

INVU:

Invu Document Management

Providing solutions to help with the heavy influx of documentation within your organisation.





Invu Document Management

Reducing your reliance on paper documents



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

How can Document Management help?

Many of the costs searching for documents 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 organisations and the volume of electronic records is "increasing rapidly" for 70%.

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

With a simple Outlook style look and feel it is very easy for your business to start seeing the benefits Invu Document Management has to offer. Your document retrieval will be revolutionised bringing great efficiency benefits with it.

The cost of misfiling, document loss and poor service become a thing of the past.

"I wanted to have a user friendly, reliable DM system that was easy to use and could grow with the business – and I'm pleased to say we've achieved that."

Amanda Davenport,
Thorntons

Solution Summary

- ▶ Slash hidden costs with enhanced efficiencies
- ▶ Improved customer service
- ▶ Document distribution - share documents in a controlled fashion, keep tabs on processes & minimise delays
- ▶ Never lose another document
- ▶ Documents instantly at your fingertips

Proud to partner with:



Time, Space & Money!

Invu Document Management gives you complete control of your documents with instant access to the information you need. Invu cuts out the time you lose every day looking for information and your query response times and the level of service you provide your clients will dramatically improve.

By implementing Invu 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. Think of the resources you'll save managing and sharing work more efficiently, improving service to customers and suppliers.

Invu can also reduce your storage space by 60% within 12 months. Many organisations are now obliged by regulatory bodies to maintain their records for years – or even decades – meaning storage space has become a major concern and cost. Invu instantly relieves the pressure, providing safe, compliant access at the touch of a button.

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.

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 MS Office documents.

Key Benefits

- ▶ Can be personalised to suit your business needs
- ▶ Full audit trail ensures regulatory compliance & security
- ▶ Intuitive and simple to use
- ▶ Attribute and full text searching
- ▶ Remote access via the web
- ▶ MS Office & Email capture

About Invu:

Invu develops Electronic Document Management (eDM), Accounts Payable (AP) and Purchasing solutions for a range of sectors, particularly those which are highly document dependent or where compliance is important. Invu's comprehensive product suite encompasses document and content management, purchasing, workflow, document automation and collaboration solutions.