Document Management *Solutions*

Image **Capture** | **Cut** Waste | **Track** Printing | **Save** Money | Cloud **Scanning** | **Mobile** Print and Scan

Never Lose an Important Document Again

Electronic Filing & Storage

Eliminate **Paper** Waste

Track & **Control Usage** and Behavior

Paperless Office

Image Capture:

* Scan to **Cloud**
* **Mobile** Print & Scan
* **Electronic** Filing & Storage
* Searchable **PDF's**
* **Scan** to Your Accounting Software

Print Management:

* **Charge Back** your Clients
* **Track & Monitor** all Printers
* **Minimize** Waste & Paper Cost
* ID Cards, **Secure Print**
* Enforce Print Policy

TLC Office Systems
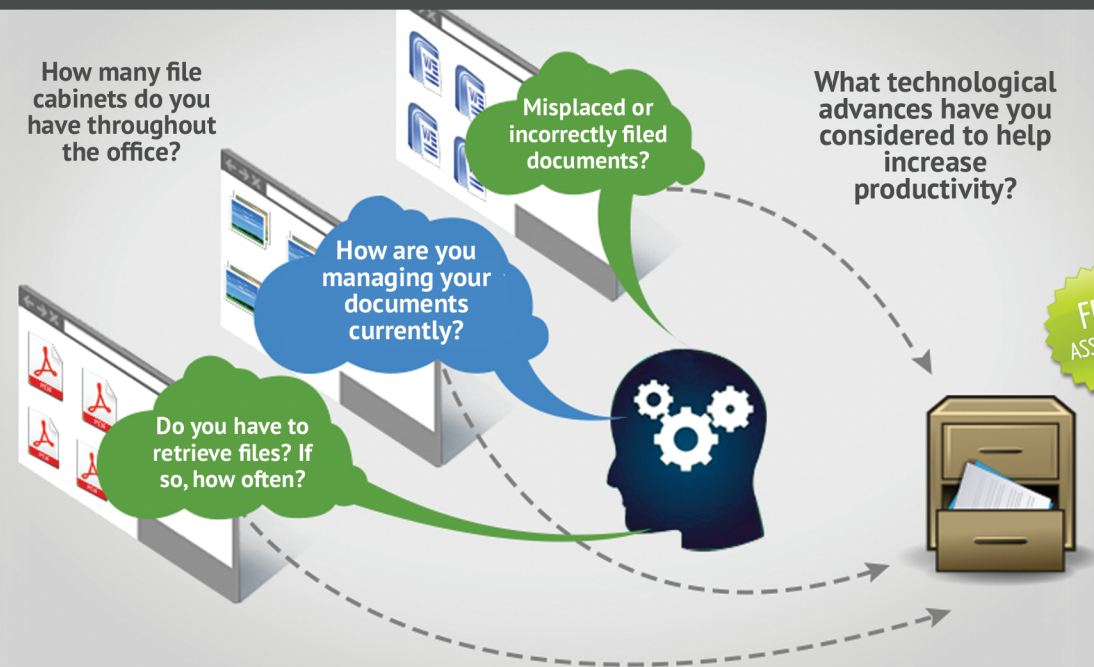### The Technology Hospital

What is **Document Management?**

Document management is the process of electronically capturing, storing, managing, tracking and accessing documents and files through the use of a software platform. No matter which platform your company uses, document management allows you to effectively control, secure, organize and access your electronic files, faster and easier than ever.

With paper files doubling every 3.5 years, managing them efficiently is becoming ever more critical. It is often that many of us come to a huge pile of paper sitting on our desk or that we have to spend valuable time re-creating that one document you have circulating around the office. And what about the three different versions of a document you have circulating around the office? Document management allows you to effectively manage your documents and files so you can put an end to wasted time and wasted space.

Whether you need help with high-volume scanning, or need the right tools to successfully manage your day-forward documents on-site, TLC Office Systems can do just that.

How many file cabinets do you have throughout the office?

Misplaced or incorrectly filed documents?

What technological advances have you considered to help increase productivity?

How are you managing your documents currently?

Do you have to retrieve files? If so, how often?

Why is **document management** important and why should you look into it?

With 3-5% of an organization's documents lost or misfiled, 50% of projects behind schedule and an average of 34 hour paper backlog, every day your organization decides to do nothing is another day the work piles up.

Every company has their challenges when it comes to paper, its security and accessibility. Having a good document management system in place will give you that peace of mind that your information will stay secure and protected while providing you with organization and worldwide access to your documents.

Authorized Solution Center

PaperCut Certified Professional

drivve Certified

FREE! ASSESSMENT

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