



We make it easier for organizations to manage tons of paper files with our document management solutions.

Tech One offers web-based, advanced Enterprise Content Management Solutions to help organizations manage archives and electronic repositories with the click of a button. Tons of physical paper files can now be reduced to properly stored documents easily accessed online or through your own server through the company's own form-less document system, Enadoc, and industry-standard products such as Microsoft SharePoint.

With Enadoc, services include:

- Archival/Backlog File Conversion
- Document Digitization and File Indexing
- Data Entry Services
- Forms Processing Services
- Data Collection and Presentation
- Consultancy and Training Services
- Information Sharing and Collaboration
- Security Implementation

We have served institutions in various industries and have seen growth in our sales in recent years. Our growing number of clients manifest the value of easily accessible, digitized documents in managing day-to-day business processes.

For more complex requirements, Microsoft SharePoint can allow your business to collaborate and manage workflows effectively. Features include:

- Calendaring and Scheduling
- Project Management
- Email set-up
- Online document control
- Managing portals and workflows, etc.

The Tech One team of well-trained professionals is certified by CompTIA CDIA+ (Certified Document Imaging Architect), and PMP-PMI (Project Management Professionals). Rest assured that Tech One has the best human resources in the industry to help you realize your business goals.

For more info on Enadoc, visit [www.enadoc.com](http://www.enadoc.com).