# Electronic Document Management Software

**mstore**

The management of documents and clunky paper-based processes is a hidden cost and hampers progress in many organisations. This is particularly felt where productivity improvements are a priority, where regulation and auditing regularly feature in operations and where managing unwieldy archives is problematic.

**m**store document management software allows you to transform the way you work by streamlining processes. Share, reference, move, track and store documents quickly and efficiently in an electronic format and digitise your core operations. This has multiple benefits which are explained below, all resulting in cost savings for your business.

## Greater efficiency and productivity

- **Reduce time spent filing documents**
  **m**store stores a mixture of digital file types such as scanned documents in various formats, images, emails, PDFs and SMS in one central place for easy retrieval. Batch import tools allow quick filing of multiple documents which can be indexed manually or automatically using optical character recognition (OCR), barcodes or links to your computer system.

- **Faster customer service response and audit preparation**
  A powerful search engine puts files at your fingertips. This can significantly reduce time spent searching for files and speeds up your response time.

- **Reduced document loss and filing errors**
  Once a document is indexed in **m**store it can be shared and processed electronically, giving you peace of mind that the system is never at risk of loss or damage. Version control tools in the software let you retain original documents alongside amended and updated versions, giving you a full audit trail.

- **Streamlined processing**
  Workflow tools enable requests and automatic alerts to prompt actions associated with particular documents. Reporting functionality lets you track the progress of selected tasks and workflows.

> "The whole scanning process is faster…the MFDs have been configured with **m**store, so all we have to do is load the documents and spacer sheets and press start; there's no user intervention with having to change any settings which is really good.

*Richard Carter, Hugh Jones Solicitors*

## Simplified compliance, security and disaster recovery

- **Simplified compliance and security**
  **m**store assists compliance with regulations and guidelines related to the auditing, safeguarding, security and archiving of documents.
- Access and activity on individual documents and files can be monitored and controlled using reporting, audit trails and user logins. This lets you evidence that only authorised staff are accessing your confidential files.

- **Easy records management and archiving**
  **m**store lets you set retention rules for your documents, enabling you to review and destroy files when they reach the end of their retention period. This removes the time and cost associated with archiving and destroying paper documents.

- **Protection from crises such as fire, flood and theft**
  Storing documents electronically, with back ups to secure or external servers, protects them from fire, flood, theft and other risks.

## Reduce costs and boost your "green" credentials

- **Create a "less paper office" and release storage space**
  **m**store helps you to reduce the amount of paper you need to store, process, copy and print. This can help you to save costs associated with external storage and to liberate office space taken up by filing cabinets.

- **Reduce your print and copy costs**
  Working with **m**store instead of paper driven processes delivers obvious financial savings in terms of efficiency and productivity.

## Enable secure remote access to your documents

Our Hosted Service allows you to upload documents to a secure online repository for access 24/7 from anywhere with an internet connection. This provides all the benefits of **m**store without any installation on your servers or investment in new hardware or upgrades. The added benefit is that you only pay for the storage space you use.

**DOCUMENT MANAGEMENT | IT & SECURITY
MANAGED PRINT | BUSINESS PROCESS**

**Browse case studies at
www.b2.ltd/casestudies**

**mstore**

**B2
BUSINESS SYSTEMS**
Part of the Arena Group