# TreenoGCM™ – Global Content Management *Made Easy*

Powerful, Flexible, Easy-to-Use

In today's fast moving business environment, enterprise wide content/document management and workflow optimization are more than just competitive advantages—they're necessary for survival. You need secure, reliable access to business-critical information to avoid search and retrieval nightmares while ensuring compliance with federal security mandates. Sales orders, contracts, invoices, employee records, financial documents, and much more need to be available, distributable and manageable across your entire organization anytime and from anyplace. Streamlining your document capture and store process means enhancing your workflow. And that leads to spending more time doing what you do best—serving your customers.
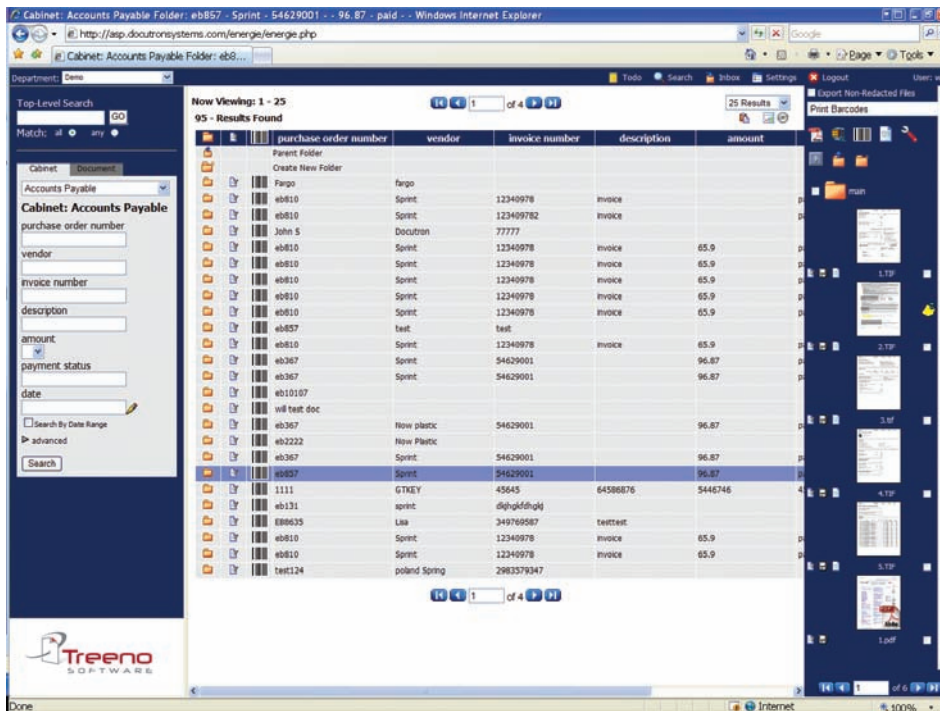
Indexed search and retrieval

The Unmatched Power of Treeno

TreenoGCM is an easy-to-use yet highly robust system for accessing, managing, and sharing critical documents and images across a broad range of enterprise functions, departments and locations. With great efficiency, businesses can now capture, organize and share any type of digital or paper-based document within a secure, central repository. System deployment is effortless, document retrieval is instant, integration with existing applications is seamless, and the Treeno system can scale to support as few or as many enterprise users as your organization requires. We offer solutions to fit the specific needs of organizations across a wide variety of industries including engineering, automotive, insurance, legal, financial services, real-estate/title, educational, healthcare, manufacturing and municipalities.

TreenoGCM benefits:

➤ Instantly and easily finds any document

➤ Makes content centrally available to all – anytime and from anyplace

➤ Allows familiar workflow processes to remain intact – *we work the way you work*

➤ Keeps sensitive documents secure; available only with assigned access rights

➤ Automates document tracking and auditing

➤ Simplifies records management

➤ Prevents lost records

➤ Saves storage space

Employees spend a documented 35 percent of their time searching for necessary information needed just to do their jobs. (Source: IDC)

Transform your organization without disruption.

Deploying and operating an enterprise content, document and workflow management system should be as simple and effortless as using existing, familiar applications. Integration should be intuitive for your employees and transparent to your customers. TreenoGCM's robust feature set, in conjunction with integrated collaboration and business process management capabilities, **enables your organization to improve operational efficiency and productivity—without changing the way you do business**. Our advanced open standards architecture and customer-focused philosophy enables your employees and business partners to continue working within existing software packages without disruption—ensuring quick user adoption, minimal training efforts and streamlined, 24/7 access to content.

Increase profits with less work

Treeno improves your business and bolsters your bottom line by empowering you to:

- ➤ Access documents instantly via any location, anytime
- ➤ Increase operational efficiency across the enterprise
- ➤ Reduce demand for physical space
- ➤ Reduce labor costs for employees dedicated to document capture
- ➤ Improve responsiveness to your customers
- ➤ Simplify regulatory compliance preparation
- ➤ Eliminate costs associated with lost files and document shipping
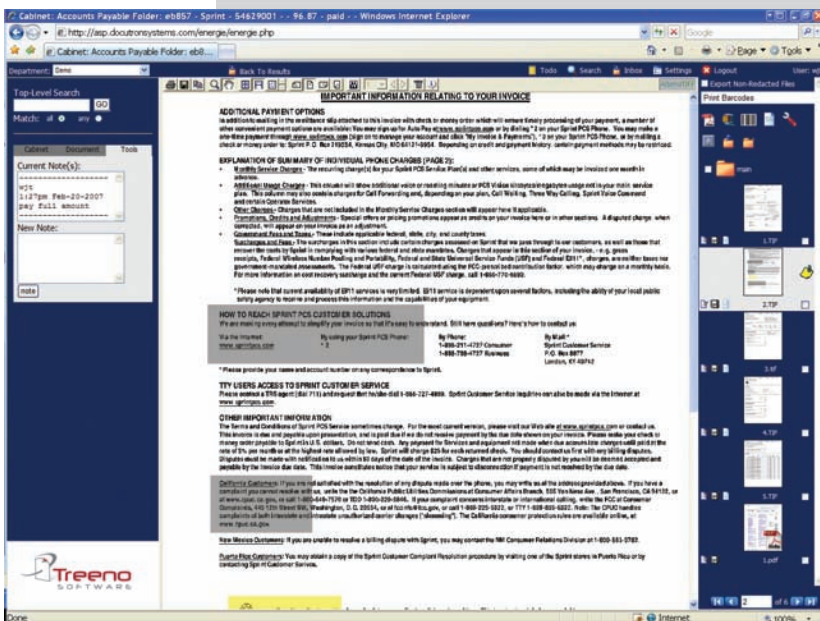
Thumbnail views and redaction

At any given time, between 1 and 1.5 percent of an organization's files are lost or misplaced. The average cost of recreating a document is $250. (Source: Information Week

Share and organize within a single repository

Organizations around the globe rely on Treeno to address their most demanding document, content and business process management needs. Your employees, partners and customers can access, store, and manage millions of files in an organized, hierarchical structure with great ease and security. Version control, indexing and audit trail functions ensure document accuracy and regulatory compliance while powerful search capabilities allow users to instantly access critical information with the push of a button.

Choose a flexible deployment method

The flexibility of the Treeno architecture is truly revolutionary. Treeno*GCM* deploys up to 75% faster than traditional solutions and can be delivered as a service or as an in-house solution. Both deployment methods are highly secure and provide the user with a simplified, On-demand mechanism for adding capacity, additional users, and new features.

Simplify user adoption

The simplicity of the Treeno user interface (UI) makes enterprise wide user adoption a snap. Treeno*GCM* is based on the familiar file-tree model that includes cabinets, folders, sub-folders and files to organize documents making it easy for people to find exactly what they need, when they need it.

Simplify regulatory compliance and mitigate exposure to corporate risk

Treeno*GCM* helps you to reduce the risk and lower costs associated with regulatory compliance and corporate mandates related to the Gramm Leach Bliley Act, HIPAA privacy rules, ISO certification, SEC 17a4, The Paperwork Elimination Act, the Sarbanes-Oxley Act, JCAHO, and more.

Treeno*GCM* Features

Document Management – Store documents in a secure centralized repository where multiple folders are used for internal and/or external information sharing. An embedded search engine makes documents easily searchable and manageable and there are no complicated new filing systems to learn.

Capture and Imaging – Documents are scanned, indexed, stored and managed electronically in real time simplifying the retrieval process. Physical paper documents and forms are easily converted into any form and delivered to a folder for indexing.

Quick/Easy Access – Using available index information or intelligent integration links, you can retrieve images, files, data, and text with a single query. Sort results by any index field and arrange result columns in any order.
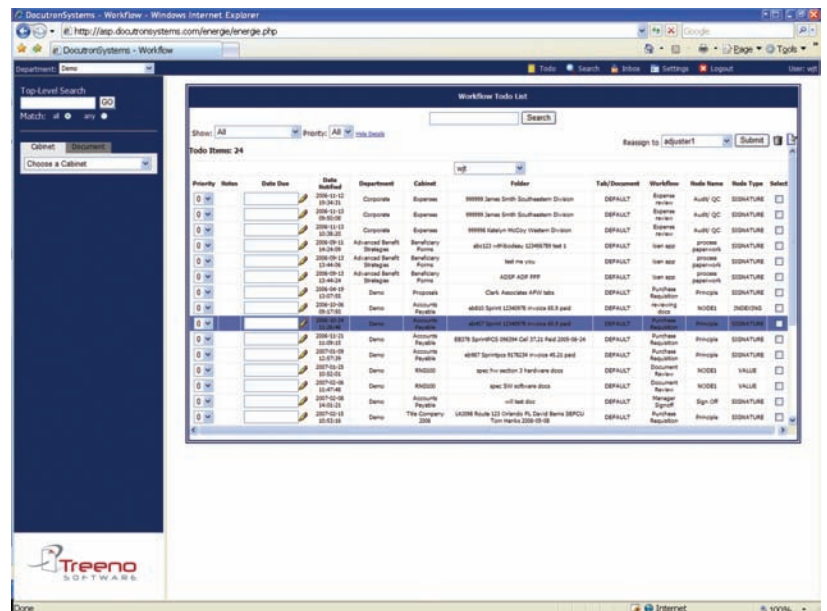
Records Management – Archiving of electronic and paper documents in accordance with corporate policies is a snap. View and manage your records as information that can be classified, accessed, and shared with unprecedented agility.

Application Integration – Treeno*GCM* quickly integrates with virtually any productivity application providing easy connectivity to key business, industry, human resource and general ledger tools and systems.

Integrated Workflow – Treeno automatically maps your business processes to an always-available document management server. Process automation is streamlined and the data entry process is simplified. Includes email notification and Web portal access for sharing with remote users. Files can be zipped, downloaded, emailed or printed.

Managing workflow items in the To Do list

Optical Character Recognition (OCR) – Rapidly convert scanned documents into editable text and/or XML. Re-use paper documents without re-typing to save time and labor..

The average company spends $20 in labor to file each document, $120 searching for misfiled documents. One in 20 documents is lost and it takes 25 hours to recreate a lost document. (Source: Pricewaterhouse Coopers)

Audit Trails and Security – Comprehensive audit trail capabilities include task date/ time stamp, task originator, task description and related document activities such document versioning, check in/check out tracking, and more.

Collaboration – Geographically dispersed members can access, store, manage, and share business-critical content. Versioning tools allow users to keep up with the latest iteration of documents, including check in/check out, freeze, rollback, notes-per-version, views of older versions, and full auditing capabilities.

E-mail Management – E-mail messages are managed as efficiently as other types of electronic documents. Eliminate the need to search for important content that may reside in multiple locations by having e-mails centrally stored in context with the content or projects to which they pertain.

Mailroom Scanning to Personal Inboxes – Treeno scans documents to personal inboxes, reducing the amount of physical deliveries that need to be made, especially to remote sites improving the cost and security of delivering documents, companywide.

Regulatory Compliance – The implementation of a secure and scalable document management solution will help your company comply with regulatory mandates.

Effortless Indexing – Powerful indexing capabilities allow for high volume processing of any document. Any user can quickly capture, store and organize business information in folders while gaining instant access to any document, folder or object within the repository.

Secure Repository – Treeno leverages the most advanced technologies available to provide a repository that ensures data integrity and security. In addition to native security and auditing capabilities, Treeno separates index values and files into unique encrypted areas rendering information unusable if accessed by an unauthorized source. In addition, Treeno has the ability to integrate to object file systems, such as EMC's Centera, for the most advanced repository security available today.
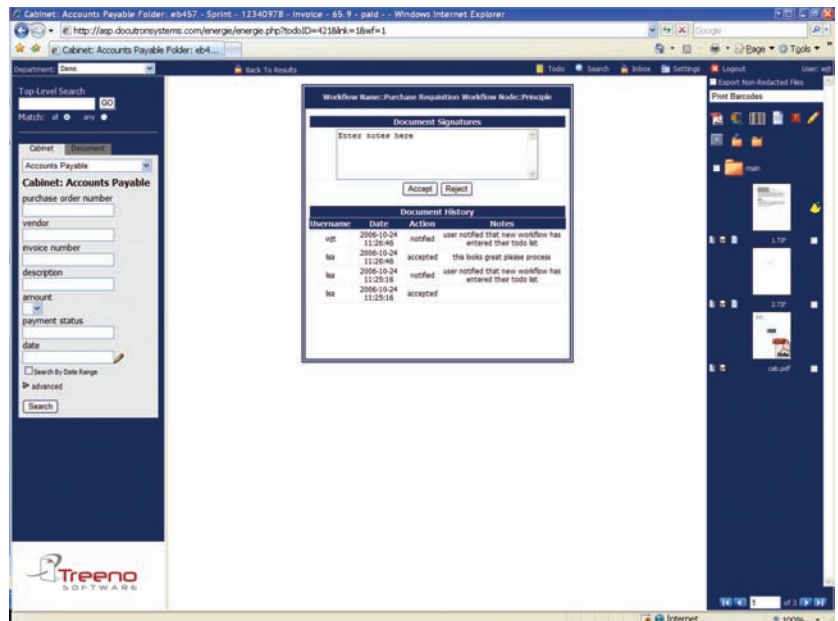
Sign-off on documents through workflow

Treeno
SOFTWARE