

TAKE CONTROL OF PROCESSES WITH EASE USING DOCUMENT BUNDLING



Document Bundling enables you to collect together a set of documents into a single, accessible PDF document.

Whether it be for court hearings, FOI and GDPR Subject Access Requests, external auditors or just sharing documents with customers and colleagues, our Document Bundling module makes things quicker, easier and smoother.

EVERYTHING YOU NEED IN ONE PLACE

Any type of file can be included in the bundle and collaboration with other staff is a breeze. At any one time, your team can access and contribute to the bundle.

COLLATE. SORT. PRESENT

Whether you need to put together scanned documents, Microsoft Word files, photographs or scanned images, all can be collated to meet your requirements.

In fact, anything held within NEC Document Management can be sorted into a PDF document bundle.

Document Bundling comes with a series of tools to help you to work with others on a set of documents, allowing staff from different teams to add documents from their service to the bundle, ready to present. This enables staff from different teams to add documents from their service to the bundle.



Collate documents easily



Saves time

ACHIEVE MORE, FASTER

Take a Freedom of Information request, for instance.

They're notorious for taking a large chunk of time. You and your team may be required to collate and sort a wide variety of information from different service areas as part of the request.

That's a vast amount of resource required, however our Document Bundling service decreases the time taken and frees up that resource.

It's that simple.



COLLECT
documents of
any format to
the bundle



COLLABORATE
together with
other staff to
add documents
from different
services



CREATE
a single
PDF bundle
document with
page numbers
and table of
contents



REDACT
with NEC
Document
Management to
remove sensitive
information from
the bundle



STORE
the PDF
bundle for
future
reference



SHARE
the bundle
directly from
NEC Document
Management

6 SIMPLE STEPS

For more information on what our cloud experts could do for you visit our website necsws.com/document-management or get in contact with us as at documentsolutions@necsws.com

