



# EZeCabinet

ACOM

***Empower your organization to Store, Instantly Access  
and Share your Business Documents***

**You Have the Requirements to Manage Your Business Documents and Information, Now You Have the Budget, with ACOM's EZeCabinet!**

A single unified repository for managing all your organization's documents and records, EZeCabinet is an affordable solution that lets you securely store, track and share electronic documents in a full-featured electronic document filing system. Store any type of document in any format - instantly search for the needed information and collaborate with team members.

**A Secure Central Repository of All Your Business Information, Designed to Fit Your Business Processes, Making You Faster and More Efficient**

Store any type of document in its original format and file type, to quickly search for needed information across your enterprise. Maintain control of all your business information based on pre-defined and secure user access settings. EZeCabinet provides a powerful way to handle your business information, giving you faster access to the documents you need now.

About \$14,000 worth of productivity is lost per worker per year due to their inability to find the data they require to do their job.



Why spend the time and associated costs manually filing and retrieving paper documents, when your organization can boost efficiency and reduce costs through electronic document storage and retrieval? Employees can locate the right information, within seconds, to increase productivity, and dramatically cut customer response time.

Companies typically misfile up to 20 percent of their records - thus losing them forever.

## Easy for Users, Powerful for Administrators

Capture, Organize and Manage your Information with EZeCabinet

### ☑ Powerful Index-Based or “Google like” Search

Instantly search & retrieve business documents and related information, throughout the enterprise and beyond, via web browser access.

### ☑ Intelligent Document Linking

Search for specific information and you're automatically linked to all of the related documents. Increase employee productivity and cut customer response time in half.

### ☑ Communicate and Collaborate

Share documents & information with employees, partners, vendors and customers, always in the latest version.

### ☑ Capture All of Your Business Information

Scan and import documents and images directly into the solution from anywhere on your network or beyond: electronic or paper information, video, audio or any file type from anywhere across the enterprise.

### ☑ Role-based Security

Securely manage who has access to what information and what they can do with it, individually and right down to the document level. Intuitive and easy-to-learn: completely configurable without dependence on IT for system changes.

### ☑ Compliance Ready

Features control and audit trail functionality to support legal, regulatory and industry requirements – know where, who, and how a document was read, downloaded or changed, managed with all documents in their native file formats. Manage where and how long you retain information to comply with government and legal mandates.

## All the Features You Need, Implemented in Just One Day

EZeCabinet comes complete with 5 concurrent users, implementation and training. In just a day, you're fully operational.



## EZeCabinet Gives You Powerful Tools for Managing Your Business Information.

Features	EZeCabinet
Concurrent Users Completely Configurable	5 included
Secure Electronic Storage & Retrieval	✓
Store Electronic Documents in Original File Format	✓
Intelligent Linking of Documents, Files and Information	✓
Collaboration Share Calendars, Forums, Chats	✓
Check-in/Check-out Version Control	✓
Document Mark-up Annotation and Preview	✓
Web Browser Access	✓
Expandable to include Enterprise-wide Users	✓
Role-based Security	✓
Compliance Ready Feature/Functionality	✓

Upgrade as your needs grow to ACOM's full suite of Integrated Enterprise Document Management, Workflow/Process Automation and Payment Solutions.

### For More Information, Contact ACOM Today:

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