

# Youdoc, the Swiss software for managing your documents electronically

The solution that facilitates collaboration within public and private organisations.

Processing admin documents is a time-consuming task. To minimize human workload, Youdoc allows you to automate day-to-day tasks like reading, data capture and classification. Using Youdoc as an electronic document management (EDM) solution gives you fast, secure data access.

## What is the document management solution Youdoc?

Youdoc is a document management system that improves company productivity and data security. Consisting of 3 modules, the solution covers all administrative requirements: from scanning and full-text search<sup>1</sup>, to sharing and working collaboratively on a document. Youdoc optimizes day-to-day tasks.

Youdoc boosts productivity and offers teams a modern system that can be accessed remotely to manage in-house documents.

Youdoc is a Swiss application from the software and service provider Groupe T2i. Development and data hosting take place in Switzerland.

## What are the advantages of Youdoc?

Youdoc puts scanned files at the heart of its solution, and makes scanning, searching for and sharing company documents easier. The system avoids time-consuming document searches thanks to optical character recognition (OCR)<sup>2</sup> allowing to search the actual contents of the scanned documents. Youdoc allows you to find any information you need quickly and easily.

### Advantages for employees

- Easy to get to grips with and intuitive
- Save time looking for documents
- Automation of day-to-day tasks for increased productivity
- Automatic recognition of the contents of scanned documents (OCR)
- On-demand access wherever you are

### Advantages for the company

- It contributes towards company digitization
- It's a modular solution, meaning you can refine it according to your own requirements
- Secure, encrypted documents
- Evidential value of documents understood
- Easy to integrate with in-house tools
- Data hosting in Switzerland

<sup>1</sup> All electronic documents stored in the EDM can be searched, thanks to optical character recognition (OCR) of all files scanned beforehand.

<sup>2</sup> Optical character recognition or OCR is a process that automatically converts documents/images into text.



## What features are built into Youdoc?

Youdoc is a solution that revolves around 3 modules that can cover all the company's requirements.

### Acquisition module

The Acquisition module is a modern, user-friendly tool for document capture. It analyses, captures and scans documents, regardless of the type and format.

### Management module

This module enables quick, secure access to documents because it uses a search function that is extended to all scanned documents.

### Circulation module

By configuring various workflows, the Circulation module allows you to circulate documents and manage access rights.

Youdoc is a fully integrated Swiss EDM solution that is based entirely online, and is compatible with various devices. It is a secure and modern digitization solution.

## How is Youdoc implemented?

After validating your requirements and the analysis phase, your project manager within the Group will support you throughout the implementation process.

With 40 years of expertise as an ICT solution publisher and integrator under its belt, T2i Group offers solutions that are easy to interface, and so by developing connectors adapted to the solutions on the market, Youdoc can be integrated seamlessly into your ecosystem.



**“ With electronic document management, I don't waste time looking through my folders of accounting documents. All I need to do is click on the document number in our accounting solution, and I can instantly display the document on screen. If I need to, I can then print out the document or send it electronically. ”**

Saskia Lätt, Deputy Treasurer for the municipality of Puidoux