

Document Management

Businesses are buried in electronic content. For some companies, this is literally the case with their paper-based hard copy records. Customer profiles, purchase orders, employee records, financial reports, forms, scanned invoices and contracts are generated every day throughout an organization. As the digital quantity grows exponentially, processes become strained, documents are lost, access permissions become unmanageable, printing and storage costs skyrocket, and decisions are made based on inaccurate, outdated information.

Document Management Systems provide the tools to capture, secure, share and distribute digital documents. Existing word processors, spreadsheets and databases have concentrated on their core functionality, leaving document management to the operating system - with files in obscure directories and difficult retrieval capabilities. As critical corporate data is increasingly created in digital form, more firms are recognizing the need for a Document Management System. With improved access and distribution of electronic content, companies also lower costs and reduce risks associated with legal requirements and regulatory compliance.



Croop's *Document Management Services* help organizations to effectively and efficiently *capture, secure, share and distribute* digital and paper-based documents and reports. Costs are reduced and operational efficiencies created by streamlining communications, automating routine tasks and lowering expenses related to the printing, shipping and storage of digital business documents. Our methodologies may include:

Assessment and Validation . . .

documenting existing processes, evaluating viability against stated business objectives, with recommendations identifying the optimal solution set;

Evaluation and Selection / Software Development Solution . . .

utilizing a formalized evaluation plan detailing the identified priorities, cost justifications and ROI model to select the best alternative - for example, software development or use of a packaged system with appropriate customization;

Implementation . . .

including Project Management assistance and oversight of the selected vendor(s) for optimal solutions.



Croop also specializes in creating *Records Management Programs* and *Records Retention Policies*, documenting procedures for retention schedules, file plans and reporting.

A vast amount of your company's information assets and data is stored in the form of non-structured digital documents. Croop's Document Management Services offer the methodologies that apply structure, organization and accessibility to this information.