



Obsidian xDM Document Management Solutions

Many businesses find Electronic Document Management and the so-called paperLESS office an intriguing idea. Whilst wishing to realise the benefits of such ideas, the associated cost and business upheaval put many smaller businesses off.

However, with the increased availability of low cost hard disk storage, alternatives are now becoming feasible.

The Problem

All companies generate and receive an increasing amount of paper and electronic information. This information needs to be stored, edited, shared and destroyed at appropriate times during its lifespan. Managing the growing data stockpile is one of the biggest challenges facing industry today—and also potentially one of the most beneficial. Industry figures show that:

- For every £1 businesses spend on creating and printing documents, they spend £25-£35 filing them
- 3% of documents are misfiled
- 8% of documents eventually are “lost”
- Managers spend an average of 3 hours p/week looking for files

Scalable Compliant
Easy Secure
Integrated Affordable

Delivering Cost Effective Solutions Today

The revolutionary Obsidian xDM software allows businesses to achieve the benefits of Document Management without large expenditure.



Obsidian xDM is a Document Management solution that stores your business documents on a central Server and provides 24 hour access via your intranet (or the internet).

Entry to the system is via a personal login and all data stored is backed up on a nightly basis, so if your computer crashes it doesn't affect your documents — you can just move to another machine and still have instant access to your business critical information.

Obsidian xDM, is an easy to use, yet extremely powerful Document Management solution that helps businesses lower their document handling costs whilst increasing their productivity and knowledge sharing capabilities.

Obsidian xDM builds on the skills and organisation that already exist within your business and can be configured to your exact requirements whilst still improving your performance and reducing costs.

Obsidian xDM replaces your existing filing systems with a database securely storing all of your documents and allowing access only to those who have the relevant authority.

A range of productivity add-ons are also available and Obsidian xDM can be integrated into your existing business software by our Professional Services Team.

For more information on how Obsidian xDM can improve your productivity, ease your compliance worries and manage your documents visit www.obsidianxdm.co.uk.

obsidian

Document Management



Why Obsidian xDM?

It's Easy - Obsidian xDM is quite simply the easiest tool around to use, configure and administer.

It's Compliant - For FSA regulated firms Obsidian xDM allows you to satisfy large parts of the disaster recovery compliance introduced in late 2004.

It's Scalable - obsidian xDM is currently deployed in firms of all shape and size. 1 staff member working from home, 20 staff spread across 4 offices, it really doesn't matter and all of those staff members use the same data store.

It's Secure - All communications with Obsidian xDM can be conducted over the HTTPS secure internet protocol and access to the system is limited based on user name and password. In addition, full data encryption can be utilised if required, making use of the industry standard 128 bit Advanced Encryption Standard (AES)

It's Integrated - Obsidian xDM can store files of any type, shape or size. It also has a series of add-on products that provide closer integration to specific applications such as Microsoft Office, Sage Line 50 and Microsoft Outlook.

It's Affordable - Obsidian xDM costs less than you think! Add on utilities that are bundled as standard include the FiRe Advanced Filing Tool and the MS Office Integration allowing you to store and retrieve documents directly from MS Word, Excel, Powerpoint and Outlook (store only).

An Essential Tool For Today's Business

Obsidian xDM's unique blend of Document Management and Disaster Recovery make it the tool for all conscientious businesses by offering the widest range of capabilities:



Document Management

Obsidian xDM boasts a fully fledged set of Document Management features including:

- Version control
- Category level access controls
- Multi level deletions
- Check-in and Out facilities
- Full text searching
- Result sorting
- Simple and Advanced Searching

In addition Obsidian xDM is one of the easiest tools within which to file documents and can be accessed from any web browser in your organisation.

Image Capture

Obsidian xDM accepts documents scanned from ANY Windows compatible scanner and, when used in tandem with the FiRe Filing Tool, allows users to preview documents waiting to be Filed and any routed documents.

Disaster Recovery

With Obsidian xDM not only do you get an industry strength Document Management system but you also get offsite Disaster Recovery built in.

If anything was to happen to your office or computer system all of your data is secure within Obsidian xDM and can be accessed from any other computer on your network.

To Find Out More

Visit our website at www.obsidianxdm.co.uk TODAY.