



Adest iFile

Adest iFile Document Management Solutions

LESS PAPER, MORE EFFICIENT

**Documents are the foundation of any business.
Manage them with the importance they deserve!**

“All professional service providers desire improved efficiency and productivity. Adest iFile removes inefficient storage and enables instant retrieval of documents.”

Adest iFile is a proven document management software solution for **ALL** business documents (*paper and electronic*).

- **Remove Paper** - General Correspondence, Client Files, Financial Accounts, Final Accounts, Audit Files, Tax Correspondence, Supplier Correspondence etc. In fact all paper documentation can be scanned (minimum rate of 25 pages per minute) and easily filed/stored with minimal manual intervention. All files can be retrieved instantly by any criteria, e.g. by Client name, directly to the users desktop.
- **Manage E-mail & Electronic Files** - Any related correspondence, e-mails, faxes, telephone notes, related support documentation, client queries, internally generated documents etc. can also be included in a manner that is tightly integrated with your existing Microsoft Office® system.
ALL relevant documents for EACH client transaction are stored in a single system and are instantly available to view on screen, to print, fax or e-mail.

Adest iFile - Quick wins

- Improve the efficiency of your business by enabling electronic filing and retrieval – no more inefficient paper storage.
- Paper documents (e.g. incoming post) can be scanned at point of entry and electronically forwarded to the appropriate user for filing – no more unnecessary paper handling.
- Reduce your costs by storing your documents in a secure digital format.
- Enhance your client relationships and the professional image of your practice through improved service and faster response times.
- Secure your client files, e-mail records and documents by managing access rights.
- Powerful electronic searching eliminates misfiled or lost documents.
- Provides shared access to appropriate documents and files.
- Contribute to a greener environment.

Adest iFile Key Benefits:

- On-line access to key documents and files (protected by security access levels) enables faster decision making.
- Powerful searching through structured indexing (by client, by file type etc) and free text searching (by document content) eliminates misfiled or lost documents.
- Adest iFile is integrated with Microsoft Office®, Microsoft Outlook®, Lotus Notes® (and others) to enable users easily file and retrieve e-mails and documents.
- Centralised file management reduces administrative filing and increases productivity.
- Simplified searching for documents lead to more efficient administration and document processing.
- Single or multiple documents categories - Adest is flexible and scaleable to securely manage any number of document categories your business may require.

Adest iFile Key Features:

Usability

- Single or multiple user networked application with intuitive interface.
- Hundreds of scanners and multifunction devices supported.
- Detailed On-line HELP facilities for users.

Scaleable

- Accounts Payable and/or other departmental document management requirements can be added as required.
- Remote user access capabilities as standard.
- No software limits on database, file sizes or document numbers.

Architecture

- Windows™ based platform supporting 2000 and 2003 operating systems.
- Integration with Microsoft® Office™ applications and the Microsoft® Outlook™ e-mail applications.
- Up to 25,000 images (pages) can be stored on 1GB & Adest will support over 200 file separate file types, e.g. PDF, MS Excel, etc.

Flexibility

- Customised document exception reports provided, e.g. to identify documents processed versus documents outstanding.
- Optional electronic routing of documents internally for workflow purposes and full Audit Trail functionality.
- Standard annual Adest software upgrades – free of charge!

**See Adest iFile for yourself – Call our consultants on 00353-1-2454900
or e-mail info@adest.com for a free review and demonstration.**

Before Adest iFile

Time consuming, non-productive & costly manual document retrieval

Physical filing, re-filing and storage of paper documentation

Copying of paper files and hardcopy distribution of documents

Islands of storage, i.e. filing cabinets for paper, MS Windows Explorer folders and E-mail Server

Manual capture and distribution of incoming post and correspondence

Poor document control, e.g. Paper on desks, document not filed, lost or mislaid files

Time consuming and costly manual searching for lost or mislaid files

Pressure on office space due to large (untidy & inefficient) paper storage

Disaster Recovery
– Many businesses never recover as a result of loss of documents in a fire, flood, etc

After Adest iFile

- ✓ Powerful Adest On-Line search and retrieval
- ✓ Instantaneous electronic access and distribution

- ✓ Filing time reduced
- ✓ Re-filing eliminated

- ✓ Copying Eliminated
- ✓ Instantaneous electronic access and distribution

- ✓ Consistent and centralised filing structure
- ✓ Shared file access

- ✓ Removes requirement for filing and distribution of incoming correspondence in paper format
- ✓ Distribution and receipt of post completed electronically (without leaving your desk)

- ✓ Professional filing structure leading to clean desk policy and positive environmental contribution
- ✓ Secure electronic filing for all document types

- ✓ Adest Backups and/or Adest Plasmon WORM Storage device eliminates lost files
- ✓ Adest Free Text Search – ability to search by word or phrase within pages of documents eliminates mislaid files

- ✓ Physical office space for paper document storage reduced / eliminated
- ✓ Significant contribution to a greener environment

- ✓ Disaster Recover made possible
- ✓ Adest Backups and/or Adest Plasmon WORM manage backup and recovery for all documents

Adest iFile Benefit

- ✓ Time savings and better productivity
- ✓ Improved efficiency
- ✓ Improved service & image

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- ✓ Cost saving – copier paper & staff time
- ✓ Time savings and better productivity
- ✓ Improved efficiency

- ✓ Uniform filing regardless of staff turnover
- ✓ Easy for users to manage
- ✓ Easy to locate files and documents

- ✓ Cost saving – copier paper & staff time
- ✓ Time savings and better productivity
- ✓ Improved efficiency and productivity

- ✓ Clean, tidy and professional working environment
- ✓ Better client and customer service
- ✓ Improved efficiency and productivity

- ✓ Cost saving, e.g. Removes unnecessary time spent searching for or recreating lost files
- ✓ Increased security
- ✓ Powerful back up with long storage life

- ✓ Improved filing, less paper organisation
- ✓ Improved service & image
- ✓ Cost saving via reduced office space assigned to paper storage

- ✓ Fast resumption of business activities
- ✓ Potential for loss of business documents reduced
- ✓ Improved service & image



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 Practices, Accountancy Bodies, Insurance, Information Technology, Government Bodies and Departments.

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

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