

PhitDocs

Electronic Document Management

Document management is the conversion of paper documents into electronic images on your computer. Once on your desktop, these documents can be retrieved effortlessly in seconds.

Phitdocs document management module integrates with the total workflow of the contractual and monitoring aspect of the program.

Once Phitdocs generates contracts and reports, these documents are generally sent for authorization or feedback to external agencies.

On receiving them back, these need to be filed for records and future access. It would be cumbersome if the information was split like this, half on computers and half on paper.

Phitdocs solves this problem by providing a full featured document management system. Documents are scanned into the system. The document management system stores them somewhere on a hard drive. The documents then get indexed. When a person later wants to read a document, he or she uses the retrieval tools available in the Phitdocs document management system. Which documents can be previewed and read is managed by built in Security system.

Not only just Phitdocs related documents but all documents pertaining to the case can be stored through the system.

- Prevents lost records.
- Saves storage space.
- Manages records easily.
- Finds documents quickly.
- Makes images centrally available.
- Eliminates the need for file cabinets.



More information: To arrange a virtual demo and find out how PhitDocs can catapult your program, please Call **1(888)349-8766** or send us an Email at **info@geninf.com** or visit us on web at **www.phitdocs.com**