

Overview Brochure

LESSPAPER HOSTING
Document Retrieval Online

A Division of MTL Document Services





DOCUMENT

ONLINE

RETRIEVAL



Incoming Mail



In-house Scanning



Archive Conversion



Secure Servers



Office



Multi-site



Remote Access

Typical Application

Proof of Delivery Documents: An established Client in the distribution sector upgraded to the Lesspaper service from an existing CD system. The benefits were immediate:

- Multi-site, multi-department access to delivery notes
- documents available online within 48 hours of receipt
- tracking facility for querying shipments
- no need to search across multiple CDs for a delivery note
- improved delivery to payment cycle

Invoice Retrieval & Authorisation: Before Lesspaper, our Client searched for invoices on microfilm, printing and faxing paper copies when requested. Today our client accesses their invoices via the web, emailing documents direct from the service. Key benefits:

- immediate response to invoice queries. No more "I'll call you back".
- Ability to archive sooner in the document lifecycle
- Less printing and less paper copy invoices produced
- Faster retrieval of documents from digital archive
- Greater efficiency in credit control

General Overview

- Access images 24x7 via the web from any location; office, home or in the field.
- Encrypted, user-defined security levels
- Upload scanned images from CD, in-house scanning applications, or via MTL's accredited bureau
- Monthly charges based on number of users and documents stored online.
- Gain competitive advantage by allowing your customers / suppliers access to shared documents
- No capital spend on document management software

Key Features

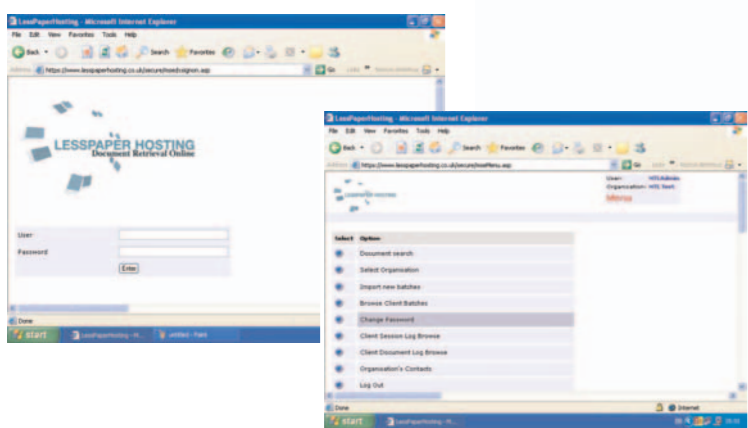
- Online global access to business critical information
- Volume-based monthly charges. No licencing costs.
- Secure user logon and password.
- Intuitive, browser-based product. Minimal training required.
- Data transit using industry-standard 128-bit Secure Socket Layer (SSL) encryption.
- Comprehensive search facility allows users to pinpoint a document in seconds.
- No software installation / maintenance required on Client's server.
- Offline storage for older images.

Lesspaper Hosting allows scanned images to be accessed and viewed securely via the internet. Any authorised user has on-demand access to their documents, 24x7, direct from their PC regardless of their location.

The Lesspaper portal has been developed by MTL Document Services, a UK leading document conversion centre. Since 1977 we have gained a reputation as a secure and trusted outsourcing partner for processing client documentation. Lesspaper Hosting is a sophisticated extension to this service, managing your scanned company records and allowing you to concentrate on your core business activities.

Lesspaper Hosting is a powerful, online document management system allowing multi-user profiles and extensive search options, with no software implementation on our client's servers. Lesspaper is flexible and intuitive; any employee with internet access and a user account can log into the system, search and view their scanned documents via a web browser.

Lesspaper provides the route to access any document, whether it is stored as a scanned image, on paper or held on microfilm.





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