



## Document Software

Managing your documents online is a user-friendly experience, as compared to the physical storage of documents. Without having your company's documents in order, it can cause delays when needing to retrieve information and can cause frustration if it goes missing. That is why it is important to have sensitive documents organized and secure. *Our experts will help you capture, manage, deliver and secure your documents in order to save money, better manage documents, secure critical information and improve efficiencies.*

In an office environment, manually scanning, filing and organizing digital files may take up valuable employee time. Having an automated process to organize digital files will help employees focus on other tasks so they are not bogged down with archiving digital documents. The risk of losing digital files is eliminated when it is properly secured. Logical storage of digital files makes it easier for everyone to access so that employees can remain productive.

Star Managed Services, a Division of Stargel Office Solutions, offers complete office solutions to help your business run at peak efficiency. Our document management system safely secures documents, keeps them in an easy to find logical structure, and can be easily retrieved when needed. Whether your business needs to transfer physical files to the cloud, or needs a better digital storage process, Star Managed Services can evaluate your business to recommend the best system for your needs.

# SOLUTIONS FOR YOUR BUSINESS MANAGED SERVICES



## Data Capture

Data Capture solutions provide text, hand-written and symbol capture capabilities without the need for costly integration and extensive labor force training. It reduces the time and cost required to process thousands of forms per month, with an easy to install and user friendly approach.

## Electronic Forms

Electronic Forms are just one of the many document management tools that give businesses the edge in terms of increasing productivity, reducing costs and improving the security and reliability of your documents.

## Digital Rights Management

Digital Rights Management safeguards and prevents unauthorized use of digital files to provide consistent and reliable protection of the documents with effective file encryption, permission control and audit trail technologies.

## DocuWare®

DocuWare is Stargel Office Solutions primary Document Management Software partner. DocuWare is state-of-the-art document management system software for professional Enterprise Content Management. By tapping into the valuable information contained in documents, precisely where and when you need it, you can streamline your business practices.

## PAPER CUT™

PaperCut is a simple low cost print management software application that lets you take control and manage your printers, copiers and multi-function devices. From simple tracking and monitoring of print jobs, to integrating BYOD printing or advanced custom job management, PaperCut can be up and running in minutes.

- Manage and track all copies, scans and faxes on your MFP
- Authenticate users with swipe or proximity cards, ID badges, etc.
- Find-Me Printing and Secure Print Release

## DRIVE®

Drive Image is an intelligent scanning software with rich set of tools for capturing and processing documents embedded in your scan devices. Personalized profiles offer an easy automated capture, processing and distribution in full security. It offers you a smart way to enhance and seamlessly integrate your scan workflows into your information infrastructure.

## Print Control and Output Management

Print Control and Output Management Software enables organizations to significantly lower the cost and environmental impact of printing with routing, rules, reports, and tracking. These components can be purchased in a variety of configurations depending on the needs of your organization.

## Enterprise Content Management

Enterprise Content Management takes valuable information and makes it infinitely more useful by increasing accessibility. All types of documents, whatever their source, are stored in one central document pool.

## Workflow

Document Workflow solutions from Star Managed Services improve a company's productivity by implementing electronic approval process with end-user accountability.



To learn more about how Stargel can help you explore new document software solutions, please contact us at 713.461.5382.

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