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Are you ready
for a new way
to enhance
your



less
paper office



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 Document Management System to view a whole electronic matter in a familiar binder like tool



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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.

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