



SCOPMASTER

Part of the Scop Software Suite

Digitise, save, share and retrieve your documents and statements

In a world where information management is the key to success data needs to be at your fingertips. You do not want to waste unnecessary time looking for documents. MPI Tech delivers ScopMaster+ enabling immediate access to all your electronic documents.

ScopMaster+ is about storing information securely and having a contingency system in place, but it is also about making sure that documents can be found within seconds when the data is required it has been indexed properly, so the relevant information can be retrieved easily and accurately, whatever the criteria.

- ✓ Applies the principle of "right document in the right place at the right time"
- ✓ Management of all phases of a company's document life cycle
- ✓ Reduce paper consumption by 40%
- ✓ Addresses the entire organisation's needs, from IS to end user.

ScopMaster is a powerful EDM solution that enables an organisation to manage, route and store electronic documents giving complete governance to all electronic documents.



Key features

- ✓ No need for hard copy storage
- ✓ Documents are always available from anywhere
- ✓ Instant document viewing
- ✓ Full text search
- ✓ Index documents for even faster searching
- ✓ Control and restrict access to files and folders
- ✓ Reduce paper consumption through digitalisation
- ✓ Easy management and access through web interface
- ✓ Available on desktop PCs and mobile devices
- ✓ User rights management
- ✓ Reduce client response times
- ✓ Track and collate audit information on document access

Improve your business processes

www.mpitech.com



Automatic routing of electronic documents

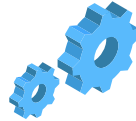
ScopMaster contains features to index, store, search, retrieve and view your electronic documents while maintaining document original. ScopMaster supports multiple platforms and can be easily integrated into the existing workflows delivering client reassurance and that personal touch.

ScopMaster manages all phases of the document management processes without compromising confidentiality or security. Automatic routing is enabled through indexing of files from any application, making it easy for users to search through copious amounts of data, quickly finding the relevant files, safe in the knowledge that the integrity of the documents have been maintained.

ScopMaster improves response times, lessens errors and dramatically reduces costs.

Multiple input format processing

Any document can be submitted to ScopMaster, which will detect its format and then process based upon its characteristics or predetermined requirements.



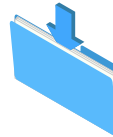
Searching

Page search several documents simultaneously, by name, date, annotations or multi criteria search.



Automated Document Filing

Allows automatic filing of documents using a user group rights as defined in AD, LDAP...



Data access security

Manage user's access rights to documents, document's type, storage location and actions.



Retain

Manage publishing and retention processes of digital documents in a confidential and secured way.



Life Cycle management

Link documents based upon type, predefined actions and legal obligation.



Benefits

Lifecycle

ScopMaster covers all life cycle stages for documents offering a single access point via a web browsing. Easy to use and secure workflow saving time and increasing production efficiencies

Productivity

ScopMaster increases productivity, raises service level, and allows easy organization of documents and retrieval, whether for internal administration, marketing, or call centre activity.

Reduced Costs

ScopMaster allows the reduction of print output by an average of 40% and increase user productivity as the user receives only information required, immediately,

Space Saver

ScopMaster helps release high value floor space, by storing legally viable and ISO standard secure data in digital format rather than hardcopy. ScopMaster conforms to all legal and regulatory standards

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