



# Genisys Document Management



## Total Document Management

Genisys is one of the most comprehensive Document Management solutions available and is used across multiple industry sectors.

Genisys is simple to use and offers a whole host of functionality to any organisation that deals with large volumes of paperwork.

### Genisys Provides

Quick and easy scanning of incoming and outgoing documents

User definable index search terms for each document type

Quick, easy and secure retrieval of documents on screen via password log-in

Concurrent multi-user access to the same documentation.

A reduction in administration such as filing, copying and retrieving

A back up to hard-copy documentation for purposes of disaster recovery.



The volume of paper work increases dramatically on a day-by-day basis in every organisation across all industry sectors. Documentation such as client correspondence, invoices or order confirmations are all essential to the general running of an organisation but such paper work need not be such a burden to file, store and retrieve as some people make it.

Within a few minutes, Genisys can scan all incoming and outgoing documentation; file it under a specific search term - defined by the user - and store it securely in an electronic library ready for easy retrieval. It really is that simple.

Genisys will store and manage any type, size or volume of documentation. Documents such as CAD files, spreadsheet files, text files, client reports, legal documents or invoices plus a whole host of other paper documents can be turned into electronic files in a matter of seconds.

Genisys has already helped hundreds of organisations throughout the UK radically reduce the amount of physical storage space required for paper documentation - thus reducing office space and cost and reducing the amount of time spent searching and retrieving documentation. Administering Genisys is also simple and requires no specialist IT knowledge or experience for its day-to-day operation.

The set-up and maintenance of an unlimited range of index search definitions or 'storage places' is an uncomplicated process that can be administered by staff at all levels.

Genisys is built on an open architecture that allows integration with other software systems around the organisation regardless of the platforms on which these systems reside.

The flexibility and ease of use are apparent in all areas of Genisys and it can operate with any scanner or storage medium. Genisys will also run on a variety of databases including Oracle, MS SQL Server and MS Access. Genisys is relevant to every organisation that deals with large volumes of documentation and has clients from a highly diverse range of industry sectors including the property management sector, the legal profession, health sector, professional football clubs and the education sector.

To ensure that you are kept fully up to date with the latest releases of Genisys and participate in deciding its future direction, we offer an Upgrade Protection Scheme to ensure that you continue to enjoy the latest functionality and business benefits

**Call and ask for a  
Free Demonstration**

### Feature Summary

Network Server Support  
Network Licenses  
Standalone PC Option  
Batch Scanning  
Multi-page document scanning  
Colour scanning  
Office Document Management  
Image Management  
Document Mark-up and Annotation  
Document Security Module  
Feature Security Module  
Open Database Administration  
Tailored indexes  
Lookup Tables  
Integration Toolkit  
Unlimited Document Types  
Unlimited Database Creation  
Auto-Indexing  
Batch Indexing  
Intuitive Document Searching  
Email Integration  
Workflow Integration  
Open Media Management  
Import and Export Documents

### Some Applications

Proof of Delivery  
Invoice Management  
Project Management  
Manufacturing  
Client File Management  
Case File Management  
Job Bag  
Patient Records  
Revenues and Benefits  
Community Health Trusts  
Catalogues and Brochures  
Geographical applications.  
Data Protection Requests