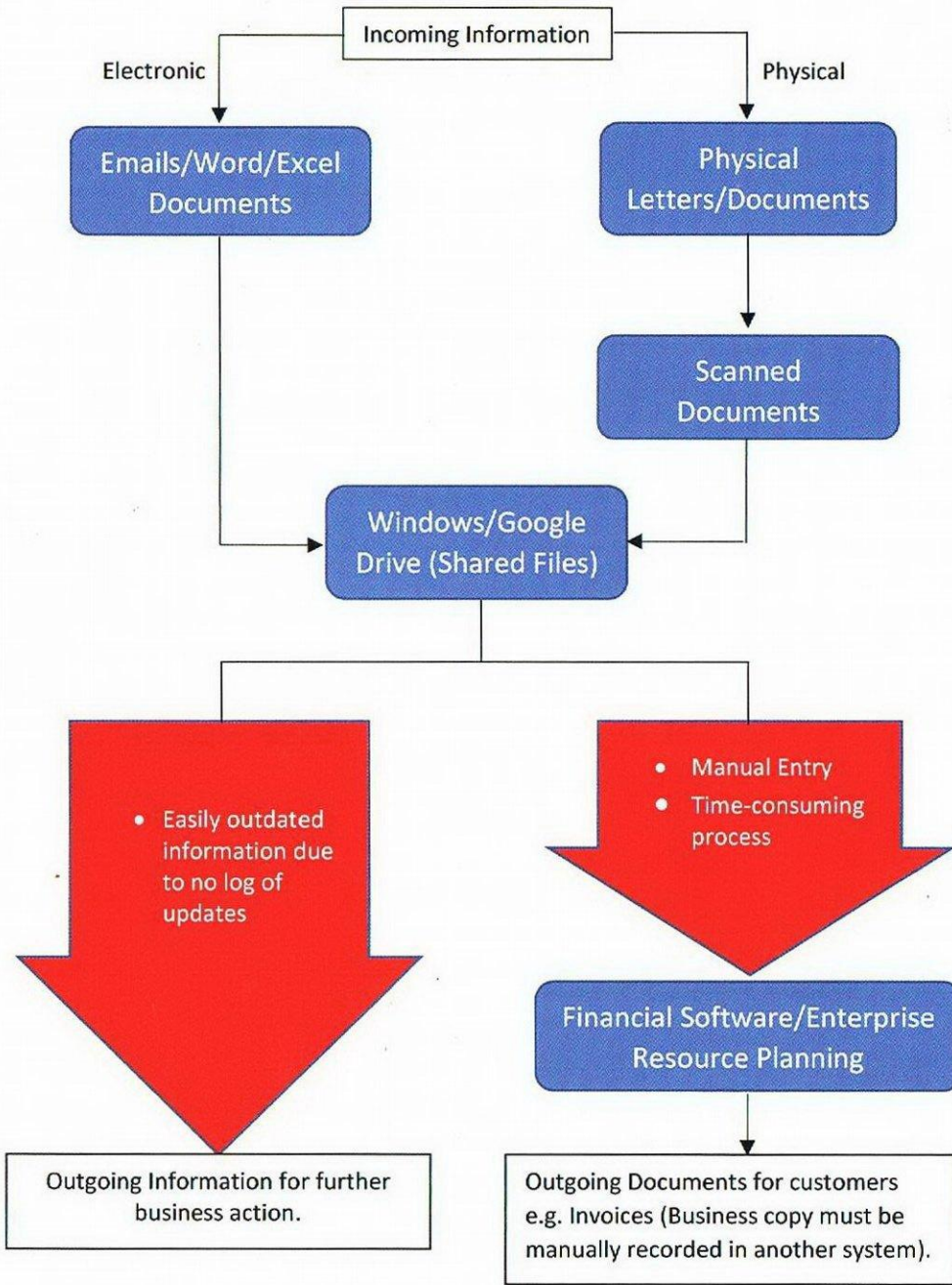
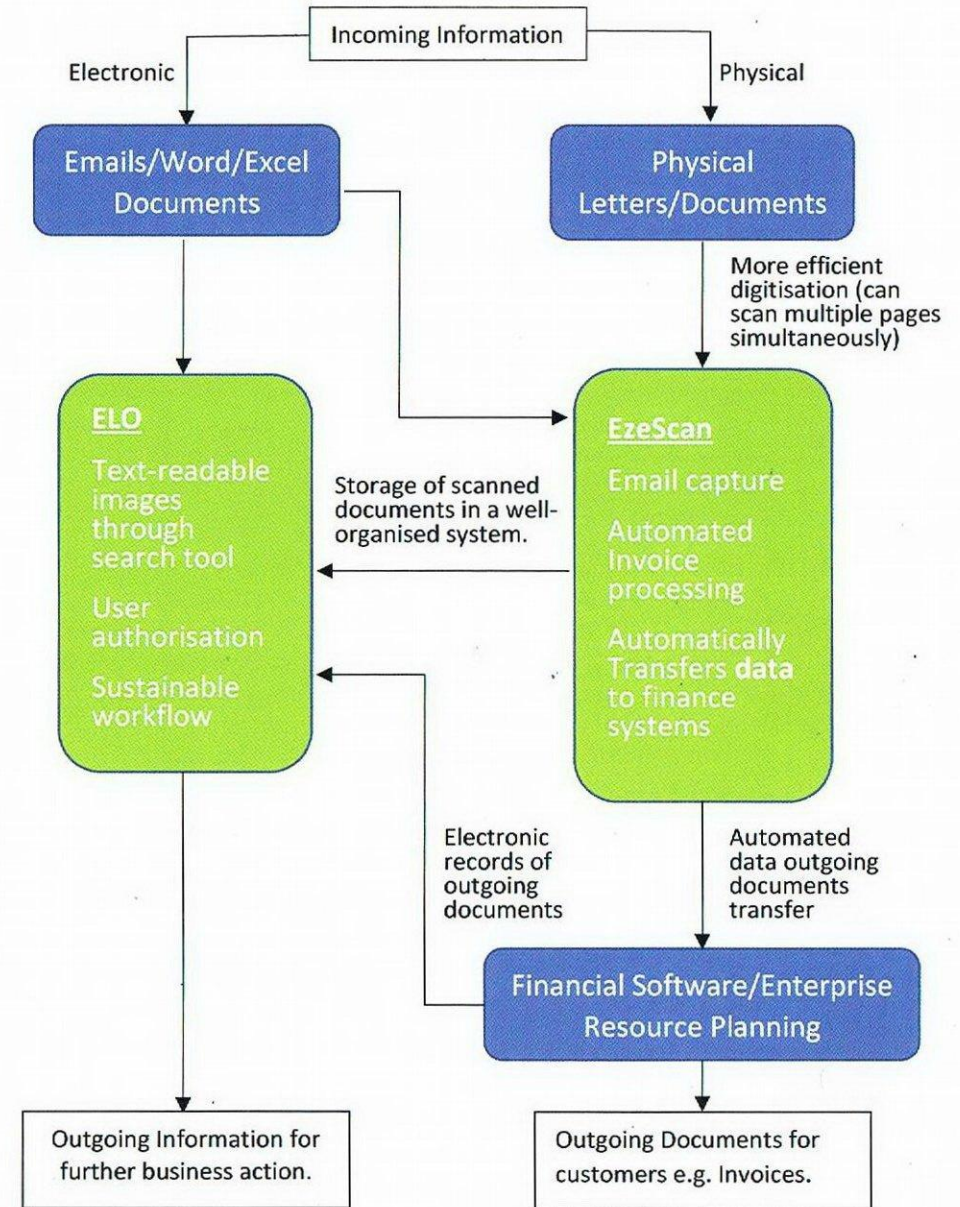


Without Document Management System



With Document Management System



The services we provide include



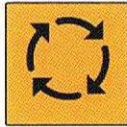
Business Analysis

We can assist your business with scoping, requirements and specifications, business process analysis, documentation



Archiving

We create and manage Archival Schedules based on your Requirement. You will be able to manage your physical and electronic records in an automated manner



Process review

We evaluate your current practices to help you to define some Critical Success Factors, so that your organisation can perform well in order to be successful



Support

Require technical or user assistance? InfocentriK is the business partner that will be there for you



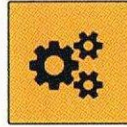
Data Migration

InfocentriK can migrate data and documents from anywhere to anywhere



Information Audits / Health Checks

InfocentriK makes sure that your system is Competitive and Robust, by offering periodic health checks



Implementation

Only deal with one local supplier that understands your requirements and implements the software to meet those requirements



Documentation

Well written documentation provides your staff with knowledge they can refer back to and provides a baseline of the configuration



Training

InfocentriK provide training courses for all our solutions



Scanning and Digitising

InfocentriK can provide you with the best scanning software and assist you with digitisation

Make your journey to success easier with InfocentriK!

www.infocentrik.co.nz
info@infocentrik.co.nz
+64 4 566 1117



Manage your documents resourcefully

Why Choose Us?

We can assist you with:

- Scanning Solutions (digitising your files)
- Health Checks/Audits on how to extract maximum value from your information and data
- Workflow Automation (E-mails, Orders, Invoices, etc.)
- Electronic Document/Content Management Solutions
- Business Analysis, Data Migration, Records Management, etc.

We provide professional, independent and practical advice, maximising the capabilities of available technology without forgetting that management of information is far more than just using technology – the people and process are as much a part of the solution as the technology.

Our information management skills and expertise combined with a pragmatic approach will give you the best possible solution for your requirements.

Our staff have an unparalleled amount of experience in implementing, maintaining and supporting Information Management solutions. Our clients stretch the breadth of New Zealand and the Pacific.

Contact us today so we can help improve your business efficiency!