S4i Express NG, content management for Windows and Linux, facilitates report distribution, online viewing, retrieval, document scanning, and much more. S4i Express NG does not require support from other applications to function. It provides flexible control and a central repository for the enterprise document management process with minimal effort while integrating with most software applications.

The integrated browser-based interface makes it easy for all members of the team to review or manage documents across the enterprise. S4i Express NG features a simple, easy to understand interface that anyone can master. Application admins can quickly define document definitions, segments, and properties. Once a document has been captured, retrieval is quick with the user defined filters.

> *"The power of the application is in its simplicity and you don't have to be a document management expert to use it."*
>
> -- **Jon Fortner,** S4i Systems

Capture

Capture documents, image files, and reports from any system.

Document Scanning & Workflow

Easily recognize documents, index, and enter them with their document data into this managed workflow environment. S4i Express NG's built-in accessibility for document imaging (scanning) provides a streamlined user experience.

Burst

S4i Express NG uses simple, on screen point and select user defined rules to burst reports into segments. The instructions that define where reports are split can be easily modified.
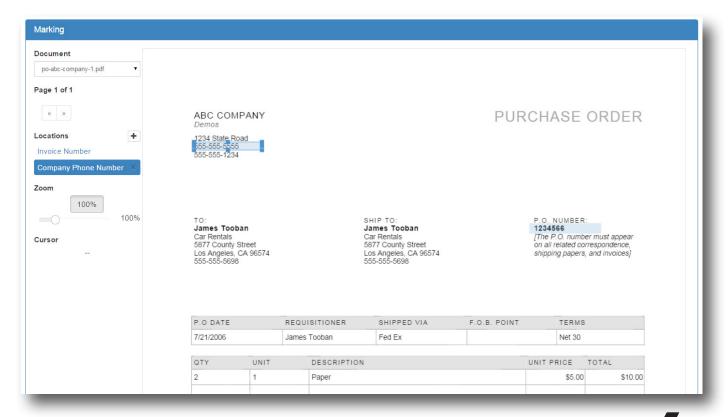
Retrieval

Unlimited segment links, indexes, and search criteria simplifies the process of document retrieval making it easy to track document use and availability. S4i Express NG allows multiple documents to be viewed within the interface. One or more documents can also be redistributed through email.

Users will be able to maintain individual lists of filters to search for documents using the indexes and document properties. User permissions will limit the documents to only those for which the user has rights to view.

Report Distribution

S4i Express automates the electronic delivery of information that is specific to the recipient's mission.

- **Document Retrieval and Viewing:** The fast, browser based interface reduces printer use and grants instant access to documents and reports from any desktop.

- **Intelligent Distribution:** Distribution rules and database linkable user profiles make it easy to change distribution characteristics.

Marking of Document in S4i Express NG

About S4i Systems:
We've been providing document management solutions for IBM i (AS400) enterprise environments since 2002 and we now support Windows and Linux. Our extensive history with IBM i (AS400) environments makes our team leading experts in document and DASD management. We support enterprises from purchase to implementation of hardware and software throughout the document management workflow cycle.

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