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Adest Enterprise

Integrated Document Management Solutions

LESS PAPER, MORE PROFIT

"Adest Enterprise software offers a complete set of departmental and organisational document management solutions. From automated mail-room processing to e-mail capture and file storage management, Adest adapts to your business requirements."

ADEST Enterprise Overview

Streamline the everyday document and file processes to enable your organisation, capture track, and efficiently store all files, e-mails and imaged documents.

Organizations can store all documents and content in one central location, allowing users to distribute, received and find relevant information easily.

Take advantage of workflows to automate and gain more visibility into common enterprise activities such as document review and approval, issue tracking, and signature collection.

Integration with Microsoft Office client applications, MS Outlook and Lotus Notes e-mail applications to further simplifies the user experience when dealing with the management of key documents and information.

Adest Enterprise will:

- Automated Mail-room processing, i.e. electronic document capture and routing of incoming post
- Centrally store, manage, and control access to documents, files and e-mails across the enterprise
- Streamline departmental document processing and workflow solutions
- Customised indexing, storage and archiving of enterprise documents
- Provide full audit trail functionality, i.e. file and document history
- Provide an efficient document and e-mail management solution at both department and enterprise level.
- Integrate easily with existing software applications.
- Ensure all departmental filing, storage (archive) and document retrieval requirements are met.
- Facilitate compliance with regulatory requirements for the storage of documents, records, e-mails and content.
- Validate user access rights to documents and enable document version control.
- Provide powerful retrieval capabilities across a range of documents groups and categories.
- Reduced physical storage space.
- Increase staff productivity.
- Realise additional cost savings.

Adest Enterprise solutions:

Enterprise Administration

- Automated mail-room processing.
- Paper documents (e.g. incoming post) can be scanned

at point of entry and digitally routed to the appropriate user for filing.
- On-line access to key documents and files (protected by user security access) enables faster decision making.
- Powerful searching through structured index and free text searching eliminates misfiled or lost documents.
- Adest Enterprise is integrated with Microsoft Office®, Microsoft Outlook®, Lotus Notes® (and others) to enable users to easily file and retrieve e-mails and documents.
- Powerful audit trail capabilities across a range of office documents categories.
- Centralised file management reduces administrative filing increases productivity.
- Simplified searching for documents leads to more efficient administration and document processing lifecycle.

Insurance

The insurance industry is highly regulated and extremely competitive; quality of service is a critical differentiator. Adest combines our own technical resources with that of our strategic partners in the insurance broker market. Adest offers tailored industry solutions, which can be rapidly deployed and integrated with existing business applications to assist in the following areas:

- Client correspondence and file management
- Checklists
- Underwriting
- Claims Processing
- Policy Management
- Risk Management

Financial Services

Financial Institutions gain a sustainable competitive advantage when using Adest Enterprise for archival, retrieval, workflow and distribution of documents across the organisation. Providing a single point of access to information means every kind of document can be managed and matched to specific business goals in the following areas:

- Automated Invoice Capture
- Claims Processing
- Correspondence
- Forms Management
- Human Resources
- Policy Management
- Risk Management

Visit us at www.adest.com or call us for a presentation

Manufacturing & Distribution

Manufacturing and distribution businesses face ongoing economic and competitive challenges, to remain at the forefront of the industry; companies rely on technology to gain competitive advantages in the marketplace.

By digitizing your documents, i.e. controlling storage, recording deliveries and interactively managing the document related enterprise processes, Adest can help your organisation achieve increased operational efficiency and cost effectiveness.

Adest Manufacturing Solutions can be deployed throughout the enterprise, including areas such as:

- Automated Invoice Capture
- Accounts Payable and Receivable processing
- Shipping and Warehousing
- Procurement
- Inventory Control
- Order Fulfilments

Construction

The Construction industry is complex due to the complexity of the supplier chain. A reliable and accurate information flow becomes a real issue as project teams produce a wide range of documents. As a result companies are struggling to manage this information over the lifecycle of a project.

Key benefits:

- Powerful retrieval capabilities across multiple document formats, e.g. CAD drawings, cost analyses, charts etc.
- Centralise storage with off-site access capability for remote personnel.
- Faster completion times for key processes such as document approvals and change requests.
- Security – secure workflow to ensure the right documents are always available to the correct personnel.
- Lower overall project costs as there is less re-work to carry out due to people using the wrong information.

Human Resource Departments

Organise employee files and related HR information in order to meet governmental and legal compliance regulations critical to the role of HR departments.

Project and Job Management

Managing projects means an intensive paper trail that is often difficult to store, manage and archive. Categorisation of project or job documents to match existing filing structures in a electronic environment means that the storage, archive, retrieval, routing and distribution is consistent, accurate and made easy to manage.

Manufacturing

Most documents associated with manufacturing are confidential and sometimes specific to both pre and post production. Adest manages such processes using workflow to ensure the right documents are always available to the correct personnel at the correct time.

Legal Services

Legal firms constantly need to locate relevant and accurate legal information and respond to requests in a timely manner. Traditionally, the time spent searching for this information has been time consuming and expensive, Adest provides a less-paper intensive environment allowing you to manage work more efficiently, resolve cases faster, and focus your valuable time on the needs of your clients.

Healthcare

The core business of the healthcare industry is to provide better care and service to patients. Rigorous government regulatory, economic and competitive pressures mean healthcare staff spend substantial amount of time dealing with the increased level of paper work. An effective document management software solution becomes vital to every successful healthcare provider.

Adest solutions are customised to meets the specific goals of your organization, it takes care of time consuming medical documentation processing, reduce overall operational costsand improving patient service levels.

Public Sector

Local government sectors are increasingly feeling the pressure of managing an immeasurable volume of information, with the restriction of limited budgets, many government sectors are struggling to delivery the performances placed on them. Adest provides effective access to documents and related information in order to deliver and manage local government services within budget.

About Adest

Founded in 1994, Adest is a leading supplier and developer of Integrated Document Management (IDM) software solutions.

Our client base proudly extends across a broad spectrum of industry sectors that include Financial Services, Manufacturing, Logistics, Legal, Medical, Construction, Foods Processing, Wholesale, Retail, Accountancy, Insurance, Information Technology, Government bodies and departments.

To find out more about Adest, our products and how your organisation can benefit form a document management solution, please contact us at www.adest.com.

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