

## Bridging the gap between technology and success

**Hosted Document Management** – get all the performance of a complete, integrated solution without the overhead – *ZERO IT Footprint, NO Systems Management, NO space required.*

**Archive & Search/Retrieve** – Your documents are loaded and available to all of your users based on the ways you work. Locate and retrieve single documents or entire files in just one search! Duplicate and distribute in hard copy or electronic content.

**Workflow** – Automate your day-to-day working processes. Track all work in process. Locate ‘out-of-file’ documents in seconds! Built in history reports give you the tools to review and enhance processes to really drive efficiency.

**Online Forms** – Your forms automated and made available to all of your users. Can include ‘Public Forms’ as well. Route for review and processing based on content. Collect valuable data to share across the entire organization!

**Security** - Your documents and information are safe and secure is a SAS-70 certified data center. ABL will auto log all document activity – let’s you know the ‘*who-what-when*’ for each and every document in your system.

**Outsourced Scanning Services Included** – Limit your document handling to a simple sort and ship. Our service center completes the rest. All documents are made available to your users within 48 hours – no need for hiring, training and managing extra staff!

**Records Management** – Document Retention requirements are automatically maintained to help you demonstrate compliance with regulations, defend your internal policies & actions and help avoid costly legal, monetary and procedural penalties.

**Integration Services Available** – Direct access to documents from virtually any Windows based application – student records, employee files, accounting records – you name it! Web Services and XML can be used to collect and push high volumes of quality information to your system of record.

**Return on Investment** – Every expense you incur needs to be justified and this is no exception. The innovations and hosting methods incorporated in Singularity SP work together to deliver a solid ROI – **your expense is generally less than a typical FTE!**

**Singularity SP – Your solution without limits!**  
**Let’s get started!**

