

Morgan Records ActiveWeb

THE ADVANTAGES OF CONNECTIVITY TO ALL YOUR DOCUMENTS

The ultimate in connectivity, with ActiveWeb you're on top of every file. No matter the type – physical or electronic, imaged or email – you know where it is, who had it last, and what changes were made to it. Morgan Records ActiveWeb universally connects everyone to all information assets, regardless of location, in real time. Welcome to a whole new world of document management, where searching, tracking, ordering and delivering documents is a breeze.

- Complete web-based document management system
- Version control retains and identifies document changes
- Manage documents throughout their lifecycle
- Track and order documents on and offsite
- Create and save customized reports
- Easily deployed and requires minimal training or tech support
- Create multiple security levels and group access rights
- Customize and define data fields
- Scan, index, OCR, save, store and view all images
- Perform full text searches on all electronic documents, data and note fields
- Know the status of items stored anywhere
- Quick and immediate access to all imaged documents
- Easy to use "shopping cart" ordering process
- Immediate order confirmation or item location
- Unique and intelligent bar code system



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