

## OVERVIEW

# Treeno Rapid Document Imaging Archive Solution



"As the HIPAA security officer for PCC, a strong security platform was critical. Treeno's audit trail is superior to even our EMR. We will easily be able to pass any security audit. Treeno is a great product and feature packed. Most importantly, as an IT Manager, it makes me look like the smartest man in the world. Any software that can do that has to be good!"

**Akintunde Littlejohn**  
IT Manager & HIPAA  
Security Officer  
PCC Wellness Center

## The Treeno Rapid Document Imaging Archive Solution Streamlines Turning Paper Files into Secure Searchable Electronic Files

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Your filing cabinets are full and the file room just can't hold one more cabinet or storage box. The monthly fees and retrieval costs are starting to add up with your off-site document storage facility. You are concerned about a disaster jeopardizing the safety and security of your important files. Employees are spending too much time filing paper and searching through filing cabinets for important documents. You can't find important documents when you really need them. If this sounds familiar it is time for a Treeno Rapid Document Archive solution that quickly and efficiently turns your paper documents into electronic files that are stored and easily searchable from a single secure information repository.

## Discover the Power of Treeno Document Archiving Solution

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Treeno is an easy-to-use and extremely powerful integrated document management system that enables organizations to capture, organize and share any type of digital or paper-based document within a secure, central repository. System deployment is effortless, document retrieval is instant, integration with existing applications is seamless and the Treeno system can scale to support as few or as many users as your organization requires.

Treeno empowers you to improve client satisfaction through streamlined operations, improved efficiency, reduced costs and simplified audit preparation.

## Automate Folder Creation and Document Routing Sheets

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Treeno Document Management system can print a barcode, that when viewed by Treeno, will automatically route a scanned document file to a specific searchable folder. Treeno has the ability to import a file to automatically create electronic folders and the corresponding barcode routing sheets. Importing file data significantly reduces human error in coding files and drastically improves back file processing time.

## The Treno Rapid Document Archive solution process:

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1. An electronic folder is created
2. A barcode sheet is printed
3. The barcode sheet is placed on top of the paper file prior to scanning  
(Generic document barcodes can separate the files by business document types)
4. As the files are scanned, Treno recognizes the barcode and automatically files the documents in Treno as either .pdf or .tif file
5. The files are easily retrieved by a simple keyword search

## Deploy Treno Your Way

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You decide how and where to deploy your Treno document management system:

- Locally on your own server
- In the cloud with the secure Treno Document Management Cloud SaaS

Either way you choose to deploy Treno Document Management you will quickly see the benefits of enterprise-class document management features and functions.

## Ensure Document Integrity and Security

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Treno EDM stores all of your information in a highly secure repository and includes comprehensive audit trail capabilities such as task date/time stamp, task originator/description, and related document activities such as who worked on/reviewed the document. Treno customers can virtually eliminate any possibility that documents stored in their system will be altered without detection, ensuring undisputed authenticity of records.

Disaster recovery is also greatly improved, as items previously managed via fax, mail, and other paper means are now stored in the Treno repository. With Treno EDM, documents of all types can be backed up in a secure fashion and are protected from theft, accidental loss, or destruction.

## Who Will Do the Scanning?

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If your staff is time challenged, Treno and its partners will provide professionals to manage the entire process from start to finish. You may also choose to have interns; temporary employees or students work with you to complete your back filing process.

## Transform Your Organization

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Deploying and operating a document management system should be as simple and effortless as using familiar business applications. The unique flexibility of the Treno architecture promotes seamless integration with virtually any existing application ensuring quick user adoption, minimal training efforts and streamlined, 24/7 access to content.

### ABOUT TRENO SOFTWARE

Established in 2002, Treno Software is a leader in the Enterprise Document Management (EDM) industry. Treno Software's mission is to provide their customers with operational workflow efficiencies and measureable return on investment (ROI) through the fast installation and implementation of their fully secure, highly reliable, and easy-to-use, web-based Enterprise Document Management (EDM) Software Solution.

To learn how Treno can help you— call **800.528.5005** or visit us on the web at **[trenosoftware.com](http://trenosoftware.com)**.