

# AIRBASE BY HYLAND

## Simple document management for your business

As your business grows, so does the number of documents that you need to make day-to-day decisions, complete processes and provide customer service. This work suffers when documents are disorganized, managed via paper and scattered across various places and tools.

Fortunately, you can tackle these challenges easily, affordably and with minimal IT support.

AirBase by Hyland is a cloud-based document management application that equips you to take control of your documents with unparalleled simplicity. Store, organize and manage business documents in one secure location while giving authorized employees access to content – any time, anywhere. Design, create, grow and maintain your solution using an intuitive, tile-based interface, tailoring it to your exact needs without burdening IT. Get up and running quickly to see immediate business benefits.

### SECURELY STORE, ORGANIZE AND MANAGE DOCUMENTS IN A PRIVATE CLOUD





## Take control of the documents that drive your business

With AirBase, you minimize the need to manage documents across scattered tools like personal drives, paper files and network file shares. Business users add and classify documents into logical groups from any web browser, mobile device or selected multifunction devices. Eliminate the challenges of paper-based processes, including limited access, security concerns, process bottlenecks, delayed decisions and slow customer service. At the same time, ensure everyone across your business is using the most up-to-date documents and supporting information at all times.

By managing user security across different documents and viewing a history of all document interactions, you minimize risk and ensure only authorized employees have access to sensitive or proprietary information.



## Improve employee productivity with access to documents – any time, anywhere

Make business documents instantly accessible to those who need them through any web browser or mobile device. Whether they're in the office or on the go, employees can easily search for documents using an intuitive, tile-based user interface. Business-defined search fields make it fast and simple to locate the documents employees need to make decisions, complete process tasks and deliver better customer service. With the ability to create and view comments, you improve collaboration and record context surrounding your key documents.

AirBase also improves efficiency with user-driven, person-to-person document routing. Quickly get documents in front of the right people in real time – including approvers, reviewers and decision-makers – to ensure business decisions and transactions are handled quickly and effectively.



## Get up and running quickly and confidently

With AirBase, you can be confident that your business information is safe and secure in a private cloud, with individual encryption and no co-mingling of data. A cloud-based offering enables you to start reaping the benefits of better document management sooner, without worrying about IT resources and server hardware requirements.

AirBase equips business users to design, create, grow and maintain the solution quickly and easily, directly from the intuitive user interface – requiring little-to-no user training while lessening the burden on IT staff. Modify your existing solution and roll out document management capabilities to new processes, people and business areas as your needs evolve. An affordable, subscription-based solution is designed to fit your budget and requirements while driving big benefits for your business.

For more information, visit [AirBase.Hyland.com](https://AirBase.Hyland.com) >>