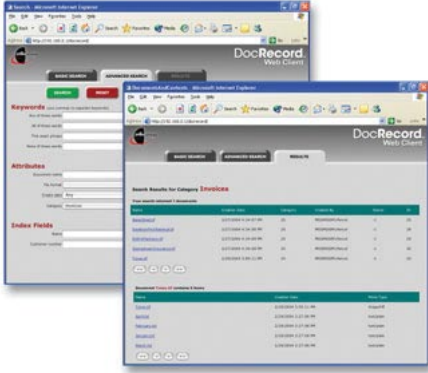


# DocRecord

## Dynamic Electronic Document Management



- > Retrieve documents at the touch of a button
- > Web-based access to documents for remote users
- > Organize documents with customized folders and views
- > Automatically categorize and index incoming documents
- > Search for documents quickly based on keywords
- > Convert documents into searchable digital files with OCR
- > Manage images with mark-up, annotation, and image enhancement
- > View documents in over 200 file formats
- > Store documents digitally in common formats

**DocRecord seamlessly captures information from across your organization and puts you in control of your documents.**

### > Improve business efficiency

Toshiba Document Solutions combine Toshiba e-STUDIO multifunction devices with powerful software applications and targeted business process improvements to enable businesses to more effectively organize and distribute documents and manage devices. One of these software applications is DocRecord from Prism Software.

### > Fast and efficient document retrieval

Designed to be intuitive, DocRecord is an elegant tool to reduce complexity and costs for business across all major industries. The solution is both modular and scalable, allowing businesses to configure the solution that best fits current business challenges, while providing the option to update over time as needs change.

**The DocRecord Solution is comprised of the following modules:**

### > DocRecord Desktop Client

Organize and Share Files

- > Finds keywords quickly with hit highlighting on keyword text
- > Saves and shares common searches for reuse
- > Organizes documents across customized folders that match your work process
- > Provides document views from over 200 file formats
- > Prioritizes new documents by using the work-in-process workspace

### > DocRecord Automation Server

Document Repository Management

- > Capture and provide access to incoming documents
- > Assigns indexes dynamically
- > Commits the documents to the system
- > Eliminates the need for programming by allowing users to point and click the options you need to capture documents, forms, reports, and more

### > DocRecord Imaging Client

OCR and Image Management

- > Converts scanned documents into keyword-searchable files
- > Improves image management with annotation, markup, and image enhancement
- > Presents all workflow documents in thumbnail view

### > DocWorkflow

Automate Manual Workflow Tasks

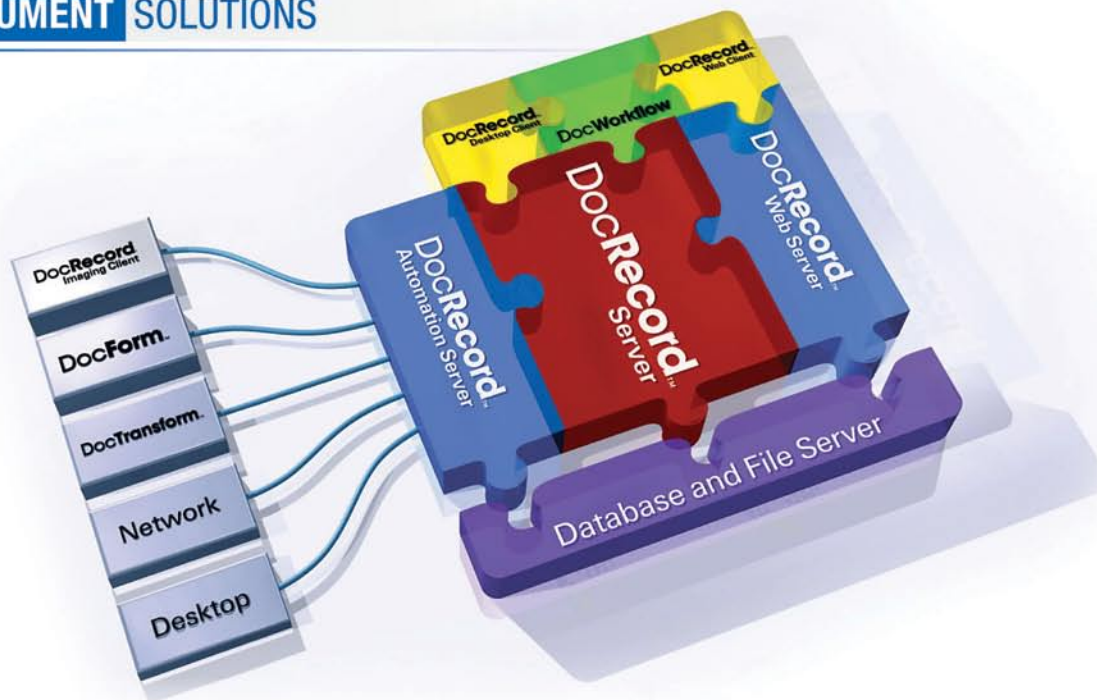
- > Quickly maps process with graphical tools that save time and effort
- > Accelerates the routing of documents for review
- > Enhances visibility into business processes
- > Improves on-time project completion

### > DocRecord Web Client

Web-Based Document Search and Retrieval

- > Searches, retrieves, and lets you view documents via the Internet
- > Easy to use and navigate
- > Provides access to the system for remote users





## DocRecord provides an efficient and seamless electronic document workflow

### > Capture Information

DocRecord Imaging captures scanned documents and uses OCR to extract a copy of the text for indexing and storage, allowing users to improve image management with mark-up, annotation, and image enhancement. DocRecord manages information from a variety of sources across an organization's network and even allows users to drag-and-drop files from their desktop into the system.

### > Categorize and index information

DocRecord sorts files into categories based on the attributes of the documents. It then lets you determine which attributes are important fields to set up indexes on your documents. Categories and indexes are completely customized and there is no limit to the number you can have in the system.

### > Organize information

DocRecord organizes files and streamlines business processes by presenting all documents in a series of folders, grouped either by projects, work processes, or document type. A work-in-process tool further organizes processes by staging documents and assigning them to the appropriate folders when they are first introduced into the DocRecord system.

### > Document search and retrieval

DocRecord offers multiple search options including keywords, index fields, and the folder tree. Users can even save frequent searches so they don't have to reenter them each time they use the system. Users can then review the document on screen and either print, fax, or Email the document. Users even have the option to view over 200 file types in their native formats for simplified document viewing.

### > Manage document workflow

Use the DocRecord workflow module, DocWorkflow, to reduce operational costs and automate document processes. Accelerate key business processes such as account processing, document routing and approval, and report distribution. DocWorkflow is easy enough for business line workers to use, and fast enough for process owners to graphically design workflows.

### > Streamline information storage

DocRecord provides storage management for your digital documents. All records are efficiently stored only once, and through DocRecord's document reference system, can be used repeatedly without having to produce or store multiple copies. By having your documents stored digitally, Disaster Recovery readiness is facilitated by being able to produce back-up CDs that are stored off site.



## Effective Documents, Properly Distributed for Less Cost

Our Solutions enable you to distribute documents more efficiently and with less expense by addressing how you create and format your documents, output them to their destination and present them in their final form.

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

- > Increase the speed and impact of business communications
- > Customize and control print job processing
- > Improve workflow and maximize print throughput
- > Flexible document management and output
- > Design, create and deliver electronic documents, forms and reports
- > Enable printing and finishing features on Toshiba e-STUDIO products

## System Requirements & Specifications

<b>Operating System</b>	Windows 2000/XP/2003
<b>Hardware</b>	Intel Pentium IV 2 GHz or greater, 512 MB RAM or greater, 12x CD-ROM or greater

Call your Authorized Toshiba Dealer today for more information on how **DocRecord** and other Toshiba Document Solutions can help your organization.

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