



Document Management in the Cloud



Benefits for Using the Cloud

Choosing a Cloud-enabled document management platform can transform the way you do business, saving you time and money. iKAN's solution offers:

- **Rapid Deployment** – Applications can be implemented in a fraction of the time and cost of previous solutions requiring installation on customer-supplied hardware.
- **Cost Savings** – You need not purchase additional infrastructure for use at your own premises (e.g. servers, application programs, operating systems, etc.).
- **Pay-for-Use Model** – Instead of a large capital expenditure, customers pay monthly or incrementally based on volume. You pay only for the resources you use.
- **Constant Automated Updates** – The process of keeping software current has always been a huge burden. In the Cloud, applications are updated automatically, and no IT resources are required to manage an upgrade process.
- **Mobile Access** – Cloud computing allows users in any location to obtain secure access to documents via the Internet.

With the increasing pace of technological change, keeping up with all the applications an organization is required to maintain can be a significant challenge. But there are new ways to get the benefits of the key applications you need without the hassle – by running the application in the Cloud as a subscription service.

Prior to the Cloud, small and medium size organizations had limited options in deploying a quality document management system. However, iKAN Software offers companies a low-risk, scalable Cloud deployment solution, all without the high infrastructure price tag associated with specialized equipment and connectivity.

The Cloud is Safe and Secure

iKAN Software has provided its document management solution as a Cloud offering since 2006. During this time, our customers have never lost a document due to a system or equipment failure or through a security issue. That's because our solution runs in a highly secure data center facility with multiple points of redundancy for maximum safety and security of your data.

Works with Other Cloud Applications

With the dynamic growth in applications running in the Cloud, an important consideration is being able to work with other Cloud-based applications. iKAN Software can show you how to capture documents and have them work with other leading Cloud-based software such as:

- OCR Cloud processing for creating full text indexes of your documents
- Data lookups to integrate documents with existing data for faster processing
- Oracle and other Cloud-based database systems
- Box.com for storing and retrieving documents



Suited for You

Whether providing continuity through your entire enterprise or supporting the unique needs of your specialized industry, iKAN Software provides a comprehensive document management system with pre-built templates and scalable, customizable solutions:

Business Solutions

- ➔ **Accounts Payable/Receivable** – invoices, POs, receipts, tax returns, financial documents
- ➔ **Human Resources** – employment forms, resumes, applications, performance reviews, training records
- ➔ **Operations** – policies, procedures, desk manuals, ISO documents
- ➔ **Legal** – contracts, agreements, affidavits, any signed documents

Industry Applications

- ➔ **Energy** – land records, run tickets, inspection reports, tests, maintenance records, production accounting
- ➔ **Manufacturing** – data books, change orders, proposals, specifications, part numbers, ISO processes
- ➔ **Real Estate** – leases, land records, tax records, easements, tenant agreements, maintenance records
- ➔ **Transportation/Distribution** – bill-of-lading, travel expenses, delivery receipts, asset tracking
- ➔ **Engineering and Construction** – drawings, CAD/CAM, change orders, specifications
- ➔ **Education and Training** – scores, evaluations, certifications, course completions

Capture.

Ad Hoc Scan

ScanNow
Link Scan
Email Attach

Batch Scan

Network Scan
Web Scan
Client Scan

Import & Migrate

Drag & Drop
Image Import
Image + Data Import

Process.

MetaData Lookup

Barcode Automation
Optical Character Recognition
Archive
Document Validation
Signature Validation
Data Validation
Data Formatting
Custom Data Fields
Version Control

Route.

Search

Metadata Search
Content Search
Browse

Output

Box
Sharepoint
FileNet
OpenText LiveLink
Oracle
SQL Server

iKAN
Link

Get Started Today

Download a free trial of the software, get a demo, or call us for assistance. We offer a complete Qwik Start document management package that includes everything you need to get started for one low price or convenient monthly payments. The package includes a professional, top-rated scanner from Fujitsu. Find out more at www.ikansoftware.com or call us at 713.426.4526.

“ I have been using iKAN Software almost daily and love it! It has made preparing invoices more efficient. I cannot believe how quickly the search feature in Link works, and very accurate.

Mary Anne Stoner, SSR, Valuation and Financial Advisors

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