

*“Paper is an old medium. Work smarter and more efficiently with digital documents.”*

— DYNAMIC DOCUMENTS SERVICES

## Digital Document Management Software



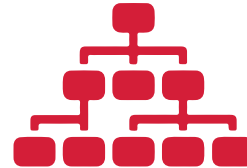
### SCAN | STORE | SHRED

Scan documents to digital format.

Store documents in a centralized digital repository.

Shred paper documents.

Automate, optimize & transform your business processes.



# DYNAMIC

## DOCUMENT SERVICES



**Lose the paper,  
embrace the pixel.**



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## Document Management



- Centralized digital document repository enhances document collaboration among employees.
- Granular security structure allows for a locked down repository.
- Powerful search engine enables instant document retrieval without leaving your desk.

## Business Process Automation



- Automate repetitive document-centric processes and increase their efficiency.
- Automatically route documents to process participants and notify them of pending action items.
- Identify bottlenecks and continually fine-tune operations with detailed process reports.

## Integration



- Integrate ECM with other primary business applications like CRM, ERP.
- Code free integration tool allows for one-click integrations.
- Create more complex integrations with flexible, open application programming interface.

## Document Capture



- Convert paper to digital documents with embedded scanning interface.
- Automatically capture, index and file electronic documents from multiple sources.
- Simplify high-volume capture with automated document identification, indexing, classification, and filing.

## Records Management



- Drastically simplify the tedious task of managing records retention policies.
- Enforce retention policies across all devices, including tablets and mobile.
- Automatically notify records managers of upcoming disposition actions.

## Electronic Forms



- Replace paper forms with fully customizable e-forms.
- Collect and route information digitally from the beginning of the process.
- Digital signatures eliminate the need to print out forms and mail them back.