



# LOSE THE CLUTTER.

Switch to digital file management and never spend time looking for a document again.

Flagstaff Document Management can design, print, sort, scan, extract, index, electronically host, destruct, electronically archive and transport any document that your business uses.

Document management will improve the efficiency of your business. Whether its archiving your old paper files, or managing your day-to-day paper work, digital imaging saves time and money.

Document management allows you to share and track files with multiple users. Our online hosting solution means that your records are accessible anywhere, anytime and only by the staff you allow to see them.



# Here's how it works

## Setting up

The first step in your document management system is to determine an index typology. Your index determines how easily you can retrieve files in the future.

Flagstaff works with you to determine your requirements based on what the forms are for and who will need to access them.

## Transport

Flagstaff can transport your documents securely to our premises for processing. For more sensitive documents, we'll send a team to your premises.

## Preparation and Sorting

Flagstaff will remove staples, paper clips and binding. We'll sort the documents into batches ready for scanning. If you require the documents returned in hard copy, we'll re-assemble your original documents after scanning. Otherwise our security shredding and recycling business takes care of document disposal.

## Scanning

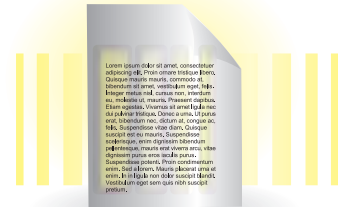
Flagstaff's high speed scanners convert your documents into digital format including PDF, Word or Excel. During scanning we capture the data needed for indexing, tracking and retrieval.

## Archiving

Your files are either burnt to a DVD or loaded onto our secure online system to provide instant desktop access to authorised users.

## Hosting

Flagstaff's online system provides your business with secure access to files and documents without an investment in IT. The system gives multiple users instant access with 128-bit encryption. And our system captures and stores data for tracking and reporting.



# Things you'll need to consider

Document management is about more than scanning.

Flagstaff Document Management can help with...



## Filing & retrieval

Determining how you will organise your records is an important step in planning your document management system.

Flagstaff works with you to determine what data fields you need to manage your files.



## Storage

For documents that are needed regularly by multiple users, Flagstaff's online hosting provides a secure storage solution. Live updates and version control facilities allow you to track changes and manage workflows more effectively.

For archived files, we burn the images onto CD or DVD. All files are indexed for easy reference.



## Distribution

Password authentication for users secures access, whilst version control allows users to make and track changes.



## Security

Parameters for user access, modification or deletion of documents is another consideration in planning your document management system.



## Disaster recovery

You'll need to consider the requirements for your disaster recovery or risk management plans.



## Workflows

Build business rules to automate workflows and distribute documents to the right person



## Form creation

Flagstaff can assist you to design and print forms and other documents which make scanning and document management even easier in the future.



## Authenticity

Ensure your electronic documents comply with requirements for legal submission.



Call us now, and break free from the clutter.



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The Flagstaff Group Limited ABN 53 000 551 575

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# About The Flagstaff Group

The Flagstaff Group was formed over 41 years ago to provide employment opportunities for people with a disability. Today, the organisation is located in Wollongong and the Shoalhaven and employs 360 people.

To ensure its continued growth and success, Flagstaff maintains a commercial focus using all the principles of good business management. We are committed to excellence in customer service and quality products.

Our customers include many local businesses, as well as national blue chip companies including BlueScope Steel, BHP Billiton, Visy, Corporate Express and Universal Music.