

## Making Work Flow

Whether you are looking for a simple image archive or a complex business process automation solution with workflow, DLX 2011 offers the total solution in a variety of configurations to meet your business requirements.

DLX 2011 is the latest generation of Document Management product that has been providing businesses with document and process automation since 2000.

Select the functionality you need with a simple-to-use but rich and intuitive user interface that users will just love, ensuring quick acceptance and a rapid return on your investment.

## Functionality



### **Purchase or Subscribe:**

Choose whether to install within your organisation or subscribe to our Software as a Service (SaaS) for a simple monthly fee per user; DLX 2011 is the right answer whatever your preferred business model. Or choose a hybrid approach for peace of mind and disaster recovery.



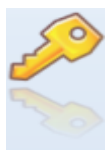
### **Web Browser Platform:**

Easy deployment with support for different browsers including Internet Explorer®, Mozilla® Firefox® (not v4), Safari®, and Google® Chrome for both Mac and PC platforms. An optional rich client desktop installation is also available for users requiring close integration with legacy applications.



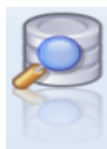
### **Easily Configurable for any Business Process:**

Think of a business application and DLX 2011 has been deployed there, including Insurance, Health Care, Finance, Legal, Law Enforcement, Human Resources, Logistics, Manufacturing, Construction, Housing, Charity, Fire Service, Pensions, and countless others.



### **Security, Admissibility and Compliance:**

Complete control over access to documents provides compliance with requirements like Sarbanes Oxley, Freedom of Information and other industry-specific requirements like HIPAA. A complete Audit Trail is maintained providing legal admissibility and visibility of every access to the system. Independently penetration tested for security by NCC Group.



### **On Demand Search and Retrieval:**

Not only is searching fast but it is easy to access. Frequent searches can be saved and automated or shared with other similar users. Search for specific metadata values like a reference number, or some document content, or a combination of both. Preview a thumbnail of the image documents that you find to assist in selecting the correct one.

## Functionality (continued)



### **Workflow Process Automation:**

Use DLX 2011's integrated Workflow to automate those business processes like Invoice Approval, Purchasing, Expenses, Holiday Requests, etc. Define simple rules that link the steps of the process together and give you visibility of the entire business process, who is holding up the process, are SLAs being met?



### **Document Logistix:**

Document Logistix has a proven track record, providing Document Management solutions since 1996 to organisations in all market sectors across the world. Users range from small businesses or departments to enterprise-wide installations with thousands of users and terabytes of information.



### **Extensive Functionality:**

DLX 2011 has an extensive set of features that one would normally expect from products at a significantly higher price point.



### **Modern Architecture – Technology Showcase:**

A multi-tier application built using the latest technology to ensure a future-proof solution that integrates with current and future business applications. Written in C#, .NET 3.5 and using technologies like WCF for communications, and Microsoft® Silverlight® 4 for presentation, ensure optimum performance, security and scaling. DLX 2011 can be deployed on either a 32-bit or 64-bit Microsoft infrastructure.



### **Database:**

The database services are provided by Microsoft® SQL Server® 2005 or 2008. A Core Services module provides all the business logic and core functionality, which is accessed from the Web Server application running on Internet Information Services (IIS) version 6 or 7.



### **User Interface:**

The presentation of DLX 2011 uses Microsoft Silverlight 4. This provides both a rich and intuitive user interface, optimises performance, minimises traffic between the server and the browser and provides support for multiple web browsers and operating systems. In addition, Silverlight 4 allows DLX 2011 to be deployed as a desktop application to run outside of the browser. DLX 2011 is the first Document Management application to be deployed using Silverlight 4!

## Functionality (continued)



### Integration:

The benefits of document management are greater when integrated into existing business systems. Document Logistix have a proven track record of delivering integrations for popular business systems including: Oracle®, SAGE®, JD Edwards®, Exchequer® and SAP®. Whatever your application, such as Finance, HR and CRM, the documents you want are only a click or two away using either our 'Screen Scrape' (Code Free Integration) technology or a tighter integration using one of our Application Programming Interfaces (APIs).



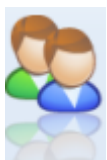
### File Types and Applications:

Whatever document types your organisation works with, DLX 2011 can work with them: any file that has a file suffix associated with an application can be managed by DLX 2011, including documents, pictures, movies, sound recordings, CAD, and so on. For Microsoft Office (2003, 2007 and 2010) documents there is an Office integration module allowing documents to be saved to or opened directly from DLX 2011.



### Email:

DLX 2011 integrates with Microsoft® Office Outlook® 2003, 2007 and 2010 allowing messages and/or their attachments to be saved directly from Outlook to DLX 2011 as .msg files. The optional Email Archive module allows for automatic archiving directly from Microsoft® Exchange (2003 SP1 or later and supporting Journaling). Both incoming and outgoing mails can be archived and rules can be defined to allow copying of emails to specific folders related to staff, clients, suppliers etc.



### Active Directory:

Integration with Active Directory® means managing user accounts and group membership is simplified allowing user and group management to be done in one place. Single sign-on makes the authentication process easier and quicker for users. You can also create non-Active-Directory users for granting access to users outside of your domain, such as customers or suppliers.



### Microsoft Office SharePoint® 2010 Portal Integration:

DLX 2011 is supplied with configurable Web Parts that allow DLX 2011 functionality to be deployed within a SharePoint 2010 site. Allow users to search for documents, view content and perform workflow from your corporate SharePoint portal. DLX 2011 does not store its documents in SharePoint Document Libraries, so the documents can also be accessed by non-SharePoint users.



### OCR Optical Character Recognition:

DLX 2011 is supplied with integrated OCR allowing the system to read key information when indexing scanned documents, without having to type everything – simply drag the mouse pointer around the text to be read and DLX 2011 will read the text into the field being indexed.

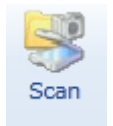
## Functionality (continued)

### Batch Scan and OCR:



For high volumes of documents, use the optional Batch Scan module. This provides automatic capture of documents with multiple fields being read using either Barcode or OCR. Suitable for either form-based documents with key index fields in fixed positions, or free-format documents, such as Purchase Invoices, where every document is different. Data read can be cross-referenced against databases such as suppliers or open purchase orders to ensure validity and integrity. The resulting documents are saved to DLX 2011 either for simple archiving or subsequent approval workflows, and corresponding data can be exported to business systems like ERP or Finance, removing the need for teams of staff to perform manual data entry.

### Document Scanning:



DLX 2011 supports TWAIN and Kofax® VRS-based scanners (32 bit and 64 bit), and scanning from disk for network-connected multi-functional devices. The Silverlight Web application deploys a 'click once' scan application to the workstation (Microsoft Windows clients only), which will perform the scan and indexing and then upload the documents to the server. It supports automatic pagination of documents (using barcode or blank pages) and OCR automated indexing for populating the document indexes

### Intuitive Drawer Folder Hierarchy:



A DLX 2011 database is divided into Drawers; each drawer is focused on a specific business function, for example, HR or Accounts Payable. Each drawer has its own indexing schema and permissions for different users and groups. Drawers are further divided into folders and sub-folders. Each folder has a set of indexes associated with it, such as Employee Details or Customer Details, and can have permissions associated with them. Documents are held in the folders or sub-folders, again with specific indexes associated (such as Invoice Number or Date) and again can have specific permissions associated with them.

### Safe Document Encryption:



Documents can be encrypted when stored in DLX 2011 to prevent unauthorised access to the documents, even by IT staff with sufficient knowledge of the network security to be able to gain access to the document store. A choice of encryption methods is available including DES, RC2 and Rijndael.

### Flexible Licensing – Named or Concurrent:



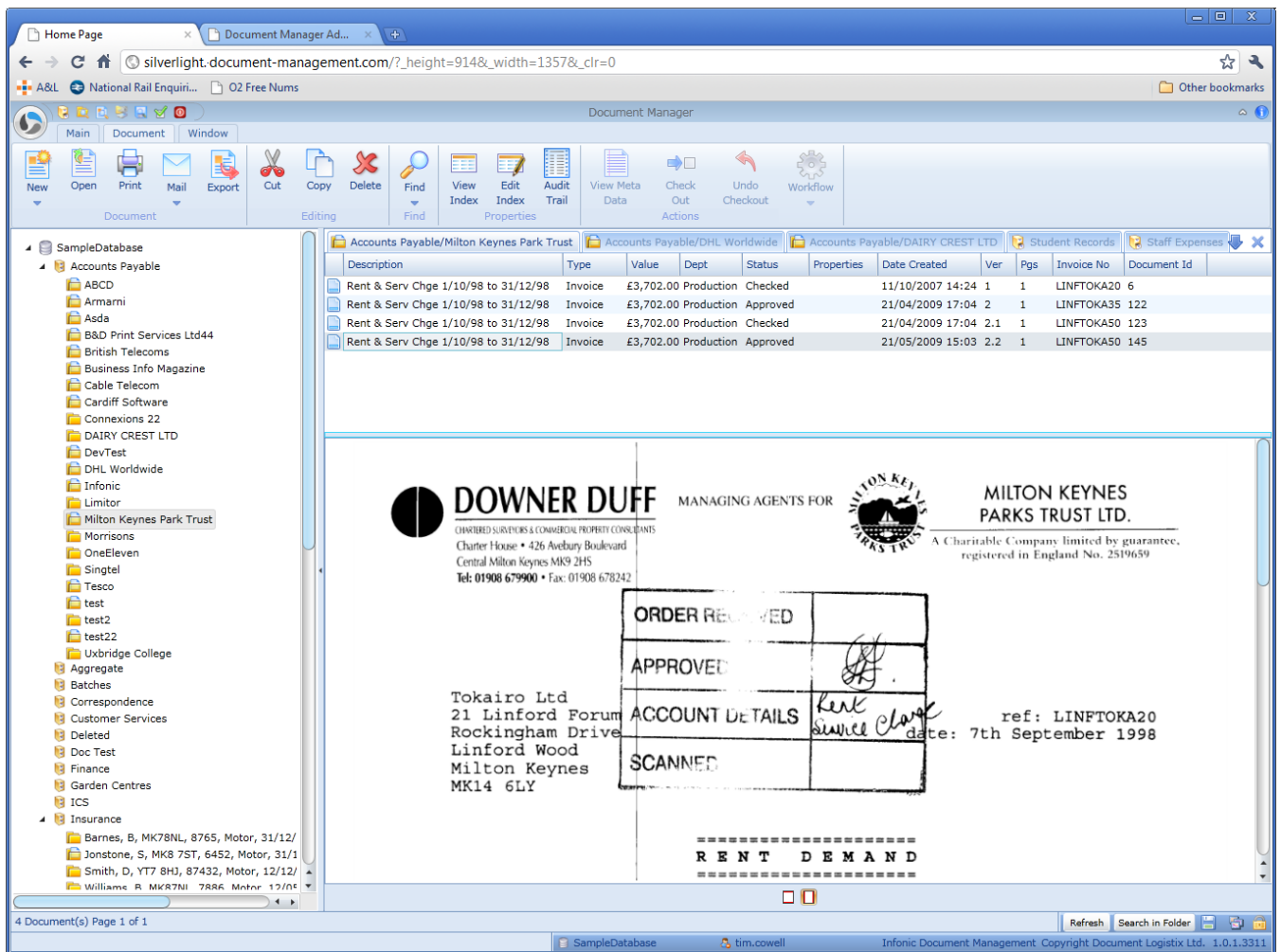
Documents Manager can be purchased with either Named user licensing or Concurrent user licensing depending upon the needs of your business. Named users can only be logged in once at any one time whereas Concurrent users can have multiple sessions up to a defined maximum number.

## Rich and Intuitive Web-based User Interface

Everything you would expect from a modern desktop application, but available in a browser.

Users like to work with things that are familiar to them; the user interface is both simple to use yet fully functional and resembles many of the current generation of Windows applications already in use.

The user interface includes Explorer-type views to navigate the drawer and folder hierarchy, and a Microsoft-Office-style Ribbon Bar to provide easy access to program features.



Right-click on documents or folders to quickly access the available menu of options. Summary information is displayed in columns in a similar way to spreadsheets, which can be sorted and arranged to suit the user. Open multiple folders or search results using different tabs and switch quickly between them. A preview of images beneath the document list assists in locating the document you are looking for.

## Searching

Field	Condition	Value	Order
Doc Description			<input type="checkbox"/>
Supplier			<input type="checkbox"/>
Invoice No			<input type="checkbox"/>
Value	Less Than	100	<input type="checkbox"/>
Dept			<input type="checkbox"/>
Status		Approved	<input type="checkbox"/>
Workflow Actioned			<input type="checkbox"/>
Date Created	Less Than	30D	<input type="checkbox"/>
Annotation Text			<input type="checkbox"/>
Sub Folder Name			<input type="checkbox"/>
Document Id			<input type="checkbox"/>

Search Content for: Widgets  Exclude Structured Indexes from Search

Run Search Cancel

Employs easy-to-use search dialogs based on one or more fields with simple drop-down lists for plain language conditions like 'Equals' or 'Starts With'.

Present lists of values for some fields to remove the chance of mistyping the required information.

Colour-coding indicates which fields are optional and which are mandatory. Search on document content or structured fields.

Save frequently used searches to be re-run at the press of a hotkey, or select from a drop-down list of 'favourite searches', and share those searches with other users.

## Viewing Images

View images with the same intuitive Ribbon Bar providing access to everything needed to view and work with image document types.

Display a thumbnail for each page in the document allowing quick selection and navigation through the pages.

Quick-fit buttons make the image fit to full height or full width, or zoom to a readable size. Print, Email or Export a document, or batch of documents, as a PDF.

Annotate the document with drawing tools including Sticky Notes, Highlight, Lines, Text and Image Stamps. Hide sensitive parts of documents using redactions and define who is allowed to see what.

Perform a workflow action while looking at the document simply by selecting from a drop-down list beneath the workflow button, for example, 'Approve' or 'Reject'.

Accounts Payable/B&D Print Services Ltd44/test/E300,000,000.00/Production/Received/Manual

Home Annotations

Save Pages Print Mail Export Modify Index Workflow

First Page Previous Page Next Page Last Page Page 4 of 68

Display Close

◆ CONNECTING AND PREPARING YOUR TV

- Viewing the Control Panel ..... 4
- Viewing the Connection Panel ..... 5
  - Connecting an Aerial or Cable Television Network ..... 6
  - Connecting Component Devices (DTV/DVD) ..... 6
  - Connecting External AV Devices ..... 6
  - SERVICE ..... 6
  - Connecting Set-Top Box, VCR or DVD ..... 6
  - Connecting HDMI/DVI ..... 7
  - Connecting Computer ..... 7
  - Connecting AUDIO ..... 7
  - Kensington Lock ..... 7
- Viewing the Remote Control (All Functions Except Teletext) ..... 8
- Viewing the Remote Control (Teletext Functions) ..... 9
- Installing Batteries in the Remote Control ..... 10
- Switching On and Off ..... 11
- Placing Your Television in Standby Mode ..... 11
- Becoming Familiar with the Remote Control ..... 12
- Plug and Play ..... 13
- Choosing Your Language ..... 14

◆ SETTING THE CHANNELS

- Storing Channels Automatically ..... 15
- Storing Channels Manually ..... 16
- Editing ..... 16
- Sorting ..... 16
- Assigning ..... 16

Access Control Permission Filters

Users/Groups with Access

- Public
- Administrator

Select Users/Groups to Add

Add Remove

View Drawing Object

Move/Resize

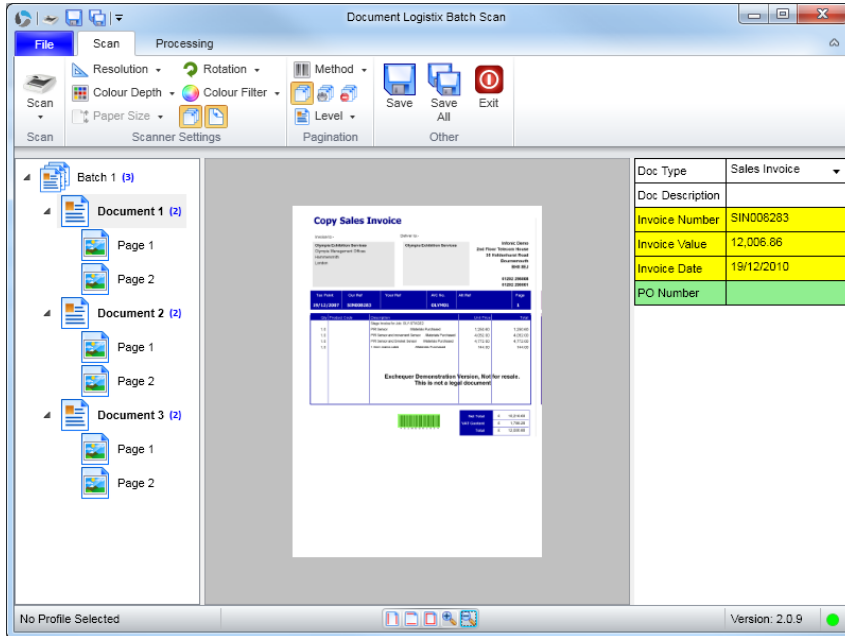
Modify Properties

Modify Access

Delete

OK Cancel

**Scanning**



Scan multiple documents in batches and auto-separate them into documents using blank separators or barcodes.

Scan both sides and discard blank sheets automatically. Save scanner preferences such as paper size and resolution in easy-to-recall profiles.

Define folder indexes for the collection, and document indexes per document.

Draw a rectangle on the image with the mouse to OCR and populate the index data.

Clean up images using the inbuilt noise reduction, smoothing and black border removal tools.

**Graphical Workflow Designer**

A picture paints a thousand words, so draw your business process schematically using the workflow designer.

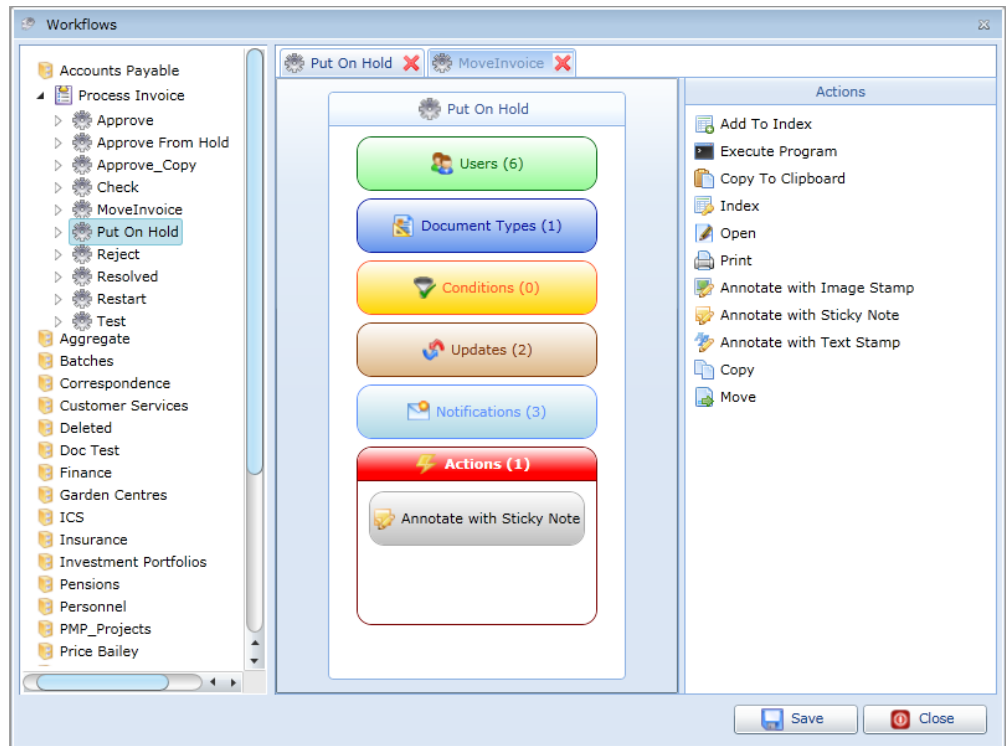
Define the status/condition that transitions the documents such as Approved, Rejected, Reviewed, Complete, etc.

Define the conditions for moving from one status to the next.

Define the actions that are taken when moving from one status/condition to the next.

Define users and groups who are responsible for moving from one status to the next.

View the documents at each status of the process and move the documents between statuses/conditions to test the workflow.



## Features and Benefits

<b>Full Text Search</b>	Locate documents across all drawers by their content. Useful for locating documents based on their subject matter to compare similarities, for example, previous orders or proposals.
<b>Version Control</b>	Two levels of version control for document authoring. Show only the latest version of a document. Make previous versions read-only. Associate new documents as new versions of existing documents.
<b>Check Out/Check In</b>	Take a document out of the system for working offline. Prevent other users working on it, warn them who has the document but allow read-only access to it. Optionally check the document back in as a new version.
<b>Auditing</b>	DLX 2011 keeps a record of every system access and records the identity, date, time, network address or workstation and what was done. Vital for legal admissibility and compliance. Even when documents are deleted, the audit records remain accessible. Report on audited events such as Document Deletions.
<b>Integration/API</b>	Tightly integrate business applications using one of several APIs, .NET core services library, Web Service or .COM for legacy interfaces.
<b>Security</b>	Apply restricted access to Drawers, Folders, Documents and Annotations, limited by users or groups or combinations of both. Apply default permissions for each document type.
<b>All Document Types</b>	Does not just manage images but any file type that has an application associated with it. Requires the native application in order to open or view the document. Can even reference a web site URL as a document.
<b>Encryption</b>	Encrypt documents in the native file store to prevent unauthorised access even by IT staff who know network level details and security.
<b>Active Directory</b>	Maintain users and groups in Active directory and use single sign-on to ease the management of large numbers of users and improve ease of authentication.
<b>Saved Searches</b>	Automate frequent searches and attach them to a function key for quick access, or automate their running at login or periodically. Great for presenting lists of documents (sometimes referred to as In-Trays) requiring attention.
<b>Desktop Scanning</b>	Scan documents from the desktop directly into folders within DLX 2011 using readily available TWAIN-based scanners or network scan devices. Automatically paginate into documents using separator sheets with barcode or blank pages. Remove blank pages.
<b>Full or View-only Users</b>	Differentiate between users who will be adding content and those just viewing to avoid unnecessary licensing costs.
<b>Named or Concurrent Licensing</b>	Choose the licensing model that suits your business. The 'Named users' model requires one named licence per user; 'Concurrent' licensing limits the number of concurrent users but you can define as many as you wish. Ideal for temporary or part-time workers and shift work.
<b>Workflow</b>	Allows business processes to be defined with preconfigured rules. Define who can perform what tasks on documents, with conditions such as authorisation limits, and notify people by email that an action has taken place.

## Features and Benefits (continued)

<b>Workflow Reports</b>	Use 'Saved Searches' to report on key performance indicators such as overdue documents requiring follow-up.
<b>OCR 'on the fly'</b>	While indexing scanned documents, simply drag the mouse over the required text to OCR the image and populate the document or folder index.
<b>Office Integration</b>	Easily add Microsoft Office documents to the system within Word, Excel, PowerPoint and Outlook. Compatible with Office 2003, 2007 and 2010.
<b>Email</b>	Use the Microsoft Office add-in to manage ad-hoc emails or use the optional Email Archive to automate capture of incoming/outgoing emails. Use rules to auto-file in appropriate folders (for example, by Customer). Works with Microsoft Exchange or any email system providing a POP interface.
<b>Drag-and-Drop</b>	Getting documents into the system is as easy as dragging and dropping from the desktop or a Windows Folder.
<b>Document Templates</b>	Use document templates to define standard document types such as forms, timesheets, proposals etc.
<b>User-Defined Lists</b>	Define lists of values used for indexing to prevent incorrect values being entered, for example, product codes. Link these lists to external databases to make maintenance easy.
<b>User-Defined Fields</b>	Define fields to match your business requirements. Define their data type as Text, Numeric, Date/Time, Yes/No, List and so on. Define how they are to be presented to users, any default values and even restrict access to them using Workflow.
<b>Common Fields</b>	Define fields used in multiple drawers, such as 'Customer Name', which can be used in Finance, Customer Services and Sales, to facilitate finding all documents relating to a customer.
<b>Multiple Servers</b>	Multi-tier architecture allows the system to scale according to your demands either for performance or distributed document storage.
<b>Enhanced Administration</b>	Define users with restricted Administration permissions, so that IT staff do not need full administration permissions.
<b>Automated Imports</b>	Use the Import Service to automate import of documents with metadata defined in XML. Provides a reliable and simple interface to external systems generating content or third-party batch scan applications, including Kofax.
<b>Annotations</b>	Add markup to images to show comments or draw attention to key items. Restrict who can view, modify, change or delete the annotations and audit who has done so. Add personalised 'signatures' to images when workflow actions are performed. Each signature has access permissions associated with it.
<b>Redaction</b>	A special type of Annotation that is used to hide vital information on image documents. Define who is permitted to view behind the redaction.
<b>Screen Scrape</b>	Document-enable your other systems with no API or coding by teaching DLX 2011 how to find the key information in the systems' screens. Currently only available on Rich Client but soon to feature on the Web client too.

## System Requirements

<b>Database Server</b>	<ul style="list-style-type: none"><li>• Microsoft SQL Server 2005 or 2008</li><li>• 2 GB RAM minimum</li></ul>
<b>File Server</b>	<ul style="list-style-type: none"><li>• Any device presenting an SMB-based File Share with Active Directory permission management. Budget 1 GB per 20,000 A4/Letter-size pages (assuming an average of 50 KB per page for a scanned image at 200 DPI monochrome).</li></ul>
<b>Core Services Server</b>	<ul style="list-style-type: none"><li>• Windows Server® 2003 or 2008 (32 bit or 64 bit)</li><li>• 2 GB RAM minimum</li><li>• Microsoft® .NET Framework version 3.5</li></ul>
<b>Web Server</b>	<ul style="list-style-type: none"><li>• Internet Information Services version 6 or 7</li><li>• 2 GB RAM minimum</li><li>• .NET Framework version 3.5</li></ul>
<b>Full Text Search Server</b>	<ul style="list-style-type: none"><li>• Windows Server 2003 or 2008 (32 bit or 64 bit)</li><li>• 1 GB RAM minimum</li></ul>
<b>Web Clients</b>	<ul style="list-style-type: none"><li>• Web Browser with Silverlight 4 support. At the time of writing, one of:<ul style="list-style-type: none"><li>• Internet Explorer 7 or 8 (PC)</li><li>• Firefox 3 (PC and Mac, <b>not</b> currently Firefox 4)</li><li>• Safari 3 or 4 (Mac OS 10)</li><li>• Google Chrome 4 (PC)</li></ul></li><li>• 512 MB RAM</li><li>• .NET Framework 3.5 for PC (required for Printing, Scanning and check out/in)</li></ul>
<b>Rich Clients (optional desktop)</b>	<ul style="list-style-type: none"><li>• Windows® XP, Windows Vista® or Windows® 7 with minimum 512 MB RAM (1 GB recommended)</li><li>• .NET Framework 3.5</li></ul>
<b>Scanners</b>	<ul style="list-style-type: none"><li>• TWAIN-compliant scanners. Please refer to our compatibility chart of recommended manufacturer's devices. Kofax VRS is recommended for image enhancement and clean-up.</li></ul>

## System Requirements (continued)

- |   |   |
|---|---|
| <b>Email Archive Service (optional)</b> | <ul style="list-style-type: none"><li>• Windows Server 2003 or 2008, Windows 7, Windows Vista or Windows XP (32 bit or 64 bit). Microsoft Exchange or Outlook client is required on the machine.</li></ul>  |
| <b>Batch Scan with OCR (optional)</b>   | <ul style="list-style-type: none"><li>• Windows Server 2003 or 2008, Windows 7, Windows Vista or Windows XP (32 bit).</li><li>• Minimum of 1 CPU Core and 1GB RAM for simple requirements to 4 CPU Cores and 4 GB RAM for advanced requirements, such as invoice recognition.</li></ul> |
| <b>Simple Web Retrieval</b>             | <ul style="list-style-type: none"><li>• Internet Information Services version 6 or 7</li><li>• 1 GB RAM minimum</li><li>• .NET Framework 3.5 if Active Directory integration/authentication is required</li></ul>   |



**NOTE:** For smaller installations, it is possible to deploy multiple server components on one physical server, although one CPU core per process is recommended.

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