



 **SmartOffice** **NEXUS**

Digital Document Management

SmartOffice Nexus is a cloud-based document management platform for secure document retention, intelligent data capture and business process automation.

Improve the way you access and manage documents, simplify your workflows and empower your employees.

SmartOffice Nexus is designed to support organisations of all sizes on their digital transformation journey.

WHY CHOOSE SMARTOFFICE NEXUS?

FAST & FLEXIBLE INDEXING



A simple and quick indexing system that is easy to implement and learn. Intuitive and uncomplicated, **SmartOffice Nexus** uses smart capture to extract data from documents. Independent and cloud based, there is no need for third party OCR products and is compatible for use on any device.

POWERFUL SEARCH & RETRIEVAL



Use the **Nexus** fast-find or advanced search options to quickly locate and examine the documents you require. **Nexus** will search both the index criteria and the content of the documents. It enables you to locate documents quickly based on their content rather than their location. Reducing document retrieval time will save time that can be used more productively.

WORKFLOW AUTOMATION



Advanced pattern recognition captures key data which is automatically processed. Information flows smarter and faster, saving time on repetitive tasks. Workflows run automatically with structured, easy to handle data that provide alerts, feedback and approvals once predetermined criteria are met. Store, Access and Share documents when working remotely or in the office.

SmartOffice Nexus | Core Features



Flexible

SmartOffice Nexus is not bound to any device or location. Any modern browser will allow full access to the system anywhere, anytime. We fully manage and support the back-end so you can focus on how **SmartOffice Nexus** can help you grow your business.



Cost-Effective

Save time, money and space – Locating and processing documents quicker reduces administration time. Cloud Storage eliminates the need for copious filing space and increases flexibility for remote and mobile working.



Compliance

Every business needs to comply with regulations around data storage and management. With increasing concerns about security and GDPR, **SmartOffice Nexus** can help you comply with legislation.



User Friendly

Our straightforward and intuitive user interface is easy to integrate within your existing and new business processes. The transition is simple and user friendly, delivering the solutions you want and need.

The Benefits of SmartOffice Nexus



Smart Capture

With **SmartOffice Nexus**, you can consistently extract data from documents, even when the layout is highly variable. Standard fields are instantly available with optional full customization readily available.



Full Audit Trail

Keeping track of important documents when several people have access rights can be difficult. **SmartOffice Nexus** keeps a full audit of every time a user views, moves, modifies, emails or exports your business critical documents.



Automated Workflow

SmartOffice Nexus offers a workflow capability that can be set for a variety of tasks. Automation options can range from simple notifications of when a document is added to the system to more complex automatic invoice approval and validation. Workflows automate your business process so you can work smarter and quicker. You free up time to focus on other more productive work.



Content Search

A powerful feature of **SmartOffice Nexus** is the ability to search not only the index criteria but also the actual contents of a document. Being able to locate the right document quickly and easily not only saves time but also facilitates more effective decision making.



Empower Remote Working

Remote and mobile work teams can securely access, share and process business documents from the cloud. Enable your employees to make the most of diverse working infrastructures.

Implement **SmartOffice Nexus** today

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Visit www.smartoffice.ie to find out more