

AstrixDOC *Affordable Paperless*

Document Management Software *Office solution*

What is AstrixDOC?



Document management software has been around some time now, but never before has it been readily accessible to small-sized businesses at such an affordable price. The times have changed, and **AstrixDOC** is the proof. **AstrixDOC** Web Edition is a multiple-user, web accessible, high-end document management software that will allow small businesses to become better organized, more secure, and decidedly more efficient through a simple and easy-to-use interface.

Why use AstrixDOC?

With **AstrixDOC**, you can address five vital objectives of the modern business:

- * Convert to a paperless file and document Management System
- * Simple collaboration with a group of users
- * Secure valuable files and IP
- * Backup, archive, and retain files and documents
- * Implement new technology that is easy to use, learn, and install.

WHY DO I NEED AstrixDOC ?

Wondering why your organization needs a document management system?

Take a look at the following facts:

- ▶ According to Forbes ASAP, the average business person spends 150 hours per year searching for information. Now, assume that this person's time is modestly estimated at **\$30 per hour**. This results in **over \$4000** of lost overhead due to scavenging for information.
- ▶ If the average small-to-medium business is composed of 20 of the aforementioned professionals, up to **\$90,000** is lost annually solely to improper document management.

Still not convinced? Look at these statistics:

- ▶ Unstructured data accounts for 80% of all documents created by businesses.
- ▶ In some industries, unstructured data doubles **every 90 days**.
- ▶ Over the **next 2 1/2 years**, businesses and government agencies will **generate over 10.8 exabytes (1 trillion megabytes)** of unstructured information.

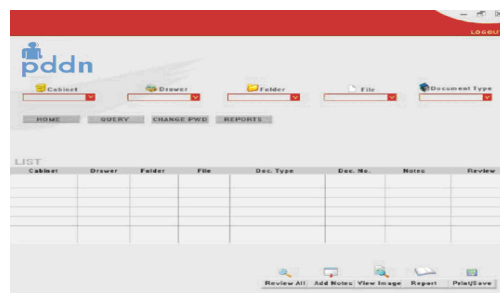
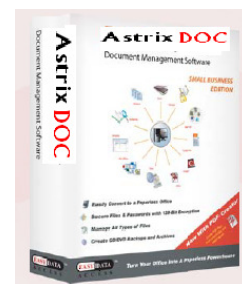
Implementing **AstrixDOC** will not only give you immediately realized cost savings, but also is a preventative action to the inevitable chaos that unorganized files and documents will lead to. It is not as if this unstructured data has no value; in fact, it more than likely forms the very backbone of your business. But by organizing, managing, and securing this data in a way that suits your needs best, you can increase the value of this data by making it more accessible and more secure.

THE AstrixDOC DIFFERENCE :

AstrixDOC has all of the standard document management features, as well as all the tools you need to convert to a completely paperless office. **AstrixDOC** shines through with its simple functionality, incredible affordability, and unique features, allowing your business to become organized, increase productivity, and become decidedly more efficient.

Simple Functionality Eliminates the Headaches of More Complex Software

- ◆ **AstrixDOC** was designed with the everyday user in mind. It features Windows Explorer-type drag-and-drop interface, making **AstrixDOC** not only incredibly easy to use, but also easy to learn.
- ◆ By using **AstrixDOC**, you can virtually eliminate all of the time wasted to training and familiarization. Never before has there been a readily available document management solution that is immediately usable.



Abundant Document Management Features:

- ◆ **Multiple-User Collaboration:** Everyone in the office can now access and modify documents from one location.
- ◆ **Secure Access to Files:** Control the file access of individual users and groups.
- ◆ **Full-text Indexing and Advanced Searching:** Find your files instantly by the text inside documents or by searching with multiple different parameters..
- ◆ **Cabinet-Drawer-File Structure:** The familiar organization structure goes modern with a host of organizing and security features.
- ◆ **Effortless Data Backups:** With one-click burning and automated backups, data backup is now easier and more effective than ever before.
- ◆ **Tools to Make Your Office a Paperless Powerhouse:** Built-in scanning eliminates clutter in the office by quickly digitizing all paper files.
- ◆ **Audit Trail:** Track and log changes and access to your files.
- ◆ **Document Routing:** Send documents and notes to other users within **AstrixDOC** without having to go through an email.

Unique Features You Won't Know How You Lived Without:

- ◆ **Task Management and Routing:** Route tasks, assignments, and documents to individual users and groups , and notes.
- ◆ **Right-Click Functionality:** Easily access the most popular features of **AstrixDOC** with a simple right-click of the mouse.
- ◆ **Multiple Tab Browsing:** Simultaneously browse multiple cabinets, folders, and drives from the intuitive **AstrixDOC** screen.

THE BOTTOM LINE: **AstrixDOC** is the simplest and most affordable multiple-user document management system available. To learn more, visit our website at www.pddninc.com/astrixdoc/.

AstrixDOC is product developed by PDDN Inc.

coming soon with more features with Desktop/Enterprise edition.