A Fresh Approach to Document Management

Comprehensive document management that doesn't break the bank and that's straight forward to setup.

Radix DM delivers essential document management software features...

Radix DM is document management software that replaces the use of Windows folders, with safe, secure library vaults for the storage and management of shared documents and individuals email. Use Radix DM to securely share project documents, client documents, HR files, policies and procedures as well as any other types of document required.

Radix DM can store any file kept on a computer. This includes Microsoft Word, Excel, and Powerpoint files, Microsoft Outlook Email , TIFF and PDF files, drawing files including AutoCAD, photos and videos, scanned documents, web pages and web page addresses, faxes sent and received electronically or scanned, and .zip files.

Who uses Radix DM?

Radix DM's flexible configuration means it is used in a wide range of industries including Government, law firms, accounting practices, manufacturers, insurance companies, mining companies, IT service providers, environmental consultants and many others. Radix DM's architecture scales from a few users to hundreds of users and from thousands of documents to millions of documents.

Get organised

Radix DM stores documents in Library Groups and not in folders, overcoming issues such as inconsistent file names, randomly created folders and lost files and folders. Users fill in a profile for each document when saving in Radix DM. You control the profile information that is required and can include fields like Client, Project, Financial Year and Document Category. Users just answer the questions on the profile screen; Radix DM takes care of filing the document.

Use your organization's terminology

Radix DM allows you to decide whether you have "clients" or "customers", "jobs" or "projects" and use any other organisation specific terms. Staff do not need to learn new terminology. In fact you can even link profile fields such as Client or Project directly to an existing data source in your business such as your accounting, CRM or project system. When users click on a linked client field in Radix DM they see the client list from the linked system, there is no need to duplicate data in Radix DM.

People change, documents should stay the same

New staff often likes to introduce their own methods of filing. The result can be a confusing and messy folder structure with inconsistent file naming. Radix DM ensures that your filing system remains consistent over time. Within an hour of training new staff are effectively using your business-wide Radix DM filing structure.

File and share email

Drag and drop email, including attachments directly from Microsoft Outlook into Radix DM to be filed against a project, staff file, supplier, or any other Library Group you have created. Staff does not need to change the way they work and personal email and spam is never saved in Radix DM. What's more, Radix DM provides a warning when trying to save an email that was previously saved by another user, avoiding unnecessary duplication of email sent to more than one recipient.

Works with Microsoft Office

Save to directly to Radix DM from Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Visio. Other file types can be saved to a Radix DM Watched folder or simply drag-and-drop onto the Radix DM Grabber. Radix DM integrates with Microsoft Office 2003, Microsoft Office 2007 and Microsoft Office 2010.

Share documents quickly and easily

All documents including email that have been saved in a Radix DM Library Group are available to all other users that have permission to access the same Library Group (unless you used the Document Security function to limit access to a particular document). Radix DM makes it easy to share documents with the team that need to use them.

Fast, flexible searching

Sharing documents in Radix DM works so well because staff can quickly locate the document or documents required. Search using criteria against one or more profile fields or search for text inside a document including email and email attachments.

One truth

Radix DM provides useful tools to manage important documents like policies, drawings and tender documents. Version control, check-in/check-out and detailed document audit trails provide careful controls for these documents. In addition, every document in Radix DM is given a unique number which specifically identifies the document both inside and outside the organisation. Multiple email functions including emailing links to documents instead of the documents themselves, helps prevent unnecessary duplicate versions of the same documents. All users that need to see a document access the one central copy of the document.

Security and control

All organisations have documents including email, that contain sensitive information including intellectual property. With Radix DM you know where exactly important documents are stored and exactly who has access to them. Documents never leave your network, and can even be individually secured. Because you know where your important documents are you can be confident they are backed up.

Turn paper into shared electronic documents

Drag and drop scanned documents into Radix DM such as faxes, letters, plans, signed documents and completed forms. The Document Profiler for Radix DM saves scanned documents into Radix DM. Radix DM can also make paper text searchable after the scanned document is processed with optical character recognition.

Radix DM works where you do

Radix DM supports branch office environments using Locations. Microsoft Distributed File System is also supported for organisations with multiple offices. Staff working from home or out of the office can connect securely to Radix DM via a VPN connection or Microsoft Remote Desktop Services.

Rapid implementation saving time and money

Radix DM can usually be installed and configured in a few hours, not days and weeks. Use Templates to get a head start saving many hours of configuration time. Most major Radix DM functions are in just two screens – Radix DM Save an Radix DM Search. Staff only need learn these two screens to start using Radix DM productively.

Do-It-Yourself installation or use our services

Radix DM is designed to be simple to install and administer. After installation you can configure Radix DM to suit your specific requirements following the online Administration Tutorial and Adminstrator's Reference Guide. Alternatively if you prefer, Radix Software can provide a complete implementation, document migration and training service for you. These services can be provided either remotely or on-site.