



PRINT

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STORE

# TOKAIRO

Document Management and Archiving



# TokOpen

## Document Management and Archiving

**TokOpen** is the market-leading Electronic Document Management (EDM) package from Tokairo and is Toshiba's preferred solution for managing documents scanned using Toshiba Multi Functional Devices (MFDs). A comprehensive document management and storage solution, which can be implemented as a simple workgroup version or up to a full enterprise level solution. Its module packages allow the software to be expanded to suit even the most complex demands and requirements. TokOpen is highly flexible and expandable, so you'll never reach a frustrating limit to its capabilities.

TokOpen goes beyond conventional document capture and storage. Its powerful functionality allows you to centrally manage who can view and amend documents, managing the work flow across your organisation. TokOpen's concurrent licencing ensures that a full audit trail for each individual document is maintained from the moment it is scanned using the Toshiba MFD. You are not restricted to scanned documents, for example, emails, application files, i.e. letters, spreadsheets, even transaction documents and web pages.

You will never lose track of a document again. Deploying TokOpen is both quick and cost effective requiring minimal administrative overheads. Your existing business processes are streamlined providing staff with secure online access to documents directly from your existing systems using a standard web browser.

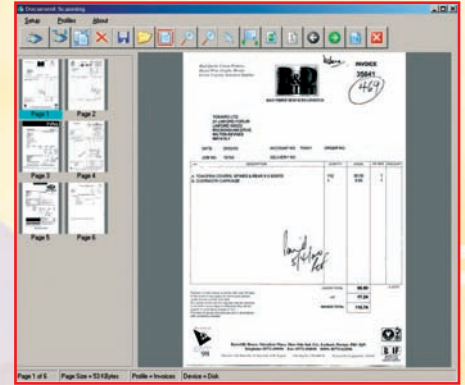
### TokOpen allows you to:

- Capture, store, index and retrieve many different types of documents and files including emails and Web pages
- Centrally control user access and enforce document security
- Control access to entire classes of documents, individual documents or even part of any given document
- TokOpen's easy to use API allows documents and folders to be linked with your existing systems without the need for bespoke programming

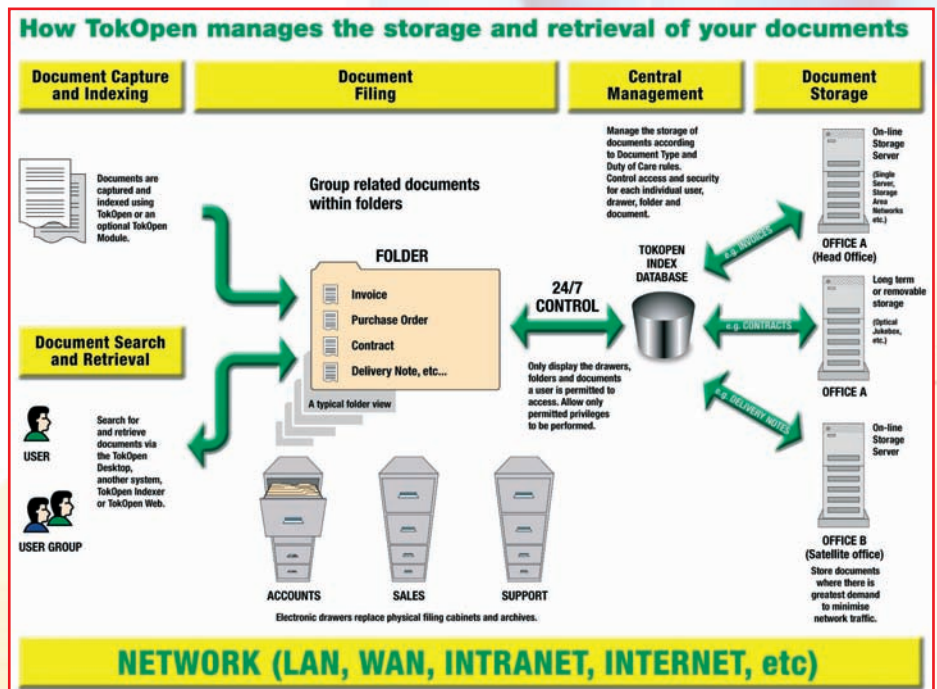
TokOpen modules are also available to support the more specialist functions you may require when implementing a document management system across your business.

# Flexible, Expandable, Capable and Secure

- Easy to use interface
- Thumbnail images of whole document
- Full page preview
- eCopy enabled using the TokOpen Connectors



- Production scanning and indexing using advanced data capture, automatic recognition (barcodes, OCR/ICR) and integration with existing systems
- Document indexes or content can be searched to ensure that document retrieval is as simple as possible
- Set up hot keys within existing applications to build search parameters in the TokOpen Desktop environment
- Search and locate any document using advanced index search filters and saved searches from anywhere in the World using a standard web browser
- Full user and document security enforcing 24/7 access control
- Manage individual users and user group privileges
- Provide instant online access to documents and folders directly from your existing systems
- Reduce paper storage and remove the paper chase using TokOpen's workflow
- Control access to documents and their content to enforce regulatory compliance



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