

Streamline

In the small to mid-sized market, many companies waste resources on manual document-related tasks that take a significant toll on overall operational costs. In fact, the average knowledge worker spends 30-40% of the work day on these non-value-added responsibilities. These businesses must find methods to reduce unnecessary expenditures and increase efficiencies associated with paper-based manual processes. Many small and mid size businesses are automating their business processes using imaging, document management and workflow technologies.

IMAGINE...

Search and retrieval with the click of a button

Ease of auditing/tracking enabling compliance with government and industry regulations

Reclaimed office space currently used to store paper documents

Reduce off-site storage costs

REDUCING THE COST OF DOING BUSINESS

At 3t Systems, our expert ECM consulting team, in partnership with Digitech Systems, provides organizations with an effective, affordable solution that reduces the cost of doing business through electronic capture, storage, and management of documents. As a result, clients can electronically capture, store and manage documents – increasing data accuracy, decreasing business transaction cycle-times, eliminating process bottlenecks and ultimately, freeing up valuable resource time to focus on their core competency.

DOCUMENT IMAGING & INDEXING

Our solution provides clients with one of the most powerful, complete and full-featured production-level data capture and indexing systems currently on the market. We can capture documents from any source and store them within a centralized repository - minimizing errors, time-to-retrieval, saving on costly storage and on administrative overhead. In addition, our solutions are customizable and scalable to your exact needs and requirements, providing you total control over your business.

CONTENT & RECORDS MANAGEMENT

3t Systems can provide your organization with a solution that manages the retrieval, display, distribution and tracking of your organization's information. With unlimited scalability, our solution grows with you. The combination of robust workflow functionality for paper and web content with simple, graphical implementation techniques allow the solution to be customized to fit any processing environment - without requiring additional development. The user friendly set-up and administration increases collaboration with both internal and external users.



DID YOU KNOW?

The average document is copied, either physically or electronically, 9 to 11 times at a cost of \$18, documents cost about \$20 each to file, and retrieving a misfiled document costs about \$120.

Gartner Group, February 2001

ON DEMAND MANAGEMENT & RETRIEVAL

Along with the traditional on-premise solution, we also offer a hosted, ultra-secure and reliable web-based document and content management service specifically designed to facilitate the management and flow of massive amounts of corporate information. This low cost to entry option, allows clients to retrieve content at anytime, from anywhere – without purchasing or maintaining hardware. In addition, all documents and activities in the system are automatically tracked for auditing purposes. The real-time, reliable access to your required information accelerates strategic business decisions and reduces the risk of using incorrect data or out of date metrics – all without additional investment in hardware, software or personnel. The unique architecture of our ECM solutions provides organizations with a competitive advantage through the ability to leverage the best tools available.

WHAT NEXT? ARE YOU READY TO LEAD THE PACK?

The benefits of investing in ECM well out-weigh the up-front costs. Our solution can reduce the costs associated with manual document-related tasks while also creating competitive advantage in the marketplace through fast information retrieval. Now is the time to eliminate unnecessary expenditures, increase efficiencies and free up valuable resources. Are you ready to focus on your business? Contact 3t Systems today at inquiry@3tsystems.com or call 800.433.7404 for more information.



Want to learn more? One call, one large step for your organization.

800.443.7404