Document Manager
Business Edition

**DOCUMENT
LOGISTIX**
MAKING WORK FLOW

Introducing Document Manager™ Business Edition

Streamlining business processes, centralised capture, indexing, storage and sharing of documents and data.

Document Manager™ Business Edition is based on the successful Document Manager Enterprise solution from Document Logistix Ltd. The Business Edition package is designed to be a pre-configured, easy-to-install, scaled down version of the full enterprise product. This edition is suitable for up to 15 named users.

Document Manager Business Edition is shipped with six preconfigured drawers:

> Accounts Payable   > HR

> Records   > Patient Records

> Customer Correspondence > Projects

However, these can be customised to meet your business requirements and processes.

The Business Edition can be upgraded to the full Enterprise Edition ideal for over 15 users, and clients requiring workflow, web modules and email archiving.

Efficiency and productivity gains throughout your business

Time and energy previously wasted searching for paper invoices, dockets, receipts and other documents, is eliminated with dramatic improvements in productivity. Customer queries can be immediately dealt with, improving customer service and saving staff time.

Photocopying, fax and mail costs are significantly reduced with the switch to electronic documentation. Cashflow accelerates, through increased speed of processes, and office space required for paper storage is eliminated, reducing overheads.

With your valuable information assets securely stored, you combine maximum visibility of information for users with minimum vulnerability to 'leakage' of confidential knowledge and data.

Rapid ROI isn't just on paper

Nucleus Research, independent researchers measuring the ROI (Return on Investment) of IT investments, recently reported that 83% of companies report positive ROI in document management software.

This return is higher than with virtually any other IT investment, and is one reason Gartner Research put document management in their magic quadrant of tools delivering high ROI and low cost of ownership.

Benefits include:

> Cost Reduction   > Document Security

> Compliance   > Increased Productivity

> Disaster Recovery   > Accessibility

> Space Efficiency   > Collaboration & Sharing

Refreshing performance across diverse business sectors

Any business that relies on paper-based processes can benefit from Document Manager Business Edition from Document Logistix.

With Document Manager Business Edition, the wind of change is blowing through business worldwide.

The Document Manager solution is adaptable to almost any business application: HR, Health, Logistics, Finance, Education, Law Enforcement, Legal, Property; basically any business managing documents.

Huge user benefits

Document Manager Business Edition provides users working in other business applications with instant access to related documents using our simple to use 'hotkey' feature and our unique 'screen scrape' technology. This saves users time by removing the need to enter search criteria and switch between applications.

With Document Manager, it is easy to administer control of document and folder access. The system also provides full audit records for every access instance.

The Check Out/Check In and Version Control features allow users to take documents out of the system, make amendments and re-file them in a controlled and secure manner, ensuring that only one person at a time is working on a document while enabling colleagues to view the current version.

Scan paper documents using TWAIN-compliant scanners or networked multi-function devices.

Search for documents by key index fields, for example, 'company name' or by their content, such as 'contains widgets', or a combination of both.

Put notes, highlights and other annotations onto image documents using a wide range of annotation tools. You can even hide parts of documents from certain users using our redaction feature.

Add any kind of document to the system including Microsoft® Office documents or any other application that creates files. "If it has a file type, we can manage it."
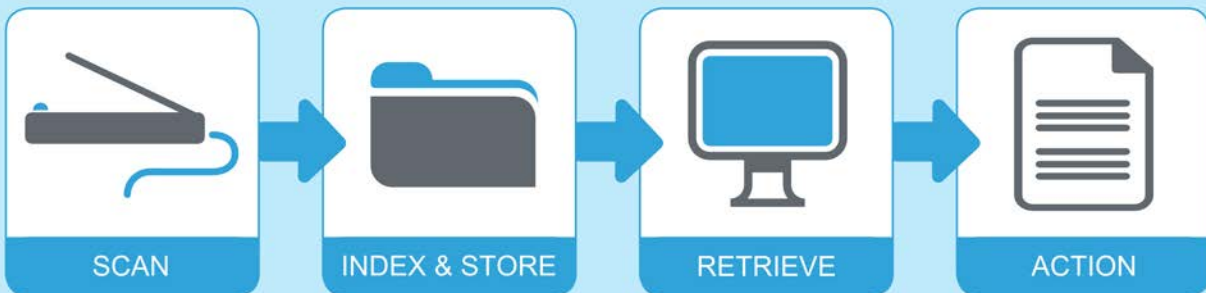
Document Manager also facilitates simple and rapid indexing of scanned documents using OCR-on-the-fly.

Self Assured needed automated document management. They chose the flexible and scalable Document Manager solution from Document Logistix.

❝ With Document Manager we have a DM solution that totally delivers what we needed. ❞

Katherine Bushell, IT Manager
Self Assured

How Document Manager works:

SCAN → INDEX & STORE → RETRIEVE → ACTION

Business Edition Features

> **File Encryption** – improve security

> **Screen Scraping** – integration with business systems

> **Full Audit Trail** – improve compliance

> **Check Out/Check In** – improve compliance

> **Version Control** – improve compliance

> **Advanced Annotations** – for content commentary

> **Ad-Hoc Scanning from Desktop** – convenience

> **Filing Assistant** – save from any application

> **Office Add-In** – save directly from Microsoft Office applications

> **Full Text Search** – search for document content

> **OCR-on-the-Fly** – quick and easy indexing of scanned documents

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