



## Professional Services

Capita IB Solutions has an excellent track record of delivering expert support and consulting to Public, Private and Not for Profit Organisations. Ranging from top-down business analysis and enterprise modelling to database design, application implementation and tuning, a comprehensive package of methodologies, support, training and consultancy services has been developed to ensure the success of all projects within a defined framework of quality, cost and time.

| Business Strategy   | Technical Support  | Healthchecks   | Implementation & Design  |
|---|--|--|--|
| Our consultants can work with you to ensure your business strategy is supported by coherent and business-aligned systems. | We offer a full range of technical consultancy and support services to ensure the effective delivery of your Integra solution. | Our regular healthchecks review the solution architecture and recommend changes or enhancements. | We assist clients during all phases of the development life cycle, with teams encouraged to acquire the knowledge to maintain and support the systems. |

“Increasingly, organisations are turning to an Enterprise Content Management strategy for managing information and ensuring process and cost improvements. Fundamental to that strategy is powerful technology that automates document and data capture from the point of entry.”

The bar codes are affixed to the documents, which can then be scanned in batches with the bar code being read automatically to link the document with the transaction.

Various file maintenance programs are available to control the batch scanning process and to configure the document scanner.

### The Attachment Manager Drill Across

The standard Drill Across Definition tool is used to control the interaction between the Attachment Manager and the various Integra programs used to update, authorise and enquire on transactions.

The Source and Target fields group are used to specify the key details to be passed. Typically, the key will consist of the application mnemonic (RSS, PRL etc.), the company number, the transaction reference and the transaction type.

### Other Attachments

You can use the Integra enquiry programs to call up a transaction at will and link it with multiple attachments such as drawings, technical specifications, spreadsheets, memoranda etc.

Subsequently, these attachments can be called up instantly for review whenever the transaction is retrieved for authorisation or enquiry purposes.

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