



**ClipOne** is an integrated Enterprise Content Management solution, fully supported on web technologies to address Enterprises challenges, independently from its dimension and business sector.



#### **KEY BENEFITS**

- Productivity increase
- Operations cost reduction
- Competitiveness increase
- **Easy access to information**
- Quality of service improvement

# **DOCUMENT MANAGEMENT**

Attachments, classification, check-in, check-out, version control, embedded file viewer with annotations, notifications, comments, among others.

#### WORKFLOW

Structured and ad-hoc workflows modelling and implementation with global inbox, SLAs control and notifications.

### **PERFORMANCE INDICATORS & REPORTING**

Performance indicators and reporting available for all components.





## RECORDS MANAGEMENT

Records management following MoReq (Model Requirements for the management of Electronic Records) orientations.



# **GLOBAL SEARCH**

Simple search using logical operators (+, -, \*, "") and drill-down/drill-up filters. Intuitive and dynamic advanced search





# DOCUMENTS LIFECYCLE





CONSULTING

www.tierone.pt

©TierOne Consulting. All rights reserved.

