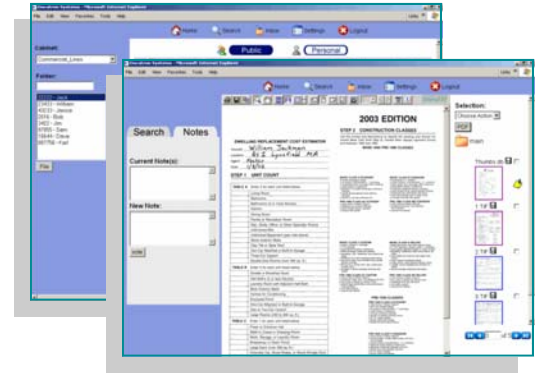


# Docutron Document Management Software

## Features and Benefits

Docutron software is easy to use, rapid to implement and can scale as high as your business needs dictate. We provide the document management software you need to stay competitive and face new challenges. So whether your company is interested in long-term document archiving solutions, work-flow improvements or complying with growing regulations, Docutron has the knowledge and willingness to get the job done.



## PRODUCT HIGHLIGHTS

**Thin Client** – Docutron Document Management Software is completely browser based which means there are no client side applications that require installing software on every PC.

**Linux Server** – Docutron uses a Linux server because of Linux's proven track record for high security. It also saves the customer time and money as Linux does not need to be updated as often for continued security and it scales much more effectively.

**Multiple Scanning Locations** – Docutron supports decentralized scanning.

**Batch Scanning** – Able to scan 30-72 pages per minute depending on scanner with solutions. Docutron software works with all major scanners.

**Fast Browser Based Searching** – Documents can be found at an expedited rate.

**Centralized Data Storage** – Allows for all the information to be stored in one easily searchable database so as to save time and effort from searching in other places.

**Closely Mimics The Ease of Paper Filing** – Simple and intuitive software structure that allows for familiarized document searching based on cabinet/folder system.

**Handles Any File Type** – Including Word, Excel, CAD, PDF, etc.

**Creates PDFs On The Fly** – Select documents to create PDFs for easy emailing to clients or partners. Choose what you need to share rather than sending or copying an entire folder.

**Business Security & Compliance** – Securing and tracking paper and electronic documents will bring your organization closer to industry compliance laws such as HIPAA, Sarbanes-Oxley, Patriot Act, and Gramm Leach Bliley Act.

**Business Continuity & Disaster Recovery** – Effectively ensure business continuity & file protection in the event of a disaster. Docutron provides a simple, yet effective, method for multiple backups.

**Access Control** – User access will be controlled by a privileged user, such as a manager, securing the "chain of custody" to keep your business critical documents safe from unauthorized use.

**Audit Trail Tracking & Reporting** – Easily monitor any activity on the system, including user name, time of access, and action. Report on system activity for scheduled and unscheduled audits.

**Maintain Document Integrity** – Scanned documents are saved as unalterable TIFF images, which maintain the same integrity as the original document.

**Collaboration** – Quickly annotate document changes with electronic sticky notes so that all people using a file can communicate better.

*"I have significantly reduced the paper storage needs that once existed before implementing the Docutron Document Management System. I am able to store and retrieve all different policy types in a matter of seconds. Now, when my customers call for their policy information, I can access the files right from the computer in seconds, without ever having to leave my desk."*

— Janet Taylor  
President  
Taylor Insurance



## IMPLEMENTING DOCUTRON DOCUMENT MANAGEMENT SYSTEMS

Standard process for implementation:

- In-depth on-site survey
- Recommend hardware and software
- Streamline filing system for maximum efficiency
- Configure Docutron Document Management Software to mimic the existing filing system
- User access determined
- End user and administrator training
- Prepare documents for scanning
- Import document images and electronic files into Docutron Document Management Software
- File documents into appropriate folders and cabinets
- Users can now file, search, retrieve, and manage all business documents through their web browser
- Continuous support directly from Docutron Document Management Software developers

## MINIMUM SYSTEM REQUIREMENTS

### **Server Appliances**

Docutron DMS runs on a Linux network appliance. While we do not require particular server specs, we strongly recommend business partners use the following as a benchmark for entry level appliances:

Model: Dell PowerEdge 400SC  
Processor: Pentium 4 at 2.26GHz  
Memory: 512 MB DDR, ECC  
Storage: 2 x 80 GB IDE  
Raid: Hardware RAID 1  
Optical Storage: CD-RW  
Warranty: 1 Year Onsite

### **Client PCs**

As the application is entirely browser based, our only recommendation is that customers use the latest release of their web browser. We recommend IE 6.0, but Docutron works fine with Netscape, Mozilla, IE 5.5 and others. We are proud to work in Microsoft, Linux and Mac environments.

### **Scanners and Scanning PC**

Docutron supports all major scanners that use TWAIN drivers. For scanner that require a scan station PC we recommend using the following:

Pentium 4 2.6GHz or better  
256MB RAM or better  
40 GB Hard Drive  
FireWire and USB capable

## FOR MORE INFORMATION

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