

AWARD WINNING ULTRA SECURE CLOUD STORAGE FOR DOCUMENTS





WHAT IS DOCUMENT MANAGEMENT?

The rapid evolution of technology has dramatically changed the way people work today. One thing that's never changed, however, is that documents are the lifeblood of any business.

Correspondence, financials, reports, customer data, it all amounts to the most valuable business assets of all. It stands to reason that businesses need a safe, yet easily accessible place to keep everything. This is where document management in the cloud comes in.

Document Management is an award winning cloud-based document management system that enables you to store electronic records in a secure and reliable way with 24/7 remote access. Improving security, boosting efficiency and helping manage retention periods and data protection.



SAVE TIME BY ENHANCING DOCUMENT MANAGEMENT PROCESSES

Have you ever wasted time searching for digital or paper documents? If so, you wouldn't be the only one. Office workers, on average, waste 2.5 hours per week looking for misplaced, misfiled or lost documents. With Document Management, you can eliminate the hassle of trying to locate files with an easy-to-navigate folder structure and advanced search tools. Simply look for a keyword, phrase, or use an asterisk as a wild card entry to broaden or narrow your search as required.

All text-based documents also benefit from full Optical Character Recognition capabilities, giving you more control and accuracy when searching for business-critical information. Image-based documents, such as digitised receipts or invoices, also benefit from custom field indexing, meaning you can easily index a keyword related to that specific document, or add a phrase or name to the record should it be related to an employee.

HELPING YOU ON YOUR JOURNEY TO COMPLIANCE

Protecting data and preventing it from unauthorised access is vital to complying with new data regulations. Stored across three UK datacentres, your documents are uploaded into an individual organisational database, which is fully encrypted and automatically backed up 24 hours a day. As of May 2018, Storetec's Document Management solution is also compliant with the European General Data Protection Regulation (GDPR).

Accreditation	Explanation
ISO 27001:2013	Information Security Management System
ISO 9001:2015	Quality Management Standard
ISO 14001:2004	Environmental Management Standard
ISO15489-1:2001	Information and Document Management
UK Government Cyber Essentials	Cyber Security Accredited
GDPR	Compliant



WHY DOCUMENT MANAGEMENT?

24/7 ACCESS

View, search and access documents via OCR capabilities at any time.

NO SOFTWARE TO INSTALL

Access the Storetec Database from a web browser on any device, in any location.

SECURE DATA STORAGE

Data is stored in UK-based Tier III datacentres, fully encrypted with AES-256.

VARIOUS FILE FORMATS

Document Management allows you to host text, or image documents in line with your chosen storage amount.

EASY UPLOAD

Upload paper documents via the Directory Tree and easily customise the field data to make documents searchable.

AID DATA COMPLIANCE

Restrict sensitive documents with access privileges, view a complete audit trail and easily manage documents in line with regulatory compliance.

The whole tax system is changing. HMRC proposals mean the filing of information digitally will happen for most UK businesses over the next few years.

Document Management will help you prepare for Digital Tax. Ensuring you're well on their way to positioning yourselves as a firm of the future.



UPGRADE YOUR STORAGE IN A FLASH

There are two storage capacity options with Document Management. If you're looking to store approximately 20,000 pages or less, which is roughly the size of an office filing cabinet, you can simply choose the lower of our storage amounts.

Depending on your needs, upgrading to 100,000 pages – that's around the size of a storeroom – just let us know and we'll upgrade your capacity in moments. Additional storage can be purchased thereafter on a per GB basis, scaling to your business needs as you grow.

49% of full-time employees have difficulty locating documents during a working day.

Nintex, The Definitive Guide to America's Most Broken Processes, 2018

On average, it takes small businesses in the UK between five and six days to retrieve paper documents, although for 44% it can take over a week, with some taking more than a month.

smallbusiness.co.uk, 'The future has no paper: How SMEs can take their first steps towards a paperless office', 2018.

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