



The **One-Touch** document management solution that allows you to manage your files, documents and pictures effortlessly – anytime, anywhere.

Developed by



# What can bmDOK do for you?

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## One Touch Archiving

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Scan and Archive your files into the designated folder with just one touch



Scan large volume of documents into multiple files with the bmDOK Splitter

## Powerful OCR

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Eliminate the hassle of renaming your files and misplacing them



Search for any content within the document without indexing them



High compression capability allows documents to be compressed up to 100x



Search from challenging files like thermal papers and photos, even if they are upside-down

## 24/7 Cloud Access

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Access your documents anytime, anywhere, even on mobile devices



Control document access with user & group permission settings



Store archived files on managed Cloud with failover & high-availability



Stay threat-free with enterprise-grade security on leading managed Cloud resource

# Benefits of bmDOK

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- ✓ Reduce operating costs
- ✓ Optimise the use of office MFD / copiers
- ✓ Eliminate mundane administrative duties
- ✓ Centralized and organized file storage
- ✓ Improved, faster and flexible retrieval
- ✓ Achieve office productivity and business continuity
- ✓ Improved customer service and satisfaction
- ✓ Eliminate missing documents
- ✓ Practical and fast implementations



# Value-Added Enhancements\*



## Email Archival

Archived emails are now easily accessible anytime, anywhere  
Convert your archived emails into PDF-searchable format  
Extend the longevity of the archived emails by converting into PDF formats



## Data Extraction

Eliminate data-entry by extracting data from hard-copy documents  
Automatically extract data based on defined fields  
Consolidate data into reports and export into Excel or MYOB



## Trigger

Easily monitor contracts due for renewal with auto-notifications  
Manage multiple contracts that require follow-ups  
Consolidation of reports facilitates contract planning and management

\*Optional Enhancements

Bizmann is a pre-qualified Integrated Solution Provider under SPRING Singapore's ICV scheme for Document Management and Mobile Access System.

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