

Save Time and Space

DocuLex. *Document Imaging Professional Services*

Enabling capture and electronic file conversion of paper documents is a cornerstone of document management. The ability to easily retrieve them is another. Smooth flow of documents in and out of your information management system is crucial to maintain accessibility and security.

Factors to consider include:

- The most cost-effective, easy-to-use method to convert paper documents to searchable electronic files
- Compatibility with your existing and future information management systems' components
- Ease of document sharing with staff and clients
- Methods for capturing key index information
- Identifying unique subject matter
- Organized, retrievable document archiving
- Thorough technical support for your systems' users.



DocuLex.. Document Imaging Professional Services

DocuLex, creators and implementers of document imaging software for over a decade, offers document imaging professional services to develop document capture and retrieval capability suited to your information management system.

The services will include adaptation strategy for implementation of these capture and retrieval components:

- DocuLex PDF.Capture paper document scanning, content indexing and Portable Document File (PDF) electronic document formatting software, and
- DocuLex Search electronic document searching, retrieving, viewing and printing program.

DocuLex Document Imaging Professional Services includes:

- System Consulting - detailed review of your information management system to determine what document imaging/management capabilities are best-suited for your environment.

- System Customization and Integration - implementing the proposed services for reliable document upload, accessibility and archival.
- User Training - provide thorough training of capture and retrieval capabilities for each system user.

For more information on DocuLex's Document Imaging Professional Services, and to receive a project estimate, contact your DocuLex representative or call (863) 297-3691 ext. 250 or email sales@doculex.com.

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