

## Document Management

Document Management Software, scanning, storage, and retrieval systems.

### Invu Document Management , Tri-IT West

Invu Digital Document Management provides a simple, effective, Document Management! with a typical return on investment of six months.

**Save time**  
**Save space**  
**Save money**

Scan documents quickly and easily. Once scanned documents are filed on the system only once! Saving space time and money.

documents are immediately visible on your desk top in-tray awaiting filing. As well as displaying the document the system has read the content [OCR] and started an audit trail which conforms to all the rules relating to storage and retrieval of electronic documents.

Digital Document Management Solutions removes the issues of misfiled documents, by allowing you to create rule where documents are stored and who has access to the documents the system is fast, safe and secure.

Documents can be passed to the correct person without having to leave your desk. when you need to find the document you can search by document type or subject, however the system will also display all documents relating to the search even if it only appears within the document content.

Invu document management from tri-IT, provides you with a partner who can advise you on how best the system can be set-up to reflect the way you work, to continue to use your favorite applications such as Word, Excel, and outlook. It can also handle your bespoke applications such as databases and accounts systems.

We offer a complete advisory, installation and support package, call us for a free demonstration.

## Document Management

### At a Glance...

- Saves you Time!
- Save you Space!
- Saves you money!
- Scan all paperwork
- File your documents securely
- Create within Word / Excel
- Search and find
- Searches text within documents [OCR]
- Access files while off-site
- Stops documents being:
  - Misfiled, misfiled or deleted.
- Removes Inconsistent filing methods
- Provides accurate fully compliant audit trails
- Provides conformance to changes to the Data Protection Act
- Helps achieve ISO compliance

Call  now:

**0121 764 7860**

**Sales@tri-it.co.uk**

### What makes our services different from other suppliers?

All our staff have a part ownership of the business, they do not just work for a basic wage, which means that as a company we are focused on our customers and their business.

Our goal is to always go that extra mile!