



Document Management System

Workflow inefficiencies as a result of outdated paper record keeping practices will cost your organization valuable resources. Time spent manually searching through filing cabinets or shuffling paperwork back and forth will drastically reduce productivity. Physical storage costs and retention concerns can add up over time as well. The solution to securely and reliably organize your client records and company correspondence is implementing Core's Document Management System.

- Manage and archive scanned documents, electronic email, pictures, PDFs, or practically any file.
- Scan and view documents remotely and securely via the Internet.
- Optical Character Recognition (OCR).
- Form recognition and processing with barcodes.
- Patent-pending technology.
- Secure documents based on user permissions and security settings.
- NASD & SEC regulations compliant.
- Management reporting.
- Comprehensive training and support.
- Bulk scanning and indexing services available to eliminate your backlog.

Document Management System Modules:

- **Scan Station - Used for scanning and indexing paper documents.**
- **Document Workflow - Routes documents to designated person for action.**
- **Document Viewer - Review archived documents and enter customized notes.**

Contact us today to arrange for a free consultation and demonstration.

Scan, route and view documents securely from anywhere in the world.

