

Traditional Technology

File storage on your file server(s) is fine when your documents have only one relationship, but when you need to have files relate to more than one point of reference, it can get very difficult. The result is significant time waste.

Where is that document ?

The more employees you have, the bigger and more complex the problem can get.

If you've considered buying a document management system, you probably found it impractical and not cost effective. So what is the answer?

Artificial Intelligence

Instant Document Search

Save time & leverage intellectual property



Are your staff wasting time looking for documents that are not where they expected them to be ?

Are you leveraging the intellectual property in your organisations documents, or is work being unnecessarily duplicated ?

What are the issues?

Staff productivity is paramount particularly when you realise the real cost of labour, which is much more than a persons hourly rate. There are two key issues;

1. Wasted time spent looking for documents is becoming truly serious, lowering productivity, impacting customer service and adding stress.
2. A great deal of valuable intellectual property within your existing documents may not be getting leveraged because finding the right file with the information, simply takes too long.

File system drawbacks

If you use a typical file server for saving most of the organisations files, then you will undoubtedly have found some advantages and disadvantages. The inherent drawbacks of normal file systems can be one or more of the following issues;

1. Can't remember where a file was saved
2. Files saved in the wrong place
3. Files saved in personal directories undetectable
4. Files with multiple relationships mean guessing which location it will be saved in
5. Almost impossible to find documents that have some critical words, paragraph, name or other valuable piece of information within it, where the file name or location is unknown.

Content management systems

Content management systems, are generally expensive and require staff to adopt a completely new and often inefficient way of saving files, which can result in a greater productivity loss than you were trying to fix.

How can file searching be made effective?

The ideal answer is to have smart search technology so that you can keep using your existing file system, but offer all users a simple and user friendly way to find files in an instant, using any criteria.

Doesn't Windows have a file search?

Yes it does have a search feature, but it;

1. Takes a very long time to deliver a result
2. Ties up the users machine for the whole time
3. Requires exact keyword matching
4. Dramatically degrades server and network performance for all users

The perfect solution

Seratec have developed the solution to the problem, a smart search tool that is very easy to use, highly cost effective, where file security isn't compromised and you don't need to change how files are saved. In fact, nothing changes, except that you will have the power and benefits of instant document search by;

- Filename or type
- Date, time, size, extension
- Keywords within a document (exact or not)
- Subject matter, customer, project or issue
- Other comments you can attach to the file

Ideal and cost effective

Ask to see our scenario brochure on instant document search to find out more about how your organisation can save time and leverage intellectual property with this smart document management tool.

You will be amazed how easy it is for your staff to use.

Seratec Instant Document Search will enable your staff to reclaim lost time and better leverage your organisations intellectual property. Staff will find it so amazingly easy to use, and because it is so low cost, you will enjoy an almost immediate return on investment.

Instant document search

Seratec 

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