FileNexus® Enterprise Document Management
CALCULATE YOUR CURRENT COSTS

How much do you spend producing records?

A general rule of thumb is that it costs at least $.05 (5 cents) just to print 1 page of paper. But that's just the beginning of the real costs of doing so. FileNexus® can help you eliminate these costs by removing the need to produce copies for storage, distribution and work flow needs. Let's look at how the savings can add up…

How much money do you spend producing paper, microfilm, DVD's etc. for:
Basic Archival purposes: _____
Secondary Archival (back up) purposes: _____
Printing Host System Reports for internal distribution: _____
Printing Pay Stubs and other documents for staff: _____
Printing Emails: _____
Printing Statements: _____
Reprinting copies on request: _____
Photocopies: _____
Fees to 3rd party vendors to generate web forms: _____

How much do you spend distributing records?

FileNexus® can automatically distribute email links to records upon archival. For example, it can notify clients when new bills are ready, notify staff of new pay stubs, distribute host system generated reports to multiple locations and so on. FileNexus® outbound email notifications are very inexpensive when compared to traditional methods (for example, about $1.00 just to print and mail 1 client statement) and the cost is the same for any record, regardless size. What's more, people will be made aware of new documents and take action on them much sooner. FileNexus® can even track if and when they read it, if you like…

How much do you spend on the following?
Printing and mailing client statements, bills etc.: _____
Printing and distributing pay stubs: _____
Bursting and distributing reports from host systems: _____
E-notification charges from print/mail vendors: _____
Courier charges distributing host reports to branches: _____

How much do you spend on record storage and management?

FileNexus® will allow you to archive records (statement streams, payment streams, host system reports, scanned records, Emails - pretty much anything from anywhere) for significantly less than you pay now. In fact, most FileNexus® users employ it as their sole record archive and management tool. Records are secure from prying eyes, cannot be tampered with and can be automatically managed based on your own corporate retention strategy. What's more, FileNexus® audit logs every movement

of any record (who, what, why, when) and can link that record to any other related record(s) you deem necessary. Complete disaster recovery capability and 10 years storage is also provided with the service.

How much do you spend on the following?

In-office space for storage: _____

Associated cabinets, boxes, folders etc.: _____

Off-site storage fees: _____

Record destruction fees: _____

Microfilm and associated equipment: _____

Statement hosting fees from print mail vendors: _____

Corporate record retention management: _____

How much do you spend locating and retrieving records?

Recalling records from different storage locations (off-site, on host systems, file cabinets, email servers etc.) for client service, finance, audit, litigation and other reasons can be time consuming and expensive. With FileNexus®, you, your staff, clients, vendors, auditor, agents, etc. can locate and securely recall relevant related records virtually instantly - as often as you and/or they wish. FileNexus® can even read most record formats; saving you even more time researching the content. For example, one client reduced there their 3rd party on-site accounting fees from 175 to 4 days – for annual audit alone. Another example of potential savings is in the reduction of annual host system user fees. Another client reduced their annual host user fees by 60% - simply by telling staff looking for reports to look in FileNexus® instead. Still more host user fees can be eliminated by having FileNexus® update your host system(s) automatically.

How much do you spend on the following?

Staff time spent locating and retrieving: _____

Client recall of statements from 3rd party providers': _____

Recall fees from 3rd party storage providers: _____

Professional service fees (audit, legal etc.) related
  to recall, matching and review of records: _____

Host system user fees related to record recall: _____

Host system user fees related to data entry: _____

How much do you spend on advanced record search, recall and workflow?

The FileNexus® Web Client is the document recall and management tool for internal power users. It includes a variety of search options, allows for the recall of multiple related file types simultaneously and can provide advanced automated business rule workflow and monitoring. FileNexus® can also be set to push and pull data from your front end Host Systems – saving staff time doing such things as data entry. The impact to internal staff efficiency can be dramatic – with some clients reporting efficiency gains (the speed with which business work flows are completed) of up to 80%. Moreover, many of these gains may be accomplished by using far less staff resources – in some cases 35% to 50%

less. What's more, FileNexus® can monitor all of these business processes live-time to ensure efficiency and alert management when service levels are at risk.

How much do you spend on the following?
Staff time executing business workflows (A/P, A/R, Customer Service, HR, Credit, Legal, Audit etc.):

      Workflow #1:   _____

      Workflow #2:   _____

      Workflow #3:   _____

      Workflow #4:   _____

      Workflow #5:   _____

How much time do staff spend doing data entry?:   _____

How much do you spend servicing requests from outside parties (clients, vendors etc.) that could be replaced by providing web forms and automating workflows (i.e. credit, start/end service, address change, payment inquiry, complaints etc.)?:   _____

How much do you spend servicing requests from inside the organization (annual reviews, hiring requests, vacation requests, expense reimbursement, overtime pay submissions etc.) that could be replaced by providing relevant web forms to them?:   _____

"Going Green" Brownie Points

Storing information in FileNexus® can dramatically reduce the need for paper, storage, delivery and related materials. For example, 1 GB of space on FileNexus® can store over 1 million pages of host system reports that might otherwise have been printed, distributed and ultimately archived in long term storage.

Can you establish a value for being able to claim this? :   _____

SAVING WITH FILENEXUS®

FileNexus® can be scaled up or down to meet any sort of need – from a single project in a single department up to and including the needs of the entire enterprise. Regardless of your current or future requirements, there is a FileNexus® solution that can be crafted to reduce your current costs and offer far superior performance. What could be easier than that?

Have a need you'd like to discuss? Contact us at: sales@loristech.com