

# You Need SimpleDOX...

## **When you can't find a document.**

Whether the document is misfiled, in another's in basket or truly lost, not finding a document when needed can be frustrating and possibly very costly.

## **When you're tired of filing and re-filing paper.**

With SimpleDOX each document is electronically filed immediately upon entering the index values for the document. There is never a need to file or re-file paper documents ever again.



## **When your office has become a document storage warehouse.**

Each four-drawer file cabinet can contain approximately 15,000 pages of paper. One CD can hold an entire file cabinet of documents. If you have a warehouse full of paper, SimpleDOX can reduce that warehouse to "closet" size.

## **When your personnel need access to the same documents at the same time.**

SimpleDOX allows immediate access to all documents for all system users from their workstation. All users can access the same document at the same time. No more waiting for someone else to finish with a document before it can be passed on to the next user. Assuming that after the document is buried under a stack of paper on someone's desk, that you will ever find it again.

## **When your involved in litigation.**

The law requires that all documents, including emails, pertaining to litigation be available when the attorneys require document "discovery". You are expected to have maintained all communications regarding the action. SimpleDOX allows you to import, index, and file any electronic communication such as emails, Word documents. Excel spreadsheets into the same document database where all your paper documents are electronically stored.

## **When you want to archive legal documents.**

There is currently only one legally authorized document image format and electronic storage media for archiving all documents regardless of whether they were originally in electronic form or on paper. SimpleDOX archive all documents in a legally acceptable image format and on CDs with the documents associated index databases allowing for easy retrieval in the future.

## **When you want immediate and ongoing return on your investment.**



# SimpleDOX

Document Management Made EZ

SimpleDOX

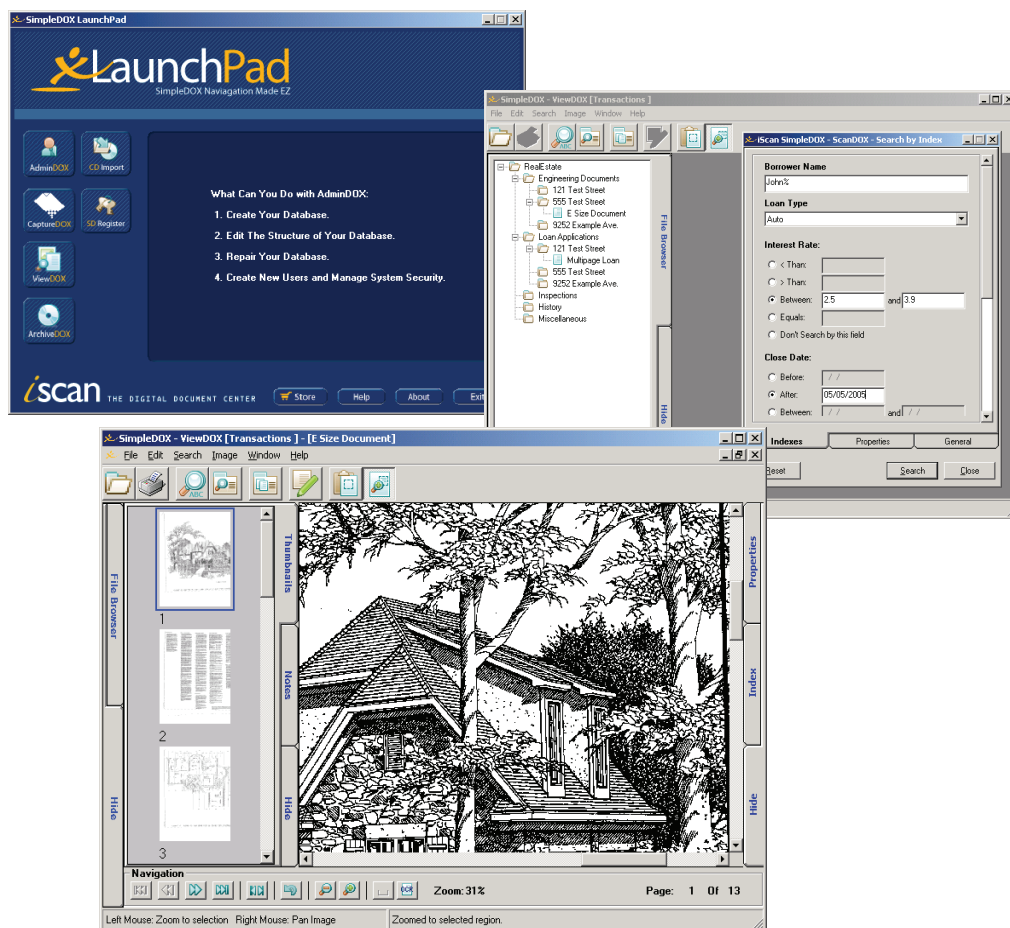
## FEATURES & BENEFITS

*Make your office legally paperless today!*

## WORK SMARTER GO PAPERLESS

- Stop filing & re-filing documents
- Start scanning & file once.
- Quickly print, fax, or email documents
- Unlimited indexing per document
- Multi-user access to documents
- Find any document in seconds
- Legally compliant archives & back-ups
- Flexible & powerful user security
- OCR for text searches

SimpleDOX is powerful document management software that electronically captures, stores, and organizes documents and business information, thus enabling immediate and reliable access to critical information right when it's needed. SimpleDOX promotes efficient knowledge sharing by allowing easy retrieval, editing, annotating, and distribution of documents. Quickly obtain the decision-making information needed and provide superior service to customers and partners.



- **No more lost documents**
- **No more misfiled documents**
- **Eliminate paper storage costs**
- **Continual return on system investment**
- **Easy to use**

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# ViewDOX

Search & Retrieval Made EZ

ViewDOX

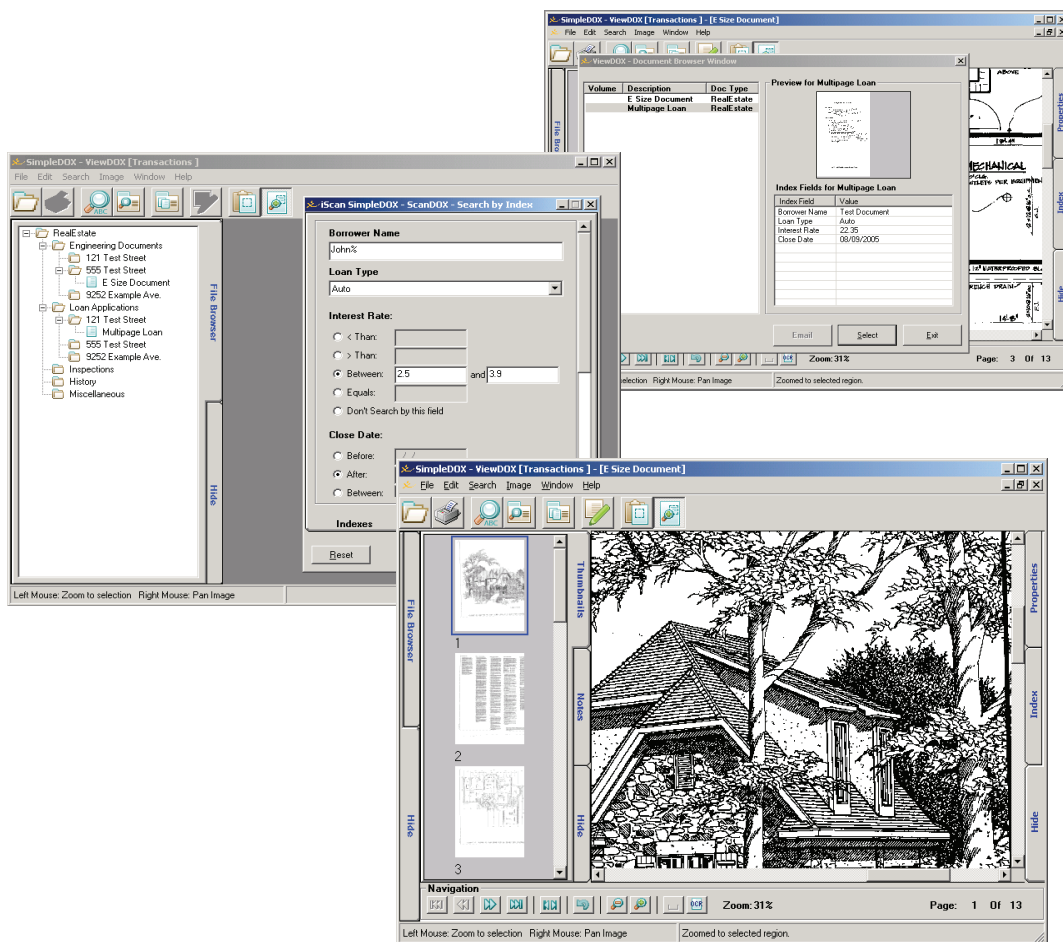
## FEATURES & BENEFITS

*Find any document  
in just seconds!*

## WORK SMARTER GO PAPERLESS

- Easy to use interface and controls
- Powerful search & retrieve tools
- Quickly print, fax, or email documents
- intuitive virtual filing system
- Multi-user access to documents
- Add notes to any document
- OCR for full text searches
- Extensive user security and privilege control
- Data mining for additional revenues

ViewDOX is the gateway to the SimpleDOX database. By using ViewDOX the user can search and retrieve any document in a matter of seconds. Once the desired document is found, ViewDOX provides many ways for the user to view and manipulate the document. The thumbnail panel allows for quick and easy navigation of Images. User tools like post-it notes, enlarge and reduce, rotate, highlight, and many other features allow for simple viewing and collaboration. Users can always quickly print, fax, or email any document from within ViewDOX.



- **Work more efficiently**
- **Increased productivity & collaboration**
- **No downtime looking for records**
- **Improved customer service**
- **Easy to use**

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THE DIGITAL DOCUMENT CENTER

## Welcome to SimpleDOX

Document Management Made "Simple"

There was a time not too long ago when the only businesses that could afford to install and use an electronic document management system were the very large companies that had a lot of money. In other words, the small to medium size business just could not afford electronic document management even though it promised a significant return on their investment.

Still today, *SimpleDOX* competition will charge many times more than the price of *SimpleDOX* for the very same functionality.

You have just read the first and foremost reason for you to buy *SimpleDOX*.

### Simply Costs Less

*SimpleDOX* is a full featured and fully functional document Management system that contains everything necessary to scan, index, store, retrieve, view, legally archive, and if desired, OCR all the important documents of any business in any industry. The *SimpleDOX* difference from the competition is that *SimpleDOX* was designed throughout to be easy to use for the end user.

You have just read the second and most compelling reason for you to buy *SimpleDOX*.

### Simply Easier to Use

*SimpleDOX* addresses a market that is heretofore untouched by the document management software system providers. That market is the small to medium sized businesses that have all the document management challenges as the "big guys". Before *SimpleDOX* the "little guys" were priced out of addressing their document management needs. In other words, there is little or no competition raised against *SimpleDOX* in the small to medium size business market.

You have just read the third and most profitable reason you should buy *SimpleDOX*.

***It's Simple - Pay Less, Get More!***