

Enhanced Scan On Demand

grace: digital office

Powered by **ELO**
Digital Office

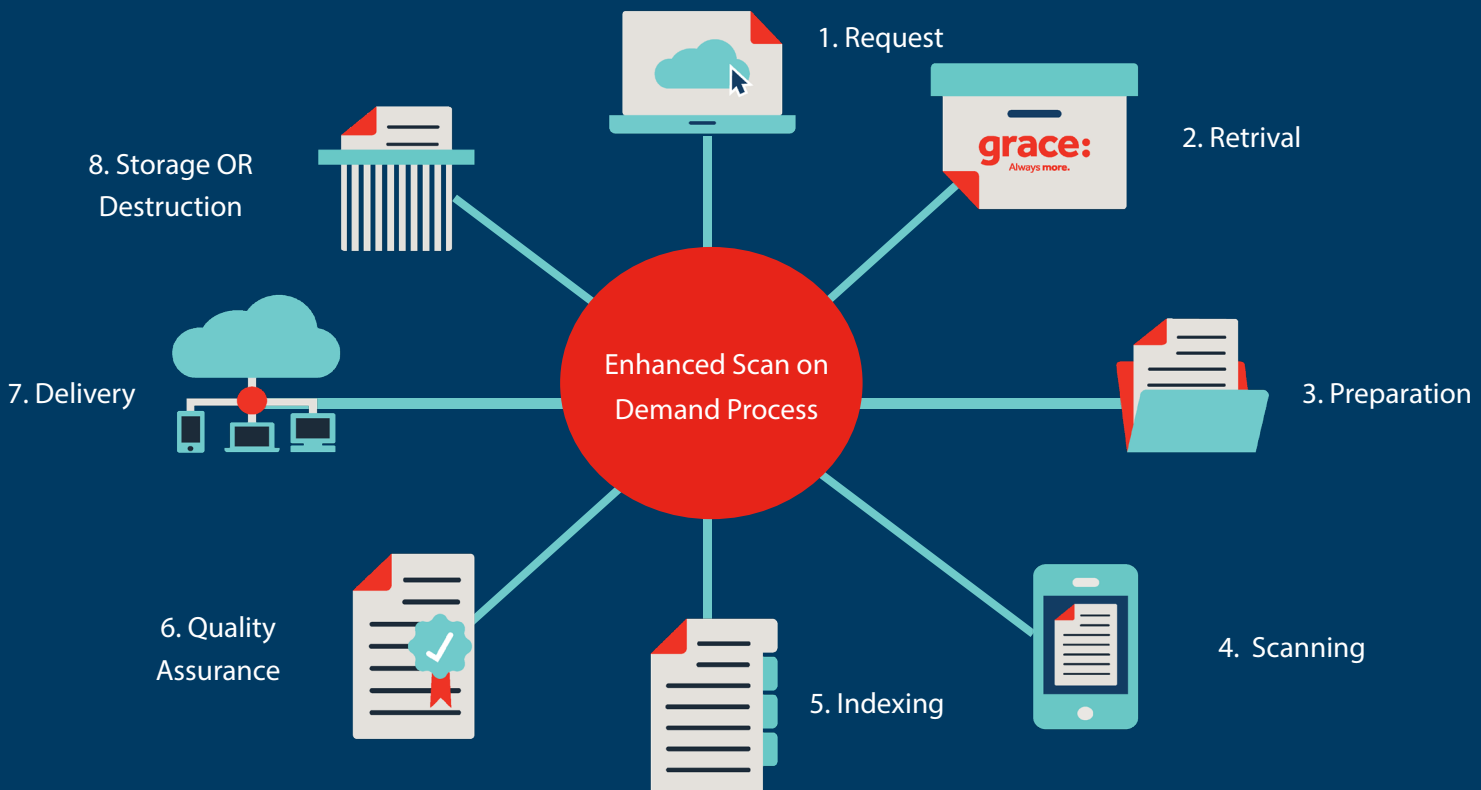
A faster and more sustainable way to get access to your files stored off-site with Grace.

Grace understands that off-site documents need to be accessed instantly, more than once, and across multiple locations. To cater to this modern expectation, we offer a Scan 'On Demand' service which combines our document storage services and digitisation services.

As part of the set-up of your enhanced Scan On Demand service, Grace will provision your very own Grace Digital Office and provide you with a user account to search, retrieve or simply download your records all within a secure and compliant environment.

Benefits:

- » A long term cost effective solution that supports the transition to digital information management
- » Reduces long-term physical archiving costs
- » Faster access to critical information (typically a 2 to 3 hour turnaround)
- » Records can be accessed anytime, anywhere by multiple authorised users via our secure Grace Digital Office
- » Creates a gradual library of digitised files with instant access



A faster and more sustainable way to get access to your files stored off-site with Grace.



Bookmarks to assist in finding relevant sections of your records, such as applications or wide format plans



Improved Metadata through matching to existing internal databases, such as Name and Address Register



Splitting of files into smaller, more manageable sizes and Merging wide format plans into their original position



Auto-Registration into an existing Electronic Document and Records management System (EDRMS)

grace.com.au/information

Call: 1300 164 614

grace:
Always more.

Grace Digital Office

Powered by **ELO®**
Digital Office

Grace offers an integrated solution encompassing the digitisation of documents from any medium for on demand access from any location, at any time via our data centre

Your Grace Digital Office will give you one central hub for managing data and documents, providing intelligent solutions to support your daily business processes. Grace Digital Office is an open architecture suite of world-class technologies providing storage, scanning, process improvements and compliance for the digital transformation of businesses. processes.

Grace's partners are 'best-of-breed' technologies, including ELO® Digital Office, which is one of the world's most successful document and records management developers.

Together, we have integrated the ELO® product suite into our solution ensuring a seamless experience for our customers.

The strong Grace and ELO® partnership provides our customers with the benefit of world leading technologies with Australian expertise.

iSearch

iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down the possible matches.

And, as soon as you start to type a search term, iSearch automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in our solution not only looks up the metadata or keywording information, but also searches the full text contents of the actual document. The software then presents you with the most relevant information at a glance, so you can focus on your core business.

Business Solutions

With the Grace Digital Office in place we will be laying the groundwork for your success. Grace Digital Office helps you build the foundation for growing your business thanks to fast search functions, however, can be further enhanced with multiple tools for collaboration, automation and workflow and a range of different clients and mobile apps.. Your Digital Solutions Specialist will be able to show you how any of the Business Solutions can be included in your Grace Digital Office.

