



Eliminate manual searches for paper documents. Improve document search and retrieval times and eliminate lost documents.

Perform instant search and retrievals with DocRecord's fully automatic search and retrieve function. Conduct simple or complex searches for document names, indexing information and key words within a document.

Search and retrieve locally or over the Web through DocRecord's network connection or through your Internet browser.

Organize documents your way in the structure that best fits your organization. Your custom organization structure is easy, quick and intuitive to set up.

View over 300 document types within DocRecord. Supported document types include Microsoft Office and Outlook documents, PDF, TIFF, JPEG, Lotus Notes, multimedia, spreadsheets, text, CAD/CAM files, drawing files, and many more.

Automatic batch scanning, filing, and indexing are quick and easy through DocRecord's Automation Server. Automatically assign indexes and file batch scanned documents into the proper folders.

Perform OCR (optical character recognition) automatically on scanned documents to convert them to readable text-based documents. OCR types include full page, zonal, and barcodes.

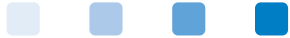
Audit trails for documents allow you to specify what audit events to keep track of and can be done for each document type. View and print audit logs globally and down to the individual document level.

Work-in-process space permits the identification and prioritizing of new document processing. Allows you to track employee work progress and manage quality and work load.

Annotate documents easily for adding or removing notes, redacting private information, and adding stamps.

Version control allows you to keep track of previous versions of documents as well as view or roll back to previous document versions.

Bates stamp documents using any combination of numeric, alphabetic, and Roman number counters, in addition to customizable text.



Electronic Document Management Software. Significantly improve document search activities, employee effectiveness, and business efficiencies with DocRecord, electronic document management software. DocRecord allows you to search and retrieve your electronic documents quickly, either from your office or remotely from through your Internet browser. Eliminate inefficient and costly paper document storage, file cabinets, and time consuming paper document searches.

DocRecord™



The essentials of imaging



DocRecord™

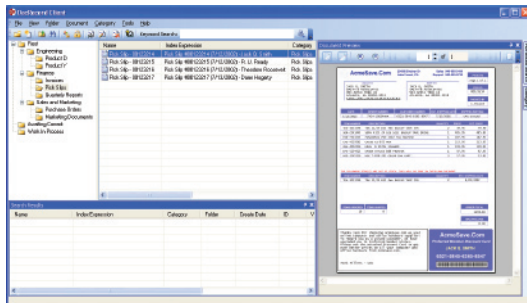
DocRecord System Requirements

OPERATING SYSTEM:
Windows 2000, XP, 2003, Vista

CPU:
Intel® Pentium® IV
(2 GHz or greater)

MEMORY:
2+ GB MB RAM

Advanced and easy-to-use electronic document management

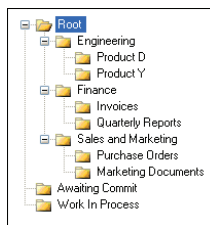


Perform fast and easy searches for electronic documents. See your documents and search results in one easy-to-use screen.

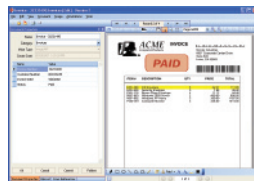
Advanced features include:

- Network and Web access
- Viewing of over 300 file types
- Native document viewing
- Work-in-process space
- Advanced and customizable searches
- Keyword search and highlighting
- Full page, zonal and barcode OCR
- Relate documents to each other
- Automatic indexing
- Audit trails
- Version control
- Annotation and stamping
- Bates stamping
- Varying security levels
- Automatic splitting and indexing of batch scans
- Image adjustment and clean up

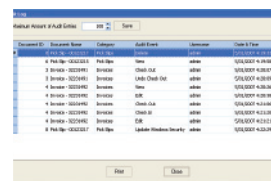
You can harness the full power of your bizhub MFP to scan and distribute your electronic documents to DocRecord.



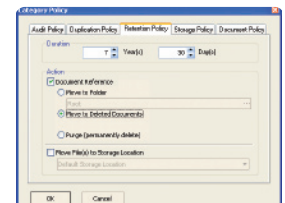
Files in DocRecord are organized into folders, which are displayed in a fully customizable tree structure.



Checking out a document allows the adding of annotations to the document, in addition to ensuring that no two users are attempting to edit the document at once.



DocRecord provides full audit log trails, both on a global and individual document level.



The Retention Policy for a category sets the action to automatically take after a given duration of time, including the moving and deletion of files in DocRecord.

A powerful electronic document management system, DocRecord provides a way for all organizations to efficiently file, index, retrieve and distribute their documents to people within the organization. DocRecord is for all types of organizations.

Increase productivity through DocRecord by eliminating costly and timely manual filing and searches. Eliminate lost documents and file cabinets.

Immediate retrieval and distribution of documents through intelligent searches is possible with DocRecord. Allow your personnel to immediately retrieve the documents that they need, when they need it. Send these documents to others from with DocRecord through email.

View over 300 file types with DocRecord. File types include Microsoft Office and Outlook documents, PDF, TIFF, JPEG, database documents, AutoCAD, drawing, Lotus Notes, multimedia files including MPEG and QuickTime, presentation formats such as Microsoft PowerPoint, spreadsheet and word processing formats, and many more.

Scalable to fit any configuration, DocRecord can easily be configured to expand for both network and Web users through a simple license key. DocRecord is based upon Microsoft SQL Server database and is capable of handling small and mid-size to large-size organizations.

Web access to documents is possible through the DocRecord's Web server. Allow remote users to perform advanced searches and retrieve documents quickly through their Internet browser.

Safeguard documents through security settings for both users and by folders. Restrict access to sensitive data and information. Provide complete control, and monitor access, to your documents.

Regulatory compliance is easy with DocRecord's retention policy. Establish audit trails and version control by document. And, perform Bates stamping documents to verify dates and versions of distributed documents.

Extract searchable text from scanned documents through DocRecord's OCR (optical character recognition) capabilities. Perform full page, zonal, and barcode scans to retrieve whole document text or selected portions.

Rapid deployment of DocRecord is possible through its easy-to-install and configuration capabilities. Quickly set up your electronic 'folder' and 'document' structure to accept incoming files. Automated batch scanning allows you to quickly deposit your files with indexing information into DocRecord.

Directly connect to and interact with other Prism Products such as DocForm (an advanced variable data and content application) and DocSystem (a rules-based distributed print and workflow application). The ease-of-connection of all Prism products provide for rapid and easy implementation.

Design & specifications are subject to change without notice.

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