



DOCUMENT MANAGEMENT SERVICES

To make the right decisions you need the right information at the right time. Most companies face the challenge of managing and accessing business information from disparate sources. Oftentimes, employees engage in manual, time-consuming searches to locate and retrieve vital business documents to complete a business transaction or make a business decision. ASPEO's Document Management Services provide improved visibility and accountability to your constituents by controlling and automating document processes. You will be able to capture, store, manage and deliver all forms of content business-wide. Once your content becomes active you can transform your operations and grow through innovation.

AN INTEGRATED APPROACH

ASPEO's integrated Document Management Services enable you to manage all of your content-related processes across your extended enterprise. Any type of content – data, documents or rich media – can be managed regardless of format, structure or context. Our custom solutions promote efficient knowledge sharing by allowing easy retrieval, annotation, and distribution of documents.

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Our comprehensive approach to document management starts with analysis and design and continues with training and support. Our expertise in advanced technology is blended with high-quality software development, customization, implementation, hosting and full-phase support. The result is a total document management solution tailored to your specific requirements.

With ASPEO's Document Management Services, you will reduce infrastructure costs around storage and connectivity while optimizing intellectual-capital investments. We will also help you quickly obtain the decision-making information you need to provide superior service to clients, customers and partners.

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When you choose ASPEO, you benefit from our breadth of content and document management experience. Our broad capabilities will create an integrated process for managing all content, from creation to distribution. From start to finish, we will provide a solution that includes consulting, development, training and support. Our document management architecture provides a platform for growth and development and actually extends the value of your product for long-term benefits.

ASPEO SERVICES INCLUDE:

- Requirements analysis
- System architecture and configuration management
- Document management application development and customization
- Hosted or on-premise platform options
- Document Imaging / Document Capture Services (onsite / offsite)
- Optical Character Recognition (OCR)
- Extension and integration to existing software products
- Implementation, training and support
- Branding and UI development with a focus on a customized user experience
- Workflow automation

