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## **Secure 'Instant Document Access' with Sharp and DocuLex**

### **DocuLex Archive Studio 4 Automated Electronic Document Management Software Validated for Use with Sharp MFP's via Open System Architecture Support**

(Winter Haven, FL) – DocuLex ([www.doculex-usa.com](http://www.doculex-usa.com)), creators of electronic document management software, announces the validation by Sharp of DocuLex Archive Studio 4's seamless integration with Sharp MFP's via Open System Architecture (Sharp OSA) support.

This joint collaboration provides users with convenient document capture and indexing, a key ingredient to the success of any electronic document management solution. This allows users to interact with Archive Studio directly from the front panel of the MFP. With a Sharp OSA-enabled Digital IMAGER™ and Archive Studio, users can start and finish scanning directly at the MFP without the use of a PC, drastically reducing document capture workflow steps and increasing efficiency.

Access to Archive Studio is enabled through a local or wide area network on the user's server, Internet connection via remote server or DocuLex's online service. This solution provides the convenience of one server installation for unlimited users, with Archive Studio managing access security rights and document permissions in conjunction with active directory control.

DocuLex Archive Studio consists of two programs: Goby Capture and WebSearch. Goby is an easy-to-use program providing simplified paper document conversion and electronic capture of all electronic files such as Microsoft Office (Word and Excel) and email. Distributed capture capability is provided for an unlimited number of users throughout an organization via the program's Profiler document identification freeware, in tandem with the server-based Monitor image processing program.

With DocuLex Goby Capture, intelligent cover page technologies allow documents to be profiled and cataloged prior to scanning. Indexing criteria may be added via optical mark recognition or 2-D bar codes created with user-defined content. This allows documents to be scanned, indexed

and organized electronically, then forwarded to the users desktop, file archive and to the document management system.

Electronic documents are captured, indexed and delivered to the same archive folders as paper documents. They are saved in their native file format and ready for secure access from anywhere at anytime.

Goby Capture's Monitor component is server based and recognizes the Profiler cover sheet, fully indexes the accompanied document, names the file, then forwards the fully searchable PDF or electronic file to the user-defined destination. The destination may be one or many locations, including FTP address, email, printer, network, local folder and the user's desktop. The program includes enhanced optical character recognition (OCR), page deskew & despeckle, blank page removal, barcode recognition and other image processing workflow processes.

Server-based DocuLex WebSearch provides electronic document access throughout a business's local and field operations, with the ease of use of a browser application, thus providing 'Instant Document Access' from any location. The program's SQL database support accommodates substantial file volumes, providing users with Microsoft's off the shelf database power. The Active Directory integration enables heightened security via access permission grants and subsequent tracking. WebSearch also serves as a document hosting facilitator, with PKI providing encryption and digital signature security for outsourcing daily use information access to stored electronic files.

The program manages SSL remote security and retrieval of all file formats including MS Office, PDF and email, with retrieval tracking and activity logging assists with compliance of privacy laws including HIPAA and Sarbanes - Oxley.

Beneficial to the user is the integration of Web 2.0 technology, an updated, visually appealing interface, requiring little training and instant productivity. The server based software automates complex document organizational functions including file room views, providing a visual representation of hard copy document's storage housed in a physical records library. This creates a low maintenance environment ideal for small businesses and departmental entities within larger organizations, as well as for hosting service companies.

For additional information on DocuLex Archive Studio, and to arrange a convenient online demonstration, call DocuLex at 863.297.3691 x236 or email [access@doculex.com](mailto:access@doculex.com).

### **About DocuLex**

Incorporated in 1996, Winter Haven, Florida-based DocuLex creates open-system document management software for use with desktop and production document scanners, as well as digital multifunctional copiers, facsimile and wide format units. Through an extensive reseller channel, the company offers network-enabled document capture and image processing software along with Web-based search and retrieval programs, bundled and offered as Archive Studio. Archive Studio is easy to use, productive electronic document management software for any business environment seeking 'Instant Document Access.' Visit [www.doculex-usa.com](http://www.doculex-usa.com).

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