



## The Simple Answer to Document Management

Like it or not we all rely on paperwork and documents to run our business. All of us create dozens, even hundreds of contracts, invoices, reports, emails and other files every day. All of us know the frustration of not being able to find the right information at the right time.

Hershey UK provides on-premise and cloud-based Document Management solutions to help you regain control and stop the paper madness, allowing you to create, collaborate and coordinate business documents across your entire organization. Hershey UK is: ***The Simple Answer to Document Management***



### Organize and Find Documents

***Where is that information I need?***

***Where am I going to put another filing cabinet?***

***Why hasn't this document been filed in the right folder?***

These are just some of the problems that are all too common when using a paper based system – especially when you have thousands of paper and electronic files, not to mention the glut of emails that we receive each day. All of this information needs to be managed so that your documents can be well-organized and easy to find. Hershey UK can provide the solution, making searching for and retrieval of documents simple.



Specific Index fields help you to locate information quickly and accurately. You can also use advanced search options like keywords or tags and OCR text to search within the content itself. You can even create your own custom pick lists, text fields, and other tools to help classify a document. No programming experience is necessary.

#### ***The result?***

***You find what you need when you need it - Fast***

### Collaborate with Co-Workers

Creating a document is often a team effort. Content might come from one person, edits from another, and comments from a third. So, you need a system that makes collaboration both simple & effective. Hershey UK can provide the solution allowing you to:

- Create and share documents with colleagues
- Scan up to date information
- Edit and update your document content
- Annotate with post it notes and typed comments
- Highlight key paragraphs & redact confidential and sensitive information
- Maintain full version control and audits of document changes

This ensures that when collaborating you are always working with the most current information. Business decisions are easier to make. Compliance and legal requirements are always met.

## Manage Document Lifecycles

Documents need to be approved by the right members of staff. Hershey UK can help you set-up standard workflows so your documents follow a predefined process, enforcing your business rules that will guarantee an increase in efficiency and productivity.

Specific documents can automatically launch workflows at the time that they are submitted to the system thus ensuring that the right information is routed to the right person to be actioned.

You can set up document alerts for each workflow step. So, on a specific date or after a period of time you receive a message reminding you to take action. That means no more missed renewals or deadlines.



## Access From Anywhere

The way that people work has changed, employees are always on the move therefore it is important that you can manage your documents from wherever you are: at the office, at home, or on the road.

Hershey UK's cloud based solution is fully compatible with any web browser, iPhone or Tablet device, allowing you to securely log into your account wherever you are.

This means that you can search and find the information you need when and where you need it. Additionally you can, print or download documents from wherever you are. You can even organize your documents set up new alerts and advance a workflow when you're away from the office

## Secure Document Retrieval

It is critical that your documents remain securely protected, for that reason you can rely on Hershey UK. The built in security of our solutions means that documents can only be viewed by those that have been authorized.

Our cloud based solution provides both a robust & secure platform. SAS70 II compliant data centres keep unwanted parties out. At the same time, we protect your data with 256-bit SSL encryption.

Hershey UK puts a range of user control tools at your fingertips. You can select which users and groups have access to specific document classes. With integration into LDAP, Active Directory, and Single Sign-On you also avoid complex administration by reusing your existing processes, like password policy enforcement.

## Get Started Now!

With Hershey UK you can efficiently create, organize, and share documents within your organization and with authorized external parties. Hershey UK is the simple answer to Document Management. You can even get started with a free 30 day trial to see the benefits first hand.

*Want more information and an online demonstration?*

Then call **01323 700006** or  
email: [info@hersheyuk.co.uk](mailto:info@hersheyuk.co.uk)



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