

Zeendoc is a cloud software which was specially developed for use by SMEs. It enables SMEs to manage and utilise documents and data digitally and helps businesses save costs and time as well as simplify business processes. It does not require any specialised knowledge of digital data management and is easy to use. The following functions are included in the standard Zeendoc licence.

Main benefit	Function
Collaboration	Customisable collaboration gateways eSignature ¹ Stamps / Sticky notes / Chat Sharing Version control
Environment	Low-carbon document management solution Reducing the carbon footprint of emails Reducing paper consumption
Information management	Connects with existing business software ¹ Large file sharing Process automation Smart business analytics/charts
Security/Legal	Access rights management Back-up strategy management included Conversion to PDF/A (virus free) Country based data hosting (locally) Document history / audit trail Reducing compliance risks Reducing risks of cyber attacks
Simplicity	100% Cloud based No ongoing storage costs Remotely managed Software as a Service (SaaS) Scalability Single company licence model (not user based) Updates included Usage based pricing
Usability	Access rights management Anytime, anywhere & any device Automated information extraction Automated reminder feature Customizable user interface Document lifecycle management Document matching & linking Electronic forms ¹ External users possible Fast search & retrieval process Home-use licence available Multi-source document capture One central database Online editing of MS Office documents Smart meta data indexing (OCR) Transition to reduced paper-based processes Unlimited users

485,000 Zeendoc users agree that Zeendoc is easy to use.