

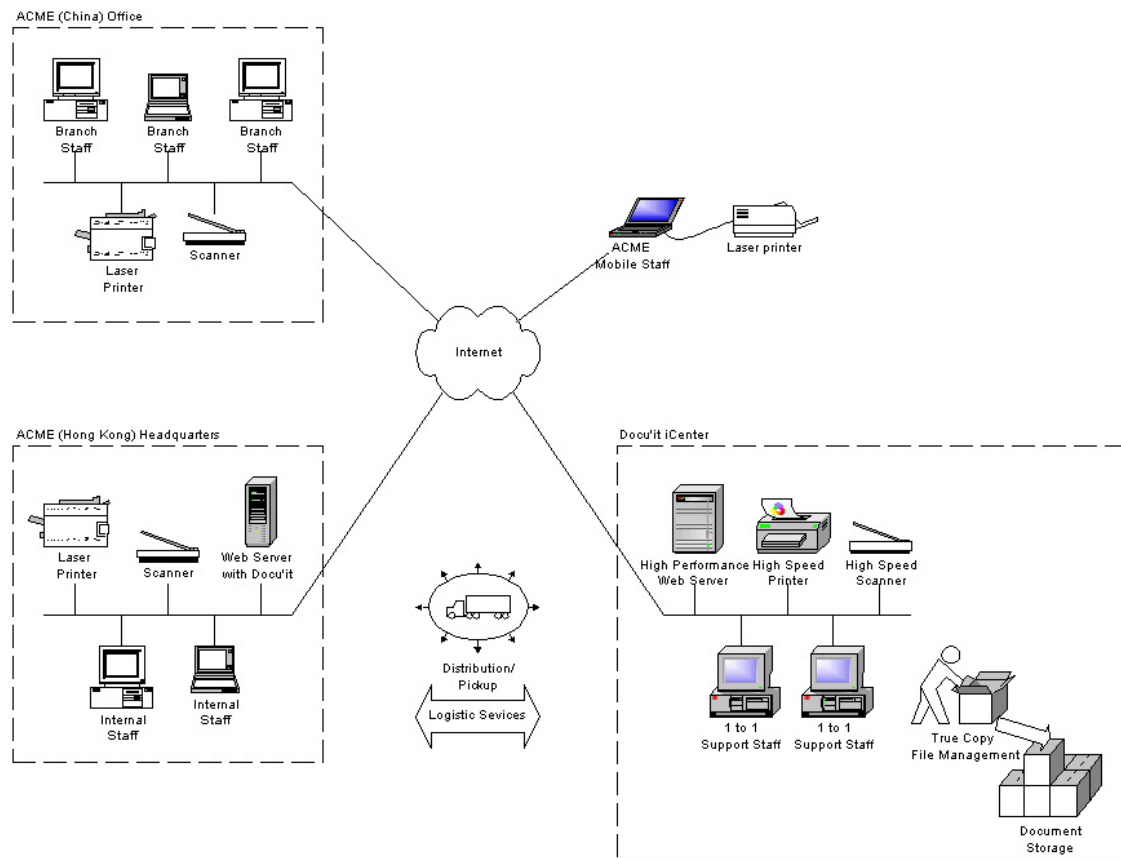
Introduction

Docu'it is a web-based document management system that is designed for SOHO (Small Offices and Home Offices), professionals, and departmental workgroups. It runs on a Windows Server and serves unlimited number of users who needs only a web browser (Internet Explorer) in order to access and makes use of all the features provided. There is no downloadable components or third-party software, reducing the end-users' reluctance to use a new system.

Docu'it can be used within a local area network (Intranet), and or through the Internet. The cost effective deployment requirements make paperless and environmental friendly office no longer a dream but affordable to everyone.

The plug-in feature of Docu'it allows it to extend its capability to serve those communities with special requirements such as Electronic Form Filing and Form Routing. For example, a Law Firm can have a logistic company to bring in the True Copies by routing their requests as a plug-in feature customized into Docu'it.

Docu'it - A Typical Floor Plan



Applications:

- Law Firms – Document Management
- Audit Firms – Document Management
- Importers/ Exporters – Document/ Forms Management
- Insurance Institutes – Electronic Forms Filing/ Routing
- Tele-communications Services - Electronic Forms Filing/ Routing/ Billing
- Educational Institutes – Document Management
- Medical Centres – Dental, Physiotherapy, Optometry, etc.

Docu'it - An affordable document management system for everyone

Features

Supports Portable Document Generators for:

- Adobe PDF File Formats.
- Dyna WDL File Formats.

Document Retrieval:

- Browse by drill-down trees on user-defined Classification or Departments.
- Search by Indexes, such as: Document ID, Subject, Category, Author, Keywords, and Comments.
- Content Search for MS Word, MS Excel, Adobe PDF, and Dyna WDL file formats.

Document Classification:

- Unlimited levels.
- User definable.

Departmental Workgroups:

- Unlimited levels.
- User definable.

Security:

- By User Groups (Simplex Security), or
- By Multi-Level Departmental Workgroups (Complex Security), or
- By Digital Signature/ Encryption per Document (Strong Security).

Supported File Formats:

- Text, HTML, MS Word, MS Excel, Adobe PDF, Dyna WDL, and more.

Multi-Languages:

- Chinese Simplified, Chinese Traditional, and English.
- Supports ISO/IEC 10646 Standard.

Advantages and Benefits

Electronic document management is the global trend, which greatly reduces the trouble of document storage as well as retrieval.

- Replace the expensive microfilm system.
- Reduce redundant paper copies and storage fee.
- Reduce printing expenses.
- Documents can be accessed over the Internet; reduce time and mailing cost.
- Well organized; reduce distribution and preparation labor.
- Enforced departmental security can avoid cross department conflicts.

Hardware Requirements

Intel and compatible systems with:

- PIII 700MHz or higher
- 256MB RAM or higher

Software Requirements

Server:

- Windows NT 4 Server, or Windows 2000 Server.
- Microsoft IIS.
- Microsoft .NET Framework.

User:

- Windows 9x, Windows ME, Windows 2000 Professional, or Windows XP.
- Internet Explorer 5.5 or higher for Chinese Traditional/ Simplified and English.

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Options

	Adobe PDF Format	Dyna WDL Format
Document Generator	Adobe Acrobat, or Zeon PDF Driver	DynaDoc
Document Editor	Adobe Acrobat, or Adobe Business Tools	Protected
Electronic Form Designer	Adobe Acrobat	DynaDoc
Document Reader (free)	Adobe Acrobat Reader	DynaDoc Reader
Search Engine (for Content Search)	Tornado	
Scanning	Natively supplied by scanner manufacturer	
OCR Software	English - OmniPage, or TextBridge. Chinese - Tsing Hwa, or Den Ching.	