DocStar Enterprise Content Management

Benefits

- ▶ Cloud-based, high speed access from any device
- ▶ Leverage smart phones and tablets
- ▶ Quickly streamlines document processes and reduces errors
- ▶ Elegant, intuitive design reduces learning curve
- ▶ Minimize business risk associated with lost files
- ▶ Files can be easily and securely shared with others

Cloud and On-Premises Enterprise Content Management

DocStar ECM is a revolutionary product that's built for the Web and delivers deployment choice. Customers can install the solution on their hardware or use DocStar AWS hosted service. The same software, the same user experience, the same great results. DocStar ECM supports all popular browsers and mobile devices delivering access anytime, anywhere.

When deployed as a hosted service, customers can enjoy the benefits of very low overhead and minimal startup investment, easy access via a Web browser and the security of a redundant, disaster-proof data center. There is no specialized hardware to manage and there is no up-front capital investment. Although designed using robust enterprise architecture, DocStar ECM is flexible and affordable to meet the needs of a small office or enterprise environments.

Content Protection

Security

Granular permission settings in documents, inboxes, folders, workflows, and retention policies meet or exceed compliance requirements.

- ▶ Grant access to documents based on user permissions
- ▶ Organize all enterprise information in a secure, central repository
- ▶ Utilize audit trails to meet compliance requirements
- ▶ Protect your data with secure encryption
- ▶ Experience single sign on through active directory/LDAP integration

Audit trail

With Audit Trail, you'll be able to instantly know every time someone has viewed or changed any document. You'll know who performed the action, when it was done and what was done—instantaneously—reducing your exposure to risk and giving your business or organization the tools to operate more efficiently and profitably.

DocStar®

Data center

DocStar uses a secure, state-of-the-art Data Center with Amazon Web Services (AWS) that utilizes best practices for backup, maintenance and upgrades to ensure maximum performance and availability of your business critical documents.

Cloud

Deployment options

Cloud or on-premises/private cloud—any way you slice it—the same software, the same user experience, the same great results.

Business continuity

Safeguard your data with secure, redundant backups so you can be ready for anything.

Ease of use = speed to roi

Built for speed and usability, DocStar ECM provides an exceptional user experience—often with little to no training required.

Mobile access

- ▶ Instantly access key information
- ▶ Participate in content workflows
- ▶ Extend collaboration to users on the go

Collaboration

E-mail

Files can be easily and securely shared with others.

Version control

- ▶ Track document versions through multiple revisions
- ▶ Check-in and check-out
- ▶ Work collaboratively with multiple editors
- ▶ Audit trail for all revisions—editors, order of changes and record of saved versions
- ▶ Assign user access and document "states" for secure editing
- ▶ Store unlimited number of revisions
- ▶ Latest version clearly identifiable
- ▶ Historical record of changes made with comments

Process Improvement

Workflow

Easily create and edit content driven workflows using an intuitive graphical canvas.

- ▶ Create custom rules to process and route content for approval
- ▶ Distribute items automatically based on business conditions
- ▶ Receive real-time notification of workflow alerts and information
- ▶ Monitor progress through the workflow dashboard
- ▶ Complement existing business applications and technologies

Intelligent data capture

Capture documents from virtually any input device in any location.

- ▶ Centralized storage accessible from widely distributed locations
- ▶ Easily import/save documents from applications and file systems
- ▶ Automated indexing—advanced OCR, barcodes, Regex pattern matching, formatting
- ▶ Embedded browser-based scanning
- ▶ Smart text extraction and evaluation of data from content

Electronic forms

Easily create custom forms with drag and drop technology.

- ▶ Easy to us drag and drop forms builder
- ▶ Auto-populate data from other systems
- ▶ Permission-based security
- ▶ Automated e-mail alerts for forms status

Search and retrieve

Retrieval has never been easier with powerful context searching.

- ▶ Automatically perform commonly used searches (text, field, annotation and name) from a Google-style toolbar
- ▶ Use simplified auto-complete or structured boolean search
- ▶ Search the contents of the entire repository in seconds
- ▶ Using "Fuzzy" searches easily locate documents that sound similar

Document retention

Easily apply and automatically enforce document retention policies.

- ▶ Set document disposition to auto-destroy or place in review folder
- ▶ Easily and instantly apply document freezes when necessary
- ▶ Save time while easily complying with legal or organizational retention requirements

ReportWorks

Gain business intelligence through interactive dashboards to visually determine bottlenecks and system-wide metrics.

Connectors and Integrations

ERP-agnostic with virtually unlimited integrations. Common integrations include:

- ▶ Microsoft® Dynamics®
- ▶ Sage® ERP

- ▶ Epicor® ERP 10
- ▶ Epicor Prophet 21®
- ▶ SAP®
- ▶ Oracle®
- ▶ Esri ArcGis
- ▶ Salesforce®

Solution Options

DocStar ECM provides a high return on investment across every industry and every department. Use cases include but are not limited to:

- ▶ Accounts payable
- ▶ Human resources
- ▶ Healthcare
- ▶ Manufacturing
- ▶ Distribution
- ▶ Financial Services
- ▶ Education

Support Community

- ▶ Customer support team call, portal, chat, help knowledgebase, training
- ▶ Customer betterizers, customer satisfaction, training webinars, in-solution and training tips
- ▶ Professional services
- ▶ Softcare, DocStar ECM maintenance support

About DocStar

Helping businesses translate vision into action for more than 20 years, DocStar delivers a flexible and innovative enterprise content management and process automation platform. Easy to implement and use—both in the cloud and on premises—DocStar proven technology and global process expertise empowers organizations to operate at peak performance, navigate change, and grow.

DocStar®

Contact us for more information on DocStar products and services

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