



Australia's Premier Paper Reduction & Information Management Software

The productivity gains are unequivocal



**Complete the circle and you can measure your file retrieval time in nanoseconds, not minutes or hours.**

- Time
- Space
- More Competitive Customer Service

**It's a simple premise. Your IT system is really only complete when everything required is electronically accessible to those who need it from their desktop.**

For as long as you have filing cabinets and physical retrieval by humans, you are operating with last century's technology and are at a competitive disadvantage.

No matter how well organised or neatly arranged it may be, a physical filing system is inherently inefficient within the context of the modern world. In fact it is a liability. Making the electronic access circle complete is just as important for the well-run office as it is for the disorganised one. Every second counts. So too does every square inch of office space.

**The government insists we keep files so what's the point?**

Yes it does, but not necessarily in a filing cabinet or bulky document storage. Our uniquely Australian designed system is both ATO and ASIC compliant. It is also fully compatible with Australia's auditing protocols and privacy laws.

**Isn't the hidden cost of software the training expense?**

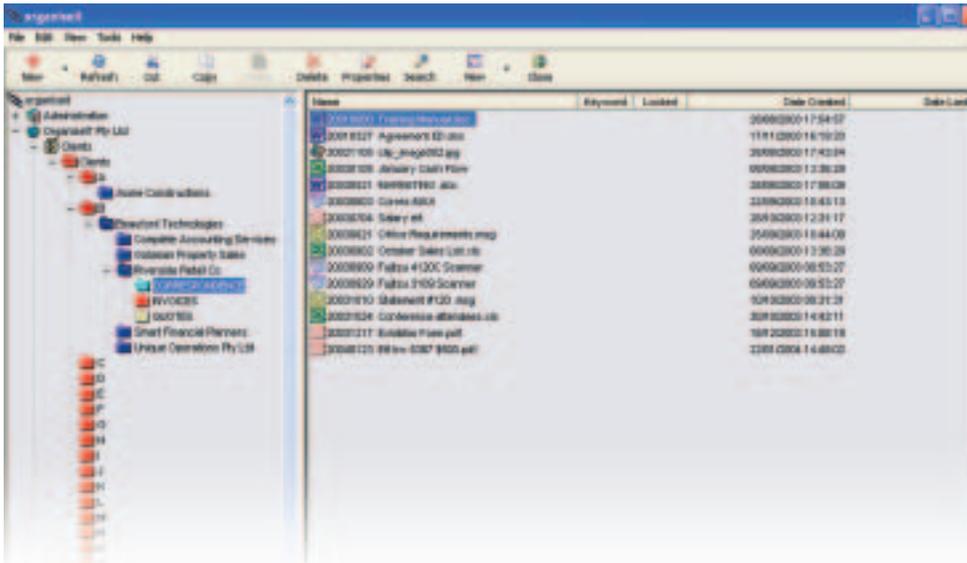
Yes it is, but our training costs are virtually non-existent. It only takes between 20 minutes and an hour for anyone to learn. Why? Because the desktop interface is so familiar. It is based on Windows Explorer; not only one of the most ubiquitous programs on the market, but among the most intuitive to learn.

**The true cost**

By far the greatest cost your company will face is to do nothing, both financially and competitively. With **organiseit** the financial return on your investment is significant, quantifiable and immediate. Further; the intangible benefits will evolve as your business makes the transition from the traditional filing system to the electronic. The investment necessary to address your situation will vary according to complexity.

No other program provides the simplicity and functionality at any price.

## So what makes *organiseit* best practice?



### Legal Compliance

The Australian designed *organiseit* system is both ATO and ASIC compliant and fulfils all Australian auditing protocol obligations. It is also fully compliant with Australia's Imaging and Privacy Act.

### Security

Access to files can be restricted and file visits logged with a fully integrated audit trail. Security is essential for legal compliance.

### Comprehensiveness

All files can be stored and managed within the system, including Scanned Receipts, Word Documents, Excel Spreadsheets, PDF Files, WAV Files, Invoices, emails with attachments and phone conversations in MP3 format using our Call Recording Unit.

### Accessibility

Double click to retrieve any file from any terminal. What could be simpler?

### Improved Customer Service

*organiseit* lets you arrange information around your clients. When a customer phones, this allows your people to bring up on screen all the information they need instantly. This improves your level of customer service and avoids the costs of searching for files and returning customers' calls.

### Functionality

*organiseit* links to all Windows based programs and works with any Twain scanner. Unlike Half Measure scan storage software it stores and organises all forms of electronic files. Whatever information you need is readily accessed from both on-site and offsite locations.

Importantly, *organiseit* works around the natural way you do business. *organiseit* is flexible enough to handle the filing structure you decide upon, with colour coding and keyword searches to assist you.

### Ease of Use

Via the familiarity of a Windows Explorer environment, training is super fast and the file organisation protocol intuitive. Simply drag and drop any file or folder into the database. To retrieve data, two clicks and you have the information you need in an instant.

### Superior Search & Linking Facility

*organiseit* has the best search facility on the market, giving you keyword search and linking. You won't find better.

### Structural Robustness

All your information is stored securely within a database rather than shared or local drives. Linking and searching does not become redundant when the location of the files or drives are changed.

### System Requirements

- Microsoft® 2000 pro or XP
- Database supported by Microsoft® MSDE 2000 and SQL Server 2000



“Simply put – **the results are stunning.**”

“As a major Accounting firm we have always had problems with storage of files, but with the increase in paperwork with the GST, the problem became critical. Fortunately I saw a demo of organiseit and immediately recognised the potential for our organisation. We have now installed it for 68 users and are using it, initially, for all our GST paperwork. This by itself is a huge saving in storage space (and money), but in time we will be looking at using it for all Tax, Investment and Superannuation paperwork. While there are other “paperless” office solutions around, organiseit appears to be the easiest to use and maintain.

Since the initial implementation of **organiseit**, we have made a big effort in getting not only the GST paperwork, but all client related paperwork scanned into the **organiseit** database. The software is now used throughout all divisions of Sinclair Wilson, with customized folders setup for each division. The original concept of the program and implementation still holds today, and we are gradually moving towards the goal of the “paperless office”.

**Brad Griffin — Network/System Administrator  
Sinclair Wilson — Accountants & Business Advisors**

## Client case study

### Paper Saving

50% reduction of annual paper costs.

### Space Saving

Expanded the business without having to relocate to larger premises. No longer cramped, the whole atmosphere of the office has improved.

### Staff Saving

Productivity improvements increased turnover by 80%, whilst staff costs have increased just 30%.

Dramatically increased service levels as client’s information requests are fulfilled instantly and efficiently.

Staff who were initially sceptical are now the greatest advocates; they absolutely love it.

For more case studies, visit our website [www.organiseit.com.au](http://www.organiseit.com.au)

Compared to Complex Programs	organiseit	Others
Superior Compliance to Australian Law	✓	✗
Better Functionality	✓	✗
Faster Training	✓	✗
Lower Cost	✓	✗
Compared to “Half Measure” Scan Storage Software	organiseit	Scanning Software
Full Legal Compliance	✓	✗
Structural Robustness	✓	✗
Organisation	✓	✗
All electronic files not just scans	✓	✗
Folders System	✓	✗
Security	✓	✗
Faster Training	✓	✗

“Half Measure” scan storage software refers to packaged programs from scanner and photocopier companies that scan documents and deposits them as files in one electronic “bin” retrievable by hyperlink. They only handle scans and offer limited search capability.

## The Australian statistics



## Just for the record

"organiseit has been an excellent tool for managing our heavy email traffic. The payoff in having a well managed Inbox and Outbox should never be under-estimated.

During an extended overseas trip we recently identified another plus for organiseit — managing a business on the run.

We arrived home with no arrears of paperwork and without 20 kilos of documents / exhibits in the suitcase."

**Graham Critchley —  
Authorised Australian  
Reclaim Services**

"...simple system that can help financial planners, accountants and insurance professionals make filing reams of paper a thing of the past."

**IFA Magazine**

"Out of sight but only mouse clicks away, are the folders that mimic the usual files, stuffed with electronic images of all the receipts and invoices, bank statements and permits, insurance policies, photographs, spreadsheets and memoranda and articles association, thanks to a revision of the Australian income tax legislation called RT9721, constitute bureaucratic compliance."

**Australian Financial  
Review**

"Our latest prognostication is that any business that wants to preserve the sanity of its administrative staff will be forced to invest in a scanner and software that can keep track of digitised records."

**The Age**

## The company you would keep

Some of the companies and organisations that use our product

- Action Insurance Brokers
- ATEL Employment Agencies
- Australian Nursing Solutions
- Austnet Group
- Cartridge World
- Centurion Insurance Brokers
- Coco's Fresh Food Markets
- Horsell International Insurance Brokers
- IC Frith & Associates
- Indemnity Corporation
- JUA Underwriting Agency
- McKenna Hampton Insurance Brokers
- TransWest Insurance
- PB Broking
- RetireInvest
- RJ Neville & Associates
- Roderick Insurance Brokers
- Safeguard Insurance
- Sinclair Wilson
- The Wilderness Society
- UAA Underwriting
- Warren Saunders Insurance Brokers



[www.organiseit.com.au](http://www.organiseit.com.au)