

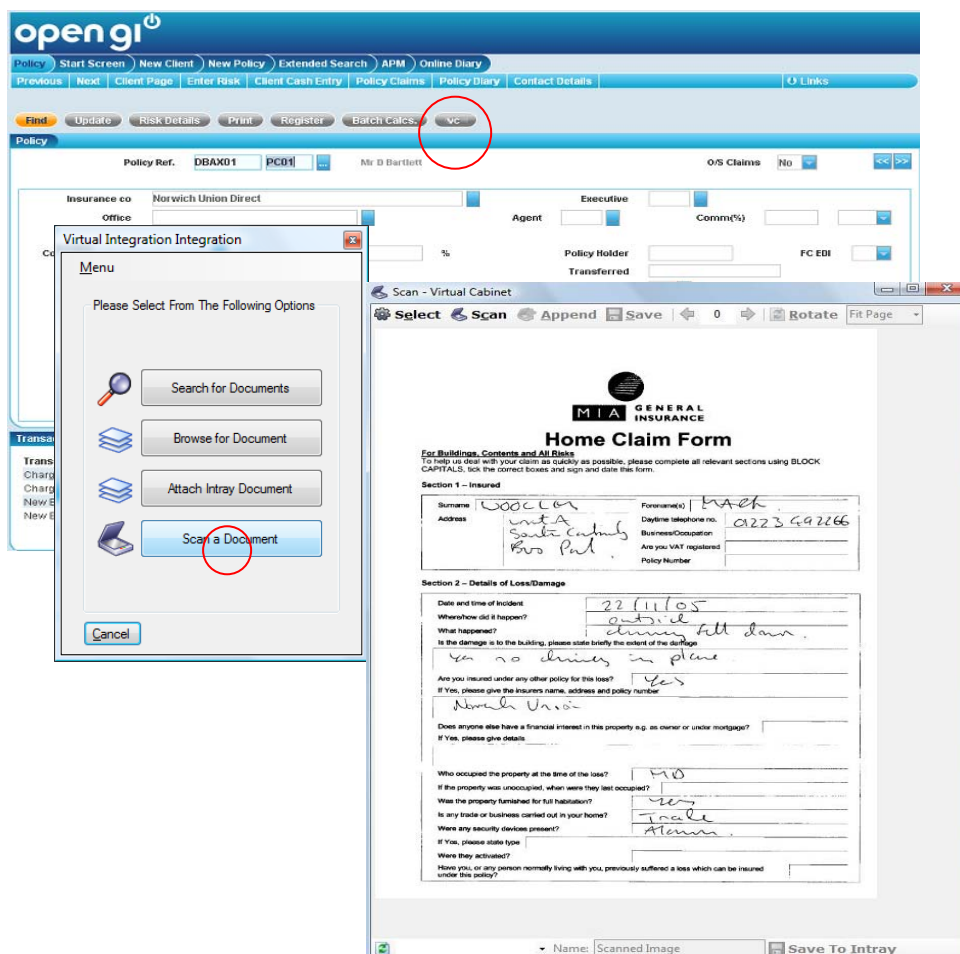
Virtual Cabinet is an affordable, easy to use, highly effective document management system. Virtual Cabinet enables companies to control all documents, share information, increase productivity and archive securely ... and with an instant return on investment.

Lindenhouse's exclusive Virtual Cabinet product seamlessly integrates to the Open GI platform. Users are then able to view documentation stored in Virtual Cabinet from the Open I interface (Virtual Cabinet can also be configured to run with non Open I interfaces).

### Virtual Brooms Cabinet

#### Storing documents:

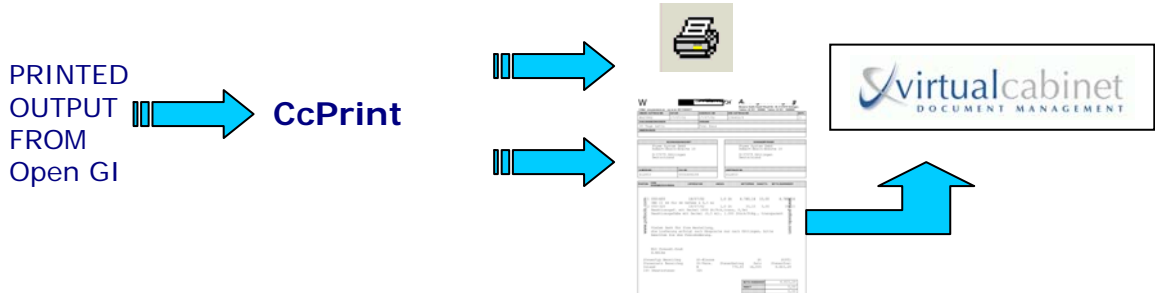
Documents are scanned through a high-speed, low cost production scanner and are then distributed around the organisation or simply filed directly into the Virtual Cabinet system via the Virtual Cabinet Button in Open I. Documents can be automatically indexed using references from your Brooms system.



The screenshot displays the Open GI software interface. At the top, there is a navigation bar with options like 'Policy', 'Start Screen', 'New Client', etc. Below this, a 'Virtual Integration Integration' menu is open, showing options: 'Search for Documents', 'Browse for Document', 'Attach In tray Document', and 'Scan a Document'. The 'Scan a Document' option is highlighted with a red circle. In the background, a 'Scan - Virtual Cabinet' window is open, showing a scanned document titled 'Home Claim Form' from MIA GENERAL INSURANCE. The form contains handwritten details such as '22/11/05', 'outside', 'during fall down', and 'no debris in place'. The 'Scan a Document' button in the menu is also circled in red.

### CcPrint

CcPrint intercepts printed documents bound for a printer from your Open GI system and creates images of them, which are then automatically stored in Virtual Cabinet.



### Retrieving documents:

Once documents are stored into Virtual Cabinet, they can be quickly retrieved directly from Brooms and by using the powerful Virtual Cabinet search capabilities. Immediate document retrieval is as simple as a mouse click.

The screenshot displays the Open GI software interface. At the top, there are navigation tabs: Policy, Start Screen, New Client, New Policy, Extended Search, APM, and Online Diary. Below these are buttons for Find, Update, Risk Details, Print, Register, Batch Calcs, and VC. The main area shows a policy form for 'Norwich Union Direct' with fields for Policy Ref. (DBAX01), PCD1, and Mr D Bartlett. A 'Virtual Integration Integration' dialog box is open, showing a menu with options: Search for Documents (circled in red), Browse for Document, Attach Intry Document, and another option. Below the dialog, a 'Search - Virtual Cabinet' window shows search results for 'Work In Progress' with 4 documents found. The results are displayed as thumbnails with titles: 310 - Policy Schedule, 367 - New Business/Quote, 377 - Insurer Correspondence, and 373 - Client Correspondence.



## Benefits

- ***Immediate retrieval of documents:***  
Information is easily shared, personnel save six weeks per year and increase their productivity.
- ***Compliant/Legislation friendly:***  
With full audit facilities documents are now fully compliant and can adhere to many legislation governing bodies.
- ***Space saving/Storage costs:***  
Moving business premises can be avoided. Space freed up by scanning could house a productive member of staff therefore increasing profitability.
- ***Provides disaster recovery contingency:***  
Electronic documents can easily be backed up and therefore restored in the event of a natural disaster.
- ***Competitive-edge.***  
By offering a superior level of client service.