

NEC



# PERFORM AT YOUR BEST WITH NEC DOCUMENT MANAGEMENT

Electronic Document Management  
from storage to processing all in one suite

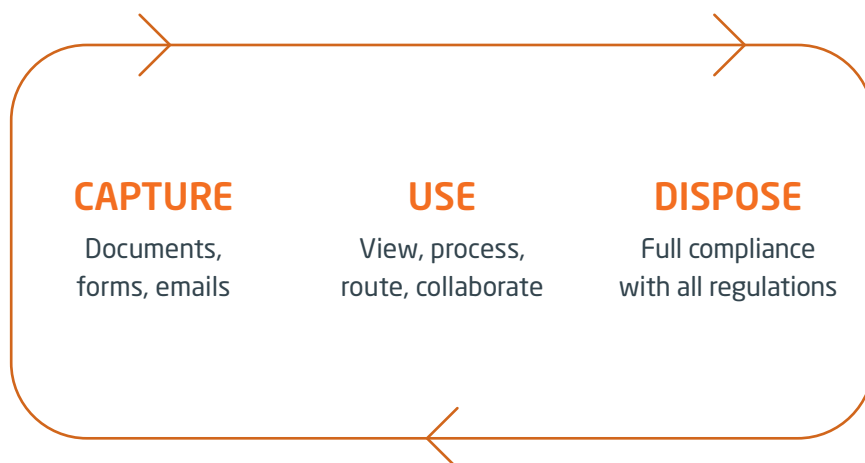
\Orchestrating a brighter world



## An electronic document management system that puts you in control and your data to work.

NEC Document Management is a single, powerful and accessible home for all your information assets. From the point of data capture to GDPR-compliant disposal, it automates manual work to keep you focused on delivery. Our EDM system enables you to store all files on an individual or organisational basis in a clear and auditable manner, access information at a touch of a button, store evidence and update files in a manner that is reflected across every access point to that information.

### Streamline the full information lifecycle



#### EDM KEY FEATURES:

- Document Bundling, enables the collation of documents into a single accessible pdf
- Send email from the EDM system and automatically capture and index emails received
- Capture and store documents and emails from Microsoft packages
- Automatic import and indexing of documents
- Creates intelligent workflows to enable documents are distributed to the right person for action
- Compliance with GDPR requirements

## WORK FASTER, ACHIEVE MORE

NEC Document Management makes information of all kinds easy to capture, store, use and share from any connected device.

Its smart search tools and rules give your teams what they need, when they need it. No more restrictive data silos or manual forwarding. Just a single, authoritative and holistic view that powers the right actions every time.

Our system can import high-volume emails and documents automatically to cut out vast amounts of manual work. It also reduces the number of steps in every task, so you can cut out costly processes as well as paper and perform at your best every day.

*At Hastings Borough Council, automatic data capture has removed 90% of paperwork from email processing.*



## GET CONFIDENT WITH DELIVERY AND COMPLIANCE

Our system is designed for peace of mind. When your data is accurate, secure and in one place your teams have the confidence to act, not second-guess. That means a better customer experience and more queries answered at first contact.

It's great for compliance too. All your information leaves a footprint, so it's clear what you've got, where and why. Then there's advanced tools for record retention and disposal, as well as anonymisation, keeping you in line with GDPR without adding to the admin.

## MAXIMISE VALUE AND GET A QUICK ROI

Our system can help you achieve your ambitions quickly. It cuts out print, paper and post costs overnight and reduces the need for related hardware like scanners.

It's simple and intuitive, so you can minimise training and enable day-one delivery. And it integrates with all kinds of third party systems too, so it will never limit your ambition to automate even more processes or bring new teams onboard.

Even with just 25 users, jumping to NEC Document Management from a paper-based system could save you more than **£100,000**



# WHY NEC DOCUMENT MANAGEMENT?

## EASY DEPLOYMENT, IN THE CLOUD OR ON-PREMISE

Our system looks the same on any connected device, so it's ideal for a quick change to mobile and agile working.

It's cloud ready too, so you can use any provider or opt for our fully-managed service. Here, we look after your application, data and infrastructure together, releasing the latest features automatically and boosting your resilience in our secure data centres.

## ADVANCED AUTOMATION

From data capture to record disposal, it's ready to automate your most time-consuming tasks.

As well as bulk capture tools, teams can 'drag and drop' ad hoc files, save their favourite searches and action multiple documents at the same time.

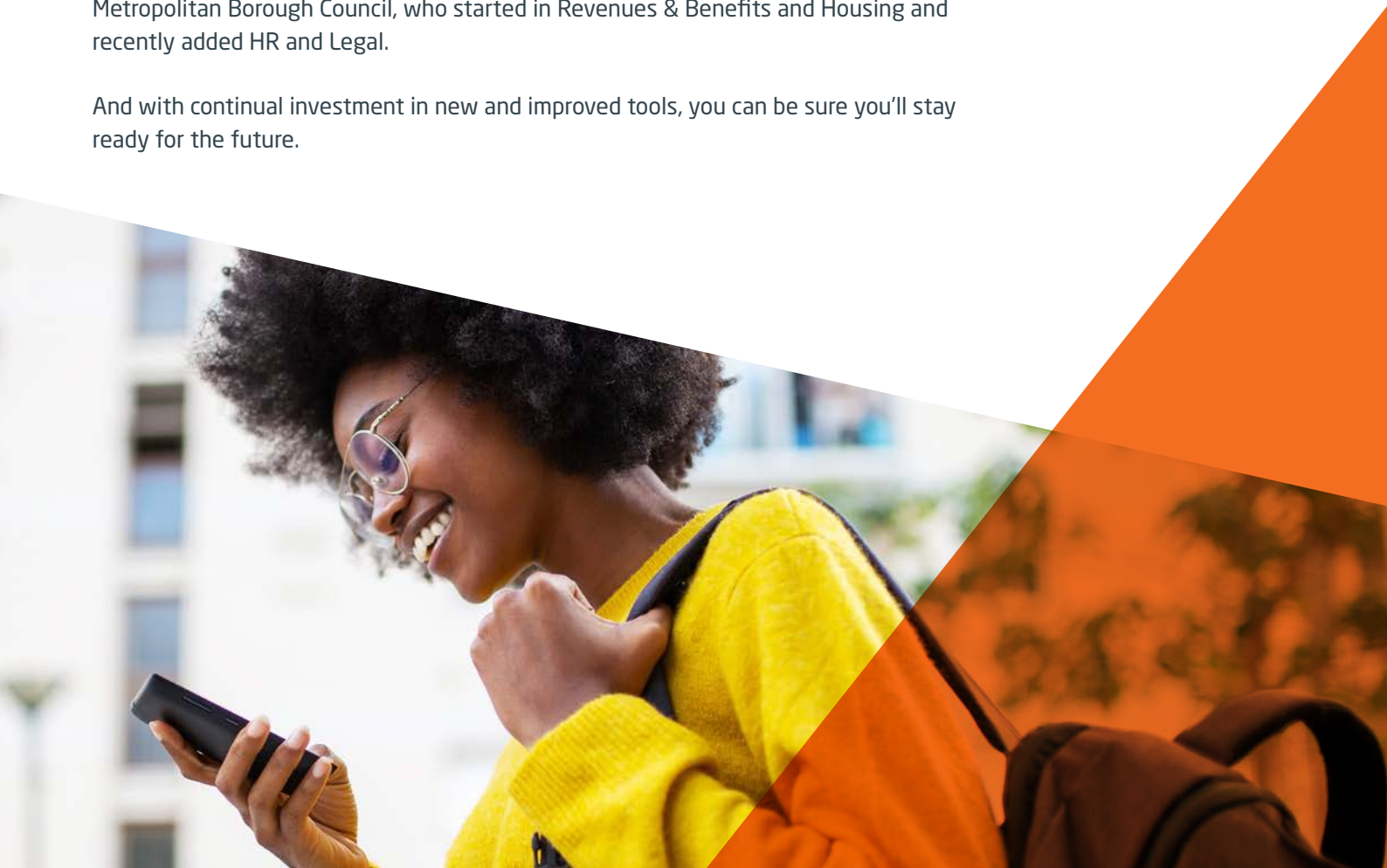
There's no need to manually allocate tasks either, as the workflow can be customised to route the right things to the right people based on document type or experience. Even reporting is easier, with a one-click view of all your KPIs that helps you put resources in the right place to deliver for your customers.

## COMPLETE FLEXIBILITY

We know that everyone works differently and that things can change. That's why NEC Document Management has flexibility built in.

You can go live with a 'big bang' or make changes incrementally, taking time to get the most out of process improvements. You can start in one department and extend to others when you're ready, as our system is easy to scale by design. Just ask Sandwell Metropolitan Borough Council, who started in Revenues & Benefits and Housing and recently added HR and Legal.

And with continual investment in new and improved tools, you can be sure you'll stay ready for the future.







## TRUSTED BY CUSTOMERS OF ALL KINDS

### FOCUSED ON YOUR NEEDS

We combine 30 years of document management experience with deep sector expertise, continual investment and a commitment to great services.

As well as great software, we also offer efficient wrap-around services. Our scanning service digitises paper archives and live files to free up space and make records instantly available. We offer support at every stage, from planning through to transport, scanning and secure destruction.

With our digital mailroom service, we'll open, scan and upload incoming post into your document management system. Our post room service works in reverse, with our expert team managing printing, postage and software updates.

*For the London Borough of Redbridge, we turned archive boxes that could have stacked higher than 6 Empire State Buildings into records that could be accessed instantly.*

London Borough of  
**Redbridge** 



**250+**  
customers  
across the  
private sector,  
government  
and healthcare



Serving  
**145,000**  
users



Managing  
**220m**  
documents



Supporting  
**50** kinds of  
service, from  
HR to Planning



**ISO 270001**  
certified

For more information on the services NEC Software Solutions offers visit our website [necsws.com/document-management](https://necsws.com/document-management) or get in contact with us at [documentsolutions@necsws.com](mailto:documentsolutions@necsws.com)

