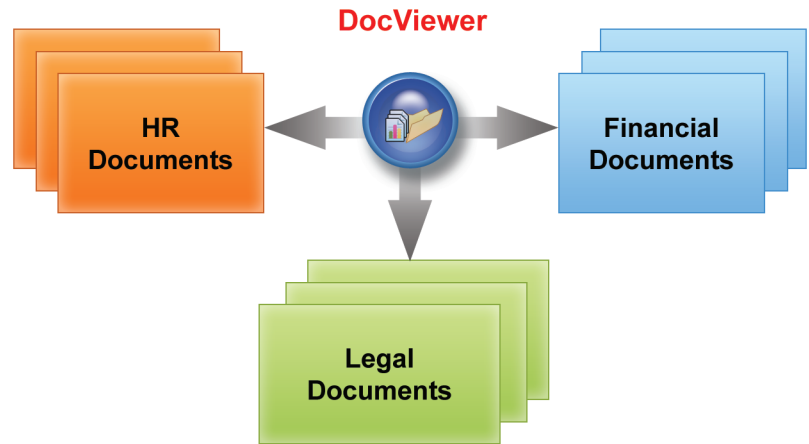# DocViewer

Document Management Solution

The Problem

Document management software has become integral to successful management. These software products facilitate the flow of information and streamline management processes. The high cost of this software, however, prevents many organizations from implementing these systems and benefitting from the efficiencies they provide.

Organizations that choose not to implement high cost management software face the problems of traditional physical filing systems. With physical filing comes lost or damaged documents and significant time wasted on document retrieval and document storage. Employees that could be driving growth are instead tied to the filing cabinet. Worse, an organization may face legal troubles if important records are not correctly kept.

DocViewer

HR Documents — Financial Documents — Legal Documents

DocViewer: The Low Cost Document Management Solution

DocViewer puts all your documents at your fingertips

DocViewer provides a low cost, full featured document management solution--eliminating the inefficiency and risk of traditional file management at a fraction of the price of other document management software. DocViewer integrates all your documents into one intuitive electronic filing system. Users can easily and securely categorize, modify, annotate, track, archive, search and print any type of document. DocViewer also provides integrated redaction and email, so users can quickly redact and share sensitive documents.

Need to convert physical documents into electronic form? DocViewer's scanning client allows you to scan documents directly into the appropriate electronic folder. Need to search for a word or phrase? Using optical character recognition (OCR), DocViewer supports full text search of every document. DocViewer puts all your documents at your fingertips.

With DocViewer

- Quickly and easily retrieve original documents
- Set individual and role-based access/permissions at cabinet, file or folder level
- Protect your data with secure, encrypted folders
- Easily find documents with intuitive nested folder structure that emulates paper filing constructions
- Employ full text search of all files, including image files, with built in optical character recognition
- Easily customize organization of documents
- Employ image enhancements, annotations, and mark up

Built In Scanning Client

- Supports over 250 scanners
- Scan documents directly into appropriate folder
- Convert both paper and electronic documents into searchable text – Built in OCR
- Full suite of image enhancement tools
- Output into text, PDF, Word, JPEG, and others

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