

## Simplify your business and cut costs in half

Imagefast **on-demand** is a fully hosted service that automates everyday cumbersome business processes such as Expenses, Procurement and Human Resources. Removing costs and simplifying processes.

Easy to use and simple to set up, Imagefast **on-demand** removes the necessity for IT personnel, hardware, maintenance costs or upgrades. With Imagefast **on-demand** there is no capital spend and no IT costs. Just a simple fixed monthly fee and no hassle.

Imagefast **on-demand** is built on SoftCo's proven R8 platform, which is installed in some of the world's largest organisations delivering proven, scalable, compliant access to billions of paper and electronic documents for thousands of users.

Imagefast on-demand incorporates a number of ready to go Software-as-a-Service (SaaS) applications, as well as the option to build your own tailored solution to meet your specific needs.

### How it Works

#### Data Centres

All data is hosted in world-class data centres, providing Security, Redundancy and Connectivity



All documents are captured on-site by the customer or by Imagefast



**Customer A**  
HR manager reviewing C.V.



**Customer B**  
Finance manager approving purchases



**Customer C**  
Employee completing expense reports



Users have secure web access to documents and the Imagefast **on-demand** business solutions

#### Business Solutions

- |                         |                  |                   |                 |
|-------------------------|------------------|-------------------|-----------------|
| Accounts Payable        | Online Safe      | Proof of Delivery | Expense Manager |
| Electronic Requisitions | Document Manager | Human Resources   | Build Your Own  |

“ The annual cost to own and manage software applications can be up to four times the cost of the initial purchase. As a result, companies end up spending more than 75% of their total IT budget just on maintaining and running existing systems and software infrastructure. ”

Gartner Research

For further information about Imagefast on-demand:

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The creation, processing and approval of expense reports takes up a disproportionate amount of time and energy in most organisations. Paper-based and labour-intensive, the task is also prone to error.

By automating and streamlining the entire process with Imagefast Expense Manager, organisations can increase control and visibility of claims and automatically enforce companywide expense policies and procedures.

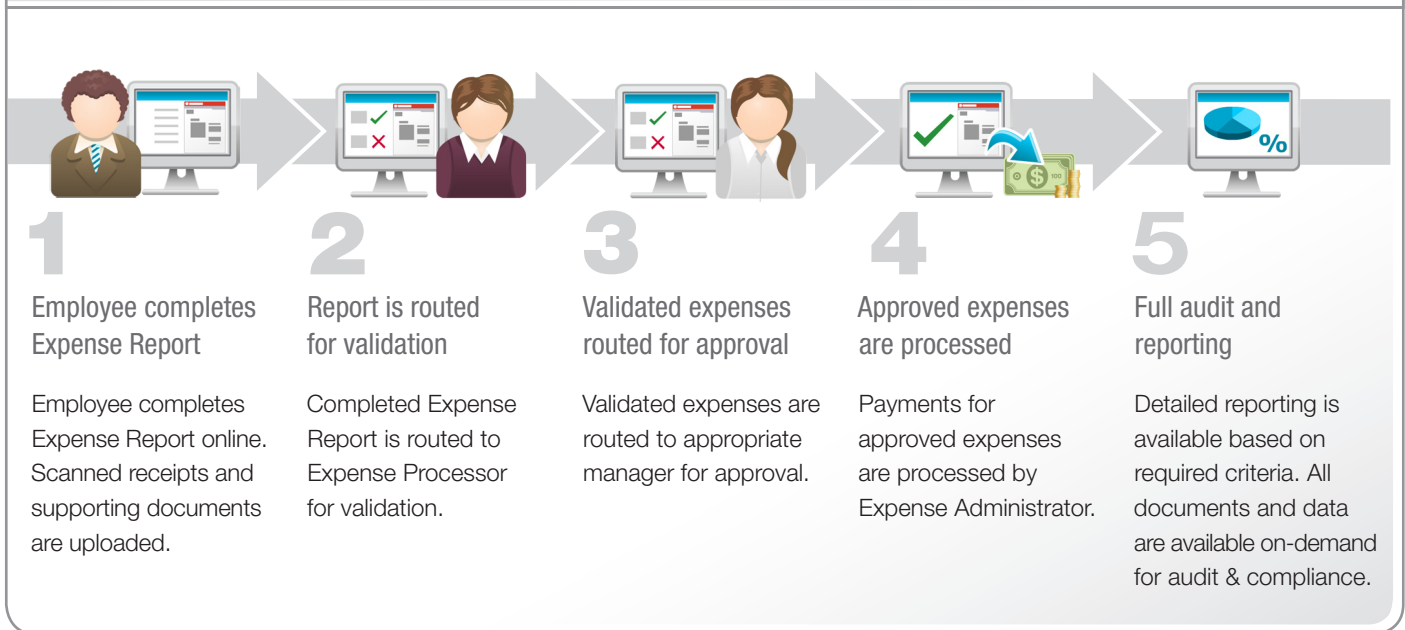
Employees can complete their expense reports online from anywhere, and submit them for approval in a workflow that can dramatically reduce reimbursement times. Expense paperwork

is attached and claims are approved or rejected in an automated process that brings new levels of transparency to a business procedure that is difficult to control.

**Key Benefits**

- Enforce company policies & procedures
- Deliver control and transparency
- Reduce administration & processing costs

**Expense Manager Process**



**Key Features**

- eliminating paper-based expense reports improves productivity
- a complete audit trail is maintained
- expenses are submitted online with receipts captured and attached electronically
- approvals workflow is aligned to the organisation's expense policy
- reports-based expense criteria ensure greater transparency

- full visibility throughout the approval process
- employees can log their claims as they occur

“ *Imagefast on-demand has a vast amount of best practice knowledge, not only on how to streamline business processes, but also about internal controls and procedures* ”

St. Clare's Hospital

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