

EXPERIENCED suppliers

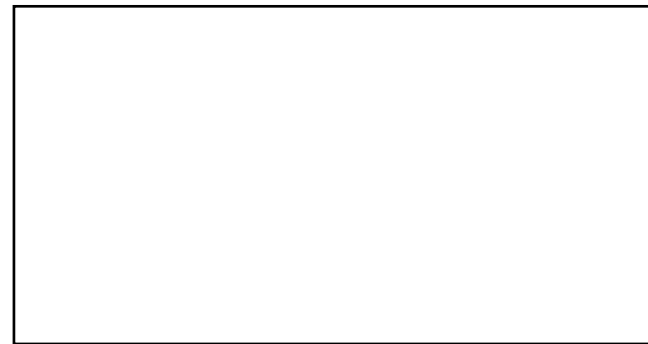
DocuSoft® is the recommended solution for the PROBIZ network of accountants. Offices throughout the UK are already successfully using our software. Kevin Salter, Author of 'The Accountants' Guide to the Paperless Office' is one of our loyal customers – he looked at nine systems before choosing DocuSoft®!

All consultancy, installation, implementation and training is solely provided by the DocuSoft® team and authorised agents. We're dedicated to ensuring the software provides an elegant solution to your current filing problems.

CALL us today!

The best way to understand the features and benefits is to see DocuSoft® in action. We will be happy to arrange a presentation followed by a written proposal and costings to show how it will work for you.

For more information, or to arrange a presentation, contact:



Tech Spec

Computer server: Microsoft® Windows® 2000/2003 Server

Computer workstation: Microsoft® Windows® 2000/XP/Vista and Microsoft® Office 2000 or better

Supported environments: Anything from single PCs to Terminal Services and Citrix® MetaFrame® load-balancing server clusters

Database software: Microsoft® Access® 2000+ or Microsoft® SQL Server® 2000+

Email client: Microsoft® Outlook 2000* or better

Scanner/Camera: Any TWAIN-compliant device



What our users say

"DocuSoft® has the best user interface...and addresses real issues in working towards the paper-less office."
Kevin Salter, ICAEW IT Faculty Consultant, Partner, Glover Stanbury & Co

"Previously, if I was out of the office for a couple of days, I would come back to a pile of post on my desk. Now, I can simply review it on screen, and forward it internally through the computer network as appropriate, without having to run up and down the stairs. The introduction of DocuSoft™ has distinctly improved my working life."
Andrew Wordingham, Partner, Haines Watts Chartered Accountants

"The switch to DocuSoft® completely revolutionised the way we work. Incoming and outgoing post is scanned into the system and client emails are quickly and easily stored. The post can then be passed through the workflow system and be accessed by the relevant individuals with increased speed and efficiency. It is also very easy to track the progress of work throughout the organisation."
Paul Webb, Client Manager, Robert James Partnership

"DocuSoft® is our preferred supplier for 'secure electronic document management system' which will help our accountants and their clients move towards a paperless office."
Feisal Nahaboo, Director, PROBIZ Network Ltd

"The biggest benefit is in retrieval of information. All information is readily to hand – no searching for files or post in someone's in-tray, or a file out of the office! A client phones and all correspondence is at our fingertips."
Ian Oliva, Partner, The Glen Drummond Practice

As our offices have a secure datalink between them we also benefit from the ability to access all client correspondence on our server from whichever office we are in. This enables us to respond more efficiently without having to wait to return to our own office to look up a paper file."
Martin Ward, Partner, Dodd & Co



“Work Smarter!”



DocuSoft®

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DocuSoft™

secure electronic document and record management system

*Disclaimer: The Institute of Chartered Accountants in England and Wales has accredited this software under the terms of its Accreditation Scheme. Purchasers should ensure that the software, its security features and related support meet their own specific requirements, as the Institute will not be liable for any damage whatsoever, incurred by any person, occasioned by the use of the software, or any related products or services howsoever caused.

DocuSoft® is the answer!



Are you a **sole proprietor** looking to save space and prove compliance?

Or a **multi-office firm** with hundreds of team members wanting to efficiently handle and distribute incoming post and securely share files?

Or maybe your business is somewhere **in-between**?

Professional businesses of all sizes can benefit from DocuSoft® software!

DocuSoft® lets you store all types of information, from scanned paper images to electronic files and emails with attachments. All files are securely stored in their natural format, and once saved, can be forwarded and shared with other people.

Benefits at a glance

- **MAXIMIZE** team productivity through sharing of files
- **IMPROVE** client service by fast retrieval of documents
- **IMPROVE** efficiency with better document and workflow processes
- **INTRODUCE** a disaster recovery plan, easily
- **ENHANCE** controls in your organisation
- **SAVE** time, save money
- **SUPPORT** remote and flexible work locations
- **PROVE** professional compliance with a detailed audit trail
- **SCALE** to meet your needs, using tried-and-tested Microsoft™ technologies
- **RELEASE** expensive office space occupied by filing cabinets

Electronic document management for professional businesses worldwide

What is DocuSoft®?

Paperwork can get lost, and is not always traceable as it moves around the office.

DocuSoft® is a secure filing system combined with a workflow and sharing system. With DocuSoft®, all your company information can be filed electronically on a central server for any staff members to access from their own PC. The paperless office may be an impossible dream, but the less-paper office is easy to achieve!

The interface is based on Microsoft® Windows® standards, so it's **easy to use** with low cost of staff training and implementation.

STORE all your documents securely

DocuSoft® can store any documents in Microsoft® Windows® format – even movie clips. Paperwork can be scanned, files saved from Excel®, Word and PowerPoint®, emails and attachments saved from Outlook®, and web pages captured – all with simple clicks of the mouse.

Nothing can be lost, accidentally deleted or overwritten. A detailed **line-by-line audit trail** is maintained for every document, allowing progress of individual actions to be monitored.

Once documents are saved, you can destroy non-critical originals and **save valuable office storage space**. A records retention policy ensures electronic documents are retained to meet legal requirements.

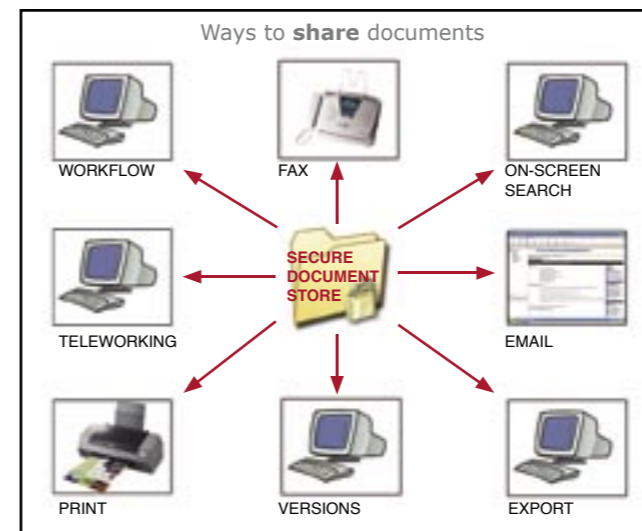


FIND the documents you want, quickly and easily

Time is money, and it's much quicker to search using DocuSoft® than it is using Windows®. The simple drop down list allows you to search

files and folders by a range of pre-set or customisable categories. You can **search the content** of documents including emails and attachments, as DocuSoft® includes an automatic overnight OCR (Optical Character Recognition) process.

The Preview screen alongside shows an image of each document while you're searching, so you can **browse visually** just as if you were flicking through a pile of paper. Think of the time you'll save – and how your level of service to your clients will improve – when you can access all your files and folders instantly!



SHARE documents with others in your organisation

It's simple to forward documents to other people for action or information, subject to the permissions that have been set up. DocuSoft® automatically maintains a full audit trail, so you can monitor who has sent or received what and when, along with whatever other information you require. This workflow feature is **included as standard**.

WORK more efficiently

DocuSoft® means no more passing pieces of paper around the office, rummaging in a distant archive, or walking from office to office to share information. All the files you need are on your screen in front of you, for review and distribution.

To achieve this efficiency, you and your team need to do things in a slightly different way. For example, you might file documents first with DocuSoft® and then distribute them instead of distributing documents first and then filing them. This avoids lost documents and helps monitor progress.

We provide **training** as part of our service, to make the change in working practices go smoothly.



SAFE and secure

You can easily control access to files and folders by allocating different rights to different staff members, using our straightforward tick box matrix.

Unlike other such systems, all the documents are stored in **one DocuSoft® filing area**, so it's easy to make back-ups, transfer to another server, or restore everything at once in case of emergency.

COMPATIBLE with other software

DocuSoft® supports Microsoft® Access™ so it's suitable for smaller offices. It also supports Microsoft SQL Server™, so it can cope equally well with millions of documents and records used by large organisations.

It's designed to integrate with Microsoft® Office and many different software packages. These links have been built-in as a **standard feature** so it's unlikely that you'll have to buy separate add-ons to make DocuSoft® compatible with your particular software mix. Please check with us to find out.

CUSTOMISE to suit your needs

DocuSoft® is supplied with a number of 'off-the-shelf' filing templates specially designed for professionals, including:

- accountants
- solicitors
- financial services
- general commerce
- and many more...

These ready-made '**quick start**' templates make it easy to get started using the system. There are also unlimited User-Defined Fields, so the software can be adapted for your own requirements.