

# WHAT DOES A DIGITAL DOCUMENT WORKFLOW PROVIDE?

## EMPOWER

Our Digital Document Workflow System empowers your organization to focus on projects, collaboration, and growth through simple and efficient communication.

## GROWTH

With more time and focus, you will see more daily effort spent on organizational growth instead of document storage and retrieval.

## COLLABORATION

Teams and Departments share the same documents, allowing them to see completed tasks and upcoming needs.

## EASE-OF-USE

With our capture tools, like key-free indexing, and online forms, getting documents into your system is quick and easy.

## ACCOUNTABILITY

Document workflows and audit trails keep team members accountable and information flowing through your organization.

## REDUCE YOUR DEPENDENCE ON PAPER

Document Management is more than just digitizing your old paper files. It is about taking control of your time, energy, and information.

## FOCUS

Teams can focus their attention on project tasks and goals, instead of ensuring correct file organization.

## TIME

With document management software, files are only a keystroke away. Your team spends less time searching and more time working.

## SECURITY

Document permissions can be set through IT document management, restricting access to sensitive information.



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