

CONTROL YOUR INFORMATION. CONFIGURE YOUR WORKFLOW.



infonic

Document Manager

# INTRODUCING INFONIC DOCUMENT MANAGER.

STREAMLINING BUSINESS PROCESSES. CENTRALISED CAPTURE, INDEXING, STORAGE & SHARING OF DOCUMENTS AND DATA.

Infonic Document Manager is a highly scalable software suite that integrates with your existing systems to centrally capture, index, and store all your businesses documentation. Infonic provides instant document access to authorised users to create a more streamlined business.

Highly configurable workflow tools release businesses from inefficient and unreliable paper-based processes, allowing users the freedom of instant document access, real-time approvals and effective collaboration.

## A HIGHLY CONFIGURABLE SOLUTION

Document Manager is a modular software suite designed to centrally manage the flow and storage of all types of information across a wide range of

businesses, from regional insurers to international logistics companies.

## EFFICIENCY AND PRODUCTIVITY GAINS THROUGHOUT YOUR BUSINESS.

Time and energy previously wasted searching for paper invoices, dockets, receipts or other documents, is eliminated with dramatic improvements in productivity. Customer queries can be immediately dealt with, improving customer service and saving staff time.

Photocopying, fax and mail costs are wiped out with the switch to electronic documentation. Cashflow accelerates, through increased speed of processes, and office space required for paper storage is eliminated, reducing overheads.

With your valuable information assets securely stored, you combine maximum visibility of information for users with minimum vulnerability to 'leakage' of confidential knowledge and data.

## RAPID ROI ISN'T JUST ON PAPER

Nucleus Research, independent researchers measuring the ROI of IT investments, recently reported that 83% of companies report positive ROI on investment in document management software.

This return is higher than with virtually any other IT investment, and is one reason Gartner Research put document management in their magic quadrant of tools delivering high ROI and low cost of ownership.

## NPIA

"Document Manager streamlines our operational processes. It is providing more efficient storage and easier access to information..."

Gail Cullum, Head of Information Systems, National Policing Improvement Agency (NPIA).

## INFONIC DOCUMENT MANAGER AT WORK:

- Automatically captures, indexes, stores and retrieves any type of document, with powerful document search
- Streamlines workflow processes such as accounts payable
- Centrally manages document security
- Integrates seamlessly with other business systems
- Enables compliance with freedom of information and data protection legislation
- Scales seamlessly from single departments to global enterprises

**REFRESHING PERFORMANCE ACROSS DIVERSE BUSINESS SECTORS**

Any business that relies on paper-based processes can benefit from Document Manager. Our clients range from DHL and TNT, to Birmingham University, the National Policing Improvement Agency, the Texas State Department, Direct Wines and Optimax laser eye clinics, amongst many others.

With Infonic Document Manager, the wind of change is blowing through business worldwide.

**TWO-WAY FILE PROCESSING WITH eCOPY CONNECTOR**

Our two way eCopy Connector turns Multi-Functional Devices into efficient stations for scanning and indexing documents into the DM system, and uniquely, it allows users to search and retrieve files from the DM system via the same MFD.

It's the only system that offers two-way file processing through your MFDs.

**SUPPORT, TRAINING AND MAINTENANCE**

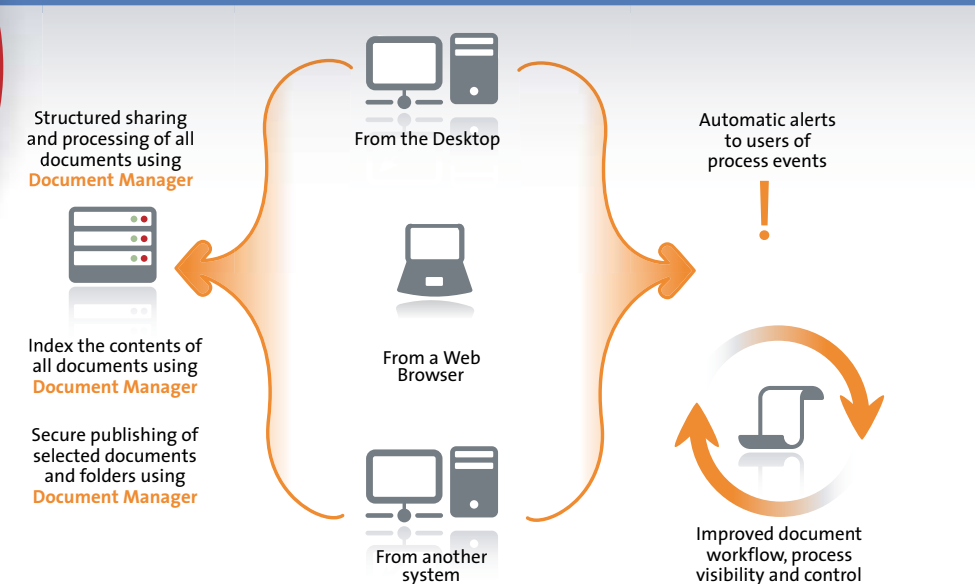
Infonic's Professional Services team work closely with clients to design and deploy a solution that is tailored perfectly to the client's needs.

Our online support service provides clients with an excellent level of ongoing software and user support.

Infonic and its partners also provide full multi-tiered user training to ensure our customers are able to maximise the impact that Document Manager has on their business. Teaching users to automate paper-intensive tasks, streamline business processes and extend the system across their business.

**Optimax**

With over 18 clinics across the UK, Optimax is using Document Manager to streamline its clinical administration, practitioner diary management, human resources, marketing and estate management processes.



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