

**A cloud-based solution for helping organizations deploy a simple, yet powerful document management solution.**

## Key Features:

- ✓ Ready-to-use digital file cabinets for student and school records
- ✓ Index fields to search and retrieve documents
- ✓ Keyword/Context sensitive search (if OCR activated)
- ✓ Control user access to none, one or more file cabinets
- ✓ Manage user level access within a file cabinet to document types, departments, etc.
- ✓ Save files in multiple formats
- ✓ Append pages to existing document
- ✓ Email from search results (Helps in resolving customer service issues)
- ✓ Rapid Indexing features (Edit fields, incrementing field values, etc.)
- ✓ Auditing (Capture audit time and audit by)
- ✓ Smart Docs feature (Create an automatic task for processing)
- ✓ Control who can Audit, Index, View, Delete, etc.
- ✓ Maintain "Obsolete"/"Shred" date and track with Smart Docs
- ✓ Copy or Replace file feature to reduce redundant indexing
- ✓ Track access history
- ✓ Bulk upload native electronic files or scanned files

### Our Solution Requires

No Capital



No Software



No Hardware



No IT Resources



### Our Solution is

Easy to Use



ROI Guaranteed



Deployed in Days



Secure

