


Perceptive Content Document Lifecycle Solutions

 Perceptive Content helps manage every step of the document lifecycle:

Document Lifecycle	Description	
Capture & Indexing	Varied Document Intake. Enables the collection of documents and digital assets from virtually any input device in any location, including high-speed scanners, MFPs, and network servers	
Process	Route document/content automatically. Perceptive Content builds on comprehensive capture with customizable workflow functionality that drives the automation of business processes across unlimited user roles.	
Collaborate	Work together. Perceptive Content enables users to individually manage or collaborate on documents while taking full advantage of version control and digital signing. And tasks, e-forms , annotations, and document-associated notes ensure that staff members who work together will always be on the "same page" regardless of their roles or physical locations.	
Access	Targeted information. Getting the precise documents and information you need during any stage of any business process is what access is all about.	
Protect	Secure, retain and comply. Secure documents are not only a business imperative — they're often a legal obligation. Perceptive Content protects the value of your information with solid security features such as user authentication and authorization, user activity auditing, data storage protection and encrypted communication. A full records and information management (RIM) suite satisfies your organization's unique document lifecycle needs, including the ability to set up automated retention and disposition rules to keep risk low and compliance high.	