DOC³

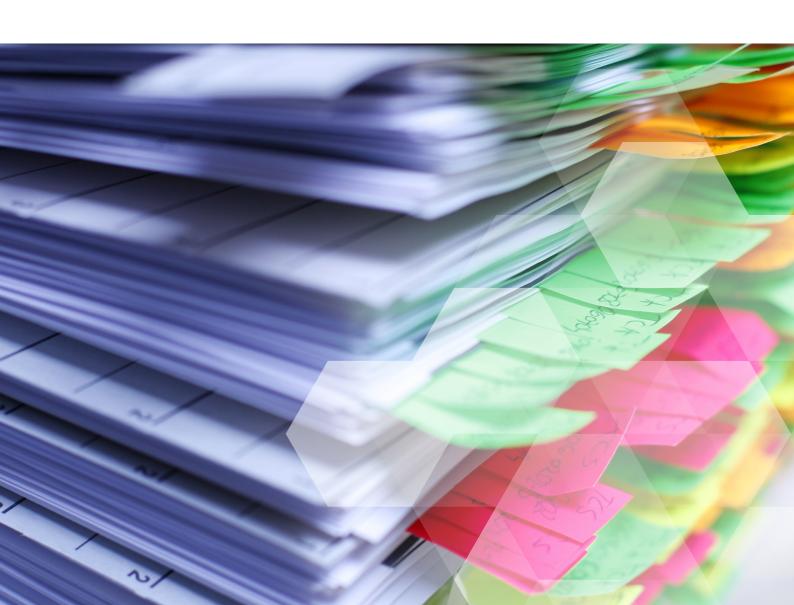## DOC³ is the document management solution designed by RAMCUBE to control document flows

Improves information distribution and guarantees document storage. The electronic management of information workflows allows cutback on costs, a better efficiency in managing warehouse spaces and a dramatic reduction in search times

RAMCUBE 3

effective solutions

FEATURES

DOCUMENT TRACKING
Digital capturing of paper-based documents – even massive volumes – including collating, storage, indexing and full-text search

SECURE TRACKING
Secure tracking of incoming, outgoing and internal protocols, as well as search and classification complying to regulations (DPR 445/2000 - art. 53)

DOCUMENT WORKFLOW
Control flow of documents and protocols through internal organization units and external referents (departments, organization units, clients, suppliers, etc.)

INTEGRATION TO APPLICATION
Technological architecture open to integration with the Client's software environments – native integration with Microsoft Outlook® and Microsoft Word®

BENEFICTS

INCREASED EFFICIENCY
Automated document management processes, quick information retrieval and compliance to process timing

SECURITY STANDARDS
Control of access, traceability and transparency of document management activity, minimize risk of losing original master copies

CUTBACK ON COSTS
Save on shipping, paper, storage space, as well as on secretarial and archive staff

REGULATION COMPLIANCE
Compliance to the regulations of the Italian Govern (CNIPA) and communication traceability by Certified E-Mail System (PEC) enforceable in legal disputes towards third parties.

EXPANDABLE
Integrates with ERP systems and legally value features (i.e. digital signature, Certified E-Mail System - PEC - etc.)