



# ENTERPRISE CONTENT MANAGEMENT

## Enterprise Content Management

The **eCMS ECM applications** automate your business by eliminating manual processes, reducing paper-intensive work environments and empowering each employee to perform their tasks with increased efficiency and improved productivity. With Computer Guidance's integrated ECM applications, your organization not only improves the accuracy and consistency of communication, but it is better positioned for avoiding risks and meeting regulatory compliance as a result of documented business processes and company records.

- **Image Upload**
- **Data Capture**
- **Document Imaging**
- **Workflow**
- **Archival**
- **eForms**

Computer Guidance's Enterprise Content Management applications seamlessly integrate with all eCMS applications.

“The Document Imaging, Workflow and eForms applications integrate seamlessly to simplify even the most complex business processes by reducing the risk for human error. Our labor savings from automating one manual process of project data entry and approval is in the neighborhood of \$10,000 to \$13,000 annually at our current business level.”

**Kyle Riddle, MIS Director, Joe Bland Construction, LLP**

The construction industry is said to be one of the most paper-intensive industries in the world. Every project creates a significant amount of paperwork and every business process prior to, during and after completion of a project requires the creation of more documents. The use of automated productivity tools, such as digital document management, workflow automation and electronic forms solutions allow construction companies to limit the documents that are printed and facilitate the flow of information throughout the organization.

Document imaging solutions allow contractors to scan in paper documents or convert existing digital files into a standard format so project stakeholders have access to the most up-to-date project files anytime and anywhere. With electronic forms solutions, contractors can generate standard and custom forms such as invoices, checks and project documents and incorporate them into the company's document management processes. With

digital documents and forms, there are no more overloaded file cabinets, unnecessary storage expenses and loss of business-critical data due to misfiled documents.

The use of document management and electronic forms supports the implementation of automated digital workflows. Whether document or event driven, automated workflows represent a significant savings in both time and money for any organization through the elimination of duplicated labor, manual processing and delays resulting from misdirected documents and overlooked approvals.

With integrated productivity tools, contractors can take immediate control of their documents and processes to stay organized, efficient and scalable. Further, contractors can be confident that the company's business processes support compliance, limit risks, optimize internal and external communications and manage resources efficiently and effectively.

“With eCMS, gone are the days when we used pre-printed forms and green bar paper for our accounting and payroll processes. I could not imagine how we would perform our business processes without having an integrated ERP solution in place, which also includes advanced document imaging, workflow and forms management tools.”

**Kathy Laird, Assistant Controller, BRB Contracting**