iGuana iDM Document Management for Small and Mid-size Business Solution

Document management for small and mid-size business often presents a big challenge. Due to time and budget constraints important business documents (electronic and paper) are often maintained in disparate locations and are managed in a decentralized manner. This makes it difficult to ensure that you have a complete and consistent view of your customers, suppliers, partners and distributors at any point in time. It is also difficult to establish control over who has access to which documents in your company and to guarantee information security.

Our Solution

The iGuana iDM Document Management for Small and Mid-size Business Solution is designed to help you tackle these challenges. At a fraction of the cost, no investment in expensive hardware and IT resources, and no user training, you can centralize all your document archiving processes. The iGuana iDM platform provides a secure medium to capture, distribute, manage, archive and retrieve your business documents via a 100% web-based, intuitive and easy-to-use user interface.

Unified Customer / Supplier Files

With iGuana iDM you can centrally archive all documents pertaining to individual customers, suppliers and partners within a logical tree structure to provide a unified view of each client. For example, you can group all archived invoices, contracts, delivery notes, quotes, e-mails and multimedia files relating to a particular customer under that individual customer's file in iGuana iDM.

Secure Access to Documents

iGuana iDM provides multi-tier security, meaning that you can provide different types of access to different users based on various criteria and specify actions that these users can perform.

Document Routing and Approvals

Incoming documents, such as invoices or regular mail, can be scanned into iGuana iDM and routed to appropriate staff as needed. If required, documents can also be routed to senior staff for approval before they are processed.

State-of-the-Art Platform at a Fraction of the Cost

iGuana iDM is 100% web-based. All you need is an Internet connection and a web browser. You have an option to have the software reside off-premise i.e. in the cloud, as opposed to on your own servers. This eliminates the need to invest in hardware and IT resources.

The software does not require any technical skills or any specialized knowledge to use. Hence, it requires no training. You can be up and running with iGuana iDM in a matter of days, not weeks or months. The system is also maintenance-free.

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