EXEControl® Global Solutions

Your Software & Technology Partner

Document Storage & Retrieval

- *Eliminate time filing papers*
- *Find the documents you need immediately without getting up from your desk*
- *Provide visibility to documents from anywhere*
- *Integrate document gathering as an automatic process to selected tasks*
- *Make it easy to fax and email documents*

"AT FIRST I DIDN'T THINK THAT DOCUMENT STORAGE & RETRIEVAL WOULD HAVE ANY EFFECT ON HOW WE FUNCTION AS A COMPANY. NOW I WONDER HOW WE LIVED WITHOUT IT FOR SO LONG ... IT REMINDS ME OF WHEN WE PURCHASED OUR FIRST FAX MACHINE"

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Document storage & retrieval (DS&R) has been available to companies since the late 1970's. EXEControl Global Solutions (EGS) introduced this technology to the EXEControl community during the mid-1990's. Since that time, EXEControl customers have been taking advantage of the significant benefits found in DS&R technology.

EXEControl DS&R users have been able to eliminate up to 95% of their filing demands. Employees have been able to retrieve documents within seconds without ever having to get up from their desk. Due to the type of association technology used by EXEControl, filing accuracy has been increased significantly allowing records to be found when needed. DS&R has also allowed users to share documents across all corporate locations.

Documents are viewable from anywhere provided the user has appropriate security clearance. Users can be at their home, in a hotel room or even at an airport and view scanned documents.

EXEControl has taken DS&R to the next level by incorporating processes that will automatically retrieve documents. Some examples include: a) when A/P checks print, the system prints the first page of every vendor invoice found on the A/P check stubs for the CFO to review prior to signing the checks, b) when printing shipping documents, the system prints associated certification documents which were scanned in when the material was originally received and c) when printing forms, the system sends the documents via email or fax and includes the associated scanned images such as signed delivery documents.

EXEControl's low cost of entry typically yields a return on an investment of less than six months. Eventually, every company will be using DS&R technology. In the meantime the EXEControl community will continue to lead their industries into new technology.