

*Feel secure that your documents are available and easy to retrieve*

## Archive Studio—Document Management Software

**DocuLex** creates software to electronically manage documents faster, easier and more securely, delivering 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

The Archive Studio is easy for the document-imaging beginner to use, but also flexible for the experienced user. Perfect for small offices, document-intensive departments, and enterprise-wide content management. It is a customizable solution, allowing you to select the exact components needed to achieve your desired results through the benefits of managing documents electronically.

### Document Retrieval & Management

Retrieve indexed and stored electronic document files, quickly and easily. Files are promptly available, presented by key values such as number, name, date, document type or other custom fields. Information can also be identified and retrieved using full text content.

VFolders File Room Search

Search For:  
Full Text Content

Select Fields  
[Dropdown]

Client Name  
[Text Box] Close

Client Number  
[Text Box] Close

Document Type  
[Text Box] Close

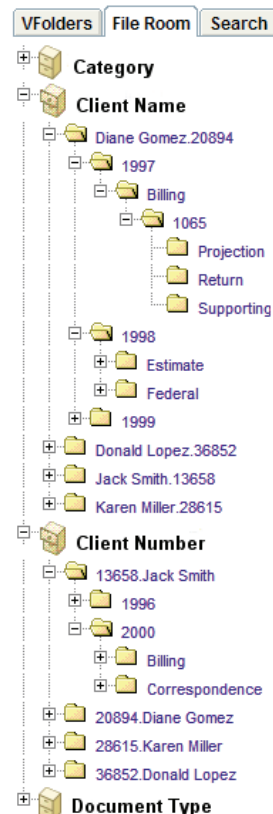
Category  
[Text Box] Close

Search Clear

Manage the security and retrieval of various formats, such as MS-Office files, searchable PDF's and e-mail.

**Automatically** create and manage custom designed folder structures that complement a paper filing method.

Utilize the local file storage on your network or a remote file server, with secure access to the Internet.



*Paper and Electronic Document Capture, Indexing and Secure Storage*

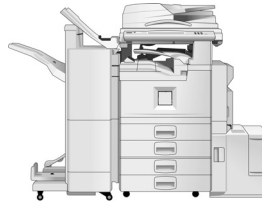
*Remote or Local Document Access, Permissions, Printing and Distribution*

*Custodial Responsibility and Legal Compliance*



### **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.



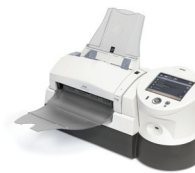
### **Electronic Files**

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



### **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 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)

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