



Complete Office Automation and Document Suite Available On Premise

NASHUA 

saving you time. saving you money. putting you first.

NashuaDocs

NashuaDocs is a high performance, intuitive management system that offers the power of enterprise document management to mid-sizes companies and large organisations. **NashuaDocs** can help any kind of organisation anywhere in the world gain control over their documents, with a particular focus on fast content retrieval and business process automation.

Why NashuaDocs?

- Developed with a modular approach, so you purchase only what you need.
- Fully customisable solution offering from Nashua, so you can request tailor-made features.
- Easy to configure, drag and drop workflows, so you can automate all your business processes.
- Offers web API, so you can integrate it with your existing applications e.g. ERP, CRM etc.
- Offered On Premise.
- We offer both digitisation services and office automation solution.

Major features at a glance



Org Chart:

Create organisation chart and integrate with workflows for role-based, flexible and effective business processes.

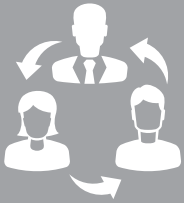
Bar Code:

The Bar Coding Module will read the printed bar codes on your scanned documents and then populate the data fields that are associated with specific bar codes, typically for the purpose of automatic filing.





Major features at a glance continued...



Process Automation:

Automate your business processes with drag and drop workflows. No development required for creating or reengineering of workflows. Create and implement complex workflows in 5 minutes. To learn more, watch demo videos at www.nashua.co.za

Optical Character Recognition:

Advanced Optical Recognition (OCR) module translates printed and/or clearly handwritten text into data.



Office Integration:

Users are able to access the document management software from the toolbar or file menu from within Microsoft Office applications.

Digitisation:

Digitisation is done by a team of professionals. The team converts millions of paper files into soft files within the committed time period. Machines, manpower, file servers and computers are provided by Nashua.





Major features at a glance continued...



Central Repository:

NashuaDocs manages all the documents that accumulate on a daily basis in your storage, email server, accounts database and file cabinets. Every authorised employee has access to these documents from their own computer/smartphone, even when they are out of the office.

Dashboard:

Personal dashboards provide you with an overview of the actions, workflows and documents that are central to your current work. Tasks, recently published documents, reminders and due dates are presented in a single location to easily manage the content-centric activities to be done.



Workflows:

The application has an in-built drag and drop workflow designer to cater to the business flows. The user has the scope to design, modify and customise the view of work using this tool. It supports reverse assignment, parallel approval, escalations and notifications.



Advantages of NashuaDocs:



- Nashua (Pty) Ltd is a leading provider of both Managed Document Services (MDS) and digital office automation printing products in Southern Africa.
- Our document management system controls content throughout its lifecycle including acquisition, filing access control, routing using BPM and archiving.
- Our Managed Document Services help you track and manage your documents, to increase efficiency, improve decision-making and reduce costs.
- We have 38 franchises across Southern Africa.
- Built as a modular system - you only purchase what you need.
- Customise the product as per your business requirements.
- Easy to configure drag and drop workflows.
- Digitisation support.
- Email integration.
- SMS integration.



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For more information please visit

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