

# Document Management



Consulting & Design  
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Hardware  
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Tech Support

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## Document Management Solutions

- DOCUMENT CAPTURE
- TWAIN OR NETWORK SCANNING
- DOCUMENT INDEXING & RETRIEVAL
- DIRECT VIRTUAL PRINT TO FOLDER
- DOCUMENT E-NOTIFICATION
- DOCUMENT E-SEARCH
- AGNOSTIC CLOUD STORAGE
- DOCUMENT ROUTING
- FOLDER PERMISSIONS
- DESKTOP DOCIT QUICK-SEARCH
- MOBILE SEARCH
- AUTOMATIC E-MAIL PRINT TO FOLDER
- BARCODE AUTO INDEXING

## Optional Modules:

- ◆ AutoSecureShare for OneDrive or Google Drive
- ◆ Barcode Label Print Module
- ◆ Barcode Label Printer
- ◆ Private Cloud Server

**TRANSFORM YOUR PAPER BASED BUSINESS INTO A DIGITALLY CONNECTED WORLD.** YOUR BUSINESS TEAMS NEED TO EFFICIENTLY COMMUNICATE ANYWHERE, ANYTIME, WITH OTHER TEAM MEMBERS OR CUSTOMERS. USE ANY PREFERRED CLOUD SOURCE, PRIVATE CLOUD, OR VIRTUAL SERVER TO CENTRALIZE YOUR FILES.

A Paper based office is **Expensive**. Copier and Printer Costs, Filing Cabinets, Toner Costs, Paper Costs, and the Cost of Labor Moving all that paper to and from the filing cabinets.

What about **LOST** documents? Recreating a lost file takes time, effort, and money.

What about a **Fire or a Flood**? If your business doesn't have a copy outside your office building how would you recreate all those paper files. Fire and Flood Can easily put a business *out of business*. It can happen even to off site storage companies where you may have placed your trust to store them.

**For All Types of Businesses: Attorneys, Accountants, Finance, Human Resource Departments, Child Day Care, Insurance Companies, Landscapers, Painters, Electrical, and Construction Contactors....moving to Digital can improve your Business Communication time and reduce your expenses dramatically compared to a traditional paper based system.**

## Technical Support and Training

**DocIt** Sales and Support Staff Are available in both the United States and Europe. Our Staff Provides all the Installation and Technical Training to End Users either onsite or remotely with Secure Remote Login Credentials for Remote Installations.

- ⇒ Never Misplace A Document Again.
- ⇒ Improve Your Customer Satisfaction With Quick Turnaround Times
- ⇒ Reduce Your Operating Costs and Increase The Company Bottom Line
- ⇒ Share Documents With Your Mobile Workforce
- ⇒ Provide Remote or Onsite Scanning to a Company Shared Watch Folder
- ⇒ Provide an Exit Strategy By Not Using Proprietary Software

## Document Capture

Capture Documents From Desktop Scanners, Networked MFP's or Print Digitally... Directly Into Your Watch Folders for Documents to be Indexed. Finance, HR, Quality Control, etc. Can All Have Private and Secure Watch Folders.

## Indexing and Applying Data

All Customizable! You Decide on The Fields You Would Like To Use. Fields Can be Numeric, Alpha Numeric, or Dates. Add Keywords If You Like To. Automatic Bar Code Scanning and Routing Are Also Available as an Option.

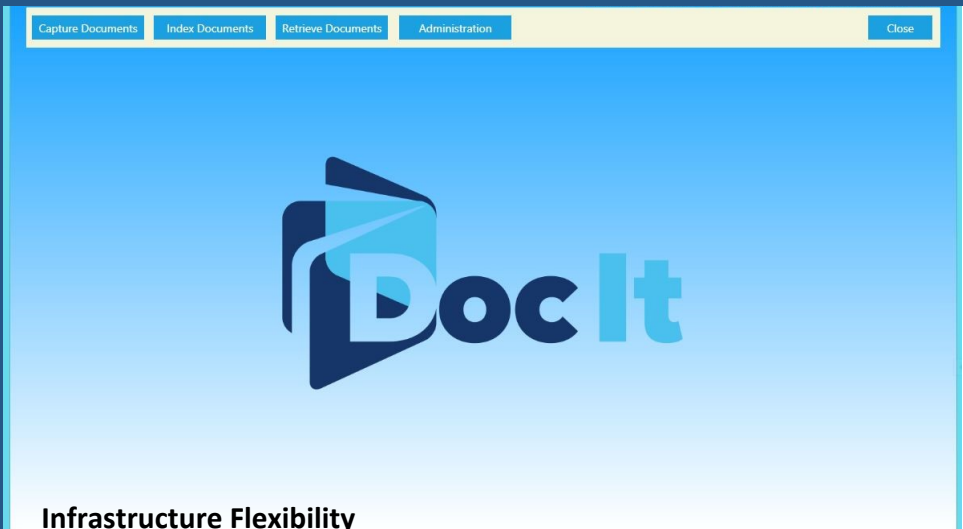
## Retrieval Of Documents

Once Indexed, it couldn't be simpler. Simply Type in Your Search Criteria or Use a Wild Card Search for All Documents. You can Also Get Granular By Combining Search Criteria To Narrow Results or go Directly To A Document in Seconds From Anywhere Including Documents Stored in the Cloud.

## DocIt Viewer

View Your Documents, Add or Insert Documents, Add or Hide Annotations, Add Date, Image, or Custom Stamps, Add Hyperlinks to Other Documents, Email Documents, and more...

**Why Interrupt Your Work Searching For a File In a Cabinet When You can Do it With a Mouse Click?**



## Infrastructure Flexibility

Unlike Many Proprietary Document Management Software, DocIt is Designed To Integrate With All Devices You Currently Use Like Copiers and Scanners, Microsoft OneDrive, Google Drive, Dropbox, iCloud and Others. Users Can Be Located In A Central Office, Satellite Offices, Or A Mobile Workforce. A/P Can Reduce Their Paper Workflows And Increase Their Productivity With Two Way Invoice Matching.

## APPLICATION MANAGEMENT

**DocIt** Can Easily be Applied to Separate Departments. Human Resource and Finance Can Have Completely Separated Storage and Retrieval Locations for example.

**Inbound Documents** From A Watched Email Folder Can Automatically Print to The HR Departments Resume Folder Eliminating any Manual Entry.

**Invoices** Can Be Automatically Sent to the Accounts Payable Folder For Processing For Payment.

**Sales Orders**, Purchase Orders, and Shipping Receipts Can Easily Be Cross Referenced To Eliminate Shipping Disputes.

**Eliminate Filing Cabinets:** Reduce Your Cost of Maintaining paper files and Provide Your Mobile Staff Remote Access From the Cloud For All Shared Documents.

**AutoSecureShare:** Automatically Share Indexed Documents in **Real Time** with Your Accountant, Attorney, Project Manager, Manufacturer, HR, etc. eliminating the normal method of sending and receiving documents manually.



## Storage Facts:

A Standard Four Drawer 36" Filing Cabinet Can Store Approximately 15,000 Pages And Take Up About 3 Square Feet Of Office Space

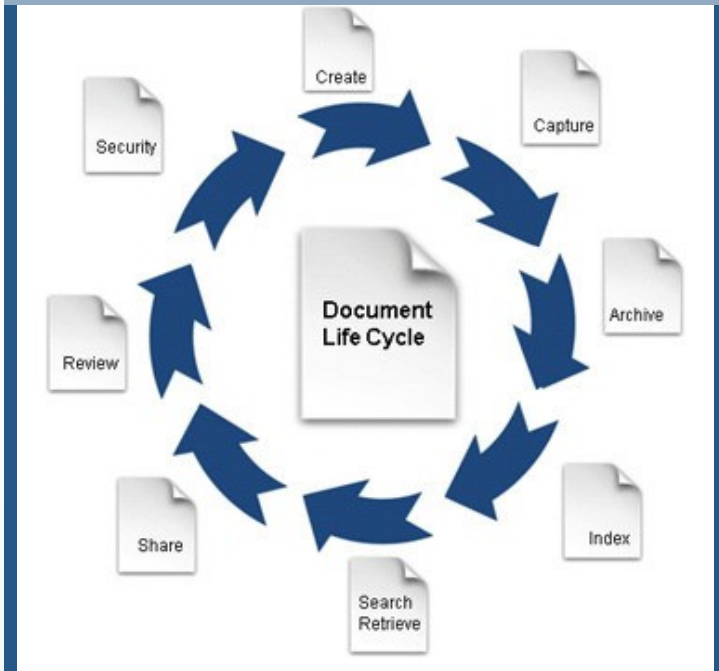
One gigabyte of Storage Can Store Approximately 20,000 Document Images And Take Up No Physical Space.

What Is Your Labor Cost of Filing and Retrieving Documents Manually?

Offsite Storage is Very Expensive: A Standard Bankers Box Will Cost Approximately .95 Cents Per Box Per Month Plus The Cost of Retrieval And The Worry Of Fire.

Mobile Workers Have No Access to Files in the Main Office

How Often are Customers Placed On Hold While Searching for a Document in a Filing Cabinet?



Scan, Search, Retrieve  
Quick, Simply, Reliably

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