

PowerRetrieve

Low cost electronic filing system

Maximize the value of your information, by Minimizing the efforts of your staff.

PowerRetrieve LITE, a simple start for a total solution – Capture, Index, Store and Retrieve, Indexing up to 15,000 pages.

Main System Benefits

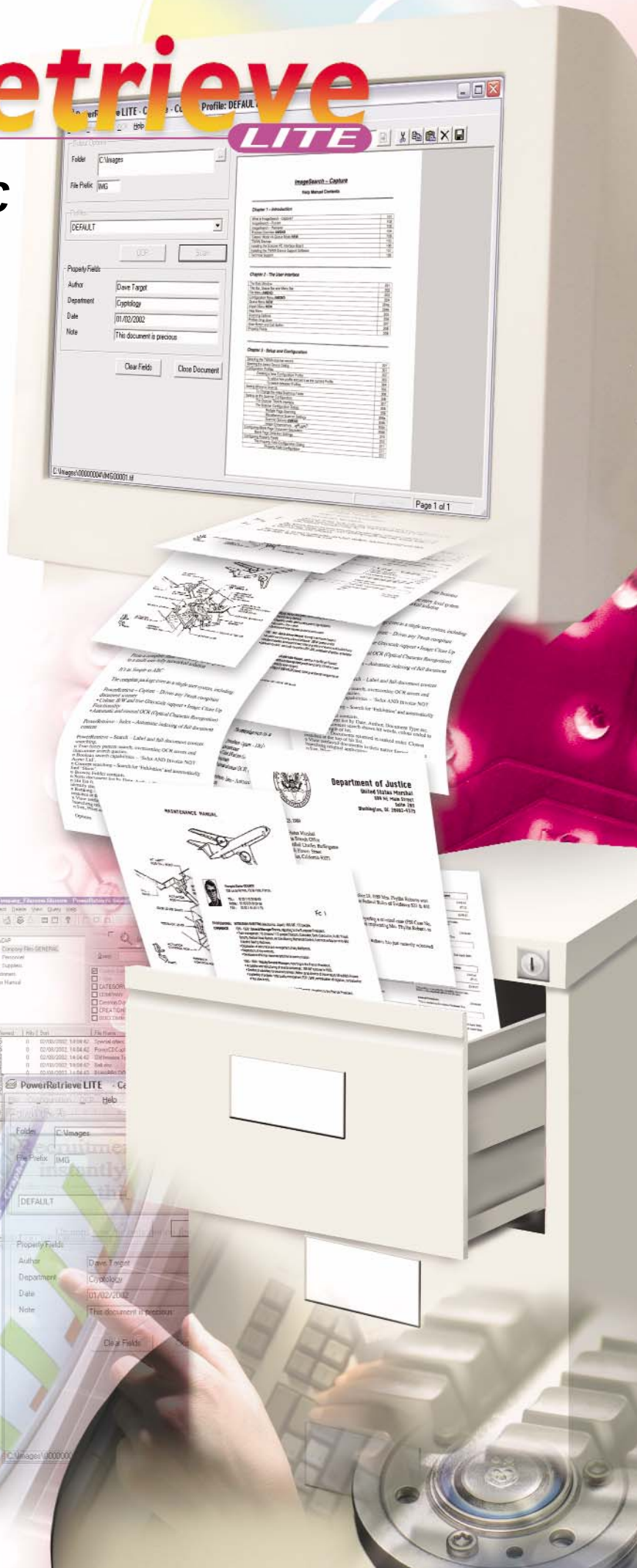
- Economical – Rapid Return on Investment
- Higher Productivity
- Lower Storage Costs
- Instant Access to ALL your documents
- Improved Disaster Recovery

Features

- A low cost electronic filing system
- Complete out of the box solution
- Simple to install, minimum disruption
- Easy and pleasant to operate
- Stores paper and electronic office documents together, in the same file room
- No more lost documents, No more refileing
- Simultaneous use of the same documents
- No more filing cabinets
- No more paper documents

Benefits

- Rapid return on investment
- Less fuss, greater success
- Speedy implementation
- Quick learning curve
- Universal document management solution
- Significant time saving, higher productivity
- Fully expandable as your needs grow
- Total Disaster Recovery – No more risk



PowerRetrieve

LITE

System Functionality:

- Manages Images and Electronic Office Documents in the same file room
- Documents are stored in Folders, within Filing Cabinets
- Browse Folder contents
- Sort document list by Date, Author, Client Name, Document Type etc.
- View retrieved documents in their native format
- Print and Email facility built in

Unique Content Search Capability:

- Providing:
 - Automatic indexing of full document content
 - Our unique Pattern search, overcoming OCR errors and inaccurate search queries
 - Full Boolean search capabilities – 'Sales AND Invoice WITHIN 3 WORDS'
 - Concept Search – Search for Great Britain and also find UK, Scotland, United Kingdom, Northern Ireland etc.
 - Intelligent hit list of documents found, including highlighting of words found within documents, and documents with closest matches at the top of the list

Recommended Minimum PC Specification :

- P4 1.8GHz with 256Mb RAM
- 400Mb free space for software

Operating Systems:

- Windows 2000/XP-Pro/2003

PowerRetrieve Lite Options

- * *Additional 15,000 pages index capacity*
- * *Additional 30,000 pages index capacity*
- * *Upgrade to Unlimited index capacity*
- * *Upgrade to fully network multi users*

Applications

SOLICITORS

Client files, as paper documents, take up larger and larger amounts of working space and are a continuous source of frustration to manage. They require costly administrative support, and are impossible to back-up in the case of loss or damage.

But Not Any Longer!

PowerRetrieve Lite produces an exact replica of the paper documents in an electronic format; maintains your original client name and reference index structure (option for up to 10 index fields); takes up no more space than a small amount of memory on your computer; and can be found instantly, with no refiling required; and provides a complete back up.

PowerRetrieve Lite – a Total Low Cost Client Filing system

MEDICAL RECORDS

Patient records are a life time history of every illness or visit to the doctor. An ever growing mountain of paper documents; very time consuming to administrate; taking up valuable working space and costing lots of money.

Why not – once and for all – get rid of the paper documents: claim back the working space and give doctors instant access to medical records, patients' letters and Consultants' notes. A complete patient's medical history at your fingertips. PowerRetrieve Lite manages the scanned images of your patient records – direct to your desktop.

PowerRetrieve Lite – a Low Cost Records Management Solution

CREDIT CONTROL

Proof of Deliveries, Invoices, Statements and time-consuming queries, all account for high levels of administration costs that directly affect the bottom line. As is so often the case, queries don't happen until the invoice is due for payment. Eliminate those payment delays with PowerRetrieve Lite; giving you on-line access to all associated PoD's and Invoices instantly; then simply fax or email a copy to the customer with the query, at the push of a button; and speed up payments and improve cash flow.

PowerRetrieve Lite – a simple to use Low Cost Document Imaging System

DO YOU MANAGE CONTRACTS OR POLICIES?

Lots of paper documents taking up space, and renewals needing to be managed? Why not scan them into an electronic filing system. No more space problems, and just ask the system to tell you which policies or contracts need renewing. Simply type in the date for the next month, and the system instantly gives you a list of ALL the renewals.

PowerRetrieve Lite – a Low Cost Contract Management Solution

InfoCAP Technologies Ltd

e-mail InfoCap@InfoCAP.co.uk • Web site: www.InfoCAP.co.uk

Authorised Reseller

LTM Digital Ltd
7 & 8 Crane Mead
Ware
Herts
SG12 9PZ

Tel: 01920 469333
Fax: 01920 469323
power.retrieve@ltdigital.co.uk
www.ltdigital.co.uk

