



UTAX Cloud Information Manager

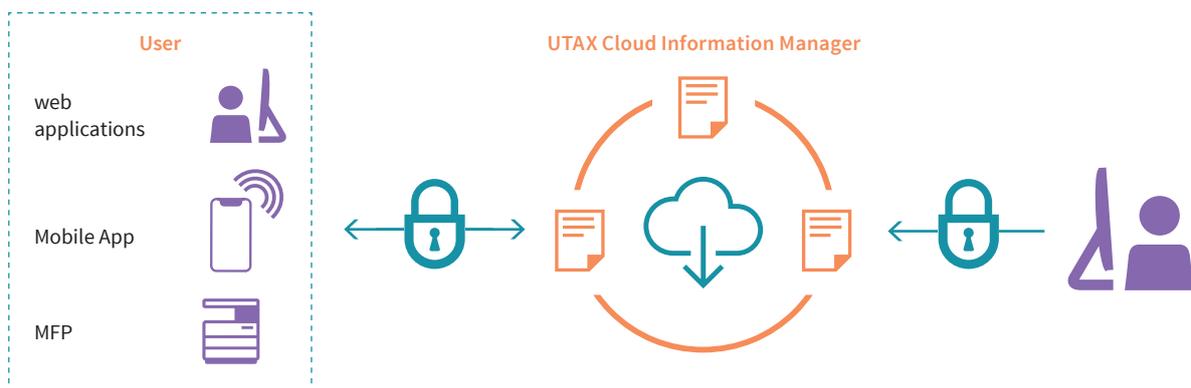
The solution for location-independent and structured contract storage

UTAX Cloud Information Manager from UTAX is the cloud-based archiving solution for document management, that enables small and medium-sized companies to store and manage contracts systematically - with the increasing use of home office and mobile working a decisive and crucial advantage in everyday working practices. UCIM is our comprehensive solution for efficient, secure and structured management of your contracts centrally in the cloud. With a customisable user interface and the highest security standards, UCIM is the perfect choice for your digital contract files.

The digital contract management with the UTAX Cloud Information Manager (UCIM) offers you an innovative solution that enables **efficient, secure and customised management of your contract documents** in the cloud. UCIM offers all the important functions for contract management, combined with a user-friendly and customisable implementation that meets the highest data protection standards - from quick setup, administration and archiving to complete trackability of every change. For information security, logs and histories are created automatically. **UTAX Cloud Information Manager** makes it easy, secure and cost-effective for users. No complex installation is required: Simply log in and immediately benefit from the many advantages of the innovative cloud solution.

1/2

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
- ▶ All important functions related to contracts and their administration in one solution
- ▶ Personalised and customisable workflows for contracts
- ▶ Browser-based solution with mobile app and HyPAS™ application for contract uploading and digitization
- ▶ Complete simple approval processes quickly
- ▶ Intuitive document management with simple folder structures
- ▶ Storage of logs and histories for information security
- ▶ OCR full-text searching for you contracts
- ▶ File versioning and recovery of deleted versions
- ▶ Fast indexing based on predefined criteria

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.



Your UTAX dealer