



ZENDMS BUSINESS LINE

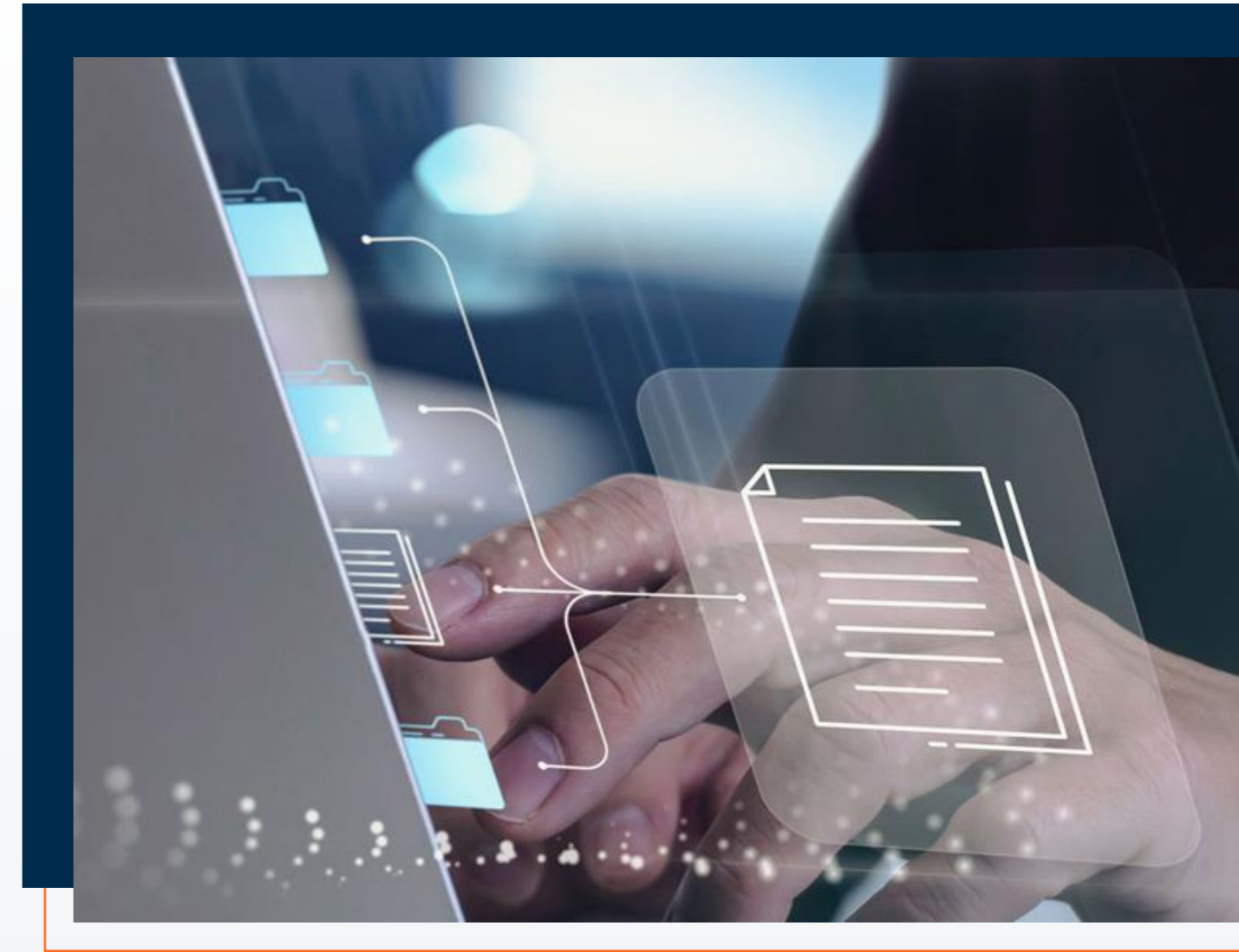
Document management, process automation and documents registering

interzen[®]

**Microsoft
Partner**

Get more effective and trackable document processes.

ZenDMS, the Document Management System of ZenShare Suite, is the optimal solution for document management. Both management of document flows and document registration become a strength point and acquire a strategic function.



CHALLENGES

- Ineffective and hardly monitorable document processes;
- lack of document registration, archiving and classification;
- occasional assignment and sorting of incoming, outgoing and internal document flows.

IDEAL SOLUTION

- ZenDMS is the Document Management System handling the full document process:
- loading into repository;
 - document edit and approval through workflow;
 - final archiving.

DESIRED OUTCOMES

Regardless of their original format (paper or digital), documents containing data and information will be acquired and archived, as well as made available for consultation, sharing and conservation over time throughout the whole company.



ZenDMS

ZenDMS

ZenDMS is a solution:

- **Scalable**, as it is based on the growth of the company;
- **Reliable**, with high levels of security and continuity of service;
- **Compliant** with regulations in force on documents management.

1

DOCUMENT ARCHIVE

ZenDMS manages documents so that they are archived correctly on the basis of ownership of the institution, facilitating their retrieval and consultation.

2

DOCUMENT SORTING

The document to be sorted will be assigned to the recipient user who, in turn, will be automatically notified

3

DOCUMENT WORKFLOW

Each approval process is based on a number of states for each of which the user – involved in the workflow – is asked for approval or refusal.

ZenDMS & Microsoft Azure

ZenDMS is a web application provided as SaaS. Therefore, data protection and information security become crucial. This led Interzen to select Microsoft Azure, one of the best Cloud Service Platforms actually available on the worldwide market.

DOCUMENT DATA

ZenDMS is configured to protect stored documents through different cyber security measures.

SMARTWORKING

ZenDMS can be accessed by different devices (laptop at the office, PC at home, tablet in out of office events).

CYBERSECURITY

Microsoft Azure complies with the widest range of legal and regulatory standards in industries and geographic areas.



Customer success: Fuji Film gets ZenDMS Workflow Edition to streamline all its document flows.

Based on the company's detailed needs and objectives set, ZenDMS Workflow Edition showed to be the solution capable of effectively dealing with the situation.

Need

Streamline the amount of paper documents flowing in the company, allow documents to be sorted to specific recipients, insert documents in an approval workflow, have a constantly secure access to documents.

Goals

- Optimized and automated management of the entire document lifecycle.
- Transformation into digital format of the highest possible number of paper documents.
- Automation and simplification of approval processes.

Benefits obtained

The adoption of the document management solution ZenDMS equipped with Workflow Module, has allowed the full achievement of all objectives, going well beyond expectations in terms of increased productivity and levels of company collaboration.

Document management in all phases of the life cycle.

ZenDMS is the solution for digitization and automation of document processes, in order to have a digital archiving and storage system for company documents in digital format, which would therefore guarantee lifelong durability, sharing and quick search.

Document archiving

Archive and keep company documents in digital format thanks to a system that allows them to be imported and reconciled after scanning and affixing an identification barcode.

Information organization

Documents are always available and can be consulted in total security and confidentiality, thanks to the assignment of specific viewing permissions.

Main goals

Increased efficiency and improve the quality of work; sharing of information in compliance with security and confidentiality constraints; eliminate the loss of documents.



Contact us for ZenDMS

Call for more information: +39.085.4516447

Ask a question via email: info@interzen.it

Learn more: visit www.zenshare.com

Microsoft Commercial Marketplace offer: [ZenDMS Business Line](#)

interzen[®]

Microsoft
Partner