

# DocuWare Cloud



## Boost your company's productivity

DocuWare Cloud is a state-of-the-art information management platform that allows you to manage, process and leverage business information — centrally, quickly and effectively. The comprehensive capabilities and functions of the DocuWare document management system provide centralized digital storage of your key business content, where searching is replaced by finding. With DocuWare Cloud, you get full use of cloud hosted SaaS content services, without worrying about server hardware, complex IT responsibilities or high initial investment. Automatic updates and backups ensure that your system is always up to date.

Boost your company's productivity and make work easier for your teams. Get started with DocuWare and see for yourself.

### With DocuWare Cloud, you enjoy:

- Easy-to-use interface for zero business interruption and increased productivity
- Flexible cloud solution for seamless IT integrations
- Mobile document access for remote teams and external collaborators
- Certified security and future-proof technology for secured, scalable applications

## Collect and Organize

Bring together all of the information that is necessary for your business processes on a central platform. Invoices, delivery notes, orders, application forms, project plans or presentations can all be stored in a single central repository creating a central hub where members of your organization can quickly find content relative to their day-to-day work functions and tasks. A flexible security model ensures those who need to access critical business content can.

- Scan documents directly from any RICOH Intelligent Device (MFP) to DocuWare
- Tag documents with key indexing information for quick retrieval
- Take advantage of full text document indexing as well as searching by tags
- Centralize where key business content is stored
- Secure content as required
- Access content from anywhere including mobile devices

## Access, Display and Edit Content

DocuWare provides your teams with a comprehensive picture about a customer, project or business process within seconds:

- Metadata and full text search
- Mobile access
- Intuitive digital file cabinet presentation
- Share content via URLs, embed URLs in other applications, portals
- Secure and controlled access
- View any document type via browser without requiring access to the originating application
- Link related documents
- Package documents for external use by auditor, vendors, customers, etc

## DocuWare Cloud - The 3 Pillars of Success

### Highest Security - Protect your documents and data

- High-security data centers in U.S. and EU
- Advanced Encryption Standard (AES)
- HTTPS communication only
- Strict data separation

### Highest Scalability - Support any shape and size team

- Microsoft Azure platform
- Multi-tenant architecture
- Increase users and storage when you need
- Integration and data exchange with other cloud applications and on-premises systems

### Highest Availability - Ensure business continuity at all times

- Stable load distribution and performance adjustment
- Continuous logging
- Real-time security analysis
- 24/7 monitoring and system support

### Strategies to become an agile business

- As your organization embraces digital transformation, there are practical strategies that accelerate your evolution.
- Going paperless is the start, but embracing automation, mobility and compliance delivers true agility. And cloud-delivered technology unlocks entirely new capabilities for using business information.

### Your platform for productivity

- Successful digitization depends on how well information flows between colleagues, teams and organization.
- DocuWare is a document management and workflow automation platform that empowers you to capture, process and use your business information. Boost your productivity, protect your information, and launch into digital transformation with confidence.

### Solutions for your department

- Get a head start with digitization. With our solutions, teams from any department in any industry can work more closely and effectively together.
- Use DocuWare throughout your business and combine it with any other application to automate routine operations, link together information silos and accelerate decisions.

### Modern cloud technology

- Office automation gives you the freedom to focus on growth and innovation.
- This is further accelerated with cloud technology. Take advantage of futureproof solutions that scale with your growth, protect your information, integrate with your technology stack, and deliver high usability to employees.

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