

doQuments is one of the most feature packed document management systems available in the market today. No other document management system in its category offers such comprehensive, easy to use features.

Features of both editions are listed below and have been appropriately marked.

Documents

Store electronic as well as paper documents
Work with double-sided, even multi-page documents
Support for TWAIN compatible scanners
Scan documents directly into the application
Save scanned documents as PDF, TIFF, PNG, JPEG or BMP files.
Support for scanners with an Automatic Document Feeder (ADF) attachment
Batch Scan
Search for documents matching given conditions and add them to doQuments
Create multi-page TIFF files by scanning or combining existing image files
Drag & drop existing files to the database
Drag & drop email messages from Microsoft Outlook and Microsoft Outlook Express.
Drag & drop of attachments in email messages from Microsoft Outlook, Microsoft Outlook Express and Lotus Notes is also supported.
Paste images from the clipboard
Support for display of over 50 file formats
Image manipulation tools to rotate, flip, shear, crop, resize, sharpen, etc...
Create new documents using pre-defined document templates
Print documents - fit large documents to a single page or split them across many pages
E-mail document with a single click
Import and Export documents along with indexing data.

Create a **Document Package** of the documents and the indexing data that you need to export. A Document Package is a highly compressed file that can be optionally encrypted. You can then securely transfer the Document Package from one installation of doQuments to another.

Select documents and create a zip file.

Store documents in multiple folders, even on removable devices

Web Browser based interface in addition to the desktop interface. The Web browser based interface allows you to query and work with doQuments DBs and makes doQuments accessible over the Intranet as well as over the Internet. Also eliminates the need for installing doQuments at client end. (Enterprise Editions only)

Use the **check-in/checkout** feature to block other users on the network from trying to edit a document that you are currently working on. Blocking does not require you to keep the document opened in it's associated application. When you checkout a document other users are prevented from modifying the same document, till the time you check-in the document. Moreover when a document is checked out, other users will still be able to view the document but they will not be able to modify the document. (Enterprise Edition only)

Use the **document versioning** feature to create and retain multiple versions of the same document. You can easily access the older version of a document at any time. Create an unlimited number of versions of each document or restrict the versions to any number. Promote an older version of a document to a new version with a single click. (Enterprise Edition only)
Use the document encryption feature to optionally store documents in an encrypted form. You can encrypt your documents using industry standard strong encryption algorithms such AES, Blowfish and Triple-DES. (Enterprise Edition only)

Use the **document full text search** feature to search documents in a doQuments DB based on their content. Currently MS Word (.DOC), PDF, EMail (.EML, .MSG), Web Page (.HTM, .HTML) and .TXT files are supported. Support for more file formats will be added soon. (Enterprise Edition only)

Use the **event logging/auditing** feature to log details about user actions. For example you can configure this feature so that whenever a document is deleted, details about the action are logged. You can also log details about changes made to records, data fields etc... (Enterprise Edition only)

Contd...

Dynamic Document Templates enable you to automatically insert indexing data field values from the currently displayed record into the newly created document.(Enterprise Edition only)

Create a new record using the **Record Templates** feature to automatically fill up the data fields that were specified in the record template.(Enterprise Edition only)

Indexing Data

Describe documents with any type of additional information. With each document you can store a large number of Text, Numeric, Date, Time and Yes/No values for describing/indexing the document.

Upto 200 such values can be stored with each document. Indexing data for a document can be added or modified at any time.

On screen data entry tips inform users about the type of indexing data that must be entered.

doQuments also allows you to add the data first and then add documents for that data at a later date. This way indexing as well as status information can be stored about expected documents.

Import data from text files. (e.g. comma separated data, tab separated data, or any other character delimited data files)

Export data in spreadsheet friendly format for further analysis.

Reporting with WYSIWYG print preview.

Search Features

Thumbnail Viewer with sizeable thumbnails to visually locate image type documents.

Data Viewer to locate documents by viewing the indexing data in a columnar format.

Query Builder to query and find documents based on specified conditions.

Support for parameterized queries.

Saved Queries to allow reuse of common queries.

Document Finder, locate documents by using their attributes.

Sort to group together related documents.

Database

Create MS Access Based DBs.

Create MS SQL Server Based DBs (Enterprise Edition only).

Create MySQL Based DBs (Enterprise Edition only).

Multi-user support.

Backup & restore - Create Zip compatible archives.

Password protect the database.

Work with multiple databases at the same time.

Professionally designed templates for common document types.

Security (Enterprise Edition only)

Control access to documents and data at any or all of the five different security levels - system, database, record, field and document.

Permissions based security mechanism, with a basic and advanced permission list.

Control security and password policies.

Assign permissions to individual users or create groups (of users) for permission assignment.

Permissions inherited from groups to use.

System Requirements

System

Processor: 133MHz or higher

RAM: 64 MB

Free hard disc space: 80 MB

Browser: Internet Explorer 4.0 (Sp1) or greater

Supported Operating Systems

- Windows 95 OSR2
- Windows NT4 (SP4 or above)
- Windows 98
- Windows 2000
- Windows 98SE
- Windows XP
- Windows Millennium (Windows Me)
- Windows 2003

To see the doQuments features in action, visit the animated tutorial section on our website.

http://www.itaz.com/doquments/animated_tutorials.htm

To download the latest version of doQuments go to -

http://www.itaz.com/doquments/doquments_download.htm

To order the latest version of doQuments go to -

<http://www.itaz.com/doquments/order.php>