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Managed Document Services

Improve Productivity and Reduce Costs with Document Management Services

Are you managing your documents or are they managing you?

Organizations today are drowning in paper-based information; mission critical, time sensitive and confidential information that needs to be available to the right people at the right time. An effective document management strategy will allow you to merge your paper and digital information into productive workflows that allow knowledge workers to make informed decisions faster.

The Challenge

Paper-based information creates productivity and security concerns.

Most organizations continue to manage their hardcopy information in a traditional manner in the absence of a digital document strategy.

The Issues:

- Unstructured filing processes
- Retrieval Issues
- Lost Documents
- Remote User Access
- Workflow Bottlenecks
- Storage Space Requirements
- Security Risks
- Regulatory Compliance

90%

**of organizations had
a security breach in
the last year linked to
hardcopy documents**

– Fortune

A Managed Services Provider
Serving over 20,000 customers



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New York

New Jersey

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Greater Philadelphia

Lancaster

15%

of the typical office
worker's day is
spent searching
for documents.

– Coopers & Lybrand

The Solution

Convert paper-based information
into digital workflows.

Leverage new and existing scanning technologies to
integrate hardcopy information into digital workflows.

The Opportunity:

- **Affordability** – Use Your Current MFP
- **Productivity** – User Access and Restrictions
- **Ease of Use** – One Touch Scanning at the MFP
- **Security Protection** – Storage on Premises or the Cloud
- **Compliance** – Avoid Risk

The Results

Improved productivity and information security

Scanning paper-based information into an electronic format creates digital workflows that can be managed more effectively by knowledge workers. Improved access with the ability edit, share and protect confidential information provides strategic benefits for any organization.

The Outcomes:

- Turnkey solutions specific for your organization
- Real time access to critical information
- Eliminate frustration of misplaced documents
- Flexible document retrieval
- Centralized electronic file cabinet with secured areas
- Secure compliant solutions

Document Management Advantages

- Reduced storage
- Simplified retrieval
- Faster search
- Controlled access and distribution
- Improved security
- Version control
- Disaster recovery
- Regulatory compliance
- Employee productivity
- Improved customer service
- Preservation of intellectual capital