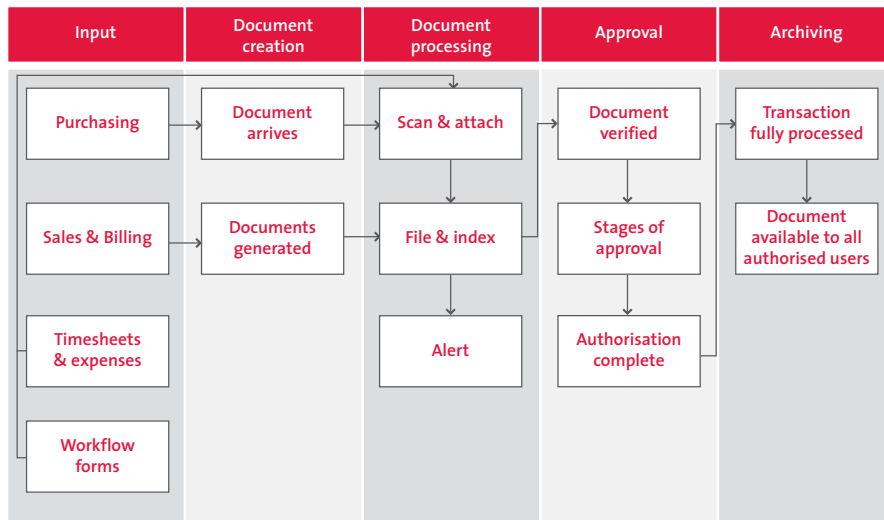


Document management

Every document, from board packs and purchase invoices to certificates of conformity, graphics and correspondence, can now be scanned, indexed and filed into a space-saving electronic archive.

Digital documents generated by computer need never be printed and can be added automatically to the store, which is password-protected, easily backed up and also accessible via the web.



Support your entire organisation

Manage all your key information from a central storage point and boost productivity across your entire organisation. Whether the document originated on paper and has been scanned or already exists electronically, unlimited amounts and file types can be added to your store and made available to every authorised member of staff for retrieval anytime.

Central location

Your business generates and manages huge volumes of digital and paper based documentation on a daily basis. It's likely that this is currently stored in a variety of locations – such as your company offices and those of your professional advisors, such as accountants and solicitors.

The actual storage methods within these locations will vary too - from multiple databases and software packages to file servers and computers.

Document management brings all of this information together in one central location so you know exactly where to go, regardless of what you are looking for.

Document types

There's no limit to the number or types of document that you can store. From financial documents, such as invoices and contracts, to more general business documents such as certificates of conformity and graphics. This is in addition to the huge volume of data files your people create in Microsoft Word or Excel.

Contents

Support your entire organisation

Secure storage

Retrieve documents fast

Document automation

Documentation that isn't already an electronic file, such as paper forms and information received through the post, can be scanned into digital formats such as a GIF, PDF or JPEG so they can be added to the store.

Secure storage

Digital data provides the safest form of storage. Duplicates are easily made and saved in multiple locations, protecting against disasters such as flood and fire. Theft, both internal and external, is prevented with multi-level password security. Multiple indexing and the power of SQL-based search technology ensure that every file can be retrieved, even if the author is unknown.

Copies & back-up

Photocopies are as vulnerable as the original – they can get lost, damaged or stolen and take up a lot of space. Digital copies have all the benefits of the original – unlimited numbers of copies can be made at any time, and they are less likely to be lost, damaged or stolen because of the benefits of this secure technology. Copies can be located in multiple locations and it is easy to revert back to an earlier version if you need to.

Passwords

Each document is protected at file, database and server level, providing a very secure environment.

Retrieve documents fast

Every authorised member of staff can search and retrieve files from their desktop, wherever they are located, anywhere in the world. This boosts collaboration on projects, contracts and correspondence and helps provide instant answers to customer and supplier queries.

File setup and storage structure

Each document can be indexed in many ways, by type, author, content, date, and any number of keywords. You configure the filing structure to conform to your specific business requirements and terminology. Applying barcode stickers to purchase invoices is a very fast and effective way

of filing them. The system supports a Windows-based tree structure, ensuring that everyone stores documentation the same way, enjoys a consistent look and feel and is able to retrieve items with ease.

Document tags

Tags are the document management equivalent of indexing fields and allow relevant information to be applied to any document for easy filing and retrieval. A large selection of default tags are supplied for each document and transaction type, which you can add to or customise at will. This enables swift and easy capture of information you deem mandatory, such as reference number and company name, in addition to any optional data, such as geographical location, additional notes and bar codes.

Fast retrieval

No more leaving your desk to hunt through filing cabinets to find documentation. All your information is available for instant retrieval over the internet from wherever you are, locating by bar code or indexed fields or searching content with a browser-based search engine. When clients and suppliers call in, requesting information, you can give answers quickly and easily while over the phone.

Viewing privileges

Viewing can be restricted by specified users, groups, and a combination of both. User privileges can be set both within your organisation and across multiple sites. Your staff see everything they need to work effectively, unencumbered by masses of information they don't need or aren't authorised to view.

Document automation

Each digital file can be subject to a workflow process before or after it is centrally filed. Forms, documents and any other electronic file can be passed between departments within your organisation. You specify the route it takes, and the people who can view, edit and approval documents as

necessary. From boosting collaboration to tightening credit control, every person in every department will feel the benefit.

You can subject any document to a workflow process to ensure that it is seen and approved by relevant parties. This eliminates the time-consuming practice of delivering paper around in the internal mail and enables documents to be approved more quickly and securely. Two examples are highlighted here:

Multi-site, multi-level invoice approval

Invoices arriving into the business can be scanned and an electronic alert sent to the originator of the purchase request. This could be one of your project managers working remotely, or any non-finance user. Once logged on via a link to the internet (accessible via your company intranet if you prefer), the scanned invoice is quickly located, viewed, verified, and progressed to the next stage of authorisation (a project director for example). On full authorisation, the invoice is posted into the accounts and the image is always available for future reference if required.

Credit collection

Invoices raised in the sales order module automatically create a PDF copy which is held on the system for future reference. Document management gives your credit controller an additional window on this information, enabling them to chase overdue balances without leaving their familiar 'chase debtors' screen.

Who we are

Our special skill lies in combining and refining industry standard accountancy packages to form a solution that matches your unique business needs and challenges - from in-depth reporting on business intelligence to breakdowns of profitability per client or project, to enabling the remote data entry of timesheets, expenses or sales information.

Right down to providing real-time snapshots of business performance for senior managers on their desktop.

Our solutions deliver an unlimited number of databases to match your company structure, enable head office control of unique record management, structure Management Accounts consolidation to suit your specific needs or implement serial number stock control, that sets stock levels for warehouse management.

In short, Netcom makes sure your accounting and business system transforms the way you work and control your business. We do this by partnering with our clients, working with you to meet every challenge in a way that is cost-effective, and, above all, reliable.



Possibilities are infinite

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