

Retrieval Software

For more complex requirements, we are able to supply a range of different software packages to store and manage your files.

Many organisations are happy using Windows Explorer to locate their documents and scanned images. Some organisations have more complex requirements, such as concurrent access, cross referencing and the ability to retrieve both scanned images and electronically generated files for the same record from a single database.

Our range of software packages are all used extensively in our bureau and can be tailored to suit your individual requirements.

CD Based & Standalone systems:

Scanned images can be returned on Executable CD's which contain a fully licensed database application (no additional licensing costs) alongside the images and index data. Images can also be loaded to dedicated machines acting as standalone retrieval stations.

Networked Retrieval Software:

Making documents available to your team is made simple using our networked document management software. Image files and electronic documents can be accessed concurrently from the same database by users across multiple departments.

Intranet / Internet Systems:

For larger companies we are able to supply software that manages documents across multiple locations either by utilising your corporate intranet site or a web-server on the Internet.

Additional Functions:

All software packages have the ability to search, view, print and email documents directly from screen. Some software packages have functions available such as version control, audit tracking, workflow and integration with other software applications. For more information regarding any of these packages, please contact us.

**“Images, email and electronic documents
can be accessed concurrently”**

*Manage your documents
faster, smarter...better.*

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