

Software & Services

PRINT, DOCUMENT AND INFORMATION MANAGEMENT

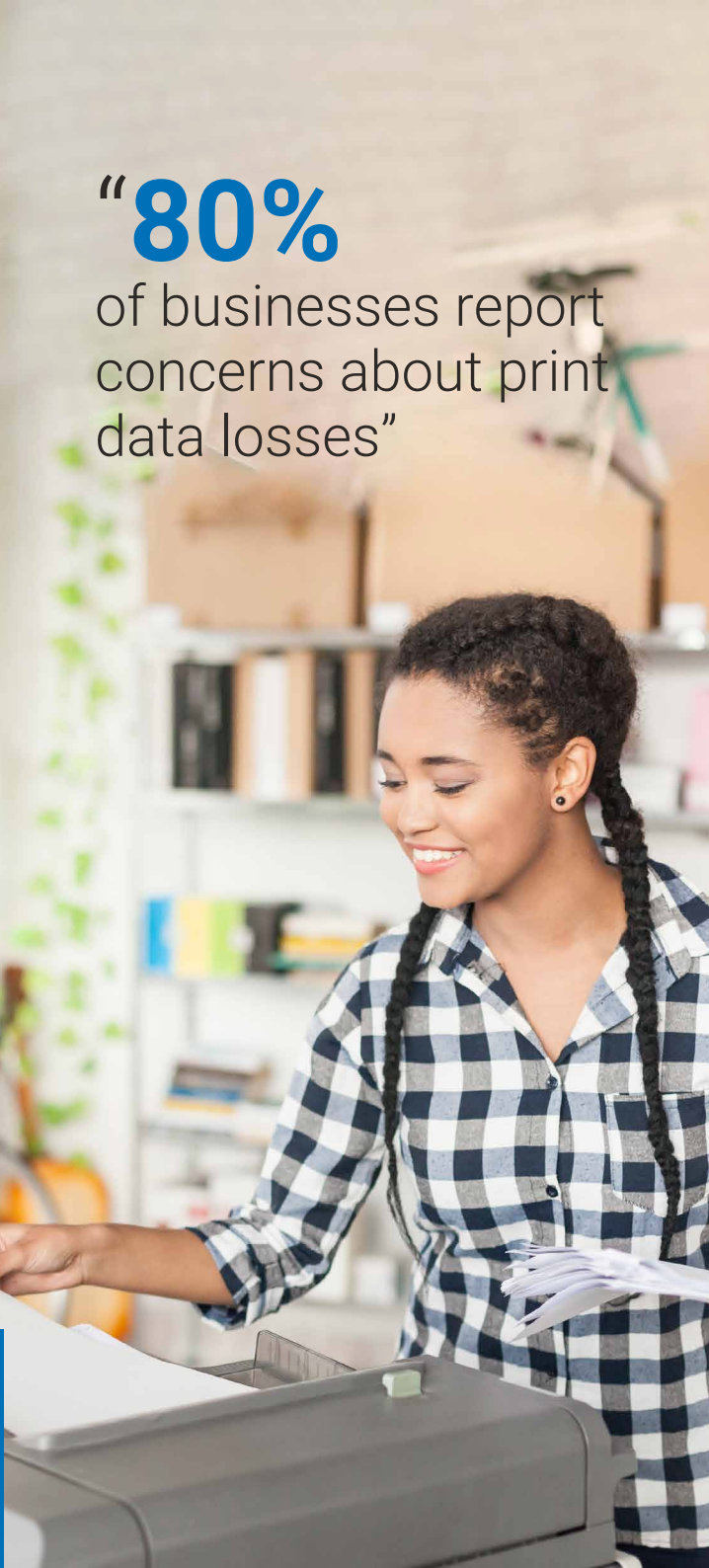
Since the start of 2020, most companies have had to change how they go about their business. Whether it's the way we engage with our customers or the way we collaborate with colleagues, we have had to adapt to a more remote way of working.

Digital transformation initiatives have accelerated exponentially and organizations of all shapes and sizes are looking to introduce automation into an increasingly diverse range of business processes. Even those industries and lines of business that traditionally relied upon printed materials and face-to-face communications have had to embrace cloud computing, mobile apps and process automation to adjust to the new normal.

Lots of organisations store documents and information in the cloud, but true digital transformation goes beyond the simple migration of data. Moving applications and workflows to the cloud also changes the framework of the way a business operates. It can deliver significant improvements in security, productivity and reliability whilst helping businesses to meet their sustainability objectives.

In response, we have introduced a new range of print, document and information management solutions to complement our existing portfolio of hardware and professional services. Our new range of software and services includes **mobile print management**, **eSignature**, **secure document management** and **electronic accounts payable solutions**.





“80%

of businesses report
concerns about print
data losses”

PRINT MANAGEMENT

With an increasingly dispersed workforce, managing the print function within an organisation can become time consuming and inefficient. Whether it's securely managing print within a flexible working environment, enabling mobile printing from any device or reducing the quantity of print wastage, a unified print management solution can help.

SOS offers a range of print management solutions from some of the world leading vendors. Our specialist print management team will take the time to understand your specific challenges and recommend a solution that not only meets your needs for today but is flexible enough to adapt to your changing requirements over time.

For organisations that face strict compliance obligations for data security and confidentiality, the print process can often be a point of failure. Implementing an advanced print management solution can mitigate the risk of lost or compromised information through the enforcement of robust security policies.

For larger organisations, printing can represent a significant operational cost. In order to make informed decisions about device use, location and accessibility it is necessary to have access to detailed business intelligence. All of our print management solutions include detailed reporting and analytics, helping you to understand who is printing what and where.

A single platform for all your print, scanning and device management.





SECURITY

Data security is a business imperative, and it extends to the security of physical printed documents as well as digital files. Maintain the security and confidentiality of your information with:

- 2FA for the release of print jobs
- End-to-end encryption of data in motion
- Access controls linked to user or group profiles



COST-EFFICIENCY

Reduce printing and copying costs with a range of features designed to provide greater visibility you're your print expenditure and enforce best practices amongst employees:

- Implementation of print policies such as duplex and mono printing by default
- Accurate allocation of costs to user or workgroups
- Automatic deletion of unreleased print jobs



PRODUCTIVITY

Intelligent print management solutions reduce the time and effort involved in printing, scanning and copying documents, freeing time to be spent on core tasks, aiding user productivity:

- Print from mobile and BYO devices from anywhere to any printer
- Intelligent print queues allow documents to be released from any printer on the network
- Reduce input time at multifunction devices when capturing documents



SUSTAINABILITY

Reduce paper wastage, energy consumption and toner usage with enhanced, eco-friendly policy enforcement and help contribute to green initiatives:

- Implement paper-saving policies as default, such as duplex printing
- Secure print release reduces unnecessary print jobs
- Access detailed business intelligence for carbon offsetting

PaperCut[™]

uniFLOW



“46%
of office workers
say locating files is
time-consuming”

DOCUMENT MANAGEMENT

Knowledge workers – those who are responsible for the creation, editing or management of documents – can waste up to an hour a day simply trying to locate the right files. Once found, can you be sure it's the latest version?

Traditional file and folder systems lack context and make the location and management of documents, spreadsheets and emails time-consuming at best. Incorrect file names or miss-filling of content can be the source of frustration and have an unnecessary impact on productivity. The latest generation of enterprise content management (ECM) solutions changes all this, enabling users to quickly access the right content, first time.

As organisations increasingly adopt remote, collaborative working practices the security of information becomes more important than ever. ECM solutions use robust encryption to ensure the authenticity, confidentiality and integrity of your data. Security policies also allow administrators to set permissions based on role, group or file type.

Key features of ECM

- Add context to content with metadata tagging, making files easier to locate
- Simply type a keyword into the search bar and get to your content with one click
- Maintain just one copy of each file – the most recent one – providing a single source of truth
- Effortless collaboration – no need to share files back and forth via email
- Push content through digital workflows for faster reviews and approvals
- Secure document storage with encryption and custom security policies

M-Files®

Therefore™
PEOPLE PROCESS INFORMATION

E-SIGNATURE

Contract approvals can be time-consuming, especially if a physical signature is required. Posting documents for approvals, or emailing them and requiring the recipient to print, sign and return causes process delays and potentially exposes sensitive data to unnecessary risk.

DocuSign eSignature accelerates agreements, eliminates manual tasks, reduces the risk of error and integrates seamlessly with a broad range of business software.

The concept of the paperless office comes one step closer with the implementation of eSignature technologies. From contracts to questionnaires, account openings to approvals, agreements are part of everyday life. Replacing the need for a physical signature with an eSignature delivers a range of benefits:

- Accelerate approvals
- Improve efficiency
- Save money
- Enhance security

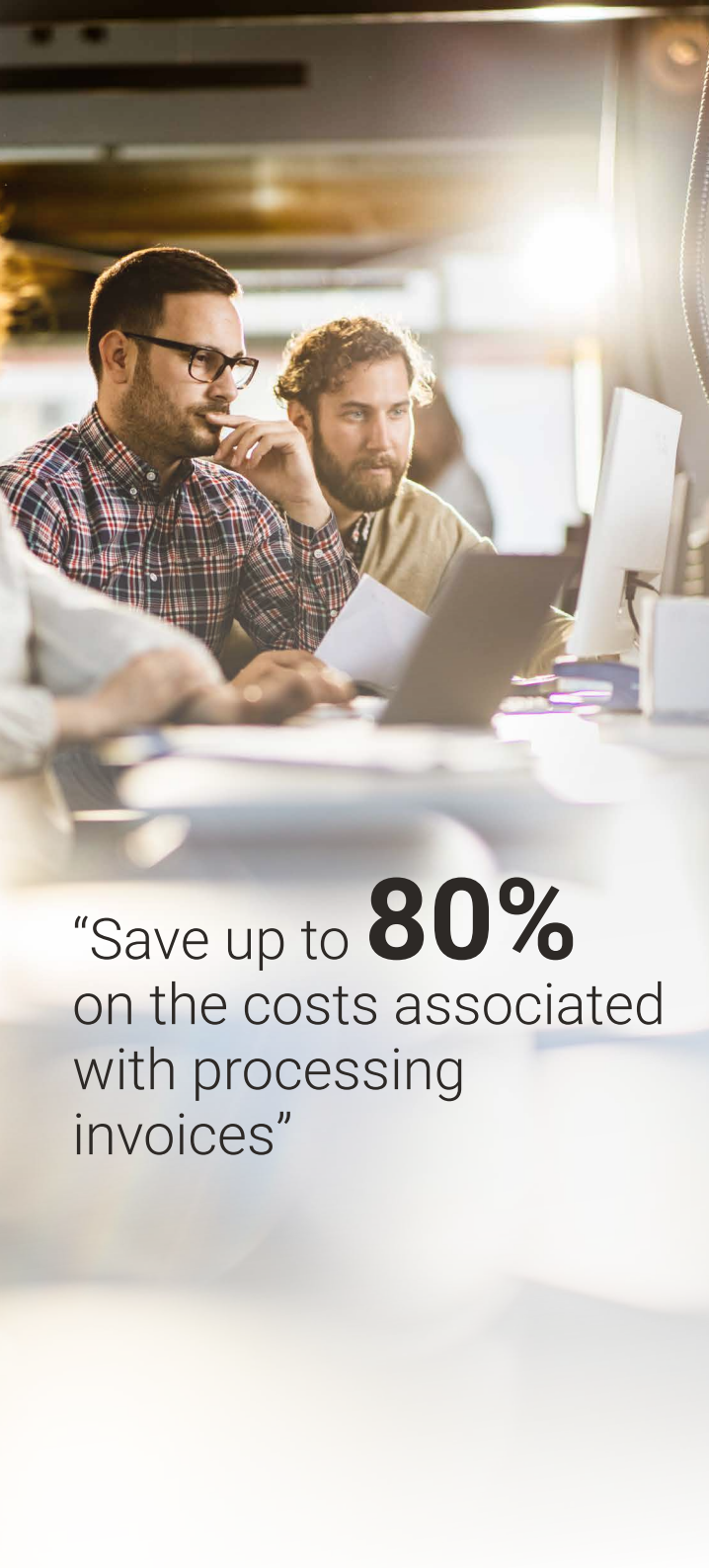
DocuSign eSignature handles the most demanding of customer requirements, offering a simple, intuitive experience for all.

- Send and sign agreements securely from any device
- Save money on every agreement by reducing paper use and improving employee productivity
- Effortless integration with over 350 standard integrations and leading API's
- Meet the most stringent security standards and data encryption
- Built upon a robust infrastructure that has delivered 99.99% platform availability, worldwide
- Set up reusable templates to standardise commonly used fields
- Track the status of a document and set up automated alerts and notifications

DocuSign®

Up to **80%** of agreements are completed in **24 hours**, over **40%** in under **15 minutes**.





“Save up to **80%**
on the costs associated
with processing
invoices”

ELECTRONIC ACCOUNTS PAYABLE

SmartOffice Accounts Payable is a powerful, cloud-based solution that reduces the cost of processing invoices. Processing becomes a completely touchless experience, supporting remote working, approvals, and full visibility.

No more lost invoices, accounting errors, accounts put on hold, lost VAT reclaims and unnecessary over-payments. SmartOffice AP provides you with a structured and streamlined process for handling all incoming invoices.

We simply take your supplier's invoice from the email they send to you and process the invoice directly into your accounts package. No more sorting through the post, printing invoices, forwarding them for approval or matching them to the correct purchase orders.



SAVE MONEY

Businesses of all sizes can realise significant savings in time, money and effort by eliminating the need to manually process suppliers' invoices.



SAVE TIME

An intuitive online tool for automatic processing, storage and distribution all your suppliers' invoices with SmartOffice Accounts Payable.



STAY COMPLIANT

SmartOffice AP automatically processes invoices into your accounts package and compliantly stores documents for seven years.





Established in 1985, SOS Systems is a leading provider of print and document management solutions. ISO9001 2000 accredited, we are one of a select few Canon Platinum Partners in the UK. We help customers nationwide achieve their compliance obligations and digital transformation objectives through a portfolio of innovative software and services. From secure print management to e-Signature and Accounts Payable solutions, everything is backed by our Prince2 certified professional services team.

INNOVATION | TECHNOLOGY | SERVICE

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