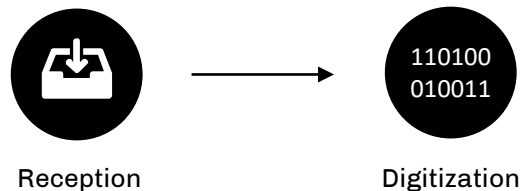


DOCUMENT MANAGEMENT

>> **Document Management systems** are today a fundamental part for the efficient and versatile development of any activity, whether in business environments or public sector. At FYM Engineering we are aware of the benefits that come from the different areas that make up document management, so we offer complete integral solutions to our audiovisual projects.

>> **Capture Solutions**

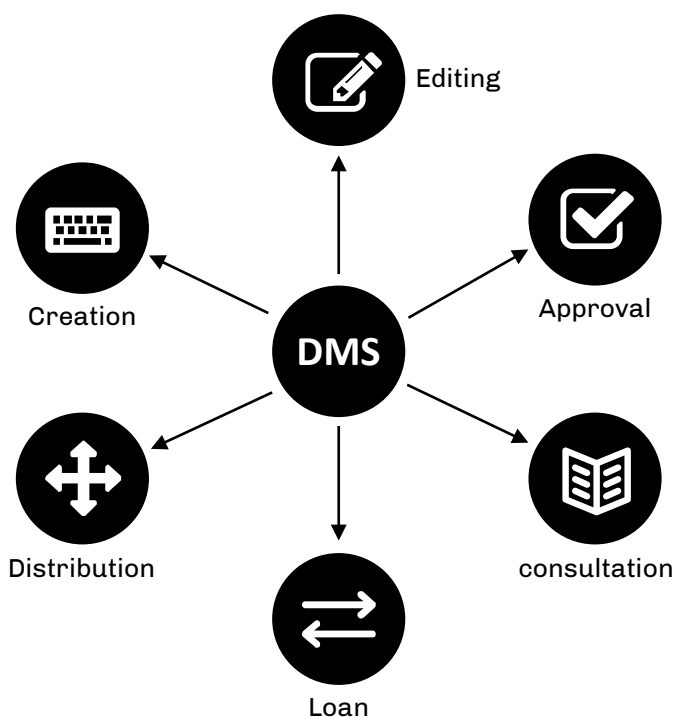
Storage and work with paper documentation leads to inefficient and unsafe workflows that are difficult to access and that generate a large physical space in the work environment. Therefore, the first area document management focuses on is the digitization of physical files and the implementation of systems that replace conventional media, generating a completely digital environment.



>> **Management Solutions**

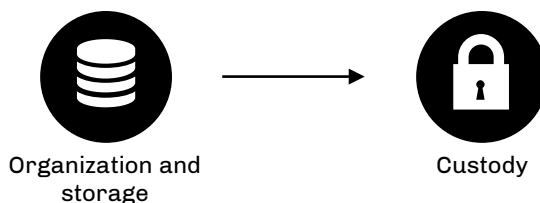
Once the digital environment has been implemented and through a Document Management System (DMS), we provide a series of improvements over conventional management:

- Secure access and control at any time to digital files, regardless of the type (documents, images, audio, video, etc.) and from any point connected to the system, even from a mobile device..
- Business productivity optimization through workflows or routines.
- Resources' use improvement.
- Databases.
- Search and location using tags (Metatags).
- Documents traceability.
- Avoid duplicates.
- Process automation.
- Continuous data update.
- Discard data loss.
- Centralized support to multiple users.



>> File Solutions

Depending on the needs of each project, we conduct a study to determine the type of file and size that best fit the activity of our client, also allowing software and other digital resources to be stored. In addition, we have the possibility of creating local custody centers or offering ours remotely.



Through the storage and custody systems, the conservation and preservation of digital archives are guaranteed in a simple and efficient way.

>> As in all its projects, FYM Engineering is characterized by offering a continuous support and training period, usually one year, helping our clients achieve maximum performance in each of the solutions developed.