



MICROFILE

SOLUTIONS:

Microfile XE is our top-of-the-line document imaging and management software solution that is highly powerful and scalable.

It is Internet-enabled so that documents can be stored and retrieved wherever you are in the world. Documents can be stored centrally or on multiple servers located in different geographical regions.

Access to documents is strictly controlled such that they can be as accessible or secure as you like. For even greater protection all documents and data can be encrypted when they are downloaded using SSL (secure-sockets-layer).

MicroFile XE works equally well on an intranet as it does on the Internet. Because of MicroFile's flexibility the documents can be stored on either an FTP or HTTP server, or just in a shared folder on a file server.

Its "Document Agent" feature allows integration with nearly all Windows applications such as Accounting, ERP and CRM without writing a single line of code. For example, before cutting a payment check you can press a hot-key defined by you to pull up the image of the vendor's invoice for verification, all within your accounts payables software.

The distributed scanning feature allows you to scan and upload documents at the place where the documents are generated or received, saving the cost of mailing heavy paper documents to a central scanning centre.

The powerful audit trail feature allows you to easily determine who has done what to the documents.

The hot Outlook email archiving feature is a solution that many organizations are looking for to comply with government regulations.

The optional barcode recognition and OCR modules allow you to

automatically extract indexing data from the images of scanned documents.

So get your corporate documents organized, and start using MicroFile XE today. In no time at all your critical documents will be safely filed and easy to retrieve, and you never need lose a document again!

FEATURES:

- WEB ENABLED
- MANAGES SCANNED DOCUMENT IMAGES AND OTHER COMPUTER-GENERATED FILES
- DOCUMENT AGENT
- ONE-CLICK DOCUMENT LINKER
- DOCUMENT SECURITY
- AUDIT TRAIL
- FIREWALL SUPPORT
- CUSTOMIZABLE DATABASE
- MULTIPLE DOCUMENT REPOSITORIES
- DOCUMENT CHECK-OUT AND CHECK-IN CONTROL
- VERSION CONTROL
- MULTIPLE RENDITIONS
- MIXED FILE FORMATS IN SAME DOCUMENT
- UNLIMITED FILES/PAGES PER DOCUMENT
- OFF-LINE DOCUMENT VIEWING
- MICROSOFT OFFICE SUPPORT
- OUTLOOK EMAIL ARCHIVING
- REMOTE SYSTEM MANAGEMENT
- USER-DEFINED DOCUMENT TYPES
- DATA VIEWS
- FAVORITE WEBSITES MANAGEMENT
- DOCUMENT CROSS REFERENCE
- DOCUMENT DELIVERY
- UPLOAD SCHEDULER
- REMOTE SCANNING
- BATCH SCANNING
- ALL COMMON IMAGE FORMATS SUPPORTED
- IMAGE COMPRESSION
- BARCODE RECOGNITION (OPTIONAL)
- OCR/HAND-PRINTED/MAGNETIC-INK CHARACTER RECOGNITION (OPTIONAL)
- OPTICAL MARK RECOGNITION (OPTIONAL)

BENEFITS:

FASTER ACCESS TO INFORMATION

Find documents quickly without leaving your desk.

FLEXIBLE INDEXING OF INFORMATION

Assign custom indexes to documents.

NO LONGER LOSE FILES

Search and retrieve documents by any single or combination index criteria.

ELECTRONICALLY SHARED FILES

Share, retrieve and view documents quickly and easily.

IMPROVED SENSITIVITY CONTROL

Gain tighter control over sensitive documents and manage associated risk.

OFFICE SPACE SAVING

Recover valuable office space previously filled by bulky paper filing cabinets.

TRUSTED DISASTER RECOVERY

Documents are backed up in digital format for offsite storage and disaster recovery.

IMPROVED DECISION MAKING

Make informed decisions quicker and based on all the information retrieved at the click of a mouse.

THIRD PARTY APPLICATIONS DOCUMENT RETRIEVAL

Retrieve documents from most third party business applications.