



doQuments

Document Management Software



doQuments is a Windows based document management software. doQuments helps in organizing, managing and keeping track of documents so you can find them when you need them. With doQuments you can create and maintain a secure document repository, keep track of the relationships between documents and quickly search and retrieve documents.

By implementing an electronic document management system solution a customer can:

Double – or triple – processing capacity by simply automating the present system.

Free up staff time for other important tasks by almost 50%.

Respond immediately to inquiries.

Reduce document storage space by 60-80%.

Provide a fail safe system for safeguarding document files.

Studies show that employees spend a significant portion of their work hours trying to find information already available in the organization. This time spent on searching, sorting, creating and re-creating redundant documents might account for millions of dollars of wasted hours in the US alone. Such inefficiencies can be eliminated with the use of a Document Management application, such as doQuments.

doQuments proves to be in the rare league of tools offering a high ROI (return on investment) and a low cost of ownership.

doQuments automates and simplifies the management of documents at every stage of the document life cycle - capture, create, classify, share & protect, retain and archive - with complete ease and control.

All your documents can now be managed in a centralized system with complete integrity and controlled access. This also reduces your risks and costs associated with the multitude of regulatory compliances such as those related to the SOX, HIPAA etc.

With doQuments you can scan your paper documents using a scanner or drag and drop electronic documents from Windows Explorer to quickly build your database. Scanned documents can be saved as PDF, TIFF or JPEG files. You can store any amount of additional indexing information with each document and then use that information to quickly find or group documents based on any criteria.

doQuments is available in two editions **Professional & Enterprise**.

Each edition is designed for a different level of document management requirements.

doQuments is economical to own and use. It helps you get a quick return on your investment by...

- ♦ Saving time lost filing and retrieving documents.
- ♦ Minimizing space used for document storage.
- ♦ Helping you in disaster recovery and maintaining business continuity.
- ♦ Preserving organizational knowledge.
- ♦ Quickly finding the document you need. Always!
- ♦ Securing your documents and letting you control access to them.

Benefits

A typical imaging solution can store 20,000 pieces of paper per gigabyte of hard drive space.

That's about \$400 dollars worth of printed-paper, at 2 cents each page.

Today, a gigabyte of hard drive space only costs about 64.5 cents.

The low-cost of technology is accelerating the shift towards paperless efficiency.

Manage paper and electronic documents

With doQuments your organization can manage all of its paper and electronic documents by easily creating a central, secure document repository.

doQuments can be used by an organization of any size regardless of the number of documents that need to be managed.

Quick Search and Access

Access documents using the easy-to-use Windows based desktop client or the web browser based client over your Intranet or over the Internet. Quickly find the document you need. Always!

Whether your documents number in thousands or millions, you can search through them with equal ease.

Secure

Control access to your documents. Decide which user can view a document and which user can edit it. Log user actions to find out details such as which user modified a document and when.

Collaborate

Add a document to the database to make it immediately available to all users who have the required permissions. No more printing and photo copying required. You can share your documents with others in your organization. Distribute documents via Print or E-mail documents with a single click!

Economical

doQuments has Minimal system and training requirements, low cost of ownership. It is extremely easy to setup and deploy and economical to own and use. Users can get productive from day one.

Support

Service and support are at the core of the value we deliver to you. We back up our software by offering high quality one-on-one support, either over the internet or email or phone. Once you are up and running with doQuments, any issues are handled by our professionally trained support staff. You will also have access to continual improvements to the software that you can download easily from the internet.

Features

The Cost of Storing Paper Files

Compare the cost of multiple filing cabinets to the cost of storing the same number of documents digitally:

Approximately 14000 documents can be stored on 1 CD, which costs less than \$1

Active files reside on your server, which requires minimal space.

Compare a one-time charge for storing files digitally to the annual cost of maintaining hundreds of cabinet drawers.

Drag & Drop...

Existing files from Windows Explorer, Messages and attachments from MS Outlook and MS Outlook Express.

Attachments from Lotus Notes

Find and Add multiple files from local and network drives.

Scan Paper based Documents

Works with any TWAIN compatible scanner with support for ADF and duplex scanning. Save scanned documents as PDF, TIFF(multipage) JPEG or PNG. Powerful batch scanning features.

Indexing

Create up to 200 fields to store indexing information about each document. Fields can be of data types such as Text, Numeric, Date, Time and Yes/No.

Search

Thumbnail Viewer to visually locate image type documents.

Query indexing data or document attributes. Create powerful multi-condition queries. Queries can be parameterized and can even be saved for later reuse

Support for MS SQL Server and MySQL.

doQuments DBs can be MS Access, MS SQL Server or MySQL based.

Comprehensive Security Features

A multilevel permissions based security framework with group to user inheritance. Control access on a per document and per user basis.

doQuments Web Client

Use this web browser based interface to access your documents over your intranet or over the internet. No client-side install is required at all!

Document Package

A Document Package is a highly compressed file that can contain documents plus their indexing data and can be optionally encrypted. You can use a Document Package to securely transfer the documents plus their indexing data from one installation of doQuments to another.

Record Templates

With the record templates feature, when creating a new record, doQuments will automatically fill up the data fields that were specified in the record template. This feature benefits users who have same indexing information repeating on many records. It saves on time and data entry costs.

Advanced Security Features

Approximate Overhead Cost of Paper-based Filing Systems

100 important paper
documents to be filed daily

6 minutes each to file

\$15 per hour labor cost

10 hours x \$15 per hour =
\$150 per day

\$150 x 260 days per year =
\$39,000 per year

You can estimate how
many times your
organization files or
retrieves a document
and calculate your
overhead.

doQuments Security

doQuments lets you control access to documents and data at any or all of the five different security levels - System, Database, Record, Field and Document

Document Versioning

This feature allows you to create and retain multiple versions of the same document. You can have an unlimited number of versions for each document or set an upper limit for the number of versions.

Document Check In/Check Out

The Check In/Check Out feature lets you block other users on the network from trying to edit a document that you are currently editing. When you open a document for editing it is "Checked Out". Other users on the network will still be able to view this document but they will not be able to edit it until its checked in again.

Document Encryption

Store documents in an encrypted form if required. Support for industry standard encryption algorithms such as AES, Triple DES, Blowfish.

Document Full Text Search

This feature allows you to search documents in a doQuments DB based on their content. Currently MS Word (.DOC), MS Excel (.XLS), PDF, EMail (.EML, .MSG), Web Page (.HTM, .HTML) and .TXT files are supported. Support for more file formats will be added soon.

Event Logging/Auditing

This feature allows you to log details about user actions. Details logged include the name of the user performing the action along with the date and time of the action. Almost any action a user can perform in doQuments can be logged.

Other Features

Support for display of over 50 image file formats.

Image manipulation tools to rotate, flip, resize, crop, sharpen etc.

Create new documents based on pre-defined document templates.

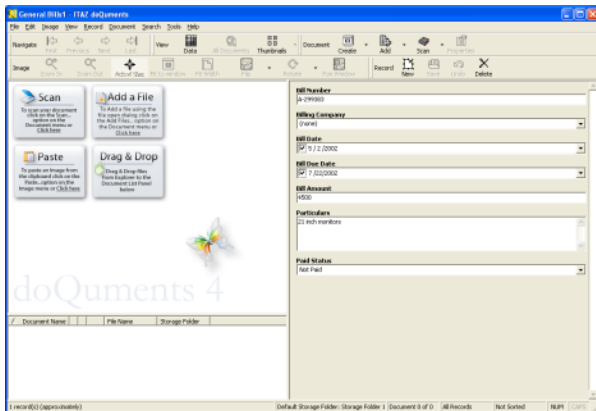
Print or email documents with a single click.

Create a zip file containing selected documents.

Import/Export documents along with indexing data.

Screenshots

doQuments Main Window



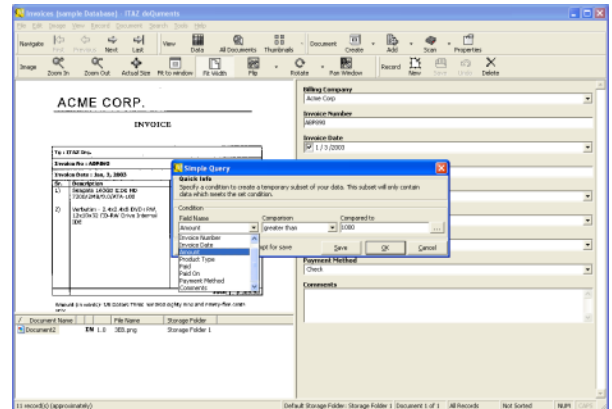
The doQuments Main Window is divided into three main panels...

The Preview Panel

The Document List Panel

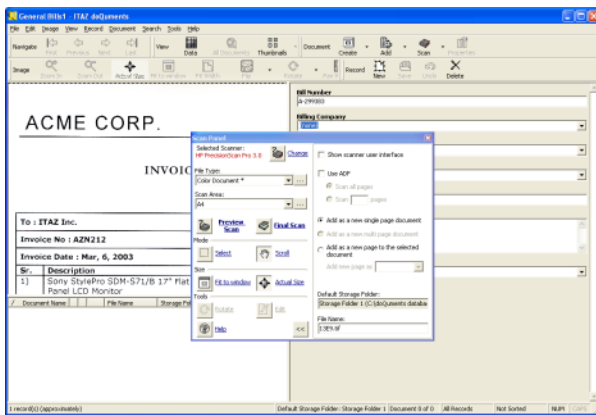
The Data Panel

Simple Query



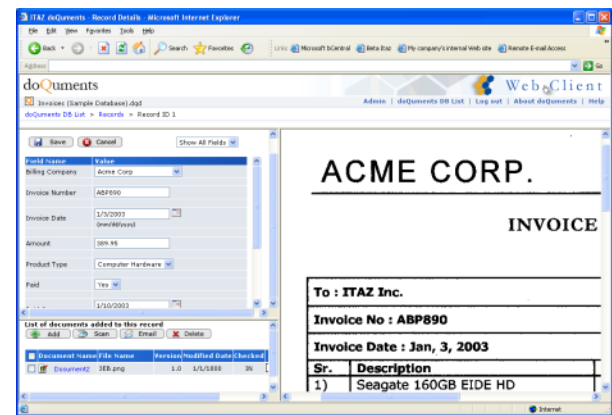
The Simple Query window lets you create single condition queries. You can also use Advanced Query, which can satisfy multiple query conditions when you execute them. Advanced Queries can be saved for repetitive use.

Scan Panel



documents to doQuments. It provides an easy to use but powerful scanning interface. You can even create multi-page TIFF files using the Scan Panel.

doQuments Web Client



The doQuments Web Client lets you access your database using any standard Web Browser. You can access your information and control your security from anywhere in the world.

System Requirements

With doQuments you can:

Enhance your productivity manifold

Drastically Save cost

Save time as doQuments helps you to manage millions of records and retrieve the one you need in seconds .

Strengthen client relationships, exchange information and improve efficiencies, because information is now at your finger tips and YOU have the competitive advantage.

System

Processor: 133MHz or higher

RAM: 128 MB

Free hard disc space: 80 MB

Browser: Internet Explorer 4.0 (SP1) or greater

Databases

MS Access

You do not need MS Access to be installed on your machine to create or use MS Access based doQuments DBs. doQuments installs all the files/drivers it needs to create MS Access based doQuments DBs.

MS SQL Server

One machine on the network running MS SQL Server is required if you want to create and use MS SQL Server based doQuments DBs. MS SQL Server 7.0 and MS SQL Server 2000 are supported.

MSDE

MSDE can also be installed (if you do not have MS SQL Server installed) to create and use MS SQL Server based doQuments Dbs.

MySQL Server

One machine on the network running MySQL Server is required if you want to create and use MySQL Server based doQuments DBs. MySQL Server 4.0 and higher are supported.

Supported Operating Systems

- Windows NT4 (SP4 or above)
- Windows 98
- Windows 2000
- Windows 98SE
- Windows XP
- Windows Millennium (Windows Me)
- Windows Server 2003

Network

doQuments can easily work on a normal Windows workgroup. It does not need a special server machine

For multi-user use doQuments DBs can be stored on any machine on the network as long as that machine is accessible from all those machines on the network which need access to the database.

Similarly the doQuments Security Manager required for the Enterprise Edition can be installed on any machine on the network (it does not have to be a server machine).

Web Browser Version

To run the web browser based version of doQuments you need a machine running IIS (Internet Information Server) and ASP (Active Server Pages).