



# Guardian Invoice & Document Management System

## KEY FEATURES:

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- Advanced searching
- Browsing capabilities
- Sending by e-mail
- Creating templates
- Printing
- Importing and linking
- Sticky Notes

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## What is Guardian Invoice & Document Management System?

Guardian is a comprehensive client/server and Web-based document and invoice management system.

The software is customizable, secure, and easy to use! Its ability to create both public and private storage bins gives you the flexibility to choose who has access to the documents at all times.

### VERSATILITY

No matter what kind of business you are in, you will likely have a need for Guardian. Hospitals, government agencies, educational institutes, and other corporations all benefit from being able to easily and accurately store their documents, using scanning technology.

Once the documents are scanned into the system, they are easily retrievable, can be linked to other objects, can be sent directly to others, and more! And they are retrievable from anywhere; whether you are on the road or in the office, you will have access to what you need, when you need it!

### EFFICIENCY

By using a highly developed three-component structure, the system is able to fully save, sort, and manage all documents related to the business.

The three components (the server, Web, and client) work seamlessly to provide easy-to-use management, with reliable and accurate results.

### INNOVATION

Key features that save you time and money include e-forms and workflow components.

The e-forms tool allows you to create any new or existing internal office form within the system; then, later, it will automatically fill in many of the repeating areas, so you don't have to keep retyping.

The workflow area allows users to route documents to be sent directly to specific people or groups, such as upper management.

This system is for any company that wants to securely manage its documents!

### PRODUCTIVITY

Great document management saves time and money for your business!

No more lost productivity while you search for missing documents.

The system saves you time by allowing you to scan single or multiple pages, efficiently storing them, and allowing for simple retrieval.

The system uses an advanced research and coding technique that works efficiently to manage all documents.



Guardian handles all your document management in a secure fashion, which allows for easy retrieval and organization. With Guardian, you can trust that your documents are safe, secure, and ready when you need them.

## WHO IS THE GUARDIAN SYSTEM GREAT FOR?



HOSPITALS

GOVERNMENT AGENCIES

SCHOOLS

ADMINISTRATORS AND PROFESSIONALS THAT MANAGE A HIGH VOLUME OF DOCUMENTS

## WHY USE GUARDIAN FOR YOUR DOCUMENT MANAGEMENT NEEDS?



SAVES YOU TIME

CUSTOMIZABLE

SAVES YOU MONEY

EASY TO NAVIGATE

IMPROVES EFFICIENCY

MULTIPLE PERMISSION LEVELS

EASY TO USE

## COMPARE GUARDIAN TO OTHER DOCUMENT MANAGEMENT SOFTWARE

	GUARDIAN	OTHERS
SCAN DOCUMENTS	✓	✓
STORE DOCUMENTS	✓	✓
E-MAIL DOCUMENTS	✓	NO
MULTIPLE USER LICENSE FEES	✓	NO
AVOID NETWORK INTERRUPTIONS	✓	NO
ABILITY TO BLOCK SENSITIVE DATA (REDACTION)	✓	NO
ADD STICKY NOTES (COMMENTS)	✓	NO
WEB ACCESS	✓	NO
STORE INVOICE DATA	✓	NO
CREATE TEMPLATES	✓	NO
FLEXIBLE AND SECURE	✓	NO
CREATE AUTO-FILLED FORMS	✓	NO
DOCUMENT ROUTING ABILITY	✓	NO

FOR MORE INFORMATION, PLEASE VISIT: [WWW.ICCSOFTWARE.NET](http://WWW.ICCSOFTWARE.NET)