Organize, store and manage critical business documents to improve information access, reduce cost and react immediately to customer demands

Repository Solution Highlights

- Store and retrieve images or documents of any format
- Find documents through simple or advanced search criteria
- Search by index attributes, tags or full text content
- Retrieve from multiple repositories including in-process documents
- Repositories available in both onsite and hosted configurations

While sharing and processing digital business information has become commonplace, in many ways paper documents have survived the digital age. The volume of paper is still growing, and both paper and electronic documents continue to be the basis for many customer-facing business processes. Given this reality companies are challenged to get documents under control while making them accessible to anyone who needs them.

InSite Document Repository Solutions transform paper filing systems to enable anytime, anywhere access to documents in digital form. Documents are captured and stored from virtually any source then organized for easy search, retrieval and viewing from user desktops or over the web. In addition to making documents safe and secure, companies can reduce cost while improving responsiveness to customer demands.
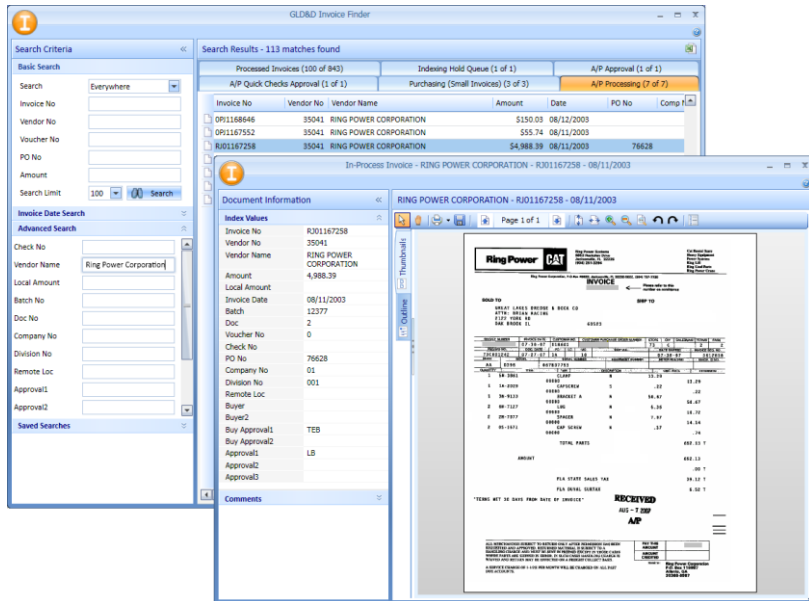
Rapid repository configuration and deployment

With InSite's proven application framework technology, repository solutions can be rapidly configured and up and running within days instead of weeks or months. Repository documents can be classified and organized by a variable set of search attributes, with support for managing individual documents or collections of documents stored in casefolders. Managed documents can include scanned images or nearly any type of electronic document in any file format. All repository events such as document creation or access are tracked and maintained as required for regulatory or compliance purposes.

Onsite or fully hosted document repository solutions

InSite document repository solutions can be delivered as a traditional onsite system or made available over the web as a hosted solution. Documents can be organized in a single enterprise repository, or distributed across multiple departmental-level repositories accessible through one unified interface. Document retrieval and viewing is provided through either an installed smart client application or a web browser. Search interfaces are fully configurable so users can perform basic or advanced searches to find the documents they need. All interfaces feature a Microsoft Office look and feel so they are familiar and easy to use.

Document search and retrieval application interface

InSite document repository solutions help overcome these business challenges:

- Lost time in filing and retrieving documents
- Recovering the office space required to phyically store documents
- Enabling anytime, anywhere access to employees and partners
- Ensuring business continuity in the event of disaster
- Securing and controlling access to critical business documents

Key document repository capabilities

- Supports multiple document repositories within a single system
- Manages individual documents or casefolders containing multiple documents
- Configurable search attributes and grouping of search criteria into simple, advanced or other categories
- Search by any combination of structured attributes, tags or keywords, and full text content
- Enables naming, saving and reuse of search criteria for frequently performed searches
- Native support for all leading image and Office document formats
- Supports bulk selection and batch printing of retrieved documents
- Document retrieval enabled through either smart client or browser-based interface
- Available as either onsite solution or fully hosted configuration

Take the next step with InSite

To learn more about on-demand document workflow solutions from InSite, visit www.insitedatasystems.com or email us at info@insite-mail.com.

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