EFFORTS SOLUTIONS
IT TECHNOLOGY & SOLUTIONS

PEOPLE | PROCESS | TECHNOLOGY | A SMARTER TOMORROW

DocFerry

From File Rooms to Secure Digital Access

From File Rooms to Intelligent Digital Access

Securely move physical and digital records into SharePoint, DMS platforms, or cloud storage with AI-assisted indexing, metadata extraction and easy retrieval.



Secure & Compliant

Automate with AI

Connect to SharePoint, DMS & Cloud

Unlock Business Value

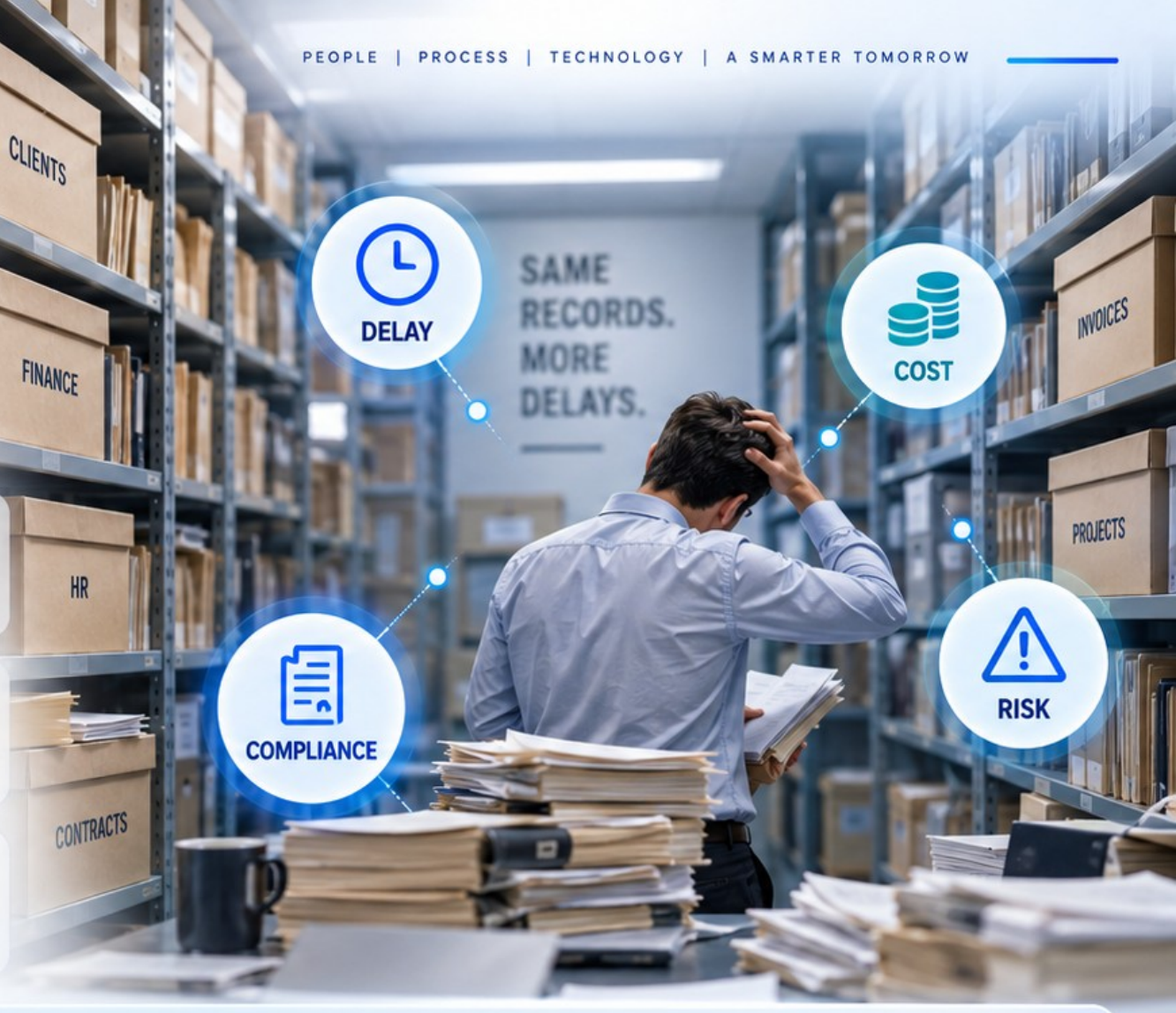
Knowledge without limits

Efforts Solutions IT LLC

DIGITAL RECORDS. BRIGHTER POSSIBILITIES.

The Current Problem with File Rooms

Physical document storage creates business risk, delay and hidden cost.



- **Hard to find** records quickly
- File rooms **consume valuable space**
- **Manual tracking** causes errors
- **Limited visibility** across locations
- **Risk of damage, loss** or unauthorized access
- **Weak business continuity** during disruption or crisis

When records stay trapped in file rooms, decisions slow down.

LESS SEARCHING.
MORE PROGRESS.
A SMARTER TOMORROW.

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What Is DocFerry?

A practical solution to move records safely from physical and digital sources into controlled repositories.

DocFerry®
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1 Input Sources
Capture records from any source

- File Rooms
- Paper Folders
- PDFs
- Shared Drives
- Spreadsheets
- Engineering Drawings

2 Processing
Digitize and extract intelligence

- Scanning
- Ingestion
- OCR
- AI Extraction
- Classification

3 Review
Ensure accuracy and quality

- Metadata Validation
- Exception Handling
- Human Review
- Approval

4 Output Repositories
Publish clean, searchable records

- SharePoint
- DMS Platforms
- Cloud Storage (AWS, Azure, etc.)
- Searchable Document Portal

One structured flow from archive to secure access.

SIMPLER RECORDS. STRONGER TOMORROW.

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Why Move to SharePoint, DMS or Cloud Storage Now

Secure digital repositories improve access, governance and resilience.



- Faster search and retrieval
- Secure, role-based access
- Audit trail and compliance support
- Better collaboration across sites
- Business continuity and disaster readiness
- Foundation for AI search, analytics and automation

Digital records mean safer operations, quicker decisions and stronger continuity.

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ANYWHERE
SECURE
ACCESSIBLE

How DocFerry Works

A simple six-step flow from paper or PDF to searchable digital records.



1 Collect records

Gather physical documents or digital files (PDFs, images, etc).

2 Scan or import files

Scan paper documents or import existing digital files.

3 Extract data with OCR and AI

Automatically read, extract and classify content using OCR and AI.

4 Review and confirm metadata

Validate and enrich extracted metadata for accuracy.

5 Upload and index in SharePoint, DMS or cloud

Securely store and index records with metadata.

6 Search, retrieve and govern

Find information instantly and apply access controls, retention and governance policies.

Human validation remains part of the process for quality and trust.

- Secure & Compliant
- Automate with AI
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Our Delivery Approach

Partnership for a Digitally Ready Tomorrow



From sample engagement to larger rollout, DocFerry uses a structured and low-risk execution model.

1. **Assess and prepare**
   Understand your records, goals and environment.
2. **Define metadata and rules**
   Set up classification standards, metadata fields and business rules.
3. **Configure workflow and repositories**
   Set up document workflows, repositories and integrations (SharePoint, DMS or Cloud).
4. **Validate sample records and refine**
   Process a sample set, validate accuracy and refine rules, workflows and quality controls.
5. **Scale and operationalize**
   Roll out to full volumes, enable teams and transition to steady-state operations.

Flexible delivery options: onsite, remote or hybrid.

A small sample project helps establish SOPs, effort estimates, quality controls and rollout readiness for wider digitization.

Small Steps Big Possibilities

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Business Benefits and Value

DocFerry reduces manual effort while improving access, control and continuity.

GREATER EFFICIENCY

STRONGER COMPLIANCE

CONTINUOUS OPERATIONS

A MORE RESILIENT FUTURE

Faster retrieval of records

Find the right information instantly, when you need it.

Better compliance and audit readiness

Stay compliant with organized, searchable and traceable records.

Reduced risk of loss or damage

Protect critical records from physical loss, damage or deterioration.

Lower dependency on manual handling

Minimize time, effort and human error in managing physical records.

Improved business continuity and crisis resilience

Ensure access to critical documents anytime, anywhere.

Scalable model for broader digitization programs

A flexible foundation to extend across departments, locations and future needs.



Knowledge without Limits

The outcome is not just scanning.
It is controlled digital access, better decisions and measurable operational value.

Industries and Use Cases

DocFerry can support any organization that needs secure records digitization and controlled retrieval.

Government and public agencies

Manufacturing and engineering

Oil and gas / utilities

Healthcare and hospitals

Logistics and supply chain

Education and research

Construction and infrastructure

Legal, finance and HR archives

Typical record types

- Contracts
- Invoices
- Drawings
- HR files
- Asset records
- Quality documents
- Compliance files
- Technical manuals

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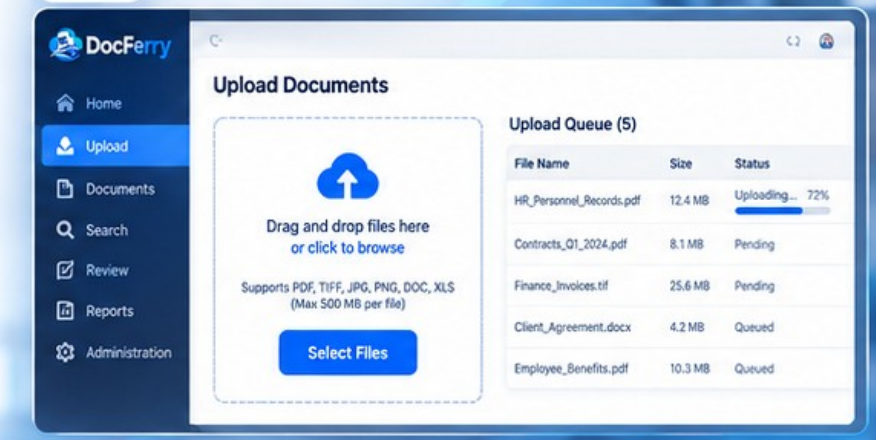
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Inside the DocFerry Experience

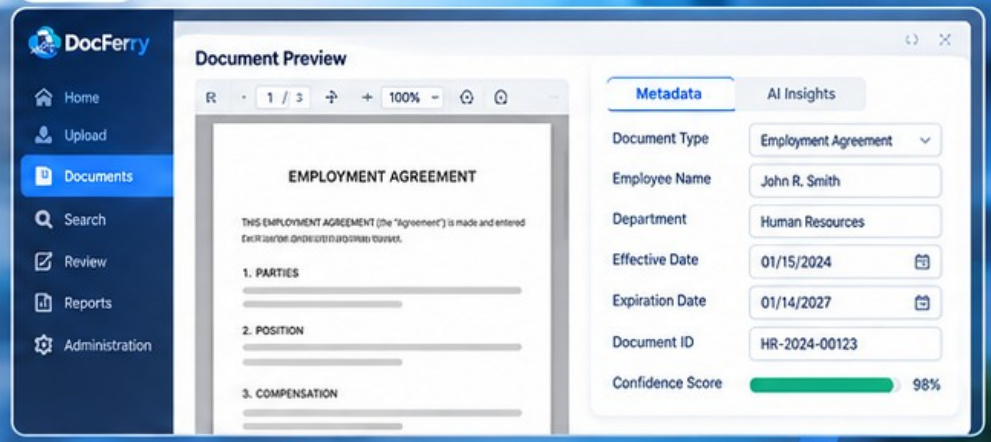
Representative screens that show how records are captured, reviewed and managed.

Real Records. Real Impact.

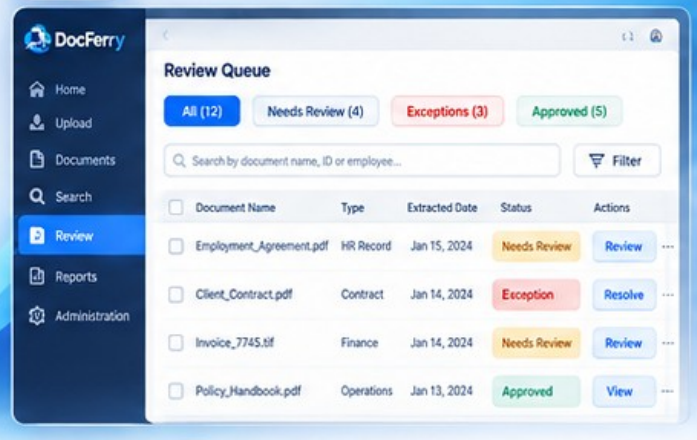
Upload
Ingest physical or digital records



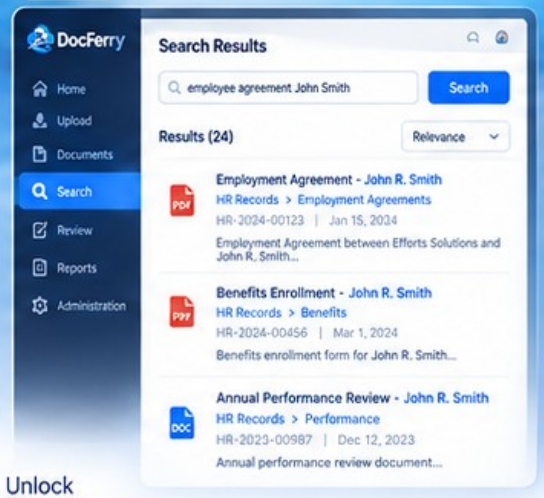
Extract
AI-powered metadata extraction



Validate
Review and approve or handle exceptions



Search
Find information in seconds



Monitor
Track performance and drive value



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Representative product views for demonstration purposes.

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Contact Us

Ready to explore a demo, sample engagement or POC?

Let us show how DocFerry can move your records from file rooms to secure digital access.

1. Discuss use case
2. Review sample records
3. Run demo or POC
4. Plan rollout



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Book a Demo

Let's Build a Smarter, More Accessible Tomorrow