

## Introduction

Document Manager™ Business Edition features the essential components of the long-established Document Manager Enterprise Edition to provide a business with significant benefits and deliver a rapid Return on Investment. Benefits include:

- 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

## Key Features

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 also enjoy all the benefits of easy filing and retrieval, with no more 'lost' documents or photocopying. Here are some of the key features:

- Modern, familiar look-and-feel user interface
- Store a virtually unlimited number of documents
- Store almost any type of documents, for example, office documents, images, emails, sound files, and so on
- Pre-configured drawers (filing systems) for:
  - Accounts Payable
  - Customer Correspondence
  - Human Resources
  - Projects
  - Records
  - Patient Records
- Additional drawers and document types can be configured, with no limits
- From 2 to 15 named users with easy upgrade options to the Enterprise Edition
- Securely controls access to your documents with a full audit trail for compliance
- Version Control to manage authoring and release of latest documents
- Check Out/Check In to take documents offline while working on them
- Secure annotations to add comments and highlights to areas of documents
- Tight integration with Microsoft® Office 2003, the 2007 Microsoft® Office system and Microsoft® Office 2010
- Manage emails with their attachments using Microsoft® Office Outlook® integration
- Document-enable other business applications with a 'hotkey' using Screen Scrape
- Automated and rapid searching using Saved Searches with prompts
- Supports most desktop scanners with the TWAIN interface or network-connected MFDs

## Key Features (continued)

- Filing Assistant feature facilitates easy saving of documents from most applications
- Low total cost of ownership including support and maintenance
- Search documents by indexes or content
- Read fields by Optical Character Recognition (OCR) when indexing scanned documents

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

## Business Edition System Requirements Overview

Document Manager is a client-server application.

You will require one machine designated as the 'server' that will be host to a Microsoft® SQL Server® Express database and the stored 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, although it is not essential.

The installation (both server and client) will install the Microsoft® .NET Framework version 3.5 (Service Pack 1).

## Server Minimum Requirements

- Windows Server® 2008, dual-core CPU, 2 GB RAM (4 GB RAM is recommended)
- Windows Server® 2003, dual-core CPU, 2 GB RAM (4 GB RAM is recommended)
- Windows® 7 Professional, Enterprise and Ultimate editions, 2 GB RAM (4 GB RAM is recommended)
- Windows Vista® Business and Ultimate editions, 1 GB RAM
- Windows® XP Professional Service Pack 3 (SP3), with 512 MB RAM



**NOTE:** It is recommended that a server operating system is used for the Document Manager Server. If using a client operating system for the server, it may affect performance.

- The Microsoft SQL Server Express engine installed on the server can occupy up to 4 GB of disk space for the database (containing approximately 1 million document records).
- 4 GB available disk space or more for database backups
- 100-megabits-per-second (Mbps) network interface (minimum)

### Server Minimum Requirements (continued)

For storage requirements, the documents are held in a file share and will consume approximately:

- 1 GB for every 20,000 A4/Letter-sized monochrome pages (approximately 50 KB per page)
- 1 GB per 10,000 application documents
- 24 MB for each uncompressed legal-sized single-sided true colour image.

Document Manager can be used in a Virtual Server environment.

### Workstation Requirements

- Windows 7 Professional, Enterprise and Ultimate editions, 1 GB RAM
- Windows Vista Business and Ultimate editions, 1 GB RAM – **not** Vista Home Edition
- Windows XP Professional (SP3), 512 MB RAM
- Windows Server 2003 or Windows Server 2008, dual-core CPU, 2 GB RAM (4 GB RAM is recommended)

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