Td Totaldocs

Electronic Document Management

Create, store and retrieve your documents on the web with total security.

Totaldocs is a **Web portal for creating and archiving documents in ECM environment,** where **authorized users can store and organize their files into folders, and retrieve them**.

The site offers two online services **(Document Composition & Repository)** , and is hosted with total security.

Document Composition allows you to easily develop cloud-based documents and control production for several media (print, Web, email and SMS).

Repository allows storing any type of document to retrieve on demand.

As a cloud-based environment, Totaldocs' resources are available to be accessed from any machine via Internet.

Totaldocs Repository - How does it work?

USER ACCESS ON THE WEB

Users can access the site and remotely manage their documents with safety.

CAPTURE OF PRINTED AND SCANNED DOCUMENTS

Sirius installs scanner and capture softwares, configures Totaldocs according to your company's requirements and trains your staff.

RESOURCES

- Stored documents can be emailed to recipients.
- Simultaneous access to the same document for changing purposes.
- Tool to upload large amounts of scanned documents.
- Versioning of stored documents.

RETRIEVING DOCUMENTS AND SECURITY

The retrieval can be done by using keywords set upon archiving and/or key words found in the document text. The administrator registers users by providing individual characteristics.

Document Composition

The data processing and document composition are cloud-based and made from the specifications provided by the customer. Documents produced are stored in the Repository folder, and can be accessed via password for preview or download.

DOCUMENTS ARE RETRIEVED FOR PREVIEW, DOWNLOAD AND PRINTING ON SEVERAL MEDIA.

For further information, call us on **+55 (21) 3392 2013 / (11) 5096 5001,** or visit our website **www.sirius.co**

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