*i*scan
THE DIGITAL DOCUMENT CENTER

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.
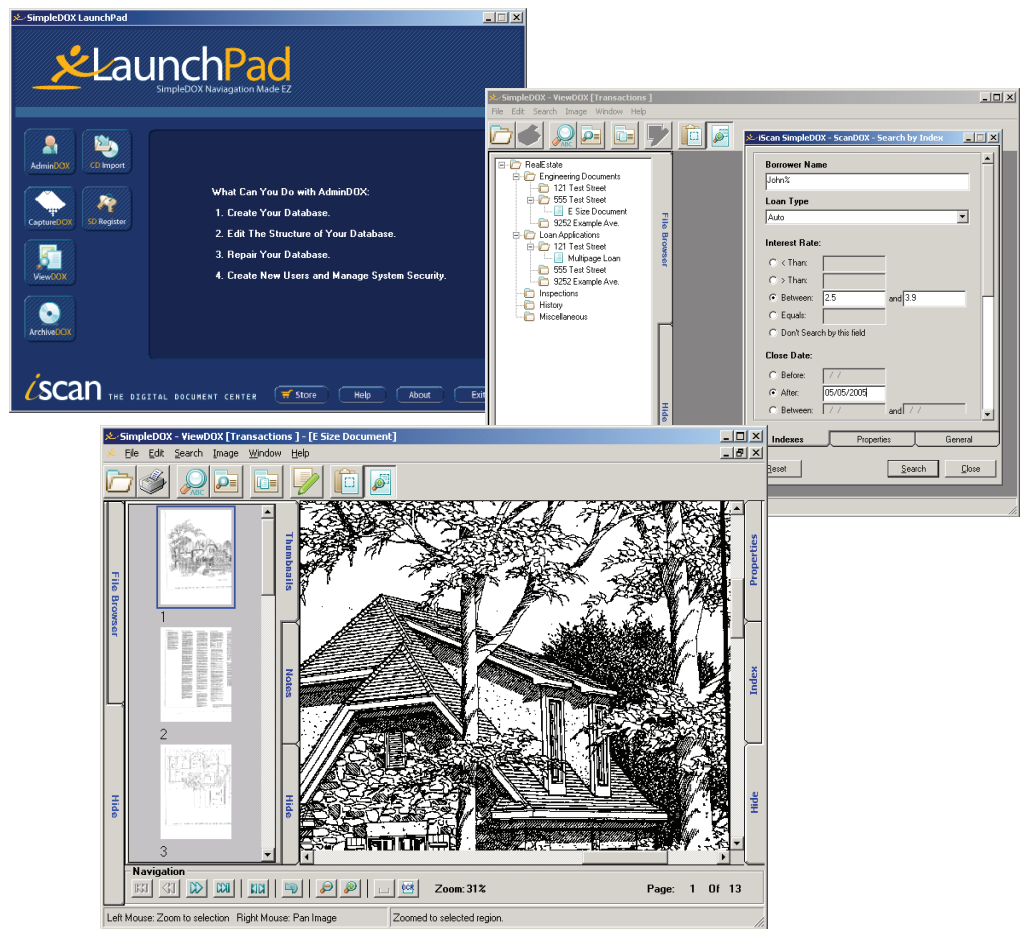
SimpleDOX

Document Management Made EZ

FEATURES & BENEFITS

Make your office legally paperless today!

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.

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

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

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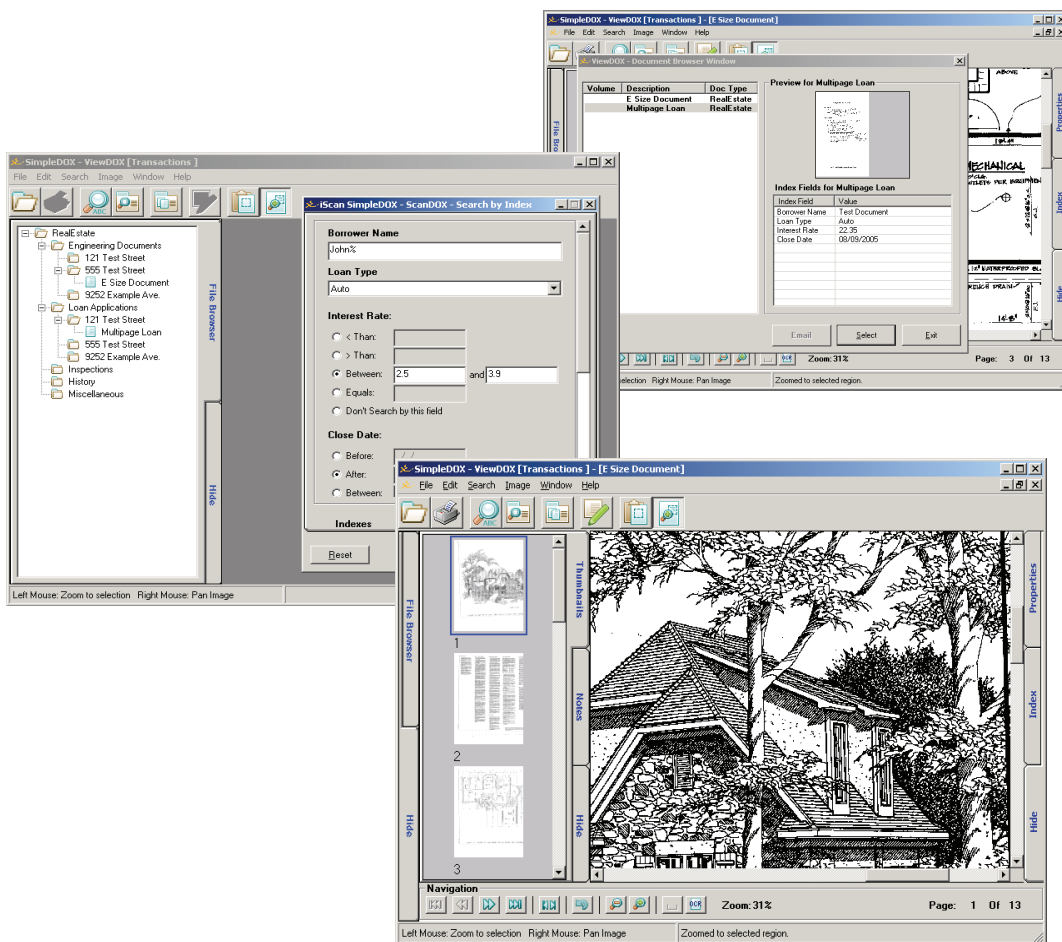
ViewDOX

Search & Retrieval Made EZ

FEATURES & BENEFITS

Find any document in just seconds!

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 SMARTER GO PAPERLESS

- Easy to use interface and controls

- Powerful search & retrieve tools

- Quickly print, fax, or email documents

- intuituve 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

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

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CaptureDOX
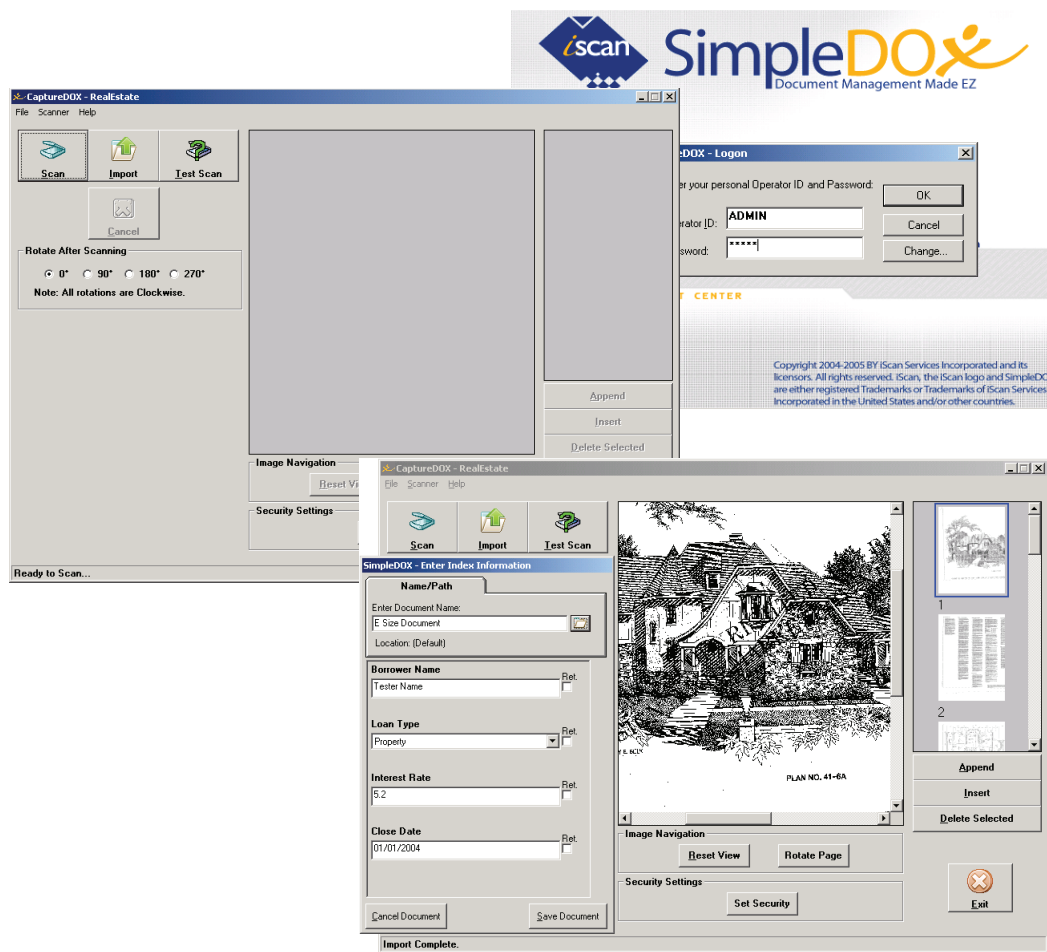## Document Capture Made EZ

FEATURES & BENEFITS

Scan & import documents of all kinds.

CaptureDOX makes it easier than ever to scan and import documents. CaptureDOX acts as the entry point to the SimpleDOX suite; allowing the user to scan, Import and index documents quickly and accurately. CaptureDOX is compatible with any TWAIN compliant scanner or multi-functional digital copier system and allows the import of electronic documents such as MS Word, Excel, PowerPoint, PDF, Multi-Media files and emails to name just a few.

GET SMART
START SCANNING

- Scan any type or size of paper

- Import any electronic file

- Works with any TWAIN compliant system

- Index files on the fly

- Easily add files to your virtual file cabinet

- OCR documents during capture

- Auto rotate features

- Insert or append new images

- Change databases quickly & easily

- **Go paperless quickly & easily**
- **Consolidate all documents in the same database**
- **Eliminate misfiled and lost documents**
- **Eliminate paper filing & refiling costs**

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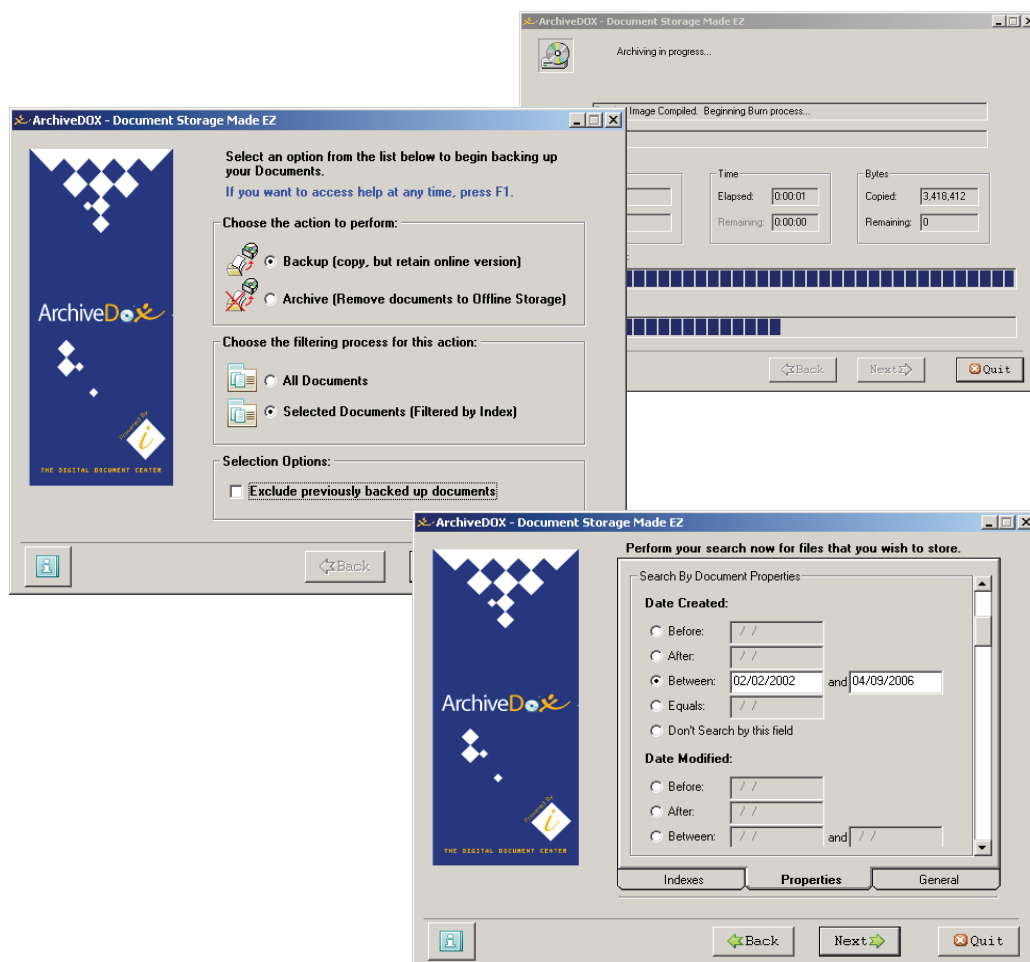
ArchiveDOX

Document Archiving Made EZ

FEATURES & BENEFITS

Legal paperless archiving and back-ups

In today's world of document imaging and management, companies are not only looking for ways to be more productive but are desperately seeking an alternative to the storage of paper records. ArchiveDOX solves the paper storage problem by complying with all State and Federal digital document storage requirements. ArchiveDOX makes it possible for individals and businessess to destroy their original paper documents while having the confidence that their new digital records will be admissible in court if a legal issue were to arise.

STOP STORING PAPER TODAY

- Create legal archives and back-ups

- Encrypted disc protection

- Extensive disc burning verification

- Burn multiple CDs easily

- Archive entire databases

- Archive specific files based on search criteria

- Track archive history and volume information

- Complies with all State of California and Federal archiving laws

- **Legally dispose of original paper records**
- **Save valuable office space**
- **Share information easily**
- **Avoid excessive document retrieval costs**
- **Avoid off-site storage costs**

AdminDOX

System Administration Made EZ

FEATURES & BENEFITS

Manage databases, users, security & much more

The AdminDOX module allows the user to administer the entire SimpleDOX management suite. It's never been this easy to setup users, customize index fields, create and edit databases, and setup sytem and user security. AdminDOX also makes preforming database maintence tasks simple and fast.

SIMPLE & FLEXIBLE ADMINISTRATION

- Unlimited database creation

- Customized Index fields

- User and group management

- Flexible system security & permissions

- Database repair & maintenace tools

- Useful reporting features

- Virtual file cabinet

- Technical support tools

- Easy to use interface

- **Simple and powerful system administration**
- **Document level security**
- **Flexible database & indexing setup**
- **Unlimited databases**

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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!