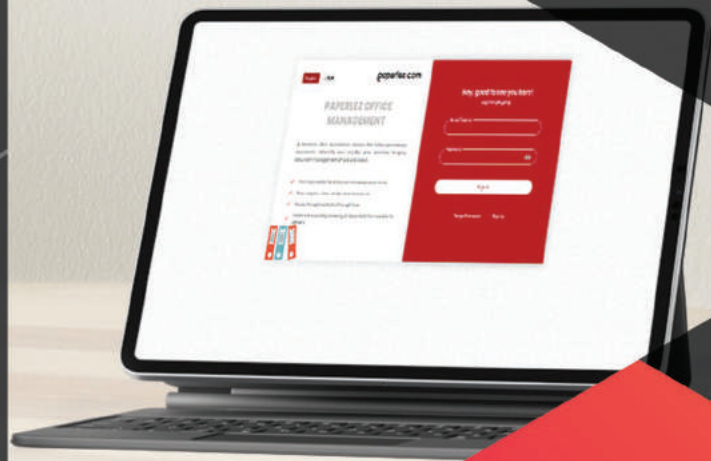# UPGRADE TO OFFICE OF THE FUTURE.

WHAT IS PAPERLEZ?

Paperlez is a handy tool when it comes to automating offices. Office Automation is largely admired by organizations at the moment. They search for optimal software in every 'nook and corner' for tallying their requirements for transforming into a self-sustained automated workplace. Paperlez is a tool which create, collect, store, analyse, and share confidential office data that is required to accomplish basic day-to-day routine tasks and processes effectively.

WHY SHOULD YOU CHOOSE PAPERLEZ?

▶ Transform your office to a paperless environment.

▶ Hassle free document management with well organized document management system.

▶ Pave a way for effective team collaboration with feature rich modules of paperlez.

▶ Ensure security and privacy of your documents with the permission controls and secure infrastructure.

GO DIGITAL & BE A PART OF THIS PAPERLESS REVOLUTION.

OUR MODULES

PAPERLEZ DOCS

Digitize, Categorize, Assign your office documents in the safe and secure Document Management Module of Paperlez.

▶ Digitize Documents

▶ Bulk Upload

▶ Private Sharing of Documents

▶ Document Indexing

▶ Document Assignment

▶ Personal File Management

▶ Document History

▶ Document Reminders

▶ Document Dashboard

▶ Status Reports

PAPERLEZ TASKS

Powerful task management tool helps to manage the tasks allocated to the members of the organization.

- ▶ Dashboard
- ▶ Road Map
- ▶ Task watcher to monitor tasks
- ▶ Task History
- ▶ Status Reports
- ▶ Task Priority

PAPERLEZ MEETINGS

Keep track of your scheduled meetings, share meeting minutes, mark the attendees etc. all in one place.

- ▶ Create Meetings
- ▶ Invite Attendees
- ▶ Easy Sharing of Meeting Minutes

PAPERLEZ CHAT

With the powerful internal chat engine, Paperlez is one of the effective office automation platform which has a wide range of features.

- ▶ Instant Messaging
- ▶ Search Chat history
- ▶ Revoke Messages
- ▶ Instant Notifications
- ▶ Delivery Status

PAPERLEZ NOTES

Sticky notes are handy notes that makes your work easier. With paperlez, you can create notes and even share it with the other members of the organization.

- ▶ Create Notes
- ▶ Share Notes
- ▶ Group Notes

PAPERLEZ
MOBILE

Our handy Mobile application simplifies the process even better. Scan & upload the documents on the go with Paperlez Mobile Application.

Scan ▸ **Upload** ▸ **Categorize**

MORE
FEATURES
TO EXPLORE!

Digitize Documents

Unlimited Users

Document & Task Tracking

Manage & Streamline Tasks

Dedicated Mobile App

Smart Dashboard

ACCOXI PAPERLEZ BUNDLE

Running an office without a single sheet of paper was a mystery, now it has become a reality. Transform your workplace to a paperless environment with Paperlez.

▶ **Accoxi-Paperlez bundle helps to link the powerful Document Management module of Paperlez with Accoxi.**

▶ **Link the digital copies of the payment voucher, bills, and purchase invoices from your Paperlez business account with Accoxi effortlessly.**

▶ **Create, collect, store, analyze, and share confidential office data that is required to accomplish basic day-to-day routine tasks and processes effectively.**

Reminder Management	Manage Priority Level	High level Data security	Organize Notes
Bulk Upload	Powerful Search	Smart Reports	Push Notifications

PAPERLEZ

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