



Is There a Simple Way to Archive Paper Documents Electronically?

Operating a business in this Age of Information means engaging a staggering amount of content, most of which is served up in the historically preferred form: the document. Whether these docs are spreadsheets, brochures, purchase orders, invoices, lab reports or research papers, organizations all too often spend an inordinate amount of time organizing all these pages and extracting and ordering the vital information they contain. The manual process of “pushing paper” is often inefficient, time consuming, and costly.

Businesses, if they are to remain competitive much less excel, must get control of their information, and it must be made to work for them, to flow. Drivve | DM, Drivve’s browser-based document management system addresses the issue of information overload by providing an electronic document archive that will let work flow through the automation of business processes, the creation of efficient same-page strategies, dynamic automated workflows, and an almost instantaneous uptake.

Drivve Ecosystem

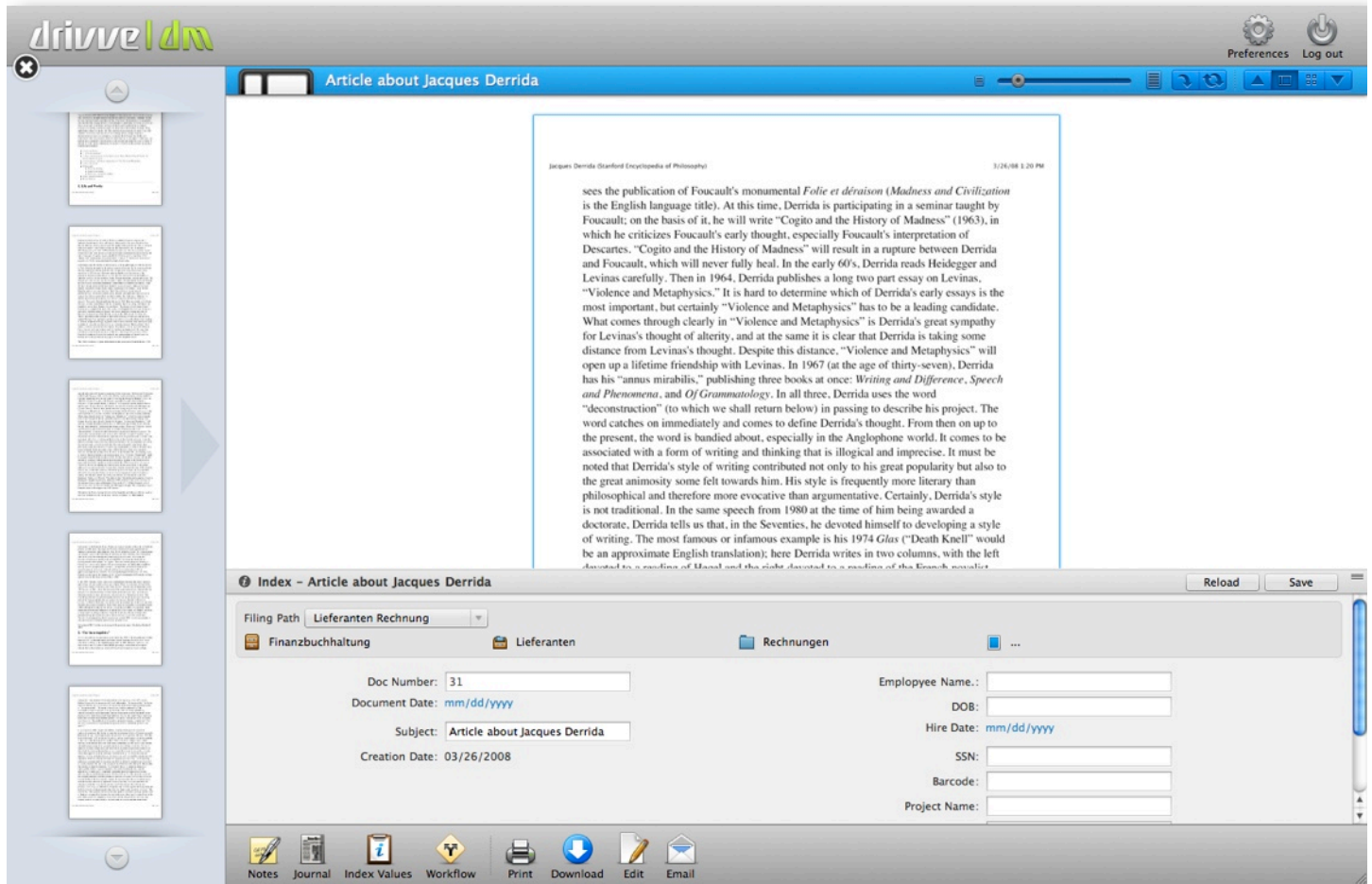
When Drivve | DM is used together with Drivve | Image, Drivve’s capture middleware product, it offers seamless integration with the control panels of scanners and MFPs, allowing you to automate document-related tasks with unprecedented simplicity.

Right at the panel of any Drivve | Image enabled device, you can access either personalized profiles offering one-touch automated capture, processing, and distribution. Via Drivve | Image, the digital documents are processed (OCR, advanced image cleaning, blank-page deletion, Bates stamping, bar code recognition, etc.) and automatically filed within Drivve | DM, where you can easily access them from anywhere in the world, through all major browsers as well as the iPhone or iPad.



How Drive | DM Works

- Drive | DM allows users to intelligently and efficiently index, archive, search, retrieve, and workflow documents.
- Drive | DM provides both the perfect archive for your scans and a complete ecosystem for your organization's document needs. Drive | DM also offers an integrated information management solution with powerful tools for connecting to existing resources.
- With Drive | DM an entire document archive is available anywhere, at any time, through all major browsers as well as the iPhone (use Drive | DM for iPhone, iPod and iPad for remote access and collaboration).



How to Use Drive | DM

Drive | DM is available as either a traditional in-house server-based solution or as a fully hosted Software as a Service (SaaS) solution (Drive | DM Cloud).



Why Document Management via Software as a Service (SaaS)?

Document Management can help organizations: organize and share critical information in order to compete; establish and manage document workflow processes; maintain document security; and control information assets.

Unfortunately, many document management systems require a big commitment that entails considerable investment and risk, including lengthy installation times (months or even years), high price tags with unexpected costs, complex technical infrastructure requirements, and the need for companywide buy-in. Historically, such factors have put document management out of the reach of small and midsize businesses (SMBs) or departments within larger companies that want to address their own unique document management needs.

The Software as a Service (SaaS) model is a breakthrough in the deployment of highly efficient, affordable, and easy-to-use document management software for SMBs, alleviating the burden of software maintenance and backups, ongoing operational and support costs, and providing organizations with numerous benefits, including:

Lower Total Cost of Ownership / Quicker Time-to-Value

With software paid for by subscription and the back-end infrastructure outsourced to Drive, Drive | DM Cloud lets SMBs with limited IT resources and large corporations access all the benefits of an in-house DM system, but without the big start-up costs, investment risk, and IT involvement, and with only minimal software, capital, and support expenses.

Rapid Deployment and Ease of Use

Drive | DM Cloud can be made accessible to users literally within minutes, with little or no client-side software installation or configuration required. Drive | DM provides a highly efficient user experience with an elegantly intuitive UI that is easy to learn and enjoyable to use.

Remote Access and Collaboration

Drive | DM Cloud provides quick and easy access to business data over the Internet, and secures information through authorized user protocols. Employees can instantly tap information at any time from anywhere, increasing workgroup productivity. Perfect for organizations needing to collaborate with remote offices or external business partners.

Focusing on Core Competencies

By using Drive | DM Cloud, organizations can sidestep the time and expense needed to install, configure, and maintain today's complex business applications. This allows them to focus on their core competencies and dedicate their resources to what they know best.

Security and Disaster Readiness

Drive | DM Cloud gives organizations the ability to dramatically improve security and protect business assets. It's one of the most compelling reasons to invest in our well-designed SaaS system. Maximum physical and virtual data security is achieved by eliminating catastrophic data loss due to natural disaster or crime; reducing data theft and misuse through strict data center procedures; providing greater access control than a typical paper filing system; routinely backing up data and storing it redundantly.

Cost-Effective, Scalable, and Environmentally Friendly

On-demand software grows with you. Pay-as-you-go Drive | DM Cloud lets you match direct costs with application usage (and eliminates the need to upgrade expensive hardware). And Drive | DM Cloud reduces your carbon footprint by reducing energy and paper costs.

Cloud Computing

How Drive | DM Cloud Works

Drive | DM Cloud is a method of software deployment in which our Drive | DM document management application is hosted as a service and provided to our clients across the Internet.

The process is simple. After you scan your documents at your input device, the electronic data files are transferred to our network of data centers where they are stored securely. Drive | DM Cloud then allows you to easily access your information using a PC, Mac, iPad or iPhone. Anywhere you get reception, you've got access to your entire document archive: at the office, at home, or across the globe.



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