



“Having a full service document management system has increased employee job satisfaction tremendously. Prior to working with DOMA, my staff spent many hours copying, filing and hunting for lost documents. All of that has gone away. My staff loves it!”

— Business Office Manager, Sentara Healthcare Systems

iDocs is DOMA's solution for managing and securing business-critical electronic documents that are essential to modern business but are all too often taken for granted.

iDocs' web-based, electronic document management solution allows you to securely scan, capture, retrieve and view documents from any Internet connection. With unlimited scalability, it is ideal for smaller sized organizations with a handful of critical users and equally beneficial to larger enterprise-wide deployments with unlimited numbers of employees who need worldwide access.

Setting project access and specific functionality limitations based on your organization's needs results in maximum control with extensive security level options for user groups. Users comply with ever increasing internal and external regulations by giving auditors, administrators and directors documented evidence of application activity.

iDocs adds value to your business in multiple ways. Our customers see an immediate return on investment through measurable savings and reductions in operational costs. iDocs will help your organization streamline and organize business processes, save time and money by providing users quick access to information resources, reduce task redundancy, ease the sharing of documents, eliminate the inefficiency of shared-files, and automate the capture and organization of information.

Features

- Highest level of security and encryption in the industry
- Immediate deployment
- Simple, user-friendly web-based interface
- Creates HIPAA compliant audit logs of all user and document activity
- Unlimited, full-time access to file documents
- Ability to grant temporary or limited access to external users
- Simple pricing model
- Tech support, help desk and administration services
- Online administrative tools

iDocs sets data guidelines for:

- Filing and organization methods
- Retrieval, indexing and archiving process
- Workflow and data creation rules
- Traceability of document versions
- Disaster recovery of data
- Internal and external security requirements

To request an iDocs demo or to learn more about DOMA's additional products and services, visit our web site at www.domaonline.com or call **757.306.4920**

Benefits

- Fast user adoption through an intuitive and easy to use design
- Increased productivity by eliminating staff errors and reducing file retrieval time
- Improved compliancy with documented policies and procedures
- Information security with controlled data and remote access
- Low impact on the environment through elimination of paper
- Strengthened disaster recovery plan
- Reduced cost of handling, storing and duplicating paper documents
- Increased customer service with immediate access to their documents