

Your current options



To search the hard way, you can either;

1. Spend hours looking through documents manually to try to find it.
2. Use Microsoft Windows® search utility to slowly scour all documents on the server. Using carefully selected key words that are potentially contained within the documents being sought.

The main drawbacks of Windows® search are;

- The search is incredibly slow
- The keyword search capabilities limit results to only files with an exact match of words. This forces you to limit the words you use in a search.
- The list produced doesn't show enough information to easily identify the most likely files.
- Adobe PDF file contents are not searched
- The users PC is then fully tied up and is unusable for almost anything else while the search continues, which is going to take quite a long time.
- The server and company network is now heavily loaded by the search request and all other system users notice a dramatic performance issue, for the entire duration of the search.
- If no match is found, the keywords must be changed or the number of keywords reduced. Then the lengthy search starts all over again.

The perfect solution



Or use the easy way - Instant Document Search

Seratec's Instant Document Search tool helps you find documents instantly.

You can use as many key words or part words that you think may be associated with the file or within its text content. Files can optionally have external criteria attached to the file to simplify identification. When you press the search key, you will be presented with an instant list of results. No delay.

If no suitable match is found the first time, simply change the search criteria for another instant result.

From the presented list, you can view the document by simply clicking the link, and it will open on your machine (file security allowing). Alternatively you can choose to jump directly to the file directory where the selected file is saved, or you can choose to view or edit the extra category and keyword data.

There is no change to your file server in terms of the way you normal save, and retrieve files.

The search is instant, your server and network are free, the file is located and your time & efficiency maximised.

Seratec Software Ph: 1300 851 866

What do you do...

when you can't find important documents on your file system ?



Instant Document Search

Seratec 

Software that thinks for itself

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Sales Department

Your Sales Department receives a request to produce a sales proposal or tender response.

Someone remembers there may have been a similar document produced some time ago that might have relevant content that could be useful.

Reusing the content could not only speed up production time, it may help ensure that they cover all the relevant issues that were solved last time. Unfortunately no one remembers enough of the specifics about the previous document to find it easily.

How do they find the document in question without wasting precious time, and how can they find any other documents with valuable key phrases and texts ?



Production Department

Image files of the customers project plans are scanned into the computer, but keeping track of why there is a revision of the plan drawing can be hard. The normal file system doesn't allow notes to be added to the file, and changing files names is not always a practical option.

Keeping external notes just doesn't work either, the notes need to be properly attached to the file, but how?

Full blown document management systems are far too expensive and not time productive. A more cost effective and more flexible system is required. What should they use?



Accounts Department

A letter was sent by the company to a debtor, creditor, investor or Government Department.

An important issue has occurred, necessitating that the original document be located, so as to check on exactly what was said.

The document does not appear to be stored in the appropriate place in the file server. Locating the document is imperative but only limited aspects of letter content is known.

How do they find the document without the needless loss of time, and avoid any possibility of a damaging disagreement over the issue ?



6 business scenarios where finding documents on a file system is a common problem... and the answer is IDS

Marketing Department

Keeping track of the vast array of brochures, artwork, images, music, audio, video, proofs and final art can be a major challenge for every organisation.

The problem is that these file types don't normally allow descriptions to be attached directly to the file.

Traditional search methods waste significant amounts of time manually sifting through files, and will often not result in the best files being located that should have been given consideration. This means that not only are both time and assets being wasted but can mean that a less than ideal result is delivered. Manual catalogues just aren't efficient.

How can media assets be better leveraged, allowing you to locate files instantly with 100% accuracy, using your server in the usual way, allowing you to optionally add your own categories, keywords and file descriptions ?



Multi-relationship files

Files often don't fit into just one logical place to be filed in your servers file system.

You will often want to be able to relate a single file to a mix and multiple of the following types of information;

1. Customers
2. Products
3. Projects
4. Authors
5. Synopsis

Where do you store it on your server? Wouldn't it be great if you could file documents, images and other information absolutely anywhere on your file server without worrying that it may be in the wrong place.

Do you need a truly affordable system to store, annotate and retrieve your documents in a second?



Legal Department

The Legal team needs to prepare a legal agreement with an unusual clause.

It is not known if the firm has used such a clause before, but if it has, then it would be much easier to re-use that content in order to speed up and strengthen the clause development process, rather than spend hours thinking through all the necessary complexities.

Not only is time precious in terms of billable capacity on this job, but other clients are perhaps waiting for service on their billable projects. Customer service can be enhanced by increasing labour effectiveness.

How do they find the documents in question, without loss of productive time, and will they use smart technology to leverage existing intellectual property?

