

# infonic



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Document Manager™ Business Edition



## Introducing Infonic Document Manager™ - Business Edition

Streamlining business processes, centralized capture, indexing, storage & sharing of documents and data.

Infonic Document Manager™ – Business Edition is based on Infonic’s successful Document Manager Enterprise solution. The Business Edition package is designed to be a pre-configured, easy to install, scaled down version of the full enterprise product. This edition is suitable for up to 15 named users.

### A pre-configured solution

Document Manager™ - Business Edition is shipped with 5 preconfigured drawers:

- > Accounts Payable
- > HR
- > Records
- > Projects
- > Customer Correspondence

However these can be customized to meet your business requirements and processes.

The Business Edition can be upgraded to the full Enterprise version ideal for 15 plus users and clients requiring workflow, web modules and email archiving.

### 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.

### Benefits include:

- > Cost Reduction
- > Document Security
- > Compliance
- > Increased Productivity
- > Disaster Recovery
- > Accessibility
- > Space Efficiency
- > Collaboration & Sharing

Photocopying, fax and mail costs are significantly reduced 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 (Return On Investment) of IT investments, recently reported that 83% of companies report positive ROI 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.

## Refreshing performance across diverse business sectors

Any business that relies on paper-based processes can benefit from Document Manager™ - Business Edition.

With Infonic Document Manager™ - Business Edition, the wind of change is blowing through business worldwide.

Adaptable to almost any business application: HR, Health, Logistics, Finance, Education, Law Enforcement, Legal, Property, basically any business managing documents.



## Huge User Benefits

Infonic Business Edition provides users working in other business applications with instant access to related documents using our simple to use "hot key" feature and our unique screen-scrape technology. This saves users time by removing the need to enter search criteria and switch between applications.

Easy to administer control of document and folder access. The system also provides full audit records for every access instance.

Check in/check out and version control features allow users to take documents out of the system, make amendments and re-file them in a controlled and secure manner. Ensuring that only one person at a time is working on a document while enabling colleagues to view the current version.

Scan paper documents using Twain compliant scanners or networked multi-function devices.

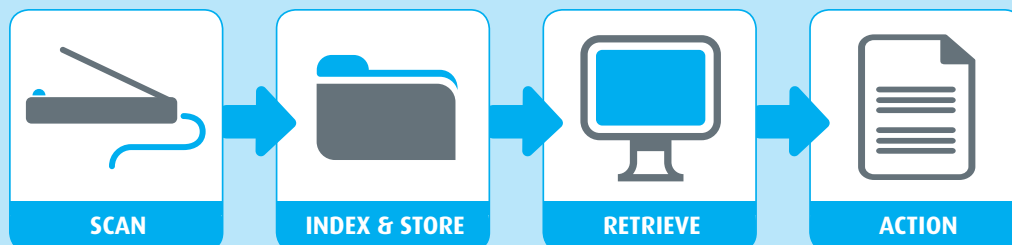
Put notes, highlights and other annotations onto image documents using a wide range of annotation tools. You can even hide parts of documents from certain users using our redaction feature.

Add any kind of document to the system including Microsoft Office documents or any other application that creates files. "If it has a file type, we can manage it"

“Self Assured needed automated document management. They chose Infonic’s flexible and scalable Document Manager™ solution. “With Document Manager we have a DM solution that totally delivers what we needed” ”

**Katherine Bushell, IT Manager,  
Self Assured**

### How Infonic Document Manager works:



> Scan > Index > Store > Retrieve

## Business Edition Features

- > File Encryption – improve security
- > Screen Scraping – integration with business systems
- > Full Audit Trail - improve compliance
- > Check-in/Check-out – improve compliance
- > Version Control – improve compliance
- > Advanced Annotations – for content commentary
- > Ad Hoc Scanning from desktop - convenience
- > Infonic Filing Assistant – save from any application
- > Office Add-in – save directly from Microsoft Office applications

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