

# SCANNING & IMAGE WAREHOUSING

**It does not matter where you are in the country.... state city town**

**All you do... is pack a box**

**The data is available from anywhere**



## **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. With FILEforce, all you have to do is pack the records into a box and send them to us. (We will even supply the box if required)

## **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 have to do is browse**

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



**We do your scanning!**

**[www.filing.com.au](http://www.filing.com.au)  
1300 300 395**

## 24 hour turnaround

FILEforce is dedicated to providing services to the customer. If required we can provide 24 hour turnaround in the scanning of your daily documents. We can also capture and store your emails, Microsoft Office products and photographs.

## No training

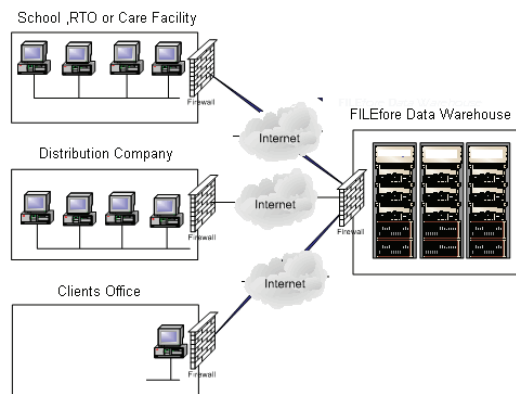
Your staff only need to be trained to use a simple web browser that finds the images on our secure internet site. No administration duties, no scanning techniques, no document preparation, no archiving, no batching, just browsing.

## Worldwide Access

Manage and view your documents from ANYWHERE. Your sales representative in the field or

managers in branch offices can have the same access as your head office staff. It is no longer a head office tool but a WORLDWIDE tool.

If you require a proof quickly, log onto our secure Internet Site and immediately email your client a copy of the document or print it out, in their office.



## Document Preparation

FILEforce officers prepare the documents for scanning, barcode, and index them for you or you can pre-prepare header sheets in your office.

FILEforce have over 70 staff available to work in our scanning centre. Dedicated, trained, motivated people who work in an ergonomically designed, air-conditioned, well lit room, a happy and congenial atmosphere.

## OCR

Optical character recognition is available on word document and scanned laser printed documents.

**Your privacy and document security is paramount to our HIGH QUALITY service and 24/7 facility**