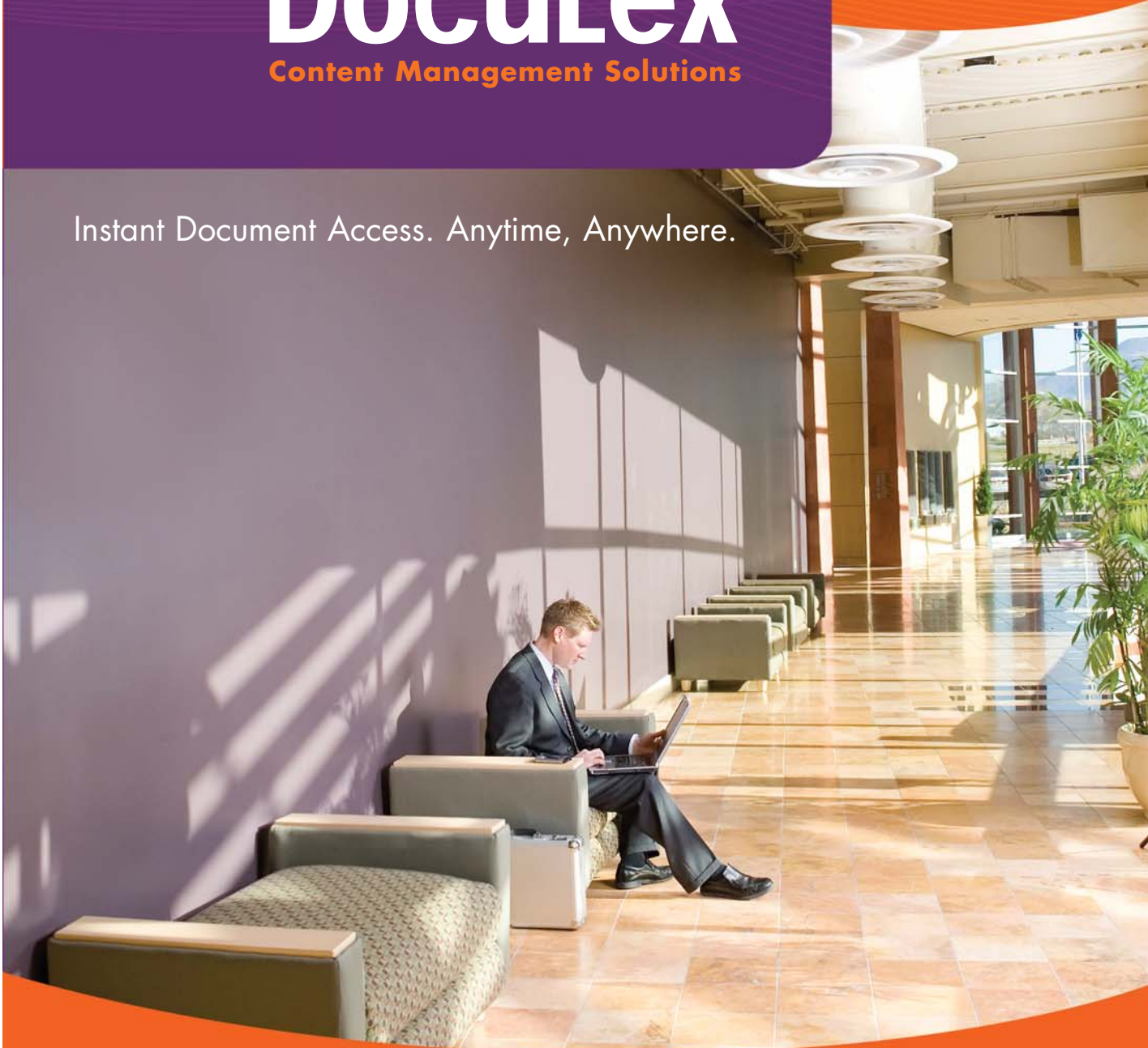


# DocuLex<sup>TM</sup>

Content Management Solutions

Instant Document Access. Anytime, Anywhere.



# Bringing Order to the Enterprise: A Business-Ready Content Management Solution

## Archive Studio™ — Document Management Software

Information drives today's economy, and the companies that fare best in this competitive climate are those that capture, store and retrieve information in a way that best supports their core business processes. A wide range of businesses rely on ready access to information to serve their customers and manage their operations.

### The DocuLex Archive Studio Difference

The award-winning **Archive Studio** offers a full range of scalable products, servicing everything from basic content management needs to enterprise-wide document management, workflow and distributed or centralized image capture.

**Archive Studio's** WebSearch document management module provides 100% browser-based capabilities from a single server installation.

**Archive Studio** is easily customizable and fully compatible with Active Directory, plus the developer – API – provides full integration capabilities with other lines of business applications.

Using **Archive Studio**, organizations can tightly control all valuable information assets by directing the flow of documents from capture and indexing to access and collaboration to policy based destruction.

With the flexibility and capabilities of **Archive Studio**, plus an attractive price point, this stands as one of the highest value content management solutions on the market today.

*We have been using the DocuLex On-Demand Document Management Service for about a year now, and it has made a world of difference. I have about 100 users accessing files on a daily basis and anticipate that number to increase in the near future. With a distributed input model as we have now, and the amazing capabilities of the DocuLex Archive Studio software, all documents captured in so many different locations are handled with ease – they are automatically filed for fast retrieval online by anyone qualified to access them.*

— Rich Pierce  
Executive Vice President  
National Border Patrol Council



**Archive Studio** provides innovative methods of personalizing capabilities to meet your specific needs, along with virtually limitless scalability and exceptional performance. Productivity enhancing features include:

**Document Management** – An enormous amount of unstructured content is created and handled daily across any organization and often between multiple geographic locations. Archive Studio products make it easy for knowledge workers, regardless of location or system, to securely capture, manage and share electronic content, significantly increasing efficiency and productivity while reducing the costs associated with maintaining paper and unstructured electronic files.

**Records Management and Retention Lifecycle Policy** – Organizations are experiencing growth of both must-keep documents in addition to irrelevant information, with increased vulnerability in defining which content is or is not a formal record. Archive Studio simplifies electronic records management so that everyone, including the average knowledge worker, can easily classify and declare documents as records. As new records are entered, retention policies are immediately associated with each specific document for possible legal holds and eventual destruction based upon industry retention rules.

**Email Archiving** – An on-demand or on-premise email archiving solution for email storage management, legal discovery, compliance, and policy-based corporate governance needs. Archive Studio allows organizations to reduce the demands on Exchange and eliminates PST files, while providing a virtually unlimited browser based mailbox for knowledge workers. Archive Studio combines document management, email management and records management with one manageable application.

**Compliance Automation** – Today's business relies on the knowledge worker to add relevant information into the company's document management repository early in the business process and with accuracy. To maintain this desired uniformity, Archive Studio deploys administrative processes and data choices to insure all relevant business documents are added or checked-in with accurate and organized searchable data and version information.

**Content Control** – For businesses that revolve around word processing documents and email, such as legal departments, law offices, accounting and consulting firms. Consolidate all pertinent business information into a single browser based system with full access to documents via your intranets, extranets, or the Internet. Access WebSearch from inside familiar desktop tools, such as Microsoft Word, Microsoft Outlook, and other desktop products. Help the firm's staff work together and share matter-related document content securely with both colleagues and clients. Keep up with the increasingly complex transactions, being worked on at the same time. Efficiently manage the matter or engagement lifecycle, from the initial opening through the final disposition and destruction of its content.

**Workflow** – The manual process of moving documents through a business is subject to bottlenecks and processing errors, with difficulty in recognizing a problem until the nature of the issue becomes mission critical. Automating the business process electronically ensures that documents and decision making events move along at the desired pace. Visual inspection by supervision is always available, from anywhere at any time.

**Collaboration** – Dispersed users, workgroups and guests can easily collaborate on selected documents or a collection of content in a single workspace folder or an organized tree structure of private-labeled folders. The SharePortal™ feature of Archive Studio enables guests, such as clients, vendors or business associates to collaborate with knowledge workers over the Internet, without use of FTP transfers, FAX and large e-mail transmissions.

**Business Industry Compliance and Continuity** – Business interruption can happen at any time, whether it is an unexpected audit, litigation or local disaster. Preservation of critical content and quick access to it after infrastructure loss can make or break a business. The security of a comprehensive and scalable document management solution, along with high-availability, archiving and failover capabilities, make Archive Studio a critical component of any serious disaster recovery plan.

**Image and Electronic File Capture** – For information to be properly managed, it must be captured and indexed with standardized values for searching and organization. Workers from all business levels are now required to capture information. They demand a productive yet simple process for capturing paper-based documents, electronically created files, e-mail and miscellaneous relevant data. Whether the knowledge workers business process is to capture documents from the walk-up copier, network scanner, word processing application or e-mail, Archive Studio is there and ready.



# Usage Models for Electronic Document Management

Archive Studio suits a wide variety of applications in diverse vertical markets—virtually anywhere that documents are an essential component of everyday business processes and where business efficiency can be improved through better document handling.

**Some of the possible usage models include:**

## **Law Firms, Corporate and Government Legal Departments**

Litigation and transaction documents are created in volumes, which include word processing documents, e-mail and paper-based files. This information represents the firm's best thinking and experience, the intellectual capital of the organization. Document management solutions that unlock the value of this in-house work product can provide organizations with a distinct competitive advantage.

## **Medical Centers and Doctor's Offices**

The implementation of electronic document management can reduce the burdens of medical practice operations, including recordkeeping requirements, insurance tracking, and paper handling.



*We needed a browser-based solution that was secure, simple but customizable, a package managed in-house, and something we could ramp up quickly. We researched other products, and they were all proprietary. Archive Studio by DocuLex offered all of these things and more.*

—Scott Schwarb  
Director of Operations  
Certa Data Corporation



### **Government and Private Sector**

Convenient and secure access to federal, state and local information and documents, including collaboration between agencies, workgroups and guests.

### **Manufacturing Operations**

Automate project management and document workflow across the supply chain, managing manufacturing documentation, MSDS sheets and correspondents when collaborating with supply-chain partners.

### **Insurance Offices**

Companies engaged in any type of insurance practice—including homeowner's, health, automobile, business, liability, and property—can achieve new levels of efficiency by capturing, storing, and retrieving documents with this solution.

### **Real Estate Firms**

The mortgage paperwork, lead organizing, advertising, and operational needs of a typical real estate office fit well within the capabilities of this electronic document management solution.

### **Auto Dealers**

Legal and privacy requirements mandate that auto dealerships retain deal packets securely for new car sales. These packets typically contain finance records, title applications, a driver's license copy, proof of insurance, an odometer statement, and other support files. Other documents that must be maintained include service orders, including written remarks from the mechanics and warranty work performed. Secure access permissions and full-text searching of electronic files ensure greater employee productivity, with the added protection of an electronic vault for storing privileged information.

### **Professional Employer Organizations**

Employee human resource activities managed by these service providers must be tracked, maintained and made readily available to their employer customers on demand. Electronic document management can restrict online record access to only those employers with appropriate security rights.

### **Banking and Financial Services**

Streamline and manage the association of paper intensive transactions, e-mail and other supporting loan related documents and financial reports. Rules-based systematic management of loan origination and its associated processes reduces operational risk by reinforcing credit policy, providing an audit trail for decision making, identifying operating exceptions, and ensuring completion of documentation requirements. Automation of this process provides consistency in the organization's response to credit requests and reduces staff time to process loans. Customer response is faster, and service staff has the ability to view deal structures and track the status of loan requests on-line to respond to customer inquiries.

### **Education**

Secure accessible student record information for internal management or student/parent information exchange over the Internet.

### **Construction**

Wide-format drawings, change order, contracts, bids, and other support files must be shared by many parties during construction and retained for many years after completion. Document management software helps coordinate collaborative work, version control tracking, and records retention.

### **Transportation and Shipping**

Transportation and shipping center operations generate bills of lading, labels and other essential documentation. By turning these documents into digital files, they can be processed more quickly. For example, billing materials can be quickly transferred to the company's and customers' accounts, expediting payment and improving efficiency.

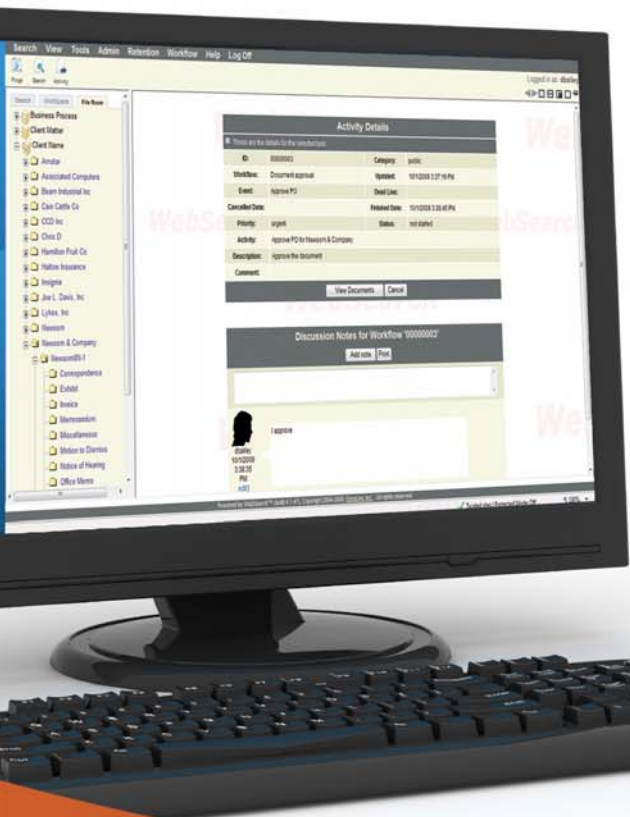
# DocuLex Archive Studio Products and Specifications

## Archive Studio's WebSearch - CONTENT MANAGEMENT

WebSearch™ enables knowledge workers across any business to quickly bring diverse content types together in a secure, indexed, searchable and highly scalable electronic repository. The content can be centrally managed for better control, collaboration and business productivity. WebSearch is a 100% browser-based document management and rules based workflow solution managed by a single server installation. It allows enterprise-wide information control, business process automation and retention policy management without increasing demands on IT.

## Archive Studio's Goby, Office and Professional Capture

Capturing and indexing documents is a necessity required to reap the benefits of secure document access anywhere, at any time. To make this a pleasant and productive experience, we have designed three capture software offerings to meet specific business process goals, thus eliminating the complexity associated with the one-size-fits-all philosophy.



*We recognize that responsiveness to clients is a critical component to our performance, whether we are in the office or on the road. This is the very reason we integrated the Archive Studio document management solution. Using the Archive Studio was an easy learning process. The software allowed me to enable security features that set limits on readability of a file. I was able to set up different levels of security for different departments, which is a must in a law firm. It took less than an hour to train anyone how to capture and index documents into the system, plus teach them how to manage those documents using WebSearch. WebSearch gives you many ways to search for a document, and it is super-accurate. The Archive Studio solution is actually making our employees more effective, which translates into huge cost savings.*

— Benita Dansby  
IT Director  
Law firm of Parker, Hudson,  
Rainer & Dobbs LLP

### **Goby Capture - DISTRIBUTED SCANNING and ELECTRONIC FILES**

Designed for use with digital copiers, network scanners and miscellaneous electronic files. Goby provides walk-up convenience for scanning, indexing and server-based image processing, with automatic upload to WebSearch or ECM network storage. In addition, Goby offers the integrated capture and indexing capability for MS-Office files such as MS-Word, Excel and Outlook.

### **Office Capture - LOW DEMAND**

Designed for use with desktop scanners. Office Capture is a convenient low-volume document scanning software product for users that desire a simple solution to quickly convert paper business documents to electronic files, archived and available in WebSearch or ECM network storage. Office Capture integrates electronic capture of paper files, plus content indexing, which produces searchable electronic files.

### **Professional Capture - HIGH DEMAND**

Designed for use with dedicated production-grade scanners, Professional Capture fulfills any recommendations to convert large volumes of paper to searchable electronic files. It is a production software product that meets the demands of multiple, complex, imaging projects. Professional Capture offers a wide

variety of image processing and indexing capabilities that will streamline and reduce the cost of your conversion projects. DocuLex maximizes technology in order to minimize the labor component associated with document imaging, file processing and indexing. Professional Capture is the perfect high-demand centralized capture solution for WebSearch.

### **Specifications**

Archive Studio is a Windows-and browser-based open system, utilizing industry standard desktop and server hardware.

- Archive Studio maintains non-proprietary files, folders and database structures.
- Paper documents are stored as searchable PDF files with user-defined meta data.
- Electronically-generated files are preserved in their native file format.
- Microsoft SQL Server or SQL Server Express
- Built on Microsoft .NET
- Active Directory and PKI integration

**Professional services and support are provided directly by DocuLex. Archive Studio is a customizable solution providing the components needed for an ideal document imaging and content management solution.**



**Learn More Today about  
Document Management**

Call

**863.297.3691 x236**

email at

**info@doculex.com**

or visit our website at

**www.doculex.com**

# DocuLex<sup>TM</sup>

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