

where document management begins...



# Unleash Your Burden



**EasyFile™ provides a high performance document management solution platform for the workgroup or small enterprise environment.**

## ● EasyFile™ can

### Transform your paper into electronic documents

Scan your paper documents and convert them into easily retrievable electronic documents, including medical records and images, financial transactions and legal records!

Or add existing electronic documents

Archive & retrieve any file.

Organize all your word processing, spreadsheet & database files.

Import documents directly from windows applications in native format.

Use widely accepted .tif and .pdf file formats. No proprietary file formats or hardware needed.

### Access your documents from anywhere. ....at any time.

Send your documents by email for free rather than paying for fax, overnight delivery or mail.

**Use the web** -View files from any standard web browser and eliminate installing client software on every users desktop.

**Use a CD** -Burn a self contained CD of converted files and view files with the file viewer placed on each CD.

## ● EasyFile™ is

- \* An Open Architecture Environment
- \* A Standard database, image file format, and scanning interface.
- \* Hassle Free Document Management
- \* Easy to Install, Easy to Use.
- \* A Multi-level security system down to the individual document level
- \* A certified DigiKey application giving you the required protection you need.
- \* Compliance ready for ISO9000, HIPAA, 21 CFR Part 11, Sarbanes-Oxley, EasyFile™/Digikey certified documents are fully auditable and traceable.



# LEVESQUE business solutions

Bangor • Caribou • Madawaska

Serving Maine Since 1963

# easyfile™

## Document Management Software



1988, EasyFile™ has been developed on the guiding principles of ease of use and open architecture.

EasyFile™ takes advantage of completely re-engineered technology that will provide you with maximum return from its inception in

today's state-of-the-art systems. The primary strength of EasyFile™ resides in its ability to operate in a wide variety of office environments and application requirements. EasyFile™ offers support for many local area networks, mass storage systems, scanning devices, and personal computer configurations. EasyFile™ even works with most digital copiers. The EasyFile™ system is easily expandable from a stand-alone, single user configuration, to a multi-user, networked solution. Whether you're a medical clinic, legal office, insurance or a financial firm, EasyFile can help you manage your records and comply with regulations.

### INDEXING OPTIONS

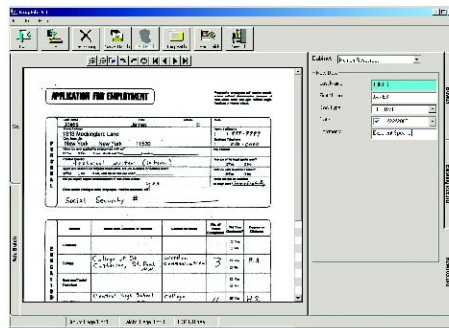
- \* Manual or Automatic OCR Indexing
- \* Definable Pull-Down Lists for Fast, Accurate Indexing
- \* Batch Assignment Tracked for Life of Document
- \* Automatic Verification for Index Values
- \* Index Non-Image Documents Created in any Windows-Based Application
- \* Multiple Document Types Supported in Same Folder

### APPLICATION SETUP

- \* Unlimited Number of Applications and Records
- \* Up To Fifteen User Definable Indexing Fields per Application
- \* Primary Index Fields Available for Fast Searching
- \* Pre-Designed Applications Available for Direct Use or Modification
- \* Application Easily Modified by Administrator After Initial Setup

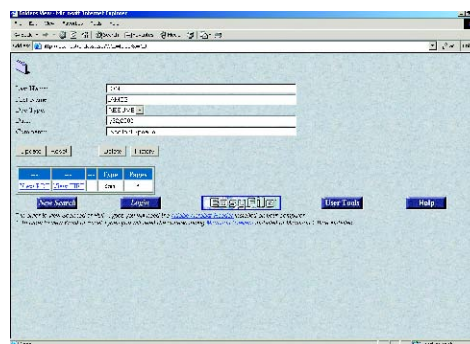
### DOCUMENT CAPTURE

- \* High Speed Batch Scanning or Interactive Scanning
- \* Scan pictures, drawings, hand written documents, typed documents, images, schematics, plans, charts, graphs and forms; virtually anything visible on paper.
- \* 32-bit TWAIN Support for Scanning on All Windows Platforms
- \* Import Documents Directly From Windows Applications in Native Format
- \* Import Images Files from Digital Copiers, Digital Cameras and Files Converted from Microfilm, Storing Them Like Any Other File
- \* Pre-Sorting By Application, Priority, and User
- \* Automatic Batch Control Cues Batches for Indexing In "First In/First out" Order
- \* Supports Most Desktop Scanners, Digital Copiers and Multi-Functional Devices
- \* Supports Windows® 9x, Windows® NT, Windows® XP, Windows® 2000



### DOCUMENT RETRIEVAL

- \* Full Text Searching
- \* HTML Client for LAN, WAN or Internet Access
- \* Exact Or Partial Field Search
- \* Boolean Search Logic (AND/OR, within, greater/less, etc.)
- \* Search on Any Combination of Index Fields
- \* Retrieve Any Document within Seconds
- \* Convert Scanned Files to PDF
- \* View, Print or E-mail Any Document Easily



**Buy EasyFile™ And Go Paperless. What Are You Waiting For?**