

Invu Document Management

Isn't finding a document like finding a needle in a haystack?



UK SMEs waste a staggering £42.2 million per day searching for documents. Yes, every day!

Many of these costs are hidden in inefficient, time-consuming paper based processes. Others are sunk costs, but can be freed up; for example storage and property expenditure. Worse still, the volume of paper records is still increasing steadily in 56% of organizations and the volume of electronic records is "increasing rapidly" for 70%.

We all recognise those occasions where you simply can't find a key document and it becomes a personal crusade to find it, wasting a disproportionate time in the process. However, it's the stealthy erosion in efficiency that really takes its toll.

Invu can transform the way you work. Designed as a scalable solution, Invu Document Management works with your existing Microsoft and business applications as a core part of your processes. Documents can be imported electronically from MS Office, emails imported and paper documents rapidly scanned in. Once within the safety of the Invu vault documents can be routed between users, processed, classified, audited and securely stored.

Invu Document Management has a simple Outlook style look and feel. It's quick and easy to use so your business can be seeing the benefits soon.

The speed with which you can find any document will revolutionise your efficiency. Retrieving documents, the cost of misfiling and outright document loss all contribute to increased overheads, additional effort and poor service.

With Invu Document Management, you won't feel the pain and cost of hunting for a needle in a haystack.

Features

- Pre-configured templates meaning you get started quick
- Can be personalised for your business needs
- Intuitive and simple to use
- Thumbnails give quick recognition of results
- Simple quick indexing to your requirements
- Attribute and full text searching
- Add remote access via the web
- In-built scanning for paper document capture
- MS Office document capture
- Simple email capture
- Full audit trail ensures regulatory compliance and security

Benefits

- Save time - all your documents instantly at your fingertips
- Save money - slash hidden costs with enhanced efficiencies
- Save storage - reduce paperwork, reduce filing
- Enhanced customer service - quick access means better service all round
- Peace of mind - know that you never need lose another document
- Enhanced document distribution - share documents in a controlled fashion, keep tabs on processes and minimise delays
- Disaster recovery - a central document repository is easily backed up and forms a key strand in your disaster recovery strategy

Want to know more? Call us on 01604 859893 or visit www.invu.net

“ We remove over one million documents a year from our business with Invu. ”

Rob Holden, Group IT Director
Persimmon Homes

Invu Document Management Software makes businesses fitter, faster, leaner and greener. It eliminates the need for off-site storage, saving up to three months a year in time wasted searching for information³ and streamlines processes.

Save time

Invu Document Management puts everything you need on your desktop. Imagine the time you'll save, simply through being in complete control of your work. When your most important client calls, you'll have the information you need for the conversations that really count. Last month's sales report, your latest invoice, a customer letter - it's all there at your fingertips. Invu cuts out the time you lose every day looking for information. You won't believe the difference Invu makes to your query response times and the improved level of service you can now provide your clients.

Save money

With Invu Document Management you could cut £4,400 per week off your running costs. That's the cost UK SMEs waste looking for documents; up to one hour per day that you could save by using Invu for as little as £1 per day. Think of the resources you'll save managing and sharing work more efficiently, improving service to customers and suppliers, and freeing up your team. With the burden of administration lifted efficiency comes naturally. Invu Document Management puts an end to the substantial business cost of missing files, delayed proposals and compromised client service.

Save space

Invu Document Management could allow you to reduce your storage space by 60% within 12 months. Many paper process based customers have been amazed at how much space they have saved simply by storing all their documents within Invu Document Management. With many organisations now obliged by regulatory bodies to maintain their records for years - or even decades - storage space has become a major concern and cost. Invu instantly relieves the pressure, providing safe, compliant access at the touch of a button.

Fast retrieval

Retrieving documents, the cost of misfiling and outright document loss all contribute to increased overheads, additional effort and poor service. The speed with which you can find any document will revolutionise your efficiency.

Simple to use

You'll also benefit from consistent processes with Invu Document Management's simple in-tray approach. Document circulation is more controlled and you'll ensure the retention of important working knowledge in the organisation.

Data security

Organisations also face data security issues - threats on key information and documents can be external or internal. Invu Document Management data is encrypted, access to documents can be protected and there's always a full audit trail to establish document access and actions. Add Invu Document Management to your disaster recovery strategy and you'll also protect vulnerable paper documents as well as your emails and Office documents.

Get green

Streamlined processes mean minimising paper filing. According to AIIM (2008) the average document is copied 19 times, either through copies for individual staff members, clients, file copies or wastage. Always having the documents to hand negates the need. Document management also enables you to mail copies rather than print them. The efficiencies and savings add up to plenty of carbon saving.

Improved compliance

The burden of red tape impacts SMEs every day, be it from HMRC, FSA or professional bodies or for Health & Safety or HR purposes. Organised filing, speed of retrieval and clear retention policies will embed good process into your business with Invu Document Management. Control of your processes and documents with a secure audit trail will ensure robust compliance.

Have you thought about...?

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| Invu Email Manager – | No more valuable content trapped in personal archives; release silo-ed information |
| Invu SharePoint upgrade pack – | Enhance communication and collaboration in your business |
| Invu Link – | Instant access to your documents as a natural part of your line of business processes |
| InvuCare software maintenance – | Product support and free upgrades. Buy a multi-year contract for extra peace of mind |