



Are you frustrated by the time it takes to find and view your documents?

If so, Intelefile could be the solution you need. Intelefile works differently. Intelefile is a unique service that combines a scanning application, an outsourced data entry service and a hosted document management system - creating a virtual filing cabinet, for all the hard copy documents which is compliant and accessible to all sizes business.

Normally implementing any document management system is expensive, causes business disruption and ties up internal technical and administrative resources. We understand the cost of such a system and its impact on the business is an inhibitor for most small businesses. Intelefile is simple to use with comprehensive functionality, it is affordable even by the smallest business.

How does it integrate with Opera II?

The Opera II integration adds two buttons to the Opera II ledger forms, View Documents and View Related Documents. These allow the user to view the selected document directly from the Opera II interface without the need to open a different software application. The View Related Document is used to locate all matching document(s) for that case in the Intelefile database. These are displayed in a separate window.

How does it work?

The only thing you need to do is to scan the document and transmit the images to us using the scanner and our scanning application that we provide as part of the service.

We take care of the rest of the process, including indexing each document and uploading it onto your secure, dedicated website for instant access.

Account View - C041 COMPUTACENTER (UK) LTD (CCD)

Date	Type	Ref 1	Ref 2	Stat	Debit	Credit	Balance
27/07/2007	Inv	6114031	52852			3213.52	
30/07/2007	Inv	6115612	52877			18.85	
30/07/2007	Inv	6115708	52927			71.33	
31/07/2007	Inv	6116843	52985			1139.75	
31/07/2007	Inv	6117235	53000			71.35	
01/08/2007	Inv	6117974	53012			45.16	
01/08/2007	Inv	6118714	53010			41117.43	
01/08/2007	Inv	6118777	52722			965.36	
01/08/2007	Inv	6118873	53040			120.23	
01/08/2007	Inv	6118929	52723			1930.71	
01/08/2007	Inv	6118943	53018			3326.26	
02/08/2007	Cr	6119462	5157111		552.25		

Description	5 Months+	4 Months	3 Months	2 Months	1 Month	Current	Total
	1582.74	0.00	672.38	122410.73	175605.91	67348.96	367620.72
Unallocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Action View Documents View Related Documents Close

How do I view images from Opera II?

The Opera II integration gives you the option of viewing the document you have selected, or all documents related to that document. Related documents are determined by data in the Ref1 and Ref2 fields. For example, if you selected a purchase invoice and clicked the View Documents button, the image of the invoice would be displayed. If you clicked the View Related Documents button, a list of all related documents in Intelefile would be displayed - for example, the associated purchase order, delivery note etc in addition to the invoice itself.

Does Intelefile have Invoice Approval?

Yes, the Intelefile approval feature replaces the manual approval processes, commonly found in most organisations, with an electronic equivalent. It offers a single or multi-stage, flexible approval workflow for documents like supplier invoices.

The benefits of this approach are:

- Intelefile is simple and intuitive to use – it looks familiar and basic windows skills are all that are required for the users.
- Images of documents can be viewed directly from Opera II, saving time and cost compared with physical filing systems.
- There is no capital expenditure required, no hardware to support or technical knowledge needed at the client site.
- The original documents do not leave your offices.
- Intelefile can be implemented alongside existing procedures until you decide you are ready to change them.
- Intelefile workflow can be used to approve purchase invoices online, meaning no more delays even when working away from the office.
- Organisations with multiple sites can populate a single online Intelefile database by using scanners at each location.
- Intelefile protects your business documents from a disaster.
- You can share documents over the internet with advisors, for example with your auditors.
- Intelefile uses the latest encryption technology from Verisign to protect your data.
- Intelefile reduces the carbon footprint of a company.

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Description	5 Months+	4 Months	3 Months	2 Months	1 Month	Current	Total
Unallocated	1582.74	0.00	672.38	122410.73	175605.91	69546.80	369818.56
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CCD www.ccd.co.uk

invoice
6117235

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Your order ref. 53000
Payment due date 31/08/07
Cost Centre
Tax point 31/08/07
Transputec House 6037031.00
19 Heather Park Drive 21333
Wembley Customer A/C 31/07/07
Middlesex Dispatched 31/07/07
A/C Manager NEIL JELLEYADAM 23042024
Invoice queries to Janna Allen
Tel: 0181 802 2462
Fax: 0181 359 6006

Product Code	Description	Qty	Unit Price	Value
HE3800004	HP Smart Array P900 SAS Cable Kit 2	1	60.72	60.72

