

I-File Technologies

Cost savings and increased productivity thanks to digitising



A digital archive

As the specialist in the field of digitising, I-File offers a unique combination of service provision and software development, whereby each aspect revolves around eliminating paper and optimising the document flows.

I-File has been serving the market for many years in a highly effective and flexible way. Our principle concern is that during the digitisation process all the information remains digitally accessible at any given moment. Using a sophisticated archive management system and scan services combined with advanced software solutions I-File ensures that you can work paperless and digitally from day one. This guarantees the continuity of the primary working processes.

The specialists at I-File are renowned for the outstanding quality of their knowledge and expertise. Customers therefore describe I-File as an organisation that gives solid guarantees on the results it supplies

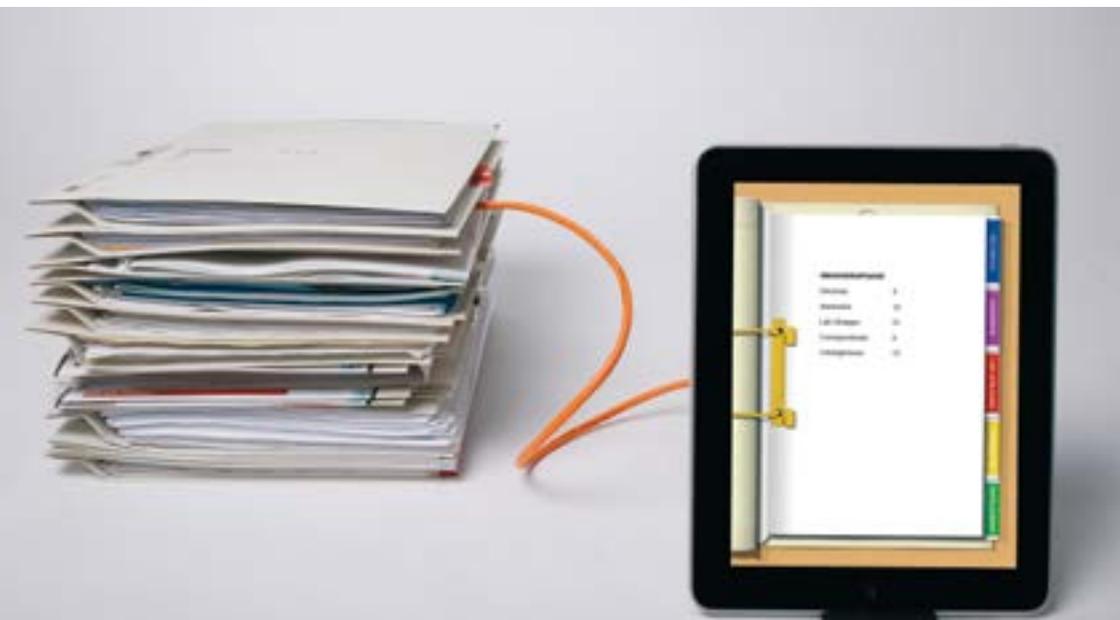
I-File, experts in applied digitisation

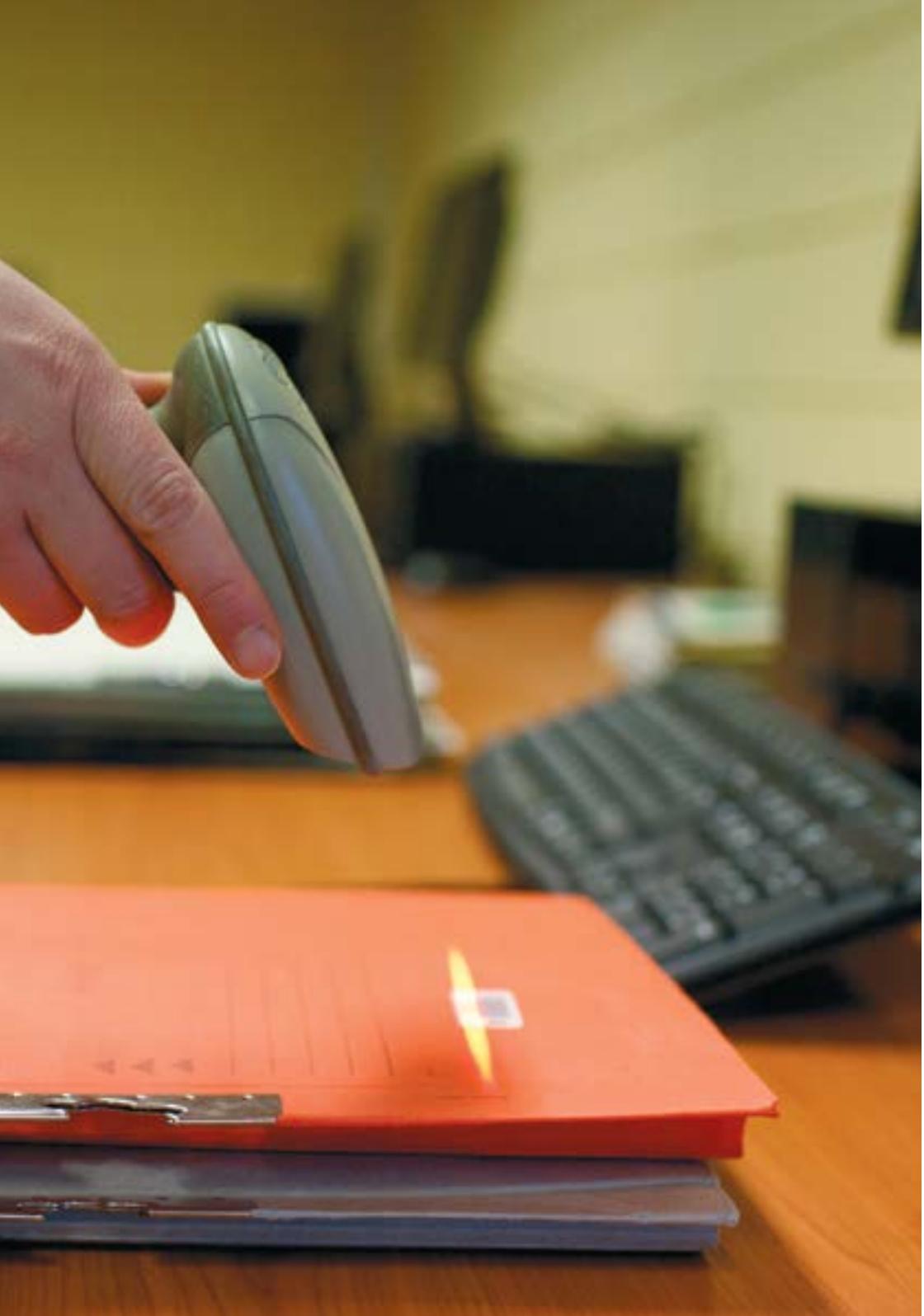
Paperless processes

Missing or incomplete information is costly, frustrating and wastes time. Organisations want to be able to access all the information they need at any time and from everywhere, without having to search through an unorganised paper archive.

I-File offers the solution with the unique concept. Thanks to the application of the latest and most advanced technology, I-File will ensure that all the information stored on paper is digitised in a single day without disrupting the day to day running of your organisation in any way. The digital information is converted to the format specified by you, seamlessly harmonises with your existing primary operational processes and is collated in a single location.

Automating and optimizing the various document flows will not only result in cost savings, but also improves internal efficiency and enhances the professional image presented to your clients.





Service provided by I-File

The service provided by I-File is aimed at making the transition from a physical, paper archive to a digital archive run as smoothly as possible. I-File achieves this thanks to a unique combination of service provision such as Off-site Records Management powered by I-FourC®, Off-site Storage powered by I-FourC®, Document Imaging & Scanning powered by I-FourC® with Scanning On Demand and Bulk Scanning and innovative software. The services offered by I-File can best be described as a complementary blend of IT-development and service provision.

As well as a free Quick Scan, one commonly used strategy is, for example, to collect all the paperwork in a certain department in one morning and make it available digitally at the same time. In this respect, I-File never loses sight of quality and reliability based on the principle that the continuity of the customer's work processes is absolutely central.

The diversity of service provision and IT-development offered by I-File makes it a partner that actively engages in the thought process to help you realise the required objectives and overcome the challenges. I-File offers a guarantee of improved quality through an integral approach to the human element, process and systems. All the expertise present at I-File allows you to benefit from up-to-date knowledge and experience with IT-development and a reliable, fast supply of information geared to suit the customer specific processes and circumstances.

Free quick scan of your archive

Off-site Records Management in accordance with the strictest security standards with 100% delivery guarantee

Differentiated strategy based on the currentness of your archived documents

Professional advice about Bulk Scanning and Scanning On Demand

Innovative software for a paperless environment

Safeguards the continuity of your primary processes



Document Imaging & Scanning

Between the moment that an organisation places the term digitising on the agenda and the moment that the first digital results are revealed, is a host of practical considerations. A world of objectives, support, available budgets, software programs, equipment and not forgetting: the practical execution of the task and the manpower this requires.

Since its foundation, I-File has successfully digitised millions of files bursting with privacy sensitive information. In this process we have always searched for the best and most suitable solution to digitize the paper documents in the most cost efficient manner. I-File provides various Document Imaging & Scanning solutions, such as Bulk Scanning and Scanning On Demand.

Multi-location accessibility; your information is available always and everywhere

High quality scanning

No disruption to your information flows thanks to in-house software

The I-FourC® Virtual File™ ensures a familiar way of working

Integration into your existing company infrastructure

Saves costs for office space, personnel and office supplies

No more worries about losing information because of theft, fire or water damage

Improves the quality of internal operational processes

Clear desk policy presents your customers with a more professional image



Off-site Records Management

It is vital for an organisation to make effective choices regarding information management. So differentiating between current information and less important data is sensible. This distinction can then be used to decide which information should be given priority when making the transition from paper to digital.

I-File offers companies and organisations the opportunity to store their paper information in a high security archive depot. This depot is equipped with state of the art fire alarms and extinguishing systems, permanent camera surveillance and has access control and an intrusion alarm system directly linked to the Regional Police Force.

If you make use of this service then Scanning On Demand will permit you to request and examine your information remotely at all times. I-File will scan the documents you have requested, and then make them available to be read via I-FourC Virtual File. The physical records stay at I-File and can always be requested at any time. This approach allows the customer to consult the documents without all the red tape involved.

Archive depot complies with the extremely high demands placed on archive security
80km of archive shelving for individual archiving of records

Each record or file is registered individually and marked with a barcode for rapid accessibility

On request, your records can be made available digitally within 1 hour maximum

Saves costly and valuable office space



Off-site Storage

Not all documents have the same value within organisations. The solution offers the possibility to make a distinction between current and less-current files. Off-site Records Management is a high quality way of archiving, where files are registered individually. On the other hand there is Off-site Storage, which is perfectly suitable for static archive.

Off-site Storage offers you a way of archiving, where files are stored in boxes on pallets. If these files are needed, they can always be requested and retrieved. Considering Off-site Storage it usually concerns archives that have a low level of requests.

The intensity of a file retrieval is higher compared to Off-site Records Management. Because files are not registered individually, it takes more time to find the requested file, as it is stored on boxes on pallets. Sometimes meters high. The choice you make will completely depend on the value you assign to your information. It is a safe, convenient and cost-effective solution for external archive of files that have mandatory retention periods.

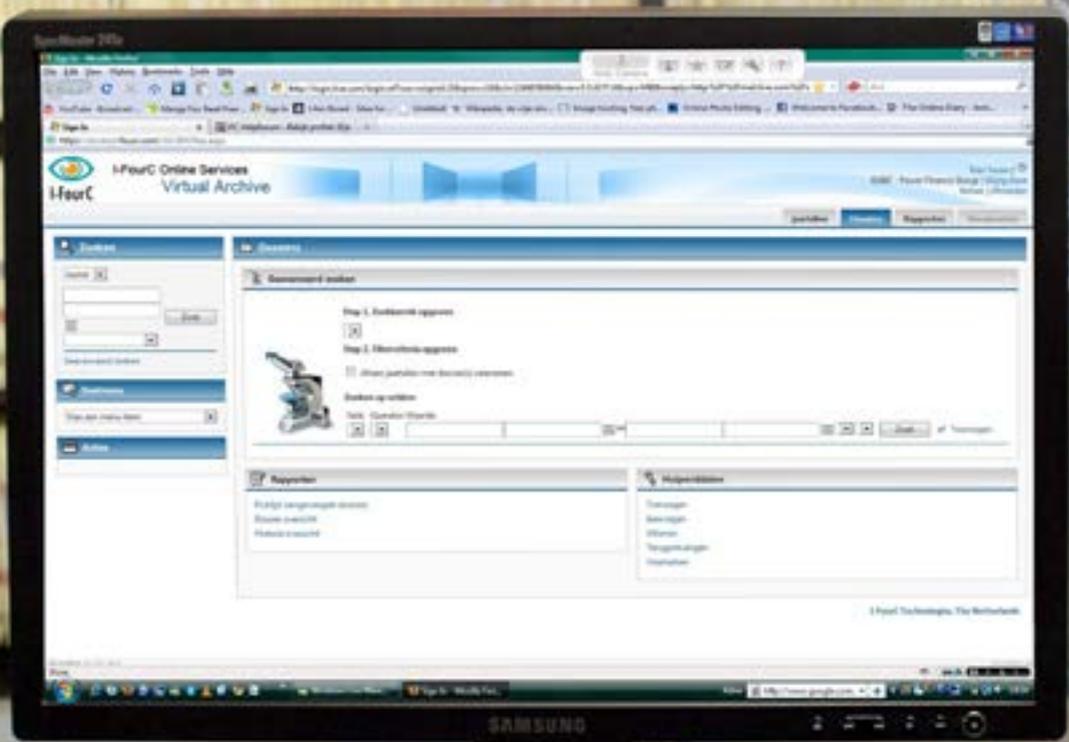
Space and cost savings will be realised

The way of archiving results in a low cost-price

All files can be requested 24x7

It enables you to divide your information in different values

The solution for long mandatory retention periods of static files



Software

As a certified Microsoft®-partner, I-File uses the very latest and most advanced Microsoft .Net-technology. This safeguards optimal integration, rapid processing and effective software development.

I-FourC, our Business Partner, already invested in the development of SaaS (Software-as-a-Service) at an early stage. In combination with our SAS70 certified data centre, this development has led to an easily distributable concept.

For instance, using its I-FourC® Virtual Archive™, I-File makes its entire in-house developed software for document management accessible via the web. I-File also offers the unique possibilities of I-FourC® Virtual File™ and I-FourC® Virtual Scan™ to examine and scan information via the web. Additionally, I-File also developed an application specifically for your mobile device; the I-FourC® Virtual File for iPad™.

Software developed in-house by our Business Partner I-FourC

User friendly software for document management and document conversion

Software is accessible via the web; anywhere and any time

Software uses common technology; this eliminates the risk of vendor lock-in, whereby you are entirely dependant on your IT supplier

Cooperation with an SAS70 certified data centre

Software as a Service saves you high investments in hardware and IT- knowledge



I-FourC Virtual Archive

I-FourC Virtual Archive is a Software as a Service: a web version that allows you to manage and collect all the separate pieces of information. With I-FourC Virtual Archive, I-File gives you the opportunity to store data centrally, gives you a large storage capacity and the availability of I-FourC Virtual File. And, if required, you can also follow product training and use scan facilities online. All you need is an internet connection.

Software as a Service has developed at a rapid pace. It will become the ultimate way of making software applications available. I-File has also restructured the way in which its software is used. To facilitate this hosting via internet I-File works with a class A certified data centre. I-FourC Virtual Archive perfectly complements I-Files user friendly approach.

Allowing you to access, process and store your information from any location at any time - with no problems at all. This happens without your system being overloaded and without any costly investments. You pay for the service: per user.

No expensive investments in software; you only pay for what you use

Save on IT costs through centralized management

Save time by eliminating maintenance and upgrades

All users have identical software versions at all times

High availability; you can consult and edit information from anywhere at all times

Lower investments in hardware, such as servers

Lower investments in IT-personnel



I-FourC Virtual File

What I-File has to offer by digitising using the I-FourC Virtual File equates to a unique experience. By using the I-FourC Virtual File all your scanned documents are shown as traditional paper records. By using skins the appearance of the I-FourC Virtual File can be changed to correspond precisely with the look and feel of your own physical documents. Being more recognizable leads to quicker acceptance by the end users.

Ease and convenience also play a role with the I-FourC Virtual File. Thanks to a digital inking technique you can still write on documents in the I-FourC Virtual File and make notes, just like in a physical paper file. Plus the documents in the I-FourC Virtual File can be given index dividers, so the user can easily browse through the pages and look for the right information. Combined with a Tablet PC the I-FourC Virtual File more or less becomes an 'ordinary' file.

Quickly accepted by end users as document is a 1:1 copy of the physical record

Notes; Digital inking lets you write on your digital files

Index dividers make locating the right pages easy

Professional, recognizable and rapid display of documents through advanced imaging technology

Available via the web for various operating systems



I-FourC Virtual Scan

Carefree digitising, scanning and indexing are possible using I-FourC Virtual Scan. The software indexes documents via barcode recognition and automatically saves them in the correct place in the digital archive. I-FourC Virtual Scan also contains extensive processing and verification features designed to guarantee a high scan quality. For example, after being scanned, the scanned images are presented in a clear thumbnail view relative to each other and a detailed view of each scanned document also automatically appears in the screen so the quality of the scan can be checked.

Extensive search features enable previously scanned records to be viewed and updated with new information. In addition, individual documents can be rearranged behind the digital tab pages already in the digital document. I-FourC Virtual Scan performs technical and visual checks, so that you can be certain that the digitized information is always stored correctly.

Barcode recognition to introduce a logical document structure

Scanning in black/white and colour

High scan quality and scan speed

Extensive processing and verification features

Verification of entered document types/tab pages

Newly scanned information can be intuitively added to existing digital records

Management of various scan profiles

I-FourC Virtual File for iPad

I-FourC Virtual File for iPad is the application to have access to your files wherever you are and whenever you like, even without an Internet connection. With the I-FourC Virtual File for iPad you no longer spent loads of time preparing meetings, searching for the right documents and making copies.

Preparing an appointment or meeting will be at one point a lot easier with the I-FourC Virtual File for iPad, but additionally you will also benefit from huge time savings. With this app you are able to prepare various desktops with a collection of files for a specific time period and/or meeting. For example; a doctor could create desktops like: "Patients Morning" and "Patients Afternoon" and so on. Equally to paperless meetings where you could create desktops like: "Meeting Subject A" and "Meeting Subject B." The user can fill out the title for the desktop and can create as many as he/she wants. You can easily prepare your meetings, you don't have to print anymore and everything is right where you need it. The I-FourC Virtual File for iPad creates a personal environment where you have access to all needed files.

Download the free application and discover that the bridge between paper-based and digital working environments is very small.

Enormous savings on office supplies, such as printing materials and paper

There will not be any confusion anymore considering various versions of documents

Long preparation is no longer necessary

Working offline and making notes



CSR Policy

Sustainability is all about the way we deal with the scarce resources used to create wealth and prosperity, both now and in the future. Our earth does not have an unlimited capacity, raw materials can become depleted and the absorption capacity of the atmosphere and our natural surroundings is finite. I-File believes there should be a healthy balance between ecological, economic and social concerns. I-File also aspires to act as a prime example of Corporate Social Responsibility.

I-File continually strives to achieve a balance between profitability, treating the environment responsibly and the interests of its customers, employees and society. The company has therefore invested for some time now in sustainable operational management by making CSR an integral element of its daily activities pertaining to preparation, planning, implementation, inspection and evaluation, as well as by devoting specific attention to subjects of a socially relevant nature. In this way I-File wishes to contribute to reducing the ecological footprint of today's economy.

In the framework of its CSR philosophy, I-File also adheres to a sound paper destruction policy. All the paperwork held at the premises for which the legal life cycle has expired, is destroyed in a sound, sustainable way by a partner company.

The core business of I-File is paperless working of course. This not only reduces the use of paper, but at the same time reduces the use of energy, toner and printers and limits the production of ozone. So a dual benefit is achieved - significant financial savings for companies and increased sustainability of operational processes.

Quick scan

For those interested in the possibilities of digitising, I-File offers a free of obligation Quick Scan. During this Quick Scan an advisor from I-File will perform a preliminary analysis. Based on a visit to the existing archives and meetings with the various staff members within the organization, a highly accurate calculation is made of the current archive related costs. I-File will then identify all the costs and benefits and draw up a proposal for the transition to a digital archive, including the potential savings.

Based on this ROI analysis the client can then take a well considered decision.





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The I-File Solution

I-FourC® Virtual Scan™

Handy software that allows you to quickly and efficiently scan large volumes of documents and add them to your digital archive

I-FourC® Virtual File™

The supremely easy way to consult your digital records and edit them as if they were paper documents

I-FourC® Virtual Archive™

The epicentre of all your archives (internal/external, physical, digital or on microfilm)

Off-site Records Management

Your valuable, privacy sensitive records stored safely in I-FourC's archives

Off-site Storage

Realize cost savings by external storage of your static files

Document Imaging & Scanning

Makes your physical, paper records available in digital format in an instant

Would you like to know the difference I-File can make in your specific situation, which products and services in the portfolio of I-File are of interest to you, or would you like to meet one of our advisors free of obligation? Please contact I-File.



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