



docAssist on-demand OVERVIEW



Big business functionality with a small business investment.

Why Cloud ECM?

- No expensive software, hardware or consulting
- Deploys quickly - minimal impact on budget
- Multiple levels of security
- Simple on-boarding & maintenance
- Elevated staff productivity
- Immediate ROI
- Instant access via the web
- Disaster recovery

docAssist is a leading provider of cloud-based, enterprise content management (ECM) systems.

Fully integrated content, document and workflow management tools make our solution easy to use and deploy.

We provide comprehensive functionality to meet the specific business process requirements of an individual company

and docAssist is designed to integrate effortlessly with existing business systems. Organizations achieve operating cost reduction through the business process automation that docAssist provides.

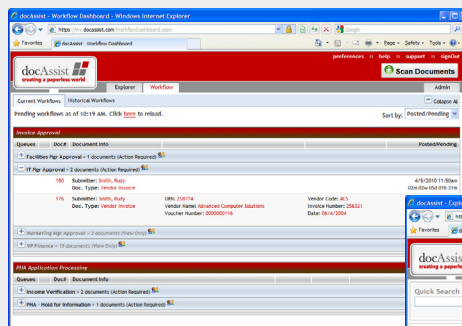
Delivering big business functionality with a small financial investment produces measurable improvements in the bottom line results of our users.

About docAssist

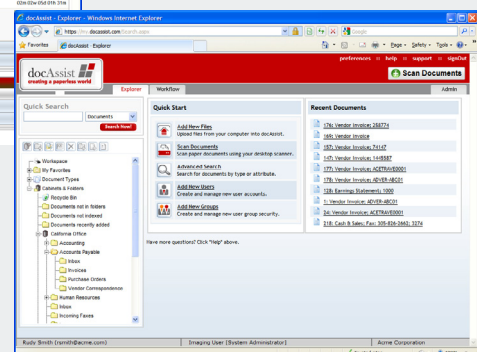
docAssist is a leader in the enterprise content management market, and a pioneer in cloud-based document management delivery. We provide a web-based electronic repository, integration technology and workflow engine to diverse customers in 24 countries. docAssist's solution suite enables organizations of all sizes to capture, manage and centralize their business data and content, and provides additional robust functionality to allow organizations to improve business collaboration and optimize operation.

Cost savings through document process automation

docAssist's flexible and scalable solution can be utilized by small companies or across the largest corporate enterprise with the same ease of use to automate either industry specific or common department level processes. Save on operational expenses while achieving measurable improvements in business process efficiency.



Simply and effectively route documents within your organization using Smart Workflow



Capture, store, index and retrieve your documents and data instantly online.

Powerful. Simple. Smart.

Base Module

- Capture, Index and retrieve content and documents easily
- Fully secure document repository
- E-mail management and routing to launch workflow or automatically index and store an e-mail attachment
- Optical Character Recognition (OCR) provides intelligent search functionality to easily locate and view documents
- Printing to docAssist- quick access and distribution of documents
- Sharing of folder and document content
- Collaboration between team members that are geographically dispersed and document version management
- Regulatory Compliance
- Audit and Security
- FTP-File transfer service
- Direct fax integration service

AppConnect Module

- Provides an environment to link your current assets and our service to eliminate data entry and related human error.
- Creates relationships between documents and workflows.
- Direct search capability against all your core applications.

DataConnect Module

- Associate multiple-process documents facilitating search & retrieval
- Automated indexing for all documents post-processing
- Automated workflow and folder submission triggering

Smart Workflow Module

- Simply and effectively route documents within your organization.
- Easily establish routing rules and give your team members the ability to interact with documents as they progress through an established workflow.
- Ability to prioritize and set up automatic notifications.
- Interface with any back office systems and establish triggers for automated workflow.
- Provides management level reporting
- Establish unlimited, comprehensive workflows

For More Information

For more information about docAssist or to arrange a demo, call our Information Center at (877) 399-1100 or visit us online at www.docAssist.com.

Template Module

- Automated creation of templates based on meta-data
- Customizable templates allow for flexible document generation

Automated Capture Services

Automate voluminous document processing and indexing requirements with a variety of solutions including:

- Bar-code scanning
- Zonal OCR
- ICR (intelligent character recognition)
- Other OCR automation services

Benefits

- All content, documents or files are easily located and accessed via a web browser.
- Centrally located content facilitates collaboration amongst users at any time.
- A secure document repository, with multiple levels of security ensures the integrity of content and files.
- A complete auditing trail is automatically kept and ensures compliance for your organization.
- Standardization of stored documents
- Reduction of costs associated with paper, office products, office space, energy bills and employee time.
- Encrypted user and password access insures access rights only to predetermined, authorized users.
- In the case of an emergency, docAssist provides instant disaster recovery & business continuity planning.
- An intuitive, easy to use interface ensures quick adoptability by users.