



where document management begins...

Unleash Your Burden



EasyFile™ provides a high performance document management solution platform for the workgroup or small enterprise environment.

EasyFile™ can



Transform your paper

Scan your paper documents and convert them to easily found, easily viewed electronic documents!

Or add existing electronic documents.



Store any Document

Archive & retrieve any file.

Organize all your word processing, spreadsheet & database files.

Import documents directly from windows applications in native format.

Use widely accepted .tif and .pdf file formats. No proprietary file formats or hardware needed.



Access Your Documents

Access your documents from anywhere...

....at any time.

Use the web - View files from any standard web browser and eliminate installing client software on every users desktop.

Use a CD - Burn a self contained CD of converted files and view files with the file viewer included on each CD.

EasyFile™ is



Open Architecture

Standard database, image file format, and scanning interface.



Pain Free Document Management

Easy to Install, Easy to Use.



Security

Easyfile™ software is a certified DigiKey application giving you the required protection you need.



Information to Imaging Technologies

easyfile™

Document Management Software



Since its inception in 1988, EasyFile™ has been developed on the guiding principles of ease of use and open architecture. EasyFile™ takes advantage of completely re-engineered technology that will provide you with maximum return from today's state-of-the-art systems. The primary strengths of EasyFile™

reside in its ability to operate in a wide variety of office environments and application requirements. EasyFile™ offers support for many local area networking topologies, mass storage subsystems, scanning devices, and personal computer configurations. EasyFile™ also provides ease of expansion from a stand-alone, single user configuration, to a multi-user, networked solution.

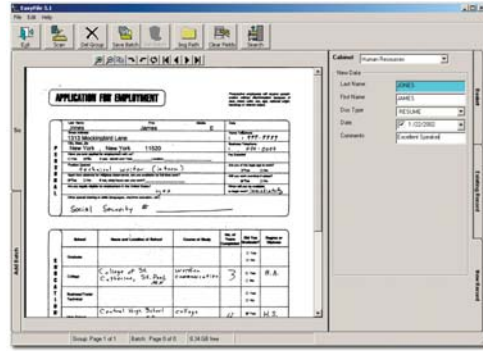
INDEXING OPTIONS

- Manual or Automatic OCR Indexing
- Definable Pull-Down Lists for Fast, Accurate Indexing
- Batch Assignment Tracked for Life of Document
- Automatic Verification for Index Values
- Index Non-Image Documents Created in any Windows-Based Application
- Multiple Document Types Supported in Same Folder

APPLICATION SETUP

- Unlimited Number of Applications and Records
- Up To Fifteen User Definable Indexing Fields per Application
- Primary Index Fields Available for Fast Searching
- Pre-Designed Applications Available for Direct Use or Modification
- Application Easily Modified by Administrator After Initial Setup

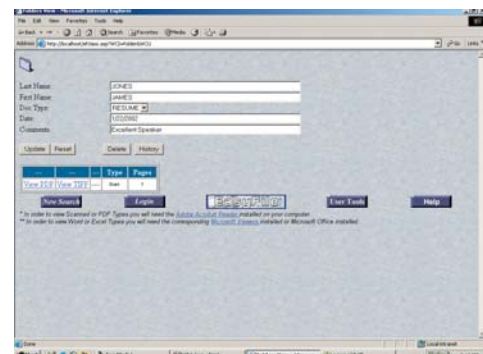
DOCUMENT CAPTURE



- High Speed Batch Scanning or Interactive Scanning
- 32-bit TWAIN Support for Scanning on All Windows Platforms
- Import Documents Directly From Windows Applications in Native Format

- Import Images Files from Digital Cameras, Copiers and Files Converted from Microfilm, Storing Them Like Any Other File
- Pre-Sorting By Application, Priority, and User
- Automatic Batch Control Cues Batches for Indexing In "First In/First out" Order
- Supports Most Desktop Scanners and Multi-Functional Devices
- Supports Windows® 9x, Windows® NT, Windows® 2000

DOCUMENT RETRIEVAL



- HTML Client for LAN, WAN or Internet Access
- Exact Or Partial Field Search
- Boolean Search Logic (and/or, within, greater/less, etc.)
- Search on Any Combination of Index Fields

- Retrieve Any Document within Seconds
- Convert Scanned Files to PDF
- View, Print or E-mail Any Document Easily

**Buy EasyFile™ And Go Paperless
What Are You Waiting For?**



Information to Imaging Technologies