

Simple just got easier.



Unleash Your Full Business Potential with
MaxxVault Document Management



MAXXVAULT® ENTERPRISE



How does your company access critical business data and applications? Do you hunt them through a forest of filing cabinets? Perhaps they are nested deep in the network, folder after folder? Can you access your information quickly, efficiently and get what you need the first time?

Using MaxxVault Enterprise your documents and data are stored in a world-class Electronic Document Management System (EDMS) and are available instantly from your desktop, via the web, on your mobile device or from within your other business applications.

MaxxVault Enterprise can capture your documents no matter the source: scanner, MFP, E-mail, line of business software, or directly from Microsoft Office® applications. As your central library, MaxxVault organizes your documents based on index criteria, making them easily found via quick searches rather than fumbling through filing cabinets or complex folder trees. Better still, your documents are more secure. With multiple security options, Users and Groups can be assigned specific security rights, from Read-Only to full administrator. In addition, all access and activity with each document

and throughout the entire system is tracked. This in-depth auditing ability coupled with MaxxVault's rules for retention and destruction help ensure your company is compliant with government regulations.

Documents are not static. They contain information that must be accessed by several individuals or groups that may be in the same office or across the globe. From the moment a document arrives in MaxxVault it can be routed to any user following your business workflow requirements. Invoices can be processed for payment, insurance claims can be reviewed and colleagues can be tasked with editing a report. As changes are made, MaxxVault can track changes as a new version, allowing staff collaborating on tasks access to the latest version while ensuring that all previous changes are not lost.



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Maxximize your business processes quickly and easily! MaxxVault Enterprise's document management capabilities energize business process automation, secure electronic document storage and archiving, enable digital asset control and streamline your line of business applications by allowing multiple users to access the same document or record. MaxxVault is designed for quick deployment and unlimited expansion as your business and IT infrastructure grows.

Document Creation and Capture

- Scan station or MFP
- Network Watch Folders
- E-mail Import
- Fax Server Import
- Microsoft Office® Integration
- E-Forms
- Forms Processing
- Print to MaxxVault
- Line of Business Application
- COLD / ERM

Maintain and Use Rules and Authorization

- Document Routing
- Search and Retrieve
- Manipulate, Annotate and Redact
- Version Control
- Workflow
- Signatures

Retain and Store

- Regulatory Compliance
- Disaster Recovery
- Business Continuity
- Knowledge Retention
- Records Disposition

Distribute

- Document Linking and Packages
- Reporting
- Audit Trails
- Direct access from Business Applications
- Remote Access (Web, mobile)

Indexing and Taxonomy

- Full Text OCR
- Zone OCR
- Barcode reading
- Form Processing Integration
- Database Lookup

Secure your business:

INFORMATION CAPTURE

Content enters an organization in many ways: paper, e-mail, system-to-system transactions, spreadsheets, paper and electronic forms and even text messages. MaxxVault features built-in components to capture, scan, retrieve or integrate with any content-producing system.

INFORMATION MANAGEMENT

Manage the creation, revision, approval, processing and consumption of documents more efficiently.

STORAGE AND PRESERVATION

Your company content is secured for easy back-up and archiving to ensure business viability.

DISSEMINATION

Powerful search and retrieval is achieved via reliable indexing, taxonomy and repository services. Locating information in MaxxVault couldn't be easier.

COMPLIANCE

Ensure your content is captured, stored, managed and disposed of following proper business practices.



MaxxVault®