# Arena   Electronic Document Management Software

*The management of documents has become a major and costly issue for many businesses over recent years. This is particularly felt within sectors that are governed by rules surrounding document processing, retention, safeguarding and security.*

*__m__store document management software allows you to store, share, reference, move, track and process documents quickly and efficiently in electronic format. This has multiple benefits which are explained below, all result in cost savings for your business.*

## Greater efficiency and productivity

- **Reduced time spent filing documents**

  **m**store stores a mixture of digital file types such as scanned documents in various formats, images, emails, PDFs and SMS in one central place for easy retrieval. Batch import tools allow quick filing of multiple documents which can be indexed manually or automatically using optical character recognition (OCR), barcodes or links to your computer system.

- **Faster customer service response and audit preparation**

  A powerful search engine puts files at your fingertips such as when dealing with customer queries and preparing for audits or legal cases. This can significantly reduce time spent searching for files and speeds up your response time.

- **Reduced document loss and filing errors**

  Once a document is indexed in **m**store it can be shared and processed electronically, never leaving the system at risk of loss or damage. Version control tools in the software let you retain original documents alongside amended and updated versions, giving you a full audit trail.

- **Streamlined processing for accounts, payroll and other functions**

  Workflow tools enable requests and automatic alerts to prompt actions associated with particular documents. Reporting functionality lets you track the progress of selected tasks and workflows.

**mstore**

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## Simplified compliance, security and disaster recovery

- **Simplified compliance and security**

  **m**store assists compliance with regulations and guidelines related to the auditing, safeguarding, security and archiving of documents. In particular, obligations under the Freedom of Information Act 2000, Data Protection Act 1998 and Public Records Acts 1958 and 1967. **m**store can also aid in adopting best practice standards such as BS10008.

- Access and activity on individual documents and files can be monitored and controlled using reporting, audit trails and user logins. This lets you evidence that only authorised staff are accessing your confidential files.

- **Easy records management and archiving**

  **m**store lets you set retention rules for your documents, enabling you to review and destroy files when they reach the end of their retention period. This removes the time and cost associated with archiving and destroying paper documents.

- **Protection from crises such as fire, flood and theft**

  Storing documents electronically with back up to secure or external servers protects them from fire, flood, theft and other risks.

## Reduce costs and boost your "green" credentials

- **Create a "less paper office" and release storage space**

  **m**store helps you to reduce the amount of paper you need to store, process, copy and print. This can help you to save costs associated with external storage and to liberate office space taken up by filing cabinets.

- **Reduce your print and copy costs**

  Working with mstore instead of paper driven processes delivers obvious financial savings in terms of efficiency and productivity. It also reduces the need for print, copy and related consumables such as paper and toner to produce a major impact on your budget.

## Enable secure remote access to your documents

- **Our Hosted Service**

  Our Hosted Service allows you to upload documents to a secure online repository for access 24/7 from anywhere with an internet connection.

  This provides all the benefits of **m**store without any installation on your servers or investment in new hardware or upgrades. The added benefit is that you only pay for the storage space you use.

## Why Arena?

Our business has been built on customer service, we invest heavily in training and have won numerous national awards – **98% of our customers would recommend us.**