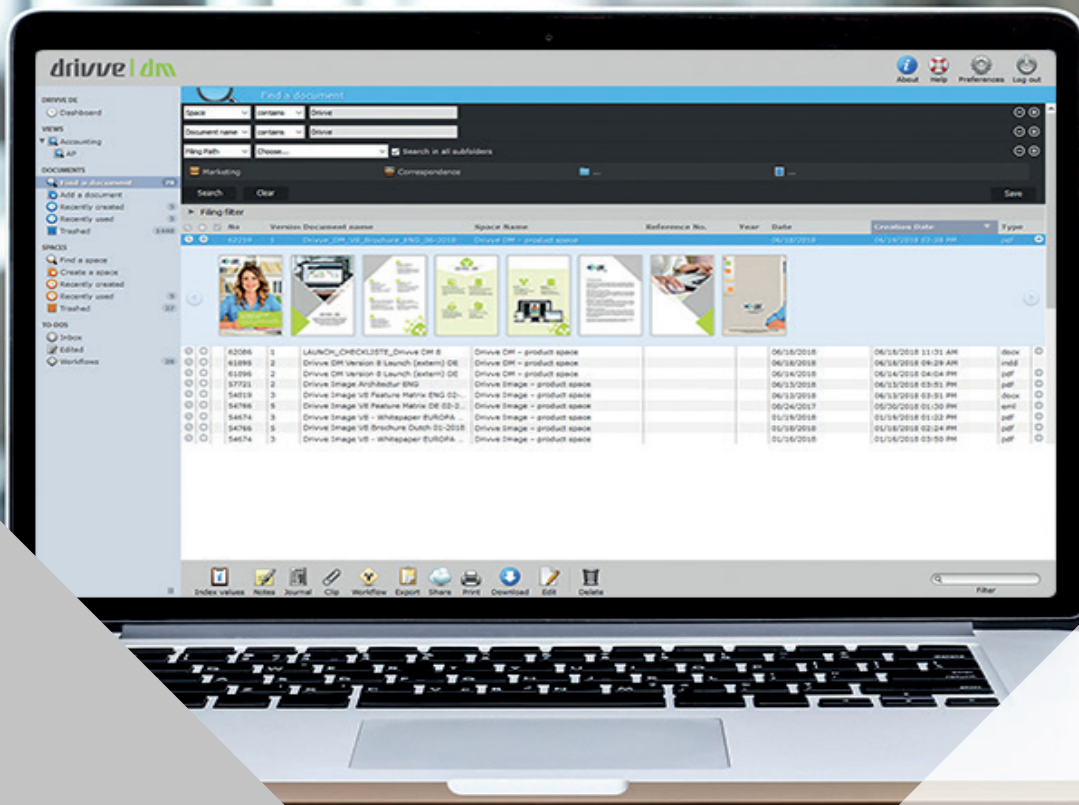




LRS[®]
OUTPUT MANAGEMENT

DOCUMENT MANAGEMENT AND WORKFLOW

The comprehensive functionality and user-friendly design of Drive | DM makes managing business processes easy, reliable and secure.



DRIVVE | DM

Drive | DM is an award-winning, browser-based document management system that delivers comprehensive functionality and certified security through an intuitive user interface. Drive | DM helps organizations run more efficiently by providing a user-friendly solution that enables full control of document processes.



Enhanced Productivity

- Quickly access desired documents
- Easily automate manual business processes
- Improve collaboration with powerful document workflow tools
- Streamline essential business processes in areas like accounting, order processing, and human resources



Reduced Costs

- Minimize physical document storage costs
- Reduce document shipping costs
- Avoid late fees and penalties
- Intuitive user-interface reduces training and support costs
- Use Driveve | DM Cloud to eliminate infrastructure costs



Increased Ease-of-Use

- Attractive, easy-to-use interface
- User-friendly, centrally administered installation & configuration
- Intuitive filing structure and file administration tools
- Seamless integration with Microsoft Office applications
- Complete solution with database



Heightened Security & Compliance

- Comprehensive, multi-layered security & user management
- Maintains a full, system-wide audit trail of every event
- Control access to confidential information
- Full compliance with EU General Data Protection Regulation (GDPR)
- Supports regulatory and management frameworks such as SarbOx



Greater Business Efficiency

- Improve customer response time by ensuring instant access to requested information
- Optimized administration and organization of documents
- Rapid processing of inbound documents and correspondence
- Find documents significantly faster



Improved Collaboration

- Instant access to documents in the office or on the go
- Share information & workflows with the whole team
- Share documents online using Driveve | DM
- Driveve | DM Mobile App for Android and Apple iOS devices
- Guest licenses for project work and audits





DRIVVE | DM



Document Management

- Securely manage documents from capture to archiving and deletion
- Organize documents in flexible and intuitive filing structures
- Establish full version control and check-in/check-out parameters
- Easily associate archived documents to relevant file folders, projects, and workflows



Space Management

- Create focused work "Spaces" on specific subject matter (e.g. projects, teams, customers, products, etc.) for aggregating and managing relevant documents from across filing categories
- Create contextual links by associating documents to multiple Spaces
- Establish and manage processes & workflows within and across Spaces



Document Capture

- Easily migrate documents located on file servers
- Scan documents using Drive | Image directly to your archive
- Add documents directly from Microsoft Office applications
- Upload documents through the Drive | DM browser interface
- Comprehensive bulk import capabilities



Search & Retrieval

- Search engine supports full-text & contextual search
- Combine terms from several input fields into one search
- Save favorite searches
- Create different views of your documents
- Focus document search on specific Spaces



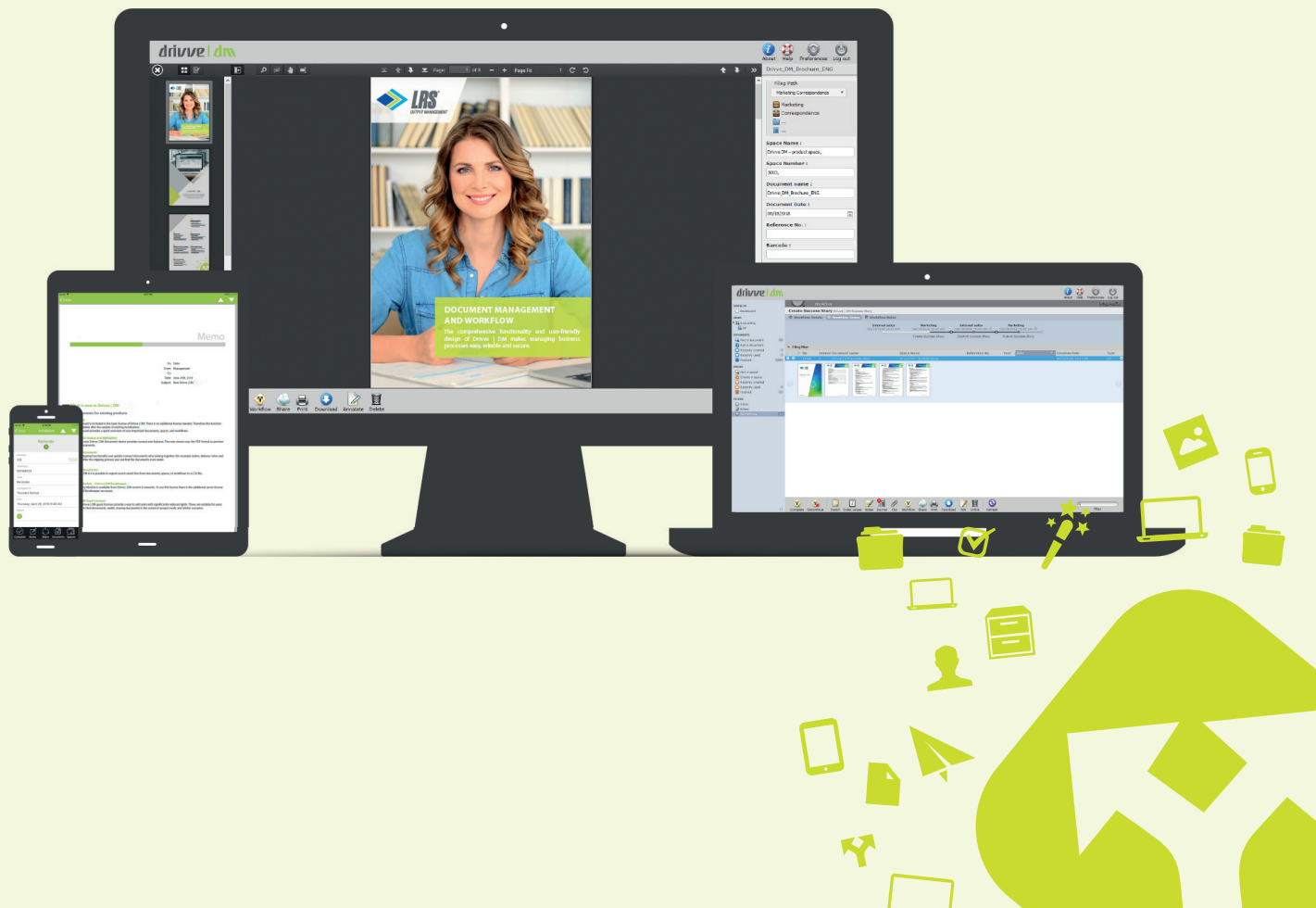
Workflow

- Easily create and publish workflow templates
- Automate workflow distribution
- Create ad hoc workflows & easily modify existing workflows
- Search and monitor existing workflows
- Share documents internally & externally



Bookkeeper

- Administer accounts, cost centers, and projects
- Easily create split postings
- Manage, allocate and assign receipts
- Export bookkeeping records for further processing
- Secure bookkeeping processes with dedicated permissions





The Drivve Ecosystem

Drivve offers customers an integrated ecosystem of powerful, easy-to-use software solutions for processing and managing physical and digital documents. Drivve solutions help to optimize the entire document lifecycle, from image capture and routing, to document management and workflow, to print and output management

DRIVVE | IMAGE for Image Capture and Routing

Drivve | Image streamlines digitization and document routing processes with advanced, user-friendly, customizable tools for automated document capture, processing, and secure distribution. With Drivve | Image, a multifunction printer becomes a full workflow engine that saves time, eliminates errors, and improves business processes.

DRIVVE | DM for Document Management and Workflow

Drivve | DM is an award-winning, browser-based document management system that delivers comprehensive functionality and certified security through an intuitive user interface. Drivve | DM gives organizations full control of their documents in an easy-to-use way. Key features include workflow management, document archiving, retention policies, and rules-based processing.

DRIVVE | PRINT for Print Management

Drivve | Print is a comprehensive print management solution that helps organizations achieve cost savings while managing print volumes securely and keeping the print process easy and flexible for users. Drivve | Print features extensive usage tracking and reporting capabilities, rules-based printing, fleet management tools, embedded pull-printing, device authentication, and device agnostic mobile and guest printing features.

Drivve's ecosystem of integrated document solutions simplifies and streamlines document intensive processes, allowing organizations of all sizes to reduce costs and work more efficiently.





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