

# DocLink for Your Remote Workforce

Enable business continuity with DocLink

Remote access is an inherent capability of DocLink. Eliminating paper and digitally storing all your documents is the first step, but DocLink does so much more by automating workflows and streamlining all your vital document processes. Control your entire document lifecycle with DocLink's limitless visibility and control, allowing you to manage all your documents, data, and processes effortlessly from *anywhere*.



## DOCUMENT MANAGEMENT

Manage your data better with virtual file cabinet. Search, access, store and send your documents from wherever you are.



## WORKFLOW & DOCUMENT PROCESSING

Manage approvals from anywhere and configure automated workflow processes based on your specific needs to keep business running seamlessly.



## SMART FORMS

Personalize unique processes and data needs with sophisticated windows you can configure to manage processes from anywhere. Streamline creation and indexing of documents and business processes.



## DOCUMENT CAPTURE

Capture documents generated internally and externally through a variety of methods including email, fax, scan, OCR, ERM, XML, barcode, and mobile. You can even automate how those documents get imported into DocLink.



## MOBILE ACCESS

Allow your team to securely access, approve, and capture documents outside the office on their mobile devices. Searching for documents on a phone or tablet has never been easier.



## AUTOMATED DELIVERY

Schedule and automatically distribute documents digitally based on receiver preferences (i.e. via email, fax, FTP, print). Supporting documents are added digitally without needing to physically locate, copy and collate.

Powerful integration between DocLink and your ERP allows for seamless business continuity in any remote environment

# You Have Deployment Options with DocLink

## *Implement your way, at your pace*

Altec offers the flexibility you need now, and in the future, to keep your teams operational in any situation. Whether your organization is moving everything to the cloud, keeping everything on-premise, or a mix of both, DocLink has an option for you. Implementation and training can be completed either on-site or remotely.



### On-Premise

- Purchase DocLink with a perpetual license or with an annual subscription. Install DocLink on your own in-house servers.
- Your IT department has complete control over installation, maintenance and support.
- Easily integrate to other on-premise applications.



### Cloud

- DocLink Cloud is purchased as an annual or multi-year subscription. No up-front costs are required for hardware.
- DocLink is regularly updated as part of an active subscription with Altec, who manages the infrastructure and application.
- Your IT department no longer has to manage your software or servers.
- Utilize web services to integrate with other applications.



### Hybrid

- Purchase DocLink with a perpetual license or with an annual subscription.
- DocLink is installed and configured just like an on-premise deployment but the solution resides in a hosted data center or private cloud managed by your third party hosting service or reseller.
- You manage DocLink and your hosting partner manages your infrastructure including software updates and patches.
- Utilize either web services or standard on-premise integration framework.