



## EZdocs...Document Management just got EZ!

### Features

- Easy to use interface
- Runs on standard PC utilizing industry-standard Microsoft products
- Choice of Desktop Windows or browser-based web server versions
- SSL Security with EZdocs WebSearch
- Custom working folders for private use or to be shared among user groups
- Activity and retrieval logs assisting in compliance to privacy laws such as HIPAA and Sarbanes-Oxley
- Utilize existing network, folder and file security
- Locate files via search or Explorer view
- Check in, check out
- Custom name files as you would with Microsoft Explorer
- Archive files in custom-named folders and sub-folders as you would with Microsoft Explorer
- Multiple users may view the same data simultaneously
- Automatically Zip selected files for sharing with those outside of the system
- Concurrent indexing and searching using multiple shared index libraries
- EZdocs WebSearch is server-based and requires no installation on a user's PC
- Numerous index management functions
- Electronic files may be shared between EZdocs WebSearch and other 3<sup>rd</sup> party products

*Connecting technology that connects you!*

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EZdocs® is a document management solution that assists users in digitizing, archiving and retrieving paper documents using bar code and web technologies

### Secure Electronic Document Management and Retrieval

EZdocs WebSearch manages security and retrieval of indexed and stored electronic files housed locally on a network or remote file server with access to the internet. Files are promptly available, presented by key values such as number, name, date, document type or other custom fields. Information can also be identified and retrieved using full text content searching. Ezdocs WebSearch provides your choice of Windows Web-based browser or published on removable media. EZdocs WebSearch is the electronic document search and retrieval component accompanying the document imaging and content indexing program, EZdocs Capture.

EZdocs ensures the confidence required to retrieve the desired information, when it's needed. For quick electronic document search and retrieval from a desktop PC, EZdocs WebSearch displays PDF files with highlighted hits, keeping all embedded links and images intact, maintaining the integrity of original documents. The program also recognizes and supports most prominent electronic file formats, such as MS-Office, XML, ZIP, CSV, RTF and HTML.

### Benefits

#### Ease of Use

If you can use a copy machine, you can use EZdocs

#### Quick Document Retrieval

Documents are retrieved via a web-based search engine  
No client install  
Documents can be retrieved from anywhere

#### Redundant back-up procedures protect your documents

Your documents are backed up at several different stages during the conversion process  
EZdocs hot site (all of your documents can be mirrored on our system)

#### Flexibility

Hardware can be installed on-site for staff to scan or you can let us scan for you, either at your site or at ours.

#### Digital Business

There is no need to change the way you do business, we just make it digital. We will customize our indexing to fit your various business processes.



## Cost Savings

If you're new to document imaging, you're in for a pleasant surprise. With the costs of scanning devices and hardware storage coming down, this cost-saving technology is now an option for even small companies.

Research\* shows that cost-savings from this technology are significant:

- Companies spend \$20 in labor to file document, \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document.
- 7.5% of all documents get lost; 3% of the remainder get misfiled.
- There are over 4 trillion paper documents in the United States alone growing at a rate of 22% per year.
- About 1 million paper documents (equivalent 400 bankers boxes) scanned at 300dpi can fit on a 50GB hard drive.

\*Coopers & Lybrand

## Requirements

### (Browser-based Server Model)

- Microsoft Windows 2000 server with service pack 4 with Internet Information Server (IIS 5.0 and .NET framework) – or – Microsoft Windows 2003 server with Internet Information Server (IIS 6.0 and .NET framework)
- Network protocol: TCP/IP
- CD drive
- Intel or compatible Pentium IV or higher
- Recommend 1 GB of RAM or higher
- Minimum 1 GB hard drive
- Archive file storage depends on the document population. Scanned images at 200dpi are approximately 35k/page.

## Are Electronic Documents Legal?

Are electronic records or digital images of paper records legal in court?

Many people believe that electronic records or digital images of paper records cannot be used as evidence in court. Actually, electronic records can usually be used as evidence; however, you will need to be able to prove that the system that maintains the records is secure and maintains accurate, authentic records. Ezdocs qualifies...

For more information on this topic, see the State Archives publication Guidelines for the Legal Acceptance of Public Records in an Emerging Electronic Environment.

\*Source: NYS archives

[Http://www.archives.nysed.gov/nysaservices/ns\\_mgr\\_faqs.shtml#legal](http://www.archives.nysed.gov/nysaservices/ns_mgr_faqs.shtml#legal)

## Indexing

- Custom index field searching or a combination of field values and text content
- Index files such as PDF, XLS, PST, XML, ZIP, CSV, RTF and HTML
- Set-up multiple indexes per department, project or client
- Read and index meta tag data from all electronic file types
- Full content indexing provides familiar "internet search engine" style searching
- Password protected access to indexes
- Concurrent indexing and searching using multiple shared index libraries
- Integration with the Windows Task Scheduler for scheduling index updates, etc.
- Numerous index management functions
- Shared capabilities for macros and shared synonym rings in the user thesaurus

## Search & Retrieval

- Easy to use
- Custom index field searching or a combination of field values and text content
- Set-up multiple indexes per department, project or client
- Full text search
- Save searches
- Utilize search history to reactivate recent search strings
- Scrolling word list, providing instant feedback during a search
- Mark search results to be dropped into custom working folders
- Easily retrieve documents from active working folders
- Activity/retrieval logs support compliance to privacy laws, i.e. HIPAA and Sarbanes-Oxley
- Look-up word option, showing the effect on words retrieved with fuzzy, phonic, stemming or wild card searching activation
- Search history option, for displaying and reusing previous search requests
- Browse thesaurus option
- View physical file location and true file name

## File Storage

- Physically store files where you desire, so you may locate and get to them with standard Microsoft products
- All archive folders are recognized by Microsoft Explorer
- Custom name files as you would with Microsoft Explorer
- Archive files in custom named folders and sub-folders as you would with Microsoft Explorer
- Automatically create folders and sub-folders that resemble hardcopy filing
- No proprietary naming conventions
- Capable of sharing files with other 3<sup>rd</sup> party products