



IMAGE MANAGEMENT SYSTEMS, INC.
info@imagemgt.com www.imagemgt.com
239 West 15 Street, New York, NY 10011
Tel: 212 741-8765 eFax: 815-301-8702

Electronic Imaging

Document Management

Secure Data Storage

**DocuLex Archive Studio™ — Document Management Software
A Business-Ready Content Management Solution**

Archive Studio™ Multi-functional

**EASY
CAPTURE**

Automated Indexing
Multi-function Scanner Support
Auto File Naming
Auto Folder Creation
Distributed Scanning & Profiling
Electronic File importing & profiling

**DOCUMENT
CONTROL**

Policy-based Compliance
e-Mail Archiving
Records Retention
Business Process Integration

COLLABORATION

Work Groups
Share Portals
File Room Logic
Automated Work Flow
Invitational Access for Remote Clients

SECURITY

Active Directory based User Privileges
Secure Log-on
User Audit Trails
128 encryption
Permission Control
Check out/in & Versioning

EASE-OF-USE

100% Browser based
Instant Access from Anywhere
Non-Proprietary Archive Format
Smart Search & Retrieval
Fully customizable
Welcome Dashboard - inbox & notices

**One software program, running on one server, includes ALL functions.
No additional modules to buy.**

DocuLex was incorporated in 1997.
IMS, a systems integration firm since 1980, is an authorized DocuLex reseller.

**Call IMS to discuss your requirements.
You'll be glad you did.**



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DocuLex Archive Studio™ — Document Management Software A Business-Ready Content Management Solution

Information drives today's economy, and the companies that fare best in this competitive climate are those that capture, store and retrieve information in a way that best supports their core business processes. Businesses rely on ready access to information to serve their customers and manage their operations.

Archive Studio delivers Capture, Indexing & Document Management

DocuLex Archive Studio is an easy to use, fully-automated browser-based electronic document management software. It captures the paper and electronic documents you want to keep and organize, and equips you with secure access anytime, anywhere. From there, you can view, share, route, email or print your documents with push-button ease.

Capture 'Job One' is to get paper documents into searchable electronic form.

There are several methods to capture and profile (index) your document assets. Scan paper files or drawings (any size) with the 'walk-up and scan' convenience of a network scanner or digital MFP. Or, drag and drop existing electronic files (any file format - Microsoft files, email, CAD, etc) right into the archive.

Indexing That simplifies the hardest part of any document capture system.

Indexing is largely **automated**, using profile forms generated at your desktop or by your line of business application. All users can have a Goby profiler on their computer. Unlimited usage.

WebSearch Manage the Archive. Search, retrieve, share, route documents with ease.

A complete, easy-to-use search engine for your entire archive. WebSearch is a **FULLY NON-PROPRIETARY** archive, maintaining documents in original format or searchable PDFs, in a **FAMILIAR FOLDER STRUCTURE** with file naming conventions built on your own assigned index criteria. Searches may be performed using document specific meta data, full text content, date ranges, search history, search lists and saved searches.

WebSearch advantages:

- * **100% browser based** utilizing Web2.0 technology which translates to ease of use and minimal IT support. Web Search provides 'Instant Document Access' from any location via the Internet.
- * **Security** - integrates under Active Directory, your security schema for the entire network, providing a continuity of user permission, access and tracking. Access is controlled by user log-on and privileges you create. Users only see what they are allowed to see. Multi-level 128 bit encryption.
- * **Multi-functional**. Once captured, WebSearch manages the documents throughout their life cycle, providing these high-level, built-in functions:
 - **on-line collaboration for work groups (communities),**
 - **file-room and library (document-grouping) logic,**
 - **secure data sharing portals (even for external clients),**
 - **intelligent workflow for automating any business process,**
 - **complete email archiving and management,**
 - **records retention and compliance.**

With the flexibility and capabilities of Archive Studio, plus an attractive price point, this stands as one of the highest value content management solutions on the market today.

IMS, Inc. Imaging system solutions since 1980. DocuLex system integrator.
IMS also provides scanners, multi-function network devices and secure network storage solutions.
Call IMS to discuss your requirements. You'll be glad you did.

You already know why you need a Content Management System.
To eliminate lost and misfiled documents and reduce the costs of paper storage and delivery.
Mostly, to turn information content into business intelligence.

Why is DocuLex Archive Studio a superior choice?

Enterprise wide information control – with one application, installed on one central server.

Non-proprietary, secure archives in familiar folder format. Easy to navigate, versatile, highly functional.

Easy-to-use. Intuitive-to-learn. Install, tweak, train and customize a complete departmental system – typically done in one day. Setup wizards enable a quick-start to new scanning projects.

Visually appealing. WebSearch's interface is easier to use than an Internet search engine. Use any browser.

Standardized, yet flexible. SQL or SQL Express database support handles substantial file data storage, providing users with Microsoft's off-the-shelf database power.

Integration capabilities with other 'line of business' applications - via the 'developer API'.

Cost efficient. All features and functions are built into the product. No need to keep buying new modules for each additional function. No hidden fees.

Predictable pricing. Archive Studio is purchased based on 10, 50 or unlimited user licenses. Prices are roughly \$10.5K, \$21K and \$42K, respectively. Annual Maintenance (fee 20% of software price) ensures full telephone support and entitlement to all upgrades or new releases of the software.

Using Archive Studio, organizations can tightly control all valuable information assets and the FLOW of documents from CAPTURE and INDEXING to ACCESS and COLLABORATION to POLICY BASED COMPLIANCE and RETENTION.

Archive Studio combines document management, workflow, email management and records management with one manageable application. Take a closer look at the built in capabilities.

Document Management

Archive Studio makes it easy for knowledge workers to securely capture, manage and share enormous amounts of structured and unstructured electronic content, regardless of geographic location or system.

Image and Electronic File Capture – For information to be properly managed, it must be captured and indexed with standardized values for searching and organization. Archive Studio provides a productive yet simple process for capturing paper-based documents, electronically created files, e-mail and miscellaneous relevant data. Whether the knowledge workers business process is to capture documents from the walk-up copier, network scanner, word processing application or e-mail, Archive Studio is there and ready.

Content Control – Businesses that revolve around documents and email, such as legal departments, accounting and consulting firms can consolidate pertinent information into a single browser based system with full access, enabling staff to work together and share matter-related content securely with both colleagues and clients.

Collaboration – Dispersed users, workgroups and guests can easily collaborate on selected documents or a collection of content in a single workspace folder or an organized tree structure of private-labeled folders.

The **SharePortal™** feature of WebSearch enables guests, such as clients, vendors or business associates to collaborate with knowledge workers over the Internet, without use of FTP transfers, FAX and large e-mail transmissions. WebSearch can also serve as a document hosting facilitator, with advanced public-key encryption and digital signature security for outsourcing daily-use access to the archive.

DocuLex Archive Studio™

Workflow (to automate any business process)

The manual process of moving documents through a business is subject to bottlenecks and processing errors. Archive Studio's powerful workflow facility electronically automates the process, ensuring routing continuity, tracking, visual inspection, supervision and automatic notification of user actions and events.

Email Management (Be prepared for audits, security threats and litigation with a fool-proof solution for capturing, organizing and securing all email messages.)

Email Archiving - Incoming, outgoing and internal emails are captured instantly and actively by the archive server using a journaling function inherent to the clients' mail server (for Exchange and POP3 servers). This automated, behind the scenes process negates user involvement, ensuring thorough capture and retention of all email. Email is secured by WebSearch, maintaining private access rights by sender or recipient. However, email deletion is unavailable by users, access logs are maintained and retention is managed by the records management module. Includes auto notification of suspicious emails.

All unique emails and attachments sent or delivered will be archived and processed. This ability provides cost-saving assistance with compliance of privacy laws including SEC, FINRA (NASD / NYSE), GLBA, HIPAA, FRCP, FERC and Sarbanes Oxley. Email Archiving is offered as an on-premise solution or an online subscription service.

Records Management (We can convert most Legacy Systems and databases to Archive Studio)

Retention Lifecycle Policy - Archive Studio simplifies electronic records management making it easy to classify and declare documents as records. As new records are entered, retention policies are immediately associated with each specific document for possible legal holds and eventual destruction based upon industry retention rules.

Compliance Automation and Uniformity - Today's business relies on the knowledge worker to add relevant information into the company's document management repository early in the business process and with accuracy. To maintain this desired uniformity, Archive Studio deploys administrative processes to ensure all relevant business documents are added or checked-in with accurate and organized searchable data, version information and user access audit trails, in adherence with legal and privacy compliance requirements.

Business Continuity - Business interruption can happen at any time, whether it is an unexpected audit, litigation or local disaster. Preservation of critical content and quick access to it after infrastructure loss can make or break a business. The security of a comprehensive and scalable document management solution, along with high-availability, archiving and fail-over capabilities, make Archive Studio a critical component of any serious disaster recovery plan.

For companies implementing SharePoint - Doculex can achieve many of the benefits that SharePoint brings to the table, - like collaboration, work groups and file sharing - but with a system that can be installed and learned in hours. It is well known that scanning and large repositories are not SharePoint's best strengths. Common recommendations are that an Enterprise Content Management system (ECM), like Doculex, should co-exist with a SharePoint environment specifically for those added strengths that an ECM program delivers.

Doculex, incorporated in 1996, Winter Haven Florida, creates and supports best-of-breed open-system document management software.

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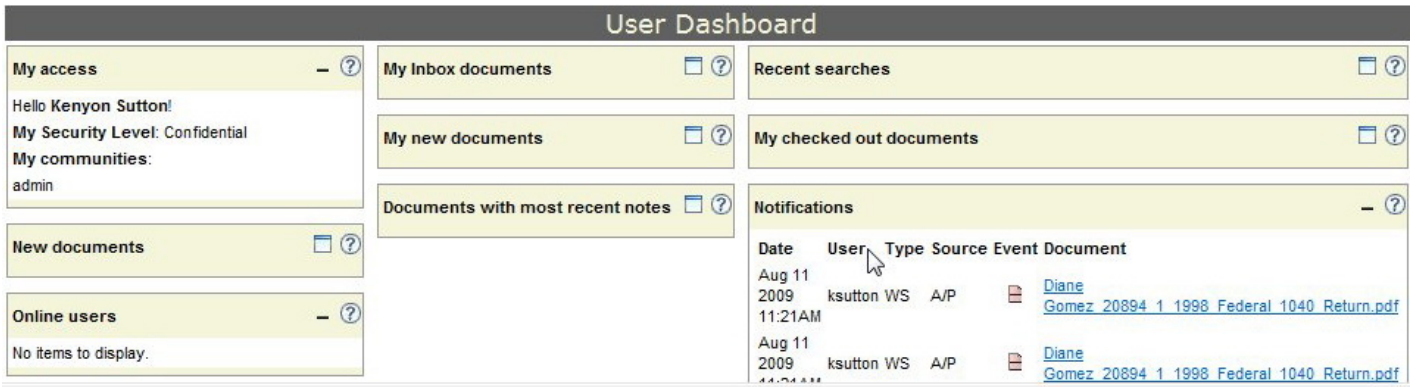
Archive Studio™ - Business-Ready Content Management Solution

User Log in

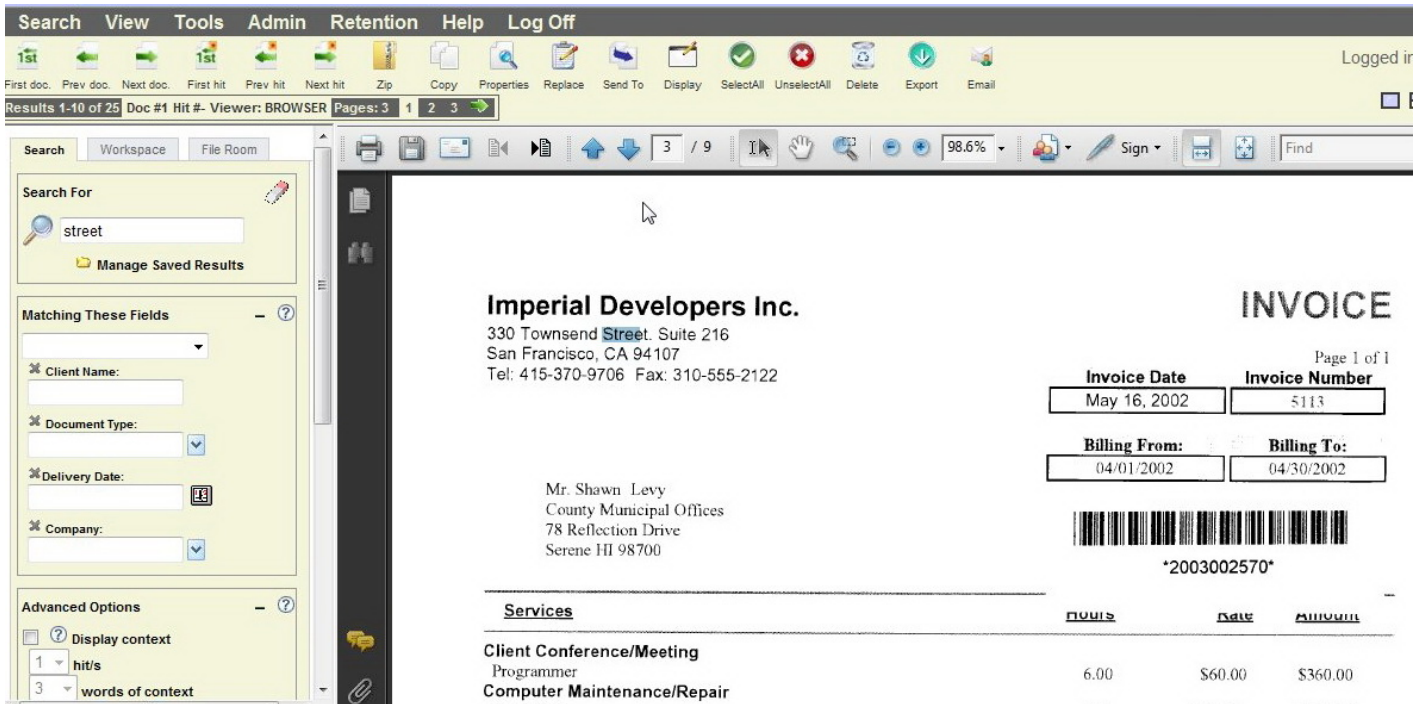
Security for Users, Groups, Passwords and Privileges integrated under Active Directory



User Dashboard welcomes you. Shows what's new for you at the moment. Docs in your in-box. What you're working on. Who's on-line. Any workflow notifications.



Quick Search, Access and View - any document asset



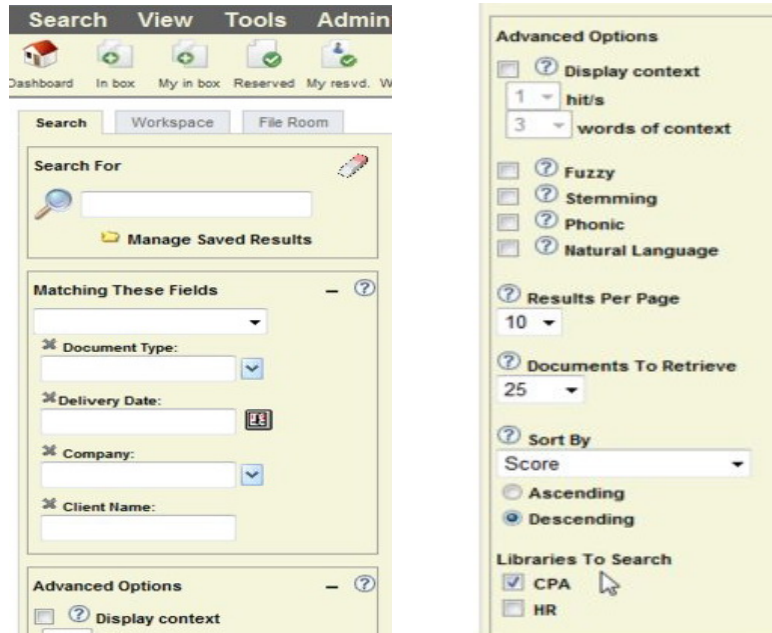
Archive Studio™ - Business-Ready Content Management Solution

Search

on Index Values

or Document Content

or Advanced Options



with immediate results. Get hit list of documents, their properties, versions.

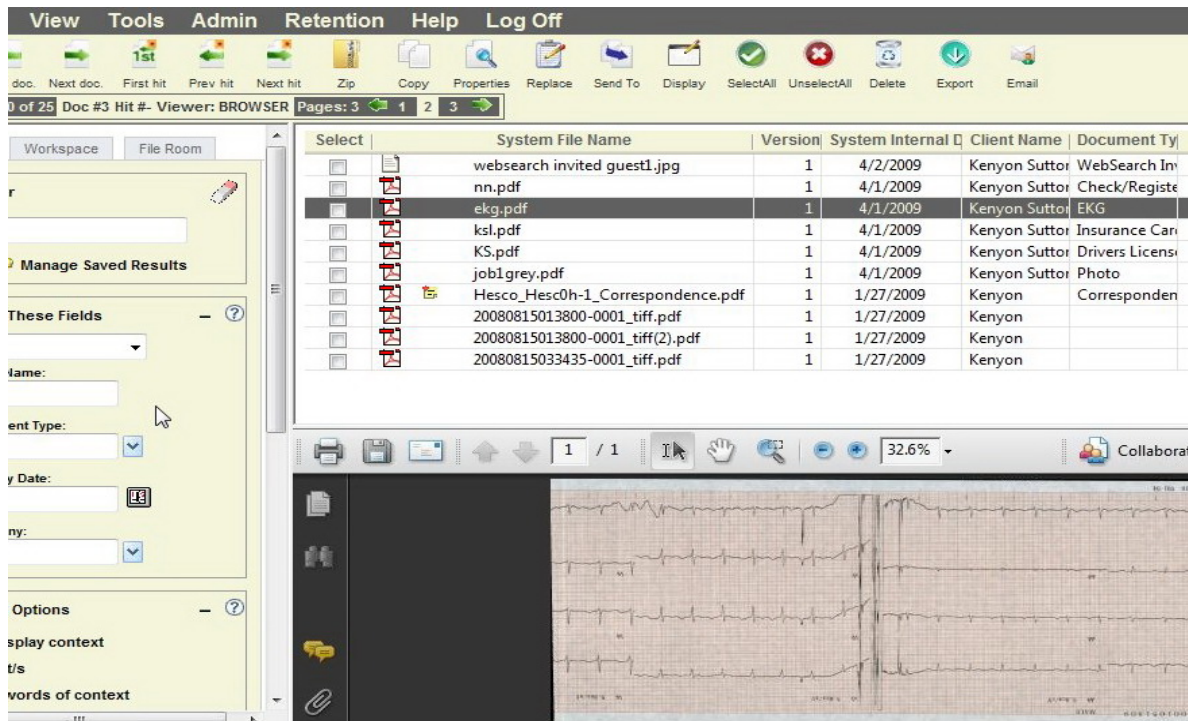
Any document type: Spreadsheets, Forms, Emails, Photos, CAD Dwgs, even an EKG.

What can you do... View, print, email, or fax. Edit profile info. Share with a workgroup.

Make revisions (new versions). Check-out, Check back in.

Append sticky notes or digital signature. Route in a workflow.

Anything... Depending on your privileges.



Top Applications: Legal, Accounting, Loan Processing, Engineering, Medical Records, Genl. Business

Archive Studio™ - Business-Ready Content Management Solution

Update Properties

Data persistence mode:
 Override blank Override all Do not override

Field	Persist / Value
Document Name	Hesco_Hesc0h-1_Correspondence.pdf
System Security Level	<input type="checkbox"/> Confidential <input type="checkbox"/> Public <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> Confidential
System Status	<input type="checkbox"/>
System Document Group	
Version	1
Destination Inbox	<input type="checkbox"/> None
Document Type	<input type="checkbox"/> Correspondence
Company	
Employee	

Buttons: Save and close, Save and next

Drag documents into WebSearch

<< Profile them on the fly.

Set up Communities for Project Collaboration

Edit a Community

Community name: admin

Feature Permissions:
 Upload Check In / Out View Document Manage Properties
 Delete Metadata find/replace Update Permissions
 Notifications Manage Retention Manage Emails

Default Document Permissions:
 Read Write Delete

Library Permissions:
 Not Permitted to See: []
 Permitted to See: CPA, HR

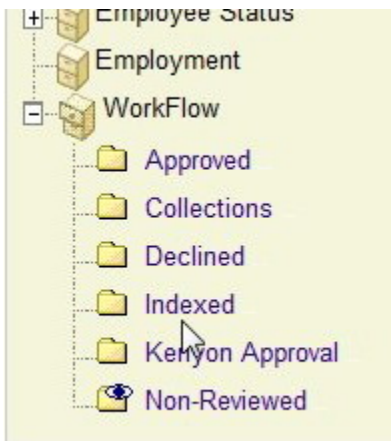
Mandatory Search: []

Meta Data Field Permissions:

Not Permitted to See	Permitted to See
Producer	<input checked="" type="checkbox"/> Client Name
Filename	<input checked="" type="checkbox"/> Document Type
Category	<input checked="" type="checkbox"/> Company
Tax Year	<input type="checkbox"/> Delivery Date
Creationdate	<input type="checkbox"/> Employee Name

Meta Data Fields For Data Entry

Start a Workflow



Users and Guests Collaborate in File Room or Workspace Folder View

File Room View

Search | Workspace | File Room

E-Mail

- Bass Pro
- Gene McSmith ...

Select	System File Name	Version
<input type="checkbox"/>	4560049.MSG	

Right Click on any file for numerous options

Tools

1st, First hit, Prev hit, Next hit, Zip, Copy, Properties, Replace, Send To, Display, SelectAll, UnselectAll, Delete, Export, Email

Hit # - Viewer: TEXT

File Room

Select	System File Name	Version	Document Type	Client Name	Recipi
<input type="checkbox"/>	Boc...			ksutton	
<input type="checkbox"/>	Fro...			Kenyon	
<input type="checkbox"/>	Fw...			Rose Rit	
<input type="checkbox"/>	5 Le...			ksutton	

Right-click context menu options: Display in Browser, Display Text, Display Native, Discussion, Check-In, Check-Out, View context, Properties, Permissions, Delete, Shred

and a wide range of functionality at your fingertips ...

Tools

1st, First doc., Prev doc., Next doc., First hit, Prev hit, Next hit, Zip, Copy, Properties, Replace, Send To, Display, SelectAll, UnselectAll, Delete, Export, Email