

docSTAR™ Education Solutions



Education

Affordable, productive
document management that really makes the grade.

docSTAR is a total solution that scans, stores and retrieves your paper and electronic documents with ease and simplicity. This remarkable system saves space, guards against theft or damage, and lets your staff share documents simultaneously. And, it is the easiest, fastest system to learn and use that you can buy.

With docSTAR:

- ★ Instantly locate documents.
- ★ Reduce manual errors.
- ★ Secure access to files anytime, anywhere.
- ★ Reduce costs with faster processing.
- ★ Comply with records retention requirements.
- ★ Protect from unauthorized access and alteration.
- ★ Retrieve, view, print and email documents from any computer.
- ★ Eliminate demand for physical space.
- ★ Protect files against loss due to disasters.
- ★ Track student records access and use.

Automated Rules-based Workflow Management

docSTAR's advanced **Workflow** technology automatically engages and directs your team members as needed with relevant documents, information, guidance and visual cues to quickly and easily complete workflow steps and processes. No disruptive changes, just progress. You set the course, your docSTAR documents do the driving!

Automatically receive alerts via email, review and approve documents, and move them to their next step in the workflow. The approval and associated reason are automatically indexed and searchable. You can even include in-document chat notes to provide guidance or clarity when needed.

Real-time workflow queues and dashboards provide crystal clear insight into your workflow processes. Intelligently manage your business processes and resources to achieve your goals.

Advanced Group Security

Quickly and easily create and administer users and groups with real-time effective permissions analyses. Smart **AD/LDAP integration** enables single sign on and automatic synchronization of users, groups, and permissions.

Remote Web Document Access

Access documents instantly and easily via the Internet with **WebWorks**, the industry's most advanced document management web client. WebWorks allows you to create and participate in widely distributed workflows, capture documents from any TWAIN device (copiers, scanners, cameras, etc.) or import documents directly from your PC. WebWorks provides the ultimate in access flexibility.

Business Analytics

Gain insight into your business growth trends and opportunities for process optimization. **ReportWorks** lets managers and team members stay on top of document-based processes right from their desktops. Identify trends and bottlenecks easily. Redirect work or optimize your processes before issues arise.

Guaranteed Authenticity

docSTAR's unique **AuthentiDate** technology embeds an encrypted hash code comprised of the time, date, and document content right within the document itself, creating a "super original" that assures document authenticity, bulletproof security, and peace of mind.

Flexible Solutions

docSTAR offers a broad range of options to meet virtually every document management challenge. With docSTAR, you have the versatility to tailor the solution to precisely meet your objectives and grow as you grow. Buy only what you need, when you need it.

Central Repository

Go from "My Documents" to "Our Documents". Increase your organizational IQ, knowledge-base, and responsiveness. Capture documents from Microsoft Office, email, fax, scanners, digital cameras, and Multi-function Printer/Copier devices.

Native File Management enables you to import files from most applications and store them in their native format. Imported spreadsheets, word processor documents, emails, CAD drawings, and other electronic files archived in docSTAR are also guarded against undetected tampering using docSTAR AuthentiDate technology.

Recognition & Filing Technologies

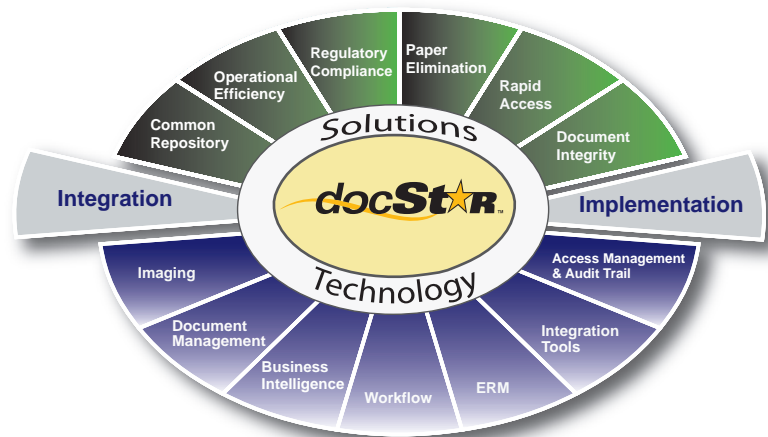
Using docSTAR's optical character recognition (OCR), barcode recognition, and targeted text extraction technologies you can deploy semi or fully automated filing processes that extract filing information right from document content. docSTAR's interactive rapid-filing mode with user-defined drop-down lists, external data lookups, and region zoom QA features ensure accurate, consistent, and convenient document filing.

Ensured Compliance

docSTAR helps you achieve your compliance goals by supporting regulations and industry compliance initiatives such as HIPAA, SEC Rule 17a-4, the Gramm-Leach-Bliley Act, the Sarbanes-Oxley Act (SOX), RESPA, FMLA, ADA, and numerous others.

With the **Access Management and Audit Trails**, you can easily implement a secure document management strategy to meet your statutory obligations while minimizing the disruption of day-to-day operations and keeping your costs down.

Records Management automates document retention policies to help minimize risk and aid in regulatory compliance. Easily create rules for document retention and destruction/disposition requirements throughout the document lifecycle.



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