

The electronic filing system
people *want* to use.





DocSTAR is an electronic filing system that stores and retrieves paper documents. With just the push of a button, DocSTAR:

- *instantly and easily finds any document;*
- *automatically creates backups of your paper files for safe, offsite storage;*
- *secures sensitive documents from unauthorized access; and,*
- *allows multiple users to access the same document at the same time.*

DocSTAR increases your bottom line by allowing you to:

- *reclaim office space;*
- *increase efficiency;*
- *improve responsiveness to your customers;*
- *eliminate the chaos of misplaced or lost files; and,*
- *access documents instantly and easily from any PC, across a LAN, WAN, or via the Internet.*

DocSTAR applies powerful technology to improve productivity. But, what really sets DocSTAR apart is its natural fit into your day-to-day business operations. People **want** to use DocSTAR because it is easy to learn *and* easy to use; in other words, it is **truly user friendly**.



DocSTAR is pre-configured and pre-tested to eliminate costly, time-consuming integration woes, so you'll be up and running quickly and painlessly.

Total Accessibility from Standard PCs

Standard PCs linked on a local area or wide area network (LAN or WAN) can scan, view, fax, print or email documents stored on a shared DocSTAR. Multiple users can even access the same document at the same time—a DocSTAR stored document is always available. Plus, DocSTAR's Internet Connectivity Module extends access across the Internet, so your documents can be retrieved from anywhere in the world.



Security Prevents Unauthorized Access

With DocSTAR, you may classify private or sensitive documents to allow access only to authorized users.

Flexible Filing Options

Match the needs of your business with three filing schemes, which may be combined or used separately. DocSTAR filing is easy and familiar, just like filing your paper files in folders. Text-based filing permits extensive cross-referencing (or the ability to retrieve documents by searching for any words they contain). Data fields allow for a more structured filing system. We'll help determine exactly how DocSTAR can work best for you.

Safety from Disaster

DocSTAR employs a unique two-tier storage system that uses RAID (Redundant Array of Independent Disks) and optical media. RAID provides fast retrieval and fault tolerance, and DocSTAR's optical drive provides archival copies for offsite storage. DocSTAR's standard, internal RAID can store half a million typical pages. Several million pages can be stored on the external RAID Tower option.

Handy Document Annotation

Add highlights, sticky notes or other annotations to any document without altering the integrity of the original. Plus, you can redact (black out) confidential information so only privileged users can view it.



PC Document Import Capabilities

Print import software captures documents from most Windows programs (such as word processors, databases and spreadsheets) through that program's print function.

Digital Image Import Capabilities

Easily import to DocSTAR image files from digital cameras and copiers and files converted from microfilm, and store just like any other file.

Documents on the Road

You can export documents for viewing on a notebook or other PC—enabling you to take DocSTAR documents home, on the road or anywhere you need them.



AuthentiDate™ Content Authentication

With its AuthentiDate™ feature (patent-pending), DocSTAR records a time and date stamp with every image, creating a “super original” that assures authenticity and date-of-creation at a level impossible for paper documents to achieve.