

## SECURE YOUR CORPORATE DOCUMENTS.

Utilizing Document Management software enables organizations to electronically capture, archive and manage documents in one central system.

Genesis Imaging works with the most innovative technology in the industry to build solutions that capture and access documents from your line of business systems, from any location. Our team of professionals will help you define important relationships between your documents and create single click access to all relevant information, allowing teams to work quickly and effectively without the delay of paper documents.

We offer user-friendly technology, with a proven track record of early acceptance among users.

### DOCUMENT MANAGEMENT

Enterprise Document Management can help streamline your business processes and create new efficiencies in your organization, from complex legal concerns such as security access and contract management, to everyday approval delays of paper invoices.

**Electronic controls create the optimum level of security.** We'll ensure your organization meets **compliance** and **e-discovery** requirements by creating a comprehensive security plan, including controlling access to documents, down to the document and user level. In addition, a robust document history is stored, allowing close monitoring of actions taken on documents as well as accurate reporting during audits.

**Central repository simplifies business processes.** Today's business environment demands constant contact among co-workers and simple access to all of the relevant documents defined by specific roles. Instead of multiple copies of a blueprint or contract being floated for approval, a single document can be edited and approved by many.

**Increased accuracy of information.** Streamlining development and approval processes reduces time-consuming manual tasks and allows employees to focus on more critical tasks. Human errors are drastically reduced through revision controls, ensuring users are always working with the most recent versions of documents.

**Improved Customer Service through simplified access to documents.** Reduce Customer Service response time by providing your employees with all the information they need at their finger tips. With Enterprise Document Management, employees can respond quickly and effectively to all Customer Service concerns. Documents related to transactions can be retrieved and referenced easily and forwarded to clients and vendors, while issues can be efficiently escalated through a workflow solution.



*"Our Expertise Creates Solutions"*

Our Enterprise Wide Solutions:

- Document Management
- Records Management
- Workflow
- Business Systems Integration
- Report Distribution
- ERP Integrations

**Genesis Imaging LLC**  
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Contact us today!  
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## EXPERTISE IN CONSULTING

- Our team of **Resource Optimization** experts can work with your business to ensure you gain the greatest possible efficiency and coherence from your current systems. A comprehensive analysis of your business systems will result in complete optimization of each of your technology resources.
- Through **Enterprise Strategic Planning**, we'll guide your organization through the difficult process of self-evaluation, helping you define and implement plans that will produce results well beyond your expectations.
- With over a decade of experience in **Business Process Management**, we can assess your business to define your existing processes and identify areas that can be improved. Our unique approach will create a solid platform for reviewing your technology needs, creating significant outcomes.

**Call us Today**

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