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Are you ready for a new way to enhance your

less paper office

NIKEC BINDER

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Nikec Binder helps you **manage** and **organise your documents**, by collating files into a single electronic Binder that mimics a traditional ring binder for your ease of use.

Ease the transition from paper based to electronic files by creating Binders, so employees can **easily work** on a set of documents in the office or on the move. View documents, make annotations and **collaborate** with clients without the need to print anything.

How is it being used?

Bundles/Closing Books
Send all relevant documents in one easy to browse file

Audits
Easily and quickly review a collection of documents without the need to print

Board Packs
Synchronisation means everyone receives the same up to date information

Pitch Documents
Differentiate your bid with a professional electronic Binder

Internal Guides
Provide staff with one centralised file containing a number of documents from varying locations

Sales & Marketing Brochures
Mobile marketing brochures that are more appealing than just a PDF

Archiving
Replace paper archive with an electronic version

Day to Day Matter Viewing
Integrate with your DMS to view a whole electronic matter in a familiar binder like tool

Benefits

Efficiency
Quickly create, manage and organise documents in a Binder to make working with electronic files more efficient

Easy to Use
The intuitive interface reflects a traditional ring binder making working with the electronic file familiar

Collaboration
Give access to all relevant documents in one place

Mobility
Avoid carrying around mass amounts of paper by using the Binder on your laptop or tablet

Security
Reduce risk of mislaid paper documents with a fully encrypted Binder

Integration
Seamlessly add and update documents from Outlook and your Document Management System

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