

Do you have boxes of files taking up space?  
Does your team find it difficult to access important files in a timely manner?  
Do you need a better way of managing different versions of a document efficiently?  
Do you need to have an easy, identifiable way of scanning and filing document types?  
Do you need a secure document environment?  
Do you need a fool proof system for documents to be checked back in after a staff member has used it?

We have the solution for you.....

**FileHold** is an easy to use, Document Management solution that is competitively priced for the mid market. It is designed for small companies: or for big companies who want to start small and have the ability to grow without limitations.

**FileHold** is a single solution with everything your company needs to create the Paperless Office:

- Flexible policies for record retention & destruction
- Tightly integrated with Microsoft Office 2003 for use with Word, Excel, Outlook, PowerPoint and Visio
- Powerful Workflow that routes documents to co-workers for approval or comment.
- Work with your documents anywhere using a standard web browser or the provided desktop application
- Easy to use library that is constructed like your office.
- Out-of-the-box security

IntelliTeK offer you a comprehensive solution for only \$4990.ex gst

You get:

- **FileHold** Server and 5 users
- Every copy of the **FileHold** Express server includes the **FileHold** Scanning solution (powered by Captiva Quick Scan Pro. – Level3 at no extra charge).

Note: your environment may have different requirements so we will provide the most cost effective, functional option, based on these. For a free analysis please contact IntelliTeK at [sales@intellitek.com.au](mailto:sales@intellitek.com.au) or (02) 9962 5075.

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