sohodox™

Document Management for the **Small Office**

Sohodox is an economically priced solution featuring all the tools that your small business needs to manage electronic and paper documents. Sohodox is simple to use allowing users to get productive from day one.

Top Features:

Scan

With scanning built into Sohodox, you can scan single or multi-page documents and save them as TIFF or PDF. Sohodox supports all TWAIN compatible scanners including ones with ADF (Automatic Document Feeder) attachment. It also supports duplex scanning.

OCR

Text from image files can be extracted using built-in OCR (Optical Character Recognition). The extracted text can be used for searching.

Any File Type

Any type of file on your machine can be added by dragging & dropping it onto Sohodox (e.g. MS Word, MS Excel, PDF, JPEG and AutoCAD files). Email messages or just attachments can be dragged & dropped from MS Outlook. Even text can be selected and dragged & dropped from a document or a web page.

Folders

Just create Folders and Sub Folders and drag & drop your documents to it. Quickly import and re-create your existing folder structure from your hard drive. Place your confidential or personal docs in a Private folder which only you can access.

Annotation

Highlight or mark certain part of a document and add a Note beside it. Add Stamps as well as your Signature to a document.

Multi-User

Sohodox features full multi-user support. This means multiple users can simultaneously work with the same database.

I am an attorney and I have a need to store many .pdf files of cases from websites that I use in research, and to be able to organize the files in categories that are readily retrievable when I need to refer to the cases. I also had a need to archive old client files, emails, etc.

Sohodox is a reliable and easy to use and organize solution for my needs, as it easily imports emails, .pdf files and Microsoft Office files like the files that I use every day, and provides for easy organizing using the folder.

It is a very crisply operating program--very responsive and quick acting--and the layout is logical and easy to use. It is a great help in archiving a mass of documents. The support response is always timely and complete. I enjoy using the program.

Jay T. Grodsky
Kansas City
USA

sohodox™
Document Management for the Small Office

Organize Better

Central repository

Don't worry about having copies of documents on multiple computers. Just add your files to Sohodox and it keeps them in a central location. A central repository is easy to backup and you know that you will not miss any document.

Quick Search

Quick Search is always available on the top right. Just type and go to get your document.

Multi-User

Multiple users can log on and access their documents from the same repository. All users have their own Private Folders which cannot be accessed by others.

Manage all types of documents

Any type of file on your machine can be added by dragging & dropping it onto Sohodox (e.g. MS Word, MS Excel, PDF, JPEG and Autocad files). Email messages or just attachments can be dragged & dropped from MS Outlook. Even text can be selected and dragged & dropped from a document or a web page.

Annotation

Highlight or mark certain part of a document and add a Note beside it. Add Stamps as well as your Signature to a document.

Document Type

Use the powerful *Document Types* feature to save specific indexing information with each document (for e.g. store Invoice Number, Invoice Date, Invoice Amount with each stored Invoice and store Sender Name, Date with each stored Letter).

Folders and Tags

You can arrange your documents in folders or quickly classify documents by attaching multiple text tags to them. You can also use a combination of both these methods.

Link between documents

You can create multiple links between related documents. So you can easily jump from one document to another. For example you can link an invoice to a check or a letter to its reply.

Full Text Search

Text can be extracted from image documents via OCR. Text can also be extracted from MS Word documents, PowerPoint files, Excel files, Web Pages and Email messages. Extracted text is stored in a database, so that you can quickly find documents containing any text you specify.

Thumbnails

Preview large thumbnails of documents.

More Efficiency

Advanced Search

Sohodox offers a quick search box as well as a way of creating multi condition queries (for e.g. All invoices under $500 from January 2008). You can even save queries for later re-use.

Backed by a database

Sohodox stores its data in a MS Access database. This means your information is never locked up in a proprietary system.

Batch Addition

Batch addition features let you quickly find/select multiple documents and add them to Sohodox. You can also use the batch scanning features to scan and add multiple documents using a scanner with an ADF (Automatic Document Feeder) attachment. Import indexing data from CSV files.

sohodox™
Document Management for the **Small Office**

Secure

User Authentication

Each user must login with their own user name and password. They only see documents they own and the documents that have been shared to them.

Public/Private Folders

Each user can manage their private documents in their private folder hierarchy. They can also add documents to public folder to make them accessible to everyone.

Open Design

Sohodox does not in any way modify your documents when you add them. The documents are stored unchanged in their original format. Also any indexing information you add is stored in an industry standard database.

Economical

Cost Effective

Sohodox licenses are very economically priced. Further discounts are available when you purchase multiple licenses.

Free 1 year support

When you purchase Sohodox licenses you also receive free upgrades to all minor and major Sohodox updates released within a period of one year.

Concurrent User Licensing

Concurrent user licensing means that you only pay for the maximum number of users likely to be connected to Sohodox at any given time. So if you have 10 machines but only 5 users are likely to be connected to Sohodox at any given time, then you only need to purchase 5 user licenses (you can still install Sohodox on all 10 machines).
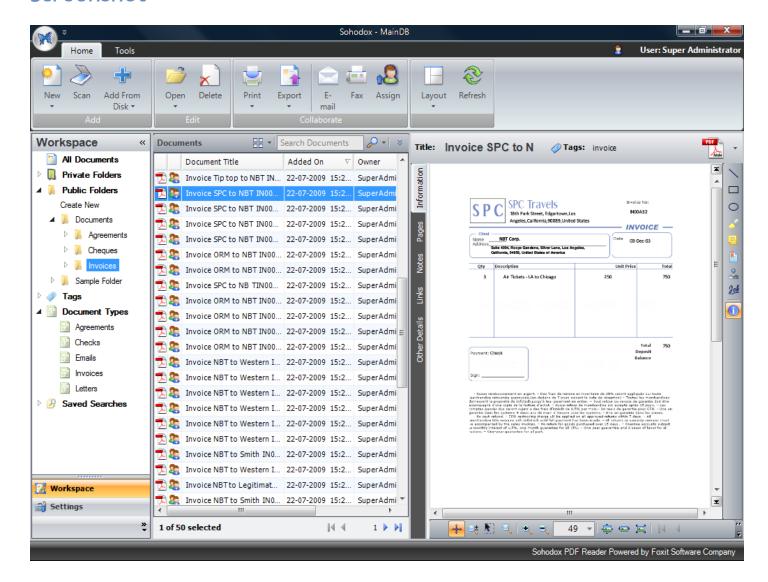
> *Sohodox is the solution we chose for our musical scores management. We were looking for a solution permitting the setting of a wide range of search criteria's, for each score, such as country, composer, difficulty for a choir, number of voices, style,... We tested several solutions of the market, but none proposed the setting of multiple choice lists, except Sohodox. We used the evaluation copy of Sohodox during a month, and even more, thanks to the commercial department of Itaz, which gave us an extension period and a close support to solve the problems we had during the evaluation period. Once the software bought, we wanted to install it on several computers sharing the same database. Once again, the support team of Itaz helped us, connecting to each computer and setting them to suit our need. In a way, Sohodox contributes to the success of our choir, the "Choeur de chambre Vibrations" located in France.*
>
> *Laurent Duperrin*
> *France*

sohodox™

Document Management for the Small Office

Screenshot

Benefits

➢ Saving time lost filing and retrieving documents

➢ Minimizing space used for document storage

➢ Helping you in disaster recovery and maintaining business continuity

➢ Preserving organizational knowledge

➢ Quickly finding the document you need. Always!

➢ Securing your documents and letting you control access to the

sohodox™
Document Management for the **Small Office**

System Requirements

- 1 GB recommended, 200 MB free hard disc space

- Recommended: Windows XP / 2003 / Vista / 2008 / Windows 7 || Also Supported: Windows 2000 SP4

- Internet Explorer 6.0 or greater

- .NET Framework 2.0

- Special Requirements for Windows 2000
  Service Pack 4
  MS XML 2.0
  MDAC 2.6 or higher

Free Upgrades for a period of 1 Year

Free Support for a period of 1 Year

No Activation Required

Works with Windows XP, Windows 2000, Windows 2003, Windows Vista, Windows 2008, Windows 7

Works with both 32 bit and 64 bit version of Windows