DocuXplorer®: *Your Document Management Solution Partner*

Protect Your Files

Eliminate Clutter

Increase Efficiency

Using DocuXplorer, there will be no more trips to the file room… no more phone calls to the document storage warehouse… no more fruitless searches of your hard drive for that missing invoice… and no more time spent looking through old emails, faxes and filing drawers.

With DocuXplorer's **easy-to-use** and **highly customizable** software, now with built-in automated workflow functionality, you can now quickly find and manage all of your documents no matter what program you use. Our software is **fully integrated** with Microsoft Office and QuickBooks, and our advanced print driver allows emails and all other files to be printed and saved as PDF files directly into DocuXplorer.

For over a decade and with hundreds of satisfied clients in all industries, DocuXplorer's **cutting-edge software** is one of the most trusted sources for document management available in the marketplace.

Best of all, you will have one of our representatives on the phone with you (and on your own computer as well) to set up, customize and train you in using the features of DocuXplorer even **before** joining our family of clients, and our legendary service **after** the sale ensures that your investment pays dividends down the road.

Whether you require assistance with setting up your cabinet structure or simply have a question about a feature, we are here for you by phone or email.

Created with your needs in mind

Designed specifically for small-to-medium sized businesses and interdepartmental use, DocuXplorer provides you with the functionality and robustness of document management systems used by large organizations, but without needing technical expertise and in an easy-to-use application.

Using a familiar Microsoft Windows Explorer-type interface you are already familiar with, you will be up and running in no time. DocuXplorer lets you find, access and share documents quickly and easily - and across your entire office - through one simple platform. And, best of all, it's priced right and won't exhaust your organization's IT budget.

Our client base

For over a decade, DocuXplorer has been utilized in higher education institutions, health care facilities, law offices, governmental agencies, financial and accounting firms, and large and small companies alike all over the world.

DocuXplorer Key Features and Benefits

Easy to use…yet robust

* Familiar Windows Explorer-style interface

* Real-world hierarchy modeling using Cabinets, Drawers and Folders

* Scan paper documents directly into a DocuXplorer folder. Works with all TWAIN compatible scanners and batch scanning

* Add documents easily using a drag-and-drop from your hard drive right into DocuXplorer**:**

  - Quickly add index information
  - Create multiple index sets/meta tags with up to 25 user-defined fields
  - Heads-up indexing preview image of document appears on screen during index set/meta tag configuration
  - Static data drop-down lookup lists

  - Email, fax and print documents directly from DocuXplorer folders

Import electronic documents

* Import **any** electronic file (including Excel, Word, PowerPoint, Outlook and other Microsoft products) to store along with scanned-in paper documents

* View and edit electronic documents using their original program and save directly into DocuXplorer

* With the built-in print driver, print emails and web pages directly from DocuXplorer

*Add Index Information Only documents for additional database functionality

NEW ### Automated Workflow/Business Process Management

* Track document versions

* Built-In Workflow Designer

* Document library check-in/check-out functionality
* Routing/approvals of documents

* OCR (Optical Character Resolution) built-in for faster organization. No need to install costly OCR software

Sharing/accessing files and document security

* Documents (in DocuXplorer Enterprise version) can be shared over a network
* Full text search of indexes and document OCR text
* Boolean search for precise document retrieval
* Multi-level security system allows for effective safeguarding of confidential data
* Compliant with HIPAA, SEC, Sarbanes-Oxley and other governmental regulations