

# Document Management & Imaging Solutions



making the paperless office a reality



## About Version One...

Version One Ltd, established in 1989, is the author of a range of award-winning document management and imaging software solutions.

Our solutions enable the electronic creation, delivery, storage, authorisation and management of all types of business documents including invoices, orders, statements and delivery notes. These solutions save significant amounts of time, money and storage space. They also provide a return-on-investment typically within six months, aid compliance and support organisations' green agendas.

Our product strategy involves a client-led approach to development and functional enhancements. This is coupled with a strong understanding of emerging technological developments in order to future-proof our solutions.

We now have over 2,000 customers from all sectors of commerce and industry, such as Aer Lingus, Endsleigh Insurance, Johnston Press and Specsavers as well as many public sector and not-for-profit organisations. These include the NHS, local authorities, universities, housing associations and charities.

*"As a service-driven company, it is extremely important that our business processes are supported by market-leading systems such as Version One's DbArchive to enable us to operate as efficiently as possible"*

**Andy Cross, Virgin Trains**





## Version One Awards

We are proud to have received numerous awards over the past few years, recognising the quality of our products, their positive environmental impact and the ongoing professionalism, commitment and support of the Version One team. **These awards include:**

### Green Hero Award 2009 Winner

We were presented with an International Green Hero Award from independent environment group, The Green Organisation. This is the fourth year running that we have been awarded with this prestigious accolade in recognition of our environmental credentials.



### Green Apple Award 2008 Winner

We won a Green Apple Award at the National Green Apple Environment Awards in recognition of the positive environmental impact of our document management software.



### Document Manager (DM) Awards 2008 Winner

We beat off stiff competition to win Email Product of the Year at the DM Awards 2008. This is the second year in a row that we have been presented with a DM Award in recognition of our leading-edge document management products.



### Business Software Satisfaction Awards 2007 Winner

Voted for by actual software users, we won the Paperless Office category of the Sift Media Business Software Satisfaction Awards 2007.

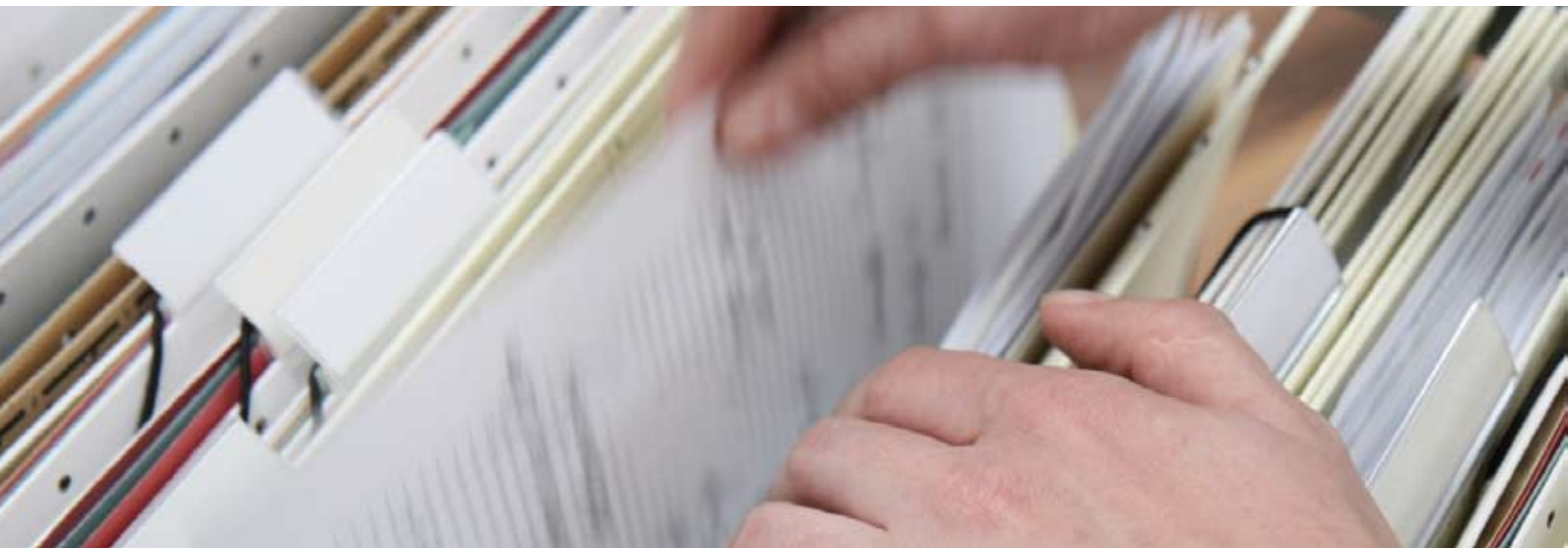


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*"Version One well and truly deserves this award (Business Satisfaction Award 2007 winner). It's software is a cut above all other document management systems on the market and the team always goes above and beyond the call of duty to ensure we remain happy customers."*

**Mark Knight MBE, Financial Controller, Johnston Publishing Limited**





## Eliminating the Paper Chase...

### **Output Management**

Our output management solution allows you to personalise your outbound finance documents (invoices, statements, purchase orders etc.) and distribute them efficiently and cost effectively via e-mail or automated fax. It also provides a laser printing solution, removing the requirement for pre-printed stationery.

### **Document Archiving**

Using our outgoing and incoming document archiving modules, all documents arriving into your organisation can be scanned and electronically stored. Documents produced from your organisation's business systems can be automatically stored and indexed in the same central document archive. Stored documents could include Microsoft Office documents, e-mails, faxes etc. Where appropriate, related documents are linked so that users can move from one document to the next in a natural document workflow.

### **Data Capture**

One of the most protracted and costly processes within any organisation is the manual processing of purchase invoices. With our data capture solution, sophisticated optical character recognition (OCR) technology is used to automatically capture invoice data. This is then extracted and validated before the data is uploaded to your accounts system and the corresponding image is archived.

### **Document Authorisation**

Our document authorisation module enables the entire approval process to be streamlined. Simplifying the document approval process reduces administration costs and errors.

The authorisation module may be used in conjunction with our other document management solutions, allowing your organisation to fully automate the approval process. This means that authorised users can immediately access documents electronically from their desktops and approve, reject or query the documents, speeding up the authorisation process.

### **Automated Payments**

Our secure cheque printing solution and BACS-iP payments system can increase your cash flow, reduce administrative costs and improve security.

Our secure cheque printing solution consists of an output management system and a specially adapted laser printer with additional security features. The printer uses MICR toner so that even the magnetic numbering on the cheques can be added at the time of printing. The cheque stationery can be produced to your precise specifications by a specialist cheque printing company.

Our BACS-iP solution is a highly secure electronic funds transfer solution for the payment and collection of funds. It fully supports both direct debit and direct credit fund transfers.



## Document Management for Finance

Our document management and document imaging software enables the electronic creation, storage, recognition, authorisation and delivery of all your business documents such as purchase orders, invoices, remittance advices and delivery notes.

With tightly integrated document management systems, directly from your business accounting software/ERP system and with just a few clicks of the mouse, business documents such as invoices and statements can be automatically created, delivered, archived and authorised.

Document management not only cuts paper, making good environmental sense, it also makes good business sense. With a typical return-on-investment of less than six months, our software is used by hundreds of finance departments in both the public and private sectors.

*"Version One's solutions have removed the administration overheads of processing, photocopying, enveloping, posting and manually filing every document."*

**Allan Doyle, IT Director, Nichols plc**



## Document Management for HR

Our document management solution for human resources (HR) enables organisations to store all employee records in an electronic format, eliminating the need for paper-based personnel files. Documents, from both physical and electronic sources, can be held and indexed against the individual, allowing for immediate retrieval of information as required.

Our solution covers the entire 'recruit to retire' process, providing secure storage for all stages of the employee lifecycle. This includes new starter documents such as contracts, offer letters and curriculum vitae through to review forms; disciplinary and grievance documents; payroll information and leaver documents such as termination agreements and pension information.

Restricted access to sensitive information can be controlled, ensuring that confidential documents are not made available to unauthorised users.

Our HR customers benefit from instant access to employee files as well as long-term storage of records in accordance with current legislation. If a personnel query is raised at some point in the future, our solution will ensure that you are able to quickly and easily access the corresponding documentation as required.

Document management solutions can also be supplied for:

Student records, quality assurance records, regulatory documents, contracts etc.



# Version One Green Agenda

## **Electronic document management reduces both paper consumption and CO<sub>2</sub> emissions.**

By dramatically reducing the amount of paper a business uses, more trees are saved from destruction. Each tree locks-in approximately one tonne of carbon during its lifetime and so by saving more trees, greater amounts of carbon are being naturally sequestered from the atmosphere.

Using less paper also has knock-on effects throughout the supply chain. For instance, carbon is emitted during the manufacture of stationery, by vans/lorries during paper transportation and by electricity whilst storing the paper. Eliminating document printing also removes carbon emissions during the printing process and during the manufacture of toner cartridges.

## **In October 2006, we launched a Carbon Neutral Initiative to reduce and offset carbon emissions across the company.**

Our carbon emissions are being offset with the planting of native broad-leaved trees on behalf of new customers that purchase our software and each time a re-seller facilitates a sale. As each mature tree locks-in approximately one tonne of carbon, we became carbon neutral in October 2007 and will off-set all carbon ever produced by the company by 2010.

We were also one of the first companies to sign up to BASDA's Green Charter which commits software developers to tackling climate change both within their own businesses and through organisations' use of their software.

## **Our Carbon Neutral Initiative also incorporates the following carbon reducing measures:**

### **The Green Travel Scheme**

Staff are encouraged to car share and travel by public transport where possible.

### **Recycling Drive**

As recycling saves on CO<sub>2</sub> emissions, an improved recycling programme is being implemented covering a range of materials.

### **Video Conferencing Initiative**

Where possible, we are promoting video conferences rather than face-to-face meetings to reduce CO<sub>2</sub> emissions during travel.

### **Good Housekeeping Measures**

Staff are encouraged to turn-off lights and equipment when not in use.

### **Green Ideas**

Staff are encouraged to suggest ways in which we can become even greener as a company.

*"Now, accessing invoices is quick and easy, and by eliminating the twelve mile roundtrip to and from the Cheltenham archive, staff time is better utilised and we're cutting CO<sub>2</sub> emissions too!"*

**Mal Westfield, Financial Accounting Manager, Endsleigh Insurance Services**



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