

We Unify Users, Documents & Processes

COL Enterprise Content Management Solutions are enterprise-grade end-to-end document management solutions to streamline and simplify the myriad of complex processes involving different users and document types, enabling enterprises to automate their document management and business process lifecycle intelligently. The solutions combine simplified storage, security control, version control, process routing and retention, which benefits enterprises from managing their corporate information with higher efficiency, better control and reduced costs.

Solutions Highlights:

- **Capture & Transport** structured or semi-structured information in paper or electronic format into a content repository for reuse, distribution, and storage.
- **Manage & Route** captured documents and contents systematically and intelligently based on automated workflows in accordance with the internal business rules of the organisation.
- **Archive & Deliver** documents and contents to the right audience on the right device.

Solutions Components

Document Scanning	Convert paper to digital format through outsourcing service
Content Recognition	Extract structured and semi-structured information in paper and electronic formats
Form Design	Create new forms for implementing automated form processing and document capture
Business Process Automation	Trigger document-driven business processes through automated workflows according to business rules
Document Management	Manage, retrieve, share, and search documents with version control and access control
Content Repository	Handle the long-term storage and backup of static, unchanging information in a secure manner

Solutions Overview

