



ACCESS AND MANAGE YOUR DOCUMENTS FROM ANYWHERE...

# XCHANGEDOC



**With Xchangedoc, accessing and managing your documents has never been easier.**

This flexible solution can be either a server-based document management system or a cloud-based solution, depending on your requirements. We can scan, import and store all your documentation, allowing you to retrieve and track all of your data from emails, faxes or paper files, providing the answer to many of your administrative needs.

You'll have full access to your documents on the go, 24/7, from either your laptop, tablet or mobile device.

All you need to do is log in and start using it, whether you need it for basic document searching and downloading, or for online team collaboration and advanced workflow.

Using scanned documents or electronic files from programmes such as Microsoft® Word®, Excel® or PowerPoint®, this system provides a means to control and maintain the company archive.

Most importantly, our online cloud-based document management storage system is completely safe and secure, so only people given permission by you can access files.



 **documentscanning.net**  
turning paper into data .....












\*Cloud version only, for orders made in 2013. Terms and conditions apply.  
Local, server based systems are available as an alternative to this cloud based system.

## COMPARISON

	<b>XCHANGE</b> DOC	Box®, Dropbox®	SharePoint®, SpringCM®
<b>Can you organise documents based on your business, geography and priorities?</b>	 Smart Tags – from dropdowns to calendars – can be customised to your team's needs	 NO	 Requires a developer for customisation
<b>Can you manage the life cycle of a document?</b>	 Smart Processes manage documents from creation, to approval, to archiving	 NO	 Requires a developer for customisation
<b>Can you identify documents that matter?</b>	 Smart Insights locate documents that are valuable to you and your team	 NO	 NO
<b>Will teams keep using the tool and same page?</b>	 Clean interface and collaborative, social tools keep teams engaged in managing documents	 NO	 But the interface is awkward

## FEATURES



-  **Cloud Based** – No software purchase necessary
-  **Global Access** – All that is required is an internet connection
-  **Secure Permissions** – Extensive permissions for each user
-  **Safe and Secure** – SSL technology with 256 bit encryption
-  **Multiple or Single Users** – For individuals or companies
-  **Integration** – With Outlook
-  **Searchable** – Find required document in seconds
-  **User Customisable** – Add logos and special instructions
-  **File Transfer** – Upload a single document or zipped batches
-  **Multiple File Formats** – Adobe PDF, TIFF, Microsoft Word®, Excel® etc.
-  **Storage Space** – 1000Gb.



# XCHANGE DOC

## access 24/7

Our cloud-based system has instant availability for any internet connected device, so there's no need to worry about downtime or accessibility.



## always up-to-date

No more system downtime for end users while you wait for IT to install important updates.

## document control

Imagine all your documents in one central location, allowing collaboration between teams.

You can use simple or advanced business rules to create such things as email alerts or workflows to automatically control documents.



## integration

With the Microsoft® Office® Plugin you can search for or browse for documents from within Microsoft® Word®, Excel®, PowerPoint® and Outlook®. Comment and collaborate on documents in the activities tab, edit document properties, co-author documents with your colleagues and be alerted to changes.



## FolderSync

Synchronise your local content and cloud-based documents with FolderSync. Simply select your content and folders for your desktop to be updated with the latest documents from your colleagues. Then you can view, edit and create documents, even when you're offline. When you go back online, your changes will automatically synchronise with your cloud-based vault.





## on the go

Need access to that important file for a meeting? Apps are available for both iOS and Android mobile devices which allow you to access and download that important file.



## security

All our online hosting includes 256 SSL encryption so you can rest assured that data cannot be intercepted.

Our system uses infrastructure provided by Amazon Web Services (AWS) for application hosting and data storage. Our online offering uses the Amazon Elastic Compute Cloud (EC2) for application processing and the Amazon Simple Storage Service (S3) for document storage.

Amazon provides a regularly updated paper on its security features, available here: <http://aws.amazon.com/security>

## up and running in minutes

As the system is online, cloud managed and easy to use, you can be up and running within minutes.

It is easy to install and you can set up permissions yourself without reliance on the IT department, so no more IT headaches and delays.



## back-up

Our system backs up your working data every two hours (retaining it for 24 hours), daily (retaining it for 7 days), weekly (retaining it for 4 weeks) and monthly (retaining it for a year). All backups are also replicated to a second database server.



# XCHANGEDOC

ONLINE DOCUMENT MANAGEMENT SYSTEM

FROM  
£40\*  
PER MONTH  
PER PERSON

**Call FREEPHONE 0800 197 2804**

for further information and ask for a **14 day free trial** account. We can show you around the system and provide training to all members of your staff.

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