

MIDDLEWARE SOLUTIONS: Nextflow Document Management System



Business Benefits

Most companies today are under pressure to increase productivity and profit whilst also saving money and maintaining that all competitive edge. In many cases, an improved Document Management Process will have a large impact on productivity, profits, cost savings, communication and efficiency.

Do you need NextFlow?

Is your business suffering from the following?

- Unstreamed business workflows
- Manual paper processes
- Administratively intense tasks
- Costly pre-printed stationary
- Unreliable equipment
- Too much paper
- No document security
- No more storage space
- Time consuming document searches
- No back-up in the event of a disaster
- Lost or damaged documents
- Documents need to be viewed in multiple locations
- No audit trail

And is your business typically like the below?

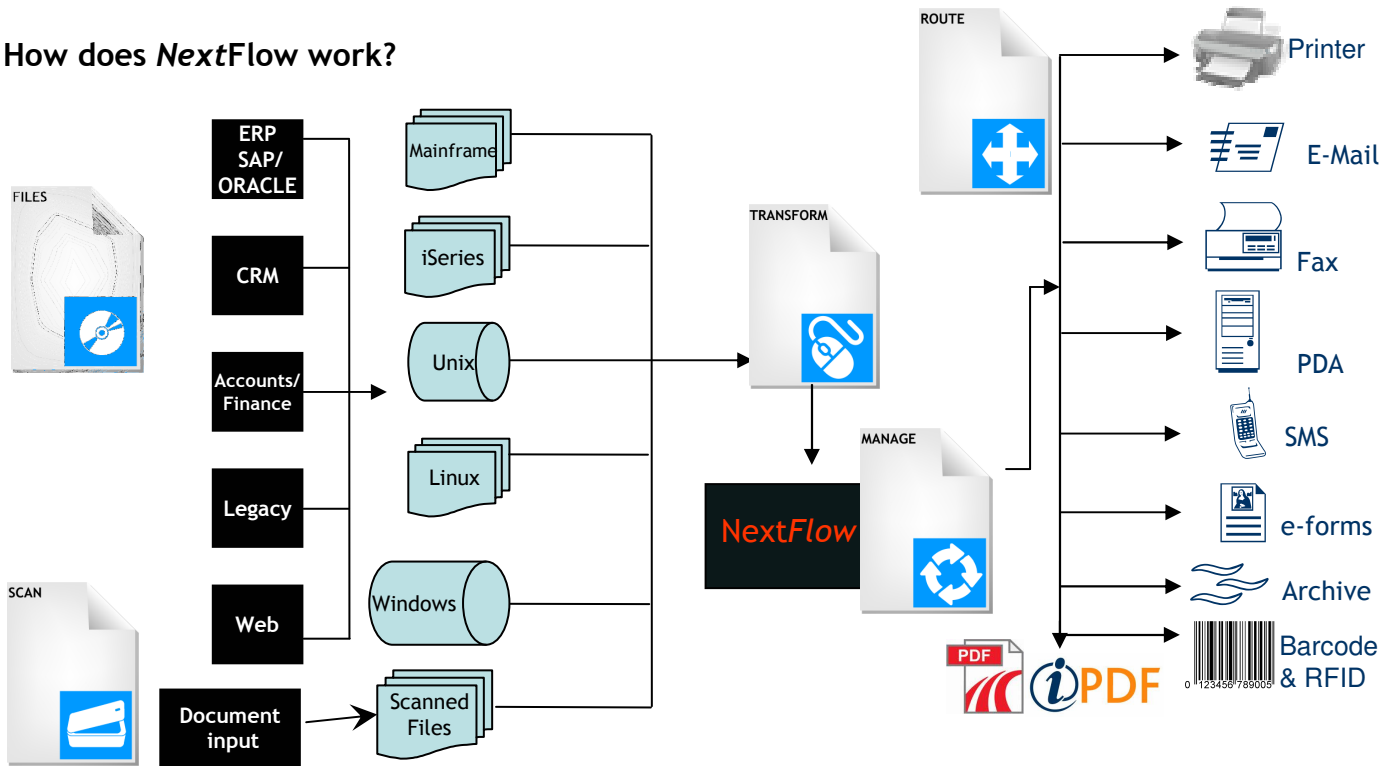
- 1 **(Document Storage and archiving)** Are you required to maintain large archives of incoming and outgoing paper documents in file ie invoices, delivery notes?
- 2 **(Audit Trail)** Are you obligated to maintain a document audit trail to comply with quality assurance or legislation?
- 3 **(Document Delivery)** In an average day does your business have to manually distribute more than 100 documents by post or fax machine?
- 4 **(Printing)** Do you print documents such as invoices, statements or purchase orders on multipart stationary... using dot-matrix printers or do you use A4 cut-sheets with laser printers?
- 5 **(Quantity)** Do you print more than 3000 documents per month?

Nextflow achieves a paperless office environment via the electronic replacement of paper-based processes including scanning, printing, posting and manual filing. Nextflow increases efficiency & productivity, offers a fast return on investment and helps your companies improved green footprint.

NextFlow Features include:

- Email
- Web-based archive
- Barcode printing
- ERP/CRM Complimentary Solution
- Remote configuration and monitoring
- Fax
- Cheque Printing
- Secure Printing
- Easy, versatile Document Design
- Supports Multiple Host Environments
- Interactive Pdf Workflow

How does NextFlow work?



Improved Document Process Management can facilitate:

