

The background features a large, stylized hourglass on the left, with a teal-to-white gradient. On the right, a laptop is shown with several white papers flying out of its screen, suggesting digital document management. The overall aesthetic is clean and professional.

**Streamlined Solutions  
to Maximize Efficiency**



**Electronic Document Management Solutions**



**Maximize efficiency to save time  
and accelerate workflows**

**Benefits:**

- **Immediate access to all files and documents**
- **Comprehensive search and data extraction capability**
- **Fully integrated solutions tailored towards clients' needs**
- **25% - 50% improvement in business performance**
- **Access to ADEC's proven best practices**

## **Electronic Document Management Solutions**

ADEC Data Solutions is globally experienced in database management. ADEC for document management provides the ability to streamline content management while increasing the efficiency and utilization of business-critical document workflows by up to 50%. Take advantage of ADEC's unsurpassed experience to help reduce time from days down to hours and reduce the costs to manageable and predictable levels.

ADEC Data Solutions removes the hassle of capturing, managing and securing documents electronically. Regardless of your specific parameters, ADEC's tailored document management solutions address every phase of the document lifecycle from input to archive. ADEC offers complete end-to-end solutions that meet your needs by applying the appropriate hardware, software and manpower to improve efficiency.

ADEC's team of over 5,000 professionals possess the knowledge, training and real-world experience to guarantee service levels and a return on investment to any unique business requirement. With ADEC, document management becomes efficient, accessible, flexible and secure.



## Seeing the ADEC Solutions Value

- Immediate document retrieval with greater control
- Secure servicing system integration – or customized web-based interface
- Auditable trails to manage risk while applying internal/external security controls
- Compliance with government and business regulations
- Enhanced ability to actively and efficiently control business data

## Document Conversion and Access

- Useable, retrievable electronic data
- Consolidated paper and electronic processes into a single workflow
- Centralized documents in a secure single repository
- Rationalization of electronic files and reduction in storage space
- Secure, compliant solutions for business continuity

## Scanning and Archiving

- Indexed and searchable images based on client requirements
- High quality information retrieval through Optical Character Recognition (OCR)
- Extracted data exported to business applications or databases
- Web-based repository and archiving
- Instant access for clients who have limited space on internal networks
- Fully auditable and secure processes
- Complete data back up and disaster recovery

## Output Management

- Flexible, scalable, enterprise-wide delivery
- Customized solutions for capture and delivery
- Monitored and managed delivery with unified infrastructure

## Electronic Workflow

- Secure rights management for information sharing between users – internal and external – including access, creation and modification
- Enhanced process quality and improved customer service with better distribution of information and greater control
- Traceable actions and decisions



## ADEC Data Solutions

- Document Imaging and Classification
- Document Digitisation
- Document Data Capture
- Document Conversion
- Scanning Services
- Storage and Archiving
- Workflow
- Secured Serving System Integration

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