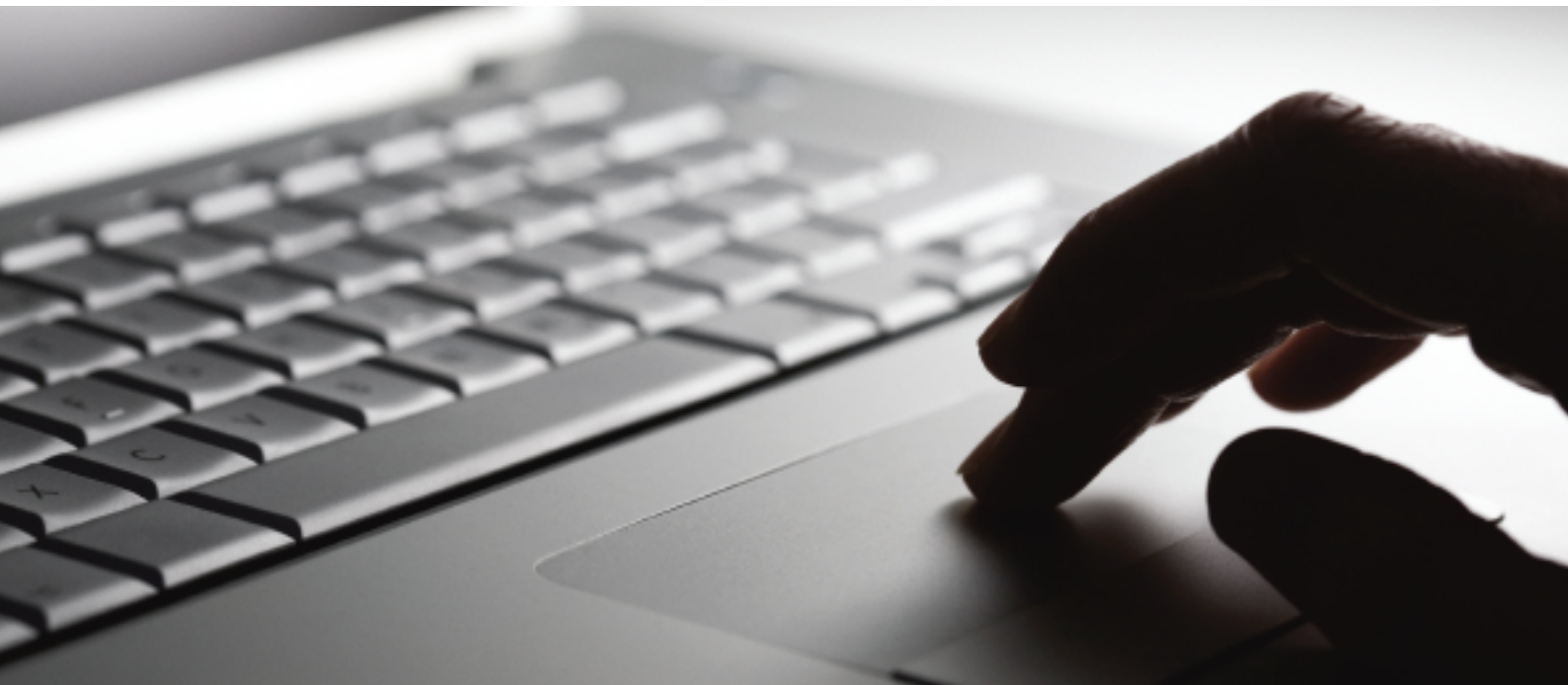




Electronic Document Management (EDM)

Access your documents at the touch of a button



Laserfiche from Capital Solutions revolutionises the capturing, sharing and retrieving of documents and gives you the tools to rapidly manage and share critical business information throughout your organisation. Our EDM solution will save you money, help your employees be more productive and help you respond faster and with more accuracy to your customers.

Laserfiche[®]
Run Smarter[®]



...giving you control of your documents

A single system to manage your paper & electronic documents

Manage hardcopy documents and records alongside electronic documents, physical records and email. Laserfiche electronic document management allows you to apply company policies and procedures for every type of business document. Laserfiche is a market-leader in Electronic Document Management (EDM) with more than 27,000 organisations worldwide now using their solution. Capital Solutions is their preferred partner in Scotland. Laserfiche is a modular EDM solution so is ideal for both small and larger sized organisations.

Benefits

- Radically reduce storage & handling costs
- Improve efficiency and productivity
- Gain rapid access to your documents
- Enable secure file sharing
- Provide remote access to documents
- Disaster recovery for information content
- Improve & support compliance

How does it work?

Documents are scanned electronically into Laserfiche. Each document's text is then "read" and indexed so that files can be found based on any given word or key phrase. So when you want to retrieve a document, Laserfiche does all the hard work for you – searching through millions of files in a matter of seconds – giving you rapid access to your documents when you need them.

Simplify & reduce costs

Evolving regulations on document management continually drives up the cost of document retention. Laserfiche reduces paper handling overheads whilst assuring proper document retention practices.

"Using Laserfiche means we can find any document from a single location. This has greatly reduced our document handling costs. We would have no hesitation in recommending Capital and Laserfiche to any client."



Email archiving

Email is now the primary method of communication in business. The need to organise, store and file emails in a logical and efficient way, is becoming increasingly important. Laserfiche completely solves the problem of overflowing mailboxes and overwhelmed email servers, complies with regulations and improves indexing.

Remote working

One of greatest benefits of Laserfiche is being able to access documents remotely. Laserfiche Web Access module can enable authorised access to the central document pool over the Internet from anywhere in the world and with full functionality.

Comprehensive security

Laserfiche can manage *all* your organisations content and information, regardless of location or media. Striking a balance between security and accessibility, Laserfiche protects information whilst providing efficient access to keep staff working at maximum productivity.

Laserfiche in action

The best way to demonstrate the power of Laserfiche and how it can really help your business dramatically cut the cost of document management, is to give you a demonstration. Please call us to arrange a suitable date and time.

www.capital-solutions.co.uk

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