



Can you find any document in 10 seconds?



With one simple automated filing system you can!

The Benefits of using Ferret Document Management



All Documents in one place

Paper, email, and electronic documents of ANY format
One filing system, not three
View client history on one screen
Answer queries in seconds



Integrated with other apps

e-Global FinPower
CBS AccPac
WinBeat New ones easy to set up



Easy to understand and use

One screen
1 hour training
Great Staff acceptance



Bulk Scanning

Use ANY scanning machine of any brand or model
Scan all documents in one batch, not one at a time
Ferret auto indexes
Ferret auto saves



Find and open any document in seconds

Search for client file (5 seconds)
Select easily identified document from the table (5 seconds)
Double Click to open it (2 seconds)



Increase Productivity

Save time
Save storage space
Eliminate misfiling
All documents shared with authorised users



Add new documents in seconds

Paper added in seconds with barcode indexing
Email added directly from Outlook
Electronic docs directly added from Word, Excel, Power
Point, Visio and Project
Any other electronic docs added in seconds



Protect your company's Intellectual Knowledge

User name and password protected
Documents 'locked Up' and never lost or deleted
Documents Read Only