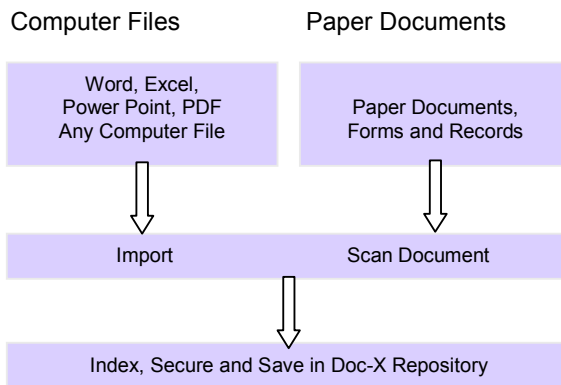




• **Enhanced Safety** • **Save Time** • **Save Paper** • **Save Space**
• **Swift Access to Information**

Doc-X is a highly efficient Digital Filing System that transforms a Paper Chase Office to an Efficient Office. Doc-X delivers high-volume information capture with secure & quick access to information.

Doc-X eliminates or drastically reduces time spent in searching for documents, reduces chances of misfiling, cuts down paper reproduction and distribution costs. Doc-X is a flexible document management solution that scales up to meet multi-departmental needs and at the same time allows users to maintain preferred filing procedures.



Why Doc-X ?

- To ensure that administration runs smoothly and efficiently.
- To manage paper documents and digital files, both with a single interface.
- To spend time on productive tasks you want and need to do rather than managing and locating documents.
- To reduce disruptions due to employees changing jobs
- To reduce wastage of time and loss of opportunity due to delays in locating and searching documents when needed
- To quickly scan through the file index and reach the document you want
- To search for documents based on notes / comments
- To free you from dependence on others to locate files.
- To assure fast reaction to audit queries or legal actions
- To transform your files into a valuable, instantly-retrievable resource.

Benefits

- Swift Access to Information – Irrespective of how old documents are and who filed them.
- Safe Documents – no need to access originals for day-to-day working.
- Save Time – reduced turnaround time.
- Save Paper – eliminates or reduces photocopies.
- Save Space – reduced storage costs.
- Staff Turnover – now, you have a database of how information is filed. This will virtually eliminate lost information due to staff turnover.
- Nights & Weekends – in today's competitive environment, employees who work for long hours including weekends can easily find documents without requiring support staff.
- Response Time – a well organized office puts you in a better position to serve your customers more effectively and efficiently.
- Comprehensive security protects digital archives from unauthorized access.
- Minimal training required by emulating manual filing structures with customizable record rooms, cabinets, cabinets and folders

Return on Investment

- Managing growing numbers of paper documents and digital files is a problem. Implementing Doc-X will turn them into a valuable resource for you and will give you a Quick Return on Your Investment (often in just weeks) – even when you consider the time taken to convert to a Doc-X repository.
- Doc-X is an investment that yields returns year after year !



Feature List

Setup

- Setup filing structures with customizable Record Rooms, Cabinets, Drawers, Folders and Documents to organization your document library
- Document Pointers guide users to file documents in correct folders
- Create "Tag or Rubber Stamp" in user selectable colour for marking documents
- Create standard Subject List in user selectable colours to improve indexing accuracy and speed of filing of documents
- Create Bookmark List to allow easy marking and classification of individual document pages

Security

- Create functional groups of users
- Group level access rights on record rooms, cabinets, drawers and folders
- Group level functional access rights to perform selective Doc-X actions like Add, Change, Delete, eFiling, Search.
- Granular access control at document level to restrict group access to selective documents.
- Individual user profiles for quick access disable when employees leave the organization

Capture

- Combine paper documents with digital documents – gives you 360 degree access
- Scan paper documents using any TWAIN compliant scanner
- Supports ADF scanners for handling large volumes.
- Pick-from-disk option to archive digital documents.
- Scan and Add additional pages to update existing documents.
- Automatically indexing of folders
- Add notes and comments to documents.
- Add bookmarks to individual pages of scanned documents
- Supports Annotations : annotate text, use highlighter and draw rectangles on scanned pages.
- Record information about physical location of documents with scanned copy
- Link folder / document to a contact

Contact Management

- Create a central address book of contacts - no more lost contacts
- Search contacts on First Name, Last Name, Referred By, Company Name, Telephone Number, Mobile Number and Notes.
- Cross linking of contacts with documents for quick retrieval of a contact's folders / documents. For example, to retrieve bank guarantees issued by one bank but filed under different project folders

Image Enhancement during scanning and storage

- Rotate Left, Right and 180°
- Crop, Auto Crop
- Remove Border, Punch Hole marks, Isolated Dots
- De-skew Left, Right and Auto
- Lighten / Darken Image
- Clear Selection and Clear out-side selection

Email Notifications (Optional)

- Set email notification reminders on individual documents and / or folders to send emails to user(s)

Search & Retrieval

- Precise search and retrieval using indexed text and attribute information.
- Once a document is retrieved, you can view other documents of the respective folder.
- Option to view matching documents in a Tree or Grid form
- View office summary and drill down to the folder index
- Print selective document pages.
- E-mail selective document pages as a ZIP file.
- Supports standard image operations – Zoom-in, Zoom-out, Contrast, Rotate, Invert, Flip, Mirror and Negative