

Document Management System



Disadvantages of Traditional Paper-based Document Management

Storage and Accessibility Challenges



Losing important documents



Manual Approval Delays



Security

One of the most time-consuming tasks that employees at every company undertake is creating, sharing, searching, and generally managing documents.

An average employee wastes over **3 weeks per year** while they are on the job.

This means that if you pay an employee **\$100,000** per year, then you are wasting nearly **\$6,000** annually – on just that one employee

Capabilities of our DMS to Enhance Productivity & Time Management



THE CCS DIFFERENCE

- ➔ No additional expense for M365 license
- ➔ Customize for a seamless, intuitive experience
- ➔ Connect effortlessly with ERP/CRM using site scripts
- ➔ Publish precisely to departments, organizations, or designated folders