



DOCUMENT MANAGER™ Business Edition Key Features

Document Manager™ Business Edition features the essential components of the long established Enterprise Document Manager to provide a business with significant benefits providing a rapid return on investment including:

- > Process improvements/efficiencies
- > Compliance for tax, audit and other industry specific requirements
- > Space saving, reduction of paper storage and reproduction costs
- > Business resilience/disaster recovery/legal admissibility

Document Manager™ is easy to use and presents a familiar concept of filing cabinet drawers, folders and documents so users can relate to their existing processes but with all the benefits of easy filing and retrieval, no more 'lost' documents or photocopying. Here are some of the key features:

- > Modern, familiar look and feel user interface similar to Microsoft Office
- > Store virtually unlimited number of documents
- > Store almost any type of documents i.e. office documents, images, emails, sound files etc.
- > Pre configured drawers (filing systems) for:
 - > Accounts Payable
 - > Human Resources
 - > Records
 - > Customer Correspondence
 - > Projects
 - > Patient Records
- > Additional drawers and document types can be configured, no limits
- > From 5 to 15 named users with easy upgrade options to the Enterprise product
- > Securely controls access to your documents with a full audit trail for compliance
- > Version control to manage authoring and release of latest documents
- > Check in/Check out to take documents off-line while working on them
- > Secure annotations to add comments and highlights to areas of documents
- > Tight integration with Microsoft Office 2003 and 2007
- > Manage emails with their attachments using Microsoft Outlook integration
- > Document enable other business applications with a 'hot key' using Screen Scrape
- > Automated and rapid searching using Saved Searches with prompts
- > Supports most desktop scanners with the Twain interface or Network connected MFDs
- > Filing Assistant feature to facilitate easy saving of documents from most applications
- > Low total cost of ownership including support and maintenance

Document Manager™ is quick and easy to install, deploy, learn and use. After installation, simply define the names of your users and you're ready to start reaping the benefits. You have the peace of mind that Infonic has been providing Document Management for over 10 years to businesses ranging from sole trader to international corporations and state government.

DOCUMENT MANAGER™

Business Edition Minimum System Requirements

Overview

Document Manager™ is a client server application.

You will require one machine designated as the 'Server' which will be host to a Microsoft SQL Server Express database, the documents and one or more machines that will be the 'clients'. The Server can also be used as a client although this is **not** recommended.

Ideally the Server and Workstations will be part of a Windows Domain as this will simplify the sharing of the documents but it is not essential.

The installation (both Server and Client) will install the Microsoft .Net 3.5 framework (Service Pack 1) to ensure this will not interfere with any other applications running on those machines. This is unlikely.

Document Manager™ **should not** be installed on 64 bit version operating systems.

Server Requirements

- > XP Professional (Service Pack 3) with 512 MB Ram (min)
- > Vista Business and Ultimate editions with 1GB Ram (min)
- > Windows 2003 or 2008 server with 1GB Ram (min)

The Microsoft SQL Express engine installed on the Server can occupy up to 4GB of disk space for the database (approximately 1 million documents).

The documents are held in a file share and will consume approximately 1GB for every 20,000 A4/Letter sized monochrome pages (approximately 50KB per page) or Application Documents.

Document Manager™ can be used in a Virtual Server environment.

Workstation Requirements

- > XP Professional (Service Pack 3) with 512 MB Ram (min)
- > Vista Business or Ultimate editions with 1 GB Ram (min)
- > **Not** Vista Home Edition