



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.

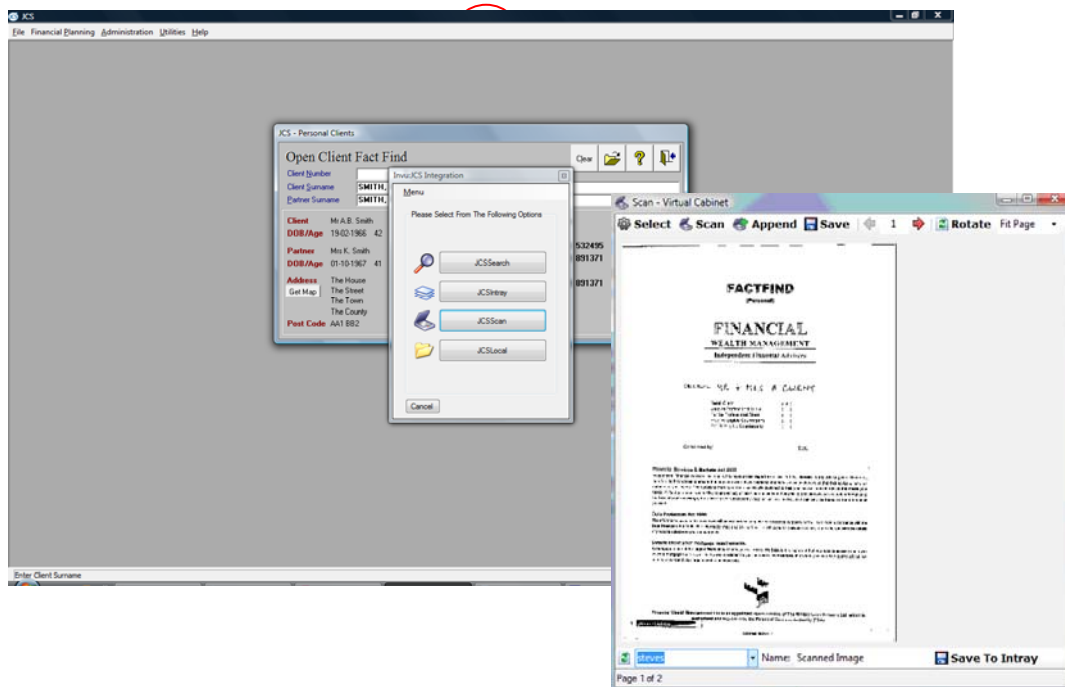
Lindenhouse have exclusively integrated Virtual Cabinet and JCS to provide a seamless solution. Users are able to view documentation stored in Virtual Cabinet from the JCS system. The integration with JCS integrates at a number of different levels within the JCS product :-

- Client / Business Client
- Policy
- Contribution History
- Commission
- Disbursement

Depending on where you are within the JCS software will depend on what information you use for indexing and searching. For instance when viewing a contribution within JCS you can file and retrieve documents related to that single contribution within a plan.

Storing documents:

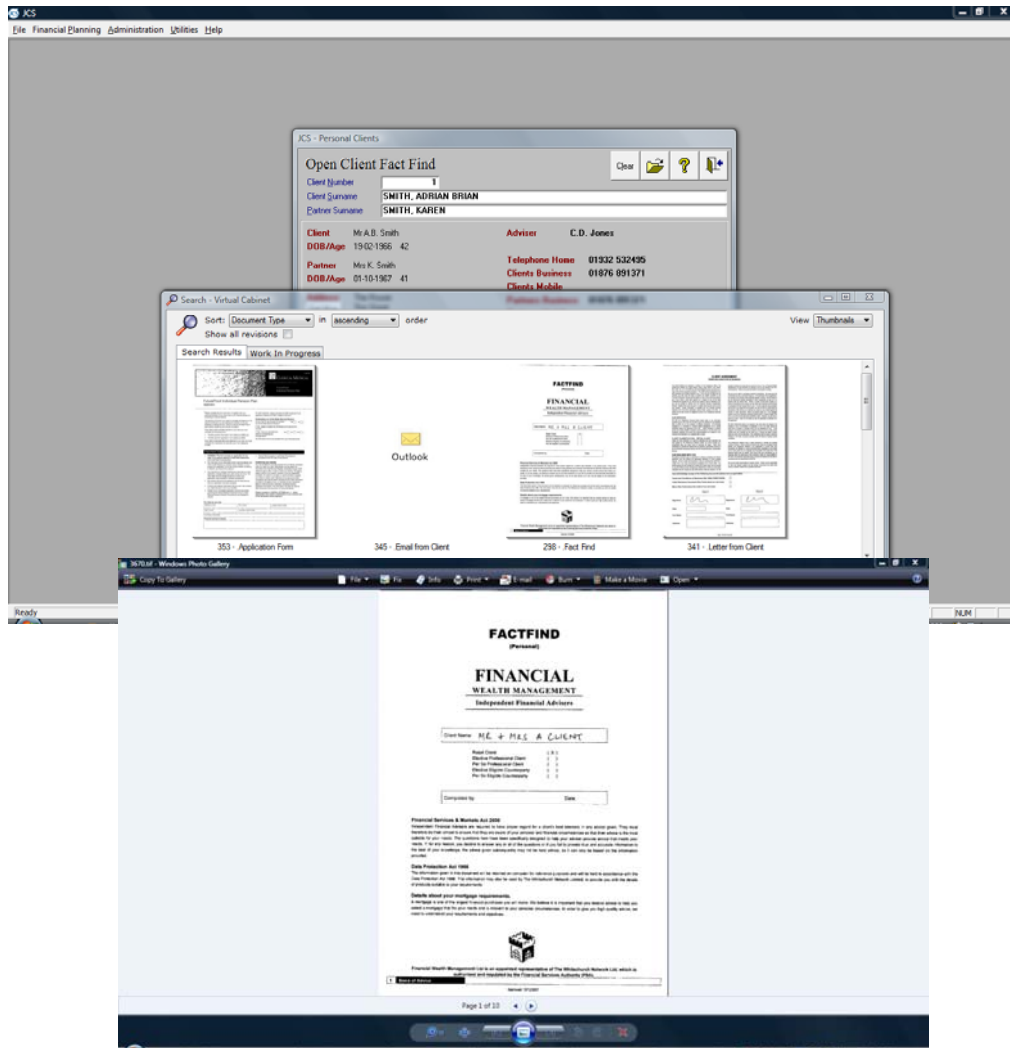
Documents are scanned through a high-speed, low cost production scanner and are then distributed around the organisation or simply filed directly into the Virtual Cabinet system. Documents can be automatically indexed using references from your JCS system. Documents such as Questionnaires, Fact Find and Portfolio Reports created in JCS can automatically be placed into an Virtual Cabinet Intray ready for filing.





Retrieving documents:

Once documents are stored into Virtual Cabinet, they can be quickly retrieved directly from JCS with a simple mouse click/button press.





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.