BETTER service.
EXCEPTIONAL software.
RIGHT solution.

DOCULEX ARCHIVE STUDIO™
Stellar Documents Takes Conversion "Services" To a New Level

stellar

Stellar Documents, Inc., is a Florida-based conversion services provider, specializing in document scanning, copying, restoration and destruction. With the majority of its services in litigation support, Stellar Documents performs conversion for law firms statewide that require quick and accurate conversion from paper to a digital format for use in the e-discovery process. As well as servicing law firms, Stellar Documents works with CPA firms for forensic accounting and is working toward taking on clients in various other industries, including medical and real estate offices, that require correct and timely document conversion. Stellar Documents prides itself in its quality control process, ultimately delivering unmatched value for its services which essentially eliminates the need for many businesses to shoulder huge costs of performing conversion in-house. Dante DePanicis, owner of Stellar Documents, purchased the company some six years ago and inherited the DocuLex Archive Studio content management software suite with the acquisition.

The Challenge

Stated Dante, "When I first purchased the business, I was still learning about the industry and wanted to stay with what the previous owner had been using to perform paper to digital conversion until I had a better feel for if the existing solution was adequate, or if there might be better solutions out there. I needed something that was reliable, flexible and accurate. I could not afford to take on a job and deliver something with missing pages, documents that were not indexed correctly, or any other types of mistakes. With a lot of my clients being law firms, many of my jobs for these firms were based on timing of trial dates and case loads. Frequently I would get calls for an enormous job to be brought in on a Friday and have to be delivered the next Monday! Needless to say, whatever software and hardware I used for the job had to be easy-to-use, reliable, and totally accurate."

The Solution

Dante started working with the Professional Capture component of the DocuLex Archive Studio Software Suite to scan customer documents and convert these documents to fully searchable PDFs. Dante worked closely with the DocuLex support team to understand the features of the software and how to leverage these in the scan process. What Dante found was that Professional Capture, partnered with a powerful Ricoh Multi-function device, performed beautifully.

Designed for use with dedicated scanners or digital copiers, Professional Capture solves the desire to convert large volumes of paper to searchable electronic files. It is a productive software product that fulfills the demands of multiple complex imaging projects. Professional offers a wide variety of image processing and indexing capabilities which will streamline and reduce the cost of conversion projects. Professional Capture maximizes technology in order to minimize the labor component associated with document imaging, indexing and printing.

"I was pleasantly surprised to discover that the previous owner had selected a great product for Stellar's capture needs in Archive Studio's Professional Capture," exclaimed Dante. "I found that after the job is scanned, Professional Capture allows me to do all kinds of helpful things – numbering schemes, document rotation, document breaks. This helps so much in the QC process! After a time, and much contact with the amazing team at DocuLex, I discovered that the Archive Studio Software Suite has many, many other components and features that would be of great value to our business and to our customer's businesses. After some valuable training and overviews provided by DocuLex, I was able to determine that I could offer our customers these features in Archive Studio after their conversion was performed to help them manage their content in-house. I became a DocuLex

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Partner and Reseller and have not looked back. I love the WebSearch component of the software suite and highlight it often to clients."

WebSearch manages document security, process workflow, retrieval, collaboration and policy based retention of indexed and stored electronic files housed locally on a network or remote file server with secure access to the internet. Common files include scanned documents, email, word processing documents, spreadsheets, large format drawings and more. The electronic files may be easily located by searching document-specific descriptions or a combination of full text key words contained in the document. Proximity searching is also available using visual file cabinet and folder structure methods. WebSearch is the electronic content management component accompanying the document imaging and content indexing programs, Goby Capture, Office and Professional Capture.

The Results

Stated Dante, "Archive Studio and its components turned out to be a great solution to manage our documents internally. After working with the product, we realized there could be great value in offering this product to our customers for content management after we performed the conversion for them. Software can be a complex sale and user adoption is tough. DocuLex was right there to help us understand the value of becoming a DocuLex Dealer Partner, and how we can pass this value on to our clients. I cannot say enough about the DocuLex staff, from sales to support. With their careful guidance through training, joint demos and just their overall availability to support us, selling this software is not a complex sale at all. We also created a new revenue stream as a result!"

About Doculex

Established in 1996, DocuLex offers years of experience in the field of document and content management software development. DocuLex serves over 1000 customers with its award winning Archive Studio product suite, which encompasses document capture, indexing, data conversion, security, 100% browser access, email archiving, workflow, word processing document control and records retention management. Archive Studio is an easy to use, productive content management solution for any business environment seeking secure Instant Document Access, and is available as a server-based product or an on-demand cloud-based software as a service. See www.doculex.com for program information, access to your local dealer and demonstrations.

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