

InterPro Document Management

Inter-Optimis LLC., an InterPro Company

CONSULTING SERVICES

Using the most appropriate hardware and software products available, **Inter Optimis** will design and implement a system that complements your existing technology and provides you with the most efficient solution for your business.

Our goals are your goals! Our consulting services are designed to make sure your unique needs are properly addressed. **Inter Optimis** provides strategic consulting services to complement our outsourcing services and software sales. Our consulting services ensure faster implementations and conversions with minimal disruption to your daily business. Our consulting services are designed to make sure your unique needs are properly addressed.

We will conduct an in-depth business needs analysis to determine a solution that will maximize the return on your investment. You will benefit from our expertise and experience, which ensures tight project controls and best practices.

Our consulting team will work with your staff to:

- Conduct information and document management needs assessment
- Analyze and define business processes and workflow requirements
- Advise on relevant technologies – imaging, electronic document management, records management, OCR, full-text retrieval, etc.
- Define and refine document management and publication strategies
- Implement document management and publication projects, at workgroup, department and enterprise levels
- Supply appropriate levels of training and support
- Ensure minimal disruption of daily business through well-planned, detailed processes
- Recommend appropriate hardware and software products with regards to pricing and quality

Note: For details, please refer to our "Requirements Analysis" document.