



**Eliminate manual searches** for paper documents. Improve document search and retrieval times and eliminate lost documents.

**Perform instant search and retrievals** with DocRecord's fully automatic search and retrieve function. Conduct simple or complex searches for document names, indexing information and key words within a document.

**Search and retrieve locally** or over the Web through DocRecord's network connection or through your Internet browser.

**Organize documents your way** in the structure that best fits your organization. Your custom organization structure is easy, quick and intuitive to set up.

**View over 300 document types** within DocRecord. Supported document types include Microsoft Office and Outlook documents, PDF, TIFF, JPEG, Lotus Notes, multimedia, spreadsheets, text, CAD/CAM files, drawing files, and many more.

**Automatic batch scanning, filing, and indexing** are quick and easy through DocRecord's Automation Server. Automatically assign indexes and file batch scanned documents into the proper folders.

**Perform OCR** (optical character recognition) automatically on scanned documents to convert them to readable text-based documents. OCR types include full page, zonal, and barcodes.

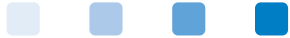
**Audit trails for documents allow** you to specify what audit events to keep track of and can be done for each document type. View and print audit logs globally and down to the individual document level.

**Work-in-process** space permits the identification and prioritizing of new document processing. Allows you to track employee work progress and manage quality and work load.

**Annotate documents easily** for adding or removing notes, redacting private information, and adding stamps.

**Version control** allows you to keep track of previous versions of documents as well as view or roll back to previous document versions.

**Bates stamp documents** using any combination of numeric, alphabetic, and Roman number counters, in addition to customizable text.



**Electronic Document Management Software.** Significantly improve document search activities, employee effectiveness, and business efficiencies with DocRecord, electronic document management software. DocRecord allows you to search and retrieve your electronic documents quickly, either from your office or remotely from through your Internet browser. Eliminate inefficient and costly paper document storage, file cabinets, and time consuming paper document searches.

# DocRecord™



The essentials of imaging

