

For Immediate Release

Metafile

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The Institute of Chartered Accountants Indexes More Than 186,000 Documents and Saves Weeks of Work with MetaViewer From Metafile

Today, hundreds of thousands of documents are easily accessible with little more than a single keyword of text and the push of a button—and the system has plenty of room to grow.

Rochester, MN September 15, 2009 -- <http://www.metaviewer.com> – Metafile, a Minnesota-based [paperless document management](#) firm dedicated to providing paperless financial innovations, has helped The Institute of Chartered Accountants of Ontario efficiently manage more than 186,000 documents with its MetaViewer product. The ICAO, the regulatory body of Ontario's 33,000 accountants, can now quickly retrieve documents and efficiently manage workflow.

“Our team felt MetaViewer’s ‘wow’ factor immediately,” says Michael Torzsok, manager of data systems for the ICAO. “Prior to installing MetaViewer, our team had to search for documents in multiple internal databases. From day one with MetaViewer our team was able to locate any document with as little as one keyword of text.”

In addition to its enhanced workflow and upgraded disaster recovery capabilities, the new system is scalable to allow for new documents to be added in the future. In fact, since implementation, more than 10,700 new files containing multiple documents have been added to the existing MetaViewer system. Metafile and the ICAO developed a file naming strategy and used an outside service to scan the files. ICAO staff members were then able to easily import the images directly into MetaViewer, saving hundreds of hours of manual indexing.

The capabilities provided by MetaViewer were a welcome change. By 2005, the document imaging technology previously used by the ICAO had become antiquated. For three years, the system had been running without any software upgrades or enhancements—and the software vendor admitted there were no plans for improvements. The ICAO knew it was time for a replacement.

“We feel confident that Metafile products are still the most cost-effective and efficient solution for our business,” he adds. “Almost as importantly, with Metafile’s team, we have a vendor firmly committed to perfecting document management and imaging solutions designed to make us more efficient today and creating workflow solutions that will make us more efficient in the future.”

The next step for the ICAO will be to test the ability of the system to effortlessly archive email content, including messages and attachments. “Since most of our billing systems are web-based, we often receive submissions of data changes or questions electronically. We must archive these submissions for future reference so having the ability to store these in MetaViewer certainly frees up valuable real estate in our email system where users traditionally have stored these submissions,” Torzsok says.

About Metafile

Metafile Information Systems, Inc. provides [paperless workflow automation](#) solutions via its customizable content management solution MetaViewer. A privately held software development and integration firm, Metafile has helped the financial departments of companies such as Winn Dixie, Gate Petroleum,

Wellborn Cabinet, and Allied Beverage streamline accounts payable and accounts receivable processes for nearly 30 years. More information on Metafile and MetaViewer may be found online at www.metaviewer.com.

About The Institute of Chartered Accountants of Ontario

The ICAO is the qualifying and regulatory body of Ontario's 33,000 chartered accountants and 5,000 students. Since 1879, it has protected the public interest through the chartered accounting profession's high standards of qualification and the enforcement of its rules of professional conduct. The ICAO works in partnership with the other provincial Institutes of Chartered Accountants and the Canadian Institute of Chartered Accountants to provide national standards and programs that are used as examples around the world. More information about the ICAO can be found online at www.icao.on.ca.