



From document chaos to business value

A document management system isn't just somewhere to store files.

HR teams manage some of an organisation's most sensitive and business-critical information. But when employee documents are scattered across shared drives, inboxes, filing cabinets and disconnected systems, the cost goes far beyond inconvenience.



Time saved searching

Reclaim
25%
of your week

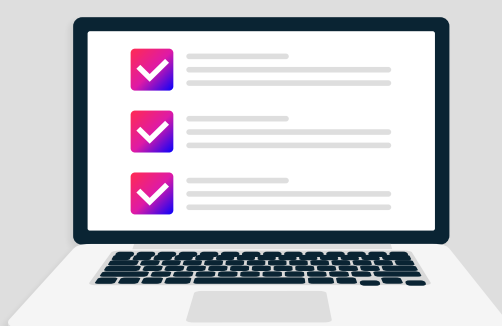
Employees can spend a daily average of **1.8 hours searching for information** - that's almost a quarter of the working day. Centralised document management makes information easier to find, helping teams spend less time searching and more time delivering value.

Source: McKinsey figure as reported by Crown Information Management.



Real-world impact

Save
40
hours a week



One of Scotland's largest social housing providers saves 40 hours every week in processing time using DLX. That is the equivalent of more than one full-time working week recovered every week.



Document control checklist

5 questions

For every important employee document, can you quickly establish:

- Who accessed it?
- When was it changed?
- Which version is current?
- How long should it be retained?
- When should it be securely destroyed?

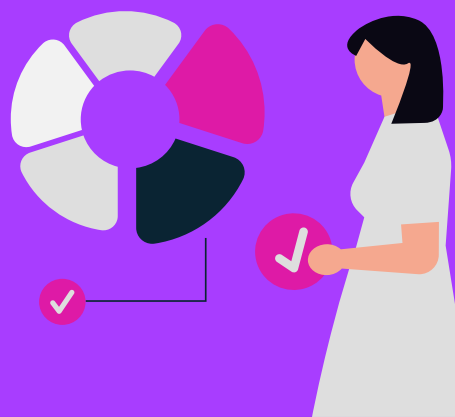
DLX provides **role-based security, audit trails and automated retention policies**, helping organisations manage information throughout its lifecycle.



System integration

An integrated HR environment for the employee lifecycle

DLX integrates directly with MHR's iTrent and People First platforms, linking documents to employee records and HR processes. Instead of switching between systems, users can access authorised documents in the context of the employee lifecycle.



Enterprise-scale performance

40 million+ records migrated in one week

An insurance group used DLX to migrate more than **40 million customer correspondence records in a single week**.

DLX is designed to scale from straightforward document archiving through to complex, integrated workflows handling millions of documents.



Discover how a document management integration could save you time and money

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