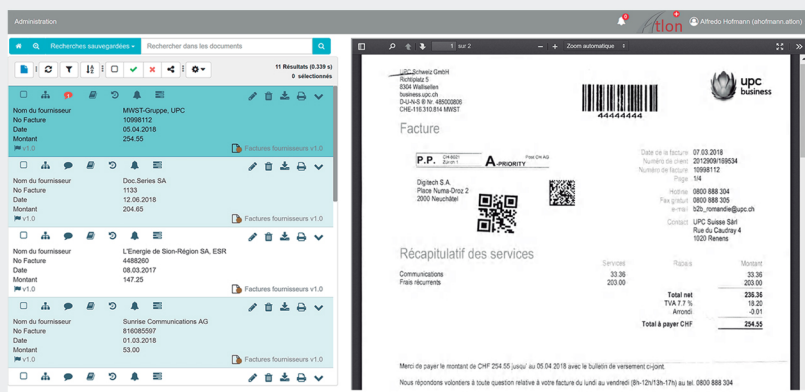


Doc.ECM is the solution containing all the documents of an organization. It replaces filing cabinets, hanging folders, and therefore all of the company's papers, as well as directories and e-mails. Thanks to Doc.ECM, you can organize, process, share and retrieve all of your company's vital content from a user-friendly, simple, modern and ergonomic interface from your workstation or tablet.

Doc.ECM adapts to the needs and scale of your company. Whether it is composed of 3 people or several hundred users, the solution is scalable and will allow you to accompany you in the life and growth of your organization. Its simplicity of implementation will allow you to start in a department to experiment the use of the system and then deploy it throughout the company. The performance, the functional richness, the unparalleled ergonomics will allow you to significantly improve the processing of information and the optimization of your processes. You can add your comments, signatures and visas. The possibilities are numerous and will allow you to do without paper.

Some Features

- * Powerful, simple and multi-criteria search engine.
- * Evolving filing plans
- * Task and workflow management.
- * Management of all the company's documents.
- * Classification of all document formats: e-mails, office documents, documents from business applications, digital documents.
- * History and traceability of all documents in the life cycle of all documents.
- * Internal document viewer for the application.
- * Management of rights by type and content of documents.
- * Classification plans (type of content) scalable.
- * Integration with third-party applications.



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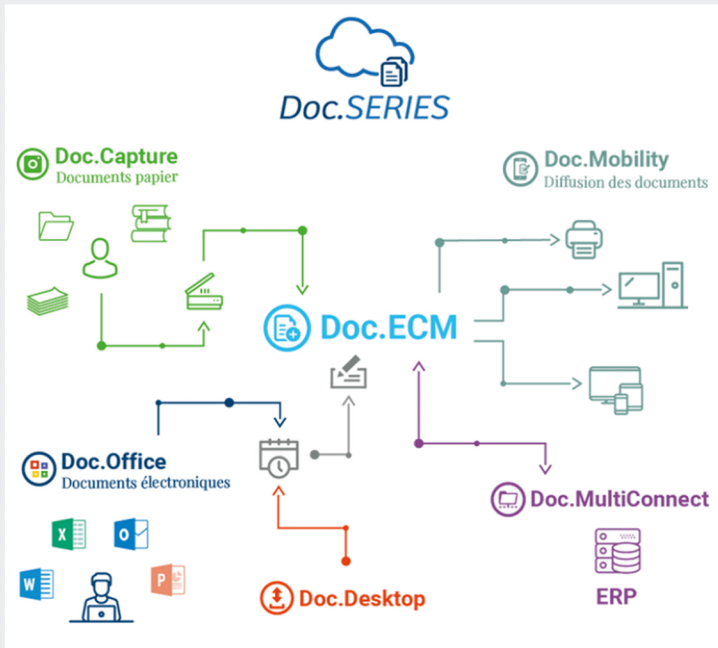
Digital



Doc.Series Integration to your ERP system



ERP & EDM The Winning Duo



No more **time-consuming tasks**,
go to **automation**.

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