

document management.
Easy. Fast. Smart.

docSTAR™

The easiest, fastest, and smartest way to manage your documents.



The docSTAR Document Management system is a total solution that securely scans and stores your paper documents along with critical electronic files, allowing for quick and easy document retrieval.

This remarkable system:

- ★ Is easy to use and fast to implement.
- ★ Is the smartest investment you will ever make.
- ★ Saves you time, space, and money.
- ★ Allows multiple users to access the same document at the same time.
- ★ Secures sensitive documents from unauthorized access.
- ★ Maintains an audit trail of all document access.
- ★ Deploys rapidly and integrates seamlessly with your existing applications.

visit us at www.docstar.com



Flexible Solutions.

docSTAR offers a broad range of options to meet virtually every document management challenge. With docSTAR, you have the versatility and flexibility to tailor the solution to precisely meet the objectives of your business.

Grow as you go - buy only what you need when you need it. All docSTAR systems are available as a pre-configured, turnkey system if you prefer to have us provide the server.

Guaranteed Authenticity.

With docSTAR Authentication, docSTAR time and date stamps every image, creating a "super original" that assures authenticity, bulletproof security, and peace of mind.

Safety from Disaster.

docSTAR's optional, unique two-tier storage system, which typically combines RAID and optical media, provides fast retrieval, fault tolerance, and archival copies for offsite storage.

Convenient, Consistent Filing.

docSTAR provides filing *templates* to ensure that everyone files each type of document correctly. With templates, docSTAR supports folder-based filing; which mirrors the way you file on paper; and field-based filing; which is valuable when you integrate docSTAR with your business management software. It also supports text-based filing; to retrieve documents by searching for any words they contain.

The **Advanced Templates and OCR** module adds optical character recognition, user-defined "drop-down lists", and other features to make filing even more convenient.

Barcode recognition is another module, which automates filing.

Scan from your MFP.

Any make or model MFP, that has "scan-to-file" capability, can be used as a full-featured scanning station for docSTAR.

Compliance Strategy.

Whether you are a healthcare organization, financial institution, insurance agency, accountant, or securities broker/dealer you must follow industry compliance laws such as HIPAA, SEC Rule 17a-4, the Graham-Leach-Bliley Act, the Sarbanes-Oxley Act (SOX), and a myriad of others. With docSTAR's **Access Management** and **Audit Trail** modules, you can easily implement a secure Document Management strategy that lets you meet your statutory obligations while minimizing the disruption of your day-to-day operations and keeping your costs down.

Additionally, with **docSTAR's Record Management** module, organizations have a cost-effective solution that automates document retention policies to help minimize risk and aid in regulatory compliance. Easily create rules to address their access control, retention and document destruction requirements throughout their entire *life cycle*.

Documents on the road.

Documents everywhere, all the time! With docSTAR, you can access documents instantly and easily from any PC, across a LAN, WAN, or via the Internet with optional modules. You can even export documents for viewing on a notebook or other PC – so you can take documents home, on the road, or anywhere.

Universal Document Repository.

No more looking in "My Documents" for your letter and then in the file cabinet for the reply. With docSTAR's **Native File Management** module, you can import files from most applications and store them in their native format. Imported spreadsheets, word processor documents, emails, CAD drawings, and other electronic files archived in docSTAR are also guarded against undetected tampering using docSTAR Authentication digital fingerprints.

Streamline Operations.

The **docSTAR Business Document Packages (BDP)** module can help to increase productivity by reducing manual processes, and create intelligent ad-hoc workflow. Create document checklists to gather and track a set of documents necessary to complete a business workflow.

Stay Informed.

Avoid calls from angry customers or business partners about missed deadlines. docSTAR's **Dashboard and Reporting** module lets managers stay on top of document-based processes right from their desktops. Identify bottlenecks and redirect work before problems flare up.

Industry Solutions.

docSTAR provides document management solutions that address industry requirements; including Financial Services, Real Estate, Mortgage, Government, Education, Insurance, and Healthcare.

