



UTAX Cloud Information Manager

The solution for location-independent and structured document storage

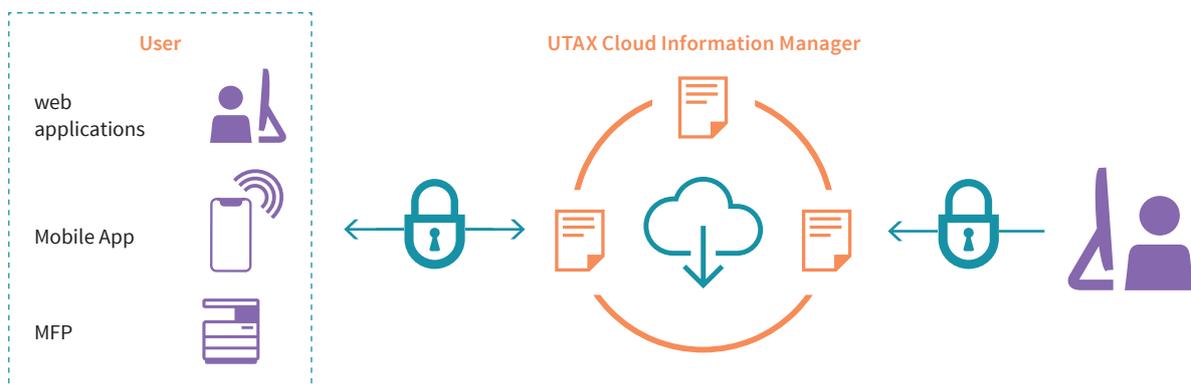
UTAX Cloud Information Manager from UTAX is the cloud-based archiving solution for document management, that enables small and medium-sized businesses to store and manage documents from any location - with the increasing use of home office and mobile working in everyday business life a decisive advantage. The browser-based application is optimised for the intuitive usage and the highest security standards.

Thanks to the cloud solution, documents can be made **available anytime and anywhere**. Which users edit and manage the various documents is decided on the basis of individual authorisation assignments. Documents can be scanned using the **HyPAS™ application** and images can be uploaded via the **mobile app**. In the online dashboard, the user indexes and classifies the files based on predefined criteria. Logs and histories are automatically created for information security.

UTAX Cloud Information Manager allows users to achieve all of this in a simple, secure and cost-effective way. No installation is necessary: simply log in and benefit immediately from the many advantages of this innovative cloud solution.

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YOUR POSSIBILITIES WITH UTAX CLOUD INFORMATION MANAGER:



How you benefit from UTAX Cloud Information Manager

- ▶ Conversion from paper-based to digital processes via the **integration of a cloud-based document management**
- ▶ Centralised management and access **from any locations**
- ▶ **Uncomplicated creation of simple workflows** such as processing, checking and approving invoices
- ▶ **Time saved** thanks to cloud-based file searching
- ▶ **No cost-intensive hardware investments**
- ▶ **No costs for data backup**
- ▶ Secure and **GDPR-compliant** use

More about the functions and benefits

Cost-effective and easy to implement: the solution for location-independent document management

Key Benefits for administrators

- ▶ Ready for use without time-consuming installation
- ▶ Quick implementation in existing processes
- ▶ User-friendly administration
- ▶ Simple creation of new users and administration of rights
- ▶ Management does not require external/internal IT administration
- ▶ Creation of document classes and corresponding attributes
- ▶ Unlimited number of users

Key Benefits for Users

- ▶ Access documents anytime, anywhere
- ▶ Browser-based solution with mobile app and HyPAS™ application for document scanning and digitization
- ▶ Intuitive document management with simple folder structures
- ▶ Storage of logs and histories for information security
- ▶ OCR full-text searching
- ▶ File versioning and recovery of deleted versions
- ▶ Easy approval processes for quick task completion
- ▶ Fast indexing based on predefined criteria

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How can the security of the data be guaranteed?

UTAX Cloud Information Manager is compliant with the EU General Data Protection Regulation (GDPR). All data is centrally managed in the cloud and processed in encrypted form. Only users with assigned permissions can read or edit specific documents. Users must authenticate before accessing their data.

SYSTEM REQUIREMENTS FOR WEB UI

Supported Browsers:

- ▶ **Edge:** Version 92 or higher
- ▶ **Chrome:** Version 70 or higher
- ▶ **Safari:** Version 14 or higher

SYSTEM REQUIREMENTS FOR MOBILE APP

Supported Operating Systems:

- ▶ **Android:** Version 6 or higher
- ▶ **iOS:** Version 14 or higher

Are you interested in UTAX Cloud Information Manager?

If so, please feel free to make a one-to-one appointment with our digital experts – simply send an email to beratung@utax.de. More information can be found [here](#).

About UTAX

UTAX is a registered trademark of the TA Triumph-Adler GmbH. The Hamburg-based company specializes in the sale of high-quality printing and copying systems. The broad product portfolio includes hardware as well as software applications. In addition to copying, printing and multifunctional systems (MFP) for the office workplace, UTAX supplies customized IT solutions and services as well as comprehensive consulting for efficient document processes in companies. In Germany, the UTAX brand is distributed through a network of over 200 authorized dealers. Internationally, the company operates in over 40 countries in the EMEA region.

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