

DocuWare®

Improve Document Processes

DocuWare is state-of-the-art software for integrated document management.

Enhance productivity

> Appropriate for all document types: letters, faxes, records, Email and drawings

Decrease costs

> Uncomplicated installation and administration

Save space

> Only one document pool for all documents

> Integrates with any workflow

> Information is available from any location, worldwide

> Simple searching and fast retrieval

> Automatic filing with TIFFMAKER—universal for every Windows application

> Tamper-free document security

> Lower total cost of ownership than comparable document management programs

DocuWare electronically stores and organizes documents with easy-to-use functions, simple administration and seamless integration.

➤ Improve business efficiency

Toshiba Document Solutions combine Toshiba e-STUDIO systems with powerful software applications and targeted business process improvements to enable businesses to more effectively distribute, manage and organize documents. One of these software applications is DocuWare.

➤ Simplicity is the key to success

DocuWare is well known for the ease of its installation and the simplicity of its system administration. This simplicity helps to ensure that people will actually use the many valuable document management features it provides.

➤ Easily retrieve any document, any time, from any location

DocuWare is designed to maintain documents so that they are immediately available. In addition, DocuWare offers Version Control—a checkout feature that enables document lockout in the file cabinet.

> Documents are accessible by index fields including document type, document date, document number and document name.

> Documents are searchable word-for-word by utilizing the full-text search. Find documents by the actual text contained in a document, not merely by how it was originally labeled in the file cabinet.

> External, real time Select Lists, with classification terms provided from external files or databases.

> One central document pool allows for easy administration.

> Send any document via Email directly from any basket, file cabinet or viewer.

> Extract mail attributes including sender, recipient, date and subject.

➤ Internal control fosters well-organized business

DocuWare helps you meet your legal and regulatory requirements, including AO, GDP-dU, Basel II, HIPAA and Sarbanes-Oxley. Retention and deletion periods are monitored automatically.

The DocuWare database is capable of tracking storage locations and retention periods of physical paper files. By assigning roles to individual users and user groups, DocuWare provides for task-specific grouping of functional rights and function profiles, as well as file cabinets rights and profiles.



The right solution for any size and type of business.

➤ Easily Integrates

DocuWare can be integrated into any existing system or application environment by adhering to established technical standards and by providing the necessary interfaces.

- > Supports all widely used file formats
- > Access to DocuWare is available via Intranet or Internet using standard protocols (TCP/IP)
- > MySQL included as default database engine
- > Native support for MS-SQL Server and Oracle
- > Enables use of multiple content servers and multiple databases running on different physical machines

➤ Intuitive Functions

DocuWare's functions are very intuitive, so they are easy to learn and simple to use. The comprehensive built-in maintenance features of DocuWare are designed to simplify the tasks of the system administrator.

- > Automatic triggering of index words from previously filed documents
- > Automatic filing of Email
- > Automatic full-text indexing of a file cabinet from any database
- > Automatic generation of log fields for each file cabinet
- > Automatic workflows for synchronization, export and migration to or from the file cabinet

➤ Fully Secure

DocuWare provides the highest degree of security possible against loss of data and documents. Double data retention provides storage of database entries in document files as XML header files. In addition, unauthorized access from both internal and external sources can be prevented.

➤ Individually Customizable Modules

DocuWare provides the right solution for any size and type of business, as well as for every document type and volume. Customization features include stamping documents with a wide variety of information—such as electronic signatures—and allows the assignment of stamps to specific users and profiles. This feature provides for a more efficient workflow.

➤ Benefits of DocuWare

- > Stores and organizes all types of documents in one common document pool, including electronic files and Email
- > Provides for direct storage of Word, Excel, PowerPoint and other document formats
- > Locates documents quickly and easily
- > "Staple" feature allows for the creation of multi-page documents
- > Provides secure document storage and fast retrieval
- > Lowers costs by lessening the time spent filing and retrieving documents, and by lowering page consumption
- > Improves customer service through improved accessibility of information
- > Includes all the functions of a comprehensive and universal document management solution
- > Fulfills the most challenging requirements of an organization, regardless of its size and complexity
- > Facilitates efficient workflow processes
- > Enables the synchronization of remote databases with the central database



store



retrieve



collaborate

Organize your documents and gain control

You can organize your documents by scanning and electronically storing, indexing, and retrieving them. Access is faster and more secure while filing costs decrease. Plus, collaboration and version control on documents become easier. The result? Savings in money and time, higher productivity—and a healthier bottom line.

When coupled with Toshiba e-STUDIO systems, Toshiba's Organize software provides the following benefits:

- > Find documents faster
- > Increase access to your documents
- > Lower your filing costs
- > Increase document security
- > Ensure business continuity
- > Collaborate on documents
- > Improve productivity with electronic document workflow

System Requirements & Specifications

Operating System	Client and Server Components: Windows® 2000 SP4, Windows® XP Prof. SP1, Windows® 2003 Server SP1 (DocuWare server components do not require server operating system)
	Web Client (Internet-Server): All common operating systems and browser models
Hardware	Server: Pentium IV, 512MB RAM (1GB recommended)
	Client: Pentium IV, 128MB RAM (512MB recommended)
	Single User / Mobile Workstation: Pentium IV, 256 MB RAM (512 MB recommended)
Storage	External databases supported: MySQL, MS-SQL, Oracle
	Storage for document files: Windows File System, Linux, SUN, Novell and others with Windows file system support
Compatibility	DocuWare 5 can work with DocuWare 4 documents
	Conversion of file cabinets in DocuWare 4 mode into file cabinets in DocuWare 5 mode

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Vendor Sheet: DocuWare/Inv. Code D500095

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