



Paperless Office Productivity Tool for the Desktop

eXadox DT (DeskTop) is an affordable document management solution to help organize and access scanned images and electronic documents efficiently. It uses an innovative semi-automated structured file naming and storage strategy to simplify the indexing and saving of all documents. The resulting structured file name is all that is required to quickly and precisely search and retrieve your documents. It works seamlessly with Windows Explorer and can complement conventional records/document management systems.

eXadox can operate in a single or multi-workstation environment and does not require any additional IT infrastructure. Its intuitive interface can easily be personalized to support structured file naming and storage policies of an individual, a department or the enterprise. Semi-automated file naming and storage is achieved via smart lists that are created using imported data from company CRM and business systems.

Benefits :

- Increases productivity through fast and precise document retrieval.
- Efficient document sharing and work collaboration.
- Operation continuity in case of staff departure or absence.
- Reduced operating cost by minimizing paper dependency and filing
- Complements business process workflow solutions
- Augments information-asset value of documents via easier accessibility.



Features :

- Supports adherence to enterprise's structured file naming and storage policies.
- Semi-automated structured file naming and storage for easy consistency.
- Multi-profile feature manages company or departmental requirements.
- User-controlled structured file naming policy and smart lists for each profile.
- File name and storage auto-population based on user's smart list data.
- Smart Lists consist of IDs and additional data from business systems.
- Sub-Folder structures are auto-created using smart list data and templates.
- Structured file naming and storage of any and all electronic documents.
- Viewer for entire Microsoft Office (Word, Excel and PowerPoint) documents.
- Full document viewer of all common images (JPG, TIF, BMP...) and PDFs.
- Manages scanned images from all scanners (Fujitsu, Canon, Xerox, HP...)
- Tightly integrated with Fujitsu ScanSnap scanners.
- Functionality is directly accessible from Windows Explorer and Windows Desktop.
- PDF document merging and metadata input.
- Automatic document version number control.
- Document or process tracking embedded within PDF image files.
- Simple to use and deploy without special IT resources and infrastructure.



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The complete solution for document filing and retrieval

The filing interface :

To file or archive a document using the **eXadox DT** interface is very easy.

After viewing the document in the **eXadox DT** viewer pane and ensuring that you have selected the applicable profile, it is quite simple:

- 1 – Select from the prescribed “Destination” sub-folder lists.
- 2 – Select or input data into the preset “File Name” fields.
- 3 - Click on “Save”

DONE!

The default **eXadox DT** structured file naming is segmented as follows:
(Note: each segment is optional)

Sub-Folder_RefIDList_RefID_DocType_DocName_Version.pdf

Sub-Folder is the sub-folder name or primary entity (e.g. Client Name) for which the document will be filed. The user has the option of having this automatically included as a prefix to the filename.

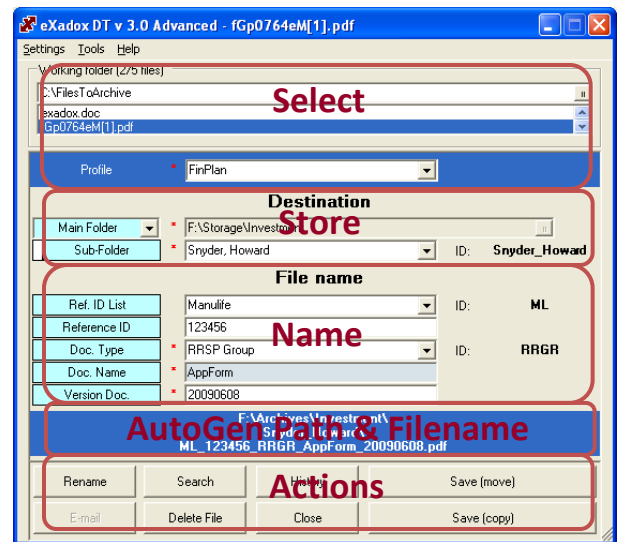
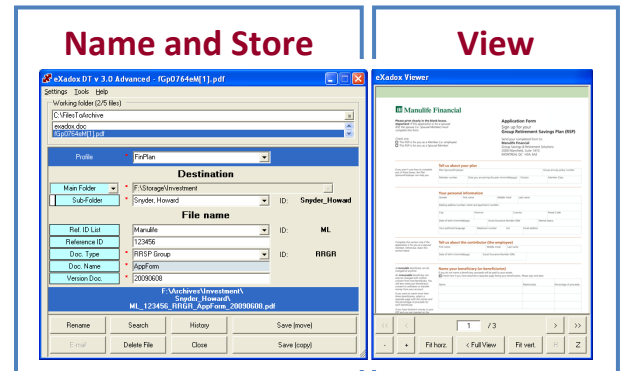
Reference IDList is a smart list of possibilities that can logically categorize the primary entity or perhaps the type of documents involved. (e.g. for employees: department; for Insurance: insurance companies)

Reference ID is a free-text segment used to help identify a specific document or a group of related documents. (e.g. a contract no., a policy number, or a date)

DocType is selected from a user-defined smart list. (e.g. LTR: Letter; INV: Invoice; LFINS: Life insurance)

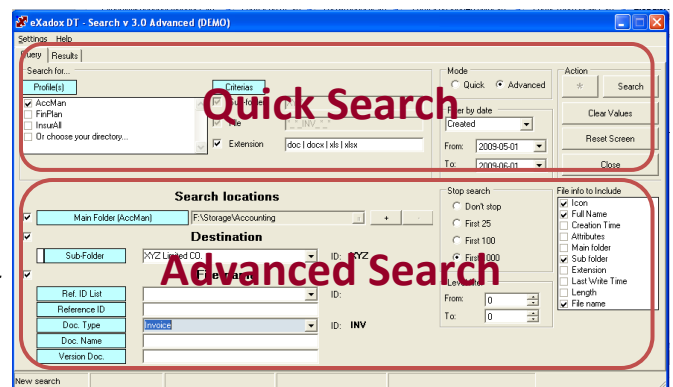
DocName is a free segment used to provide specific information on the document content or purpose. (e.g. invoice date, years term.)

DocVersion may be entered by user or will auto-increment if the same constructed file name already exists.



The Search Interface :

eXadox AS (Advanced Search) is a tool for the fast and precise search and retrieval of documents. It comes with **eXadox DT**. The interface includes a quick search mode that locates documents based on any text string requested. An advanced search mode retrieves documents by auto-constructing a search string based on items the user selects from the smart lists for the applicable fields. These are identical to lists that were originally used to store and auto-populate the file name of the targeted document.



Cost: eXadox DT software licences start as low as \$125 US (first year maintenance incl.). There are three versions: Basic, Standard and Advanced. The features and flexibility of each version varies as it relates to “Profile” creation; however they can all share and exploit the same Profile once it has been created.

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