

A top-down view of a person with long brown hair in a braid, wearing a white shirt, sitting at a wooden desk. They are looking at a laptop. The desk is cluttered with several papers, some with yellow sticky notes, a black smartphone, and a glass of water. The background is a light-colored wall.

Infor Document Management

Always have the right document

Finding the right document should be the least of your concerns. When you've aligned your documents with your business systems, you'll always have all of the information you need—securely stored in a searchable database.

With Infor® Document Management, you can work with the most accurate and up-to-date information, while ensuring that everyone in your organization is working together. Infor Document Management is a central repository where you can maintain your common business rules for creating documents, as well as all of your documents.

Integrate all of your business content

With Infor Document Management, you can increase productivity by integrating all of your business documents with your core business processes inside your ERP system or business application. Infor Document Management uses soft links, based on document metadata, to provide you with tight integration between your documents and your Infor ERP system. You can view a document from within the context of your application, or click on a document link and Infor Document Management will retrieve the document from the central repository. Your documents will always be there—at your fingertips.

Make sure you always have the information you need and that you're prepared for audit compliance with Infor Document Management.

Manage the entire lifecycle of your documents

Thanks to Infor Document Management, you get support for the whole lifecycle of your business documents—from input through storage, retrieval, and sharing. In addition, you can use free text and attribute searches to find your documents. And, your documents can be edited in either the clients supplied with Infor Document Management, or in Microsoft® Office applications. You can also collaborate by working on documents in Infor ION® workflows or use them as shared content in Infor Ming.le™ conversations.



Get the capabilities you need to:

- **Input**—Automatically add documents to Infor Document Management as part of a capturing process or an automated process. Or, add them manually using your ERP applications or any of the Infor Document Management clients, all inside Infor Ming.le. You can even use a Microsoft Office application to add documents directly to the back-end platform. The system creates the appropriate metadata, referencing your documents to your ERP objects. With Infor Document Management's Document Capture component, you can store an invoice image file together with data that's extracted from the invoice. Later, when looking at the invoice in your invoice matching program, the scanned document is also there to view. All this can be accomplished using basic setup and configuration.
- **Store**—All of your documents are stored in a repository that applies role-based authentication and authorization to ensure the safety of your information. The repository also provides versioning and check-out/check-in capabilities, so you can be sure you're always working with the latest, most complete version of a document.
- **Connect**—Attributes that are stored with your documents allow soft links to be created between your documents and your applications. Your application doesn't have to know any of the specifics about a stored document to connect to it. Infor Document Management creates this connection for you, since your business objects and documents share all of the same attributes

Take advantage of a fully integrated end-to-end solution

Infor Document Management is a completely integrated end-to-end solution, bundled with a content repository that securely stores all of your documents. With one content repository, you can consolidate all of your business documents, while ensuring that common practices around governing the permissions around documents are always enforced. Should there be a need to use a content repository other than the one that comes with Infor Document Management, you also have the option to use IBM® DB2® Content Manager or Microsoft SharePoint as your content repository.



Scan and connect with a standard web browser

Infor Document Management is powered by Ephesoft® Smart Capture™ Technology to give you optical character recognition (OCR) and intelligent character recognition (ICR) capabilities. These tools enable more complete and improved document capture processes, so you can scan and connect to your documents through a standard web browser—without having to install software on your laptop or desktop.

Infor Document Management makes sure you can find the documents you need, so you're always working with the latest, most complete version of a document. With faster, easier access to all of your critical business information in context, Infor Document Capture connects all of your documents directly to your core business systems to optimize your decision-making.

Get more information about
Infor Document Management.

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