altodigital
your office technology partner

Established for over 35 years, we have focused exclusively on providing unbeatable office technology, and although we are a truly national operation, our success has been forged around our unique network of local offices providing on-the-spot response, rapport and reliability.

Storing & Archiving

Securely storing documents is vital for any organisation that manages sensitive HR, customer and/ or financial data. These files have to be confidentially stored and be made available for inspection, for several years due to legal requirements.

Our information management software allows documents to be digitally archived, stored and deleted once the legal time period has expired. Once a document has been entered into the system, it can be electronically sent to authorised employees for review and validation, using our easy-to-install workflow module.

You can choose whether to store your files on your own internal server infrastructure, that we can access and manage remotely, or through one of our other secure cloud-based storage options.

Say goodbye to unwanted paper

The cost benefit of digitalising confidential hard copy is considerable. It makes no sense at all, to use and store excessive amounts of paper these days. This can tie up valuable space and prove to be expensive. It can also make data difficult to retrieve and lead to serious security breaches.

Digital archiving and storage solutions are a much smarter option. Our information management software addresses document security issues, improves accessibility and data collaboration.

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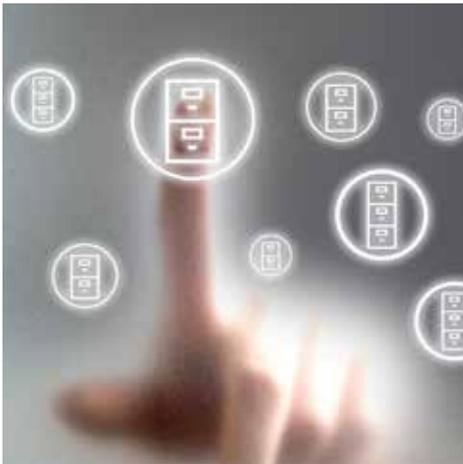
All your documents at your fingertips

With the rise of mobile and home workers, sensitive data now needs to be accessible on the go. Carrying around physical documentation and relying on email attachments can lead to loss of data, security breaches and create numerous document versions.

By employing an information management system, employees can access crucial data whenever they need it - from one location, without compromising security and accessibility through their mobile device, web browser etc.

Access for external users

With Altodigital's portal, administrators can make customers' documents available to them on a read-only basis, ensuring a higher level of security, while providing great flexibility.

The portal can be embedded into a website and easily customised to fit the look and feel of your business by changing the skin, or adding a logo. This can help to enhance your branding and to grow your brand.

We understand that you need to be in complete control when it comes to managing and sharing sensitive data. Our solution allows you to retain this control over system users, by deciding which data is available to which users and by providing read-only access as necessary. The portal can also be embedded into your existing website.

POSITION REDUNDANT
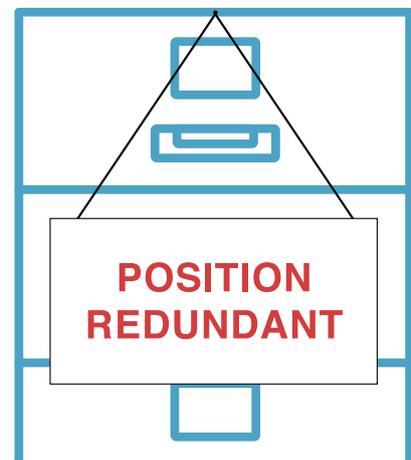
Document Management

We are expert at planning and implementing efficient document management systems that automate the entire process of capturing, organising, accessing, viewing, collaborating on, updating, integrating and customising data, leading to greater efficiencies and accessibility.

The Benefits

- Better manage your sensitive documentation
- Free up valuable space and management time
- Support mobile working and workers
- Minimise the risk of security breaches/compromises
- Create more opportunities for data collaboration/exchange
- Respond more efficiently to legal requirements

To find out more about Altodigital telephone:

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