The Evolution of Enterprise Document Management
Treeno 4.0

"The true power of the Treeno system is in its ability to centralize all of our most critical documents within a single, secure, easy-to access repository. Since we deployed Treeno EDM, we've reduced our annual document retrieval and filing time by over twenty-four hundred person hours which represents a $3,000 to $5,000 per month cost savings. This new found time is spent servicing our valued customers."

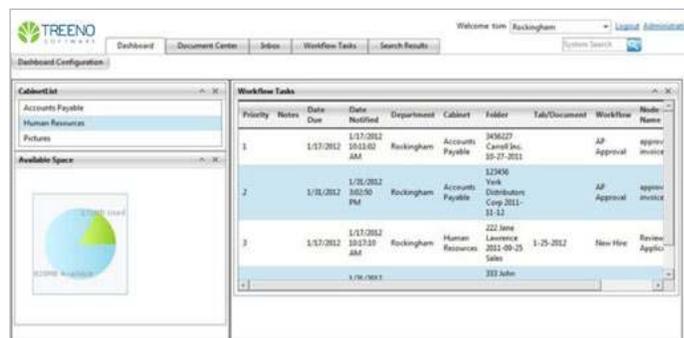**Kathy Batchelder**
Operations Manager
Clark-Mortenson Agency

Treeno Enterprise Document Management 4.0 has all the features and functions of an enterprise-class electronic document management system – without the high cost. Powerful and intuitive, it is the perfect solution for small and medium-sized businesses, departments and large organizations.

Treeno offers valuable functions with a simple, intuitive user interface. It is a proven platform that works where you do: on desktops, laptops, tablets and smart phones.

Treeno 4.0 represents more than 10 years of system experience with customers in an array of industries. It delivers powerful functions at a price that offers a compelling ROI.

It Starts at the Treeno Dashboard

The Treeno Dashboard allows each individual to choose from a variety of layouts to customize their home page with the functions they need to work most efficiently. Important common functions such as the Inbox, Workflow Tasks and Cabinet list can be displayed after login to simplify work and streamline performance.

The Treeno Dashboard places all important tasks at the user's fingertips.

The Treeno Document Center

This is where the action takes place. Manage all your electronic documents and files. Upload documents and files easily with any number of methods. Find information quickly. View a document with Treeno's View/Annotate regardless of file types. Any electronic file type can be stored and retrieved in its native format.

From the Treeno Document Center just roll your mouse over a file and the Treeno File Preview lets the user see what the file is without opening it.

Quick and Easy File and Document Search

System Search – Type in a word, phrase or number and Treeno searches all files, document types and folders for keyword metadata. Treeno quickly returns the prioritized results based on the closest match by folder, document type, file level naming conventions and then by OCR text.

Boolean Search – Complex searches are easy with Treeno advanced search capabilities. Users can search "begins with", "does not include", "contains", and many other useful search criteria. The Boolean search algorithm ensures users find the exact information required.

Integrated 'One Click" Search – When an application is integrated with Treeno the user simply clicks the Search button on TreenoConnect. Files and documents previously linked will pop up on their screen.

Efficiently Manage Files and Documents

Treeno File Preview – With Treeno there is no need to open every file to determine if it is the one you want. Simply roll the mouse over a .tiff, .pdf and .jpeg file, and see a high-resolution preview without opening the file. It's a unique Treeno feature and an important time saver.

Treeno's View/Annotate– With the View/Annotate you can open any file, regardless of whether you have the native application on your desktop or smart phone. The Viewer supports over 100 file types without plug-ins. It also provides "view only" access to secure sensitive information. CAD files are optional.

Versioning – Manage and control all changes to a file or document. Versioning facilitates collaboration and ensures that users always have the latest correct file. Authorized users simply check-out and check-in electronic files automatically.

Redaction – Electronic "White Out" – Secure information on any document with Treeno Redaction. Click your mouse on the information that needs to be hidden. The redaction block is burned into the file so that external users cannot remove the security overlay.

Annotation and Mark-up – Annotation provides the ability to electronically mark up files. Choose the color and highlight an area of a file. Stamp or overlay text. Draw arrows or shapes. The new file, as well as the unchanged original file, resides within Treeno.
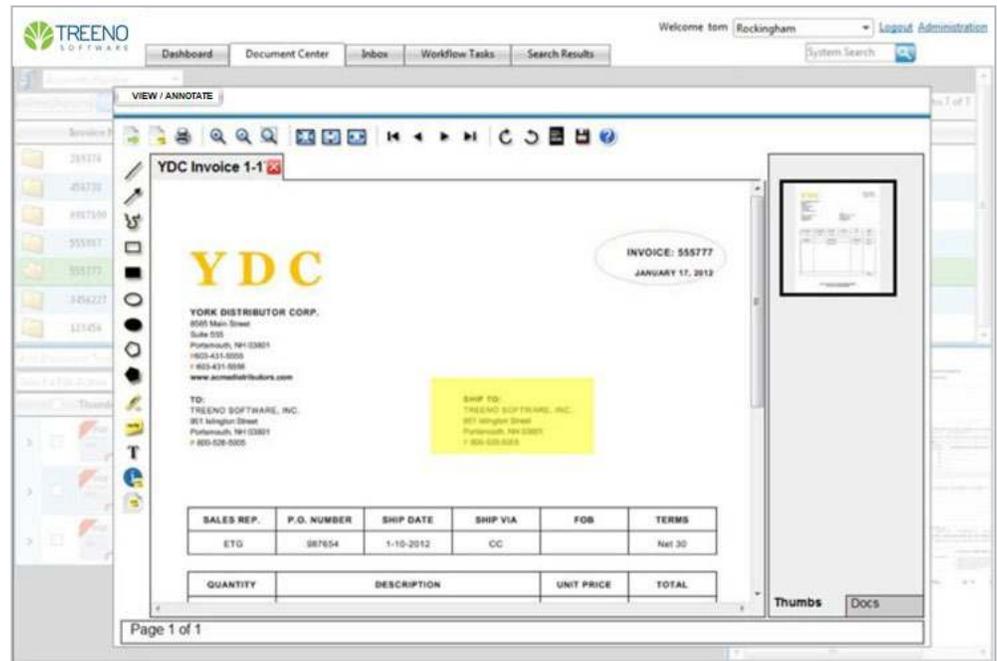
The Treeno VIEW/ANNOTATE allows users to see a file without having the application on their computer. The Treeno 's VIEW/ANNOTATE increases security with select "view only" user access.

Keep Your Information Secure

Treeno security lets you control user access to the system and the actions they can perform. The permission set determines how users interact with cabinets, folders, file types and individual documents and files. Manage security at four levels:

- System
- Department
- Group
- User

Detailed Audit Trail – All system transactions in Treeno are audited. The audit table displays a history of transactions based on defined search criteria.

Document Level Audit – All activities for a specific file are recorded and stored. With a drop-down report, users can look up the history of any file. A detailed report tracks any action with the file, as well user name, date and time.

Compliance Report – The Treeno Compliance Report identifies which required documents are missing as part of a folder.

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Treeno Document Level Audit provides a detailed history of all document actions for increased security and compliance.

Automated Workflow

Treeno Workflow allows an organization to automate recurring business processes. The automated workflow routing mirrors current business processes without having to physically move files and paperwork. Users can be pointed to the file that requires their attention via an email notification or via their Workflow Tasks tab. Treeno Workflow reporting increases efficiency by maintaining visibility of bottlenecks.

Application Integration and Extension

Treeno SDK SOAP Developer's Toolkit – Extend Treeno with other applications, portals, websites and more. The application programming interface (API) allows a programmer to push or pull data, barcodes and images to and from Treeno.

Deployment Options

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

  • Locally on your own server
  • In the cloud with the secure Treeno Document Management Cloud SaaS

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

ABOUT TREENO SOFTWARE
Established in 2002, Treeno Software is a leader in the Enterprise Document Management (EDM) industry. Treeno 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 Treeno can help you— call **800.528.5005** or visit us on the web at **treenosoftware.com**.