

# docuFIT

**FunctionalSoft**  
Productivity Enhancement Software

The Future of  
Document Management

## What is docuFIT?

**Document Management — and Much More**  
Capabilities that no other software has—so you work better!

### Professionally implemented – not just a Installed

We learn your goals and processes,  
... then help Modify processes and create procedures  
... then train your people  
... and a Helpdesk when questions pop-up!

### Full Range of Products built on the same engine

docuFIT will grow with your company  
...without those pesky “Conversions”  
...with continual software updates & USA phone Support

### Fully Customizable with Web access for clients!

All the features of competing products  
... with MANY MORE features & Capabilities the others do not have  
... and Customizable for your specific needs  
... while integrating with all your other systems!

## What will docuFIT do for my company?

### Save Money!

- ✓ People are expensive! docuFIT gives instant access to all Data (not just docuFIT data)
- ✓ The average worker spends 30-60 minutes per day searching for paper—Cut this 90%
- ✓ Printing 4 fewer cases of paper per month (and the labor to file it) - save \$70,000 / yr
- ✓ ROI. The Return On Investment can be 6 months or less
- ✓ Save paper-storage cost. Once it is electronically imaged, paper is not needed

### Vastly improved customer service!

- ✓ Service the customer right the 1st time—have information when they want it—NOW!
- ✓ With Workflow Automation, Fewer mistakes & delays—Save \$ and improve service
- ✓ Win –Win! The customers can even look up their own information via your web page  
...saving your people more time, and money, while providing better customer service

### Peace of Mind

- ✓ Security and HIPAA are key concerns. docuFIT has the best security access layer on the market with *secureFIT technology* ... all internet transfers are with certificates!
- ✓ Built-In Backup and Disaster Recovery provide Business Continuity & save IT costs

## How does docuFIT work?

Documents are stored in easily understood cabinets, drawers and folders

Easily collect all documents (scan paper documents, printouts, email/attachments, and faxes)

- ✓ Some documents are paper and scanned. Most are reports you print from accounting or email.
- ✓ Even “verifying” can be added for “It Must be right” documents

Retrieving documents is a snap

- ✓ Search (Windows or web) from any level of cabinet
- ✓ Sticky searches “zero-in” by searching a search list
- ✓ Filter while searching isolates better
- ✓ Documents “indexed” from other windows apps ... finding is easy—picking active projects
- ✓ Search from accounting app using **appFIT**

Changing and annotating documents is simple, extensive and legally binding

- ✓ The original document is always kept intact
- ✓ If sending to someone, you decide what they see
- ✓ Extensive Notes and Comments can be added
- ✓ Add unlimited annotation layers (Bates #'s, white-outs, annotations, zones...)
- ✓ Different depts prevent seeing others' notes

Security

- ✓ Audit trail: **Every time a document is read or changed** it is recorded and can be viewed if user has rights
- ✓ Built on a security layer with capability to include/exclude user, group or role (keep employees out of PRI)
- ✓ All transfers and remote accesses are done with certificates via the Web port—no Geeky VPN's required!

## How does docuFIT play with other applications? *Seamlessly!*

Seamless – in-depth integration with your company databases

- ✓ If the external data can be “talked to” docuFIT will. SQL, ODBC, Excel, Access, F: files, email...
- ✓ MagicDatabase technology “intelligently” organizes multiple external data sources (easy cross-references)
- ✓ Fully normalized – geek-speak for “external data is not stored in docuFIT” – it “Points at it” to keep it safe!

Workflow Automation (WFA)

- ✓ Business-rules based routing/processing of existing “data” or “processes” with optional **wfaFIT** module
- ✓ External data, document, email, fax or manual “process” can integrate—Works with existing systems!

Optional Web interface with xFIT technology

- ✓ Share pertinent information with Clients and Vendors (access only what is easily allowed)
- ✓ Collaborate like Microsoft SharePoint promises—but integrates with your data and external data

Knowledgebase interface

- ✓ Optional knowledgebase lets internal/external users do intelligent lookups to drill-down for “Answers”

docuFIT database Capability (docuFIT is the only Document Management package with this)

- ✓ Microsoft Access “like” capability built-in to docuFIT.
- ✓ Build internal tables, Create/collect data on cabinets/drawers/folders and integrate into Workflows
- ✓ Build customized reports accessing all internal and external data. Imagine Project report with WIP Figure!