

Save space. Save time.

Managing the paper mountain electronically has been the province of big companies – until now. Southern Cross offers you a cost-effective subscription-based service specially designed for small to medium sized businesses.

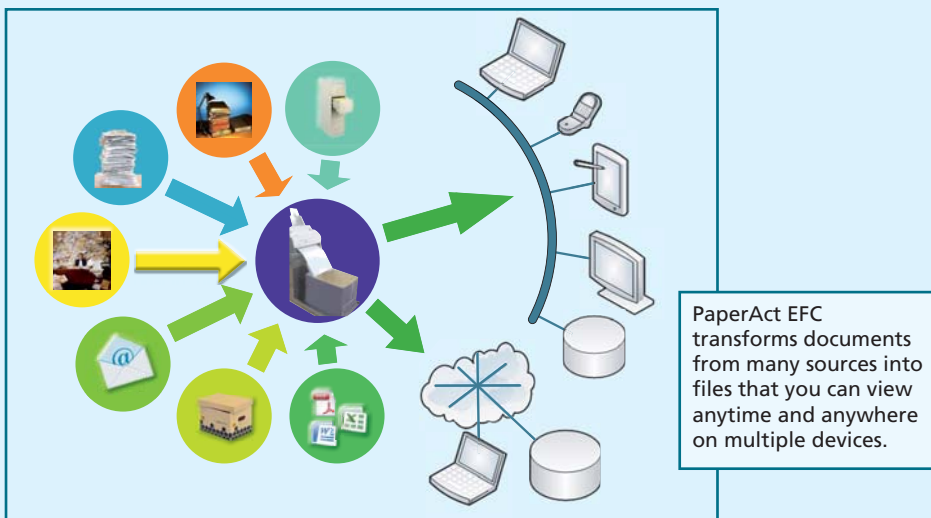
PaperAct Electronic Filing Cabinet (EFC) is a small appliance that connects directly to your network and provides a fully searchable archive of your paper, electronic and email documents. So while the volume of documents you need to store keeps growing, you can virtually eliminate the physical space required to house paper-based documents. The result is safe, secure and cost-effective storage of – and instant access to – your critical business information.

EASY TO IMPLEMENT, EASY TO USE.

Using web-based technology, PaperAct EFC quickly and easily scans documents, emails (including attachments) and electronic files so you and your colleagues can organise, store, search and securely retrieve documents from anywhere.

PaperAct EFC accurately stores your business documents and delivers instant access to the information you need, helping you to:

- Realise productivity gains by minimising inefficiencies created by manual handling, filing, retrieving and storing of physical documents, emails and attachments.
- Achieve cost efficiencies without the need for unnecessary and wasteful photocopying and duplicating of physical documents.
- Reduce exposure to the risks posed by lost or damaged documents.
- Locate documents using a 'google-like' search engine.



STORE INFORMATION CENTRALLY AND SHARE ACROSS LOCATIONS

PaperAct EFC enables you to add and store information centrally while providing full search and retrieve functionality that can be used by multiple people in different locations – when they need it.

PaperAct EFC delivers:

- Instant access to all your documents, emails and attachments from anywhere at any time.
- Powerful, flexible search and view capabilities for accurate document identification and retrieval.
- Automated backup of all documents for ongoing security.
- Seamless integration of physical documents, electronic documents, emails and attachments in an easy to use web-based format.

WHAT OUR CUSTOMERS SAY

"PaperAct EFC has enabled us to achieve major improvements in productivity, accountability and compliance within our **public sector** workgroup."

"Our **Real Estate** agency previously stored all our hard copy documents in storage, costing us over \$5000 per annum. We got return on investment within a few months of operating."

"Retrieval of patient records and history in our **hospitals** is now a breeze. Using EFC we can view procedural documents without leaving our seats. Also we have reclaimed valuable floor space which has enabled us to expand our theatre operations."

"We operate a major **construction** project with seven site offices. PaperAct has proven to be extremely useful in improving connectivity and collaboration, while saving us a massive amount on courier costs. All project participants are able to easily and quickly access the documents they need from wherever they are. Productivity and document security have been enormously improved."

"We previously used the scanning features in our line of business application which was limited in flexibility and functionality. We now have the power to arrange, organise and retrieve our documents and emails to suit a vast array of requirements from discovery to **court** appearances."

Contact us to find out how your business can benefit from a PaperAct solution from Southern Cross. A Southern Cross consultant will help you determine how you can save space and increase efficiency in handling paper and electronic records.

 Call us on 1800 173 188

 Or visit www.sccs.com.au/paperact

About Southern Cross

For over 29 years, we have delivered end-to-end IT infrastructure and business solutions that have helped our customers keep pace with the demands of their ever-changing business environments. Our proven methodologies, best of breed products and renowned business ethics ultimately result in improved customer satisfaction, productivity and profitability. www.sccs.com.au

