

Enterprise Content Management

Capture, Move and Manage all business critical documents within the whole organization

ECM

SOLUTION DESCRIPTION

Imagine has many pre-built, application specific solutions for Capturing, Moving and Managing documents within certain departments – AP, AR, HR etc. For many organizations, the ultimate vision is to manage documents at the enterprise level. With over 70% of corporate information contained within documents, an increasing number of companies see Enterprise Content Management as an important business initiative.

Many companies will tell you that properly managing their intellectual capital is critical to the ongoing success of their organization. ECM is a major component of this mandate.

Integrated Systems

Document enable corporate data systems. Give people all the information they need to make informed decisions while ensuring security and compliance parameters are upheld.

Business Continuity

Ensure that the disaster recovery plan includes access to critical documents and procedures. Know your business will continue, regardless of the situation.

Compliance

Easily enforce SOX, FOIP, E, H & S and other regulatory standards for document handling. Reduce training requirements with system-driven rule enforcement and report on adherence quickly and easily.

Enterprise Search

Search across departments and business functions. Connect all client, project and process information securely and quickly.

Business Process Consistency

Move documents throughout the enterprise in an efficient, compliant and cost effective manner. Automate business rules to reduce manual effort and increase quality.

Enterprise Reporting

Properly indexed documents contribute vast amount of information to enterprise reporting tools. Measure, track and assess usage, needs, situations and opportunities.

Records Management

Follow proper retention and disposition policies for corporate records. Facilitate the administration cost-effectively without interfering with operation's work.



CAPTURE • MOVE • MANAGE

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Enterprise Content Management

ISSUES ADDRESSED

- Individual decision making on naming, filing and securing documents
- 10 – 40 copies of the same document being saved in shared folders and inboxes
- Ad-hoc workflow / decision making processes that are non-compliant and aren't measurable
- Version control problems and lost documents
- Inability to report on document-related work and knowledge
- Time and cost associated with audits / law suits / regulatory filings
- Loss of intellectual property – by accident or theft
- Corporate or individual islands of information
- Time consuming and intrusive records management policies

BUSINESS VALUE

- Consistent, secure and flexible access to documents
- Proper adherence to corporate processes and procedures
- Fully integrated information management strategy (data and documents)
- Compliance, in an auditable, measurable and easily demonstrable way
- Enterprise reporting that includes information about and within documents
- Proper, easy to manage, records management strategy
- Business continuity strategy that includes critical corporate documents and processes
- Control over document versions, access and handling
- Rapid training and onboarding of new employees / contractors
- Preservation and utilization of corporate knowledge and intellectual property



Imagine uses Document Management and Imaging Solutions to simplify the way documents move throughout organizations™

Contact Imagine to discuss this solution further and book a demonstration

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