

Are you going to risk another day without DocMan?

Disaster Recovery  
What if your building burns down?  
With DocMan, all of your paper and electronic documents are already packed up and ready to move to another office.

Stop Losing Files  
Find your files by simple word search. No longer are your physical files on someone else's desk, or taking up expensive space in a filing cabinet.

Always Within Reach  
Accessible from any PC on the LAN/WAN or internet.

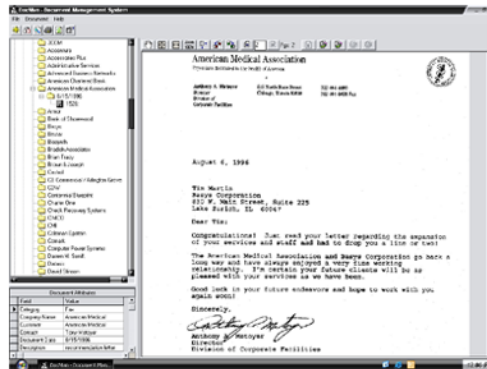
Pays For Itself  
Return on investment is months, or even weeks.

No Expensive Hardware  
DocMan uses no proprietary equipment that is difficult and expensive to maintain. It will run on your Windows-based PC (Win98 or above).

## The Paperless Office

Save time. Save space. Save money.

Consider the power you would have if you could physically rearrange your paper files in your filing cabinets with the push of a button... Or locate a file using only a word or phrase... Or have multiple people access the same physical file at the same time. Your hard copy documents, word processing documents, spreadsheets, and favorite websites are scattered all over. DocMan can organize all of these into one place. By scanning and archiving your bills, checks, statements, customer orders, receipts, etc., you can find and view your business information quickly and easily. Project teams and departments are able to share common files. DocMan is a cost-effective solution for filing, storage and searching for documents. It's also easy to use.



Reduce your data entry requirements with a powerful add-on module for DocMan, the Database Integration Tool. By linking DocMan to your existing software applications, such as accounting systems, purchasing systems, manufacturing systems, or any other database, you streamline your workflow and save many hours of labor.

DocMan was designed to be easily incorporated in your current working environment, allowing you to scan in documents at your convenience. Documents can be scanned immediately, or they can be grouped with a cover sheet for batch scanning. Cover sheets containing bar codes can be printed and placed on top of the corresponding documents. At the end of the day, all the documents with cover pages can be scanned and DocMan will automatically file the documents.

DocMan will help you reduce many of your costs, while allowing you to be more productive and efficient. The system is extremely versatile in managing your business information to optimize your effectiveness. It can be customized to fit your current data flow to work the way you want it to work. Best of all, DocMan contains many useful features at a fraction of the cost of most document management systems.

Document  
Management  
Consultants



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