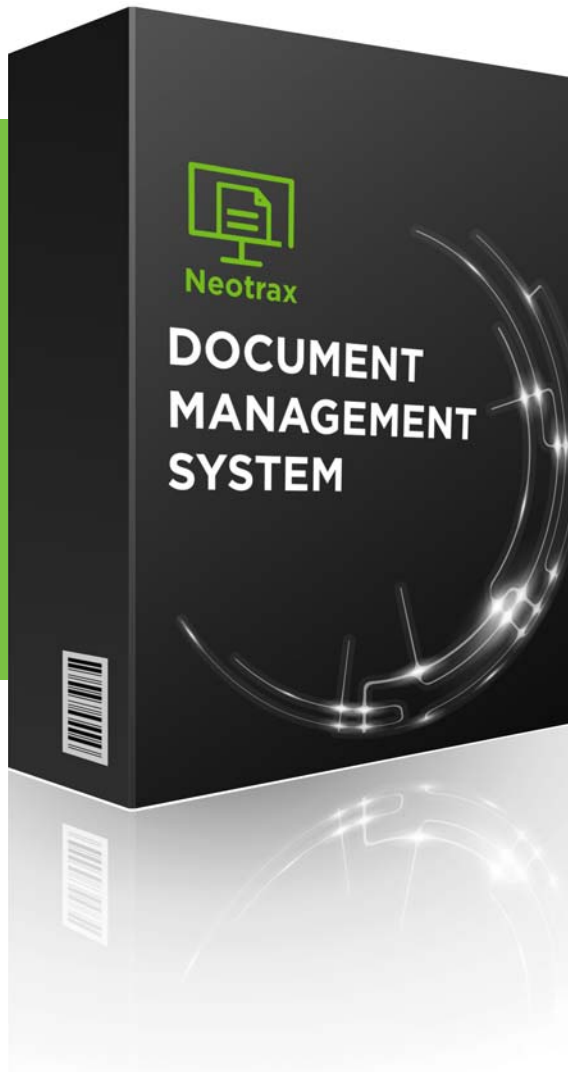




Neotrax



DOCUMENT MANAGEMENT & DOCUMENT SCANNING SOLUTIONS

Electronic Document Management Made Simple

- Scanning
- Indexing
- Retrieving



REAL DOCUMENT MANAGEMENT

Neotrax offers a high speed scanning hardware and software solution, integrating with your existing network, it promises to streamline your paper environment into a simple filing management solution.

Save Time & Money

Scan, index and retrieve docket, POD's, invoices, etc with a flick of a switch and in a fraction of the time currently spent recovering documents.

Easy to Use & Unlimited

Neotrax is both easy to use and computer friendly, imported documents are compatible with all windows products. Neotrax includes a full site licence, meaning there is no additional cost for adding users.

Training & Support

Neopost will provide full training and support during and after install.

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Streamline your current paper environment into a simple, easy to use and speedy solution.

NEOTRAX - COMPLETE DOCUMENT MANAGEMENT

Neotrax is a complete document management solution that will revolutionise the way your business manages information. With Neotrax you will never lose an important document again.

It allows you to store all files, both paper and electronic, in one place for easy access. Files can be retrieved on your PC, tablet or smart phone and e-mailed to other users as required.

Once documents are scanned using our workflow and approval modules, Neotrax intelligently routes them to the correct user. Get your documents to the right people, instantly and with minimum effort.

BENEFITS OF NEOTRAX

Neotrax will bring your business a wide range of benefits

- Easily track documents throughout your organisation
- Get the right information to the right people when they need it
- Reduce storage and other costs associated with managing physical documents
- Protect your business against catastrophic loss of data
- Increase productivity and minimise time spent searching for misplaced documents
- Improve your accounting process by tracking invoices received
- Speed up payments by never losing delivery docket and automating the invoicing process



Neotrax is easily installed and normally can be set up in less than a day. The package is supplied with scanning hardware and a full site license allowing as many users to access the system as required.



NEOTRAX MODULES & FEATURES

- **Account Payable Work Flow**

Streamline existing manual processes by using the Neotrax workflow solution for routing supplier invoices and supporting documents to the correct person for authorising.

- **Invoice Capture**

Automatically capture key data from scanned or electronic invoices including supplier identification, values and vat etc.

- **Document Delivery**

Reduce printing and posting costs with document delivery, automate invoices and statements whilst adding Neotrax's unique ability to append/forward scanned, signed documents with electronically generated invoices.

- **Barcode/OCR**

Automating a previous manual process, for example identifying certain alpha numeric characters within customer paper work, once identified our solution routes the image to the correct locations for future processing.

- **Neotrax Thin Client Module**

A light version of Neotrax that works in a browser based interface with limited function for scanning/indexing when a user or sub office is not directly connected to head office via main IT network.

- **Web Portal**

Hosting data that your company would like to share with your customers. The solution is password protected and limits users to only the data that is applicable to them.

- **Computer Output OnLine**

Used to capture raw text file data from legacy systems like IBM AS400 or Manufacturing software. Capturing, format, append background, index and save data for administration staff to access in a structured electronic format. I.e. creating invoices, statements and credit notes from existing system

- **Ei Automated Services**

Used to extract attachments from e-mail mailboxes, split multi page documents, convert images from one format to another, automatically split documents by filename, barcode, PDF text or OCR text.

- **Neotrax Virtual Print Driver**

A complete solution for businesses and professional users needing a fast reliable document conversion format tool. The TIFF printer driver converts documents to TIFF from multiple file formats like PDF, Word, Excel etc. saving paper as well as the time involved in scanning the physical document back into DMS.



WHO USES NEOTRAX?



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Being ISO 9001, 14001 and OHSAS 1800 certified, Neopost will serve you in accordance with the highest process, quality, environmental, health and safety standards.

