



# Document Management Software - ECM



## Discover the solution that simplifies management of your documents

Improve the management of your corporate, physical and digital documents and records, with a 100% web platform with an intuitive and friendly interface.



### Centralization

Store content centrally and reduce the possibility of duplicate or outdated data. Ensure that people have access to the most recent version of a document whenever they need it.



### Greater productivity

Eliminate bottlenecks, streamline access to content, ensure data integrity and security, and achieve results in less time.



### Cost reduction

Dramatically reduce paper and the need for storage cabinets, boxes and folders. Automate manual processes and reduce costs across the organization.



### Collaboration

Combine ECM resources with business process management (BPM) for a solid and robust infrastructure that promotes communication and collaboration between teams.



### Compliance

Eliminate activities that expose your company to compliance risks. Standardize processes and meet the requirements of standards such as ISO 9000, HIPAA, Sarbanes-Oxley and FDA 21 CFR Part 11, among others.

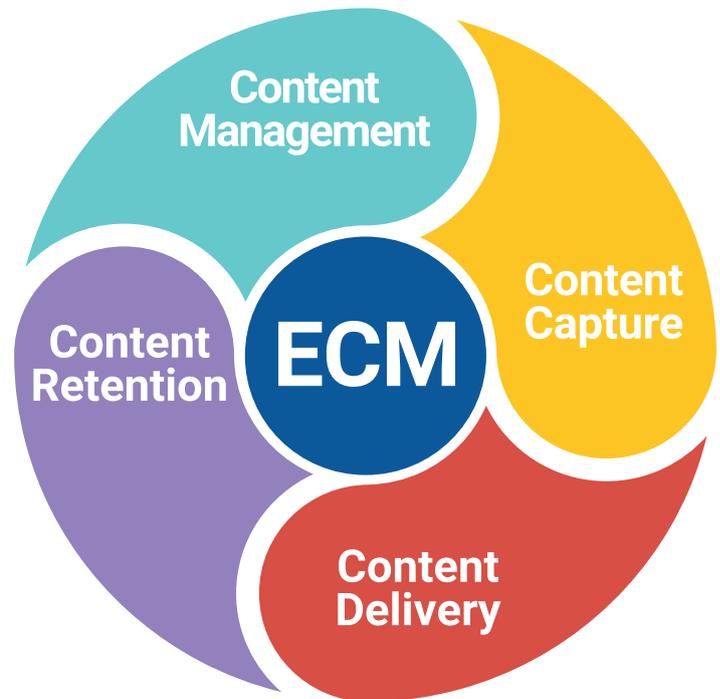


### Offline use

Access your documents in the palm of your hand! Access your content wherever you are and, most importantly, without an internet connection.

# Central and integrated platform

**SoftExpert ECM** is a complete solution that allows you to create, capture, manage, store, preserve and share content related to organizational processes. It is the perfect EDM/ECM tool to centralize unstructured content and manage its entire lifecycle.



## Advanced capture

- Automatically capture data from various sources such as scanners, emails, network directories, web services, MS Office, Google Docs, Office365 and others.
- Transform records, physical documents, and electronic files into digital content that is relevant for the business through Optical Character Recognition (OCR) technology.
- Control all kinds of content including procedures, invoices, contracts, reports, drawings and videos, among others.

## Secure and organized management

- Standardize security controls and protect your content from loss and misuse.
- Establish different categories to classify, organize, and streamline document management.
- Automate document review and approval, e-signatures, and publication workflows.
- Monitor events such as viewing, printing, reviewing or deleting with a complete audit trail.

## Easy content delivery

- Locate documents using any metadata such as code, subject or keyword, on your computer or smartphone.
- Receive automatic notifications for different events, such as approving a document or an approaching expiration date.
- Create executive portals using analytics tools. Get full visibility of patterns, trends and deviations, ensuring input for decision making and continuous improvement.

## Optimized retention

- Say goodbye to piles of paper and all their limitations and inconveniences. But if physical documents are still necessary, have organized control of the printed copies.
- Standardize repositories in a database, controlled directory, or Amazon S3. Improve control and reduce legal and compliance risks.
- Establish temporality tables determining the period of custody of the document and its destination after this period.

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