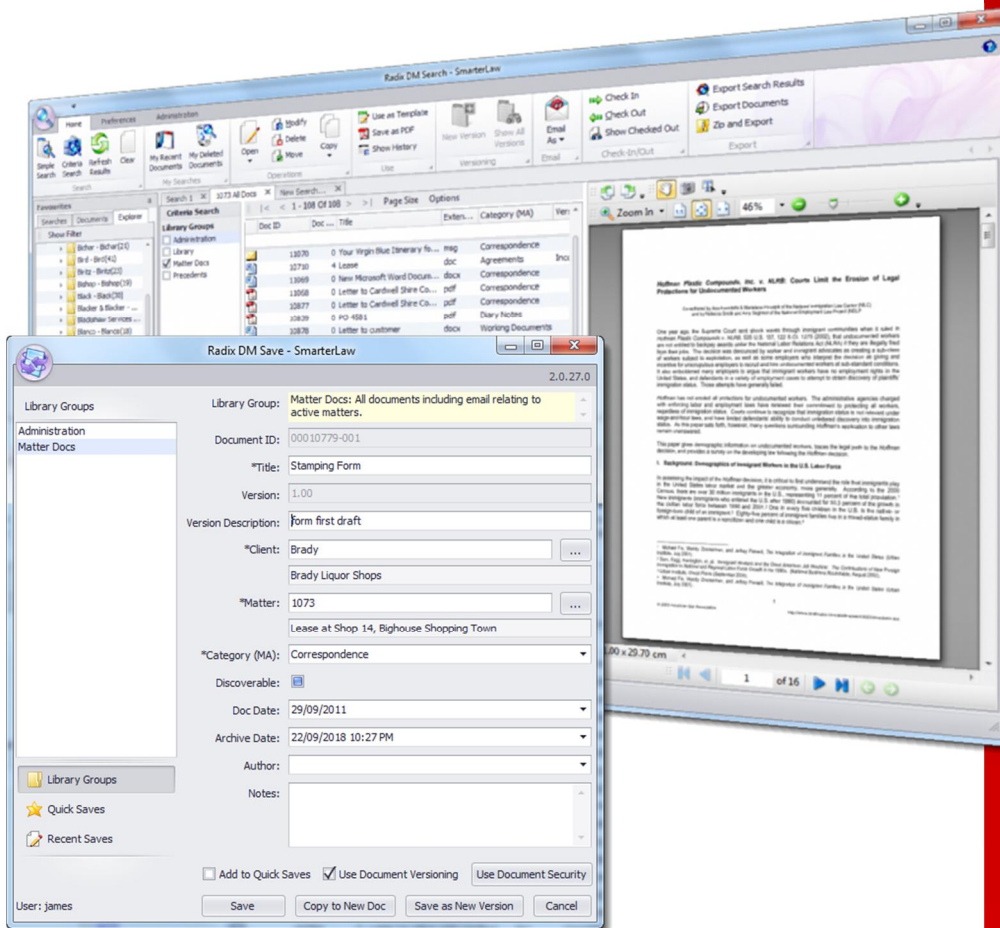




Radix DM replaces Windows folders providing a structured and disciplined storage and fast, flexible retrieval of documents. Radix DM allows any user to store any type of file in the right location every time. With Radix DM lost or hard to find documents, including email, are a problem of the past.

Document Management Made Simple.



Five Benefits of Document Management

- 1. Discipline saves time.** Documents get stored in the right place every time according to simple criteria set by the user. Fast and flexible searching means needed documents are found quickly. Users no longer need to navigate through a Windows folder structure to find documents.
- 2. Store and share email.** Save email directly from Outlook. Store important mail in Radix DM where it can be easily accessed by all users (with permission), not clogging your Outlook Inbox. This also saves space in your Microsoft Exchange email server.
- 3. Simple is best.** Radix DM is effective because it is easy to use. Users require only one or two hours of training and little or no on-going support. Even novice computer users quickly gain the full benefit of document management using Radix DM.
- 4. Fast and cost effective to implement.** Radix DM takes less than 60 minutes to install. Document libraries are created in minutes, not hours or days. The Document Importer (sold separately) automatically brings your existing documents into Radix DM.
- 5. Flexibility provides multiple applications.** Radix DM's flexibility allows it to be used for a wide variety of document management applications.

What Is Radix Document Management?

Radix DM is a Windows application that replaces the use of Windows folders for the storage and management of shared documents and email. Use Radix DM to securely share project documents, client documents, HR files, policies and procedures and any other types of document required.

Radix DM saves time by providing fast, form driven saving of documents and fast, flexible searching. Retrieve any document from anywhere in seconds. See all documents relating to a client, project or any topic with only a few clicks.

Radix DM saves time, avoids lost folders and documents, and gets email out of Microsoft Outlook and into a shared system with all other related documents.

What Can Radix DM Store?

Radix DM can store any file kept on a computer. This includes Microsoft Word, Excel, and Powerpoint files, Microsoft Outlook email, JPG, TIFF and PDF files, drawing files including AutoCAD, photos and videos, scanned documents, web pages and web page addresses, faxes sent and received electronically or scanned, and .zip files.

Law firms can use a "Matter Documents" library to store all documents related to matters including e-mail. A read-only "Precedents" library can store all precedents and templates.

Accountants can store all client documents by financial year as well as area of practice in a "Client Documents" library.

Manufacturers can store designs, production plans and images in a "Products" library.

Architects can store plans in a "Projects" library and supplier brochures, price lists etc in a "Suppliers" library.

“Radix DM provides the major document management functions required by many organisations without the cost and complexity associated with enterprise document management systems. Fast implementation and ease of use ensures your investment in Radix DM pays for itself in months, not years. “

Who Uses Radix DM

Radix DM is used by a wide range of organisations and industries. Radix DM is suitable for sites with just a few users up to hundreds of users or even more depending on specific requirements. Radix DM supports branch office environments connected via VPN (including managed private networks).

Industries using Radix DM include legal, engineering, stock broking, environmental consulting, manufacturing, geo-technical, mining and medical services.

Features

Radix DM provides many of the features offered by enterprise document management systems at a fraction of the price.

Key Features

- Only two screens to learn – Save and Search.
- Stores almost any type of file.
- Can grow - store thousands of documents, up to millions of documents if required.
- Define Locations to cater for organisations with more than one office.
- Link Radix DM fields to other systems to access client, project lists etc.
- User interface makes use of the new Microsoft Ribbon menu system.
- Integrates with Microsoft Office 2003, 2007 and 2010.

Save

- Drag-and-drop saving using the Radix DM Grabber.
- Radix Save button in Microsoft Word, Excel, PowerPoint, Outlook and Visio.
- Save documents in two clicks using Quick Saves.
- Save web addresses from Internet Explorer.
- Save web pages from Internet Explorer.
- Save files straight from the web or any application using Radix DM Watched Folders.

Search

- Simple word searching in one or all Library Groups.
- Search document metadata or search the text inside most documents.
- Search text inside email and email attachments.
- Criteria searches allowing for more complex searches.
- Search criteria can use any combination of fields including date and email fields.
- Ability to save criteria searches as Favourite searches.
- Mark documents as Favourite documents for quick retrieval anytime.
- Tabbed search windows allow multiple search results to be displayed.
- Export Search Results.

How To Buy

The **Radix DM Starter Bundle** includes Radix DM server software, client access licences for two users, one licence for **Document Importer** and one licence for **Document Profiler**. Additional client access licences for Radix DM can be purchased in increments of one user.

Licensing: Radix DM can be installed on an unlimited number of workstations, however one license is required for each named Radix DM user, regardless of the frequency of use.

Maintenance & Support: An annual maintenance fee is charged after the first year and covers all upgrades and support.

Where To Buy: Visit www.radixdm.com or contact an Authorised Radix DM Reseller.

Document Functions

- On-screen preview of many file types.
- Version control.
- Check-in/Check-out.
- Comprehensive document audit trails.
- Convert documents to PDF.
- Zip and export documents.
- Deleted documents sent to an Administrator recycle bin.
- Recent Documents shows all documents worked on recently regardless of Library Group location.

Email

- Radix DM works inside Microsoft Outlook for email management.
- Drag-and-drop saving of email and/or attachments.
- Drag email straight to a Quick Save for fast saving.
- Save email attachments separately as required.
- Users warned if an email has already been saved (even if saved by another user in the same or another Library Group).
- Bulk save email into Radix DM.
- Email documents straight from Search results.
- Email documents either as a link to the document or as an attachment.
- Email documents as files, zipped files or PDF files.

Linking Radix DM Fields with External Data Sources

- Database type fields in Radix DM lookup their values from external databases such as accounting, CRM and practice management systems.
- For example, create a Customer field for your Customer Documents Library Group in Radix DM that links to your accounting system. When saving documents in Radix DM users can select a customer from the customer list drawn directly from your accounting system.
- Draw data from many different types of systems and databases.
- Avoids unnecessary duplication of data.
- As soon as a record is created in the external data source (eg. A new customer or project) it is available immediately in Radix DM for saving documents against.
- Read-only connection, no risk of data changing in the external system.
- Live link to the external database with a backup cache if the external system is not available.

Security

- Role based security model controls which users can access which Library Groups.
- Ability to make confidential Library Groups invisible to most users.
- Document level security can be used when individual documents require greater access restrictions.
- Works with Active Directory.
- Single sign on means users don't need to enter a username and password when Radix DM starts.
- Search Only Library Groups allow users to read documents but not change or save new documents, great for templates and knowledge bases.

System Requirements

Server

- Microsoft Windows Server 2003 or 2008 (32 or 64 bit editions) or Microsoft Windows Small Business Server.
- Remote Desktop Services supported.
- Microsoft SQL Server 2005 or 2008 (32 or 64 bit editions), including SQL Server 2005 Express Edition or SQL Server 2008 Express Edition.
- .NET Framework 3.5 SP1.
- 200MB free disk space plus space required to store documents.

Workstation

- Microsoft Windows XP Pro, Microsoft Windows Vista or Microsoft Windows 7 (32 or 64 bit editions).
- 2.8 GHz processor with 1GB RAM minimum.
- 100 MB of hard-disk space for program installation.
- 1024 x 768 resolution display.
- .NET Framework 3.5 SP1.

Customise Radix DM to Suit your Organisations Specific Needs

- Create fully customisable save profiles, known as Library Groups.
- Define different sets of fields for each Library Group.
- Designate fields as mandatory (ie users must enter a value, for example a Customer field in a Customer Documents Library Group) on the Save profile screen for each Library Group.
- One or more users can be made Radix DM Administrators.
- Add as many Library Groups as required.
- Administrator can add new users and add/remove users from Workgroups to control access to Library Groups.
- Administrators can create fields and add to Library Group(s) to collect information about documents.

Document Profiler for Radix DM

Scanned documents can be easily saved in Radix DM by dragging them onto the Radix DM Grabber. While this is fine for a small number of documents, but for users that are required to regularly save a larger number of documents the Document Profiler for Radix DM provides a fast efficient solution.

- Preview scanned documents while being saved in Radix DM.
- Allows one scanner to be shared by many staff.
- Supports any file type including JPG, TIF, PDF, Microsoft Word and many other file types.
- Control behaviour such as automatically delete scanned files after saving in Radix DM and automatically preview the next document and display the save screen after each document is saved.

Document Importer for Radix DM

The Document Importer for Radix DM is a utility that automatically moves documents stored in Windows folders into Radix DM. Documents are automatically profiled based on text within the filename and/or the Windows folder name. Filenames and/or folder names and hierarchy need to be reasonably well structured for the Document Import to work efficiently. This tool can be used in two ways.

- Organisations just starting out with Radix DM can use the Document Importer to migrate their existing documents into Radix DM. In this way as soon as they start using Radix DM they can stop using the existing Windows folder system.
- Or, where documents are regularly acquired from outside the organisation or generated automatically from other systems (eg invoices from an accounting system) the Document Importer can be used to move these documents into Radix DM.

Want To Know More?

Visit www.radixdm.com to:

- Request a web based demonstration.
- See videos and more information about Radix DM.
- Request a quotation.

Please contact us at:

- Email sales@radixdm.com
- Telephone toll free (in Australia) on 1300 725 088.
- Telephone (outside Australia) on +61-7-3177-9297.

Radix Software Pty Ltd
12 Railway Tce
Milton Qld 4064
AUSTRALIA

