

Adding Electronic Document Management Has Electrified Florida Data Bank

Florida Data Bank of Tallahassee, Inc.

Being a traditional rack and vault records storage business in Tallahassee, Florida, the company's grown comfortable with a steady pace. Great clients, reasonable revenue, and steady growth; all's been well.

Comfort. Steady. These states began making them a bit nervous recently. Complacency's a killer when times get tough.

They believed additional revenue streams could be a solution out of our stupor, but wanted to keep within the realm of records storage and management that they'd been providing their clients.

Florida Data Bank contacted DocuLex, who is in the electronic document management software business. DocuLex mentioned that they had been experiencing increased interest from records centers seeking a broader offerings portfolio and the additional profit center the service provides. Their software as a service (SaaS) plan removes the operations onus from records center staff, a reality welcomed by FDB's admittedly lean crew. FDB decided to give it a shot, believing that it would fit their businesses operations flow while providing clients instant document access whenever and wherever they needed them.

Here's what encompasses the system added, DocuLex Archive Studio.

Archive Studio is designed to allow sharing of document collections over the Internet. Users are presented with a custom portal design specifically to their content management needs, including scanned paper converted to full-text searchable PDF format and electronically created files in their native formats (including email with attachments). Secure document access is a key component to the architecture of this hosting offering, with encrypted site access and SSL protection, attributes FDB clients appreciate.

The system provides easy to use, browser-based document/content management ability, with local and remote document access, permissions, printing and distribution. It was created for organizations with limited IT resources, and a need to share documents among multiple offices, other companies or the public, as well as for record centers that are warehousing business documents, enabling their availability digitally through the Internet for client access. The system is designed for use throughout a business's operations to enable secure content access from any location with convenience of use that is similar, yet easier, than an Internet search engine.



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The document management software sits on DocuLex secure servers, with access portals provided for each client, so only the document capture software (scanning paper documents and importing electronic document) resides locally on user's PC's. FDB through DocuLex offered the services of a local document service bureau to scan client's paper backlogs, for rapid upload to the management system; from there, they can scan day-forward for convenience.

Document searches may be performed using document specific meta data descriptions, full text content, as well as date ranges, search history, search lists and saved searches. This enables secure document warehousing and sharing for practical knowledge management and colleague collaboration. Permission-based access is assigned to user's colleagues to add input, or to just view information an organization needs them to see. Any added content is monitored to track documentation revisions throughout the project's life. Workflow-enabling Auto Notification is available for assignment to files and folders. Users or communities may be automatically notified if files or folders are added, deleted, checked-out, edited, etc. Workflow inbox and folder routing is also enabled, allowing users to customize folder content to meet their business process requirements for routing documents and notifying users to perform their assigned activity.

Driven by a convenient dashboard display featuring the program's functions menu, Archive Studio is a workflow-enabler, providing users the ability to share and amend native format documents, while organizing and tracking each amended version. The program's WorkSpace feature enables users to group sets of documents together to be shared with colleagues, with a discussion feature for users to comment on document's content.

Simplifying document management, the records retention ability provides an automated process of classifying a record to a particular records series. It includes management reports of off-line archiving, legal hold capabilities and shred-timing notification. The program also serves as an off site document archival/disaster recovery facilitator, with advanced public-key infrastructure (PKI) providing encryption and digital signature security for outsourcing daily-use information access to the electronic file storage.

Archive Studio's content control and compliance capability enables all email to be saved on an organization's server, with all body and attachment content organized and archived to assist in compliance with regulations including HIPAA and Sarbanes-Oxley. This accomplishes the goal of mitigating information loss and subsequent security risks in real-time, with complete information retention throughout each emails lifecycle, regardless of any deletions at the PC-level. The automated process significantly reduces IT operation time and expense.

So far, the results FDB's experiencing with the electronic document management service have been encouraging. They're realizing why DocuLex was receiving records center interest, and are now cross-promoting with their current records storage clients and presenting the offering to prospective new clients. To have a look, see www.doculex.com/document_hosting.htm.

About DocuLex

Established in 1996, DocuLex provides industry acclaimed document management software. DocuLex's complete solution addresses the business need to effectively manage scanned documents, electronic files and email. DocuLex software is utilized by a wide range of industries, and has a user base that includes everything from small businesses, departments within companies to enterprise-wide installations. Achieve instant document access - anytime, anywhere.

For further questions please contact info@doculex.com

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