



DocuClass™

IN A CLASS BY ITSELF

www.docuclass.com



mom
modern office methods

World Class Document Management

What is DocuClass?



DocuClass is a process-oriented document/content management application that enables organizations to streamline their operations by dynamically controlling and organizing the creation, capture, management, access and distribution of documents within their business processes.

DocuClass provides perfect combinations of functionality, flexibility, security and scalability, while delivering a high cost to value ratio.

DocuClass can help organizations to achieve their organizational goals by optimizing the way all information and data is managed.



Achieving your
organizational
goals with
DocuClass

**strategic
goals**

Gain Competitive Advantages
Maximize Profits
Reduce Costs

**management
goals**

Meet Compliance
Regulations

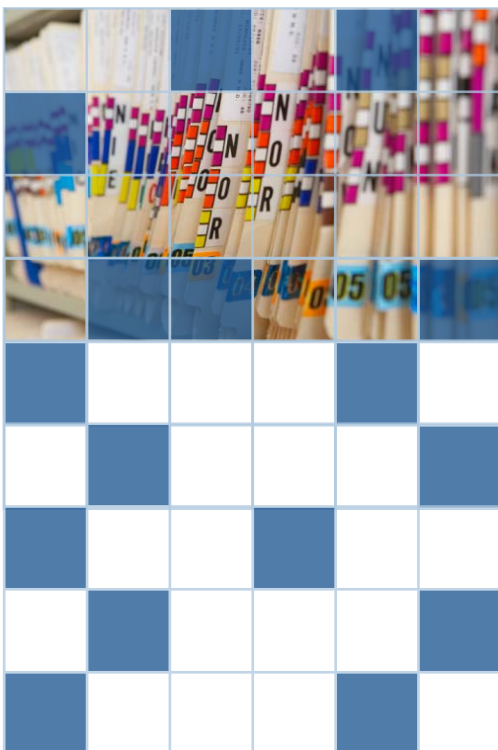
Improve Critical Business
Processes and Overall
Productivity

**operational
goals**

Capture
Information

Gain Complete
Security &
Control

Access &
Distribute
Information



■ Applications

DocuClass can be implemented in many different departments throughout any organization, improving process after process.

- Accounts Payable
- Accounts Receivable
- Human Resources
- Logistics
- Records
- Projects Management
- Regulation Compliance
- Distribution
- And much more

■ Industries

Many industries can benefit from a robust, process-oriented, and scalable Document Management System like [Docuclass](#).

- Manufacturing
- Health Care
- Higher Education
- Logistics
- K-12 Education
- Insurance
- Mortgage Lending
- Government
- Banking Distribution
- And many more

What Sets **DocuClass** Apart?

- Complete, Self-Contained, and Robust, Process-Oriented Document/Content Management Solution.
- Packed with Ready-to-Use, Industry Specific Scenarios
 - Industry specific scenarios provide easy deployment and customization solutions incorporating best business practices for a wide range of vertical markets and applications
- Integrates easily with 3rd party applications
 - Supports bidirectional integration with other legacy or modern applications and external databases.
- Extremely User-Friendly
 - Designed with the user experience in mind, it is created to have an intuitive graphical interface, allowing users to perform very complex tasks with a few mouseclicks
- Robust Capture Capabilities
 - Captures any kind of electronic or paper document
 - Offers auto-fill indexing and document categorization, OCR, barcodes, central/decentralized scanning, etc...
- Easy to Implement and Deploy
 - Offers intuitive user interface
 - Supports "point and click" configuration
 - Can be deployed in existing IT infrastructure environments
- Scalable
 - Fully scalable in terms of volume and functionality. It can start as a small or departmental solution and easily expand or grown with your business to become an enterprise-wide system.
- Offers Flexible and 'Fair' Licensing
 - Modular architecture and flexibly licensed components allow customers to only invest in the functionality, their business needs.
- Cost Effective
 - One of the best cost to value ratios in the industry
 - Maximum Return on Investment (ROI) in the shortest possible time.
- Designed to Maximize your Profits, Reduce Costs, and help you gain Competitive Advantage.

DocuClass Import and Capture

Standard Scanning- single or multi-page

Advanced Scanning- highly advanced scanning module offering image enhancement and scanning automation features.

MFP Link- scan, classify, and index directly from your multifunction printer panel into DocuClass.

Data Capture- bath and interactive zonal OCR and barcode recognition.

Import Agent- upload and index automatically, migrate large volumes of information.

Virtual Printer- store documents directly from any application to your DocuClass system as PDF or TIFF.

DocuClass Access and Distribution

Full Access Client- search, retrieve, access, edit, annotate, e-mail, update, assemble, merge documents, etc.

Export and Reporting- export selected documents or data to several industry standard formats

Export to Media libraries- create auto-run CD-DVD archives from selected documents

Web Component- allows access to DocuClass via a platform-independent Web Interface.

DocuClass Trace & Audit

Audit Agent- monitors all user activity based on pre-defined auditing policies

DocuClass Process Automation

WorkFlow Manager- enhances business processes by enabling users to route, work with, and track the progress of documents, accelerating the completion of critical business tasks.

COLD/ERM- generates electronic, searchable pdf documents from any application that can print to a text spool file or generate an XML file and stores them in DocuClass.

Electronic Forms- create dynamic pdf based form documents; which can be used to trigger WorkFlow processes and update other documents or applications.

Fax Manager- capture incoming faxes from Fax Servers as well as use incoming fax-data to classify and index faxes within DocuClass.

DocuClass Integration

API- integrate Document Management features with your Line of Business applications, using DocuClass services and methods directly from your system.

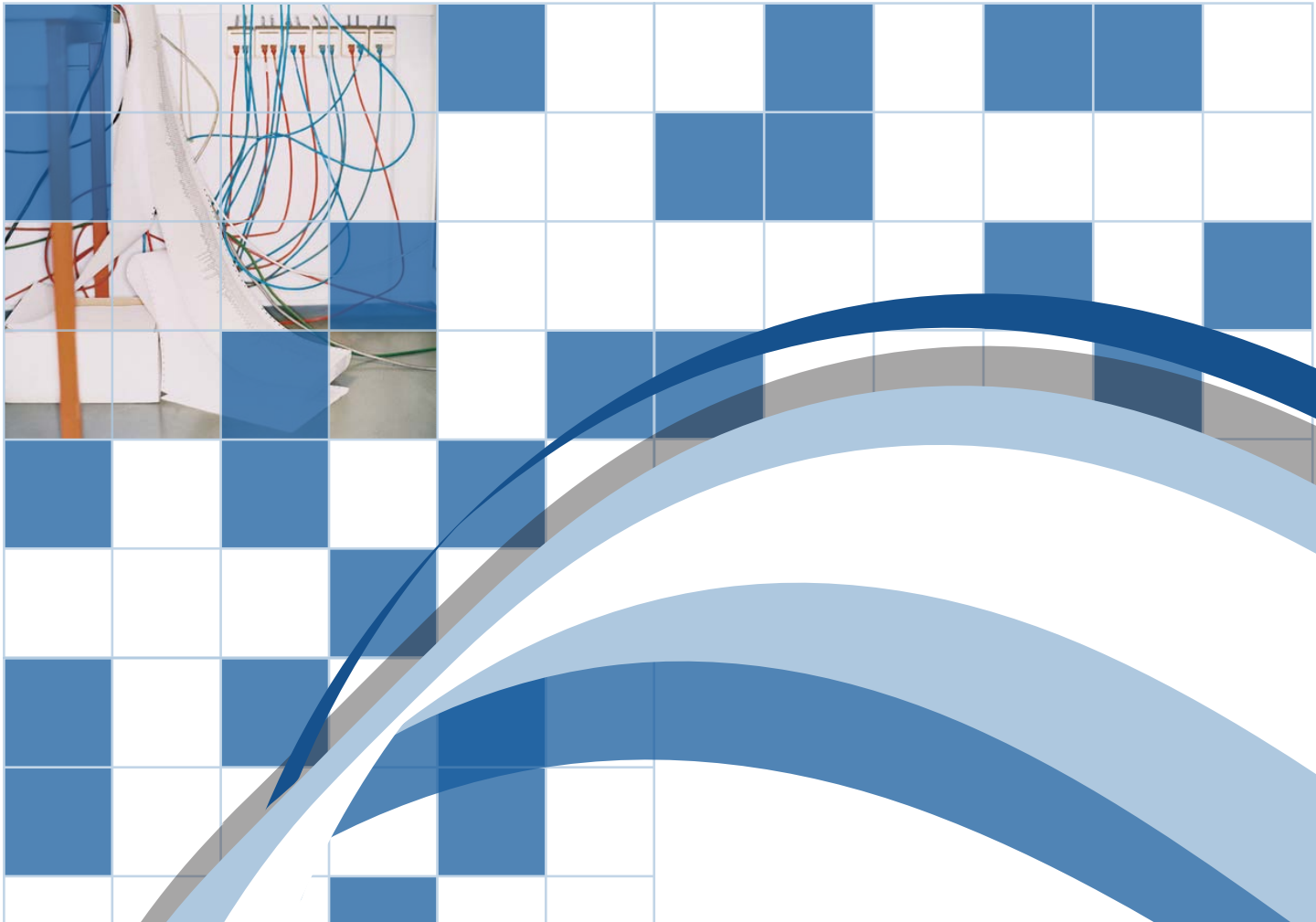
Application Connector- a non-programmable interface component allowing users to access documents stored in DocuClass directly from a third party application.

InfoPush- allows users to send selected data directly from DocuClass to any application.

DocuClass Configuration

System & Security- the heart of DocuClass; define document structure, hierarchy, indexing information, and user & security access policies.

License Manager- control all DocuClass licensing.



MOM's Office Locations

Cincinnati / Blue Ash
Corporate Headquarters
4747 Lake Forest Drive
Cincinnati, OH 45242
Phone: 513.791.0909
Fax: 513.791.0985

Cincinnati / Blue Ash
Distribution Center
4750 Cornell Road
Cincinnati, OH 45241
Phone: 513.791.0909
Fax: 513.791.0985

Dayton / Centerville Office
7475 Paragon Road
Dayton, OH 45459
Phone: 937.436.2295
Fax: 937.436.1747

Columbus / Westerville Office
929 East Wind Drive
Suite 220
Westerville, OH 43081
Phone: 614.891.3693
Fax: 614.891.5089

Zanesville
507 Main Street
Zanesville, OH 43701
Phone: 740.588.0326
Fax: 740.588.0343



www.docuclass.com

