



SNATEK

Docu-Management Solution



Document management is the process of scanning all of your paper documents to an electronic format and of managing them using a customized software application.

That application or tool is customized to your needs and is able to maintain the same hierarchy of your old filing cabinet and is fully indexed for ease of use.

All this saves money and helps the environment by reducing paper use, ink and toner for copies and prints and the need to maintain extensive file cabinets or engage with a document retention company, which can be costly.

Document management is a natural green technology to embrace. If your company is not yet taking advantage of this technology, **SNATEK** has the right solution for you.

SNATEK has been around for over 15 years, with a staff combined experience of over 35 years in the IT industry. Let us help your company embrace the **Green Efficiency that pays off!!™**

Some benefits of **SNATEK** Docu-Management are

- ✓ **SECURE** repository of information. Currently, documents are mostly paper format stored in filing cabinets which are exposed to theft, potential hazardous environments, and limited storage space.
- ✓ **SPACE** friendly. Paper copies begin to pile up; they are often boxed and sent away to storage which makes it difficult to retrieve them in the event that the documents are requested. By giving departments the ability to image their documents, IT is able to provide a secure storage area of information.
- ✓ **SAFE** storage. Daily backups are done in the event of accidental data loss or data corruption.
- ✓ **TIME** preserved. Retention policies state it is important to maintain documents for the minimum specified amount of time.



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Added to those benefits is the peace of mind that **SNATEK** can offer through its custom Consulting and Support packages covering:

1. Implementation analysis by a professional consultant
2. Hardware and Software procurement and installation by a certified technician
3. Training of your staff, including workflows and processes by a professional consultant
4. Support plan available for your peace of mind , to cover back-ups, maintenance , hardware failures, updates and more

How it works?

SNATEK has partnered with some of the best software providers in document management giving you an array of options to fit your needs and budget.



These solutions could utilize your current hardware and allow you to manage your documents through the internet using your regular web browser, or you could host your documents on your own servers that you could maintain on site or remotely via **SNATEK** hosting.

Upon deciding that you want to implement a document management solution, we will conduct an implementation analysis to assess your current process and document volume and provide you with a proposal.

This proposal will include the consulting fees, scanning of your documents, procurement and installation of your hardware and/ or software, and training and processes for your staff.

We are looking forward to adding you to our long list of satisfied customers. Please let us know if we can be of any assistance with any questions or concern you may have.



Data Protection



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