

# Digital Documents On-Demand

No IT Costs, No Capital Spend,  
No Hassle.

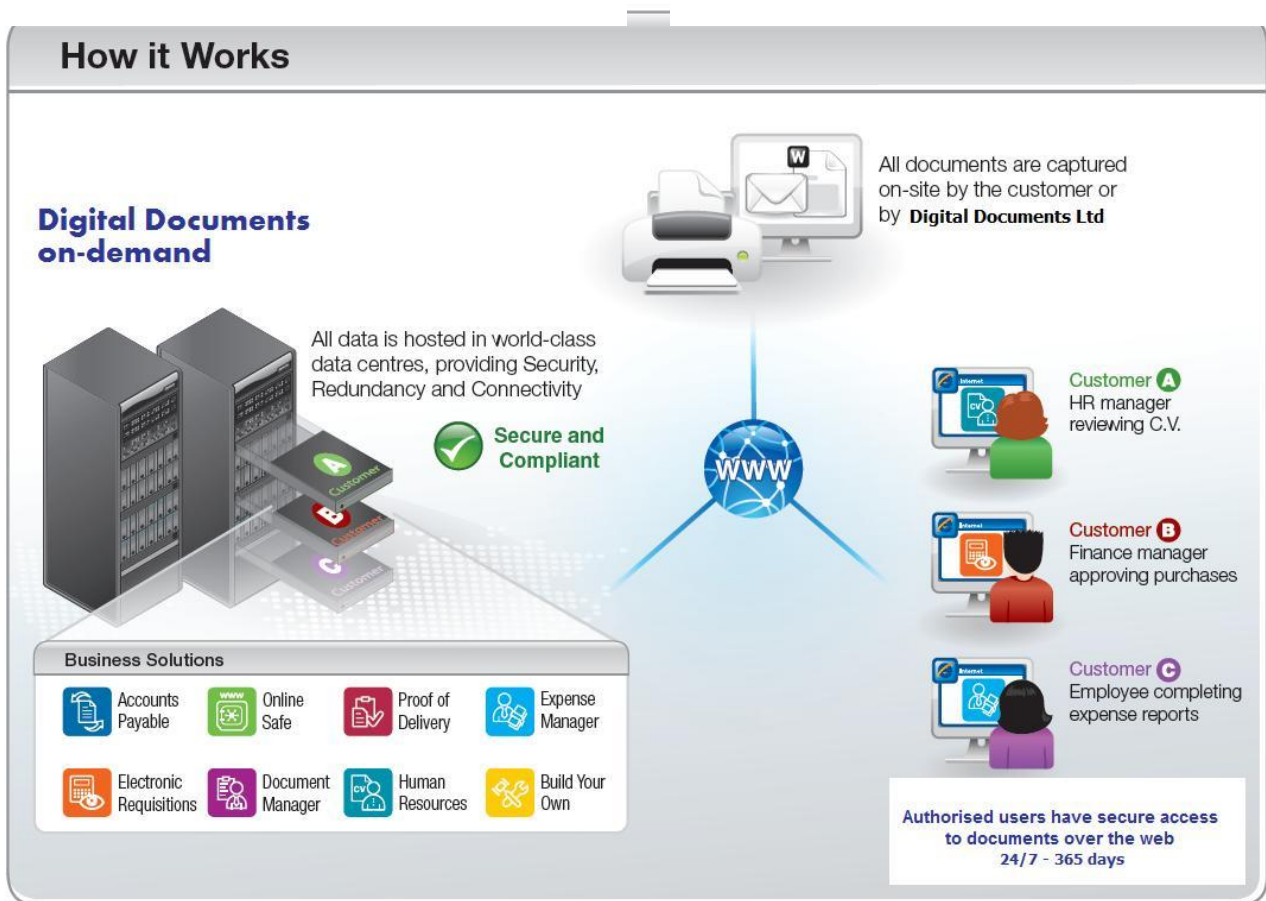
"Smart Business Solutions"

## Simplify your business processes and cut costs

Digital Documents on-demand is a fully hosted service that automates everyday cumbersome business processes such as Expenses, Procurement and Human Resources. Removing costs and simplifying processes.

Easy to use and simple to set up, Digital Documents on-demand removes the necessity for IT personnel, hardware, maintenance costs or upgrades. With Digital Documents on-demand there is no capital spend and no IT costs. Just a simple fixed monthly fee and no hassle.

Digital Documents on-demand is built on the proven Softco R8 technology platform, which is installed in some of the world's largest organisations delivering proven, scalable, compliant access to billions of paper and electronic documents for thousands of users. Digital Documents on-demand incorporates a number of ready to go Software-as-a-Service (SaaS) applications, as well as the option to build your own tailored solution to meet your specific business needs.



*"The annual cost to own and manage software applications can be up to four times the cost of the initial purchase. As a result, companies end up spending more than 75% of their total IT budget just on maintaining and running existing systems and software infrastructure."*

**Gartner Research**

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The creation, processing and approval of Expense Reports take up a disproportionate amount of time and energy in most organisations. Paper-based and labour-intensive, the task is also prone to error. By automating and streamlining the entire process with Smart Expense Manager, organisations can increase control and visibility of claims and automatically enforce companywide expense policies and procedures. Employees can complete their expense reports online from anywhere, and submit them for approval in a workflow that can dramatically reduce reimbursement times. Expenses paperwork is attached and claims are

Approved or rejected in an automated process that brings new levels of transparency to a business procedure that is difficult to control.

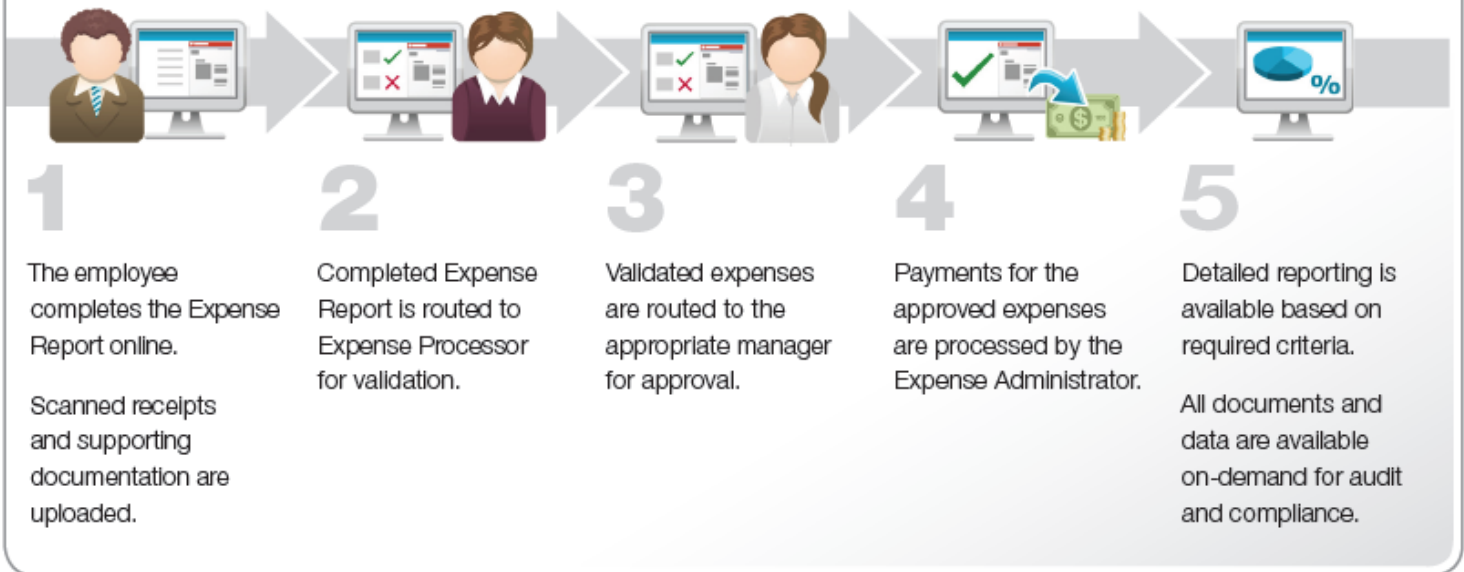
### Key Benefits

- Reduce administration & processing costs
- Enforce company policies & procedures
- Deliver control and transparency

View Flash  
Demo Online



## Expense Manager Process



### Key Features

- Submission of expenses online with real-time functionality
- Electronic capture and attachment of receipts
- Full visibility throughout the approval process
- Complete audit trail
- Approvals workflow aligned to an organisation's policy
- Extensive reporting
- Multi-currency functionality

“ Our response times are immediate, retrieval of documents from our archive is instant and our internal administration procedures have improved significantly. ”

A.I.B – Softco Technology User

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