



## Gemba360: Document Management Module

### Simplify compliance and reduce legal discovery costs

Gemba360 Docs is a scalable enterprise document and records management solution that simplifies the capture, management, security, and access to your information in business context. It enables your business to easily comply with regulations and policies, and helps you secure information from inappropriate access and misuse. You can achieve greater transparency and productivity with its built-in integrations for policy driven auto-classification of information, and high performance intelligent search.

#### Key benefits

- Comply with governance and regulations and be prepared for e-discovery
- Secure your business records from inappropriate access and misuse
- Reduce storage and operational cost through retention and disposal policies
- Higher productivity and transparency with enhanced classification and search
- Reduce the cost of legal discovery, investigation and audit

