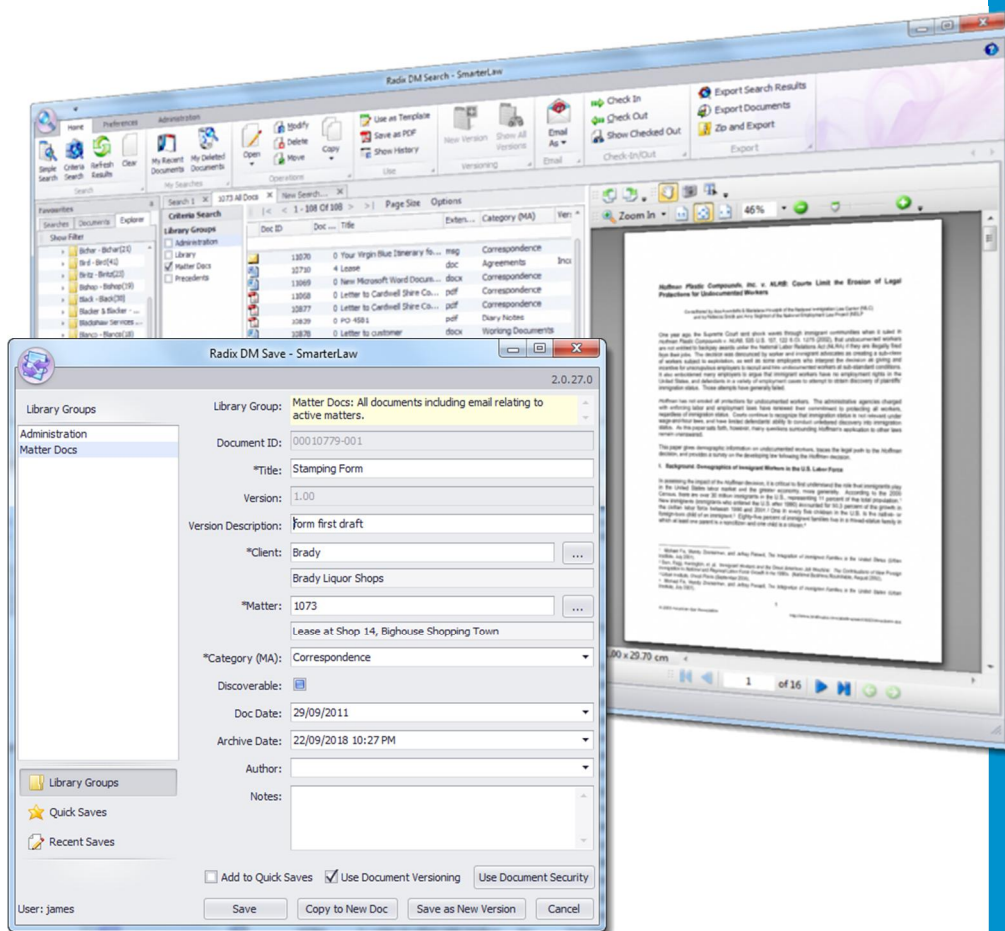


radix DM

Document management made simple.



Radix DM replaces Windows folders providing structured and disciplined filing together with flexible retrieval of documents.

With Radix DM, lost or hard to find documents, including email, are a problem of the past.

Benefits of Radix DM

- 1. Get organised, save time.** Documents get stored in the right place every time. Fast and flexible searching means documents are quickly located.
- 2. Store and share email.** Save email directly from Outlook. Store important mail in Radix DM where it can be easily accessed by all users (with permission), not clogging your Outlook Inbox.
- 3. Simple is best.** Radix DM is effective because it is easy to use. Staff are productive with less than two hours of training.
- 4. Fast and cost effective to implement.** Radix DM takes less than 60 minutes to install. Document libraries are created in minutes, not hours or days. The Document Importer automatically brings your existing documents into Radix DM.
- 5. Many uses.** Radix DM allows your team to create as many document Libraries as required. Use your terminology to label Fields in each Library. Make use of your existing data like client, project and matter lists.

What Is Radix Document Management?

Radix DM replaces the use of Windows folders for the storage and management of shared documents and email. Use Radix DM to securely share project documents, client documents, HR files, policies and procedures and any other types of document required.

Radix DM saves time by providing fast, form driven saving of documents and fast, flexible searching. Retrieve any document from anywhere in seconds. See all documents relating to a client, project or any topic with only a few clicks.

Radix DM saves time, avoids lost folders and documents, and gets email out of Microsoft Outlook and into a shared system with all other related documents.

What Can Radix DM Store?

Radix DM can store Microsoft Word, Excel, and Powerpoint files, Microsoft Outlook email, image, movie, zip and PDF files, scanned documents, web pages and web addresses.

Who uses Radix DM?

- Law firms
- Accountants
- Consultants
- Mining
- Manufacturing
- and many others.



“Radix DM provides the major document management functions required by teams without the cost and complexity associated with enterprise document management systems. Fast implementation and ease of use ensures your investment in Radix DM pays for itself in months, not years.”

Who Uses Radix DM?

Radix DM is used by a wide range of organisations and industries. Radix DM is suitable for sites with just a few users up to hundreds of users. Radix DM supports branch office environments connected via VPN (including managed private networks). Industries using Radix DM include legal, accounting, engineering, stock broking, environmental consulting, manufacturing, geo-technical, mining and medical services.

Radix DM provides many of the features offered by enterprise document management systems at a fraction of the price.

Features

Key Features

- § Only two screens to learn – Save and Search.
- § Stores almost any type of file.
- § Can grow - store thousands of documents, up to millions of documents.
- § Locations cater for organisations with more than one office.
- § Link Radix DM fields to other systems to access client, project lists etc.
- § Integrates with Microsoft Office 2003, 2007, 2010 and 2013.

Saving Documents

- § Drag-and-drop saving using the Radix DM Grabber.
- § Radix DM buttons in Microsoft Word, Excel, PowerPoint, Outlook and Visio.
- § Save documents in two clicks using Quick Saves.
- § Save web pages and web addresses from Internet Explorer.
- § Save files straight from the web or any application using Radix DM Watched Folders.

Search

- § Search document metadata and text inside most documents including email and email attachments.
- § Criteria searches allowing for more complex searches across one or multiple Libraries.
- § Save criteria searches as Favourite searches.
- § Mark documents as Favourite documents for quick retrieval anytime.
- § Tabbed search windows allow multiple search results to be displayed.
- § Export Search Results.

Document Functions

- § On-screen preview of many file types.
- § Version control.
- § Check-in/Check-out.
- § Comprehensive document audit trails.
- § Convert documents to PDF.
- § Zip and export documents.
- § Deleted documents sent to an Administrator recycle bin.
- § Recent Documents shows all documents worked on recently regardless of Library Group location.

Email

- § Save email attachments separately as required.
- § Duplicate detection, warns users if an email has already been saved (even if saved by another user in the same or different Library Group).
- § Bulk save email into Radix DM.
- § Email documents straight from Search results.
- § Email documents either as a link to the document or as an attachment.
- § Email documents as files, zipped files or PDF files.
- § Attach documents from Radix DM to an email while editing.

Licensing: Radix DM can be installed on any number of workstations, however one license is required for each named Radix DM user, regardless of the frequency of use.

Maintenance & Support: Annual maintenance, charged after the first year, covers all upgrades and support.

Where To Buy: Visit www.filescan.net.au or contact an Authorised Radix DM Reseller.

