

You can Profit™ from Information Management

"Professionals spend 5 to 15% of their time reading information, but up to 50% looking for it"

Coopers and Lybrand study 1998

Successful Information Management consultancy is essential for managing the impact of e-mail, the Internet and e-business.

Staff lose time:

- looking for lost items
- filing duplicates
- sorting out which is the "correct" version
- working on the wrong version

Audata Ltd takes a practical view to addressing these issues and has created a customisable Information Management package which does not require additional software and takes advantage of our IT skills and yours to introduce information management changes that will give long lasting benefits to your organisation.

Profit - a Professional Review Of Filing and IT

- Our specialist team handles IM problems whether dealing with stacks of paper or with disorganised computer files
- We work top-down and bottom-up to ensure a system that really works
- We work with your staff, advising and training to ensure the users 'buy-in' and voluntary change

Audata's **Profit** programme successfully guides users through reviewing and reducing their paper and electronic filing – typically achieving a reduction of 50 to 70%!

Profit helps you implement a more streamlined and efficient system producing immediate and ongoing savings - thus your expenditure is soon recovered. This programme provides an extremely cost effective solution to the mounting IM problems of today:

- The investment is moderate, no expensive software to be rolled out
- Time is expensive, spend less of it searching for documents
- Storage costs are expensive
- The return on investment is immediate and continuous

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The value of Information Management

Audata's Information Management (IM) Consultancy has a holistic view of Information Management, incorporating Records Management, Archive Administration, Document Management Systems and all IM aspects of Paper and Electronic Records.

"Half of UK companies believe that their information is more valuable than their brand names and trademarks"

Reuters 1995

We are all aware of the value of information. We all know that it is important to manage information within our organisations. We are also aware of the burden being placed on staff in dealing with the increasing volume of data, much of which is still in paper format, even as the volume of electronic data grows.

Audata's consultants identify current information assets and business processes and can then advise on the paths by which improvements and enhancements can be made.

We have a unique pedigree:

- a strong background in traditional Records Management
- extensive IT and business process knowledge
- programmers and specialists in database linking and sharing
- amongst the leaders in the field of digital preservation research
- experts in encouraging change management and user confidence

With these areas of expertise, Audata is uniquely placed to help your organisation meet today's challenges.

We review information management for clients and advise on Records Management strategies, formal Policies and Procedures and Retention Schedules.

We review archives for clients, index records, remove unnecessary documentation, and implement computerised access systems. Audata staff also operate enquiry systems for clients.

We have the strategic view, the practical experience, and the right tools to help your organisation meet today's challenges.

