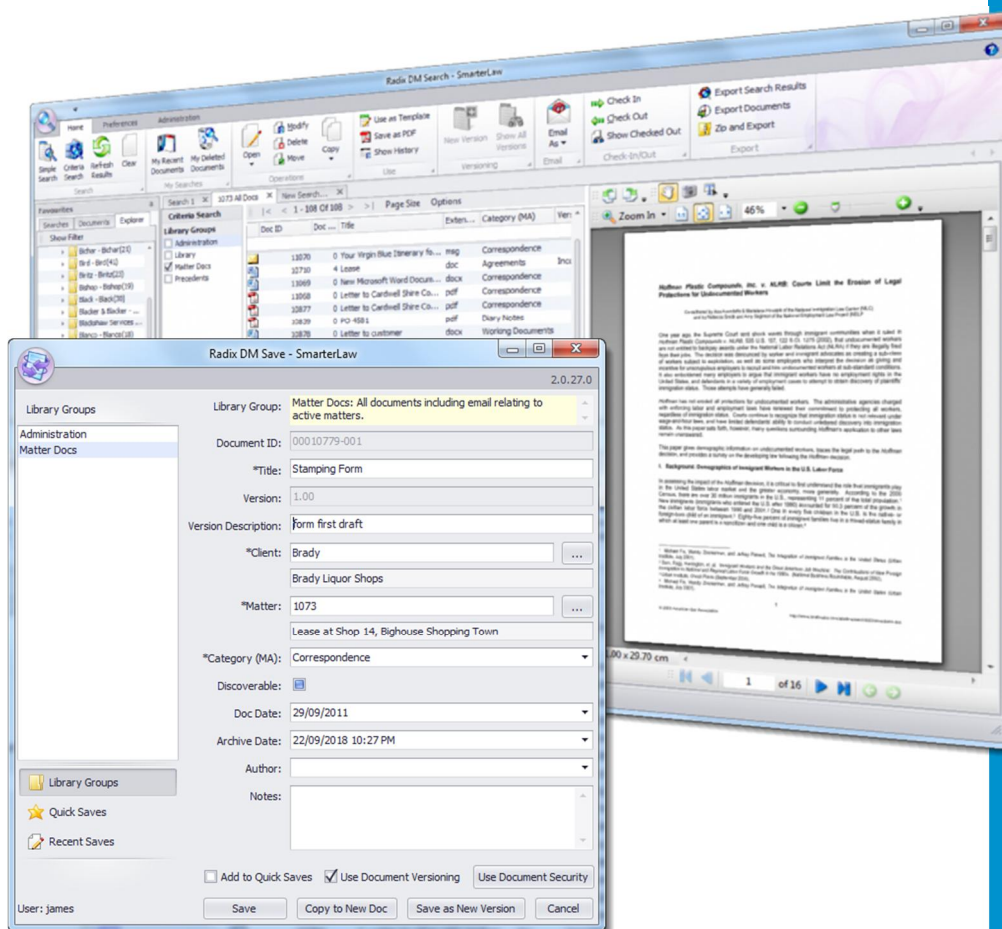


radix DM

Document management made simple.



Radix DM replaces Windows folders to achieve structured and disciplined filing together with flexible retrieval of documents.

With Radix DM, lost or hard to find documents, including email, are a problem of the past.

Key Features

- Only two screens to learn – Save and Search.
- Stores almost any type of file.
- Scalable storage from thousands to millions of documents.
- Support regional and branch offices.
- Integrate with other systems to access client, matter or project lists.
- Integrates with Microsoft Office 2010, 2013 and 2016.
- Supports Outlook with Exchange Server or Office 365.

Key Benefits

- Get organised, save time.
- Eliminate email silos.
- Easy to use.
- Fast to implement.
- Adapt to your terminology and workflow.

One of the most commonly voiced complaints from staff is that it takes too long to find the information they need.

In fact, many workers spend up to 35% of their time searching for information, and 15% duplicating information that exists but cannot be found. That's a lot of productivity that can be gained simply by adopting a better approach to organising, sharing and managing documents.

Introducing Radix Document Management

Radix DM 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 or in fact any type of document that your business relies on.

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

Who uses Radix DM?

- Law firms
- Accountants
- Consultants
- Mining
- Manufacturing
- and many others.



“Radix DM provides the major document management functions required by teams 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.”

Radix DM Features:

Saving Documents

- § Drag-and-drop saving using the Radix DM Grabber.
- § Radix DM buttons in Microsoft Word, Excel, PowerPoint, Outlook and Visio.
- § Save files straight from the web or any application using Radix DM Watched Folders.

Search

- § Search document metadata and text inside most documents including email and email attachments.
- § Criteria searches allowing for more complex searches.
- § Mark documents as Favourites for quick retrieval.

Document Control

- § 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 Administrator recycle bin.

Email

- § Save email attachments separately as required.
- § Duplicate detection, warns users if an email has already been saved.
- § Bulk save email into Radix DM.
- § 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

- § Lookup field values from external databases such as accounting, CRM or practice management.
- § Avoid unnecessary duplication of data.
- § Real-time update for immediate availability.
- § Read-only connection means no risk of data changing in the external system.

Security

- § Role based security model gives granular access control at Library Group or document level.
- § Integrate with Active Directory.
- § Single sign on.
- § Search Only setting allows users to read, but not change or save new documents.

Radix DM Document Profiler

- § The Radix DM Document Profiler (included) provides fast efficient saving of scanned documents.
- § Preview scanned documents while being saved.
- § Allows one scanner to be shared by many staff.
- § Supports any file type including JPG, TIF, PDF, Microsoft Word and many other file types.

Radix DM Document Importer

- § Automatically import documents from Windows folders.
- § Documents are profiled based on text within the filename and/or the Windows folder name.
- § Automate processes where documents are regularly acquired from outside the organisation or generated automatically from other systems (eg invoices from an accounting system).



NEXT STEPS:

- Ü Visit www.radixdm.com to learn more and request an online demo.
- Ü Contact us on sales@radix.com.au for a quote.
- Ü Get started with a whole new approach to document management!