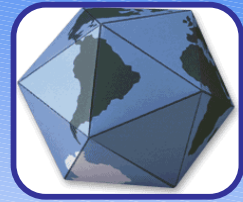


# FlickThru

## Complete Paperless Client or Project File Archive Manager



### Techne-Comm's FlickThru Overview

FlickThru Software is the complete computerised Client or Project File archive management solution.

FlickThru is very fast. With one click, all the documents in a Client's File are opened and you are able to browse or flick through all of them in order to get a complete picture on any topic or category. In the same time it takes to open one Word, Adobe or Excel etc file, FlickThru opens for viewing over 400 documents. This offers major time savings and immediate access to information.

Typically, documents relating to a Client File are rarely held in one place. But FlickThru Client Files are able to contain any or all of the following:-

- Scanned in-bound documents and correspondence
- E-mails including attachments
- Word out-bound letters and enclosures
- Reports from your Practice Management software
- Excel spreadsheets, calculations etc
- Many other formats

Colour coding of computer documents in the FlickThru Client File helps browsing or flicking through. Threads can be applied to link documents together e.g. delivery schedules, items in dispute etc. By clicking on a 'thread' all linked documents can be viewed immediately.

Comprehensive search and retrieve facilities are available within each Client File by Date, Document Type, Category etc as well as 'free text' searching so that all documents can be found and viewed. Annotated notes can even be added to documents for instructions or reminders of action to be taken.

Capturing documents and indexing them is based on a 'post room' scenario, with computer formatted documents being passed electronically, like an electronic work flow. Flexibility is the key in this area, and various options are available to replicate individual practice procedures.

FlickThru is a Windows MS.NET technology, client/server application using a SQL database. It is an Enterprise wide version with unlimited number of users, all at an affordable price (no price per seat charging). It is secure with image encryption and audit trails that satisfy corporate compliance requirements.

### FlickThru Benefits

- Replicates your current manual Client File system. You can use the same colour coding of document types, categories as well as document 'threading' within each Client File.
- It's very fast. All the documents in a Client File simultaneously open in a couple of seconds. Documents can be quickly browsed or 'flicked through', along with powerful search and view facilities to narrow down and refine searches.
- Less photocopying, no manual filing, and storage is eliminated. Photocopying is considerably reduced. No manual filing is needed and with no storage or archiving requirements, major space saving is achieved and archiving costs are reduced (eventually to a nominal amount).
- Easy to use. It is Windows based and no changes are required to the flow of generating or receiving documents. A post room provides scanning of in-bound documents and electronic delivery to Directors, Managers, Project Groups etc. There is automatic capture of printed outbound documents without the need to scan. Also e-mails are automatically captured without the need for printing, photocopying or scanning.
- A permanent central record of all documents and reports for each Client is kept in one place so that they are never lost or mislaid. Using a SQL database satisfies corporate compliance and makes it easy to backup and restore.
- Security levels by role, group or user can be applied so that sensitive files and documents are kept away from prying eyes e.g. Human Resources, Confidential Notes etc.
- Up to date filing and rapid ease of access to Client information will improve efficiency and customer service. Client Files with all the documents opened are available at a click of a button across your network.