



Locate and manage your contracts with ease

PowerRetrieve offers you Internet Style Search for all your office documents.

Contract files tend to build up over time and once complete they are often filed away in archive boxes or filing cabinets.

Months or even years later, it can be a challenge to locate the relevant file and find the specific piece of information you are looking for.

PowerRetrieve is a powerful information capture, storage and retrieval system that automatically indexes the text of scanned and electronic documents, turning the entire content into searchable data.

With just a few words, dates or letter combinations you can search the full content of email message files, word processing documents, spreadsheets, PDF files, plans, drawings or photographs, even scanned documents, to find the information you need.

Features

- > Powerful Search Technology
 - Fuzzy Match
 - Boolean
 - Proximity
 - Date Aliases
 - Range Searches
- > Intelligent Hit List
- > Automatic Document Indexing
- > Distributed Scanning
 - Hot folder Import
- > Re-use of Information
 - Reference Folders
 - Collaborative Working
- > Document Workflow
 - In-trays
- > API Integration





Save time filing
and retrieving
documents



Save on the cost of
storage space



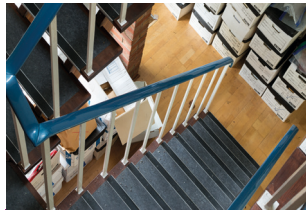
Improve document
access security



Be prepared for
disaster recovery



Manage risk with
comprehensive
information access



Reduce costs of
offsite storage



Concurrent access
to documents and
files



Improve
operational
compliance

Example Document Types:

- > Contracts
- > Finance agreements
- > Sales Invoices
- > Vehicle documents:
 - V5 / Road Tax / SORN
- > Driver details
- > Driving Endorsements / Penalties
- > Insurance documents
- > Service records
- > Customer correspondence
- > Supplier correspondence
- > Operational documents

"Other systems didn't add up to
the same value as we saw with
PowerRetrieve"

Mike Hands,
IT, Software & Communications Manager
All Makes 4x4 Ltd

"We could scan in and retrieve any document, using
anything on that document and be 100% confident,
that if PowerRetrieve couldn't find it, it wasn't there"

Neil Tillbrook,
IT Manager
Hillfoot Multimetals Ltd



LITE



WORKGROUP



ENTERPRISE



AS A SERVICE



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INF100, Rev B
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