



egami® from e-docs is a long-established document scanning, filing and work management system used by people every day, in organisations of all types to:

- Reduce the amount of paper being generated circulated and stored
- Reclaim space occupied by filing cabinets
- Pinpoint documents fast
- Communicate information more effectively



Specifically designed for use in workgroup, departmental and small business environments, egami is affordable as well as flexible and uncomplicated in use.

"we found the egami system as familiar as our existing filing system and as straightforward to use as a copier, word processor and printer"

Ready to deploy and adaptable to any document intensive process, our customers have found that egami has helped minimise the emphasis on paper records as the primary means of storing and accessing information. This has resulted in significantly reduced operational costs and enhanced speed and quality of communication.

"egami has got our operation 'working' without changing how we work"

With egami you can work towards a 'less paper office' at a pace to suit your business. Start by supplementing existing paper based processes with egami's powerful scanning and electronic filing capability, to capture and manage office content in digital form, then build on the initial productivity gains and cost savings by adding workflow and process management functions.

Two steps to better business processes:

First: remove those paper jams, bottlenecks and barriers to action by using egami to scan your paperwork and file it electronically - making your documents **always available, instantly retrievable, easily reproducible and readily communicable.** All this, whilst at the same

time reducing your print, copy, storage and telephony costs.

e-mail, video, picture, word processor and spreadsheet files can also be stored alongside scanned post, forms and other correspondence. egami allows you to file them all together in one place.



Next: shift the emphasis away from supposition and paper chasing and onto information and action by adding an egami Process Extension Pack (PEP). An egami PEP harnesses the intelligence of egami's core document management, transforming it into a powerful, readily deployable and affordable work management system. This can then be used for tracking events and supporting key business processes such as Logistics, Supply Chain, Contact Management, Finance and Asset Management.

An egami PEP will mean better access to information about What, Who and When, with faster response times to those all-important customer and supplier queries.

To learn more about how egami can help you reduce the emphasis on paper, call us on 0870 240 8614 or e-mail info@e-docmanagement.com

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