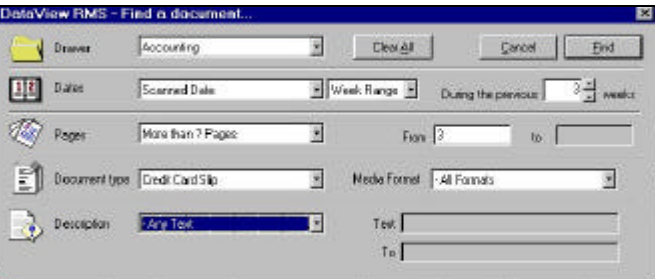
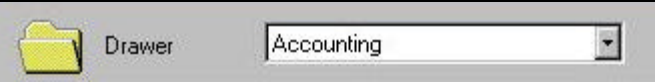


Take Control of Your Information with Flexible Search & Editing Capabilities!

Our innovative Records Management System can be tailored to your specific needs, allowing you to store your electronically captured documents in individual 'folders'. Stored documents can then be researched using a virtually unlimited number of inquiry criteria.



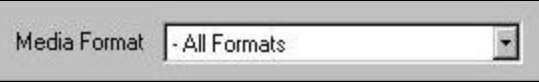
- Each of your applications are saved in a drawer located in your 'virtual' file cabinet; folders within the drawers contain documents.
- Accounting
 - Human Resources
 - Sales
 - Manufacturing



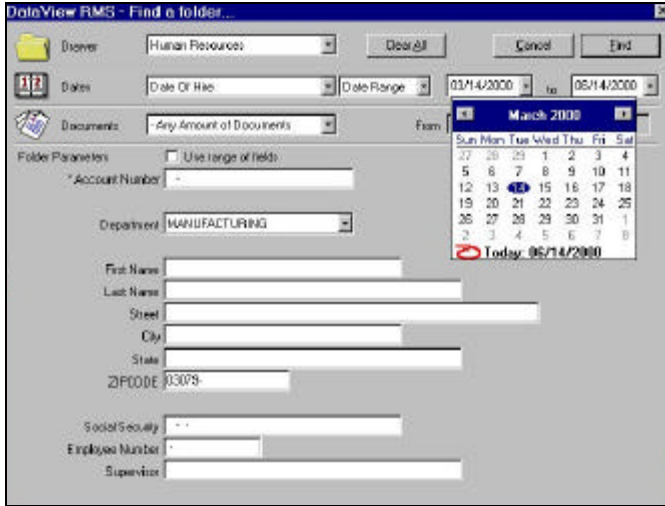
- Within folders, individual document 'types' control the scanner settings (i.e.; simplex, duplex, contrast, brightness, document size), assuring image consistency and text readability.
- Credit Card Slips
 - Tax Certificates
 - Insurance Information
 - Purchase Orders
 - Vouchers
 - Photo IDs
 - Sales Documents



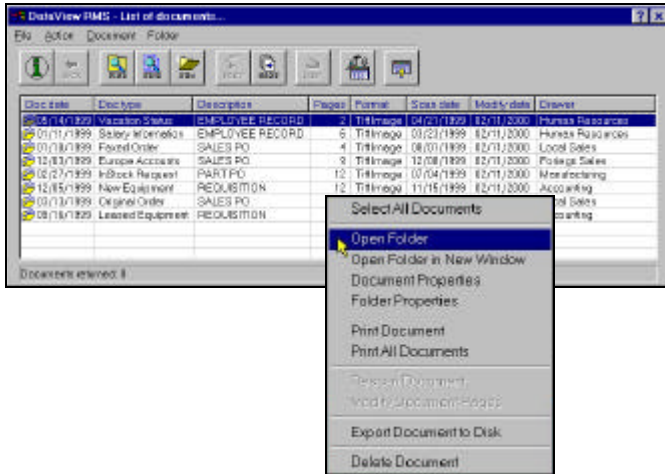
- Multiple formats are easily stored within DataView.
- .tiff ➤ .avi
 - .jpg ➤ .wav
 - .xls ➤ .doc



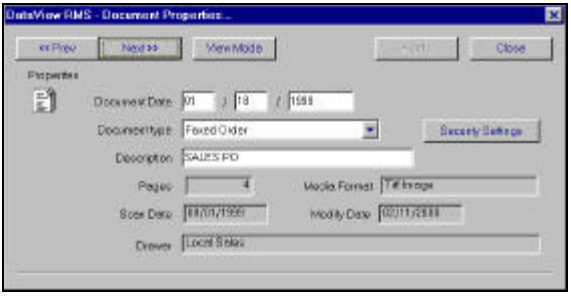
Locating a folder within a drawer, or a document within a folder, is a simple point-and-click process.



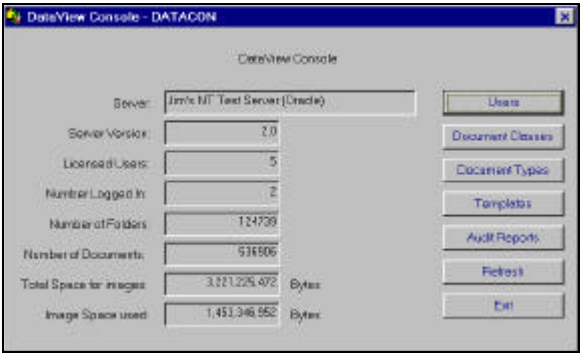
Your search will provide a list folders (or documents) for you to choose from. Documents then also be printed, faxed, or exported to a CD-ROM.



Editing document or folder properties may be accomplished directly from the list of 'hits' found in your search. Just highlight the document you need to change, and then select 'Document Properties' from the 'Document' pull-down menu.



Security concerns are addressed by your system administrator in the DataView Console screen. User access and status, parameters for document types, reports, and the available space for images versus the image space already used can easily be modified and maintained.



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