



THE LIFE CYCLE OF PAPER RECORDS
FILEforce REDUCING the QUANTITY
IMPROVING the QUALITY



Student and School Records

**FILEforce will take away your
Records and Information Management
PROBLEMS**

FOREVER



WHO IS FILEforce

FILEforce is one of the top 400 privately owned Queensland Companies having been in operation for over 20 years, and its principal Harry Haxton is considered one of the Australia's leading Records Management Thinkers, having produced two books and several TAFE and University Courses on the subject.

We are not a stationery, software or storage supplier. FILEforce provides a SERVICE... we have the people to do the stuff you do not want to do, or where you do not have the records expertise to process and sentence or scan old records. You may find that the lack of power users is the major problem, with FILEforce POWER USERS are not necessary. Capturing images is a complex task requiring experienced people at all times. All you have to do is browse.

FILEforce is a Quality Assured Specialist in RECORDS MANAGEMENT LOGISTICS for the CARE INDUSTRY

CARE INDUSTRY includes

- AGED CARE, HEALTH CARE & WELFARE
- CHILD CARE & EDUCATION.

FILEforce provides the LOGISTICAL support for managing the explosion of paper work brought about by accreditation, litigation avoidance and corporate governance.

COMPLIANCE

Compliance regulations and legislation are becoming more rigorous worldwide. FILEforce is a quality assured company (ISO 9002-2000) and all work performed is compliant with the International Standard on Records Management ISO 15489.

SIZE DOES NOT MATTER

Although we have some large government and public listed companies in our portfolio, we actually specialise in working with LOTS of smaller customers. We take great pains to make our service to you both personal and effective.

LOCATION DOES NOT MATTER

No matter where you are in Australia, we can provide access to your records through our secure Data Warehouse.

SCANNING COSTS

The major costs in scanning are preparation and software maintenance when doing it yourself. This service allows you to pay as you go.

What you have to pay for using FILEforce:

- Freight
- Preparation – removing staples, copying small pieces of paper.
- Scanning – single or double sided is the same price.
- Warehousing
- One once-only User Licence Fee
- Warehousing starts at \$95.00 per month including 1Gig Storage (approx 15,000 pages) and increases at \$30 per Gigabyte thereafter.



SCANNING AND DATA WAREHOUSING

COMPLIANCE SOLUTIONS

Compliance regulations and legislation are becoming more rigorous worldwide. With this comes tougher penalties for the directors and officers of businesses that do not comply.

The regulations for each state may differ, but the two key factors are the same - retention and discovery. Businesses are responsible for retaining all forms of information and documents and must be able to produce them in the case of litigation or audit.

At the same time as legislation is becoming stricter, the volume of information businesses must retain and manage is increasing.

It is impossible to satisfactorily meet these compliance responsibilities without the assistance of technology specifically designed to help you manage your information. FILEforce delivers solutions that make compliance simple. A simple content keyword search ensures you locate every piece of information you require.

SCAN and DESTROY

Imagine a complete set of :-

- Syllabus
- Past Student Notes
- Past Exam Papers
- Student Records
- Staff Records
- Board Records
- School Handbook
- School Yearbook
- School Magazine

Replace boxes and boxes of paper with a online accessibility and security where no records can be lost. All records are backed up by and indexed CD or DVD containing all your records.

WE DO IT ALL FOR YOU!

Much time is spent in setting up scanning but once the capture is complete, the equipment sits idle. People who are trained as "power users" leave and it becomes an under utilised expensive asset.

No capital investment costs

If you value speedy retrieval and the convenience of scanned or stored documents BUT don't have the capital to invest, FILEforce has the answer. No more submissions for capital equipment, our ASP (Application Service Provider) model solves all your problems.

No equipment

FILEforce has the equipment for scanning A4 and A3 documents.

High-speed scanners working multiple shifts, 7 days a week, 24 hours a day, if required.

No software or power users required

RedMAP software is our primary tool. This includes the complete Capture Point, Manage Point and Manage Anywhere - web based browser.

Kodak provides our scanners and we are capable of working with any required software, including Adobe PDF.

All you do is browse

Because FILEforce provides all the services, you do not need to constantly upgrade with new releases. All you do is browse through our secure Internet Site. Just logon to our site, enter you login and password and access your coded database.



THE PROCESS

The items shown in green italics are optional (this can save you a dollar or two per file)

If you have sectioned the file with dividers and wish for your files to be scanned by the sections within the file, one additional header sheet will be required for each file. This increases the cost of capture. Call us for more information prior to commencement.

Step One

- ✓ Determine which student records you need scanned.
- ✓ *Prepare a Header sheet which is supplied in PDF format as a form where you complete all the details*
- ✓ *Remove all staples*
- ✓ *Copy small pieces of paper onto A4*
- ✓ *Place the header sheet at the front of the file*
- ✓ Pack it into a box
- ✓ Send the box to FILEforce

FILEforce then

- ✓ Prepare the file for high-speed scanning (as shown in green above)
- ✓ Prepare a Header sheet (if not prepared by you)
- ✓ Scan the documents
- ✓ Verify the machine-read header
- ✓ Merge all the pages into ONE 'tiff' file
- ✓ Upload to our Data Warehouse
- ✓ Summarise the document with our OCR capture program
- ✓ Supply you with a backup DVD containing the index terms and program as an emergency back up.

ACCESS

Is through our data warehouse at www.facility.com.au

The first 100 login's per month are FREE.

WHAT HAPPENS TO THE PAPER

Storage Options

Destruction

If you wish to have the records destroyed and provide us with authority to do so we will organise to have the files shredded at \$5.00 per box.

Return

If you wish to have them returned to you, we will do so.

Off-Site Storage

If you wish to have them stored with Recall or Grace we will organise this for you at a very competitive rate and bill you with your monthly account.



SAMPLE STUDENT FILE HEADER

Files with a mixture of single and double-sided pages may be scanned as double sided to ensure all documents are in order. Blank pages may appear in the output file.

SCHOOL NAME Not indexed	YOUR SCHOOL NAME
SURNAME Mandatory field Max. 50 characters	BLOGGS
GIVEN NAMES Mandatory field Max. 50 characters	JANE MARY
DOB Mandatory field DD/MM/YYYY	12/06/1982
STUDENT NUMBER Optional field Max. 50 characters	12345
HOUSE Optional field Max. 50 characters	HOUSE NAME
DATE COMPLETED Optional field DD/MM/YYYY	30/11/2005
DATE COMMENCED Optional field DD/MM/YYYY	10/2/1998

FILEforce use

NOTES FOR PREPARATION

This is the header sheet that will appear at the beginning of each file.

It can be completed by using the ADOBE format and allows you to continually fill in the same form, changing only the variables.

Place this sheet in the front of each folder or packet.

DO NOT STAPLE TO ANYTHING.

FILEforce CARE - YOU JUST KNOW IT IS RIGHT