



Software-as-a-service on-demand solution that lets you store, retrieve, manage and share electronic files and scanned paper documents using the Internet.

“What I like most about DocumentMall is the ease of use, little setup time, little training, and little IT involvement.”

IT Manager

DocumentMall is powerful document management software that is delivered as a service over the Internet addressing a wide range of business needs—from simple document management, document archiving with built-in disaster readiness, helps meet compliance initiatives and online global collaboration. All you need is a computer, the Internet and a DocumentMall account.



Document Archiving

With DocumentMall, you can create an electronic document archive for all your business documents which you can access anytime, anywhere from the convenience of your computer. You can consolidate both paper and electronic documents and store them online in your secure DocumentMall account.



Document Distribution

You can use DocumentMall as a central, secure means of electronically distributing documents and files to people inside and outside the corporate firewall. Branch offices, mobile and remote workers, vendors, partners, or anyone you authorize can access DocumentMall to get the information they need. Because DocumentMall allows you to set permissions at the Cabinet, Folder or Document level – you can control who accesses information and whether they can only view files or if they can make changes and add documents.



Document Management

DocumentMall gives you robust document management capabilities in a web-based software-as-a-service (SaaS) solution. DocumentMall is developed on the EMC Documentum Enterprise Content Management Platform and provides powerful document management features in an easy to deploy and cost-effective on-demand software solution. The solution can be used by just a few people or to manage documents across the enterprise. No matter what type of documents you have to manage, DocumentMall lets you streamline your business processes and work simply.



Document Collaboration

DocumentMall provides a secure online environment where remote workers can store, share, manage and collaborate on all types of documents regardless of geographic location. By creating online cabinets and folders inside of DocumentMall, you can store, organize and share documents just as you would on your computer or in filing cabinets. DocumentMall's collaboration tools help teams complete projects faster while reducing costs, errors and delays.

Find Documents Fast

Using DocumentMall's indexing and search can eliminate time spent searching for documents in filing cabinets or costly off-site storage facilities. DocumentMall lets you quickly find the document(s) your department or business uses on a regular basis with its "Document Types" feature.

Document Types can be created for invoices, purchase orders, contracts, patient records and other documents used by your organization. DocumentMall lets you define searchable fields (index attributes) for each Document Type you create: Vendor Name, Invoice Number--you can even create a drop-down list of acceptable values. As documents are added to DocumentMall, you can specify the Document Type and enter or select values for the index attributes.

The image shows a screenshot of an invoice form with several green callout boxes pointing to specific fields:

- Vendor Name:** Mizner Printing
- Invoice Number:** 56445
- Invoice Date:** 3/5/2007
- Date Paid:** 3/23/2007
- Amount:** \$1,025.50

The invoice includes a table of items:

Qty	Description	Unit Price	TOTAL
1	Printing Set	\$50.00	\$50.00
2	File Preparation	\$50.00	\$100.00
2	Proof Sample	\$35.00	\$70.00
1000	Printing - Data Sheet	\$0.75	\$750.00
Subtotal			\$970.00
Shipping & Handling			\$7.00
Taxes State			\$48.50
TOTAL			\$1,025.50

Below the table is a "Payment Details" section with radio buttons for Cash, Check (selected), and Credit Card. A "PAID" stamp is visible over the table.

In the bottom left, a "Properties: Info" dialog box is open, showing metadata for the document:

- File Name: mizner.pdf
- Type: Invoice (Invoice)
- Format: pdf
- Vendor Name: Mizner Printing
- Invoice Number: 56445
- Invoice Date: 3/5/2007
- Amount: \$1,025.50
- Date Paid: 3/23/2007
- Department Budget: Sales

Find documents by customer, type of document, date, number or any criteria you establish.

Scan & Store Paper

Paper is difficult to work with, expensive to distribute and store and is easily misfiled, lost, damaged or destroyed. DocumentMall lets you transform cumbersome paper into searchable electronic files via scanning and upload solution options that address low- to high- volumes of paper.

Converting paper to electronic files is as easy as making a copy with industry exclusive integration with Ricoh, Savin and Lanier Multifunctional Products (MFPs) that scan paper documents directly to your DocumentMall account over an encrypted connection. Route incoming faxes such as resumes from Internet fax systems directly to a DocumentMall folder where the appropriate people can access them.

Document Scanning Options

Turn your MFP into an efficient scanning station for paper to electronic conversion. DocumentMall's Barcode Service option lets you automate indexing for uploading documents to DocumentMall from enabled MFPs.



Optional Barcode cover sheets allow scanned documents to be routed directly to DocumentMall cabinets and folders (along with indexing Meta data) in one step



Optional Integration with Document Capture Software

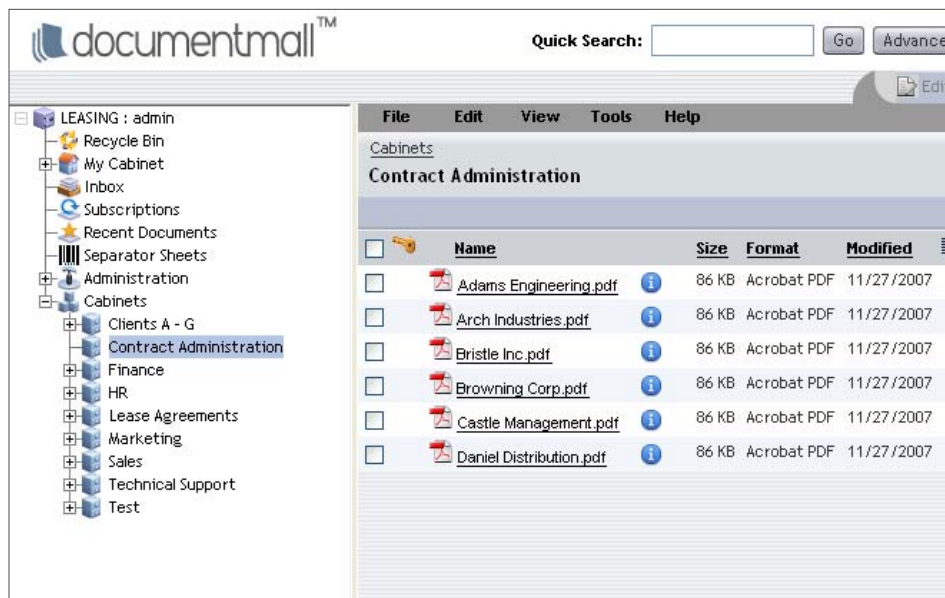
Designed to integrate with industry leading scanning and indexing software, DocumentMall's Upload Agent option delivers documents and XML metadata to DocumentMall. Compatible scanning and indexing software include Kofax Ascent Capture, Captiva InputAccel, DocuLex Goby Capture and Fabsoft Reform. Please check the website for the most current list.

About DocumentMall V9

Companies use and process all kinds of documents in the normal course of business. The completely redesigned DocumentMall version 9 is versatile web-based document management software available in a software-as-a-service solution. With DocumentMall 9, you can improve document-related business processes involving both paper and electronic documents. You can use DocumentMall for document archiving, to distribute documents securely using the Internet, for collaboration on documents, for document management, compliance initiatives and more. DocumentMall can be used by an individual, a workgroup or by hundreds of users throughout the organization.

Benefits & Highlights

- Reduce the expense and inefficiencies as well as risk associate with storing and retrieving paper documents from filing cabinets
- Eliminate the time and expense to copy, package and ship documents overnight
- Provide immediate access to accurate and consistent information through a centralized distribution point
- Improve security by controlling and tracking access to documents containing intellectual property, customer and employee data
- Download documents whenever you need them by logging into your DocumentMall account
- Share and comment on files over the Internet – speed up decisions, reduce overnight shipping costs and delays
- Email files from DocumentMall to others or send links to download (no attachments) and reduce impact on corporate email
- Provides off-site electronic document storage useful for disaster readiness, compliance and archiving
- Professional consulting services, DocumentMall account setup and outsourced document services (such as high volume scanning) are available

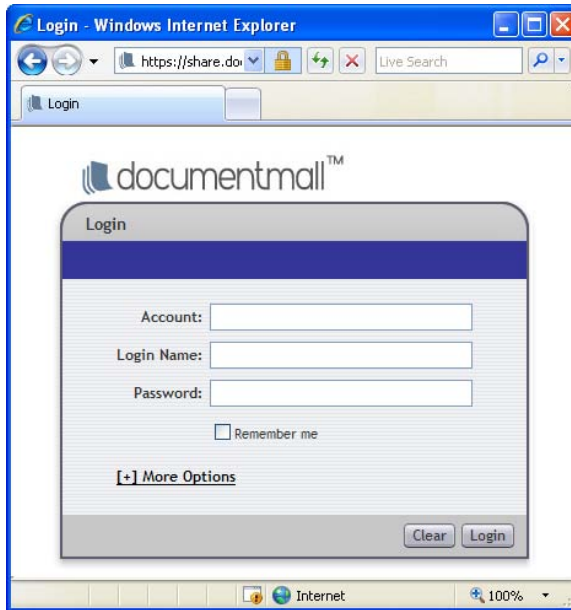


Why Software-as-a-Service

DocumentMall provides simple and effective document management in a software as a service solution. Software as a Service, or SaaS solutions allow companies to subscribe to a software application through the Internet and outsource operations of the backend infrastructure. Since a large portion of IT budgets (more than 75% according to one study) are spent on maintaining and running software applications, DocumentMall's outsourced model can be a refreshing change to already loaded down IT departments.

Benefits of Software-as-a-Service Document Management:

- Access the service through the Internet
- No large upfront hardware purchases
- Little to no IT resources required
- Upgrades to the software are included
- Easy to get started with implementation taking days/weeks
- Low-risk solution - short time to be able to demonstrate ROI



DocumentMall has allowed us to extend our documentation outside of our internal network, allowing our other sites global access.



Optional Professional Services Can Get You Up and Running Quickly

DocumentMall's Professional Services packages are designed to assist you with the implementation of DocumentMall to help you establish best practices for maintaining your DocumentMall account and to support your specific business needs.

Features & Functions of DocumentMall v9

- Menu driven functionality for improved performance and learning curve
- Information icons provide quick access to document properties
- Import folders and their contents from your computer to DocumentMall
- Drag and drop documents from one location to another within DocumentMall
- Audit documents
- Customer defined document types and index fields
- Indexing with Barcode
- Compatibility with 3rd-party indexing software
- Cabinet, folder, document based security
- 7 access levels for users and groups
- Unlimited permission sets (customer defined)
- Secure data center
- 128-bit SSL, encrypted transmission over the Internet
- Audit and usage reporting
- Account customizations
- Automatic Batch Upload of Network Files
- Scan and Upload Paper Documents
- Automatic optical character recognition (OCR) enables full text search of information in scanned paper documents
- Create "document types" to categorize common business documents and index them for quick retrieval
- Advanced Search allows searching on index values in document types
- Subscriptions - quick links to commonly accessed folders and documents stored in DocumentMall
- Notifications - sends email notifying users that subscribed content has been updated
- Email documents
- Email links to documents and folders in DocumentMall
- View documents without having the native application
- Specialized tools for CAD files and other complex application
- Markup and annotate documents without editing the original file
- Automatic tracking on annotation by User ID, date and time stamp
- Simultaneous annotations by multiple users
- Consolidation of annotations
- Redact (blackout) text
- Search on text in documents
- Publish as rendition in multiple formats (PDF, Content Sealed File)
- Auditing capabilities produce detailed records (audit trail) on each document as well as the entire account

Developed on Documentum

DocumentMall is Developed on the EMC Documentum Enterprise Content Management platform. DocumentMall leverages Documentum's robust Documentum management features including library services, document types, sophisticated search capabilities and administrative functions and takes advantage of the strong security mechanisms to ensure the highest level of document security.



Your DocumentMall on-line storage account includes the DocumentMall Resource CD

DocumentMall Options

Replicator

The Replicator option lets you easily transfer large volumes of electronic files from your computer or network drive to DocumentMall.

Barcode Service

Automates indexing and upload of paper documents into DocumentMall scanned from compatible MFPs

Branding Option

Option to brand your DocumentMall account with your own company logo

Export Service

Provides a backup copy of data stored in your DocumentMall account on DVD.

Upload Agent

Transfer large batches of fully indexed information from virtually any input device to DocumentMall.

Requirements

Server Requirements: none (DocumentMall is a managed software-as-a-service solution)

Internet Access: T1 (Recommended), XDSL or Cable Modem

Client PC: Windows XP (SP1) Professional and Home Editions

Web Browser: Microsoft Internet Explorer (Version 6.0 SP1+)