

DOCUMENT MANAGEMENT SOLUTION

Centreviews' cloud based software helps businesses run more efficiently and more profitably.

Our cloud based Document Management Solution offers an innovative approach to help customers obtain business intelligence, improve controls and reduce cost without the need to invest in capital equipment and software. Eliminating paper and going to an electronic document management process will improve process efficiencies, enhance controls and improve compliance by ensuring established business rules are followed. The instant access to documents provides the essential business intelligence necessary to make the best informed decisions quickly and efficiently.

Our solution delivers measurable results by aligning technology with human capital resources. This is achieved with secured cloud-based technology that creates a centralized archive of all business documents. It integrates seamlessly with customers' enterprise systems. This tool creates a dynamic environment in which all business documents are always available and accessible by authorized individuals. Gaining immediate access to vital corporate information from anywhere in the world via the Internet is crucial - especially when delivering exceptional customer service, capitalizing on new revenue opportunities, resolving payment disputes or conducting an audit. Electronic document management can also help satisfy on-going compliance regulations including SOX requirements.

The Document Management Solution centralized repository makes it easy to access documents from anywhere you have availability to the internet. Portals are included for retrieving documents by company personnel, vendors or customers. Access is determined by your business rules. The Document Management Solution includes wildcard search capabilities to help you locate those hard to find documents. Images can be combined in a single PDF to simplify sending information to others. Retrieved documents can be emailed, faxed or printed. Data security is set up at the record level as an additional safety measure.

Organizational Challenges in the Document Management Process:

- Document Retention and Access
 - Human Resources
 - Customer Service
 - Claims, Deductions and Charge-backs
 - Accounts Receivables
 - Freight Documents
 - Accounts Payables
 - Contracts and other Legal Documents
- SOX and other regulatory compliance issues
- Inter-departmental communication issues
- Information in disparate corporate systems that are not integrated

Benefits of the Centreviews Document Management Solution:

- Instant access to information from any place in the world
- Reduce handling and storage costs up to 70%
- Linking of all support documents associated with another document
- Satisfy regulatory compliance requirements
- Eliminate manual filing and retrieval
- Eliminate manual routing, faxing and copying of documents
- Centralized archive for all documents
- Resolve issues quickly and efficiently
- Ability to add support documents to a document
- Eliminate risk of document and data loss
- Seamless integration if you choose to add the Centreviews Receivables Solution or Centreviews Payables Solution

Solution Strengths

Centreviews' Document Management Solution contains built-in flexibility to ensure your documents are stored in a way which makes intuitive sense to simplify training. Electronic linking of all related documents is available to ensure business intelligence is available for decision making.

The Document Management Solution includes:

- Central electronic document repository for all documents
- Web based for remote access to documents from anywhere internet access is available
- Variable search criteria customized by user-defined fields
- Integration of both paper-based and electronic file formats
- Scalable service for individual business unit or enterprise-wide application
- Data security at the record level
- Full redundancy and replication for BCP

Centreviews' Document Management Solution has a REST interface available to provide customers with the ability to seamlessly retrieve and view archived documents stored on the Document Management Solution. This technology will make document retrieval easy and efficient through customers' various other systems. Leveraging the technology which is already in place and providing quick access to information expands the value customers receive from utilizing the Document Management Solution.

The user interface for the Document Management Solution is optimized to provide a superb user experience with mobile phones and tablets.

Services

Centreviews team members will work with your organization to tailor a solution to drive efficiencies in your document management process. Centreviews' experienced and knowledgeable team will evaluate your company's current document management process and provide you with the critical insight to determine the best solution to automate and streamline your document management process. This will enable your company to maximize the productivity of your human capital. To request your complimentary assessment, please email us at sales@centreviews.com or call 651.675.2600. Additional information about our full range of services is available at www.centreviews.com



About Centreviews

Centreviews Business Intelligence Suite is a product of API, a technology company dedicated to creating simple, scalable and secure solutions for back office departments and professionals. We created the Centreviews Business Intelligence Suite after discovering both a need and desire to evolve outdated manual and inefficient back office business process to workflow automation and streamlined processes. Our experience and expertise enable customers to integrate and leverage existing systems through workflow based technologies to increase cash flow, maximize profits, reduce costs, improve controls and streamline processes to transform back office operations into a strategic function. For more information visit www.centreviews.com