# Features

No capital expenditure required	☑
Legal compliance and admissibility in a court of law (UK)	☑
Annual software support and upgrades included	☑
In-house technical resource required for implementation	☒
Secure internet access	☑
Data backup and disaster recovery	☑
System and document security	☑
Audit trail	☑
Document storage format	🗎 PDF
Document scanning included	⊙ (optional)
Metadata extraction & indexing service included	☑
Drag and drop electronic file (soft copy)	☑
Workflow, document collaboration and approval	☑
Easy to use document search & OCR search	☑
Personalised filing schemes for your business	☑
Personalised and configurable searches	☑
MS Office 365 and Outlook integration	☑
Reports module	☑
Integration with CRM and ERP applications	☑

a Big Business solution that is affordable for your business

- Reduce your costs associated with filing, storage and retrieval of documents.
- Access and share any of your office paper files more effectively from anywhere you want - from home, a client site or on business abroad. Share your files with other offices, clients and advisors.
- Keep your files online for as long as you want to - comply with increasing levels of legislation and regulation.
- Protect your documents against disaster (fire, flood or theft) and avoid business interruption.
- Reduce operational costs by using the electronic Approval & Authorisation function.
- No technical expertise or change to existing working practices required.

Secure Access

Access you work queue and documentation securely online with confidence from

Intelefile OVERVIEW
your e-document bank
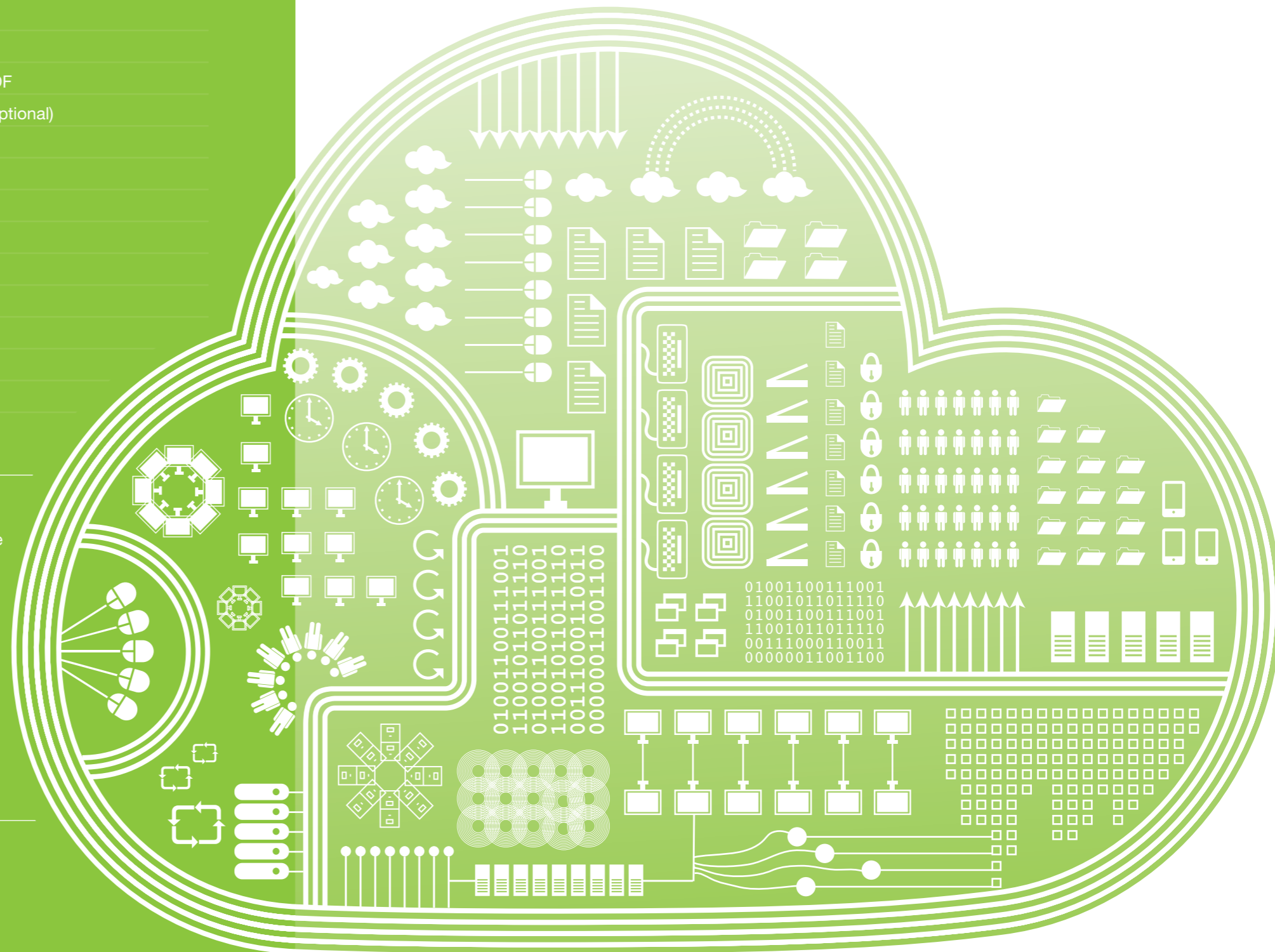
The Paper Challenge

How do you reduce cost and manage you business documents in today's harsh regulatory environment?

Liberate your business. Switch to simple, secure and compliant eFiling System.

"This solution is unique in the marketplace and overcomes many of the barriers faced by businesses. Our customer's input is limited to scanning documents; all other work is completed by Intelefile."

Steve Ainsley
MD, Swissport UK

How does it work?

Intelefile provides a secure, low cost online document management system that includes an outsourced data entry service.

The customer scans their documents with the InteleScan application and simply transmits the images to Intelefile's service centre, where data specific to that document type is extracted. The data

and images are then hosted on the customer's own document management system for online access from anywhere in the world.

Small to medium businesses need electronic document management but do not have the capital, time or knowledge to either implement an in-house system or select a number of suppliers to deliver a complete solution.

This means that they cannot benefit from the advantages of outsourcing available to larger organisations. Intelefile's intelligent document scanning, filing and website retrieval service offers customers a complete solution by enabling them to easily capture document images, outsource the data extraction and access documents in a hosted document management service in one inclusive service.

Additionally, users can unlock the potential of their document images by using a flexible workflow to achieve significant savings and efficiencies. For example, manual purchase invoice approval can be a complicated, expensive and time consuming process for businesses. Intelefile replaces this process with an electronic process that is flexible enough to allow single or multi-stage approval by individuals or groups.
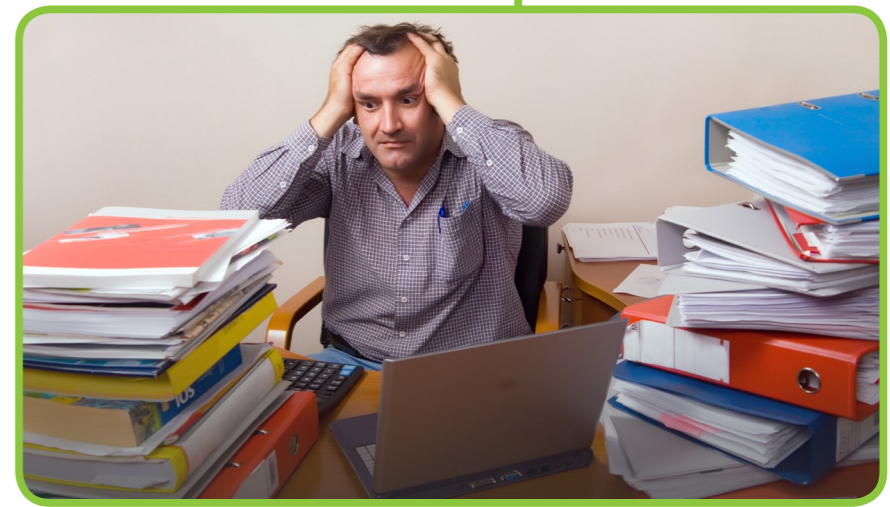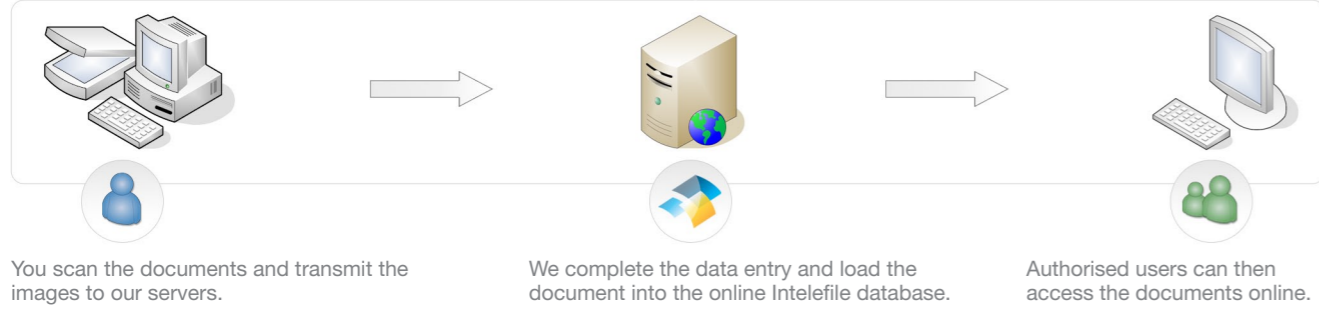
Are my files safe and secure?

We are very serious about security. Intelefile deploys a state of the art multi-layer security model to ensure that your data is safe and protected against unauthorised access, loss and disaster. Intelefile does not permit the deletion of files and maintains a rigorous audit trail.

Our customers not only benefit from the scale of economy but legal compliance (admissibility of electronic images in a court of law).

How do I retrieve my documents?

Retrieving documents is easy. Simply logon to your Intelefile online database from any internet enabled computer, select the appropriate document library and search for your document using information like account name, invoice number or document date. There is also a global search facility that searches the whole database for your document. When you have located your document you can view the image, add a comment or attach a file to it.

Approval and Workflow

The easy to use workflow module provides a customisable approval process, enabling people at multiple sites (or remotely), to review, approve and process documents "on the move".

Intelefile can liberate your organisation from hidden costs by leveraging the electronic image to drive greater efficiencies. This includes reducing cost of photocopying, paper storage & filing, meeting process KPIs, deploy outsourcing all without compromising organisational security and legal compliance.

No capital expenditure - just pay as you use

You scan the documents and transmit the images to our servers.

We complete the data entry and load the document into the online Intelefile database.

Authorised users can then access the documents online.

Microsoft Partner
Gold Independent Software Vendor (ISV)

records management society

VeriSign