



Every organisation has one most valuable asset – information! All this information is however, buried in E-mail, Office documents (Word, Excel, Power-Point, etc.), PDF's and paper. Whichever form it takes, this information needs to be made easily available to employees in order for the organisation to achieve its aims and objectives.

The ability to retrieve and view information at a moment's notice has steadily become a frustrating task. This is a result of an increase in the diversity of formats and applications from which information can be retrieved. E-mail, now legally admissible, along with documents & spreadsheets created in MS Office and Paper based documents have combined to create an insurmountable mountain of information.

Not only is the retrieval of information important, but a huge emphasis has been placed on Contingency Planning, ensuring the secure archival of documentation. Recent incidents where crucial paperwork has been lost, mismanaged or destroyed, has highlighted the significance of Electronic Document Management systems and the advantages that they can provide.

To address these issues, Hitec Laboratories has developed OfficeStore, a fully integrated scalable solution designed to manage any organisations corporate information in a wide variety of formats, across multiple sites. OfficeStore provides all the essential elements to effectively archive and retrieve MS Office files, MS Outlook and Lotus Notes e-mail messages and their attachments

as well as PDF's and Paper scanned documents via a single common interface.

MS Office documents are automatically archived from the application. Paper based documents are stored via OfficeStore's powerful imaging capability. All archived information is retained in its original format, with facilities available to annotate, fax and e-mail copies. Furthermore, OfficeStore's security controls enable organisation wide access via Browser and prevent any unauthorised usage of documents.

Benefits of OfficeStore are realised in weeks by the resultant improvements in Customer Service levels, Increased Employee Productivity and much more. Employees no longer need to leave their desks to hunt through filing cabinets or trawl through individual desktops for copies of word-processed documents or old e-mail messages to address internal or external queries.

OfficeStore redefines the way your organisation uses it's most effective weapon – information!

"OfficeStore™ –integrated solution for archival and retrieval of MS Office (Word, Excel, Power-Point), EMAIL with attachments, PDF and Paper!"

Hitec enable customers to benefit from:-

- Immediate access to information
- Enhanced Customer Service Levels
- Multi-user access to documents
- Increased employee productivity
- Improved security
- Reduction in paper, filing & distribution costs

For further information on how Hitec solutions can assist your company, please call **+44 (0)1753 583000** or visit our website at **www.hiteclabs.com**