

Invu Print Capture

Fight your way through the paper trap – catch key information and release it into your business



How many times have you had to print out a document to share? How much data is trapped in paper documents in your organisation? How do you track down key information in document which you haven't created from MS Office i.e. unstructured documents?

Although by generating a paper copy it is available to others, it's not easily accessible and there is always the possibility of it being misfiled or lost. Processes are easily bypassed, delays and inefficiencies proliferate. With Invu Print Capture, previously untapped documents are preserved so that you can retain a complete operational picture and ensure that no data is irretrievable.

Invu Print Capture allows you to capture all your documentation automatically by intercepting printing and saving information in pre-defined folders, all without manual intervention. The information is then fully searchable so users can view the document at the touch of a button. In fact, you don't even have to physically print the document – accounts, payroll documents, reports and other unstructured content is preserved exactly as created.

Think of it as an automated filing process. You don't need to copy the document and then re-file it – Print Capture does it automatically for you. This saves time and ensures you can retrieve information more quickly.

Features

- Capture documents in your own business application automatically
- Automatically file high volume mail merge letters by individual recipient
- Search and retrieve documents at the touch of a button

Benefits

- Invu Print Capture automatically captures and files any documents including reports, letters etc so they can be easily retrieved. You won't need to photocopy a document and then refile.
- Save money on paper and cartridge costs filing directly into Invu means you don't always need to print and retain a paper copy
- No need to learn new software, Invu takes control of the process behind the scenes

You'll need...

Invu Document Management:

Secure, auditable document storage and retention with quick fire search and discovery. Achieve major savings in time, efficiency and storage whilst improving security, business performance and regulatory compliance.

Want to know more? Call us on 01604 859893 or visit www.invu.net