



# Information Communication Technology Infrastructure

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**Sms Imaging Systems Ltd.**

# Information Management - the Challenge



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- Ever growing Paper Files
- Ever growing Electronic files
- Disparate Filing Systems

# Document Management Systems



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- All businesses large and small have a desperate need to manage their documents and information libraries.
- These documents form the lifeblood of any organisation

**We need files!**

But how can we live with them?



# Paper files

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- Paper files are:
  - Bulky to store ~ 10 sq ft per 4 drawer filing cabinet
  - Often lost or misplaced
  - Vulnerable to Misfiling
  - At risk from Fire and other damage
  - Cumbersome to retrieve
  - A high Disaster Recovery Risk



# Data Files

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## Electronic documents

- Electronic documents such as word processor files, spreadsheets, emails etc also present a major problem of management.
- Users may store their files locally on their own PC, making access for others difficult or impossible.
- Centrally stored files often create an administration and management nightmare for IT.
- *Printing only adds to the paper file problem*



# Document Management

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- As more and more information is generated the more cumbersome and disparate the systems become leading to inefficiency and ineffectiveness
- The inability to find any particular document could cost a company many thousands of pounds.
- Several studies have found that time spent retrieving documents can amount to between 60-70% of the working day.

**Can you find your Documents?**

How much time is spent in your organisation filing?



# Current Practices

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- 70% of time handling paper
- 10% of time looking for records & information
- 90% of records created on paper
- 90% of records used/ kept on paper
- 45% of filed documents are also filed elsewhere
- 85% of filed documents are never retrieved
- Paper filing problems account for 47% of ISO9000 compliance failures

# Growth In the Number of Documents



- **More information has been produced in the last 30 years than in the previous 5000**
- **In 1988, the number of documents in the world was doubling every 5 years.**
- **1992 - doubling every 3 years**
- **1995 - doubled every year**
- **1998 – doubled every 9 months**

**SMS Imaging Systems...**

**Making Molehills out of your document management mountains**



# Data Overload

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How can we manage all this data?

- Build/buy more office space?
- Off site storage
- Microfilm
- Electronic Document Management

**FOR MORE INFO...**

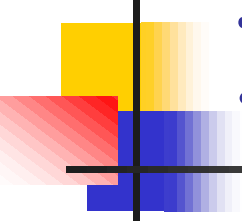
**Contact SMS Imaging Systems for a free survey and trial**



# SMS Imaging Systems

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- ISO 9000/2000
  - your assurance of the best possible quality
- 20+ years experience
  - Providing Document Management
- Large, well know client base
  - MOD, GMAC, Environment Agency, BMW, Abbey National, McVities, RICS, Royal Borough of Kensington and Chelsea



# SMS Imaging Systems - Iberras Ventures Partnership

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- Bureau Scanning Facility
  - We do all your scanning and indexing on an ongoing or on a backfile conversion basis



# SMS Imaging Systems

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- State of the Art Scanning Bureau.
- Some clients may scan on a monthly even yearly basis others on a daily basis.
- Documents can be returned on CD, Optical disk, DVD or via the Internet
- Web access to secure areas for download or as an electronic document repository.



# SMS Imaging Systems

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- **System Design and Supply**
  - With our team of developers we have developed our own Document Management Software called Docstore
- **Using the Docstore Suite as the backbone**
  - Tailored packages
  - Single through to corporate users
  - Walk before you run systems
  - Easy upgrade growth path
  - Hardware and Software Supply and Support
  - System Installation Training and Configuration



# Electronic Document Management

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- Paper and all types of data file in one place
- Indexed in a way to make them work for you
- Email, fax, print.
- Share information
- Web Browser for remote access

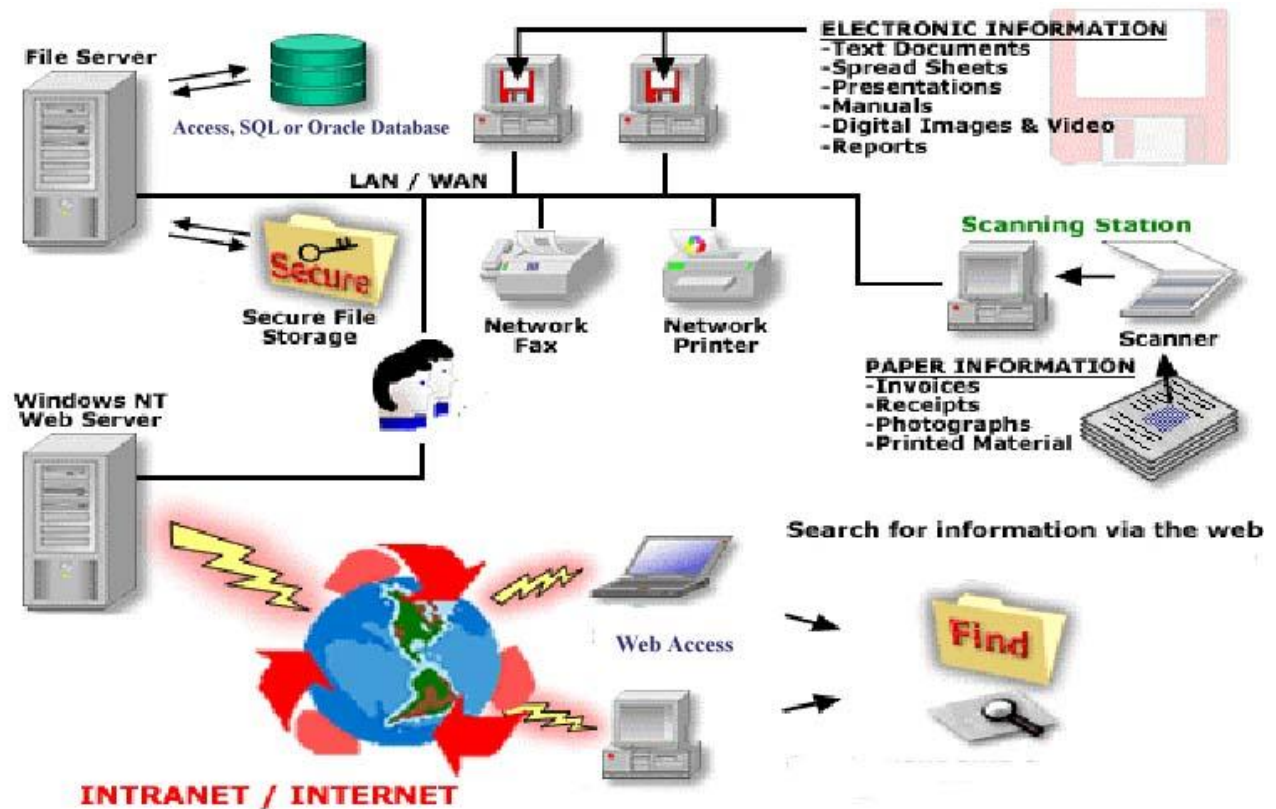


# Docstore Solutions

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- Docstore Publisher
  - The Scanning, Q.A. and Indexing Module
- Docstore Viewer
  - Find and view documents, print, zoom, email, browse for in house or Bureau Scanning.
- Docstore Organiser
  - All the feature of viewer with Index Editing, File Importing and Annotations
- From single user to corporate solutions

# Docstore Solutions





# And now for the best bit...

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- The demonstration



# SMS Imaging Systems

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- The document management Specialists
- Free Trial CD and Software
- Contact us on 01344 861404
- Or [sales@smsimaging.com](mailto:sales@smsimaging.com)
- Or see us on [www.smsimaging.com](http://www.smsimaging.com)