

## *Bringing Order to the Office: A Business Ready Solution*

### *Archive Studio—Document Management Software*

**Information** drives today's economy and the companies that fare best in this competitive climate are those that capture, store, and retrieve information in a way that best supports their core business processes. A wide range of businesses—including law firms, doctor's offices, insurance, credit unions, shipping centers, pharmacies, light manufacturing operations, and others—rely on ready access to information to service their customers and manage their operations.

Increasingly, companies are turning to electronic document management to reduce the need for paper, plus manage email and other electronic files, improve speed and accuracy when retrieving records, satisfy regulatory requirements at the state and federal levels, and boost the efficiency of their business operations.

**DocuLex** creates document and content management software, making it possible for you electronically manage all document types faster, easier and more securely. Archive Studio delivers multiple advantages for improved productivity, efficiency and savings.

**Benefits include:**

- Instant and secure document access from anywhere, at anytime
- Greatly reduced paper storage costs
- Activity log of all who access documents
- Better document control with check-out & in and versioning
- Elimination of lost and misfiled documents
- Compliance with Legal and Privacy requirements
- Reduced transportation costs for delivery and distribution of documents
- Document management integration with line of business application
- The convenience of content management for all files with one application

**What Document Management Means to Business**

Whatever the size of the business, sound document management processes can be a key part of business growth and a well-established means of improving the efficiency and effectiveness of internal operations—for compliance, better service to customers, and improved office productivity. Electronic document management practices, as implemented in this solution from DocuLex, let businesses:

- **Reduce paper use.** Paper is expensive, when physical cost, processing, and storage are taken into account. Trying to access information on paper also wastes time. According to All Associates, 75 percent of the cost of a document is in management and logistics.

*The goal of the totally paperless office is not a realistic pursuit in the typical business environment today, but businesses that embark on a strong initiative to improve processes and efficiencies by capturing, storing, and retrieving information in digital form will begin to realize the true value of the information and be able to capitalize on the advantages of advanced storage technology and industry-leading retrieval technology.*

## What Document Management Means to Business

- **Minimize copying expenses.** A Gartner survey indicated that the average business document is copied 9 times. The costs and labor associated with copy machine use can be considerable. Duplicating and distributing documents electronically can eliminate the vast majority of these expenses.
- **Improve overall document handling.** A survey performed by INC magazine concluded that it costs, on average, USD 20 for a business to file a document. If the document is misfiled, it then costs approximately USD 120 to search for it. In the worst case, if the lost document must be recreated, it costs the business on average USD 250. These types of expenses can be largely eliminated through an effective electronic document management system.
- **Eliminate redundancy in information handling.** CAP Venture Group determined that 80 percent of the documents that business people work with in the computer are also retained on paper, creating unnecessary redundancy and waste.
- **Free staff members for more productive work.** Studies estimate that professionals typically spend over 500 hours annually reviewing and routing files and another 150 hours looking for incorrectly filed documents. This time could be used much more productively with an electronic document management solution in place.

## Usage Models for Electronic Document Management

Archive Studio suits a wide variety of applications in diverse vertical markets—virtually anywhere that documents are an essential component of everyday business processes and where business efficiency can be improved through better document handling. Some of the possible usage models include:

- **Light manufacturing operations.** Companies involved in producing products in the light manufacturing sector—including electronic equipment, household accessories, personal health products, specialty foods, arts and crafts, and so on.
- **Local medical centers and doctor's offices.** The implementation of electronic document management can reduce the burdens of medical practice operations, including recordkeeping requirements, insurance tracking, and paper handling.
- **Insurance offices.** Companies engaged in any type of insurance practice—including homeowner's, health, automobile, business, liability, and property—can achieve new levels of efficiency by capturing, storing, and retrieving documents with this solution.

[www.doculex-usa.com](http://www.doculex-usa.com)

203 Avenue A, NW Suite 300  
Winter Haven, FL 33881  
Telephone (863) 297 - 3691 x236

*Improved efficiency of your current business process.*

*Immediate business values that can be measured in better productivity, better use of staff professionals' time, and better responsiveness to customers, partners, and clients.*



## Usage Models for Electronic Document Management

- **Real estate firms.** The mortgage paperwork, lead organizing, advertising, and operational needs of a typical real estate office fit well within the capabilities of this electronic document management solution.
- **Small retail establishments.** Typical activities performed by small- to mid-sized retail establishments—such as grocers, dry cleaning stores, book-stores, sporting goods outlets, furniture stores, and similar businesses—can be handled more efficiently when the business information is captured and accessed in digital form.
- **Restaurants.** Many local eating establishments have prodigious requirements for tracking supplier paperwork, statements, customer tabs, inventory, and similar paper-based records. These materials can be effectively translated into digital documents.
- **Law firms.** Case-file documents on client matters may include internal documents from the legal staff, as well as documents produced by the client and opposing counsel. Electronic document management provides a practical means of sharing vital documents securely over the Internet with staff members of the firm, the client, and other stakeholders.
- **Auto dealers.** Legal and privacy requirements mandate that auto dealerships retain deal packets securely for new car sales. These packets typically contain finance records, title applications, a driver's license copy, proof of insurance, an odometer statement, and other support files. Other documents that must be maintained include service orders, including written remarks from the mechanics and warranty work performed. Secure access permissions and full-text searching of electronic files ensure greater employee productivity with the added protection of an electronic vault for storing privileged information.
- **Professional employer organizations.** Employee human resource activities managed by these service providers must be tracked, maintained, and made readily available to their employer customers on demand. Electronic document management can restrict online record access to only those employers with appropriate security rights.
- **Construction.** Wide-format drawings, change order, contracts, bids, and other support files must be shared by many parties during construction and retained for many years after completion. Document management software helps coordinate collaborative work, version control tracking, and records retention.
- **Transportation and shipping.** Transportation and shipping center operations generate bills of lading, labels, and other essential documentation. By turning these documents into digital files, they can be more quickly processed. For example, billing materials can be quickly transferred to the company's and customers' accounts, expediting payment and improving efficiency.

[www.doculex-usa.com](http://www.doculex-usa.com)

203 Avenue A, NW Suite 300  
Winter Haven, FL 33881  
Telephone (863) 297 - 3691 x236

*Paper and Electronic Document Capture, Indexing and Secure Storage*  
*Remote or Local Document Access, Permissions, Printing and Distribution*  
*Custodial Responsibility and Legal Compliance*

**DocuLex™**  
Document Management Software

## Files are Easily Indexed and Captured

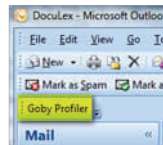
### Digital Copiers, FAX and Network Scanning

Archive Studio provides a streamlined approach to indexing and capturing paper based files. Walk-up and scan your daily document workflow utilizing the convenience of digital copiers and network scanners.



### Electronic Files

MS-Office documents, miscellaneous electronic files and selected e-mail's are indexed, captured and automatically stored with the supporting scanned paper files.



**Send To >**



### Dedicated Desktop, Wide Format and Production Scanners

Offering a full line of software tools to achieve productive conversion and indexing of business documents from paper to searchable electronic PDF files.



### Specifications

Archive Studio is a Windows and Browser based, open system, utilizing industry standard desktop and server hardware.

Archive Studio maintains non-proprietary files, folders and database structures. Paper documents are stored as searchable PDF files with user-defined meta data. Electronically-generated files are preserved in their native file format.

Microsoft SQL Server or SQL Server Express  
Built on Microsoft .NET  
Active Directory and PKI integration

*Professional services and support is provided directly by DocuLex. Archive Studio is a customizable solution providing the components needed for an ideal document imaging and content management solution.*

### Learn more today

For more detailed information about Document Management, please contact DocuLex or your local DocuLex representative.

[www.doculex-usa.com](http://www.doculex-usa.com)

203 Avenue A, NW Suite 300  
Winter Haven, FL 33881  
Telephone (863) 297 - 3691 x236