



THE INFORMATION MANAGEMENT GROUP



TIMG PAPERLITE

AN EASY AND COST EFFECTIVE WAY TO MANAGE YOUR DOCUMENTS ELECTRONICALLY

Our fully customisable online document management and workflow automation software will smooth out your office administration processes.

ENTERPRISE-LEVEL POWER AT YOUR FINGERTIPS

The capabilities that PaperLite offers used to be out of reach for most organisations because of the cost and technical complexity. But with PaperLite, TIMG changed the game. PaperLite now affordably delivers the powerful capabilities that organisations of all sizes need to improve the way they interact with content and each other.

All content is saved and indexed directly into your secure space in the TIMG cloud, with offsite backup and the additional option for electronic offsite backup. We also offer BackOnsite, an optional secondary site for disaster recovery and business continuity.

SO WHAT ARE THE BENEFITS FOR YOUR COMPANY?

- PaperLite assists in reducing operational, personnel, and storage costs
- Security in knowing your files are copied elsewhere in case anything was to happen to the paper copies
- Reduces time looking for documents as PaperLite can index your files in a way which is easy for you to search for them e.g. employee's last name, department they work in, etc.
- Complete item tracking history
- Unlimited user licensing, multiple people can be working on files at the same time
- Option to generate reports to see who is doing what with your data
- User restrictions: files can be stored in such a way that only certain people have access to them, for example, confidential HR files may only be viewed by the HR team and management but other users will be locked out from these files

PAPERLITE CAN ASSIST IN KEY BUSINESS AREAS SUCH AS:

Accounts payable

- PaperLite gives you the ability to automate your invoice approval process
- Assists in areas such as missed vendor discounts or getting invoices approved on time
- Invoices will be quick and easy to find


Human resources

- Security or regulatory concerns related to sensitive information within your HR files will become a thing of the past with user control
- Files are available to access 24/7
- Can assist in automating the hiring process

PaperLite comes with a touch-friendly interface designed specifically for smart phones and modern tablets allowing you to search and work on devices anywhere

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