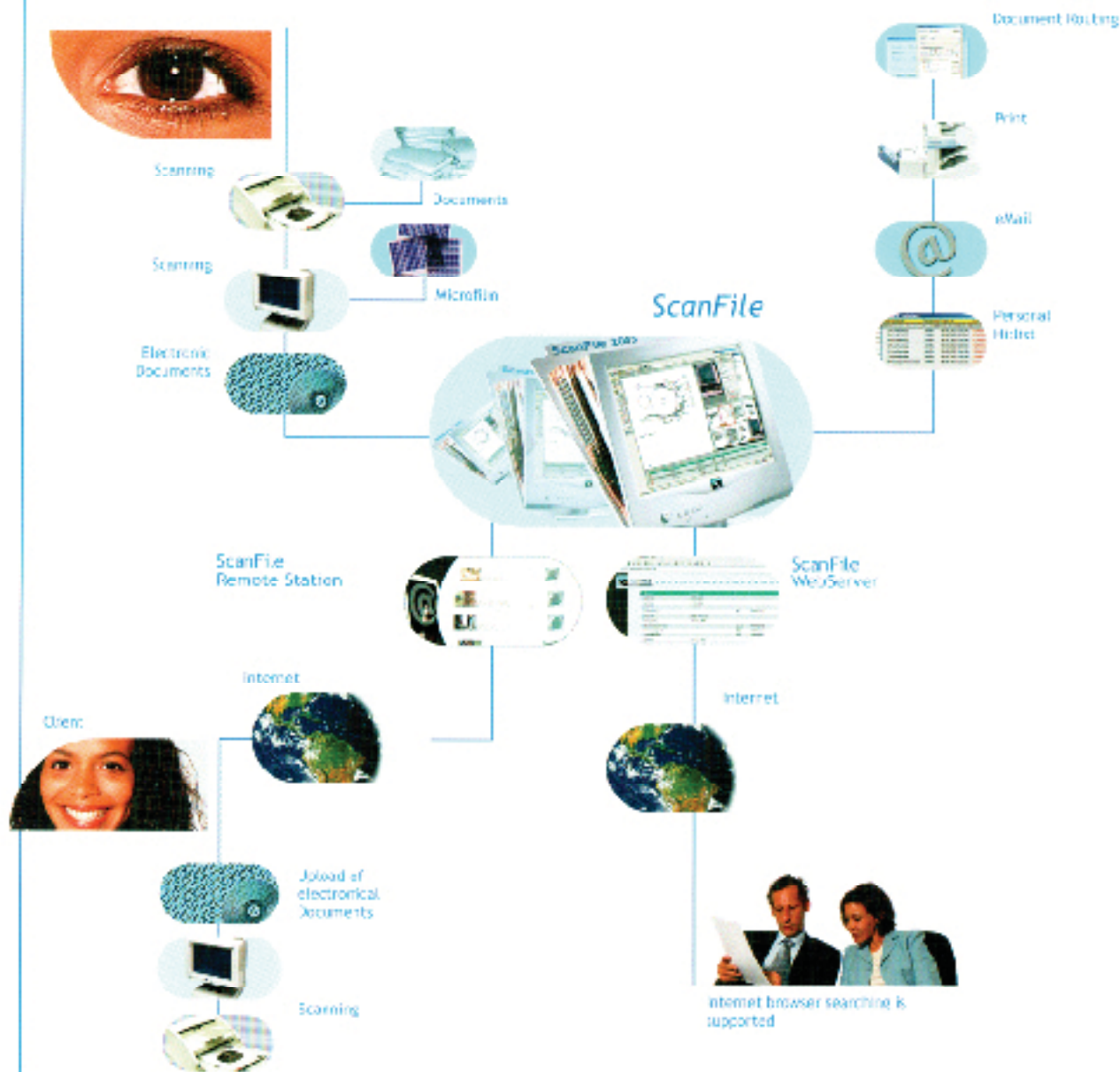




**ScanFile<sup>®</sup>**  
Document Management System

# Document Management Made Easy...



ScanFile is a powerful yet most user-friendly document management system. The extensive range of options cater to the most complex of file management tasks. The basic concept of ScanFile is to deliver secure efficiency. It provides the user's documents, in their entirety, as a virtual archive.

ScanFile is aimed at those who want increased productivity by means of an information management solution that is designed around their specific needs. ScanFile need never be overspecified; only those options that meet specific needs are added to the core application, which can be extended at any time.

The essential purpose of ScanFile is to organize and manage current documentation so as to enable efficient and cost effective work processes. The organized and valuable archive that results is but a by-product. The ScanFile administrator establishes controlled and monitored access for all users and range of functions. Users may have access to all documents from their network workstation and can process tasks using conventional desktop applications.

Any type of file can be stored within ScanFile; it is therefore now possible to review a document in its entirety no matter the original application.

ScanFile provides all the tools needed for capturing and indexing documents, and the allocation of appropriate access rights. ScanFile establishes a secure environment for multi-faceted corporate filing.

ScanFile offers the all important features for the import of electronic files, precise scanner control, bulk "near line" storage and hands-free indexing opportunity through targeted OCR and Barcode, with full page OCR providing a recovery opportunity in the event of retrieval criteria that may not have been anticipated.

All the tools needed to capture, index, store and retrieve are placed at your fingertips... the ScanFile core and option range.

**EDI** Empire Document Imaging