cleardata® solutions

future office solutions
0800 043 5724

improve **efficiencies**

go paperless

reduce costs

- go paperless
- increase productivity
- reduce costs and risk
- streamline business processes
- improve document compliance
- integrate systems
- find and retrieve documents within seconds
- automate matching of documents – purchase orders, delivery notes or invoices

Cleardata UK limited

Innovation House, Coniston Court, Riverside Business Park, Blyth, NE24 4RP

0800 043 5724
sales@cleardata.co.uk
www.document-management-solutions.co.uk

- integrated document management
- business process management – workflows
- records management

Cleardata provides bespoke document management systems for businesses throughout the UK. As an independent provider we can choose the best solution to suit your business. Main software solutions are Onbase, Dart Online Hosted Solutions (see separate data sheet) and Alchemy.

Document Management Software can help any business. In a typical office, the majority of documents still exist in paper form. Emails, Microsoft documents, scanned images, PDFs and tiffs, in fact just about any digital file type can be held in one central location

About Alchemy
Alchemy manages all of the documents and data that your business needs to keep. It acts as an electronic filing cabinet, where you can securely and quickly file, find and view every document, regardless of its original source.

There are several easy ways to capture documents into the Alchemy archive: document scanning; drag-and-drop files from Windows Explorer; check documents in from within Microsoft Word, Excel and PowerPoint; or add the entire contents of a network folder.

About Onbase
Whether used as a hosted or premises-based solution, OnBase allows businesses to:-

- automate business processes
- reduce time & cost of business functions
- improve efficiency
- address need for governance, risk and compliance
- facilitate sharing of digital content with employees, business partners, customers and other audiences.

For further details on Cleardata's Document Management Software contact 0800 043 5724.