

CORRESPONDENCE AND CORPORATE INFORMATION MANAGEMENT

The Challenge

Inward and outward correspondence and documentation such as emails, letters, faxes, hardcopies, arrive into an organisation and are often filed in folders, stored on individual hard drives etc and there is no one central system that can access all correspondence. Correspondence is not linked to an organisation and often requires an action by one or more people with a due date.

The Solution

Managing correspondence and documentation in electronic files. FileVision provides a graphically intuitive interface that automates the management of documents and their version control, auditing and archiving. Annotations, color-coded document status and multiple levels of security round out the feature rich document management module. The workflow and actions automate and monitor internal procedures, allowing critical path processes to be assigned to documents.

The Benefits at a Glance

Process efficiency

All correspondence is allocated and copied to the appropriate people, improving business process efficiency, reducing paper generated and time required to search for information. Minimises risks inherent with paper document systems such as, misfiling, provides rapid storage and retrieval of documents, ensuring document confidentiality and security.

Cost reduction

You will benefit from a cost reduction associated with:

- Access to and retrieval of information
- Information storage
- Filing errors
- Document version control
- Process management
- Reporting and auditing

Increased speed and accessibility using scanning hardware

Filing cabinets bulging with the same documents and multiple copies of drafts can be a thing of the past. Any document can be scanned into FileVision or any electronic file can be saved and then easily retrieved by staff when and where needed. By using the web-client function, staff from remote branches also have access quickly and efficiently.

Automate regular tasks

FileVision can create workflows and automatic actions to any document or CRM record ensuring that work is never left in someone's "in-basket" or "slips through the cracks."

Documentation status

FileVision can show any staff member the status of a document at a glance. Status or sensitivities can indicate if a document needs approval or sign off, if it is under review or completed. Automatic notifications can be assigned to any document with an unapproved status; any scenario is possible to meet your organisations needs.

The System at a Glance

FileVision offers the best features from integrated document management (DM), custom relationship management (CRM) and workflows. It eliminates the need to purchase separate applications, not to mention the expense and time consuming process of integrating these components. FileVision can also seamlessly co-exist and compliment your organisations other key business applications such as finance and payroll.

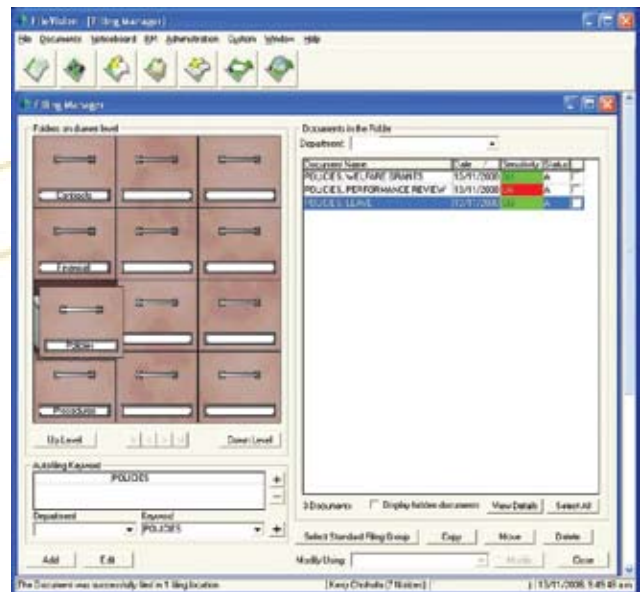
FileVision allows easy access to inwards and outwards correspondence by company name or document type and can be retrieved via a web browser on any computer terminal throughout the organisation. The strength and

effectiveness of the FileVision system comes from:

- Simple implementation
- Powerful cross referencing, indexing and key words
- Its fast high quality viewer
- A multi-layer annotation feature with access control
- Full and secure version control
- Document approval status handling and audit trail.

FileVision runs on a Microsoft Windows platform. It integrates with Microsoft Office applications and can easily interface with back office solutions via web services.

FileVision



Fraame Solutions Limited

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Fraame Solutions is a leading business solutions provider. Launched in 2003, Fraame has offices in Sydney and Christchurch, and offers its customers business consulting services through to the full implementation of information technology solutions. Fraame is a Development Solutions Partner of the Hewlett Packard Corporation.



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