



Integrated Document Management

DocuWare automatically files documents based on your customized criteria, regardless of document source or format. This means that both paper and electronic documents such as correspondence, reports, email, pictures and forms can be stored, shared and managed securely in a central location. DocuWare meets all requirements for integration into an existing network environment. Additional records management features ensure that document access is secure, controlled and logged at all times. With enhanced workflow, web access and universal integration features, DocuWare provides all of the tools you need for efficient document management.



FUNCTIONS

► DocuWare SaaS

Now your business can rent DocuWare licenses by the month that allow you to scan, classify and store all of your most important documents. The key is to **START** managing your files in the cloud **NOW!**

HIGHLIGHTS & BENEFITS

- Access documents with your browser
- Access documents with your mobile device
- Simple Administration
 - Easily:
 - add new users
 - add new file cabinet
 - add new fields
 - add new workflows
- Integration to any application
 - Including:
 - Microsoft Exchange
 - Microsoft Word and Excel
 - Accounting Programs
- Document and data security
- Automated notifications



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