

AstrixDOC

Document Management Software

ENHANCED SECURITY

AstrixDOC supports hierarchical and folder-level security for each group or user, enabling all users to keep their files secure.

ADVANCED SEARCH

AstrixDOC is fast, robust, and has complete metadata, in-file keyword search capability. Users can search by description, keyword, note, or filename. Indexing allows users to generate metadata in-file search anytime, anywhere.

RECYCLE BIN

AstrixDOC features an easy-to-use Recycle Bin, to recover accidentally deleted files to their original locations. Easily delete and restore files, without the worry of losing data.

PRODUCT AVAILABILITY

AstrixDOC is available for **Desktop**, **Web (SAAS)**, and **Enterprise (intranet)** work environments.

Desktop



AstrixDOC is an affordable paperless office solution that helps users **manage** and **protect** their files. This multiple-user, web-accessible, high-end document management software allows small businesses to become better organized, more secure, and more efficient, through its simple and easy-to-use interface.

Eliminating the need for file cabinets, **AstrixDOC**:

- Prevents lost records
- Saves storage space
- Manages records
- Provides quick access to documents
- Makes images centrally available

Ease of Use

No administration servers to maintain, which frees up resources. Simple design and interface allows all organizational personnel to start using **AstrixDOC** from day one.

Simple and Intuitive Interface

Rich AJAX-enabled interface and lightweight CSS UI, as well as our standard Folder / Binder structure, helps file organization by using our complete web-based Document Management System. All binders can be arranged as found in a typical office.

Supported File Types

AstrixDOC currently supports ~200 file types and extensions, including Microsoft Office (.doc, .ppt, .xls, etc.), OpenOffice (.odg, .odp, .ods, .sxi, .sxw, etc.), archive (.zip, .rar), image files (.jpg, .bmp, .gif, .png, .tif, etc.), Adobe .pdf, ASCII (.txt), and more.

Built-In File Viewer

AJAX-based file viewer enables users to view and retrieve documents.

Reporting

AstrixDOC offers various types of reports. Review document upload traffic, user and event logs, uploaded and missing files, user notes, binders sent through email, and more.



FEATURES

SCANNER INTERFACE

Electronically scan and store all paper documents. Text content of paper documents are scanned using Optical Character Recognition (OCR), and indexed for searching.

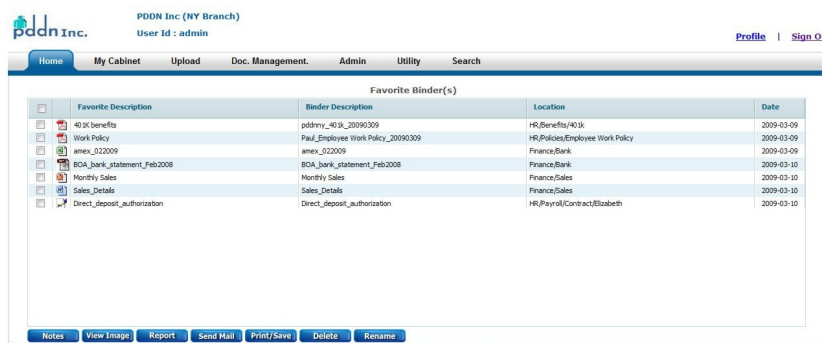
ADD-ONS

Manage QuickBooks files, with additional functionality within **AstrixDOC**. Create and edit Microsoft Office documents, with additional add-ons. These features will be web-based, meaning that users will not need to have QuickBooks or Microsoft Office installed on their local machine.

DATA SYNC

Automatically synchronize files. After a file is uploaded to **AstrixDOC**, future updates on a user's local machine can automatically be uploaded again to **AstrixDOC**, so the most-current copy is always available to a group or user.

Additional Features



Favorite Description	Binder Description	Location	Date
401K benefits	pddnny_401k_20090309	HR/Benefits/401k	2009-03-09
Work Policy	Paul_Employee_Work_Policy_20090309	HR/Policy/Employee Work Policy	2009-03-09
amev_022009	amev_022009	Finance/Bank	2009-03-09
BDA_bank_statement_Feb2008	BDA_bank_statement_Feb2008	Finance/Bank	2009-03-10
Monthly Sales	Monthly Sales	Finance/Sales	2009-03-10
Sales_Details	Sales_Details	Finance/Sales	2009-03-10
Direct_deposit_authorization	Direct_deposit_authorization	HR/Payroll/Contract/Elizabeth	2009-03-10

Notes

Add meaningful descriptions to documents, to make them more descriptive and easily searchable. Notes can also be used as reminders or comments to other users, and added at any time.

Email Documents

The built-in Email feature enables users to send files to any recipient, including colleagues, clients, or friends.

Favorites

Users can customize their home page (workspace) with their favorite (frequently used) documents, for fast and easy access. The workspace enables users to personalize their documents with notes, metadata, and more.

Mass Upload Support

Efficient, cost-effective Binder upload feature enables users to simultaneously add multiple files to a single binder, using drag-and-drop.

Unallocated Space

Not sure where to put a file, and in which binder? Simply upload the file to unallocated space, and assign the file location later.

System Requirements

Remote (Web Access)

- Microsoft Internet Explorer (IE 6.0 or higher) or Mozilla Firefox (2.0 or higher)
- Always-on Internet connection (DSL, Cable, LAN)

Desktop or Enterprise

- Microsoft Windows Server 2003, XP, Vista; Linux; UNIX
- 1 GB or more RAM, with 10 GB of free disk space
- Microsoft Internet Explorer (IE 6.0 or higher) or Mozilla Firefox (3.0 or higher)
- Java enabled for the browser and Java Runtime Environment (JRE) version
- JBoss, PostgreSQL database installed by AstrixDOC..

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